State Of Oklahoma CORE Project

Course P106

Time and Labor Training Manual

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# Table of Contents

## TIME AND LABOR TRAINING MANUAL

**1.** Time and Labor.............................................................................................................. 1

### Business Process Flow
- 1

### Time and Labor Concepts
- 2

### Terminology
- 2

### Scope
- 4

### Configuration
- 5

#### Defining a Compensatory Time Off Plan
- 7

#### Defining a Time Reporting Code (TRC)
- 9

#### TRC Definition of Hourly (HREG)
- 11

#### Time Reporting Codes for Agency 805
- 13

#### Defining Workgroups
- 17

#### Defining Static Groups
- 19

## ENROLLING TIME REPORTER

**21.** Enrolling Time Reporter

### Business Process Flow
- 21

### Defining Time Reporter Data
- 22

### Updating the Static Group
- 24

### Current Group Members
- 25

### Enroll Time Reporter in Compensatory Time Plan
- 26

## MAINTAIN TIME REPORTER DATA

**29.** Maintain Time Reporter Data

### Business Process
- 29

### Maintain Time Reporter Data Page
- 30

## ENTERING TIME

**31.** Entering Time

### Business Process Flow
- 31

### Weekly Elapsed Time
- 32

### Weekly Elapsed Time Page
- 33

## PROCESSING TIME

**37.** Processing Time
Business Process Flow .......................................................................................................................... 37

Running Time Administration (Time Admin) .......................................................................................... 38

VIEW PAYABLE TIME .............................................................................................................................. 44

Business Process Flow ........................................................................................................................... 44

Viewing Payable Time ............................................................................................................................. 45

Payable Time Statuses ............................................................................................................................. 47

REVIEWING EXCEPTIONS ......................................................................................................................... 49

Business Process Flow ........................................................................................................................... 49

Checking For Exceptions ......................................................................................................................... 50

Manage Group Exceptions ....................................................................................................................... 53

Exceptions Detail Info .............................................................................................................................. 54

CORRECTING TIME ................................................................................................................................. 61

Business Process Flow ........................................................................................................................... 61

Weekly Elapsed Time ............................................................................................................................... 62

Self Service > Manager > Tasks > Weekly Elapsed Time ........................................................................ 62

Time Administration Process .................................................................................................................. 63

Payable Time Detail ................................................................................................................................. 64

Compensatory Time Balance .................................................................................................................. 65

VIEW COMPENSATORY TIME BALANCE ............................................................................................... 66

Business Process Flow ........................................................................................................................... 66

Checking A Compensatory Time Balance ............................................................................................... 67

Show All on Review Compensatory Time Page ..................................................................................... 69

PROCESSING COMP TIME ....................................................................................................................... 71

Overview .................................................................................................................................................. 71

Comp Time Plans and their TRCs ............................................................................................................. 72

Weekly Elapsed Time Entry .................................................................................................................... 76

Running Time Administration .................................................................................................................. 81

Viewing Compensatory Time Balances ................................................................................................. 90
PROCESSING SHARED LEAVE – GIVING & RECEIVING ................................................................. 101
  OVERVIEW .............................................................................................................................. 101
  Giving Shared Leave – Employee 100022 ............................................................................. 102
    Weekly Elapsed Time ........................................................................................................... 103
  Receiving the shared Leave - Employee 100001 ................................................................. 104
  Employee ID 100022 – giving the leave ......................................................................... 109
    Review Compensatory Time Balance for Employee 100001 ...................................... 110
    Using Shared Leave – Employee 100001 ....................................................................... 111
    Check Shared Comp Time Balance – Employee 100001 ............................................... 116

PROCESSING SICK AND ANNUAL LEAVE ........................................................................ 121
  Time Reporting Codes (TRCs) for Sick and Annual Leave .................................................. 122
  TRCs for Annual Leave – Agency 805 .................................................................................. 122
  TRCs for Sick Leave – Agency 805 ...................................................................................... 122
  Entering the Annual Leave Taken ....................................................................................... 123
  Entering the Sick Leave taken ............................................................................................. 124
  Run Time Administration Process for Employee ID 100078 ............................................. 125

PROCESSING LONGEVITY ................................................................................................. 126
  Partial Longevity .................................................................................................................... 126
  Longevity Payout – First Longevity Process – Step 2 ......................................................... 128
  Next Year Longevity – Second Longevity Process - Step 10 ............................................... 129

PROCESSING TERMINAL LEAVE PAYOUT ....................................................................... 130
  Step 1 – Entering Time into Elapsed Time ......................................................................... 130
  Step 2 - Run Time Administration by employee ID ............................................................ 131
  Step 3 - Check Payable Time Detail .................................................................................... 133
  Step 4 - GO_PAY_TIME_BY_PAY_PERIOD ................................................................. 134

ADJUST PAID TIME ..................................................................................................................... 135
  Closing Rejected Rows ....................................................................................................... 135

PROCESSING ADJUSTMENTS THRU T & L ............................................................................ 139
TIME AND LABOR TRAINING MANUAL

TIME AND LABOR

BUSINESS PROCESS FLOW

Key or Load time into Weekly Elapsed Time for each Time Reporter

Process time through Time Administration to produce Payable Time or Exceptions

Exceptions

Must be corrected in Weekly Elapsed Time and processed thru Time Admin again to produce Payable Time

Payable Time

is ready to go to Payroll to be paid

All Employees are Time Reporters.

Time Admin takes in Weekly Elapsed Time, validates it and produces either Payable Time or Exceptions.

Only Payable Time can be sent to Payroll.

Exceptions must be cleared.
TIME AND LABOR CONCEPTS

PeopleSoft Time and Labor is a software application with many features and functions that are integrated with the other PeopleSoft application (Human Resources, Base Benefits and North American Payroll) being implemented at the State of Oklahoma. This training documentation will cover only those functions currently implemented.

This training manual does not cover all possible scenarios you may encounter while using PeopleSoft Time & Labor. However, it does cover the most frequently encountered scenarios.

TERMINOLOGY

You will encounter several new terms as you work with PeopleSoft Time and Labor and the PeopleSoft system. Below are the terms and their definitions:

Weekly Elapsed Time – is an input screen into which you key or load time worked and/or time taken off for each employee.

For people on Salary, you would enter only the exceptions because the system automatically generates the entry to pay these employees for the whole month's work.

An example of exception time would be employee Joe Blow took off 8 hours sick on February 3. You must enter the correct TRC for sick time (SCKTK) and the number of hours taken on this page so that the system will move the 8 hours from the Regular Earnings category to the Sick Time category and reduce the employee’s sick time balance available.

For hourly and temporary employees, you must key or load in the hours worked into Weekly Elapsed Time in order for them to get a paycheck. The system does not enter anything automatically for these types of employees.

NOTE: This page is always LIVE and can be changed at any time in the future. The entries in it always stay there and the system knows which ones have already been paid and which ones are new entries that need to be paid.

Time Administration – The batch program that takes time entered into Weekly Elapsed Time and validates it against pre-established rules and produces Payable Time if the time does not violate any of these rules. If the time entered violates a rule, the system will not produce payable time for that time entry. It also puts the time in violation of the rules into the Exceptions File and will not allow that entry to go any further until the exception has been cleared up. The employee will not be paid for this time until the exception on it is cleared.
**Payable Time** – Time that has been processed through the Time Administration batch program. Payable Time can be pulled into Payroll for processing. *Only payable time can be sent over to payroll.*

**Time & Labor Exceptions** – an unusual condition. It could be an error and must be checked out because the time that has the exception is hung up until the exception is cleared. The employee cannot be paid for time that is flagged as an exception until that exception is cleared.

**Time Reporter** – Any employee that has time processed through Time and Labor. Every employee must be a time reporter to have time processed by Time Administration.

**Time Reporting Code (TRC)** – A code that designates the type of work performed, leave time or other type of time that needs to be processed through Time and Labor. Each agency will have several (usually 100+) TRCs for entering time. Examples are: LWOPS (Leave without Pay Scheduled), OTSTR (Overtime Straight), JURY (Jury Duty), SCKTK (Sick Time Taken), and ANNLV (Annual Leave Taken).

**Time Reporting Code Program (TRC Program)** – Time Reporting Codes are grouped together into Time Reporting Code Programs so agencies will only see TRCs relevant to them when entering time for an employee. The naming convention for TRC Programs has been defined as: 3 character agency + 01. Therefore, the TRC Program for Department of Mental Health is 45201. All agencies that have hourly/temp employees will use the TRC Program of HRLY.

**Workgroup** – A group of employees that use similar data within the Time and Labor application. Most agencies will have two Workgroups – one for salaried employees and one for hourly/temporary employees.

For example, all salaried employees for Office of State Finance will use the same set of Time Reporting Codes. These may be different than the Time Reporting Codes for another agency. The naming convention for workgroups is: 3 character agency + “00” + “-01” (for salaried) or “-02” (for hourly). Therefore, the Workgroup for Office of State Finance for Salaried employees is 09000-01 and the Hourly employees workgroup is 09000-02.
SCOPE

Now that we have some of the terminology down, let’s discuss what will be in scope for this phase of the implementation.

- Ability to enter and report on time that is entered by type of work performed. Meaningful reports can be generated for an agency to report across their employee base and get an understanding of how much Leave Without Pay is taken or how much Overtime is worked for example.

- Various leave plans like Organizational and Military Leave, in addition to Compensatory Time Off plans have been established. The plans have been created to automatically have time expire when it is supposed to and not allow accumulation of more time than is allowed.

- Seamless integration with PeopleSoft HRMS. Employees are hired in HRMS and are available for enrollment into Time and Labor. There is no need to enter any additional job related information like salary, department or location.

- Seamless integration into PeopleSoft Payroll. Data is entered once and the Payroll processes it as needed.

- Seamless integration with Base Benefits. Time and Labor does a check at time of entry to ensure an employee has enough annual, sick or comp leave before the time entry page can even be saved.
CONFIGURATION

To understand how transactions are processed through Time and Labor, it's important to understand how the system was configured. Each of the following sections indicates a part of the configuration. It will all be tied together at the end of the section.

**Time Reporting Code** – Time Reporting Codes are the level at which time is recorded. An example of a Time Reporting Code is LWOPS – Leave Without Pay, Scheduled. If an employee takes Scheduled Leave without pay, you will enter the number of hours that should be applied to this Time Reporting Code.

**Time Reporting Codes are:**
- Mapped to a Payroll Earnings Code to determine how this time will affect an employee’s pay, benefit accruals or other accumulators.
- Designated as having an impact on Compensatory Time Plans, if appropriate.
- Used for reporting purposes to determine trends or summary in type of work performed.

The naming convention for Time Reporting Codes is to use up to five characters that describe the code as best as possible (i.e. LWOPS = Leave Without Pay – Scheduled).

**Time Reporting Code Programs** – Time Reporting Codes are grouped together in Time Reporting Code Programs by agency.

A Time Reporting Code is assigned at the Workgroup level (covered later). This is helpful during time entry. Rather than seeing all the Time Reporting Codes defined for all agencies, only Time Reporting Codes relevant to your agency will be available for entry. An example of a Time Reporting Code Program is 54801.

Each agency will have at least one Time Reporting Code Program for their full-time, salaried employees. If they have part-time, temporary employees they will have a second Time Reporting Code Program (HRLY).

The naming convention for Time Reporting Code Programs is:
- First three characters are the agency number
- The last two characters are either “01” for full-time, salaried employees (80501) or “02” for special processing.
- HRLY for part-time, temporary employees.

Therefore, Rehabilitation services will have two Time Reporting Code Programs (80501 and HRLY).

