# TM: CATS Time Entry

## HR_TM_310

**IRIS**
Integrated Resource
Information System

**Use the Forward button below (     ) to advance through the slides.**

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## Prerequisites and Roles

**IRIS**
Integrated Resource
Information Systems

- Prerequisites
  - ◆ UK_100 IRIS Awareness & Navigation
  - ◆ HR_200 HR Overview

    If you have not completed all of these prerequisite courses, please do so prior to taking this course.

- Roles
  - ◆ This course is primarily intended for users responsible for the recording and reporting of working times and absences. It will also help supervisors understand the overall process, especially the approval of time.

## Course Content

- Time Management Introduction
- Unit 1 – CATS Time Entry
- Unit 2 – Time Approval
- Unit 3 – Time Transfer
- Unit 4 – Cost Allocation
- Course Summary

## Course Learning Objectives

- Become familiar with the IRIS Time Management processes and terminology
- Gain an understanding of and be able to execute the three transactions involved in the time entry process
- Be able to understand and work through various system messages

## Course Assessment

- There are **two** parts to the Time Management assessment which must be completed <u>successfully</u> prior to receiving credit for this course.

- **Part 1 – Check for Understanding:**  This is a series of questions which will be presented at the end of each unit. To complete:

  1. Click on the radio button next to your answer
  2. Click on the **Next** button `NEXT ▶`
  3. Repeat Steps 1 & 2 for each question
  4. After answering all of the questions, click on the **Submit All** `SUBMIT ALL` or **Submit All Answers** `Submit All Answers` button
  5. Upon passing, click on the **Finish** button to continue to the next unit in the course `Finish`

## Course Assessment (Continued)

- **Part 2 – Time Management Assessment:**  This is the hands-on portion of the assessment which you will perform in the Training Sandbox.  Further information on this part of the assessment will be given to you at the very end of this course.
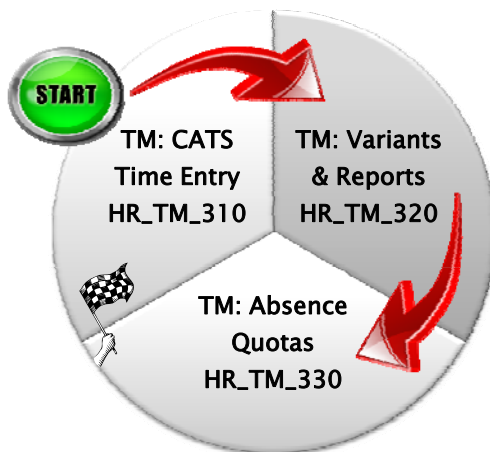
# Time Management Introduction

## Time Management Curriculum

- The Time Management curriculum consists of three separate WBTs that must be completed in sequential order prior to receiving full credit and access in IRIS.



TM: CATS Time Entry HR_TM_310

TM: Variants & Reports HR_TM_320

TM: Absence Quotas HR_TM_330

## IRIS-HR Time Management Module

- The IRIS-HR Time Management module provides support for all processes involved in the planning, recording, and reporting of employee **working times (attendances)** and **absences**.

- This module is integrated with the IRIS-HR Personnel Administration module to obtain and validate information on **planned working hours** and **absence quotas** (Vacation, Temporary Disability Leave (TDL), Holiday, and Military Leave balances) from an employee's master data file.

- There is also integration with the IRIS-HR Payroll module. Time entered, approved, and transferred is released to the Payroll Department for processing.

## Time Entry Process

- Whether you are entering new time data or making changes to existing time data, you must <u>always</u> follow these three steps in this exact order:

  **1** <u>Enter</u> the time – transaction **CAT2**

  **2** <u>Approve</u> the time – transaction **CATS_APPR_LITE**

  **3** <u>Transfer</u> the time – transaction **ZCAT6**

## Time Entry Process (Continued)

- CATS (Cross-Application Time Sheet) is the SAP-recommended, Time Management module in IRIS used for <u>entering</u> and <u>approving</u> time data.

- This module is available 24x7. Time data can be entered/changed and approved in CATS at any time, but it's especially important to enter the data for a pay period by the deadlines listed on the Payroll Schedule.

## Time Entry Process (Continued)

- After approval, the time data must then be <u>transferred</u> from the CATS module to the appropriate infotypes in an employee's HR Master Data file in preparation for time evaluation and payroll processing:
  - All absence data is transferred to Infotype 2001; and
  - All attendance data is transferred to Infotype 2002.

## IRIS Biweekly/Monthly Payroll Schedule

- Timekeepers should always have the current schedule available for important date and pay period information!
  - http://www.uky.edu/EVPFA/Controller/payroll.htm

**Example**

### IRIS Biweekly Payroll Schedule for Jul - Dec 2011
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

| Documents MUST be received in Compensation before Wednesday 5:00 PM | Data and Time Input MUST be entered before Thursday 5:00 PM | Corrections and Other Data MUST be entered before Sunday 5:00 PM*** | Departments have until 3:00 PM on Monday for the biweekly payrolls | Payroll Period Dates | | |
|---|---|---|---|---|---|---|
| | | | | Payroll Run (Prelim) | Payroll Correction Run (Trial) | Payroll Correction Final Run |
| Bi-Weekly Date | Bi-Weekly Date | Bi-Weekly Date | Bi-Weekly Date | Begin | End | Date Paid | PR # |
| 6/29/2011 | Wednesday 6/29/2011 | 6/30/11 and 7/3/11 | Tuesday 7/5/2011 Noon | 6/19 | 7/2 | 7/8 | 14 |
| 7/13/2011 | 7/14/2011 | 7/17/2011 | 7/18/2011 | 7/3 | 7/16 | 7/22 | 15 |
| 7/27/2011 | 7/28/2011 | 7/31/2011 | 8/1/2011 | 7/17 | 7/30 | 8/5 | 16 |
| 8/10/2011 | 8/11/2011 | 8/14/2011 | 8/15/2011 | 7/31 | 8/13 | 8/19 | 17 |
| 8/24/2011 | 8/25/2011 | 8/28/2011 | 8/29/2011 | 8/14 | 8/27 | 9/2 | 18 |
| 9/7/2011 | 9/8/2011 | 9/11/2011 | 9/12/2011 | 8/28 | 9/10 | 9/16 | 19 |
| 9/21/2011 | 9/22/2011 | 9/25/2011 | 9/26/2011 | 9/11 | 9/24 | 9/30 | 20 |
| 10/5/2011 | 10/6/2011 | 10/9/2011 | 10/10/2011 | 9/25 | 10/8 | 10/14 | 21 |
| 10/19/2011 | 10/20/2011 | 10/23/2011 | 10/24/2011 | 10/9 | 10/22 | 10/28 | 22 |
| 11/1/2011 | Wednesday 11/2/2011 | 11/3/2011 &11/6/2011 | Monday 11/7/2011 Noon | 10/23 | 11/5 | 11/10 | 23 |
| 11/15/2011 | Wednesday 11/16/2011 | 11/17/11 and 11/18/11 | Sunday 11/20/2011 | 11/6 | 11/19 | 11/23 | 24 |
| 11/30/2011 | 12/1/2011 | 12/4/2011 | 12/5/2011 | 11/20 | 12/3 | 12/9 | 25 |
| 12/14/2011 | 12/15/2011 | 12/18/2011 | 12/19/2011 | 12/4 | 12/17 | 12/23 | 26 |

