Business process guide

PeopleSoft human capital management release 9.2 — September 2022

This guide is for users in a department who are responsible for approving employee timesheets. The types of time that may need to be approved include hourly, vacation, compensatory and sick time. You can either be a department-time administrator or a manager in the department.

To use the screenshots shown throughout this guide, you must have the PeopleSoft role of HCM Dept Time Administrator.

Visit the payroll calendar webpage to learn more about the various payroll deadlines.

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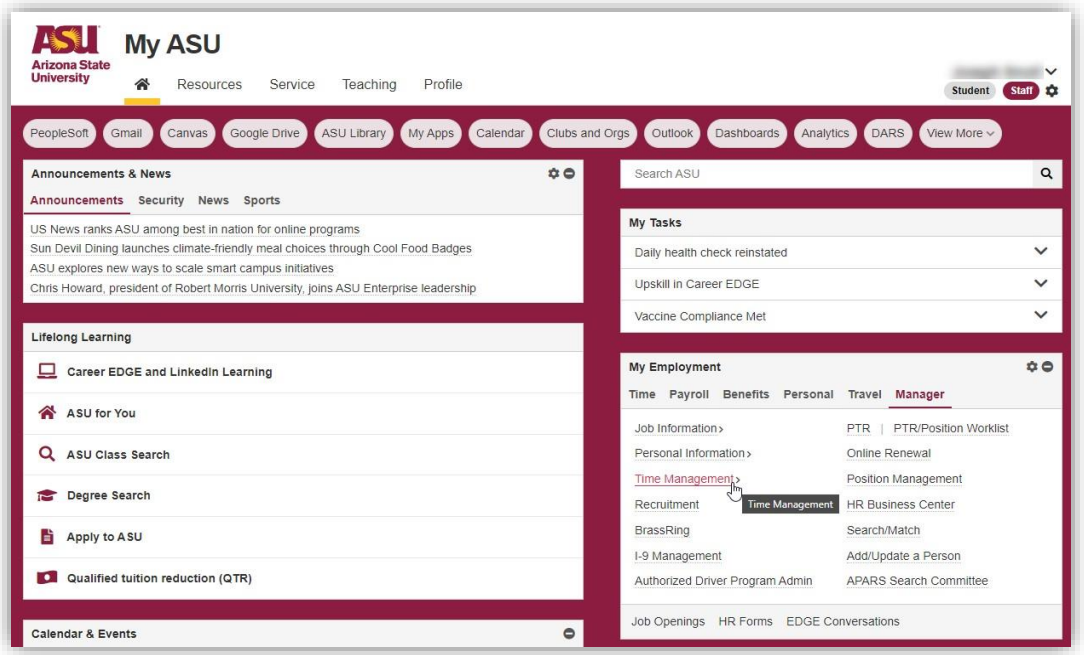
Accessing time and labor screens in My ASU

1. Open a web browser.
2. Navigate to ASU's website.
3. Login in with your ASURITE ID and password.
4. Click on the "Manager" tab.
5. Click on "Time Management."

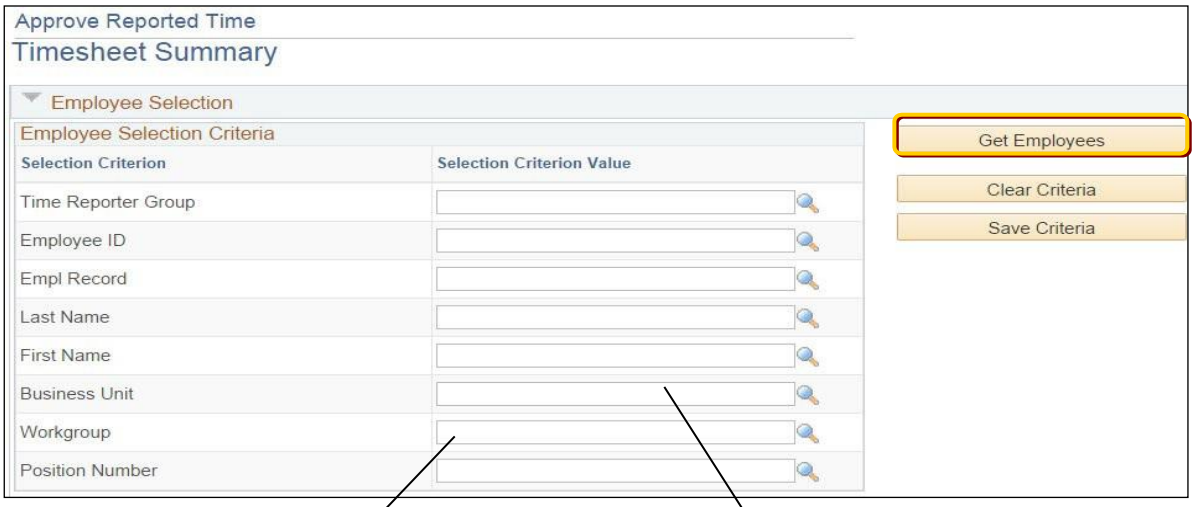
There are several choices to view and edit time and leave reporting:

- Approve reported time — see all employees and view individual timesheets and details.
- Input employee time — see which employees have hours that need to be approved.
- View employee reported time — see the hours put in by all employees at once.
- Verify no errors.
- Time search options.
- Team time — new fluid PeopleSoft navigation collection for reviewing and inputting employee time, reviewing exceptions, payable time and leave balances.



Approving, entering and viewing employees via the timesheet

You can search for employees by looking up their employee ID or listing employees by time reporter group, business unit or workgroup.



Workgroup	Description
ACBEN	Academic Benefit Eligible
ACDNOB	Academic Non-Benefit Eligible
HBEN	Hourly Benefit Eligible
HNOB	Hourly Non-Benefit Eligible
SBEN	Salaried Benefit Eligible
SNOB	Salaried Non-Benefit Eligible
STU	Students

Business Unit	Description
A0101	A - President's Office
B0101	B - Provost Tempe
C0101	C - Public Affairs
D0101	D - Business & Finance
E0101	E - Research
F0101	F - Student Affairs
G0101	G - West
H0101	H - Board of Regents
I0101	I - Polytechnic
J0101	J - Intercollegiate Athletics
L0101	L - Student Initiatives

Note: An employee's workgroup dictates which time reporting codes are available for them to report.

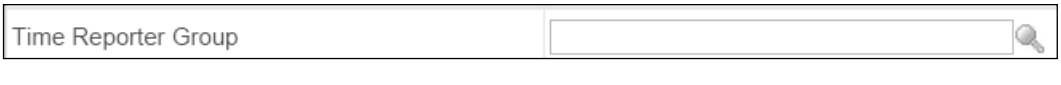
Show one employee

You can search for a single employee by their employee ID, capitalized first and last name or position number.

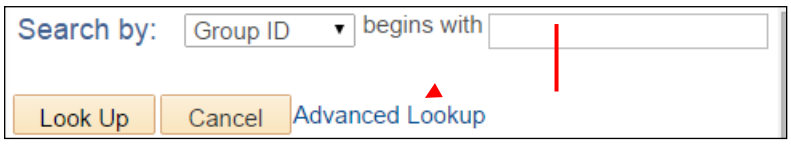
Once you have set your search criteria, click the "Get Employees" button and search by time reporter group. Depending on the circumstance, the employees you approve time for may all report in a group.

To find your group ID:

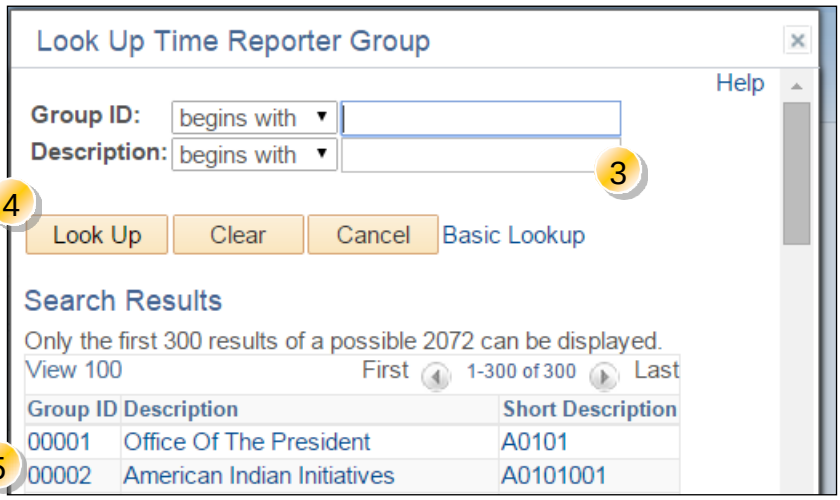
1. Click on the magnifying glass next to the "Time Reporter Group" field.

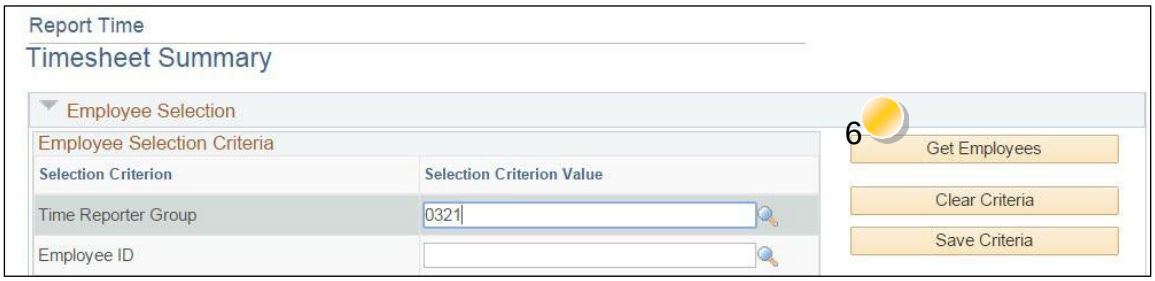


2. Click on “Advanced Lookup.”



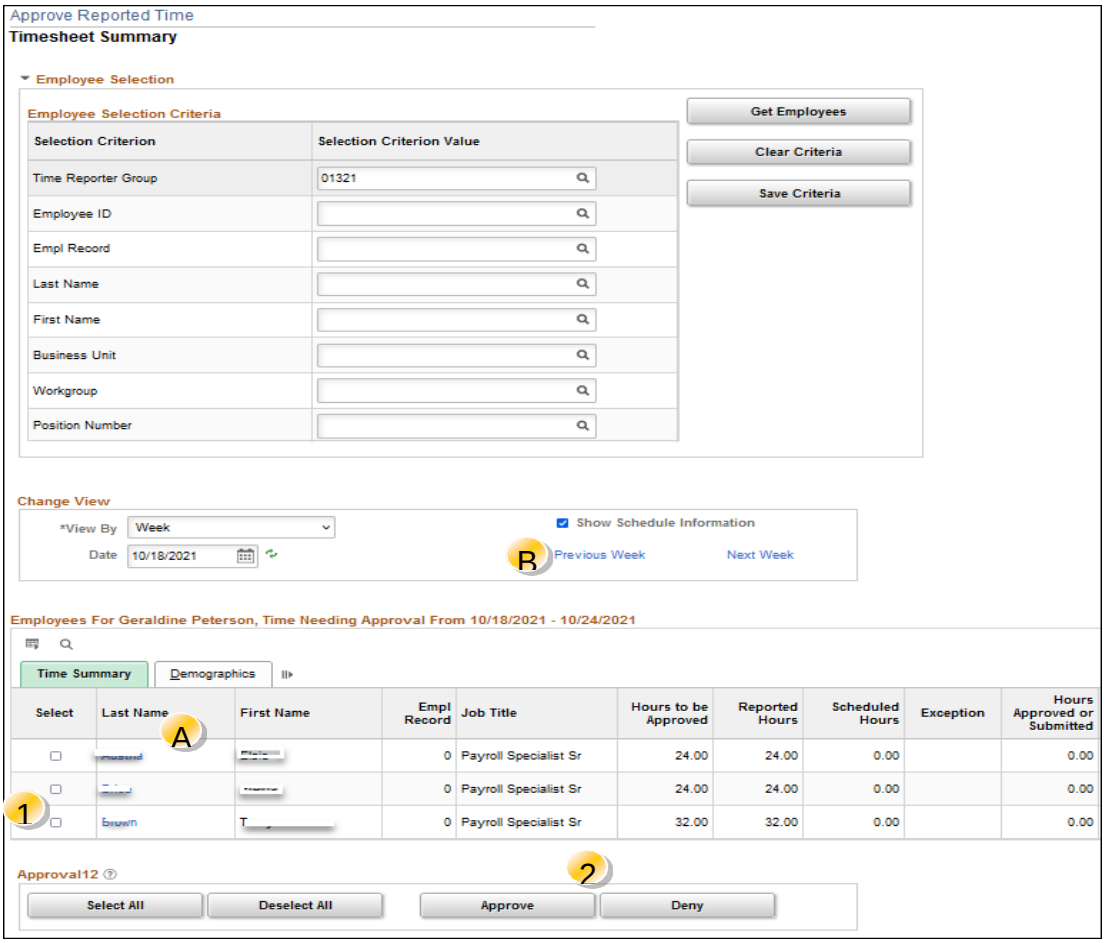
3. Type in a word you think may be in your group’s description.
4. Click “Look Up.”
5. Click directly on the group ID number.
6. Click “Get Employees” to list the employees you need to approve time for.





Approve employee time via the reported time screen

There are various ways to approve an employee’s time. It is best practice to review each employee’s time in detail so you can ensure they use the right time reporting code.



