

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

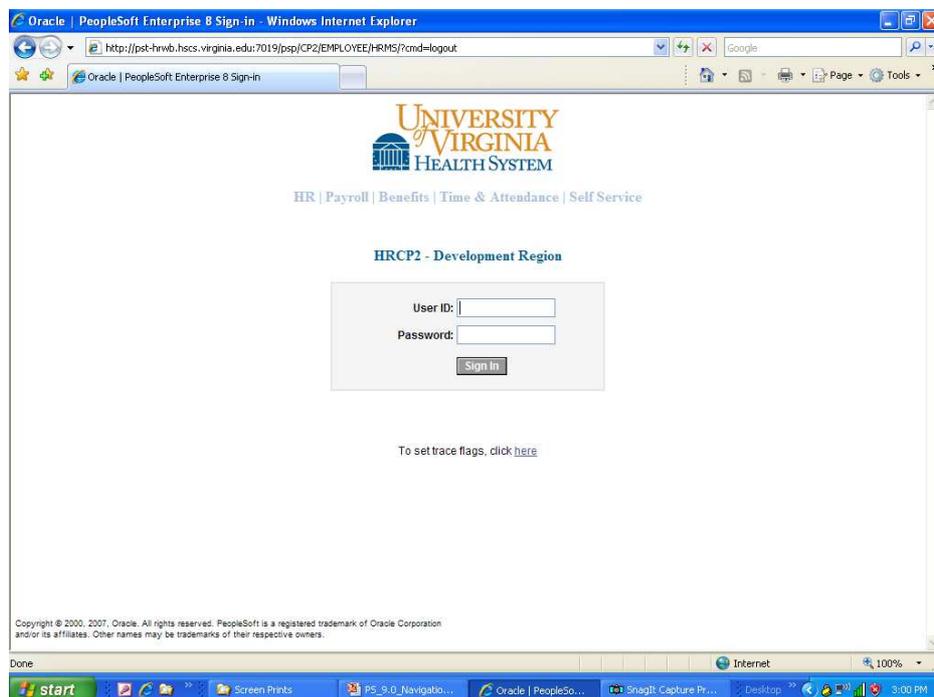
LINK TO THE TIME & LABOR WEBSITE

<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.





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"

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

View By: Week | Date: 10/08/2008 | Refresh | << Previous Week | Next Week >>

Employees For		Totals From 10/05/2008 - 10/11/2008						
Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception Absence	Approved/Submitted Hours	Denied Hours	Empl ID
Name		0.000000	0.000000	0.000000		0.000000	0.000000	

Go To: [Manager Self Service](#)
[Time Management](#)
[Approve Reported Time](#)

Report Time

Step 2:

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

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmpID	11552
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Clear Selection Criteria Save Selection Criteria Get Employees

View By: Week Date: 10/15/2008 Refresh << Previous Week Next Week >>

Employees For Totals From 10/12/2008 - 10/18/2008

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception Absence	Approved/Submitted Hours	Denied Hours	Empl ID
	RN Administrative Coordinator	9.00	0.00	0.00		9.00	0.00	
	Non Patient Care Nurse	0.00	0.00	0.00		0.00	0.00	

Go To: [Manager Self Service](#)
[Time Management](#)
[Approve Reported Time](#)

*** 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 separate 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.**



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

Timesheet

Job Title: _____ EmpID: _____
 Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 10/12/2008 BT Refresh [<< Previous Week](#) [Next Week >>](#)
[Next Employee >>](#)

Reported Hours: 31.23 Hours Scheduled Hours: 0.00 Hours

From 10/12/2008 to 10/18/2008

Timesheet PDF

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Co
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				20:00:00	2.00	
Tue	10/14	Submitted	08:00:00	12:00:00	13:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

Save

[Reported Hours Summary - click to hide](#)

Category	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total
Total Reported Hours	8.25	10.98	12.00					31.23

[Balances - click to hide](#)

Plan Type	End balance as of 10/12/2008
School Leave	
Family Sick - Catastrophic	
Paid Time Off	0.007
Catastrophic Leave	0.002

Go To: [Manager Self Service](#)
[Time Management](#)
[Elapsed Timesheet](#)
[Return to Select Employee](#)

Report Time

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



[Home](#) | [Add to Favorites](#) | [Sign out](#)

Menu

Search:

- ▷ My Favorites
- ▷ UVA Custom Menu
- ▷ Self Service
- ▷ Manager Self Service
 - ▷ Time Management
 - ▷ Approve Time and Exceptions
 - ▷ Report Time
 - Timesheet
 - ▷ View Time
- ▷ Time and Labor
- ▷ PeopleTools

[w Window](#) | [Help](#) | [Customize Page](#) | 

: 0

[Next Week >>](#)

[Next Employee >>](#)

Punch Total	Time Reporting Code	Quantity	Time Collection Device ID	Business Unit	HR Department	Date		
17:00:00	8.25	<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/12	<input type="button" value="-"/>	<input type="button" value="+"/>
17:00:00	8.98	<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/13	<input type="button" value="-"/>	<input type="button" value="+"/>
20:00:00	2.00	<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/13	<input type="button" value="-"/>	<input type="button" value="+"/>
17:00:00	8.00	<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/14	<input type="button" value="-"/>	<input type="button" value="+"/>
22:00:00	4.00	<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/14	<input type="button" value="-"/>	<input type="button" value="+"/>
		<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/15	<input type="button" value="-"/>	<input type="button" value="+"/>
		<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/16	<input type="button" value="-"/>	<input type="button" value="+"/>
		<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/17	<input type="button" value="-"/>	<input type="button" value="+"/>
		<input type="text"/>	<input type="text"/>	MCHRP	<input type="text"/>	10/18	<input type="button" value="-"/>	<input type="button" value="+"/>

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.**



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

Timesheet

Employee ID: _____
 Job Title: _____ Employee Record Number: 0

[Click for Instructions](#)

View By: Week Date: 10/12/2008 [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 16.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 10/12/2008 to Saturday 10/18/2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Override Reason Code	Time Collection Device ID
10/12	10/13	10/14	10/15	10/16	10/17	10/18					
	8.00	8.00					16.00	PTO - Paid Time Off	Hours		
Save											

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/13/2008	Submitted		8.00 PTO	
10/14/2008	Submitted		8.00 PTO	

[Reported Hours Summary - click to hide](#)

Category	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total
Total Reported Hours		8.00	8.00					16.00

[Balances - click to hide](#)

Plan Type	End balance as of 10/12/2008
Catastrophic Leave	
Family Sick - Catastrophic	
School Leave	8.000
Paid Time Off	90.857

Go To: [Self Service](#)
[Time Reporting](#)
[Punch Timesheet](#)

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"

The screenshot shows a web browser window titled "Payable Time Detail - Windows Internet Explorer". The address bar contains the URL: http://psr-hrweb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MING_PAY_VIEW_DT.GBL?NAVST. The page header includes the University of Virginia Health System logo and navigation links: Home, Add to Favorites, Sign out, New Window, Help, Customize Page, and Print.

