Payroll Time Reporting

University Payroll & Benefits (UPB)

Don Smith

Payroll Manager

Ground Rules

- Minimize distractions
- Turn off cell phones, PDAs, and pagers
- Evaluations e-mailed out after session, along with link to presentation
- Participate!
  - Ask text questions anytime
  - Polls and quizzes

Payroll Overview Course Sequence

Session I. Overview

- *Review of Payroll Schedule, FLSA*
- *Review of Time Reporting and Adjustments*
- *Explanation of Taxable Gross*
- *Review of Payroll Policies*

Session II. Payroll Time Reporting

- *Web Time Entry, Department Time Entry*
- *Specific Employee Groups*

Session III. Payroll Adjustments and Corrections

- *Adjustment Notification Application (ANA) and Banner Adjustments*
- *How to Minimize Adjustments*

Session IV. Payroll Overpayments

- *Responsibilities, Overpayment Process Overview*
- *How to Prevent Overpayments*

Course Introduction

1. Course Objectives
2. Time Reporting Basics
3. Reporting for Specific Employee Types
4. Methods of Time Reporting
5. How to Minimize Corrections
6. Summary and Resources

Course Objectives

When you have completed this course, you will be able to:

- Comply with FLSA requirements.
- Identify time reporting methods and roles.
- Understand basic differences for entering time for different kinds of employees.
- Set up a Proxy.
- Find UPB contact information and training resources on the Web.

Payroll Time Reporting

TIME REPORTING BASICS

FLSA Overview

- Fair Labor Standards Act (FLSA)
  - Equal pay for equal work
  - Child labor restrictions
  - Minimum Wage
  - Requires record keeping by employers
  - Overtime rates
    - Requires payment of 1½ times regular rate of pay for all *worked* hours exceeding 40 in a workweek
    - University policy includes daily overtime for Civil Service, and recognizes the 37.5 hour work week

Exempt and Non-Exempt Employees

- An **Exempt** employee is exempt from FLSA overtime requirements (a salaried employee earning at least $455/week).
  - Monthly Employees ($1,971.66 assigned salary)
  - Administrative Bi-weekly Employees

- A **Non-Exempt** employee is subject to FLSA requirements for overtime.

What Gets Reported?

Earnings

1. Earnings codes differentiate between types of pay earned.
2. Earnings can be reported on multiple jobs. A separate timesheet must be submitted for each job.
3. Basic types of earnings are:
   a. Regular Earnings
   b. Overtime (and Compensatory Time)
   c. Shift Differentials
   d. Temporary Upgrade

What Gets Reported? (cont)

Paid Exception Time (Leave)

1. University benefits for time not worked
2. Basic types of exception time are:
   a. Holiday
   b. Sick
   c. Vacation
   d. Floating Holiday

Unpaid Reporting

1. Docking Employees
2. FMLA (Family and Medical Leave Act)
3. Workers Compensation

Reporting Requirements

1. **Employee**
   a. Provide timesheet(s) to approver by deadline (start of business Monday)
   b. Report accurately
2. **Approver**
   a. Security to approve employee time and set up proxies
   b. Reviews and approves by deadline (noon Tuesday)
3. **Superuser**
   a. Security
   b. Ability to approve employee time
   c. Ability to extract, edit, and approve time between Noon and 5:00 pm Tuesday

Payroll Time Reporting

REPORTING FOR SPECIFIC EMPLOYEE TYPES

Civil Service Non-Exempt Employees

- Hourly reporting
- Work schedule will apply and pay if timesheet not submitted
- To update work schedule, perform a Work Schedule transaction in HRFE
- Employees have hours listed for each day, indicating number of hours employee will be paid.

System Generated Overtime

- System Generated Overtime (OVF) occurs when combined **regular pay hours** for a workweek **exceeds the defined workweek** (37.5 or 40 hours) in PEAEMPL.
- OVF is charged to primary jobs at a blended rate.
- Departments will need to work with each other to get amounts charged to correct areas.

Entering Exception Time

- **Do not remove the Regular (REG) earnings code**.
- Reduce REG hours by the amount of exception time submitted for that day.
- Enter 0 for REG hours, if necessary. Do not delete.

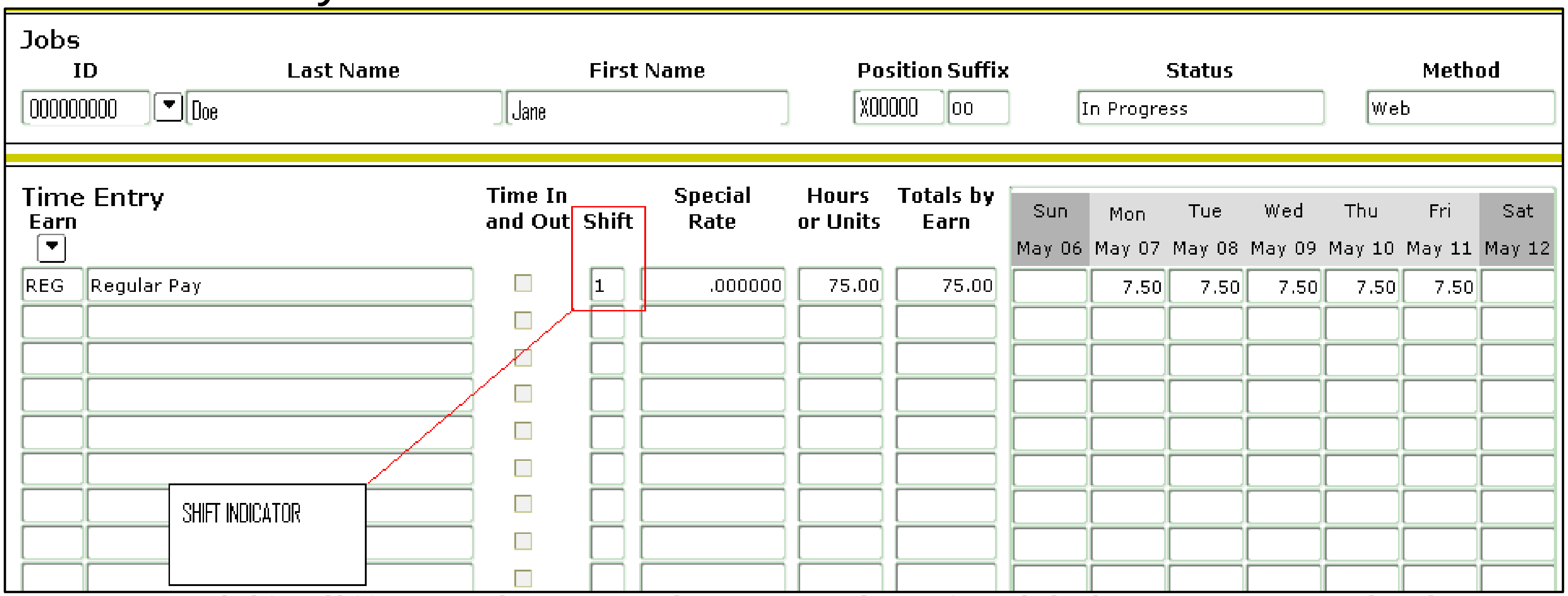
ID	Last Name	First Name	Position Suffix		Status	Method
000000000	Stone	Jess	X00000	00	In Progress	Web

Time Entry

Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun May 20	Mon May 21	Tue May 22	Wed May 23	Thu May 24	Fri May 25	Sat May 26
REG	Regular Pay		1	.000000	75.00	.00		.00	.00	.00	.00	.00	
VAC	Vacation		1	.000000		75.00		7.50	7.50	7.50	7.50	7.50	
					Total Hours:	75.00	.00	7.50	7.50	7.50	7.50	7.50	.00
					Total Units:	.00							

Shift Reporting

- Shift indicator on each code should always be *1*, regardless of time of day worked.



