



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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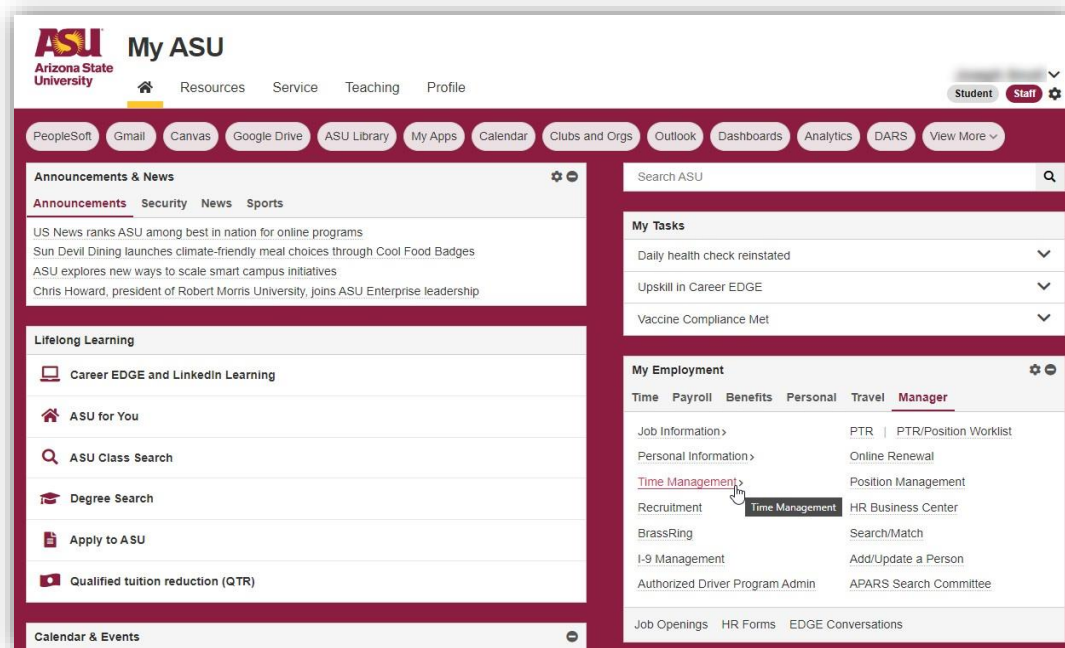
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Accessing time and labor screens in My ASU

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.

Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

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.

Time Reporter Group

2. Click on “Advanced Lookup.”

Search by: begins with

- 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.

Look Up Time Reporter Group

Group ID: Description:

Search Results

Only the first 300 results of a possible 2072 can be displayed.
View 100 First 1-300 of 300 Last

Group ID	Description	Short Description
00001	Office Of The President	A0101
00002	American Indian Initiatives	A0101001

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion	Selection Criterion Value
	Time Reporter Group	<input type="text" value="0321"/>
	Employee ID	<input type="text"/>

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.

Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	01321
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: Week
Date: 10/18/2021
Show Schedule Information:
Previous Week Next Week

Employees For Geraldine Peterson, Time Needing Approval From 10/18/2021 - 10/24/2021

Time Summary Demographics

Select	Last Name	First Name	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted
<input type="checkbox"/>	[Redacted]	[Redacted]	0	Payroll Specialist Sr	24.00	24.00	0.00		0.00
<input type="checkbox"/>	[Redacted]	[Redacted]	0	Payroll Specialist Sr	24.00	24.00	0.00		0.00
<input type="checkbox"/>	Brown	T	0	Payroll Specialist Sr	32.00	32.00	0.00		0.00

Approval12

Select All Deselect All Approve Deny

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.

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

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.

Timesheet

Approve Confirmation

 Selected transactions were successfully approved.

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.

The screenshot shows the ASU Timesheet interface. At the top, it displays the user's name (Payroll Specialist Sr) and Employee ID. Below this, there are fields for 'View By' (set to Week) and 'Date' (10/18/2021). A 'Submit/Certify' button is visible. Below the main timesheet grid, there is a 'Reported Time Status' section with a table of entries. The table has columns for Select, Date, Reported Status, Total, TRC, Description, and Comments. The first entry is for 10/18/2021 with a status of 'Approved' and 8.00 hours. Below the table are 'Approval' buttons: 'Select All', 'Deselect All', 'Approve', and 'Deny'.

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.

From Monday 09/27/2021 to Sunday 10/03/2021

Mon 9/27	Tue 9/28	Wed 9/29	Thu 9/30	Fri 10/1	Sat 10/2	Sun 10/3	Total	Time Reporting Code	
		8.00	8.00	8.00			24.00	HRV - Reg Hours	+
8.00	8.00						16.00	SCP - Sick Leave Hourly	+
		0.00						VAH - Vacation Hourly	+

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

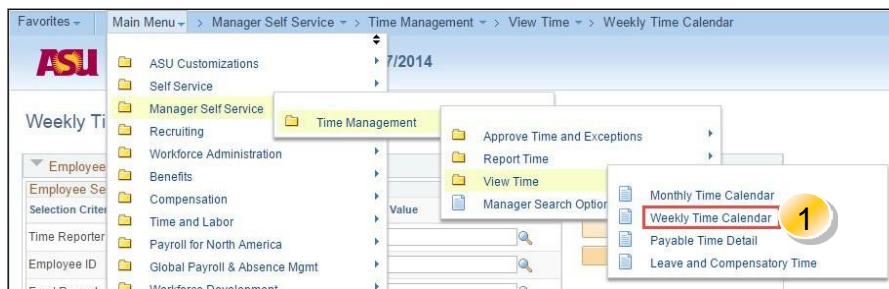
Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Add Comments	Exception
<input type="checkbox"/>	09/27/2021	Needs Approval	8.00	SCP	Sick Leave Hourly		
<input type="checkbox"/>	09/28/2021	Needs Approval	8.00	SCP	Sick Leave Hourly		
<input type="checkbox"/>	09/29/2021	Approved	8.00	HRV	Reg Hours		
<input type="checkbox"/>	09/29/2021	Needs Approval	0.00	VAH	Vacation Hourly		

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.

Weekly Time Calendar

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Week of 09/01/2014 Previous Week Next Week

Reported or Payable Hours

Reported Hours Payable Hours

Display Options

Show Schedule Show Holidays Show Symbols
 Show Training Hours Show Planned Overtime Show Exceptions

Refresh View

Weekly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Mon. 09/01/2014	Tue. 09/02/2014
.....	Payroll Specialist Sr	40.00	REG 08.00	REG 08.00

Legend
REG Regular Time

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.

Daily Time Calendar Weekly Time Calendar Monthly Time Calendar

View Criteria

Month 08 - August Previous Month Next Month

Year 2014

Reported or Payable Hours

Reported Hours Payable Hours

Display Options

Show Schedule Show Holidays Show Symbols
 Show Training Hours Show Planned Overtime Show Exceptions

Refresh View

Monthly Time Calendar

Last Name	First Name	Employee ID	Job Title	Total	Fri. 01	Sat. 02
.....	1	Payroll Specialist Sr	88.00	REG 08.00	-

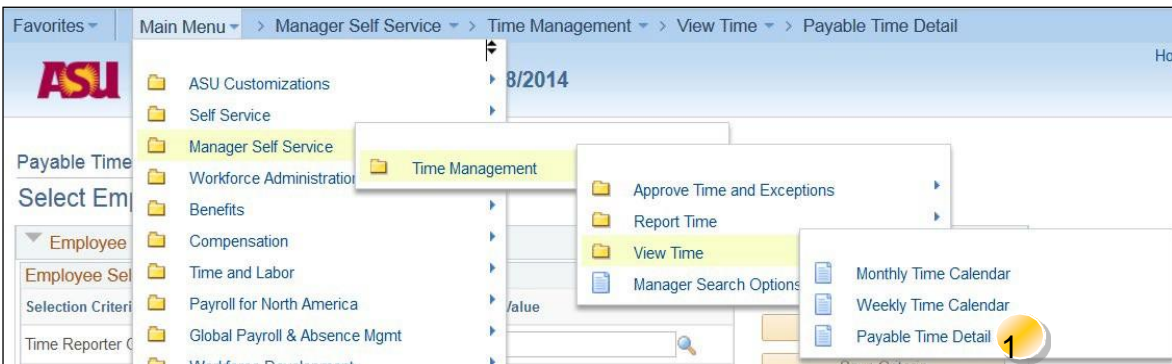
The payable hours view in the system shows the number of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can also see this view.

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.

Payable Time Detail

Select Employee

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	00592
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Workgroup	
Position Number	

Get Employee: **2**

Clear Criteria

Save Criteria

Employees For Geraldine Peterson Personalize

Time Reporters | Demographics

Last Name	First Name	Job Title
E . . .	Geraldine	Supervisor
L . . .	Leah	Student Worker II
I . . .	I . . .	Supervisor
.	Student Worker III
.	Specialist
.	Instructional Designer (IT)
.	Manager

Manager Self Service
Time Management

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.”

Payable Time Detail

Supervisor: _____ Employee ID: 1_____ | Employment Record: 0

Start Date: 10/22/2014 4 | End Date: 10/28/2014 6 Next Employee

5 There is no time returned for the selected date range. (10/22/2014 - 10/28/2014)

Payable Status Filter

Status Selections

Payable Status	Payable Status
<input checked="" type="checkbox"/> Approved	AP
<input checked="" type="checkbox"/> Closed	CL
<input checked="" type="checkbox"/> Diluted	DL
<input checked="" type="checkbox"/> Denied	DN
<input checked="" type="checkbox"/> Estimated	ES
<input checked="" type="checkbox"/> Ignore	IG
<input checked="" type="checkbox"/> Needs Approval	NA
<input checked="" type="checkbox"/> No Pay	NP
<input checked="" type="checkbox"/> Online Estimate	OE
<input checked="" type="checkbox"/> Pushed Back	PB
<input checked="" type="checkbox"/> Distributed	PD
<input checked="" type="checkbox"/> Rejected by Payroll	RP
<input checked="" type="checkbox"/> Reversed Check	RV
<input checked="" type="checkbox"/> Sent to Payroll	SP
<input checked="" type="checkbox"/> Taken by Payroll	TP

Select All De 7 All

Payable Time ?

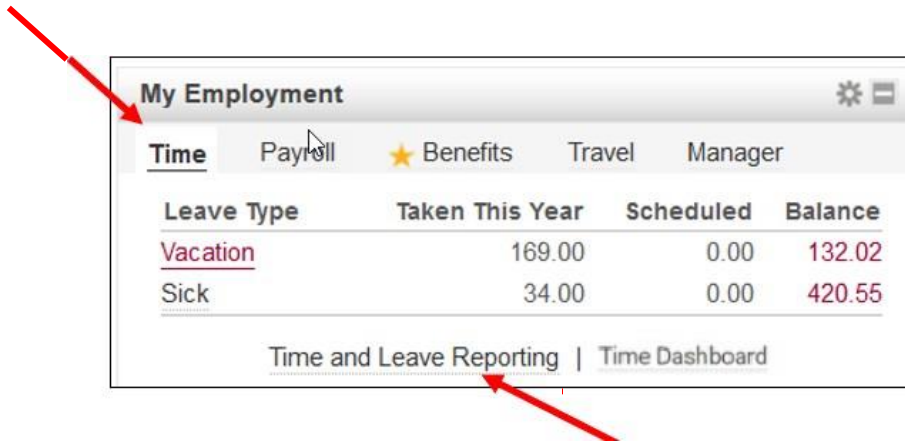
Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval ☰

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
	Approval Monitor					

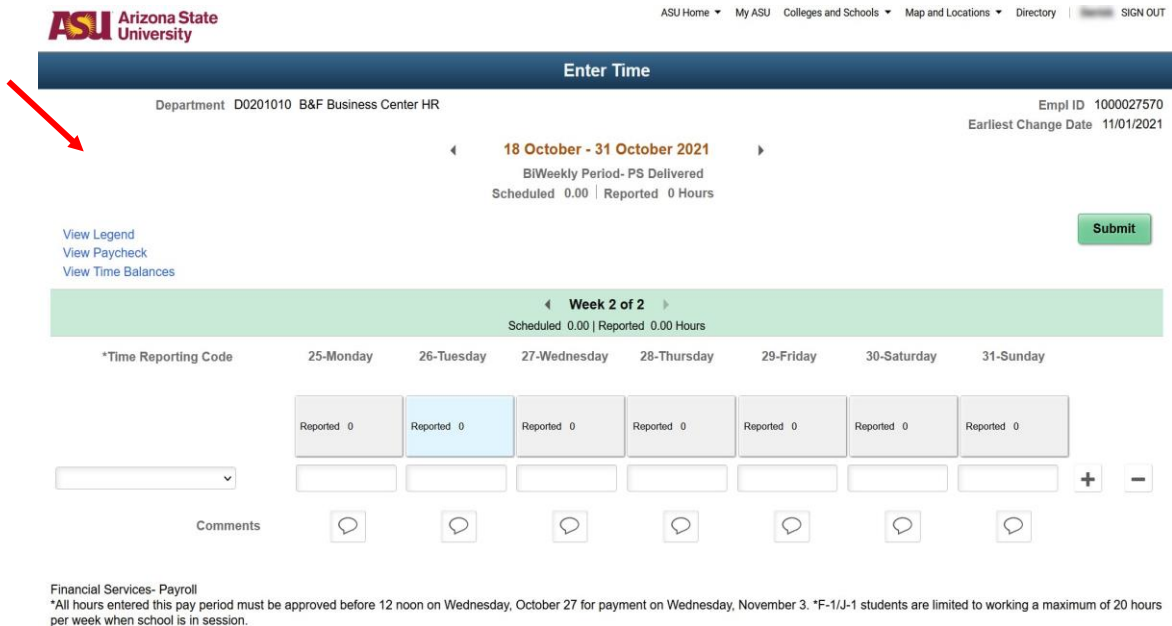
[Return to Select Employee](#)

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

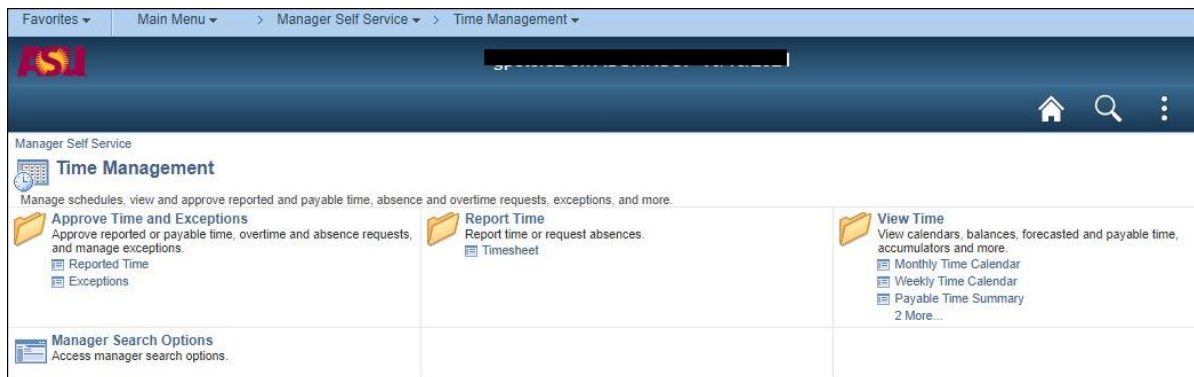
You can access the time and labor screens directly in PeopleSoft as a personal preference or if [My ASU](#) is unavailable.

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.

Timesheet

Before Changes

Employee ID 1 2
Empl Record 0
Earliest Change Date 10/27/2014 Hourly Rate 2...

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 05/12/2014

Scheduled Hours 0.00 Reported Hours 40.00

Financial Services - Payroll

The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 05/12/2014 to Sunday 05/18/2014

Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total	Time Reporting Code
8.00	8.00						16.00	HRY - Reg Hours
		8.00	8.00	8.00			24.00	VAH - Vacation Hourly

Submit/Certify

Reported Time Status Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total TRC	Description	Comments
05/12/2014	Approved	8.00 HRY	Reg Hours	
05/13/2014	Approved	8.00 HRY	Reg Hours	
05/14/2014	Approved	8.00 VAH	Vacation Hourly	
05/15/2014	Approved	8.00 VAH	Vacation Hourly	
05/16/2014	Approved	8.00 VAH	Vacation Hourly	



Timesheet

Changes Highlighted

Employee ID: 100000002
Empl Record: 0
Earliest Change Date: 05/12/2014
Hourly Rate: 20.80

Select Another Timesheet

*View By: Week
*Date: 05/12/2014
Scheduled Hours: 0.00
Reported Hours: 40.00

Financial Services - Payroll
The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 05/12/2014 to Sunday 05/18/2014

Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	Total	Time Reporting Code
4.00	4.00						8.00	HRY - Reg Hours
4.00	4.00						8.00	SCP - Sick Leave Hourly
		8.00	8.00	8.00			24.00	VAH - Vacation Hourly

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	05/12/2014	Needs Approval	4.00	HRY	Reg Hours	
<input type="checkbox"/>	05/12/2014	Needs Approval	4.00	SCP	Sick Leave Hourly	
<input type="checkbox"/>	05/13/2014	Needs Approval	4.00	HRY	Reg Hours	
<input type="checkbox"/>	05/13/2014	Needs Approval	4.00	SCP	Sick Leave Hourly	
<input type="checkbox"/>	05/14/2014	Approved	8.00	VAH	Vacation Hourly	
<input type="checkbox"/>	05/15/2014	Approved	8.00	VAH	Vacation Hourly	
<input type="checkbox"/>	05/16/2014	Approved	8.00	VAH	Vacation Hourly	

Approval

Select All | Deselect All | Approve | Deny

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.

Favorites | Main Menu > ASU Customizations > ASU HCM Custom > ASU Payroll > Payroll Action Request

Payroll Action Request

Find an Existing Value | Add a New Value

Transaction Number:

Empl ID:

Empl Rcd Nbr:

Add

Find an Existing Value | Add a New Value



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

Favorites | Main Menu > ASU Customizations > ASU HCM Custom > ASU Payroll > Payroll Action Request

Payroll Action Request

Transaction Number 0 Created Date 01/04/2012 Manual Check Requested
Status Open Submitted Date Process on Next On-Cycle
Approval Date Check Date

Over Payment

Employee Information

Empl ID Position Number
Empl Rcd Nbr 0 Department ID
Name Department
Empl Class Classified

Hourly Employees Customize | Find | View All | First 1 of 1 Last

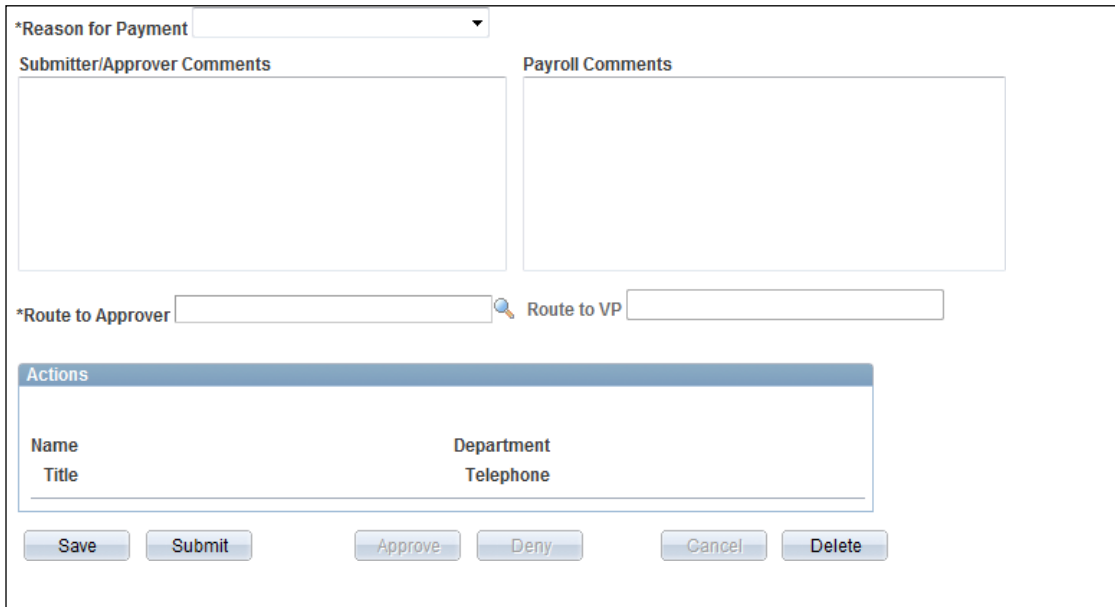
Position Number	Earnings Code	Hourly Rate	Date to be Adjusted	Begin Work Time	Out Time	In Time	End Work Time	Total Hours
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours

Hourly (Flat Rate) Employees Customize | Find | View All | First 1 of 1 Last

Position Number	Earnings Code	Date to be Adjusted	Hours To Be Adjusted	Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



*Reason for Payment

Submitter/Approver Comments

Payroll Comments

*Route to Approver Route to VP

Actions			
Name	Title	Department	Telephone

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.

Unprocessed Reported Time New Window | Help | Personalize Page

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Instructions

Filtering Options

Start Date: 08/23/2014
 End Date: 10/30/2014 Include Exception Reporters

Positive / Negative Deviation

Include Positive Deviations Acceptable Deviation:
 Include Negative Deviations Acceptable Negative Deviation:

Employees with Unprocessed Time Personalize | Find | View All | First: 1 of 1 | Last

Last Name	First Name	Employee ID	Empl Record	Job Title	Type	Saved	Needs Approval	Pushed Back	Denied	Approved and Submitted	Payable Time	Exceptions Exist	Earliest Change Date	Time Administration Status
Last Name			0											

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.

Unprocessed Reported Time

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	00412
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Instructions

Filtering Options

Start Date: 01/01/2014
 End Date: 10/15/2014 Include Exception Reporters

Positive / Negative Deviation

Include Positive Deviations Acceptable Deviation: **6**
 Include Negative Deviations Acceptable Negative Deviation:

Employees with Unprocessed Time Personalize | Find | View All | First: 1-6 of 6 | Last

Last Name	First Name	Empl Record	Job Title	Type	Saved	Needs Approval	Pushed Back	Denied	Approved and Submitted	Payable Time	Exceptions Exist	Earliest Change Date	Time Administration Status
E...	S...	0	Student Worker III	Hours				5.25	77.75	77.75		10/13/2014	Up For Processing
B...	C...	0	Event Attendant Sr	Hours				4.30	93.00	93.00		10/13/2014	Not Up For Processing
F...	T...	0	Student Worker II	Hours				2.75	253.50	253.50		10/13/2014	Not Up For Processing
R...	T...	0	Student Worker III	Hours				7.00	202.75	202.75		10/13/2014	Not Up For Processing
S...	D...	3	Security Officer	Hours					700.50	567.25		09/22/2014	Not Up For Processing
M...	M...	1	Computer Operator	Hours		24.00		9.75	142.00	142.00		10/13/2014	Not Up For Processing



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](#).

Unprocessed Reported Time

Reported Time Details

Employee ID 1000201110
 Computer Operator Employment Record 1 Last Processed 09/22/2014 2:42:03PM

Previous Employee

Unprocessed Reported Time from 01/01/2014 to 10/30/2014

Date	TRC	Description	Type	Quantity	Reported Status	Datetime modified	Exception Exists
03/08/2014	HRY	Reg Hours	Hours	2.00	Denied	03/11/2014 11:38:28.000000AM	
03/09/2014	HRY	Reg Hours	Hours	7.75	Denied	03/11/2014 11:38:28.000000AM	
09/22/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
09/23/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	
09/24/2014	HRY	Reg Hours	Hours	8.00	Needs Approval	10/08/2014 10:31:18.000000AM	

Return to Select Employee

Section two — exceptions

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

Unprocessed Reported Time

Reported Time Details

Employee ID 1001472101
 Security Officer Employment Record 3 Last Processed 10/15/2014 7:47:44PM

Previous Employee Next Employee

Unprocessed Reported Time from 01/01/2014 to 10/30/2014

Date	TRC	Description	Type	Quantity	Reported Status	Datetime modified	Exception Exists
09/22/2014	HRY	Reg Hours	Hours	25.00	Approved	10/08/2014 10:07:30.000000AM	
09/24/2014	HRY	Reg Hours	Hours	26.00	Approved	10/08/2014 10:07:30.000000AM	

Return to Select Employee



Department time administrator

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 “Explanation” column to view the “Exception Description.”

Timesheet

Benjamin Stovall
Security Officer

Employee ID 12345678
Empl Record 3
Earliest Change Date 09/22/2014
Hourly Rate 9.67

Select Another Timesheet

*View By Week
*Date 09/22/2014
Scheduled Hours 0.00
Reported Hours 115.00

Financial Services - Payroll
The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 09/22/2014 to Sunday 09/28/2014

Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total	Time Reporting Code
25.00	24.00	26.00	20.00	20.00			115.00	HRY - Reg Hours

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Date	Reported Status	Total	TRC	Description	Exception
09/22/2014	Approved	25.00	HRY	Reg Hours	
09/23/2014	Approved	24.00	HRY	Reg Hours	
09/24/2014	Approved	26.00	HRY	Reg Hours	
09/25/2014	Approved	20.00	HRY	Reg Hours	
09/26/2014	Approved	20.00	HRY	Reg Hours	

View Paycheck
Return to Select Employee



Timesheet

Employee ID 1001000001
 Empl Record 3
 Earliest Change Date 09/22/2014 Hourly Rate 9.67

Select Another Timesheet

*View By Week
 *Date 09/22/2014
 Scheduled Hours 0.00 Reported Hours 115.00

Financial Services - Payroll
 The deadline for T&L approvals are noon on Monday of pay week. That deadline has passed. Please contact the payroll representative to ensure that your employee is paid.

From Monday 09/22/2014 to Sunday 09/28/2014

Mon 9/22	Tue 9/23	Wed 9/24	Thu 9/25	Fri 9/26	Sat 9/27	Sun 9/28	Total Time Reporting Code
25.00	24.00	26.00	20.00	20.00			115.00 HRY - Reg Hours

Submit/Certify

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Exceptions 1-5 of 5

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
	09/22/2014	TLX01540	Timesheet	Unresolved	High	A total of 25 hours are reported for this day.	
<input type="checkbox"/>	09/23/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (24).	
	09/24/2014	TLX01540	Timesheet	Unresolved	High	A total of 26 hours are reported for this day.	
<input type="checkbox"/>	09/25/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (20).	
<input type="checkbox"/>	09/26/2014	TLX00450	Time Administration	Unresolved	Medium	The quantity reported () is outside the minimum or maximum limits specified for the TRC (20).	

Select All | Deselect All | Update Exception

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

Exception Explained

Exception ID
TLX00450

Description
Quantity exceeds TRC limits
The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table.

Return

Exception Explained

Exception ID
TLX01540

Description
More than 24 hours reported
The combined number of hours reported for a single date exceeds 24. Review and correct the reported as necessary.

Return



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



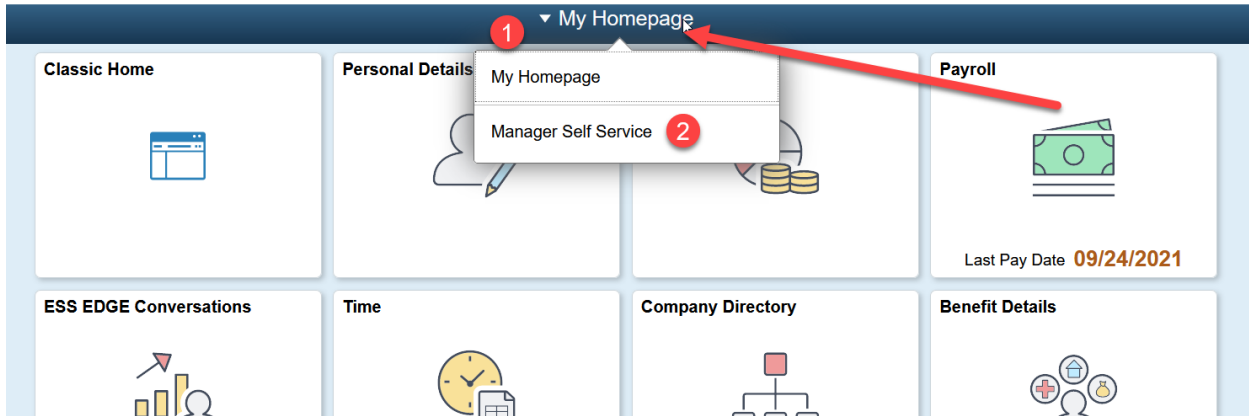
HHW	Holiday hours worked
HNC	Holiday not comp eligible
HOP	Holiday hourly
HOU	Holiday unpaid
HRY	Regular hours
JRP	Jury duty pay hourly
MIP	Military leave pay hourly
OS3	OT 1.5 W SD3 shift premium
OS5	OT 1.5 W SD5 shift premium
P01	Payroll use only
P02	Payroll use only
P03	Payroll use only
PTP	Parental 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

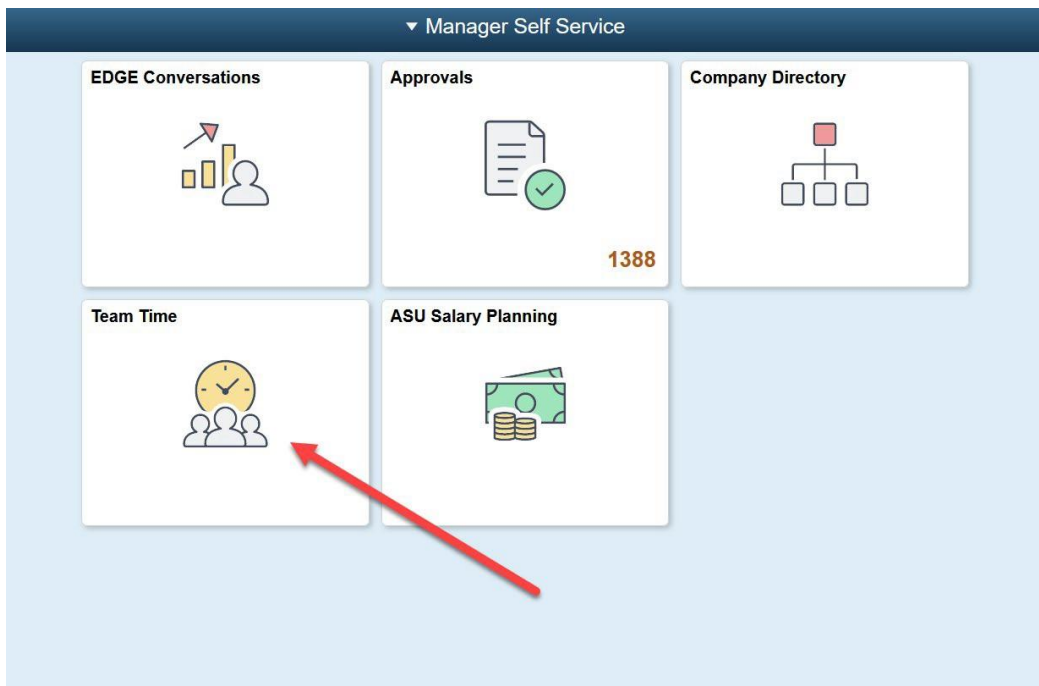
The screenshot shows the My ASU portal interface. At the top, there is a navigation bar with 'ASU My ASU' and 'Arizona State University' logos. Below the navigation bar, there are several tabs: 'Resources', 'Service', 'Teaching', and 'Profile'. A notification banner at the top left states: 'ASU has updated its policy on face coverings, effective as of July 30, 2021. Read the university update to learn more.' Below the notification, there are several utility buttons: 'PeopleSoft', 'Gmail', 'Canvas', 'Google Drive', 'ASU Library', 'My Apps', 'Calendar', 'Clubs and Orgs', 'Outlook', 'Dashboards', 'Analytics', 'DARS', and 'View More'. The main content area is divided into several sections: 'Announcements & News', 'Lifelong Learning', 'My Tasks', and 'My Employment'. The 'My Employment' section is expanded, showing a dropdown menu for 'Time Management'. The 'Time Management' dropdown menu is open, and the 'Team Time' option is highlighted with a red box. A red arrow points from the 'Team Time' option in the dropdown menu to the 'Team Time' option in the 'Time Management' dropdown menu.

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.



ASU Arizona State University | ASU Home | My ASU | Colleges and Schools | Map and Locations | Directory | SIGN OUT

Team Time

Timesheet

- Enter Time**
- Time Summary
- Report Time
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Manage Exceptions
- Reported Time

Enter Time

Select Employee 3634 rows

Name/Title	Exceptions	Hours to be Approved
Student Worker IV/Empl Rcd 1		
Student Worker IV/Empl Rcd 0		4.50
Student Worker IV/Empl Rcd 1		16.00
Student Worker III/Empl Rcd 0		

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.

ASU Arizona State University | ASU Home | My ASU | Colleges and Schools | Map and Locations | Directory | SIGN OUT

Team Time

Timesheet

- Enter Time**
- Time Summary
- Report Time
- Weekly Time Entry
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Manage Exceptions
- Reported Time

Enter Time

Department: Financial Services | Empl ID: 12345678
Earliest Change Date: 09/20/2021 | Hourly Rate: 15.000000

Previous Next

4 October - 17 October 2021
BiWeekly Period- PS Delivered
Scheduled: 0.00 | Reported: 16 Hours | Unapproved Time: 16.00

View Legend View Time Balances Submit

Week 1 of 2
Scheduled: 0.00 | Reported: 16.00 Hours | Unapproved Time: 0.00

*Time Reporting Code / Time Details	4-Monday	5-Tuesday	6-Wednesday	7-Thursday	8-Friday	9-Saturday	10-Sunday
Reported 0	Reported 4	Reported 4	Reported 4	Reported 4	Reported 4	Reported 0	Reported 0
STH - Student Hourly Regula	4.00	4.00	4.00	4.00	4.00		
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Manage Approvals

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
<input type="checkbox"/> 10/05/2021	Needs Approval	4.00	STH Student Hourly Regular Wages	0.00
<input type="checkbox"/> 10/06/2021	Needs Approval	4.00	STH Student Hourly Regular Wages	0.00
<input type="checkbox"/> 10/07/2021	Needs Approval	4.00	STH Student Hourly Regular Wages	0.00
<input type="checkbox"/> 10/08/2021	Needs Approval	4.00	STH Student Hourly Regular Wages	0.00

Financial Services- Payroll
*All hours entered this pay period must be approved before 12 noon on Friday, October 15 for payment on Friday, October 22. *F-1J-1 students are limited to working a maximum of 20 hours per week when school is in session.
As a non-exempt employee, you must report ALL daily hours worked in order to be paid. Hourly (HRY) time reported in excess of 40 hours per week will accrue as Compensatory Time unless overtime is preapproved by your department. ALL hours over 40 in a work week must have supervisor pre-approval.



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.

The screenshot shows the 'Time Summary' page for a 'Student Worker IV/Empl Rod 1'. The calendar view shows reported time for days 4 through 8, with 4 hours reported each day. Day 15 is highlighted in blue and has a red circle with the number '1' next to it. A red arrow points from this circle to the 'Actions' button at the bottom right of the calendar. Another red arrow points from the 'Actions' button to the right. The summary at the bottom shows 'Total Reported: 0' and 'Time Reporting Code:'.

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 screenshot shows the 'Payable Time' page for the same 'Student Worker IV/Empl Rod 1'. The date range is set from 09/01/2021 to 10/17/2021. The 'Payable Time Summary' table is as follows:

Time Reporting Code	Quantity (Hours)	Estimated Gross
Student Hourly Regular Wages	27.00	\$405.00 USD
Total	27.00	\$405.00 USD



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

The screenshot shows the 'Payable Time' detail view for a student worker. The interface includes a left-hand navigation menu with options like 'Timesheet', 'Report Time', and 'Payable Time'. The main content area displays the employee's name, dates from 09/01/2021 to 10/17/2021, and a table of payable time details.

Date	Time Reporting Code	Quantity (Hours)	Payable Status	Estimated Gross
09/01/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/02/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/03/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/04/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/05/2021	Student Hourly Regular Wages	1.00	Distributed	\$15.00 USD
09/07/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/08/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/09/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD
09/10/2021	Student Hourly Regular Wages	1.50	Distributed	\$22.50 USD

Leave/comp time

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

The screenshot shows the 'Leave / Comp Time' view for an employee. It features three summary cards for different leave types: Sick, Vacation, and Furlough/Pay Reduction Prg. Each card displays the plan type and the recorded balance.

Leave Type	Plan Type	Recorded Balance
Sick	Sick	646.82
Vacation	Vacation	66.38
Furlough/Pay Reduction Prg	Furlough/Pay Reduction Prg	0.00

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

Leave / Comp Time

Dir Information Technology Svc/Empl Rod 0
Return to Leave Balances

Leave Balance		Sick Balance	
			646.82

Leave Balance Details

Accrual Date	Earned	Taken	Balance
09/19/2021	3.69	8.00	646.82
09/05/2021	3.69	0.00	651.12
08/22/2021	3.69	0.00	647.43

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.

Manage Exceptions

Fix (0) Allow (0) All (0)

Exceptions

Auto Populate under Manager Search Options is set to false. Use filters to search for exceptions.

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

Employee Selection

Time Reporter Group

Empl Record

First Name

Workgroup

Employee ID

Last Name

Business Unit

Position Number

Cancel Done

Clear



Team Time

Manage Exceptions

Fix (19) Allow (2) All (21)

Exceptions

TLX00450 - Quantity exceeds TRC limits

TLX00450 - Quantity exceeds TRC limits

Allow

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.

ASU Arizona State University

ASU Home My ASU Colleges and Schools Map and Locations Directory SIGN OUT

Team Time

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	A
First Name	
Business Unit	
Workgroup	
Position Number	

Change View

View By: Week

Date: 10/15/2021

Show Schedule Information

Employees For Terri Gillespie, Time Needing Approval From 10/11/2021 - 10/17/2021

Select	Last Name	First Name	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours	FTE	Compensation Rate
<input type="checkbox"/>	Amesbury	Chasen	0	Exec Director	16.00	16.00	0.00		0.00	0.00	1.000000	\$600.000000
<input type="checkbox"/>	Amesbury	Christina	0	Customer Svc Spec	40.00	40.00	0.00		0.00	0.00	1.000000	17.095640

Approval12

Select All Deselect All Approve Deny

Report Time
Manager Self Service
Time Management