



## APPROVE AND VIEW TIME FOR SALARIED EXEMPT EMPLOYEES USER GUIDE

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

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## Background

This document contains information about:

- The way time is handled for salaried exempt staff in PeopleSoft
- Approving time for salaried exempt employees
- Viewing exception time and exception time balances

This document is not meant to provide guidance for time submitted by wage employees or nonexempt salaried employees. Complete information regarding these employees can be found in [Approve and View Time for Wage Employees](#) and [Approve and View Time for Nonexempt Salaried Employees](#).

## General Information

Information specific to Salaried Exempt employees is listed below. Consult the appropriate document for information regarding other types of employees. (See above.)

Exempt staff is not paid through the time and labor module. Time entered into the timesheet does not affect the amount of the paycheck. Exempt salaried exempt employees need only enter exception time. Exception Time is defined as any time worked that is outside of the regular work week. Examples of Exception Time include: a sick day, a vacation day, a cultural holiday.

### Kinds of Time Entered into PeopleSoft:

- Vacation
- Sick/Medical Time
- Cultural Holiday
- Personal Days

### Kinds of Time Not Entered into PeopleSoft:

- Holidays
- A full day of regular time worked
- Bereavement Leave
- Jury Duty
- Additional Pay
- Emergency Service



## How to Report and When to Report:

### General Information:

- Consult the section entitled [Kinds of Time Entered into PeopleSoft](#): for a complete list of what is entered into the timesheet system.
- The employee’s available time reporting codes will be in the drop down menu.
- If the employee works the regularly scheduled hours for the entire day, the employee does not need to report for that day.
- If the employee takes an entire day off, report that day under the correct reporting code.
- If the employee works a partial day and takes time off (sick, vacation, personal, cultural holiday, etc.) the employee **must** report the balance of the day as regular time.

### Specific Examples

#### *Vacation, Sick, and Cultural Holiday*

If the employee takes an entire day off, report the employee’s standard hours under the correct reporting code. The employee can split days the same way by splitting the correct number of hours in the day between the appropriate Time Reporting Codes.

To report more than one kind of time in a week or a day the employee must record each kind on a separate line. Click the plus sign to add rows.

From Monday 10/08/2012 to Sunday 10/14/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14						
7.500								340 - Vacation Pay	UVMSAL			
	7.500							355 - Cultural Holiday	UVMSAL			
		7.500						345 - Sick Pay	UVMSAL			



### Partial Day of Exception Time

If the employee works a **partial day** and takes time off (sick, vacation, personal, cultural holiday, etc.) the balance of the day must be reported as regular time.

From Monday 10/08/2012 to Sunday 10/14/2012										
Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Total Hours	Time Reporting Code	Taskgroup	
		4.250						345 - Sick Pay	UVMSAL	+ -
		3.250						011 - Regular Pay	UVMSAL	+ -
									UVMSAL	+ -

### Non-Traditional Schedules

This information is specific to salaried exempt employees who maintain a regular schedule that is outside of the standard work day. This information also applies to salaried exempt employees working reduced a FTE.

#### General Information:

- When the employee works a reduced FTE, the employee’s holidays are prorated based on the employee’s FTE (See [Prorated Holiday Allotment Table](#)).
- An employee who generally works a non-standard UVM day (e.g. working a 40-hour week in 4 days or 10 hours per day) must compensate for the additional 2 hours of holiday time if taking the full day off.
- If the holiday falls on the regular day off, the employee is eligible to take the allowed holiday amount at another time within the same work week.
- If the holiday falls on a day the employee normally works the employee is responsible for supplementing the extra hours off with vacation or other time.



**Examples**

***Holiday Time Taken Within the Same Work Week (reduced FTE)***

Svetlana works 80% FTE or 30 hours. Svetlana is entitled to 6.0 hours of holiday time. She normally works Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Svetlana this represents 12 hours of holiday time. During Thanksgiving week, she chooses to work on Monday and flex the Friday holiday to a day she normally works during the week, in this case Tuesday.