Jobs

ID		Last Name	First Name	Position	Suffix	Status	Method
000000000	▾	Doe	Jane	X00000	00	In Progress	Web

Time Entry

Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun May 06	Mon May 07	Tue May 08	Wed May 09	Thu May 10	Fri May 11	Sat May 12
REG	Regular Pay	☐	1	.000000	75.00	75.00		7.50	7.50	7.50	7.50	7.50	

- Use shift differential earnings codes for higher rate periods (like weekends, holidays, or evenings). These pay an hourly increase on the regular pay hours.

Civil Service Exempt Employees

- Salaried employees
- Exception time reporting only, automatically adjusts default hours
- Do not enter exception time in excess of default earnings
- Default hours on job record will pay if timesheet not submitted
- Make sure there is **no** work schedule

Positive Time Entry Employees

- Hourly reporting
- Includes Extra Help, Students, Academic Hourly, and Hourly Grads
- No default hours or work schedule
- Employee will not get paid unless time is submitted and approved

Employees Paid Monthly

- Hours not reported
- Includes the following employee types:
  - Academic Professionals
  - Graduate Assistants
  - Post-Doc Fellows
  - Faculty
- Leave is reported per department procedures and updated in ***Banner*** twice yearly

Payroll Time Reporting

METHODS OF TIME REPORTING

Methods of Time Reporting

- Web Time Entry
  1. Employee enters time online
  2. Department approves time
- Department Time Entry
  1. Employee submits paper timesheet
  2. Department extracts, manually enters, and approves time
- Feeders
  1. Utilize own time-keeping system
  2. For large departments
  3. Used for job costing details
  4. Interface with ***Banner*** system

Web Time Entry

1. Employee enters time electronically
2. Department reviews and approves time
3. Advantages of Web Time Entry
   a. Saves work – time recorded only once
   b. Ability to return timesheets for correction online
   c. Paperless – Go Green!

Web Time Entry: Employees

1. May return *Pending* timesheets to themselves, using the **Return Time** button
2. May be done at any point in the time entry process before noon on Tuesday
3. Must notify Approver or Superuser to approve the timesheet after correction
4. Must notify Approver or Superuser if an *Approved* timesheet needs correction

Web Time Entry: Approvers

1. May correct *Pending* timesheets, using the **Change Record** button
2. May return *Pending* timesheets, using the **Return for Correction** button
3. May return *Approved* timesheets, using the **Return Time** button
4. May be done at any point in the time entry process before noon on Tuesday.

Web Time Entry: Superusers

Before noon on Tuesday:

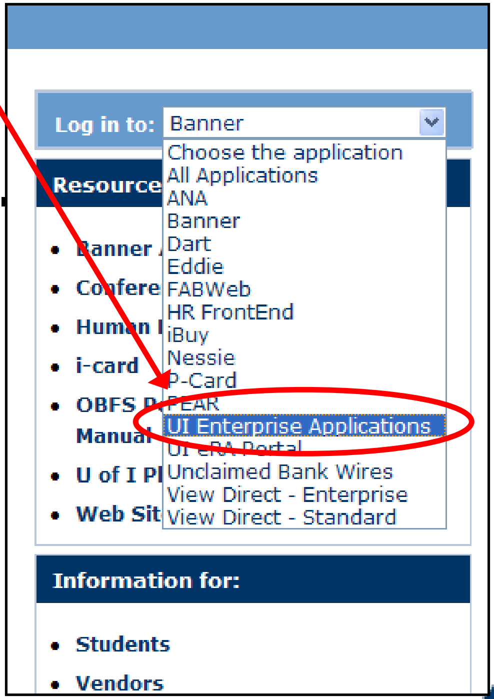
1. May submit any timesheets not started
2. May correct *Pending* timesheets
3. May return *Pending* timesheets
4. May approve *Pending* timesheets
5. May return *Approved* timesheets to *Pending* status

Between 12-5 p.m. Tuesday:

1. May submit *Not Started* timesheets
2. May submit *In Progress* timesheets
3. May correct *Pending* timesheets
4. May approve *Pending* timesheets

Accessing Web Time Entry

1. Go to www.obfs.uillinois.edu
2. Select **UI Enterprise Applications** from the **Log in to:** menu.
3. Click **Employee Self-Service**.
4. Click **Web for Employees**.
5. Click your campus.



Accessing Web Time Entry (cont)

6. Type your Enterprise ID and password, then click the **Login** button.
7. Click **Employee**.
8. Click **Time Sheet**.
9. Select the position and pay period for which you will enter time.
10. Click the **Time Sheet** button.

Submitting Time in Web Time Entry

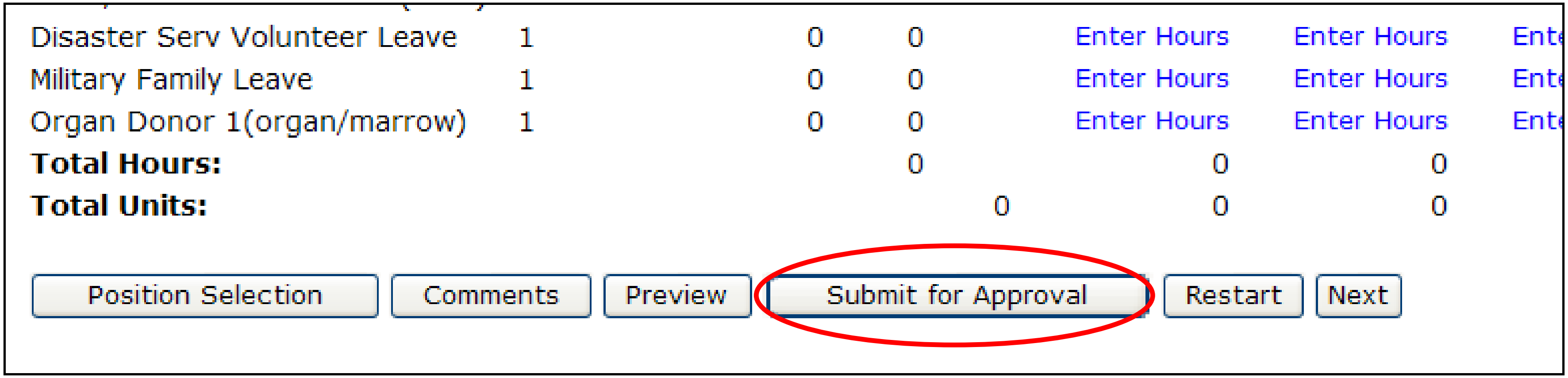
1. Open your timesheet.
2. Click **Enter Hours**.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 29, 2009	Monday Nov 30, 2009	Tuesday Dec 01, 2009	Wednesday Dec 02, 2009	Thursd Dec 03
Regular Pay	1	75	75		Enter Hours	7.5	7.5	7.5	
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Sick Pay Non-Compensable	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Time & Half Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Compensatory Time Earned	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Paid Parental Leave(not FMLA)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente
Other Paid Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Ente

3. Enter the hours worked for that type of earnings.
4. Click the **Save** button.
5. Repeat steps 2-4 for every day with hours to report.