**Compensatory Time Off Plans** – There are several Compensatory Time Plans that have been setup in Time and Labor. These plans have balances updated based on Time Reporting Codes entered for an employees time. For example, an employee currently has a Compensatory Time Balance of 20 hours.
This week we enter 8 hours using a Time Reporting Code that adds to the Compensatory Time Balance. The next time we process that time, the balance will get updated to 28 hours.

*Comp Time Data is all handled in Time & Labor – including the comp time balances.*

**Annual Leave and Sick Leave Plans** are accrual-type plans. They are tracked in Base Benefits. The accrual process for these plans is run after all the payrolls for a given month are finished. These plans have to be *processed through a payroll before they can update the balances in Base Benefits.*

During the conversion process employees were enrolled in the same plans available to them in the legacy system and their balances were converted.

In Time and Labor, the following plans have been established:

- COMPCORE – Comp Core Project
- COMPPUB – Compensatory Time Plan for Public Safety
- COMPREG – Compensatory Time Plan for All others
- COOLOFF – Administrative Leave, Cool Off – (32 hours)
- ENFORCED – Enforced Leave – (80 hours)
- HOLIDAY – Holiday Leave
- MILITARY – Military Leave – (240 hours)
- ORG – Organizational Leave – (24 hours)
- SHARED – Shared Leave
- SHLFTERM – Shared Lifetime Leave for Terminally Ill – (2920 hours which is 365 days)
- SHLFNOTERM – Shared Lifetime Leave for Non-Terminally Ill – (2088 hours which is 261 days)
Defining a Compensatory Time Off Plan

Compensatory Time Plans have been established with limits and expirations as defined in the merit rules.

*Define Business Rules > Define Time and Labor > Setup 1 > Compensatory Time Off Plan*

In the screen print above, notice that a Compensatory Time Plan has been established called – COMPREG. It says that Comp Time will expire in 180 days if not taken. It also indicates that a person can only accumulate a maximum of 240 hours.

Note: Time is accumulated and taken on a first in, first out basis.

The Time reporting Codes (TRCs) that update the Comp Plan Balance Record are shown on the next page.
The bottom portion of the page shows the Time Reporting Codes that affect the balance.
Defining a Time Reporting Code (TRC)

The time reporting code for Comp Time Earned is CTE. The definition pages are shown below.

*Define Business Rules > Define Time and Labor > Setup 1 > TRC*

**CTE Definition - TRC1**
The second tab of the definition of the CTE Time Reporting Code - TRC2 is shown below. As it is defined, it adds to the Comp Time Balance.

**CTE Definition - TRC2**

![Image of CTE Definition - TRC2](image)

Therefore, by including this Time Reporting Code in this plan it will add hours to an employees balance when time is entered against this Time Reporting Code.
TRC Definition of Hourly (HREG)

![Image of TRC Definition of Hourly (HREG)]
HREG Definition – tab TRC2

Time Reporting Code: HREG
Map to NA Earnings Code: HRQ

Time Reporting Code

Effective Date: 01/02/1901
Status: Active

Description: Hourly Regular Pay
Short Description: Hr REG

Type: Hours
Effect On Comp/Leave: 

Hours Represent Indicator
- Actual Hours
- Compensation Only Hours

Interface Options
- Send to Payroll
- Send to TCD

Comment:

[Image of TRC 1 and TRC 2 tabs]
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Defining Workgroups

In PeopleSoft Time and Labor, employees that share similar characteristics can be grouped together in Workgroups. For the State of Oklahoma it was determined to group full-time, salaried employees from the same agency into their own workgroup. If an agency has hourly/temporary employees they have also been grouped together in their own Workgroup.

The naming convention for Workgroups is an eight character value as follows:

- The first three characters are the agency number.
- The next three characters are “00-“.
- The last two characters are either “01” for full-time salaried employees, or “02” for part-time/temporary employees.

Therefore, Rehabilitation Services will have two Workgroups:

- 80500-01 for their Full-time Salaried Employees and
- 80500-02 for their part-time/temporary employees.

Let’s take a look at how a Workgroup is defined and see how it relates to the State of Oklahoma.

Define Business Rules > Define Time and Labor > Setup 1 > Workgroup
At the top there is the usual Effective Date, Active and Description fields. There is also a check mark for “Needs Approval”. It has been determined that all time entered into Time and Labor will have already gone through an approval process. Therefore, this feature will not be used and no Workgroups should have this checkbox selected.

**Time Type** – All Workgroups will have the Time Type designated as Positive Time Reporting.

**Compensation Controls** – One rule has been established regarding Compensatory Time being calculated at time and a half. The Rule Program ID field will have a value of CORE for each Salary related Workgroup. Each Workgroup will have a TRC Program associated with it (see previous section on TRC Program) and should be entered in the TRC Program ID field.

**Workgroup Defaults** – The Holiday Schedule is maintained in Payroll, but Time and Labor will use it. A Holiday Schedule of **PDHOL** has been established for Workgroups that include full-time salaried employees. A Holiday Schedule of **NONE** has been established for Workgroups with part-time, temporary employees. The Time Period ID is not necessary because schedules are not being used at this point and we have Positive Time Reporters.

For the sections shown in this screen print, Rounding Options and Day Break Options are not relevant to the State of Oklahoma. These are for Punch-Time Reporters and the State of Oklahoma does not use Punch-Time Reporting.
Defining Static Groups

PeopleSoft Time & Labor allows you to set up groups of employees to be used in a variety of on-line and batch functions which are called Static Groups. This is different from Workgroups.

Static Groups are used predominately for batch processing of time and to determine which employees can be viewed when entering time. For example, the Time Administrator for OPM will not be able to enter time for employees of Rehab Services. We will see this in the section regarding processing time.

All the Static Groups for the State of Oklahoma have been established prior to an agency moving into a production environment. You will only have to maintain it as employees come and go from your agency.

In the screen print below, you can see how a Static Group for OPM was established.

In common terms, what the Select Parameters section is saying is: “look at the record TL_EMPL_DATA (which is where the Time Reporter Page Data is stored) and the field within that record called WORKGROUP. If the WORKGROUP value in the employee’s time reporter page is 54800-01, then add that employee to this Static Group”. The second line says to only include the Time Reporters that are
Active in this Static Group. So – these two lines are saying if the time reporter has a workgroup = 54800-01 and the status is Active, add that time reporter to the Static Group.

If the time reporter is not a member of a static group, **you cannot see the employee** in the drop down list to enter time into weekly elapsed time for that employee.
**ENROLLING TIME REPORTER**

**BUSINESS PROCESS FLOW**

An employee must be hired in HRMS before they can be enrolled in Time & Labor. The Enrollment process may be done through a link in HR or directly in Time & Labor.

All Time Reporters are Elapsed Time Reporters.

All Time Reporters will use the Time Reporting Template called REGULAR.

All Time Reporters will have a default Time Period of PSMONTH or BIWEEKLY.

No Time Reporters will track tasks. Therefore, all Time Reporters will use the delivered Taskgroup of PSNONTASK.

Employee may be enrolled in multiple Comp Plans.

New employee gets enrolled in a Static Group when group is refreshed.
DEFINING TIME REPORTER DATA

Enrolling an employee in Time and Labor can be done through the Employment Information page in the Job Data component. Use this approach if you want to enroll them while hiring them or if they are changing other job data that will change their Time & Labor enrollment information. For example, if they change agencies they will be changing Workgroups.

The State of Oklahoma has determined that this page will be maintained by HR.

Administer Workforce > Administer Workforce (GBL) > Use > Job Data > Employment Data Link >

Click on the blue hyperlink Time Reporter Data to access the page.
Use this page if you want to enroll an employee in Time & Labor at HIRE time, REHIRE time or moving an employee from one agency to another or one workgroup to another.

Populate the relevant fields in the following manner:

**Payable Time Start Date** – leave blank

**Effective Date** – *WATCH THIS DATE*. On a new HIRE or REHIRE, this date must match the HIRE date or the REHIRE date. On other changes, it should be the date that the change becomes effective. It is the date you want to start entering time for.

**Time Reporter Status** – Active

**Send Time to Payroll** – Checked – updated by the system when you get out of the record.

**Time Reporter Type** – *Elapsed*

**Time Reporting Template** – *REGULAR*

**Workgroup** – Agency Number + 00 + -01 for Salary or -02 for Hourly. Example: 54800-01

**Taskgroup** – *PSNONTASK*

**Time Zone** – *CST*

Click **OK** at the bottom of the screen.
**UPDATING THE STATIC GROUP**

Updating the Static Group is the last step in this business process. This will add or remove Time Reporters from the group as necessary. Static Groups will already be established. Just navigate to the correct Static Group and click the bottom ‘Add to Group’ button.

*Define Business Rules > Define Time and Labor > Enroll > Static Group > Selection Criteria*

A message box will appear indicating how many people were added to the group. To see the members of this group, click on the second tab – Current Group Members.

Always click on **SAVE** – after adding the employees to the static group.
**CURRENT GROUP MEMBERS**

Use **FIND** to search for the new employees added to the group.
ENROLL TIME REPORTER IN COMPENSATORY TIME PLAN

The next step is to enroll the Time Reporter in the Compensatory Time Plans they are eligible for. During the conversion process, employees were enrolled in plans if they currently had a balance in any of the plans. For example, 100078, Employee was enrolled in two different plans.
If you wanted to enroll 100078, Employee in additional plans, you would retrieve his enrollment record as in the previous screen then click the icon on the Effective Date level. This will provide a new field for entering a Compensatory Time Plan. The other plans are not brought forward and displayed here but the employee is still enrolled in them.
Enter the 3 new Compensatory Time Plans in the fields provided and click Save.

Always **SAVE** before you leave the page.

Every time Shared Leave is added, there must be a Shared Leave Non Term or Shared Leave Terminal enrollment to track lifetime usage.
MAINTAIN TIME REPORTER DATA

BUSINESS PROCESS

Maintain Time Reporter can be used anytime the Time Reporter Page needs to be updated.

Most all changes to the page require that a new row be inserted before the data can be entered.

Most of the time, this will only be a workgroup change.

Enroll the Time Reporter in the Static Group that the Time Reporter now belongs to.
MAINTAIN TIME REPORTER DATA PAGE

Notice that the Maintain Time Reporter Data page looks exactly like the Create Time Reporter page.

Make changes as necessary. Insert a new effective dated row when you have to make changes. For example, if a person switches Workgroups, insert a new row with the date it becomes effective and enter the other appropriate values.

Always SAVE before you leave the page.

NOTE: The HIRE and Adding A Concurrent Job selections will automatically insert this page for you. Any other type of action requires you to manually insert a row to make your changes.

NOTE: Remember to update the Static Groups if someone switches Workgroups or Agencies.
ENTERING TIME

BUSINESS PROCESS FLOW

Collect Time Info

A Time Reporter is any employee having time entered in Time & Labor.

Identify Time Reporters to enter daily time for.

Enter hours and TRC by Time Reporter.

Time info collected

Enter all time and Time Reporting Codes for Hourly/Temps and only exceptions for Salaried employees.

Self Service > Manager > Tasks > Weekly Elapsed Time

All time that is entered or loaded at the State of Oklahoma will be entered through the **Weekly Elapsed Time Page.**
WEEKLY ELAPSED TIME

Self Service > Manager > Tasks > Weekly Elapsed Time
To enter time for an employee, navigate to the Weekly Elapsed Time page. At the Search Dialog Box, enter the Employee ID and Date. You can click on the magnifying glass next to the Emplid field to search by name. You can also click on the calendar icon to display the calendar and select a date from there.

