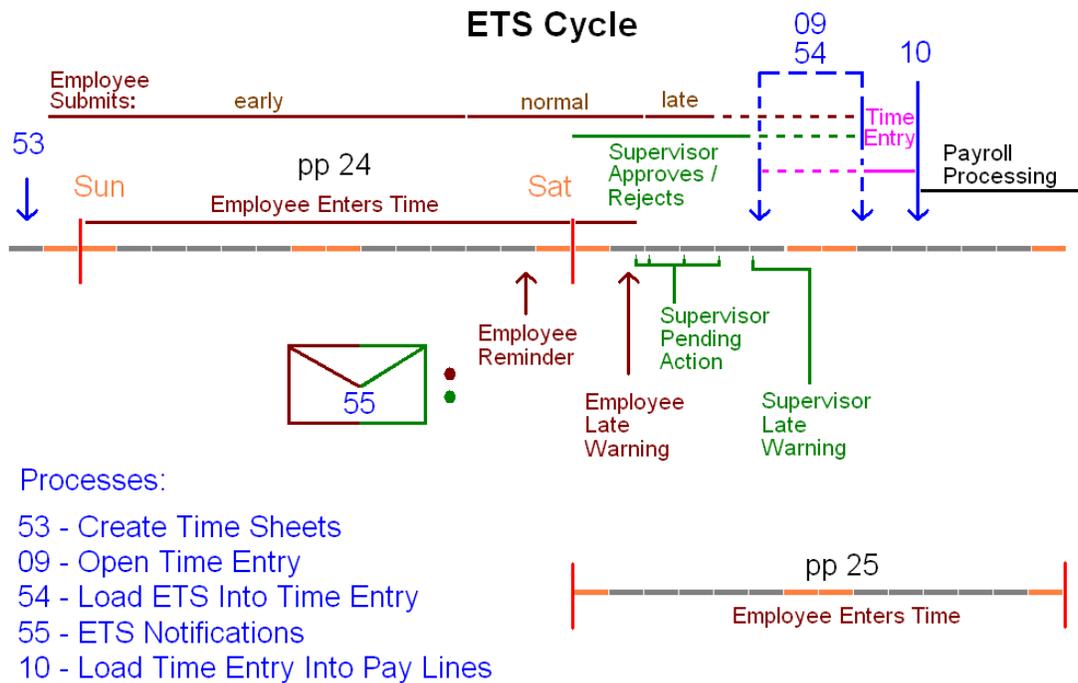


# Processing Electronic Time Sheets for the Payroll Preparer

## The ETS Cycle



The ETS cycle consists of four phases. The first phase starts with the 53 program creating the electronic time sheets, typically on the Friday before the pay period begins. For a new employee or a new job for an existing employee, the employee preferences are created and a line is added supervisor/alternate page so the supervisor (time sheet approver), alternate approver, and on-demand status can be updated by the payroll preparer. During the first phase, the employee enters time into the current time sheet and optionally submits it before the end of the pay period. The graphic above shows pay period 24 (pp 24) with a bar showing the range for an early submission, normal submission, and late submission. At the end of this phase, the employee will get a reminder to submit the time sheet.