Submitting Time (cont)

6. Click the **Next** button to enter the next week's time.
7. Click the **Submit for Approval** button when you are done.



Disaster Serv Volunteer Leave	1	0	0		Enter Hours	Enter Hours	Ente
Military Family Leave	1	0	0		Enter Hours	Enter Hours	Ente
Organ Donor 1(organ/marrow)	1	0	0		Enter Hours	Enter Hours	Ente
Total Hours:			0		0	0	
Total Units:				0	0	0	

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

More About Web Time Entry

- Multiple positions may exist. Submit a separate timesheet for each position worked.
- Always leave **Shift** at *1*.
- Exempt employees enter exception time only.
- See Entering Your Time tutorial for demonstration on entering time.

Copying Timesheets

1. Within timesheet, click the **Copy** button.
2. Select the appropriate copy options.
3. Click **Copy** button to apply.
4. Click **Previous Menu** button to return to timesheet.

Copy

To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s) or Include Sunday(s).** To copy individual dates, click the check boxes under the dates. Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code:	Vacation (rdg), Shift 1
Date and Hours to Copy:	Mar 29, 2010, 7.5 Hours
Copy from date displayed to end of the pay period:	☑
Include Saturdays:	☐
Include Sundays:	☐

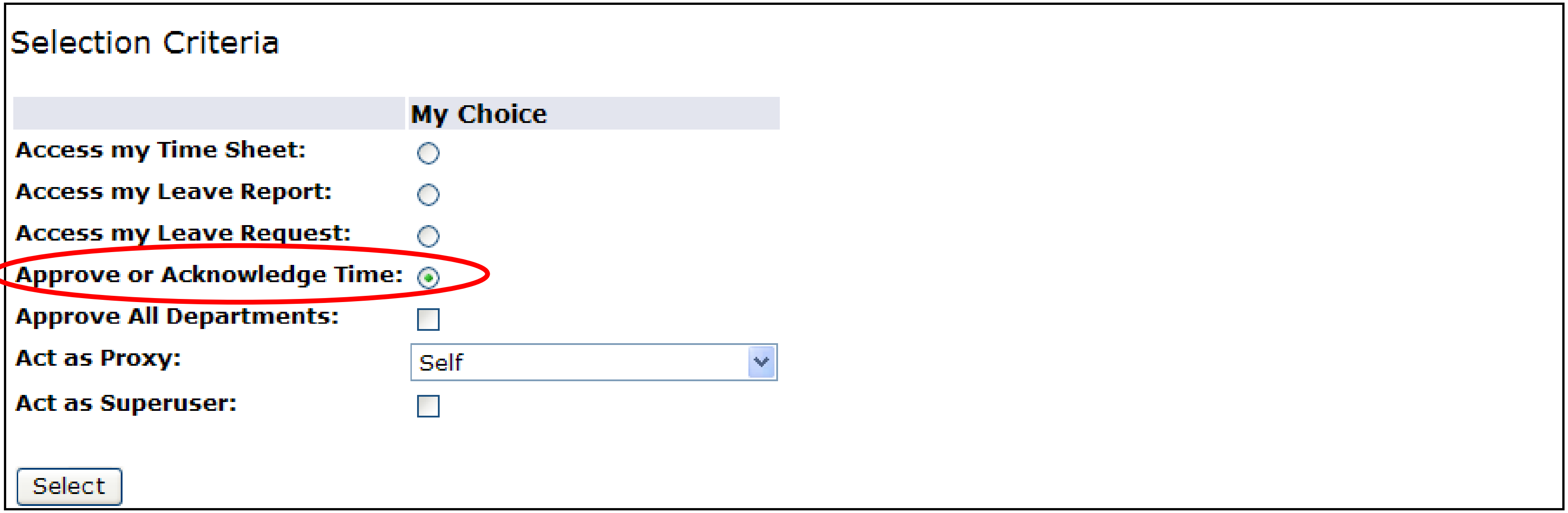
Copy by date:

Sunday Mar 21, 2010	Monday Mar 22, 2010	Tuesday Mar 23, 2010	Wednesday Mar 24, 2010	Thursday Mar 25, 2010	Friday Mar 26, 2010	Saturday Mar 27, 2010
☐	☐	☐	☐	☐	☐	☐
Sunday Mar 28, 2010	**Monday Mar 29, 2010**	**Tuesday Mar 30, 2010**	**Wednesday Mar 31, 2010**	**Thursday Apr 01, 2010**	**Friday Apr 02, 2010**	**Saturday Apr 03, 2010**
☐	☐	☐	☐	☐	☐	☐

