

APPROVE AND VIEW TIME FOR SALARIED EXEMPT EMPLOYEES

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Overview

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](#) User Guides

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

All time entries should be reviewed regularly by the supervisor. 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.

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 06/08/2020 to Sunday 06/14/2020 ?

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
7.500							7.500	340 - Vacation Pay
		7.500					7.500	345 - Sick Pay
	7.500						7.500	355 - Cultural Holiday

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 06/08/2020 to Sunday 06/14/2020 ?

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
		3.250					3.250	011 - Regular Pay
		4.250					4.250	345 - Sick Pay

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](#)). For example: An employee working 80% of 37.5 standard work week (0.8 FTE, or 30 hours/week) would receive 6 hours of holiday time for a given University designated holiday. $37.5 \times 80\% = 30 \text{ hours} / 5 \text{ days per week} = 6 \text{ hours}$.
- 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.
 - 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 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)

Employee A works 80% FTE or 30 hours, three days a week. Employee A 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 A this represents 12 hours of holiday time. During Thanksgiving week, they choose to work on Monday and flex the Friday holiday to a day they normally work during the week, in this case Tuesday.

Because Employee A 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.

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

Full-time flexible schedule

Employee B 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 B is entitled to a total of 16 holiday hours during this week. Since Employee B does not work on Fridays, they and their supervisor agree that they will take Wednesday and Thursday off as their holidays rather than Thursday and Friday. Because they typically work 10 hours a day, they will need to supplement the extra hours taken to ensure they account for a full 40 hours that week.

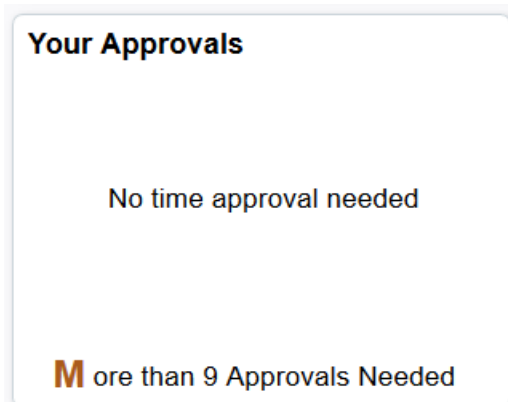
Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Cod
10.000	10.000						20.000	011 - Regular Pay
		2.000	2.000				4.000	340 - Vacation Pay
		8.000	8.000				16.000	351 - Holiday

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).
2. Select **Your Approvals** from the tile selection.



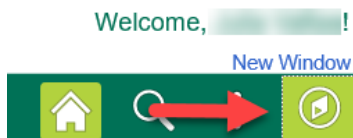
3. **Approve Payable Time** screen will automatically populate.
4. Enter search criteria in the appropriate fields and click the **Get Employees** link.
Note: Use **reports to position number** to search for salaried employees.
5. Click **Get Employees**.
6. Choose the employee to view by clicking on their name in the list.
7. A summary of hours will appear for review.
8. Review the summary of the time here or in greater detail by clicking on the **Adjust Reported Time** link.
9. Review the time and then click the **Return to Approval Details** link at the bottom of the page to return to the approval screen.
10. Click the box next to the hours to be approved. Click **Approve**.
11. 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).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Select **Navigator** and then **Manager Self Service > Time Management > Report Time > Timesheet**
4. Enter search criteria and click **Get Employees**.
5. Select the employee for which corrections are necessary by clicking on their name.
6. 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.
7. 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 06/08/2020 to Sunday 06/14/2020 ⓘ

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
<input type="text"/>	3.750	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.750	011 - Regular Pay
<input type="text"/>	3.750	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.750	345 - Sick Pay

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, click the hours that need deleting and an **X** will appear. Click the **X** and the hours will disappear.

From Monday 06/08/2020 to Sunday 06/14/2020 ?

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total
<input type="text"/>	<input type="text" value="3.750 X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.750
<input type="text"/>	<input type="text" value="3.750"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.750

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 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 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 th and 30 th)
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 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 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

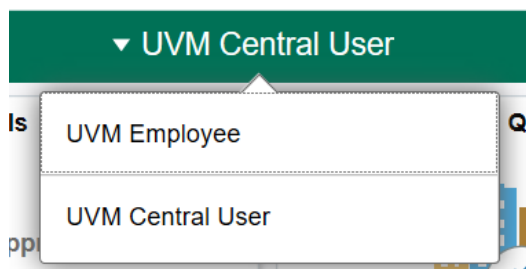
- Overtime rules are calculated after 40 hours a week.
- Combo codes are assigned to each job record and default into the timesheet.
- An employee is unable to enter or choose a combo code that does not match the default code.

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).
2. Switch to **UVM Central User** view.



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



- From the dropdown menu on the left hand side of the screen, under **Links**, select **Leave Accruals** dropdown, and then select **Review Accrual Balances**.

