Time and Labor

Set Up Task: Time and Labor Load Dates

Navigation: Set Up HCM > Install > Product Specific > Time and Labor

Set Up Classification: Shared

Sequence: 001.001

Task Description: Defines the calendar days/dates that the TL system uses to process time. The Load dates process is run when you implement the system and each time you approach the end of the load period.

<table>
<thead>
<tr>
<th>Time and Labor Installation</th>
<th>Configurations</th>
<th>Manager Search Defaults</th>
<th>Self Service Header Info</th>
<th>User Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Options</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Production Environment</td>
<td>[ ] Referential Integrity</td>
<td>[ ] Interface with PS EPM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time Reporting Options**

- Real Time Rules: Run from Apply Rules button
- Maximum Time (in Months): 500
- Decimal Positions: 2

**Validations**

- Validation Set: ST_ALL
- 'ChartField Validation': Table Validation
- 'Leave Balances': On-line and Batch

**Time Administration Options**

- Max Employees in a Batch: 10000
- Include All Jobs
- Smart Delete Threshold
- Continue with Exceptions
- Smart Update Stats Threshold
- Run As Part Of Submit Time

**Payroll Related Options**

- Number of Months to Process: 24
- Process Prior Paygroup Time with Current Paygroup
- Concurrent Load Time and Labor Runs
- Set Ignore Status for Not OK to Pay

**TCD File Integration**

- Outbound File Directory: C:\temp
- Inbound File Archive Directory: 119 characters remaining
- Comp Plan Assignment
  - [ ] Default Plan From Workgroup

**Pivot Grid Options/Defaults**

- Timesheet by Status
  - [ ] Allow Realtime Processing
  - Days Backward
  - Days Forward
### Load Dates

**Load Dates**

Existing range covers 06/19/1998 through 08/03/2019.

### Scheduling and Punch Pattern

**Schedule Resolution**

- Take Last Schedule Update

**Schedule Totaling**

- Exclude Breaks and Meals

### Default Punch Pattern

<table>
<thead>
<tr>
<th>Punch Type</th>
<th>Column Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>Meal</td>
<td>Lunch</td>
</tr>
<tr>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>Out</td>
<td>Out</td>
</tr>
</tbody>
</table>

### Payable Time Approvals

- Retain basic (non-AWE) model

### Email Notifications

- Enable Notifications
- Enable Alert Notification

### Manager Notifications

- Exception Generated
- Scheduled Event Modified
- Payable Time Needs Approval

### Employee Notifications

- Payable Time Is Approved

### Employee Location

- Radius: 500 Feet
### Loading of Matching Employees
- **Auto Populate Results**
- **Prompt for Results**

### Default Criteria Presentation
- **Show Criteria List Collapsed**
- **Show Criteria List Expanded**

### Employee Selection Criteria
<table>
<thead>
<tr>
<th>Description</th>
<th>Include in Criteria</th>
<th>Include in List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td>☑</td>
<td>Do Not Include</td>
</tr>
<tr>
<td>Employee ID</td>
<td>☑</td>
<td>Include</td>
</tr>
<tr>
<td>Empl Record</td>
<td>☑</td>
<td>Include</td>
</tr>
<tr>
<td>Last Name</td>
<td>☑</td>
<td>Include</td>
</tr>
<tr>
<td>First Name</td>
<td>☑</td>
<td>Include</td>
</tr>
<tr>
<td>Business Unit</td>
<td></td>
<td>Include Code Only</td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
<td>Include Code and Description</td>
</tr>
<tr>
<td>Job Description</td>
<td></td>
<td>Include Description Only</td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td>Include Code Only</td>
</tr>
<tr>
<td>Supervisor ID</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Data Loading in Time Management

<table>
<thead>
<tr>
<th>Folder</th>
<th>Portal Label</th>
<th>Chunk Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve Time and Exceptions</td>
<td>Payable Time</td>
<td>300</td>
</tr>
<tr>
<td>Approve Time and Exceptions</td>
<td>Reported Time</td>
<td>300</td>
</tr>
<tr>
<td>Manage Schedules</td>
<td>Manage Schedules</td>
<td>300</td>
</tr>
<tr>
<td>Report Time</td>
<td>Absence Request</td>
<td>10</td>
</tr>
<tr>
<td>Report Time</td>
<td>Timesheet</td>
<td>300</td>
</tr>
<tr>
<td>View Time</td>
<td>Daily Time Calendar</td>
<td>10</td>
</tr>
<tr>
<td>View Time</td>
<td>Monthly Time Calendar</td>
<td>10</td>
</tr>
<tr>
<td>View Time</td>
<td>Weekly Time Calendar</td>
<td>10</td>
</tr>
</tbody>
</table>