Time Sheet | Previous Menu | Copy

Approving Time in Web Time Entry

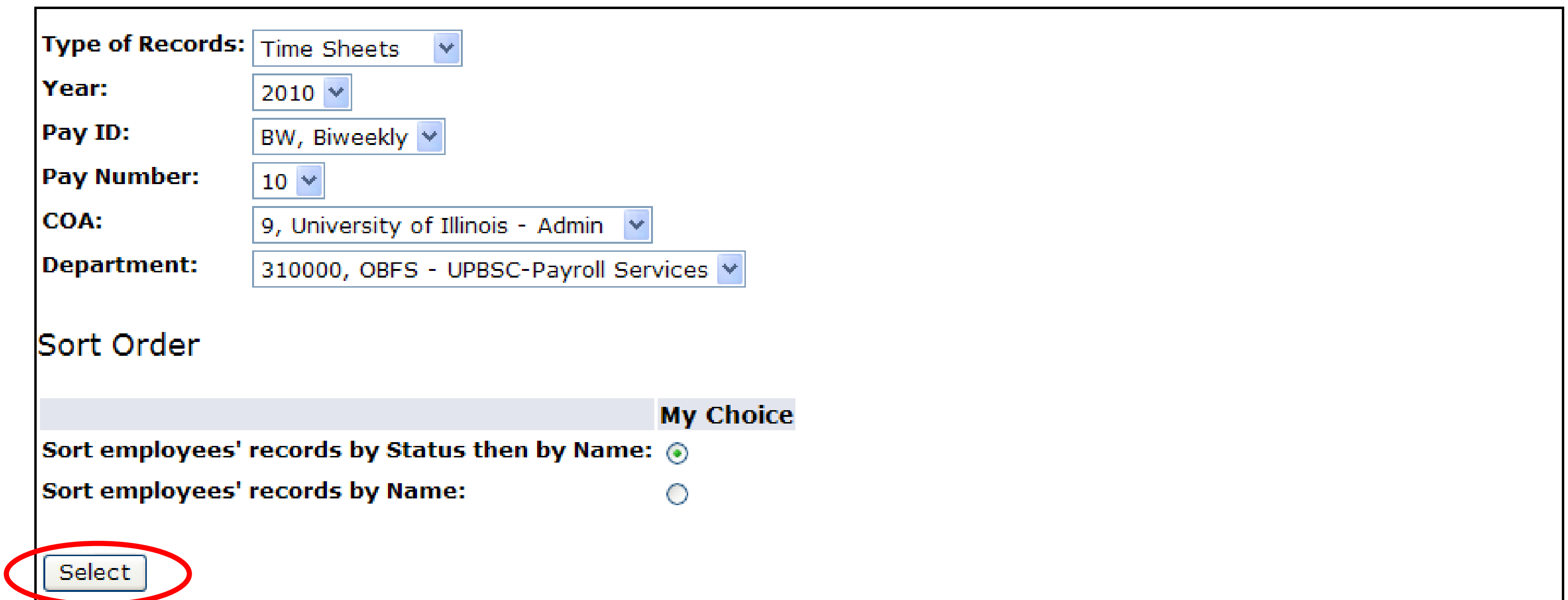
1. Select **Approve or Acknowledge Time** to begin the approval process.



2. Click the **Select** button.

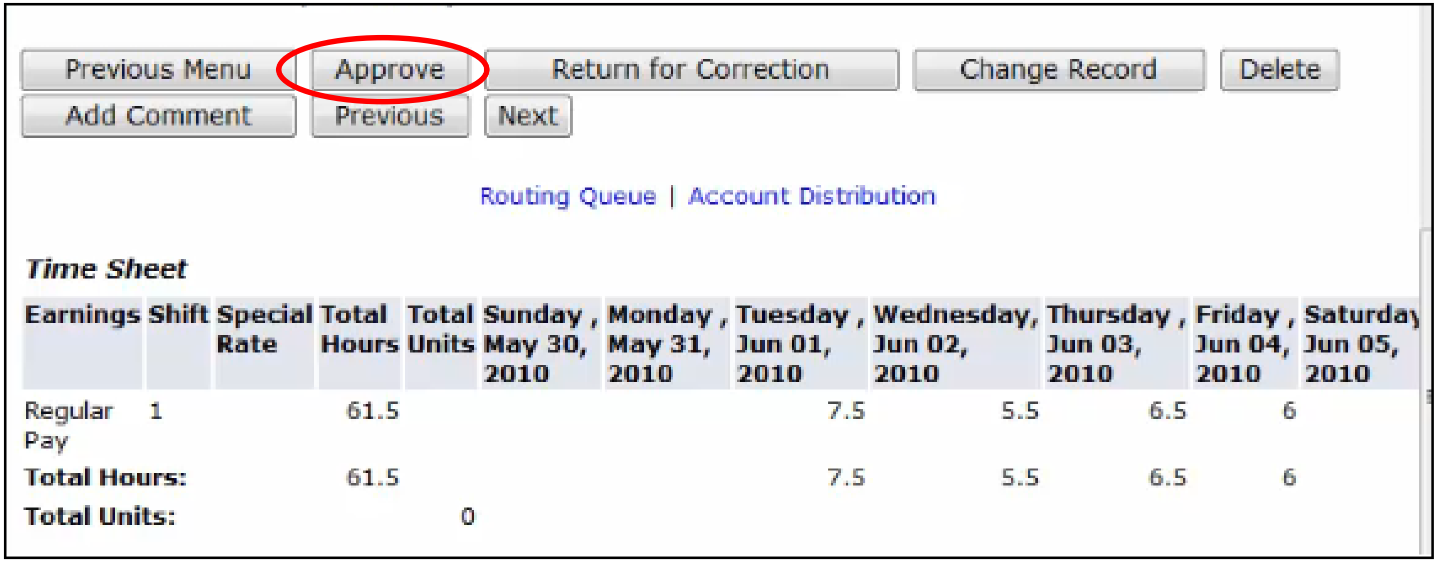
Approving Time (cont)

3. Select correct time period, COA, & department.
4. Change the **Sort Order** if needed.
5. Click the **Select** button.



Approving Time (cont)

6. Review each timesheet.
7. Click the **Approve** button if hours are correct and no changes are needed.



Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , May 30, 2010	Monday , May 31, 2010	Tuesday , Jun 01, 2010	Wednesday, Jun 02, 2010	Thursday , Jun 03, 2010	Friday , Jun 04, 2010	Saturday Jun 05, 2010
Regular Pay	1		61.5				7.5	5.5	6.5	6	
Total Hours:			61.5				7.5	5.5	6.5	6	
Total Units:				0							

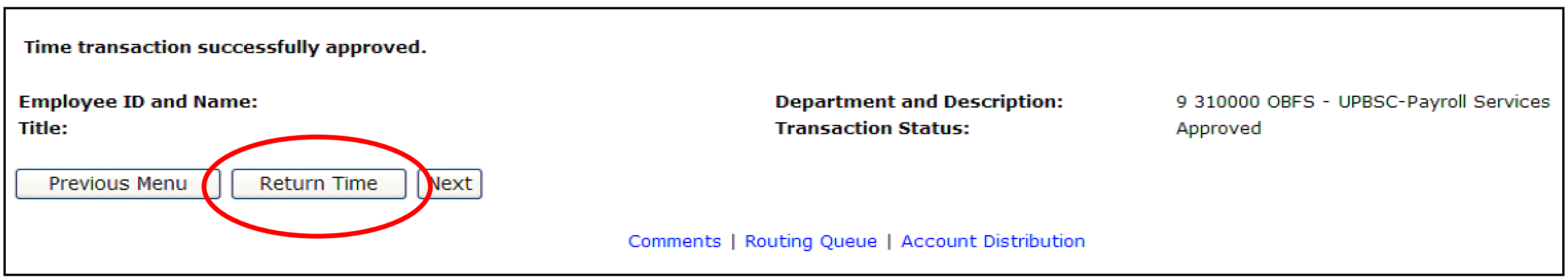
Approving Time (cont)

IMPORTANT NOTE:
Policy prohibits an employee from approving their own timesheet.

See the Overriding a Routing Queue (NBAJQUE) job aid for more information on how to designate an appropriate Approver.

