Time Reporting PeopleSoft® Processing Guide

Table of Contents

**Technical Requirements: Adobe Acrobat Reader 5.0 and Firefox*
If you do not have either of these, please contact the LTS department through their web site.

I. Introduction

Welcome to Brandeis University Time Collection! As a University Time Administrator, you will be authorized to enter hours worked for all of your department's hourly paid employees (who include regular non-exempt staff, temporary, and student employees) as well as paid time off for exempt employees. This training manual will be used for "hands on" training in the Peoplesoft system, and will serve as a reference guide when you are back in your department, actually entering data into the system.

II. Time Administrator Account Application

In order to become a Time Administrator, a Time Administration Account Application must be completed and approved by your supervisor. This form identifies the departments that the Time Administrator will be responsible for. By signing the application, the Time Administrator agrees to treat all information confidentially and accepts responsibility for the accuracy of work done using their account. The supervisor approves the application and agrees to notify the Payroll Office of any changes. Once the completed form is approved, it should be sent to the Payroll Office at MS 110. It will take one week from date of receipt to create an account for the new Time Administrator. The individual will be notified when the account has been created.

III. System Overview

There are two pay schedules at Brandeis University: weekly and semi-monthly.

Weekly employees are all hourly paid employees (non-exempt staff, temporary staff, and students) and are paid every Friday. The weekly pay period typically goes from Monday to Sunday.

Semi-monthly employees (exempt staff) are paid on the 15th and the last day of every month. If the 15th or last day of the month falls on a weekend or holiday, the pay date will be the last business day before that.

With two pay schedules, there are multiple time collection deadlines to be met. Time Administrators must be aware of both weekly time collection deadlines and semi-monthly time collection deadlines, since they do not cover the same time periods. Time collection deadlines are always listed at the top of every time sheet or can be found in a calendar format on the Payroll web site at http://www.brandeis.edu/financialaffairs/payroll/. The deadline for entering time into the system is usually pre-printed on the top of each time sheet, and must be strictly adhered to, or the employee may not receive a paycheck. Typically, the cutoff time for the weekly payroll is the Monday following the pay period, at 6:00 pm. Should Monday fall on a University holiday, the deadline is pushed back to Tuesday at noon. The semi-monthly deadlines are typically a few days after the pay period ends. Should a deadline be missed, time sheets have to be manually input by the Payroll Office or the individuals affected will not be paid.

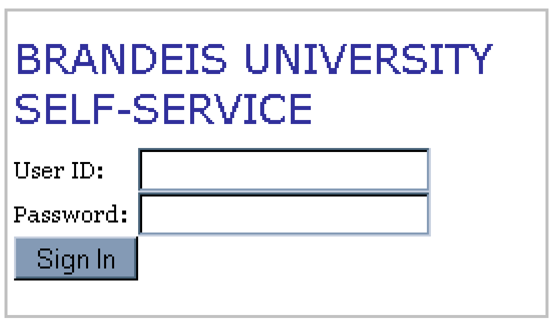
Each pay period, the Time Administrator will print paper time sheets for the individuals in their department(s). Every department should have an internal procedure for distributing and collection time sheets. Paper time sheets may be printed in a batch mode (all timesheets for a department) or on an individual basis. Non-exempt employees should enter their hours worked and any paid time off that was used. Exempt employees should only enter paid time off that was used. The employee's supervisor must then approve their time sheet. Once all time sheets have been completed and turned in, the Time Administrator enters the data into the Peoplesoft Time Collection System. The Time Administrator must validate the hours entered prior to approving the file for electronic transmission. The hours entered become the basis on which pay and paid time off accruals will be calculated.

Upon receipt of the electronic files, Payroll will validate the information and contact any departments that have missed the deadline. Once all hours are processed, Payroll will run the process to create paychecks.

IV. Getting Started: Logging In and Navigation

Begin by opening your browser and going to http://pay.brandeis.edu. This brings you to the log in page for Peoplesoft.

Enter your Unet username and password. Click "Sign In".



On the left side of the screen, there is the Peoplesoft Main Menu; on the top of the screen is the breadcrumb navigation. Use either method to navigate to:

Main Menu > Brandeis Main Menu > Time Reporting

You will see the following screen (or a variation of):

This is where all actions pertaining to Time Collection are kept in the Peoplesoft system. The **Use** option is where you will enter time for Non-exempt and Exempt staff. The **Report** option is where you will be able to run and print reports and time sheets.

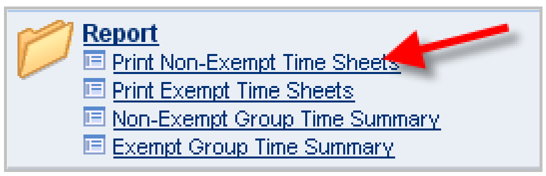
V. Printing and Distributing Time Sheets

To print time sheets, navigate to:

Main Menu > *Brandeis Main Menu* > *Time Reporting* > *Report* >

And select either Non-exempt or Exempt Time Sheets.

