ELECTRONIC TIME SHEETS

GUIDE FOR

PAYROLL PREPARERS

&

PAYROLL APPROVERS

ELECTRONIC TIME SHEET

GUIDE FOR PAYROLL PREPARERS AND PAYROLL APPROVERS

**REVIEW & PROCESS
TIME SHEETS
ONLINE**

Table of Contents

IMPORTANT NOTES & BUSINESS PRACTICES

Employees are responsible for completing time sheets and submitting them for supervisory approval. Supervisors are responsible for reviewing and approving (or rejecting when applicable) time sheets in preparation for payroll processing. Payroll Preparers are responsible for reconciling time sheet and time entry data for appropriate payroll processing while the Payroll Approvers are responsible for reviewing and approving the information recorded in time entry. Payroll Preparers will have access to numerous system-generated reports to guide them in identifying discrepancies and potential time, leave and/or pay issues.

Time Sheet Timeline

Availability - Employee time sheets will be available beginning the **first day of the pay period**. An email notification is sent to employees informing of the time sheet availability.

Submission - An employee should submit his/her time sheet to the supervisor by the **Monday after the pay period has ended**. An email notification is sent to employees informing that the time sheet has not been submitted for review and approval.

Approval - Supervisors should approve time sheets by the **Thursday after the pay period has ended**. Supervisors receive an email notification each day that time sheet remains in a submitted status. Alternate supervisors receive the same notification only if they are flagged in the Employee-Supervisor/Alt Setup page to receive alerts.

Important Factors

1. A time sheet is generated for each active position that an employee has.

2. An electronic time sheet will not generate for employees on a contract (ie. Contingent I, Contingent II, etc.) whose expected end date (expiration date) of the appointment has expired. The electronic time sheet program relies on the Expected End Date field on the employee's job record to determine if a time sheet should be generated.

   In the event that a time sheet is not generated for an employee due to the expiration date, the Payroll Preparer will need to take the necessary steps to process and submit a contract renewal (if the employee is still an active employee under the same appointment) to the HR/Payroll staff. Meanwhile, the employee will need to complete a hard copy time sheet and the Payroll Preparer will need to manually enter exception information (ADJ or NAJ only).

3. The Payroll Preparer may update the primary and/or alternate supervisor as needed. Should neither designated authority of approval be available to review and approve an employee's time sheet, the Payroll Preparer may change the designee by updating the records on the Employee-Supervisor/Alt Setup page. Keep in mind that a supervisor must be identified on the setup record each time an individual has been processed as a newhire and/or rehire within the department.

4. A Payroll Preparer may NOT approve a time sheet if a supervisor has rejected the time sheet. If the supervisor is not available to approve a time sheet after it has been corrected by the employee, the Payroll Preparer may manually enter the exceptions and add a notation to the Approver Comments section to specify details surrounding the processing of the time sheet.

5. The role of the Time Sheet Approver (Supervisor) and Payroll Approver are **NOT** the same. The Payroll Approver's role is to review and approve time entry whereas the Time Sheet Approver's (supervisor) role is to review and approve the electronic time sheet.

TIME SHEET LOOKUP

Payroll Preparers and Payroll Approvers have the ability to review the status of each employee's time sheet. The time sheet lookup may serve one of many purposes: (1) Review the status of outstanding time sheets <u>prior</u> to the opening of time entry; (2) Submit a time sheet on behalf of an employee (the Payroll Preparer has access to submit time sheets whereas the Payroll Approver has view only access); (3) Review time sheet details for clarification and proper processing <u>during</u> time entry; and (4) Research potential issues or concerns as it relates to an employee's time and attendance.

Should a time sheet remain in a New, Submitted or Rejected status, the Payroll Preparer may take the necessary steps to follow up with the employee and/or supervisor. Email alerts are sent to employees and supervisors to assist in the timely completion, review and approval of time sheets.

Payroll Preparers/Approvers have the option of viewing employee time sheets in one of two ways. The first option is:

