

APPROVE AND VIEW TIME FOR SALARIED NON-EXEMPT EMPLOYEES

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Overview

This document contains information about:

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

This document is not meant to provide guidance for time submitted by wage employees or exempt employees. Complete information regarding these employees can be found in User Guides [Approve/Enter Time for Wage Employees \(PDF\)](#) and [Approve/ Enter Time for Salaried Employees \(PDF\)](#).

Guidelines for Approvers

Supervisor's Responsibilities

- It is the responsibility of the supervisor to review and approve the time entered by non-exempt salaried employees. If time that has been submitted is not accurate and/or needs to be removed, please **promptly** email Payroll Services at Payroll@uvm.edu
- All time entries should be reviewed by the supervisor each week, no later than Noon on Tuesday of the week following the submission. Periodically Payroll Services will complete Fair Labor Standards Act (FLSA) Monitoring reports and notify units that have employee time that needs entry and/or approval.

Employee's Responsibilities

- It is the employee's responsibility to record time that accurately reflects the work week. The work week is defined as the period between Monday at 12:00 AM through Sunday at 11:59 PM.
- Report time each day **as worked** and submit the timesheet by 8:00 AM on the Monday following the work week.
- Refer to the list of [Kinds of Time Entered into PeopleSoft](#) for specifics.

General Information

- The system will calculate overtime automatically for any time entered over the standard hours.
- Holiday time must be taken in the week it has occurred.
- Non-exempt salaried staff is currently not paid through the time and labor system. With the exception of overtime hours and Comp Time Paid (CTP), the timesheet does not affect the amount of the paycheck.
- All non-exempt employees will report all hours so that an accurate record of time worked can be obtained.

Kinds of Time Entered into PeopleSoft

Salaried non-exempt employees should enter and account for all time worked in the work week. The work week is defined as the period between Monday at 12:00 AM through Sunday at 11:59 PM. The hours should be designated using the appropriate Time Reporting Code. See the [Staff Handbook](#) for specific guidelines.

Salaried non-exempt employees should enter all time for which they are being compensated.

This includes the following:

- Regular Time Worked
- Vacation Time
- Sick/Medical Time
- Cultural Holidays
- Personal Days
- Compensatory Time (Earned, Taken or Paid)
- Overtime (calculated by the system)
- Holidays
- Bereavement Leave
- Jury Duty
- Educational/Professional Development Leave
- Military Leave (paid)
- University Closing
- Winter Break Days
- Blood Drive
- Volunteer Emergency Services
- Community/Professional Service
- Town Meeting

Overtime and Compensatory Time

All overtime work must be approved by a supervisor in advance, and the method of compensation (compensatory time or payment) will be determined in accordance with the policy in the [Staff Handbook](#). If unauthorized overtime occurs, it may be addressed as a performance issue resulting in corrective discipline.

Examples

Overtime

Employees reporting overtime should report the total hours worked for each day as regular pay. The system will calculate the overtime at the end of the week based on the total number of hours to be paid and whether that exceeds the full time standard weekly hours.

From Monday 06/01/2020 to Sunday 06/07/2020 ?

Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Sun 6/7	Total	Time Reporting Code
10.500	7.500	7.500	7.500	7.500			40.500	011 - Regular Pay

Compensatory Time: Approving Time Earned

Employee should enter compensatory time by selecting CTE from the drop down list and recording the number of hours worked over 37.5 or 40 hours (position dependent). The system will calculate the compensatory time and credit the compensatory time balance 1.5 times the hours. **Compensatory time is only earned after the standard work week hours have been worked and cannot be entered in the same work week that compensatory time is used.** For example, working an extra hour on Monday and entering Compensatory Time Earned and then working one less hour on Friday and using Comp Time Taken is not correct. The appropriate entries are 8.50 hours worked on Monday and 6.50 worked on Friday. For salaried non-exempt employees, overtime and comp time are only earned after the work week exceeds 37.5 hours. Below is an example of compensatory time earned entered accurately.

From Monday 10/12/2020 to Sunday 10/18/2020 ?

