



**University of Houston System**  
**Payroll/HRMS**

# **Time and Labor Overview**

**College & Division Administrators Meeting**  
**February 12, 2009**

## **Time and Labor Process – Monthly employees**

1. Time Reporter ( Employee) – reports elapsed leave time to time and labor on PASS for approval. Employee submits paper leave request to supervisor for approval.
2. Time Approver (Supervisor) – approves reported elapsed leave time only in PS HR 8.9 Manager self service. Supervisors can not see timesheets unless elapsed leave time has been entered. Nothing to approve if no elapsed leave time has been entered. Supervisor can make adjustments to elapsed time reported or can report elapsed time for absent employees. Supervisors give all approved leave requests to the PA for final reconciliation for the period.
3. Payroll builds paysheets for the pay period
4. Payroll runs Time Administration process. This process takes approved elapsed reported time and converts it to elapsed payable time.
5. Payroll Approver (payroll processor in the department) approves all elapsed payable time which makes the time eligible to transfer to paysheets in payroll. This is the actual elapsed leave time that will be paid. PA should have leave requests for all exception time reported and approved. Reconcile leave requests to payable elapsed time.
6. Payroll Loads Time and Labor elapsed payable time into the actual paysheets.
7. Payroll is calculated and errors reconciled
8. Trial payroll is released to the department for review of ALL payable time
9. Corrections are made by Time Approvers or Payroll Approvers to fix time in error and approve.
10. Payroll re-runs Time and Labor time administration processes to the payroll and recalculates the payroll.
11. Payroll confirmation and distribution.

### Additional Information

1. Time reporters will not enter any regular time – only elapsed leave time
2. Time approvers can not approve anything other than elapsed leave time
3. Employees are not allowed by the system to take more elapsed leave time than they have in their leave bank.
4. Employees can not approve their own elapsed time
5. Emails will be generated to notify TA's and PA's of reported or payable time that needs to be approved
6. We have the ability to load mass elapsed time for all employees in a situation like Ike where the university was closed.
7. We have a complete audit history for all approval/change transactions

## Valid Time Reporter Codes (TRC's)

Monthly Time Reporters/ Time Approvers/ Payroll Approvers

061	Faculty Development Leave
071	Professional Development Leave
075	College Release Time
077	Fitness Release Time
079	Professional Release Time
120	Bereavement
140	Jury Duty
170	Vacation
180	Sick
185	Marrow Donor Leave
186	Organ Donor Leave
187	Blood Donor Leave
230	Military Leave
420	Unpaid Leave
472	Investigation Paid Time Off
K18	NRA - Teaching (Sick N18)
K19	NRA - Study/Training (Sick N19)
V18	NRA - Vacation N18
V19	NRA - Vacation N19

# Time Reporter

Time Reporter – PASS access to report elapsed leave time – One week at a time

View By:  Date:   << [Previous Week](#) [Next Week](#) >>

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Wednesday 02/04/2009 to Tuesday 02/10/2009

Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Sun 2/8	Mon 2/9	Tue 2/10	Total	Time Reporting Code	Taskgroup
<input type="text"/>	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		140 - Jury Duty	PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>		170 - Vacation Used Salaried	PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	<input type="text"/>	<input type="text"/>		182 - Sick Adjusted	PSNONCATSI <input type="button" value="Search"/> <input type="button" value="-"/> <input type="button" value="+"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

Plan Type	End balance as of 02/04/2009
Sick	281.000
Vacation	72.000

They will click submit for each week they enter elapsed leave hours and will receive this message

## Timesheet

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### Submit Confirmation



The Submit was successful.