*** The IRIS HR Payroll system will be available for changes Saturday until 5:00 pm and Sunday until 5:00 pm

### IRIS Monthly Payroll Schedule for Jul-Dec 2011
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

| Documents MUST be received in Compensation before 5:00 PM | Data and Time Input MUST be entered before 5:00 PM | Corrections and Other Data MUST be entered before 5:00 PM | Corrections and Other Data MUST be entered before 5:00 PM | Payroll Period Dates | | |
|---|---|---|---|---|---|---|
| | Payroll Run (Prelim) | Payroll Correction Run (Trial) | Payroll Correction Final Run | | | |
| Monthly Date | Monthly Date | Monthly Date | Monthly Date | Begin | End | Date Paid | PR # |
| 7/19/2011 | 7/20/2011 | 7/21/2011 | 7/22/2011 | 7/1 | 7/31 | 7/29 | 7 |
| 8/17/2011 | 8/18/2011 | 8/19/2011 | 8/22/2011 | 8/1 | 8/31 | 8/31 | 8 |
| 9/15/2011 | 9/16/2011 | 9/19/2011 | 9/20/2011 | 9/1 | 9/30 | 9/30 | 9 |
| 10/13/2011 | 10/14/2011 | 10/17/2011 | 10/18/2011 | 10/1 | 10/31 | 10/31 | 10 |
| 11/9/2011 | 11/10/2011 | 11/11/2011 | 11/14/2011 | 11/1 | 11/30 | 11/30 | 11 |
| 12/8/2011 | 12/9/2011 | 12/12/2011 | 12/13/2011 | 12/1 | 12/31 | 12/30 | 12 |

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## Payroll Schedule – Time Entry Deadlines

- For Hourly/Biweekly employees:
  - Both attendance and absence time data is entered and processed.
  - Time sheets should be collected and the data entered and processed by 5:00 pm on the 2nd Thursday of the pay period, which is the date of the "Prelim" Payroll Run.
- For Salaried/Monthly employees:
  - Only absence time data is entered and processed. IRIS automatically pays them 1/12th of their annual salary each month.
  - Any unpaid leave should be noted by either processing a PA Action (for longer-term absences) or by using an "Unpaid Leave" Absence Type Code (i.e. 7420).
  - Absence data should be entered by 5:00 pm on the date of the "Prelim" Payroll Run.

## Payroll Locks

- Payroll locks are used during both the biweekly and monthly payroll processes, which allow Payroll/IRIS-HR Team to either make corrections and/or run payroll.

- The locks are used during all three payroll runs: Preliminary, Trial and Final.

- Since UK utilizes concurrent employment and regularly has employees changing payroll areas (i.e. switching from biweekly to monthly or vice versa), both payroll areas will be locked simultaneously when payroll is being finalized.
    - This is to ensure that payroll is run through correctly and in the correct sequence.

## Payroll Locks (Continued)

- The lock down of both payroll areas prevents users from transferring time (ZCAT6).
    - Time data may be entered and approved in CATS when the locks are on, but it can not be transferred.
- For the Preliminary and Trial Payroll Runs, the payroll locks are on between 5:00 pm and 7:00 am the following day.
- For the Final payroll run, the payroll locks are on an additional 24 hours.
    - For example, when the payroll locks are turned on at 5:00 pm the Monday following a biweekly pay period, they will remain on until 7:00 am Wednesday. So, time data can not be transferred at all the Tuesday following a biweekly pay period.

## Time Evaluation

- Time Evaluation is an automatic process run during the payroll runs that:
  - Analyzes attendances/absences entered and processed and compares that with the employee's master data;
  - Reports any errors;
  - Calculates overtime; and
  - Maintains quota accruals and usage.

**Time Evaluation**

**Employee Master Data**

**Time Recording**
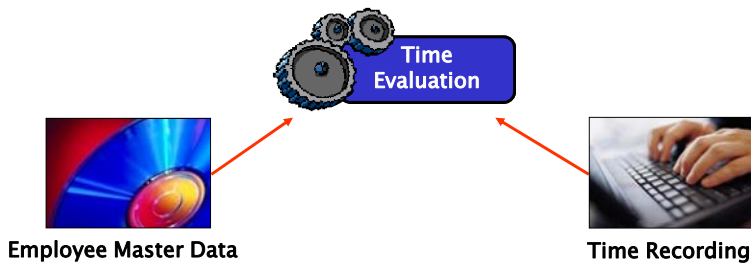
# Introduction
# Check for Understanding

## HR_TM_310 Introduction

Question 1 of 4  ▾

How many steps are involved in the CATS time entry process?

- ○ 3
- ○ 2
- ○ 1
- ○ 4

- **PROPERTIES**
- On passing, 'Finish' button:  **Goes to Next Slide**
- On failing, 'Finish' button:  **Goes to Previous Slide**
- Allow user to leave quiz:  **After user has completed quiz**

⚙ Properties...     ⓐ Edit in Quizmaker

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## Unit 1

✿ IRIS
Integrated Resource
Information System

# 1

# CATS Time Entry

UK UNIVERSITY OF KENTUCKY     HR_TM_310 TM: CATS Time Entry     20

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## Time Entry Basics & Tips

- Time data entry and processing should be completed by the "Prelim" dates listed on the appropriate Payroll Schedule.
  - Changes/revisions can be made after these dates, but it is best to have data in the system for all three of the payroll runs.

- Time can be entered in increments as low as one one-hundredth (0.01) of an hour if necessary; quarter of an hour increments are ideal (0.25). For example:
  - 15 minutes = 0.25
  - 30 minutes = 0.50
  - 45 minutes = 0.75
  - 1 hour = 1.00

## Time Entry Basics & Tips (Continued)

- Each different Attendance/Absence Type's data must be entered on separate rows. For example:
  - The regular Hours Worked (1005) for an hourly employee would be in one row; Any Vacation (7170) time taken would be entered in a separate row; Any Temporary Disability Leave (7180) time taken would be entered in yet another row; Etc. For example:

| Data Entry Period | 03/13/2011 | - | 03/26/2011 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

| LT | Pers.No. | Name | COAr | A/A... | Total | | SU 03/13 | MO 03/14 | TU 03/15 | WE 03/16 | TH 03/17 | FR 03/18 | SA |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 🕐 | 28601 | Hastings G Ca... | | | 80 | | 0 | 8 | 8 | 8 | 8 | 8 | |
| | 28601 | Hastings G Ca... | UK00 | 1005 | 74.50 | | | 6.50 | 8 | 8 | 8 | 4 | |
| | 28601 | Hastings G Ca... | UK00 | 7170 | 4 | | | | | | | 4 | |
| | 28601 | Hastings G Ca... | UK00 | 7180 | 1.50 | | | 1.50 | | | | | |

## Time Entry Basics & Tips (Continued)

- Use the **Tab** and **Shift+Tab** keys to move left/right from column to column and the **Up**/**Down Arrow** keys to move from row to row.

- Press **Enter** after entering new data or making changes but before saving.
    - This recalculates the hours in the **Total** column and helps you verify that the data entered matches the timesheet/Absence Record form.

- Always double-check your data entry and the total(s) in the **Total** column before saving!

## Attendance/Absence Types

- Attendance/Absence Types are used to associate the type of compensation with the hours entered.
- The types listed are specific for each employee, based on their Organizational Assignment master data.
- 1xxx = Attendance Types
- 3xxx = Shift Differential/On Call Types
- 7xxx = Absence Types (Vacation, TDL, Holiday, Etc.)
- Some examples:
    - 1005 = Regular Hours Worked (hourly/biweekly employees)
    - 3311 = Diff Evening Shift
    - 7170 = Vacation
    - 7180 = Full Sal Sick (TDL) – Employee

## Attendance/Absence Types (Continued)

- In order to use the **Possible Entries** icon in the **A/A Type** column to display the list of Attendance/Absence Types available for an employee, always be sure to enter the employee's Personnel Number (**Pers.No.**) and then press **Enter** so the name appears in the **Name** column:



- Otherwise, you may receive the following **Information** pop-up window:

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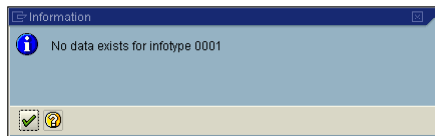
## Absence Types for Faculty Vacation Leave

- For faculty, only Vacation leave is entered and processed in IRIS.

