

# Time and Labor for Timekeepers

## INTRODUCTION & OVERVIEW

*March 2009*

# Agenda

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# What is HR Direct?

- HR Direct is the newest release of our Human Resources application.
- Your HR department stores your personal and job information in this application. Some examples are:
  - **Hiring Information** – Your relationship to the University (e.g. Employee, Consultant, Volunteer), Start Date, Job Information
  - **Time Reporting** – Record of Time Worked, Time Off
  - **Payroll** – Federal/State Taxes, Deductions, Direct Deposit

# Time & Labor Overview

- What is Time and Labor?
  - The Time & Labor module provides you with a location to store all time reporter data within your organization.
  - Time Reporters are any employees whose time is reported or generated through Time and Labor.
  - Time & Labor has been redesigned in 9.0; the “look and feel” and functionality differ greatly from 7.6.

# Time & Labor Overview

## *Key Changes*

- New timesheet process for recording exception and positive time
- New automated rule administration

# Time and Labor Overview



## Time and Labor for Timekeepers

### Managing Time

- Recording Time Using Timesheets
- Managing Exceptions
- Viewing Details of Employee Payable Time

### Running Time and Labor Reports

# Your Time & Labor Pages

## *Introducing the Timesheet*













- The 7.6 Rapid Log panels have been replaced by the timesheet page.
- This page provides the current week's view of an employee's time (whether an exception employee or positive employee).
- You will notice changes in the timesheet view depending on whether you are accessing a positive time reporter or an exception time reporter (field values).

# Your Time & Labor Pages: Introducing the Timesheet

Report Time

## Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Business Unit	<input type="text"/> 
Job Code	<input type="text"/> 
Department	<input type="text"/> 
Supervisor ID	<input type="text"/> 
Reports To Position Number	<input type="text"/> 
Workgroup	<input type="text"/> 
Employee Type	<input type="text"/> 

### Timesheet Summary

Timekeepers will access timesheets through the Report Time – Timesheet Summary page. You can search for the employee(s) based on EmplID, Last Name, etc.

# Your Time & Labor Pages:

## *Exception versus Positive Employees*

### Exception Timesheet

- Defaults to weekly view
- Scheduled time is not pre-populated for a new time period (Populating time is a manual process)
- More fields display than on the positive timesheet (i.e. Shift ID).

### Positive Timesheet

- Defaults to weekly view

# Your Time & Labor Pages: Introducing the Timesheet

**The Timesheet** displays the Employee's Job Title, EmpID, Workgroup, Hourly Rate, etc.

**Timesheet**  
 Joe Smith Employee ID: 11111111  
 Job Title: Staff Associate U of M Employee Record Number: 1 Department: C990200 Office of the Pr

[Click for Instructions](#)  
 View By: Week Date: 01/18/2009 Refresh << Previous Week Next Week >>  
 Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours << Previous Employee Next Employee >>

From Sunday 01/18/2009 to Saturday 01/24/2009

Timesheet Overrides

	Sun 1/18	Mon 1/19	Tue 1/20	Wed 1/21	Thu 1/22	Fri 1/23	Sat 1/24	Total	Time Reporting Code	Type	Shift	Shift Combo Code
+ -												
+ -												
+ -												

Submit Apply Schedule

[Reported Time Status - click to view](#)  
[Reported Hours Summary - click to hide](#)

Category	Sun 1/18	Mon 1/19	Tue 1/20	Wed 1/21	Thu 1/22	Fri 1/23	Sat 1/24
Total Reported Hours							
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000	
Schedule Deviation		8.000	8.000	8.000	8.000	8.000	

**Positive versus Exception**  
 The timesheet will have minor field differences depending on if you are viewing a positive or exception time reporter.

# Your Time & Labor Pages

## *Reported Time versus Payable Time*

- Reported time is no longer altered when rules are applied to time via the Time Administration batch process.
- A copy of reported time is modified by rules and the end result is placed in a different record called Payable Time.
- Only payable time is eligible to go to Payroll.
- Payable Time can be viewed after the Time Administration process is run.

# Your Time & Labor Pages:

## *Other Important Changes*

- Shift and Weekend Differentials
  - Timekeepers will now enter Shift IDs on the row of worked time in the timesheet rather than entering a separate row of shift differential pay.
  - Rules will create separate rows of shift and weekend differential pay during the Time Administration process (Payable Time).
- Overtime
  - Timekeepers should enter straight-time TRC for overtime or comp time.
  - Rules applied during the Time Administration batch process will determine whether any of the overtime or comp time is eligible for premium pay.
  - Rules will automatically change any eligible time to premium TRC (Payable Time).

# Your Time & Labor Pages:

## *Other Important Changes*

### ■ Funding Overrides

- Default funding will display for positive time reporters only
  - Viewable at the top of the timesheet page rather than on each row of time.
- The term “Combo Code” replaces the term “Account Code” but the values are exactly the same.
- The Combo Code field will be available for data entry on each row of time for exception reporters.
  - The employee’s default funding will be used if the field is left blank
  - A separate Combo Code field is provided for Shift/Weekend differentials associated with the reported time.

# Your Time & Labor Pages:

## *Tracking Time & Labor Data*

- The following Time & Labor reports are available:
  - UMTL706 –Time and Labor Detail Report
  - UMTL516 – TRC History Report

# Understanding HR Direct: Online Tutorials & More!

- You will have access to the following training tools:
  - Training Courses (Classroom)
  - Online Tutorials
  - Job Aids
  - Direct help within the HR Direct Application, click the Help link.

## Demo of Online Tutorial

- For more information visit <http://www.uml.edu/hrdirect>

# Questions