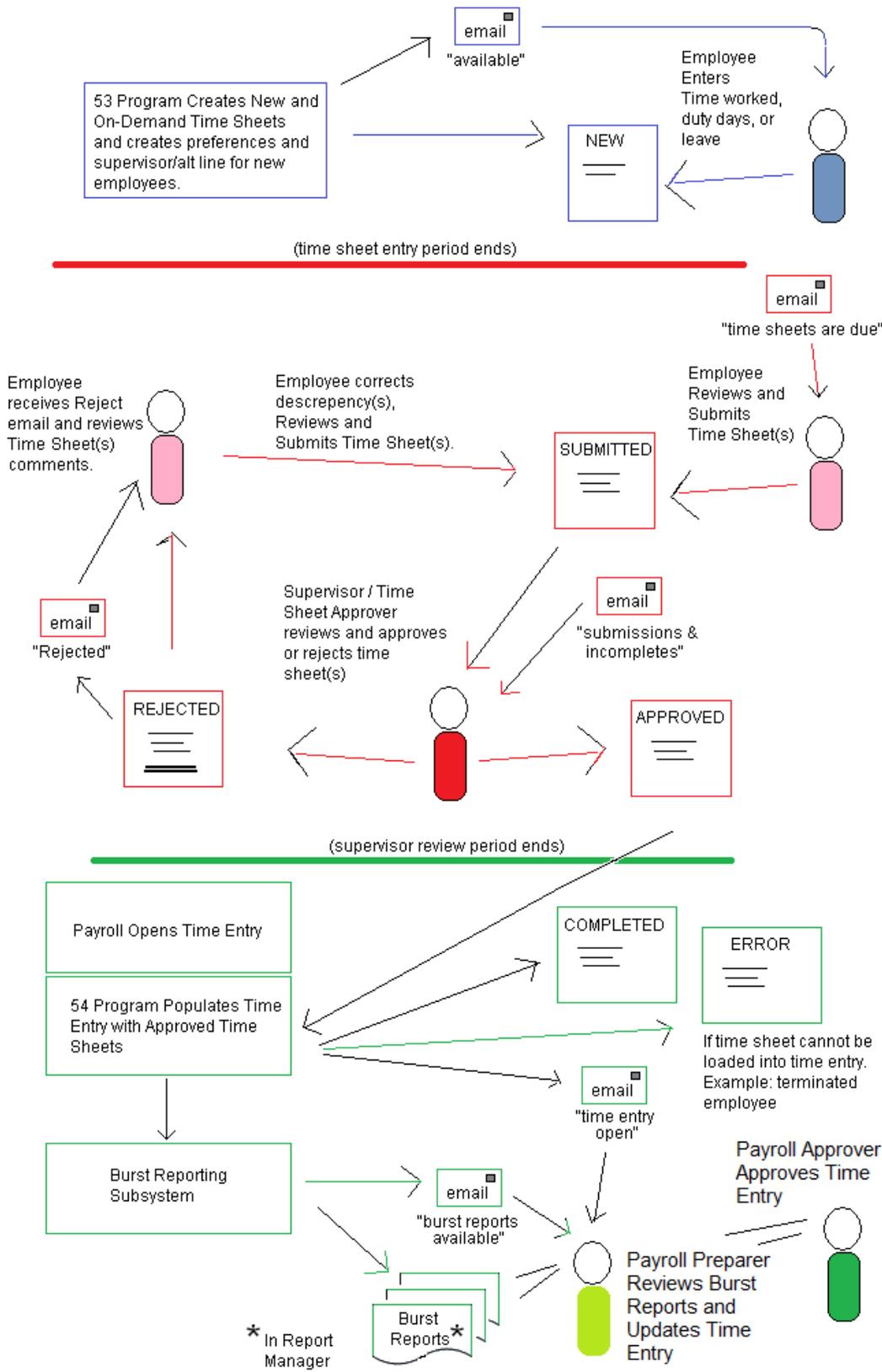
The second phase starts at the close of pay period. *Note: in this graphic, pay period 25 (pp 25) starts the first phase for the next period.* The employees are expected to submit their completed time sheet for approval by Monday at noon. The supervisor/approver and alternate start receiving daily pending action email containing a list employees that submitted their time sheets and a list of time sheets not yet submitted (still in New or Rejected status). The supervisor/approver and/or alternates reviews each time sheet for accuracy and either approves it or rejects it. If rejected, an email is immediately sent to the employee explaining that the time sheet has been rejected and must be corrected and resubmitted. The email will not specify the reason. The employee will be able to read the

reason in the Approver Comments section of the time sheet. Phase II continues from the Monday through Thursday, where the supervisor/approver and/or alternate could receive a late warning, if submitted, but unapproved time sheets exist.

