**Hourly Payroll Guidelines**

Objective: Because of the elimination of the Hourly Supplemental Paycheck, this directive will guide you to the tools available to you to ensure that all hourly time is entered, approved, and accounted for.

**Helpful Tips for the Overall Hourly Payroll Process:**

- Be clear of the T&L deadlines
  - If the deadline is Wednesday:
    1. Time must be entered before 11:00 Wednesday (before Time Admin runs)
    1. AND
    2. Time must be approved by 5:00 PM Wednesday
  - Take advantage of monthly T&L deadline calendar to allow future planning
- Time Admin is a process that must run to take the RHW entered into the Timesheet and convert it to Payable Time
  - Time Admin for hourlies runs twice a day- 11 AM to 1 PM and again overnight
- You will want to check your hourly time BEFORE Payroll creates the checks. Payroll begins right after the deadline. To ensure the time is correct, you will want to check the time before the day of the deadline to give you an opportunity to make corrections.

**Flow of Hourly Time:**

**Timesheet**

**Action:** Report/Enter Time

**What:** Enter RHW

**Payable Time**

**Action:** Approve Time

**What:** Approve RHW

**EIS Pages and Reports for the Hourly Process**

- **EIS Pages**
  - Report/Enter Hourly Time
    - UNTS Time and Labor → Report Time → Timesheet
    - Use this to report/enter all hourly time
  - Approve Payable Time
    - UNTS Time and Labor → Approve Time and Exceptions → Payable Time
    - Payable Time is the final step of hourly time and it must be approved before payment
    - Use this page to Approve time
  - Payable Time Detail
    - UNTS Time and Labor → View Time → Payable Time Summary
    - Instructions on Payable Time Detail tab
    - Use this to give you a summary of what step the time is in the process and who approved and when
- **Reports**
  - Instructions (Running EIS Reports Tab) and explanations (Reading the Reports tabs) of each report included
  - Employees by Group Report
    - UNTS Time and Labor → Reports → Employee by Group
    - A list of all the active hourlies with job information like hourly rate, account #, record #
    - Use this to check for the correct Record Number to use when entering Hourly time
  - Non Reported Time
    - UNTS Time and Labor → Reports → Non Reported Time
    - A list of all employees for a time period that have nothing entered into the timesheet
    - Use this to get a list of employees with no time entered into the timesheet for a given time period
  - UNTS Reported Time Summary
    - UNTS Time and Labor → Reports → UNTS Reported Time Summary
    - A summary of all time for a date range
    - Use this to compare against the Payable Time Summary. Reported Time and Payable Time should match exactly for a given time period
  - UNTS Payable Time Summary
    - UNTS Time and Labor → Reports → UNTS Payable Time Summary
    - A summary of all time approved in Payable Time by a date range
    - Use this to compare against the Reported Time Summary. Only approved time will be on this report. Payable Time should match the Reported Time exactly
Hourly T&L Deadlines

Refer to the BSC website for monthly time and labor deadlines.
http://bsc.untsystem.edu/payroll_deadlines

Instructions for using Payable Time Detail- Status of Hourly Time

1. Navigate to “Payable Time Detail” under “View Time”

   ![Image of Payable Time Detail screen]

2. Put in Group ID or EMPL ID
   a. Choose the person/record you would like to check on

3. Once in the page, put in the Start and End date of the time period you would like to view

Note: this page is limited to a 31 day window
Payable Time Detail

Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses.

Start Date: 05/01/2012  End Date: 05/15/2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Quantity</th>
<th>Task Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>5</td>
<td>100000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/04/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>7</td>
<td>600000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/07/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>5</td>
<td>500000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/09/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>5</td>
<td>100000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/11/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>7</td>
<td>200000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/14/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>3</td>
<td>100000</td>
<td>NONTASK</td>
</tr>
<tr>
<td>05/15/2012</td>
<td>Approved</td>
<td>RHN</td>
<td>Hours</td>
<td>3</td>
<td>300000</td>
<td>NONTASK</td>
</tr>
</tbody>
</table>
4. The Status will show you where the time is

<table>
<thead>
<tr>
<th>Data</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Tr</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2012</td>
<td>Approved</td>
<td>RHW</td>
<td>Hc</td>
<td></td>
</tr>
<tr>
<td>05/04/2012</td>
<td>Approved</td>
<td>RHW</td>
<td>Hc</td>
<td></td>
</tr>
</tbody>
</table>

- **Nothing populates:** If you see nothing:
  - Either
    1. Time has not been entered into the timesheet. Check to make sure.
  - OR
    1. Time Admin has not run. Time Admin runs 11 am to 1 pm and again overnight.
    2. Check again after Time Admin has run.
- **"Needs Approval":** Has not been approved in Payable Time
  - This is what you don’t want to see when you are checking your students-go to Payable Time and approve the time or they will not get paid.
- **"Approved":** Time has been approved in Payable Time and you are OK for this hourly.
  - This means time has been approved but not pulled into Payroll to pay yet.
  - As long as it is approved by the deadline, it will be paid on the next check.
- **"Closed":** The check to pay the employee has been created.
  - Payroll turns “Approved” to “Closed” when they finalize a check.