Mon 10/12	Tue 10/13	Wed 10/14	Thu 10/15	Fri 10/16	Sat 10/17	Sun 10/18	Total	Time Reporting Code	*Taskgroup		
8.500	7.500	7.500	7.500	6.500			37.500	011 - Regular Pay	UVMSAL	+	-
				1.000			1.000	CTE - Compensatory Time Earned	UVMSAL	+	-

Compensatory Time: Approving Time Taken

To take compensatory time after it is earned, employee should select CTT from the drop down list and record the number of hours of compensatory time taken. If a full day of compensatory time was taken, 7.5 hours should be entered as CTT. If a partial day of compensatory time was taken, remaining work hours should be accounted for. To account for a partial day, employee should enter another kind of time for the balance of the standard hours. **Compensatory time earned cannot be entered in the same work week that compensatory time is used.** For example, working an extra hour on Monday and entering Compensatory Time Earned and then working one less hour on Friday and using Comp Time Taken is not correct. The appropriate entries are 8.50 hours worked on Monday and 6.50 worked on Friday. For salaried non-exempt employees overtime and comp time are only earned after the work week exceeds 37.5 hours. In this example the 37.5 hour work week has not been exceeded.

Note: The employee should already have a balance of CTT prior to entering and submitting the time.

From Monday 06/15/2020 to Sunday 06/21/2020 ?

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Cod
<input type="text"/>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text"/>	<input type="text"/>		011 - Regular Pay
<input type="text" value="7.5"/>	<input type="text" value="3.5"/>	<input type="text" value="3.5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		CTT - Compensator
<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		340 - Vacation Pay

Considerations for Non-Traditional Schedules

General Guidelines:

- Report all hours including regular, compensatory time and paid time off for the work week on the timesheet, using the correct time reporting code, exactly as they occur.
- Regardless of how many hours a day normally worked, there is only an allotted fixed amount of holiday time based on the FTE schedule.

Overtime for Reduced FTE Employees

- Overtime is calculated after 37.5 or 40 hours of work per week (position dependent). All hours worked over the overtime threshold will be paid at the overtime premium.
- The employee is entitled to pay at the regular rate for the hours worked over the regularly scheduled hours, but not over 37.5 or 40. This amount is tracked but not paid in the PeopleSoft system.
- The supervisor should complete and submit the [Electronic Additional Pay Form](#) for hours beyond the normal workweek to the overtime threshold.
- The system will automatically calculate the overtime rate for hours entered over the standard work week, 37.5 or 40 hours.

Compensatory Time for Reduced FTE Employees

- Reduced FTE employees are not eligible to earn compensatory time if working additional hours beyond their normal workweek, but not over 37.5 or 40.
- Reduced FTE employees who work additional hours beyond their normal workweek will be paid straight time up to 37.5 or 40 hours. Hours worked beyond 37.5 or 40 are paid as over time.

- When working a reduced FTE, the time worked over the normal work week up to 37.5 or 40 either needs to be paid at straight time via an Electronic Additional Pay Form or the schedule needs to be adjusted during that week to ensure that the normal workweek hours are worked within the week. The employee must adjust the work schedule for the week or be paid for the additional hours worked that week. There is no "averaging" of hours over two weeks.
- Reduced FTE employees should not use comp time earnings category (CTE) to enter hours beyond their normal workweek up to the 37.5 or 40-hour threshold. This code is not valid in this situation.

Examples

Extra Hours- No Overtime Generated

Employee A is an 80% employee who regularly works 30 hours a week, Monday through Thursday. Upon request of their supervisor, Employee A works an additional 7.5 hours on Friday of a particular week. Employee A will submit their regular hours plus the additional 7.5 hours on their timesheet for record keeping purposes. Since the total number of hours worked does not exceed 37.5 hours, the additional 7.5 hours will be paid at straight time. Employee A's supervisor will submit an electronic additional pay form to have the hours worked over Employee A's normal hours paid.

From Monday 06/15/2020 to Sunday 06/21/2020 ?

