

UNIVERSITY *of* PENNSYLVANIA

Time Reporting

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Overview

The main purpose of the Time Reporting function of the Payroll/Personnel system is to automate time reporting for weekly and monthly employees. When you process time reporting transactions the updated information remains in Time Reporting until batch processing is run for the pay period (usually Monday afternoon).

Once batch processing has occurred for a pay period, you cannot view, undo, or change any transactions for that pay period. The schedules for batch processing of weekly and monthly time records differ. For current information about these schedules and deadlines, refer to the time reporting schedule mailed to you from the Payroll office or the Payroll website:

<http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>

Positive Employees

In order for positive employees to be paid, you must process their time in Time Reporting each pay period.

Exception employees

Because exception employees are automatically paid by the system, no action is required on your part for these employees to receive their regular pay. You only need to report leave, pay overtime, or distribution change information for exception employees.

Modifying Your Own Record

It is against University policy for any employee to modify his or her own payroll record.

If you are in a position where there is no one else available in your department to enter changes to your record, please have the department Senior Business Administrator:

- Send a memo to the Payroll Department notifying us that you have permission to do so
- State that you generally work "x" number of hours per week
- Anything outside of this normal requirement will be followed by another memo to Payroll
- These occasions should be rare

Function Menu

Overview

The Function Menu lists the ten functions available in the Payroll/Personnel system. Time Reporting is function 05. Depending on your security clearance, you may or may not have access to other Payroll functions on this menu.

```

ISSGONP                                UNIVERSITY OF PENNSYLVANIA          DATE: 01/30/06
                                         HUMAN RESOURCES MANAGEMENT SYSTEM  TIME: 14:59:11
                                         FUNCTION MENU

                                         **PERSONNEL RECORDS**
                                         01 DATA ENTRY AND UPDATE
                                         02 INQUIRY
                                         03 SPECIAL FUNCTIONS
                                         04 SALINC
                                         **TIME REPORTING**
                                         05 TIME REPORTING DATA ENTRY
                                         06 REALLOCATIONS
                                         **PAYROLL**
                                         07 TIME CORRECTIONS
                                         08 ADJUSTMENT CORRECTIONS
                                         **CONTROL TABLE**
                                         09 CONTROL TABLE DATA ENTRY
                                         **POSITION INVENTORY**
                                         10 POSITION INVENTORY MAINTENANCE

PLEASE ENTER THE NUMBER OF THE FUNCTION YOU WISH TO PERFORM: █
INTERRUPT?:

PF6=FHELP  PF9/21=HELP
    
```

Figure 3-1 Function Menu

To Select the Time Reporting Function

1. Type **05** in the "Please Enter the Number of the Function You Wish to Perform" field.
2. Press **[Enter]**.

RESULT: The system displays the Time Reporting Data Entry Menu.

Navigation in UMIS

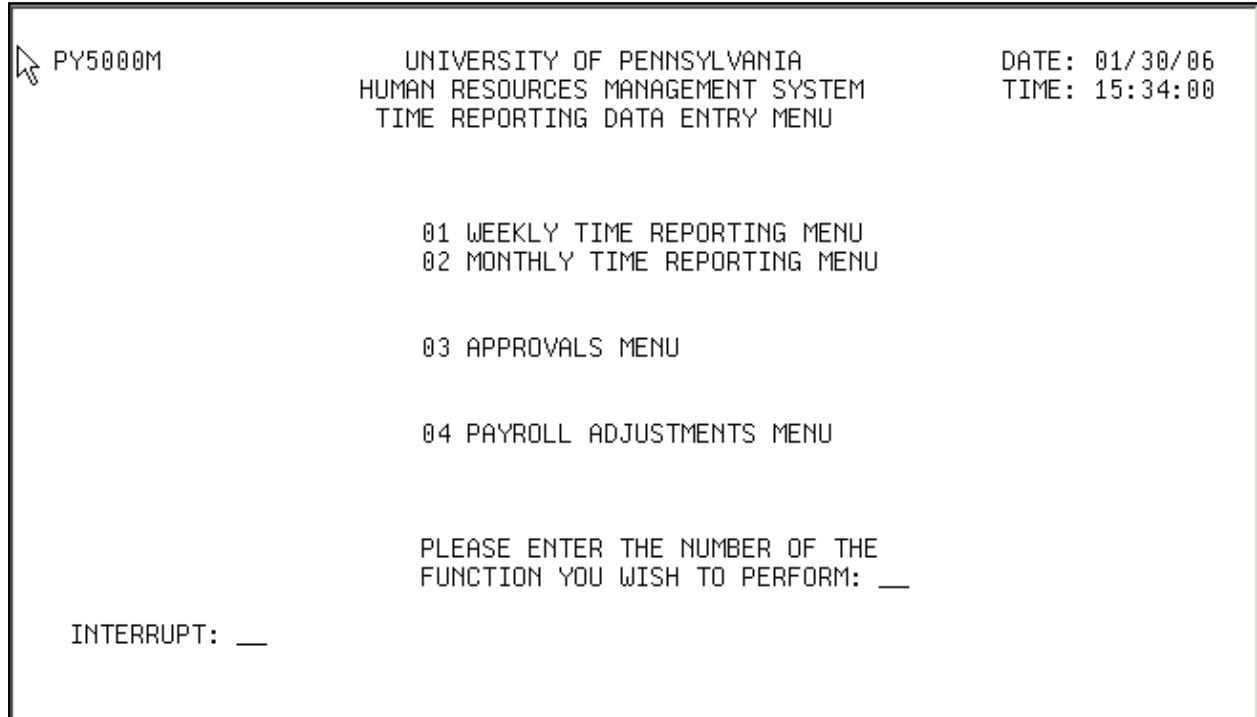
Tip: It's best to use navigational keys below, vs. the mouse, to ensure placement of the cursor at the beginning of a field

[Ctrl] [Enter]	Moves down a line
[Tab]	Moves to the next field
[Shift] [Tab]	Moves back a field
[Pause/Break]	Clears the screen
[Enter]	To process a screen 'Y' to Update 'N' to Modify
Space Bar	Clear a field one character at a time
Interrupt? CF	Change Function to return to previous screen or Function Menu

Time Reporting Data Entry Menu

Overview

The Time Reporting Data Entry Menu lists the four functions available for time reporting. Depending on your security clearance, you may or may not have access to other Time Reporting functions on this menu.



```
PY5000M                                UNIVERSITY OF PENNSYLVANIA
                                         HUMAN RESOURCES MANAGEMENT SYSTEM
                                         TIME REPORTING DATA ENTRY MENU

                                         DATE: 01/30/06
                                         TIME: 15:34:00

                                         01 WEEKLY TIME REPORTING MENU
                                         02 MONTHLY TIME REPORTING MENU

                                         03 APPROVALS MENU

                                         04 PAYROLL ADJUSTMENTS MENU

                                         PLEASE ENTER THE NUMBER OF THE
                                         FUNCTION YOU WISH TO PERFORM: __

INTERRUPT: __
```

Figure 3-2 Time Reporting Data Entry Menu

To Select a Function from the Time Reporting Data Entry Menu

1. Complete the "Please Enter the Number of the Function You Wish to Perform" field:
 - To select the Weekly Time Reporting Menu, type **01**.
 - To select the Monthly Time Reporting Menu, type **02**.
 - To select the Approvals Menu, type **03**.
2. Press **[Enter]**.
RESULT: The system displays the selected function (menu).

