

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 User Guide \(PDF\)](#) and [Approve and View Time for Salaried Nonexempt Employees User Guide \(PDF\)](#).

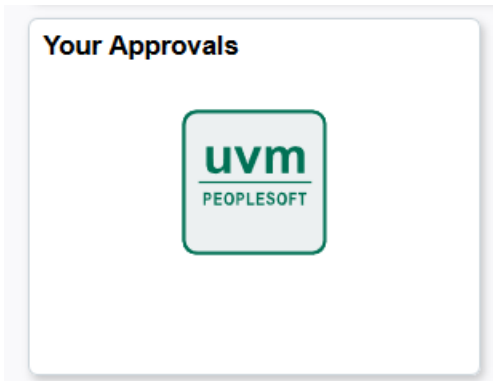
Reviewing and Approving Time

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



3. **Approve Payable Time** page will appear.

Note: Payable Time is created from time that was entered into the timesheet and then run through the nightly Time Administration process. If you do not see any time to approve, but believe time was entered, or if you see time needing approval that you do not understand (i.e. negative time) please contact [Payroll Services](#) promptly 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

Actual Minutes Worked	Fractional Hour in PeopleSoft
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

Actual Minutes Worked	Fractional Hour in PeopleSoft
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

Actual Minutes Worked	Fractional Hour in PeopleSoft
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).
2. Navigation: Select **NavBar: Navigator** compass icon from upper right corner.



3. Select **Navigator** and then select **Manager Self Service > Time Management > Manager Search Options**
4. The **Manager Search Options** screen will appear.

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

- 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. .

- 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	<input checked="" type="checkbox"/>	Include Code and Description
---------------	---------	-------------------------------------	------------------------------

- 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.

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

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

Show Criteria List Collapsed
 Show Criteria List Expanded

- 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

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



- Select **Navigator** and then select **Manager Self Service > Time Management > View Time > Time and Labor Launch Pad**

4. The Time and Labor Launch Pad will appear. Type in search criteria and click **Get Employees**.
5. A list of employees will appear. Click on the employees name to see the current calendar.
6. The current month will be displayed.

Time and Labor Launch Pad

Work Study Employee

Employee ID [redacted]
Empl Record 0 [Next Employee](#)

*Month

Reported Hours

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	

Links

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

*Month

Reported Hours

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

Reported Hours

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					7.50 ¹ ESF	2
3	7.50 ⁴ ESF	7.50 ⁵ ESF	7.50 ⁶ ESF	7.50 ⁷ ESF	7.50 ⁸ ESF	9

10. 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- PeopleSoft 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.

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



12. The details for that date will display.

Reported Elapsed Time

Quantity	Type	Time Reporting Code
3.500	Hours	Student Hourly Earnings

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

Payable Time

Quantity	Type	Time Reporting Code	Payable Status	Estimated Gross	Labor Distribution Amount	Diluted Amount	Currency Code
3.500	Hours	Student Hourly Earnings	Closed				USD

14. 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.

15. 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.

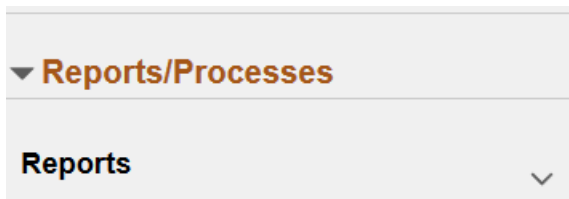
Processing the Time Card Report: Step-by-Step Instructions

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).
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**.

TimeCard Report

- Enter a Run **Control ID** and click search to bring up the Time Card Report Screen.

Find an Existing Value
Add a New Value

▼ Search Criteria

Run Control ID begins with

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

- The **Time Card** report screen will appear.