1. Click on Dept Time Sheets   *This was formerly the Dept Time Sheets (View Only) link*
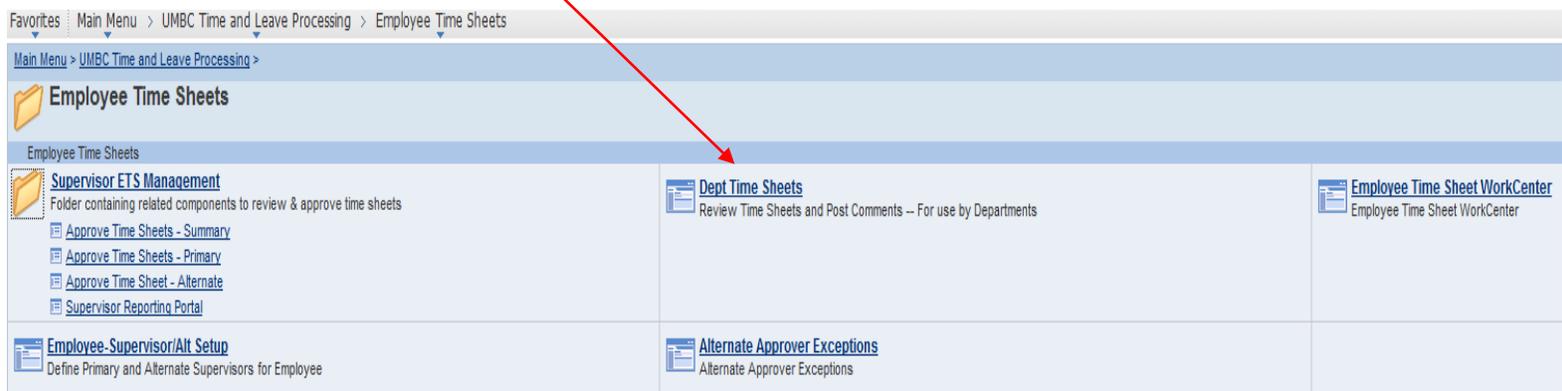
Favorites | Main Menu > UMBC Time and Leave Processing > Employee Time Sheets

Main Menu > UMBC Time and Leave Processing >

📁 Employee Time Sheets

Employee Time Sheets

Supervisor ETS Management
Folder containing related components to review & approve time sheets
- Approve Time Sheets - Summary
- Approve Time Sheets - Primary
- Approve Time Sheet - Alternate
- Supervisor Reporting Portal

Dept Time Sheets
Review Time Sheets and Post Comments -- For use by Departments

Employee Time Sheet WorkCenter
Employee Time Sheet WorkCenter

Employee-Supervisor/Alt Setup
Define Primary and Alternate Supervisors for Employee

Alternate Approver Exceptions
Alternate Approver Exceptions

2. The Payroll Preparer/Approver will be forwarded to the Search screen.

3. Leaving all of the fields blank and clicking on the Search button will produce results for all employees in every department that the Payroll Preparer/Approver has primary and alternate access to. To eliminate a mass result return, the Payroll Preparer/Approver may filter the criteria fields by entering values specific for the data that he/she is attempting to retrieve. Below are sample filters:

   A. Enter the Department ID and Pay Period End Date to view the time sheet of each employee within a specific department for a specific pay period;

   B. Enter an Empl ID to view a time sheet for a specific employee;

   C. Click on the 'Time Sheet Status' drop down box and select a status to view all time sheets for that specific status.

TIME SHEET STATUSES:

i.   Approved – Time sheet has been approved by the employee's supervisor or designee;

ii.   Completed – Time sheet has been processed through Payroll;

iii.   Create On-Demand – Employee is identified as an individual who does not work a consistent schedule and an on-demand time sheet was generated;

iv.   Documentation – An electronic time sheet was completed but no time was loaded to time entry (ie. stipends, etc.);

v.   Error loading into time entry – No time sheet data was loaded into time entry due to a discrepancy;

vi.   HR Override – Time sheet was reviewed and manually processed by HR/Payroll;

vii.   Locked for time entry load – Processes to load time sheet data to time entry are in progress;

viii. Manually entered into time entry – Time sheet data was not automatically loaded into time entry and required the Payroll Preparer to manually enter data;

ix.   New – Time sheet is available for employee to complete;

x.   Rejected – Supervisor reviewed time sheet but does not agree with information reported;

xi.   Submitted – Employee has completed time sheet and data is ready for supervisory approval.

4. Once the filtered values have been entered into the appropriate fields, click on the Search button. The search page will produce a listing of employees with corresponding information based on the criteria entered.

Favorites | Main Menu > UMBC Time and Leave Processing > Employee Time Sheets > Dept Time Sheets (View Only)

Dept Time Sheets

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Department:	begins with ∨	🔍
Name:	begins with ∨	
Position Number:	begins with ∨	
Pay Period End Date:	= ∨	📅
Pay Group:	begins with ∨	🔍
Empl ID:	begins with ∨	🔍
Empl Rcd Nbr:	= ∨	
Time Sheet Status:	= ∨	New ∨

☐ Case Sensitive

[Search] [Clear] Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-100 of 185 ► Last