1. Select either *Print Non-exempt* or *Exempt Time Sheets* under the Report option.

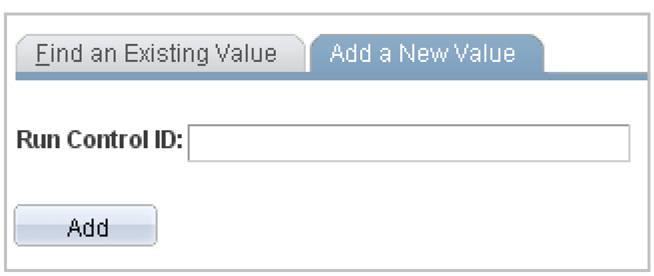


2. Enter your *Run Control ID* and click "Search".

   Note: If you do not have one yet, you must create a Run Control ID. Most people use their unet name. Once created, this is what you will always enter as your unique identifier when running reports in Peoplesoft.

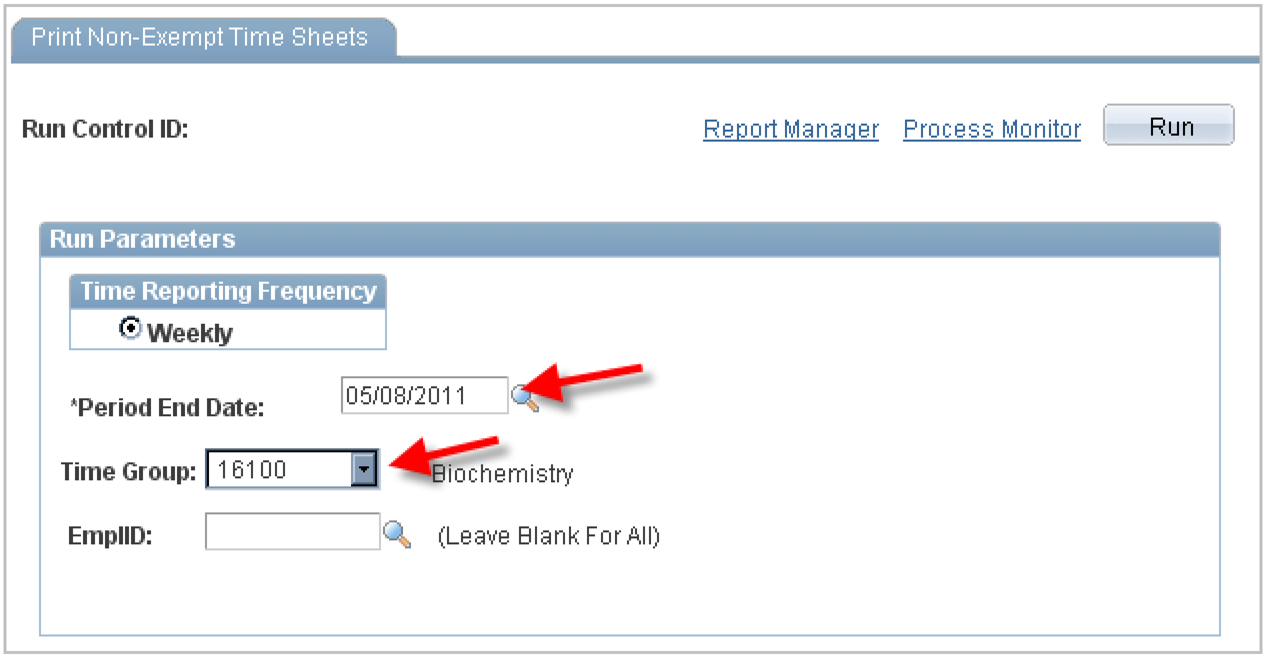
   To create a new Run Control ID, you must first click on *Add a New Value*.

   You will see the following screen:



   Enter your Run Control ID in the text box and click the Add button.

3. On the next screen, you must enter pay period end date and the Group ID.



The Time Reporting Frequency will default to weekly or semi-monthly, depending on which time sheets you chose to run in Step 1.

For **Non-exempt time sheets**, the Period End Date will be the next Sunday. For example, if you wanted to print out time sheets for the week of May 2, 2011, you would enter 05/08/11 – the Sunday following.

For **Exempt time sheets**, the Period End Date must be the LAST day of the NEXT pay period. For example, if you wanted to print out time sheets for May 1, 2011 through May 15, 2011, you would enter 05/31/11 as the pay period end date.

You may also click the  icon and find a list of available dates to choose from.

The Group ID will be your Department ID number. If you see departments listed that are not yours, please contact Payroll.

4. Click on the Run button in the upper right hand corner. This brings you to the Process Scheduler Request.

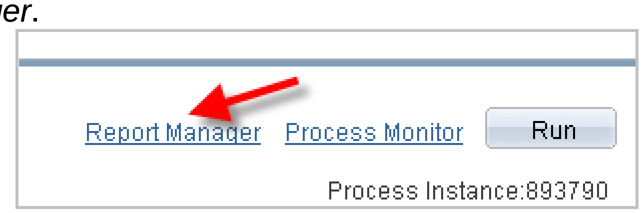
This page is showing you what you have decided to run. In this instance, you are running a request to print out your time sheets. It also shows you how the time sheets will be displayed with the *Type* and *Format* selections.