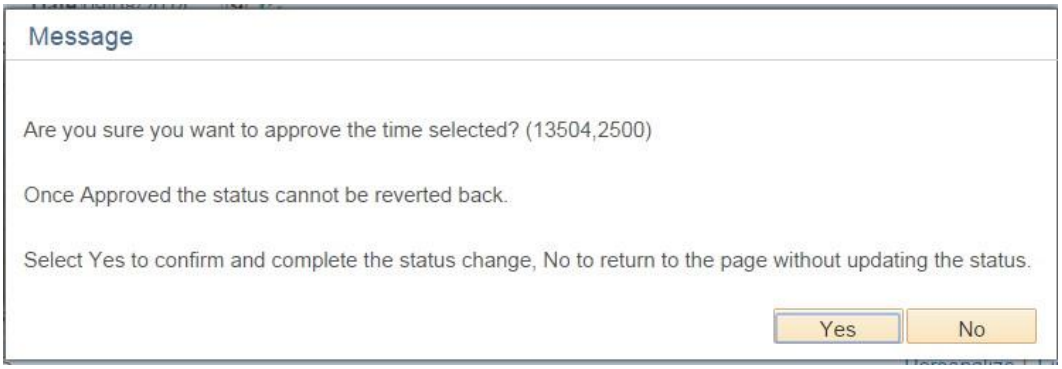
From the screen above, you can approve the hours of one or more employees by:

1. Clicking the check boxes next to the employees you want to approve.
2. Clicking on “Approve” or “Deny.” All entries for selected employees will be approved or denied.

Best practices

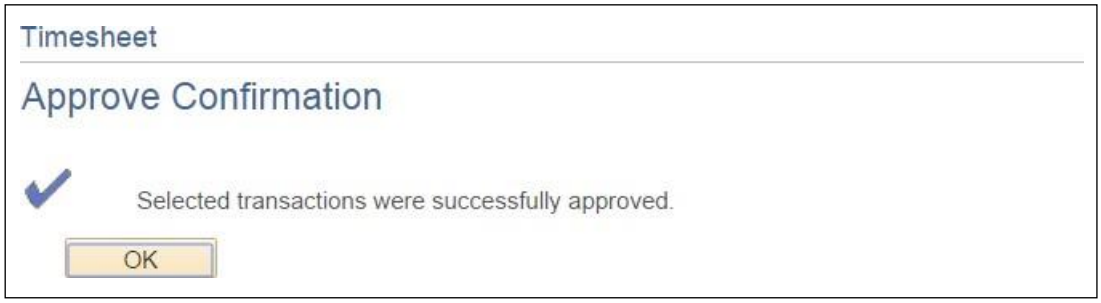
Tip A: You can go deeper by clicking on an employee’s last name and approving or denying individual entries.

Tip B: If you have navigated to a period in the past, you will see the following message. It warns you that you are dealing with data from the past and that the employee’s pay will be affected by your changes if they are made within 112 days — eight pay periods. If a time adjustment is needed after 112 days, submit a Payroll Action Request to Payroll.



Note: Remove any hours reported as zero, as this will create a "High Severity Exception." Contact your Payroll representative for further assistance.

Once you click "Approve Selected" or "Deny Selected," you will see two more screens. The first screen allows you to cancel if you make a mistake. If you click "yes" to continue, the second screen will confirm the changes you made. You will need to select "OK" to confirm.



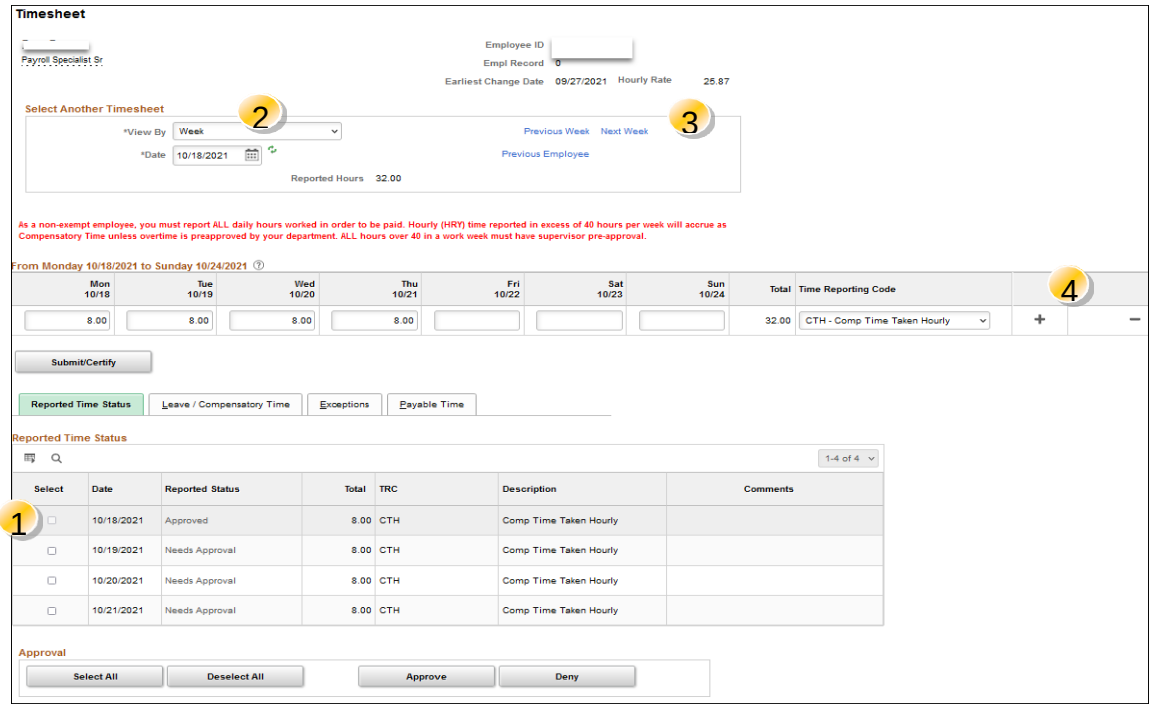
Approve, deny, edit, add or delete time for an employee

When you click on an employee's name, you can approve or deny individual entries in their record by:

1. Using the "Select All" or "Deselect All" to mass select or unselect entries.
2. Click the "view by" and "date" features to change the time frame. Typically, you will view by calendar period in two-week intervals. A warning message will appear if you navigate a previous pay period.
3. Use the above links to jump to new periods or a different employee quickly.
4. If your security access and business process allow, you may be able to add and edit hours to the employee's record.
    a. If the new hours are of a different time reporting code, click the plus sign at the right end of the last row to add a new row of data.
    b. Enter the number of hours and click on the drop box for the total time reporting code to choose the correct TRC.

c. Remove the incorrect entry.
d. Do not use zero in the employee timesheet, as this will create a “High Severity Exception.”
e. Click on “Submit/Certify.”

5. “Approve” or “Deny” the hours.



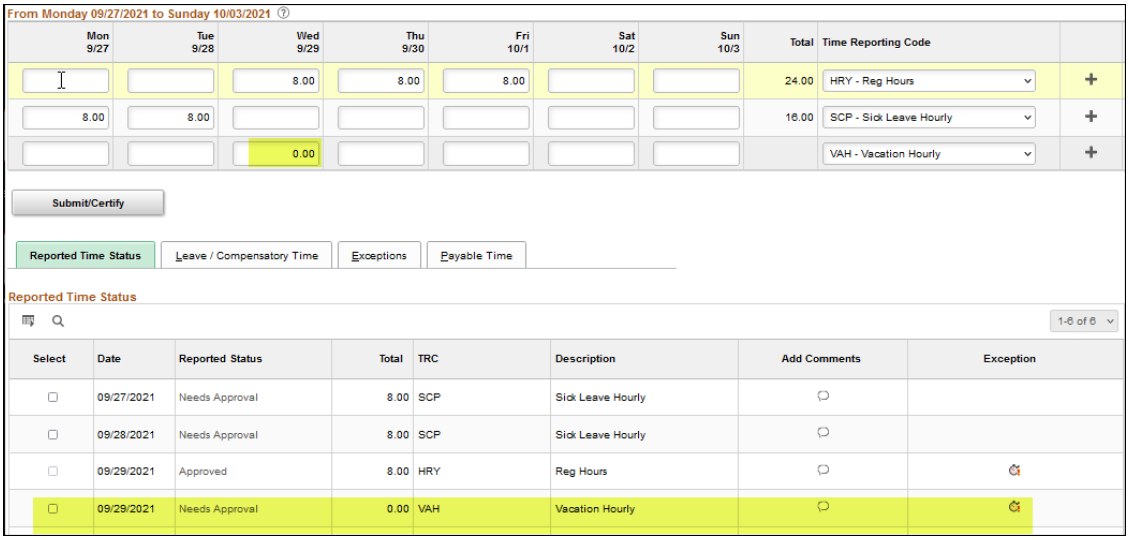
Tabs at the bottom of the timesheet

Reported time status — shows the hours that need DTA approval.

Leave/Compensatory time — applies to benefits-eligible employees and shows different types of leave plans and the corresponding available balance.

Exceptions — shows the hours that have a status of “unresolved.” Exceptions with a “low” or “medium” severity can be processed within the department. “High” severity exceptions need to be researched. The most common high severity research is a zero entered on the employee’s timesheet. The best practice is to inform your employees to leave it blank if there are no hours to report for a day. Contact your Payroll representative for assistance.

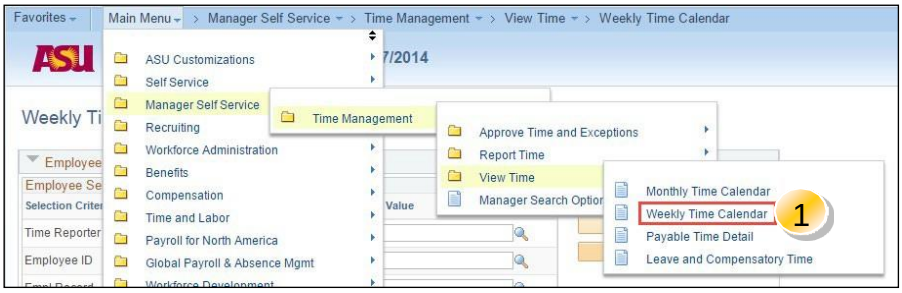
Payable time — shows hours with different payable statuses like estimated, rejected, paid, etc., depending on when payroll confirms.



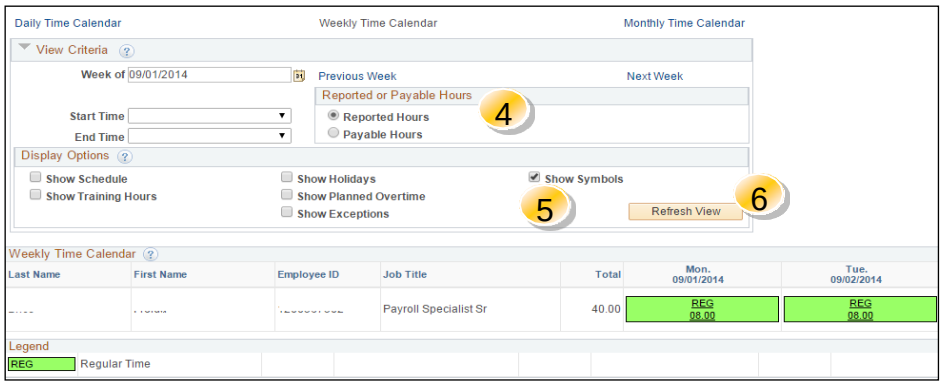
Weekly time calendar view

To show reported hours:

1. Click on the “Weekly Time Calendar” view in the “View Time” menu.



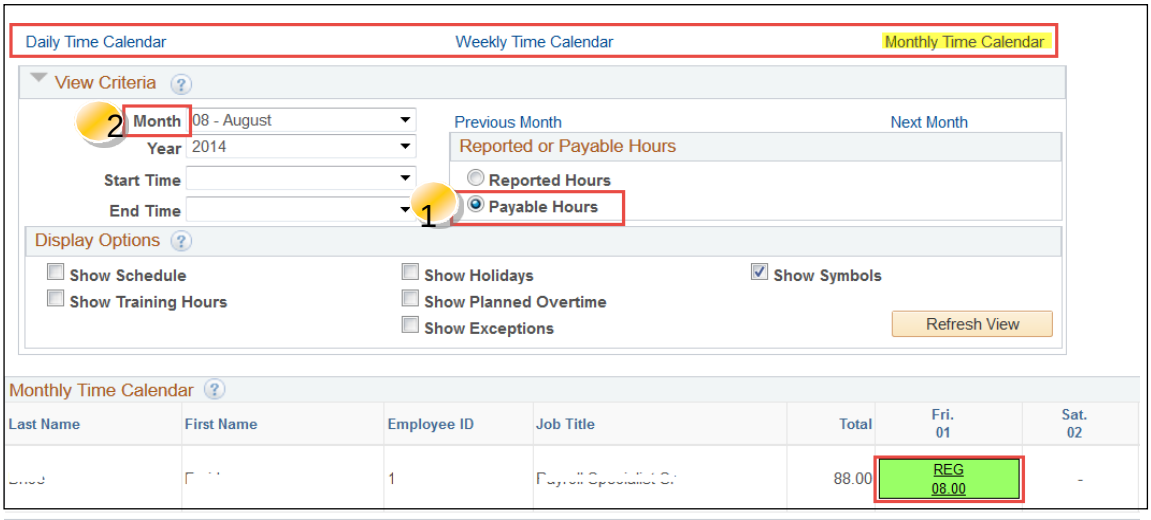
2. Look up your employee using their ID number or criteria of your choice.
3. Click on “Get Employees.”
4. Click on the radial button titled “Reported Hours.”
5. Click a checkmark in the “Show Symbols” area. This will color code the various types of pay an individual has generated.
6. Click the “Refresh View” button to bring up reported hours.



Payable hours

1. Click on the “Payable Hours” radial button.
2. Click on the “View Month” button.

Note: The monthly, daily and payable time details views are also useful. Click on the hours links to view details about them.