Because Svetlana normally works a 10 hour day and has chosen to take two full days off, 8 additional hours must be compensated for. Below is the timesheet correctly filled out.

From Monday 11/19/2012 to Sunday 11/25/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25						
10.000								011 - Regular Pay	UVMSAL	+	-	
	4.000		4.000					340 - Vacation Pay	UVMSAL	+	-	
	6.000		6.000					351 - Holiday	UVMSAL	+	-	

***Full-time flexible schedule***

Susie works a 40-hour week. Typically, she works 10 hours per day Monday through Thursday. Even though she works 10 hours a day she is entitled to 8 hours of holiday time according to UVM policy. During Thanksgiving week, the University is closed Thursday and Friday. Susie is entitled to a total of 16 holiday hours during this week. Since Susie does not work on Fridays, she and her supervisor agree that she will take Wednesday and Thursday off as her holidays rather than Thursday and Friday. Because she typically works 10 hours a day, she will need to supplement the extra hours taken to ensure she accounts for a full 40 hours that week.

From Monday 11/19/2012 to Sunday 11/25/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25						
10.000	10.000							011 - Regular Pay	UVMSAL	+	-	
		2.000	2.000					340 - Vacation Pay	UVMSAL	+	-	
		8.000	8.000					351 - Holiday	UVMSAL	+	-	



## Review and Approve Exception Time

All exception time entered into the system needs to be processed by the system prior to being available for approval. This process runs nightly. Anyone with time and labor security access to a department can review and approve exception time for all employees assigned to that department, regardless of who is assigned as the supervisor.

### Reviewing Exception Time: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time**
3. Enter search criteria in the appropriate fields and click the **Get Employees** link.  
**Note:** Use **reports to position number** to search for salaried employees.
4. Click **Get Employees**.
5. Choose the employee to view by clicking on their name in the list.
6. A summary of hours will appear for review.
7. Review the summary of the time here or in greater detail by clicking on the **Adjust Reported Time** link.
8. Review the time and then click the **Return to Approval Details** link at the bottom of the page to return to the approval screen.
9. Click the box next to the hours to be approved. Click **Approve**.
10. Click **OK**.

## Make Corrections to the Timesheet

Corrections are easy to make on the employee's timesheet. The system will understand the changes and override previous entries. The corrections go to the employee's manager for approval after being processed through the system in an overnight process. Any time that has not changed and has already been submitted will not be re-submitted.

### Making Corrections to the Timesheet: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > Report Time > Timesheet**
3. Enter search criteria and click **Get Employees**.
4. Select the employee for which corrections are necessary by clicking on their name.



- The timesheet will open and default to the current week. Select the appropriate week by typing the date in the date field or by using the calendar icon to the right of the date field to select the date. Click **Refresh** to change the timesheet to the selected date.
- Correct the time entered by resubmitting the correct time

### Examples

#### Add regular hours to a partial day taken

Click the plus sign to the right of the timesheet to add a new line. Add the balance of the employee's regular time into this new line. Then hit **Submit**.

From Monday 10/08/2012 to Sunday 10/14/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14						
3.750								345 - Sick Pay	UVMSAL		+	-
3.750								011 - Regular Pay	UVMSAL		+	-
									UVMSAL		+	-

#### Correct Amount of Hours Submitted

Change the incorrect number to the correct number by clearing the box and adding the new value. Click **Submit**.

**Note:** Do not use negative numbers to subtract time. To delete a value, use 0.0.

#### Correct the Time Reporting Code

If the hours are correctly submitted, correct an incorrect Time Reporting Code by selecting the correct Time Reporting Code from the drop down menu and click **Submit**.

**Note:** It is not necessary to add a new line or make any other changes to the timesheet. Simply change the code and resubmit.

## Reporting Options

### A Note about Security

Depending on individual security, one may not have access to all of the screens mentioned in this document. A business manager should be able to access them. Business managers can be of assistance in accessing this data.