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code
7.500	7.500	7.500	7.500	7.500			37.500	011 - Regular Pay

Extra Hours- Overtime Generated

Employee B is an 80% employee who regularly works 30 hours a week, Monday through Thursday. Upon request of their supervisor, Employee B works an additional 15 hours in a week on Friday and Saturday. Employee B will submit their regular hours plus the additional 15 hours on their timesheet. The total number of hours entered exceeds the 37.5 hour per week Overtime threshold, so overtime will be generated for 7.5 hours. Additionally, since Employee B is a reduced FTE employee, they are eligible for 7.5 hours straight pay for the hours worked between 30 (their regular FTE) and 37.5 (when the system calculated overtime). The system will automatically pay the overtime hours, but Employee B's supervisor must submit an Electronic Additional Pay Form to have the hours worked over the normal hours paid.

From Monday 06/15/2020 to Sunday 06/21/2020 ?

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Code
7.500	7.500	7.500	7.500	7.500	7.500		45.000	011 - Regular Pay

Entering Holidays When Working a Non-Traditional Schedule

General Information:

- When the employee works a reduced FTE, the employee's holidays are prorated based on the employee's FTE (See [Prorated Holiday Table](#)). For example: An employee working 80% will only be eligible for 6 hours of holiday pay on a given holiday. 80% (.8FTE) of a 37.5 hour work week: $37.5 \times .8 = 30$ hours/week. $30 \text{ hours} / 5 \text{ days a week} = 6 \text{ hours per day}$.
- 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.
 - Non-represented employees should defer to Staff Handbook and represented employees should defer to applicable bargaining agreement for details surrounding non-traditional schedules and when is permitted to take the allowed holiday amount.
- If the holiday falls on a day the employee normally works, and the employee takes the full day off, the employee is responsible for supplementing the extra hours off with vacation or other time.

Full-time flexible schedule example

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

From Monday 06/15/2020 to Sunday 06/21/2020 ⓘ

Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20	Sun 6/21	Total	Time Reporting Cod
10.000	10.000						20.000	011 - Regular Pay
		2.000	2.000				4.000	340 - Vacation Pay
		8.000	8.000				16.000	351 - Holiday

Example of Holiday Time Taken Within the Same Work Week:

Employee Y works an 80% FTE or 30 hours. Employee Y is entitled to 6.0 hours of holiday time. They normally work Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Employee Y this represents 12 hours of holiday time. During Thanksgiving

week, they choose to work on Monday and take the Friday holiday to a day they normally work during the week, in this case Tuesday.

Because Employee Y 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 filled out correctly.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
10.000							10.000	011 - Regular Pay
	4.000		4.000				8.000	340 - Vacation Pay
	6.000		6.000				12.000	351 - Holiday

Additional Hours Worked Within a Week with a Holiday

Employee Z works 80% FTE 30 hours. Employee Z is entitled to 6.0 hours of holiday time. They normally work Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Employee Z this represents 12 hours of holiday time. Though they had planned to take the Thanksgiving Friday holiday on Tuesday, Employee Z agrees to work on Tuesday at the request of their supervisor. Employee Z would enter the hours as they worked them with the Friday remaining as it was originally in the schedule. The supervisor must submit an Electronic Additional Pay form for the 6 hours worked on Tuesday as Employee Z is entitled to be paid for the time worked over the 30 hours, including the holiday time.

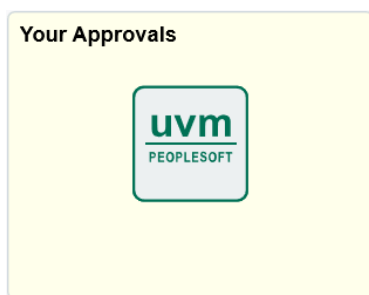
Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
10.000	10.000						20.000	011 - Regular Pay
			4.000				4.000	340 - Vacation Pay
			6.000	6.000			12.000	351 - Holiday

Approve Time

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

Approving Time: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **Your Approvals** from tile selection.



3. **Approve Payable Time** will appear. Enter the search criteria in the appropriate fields and click **Get Employees**.

Note: Managers should use **reports to position number** to search for non-exempt salaried employees.

4. Choose the employee to view by clicking on their name in the list.
5. A summary of hours will appear for review.
6. Carefully review the hours listed.

Note: View the time in greater detail by clicking on the **Adjust Reported Time** link.