These should usually default to *Web* and *PDF* for Type and Format. You may also select to have the time sheets emailed to you in a .pdf file by using the Type drop down menu and selecting *Email*.

After reviewing, click the 

button.

5. You are brought back to the previous page. At the top of the page, click on *Report Manager*.



Make sure you are on the *Administration* tab.

Click the 

button until the status of your time sheets is *Posted* and a link to your files is created (under *Details*).

> Note: If after 5 minutes, your time sheets are not posted, please contact Payroll.

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

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	709977	893790	Print Time Sheets	04/20/2011 1:57:07PM	Acrobat (*.pdf)	Posted	Details

6. Click on the *Details* link. The screen now shows *Report Detail*.

7. Click on the .pdf file, as seen in the example below.

Report Detail

Report

Report ID:	709977	**Process Instance:**	893790	Message Log
Name:	BRTR0002	**Process Type:**	SQR Report	
Run Status:	Success			

Print Time Sheets

Distribution Details

Distribution Node: NTNODE **Expiration Date:** 06/04/2011

File List

Name	File Size (bytes)	Datetime Created
SQR_BRTR0002_893790.log	1,750	04/20/2011 1:57:38.294972PM EDT
brtr0002_893790.PDF	33,631	04/20/2011 1:57:38.294972PM EDT
brtr0002_893790.out	1,873	04/20/2011 1:57:38.294972PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	MCCARNEY

By clicking the .pdf file, you will open your Adobe Acrobat Reader and view all available time sheets for the hourly employees currently in your department. If you are missing any employees, please contact the Payroll office for assistance.

8. Print time sheets and distribute to employees, making sure they know when to return them, completed. Remember, the deadline for entry into Time Collection will print at the top of each time sheet. All time sheets must be approved by the employee's supervisor prior to entry.

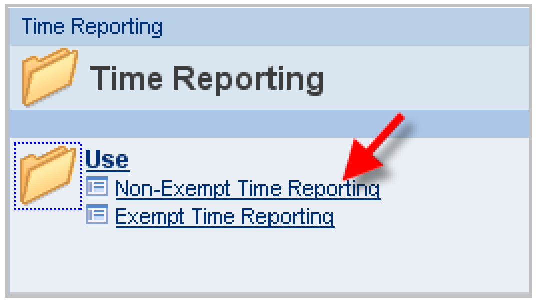
Note: Repeat these steps for all other departments if you have multiple departments to report for.

VI. Reporting Time Worked for Hourly Employees

To report time worked for your non-exempt staff, temporary staff, and/or students, navigate to:

Main Menu > Brandeis Main Menu > Time Reporting > Use >

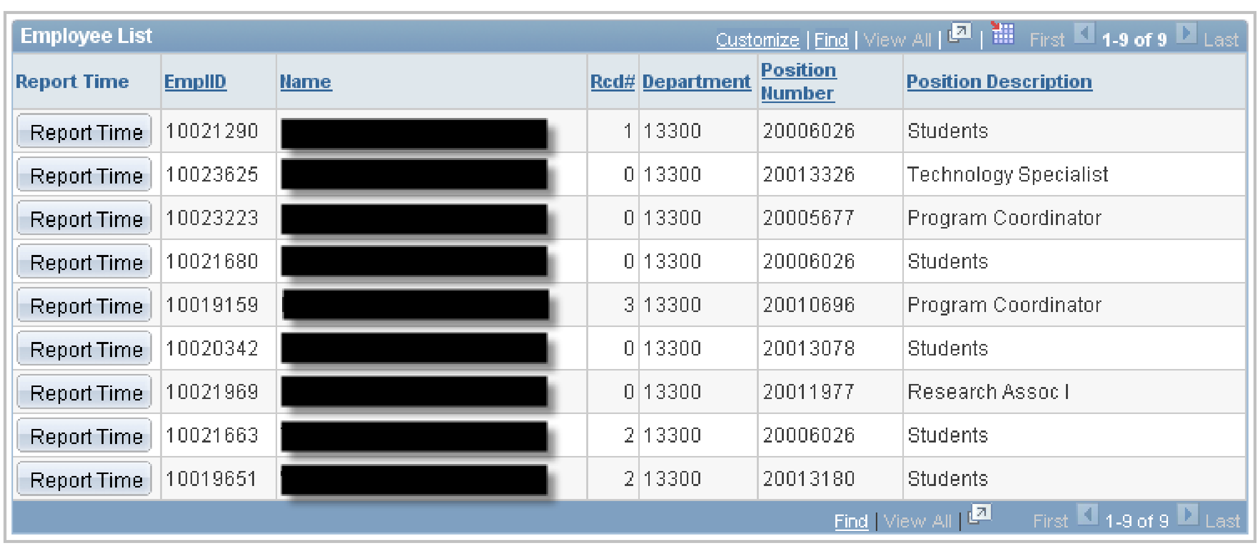
1. Select *Non-exempt Time Reporting* under the *Use* option.