Returning Time (Approver/Superuser)

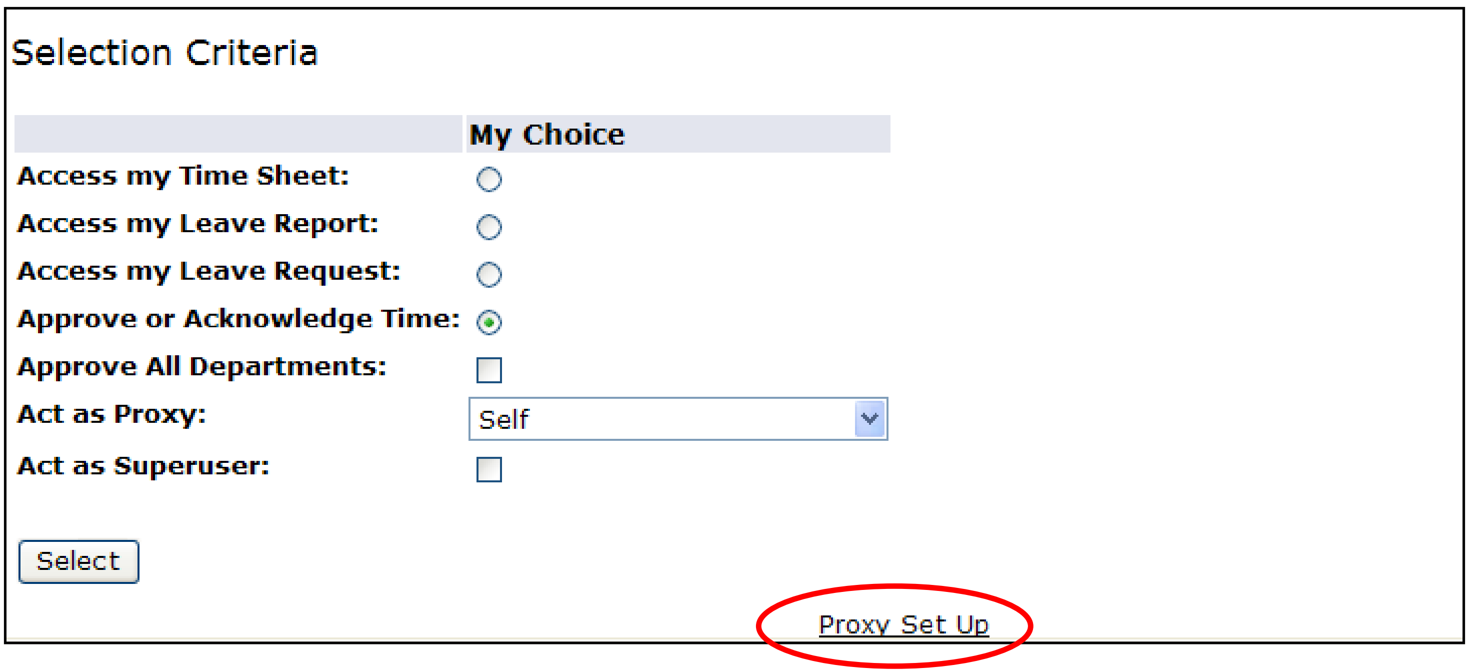
- Pending timesheets (not approved yet) can be:
  - Corrected by clicking the **Change Record** button
  - Returned to the employee by clicking the **Return for Correction** button.
- Approved timesheets can be returned to the employee by clicking the **Return Time** button.



- See Approving Timesheets and Changing Employees' Timesheets tutorials.

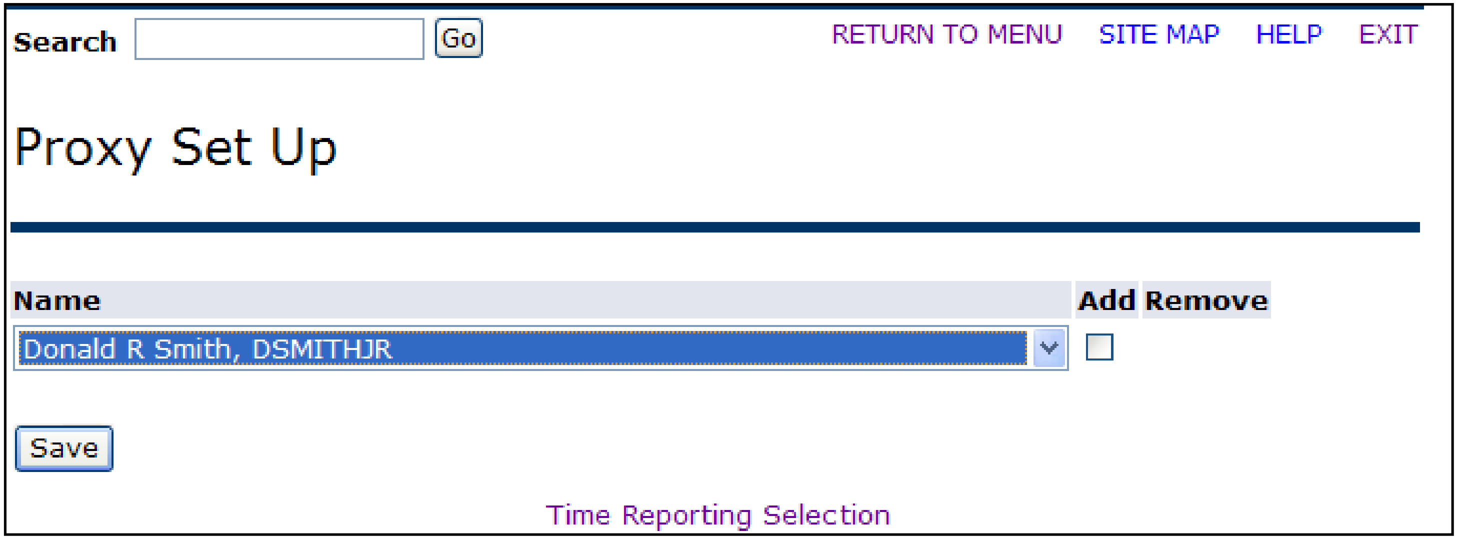
Setting Up a Proxy

1. On Time Sheet/Leave Request/Proxy page, click **Proxy Set Up**.



Setting Up a Proxy (cont)

2. Select proxy's name from drop-down menu.
3. Select the **Add** checkbox.
4. Click the **Save** button.



More About Proxies

- Only Approvers can assign proxies.
- Superusers should not have proxies.
- Proxies perform several key functions:
  - They can submit timesheets when an employee is sick or on vacation.
  - If an Approver has a large number of timesheets to approve, work can be divided among Proxies.
- Proxies are tied directly to the individual Approver. If the Approver’s security access is removed, the Proxy’s access is also removed.