- Absence Types used to record faculty Vacation leave:
  - 7172 – Vacation – 12 mo. Faculty
  - 7174 – Vacation – 10/11 mo. Faculty
  - 7178 – Vacation – Faculty in Administrative Position
  - **Note:  Using 7170 will produce an Error message!**

## Absence Types for Family Medical Leave

- Staff and faculty members' leave accruals shall be used concurrently with FMLA.

- Accrued balances of TDL and Vacation leave, as applicable, shall be used prior to an employee being placed on FMLA without pay. For example:
  - 7415 – FMLA TDL EMP (or FAM-7425) W/PAY – Use 1st
  - 7417 – FMLA VACATION W/PAY – Use 2nd
  - 7416 – FMLA TDL EMP (or FAM-7426) WO/PAY – Use after all TDL and Vacation leave accruals are extinguished.

- Refer to **Human Resources Policy and Procedure Number 88.0: Family and Medical Leave** for more information:
  - http://www.uky.edu/HR/policies/hrpp088.html

## Attendances/Absences

- Some attendances/absences influence pay:
  - Hours worked in excess of 40 hours per week = overtime
  - Shift differential = additional pay
  - Unpaid leave = no pay
- Some absences influence leave (quota) balances in IRIS:
  - Vacation
  - Temporary Disability Leave (TDL)
  - Holiday
  - Military Leave (Training)
- Other absences are only for statistical purposes:
  - Jury Duty
  - Funeral Leave
  - Etc.

## IRIS Daily Time Record (Timesheet)

- Time entered in CATS for hourly/biweekly employees <u>must</u> match the employee's **IRIS Daily Time Record**.
- Payroll has three approved versions on the UK Forms site: http://www.uky.edu/IRIS/HR/hr_forms.html
  - ◆ Timesheet – Hospital
  - ◆ Timesheet – Campus
  - ◆ Timesheet – Campus (without Cost Allocation)
- Other versions must be approved by Payroll prior to use!
- This form may be completed "on-line" (Excel format); The weekly/grand totals will automatically be calculated as the time is entered.
- A list of the frequently used Attendance/Absence Types are listed at the bottom for easy reference.

## Time Sheet: Initial Screen

- The transaction code for time entry is **CAT2**.

- The <u>first time</u> you access CAT2 after logging in and opening your IRIS session, the *Time Sheet: Initial Screen* will look like this:

- For all other times in the same session, it will look like this:

## Time Sheet: Initial Screen/Data Entry Profile

- Each day in a pay period is a separate column on the *Time Sheet: Data Entry View* screen.
- The **Data Entry Profile** field determines the <u>layout</u> or the number of days/columns on that screen.
  - Click on the **Possible Entries** icon

    Data Entry
    Data Entry Profile
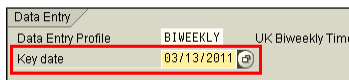
  - Double-click on the appropriate profile, then press **Enter**

| Prof. | Text |
|---|---|
| BIWEEKCA | UK Bi-Weekly Time with Cost Allocation |
| BIWEEKLY | UK Biweekly Time |
| MONTHCA | UK Monthly Time with Cost Allocation |
| MONTHLY | UK Monthly Time |
| PMDAYCA | Facilities Daily Time with Cost Allocation |
| PMDAYCA2 | Facilities Single Daily Time with Cost Allocation |
| PMTST3 | UK Bi-Weekly Time with Cost Allocation |
| PMWEEKC1 | Facilities Bi-Weekly Time without times |
| PMWEEKCA | Facilities Bi-Weekly Time with Cost Allocation |

Displays two weeks

Displays an entire month

These 5 are used only by Physical Plant and are not discussed in this course.

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## Time Sheet: Initial Screen/Key Date

- The **Key date** field must indicate the <u>start date</u> of the pay period (**Begin** date listed on the Payroll Schedule).

  Data Entry
  Data Entry Profile    BIWEEKLY    UK Biweekly Time
  Key date              03/13/2011

- This will be the first date of the **Data Entry Period** as well as the first date column in the **Data Entry Area**.

  Data Entry Period  03/13/2011 - 03/26/2011
  Data Entry Area
  LT Pers.No. Name         COAr A/A... Total   SU  03/13  MO  03/14  T
     28601   Hastings G Ca...              80        0          8

## Time Entry

1. Enter transaction **CAT2**

2. Click on the **Possible Entries** icon in the **Data Entry Profile** field


*Time Sheet: Initial Screen*
Data Entry
Data Entry Profile
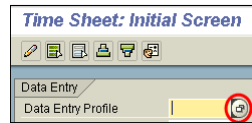
3. Double-click on the appropriate profile

   Note: The **UK Biweekly Time** profile will be used as the main example in this course.



| Prof. | Text |
|---|---|
| BIWEEKCA | UK Bi-Weekly Time with Cost Allocation |
| BIWEEKLY | UK Biweekly Time |
| MONTHCA | UK Monthly Time with Cost Allocation |
| MONTHLY | UK Monthly Time |
| PMDAYCA | Facilities Daily Time with Cost Allocation |
| PMDAYCA2 | Facilities Single Daily Time with Cost Allocation |
| PMTST3 | UK Bi-Weekly Time with Cost Allocation |
| PMWEEKC1 | Facilities Bi-Weekly Time without times |
| PMWEEKCA | Facilities Bi-Weekly Time with Cost Allocation |

The **UK Bi-Weekly/Monthly** profiles "**with Cost Allocation**" will be covered in Unit 4 of this course.

4. Press the **Enter** key

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## Time Entry (Continued)

5. Enter the start date of the pay period in the **Key date** field:

   ➤ For the Biweekly profiles, the **Key date** is always a Sunday

   ➤ For the Monthly profiles, the **Key date** is always the first day of the month

6. Click on the **Personnel Selection** button to select the employee


*Time Sheet: Initial Screen*
Data Entry
Data Entry Profile  BIWEEKLY    UK Biweekly Time
Key date  03/13/2011
Personnel Selection
Personn... Name          Per... Su... E E... Org.u
Personnel Selectn
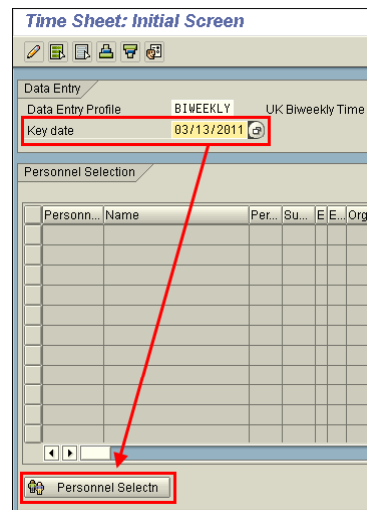
## Time Entry (Continued)

7. Enter the employee's **Personnel Number** in the **Selection** section, or use the **Possible Entries** icon to search by **Last name**/**First name** if unknown

8. Click on the **Execute** icon in the Application Toolbar

**Personnel Number Selection for Fast Data Entry**

Further selections    Search helps    Sort order

Period
- Today
- Up to today
- Other period
- Current month
- From today
- Current year

Period                                    To
Payroll period

Selection
Personnel Number          28601
Employment status         ≠ 0
Time recording administrator

**Personnel Number (1)**

Last name - First name | Person ID | PDC error indicator | Personnel ID Nu...

