Hourly Payroll Guidelines

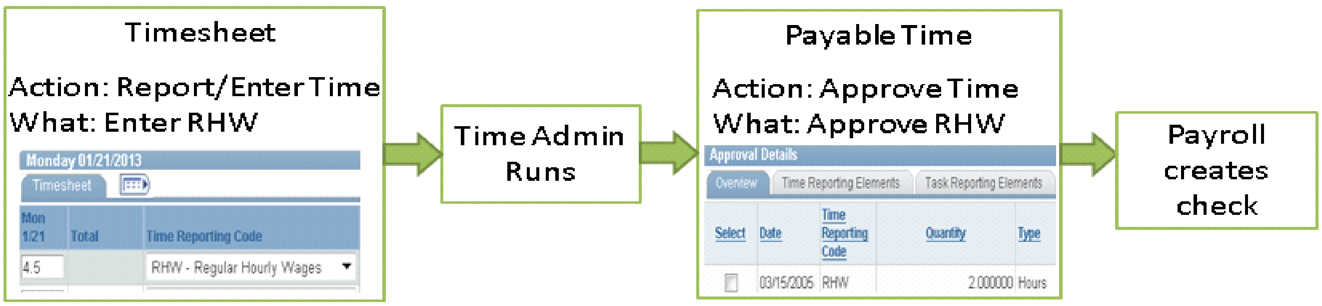
Objective: Because of the elimination of the Hourly Supplemental Paycheck, this directive will guide you to the tools available to you to ensure that all hourly time is entered, approved, and accounted for.

Helpful Tips for the Overall Hourly Payroll Process:

- Be clear of the T&L deadlines
  - If the deadline is Wednesday:
    1. Time must be entered before 11:00 Wednesday (before Time Admin runs)

    AND

    2. Time must be approved by 5:00 PM Wednesday
  - Take advantage of monthly T&L deadline calendar to allow future planning
- Time Admin is a process that must run to take the RHW entered into the Timesheet and convert it to Payable Time
  - Time Admin for hourlies runs twice a day- 11 AM to 1 PM and again overnight
- You will want to check your hourly time BEFORE Payroll creates the checks. Payroll begins right after the deadline. To ensure the time is correct, you will want to check the time before the day of the deadline to give you an opportunity to make corrections.
- Flow of Hourly Time:



EIS Pages and Reports for the Hourly Process

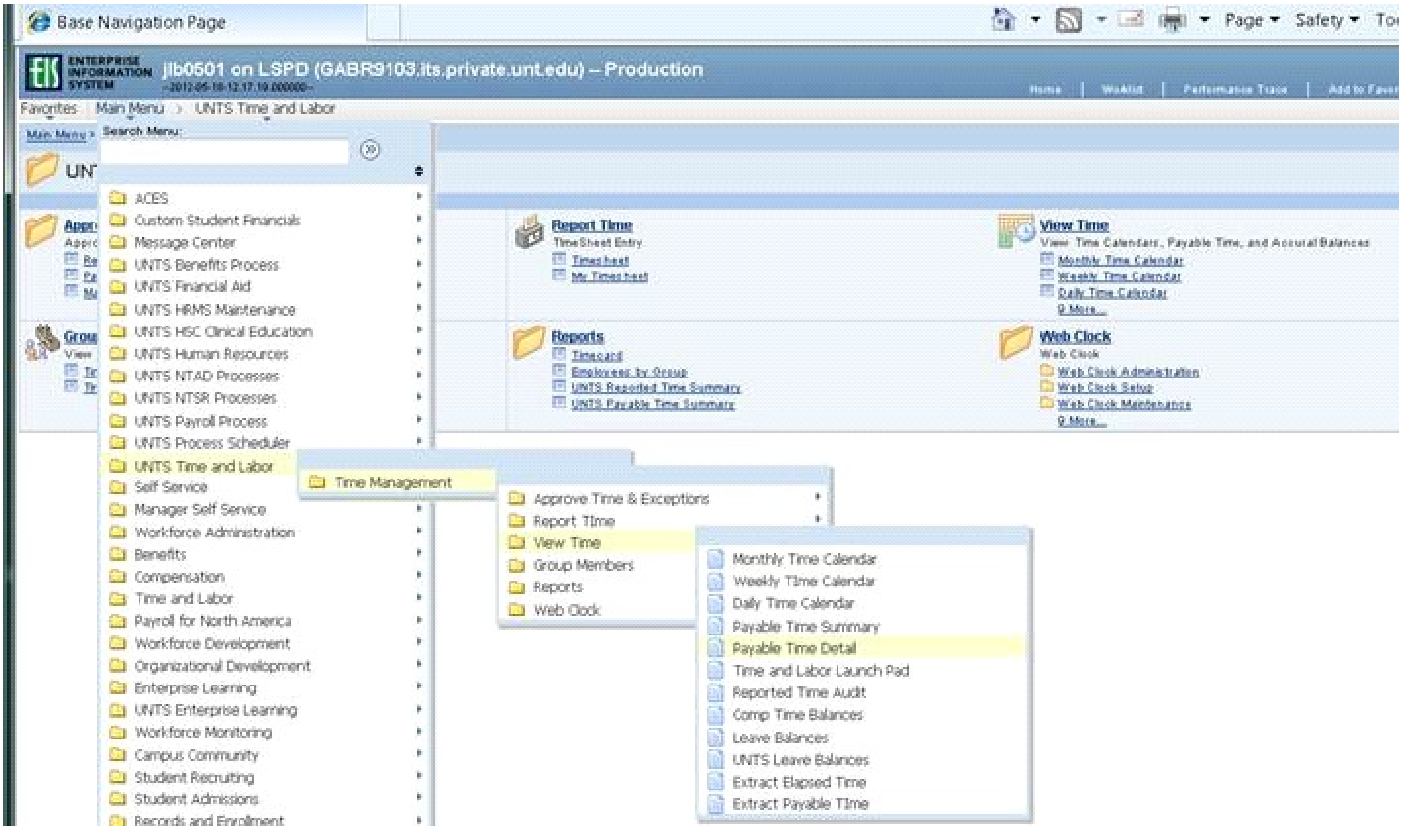
- EIS Pages
  - Report/Enter Hourly Time
    - UNTS Time and Labor → Report Time → **Timesheet**
    - Use this to report/enter all hourly time
  - Approve Payable Time
    - UNTS Time and Labor → Approve Time and Exceptions → **Payable Time**
    - Payable Time is the final step of hourly time and it must be approved before payment
    - Use this page to Approve time
  - Payable Time Detail
    - UNTS Time and Labor → View Time → **Payable Time Summary**
    - Instructions on Payable Time Detail tab
    - Use this to give you a summary of what step the time is in the process and who approved and when
- Reports
  - Instructions (Running EIS Reports Tab) and explanations (Reading the Reports tabs) of each report included
  - Employees by Group Report
    - UNTS Time and Labor → Reports → **Employee by Group**
    - A list of all the active hourlies with job information like hourly rate, account #, record #
    - Use this to check for the correct Record Number to use when entering Hourly time
  - Non Reported Time
    - UNTS Time and Labor → Reports → **Non Reported Time**
    - A list of all employees for a time period that have nothing entered into the timesheet
    - Use this to get a list of employees with no time entered into the timesheet for a given time period
  - UNTS Reported Time Summary
    - UNTS Time and Labor → Reports → **UNTS Reported Time Summary**
    - A summary of all time ***entered*** into the timesheet by date range
    - Use this to compare against the Payable Time Summary. Reported Time and Payable Time should match exactly for a given time period
  - UNTS Payable Time Summary
    - UNTS Time and Labor → Reports → **UNTS Payable Time Summary**
    - A summary of all time ***approved*** in Payable Time by a date range
    - Use this to compare against the Reported Time Summary. Only approved time will be on this report. Payable Time should match the Reported Time exactly

Hourly T&L Deadlines

Refer to the BSC website for monthly time and labor deadlines.
http://bsc.untsystem.edu/payroll_deadlines

Instructions for using Payable Time Detail- Status of Hourly Time

1. Navigate to "Payable Time Detail" under "View Time"



2. Put in Group ID or EMPL ID
   a. Choose the person/record you would like to check on
3. Once in the page, put in the Start and End date of the time period you would like to view

Note: this page is limited to a 31 day window

Payable Time Detail

,Ashley

Employee ID:

Job Title: Student Assistant III - Reg

Employee Record Number: 300

Next Employee >>

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section.Use the Refresh button to refresh the display of the selected statuses

