PEOPLESOFT 8.9

Entering Exception Time (Salaried Staff)

Business Process Guide
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Entering Exception Time

Introduction

PeopleSoft Time and Labor is an application for capturing hourly and exception time. It has pages where timekeepers can enter time. Managers and administrators can easily review, approve and change time. After time is approved, the Time Administration processing feature validates the approved time against the Howard University rules for all reported time. The processed time is then loaded into Payroll for payment.

Flow Diagram

The diagram shown below illustrates how time is entered, approved and passed to payroll.
Overview

It is helpful to understand some of the terms used when working with PeopleSoft Time Reporting.

**Time Reporter** – A Time Reporter is an employee for whom time is reported in Time and Labor. When an employee is hired into the system, he or she must be enrolled into Time and Labor. Once enrolled in Time and Labor, the employee is assigned a schedule and is ready for time entry.

There are three types of Time Reporters at HU:

1. **Hourly Time Reporters** — These are also known as positive time reporters. Hourly time reporters are employees who must have hours entered into the system in order to be paid for all hours worked. Each hour worked must be reported in Time and Labor (including regular hours and overtime hours). All hourly employees require positive time reporting. For information on how to enter time, see the topic *Entering Positive Time (Wage Employees)*.

2. **Students Hourly Time Reporters** — All HU students that fall into the category of HUSEP, Federal work study off campus, and regular federal work study will be considered as positive time reporters. Federal laws restrict students to work limited hours during school sessions. Therefore, all HU students will be awarded a limited lump sum of hours at the beginning of the semester. These hours will then be exhausted as soon as the student works and reports time. Each hour worked must be reported in Time and Labor as Taken hours. To process students hours correctly, all students must be enrolled in a Compensatory Time Off Plan. The following Time Reporting Codes (TRCs) of SEPT, OCT, and SWT will be available to Time Keepers to enter hours for the each of the above category of students. For information on how to enter time, see the topic *Entering Student Time (HUSEP_FWS_FWSOC)*.

3. **Exception Hourly Time Reporters** — These time reporters generally work a set schedule on a recurring basis. Time entry is required for anything that deviates from the regularly scheduled hours. Their schedules can be viewed or modified through the Assign Work Schedule page in Time and Labor. Exception hourly employees are assigned to a workgroup of exception time reporters. If an exception is not entered on a day, his/her scheduled hours are paid as regular time for that day. If an exception is entered, the schedule is not used and only exception hours are reported in order to receive pay for that day. The regular hours are taken care of automatically by the system. Example: If John Doe took 4 hours of annual leave and worked 4 hours in the same day, you would only enter the four hours of annual leave.

**Time Reporting Code (TRC)** – In simple terms, a Time Reporting Code (TRC) is a way to collect hours, amounts and units of work for compensation. With Time and Labor, there are TRCs to account for all current attendance codes. The time reporter enters the number of hours being reported for the designated date in association with the proper Time Reporting Code directly into the Time and Labor application.
Dynamic Group - Time and Labor provides Dynamic Group security which grants/limits access to employee’s time. Each manager will only see the Dynamic Groups for whom they have security access. Dynamic groups are broken down by Time Keepers’ position numbers, and by departments in some cases.

Assumptions

- Employee must be entered into PeopleSoft.
- Employee must be assigned to your department.
- Employee status is active during the payroll period for which time is entered.

Required Fields

<table>
<thead>
<tr>
<th>Required Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the beginning date of the pay period. Type the date or use the calendar icon to select the appropriate date.</td>
</tr>
<tr>
<td>Group ID (Search page)</td>
<td>Enter the group that contains the employees in your department to record time.</td>
</tr>
<tr>
<td>Name (Search page)</td>
<td>Enter the last name of the employee and click to retrieve a single employee.</td>
</tr>
<tr>
<td>Employee ID (Search page)</td>
<td>Enter the ID to retrieve a single employee.</td>
</tr>
<tr>
<td>Scheduled Hours</td>
<td>You can see the employees’ scheduled hours for the week only for staff employees. The scheduled reflect the standard hrs for each week.</td>
</tr>
<tr>
<td>Employee Name Hyperlink</td>
<td>Click the employee Name Link to review and approve time for each employee.</td>
</tr>
<tr>
<td>View By Week</td>
<td>To review time for the entire week, select Week from the View By list.</td>
</tr>
<tr>
<td>Next Week &gt;&gt;</td>
<td>To review time for the second week, double click on Next Week &gt;&gt;, and the time for the second week will display. There is no need to change the date. It automatically shows the 2nd week’s date.</td>
</tr>
<tr>
<td>Submit</td>
<td>Click to route the time entry to the manager for approval.</td>
</tr>
</tbody>
</table>

Output Results

<table>
<thead>
<tr>
<th>Output – Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit</td>
<td>Time is routed to the manager for approval.</td>
</tr>
</tbody>
</table>
Additional Information