Last name    = Cannoli
First name   = Hastings

## Time Entry (Continued)

9. Click on the gray select box to the left of the **Personnel Number** column to highlight the employee's row

10. Click on the **Enter Times** icon (pencil) in the Application Toolbar to open the *Time Sheet: Data Entry View* screen

**Time Sheet: Initial Screen**

Data Entry
Data Entry Profile        BIWEEKLY        UK Biweekly Time
Key date                  03/13/2011

Personnel Selection

Personn... | Name | Per... | Su... | E | E... | Org.un
28601 | Hastings G Cannoli | 1000 | 0001 | A | 05 | 300001

**Time Sheet: Data Entry View**

Data Entry Period    03/13/2011 - 03/26/2011
Data Entry Area

LT Pers.No. Name | COA/ AIA. Total | SU 03/13 | MO 03/14 | TU 03/15 | WE 03/16 | TH 03/17 | FR 03/18 | SA 03/19 | SU 03/20 | MO 03/21 | TU 03/22 | WE 03/23 | TH 03/24 | FR 03/25
28601 Hastings G Ca... | 00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0

## Data Entry Period

- The **Data Entry Period** is the start and end dates of the pay period, based on the **Key Date** entered on the *Time Sheet: Initial Screen*.
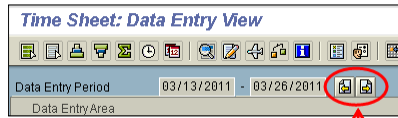


- The **Previous Screen** and **Next Screen** icons on the right allow you to scroll up to two pay periods before or two pay periods after the original pay period displayed upon first entering this screen.
  - ◆ You can access dates outside this five pay period range, but not from this screen. You would need to close this screen and revise the **Key Date** on the *Time Sheet: Initial Screen*.

## Time Sheet Views

- The time sheet defaults to the **Data entry view** and should remain as such at all times.
  - ◆ The current view is the one that is grayed-out.



- If **Release view** is selected, the entire **Data Entry Area** will become gray, and no time data can be entered/changed.



- Do not use the **Variable view** option.

## Time Entry (Continued)

11. Enter the time data



The three things to enter on each line needed in the **Data Entry Area** are:
1. The employee's Personnel Number (**Pers.No.**) (Press **Enter** afterwards!)
2. The **A/A Type** (1005, 7170, 7180, etc.)
3. The correct number of hours on the correct days

## Time Entry (Continued)

- An optional method of entering the 1005 Attendance Type time data for hourly employees only is to click on the **Target Hours** icon in the Application Toolbar, and then click on the **Yes** button in the **Target Hours** pop-up window. The system will automatically enter the data scenario seen in the gray **Target Hours Row** along with the **1005** Attendance Type.

Target Hours Row



- In the example above, if Hastings has recorded a straight 80 hours of regular Hours Worked (1005) on his timesheet, then you would click on the **Save** icon in the Standard Toolbar and be finished!

## Time Entry (Continued)

- However, if Hastings' timesheet included some leave time, then you would make the necessary changes, <u>update the 1005 row accordingly</u>, then click on the **Save** icon to save the time data.



- Click on the **Totals Row** icon in the Application Toolbar to see the grand total of hours <u>you</u> have entered.
  - The data in the **Target Hours Row** <u>will never change</u>.

## Target Hours Row

- The time data found in the gray **Target Hours Row** comes from the **Work Schedule Rule** field in the **Planned Working Time** infotype in an employee's HR Master Data file.

## Work Schedule Rules

- Some examples:
  - FI1C = 8 h/d – 40 h/w – M–F
  - FI2C = 7.5 h/d – 37.5 h/w – M–F

  **Fixed Work Schedule Rules**

  - FL1C = 8 h/d – 40 h/w – S–S
  - FL2C = 7.5 h/d – 37.5 h/w – S–S
  - FL3C = 10 h/d – 40 h/w – S–S
  - FL4C = 12 h/d – 40 h/w – S–S
  - FL6C = 24X7 flex

  **Flexible Work Schedule Rules**

## Work Schedule Rules (Continued)

- For hourly employees, any number of hours **worked** (1005) can be entered on any day regardless the rule.
- A (yellow) Warning message will appear (after clicking on the **Save** icon) if the number of hours entered on any one day **exceeds** the number of hours per day listed in the rule.
  - Press **Enter** to acknowledge/clear the Warning message(s).

| Data Entry Period | 03/13/2011 - 03/26/2011 | | | | | | |
|---|---|---|---|---|---|---|---|
| Data Entry Area | | | | | | | |
| LT Pers.No. | Name | COAr | A/A | Total | SU 03/13 | MO 03/14 | TU 03/15 | WE 03/16 |
| 28601 | Hastings G Ca.. | | | 80 | 0 | 8 | 8 | 8 |
| 28601 | Hastings G Ca.. | UK00 | 1005 | 04 | | 10 | 10 | 0 |

| Display Messages | | | |
|---|---|---|---|
| Date | Status | Type | Error Message |
| 03/14/2011 | ◯△◯ | W | Number of hours recorded 10.00 exceeds target hours 8.00 |
| 03/15/2011 | ◯△◯ | W | Number of hours recorded 10.00 exceeds target hours 8.00 |

- No message will appear if the number of hours entered is **less** than what is in the rule.

## Work Schedule Rules (Continued)

- Three (yellow) Warning messages will appear (after pressing **Enter**) if the attendance hours are entered on a <u>day not listed</u> in the rule.
  - Press **Enter** three times to acknowledge/clear the Warning message(s).

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## Work Schedule Rules (Continued)

- For both hourly and salaried employees, the number of <u>**absence**</u> hours entered <u>can not exceed</u> the number of hours per day in the rule nor can they be entered on a day not noted in the rule.
  - For example, if an employee's Work Schedule Rule is "8 h/d – 40 h/w – M-F", no more than eight hours of absence time can be entered on any day Monday through Friday!
  - To enter more than eight hours per day and/or on a Saturday or Sunday, the Work Schedule Rule would need to be changed to one of the Flexible Work Schedule Rules which could handle the higher number or the weekend days.
    - This change is made by the department's HR personnel responsible for processing PA Actions (PA40) using the "FTE Change" Action Type.
    - The change can be for a short period of time or indefinitely.
    - Be sure the change is made <u>before</u> attempting to enter the time!

## Overtime

- An hourly employee's total number of hours worked are entered in the regular Hours Worked row (Attendance Type 1005), and anything <u>over 40 hours per week</u> will apply toward overtime calculations.

- IRIS automatically calculates the overtime <u>per week</u> (based on federal and state requirements using averages weighted rate algorithm), and the employee will be paid accordingly.

- Any "non-working" hours, such as Vacation, TDL, Holiday, etc., do <u>not</u> factor into overtime calculations...only actual hours worked.

---

## University Differential Pay Rates

- The approved differential pay rates for the University are maintained in a table in IRIS. For example:
  - 3311 – Diff Evening Shift     $0.75
  - 3312 – Diff Night Shift     $1.25
  - 3331 – Call Pay     $0.63

- Enter the number of hours along with the appropriate Attendance Type (3xxx).

- Regular Hours Worked (1005) <u>**must**</u> be entered also!
  - Example: Enter as follows if an employee works an 8-hour shift and four of those hours should be paid with the Evening Shift Differential pay.

| LT | Pers.No. | Name | COAr | A/A... | Total | MO 05/14 | TU 05/15 | WE 05/16 | TH 05/17 | FR 05/18 | S |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 🕐 | 245 | Jonsey T. Smith | | | 80 | 8 | 8 | 8 | 8 | 8 | |
| | 245 | Jonsey T. Smith | UK00 | 1005 | 80 | 8 | 8 | 8 | 8 | 8 | |
| | 245 | Jonsey T. Smith | UK00 | 3311 | 40 | 4 | 4 | 4 | 4 | 4 | |

## Call Pay on a Holiday

- Call Pay can be entered for an employee who is on a holiday, if and only if the holiday hours do not constitute a "full day" of leave.
  - Once a day is indicated as a "full day" of leave, no other hours of any type can be entered on that day.

