WELCOME TO PEOPLESOFT TIME & LABOR

Revised 5/20/11

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Medical Center Payroll
Contact List

Linda Birch - 924-1151
Payroll Director
Oracle/PTAO Coordination

Staci Morris - 924-9844
Payroll Supervisor
Processing and Financial Reconciliations
Withholding Tax Reporting

Roy Fitch - 924-9016
Time and Labor Supervisor
Staff Training on Time & Labor/ Policies
T & L - Prior period adjustments

Janet Jones - 924-9842
Time & Labor
- Current Pay Period Adjustments
Employee Leave Transfers between the Medical Center and University
Leave Accruals
Time & Labor Security
Monitor payroll approval process

Betty Bourne - 924-1112
Benefit Vendor Recons and Remittances
Overpayments
LWOP Benefit Controls

Joyce Broderick - 924-1150
Payroll Tax Withholding
Parking & Transportation
Credit Union, Child Care
Worker's Comp Wage Statements
Employee Deductions

Donna Workman - 982-1884
Savings Bond
Garnishments, Leave Sharing (w/Leave Specialist)
Leave Without Pay (w/Leave Specialist)
Family Medical Leave (w/Leave Specialist)
Short Term Disability Monitoring

Claudette Rollins - 924-9854
Direct Deposit Information
Earning Statement Distribution
W2 Information Request
Retroactive Pay
Moving and Relocation

Introduction

Time & Labor is a web-based product that allows the timekeepers to process adds, changes, and deletes to employee records. These changes are interactive so that the timekeepers will be able to see all transactions entered by the employee and understand the impact that the transactions have on the employee's hours.

Note*
On Payroll Monday, Time & Labor will shut down at 12:00 noon. This means that ***all of the transactions that are to be entered on-line and processed for that particular pay period must be entered into the system before 1200 on Monday. No changes can be made after this time.***

The payroll adjustment form can be found on the Payroll Website http://www.healthsystem.virginia.edu/intranet/payroll/ (also included with your handouts). All special checks must be approved by the payroll director.

It is an expectation that all transactions be completed on-line by the timekeeper by 12:00 noon on payroll Monday.

Payroll Week Schedule

Everyday

- The timekeeper checks time for accuracy

Sunday through Saturday, **bi-weekly**

- The pay period cycle

Monday

- Deadline for employee clocking leave on Time & Labor (10:00)
- The deadline for timekeepers to enter on-line transactions (12:00)
- Deadline for on-line approval of transactions (12:00)
- Employees' hours are processed into the system beginning 12:00
- All adjustments must be received by the Payroll Department by 5pm. **We do not guarantee processing any adjustments received after this time.**

Tuesday

- Payroll system closes for processing

Wednesday

- All vendor remittances are prepared by the payroll department

Thursday

- On-line earning statements are available to employees

Friday

- Payday - the employee's salary is directly deposited in their bank account or a check is picked up at the Payroll Office, 1222 Jefferson Park Ave., Room 2218.

Note*

An employee's first paycheck must be picked up at the Payroll Office located on the second floor of the 1222 Jefferson Park Ave. building (old Towers building), Room 2218 or mailed to the employee per written request by employee. A picture ID is required to pickup a paycheck. Checks are released to the employee only.

Time & Labor Security

Each designated timekeeper/approver is required to obtain security in order to operate the time and labor system. This can be established by submitting a "security request" form to Janet Jones. Please be sure you submit the original.

Training is required before access is activated.

TROUBLESHOOTING SECURITY ISSUES:

If you are unable to access TIME & LABOR it is probably because

- The password has been entered incorrectly or forgotten (the password is case-sensitive enter it in upper case).
- The system hasn't been used within 60 days
- Action: Call the HS/CS help desk at 4-5334 to reset a password
- Security has not been set up in the system
- Action: Call Janet Jones at 4-9842 to reactivate security

Steps To Take

1. Time & Labor issues (password)	call HS/CS help desk 4-5334
2. Security issues	call Janet Jones 4-9842
3. Operational issues	call Roy Fitch 4-9016

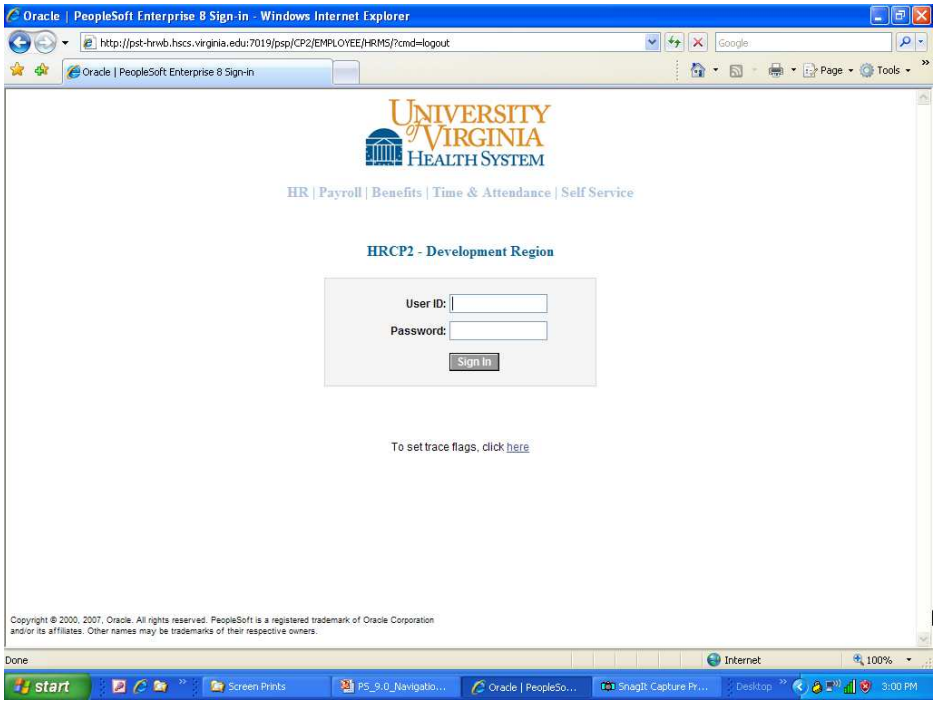
Logging In And Out Of The Time & Labor System

LINK TO THE TIME & LABOR WEBSITE

https://uvhrwb.hscs.virginia.edu:7006/psp/PRD/?cmd=login&languageCd=ENG&

1. Key your user ID
2. Tab to password field and key in your password. If you cannot log on to the system, it means that your password has expired and you will need to call HSCS (Health System Computing) at 4-5334 to have it reset.
3. Your password is the same as your LAN password (Medical Center system).

Note***
Passwords need to be entered in the same format as you entered the network.



UNIVERSITY of VIRGINIA HEALTH SYSTEM

CLOCKING INSTRUCTIONS

1. Enter the Time & Labor System access code #6058

2. After the time is announced, enter your Employee ID# followed by a 0

3. Enter your clock code:
   1=clock in
   9=clock-out
   3=meal out
   4=meal in
   5=department float
   6=to enter PTO

4. Verification of clocking confirmed

5. After confirmation, "Thank you" hang up.

For the following codes please enter your department code or press the # key for your home department.

Float Code—5
PTO Code—6

PTO CLOCKING INSTRUCTIONS:

Please enter the date or press # for today's date. Dates are entered as mm: dd format.

Please enter the number of hours. Hours are entered in hundredths of hours. ex. 0800, 0825, 0850.

Once you have entered your request for PTO
Press-1 to confirm
Press-2 to cancel

After confirmation "Your request for PTO was recorded, Thank you" Press 1 for another transaction. OR press 9 to exit the system.

If you cancelled your transaction.
Press-1 to re-enter your transaction
Press-2 to return to the main menu or
Press-9 to exit the system.

Helpful Suggestions For A Successful Entry

- Please wait for confirmation and "Thank You" response before hanging up.
- Do not enter the year when clocking PTO time.
- Do not use the speakerphone when clocking transactions.
- The user can make multiple entries with one phone call, e.g. PTO
- The user will be apprised of their clocking transaction so a mistake can be recognized and corrected.

Clock Code Listing

Clock Codes That May Be Entered By
Employee

CLOCK CODE	DESCRIPTION	
1	Clock In	
3	Clock out lunch	
4	Clock back from lunch	
5	Department Change (float code)	
6	PTO	
9	Clock out	

Skip a meal will no longer be clocked by employee
This can only be entered by departmental Supervisor or Timekeeper

Clock Codes That May Be Entered By
Manager or Time & Labor Supervisor

CLOCK CODE	DESCRIPTION	
Meal	Skip a meal	Enter on Weekly Punch Time
In	Clock In	Enter on Weekly Punch Time
Meal	Clock out lunch	Enter on Weekly Punch Time
In	Clock back from lunch	Enter on Weekly Punch Time
	Department Change (float code)	Enter on Weekly Punch Time
PTO	PTO	Enter on Weekly Elapsed Time
OUT	Clock out	Enter on Weekly Punch Time

Skip a meal will no longer be clocked by employee
This can only be entered by departmental Supervisor or Timekeeper

General Instructions On Using TIMELINK & PeopleSoft Time & Labor

THE TIMELINK SYSTEM:

Some examples of using the TIMELINK system:

Clock in (Used to notify TIMELINK when an employee has arrived to work)

1. Dial #6058
2. The time will be announced
3. A request for an employee number will be announced
4. The employee will enter their 5 digit employee ID # (**Employee ID #** followed by a 0 or 1)
5. The employee will then be prompted for a clock code
6. **Enter clock code "1"**
7. Listen for "Thank you for using the TIMELINK system" before hanging up

Clock Out (Used to notify TIMELINK when employees' shift has ended)

1. Dial #6058
2. The time will be announced
3. A request for an employee number will be announced
4. The employee will enter their 5 digit employee ID # (**Employee ID #** followed by a 0 or 1)
5. The employee will then be prompted for a clock code
6. **Enter clock code "9"**
7. Listen for "Thank you for using the TIMELINK system" before hanging up

Department Change - (Used only by employees who are authorized to "float" from department to department) this transaction will notify TIMELINK that any hours worked under this code will be charged to that particular department.

1. Dial #6058
2. The time will be announced
3. A request for an employee number will be announced
4. The employee will enter their 5 digit employee ID # (**Employee ID #** followed by a 0 or 1)
5. The employee will then be prompted for a clock code
6. **Enter clock code "5"**

General Instructions On Using TIMELINK & PeopleSoft Time & Labor

7. The employee will be prompted to enter the department code (this is the seven-digit PeopleSoft/account number) or hit # for your home department number.
8. Enter the department that you will be changing to
9. Listen for "Thank you for using the TIMELINK system" before hanging up.

Non-Clock Transactions - PTO (Paid Time Off) Example for PTO:

1. Dial #6058
2. The time will be announced
3. A request for an employee number will be announced
4. The employee will enter their 5 digit employee ID # (**Employee ID #** followed by a 0 or 1)
5. The employee will then be prompted for a clock code
6. Enter the department (this is the seven-digit PeopleSoft/account number) or hit # for your home department number.
7. **Enter clock code "6"**
8. Enter the date (all dates must be entered with 4 digits inserting zeros if necessary.) (example: August 21, 2004 would be entered as 0821)
9. Enter the number of hours in hundreds of hours e.g., 8 hours = 0800, 8 ¼ hours 0825, 8 ½ hours 0850
10. To confirm - press 1, to cancel press 2
11. Listen for "Thank you for using the TIMELINK system" before hanging up

Rules And Responsibilities

EMPLOYEE RESPONSIBILITY

Employees are responsible for correctly clocking their own time with the exception of certain types of leave:

Clock **all** worked time and leave in the following areas:

- All regular worked hours (IN clock code - 1, OUT clock code - 9)
- Float/change in department (FLOAT clock code - 5)
- Meal out (clock code - 3)
- Meal in (clock code - 4)
- PTO (clock code - 6)

TIMEKEEPER RESPONSIBILITY

Perform **daily** on-line review for accuracy:

- Check that hours to date are reasonable
- Check that all clocking transactions are entered correctly
- Clean up exceptions
- Serve as liaison to the payroll office and staff for all requested information.
- Notify manager of patterns of behavior that may be of concern.
- Enter catastrophic time for the employee
- Enter disapproved leave for the employee
- Enter intermittent Family Medical Leave for the employee
- Sign and submit adjustment forms
- Enter On-Call time for employees
- Enter Call-Back worked (TRC code - CBW) (if applicable)
- **Does not make entries and or changes to their own time**
- **Approvals can only be made by departmental Manager or Supervisor**

MANAGER/SUPERVISOR RESPONSIBILITY

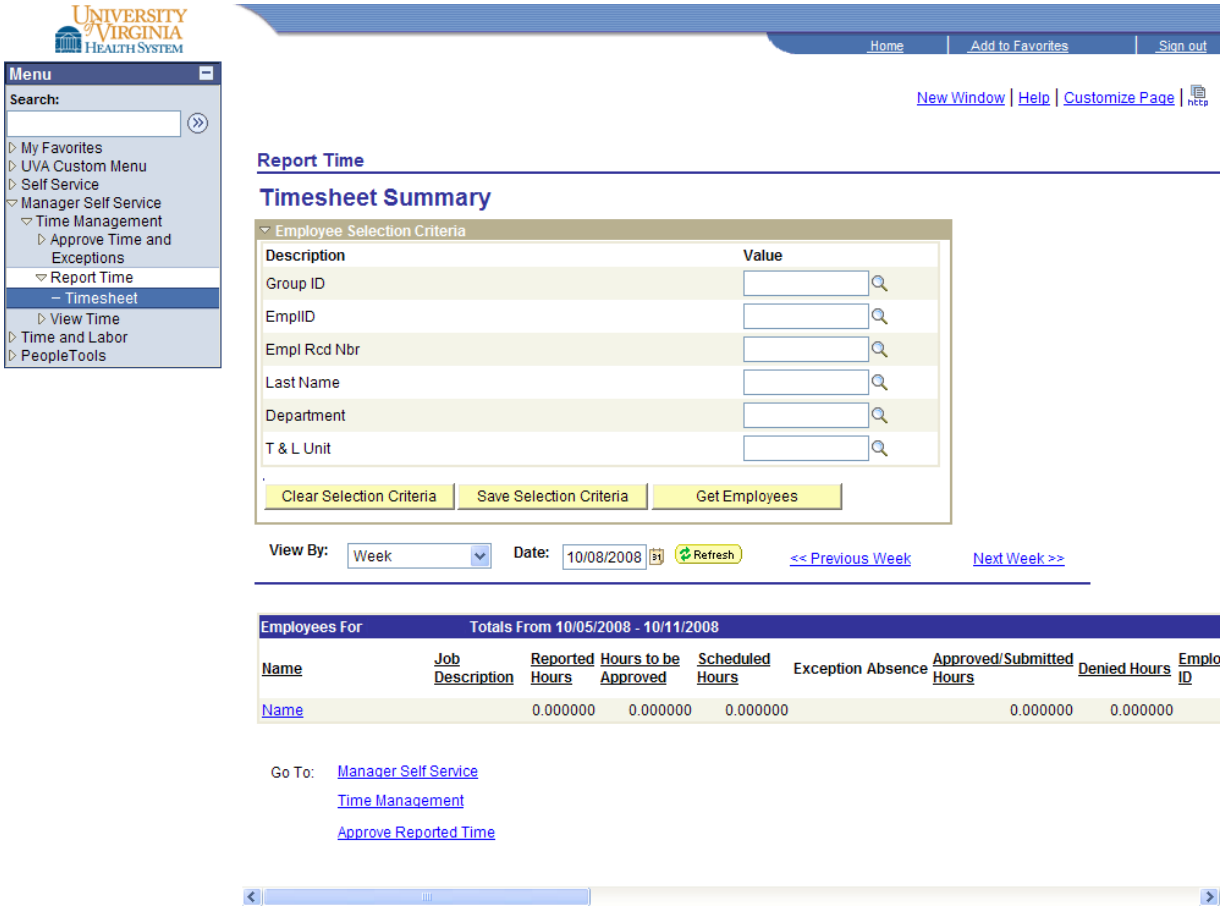
- Review all time transactions for accuracy and within reason
- Verify all exceptions cleared
- ***Approve bi-weekly time and labor*** by entering on-line approvals for auditing purposes. Approvals must be submitted on line no later than noon on Payroll Monday. If a manager/supervisor absolutely cannot enter an on-line approval, a hard copy approval form (available on our website) will be accepted.
- Utilize information provided by the system to assist in the management of employees
- Does not make entries and or changes to their own time
- Summary Reports/Queries as needed

Report Time

Used to access or report time.

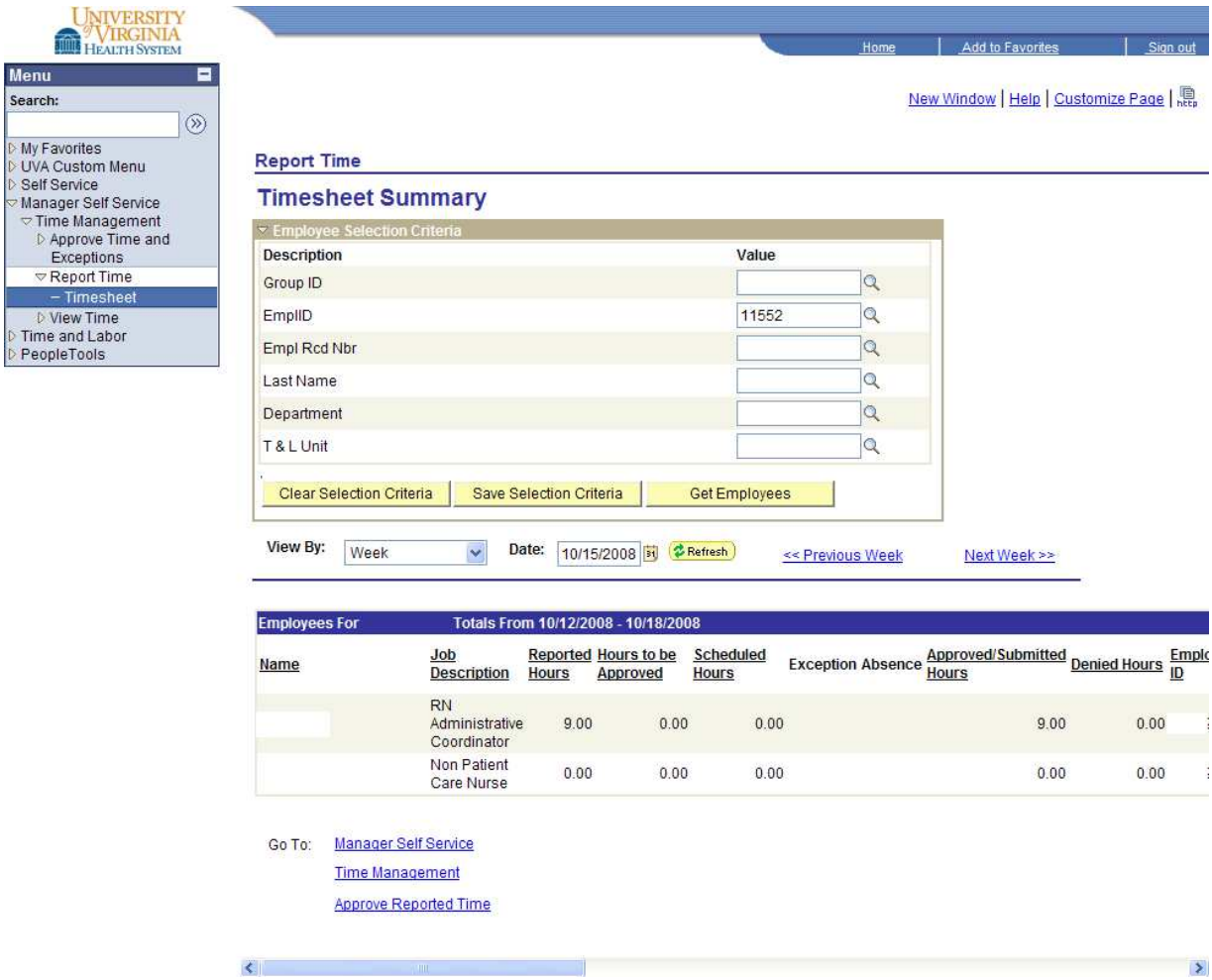
To navigate:
Home
Manager Self Service
Report Time
Timesheet

Step 1
Enter applicable search criteria
Under "View By:", enter a date during the period you wish to view
Click on "Get Employees"



Report Time

Step 2:
When the page returns, click on the employee link to view their timesheet



*** *When you're entering a TRC Code for clocking employees, these 4 TRC codes must be entered on the Elapsed Page and also must have a clock in and out on the Time Sheet page, in order for the employee to be paid correctly . They are ORI (orientation) PRF (professional development) NPC (non patient care) and CBW (Call back worked). Without a clock in or out the employee will not be paid if only the TRC is entered.*

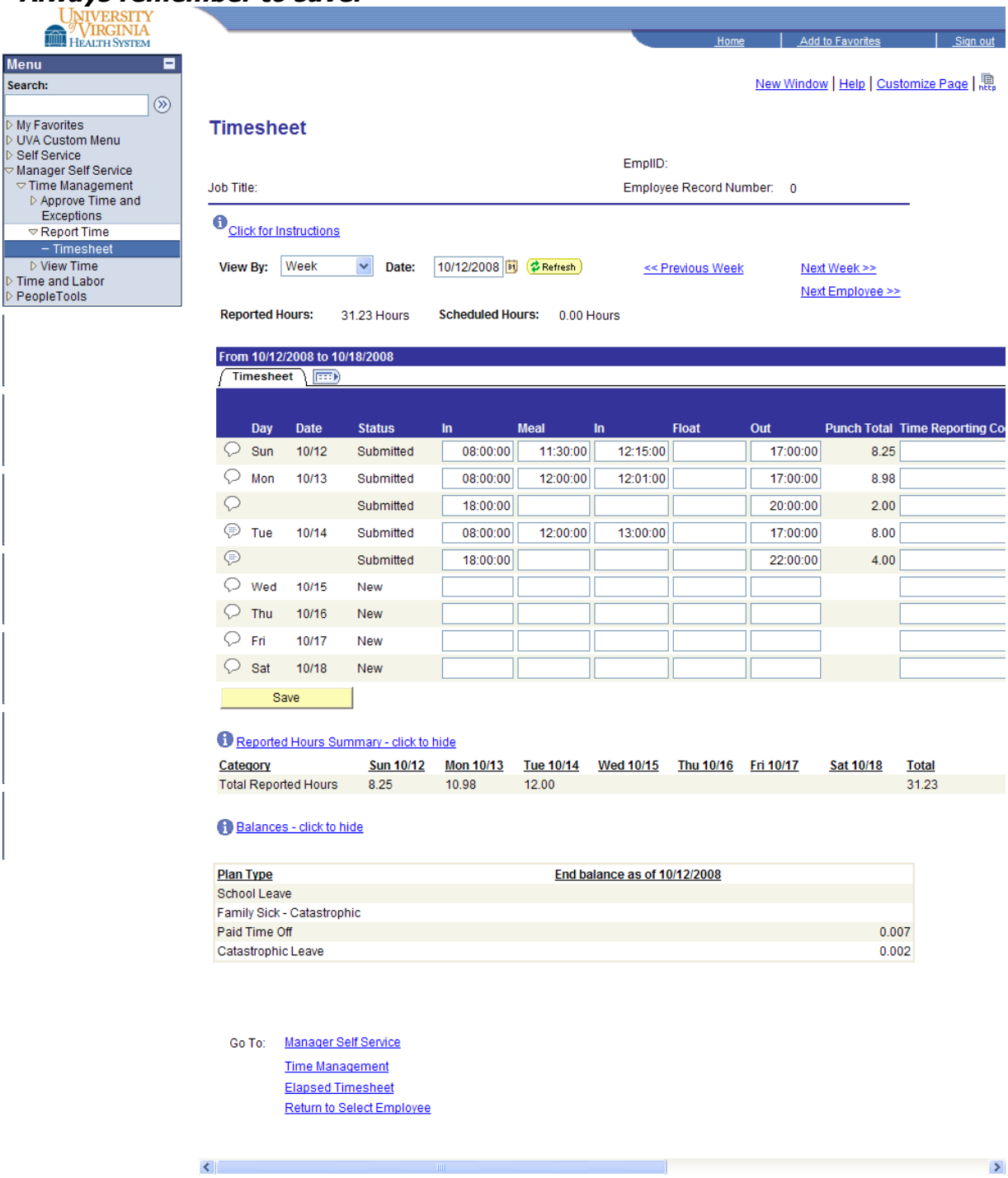
Also remember when entering the TRC if you're entering it on the Time Sheet page, you will have to insert a row and enter the TRC on a seperate line that does not have a clocking transaction or the system will not process it.

