



Time and Labor

Detailed Instructions for Department Payroll Administrators

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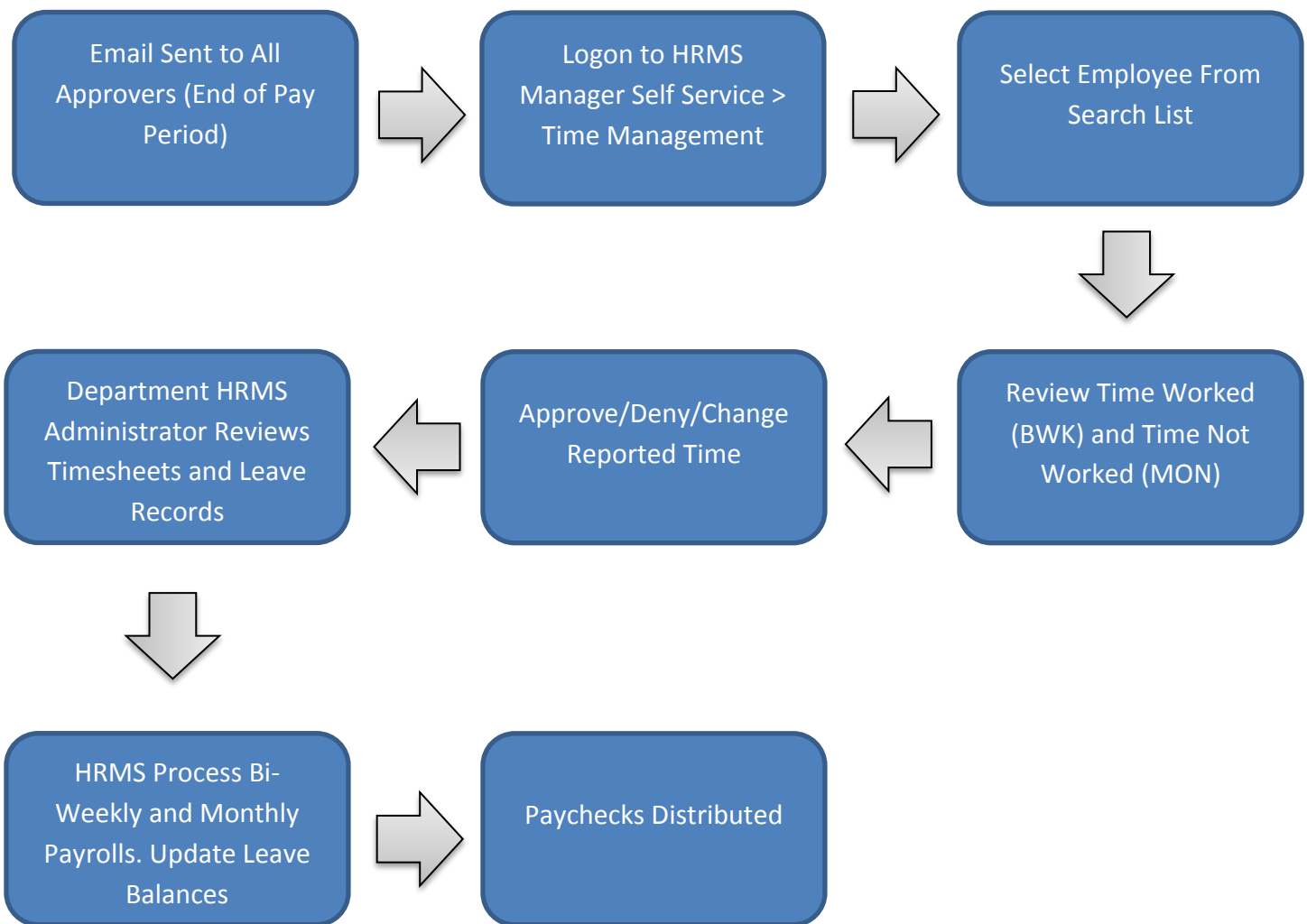
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Overview

All non-exempt employees on the bi-weekly payroll are required to report all time worked as well as scheduled time not worked (e.g., Vacation, Sickness, Jury Duty, Funeral, etc.). Reported time must be reviewed and approved by management.