NOTE: The date entered in the date field will be the first day displayed on the Weekly Elapsed Time page. For example, 1/03/06 is a Tuesday. Therefore, the days displayed on the Weekly Elapsed Time page will start with Tuesday and end with Monday. If 1/01/06 were entered, then the days would display Sunday thru Saturday.
For this example, our employee is a full time, salaried employee, so we will only enter their exceptions for this pay period. We will enter 8 hours of Leave without Pay, Scheduled (TRC=LWOPS) on January 4 and $525.00 of Longevity also on the 4th and 8 hours of Comp Time Earned (TRC=CTE) on January 5th.

**WEEKLY ELAPSED TIME PAGE**

Enter 8 hours Leave without Pay, Scheduled (LWOPS) on January 4th

Add another new line

Enter Longevity for $525.00 also on January 4th
Add another new line.

Key in the Comp Time Earned of 8 hours on January 5th.

![Weekly Elapsed Time](image)

**Weekly Elapsed Time**

Employee 100078  
ID: 100078

Job Title: Information Sys Services Core

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

<table>
<thead>
<tr>
<th>From Tuesday 01/02/2006 to Monday 01/08/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporting Code</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>0.0000</td>
</tr>
<tr>
<td>0.0000</td>
</tr>
<tr>
<td>0.0000</td>
</tr>
</tbody>
</table>

Add a New Line  Apply Schedule  
[ ] Save  [ ] Previous Week  [ ] Next Week

Click on **SAVE**.

When I clicked on SAVE, I got this message:

![Microsoft Internet Explorer](image)

TRC CTE is not active for Compensatory Time Off Plan (13500, 117)

Compensatory Time Off TRC cannot be reported for this Time Reporter as the Time Reporter’s Compensatory Time Off Plan is not active.

[ ] OK

It tells me that I haven’t setup the Comp Time Plan for my employee and I cannot save the time I entered for TRC **CTE**.

I have two choices: I can delete the CTE time and forget it or I can go back and enroll my employee in the Comp Time Plan. I have to delete the CTE row to save my other two rows.
To enroll the employee in the comp time plan, go to

**Define Business Rules > Define Time and Labor > Enroll > Comp Plan Enrollment**
Select the plan and save.

Go back to Weekly Elapsed Time and add the additional row for CTE.  
**Self Service > Manager > Tasks > Weekly Elapsed Time**

*You must SAVE on this page before you go to another week.* The system will let you change pages without the data being saved.

After you save, the page looks like this one. It sorts the rows based on Time Reporting Code values.
Click on the Next Week icon and enter 8 hours of Annual Leave on January 11th and SAVE the Record.

In production, you will continue this process, entering time for all employees in your Workgroup. You will want to enter time on a daily or weekly basis. You can change data as needed because nothing really happens until you perform the next step – Running Time Administration. You can even change data after that.
**PROCESSING TIME**

**BUSINESS PROCESS FLOW**

Administer Workforce > Capture
Time & Labor > Process > Time Administration

- **Process Time Info**

Employee must be hired in HRMS - enrolled in a workgroup and enrolled in a static group before time can be entered.

- **Identify Time Reporters or Static Groups to process**

Time Reporter is any employee who has their time processed through the Time & Labor system.

Static Groups (not workgroups) are a group of Time Reporters that can be brought together under one group usually for processing.

- **Determine the correct processing date**

The processing date will usually be the last day of the pay cycle.

- **Process Time**

See also: Review Payable Time and Review Exceptions

- **Time Processed**
**RUNNING TIME ADMINISTRATION (TIME ADMIN)**

Now that time has been entered, it needs to be processed. This is done by running a batch job called Time Administration. Let’s take a look at the page and see how it works.

When using this page, leave the checkboxes as is. The Process Date and the Employee(s) or Group(s) to process are the important fields.

Notice the [+] and [-] buttons. These work the same way as all other pages in PeopleSoft. This allows you to enter one or more employees and/or groups. If you enter a value in the EmplID field then tab out, the Group ID field disappears. Likewise, if you enter a value in the Group ID field and tab out, the EmplID field disappears.

The Process Date will process all time up to and including that date. You will generally want this to be the last day of your pay period.

After completing the run control fields, click the Run button. It is not necessary to save this page since clicking the Run button also does a Save.

*Administer Workforce > Capture Time and Labor > Process > Time Administration > Run Control*
After clicking the Run button, another page is displayed. You can leave the defaults.

To begin the batch process you would click the ‘OK’ button.

**Administer Workforce > Capture Time and Labor > Process > Time Administration > Process Scheduler Request**

![Process Scheduler Request](image)

*All processes* will run on **PSUNIX** with the exception of **Crystal Reports** – which run on **PSNT**.
After clicking ‘OK’, you are taken back to the Time Administration Run Control page. Click the Process Monitor link to see the progress of the job.

The process instance number assigned is very important. If you experience a problem with the process running or dying on Process Monitor and need help from the Help Desk, you must give the process instance number to the Help Desk so that your issue can be researched.
The Process Monitor will show all jobs based on the criteria you have entered at the top of the page (your User Id, Last number of Days, etc…).

The job will have a different status as it progresses. When completed, it will indicate a status of ‘Success’. You can click the yellow ‘Refresh’ button occasionally to get an update on the status. You will get used to how long certain jobs take to run. As you might expect, the time it takes to process Time Administration is heavily dependent on the number of employees being processed.

When the process goes to ‘Success’ – click on the blue Details hyperlink to get to the next page.

Select View Log/Trace blue hyperlink to get to the Message Log.
Message Log Output of Time Administration Process

PeopleTools 8.19.09 - Application Engine
Copyright (c) 1988-2006 PeopleSoft, Inc.
All Rights Reserved

2006-01-05-09.24.36.000000 -- Starting TL_TIMEADMIN (13507,13)
2006-01-05-09.24.40.000000 -- Starting TL_TA000200 (13507,13)
2006-01-05-09.24.41.000000 -- Starting TL_TA000300 (13507,13)
2006-01-05-09.24.43.000000 -- Starting TL_TA000400 (13507,13)
2006-01-05-09.24.43.000000 -- Starting TL_TA000410 (13507,13)
2006-01-05-09.24.43.000000 -- Starting TL_TA000420 (13507,13)
2006-01-05-09.24.44.000000 -- Starting TL_TA000500 (13507,13)
2006-01-05-09.24.45.000000 -- Starting TL_SCHRES_AE (13507,13)
2006-01-05-09.24.46.000000 -- Starting TL_TA000700 (13507,13)
09.24.47 UpdateStats ignored - COMMIT required
2006-01-05-09.24.48.000000 -- Starting TL_TA000800 (13507,13)
2006-01-05-09.24.48.000000 -- Starting TL_TA000900 (13507,13)
2006-01-05-09.24.53.000000 -- Starting TL_TA001000 (13507,13)
2006-01-05-09.24.54.000000 -- Starting TL_TA001100 (13507,13)
2006-01-05-09.24.54.000000 -- Starting TL_TA001200 (13507,13)
2006-01-05-09.24.54.000000 -- Starting TL_TA001300 (13507,1)

========> 100% of the job completed. (13507,981)
Application Engine program TL_TIMEADMIN ended normally (13507,981)
Application Engine program TL_TIMEADMIN ended normally (13507,981)

If you get the message on the 3rd line from the bottom - ‘No Employees Available for Processing’, this means you did not process any Weekly Elapsed Time for anyone.

After checking the Message Log, we have to go to check for ‘payable time’ for the time that was entered in Weekly Elapsed Time.
To check for payable time for this employee . . . .

*Self Service > Manager > View > Payable Time Detail*

Payable Time must be generated for the entries entered in Weekly Elapsed Time because only Payable Time is sent to Payroll.
VIEW PAYABLE TIME

BUSINESS PROCESS FLOW

Payable Time is updated during Time Admin run. If time passes all edits, it becomes Payable Time and can be loaded to Payroll.

Time Reporter is any employee who has their time processed through the Time & Labor system.

There is also a Payable Time Report that can be run TL001. Refer to PeopleBooks for sample report.

Self Service > Manager > View > Payable Time Summary

Self Service > Manager > View > Payable Time Detail

Payable Time Reviewed
VIEWING PAYABLE TIME

Once the job is complete, Payable Time can be viewed.

To see the Payable Time we navigate to the Payable Time Detail page. You must enter both the Emplld and a Start Date. Note: Another shortcut in PeopleSoft is that you do not have to enter dashes or slashes when entering dates. For example, May 1, 2004 can be entered as 050104 rather than 05/01/2004.

Both the Employee ID and Start Date (the date that the time was posted for) must be entered or you will receive an error. Enter a date of January 4, 2006 to see our time for Longevity, Leave without pay, scheduled and Comp Time Earned.

Self Service > Manager > View > Payable Time Detail

Click the yellow Search button to go to the next page
The Payable Time Detail page shows the time per week.

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Taskgroup</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2006</td>
<td>Estimated – Ready for Payroll</td>
<td>LONON</td>
<td>52.500000</td>
<td>Amount</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>01/04/2006</td>
<td>Estimated – Ready for Payroll</td>
<td>LONON</td>
<td>0.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>01/05/2006</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>0.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
</tbody>
</table>

This page shows the data that was entered on the Weekly Elapsed Time page and processed through Time Administration. The only field that is new to us is the Payable Status field. When Time Administration has processed the data, the Payable Status should be Estimated – Ready for Payroll. Once Payroll takes the data and starts processing it the status will change.

We see the results for the Comp Time we entered also. Notice that the Payable Status indicates Needs Approval. The reason this does not show a Payable Status of Estimated – Ready for Payroll is because employees do not get paid when they earn Comp Time. They get paid when they take Comp Time. While this row will remain in this status indefinitely, the employee’s Comp Time balance will be updated to reflect the eight hours earned.
This is a good time to talk about the different status that Payable Time can have. The following table is from PeopleBooks and discusses the relevant statuses that will be encountered at the State of Oklahoma.

## PAYABLE TIME STATUSES

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES – Estimated, Ready for Payroll</td>
<td>This is the first stage of payable time created by the Time Administration process, unless you've activated the Needs Approval option on the Workgroup page. It includes cost estimates calculated by Time Administration if you've selected the Calculate Estimated Gross option on TL Installation Page. Time Administration updates the original payable time whenever you change reported time that relates to payable time with a payable status of Estimated-Ready for Payroll.</td>
</tr>
<tr>
<td>NA - Needs Approval</td>
<td>This stage is like estimated payable time except that the time must be approved before it can be sent to a payroll system. You approve time using the Approve Payable Time page. Time Administration updates the original payable time whenever you change reported time that relates to payable time with a payable status of Needs Approval.</td>
</tr>
<tr>
<td>AP – Approved, Goes to Payroll</td>
<td>Approved payable time can be sent to your payroll system. When payable time reaches the approved stage, the system sets the frozen indicator on. Time Administration creates offsetting entries whenever you change reported time that relates to payable time with a payable status of Approved-Goes to Payroll.</td>
</tr>
<tr>
<td>CL - Closed</td>
<td>Payable status is set to closed when any of the following conditions are met. (When payable time reaches the closed stage, the system turns on the frozen indicator.) The Send to Payroll option is not activated for the time reporter (on the Create Time Reporter page). The Send to Payroll option is not activated for the time reporting code (on the TRC Setup page). The payable time represents a record adjustment made through the Adjust Paid Time page. The payable time has been taken by Payroll, but it will not be labor distributed or diluted because you did not select the Labor Distribution and Dilution options on the Pay System page. (In this case, you'll see the Pay</td>
</tr>
</tbody>
</table>
As a rule, the State of Oklahoma will not be approving time. Time is considered approved before it is entered into PeopleSoft. However, there are a couple of exceptions to this rule. Time Reporting Codes that are not mapped to a Payroll Earn Code remain in a status of “Needs Approval”. For example Comp Time Earned (CTE) is not mapped to an Earnings Code. The reason is because employees do not get paid for earning Compensatory Time. They get paid when they take the time. **The Time Reporting Code used when taking Comp Time is mapped to a Payroll Earnings Code.**

Annual Leave and Sick Leave entries that are adding time back to the employee’s respective balances, **must be approved.** These entries will have a minus in front of the hours on Payable Time.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP - Sent to Payroll</td>
<td>Payable time is in a Sent to Payroll stage from the moment it's sent to Payroll to the time Payroll either takes or rejects the entry. When payable time reaches the Sent to Payroll stage, the system turns on the frozen indicator. Time Administration creates offsetting entries whenever you change reported time that relates to payable time with a payable status of Sent to Payroll.</td>
</tr>
<tr>
<td>RP - Rejected by Payroll</td>
<td>Time that Payroll has refused. Time Administration creates offsetting entries whenever you change reported time that relates to payable time with a payable status of Rejected by Payroll.</td>
</tr>
<tr>
<td>TP – Taken, Used by Payroll</td>
<td>Time has been accepted by Payroll. Time Administration creates offsetting entries whenever you change reported time that relates to payable time with a payable status of Taken — Used by Payroll.</td>
</tr>
</tbody>
</table>
REVIEWING EXCEPTIONS
BUSINESS PROCESS FLOW

Review Exceptions

Decide if reviewing by group or TR.

