



University of Houston System Payroll/HRMS

Annual Security Audit Review

Review is still in progress. Deadline is July 31, 2009.

Payroll Approvers and Time Approvers

Remember to assign new hire employees as Time Reporters to Time Approvers.

Benefits Fair

Wed. July 15 from 10 to 4. Look for the HRMS/Payroll booth. We will have staff available to answer questions about Time and Labor, ePAR, or any other topic of interest.

Time and Labor

New Hires

New Hires must be added as Time Reporters and assigned to a Time Approver. This is done by either the Payroll Approver or the Time Approver.

These people are not in my group!

Chances are you are not searching by group id. If you search by another category, such as department id, then you will get everyone in that category or department.

Searching by group id should take care of it.

Deadlines for time entry and approval.

Time reporters should have their time entered by the last day of the month for that month.

Time approvers should approve time by the 5th business day of the following month.

Payroll approvers should approve time by the 10th business day of the following month.

Who is my payroll approver?

Payroll Approver name now appears on the Payroll Approver and the Time Approver Maintenance screens.

Who Approved This Time?

We have a query called UPAY_TL_RPT_BY_GROUP. We have added reported status and approved by (oprid_last_update). Check it out!

New Time and Labor Queries & Reports

- TL Hierarchy Report – shows list of all Time Reporters, Time Approvers, Payroll Approvers, and Unassigned Time Reporters. Can be run for a business unit, division, college, or department. Also includes status of reported time. Navigation: UHS_HRMS_PAYROLL > Time and Labor>TL Hierarchy Report
- Time Card Report – returns all reported time and provides signature lines verifying that time was taken. Navigation: Time and Labor > Reports > TimeCard
- UPAY_TL_REPORTED_TIME – a query that returns reported time for a selected emplid.
- UPAY_TL_PAYABLE_TIME – a query that returns payable time for a selected emplid.