All exempt employees (monthly payroll) are required to report time that is not worked (e.g., Vacation, Sickness, Jury Duty, Funeral Leave, etc.).

The University Human Resource Management System (HRMS) is used to report employee time. Below is a simplified view of the overall time reporting process for non-exempt and exempt employees.



Reviewing Timesheets for Bi-Weekly Payroll

Department Payroll Administrators are responsible for reviewing timesheets prior to each bi-weekly pay period close. In HRMS, go to Manager Self Service > Time Management > Approve Reported Time.

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Reported Time

HRMS All ▾ Search [] >> Advanced Search

Approve Reported Time

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Employee ID	<input type="text" value=""/> 🔍
Employee Record Number	<input type="text" value=""/> 🔍
Last Name	<input type="text" value=""/> 🔍
First Name	<input type="text" value=""/> 🔍
Department Number	<input type="text" value=""/> 🔍

Status: ▾

Include LTD:

Change View

*View By: ▾

Date: [st] [↻]

[Previous Pay Period](#) [Next Pay Period](#)

Show My/All Employees

Search Results 1 of 1

Name	Status	Total Hours	Need Approval	Employee ID	Record #	Department	Primary Approver	Last Approved By	Employee Status
Name		0.00	0.00		0				

The search page above allows the administrator to review all timesheets within their security access. To view all bi-weekly timesheets, click “Get Employees.” The Search Results will populate with the appropriate information. The date field will default to the current pay period. To view only timesheets that need approval, change the Status dropdown menu to “Needs Approval” and click “Get Employees.” If you only want to view the timesheets for a specific department, enter the department number and click “Get Employees.” You can also do a search for a specific employee by entering information in the Employee ID or Name fields.

Timesheet

Doe, Jane

Employee ID 314259

Job Title WU Employee

Empl Rcd Nbr 0

Department 000339 - Human Resources

Standard Hours 37.50

Select Another Timesheet

*Date: 07/31/2016

Reported Hours: 80.00

Status: **Needs Approval**

Previous Period: Next Period:

Previous Employee: Next Employee:

[View Leave Record](#)

From 07/31/2016 to 08/13/2016 ?

Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked
	Sun	7/31	New							
	Mon	8/1	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Tue	8/2	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Wed	8/3	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Thu	8/4	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Fri	8/5	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Sat	8/6	New							
	Sun	8/7	New							
	Mon	8/8	Needs Approval						Vacation	8.00
	Tue	8/9	Needs Approval						Vacation	8.00
	Wed	8/10	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Thu	8/11	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Fri	8/12	Needs Approval	8:00AM	12:00PM	1:00PM	5:00PM	8.00	Regular	
	Sat	8/13	New							

Approval

Leave Balances As Of 07/30/2016

Plan Type	Hours	Days
Sick	635.09	84.68
Vacation	158.16	21.09
Personal	0.00	0.00

Comments

Timesheet Totals - Payable Hours

	Week 1	Week 2	Total
Hours Worked	40.00	24.00	64.00
Time Off	0.00	16.00	16.00
Total	40.00	40.00	80.00

Reported Time Audit

Name	DateTime	Action
Jane Doe	09/09/16 10:33AM	Submit
Jane Doe	09/09/16 10:30AM	Submit
Jane Doe	08/12/16 1:20PM	Save

Approvers

Primary: John Doe

Backup: Jennifer Doe

Attachments

Document Type	View	Delete
	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Once you select an employee, you will be redirected to his/her timesheet. As an administrator, you will be able to submit, approve and deny timesheets. This will be necessary when the employee and approver miss the deadlines mentioned on page 7.

After a timesheet is approved, the payable time will load to the employee's paysheet automatically. The Paysheet Notification & Confirmed report should be run to make sure all anticipated hours and payments loaded correctly. A list of reports can be found on page 15.

