

Time & Labor Navigation Cheat Sheet for Central Users

The following cheat sheet offers navigation paths and descriptions for quick and easy access to pages within the HR 9.0 Time & Labor module. For more detailed information regarding these pages, please see the Time and Labor for Central HR Training Manual or UPK Player.

Process	Navigation	Key Information
Managing Work Schedules		
Creating Schedule Groups	Set Up HRMS → Product Related → Time and Labor → Schedules → Schedule Group	Schedule Group, Description, Short Description
Creating Shifts	Set Up HRMS → Product Related → Time and Labor → Schedules → Shifts	SetID, Shift ID, Effective Date, Description, Short Description, Shift Type, Taskgroup
Creating Schedule Definitions	Set UP HRMS → Product Related → Time and Labor → Schedules → Definition	SetID, Schedule ID, Effective Date, Status, Description, Short Description, Definition Type, etc.
Managing Time Reporter Data		
Enrolling Time Reporters	Time and Labor → Enroll Time Reporters → Create Time Reporter Data	EmplID, Payable Time Start Date, Effective Date, Workgroup, Taskgroup, etc.
Maintaining Time Reporter Data	Time and Labor → Enroll Time Reporters → Maintain Time Reporter Data	EmplID, Effective Date, Time Reporter Status, Group Membership, Workgroup, etc.
Viewing Time Reporter Data	Time and Labor → View Time → Time Reporter Status	EmplID, Empl Rcd Nbr, Earliest Change Date, Run Time Administration, and Last Update Date/Time
Troubleshooting and Enrolling in Compensatory Time Plans	Time and Labor → Enroll Time Reporters → Comp Plan Enrollment	EmplID, Effective Date, Compensatory Time Off Plan, and Status
Viewing Time Reporter Compensatory Time	Time and Labor → Enroll Time Reporters → Comp Plan History	EmplID, Effective Date, Status, Compensatory Time Off Plan, and Description
Assigning Work Schedules	Time and Labor → Enroll Time Reporters → Assign Work Schedule	EmplID, Assign Schedule, Effective Date, Assignment Method, Schedule Group, Schedule ID, and Show Schedule
Assigning Schedules to a Group	Time and Labor → Enroll Time Reporters → Assign Schedule to Group	Run Control ID, Schedule Group, Schedule ID, and Employee to Process information

Time & Labor Navigation Cheat Sheet for Central Users

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Establishing Static and Dynamic Groups		
Defining Group Creation Security	Set Up HRMS → Security → Time and Labor Security → Group Creation Security	Row Security Permission List
Creating Static Groups	Set Up HRMS → Security → Time and Labor Security → Static Group → Add a New Value	Group ID, Description, Short Description, Group ID, Operator, Group 2, Select Parameters information, etc.
Creating Dynamic Groups	Set Up HRMS → Security → Time and Labor Security → Dynamic Group → Add a New Value	Group ID, Description, Short Description, Taskgroup for Time Reporting, Select Parameters information, etc.
Viewing Time Reporters in Groups	Set Up HRMS → Security → Time and Labor Security → Static Group or Dynamic Group	Group ID and Current Group Members
Approving and Managing Time		
Recording Time Using Timesheets	Manager Self Service → Time Management → Report Time → Timesheet	EmplID, Get Employees, Name, Daily Hours, Time Reporting Code, etc.
Approving payable time	Time and Labor → Approve Time → Payable Time Manager Self Service → Time Management → Approve Time and Exceptions → Payable Time	EmplID, Start Date, and Get Employees (For more details: Click on the Name link of an Employee)
Recording Time Using Rapid Time Entry	Time and Labor → Report Time → Rapid Time	Description, Template Type, Rapid Time Template, Session Status, Processing Mode, Rapid Detail Information, etc.
Managing Exceptions (Warnings & Errors)	Time and Labor → View Exceptions and Attendance → Exceptions	Group ID, Get Employees, Filter Options, Exceptions Overview information, Exceptions Details information
Viewing a Reported Time Audit	Time and Labor → View Time → Reported Time Audit	EmplID, Start Date, End Date, and Get Rows
Adjusting Time for Prior Periods	Manager Self Service → Time Management → Report Time → Timesheet	EmplID, Get Employees, Name, Date, Refresh, Add a Row, etc.



Time & Labor Navigation Cheat Sheet for Central Users

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Making Record Only Adjustments	Time and Labor → Report Time → Adjust Paid Time	EmplID, Start Date, End Date, Date, Time Reporting Code, Quantity, Taskgroup, etc.
Viewing Unprocessed Reported Time	Time and Labor → View Unprocessed Time → Unprocessed Reported Time	Group ID, Start Date, End Date, and Get Employees (For more details: Click on the Name link of an Employee)
Viewing Unprocessed Payable Time	Time and Labor → View Unprocessed Time → Unprocessed Payable Time	Group ID, Start Date, End Date, and Get Employees (For more details: Click on the Name link of an Employee)
Running the Time Administration Process	Time and Labor → Process Time → Request Time Administration	Run Control ID, Process Date, EmplID
Running Reports		
Running Time and Labor Reports	UMass Custom → Time and Labor → Reports → Schedules Needed	Run Control ID, Process Date
Running the Payable Status Report	Time and Labor → Reports → Payable Status	Run Control ID, Description, From Date, Thru Date, Select Payable Status, EmplID
Running the Time Card Report	Time and Labor → Reports → TimeCard	Run Control ID, Start Date, End Date, EmplID
Running the Schedules Needed Report	Time and Labor → Reports → Scheduled Hours	Run Control ID, Start Date, End Date, EmplID
Running the Employee Roster Report	UMass Custom → Time and Labor → Reports → Employee Roster Report	Run Control ID, Report Name, Template as of Date
Running the Holiday Compensatory Time Report	UMass Custom → Time and Labor → Reports → Hol Comp Time Report	Run Control ID, Business Unit, Department, Workgroup, Optional Sort By
Running the TRC History Report	UMass Custom → Time and Labor → Reports → TRC History Report	Run Control ID, From Date, Thru Date, TRC, EmplID
Running the Time and Labor Detailed Report	UMass Custom → Time and Labor → Reports → TL Detail Report	Run Control ID, Time Type, Report Type, Optional Sort By, Pay Period End Date, Group ID,