## Understanding How Data is Stored in PeopleSoft Time and Labor

There are a number of processes that impact the way data is displayed. Read the information contained in this section carefully prior to analyzing time and labor data.

There are three different places in Time and Labor that house data. They are the Benefits Table, the Timesheet Table and the timesheet. Timing is important to the understanding of the data contained in these 3 areas.

### Benefits Table

- The benefits table is the more powerful of the time and labor tables. It controls the balance information in the timesheet table.
- End users have no direct control over the data in this table. Data changes in this table need supervisory or payroll approval.
- The benefits table does not include time that has been entered, but not approved by a supervisor.
- This table is what drives the view on the paycheck. The view on the paycheck will be a snapshot of the contents of the benefits table prior to the accrual process.

### Data in Benefits Table

In	Out	When/how?
Vacation and sick time		15 <sup>th</sup> of every month with the payroll process
Cultural Holiday	Cultural holiday if not used, entered <b>and approved</b>	15 <sup>th</sup> of January
Personal days	Personal days if not used entered <b>and approved</b>	15 <sup>th</sup> of anniversary month
Manual positive adjustments to time	Manual negative adjustments to balances	15 <sup>th</sup> or 30 <sup>th</sup> of month with the payroll process
	Time Used	15 <sup>th</sup> and 30 <sup>th</sup> of the month <b>with supervisor approval</b>
	Time accrued over the maximum amount allowed	At payroll run when the balance goes over the allowed amount.



### Timesheet Table

- The timesheet table is the table that an individual user has access to make changes to.
- Data changes in this table do not need supervisory or payroll approval.
- Where the rules related to overtime and compensatory time are stored and processed.
- This is where the total number of hours an employee works in a standard week (37.5 or 40 with FTE applied) is understood.

### Data in Timesheet Table

In	Out	How/When?
	Time Entered into timesheet	When submit button is clicked
Unprocessed time adjusted by the employee	Unprocessed time adjusted by the employee	When submit button is clicked
Accruals on all TRC's		From the Benefits table at the payroll run (15 <sup>th</sup> and 30 <sup>th</sup> )
Comp Time Earned		After the eligible hours are submitted for Compensatory Times AND an overnight process runs
Positive Manual adjustments to balances	Negative Manual adjustments to balances	From the Benefits table at the payroll run (15 <sup>th</sup> and 30 <sup>th</sup> )

### The Timesheet

- The time sheet is where data is entered regarding time worked or taken by an employee or the manager.
- The Timesheet table and the timesheet are directly linked for salaried employees.
- How the timesheet functions is different for salaried employees and wage employees.
- The data in this table is considered reported time until it is processed through the time administration process after which it is considered payable time.



### **Data in the Timesheet**

Though this document is designed for reporting on time entered by salaried employees, it is helpful to understand how the data is different for each kind of employee.

#### **Salaried Nonexempt Employees**

- Overtime rules are calculated on a standard week.
- Each employee is limited to entering the kind of time allowed by available Time Reporting Codes.
- Time cannot be entered into the timesheet that is not visible in the timesheet table.

#### **Salaried Exempt Employees**

- Each employee is limited to entering the kind of time allowed by available Time Reporting Codes.
- Time cannot be entered into the timesheet that is not visible in the timesheet table.

#### **Wage Employees**

- Overtime rules are calculated after 40 hours a week.
- Combo codes are assigned to each job record and default into the timesheet.
- An employee is unable to enter or choose a combo code that does not match the default code.

### **Accrual Balance Screens**

The Accrual Balance screens are driven by the benefits table. These balances do not include time entered into the timesheet that has not been approved by a supervisor.

#### **Reviewing Accrual Balances: Step-by-Step Instructions**

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Benefits > Review Accrual Balances**
3. Enter search criteria and click **Search**.