7. If corrections are needed, resolve the errors by speaking with the employee and correcting the time in the timesheet. See [Make Corrections to the Timesheet](#) for more information.
8. If corrections are not needed, 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.

Minutes into 10th's of an hour Conversion Chart

Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported
1 min.	0.0	21 min.	0.4	41 min.	0.7
2 min.	0.0	22 min.	0.4	42 min.	0.7
3 min.	0.1	23 min.	0.4	43 min.	0.7
4 min.	0.1	24 min.	0.4	44 min.	0.7
5 min.	0.1	25 min.	0.4	45 min.	0.8
6 min.	0.1	26 min.	0.4	46 min.	0.8

7 min.	0.1	27 min.	0.5	47 min.	0.8
8 min.	0.1	28 min.	0.5	48 min.	0.8
9 min.	0.2	29 min.	0.5	49 min.	0.8
10 min.	0.2	30 min.	0.5	50 min.	0.8
11 min.	0.2	31 min.	0.5	51 min.	0.9
12 min.	0.2	32 min.	0.5	52 min.	0.9
13 min.	0.2	33 min.	0.6	53 min.	0.9
14 min.	0.2	34 min.	0.6	54 min.	0.9
15 min.	0.3	35 min.	0.6	55 min.	0.9
16 min.	0.3	36 min.	0.6	56 min.	0.9
17 min.	0.3	37 min.	0.6	57 min.	1.0
18 min.	0.3	38 min.	0.6	58 min.	1.0
19 min.	0.3	39 min.	0.7	59 min.	1.0
20 min.	0.3	40 min.	0.7	60 min.	1.0

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 automatic process. Any time that has not changed and has already been submitted will not be re-submitted.

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 th of every month with the payroll process
Cultural Holiday	Cultural holiday if not used, entered and approved	15 th of January
Personal days	Personal days if not used entered and approved	15 th of anniversary month
Manual positive adjustments to time	Manual negative adjustments to balances	15 th or 30 th of month with the payroll process
	Time Used	15 th and 30 th of the month with supervisor approval
	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 that is adjusted	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 th and 30 th)
Comp Time Earned		After hours are submitted for eligible 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 th and 30 th)

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 Non-exempt Employees

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

Wage Employees

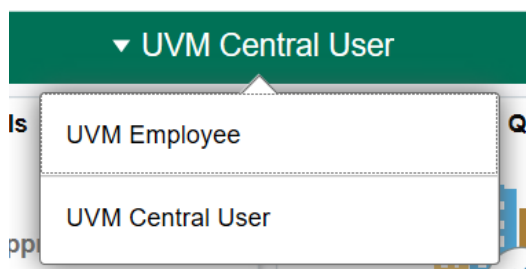
- Overtime rules are calculated after 40 hours a week.
- Combo codes are assigned to each job record and default into the timesheet.
- An employee is unable to enter or choose a combo code that does not match the default code.

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

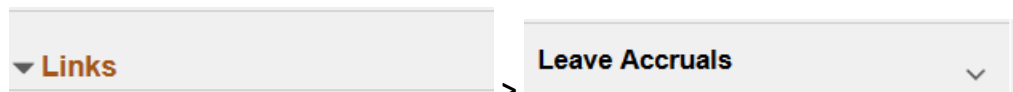
1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Switch to **UVM Central User** view.



3. Navigation: Select **Benefits/HR WorkCenter** from tile selection.



4. Select **Leave Accruals** under **Links** dropdown in left hand menu.



5. Select **Review Accrual Balances**.

[Review Accrual Balances](#)

6. Enter search criteria and click **Search**.



Review Accrual Balances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

II


Empl ID	begins with ▼	<input type="text"/>
Benefit Record Number	= ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Business Unit	begins with ▼	<input type="text"/>
Department Set ID	begins with ▼	<input type="text"/> 
Department	begins with ▼	<input type="text"/> 
Organizational Relationship	= ▼	<input type="text"/> ▼
Alternate Character Name	begins with ▼	<input type="text"/>