Department	Name	Position Number	Description	Pay Period Begin Date	Pay Period End Date	Time Sheet Status
Human Resources	Allen,Courtney W	10002185	HUMAN RES SPEC I	04/20/2014	05/03/2014	New
Human Resources	Arora,Shobhna	10013280	SPECIALIST	04/20/2014	05/03/2014	New
Human Resources	Bhuiyan,Israt J	10008791	STUDENT	04/20/2014	05/03/2014	New
Human Resources	Bristol,Adrien Dawn	10008788	STUDENT	04/20/2014	05/03/2014	New
Human Resources	Calderone,Samantha M	10008784	STUDENT	04/20/2014	05/03/2014	New
Human Resources	Drouillard,Lisa D.	10000894	DIRECTOR	04/20/2014	05/03/2014	New
Human Resources	Falconer,Elmer F	10004540	DIRECTOR	04/20/2014	05/03/2014	New
Human Resources	Harris,Destiny	10008793	STUDENT	04/20/2014	05/03/2014	New
Human Resources	Harris,Kimberly A	10003031	MANAGER	04/20/2014	05/03/2014	New
Human Resources	Harvilicz,Ronald M	10008790	STUDENT	04/20/2014	05/03/2014	New
Human Resources	Hutchins,Jessica D	10000313	PAY PROC ASSOC	04/20/2014	05/03/2014	New
Human Resources	Jarkowski,Patricia A	10011619	MANAGER	04/20/2014	05/03/2014	New
Human Resources	Kimery,Michele M	10000094	EXEC ADM ASST I	04/20/2014	05/03/2014	New

5. Click on the employee link to view the time sheet details and follow up as necessary.

The second option in retrieving a time sheet is to view the time sheets through the Supervisor Reporting Portal.

The Supervisor Reporting Portal serves as an archive for time sheets that have been processed and are in a Completed, HR Override or Manual status. To view time sheets in one of the other statuses, the Preparer/Approver must use the Dept Time Sheet option. To use the Supervisor Reporting Portal, follow the steps below:

1. At the main menu, click on 'Supervisor Reporting Portal'.

2. The user will be forwarded to the reporting portal page where parameters may be entered to filter results. Results may be filtered by any of the following fields:

a. Empl ID
b. Begin and/or End Date
c. Pay Group (SAL-Salaried, CNT-Contract or HRL-Hourly)
d. Position Number
e. Department ID
f. Approver ID (Oper ID which is the username assigned to the supervisor for system logins)

Once the parameter(s) have been entered, the results will display below. The page will look almost identical to the 'Approver Time Sheet Summary' page (**excluding** the 'Approve' and 'Reject' checkboxes).

Favorites | Main Menu > UMBC Time and Leave Processing > Employee Time Sheets > Supervisor Reporting Portal

Supervisor Reporting Portal

Search Criteria

Empl ID	Name	Begin Date	End Date	Pay Group	Position Number	Description	Department	Description	Approver Oper. ID	Approver Name
							10345	Human Resources		

Search | Clear Search | Select All | Deselect All | Email Selected

Employee Time Sheet Summary   Find | | Download To Excel

Totals | Position Details | Approval Info

	Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Details	Pay Group	Worked Hrs (Week 1)	Week 1 Total Leave Hours	Week 1 Total Paid Hours	Week 1 Total Unpaid Hours	Week 1 Total Unpaid or OT Hrs	Worked Hrs (Week 2)	Week 2 Total Leave Hours	Week 2 Total Paid Hours	Week 2 Total Unpaid Hours	Week 2 Total Overtime Hours
☐	1	Rollins,Denise Nadine	04/20/2014	05/03/2014	View Details	SAL	36.00	4.00	40.00			40.00		40.00		
☐	2	Rollins,Denise Nadine	05/04/2014	05/17/2014	View Details	SAL	39.50	0.50	40.00			40.00		40.00		
☐	3	Rollins,Denise Nadine	05/18/2014	05/31/2014	View Details	SAL	40.00		40.00			24.00	16.00	40.00		
☐	4	Allen,Courtney W	06/01/2014	06/14/2014	View Details	SAL	32.00	8.00	40.00			40.00		40.00		
☐	5	Hutchins,Jessica D	06/01/2014	06/14/2014	View Details	SAL	21.00	19.00	40.00			32.00	8.00	40.00		
☐	6	Wardell,Jill Weinknecht	06/01/2014	06/14/2014	View Details	SAL	5 Days					5 Days				
☐	7	Harris,Kimberly A	06/15/2014	06/28/2014	View Details	SAL	5 Days					5 Days				
☐	8	Arora,Shobhna	06/15/2014	06/28/2014	View Details	SAL	5 Days					5 Days				
☐	9	Jenkins,Christine Rebecca	06/15/2014	06/28/2014	View Details	SAL	40.00		40.00			40.00		40.00		
☐	10	Nemirovsky,Kathryn R.	06/15/2014	06/28/2014	View Details	SAL	16.00		16.00			16.00		16.00		

Save

3. The user may click on the column headers (Empl ID, Employee Name, Pay Period Begin Date, etc.) to sort the results list. Examples: Clicking on the Empl ID header will sort the results in Empl ID order; clicking on the Employee Name header will sort the list by last name; etc.

Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	View Time Sheet Details	Pay Group	Worked Hrs (Week 1)	Week 1 Total Leave Hours	Week 1 Total Paid Hours	Week 1 Total Unpaid Hours	Week 1 Total Unpaid or OT Hrs	Worked Hrs (Week 2)	Week 2 Total Leave Hours	Week 2 Total Paid Hours	Week 2 Total Unpaid Hours	Week 2 Total Overtime Hours

4. To view the time sheet for an employee, click on the   View Details   icon in the 'View Time Sheet Details' column.

5. The Approver tab specifies the approval information for the time sheet in review.

	Empl ID	Employee Name	Pay Period Begin Date	Pay Period End Date	Supervisor Approval Date	Approver Employee ID	Approver Name
☐	1	Rollins,Denise Nadine	04/20/2014	05/03/2014	05/05/2014	MCNAMARA	Sherrell McNamara
☐	2	Rollins,Denise Nadine	05/04/2014	05/17/2014	05/20/2014	MCNAMARA	Sherrell McNamara
☐	3	Rollins,Denise Nadine	05/18/2014	05/31/2014	06/03/2014	MCNAMARA	Sherrell McNamara
☐	4	Allen,Courtney W	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	5	Hutchins,Jessica D	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	6	Wardell,Jill Weinknecht	06/01/2014	06/14/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	7	Harris,Kimberly A	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	8	Arora,Shobhna	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	9	Jenkins,Christine Rebecca	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara
☐	10	Nemirovsky,Kathryn R.	06/15/2014	06/28/2014	06/26/2014	MCNAMARA	Sherrell McNamara

Employee Time Sheet Summary
Totals | Position Details | Approval Info

💾 Save

TIME SHEET LOAD TO TIME ENTRY

Once the time sheet approval (supervisory approval) deadline has passed, the HR/Payroll staff will begin to run processes to load time sheet data into time entry and make time entry available to Payroll Preparers and Payroll Approvers.   When time entry becomes available, the following fields will be displayed:

1. **Time Sheet Status** – This field specifies whether data recorded from the electronic time sheet has been loaded into time entry.   One of the following statuses may be indicated:

   a. Pgm Loaded – Time sheet data was loaded;

   b. Not Loaded – A time sheet was generated but data was not loaded into time entry;

   c. Doc Only – A time sheet was generated but data was not loaded into time entry because no applicable time entry data was present.

      Example: A Nonexempt Contingent I employee who is recorded in the system as $0 compensation would complete a time in/time out time sheet; however, no work hours would not transfer into time entry. The Payroll Preparer would enter an adjustment (ADJ) for payment or a negative adjustment (NAJ) for reduced payment.

   d. Editable – Employee is not a part of the electronic time sheet program but time entry record is editable for processing. The Payroll Preparer may enter an ADJ or NAJ for appropriate payment processing.

Department: 10345   Human Resources

☐ Department Manager Approval
☐ Dept Mgr Locked For Review

Find | View All   First ◄ 2 of 2 ► Last

Pay Period End Date   05/17/2014   **Pay Group**   SAL

Customize | Find | View All | ⤢ | ▦   First ◄ 1-15 of 22 ► Last

Account Changes | Regular/Overtime Hours | Holiday/Personal/Vacation/Sick/Comp | Unpaid Leave and Other Earnings Codes | ▶

Empl ID	Time Sheet Status	ETS Data Alert	Rcd	Name	Position #	Position	Rate of Pay
	Pgm Loaded	N	0	Allen,Courtney W	10002185	HUMAN RES SPEC I	
	Pgm Loaded	N	0	Arora,Shobhna	10013280	SPECIALIST	
	Pgm Loaded	N	0	Drouillard,Lisa D.	10000894	DIRECTOR	
	Pgm Loaded	N	0	Falconer,Elmer F	10004540	DIRECTOR	
	Pgm Loaded	N	0	Harris,Kimberly A	10003031	MANAGER	
	Pgm Loaded	N	0	Hutchins,Jessica D	10000313	PAY PROC ASSOC	
	Pgm Loaded	N	0	Jarkowski,Patricia A.	10011619	MANAGER	
	Not Loaded	N	0	Jenkins,Christine Rebecca	10008787	GENERAL ASSISTANT	
	Pgm Loaded	N	0	Kimery,Michele M	10000094	EXEC ADM ASST I	
	Pgm Loaded	N	0	McNamara,Sherrell J	10001553	MANAGER	
	Pgm Loaded	N	0	Meyers,Zahira Esther	10011967	MANAGER	
	Pgm Loaded	N	0	Mize,Shannon B.	10003278	PAY PROC ASSOC	
	Doc Only	N	0	Nemirovsky,Kathryn R.	10008785	GENERAL ASSISTANT	
	Pgm Loaded	N	0	Pass,Tarsha D.	10009997	PAY PROC ASSOC	
	Pgm Loaded	N	0	Pitts,Sheila A	10003368	PAY PROC ASSOC	