Please be sure that a new employee in your department is entered into PeopleSoft before entering time. Follow up with the Office of Employment once you have submitted all the necessary paperwork. Once all communication with the Office of Employment to hire an employee is complete, verify that the employee is in your timekeeper list. If you don’t see the employee and if no check is received on pay day for that employee, call the employment office. Payroll cannot pay employees who are not properly entered into the system as active employees.
Procedure

This topic explains how to enter exception time for Salaried Staff employees.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the Timesheet.  
      | Click the Manager Self Service link.  
      | ![Manager Self Service](image1)
| 2.   | Click the Time Management link.  
      | ![Time Management](image2)
| 3.   | Click the Report Time link.  
      | ![Report Time](image3)
4. Click the Timesheet link.
Step | Action
--- | ---
5. | The Timesheet Summary page appears. The first thing you must do is change the date to correspond to the first day of the pay period. Click the **Choose a date (Alt+5)** button.
### Step 6
Verify or enter the correct month from the calendar drop-down list.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Select Month" /></td>
</tr>
</tbody>
</table>

### Step 7
Click the desired date.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Select Date" /></td>
</tr>
</tbody>
</table>
8. Refresh the date for the current pay period.
   Click the Refresh button.
9. You are now ready to retrieve your group of employees.

Note: You may enter criteria for the EmplID, Last Name or First Name field to retrieve a single person not on your list.

Click the **Look up** button.
10. Select your group from the list that displays. All groups in your department will be in the list. 
   *Note: Groups for FWS and HUSEP students appear for all departments. These will contain students in those programs for whom you may need to enter time.*

   Click the hyperlink for your group from the **Search Results** table.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 10.  | Select your group from the list that displays. All groups in your department will be in the list. *Note: Groups for FWS and HUSEP students appear for all departments. These will contain students in those programs for whom you may need to enter time.*
   Click the hyperlink for your group from the **Search Results** table. |
## Entering Exception Time (Salaried Staff)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Click the <strong>Get Employees</strong> button.</td>
</tr>
<tr>
<td></td>
<td>![Get Employees Button]</td>
</tr>
</tbody>
</table>
| 12.  | A list of employees appears beneath the search section. Close the search fields for easier access to the employee list.  
Click the **Collapse section** button. |
|      | ![Collapse Section Button] |
| 13.  | Select the employee for whom you want to enter exception hours.  
Click the **Name** hyperlink for the time you need to enter. |
Step | Action
--- | ---
14. | The timesheet for the employee appears. Verify or change the date so that the time sheet displays the first day of the pay period for which you are entering time. Click the Choose a date (Alt+5) button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click the desired date.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>Refresh</strong> button to refresh the timesheet dates.</td>
</tr>
</tbody>
</table>
17. Enter the correct hours for each day into the corresponding date. In this example, the employee has reported 8 sick leave hours on Monday, June 25.

Enter the desired information into the field.

18. Click the **Time Reporting Code** list.

19. Select the entry that corresponds to the type of hours that the employee is reporting.

20. If the employee works a partial day and takes off part of the day charged against leave, only enter the part of the day that the employee missed.

Group hours related to the same Time Reporting Code on the same line.

Enter the desired information into the field.

21. On Wednesday, the employee worked 2 hours in addition to the regularly scheduled hours. In this case, you will add the overtime to the regular hours and enter the total as regular hours, e.g., 2 + 8 = 10.

When the payroll system processes the time, it will calculate overtime based on the University policy.

Enter the desired information into the field.
## Entering Exception Time (Salaried Staff)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>Select the appropriate time reporting code for this line from the list.</td>
</tr>
<tr>
<td>23.</td>
<td>When all of the time for the first week is entered, submit your entries for approval. Click the <strong>Submit</strong> button.</td>
</tr>
</tbody>
</table>

![PeopleSoft Timesheet](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td>A message will appear with the status of the submission and a verification of the dates for which the time was entered. Verify the information and click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

![Submit Confirmation](image)
25. To enter exceptions for the second week, go to that week. If no exceptions are reported, your entry is complete. 

Click the **Next Time Period >>** link.

26. Enter all exception hours reported by the employee for this week. 

Enter the desired information into the field.

27. Select the appropriate Time Reporting Code.

**JURLY - Jury Leave**

28. July 4 is a holiday. If the employee worked on that day, you would need to add a row or enter the holiday time worked on the next line. The code for Holiday time worked is **HOLPD**.

29. Submit your hours for the second week. 

Click the **Submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>Verification of the submission is displayed. Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

![Image of PeopleSoft interface with a Timesheet page displaying a confirmation message: The submit was successful, and the Time for the week of 2007-01-01 to 2007-07-31 is submitted. The OK button is highlighted.]
### Step 31
Click the **Balances - click to view** link.

[Link: Balances - click to view]

### Step 32
If the employee has balances entered, they will be displayed. These balances reflect the updates prior to this timesheet entry.

When you are finished, you may return to the Select Employees page to retrieve another employee for time entry.

Click the **Return to Select Employee** link.

[Link: Return to Select Employee]

### Step 33
Congratulations! You have successfully completed the process to enter exception time for salaried employees.

**End of Procedure.**