Weekly Time Reporting Menu

Overview

The Weekly Time Reporting Menu displays the transactions that can be completed for weekly time reporting. To select a transaction, you must complete the Trans and ORG fields.

```
PY5010M                UNIVERSITY OF PENNSYLVANIA                DATE: 01/30/06
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 15:35:37
                        WEEKLY TIME REPORTING MENU

001 POSITIVE TIME REPORTING (TX)
002 EXCEPTION EMPLOYEE REPORTING (LV, DC, TX)
003 LATE PAY

--BROWSE--
004 BROWSE POSITIVE TRANSACTIONS
005 BROWSE EXCEPTION TRANSACTIONS

TRANS: █   ORG: ____  SORT CODE: _  STARTING NAME: _____
INTERRUPT: __                                     (OPTIONAL)
```

Figure 3-3 Weekly Time Reporting Menu

To Select an Item from the Weekly Time Reporting Menu

1. Complete the Trans field:
 - To select the Positive Time Reporting (TX) transaction, type **001**.
 - To select the Exception Employee Reporting (LV, DC, TX) transaction, type **002**.
 - To select the Late Pay transaction, type **003**.
 - To select Browse Positive Transactions, type **004**.
 - To select Browse Exception Transactions, type **005**.
2. Type the ORG number for which you are reporting time in the ORG field.
3. Type a valid code in the Sort Code field only if required by your department.
4. The Starting Name field is optional. If you want to begin time reporting with a specific employee, type the employee's name in this field. Type the last name first, a comma, followed by the first name. EXAMPLE: Type **Jordan,Michael**
5. Press **[Enter]**.

RESULT: The system displays the screen for the selected transaction.

Updating Screens

Overview

Time Reporting displays and lets you update employee records by screen. Each screen contains five records. (In your ORG, an employee can have more than one record on the Employee Database.) Each time you update a screen, the system scrolls to the next screen for that ORG. The system will continue to scroll screens in groups of five until you have updated all screens for the pay period. When you update the last screen for an ORG, the system will return you to the menu.

PY5015M		UNIVERSITY OF PENNSYLVANIA						DATE: 01/30/06				
		HUMAN RESOURCES MANAGEMENT SYSTEM						TIME: 15:43:09				
		POSITIVE TIME REPORTING										
A	EMPLOYEE NAME/ID	EARN TYPE	HOURS	HOURLY RATE	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
-	EGITTO, XAVIER	SW1	20.00	6.250	599070							
	100-30-4120 *PROCESS*		0.00			020	0118	1	000000	5134	4350	0000
-	GRAZIANI, ORVILL	SW1	8.00	8.500	599070							
	100-29-8180 *PROCESS*		0.00			850	8502	1	000000	5134	6330	0000
-	IRWIN, URBAN	REG	35.00	10.000	855100							
	100-31-0060 *PROCESS*		0.00			400	4119	4	527690	5134	2810	0000
-	JAFFE, CECELIA	REG	40.00	8.000	599050							
	100-32-7880		0.00			400	4611	4	525041	5134	2446	1204
-	JAFFE, CECELIA	REG	40.00	10.000	599050							
	100-32-7880 *PROCESS*		0.00			400	4611	4	525041	5134	2446	1204
PF2=CANCEL		PF3=TIME		PF5=ADD		PF10=FWD						

Figure 3-4 Positive Time Reporting Screen with Five Records

Displaying Employee Records

When you select a transaction from a menu, you must enter an ORG number. (On the Approval menu, you enter either an ORG number or a school/center number.) The system then automatically displays the first employee record for that ORG. Employee records are displayed in alphabetical order. The Starting Name field is optional.

Starting Name Field

Employee records can also be displayed using the Starting Name field. If you specify an employee name on a menu, the screen display begins with that name.


Action Field

When a screen is displayed, the cursor appears on the first field in the record for which you can enter payroll information. Usually, this is the Action field. The Action field (which appears on the screen as the "A" field) allows you to change the transaction status for an employee or to insert a new transaction for the employee. You can enter any of the following commands in the Action field.

COMMAND	ACTION
p	Marks the transaction status to *PROCESS* (for weekly employees) or *PENDING* (for monthly employees). Only transactions marked *PROCESS* are included in batch processing for the pay period.
d	Changes the transaction status from *PROCESS* to *DROP* . Transactions marked *DROP* are not included in batch processing for the pay period. Refer to "Dropping Transactions Marked for Processing" for information about this command.
i	Inserts new transactions for the same employee. Refer to "Using the Insert Command" for information about this command.

Pressing the [Enter] Key

- After you have completed the records shown on the screen, press the **[Enter]** key
- Pressing **[Enter]** causes the system to edit the data and prompt you to correct any errors
- If no errors are found, the "Enter Y to Update" prompt displays
- Type **y** at this prompt to update the records on the screen
- To let you know which records will be marked for batch processing, the system displays a highlighted ***PROCESS*** message next to the employee's name
- You can view the records you just updated by pressing PF10 or PF11 to scroll forward or backward through the screen
- When you update the last screen for a ORG, PF10 (scroll forward) no longer appears at the bottom of the screen and the system will return you to the menu

 *If you press ENTER without updating any records on the screen, the system scrolls to the next screen of employee records for your ORG*

Viewing Transactions Marked for Processing

You can view all records marked ***PROCESS*** by using the browse screens. Browse screens are available from the menu and show all records to be included in batch processing for the pay period. You cannot enter or change information on a browse screen.

Positive Time Reporting (Tx)

Directions

Use the following directions to complete the *Positive Time Reporting* screen.

To Pay an Employee as Shown

Check the employee's information on the screen for accuracy. If the information is correct and the employee should be paid as shown on the screen, type **p** in the Action (A) field next to the employee's name.

To Make a One-Time Change to a Distribution Line

Any change you make to distribution information will be only in effect for the pay period for which you are reporting time. All permanent changes to an employee's job record must be made on the Employee Database. On the *Positive Time Reporting* screen, you can change any field except the Employee ID/Name field.

1. Type **p** for 'process' in the Action field next to the employee's name.
2. Tab to the information on the line to be changed, and type over it with the new information.

To Report More Than Two Earnings Types for the Same Employee (Insert)

If you need to report more than two earnings types for an employee, the fastest method is to use the insert command. The system displays the insert screen, which contains five distribution lines for the employee.

The first line is the information line, which is a boxed off, protected line for viewing only. The next four lines are for entering the employee's transactions. You can report up to eight earnings types on this screen, two per line. If you need to report more than eight earnings types for the same employee, do another insert command after you process the first eight earnings types.

WARNING: Using the insert command on the *Positive Time Reporting* screen does not automatically process regular pay for an employee. Be sure to report the employee's regular pay on the insert screen before you report the other earnings types.

To Update the Screen for the Pay Period

To view the records you just updated, press PF11 to scroll backward through the employee records on the screen. Records marked *PROCESS* are to be included in batch processing for the pay period. After you update the last screen for an ORG, the system returns you to the menu.

If you press [Enter] without updating any records on the last screen, the system returns you to the menu.

1. Complete the payroll information for the employee records shown on the screen.

2. Press **[Enter]** to display the "Enter Y to Update" prompt.
3. Do one of the following:
 - To update the screen for the pay period, type **y** at the "Enter Y to Update" prompt and press **[Enter]**.

RESULT: The system updates the screen and scrolls to the next screen of employee records for that ORG.

- To return to the screen with the information you just entered, type **n** at the "Enter Y to Update" prompt and press **[Enter]**.

RESULT: The system redisplayes the screen with the changes you have made.

General rule

You should always update payroll information by screen. That is, complete all five records on the screen, press ENTER to edit the data and then respond to the "Enter Y to Update" prompt. This method is faster than pressing ENTER after each record and then completing the "Enter Y to Update" prompt five times on the same screen.

Example 1 A screen displays the following five employee records:

- GUERTAS,JAMES
- JEFFREY,AMANDA
- JONES,JENNY
- JORDAN,MICHAEL
- JUNE,JILL

*After you update this screen, the system automatically scrolls to the next screen of employee records for that ORG beginning with the record **after** JUNE. If JUNE has two records, the screen will continue with the second record for JUNE. The system will continue to display screens until all screens for the transaction have been completed for the pay period. When there are no more screens for that ORG, the system will return you to the menu.*

Example 2 A screen displays with the following five employee records:

- EGITTO,XAVIER
- FAST,SOPHACLES
- GRAZIANI,OREL
- IRWIN,ULYSSES
- JAFFE,CHARLES

*You enter payroll information for EGITTO, FAST, and GRAZIANI, and forget to enter information for IRWIN and JAFFE. After you process this screen, the system automatically scrolls to the next screen of employee records for that department beginning with the record **after** JAFFE. If there are no more screens for that department, the system will return you to the menu. To complete payroll information for IRWIN and JAFFE, do one of the following:*

- From the screen, use the PF11 key to scroll backwards through the file until you locate the records,

or from the menu

- Use the Starting Name field to begin the screen with the name you want.