🖫 Save   🔍 Return to Search   📄 Notify

2. **ETS Data Alert** – This Y/N field alerts the Payroll Preparer and Approver that a review of the output report and electronic time sheet is required. If the field indicates Y, the Payroll Preparer and/or Approver must review the output report (refer to the next section) that provides detailed information of any potential discrepancies regarding the time sheet and/or time entry data.

The role of the Payroll Approver is the same as with the paper process. The Payroll Approver has view-only access to the electronic time sheet reporting portal to assist in the payroll review and approval process.

OUTPUT REPORTS

Once the HR/Payroll staff complete the processes to transfer time sheet data into time entry and open time entry, output reports are then made available to all Payroll Preparers for review. An auto-generated email is sent to the Payroll Preparer as notification of the report availability. Below is a sample email that is sent to the Preparers:

From: <UMBC-TSC@umbc.edu>
Date: Mon, Aug 4, 2014 at 2:38 PM
Subject: Burst Reports Ready
To: YB18040@umbc.edu

To: Sarabeth Shannon
Re: UMBC Burst Reports Available

The following report(s) are ready and placed in your Reports Manager:
54 - Complete Report   - 4029 Lines
54 - Error Report   - 34 Lines
54 - Incomplete Report   - 39 Lines
54 - Manual Report   - 1 Lines
54 - Submitted Report   - 1 Lines

The email notification lists the reports that contain data that needs to be reviewed by the Payroll Preparer as well as the number of lines contained in each report. The reports serve as resources to aid departments in the review, validation and problem resolution process. Reports and contents contained in each report may vary based on the progress of the time sheet to time entry load process. The reports are stored in the Payroll Preparer's Report Manager queue in PeopleSoft. Please be aware that all reports associated with the load of electronic time sheet data into time entry will be listed in the Report Manager. Thus, if a report is not specified in your email notification, then the report in the Report Manager will be empty.

The navigation to Report Manager is Main Menu > Reporting Tools > Report Manager.

Favorites | Main Menu > Reporting Tools > Report Manager

Once in Report Manager, the Payroll Preparer will see listing of the output files in PDF format.

Report			
Report ID:	1667409	Process Instance: 2102621	Message Log
Name:	UMBRREPT	Process Type: SQR Process	
Run Status:	Success		

UMBRREPT

Distribution Details		
Distribution Node: HR UMBC Dist	Expiration Date: 11/21/2014	

File List		
Name	File Size (bytes)	Datetime Created
Completed-Report.PDF	286,059	10/22/2014 3:13:00.436871PM EDT
Data_Alert-Report.PDF	3,116	10/22/2014 3:13:00.436871PM EDT
Error-Report.PDF	10,792	10/22/2014 3:13:00.436871PM EDT
Future-Approvals.PDF	2,827	10/22/2014 3:13:00.436871PM EDT
Incomplete-Report.PDF	5,977	10/22/2014 3:13:00.436871PM EDT
Manual-Report.PDF	2,856	10/22/2014 3:13:00.436871PM EDT
Mismatch-Report.PDF	2,824	10/22/2014 3:13:00.436871PM EDT
Missed-Approval.PDF	2,840	10/22/2014 3:13:00.436871PM EDT
SQR_UMBRREPT_2102621.log	1,788	10/22/2014 3:13:00.436871PM EDT
Submitted-Report.PDF	3,375	10/22/2014 3:13:00.436871PM EDT
Time-Overflow-Report.PDF	2,912	10/22/2014 3:13:00.436871PM EDT
umbrrept_2102621.out	3,161	10/22/2014 3:13:00.436871PM EDT

Below is a list of all of the possible reports:

1. Completed Report – Detail output of all processed time sheets (successfully loaded into time entry).

2. Data Alert Report – Output of time sheets that need review and possibly an action that would cause an incorrect processing in time entry.

3. Error Report – Data that need review and action.

4. Future Approvals – Time sheets that were approved for a future pay period. *This report is no longer valid and will be removed from the listing.*

5. Incomplete Report – Time sheets that are in a Rejected or New status.

6. Manual Report – Time sheets marked for manual entry in time entry due to mismatch position data. Action to be taken by the Payroll Preparer in time entry.