The main content area is titled "Payable Time Detail" and "Select Employee". It features an "Employee Selection Criteria" table with the following fields:

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Below the table are three buttons: "Clear Selection Criteria", "Save Selection Criteria", and "Get Employees".

Below the buttons is a section titled "Employees For Kelly Robins" with a table showing search results:

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
Name		0					

The Windows taskbar at the bottom shows the Start button, several open applications (Screen Prints SS Time..., Microsoft Excel - HR..., Payable Time Detail - ...), and the system tray with the date and time (4:00 PM).

Payable Time Summary

Step 2:

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

The screenshot shows a web browser window titled "Payable Time Summary - Windows Internet Explorer". The address bar contains the URL: http://psr-hrwb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_TM_MPAY_SUMM_PG.GBL?WAYS. The page header includes the University of Virginia Health System logo and navigation links for Home, Add to Favorites, and Sign out.

A left-hand menu is visible, with "Payable Time Summary" selected. The main content area features a search form with the following fields:

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Below the search form are buttons for "Clear Selection Criteria", "Save Selection Criteria", and "Get Employees".

The results section is titled "Employees For Kelly Robins" and contains a table with the following data:

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
		0		RN Administrative Coordinator		MCHRP	TWP Inpatient Services
		1		Non Patient Care Nurse		MCHRP	TWP Inpatient Services

Below the table, there are links for "Go To: [Manager Self Service](#)" and "[Time Management](#)".

Payable Time Summary

Step 3:

Example of viewing "Payable Time Summary"

The screenshot shows a web browser window titled "Payable Time Summary - Windows Internet Explorer". The address bar shows the URL: http://pst-hrwb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_TM_MPAY_SUMM_PG.GBL?NAV5. The page header includes the University of Virginia Health System logo and navigation links: Home, Add to Favorites, Sign out, New Window, Help, Customize Page, and RSS.

The main content area is titled "Payable Time Summary". It displays the following information:

- Employee ID: [Blank]
- Employee Record Number: 0
- Job Title: [Blank]
- 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: 10/08/2008 [Dropdown] End Date: 10/14/2008 [Dropdown] Refresh [Button]

The table below shows the payable time entries for the period from 10/08/2008 to 10/14/2008:

Payable Time From 10/08/2008 To 10/14/2008										
Time Reporting Code	Description	Type	Currency	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Sun 10/12	Mon 10/13	Tue 10/14
MEAL	Meal	Hours						0.750000		
REG	Regular Hours	Hours						8.250000		
WED	Weekend Day Shift Diff	Hours						8.250000		

At the bottom of the page, there are links to "Manager Self Service", "Time Management", "Detail Page", and "Return to Select Employee".

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"

The screenshot displays the 'Payable Time Detail' web application interface. On the left is a navigation menu with options like 'My Favorites', 'LVA Custom Menu', 'Self Service', and 'Manager Self Service'. The main content area is titled 'Payable Time Detail' and 'Select Employee'. It features an 'Employee Selection Criteria' form with fields for Group ID, EmplID, Empl Rcd Nbr, Last Name, Department, and T & L Unit. A yellow box highlights the search criteria form and the 'Get Employees' button. Below the form is a table titled 'Employees For Kim Goodman' with columns for Name, Employee ID, Empl Rcd Nbr, Job Code, Job Description, Department ID, Business Unit, and Department Description. The table shows one entry with 'Name' and '0'. At the bottom, there are links for 'Manager Self Service' and 'Time Management'.

Payable Time Detail

Step 2:

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

The screenshot displays the 'Payable Time Detail' web application. The browser window title is 'Payable Time Detail - Windows Internet Explorer'. The address bar shows the URL: http://psr-hrwib.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/cj/ROLE_MANAGER.TL_MNG_PAY_VIEW_DT.GBL?NAVST. The page features the University of Virginia Health System logo and a navigation menu on the left. The main content area includes a search form with fields for Group ID, EmplID, Empl Rcd Nbr, Last Name, Department, and T & L Unit. Below the search form are buttons for 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. A table titled 'Employees For Kelly Robins' is displayed, showing two rows of employee data. The first row is highlighted with a yellow box. Below the table, there are links for 'Go To: Manager Self Service' and 'Time Management'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Screen Prints SS Time...', 'Microsoft Excel - HR...', and 'Payable Time Detail - ...'. The system clock shows 4:01 PM.

Name	Employee ID	Empl Rcd Nbr	Job Code	Job Description	Department ID	Business Unit	Department Description
		0		RN Administrative Coordinator		MCHRP	TWP Inpatient Services
		1		Non Patient Care Nurse	*****	MCHRP	TWP Inpatient Services

Payable Time Detail

Step 3a:

Example of viewing "Payable Time Detail - Overview".

Payable Time Detail - Windows Internet Explorer

http://pst-hrwb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MNG_PAY_VIEW_DT.GBL?NAVST

University of Virginia Health System

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | RSS

Payable Time Detail

Employee ID: _____
Job Title: _____ Employee Record Number: 0
[Next Employee >>](#)

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

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

Start Date: End Date: [Refresh](#)

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
10/12/2008	Closed	Not Sent to Payroll	MEAL	Hours	0.750000	UVA_DEPT
10/12/2008	Approved		REG	Hours	8.250000	UVA_DEPT
10/12/2008	Approved		WED	Hours	8.250000	UVA_DEPT

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

Internet 100%

start | Screen Prints 93 Time... | Microsoft Excel - HR... | Payable Time Detail - ... | 4:04 PM

Payable Time Detail

Step 3b:

Example of viewing "Payable Time Detail - Time Reporting Elements".

The screenshot shows a web browser window titled "Payable Time Detail - Windows Internet Explorer". The address bar shows a URL from the University of Virginia Health System. The page header includes the University of Virginia Health System logo and navigation links like "Home", "Add to Favorites", and "Sign out".

On the left, there is a "Menu" sidebar with a search field and a tree view containing categories like "My Favorites", "UVA Custom Menu", "Self Service", "Manager Self Service", "Time Management", "Report Time", and "View Time". The "Payable Time Detail" option is selected under "View Time".

The main content area is titled "Payable Time Detail". It displays fields for "Employee ID:" and "Employee Record Number: 0", with a "Next Employee >>" link. Below this, it states "Payable Time Detail displayed for up to thirty-one days." and provides instructions on using the "Payable Status Filter" and a "Refresh" button. The "Start Date" is set to 10/08/2008 and the "End Date" is 10/14/2008.