Overtime

Bi-weekly employees with secondary jobs will complete a timesheet for each job. Overtime hours are automatically calculated by T&L and displayed on the Paysheet Report. If incurred, those hours will be distributed between departments based on each department's share of hours in excess of standard departmental hours.

Reviewing Monthly Leave Records

Department Payroll Administrators should check to make sure all exempt employees submit a leave record each month. The leave record must be approved by the Primary Approver or Department Payroll Administrator in order for leave balances to update correctly.

You can access the full list of leave records by going to Main Menu > Manager Self Service > Approve Reported Time. Change the "View By" to Monthly to see only monthly leave records. The status of the leave record will appear so you will know which leave records still need action. You can also narrow the search by selecting a "Status" (Needs Approval, Approved, etc).

Attachments

Employees have the ability to upload attachments related to time-off to their timesheets/leave records. In the lower right section of the timesheet/leave record, you will see a box labeled Attachments. Click on "Documents." You will select the Attachment Type (either Doctor's Note or Miscellaneous). Click Upload and Browse to find the document. Click Upload again. You will see a line with the document name. You can either View or Delete the document once it is updated. Click OK to return to the timesheet/leave record.

Attachments

Documents

Document Type	View	Delete
Doctor's Note	View	Delete

Attachments

Doe, Jane

Job Title WU Employee

Department 000339 - Human Resources

Employee ID 314259

Empl Rcd Nbr 0

Standard Hours 37.50

Documents

Attachment TypeDoctor's Note▼Upload

Document Type	Filename	View	Delete
1	Doctor's Note TL_314259_DN_08-23-2016_TEST.pdf	View	Delete

OKCancel

Email Notifications

Reminder Emails are automatically sent when these situations occur:

Situation	Recipient	When
1. Bi-weekly employee with standard hours greater than zero who have not reported or submitted time	Bi-weekly Employee	9:00 am the day before bi-weekly payroll processing (usually Monday)
2. Bi-weekly employee who submitted reported time and the approver has not yet approved	Primary Approver	12:00 pm the day before bi-weekly payroll processing (usually Monday)
3. Monthly employee who has not reported any time off for the prior pay period	Monthly Employee	10:00 am the 1 st , 3 rd and 5 th business days of the next pay period*
4. Monthly employee who reported time-off but has not yet submitted it for approval	Monthly Employee	10:00 am the the 1 st , 3 rd and 5 th business days of the next pay period*
5. Primary approver still needs to approve monthly leave records	Primary Approver	10:00 am the 2 nd , 4 th and 6 th business days of the next pay period*
6. Approver denied the timesheet/leave record	Employee	Approver clicks "Deny"
7. Approver made changes to a timesheet or leave record and approver it	Employee	Approver changes the timesheet or leave record and clicks "Submit"
8. Employee re-submits timesheet/leave record after the approver denied it	Primary Approver	Status is "Denied" and employee records changes and click "Submit"

*Employees/Approvers will not continue to receive email notifications once the necessary action is taken.

When the individual receives the email, it contains a link to HRMS Time & Labor. When they click on the link, the HRMS logon page is displayed (if they are not already logged on). After correctly entering their WUSTL Key and password, the appropriate Time & Labor page will be displayed.

Deadlines & Cutoffs

Group	When
1. Bi-weekly Timesheet	12:00 pm (noon) the day before payroll runs (usually Monday)
2. Monthly Leave Record	12:00 am (midnight) the 5 th business day of the next pay period
3. Primary Approver	Bi-Weekly Timesheets: 12:00 am (midnight) the day payroll runs

	Monthly Leave Record: 12:00 am (midnight) on the 10 th business day of the next pay period
4. Timesheet and Leave Record Page (Department Payroll Administrators)	6 months
5. Paysheets (Department Payroll Administrators)	11:00 am the day payroll is processed

Leave Balances

Benefits eligible employees accrue Vacation and Sick hours based upon the University policy. The accruals are processed for all approved hours after each pay period.