If you have Salaried non clocking employee then you have to enter their TRC code on the Elapsed Page only as they do not clock in or out.

Report Time

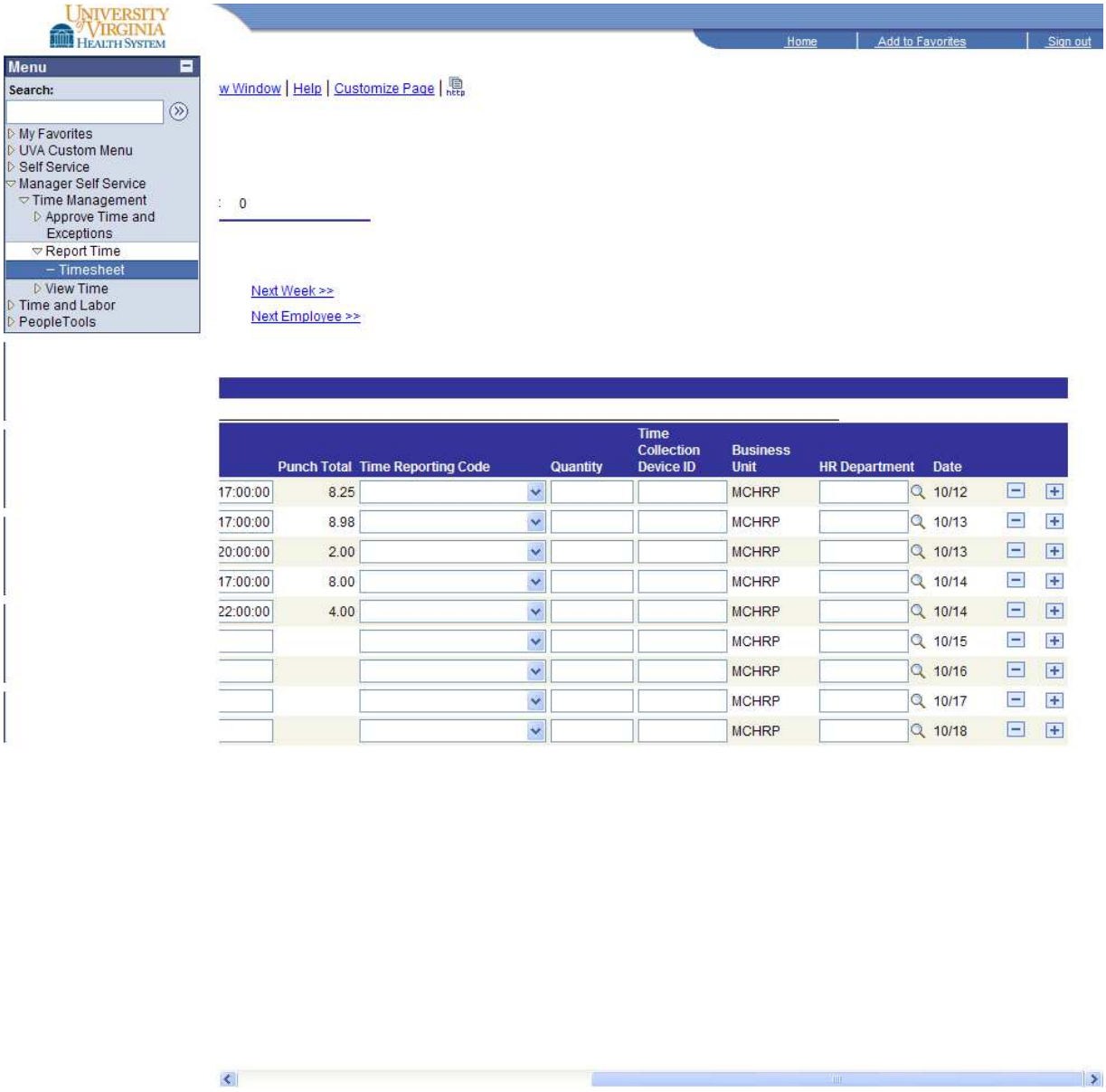
Step 3 (for punch time, left side of screen)
If you need to add a line, select the "+" push button or if you are deleting a line, select the "-" push button at the far right of the page

****Always remember to save.***



Report Time

Step 3 (for punch time, right side of screen)

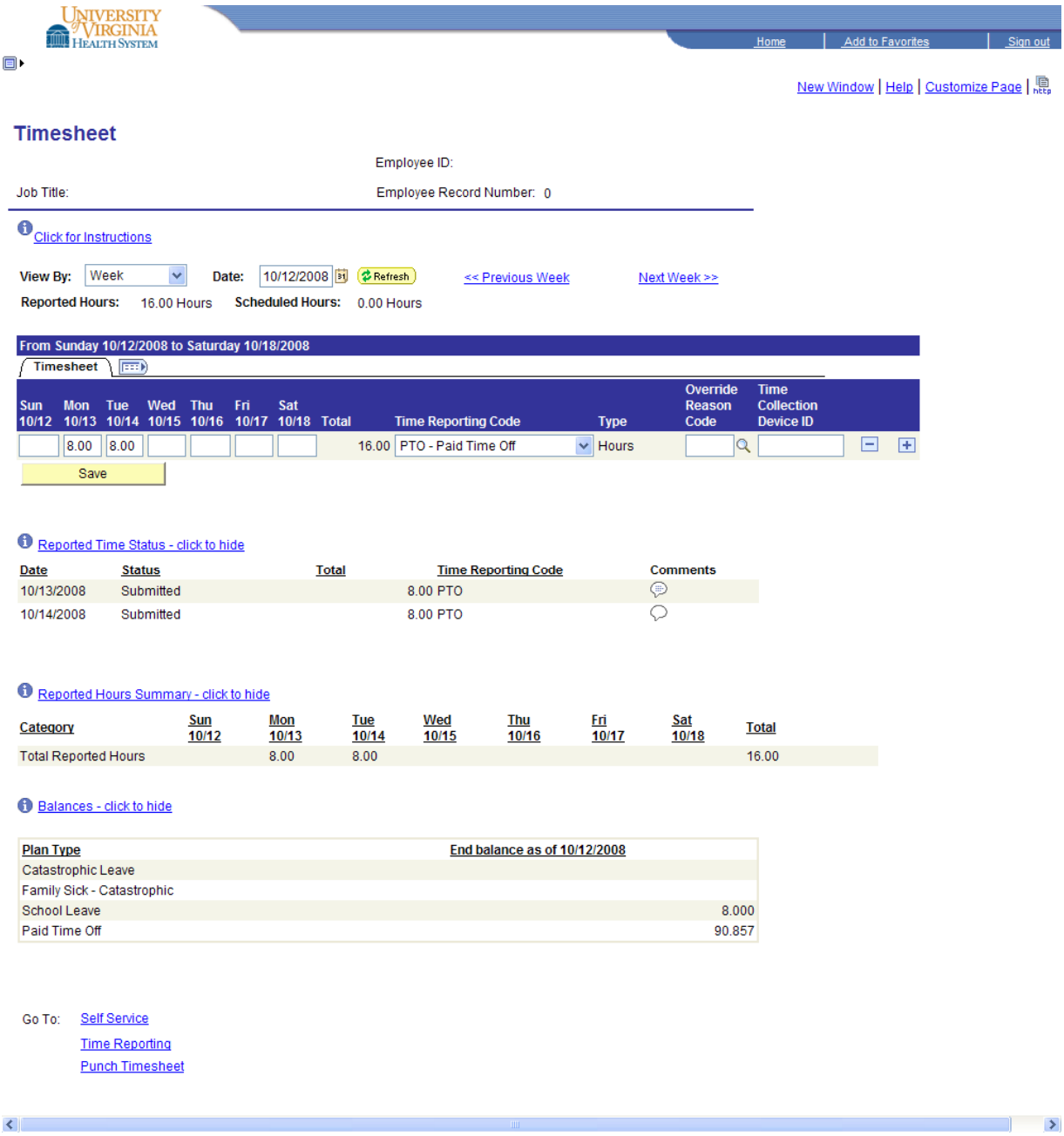


Report Time

Step 3 (for entered time)

If you need to add a line, select the "+" push button at the far right of the page.
If you are deleting a line, select the "-" push button at the far right of the page.
Comments may be added for each line after a line is saved, by clicking on the balloon on the far right of each line under "Reported Time Status".

****Always remember to save.***

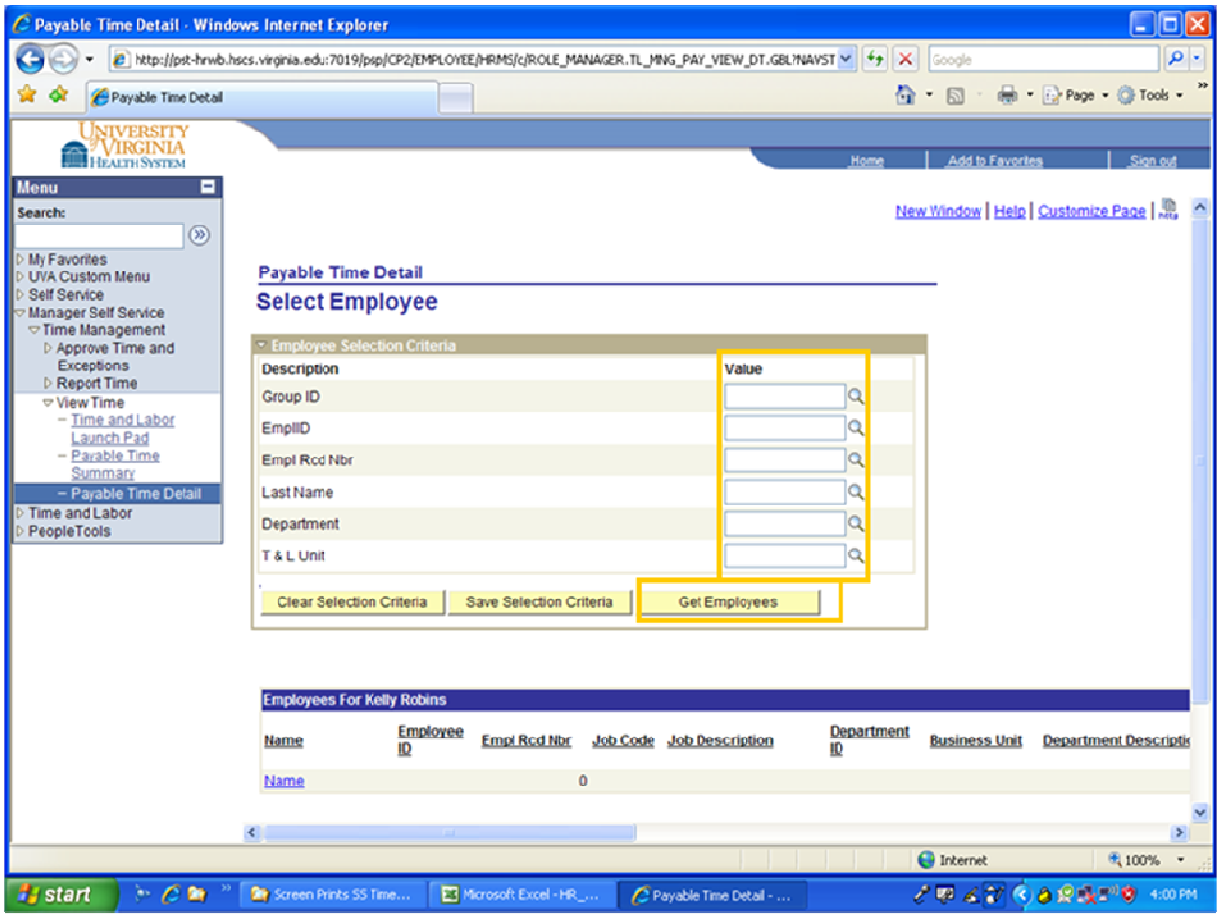


Payable Time Summary

Used to view status of payable time.

To navigate:
Home
Manager Self Service
View Time
Payable Time Summary

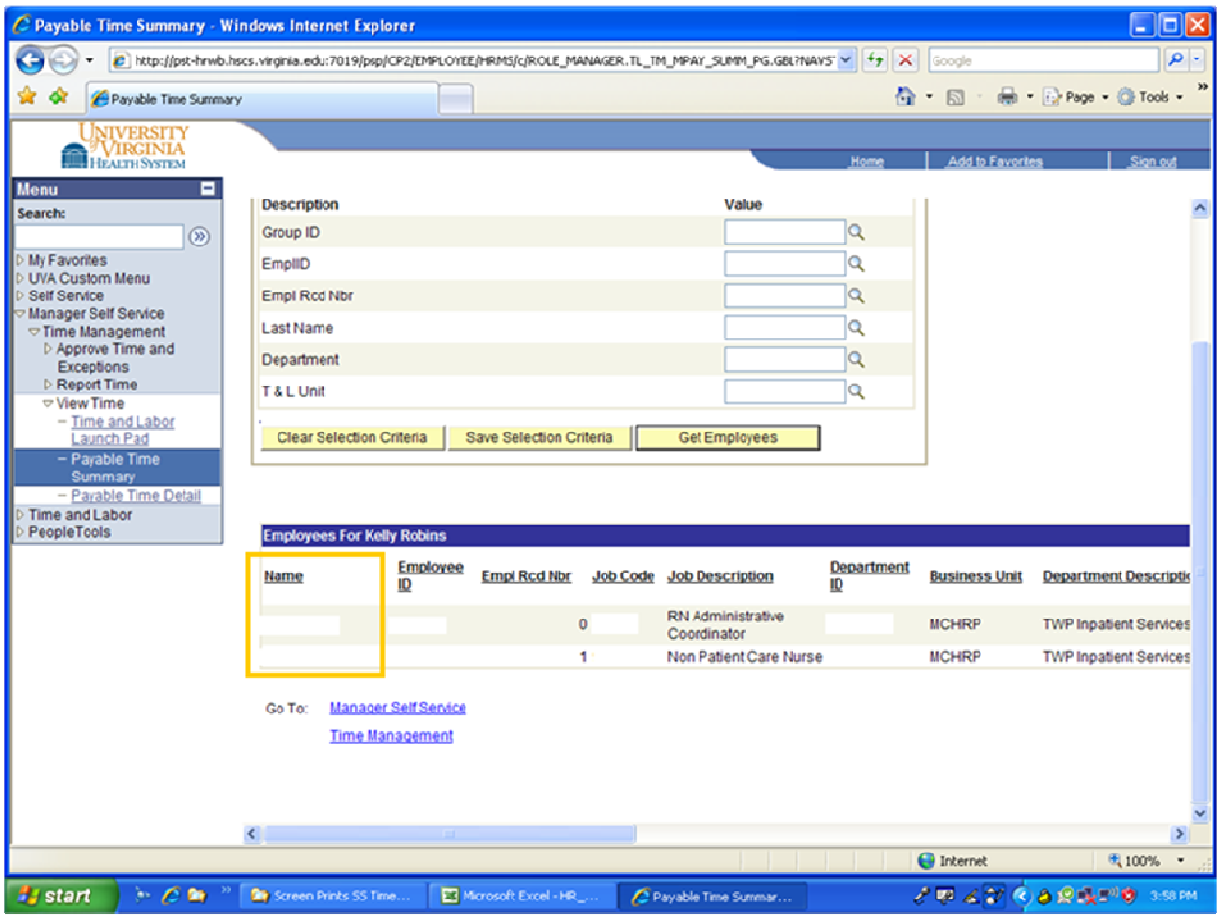
Step 1
Enter applicable search criteria (Group ID/Employee ID)
Click on "Get Employees"



Payable Time Summary

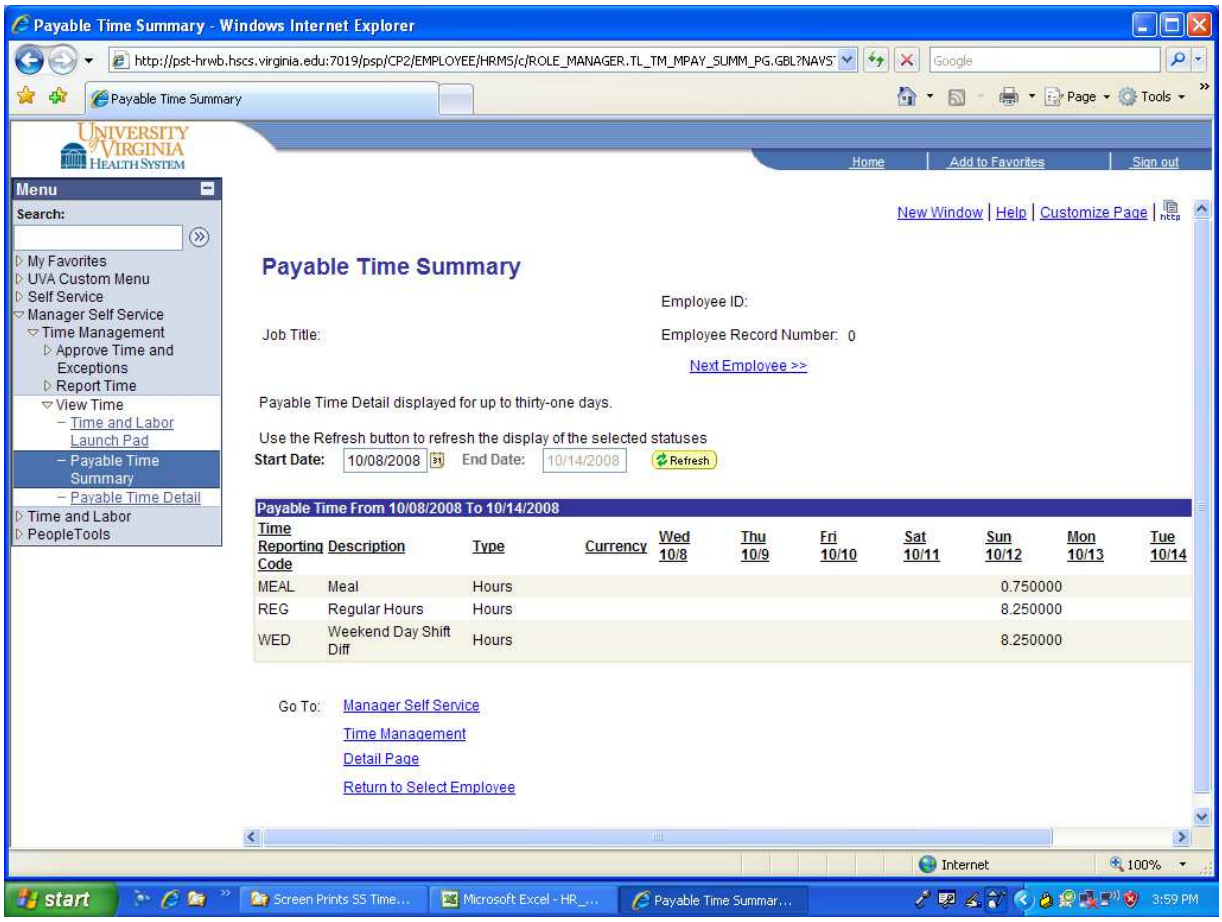
Step 2:

When the page returns, click on the employee link to view their time calendar.



Payable Time Summary

Step 3:
Example of viewing "Payable Time Summary"

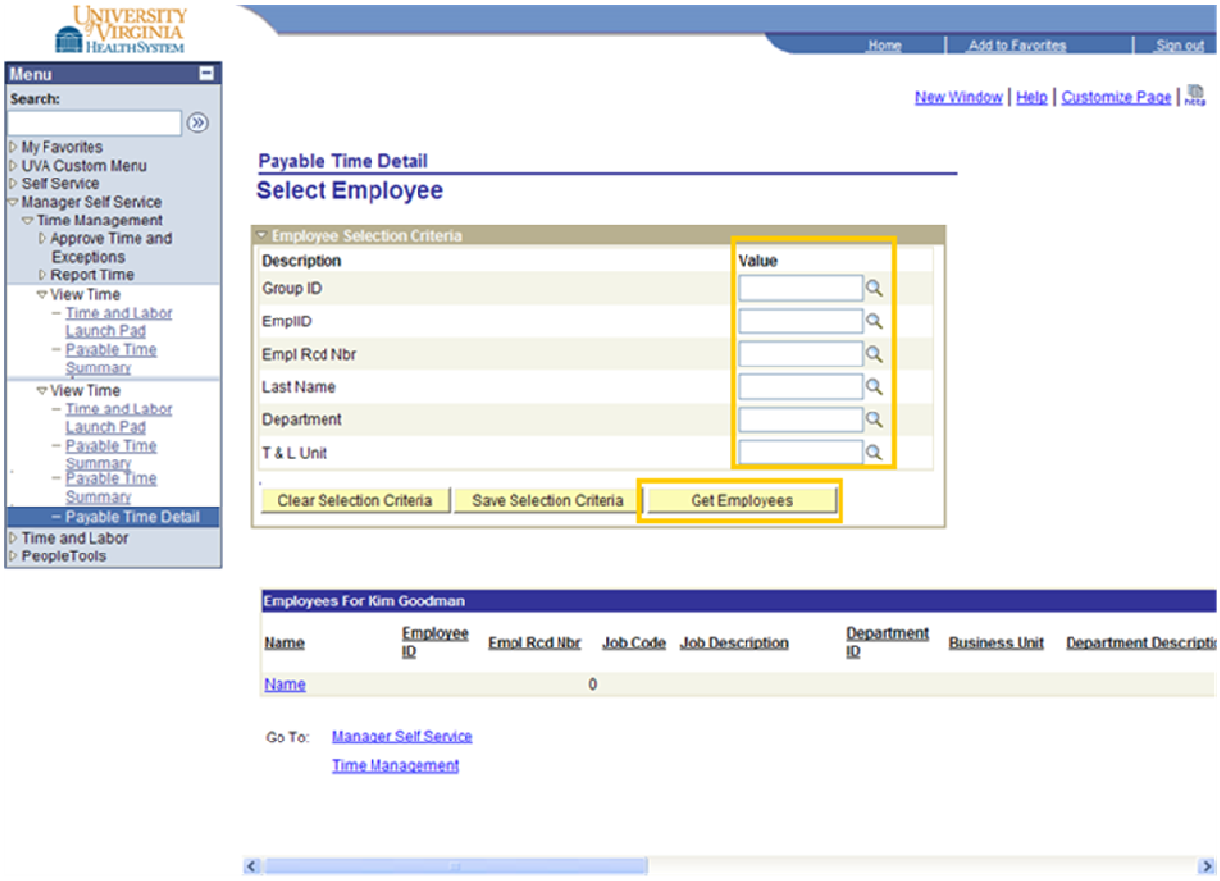


Payable Time Detail

Used to review actual detail of time.

