



PeopleSoft 9.2

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Time Approval Procedure Manual (CANVAS Edition)

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CHAPTER 1: GETTING STARTED

Objectives: By the end of this chapter, you will:

- Understand the difference between positive time entry and exception time entry
- Understand difference between USPS Non-Exempt/USPS Exempt and A&P
- Become familiar with the monthly payroll calendar
- Understand the policies governing holiday pay, overtime pay and overtime compensation earned (PBA only)
- Understand the University's business practice regarding meal periods
- Become familiar with the different time reporting codes used

CHAPTER 1.1: Understanding the difference between positive time entry and exception time entry

Positive Time Entry

Positive time entry is for those employees for whom all time worked must be entered. Positive Pay employees include Regular OPS hourly and students (graduate and undergraduate), who are being paid on an hourly basis. The processor must enter the total hours worked each day for these employees. Positive Pay employees will only be paid for hours entered. If no hours are entered, Positive Pay employees will **NOT** be paid.

Exception Time Entry

Exception time entry is for those employees who receive full pay based on their current standard hours. Exception Pay employees include USPS, A&P, Executive Service, Faculty, Phased Retirees, and OPS Contract (Adjuncts, GRAs, and GTAs). If these employees work their scheduled hours, no more and no less, the processor will not enter any hours in the system for them. **The processor will only enter exceptions, i.e., leave used, leave earned, or leave without pay on the time entry pages.**

The exception to this policy is OPS contract employees. They are not eligible to earn or use leave; therefore, the only exception code that can be reported for this workgroup is leave without pay (**LWO**).

CHAPTER 1.2: Understanding the difference between USPS Non-Exempt/USPS Exempt

Non-Exempt

Non-Exempt USPS is a class that has been designated as not exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA). Employees in positions designated as non-exempt who **physically** work more than 40 hours during a workweek must be paid overtime at **time and a half** for all hours worked over 40. These employees may be allowed to earn overtime compensatory leave at time and a half in lieu of being paid overtime.

Exempt

The A&P and USPS Exempt class is a class that has been designated as exempt from the maximum hours and overtime pay requirements of the FLSA.

CHAPTER 1.3: Become familiar with the monthly payroll calendar

The payroll calendar is available in the Human Resources website (www.hr.ucf.edu) under **Current Employees / Payroll Services / General Payroll Information / Payroll Calendar** (http://hr.ucf.edu/files/payroll_calendar1.pdf).

You have access to the current month's calendar and the calendar for the next month. It includes all deadlines for submission of paperwork to HR. This calendar will also contain early certifications due to UCF observed holidays and any other announced closings. Processors and authorizers will also receive communications from Payroll Services announcing early payroll deadlines.

We highly encourage you to pay close attention to these deadlines by keeping a visible copy of the calendar near your work area.

NOVEMBER 2016							9/2016 MK
Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	
		1 Retroactive payment requests due in HR by 10AM Salary Supplements due in HR for PPE 11/03/16 ePAF Channel paused at noon EPAF must be submitted to HR for PPE 11/17/16	2	3 Pay Period Ends Payroll Window closes at 2PM	4	5	
6	7	8	9 Payroll Window opens at 8AM Off-Cycles due in HR by 3PM	10 Pay Day Direct deposit forms due in HR for PPE 11/17/16 Off-Cycles due in HR by 3PM NEO	11 UCF CLOSED	12	
13	14 Retroactive payment requests due in HR by 10AM Salary Supplements due in HR for PPE 11/17/16 ePAF Channel paused at noon	15 EPAF must be submitted to HR for PPE 12/01/16	16 Payroll Window closes at 2PM	17 Pay Period Ends	18	19	
20	21	22	23 Payroll Window opens at 8AM Off-Cycles due in HR by 3PM	24 UCF CLOSED	25 UCF CLOSED Pay Day	26	
27	28 Direct deposit forms due in HR for PPE 12/01/16	29 Off-Cycles due in HR by 3PM	30 Retroactive payment requests due in HR by 10AM Salary Supplements due in HR for PPE 12/01/16 ePAF Channel paused at noon				

CHAPTER 1.4: Understanding the policies governing holiday pay, overtime pay and overtime compensation earned

Holiday Pay

In order to be paid for a holiday, a University employee must be in “active” pay status either by having worked or used leave for 50% of his/her scheduled workday immediately prior to the holiday. Eligible full-time employees will receive a maximum of 8 hours for each holiday, regardless of the days or hours which constitute the workday or the workweek. Eligible part-time employees will receive holiday pay calculated proportionately to the holiday pay granted to a full-time employee.

If an employee is on leave without pay for the entire workday preceding the holiday, he/she **IS NOT entitled to the holiday pay. However, if the employee is on leave without pay for less than 50% of the scheduled hours on the workday preceding the holiday, he/she **IS** entitled to the holiday pay.**

IMPORTANT: If an eligible employee is **not** entitled for holiday pay, ***please refer to Chapter 5:10*** of this training for instructions on how to properly key LWO (leave without pay) in the system.

Example: Monday Holiday

Friday (day before holiday)	Monday (Holiday)	Eligible for Holiday Pay?
Employee on sick/annual leave the entire day	Holiday	Yes
Employee works or uses leave at least 50% of the scheduled hours and is on leave without pay for less than 50% of the scheduled hours	Holiday	Yes (as long as the employee is not on LWO for the entire scheduled workday)
Employee has no time accrued and is on leave without pay the entire day	Holiday	No

Overtime Pay

Employees in positions designated as non-exempt who physically work more than 40 hours during a workweek must be paid overtime at **time and a half** for all hours physically worked over 40.

Overtime Compensation Earned

Law enforcement officers who are non-exempt and who physically work more than 80 hours during a work period may be allowed to earn overtime compensatory leave at time and a half ***in lieu of being paid overtime***. At any given time, a USPS Non-exempt employee may not exceed 120 hours accrued. If they are at that capacity, it should be processed as OT pay.

CHAPTER 1.5: Understanding the University’s business practice regarding meal periods

Meal Period

A meal period is recommended if a non-exempt employee works more than five (5) hours per day. The Fair Labor Standards Act (FLSA) considers a “meal period” to be at least thirty consecutive minutes during which an employee is completely relieved of duty. The meal period should occur near the middle of the work shift and cannot be used to shorten the shift.

Supervisors determine the scheduling of the meal period and may permit exceptions as deemed appropriate based on business needs. Meal periods may vary from thirty (30) minutes to one (1) hour within a normal eight (8) hour shift. The meal period is non-compensable, does not count as hours worked, and is required to be documented on the timesheet by listing clock-out and return times.

Certified law enforcement personnel, nurses, identified Facilities and Safety personnel and other identified positions designated as non-exempt, due to the nature of the work, may be excluded from the five (5) hour university business practice regarding a meal period. To reiterate, employees do not receive pay during meal periods (non-compensable).

Work Breaks

Within a normal eight (8) hour shift, non-exempt employees may be allowed up to 15 minutes as a paid break (compensable) from work during the first half of their work shift, and again during the second half of their work shift. Work breaks cannot be accumulated to extend a meal period, nor can they be used to compensate for late arrival or early departure from duty. The request to take a work break should not be unreasonably denied. These breaks are scheduled by the employee’s supervisor. OPS hourly employees who work a standard schedule of 40 hours per week, may be afforded paid work breaks in accordance with the above outlined rules.



CHAPTER 1.6: Becoming familiar with the different time reporting codes used

Most commonly used TRCs

TRC	Description	A&P/ Faculty	OPS Contract	OPS Hourly	Phased Retirees	USPS Exempt	USPS Non- Exempt	USPS Non-Exempt Law Enforcement
A	Annual Leave Taken	X			X*	X	X	X
ADM	Administrative Leave	X				X	X	X
DIS**	WC Disability Pay	X				X	X	X
FML**	Family Medical Leave	X	X	X	X	X	X	X
EXC	Excess hours above 40 not physical worked						X	X
EXT	Excess Hours to Pay						X (part-time)	X (part-time)
OVT	Overtime Hours to Pay						X	X
FTO	Field Training Officer Pay							X
JUR	Jury Duty for ACA tracking		X	X				
LWO	Leave Without Pay	X	X		X	X	X	X
ONC	On-Call Pay					X	X	X
PH	Personal Holiday						X	X
PPY	Premium Pay Overtime							X
REG	Regular Time			X				
S	Sick Leave Taken	X			X*	X	X	X
S73	Sick Pre-1973 Taken	X						
SPS	Sick Leave Pool Usage	X				X	X	X
WC	Workers Comp Hours Used	X	X		X	X	X	X
WCL	Workers Comp Leave Without Pay	X	X		X	X	X	X

**Compensatory Leave
Earned (PBA only)**

TRC	Description	A&P/ Faculty	OPS Contract	OPS Hourly	Phased Retirees	USPS Exempt	USPS Non- Exempt	USPS NonExempt Law Enforcement
OCE	Overtime Comp Earned							X
SCE	Special Comp Earned							X

Leave Adjustments

TRC	Description	A&P/ Faculty	OPS Contract	OPS Hourly	Phased Retirees	USPS Exempt	USPS Non- Exempt	USPS NonExempt Law Enforcement
AA	Annual Leave - Increase	X			X*	X	X	X
AS	Annual Leave - Decrease	X			X*	X	X	X
OCA	Overtime Comp - Increase							X
OCS	Overtime Comp - Decrease							X
S73A	Sick pre-1973 - Increase	X						
S73S	Sick pre-1973 - Decrease	X						
SA	Sick Leave - Increase	X			X*	X	X	X
SCA	Special Comp - Increase							X
SCS	Special Comp - Decrease							X
SS	Sick Leave - Decrease	X			X*	X	X	X



Sick leave used for a family member's illness or doctor's appointment should be deducted from the employee's regular sick leave (or pre-73 sick leave balance if the employee still has unused sick leave hours that were earned before 10/1/73).

* Only Phased Retirees who were employed in 12-month Faculty positions prior to retirement, and who return in similar positions in the Phased Retirement Program, are eligible to earn and use annual leave.