TR = Time Reporter, a person who has their time processed through the Time & Labor system.

Resolve Exceptions for TR

Resolve Exceptions by group

Were exceptions corrected?

No

Yes

Administer Workforce, Capture Time and Labor, Manage, Manage Exceptions

Administer Workforce, Capture Time and Labor, Manage, Manage Group Exceptions

Run Time Admin

Time info collected

Administer Workforce > Capture Time & Labor > Process > Time Administration

If exceptions were resolved, Time Admin will need to be run again.
CHECKING FOR EXCEPTIONS

Occasionally, the Time Administration process will generate exceptions to prevent data from being processed incorrectly. An exception will be generated indicating why the time could not be processed.

Once Time Administration is complete we would normally check the Payable Time page to ensure the time was processed. Since this employee has 2 job records, we will check both of them

Self Service > Manager > View > Payable Time Detail

![Payable Time Detail](image)

Find an Existing Value

EmplID: 100193
Start Date: 1/12/2004

Search Clear Basic Search

Search Results

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Empl Stt Nbr</th>
<th>Start Date</th>
<th>End Date</th>
<th>Name</th>
</tr>
</thead>
</table>
We check *Record 0* and it shows us this page.

No payable time shows on this page.
We go back and check *Record #1* and it shows us this page.

No payable time has been generated for Record #1 but it has flagged some time entered for Record #1 as having Exceptions with the Pending Exceptions bar. You can click on that bar and it will take you directly to the flagged exceptions.

Sometimes this message will be displayed. If you know that you really entered the correct Employee ID and the EXACT date you entered the time for in Weekly Elapsed Time - then you need to check from exceptions because Payable Time was not generated.
We can check for exceptions by group or employee to see if there are any exceptions. In our example, we’ll look by group.

Enter Static Group Number and just click the search button once we navigate to the Manage Exceptions page.

**MANAGE GROUP EXCEPTIONS**

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID: 4801</td>
</tr>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

| Case Sensitive |
| Search | Basic Search |

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>4801</td>
</tr>
<tr>
<td>4802</td>
</tr>
</tbody>
</table>
Click on the blue hyperlink in the More column to go to an explanation for that specific exception. **We will look at TLX00010 – Invalid Leave Time Taken.**

Exception TLX00010 – for employee 100193 is shown below.
Only the first two possible reasons are visible in the box. Use the scroll arrows on the right hand of the box to see the other possible reasons for the error condition. All 6 of them are listed below.

1. Check Time Reporter's Leave Time balance
2. Check Time Reporter's Leave Plan
3. Leave TRC may be mapped to a NA Earnings Code that is not mapped to a Leave Plan Type
4. Time Reporter may not have a Leave Plan
5. A Negative Balance may not be allowed on the Leave Plan
6. Leave Time may exceed Max Negative Hours allowed on Leave Plan

Now – we are looking at the exception TLX00030 – for this same employee
The exception message tells us that the Time Reporter Status is Inactive and Time Admin cannot process time for an Inactive Reporter.

So – we have two choices to pick from.

**Choice 1** – We entered the time in error and shouldn’t have. In this case, we go back to Weekly Elapsed Time and delete out the time for this employee on the specific days, Save the Page and run Time Admin again to clear up this exception.

**Choice 2** – We have to pay this employee for this time so that means we have to go to the Time Reporter Page to check out the problem.

Since this employee has 2 JOB Records, the employee will also have 2 Time Reporter Pages – one for
each of the JOB Records.

*Time Reporter Page – Employee Record #0 – shows the status to be Active.*

-Time Reporter Page – Record #1 – shows the status to be INACTIVE.*
| Time Period ID: | [ ] | [ ] |
| Workgroup: | 54806-01 | [ ] | Office of Personnel Management |
| Taskgroup: | PSNONTASK | [ ] | Non Task Taskgroup |
| Task Profile ID: | [ ] | [ ] |
| TCD Group: | [ ] | [ ] |
| Restriction Profile ID: | [ ] | [ ] |
| Rate Element 1: | [ ] | [ ] |
| Rate Element 2: | [ ] | [ ] |
| Rate Element 3: | [ ] | [ ] |
| Rate Element 4: | [ ] | [ ] |
When we look at the Manage Group Exceptions Page again for Employee 100193 – we see that the time that is flagged with an exception is for Record #1 – the record that has an INACTIVE status.

So – the question is – 1. did we enter the Weekly Elapsed Time for the wrong Employee Record #1 –  
   2. did someone help us and inactivate the Employee Record #1 too soon?

**Solution for Option #1.**

If we entered the Weekly Elapsed Time for the wrong Employee Record – it was determined that the time should have been entered for Employee Record #0 –

   To correct this situation – we go back to Weekly Elapsed Time

**Self Service > Manager > Tasks > Weekly Elapsed Time > Employee 100193 – Record #1**

Delete the rows that have the time on it for this employee and **SAVE** the record.

Return to Search and select **Record #0** for this employee and enter the time on the correct days for employee number 100193 and **SAVE** the record.

Run Time Admin again and it should clear up the exception on Record #1 and generate Payable
Time for Record #0.

**Solution for Option #2.**

If the Time Reporter Page was inactivated before we finished paying this person, the status must be changed back to Active to allow Time Admin to process the time entered against this Employee Record #1.

The only way to change the status back to Active for this record is by using Correct History and you do not have the security that will allow you to make the change.

*Call the Help Desk and file a case with them* explaining the problem and they will send it to the CORE Payroll Team who will make the correction for you and let you know when it is done so that you can continue your payroll. Please give the Process Instance – if applicable - when filing a Help Desk Case.

After the CORE Team calls you, the next step is running Time Admin again which will clear up the Exceptions and generate payable time for those rows. Payable Time will then be pulled into Payroll to get the employee paid.

Once Time Administration is complete we would normally check the Payable Time page to ensure the time was processed successfully. If we have Payable Time, we don’t have to check the Manage Exceptions Page again.
**CORRECTING TIME**

**BUSINESS PROCESS FLOW**

1. **Correct Time**
   - Self Service > Manager > Tasks > Weekly Elapsed Time
   - Administer Workforce > Capture Time & Labor > Process > Time Administration

2. **Identify Time Reporters to correct time for.**
   - Change/Add hours and TRC by Time Reporter.

3. **Run Time Admin**
   - Time info corrected

   This may be from View Payable Time page, Payable Status Report or notice from Payroll that change needs to be made.

   Use Weekly Elapsed Time page to retrieve original information to be added to or modified and make changes as needed.

   Changes will be reflected in the next Pay Run. If the current Pay Run has not been confirmed yet, these changes can still be included in that run.
As mentioned, earlier time can be corrected before Payroll starts processing it. In fact, time can be changed up until Payroll runs the Confirm process. So let’s assume that we recorded the Comp Time Earned for Employee 100078 incorrectly. It should have been 4 hours of Comp Time Earned instead of 8 hours.

Bring up the Weekly Elapsed Time page again and make the correction by overkeying the Original 8 hours with the correct value of 4 hours.

**Weekly Elapsed Time**

*Self Service > Manager > Tasks > Weekly Elapsed Time*

Enter or change time reporting data in the following table. If additional lines for time entry are needed, press the “Add a New Line” pushbutton.

**SAVE** this record.
TIME ADMINISTRATION PROCESS

Next, we need to run Time Administration again to process the time. We don’t need to change any of the parameters on this page so we will just click the Run button.

Administer Workforce > Capture Time and Labor > Process > Time Administration – run control
PAYABLE TIME DETAIL

After getting a Run Status of ‘Success’, we will take a look at the Payable Time and see that our hours now indicate 4.

Self Service > Manager > View > Payable Time Details

View Payable Time Details

Employees: 100076
ID: 100076
Job Title: Information Sys Services Ctrm

Payable Time From 01/04/2006 To 01/19/2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Taskgroup</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/2006</td>
<td>Estimated - Ready for Payroll</td>
<td>LWOGY</td>
<td>525.000000</td>
<td>Amount</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>01/04/2006</td>
<td>Estimated - Ready for Payroll</td>
<td>LWOPG</td>
<td>0.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>01/03/2006</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>4.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
</tbody>
</table>
COMPENSATORY TIME BALANCE

Lastly, we look at the Compensatory Time Balance page and see the change reflected there as well.

Self Service > Manager > View > Compensatory Time Balance

Review Compensatory Time

Employee 100078
ID: 100078
Job Title: Information Sys Services Ctrl

Comp Time Balance Summary

Today's Date: 01/06/2006
Comp Time Balance Summary

- Balance at Beginning of Today: 0.00000 Hours
- Compensatory Time Off Plan: COMPRES

Compensatory Information

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Number of Hours Expiring</th>
<th>Balance at End of Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/06/2006</td>
<td>4.000000</td>
<td>0.000000</td>
</tr>
</tbody>
</table>

Last modified by: Person

New Window
**VIEW COMPENSATORY TIME BALANCE**

**BUSINESS PROCESS FLOW**

Self Service > Manager > View > Compensatory Time Balance

OR

Administer Workforce, Capture Time and Labor, Inquire, Review Compensatory Time

Determine Time Reporter and Comp Plan to inquire balance on.

Comp Time is updated when Time Admin is run.

Select from list of Compensatory Time Plans if Time Reporter is enrolled in more than one plan.

Comp Time Reviewed
CHECKING A COMPENSATORY TIME BALANCE

You can view an employee’s Compensatory Time Plan balance using an online inquiry page. Navigate to the Compensatory Time Balance page and enter the EmplID. You can also enter a Comp Plan or click the search button and select from the list if they are enrolled in more than one plan.

CHECKING A COMPENSATORY TIME BALANCE

You can view an employee’s Compensatory Time Plan balance using an online inquiry page. Navigate to the Compensatory Time Balance page and enter the EmplID. You can also enter a Comp Plan or click the search button and select from the list if they are enrolled in more than one plan.
Currently, the page shows no hours. You might expect the Balance at the Beginning of Today to be equal to 8 and the number of hours expiring within a certain period to also be 8. Remember, that we entered the 8 hours of Comp Time Earned on May 19th. As you can see from the screen print, the current date is May 13th. Therefore, it indicates that as of May 13th the employee has not earned this Comp Time yet.

**NOTE:** The ‘Show Time Expiring In’ field is currently set to 30 days. The COMPREG Comp Time Plan is setup so if time is not taken it will expire in 180 days. Therefore, there is no time expiring in the next 30 days.

