



University of Houston System

Payroll/HRMS

Time & Labor Project-Training

The Time & Labor Project is the implementation of electronic Time reporting interfaced to Payroll processing. The project has two phases, phase one is the implementation of monthly (salaried) employees, phase two is the implementation of biweekly (hourly) employees. The implementation date for phase one is tentatively set for April 1, 2009, the implementation date of phase two will be determined at a later date.

Time & Labor has three roles employee use:

- Time Reporters: All employees are considered Time Reporters.
- Time Approvers: The Manager, Supervisor, Director, etc. who currently approves timesheets.
- Payroll Approvers: Those employees currently responsible for reconciling leave requests, Trial/Final Payroll Verification reports, and submitting timesheets/corrections to the Payroll office.

Time Reporters will enter their elapsed time (leave time) in P.A.S.S., their Time Approver will approve the reported time in Manager Self Service, the Payroll office will run Time Administration and the reported time is converted to Payable Time. The Payroll Approver will approve Payable Time at which time the Payroll office will begin the Payroll processing cycle.

A Glossary was created for the Time & Labor terminology that will be updated as new processes are introduced, see addendum I. In addition, a Frequently Asked Questions guide has been created and will be updated on an ongoing basis, see addendum II.

The following training courses were created for the Time & Labor Project:

- PSP001 T&L Time Approver Maintenance
- PSP002 T&L Elapsed Time Data Entry (For Monthly Employees)
- PSP003 T&L TA Reported Time Approval
- PSP004 T&L PA Payable Time Approval
- PSP005 T&L Punched/Elapsed Time Data (For Bi-Weekly Employees)

PSP001-T & L Time Approver Maintenance: This training course is offered to train Payroll Approvers and Time Approvers how to maintain their department's electronic time approval hierarchy that is interfaced to the Time & Labor module of PeopleSoft HR.

Agenda: The course duration is 1.5 hours, instructor led and trains the user how to:
Add an alternative approver;
Add Time Approvers/Time Reporters;
Reassign Time Approvers/Time Reporters;
Delete Time Approvers/Time Reporters
Maintain their list of Time Approvers/Time Reporters.

Audience: Payroll Approvers/Time Approvers.



University of Houston System

Payroll/HRMS

Time & Labor Project-Training

PSP001-T & L Time Approver Maintenance: continued

Prerequisites: Payroll Approvers must have access to PeopleSoft HR, with a minimum role of HR View level security access.

Time Approvers have two options, a minimum security role of Time Approver Only or Time Approver/HR View level security access. The College/Division Business Administrator will determine the level of access.

Security : Time Approver Only access can be granted after Time Approver Training has been completed. The PeopleSoft Security access form must be filled out and signed by employee, with supervisor and CDBA signatures and faxed to 713-743-4658.

The security access form has been modified for the three new roles for Time & Labor and can be accessed at www.uh.edu/hrms, for a sample see Addendum III.

PSP002- T & L Elapsed Time Data Entry: This training course is offered to train all employees how to enter elapsed time (leave time) in P.A.S.S. on the Time & Labor data entry screens.

Agenda: The course duration is 1 hour, instructor led and trains the user how to:
Record elapsed time (leave time) on the T & L screens in P.A.S.S.

Audience: All employees.

Prerequisites: User must be an active employee with a PeopleSoft User ID and password.

PSP003- T & L TA Reported Time Approval: This training course is offered to Time Approvers and trains them how to approve Reported time in Manager Self Service for Time & Labor Processing.

Agenda: The course duration is 1.5 hours, instructor led and trains the Time Approver how to:
View/Update/Approve elapsed time in Manager Self Service;
View/Update/Approve alternate approvers' elapsed time in Manager Self Service;
The course walks the Time Approver through the entire Time & Labor Payroll Cycle.

Audience: All Time Approvers and their Alternate Approvers.

Prerequisites: Time Approvers have two options, a minimum security role of Time Approver or Time Approver/HR View level security access.

PSP004 – T & L PA Payable Time Approval: This training course is offered to Payroll Approvers and trains them how to approve Payable time in Manager Self Service for Time & Labor Processing.

Agenda: The course duration is 1.5 hours, instructor led and trains the Payroll Approver how to:



University of Houston System
Payroll/HRMS
Time & Labor Project-Training

PSP004 – T & L PA Payable Time Approval: continued

View/Update/Approve elapsed time in Manager Self Service;
View/Update/Approve alternate approvers' elapsed time in Manager Self Service;
This course walks the Payroll Approver through the entire Time & Labor Payroll Cycle.

Audience: All Payroll Approvers and their Alternate Approvers.

Prerequisites: Payroll Approvers must have access to PeopleSoft HR, with a minimum role of HR View level security access.

PSP005 - T&L Punched/Elapsed Time Data: This training course is offered for Biweekly Time Reporters, these users will be trained to use the Time Collection Devices and how to enter elapsed time in P.A.S.S.

Agenda: Time Reporters will be trained in the operation of the Time Collection Devices and the location of the devices in their department. In addition, they will be trained in how to add elapsed time (leave time) in P.A.S.S.

Audience: Biweekly Time Reporters

Prerequisites: Employee must have an active job record, a PeopleSoft ID and password to log into P.A.S.S.



University of Houston System
Payroll/HRMS
Time & Labor Project-Training

Training Timeline:

- PSP001 T&L Time Approver Maintenance January 12 – February 26
- PSP002 T&L Elapsed Time Data Entry (For Monthly Employees) March 2
- PSP003 T&L TA Reported Time Approval March 2
- PSP004 T&L PA Payable Time Approval March 2
- PSP005 T&L Punched/Elapsed Time Data (For Bi-Weekly Employees) TBA