The bottom of the Timesheet/Leave Record shows the balances for Vacation, Sick and Personal Days. The balances are as of the beginning of the current pay period. Adjustments to the balances are not made until after the current pay period has processed and will be reflected on the next timesheet/leave record.

Manager Self Service Menu

Users with the HRMS security role of “Time and Labor Manager” or “Super User” have security access to the Manager Self Service menu. The following explains each page.

Manager Self Service > Time Management > Approve Reported Time

Used to review and approve employee time. The search page displays the employees (default is Bi-Weekly payroll) in alphabetical order, beginning with those employees who reported and submitted hours for approval, follows by employees who have not yet submitted hours.

Department Administrators can act on behalf of the approver and review/approve reported time. Every effort should be made to contact the approver and verify reported time before approving it. The leave accrual process is based upon only hours that have been approved. Unapproved regular hours may be paid, but unapproved time off will not be reflected in the leave balances until they are approved.

Click on the employee name and the time sheet/leave record page is displayed. The user can approve the reported time, change it and approve it, or deny the reported time. If changed or denied, an email notification is sent to the employee.

Approve Reported Time

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/> <input type="button" value="Q"/>
Employee Record Number	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Department Number	<input type="text"/> <input type="button" value="Q"/>

Status:
 Include LTD:

Change View

*View By: Bi-Weekly
 Date: 08/13/2016

Previous Pay Period Next Pay Period

Show My/All Employees

Search Results 1-11 of

Name	Status	Total Hours	Need Approval	Employee ID	Record #	Department	Primary Approver	Last Approved By	Employee Status
Doe, Jane	Needs Approval	80.00	80.00	314259	0	000339 - Human Resources	John Doe		Active

Manager Self Service > Time Management > Employee Leave Balances

View a summary of an employee's leave accrual information, including time accrued, time taken and leave balances.

Leave Balance Information For: Jennifer Doe

Empl ID: 312425 Department: 000217 - WashU IT-Enterprise Apps

Vacation Sick Personal << FY 2016 FY 2017 FY 2018 >>

Vacation Details							
End Date	Service Hours	Earned	Taken	Adjusted	Balance (Hours)	Balance (Days)	
10/31/2016	168.000	14.16			98.19	12.27	
09/30/2016	176.000	14.84			84.03	10.50	
08/31/2016	144.000	12.14	3.75		69.19	8.65	
08/07/2016	37.500	3.16			60.80	8.11	
07/31/2016	157.500	13.28	18.75		57.64	7.69	
07/01/2016					63.12	8.42	
Totals:	683.000	57.58	22.50	0.00			

Information As Of: 11/03/16 2:56PM

Helpful Information

Maximum Balances

Vacation: 176.00 Sick: 960.00

Scheduled / Unscheduled Counts

	Scheduled	Unscheduled
Sick	0	0
Vacation	0	0

Calculating Accruals

Vacation Accrual Rate: 0.084292
 Sick Accrual Rate: 0.045978

Accrual Formula

Service Hours x Accrual Rate = Hours Earned

Employee Handbook

[Employee Handbook](#)

Manager Self Service > Time Management > Manage Exceptions

This page allows Department Payroll Administrators and Time Approvers to review possible problems with time that has been approved and processed. Once on the Manage Exceptions page, click "Get Employees." A list of employees within your security will appear if they have an exception that needs to be reviewed. A brief description of the type of exception will appear along with the date and type of severity. You can decide whether to allow the Medium and Low severity exceptions or make a change to the timesheet/leave record in order to correct the exception.

If you choose to correct the time entry, go to Approve Reported Time and bring up the timesheet/leave record for the employee. Once the time is corrected, you can either wait for overnight processing to remove the exception or click on the checkbox that says “Allow” on the Manage Exceptions page. Click Save once the box is checked.

If the problem is a High Severity exception, the “Allow” checkbox will not be available. You will need to make a change to the time entry or contact Human Resources to have the exception allowed.