**Self Service > Manager > View Compensatory Time Balance**

![Screen Print of View Compensatory Time Balance]

**Review Compensatory Time**

Employee 100078  
Job Title: Information Sys Services Cntr

<table>
<thead>
<tr>
<th>Comp Time Balance Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Today’s Date:</strong> 01/05/2006</td>
</tr>
<tr>
<td><strong>Balance at Beginning of Today:</strong> 8.00000 Hours</td>
</tr>
<tr>
<td><strong>Compensatory Time Off Plan:</strong> COMPREG</td>
</tr>
</tbody>
</table>

"Show Time Expiring In: 30 Days"

<table>
<thead>
<tr>
<th>Compensatory Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expiration Date</strong></td>
</tr>
<tr>
<td>01/05/2006</td>
</tr>
</tbody>
</table>

[Return to Search]  [Next in List]  [Printview in List]
**SHOW ALL ON REVIEW COMPENSATORY TIME PAGE**

*Self Service > Manager > View > Compensatory Time Balance*

If we change the ‘Show Time Expiring In’ option to ‘Show All’, as shown below,

![Review Compensatory Time](image)

the page automatically refreshes and we can see that 8 hours will expire 6 months from the date of entry.
PROCESSING COMP TIME

OVERVIEW

All the comp time entries – comp time earned, comp time taken, comp time shared, comp time given and comp time received are entered into the Weekly Elapsed Time Page in Time and Labor. These entries are processed by Time Administration and the information and balances remain in Time and Labor.

The State of Oklahoma has designed and uses a Leave Statement. This Leave Statement pulls the comp time information from Time and Labor and prints it along with the other kinds of leave that employee has available.

The following is a list of the predefined Comp Time Off Plans for the State of Oklahoma.

<table>
<thead>
<tr>
<th>Comp Time Off Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPcore</td>
</tr>
<tr>
<td>COMPPub</td>
</tr>
<tr>
<td>COMPREG</td>
</tr>
<tr>
<td>COOLOFF</td>
</tr>
<tr>
<td>ENFORCED</td>
</tr>
<tr>
<td>HOLIDAY</td>
</tr>
<tr>
<td>MILITARY</td>
</tr>
<tr>
<td>ORG</td>
</tr>
<tr>
<td>SHARED</td>
</tr>
<tr>
<td>SHLFNOTERM (accumulator)</td>
</tr>
<tr>
<td>SHLFTERM (accumulator)</td>
</tr>
</tbody>
</table>

When using Shared Leave, you must also post the time taken to either SHLFNOTERM or SHLFTERM. These two are used to accumulate the total hours that have been taken.

The employee must be hired (usually done by HR) and enrolled in a Static Group (usually done by payroll) and in whatever comp time plans (usually done by payroll) for which they are eligible before any type of comp time (earned or taken) can be entered into Time and Labor – Weekly Elapsed Time for that employee.

The employee must also have a Comp Time Balance for the specific plan with a date prior to the date you want to enter Comp Time Taken into Time and Labor - Weekly Elapsed Time.
COMP TIME PLANS AND THEIR TRCs

In the section of this manual entitled “Enrolling Time Reporters”, we enrolled employee 100078 into Static Group 54801.

We also enrolled this employee into Comp Time Off Plans of Enforced, Org, CompReg, Shared, and Shlfnoterm. The following is a list of the Comp Time Off Plans and the TRCs that affect them.

### Time Reporting Codes for the COMPREG Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE</td>
<td>Comp Time Earned</td>
<td>H</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>CTEAD</td>
<td>Comp Time Earn Adjustment</td>
<td>H</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>CTEH</td>
<td>Comp Time - Time and a Half</td>
<td>H</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>CTP</td>
<td>Comp Time Payout</td>
<td>H</td>
<td>CTO</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>CTT</td>
<td>Comp-Time Taken</td>
<td>H</td>
<td>CTP</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>DCTFY</td>
<td>Deceased Comp Time Follow Yr</td>
<td>H</td>
<td>TCP</td>
<td>CTKN</td>
<td>N</td>
</tr>
<tr>
<td>DTHCP</td>
<td>Deceased Comp Time</td>
<td>H</td>
<td>DCP</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>FLCT</td>
<td>FMLA Charged to Comp Time</td>
<td>H</td>
<td>FMC</td>
<td>CTKN</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Time Reporting Codes for the COMCORE Comp Time Plan

The TRCs are the same as the COMPREG plan but end with a 1.

### Time Reporting Codes for the COOLOFF Comp Time Plan

The TRCs are the same as the COMPREG plan but end with a 2.

### Time Reporting Codes for the COOLOFF Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADLAD</td>
<td>Admin Lv Cool Off Adjustment</td>
<td>H</td>
<td>ADL</td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>ADLCO</td>
<td>Salary Admin Cool Off</td>
<td>H</td>
<td>ADL</td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>COCNV</td>
<td>Cooloff for Conversion</td>
<td>H</td>
<td>ADL</td>
<td>CERN</td>
<td>Y</td>
</tr>
</tbody>
</table>
### Time Reporting Codes for the ENFORCED Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCNV</td>
<td>Enforced for Conversion</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>ENFAD</td>
<td>Enforced Leave Adjustment</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>ENFLV</td>
<td>Enforced Leave</td>
<td>H</td>
<td>ENF</td>
<td>CERN</td>
<td>N</td>
</tr>
</tbody>
</table>

### Time Reporting Codes for the HOLIDAY Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHLFY</td>
<td>Deceased Holiday Pay Follow Yr</td>
<td>H</td>
<td>THL</td>
<td>CTKN</td>
<td>N</td>
</tr>
<tr>
<td>DTHHL</td>
<td>Deceased Holiday Pay</td>
<td>H</td>
<td>DHL</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>FMHL</td>
<td>FMLA Charged Holiday Pay</td>
<td>H</td>
<td>FMH</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>HLCNV</td>
<td>Holiday for Conversion</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>HOLAD</td>
<td>Holiday Leave Adjustment</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>HOLPO</td>
<td>Holiday Payout</td>
<td>H</td>
<td>HPD</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>HOLT</td>
<td>Holiday - Salary</td>
<td>H</td>
<td>HOL</td>
<td>CTKN</td>
<td>Y</td>
</tr>
<tr>
<td>HOLWK</td>
<td>Holiday Worked</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>N</td>
</tr>
</tbody>
</table>

### Time Reporting Codes for the MILITARY Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILAD</td>
<td>Military Leave Adjustment</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>MILLV</td>
<td>Military Leave Salary</td>
<td>H</td>
<td>MLS</td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>MLCNV</td>
<td>Military for Conversion</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Time Reporting Codes for the ORG Comp Time Plan

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGCNV</td>
<td>Org Leave for Conversion</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>ORGAD</td>
<td>Organizational Leave Adjustmen</td>
<td>H</td>
<td></td>
<td>CERN</td>
<td>Y</td>
</tr>
<tr>
<td>ORGLV</td>
<td>Organizational Leave Salary</td>
<td>H</td>
<td>OLS</td>
<td>CERN</td>
<td>Y</td>
</tr>
</tbody>
</table>
Our employee earned comp time in October and took some comp time in October.

Our employee earned comp time as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 4</td>
<td>3</td>
</tr>
<tr>
<td>October 6</td>
<td>2</td>
</tr>
<tr>
<td>October 8</td>
<td>8</td>
</tr>
<tr>
<td>October 12</td>
<td>2</td>
</tr>
<tr>
<td>October 15</td>
<td>8</td>
</tr>
<tr>
<td>October 20</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total of 24 hours**

Our employee took comp time as follows:
October 7 - 5 hours
October 17 – 6 hours

Total of 11 hours

Peoplesoft requires a comp time balance before any comp time can be taken.

The Comp Time Earned hours must be entered first via the Weekly Elapsed Time Page and processed through Time Administration to record the Comp Time Earned Balance.
**WEEKLY ELAPSED TIME ENTRY**

*Self Service > Manager > Tasks > Weekly Elapsed Time*

Enter the **Employee ID** and the **date** you want to start entering time. Click on **Search**.

Click on the Employee ID and it will take you to the next page.
Key the time for October 4th into the Tuesday field.
Key the time for October 6th into the Thursday field.
Select the Time Reporting Code of CTE from the drop down list.

Click **SAVE**.

Click on the *Next Week yellow button* to continue entering time for the next week.
Key the time for October 8th into the Saturday field.
Key the time for October 12th into the Wednesday field.
Select the Time Reporting Code of CTE from the drop down list.

Click SAVE.

Click on the Next Week yellow button to continue entering time for the next week.
Key the time for October 15th into the Saturday field.
Key the time for October 20th into the Thursday field.
Select the Time Reporting Code of CTE from the drop down list.

Click SAVE.

Click on the Next Week yellow button to continue entering time for the next week.
Key the time for October 26th into the Wednesday field. Select the Time Reporting Code of CTE from the drop down list.

Click SAVE.

The next step is to run the Time Administration Process.
RUNNING TIME ADMINISTRATION

Administer Workforce > Capture Time and Labor > Process > Time Administration

Find an Existing Value

Run Control ID

Case Sensitivity

Search Clear Basic Search

Add a New Value

Select an existing Run Control ID or Add a New Value

Complete the Process Time Admin Run Control.

Enter the Employee ID, change the date to 10/31/05 and click the yellow Run button.
It will take you to the next screen – *Process Scheduler Request*

**Process Scheduler Request**

![Screen Shot of Process Scheduler Request]

- Be sure the Server Name is **PSUNIX**
- Click **OK** to release the process to run.
A Process Instance Number is assigned when the process is submitted.

Run the Time Administration Process to Success
When the process goes to **Success**, click on **Details** to see the output of the process.
Process Detail

Instance: 112589
Type: Application Engine
Name: TL_TIMEADMIN
Description: TL_TIMEADMIN

Run Control ID: OH
Location: Server
Server: PSUNIX
Recurrence:

Date/Time
Request Created On: 01/11/2006 3:41:02PM CST
Run Anytime After: 01/11/2006 3:35:00PM CST
Began Process At: 01/11/2006 3:41:11PM CST

Update Process
- Held Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Actions
- Parameters
- Transfer
- Message Log
- Temp Tables
- Batch Times
- View Log/Trace

Click on View Log/Trace to see output of process

Report/Log Viewer

Instance: 112589
Type: Application Engine
Name: TL_TIMEADMIN
Run Ctrl ID: OH
Status: Success
Submitted By: SDAWSON
Server: PSUNIX
Recurrence:

TL_TIMEADMIN

Message Log

PeopleSoft Trace File
Application Engine Trace File

Click on Message Log to open it.

Date/Time
2006-01-11 15:41:11
590 bytes
177 bytes

Message Log

PeopleTools 8.19.09 – Application Engine  
Copyright (c) 1988-2006 PeopleSoft, Inc.  
All Rights Reserved

2006-01-11-15.41.30.000000 -- Starting TL_TIMEADMIN (13507,13)  
2006-01-11-15.41.33.000000 -- Starting TL_TA000200 (13507,13)  
2006-01-11-15.41.34.000000 -- Starting TL_TA000300 (13507,13)  
2006-01-11-15.41.35.000000 -- Starting TL_TA000400 (13507,13)  
2006-01-11-15.41.36.000000 -- Starting TL_TA000410 (13507,13)  
2006-01-11-15.41.36.000000 -- Starting TL_TA000420 (13507,13)  
2006-01-11-15.41.37.000000 -- Starting TL_TA000500 (13507,13)  
2006-01-11-15.41.39.000000 -- Starting TL_SCHRES_AE (13507,13)  
2006-01-11-15.41.40.000000 -- Starting TL_TA000700 (13507,13)  
15.41.41 UpdateStats ignored - COMMIT required\n
2006-01-11-15.41.41.000000 -- Starting TL_TA000800 (13507,13)  
2006-01-11-15.41.42.000000 -- Starting TL_TA000900 (13507,13)  
2006-01-11-15.41.47.000000 -- Starting TL_TA001000 (13507,13)  
2006-01-11-15.41.48.000000 -- Starting TL_TA001100 (13507,13)  
2006-01-11-15.41.48.000000 -- Starting TL_TA001200 (13507,13)  
2006-01-11-15.41.48.000000 -- Starting TL_TA001300 (13507,13)  
========> 100% of the job completed. (13507,981)  
Application Engine program TL_TIMEADMIN ended normally

Everything looks good here so we get out of the Message Log and go to check Payable Time.