The "Payable Status Filter" section is expanded, showing a tabbed interface with "Overview", "Time Reporting Elements", and "Task Reporting Elements". The "Time Reporting Elements" tab is active, displaying a table with the following data:

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Currency Code	Country	State	Locality	Billable	Rate Code	Override
10/12/2008	Closed	Not Sent to Payroll	MEAL	Hours	0.750000	USD				<input type="checkbox"/>		
10/12/2008	Approved		REG	Hours	8.250000	USD				<input type="checkbox"/>		
10/12/2008	Approved		WED	Hours	8.250000	USD				<input type="checkbox"/>	D40WED	

At the bottom of the page, there are links for "Go To: Manager Self Service", "Time Management", and "Return to Select Employee". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:05 PM.

Payable Time Detail

Step 3c:

Example of viewing "Payable Time Detail - Task Reporting Elements".

Payable Time Detail

Employee ID: _____
 Job Title: _____ Employee Record Number: 0
[Next Employee >>](#)

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

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

Start Date: 10/08/2008 End Date: 10/14/2008 [Refresh](#)

Payable Time

Overview | **Time Reporting Elements** | Task Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Business Unit	HR Department	User Field 2	User Field 3	Approval Date/Time
10/12/2008	Closed	Not Sent to Payroll	MEAL	Hours	0.750000	MCHRP				10/14/2008 13:00:00
10/12/2008	Approved		REG	Hours	8.250000	MCHRP				10/14/2008 13:00:00
10/12/2008	Approved		WED	Hours	8.250000			39	Y	10/14/2008 13:00:00

Go To: [Manager Self Service](#)
 Time Management

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 Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | **Get Employees**

[Click to View Additional Information](#)

Filter Options

Exceptions Find

Overview | **Details** | [Print](#)

Allow	EmplID	Empl Rcd Nbr	Exception ID	Description	Date	Name	Job Description
<input type="checkbox"/>		0			10/08/2008		

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch. **Clean Up Exceptions**

Allow All

Save

Go To: [Manager Self Service](#)
[Time Management](#)

Manage Time Exceptions

Step 2a

Exceptions will be displayed

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

UNIVERSITY OF VIRGINIA HEALTHSYSTEM

Home | Add to Favorites | Sign out

[New Window](#) | [Print](#) | [Subscription Page](#) | [Help](#)

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

[Click to View Additional Information](#)

Filter Options

Exceptions

Overview | Details | [Print](#) | [Find](#)

Allow	EmplID	Empl Rcd Nbr	Exception ID	Description	Date	Name	Job Description
<input type="checkbox"/>		0	TLX10065	Missing Punch	12/24/2007		RN Administrative Coor
<input type="checkbox"/>		0	TLX01540	More than 24 hours reported	12/24/2007		RN Administrative Coor
<input type="checkbox"/>		0	TLX10065	Missing Punch	09/28/2008		RN Administrative Coor

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

Clean Up Exceptions

Allow All

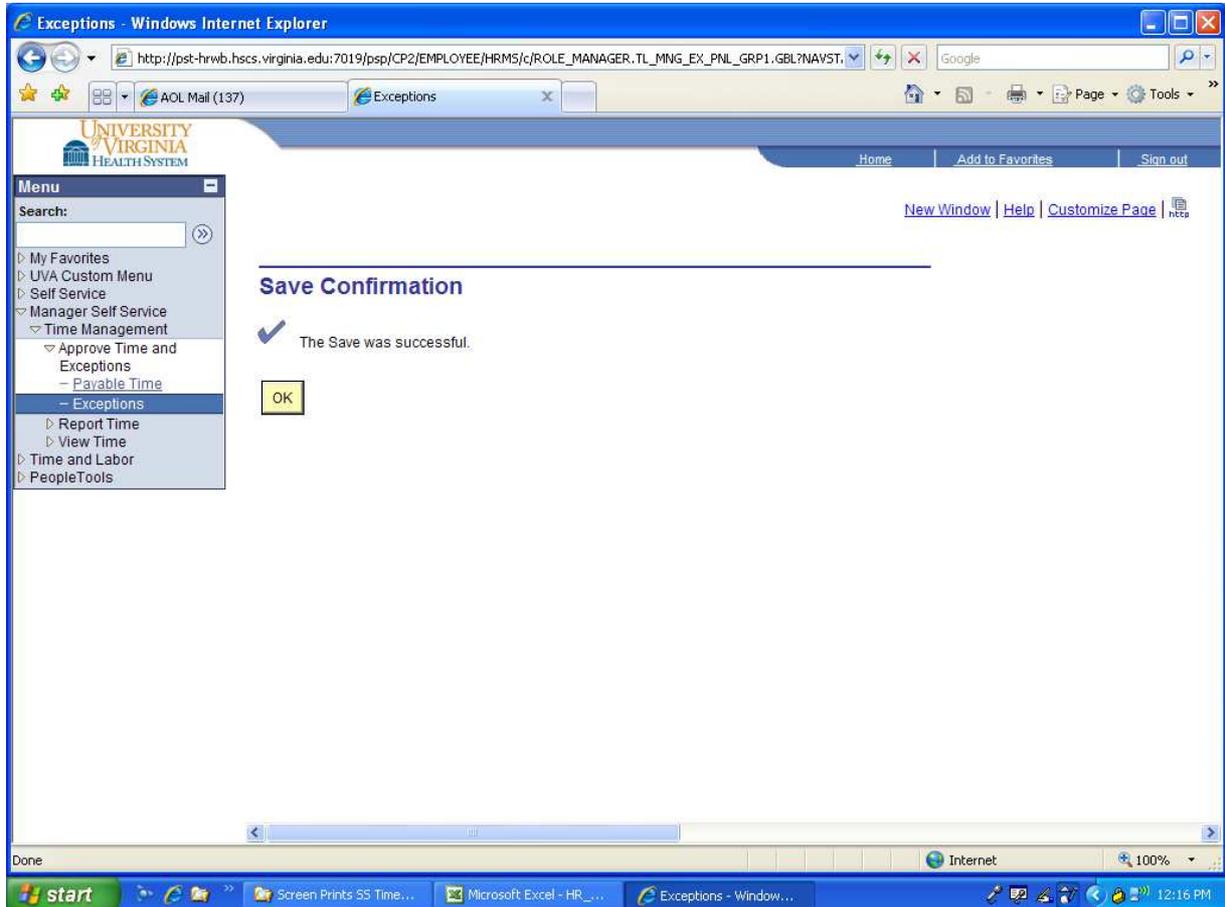
Save

Go To: [Manager Self Service](#)
[Time Management](#)

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.

