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

• **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

• **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.

<table>
<thead>
<tr>
<th>Time Entry</th>
<th>Time In and Out</th>
<th>Shift</th>
<th>Rate</th>
<th>Hours or Units</th>
<th>Totals by Earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Regular Pay</td>
<td>1</td>
<td>(0.00)</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation</td>
<td>1</td>
<td>(0.00)</td>
<td>75.00</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Total Hours: 75.00
Total Units: \(0.00\)
Shift Reporting

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

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

Payroll Time Reporting
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

<table>
<thead>
<tr>
<th>Before noon on Tuesday:</th>
<th>Between 12-5 p.m. Tuesday:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. May submit any timesheets not started</td>
<td>1. May submit <em>Not Started</em> timesheets</td>
</tr>
<tr>
<td>2. May correct <em>Pending</em> timesheets</td>
<td>2. May submit <em>In Progress</em> timesheets</td>
</tr>
<tr>
<td>3. May return <em>Pending</em> timesheets</td>
<td>3. May correct <em>Pending</em> timesheets</td>
</tr>
<tr>
<td>4. May approve <em>Pending</em> timesheets</td>
<td>4. May approve <em>Pending</em> timesheets</td>
</tr>
<tr>
<td>5. May return <em>Approved</em> timesheets to <em>Pending</em> status</td>
<td></td>
</tr>
</tbody>
</table>
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.

Payroll Time Reporting
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.
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.
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:**

**Date and Hours to Copy:** Vacation (rdg), Shift 1
Mar 29, 2010, 7.5 Hours

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<tbody>
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</table>

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<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</tr>
</tbody>
</table>

*Time Sheet  Previous Menu  Copy*
Approving Time in Web Time Entry

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

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Report:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td><strong>Approve or Acknowledge Time:</strong></td>
<td>checked</td>
</tr>
<tr>
<td>Approve All Departments:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
# Payroll Time Reporting

## Civil Service Non-Exempt Example

### User ID: NEO ID Proxy For:  
Entry by: Time Sheet

<table>
<thead>
<tr>
<th>COA</th>
<th>Organization</th>
<th>Payroll ID</th>
<th>Time Entry Method</th>
<th>Transaction Status</th>
<th>Payroll Number</th>
<th>Transaction Status</th>
<th>Payroll Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>OBFS - University Payroll</td>
<td>BW Biweekly</td>
<td>All</td>
<td>In Progress</td>
<td>11</td>
<td>06-May-2007 to 19-May-2007</td>
<td></td>
</tr>
</tbody>
</table>

### Jobs

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position Suffix</th>
<th>Status</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000</td>
<td>Stone</td>
<td>Jess</td>
<td>00000000</td>
<td>In Progress</td>
<td>Web</td>
</tr>
</tbody>
</table>

### Time Entry

<table>
<thead>
<tr>
<th>Time In and Out</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Hours or Units</th>
<th>Totals by Earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG Regular Pay</td>
<td>1.00000</td>
<td>75.00</td>
<td>75.00</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Work Schedule: Hours default in from work schedule.

### Total Hours:

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
</tr>
</tbody>
</table>

### Total Units:

<table>
<thead>
<tr>
<th>Total Hours:</th>
<th>Total Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>75.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Office of Business and Financial Services
# Payroll Time Reporting

## Civil Service Exempt Example

### User ID:
- **NET ID:**
- **Proxy For:**
- **Entry by:** Time Sheet
- **COA:**
- **Organization:** OBFS - University Payroll
- **Year:** 2007
- **Payroll ID:** Biweekly

### Time Entry Method:
- **Transaction Status:** All (Except not Started)
- **Payroll Number:** 10
- **Date Range:** 22-APR-2007 to 05-MAY-2007

### Jobs Table

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position Suffix</th>
<th>Status</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000001</td>
<td>Stone</td>
<td>Jess</td>
<td>00</td>
<td>Completed</td>
<td>Web</td>
</tr>
</tbody>
</table>

### Time Entry

<table>
<thead>
<tr>
<th>Time In and Out</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Hours or Units</th>
<th>Totals by Earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.000000</td>
<td>7.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exception Time

- Only report exception time.

### Total Hours:
- 7.50

### Total Units:
- 0.00
# Positive Time Entry Example

## User Information
- **User ID:** [REDACTED]
- **Proxy For:** [REDACTED]
- **Entry by:** Time Sheet
- **COA:** 9
- **Organization:** OBFS - University Payroll
- **Year:** 2007
- **Payroll ID:** BW
- **Payroll ID:** Biweekly
- **Time Entry Method:** All
- **Transaction Status:** All (Except not Started)
- **Payroll Number:** 11
- **Payroll Number:** 06-MAY-2007 to 19-MAY-2007
- **Status:** In Progress
- **Method:** Web

## Jobs
<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position Suffix</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[REDACTED]</td>
<td>Doe</td>
<td>Jane</td>
<td>[REDACTED]</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

## Time Entry

<table>
<thead>
<tr>
<th>Time Earn</th>
<th>Time In and Out</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Hours or Units</th>
<th>Totals by Earn</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
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</tbody>
</table>

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

**Total Hours:**

**Total Units:**
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)](link) 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 \textit{NTRPROX}

1. Log in to \textit{Banner} and access \textit{NTRPROX}.
2. Click the \textit{Next Block} button.
3. Click the \textit{Other Modules} tab.
4. Enter user ID of the intended Proxy in the \textit{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 \textit{Next Block} button.
7. Type \textit{TIME} in the \textit{Modules} field.
8. Click the \textit{Save} button.
9. Exit the form.
## Payroll Time Reporting

**User ID:** MALCOLM

### Proxy Modules

<table>
<thead>
<tr>
<th>Proxy ID</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>JIMRESE</td>
<td>29-JUL-2009</td>
</tr>
<tr>
<td>MOWALTON</td>
<td>29-JUL-2009</td>
</tr>
</tbody>
</table>

### Electronic Approval

- **Other Modules**
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

<table>
<thead>
<tr>
<th><strong>Not Started</strong></th>
<th>Timesheets not extracted for time entry on <strong>PHATIME</strong>. The status for Originator to extract time.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In Progress</strong></td>
<td>Extracted timesheets that are ready to be edited or are in the process of being edited.</td>
</tr>
<tr>
<td><strong>Pending</strong></td>
<td>Completed timesheets that have been submitted to the Department Approver. The Originator cannot make changes unless timesheets are returned for correction.</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>Time transactions that have been approved by all Department Approvers in the routing queue. Timesheets in Department Time Entry cannot be changed once approved.</td>
</tr>
</tbody>
</table>
### Timesheet Statuses (cont)

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

<table>
<thead>
<tr>
<th>City</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago</td>
<td>312-996-7200</td>
</tr>
<tr>
<td>Springfield</td>
<td>217-206-7211</td>
</tr>
<tr>
<td>Urbana</td>
<td>217-265-6363</td>
</tr>
</tbody>
</table>

Payroll Inquiries – paying@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?