PeopleSoft 9.2

Revised June 2021

Time Processor 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 (PBA only), 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 and A&P

Non-Exempt

The Non-Exempt USPS class 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. The law enforcement 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 (PBA only)

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	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.

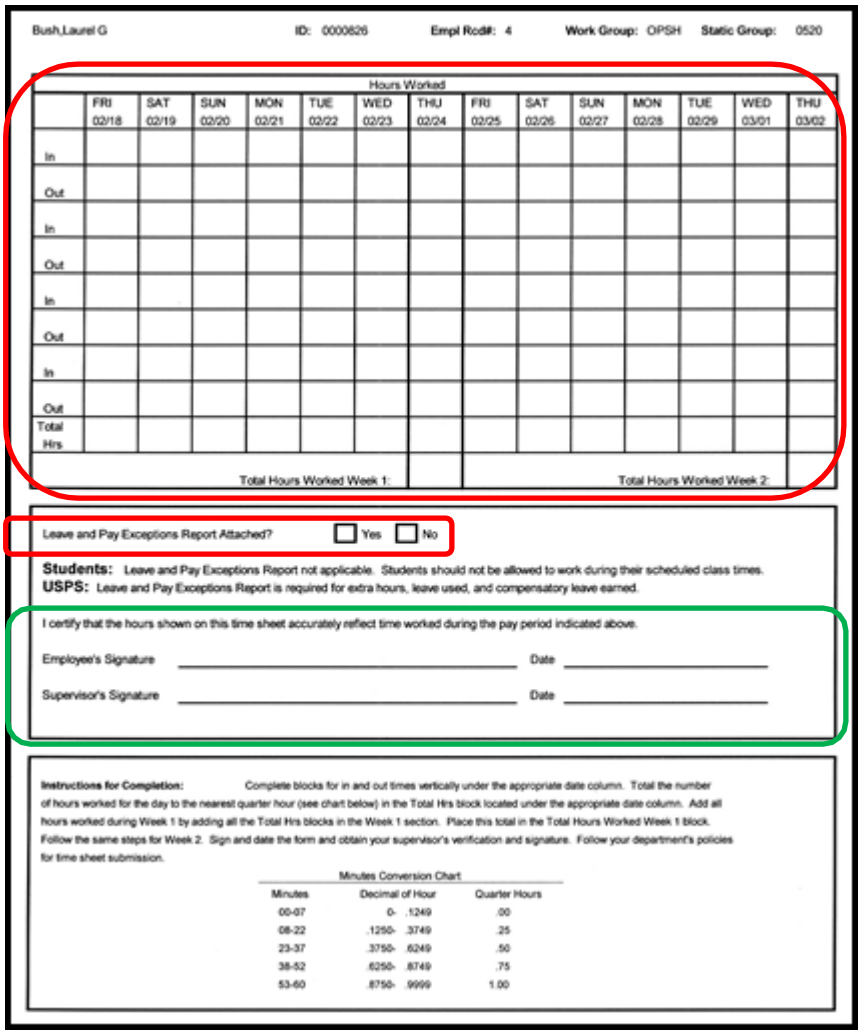
CHAPTER 2.1: Completing the Timesheet

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

- All of these 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.

- When a USPS Non-Exempt employee works less than his/her scheduled hours, or more than his/her scheduled hours, **or works all of their normal hours** s/he must also complete and submit a Leave and Pay Exceptions Report **even if no leave was used during the pay period.**



Bush,Laurel G ID: 0000826 Empl Rcd#: 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	.00
08-22	.1250- .3749	.25
23-37	.3750- .6249	.50
38-52	.6250- .8749	.75
53-60	.8750- .9999	1.00

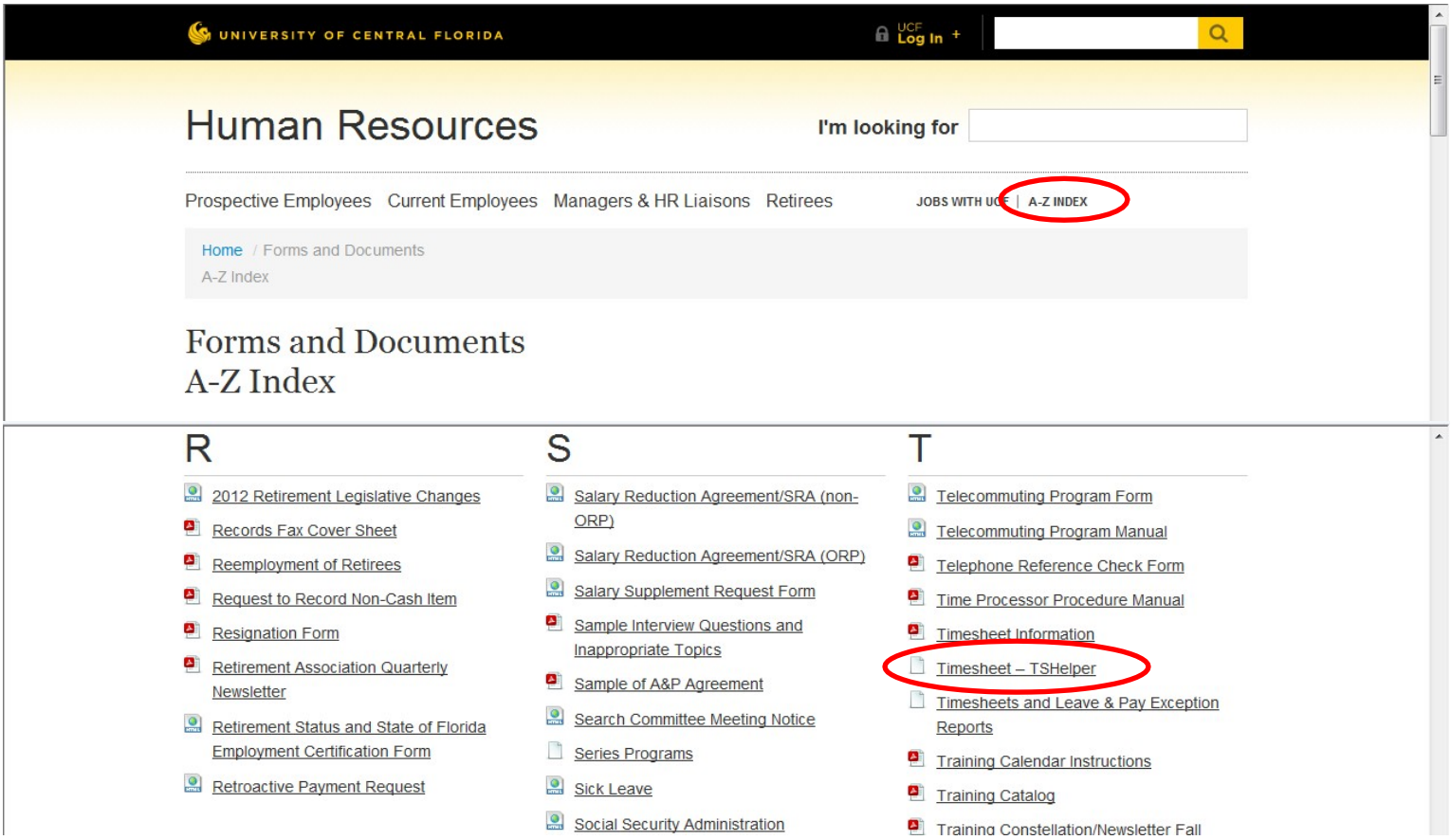
Excel Timesheet (TSHelper)

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”

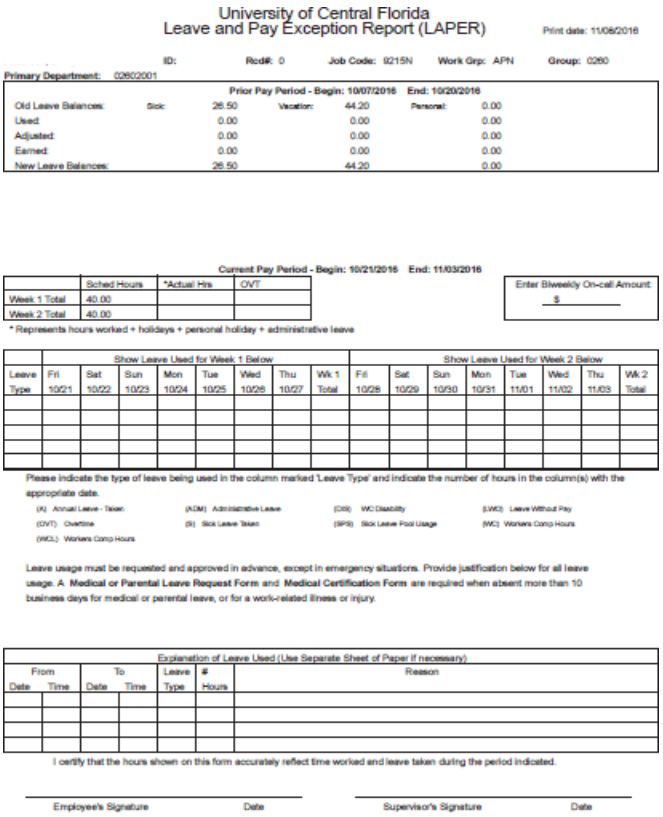


CHAPTER 2.2: Completing the Leave and Pay Exceptions Report

Exception Pay employees must complete a Leave and Pay Exceptions Report 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 Leave and Pay Exceptions Report 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: Rcd#: 0 Job Code: 9215N Work Grp: APN Group: 0260

Primary Department: 02602001

Prior Pay Period - Begin: 10/07/2016 End: 10/20/2016

Old Leave Balances:	Sick:	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
Week 1 Total	40.00		
Week 2 Total	40.00		

Enter Biweekly On-call Amount: $

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

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

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 (CRS) WC Disability (LWO) Leave Without Pay
(OVT) Overtime (S) Sick Leave Taken (SPS) Sick Leave Pool Usage (WC) Workers Comp Hours
(WCL) 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	From Time	To Date	To Time	Leave 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 Date Supervisor's Signature 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.

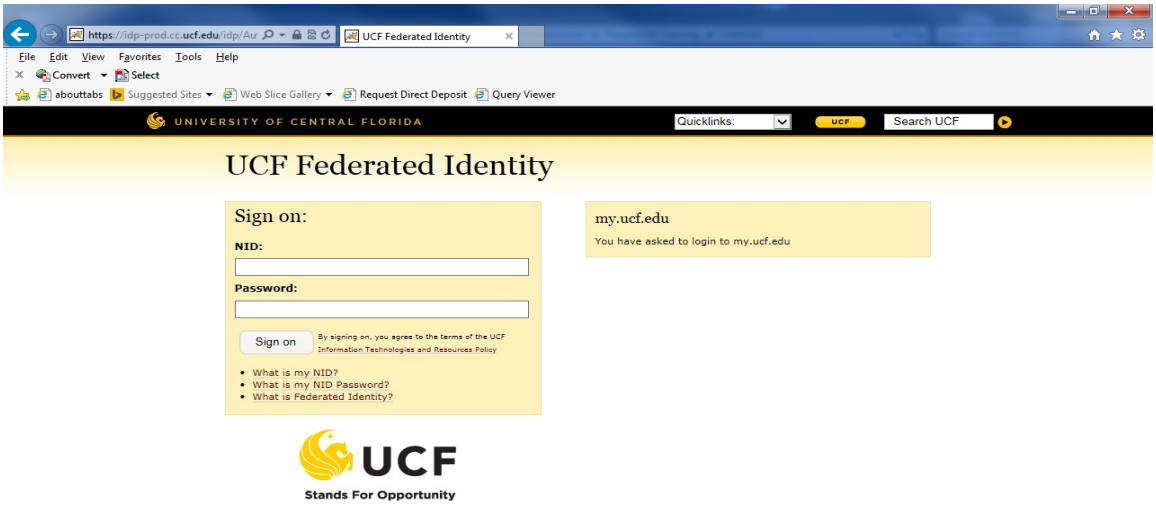
If an employee does not complete a Timesheet and/or Leave and Pay Exception Report, it becomes the responsibility of the supervisor to complete one and submit it for processing and approval.

CHAPTER 3: ACCESSING PEOPLESOFT

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

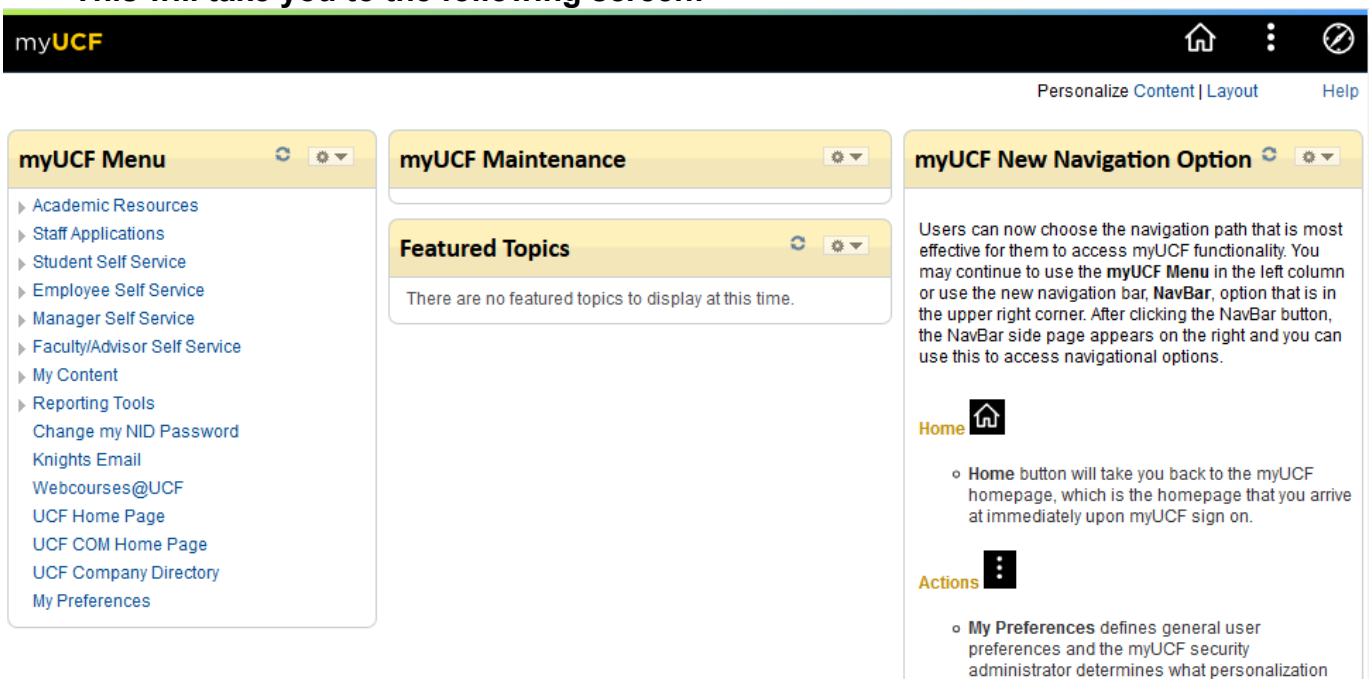
- Be able to log into PeopleSoft
- Know when to begin processing your department's payroll
- Set your user preferences
- Understand the time administration process

CHAPTER 3.1: How to Access PeopleSoft

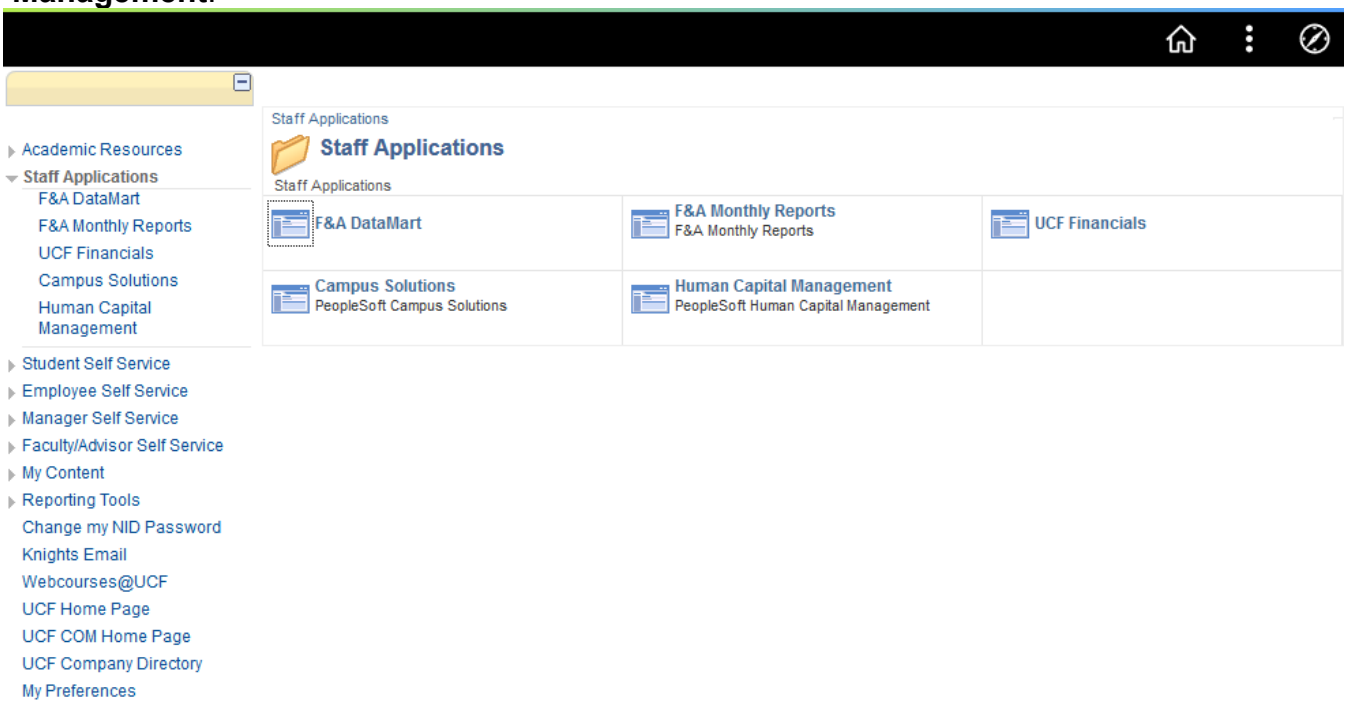


1. Open Internet Explorer
2. Logon to **my.ucf.edu**
3. Enter your NID and myUCF password
4. Click "**Sign On**"

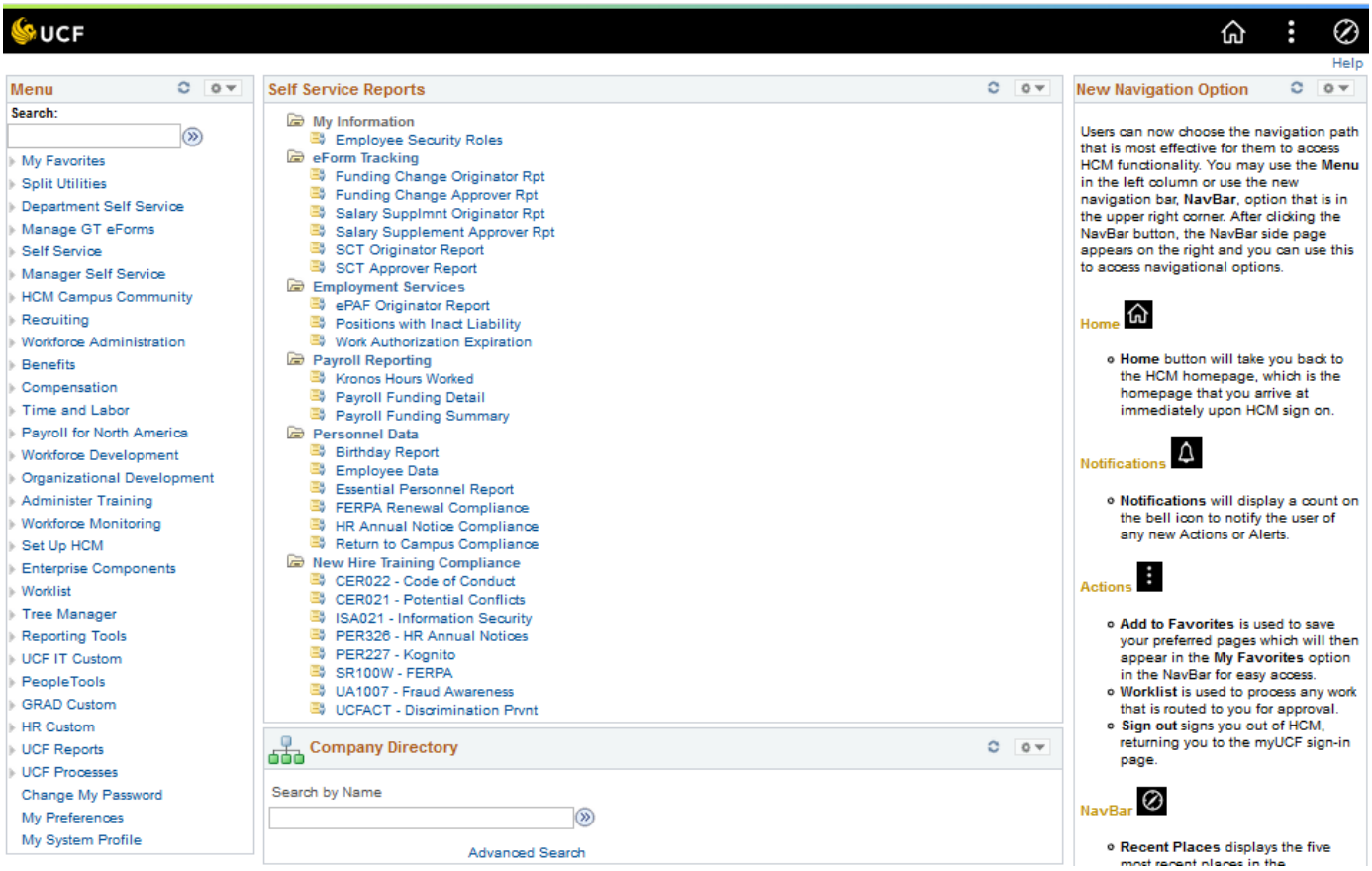
This will take you to the following screen:



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



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



CHAPTER 3.2: When Can I Begin Processing 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.