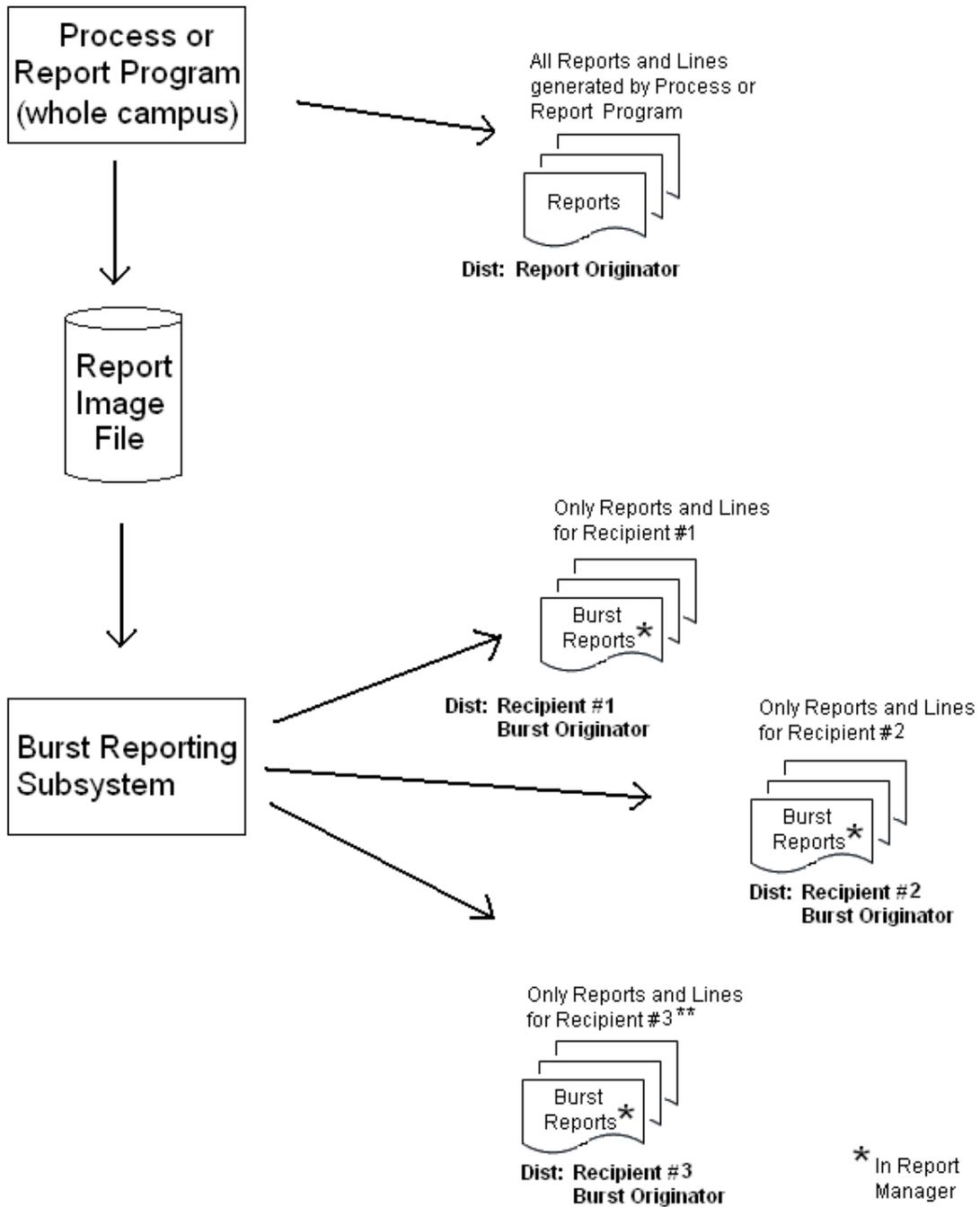
The third phase starts with the running of the 09 program to open time entry, immediately followed by the 54 program to load the electronic time sheets into time entry. The graphic above shows that the programs can be run any time from 12:01 Friday to Monday morning, as determined by the payroll department. The 54 program will send an email to the payroll preparers announcing that time entry is open. Shortly after the 54 program is run, its reports are burst using the Burst Reporting Subsystem. A description will follow its own section. Another email will be sent to the payroll preparers announcing that the burst reports are available. *See the example shown in the discussion of burst reporting below.* In the email, each report will be listed, along with the number of *lines* in that report. The burster, a function of the Burst Reporting Subsystem, does not know the meaning of the report it is bursting, so a line count is provided. Headings and End-of-Report is not counted. However, the Data Alert Report *always* contains two blank lines, followed by 'Note: Time sheets that appear on this report may require ...' message. This counts as 3 lines. The third phase is reserved for the payroll preparer. The preparer will read the 54 reports (burst and delivered to the Report Manager) and make any necessary adjustments in Time Entry. After any change is made to the data loaded into Time Entry from the 54 program, the payroll preparer should go back and add a notation in the Approver Comments section of the time sheet(s) impacted. The payroll preparer would also add additional adjustments in time entry for employees, both ETS and non-ETS. After the payroll preparer has completed the review of the reports and data entry, the payroll approver would approve time entry, in preparation for its loading into payroll.