▼ **Links**

>

Leave Accruals ▼

>

Review Accrual Balances

- 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

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](#)

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

ID **Benefit Record Number** 1

Q

49 of 192 ▾

View 100

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

×

uvm.edu needs some info from you.

Enter search string:

vacation ×

OK

Cancel

9. 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.

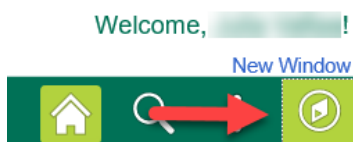
Payable Time Detail

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).

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



- Navigation: Select **Navigator** and then **Manager Self Service > Time Management > View Time > Payable Time Detail**
- Search for specific employee and click on the employee name in the list when it appears.
- The Payable Time Detail page will appear. Type in the dates to view and click Get Rows.
- 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.

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:

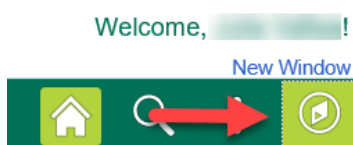
- Date:** shows the date of the time entered.
- Payable Status:** shows the current status of the time submitted.
- Needs Approval:** The time is ready for the supervisor to approve.
- Approved Goes to Payroll:** The time has been approved by a supervisor and is ready to be loaded to paychecks with the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



3. Navigation: Select **Navigator** and then **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.

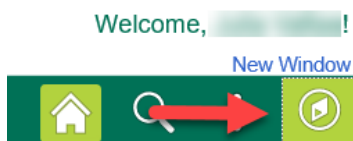
The Time Card Report

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.

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



3. Navigation: Select **Navigator** and then **Time and Labor > Reports > Time Card**
4. Enter a Run Control ID and click search to bring up the Time Card Report Screen.
5. 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.
6. Enter new date parameters for the report.
7. When finished entering dates, click **Run**.
8. Click **OK**.
9. 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:

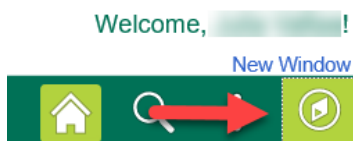
- Waiting for Approval - Needs manager approval
- Approved Goes to payroll - Waiting for Payroll to run a payroll
- Closed - Paid out

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



3. Navigation: Select **Navigator** and then **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad**
4. The Time and Labor Launch Pad page will appear. Type in search criteria similarly as using Manager Self Service screens and click Get Rows.
5. The current month will be displayed.
6. The month displayed can be changed by using the drop down menu and clicking View.
7. Time entered into the system will show up on the calendar.
8. The code below the number of hours entered indicates the status of the time.
9. 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.
10. The status of the time can be viewed by clicking on a day with a blue hyperlink.
11. 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.
12. The kind of time displayed can be changed by choosing from the drop down menu.
 13. Move through the search results or through several months by clicking on Previous or Next Employee or Previous or Next Month.
 14. Launch to other parts of the Time and Labor System by choosing a component from the drop down menu and clicking go.
 15. Click **Forecast Payable Time** to show the time that is likely to be paid out in the next months.

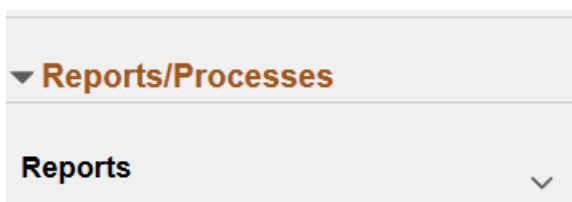
Leave Balances Report

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.

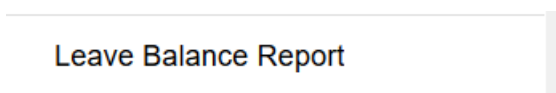
1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: Select **UVM Reports and Queries** from tile selection.



