

Time Reporting & Absence Management

College/Division Administration Update

June 9, 2022

Roland Shaw – Executive Director, Payroll
Usha Mathew - Assistant VP, for Finance/University Controller

AGENDA

- ➔ Roles
- ➔ Responsibilities
- ➔ 2022 1st Quarter by Division
- ➔ 2022 1st Quarter by College
- ➔ 2022 1st Quarter by Department
- ➔ 2022 1st Quarter by Manager &
- ➔ Employee
- ➔ Takeaway
- ➔ Q & A

TRAM - Type of Roles

- ▶ **Time Reporter:** An **Employee** who punches in Time and/or submit a Leave Request. For the purpose of TRAM all Hourly and Salary employees are Identified as Time Reporters.
- ▶ **Reports To Managers:** A **Manager** and/or **Supervisor** which defines employee-manager relationships based on position data. Due to this structure, time reporters are automatically assigned to their Reports To Manager

TRAM – Employee Responsibilities

- ▶ **Exempt / Salaried / Benefits Eligible Employees**
 - Responsible for creating absence request in TRAM. After the employee submits the request, the Manager is able to evaluate it under Manager Self-Service
 - The absence request cannot be modified once it is submitted. An absence request is only able to be modified if the Manager pushes it back
 - The Absence Request is approved once the Manager or delegate approves it; it does not require additional approvals

TRAM – Employee Responsibilities

► **Non-Exempt / Hourly / Benefits Eligible Employees**

- Responsible submitting Absence Request
- Responsible for punching in and out***
- Responsible for notifying your Manager when a punch is missed or duplicated
- Obtaining advance approval for all time worked over your assigned schedule

TRAM – Reports To Manager

- ▶ The “Reports To” Manager is responsible for completing the following functions no later than 12:00 noon EVERY Wednesday:
 - Verifying and approving payable time
 - Taking action on all absence requests (approving, denying, pushing back)
 - Managing schedules and clearing **HIGH SEVERITY EXCEPTIONS** by 10:00 AM
 - Correcting missed, out of order punches or leave adjustments
 - Assigning a delegate to fulfill these responsibilities in the manager’s absence