**** Do not use without approval from LOA/WC**

CHAPTER 2: COMPLETING THE TIME REPORTING FORMS USED TO PROCESS PAYROLL

Objectives: By the end of this chapter, you will:

- Understand the time reporting forms needed to process payroll and the employee groups which must complete them.

CHAPTER 2.1: Completing the Timesheet

All employees who are responsible for recording hours worked, including Non-Exempt USPS employees, Regular OPS hourly, and hourly undergraduate and graduate students, must complete a Timesheet (**USPS Non-Exempt, this is true even if they only worked their regularly scheduled hours**).

- All employees must record their in and out times for each day worked.
- Timesheets must also be completed and submitted for any employee on workers' compensation. See the Time Reporting and Processing for Workers' Compensation procedure manual, which is available on the Human Resources website at http://hr.ucf.edu/files/PS_wkcomp.pdf, for details on workers' compensation requirements.
- **Whether or not a USPS Non-Exempt employee works their scheduled hours/ less than his/her scheduled hours, or more than his/her scheduled hours, s/he must also complete and submit a Leave and Pay Exceptions Report.**
- **It is best practice to receive a LAPER each pay period even if no leave was used during the pay period.**

Bush,Laurel G ID: 0000626 Empl Rod#: 4 Work Group: OPSH Static Group: 0520

Hours Worked															
	FRI 02/18	SAT 02/19	SUN 02/20	MON 02/21	TUE 02/22	WED 02/23	THU 02/24	FRI 02/25	SAT 02/26	SUN 02/27	MON 02/28	TUE 02/29	WED 03/01	THU 03/02	
In															
Out															
In															
Out															
In															
Out															
In															
Out															
Total Hrs															
Total Hours Worked Week 1:								Total Hours Worked Week 2:							

Leave and Pay Exceptions Report Attached? Yes No

Students: Leave and Pay Exceptions Report not applicable. Students should not be allowed to work during their scheduled class times.
USPS: Leave and Pay Exceptions Report is required for extra hours, leave used, and compensatory leave earned.

I certify that the hours shown on this time sheet accurately reflect time worked during the pay period indicated above.

Employee's Signature _____ Date _____
 Supervisor's Signature _____ Date _____

Instructions for Completion: Complete blocks for in and out times vertically under the appropriate date column. Total the number of hours worked for the day to the nearest quarter hour (see chart below) in the Total Hrs block located under the appropriate date column. Add all hours worked during Week 1 by adding all the Total Hrs blocks in the Week 1 section. Place this total in the Total Hours Worked Week 1 block. Follow the same steps for Week 2. Sign and date the form and obtain your supervisor's verification and signature. Follow your department's policies for time sheet submission.

Minutes Conversion Chart		
Minutes	Decimal of Hour	Quarter Hours
00-07	0	.1249
08-22	.1250	.3749
23-37	.3750	.6249
38-52	.6250	.8749
53-60	.8750	.9999

Excel Timesheet (TSHelper)

An excel version of the timesheet is available for use to all UCF departments. This electronic version of the timesheet has been designed to help employees complete their timesheets. Once the in/our times are entered, TSHelper will automatically compute the total number of hours worked.

Payroll Services encourages the use of this timesheet since it makes the timesheet calculations significantly easier.

To access the TSHelper, follow the steps below.

- ✓ Go to the HR website (www.hr.ucf.edu)
- ✓ Select "A-Z Index" on the upper, right hand corner of the page
- ✓ Scroll down to the letter "T"

The screenshot shows the University of Central Florida HR website. At the top, there is a navigation bar with the UCF logo and a search bar. Below the navigation bar, the main heading is "Human Resources". To the right of the heading is a search box labeled "I'm looking for". Below the heading, there is a navigation menu with links for "Prospective Employees", "Current Employees", "Managers & HR Liaisons", "Retirees", and "JOBS WITH UCF | A-Z INDEX". The "A-Z INDEX" link is circled in red. Below the navigation menu, there is a breadcrumb trail: "Home / Forms and Documents / A-Z Index". The main content area is titled "Forms and Documents A-Z Index". Below this title, there are three columns of links, each headed with a letter: "R", "S", and "T". The "T" column contains several links, including "Timesheet - TSHelper", which is circled in red. Other links in the "T" column include "Telecommuting Program Form", "Telecommuting Program Manual", "Telephone Reference Check Form", "Time Processor Procedure Manual", "Timesheet Information", "Timesheets and Leave & Pay Exception Reports", "Training Calendar Instructions", "Training Catalog", and "Training Constellation/Newsletter Fall".

CHAPTER 2.2: Completing the Leave and Pay Exceptions Report

Exception Pay employees must complete a Leave and Pay Exceptions Report (LAPER) to document leave hours used, overtime pay, extra hours worked by a part-time employee, compensatory leave earned, on-call hours, or leave without pay. **In all cases, even if no leave is used;** the processor must receive both a timesheet (for USPS Non-Exempt), and a LAPER from the employee. **A&P and Faculty must submit a LAPER each pay period even if no leave has been used during the pay period.** The employee should keep a copy of the Leave and Pay Exceptions Report for his/her records.

The Leave and Pay Exceptions Report has four sections.

- The first section is a record of the employee's current available leave balances. Since the leave and pay exceptions report must be submitted to the payroll processor at the end of the pay period if the employee uses or earns leave, s/he should make a copy of this report to keep for his/her records.
- The second section should be used to record compensatory leave earned, overtime pay, and on-call pay.
- Each type of leave used and the number of hours used should be recorded in the third section.
- The fourth section must be used to document the reason for all leave used.

University of Central Florida
Leave and Pay Exception Report (LAPER) Print date: 11/08/2016

ID: _____ Rod#: 0 Job Code: 0215N Work Grp: APN Group: 0250

Primary Department: 02802001

		Prior Pay Period - Begin: 10/07/2016 End: 10/20/2016	
Old Leave Balances:	Sic:	26.50	Vacation: 44.20 Personal: 0.00
Used:		0.00	0.00 0.00
Adjusted:		0.00	0.00 0.00
Earned:		0.00	0.00 0.00
New Leave Balances:		26.50	44.20 0.00

Current Pay Period - Begin: 10/21/2016 End: 11/03/2016

	Sched Hours	*Actual Hrs	OVT	Enter Biweekly On-call Amount:
Week 1 Total	40.00			\$ _____
Week 2 Total	40.00			

* Represents hours worked + holidays + personal holiday + administrative leave

Leave Type	Show Leave Used for Week 1 Below							Show Leave Used for Week 2 Below							
	Fri 10/21	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	WK1 Total	Fri 10/28	Sat 10/29	Sun 10/30	Mon 10/31	Tue 11/01	Wed 11/02	Thu 11/03

Please indicate the type of leave being used in the column marked 'Leave Type' and indicate the number of hours in the column(s) with the appropriate date.

(A) Annual Leave Taken (ADM) Administrative Leave (DIS) WC Disability (LWP) Leave Without Pay
(OVT) Overtime (S) Sick Leave Taken (SPR) Sick Leave Pool Usage (WCH) Workers Comp Hours

Leave usage must be requested and approved in advance, except in emergency situations. Provide justification below for all leave usage. A Medical or Parental Leave Request Form and Medical Certification Form are required when absent more than 10 business days for medical or parental leave, or for a work-related illness or injury.

Explanation of Leave Used (Use Separate Sheet of Paper if necessary)						
From Date	To Date	Time	Time	Type	Hours	Reason

I certify that the hours shown on this form accurately reflect time worked and leave taken during the period indicated.

Employee's Signature
Supervisor's Signature

Date
Date

The Timesheet and the Leave and Pay Exceptions Report are the official time keeping records for the University of Central Florida. Departments must maintain them in accordance with current policy.

IMPORTANT: Processors must make sure that timesheets and Leave and Pay Exception Reports have been signed by the supervisor prior to processing. If the supervisor signs for the employee in his/her absence, the form is completely acceptable. However, the forms are not authorized for processing without the supervisor's approval.

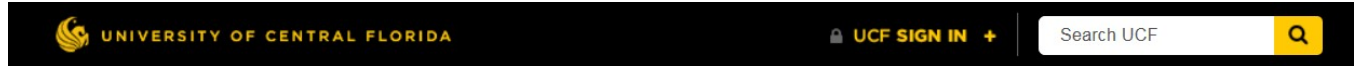
If an employee does not complete a Timesheet and/or Leave and Pay Exception Report, it becomes the responsibility of the supervisor to complete one and submit it for processing and approval.

CHAPTER 3: ACCESSING PEOPLESOFT

Objectives: By the end of this chapter, you will:

- Be able to log into PeopleSoft
- Know when to begin processing your department's payroll
- Set your user preferences
- Understand the time administration process

CHAPTER 3.1: How to Access PeopleSoft



UCF Federated Identity

NID

Password

Sign on

my.ucf.edu
You have asked to login to my.ucf.edu

- What is my NID?
- NID Password Reset
- Trouble Signing On?

By signing on, you agree to the terms of the UCF Information Technologies and Resources Policy .



1. Open Internet Explorer
2. Logon to **my.ucf.edu**
3. Enter your NID and myUCF password
4. Click **“Sign On”**

This will take you to the following screen:

The screenshot shows the myUCF dashboard with a top navigation bar containing the myUCF logo, a home icon, a menu icon, and a help icon. Below the logo, the text "Personalize Content | Layout" and "Help" is visible. The main content area is divided into three columns:

- myUCF Menu:** A vertical list of links including Academic Resources, Staff Applications, Student Self Service, Employee Self Service, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, Change my NID Password, Knights Email, Webcourses@UCF, UCF Home Page, UCF COM Home Page, UCF Company Directory, and My Preferences.
- myUCF Maintenance:** A section with a "Featured Topics" sub-header. Below it, a message states: "There are no featured topics to display at this time."
- myUCF New Navigation Option:** A section explaining that users can choose the most effective navigation path. It mentions the "myUCF Menu" in the left column and the "NavBar" in the upper right corner. It includes two sub-sections:
 - Home:** A home icon and text stating that the Home button takes users back to the myUCF homepage.
 - Actions:** A vertical ellipsis icon and text stating that My Preferences defines general user preferences and that the myUCF security administrator determines what personalization is available.