To navigate:
Home
Manager Self Service
View Time
Payable Time Detail

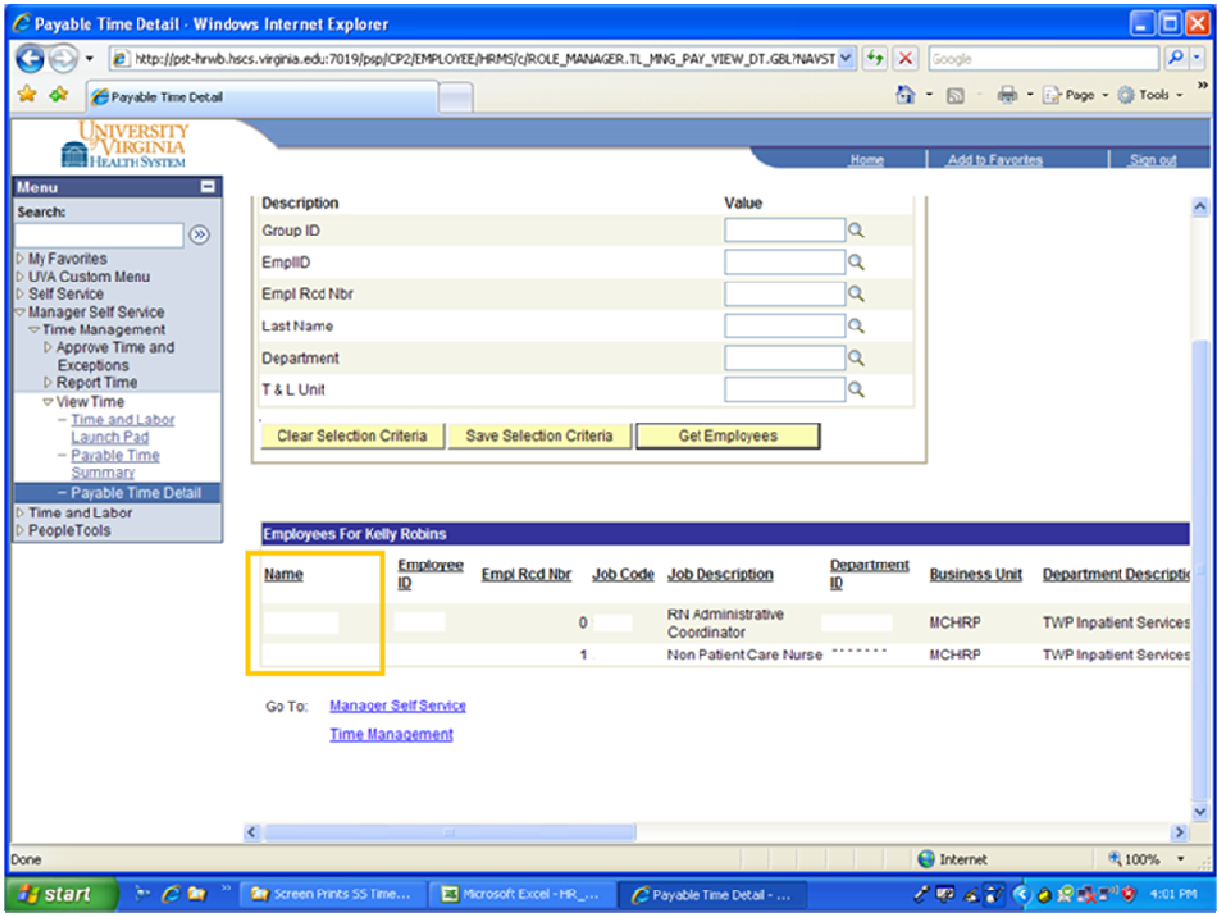
Step 1
Enter applicable search criteria (Group ID/Employee ID)
Click on "Get Employees"



Payable Time Detail

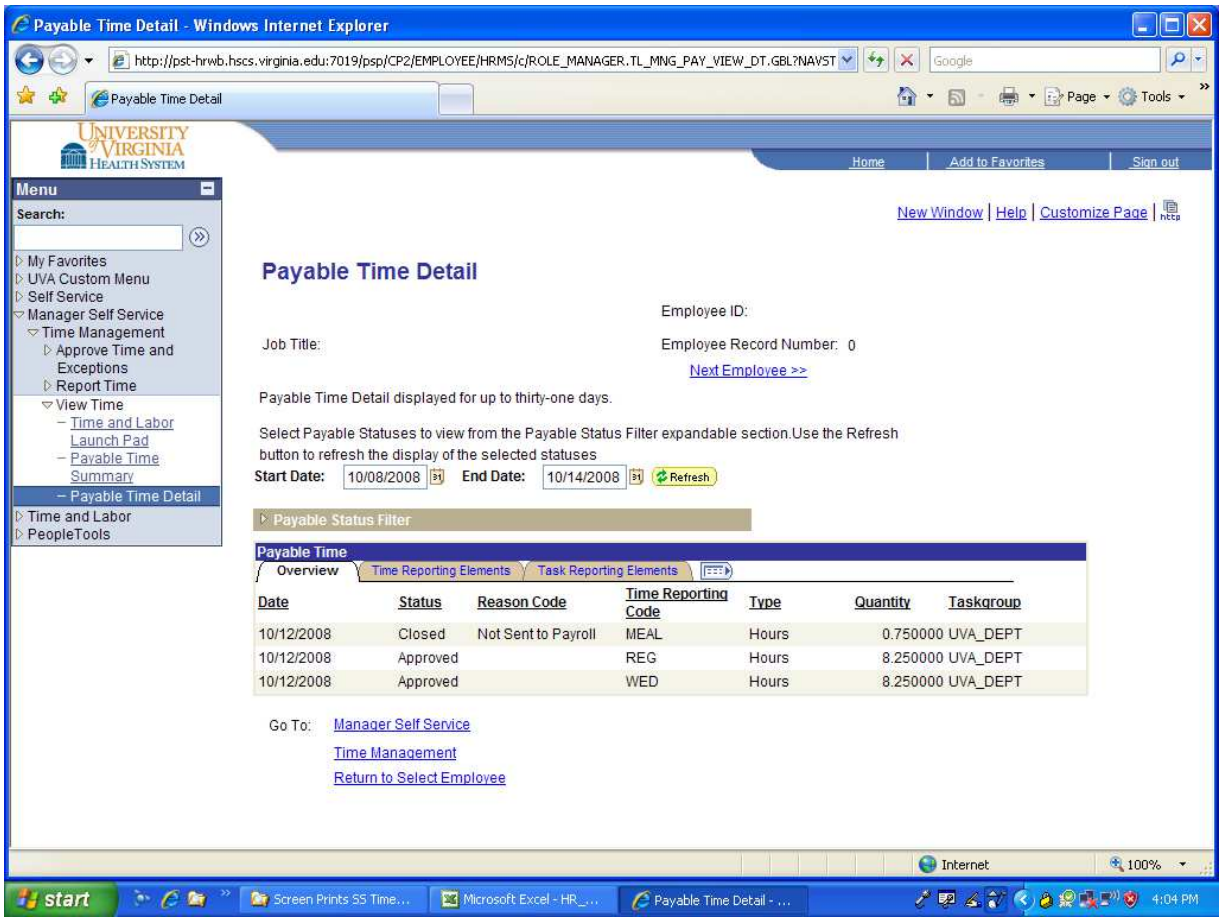
Step 2:

When the page returns, click on the employee "Job Description" link to view the employee's "Payable Time Detail".



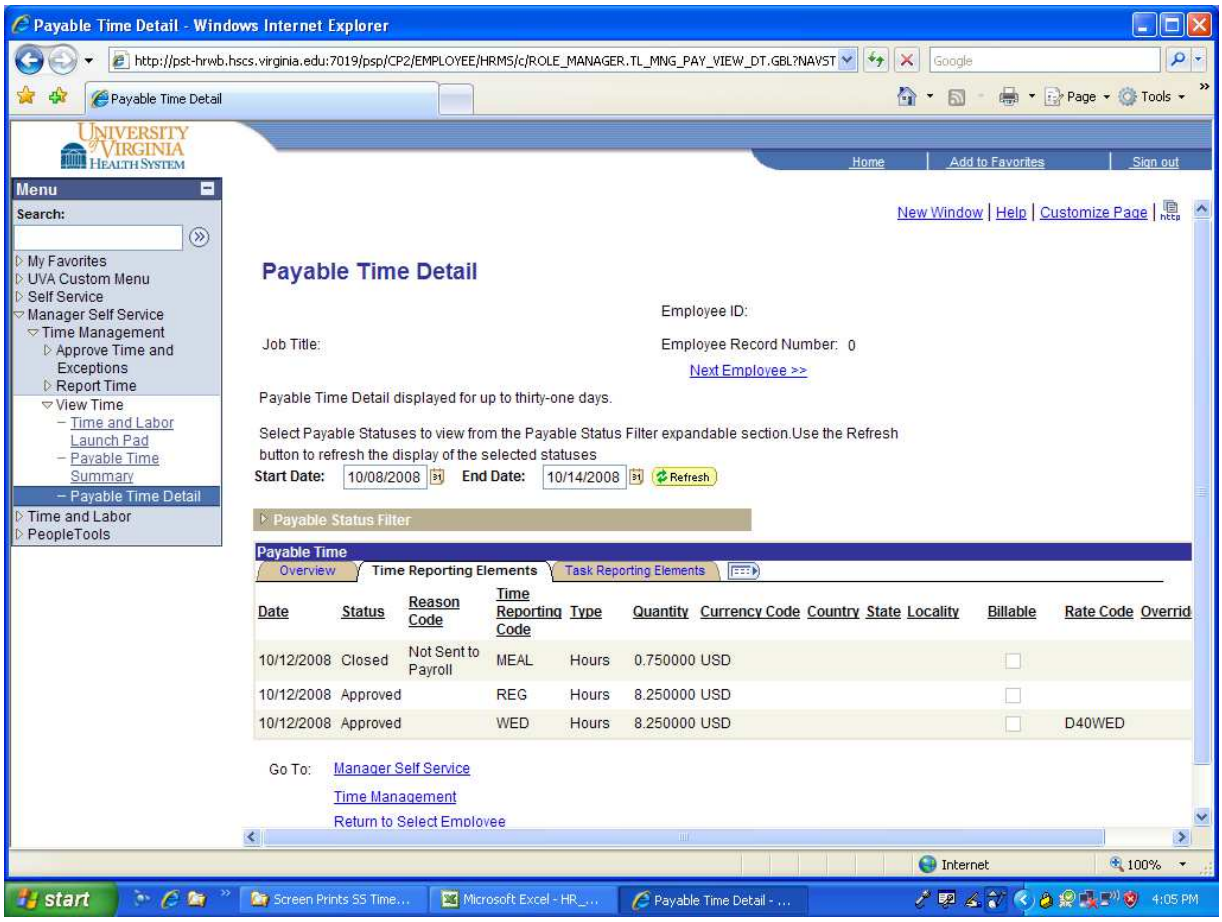
Payable Time Detail

Step 3a:
Example of viewing "Payable Time Detail - Overview".



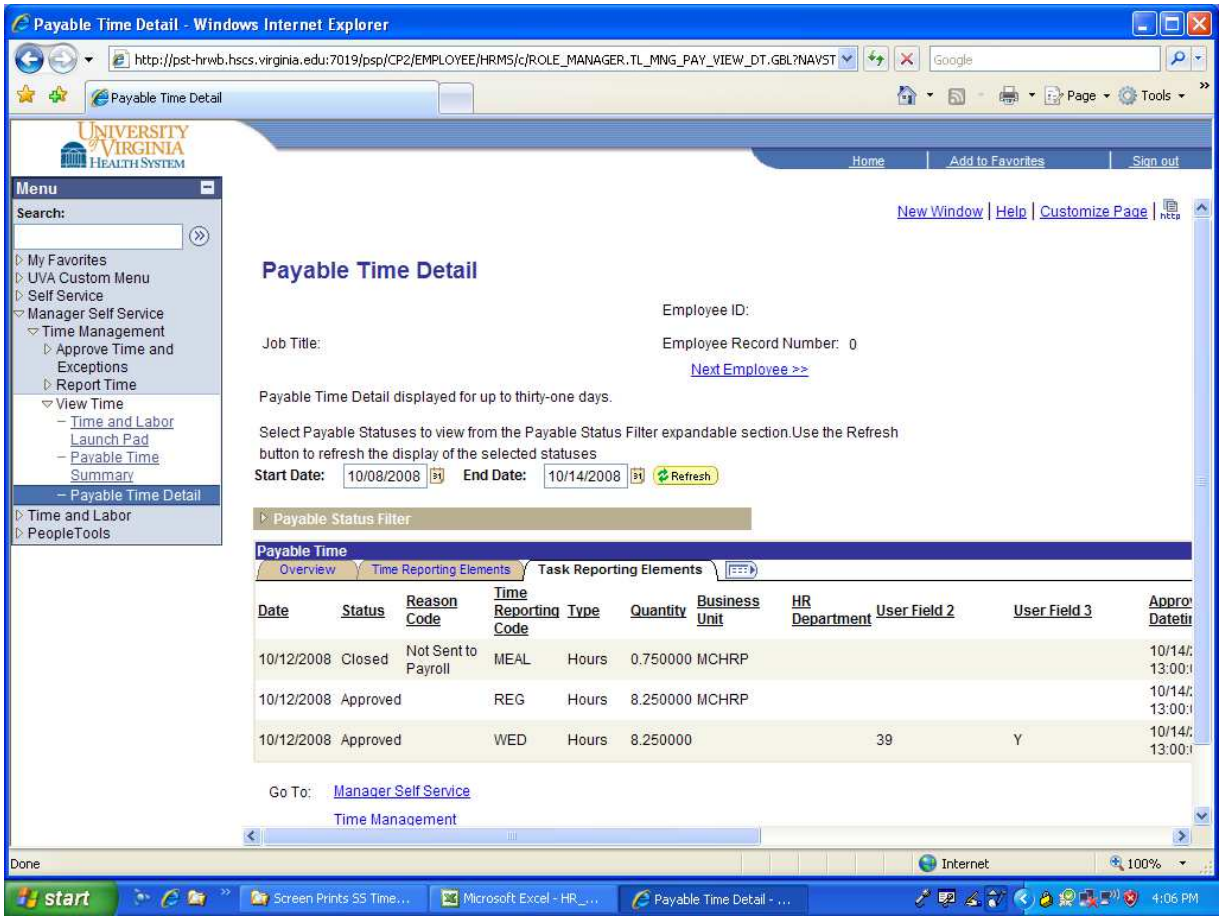
Payable Time Detail

Step 3b:
Example of viewing "Payable Time Detail - Time Reporting Elements".



Payable Time Detail

Step 3c:
Example of viewing "Payable Time Detail - Task Reporting Elements".



Managing Exceptions

EXCEPTION OVERVIEW

Exceptions are generated when time is reported and either an element about the time is incorrect, or the time does not comply with a rule that has been defined. Exceptions are generated by either the Submit time process, when validation rules are invoked, or, by running the Time Administration process when rules are applied. All exceptions need to be reviewed in order for the system to process the time. The timekeeper/manager must either resolve or allow the exception.

RESOLVING EXCEPTIONS

Exceptions with a severity level of Medium or High must be resolved or allowed, or the reported time associated with the exception will not become payable time, i.e., will not be paid to the employee.

If a **Medium** or **High** exception is not resolved or allowed, it remains in the Exceptions Table and time will not become payable time. Exceptions with a severity level of low will become payable time and will also remain in the exception table until the time is resolved or allowed.

The Manage Exceptions pages allow you to either resolve or allow the exceptions. Exceptions can also be resolved on the Weekly Elapsed Time or the Weekly Punch Time.

EXCEPTION STATUS

Four states for the Exception statuses are:

- **Unresolved** (When an exception is created, the status of the exception is Unresolved)
- **Resolved** (If the exception condition no longer exists, then the status will be switched to resolved.
- **Allowed**
- **Changed Since Allowed**

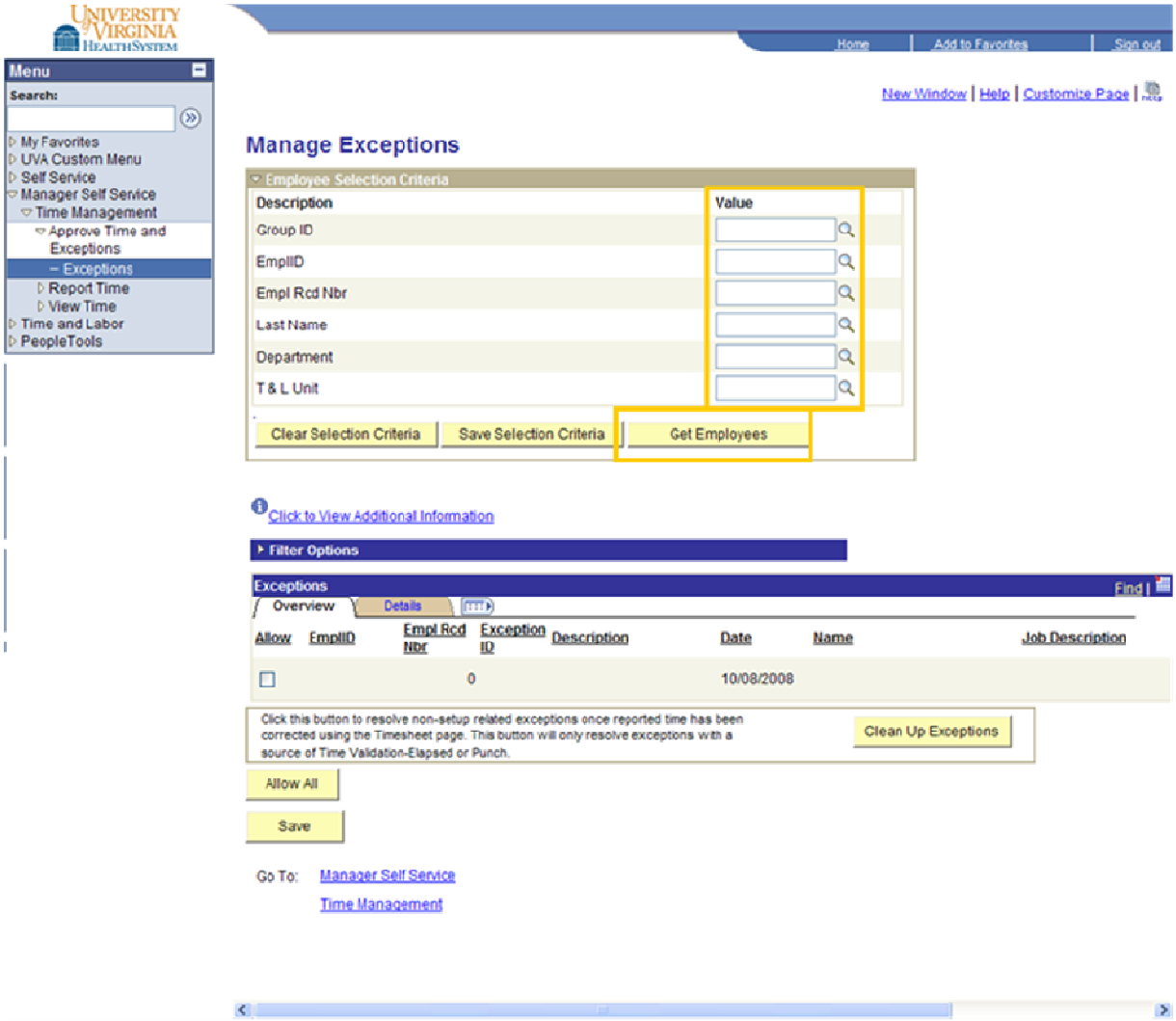
Note*
We would like to suggest that you check exceptions throughout the bi-weekly reporting period.

Manage Time Exceptions

Used to access and view individual employees exceptions.