Using the Insert Command

Overview

Use the insert command to process multiple transactions for an employee. To use this command, type **i** in the Action field next to the employee's name to display the insert screen.

Insert Screen

The insert screen contains five record lines for the employee. The first line, called the information line, is a copy of the first transaction. The information line is a boxed off, protected line for viewing.

On the *Positive Time Reporting* screen, payroll information from the information line (with the exception of the Earnings Type field and the Hours field) is repeated on all four lines on the screen.

PY5015MB		UNIVERSITY OF PENNSYLVANIA				DATE: 01/30/06					
		HUMAN RESOURCES MANAGEMENT SYSTEM				TIME: 16:09:34					
		POSITIVE TIME REPORTING - INSERT									
EMPLOYEE NAME/ID	EARN TYPE	HOURS	HOURLY RATE	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
EGITTO, XAVIER 100-30-4120	SW1	20.00	6.250	599070							
EGITTO, XAVIER 100-30-4120		0.00	6.250	599070	020	0118	1	000000	5134	4350	0000
EGITTO, XAVIER 100-30-4120		0.00	6.250	599070	020	0118	1	000000	5134	4350	0000
EGITTO, XAVIER 100-30-4120		0.00	6.250	599070	020	0118	1	000000	5134	4350	0000
EGITTO, XAVIER 100-30-4120		0.00	6.250	599070	020	0118	1	000000	5134	4350	0000

PF2=CANCEL PF3=TIME

Figure 3-5 Information Line on a *Positive Time Reporting Insert* Screen

On the *Exception Employee Reporting* screen, payroll information from the information line is repeated on the first line under the information line which can be updated. The remaining three lines contain the employee's name and ID only, and you must type in all appropriate information.

```

PY5040MB                UNIVERSITY OF PENNSYLVANIA                DATE: 01/30/06
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:25:26
                        EXCEPTION EMPLOYEE REPORTING - INSERT

EMPLOYEE ID/NAME  TR EARN HOURS  HOURLY  WEEKLY RATE  JOB CLASS
                  TYPE                                RATE
                  CNAC ORG B/C FUND  OBJ  PGM  CREF
-----
ALGEO,MAZIE      REG  35.00_  10.445_  355.769_  515174
100-27-4420                                900 9015 1 000000 5110 7500 0000
-----
ALGEO,MAZIE      █  ___  0.00_  10.445_  355.769_  515174
100-27-4420                                900 9015 1 000000 5110 7500 0000
-----
ALGEO,MAZIE      ___  ___  0.00_  0.000_  0.000_  _____
100-27-4420                                _____
-----
ALGEO,MAZIE      ___  ___  0.00_  0.000_  0.000_  _____
100-27-4420                                _____
-----
ALGEO,MAZIE      ___  ___  0.00_  0.000_  0.000_  _____
100-27-4420                                _____
-----
PF2=CANCEL      PF3=TIME
  
```

Figure 3-6 Information Line on an *Exception Employee Reporting Insert* Screen

To Display an Insert Screen

After an insert screen is processed, the system displays the next record for that ORG. If you want to see the employee’s record just updated, press PF11 to scroll backwards in the screen.

If you need to process more than four transactions for the same employee, then do another insert command after you process the first four transactions.

1. Type **i** in the Action field next to the employee’s name, and press ENTER to display the insert screen.
RESULT: If changes have been made to any transactions on the screen, the system edits the changes and if no errors are found, displays the “Enter Y to Update” prompt. Type **y** at the prompt to update the changes and display the insert screen.
2. When the insert screen is displayed, type the appropriate information beginning on the first line below the roster line.
3. Press ENTER to edit the transaction.
RESULT: The system validates the payroll information on the screen and if no errors are found, removes the unused lines and displays the “Enter Y to Update” prompt.
4. Do one of the following:
 - To update the screen with the payroll information you just entered, type **y** at the “Enter Y to Update” prompt.

RESULT: The system displays the next record to be processed and the message "Insert Performed" displays at the top of the screen, confirming that the new transactions will be included in batch processing for the pay period.

- To return to the screen with the information you just entered, type **n** at the "Enter Y to Update" prompt.

RESULT: The system redisplay the screen with the information you just entered.

- To clear the screen and return to the previous screen, press PF2.

RESULT: Any changes entered on the insert screen are lost.

Adding Records

Overview

Use the add command to create new records. To use this command, press PF5. This command is only available when displayed at the bottom of the screen.

When you press PF5, the system displays an add screen that contains five blank lines. You can create up to five new records on a screen. New records are sorted into your department's payroll records and the screens to which you are returned will now contain the new records.

☞ **Only Use This Feature for Positive Employees!!!!**

☞ *When you add a record for an employee whose name comes before the first name displayed on the screen, you cannot scroll back to see the new record. To view the record you just added, exit the screen, reselect the appropriate transaction on the menu, and enter the employee's name in the Starting Name field.*

EMPLOYEE ID/NAME		EARN HOURS TYPE	HOURLY RATE	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
_____		___ 0.00___	0.000___	_____							
_____		___ 0.00___		_____							
_____		___ 0.00___	0.000___	_____							
_____		___ 0.00___		_____							
_____		___ 0.00___	0.000___	_____							
_____		___ 0.00___		_____							
_____		___ 0.00___	0.000___	_____							
_____		___ 0.00___		_____							

PF2=CANCEL PF3=TIME

Figure 3-7 Positive Time Reporting Add Screen

To Add a Record

You may want to add a record if a *positive* employee does not appear in your ORG's payroll records. *Remember, exception employees are paid automatically and no action is required on your part for the employee to be paid.*

1. Press PF5.

RESULT: If no changes have been made on the screen, the system displays an add screen with five blank lines. If changes have been made, you must confirm them before you can display an add screen.

2. Beginning with the first line, type in the employee's social security number* in the Employee ID field, then type in all field information for the employee.
3. To add another employee record, repeat step 2 until you have used all five lines on the screen.
4. To process the transaction(s) on this screen, press [Enter].

RESULT: The system validates the information on the screen and displays the "Enter Y to Update" prompt if no incorrect or missing information is found.

5. Do one of the following:
 - To update the screen with the payroll information you just completed, type **y** at the prompt.
 - To return to the screen with the information you just entered, type **n** at the prompt.
 - To clear the screen and return to the previous screen, press PF2.

Changing Transactions Marked for Processing

Overview

You can change payroll information in transactions already marked *PROCESS* or *drop.* When you change an already marked transaction, the system overrides the information with the new changes.

To Change Transactions Marked *PROCESS*

1. Find the *PROCESS* transaction that you want to change.
2. When you find the transaction you want to change, do one of the following:
 - If the payroll information that you want to change is a transaction on the *Positive Time Reporting* screen or the *Weekly Late Pay* screen, type **p** in the Action field next to the employee's name.
 - If the payroll information that you want to change is a transaction on the *Exception Employee Reporting* screen (for weekly employees) or the *Reduction in Pay* screen (for monthly employees), go to step 3. You can change the transaction by simply typing in the new information in the appropriate fields—you do not need to complete the Action field.

Note: You cannot change any information for transactions on the *Monthly Late Pay* screen. Payroll information for monthly late pay transactions can only be changed on the *School/Center for Approvals* screen.

3. Tab to the field(s) that you want to change.
4. When you have finished changing the information, press ENTER to display the "Enter Y to Update" prompt
5. Type **y** at the prompt to confirm that you want to update the record with the changed information.

RESULT: The system displays the *PROCESS* message next to the employee's name.