If you get ‘No employees available for processing’ on the 3rd line from the bottom – that means what weekly elapsed time was not processed for anybody in the Time Administration Run. Nothing happened.

Go back and check the process date on the Time Admin run control.
CHECK FOR PAYABLE TIME

Self Service > Manager > View > Payable Time Detail

There should be one line of payable time for every line of Weekly Elapsed Time entered.

Enter Employee ID and the EXACT date that you entered time on in Weekly Elapsed Time.
Click Search

Click the Next Week button to continue checking
Self Service > Manager > View > Payable Time Detail

View Payable Time Details

Employee: 100078
ID: 100078

Task Group: Information Sys Services Dev

Payable Time From 10/11/2005 To 10/17/2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Task Group</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2005</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>2.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>10/15/2005</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>0.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
</tbody>
</table>

Click the Next Week button to continue checking.
Self Service > Manager > View > Payable Time Detail

Everything looks good. All the Comp Time Earned has posted.

Now – let’s go look at the Comp Time Balance for COMPREG.
VIEWING COMPENSATORY TIME BALANCES

Self Service > Manager > View > Compensatory Time Balance –

Find an Existing Value

Enter Employee ID
Select COMPREG from the list
Click yellow Search button

Search Results

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Ordinal No.</th>
<th>Compensatory Time Off Plan</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100078</td>
<td></td>
<td>COMPREG</td>
<td>100078.Employee</td>
</tr>
<tr>
<td>100078</td>
<td></td>
<td>ENFORCED</td>
<td>100078.Employee</td>
</tr>
<tr>
<td>100078</td>
<td></td>
<td>ORO</td>
<td>100078.Employee</td>
</tr>
<tr>
<td>100078</td>
<td></td>
<td>SHARED</td>
<td>100078.Employee</td>
</tr>
<tr>
<td>100078</td>
<td></td>
<td>SHIFTERTERM</td>
<td>100078.Employee</td>
</tr>
</tbody>
</table>
Self Service > Manager > View > Compensatory Time Balance

Now – we are ready to enter the Comp Time Taken for our employee.

Go to Weekly Elapsed Time

Shows a Balance of 32 hours because it had a Starting balance of 8 hours and we posted 24 hours of Comp Time
Self Service > Manager > Tasks > Weekly Elapsed Time

Use the following search to access or report Elapsed Time.

Enter the Employee ID and the date we want to start to enter the Comp Time Taken.

Click on Add a New Line
Enter 5 hours on 10/07
Select CTT from the TRC drop down list
Click on SAVE
Click on Next Week
Weekly Elapsed Time

Employee: 100078 ID: 100078

Job Title: Information Sys Services Ctrl

Enter or change time reporting data in the following table. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Reported time on or before 12/31/2005 is for a prior period.

From Friday 10/14/2005 to Thursday 10/20/2005

<table>
<thead>
<tr>
<th>Fri 10/14</th>
<th>Sat 10/15</th>
<th>Sun 10/16</th>
<th>Mon 10/17</th>
<th>Tue 10/18</th>
<th>Wed 10/19</th>
<th>Thu 10/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>1.000</td>
<td></td>
</tr>
<tr>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
</tr>
<tr>
<td>CTE</td>
<td></td>
<td>CT REG Err</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CTT</td>
<td>CT REG Trn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on Add a New Line
Enter 6 hours on 10/17
Select CTT from the drop down list
SAVE the page.

The next step is to Run Time Administration again.
We don’t need to make any changes to this run control. We are still processing employee ID 100078 for the month of October.
Submit this process to Process Scheduler and run it – just like we did for the Comp Time Earned Time.

**Administer Workforce > Capture Time and Labor > Process > Time Administration**

When the process runs to ‘Success’, click on blue hyperlink *Details* and *View Log/Trace* to get to the *Message Log*.

Check the Message Log to be sure that we processed the time.

Go check for Payable Time.
Self Service > Manager > View > Payable Time Detail

Find an Existing Value

Enter Employee ID and the EXACT date that we enter time for Comp Time Taken. Click on Search.

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Empl Acc Nbr</th>
<th>Start Date</th>
<th>End Date</th>
<th>Name</th>
</tr>
</thead>
</table>
View Payable Time Details

Employee: 100078
ID: 100078
Job Title: Information Sys Services Cnter

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Taskgroup</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/07/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>CTT</td>
<td>5.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>10/08/2005</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>8.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
<tr>
<td>10/12/2005</td>
<td>Needs Approval</td>
<td>CTE</td>
<td>2.000000</td>
<td>Hours</td>
<td>PSNONTASK</td>
<td>More...</td>
</tr>
</tbody>
</table>

CTT for 5 hours
Estimated - Ready for Payroll
Click Next Week button
We have **CTT of 6 hours** on **10/17/05** which is **Estimated – Ready for Payroll**
Our Comp Time Balance was 32 Hours and we took 11 hours of Comp Time and our balance is 21 hours.
PROCESSING SHARED LEAVE – GIVING & RECEIVING

OVERVIEW

The State of Oklahoma allows the giving of accumulated annual leave and accumulated sick leave from one employee to another employee that has a long-term medical emergency that has used all of their own accumulated leave. This giving and receiving is referred to as Shared Leave.

The amount of hours given from one employee to another has to be subtracted from the giving employee’s leave balance to reduce it. It also has to be added to the receiving employee’s leave balance before that employee has the time available to be taken.

Two special accumulators have been established that will be updated each time that shared leave time is taken. The special accumulators are SHLFNOTERM – Shared Life Non Term with a maximum limit of 261 days or 2088 hours and SHLFTERM – Shared Life Term with a maximum limit of 365 days or 2920 hours.

There are a set of Time Reporting Codes (TRCs) set up to record these transactions.

Annual and Sick Leave TRCS for the GIVING employee are:

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIVAN</td>
<td>Annual Leave Given</td>
<td>Hours</td>
<td>ANG</td>
<td>LTKN</td>
<td>N</td>
</tr>
<tr>
<td>GIVSK</td>
<td>Sick Hours Given</td>
<td>Hours</td>
<td>SKG</td>
<td>LTKN</td>
<td>N</td>
</tr>
</tbody>
</table>

Shared Leave TRCs to be used by the RECEIVING employee are:

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHLTA</td>
<td>Shared Leave - Term ILL Adjust</td>
<td>Hours</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLTR</td>
<td>Shared Leave - Terminally Ill</td>
<td>Hours</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLAD</td>
<td>Shared Leave Adjustment</td>
<td>Hours</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLGV</td>
<td>Shared Leave Given Back</td>
<td>Hours</td>
<td>CTKN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLNA</td>
<td>Shared Leave Non-Term Adjust</td>
<td>Hours</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLNT</td>
<td>Shared Leave Non-Terminal</td>
<td>Hours</td>
<td>CERN</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHREC</td>
<td>Shared Leave Rec</td>
<td>Hours</td>
<td>CERN</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>SHLVT</td>
<td>Shared Leave Taken</td>
<td>Hours</td>
<td>LVS</td>
<td>CTKN</td>
<td>Y</td>
</tr>
</tbody>
</table>
**GIVING SHARED LEAVE – EMPLOYEE 100022**

The first step is moving the leave from one employee to another employee is updating the appropriate leave balance of the two employees involved.

We will work through an example. In our example, *Employee 100022 is giving 80 hours of sick leave and 40 hours of annual leave to employee 100001.*

*We will take the hours out of the giving employee’s time first.*

**Enter Employee ID – 100022**

**Date – 100105**

**Click on the yellow Search button.**

*Self Service > Manager > Tasks > Weekly Elapsed Time*
**WEEKLY ELAPSED TIME**

These are the entries to take the annual and sick leave out of the giving employee’s balances.

Now – we have to post the given time to the RECEIVING employee ID balances. We will do this on the following page.
RECEIVING THE SHARED LEAVE - EMPLOYEE 100001

SELF SERVICE > MANAGER > TASKS > WEEKLY ELAPSED TIME

Enter Employee ID of 100001 and Date of 10/01/05.

Click on the yellow SEARCH button.

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001</td>
<td>10/01/05</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>EmplID</th>
<th>EmpID Res Nbr Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001</td>
<td>10012005 100001</td>
<td>Employee</td>
</tr>
</tbody>
</table>
**SELF SERVICE > MANAGER > TASKS > WEEKLY ELAPSED TIME**

Key **120 hours** into the Saturday **10/01** field.

Select **SHREC** from the TRC drop down list.

Click on the **yellow SAVE button**.

The next step is running Time Admin.
Running Time Administration for Both Employees

**ADMINISTER WORKFORCE > CAPTURE TIME AND LABOR > PROCESS > TIME ADMINISTRATION >RUN CONTROL**

Enter Employee Id 100022 Rec #1 – giving the leave
Click on the yellow + to add another row
Enter Employee Id 100001 – getting the leave
Process Date is still 10/31/05
Click yellow RUN button to submit the process
When the process is submitted, the system assigns a process instance.

Run the process to Success and go through the usual checking of Details and the Message Log.
Employee 100001 – receiving the leave

**SELF SERVICE > MANAGER > VIEW > PAYABLE TIME DETAIL**

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Taskgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001</td>
<td>10/01/2005</td>
<td>Needs Approval</td>
<td>SHREC</td>
<td>120.00000</td>
<td>Hours</td>
<td>PSINONTASK</td>
</tr>
</tbody>
</table>
**EMPLOYEE ID 100022 – GIVING THE LEAVE**

These two entries will reduce the giving employee’s (100022) Annual leave balance and Sick leave balance respectively when it posts through Payroll and the Leave Accrual Process is run.

Now – we need to verify that the **120 hours** is available in employee 100001

**SHARED Leave Balance**
Review Compensatory Time Balance for Employee 100001

*SELF SERVICE > MANAGER > VIEW > COMPENSATORY TIME BALANCE – EMPLOYEE 100001*

Now that the balance is loaded, we are ready to use the shared leave.
USING SHARED LEAVE – EMPLOYEE 100001

SELF SERVICE > MANAGER > TASKS > WEEKLY ELAPSED TIME

When we go back to the Weekly Elapsed Time Page starting with October 1 –

we see that the SHREC – Shared Leave Received is still sitting there – which is very good.

LEAVE IT ALONE!!!

Time and Labor has set a flag behind the scenes that you cannot see that tells the system that the SHREC row has already BEEN PROCESSED and not to process it again.
**CLICK ON THE **ADD A NEW LINE **BUTTON**

**Weekly Elapsed Time**

Employee 100001  ID: 100001

Job Title: Information Sy Application Sp

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

**Reported time on or before 12/31/2005 is for a prior period.**

From Saturday 10/01/2005 to Friday 10/07/2005

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Short Description</th>
<th>Rate Code</th>
<th>Override Rate</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHREC</td>
<td>SHREC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHLVT</td>
<td>SHLVT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key 8 hours a day into the Mon – Fri boxes – starting with 10/03.