To navigate:
Home
Manager Self Service
Approve Time and Exceptions
Exceptions

Step 1
Enter applicable search criteria
Click on "Get Employees"

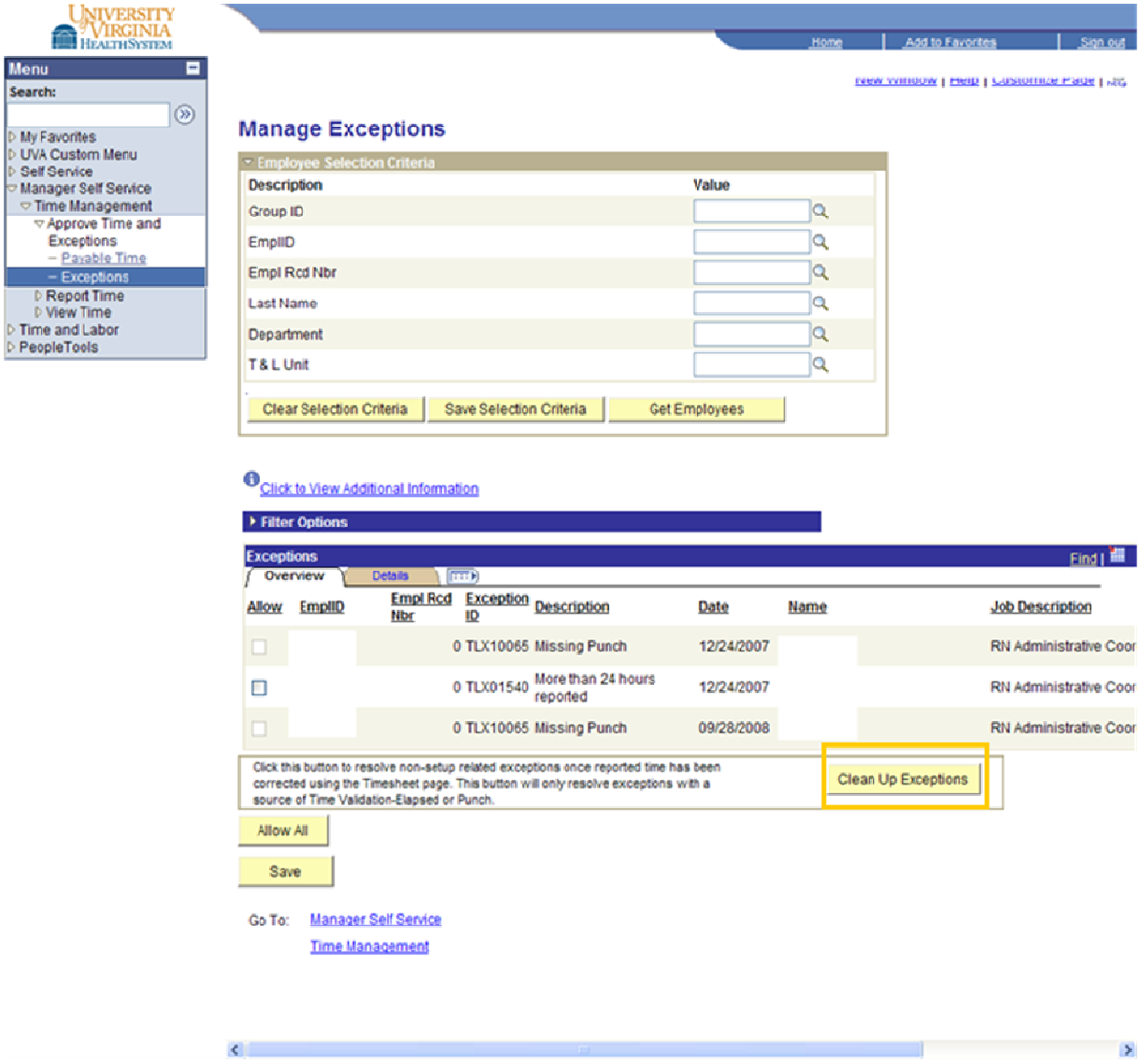


Manage Time Exceptions

Step 2a

Exceptions will be displayed

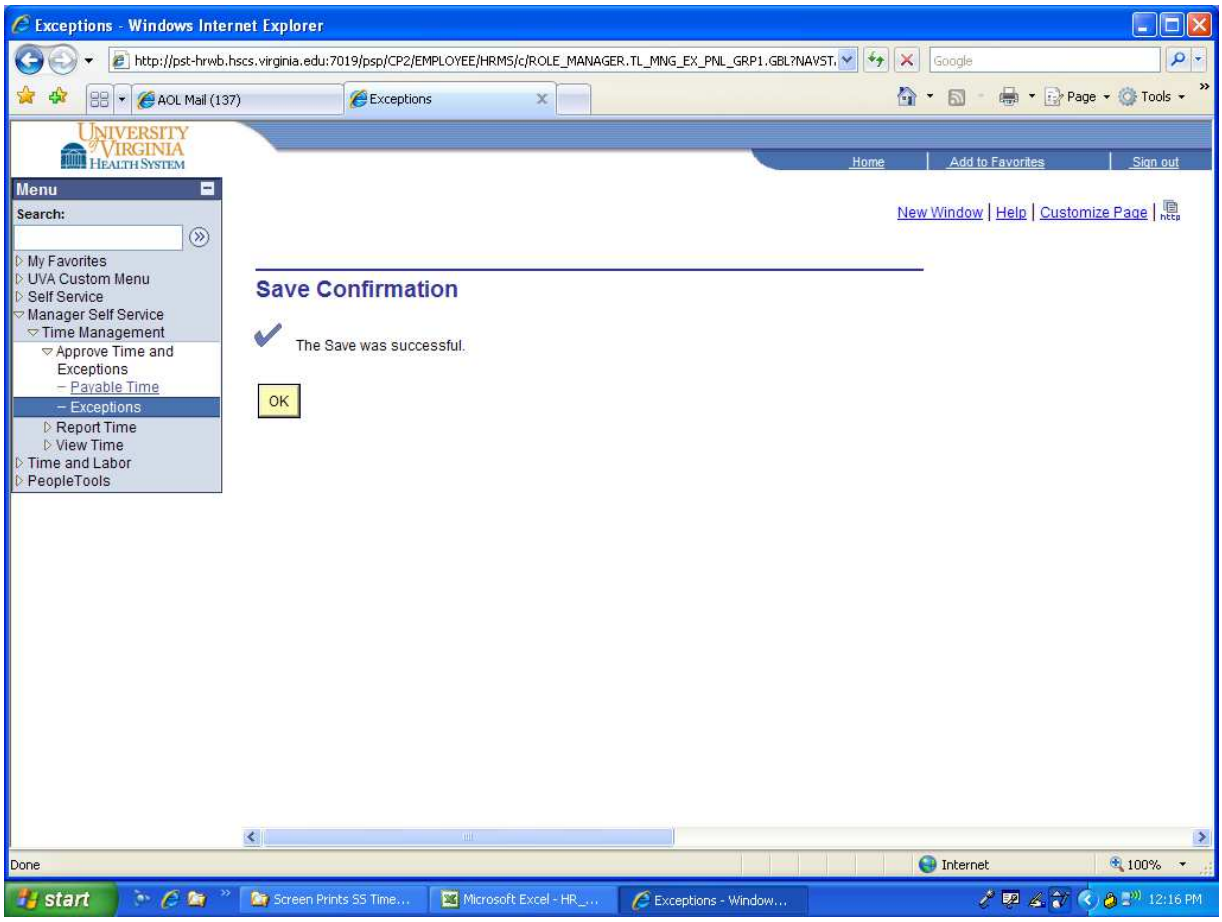
To clean up exceptions, click on "Clean Up Exceptions"



Manage Time Exceptions

Step 2b

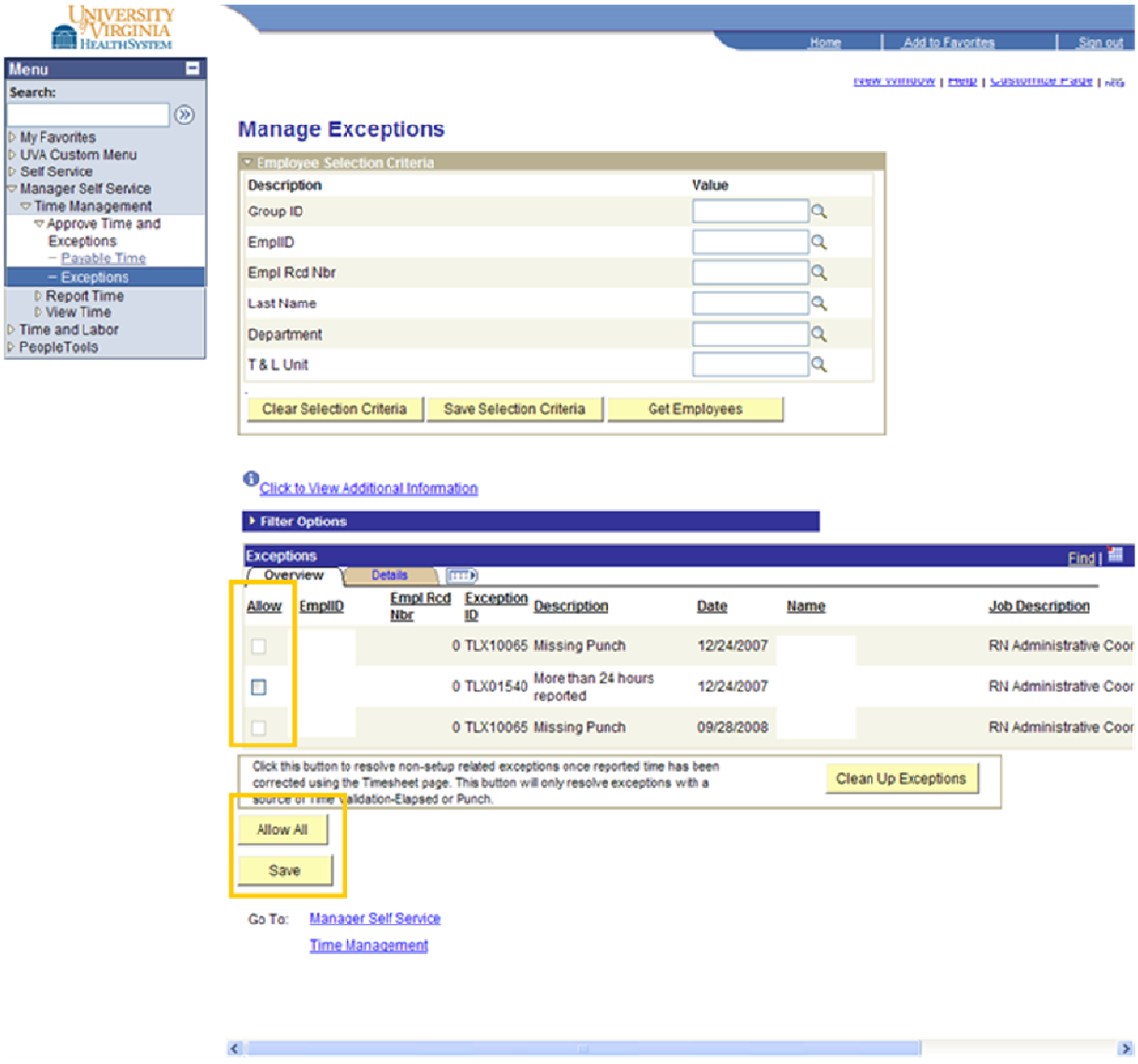
Message displaying exceptions cleared



Manage Time Exceptions

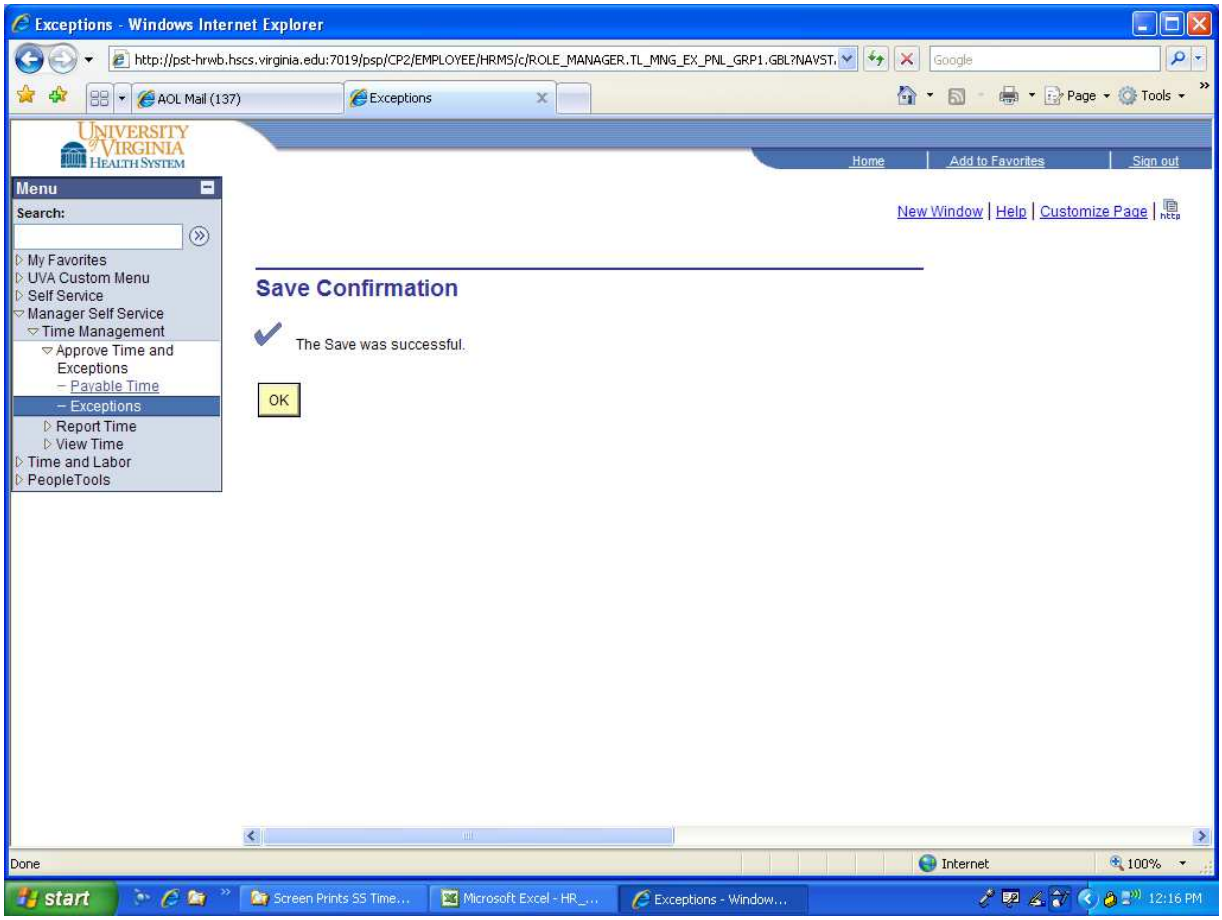
Step 3a

Allowing of Exceptions
Click the highlighted "Allow" box or "Allow All" button
Click the "Save" button.



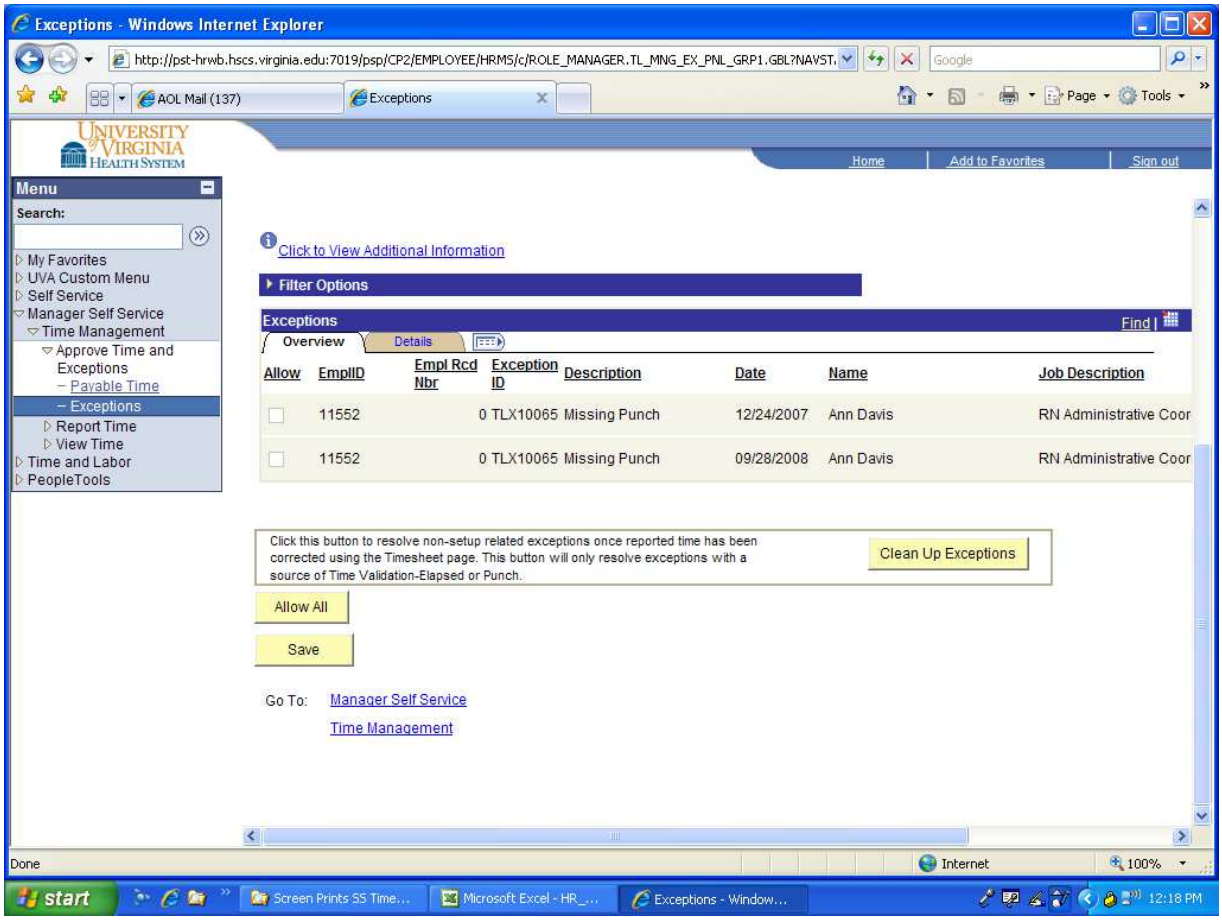
Manage Time Exceptions

Step 3b
Save Confirmation



Manage Time Exceptions

Step 3c
Allowed exception cleared.



Time And Labor Approval

Reported time can only be approved by a Manager or Supervisor, it can no longer be approved by a timekeeper unless that timekeeper is either a manager or a unit or office supervisor.

This is a requirement from our Audit department and there will be no exceptions to this policy.

The timekeeper will be able to see the approval status so that they are able to communicate to the manager or supervisor that the time needs to be approved.

If the Manager or Supervisor is off and can not approve the payroll on line, they will have to submit a hard copy approval which is located on our payroll website
http://www.healthsystem.virginia.edu/intranet/payroll/ **and fax it to the payroll office at 243-6095.**

Approving Time

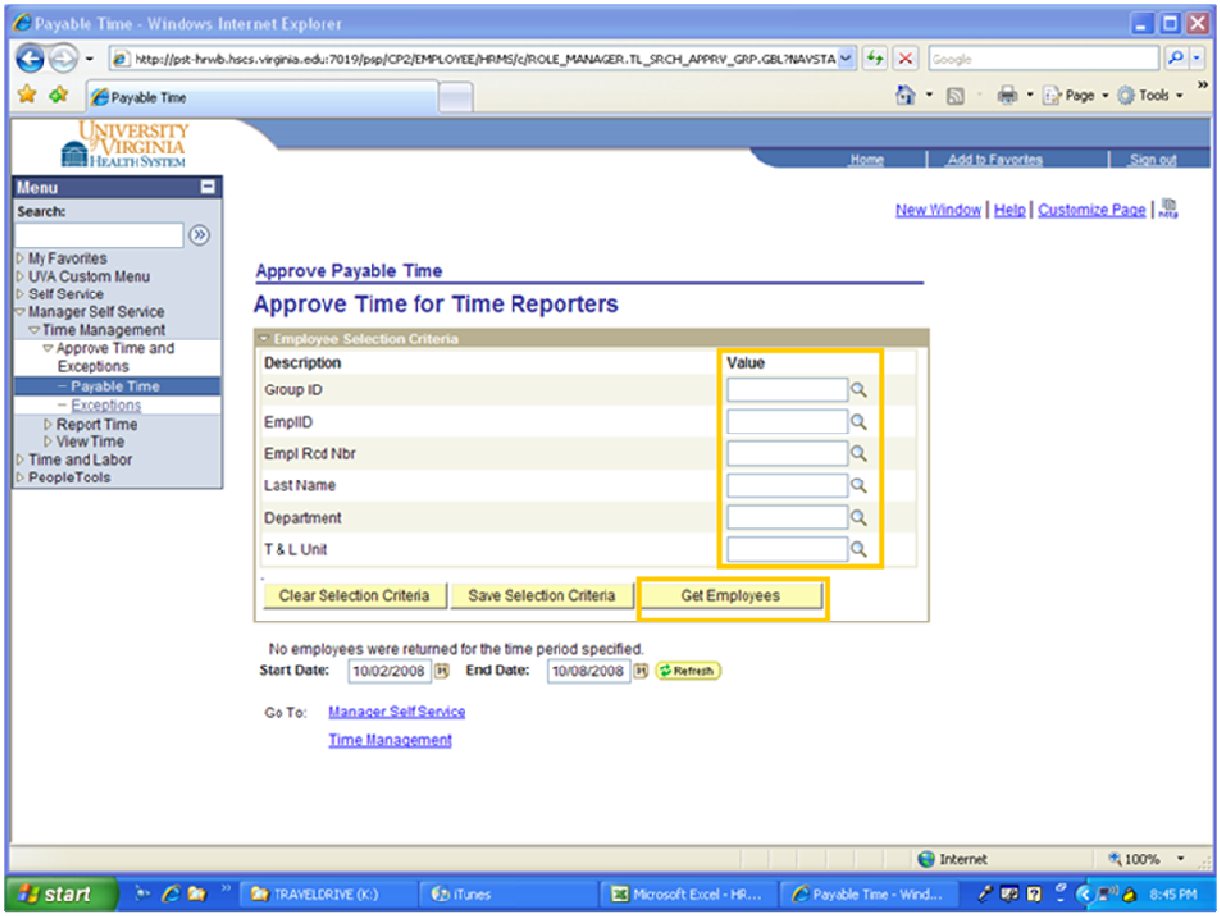
Payable time can be viewed and approved on either one employee or the entire group of employees. ***Approvals must be submitted on line no later than noon on Payroll Monday.***

APPROVE PAYABLE TIME

Used to approve time.