The fourth and last phase starts with the running of the 10 program to close time entry and load the data into the payroll tables. The payroll department would then perform its tasks to see that payroll is sent to the State.

# Typical ETS Time Sheet Flow



# Burst Reporting



\*\* There are currently 133 Recipients for the ETS Program 54

## Email From Burst Reports

The Burst Reports will send an email to alert the payroll preparer that the burst reports are ready. For each non-empty report, it will list the number of lines. As stated earlier, the Data Alerts Report always contains two blank lines and the message by 'Note: Time sheets that appear on this report may require ...'. In the example below, the Data Alerts Report is actually empty.

From: <[UMBC-TSC@umbc.edu](mailto:UMBC-TSC@umbc.edu)>  
Date: Mon, Feb 2, 2015 at 3:16 PM  
Subject: Burst Reports Ready  
To: [BL20600@umbc.edu](mailto:BL20600@umbc.edu)

To: Michele Kimery  
Re: UMBC Burst Reports Available

The following report(s) are ready and placed in your Reports Manager:

Completed Time Sheets	- 1352 Lines
Incomplete Time Sheets	- 1 Lines
Time Sheets Submitted But Not Approved	- 1 Lines
Data Alerts	- 3 Lines

## The “54” Reports

When the reports created in the 54 program (Load Electronic Time Sheets to Time Entry) are burst, they are delivered to each payroll preparer’s Report Manager. *Note, the Payroll Approver can also request to receive a copy of the reports by contacting the HR Department.* Below is an example of the Report Manager page:

The screenshot shows the 'myUMBC PeopleSoft CAMPUS SOLUTIONS' interface. The breadcrumb trail is 'Favorites | Main Menu > Reporting Tools > Report Manager'. The page has tabs for 'List', 'Explorer', and 'Archives'. A search section titled 'View Reports For' includes fields for 'Folder', 'Instance', 'Name', and 'Created On', along with a 'Refresh' button and a 'Days' dropdown set to 3. Below this is a table of reports with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains two rows: 1. UMPYR039, GROSS PAY REPORT, General, 05/16/15 7:38AM, 2218405, 2704326; 2. UMBRREPT, UMBRREPT, General, 05/16/15 7:29AM, 2218393, 2704314. At the bottom, there is a 'Save' button and a breadcrumb trail 'List | Explorer | Archives'.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 <a href="#">UMPYR039</a>	GROSS PAY REPORT	General	05/16/15 7:38AM	2218405	2704326
2 <a href="#">UMBRREPT</a>	UMBRREPT	General	05/16/15 7:29AM	2218393	2704314

The reports will appear as UMBRREPT. If they do not appear, check that the selection fields are blank and adjust the last number of days so that it includes the date that the reports were burst (when the email was received).

Opening the reports (double clicking on UMBRREPT), will result in a page similar to the one below (next page):

**Report**

Report ID: 2237759      Process Instance: 2726359      [Message Log](#)  
 Name: UMBRREPT      Process Type: SQR Process  
 Run Status: Success

UMBRREPT

**Distribution Details**

Distribution Node: HR UMBC Dist      Expiration Date: 06/21/2015

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Completed-Report.PDF</a>	523,698	05/22/2015 3:15:27.685909PM EDT
<a href="#">Data Alert-Report.PDF</a>	4,399	05/22/2015 3:15:27.685909PM EDT
<a href="#">Error-Report.PDF</a>	4,774	05/22/2015 3:15:27.685909PM EDT
<a href="#">Future-Approvals.PDF</a>	2,825	05/22/2015 3:15:27.685909PM EDT
<a href="#">Incomplete-Report.PDF</a>	3,567	05/22/2015 3:15:27.685909PM EDT
<a href="#">Manual-Report.PDF</a>	2,855	05/22/2015 3:15:27.685909PM EDT
<a href="#">Missed-Approval.PDF</a>	2,839	05/22/2015 3:15:27.685909PM EDT
<a href="#">SQR_UMBRREPT_2726359.log</a>	1,793	05/22/2015 3:15:27.685909PM EDT
<a href="#">Submitted-Report.PDF</a>	2,926	05/22/2015 3:15:27.685909PM EDT
<a href="#">Time-Overflow-Report.PDF</a>	2,911	05/22/2015 3:15:27.685909PM EDT
<a href="#">umbrrept_2726359.out</a>	2,851	05/22/2015 3:15:27.685909PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	ALLISON
User	MIZE