Start Date: 05/01/2012 **End Date:** 05/15/2012 Refresh

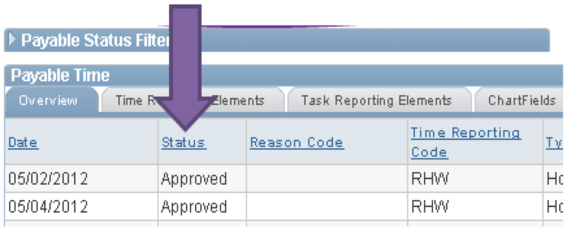
Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | ChartFields

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
05/02/2012	Approved		RHW	Hours	5.100000	NONTASK
05/04/2012	Approved		RHW	Hours	7.600000	NONTASK
05/07/2012	Approved		RHW	Hours	5.500000	NONTASK
05/09/2012	Approved		RHW	Hours	5.100000	NONTASK
05/11/2012	Approved		RHW	Hours	7.200000	NONTASK
05/14/2012	Approved		RHW	Hours	3.100000	NONTASK
05/15/2012	Approved		RHW	Hours	3.300000	NONTASK

4. The Status will show you where the time is



a. **Nothing populates:** If you see nothing:
   i. Either
      1. Time has not been entered into the timesheet. Check to make sure.
   ii. OR
      1. Time Admin has not run. Time Admin runs 11 am to 1 pm and again overnight.
      2. Check again after Time Admin has run.

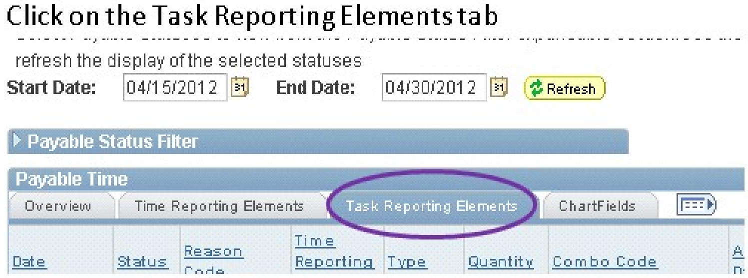
b. **"Needs Approval":** Has not been approved in Payable Time
   i. This is what you *don't want to see* when you are checking your students- go to Payable Time and approve the time or they will not get paid.

c. **"Approved":** Time has been approved in Payable Time and you are OK for this hourly.
   i. This means time has been approved but not pulled into Payroll to pay yet.
   ii. As long as it is approved by the deadline, it will be paid on the next check.

d. **"Closed":** The check to pay the employee has been created.
   i. Payroll turns "Approved" to "Closed" when they finalize a check

5. To see who approved the time and when

a. Click on the Task Reporting Elements tab



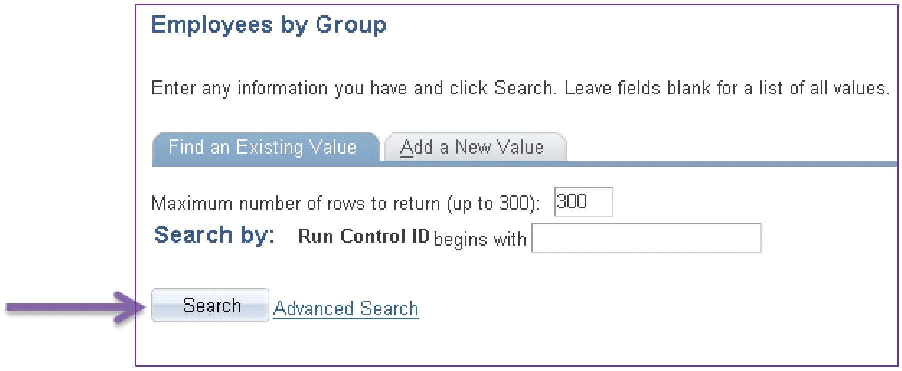
b. It will tell you when it was approved and who did it.