To access the time entry pages, click on **Staff Applications**, and then click **Human Capital Management**.

The screenshot shows the myUCF Staff Applications page. The top navigation bar is the same as in the previous screenshot. The main content area is divided into two columns:

- Left Column (myUCF Menu):** A vertical list of links including Academic Resources, Staff Applications (highlighted), F&A DataMart, F&A Monthly Reports, UCF Financials, Campus Solutions, Human Capital Management, Student Self Service, Employee Self Service, Manager Self Service, Faculty/Advisor Self Service, My Content, Reporting Tools, Change my NID Password, Knights Email, Webcourses@UCF, UCF Home Page, UCF COM Home Page, UCF Company Directory, and My Preferences.
- Right Column (Staff Applications):** A section titled "Staff Applications" containing a grid of application tiles:

Staff Applications		
Staff Applications		
F&A DataMart	F&A Monthly Reports F&A Monthly Reports	UCF Financials
Campus Solutions PeopleSoft Campus Solutions	Human Capital Management PeopleSoft Human Capital Management	

The **Menu Groups** to which the user has access will appear.

The screenshot displays the UCF HCM system interface with three main panels:

- Menu:** A sidebar containing a search field and a list of menu items such as My Favorites, Split Utilities, Department Self Service, Manage GT eForms, Self Service, Manager Self Service, HCM Campus Community, Recruiting, Workforce Administration, Benefits, Compensation, Time and Labor, Payroll for North America, Workforce Development, Organizational Development, Administer Training, Workforce Monitoring, Set Up HCM, Enterprise Components, Worklist, Tree Manager, Reporting Tools, UCF IT Custom, PeopleTools, GRAD Custom, HR Custom, UCF Reports, UCF Processes, Change My Password, My Preferences, and My System Profile.
- Self Service Reports:** A central panel showing a hierarchical tree of reports including My Information, eForm Tracking, Employment Services, Payroll Reporting, Personnel Data, and New Hire Training Compliance, with sub-items like Employee Security Roles, Funding Change Originator Rpt, and Kronos Hours Worked.
- Company Directory:** A panel at the bottom of the Self Service Reports section with a search field labeled "Search by Name" and an "Advanced Search" link.
- New Navigation Option:** A panel on the right explaining navigation features: Home (house icon), Notifications (bell icon), Actions (vertical ellipsis icon), and NavBar (circular arrow icon). It includes text explaining how these options are used to navigate the system.

CHAPTER 3.2: When Can I Begin Approving my Department's Payroll?

- Payroll processors may begin entering time the day the ***payroll window opens*** per the payroll calendar.
- All time entry, corrections, and payroll approval must be completed by 2:00 p.m. on the Friday after the pay period ends.
- *Check the payroll schedule & the monthly payroll calendar for early certifications due to UCF observed Holidays or other announced closings.*
- Pay close attention to communications sent by Payroll Services regarding early payroll deadlines.



CHAPTER 3.3: Setting User Preferences

The user preference page is used to setup user defaults for the time entry and approval pages in order to view the entire pay period at one time. **The setup should be completed when accessing PeopleSoft for the first time only.** Once the user preferences have been setup, there is no need to return to this page.

The navigation is as follows.

Home > Self Service > Time Reporting > User Preferences

The following page will display:

The screenshot shows the 'User Preferences' page for user 'Mickey Mouse' (ID: 1234567). The 'Time Reporting Preferences' tab is active. The settings are as follows:

-TRC Presentation	Show CODE - Description
*Time Prepopulation Method	Off
*Default Timesheet Display	Time Reporting Period
*Start Day of Week	5 - Friday
*Save For Later Option	Prompt For Validation
*Submit Option	Confirm
*Timesheet by Status Pivot Grid	Use Installation Default

Below the preferences is a 'Task Value Defaults' section with a table:

Taskgroup	Description

Navigation links include 'Home', 'New Window', 'Help', and 'Personalize Page'. A 'Menu' sidebar is on the left, and a 'Save' button is at the bottom of the preferences section.

Make the following changes:

Default Timesheet Display: Select 'Time Reporting Period'

Start Day of Week: Select '5 – Friday'

Click on **Save**.

CHAPTER 3.4: Time Administration Process

- Time Administration is a process that is run several times a day by Payroll Services while the payroll window is open for processing. Time Administration processes rules that relate to each workgroup and creates exceptions when the time entered by the processor is incorrect or needs to be reviewed for accuracy.
- The Time Administration process is run on the day preceding the payroll window close date and at 10:00 a.m., 12:00 noon, and 2:00 p.m., on the day the payroll window closes (usually Friday).
- After the Time Administration process is completed, processors will receive an email from Payroll Services to notify them that the process is complete, and that they should clean up any exceptions for their group.

Please note that all employees' time **must** be approved before the last Time Administration is run on the day the payroll window closes (usually Friday).

PROCESSORS MAY CONTINUE ENTERING TIME WHILE THE TIME ADMINISTRATION PROCESS IS RUNNING.

CHAPTER 4: STEPS IN APPROVING PAYROLL

Objectives: By the end of this chapter, you will:

- Understand the steps involved in approving the payroll for exception pay and positive pay employees
 - Selecting employee for timesheet page
 - Approving time on the timesheet page
 - Navigating to other employee timesheets
- Learn how to run the Authorizer Timesheet Verification Report

CHAPTER 4.1: Steps in Approving Payroll

1. Collect timesheets and Leave and Pay Exceptions Reports from your processor after all employees' time and exceptions have been entered.
2. Time Approval
3. Run Authorizer Timesheet Verification Report and validate the entries using the original timesheets and Leave and Pay Exception Reports.

CHAPTER 4.2: Time Approval for Exception Pay and Positive Pay Employees

To access the reported time pages for both Exception Pay and Positive Pay employees use the following navigation.

Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

The following page will display.

Home | Reported Time | New Window | Help

Menu

Search:

- My Favorites
- Split Utilities
- Department Self Service
- Manage GT eForms
- Self Service
 - Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Reported Time**
 - Payable Time
 - Exceptions
 - Overtime Requests
 - Report Time
 - View Time
 - Manager Search Option
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - HCM Campus Community
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Administer Training
 - Workforce Monitoring
 - Set Up HCM
 - Enterprise Components
 - Worklist
 - Tree Manager
 - Reporting Tools
 - UCF IT Custom
 - PeopleTools

Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: All Time After
Date: 04/29/2021
Show Schedule Information:
Previous Week | Next Week

Employees For Michael Lieblong, Time Needing Approval After 04/29/2021 | Personalize | Find | 1 of 1

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000		0.000000	0.000000

Approval

Select All | Deselect All | Approve | Deny | Push Back

Report Time
Manager Self Service
Time Management

CHAPTER 4.2.1: Select Employees for Approval Page

Enter information in the following fields:

New Window | Help |

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value	
Time Reporter Group	0260	<input type="text"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>

Change View

*View By: All Time After
Date: 02/25/2016

Show Schedule Information

Employees For Bonnie Belot, Time Needing Approval After 02/25/2016 Personalize | Find | 1 of 1

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
<input type="checkbox"/>	Last Name			0		0.000000	0.000000	0.000000		0.000000	0.000000

Approval






Report Time
Manager Self Service
Time Management

Group ID: Enter your Group ID number
View By: From the dropdown menu select **All Time After**
Date: Enter the **Pay Period End Date** for the **previous** pay period



Click the **Get Employees** button.

27

Approve Reported Time
Timesheet Summary

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	0260 
Employee ID	<input type="text"/> 
Empl Record	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 

There were no employees found with Reported Time to approve based upon your selection criteria.

Change View	
*View By <input type="button" value="All Time After"/>	<input checked="" type="checkbox"/> Show Schedule Information
Date <input type="text" value="03/10/2016"/>  	<input type="button" value="Previous Week"/> <input type="button" value="Next Week"/>

Report Time
 Manager Self Service
 Time Management

The names for the employees in the group will appear in alphabetical order (last name, first name) as shown above.

Only employees who have time reported that needs to be approved will appear on the list. Once the time is approved, the employee will no longer appear on the list. (If an employee is still showing after you have approved his/her time, press the **refresh** (two green arrows) button, and the name should be removed.)



Each employee's name is a hyperlink. To approve time for an employee, click on the employee's name.

The **timesheet** page for that employee will display as shown:


Actions ▾ Time Source Schedule Information Earliest Change Date 02/12/2016

Select Another Timesheet

*View By ▾ Previous Period Next Period


*Date  

Reported Hours 0.25 Punch Timesheet

From Friday 02/26/2016 to Thursday 03/10/2016 

Fri 2/26	Sat 2/27	Sun 2/28	Mon 2/29	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5	Sun 3/6	Mon 3/7	Tue 3/8	Wed 3/9	Thu 3/10	Total	Time Reporting Code	*Taskgroup
													0.25	0.25	A - Annual Leave - Taken	UCFTLGRP

Reported Time Status

Reported Time Status Personalize | Find |  |  1 of 1

Date	Reported Status	Total TRC	Description	Add Comments
03/10/2016	Approval In Process	0.25 A	Annual Leave - Taken	

- [Return to Select Employee](#)
- [Manager Self Service](#)
- [Time Management](#)

CHAPTER 4.2.2: Approving Time on the Timesheet Page

Timesheet

John Doe Employee ID 1234567
 Program Assistant Empl Record 0
 Actions Earliest Change Date 03/25/2016

Select Another Timesheet

View By Calendar Period Previous Period Next Period
 Date 03/25/2016 Previous Employee Next Employee
 Reported Hours 11.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting C
			8.00											8.00	A - Annual Leav
										3.00				3.00	S - Sick Leave

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1-2 of 2

Select	Date	Reported Status	Total TRC	Description	Add Comments
<input type="checkbox"/>	03/28/2016	Needs Approval	8.00 A	Annual Leave - Taken	
<input type="checkbox"/>	04/04/2016	Needs Approval	3.00 S	Sick Leave Taken	

Approval

Select All Deselect All Approve Deny Push Back

Make sure that **View By** is set to **Calendar Period** and that the **Date** is the pay begin date (both circled above). If these values are not as stated, correct them.