Most Common Exceptions:

WPTLX001 – Vacation Time Exceeds Balance

- **Definition:** When an employee reports more vacation time than is available in his/her vacation balance.
- **What to do:** This depends on the departmental policy for this situation.

WPTLX002 – Sick Time Exceeds Balance

- **Definition:** When an employee reports more sick time than is available in his/her sick balance.
- **What to do:** This depends on the departmental policy for this situation.

WPTLX003 – Personal Time Exceeds Balance

- **Definition:** When an employee reports more personal time than is available in his/her personal balance.
- **What to do:** This depends on the departmental policy for this situation.

Less Common Exceptions:

WPTLX004 – Greater than 40 hrs leave time

- **Definition:** When an employee reports more than 40 hours of leave in a given week
- **What to do:** An employee should never report more time-off in a week than their standard hours (with a maximum of 40 hours). This exception only catches time that exceeds 40 hours. The employee should modify their leave time reported to be a maximum of their standard hours in the week.

TLX00030 – Inactive Time Reported Status

- **Definition:** An employee is not currently active in Time and Labor. This will typically happen when time has been reported for a day that is during a period when the employee is not active and the job change was not approved prior to the entry and approval of the time (ex: Short Work Break or Leave of Absence).
- **What to do:** This depends on the situation. If the employee worked the hours, Job Data needs to reflect the employee is active. Make sure the Return to Work is approved by HR. If the employee entered the hours worked in error, you will need to remove them from the timesheet.

TLX00450 – Quantity Exceeds TRC Limits

- **Definition:** The employee reports hours not worked in excess of the maximum quantity for a Time Reporting Code (TRC) in a given day and the time is accidentally approved and processed. Typically time is reported in excess of 24 hours.
- **What to do:** The employee must change the quantity of time reported on that given day. Employees should never report more than 24 hours in a given day.

Manager Self Service > Time Management > Report Employee Time

Displays the Timesheet (Bi-Weekly) or Leave Record (Monthly) for the selected employee. Time data can be entered directly on this page.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Employee Time](#)

HRMS All Search >> Advanced Search

Report Time

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Employee ID	<input type="text" value=""/>
Employee Record Number	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department Number	<input type="text" value=""/>

Status:

 Include LTD:

Change View

*View By:

 Date:

Show My/All Employees

Name	Status	Total Hours	Need Approval	Employee ID	Record #	Department	Primary Approver	Last Approved By	Employee Status
Name		0.00	0.00		0				

Manager Self Service > Time Management > Setup > Setup Time Approvers

Time Approvers are the employees who are designated to review and approve Bi-Weekly Timesheets and Monthly Leave Records. In order for an employee to submit their reported time, they must have a Primary Approver. The Primary Approver defaults to the individual list as the Supervisor in Job Data. There is an option to include 2 Backup Approvers that will be able to approve in the absence of the Primary Approver.

Time Approvers can only be updated by the Department Super Users. Navigate to Manager Self Service > Time Management > Setup Time Approvers.

This is an effective-dated page. To make a change, click on the + sign to insert a new row. Enter the appropriate effective date. Then enter the EMPLID for the Primary Approver and add Backup Approvers if necessary.

Doe, Jane

Department	000339 Human Resources	Employee ID	314259
Job Indicator	Primary	Empl Rcd Nbr	0
Supervisor ID			

Time Approvers Find | View All First 1 of 1 Last

Effective Date:

*Primary Approver Doe, John

Backup Approver Doe, Jennifer

Backup Approver

Note: The Supervisor ID will default for a new hire, but any changes to the supervisor will not automatically update the Primary Approver. The Department Payroll Administrator will need to update this page.

Manager Self Service > Time Management > Payable Time Detail

For a specific employee, displays the date, status, reason, time reporting code, time reporting description, type, quantity and comments (if any).