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Home | Add to Favorites | Sign out

[NEW WINDOW](#) | [HOME](#) | [SUBSCRIPTION PAGE](#) | [HELP](#)

Manage Exceptions

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Red Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Clear Selection Criteria | Save Selection Criteria | Get Employees

Click to View Additional Information

Filter Options

Exceptions Find

Overview | Details

Allow	EmplID	Empl Red Nbr	Exception ID	Description	Date	Name	Job Description
<input type="checkbox"/>			0 TLX10065	Missing Punch	12/24/2007		RN Administrative Coord
<input type="checkbox"/>			0 TLX01540	More than 24 hours reported	12/24/2007		RN Administrative Coord
<input type="checkbox"/>			0 TLX10065	Missing Punch	09/28/2008		RN Administrative Coord

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of time validation-Elapsed or Punch.

Clean Up Exceptions

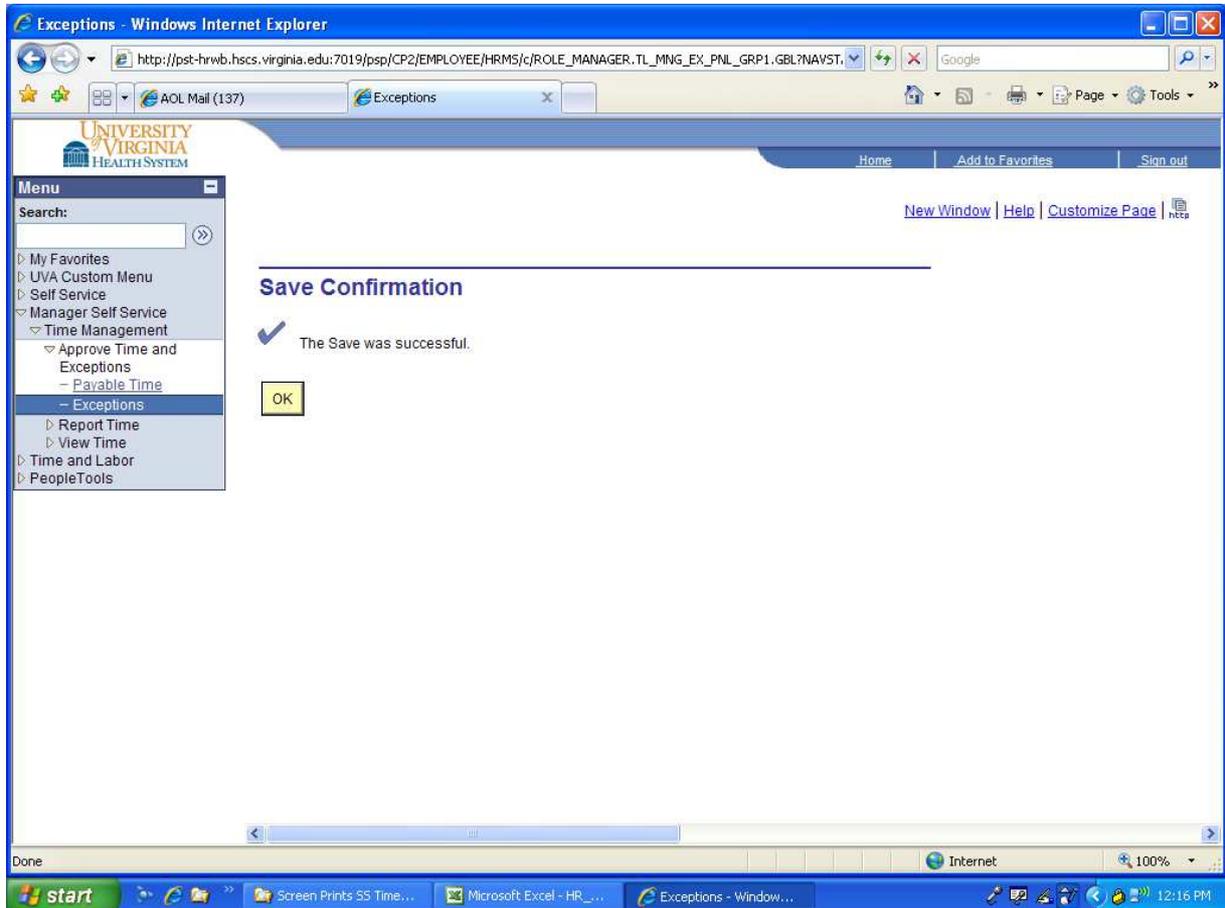
Allow All

Save

Go To: [Manager Self Service](#)
[Time Management](#)

Manage Time Exceptions

Step 3b Save Confirmation



Manage Time Exceptions

Step 3c

Allowed exception cleared.

The screenshot displays the 'Manage Time Exceptions' interface in a Windows Internet Explorer browser. The page title is 'Exceptions - Windows Internet Explorer'. The URL is http://pst-hrwb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MNG_EX_PNL_GRP1.GBL?NAVST. The page features the University of Virginia Health System logo and a navigation menu on the left. The main content area shows a table of exceptions with columns for Allow, EmpID, Empl Rcd Nbr, Exception ID, Description, Date, Name, and Job Description. Two exceptions are listed for employee Ann Davis. Below the table, there is a 'Clean Up Exceptions' button and a 'Go To' section with links to 'Manager Self Service' and 'Time Management'.

Allow	EmpID	Empl Rcd Nbr	Exception ID	Description	Date	Name	Job Description
<input type="checkbox"/>	11552	0	TLX10065	Missing Punch	12/24/2007	Ann Davis	RN Administrative Coord
<input type="checkbox"/>	11552	0	TLX10065	Missing Punch	09/28/2008	Ann Davis	RN Administrative Coord

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

[Clean Up Exceptions](#)

[Allow All](#)

[Save](#)

Go To: [Manager Self Service](#)
[Time Management](#)

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"

The screenshot shows a web browser window titled "Payable Time - Windows Internet Explorer". The address bar shows the URL: https://prc-hrwib.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_SRCH_APPRV_GRP.GBL?NAVSTA. The page header includes the University of Virginia Health System logo and navigation links: Home, Add to Favorites, Sign out, New Window, Help, Customize Page. A left-hand menu is visible with options like My Favorites, UVA Custom Menu, Self Service, Manager Self Service, Time Management, Approve Time and Exceptions, Payable Time, Exceptions, Report Time, View Time, Time and Labor, and PeopleTools. The main content area is titled "Approve Payable Time" and "Approve Time for Time Reporters". It contains an "Employee Selection Criteria" table with the following fields: Description, Value, Group ID, EmplID, Empl Rcd Nbr, Last Name, Department, and T & L Unit. Each field has a search icon. Below the table are three buttons: "Clear Selection Criteria", "Save Selection Criteria", and "Get Employees". The "Get Employees" button is highlighted with a yellow box. Below the buttons, a message states: "No employees were returned for the time period specified." Below this message are date pickers for "Start Date" (10/02/2008) and "End Date" (10/08/2008), and a "Refresh" button. At the bottom, there are links for "Manager Self Service" and "Time Management". The Windows taskbar at the bottom shows the start button, several open applications (TRAVELDRIVE (K), iTunes, Microsoft Excel - HR..., Payable Time - Wind...), and the system clock showing 8:45 PM on 10/02/2008.