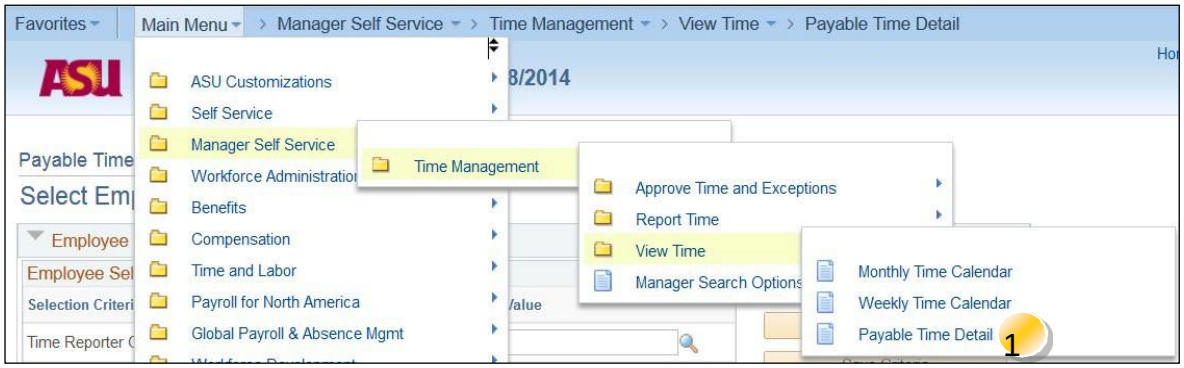
The payable hours view in the system shows the number of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can also see this view.

Additional codes in the payable time when reviewing and calculating employee's hours include:

- CEP — comp time paid. These are the hours IR 2.75 paid straight.
- CTE — comp time earned.
- HOP — holiday pay.

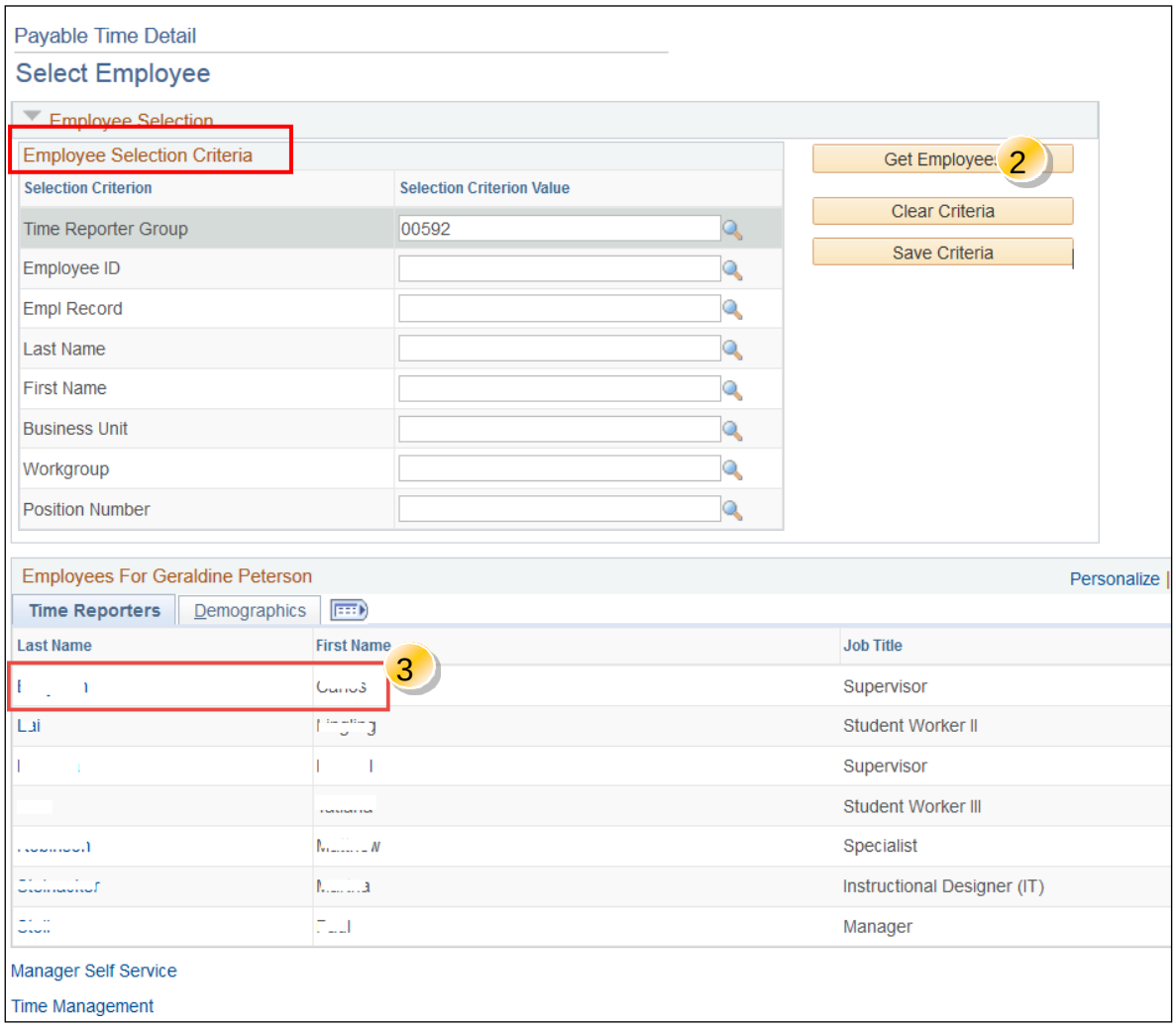
Payable time details

You can access payable time details in PeopleSoft.

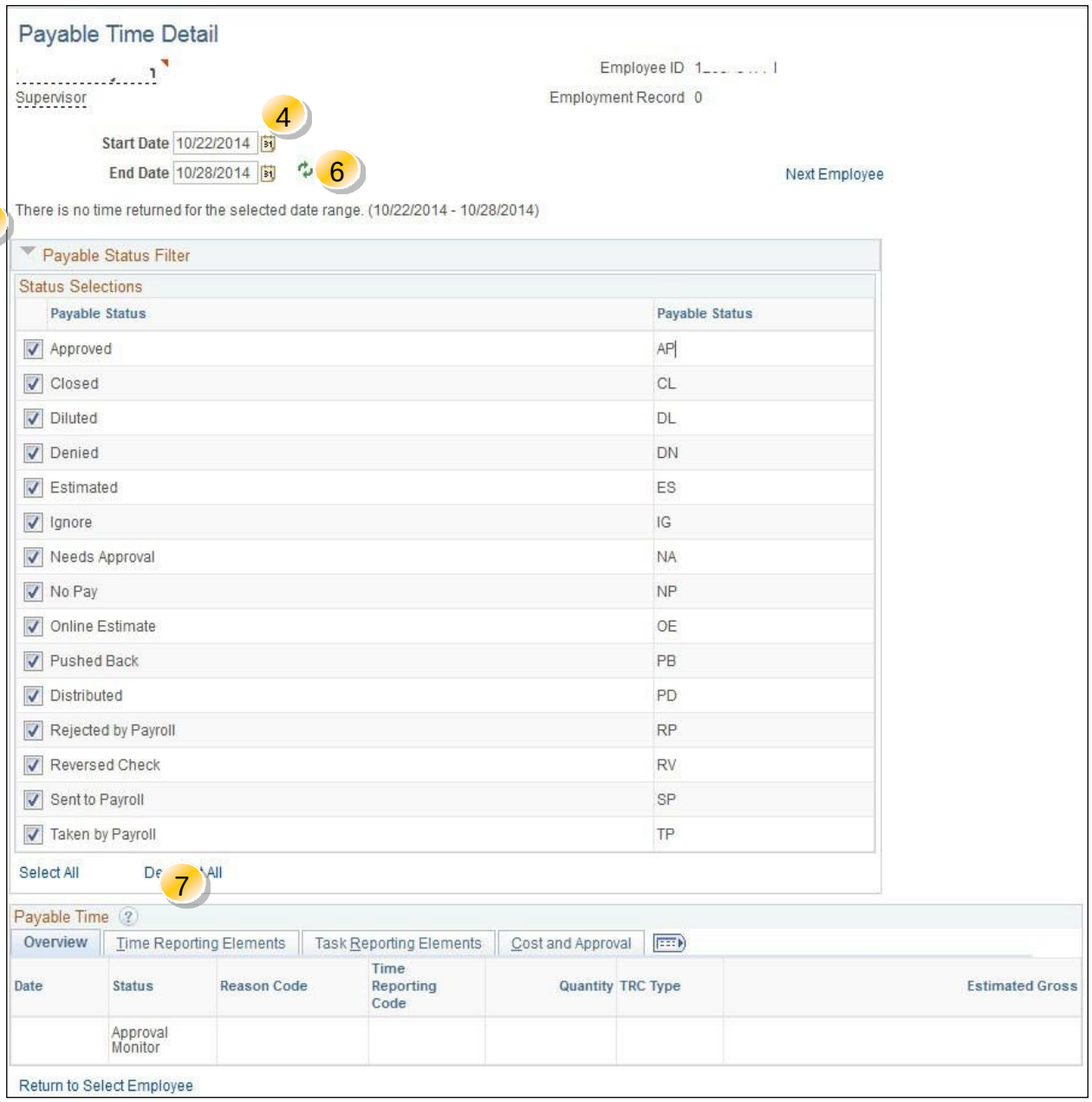


The payable time detail view lists the status of an employee's pay. To access the view:

1. Click on the "Payable Time Detail" link under the "View Time" menu.
2. After entering your search data, click "Get Employees."
3. Click on the employee name you wish to view.

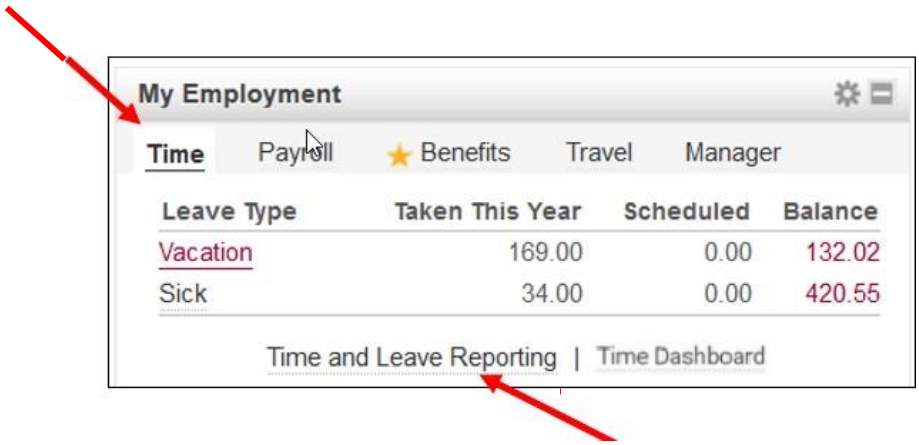


4. Click on the calendar icon, and choose a date to view.
5. If needed, expand the “Payable Status Filter” and choose the criteria.
6. Click the “Refresh” button.
7. View the “Payable Time Detail.”

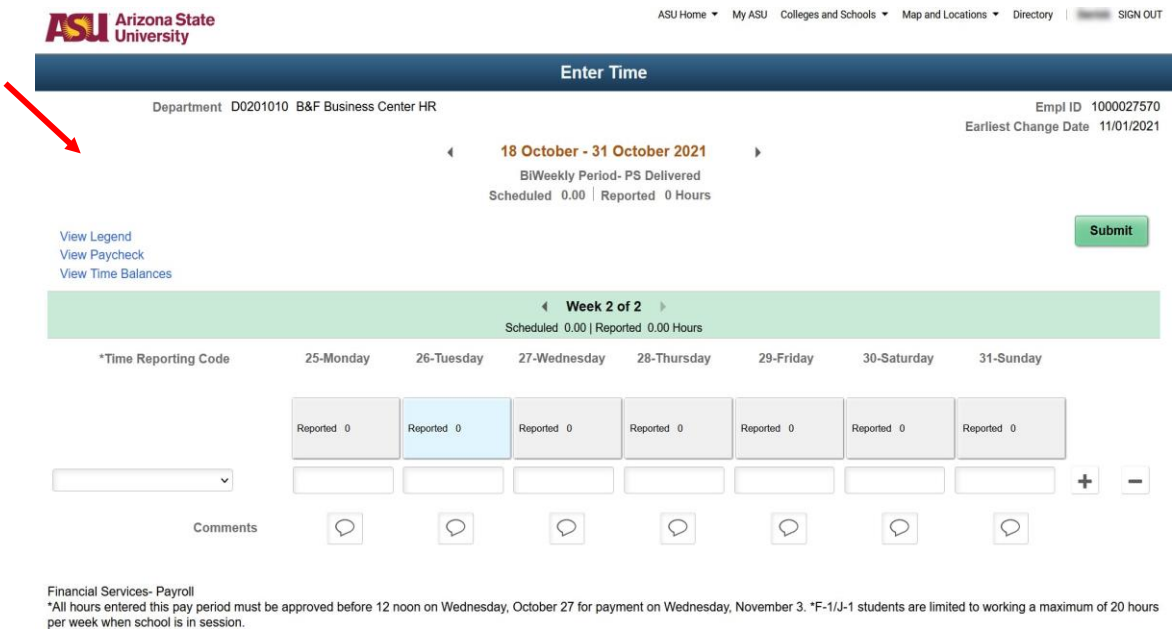


Employee self-reported time and leave

Employees can easily report their time from My ASU. You can find Time and Leave Reporting on the middle right side of the My ASU screen. Employees can click on “Time” and then click again on the “Time and Leave Reporting” or “Time Dashboard” to report their hours.



When clicking on the “Time and Leave Reporting” link, you will see the screen below:



Note: The Financial Services — Payroll message will appear with information on deadlines for time entry and approval. It will also give the employee expected dates to be paid for the time they are entering.

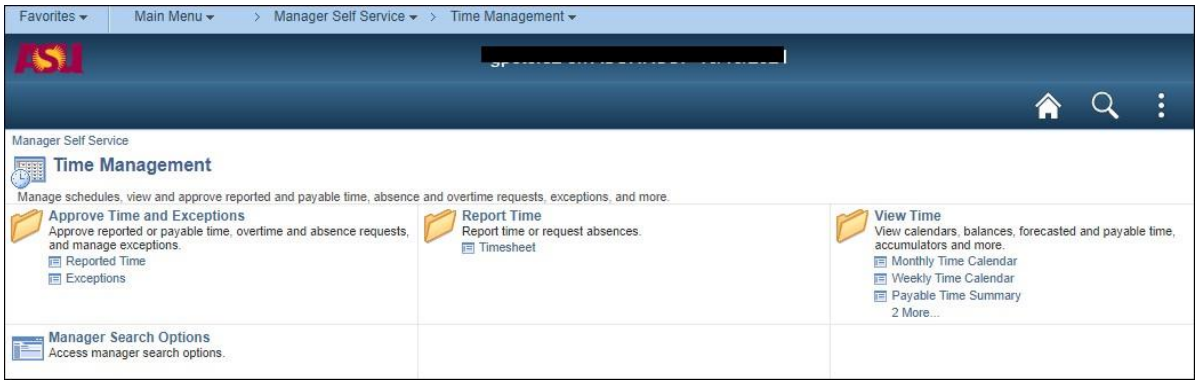
Approve time via PeopleSoft screens

You can access the time and labor screens directly in PeopleSoft as a personal preference or if My ASU is unavailable.

1. Open a web browser and navigate to PeopleSoft.

Login to PeopleSoft using your ASURITE ID and password

2. Navigate to the time and labor screen by selecting “Manager Self Service” and then “Time Management.”



Exceptions
Manage exceptions for a group of time reporters

Reported Time
See only those employees with hours that need to be approved. Approve all at once.

Timesheet
See all of your employees – Approve time one employee at a time.

Time Calendar
See hours submitted by all of your employees at one glance.

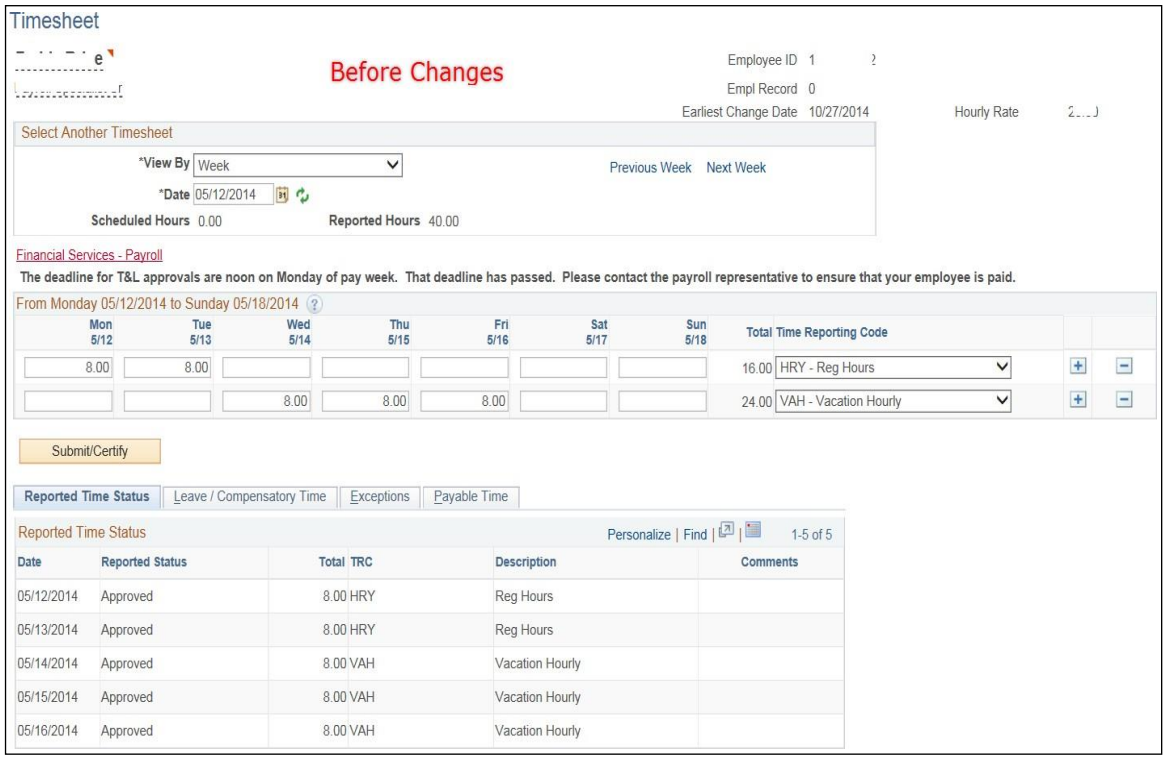
The links shown in this guide work identically to the screens you will access via My ASU.

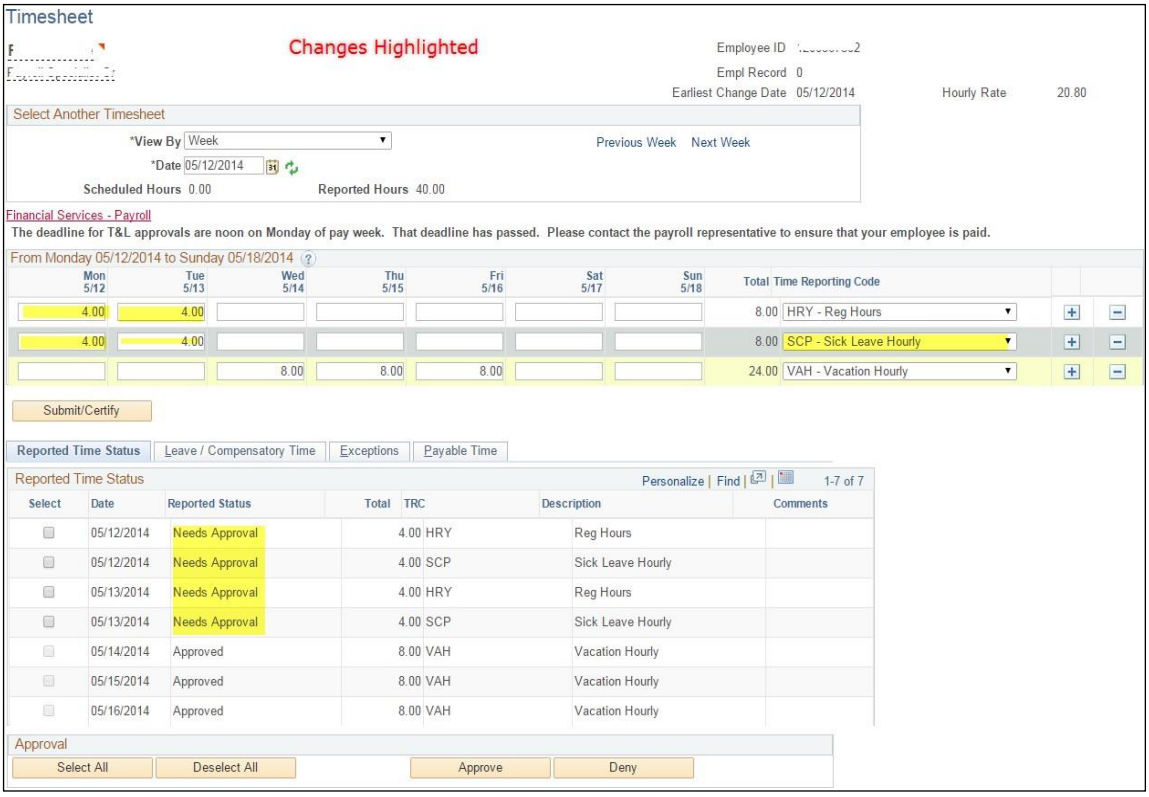
Timesheet adjustments

The following list shows the steps a DTA will need to adjust an employee's timesheet after the pay period ends. In this example, only the days changed by a DTA will need to be reapproved.

Timesheet adjustments adjusted within 112 days — eight pay periods — must use the timesheet. Time that needs to be changed outside this period will need to follow a different procedure.

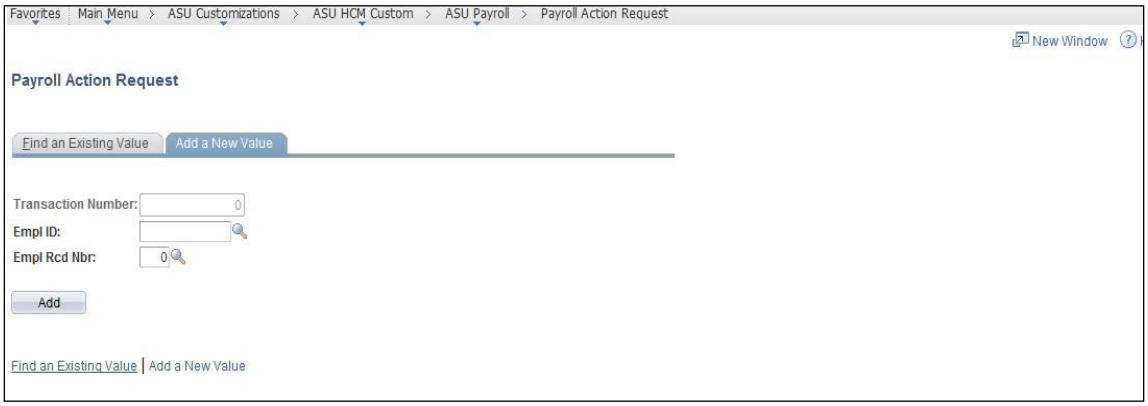
1. Select the "Manager Self Service" link.
2. Select the "Time Management" link.
3. Select the "Report Time" link.
4. Select the "Timesheet" link.
5. Click the "Empl ID" field and type in your employee's ID number.
6. Click the "Get Employees" button.
7. Click on the employee and the employee's timesheet for the current week will be displayed.
8. To go back to the period that needs adjustment, either enter the date in the date field or click on the previous week or period link.
9. Change the hours on the timesheet for the time on the incorrect days.
10. Click "Submit/Certify" once all changes have been made.
11. Click the check box or "Select All."
12. Click "Approve" to approve the time.



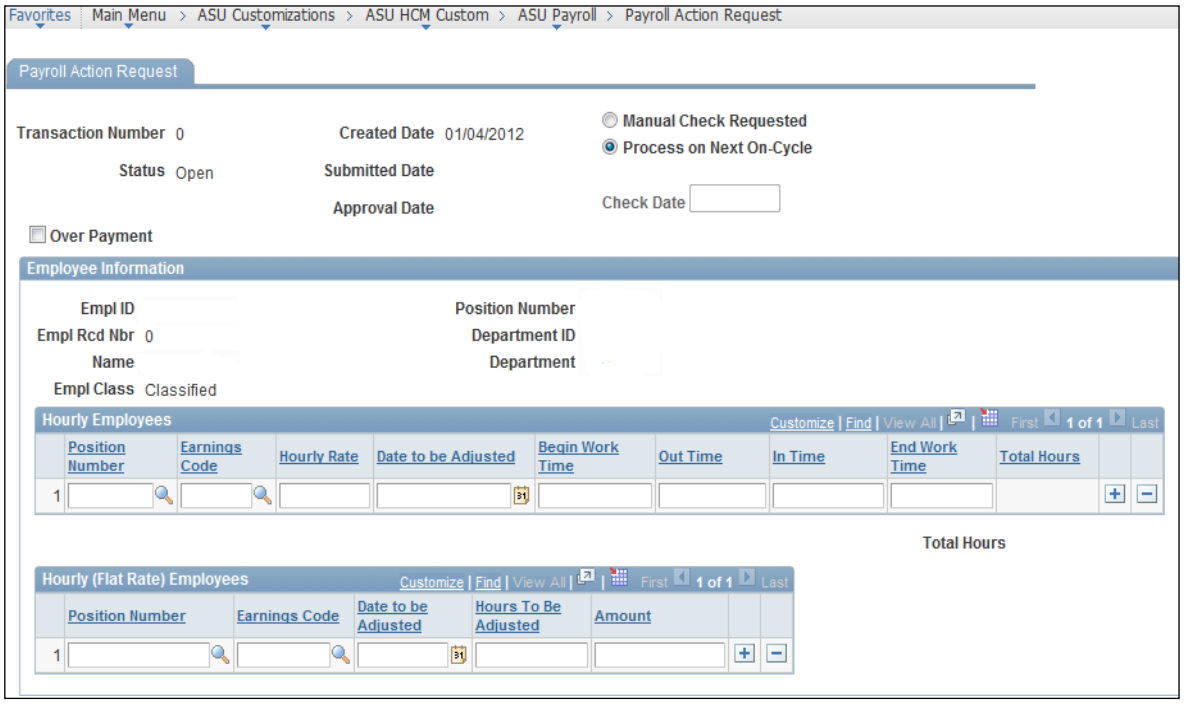


Time adjustments after 112 days — eight pay periods — must be submitted via a Payroll Action Request.

1. Select ASU Customization.
2. Select ASU HCM Custom.
3. Select ASU Payroll.
4. Select Payroll Action Request.
5. Select Add a New Value.
6. Enter the employee ID and employee record number, then click add.

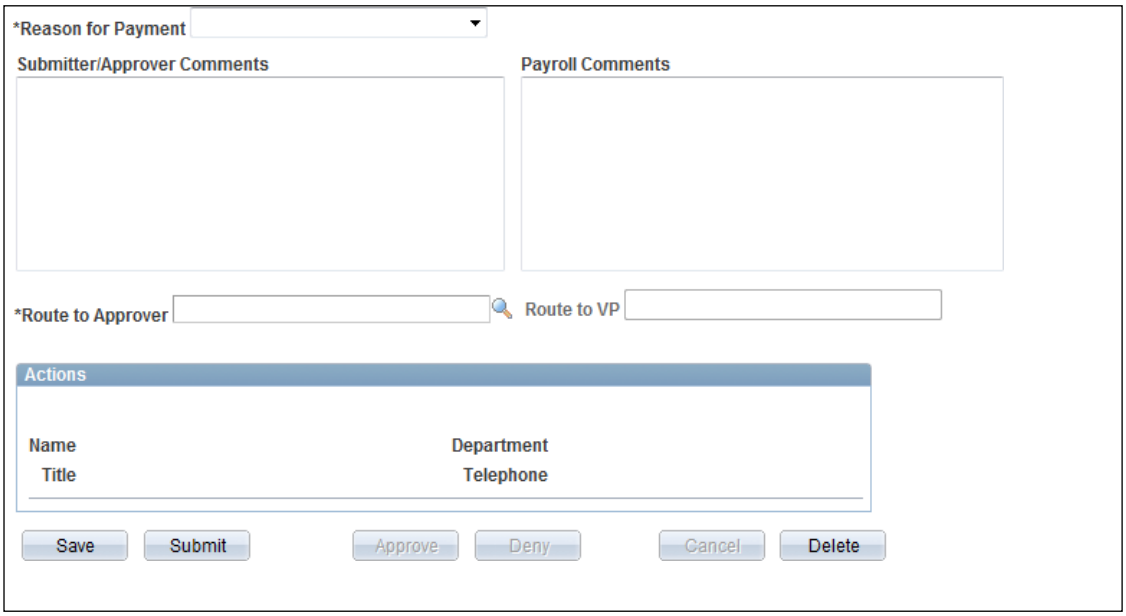


7. Enter the position number, earnings code, date to be adjusted and the hourly rate if necessary.



8. Select a Reason for Payment from the drop-down menu and enter any comments if necessary.

9. Enter the route to the approver. If unknown, use the magnifying glass to find the approver.
10. Click on the submit button.

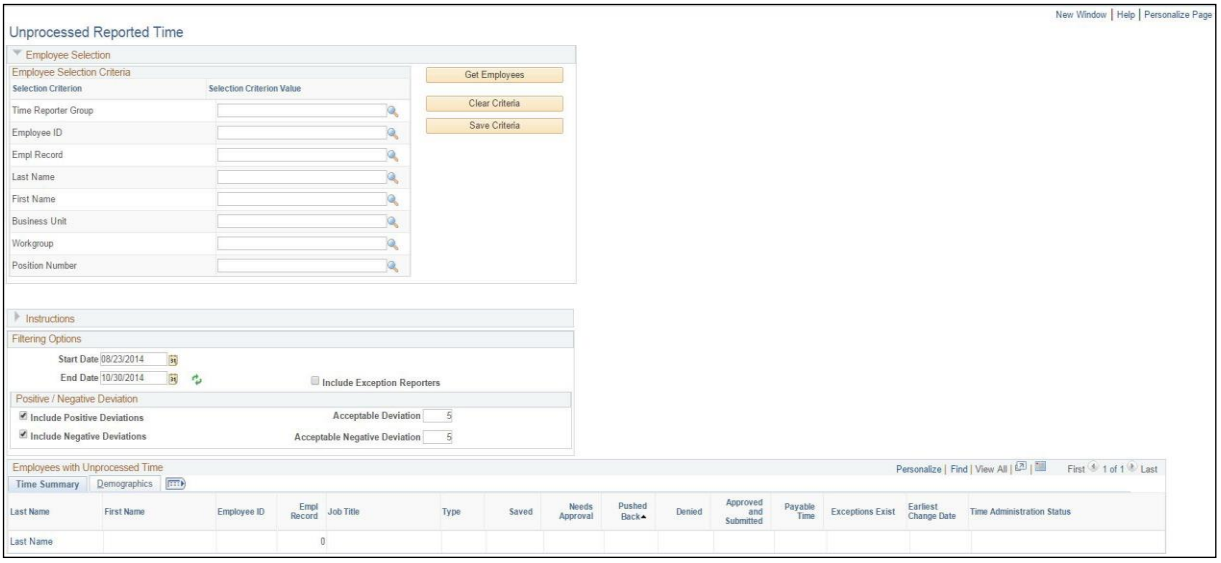


Unprocessed reported time

The menu item will allow DTA's to review any reported time with a status of "Needs Approval," "Saved" or "Denied," and any time with exceptions within their group ID, employee ID, employee's first or last name, business unit, workgroup or position number.

Navigate to "Unprocessed Reported Time" by clicking:

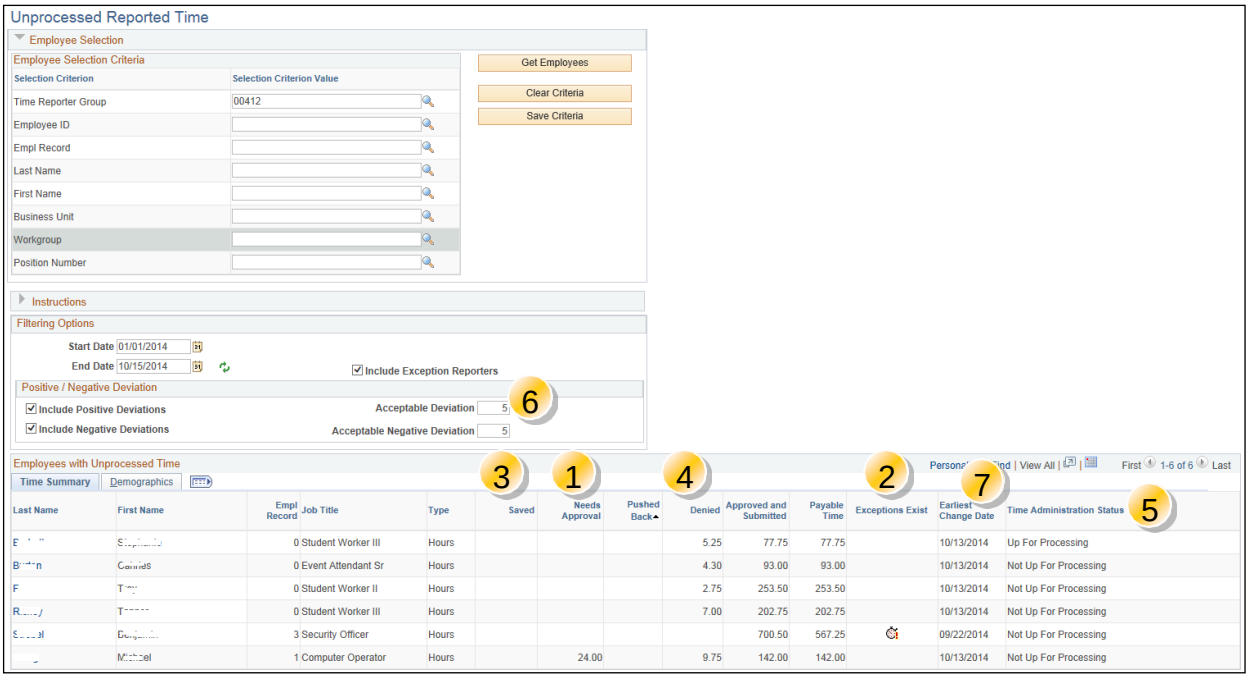
1. Main Menu.
2. Time and Labor.
3. View Unprocessed Time.
4. Unprocessed Reported Time.



You can search for an unprocessed reported time by the individual employee or list the employees by the time reporter group, business unit or workgroup.

Once the criterion is entered, click the “Get Employees” button. The results will populate if you have any employees with unprocessed reported time.

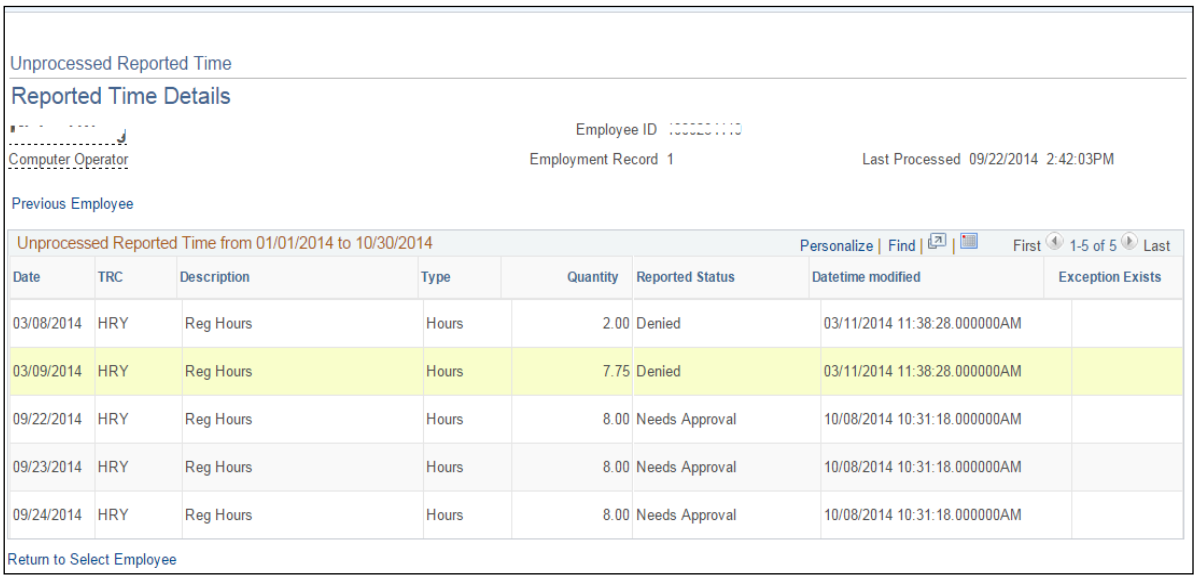
Note: Click on “Include Exception Reporters” to list employees that might have exceptions to their time.



Section one — needs approval

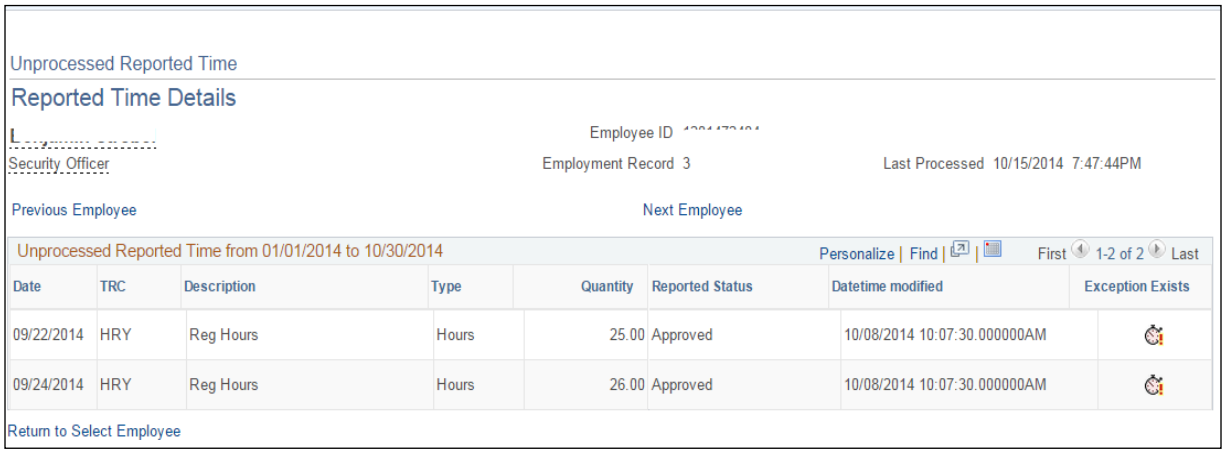
Click on the employee name. It will bring the detail of the hours that need DTA approval.

If the hours are correct and need to be approved by the DTA, go into the employee's timesheet to approve the hours if the time is within 112 days — eight pay periods. If the hours that need to be approved are after 112 days — eight pay periods — please submit a PAR.

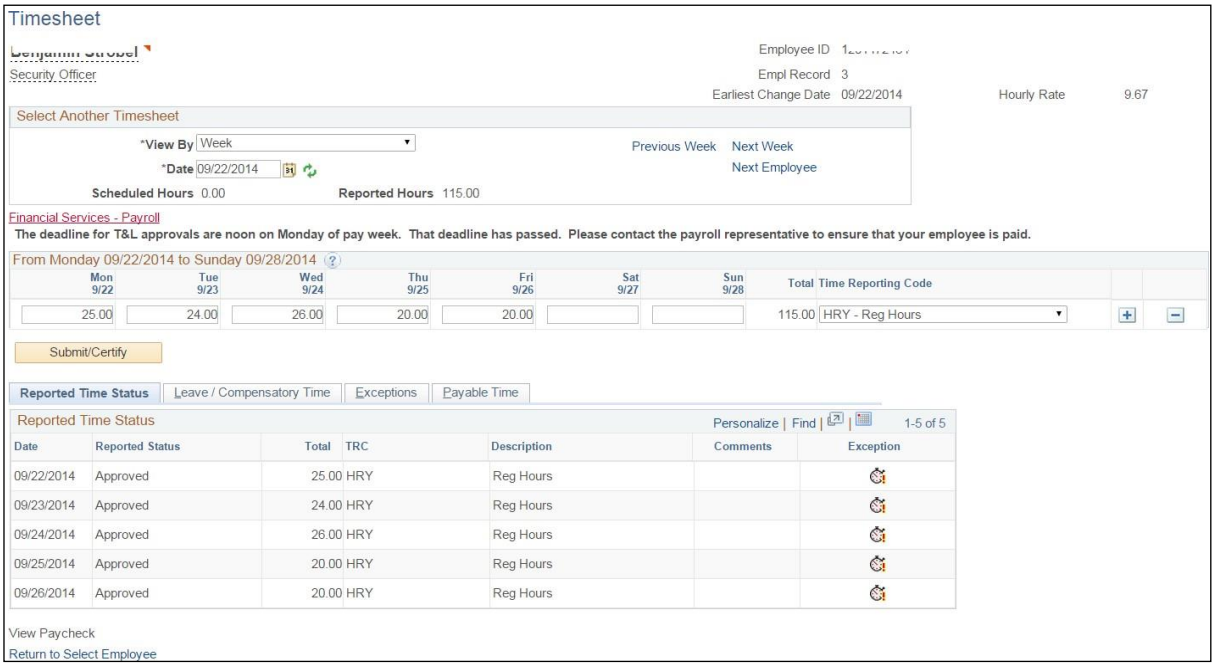


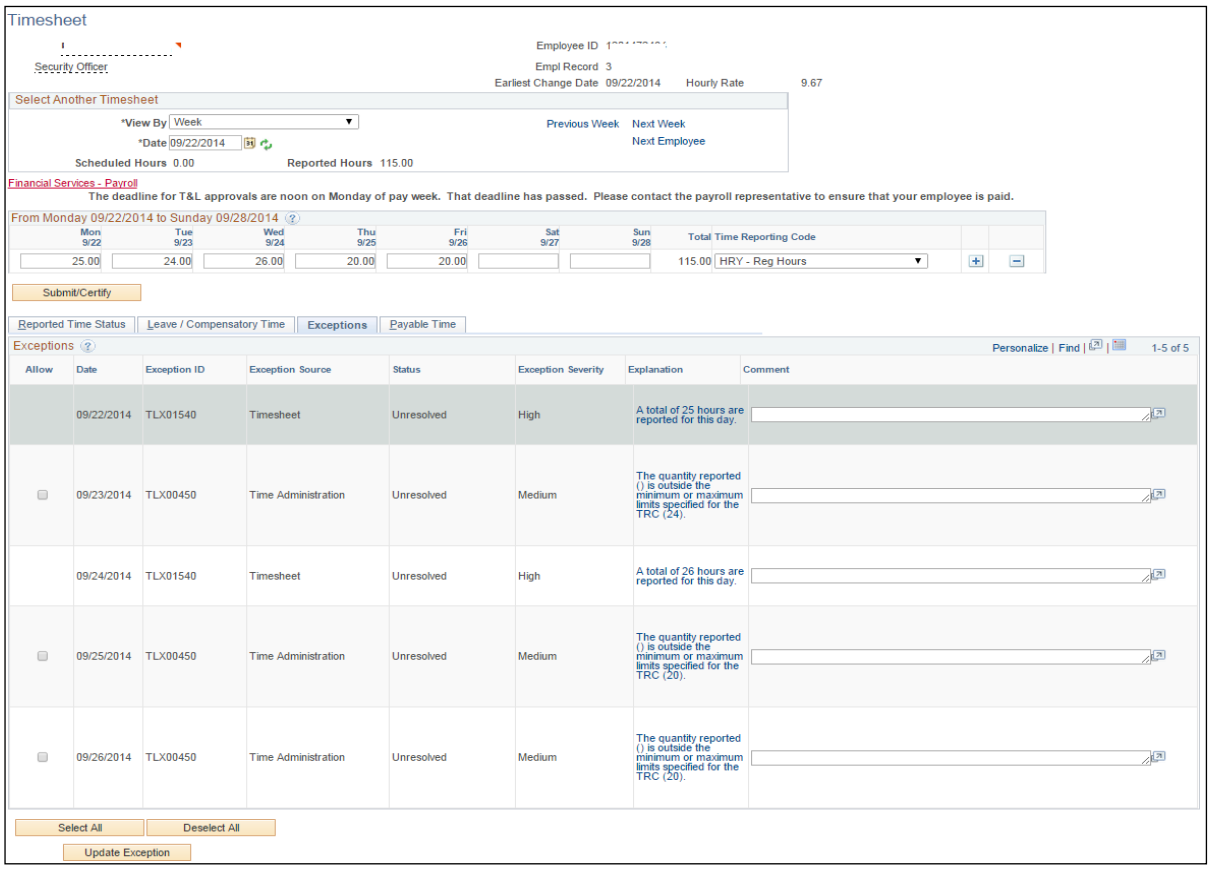
Section two — exceptions

Click on the employee name. It will bring up the details of the exception that exists for that reported date.

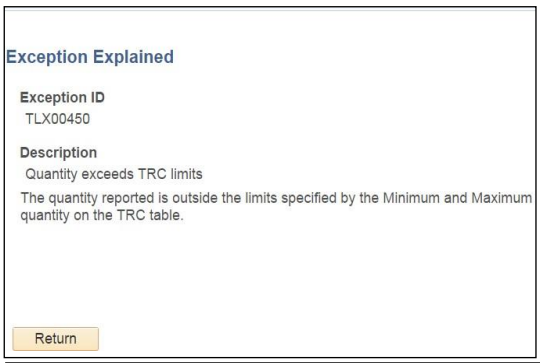


To look in depth at the exception, navigate to the employee's timesheet. You can click on the "Exceptions" tab or the exception time clock. Click on the "Exceptions" column to view the "Exception Description."





You can click on the exception to view the explanation details.



For any “low” and “medium” exception severity, the DTA can resolve these themselves. If questions arise, please get in touch with your Payroll representative for assistance.

A “high” exception severity must be resolved before the reported time can become payable. Please contact your Payroll representative for assistance with any “High Exception Severity” errors.

Section three — saved

Click on the employee's name, and it will bring up the details of the hours that need employee and DTA approval before it becomes payable.

Section four — denied

Click on the employee’s name, and it will bring up the detail of the hours that have been denied. You will then need to navigate the timesheet to change the time if required.

Section five — time administration status

TA status “Up for Processing” means the time reporter is ready for processing. TA status “Not Up for Processing” means the time reporter is unprepared for processing.

Section six — deviation

The deviation field defaults to five. To get an accurate representation of all differences of time — reported or payable — change this field to zero.

Section seven — earliest change date

The earliest change date is the earliest addition or update to time-related data for a time reporter since the last Time Administration run. This date triggers the Time Administration’s determination of a time reporter’s period of interest.

Appendix

Time reporting codes by position type

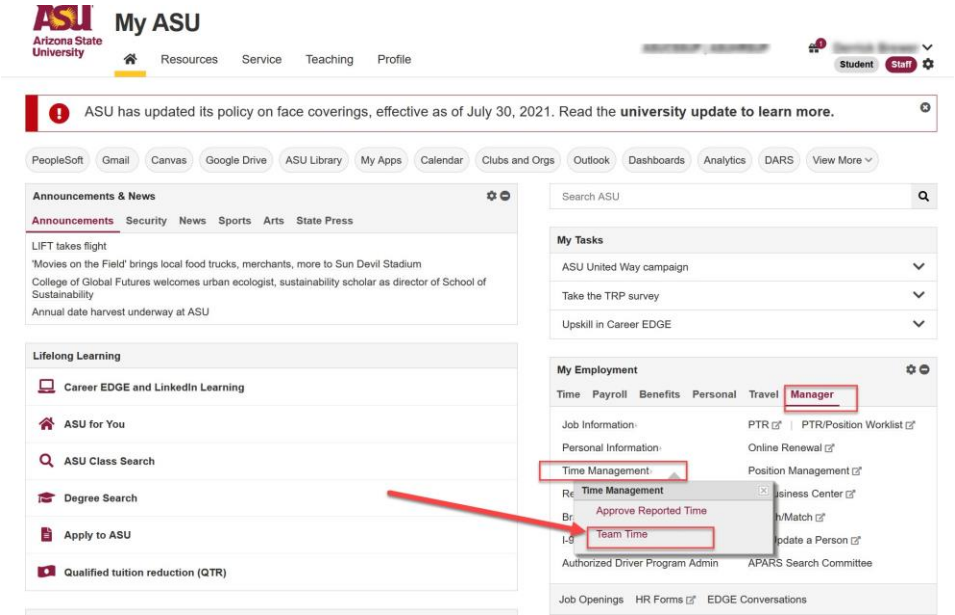
Salaried		ACD and A12	
***TRC**	**Description**	***TRC**	**Description**
BER	Bereavement leave	BER	Bereavement leave
JRY	Jury duty pay	JRY	Jury duty pay
MIL	Military leave pay	MIL	Military leave pay
PTL	Parental leave	PTL	Parental leave
SCK	Sick leave	SCK	Sick leave
ULS	Unpaid benefit coordination — SAL	ULS	Unpaid benefit coordination — SAL
UNS	Unpaid salaried	UNS	Unpaid salaried
USS	Unpaid sick — salaried	USS	Unpaid sick — salaried
UVS	Unpaid vacation — salaried	UVS	Unpaid vacation — salaried
VAC	Vacation	VOL	Volunteer leave
VOL	Volunteer leave		

Student	
***TRC**	**Description**
G01	Gammage use only
G02	Gammage use only
G03	Gammage use only
JRP	Jury duty pay hourly
P01	Payroll use only
P02	Payroll use only
P03	Payroll use only
STH	Student hourly regular wages

Hourly	
*TRC	Description
BEP	Bereavement leave hourly
CDT	Court duty
CTH	Comp time taken hourly
ES1	Event — sergeant
ES2	Event — lieutenant
ES3	Event — ASU officer
G01	Gammage use only
G02	Gammage use only
G03	Gammage use only

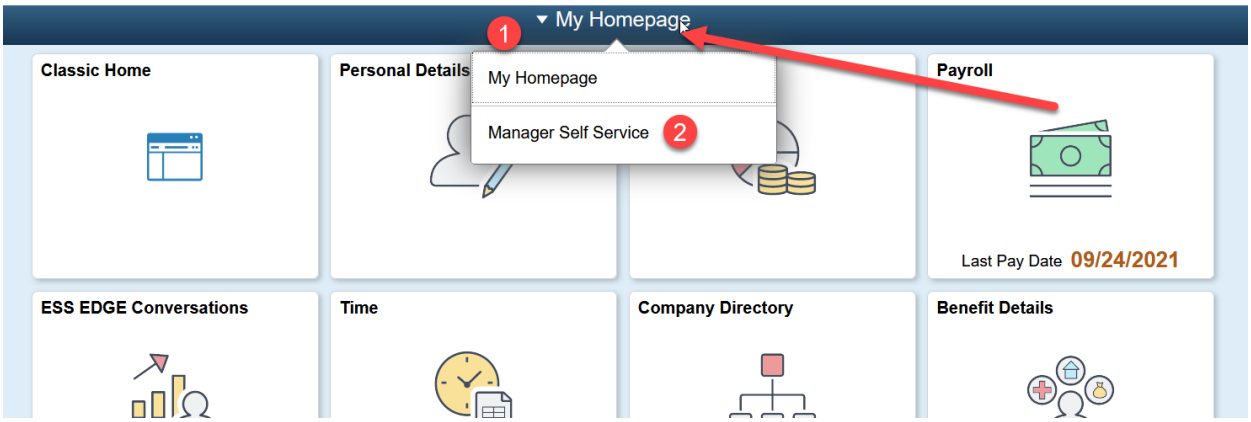
HHW	Holiday hours worked
HNC	Holiday not comp eligible
HOP	Holiday hourly
HOU	Holiday unpaid
HRY	Regular hours
JRP	Jury duty pay hourly
MIP	Military leave pay hourly
OS3	OT 1.5 W SD3 shift premium
OS5	OT 1.5 W SD5 shift premium
P01	Payroll use only
P02	Payroll use only
P03	Payroll use only
PTP	Parental leave hourly
SCP	Sick leave hourly
SD3	Payroll shift differential
SD5	Payroll shift differential
SEP	Special events 1.5
STB	Standby pay
ULH	Unpaid benefit coordination — HRY
UNH	Unpaid hourly
USH	Unpaid sick — hourly
UVH	Unpaid vacation — hourly
VAH	Vacation hourly
VTR	Volunteer leave hourly

Team time

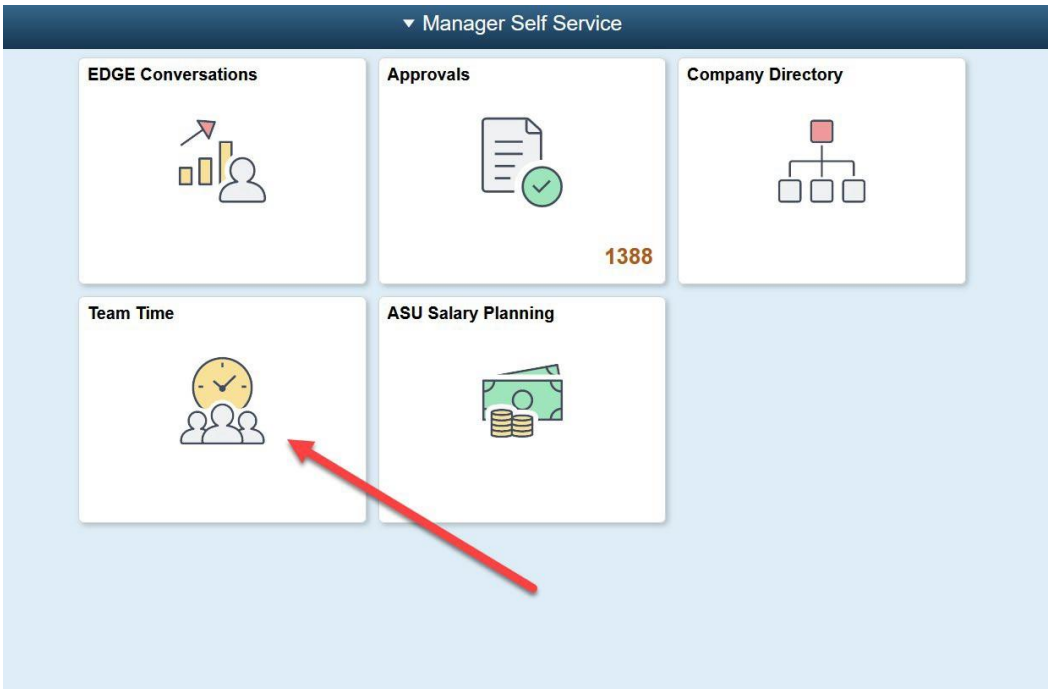


The “Team Time” link will take you to a navigation collection that includes fluid versions of the MSS Timesheet, Time Summary pages, Payable Time, Leave/Comp Time, Manage Exceptions and the Classic+ version of the Reported Time page.

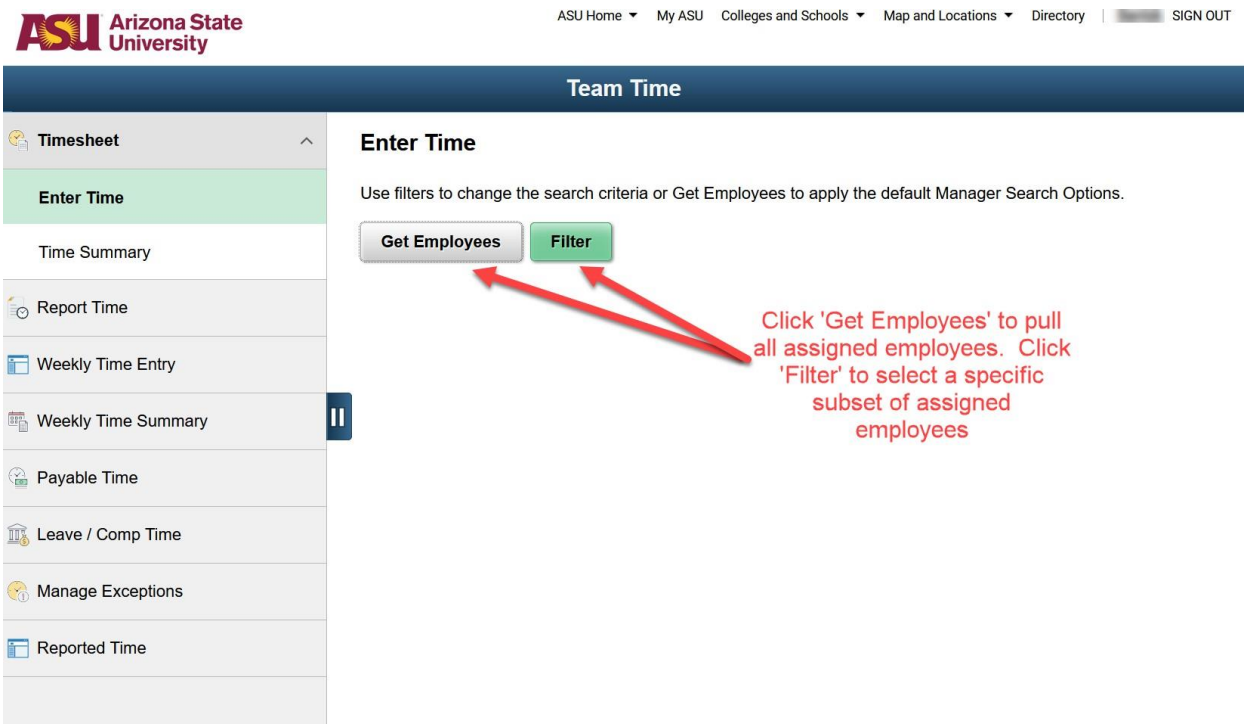
After logging directly into PeopleSoft HR, you can also access Team Time under the Manager Self-Service homepage.



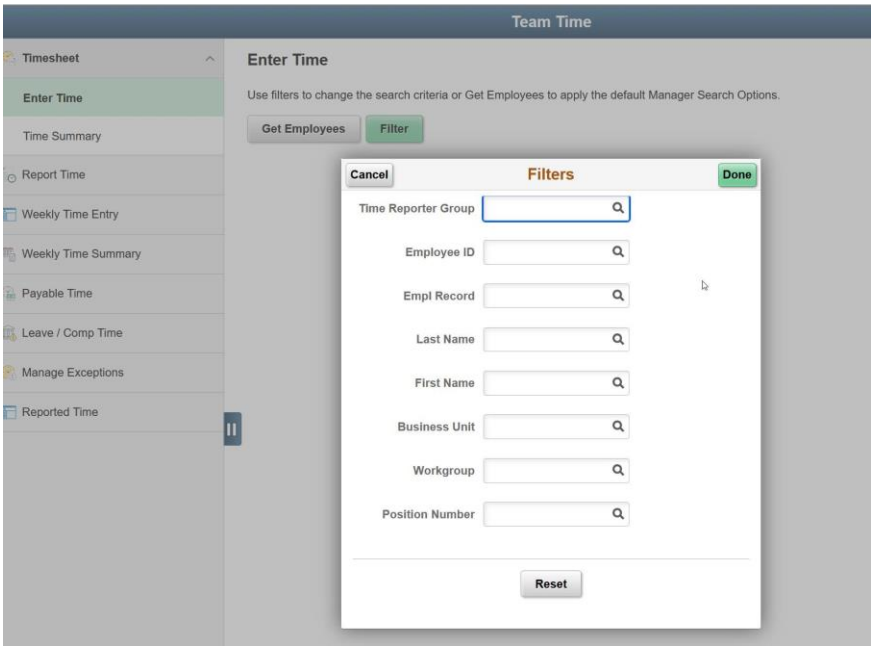
Click on the “Team Time” tile on the Manager Self Service homepage.



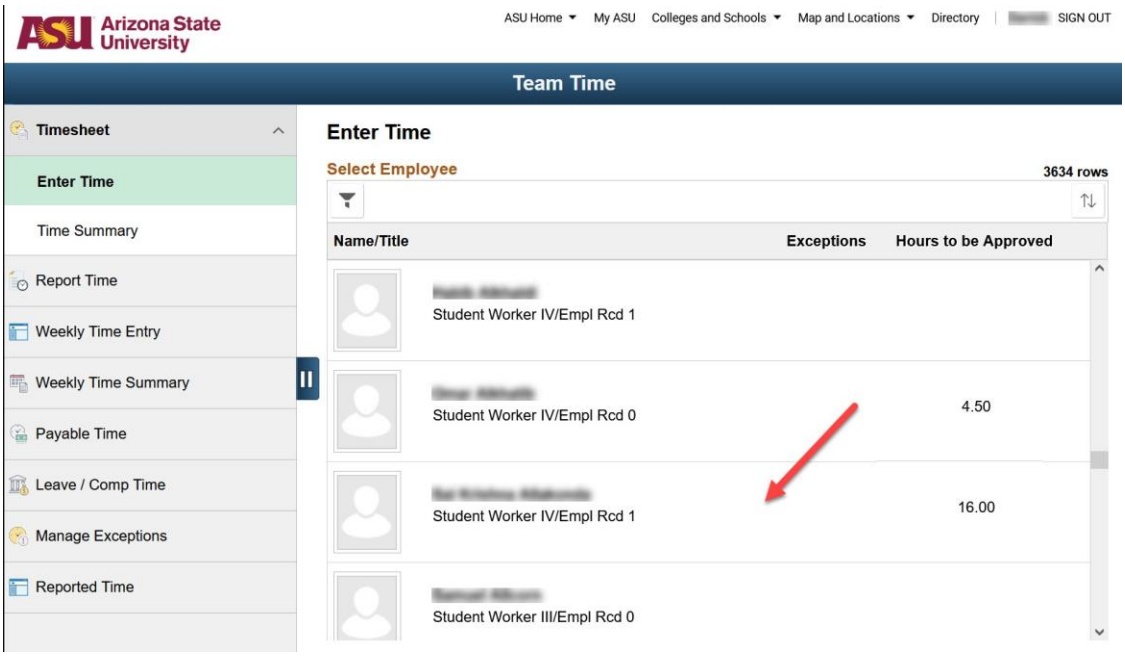
The initial page at the top of the navigation collection is “Enter Time” or “Timesheet.”



Clicking on “Filter” brings up search filter criteria. Enter your desired filter search criteria.

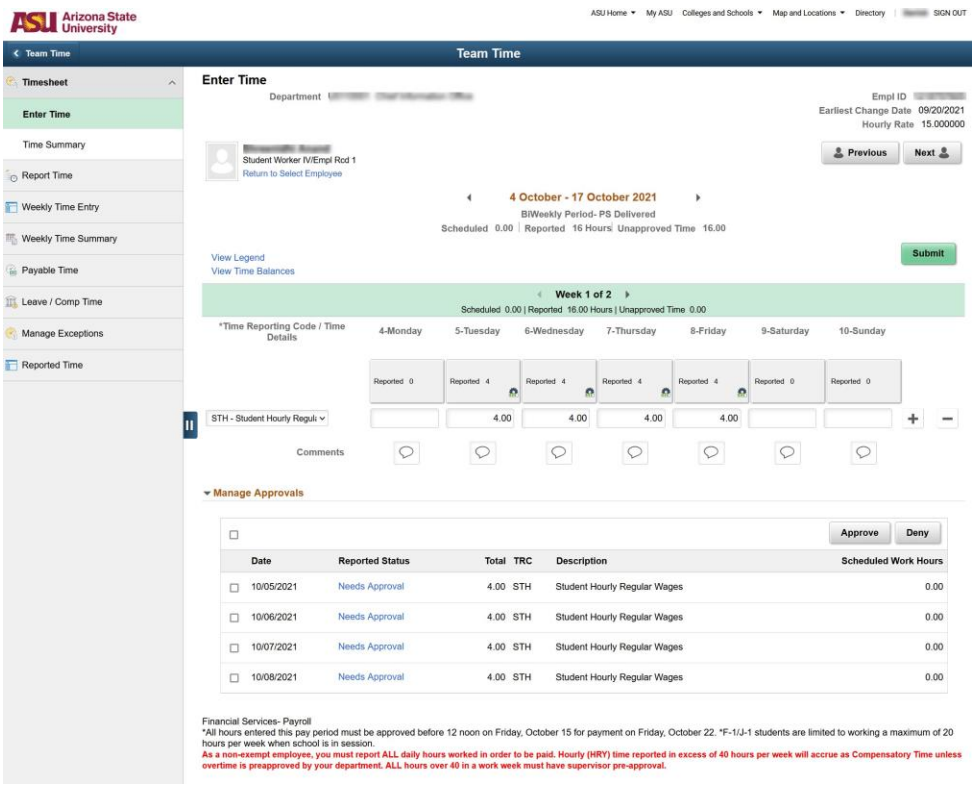


The “Team Time Enter Time” page results will display employees who meet the criteria in a list that includes their name, job title, employee record, any exceptions and any hours they may need to be approved. Click on the employee line to pull up the “Enter Time” page for that employee.



Enter time

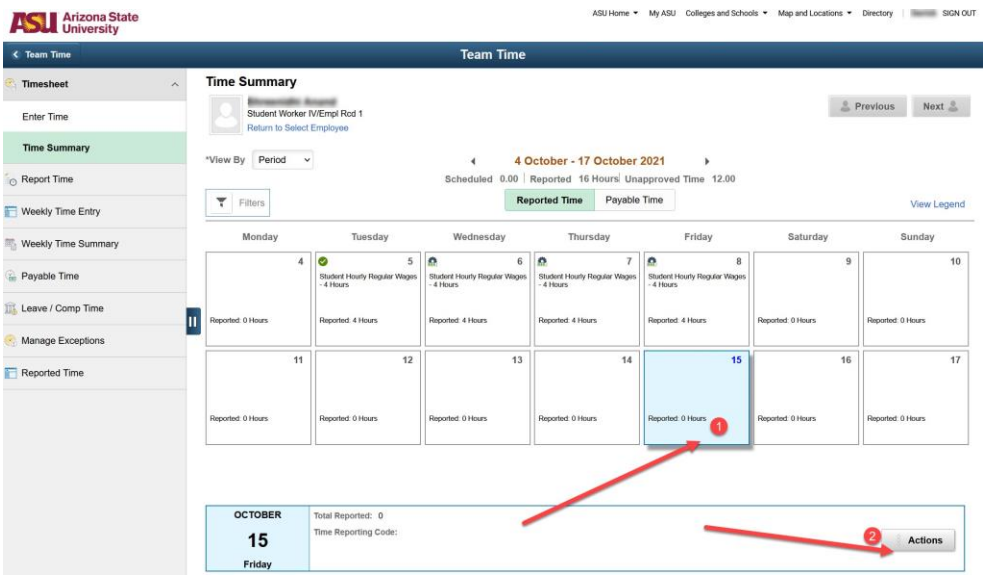
Enter time is the equivalent of the MSS Timesheet page. Time entry and approval by individual employees can be performed on this screen.



Time summary page

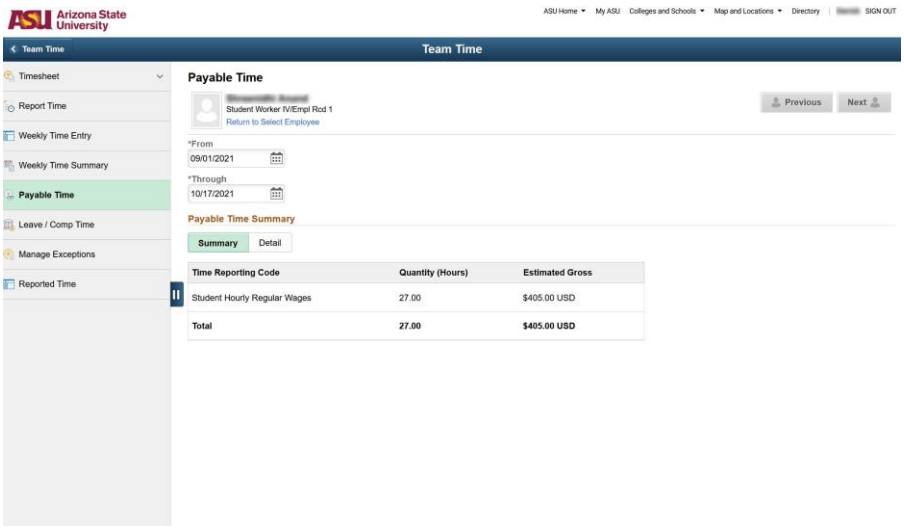
The time summary page provides a calendar-type summary of reported or payable time by pay period, month, week, etc.

To edit a particular day, click on the date and then click on the “Actions” button at the bottom of the “Time Summary” page, which will direct you to the “Enter Time” page.

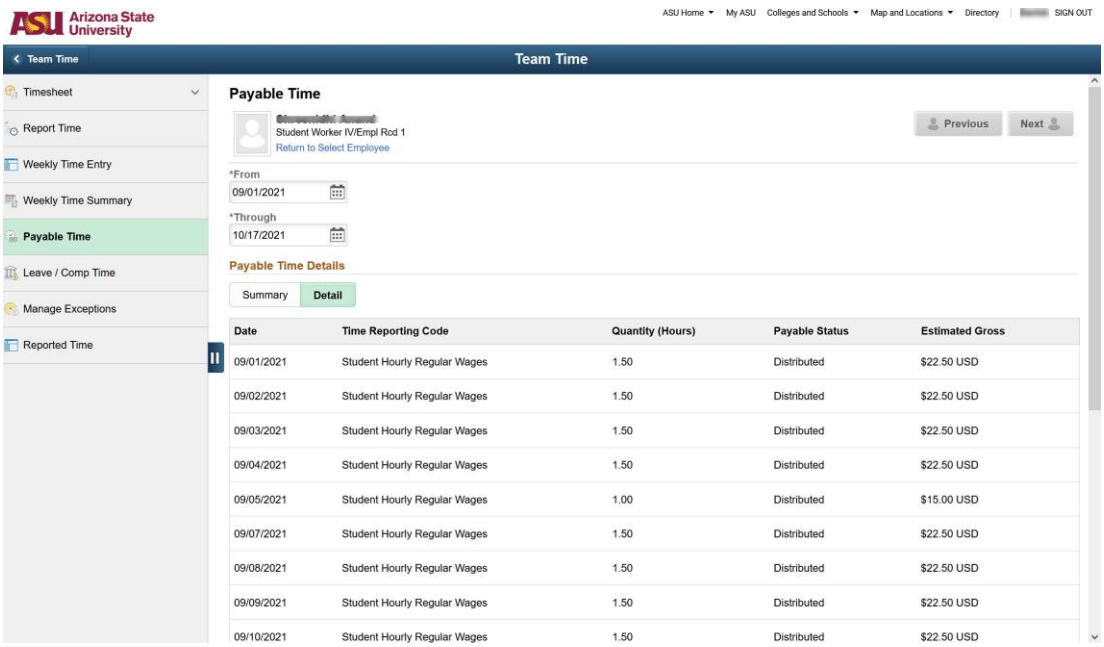


Payable time

Payable time calculates estimated gross for a specified date range. Only time entered into the timesheet, approved and processed by the nightlight PeopleSoft job will be reflected in the gross calculation. The payable time summary view groups payable time by the time reporting code.

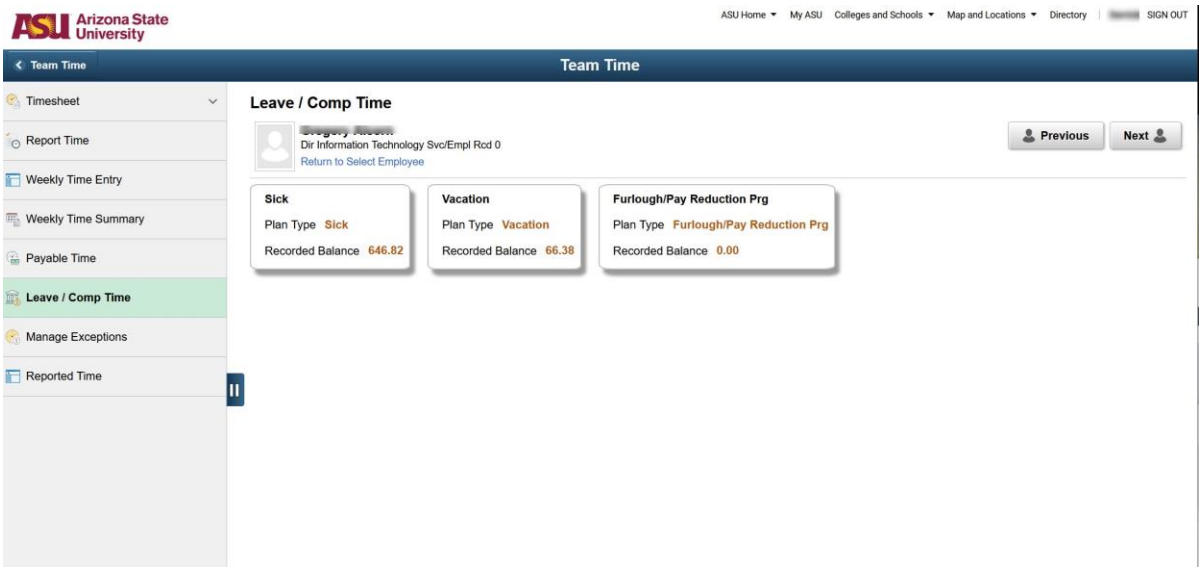


The payable time detail view groups payable time by the day and time reporting code.

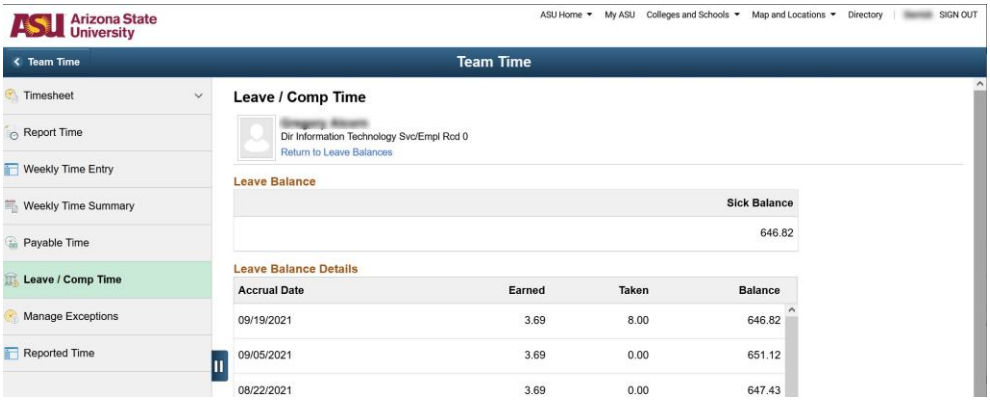


Leave/comp time

Leave/comp time allows the DTA or manager to review an employee's leave and compensatory time balances.



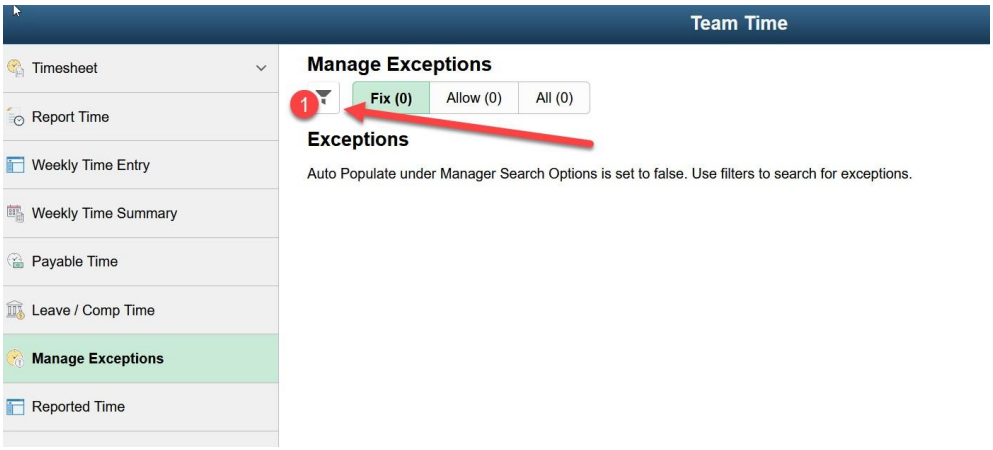
Clicking on the respective leave tab will all you to view the Leave Balance Details and accrual history.



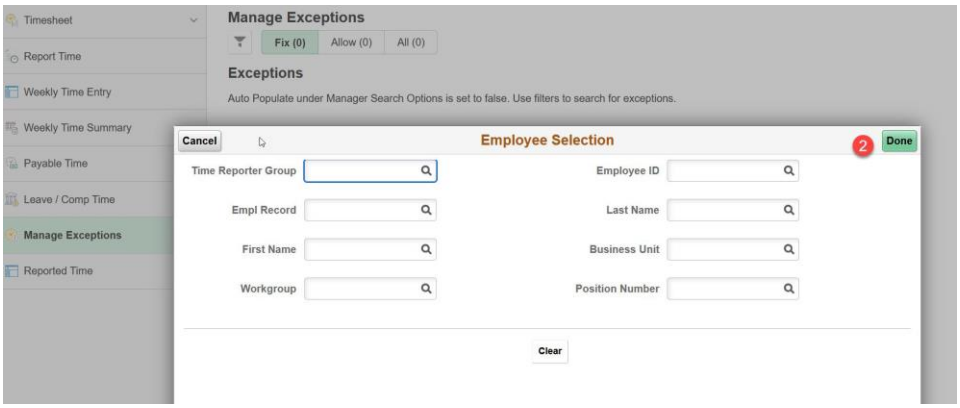
Manage exceptions

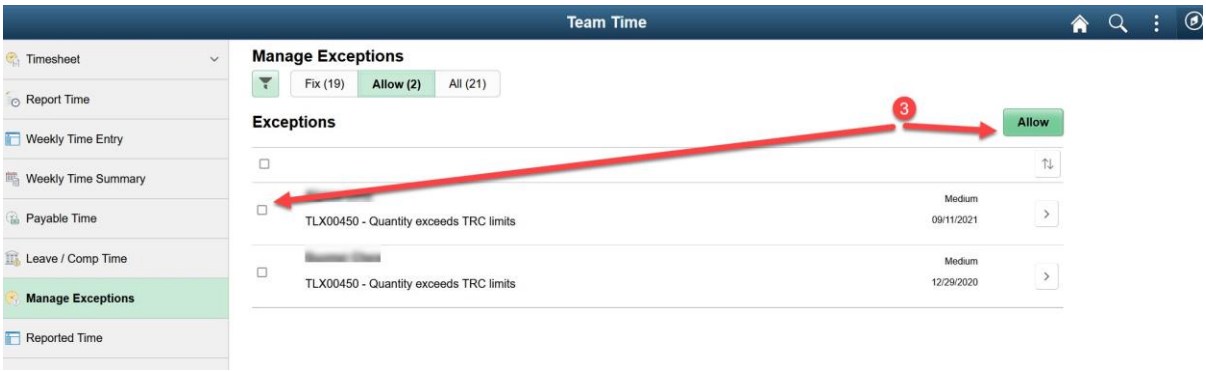
This option allows the DTA or manager to review time exceptions to acknowledge or address them as needed. To manage exceptions:

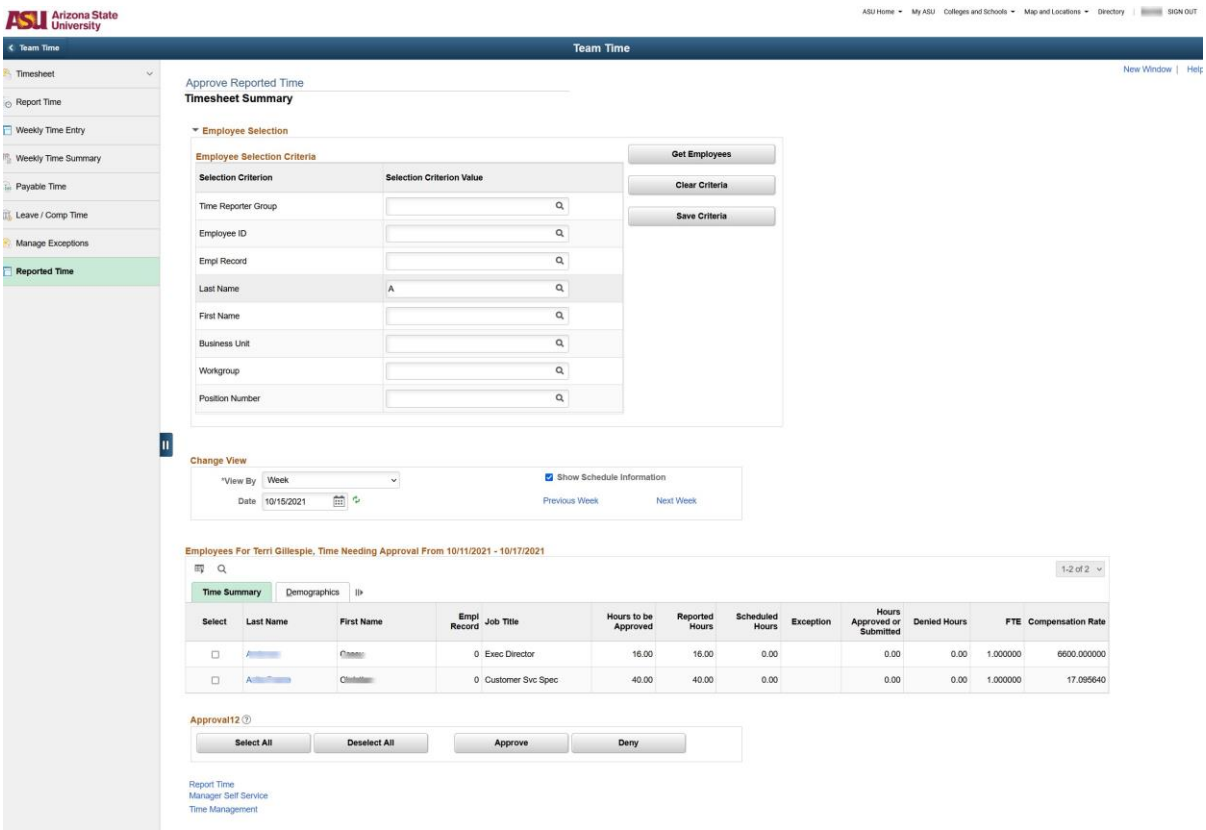
1. Click on the “Filter” button.



2. Enter the “Employee Selection” criteria, if desired, and click “Done.”
3. Review the “Exceptions” and “Fix” or “Allow” as necessary.





Reported time page

The current page is the existing Approve Reported Time page. You can select and mass approve time or view an individual employee's time.