Time Collection

Payroll Representative & Supervisor Guide
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About Time Collection

Time Collection allows all hourly-paid employees, supervisors, or payroll representatives to enter and approve time. Time Entry Clerks can also enter time in Time Collection. It supports labor distribution for noncommitted earnings for regular staff and all labor distributions for students and casuals. Time Collection also supports entry of non-productive time for regular Biweekly staff.

Roles in Time Collection

There are several roles you may play in Time Collection:

Employee

An employee can be a Biweekly A (40 hour/week), Biweekly B (36.25 hour/week), Casual hourly, or Student employee. Employees use the Time Collection system to report their time, both time worked, and nonproductive time such as sick time or vacation time.

Employees can view and make adjustments to the last two pay periods, and should approve their time entries every pay period. However, employees’ approval of time entries is not required.

For Biweekly employees, the Time Collection system can generate employee time based on the regularly scheduled hours in the employee’s default profile setup.

- If the employee has a default profile with Generate Time selected, only exceptions need be entered.
- If the employee has a default profile without Generate Time selected, all time must be entered.

Casual hourly and student employees do not work a standard schedule, so hours are never automatically generated. They are paid an hourly rate, based on task assignments. They can have multiple tasks in the same departments or in multiple departments, and each task may have a different hourly rate.
Casual hourly non-exempt employees and student employees are eligible for overtime only for time worked in excess of 40 hours in a defined work week. They are not eligible for double time for the seventh day worked in a given week.

**Note:** For those student or casual employees who work in more than one department, overtime pay is based on the combined hours and average rate of pay worked in all departments, regardless of where the overtime hours were accrued. Overtime charges are proportionally distributed among all departments for which the employee has worked in that pay period.

**Time Entry Clerk**

The time entry clerk assists in making employee time entries, but has no other authorizations.

**Supervisor**

Supervisors are in charge of a group of employees for given tasks. They can be authorized for an entire department, or a specific team or group of teams. The supervisor can create tasks, assign a specific pay rate, assign project grants, and approve time entries before the departmental payroll representative approves them.

**Tip!** Before any time entries are made, the supervisor or payroll representative should review and, if necessary, modify the default time reporting profile for each employee.

**Payroll Representative**

Payroll representatives have final approval for time entries charged to their departmental project/grants. Their approval is required for all time entries in their department. Within their departments, payroll representatives can do everything a supervisor can do in the Time Collection system, and in addition, they can activate and inactivate Supervisor and Time Entry Clerk roles, and create new teams.

**Tip!** The payroll representative must be a salaried employee.
System Administrator

The system administrators are central office staff members who make and maintain the cross-departmental rules. There are several system administrators:

- Time Collection Administrator—has the authority to set up departmental payroll representatives and other system administrators.
- Payroll Administrator—has the authority to maintain payroll calendars and initiate pay sheet generation for payroll processing.
- Student Employment Administrator—has the authority to approve student employee lump sum payments and longevity increases based on career hours, and to create undergraduate work-study student tasks.
- Graduate Student Administrator—has the authority to create and approve graduate student lump sum tasks.

Time Collection and Other Systems

The Time Collection system sends data to and receives data from other systems:

- PeopleSoft HRMS
  Time Collection uses data from the PeopleSoft HRMS tables to update employee data, and passes information to PeopleSoft HRMS to generate pay.

- Labor Accounting
  Time Collection accepts downloads of project/grant accounts from Labor Accounting.

- PPPL System
  Time Collection collects time worked by PPPL employees.

- Financial Aid System
  Time Collection downloads work-study eligibility.
Signing on to Time Collection

You will use your Net ID and Princeton e-mail password to sign onto the Time Collection system.

**Tip!** If you do not know your Net ID, search for your name in the online Campus Directory. When your entry is displayed, locate the `netid` value; this is your Net ID.

A link to the Campus Directory can be found on the **About Princeton** page, which is accessed from the menu on the Princeton home page (www.princeton.edu).

Logging In

You can get to the Time Collection system either with a direct URL or through links from the Princeton University web site. When you log in to the Time Collection system, a new session is created, and if any other Time Collection session was open, it remains open. If you leave the session inactive for 30 minutes, the session will be terminated (timed out), and the Time Collection Welcome page will be displayed so you can log back in.

**To log into Time Collection:**

1. In your web browser, type the URL www.princeton.edu/te and press the **Enter** key to display the Time Collection Home page.

**Note:** Microsoft’s Internet Explorer is the recommended browser for Time Collection.

**Tip!** To reach the Time Collection page from the Princeton home page, select Administration from the menu. On the Administration page, locate the Business Systems & Resources section, where you will find the link for Time Collection. Click on the link to display the Time Collection Home page.
2. When the Time Collection page is displayed, click Log In on the menu, or click on the link in the sentence "To log onto the Time Collection System, click here." The Time Collection System Welcome screen will be displayed.

3. In the Net ID field, type your Net ID, and press the Tab key.

4. In the Email Password field, type your Princeton e-mail password.

5. Click on the Sign In button, or press the Tab key and then the Enter key to sign in. This will open a new session.
   - If you are an employee, the Time Entry page will be displayed.
   - If you are a supervisor, the Employee Summary page will be displayed.
If you are a Payroll Representative, the Approval Summary page will be displayed.

On all of these pages, the left frame contains menu options based on your user authorization.

**Navigation in Time Collection**

The left frame (the menu frame) contains links for navigation to different pages.

![Menu items you can access are displayed in white.](image)

Menu items you are not authorized for are displayed in grey italics

While all functions may be displayed, only the links for which you are authorized will be active. If you position the cursor over a menu item you are not authorized to access, it will change to an I beam pointer, and nothing will happen if you click there.

**Logging Out of Time Collection**

When you have finished your Time Collection session, you must log out of the Time Collection system. You can log out of Time Collection from any page in the Time Collection system. However, before you log out, be sure to save any data you have entered, since any unsaved data will be lost when you log out.

To ensure your privacy, you should also close the browser and any open e-mail windows when you log out.
To log out of Time Collection:

1. From any Time Collection page, click on **Sign Out** in the left menu frame. The following message is displayed, whether you have saved your data or not.

   ![Sign Out Message]

2. If you have no unsaved changes, simply click on the **OK** button. You will be returned to the Time Collection Home page.

   If you have changes that have not been saved, click on the **Cancel** button, save your data, and then log out.

3. Close all browsers and email windows.
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Chapter 2: Hiring and Setting Defaults

Hiring in Time Collection

Every biweekly, casual hourly, and student employee must have an active job record in PeopleSoft HR, as well as an active task in Time Collection before they can be paid for their time. When you hire a student, a casual hourly employee, or a biweekly employee, HR will add the employee record to the PeopleSoft HR system, but you must set the new employee up in Time Collection. The setup is a little different for each type of employee.

Biweekly Employee

When you hire a biweekly employee, the employee is entered into PeopleSoft, a task is automatically created in Time Collection, and the employee is assigned to the default team in your department. All you need to setup is the employee’s default profile, in which you can

- Assign the employee to a different team, if desired.
- Adjust the employee’s regular work schedule. You can change the number of days and the number of hours per day to set the overtime threshold.
- Indicate whether the employee can enter their own time, and whether Time Collection should automatically generate hours on their time sheet.
- Indicate whether the employee is a critical employee, who will be required to work during emergencies when the University is closed or has a delayed opening.
- Set the project grant for non-committed earnings (see “Changing the Project Grant for Overtime,” on page 71).

See “Setting a Default Profile for Biweekly Employees,” on page 26 for the complete instructions for hiring a biweekly employee.

Note: Total hours cannot exceed the employee’s standard hours set for the job in PeopleSoft HR.
Students

When you hire a student, you will need to

- Assign the student to a department and Task.

 Note: To charge pay for work-study (WSE) students to the federal work-study (FWS) account, use the same project/grant you use for non-WSE students. Your project/grant will be reimbursed from the FWS account automatically each pay period.

- Assign the student to a team.
- Select the student’s hourly rate from the established student rate list.

 Note: Student rates are set by the Student Employment Office. The rate schedule is increased each September, and all active student tasks are automatically incremented to the new minimum for the specified grade and level.

- Set the project/grant number for the task.

The first three functions are completed using two pages, in one procedure (see “Setting Up Student Tasks,” on page 12). In order to complete the last function, you must select the required page from the menu frame (see “Setting the Default Project/Grant for a Task,” on page 23 for more details).

Casual Hourly Employees

When you hire a casual hourly employee, you need to complete the same functions as were required for students, with the exception that the hourly rate is selected from an established range associated with the selected job code. See “Setting Up Casual Employees in Tasks,” on page 18, and “Setting the Default Project/Grant for a Task,” on page 23 for the complete procedures.
Setting Up Student Tasks

When a student is hired, you will have to set up the student in the desired Task. You can set up a student employee with a hire date up to two pay periods prior to the current one. If the hire date is further back than two pay periods, contact the Student Employment Administrator to assign the hire date.

**Note:** You must be a supervisor or a payroll representative to set up tasks for students.

**Tip!** If you need to set up a work-study student in a task, follow the steps listed here. The student’s eligibility for Federal Work-Study makes no difference in how you set up a student task.

Setting up a student position involves setting the department and team for the student, setting the task defaults for the student, and the project/grant for the task.

**Tip!** If you need to hire a student at a rate above the range indicated in the Student Employment booklet, contact the Student Employment Office at 609 258-3330.

To set up a student employee:

1. From either the Approval Summary page or the Employee Summary page, click on Student Tasks in the left (menu) frame to display the Setup Tasks for Students page.
2. Locate the student you are hiring:
   
a) In the *Last name* field, enter the first few characters of the student’s last name. If the name is a common one, you may also want to enter the first few characters of their first name in the *First name* field.
   
b) Click on the Search button to bring up a list of names in the Results window.

Figure 2: Returned Names
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All records that match the criteria will be displayed. You can scroll through the list, if needed, to find the one you want.