This document will refer to the reports by these names. Not all reports need to be opened to see if they contain information. The email, described in the last section can be used as a guide. The last file (in the graphic above called umbrrept\_2726359.out) also contains the number of lines for each report and matches the email. Additionally, not all reports will contain information. The graphic below (next page) is a markup of the graphic above, showing which reports that can be ignored and which ones rarely contain information.

**Report**  
 Report ID: 2237759      Process Instance: 2726359      [Message Log](#)  
 Name: UMBRREPT      Process Type: SQR Process  
 Run Status: Success

UMBRREPT  
**Distribution Details**  
 Distribution Node: HR UMBC Dist      Expiration Date: 06/21/2015

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Completed-Report.PDF</a>	523,698	05/22/2015 3:15:27.685909PM EDT
<a href="#">Data Alert-Report.PDF</a>	4,399	05/22/2015 3:15:27.685909PM EDT
<a href="#">Error-Report.PDF</a>	4,774	05/22/2015 3:15:27.685909PM EDT
<del><a href="#">Future Approvals.PDF</a></del>	2,825	05/22/2015 3:15:27.685909PM EDT
<a href="#">Incomplete-Report.PDF</a>	3,567	05/22/2015 3:15:27.685909PM EDT
<a href="#">Manual-Report.PDF</a> rare	2,855	05/22/2015 3:15:27.685909PM EDT
<a href="#">Missed-Approval.PDF</a> rare	2,839	05/22/2015 3:15:27.685909PM EDT
<del><a href="#">SQR_UMBRREPT_2726359.log</a></del>	1,793	05/22/2015 3:15:27.685909PM EDT
<a href="#">Submitted-Report.PDF</a>	2,926	05/22/2015 3:15:27.685909PM EDT
<a href="#">Time-Overflow-Report.PDF</a> rare	2,911	05/22/2015 3:15:27.685909PM EDT
<del><a href="#">umbrrept_2726359.out</a></del>	2,851	05/22/2015 3:15:27.685909PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	ALLISON
User	MIZE ←

Payroll

The bottom section called 'Distribute To' will contain all payroll prepares receiving the same report (only when their security match), along with the originator or person that ran the Burst Report Subsystem. In this case, Shannon Mize from Payroll. The files with a red line across them are irrelevant for the payroll preparer, but important to the IT Department when researching a problem with production.

Each report listed above will be described individually.

The first report, the largest and most important is the **Completed-Report**. This report lists every time sheet processed and the resulting time entry lines created by 54 program. Below (next page) is an example of page from the report.

**Time Entry Identification:**

Deptid: 10139 - Jnt Ctr Earth Sys Technology, Employee: Weeks,Tahsin P , Position: 10003174 (STUDENT), Primary Approver: Ruben Delgado (ASST RES SCI)

**Time Sheet:**

Status	Run ID ( Begin - End )	Empl Class	FTE	Leave	--- Week 1 Hour ---			--- Week 2 Hour ---			Approver Name	Approval Date	
					Elig?	OT?	Work	Paid	Unpaid	Work			Paid
Completed	2015023 (05/03/15-05/16/15)	Std,Hourly	0.000%	N			8.50	8.50		19.00	19.00	Ruben Delgado	05/18/15

Employee Comments: (None)  
 Approver Comments: (None)

Work Day	Time In	Time Out	Break Duration	Work Hours	Optional Code	Time Description	Hours
05-07-15 Thursday	02:00 PM	05:00 PM		3.00			3.00
05-08-15 Friday	03:00 PM	05:30 PM		2.50			2.50
05-09-15 Saturday	12:00 PM	03:00 PM		3.00			3.00
05-11-15 Monday	02:30 PM	05:30 PM		3.00			3.00
05-12-15 Tuesday	12:00 PM	06:00 PM		6.00			6.00
05-13-15 Wednesday	10:30 AM	02:45 PM		4.25			4.25
05-15-15 Friday	10:00 AM	03:45 PM		5.75			5.75