6. If you want to see the record you just changed, press PF11 to scroll backward.

Dropping Transactions Marked for Processing

Overview

You can drop (undo) a transaction marked *PROCESS* before the batch processing deadline for a pay period. When you drop a transaction marked for processing, the system overrides the information and displays the *DROP* message. Dropped transactions are not included in batch processing for the pay period.

Note: When you drop (undo) a transaction marked for processing, only the most recent version of the record is stored in Time Reporting.

PY5015M		UNIVERSITY OF PENNSYLVANIA				DATE: 05/10/01						
		HUMAN RESOURCES MANAGEMENT SYSTEM				TIME: 12:48:12						
		POSITIVE TIME REPORTING										
A	EMPLOYEE NAME/ID	EARN TYPE	HOURS	HOURLY RATE	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
-	EGITTO, OSCAR	SW1	25.00	6.250	599070							
	100-30-4945 *DROP*		0.00		500 5009 1	000000	5134	7935	0000			
-	GRAZIANI, FRANCI	SW2	12.00	8.500	599071							
	100-29-9005		0.00		060 0606 1	628034	5134	4244	0000			
-	GRAZIANI, FRANCI	SW1	7.00	8.500	599071							
	100-29-9005 *PROCESS*		0.00		060 0606 1	628034	5134	4244	0000			
-	GRAZIANI, FRANCI	SW1	7.00	8.500	599071							
	100-29-9005 *PROCESS*		0.00		400 4392 4	531487	5134	2000	0000			
-	GRAZIANI, FRANCI	SW1	7.00	8.500	599071							
	100-29-9005 *PROCESS*		0.00		240 2450 1	000000	5134	6450	0000			
PF2=CANCEL		PF3=TIME		PF5=ADD		PF10=FWD						

Figure 3-8 Screen with a Dropped Transaction

To Drop a Transaction Marked for Processing

1. Find the transaction marked *PROCESS* that you want to drop.
2. When you find the employee transaction you want to drop (undo), type **d** in the Action field next to the employee's name.

Note: Monthly late pay transactions marked *PENDING* or *PROCESS* can only be dropped on the *School/Center for Approvals* screen.

3. Press ENTER to display the "Enter Y to Update" prompt.

4. Type **y** at the prompt to confirm that you want to reverse the status of the transaction from process to drop.

RESULT: The system displays the *DROP* message next to the employee's name.

5. If you want to see the record you just dropped, press PF11 to scroll backward.

To Reverse a Transaction Marked *DROP*

You can reverse a transaction marked *DROP* to *process.* When you reverse a dropped transaction, the system displays the *PROCESS* message, confirming that the transaction was reversed and is to be included in batch processing for the pay period.

1. Find the transaction that you want to reverse.
2. When you find the employee transaction you want to reverse, do one of the following:
 - If the transaction that you want to reverse is on the *Positive Time Reporting* screen or the *Weekly Late Pay* screen, type **p** in the Action field next to the employee's name.
 - If the transaction that you want to reverse is on the *Exception Employee Reporting* screen (for weekly employees) or the *Reduction in Pay* screen (for monthly employees), you can reverse the transaction by simply typing in the new information in the appropriate fields. You do not need to complete the Action field.

Note: Monthly late pay transactions marked *DROP* can only be reversed on the *School/Center for Approvals* screen.

3. Press ENTER to display the Enter Y to Update prompt.
4. Type **y** at the prompt to confirm that you want to reverse the status of the transaction from drop to process.

RESULT: The system displays the *PROCESS* message next to the employee's name.

Exception Employee Reporting (LV, DC, TX)

Purpose

Use the *Exception Employee Reporting* screen to report leave (LV), to override distribution information (DC), and to process time above and beyond regular pay (TX) in a pay period for exception employees.

Exception employees are paid automatically for their normal work week. Unless you are processing LV, DC, or TX transactions, the distribution lines on the *Exception Employee Reporting* screen are for viewing information only.

LV The LV transaction code is used to report leave taken in a pay period.

DC The DC transaction code is used in a pay period to do the following:

- Stop an employee from being paid.
- Pay an employee from a different account than the one displayed in the employee's distribution line.
- Reduce an employee's pay for the current pay period.

TX The TX transaction is used in a pay period to do the following:

- Report overtime for an employee.
- Report shift differential for an employee.
- Report regular time and/or leave time only after a DC transaction has been processed to stop automatic payment.

When to Use

Use the *Exception Employee Reporting* screen for Employee Type 2 only.

New Line Key

To advance to the beginning of a new line, press CTRL + Enter.

TX or LV?

- When reporting time off, use LV for leave taken
- When reporting extra pay, use TX to tax the extra pay

Directions

Use the following directions to complete the *Exception Employee Reporting* screen.
To Pay an Employee as Shown

No action is required.

To Report Leave (LV)

1. Tab to the field of the distribution line you want to report leave and type **lv**.
2. Type the appropriate code in the Earn Type field (refer to Earnings Type list).
3. Type the number of leave hours you want to report for the employee in the Hours field.

Earnings Types for Exception Employee Reporting Screens

LV (Leave)

FNL	Funeral Leave
JUR	Jury Duty
MIL	Military Leave
SCH	Sick in the household
SCK	Sick leave
VAC	Paid Time Off

DC (Distribution Change)

REG	Regular weekly or hourly pay
SHF	Shift at a flat amount

TX (Taxable Income)

CLL	On-call pay
OS1	Overtime at double time and shift differential at 10%
OS2	Overtime at double time and one-half and shift differential at 10%
OS3	Overtime at time and one-half and shift differential at 15%
OS4	Overtime at double time and shift differential at 15%
OS5	Overtime at double time and one-half and shift differential at 15%
OSH	Overtime at time and one-half and shift differential at 10%
OT2	Overtime at double time
OTD	Overtime at double time and one-half
OTP	Overtime at time and one-half
OTS	Overtime at straight pay
REG	Regular weekly or hourly pay
S15	Shift differential at 15%
S20	Shift differential at 20%
SHF	Shift at a flat amount
SHV	Shift differential at a variable rate
UBS	Union business

To Make a One-Time Distribution Change to Hours and Weekly Rate (DC)

Any change you make to distribution information will only be in effect for the current pay period. All permanent changes to an employee's job record must be made on the Employee Database.

1. Tab to the TR field of the record to be changed and type **dc**.
2. Tab to the Hours field and type the appropriate number of hours.
3. Tab to the Weekly Rate field and type the appropriate rate.

Note: When making a Distribution Change the Transaction, Hours, and Weekly Rate fields must *always* be updated.

To Report Overtime (TX)

1. Tab to the TR field of the record for which overtime is to be reported and type **tx**.
2. Type the appropriate code in the Earn Type field (refer to Earnings Type list).
3. Type the number of overtime hours for the employee in the Hours field.

To Stop an Exception Employee from Being Paid

You can stop an exception employee from being paid in the current pay period. This is sometimes referred to as "zeroing" out the transaction.

1. Tab to the TR field of the record to be stopped and type **dc**.
2. Tab to the Hours field and type **00.00**.
3. Tab to the Weekly Rate field and type **00.00**.

To Pay an Exception or Positive Employee from a Different Account (Insert)

When you want to pay an employee from an account different from the one that is listed in the employee's distribution line, first use the insert command to display multiple distribution lines for the employee. Next, zero out the employee's regular pay. Finally, type the information for the new account.

WARNING: If you do not zero out the employee's regular pay, the employee will be paid twice, both from the original account and from the new account for the pay period.

The insert screen contains five distribution lines for the employee. The first line is the information line, which is a boxed off, protected line for viewing only. This box contains information directly copied from the Payroll Distribution (004) Screen. The next four lines are for entering the employee's transactions. You can enter up to four transactions on this screen. If you need to report more than four transactions for the same employee, do another insert command after you process the first four transactions.

1. Type **i** for 'insert' in the Action (A) field next to the employee's name and press ENTER.

RESULT: The system displays an insert screen for the selected employee, as illustrated in Figure 5-5. The first line below the information line repeats the employee's distribution information (Name/ID, Hourly Rate, Weekly Rate, Job Class, Account fields) and can be updated. The remaining lines repeat the employee's name and ID only, and you must type all appropriate information, if you need to use those lines.