2. Select your time reporting group using the drop down box.

3. Click the [2. Click Here to Create Employee List] box to get a list of all hourly employees in that group.

4. The employee list appears, listing non-exempt staff, temporary staff, and students that are active in that department group.



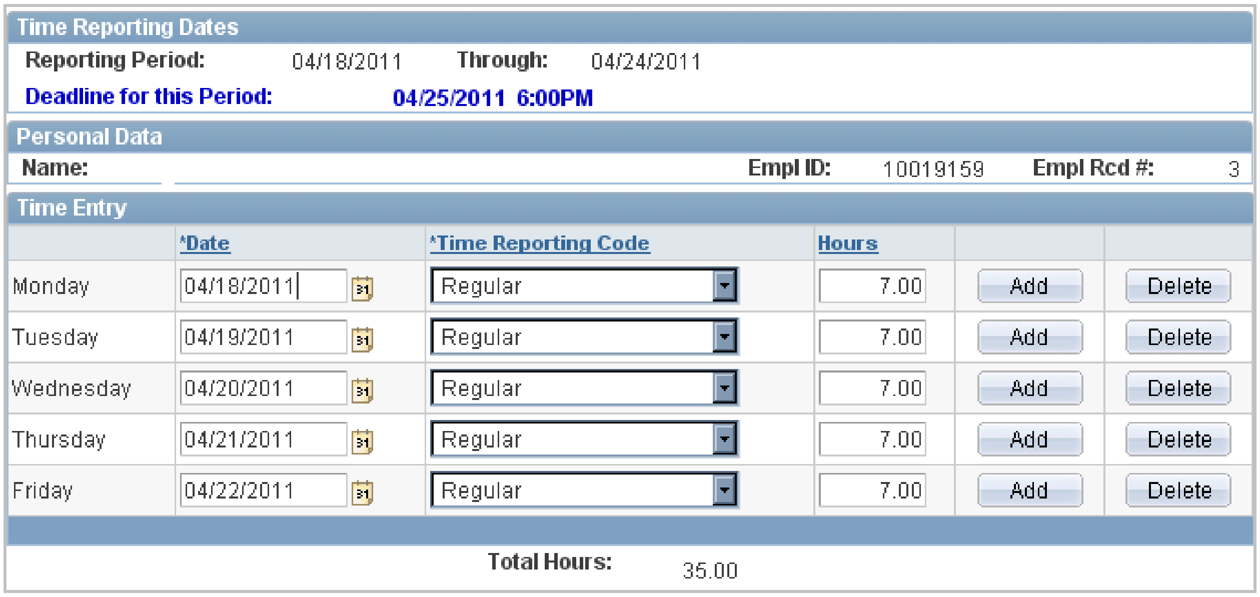
Employee List — Customize | Find | View All | First 1-9 of 9 Last

Report Time	EmplID	Name	Rcd#	Department	Position Number	Position Description
Report Time	10021290	[redacted]	1	13300	20006026	Students
Report Time	10023625	[redacted]	0	13300	20013326	Technology Specialist
Report Time	10023223	[redacted]	0	13300	20005677	Program Coordinator
Report Time	10021680	[redacted]	0	13300	20006026	Students
Report Time	10019159	[redacted]	3	13300	20010696	Program Coordinator
Report Time	10020342	[redacted]	0	13300	20013078	Students
Report Time	10021969	[redacted]	0	13300	20011977	Research Assoc I
Report Time	10021663	[redacted]	2	13300	20006026	Students
Report Time	10019651	[redacted]	2	13300	20013180	Students

Find | View All | First 1-9 of 9 Last

5. For each employee, you will have to select the Report Time button in order to report their time.

6. Once you have clicked the Report Time button for one employee, you are brought to their online time sheet:



Time Reporting Dates

Reporting Period:	04/18/2011	**Through:**	04/24/2011
Deadline for this Period:	**04/25/2011 6:00PM**		

Personal Data

Name:	**Empl ID:**	10019159	**Empl Rcd #:**	3

Time Entry

	*Date	*Time Reporting Code	Hours		
Monday	04/18/2011	Regular	7.00	Add	Delete
Tuesday	04/19/2011	Regular	7.00	Add	Delete
Wednesday	04/20/2011	Regular	7.00	Add	Delete
Thursday	04/21/2011	Regular	7.00	Add	Delete
Friday	04/22/2011	Regular	7.00	Add	Delete

Total Hours: 35.00

7. For each day, you must code the time as Regular, Vacation, Sick, Personal, Holiday, Bereavement, Military, Jury Duty, or Discretionary by using the drop down box, under the *Time Reporting Code* column.

8. Under *Hours*, enter the number of hours worked at that Time Reporting Code. *Note: One work day at Brandeis is considered 7 hours, except for the Facilities and Public Safety Union employees – they work 8 hours per day.*

   - If the employee is splitting up their day with different types of time (i.e. taking half a vacation day), use the Add button to insert a new row (see example below, using the Good Friday half day holiday).