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Combo Code	Approval Process Datetime	User ID	Publish Switch	Publish Date
04/16/2012	Closed	Not Distributed	RHW	Hours	5.300000		04/30/2012 5:40:01PM	mnw0044	N	01/01/1900
04/18/2012	Closed	Not Distributed	RHW	Hours	5.500000		04/30/2012 5:40:01PM	mnw0044	N	01/01/1900
04/20/2012	Closed	Not Distributed	RHW	Hours	7.000000		04/30/2012 5:40:01PM	mnw0044	N	01/01/1900
04/23/2012	Closed	Not Distributed	RHW	Hours	5.500000		04/30/2012 5:40:01PM	mnw0044	N	01/01/1900

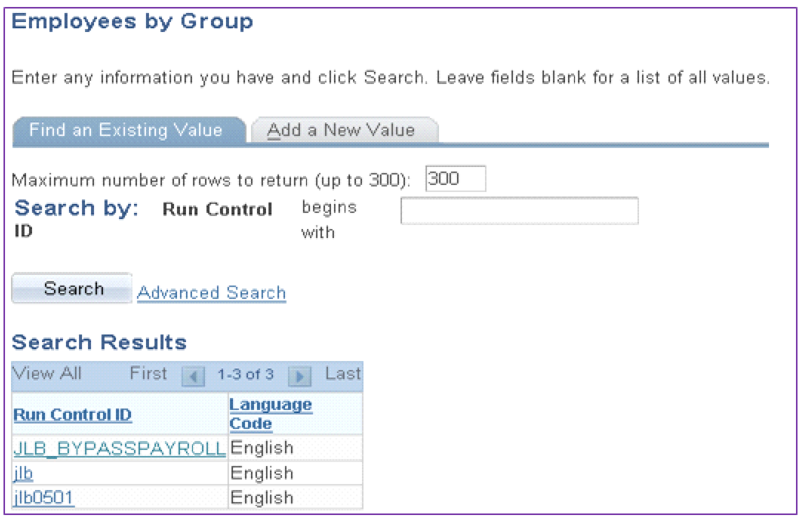
Running Reports

Steps: These are the steps to run all reports

1. Sign in to EIS and navigate to the report based on the navigation in the Guidelines
2. Leave the “Run Control ID” blank and click “Search”



3. If a previously create ID populates, select it and go to Step 4.
   a. This is what it will look like if you have an ID previously created:



b. <u>If nothing populates when you click "Search":</u>

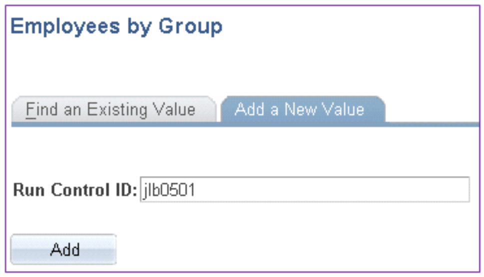
You must create a Run Control ID. This is a one-time set up. Once created, your Run Control ID will populate when you click on "Search"

Steps to create a Run Control ID:

1. Select "Add New Value"

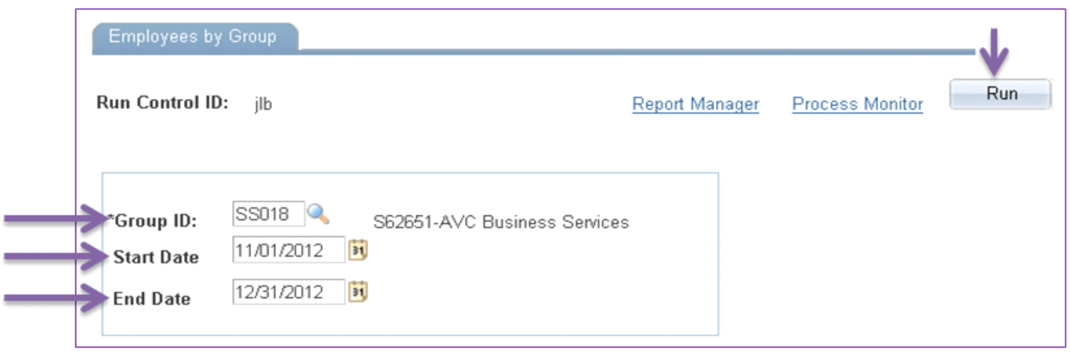
2. Input an ID of your creation and click "Add"

(We suggest using your EUID but anything will work)