Find an Existing Value

Search Criteria

Empl ID: begins with [ ]

Benefit Record Number: = [ ]

Name: begins with [ ]

Last Name: begins with [ ]

Business Unit: begins with [ ]

Department Set ID: begins with [ ]

Department: begins with [ ]

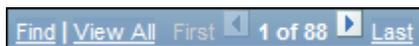
Organizational Relationship: = [ ]

Alternate Character Name: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

- If the search criteria generate a list, choose the correct employee from the list.
- The Leave Accrual Balances Screen will appear. Click on **Find** in the top right corner of the screen.



- Enter a search string and click **OK**.

uvm.edu needs some information

Script Prompt:

Enter search string:

Vacation

OK Cancel

- The most recent entry for the search criteria will be displayed. See [Explanation of Accrual Balances](#) Screens for help interpreting what is shown.



## Explanation of Accrual Balances Screens

### General Information

This information comes from the Benefits table. These screens do not include time that has been entered, but not approved by the supervisor.

### Explanation of Screens

#### Accrual Balances – Hours

- **Carried over from previous year:** The remaining balances as of 12/31. Does not include time entered for the prior year not approved by a supervisor.
- **Earned Year to Date:** The total accrual for the calendar year. This number is current as of the date of the last payroll run.
- **Taken Year to date:** The total amount of time entered and approved as of the last payroll run date.
- **Adjusted year to date:** The total amount of time adjusted by payroll. This figure does not include supervisor adjustments.
- **Bought year to date:** This is not being used at UVM.
- **Sold year to date:** This is not being used at UVM.

#### Service Data

- **Service Date:** The date that the employee entered the University.
- **Service Hours:** This is not being used at UVM.

#### Unprocessed Data

- **Hours Taken:** The total number of approved hours not yet processed.
- **Hours Adjusted:** The total number of hours manually adjusted by payroll, not yet fully processed.
- **Hours Bought:** This is not being used at UVM.
- **Hours Sold:** This is not being used at UVM.
- **Service Hours:** This is not being used at UVM.

#### Accrual Totals

- **Hours Balance:** The total remaining balances, not including hours not yet approved by the supervisor.
- **Hours Value:** Hourly rate multiplied by the hours balance.



## Payable Time Detail

These instructions will show how to view time for an employee. Managers can see their own time, by navigating to Self Service.

### Payable Time Detail: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > View Time > Payable Time Detail**
3. Search for specific employee and click on the employee name in the list when it appears.
4. The Payable Time Detail page will appear. Type in the dates to view and click Get Rows.
5. The transactions for the dates requested will appear.

### How to Interpret Payable Time Detail Data

The following fields are returned. See below for a detailed explanation of the data contained in each field.

Date	Payable Status	Time Reporting Code	Description	Quantity	TRC Type	User ID
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An explanation of the data in these fields:

- **Date:** shows the date of the time entered.
- **Payable Status:** shows the current status of the time submitted.
- **Needs Approval:** The time is ready for the supervisor to approve.
- **Approved Goes to Payroll:** The time has been approved by a supervisor and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when they load the checks.
- **Closed:** The time has been fully processed by payroll and has been included in a paycheck.
- **Estimated Ready for Payroll:** This refers to time automatically generated by the system.
- **Time Reporting Code:** Refers to the type of time submitted.
- **Description:** The description of the pay category earned (Work Study Hours, Hourly etc).
- **Quantity:** This field refers to the amount of time entered. Numbers may be negative here. The negative sign before hours means that the hours that were originally submitted on that day have been deleted or replaced.
- **TRC Type:** The unit that the time is measured in. This field will always say hours.



- **User ID:** This field generally is only populated when the status of the time is either approved goes to payroll or closed. The user id in this field is the person who approved the time.