### Job Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Pay Date</td>
<td>CHECK_DATE</td>
</tr>
</tbody>
</table>
Set Up Task: TL Group Creation Security


Set Up Classification: Shared

Sequence: 012.002

Task Description: Defines the data elements available to specified users when they create and view groups. Controls security to personal Time Reporter Data/criteria elements used by Practitioners to create Dynamic and Static groups. This security is driven via the Practitioner's row-security permission list. Prevents users who are not associated with Group Creation from creating groups based on records and fields that contain personal time reporter data.
Set Up Task: Dynamic Group


Set Up Classification: Shared

Sequence: 012.002

Task Description:

Dynamic Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

Search Criteria

Time Reporter Group begins with [ ]
Description begins with [ ]

[Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results

View All [First] 1-37 of 37 [Last]

<table>
<thead>
<tr>
<th>Time Reporter Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0015673</td>
<td>Victoria Hanson</td>
</tr>
<tr>
<td>0037601</td>
<td>Diane Kirkwood</td>
</tr>
<tr>
<td>0039564</td>
<td>Kimberly Gore</td>
</tr>
<tr>
<td>0062089</td>
<td>Stanley Preczewski</td>
</tr>
<tr>
<td>0062101</td>
<td>Thomas Mundie</td>
</tr>
<tr>
<td>0062102</td>
<td>Luann Causland</td>
</tr>
<tr>
<td>0062146</td>
<td>Lois Richardson</td>
</tr>
<tr>
<td>0062165</td>
<td>Donell Nixon</td>
</tr>
<tr>
<td>0062337</td>
<td>Sandra Schneider</td>
</tr>
<tr>
<td>0091043</td>
<td>LaQuitra Hill</td>
</tr>
<tr>
<td>0092996</td>
<td>Vanessa Snively</td>
</tr>
<tr>
<td>0121564</td>
<td>Tracey Cook-Robinson</td>
</tr>
<tr>
<td>0158245</td>
<td>Shelley Nickel</td>
</tr>
<tr>
<td>0158444</td>
<td>Michael Bracewell</td>
</tr>
<tr>
<td>0158742</td>
<td>William Watson</td>
</tr>
<tr>
<td>0158904</td>
<td>Maggie Marshall-Bethea</td>
</tr>
<tr>
<td>0158914</td>
<td>Julie Walker</td>
</tr>
<tr>
<td>0159901</td>
<td>Tina Woodard</td>
</tr>
<tr>
<td>0207227</td>
<td>Meredith Wheeler</td>
</tr>
<tr>
<td>0211629</td>
<td>Ann Dinkheller</td>
</tr>
</tbody>
</table>
### Dynamic Group Details

- **Group ID**: 0037601
- **Description**: Diane Kirkwood
- **Taskgroup for Time Reporting**: [Search]
- **Last Refresh Date/Time**: [Date/Time]

### Select Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Record</em></td>
<td>TL_EMPL_DATA</td>
</tr>
<tr>
<td><em>Field Name</em></td>
<td>RULE_ELEMENT</td>
</tr>
<tr>
<td>Set ID</td>
<td>0037601</td>
</tr>
<tr>
<td>Operator</td>
<td>=</td>
</tr>
<tr>
<td>Field Value</td>
<td>0037601</td>
</tr>
</tbody>
</table>

### Where Clause

- **SQL**: 
  ```sql
  FROM %SQL(TL_GRP_FROM_BASE)%SQL(TL_GRP_FROM TL) WHERE %SQL(TL_GRP_BATCH WHERE_BASE.%P(1)) AND %SQL(TL_GRP_BATCH WHERE TL.%P(1)) AND (TL_EMPL_DATA RULE_ELEMENT 5 = '0037601')
  ```

### Time Reporter Group

- **Group ID**: 0037601
- **Name**: Diane Kirkwood

### Group Member View

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Comments

254 characters remaining

### Security

- **Group ID**: 0037601
- **Name**: Diane Kirkwood

<table>
<thead>
<tr>
<th>Role Security Permission List</th>
<th>Permission List Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR_TL_0037601_980</td>
<td>Time and Labor PL</td>
</tr>
</tbody>
</table>
### Group Members