### Note
If the name in the results box is followed by (NWE), the student’s record in PeopleSoft is not complete—the student’s Status is not active, the I9 is missing, or the personal data on file is not complete—and you will not be able to proceed. Contact the Student Employment Office to update the PeopleSoft record. You will be able to set up the student in a task 24 hours after the student’s record has been updated.

### Note
If the name in the results box is followed by (WSE), the student is federal work-study-eligible, and a message will pop up when you click on the name. Set the student up in the project/grant you would use for a non-work-study student. The student will be paid from federal funds, not your project/grant. This will be reflected as a charge with a corresponding credit in your monthly statements.

**Tip!** If you use a federal project/grant in setting up the student, no work-study reimbursement will occur.

### Note
If the name in the results box is followed by (WSE), the student is federal work-study-eligible, and a message will pop up when you click on the name. Set the student up in the project/grant you would use for a non-work-study student. The student will be paid from federal funds, not your project/grant. This will be reflected as a charge with a corresponding credit in your monthly statements.

**Tip!** If the search did not return the name you wanted, click on the Clear button to clear the fields before entering a new search value. If you still can’t find the student’s name, contact the Student Employment Office to verify that the employee is an active student in PeopleSoft.

c) Click on the desired name in the Results window. The Last name, First name, EMPLID, and SSN fields will be filled with the data for the selected student.

3. Assign the department and task:

   a) In the Department(s) field, click on the down arrow to display the list of available departments, and select the desired department.

   b) In the Student Task(s) field, click on the down arrow to display a list of tasks (Grades A through K), and select the desired task.

4. Click on the Save button to save your entry. You will be prompted to verify that you are sure you want to save.

5. Click on the OK button to continue the save.
6. Click on the OK button to continue the setup. The Assign and Maintain Tasks for Students page will be displayed.

7. Setup the student in the task, and set the defaults:

   a) Values will appear in the Employee Name, EMPLID, Dept. ID, Task, Task Type, and Grade fields. Verify that they are correct.

      **Tip!** If the values are not correct, make sure you have selected the right name—go back to the Setup Tasks for Students page and enter the correct criteria. If the values are still incorrect, call the Student Employment Office.

   b) In the Team field, select the appropriate team from the drop-down list.

   c) If you want the student to enter his or her own time, check the Allow Time Entry checkbox. If this box is not checked, the student’s time sheet will be read-only when the student opens it.

   **Note:** Only a payroll representative can select Allow Time Entry.
d) If multiple project grants are assigned to a task, click on the Account Carryover checkbox to select it. This will display all project grants assigned to the task on the time sheet for this employee.

e) In the Start Date field, enter the date when the employee will start work in m/d/yyyy format, or click on the Calendar Date Picker button to display the current month.

Figure 5: The Calendar Date Picker

- If the start date is in the current month, click on the day the employee will start.
- If the start date is not in the current month, use the arrow buttons ( ← and → ) to move forward or backward one month at a time. When you locate the desired month, click on the day the employee will start.

Note: You can assign a retroactive start (hire) date up to two pay periods prior to the current pay period. If the hire date is earlier than that, contact the Student Employment Administrator for assistance. You will not be able to proceed with the task setup until the hire date is entered.

f) If the position has an end date, enter it in the End Date field, in m/d/yyyy format, or select the date using the Calendar Date Picker, as described above for the Start Date. If the position does not have an end date, leave this field blank.

g) In the Task Description field, you can leave the default value, or type a more meaningful position title, and press the Tab key.

When you press the Tab key, the Effective Date will be filled in using the Start Date value, and the Hourly Rate values will be listed.

h) Click on the desired hourly rate to select it.
8. Click on the **Save All** button to save the task assignment. The following message is displayed:

![Message box showing successful save](image)

9. Click on the **OK** button. You will be returned to the completed Assign and Maintain Tasks for Students page. If the task is new, follow the directions in “Setting the Default Project/Grant for a Task,” on page 23 to set the default project/grant for the new employee.
Setting Up Casual Employees in Tasks

When a causal hourly employee is hired, you will have to set up the employee in the desired Task.

**Note:** You must be a supervisor or a payroll representative to set up tasks for casual hourly employees.

Setting up a casual hourly employee in a position involves setting the department and team for the employee, setting the task defaults for the employee, and if the task is a new one, setting the project/grant for the task.

✔️ **To set the department and team for the employee:**

1. From either the Approval Summary page or the Employee Summary page, click on **Casual Tasks** in the left (menu) frame to display the Setup Tasks for Casuasl page.

![Setup Tasks for Casuasl](https://example.com/setup_casual_tasks.png)

*Figure 6: The Setup Tasks for Casuals Page*

2. In the **Last Name** field, type all or part of the new employee’s last name.

3. If the name is a common one, type the first letter or two of the employee’s first name in the **First Name** field.
4. Click on the Search button to display a list of employee’s with the specified name.

5. Click on the appropriate name in the Results list to select it. When you select the name, the EmpIID field and the SSN (Last four digits) fields will display the information for the selected individual. If these values are not correct, select another name from the list, or check your spelling.

   **Tip!** If the name you are looking for is not there, the person has not been added to PeopleSoft by HR. Verify that HR has received the necessary paperwork to enter the new employee.

6. In the Department(s) field, select the hiring department.

7. In the Job Code(s) field, select the appropriate Task for the new employee.

   **Tip!** The hourly salary range is displayed for each job title.

8. Click on the Save button to continue. The information you have entered so far will be saved in a temporary storage space until you complete the task setup, and a message to that effect is displayed.
9. Click on the OK button to continue. The Assign and Maintain Tasks for Casuals page is displayed.

![Assign and Maintain Tasks for Casuals Page](image)

**Figure 9: The Assign and Maintain Tasks for Casuals Page**

✔️ **To set the task defaults for a casual hourly employee:**

1. In the Team field, select the employee’s team.

2. If the employee will be entering his or her own time, make sure that the Allow Time Entry checkbox is checked.

3. If you want the project grant accounts to carry over from pay period to pay period, click on the Account Carryover checkbox.

4. In the Start Date field, enter the date when the employee will start work in m/d/yyyy format, or click on the Calendar Date Picker button to display the current month.
Figure 10: The Calendar Date Picker

- If the start date is in the current month, click on the day the employee will start.
- If the start date is not in the current month, use the arrow buttons (↑ and ↓) to move forward or backward one month at a time. When you locate the desired month, click on the day the employee will start.

**Note:** You can assign a retroactive start (hire) date up to two pay periods prior to the current pay period. If the hire date is earlier than that, contact the Time Collection Administrator for assistance. You will not be able to proceed with the task setup until the hire date is entered.

5. If the position has an end date, enter it in the *End Date* field, in *m/dd/yyyy* format, or select the date using the Calendar Date Picker, as described above for the *Start Date*. If the position does not have an end date, leave this field blank.

6. In the *Task Description* field, you can leave the default title for the task, or type a specific position title, and press the Tab key. The *Effective Date* will be filled in using the *Start Date* value.

7. In the *Hourly Rate* field, type the hourly pay rate for the new employee.

**Tip!** If you enter a rate that is not within the range set for the Task you selected on the Setup Tasks for Casuals page, a message will be displayed, indicating the permissible salary range. Click on the OK button to return to the page, and type a rate within the specified range. If the specified range is not correct, you will have to click Cancel to abandon this entry and start over, selecting a Task with an appropriate salary range.
8. Click on the **Save All** button to save the task assignment. The following message is displayed:

![Reminder Message to Setup a New Task]

**Figure 12: The Reminder Message to Setup a New Task**

9. Click on the **OK** button to complete the task assignment. If the task is new, you will need to set the default project/grant for the new task, as described in “Setting the Default Project/Grant for a Task,” on page 23.
Setting the Default Project/Grant for a Task

Whether you are hiring a student or a casual hourly employee, you will need to set the default project/grant for the Task assigned to the employee. This is done on the Employee Summary page.

☑️ To set the project/grant for a task:

1. Click on Employee Summary in the menu frame on the left to display the Employee Summary page.

![Figure 13: The Employee Summary Page](image)

2. To display a single employee name:
   a) Enter the complete last name in the Full Last name, First name field, or the employee ID in the Emplid field.
   b) Click on the Search button to display the employee(s) with the specified name or ID.

To display a list of employees select the department and team:

a) Select a department from the Department list. This populates the teams in the Team list.
Tip! If you need to select more than one department, press the Ctrl key while you click on each department, or click on the Select All option to select all the departments on your list. If you select all departments, all of the teams are also selected.

b) In the Team list, select the team to which you have assigned the employee.

Tip! If all teams were selected, and you don’t want to list employees from all teams, you can deselect teams by pressing the Ctrl key while selecting the team to eliminate from the selection.

c) Click on the Search button to display a list of employees in that team.

Figure 14: Employee Summary Page with Team Members Listed

3. Click on the PG (Set Up Accounts) button for the new employee. This displays the Setup Casual / Student Accounts page. Verify that you have selected the correct employee from the list by checking the header fields (Employee Name, EMPLID, Dept.#, Task Description, and Task ID).

Tip! If you have selected the wrong employee from the list, click on Employee Summary in the menu and begin the search again.
4. The default value in the **Effective Date** field is the hire date for a new employee task. If you are adding or changing project grants for an existing task, enter the effective date for the change in **m/d/yyyy** format, or select the correct date using the Calendar Date Picker button.

**Tip!** It is recommended that you use the first day of a pay period as the effective date for project/grant changes and additions.

5. In the first open field with a drop-down list arrow, select the desired project/grant from the drop-down list. If there are multiple project/grants already displayed, you may select one of the displayed project/grants, or if necessary, add a new one from the existing drop-down list.

6. Click on the radio button next to the project/grant you want to use as the default for the employee.

7. Click on the **Save** button to save the project/grant assignment. A message will be displayed indicating that the save has been successful.

8. Click **OK** to complete the process. You will be returned to the Setup Casual / Student Accounts page, and can select your next function from the menu on the left.