7. Mismatch Report – Data output of time sheets that did not process due to key values on the time sheet not matching values in time entry (position number, empl rcd, and/or department). *This report is no longer valid and will be removed from the listing.*

8. Missed Approvals – Time sheets that were not approval in time for the program load of time sheet data to time entry.

9. SQR_UMBRREPT_.log - Payroll Preparer may ignore this output as it is not useful for the Preparer.

10. Submitted Report – Time sheets submitted by the employee but not approved by the supervisor.

11. Time Overflow Report – Time sheets that have 'other' earning/leave codes that exceed the number of available reporting fields in time entry. These are codes from the dropdown menu that are outside of the annual (vacation), sick, personal and holiday leaves (ie. Jury Duty, Bereavement, Sick Leave-Advanced, Disciplinary Suspension, etc.).

12. umbrrept.out -   Payroll Preparer may ignore this output as it is not useful for the Preparer.

REPORT NAME: COMPLETED-REPORT.PDF (DUTY DAY EMPLOYEE RECORD)

Time Entry Identification:

Deptid: 10345 - Human Resources, Employee: _0 McNamara,Sherrell J, Position: 10001553 (MANAGER), Primary Approver: Rochelle Sanders (DIRECTOR)

Time Sheet:

					Leave	---- Week 1 -- Hours ---		---- Week 2 -- Hours ---			Approval
Status	Run ID	(Begin - End)	Empl Class	FTE	Elig?	Duty Days	Leave Unpaid	Duty Days	Leave Unpaid	Approver Name	Date
Completed	2015011	(11/16/14-11/29/14)	Exempt,REG	100.000%	Y	5		2	24.00	Rochelle Sanders	12/02/14

Employee Comments: 11/24/14: Did not take annual day as approved and scheduled...worked to complete the interviewing and hiring process for the HR Specialist position.
Approver Comments: (None)

	Optional	Time		
Work Day	Code	Type	Description	Hours
11-26-14 Wednesday		VAC	Vacation	8.00
11-27-14 Thursday		HOL	Holiday Leave	8.00
11-28-14 Friday		HOL	Holiday Leave	8.00

Updated Time Entry:

DeptID	Employee ID	Name	Reg Hrs	OT Hrs	Sck Hrs	Per Hrs	Hol Hrs	Vac Hrs	Cmp Hrs	Unp Hrs	OC1	Oth Hr	OC2	Oth2 Hr	OC3	Oth3 Hr	OC4	Oth4 Hr	OC5	Oth Pay	Tot Hrs	D	L
10345	_0	McNamara,Sherrell J	80.00				16.00	8.00													80.00	N	Y

```
Completed-Report                          University of Maryland Baltimore County              Page No.  42
Report Date: 08-Dec-2014 07:34 AM                    Completed Time Sheets                     Burst Date: 12/08/2014
                                                                                               Burst Time: 07:38:18
```

Time Entry Identification:

Deptid: 10345 - Human Resources, Employee: _0 Rollins,Denise Nadine, Position: 10001435 (HUMAN RES SPEC I), Primary Approver: Sherrell McNamara (MANAGER)

Time Sheet:

Status	Run ID	(Begin - End)	Empl Class	FTE	Leave Elig?	OT?	Week 1 Work	Week 1 Paid	Week 1 Unpaid	Week 2 Work	Week 2 Paid	Week 2 Unpaid	Approver Name	Approval Date
Completed	2015011	(11/16/14-11/29/14)	NonEx Reg	100.000%	Y	C	40.00	40.00		23.50	40.00		Sherrell McNamara	12/01/14

Employee Comments: (None)

Approver Comments: Employee is submitting a time sheet before the pay period has ended. Today is 11/17/14 and the employee is submitting a time sheet for pay period 11/ (+)

Work Day	Time In	Time Out	Break Duration	Work Hours	Optional Code	Time Type	Description	Hours
11-17-14 Monday	08:00 AM	04:30 PM	0.50	8.00				
11-18-14 Tuesday	07:30 AM	04:00 PM	0.50	8.00				
11-19-14 Wednesday	07:30 AM	04:00 PM	0.50	8.00				
11-20-14 Thursday	07:30 AM	04:00 PM	0.50	8.00				
11-21-14 Friday	07:30 AM	04:00 PM	0.50	8.00				
11-24-14 Monday	08:00 AM	04:00 PM	0.50	7.50				
11-24-14 Monday						PER	Personal Leave	0.50
11-25-14 Tuesday	07:30 AM	04:00 PM	0.50	8.00				
11-26-14 Wednesday	07:30 AM	04:00 PM	0.50	8.00				
11-27-14 Thursday						HOL	Holiday Leave	8.00
11-28-14 Friday						HOL	Holiday Leave	8.00