Approve Payable Time

Step 2

Select individual entries or select all.

Click on "Approve"

The screenshot displays the 'Approve Payable Time' web application. The interface includes a navigation menu on the left, a search criteria form, date selection fields, and a table of employees for approval. The 'Approve' button is highlighted.

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
T & L Unit	<input type="text"/>

Buttons: Clear Selection Criteria, Save Selection Criteria, Get Employees

Start Date: 10/05/2008 End Date: 10/14/2008 Refresh

[Click for Instructions](#)

Employees For

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup
<input checked="" type="checkbox"/>				0 95561	RN Administrative Coordinator	0.000000		

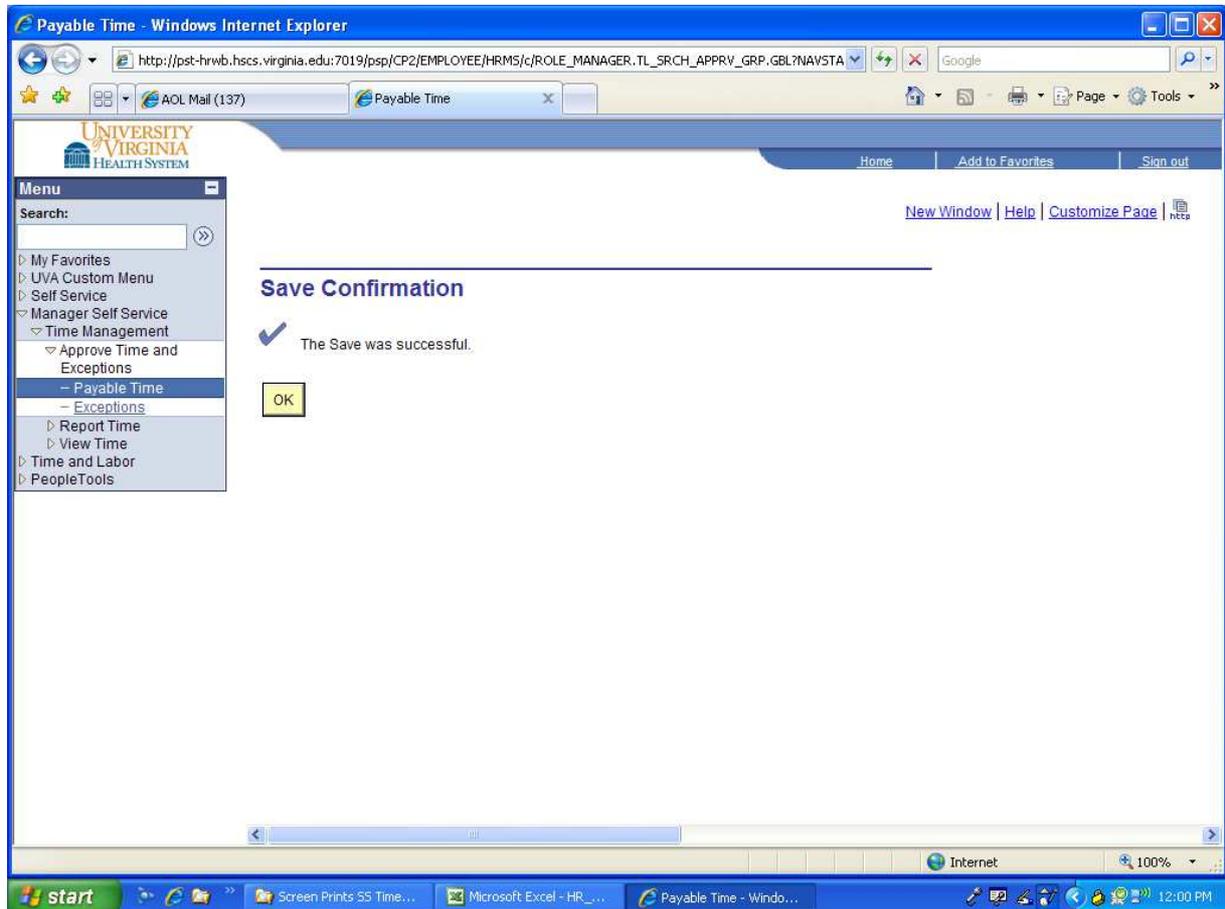
Buttons: Select All, Clear All, Approve

Go To: [Manager Self Service](#), [Time Management](#)

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.

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Timesheet

EmpID: _____
Employee Record Number: 0

Job Title: _____

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)
[Next Employee >>](#)

Reported Hours: 31.23 Hours Scheduled Hours: 0.00 Hours

From 10/12/2008 to 10/18/2008

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Co
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				20:00:00	2.00	
Tue	10/14	Submitted	08:00:00	12:00:00	13:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

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.

The screenshot displays a web-based timesheet interface. At the top, the browser title is 'Timesheet - Windows Internet Explorer'. The address bar shows a URL from the University of Virginia Health System. The page header includes the university logo and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there are controls for 'View By' (set to 'Week') and 'Date' (10/26/2008). A summary section shows 'Reported Hours: 65.48 Hours' and 'Scheduled Hours: 0.00 Hours'. The main data table is titled 'From 10/26/2008 to 11/01/2008' and contains the following entries:

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Code	Quantity	Time Collection Device ID
Sun	10/26	New									
Mon	10/27	Submitted							CBW - Call Back Worked	2.00	
		Submitted							OCT - On Call Time-Fixed	6.00	
		Submitted	08:00:00				16:30:00	8.50			
		Submitted	17:00:00				19:00:00	2.00			
Tue	10/28	New									
Wed	10/29	Submitted							ONC - On Call Time--24 H	24.00	
		Submitted	15:00:00				23:59:00	8.98			
Thu	10/30	New									
Fri	10/31	Submitted							CBW - Call Back Worked	4.00	
		Submitted							OCT - On Call Time-Fixed	6.00	

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 from 11:00-19:30 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. OT2 (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. OSH (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).