- If you expect an employee to be on call over a holiday, change their **Work Schedule Rule** to a flexible rule with greater hours per day than their normal day.  This will keep IRIS from setting the hours as a "full day".
  - Make this change <u>before</u> entering the time or IRIS will alter the number of hours you have entered on dates after the effective date of the work schedule change.

- This "trick" is true for all kinds of leave, not just holiday!

## Salaried Employees Time Entry

- Instead of the **Target Hours Row**, the **Totals Row** is the default row displayed at the top of the screen for salaried employees using the **Monthly Data Entry Profile**.
- The time entry process is the same though for entering their <u>absences</u>:
  1. Enter the employee's **Personnel Number** and press **Enter**
  2. Enter the appropriate **Absence Type** code
  3. Enter the hours on the appropriate date(s)
  4. Click on the **Save** icon

Time Sheet: Data Entry View

Data Entry Period  12/01/2005 - 12/31/2005

Data Entry Area

This **Total** is from the <u>absence</u> hours manually entered on this screen.

| LT | Pers.No. | Name | CO... | A/A... | Total | TH 12/... | 12/02 | SA 12/03 | SU 12/04 | MO 12/05 | TU 12/06 | WE 12/07 | TH 12/08 | FR 12/09 | SA |
|----|----------|------|-------|--------|-------|-----------|-------|----------|----------|----------|----------|----------|----------|----------|----|
| | 249 | Chauncy Adams | | | 40 | 0 | 0 | 0 | 0 | 8 | 8 | 8 | 8 | 8 | |
| | 249 | Chauncy Adams | UK00 | 7170 | 40 | | | | | 8 | 8 | 8 | 8 | 8 | |

## Insufficient Quota Message

- This (red) Error message is received (after clicking on the **Save** icon) when an employee does not have enough leave quota available for the hours entered.
  - Take note of the employee, **Date**, and the Absence Type!



| Date | Status | Type | Error Message |
|------|--------|------|---------------|
| 07/27/2009 | ●○○ | E | Not enough quota 01 for attendance/absence 7170 on 07/27/2009 for person |
| 07/28/2009 | ●○○ | E | Not enough quota 01 for attendance/absence 7170 on 07/28/2009 for person |
| 07/29/2009 | ●○○ | E | Not enough quota 01 for attendance/absence 7170 on 07/29/2009 for person |
| 07/30/2009 | ●○○ | E | Not enough quota 01 for attendance/absence 7170 on 07/30/2009 for person |
| 07/31/2009 | ●○○ | E | Not enough quota 01 for attendance/absence 7170 on 07/31/2009 for person |

- The necessary adjustments must be made <u>before</u> the system will save any of the data that has been entered.

- If you're unable to immediately resolve the issue(s) but want to save all the other time data you have entered, delete the data referenced in the message(s), then click on the **Save** icon.

## Insufficient Quota Message (Continued)

- This message is also received if a brand new, UK employee has not completed their "new hire" orientation (probation) period and Vacation time is entered, even though Vacation quota is accrued during this period.
  - TDL and Holiday quota are also accrued during this period for eligible employees and <u>can</u> be entered.

## Holiday Leave Time Entry

- Holiday leave is entered using various Absence Types for each holiday on the date in which Holiday quota is used, whether it's on the actual holiday or not, for both hourly and salaried employees.

- Examples of the July 4th (2011) Holiday leave taken <u>on</u> the official holiday:

- Hourly =

| LT | Pers.No. | Name | COAr | A/A... | Total | SU 07/03 | MO 07/04 | TU 07/05 | WE 07/06 | TH 07/07 | FR 07/08 | SA |
|----|----------|------|------|--------|-------|----------|----------|----------|----------|----------|----------|-----|
| 🕐 | 28601 | Hastings G Ca... | | | 80 | 0 | 8 | 8 | 8 | 8 | 8 | |
| | 28601 | Hastings G Ca... | UK00 | 1005 | 72 | | | 8 | 8 | 8 | 8 | |
| | 28601 | Hastings G Ca... | UK00 | 7151 | 8 | | 8 | | | | | |

Data Entry Area

- Salaried =

| LT | Pers.No. | Name | COAr | A/A... | Total | FR 07/01 | SA 07/02 | SU 07/03 | MO 07/04 | TU |
|----|----------|------|------|--------|-------|----------|----------|----------|----------|-----|
| Σ | 356 | John P Landro... | | | 8 | 0 | 0 | 0 | 8 | |
| | 356 | John P Landro... | UK00 | 7151 | 8 | | | | 8 | |

Data Entry Area

---

## Holiday Leave Time Entry (Continued)

- If an hourly employee works on a holiday, that time is entered with Attendance Type 1005.

- If a salaried employee works on a holiday, nothing is entered on that day.  The employee is automatically paid for that day, as if it were any other work day.

- Then, the non-holiday day(s) in which an hourly/salaried employee uses the Holiday quota is entered with the appropriate Absence Type and number of hours.  For example, employee works on July 4th and uses the time on July 8th:

Data Entry Area

| LT | Pers.No. | Name | COAr | A/A... | Total | SU 07/03 | MO 07/04 | TU 07/05 | WE 07/06 | TH 07/07 | FR 07/08 | SA |
|----|----------|------|------|--------|-------|----------|----------|----------|----------|----------|----------|-----|
| 🕐 | 28601 | Hastings G Ca... | | | 80 | 0 | 8 | 8 | 8 | 8 | 8 | |
| | 28601 | Hastings G Ca... | UK00 | 1005 | 72 | | 8 | 8 | 8 | 8 | | |
| | 28601 | Hastings G Ca... | UK00 | 7151 | 8 | | | | | | 8 | |

## Time Entry Changes

- Making changes to time data previously entered and processed may be made for a pay period at any time, even after the "Final" payroll process has finished.

- IRIS will automatically adjust any pay/quota-related issues caused by the changes. However, the changes won't be reflected on the employee's paystub until the <u>next</u> pay period.

- **ALL time data changes <u>must</u> also be approved and transferred!**

---

## Future Absence Time Entry (Optional!)

- Entering and processing time data for future pay periods is possible and may be done for both hourly and salaried employees.  However, this should be done <u>only for future absence</u> time data...NOT attendance time data for hourly employees!

- This <u>**does**</u> affect leave balances immediately for Vacation, Temporary Disability, Holiday, and Military Training Leave!
    - All other types of leave (Funeral, Jury, etc.) are recorded for statistical purposes only.  The amount of time an employee takes for these is monitored by the department in accordance with HR Policy and Procedure.

- Again, this is <u>**optional**</u>!!

Unit 1
Check for Understanding

---

**HR_TM_310 Unit 1**

Question 1 of 6 ▾

Regardless of an employee's Work Schedule Rule, any number of hours of absence time data can be entered on any one day.

○ True

○ False

- **PROPERTIES**
- **On passing, 'Finish' button:**      **Goes to Next Slide**
- **On failing, 'Finish' button:**      **Goes to Previous Slide**
- **Allow user to leave quiz:**      **After user has completed quiz**

Properties...                    Edit in Quizmaker

# Time Approval

## Time Approval Overview

- All time data entered in CATS <u>must</u> be approved on-line. Employees will <u>not</u> be paid for any time that has not been approved.

- Ideally, the approval should be performed by someone other than the timekeeper, however the ability to approve time is part of the timekeeper's access.

- If any changes to previously approved time data are made (using CAT2), those changes must also be approved.