5. To see who approved the time and when

- **Click on the Task Reporting Elements tab**

- **It will tell you when it was approved and who did it.**
Running Reports

Steps: These are the steps to run all reports

1. Sign in to EIS and navigate to the report based on the navigation in the Guidelines
2. Leave the “Run Control ID” blank and click “Search”

3. If a previously create ID populates, select it and go to Step 4.
   a. This is what it will look like if you have an ID previously created:
b. If nothing populates when you click “Search”:

You must create a Run Control ID. This is a one-time set up. Once created, your Run Control ID will populate when you click on “Search”

Steps to create a Run Control ID:

1. Select “Add New Value”

2. Input an ID of your creation and click “Add”

   (We suggest using your EUID but anything will work)

Once you click on “Add”, the system will take you directly into Step 4

4. For Employees by Group Report

   a. Input your Group ID and a date range of your choosing

   b. To keep the report as clean as possible, choose a date range within a fiscal year
4. For Non Reported Time Report
   a. Input your Department ID and a date range of your choosing
   b. For best use of report, choose one time period at a time

4. For UNTS Reported AND Payable Time Summary Report
   a. Input your Group ID and a date range of your choosing
   b. For best use of report, choose one time period at a time
5. Select “Run”
6. On this page
   a. Make sure that Type is either “(None)” or “Email”
   b. Make sure that Format is either “(None)” or “CSV”
   c. Select “OK”

7. In 5-10 minutes, an Excel file of this report will email itself to your University email.
**Understanding the Information in an Employees by Group Report**

<table>
<thead>
<tr>
<th>Grp Descr</th>
<th>Emplid</th>
<th>Emp Rcd</th>
<th>Name</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Deptld</th>
<th>Acct Cd</th>
<th>Hourly Rt</th>
<th>Eff Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVC Business Services</td>
<td>309</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>304</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>306</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>307</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>308</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AVC Business Services</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grp Descr:** Group Description or Name of Dept

**Emplid:** Employee ID

**Emp Rcd:** Employee Record

**Name:** Name of Employee

**Job Code:** Job Code depending on type of hourly and semester

**Job Title:** The title associated with the Job Code

**Deptld:** Department ID number

**Acct Cd:** The account the money will deduct from

**Example:** SY769- 062651- 5000068

**SY769:** Institution Code

**062651:** Funding Dept ID/Proj ID (This is the account the money paid comes from)

**5000068:** Account/Object Code or Expense Line (associated with Job Code)

**Hourly Rt:** The rate of pay per hour

**Eff Date:** The last effective date of hire or change made to employee record

**Status:** Since this report gives you all active employee, this should say “Active” for all

**Std Hrs:** The standard hours per week
Understanding the Information in the Non Reported Time Report

**Note: this report will give you Hourly and Salaried employees for the department used**

**Emplid**: Employee ID

**Name**: Name of Employee

**Emp Rcd**: Employee Record

**Description**: Job Title

**Reports To**: The supervisor of the hourly that is in the system.

Based on the time period that was used (11/01/12 – 01/31/2012) these are the employees who have nothing at all reported in that date range

<table>
<thead>
<tr>
<th>Emplid</th>
<th>Employee Name</th>
<th>Emp Rec</th>
<th>Description</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>300 Student Assistant - Regular</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>301 Student Assistant - Regular</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0 Student Assistant - Regular</td>
<td></td>
</tr>
</tbody>
</table>
Using the Reported and Payable Time Summary Reports

<table>
<thead>
<tr>
<th>TL Elapsed Time Summary</th>
<th>TL Payable Time Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EmpID</strong></td>
<td><strong>Emp Recd</strong></td>
</tr>
<tr>
<td>304</td>
<td>41</td>
</tr>
<tr>
<td>300</td>
<td>35.1</td>
</tr>
<tr>
<td>300</td>
<td>40</td>
</tr>
<tr>
<td>0</td>
<td>35.4</td>
</tr>
<tr>
<td>301</td>
<td>34.9</td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Note: The “TL Elapsed Time Summary” is the Reported Time and the “TL Payable Time Summary” is what was approved for the given time period.**

After approving Payable Time, these reports should mirror each other. This is how you can check to make sure that every hour entered into the timesheet was approved and that the hourly will receive the correct payment for hours worked.

For example: the first hourly had 40 hours entered for 12/1-12/15 and 40 hours were approved, giving him an estimated gross of $451.00