Friday	04/22/2011	Vacation	3.00	Add	Delete
Friday	04/22/2011	Holiday	4.00	Add	Delete

- If you accidentally insert a row, use the Delete button to delete what you added.

- **Students and Temporary staff** – Daily hours for students and temporary staff default to “0” and must be entered from the approved time sheets each time period.

9. Once all hours have been entered, you must click the Apply button FIRST at the bottom of the screen, and then click the OK button to confirm the entered time. If you only hit OK, the hours you entered will not save.

10. Repeat steps 5 through 9 for all employees. Once all time taken has been entered, you must run the Group Time Summary.

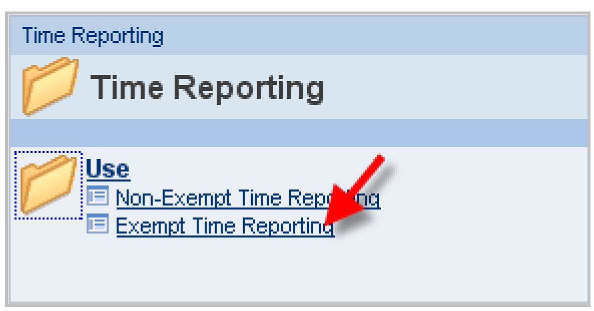
VII. Reporting Time Taken for Salaried Employees

Salaried (exempt) employees do not have to report hours worked, but rather, hours taken as paid time off. Therefore, the Time Administrator only has to do this step if any of their exempt staff have taken time off during the previous pay period. If no time was taken by any exempt staff, no action is required.

To report time taken for your exempt staff, navigate to:

Main Menu > Brandeis Main Menu > Time Reporting > Use

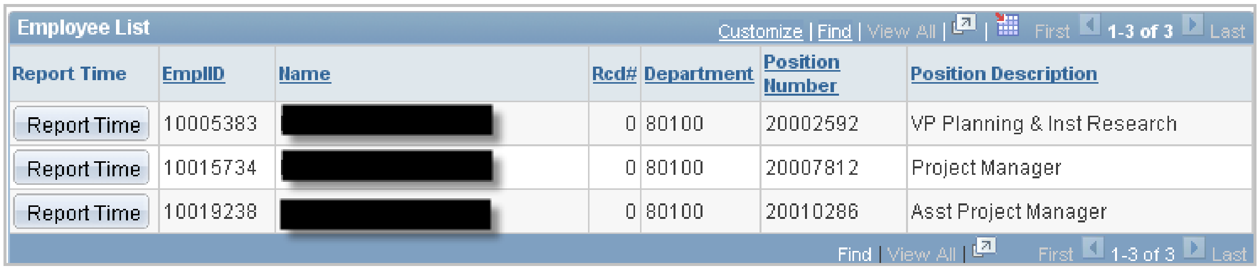
1. Select *Exempt Time Reporting* under the *Use* option.



2. Select your time reporting group using the drop down box.

3. Click 2. Click Here to Create Employee List to get a list of all salaried employees in that group.

4. The employee list appears, listing all active exempt employees in the selected department.



Employee List — Customize | Find | View All | First 1-3 of 3 Last

Report Time	EmplID	Name	Rcd#	Department	Position Number	Position Description
Report Time	10005383	[redacted]	0	80100	20002592	VP Planning & Inst Research
Report Time	10015734	[redacted]	0	80100	20007812	Project Manager
Report Time	10019238	[redacted]	0	80100	20010286	Asst Project Manager

Find | View All | First 1-3 of 3 Last

5. For each employee, you will have to select the Report Time button in order to report time.

6. Once you have clicked the Report Time button for one employee, you are brought to their online time sheet, which will list each day in the pay period:

Time Reporting Dates

Reporting Period: 04/01/2011 Through: 04/15/2011

Deadline for this Period: 04/20/2011 6:00PM

Personal Data

Name: Empl ID: 10019238 Empl Rcd #: 0

Time Entry

	*Date	*Time Reporting Code	Hours		
Friday	04/01/2011		0.00	Add	Delete
Saturday	04/02/2011		0.00	Add	Delete
Sunday	04/03/2011		0.00	Add	Delete
Monday	04/04/2011		0.00	Add	Delete
Tuesday	04/05/2011		0.00	Add	Delete
Wednesday	04/06/2011		0.00	Add	Delete
Thursday	04/07/2011		0.00	Add	Delete

7. Only enter time taken on the days that the employee used paid time off. For each day, you must code the time as Personal, Sick, Vacation, Bereavement, Jury Duty, or Military, by using the drop down box, under the *Time Reporting Code* column.

Note: Holidays (regular and floating) do not have to be reported through Time Collection for exempt staff.

8. Under *Hours*, enter the number of paid time off hours used at that Time Reporting Code. *Note: One work day at Brandeis is considered 7 hours.*

   - If the employee is splitting up their day with different types of time (i.e. taking half a personal day and half a vacation day), use the Add button to insert a new row.