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

Run Control Parameters

Start Date 04/01/2019

End Date 05/01/2019

Employees To Process

🔍 1-1 of 1 ▼ | View All

Empl ID	Name	Empl Record	*Include or Exclude		
0123456 🔍		2 🔍	Include ▼	+	-

Save
Return to Search
Notify

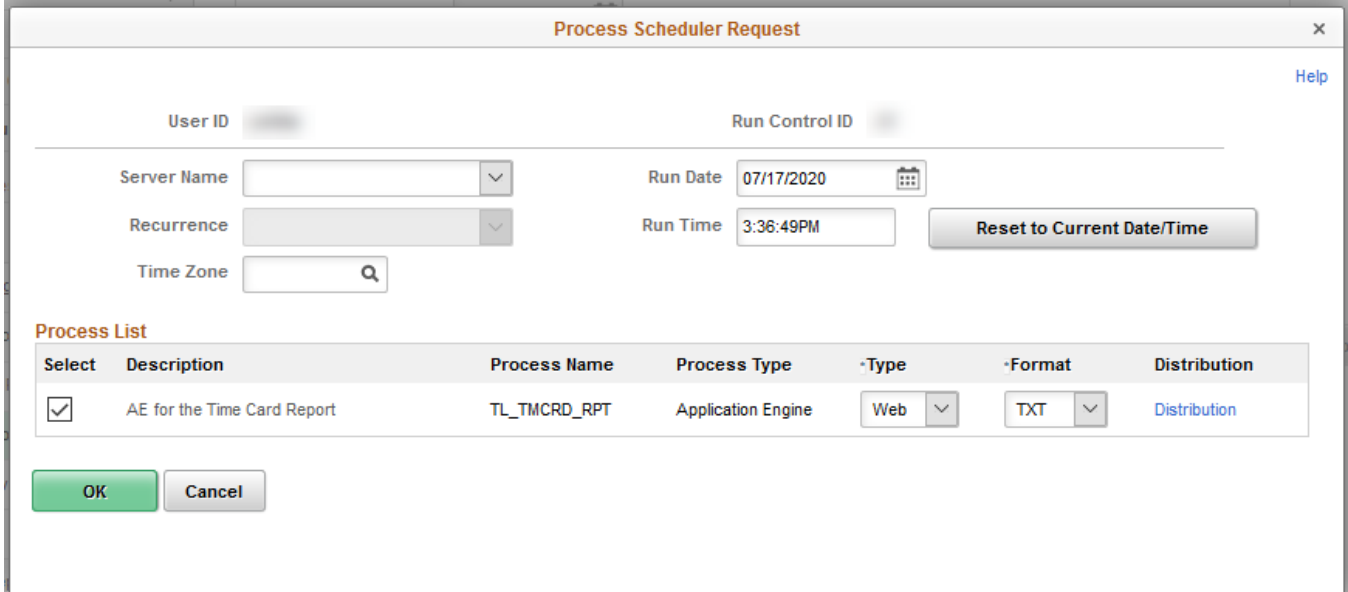
Add
Update/Display

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

Start Date 04/01/2019

End Date 05/01/2019

8. The **Process Scheduler Request** will appear.



Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AE for the Time Card Report	TL_TMCRD_RPT	Application Engine	Web	TXT	Distribution

9. Click **OK**.

10. 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.

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

Process Instance:1957895

11. Click the **Process Monitor** link.

12. 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 | [Server List](#)

View Process Request For

User ID Type Last 200 Days
 Server Name Instance From Instance To [Report Manager](#)
 Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1957896		SQR Report	TL002		07/17/2020 3:38:27PM EDT	Success	Posted	Details
<input type="checkbox"/>	1957895		Application Engine	TL_TMCRD_RPT		07/17/2020 3:36:49PM EDT	Success	Posted	Details

[Go back to TimeCard](#)

[Process List](#) | [Server List](#)

13. Click on the **Details** link.

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

Date/Time

Request Created On 07/17/2020 3:38:27PM EDT
 Run Anytime After 07/17/2020 3:38:27PM EDT
 Began Process At 07/17/2020 3:38:45PM EDT
 Ended Process At 07/17/2020 3:38:57PM EDT

Actions

[Parameters](#)
[Message Log](#)
 Batch Timings
[View Log/Trace](#)

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

File List

Name	File Size (bytes)	Datetime Created
SQR_TL002_1957896.log	1,793	07/17/2020 3:38:57.842096PM EDT
tl002_1957896.PDF	3,185	07/17/2020 3:38:57.842096PM EDT
tl002_1957896.out	0	07/17/2020 3:38:57.842096PM EDT