Reported Time for the Week of 2009-02-11 to 2009-02-17 is submitted



If employees try to enter hours that exceed the hours in the leave bank, they will get this error

[Click for Instructions](#)

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 32.00 Hours Scheduled Hours: 0.00 Hours

**From Wednesday 02/11/2009 to Tuesday 02/17/2009**

Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Mon 2/16	Tue 2/17
8.00	8.00	8.00				

**Microsoft Internet Explorer**

Vacation Leave Plan Type allows 0 hours and 8 hours have been reported which exceeds balance. (13504,9013)

[Reported Time Status - click to](#)

Date	Status	Total	Time Reporting Code	Comments
02/11/2009	Needs Approval	8.00	170	
02/12/2009	Needs Approval	8.00	170	
02/13/2009	Needs Approval	8.00	170	
02/16/2009	Needs Approval	8.00	170	

[Reported Hours Summary - click to view](#)

[Balances - click to hide](#)

Plan Type	End balance as of 02/11/2009
Sick	281.000
Vacation	

This shows them the elapsed leave hour summary being sent for approval to the Time Approver

**From Wednesday 02/11/2009 to Tuesday 02/17/2009**

Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Mon 2/16	Tue 2/17	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00			8.00		32.00	170 - Vacation Used Salaried	PSNONCATSI

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
02/11/2009	Needs Approval	8.00	170	
02/12/2009	Needs Approval	8.00	170	
02/13/2009	Needs Approval	8.00	170	
02/16/2009	Needs Approval	8.00	170	

[Reported Hours Summary - click to hide](#)

Category	Wed 2/11	Thu 2/12	Fri 2/13	Sat 2/14	Sun 2/15	Mon 2/16	Tue 2/17	Total
Total Reported Hours	8.00	8.00	8.00			8.00		32.00

[Balances - click to view](#)

# Time Approver

Time approvers will access Manager Self Service through HR & Campus Solutions 8.9



This is all they will see on their menu unless they have other security access for another purpose already



## Approve Time and Exceptions

Each Department and Time approver ***will be given*** the Group ID for the groups they are approving time for. This group ID will not change and will be used every time they are approving time.

Creation of the group ID designation allows us to dynamically change security without manual intervention to identify new employees with the appropriate group they belong to.

The code scheme is as follows for the Group ID.

1<sup>st</sup> Letter – Campus designator

2<sup>nd</sup> Letter/Number (0-9, A-Z) - Division identifier










3rd Letter/Number (0-9, A-Z) – Department identifier

4th Letter/Number (0-9, A-Z) – Department identifier

5th Letter/Number (0-9, A-Z) – Supervisor/Approver identifier

Time Approver will enter the Group ID and click Get Employees

### Manage Exceptions

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Department	<input type="text"/> 
Workgroup	<input type="text"/> 
Position Number	<input type="text"/> 

Get Employees

## Approve Reported Time

### Timesheet Summary

Employee Selection Criteria	
Description	Value
Group ID	<input type="text" value="HMO"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

[Get Employees](#)

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.

Show Schedule Information

View By:  Date:  [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

#### Employees For Dane Green, Time Needing Approval From 02/04/2009 - 02/10/2009

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department
<input type="checkbox"/>	<a href="#">Marii Bober</a>	Exec Dir, Payroll	40.00	40.00	0.00		0.00	0.00	0089597	0	D6L2	H0158

[Select All](#)  [Clear All](#)

[Approve Selected](#)

[Deny Selected](#)

This shows one person that needs time approved. You can select the employee to review the time that has been entered.

Click on employee name for detail information

# Timesheet

Marli Bober

EmplID: 0089597

Job Title: Exec Dir, Payroll

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:  Date:  [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours

From Wednesday 02/04/2009 to Tuesday 02/10/2009

Timesheet		Overrides							
Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Sun 2/8	Mon 2/9	Tue 2/10	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00			8.00	8.00	40.00	170 - Vacation Used Salaried	PSNONCATSI

[Submit](#)

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	02/04/2009	Needs Approval	8.00	170	
<input type="checkbox"/>	02/05/2009	Needs Approval	8.00	170	
<input type="checkbox"/>	02/06/2009	Needs Approval	8.00	170	
<input type="checkbox"/>	02/09/2009	Needs Approval	8.00	170	
<input type="checkbox"/>	02/10/2009	Needs Approval	8.00	170	

[Select All](#)

[Deselect All](#)

[Approve Selected](#)

[Deny Selected](#)

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Manager Self Service](#)

[Time Management](#)

[Punch Timesheet](#)

[Return to Select Employee](#)

The manager can review the elapsed leave time that needs to be approved.