2. Beginning with the TR field on the first line below the information line, zero out the employee's regular hours by doing the following:

- a. Type **dc** in the TR field.
 - b. Type **reg** in the Earn Type field.
 - c. Type **00.00** in the Hours field.
 - d. Tab to the Weekly Rate field and type **00.00**.
3. Tab to the TR field on the second line below the information line and report regular hours and the new account number by doing the following:
- a. Type **tx** in the TR field.
 - b. Type **reg** in the Earn Type field.
 - c. Type the number of regular pay hours in the Hours field.
 - d. Type the rate per hour in the Hourly Rate field.
 - e. Tab to the Job Class field and type the appropriate Job Class Code.
 - f. Type the new account number in the Account field.
4. To process the transactions on this screen, press ENTER.

RESULT: The system displays the Enter Y to Update prompt.

5. Type **y** at the Enter Y to Update prompt.

RESULT: The system returns to the *Exception Employee Reporting* screen and displays the next record to be processed. The message "Insert Performed" displays at the top of the screen, confirming that the new transactions will be included in batch processing for the current pay period.

To Process Multiple Transactions for the Same Employee (Insert)

If you need to process more than one transaction for an employee, the fastest method is to use the insert command.

1. Type **i** in the Action field next to the employee's name and press ENTER.

RESULT: The system displays an insert screen for the selected employee.

NOTE: If changes have been made to any distribution lines on the screen, the system edits the changes and if no errors are found, displays the Enter Y to Update prompt. Type **y** at the prompt to update the changes and display the insert screen.

2. At the TR Field on the first line below the information line, type one of the following three transaction codes:
- **LV** (leave)
 - **DC** (distribution change)
 - **TX** (taxable income)

Note: Use the TX transaction on an insert screen to pay an employee above and beyond regular pay for a pay period or to pay regular time and/or leave time *only after* a DC transaction has been processed to stop automatic payment.

3. Tab to the other fields on that line and type the appropriate information.
4. To perform another transaction for this employee, tab to the next available line and repeat steps 2 and 3 until you have used all four insert lines on the screen.

5. To process the transactions on this screen, press ENTER.

RESULT: The system displays the Enter Y to Update prompt.

6. Type **y** at the Enter Y to update prompt.

RESULT: The system returns to the *Exception Employee Reporting* screen and displays the next record to be processed. The message "Insert Performed" displays at the top of the screen confirming that the new transactions will be included in batch processing for the current pay period.

Displaying Time Balances

Overview

Use the PF3 key to display available sick, vacation, and personal days for an employee. With the exception of the browse screens, the *Monthly Late Pay* screen, and the *Reduction in Pay* screen, you can display time balances for an employee when PF3 is displayed at the bottom of the screen.

Note: The time balances displayed on this screen do not include any changes processed during the current pay period.

A EMPLOYEE NAME/ID		TR	EARN TYPE	HOURS	HOURLY RATE	WEEKLY RATE	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
- ALGEO, MAZIE 100-27-4420		___	REG	35.00	10.445	355.769	900	9015	1	000000	5110	7500	0000
- CAMPBELL, LAUREEN 100-25-0660		___	REG										
- HARMON, OLIVA 100-25-4620		___	REG										
- HARMON, OLIVA 100-25-4620		___	REG	0.00	12.127	218.293	070	0736	1	629158	5110	1691	0000
- HARMON, OLIVA 100-25-4620		___	REG	0.00	12.127	121.274	070	0736	1	629217	5110	1691	0000

TIME BALANCES FOR ALGEO, MAZIE			
SICK	VACATION	PERSONAL	
4.43	2.18	0.00	

PF2=CANCEL PF3=TIME PF5=ADD PF10=FWD

3 Sess-1 165.123.39.19 TCP00470 12/30

Figure 3-9 Time Balances Window

To Display Time Balances for an Employee

1. Move the cursor to any field of the employee record for which you want to display time balances.
2. Press PF3.

RESULT: The system displays the time balances window, which contains the available sick, vacation, and personal days for the selected employee.

3. To return to the previous screen, press any key.

Browse Positive Transactions

Purpose

Use the *Browse Positive Transactions* screen to view transactions for positive employees to be included in batch processing for the current pay period. Only transactions marked "**PROCESS**" on the *Positive Time Reporting* screen can be viewed on this screen. You cannot view transactions marked "**DROP**"-----these transactions are not included in batch processing.

When to Use

Use the *Browse Positive Transactions* screen for Employee Types 3 & 5.

To Exit the Screen

If, for any reason, you would like to exit the screen, press PF2. Pressing PF2 will return you to the Weekly Time Reporting Menu.

Directions

Use the following directions to view transactions marked for processing on the *Browse Positive Transactions* screen.

1. Select **004**, Browse Positive Transactions, from the Weekly Time Reporting Menu.
2. When the *Browse Positive Transactions* screen displays, press PF10 or PF11 to scroll forward or backward through the transactions marked for processing. Transactions are displayed in alphabetical order by employee last name.
3. When you have finished viewing the transactions, press Enter to return to the Weekly Time Reporting Menu.

PY5035M		UNIVERSITY OF PENNSYLVANIA										DATE: 03/16/06
		HUMAN RESOURCES MANAGEMENT SYSTEM										TIME: 16:00:34
		BROWSE POSITIVE TRANSACTIONS										
EMPLOYEE NAME/ID	TR	END DATE	EARN TYPE	HOURS	HOURLY RATE	JOB CLASS				OBJ	PGM	PL
					CNAC	ORG	B/C	FUND				
GRAZIANI, MARTIN 100-29-8730	TX		SW2	12.00	8.500	400	4619	4	522528	5135	2811	1476
JAFFE, ATTILLA 100-32-8430	TX		REG	40.00	8.000	990	9981	1	990109	5134	7920	0000
MACCARONE, SARAH 100-33-0410	TX		REG	20.00	12.500	990	9910	1	990087	5135	0000	0000

Tip: Good idea to print this screen and attach to timesheets for audit train/recordkeeping purposes

PF2=CANCEL PF3=AUDIT

Browse Exception Transactions

Purpose

Use the *Browse Exception Transactions* screen to view transactions for Exception Employees to be included in batch processing for the current pay period. You cannot view the distribution lines of employees who are automatically paid by the system. Only transactions marked "PROCESS" on the *Exception Employee Reporting* screen can be viewed on this screen. You cannot view transactions marked "DROP"---- these transactions are not included in batch processing.

When to Use

Use the *Browse Exception Transactions* screen for Employee Type 2 only.

To Exit the Screen

If, for any reason, you would like to exit the screen, press PF2. Pressing PF2 will return you to the Weekly Time Reporting Menu.

Directions

Use the following directions to view transactions marked for processing on the *Browse Exception Transactions* screen.

1. Select **005**, Browse Exception Transactions, from the Weekly Time Reporting Menu.
2. When the *Browse Exception Transactions* screen displays, press PF10 or PF11 to scroll forward or backward through the transactions marked for processing. Transactions are displayed in alphabetical order by employee last name.
3. When you have finished viewing the transactions, press Enter to return to the Weekly Time Reporting Menu.

EMPLOYEE NAME/ID	TR	END DATE	EARN TYPE	HOURS	HOURLY RATE CNAC ORG	WEEKLY RATE B/C FUND	JOB CLASS OBJ PGM
ALGEO, KAAMIL 100-27-4970	LV		VAC	7.00			
MORMON, MORGAN 100-25-5170	LV		SCK	7.00			
RODNEY, SEGLINDA 100-26-5070	TX		OTS	5.00	13.333 400 4106 4	530002	420070 5111 2804 1119

PF2=CANCEL PF3=AUDIT

Tip: Good idea to print this screen and attach to timesheets for audit train/recordkeeping purposes

Displaying Audit Information

Overview

Use the PF3 key on browse screens to display the following audit information about a transaction. You can display audit information on browse screens only.