The screenshot displays the 'Timesheet' interface for the University of Virginia HealthSystem. The left sidebar contains a 'Menu' with options like 'My Favorites', 'LVA Custom Menu', 'Self Service', and 'Manager Self Service'. The 'Manager Self Service' section is expanded to show 'Time Management', 'Approve Time and Exceptions', 'Report Time', and 'Timesheet'. The main content area shows the 'Timesheet' title, 'Job Title', 'EmpID', and 'Employee Record Number'. It includes a 'View By' dropdown set to 'Week', a 'Date' field set to '10/12/2008', and a 'Refresh' button. Below this, it shows 'Reported Hours: 31.23 Hours' and 'Scheduled Hours: 0.00 Hours'. A table titled 'From 10/12/2008 to 10/18/2008' displays the timesheet data. The table has columns for Day, Date, Status, In, Meal, In, Float, Out, Punch Total, and Time Reporting Co. The rows for 10/13 and 10/14 are highlighted in yellow, showing call back hours of 2.00 and 4.00 respectively. A 'Save' button is located at the bottom of the table.

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Co
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				20:00:00	2.00	
Tue	10/14	Submitted	08:00:00	12:00:00	13:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

Go to 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".

UNIVERSITY OF VIRGINIA HEALTHSYSTEM

Home | Add to Favorites | Sign out

New Window | Help | Customize Page | HTS

Timesheet

Employee ID: _____
 Employee Record Number: 0

Job Title: _____

[Click for instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)
 Reported Hours: 6.00 Hours Scheduled Hours: 0.00 Hours [Next Employee >>](#)

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

From Sunday 10/12/2008 to Saturday 10/18/2008

[Timesheet](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Override Reason Code	Time Collection Device ID
	2.00	4.00					6.00	CBW - Call Back Worked	Hours		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/13/2008	Submitted	2.00	CBW	
10/14/2008	Submitted	4.00	CBW	

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

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

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Menu

Search:

- My Favorites
- LVA Custom Menu
- Self Service
- Manager Self Service
 - Time Management
 - Approve Time and Exceptions
 - Report Time
 - Timesheet**
 - View Time
 - Time and Labor
 - PeopleTools

Timesheet

Job Title: _____ EmplID: _____
 Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)
[Next Employee >>](#)

Reported Hours: 37.23 Hours Scheduled Hours: 0.00 Hours

From 10/12/2008 to 10/18/2008

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Co
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted							CBW - Call Back V
		Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				20:00:00	2.00	
Tue	10/14	Submitted							CBW - Call Back V
		Submitted	08:00:00	12:00:00	12:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Elapsed Timesheet](#)
[Return to Select Employee](#)

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.

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

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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: End Date: [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
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.

Menu

Search: []

- My Favorites
- UVA Custom Menu
- Self Service
 - Time Reporting
 - Report Time
 - Timesheet**
 - View Time
 - Payroll and Compensation
 - Benefits

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Timesheet

Job Title: _____ EmpID: _____
Employee Record Number: 0

Click for Instructions

View By: Week Date: 10/12/2008 << Previous Week Next Week >>
Next Job >>

Reported Hours: 32.23 Hours Scheduled Hours: 0.00 Hours

From 10/12/2008 to 10/18/2008

Timesheet

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Code
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				19:00:00	1.00	
		Submitted	20:00:00				21:00:00	1.00	
		Submitted	22:00:00				23:00:00	1.00	
Tue	10/14	Submitted	08:00:00	12:00:00	13:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

Reported Hours Summary - click to view
 Balances - click to view

Go To: [Self Service](#)
[Time Reporting](#)
Elapsed Timesheet
Return to Select Job

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

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

****** 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.***

Timesheet

Employee ID: _____
Job Title: _____ Employee Record Number: 0

[Click for instructions](#)

View By: Date: 10/12/2008 [Previous Week](#) [Next Week >>](#)
Reported Hours: 7.00 Hours Scheduled Hours: 0.00 Hours [Next Employee >>](#)

Punch Time has been reported for this date range. Use the "Punch Timesheet" link to view the time.

From: Sunday 10/12/2008 to Saturday 10/18/2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Override Reason Code	Time Collection Device ID
	1.00	4.00					5.00	CBW - Call Back Worked	Hours		
	1.00						1.00	CBW - Call Back Worked	Hours		
	1.00						1.00	CBW - Call Back Worked	Hours		

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/13/2008	Submitted	3.00	CBW	
10/14/2008	Submitted	4.00	CBW	

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

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

UNIVERSITY OF VIRGINIA HEALTHSYSTEM

Home | Add to Favorites | Sign out

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Timesheet

Job Title: _____ EmpID: _____
 Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [=< Previous Week](#) [Next Week >=](#)
[Next Employee >>](#)

Reported Hours: 39.23 Hours Scheduled Hours: 0.00 Hours

From 10/12/2008 to 10/18/2008

Day	Date	Status	In	Meal	In	Float	Out	Punch Total	Time Reporting Co
Sun	10/12	Submitted	08:00:00	11:30:00	12:15:00		17:00:00	8.25	
Mon	10/13	Submitted							CBW - Call Back V
		Submitted							CBW - Call Back V
		Submitted							CBW - Call Back V
		Submitted	08:00:00	12:00:00	12:01:00		17:00:00	8.98	
		Submitted	18:00:00				19:00:00	1.00	
		Submitted	20:00:00				21:00:00	1.00	
		Submitted	22:00:00				23:00:00	1.00	
Tue	10/14	Submitted							CBW - Call Back V
		Submitted	08:00:00	12:00:00	13:00:00		17:00:00	8.00	
		Submitted	18:00:00				22:00:00	4.00	
Wed	10/15	New							
Thu	10/16	New							
Fri	10/17	New							
Sat	10/18	New							

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

Go To: [Manager Self Service](#)
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[Return to Select Employee](#)

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

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: End Date: [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
MCAL	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	<i>Non-Frozen</i> estimated time that has been created after Time Administration runs.	Prior to running Time Administration.
Estimated-Ready for Payroll	<i>Non-Frozen</i> 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	<i>Non-Frozen</i> 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	<i>Frozen</i> time that will not be passed to payroll	<ul style="list-style-type: none"> • 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 <i>not</i> 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	<p>Payroll has encountered a discrepancy between Time and Labor and Job Data records:</p> <ul style="list-style-type: none"> • Employee Action/Reason code results in an Inactive or Terminated status • Non-employee information was passed to payroll <p>Payroll has encountered a discrepancy between Time and Labor and Payroll such as an invalid TRC or inactive Earnings code</p>
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:

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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_PTCT

UVA Payable Status Report

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

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 - 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