☐ Case Sensitive

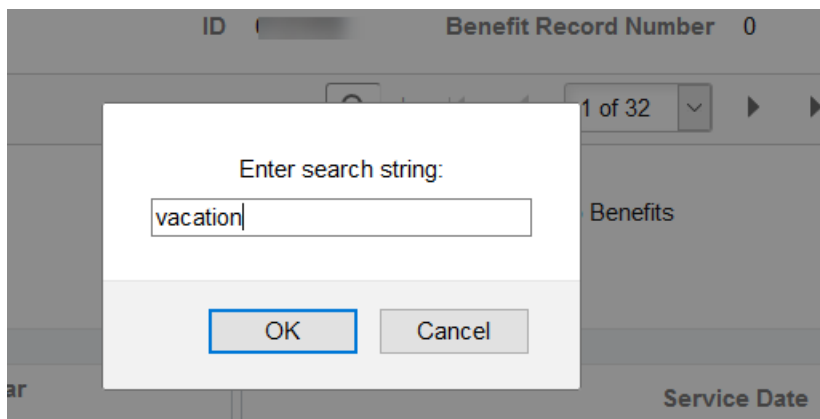
Search

Clear

[Basic Search](#)  [Save Search Criteria](#)

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

9. Enter the type of accrual you are looking to review click **OK**.



10. 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

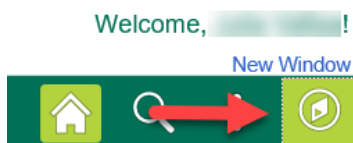
- **Hours Balance:** The total remaining balances, not including hours not yet approved by the supervisor.
- **Hours Value:** Hourly rate multiplied by the hours balance.

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).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Select **Navigator** and then **Manager Self Service > Time Management > View Time > Payable Time Detail**

 Recent Places	* UVM ePARs >
	* UVM Interfaces >
 My Favorites	* UVM Modifications >
	* UVM Reports >
 Navigator	* UVM System >
	Self Service >
 Process Monitor	Manager Self Service >

4. Search for specific employee and click on the employee name in the list when it appears.
5. The Payable Time Detail page will appear. Type in the dates that are to be viewed and click Get Rows.
6. 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.

Payable Time ?						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	»		
Date	Status	Time Reporting Code	Description	Quantity	TRC Type	Estimated Gross

An explanation of the data in these fields:

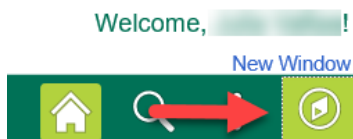
- **Date:** shows the date of the time entered.
- **Payable Status:** shows the current status of the time submitted.
- **Needs Approval:** The time is ready for the supervisor to approve.
- **Approved Goes to Payroll:** The time has been approved by a supervisor and is ready to be loaded to paychecks 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:** Refers to the type of earnings.
- **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 in which the time is measured. 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).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Select **Navigator** and then select **Manager Self Service > Time Management > View Time > Payable Time Summary**
4. Search for an employee and click on the employee name in the list when it appears.
5. 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.
6. 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

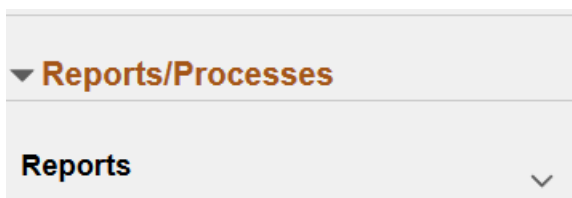
The Time Card Report lists all Reported Time and Payable Time for the specified employee/s. The report also has a signature line for the employee and the supervisor which can be used for verification purposes if needed.

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

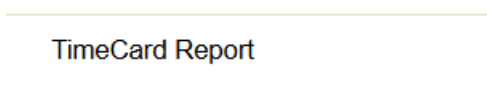
1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **UVM Reports and Queries** from tile selection.