## Reporting Period

- The **Reporting Period** defines the timeframe in which the system searches for data.
  - **Current Year** – current <u>calendar year</u> (default value)
  - **All** – since March 2006 to 12/31/9999
  - **Current Payroll Period** – Enter the **Payroll Area** (**B1** for Biweekly or **M1** for Monthly) and press **Enter**:

| Payroll Period | | |
|---|---|---|
| Period | 1 Current Payroll Period | |
| Payroll Area | B1 | 11/08/2009 - 11/21/2009 |
| Period | 24 2009 | |

  - **Other Payroll Period** – Enter the **Payroll Area, Period** (pay period number and calendar year) and press **Enter**:

| Payroll Period | | |
|---|---|---|
| Period | 2 Other Payroll Period | |
| Payroll Area | B1 | 06/07/2009 - 06/20/2009 |
| Period | 13 2009 | |

  - **Other Period** – any date range; enter start/end dates and press **Enter**:

| Period | | | |
|---|---|---|---|
| Reporting Period | I Other Period | | 07/01/2009 - 09/15/2009 |

---

## Processing Status

- Time data is automatically "stamped" with a **Processing status** as different actions are performed in the system.
- The ones currently used are:
  - **20** – Time entered/saved in CAT2 and ready to be approved
  - **30** – Time approved
  - **50** – Previously approved time, but later changed in CAT2
  - **60** – Time cancelled due to approved changes

Numbers on 1st screen          Icons on 2nd screen

| Processing stat... | Short Descript. |
|---|---|
| 10 | In process |
| 20 | Released for approval |
| 30 | Approved |
| 40 | Approval rejected |
| 50 | Changed after approval |
| 60 | Cancelled |

- Data is being processed
- Data has been released for approval
- Data has been approved
- There is at least one component for which approval was rejected
- Data was changed after approval
- Data has been reversed

## Time Approval

1. Enter transaction **CATS_APPR_LITE**
2. Ensure the desired **Reporting Period** is selected – **Current Year** is sufficient unless the pay period spans multiple calendar years. Then change to **All** or a specific payroll period.
3. Enter the employee's **Personnel Number**
4. Ensure **20** is in the **Processing Status** field
5. Click on the **Execute** icon

**Approve Working Times**

Period
Reporting Period          Y Current Year

Selection Criteria
Personnel Number          28601
Employment Status
Company Code
Cost Center

Selection
Task T
Task le
Task c
Activity
Stat. ke
Att./Absen
Wage Type
Display Unit/Measure
Number (unit)
Processing status        20
Short Text

In this example when executed, the system will display all unapproved time (**Processing status** of **20**) for 28601 for the current calendar year.

---

## Time Approval (Continued)

6. Review the employee's data for accuracy – Primarily the **Dates**, **Number** (of hours), and the **A/A Type**
7. Select all rows by clicking anywhere on the first row (to highlight), then press the **Ctrl + A** keys on your keyboard
8. Click on the green **Approve** icon

**Approve Working Times**

| Empl./Appl.Name | Pers No | Date | Status | Number | MU | A/AType | Created on | Time | Created by | Last change | Time | By | Full-day | Last/First Name |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hastings G Cannoli | 28601 | 03/25/2011 | △ | 0 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/04/2011 | 14:45:27 | KREAGER | | CANNOLI HASTINGS |
| | | 03/24/2011 | △ | 6.250 | H | 1005 | 04/05/2011 | 10:01:41 | KREAGER | | | | | |
| | | | △ | 1.750 | H | 7180 | 04/05/2011 | 10:01:41 | KRE | | | | | |
| | | 03/23/2011 | △ | 8 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/22/2011 | △ | 0 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/21/2011 | △ | 8 | H | 7170 | 04/05/2011 | 10:01:41 | K | | | | | |
| | | 03/18/2011 | △ | 8 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/17/2011 | △ | 8 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/16/2011 | △ | 8 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/15/2011 | △ | 10 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/14/2011 | △ | 10 | H | 1005 | 04/04/2011 | 14:45:27 | K | | | | | |
| | | 03/13/2011 | △ | 4 | H | 1005 | 04/04/2011 | 15:45:47 | KREAGER | 04/04/2011 | 15:45:47 | KREAGER | | |
| | 28601 | | | 88 | H | | | | | | | | | |
| | | | | 00 | H | | | | | | | | | |

The yellow triangle in the **Status** column △ indicates this time has not yet been approved.

## Time Approval (Continued)

- After clicking on the **Approve** icon, notice the icon in the **Status** column changes to the "Approved" icon (**Processing status 30**):

| Empl./Appl.Name | Pers.No. | Date | Status | Σ Numb... | MU | A/AType |
|---|---|---|---|---|---|---|
| Hastings G Cannoli | 28601 | 03/25/2011 | ✎ | 8 | H | 1005 |
| | | 03/24/2011 | ✎ | 6.250 | H | 1005 |
| | | | ✎ | 1.750 | H | 7180 |
| | | 03/23/2011 | ✎ | 8 | H | 1005 |
| | | 03/22/2011 | ✎ | 8 | H | 1005 |
| | | 03/21/2011 | ✎ | 8 | H | 7170 |
| | | 03/18/2011 | ✎ | 8 | H | 1005 |
| | | 03/17/2011 | ✎ | 8 | H | 1005 |
| | | 03/16/2011 | ✎ | 8 | H | 1005 |
| | | 03/15/2011 | ✎ | 10 | H | 1005 |
| | | 03/14/2011 | ✎ | 10 | H | 1005 |
| | | 03/13/2011 | ✎ | 4 | H | 1005 |
| | 28601 | | ■ | 88 | H | |
| | | | ■ ■ | 88 | H | |

- Once you see this change, you can back out of the transaction completely.  Notice the **Save** icon in the Standard Toolbar is grayed out.  The system has already "saved" this time data as approved.  This message should appear in the Status Bar also: ✅ Work times / key figures were approved

## Approving Time Changes

- If any previously approved time data is changed for an employee in CAT2, the change(s) must also be approved.
  - In this example, eight hours of regular Hours Worked (1005) were initially entered, approved and transferred for Hastings for 03/22/2011.  He later submitted a revised timesheet with four hours of Vacation leave and four hours of work time for that day.  The change was made in CAT2.  When the approval transaction was executed, only the changes that need approved were displayed:

**Approve Working Times**

| Empl./Appl.Name | Pers.No. | Date | Status | F/S | Σ Number | MU | A/AType | Created on | Time | Created by | Last change | Time | By | Last/First Name |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hastings G Cannoli | 28601 | 03/22/2011 | ⚠ | | 4 | H | 7170 | 04/05/2011 | 14:01:39 | KREAGER | 04/05/2011 | 14:01:39 | KREAGER | CANNOLI HASTINGS |
| | | | ⚠ | 🖶 | 4 | H | 1005 | 04/05/2011 | 14:01:39 | KREAGER | 04/05/2011 | 14:01:39 | KREAGER | |
| | 28601 | | | ■ | 8 | H | | | | | | | | |
| | | | | ■ ■ | 8 | H | | | | | | | | |

- Follow the normal steps of highlighting the rows and clicking on the **Approve** icon to approve the change(s).

## Displaying Approved Time

- Once time data has been approved, it is no longer at the **Processing status** of **20**.
- Thus, to display time data that has already been approved:

1. Change the **Reporting Period** to a shorter time period, instead of Current Year
2. Enter the employee's **Personnel Number**
3. Enter a range of **20 to 60** in the **Processing status** fields
4. Click on the **Execute** icon

---



# Unit 2
# Check for Understanding

All time data entered and saved for an employee in CAT2 must be approved on-line or the employee will not be paid.

○ True

○ False

- **PROPERTIES**
- On passing, 'Finish' button:        **Goes to Next Slid**
- On failing, 'Finish' button:        **Goes to Previous Slide**
- Allow user to leave quiz:          **After user has completed**

Properties...