Department Time Entry

- Originator actions
- Approver actions
- Superuser actions

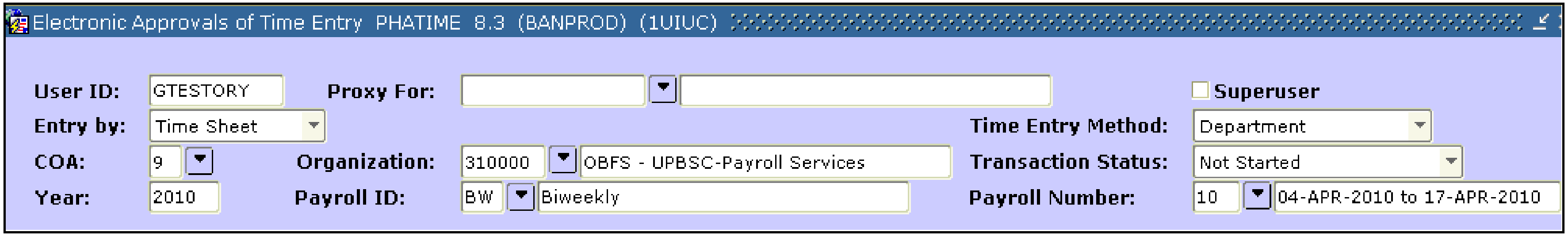
Originator Actions

Extracting Timesheets

- The Department Originator must extract timesheets to begin the time entry process.
- The **Electronic Approvals of Time Entry Form (*PHATIME*)** is used to extract timesheets in ***Banner***.
- See the Extracting Timesheets job aid.

Extracting Timesheets

1. Log in to ***Banner*** and access ***PHATIME***.
2. Enter the **COA**, **Organization**, **Year**, **Payroll ID**, and **Payroll Number**.



3. Click the **Next Block** button.
4. Click the **Yes** button in the pop-up window.
5. The **Transaction Status** field shows new status: *In Progress*
6. You can now enter/edit time.

Civil Service Non-Exempt Example

User ID: NED ID **Proxy For:**

☑ **Superuser**

Entry by: Time Sheet

Time Entry Method: All

COA: 9 **Organization:** 310000 OBFS - University Payroll

Transaction Status: In Progress

Year: 2007 **Payroll ID:** BW Biweekly

Payroll Number: 11 06-MAY-2007 to 19-MAY-2007

Jobs

ID	Last Name	First Name	Position	Suffix	Status	Method
000000000	Stone	Jess	X00000	00	In Progress	Web

Time Entry

Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun May 06	Mon May 07	Tue May 08	Wed May 09	Thu May 10	Fri May 11	Sat May 12
REG	Regular Pay	☐	1	.000000	75.00	75.00		7.50	7.50	7.50	7.50	7.50	

Work Schedule: Hours default in from work schedule.

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Total Hours:	75.00		7.50	7.50	7.50	7.50	7.50	
Total Units:	.00							

Civil Service Exempt Example

User ID: NET ID **Proxy For:** ☑ **Superuser**

Entry by: Time Sheet **Time Entry Method:** All

COA: 9 **Organization:** 310000 OBFS - University Payroll **Transaction Status:** All (Except not Started)

Year: 2007 **Payroll ID:** BW Biweekly **Payroll Number:** 10 22-APR-2007 to 05-MAY-2007

Jobs

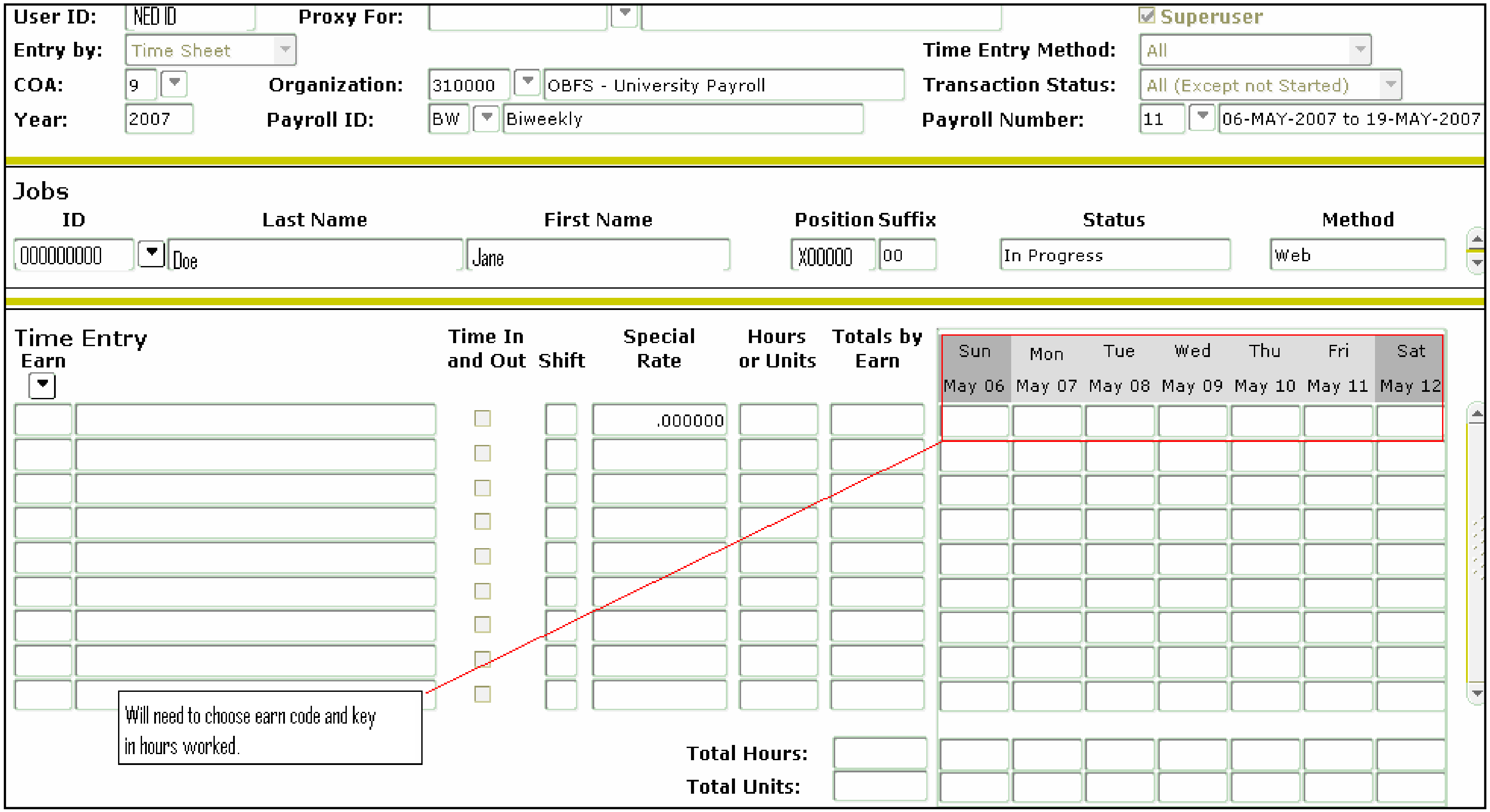
ID	Last Name	First Name	Position	Suffix	Status	Method
000000000	Stone	Jess	X00000	00	Completed	Web

Time Entry

Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun Apr 22	Mon Apr 23	Tue Apr 24	Wed Apr 25	Thu Apr 26	Fri Apr 27	Sat Apr 28
FLR	Floating Holiday -(Rdg)	☐	1	.000000		7.50			7.50				
Total Hours:						7.50			7.50				
Total Units:						.00							

Only report exception time.