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Empl Record</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time Reporter Group** 0037601, Diane Kirkwood

**As Of Date** 02/25/2016

**Last Refresh Date/Time**

[Refresh Dynamic Group]
**Time and Labor**

**Set Up Task:** Refresh **Dynamic Group**

**Navigation:** Set Up HCM > Security > Time and Labor Security > Refresh Dynamic Group

**Set Up Classification:** Shared

**Sequence:** 012.002

**Task Description:**

**Refresh Dynamic Group(s)**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- Run Control ID **begins with**
- **Case Sensitive**

- **Search**
- **Clear**
- **Basic Search**
- **Save Search Criteria**

No matching values were found.
Time and Labor

Set Up Task: Static Group


Set Up Classification: Shared

Sequence: 012.002

Task Description:

Static Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Time Reporter Group begins with

Description begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: TL Permission List Security


Set Up Classification: Shared

Sequence: 016.001

Task Description: This feature allows the creation of security that corresponds to a user's ability to access data for groups of time reporters. It also defines the date range within which time card updates may be managed (both prior and future).

### TL Permission List Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

#### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Security Permission List</td>
<td>begins with</td>
</tr>
<tr>
<td>Permission List Description</td>
<td>begins with</td>
</tr>
</tbody>
</table>

- Case Sensitive

#### Search

Search Only the first 300 results can be displayed.

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-100 of 300</th>
<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Row Security Permission List</th>
<th>Permission List Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADP</td>
<td>ADP Interfaces</td>
</tr>
<tr>
<td>BORCUST</td>
<td>BOR Customizations</td>
</tr>
<tr>
<td>BOR:HCDP400</td>
<td>Data Sec by tree - 400</td>
</tr>
<tr>
<td>BOR:HCDPS80</td>
<td>Dept Sec by tree - 980</td>
</tr>
<tr>
<td>BOR_ABS_CUSTOM</td>
<td>BOR ABS Customizations</td>
</tr>
<tr>
<td>BOR_ABS_LY_ADMIN</td>
<td>ABS Leave Administrator</td>
</tr>
<tr>
<td>BOR_ADP_REPORTING</td>
<td>QAG = ADP Reporting</td>
</tr>
<tr>
<td>BOR_BN_CUSTOM</td>
<td>BOR BN Customizations</td>
</tr>
<tr>
<td>BOR_CA_CUSTOM</td>
<td>BOR CA Customizations</td>
</tr>
<tr>
<td>BOR_HCPPAM1</td>
<td>clone of HCPPAM1</td>
</tr>
<tr>
<td>BOR_HCPPAMPG01</td>
<td>clone of HCPP</td>
</tr>
<tr>
<td>BOR_HCPPFGALLP</td>
<td>clone of HCPP</td>
</tr>
</tbody>
</table>
HCM Configuration Guide -Shared Tasks HCM-008-CFG

Time and Labor

Set Up Task: Daily Period


Set Up Classification: Shared

Sequence: 263.001

Task Description: Use the Daily Time Period page to establish a fixed day-type period when building time period calendars. Defines the duration and characteristics of each day.
Time and Labor

Set Up Task: Weekly

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Weekly

Set Up Classification: Shared

Sequence: 264.001

Task Description: Use the Weekly Time Period page to establish weekly periods of time when building time period calendars. Defines the duration characteristics of a week.

Weekly Time Period

<table>
<thead>
<tr>
<th>Period Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Description</td>
</tr>
<tr>
<td>*Start Day of Week</td>
</tr>
<tr>
<td>*Period Length in Weeks</td>
</tr>
<tr>
<td>Short Description</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Monthly

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Monthly

Set Up Classification: Shared

Sequence: 265.001

Task Description: Use the Monthly Time Period page to establish monthly periods of time when building a time period calendar. Defines the duration and characteristics of a Month.