Updated Time Entry:

DeptID	Employee ID	Name	Reg Hrs	OT Hrs	Sck Hrs	Per Hrs	Hol Hrs	Vac Hrs	Cmp Hrs	Unp Hrs	OC1	Oth Hr	OC2	Oth2 Hr	OC3	Oth3 Hr	OC4	Oth4 Hr	OC5	Oth Pay	Tot Hrs	D	L
10345	_0	Rollins,Denise Nadin	80.00			0.50	16.00														80.00	N	Y

REPORT NAME: DATA ALERT-REPORT.PDF

```
Data_Alert-Report                          University of Maryland Baltimore County              Page No.  1
Report Date: 08-Dec-2014 07:34 AM                         Data Alerts                            Burst Date: 12/08/2014
                                                                                                 Burst Time: 07:38:18
Department                        Employee ID   Name                    Pay End Dt  Reason


10345   Human Resources                    _0  Nemirovsky,Kathryn R.    11/29/14    Time Sheet is Documentation Only (See Completed Report)


Note: Time sheets that appear on this report may require manual updates in time entry in order to correctly pay or process leave accurately for the employee.
```

REPORT NAME: ERROR-REPORT.PDF

```
                                                        PeopleSoft
Report ID:  UMPYI054 Ver. 1.3a              ELECTRONIC TIME SHEET LOAD TO TIME ENTRY              Page No.  1
Instance :  SADB1 (Preliminary Run)                    Time Sheet Errors                         Run Date 05/09/2014
                                                                                                 Run Time 10:26:46

Department                     Employee ID   Name               Pay End Dt Approver              Error Message

10427   IT Administration      1000001459_0  Grimm,Debora L      05/03/14  Kathy Suess           No Time Detail Match For Approved Time Sheet
10118   New Media                            Sniadach,Anna Maria 05/03/14                        No Time Detail Match For Invalid Time Sheet
```