[Basic Search](#) [Save Search Criteria](#)

Find an Existing Value [Add a New Value](#)

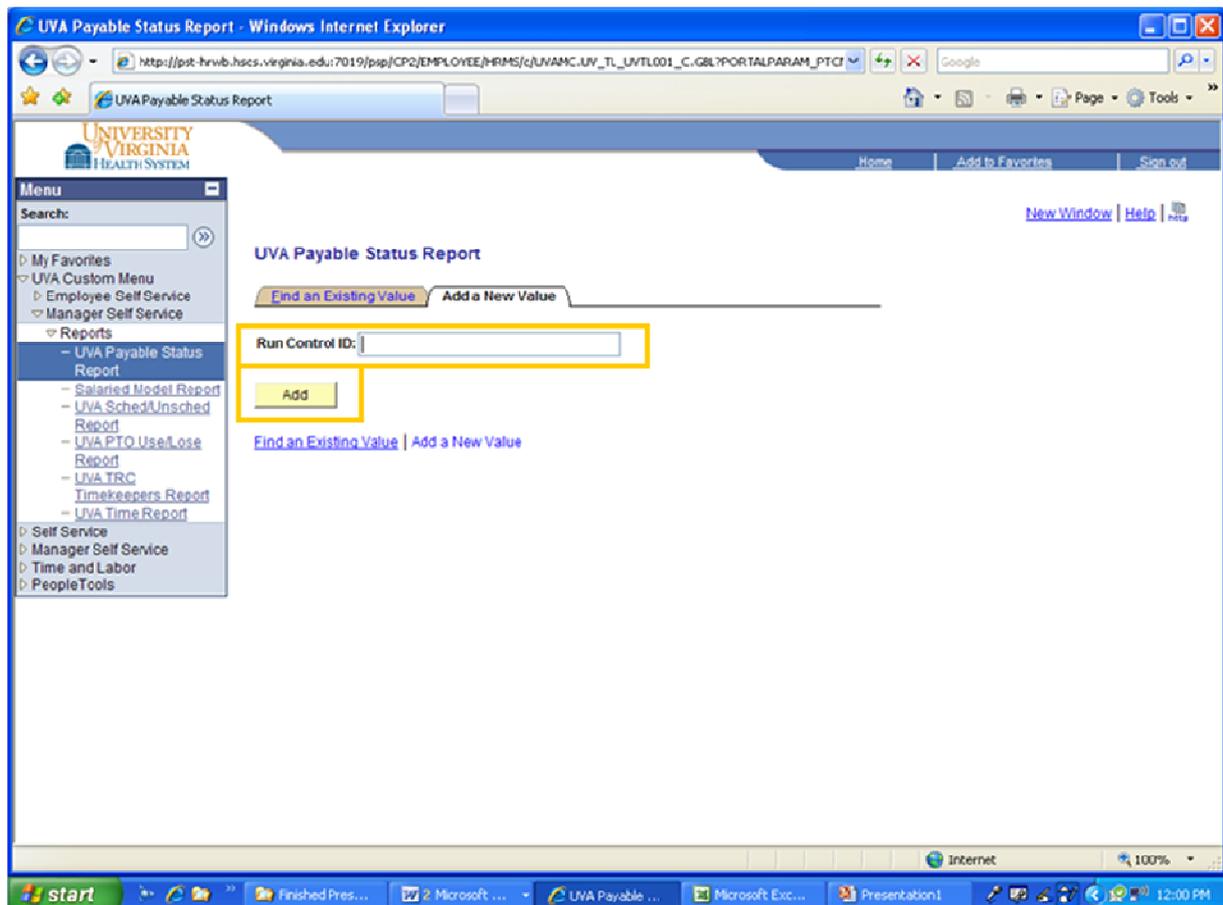
Internet 100%

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".

The screenshot shows the 'UVA Payable Status Report' web application in Internet Explorer. The browser address bar shows the URL: http://psr-hrwib.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UNVAMC.UNV_TL_UNVTL001_C.GBL?PORTALPARAM_PTCT. The page title is 'UVA Payable Status Report'. The University of Virginia Health System logo is visible in the top left. A navigation menu on the left lists various reports, with 'UVA Payable Status Report' selected. The main content area includes a 'Run Control ID' field set to 'UVAPAYABLETIME', a 'Language' dropdown set to 'English', and a 'Run' button. Below this is a 'Description' field and 'Start Date' (10/05/2008) and 'End Date' (10/18/2008) fields. A section of checkboxes allows for report filtering, with 'Needs Approval' checked. An 'Employees To Process' section contains search fields for 'EmplID', 'Empl Rcd #', and 'GroupID', with 'GroupID' set to '11649' and an 'Include/Exclude Indicator' dropdown set to 'Include'. At the bottom, there are 'Save' and 'Notify' buttons, and 'Add' and 'Update/Display' buttons. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Finished Pres...', '2 Microsoft...', 'UVA Payable...', 'Microsoft Exc...', and 'Presentation1', with the system clock showing 12:02 PM.

How to run reports (cont.)

Click on "OK"

UVA Payable Status Report - Windows Internet Explorer

http://pvt-hrweb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UVAMC.UV_TL_UVTL001_C.GBL?PORTALPARAM_PTC

UVA Payable Status Report

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Process Scheduler Request

User ID: KAR2W Run Control ID: UVAPAYABLETIME

Server Name: [] Run Date: 10/17/2008 [i]

Recurrence: [] Run Time: 13:03:27 [Reset to Current Date/Time]

Time Zone: []

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	UV_TL001_RPT	UV_TL001_RPT	Application Engine	Web	TXT	Distribution

OK Cancel

***** 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.*

The screenshot shows the 'UVA Payable Status Report' web application running in Internet Explorer. The browser address bar shows the URL: http://psf-hrwib.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UVAMC.UV_TL_UVTL001_C.GBL?PORTALPARAM_PTC. The page title is 'UVA Payable Status Report'. The University of Virginia Health System logo is visible in the top left. A navigation menu on the left lists various reports, including 'UVA Payable Status Report', 'Salaried Model Report', 'UVA Sched/Unsched Report', 'UVA PTO Use/Lose Report', 'UVA TRC', 'Timekeepers Report', and 'UVA Time Report'. The main content area is titled 'UVA Payable Status Report' and contains the following elements:

- Run Control ID:** UVAPAYABLETIME
- Language:** English
- Buttons:** Report Manager, Process Monitor (highlighted in blue), Run
- Description:** [Empty text box]
- Start Date:** 10/05/2008
- End Date:** 10/18/2008
- PO:** [Empty text box]
- Filters:**
 - Approved
 - Estimated
 - Rejected by Payroll
 - Closed
 - Needs Approval
 - Sent to Payroll
 - Diluted
 - Distributed
 - Taken by Payroll
- Employees To Process:** Find | View All | First | 1 of 1 | Last
- Search Fields:** EmpID: [Empty], Empl Rcd #: 0, Group ID: 11649, *Include/Exclude Indicator: Include
- Buttons:** Save, Notify, Add, Update/Display

How to run reports (cont.)