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**Figure 15: The Setup Casual / Student Accounts Page**

**Figure 16: The Final Save Message for the Project/Grant Assignment**
Setting a Default Profile for Biweekly Employees

When you have hired a new biweekly employee and HR has added the employee to PeopleSoft, the Time Collection system automatically creates a biweekly task for the employee, and assigns the employee to the default team. Once the employee has been assigned, you can verify the default profile for that employee, making any necessary changes. The profile can be used to

- Generate time entries automatically in the employee’s time sheet.
- Establish the employee’s team, weekly workdays, overtime threshold.
- Set the calendar start and end dates if the employee works less than 12-months.
- Verify and change the project/grant for uncommitted earnings.

**Tip!** By default, the uncommitted earnings for a new biweekly employee are charged to the department’s Labor Accounting default account, xxx1998. For instructions on how to change this to the appropriate project/grant, see “Changing the Default Project Grant for Overtime,” on page 71.

You must have either supervisor or payroll representative authorization to set an employee’s default time reporting profile.

✔ To setup a time reporting profile for a biweekly employee:

1. Click on **Employee Summary** in the menu frame to display the Employee Summary page.
2. You can display a list of employees, or a single employee. To display a single employee name:

   a) Enter the complete last name in the Full Last name, First name field, or the employee ID in the Emplid field.

   b) Click on the Search button to display the employee(s) with the specified name or ID.

To display a list of employees select the department and team:

   a) Select a department from the Department list. This populates the teams in the Team list.

   Tip! If you need to select more than one department, press the Ctrl key while you click on each department, or click on the Select All option to select all the departments on your list. If you select all departments, all of the teams are also selected.

   b) In the Team list, select the team to which you have assigned the employee.

   Tip! If all teams were selected, and you don’t want to list employees from all teams, you can deselect teams by pressing the Ctrl key while selecting the team to eliminate from the selection.

   c) Click on the Search button to display a list of employees in that team.
3. Click on the DS/TM button next to the employee whose schedule you need to define. This displays the Setup Default Time for Regular Biweekly Employee page, with the default profile created by HR when the employee was hired.
4. The following fields are set by HR, and cannot be changed in Time Collection:

   Employee Name

   EMPLID    Dept.#

   Std. Weekly Hours    Hourly Rate (not displayed for biweekly staff)

   Task ID    Task Description

5. Leave the Auto Approve checkbox unchecked.

   **Note:** If this box is checked, the employee’s time sheet is automatically approved each pay period, and the employee will be prevented from making changes to their time sheet. Checking this box is not recommended unless exceptional circumstances apply, such as a payroll representative being unavailable to approve the time by the deadline.

6. If you want the employee to enter their own time, check the Allow Time Entry checkbox. If you do not want the employee to enter his or her own time, uncheck the Allow Time Entry checkbox.

   **Note:** Only the payroll representative can change this value. Supervisors cannot change the Allow Time Entry checkbox.

7. If you want the system to automatically populate the employee’s time each pay period based on the default schedule, check the Generate Time checkbox.

8. If the employee belongs in a team other than the default task unit for the department, select the appropriate team from the Team drop-down list.

9. The Effective Date field defaults to the hire date or the last effective date in PeopleSoft, and is downloaded from PeopleSoft.

   If you are changing the number of workdays or daily hours, or changing or adding a Calendar Start Date or Calendar End Date, enter the date when the changes you are making will be effective. You can type the date in m/d/yyyy format, or select the appropriate date using the Calendar Date Picker (click on the button and click on the date).
10. The *Calendar Start Date* and *Calendar End Date* fields are populated only if the employee works less than a full 26 pay periods.

**Important!** These dates control pension contributions, and are automatically populated with the dates set by the Office of Human Resources. If your employee does not follow the standard schedule, contact the Time Collection Administrator before changing these dates.

If your employee does not follow the standard schedule, enter the start date in the *Calendar Start Date* field, and the end date in the *Calendar End Date* field.

11. If the employee is critical and will be required to work during emergencies, click on the *Critical Employee* checkbox to select it. This field is used only for reporting.

12. If the employee works a standard 5-day week, leave the value in *Weekly Workdays* unchanged. Otherwise, select the number of days the employee regularly works in a week.

**Note:** If you change the number of days, you must change the daily hours to keep the total hours worked the same as the *Std Weekly Hours*.

13. If you have changed the *Weekly Workdays*, change the hours to show the amount of time the employee is scheduled to work each day. This establishes the daily overtime threshold for the employee, and these values will be used to populate the time sheet if *Generate Time* is checked. The total hours for the week must match the *Std Weekly Hours* value.

If the *Employee’s Default Schedule* is correct, leave the values unchanged.
14. Click on the **Save** button to save your entries. A message will be displayed, indicating that your changes have been successfully saved.

15. Click on the **OK** button to return to the **Setup Default Time for Regular Biweekly Employee** page, where you can select your next activity from the menu on the left.
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A department may decide to manage its employees by creating teams, each with its own supervisor and an assigned set of employees. Time Collection assigns a default team to each department automatically. However, if your department has one or more supervisors, or has groups of employees whose functions are linked, you will want to create additional teams.

Note: Only payroll representatives can create teams.

Once teams have been created, the payroll representative can assign supervisor and time entry clerk roles for each team. Once supervisor roles have been assigned, the supervisor can assign the time entry clerk role to an employee.

Both payroll representatives and supervisors can assign employees to teams. When HR hires the employee, they are automatically assigned to the default team. If you want to place them on another team, you can assign the team using the Employee Teams function.

If an employee’s responsibilities change, and they begin to work with another team, you can simply assign them to the new team.
Teams are created when there is more than one supervisor in a department, or when it makes sense to split groups of employees. One default team is automatically generated for each department.

**Note:** Only payroll representatives can create teams.

Once a team has been created, any employee in the department can be assigned to the team. However, an employee may only be assigned to one team at a time.

**To create a new team:**

1. Click on **Teams** in the menu frame on the left. This displays the Department - Team Summary page.

![Figure 21: The Department - Team Summary Page](image)

2. Click on the Add New Team button to display the Setup New Team page.
3. Select the department for which you are adding a team from the drop-down list in the Department field.

4. In the Team Report Name field, enter a name up to 10 characters long that will identify the team in reports generated by the Time Collection system.

5. In the Team Name field, enter a name up to 40 characters long that will identify the team in Time Collection selection lists.
6. Click on the **Save** button to save the new team definition. The following message will be displayed.

   ![Figure 24: The Successful Save Message for a New Team]

7. Click on the **OK** button to complete the process. You will be returned to the Setup New Team page, and can continue with your next activity by clicking the appropriate menu item.
Activating and Inactivating Role Assignments

It is the payroll representative’s responsibility to activate and inactivate Time Collection roles for their department by assigning these roles to the appropriate employee in Time Collection. Supervisor and time entry clerk roles can be assigned for a department, a specific team, or multiple teams. Once the supervisor role has been assigned to an employee, the supervisor can also assign the time entry clerk role to an employee.

✔ To activate a new role:

1. Click Roles in the menu frame to display the Department-Team-Role Summary page.

   ![Figure 25: The Department-Team-Role Summary Page](image)

2. Click on the Add New Assignment button to display the Setup Role and Team Assignments page.
3. Locate the employee you want to assign by typing all or part of the employee’s last name in the Last Name field, and their first initial in the First Name field.

4. Click on the Search button to display a list of names that match your criteria.

5. Locate the desired name in the Results list and click on it to display the EMPLID and SSN (Last four digits) values. These values can be used to verify that you have selected the correct employee.
6. When assigning a new role to an employee, the Effective Date field will show today’s date. You can leave this date unchanged, or change it to a future date, if the role is not effective immediately.

7. In the Role field, select the desired role from the drop-down list.

8. In the Dept field, click on the appropriate department to select it. The teams established for that department will be displayed in the Teams list.

9. Select the team (or teams) for which you want to assign this role. To select more than one team, press the Ctrl key while clicking on the desired teams.

10. Click on the Save button to save the role and team assignments. The following message will be displayed.

11. Click on the OK button to return to the Setup Roles and Team Assignments page, where you can continue with your next activity by selecting the appropriate menu item from the menu frame.
To inactivate a role:

1. Display the Department - Team Role Summary page by clicking on Roles in the menu frame.

![Figure 30: The Department - Team Role Summary Page](image1)

2. Select the department and all teams, and make sure that the Active Only option is selected for the Effective Status.

![Figure 31: The Teams Selected for Role Assignments](image2)
3. Click on the Search button to display a summary list of all employee roles for the department and teams you have selected.

4. Locate the employee and role you wish to inactivate, and click on the Edit button.

![Figure 32: The Summary List with Edit Buttons](image1)

The Future Employee Role Setup page will be displayed.

![Figure 33: The Future Employee Role Setup Page](image2)

5. Click on the Insert Row button to add a row for the inactivation.
6. In the **Effective Date** field, enter the date when you want the role to be inactivated for this employee. You can type the date in *m/d/yyyy* format, or use the Calendar Date Picker function (click the **button).

7. Under **Effective Status**, click on the down arrow and select **Inactive**.

8. Click on the Save button to save the inactivation. The following message will be displayed.

9. Click on the **OK** button to return to the Employee Role Setup page, and continue with your next activity by clicking on the appropriate menu item.
Assigning Employees to a Team

When a new team is created, existing employees may be assigned to the team. This can be done by payroll representatives and supervisors, using the Employee Teams function.

Tip! When a new employee is hired, they are assigned to the default team as part of the setup process. You can use the Employee Teams function to reassign them to a different team.

To assign employees to a team:

1. Click on Employee Teams in the menu frame to display the Employee Team Summary page.

2. In the Department field, select the department which includes the team to which you are assigning the employee. This populates the Team list.

3. Select the team to which the employee is currently assigned. If you want to assign multiple employees who are currently on different teams, you can click Select All to select all the teams.