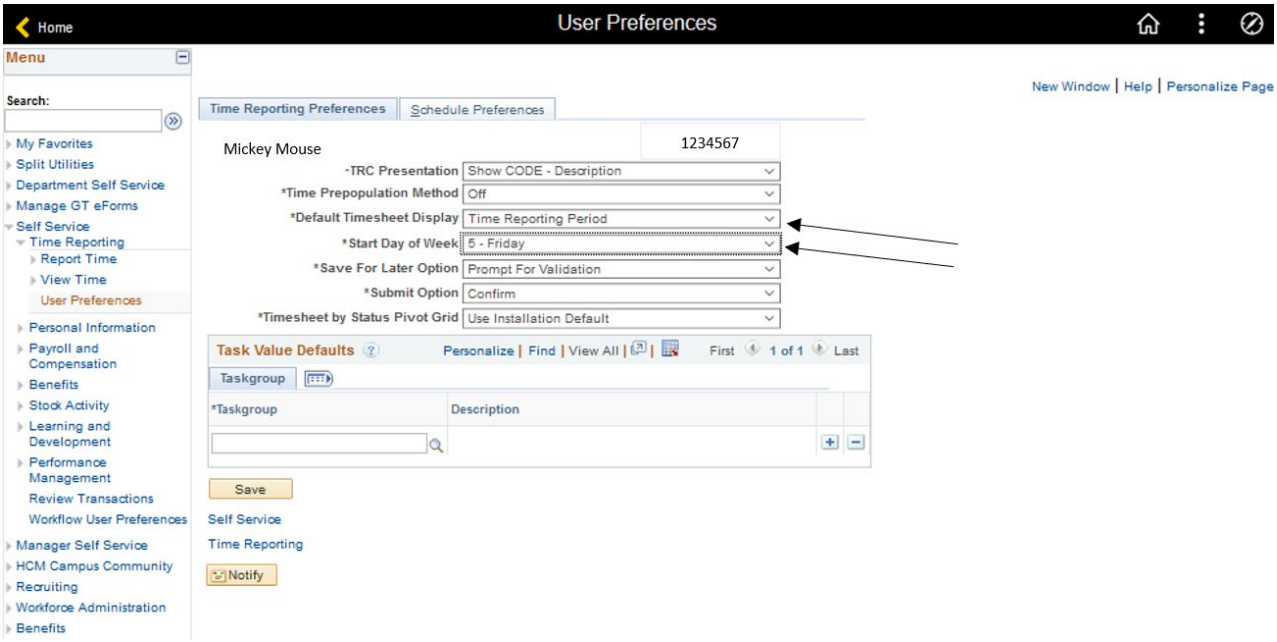
CHAPTER 3.3: Setting User Preferences

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 <u>for the first time only</u>. 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:



<u>Make the following changes</u>:

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. **(See next section for running the exceptions report.)**

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 PROCESSING PAYROLL

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

- Understand the steps involved in processing the payroll
- Become familiar with the Timesheet Page and how to enter an employee's time
- Become familiar with the two reports you will need for timecard processing
    - Group Exceptions Report
    - Processor Timesheet Verification Report
- Learn how to run the Processor Timesheet Verification Report.

CHAPTER 4.1: Steps in Processing Payroll

- The processor should gather timesheets and Leave and Pay Exceptions Reports in accordance with departmental procedures.

- Time Entry
  - Time Entry for current pay period
  - Leave Adjustments for prior pay periods

- Run your Group Exceptions Report and manage any exceptions

- Run Processor Timesheet Verification Report and validate the entries using the original timesheets and Leave and Pay Exception Reports.

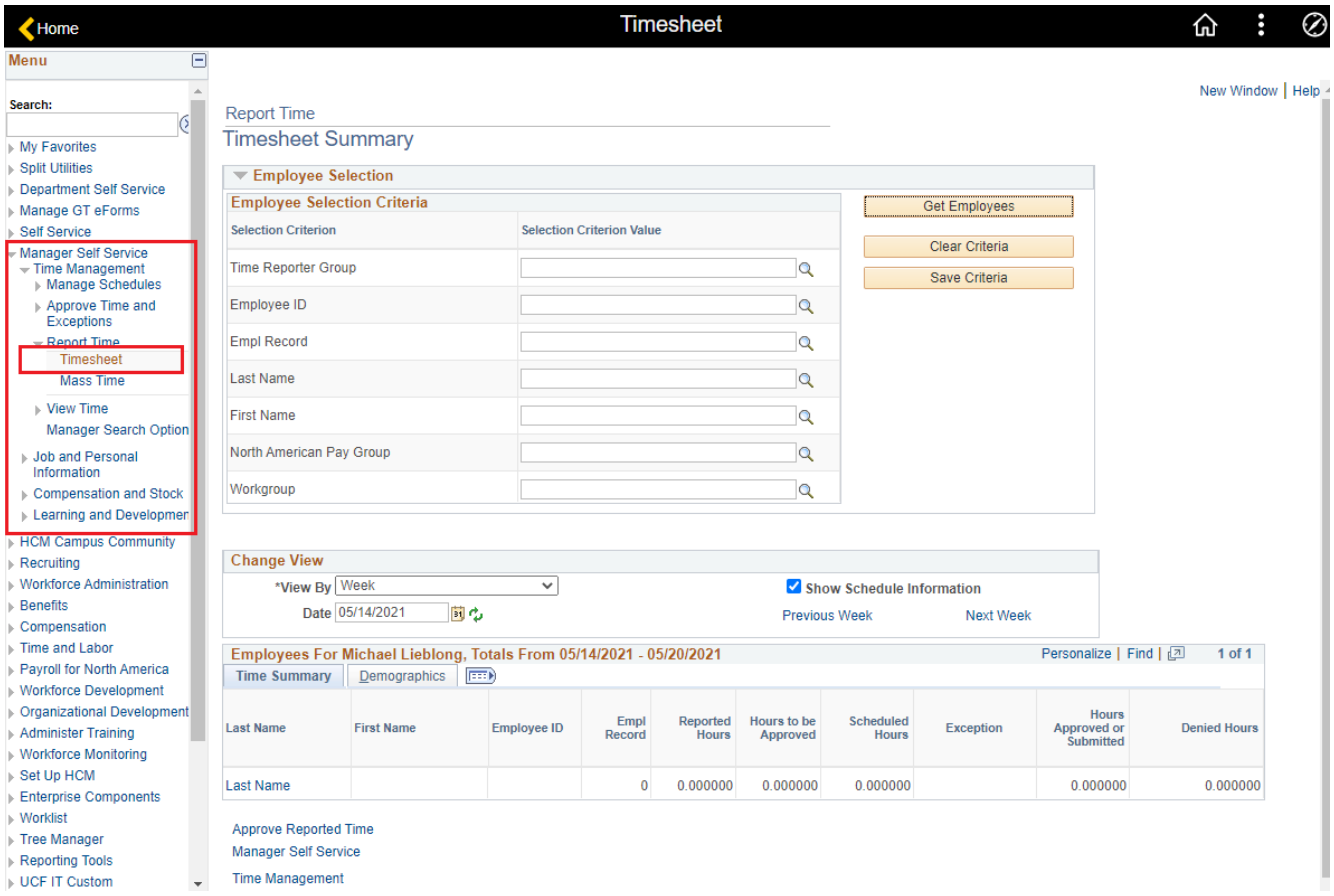
- Approver approves the time entered during this pay period.

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

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

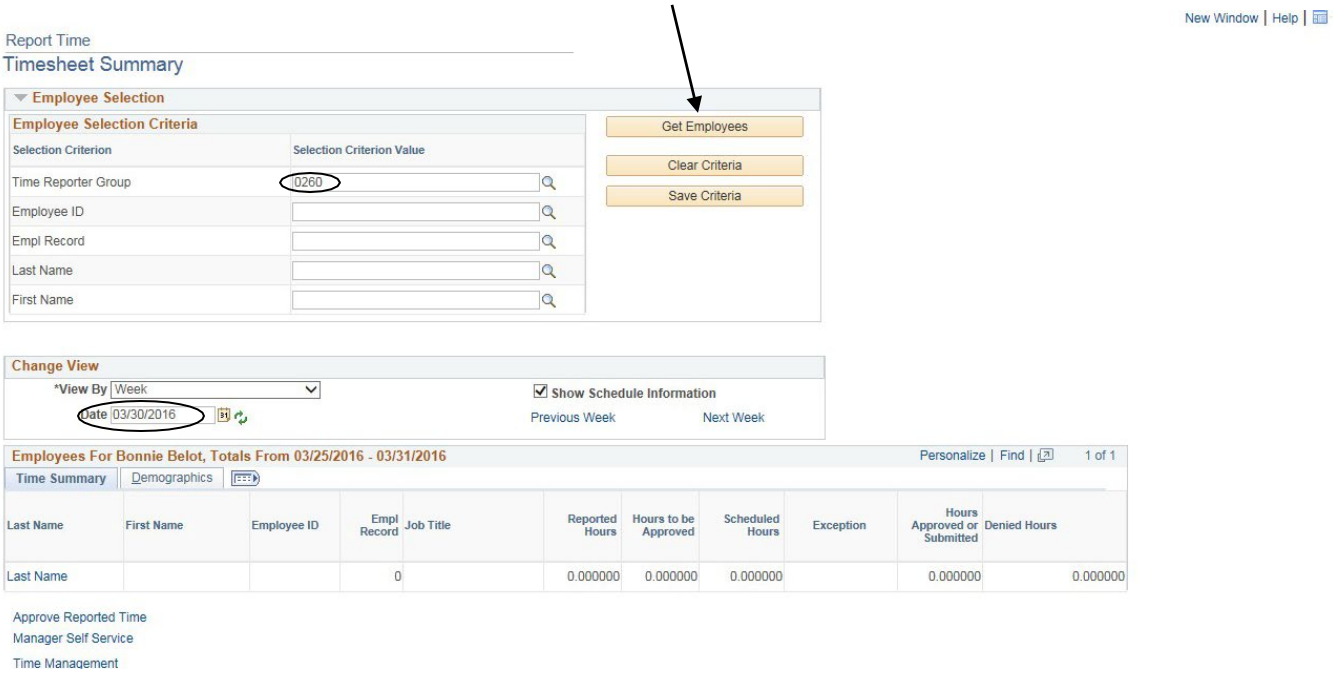
Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

The following page will display:



Click on **Timesheet.**

CHAPTER 4.2.1: Select Employees for Timesheet Page

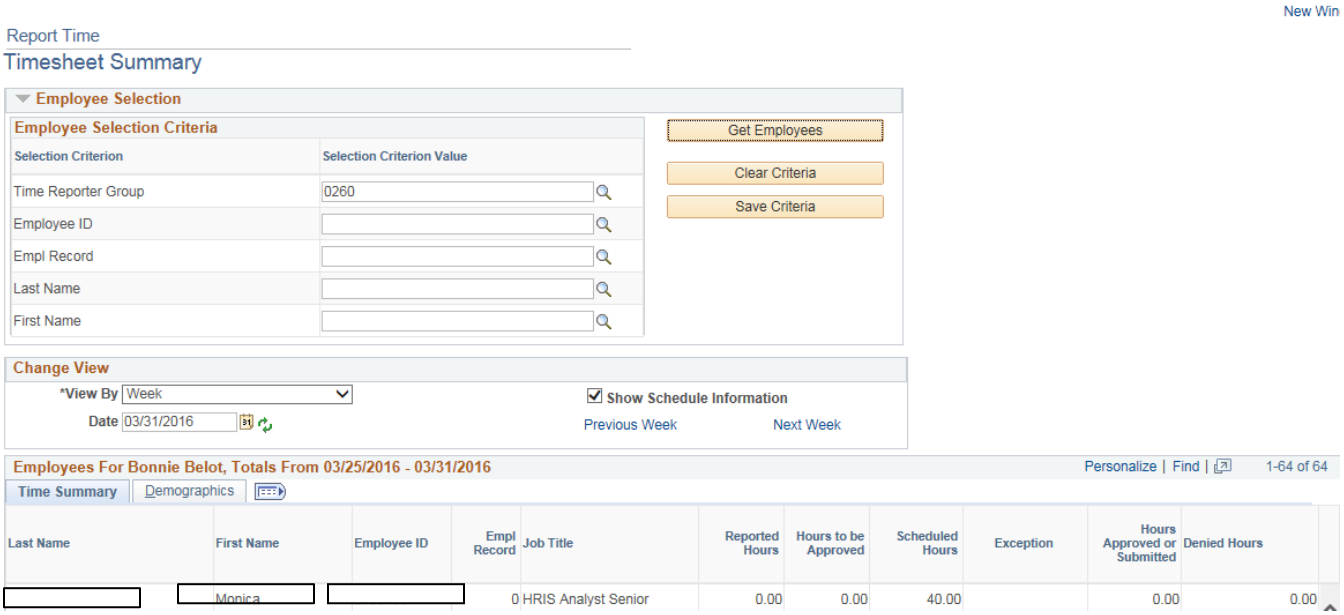


Enter the Time Reporter Group in the **Time Reporter Group** field *(if you do not know the Group ID number for the department you are processing, you can click on the lookup prompt to the right of this field for a list of departments you have been granted access to*)

The **Date** will default to today's date. Therefore, if time is processed on Friday for the pay period that just ended on Thursday, the processor must change the default date to the previous pay period end date.

Click the **Get Employees** button.

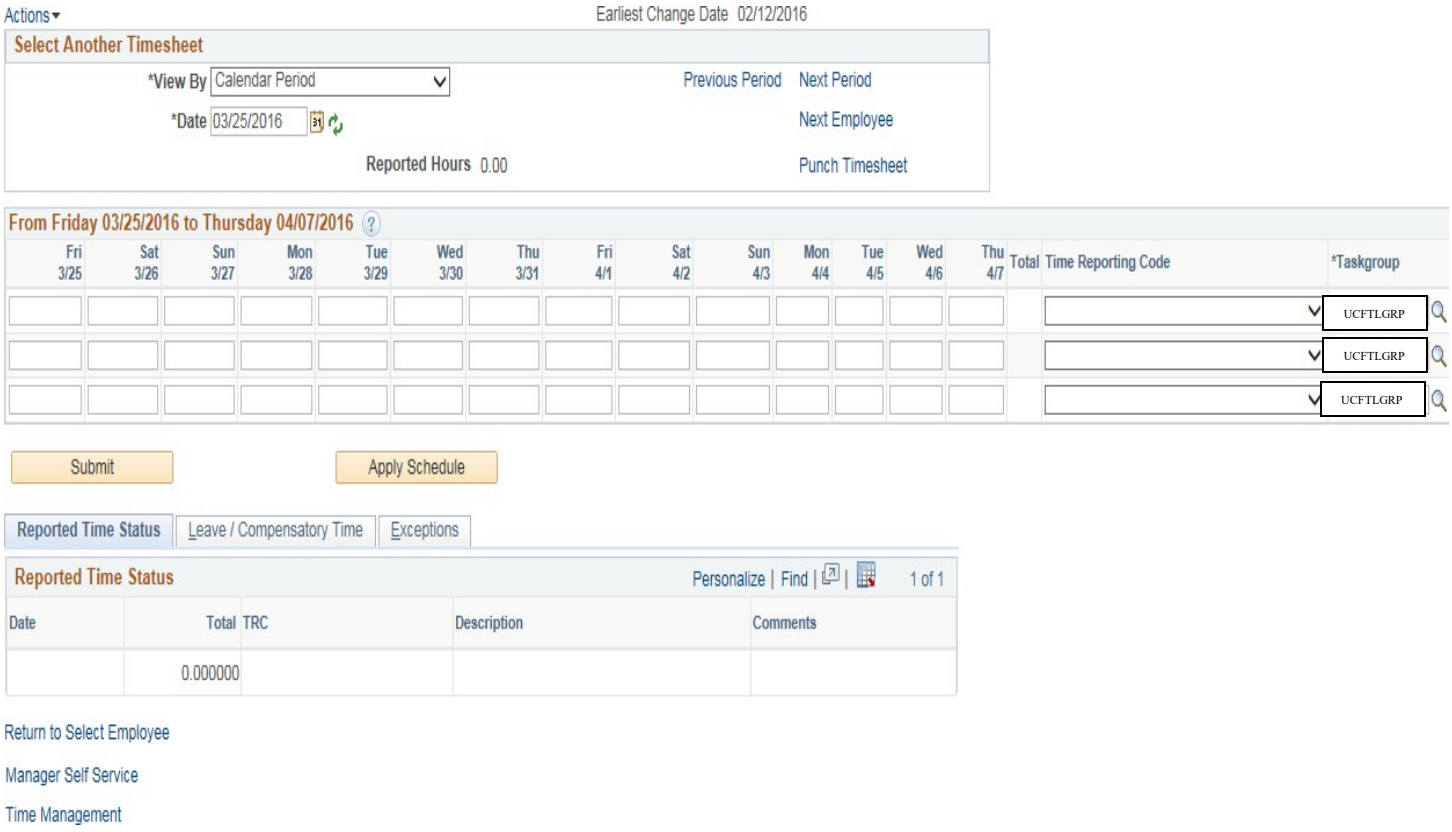
The names for the employees in the group will appear in alphabetical order (last name, first name) as shown below.



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

The **Timesheet** page for that employee will display as shown on the following page.

CHAPTER 4.2.2: Entering Time on the Timesheet Page



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 as necessary then click on the **Refresh** button. (Two Green Arrows)

Enter the totals hours worked (OPS only) or leave used in the appropriate days then select the appropriate time reporting code (**TRC**).