Using the timesheet (OPS employees) and/or the Leave and Pay Exceptions Report (USPS, A&P, Faculty), verify that the amount of hours and the time reporting codes entered for the employee are correct.

NOTE: The **Taskgroup** field should always read **UCFTLGRP**. This field should **not** be changed.

To approve the time

After you have verified all entries are correct and ready for approval, click the **Select** checkbox for each day approved (circled below). If multiple entries have been keyed, you can select all of the time displayed by clicking on the **Select All** hyperlink.

Once all entries are “selected,” click on **Approve Selected**. The confirmation screen will display, press **OK**.

The screenshot displays a web-based time reporting interface. At the top, it shows 'Program Assistant' and 'Empl Record 0'. Below this, there are navigation links for 'Previous Period', 'Next Period', 'Previous Employee', and 'Next Employee'. A 'View By' dropdown is set to 'Calendar Period' and the 'Date' is '03/25/2016'. The 'Reported Hours' are '11.00'. A 'Message' dialog box is open in the center, asking 'Are you sure you want to approve the time selected? (13504,2500)'. The dialog also states 'Once Approved the status cannot be reverted back.' and provides instructions: 'Select Yes to confirm and complete the status change, No to return to the page without updating the status.' The 'Yes' button is circled in red. Below the dialog, a table titled 'Reported Time Status' shows two entries: one for '03/28/2016' with '8.00 A' hours for 'Annual Leave - Taken', and another for '04/04/2016' with '3.00 S' hours for 'Sick Leave Taken'. Both entries have their 'Select' checkboxes checked and circled in red. A red arrow points from the 'Approve' button in the 'Approval' section at the bottom to the 'Sick Leave Taken' entry in the table. The 'Approval' section includes buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.

Select	Date	Reported Status	Total TRC	Description	Add Comments
<input checked="" type="checkbox"/>	03/28/2016	Needs Approval	8.00 A	Annual Leave - Taken	
<input checked="" type="checkbox"/>	04/04/2016	Needs Approval	3.00 S	Sick Leave Taken	

The following confirmation screen will appear. Click OK

Timesheet

Approve Confirmation



Selected transactions were successfully approved.

OK

The following screen will appear. Notice the Status has now changed to **Approved**.

Program Assistant Empl Record 0

Actions Earliest Change Date 03/28/2016

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 11.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Co
			8.00											8.00	A - Annual Leave
										3.00				3.00	S - Sick Leave Ta

Submit

Reported Time Status Leave / Compensatory Time Exceptions

Reported Time Status Personalize | Find | 1-2 of 2

Date	Reported Status	Total TRC	Description	Add Comments
03/28/2016	Approved	8.00 A	Annual Leave - Taken	
04/04/2016	Approved	3.00 S	Sick Leave Taken	

To approve time for another employee, click on **Return to Select Employees** or **Next Employee**.

Actions Earliest Change Date 02/12/2016

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code

Submit Apply Schedule

Reported Time Status Leave / Compensatory Time Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Add Comments
	0.00		

Return to Select Employee

Manager Self Service

Time Management

An explanation of the fields on this page is given in the following section.

CHAPTER 4.2.3: Explanation of the Timesheet Approval Page

Select	Click the box to Select the time to be approved for each date
Select All	Click the Select All hyperlink to select all of the time displayed on the page for the employee (after verifying that the Total (hours or amount) entered and the Time Reporting Code are correct).
Deselect All	Click to Deselect all selected hours
Approve Selected	Click Approve Selected to approve the selected time
Approval Status	The Approval Status will be Needs Approval before the time is approved; it will change to Approved after the time has been approved.
Total	Actual Hours represent actual hours worked (for Positive Pay employees) or leave used or earned (for Exception Pay employees). Note that hours and amounts are grouped by TRC for each day.
Taskgroup	Always UCFTLGRP
Comments	This field is not currently used

CHAPTER 4.3: Running the Authorizer Timesheet Verification Report

This report must be run by the authorizer once all time approval has been completed. It is the responsibility of the authorizer to verify this report against the original timesheets and Leave and Pay Exception Reports to assure that no mistakes have been made during the data entry. Once the data has been verified, the authorizer can sign the report and file it with the other documentation for the pay period.

Navigation: **Main Menu > HR Custom > HR Report > Payroll**. A list of the reports to which the authorizer has access will appear. Select **Authorizer Timesheet Verification Report**.

The screenshot shows the 'Authorizers Timesheet Verf Rpt' application interface. On the left is a 'Menu' sidebar with a tree structure. The 'HR Custom' folder is expanded, and the 'HR Report' folder is also expanded, showing a list of reports. The 'Authorizers Timesheet Verf Rpt' report is highlighted with a red box. The main content area on the right is titled 'Authorizers Timesheet Verf Rpt' and contains a search form. The search form includes a 'Search Criteria' dropdown, a 'Search by:' field with the text 'Run Control ID begins with', a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300):' field with the value '300'. There are 'Search' and 'Advanced Search' buttons. At the top of the page, there is a 'Home' button and a 'New Window | Help' link.

If running the report for the first time, you will need to create a Run Control ID. To do so, click the **Add a New Value** button. (You can use the same Run Control ID for running varied reports in PeopleSoft.)

Authorizers Timesheet Verf Rpt

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](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#)

[Advanced Search](#)

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

Create a Run Control ID (typically an acronym). Click on **Add**.

Authorizers Timesheet Verf Rpt

Run Control ID

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

Enter the **Group #** and the **Pay Period End Date** in the designated fields. Click on **Save** and then Click on **Run**.

New Window

Authorizers Timesheet Verf Rpt

Run Control ID AuthReport Report Manager Process Monitor

Authorizers Timesheet Verification Report

Pay End Date: *Pay Begin Date:

Group: Human Resources

(Leave Group blank to run process for all groups.)

SQR: CFPY2132

Server Name: **PSUNX.**

Description: Authorizer Timesheet Verification Report (will default)

Type: **Web**

Format: **PDF**

Click **OK**

New Window | H

Process Scheduler Request

User ID mkerr

Run Control ID AuthReport

Server Name:

Run Date:

Recurrence:

Run Time:

Time Zone:

FTP Control Command:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Authorizer Timesheet Verif Rpt	CFPY2132	SQR Report	Web	PDF	Distribution

Process Instance Number is an indication that the report is running. Click on the **Process Monitor** link.

New Window

Authorizers Timesheet Verf Rpt

Run Control ID AuthReport

Report Manager Process Monitor

Run



Authorizers Timesheet Verification Report

Pay End Date: *Pay Begin Date:

Group: Human Resources

(Leave Group blank to run process for all groups.)

SQR: CFPY2132

You will get the following screen with the report updates. Your report is ready when:

Run Status: **Success**

Distribution Status: **Posted**

If **Run Status** does not show **Success** with the **Distribution Status** indicated **Posted**, click on the **Refresh** button.

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last 1 All

Server Name Instance to

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	🔍	📄	First	1 of 1	Last	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details									
<input type="checkbox"/>	11271960		SQR Report	CFPY2132	bo163167	03/31/2016 9:12:09AM EDT	Success	Posted	Details									

[Go back to Authorizers Timesheet Verf Rpt](#)

Click on **Details** link to view your report.

Click on **View Log/Trace** link.

New W

Process Detail

Process	
Instance	11281946
Type	SQR Report
Name	CFPY2132
Description	Authorizer Timesheet Verif Rpt
Run Status	Success
Distribution Status	Posted

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

Date/Time	Actions
Request Created On	04/04/2016 2:05:09PM EDT
Run Anytime After	04/04/2016 2:04:05PM EDT
Began Process At	04/04/2016 2:05:24PM EDT
Ended Process At	04/04/2016 2:05:36PM EDT
	Parameters Transfer Message Log Batch Timings View Log/Trace

Click on the link that contains the process name (as a **PDF** file). Notice you may have two links; one report is for positive pay employees, the other is for exception pay employees.

New 1

View Log/Trace

Report		
Report ID	5374283	Process Instance
Name	CFPY2132	Process Type
Run Status	Success	
Authorizer Timesheet Verif Rpt		
Distribution Details		
Distribution Node	reportnode	Expiration Date
		04/14/2016
File List		
Name	File Size (bytes)	Datetime Created
SQR_CFPY2132_11281946.log	2,170	04/04/2016 2:05:36.126644PM EDT
cfpy2132_11281946.out	6,185	04/04/2016 2:05:36.126644PM EDT
cfpy2132_11281946_Exceptions.PDF	9,498	04/04/2016 2:05:36.126644PM EDT
cfpy2132_11281946_Positives.PDF	6,247	04/04/2016 2:05:36.126644PM EDT
Distribute To		
Distribution ID Type	*Distribution ID	
Role	Report Repos HRIS	
Role	Report Repos PAY	

After selecting the PDF file, your report will appear on your screen.

To print the report/s, click on the **print** icon or go to **File>Print**.

CHAPTER 5: EXAMPLES OF TIME ENTRY

Objectives: By the end of this chapter, you will:

- Become familiar with different scenarios of time entry

CHAPTER 5.1: Non-Exempt USPS Employee Paid for Overtime Hours Physically Worked

Non-Exempt USPS employees who physically work more than 40 hours during a workweek may be paid for the hours physically worked in excess of 40. These hours will be paid at time and a half.

Enter the total number of hours physically worked in excess of 40 on the **Thursday of the week during which the overtime hours were worked**, as reflected on the employee's Leave and Pay Exceptions Report. The system will calculate the payment for these hours at time and a half.

- Select the Time Reporting Code **OVT**.

An example of this type of entry is shown below.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016 ?

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
													10		OVT - Overtime
															▼
															▼

Submit
Apply Schedule

CHAPTER 5.2: Non-Exempt Law Enforcement Employee Earning Overtime Compensatory Leave

Law enforcement officers who are USPS Non-Exempt employees who physically work more than 80 hours during a work period may earn Overtime Compensatory Leave for the hours physically worked in excess of 80. These hours are earned at time and a half (1 ½ hours earned for each hour physically worked over 80).

Enter the total number of hours physically worked in excess of 80 on **Thursday of week 2**, as reflected on the employee's Leave and Pay Exceptions Report. The system will calculate the leave accrual for these hours at time and a half.