**Updated Time Entry:**

DeptID	Employee ID	Name	Reg Hrs	OT Hrs	Sck Hrs	Par Hrs	Hol Hrs	Vac Hrs	Cmp Hrs	Unp Hrs	OC1	Oth Hr	OC2	Oth2 Hr	OC3	Oth3 Hr	OC4	Oth4 Hr	OC5	Oth Pay	Tot Hrs	D L
10139		Weeks,Tahsin P	27.50																		27.50	N Y

In this case, the employee, Tahsin P. Weeks, worked 27.5 hours. The bottom line shows that number. Since the entire time sheet is printed in this report, it is not necessary to retrieve the time sheet, unless the comments exceed a single line. Only the first line is shown in the report.

Note, the status is 'Completed'. This is the status of the time sheets after they are successfully processed through the 54 program. 'Completed' is a final status for time sheets. The only other status that will appear on this report is 'Document', which indicates that the time sheet was documentation-only and the information was not loaded into Time Entry.

Also note that this (and all burst reports) contain the report date on the left of the heading and burst date and time on the right. They can differ, sometimes by days, depending on when the report was burst.

The next example (below or next page) is a Duty Day time sheet, with leave. The Duty Days are not shown, other than the count in the header. Only leave will show.

**Time Entry Identification:**

Deptid: 10139 - Jnt Ctr Earth Sys Technology, Employee: Hours,Ruben D , Position: 10002532 (DIRECTOR), Primary Approver: Belay Demoz (PROF & DIRECTOR)

**Time Sheet:**

Status	Run ID	( Begin - End )	Empl Class	FTE	Elig?	Duty Days	Leave ---- Week 1 -- Hours ---		---- Week 2 -- Hours ---		Approver Name	Approval Date
							Leave Unpaid	Duty Days	Leave Unpaid	Duty Days		
Completed	2015023	(05/03/15-05/16/15)	Exempt,REG	100.0000	Y	0	40.00		1	32.00	Belay Demoz	05/18/15

Employee Comments: 5/4 - 5/13 - China & Tibet 5/14 - Vacation recovery day  
 Approver Comments: (None)

Work Day	Optional Code	Time Type	Description	Hours
05-04-15		Monday	VAC Vacation	8.00
05-05-15		Tuesday	VAC Vacation	8.00
05-06-15		Wednesday	VAC Vacation	8.00
05-07-15		Thursday	VAC Vacation	8.00
05-08-15		Friday	VAC Vacation	8.00
05-11-15		Monday	VAC Vacation	8.00
05-12-15		Tuesday	VAC Vacation	8.00
05-13-15		Wednesday	VAC Vacation	8.00
05-14-15		Thursday	VAC Vacation	8.00

**Updated Time Entry:**

DeptID	Employee ID	Name	Reg Hrs	OT Hrs	Sck Hrs	Per Hrs	Hol Hrs	Vac Hrs	Cmp Hrs	Unp Hrs	OC1	Oth Hr	OC2	Oth2 Hr	OC3	Oth3 Hr	OC4	Oth4 Hr	OC5	Oth Pay	Tot Hrs	D	L
10139		Hours,Ruben D	80.00					72.00													80.00	N	Y

This example has an employee comment. There was only one duty day; in the second week. The employee, Ruben D. Hours took 72 hours of vacation. The Vac Hrs was set to 72 in the updated time entry.

The **Data Alert-Report** lists all Time Sheets that caused the Data Alert flag in Time Entry to be set. In the example below, the time sheet is Documentation-Only. Each line on report will contain a reference to the report that should be viewed to see the details. In this case, the payroll preparer is referred to the Completed Report to see the details.

Department	Employee ID	Name	Pay End Dt	Reason
10139 Jnt Ctr Earth Sys Technology		Blevins, Brook B	05/16/15	Time Sheet is Documentation Only (See Completed Report)

**Note:** Time sheets that appear on this report may require manual updates in time entry in order to correctly pay or process leave accurately for the employee.