The **Taskgroup** field will default to **UCFTLGRP**. This field should **not** be changed. If the timesheet page does NOT default to this task group, you must contact Payroll Services to have this corrected. Failure to do so will result in a high exception (further discussed in Chapter 4:3 of this training.)

All leave used or earned must be rounded to the nearest quarter hour when it is entered.

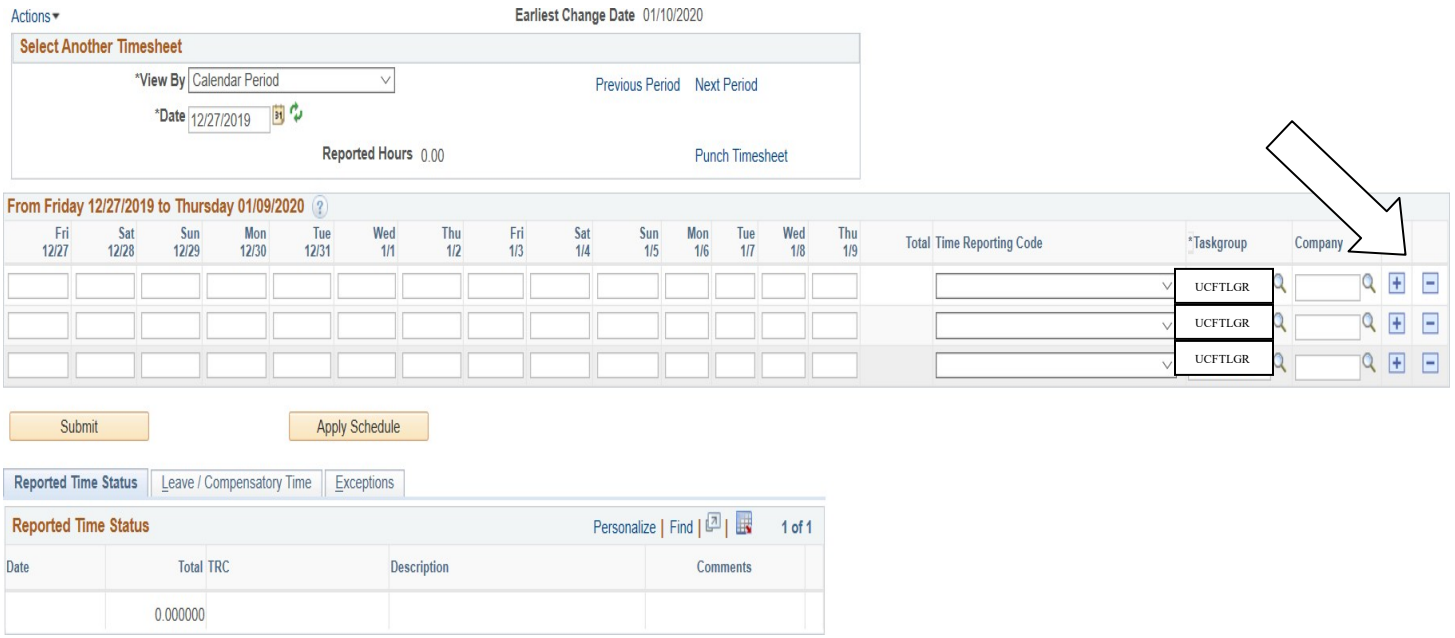
CHAPTER 4.2.3: Adding and Deleting Rows on the Timesheet Page

If more than one **TRC** needs to be reported, insert a new line for each TRC by clicking on the [**+**] sign at the end of the data row (far right). If a new line is added in error, click on [**-**] to delete the line.

Please also note:

1. TRC rows must not be duplicated; each time reporting code needs only one row for the two-week pay period.

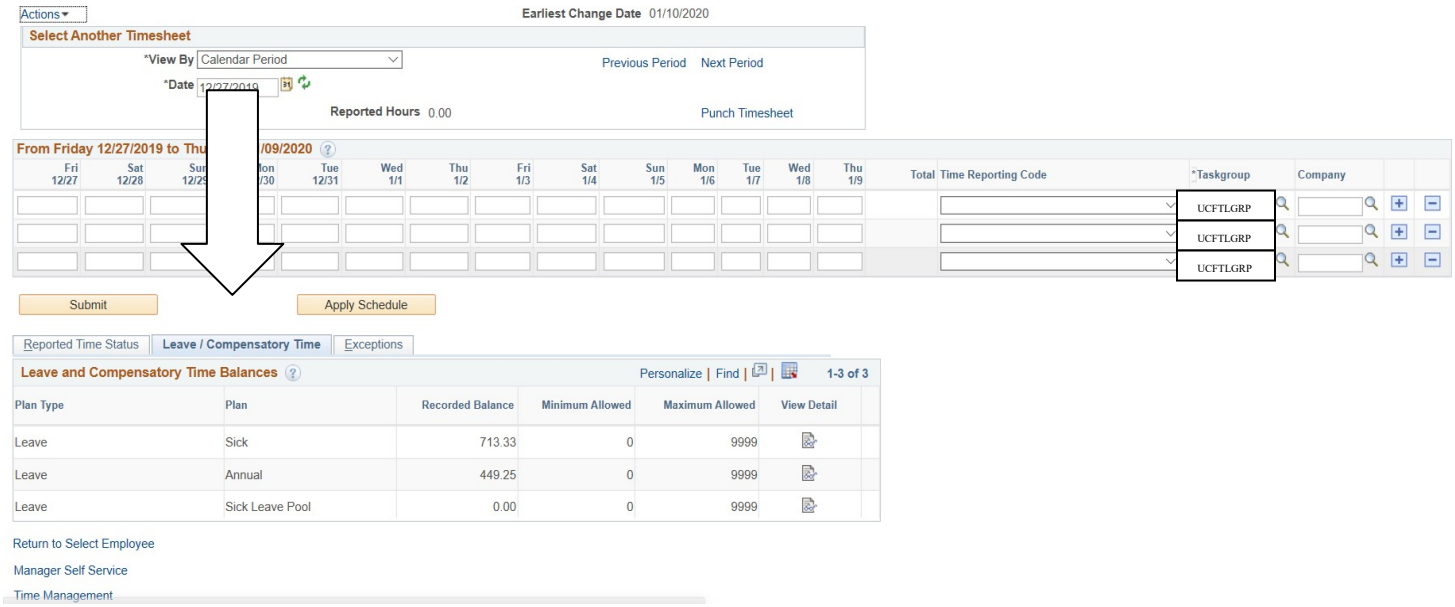
2. In the case you need to delete a row of data, completely delete the row using the [-] to the right of the page. Do not leave a row of zeroes as it will create an error for Payroll Services processing.



CHAPTER 4.2.4: Reviewing Available Leave Balances

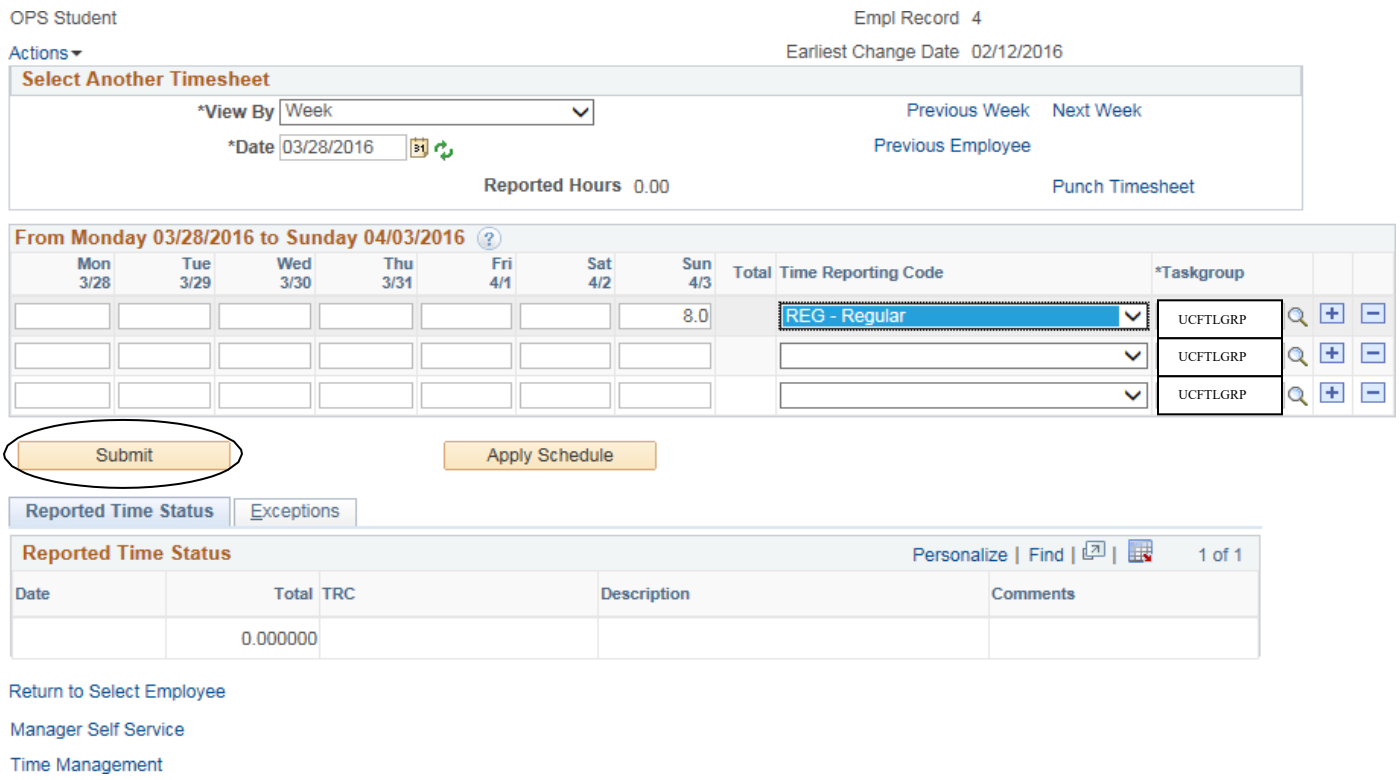
To ensure that the employee has the leave that s/he is using, the processor should check the available leave balances which can be viewed while time is being entered for the employee. The leave balances are displayed in the Balances section of the page as shown below and additionally on employee Leave and Pay Exception Reports.

The balances in this section are updated in real time when the time entry is submitted. Note, however, that leave earned is not reflected in the balances until after the payroll has been confirmed and the leave accrual process has been run.



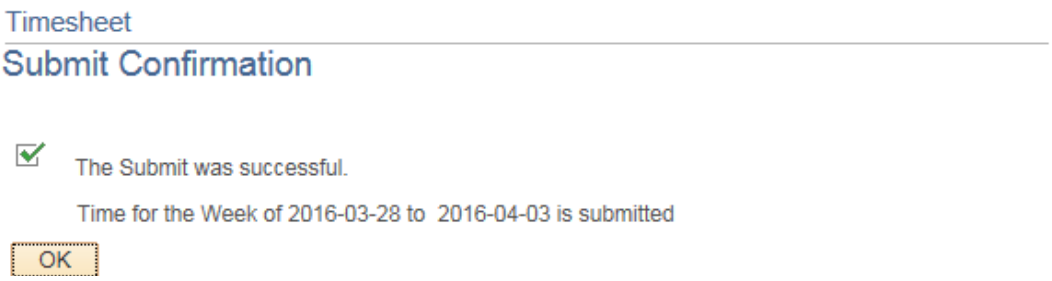
CHAPTER 4.2.5: Saving the Time Entered on the Timesheet Page

After all time and/or leave have been entered, click **Submit** (circled below) to save the data.



Once the Submit button is clicked, the **Submit Confirmation** page (shown below) will display.

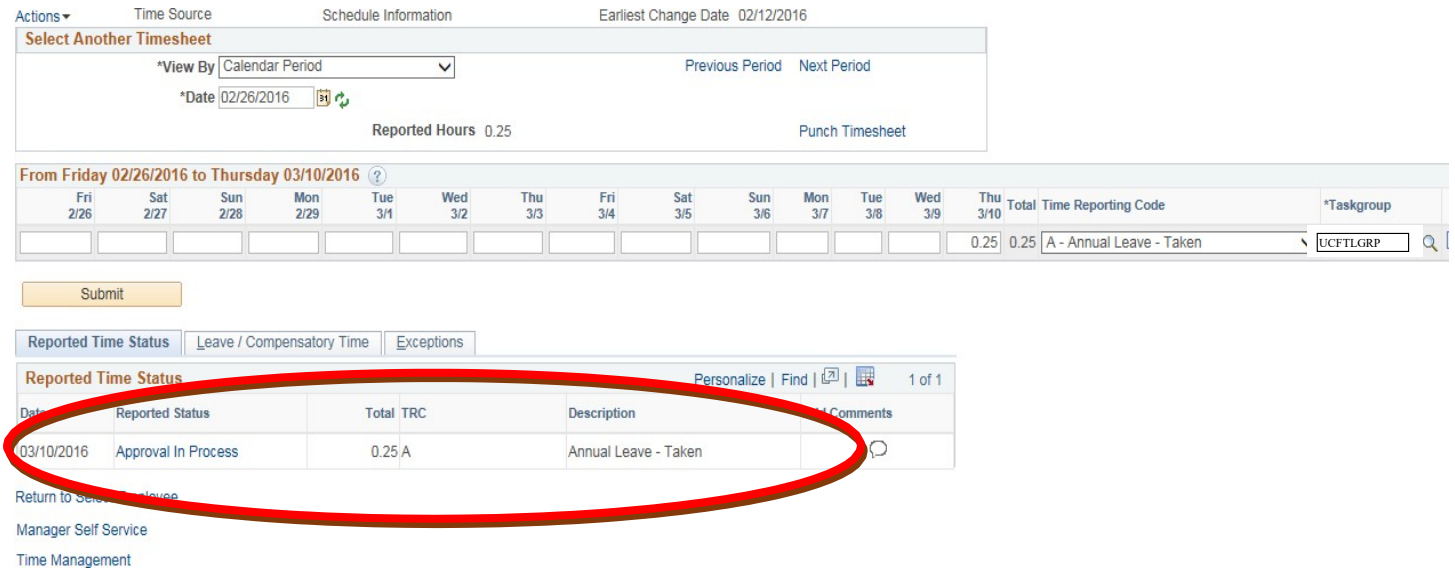
Once the Submit button is clicked, the **Submit Confirmation** page (shown below) will display.



Click on **OK** to return to the **Timesheet** page.

CHAPTER 4.2.6: Viewing the Reported Time Status on the Timesheet Page

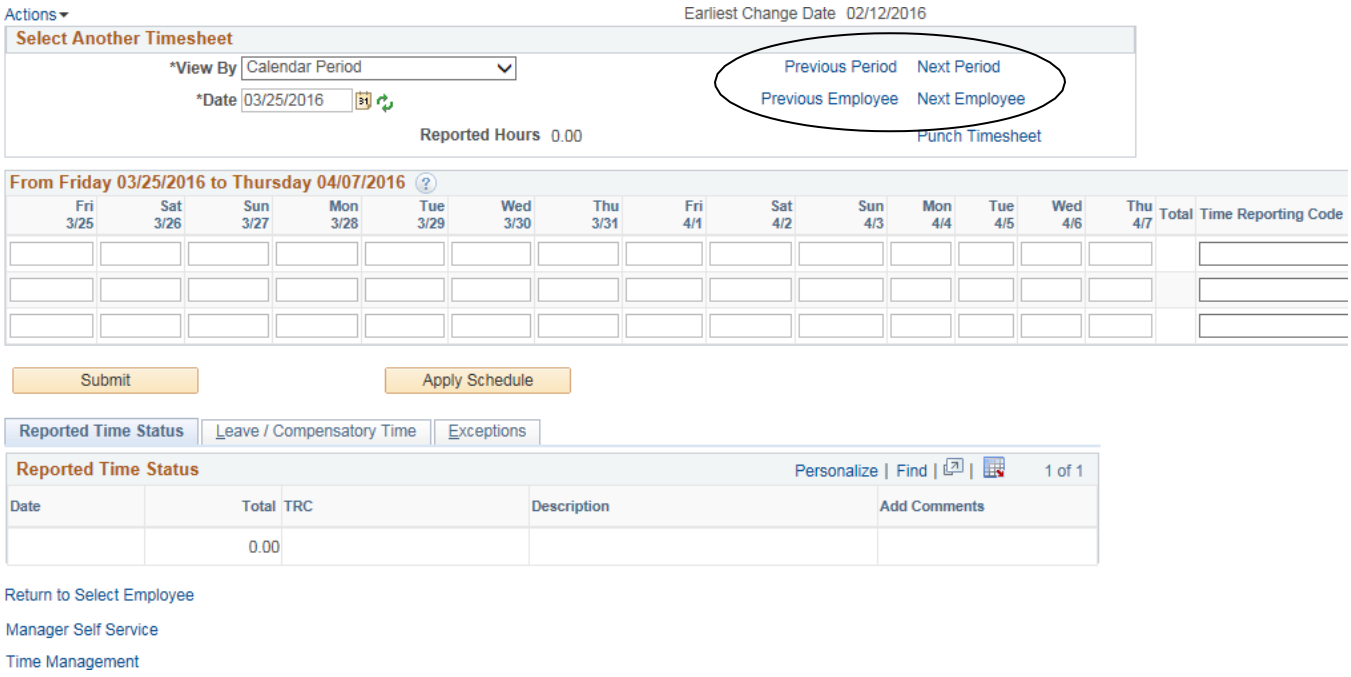
After time has been submitted, reported hours will be displayed in the Reported Time Status section (circled below) with status of **Needs Approval**. These hours are now ready for the authorizer to approve.



CHAPTER 4.2.7: Navigating to the Next or Previous Employee on the Timesheet Page

To navigate to the next or previous employee in the Group, click either:

- **Previous Employee** (will give you previous employee in the Group)
- **Next Employee** (will give you next employee in the Group)
- **Return to Select Employee** (will bring you back to the Group list)



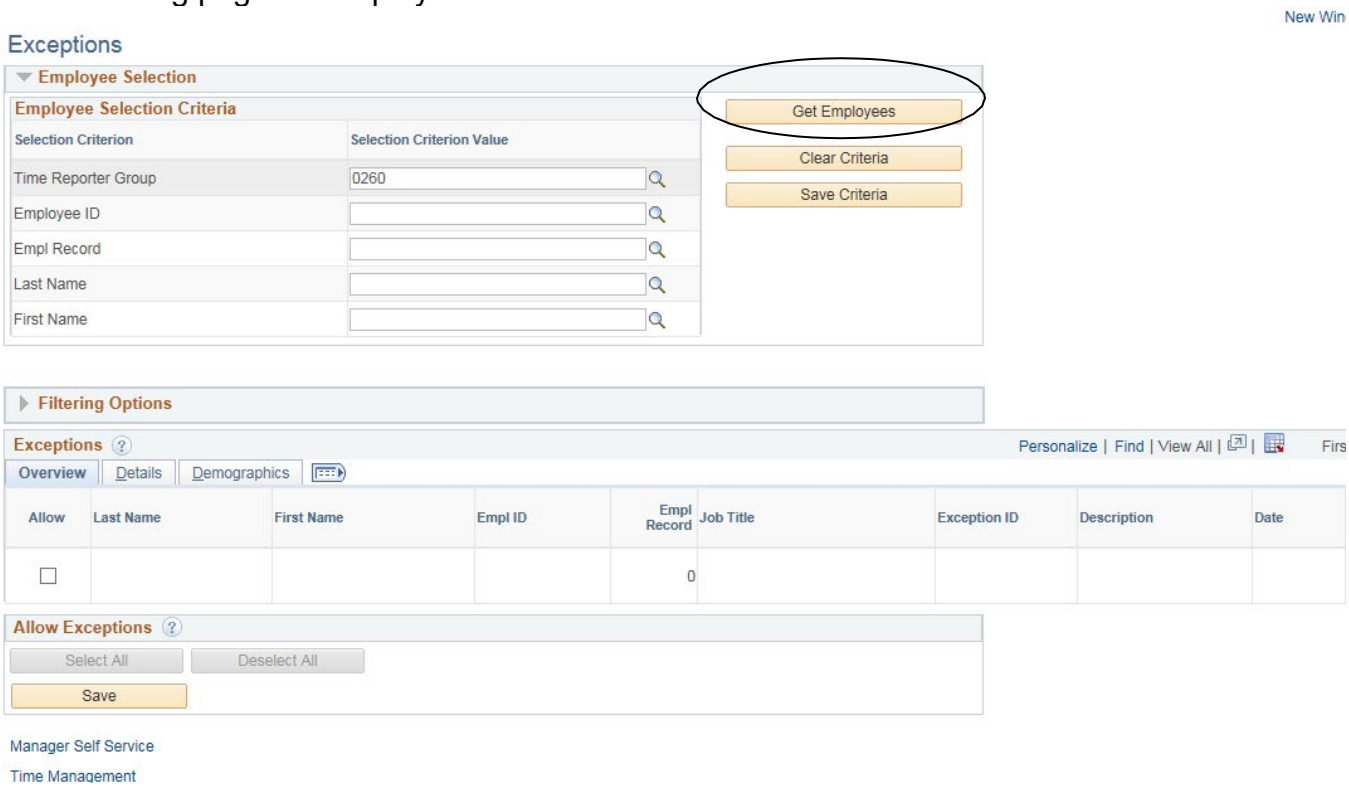
Repeat the steps in this section until all employees in the Group have been processed.