- Select the Time Reporting Code **OCE**.

An example of this type of entry is shown below.

The screenshot shows a web-based timesheet entry interface. At the top, there is a section titled "Select Another Timesheet" with a "View By" dropdown set to "Calendar Period" and a "Date" field set to "03/25/2016". There are links for "Previous Period", "Next Period", "Previous Employee", "Next Employee", and "Punch Timesheet". Below this, it shows "Reported Hours 0.00".

The main part of the form is a calendar grid for the period "From Friday 03/25/2016 to Thursday 04/07/2016". The grid has columns for each day of the week from Friday 3/25 to Thursday 4/7. The "Total" column shows a value of "10". To the right of the grid is a "Time Reporting Code" dropdown menu, which is currently set to "OCE - Overtime Comp Earned".

At the bottom of the form, there are two buttons: "Submit" and "Apply Schedule".

The maximum Overtime Compensatory Leave an employee may earn is 120 hours. When the employee's Overtime Compensatory Leave balance reaches 120 hours, the employee must not be allowed to earn additional Overtime Compensatory Leave until s/he reduces the balance by using the leave.

Departments may also reduce the employee's Overtime Compensatory Leave balance by submitting a Request for Compensatory Leave Payout Form to pay all, or a portion, of the leave. This form is available on the Human Resources website at <https://hr.ucf.edu/files/CompensatoryLeaveReq.pdf> (found in the A-Z Index, under the letter "C").

When the employee reaches the 120-hour maximum for Overtime Compensatory Leave, the employee must be paid (during the pay period in which the hours are worked) for any overtime hours worked until the employee's Overtime Compensatory Leave balance is reduced.

IMPORTANT: If an employee's OCE balance exceeds 120 hours at any given time, Payroll Services will automatically pay out the excess hours the pay period following the exceeding of 120.

CHAPTER 5.3: Non-Exempt Law Enforcement Employee Earning Special Compensatory Leave

Law enforcement officers who are USPS Non-Exempt employees may earn Special Compensatory Leave. These hours are typically earned during a pay week when either a holiday occurs or the employee uses his/her Personal Holiday. When the holiday hours or the Personal Holiday hours are added to the employee's total hours worked during a work period, it causes the employee's total hours for the week to exceed 80 hours, the employee should earn Special Compensatory Leave for the hours in excess of 80. These hours are earned at straight time (1 hour earned for each hour over 80).

Enter the total number of hours worked in excess of 80 on **Thursday of week 2**, as reflected on the employee's Leave and Pay Exceptions Report. The system will calculate the leave accrual for these hours at straight time.

- Select the Time Reporting Code **SCE**.

An example of this type of entry is shown below.

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Previous Employee Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016 ?

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
													10		SCE - Special Comp Earned

Submit
Apply Schedule

CHAPTER 5.4: Part-Time USPS Employee Working More Than Their Scheduled Hours but Less Than 40 Hours

Part-time USPS employees (*non-exempt only*) who work more than their scheduled hours, but not more than 40 hours, during a workweek must be paid for the hours worked in excess of their scheduled hours. These hours will be paid at straight time (hour for hour).

Enter the total number of hours worked in excess of the standard hours on the **Thursday of the week during which the extra hours were worked** as reflected on the employee's Leave and Pay Exceptions Report. The system will calculate the payment for and the leave accrual associated with these hours.

- Select the Time Reporting Code **EXT**.

An example of this type of entry is shown below.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016														Total	Time Reporting Code
Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7		
													8		EXT - Hrs Paid Excess of Cntrct w/Lv

Submit Apply Schedule

NOTE: The hours reported as **EXT**, when added to the employee's scheduled hours, must not cause the employee's total hours to exceed 40. Excess hours of 40 are overtime pay or overtime compensatory time.

CHAPTER 5.5: Part-Time Employee Paid for More Than 40 Hours Worked

Part-time USPS employees (*non-exempt only*) who work more than 40 hours during a workweek may be paid for the hours worked over of 40. These hours will be paid at time and a half.

Enter the total number of hours worked in **excess of the standard hours** (but not those hours over 40) on the **Thursday of the week during which the extra hours were worked** as reflected on the employee's Leave and Pay Exceptions Report.

- Select the Time Reporting Code **EXT**.

Enter the number of **overtime hours worked** on the **Thursday of the week during which the overtime hours were worked** as reflected on the employee's Leave and Pay Exceptions Report.

- Select Time Reporting Code **OVT**.

An example of this type of entry is shown below.

Another Timesheet

*View By Previous Period Next Period

*Date Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

Friday 03/25/2016 to Thursday 04/07/2016

Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total	Time Reporting Code
25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7		
													8	EXT - Hrs Paid Excess of Cntrct w/Lv	
													5	OVT - Overtime	

Submit Apply Schedule

CHAPTER 5.6: Part-Time Employee Paid for More Than 40 Hours not physically worked (Holiday, Personal Holiday, or Administrative Leave)

Part-time USPS employees (*non-exempt only*) whose total hours for the week is more than 40 hours will be paid for straight time on all hours in excess of 40 not physically worked.

Enter the total number of hours in excess of the standard hours (but not those hours over 40) on the **Thursday of the week during which the extra hours were totaled** as reflected on the employee's Leave and Pay Exceptions Report.

- Select the Time Reporting Code **EXT**. *The employee will be paid for these hours.*

Enter the total number of hours in excess of 40 on the **Thursday of the week during which the holiday was added** as reflected on the employee's Leave and Pay Exceptions Report.

- Select the Time Reporting Code **EXC**. *The employee will be paid for these hours at straight time.*

An example of this type of entry is shown below.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 11/04/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 11/04/2016 to Thursday 11/17/2016

Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Total	Time Reporting Code
						10									EXT - Hrs Paid Excess of Cntrct w/Lv
						5									EXC - Excess Hrs over 40 No Lv Acct

Submit
Apply Schedule

CHAPTER 5.7: Time Entry for Positive Pay Employees (OPS employees)

Enter the total hours worked each day.

- Select the time reporting code **REG**. *This is the only time reporting code available for Positive Pay Employees.*

An example of this type of entry is shown below.

****In the event that an OPS employee works more than 40 hours in a given week, you will still enter them as REG. The system will automatically convert the extra hours into overtime.***

Select Another Timesheet

*View By Previous Period Next Period

*Date Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8			8	8	8	8	8			8	8	8	8		REG - Regular

Submit Apply Schedule

As you may recall from Chapter 1.2, the processor must enter the total hours worked each day for these employees. Positive Pay employees will only be paid for hours entered. If no hours are entered, Positive Pay employees will **NOT** be paid.

All hours worked must be rounded to the nearest quarter hour. For example, if an employee works 5 hours and 15 minutes, the time would be entered as 5.25 hours.

CHAPTER 5.7.1: Time Entry for Positive Pay Employees (OPS employees) hired in the middle of a pay period

OPS Hourly employees who have been hired with an effective date in the middle of the current pay period will not be accessible if the timesheet page is viewed by “Time Period” as you would normally for active employees.

To process hours for OPS Hourly employees who have been hired with an effective date in the middle of the current pay period you must first access the timesheet page then change the **View By** drop down to “Day” for the effective date of hire then **View By** “Week” to see the remaining days to input hours.

To access the timesheet page to input hours do the following:

Actions ▾ Earliest Change Date 02/12/2016

Select Another Timesheet

*View By Previous Day Next Day

*Date Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

Friday 03/25/2016 ?

Fri 3/25	Total	Time Reporting Code	*Taskgroup		
<input type="text"/>		<input type="text" value=""/>	UCFTLGRP	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="text"/>		<input type="text" value=""/>	UCFTLGRP	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>
<input type="text"/>		<input type="text" value=""/>	UCFTLGRP	<input type="button" value="⊕"/>	<input type="button" value="⊖"/>

Reported Time Status Personalize | Find | | 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

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

1. Change the “View By” drop down menu from “Time Period” to “Day”.
2. Input the employee’s **effective date of hire** in the “Date” field.
3. Click the “Refresh Button”.

The Timesheet page will only show the effective date of hire. You will be able to input the number of hours worked *for that first day ONLY*. Input the number of hours into the timesheet field and select the corresponding Time Reporting Code (REG).

To access the remaining days, please go to step 4.

4. Select “Week” from the “View By” drop down list.
5. Click the “Refresh” button to view the remaining days of the week.
6. Input the number of hours into the timesheet field for the **rest of that work week** and select the corresponding Time Reporting Code (REG).

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 03/31/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Total	Time Reporting Code	*Taskgroup
									UCFTLGRP
									UCFTLGRP
									UCFTLGRP

Submit Apply Schedule

Reported Time Status Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Comments
	0.000000		

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

To view the remaining days **of the current pay period**, please go to Step 7

- To view the remaining days in the **current pay period** click the link labeled “Next Week>>” to the right of the “Refresh” button. You will be able to access the remaining days for the current pay period.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code

Submit Apply Schedule

Reported Time Status Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Comments
	0.000000		

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

CHAPTER 5.7.2 Jury Duty Reporting OPS and OP1 employees

If an OPS and/or OP1 employee notifies the supervisor that they cannot work their scheduled shift due to jury duty service, the employee will need to provide the following to their supervisor:

- a Jury Duty Certificate of Attendance after serving
- a signed timesheet for the pay period

The supervisor will need to provide the following to the departmental payroll processor:

- a Jury Duty Certificate of Attendance
- a signed timesheet for the pay period
- dates and hours that the employee was unable to work their scheduled shift

**Time entered as JUR for OPS and OP1 is unpaid time. The JUR hours are reported for ACA eligibility requirements in order to prevent a negative impact to the employee's health insurance eligibility determination.*

For the OPS and OP1 employees, report the working hours due to jury duty service on the correct day as **JUR** (Jury Duty). This is the only reporting code available for tracking missed work hours for jury duty service.

Please note: Medical Residents are still paid based on their contract (when JUR is coded).

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total	Time Reporting Code
3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7		
														8	JUR - Jury Duty

Submit

Apply Schedule

CHAPTER 5.8: Processing On-Call Payments

All on-call payments must be entered on the **Thursday of Week 2** on the **Timesheet** page.