---

**Monthly Time Period**

<table>
<thead>
<tr>
<th>Time Period ID</th>
<th>PSMONTH</th>
</tr>
</thead>
</table>

### Period Definition

<table>
<thead>
<tr>
<th>Description</th>
<th>Month Period - PS Delivered</th>
<th>Short Description</th>
<th>PS Month</th>
</tr>
</thead>
</table>

| Period Length     | Month                       | Period Length in Months | 1 |

---
Time and Labor

Set Up Task: Repeating

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Repeating
Set Up Classification: Shared
Sequence: 266.001

Task Description: Use the Repeating Time Period page (TL_REPEATING_PNL) to establish repeating periods of time when building a time period calendar. Defines the duration and characteristics of a repeating period.
Time and Labor

Set Up Task: Complex

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Complex
Set Up Classification: Shared
Sequence: 267.001

Task Description: Use the Complex Time Period page (TL_COMPLEX_PNL) to establish complex periods of time when building a time period calendar. Defines the duration and characteristics of a complex period.
Time and Labor

Set Up Task: Build Time Period Calendar

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Build Time Period Calendar

Set Up Classification: Shared

Sequence: 268.001

Task Description: Used to build calendars for the entire period you intend to report time, and the entire span of time on which rules may be run. In the Time Administration process, if gaps exist in time reporting periods or the calendar connected with a rule, this can significantly reduce performance time.

Build Time Period Calendar

Run Control ID JUC

Report Manager Process Monitor Run

Calendar Build Parameters

Start Date 01/01/2014 Wednesday
End Date 12/31/2020 Thursday

If built beyond Start Date

Delete and Rebuild Calendar

Weekly Weekday not Start Date

Start Before Start Date

Time Period Selection All Time Periods
**Time and Labor**

**Set Up Task:** View Time Period Calendar

**Navigation:** Set Up HCM > Product Related > Time and Labor > Time Periods > View Time Period Calendar

**Set Up Classification:** Shared

**Sequence:** 268.001

**Task Description:**

---

### View Time Period Calendar

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

<table>
<thead>
<tr>
<th>Time Period ID</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Type</td>
<td>=</td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
</tbody>
</table>

**Case Sensitive**

**Search Results**

<table>
<thead>
<tr>
<th>Time Period ID</th>
<th>Period Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>Day</td>
<td>Do not use this Time Period</td>
</tr>
<tr>
<td>PS17WEEK-R</td>
<td>Day</td>
<td>PS - 17 Week Rolling Period</td>
</tr>
<tr>
<td>PSBIWEEK</td>
<td>Week</td>
<td>BIWeekly Period - PS Delivered</td>
</tr>
<tr>
<td>PSDAY</td>
<td>Day</td>
<td>Day Time Period - PS Delivered</td>
</tr>
<tr>
<td>PSMONTH</td>
<td>Month</td>
<td>Month Period - PS Delivered</td>
</tr>
<tr>
<td>PSSUNSAT</td>
<td>Week</td>
<td>Sunday to Saturday</td>
</tr>
<tr>
<td>PSWEEK</td>
<td>Week</td>
<td>Weekly Period - PS Delivered</td>
</tr>
<tr>
<td>PSYEAR</td>
<td>Month</td>
<td>Year Period - PS Delivered</td>
</tr>
</tbody>
</table>
### View Time Period Calendar

**Time Period Calendar**

**Time Period ID:** PSBIWEEK  
**Description:** BiWeekly Period - PS Delivered  
**Period Type:** Weekly

<table>
<thead>
<tr>
<th>Calendar Dates</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Day</th>
<th>End Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/27/2020</td>
<td>01/09/2021</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>12/13/2020</td>
<td>12/26/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>11/29/2020</td>
<td>12/12/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>11/15/2020</td>
<td>11/28/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>11/01/2020</td>
<td>11/14/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>10/18/2020</td>
<td>10/31/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>10/04/2020</td>
<td>10/17/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td></td>
<td>09/20/2020</td>
<td>10/03/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td><strong>09/06/2020</strong></td>
<td><strong>Sunday</strong></td>
<td><strong>09/19/2020</strong></td>
<td><strong>Saturday</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/23/2020</td>
<td>09/05/2020</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Calendar Time Spans

Navigation: Set Up HCM > Product Related > Time and Labor > Time Periods > Calendar Time Spans

Set Up Classification: Shared

Sequence: 268.001

Task Description:

Calendar Time Spans

<table>
<thead>
<tr>
<th>Period ID</th>
<th>Period Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Has Gaps</th>
<th>Has Overlaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS17WEEK-R</td>
<td>Daily</td>
<td>10/03/2011</td>
<td>04/27/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS8WEEK</td>
<td>Weekly</td>
<td>01/05/2014</td>
<td>01/09/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS1DAY</td>
<td>Daily</td>
<td>01/01/1990</td>
<td>12/31/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSMONTH</td>
<td>Monthly</td>
<td>01/01/1990</td>
<td>12/31/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSSUNSAT</td>
<td>Weekly</td>
<td>01/07/1990</td>
<td>01/02/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSWEEK</td>
<td>Weekly</td>
<td>01/05/2014</td>
<td>01/02/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYEAR</td>
<td>Monthly</td>
<td>01/01/1990</td>
<td>12/31/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Time and Labor**