REPORT NAME: INCOMPLETE-REPORT.PDF

```
                                                      PeopleSoft
Report ID:  UMPYI054 Ver. 1.3a            ELECTRONIC TIME SHEET LOAD TO TIME ENTRY           Page No.  1
Instance :  SADB1 (Final Run)                     Incomplete Time Sheets                     Run Date 05/09/2014
                                                                                             Run Time 13:14:52
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Department		Employee ID	Name	Pay End Dt	Supervisor
10118	New Media		Berman,Jeffrey T.	05/03/14	John Fritz (ASST VP)
10118	New Media		Digeon,Landry D	05/03/14	John Suess (VICE PRESIDENT)
10118	New Media		Rabe,Ariel David	05/03/14	John Suess (VICE PRESIDENT)
10118	New Media		Dinh,Jeffrey	05/03/14	John Fritz (ASST VP)
10118	New Media		German,Daniel B	05/03/14	John Fritz (ASST VP)
10118	New Media		Arsenault,Alfred W	05/03/14	John Fritz (ASST VP)
10118	New Media		Kurikeshu,Joshua A	05/03/14	John Fritz (ASST VP)
10118	New Media		Parmanov,Mirsaid	05/03/14	John Fritz (ASST VP)
10118	New Media		Richardson,Spencer J	05/03/14	John Fritz (ASST VP)
10118	New Media		Foisor,Sabina F	05/03/14	Joan Costello (SUPERVISOR)
10118	New Media		Hameed,Sabeeh	05/03/14	John Fritz (ASST VP)
10118	New Media		Coulbourne,Hannah H	05/03/14	Joan Costello (SUPERVISOR)
10118	New Media		Naumann,Jared	05/03/14	John Fritz (ASST VP)
10118	New Media		Keister,Natalie A.	05/03/14	John Suess (VICE PRESIDENT)
10118	New Media		Sears,Kevin W	05/03/14	John Fritz (ASST VP)
10118	New Media		Bierman,Braden T	05/03/14	John Fritz (ASST VP)
10118	New Media		Hillsley,Brian	05/03/14	John Suess (VICE PRESIDENT)
10118	New Media		Desai,Atish B	05/03/14	John Fritz (ASST VP)
10118	New Media		Anderson,Kendra C	05/03/14	John Fritz (ASST VP)
10118	New Media		Raab,Alexandria M	05/03/14	John Suess (VICE PRESIDENT)
10118	New Media		Triolo,Sandra L.	05/03/14	John Suess (VICE PRESIDENT)
10119	OIT Infrastructure & Support		Carlin,Michael S	05/03/14	John Suess (VICE PRESIDENT)
10119	OIT Infrastructure & Support		Aworanti,Ifemayowa Akolawole	05/03/14	David Toothe (ASST DIRECTOR)
10315	OIT Business Systems		Kirby,Joseph W	05/03/14	John Suess (VICE PRESIDENT)
10315	OIT Business Systems		Garcia,Beatrice P	05/03/14	Kevin Joseph (ASST DIRECTOR)
10419	Telecommunications		Dickens,Karen J	05/03/14	Damian Doyle (ASST DIRECTOR)
10419	Telecommunications		Thompson,Robert	05/03/14	Damian Doyle (ASST DIRECTOR)
10427	IT Administration		Rauser,Marie	05/03/14	John Suess (VICE PRESIDENT)

REPORT NAME: MANUAL-REPORT.PDF

Report ID: UMPYI054 Ver. 1.3a   ELECTRONIC TIME SHEET LOAD TO TIME ENTRY   Page No. 1

Instance : SADB1 (Preliminary Run)   Time Sheets Marked For Manual Entry   Run Date 05/09/2014

       Run Time 10:26:46

Department	Employee ID	Name	Pay End Dt	Initiator	Init Date	Supervisor

*** NOTHING TO REPORT ***

REPORT NAME: MISSED-APPROVAL.PDF

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Missed-Approval                              University of Maryland Baltimore County              Page No.  1
Report Date: 08-Dec-2014 07:34 AM           Time Sheets Approved After Start of Processing        Burst Date: 12/08/2014
                                                                                                  Burst Time: 07:38:18
Department_____ Employee ID__ Name_____ Pay End Dt Approver Name_____ Approval Dt


*** NOTHING TO REPORT ***
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REPORT NAME: SUBMITTED-REPORT.PDF

PeopleSoft

Report ID: UMPYI054 Ver. 1.3a   ELECTRONIC TIME SHEET LOAD TO TIME ENTRY   Page No. 1
Instance : SADB1 (Preliminary Run)   Time Sheets Submitted But Not Approved   Run Date 05/09/2014
                                                                                                  Run Time 10:26:46

Department	Employee ID	Name	Pay End Dt	Supervisor
10118 New Media		Harrison,Jamie L	05/03/14	John Fritz (ASST VP)
10118 New Media		Body,Christopher Justin	05/03/14	John Fritz (ASST VP)

REPORT NAME: TIME-OVERFLOW-REPORT.PDF

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                                                    PeopleSoft
Report ID:  UMPYI054 Ver. 1.3a                ELECTRONIC TIME SHEET LOAD TO TIME ENTRY          Page No.  1
Instance :  SADB1 (Preliminary Run)                  Time Type Overflow                        Run Date 05/09/2014
                                                       Optional Time                           Run Time 10:26:46
Department                     Employee ID  Name                 Pay End Dt Code   Type Description           Hours   Supervisor
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*** NOTHING TO REPORT ***

TIME SHEET CORRECTIONS

(For Processed Time Sheets and/or Time Already Loaded to Time Entry)

There may be an occasion when an employee's time sheet has been loaded into time entry; however, the employee may have omitted information (ie. leave usage) that will result in mismatch data between the time sheet and time entry. A likely scenario is a Payroll Preparer may be informed pay periods later that information, such as leave usage, had not been recorded on an earlier time sheet. Once a time sheet has been processed to a status of Completion in the system, the time detail of the time sheet may not be altered. Instead, Payroll Preparers should follow the procedures below:

1. Click on Dept Time Sheets [formerly Dept Time Sheets (View Only)]

2. The Payroll Preparer/Approver will be forwarded to the Search screen.

3. Enter the employee's Empl ID or name.

4. A listing of the employee's current and prior time sheets will be listed. Click on the link for the required time sheet. The time sheet detail will appear.

5. Click on the Approver Comments section to open the dialogue box. The Preparer will need to enter the following information:
   a. Date of entry for comments
   b. Data to be entered into Time Entry
   c. Time Entry cycle
   d. Name of Preparer entering comments and adjustment(s)
   e. Brief explanation for adjustment or entry

   Example: 9/30/14: Entered 16 hours of annual leave into PR07 time entry by Jennifer Anniston. Employee did not record leave usage on time sheet.

   ▼ Approver Comments

   9/30/14: 16 hours of personal leave entered into PR07 time entry by Jennifer Anniston. Employee used leave but did not record usage on time sheet.

   ▶ DBE Information

   🖫 Save   🔍 Return to Search   ↑🗐 Previous in List   ↓🗐 Next in List

6. Click the Save button to store the comments on the time sheet and in the archive records. The Preparer may proceed with entering the adjusted data into time entry.