Edit in Quizmaker

---

**Unit 3**

IRIS
Integrated Resource Information System

# 3

# Time Transfer

## Time Transfer Overview

- After approval, the time data must then be <u>transferred</u> from the CATS module to the appropriate infotypes in an employee's HR Master Data file in preparation for time evaluation and payroll processing:
  - ◆ Absence time data is transferred into Infotype 2001; and
  - ◆ Attendance time data is transferred into Infotype 2002.



Note: No Attendance data is displayed for salaried employees.

---

## Time Transfer

1. Enter transaction **ZCAT6**
2. Leave **Initial Transfer** selected (default option)
3. Enter the employee's **Personnel number**
4. Click on the **Execute** icon



- Be patient with this process – It may take a few moments to complete, depending on the amount of data being transferred.

## Time Transfer (Continued)

- Once the transfer is completed, a log screen will appear indicating the transfer results.
- The ideal scenario is to have matching totals in the **Number of data records read** and **Number of successful postings** lines.
- If there are zero (**0**) **unsuccessful postings**, you can exit the transaction…the time entry process is now complete!!

## Time Transfer – Unsuccessful Postings

- Any **unsuccessful postings** <u>must</u> be addressed and corrected as soon as possible.

The **Error** in this example is: On 03/20/2006, a full day (8.00 hours) of <u>both</u> 1005 and 7170 time was entered for PerNr 248, which is not permissible.



- There are <u>many</u> other possible errors. If you are not able to detect the problem, contact your Payroll Office for assistance.

## Time Transfer – Unsuccessful Postings (Con't)

- From the example on the previous slide, if the employee actually took a full day of Vacation leave on 3/20/2006, you would need to do the following:
  1. Return to **CAT2** and pull up the time data for that pay period
  2. Delete the 8 hours of regular Hours Worked (1005) on 3/20/2006
  3. Click on the **Save** icon and exit **CAT2**
  4. Approve the change via **CATS_APPR_LITE**
  5. Transfer the change via **ZCAT6**

- If <u>every</u> record read is unsuccessful and the Error message for all states they can not be posted, then that usually indicates that payroll is currently locked. Try a "Repeat Transfer" once payroll is unlocked.

## Repeat Transfer

- If all or part of an **Initial Transfer** fails, use the **Repeat Transfer** option when re-executing the transaction.
1. Enter transaction **ZCAT6**
2. Click on **Repeat Transfer**
3. Enter the employee's **Personnel number**
4. Select both **Last retrieval successful/unsuccessful** options
5. Click on the **Execute** icon

*Transfer Time Data to HR Time Management*

Processing Control
Initial Transfer        ✓      Repeat Transfer

Data Selection for Repeat Transfer
Personnel number        28601        to
Date                                  to
Customer field                        to
Last retrieved on                     to
Last retrieved at       00:00:00      to
☑ Last retrieval successful
☑ Last retrieval unsuccessful

## Verifying Transferred Time – ZVERXFER

- The next few slides will cover **Verifying Transferred Time**, which is <u>optional</u> functionality.
- One quick method to verify that time data has transferred successfully is to use transaction **ZVERXFER**.

1. Select the desired **Payroll Period**
2. Enter the employee's **Personnel Number**
3. Select both of the **Additional Criteria** options
4. Click on the **Execute** icon

*Verify Transferred Time*

OrgStructure    Search Help

Payroll Period
Period          2 Other Payroll Period
Payroll Area    B1    03/13/2011 - 03/26/2011
Period          7 2011

Selection Criteria
Personnel Number          28601
Employment Status
Company Code
Cost Center

Additional Criteria
☑ Display transferred time
☑ Display time not transferred (including hour discrepencies)

---

## Verifying Transferred Time – ZVERXFER (Con't)

5. Check the **Time Xfer** column to verify the transfer
   - Any time data <u>not</u> transferred will be listed first with a **No** value in the **Time Xfer** column.
   - A couple reasons for a **No** transfer:
     - There is no corresponding record in the 2001/2002 Infotypes;
     - There is a corresponding record, but the hours do not match; or
     - The time data has not yet been approved. Check **Status** column.

*Verify Transferred Time*

| Empl/Appt Name | Pers.No. | Date | Status | z Number | MU | A/AType | Created on | Time | Created by | Last change | Time | By | Appr. by | Approval date | Full-day | Time Xfer |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Hastings O Cannoli | 28601 | 03/25/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | Yes |
| | | 03/24/2011 | | 6.250 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | | | 1.750 | H | 7180 | 04/05/2011 | 10:01:41 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/23/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/22/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/21/2011 | | 8 | H | 7170 | 04/05/2011 | 10:01:41 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☑ | |
| | | 03/18/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/17/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/16/2011 | | 8 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/15/2011 | | 10 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/14/2011 | | 10 | H | 1005 | 04/04/2011 | 14:45:27 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | | 03/13/2011 | | 4 | H | 1005 | 04/04/2011 | 15:45:47 | KREAGER | 04/05/2011 | 10:21:20 | KREAGER | KREAGER | 04/05/2011 | ☐ | |
| | 28601 | | * | 88 | H | | | | | | | | | | | |
| | | | ** | 88 | H | | | | | | | | | | | |

## Verifying Transferred Time – PA51

- A second method to verify transferred time is to use transaction **PA51** and look directly in the 2001/2002 infotypes in the employee's Master Data file.

1. Enter transaction **PA51** (time-related tabs/infotypes from PA20, which is the employee's complete file)

2. Enter the employee's **Person ID** and press **Enter**

3. Enter the desired **Period**

4. Select the desired infotype (can view only one at a time)

5. Click on the **Overview** icon in the Application Toolbar

---

## Verifying Transferred Time – PA51 (Continued)

- If the time data is displayed for the dates you are inquiring about, then it transferred successfully!



- If the time data is not displayed, check to make sure it has been entered correctly and been approved, then try the **ZCAT6** "Repeat Transfer" transaction. If that still does not work, contact your Payroll Office for assistance.

Unit 3
Check for Understanding

81



**HR_TM_310 Unit 3**

Question 1 of 4

Time data cannot be transferred when the Payroll Locks are on in the system.

○ True

○ False

- PROPERTIES
- On passing, 'Finish' button:          Goes to Next Slide        Properties...        Edit in Quizmaker
- On failing, 'Finish' button:          Goes to Previous Slide
- Allow user to leave quiz:             After user has completed
  quiz

# Cost Allocation

---

## Cost Allocation Overview

- An employee's payroll costs for each pay period are charged based on the current Cost Distribution infotype record (1018 or 0027) in his/her Master Data file.
  - Infotype 1018 is the default Cost Distribution established when a position is initially created.
    - Student employees will have only 1018 records.
  - Infotype 0027 records are created for all staff/faculty employees and they overwrite infotype 1018.
    - The 0027 records are created manually for staff/part-time faculty (covered in the HR_PA_300 Personnel Administration course).
    - The 0027 records are automatically created for full-time faculty who have a Distribution of Effort (DOE) document once it is approved by the Sponsored Projects Account office.

## Cost Allocation Overview (Continued)



- Example #1: This staff employee is paid 100% from Cost Center 1012121290.



- Example #2: This is a faculty member paid from 2 Cost Centers and 1 grant (WBS Element).

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## Cost Allocation Data Entry Profiles

- In the CAT2 **Data Entry Profile** possible entries list, there are two "**with Cost Allocation**" profiles (for non-Physical Plant Division users) that can be used to overwrite the Cost Distribution infotypes.



- Currently, only the **UK Bi-Weekly Time with Cost Allocation** profile is functional.

- This profile provides five additional columns to the **Data Entry Area** for entering various types of costs objects.