Time Entry					
	*Date	*Time Reporting Code	Hours		
Friday	04/01/2011	Vacation	7.00	Add	Delete
Saturday	04/02/2011		0.00	Add	Delete
Sunday	04/03/2011		0.00	Add	Delete
Monday	04/04/2011	Vacation	3.50	Add	Delete
Monday	04/04/2011	Personal	3.50	Add	Delete

   - If you accidentally insert a row, use the Delete button to delete what you added.

9. Once all hours have been entered, you must click the Apply button FIRST at the bottom of the screen, and then click the OK button to confirm the entered time. If you only hit OK, the hours you entered will not save.

10. Repeat steps 5 through 9 for all employees. Once all time taken has been entered, you must run the Group Time Summary.

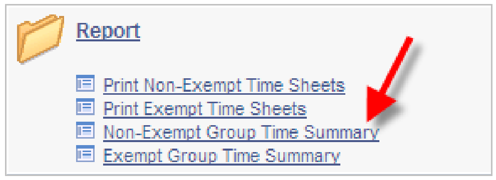
VIII. Group Time Summary Report

Once all employee time is entered, the Group Time Summary Report must be run and printed out.

Navigate to:

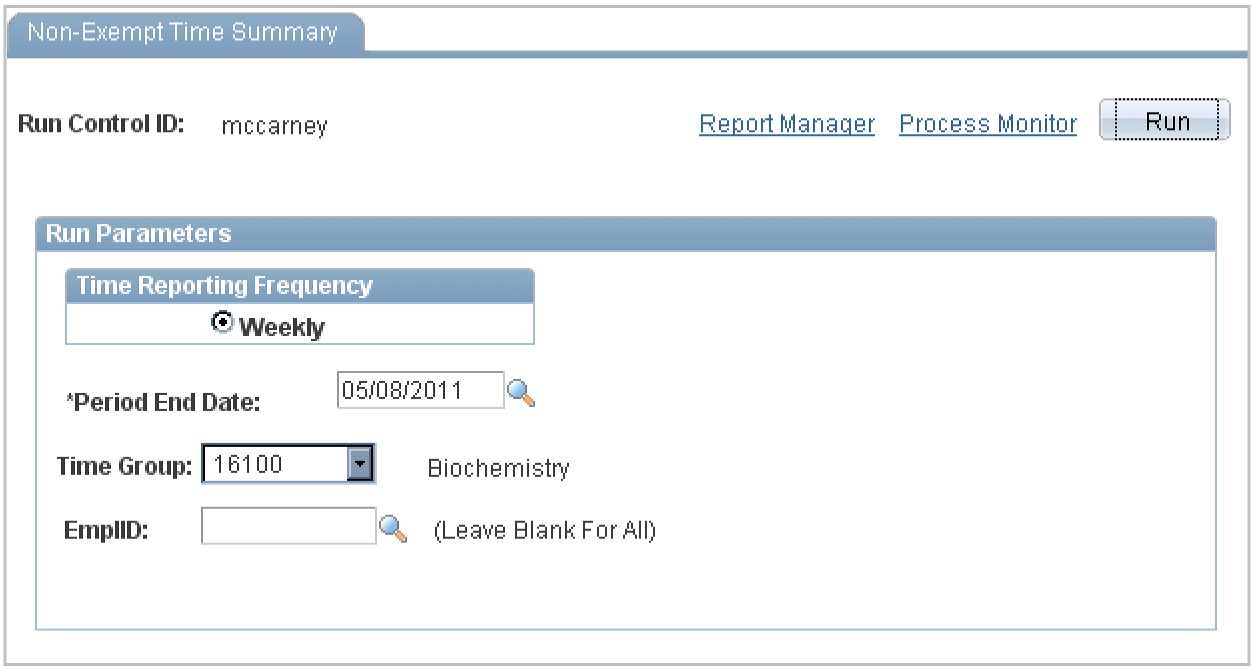
Main Menu > Brandeis Main Menu > Time Reporting > Report

1. Select either Non-exempt or Exempt Group Time Summary under the *Report* option.



2. Enter your *Run Control ID* and click the *Search* button (if you do not have a Run Control ID, please see page 3).

3. On the next screen, you must enter the pay period end date and the Group ID.



The Time Reporting Frequency will default to weekly or semi-monthly, depending on which time sheets you chose to run in Step 1.

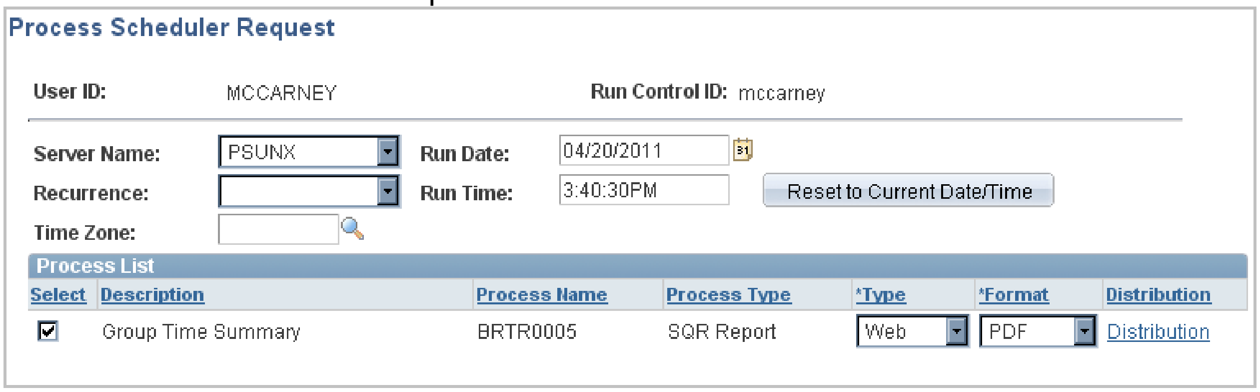
For the **Non-exempt Group Time Summary**, the Period End Date will be the previous Sunday, i.e. the last day of the Pay Period you just reported time for. For example, if you wanted to print out the time summary for the week of May 2, 2011 through May 8, 2011, you would enter 5/8/11.