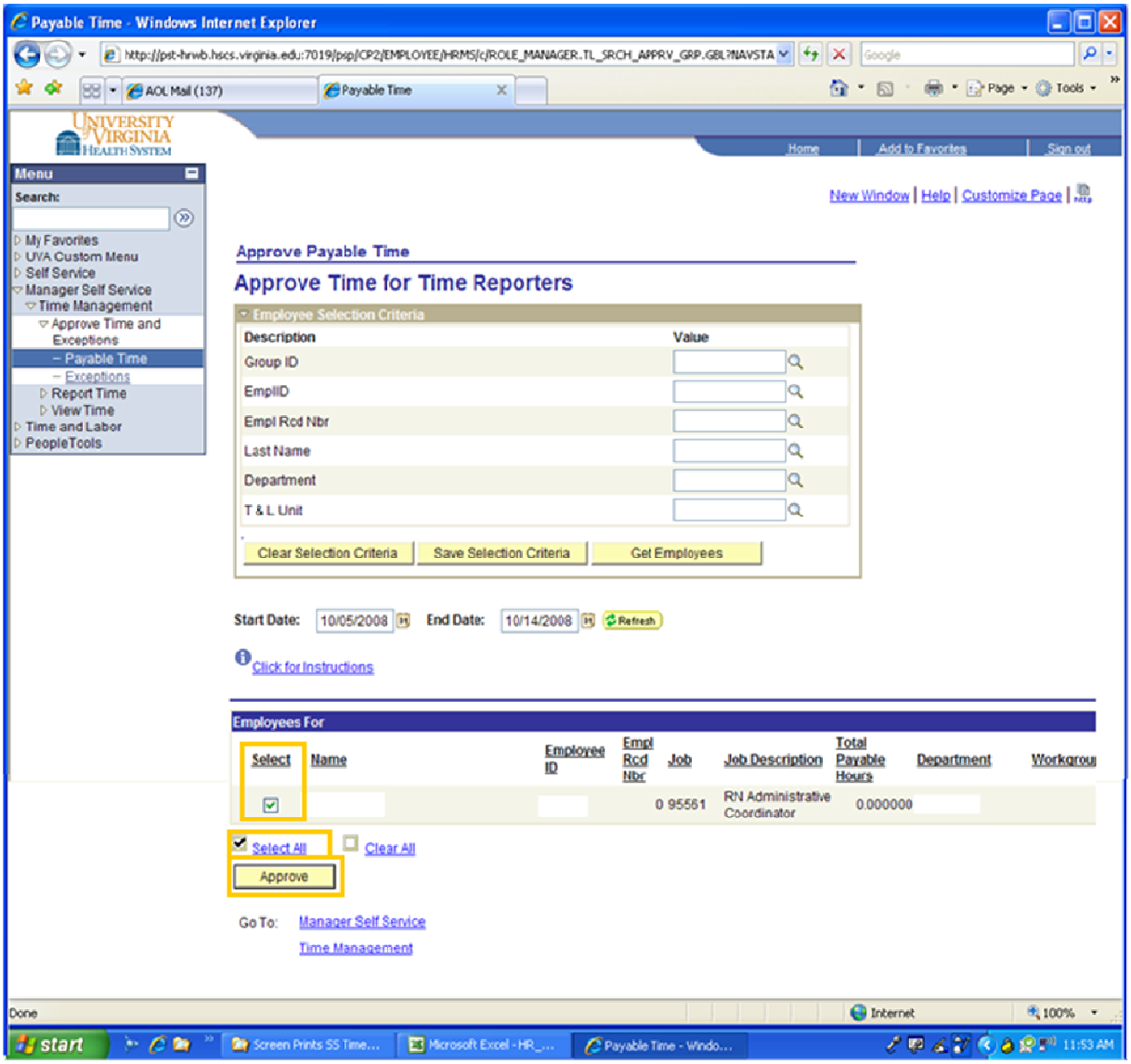
To navigate:
Home
Manager Self Service
Approve Time and Exceptions
Payable Time

Step 1
Enter applicable search criteria
Click on "Get Employees"



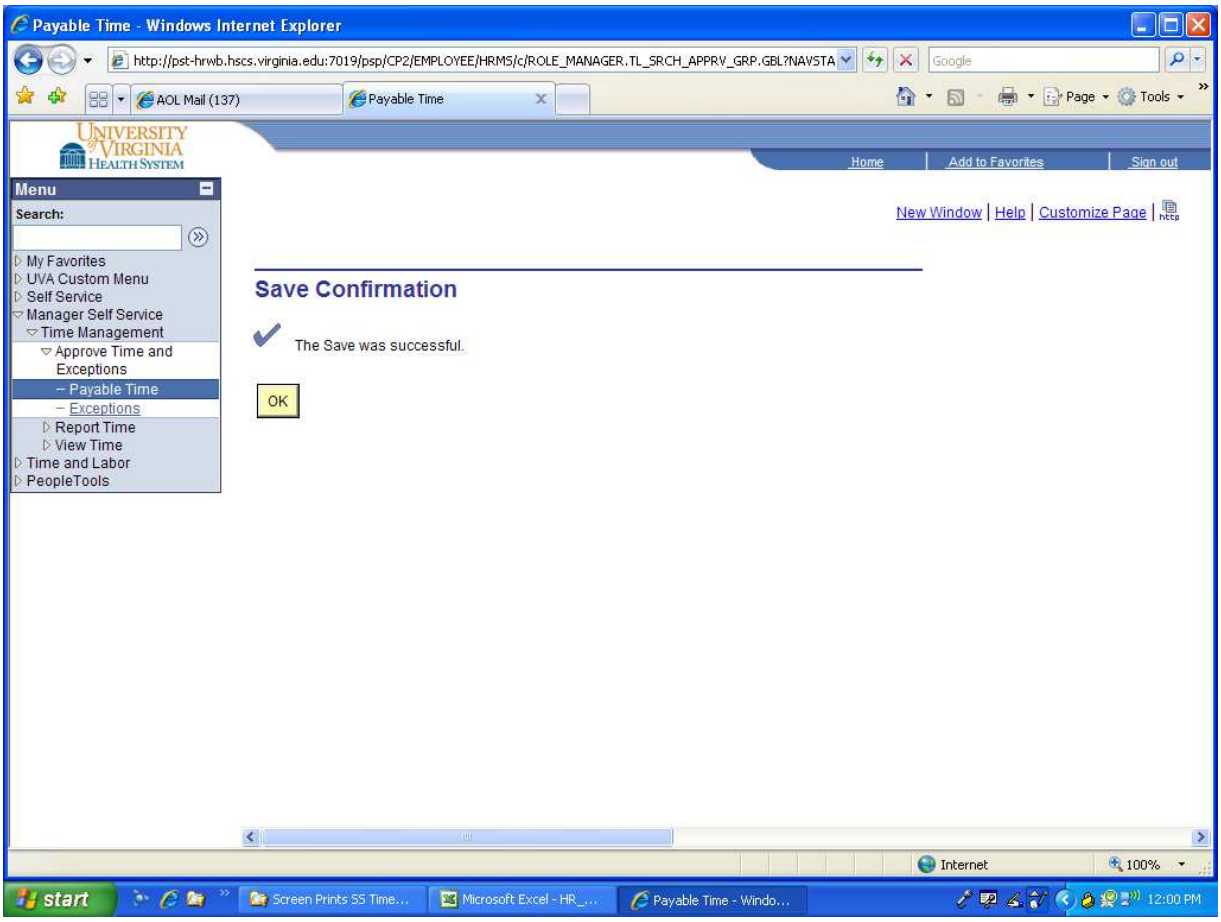
Approve Payable Time

Step 2
Select individual entries or select all.
Click on "Approve"



Approve Payable Time

Step 3
Save Confirmation



Skip A Meal

Employees are no longer allowed to clock a skip a meal, this can only be entered by a timekeeper or manager/supervisor.

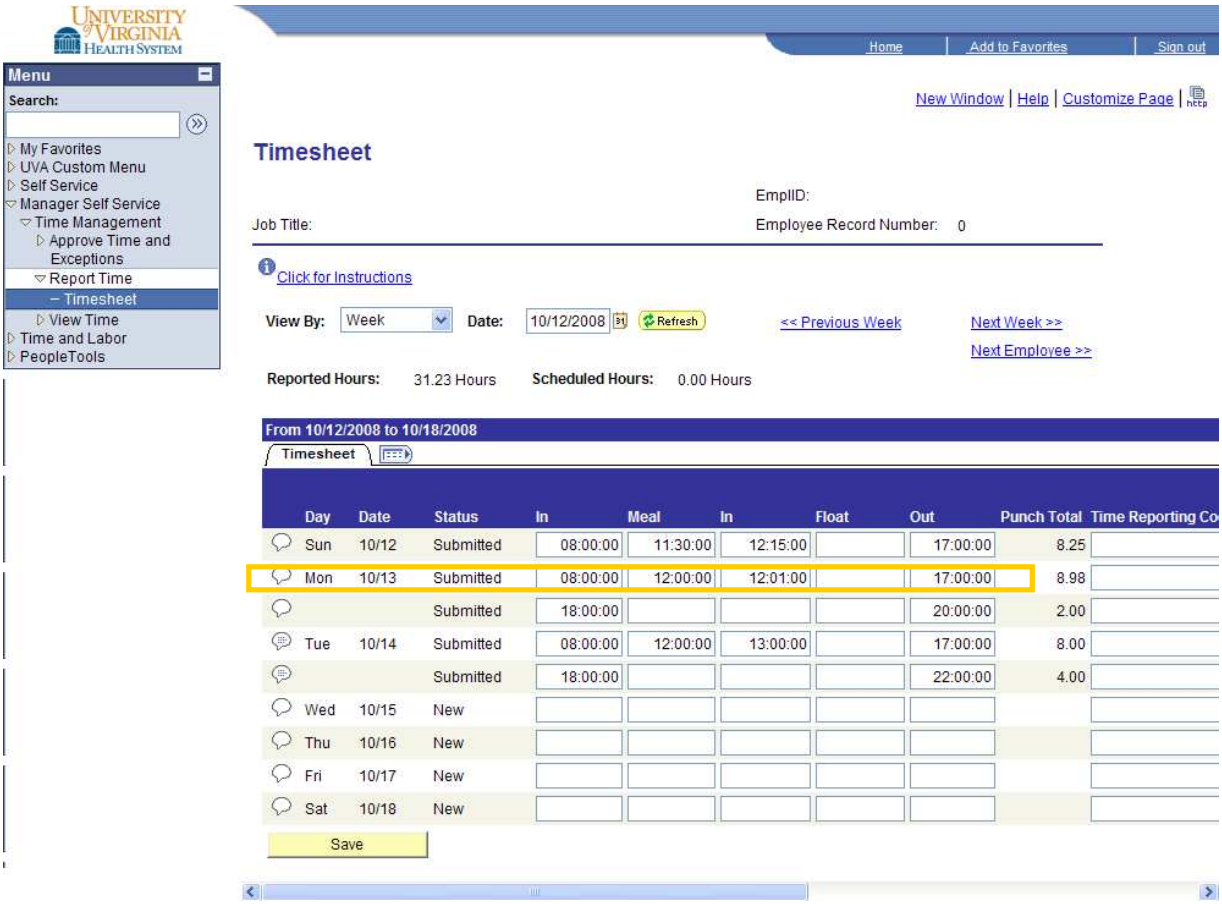
The timekeeper must get approval from their supervisor or manager before entering a skip a meal for an employee. They should never enter a skip a meal on the employees say so. They must make sure the manager or supervisor has approved it.

If an employee clocks in and out for their shift and due to some unforeseen circumstances and are unable to take a meal break, their timekeeper or supervisor would need to enter it.

Follow these steps to enter a skip a meal:

1. Go to the timesheet under Report Time and locate the date.
2. Enter the time under the "Meal" column.
3. In the next column under "In", enter the time one minute apart
4. Save

Make sure you always hit save after entering a transaction.



Entering On Call Time

On call time can not be entered by the employee, it must be entered as elapsed time by the timekeeper or manager/supervisor.

There are two methods of entering on call time. It can be entered as "ONC" or "OCT".

ONC

"ONC" is used to place an employee on call for a 24-hour period only. If you use the code "ONC" and place an employee on call for a 24 hour period and the employee clocks time within that period, the on call time is reduced by the number of hours worked. No further entries are required by the timekeeper.

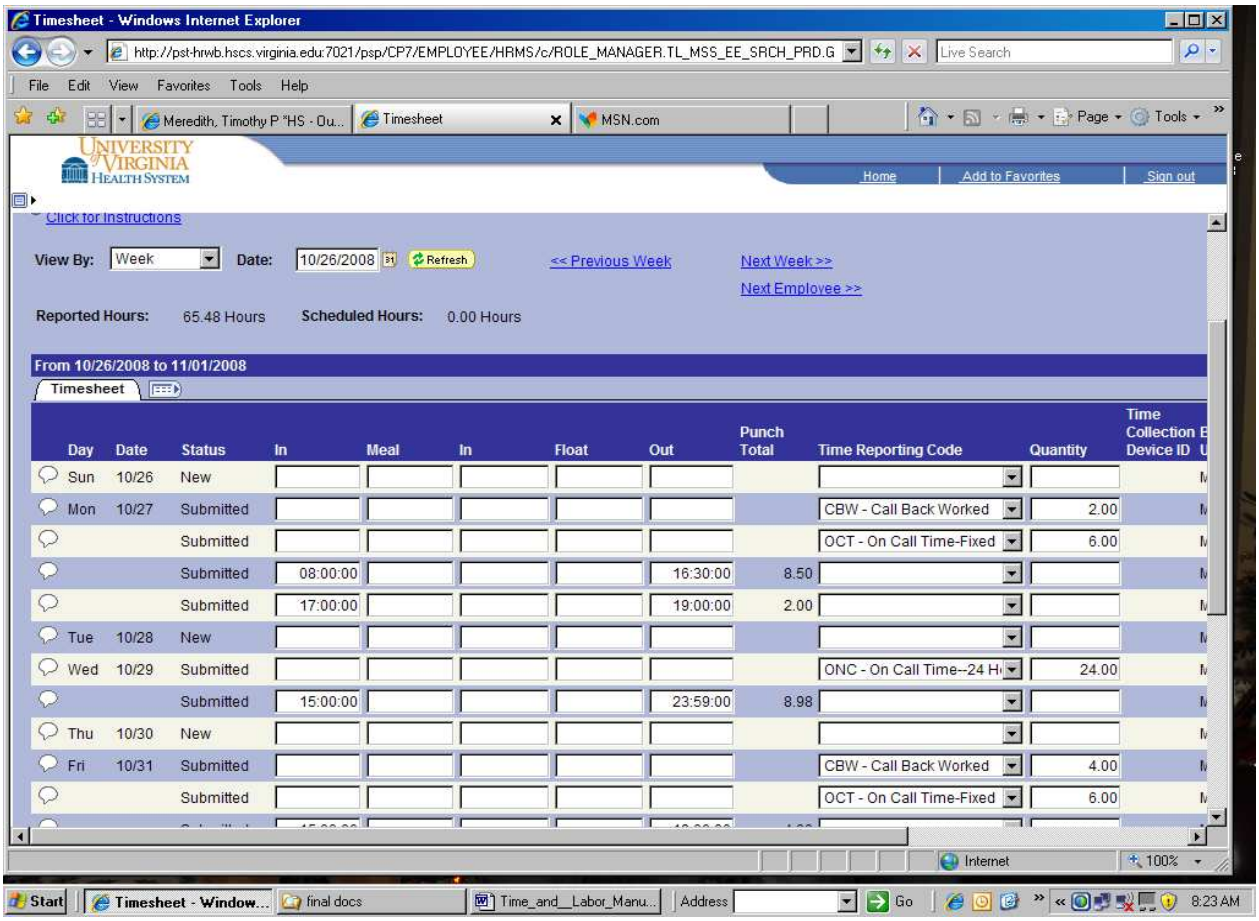
Example: If you placed an employee on call with the on call code of "ONC" for Monday 1/3/05 and they clocked in from 08:00-16:30 on 1/3/05 (8 hours), then the on call time would be reduced by 8 hours and the employee would have 16 hours of on call pay and 8 hours of regular pay for that day.

OCT

"OCT" is used to place an employee on call for shorter blocks of time and it **does not reduce the on call hours** if an employee clocks in while on call. The reduction of hours must be done manually. To place an employee on call for 8 hours, you would enter 8 hours for that day on the elapsed time page, go to the drop down box and select the code "OCT". If you use the code "OCT" and placed the employee on call on 1/3/05 from 08:00-16:30 and the employee was called in and worked from 10:00-16:00 (6 hours) on that same day, you would have to change the number of "OCT" hours for that day from 8 hours to 2 hours.

Example: *on 10/27/08 from 08:00-16:30 and then clocked them in from 17:00-19:00 for 2 hours and also entered 2 hours CBW on the elapsed page. The employee was on call from 17:00-23:00 for 6 hours of on call OCT. (now the time keeper should reduce the 6 hours of OCT to 4 hours of OCT less the 2 hours of time worked because the system will not.*

On 10/29/08 I clocked the employee in from 15:00-23:59 and placed them on 24 hours of call ONC the system will reduce the call less the hours worked.



Shift Differential

An employee must work 4 or more hours in the shift to qualify for differential.

Week Day Shift:

Monday through Friday, 07:00-15:30 or 07:00-19:30, no differential paid.
If an employee is scheduled for an 8 hour day shift, but works 07:00-19:30, *no differential is paid from 15:30-19:30*.

Weekend Day Shift:

Saturday and Sunday, 07:00-15:30 or 07:00-19:30, shift differential would be paid for all hours worked.

Week Day Evenings:

Monday through Friday, 15:00-23:30, or 11:00-23:30, differential would be paid for all hours beginning at or after 15:00, based on the majority rule. No differential is paid between 11:00 and 15:00 during the week.
A split shift from 11:00-19:30, 4 hours of differential would be paid for hours worked from 15:00 to 19:30.

Week End Evenings:

Saturday and Sunday, 15:00-23:30 or 11:00-23:30, all hours would be paid at the weekend evening rate.
A split shift from11:00-19:30 would be paid at weekend evening rate.

Week End Night Shift:

Weekend nights are Friday and Saturday only, beginning at 19:00 on Friday and ending at 09:00 Sunday morning. 19:00-07:30 for a 12 hour night shift and 23:00-07:30 for an 8 hour night shift.

Weekday Nights:

Weekday nights for differential purposes only, begins at 19:00 hours on Sunday and ends at 09:00 hours on Friday morning. If an employee clocks in on Sunday beginning at 19:00 it's considered a weekday, thus 19:00-23:30 on Sunday would be considered weekday evening, and 19:00-07:30 or 23:00-07:30 a weekday night.

Shift Differential

Differential Examples

Weekday	Weekend
07:00-15:30 – (none)	07:00-15:30 – (8 hour day)
07:00-19:30 – (none)	07:00-19:30 – (12 hour day)
11:00-19:30 – (4 hour eve)	11:00-19:30 – (8 hour eve)
11:00-23:30 – (8 hour eve)	11:00-23:30 – (12 hour eve)
13:00-19:30 – (4 hour eve)	13:00-19:30 – (6 hour eve)

Exempt Employees Reclassified To Non-Exempt In T&L

During the transition to a 40-hour week versus 80-hour pay period when calculating overtime, there may be some employees who work more than 40 hours in one week of the pay period and less than 40 hours in the other week, still totaling 80 hours for the pay period. As a non-exempt employee, they will now earn overtime in the week in excess of 40, but not have enough hours in the second week to meet their standard hours. This will result in PTO hours being pulled to bring them to their standard hours.

In order to prevent PTO hours from being pulled in the "short" weeks, timekeepers can enter the TRC "FLS" – FLSA Leave. This is a non-paying code that is counted toward standard hours. Utilizing this code will prevent PTO hours from being pulled.

FLS should only be used when an employee's scheduled work week is less than their standard hours. Do not use FLS when an employee is short hours in a week due to an unscheduled absence or late clocking transaction; use PTO.

FLS should not be confused with LAG-LWOP, Agency convenience. LAG is used when an employee is sent home for low patient census and does not want to use their PTO. LAG should only be used for non-exempt employees.

Partial Day Absences For An Exempt Employee

There are no partial day absences for exempt staff. If someone misses part of a regularly scheduled work day, they **will not** be required to use PTO and they **will not** be docked any pay.

Exempt staff who are away from work for a whole day due to illness or for a personal reason will be required to use **PTO in whole day increments**. If they do not have enough PTO to cover the whole day (8 hrs.) they will use all of their PTO and then receive regular (or "paid-not-worked") hours to make up a whole day. Use the TRC code "PNW".

No pay will be granted for not working at the beginning of the first week of work or for days not worked at the end of a termination week.

Pay **can be reduced for less than a week** as part of FMLA leave and there is not PTO available.

Overtime

There are two types of overtime compensation in Time & Labor.

1. <u>OT2</u> (time and a half overtime).

Nonexempt employees (employees on a 40 hour per week schedule) who are authorized for time and half overtime and physically work over 40 hours per week will receive OT2 for all hours physically worked beyond their 40-hour threshold.

2. <u>OSH</u> (over standard hours/straight pay)

Nonexempt employees who have hours over their threshold of 40(nonexempt) that include leave such as BRV, LAS, JUR etc. will receive OSH for those additional hours. Example: A nonexempt employee (40 hours) who has 44 hours for the week and 4 of those hours included PTO they would receive 36 hours of regular pay, 4 hours of PTO and 4 hours of OSH.

Note*
Employees should only be paid over their regular standard hours for time actually worked, not through the payment of PTO or other paid leave. If the timekeeper sees hours paid in excess of standard due to PTO usage, PTO hours should be reduced to prevent OSH from being generated by the T&L system.

Professional Development & Orientation

If you have employees who are either in **orientation (ORI)** or have **professional development (PRF)**, those hours will have to be clocked in and out as regular time on the Timesheet page and also entered with the correct code and number of hours on the Elapsed Timesheet. **The hours on the Elapsed Timesheet are for tracking purposes only and will not count towards their standard hours. They will not pass to payroll for payment.**

***Example*:** If you have an employee who has a class from 08 –1630 then they would clock in from 08:00 - 16:30 over the phone, and the timekeeper would also enter 8 hours of PRF on the Elapsed Timesheet for that day. If the employee has a class out of town or away from the hospital and can not clock in, then the timekeeper would enter the clock in with a (1) at 08:00 and the clock out with a (9) at 16:30 on the Timesheet page and would also enter the number of hours and the code PRF on the Elapsed Timesheet page.

If the employee is in orientation and can not clock in, you would enter the time in with a (1) at 08:00 and the time out with a (9) at 16:30 on the Timesheet. You would also enter the number of hours and the code ORI for that day on the Elapsed timesheet page.

Non Patient Care Codes

If you have employees who have **meetings** or do **management** functions, then they would clock in and out as usual over the phone, and then the timekeeper would enter the number of hours and the code **NPC** on the Elapsed Timesheet page. If they forget to clock, then the timekeeper would enter the correct time in (1) and out (9) on the Timesheet page. You would also enter the number of hours and the code NPC on the Elapsed Timesheet page. **The hours on the Elapsed Timesheet are for tracking purposes only and will not count towards their standard payable hours. They will not pass to payroll for payment.**

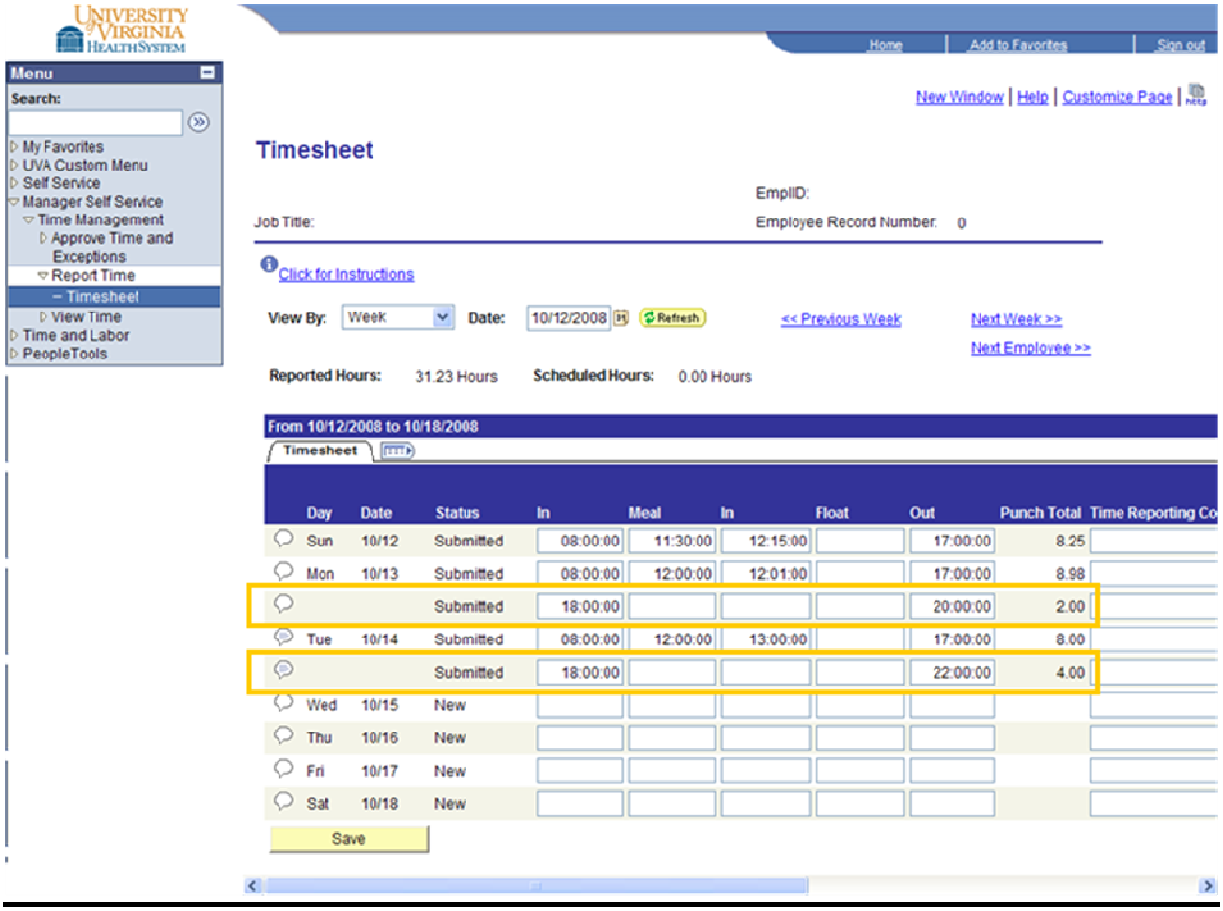
Note*
Please make sure you enter the TRC on a separate line. The hours will not count towards their standard payable hours. The payable hours will not pass to payroll for payment.