CHAPTER 4.3: Managing and Resolving Group Exceptions

Exceptions are generated when time is reported and either an element about the time is incorrect, or the time does not comply with defined leave rules. Each exception has a severity level associated with it. Exceptions with a severity level of **High** must be resolved or the reported time associated with the exception will not be paid. Exceptions with a **Medium** or **Low** severity level must be reviewed. If the time is not correct, the processor must resolve the exception. To resolve exceptions, the processor should navigate to the Manage Group Exceptions page as follows:

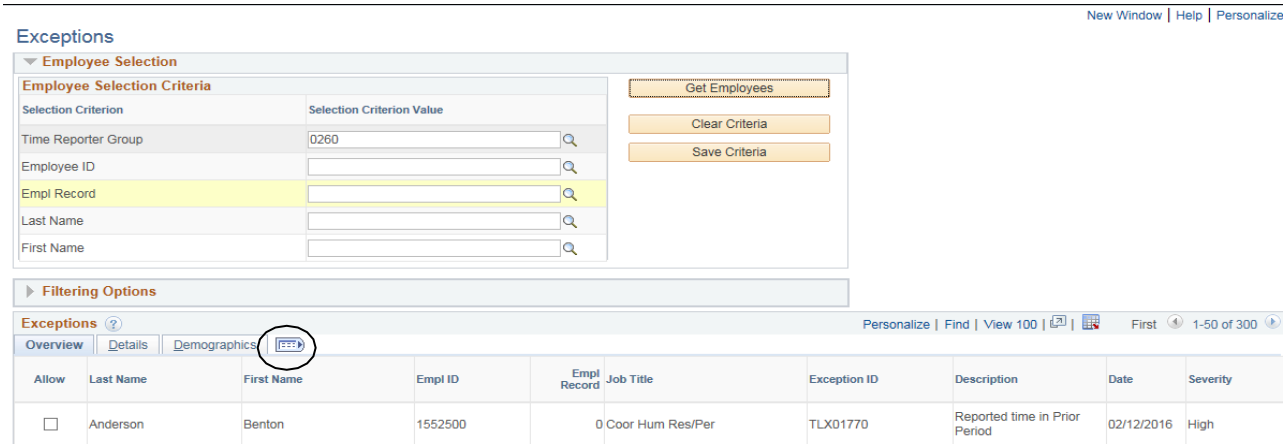
Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

The following page will display.



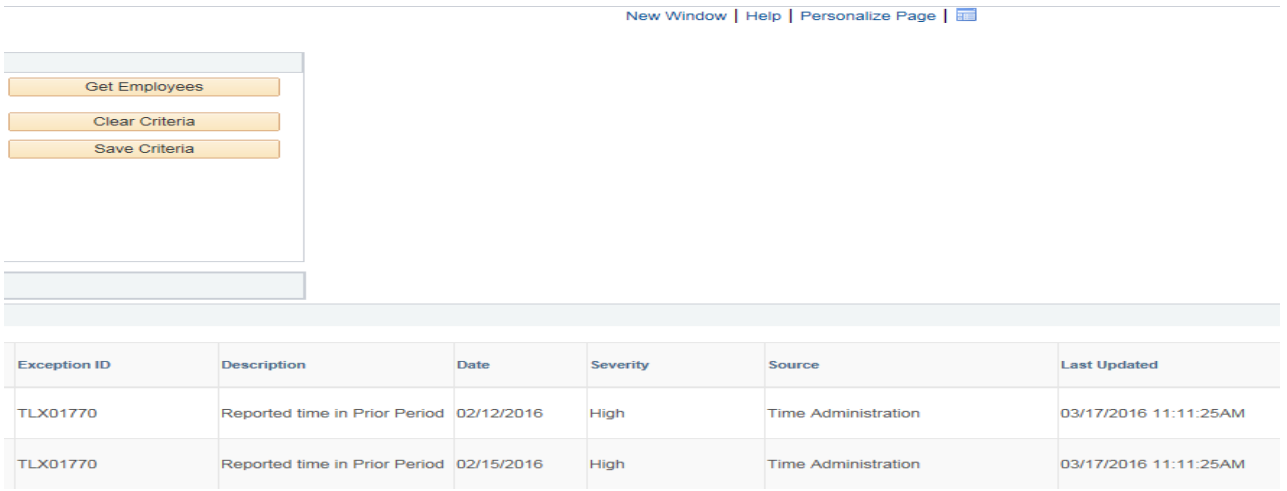
Enter the **Group ID** then click on **Get Employees**.

If there are no exceptions, no action is required by the payroll processor. If there are exceptions, the page will appear as follows.

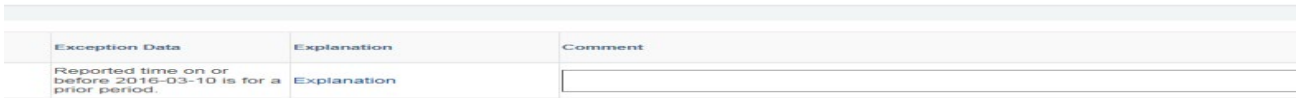


Click on **Show All Columns** icon **(circled above)** to see more information. The following page will display.

(Left side of page)



(Middle of page)



Right side of page)

Note:
The Exception ID TLX01770 – Reported time in a Prior Period will be resolved by Human Resources Payroll Services, no action is required by the payroll processor.

Explanation Exceptions Page

The following data is shown on the exceptions page (as shown in the previous screen shots).

Exception ID	Each exception is identified by a unique ID number. This column lists the exception ID.
Description	Short description explaining the cause of exception
Date	Date for which hours were reported
Name	Employee Name
Severity	High, Medium, or Low
Source	Name of the process generating the exception. In most cases this will be Time Administration.
Last Update Date Time	Date and Time of updates by Time Administration process
Exception Data	Detail of exception data
Exception Description	Description of the exception
Comment	Field not currently used
Emplid	The Emplid for the employee whose time entry needs to be reviewed and/or corrected.
Empl Rcd#	The record number for the employee whose time entry needs to be reviewed and corrected (if necessary).
Department	Department number
Department Description	Department name

CHAPTER 4.3.2: Resolving Exceptions

Resolving High Level Exceptions

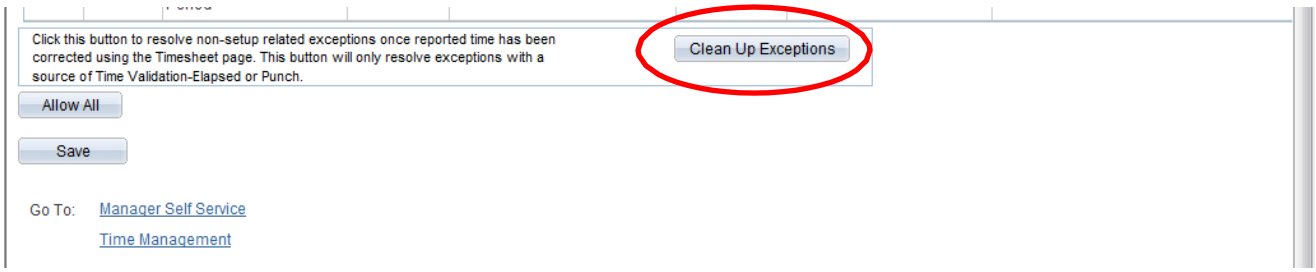
Processors must research and resolve all Exceptions with '**High**' severity. To resolve the exception, return to the **Timesheet** page and enter the correct information for the employee. Unresolved **High** level exceptions will **not** be paid.

Continue making corrections until all **High** level exceptions have been corrected. **High** level exceptions are cleared once the time is corrected on the Timesheet page and another Time Administration has been run.

Resolving Medium or Low Level Exceptions

Processors should review exceptions with **Medium** and **Low** level severities to ensure that the information is correct, i.e., that there are no time entry errors. If a **Medium** or **Low** level exception requires a time entry correction, return to the **Timesheet** page to correct the information.

Once **Medium** and **Low** level exceptions have been reviewed and necessary corrections have been made, they may be cleared by clicking on the **Clean Up Exceptions** button**.**



Click on **Save**.

CHAPTER 4.3.3: Common Exceptions

Exception ID	Description	Short Description	Severity
TLX01560	QTY cannot be zero	QTY	High
TLX10063	Invalid TR status	Invalid TR	High
TLX00450	Quantity exceeds TRC limits	Quantity e	Low

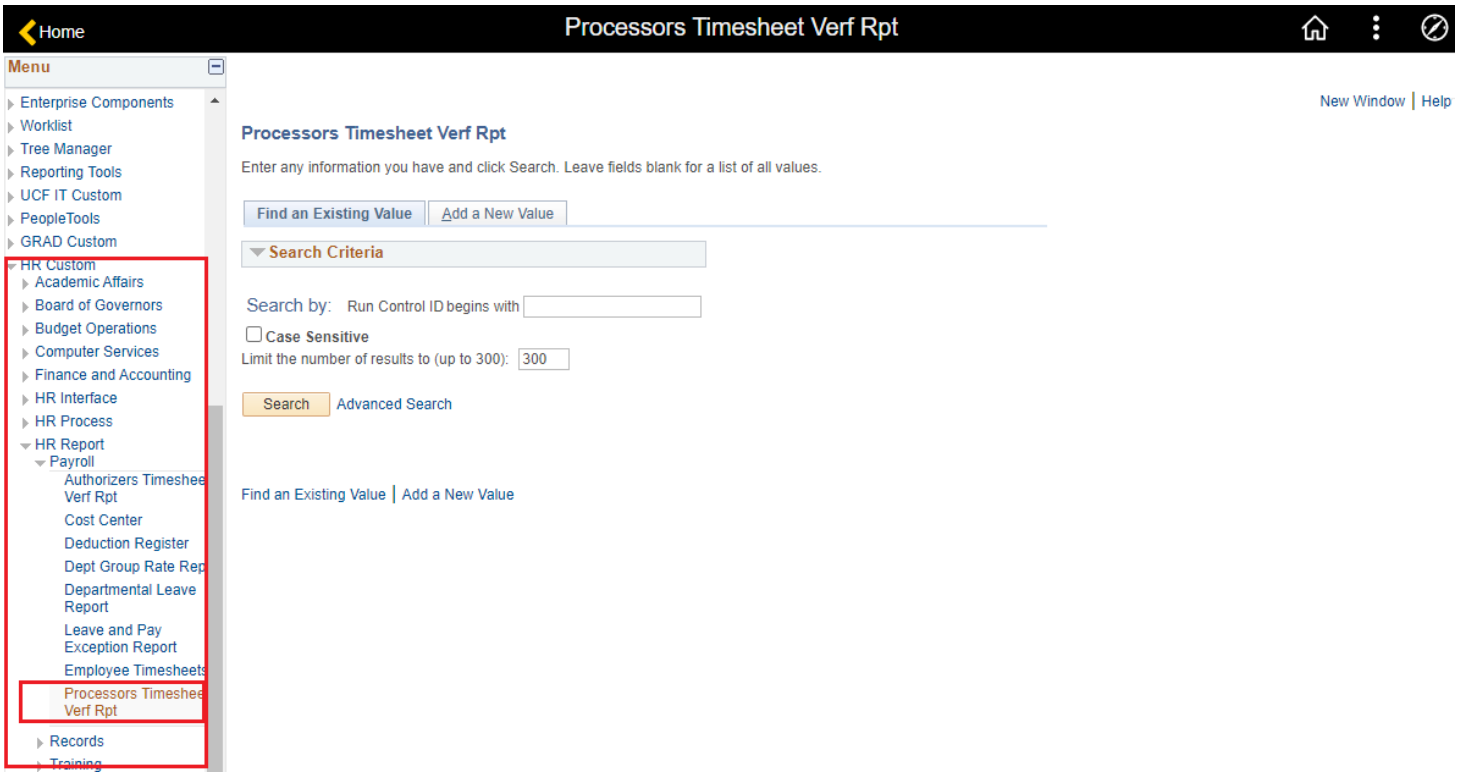
Description	Explanation
QTY cannot be zero	A time reporting code was selected, but no hours were entered for the employee.
Invalid TR status	Hours were entered for an employee before his/her hire date or after his/her termination date.
Quantity exceeds TRC limits	The number of hours entered exceeds the allowable hours for the TRC.

CHAPTER 4.4: Running the Processor Timesheet Verification Report

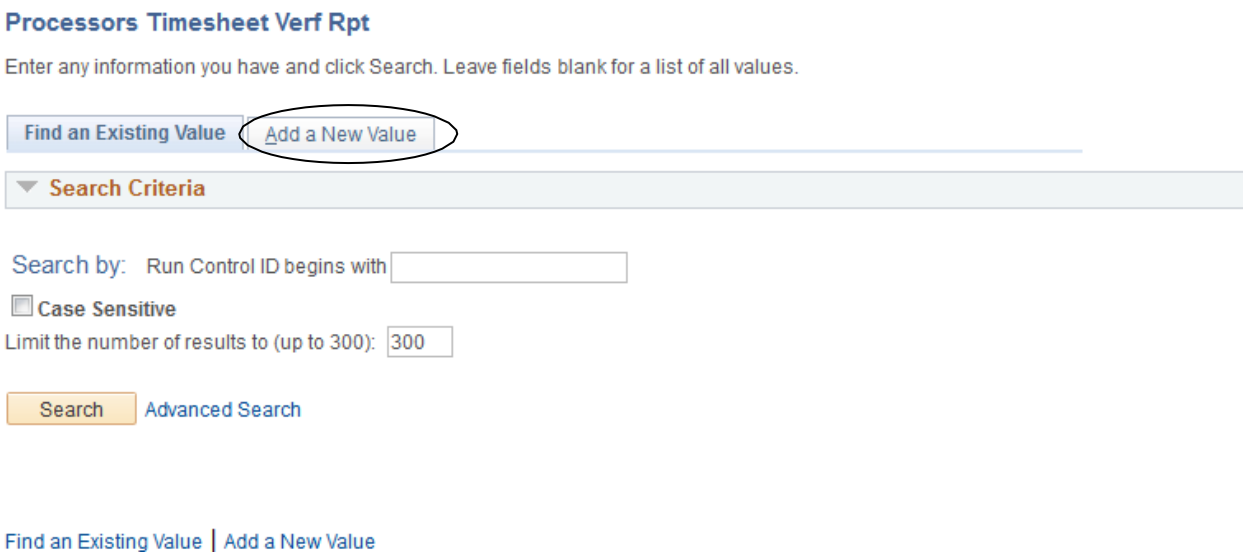
This report must be run by the Processor once all time entry has been done. It is the responsibility of the Processor to verify this report against the original timesheets and Leave and Pay Exception Reports to assure that no mistakes have been made during the data entry. Once the data has been verified, the Processor can sign the report and give it to the Approver with all the timesheets and Leave and Pay Exception Reports processed.

Navigation: **Main Menu > HR Custom > HR Report > Payroll**

A list of the reports to which the processor has access will appear. Select **Processor Timesheet Verification**



If running the report for the first time, click the **Add a New Value** button.



Create a Run Control ID.

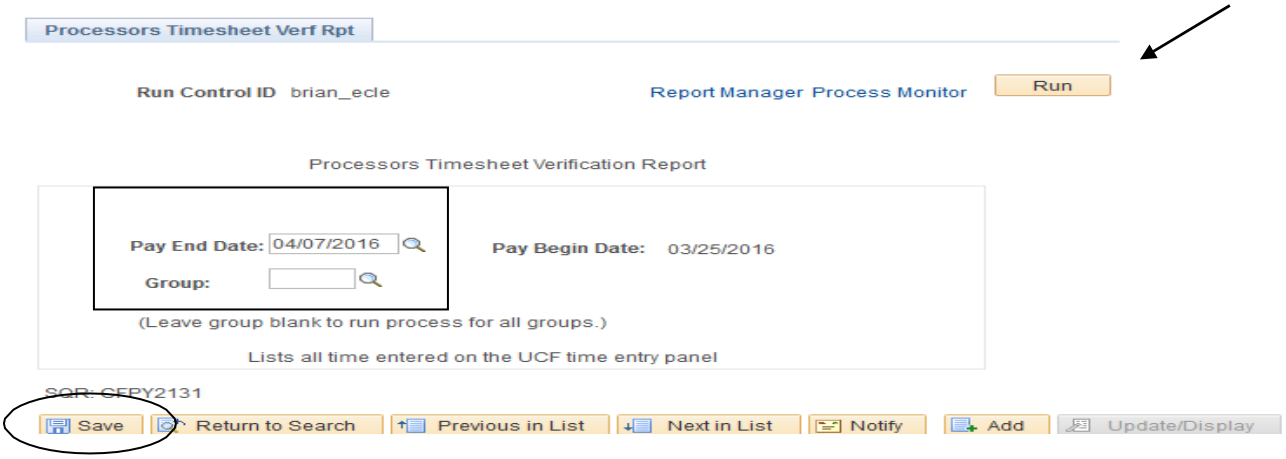
You can create your own name (following system specifications). For example: you can name it “payroll” or “PTVR (Payroll Timesheet Verification Report)

Click on **Add**

If running the report for the first time:

Enter the **Group** and the **Pay Period End Date** in the designated fields.

Click on **Save** and then Click on **Run**.