End of Report

This report is useful for alerting the payroll preparer to time sheets that the 54 program determined unusual or worthy of the preparer’s attention. It is a good report to begin the review.

The ‘Documentation-Only’ status is a final status for a time sheet.

As mentioned in the previous section, the last line, beginning with ‘Note: Time sheets that ...’ will be on this report, even if otherwise empty. The burst report line count will indicate 3 lines for an empty report. Below is an example of the two columns updated by the 54 program. The first column, ETS Load Status will now indicate if at least one time sheet was loaded with ‘Pgm Loaded’. If not, and the employee is in ETS, it will be marked as ‘Not Loaded’. If not in ETS, such as a Grad Assistant or part-time faculty, it will still indicate ‘Editable’. The second column is the ETS Data Alert. It will be set to ‘Y’ in conjunction with the Data Alerts Report, above.

Department: 10315 OIT Business Systems

- Department Manager Approval
- Dept Mgr Locked For Review

Empl ID	ETS Load Status	ETS Data Alert	Rcd	Name	Position #	Position	Rate of Pay
	Pgm Loaded	N	0	Anderson, Patrick C	10003894	STUDENT	
	Pgm Loaded	N	0	Aye, Monique A	10007019	STUDENT	
	Not Loaded	N	1	Glasser, Michael	10085544	STUDENT	
	Pgm Loaded	N	0	Jeffrey, Phillip	10010015	STUDENT	
	Not Loaded	N	0	Simon, Kendra E	10000324	General Associate	

The **Error-Report** lists the entire time sheet for any time sheets that cannot be loaded into Time Entry. The payroll prepare may need to make a manual adjustment, if necessary. Examples of errors include no time entry existing, due to termination of the employee. The example below shows an unapproved time sheet (typically one in New status, although Submitted and Rejected status can also be included) that never could be loaded into Time Entry. If a terminating employee had pending time sheets, all of them will appear here. A separate message is given for *approved* time sheets that cannot be loaded into Time Entry. In that case, the approver should be notified. The approver name is listed on the error line.

Error-Report  
Report Date: 22-May-2015 03:10 PM

University of Maryland Baltimore County  
Time Sheet Errors

Page No. 1  
Burst Date: 05/22/2015  
Burst Time: 15:15:14

**ERROR:**

Department	Employee ID	Name	Pay End Dt	Approver	Error Message
10424 Chemistry BioChem - Academic		Sheets, T M	05/16/15		No Time Entry Match For Unapproved Time Sheet

**Time Sheet:**

Status	Run ID ( Begin - End )	Empl Class	FTE	Leave	--- Week 1 Hours ---	--- Week 2 Hours ---	Approval
				Elig? OT?	Work Paid Unpaid	Work Paid Unpaid	Approver Name Date
Error	2015023 (05/03/15-05/16/15)	Std,Hourly	0.000%	N			

Employee Comments: (None)  
Approver Comments: (None)

-----  
End of Report

An error can also occur if the employee's position switched from a Time In / Time Out to Duty Day or vice versa, such that the time sheet's format does not match Time Entry. Again, the approver should be notified. The 'Error' status is a final status for a time sheet.

The **Future Approvals-Report** is no longer relevant. Since supervisors/approvers cannot approve a time sheet until the period is over, this report will always be empty and will eventually be removed.

The **Incomplete-Report** lists all the time sheets still in the New or Rejected status. This report allows the payroll preparer to monitor the department's performance and find trouble employees or supervisors. The example below shows Anthony A Pascahar having five time sheets incomplete.