Call Back Worked

When an employee is called back to work, they clock in with a 1 and clock out with a 9. The timekeeper then goes to the weekly elapsed time page and enters the number of hours for the call back on the correct date, using the "CBW" TRC from the drop down box. If the employee worked less than 3 hours, the system would generate CBN for call back bonus to bring the employee up to the three hour minimum.

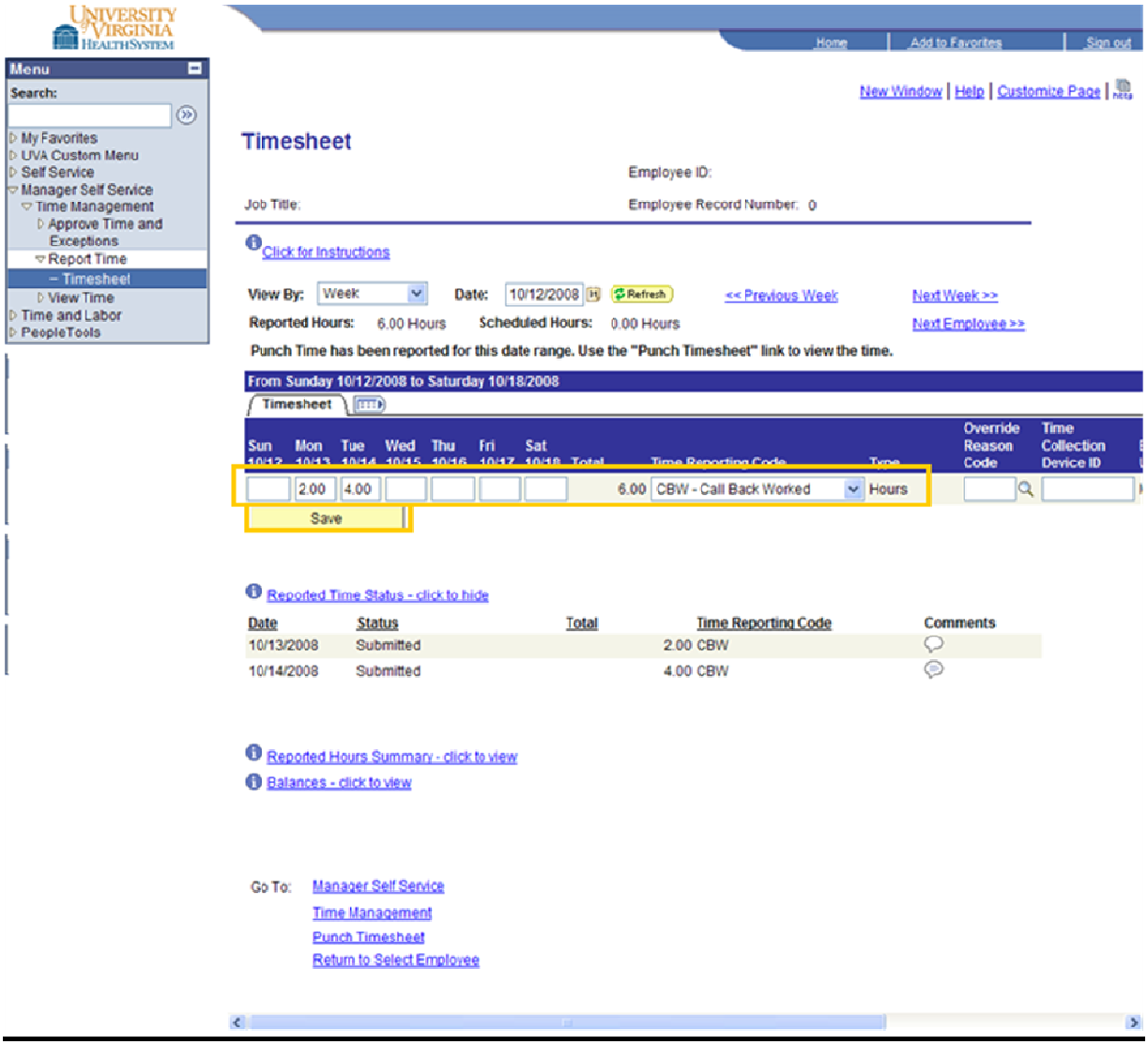
First Example

Employee called back to work on 10/13/08 from 18:00 - 20:00 (2 hours) and on 10/14/08 from 18:00 - 22:00 (4 hour).

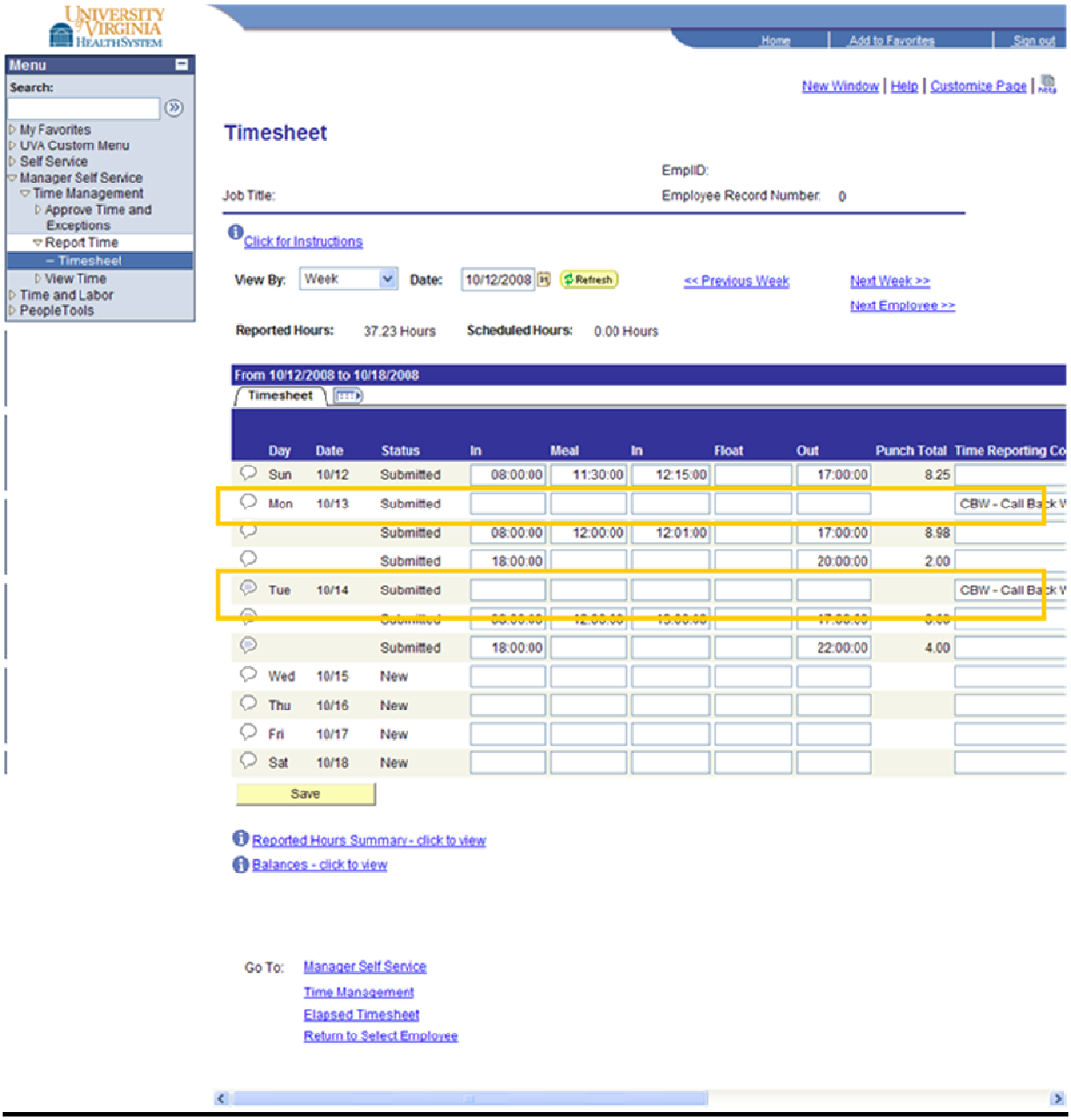


Go the employees elapsed timesheet page by clicking on the "Elapsed Timesheet" link at the bottom of the timekeeper punch time page.

On the Weekly Elapsed Time page you would enter 2 hours "CBW" for the call back on 10/13/08 and 4 hours CBW on 10/14/08 and click "Save".



The punch time page is modified with "CBW" TRC entries.



After Time Administration runs, the employee should be awarded 1 hour CBN (Bonus) for 10/13/05 and no bonus for 10/14/05, since they met the three-hour requirement.

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Payable Time Summary

Employee ID:

Job Title: Employee Record Number: 0

Next Employee >>

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

Use the Refresh button to refresh the display of the selected statuses.

Start Date: 10/11/2008 End Date: 10/17/2008 Refresh

Payable Time From 10/11/2008 To 10/17/2008

Time Reporting Code	Description	Type	Currency	Sat 10/11	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Total Quantity
CBN	Call Back Bonus	Hours				1.000000					1.000000
CBW	Call Back Worked	Hours				2.000000	4.000000				6.000000
MEAL	Meal	Hours			0.750000		1.000000				1.750000
REG	Regular Hours	Hours			8.250000	11.000000	12.000000				31.250000
WDE	Weekday Evening Shift Diff	Hours					6.000000				6.000000
WED	Weekend Day Shift Diff	Hours			8.250000						8.250000

Go To: Manager Self Service

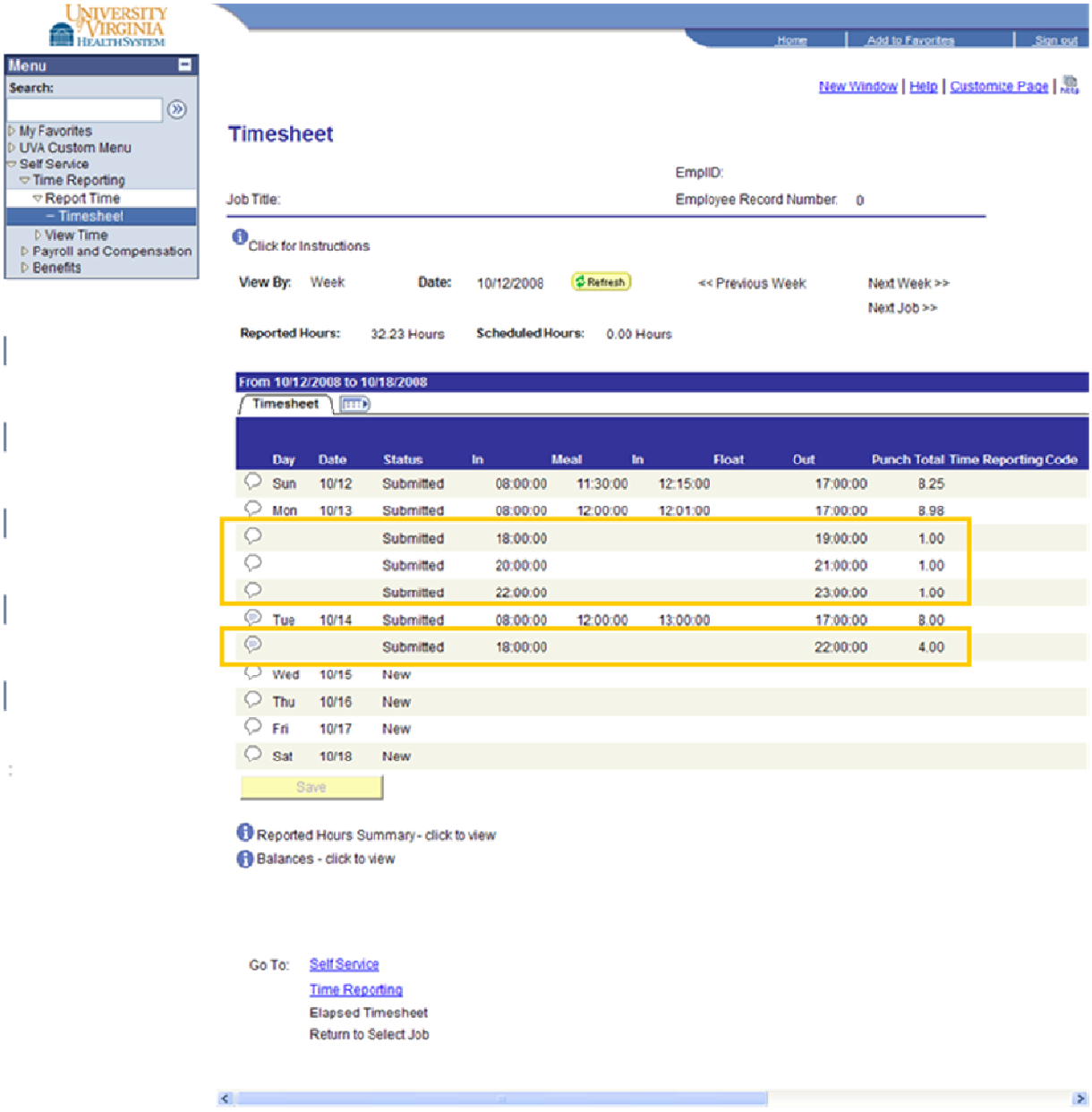
Time Management

Detail Page

Return to Select Employee

Second Example

Employee is called back to work multiple times on 10/13/08. The employee is called back from 18:00 - 19:00, 20:00 - 21:00 and 22:00 - 23:00.

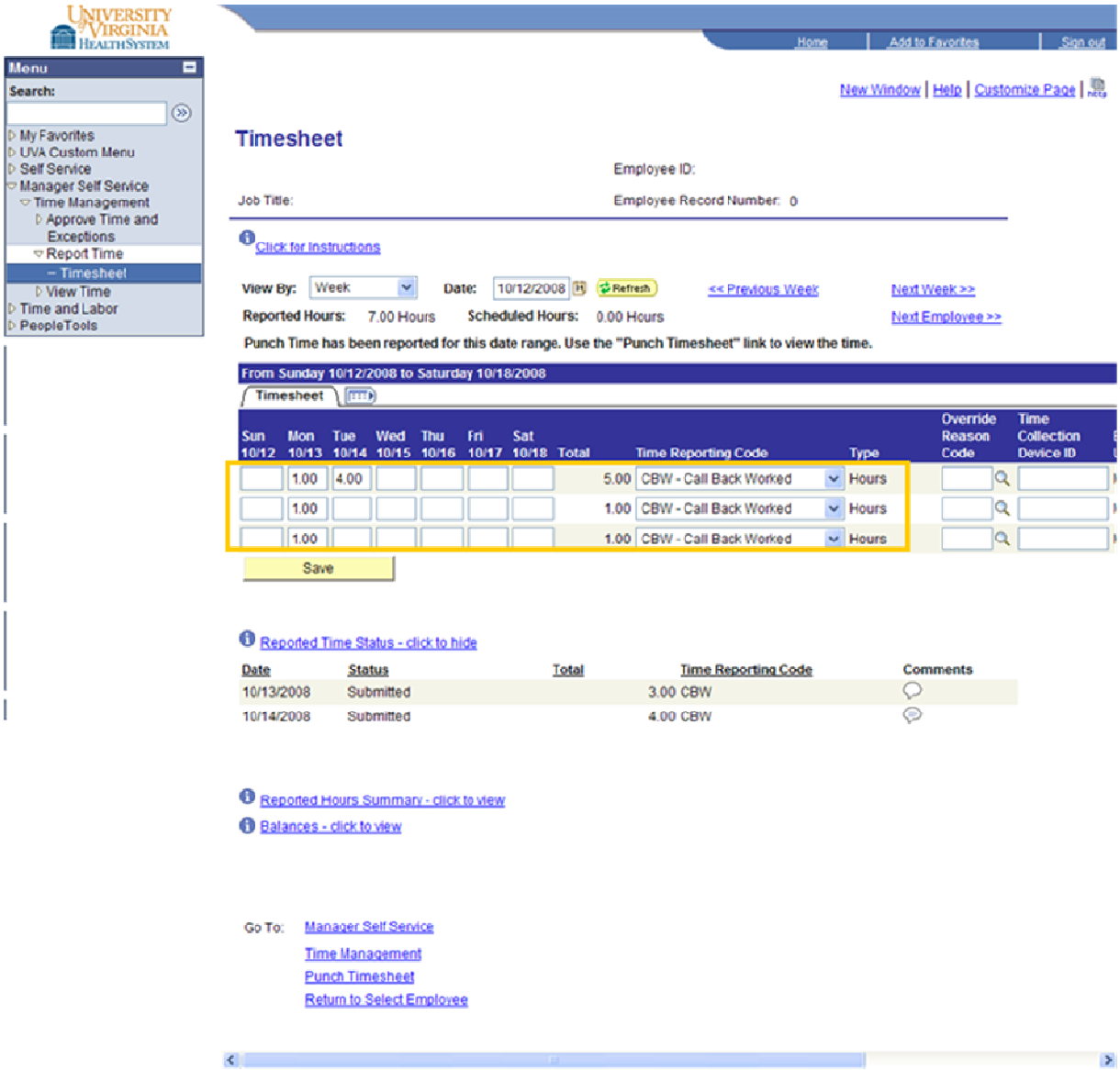


Go the employees elapsed timesheet page by clicking on the "Elapsed Timesheet" link at the bottom of the timekeeper punch time page.

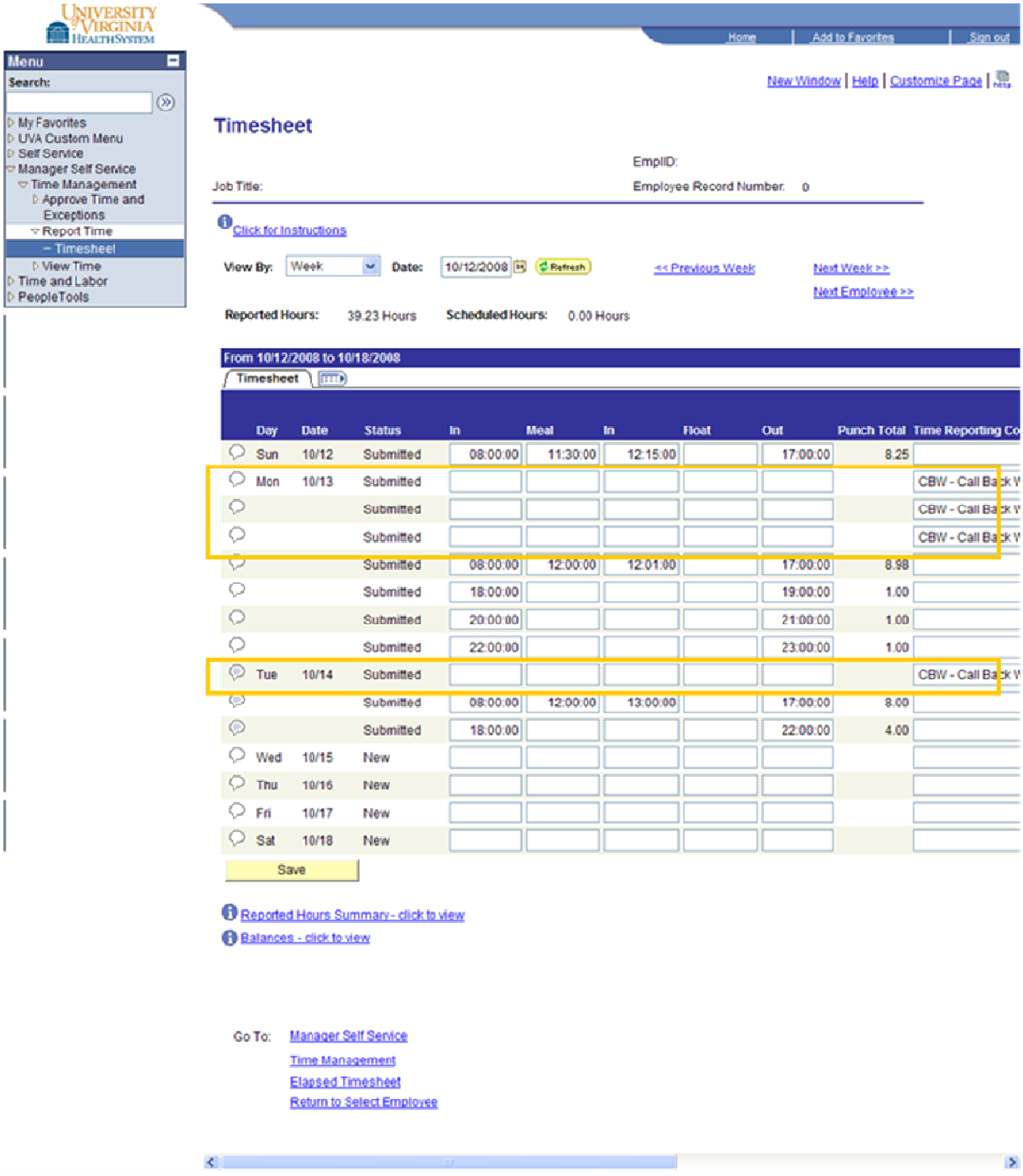
If you have multiple call backs on the same day, on the Weekly Elapsed Time page you would:
Enter the number of hours for the call back on the correct date
Select CBW from the TRC drop down box and save
Add a line, enter the second call back
Select CBW from the TRC drop down box and save
Add a line, enter the third call back
Select CBW from the TRC drop down box and save

<u>You must add a line for each multiple call back entry on the same day.</u>

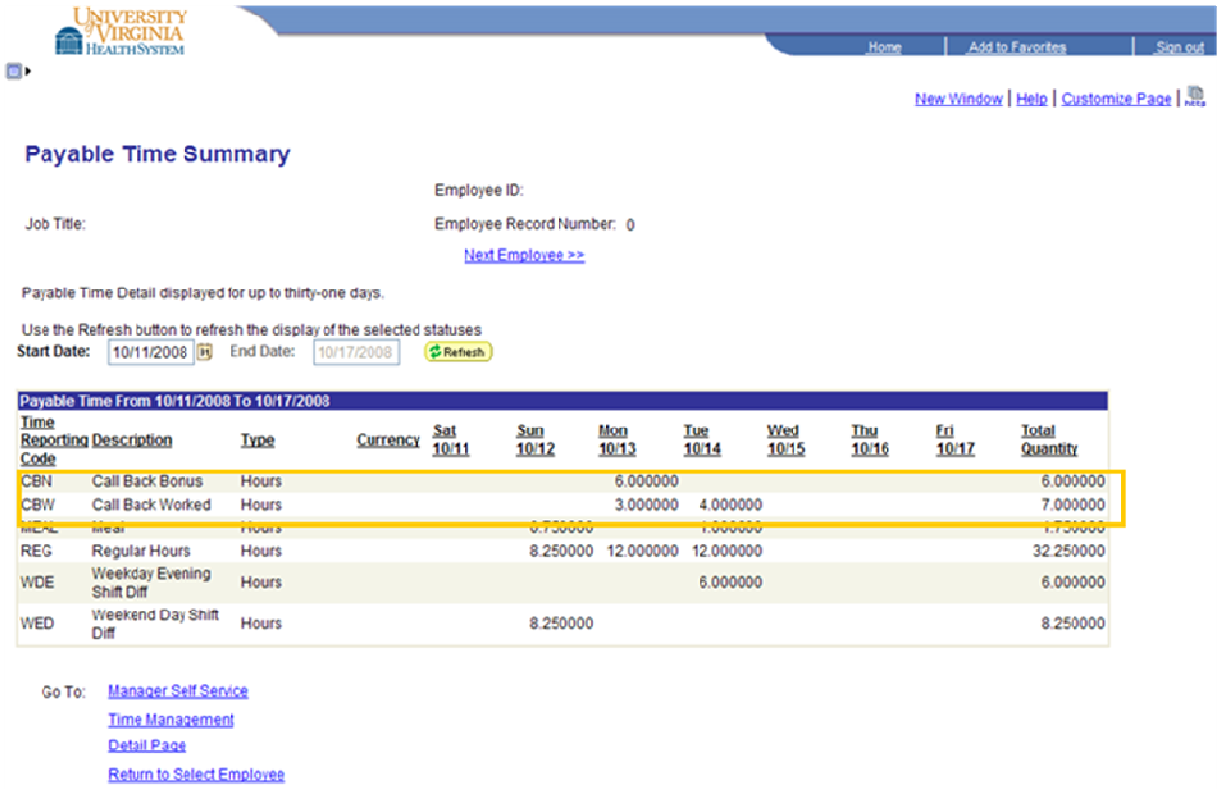
******* If you do not enter multiple calls this way, when you save them, they will all be lumped together as one and the employee will not receive the correct bonus.***



The punch time page is modified with "CBW" TRC entries.