- Enter the total on-call payment **amount (not hours)** then select the appropriate time reporting code **ONC**.

An example of this type of entry is shown below. This employee will be paid **\$57.00** on-call pay.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016 ?

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
													57		ONC - On Call

Submit

Apply Schedule

CHAPTER 5.9: Processing Leave Adjustments

All leave adjustments for prior pay periods must be entered on the **Thursday of Week 2** on the **Timesheet** page, regardless of the week for which the adjustment is being made.

Enter the total number of hours to be adjusted and **select the appropriate time reporting code**. Please refer to Chapter 1.6 of this course for a listing of leave adjustment codes.

An example of this type of entry is shown below.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016 ?

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
													6		AA - Annual Leave - Adjust (Inc) ▼
															▼
															▼

Submit

Apply Schedule

CHAPTER 5.10: Processing Leave Without Pay Before a Holiday

If an employee is on Leave Without Pay (LWO) the **full workday** before a holiday, enter LWO for **both** the holiday and the workday before the holiday.

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Previous Employee Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016 ?

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
												8	8		LWO - Leave Without Pay

Submit

Apply Schedule

NOTE: Please refer to Chapter 1.4 of this course for a full explanation of this policy.

CHAPTER 5.11: Processing FMLA Time Reporting Code

Please refer to Chapter 6, Section 4 for specific examples on how to process the “FML” time reporting code.

Note: the PPL (Paid Parental Leave-in unit) code is for HR use only

CHAPTER 6: WORKERS' COMPENSATION AND MILITARY LEAVE

Objectives: The purpose of this chapter is to provide you with some general information related to Workers' Compensation and Military Leave. Because of the diversity of possible time entry scenarios that can arise, we ask that you please contact the Leave of Absence and Workers' Compensation Section of Human Resources for specific instructions on time entry should you have questions.

CHAPTER 6.1: General Information

Workers' Compensation is "insurance" paid in full by the University that provides coverage to an employee for a job-related injury or illness.

Employees sustaining a job-related injury or illness *must* complete a First Report of Injury (FROI) within **twenty-four (24) hours** of the injury. This form must be immediately submitted to HR Leave of Absence and Workers' Compensation Division along with any medical reports if treatment was received.

Employees who are injured or become ill due to the conditions of their job are entitled to receive sixty-six and two thirds percent (66 2/3%) of his/her pre-injury average weekly wage and/or payment of expenses for medically-necessary services under Workers' Compensation.

Job-related illnesses or injuries are *not* covered under the State Self-Insured Plan or any of the Health Maintenance Organizations in the State Health Insurance Program. Claims for job-related conditions ***should not*** be filed under any of these plans.

Please refer questions on current Policies and Procedures to the Leave of Absence and Workers' Compensation Section of Human Resources. Current procedures are posted on the Human Resources website at <http://hr.ucf.edu/current-employees/compliance-information/workers-compensation-2/>

CHAPTER 6.2: Time Reporting Guidelines (link to WC Time Reporting Manual)

Each Workers' Compensation claim is determined by a number of variables that will make it different from one another. These variables are factors such as: USPS vs. OPS employee, full-time vs. part-time, etc.

Because there are so many factors that determine the way the time entry will be performed in PeopleSoft, each case will need to be discussed with the Leave of Absence and Workers' Compensation Section of Human Resources. It is critical that you be fully informed on the proper time entry procedure for your employee. It is crucial that you become familiar with the various time reporting guidelines in order to ensure a smooth process for both the employee and our Workers' Compensation section.

You will find a detailed Workers' Compensation Time Reporting Manual at:

http://hr.ucf.edu/files/PS_wkcomp.pdf

Any questions regarding Workers' Compensation Policies and Procedures or time entry guidelines should be addressed to:

Human Resources Department
Leave of Absence and Workers' Compensation
Phone: 407-823-2771
Email: loandworkcomp@ucf.edu

CHAPTER 6.3: Military Leave

1) Military Training; 240 hours from July 1st to June 30th

- Military Training is considered “Administrative Leave”.
- Job Data Action/Reason if the leave is > 10 days is **Paid LOA, Military Service**.
- Time Reporter Data remains **Active**.
- Earnings Code paid is **REG** based on standard hours and hourly rate of pay.
- FICA taxation is Subject.
- Federal Taxation is based on the W-4.
- Leave Accrual is calculated on the number of hours paid.
- Retirement is paid on all eligible earnings.
- Benefits may or may not be deducted (employee’s choice – qualifying status change).
- Timesheet should reflect **ADM** for administrative leave hours.
- Timesheet should reflect Comment of **Military Training**.

Timesheet Reporting

Select Another Timesheet

*View By Previous Period Next Period

*Date Previous Employee Next Employee

Reported Hours 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	ADM - Administrative Leave

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1-10 of 10

Date	Reported Status	Total TRC	Description	Add Comments
03/25/2016	Approval In Process	8.00 ADM	Administrative Leave	
03/28/2016	Approval In Process	8.00 ADM	Administrative Leave	
03/29/2016	Approval In Process	8.00 ADM	Administrative Leave	
03/30/2016	Approval In Process	8.00 ADM	Administrative Leave	
03/31/2016	Approval In Process	8.00 ADM	Administrative Leave	
04/01/2016	Approval In Process	8.00 ADM	Administrative Leave	
04/04/2016	Approval In Process	8.00 ADM	Administrative Leave	
04/05/2016	Approval In Process	8.00 ADM	Administrative Leave	
04/06/2016	Approval In Process	8.00 ADM	Administrative Leave	
04/07/2016	Approval In Process	8.00 ADM	Administrative Leave	

Submit Confirmation



The Submit was successful.

Time for the Time Period of 2016-03-25 to 2016-04-07 is submitted

OK

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 03/25/2016

Personalize | Find | View All | | First 1 of 1 Last

User ID	DateTime Created	Source	Comment
bo163167	03/31/2016 8:24AM	Time Reporting	Military Training

Add Comment

OK

Cancel

Apply

Repeat the process for all applicable days.

Select Another Timesheet

*View By Calendar Period

*Date 03/25/2016

Reported Hours 80.00

Previous Period Next Period
Previous Employee Next Employee
Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	ADM - Administrative Leave <input type="button" value="v"/>

Reported Time Status

Reported Time Status Personalize | Find | | 1-10 of 10

Date	Reported Status	Total	TRC	Description	Review Comments
03/25/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
03/28/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
03/29/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
03/30/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
03/31/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
04/01/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
04/04/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
04/05/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
04/06/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>
04/07/2016	Approval In Process	8.00	DIS	Regular	<input type="button" value="C"/>

Repeat the process for all applicable days.

2) Active Duty; first 30 days like REG wages by UCF

- Active Duty is treated as “regular wages” for the first 30 days.
- Job Data Action/Reason if the leave is > 10 days is **Paid LOA, Military Service**.
- Time Reporter Data remains **Active**.
- Earnings Code paid is **REG** based on standard hours and hourly rate of pay.
- FICA taxation is Subject.
- Federal Taxation is based on the W-4.
- Leave Accrual is calculated on the number of hours paid.
- Retirement is paid on all eligible earnings.
- Benefits may or may not be deducted (employee’s choice – qualifying status change).
- Timesheet should reflect **ADM** for administrative leave hours.
- Timesheet should reflect Comment of **Active Duty first 30 Days**.

Timesheet Reporting

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Previous Employee Next Employee

Reported Hours: 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	ADM - Administrative Leave

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1-10 of 10

Date	Reported Status	Total TRC	Description	Review Comments
03/25/2016	Approval In Process	8.00 DIS	Regular	
03/28/2016	Approval In Process	8.00 DIS	Regular	
03/29/2016	Approval In Process	8.00 DIS	Regular	
03/30/2016	Approval In Process	8.00 DIS	Regular	
03/31/2016	Approval In Process	8.00 DIS	Regular	
04/01/2016	Approval In Process	8.00 DIS	Regular	
04/04/2016	Approval In Process	8.00 DIS	Regular	
04/05/2016	Approval In Process	8.00 DIS	Regular	
04/06/2016	Approval In Process	8.00 DIS	Regular	
04/07/2016	Approval In Process	8.00 DIS	Regular	

Submit Confirmation



The Submit was successful.

Time for the Time Period of 2016-03-25 to 2016-04-07 is submitted

OK

Active Duty; > 30 days with pay

- Active Duty > 30 days with pay requires leave usage (minimum amount to cover benefits).
- Job Data Action/Reason if the leave is > 10 days is **Paid LOA, Military Service**.
- Time Reporter Data remains **Active**.
- Earnings Code paid is **REG** based on standard hours and hourly rate of pay.
- FICA taxation is Subject.
- Federal Taxation is based on the W-4.
- Leave Accrual is calculated on the number of hours paid.
- Retirement is paid on all eligible earnings.
- Benefits will be deducted from paycheck.
- Timesheet should reflect **annual leave and/or compensatory leave usage and leave without pay (LWO)**.
- Timesheet should reflect Comment of **Active Duty > 30 Days with Pay**.