- The name of the person who created the transaction and when the transaction was created.
- The name of the last person who updated the transaction and when the transaction was last updated.
- On the *Browse Employee Transactions* screen, it also lists the name of the person who approved a monthly late pay transaction and when the transaction was approved.

```

PLACE CURSOR ON EMPLOYEE NAME OR ID
PY5045M                UNIVERSITY OF PENNSYLVANIA          DATE: 07/02/01
                        HUMAN RESOURCES MANAGEMENT SYSTEM  TIME: 12:14:36
                        BROWSE EXCEPTION TRANSACTIONS

EMPLOYEE NAME/ID TR   END   EARN HOURS   HOURLY   WEEKLY RATE JOB CLASS
                   DATE   TYPE          RATE
                   CNAC ORG B/C FUND  OBJ  PGM  CREF
ALGEO,MAZIE        TX      REG 35.00   10.445           515174
100-27-4420                900 9015 1 000000 5110 7500 0000
                                525375
                                562 1 000000 5111 6310 0000
                                525625
                                736 1 010702 5110 1692 0000
                                0000/00/00
                                0000/00/00

PRESS ENTER TO CONTINUE

AUDIT INFORMATION FOR ALGEO,MAZIE
      CREATED                LAST UPDATED
ID   : P790946
NAME: HUM RES TRAINING ID
DATE: 2001/07/02
TIME: 12:14:29

PF2=CANCEL  PF3=AUDIT
4A          3 Sess-1    165.123.39.19          TCP00470          12/2
  
```

Figure 3-10 An Audit Window

To Display Audit Information

1. Move the cursor to the name or ID number of the employee record for which you want to display audit information.
2. Press PF3.

RESULT: The system displays the audit window, which lists who created and updated the transaction and the last person who updated the transaction and when the transaction was last updated. On the *Browse Employee Transactions* screen for monthly employees, it also lists who approved the late pay transaction and when the late pay transaction was approved.

3. To return to the previous screen, press ENTER.

Correcting Errors

Overview

When you have completed entering payroll information for the records shown on the screen, press ENTER. Pressing the ENTER (or RETURN) key allows the system to automatically validate the payroll information entered. If information is incorrect or missing, the system highlights it and displays an error message.

```
INVALID TRANS ENTERED
PY5010M                UNIVERSITY OF PENNSYLVANIA          DATE: 07/02/01
                        HUMAN RESOURCES MANAGEMENT SYSTEM  TIME: 12:17:17
                        WEEKLY TIME REPORTING MENU

001 POSITIVE TIME REPORTING (TX)
002 EXCEPTION EMPLOYEE REPORTING (LV, DC, TX)
003 LATE PAY

--BROWSE--
004 BROWSE POSITIVE TRANSACTIONS
005 BROWSE EXCEPTION TRANSACTIONS

TRANS:  ___  ORG: 4119  SORT CODE: _  STARTING NAME: _____
INTERRUPT:  __  (OPTIONAL)

3 Sess-1  165.123.39.19  TCP00470  § 21/11
```

Figure 11. Screen with an Error Message

To Correct an Error

1. Read the message and correct the error.
2. Press ENTER to transmit the data.
 - If another error message displays, correct the error and press ENTER.
 - If no incorrect or missing information is displayed on the screen, the system displays the "Enter Y to Update" prompt. Type **y** at the prompt to update the screen with the payroll information you just processed. Type **n** to return to the screen with the information you just entered and not update the screen.

Weekly Late Pay

Purpose

Use the *Weekly Late Pay* screen to report late or retroactive pay for both Positive and Exception Employees.

When to Use

Use the *Weekly Late Pay* screen for Employee Types 2, 3, and 5.

Directions

Use the following directions to complete the *Weekly Late Pay* screen.

To Report Late or Retroactive Pay for an Employee

When you select the Weekly Late Pay transactions, the system displays the Weekly Late Pay screen with five blank lines if no late or retroactive pay transactions have been processed for the pay period. If any transactions have been processed, the screen will display them. Transactions are displayed in alphabetical order by employee last name. Press PF5 if you need to access additional blank lines on the *Weekly Late Pay* screen. You must fill in each field on a line to report late or retroactive pay for an employee.

1. Type the employee ID number in the Employee ID field. Do not use dashes.
2. Type the pay period ending date (*always a Sunday*) for the week of the late pay you are reporting in the End Date field.

Note: If you have more than one week to report, report each week on a separate distribution line.

3. Complete the remaining fields.

To Drop a Transaction Marked for Processing

If you want to drop a transaction marked for processing, type **d** in the Action (A) field next to the employee's name.

RESULT: The system displays a "**DROP**" message next to the employee's ID, confirming that the transaction was dropped.

To Update the Screen for the Current Pay Period

When you have completed payroll information for the employees shown on the screen, do the following:

1. Press **ENTER** to display the Enter Y to Update prompt.
2. Do one of the following:

- To update the screen and mark transactions for processing, type **y** at the Enter Y to Update prompt and press ENTER.

RESULT: The system updates the screen and displays the *Weekly Late Pay* screen with the **"PROCESS"** message for each transaction marked for processing. The Action field is now available if you need to drop a transaction marked for processing.

- To cancel the update, type **n** at the Enter Y to Update prompt and press ENTER.

RESULT: The system cancels the update and redisplay the *Weekly Late Pay* screen with the changes you have made.

Earnings Types – Weekly Late Pay

Following are the earnings type that can be used on the *Weekly Late Pay* screen:

CLL	On-call pay
FNL	Funeral leave
HOL	Holiday pay
JUR	Jury pay
MIL	Military leave
OS1	Overtime at double time and shift differential at 10%
OS2	Overtime at double time and one-half and shift differential at 10%
OS3	Overtime at time and on-half and shift differential at 15%
OS4	Overtime at double time and shift differential at 15%
OS5	Overtime at double time and one-half and shift differential at 15%
OSH	Overtime at time and one-half and shift differential at 10%
OT2	Overtime at double time
OTD	Overtime at double time and one-half
OTP	Overtime and time and one-half
OTS	Overtime at straight pay
REG	Regular weekly or hourly pay
S10	Shift differential at 10%
S15	Shift differential at 15%
S20	Shift differential at 20%
SCH	Sick in household
SCK	Sick Leave
SHV	Shift differential at a variable rare
SUP	Supplemental pay
SW1	Student worker in class
SW2	Student worker not in class
UBS	Union business
VAC	Paid Time Off
WS2	Work-study student not in class
WSR	Work study student in class

Monthly Late Pay

Purpose

Use the *Monthly Late Pay* screen to report late and retroactive (back) pay for monthly employees.

- When you report a late pay transaction, the system marks the status of the transaction as *PENDING*
- **Monthly late pays are not included** in batch processing for the pay period until they are approved on the *Approvals for Monthly Late Pay* screen
- At that time, the status is changed from *PENDING* to *PROCESS*

Note: Late payments that are not approved will remain on the *Monthly Late Pay* screen after batch processing for the pay period.

When to Use

Use the *Monthly Late Pay* screen for employee types 1, 4, 8, and 9.

To Clear the Screen

If for any reason you would like to clear the screen before transmitting payroll information (before pressing ENTER), press PF2. Pressing PF2 will return you to the Monthly Time Reporting menu.

```

PY5055MA                UNIVERSITY OF PENNSYLVANIA           DATE: 03/02/06
                        HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:25:22
                        MONTHLY LATE PAY - MASS ADD

EMPLOYEE ID/NAME  END DATE  EARN TYPE  AMOUNT  JOB CLASS
                                     CNAC  ORG  B/C  FUND  OBJ  PGM  CREF
-----
_____          _____  _____  0.000  _____
                                     _____
_____          _____  _____  0.000  _____
                                     _____
_____          _____  _____  0.000  _____
                                     _____
_____          _____  _____  0.000  _____
                                     _____
_____          _____  _____  0.000  _____
                                     _____
PF2=CANCEL
  
```

Figure 3-14 Monthly Late Pay Screen

Earnings Types – Monthly Late Pay

Following are the earnings types that can be used on the *Monthly Late Pay* screen:

DIS	Disability
GF1	Teaching Assistant, Research Assistant *
GF2	Educational Fellowship Recipient, Pre-Doctoral Trainee *
GF5	Teaching Assistant, Research Assistant *
GF6	Teaching Fellow, Research Fellow *
PD3	Post Doctoral Fellow, NRSA Post-Doctoral Fellow *
PD4	Post Doctoral Researcher *
PE1	Pension
PE2	Pension
PEN	Pension
RET	Retroactive pay
RMO	Regular monthly pay

* See the Guide to Graduate Student and Post-Doctoral Appointments, available on the following website:

<http://www.finance.upenn.edu/comptroller/tax/appointments.shtml>

Directions

Use the following directions to complete the *Monthly Late Pay* screen.