Payable Time Detail

Doe, Jane

Employee ID 314259

Project/Program Coordinator II

Employment Record 0

Start Date

End Date

Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Taskgroup
01/04/2016	Taken by Payroll		REG	8.83	Hours	PSNONCATSK
01/05/2016	Taken by Payroll		REG	5.67	Hours	PSNONCATSK
01/06/2016	Taken by Payroll		REG	9.75	Hours	PSNONCATSK
01/07/2016	Taken by Payroll		REG	8.83	Hours	PSNONCATSK
01/08/2016	Taken by Payroll		OVT	2.00	Hours	PSNONCATSK
01/08/2016	Taken by Payroll		REG	6.92	Hours	PSNONCATSK

Manager Self Service > Time Management > Payable Time Summary

For a specific employee, displays the time reporting code and description by date.

Payable Time Summary

Doe, Jane

Employee ID 314259

Project/Program Coordinator II

Employment Record 0

Start Date

[Previous Week](#)

[Next Week](#)

End Date

Payable Time From 01/03/2016 To 01/09/2016

Time Reporting Code	Description	Total Quantity	Type	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9
OVT	Overtime	2.00	Hours						2.00	
REG	Regular	40.00	Hours		8.83	5.67	9.75	8.83	6.92	

Audit and Monitoring Reports

Various reports and queries are available to assist you in auditing and monitoring Time and Labor entries.

Queries

Navigate to Queries > Query Manager. On the search page, enter the Time and Labor query name. You can save these as a Favorite by clicking on the checkbox next to the query name and selecting “Add to Favorites” in the Action drop-down box. The most commonly used queries are listed below along with a description.

1. WP_TL_NEED_APPROVAL

Displays all supervisors who need to approve time data submitted by their employees that still needs approval.

2. WP_TL_EXCEPTIONS

Displays all current exceptions for all departments based upon the users department security.

3. WP_TL_LEAVE_DTL

Displays details associated with all reported time off. Prompts include start date, end date, Time Reporting Code, Paygroup, Department ID range and Reporting Level.

4. WP_TL_LVE_BAL_LOAD

Displays all Bi-Weekly employees who have total standard hours greater than 0 and who have not yet reported or submitted their time data. Best to run at the end of the current open pay period.

5. WP_TL_PAYAUDIT

Displays all Bi-Weekly employees who had hours on the paysheet that are not equal to the hours in Time and Labor.

6. WP_TL_PAYSHEET

Displays the Paysheet Report in an Excel spreadsheet rather than a Word document.

7. WP_TL_REMAINING_CARRYOVER

Displays carryover vacation still to be taken.

8. WP_TL_SKDP

Displays the Sick Detail Report for each employee.

9. WP_TL_TIME_APPR_BY_EE

Displays the Approvers (Primary and Backup) for employees in a specific Department ID range.

10. WP_TL_TRC_ALL

Displays all Leave Types taken by employees in a specified date range and Department.

11. WP_TL_TRC_EMP

Displays all Leave Types taken by a specific EMPLID

Reports

Navigate to Manager Self Service > Reports. The following reports are available:

1. Employee Leave Detail

There are 2 report options under Employee Leave Detail. One report is organized by Employee name and displays detail for Sick, Vacation and Personal. The other report option is organized by leave type (Sick, Vacation, Personal) and displays Employee detail by each type. Both reports display all employees the requestor has access to view. The requestor may run the reports for Bi-Weekly, Monthly or both Paygroups and will specify start and end date parameters.

2. Paysheet Report

Displays all employees, by department, showing the approved hours to enter on the Paysheet, the Unapproved Hours (if any), and details of the Regular hours worked and Time Off hours.

3. Leave Balances By Group

Displays current balances for all employees the requestor has access to view. The balances are for Sick, Vacation and Personal. The report is organized by department.

4. Sick Detail Report

Displays, in detail, time reported as Sick for employees between date parameters.

University Time Tracking Policies

The university [Time-Off Policies](#) can be found on the Human Resources website. Questions should be directed to your Department Payroll Representative or to the HR Office.

Contact Information

Human Resources

Danforth Campus

Georgiann Kegel
HR/Faculty Records Manager
Phone: 935-5949
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Medical School

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Payroll Department

[List of Payroll Contacts](#)