Timesheet Reporting

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/25/2016 Previous Employee Next Employee

Reported Hours 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
1			1	1	1	1	1			1	1	1	1		A - Annual Leave - Taken
7			7	7	7	7	7			7	7	7	7		LWO - Leave Without Pay

Submit
Apply Schedule

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Time Period of 2016-03-25 to 2016-04-07 is submitted

OK

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Previous Employee Next Employee

Reported Hours: 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
1.00			1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	10.00	A - Annual Leave - Taken
7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00	70.00	LWO - Leave Without Pay

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1-20 of 20

Date	Reported Status	Total	TRC	Description	Add Comments
03/25/2016	Approval In Process	1.00	A	Annual Leave - Taken	
03/25/2016	Approval In Process	7.00	LWO	Leave Without Pay	
03/28/2016	Approval In Process	1.00	A	Annual Leave - Taken	
03/28/2016	Approval In Process	7.00	LWO	Leave Without Pay	
03/29/2016	Approval In Process	1.00	A	Annual Leave - Taken	
03/29/2016	Approval In Process	7.00	LWO	Leave Without Pay	
03/30/2016	Approval In Process	1.00	A	Annual Leave - Taken	
03/30/2016	Approval In Process	7.00	LWO	Leave Without Pay	
03/31/2016	Approval In Process	1.00	A	Annual Leave - Taken	
03/31/2016	Approval In Process	7.00	LWO	Leave Without Pay	
04/01/2016	Approval In Process	1.00	A	Annual Leave - Taken	
04/01/2016	Approval In Process	7.00	LWO	Leave Without Pay	
04/04/2016	Approval In Process	1.00	A	Annual Leave - Taken	
04/04/2016	Approval In Process	7.00	LWO	Leave Without Pay	
04/05/2016	Approval In Process	1.00	A	Annual Leave - Taken	

Actions ▾

Note
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 03/25/2016 Personalize | Find | View All | | First 1 of 1 Last

User ID	DateTime Created	Source	Include in Approval Comments	Comment
bo163167	03/31/2016 8:35AM	Time Reporting	<input type="checkbox"/>	Active Duty > 30 Days with Pay

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 03/25/2016 Previous Employee Next Employee
Reported Hours 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
1.00			1.00	1.00	1.00	1.00	1.00			1.00	1.00	1.00	1.00	10.00	A - Annual Leave - Taken
7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00	70.00	LWO - Leave Without Pay

Reported Time Status Leave / Compensatory Time Exceptions

Reported Time Status Personalize | Find | | 1-20 of 20

Date	Reported Status	Total TRC	Description	Review Comments
03/25/2016	Approval In Process	1.00 A	Annual Leave - Taken	
03/25/2016	Approval In Process	7.00 LWO	Leave Without Pay	
03/28/2016	Approval In Process	1.00 A	Annual Leave - Taken	
03/28/2016	Approval In Process	7.00 LWO	Leave Without Pay	
03/29/2016	Approval In Process	1.00 A	Annual Leave - Taken	
03/29/2016	Approval In Process	7.00 LWO	Leave Without Pay	
03/30/2016	Approval In Process	1.00 A	Annual Leave - Taken	
03/30/2016	Approval In Process	7.00 LWO	Leave Without Pay	
03/31/2016	Approval In Process	1.00 A	Annual Leave - Taken	
03/31/2016	Approval In Process	7.00 LWO	Leave Without Pay	
04/01/2016	Approval In Process	1.00 A	Annual Leave - Taken	
04/01/2016	Approval In Process	7.00 LWO	Leave Without Pay	

Repeat the process for all applicable days.

3) Active Duty; > 30 days unpaid

Select Another Timesheet

*View By Previous Period Next Period
 *Date Previous Employee Next Employee
 Reported Hours 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	LWO - Leave Without Pay

Reported Time Status

Reported Time Status Personalize | Find | 1-10 of 10

Date	Reported Status	Total TRC	Description	Review Comments
03/25/2016	Approval In Process	8.00 LWO	Leave Without Pay	
03/28/2016	Approval In Process	8.00 LWO	Leave Without Pay	
03/29/2016	Approval In Process	8.00 LWO	Leave Without Pay	
03/30/2016	Approval In Process	8.00 LWO	Leave Without Pay	
03/31/2016	Approval In Process	8.00 LWO	Leave Without Pay	
04/01/2016	Approval In Process	8.00 LWO	Leave Without Pay	
04/04/2016	Approval In Process	8.00 LWO	Leave Without Pay	
04/05/2016	Approval In Process	8.00 LWO	Leave Without Pay	
04/06/2016	Approval In Process	8.00 LWO	Leave Without Pay	
04/07/2016	Approval In Process	8.00 LWO	Leave Without Pay	

Timesheet

Submit Confirmation

The Submit was successful.

Time for the Time Period of 2016-03-25 to 2016-04-07 is submitted

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 03/28/2016

Personalize | Find | View All | First 1 of 1 Last

User ID	DateTime Created	Source	Include in Approval Comments	Comment
10163167	03/31/2016 8:38AM	Time Reporting	<input type="checkbox"/>	Active Duty > 30 Days Unpaid

Add Comment

OK Cancel Apply

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
 *Date 03/25/2016 Previous Employee Next Employee
 Reported Hours 80.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	LWO - Leave Without Pay

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions

Reported Time Status Personalize | Find | 1-10 of 10

Date	Reported Status	Total	TRC	Description	Review Comments
03/25/2016	Approval In Process	8.00	LWO	Leave Without Pay	
03/28/2016	Approval In Process	8.00	LWO	Leave Without Pay	
03/29/2016	Approval In Process	8.00	LWO	Leave Without Pay	
03/30/2016	Approval In Process	8.00	LWO	Leave Without Pay	
03/31/2016	Approval In Process	8.00	LWO	Leave Without Pay	
04/01/2016	Approval In Process	8.00	LWO	Leave Without Pay	
04/04/2016	Approval In Process	8.00	LWO	Leave Without Pay	
04/05/2016	Approval In Process	8.00	LWO	Leave Without Pay	
04/06/2016	Approval In Process	8.00	LWO	Leave Without Pay	
04/07/2016	Approval In Process	8.00	LWO	Leave Without Pay	

CHAPTER 6.4: Processing FMLA Time Reporting Code

The following examples are intended to serve as a guide for potential leave scenarios for employees on an approved Family Medical Leave (FMLA). For specific questions related to your employees' leave, please contact the Leave of Absence and Workers' Compensation Section of the Human Resources Department. Please see examples below:

Medical or Parental Leave with Pay – Full Paid Leave

Employee has enough accrued leave to remain in full pay status. Enter in the leave used, and use another line to enter in FML use for the time off, up to 480 hours. It is the department's responsibility to track the time used. If need to adjust FML for previous pay periods, enter the number of hours to be adjusted on the last Thursday of the pay period as FML – FMLA Leave (comment FML adjustment for xxx pay period)

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8			8	8	8	8	8			8	8	8	8		FML - FMLA Leave
8			8	8	8	8	8			8	8	8	8		S - Sick Leave Taken

Submit Apply Schedule

Medical or Parental Leave with Pay – Partially Paid Leave

Employee has elected to use enough leave to cover their benefits during their leave. Enter in the leave used, and use another line to enter in Leave without Pay for the remainder of the 80 hours. A final line will be used to enter FML hours for the time off, both paid and unpaid, up to 480 hours. It is the department's responsibility to track the time used. If need to adjust FML for previous pay periods, enter the number of hours to be adjusted on the last Thursday of the pay period as FML – FMLA Leave (comment FML adjustment for xxx pay period)

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8			8	8	8	8	8			8	8	8	8		FML - FMLA Leave
8			8	8	8	8	8								A - Annual Leave - Taken
										8	8	8	8		LWO - Leave Without Pay

Submit Apply Schedule

Medical or Parental Leave with Pay – Intermittent Leave

Enter the time that the employee is out of the office (such as for doctor's visits or physical therapy, or any other reason.) Another line will be used to enter FML hours for the time used that refers to the approved leave, up to 480 hours. It is the department's responsibility to track the time used via the FMLA tracking log. If need to adjust FML for previous pay periods, enter the number of hours to be adjusted on the last Thursday of the pay period as FML – FMLA Leave (comment FML adjustment for xxx pay period)

Example 1: Employee has visits to the doctor on 4/5/16, and took a half day on 4/7/16 for personal reasons. Only include the day they go to the doctor, and record this on the FMLA tracking log.

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
											8				FML - FMLA Leave
													4		A - Annual Leave - Taken
											8				S - Sick Leave Taken

Submit Apply Schedule

Example 2: Employee has physical therapy appointments, and has temporarily flexed their work schedule with supervisory approval from 9-5 to 8-4 while they are in PT. Although the employee isn't missing any time, the change will still be recorded as FMLA hours, and subtracted from their 480 hour entitlement via the FMLA tracking log. If need to adjust FML for previous pay periods, enter the number of hours to be adjusted on the last Thursday of the pay period as FML – FMLA Leave (comment FML adjustment for xxx pay period)

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 03/25/2016 Next Employee

Reported Hours: 0.00 Punch Timesheet

From Friday 03/25/2016 to Thursday 04/07/2016

Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
1			1	1	1	1	1			1	1	1	1		FML - FMLA Leave

Submit Apply Schedule

CHAPTER 7: REVIEW OF OTHER AVAILABLE REPORTS

Objectives: By the end of this chapter, you will:

- Become familiar with the other payroll reports available to you as an authorizer.

The other six payroll reports you will have access to:

- Timesheet Report
- Leave and Pay Exceptions Report
- Departmental Leave Report
- Departmental Group Rate Report
- Processor Timesheet Verification Report
- TimeCard Report

Please note that the process of running these reports is the same as running the Authorizer Timesheet Verification Report as described in Chapter 4; the only difference you will see is the criteria needed to begin the data processing.

Chapter 7.1: Review of Other Available Reports

To access the other reports available, you will follow this navigation:

- **Main Menu > HR Custom > HR Report > Payroll**

A list of the reports to which the authorizer has access will appear. There are five (5) additional payroll reports besides the Authorizer Timesheet Verification Report.



A sixth report has been made available to Payroll Authorizers. The report is called TimeCard report and it can be accessed following this navigation:

- **Main Menu > Time and Labor > Reports > TimeCard**



Chapter 7.1.1: Timesheets Report

- Produces individual timesheets for all USPS Non-Exempt and OPS hourly employees.
- May be run at any time, but should be issued to employees by the beginning of the pay period.

NOTE: *These timesheets are manually completed by the employee. Please refer to Chapter 2 of this course for information regarding the Excel Timesheet (TSHelper) which automatically calculates the hours worked.*

Chapter 7.1.2: Leave and Pay Exceptions Report

- Produces individual Leave and Pay Exceptions Reports for all USPS, A&P, and Faculty employees. **(LAPERs are to be submitted by all USPS, A&P and Faculty each pay period even if the employee has not used leave during the pay period.)**
- **Should not** be run until you have received notification from Payroll Services that the reports are ready to be run (typically late Monday or early Tuesday following the end of the pay period). If the report is run before receiving notification, it will produce incorrect balances for employees.