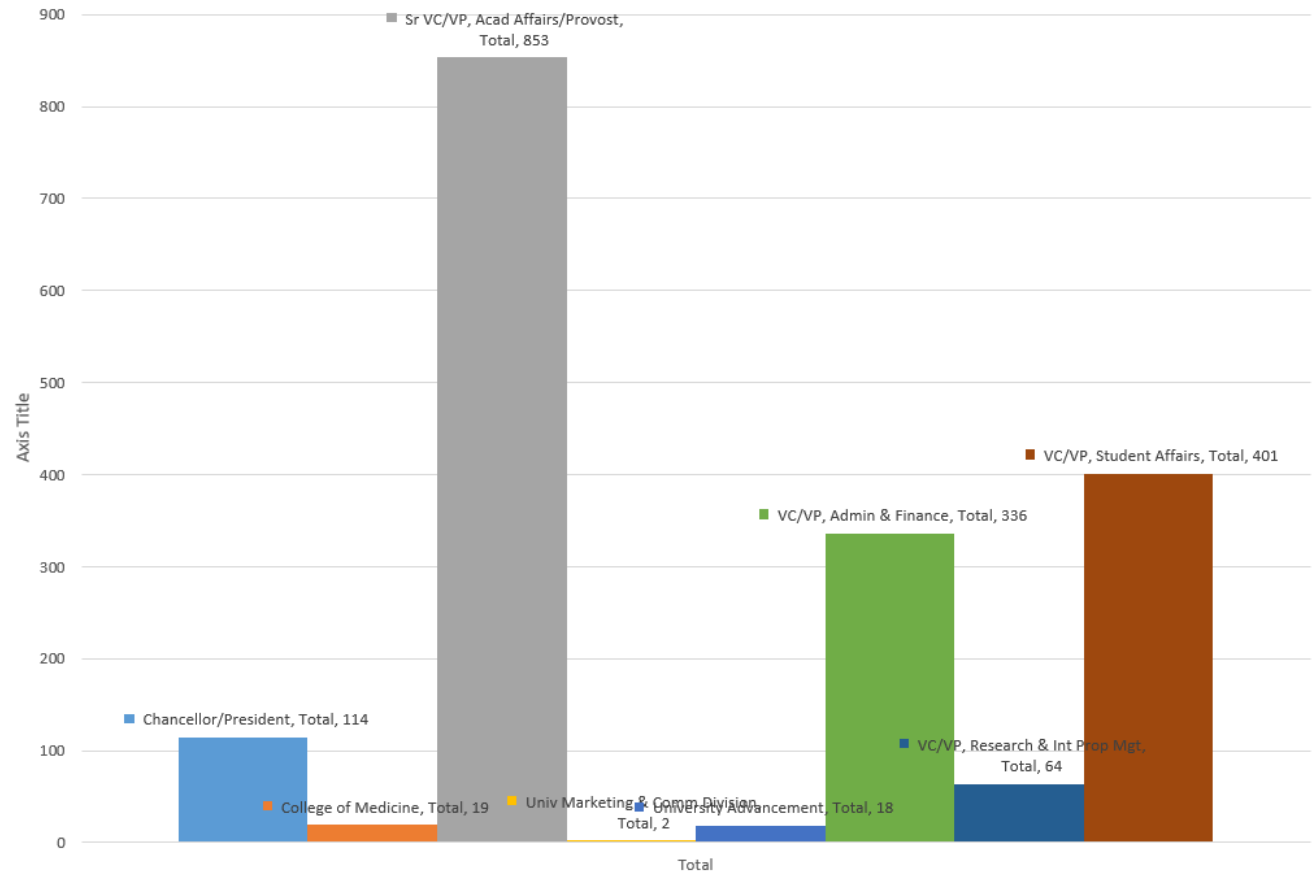
TRAM – Clearing Exceptions



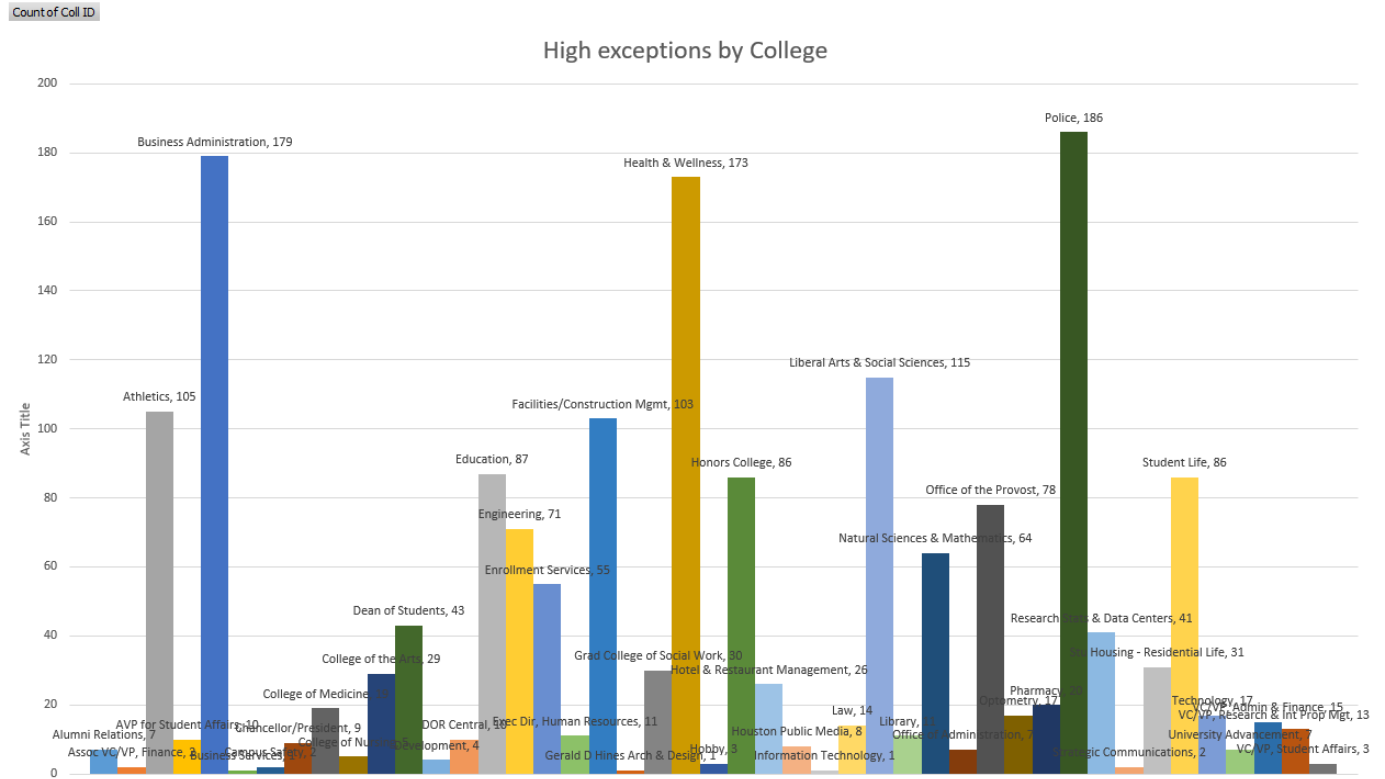
TRAM – 2022 1st Qtr - Division

Count of Div ID

High exceptions by Division



TRAM – 2022 1st Qtr - College



TRAM – 2022 1st Qtr (Jan – Mar)

Managers with 20
 or more High Exceptions

Count of Mgr Name
82
60
51
42
36
31
30
28
28
25
23
21
21

Counts of high exceptions
69
48
37
31
16
16
15
12
11
11
11
11

Employees with 10 or
 more High Exceptions

TRAM – RTM Takeaways

- ▶ **Do the following no later than 12:00 noon EVERY Wednesday:**
 - Approve time
 - Manage schedules and clear **HIGH SEVERITY EXCEPTIONS**
 - Correct missed, out of order punches or leave adjustments
 - Assigning a delegate to fulfill these responsibilities in the manager's absence

- ▶ **2022 2nd Quarter data is being compiled**

TRAM