3. Select **Reports** under **Reports/Processes** dropdown menu on left hand side.



4. Select **TimeCard Report**.



5. Enter the Run Control ID created [in the steps above](#) and click search to bring up the Time Card Report Screen.
6. 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.
7. Enter new date parameters for the report.
8. When finished entering dates, click **Run**.
9. Click **OK**.
10. 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:

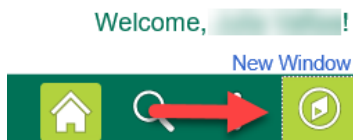
- Needs Approval - Needs manager approval
- Approved Goes to payroll - Waiting for a payroll to run
- Closed - Paid out

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).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Navigation: Select **Navigator** and then select **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad**
4. Enter search criteria and click **Get Employees**.
5. Select applicable employee and record number.
6. The current month will be displayed.
7. The month displayed can be changed by using the drop down menu and clicking View.

Time and Labor Launch Pad

Work Study Employee

*Month: 07 - July 2020 Reported Hours View

Employee ID:

Empl Record: 0 [Next Employee](#)

Selection In View
Reported Hours
Previous Month
Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Independen	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Forecast Payable Time

Links Go

8. Time entered into the system will show up on the calendar.
9. The code below the number of hours entered indicates the status of the time.
10. 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.

11. The status of the time can be viewed by clicking on a day with a blue hyperlink.

12. 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.

13. The kind of time displayed can be changed by choosing from the drop down menu.

14. Move through the search results or through several months by clicking on Previous or Next Employee or Previous or Next Month.

15. Launch to other parts of the Time and Labor System by choosing a component from the drop down menu and clicking go.

16. Click **Forecast Payable Time** to show the time that is likely to be paid out in the next months.

26	27	28	29	;
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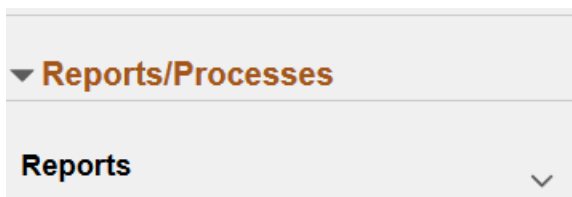
Leave Balances Report

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.

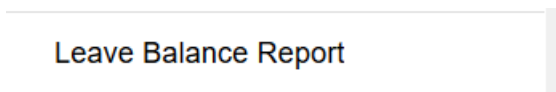
1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **UVM Reports and Queries** from tile selection.



3. Select **Reports** under **Reports/Processes** dropdown in left hand menu.



4. Select **Leave Balance Report**.



5. Enter an existing Run Control Id.
6. 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.

Uv Run Leave

Run Control ID Report Manager Process Monitor

Report Options

Department: Payroll and Tax Services

Thru Department: Payroll and Tax Services

Employee ID (Use % for All)

Balances As Of Date:

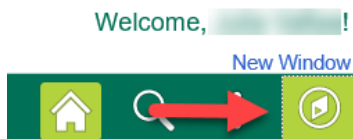
7. Click **Run**.
8. Click **OK**.
9. Click on the **Process Monitor** to access the Process Monitor

Enter Time for an Employee

These instructions are provided as a reference for managers and supervisors. It is recommended that all employees enter their own time into the system

Entering Time for Salaried Non-exempt Employees: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Select **Navigator** and then select **Manager Self Service > Report Time > Time Sheet**
4. Click in the **Last name** field and enter employee's last name.
Note: This field is case sensitive. The first letter of last name must be capitalized.
5. Click the **Get Employees** button.
6. Verify the employee name and the time reporting period. Enter the hours worked. See the [Enter/View Time – Salaried Nonexempt Guide \(PDF\)](#) for specific examples.
7. To enter time for another employee, click **Return to Select Employee**.

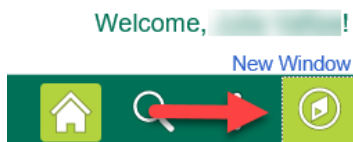
Note: Any change made to the timesheet will need to be processed by the **Time Administration Process**. The time will require approval after the process is complete.

Appendix

Customizing Manager Search Options: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).

2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Navigation: Select **Navigator** and then select **Manager Self Service > Time Management > Manager Search Options**
4. There are several options for customizing the search screen. Select the criteria for searching as well as criteria for display.