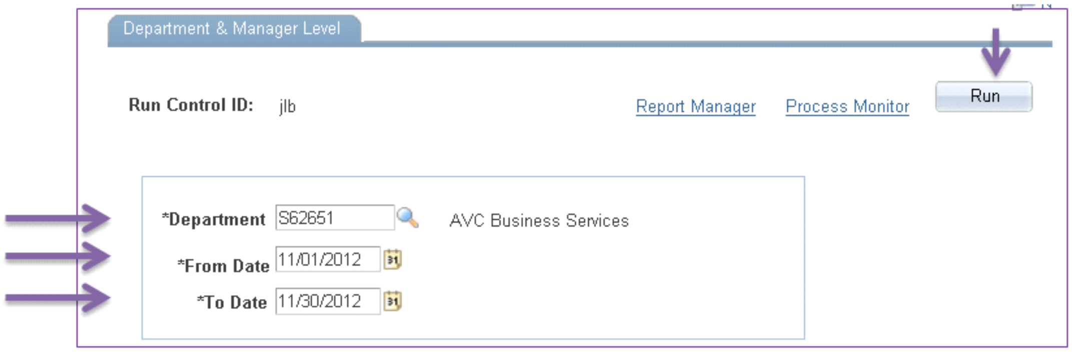


Once you click on "Add"- the system will take you directly into Step 4

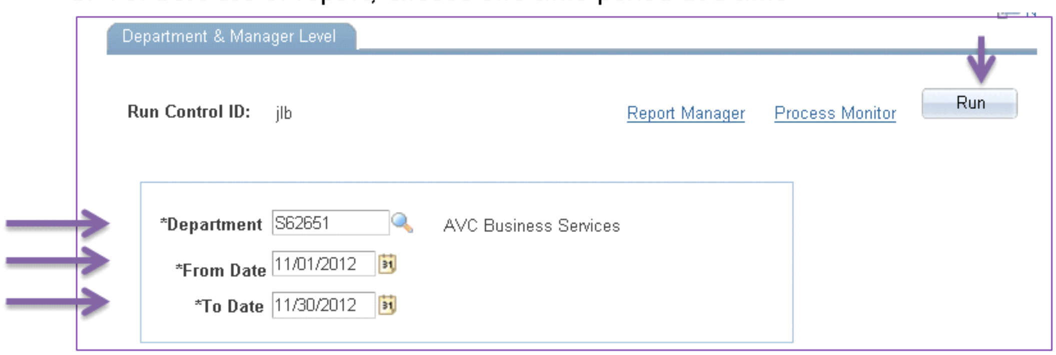
4. For Employees by Group Report
   a. Input your Group ID and a date range of your choosing
   b. To keep the report as clean as possible, choose a date range within a fiscal year



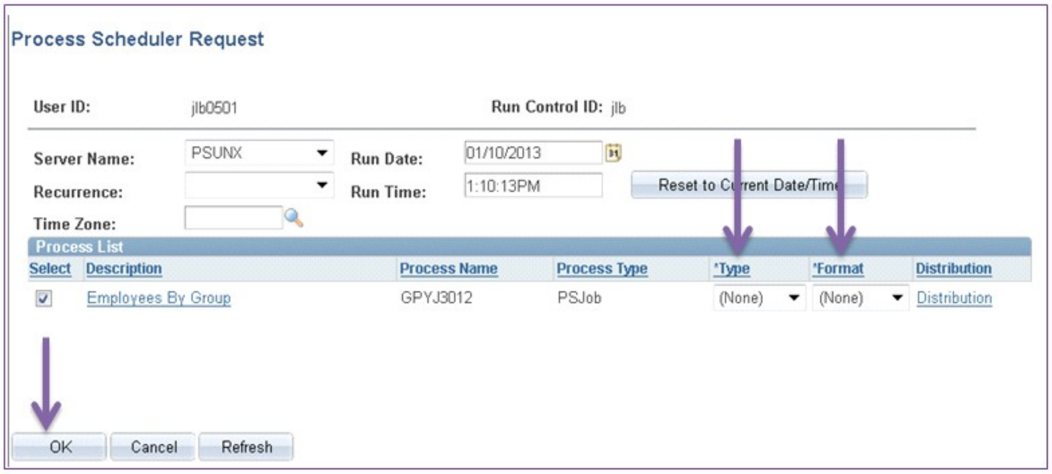
4. For Non Reported Time Report
    a. Input your Department ID and a date range of your choosing
    b. For best use of report, choose one time period at a time



4. For UNTS Reported *AND* Payable Time Summary Report
    a. Input your Group ID and a date range of your choosing
    b. For best use of report, choose one time period at a time