The manager can also look at leave balances at this time for the employee.

## Approve Reported Time

### Timesheet Summary

Employee Selection Criteria	
Description	Value
Group ID	HMO
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Department	
Workgroup	
Position Number	

Get Employees

Select an employee and click on the approve or deny button below to approve or deny the employee's time. Click on the employee's name to view, approve and/or deny the employee's time. You may select different view by options - by week, by date, all time before or all time after the specified date.  Show Schedule Information

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

#### Employees For Dane Green, Time Needing Approval From 02/11/2009 - 02/17/2009

Select	Name	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department
<input checked="" type="checkbox"/>	MariL Bober	Exec Dir, Payroll	32.00	32.00	0.00		0.00	0.00	00089597	0	D6L2	H0158

Select All  Clear All

The Time Approver can select all employees for approval and select the Approve Selected button.

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"  
Press OK to Approve or press Cancel to not save the approval.

## Save Confirmation

The Save was successful.

Confirmation screen that the approval was successful. Click on the OK button to return to the manager selection screen.

# Payroll Approver










Initial Screen when Approving Payable Time

Path: Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

## Approve Payable Time

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### Approve Time for Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Department	<input type="text"/> 
Workgroup	<input type="text"/> 
Position Number	<input type="text"/> 

Get Employees

Start Date   End Date  

No employees were returned for the time period specified.

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Go To: [Manager Self Service](#)  
[Time Management](#)  
[Time Administration Run Control](#)

Fill in the fields to denote employee(s) that need to have payable time approved. Specify the date for the time. You will need to fill in the start date and end date so that you will approve the time for the proper period of time.



You can adjust reported time from this screen. This allows the PA to adjust time if necessary. If time is adjusted then it will have to be approved and processed through time administration process so that the payable time will be adjusted based upon the adjustments to reported time.

The Adjust Reported Time link takes the user to the Timesheet page so that reported time can be adjusted.

**Timesheet**

Marli Bober EmplID: 0089597

Job Title: Exec Dir, Payroll Empl Rcd Nbr: 0

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[Click for Instructions](#)

View By:  Date:  [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours

**From Wednesday 02/04/2009 to Tuesday 02/10/2009**

[Timesheet](#) [Overrides](#) [\[...\]](#)

Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Sun 2/8	Mon 2/9	Tue 2/10	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00			8.00	8.00	40.00	170 - Vacation Used Salaried	PSNONCATS

[Submit](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
02/04/2009	Approved	8.00	170	
02/05/2009	Approved	8.00	170	
02/06/2009	Approved	8.00	170	
02/09/2009	Approved	8.00	170	
02/10/2009	Approved	8.00	170	

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Manager Self Service](#)  
[Time Management](#)  
[Punch Timesheet](#)  
[Return to Select Employee](#)  
[Return to Approval Details](#)

## Approve Payable Time

### Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	HMO
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Department	
Workgroup	
Position Number	

Get Employees

Start Date  End Date

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Employees For Dane Green

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup	Business Unit	Location Code
<input checked="" type="checkbox"/>	Mari Bober	0089597	0	D6L2	Exec Dir, Payroll	72.000000	H0158		HR730	H0904

Select All  Clear All

Approve

The user can approve all of the employee(s) or selected employee(s) from this page. Once the employee(s) to be approved have been selected the press the Approve button.


Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"  
Press OK to Approve or press Cancel to not save the approval.

OK Cancel

User gets a confirmation screen which gives the user a chance to cancel the approval process. Click on the OK button to continue the approval process.

## Save Confirmation

 The Save was successful.

OK

The user gets a confirmation screen that confirms the approval of the payable time. Click the OK button to return to the initial approval screen for payable time.