Positive Time Entry Example



User ID: NED ID
Proxy For:
Superuser
Entry by: Time Sheet
Time Entry Method: All
COA: 9
Organization: 310000 OBFS - University Payroll
Transaction Status: All (Except not Started)
Year: 2007
Payroll ID: BW Biweekly
Payroll Number: 11 06-MAY-2007 to 19-MAY-2007

Jobs

ID	Last Name	First Name	Position	Suffix	Status	Method
000000000	Doe	Jane	X00000	00	In Progress	Web

Time Entry

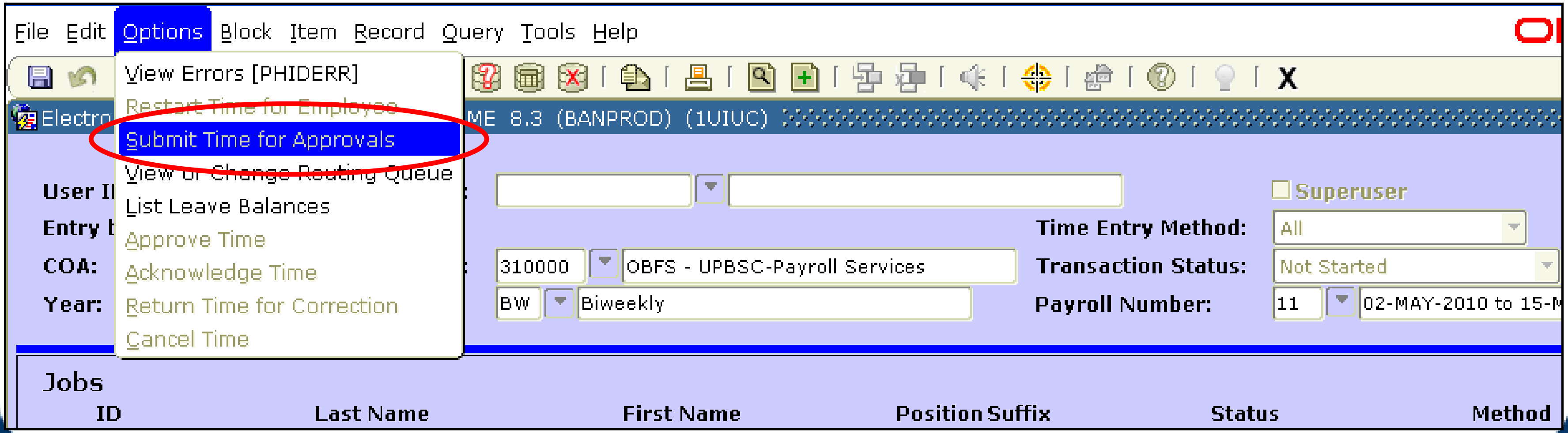
Earn		Time In and Out	Shift	Special Rate	Hours or Units	Totals by Earn	Sun May 06	Mon May 07	Tue May 08	Wed May 09	Thu May 10	Fri May 11	Sat May 12
				.000000									

Total Hours:
Total Units:

Will need to choose earn code and key in hours worked.

Submitting Time

- After entering time, submit each timesheet by selecting **Submit Time for Approvals** from the **Options** menu. Do this for each individual timesheet.
- **Transaction Status** field changes to *Pending*.



Other Originator Actions

- **Restart Time for Employee** – from the **Options** menu on ***PHATIME***, for job changes occurring after time was extracted.
- **List Leave Balances** – from the **Options** menu on ***PHATIME***, to review leave balances for each employee.
- Timesheets returned for correction must be reviewed, corrected, and re-submitted.

Approver Actions

- Approve the timesheet – after timesheet completed
  - Deadline to approve is noon on Tuesday, after pay period ends
- Return for correction – timesheet returned to the Originator for corrections

Returning for Correction

- Communication between Approver and Originator must be done manually when returning for correction – ***Banner*** does not notify
- Use Comments on timesheet to explain return (see the Comment Entry job aid for more details)
- Approver should notify Originator of return
- Originator should notify Approver when resubmitted

Approving in ***PHADSUM***

After reviewing, editing, & correcting timesheets as needed, the Department Approver (or proxy) has two options to approve the timesheet:

1. Approve timesheets one at a time:
   Select the **Appr/Ackn** checkbox for each employee and then click **Save**.
2. Approve all timesheets at the same time: Select **Approve/Acknowledge All** from the **Options** menu.

See the Approving All Timesheets At Once (Using PHADSUM) job aid.

Using *PHATIME* to Approve Timesheets

- Timesheets can be approved one at a time through ***PHATIME***.
- After editing or correcting timesheets, the Department Approver selects **Approve Time** from the **Options** menu.
- The **Transaction Status** field changes from *Pending* to *Approved.*
- See the Approving Bi-Weekly Timesheets in Banner (Using PHATIME) job aid.

Creating a Proxy for a Department Originator

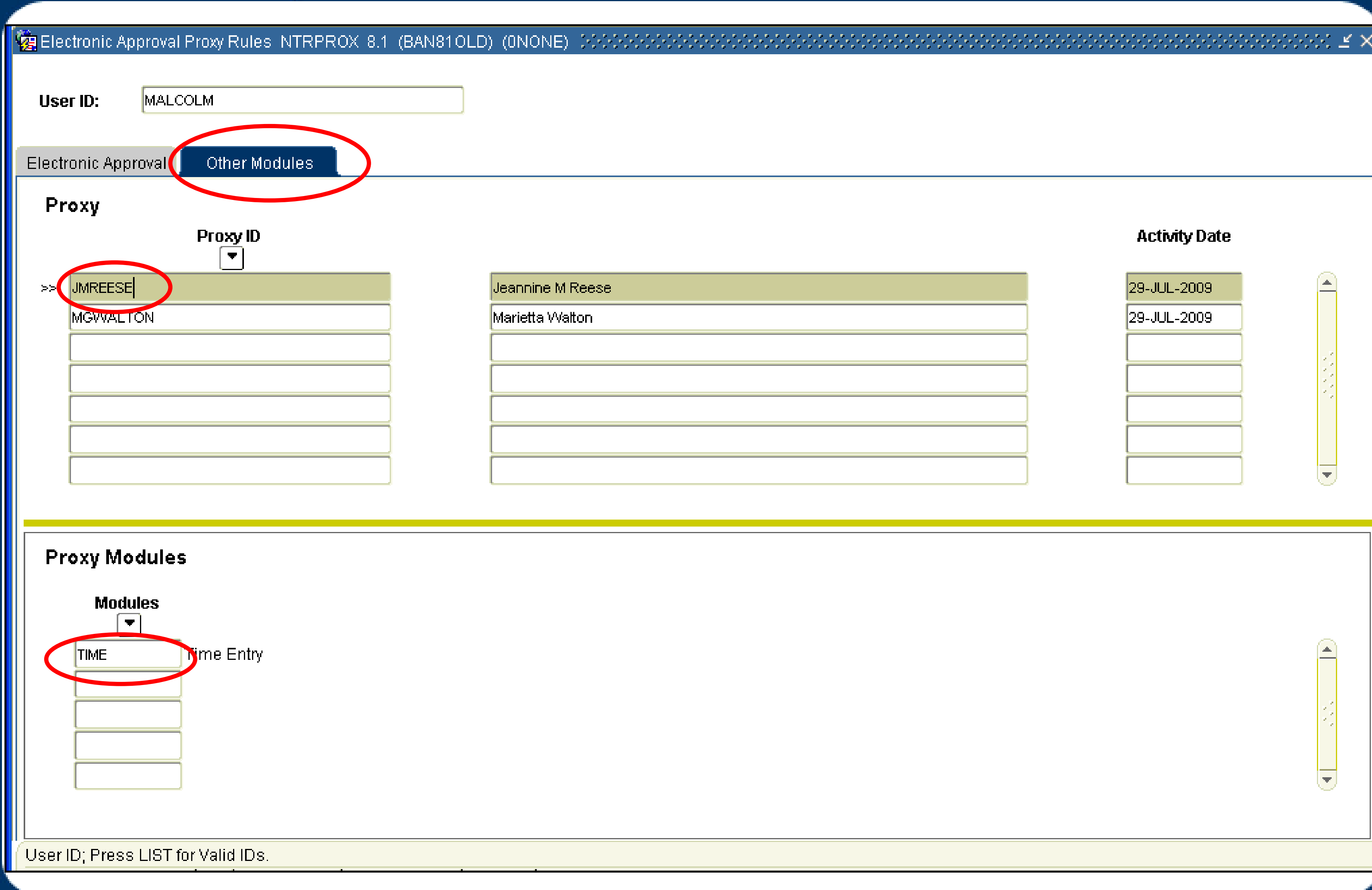
- Use the **Electronic Approval Proxy Rules Form *(NTRPROX)*** to establish Proxies for Department Originators.