For the **Exempt Group Time Summary**, the Period End Date must be the LAST day of the NEXT pay period. For example, if you wanted to print the Group Time Summary for the pay period of May 1, 2011 through May 15, 2011, you would enter 5/31/11 as the pay period end date.

You may also click the  icon and find a list of available dates to choose from.

The Group ID will be your Department ID number. If you see departments listed that are not yours, please contact Payroll.

4. Click on the Run button in the upper right hand corner. This brings you to the Process Scheduler Request.



After reviewing, click the OK button.

5. You are brought back to the previous page. At the top of the page, click on *Report Manager*.

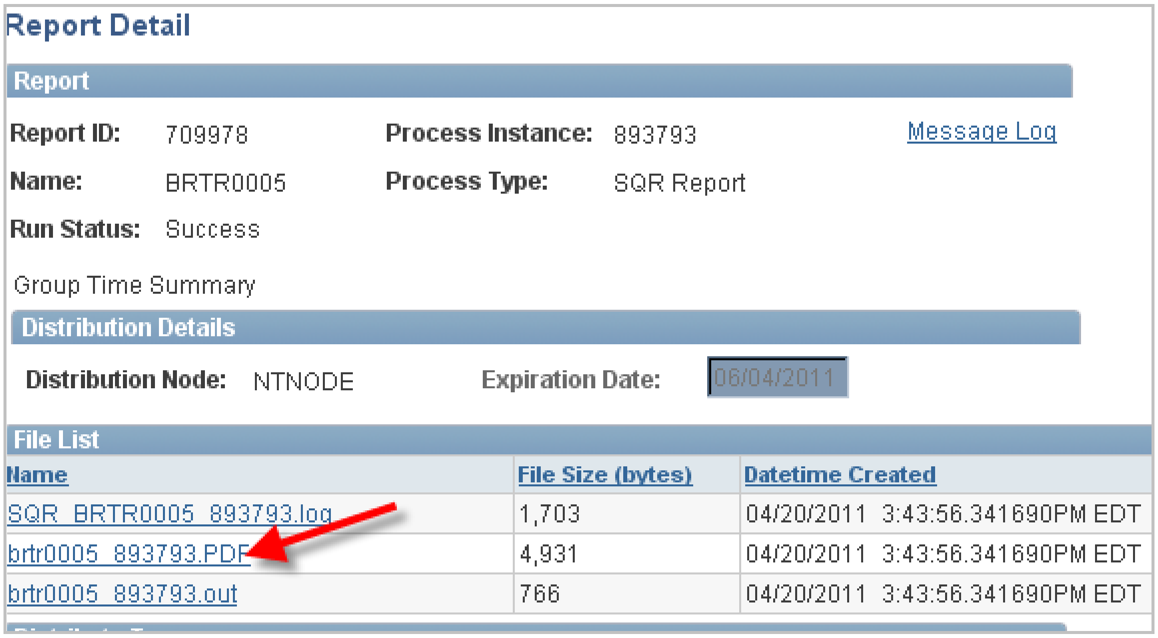
Make sure you are on the *Administration* tab.

Click the Refresh button until the status is *Posted* and a link to your file is created (under *Details*).

6. Click on the *Details* link.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
	709978	893793	Group Time Summary	04/20/2011 3:43:27PM	Acrobat (*.pdf)	Posted	Details

The screen now shows *Report Detail*.



7. Click on the .pdf file. When you click on the .pdf file, you will open your Adobe Acrobat Reader and view all the Group Time Summary for you department (for either non-exempt or exempt employees, depending on what you selected in Step 1).

8. Print the Group Time Summary. The Time Administrator and the Department Head must sign the Group Time Summary, before it is submitted to Payroll at MS 110.

IX. Viewing Year-to-Date Balances for Employees

Employees can find their year-to-date accruals for vacation, sick, and personal time on their time sheets and their pay checks. The Time Administrator also has access to view their year-to-date accruals in the Time Collection System.

To start, navigate to:

Main Menu > Brandeis Main Menu > Time Reporting > Use

And select either *Non-exempt* or *Exempt Time Reporting* (depending on what type of employee you are looking up.

