



# APPROVE AND VIEW TIME FOR WAGE EMPLOYEES

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## Overview

This document was designed to provide guidance about approving and viewing time for wage employees. For purposes of this document, wage employees are defined as work study students, student employees or temporary hourly employees paid by the University.

This document contains information about:

- The way time is handled for wage employees in PeopleSoft
- Approving time for wage employees
- Viewing time for wage employees

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

## Reviewing and Approving Time

### General Guidelines

- All time entered into the system needs to be processed by the system prior to being available for approval. This process is called Time Administration and runs overnight.
- Anyone with security access to the department can approve time for all employees assigned to that department, regardless of who is assigned as the supervisor.
- Wage employees are paid for the number of hours entered and approved. Employees will only be paid for the time approved by the approval deadline.

### Approving 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 > Approve Time and Exceptions**
3. Click the **Payable Time** link.

**Note:** Payable Time is created from time that was entered into the timesheet through the running of the nightly Time Administration process. If you do not see any time to approve, but believe time was entered please contact Payroll Services for assistance.

4. Enter search criteria as appropriate and click **Get Employees**.
5. A list of employees with time to approve will populate.



6. Click on the first employee's **Name**, then follow this recommended procedure:

a) Review the information submitted for the employee.

**Note:** Actual time worked beyond any full hours is calculated as a fraction of 60 minutes.  
(See conversion chart on the next page.)

7. Click the **Approve** button to process approved payable time.

8. Click the **OK** button to approve the selected time.

9. Click **OK** again to confirm.

10. Click the **Next Employee** link and review the time.

11. Continue this process until all employees have been reviewed.



**Conversion Chart - Minutes into Fractional Hour**

<b>Actual Minutes Worked</b>	<b>Fractional Hour in PeopleSoft</b>
1 min.	0.02
2 min.	0.03
3 min.	0.05
4 min.	0.07
5 min.	0.08
6 min.	0.10
7 min.	0.12
8 min.	0.13
9 min.	0.15
10 min.	0.17
11 min.	0.18
12 min.	0.20
13 min.	0.22
14 min.	0.23
15 min.	0.25
16 min.	0.27
17 min.	0.28
18 min.	0.30
19 min.	0.32
20 min.	0.33

<b>Actual Minutes Worked</b>	<b>Fractional Hour in PeopleSoft</b>
21 min.	0.35
22 min.	0.37
23 min.	0.38
24 min.	0.40
25 min.	0.42
26 min.	0.43
27 min.	0.45
28 min.	0.47
29 min.	0.48
30 min.	0.50
31 min.	0.52
32 min.	0.53
33 min.	0.55
34 min.	0.57
35 min.	0.58
36 min.	0.60
37 min.	0.62
38 min.	0.63
39 min.	0.65
40 min.	0.67

<b>Actual Minutes Worked</b>	<b>Fractional Hour in PeopleSoft</b>
41 min.	0.68
42 min.	0.70
43 min.	0.72
44 min.	0.73
45 min.	0.75
46 min.	0.77
47 min.	0.78
48 min.	0.80
49 min.	0.82
50 min.	0.83
51 min.	0.85
52 min.	0.87
53 min.	0.88
54 min.	0.90
55 min.	0.92
56 min.	0.93
57 min.	0.95
58 min.	0.97
59 min.	0.98
60 min.	1.0



## Customize Manager Search Options

It is possible to customize the way Time and Labor search screens appear for individual managers. This is most helpful if simple, routine searches are repeatedly done. Managers, who are responsible for approving/reviewing time for many different departments or for multiple classes of employees, it is probably not efficient to customize the search screens.

### Customizing Manager Search Options: 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 > Manager Search Options**
3. The **Manager Search Options** screen will appear.

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**

Auto Populate Results

Prompt for Results

Show Schedule Information

**Default Criteria Presentation**

Show Criteria List Collapsed

Show Criteria List Expanded



- 4. There are several options for customizing the search screen. In the **Include in Criteria** column, select fields that will appear in the search criteria screen. In the **Include in List** column, select fields to appear in the search results.