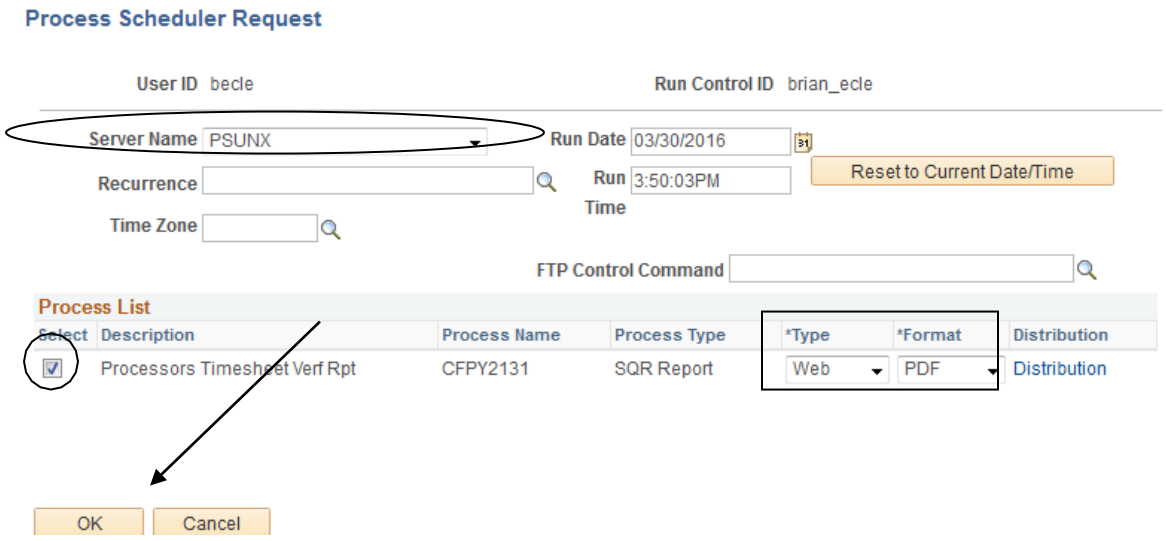


Make the following selections:

Server Name: **PSUNX; Select** checkbox (circled below);

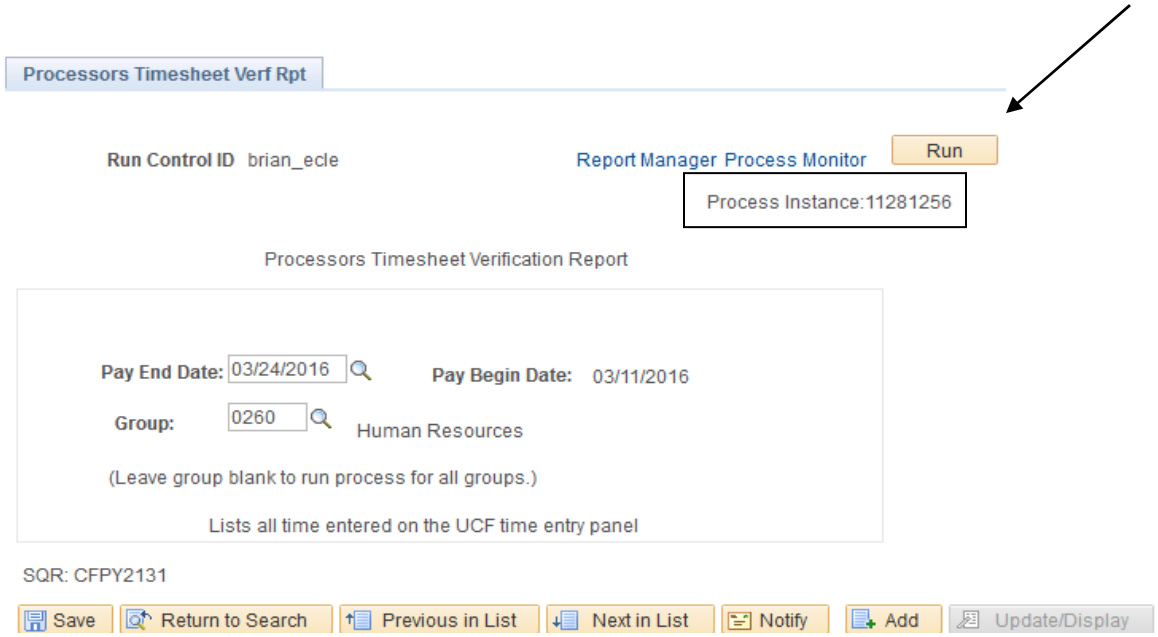
Type: **Web;** Format: **PDF**

Then click on **OK**



Process Instance Number is an indication that the report is running.

Click on the **Process Monitor** link.



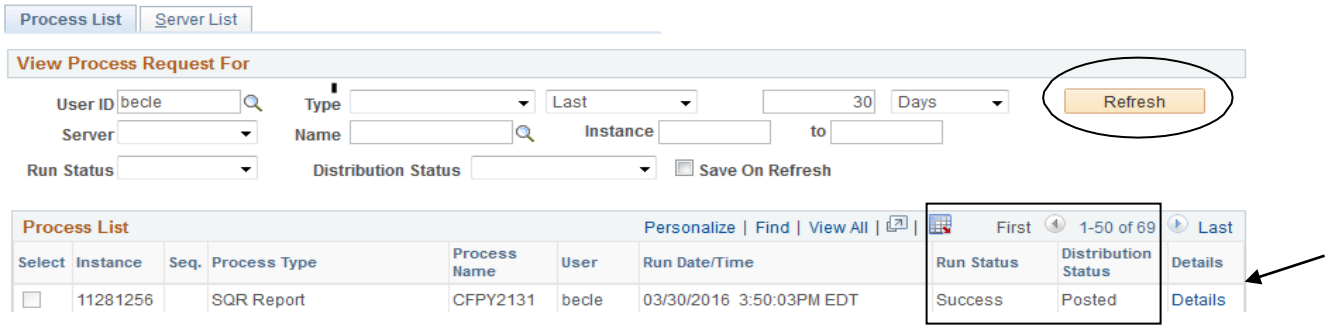
Check for the following:

Run Status should be **"Success"**

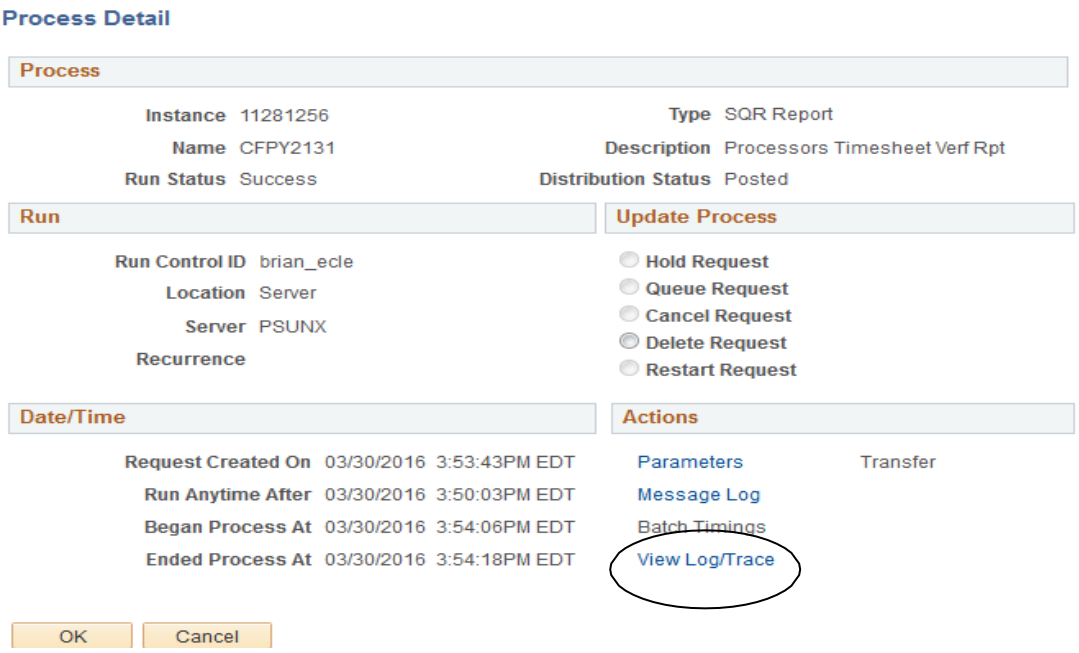
Distribution status should be **"Posted"**

If any of these two fields are NOT as indicated above, click on the **Refresh** button until they both appear with ***"Success and Posted"*** status.

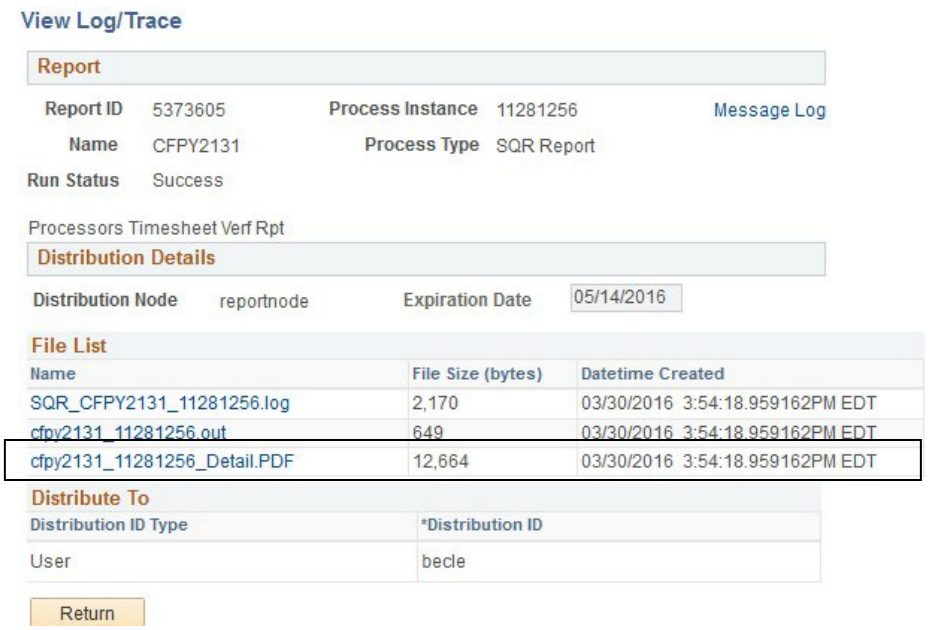
Once they show the correct status, click on the **Details** link.



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

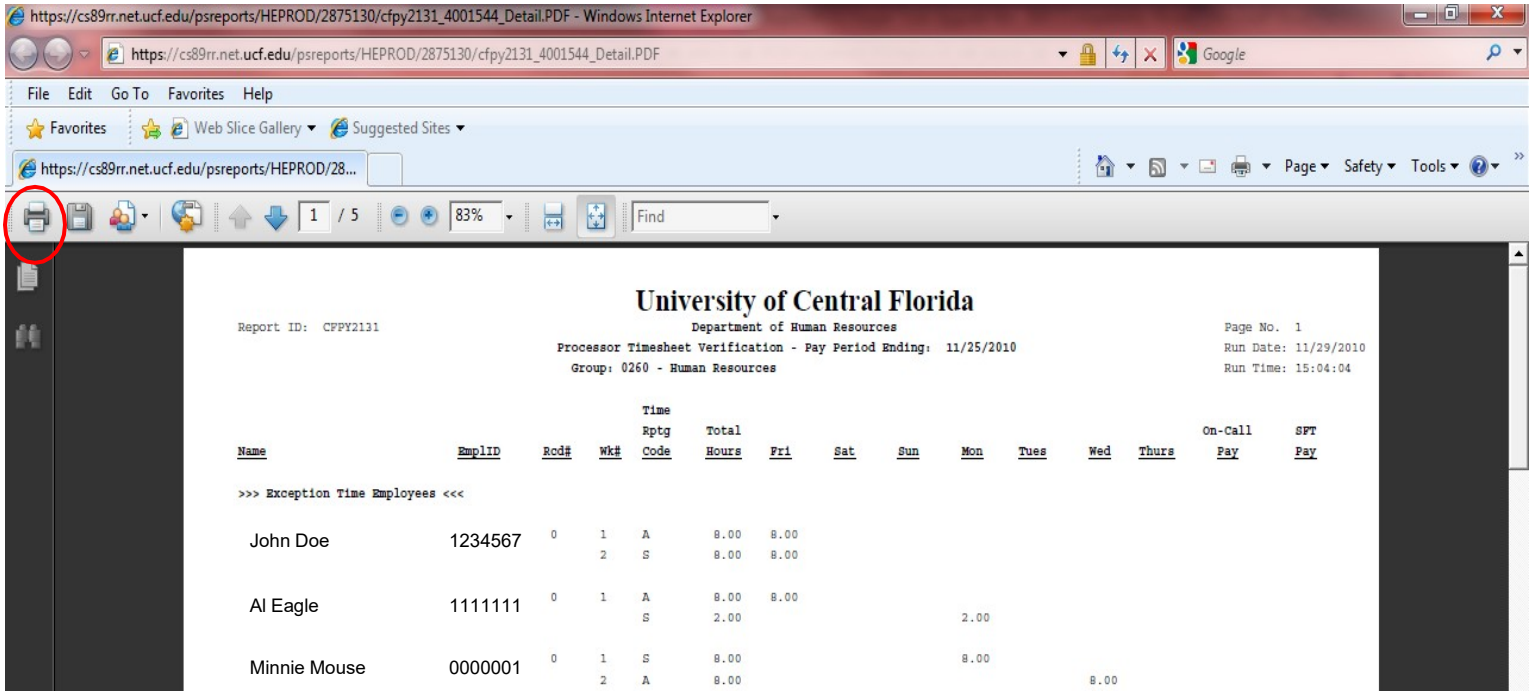


Click on the link that contains the process name (designated as a **.PDF file**)



To print the reports:

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

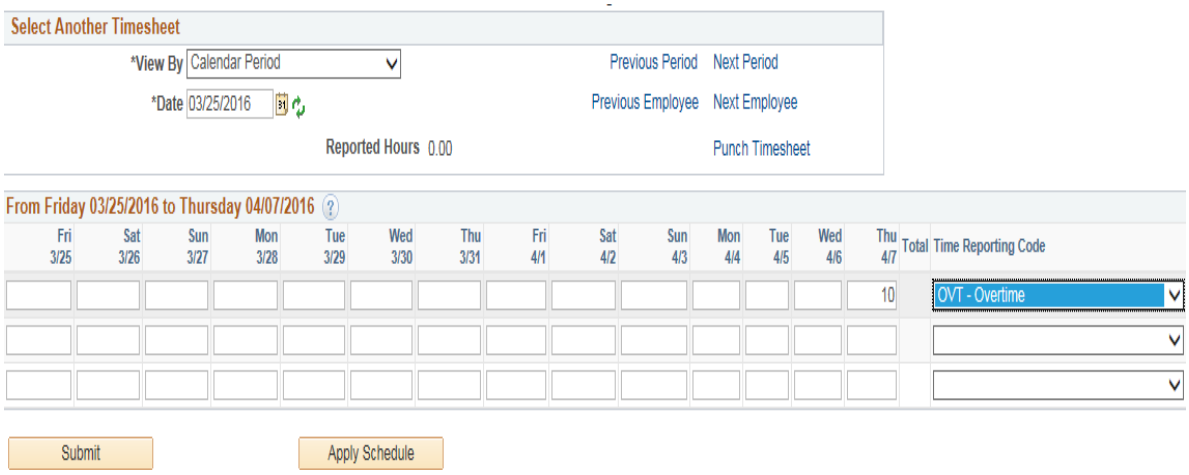
CHAPTER 5.1: *Non-Exempt* USPS Employee Paid for Overtime Hours Physically Worked

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.



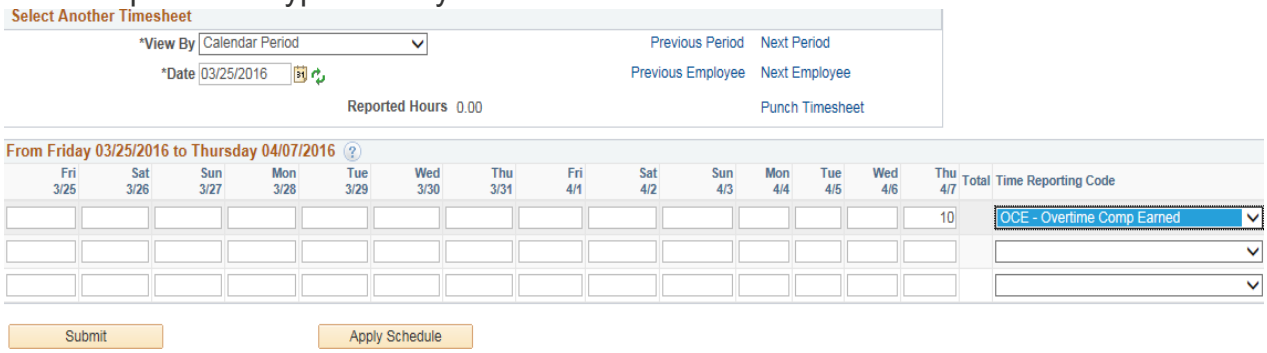
CHAPTER 5.2: *Non-Exempt* Law Enforcement Employee Earning Overtime Compensatory Leave

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 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.

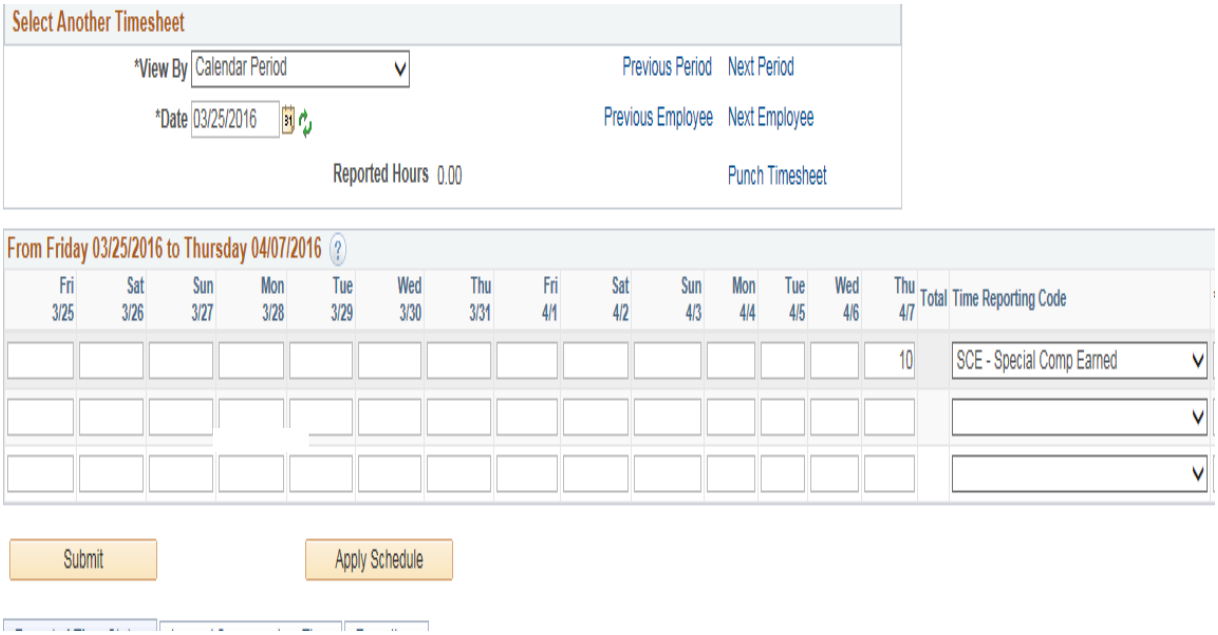
CHAPTER 5.3: *Non-Exempt* Law Enforcement Employee Earning Special Compensatory Leave

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 the **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.