## Payable Time Summary

### Viewing the Payable Time Summary: Step-by-Step Instructions

1. Log into PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > View Time > Payable Time Summary**
3. Search for an employee and click on the employee name in the list when it appears.
4. The Payable Time Summary page will appear. The system default is the summary of time for the employee for the seven days previous to today's date. Change the date by typing in the start date and clicking Get Rows.
5. Summaries of all of the time that hit the timesheet for the reporting period will be sent regularly. Each Time Reporting Code will be totaled in the rightmost column of the report.

## The Time Card Report

The Time Card Report lists all Reported Time and Payable Time for the specified employee/s. The report also has a signature line for the employee and the supervisor which can be used for verification purposes if needed.

Note: Prior to running the Time Card Report for the first time follow the instructions to set up a [Run Control ID](#).

### Processing the Time Card Report: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Time and Labor > Reports > Time Card**
3. Enter a Run Control ID and click search to bring up the Time Card Report Screen.
4. The Time Card report screen will appear with the last dates saved in the date fields.  
**Note:** Be sure that Include is visible next to all employees.
5. Enter new date parameters for the report.
6. When finished entering dates, click **Run**.
7. Click **OK**.
8. Click on the **Process Monitor** to access the Process Monitor.



### ***Interpreting the Data in Timecard Report***

The report will include two sections:

- Reported Elapsed Time – Shows the time entered into the system.
- Payable Time – Shows the time that has been entered into and processed through the system. This section will show the status of the time as of the moment the report is run.

Description of Status Indicators:

- Waiting for Approval - Needs manager approval
- Approved Goes to payroll - Waiting for Human Resource Services to run a payroll
- Closed - Paid out

### **Time and Labor Launch Pad**

The launch pad offers additional options when viewing time for a large number of employees. It combines several Time and Labor components together and allows viewing of the status of time reported by an employee for an entire month at a time and then move easily to any other Time and Labor Component.

### **Time and Labor Launch Pad: Step-by-Step Instructions**

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad**
3. The Time and Labor Launch Pad page will appear. Type in search criteria similarly as using Manager Self Service screens and click Get Rows.
4. The current month will be displayed.
5. The month displayed can be changed by using the drop down menu and clicking View.
6. Time entered into the system will show up on the calendar.
7. The code below the number of hours entered indicates the status of the time.
8. An explanation of the key:
  - **Exception** – In this case Exception means error. If an exception is listed here, it can be investigated and corrected by Launching to “Manage Exceptions”.
  - **Reported Punched Time** – UVM does not use this kind of time.
  - **Reported Elapsed Time** – Time that has been entered into the timesheet by an employee. Time may need approval.
  - **Payable Time** – Time that will be “paid” that has been entered by the system (from the schedule) or by the manager or the employee.



- **Note:** Vacation and other exception time will show up here. It will not affect the employee's paycheck.
  - **Forecasted Payable Time** – Only visible after Forecast Payable Time has been clicked.
  - **Recommended Action** – This is not currently configured. This code should not be visible for employees.
9. The status of the time can be viewed by clicking on a day with a blue hyperlink.
  10. The status column will show the status of the time.
    - **Needs Approval** – The time is ready to approve.
    - **Approved Goes to Payroll** – The time has been approved and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when they load the checks.
    - **Closed** – The time has been fully processed by payroll and has been included in a paycheck.
    - **Estimated Ready for Payroll** – This refers to time automatically generated by the system. The time comes from the default schedule and is not visible on the timesheet.
  11. The kind of time displayed can be changed by choosing from the drop down menu.
  12. Move through the search results or through several months by clicking on Previous or Next Employee or Previous or Next Month.
  13. Launch to other parts of the Time and Labor System by choosing a component from the drop down menu and clicking go.
  14. Click **Forecast Payable Time** to show the time that is likely to be paid out in the next months.

## Leave Balances Report

This report will show accrual rates and balances for Vacation and Sick time. It will also show Personal and Cultural time balances. This report will also display the FLSA status and Service date for the selected employees.

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **UVM Reports > HR Reps Reports > Leave Balance Report**
3. Enter an existing Run Control Id.