4. Click on the Search button to display the list of employees.
5. Locate the employee you want to assign to a team, and select the desired team from the drop-down list in the Team field.

6. You can repeat Step 5 for each employee on the list, as needed to assign them to the appropriate team(s).

7. When you have made all the team assignments for this employee list, click on the Save button to save your assignments. The following message will be displayed.

8. Click on the OK button to continue with your next activity, which can be selected from the menu frame, as needed.
For every hourly employee (students, casual hourly, and biweekly employees), the hours worked each pay period must be entered into the Time Collection system in order to pay the employee. Even if the timesheet is automatically generated, as it usually is for Biweekly employees, the employee will occasionally need to make or change entries for vacation time or sick time, just to name a few of the exceptions to the standard schedule. Student and casual hourly employees will always need to enter their time.

Usually the employee enters their own time on their Time Collection timesheet. However, in some instances the payroll representative or supervisor will enter their time for them. This chapter explains how the payroll representative or supervisor enters time into Time Collection. A separate document explains how the employee enters his or her own time.

Before you can enter time for an employee, he or she must have an active job (or Task) in Time Collection. The employee must also be active, and must be assigned to your department, and one of your teams.

Time is entered into Time Collection in decimal format. For example, if the employee worked a seven and a quarter hour day, you would enter 7.25 for the hours worked that day.

Time for biweekly employees is tracked somewhat differently than time for student and casual hourly employees. For biweekly employees, their regularly scheduled hours in their regular Task can be generated automatically on their timesheet, by setting the Generate Time option in the default profile. However, under some circumstances, the employee may not work a regular schedule, or may need to report some type of special time entry:

- If a biweekly employee has worked overtime on a non-scheduled day, you (or the employee) will need to enter a nonscheduled day row on the timesheet. See “Entering Overtime,” on page 60 for details. If the employee has worked overtime on a regularly scheduled day, the extra hours must be added to their regular hours for that day.
If a biweekly employee is entitled to Differential Pay, you (or the employee) will need to enter a job differential row on the time sheet. Differential pay is given for specific working conditions, such as hazardous work, work at a higher level job, or work on a shift other than the normal schedule. It can also be used for meal allowances for certain unions. The job differential codes that are available for an employee are based on the employee’s salary plan, which is associated with a “rules group” defined in HR. See “Adding Differential Pay,” on page 63 for details.

If a biweekly employee

- has non-productive time to account for, such as sick time, vacation time, or other leave time, or
- has worked in special circumstances, such as during a weather emergency,

you (or the employee) will have to enter an additional reporting code row for each type of non-productive or special time that must be reported. Reason codes for non-productive or special time are also based on the employee’s salary plan. See “Entering Non-Productive Time for Biweekly Employees,” on page 57 for details.

Casual hourly and student employees do not work a standard schedule, so their hours are not automatically generated. Because of this, they generally enter their own time, charging the time to the project grant codes you set when you hired them and set them up in the Time Collection system. Casual hourly and student employees are paid overtime for all hours that exceed 40 in a defined week, and students are FICA-exempt during the academic year.

Displaying Time Calculations from Saved Data

Time totals are calculated automatically as you make changes on the time sheet. When time is calculated, pay rules will be invoked based on the employee’s salary plan, and the system will display the calculated results. If you want to see the time totals from before you made changes, and you have not yet saved the current changes, you can display calculated time for the last saved entries.

**Tip!** If you want to see the changes you just made on the Calculated Time window, you will need to save the changes before clicking on the Calc Engine button.
Displaying an Employee’s Time Sheet

When you need to enter time for an employee, you will use the Employee Summary page or the Approval Summary page to locate and display the Time Entry page for the employee.

**Note:** If the employee will be entering their own time, the employee’s default profile must have **Allow Time Entry** checked.

**To locate the employee’s Time Entry page:**

1. If you are not already displaying the Employee Summary page, click on **Employee Summary** in the left menu frame to display it.

   ![Employee Summary Page](image)

   *Figure 39: The Employee Summary Page Before Listing Employees*

2. To display a single employee name:

   a) Enter the complete last name in the **Full last name, First name** field, or the employee ID in the **Emplid** field.

   b) Click on the **Search** button to display the employee(s) with the specified name or ID.

   To display a list of employees, select the department and team:
a) Select the department in which the employee works from the Department list. This populates the teams in the Team list.

Tip! If you will be entering time for multiple employees, across more than one department, press the Ctrl key while you click on each department, or click on the Select All option to select all the departments on your list. If you select all departments, all of the teams are also selected.

b) In the Team list, select the team of the employee for whom you are entering time. If you are entering time for multiple employees, you can click Select All in the Team list to select all the teams, or you can press the Ctrl key while you click on each desired team.

Tip! If all teams were selected, and you don’t want to list employees from all teams, you can deselect teams by pressing the Ctrl key while selecting the team to eliminate from the selection.

c) Click on the Search button to display a list of employees in that team.

Figure 40: The Employee List

3. Locate the employee for whom you are entering time, and click on the Enter Time button to display the employee’s time sheet for the current pay period.
Chapter 4: Entering Time

The time sheet for a biweekly employee (see Figure 41) looks a little different from that of a student or casual hourly employee (see Figure 42). For biweekly employees, there is an additional row for non-productive time, such as sick or vacation leave, which is not applicable for casual hourly or student employees, who are paid only for time they work. In addition, there are three buttons, rather than one, under each week’s time entries, to allow for different adjustments that may be required for a biweekly employee. The use of these buttons will be explained in “Entering Time,” on page 53.

Figure 41: Time Sheet (Time Entry Page) for Biweekly Employees

Figure 42: Time Sheet (Time Entry Page) for Casual Hourly and Student Employees
Entering Time

Both regular hours and any special time worked are entered on the employee’s time sheet. When the time sheet is initially displayed, it contains a row of time entries for the regularly assigned Task, and a row of totals for each day. For biweekly employees, the time sheet will also show a row for non-productive time. The daily time entries will be zeros, except for the regular hours for biweekly employees, which are populated from their default schedule.

**Tip! If Generate Time is not checked on a biweekly employee’s default profile, regular hours will need to be entered manually; they will not be populated automatically.**

You may need to enter or modify any of the following:

- Any hours worked by casual hourly or student employees, unless they have entered their time themselves (see “Entering Time for Casual Hourly & Student Employees,” on page 54).

- Overtime hours for biweekly employees (see “Entering Overtime,” on page 60).

- Hours that require Differential Pay for biweekly employees (see “Adding Differential Pay,” on page 63). This could include working on a shift outside of normal hours, working on a higher-level job, working on hazardous activities, or a meal allowance (for certain unions).

- Hours worked under special reporting codes, such as weather emergencies, or non-productive hours, such as sick time or vacation, which require a special reporting code (see “Entering Non-Productive Time for Biweekly Employees,” on page 57).

- Regularly scheduled hours for biweekly employees. Usually these hours are populated from the employee’s default schedule, however, if the employee uses non-productive time or differential time, you may need to adjust the regular hours to provide the correct daily time totals.

You should also add comments explaining the special entries, as described in “Adding Comments and Saving the Entries,” on page 67. You can then simply save the time sheet entries, or save and approve the entries.
Entering Time for Casual Hourly & Student Employees

When you need to enter time for a casual hourly or student employee, you will use the Employee Summary page to locate and display the Time Entry page (the time sheet) for the employee.

**Note:** If the employee will be entering their own time, the employee’s default profile must have **Allow Time Entry** checked.

✔ To enter time for a casual hourly or student employee:

1. Display the time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

   ![Figure 43: The Time Sheet for a Casual Hourly Employee](image)

2. The employee’s pay rate and pay grade are displayed at the top of the page, along with the approval status.
3. For each week, the default project grant set for the employee is displayed in the Project Grant field. Enter the hours worked each day for the displayed project grant, for both weeks covered by the pay period (WK1 and WK2).

**Note:** Time is entered in decimal format. For example, two and a half hours is entered as 2.5, and a seven and a quarter hour day is entered at 7.25 hours.

4. If the employee has worked on activities associated with another project grant, you will need to add a row for the time to be charged to the new project grant:
   
a) Click on the Add Project Grant Row button to add the new row. The row will be added with the default project grant number in the Project Grant field button.

![Figure 44: The New Row with the Default Project Grant Code](image)
b) Click on the button in the *Project Grant* field of the new row to display the list of available project grants. The available project grants are those you assigned when you set up the employee in Time Collection.

**Note:** If the project grant you need is not listed, you will need to add it on the Setup Casual/Student Accounts page before you can enter the hours. See “Setting the Default Project/Grant for a Task,” on page 23 for details.

![Figure 45: The Project Grant List for this Employee](image)

The project grants listed here are setup on the Setup Casual/Student Accounts page

c) Highlight the desired project grant code and click on the Select button to return to the time sheet, where the *Project Grant* field button will show the selected project grant code.

d) Enter the hours to be charged to this project grant for each day of the week in which time was spent on activities covered by this project grant.

**Note:** If a row has been added incorrectly, or is no longer needed, you can delete the row by clicking on the Delete Row button at the left side of the row.
5. Repeat Step 4 as needed to report all time worked on non-default project grants during the pay period.

6. When all the entries are correct, you can add comments, save the changes, or save and approve the changes, as described in “Adding Comments and Saving the Entries,” on page 67.

**Entering Non-Productive Time for Biweekly Employees**

Non-productive time includes sick time, vacation time, bereavement leave, holidays, weather emergencies, and so on. In order to add non-productive time, you will need to add a new row to the time sheet. You will also need to delete the time from the regular hours row, so the total hours for the day remain correct.

---

**Note:** If the employee will be entering their own time, the employee’s default profile must have **Allow Time Entry** checked.

---

**Tip!** Non-productive time is entered only for biweekly employees. Casual hourly and student employees are not paid for time not worked.
To enter non-productive time:

1. Open the employee’s time sheet, as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. Click on the Add Reporting Code button below the week for which you are entering time. This adds a row under the regular hours row, with a button in the Reason Code column labeled REGHRS.