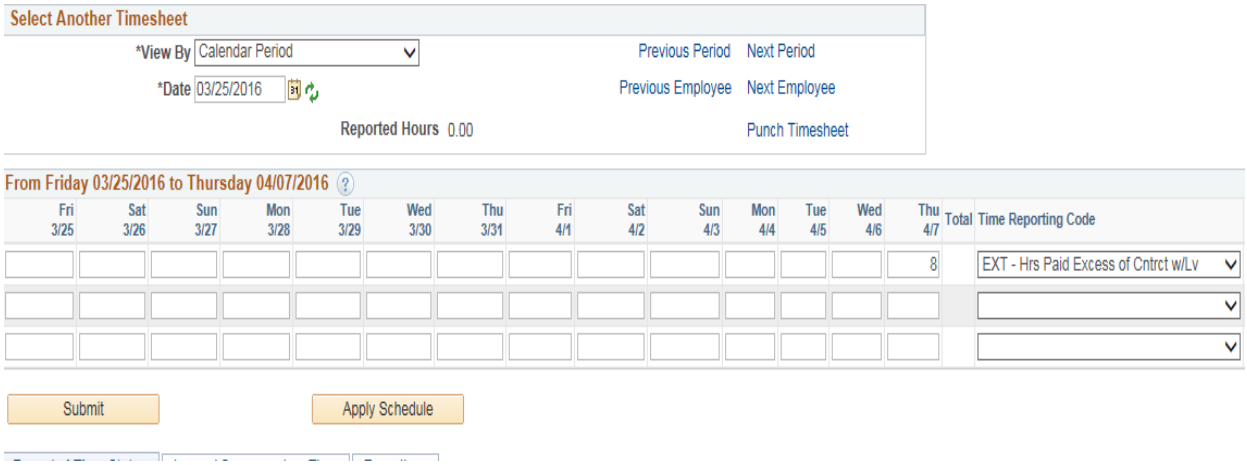
CHAPTER 5.4: Part-Time USPS Employee Working More Than Their Scheduled Hours but Less Than 40 Hours

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.



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.

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.

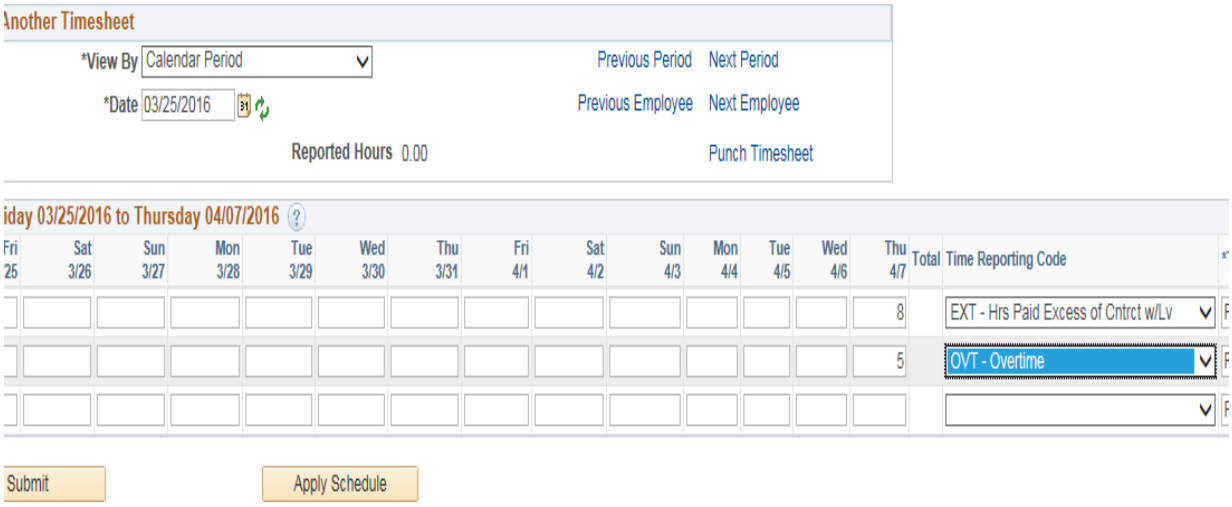
Enter the total number of hours worked in **excess of the standard hours** (but not those hours over 40) on the **Thursday of the week during which the extra hours were worked** as reflected on the employee's Leave and Pay Exceptions Report.

- 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.



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.

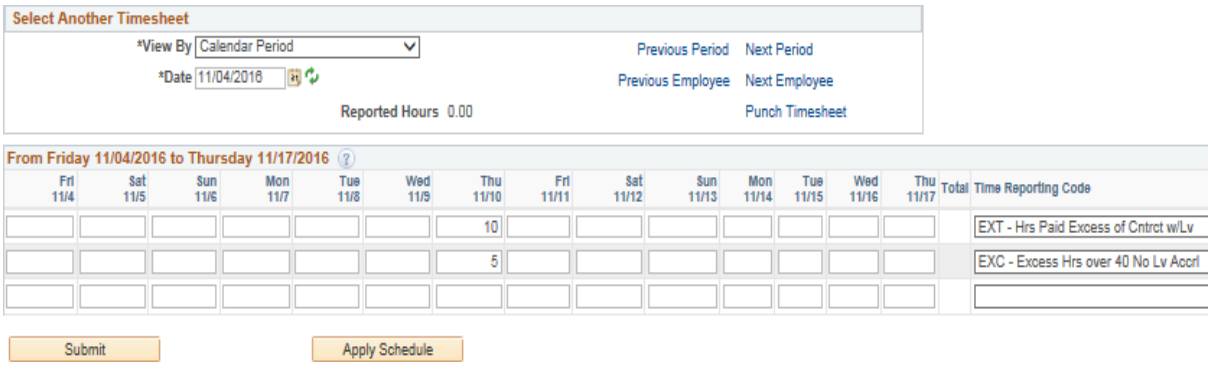
Enter the total number of hours in excess of the standard hours (but not those hours over 40) on the **Thursday of the week during which the extra hours were totaled** as reflected on the employee's Leave and Pay Exceptions Report.

- 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.



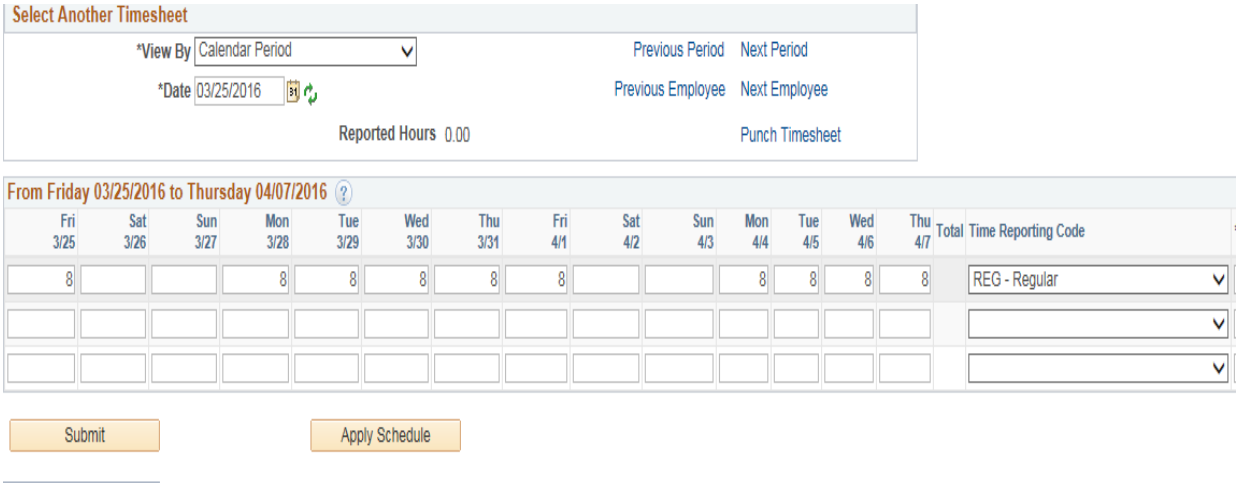
CHAPTER 5.7: Time Entry for Positive Pay Employees (OPS employees)

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.



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.

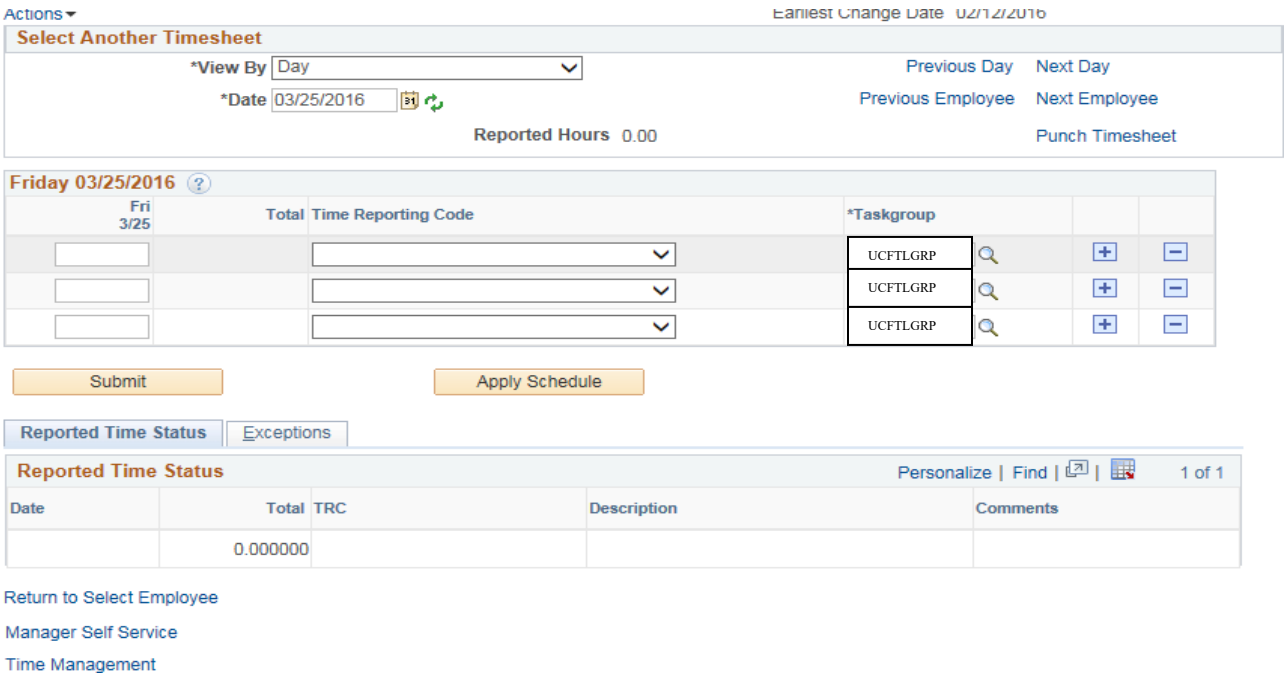
All hours worked must be rounded to the nearest quarter hour. For example, if an employee works 5 hours and 15 minutes, the time would be entered as 5.25 hours.

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.

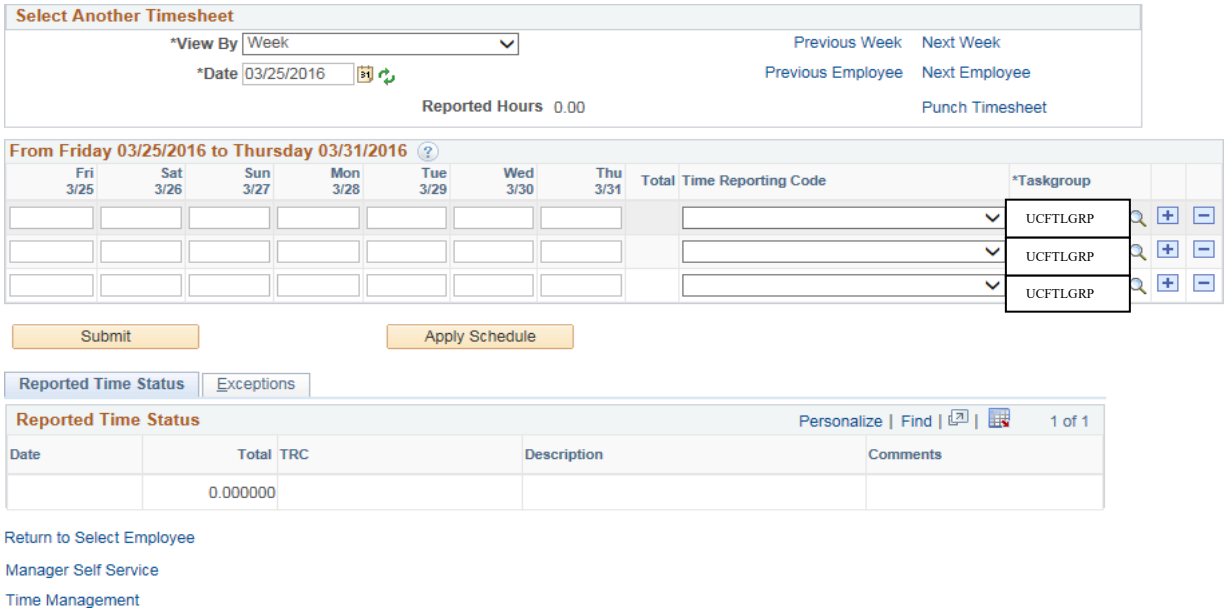
To access the timesheet page to input hours do the following:



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".

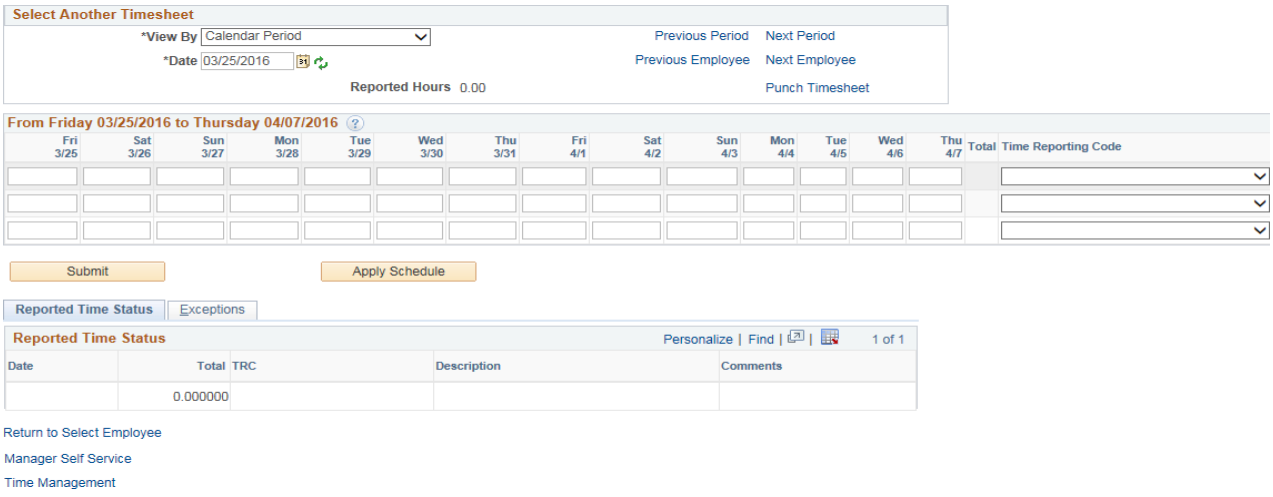
   The Timesheet page will only show the effective date of hire. You will be able to input the number of hours worked *for that first day ONLY*. Input the number of hours into the timesheet field and select the corresponding Time Reporting Code (REG). To access the remaining days, please go to step 4.

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).



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

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.



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

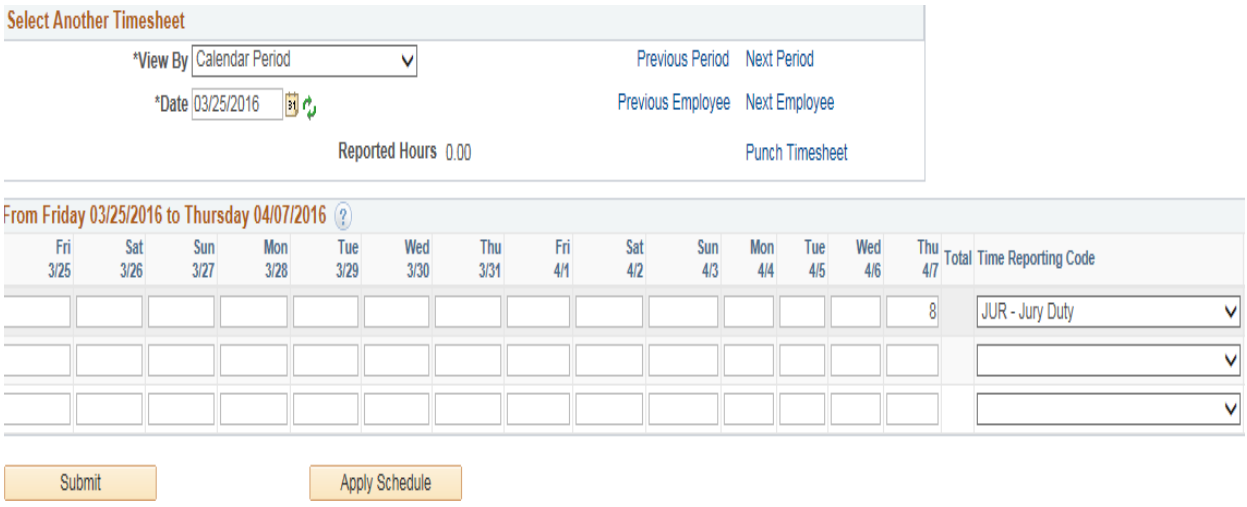
The supervisor will need to provide the following to the departmental payroll processor:

- 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).

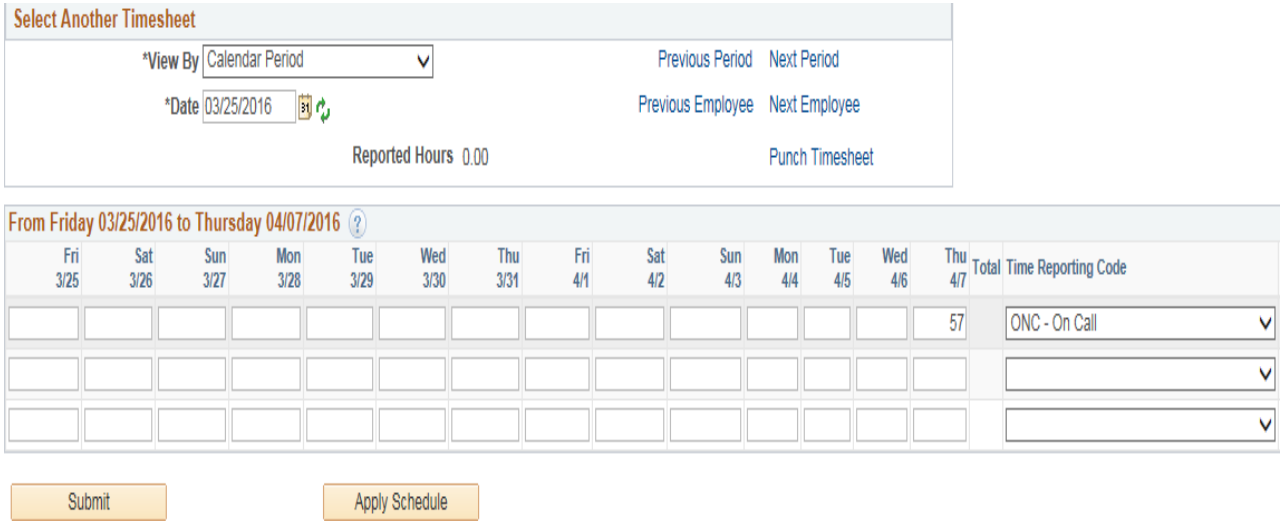


CHAPTER 5.8: Processing On-Call Payments

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.