## How Cost Allocation Works

- Regardless of the **Data Entry Profile** used, the hours in a row with no specific cost object listed will charge to the default accounting scenario in the Cost Distribution infotype record. The hours in a row with a cost object listed will charge to that cost object.

  - In this example, all 80 hours will charge to whatever is in the employee's Cost Distribution infotype record.

  - In this example, 70 hours will charge to whatever is in the employee's Cost Distribution infotype record, and 5 hours will be charged to Cost Center 1012062470.

---

## Additional Cost Allocation Information

- Using the "**with Cost Allocation**" profile and entering hours against one or more specific cost objects <u>will charge only the wages portion</u> of the employee's payroll expenses!

- If you want <u>all</u> of the payroll expenses (wages, benefits, etc.) for those hours to charge to the cost object(s), then you can either:
  - Calculate the non-wage expenses and process a Journal Voucher (FV50); or
  - Use transaction PA30 to create a new Cost Distribution record including the additional cost object(s), change the percentages accordingly, and save the record. Then you can use the regular UK Biweekly Time Data Entry Profile and all of the expenses for the total hours you enter will charge against the new Cost Distribution.

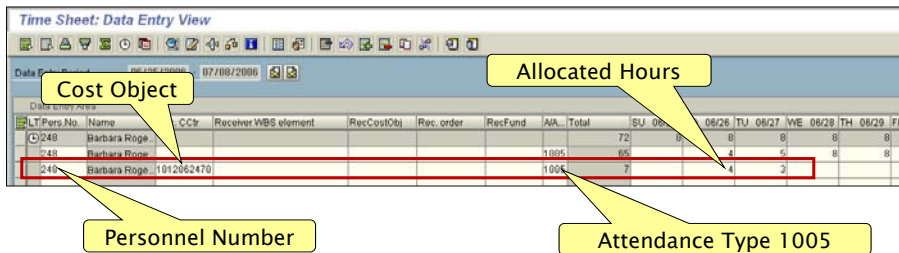## Additional Cost Allocation Information (Con't)

- A cost object can be entered on every single line with the appropriate number of hours also, if necessary, which would completely overwrite the Cost Distribution record.

- The same hourly employee can be used in either the **UK Biweekly Time** or **UK Biweekly Time with Cost Allocation** Data Entry Profile. The only difference is the presence or absence of these additional columns.

- Both regular hours worked and overtime can be allocated, **but not on the same assignment. Contact HR Compensation for overtime cost allocation assistance.**

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## Cost Allocation Data Entry Example

1. Click on the **Target Hours** icon , or manually enter the employee's regular Hours Worked (1005) to be charged to the position's default cost distribution
2. On the next available row, enter the employee's **Pers.No.**, the desired cost object, **A/A Type** 1005, and the number of hours on the appropriate dates
3. Click on the **Save** icon.

Unit 4
Check for Understanding

**HR_TM_310 Unit 4**

Question 1 of 4

Payroll expenses are charged based on the Cost Distribution infotypes, but may be overwritten by using the "…with Cost Allocation" Data Entry Profiles in the time entry transaction (CAT2).
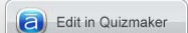
○ True

○ False

- **PROPERTIES**
- On passing, 'Finish' button:          **Goes to Next Slide**
- On failing, 'Finish' button:          **Goes to Previous Slide**
- Allow user to leave quiz:          **After user has completed quiz**

## Course Summary

- There are three steps (transactions) in the time entry process which must be followed <u>in order</u> when entering new time data or making changes to existing time data:

  - Time Entry → Time Approval → Time Transfer

- Time data should be entered by the "Prelim" date on the IRIS Biweekly/Monthly Payroll Schedule.

- Attendance and absence time data is entered for hourly employees.

- Only absence time data is entered for salaried employees.

## Course Summary (Continued)

- Time data may be entered/changed and approved any time in the CATS module, but it can not be transferred when the Payroll Locks are activated.

- Payroll expenses are charged based on the Cost Distribution infotypes, but may be overwritten by using the "…with Cost Allocation" Data Entry Profiles in the time entry transaction (CAT2).

## Time Management Help Websites

- myHelp HR & Payroll Help website:
  http://myHelp.uky.edu/rwd/HTML/HR.html
  - Contains updated and printable course manuals, Quick Reference Cards, HR/Payroll Frequently Asked Questions, a link to the HR/Payroll Reference Manual, etc.

- IRIS-HR website: http://www.uky.edu/IRIS/HR/
  - Contains the HR/Payroll Reference Manual, IRIS HR/Payroll Forms, access to the IRIS Payroll Schedules, etc.
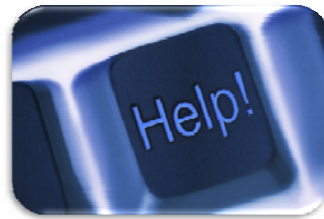
## Time Management Practice Guide

- The **Time Management Practice Guide** is not a requirement for completing this course. However, we strongly recommend that you go through each exercise to familiarize yourself with the transactions prior to completing the **Time Management Assessment**.

- The exercises are to be performed in the Training Sandbox.

**Please wait until you have completed and confirmed participation for this course before going through the Time Management Practice Guide!**

## Time Management Assessment

- The **Time Management Assessment** <u>is</u> a requirement for completing and receiving credit for this course.

- Upon passing the Assessment, you will see a booking in your myTraining Activities "transcript" for HR_TM_315, Time Management Assessment.

**Please wait until you have completed and confirmed participation for this course before going through the Time Management Assessment!**

## TM Practice Guide & Assessment

- To access and print these documents:
  1. Click on the **Attachments** link ( ATTACHMENTS ) in the upper-right corner of this screen
  2. Click on the **Time Management Practice Guide/Time Management Assessment** links (the documents will open in a separate browser window)
  3. Print the documents
  4. Close the separate browser window(s)
  5. Close the **Attachments** window by clicking on the "x" in the upper-right corner of the window or by clicking on the **OK** button

## Time Management Data Sheet

In order to complete the exercises in both the **Time Management Practice Guide** and the **Time Management Assessment**, you must obtain a Time Management Data Sheet from IRIS Training.

- To obtain the Data Sheet:
  - Send an e-mail to IRISTraining@email.uky.edu
  - Enter "Time Management Data Sheet Request" in the Subject line

## Time Management Curriculum

- You have now completed the first of three WBTs in the Time Management curriculum.

- Complete the **Time Management Assessment** and then proceed to the **TM: Variants & Reports HR_TM_320** WBT.

TM: CATS
Time Entry
HR_TM_310

TM: Variants
& Reports
HR_TM_320

TM: Absence
Quotas
HR_TM_330
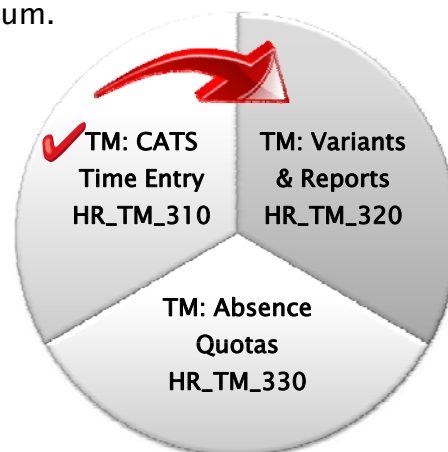
- Please advance to the last slide in this course!

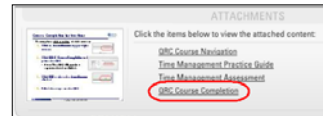## Course Completion Instructions

- To complete <u>this portion</u> of this course:

  1. Click on **Attachments** (upper-right corner)

  2. Click **QRC Course Completion** and print the QRC
     - Note: The QRC will open in a separate browser window.

  3. Click **OK** to close the **Attachments** window

  4. Follow the steps on the QRC