Select **SHLVT** from the Time Reporting Code drop down list.

SHLVT posts the time to **Employee 100001 SHARED leave balance** and pays the employee for it.
Click on *Add a New Line – again to add another row.*

We must also post this time to the accumulator that we setup for it – *SHLFNOTERM.*

We use the TRC of *SHLNT* to update the balance of the *SHARED leave taken* because there is an upper limit that the State will allow per person.

Click on the **yellow SAVE button** to save your work.

If you were using *SHARED Leave* for the *more days* in October –

click on the **yellow Next Week button** and enter the used days.

Always remember to **SAVE** before you change weeks.
The next step is to run the Time Administration Process again for the month of October.

**Administer Workforce > Capture Time and Labor > Process > Time Administration**

We are only going to process **Employee 100001** using the same date of **10/31/05**.

Run Time Administration on Process Scheduler to **SUCCESS**

Check the **DETAILS** and the **ViewLog/Trace Message Log** when it finishes.
Check Payable Time for Employee 100001

**Self Service > Manager > View > Payable Time Detail**

View Payable Time Details

Employee: 100001
ID: 100001

Job Title: Information Sys Application Sp

Payable Time From 10/03/2005 To 10/09/2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Type</th>
<th>Taskgroup</th>
<th>More</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>SHLVT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/03/2005</td>
<td>Needs Approval</td>
<td>SHLNT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/04/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>SHLVT 8.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/04/2005</td>
<td>Needs Approval</td>
<td>SHLNT 8.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>SHLVT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2005</td>
<td>Needs Approval</td>
<td>SHLNT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/06/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>SHLVT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/06/2005</td>
<td>Needs Approval</td>
<td>SHLNT 6.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/07/2005</td>
<td>Estimated - Ready for Payroll</td>
<td>SHLVT 8.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/07/2005</td>
<td>Needs Approval</td>
<td>SHLNT 8.90000 Hours</td>
<td>PSNONTASB</td>
<td>More</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The **SHLVT** rows are marked – *Estimated – Ready for Payroll*.

These lines will *go onto PAYROLL and pay the employee for this time*.

The **SHLNT** rows are marked – *Needs Approval (which they really don’t)* and they have updated the **SHARED LEAVE Comp Time Balance** and the SHARED Leave NonTerm Accumulator (**SHLFNOTERM Comp Time Balance**).
**CHECK SHARED COMP TIME BALANCE – EMPLOYEE 100001**

**SELF SERVICE > MANAGER > VIEW > REVIEW COMPENSATORY TIME BALANCE**

*Review Compensatory Time*

Employee: 100001  
ID: 100001  
Job Title: Information Sys Application Sp

Comp Time Balance Summary

- **Today's Date:** 01/12/2006  
- **Balance at Beginning of Day:** 00.000000 Hours  
- **Compensatory Time Off Plan:** SHARED

**Compensatory Information**

<table>
<thead>
<tr>
<th>Expiration Date</th>
<th>Number of Hours Expiring</th>
<th>Balance at End of Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **SHARED Leave** now shows a **balance of 80 hours** since it just **subtracted the 40 hours** from it that we posted.

Now – we need to check the **accumulator balance SHLFNOTERM**

Click on the **yellow button Return to Search**.
RETURN TO SEARCH GIVES ME THIS **LIST** OF THIS EMPLOYEE’S COMP TIME PLANS.

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Real Name</th>
<th>Comp Time Off Plan</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100001</td>
<td>ENFORCED</td>
<td>100001 Employee</td>
<td></td>
</tr>
<tr>
<td>100001</td>
<td>DB</td>
<td>100001 Employee</td>
<td></td>
</tr>
<tr>
<td>100001</td>
<td>SHARED</td>
<td>100001 Employee</td>
<td></td>
</tr>
<tr>
<td>100001</td>
<td>SHLFNOTERM</td>
<td>100001 Employee</td>
<td></td>
</tr>
</tbody>
</table>

Click on **SHLFNOTERM**.
This accumulator shows a balance of 40 hours now since we posted the 40 hours through Time Administration.
Posting Shared Leave Time Document

There have been issues with transferring time from the sick and annual leave balances to the shared leave comp time plan. New codes were created effective October 13 to transfer balances back from shared leave to the sick or annual leave balance of the original giver. With the creation of these new codes...the ANNGV and SICGV codes have been removed as of October 13.

Please correctly use the codes below to post and manage shared leave. Deviation from the following will cause the employee leave statement and shared leave balances to be incorrect.

Use these first three codes to transfer from one employees annual or sick balance to another employees shared leave balance.

<table>
<thead>
<tr>
<th>TRC</th>
<th>Short Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIVAN</td>
<td>Give AnnLv</td>
<td>Annual Leave Given is used to reduce the annual leave balance of an employee giving leave to somebody else.</td>
</tr>
<tr>
<td>GIVSK</td>
<td>Give SicLv</td>
<td>Sick Leave Given is used to reduce the sick leave balance of an employee giving leave to somebody else.</td>
</tr>
<tr>
<td>SHREC</td>
<td>ShrLv Recd</td>
<td>Shared Leave Received is used to add hours to an employees shared leave balance.</td>
</tr>
</tbody>
</table>

Use the following two codes together to post time taken for an employee on a non-terminal shared leave. These two codes must always be used together.

<table>
<thead>
<tr>
<th>SHLVT</th>
<th>ShrLv Takn</th>
<th>Shared Leave Taken is used to post time taken. Enter a positive number to reduce the employees shared leave balance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHLNT</td>
<td>ShrLvNonTr</td>
<td>Shared Leave Non-Terminal is used to track the use of the non-terminal leave. The limit is 2088 hours. Enter a positive number to add to the amount of leave used.</td>
</tr>
</tbody>
</table>
Use the following two codes together to **post time taken** for an employee on a terminally ill shared leave. These two codes **must always be used together**.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHLVT</td>
<td>ShlLvTakn</td>
<td>Shared Leave Taken is used to post time taken. Enter a positive number to reduce the employees shared leave balance.</td>
</tr>
<tr>
<td>SHLTR</td>
<td>ShlLvTerm</td>
<td>Shared Leave Terminally Ill is used to track the use of the terminal leave. The limit is 2920 hours. Enter a positive number to add to the amount of leave used.</td>
</tr>
</tbody>
</table>

Use the following codes to **make adjustments** to the shared leave balances. If Shared is adjusted, then the non-terminal or terminally ill values must also be adjusted.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHLAD</td>
<td>ShlLv Adj</td>
<td>Shared Leave Adjustment is used to add hours or reduce hours from the shared leave balance. Positive numbers add to the balance, negative numbers reduce the balance.</td>
</tr>
<tr>
<td>SHLNA</td>
<td>ShlLvNTAdj</td>
<td>Shared Leave Non-Term Adjust is used to add hours or reduce hours from the amount of leave used for employees on non-terminal leave.</td>
</tr>
<tr>
<td>SHLTA</td>
<td>ShlLvTrAdj</td>
<td>Shared Leave –Term Ill Adjust is used to add hours or reduce hours from the amount of leave used for employees on terminally ill leave.</td>
</tr>
</tbody>
</table>

When the **employee returns to work** use the following codes to give back any available shared leave balance to the employee that gave the sick or annual leave.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHLGV</td>
<td>Give ShlLv</td>
<td>Shared Leave Given Back is used to reduce the shared leave balance. Enter a positive number to reduce the shared leave balance for the employee that was on the shared leave.</td>
</tr>
<tr>
<td>ANREC</td>
<td>AnnLv Recd</td>
<td>Annual Leave Received is used to post annual leave time to the employee that originally donated it. Enter a positive number to add hours back to the employees annual leave balance.</td>
</tr>
<tr>
<td>SICRC</td>
<td>SicLv Recd</td>
<td>Sick Leave Received is used to post sick leave time to the employee that originally donated it. Enter a positive number to add hours back to the employees sick leave balance.</td>
</tr>
</tbody>
</table>
PROCESSING SICK AND ANNUAL LEAVE

OVERVIEW

The State of Oklahoma has designed the leave process to use the Time and Labor function in PeopleSoft. All annual leave and sick leave used has to be keyed into the Weekly Elapsed Time Page in Time and Labor and processed through Time and Labor.

All the sick time taken entries and annual leave taken entries must have payable time generated for them and the payable time has to be sent onto payroll so that the leave time will be posted to the leave plans and update the appropriate balances.

The leave accrual process for sick leave and annual leave is run once a month on the next to last day of the month after all the payrolls for that month have been confirmed.

The State of Oklahoma has designed a Leave Statement Report that looks at Payable Time and selects the leave time with a status of TP (Taken by Payroll) and includes that time in the Leave Statement numbers. This is the reason that sick and annual leave time taken must go through Time and Labor in order for the Leave Statements to be correct.

Sick Leave and Annual Leave are considered part of the Base Benefits part of PeopleSoft. We will enroll employees in these plans in the Base Benefits portion of the training in the afternoon. We will work with employees that are already enrolled in these Benefit Plans for our Time and Labor exercises.
TIME REPORTING CODES (TRCs) FOR SICK AND ANNUAL LEAVE

There is a special group of TRCs for sick and annual leave. Each agency has a list of their specific codes. We will use the TRC List for Agency 805 as our example.

TRCs for Annual Leave – Agency 805

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNAD</td>
<td>Annual Leave Adjustment</td>
<td>Hours</td>
<td>ANA</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>GIVAN</td>
<td>Annual Leave Given</td>
<td>Hours</td>
<td>ANG</td>
<td>LTKN</td>
<td>N</td>
</tr>
<tr>
<td>TERM</td>
<td>Annual Leave Payout</td>
<td>Hours</td>
<td>ALP</td>
<td>NO</td>
<td>Y</td>
</tr>
<tr>
<td>ANREC</td>
<td>Annual Leave Received</td>
<td>Hours</td>
<td>ANR</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>ANNLV</td>
<td>Annual Leave Salaried</td>
<td>Hours</td>
<td>ANL</td>
<td>LTKN</td>
<td>N</td>
</tr>
<tr>
<td>ANNHR</td>
<td>Annual Leave Hourly</td>
<td>Hours</td>
<td>ANH</td>
<td>LTKN</td>
<td>N</td>
</tr>
</tbody>
</table>

TRCs for Sick Leave – Agency 805

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>SICAD</td>
<td>Sick Hours Adjustment</td>
<td>Hours</td>
<td>SCA</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>SICGV</td>
<td>Sick Hours Given</td>
<td>Hours</td>
<td>SCA</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>GIVSK</td>
<td>Sick Hours Given</td>
<td>Hours</td>
<td>SKG</td>
<td>LTKN</td>
<td>N</td>
</tr>
<tr>
<td>WCSH</td>
<td>Sick Leave Hourly</td>
<td>Hours</td>
<td>SKR</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>SICRC</td>
<td>Sick Leave Received</td>
<td>Hours</td>
<td>SKL</td>
<td>LTKN</td>
<td>N</td>
</tr>
<tr>
<td>SCKTK</td>
<td>Sick Leave Salaried</td>
<td>Hours</td>
<td>SKL</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>WCSS</td>
<td>Sick Leave Salaried</td>
<td>Hours</td>
<td>SKL</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>SCKHR</td>
<td>Sick Leave Hourly</td>
<td>Hours</td>
<td>SKH</td>
<td>LTKN</td>
<td>N</td>
</tr>
</tbody>
</table>
ENTERING THE ANNUAL LEAVE TAKEN

Employee 100078 took 8 hours of annual leave on October 5 and 6 hours of sick leave on October 11

SELF SERVICE > manager > TASKS > WEEKLY ELAPSED TIME

Click on Add a New Line

Key 8 hours under the Wednesday field on the new line

Select ANNLV from the time reporting code (TRC) drop down list

Click on Save.