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

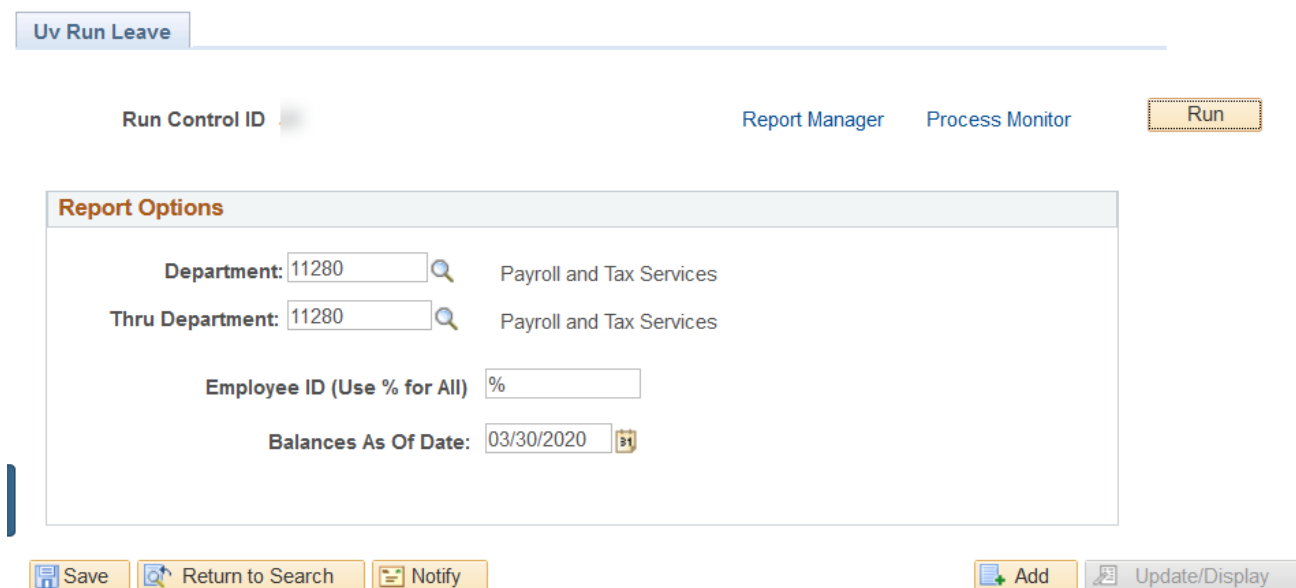


4. Select **Leave Balance Report**.



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.

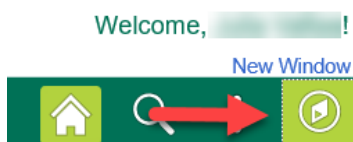


7. Click **Run**.
8. Click **OK**.
9. Click on the **Process Monitor** to access the Process Monitor Appendix

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



3. Navigation: Select **Navigator** and then **Manager Self Service > Time Reporting> Report Time> Timesheet**

4. 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.

5. View **Start Date** and **End Date** fields to make sure the correct time reporting period is displayed.
6. Click the **Get Employees** button.
7. Verify the **Timesheet Date** the employee wish to report time.
8. Click in the day/date fields to report exception time in **hours** for that date.
9. 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.
10. Enter the time as appropriate. Additional examples can be found in [Specific Examples](#).

From Monday 07/06/2020 to Sunday 07/12/2020 ⓘ

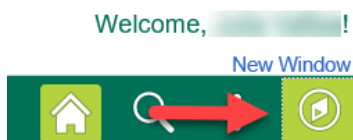
Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Total	Time Reporting Code	*Taskgroup		
7.500	7.500						15.000	340 - Vacation Pay	UVMSAL	+	-

By pressing the submit button below, I certify that all hours reported as being worked by me are accurate, and I understand that falsification may result in disciplinary action, up to and including termination of employment.

11. Do not change the **Taskgroup** field.
12. Click the **Submit** button.
13. Click the **OK** button.
14. 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).
2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.



3. Navigation: Select **Navigator** and then **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.

▼ **Employee Selection Criteria** ?

Description	Selection Criterion Value	Include in Criteria	*Include in List
Empl Record	<input type="text"/>	<input checked="" type="checkbox"/>	Include
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
Job Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description
Job Description	<input type="text"/>	<input checked="" type="checkbox"/>	
Department	<input type="text"/>	<input checked="" type="checkbox"/>	Include Description Only
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code and Description
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
Location Code	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
Company	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
North American Pay Group	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
Workgroup	<input type="text"/>	<input checked="" type="checkbox"/>	(Invalid Value)
Taskgroup	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only
Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	Include Code Only

5. 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 checked="" type="checkbox"/>	Include Code and Description
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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 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

8. Click Save.

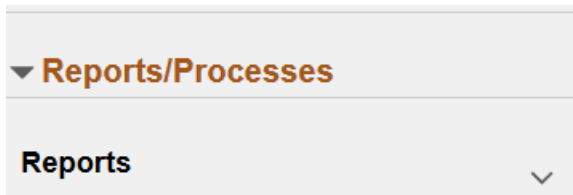
Time Card Report Run Control IDs: Step-By-Step Instructions

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.

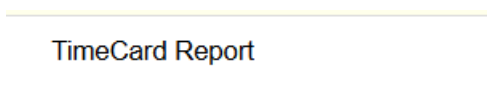
1. Log into PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Select **UVM Reports and Queries** from tile selection.



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



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 a long time 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.

TimeCard

Run Control ID

Language English ▼

[Report Manager](#)
[Process Monitor](#)

Run Control Parameters

Start Date

End Date

Employees To Process

1-1 of 1
View All

Empl ID	Name	Empl Record	*Include or Exclude		
0123456			Include	+	-

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.
21. 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



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](#)

Relevant UVM Departments

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

Related Policies

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