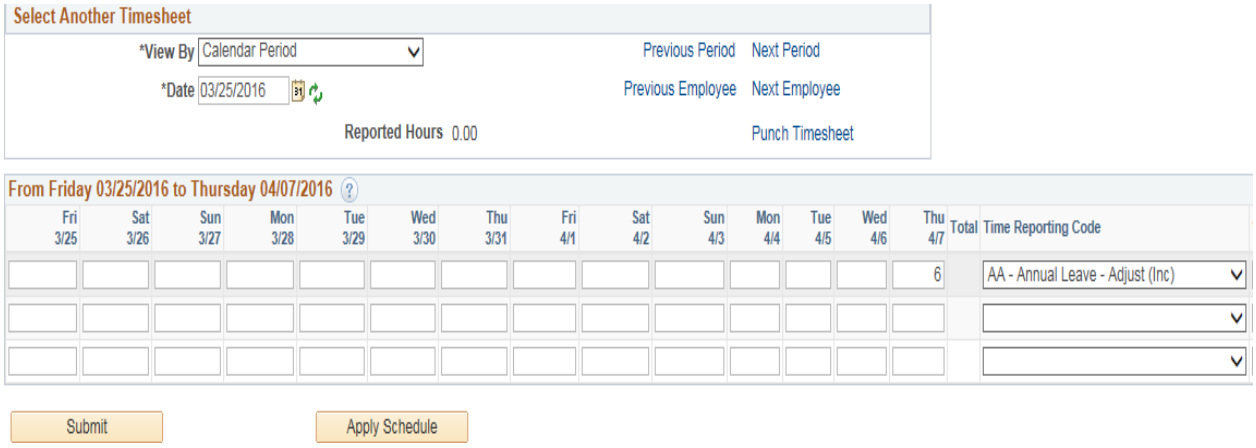


CHAPTER 5.9: Processing Leave Adjustments

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.

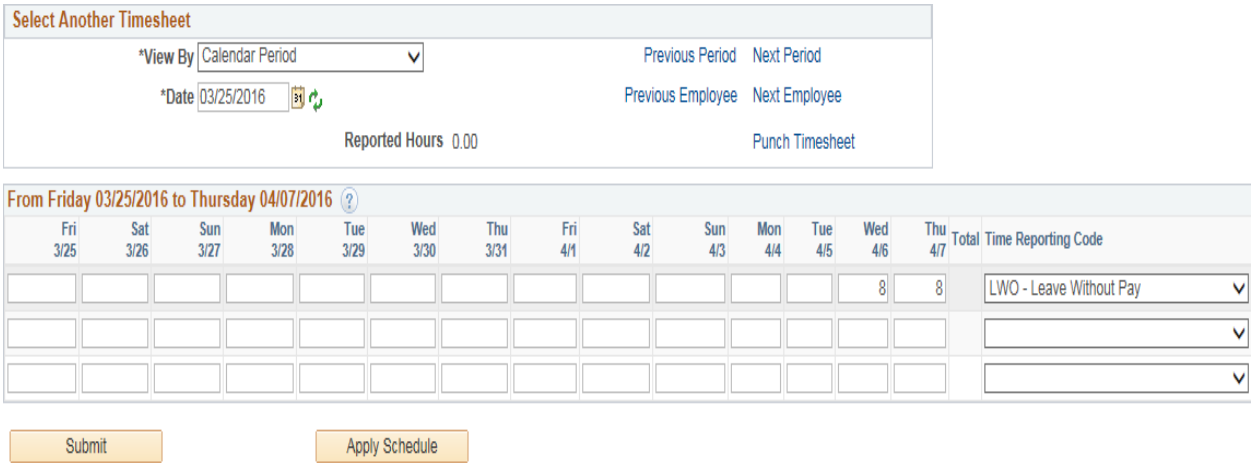
Enter the total number of hours to be adjusted and **select the appropriate time reporting code**. *Please refer to Chapter 1.6 of this course for a listing of leave adjustment codes.*

An example of this type of entry is shown below.



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.



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.

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:

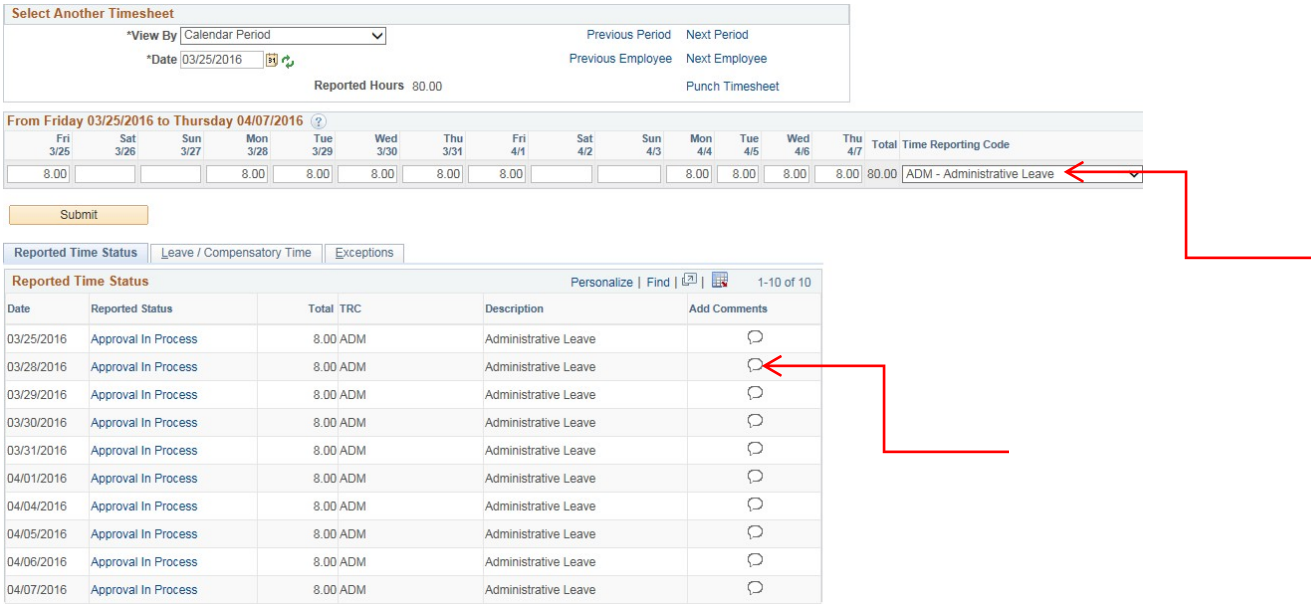
Human Resources Department
Leave of Absence and Workers' Compensation
Phone: 407-823-2771
Email: loaandworkcomp@ucf.edu

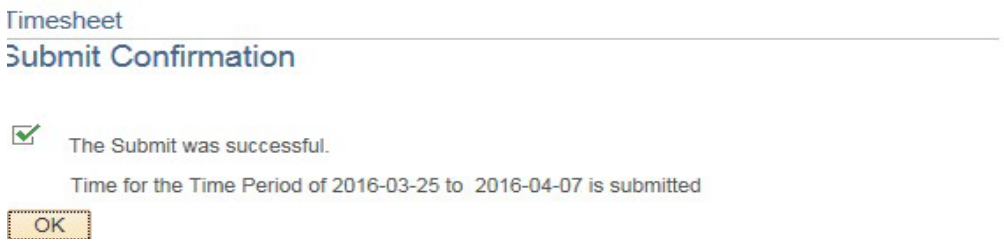
CHAPTER 6.3: Military Leave

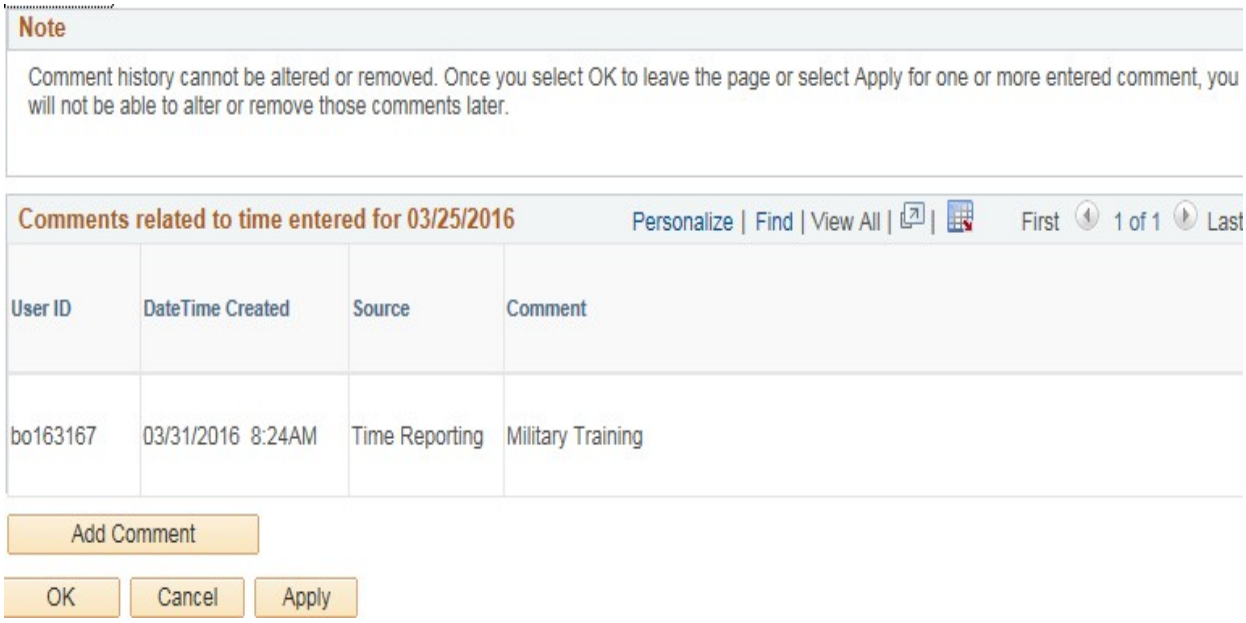
1) Military Training; 240 hours from July 1st to June 30th

- 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**.

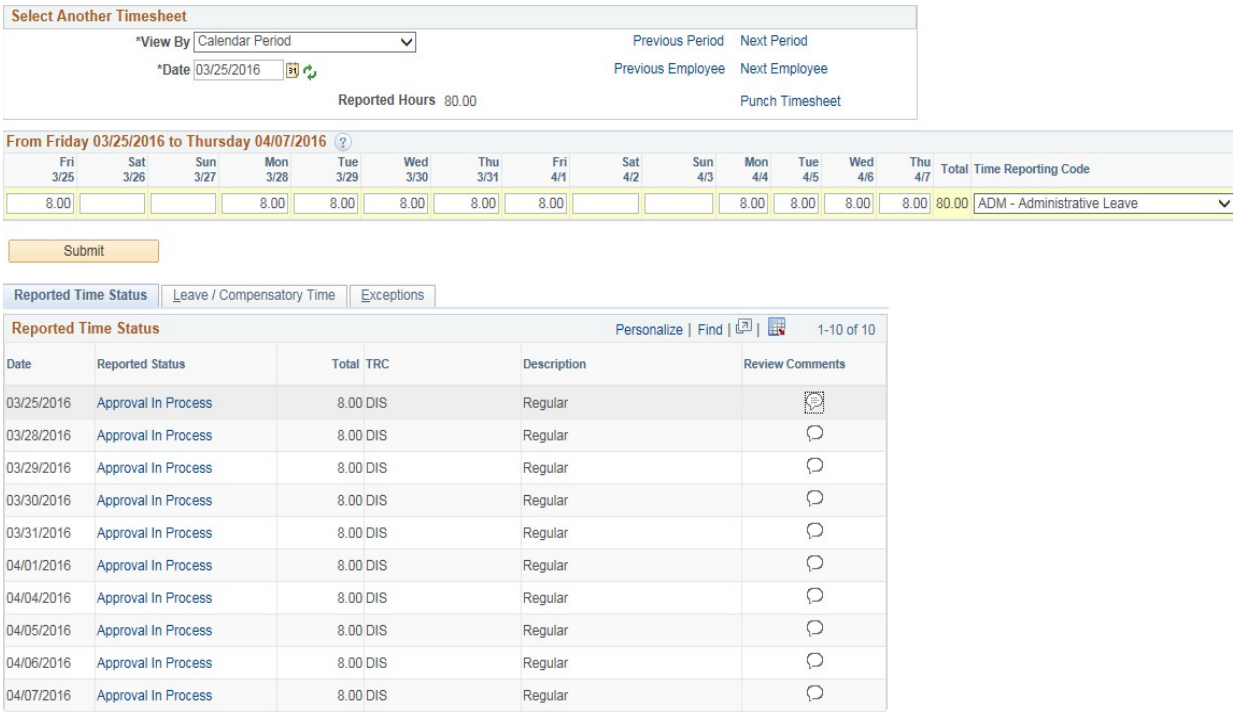
Timesheet Reporting







Repeat the process for all applicable days.

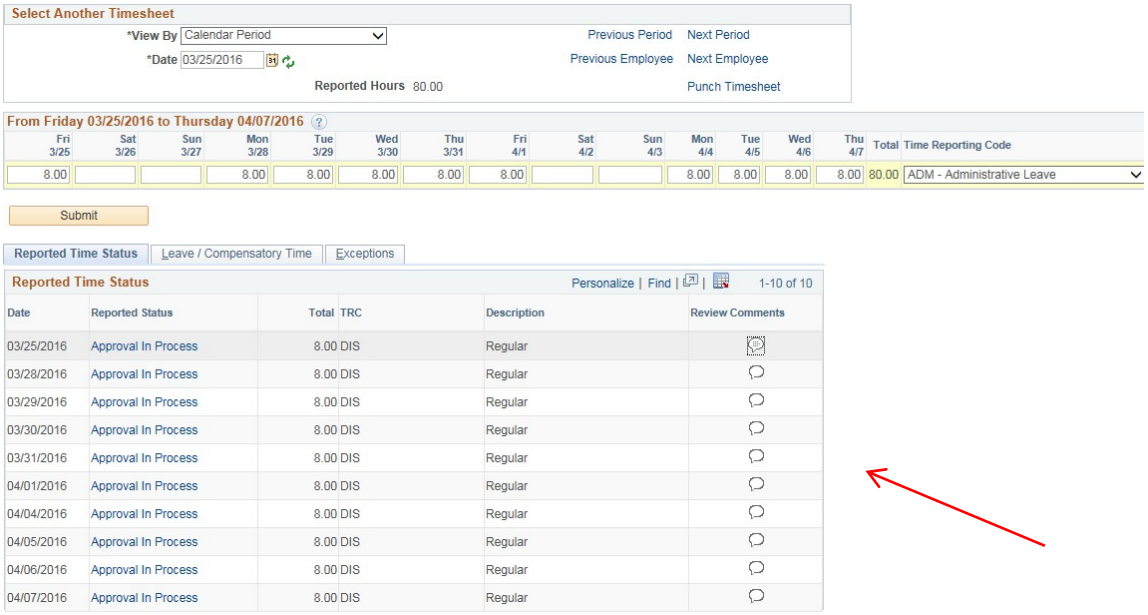


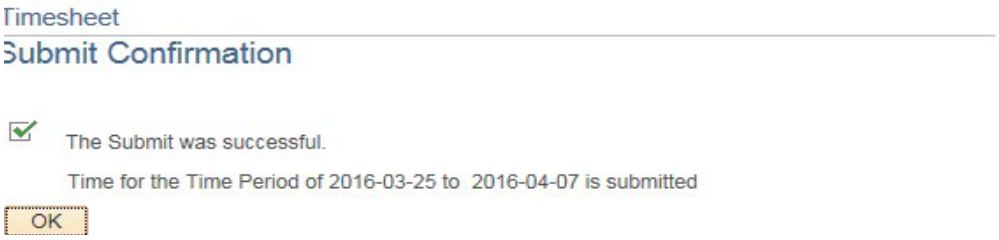
Repeat the process for all applicable days.