**Note:** Fields selected only in the in the **Include in List** column will not appear in the search criteria. .

- 5. It is also possible to enter and save search criteria so it will not need to be entered each time the report is run.

**Note:** Be careful about saving criteria here. No results will be given if searching with position number and supervisor ID at the same time.

Supervisor ID 0123456 [Search Icon] [Checked] [Checked]

- 6. Choose **Auto Populate Results** and results will appear automatically when the Manager Self Service screen appears. Choose **Prompt for Results** to use the **Get Employee** button to bring up search results.

Loading of Matching Employees

Auto Populate Results

Prompt for Results

- 7. Choose **Collapse Criteria** to show results without the search page on the screen. Choose **Expand Criteria** to show results underneath the search page.

Default Criteria Presentation

Show Criteria List Collapsed

Show Criteria List Expanded

- 8. Click **Save**.

## Options for Viewing Time Submitted

### Time and Labor Launch Pad

The Launch Pad is a screen that combines several Time and Labor components together. It allows viewers to see 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 through 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 will appear. Type in search criteria and click **Get Employees**.
4. A list of employees will appear. Click on the employees name to see the current calendar.
5. The current month will be displayed.

**Time and Labor Launch Pad**

Rally Cat Employee ID: 0101791  
 Job Title: Work Study Student Employment Record Number: 2  
[Previous Employee](#) [Next Employee](#)

October 2012 10 - October 2012 Payable Hours

Selection In View: Payable Hours [Previous Month](#) [Next Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	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			

6. To change the month displayed use the drop down menu and click **View**.

September 2012 10 - October 2012 Payable Hours

7. To change the kinds of time displayed choose one from the drop down menu.

September 2012 10 - October 2012 Scheduled Hours

Selection In View: Payable Hours [Next Month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1





8. Time entered into the system will show up on the calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	3.00 <u>2</u> E\$	3.00 <u>3</u> E\$	2.00 <u>4</u> E\$	5	2.00 <u>6</u> E\$	7

9. A code will appear below the number of hours entered. This code tells the status of the time.

Legend	
X	Exception
p	Reported Punched Time
E	Reported Elapsed Time
\$	Payable Time
F	Forecasted Payable Time
R	Recommended Attendance Actions

An explanation of the key:

**Exception-** Here Exception means error. If an exception is listed here, investigate and correct this error 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 either the employee or the supervisor. Time may need approval.

**Payable Time-** Time that will be “paid” that has been entered by the system (from the schedule) or by the supervisor or the employee.

**Forecasted Payable Time-** This will only be visible after clicking on “Forecast Payable Time”.

**Recommended Action-** This is not currently configured. This code should not be seen.

10. The status of the time can be seen by clicking on a day that has a blue hyperlink.

3.00 <a href="#">13</a>
E\$



11. The details for that date will display.

Reported Elapsed Time		
Quantity	Type	Time Reporting Code
3.000	Hours	Work Study Earnings

12. The payable time section will display the status of the time.

Payable Time									
Quantity	Type	Time Reporting Code	Payable Status	Reason Code	Estimated Gross	Labor Distribution Amount	Diluted Amount	Currency Code	
3.000	Hours	Work Study Earnings	Closed					USD	

13. The status of the time is displayed in the Payable Status column.

**Needs Approval**- The time is ready to be improved.

**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.

14. Launch to other parts of the **Time and labor System** choose a component from the drop down menu and click **go**.

### The Time Card Report

The Time Card Report lists all Reported Time and Payable Time for the specified employee. 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

Before running the time card report for the first time, complete the steps in [Time Card Report Run Control ID](#).

1. Log in to PeopleSoft through 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.

**Note:** Be sure that **Include** is selected next to all employees.

Empl ID	Name	Empl Record	Group ID	*Include or Exclude
0101791		0		Include

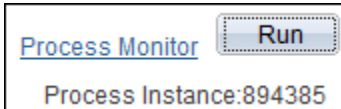
5. Enter date parameters for the report and click **Run**.