Click on the Next Week yellow button.
Entering the Sick Leave taken

Click on **Add a New Line**

Key 6 into the field under **Tuesday October 11**

Select **SCKTK** from the Time Reporting Code drop down list (TRC)

Click on the **yellow SAVE button**.

We have finished entering our leave time for this employee.

Next step – **Run Time Administration Process**
RUN TIME ADMINISTRATION PROCESS FOR EMPLOYEE ID 100078

Now – we will run the time administration process using the process date of .10/31/05.

We will follow the same steps to process this leave through time administration as we did when we processed the comp time through time administration.

When time administration finishes, we will check for payable time – just as we did for the comp time.

....
PROCESSING LONGEVITY

PARTIAL LONGEVITY

The first step on the Main and Supplemental Payroll Processing Steps thru Confirm Check List is running the Longevity Part-time Process.

Reports Menu > OCP Reports > PY > MDC Lgvty Cmp (0024)

This step produces a report listing all the employees for the agency that would be eligible for a partial longevity. The payroll user must take this report and manually calculate the amount of Longevity the employee should be paid.

The payroll user takes the amount of money that the employee is due for his partial longevity and keys it into the Weekly Elapsed Time entry page on the day it is to be paid. Longevity is posted usually on the last day of the month as the following example illustrates.
Self Service > Manager > Tasks > Weekly Elapsed Time

Weekly Elapsed Time
Employee 100078

Job Title: Information Sys Services Cntr

Enter or change time reporting data in the following table.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Requested time on or before 12/31/2005 is for a prior period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Short Description</th>
<th>Rate Code</th>
<th>Override Rate</th>
<th>Override Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 12/28</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 12/29</td>
<td>250.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 12/30</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 12/31</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 12/31</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 12/31</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 12/31</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 12/28</td>
<td>0.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a New Line

Save

Previous Week

Next Week

Return to Search
LONGEVITY PAYOUT – FIRST LONGEVITY PROCESS – STEP 2

The second step on the Main Payroll Checklist is to run the First Longevity Process. This process produces a report and it updates Weekly Elapsed Time on the last day of the month with the LONGV Time Reporting Code and the amount of money that is owed the employee.
NEXT YEAR LONGEVITY – SECOND LONGEVITY PROCESS - STEP 10

Process Type
- Longevity Payout
- Next Year Longevity
- Report Part Time

Input Parameters
- Company: 350
- Pay Run ID: 3500054080
- Month: October

Run Control ID: Report

Run Manager Process Monitor Run
PROCESSING TERMINAL LEAVE PAYOUT

STEP 1 – ENTERING TIME INTO ELAPSED TIME

1. Key the number of hours the terminated employee is to be paid in Weekly Elapsed Time

   **Self Service > Manager > Tasks > Weekly Elapsed Time**

   Select TRC of **TERM. Enter the hours on a date when the employee was ACTIVE.** The last day this employee worked was 12/15/05 so his JOB Data record shows termination date of 12/16/05.

   ![Weekly Elapsed Time](image-url)

   **Weekly Elapsed Time**

   Employee: 100078  
   ID: 100076  
   Job Title: Information Sys Services Cdnr

   Enter or change time reporting data in the following table. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.
STEP 2 - RUN TIME ADMINISTRATION BY EMPLOYEE ID

The Process Date on the run control for Time Administration should be the Last Date that the employee was **ACTIVE**.

Example – Employee A’s last day to work was 12/15/05
HR should terminate the employee as of 12/16/05

The process date on the Time Administration Run Control would be **12/15/05**.

Your run control may be showing only a line with Group ID in it.

Click on the **yellow DELETE button** on the right at the end of the line and the system will refresh that line and open up all the boxes – including the Employee ID box. Enter the Employee ID that you are processing.

Run the process by clicking on the **yellow RUN button**.
2. Check the Message Log and be sure the 3rd line from the bottom of the report is **BLANK** and does not say *"No employees to process"*. This message means that you did not process any employees successfully.

So – you need to check for time and labor exceptions. Go to Step 4.

If the 3rd line from the bottom of the report is a blank line, employees were processed. Go to Step 5.

3. Check for Time and Labor Exceptions –

   **Administer Workforce > Capture Time and Labor > Manage > Manage Group Exceptions**

   Enter Group ID – XXX01 if you are processing Salaried people
   XXX02 if you are processing the other group

   Click **Search**

   You are hoping for *'No matching values were found.'* message which means you do not have any errors

   You can also check exceptions by Employee ID.

   **Administer Workforce > Capture Time and Labor > Manage > Manage Exceptions**

   Enter Employee ID and **click Search**

   You are hoping for *'No matching values were found.'* message which means you do not have any errors
STEP 3 - CHECK PAYABLE TIME DETAIL

Be sure that the time says – **Estimated – Ready for Payroll**

*Self Service > Manager > View > Payable Time Detail*

Enter the **Employee ID** and the **EXACT date the time was entered** and click on **Search**

This time will be picked up automatically by payroll
**STEP 4 - GO_PAY_TIME_BY_PAY_PERIOD**

*PeopleTools > Query Manager > Use > Query Manager* in the box where the cursor is blinking enter **GO_PAY_TIME_BY_PAY_PERIOD** and click Search.

Click on **Run**

The prompt asks for Agency – enter your 3 digit agency number and date range

Click on **View Results**

![Query Results Screenshot](image_url)

Download results in: Excel Spreadsheet, CSV Text File (8 kb)

<table>
<thead>
<tr>
<th>Agency</th>
<th>ID</th>
<th>Empl Rol</th>
<th>Name</th>
<th>Empl Status</th>
<th>Time Entered Date</th>
<th>TRC</th>
<th>Quantity</th>
<th>Est Gross</th>
<th>Payable Status</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>WNI</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>WNI</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>11</td>
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<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
<tr>
<td>12</td>
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<td></td>
<td></td>
<td></td>
<td>04/03/2005</td>
<td>LON</td>
<td></td>
<td></td>
<td>ES</td>
<td>ME1</td>
</tr>
</tbody>
</table>

ES – Estimated Payable Time – Ready for Payroll
ADJUST PAID TIME

CLOSING REJECTED ROWS

As we know, time is entered into Weekly Elapsed Time, the Time Administration batch job is run, and Payable Time is produced with a Payable Status of ES – Estimated, Ready for Payroll. If changes need to be made before the data is loaded to Payroll, it can be changed in the Weekly Elapsed Time page, re-run Time Administration, and the Payable Time row will be updated.

If the status of the Payable Time row is Closed, Sent to Payroll, Taken by Payroll or Rejected by Payroll, Time Administration will create an off-setting entry in Payable Time if the original time is modified through the Weekly Elapsed Time page.

Closing Rejected Rows:

If the Payable Time status is Rejected by Payroll, those rows of data can be closed.

To close Rejected rows, navigate to the Adjust Paid Time Page.
Home > Administer Workforce > Capture Time and Labor > Manage > Adjust Paid Time

Enter the Employee ID, start date and end date then click Search.
This will display the Payable Time Rows.

### Payable Time From 02/10/2005 To 02/11/2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Close?</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
<th>Taskgroup</th>
<th>More...</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/10/2005</td>
<td>Rejected by Payroll</td>
<td></td>
<td>SCTK</td>
<td>8.000000</td>
<td>Hours</td>
<td>PSINOTASK</td>
<td></td>
</tr>
<tr>
<td>02/11/2005</td>
<td>Rejected by Payroll</td>
<td></td>
<td>SCTK</td>
<td>8.000000</td>
<td>Hours</td>
<td>PSINOTASK</td>
<td></td>
</tr>
</tbody>
</table>
Click the ‘Close?’ checkbox for the row(s) you want to close and click the Save button.

The entry will disappear from this screen after you click save. However, it will continue to show on the Payable Time Detail Screen. The Payable Time Detail Screen does not show the status of each line so you cannot tell from looking at that screen that you have closed the transaction.

Closing the time will stop the system from attempting to send it to Payroll every time that Payroll pulls transactions or Time and Labor loads transactions. If it cannot load to payroll, the system produces Payroll Error Messages.

**NOTE:** The Payable Status can be checked by using the Payable Time Detail Page. Any row with an RP – Rejected by Payroll status would be reloaded into Payroll provided the employee is within the Paygroup and the date of the Payable Time is less than or equal to the Pay End Date. However, with this functionality there is no way of knowing through an inquiry page, if the Rejected rows will be loaded to payroll, since those that were closed through the Adjust Paid Time page will not be.
**PROCESSING ADJUSTMENTS THRU T & L**

All adjustments are made through the weekly elapsed time page. Use the appropriate adjustment code. When entering the value (hours or amounts) for the TRC, a positive amount will pay or add to leave balances. A negative number will need to be entered to reduce pay or leave balances. This is different than entering leave time taken because the TRCs for taking time off are configured to subtract from the appropriate balances when a positive value is used on weekly elapsed time. However, adjustments are configured to add to the balances if the number is positive.

**TRCs for Adjustments**

<table>
<thead>
<tr>
<th>TRC</th>
<th>Descr</th>
<th>TRC Type</th>
<th>Earn Code</th>
<th>Comp Leave Ind</th>
<th>Add to Gross</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNAD</td>
<td>Annual Leave Adjustment</td>
<td>Hours</td>
<td>ANA</td>
<td>NO</td>
<td>CER</td>
</tr>
<tr>
<td>ADLAD</td>
<td>Admin Lv Cool Off Adjustment</td>
<td>H</td>
<td>ADJ</td>
<td>NO</td>
<td>N</td>
</tr>
<tr>
<td>ADJ</td>
<td>Earnings Adjustments</td>
<td>H</td>
<td>CAJ</td>
<td>Y</td>
<td>CER</td>
</tr>
<tr>
<td>CADJ</td>
<td>Comp Rate Adj (Mid Week)</td>
<td>H</td>
<td>CAJ</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>CTEAD</td>
<td>Comp Time Earn Adjustment</td>
<td>H</td>
<td>ANA</td>
<td>NO</td>
<td>CER</td>
</tr>
<tr>
<td>ENFAD</td>
<td>Enforced Leave Adjustment</td>
<td>H</td>
<td>ANA</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>EQUIT</td>
<td>Equity Based Pay Adjustment</td>
<td>A</td>
<td>EBP</td>
<td>N</td>
<td>CER</td>
</tr>
<tr>
<td>HOLAD</td>
<td>Holiday Leave Adjustment</td>
<td>H</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>LATXF</td>
<td>Lateral Transfer Adjustment</td>
<td>A</td>
<td>LAT</td>
<td>Y</td>
<td>CER</td>
</tr>
<tr>
<td>MILAD</td>
<td>Military Leave Adjustment</td>
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<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>ORGAD</td>
<td>Organizational Leave Adjustmen</td>
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<td>RAJ</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>RADJ</td>
<td>Retro Pay Adjustment</td>
<td>A</td>
<td>RAJ</td>
<td>Y</td>
<td>CER</td>
</tr>
<tr>
<td>SHLAD</td>
<td>Shared Leave Adjustment</td>
<td>H</td>
<td>N</td>
<td>CER</td>
<td></td>
</tr>
<tr>
<td>SHLNA</td>
<td>Shared Leave Non-Term Adjust</td>
<td>H</td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SHLTA</td>
<td>Shared Leave - Term ILL Adjust</td>
<td>H</td>
<td>SCA</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>SICAD</td>
<td>Sick Hours Adjustment</td>
<td>H</td>
<td>SCA</td>
<td>NO</td>
<td>N</td>
</tr>
</tbody>
</table>