3. Click on the REGHRS button of the new row to display the reason codes for non-productive time. The codes will vary, based on the salary plan.

4. Highlight the appropriate reason code, and click on the Select button to return to the time sheet. The selected reason code will be displayed on the button, indicating the activity to which the time is charged.
5. Click on the day for which you are entering time in this category, and type the number of hours to be charged to the reason code.

**Note:** Time is entered in decimal format. For example, two and a half hours is entered as 2.5, and a seven and a quarter hour day is entered at 7.25 hours.

6. Click on the regular hours for the same day, and type the number of regular hours to be charged for that day. The sum of the two numbers (for the regular hours and the special reason code) should be the number of hours regularly scheduled for the employee. For example, if the employee took a sick day, type a zero in the regular hours for that day.

7. If this is the only special time to report for the pay period, you can add comments explaining the special entry, and save (or save and approve) the entries as described in “Adding Comments and Saving the Entries,” on page 67.
Chapter 4: Entering Time

**Entering Overtime**

If a biweekly employee works Overtime on a regularly scheduled work day, you will need to add the overtime hours to the regular hours for that day. If the employee works overtime on a non-scheduled day, you will need to add a row to the time sheet for reporting the overtime, and enter the number of hours worked in the regular hours row.

**Note:** If the employee will be entering their own time, the employee’s default profile must have **Allow Time Entry** checked.

Overtime is defined as hours worked in excess of the employee’s standard weekly hours. A complete definition of overtime can be found online in the HR Policy Manual at

http://www.princeton.edu/hr/policies/compensation/721.htm

**Tip!** Overtime is entered this way only for biweekly employees.

To enter overtime on a regularly scheduled day:

1. Open the employee’s time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. In the REGHRS row, enter the total number of hours worked for each day the employee worked overtime.

---

**Figure 50: Adding Overtime on Scheduled Work Days**
3. If this is the only special time to report for the pay period, you can enter comments explaining the special entry, and save (or save and approve) the entries as described in “Adding Comments and Saving the Entries,” on page 67.

✔ To enter overtime on a non-scheduled day:

1. Open the employee’s time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. Click on the Add Non-Scheduled button for the week in which the employee worked overtime. A row of check boxes will be displayed.

   Note: The system automatically calculates overtime worked on a regularly scheduled day, based on the employee’s default schedule. Do not add a non-scheduled row for overtime worked on a regularly scheduled day; this will result in overpayment.

   Figure 51: A New Row for Entering Overtime Hours

3. The default reason code for overtime is displayed on the button in the Reason Code column. If the employee worked on the sixth consecutive day, use the default reason code of 1.5 to indicate the correct rate of pay.
If the employee worked on the seventh consecutive day, the rate would be 2.0:

a) Click on the button in the Reason Code column to display the reason codes for overtime.

![Reason Codes for Overtime](image)

*Figure 52: Reason Codes for Overtime*

b) Highlight the appropriate reason code and click on the Select button to return to the time sheet.

4. Click in the check box for each non-scheduled day the employee worked overtime.

5. In the REGHRS row, add the number of hours of overtime worked for the non-scheduled day(s).

**Note:** Time is entered in decimal format. For example, two and a half hours is entered as 2.5, and a seven and a quarter hour day is entered at 7.25 hours.
6. If this is the only special time to report for the pay period, you can enter comments explaining the special entry, and save (or save and approve) the entries as described in “Adding Comments and Saving the Entries,” on page 67.

**Adding Differential Pay**

When a biweekly employee has worked in a Task that requires differential pay, you will need to add a new row to identify the reporting code for the differential pay. Differential Pay is given to accommodate a specific working condition, such as working shifts other than a normal schedule, performing work that is hazardous to health, or working at a higher level job for a particular shift. Differential pay is also provided to cover meal allowances for certain unions.

The differential reason codes available for an employee are based on that employee’s salary plan and rules group.

**Note:** If the employee will be entering their own time, the employee’s default profile must have **Allow Time Entry** checked.

**Tip!** Differential pay is entered only for biweekly employees.
To enter hours for differential pay:

1. Display the employee’s time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. Click on the Add Differential button for the week in which the employee worked at the different task. A new row will be added for that week, with a reason code button labeled UNDEF.

3. Click on the UNDEF button to display the reason codes for the differential pay. The reason codes for job differentials are based on the employee’s salary plan and rules group.

4. Highlight the appropriate reason code, and click on the Select button to select the reason code and return to the time sheet. The reason code button will show the code for the selected job differential.
5. Enter the hours for the job differential, but do not adjust the regular hours. For example, if a painter works an 8 hour day, but 2 of those hours were on a 45 foot flag pole, you would enter 8 in the REGHRS row for the day, and 2 in the differential row for the day.

Note: Time is entered in decimal format. For example, two and a half hours is entered as 2.5, and a seven and a quarter hour day is entered at 7.25 hours.

6. If this is the only special time to report for the pay period, you can enter comments and save the entries as described in “Adding Comments and Saving the Entries,” on page 67.

Deleting Rows from the Time Sheet

If a row has been added incorrectly, you can delete the row by clicking on the Delete Row button at the left of the row.

Note: If the employee will be entering their own time, the employee’s default profile must have Allow Time Entry checked.

To delete a row from the time sheet:

1. On the employee’s time sheet, locate the row you need to delete.
2. Click on the Delete Row button to remove the row from the time sheet. You will be prompted to verify that you want to delete the row.

3. Click on the OK button to delete the row. You will be returned to the time sheet, where the row will no longer be displayed.

4. If this is the only change to the pay period, you can save the entries as described in “Adding Comments and Saving the Entries,” on page 67.
Adding Comments and Saving the Entries

If you want to document the reason for an unusual time entry, you can add a comment to the time sheet for that pay period. You can add as many comments as needed for a pay period, but you will not be able to change or delete the comment after it has been added. However, if you have not saved the time sheet, you can cancel any new comments.

When you have entered everything you need on the Time Sheet, you must save it before continuing to any other page in Time Collection, or before you leave the application. You can also approve the time sheet entries from this page.

Adding Comments

Comments can be entered for a pay period at any time. If comments have been added for the pay period, you can append additional comments as needed, simply by adding the new comments.

Tip! While they are not required, comments are recommended to document any special time entries.

Once they have been added and saved, comments cannot be deleted. However, if you add a comment, and before saving the time sheet, decide to remove the comment, you can click on the Cancel button to remove it.

Important! The Cancel button also removes any time entries you have entered since the last save. If you cancel a comment and you have changed the hours in any of the cells in the pay period, the hours will revert to their former value when you click on the Cancel button.

To add comments:

1. With the time sheet displayed, scroll to the bottom of the page to display the Comment area.

2. Type your comments in the Add Comments text box (the lower text box).
Figure 58: New Comments Typed Into the Add Comment Area

3. Click on the Add Comments button to add the comment to the time sheet. This moves the comments up to the previously-entered comment area.

**Note:** If you want to erase the comments, and any other unsaved time entries, click on the Cancel button. All comments and unsaved time entries will be erased; however, any extra rows that have been added will remain, and any time entries that existed before will be returned to their prior value.

**Tip!** Clicking on the Save button will also add the comment, but you will not be able to cancel the entry.
Saving Time Entries

When you have made all the entries you need for now, you can save the time sheet. You will be able to make further changes later, if necessary.

To save time sheet entries:

1. When you have made all the entries required for this pay period, and entered any desired comments, click on the **Save** button to save the time sheet with all the displayed entries. A verification message is displayed to indicate that you have saved the time sheet successfully.

![Figure 60: The Save Verification Prompt](image)

2. Click on the **OK** button to return to the time sheet.

   **Tip!** If you are saving and approving the time sheet entries, you need not click on the **Save** button before clicking on the **Approve** button. Clicking on the **Approve** button will both save and approve the entries.

Approving Entries from the Time Entry Page

You can save and approve entries on the time sheet at one time, by clicking on the **Approve** button. If the entries have not already been saved, they will be saved and approved together.

**Note:** You can also approve time entries from the Approval Summary page, which shows the total hours, overtime hours, and non-productive hours for the pay period for each employee listed.

To approve time sheet entries from the time sheet page:

1. If you are already on the time sheet page and want to approve the entries while you are here, click on the **Approve** button to save and approve the time sheet with all the displayed entries. A verification message will be displayed to indicate that the entries have been saved successfully.
2. Click on the OK button to save the changes and return to the time sheet.

**Tip!** If you are saving and approving the time sheet entries, you need not click on the *Save* button before clicking on the *Approve* button. Clicking on the *Approve* button will both save and approve the entries.
Changing the Project Grant for Overtime

Overtime for biweekly employees is charged to the project grant specified for the employee on the Setup Default Project Grant page. You can also specify a project grant for overtime in the current pay period on a day-by-day basis from the Approval Summary page.

**Note:** You cannot change the project grant for overtime retroactively for biweekly employees.

Changing the Default Project Grant for Overtime

When you need to change the project grant to be charged for all overtime worked by a specific employee, you change the default project grant.

To change the default project grant:

1. Click on **Employee Summary** in the left menu to display the Employee Summary page.

2. Select the **Department** and **Team** to which the employee is assigned, and click on the **Search** button to display the employee list.

![Employee List Image](image)

*Figure 62: The Employee List*
3. Locate the employee for whom you are changing the project grant, and click on the PG button at the right end of the row. This displays the Setup Default Project Grant page for the employee.

![The Setup Default Project Grant Page](image)

**Figure 63: The Setup Default Project Grant Page**

4. In the Effective Date field, select the date when the new project grant becomes the default for overtime, using the Calendar Date Picker to select the date. The Effective Date must be either today’s date or a future date.

5. Change the project grants as needed:

- If you are changing the default project grant without adding any additional project grants, click on the down arrow next to the current project grant and select the new project grant.
- If you are allocating percentages of time across several project grants, add any new project grants by selecting the project grant in an empty field, and then entering the percentage to be charged to each project grant.