6. The **Process Scheduler Request** will appear.
7. Click **OK**.



8. The screen will refresh.

**Note:** A process instance number is listed in the top right corner of the screen. This signifies that the time card report process has successfully begun.



9. Click the **Process Monitor** link.

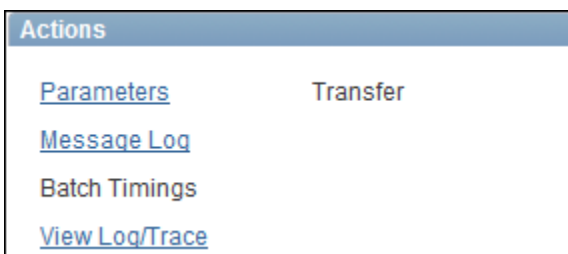
10. The **Process List** will appear. Click the refresh button to update the screen

**Note:** This report uses 2 processes, SQR Report and Application Engine. When the screen shows **Success** and **Posted** on both processes, proceed to the next step.

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	894386		SQR Report	TL002	01rcat	10/10/2012 10:51:24AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	894385		Application Engine	TL_TMCRD_RPT	01rcat	10/10/2012 10:50:49AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	894362		SQR Report	UVBNLEAV	01rcat	10/09/2012 2:18:19PM EDT	Success	Posted	<a href="#">Details</a>

11. Click on the **Details** link.

12. The Process Detail screen will appear. Click the **View Log/ Trace** link



13. The **View Log /Trace** screen will appear. Click on the PDF link to see the results.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR UVBNLEAV 894362.log</a>	1,921	10/09/2012 2:18:45.724787PM EDT
<a href="#">uvbnleav 894362.PDF</a>	1,771	10/09/2012 2:18:45.724787PM EDT
<a href="#">uvbnleav 894362.out</a>	363	10/09/2012 2:18:45.724787PM EDT



14. Results will open up in a PDF document that can be saved on the computer or printed.
15. 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

## Appendix

### Time Card Report Run Control ID: 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 has been completed, the Time Card Report 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 ID. A new Run Control ID does not need to be created.

1. Log in to PeopleSoft through 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:** Choose a generic name. Run Control IDs are reusable and cannot be deleted. Choose Run Control IDs that are reusable.

4. Enter the chosen Run Control ID into the search field. Click search to ensure that a Run Control ID with the same name does not exist.

Find an Existing Value | Add a New Value

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive



5. 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. To set up a new Run Control Id, return to the previous step.
6. Click the **Add a New Value** tab. It will automatically populate the **Run Control ID**.
7. Click the **Add** button.
8. The **Time Card Report** screen will appear.
9. Click in the **Empl ID** field and type the employee Id of first employee

Run Control ID: LearningServices [Report Manager](#) [Process Monitor](#)

Language: English

**Run Control Parameters**

Start Date: 10/01/2012

End Date: 10/07/2012

**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1 of 1 | [Last](#)

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
0101791		0		Include		

10. Click the TAB key to refresh the screen.
11. Choose the job to report on by clicking the spy glass next to the **Empl Rcd Nbr** field.  
**Note:** It is more efficient to use the lookup table next to the Empl Rcd Nbr field.
12. Select the appropriate record by clicking on the hyperlink.
13. The record number will show in the **Empl Rcd Nbr** Field
14. Click the plus sign to add a new line and repeat the steps above to enter all employees for which the report should run.  
**Note:** To remove this employee in the future, simply click the negative sign to remove the line.
15. After the 5<sup>th</sup> employee has been added, the screen will begin to collapse the lines. View all the lines by clicking the **View All** link at the top of the employees list.

**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) | | [First](#) | 1 of 1 | [Last](#)

16. When finished entering all employees, click **Save**.



## 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 Wage Employees: 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 > Report Time > Time Sheet**
3. 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.

4. Click the **Get Employees** button.
5. Verify the employee name and the time reporting period. Enter the hours worked. See the [Enter/View Time – Wage User Guide](#) for specific examples.