Incomplete-Report		University of Maryland Baltimore County		Page No. 1
Report Date: 22-May-2015 03:10 PM		Incomplete Time Sheets		Burst Date: 05/22/2015
				Burst Time: 15:26:51
Department	Employee ID	Name	Pay End Dt	Primary Approver
10118	New Media	Gloverella,Jeremiah D	05/16/15	John Fritz (ASST VP)
10200	Mechanical Engineering	Pascahar,Anthony A	03/21/15	Charles Eggleton (PROF & CHAIRPERSN)
10200	Mechanical Engineering	Pascahar,Anthony A	04/04/15	Charles Eggleton (PROF & CHAIRPERSN)
10200	Mechanical Engineeri g	Pascahar,Anthony A	04/18/15	Charles Eggleton (PROF & CHAIRPERSN)
10200	Mechanical Engineering	Pascahar,Anthony A	05/02/15	Charles Eggleton (PROF & CHAIRPERSN)
10200	Mechanical Engineering	Pascahar,Anthony A	05/16/15	Charles Eggleton (PROF & CHAIRPERSN)
10200	Mechanical Engineering	Hess,Nicholas	05/16/15	Anthony Gurquhar (ASSOC PROF)
10200	Mechanical Engineering	Raler,Nelson	03/21/15	Anne Spence (PROF OF PRACTICE)
10200	Mechanical Engineering	Roberts,William S	05/02/15	Jamie Gurganus (ASSOC DIRECTOR)
10200	Mechanical Engineering	Roberts,William S	05/16/15	Jamie Gurganus (ASSOC DIRECTOR)
10200	Mechanical Engineering	Luco,Michael C	05/16/15	Anne Spence (PROF OF PRACTICE)
10419	Telecommunications	Snyder,Pamela D	05/16/15	Andrew Kane (ASST DIRECTOR)
10427	IT Administration	Lucy,Michael	05/16/15	Kathleen Suess (BUSINESS MANAGER)

The **Manual-Report** has no example. It will rarely contain information. It will only contain information if the payroll preparer requested that a time sheet should be taken out of circulation due to having the information loaded manually into the Time Entry or by the Payroll Department. Only the Payroll Department can mark a time sheet with a 'HR Override' status, which removes it from further processing. This is a final status for a time sheet.

The **Missed-Approval** Report also has no example and will rarely contain information. A line will only show if, at the time that the 54 program was running, a supervisor/approver approved a time sheet. It was not processed and the approver should be notified.

The Submitted Report is similar to the Incomplete Report. However, since the employee had made the effort to submit (assuming it was not submitted by the payroll preparer), the employee has the expectation of getting paid. Although the supervisor/approver and, perhaps, the alternate approver gets a number of email reminders, and even a warning to approver or reject submitted time sheets, the time sheet was not approved before the 54 program was run. Therefore, it will not be processed for payment. In the example below (next page), employee Ann Lee had submitted 4 time sheets, which were not approved. Clearly, action should be taken.

Department	Employee ID	Name	Pay End Dt	Primary Approver
10118	New Media	Correa,Chris	03/07/15	[Not Assigned] ()
10200	Mechanical Engineering	Ryoujune,Heon	05/16/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	Balsara,Jessee	05/16/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	Birmingham,John B.	05/02/15	Carlos Romero-Talamas (ASST PROF)
10200	Mechanical Engineering	Birmingham,John B.	05/16/15	Carlos Romero-Talamas (ASST PROF)
10200	Mechanical Engineering	Lee,Anne	03/21/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	Lee,Anne	04/04/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	Lee,Anne	04/18/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	Lee,Anne	05/02/15	Liang Zhu (PROFESSOR)
10200	Mechanical Engineering	O'Bryan, Andrew	05/02/15	Carlos Romero-Talamas (ASST PROF)
10200	Mechanical Engineering	O'Bryan,John B.	05/16/15	Carlos Romero-Talamas (ASST PROF)
10419	Telecommunications	David,Aaron M	05/16/15	Raymon Soellner (MANAGER)
10419	Telecommunications	Ngea Mebila Olugemo	05/16/15	Raymon Soellner (MANAGER)

At the very least, the employee and primary approver should be notified that a submitted time sheet will not be processed for payment.

The **Time-Overflow-Report** has no example and having information is very rare. Time Entry has four boxes to hold miscellaneous leave (leave other than Vacation, Sick, Personal, and Holiday). An example would be Military Leave. If an employee submitted a number of time sheets at the same time, and there were more than four different miscellaneous leave types, the program would not be able to place them all in the one-time entry line. In that case, the first four will be loaded, and any additional leave will be listed on this report. The payroll preparer should inspect the leave that was placed in time entry and what leave is listed in this report to determine if a more important leave listed should replace one in time entry. In any event, the payroll preparer should create a Post-It note with the leave type(s) that did not get into time entry and manually place it (them) in the next time entry. The 54 program does not keep track of leave not entered into time entry from run to run. To recap, it is very rare for more than four miscellaneous leave types to be entered into time entry in a single period.