**Tip! If the project grant you need is not on the list, ask the owner (manager) of the project grant to request access for your department by sending an email to laboracctg@princeton.edu.**
6. When the project grants are allocated as needed, click on the Save button. A warning message is displayed, to remind you that any project grant with a percentage of zero will be deleted.

7. Click on the OK button to save the project grant allocations. A message is displayed to verify that the allocations have been saved successfully.

8. Click on the OK button to close the message box.
Overriding the Default Project Grant for Overtime

When an employee works overtime on an activity funded by a different project grant than the one used to fund their overtime normally, you can enter the project grant for that overtime from the Approval Summary page. This way, you can leave the default project grant for overtime unchanged, while providing the correct project grant for this time entry.

Note: You can override the project grant for overtime only in the current pay period.

To override the default project grant for overtime:

1. If you are not already on the Approval Summary page, click on Approval Summary from the left menu to display the page.

2. To display a single employee name:
   a) Enter the complete last name in the Full Last name, First name field, or the employee ID in the Emplid field.
   b) Click on the Search button to display the employee(s) with the specified name or ID.
To display a list of employees select the department and team:

a) Select the department from the *Department* list. This populates the teams in the *Team* list.

   **Tip!** If you need to select more than one department, press the Ctrl key while you click on each department, or click on the Select All option to select all the departments on your list. If you select all departments, all of the teams are also selected.

b) In the *Team* list, select the team of the employee for whom you are entering time. If you are working with multiple employees, you can click Select All in the Team list to select all the teams, or you can press the Ctrl key while you click on each desired team.

   **Tip!** If all teams were selected, and you don’t want to list employees from all teams, you can deselect teams by pressing the Ctrl key while selecting the team to eliminate from the selection.

c) Click on the Search button to display a list of employees in that team.

![Figure 66: The Approval Summary Page with Employees Listed](image)

3. Locate the employee for whom you are changing a project grant, and click on the UT button at the right end of the row.

   **Tip!** This button will be dimmed unless the employee has entered overtime hours on his or her time sheet.
This displays the Distribution of Uncommitted Time page for the employee.

![Distribution of Uncommitted Time Page](image)

Two types of overtime have been charged on the employee's timesheet.

![The Project Grant List](image)

The total OT hours for the week for each type of overtime are displayed here.

Figure 67: The Distribution of Uncommitted Time Page

This page shows the total hours of each type of overtime charged, for each of two weeks. Each type of overtime (each different overtime rate) is displayed on a separate row.

4. Click on the first available PG button in the week for which you want to override the project grant. This displays the list of all project grants available for your department.

![The Project Grant List](image)

Figure 68: The Project Grant List

5. Highlight the project grant you want, and click on the Select button to return to the Distribution of Uncommitted Time page. The selected project grant number is displayed on the button.
6. Enter the number of overtime hours to be charged to the project grant in the cell below the project grant button and the row for the correct overtime type.

7. When you have entered all the overrides you need, click on the Save button to save your changes. A message will be displayed that indicates that the changes have been saved successfully.

8. Click on the OK button to return to the Distribution of Uncommitted Time page and continue with your next activity.
Temporary Disability and Workers’ Comp

Biweekly employees who are on Temporary Disability or Worker’s Compensation leave are not paid through regular earnings in Time Collection, but through a disability earnings code in PeopleSoft HRMS.

Temporary Disability and Workers’ Compensation must be approved by the Employee Health Office (formerly Occupational Medicine). When the approval is received from Employee Health, Human Resources or the Office of Risk Management enters the disability into PeopleSoft HRMS, and the department’s Workflow Manager receives notification that the disability has been entered into PeopleSoft.

Absence Before Approval of Disability

If a disability has not yet been approved, and the employee is absent from the workplace, the payroll representative should record and approve sick or bundled time for the employee in Time Collection. If the employee does not have time available, the payroll representative should record and approve zero hours in Time Collection. When the disability is approved, these entries will be adjusted retroactively, by the Time Collection Administrator, who will then notify the Departmental payroll representative of the change.

During Approved Disability or Workers’ Compensation Leave

Once the disability has been entered into PeopleSoft, time will not be generated and should not be entered in Time Collection for the period of the disability. However, if the entry occurs in the middle of a pay period, adjustments must be made in Time Collection. Because these adjustments are complex and may involve changes to prior pay periods, they will be processed by the Time Collection Administrator.

Note: For union employees, if the wait week is not covered, the payroll representative must record and approve personal absence time or “bundled” time in Time Collection to cover the wait week. If the employee does not have personal absence or “bundled” time, the payroll representative must record and approve zero hours in Time Collection, and the employee will not be paid for the wait week.
Employees on Long Term Disability (LTD) will continue to appear on the Employee Summary in Time Collection, but Time Collection will not generate hours, nor should you enter hours, for these employees.

**Returning from Disability or Workers’ Compensation**

When the return from leave has been approved and entered into PeopleSoft HRMS, the payroll representative must record and approve regular hours in Time Collection for the current pay period. You will also need to reset the default schedule to generate time (see “Setting a Default Profile for Biweekly Employees,” on page 26 for specifics on how to do this).
# Approving Time

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Chapter 5: Approving Time

About Approving Time

Time entries can be approved by the employee, the supervisor, and the departmental payroll representative. It is strongly recommended that the employee and the supervisor approve the time entries, but it is **required** that the payroll representative approve them.

**Important!** If time entries are not approved when the payroll is run, the employee will not be paid.

**Note:** Once a person has approved the time entries for a pay period, those entries are locked to anyone below that level of authorization. For example, if a supervisor approves an employee’s time entries, the employee will not be able to change them unless the supervisor unlocks them. If a payroll representative approves an employee’s time entries, neither the employee nor the supervisor will be able to change them unless the payroll representative unlocks them.

Supervisors and payroll representatives can see summarized data for each employee in their group on the Approval Summary page. If you need to see details about the time entries, you can open the time sheet from the Approval Summary page. You can approve the time entries from either page; however, from the Approval Summary page, you can approve time entries for an entire group, or for one individual at a time. This chapter explains how to use the Approval Summary page to approve or disapprove time entries. For information on approving time entries from the Time Entry (time sheet) page, see “Approving Entries from the Time Entry Page,” on page 69.

Supervisors and payroll representatives are authorized to make corrections to employee time entries at any time. When they do make changes, they should add a comment to the time sheet, and notify the employee of the change.
Dealing with Questionable Time Entries

If there is something questionable about the employee’s time entries, and the employee is not available to discuss it, it is generally recommended that you back out or remove the questionable entry, and then approve the timesheet. This ensures that the employee will be paid on time for their regular hours, and avoids the possibility of future deductions caused by an incorrect entry that must be removed later.

If necessary, you can enter a prior period adjustment to add the entry again after you have discussed the questionable item with the employee.

Displaying Weekly Time Calculations

Supervisors and payroll representatives can display calculated time for an employee or group of employees from the Approval Summary page. The calculated time is displayed in a separate window, which shows the total hours for each week in the pay period, for each employee in the displayed group. You can print this list if you want to retain a record of the time entries for the employee group, without the clutter of the Approval Summary page.
Approving Time Entries

When the employees have saved and submitted their time entries, you can approve them or disapprove them. Once you approve the time entries, the pay period is locked to prevent any new entries or changes by anyone at a lower level of authorization. For example, if a supervisor approves the time entries, they are locked to the employee. If a payroll representative approves the time entries, they are locked to the employee, and the supervisor.

**Tip!** To unlock an approved pay period, uncheck the SA or PA checkbox for the employee on the Approval Summary page and click **Save**. Then the employee (or supervisor) will be able to change entries on the time sheet.

If you find that the entries are not correct, you can make corrections directly, if desired, before approving the time entries. If you make changes, be sure to enter a comment on the time sheet explaining the change, and notify the employee that you have changed their time entries. Supervisors and payroll representatives can also disapprove time entries. Disapproved time entries are not locked, so employees can make any necessary changes.

**Important!** If you disapprove an employee’s time sheet, and the status when payroll is run is not approved, the employee will **not be paid**.

Displaying the Approval Summary Page

To approve time entries, start by displaying the Approval Summary page and listing your employees. If you are a payroll representative, the Approval Summary page is displayed when you log into the system.

**To display an employee list on the Approval Summary page:**

1. If you are not already on the Approval Summary page, click on **Approval Summary** in the left menu to display it.
2. Select the department in which the employee works.

**Tip!** If an employee works in multiple departments, each department approves the time worked for that department only.

The Team list will be populated based on the department(s) you have selected. If you have selected all the departments, all the teams will be selected.

3. Select the team of the employee for whom you are approving time. If you are approving time for multiple employees, you can click Select All in the Team list to select all the teams, or you can press the Ctrl key while you click on each desired team.

**Tip!** Pressing the Ctrl key while clicking on a selected team will deselect it.

4. Click on the Search button to display the list of employees in the selected department(s) and team(s).
The Approval Summary page shows the following information for each employee in the selected department and team:

- **Earn Date**: The end date for the work period (the period when the actual work was done, as opposed to the pay period, which is when the hours were paid).
- **Name**: The employee’s full name, in Lastname, Firstname order.
- **Task Desc**: The description of the employee’s task, either from HR or from the task description entered when you set up the casual hourly or student employee in Time Collection.
- **TH**: The total regular hours entered for the pay period. This excludes overtime hours and non-productive time.
- **OT**: The total overtime hours entered for the pay period. Overtime hours are displayed in red.
- **NPT**: The total non-productive time entered for the pay period.

**Tip!** If you want to see the hours for each week, click on the Calc Summary button to show the hours for all the selected employees, or click on the TS button at the end of the row to display the employee’s time sheet.
In addition to the values, each row contains a series of checkboxes. Clicking on one of these checkboxes will approve or disapprove the time entries displayed on that row. Clicking on the checkboxes above the column will approve or disapprove all displayed time entries.