6. 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.

### Time Reporting Codes for Wage Employees

027- Work Study Earnings

051- Temporary Hourly Earnings

## Frequently Asked Questions

### Why can't I see Manager Self Service when I log into PeopleSoft?

Access to Manager Self Service was not granted. To obtain security permissions, ask a supervisor to submit a helpdesk ticket requesting "Manager Self Service," and be sure to include your UVM NetID and department.

### Where are payroll deadlines posted and how can I be reminded of these deadlines?

Payroll deadlines are posted on the [Payroll Services website](#). It is a good idea to add the dates to your UVM calendar as a reminder.



### **Can overtime be assigned to a specific budget?**

Overtime cannot be charged against a specific budget (chartstring). The calculation is performed in a prescribed manner by regulation. Contact [Human Resources](#) for more information about this specific issue.

## **Timesheets**

### **On the timesheet, what is the "accounting date"?**

The "accounting date" refers to PeopleSoft functionality that UVM is not using currently.

### **What will happen if a temporary employee changes the business unit or task group fields?**

If changes are made, they will not be paid.

## **Adjusting Time**

### **As a supervisor, if I adjust an employee's reported time will that employee receive an e-mail notice?**

No, the employee will not receive an e-mail when an adjustment is made. However, a supervisor can write a comment to the employee in the "comment field". When the employee logs into the system again they will see that a comment is waiting to be read.

### **Why can't I see the hours my employee entered this morning in order to approve them?**

Remember: When an employee enters time it must be turned into "Approvable Time" before can be approved. Approvable time is created by a nightly batch process. This process runs nightly and multiple times on payroll day.

## **Combo Codes**

### **How can I view the Combo Codes and associated chartstrings?**

From the Combo Code field on the timesheet, click on the magnifying glass (search tool). A screen will be displayed that shows the Combo Code and associated chartstring. Review the chartstring to make sure that the proper account and budget is being charged.





### **How can I get a new Combo Code for my department?**

Combo codes can be created by college/school business managers where general funds are involved. For restricted funds, combo codes are created by the SPA analyst assigned to the project.

### **My employee is charged to the wrong Combo Code, how do I change it?**

If the correct code is already assigned to the employee, it is also possible to adjust the code on their timesheet. Enter the hours worked under the correct code and zero out the hours on the incorrect code. Submit the revised information.

If the correct code is not assigned to the employee, fill out the [Change Form for Student, Work Study and Temporary Employees](#) and send it via e-mail to [payroll@uvm.edu](mailto:payroll@uvm.edu) to request a new code be added to the employee's record.

### **Why do I not see all of my employees when I enter my Supervisor ID as search criteria?**

It is possible that you are not listed as the direct supervisor of this employee on their job record. Try searching by the employee's last name to see if they are listed in this department. Contact an HR Rep to find out who is listed as the supervisor. If changes need to be made, contact Central HR.

### **Why do I see everyone in my department when using my Supervisor ID as the search criteria, not just the temporary employees?**

Try searching by "Workgroup" to narrow the selection to temporary employees. Enter "Hourly" into the Workgroup field and submit the search...

### **Why can I see people that are not in my department?**

It is possible that people have been assigned to this department in error. [Submit a helpdesk ticket](#) that includes the full name of the employee as well as the department they belong in if known.

### **I supervise 25 people, why do only 8 employees appear when I use my Supervisor ID as the search criteria?**

If confident that everyone you approve time for is assigned use the blue bar at the bottom of the screen to scroll to the right. Click on the View All link at the top right-hand corner of the blue results page. When clicked all of the employees should be seen.



### **Why do people who have terminated from my department still appear on my list?**

People who are terminated still show in a supervisor's list even after they are terminated. A request has been submitted to have the "inactive" employees removed from the manager timesheet search. All enhancements are prioritized and a specific date for this change to be completed has not been determined. A notification will be sent when the change is made.

## **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](#)
- [Work Study Office](#)
- [University Financial Services](#)

### **Related Policies**

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