5. Select "Run"
6. On this page
   a. Make sure that Type is either "(None)" or "Email"
   b. Make sure that Format is either "(None)" or "CSV"
   c. Select "OK"



7. In 5-10 minutes, an Excel file of this report will email itself to your University email.

Understanding the Information in an Employees by Group Report

Employees by Grp											
gpy3012e											
Group ID	SH018										
End Date	12/31/2012										
Grp Descr	**Emplid**	**Emp Rcd**	**Name**	**JobCode**	**JobTitle**	**DeptId**	**Acct Cd**	**Hourly Rt**	**Eff Date**	**Status**	**Std Hrs**
S62651-AVC Business Services		304		1814	Non-Student Help - Hourly	S62651	SY769-062651-500068	11	8/1/2012	Active	19
S62651-AVC Business Services		300		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20
S62651-AVC Business Services		304		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	8/1/2012	Active	30
S62651-AVC Business Services		301		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	3/1/2012	Active	20
S62651-AVC Business Services		300		1814	Non-Student Help - Hourly	S62651	SY769-062651-500068	11.3	7/18/2012	Active	40
S62651-AVC Business Services		306		1710	Student Assistant - Regular	S62651	SY769-062651-500054	8.5	9/1/2012	Active	20
S62651-AVC Business Services		307		1711	Student Asst - Fed CWS Fall	S62651	SY769-062651-500054	8.5	9/1/2012	Active	20
S62651-AVC Business Services		308		1712	Student Asst - Fed Cwsp Spring	S62651	SY769-062651-500054	8.25	3/1/2012	Active	20
S62651-AVC Business Services		0		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20
S62651-AVC Business Services		301		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20
S62651-AVC Business Services		0		1710	Student Assistant - Regular	S62651	SY769-062651-500054	7.75	12/14/2012	Active	20

Grp Descr: Group Description or Name of Dept

Emplid: Employee ID

Emp Rcd: Employee Record

Name: Name of Employee

Job Code: Job Code depending on type of hourly and semester

Job Title: The title associated with the Job Code

DeptId: Department ID number

Acct Cd: The account the money will deduct from

Example: **SY769- 062651- 5000068**

SY769: Institution Code

062651: Funding Dept ID/Proj ID (This is the account the money paid comes from)

5000068: Account/Object Code or Expense Line (associated with Job Code)

Hourly Rt: The rate of pay per hour

Eff Date: The last effective date of hire or change made to employee record

Status: Since this report gives you all active employee, this should say “Active” for all

Std Hrs: The standard hours per week

Understanding the Information in the Non Reported Time Report

REPORT:	Non Reported Time			
Dept:	S62651 AVC Business Services			
From Date:	1-Nov-12			
To Date:	31-Jan-12			
Program:	GPY6603R			
Hourly				
Emplid	Employee Name	Emp Rec	Description	Reports To
		300	Student Assistant - Regular	
		0	Student Assistant - Regular	
		301	Student Assistant - Regular	
		0	Student Assistant - Regular	

Note: this report will give you Hourly and Salaried employees for the department used

Emplid: Employee ID

Name: Name of Employee

Emp Rcd: Employee Record

Description: Job Title

Reports To: The supervisor of the hourly that is in the system.

Based on the time period that was used (11/01/12 – 01/31/2012) these are the employees who have nothing at all reported in that date range

Using the Reported and Payable Time Summary Reports

TL Elapsed Time Summary			
gpy3001e			
Group ID	SH018		
Start Date	12/1/2012		
End Date	12/15/2012		
Emplid	Emp Rcd	Name	RHW
	304		41
	300		36.1
	300		40
	0		35.4
	301		34.9
	0		35.7

TL Payable Time Summary				
gpy3002e				
Group ID	SH018			
Start Date	12/1/2012			
End Date	12/15/2012			
Emplid	Emp Rcd	Name	RHW	Est.Gross
	304		41	451
	300		36.1	279.78
	300		40	452
	0		35.4	274.35
	301		34.9	270.48
	0		35.7	276.68

Note: The "TL Elapsed Time Summary" is the Reported Time and the "TL Payable Time Summary" is what was approved for the given time period

After approving Payable Time, these reports should mirror each other. This is how you can check to make sure that every hour entered into the timesheet was approved and that the hourly will receive the correct payment for hours worked.

For example: the first hourly had 40 hours entered for 12/1-12/15 and 40 hours were approved, giving him an estimated gross of $451.00