<table>
<thead>
<tr>
<th>EA</th>
<th>Employee Approved. Used to indicate whether the employee has approved the time entries. This checkbox is greyed out, since employees do not have access to the Approval Summary page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>Supervisor Approved. Used by the supervisor to approve the time entries. This checkbox is greyed out if you are not the supervisor.</td>
</tr>
<tr>
<td>SD</td>
<td>Supervisor Disapproved. Used by the supervisor to disapprove the time entries. This checkbox is greyed out if you are not the supervisor.</td>
</tr>
<tr>
<td>PA</td>
<td>Pay Rep Approved. Used by the payroll representative to approve the time entries. This checkbox is greyed out if you are not the payroll representative.</td>
</tr>
<tr>
<td>PD</td>
<td>Pay Rep Disapproved. Used by the payroll representative to disapprove the time entries. This checkbox is greyed out if you are not the payroll representative.</td>
</tr>
</tbody>
</table>

**Tip!** Unchecking this checkbox unlocks previously approved entries for employee changes.

**Tip!** Unchecking this checkbox unlocks previously approved entries for changes by the employee or supervisor.
Reviewing Time Entries

Before approving time entries, you should review the entries to make sure they are correct. You can review the entries in summary form on the Approval Summary page, in a detailed summary showing the totals by category (regular earnings, overtime, differential, etc.) on the Calc Summary window, or in complete detail on the time sheet.

To review time entries:

1. Display the approval summary page as described in “Displaying the Approval Summary Page,” on page 84.

2. Review the time entries for the pay period for each employee listed.
   - If you want to see the time entries for each week of the pay period, click on the Calc Summary button.

   This displays the Calculation Summary window for all the listed employees. This window shows a separate line for each earnings category (regular earnings, overtime, differential pay, etc.), with a column for each week of the pay period.

   ![Figure 72: Calculation Summary for All Listed Employees](image)

   - If you want to see greater detail for an employee, or you need to change a time entry for an employee, click on the TS button for the employee on the Approval Summary page to display the employee’s time sheet.

   **Note:** If you have already approved entries for other employees, you must save the approvals before displaying the time sheet, or you will lose the approvals you have already made.
On the employee’s time sheet (Time Entry page), you can review day-by-day time entries, change time entries if needed, and approve or disapprove the time entries for that employee. See “Entering Time,” on page 53 for information on changing time entries, and “Approving Entries from the Time Entry Page,” on page 69 for information on approving time entries from the employee’s time sheet.

**Approving Time from the Approval Summary Page**

You can approve time entries for an entire group of employees or for individual employees on the Approval Summary page.

✔️ **To approve time entries on the Approval Summary page:**

1. Display the approval summary page as described in “Displaying the Approval Summary Page,” on page 84.

2. Review the time entries, as described in “Reviewing Time Entries,” on page 88.
3. On the Approval Summary page:

- To approve time for an individual, locate the individual’s row, review the time totals, and click on the SA checkbox if you are the supervisor, or the PA checkbox if you are the payroll representative.

**Tip!** If you want to see detailed time entries for the employee, click on the TS button at the end of the row to display the time sheet. If you need to make corrections on the time sheet, see “Entering Time,” on page 53 for instructions on entering time.

![Figure 74: Approving an Individual’s Time](image)

- To approve time for all employees listed, click on the checkmark button above the SA or PA column. All the checkboxes in the column will be checked.
4. When you have approved (or disapproved) all time entries that you intend to approve (or disapprove) at this time, click on the **Save** button to save the approvals/disapprovals.

**Important!** If an employee’s time sheet has not been approved when the payroll is run, the employee will **not be paid**.

A message will be displayed indicating that the approvals/disapprovals have been saved.

5. Click on the **OK** button to return to the Approval Summary page and continue with your next activity.
Disapproving Time

You can disapprove time entries for an entire group of employees or for individual employees on the Approval Summary page. Disapproved time entries are not locked, so employees can correct the entries.

Important! If an employee’s time sheet has not been approved when the payroll is run, the employee will not be paid.

When you disapprove an employee’s time, you should always enter a comment on the time sheet explaining the reason for the disapproval. You must also notify the employee that the entries have been disapproved, and what they must change before you can approve the time sheet.

To disapprove time entries on the Approval Summary page:

1. Display the Approval Summary page as described in “Displaying the Approval Summary Page,” on page 84.

2. Review the time entries, as described in “Reviewing Time Entries,” on page 88.

3. On the Approval Summary page,

   - To disapprove time for an individual, locate the individual’s row, review the time totals, and click on the SD checkbox if you are the supervisor, or the PD checkbox if you are the payroll representative.

   - To disapprove time for all employees listed, click on the checkmark button above the SD or PD column. All the checkboxes in the column will be checked.

Tip! Clicking on a selected checkbox will deselect it.
Approving Time Entries

Figure 76: Disapproving an Individual’s Time

4. When you are finished, click on the Save button to save the disapprovals/approvals. A message will be displayed indicating that your work has been saved.

5. Click on the OK button to return to the Approval Summary page.

6. Click on the TS button for the employee whose time has been disapproved, to display their time sheet.

7. Add a comment explaining the disapproval and save the comment as described in “Adding Comments and Saving the Entries,” on page 67.

**Important! If an employee’s time sheet has not been approved when the payroll is run, the employee will not be paid.**
If you want to keep a record of the time summaries for each pay period, you can print the Calculation Summary page.

To print the Calculation Summary:

1. Display the list of employees as described in “Displaying the Approval Summary Page,” on page 84.

2. Click on the Calc Summary button to display the weekly totals by earning category for each employee on the Approval Summary list.

3. Click on the Print button to print the displayed summary on your default Windows printer.
Adjusting Prior Periods

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Displaying Time Entries from Prior Periods

Supervisors and payroll representatives may view and change time entries for any pay period within the last 13 months. Employees may only view and change time entries for the two pay periods immediately preceding the current pay period.

To display a time sheet for a prior pay period:

1. If you are not already displaying the Employee Summary page, click on **Employee Summary** in the left menu to display it.

2. In the light orange bar across the top of the selection window, click on the down arrow next to the field to display the prior pay periods that are available for adjustment.
3. Click on the pay period you want to adjust.

4. If you are adjusting this pay period for an individual employee,
   a) Type the employee’s last name in the Full Last name, First name field, or type the employee’s ID in the Emplid field.
   b) Click on the Search button to display the employee’s name in the list area.

If you are adjusting this pay period for multiple employees,
   a) Select the department in which the employee works. The Team list will be populated based on the department(s) you have selected.
   b) Select the team to which the employee is assigned. If you are reviewing the prior pay period for multiple employees, you can click Select All in the Team list to select all the teams, or you can press the Ctrl key while you click on each desired team.
   c) Click on the Search button to display the list of employees in the selected department and team(s).
Chapter 6: Adjusting Prior Periods

5. Locate the employee whose time you need to review, and click on the TS button for that employee. This displays the employee’s time sheet, where you can review, change, and approve time entries.

Figure 82: The Employee List for a Prior Pay Period

Figure 83: The Time Sheet for a Prior Pay Period
Adjusting Time Entries for a Prior Period

Occasionally, situations may occur that require a change to time entries that have already been approved for a prior pay period. If the change is for the two most recent prior pay periods, the employee can enter the change. If the change is to a pay period before the two most recent pay periods, the supervisor or payroll representative must make the change. Supervisors and payroll representatives can change time entries in any pay period within the last 13 months.

Any changes to a prior pay period automatically bring the time sheet for that pay period onto the current Approval Summary page.

To adjust time entries for a prior period:

1. Display the prior period time sheet for the employee as described in “Displaying Time Entries from Prior Periods,” on page 96.

2. If necessary, add a row for a new reporting code (such as non-productive time or working through a weather emergency), differential time, or a non-scheduled day, by clicking on the appropriate button. (For detailed information on adding rows, see “Entering Time,” on page 53.)
3. Enter the hours in the new row and change the hours in the REGHRS row as needed.

4. Scroll to the bottom of the page and type a description of the changes you made in the lower text box.

5. Click on the Add Comments button to append the comment to any comments already appearing in the top text box.

6. When all the necessary adjustments have been made to this time sheet, click on the Save button to save your changes. A message indicating the successful save is displayed.

   **Tip!** If you want to approve the changes you have just made, it is not necessary to save them before approving them. Simply click on the Approve button instead of the Save button.

7. Click on the OK button to close the message box and continue with your next activity. The employee will be notified that changes have been made to this time sheet.
Changes to prior periods automatically bring an additional row to the Approval Summary page for that pay period. Payroll representatives and supervisors can approve the adjustment from the Approval Summary page or the Time Entry (time sheet) page. If you have just made the changes, you can immediately approve them, by simply clicking on the Approve button.

If the employee wants to approve the adjustment, he or she must approve it from the Time Entry page.

To approve prior pay period adjustments on the time sheet:

1. Display the employee’s time sheet as described in “Displaying Time Entries from Prior Periods,” on page 96.

2. Review the time entries, making sure they are correct.

Figure 86: Adjusted Time Entries for a Prior Pay Period
3. When you are sure that the entries are correct, click on the **Approve** button at the bottom of the page.

**Note:** Once you approve the time entries, the time sheet for this employee is locked. No changes can be made at a lower level of authorization unless you unlock the time sheet by disapproving it.

A message indicating that the save was successful is displayed.

4. Click on the **OK** button to close the message window and continue with your next activity.

✅ **To approve prior periods from the Approval Summary page:**

1. Display the Approval Summary page as described in “Displaying the Approval Summary Page,” on page 84.

2. Locate the row for the prior period, and click on the checkbox under SA if you are the supervisor, or PA if you are the payroll representative.

![Figure 87: Prior Period Adjustment on the Approval Summary Page](image)

**Tip!** If you want to disapprove the entries, click on the SD or PD checkbox. The adjustment will not be paid until it is approved, so be sure to notify the employee that the entries have been disapproved.
3. Click on the Save button to save the approval. A message will be displayed indicating that the approval has been saved.