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

17. 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 Payroll Services to run a payroll
 - **Closed**- Paid out

Appendix

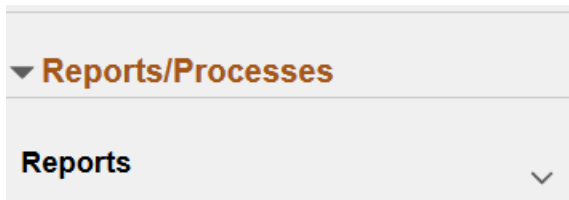
Time Card Report Run Control ID: Step-by-Step Instructions

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).
2. Navigation: Select **UVM Reports and Queries** from tile selection.



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



▼ Reports/Processes

Reports ▼

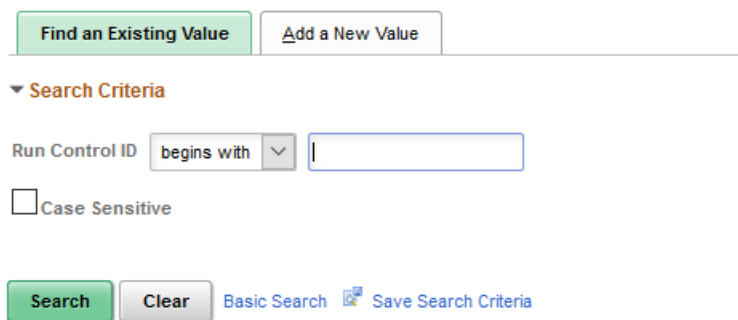
4. Select **TimeCard Report**.

TimeCard Report

5. 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.

6. 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

Search Clear Basic Search Save Search Criteria





7. 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.
8. Click the **Add a New Value** tab. It will automatically populate the **Run Control ID**.
9. Click the **Add** button.
10. The **Time Card Report** screen will appear.
11. Click in the **Empl ID** field and type the employee Id of first employee







Run Control Parameters


Start Date: 04/01/2019 

End Date: 05/01/2019 

Employees To Process





  1-1 of 1   | [View All](#)

Empl ID	Name	Empl Record	*Include or Exclude		
0123456 		2 	Include 		

 [Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

12. Click the TAB key to refresh the screen.
13. 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.
14. Select the appropriate record by clicking on the hyperlink.
15. The record number will show in the **Empl Rcd Nbr** Field
16. 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.
17. After the 5th 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

  1-1 of 1   | [View All](#)

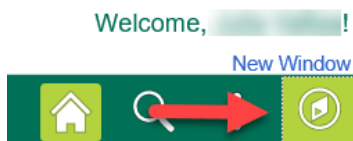
18. When finished entering all employees, click **Save**.

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).
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 – Wage User 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.

Time Reporting Codes for Wage Employees

027- Work Study Earnings

051- Temporary Hourly Earnings

053 – Student 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.

Why does my employee keep receiving an error for an invalid combo code when they report their time?

If the employee's start date is not on a Monday, the timesheet will need to be refreshed. This will allow for accurate time entry and use of appropriate time reporting code. To refresh the timesheet, they should enter their start date into the **Date** field, and click the green refresh arrows.

Why can't my employee see their work study balance on their timesheet anymore?

Work Study balances have been removed from timesheet with the PeopleSoft Fluid Update. The Work Study Award Report located in the Reports and Queries tile will allow supervisors to view a more comprehensive report of remaining award balance for their Work Study employees.

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 **and has not been paid**, it is also possible to adjust the code on their timesheet. Enter the hours worked under the correct code and delete the hours on the incorrect code. Submit the revised information.

If the correct code is not assigned to the employee, complete the Change Form for Student, Work Study and Temporary Employees in [PeopleSoft HR Manager Self-Service](#) to request a new code be added to the employee's record.

If the hours that need their combo code revised **have** been paid out, a [Wage Transfer](#) request must be submitted to Retro@uvm.edu.

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](#)



- [Student Employment Office](#)

Related Policies

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