4. Enter search criteria as appropriate. Enter a date in the past to see historical data.

**Note:** Results will be based on row level security. See [A Note About Security](#) for more information.

**Report Options**

Department:  HRS Learning Services

Thru Department:  HRS Learning Services

Employee ID (Use % for All)

Balances As Of Date:

5. Click **Run**.
6. Click **OK**.
7. Click on the **Process Monitor** to access the Process Monitor Appendix

## Entering Time: Step-by-Step Instructions

These instructions are included in this document as a reference for supervisors. Employees are responsible for entering their own time into the timesheet.

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Reporting> Report Time> Timesheet**
3. Click in the **Last Name** field and enter the employee's last name (case sensitive—first letter of last name must be capitalized).

**Or**

Click in the **EMPL ID** field and enter the employee's employee id.

4. View **Start Date** and **End Date** fields to make sure the correct time reporting period is displayed.
5. Click the **Get Employees** button.
6. Verify the **Timesheet Date** the employee wish to report time.
7. Click in the day/date fields to report exception time in **hours** for that date.
8. From the drop down box choose the correct type of exception time the employee is reporting. The employee's drop down box choices will be tailored to the employee's job classification.



9. Enter the time as appropriate. Additional examples can be found in [Specific Examples](#).

From Monday 10/08/2012 to Sunday 10/14/2012										
Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14	Total Hours	Time Reporting Code	Taskgroup	
7.500	7.500							340 - Vacation Pay	UVMSAL	+ -
									UVMSAL	+ -

10. Do not change the **Taskgroup** field.
11. Click the **Submit** button.
12. Click the **OK** button.
13. If there is **more than one week** to report exception hours against, click the **Previous Week or Next Week** link and repeat the steps above. To report more than one kind of time in a week or a day each kind must be recorded on a separate line. Click the plus sign to add rows. Days can be split the same way by splitting the correct number of hours in the day between the appropriate Time Reporting Codes.

### Customizing Manager Search Options: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Manager Self Service > Time Management > Manager Search Options**



- There are several options for customizing the search screen. Select the criteria for searching as well as criteria for display.

Employee Selection Criteria			
Description	Value	Include in Criteria	Include in List
Time Reporter Group	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Empl ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Record	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Business Unit	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Description	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Global Payroll Paygroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Loading of Matching Employees	Default Criteria Presentation
<input type="radio"/> Auto Populate Results <input checked="" type="radio"/> Prompt for Results	<input type="radio"/> Show Criteria List Collapsed <input checked="" type="radio"/> Show Criteria List Expanded
<input checked="" type="checkbox"/> Show Schedule Information	
<input type="button" value="Save"/>	

- Search criteria can be saved.

**Note:** Be careful about saving criteria. No results will be displayed if searched by position number and supervisor ID at the same time.

Supervisor ID	<input type="text" value="0123456"/>	<input type="button" value="Search"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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5. Choose Auto Populate Results to have search results to appear automatically when entering Manager Self Service. Choose Prompt for Results to use the Get Employees button to bring up search results.

Loading of Matching Employees

Auto Populate Results

Prompt for Results

6. Choose Collapse Criteria to show the results without the search page on the screen. Choose Expand Criteria to show the results underneath the search page.

Default Criteria Presentation

Show Criteria List Collapsed

Show Criteria List Expanded

7. Click Save.

## Time Card Report Run Control IDs: Step-By-Step Instructions

This is a preliminary step that must be completed before the “Time Card Report” is run. Once this series of steps is completed, the Time Card can be run as often as desired with this Run Control ID without redoing these steps. If the information changes and employees need to be added or deleted, changes can be made in this run control. A new Run Control ID does not need to be created.

1. Log into PeopleSoft using the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Time and Labor > Reports > Time Card**
3. Select a name for the Run Control ID.