After Time Administration runs, the employee should be awarded 6 hours CBN (Bonus) for 10/13/08.



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Payable Time Summary

Employee ID:

Job Title: Employee Record Number: 0

Next Employee >>

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

Use the Refresh button to refresh the display of the selected statuses

Start Date: 10/11/2008 End Date: 10/17/2008 Refresh

Payable Time From 10/11/2008 To 10/17/2008

Time Reporting Code	Description	Type	Currency	Sat 10/11	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Total Quantity
CBN	Call Back Bonus	Hours				6.000000					6.000000
CBW	Call Back Worked	Hours				3.000000	4.000000				7.000000
MEAL	Meal	Hours			0.750000		1.000000				1.750000
REG	Regular Hours	Hours			8.250000	12.000000	12.000000				32.250000
WDE	Weekday Evening Shift Diff	Hours					6.000000				6.000000
WED	Weekend Day Shift Diff	Hours			8.250000						8.250000

Go To: Manager Self Service
Time Management
Detail Page
Return to Select Employee

Holiday Premium

All employees, with the exception of Housestaff, will receive Holiday Premium pay for scheduled hours worked on **Thanksgiving Day, Christmas Day and New Years Day**. The holiday "day" runs midnight to midnight for the 24 hour period of the holiday. The Timekeeper would enter "**HHW**" on the Reported Time, Elapsed Time page for those hours worked for non-clocking employees (salaried). Once time administration rules have been applied, **OTH** can be seen on the Payable Time Detail panel.

No timekeeper intervention is required for clocking employees; Holiday Premium is automatically generated based on the employee clocking transactions.

Example: 8 hours worked - enter 8 hours HHW (will not pass to payroll)
Payable Time Summary – 4 hours OTH (to be paid at hourly rate)

****** Please note – the non clocking employees must be scheduled to work the holiday and can clock in and out for the Holiday. This will not get them paid. You must enter HHW and the total number of hours worked on the Timesheet page in order for the Holiday premium to be paid.***

***** Timekeepers do not enter Elapsed Time for clocking employees in order for the OTH premium to be applied.***

Upon clicking "Save", the timekeeper will receive a message stating the day is a scheduled holiday. Click "OK".

After Time Admin calculates, the Payable Time Summary page will reflect the OTH premium hours. HHW **does not** pass to payroll.

Miscellaneous Information

If you are, or know someone who is no longer a timekeeper, please contact Janet Jones to be removed from the timekeeper database. You should also contact her if you have any needs or changes to your current Time and Labor Security access: additions or deletions of departments, and/or the units therein. Security access does not automatically follow the employee. Each employee change will alter the status of the timekeeper's security access to that employee.

Additional Rules And Updated Information

CATASTROPHIC LEAVE

- The employee must use 16 consecutive hours of PTO before catastrophic leave may be used.
- Family catastrophic waives the 16 hours of PTO, provided that the employee has catastrophic leave in their bank to cover said leave. A maximum of 48 hours per year may be used for family catastrophic.

PTO (PAID TIME OFF)

The employee will receive bi-weekly accruals (based on years of service). This leave balance is to be used for personal time (vacation, sick, family illness, etc.) as well as holidays.

WORKER'S COMPENSATION

The Medical Center will pay out worker's compensation within the first 92 days of an employee's leave. On the 93rd day worker's compensation will begin paying 66 2/3% (5 1/2 hours based on an 8 hour day) and the Medical Center will pay 33 1/3% (2 1/2 hours) by using 2 days of PTO and CAT thereafter. When CAT and PTO leave runs out, LWOP (leave without pay) is used.

- After 92 days have passed and the employee is working part time, the hours worked will be entered as regular hours, the hours not worked will be entered as 66 2/3 worker's compensation, and PTO will be used for the 1/3 balance.
- If an employee takes a day off while on worker's compensation leave and was working 4 hours per day, worker's compensation would pay for 66 2/3 of those 4 hours whether worked or not and PTO would be used for the 1/3 balance.
- If an employee is working light duty in a different department while on worker's compensation and is a short-term situation, use the same home department code and float the employee. Change the funding code with Human Resources for a long-term situation.

DONATED LEAVE

If an employee is going to be out for a long period of time or on FMLA, other employees can donate their PTO time. The HR Leave Specialist approves the leave share and the Payroll department monitors it. Every time a form is submitted, the amount of PTO is removed from the donor's leave bank and added to the donee's leave bank.

FMLA/Time & Labor Procedures

Human Resource has reviewed the Family Medical Leave tracking process and has found that the special TRC's set up in Time & Labor to record FLMA usage are not being consistently utilized, especially during intermittent FMLA time off. In an effort to insure that Family Medical Leave is being recorded and tracked correctly, it is important that the correct TRC codes are being used in Time & Labor.

We ask that timekeepers please remember to use the codes noted below whenever your employees are utilizing FMLA for time off. We understand there are instances when time off is approved for FMLA after the end of a pay period. We now have the ability to reclassify PTO or CAT to one of the FMLA TRC codes in a prior period. You may submit an adjustment form to Payroll in these instances.

Below is an updated explanation of Family Medical Leave. If you have questions about Family Medical Leave, please refer to HR Policy 601-Family Medical Leave and HR Policy 704-Attendance. HR Policies can be found at:
https://www.healthsystem.virginia.edu/intranet/knowledgelink/humanresources/hr.cfm

FAMILY MEDICAL LEAVE

- Timekeepers will assist the HR Leave Specialist in tracking FMLA through the use of special TRC's (time reporting codes) in the PeopleSoft Time & Labor system.
- Timekeepers/Managers will refer any employee who will be on paid or unpaid FMLA for a period greater than 2 weeks to the HR Leave Specialist.
- For employees who have intermittent FMLA, the timekeeper will enter leave utilizing the proper FMLA TRC (listed below) on the Weekly Elapsed Time.

TRC	Description
CATFM	Catastrophic Lv Self - FMLA
CATFS	Catastrophic Lv Family - FMLA
CT1FM	Catastrophic Lv Self - FMLA (Salaried)
CT1FS	Catastrophic Lv Family - FMLA (Salaried)
FMLA	FMLA for GF Mgmt and Housestaff
LWOPF	Leave Without Pay - FMLA
PT1FM	PT1 - FMLA (Salaried)
PTOFM	PTO - FMLA (Hourly)

The Payroll department will be responsible for tracking and maintaining Short Term Disability hours/payments

ADMINISTRATIVE LEAVE

- If Employee Health determines that an employee should not be at work due to infection risk, and the employee is not ill (e.g. VRE), the employee may be eligible for Administrative Leave Other (AOT).
- The manager must contact the HR Consultant for approval prior to entering AOT.

SHORT TERM DISABILITY LEAVE

Employees of the Medical Center are covered by **The Hartford.** This disability program is an integrated short and long-term coverage, which is effective on the 15th day of disability.

Use of Leave Balances

Employees who are approved for short-term disability will apply accrued leave balances as follows:

Day 1	8 hours Paid Time Off (PTO). If none, docked. **Cannot use Catastrophic Leave (CAT)**
Day 2	8 hours PTO. If none, docked. Cannot use CAT.
Day 3 - 14	8 hours CAT. If no CAT, then PTO, if no PTO, then docked.
Day 15 - STD end	8 hours CAT until exhausted. If no CAT, then 60% STD and 40% PTO. If no PTO, then 40% docked.

If at any point from day 15 through the STD end date the employee exhausts CAT leave which only covers a partial day, that portion which is not covered by CAT leave will be 60% STD and 40% PTO or docking. Example, on day 17, the employee only has one hour of CAT leave left. Their pay would be recorded as 1 hour CAT, 4.2 hours STD (60% of 7 hours), and 2.8 hours PTO or docking (40% of 7 hours).

Note***

While an employee is pending approval of disability, standard policies for use of leave apply as for any other absence.

Questions on the policy and where to obtain claim forms should be directed to the Medical Center Benefits Office at (434) 924-4392.

Questions concerning an employee's paycheck or leave balance while on disability should be directed the HR Leave Specialist at (434) 924-0486.

BEREAVEMENT LEAVE POLICY

- Employees may take up to two shifts (a maximum of 24 hours) paid bereavement leave for days they are scheduled to work in the event of an Immediate Family Member's death. Please see Human Resource Policy No. 608.
- Full-time employees are paid their typical scheduled time per shift, up to 12 hours per shift. Part-time and part-time flex employees are paid according to their assigned classification. Example: A part-time flex employee assigned as a .5 flex shall be compensated for 4 hours per day, a maximum of 8 hours for bereavement leave.

An employee may take additional approved time beyond bereavement leave. Any additional time taken shall be compensated using the employee's Paid Time Off (PTO) hours or Family Sick Catastrophic (FSC) hours, if available

On the Weekly Elapsed Time page, enter the appropriate number of hours by day:

- For clocking employees, use the Time & Labor Code **BRV-Bereavement**
- For non-clocking (salaried) employees use the Time & Labor Code **BR1-Bereavement**
- Bereavement leave is not deducted from Paid Time Off (PTO) balances.

PTO CASH-OUT

The employees will be notified annually by Medical Center Payroll when the on-line form will be available for completion. The transaction must be completed by the return date indicated in the notification.

- The employee can not transfer PTO to CAT
- A minimum of 40 hours must be left in the PTO bank

- The pay period which includes 12/31 determines the use or lose date (see accrual matrix for carry over maximum amounts)
- All holidays and vacation days must be calculated into the equation to project PTO cash-out

TIME REPORTING CODES FOR CLOCKING/NON-EXEMPT EMPLOYEES

TRC	DESCRIPTION
ADF	Adoption/Foster Care
ADM	Administrative Leave
BRV	Bereavement
CAT	Catastrophic Leave
CATFM	Catastrophic Leave Self - FMLA
CATFS	Catastrophic Leave Family - FMLA
CBN	Call Back Not Worked
CBW	Call Back Worked
DCK	Docking
DEP	Admin - Deposition
DIL	Disapproved Leave
FLS	FLSA - Federal Labor Standard Act
FSC	Family Sick Catastrophic
GRC	Grace Period
GRV	Admin - Grievance
ICW	Inclement Weather
IUV	Admin - UVA interviews
JUR	Admin - Jury Duty
LAG	LWOP - Agency Convenience
LAS	Public Service Leave
LUL	LWOP Unspecified
LWOPF	Leave Without Pay - FMLA
MLA	Military Leave Active
MLG	Military Leave - Governor
MLR	Military - Reserve
MNP	Military - LWOP
MPY	Military - Physical
NPC	Non - Patient Care
OCT	On Call Time (less than 24 hours)
ONC	On Call Time (24hours)
ORI	Orientation
OSH	Over Standard Hours
OT1	Over Time Straight Money
OT2	Over Time Premium Money
OTH	Over Time Holiday
PRF	Professional Development
PTO	Paid Time Off
PTOFM	Paid Time Off - FMLA
STD	Short Term Disability
STDFM	Short Term Disability - FMLA
SUS	Suspension
TER	Terminated
WCP	Workers Comp Paid
WDE	Weekday Evening Differential
WDN	Weekday Night Differential
WED	Weekend Day Differential
WEE	Weekend Evening Differential
WEN	Weekend Night Differential
WIT	Admin - Witness
WNP	OT Work Not Paid

TIME REPORTING CODES FOR NON-CLOCKING/EXEMPT EMPLOYEES

TRC	DESCRIPTION
AD1	Administrative Leave - Sal
AF1	Adoption/Foster Care Placement Leave - Sal
BR1	Bereavement
CT1	Catastrophic Leave - Sal
CT1FM	Catastrophic Leave Self - FMLA - Sal
CT1FS	Catastrophic Leave Family FMLA - Sal
DK1	Docking - Sal
DP1	Admin-Deposition - Sal
FS1	Family Sick Catastrophic - Sal
GR1	Grace Period - Sal
GR2	Admin-Grievance - Sal
IV2	Admin-UVA Interviews - Sal
IW1	Inclement Weather - Sal
JR1	Admin-Jury - Sal
LA1	Public Service Leave - Sal
ML1	Military-Governor - Sal
ML2	Military-LWOP - Sal
ML3	Military-Reserve - Sal
ML4	Military-Physical - Sal
ML5	Military-Active - Sal
NPC	Non-Patient Care
ORI	Orientation
OTH	Overtime Holiday
PNW	Paid Not Worked
PRF	Professional Development
PT1	Paid Time Off - Sal
PT1FM	Paid Time Off FMLA - Sal
SS2	Suspension - Sal
ST1	Short Term Disability - Sal
ST1FM	Short Term Disability - FMLA - Sal
WC1	Worker's Comp Paid - Sal
WT1	Admin-Witness - Sal

PAYABLE TIME STATUS

Status	Description	When you will see it
Online Estimate	***Non-Frozen*** **estimated time that has been created after Time Administration runs.**	**Prior to running Time Administration.**
Estimated-Ready for Payroll	***Non-Frozen*** **time that does not need to be approved and that has passed all of the rules and validations defined in processing. This time is waiting to be passed to payroll.**	**After Time Administration has been run, time can be viewed on the Payable Time Detail or Payable Time Summary Pages.**
Needs Approval	***Non-Frozen*** **time that has passed all of the rules and validations defined in processing but needs to be approved in order for the time to be passed to payroll.**	**After Time Administration has been run, you can run the Payable Time Status Report to determine whom the affected employees are.**
Closed	***Frozen*** **time that will not be passed to payroll**	• **The time reporter is a non-employee** • **The TRC is for tracking purposes only- there is no payout** • **A "Record Only" adjustment has been made.** • **You have offsetting entries from an adjustment to previously entered frozen time**
Approved-Goes to Payroll	**Time that was manually approved by a Manager or Timekeeper through the "Approve Payable Time" pages or through a scheduled Batch process**	**Once approved, you can view the time through the Payable Time Detail or Payable Time Summary Pages.**
Sent to Payroll	**Payable time is currently being evaluated by payroll.**	**This is the only status you will *not* see it occurs during the "Load to Payroll" process.**
Taken by Payroll	**Payable time has been accepted by payroll.**	**The "Load to Payroll" process has completed and payroll processing is ready to begin.**
Rejected by Payroll	**Payable time has been rejected by payroll and needs to be re-evaluated in Time and Labor**	**Payroll has encountered a discrepancy between Time and Labor and Job Data records:** • **Employee Action/Reason code results in an Inactive or Terminated status** • **Non-employee information was passed to payroll** **Payroll has encountered a discrepancy between Time and Labor and Payroll such as an invalid TRC or inactive Earnings code**
Paid-Labor Distributed	**Gross Dollars from Payroll have been allocated according to how time was reported or processed.**	**Upon completion of the Time and Labor Extract process.**
Paid Labor Distributed and Labor Diluted		**UVA has decided not to use this functionality at this time.**

Reports

Listed below are reports currently available in Time and Labor:

UVA Payable Status Report
UVA Time Report
UVA TRC Timekeepers Report
UVA PTO Use/Lose Report
UVA Sched/Unsched Report
UVA Historical Time Report

To navigate:
Home
UVA Custom Menu
Manage Self Service
Reports

REPORTS

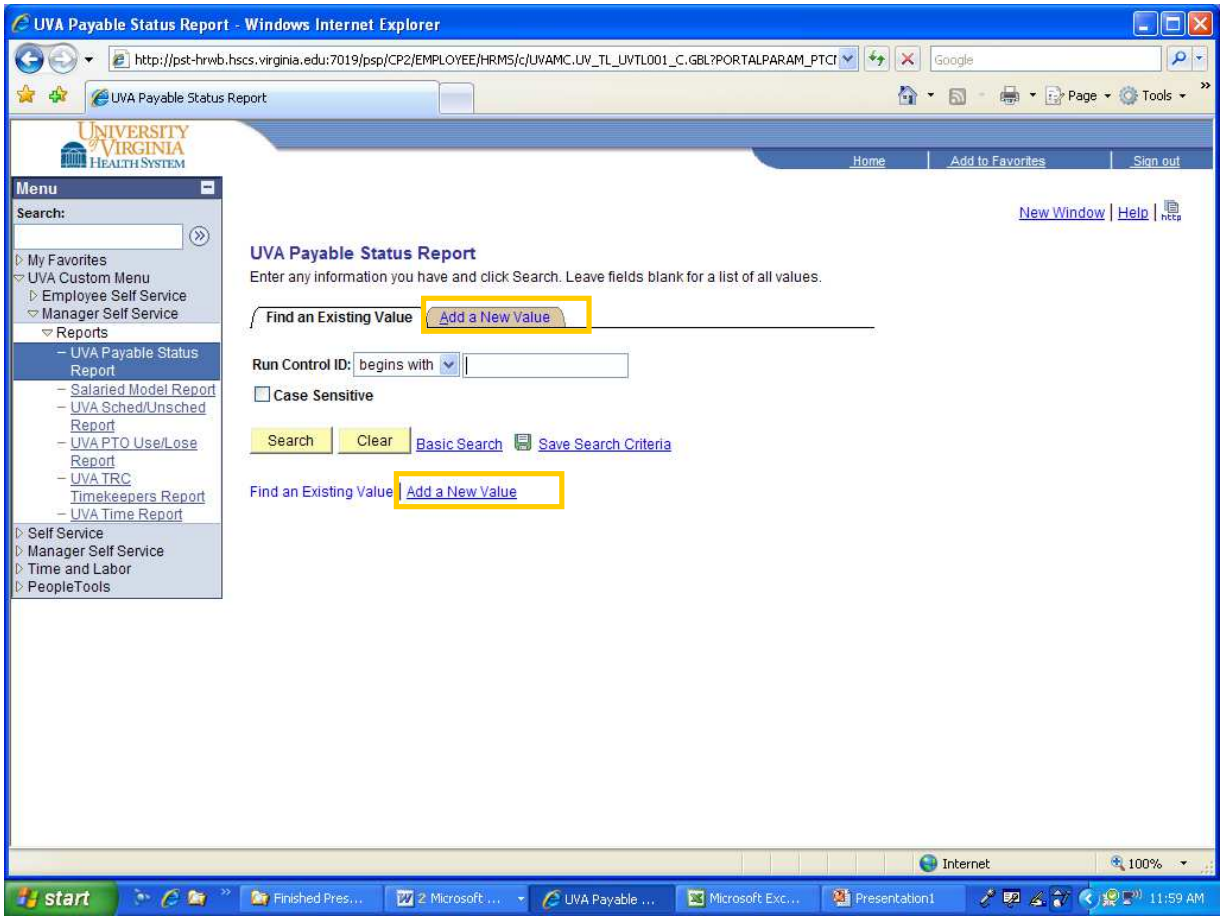
How to run reports

Go to UVA Custom Menu>Manager Self Service>Reports

Go to the report you want to run and click on the link. A run control page will appear.

Click on Add a New Value.

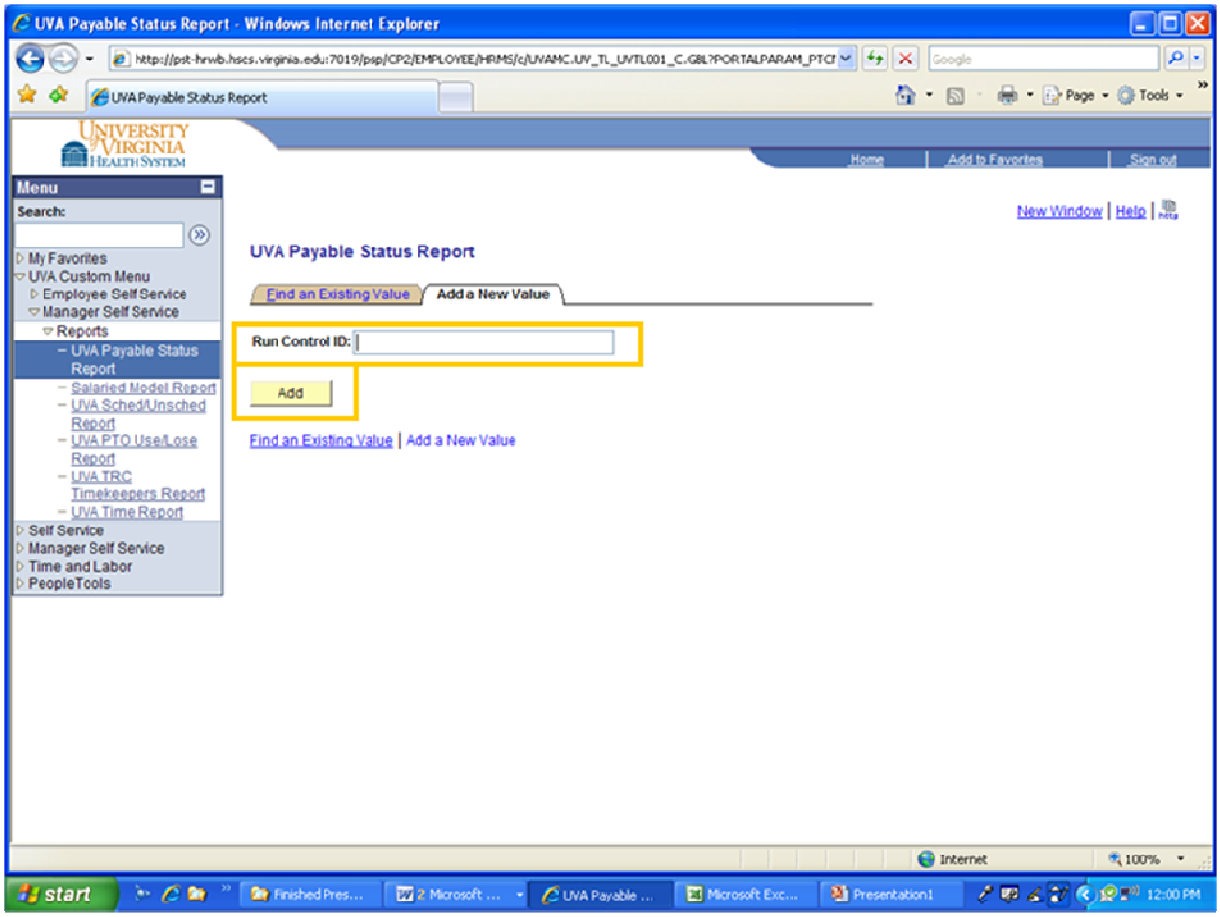
***** Once the Value has been set up and saved the next time you run this report you will enter the value you assigned at original set up in Run Control ID.***


UVA Payable Status Report - Windows Internet Explorer
http://pst-hrwb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UVAMC.UV_TL_UVTL001_C.GBL?PORTALPARAM_PTCI
UVA Payable Status Report
UNIVERSITY of VIRGINIA HEALTH SYSTEM
Home
Add to Favorites
Sign out
Menu
Search:
My Favorites
UVA Custom Menu
Employee Self Service
Manager Self Service
Reports
UVA Payable Status Report
Salaried Model Report
UVA Sched/Unsched Report
UVA PTO Use/Lose Report
UVA TRC Timekeepers Report
UVA Time Report
Self Service
Manager Self Service
Time and Labor
PeopleTools
New Window | Help
UVA Payable Status Report
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
Add a New Value
Run Control ID: begins with
Case Sensitive
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value
Internet
100%
start
Finished Pres...
2 Microsoft ...
UVA Payable ...
Microsoft Exc...
Presentation1
11:59 AM

How to run reports (cont.)