![Save button message](image)

4. Click on the OK button to return to the Approval Summary page and continue with your next activity.
Chapter 6: Adjusting Prior Periods

Viewing Time Entry History

Often, after making an adjustment to a prior period, you may want to compare the adjustment to the original time entry. Time Collection allows payroll representatives, supervisors, and time entry clerks to view a time entry history for a particular time sheet.

**Note:** Employees cannot display the Time Entry History report for their own time entries.

✔️ To view the time entry history for a pay period:

1. Display the employee’s time sheet for the adjusted pay period, as described in “Displaying Time Entries from Prior Periods,” on page 96.

   ![Figure 88: Time Sheet for Prior Pay Period Adjustment](image)

2. Scroll to the bottom of the page, and click on the Time Entry History button to display the Calc Engine window for the period.
The displayed report shows the entire original entry as well as the revised entry, summarizing the hours for the earning date by pay period (the first column shows the date when the hours are paid).

3. You can print the report, if desired, by clicking on the Print button in the window’s toolbar.

4. When you are finished with the report, close the report window to return to the time sheet.
# Generating Reports

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Time Collection Reports

There are several reports available in Time Collection. From the Approval Summary page, you can generate the following reports for an entire department:

- A Calculation Summary report for the current pay period. For more information on the Calc Engine reports, see “Printing the Pay Period Calculation Summary,” on page 94.
- Time Entry reports for the current pay period.

You can also generate Non-Productive Time reports for the current year or the previous year for each team in your department. However, Non-Productive Time reports must be generated one team at a time.

From the Time Entry page (the time sheet), you can generate the following reports for the employee whose time sheet is displayed:

- A Calculation report for the current pay period.
- Non-Productive Time reports for the current year or the previous year.
- A Time Entry report for the currently displayed pay period.
- A Time History report for an earnings period. This report shows all adjustments for a specified pay period, along with the original entries for that pay period. For complete information on this report, see “Viewing Time Entry History,” on page 104.

Once you have generated a report, you can print it on your default Windows printer. In addition, the non-productive time reports can be saved as a tab-delimited file, which can then be used in other Windows applications, such as Excel or Word.
Generating Non-Productive Time Reports

The Non-Productive Time report is the only one that can be saved as a tab-delimited file. This allows you not only to view and print the report, but also to use the data as input to another program. There are two Non-Productive Time reports, one for the current fiscal year, the other for the previous fiscal year.

Generating the Report

The Non-Productive Time report can be displayed from the Approval Summary page for an entire team (see the procedure “To generate the Non-Productive Time Report for a team;,” on page 109), or from the Time Entry page for a single employee (see “To generate the report for an individual;,” on page 111). You can also display the report for either the current year or the previous year.

To generate the Non-Productive Time Report for a team:

1. If you are not already displaying the Approval Summary page, click on Approval Summary in the left menu to do so.

2. Click on the desired department and team to select them.
3. Click on the Search button to return the list of employees in the selected team and department.

![Image of Employee List](Image)

**Figure 91: The Employee List for the Report**

4. To display the report for this fiscal year, click on the Current Year Non-Productive Time Report button. To display the report for last fiscal year, click on the Last Year Non-Productive Time Report button.

5. A window will open with the message Running Report. When the report is ready, the message Report Completed will be displayed, with two buttons.

![Image of Report Completed](Image)

**Figure 92: Report Completed**

6. To display and print the report, continue with the procedure “To display and print the Non-Productive Time report;” on page 111. To save the report as a tab-delimited file, continue with “To save the report as a tab-delimited file;” on page 112.
To generate the report for an individual:

1. Display the individual’s time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. Scroll to the bottom of the page to see the buttons.

3. To display the employee’s non-productive time for this fiscal year, click on the Current Year Non-Productive Time Report button. To display the report for last fiscal year, click on the Last Year Non-Productive Time Report button.

4. A window will open with the message Running Report. When the report is ready, the message Report Completed will be displayed, with two buttons.

Figure 93: Report Completed

5. To display and print the report, continue with the procedure “To display and print the Non-Productive Time report:,” on page 111. To save the report as a tab-delimited file, continue with “To save the report as a tab-delimited file,” on page 112.

Displaying and Printing the Report

Once the Non-Productive Time report has been generated, you can display it, print it, or save it as a tab-delimited file.

To display and print the Non-Productive Time report:

1. Generate the report as described in “Generating the Report,” on page 109.
2. To display the report, click on the Display Report button. The report will be displayed in the same window.

![Figure 94: The Non-Productive Time Report](image)

3. To print the displayed report, click on the Print button on the window’s toolbar.

4. When you are finished with the report, you can close the window to return to the Time Collection window, or, if you want to save the report, click on the Back button to return to the Running Report window.

**Saving the Report as a Tab-Delimited File**

The Non-Productive Time report is the only one that can be saved as a tab-delimited file. While you do not need to display the report before saving it, it is a good idea to do so, since you can then verify that you have selected the appropriate team to generate the correct data.

✔️ To save the report as a tab-delimited file:

1. Generate the report as described in “Generating the Report,” on page 109.

2. When the report is completed, the buttons will be displayed at the bottom of the window.
3. To verify that the report is correct, click on the Display Report button. This displays the report in the same window. When you have verified that the report is correct, click on the Back button to return to the Running Report window where the buttons are.

4. Click on the Display Report Data as tab delimited text button. The tab-delimited text will be displayed in the same window.

5. Select File, Save As... from the menu bar to display the File Save As dialog box.

A warning message is displayed, indicating that there may be problems saving the file.
6. Click on the Yes button to continue. The Save As dialog box will be displayed.

7. Navigate to the location where you want to save the file.

8. Enter a name for the tab-delimited file in the File Name field.

9. Select the type of Text file (.txt) in the File Type field.

10. Click on the Save button to save the file. You will be returned to the window that shows the tab-delimited file.

11. Close the window to return to the page from which you ran the report.
Generating a Time Entry Report

There are two types of time entry reports you can generate for a team, a detailed report that reflects everything entered on the time sheet, and a summary report that shows only the totals for each week in the pay period. The summary report is the Calc Summary, described in “Printing the Pay Period Calculation Summary,” on page 94. The detailed report is the Current Pay Period Employee Time Entry Record Report, which is explained in this section.

For an individual employee, you can generate both a printout of the time sheet, and a time history report.

Displaying & Printing a Department Time Entry Report

You can generate the Time Entry report for a department from the Approval Summary page, after you have selected the department for which you want the report. If desired, you can also generate the Time Entry report for a single team.

To display and print time entries for a department or team:

1. If you are not already displaying the Approval Summary page, click on Approval Summary in the left menu to do so.

Figure 99: Starting from the Approval Summary Page
2. Click on the desired department. If you want to limit the report to a single team, click on the desired team to select it.

3. Click on the Search button to return the list of employees in the selected team and department. These are the employees who will be included in the report.

4. Click on the Current Pay Period Employee Time Entry Record Report button to generate the report. A window will appear, indicating that the report is running.

5. When the report has been generated, buttons will appear at the bottom of the window. Click on the Display Report button to see the report.

6. You can print the report if desired by clicking on the Print button.
7. When you are finished with the report, close the report window to return to the Approval Summary page.

**Printing Time Entry Reports for an Employee**

You can print an employee’s time sheet from the Time Entry (time sheet) page.

If you have made adjustments to a prior period, you can also print a Time Entry History report, which shows both the adjustments and the original entries for that earnings period, and the pay period dates for each set of entries. See “Viewing Time Entry History,” on page 104 for more information about generating the Time Entry History report.

✔️ **To print an employee’s time sheet:**

1. Display the individual’s time sheet as described in “Displaying an Employee’s Time Sheet,” on page 50.

2. Scroll to the bottom of the page to see the buttons.

3. To generate the employee’s time entry report for this pay period, click on the Employee Time Entry Record Selected Pay Period Report button.

4. A window will open with the message Running Report. When the report is ready, the message Report Completed will be displayed, with two buttons at the bottom of the window.

5. Click on the Display Report button to display the report.

**Note:** This report cannot be saved as a tab-delimited file, despite the appearance of the button on the Running Report window.

![Figure 102: The Time Entry History Report](image-url)
6. You can print the report, if desired, by clicking on the Print button on the toolbar.

7. When you are finished with the report, close the report window to return to the time sheet.
**Biweekly.** A permanent employee who works a regular schedule and is paid on a biweekly basis. Biweekly A personnel work a 40 hour week, and Biweekly B personnel work a 36.25 hour week.

**Casual hourly.** Temporary employees with no fixed work schedule.

**Differential Pay.** Non-performance based pay, usually given to accommodate a specific working condition, such as working at a higher job level, working shifts other than a normal schedule, or performing work that is hazardous. Differential pay is also used for meal allowances for certain unions.

**Department.** The administrative or academic division with which a person is associated.

**Earning End Date.** The end date of the period in which work was performed.

**EMPLID.** The employee identification code.

**Non-Productive Time.** Time not charged to regular reporting code for biweekly employees. Non-productive time can include sick time, vacation time, bereavement leave, holidays, weather emergencies, and so on. Note that for weather emergencies, both working the emergency and being sent home are entered under non-productive time.

**Overtime.** Hours worked in excess of the employee’s regularly scheduled hours. Overtime is paid at the rate of 1, 1.5, or 2 times the regular hourly rate. For students and casual hourly employees, hours worked over 40 per week are counted as overtime.

**Pay Period End Date.** The end date of the period in which work was paid.

**Pay Rate.** The rate of pay per hour.

**Person.** any individual identified in the Time Collection system.

**Role.** A designation associated with a person that gives that person authorities in the system.

**Task.** a job title.

**Task-Unit.** A logical grouping of employee tasks within a department, also known as a Team.

**Team.** A logical grouping of employees within a department, also known as a Task-Unit.

**Time-Card or Time Sheet.** A web page containing values specific to an employee, such as name, EmplID, and a set of time entries associated with an employee for a task during a specific time period.
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