**Note:** Run Control Ids are reusable so try not to use specific dates or Fiscal years

4. Enter the chosen Run Control into the search field. Click search to ensure that a Run Control ID with the same name does not exist. If the run control chosen is not a duplicate, the “No Matching Values were found” message will appear. If a duplicate value exists, the “Time Card Report” screen will appear and need to step 4 will have to be repeated to choose a new Run Control ID.
5. Click the **Add a New Value** tab. It will automatically populate the Run Control ID.
6. Click the **Add** button.
7. The Time Card Report screen will appear.
8. Click in the EMPLID field and type the EMPLID of first employee.
9. The ID number of the employee will show in the EMPL ID field. Hit TAB. (Hint: the table behind the employee id takes forever to load- clicking the spyglass next to this field will



cause the system to time out. The same information can be rendered by following the procedure outlined in the next step.)

10. Choose the job to report on by checking the spy glass next to the Empl Rcd Nbr field.
11. Select the appropriate record by clicking on the hyperlink.
12. The record number will show in the Empl Rcd Nbr Field
13. Click the plus sign to add another employee.

**Note:** To remove this employee in the future, simply click the negative sign to remove the line.

14. A new line will appear.
15. Repeat steps 10-16 until all of the employees being reported on have been entered.
16. After the 5th employee has been added, the screen will begin to collapse the lines.
17. To view all lines, click the View All link at the top of the employees list and all of the employees will be displayed.
18. When finished entering all of the employees, enter date parameters for the report.
19. When finished entering dates, click **Save**.

## **How Time Flows Through the System**

All time reported follows these basic steps:

1. **Time Entered:** Time is entered into the timesheet system by the employee. After hitting the submit button, the time is ready for system processing. (Time Administration)
2. **Time Administration:** Time Administration is an automatic process that runs daily. It applies rules to the entered time and calculates overtime where appropriate. Once this process has completed, the time is ready for supervisor review.
3. **Supervisor Review:** The supervisor reviews and rejects or approves all time. The supervisor may also correct the time. If the changes are made, the time that has been changed will be returned to step 2. All other approved time moves to step 4.
4. **Payroll Runs:** All time that has been entered, processed and approved by the payroll deadline will be picked up for inclusion in the payroll.
5. **Paycheck:** All time that has been picked up by payroll will be included in the paycheck. Overtime that has been approved is added to the total earnings. Any time not processed in the current payroll run will be processed in the following paycheck provided it has completed all of the steps.



### Prorated Holiday Allotment Table

Hours	FTE	Holiday Allotment
<b>37.500</b>	<b>100%</b>	<b>7.500</b>
35.625	95%	7.125
33.750	90%	6.750
31.875	85%	6.375
30.000	80%	6.000
28.125	75%	5.625
26.250	70%	5.250
24.375	65%	4.875
22.500	60%	4.500
20.625	55%	4.125
18.750	50%	3.750
16.875	45%	3.375
15.000	40%	3.000
13.125	35%	2.625
11.250	30%	2.250
9.375	25%	1.875
7.5	20%	1.500

Standard Hours	FTE	Holiday Allotment
<b>40</b>	<b>100%</b>	<b>8.0</b>
38.000	95%	7.600
36.000	90%	7.200
34.000	85%	6.800
32.000	80%	6.400
30.000	75%	6.000
28.000	70%	5.600
26.000	65%	5.200
24.000	60%	4.800
22.000	55%	4.400
20.000	50%	4.000
18.000	45%	3.600
16.000	40%	3.200
14.000	35%	2.800
12.000	30%	2.400
10.000	25%	2.000
8.000	20%	1.600



## Resources

### Helpful Links

- [Payroll Deadline Schedule](#)
- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

### Relevant UVM Departments

- [Payroll Services](#)
- [Human Resource Services](#)
- [University Financial Services](#)

### Related Policies

- [Staff Handbook](#)
- [University Policies and Operating Procedures](#)

This guide is intended for online use, and has a number of embedded links. Printing of these documents is discouraged, as they are updated frequently and consume paper resources when printed.