- Prior to establishing Proxies, the Proxies' security access must be confirmed.

- See the Creating a Proxy for a Time Entry Role job aid.

Setting up a Proxy in ***NTRPROX***

1. Log in to ***Banner*** and access ***NTRPROX***.
2. Click the **Next Block** button.
3. Click the **Other Modules** tab.
4. Enter user ID of the intended Proxy in the **Proxy ID** field and press the TAB key. The Proxy's name fills in automatically.
5. Press the DOWN ARROW key to repeat step 3 for any additional Proxies.
6. Click the **Next Block** button.
7. Type *TIME* in the **Modules** field.
8. Click the **Save** button.
9. Exit the form.


Electronic Approval Proxy Rules NTRPROX 8.1 (BAN81OLD) (0NONE)
User ID:
MALCOLM
Electronic Approval
Other Modules
Proxy
Proxy ID
Activity Date
JMREESE
Jeannine M Reese
29-JUL-2009
MGWALTON
Marietta Walton
29-JUL-2009
Proxy Modules
Modules
TIME
Time Entry
User ID; Press LIST for Valid IDs.

More About Proxies

- Proxies perform several key functions.
  - They can submit timesheets when a Department Originator is sick or on vacation.
  - If a Department Originator has a large number of timesheets to extract, work can be divided among Proxies.
- Proxies are tied directly to the individual Department Originator. If the Department Originator's security access is removed, the Proxy's access is also removed.

Superuser Actions

Superusers can do the same things as Approvers:

- Extract time
- Enter time
- Submit and approve time
- Return time

However, Superusers can perform these actions **after** Tuesday's noon deadline.

Timesheet Statuses

Not Started	Timesheets not extracted for time entry on ***PHATIME***. The status for Originator to extract time.
In Progress	Extracted timesheets that are ready to be edited or are in the process of being edited.
Pending	Completed timesheets that have been submitted to the Department Approver. The Originator cannot make changes unless timesheets are returned for correction.
Approved	Time transactions that have been approved by all Department Approvers in the routing queue. Timesheets in Department Time Entry cannot be changed once approved.

Timesheet Statuses (cont)

Completed	Occurs when the **Mass Load Process (*PHPMTIM*)** is run to move the time records into the tables for the payroll calc process.
Error	Timesheets with problems occurring during the approval process will need to be corrected and re-approved.
Return for Correction	Time returned by Approver to the Originator. Once corrected, they need to be resubmitted to the Approver.
All (Except Not Started)	All timesheets that are in Approved, Completed, Error, In Progress, Pending, or Return for Correction status.

Payroll Time Reporting

HOW TO MINIMIZE CORRECTIONS

Job Records

- Personnel Date and Effective Date
  - Effective Date is date used by ***Banner***. Time Entry only follows the effective date
  - Personnel Date is the date that the job or job change should have been effective. Used for adjustment purposes.
- Leave of Absence
  - Work with HR so job record reflects leave

Job Records (cont)

- Make sure all job records are accurate to prevent needing an adjustment:
  - Submit HRFE by scheduled deadline
  - Verify Effective Dates
  - Verify E-Class and Benefits Category
  - Verify FTE
  - Verify work schedule or default earnings/hours for Bi-weekly employees

Verify Correct Time Entry

- Select the correct job
- Make sure time is entered correctly:
  - Verify correct hours
  - Verify correct earnings codes/overtime
  - Meet time entry deadlines
  - Security for approvers/superusers
- Check HRPAY00104 – Payroll Expense by Person Pay Period
  - Prior to payday (usually Monday)

Payroll Time Reporting

SUMMARY AND RESOURCES

Resources

– Office of Business and Financial Services

(https://www.obfs.uillinois.edu)

– OBFS News Center – sign up to get the latest information regarding UPB policies and procedures, including the UPB newsletter and holiday deadline changes

(https://apps.obfs.uillinois.edu/news/dsp_NewsCenter.cfm)

– Decision Support – Warehouse

(https://www.aits.uillinois.edu/services/reports_and_data)

Resources (cont)

University Payroll & Benefits Training Resources at:

- Payroll & Benefits Training Materials
  (https://www.obfs.uillinois.edu/training/materials/payroll)
- PARIS Resource Page
  (https://www.obfs.uillinois.edu/paris-resources)
- Foreign National Payments Resource Page
  (https://www.obfs.uillinois.edu/payments-foreign-nationals/foreign-national-resource-page)

Resources (cont)

Specific Courses and Job Aids on Time Reporting:

– Department Time Entry for Bi-Weekly Employees

(https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#departmenttime)

– Web Time Entry

(https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry)

– Time Entry and Security Setup

(https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#RoutingQueue)

Contacts

University Payroll & Benefits Office

– Customer Service Representatives

Chicago	312-996-7200
Springfield	217-206-7211
Urbana	217-265-6363

Payroll Inquiries – payinq@uillinois.edu

Review of Course Objectives

Now that you have completed this course, you are able to:

- Comply with FLSA requirements.
- Identify time reporting methods and roles.
- Understand basic differences for entering time for different kinds of employees.
- Set up a Proxy.
- Find UPB contact information and training resources on the Web.

Thank you for attending!

Questions?