To Report Late or Retroactive Pay for an Employee

The *Monthly Late Pay* screen will display with five blank lines if no late or retroactive pay transactions have been reported for the pay period. If any transactions have been reported, the screen will display them, as illustrated in Figure 3-15. Employee names are displayed in alphabetical order. Press PF5 if you need to access another blank line on the *Monthly Late Pay* screen. You must fill in each field on a line to report late or retroactive pay for an employee.

```

MASS ADD PERFORMED
PY5055M
UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES MANAGEMENT SYSTEM
MONTHLY LATE PAY
DATE: 03/16/06
TIME: 16:15:37

A EMPLOYEE NAME/ID      END   EARN   AMOUNT   JOB CLASS
  DATE   TYPE
                        CNAC ORG B/C FUND  OBJ  PGM  CREF
- RUOFF,Y              083198 RMD      750.000_ 320015
  100-25-8525 *PENDING*                400 4106 4 524216 5101 2001 1914

PF2=CANCEL              PF5=ADD
  
```

Figure 3-15 Monthly Late Pay Screen with Information Entered

Before you can process a late or retroactive pay transaction, the employee’s payroll distribution screen must be updated.

1. Complete each field in the record, beginning with the Employee ID field.
2. In the End Date field, type the pay period ending date for the month of the late pay you are reporting. Type the date in the MMDDYY format. For example, if reporting late pay for March, type **033100**. Report each month on a separate line.
3. In the Earn Type field, type in the appropriate earnings type code.
4. In the Amount field, type the amount of the late pay.
5. Complete the remaining fields on the screen.

To Drop (Undo) a Transaction Marked for Processing

You cannot drop *PENDING* transactions on the *Monthly Late Pay* screen. They can only be dropped on the *Approvals for Monthly Late Pay* screen.

To Update the Screen for this Pay Period

When you have completed payroll information for the employees shown on the screen, do the following:

1. Press ENTER to update the screen for the pay period.

RESULT: The system displays the "Enter Y to Update" prompt.

2. Type **y** in response to the "Enter Y to Update" prompt and press ENTER.

RESULT: The system displays the *Monthly Late Pay* screen with the *PENDING* message next to the employee's name, confirming that the transaction must be approved for payment. All late payment transactions for monthly employees must be approved on the *Approvals for Monthly Late Pay* screen in order to be included in batch processing for the pay period.

Approvals Menu

Overview

The Approvals Menu displays the transaction for approving late pay for monthly employees. To select this transaction, you must complete the Trans field and either the Schl/Ctr or the ORG field.

```
NO APPROVAL RECORDS FOUND
PY5200M                UNIVERSITY OF PENNSYLVANIA          DATE: 07/02/01
                        HUMAN RESOURCES MANAGEMENT SYSTEM  TIME: 12:49:49
                        APPROVALS MENU

                        001 APPROVALS FOR MONTHLY LATE PAY

TRANS: ___ SCHL/CTR: __ ORG: 4106   STARTING NAME: _____
INTERRUPT: ___                                     (OPTIONAL)

gA 3 Sess-1 165.123.39.19 TCP00470 21/11
```

Figure 3-16 Approvals Menu

To Select School/Center Transaction from the Approvals Menu

1. Type **01** in the Trans field.
2. Do one of the following:
 - Type the number of the school or center for which you are reporting time in the Schl/Ctr field.
 - Type the number of the ORG for which you are reporting time in the ORG field.
4. Press ENTER.

RESULT: The system displays the screen for the selected transaction.

Reduction in Pay

Purpose

Use the *Reduction in Pay* screen to reduce a monthly employee's pay for the current pay period.

When to Use

Use the *Reduction in Pay* screen for employee types 1, 4, 8, and 9.

To Clear the Screen

If for any reason you would like to clear the screen before transmitting payroll information (before pressing ENTER), press PF2. Pressing PF2 will return you to the Monthly Time Reporting menu.

PY5060MA		UNIVERSITY OF PENNSYLVANIA HUMAN RESOURCES MANAGEMENT SYSTEM REDUCTION IN PAY - MASS ADD				DATE: 07/02/01 TIME: 14:37:46					
EMPLOYEE NAME	EMPLOYEE ID	EARN TYPE	AMOUNT	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
_____	_____	_____	0.000	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	0.000	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	0.000	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	0.000	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	0.000	_____	_____	_____	_____	_____	_____	_____	_____

PF2=CANCEL

3 Sess-1 165.123.39.19 TCP00470 10/25

Figure 3-17 Reduction in Pay Screen

Earnings Types – Reduction in Pay

Following are the earnings types that can be used on the *Reduction in Pay* screen:

- DIS** Disability
- GF1** Teaching Assistant, Research Assistant *
- GF2** Educational Fellowship Recipient, Pre-Doctoral Trainee *
- GF5** Teaching Assistant, Research Assistant *
- GF6** Teaching Fellow, Research Fellow *
- PD3** Post Doctoral Fellow, NRSA Post-Doctoral Fellow *
- PD4** Post Doctoral Researcher *

- PE1** Pension
- PE2** Pension
- PEN** Pension
- RET** Retroactive pay
- RMO** Regular monthly pay

* See the Guide to Graduate Student and Post-Doctoral Appointments, available on the following website:
<http://www.finance.upenn.edu/comptroller/tax/appointments.shtml>

Directions

Use the following directions to complete the *Reduction in Pay* screen.

To Reduce Pay for an Employee

The *Reduction in Pay* screen will display with five blank lines if no pay reduction transactions have been reported for the pay period. If any transactions have been reported, the screen will display them, as illustrated in Figure 6-4. Employee names are displayed in alphabetical order. Press PF5 if you need to access another blank line on the *Reduction in Pay* screen. You must fill in each field on a line to report late or retroactive pay for an employee.

```

MASS ADD PERFORMED
PY5060M
UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES MANAGEMENT SYSTEM
REDUCTION IN PAY
DATE: 07/02/01
TIME: 14:41:54

A EMPLOYEE NAME      EMPLOYEE  EARN  AMOUNT  JOB CLASS
  ID              TYPE
                CNAC  ORG  B/C  FUND  OBJ  PGM  CREF
- MACCARTER,C        100-27-8325  RMO 250.000_  216000
 *PROCESS*                020 0200 1 461780 5010 6605 0000

PF2=CANCEL          PF5=ADD
3 Sess-1    165.123.39.19    TCP00470    10/3
  
```

Figure 3-18 Reduction in Pay Screen with Information Entered

1. Complete each field in the record, beginning with the Employee ID field.
2. In the Earn Type field, type in the appropriate 3-letter earnings type code.
3. In the Amount field, *type in the amount you want the employee's pay to be reduced* for this pay period.
4. Complete the remaining fields on the screen.

To Drop (Undo) a Transaction Marked for Processing

If you want to drop (undo) a transaction marked for processing, type **d** in the Action field next to the employee's name.

Note: After you process this transaction, and scroll back to see the employee's record, the system displays a *DROP* message next to the employee's name, confirming that the transaction was undone.

To Update the Screen for this Pay Period

When you have completed payroll information for the employees shown on the screen, do the following:

1. Press ENTER to update the screen for the pay period.

RESULT: The system displays the "Enter Y to Update" prompt.