☒ Show Schedule Information

▼ **Employee Selection Criteria** ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	<input type="text"/>	<input checked="" type="checkbox"/>	Do Not Include
Employee ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include <input type="button" value="v"/>
Empl Record	<input type="text"/>	<input checked="" type="checkbox"/>	Include <input type="button" value="v"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	Include
Business Unit	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="button" value="v"/>
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description <input type="button" value="v"/>
Job Description	<input type="text"/>	<input checked="" type="checkbox"/>	
Department	<input type="text"/>	<input checked="" type="checkbox"/>	Include Description Only <input type="button" value="v"/>
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description <input type="button" value="v"/>
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="button" value="v"/>
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="button" value="v"/>
Company	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="button" value="v"/>
North American Pay Group	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only <input type="button" value="v"/>
Workgroup	<input type="text"/>	<input checked="" type="checkbox"/>	(Invalid Value) <input type="button" value="v"/>

5. Search criteria can be saved.

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

Supervisor ID	0123456 x	<input checked="" type="checkbox"/>	Include Code and Description v
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6. 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.

Enter the Employee Selection Criteria you want to use when searching for employees. This search information will be the default for Time Management pages where there is an Employee Selection Criteria option. Enter the ENTIRE value for each field -- PARTIAL values may NOT be entered for these search fields.

- ☐ Auto Populate Results
☒ Prompt for Results

7. Choose Show Criteria List Collapsed to show the results without the search page on the screen. Choose Show Criteria List Expanded to show the results underneath the search page.

- ☐ Show Criteria List Collapsed
☒ Show Criteria List Expanded

8. Click Save.

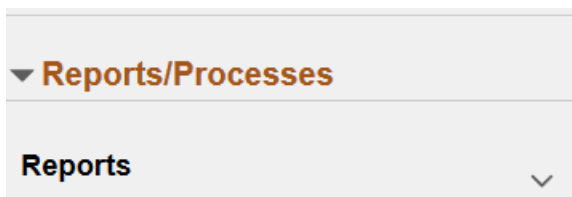
Time Card Report Run Control IDs: Step-By-Step Instructions

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.

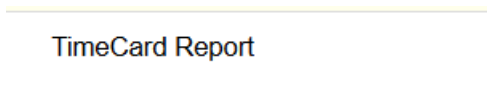
1. Log into PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **UVM Reports and Queries** from tile selection.



3. Select **Reports** under **Reports/Processes** dropdown menu on left hand side.



4. Select **TimeCard Report**.



5. Select a name for the Run Control ID.

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

6. 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.
7. Click the Add a New Value tab. It will automatically populate the Run Control ID.
8. Click the Add button.
9. The Time Card Report screen will appear.
10. Click in the EMPLID field and type the EMPLID of first employee
11. 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).
12. Choose the job to report on by checking the spy glass next to the Empl Rcd Nbr field.

13. Select the appropriate record by clicking on the hyperlink.
14. The record number will show in the Empl Rcd Nbr Field.
15. 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.
16. A new line will appear.
17. Repeat steps 10-16 until all of the employees being reported on have been entered.
18. After the 5th employee has been added, the screen will begin to collapse the lines.
19. To view all lines click the View All link at the top of the employees list and all of the employees will be displayed.
20. When finished entering all of the employees, enter date parameters for the report.

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
37.500	100%	7.500
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
22.50	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
40	100%	8.0
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

Frequently Asked Questions

Is my employee exempt or non-exempt?

Status is based on the position. Contact Human Resource Services for answers specific to the individual position.

Do employees need to enter their own time?

Yes, unless the employee is on paid medical leave and incapacitated, in which case the Supervisor should enter their time on their behalf.

Will I be notified by the system when time is ready for approval?

Yes, a system generated e-mail will be sent once a pay period.

What if the employee works on a grant, and the overtime hours earned should not to be distributed as the employee's labor is distributed?

Due to effort reporting requirements, overtime will be distributed according to the employee's labor distribution in effect at that time.

What if the employee has elected to take time worked over the normal work week as compensatory time (comp time)?

The employee should continue to enter compensatory time as they have in the past. See the instructions in [Overtime and Compensatory Time](#). Part-time employees are not eligible for compensatory time in the same way that full time employees are. See [Compensatory Time for Reduced FTE Employees](#) for more information.

Resources

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

Helpful Links

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

Relevant UVM Departments

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

Related Policies

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