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

Select the Details link.

The screenshot shows the 'UVA Payable Status Report' web application in Internet Explorer. The browser address bar shows the URL: http://psr-hrweb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UNAMC.UV_TL_UVTL001_C.GBL?PORTALPARAM_PTCT. The page title is 'UVA Payable Status Report'. The University of Virginia Health System logo is visible in the top left. A navigation menu on the left lists various reports, with 'UVA Payable Status Report' selected. The main content area has two tabs: 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with search criteria: User ID: KAR2W, Type: [dropdown], Last: 1, None, Refresh, Server: [dropdown], Name: [dropdown], Instance: [dropdown] to [dropdown], Run Status: [dropdown], Distribution Status: [dropdown], and a checked 'Save On Refresh' option. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains two rows: one for 'SOR Report' (Instance 729390, Run Date/Time 10/17/2008 13:05:07 EDT, Run Status Success, Distribution Status Posted, Details link) and one for 'Application Engine' (Instance 729389, Run Date/Time 10/17/2008 13:03:27 EDT, Run Status Success, Distribution Status Posted, Details link). The 'Run Status' and 'Details' cells for the first row are highlighted with yellow boxes. At the bottom of the page, there are 'Save' and 'Notify' buttons, and a link to 'Go back to UVA Payable Status Report'. The Windows taskbar at the bottom shows the start button and several open applications, including 'Finished Pres...', 'Microsoft...', 'UVA Payable...', 'Microsoft Exc...', and 'Presentation1', with the system clock showing 12:06 PM.

UVA Payable Status Report - Windows Internet Explorer

UVA Payable Status Report

UNIVERSITY OF VIRGINIA HEALTH SYSTEM

Menu

Search:

My Favorites

UVA Custom Menu

Employee Self Service

Manager Self Service

Reports

UVA Payable Status Report

Salaries 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 | Customize Page |

Process List | Server List

View Process Request For

User ID: KAR2W Type: Last: 1 None Refresh

Server: Name: Instance: to

Run Status: Distribution Status

Save On Refresh

Process List Customize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	729390		SQR Report	UVTL001	KAR2W	10/17/2008 13:05:07 EDT	Success	Posted	Details
<input type="checkbox"/>	729389		Application Engine	UV_TL001_RPT	KAR2W	10/17/2008 13:03:27 EDT	Success	Posted	Details

Go back to UVA Payable Status Report

Save Notify

Process List | Server List

Done Internet 100%

start Finished Pres... 2 Microsoft ... UVA Payable ... Microsoft Exc... Presentation1 12:06 PM

How to run reports (cont.)

Select the View Log/Trace link.

The screenshot shows a web browser window titled "UVA Payable Status Report - Windows Internet Explorer". The address bar contains the URL: http://prc-hrweb.hscs.virginia.edu:7019/psp/CP2/EMPLOYEE/HRMS/c/UVAMC_UV_TL_UVTL001_C.GBL?PORTALPARAM_PTC. The page header includes the University of Virginia Health System logo and navigation links for Home, Add to Favorites, and Sign out. A search bar and links for New Window, Help, and Customize Page are also present.

The main content area is titled "Process Detail" and displays the following information:

Process	
Instance:	729390
Type:	SQR Report
Name:	UVTL001
Description:	UVTL001
Run Status:	Success
Distribution Status:	Posted

Below the process details, there are two columns of controls:

Run	Update Process
Run Control ID: UVAPAYABLETIME	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

At the bottom of the process details, there are two columns of dates and actions:

Date/Time	Actions
Request Created On: 10/17/2008 13:05:09 EDT	Parameters Transfer
Run Anytime After: 10/17/2008 13:05:07 EDT	Message Log
Began Process At: 10/17/2008 13:05:12 EDT	Batch Timings
Ended Process At: 10/17/2008 13:05:27 EDT	View Log/Trace

At the bottom of the page, there are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several open applications (Finished Pres..., 2 Microsoft..., UVA Payable..., Microsoft Exc..., Presentation1), and the system tray with the time 12:07 PM.

How to run reports (cont.)

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

The screenshot displays the 'UVA Payable Status Report' web application. The main content area shows the following details:

- Report ID:** 1787
- Process Instance:** 729390
- Name:** UVTL001
- Process Type:** SQR Report
- Run Status:** Success

Under the 'Distribution Details' section:

- Distribution Node:** UVHRWB
- Expiration Date:** 10/31/2008

The 'File List' table contains the following data:

Name	File Size (bytes)	Datetime Created
SQR_UVTL001_729390.log	1,497	10/17/2008 13:05:27.000000 EDT
uvtl001_729390.pdf	2,140	10/17/2008 13:05:27.000000 EDT
uvtl001_729390.out	2,949	10/17/2008 13:05:27.000000 EDT

The 'Distribute To' section shows:

- Distribution ID Type:** *Distribution ID
- User:** KAR2W

A 'Return' button is located at the bottom of the page.

How to run reports (cont.)

View, print or save the report or file.

Example PDF report:

The screenshot shows a Windows Internet Explorer browser window displaying a PDF report. The browser's address bar shows the URL: http://pst-hrwb.hscs.virginia.edu:7019/psreports/CP2/1787/uvl001_729390.PDF. The report content is as follows:

Report ID: UVT001
For the period: 10/05/2008 through 10/16/2008
Payable status(es) selected: 'BA'

PeopleSoft
UVA Payable Status Report
Page No. 1
Run Date 10/17/2008
Run Time 11:05:14

DEPT	F & L Unit	Name	EMPL ID	EMPL NCD	Date Under Report	Payable Status	TBC	TBC Description	Quantity
200200	0000	Davis, Ann Lamb	11552	0	10/14/2008	Needs Approval	REG	Regular Hour	12.000000
200200	0000	Davis, Ann Lamb	11552	0	10/13/2008	Needs Approval	REG	Regular Hour	11.000000
200200	0000	Davis, Ann Lamb	11552	0	10/14/2008	Needs Approval	WCE	Weekday Evening shift DIFF	6.000000
200200	0000	Davis, Ann Lamb	11552	0	10/14/2008	Needs Approval	WBL	Meal	1.000000

Needs Approval Payable Time Rows: 4

REPORT SUMMARY
Payable status Needs Approval rows: 4
Total rows for report: 4

End of Report