2. Type **y** in response to the "Enter Y to Update" prompt and press ENTER.

RESULT: The system displays the *Reduction in Pay* screen with the *PROCESS* message next to each record marked for processing.

Browse Employee Transactions

Purpose

Use the *Browse Employee Transactions* screen to view transactions for monthly employees to be included in batch processing for the pay period. Transactions marked for processing on the *Reduction in Pay* screen and the *Approvals for Monthly Late Pay* screen can be viewed on this screen. The screen also displays all monthly late pay transactions that have yet to be approved for the pay period. They appear on the screen marked *pending.* You cannot view transactions marked *DROP*—these transactions are not included in batch processing.

When to Use

Use the *Browse Employee Transactions* screen for employee types 1, 4, 8, and 9.

PY5065M		UNIVERSITY OF PENNSYLVANIA				DATE: 07/02/01						
		HUMAN RESOURCES MANAGEMENT SYSTEM				TIME: 14:44:24						
		BROWSE MONTHLY TRANSACTIONS										
EMPLOYEE NAME/ID	TR END DATE	EARN TYPE	S V E O P L	AMOUNT	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	REF
MACCARTER, C 100-27-8325	RP	RMD		250.000	216000	020	0200	1	461780	5010	6605	0000
RUOFF, Y 100-25-8525 *PENDING*	LP 063098	RMD	1 T	583.334	320015	400	4106	4	524216	5101	2001	1944
RUOFF, Y 100-25-8525 *PENDING*	LP 073198	RMD	2 T	583.334	320015	400	4106	4	524216	5101	2001	1944
RUOFF, Y 100-25-8525 *PENDING*	LP 083198	RMD	3 T	583.334	320015	400	4106	4	524216	5101	2001	1944
PF2=CANCEL		PF3=AUDIT										
3 Sess-1		165.123.39.19		TCP00470				2/1				

Figure 3-19 Browse Employee Transactions Screen

Directions

Use the following directions to view processed transactions on the *Browse Employee Transactions* screen.

1. Select **003**, Browse Employee Transactions, from the Monthly Time Reporting menu.
2. When the *Browse Employee Transactions* screen displays, press PF10 or PF11 to scroll forward or backward through the records marked for processing for your department. Employee records are displayed in alphabetical order.
3. When you have finished viewing the transactions, press PF2 to return to the Monthly Time Reporting menu.

Approving Monthly Late Pay Transactions

Procedure

Use the *Approvals for Monthly Late Pay* screen to approve monthly late pay transactions reported for monthly employees on the *Monthly Late Pay* screen. When you approve a monthly late pay transaction, the system changes the status of the transaction from *PENDING* to *process.* Monthly late payments that are not approved will remain on the *Approvals for Monthly Late Pay* screen after batch processing for the pay period.

When to Use

Use the *Approvals for Monthly Late Pay* screen for employee types 1, 4, 8, and 9.

To Clear the Screen

If for any reason you would like to clear the screen before transmitting payroll information (before pressing ENTER), press PF2. Pressing PF2 will return you to the Approvals menu.

PY5210M		UNIVERSITY OF PENNSYLVANIA HUMAN RESOURCES MANAGEMENT SYSTEM APPROVALS FOR MONTHLY LATE PAY								DATE: 07/02/01 TIME: 14:50:05			
A	EMPLOYEE NAME/ID	END DATE	EARN TYPE	S V	AMOUNT	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF
-	RUOFF,Y 100-25-8525 *PROCESS*	063098	RMD	1 T	583.334	320015	400	4106	4	524216	5101	2001	1944
-	RUOFF,Y 100-25-8525 *PROCESS*	073198	RMD	2 T	583.334	320015	400	4106	4	524216	5101	2001	1944
-	RUOFF,Y 100-25-8525 *PROCESS*	083198	RMD	3 T	583.334	320015	400	4106	4	524216	5101	2001	1944

PF2=CANCEL PF3=AUDIT

4A 3 Sess-1 165.123.39.19 TCP00470 10/3

Figure 3-20 Approvals for Monthly Late Pay Screen

Directions

Use the following directions to complete the *Approvals for Monthly Late Pay* screen. For information about fields, see Appendix C: Field Definitions.

To Approve a Monthly Late Pay Transaction

1. Select **001**, School/Center, from the Approvals menu, and complete the ORG field or Schl/Ctr field.
2. Press ENTER.

RESULT: The system displays the *Approvals for Monthly Late Pay* screen.

3. Beginning with the first line, type **p** in the Action field next to the employee record who you want to approve for the late pay.
4. To approve another monthly late pay, repeat step 3 until you have completed all five lines on the screen.

PY5210M		UNIVERSITY OF PENNSYLVANIA						DATE: 07/02/01							
		HUMAN RESOURCES MANAGEMENT SYSTEM						TIME: 14:50:05							
		APPROVALS FOR MONTHLY LATE PAY													
A	EMPLOYEE NAME/ID	END DATE	EARN TYPE	S V	AMOUNT	PL	JOB CLASS	CNAC	ORG	B/C	FUND	OBJ	PGM	CREF	
-	RUOFF,Y 100-25-8525 *PROCESS*	063098	RMO	1 T	583.334		320015	400	4106	4	524216	5101	2001	1944	
-	RUOFF,Y 100-25-8525 *PROCESS*	073198	RMO	2 T	583.334		320015	400	4106	4	524216	5101	2001	1944	
-	RUOFF,Y 100-25-8525 *PROCESS*	083198	RMO	3 T	583.334		320015	400	4106	4	524216	5101	2001	1944	
PF2=CANCEL		PF3=AUDIT													
14	A	3 Sess-1		165.123.39.19		TCP00470		10/3							

Figure 3-21 Approvals for Monthly Late Pay Screen with an Approved Late Payment

To Drop (Undo) a Transaction Marked for Processing

If you want to drop (undo) a transaction marked for processing, type **d** in the Action field next to the employee's name.

Note: After you process this transaction, and scroll back to see the employee's record, the system displays a *DROP* message next to the employee's name, confirming that the transaction was undone.


To Update the Screen for this Pay Period

When you have completed payroll information for the employees shown on the screen, do the following:

1. Press ENTER to update the screen for the pay period.
RESULT: The system displays the "Enter Y to Update" prompt.
2. Type **y** in response to the "Enter Y to Update" prompt and press ENTER.

Time Balances

To view the Time Balances for employees, i.e. vacation, sick, STD, select the Inquiry option from the Function Menu

 *Note: The Inquiry option is also where you can see the **Social Security Number** for an employee*

To Select the Inquiry Function

1. Type **02** in the "Please Enter the Number of the Function You Wish to Perform" field.
2. Press **[Enter]**
3. Type **01** for Personnel Menu
4. Press **[Enter]**

RESULT: The system displays the Personnel Records Inquiry Menu

```
IS04SAP                UNIVERSITY OF PENNSYLVANIA          DATE: 02/24/12
PERSONNEL              ***PERSONNEL RECORDS INQUIRY MENU***  TIME: 15:30:35

                        TRANS -----DESCRIPTION-----
                        000 PERSONNEL RECORDS MENU
                        004 JOB ASSIGNMENT
                        015 RECENT JOB HISTORY
                        025 TIME BALANCES
                        026 GROSS DOLLAR BALANCES
                        030 NAME SEARCH

TRANS: █      EEMPL:                                JOB:   ORG ID:
INTERRUPT:
```

1. Type **025** in the TRANS field and a portion of the employee's name, e.g. ca for Campbell
2. Press **[Enter]**

```
IS04SAP                UNIVERSITY OF PENNSYLVANIA          DATE: 02/24/12
PERSONNEL              ***PERSONNEL RECORDS INQUIRY MENU***  TIME: 15:30:35

                        TRANS -----DESCRIPTION-----
                        000 PERSONNEL RECORDS MENU
                        004 JOB ASSIGNMENT
                        015 RECENT JOB HISTORY
                        025 TIME BALANCES
                        026 GROSS DOLLAR BALANCES
                        030 NAME SEARCH

TRANS: 025     EEMPL: ca█                             JOB:   ORG ID:
INTERRUPT:
```