Enter a Value in Run Control ID field.

Click on Add.

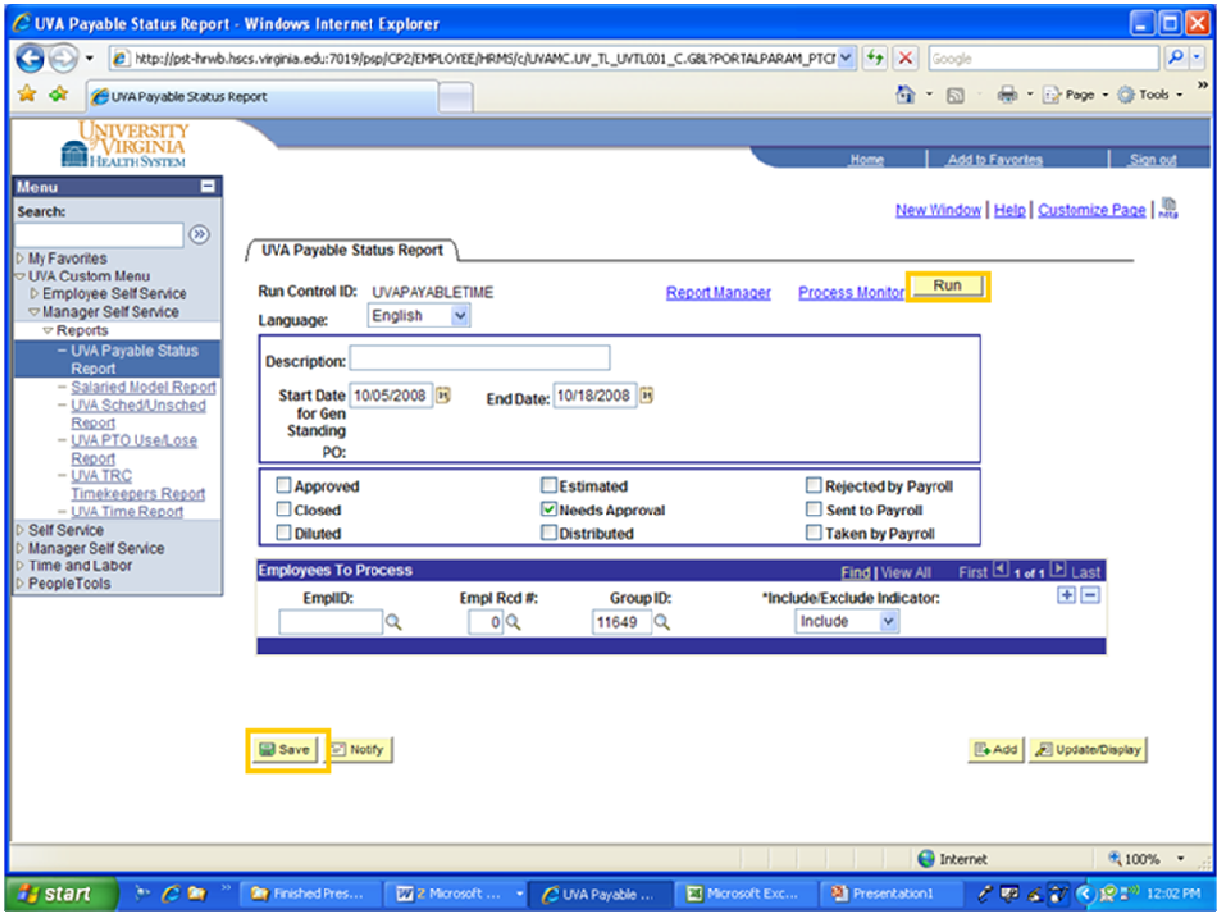


How to run reports (cont.)

Enter the Start Date and the End Date (pay period start date and end date).
****** You will need to enter current and one pay period back.***

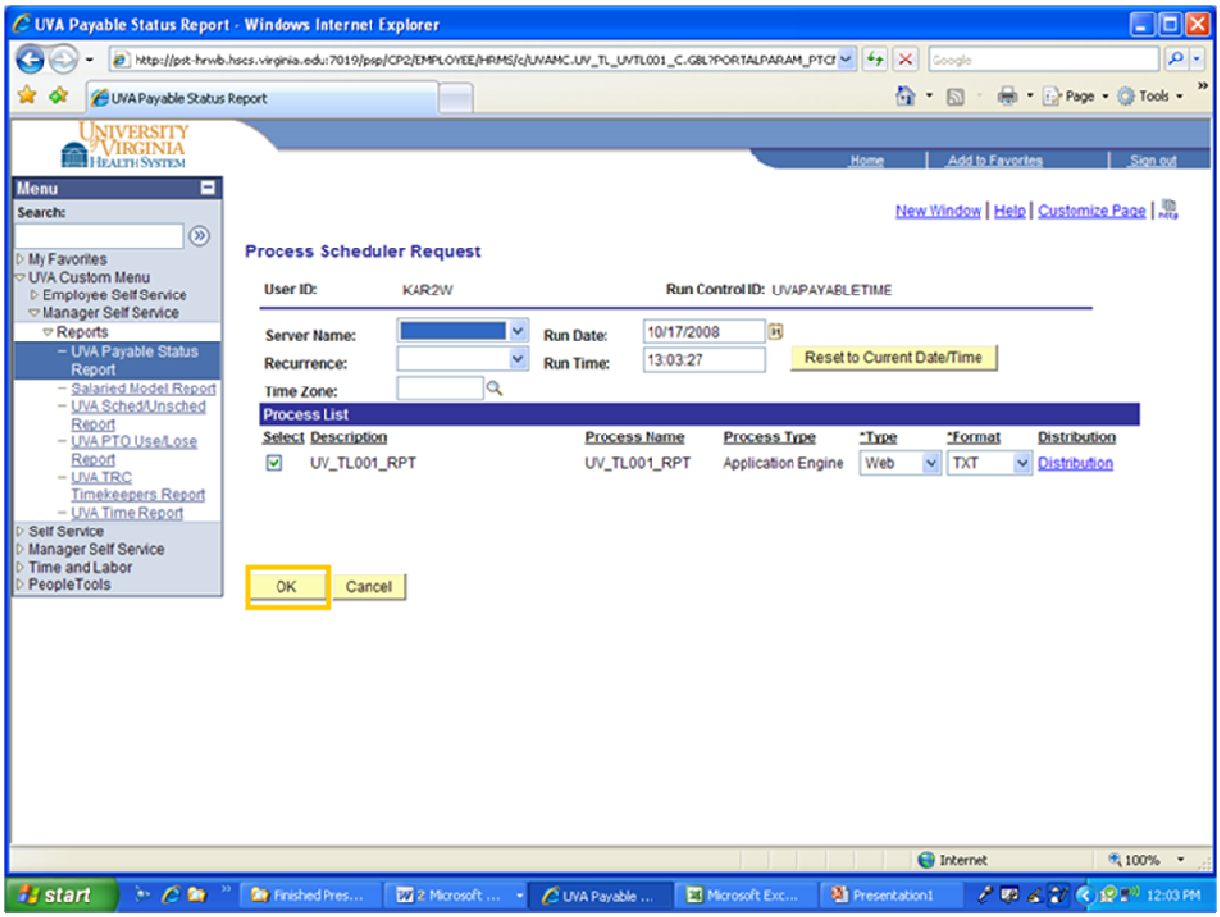
Click on needs approval.

Click on "Save", then "Run".



How to run reports (cont.)

Click on "OK"

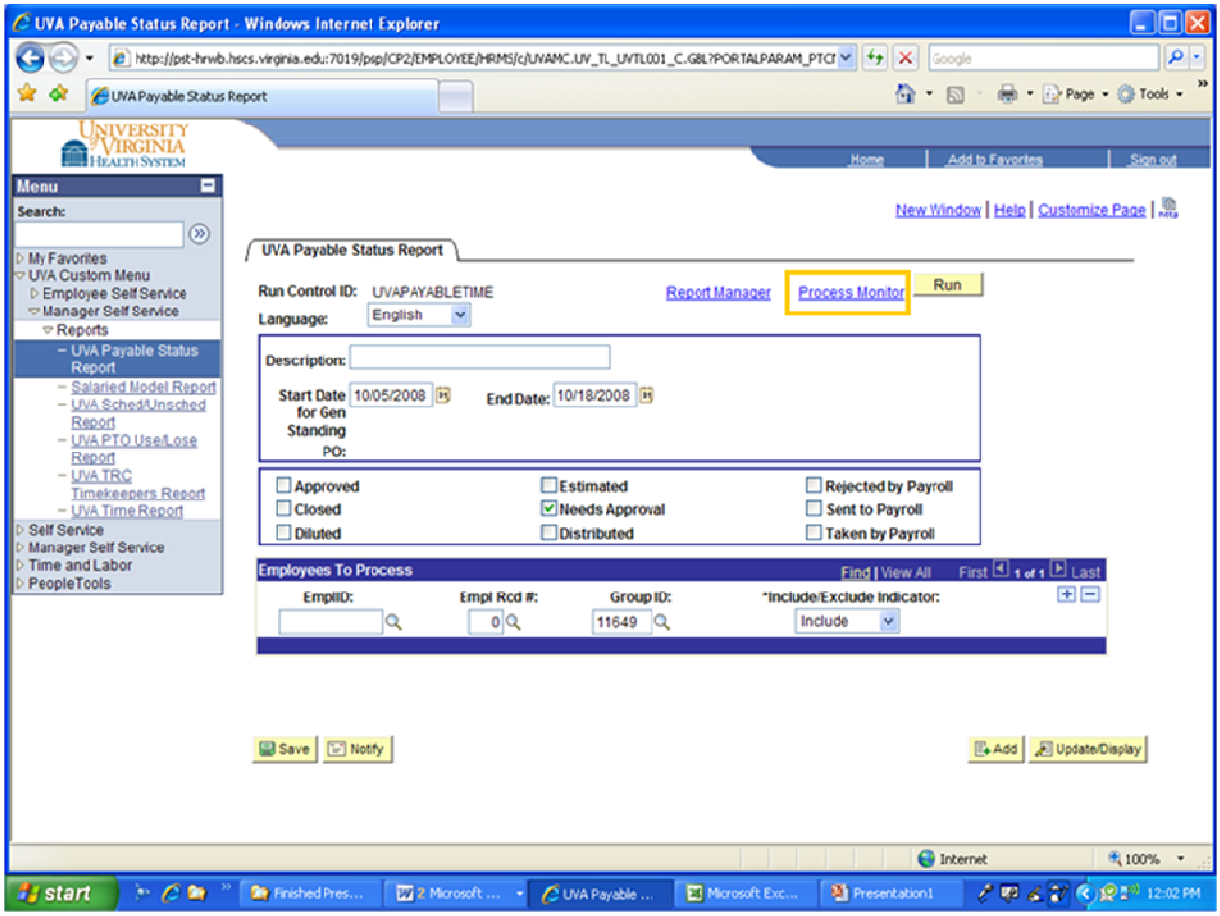


****** Please make sure you select PDF in the drop down box in the format field before clicking OK.***

******All time and labor reports will be in PDF format.***

How to run reports (cont.)

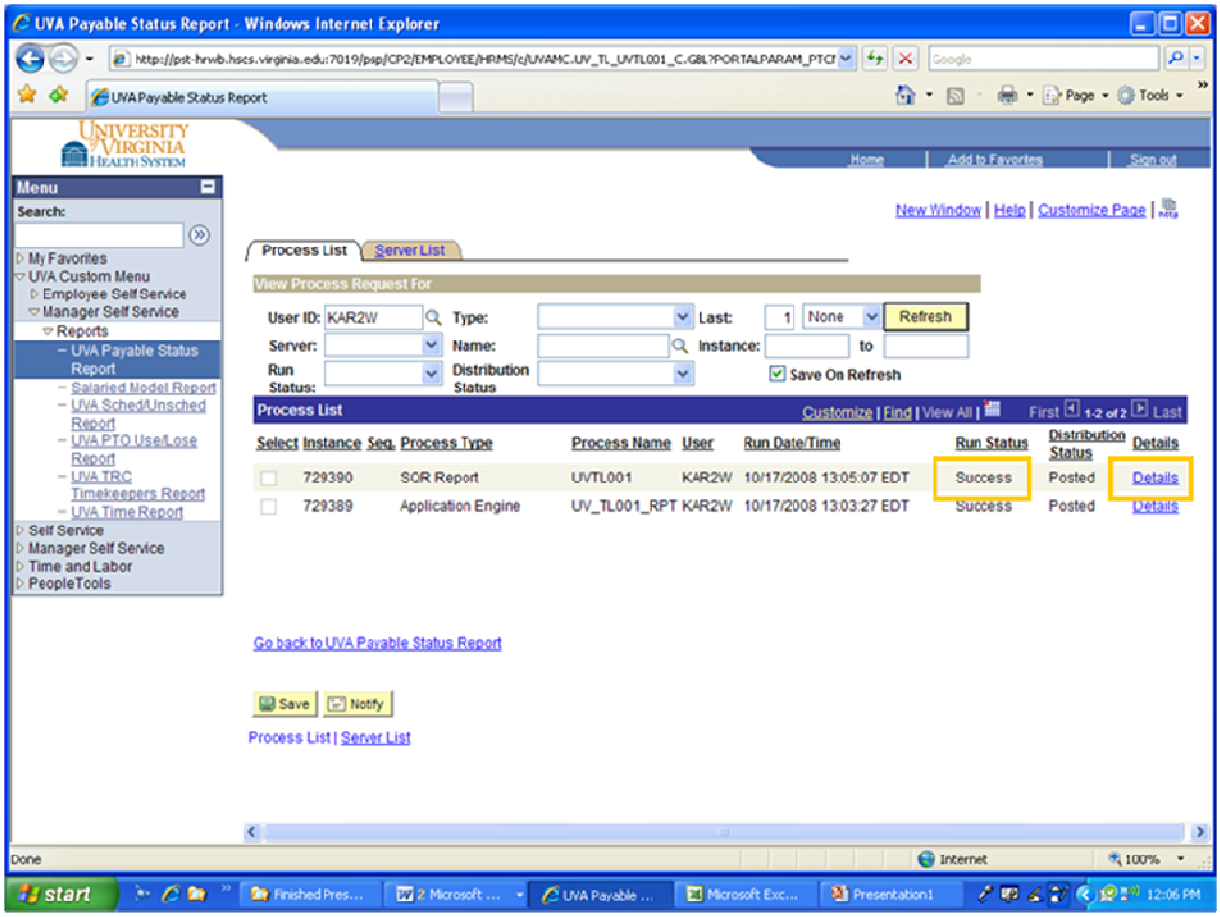
Process Instance number will be assigned – make note of the Process Instance number. Select the Process Monitor Blue link.



How to run reports (cont.)

Click on refresh button until the SQR Report status reflects success (top line.)

Select the Details link.

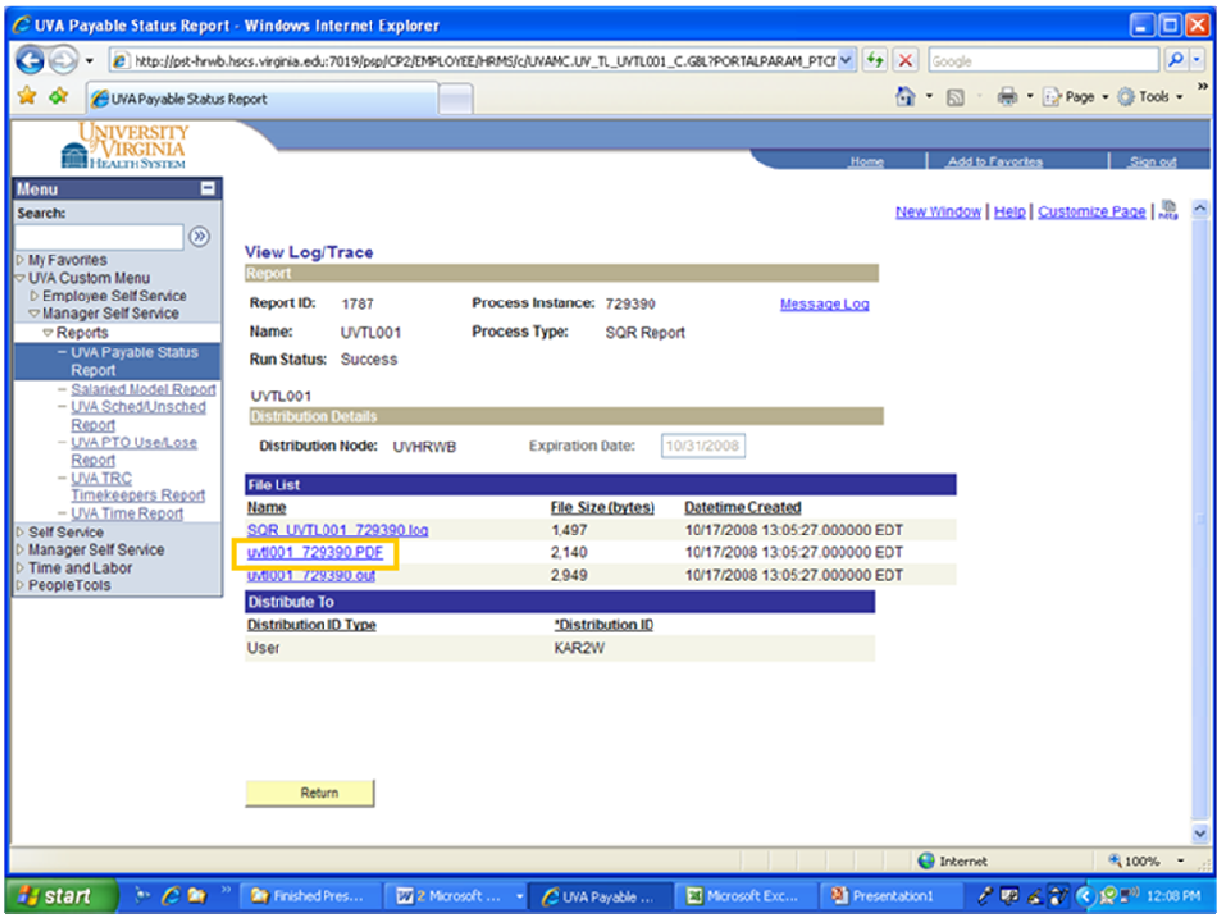


How to run reports (cont.)

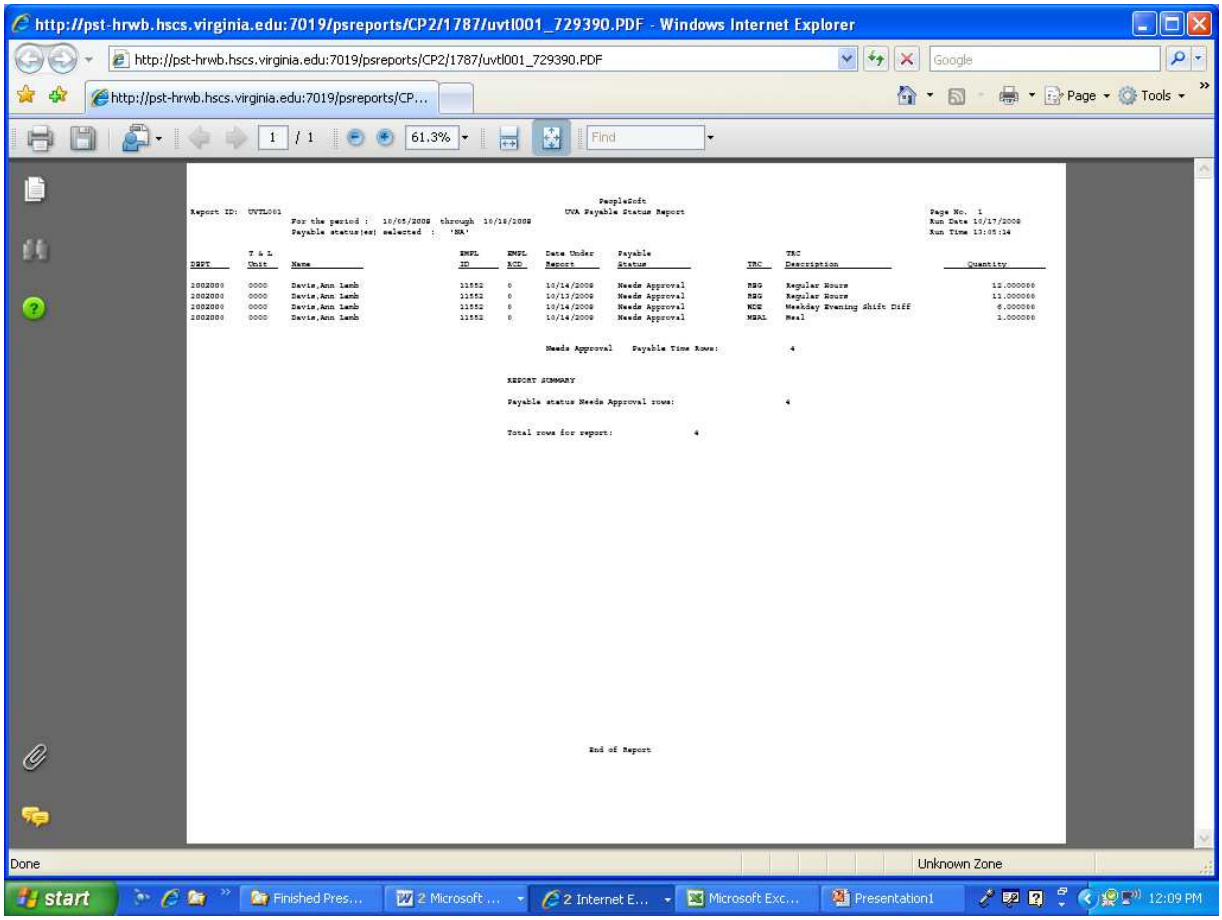
Select the View Log/Trace link.

How to run reports (cont.)

Click on the report link to open up the report file (middle line).



How to run reports (cont.)

View, print or save the report or file.

Example PDF report: