



PeopleSoft Training

Time and Labor - HR Staff - HCSD

Version Date: June 2012

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Time and Labor - HR Staff - HCSD

Job Data

Time and Labor Introduction

Welcome to the Time and Labor for HR Staff module. This manual documents the **New Process** to enroll eligible employees into **Time and Labor**, and is intended for users already knowledgeable of the Job Data pages in Workforce Administration. The Time and Labor Enrollment Process is currently for biweekly and some monthly employees that clock.

An eligibility setup table is used to determine the Pay Groups to enroll in Time and Labor. When a change in Job Data occurs, it will automatically trigger the Time and Labor processing. The values affecting Time and Labor will be checked: **Business Unit, Pay Group, Pay from Schedule Indicator, Job Action, Job Effective Date, Compensation Codes** and any of the **Pay Rules**.

These changes if any, will take effect on the pay period begin date for the Job Data effective date.

For hires, rehires and termination actions, the pay period begin date will be the job data effective date.

Job Data - Compensation Data 9.1

Procedure

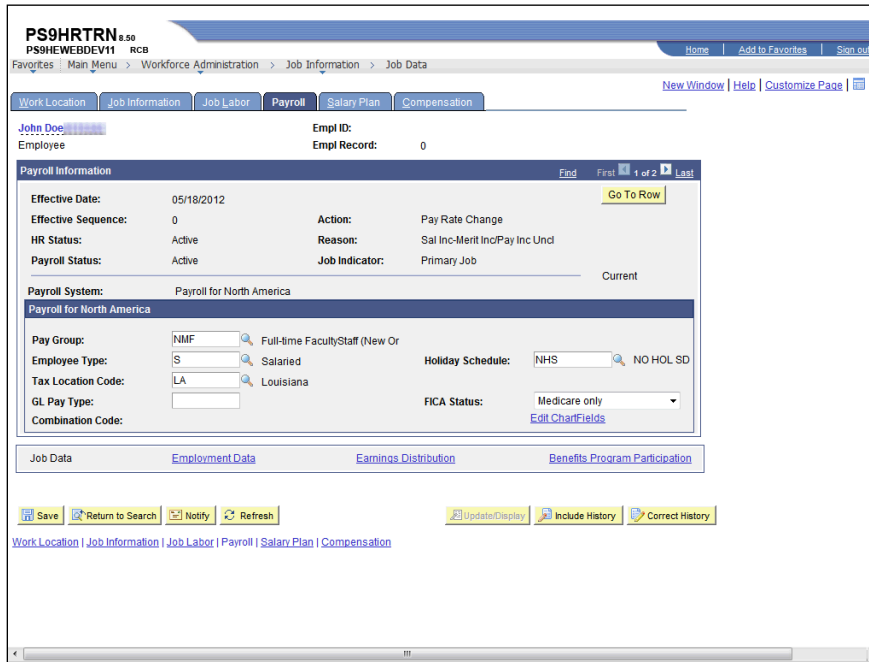
This section documents the new Time and Labor changes in the Job Data process on the Payroll and Compensation Tab.

By the end of this section, you will be able to:

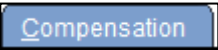
Access an employee Job Data

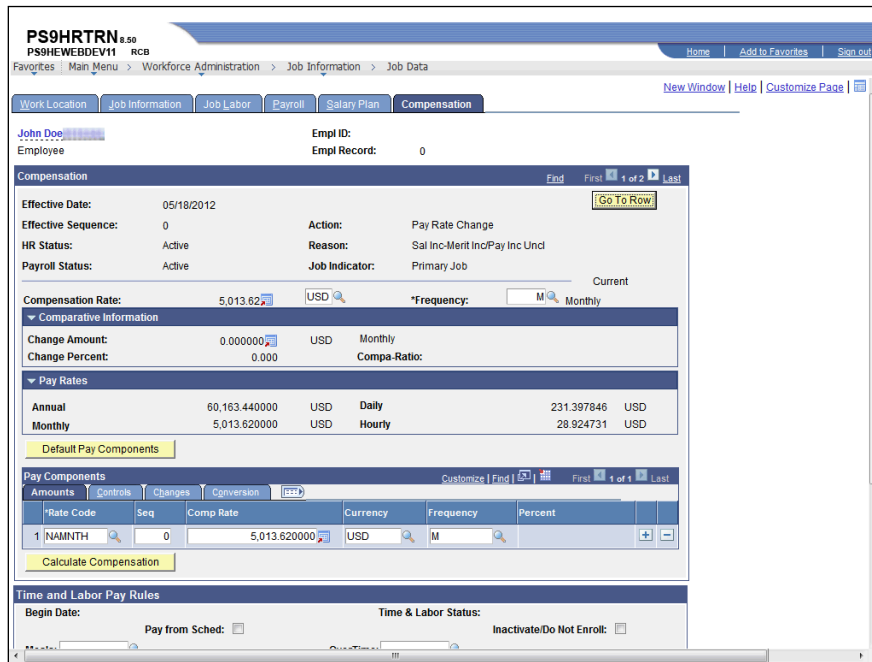
Enter Time and Labor Pay Rules

Step	Action
1.	<p>This exercise begins in the Job Data Compensation tab. Navigate to the Job Data panels as follows:</p> <p>Main Menu > Workforce Administration > Job Information > Job Data</p>



The screenshot shows a web-based HR system interface. At the top, there is a navigation bar with the following items: PS9HTRTN 8.00, PS9HEWEDDEV11 RCB, Home, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Workforce Administration > Job Information > Job Data. The main content area has several tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Compensation tab is currently selected. The employee's name is John Doe, and the Empl ID is 0. The Payroll Information section shows: Effective Date: 05/18/2012, Effective Sequence: 0, HR Status: Active, Payroll Status: Active, Payroll System: Payroll for North America. The Payroll for North America section contains several fields: Pay Group: NMF (Full-time FacultyStaff (New Or)), Employee Type: S (Salaried), Tax Location Code: LA (Louisiana), Holiday Schedule: NHS (NO HOL SD), and FICA Status: Medicare only. There are also buttons for Save, Return to Search, Notify, Refresh, Update/Display, Include History, and Correct History.

Step	Action
2.	<p>Click the Compensation tab.</p> 



PS9HRTRN v.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

John Doe
Employee

Empl ID: 0
Empl Record: 0

Compensation

Effective Date: 05/18/2012
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Pay Rate Change
Reason: Sal Inc-Merit Inc/Pay Inc Uncl
Job Indicator: Primary Job

Compensation Rate: 5,013.62 USD *Frequency: M Monthly

Change Amount: 0.000000 USD
Change Percent: 0.000

Pay Rates

Rate	Amount	Currency	Frequency	USD
Annual	60,163.440000	USD	Daily	231.397846
Monthly	5,013.620000	USD	Hourly	28.924731

Default Pay Components



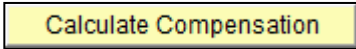
Pay Components

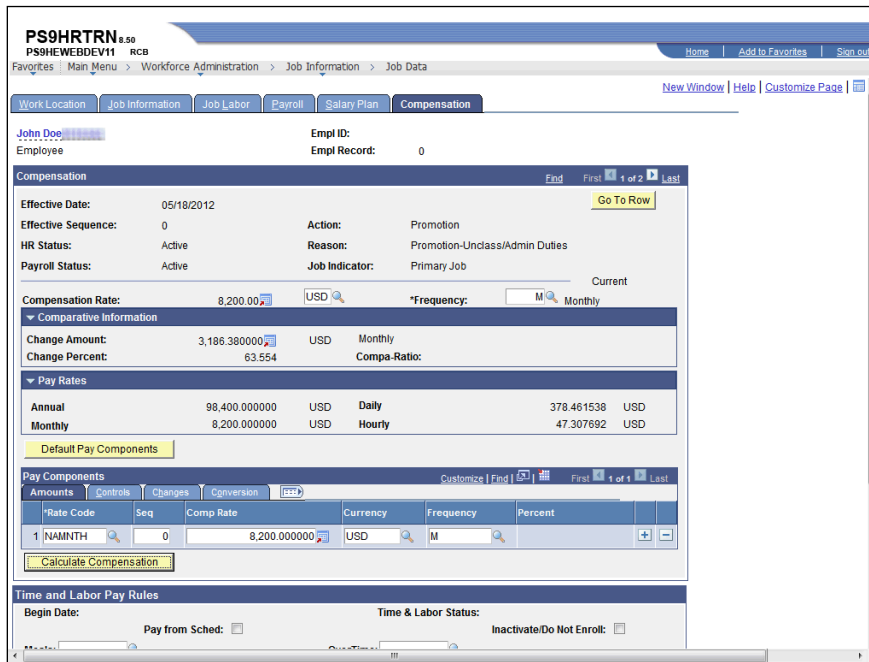
Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAMNTH	0	5,013.620000	USD	M	

Calculate Compensation

Time and Labor Pay Rules

Begin Date: Time & Labor Status: Inactive/Do Not Enroll:

Step	Action
3.	The Pay Components will stay as is; no changes for Time and Labor. Please select a Rate Code . 
4.	Click the Down scrollbar.
5.	Click the NAMNTH - Default NA Monthly link. 
6.	Enter the desired information into the Comp Rate field. Enter " 8200.00 ".
7.	Click the Calculate Compensation button. 



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

New Window | Help | Customize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

John Doe
Employee

Empl ID:
Empl Record: 0

Compensation

Effective Date: 05/18/2012
Effective Sequence: 0
Action: Promotion
HR Status: Active
Reason: Promotion-Unclass/Admin Duties
Payroll Status: Active
Job Indicator: Primary Job

Compensation Rate: 8,200.00 USD *Frequency: M Monthly

Comparative Information

Change Amount:	3,186.380000	USD	Monthly
Change Percent:	63.554		Compa-Ratio:

Pay Rates

Annual	98,400.000000	USD	Daily	378.461538	USD
Monthly	8,200.000000	USD	Hourly	47.307692	USD

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAMNTH	0	8,200.000000	USD	M	

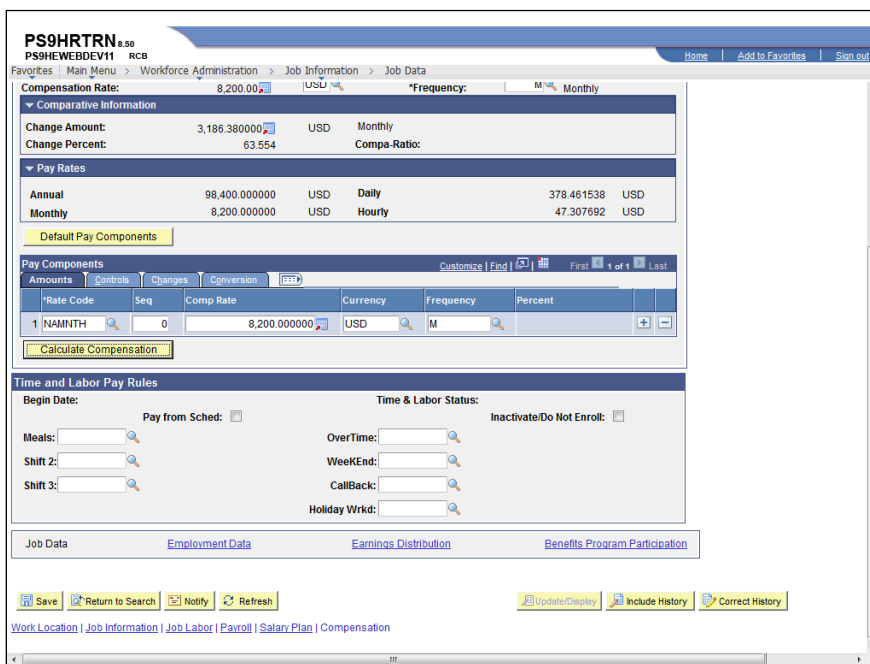
Calculate Compensation

Time and Labor Pay Rules

Begin Date: _____ Time & Labor Status: _____

Pay from Sched: Inactivate/Do Not Enroll:







Step	Action
8.	<p>The Pay from Schedule indicator is the key to setting the Time Reporter Type on the Maintain Time Reporter Data page.</p> <p>Check the Pay from Schedule box if the time reporter type is Elapsed time. Workgroup = Exception Reporter, Time Reporter Indicator = Elapsed Time</p> <p>Do not check the Pay from Schedule box if the time reporter type is Punch Time. Workgroup = Positive Reporter, Time Reporter Indicator = Punch Time</p> <p>NOTE RCD#: Only one empl record can be enrolled in Time and Labor. If an employee has two active jobs, the Time and Labor enrollment program will enroll the employee with a template defined. All employees with template 9999 and 9994 will have a row inserted in job data and will be marked with the DO NOT ENROLL check box on the Time and Labor pay rules section of the compensation page in job data.</p>











The screenshot displays the 'PS9HRTRN' system interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. The main content area is divided into several sections:

- Compensation Rate:** Shows a rate of 8,200.00 USD with a frequency of Monthly. Below this is a 'Comparative Information' table with columns for 'Change Amount' and 'Change Percent'.
- Pay Rates:** A table showing rates for Annual and Monthly periods, with columns for 'Rate', 'Currency', and 'Frequency'.
- Pay Components:** A table with columns for 'Rate Code', 'Seq', 'Comp Rate', 'Currency', 'Frequency', and 'Percent'. It shows a single component with rate code '1 N AMNTH' and a rate of 8,200.000000 USD.
- Time and Labor Pay Rules:** A section with various input fields for 'Begin Date', 'Meals', 'Shift 2', 'Shift 3', 'OverTime', 'WeekEnd', 'CallBack', and 'Holiday Wrkd'.

At the bottom, there are navigation links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation', along with buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
9.	<p>Only the Pay Rules that apply to your business unit will be displayed. You can reference the Appendix (T & L Setup Rules) for additional information on Time and Labor Pay Rules for your business unit.</p> <p>In this example: LSUNO Pay Rules are used for all of the Time and Labor Pay Rules in this exercise.</p> 
10.	<p>Click the 30 MIN AFTER 5 HRS AND 15 HRS link.</p> 
11.	<p>Click the Look up Shift 2 button.</p> 
12.	<p>Click the SHIFT 2 3P-11:30P 2 HrMin link.</p> 
13.	<p>Click the Look up Shift 3 button.</p> 
14.	<p>Click the SHIFT 3 11P-730A 2 HrMin link.</p> 

Step	Action
15.	Click the Look up OverTime button. 
16.	Click the 40 OVERTIME 1.0/1.5 link. 
17.	Click the Look up WeeKEnd button. 
18.	Click the WKND 6 7A SAT 7A MON NoMin link. 
19.	Click the Look up CallBack button. 
20.	Click the CALL BACK CASH @ 1.0/1.5 link. 
21.	Click the Look up Holiday Wrkd button. 
22.	Click the Holiday Pay Worked link. 

PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Workforce Administration > Job Information > Job Data

Compensation Rate: 8,200.00 USD *Frequency: M Monthly

▼ Comparative Information

Change Amount:	3,333,250,000	USD	Monthly
Change Percent:	68.490		Compa-Ratio:

▼ Pay Rates

Annual	98,400,000,000	USD	Daily	378,461,538	USD
Monthly	8,200,000,000	USD	Hourly	47,307,692	USD

Default Pay Components

Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 N4MINTH	0	8,200.000000	USD	M	

Calculate Compensation

Time and Labor Pay Rules

Begin Date: Time & Labor Status: Never Enrolled in T&L
 Inactivate/Do Not Enroll:

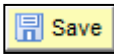
Pay from Sched:

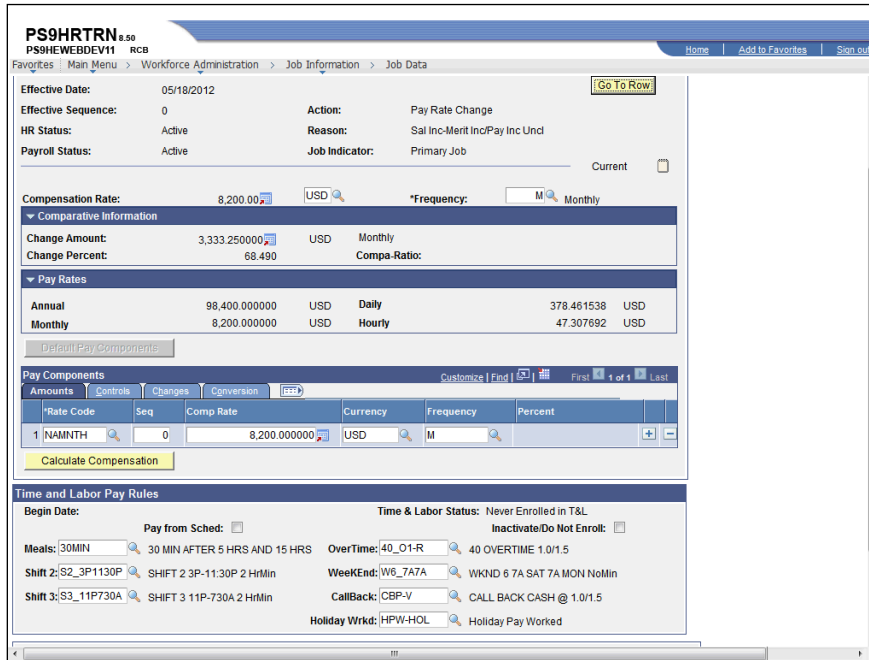
Meals: 30MIN 30 MIN AFTER 5 HRS AND 15 HRS OverTime: 40_O1-R 40 OVERTIME 1.0/1.5
 Shift 2: S2_3P1130P SHIFT 2 3P-11:30P 2 HrMin WeekEnd: W6_7A7A WKND 6 7A SAT 7A MON NoMin
 Shift 3: S3_11P730A SHIFT 3 11P-730A 2 HrMin CallBack: CBP-V CALL BACK CASH @ 1.0/1.5
 Holiday Wrktd: HPW-HOL Holiday Pay Worked

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

Step	Action
23.	Click the Save component and return (Enter) button. 



The screenshot displays the 'Job Data' section of the HR system. Key information includes:

- Effective Date:** 05/18/2012
- HR Status:** Active
- Payroll Status:** Active
- Compensation Rate:** 8,200.00 USD, Frequency: Monthly
- Pay Rates:** Annual: 98,400,000,000 USD; Monthly: 8,200,000,000 USD
- Pay Components:** A table with columns for Rate Code, Seq, Comp Rate, Currency, Frequency, and Percent. One row is visible: 1 NAMINTH, 0, 8,200,000,000, USD, M.
- Time and Labor Pay Rules:** Includes settings for Begin Date, Pay from Sched, Time & Labor Status (Never Enrolled in T&L), Meals (30MIN), OverTime (40_O1-R), Inactivate/Do Not Enroll, Shifts (2: 3P-11:30P, 3: 11P-7:30A), WeekEnd (W6_7A7A), CallBack (CBP-V), and Holiday Wrkd (HPW-HOL).

Step	Action
24.	<p>When a hire or rehire job action is entered it triggers special Time and Labor processing. Upon saving the data, the process checks to see if the employee is eligible for Time and Labor based on the Business Unit, Pay Group and Pay from Schedule Values.</p> <p>If the employee information is validated as eligible, the employee will be enrolled.</p> <p>The following will occur:</p> <ol style="list-style-type: none"> 1. Create a new active row in the maintain Time Reporter Date Page. 2. Create a new active row in the Badge Panel in Personal Information. 3. Update the earliest change date for the employee. The earliest change date is found on the Timesheet. <p>The effective date of this change in Time and Labor will be the Job Data effective date for the action.</p> <p>End of Procedure.</p>

Maintain Time Reporter Data

Time and Labor Enrollment Panel 9.1

Procedure

THIS PROCESS IS CREATED FOR YOU AND THERE IS NO NEED TO ACCESS THIS PAGE.

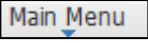
NAVIGATION IS BEING PROVIDED FOR GENERAL INFORMATION ONLY.

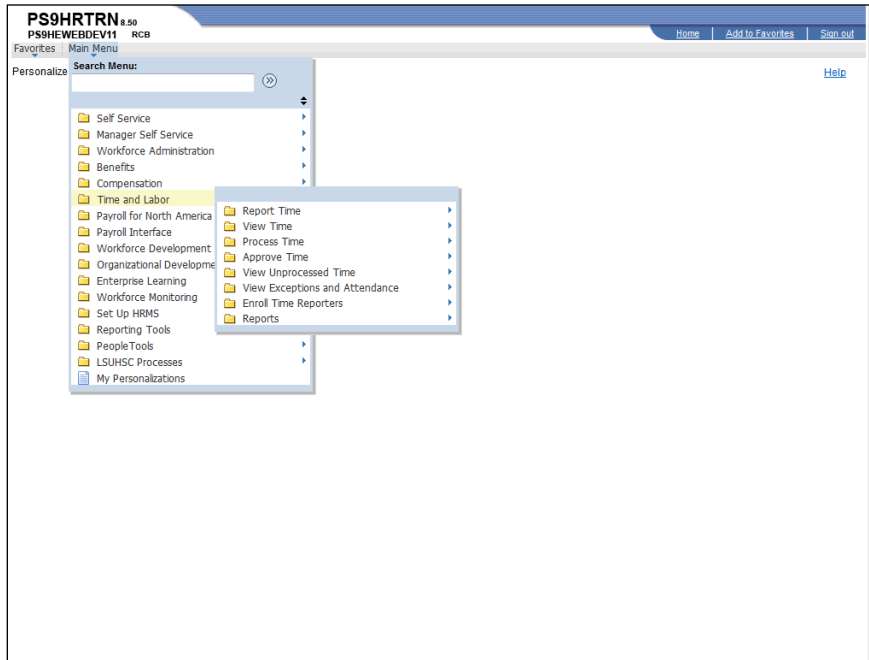
The Maintain Time Reporter Data page documentation is included in this manual so you are aware of a new PeopleSoft delivered pages that will be automatically completed when you hire/rehire or update an employee's job record.

The information will be based on the information in Job Data including the custom Time and Labor Enrollment Pay Rules section of the Compensation page.

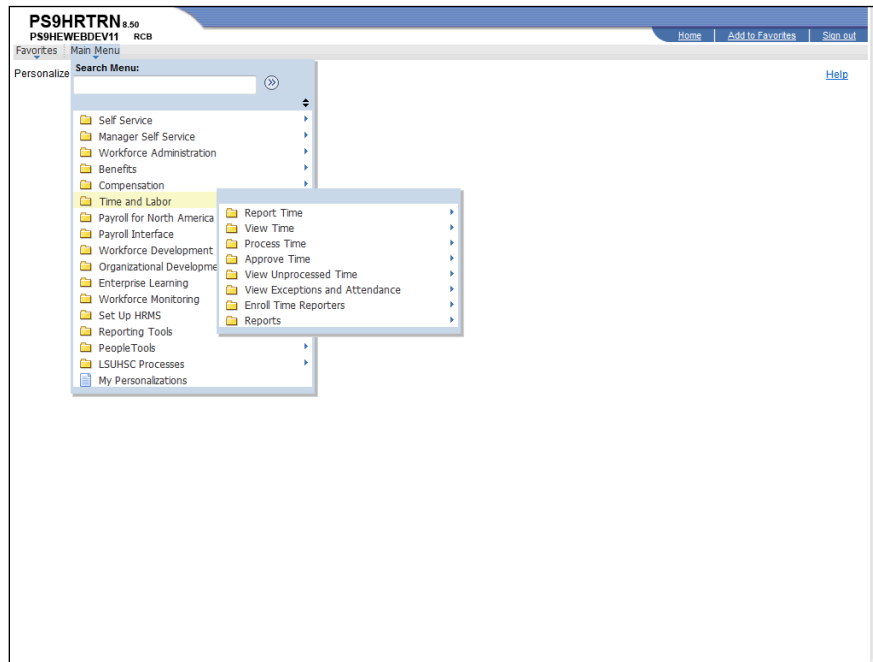
The following actions will cause a new or updated row to occur automatically on the Maintain Reporter Data page:

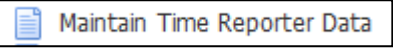
1. Add/Change/Delete an entry in the Compensation Pay Components Grid
2. Add/Change/Delete a pay rule.
3. Change the business unit, Pay Group or pay from schedule box
4. Hire/Rehire, Terminate an employee.


Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Point to the Time and Labor link.



Step	Action
3.	Point the Enroll Time Reporters link.
4.	Click the Maintain Time Reporter Data link. 

Step	Action
5.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button. 

Step	Action
7.	This completes Time and Labor Enrollment Panel . End of Procedure.

Badge Panel - Process to send SSN number to Time and Labor

Badge Panel 9.1

Procedure

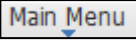
THE BADGE PANEL - Process to send SSN number to Time and Labor

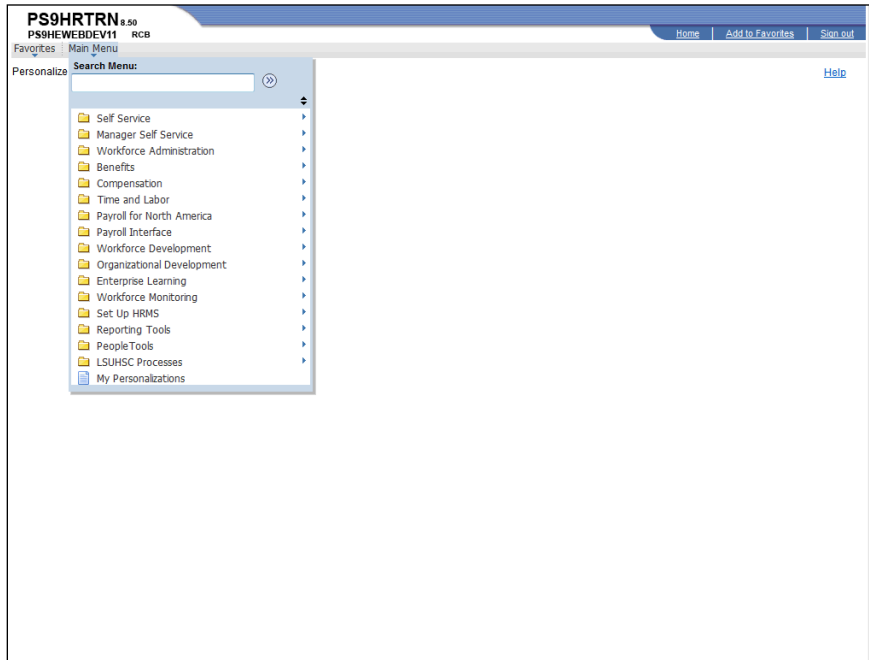
THERE IS NO NEED TO ACCESS THIS PANEL TO CHANGE THE SSN.

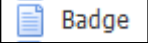
NAVIGATION IS BEING PROVIDED FOR GENERAL INFORMATION ONLY.

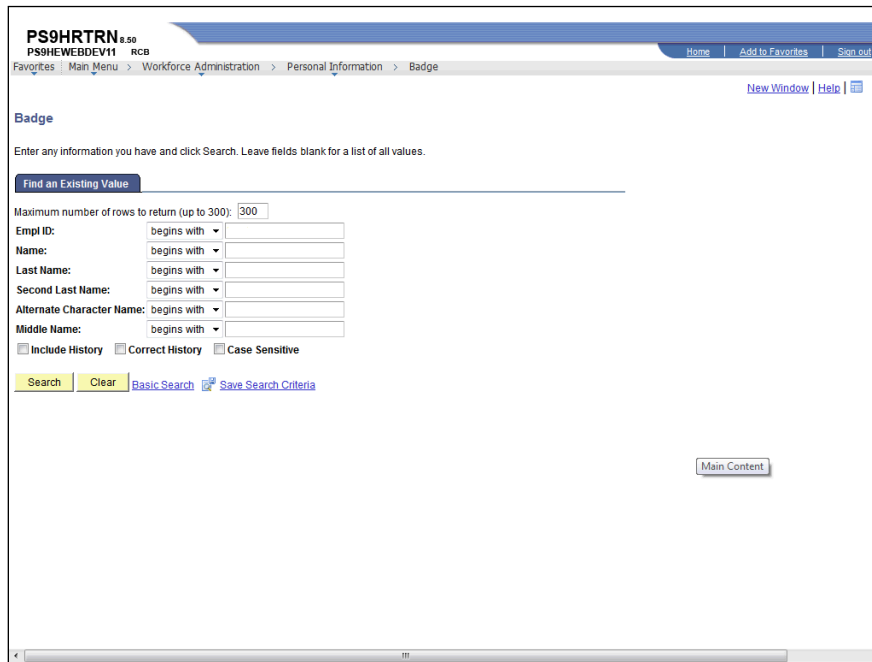
A process runs each night that detects a SSN change in Personal Data, and automatically changes the SSN in Time and Labor. The Badge Panel documentation is included in this manual so you are aware of a new PeopleSoft delivered page that will be automatically completed when an employee is first enrolled in T & L.

The Badge Page is used by the T & L process to retrieve the employee's SSN. The Badge Number is the SSN. When an employee first enrolled in T & L, this panel is automatically generated and contains the employee's SSN that was entered into the Personal Information page of Workforce Administration. Badge type will always default to **CLK= clock**.

Step	Action
1.	Click the Main Menu button. 



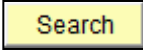
Step	Action
2.	Point to the Workforce Administration menu.
3.	Point to the Personal Information menu.
4.	Click the Badge menu. 

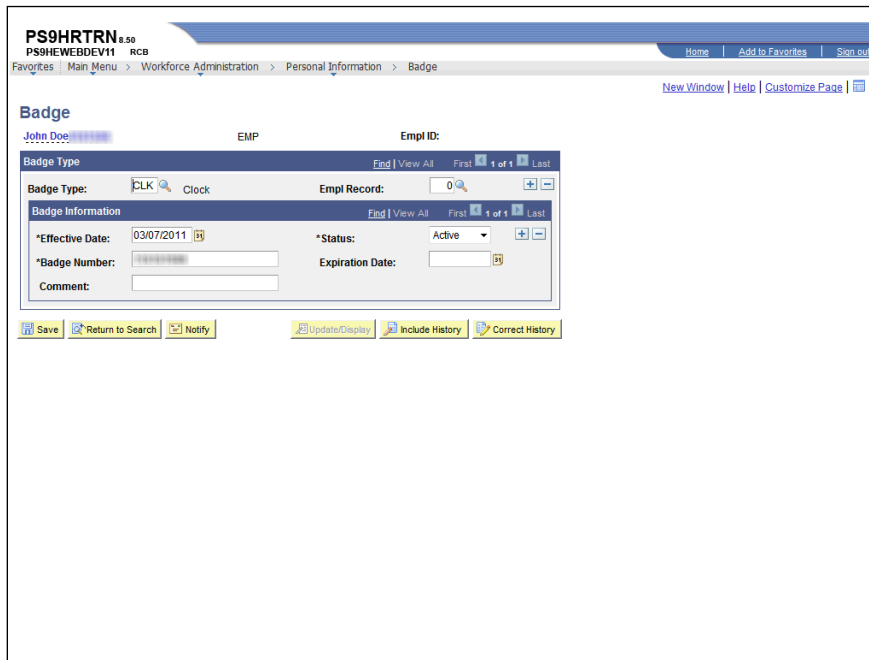


The screenshot shows a web application interface for 'PS9HRTRN e.50'. The breadcrumb trail is 'Favourites | Main Menu > Workforce Administration > Personal Information > Badge'. There are links for 'Home', 'Add to Favorites', and 'Sign out' in the top right. Below the breadcrumb is a 'New Window | Help |' link. The main heading is 'Badge'. Below this is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Below that is a text input field for 'Maximum number of rows to return (up to 300):' with the value '300'. The search criteria section includes:

- Empl ID: begins with [dropdown]
- Name: begins with [dropdown]
- Last Name: begins with [dropdown]
- Second Last Name: begins with [dropdown]
- Alternate Character Name: begins with [dropdown]
- Middle Name: begins with [dropdown]

 There are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A 'Main Content' button is located in the lower right area of the form.

Step	Action
5.	Enter the desired information into the Empl ID field. Enter " 7 - digit Employee ID Number ".
6.	Click the Search button. 



The screenshot shows a web application interface for managing employee badges. The main header identifies the user as John Doe (EMP) with an Empl ID. Below this, there are two main sections: 'Badge Type' and 'Badge Information'. The 'Badge Type' section shows 'Clock' selected. The 'Badge Information' section contains several fields: 'Effective Date' (03/07/2011), 'Status' (Active), 'Badge Number' (a masked field), 'Expiration Date', and a 'Comment' field. At the bottom of the form, there are several action buttons: 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
7.	View results.
8.	This completes Badge Panel . End of Procedure.