Chapter 7.1.3: Departmental Leave Reports

- This report includes all the information in the Leave and Pay Exception Reports but it will be for the entire department. These reports should be reviewed each pay period to ensure that data on the report agrees with time entered from the timesheets and leave and pay exceptions reports. They should be filed with other documents for the pay period.
- **Should not** be run until you have received notification from Payroll Services that the reports are ready to be run (typically late Monday or early Tuesday following the end of the pay period). If the report is run before receiving notification, it will produce incorrect balances for employees.

Chapter 7.1.4: Departmental Group Rate Reports

- This report contains information regarding the employees in the Group. It lists such information as name, Emplid, Empl rcd #, funding account, salary, etc.
- May be run at any time. Information is always current with payroll file.

Chapter 7.1.5: Processor Timesheet Verification Report

- Provides a list of all OPS employee for which regular hours have been keyed (timesheets)
- Provides a list of all employees (USPS, A&P, Faculty) for which exceptions have been keyed (Leave and Pay Exceptions Reports)
- This report is run by the Processor once keying has been completed. It must be verified by the Authorizer to assure correct entries have been made.

Chapter 7.1.6: Timecard Report

- Provides reported time and leave for an employee in your department. This report allows you to specify the date range for which you need to review the employee's reported time.

To access this report, you will follow this navigation:

Main Menu>Time and Labor> Reports>TimeCard

TimeCard

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](#)

▼ **Search Criteria**

Run Control ID

Case Sensitive

Limit the number of results to (up to 300):

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

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

To run the report, click the **SEARCH** button. If you have created more than one Run Control ID, select the one you would like to use for this report. If you have only one Run Control ID, you will be directed to the following screen:

TimeCard



Run Control ID [Run](#)

Language

Run Control Parameters

Start Date

End Date

Employees To Process Personalize | Find | View All |  |  First Last

Empl ID	Name	Empl Record	*Include or Exclude	
<input type="text" value="1234567"/> <input type="text"/>	<input type="text"/>	<input type="text" value="0"/> <input type="text"/>	<input type="text" value="Include"/>	<input type="text" value="+"/> <input type="text" value="-"/>

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Enter date range (Start Date and End Date), enter EmplId and click on **SAVE** then click on **RUN**.

To access the output of the report, follow the same process detailed in Chapter 4 for running the Authorizer Timesheet Verification Report.

Chapter 7.2: Locating the Time Approval Procedure Manual on the HR Website

Payroll Processor and Authorizer manuals can be viewed and downloaded from the Human Resources Website at <http://hr.ucf.edu> under Manager & HR Liaisons / Payroll Resources / Payroll Training Resources.

The screenshot shows a web browser window displaying the University of Central Florida (UCF) HR website. The address bar shows the URL <http://hr.ucf.edu/current-employees/g>. The page title is "General Payroll Information". The navigation menu includes "Prospective Employees", "Current Employees", "Managers & HR Liaisons", "Retirees", and "Jobs with UCF". The breadcrumb trail is "Home / Current Employees / General Payroll Information". The main heading is "General Payroll Information".

Questions? Email us:
askhr@ucf.edu

Our Contact:
UCF Human Resources Department
3280 Progress Drive
Suite 100
Orlando, FL 32826-0140
Phone: (407) 823-2771
Fax: (407) 823-1095

The University of Central Florida is committed to ensuring that all employees are paid in accordance with all state and federal statutory provisions regarding salary and overtime payments. If you feel that a payment is inaccurate, contact Payroll Services. Please call your specifically designated "Payroll" [HR Point of Contact](#).

Below are the other contact resources:

- Main HR Phone Line: 407-823-2771
- Payroll Email Address: payroll@ucf.edu
- Complete HR Directory: [Contact HR](#)

Additional Resources:

- [About Your Paycheck](#)
- [Accessing Your Pay Check](#)
- [Additional Payments](#)
- Cell Phone
 - [UCF Policy 4-009.2](#)
 - [Payroll Policy FAQ](#)
 - [Cell Phone Allowance Request Form](#)
- [Disbursement of Payroll](#)
- [Earned Income Tax Credit](#)
- [Federal Tax Guidelines](#)
- [Garnishments](#)
- [Holiday Schedule for 2016](#)
- [Leave and Attendance](#)
- [Payroll Certification](#)
- [Payroll Guidelines for 2015-2016](#)
- [Payroll Passwords](#)
- [Payroll Processor Manual](#)
- [Payroll Authorizer Manual](#)
- [Payroll Schedule for 2016](#)
- [Public Records Retention Schedule](#)
- [Redesigned Exempt USPS Classification](#)
- [401a Special Pay Plan \(SPP\)](#)
- [Tax Documents for Annual Filing](#)
- [Time and Leave Sheet Quick Reference Guide](#)
- Twelve Month Payment Option (**9-month** [Schedule](#))

CHAPTER 8: Other Things You Should Know As a Payroll Authorizer

Objectives: By the end of this chapter, you will:

- Learn how to process retroactive pay for OPS employees
- Become familiar with the form required to pick up another employee's check
- Understand the process to request an off-cycle check
- Become familiar with the overpayment recovery policy

Chapter 8.1: Processing Retroactive Pay for OPS employees

If an OPS employee fails to submit a timesheet on time during a given pay period, this pay must be processed through a **Retroactive Payment Request Form**.

The processor or authorizer will complete and sign this form and forward it to Human Resources (along with a copy of the employees' signed timesheets for each affected pay period) by the posted deadline on the payroll calendar. Please make every effort to abide by the established deadlines in order to allow Payroll Services sufficient time for processing (assuming that the employee record is active).

Please find the Retroactive Payment Request Form here:

https://hr.ucf.edu/files/Retroactive_Payment_Request_Form.pdf

The Retroactive Payment Request Form is only intended for OPS Hourly employees. However, the use of this form can at times be extended to other employee classes. An example of this would be to correct LWO entered for a line employee in error. If this occurs, the retro form can be used to rectify the departmental error in payroll processing on timesheet page which resulted in an employee missing pay.

Chapter 8.2: Authorization for Picking-up Paychecks

In the event a paper check is generated for an employee (given that direct deposit is a mandatory condition of employment), and the employee is unable to pick it up personally, a designated person may be allowed to pick up the check by following the proper procedure.

The Authorization for Picking Up Paychecks form must be completed and submitted to Payroll Services the day the paycheck will be picked up. Photo identification must also be available.

Please find this form here: https://hr.ucf.edu/files/p_up_check.pdf

Chapter 8.3: Processing Off-Cycle Requests for Payment

- If for some reason an employee did not receive a paycheck on payday, an off cycle check request can be requested by the departmental payroll authorizer. Please be aware that a \$50.00 fee per check request (maximum \$500.00) will be charged to the department. **If the error was a result of Human Resources' processing, the fee will be waived.**
- To request an off cycle check, please complete the Off Cycle Check Request Form. The applicable Timesheet and/or Leave & Pay Exceptions Report should be attached. You can find this form here:
https://hr.ucf.edu/files/OffCycle_Check_Request_Form.pdf
- Once Payroll Services has processed the payment, the employee will be notified via e-mail that the check is available for pick-up. *Please note that all off cycle payments are processed in the form of a paper check.*
- Off cycle checks can only be requested and processed for the most recent pay period, and cannot include retroactive payments for a prior pay cycle.

NOTE: Please see the Payroll calendar to ensure that your request is submitted by the deadline. The payroll calendar is available in the Human Resources website (www.hr.ucf.edu) under **Current Employees / Payroll Services / General Payroll Information / Payroll Calendar** (http://hr.ucf.edu/files/payroll_calendar1.pdf).

All of the Payroll-related forms can be found on the HR Website using the following navigation: www.hr.ucf.edu – A-Z Index – Forms & Documents

Chapter 8.4: Overpayment Recovery Policy

Overpayments can occur at UCF because of some of the following reasons:

- Inaccurate or falsified timesheets
- Error in keying daily time in the Weekly Elapsed Time page
- Department requests a retroactive payment for hours that were already processed
- Error in the compensation rate on the Personnel Action Form
- Revision of a compensation rate or full-time equivalency that is retroactive or not keyed by the deadline
- Department submitting termination paperwork late and not entering leave without pay for scheduled hours after termination date
- Department not entering leave without pay for employees who did not work their entire schedule and did not have enough accrued leave time to be in pay status for time not worked

In January 2005, a Salary Overpayment Penalty policy was approved:

Whenever efforts to recover university funds from individuals are required because of incorrect or untimely salary payments or cancellations of payments, the departments responsible will be charged a 25% recovery fee by Human Resources, based upon the total amount to be recovered.

The most common types of actions that affect payroll are leaves of absence, changes in leaves of absence, and terminations, as well as other less frequent transactions. There are several tools available from Human Resources that assist department personnel in reviewing payroll data, including departmental group rate reports, cost center reports, and other finance and budget reports.

Supervisors of payroll processors and authorizers are responsible for informing them of their responsibilities, and supervisors must also ensure that Human Resources is informed of any leave of absence, change in leave of absence, termination, or other qualifying payroll action by submitting the appropriate forms for these actions by the established deadline.

The recovery fee will be charged in all cases of overpayments in which termination or leave action forms are not submitted by the deadline for the affected pay period. Other department payroll submission errors resulting in overpayments will be assessed a recovery fee if they go uncorrected for more than four pay periods. The recovery fee will be assessed when the department is notified of the situation. This fee is meant to cover some of the associated costs and also provide a clear incentive for all parties to make timely and accurate submissions for payroll actions. Human Resources will not charge a recovery fee if 25% of the overpayment is less than \$50.

***As a payroll processor and authorizer, it is highly encouraged that you keep a good line of communication with the person in your department that prepares the Electronic Personnel Action Forms (ePAF). If you are aware that an employee has terminated and their name continues to appear on your group listing, you should investigate the issue immediately. To avoid overpaying this employee, you must enter LWO on the appropriate dates. In the event of an overpayment, you should consult with Payroll Services as soon as possible to get the situation resolved.*

To review the complete policy, click on

<http://policies.ucf.edu/documents/3-002.2SalaryOverpaymentPenalty.pdf>