1. Follow steps 1 – 4 in either Part VI or VII to generate an employee list.

2. Click the 

button next to the employee you wish to see balances for.

3. At the employee online time sheet, click the  next to the Year-To-Date Accrual Balances near the bottom of the page. This will expand the section to reveal the Year-To-Date Accruals for the selected employee.

Year-To-Date Accrual Balances				
9.565754	Hours of	Sick	**As Of**	03/13/2011
43.347262	Hours of	Vacation	**As Of**	03/13/2011
6.439385	Hours of	Personal	**As Of**	03/13/2011

4. Click Cancel to leave the page.

X. Frequently Asked Questions

1. What is Time Collection?

   An electronic way of processing payroll data and employee hours that submits all time to the Payroll office for the generation of employee paychecks.

2. What happens if I miss the input deadline?

   If you miss the deadline, please clearly mark the time sheets that were not entered into the system and deliver them to Payroll as soon as possible.

3. Who decides who the time administrator is?

   The department supervisor of each department at Brandeis University makes the decision.

4. How can we be sure that the time collection data is actually getting transmitted?

   As long as the servers are running, the data is getting transmitted.

5. What happens if we don’t submit the time by the 6:00 deadline?

   Your non-exempt staff, temporary staff, and students will not be paid for the previous week of work until such time (a six-day period is allowed by law) as Payroll can generate manual paychecks. For exempt staff, their leave accrual balances will not be updated if they had taken time off during that time period, but they will still be paid, since they are salaried.

6. What is the deadline if Monday is a holiday?

   The payroll must be submitted by noon on the Tuesday immediately following the Monday holiday.

7. What happens if there is a power outage at the University on the day of a time collection deadline?

   You will need to hand deliver the paper copies of time sheets to the Payroll office, and they will make sure the time gets entered.

8. What if I am out of the office on the day of a time collection deadline?

   Your department head should designate a backup Time Administrator to make sure time collection is entered in case you are absent from work that day.

9. What is an Empl ID? Is it the same as an employee's Social Security Number?

   An Empl ID is NOT an employee's SSN; it is a unique number assigned by the Peoplesoft system for each employee.

10. What is an example of unauthorized time?

    One example is that if you put an employee in for Overtime Hours at 1.5 and that employee has not worked a total of 40 hours, there is no overtime generated.

11. Are there limitations to when I can run reports or print time sheets?

    You may run reports for any pay period at any time. You can only submit hours for the open pay period, which means that you cannot go back to a previous week and enter revised hours. You may print the time sheets in advance, but the system will add/delete people based on when they start or terminate, so you need to be careful that you do not miss any added employees or accidentally pay any terminated employees.

12. How much vacation/sick/personal time is an employee supposed to earn during a pay period?

    Information regarding paid time off benefits can be found online at the Benefits section of the Human Resources web site (http://www.brandeis.edu/humanresources/benefits/timeoff.html) or in the Employee Benefits handbook. You can also contact the HRIS section at x68411 or hris@lists.brandeis.edu.

XI. Where to Get Help?

For help, you can contact the Payroll office at x64477 or the HRIS section of Human Resources at x68411.

XII. Glossary

Daily Time: The hours worked daily by an employee

Group ID: The ID number for the main Dept ID of the department whose time is being collected.

PDF file: A view-only document that can be accessed with Adobe Acrobat; the preferred options when running Peoplesoft reports.

Process Monitor: A Peoplesoft Utility which allows you to check the status of your submitted process and report requests.

Refresh: Allows you to view an updated process or report status.

Report Distribution Status: There are several distribution statuses, and knowing what they mean will help you understand the progress of your job without having to check Process Monitor. A status of Scheduled indicates that the process was just added to the report request. If a report has the status of Processing, it indicates that Process Scheduler has initiated the program and is running the process at that moment. A Generated report is one that has finished processing and has all files available for transferring. A report that is “posting” is in the process of being transferred to the Report Repository.

Report Manager: Report Manager is like your own personal inbox of reports. As part of Process Scheduler, it provides a secured way to view report content and see content detail messages. Using Report Manager, you can see all of the reports you are authorized to view by simply opening your Report List in your browser. To view your reports in Report Manager, navigate to PeopleTools > Report Manager > Inquire > Report List.

Run Control ID: An ID (we recommend using your Unet ID) unique to each time administrator that enables him/her to access the system.

Semi-monthly: The group of employees who are paid on the 15th (or closest business day) and the last business day of the month; exempt employees.

Time Collection: A web-based system that becomes the basis for what non-exempt, temporary, and student employees are paid each week. Also tracks paid time off for exempt staff.

Time Administrator: An authorized person in each department who enters the approved hours worked for non-exempt, temporary, and student employees, as well as paid time off for all regular staff.

Time Administration Account Application: The form that authorizes the time administrator to be able to access the system, and assures confidentiality by the designated time administrator.

UNET ID: The ID which is used for your Unet account with the University; your email address (not your password).

Weekly: The group of employees who are paid weekly: non-exempt employees, hourly student employees, and temporary employees.

Weekly Time: The sum total of the hours worked each week by an employee.

Updated: 4/20/11 AMM