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

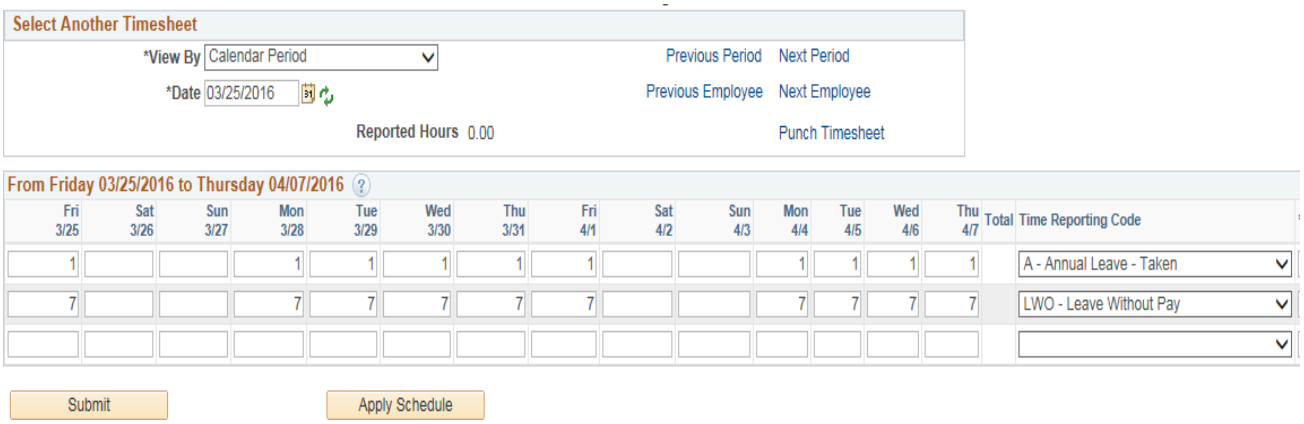


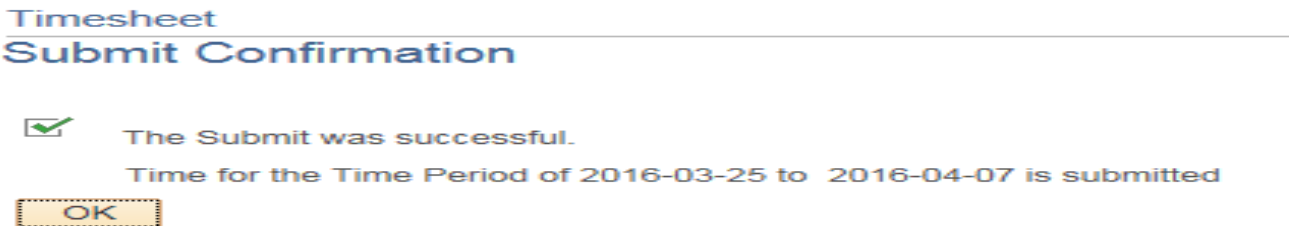


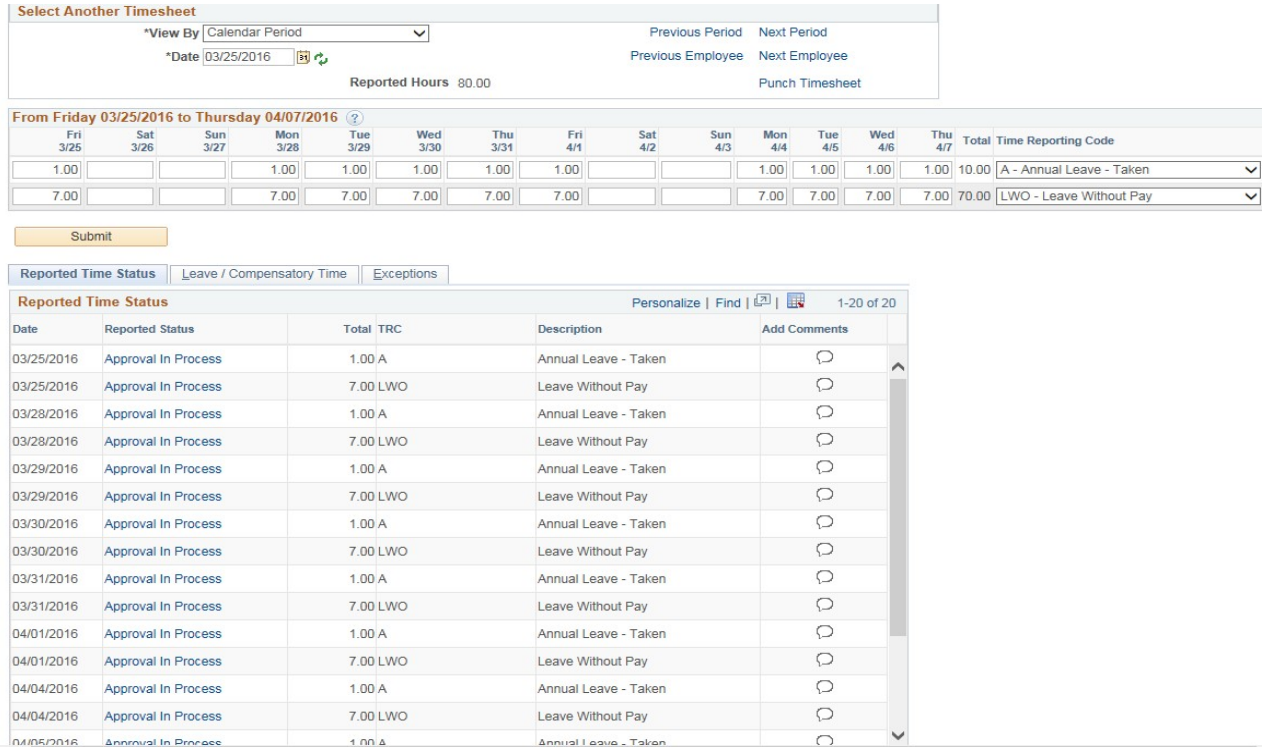
Active Duty; > 30 days with pay

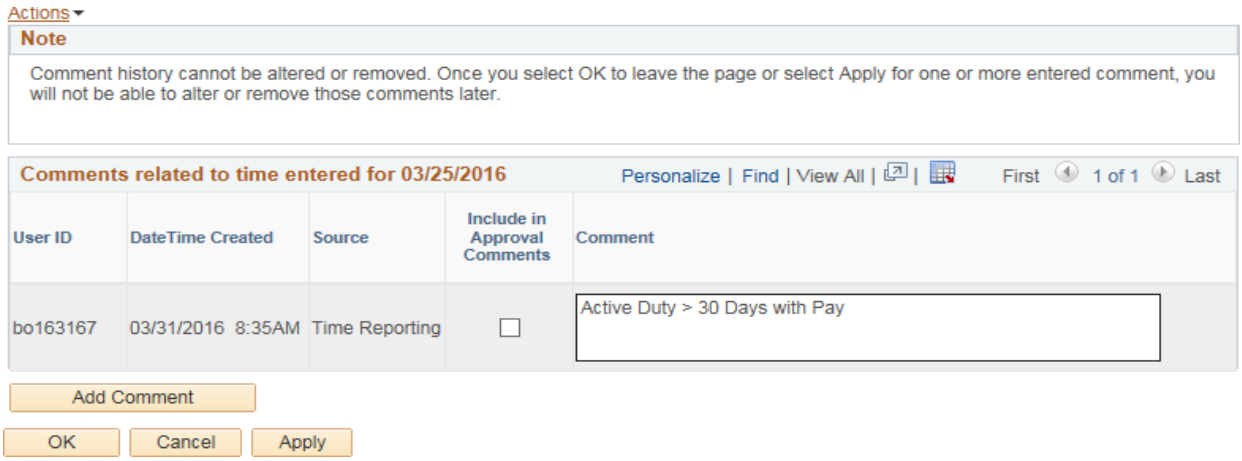
- Active Duty > 30 days with pay requires leave usage (minimum amount to cover benefits).
- Job Data Action/Reason if the leave is > 10 days is **Paid LOA, Military Service**.
- Time Reporter Data remains **Active**.
- Earnings Code paid is **REG** based on standard hours and hourly rate of pay.
- FICA 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**.

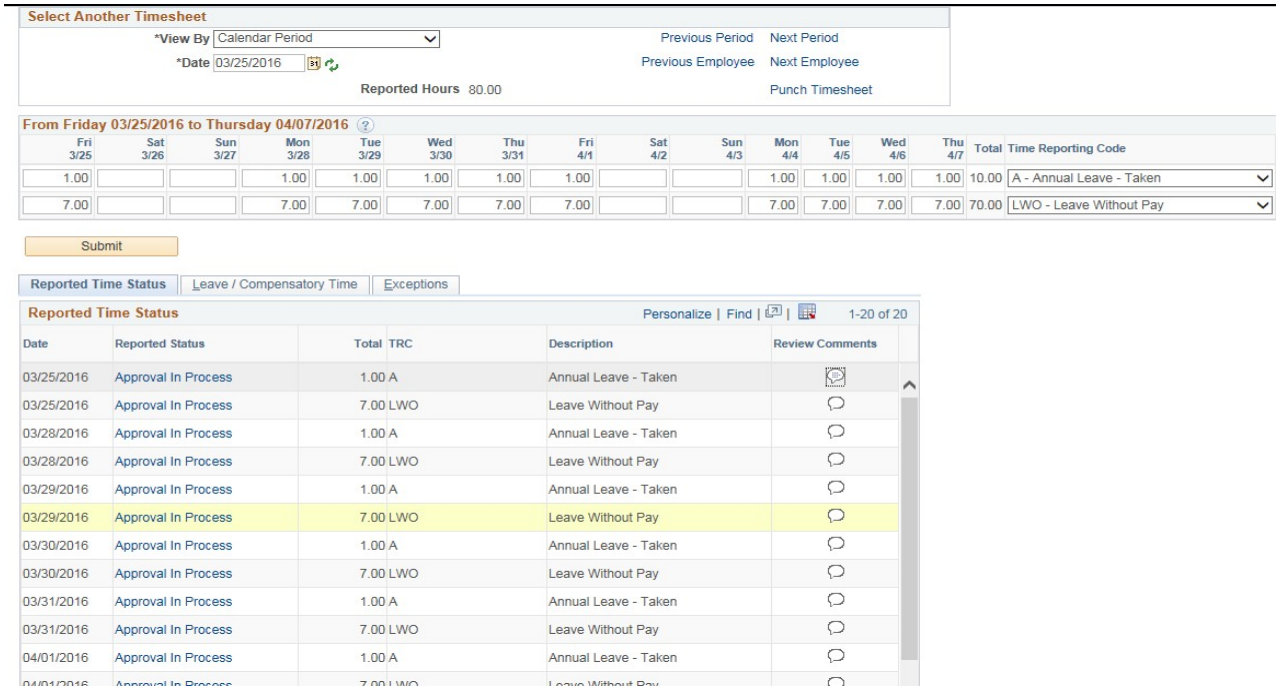
Timesheet Reporting





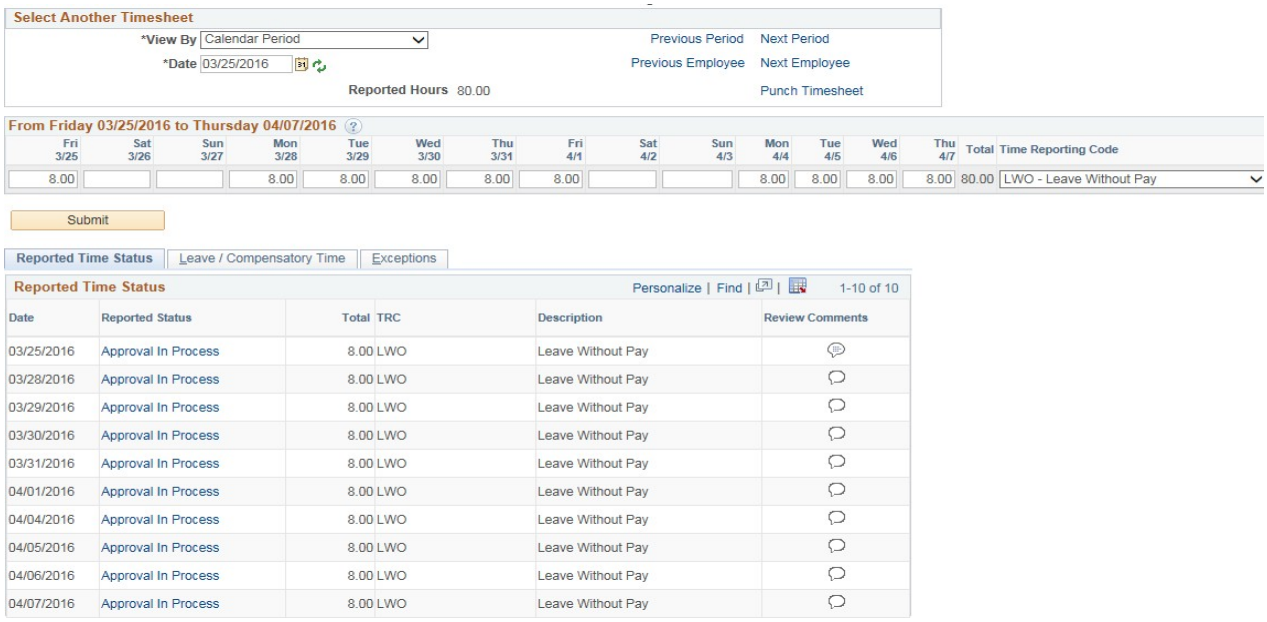



Actions
Note
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.
Comments related to time entered for 03/25/2016
Personalize | Find | View All |
First 1 of 1 Last
User ID
DateTime Created
Source
Include in Approval Comments
Comment
bo163167
03/31/2016 8:35AM
Time Reporting
Active Duty > 30 Days with Pay
Add Comment
OK
Cancel
Apply



Repeat the process for all applicable days.

3) Active Duty; > 30 days unpaid



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

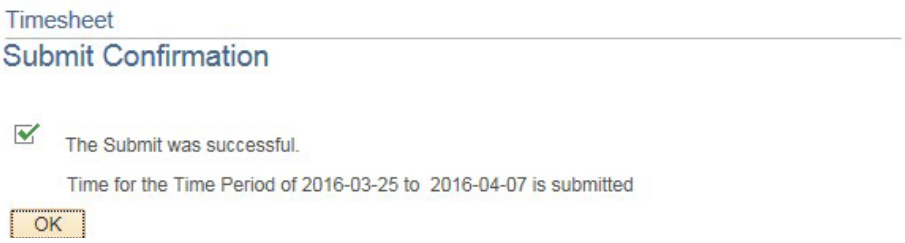
Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thu 3/31	Fri 4/1	Sat 4/2	Sun 4/3	Mon 4/4	Tue 4/5	Wed 4/6	Thu 4/7	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	80.00	LWO - Leave Without Pay

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	



Timesheet

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 03/28/2016 Personalize | Find | View All | First 1 of 1 Last

User ID	DateTime Created	Source	Include in Approval Comments	Comment
po163167	03/31/2016 8:38AM	Time Reporting	☐	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

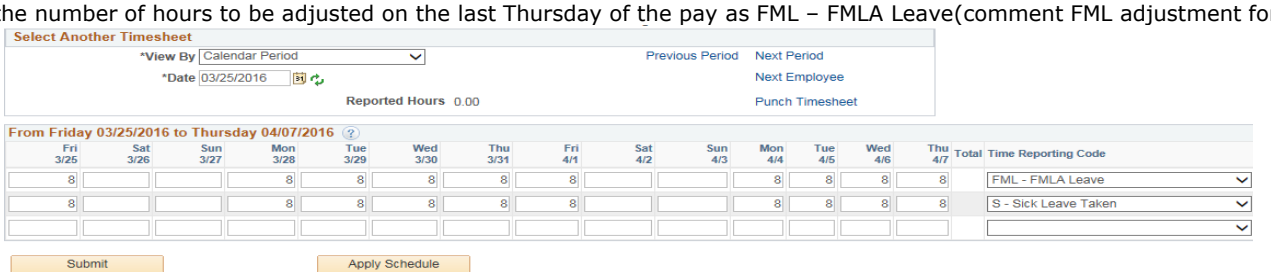
The following examples are intended to serve as a guide for potential leave scenarios for employees on an approved Family Medical Leave (FMLA). For specific questions related to your employees' leave, please contact the Leave of Absence and Workers' Compensation Section of the Human Resources Department.

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

Please see examples in the following page.

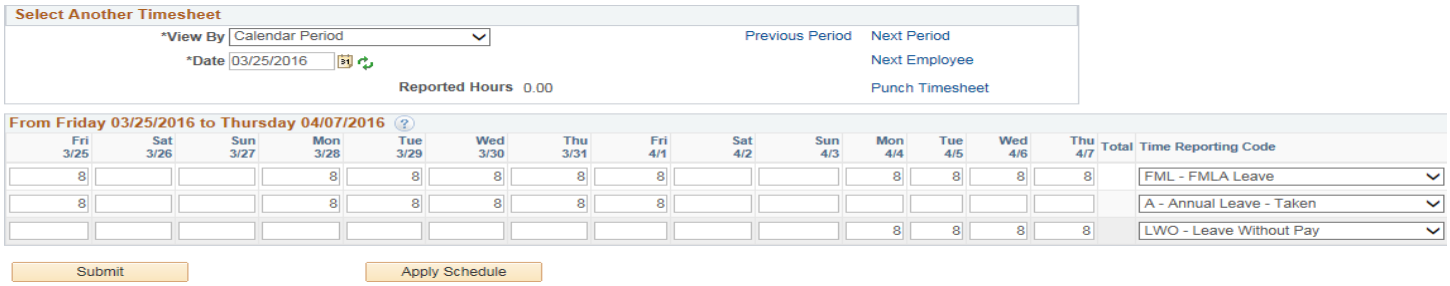
Medical or Parental Leave with Pay – Full Paid Leave

–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, add the number of hours to be adjusted on the last Thursday of the pay as FML – FMLA Leave(comment FML adjustment for xxx pay period)



Medical or Parental Leave with Pay – Partially Paid Leave

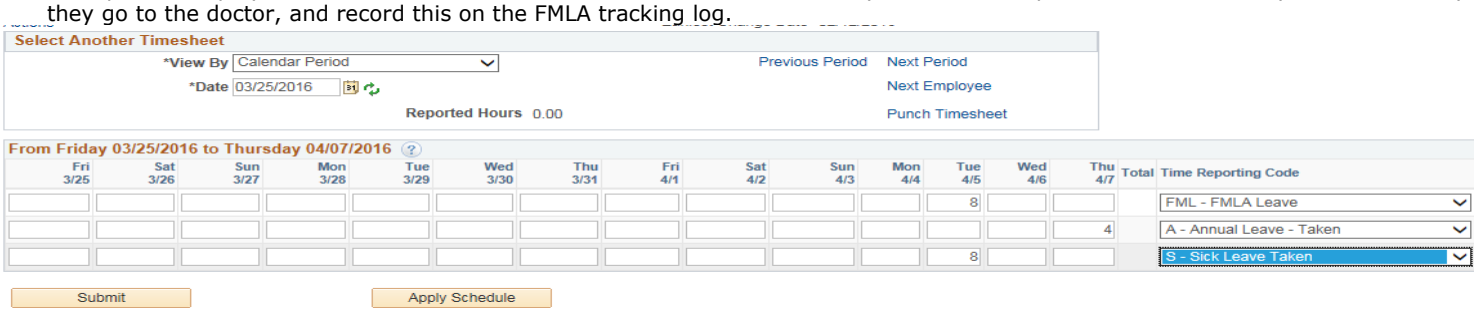
– Employee has elected to use enough leave to cover their benefits during their leave. Enter in the leave used, and use another line to enter in Leave without Pay for the remainder of the 80 hours. A final line will be used to enter FML hours for the time off, both paid and unpaid, up to 480 hours. It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



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, add 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.



– 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, add 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)

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 a processor.

The other five payroll reports you will have access to:

- Timesheets Report
- Leave and Pay Exceptions Report
- Departmental Leave Report
- Departmental Group Rate Report
- Authorizer Timesheet Verification Report

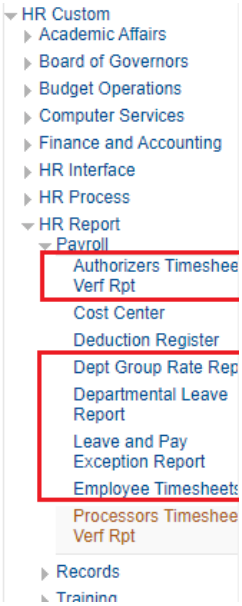
Please note that the process of running these reports is the same as running the Processor Timesheet Verification Report as described in Chapter 4; the only difference you will see is the criteria needed to begin the data processing.

Chapter 7.1: Review of Other Available Payroll 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 processor has access will appear. There are five (5) additional payroll reports besides the Processor Timesheet Verification Report.



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.

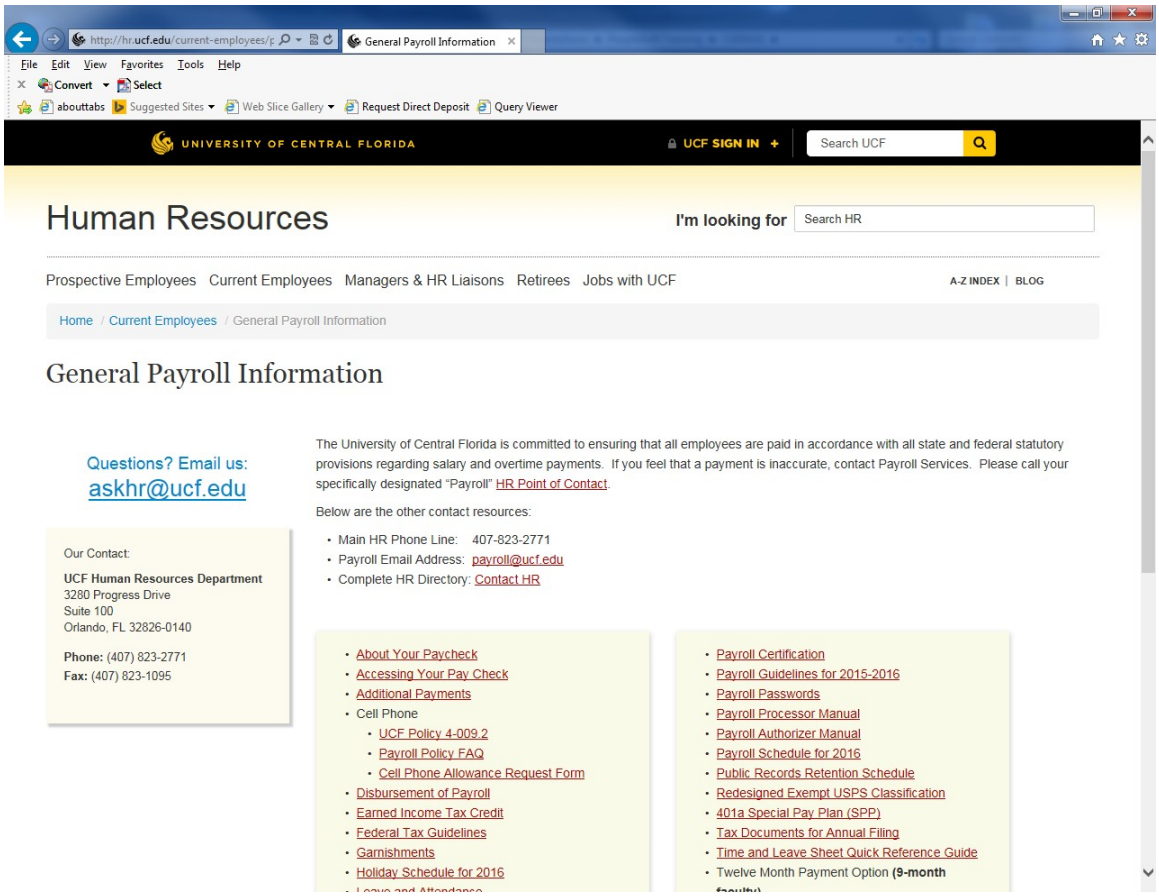
Chapter 7.1.5: Authorizer Timesheet Verification Report

- Provides verification of employees that have been approved for payroll.

- May be run at any time **after** the authorizer completes the payroll approval process and a Time Administration Process has been run by Payroll (after your completion of approval). If the Authorizer Verification Report is run before a time administration completes, the approved data may not be accurately reflected on the report.

Chapter 7.2: Locating the Time Processor 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.



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

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