**Set Up Task:** Pay System

**Navigation:** Set Up HCM > Product Related > Time and Labor > Time Reporting > Pay System

**Set Up Classification:** Shared

**Sequence:** 269.001

**Task Description:** The Pay System page is used to establish the payroll system to use and to define whether Time and Labor data will use either of the delivered labor distribution or labor dilution processes.

---

**Pay System**

**Pay System NA**

**Payroll System Definition**

- Description: North American
- Short Description: NA Pay

- Labor Distribution Used
- Labor Dilution Used
### Time and Labor

#### Set Up Task: Unit of Measurement

**Navigation:**
Set Up HCM > Product Related > Time and Labor > Time Reporting > Pay System

**Set Up Classification:** Shared

**Sequence:** 269.001

**Task Description:**
The Pay System page is used to establish the payroll system to use and to define whether Time and Labor data will use either of the delivered labor distribution or labor dilution processes.

---

**Unit of Measure**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- [Find an Existing Value](#)
- [Add a New Value](#)

**Search Criteria**

- **Unit of Measure** begins with

- [Search](#)  [Clear](#)  [Basic Search](#)  [Save Search Criteria](#)

No matching values were found.
Time and Labor

Set Up Task: Time Reporting Codes-TRC

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Pay System

Set Up Classification: Shared

Sequence: 269.001

Task Description: The Pay System page is used to establish the payroll system to use and to define whether Time and Labor data will use either of the delivered labor distribution or labor dilution processes.

Time Reporting Codes (TRC)
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

- Time Reporting Code
- Description

[ ] Begin with

[ ] Include History  [ ] Correct History  [ ] Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ACA</td>
<td>ACA Tracking</td>
</tr>
<tr>
<td>00ADM</td>
<td>Non Instruction Assignment</td>
</tr>
<tr>
<td>00AMM</td>
<td>Administrative Leave Monthly</td>
</tr>
<tr>
<td>00AMN</td>
<td>Administrative Leave Hourly</td>
</tr>
<tr>
<td>00AST</td>
<td>Additional Straight Time</td>
</tr>
<tr>
<td>00BHV</td>
<td>Bereavement Hourly</td>
</tr>
<tr>
<td>00BVM</td>
<td>Bereavement Monthly</td>
</tr>
<tr>
<td>00CCB</td>
<td>Campus Closure-BW</td>
</tr>
<tr>
<td>00CCM</td>
<td>Campus Closure-MO</td>
</tr>
<tr>
<td>00CG</td>
<td>Call-in Guaranteed</td>
</tr>
<tr>
<td>00CH</td>
<td>Call In Pay Hours Accumulator</td>
</tr>
<tr>
<td>00CP</td>
<td>Call-In Pay</td>
</tr>
<tr>
<td>00CO</td>
<td>Comp Time Overtime</td>
</tr>
<tr>
<td>00CS</td>
<td>Comp Time Straight</td>
</tr>
<tr>
<td>00CT</td>
<td>Comptime Taken</td>
</tr>
<tr>
<td>00DFH</td>
<td>Deferred Holiday</td>
</tr>
<tr>
<td>00DFT</td>
<td>Deferred Holiday Taken</td>
</tr>
<tr>
<td>00HOL</td>
<td>Holiday Hourly</td>
</tr>
<tr>
<td>00HOM</td>
<td>Holiday Monthly</td>
</tr>
<tr>
<td>00WB</td>
<td>Inclement Weather-BW</td>
</tr>
<tr>
<td>00WM</td>
<td>Inclement Weather-MO</td>
</tr>
<tr>
<td>00JF</td>
<td>Joint Faculty - Retirement</td>
</tr>
<tr>
<td>00JFT</td>
<td>Joint Faculty - Non Retirement</td>
</tr>
<tr>
<td>00JOT</td>
<td>Joint Employment OV/IT</td>
</tr>
<tr>
<td>00JRM</td>
<td>Jury Duty Monthly</td>
</tr>
</tbody>
</table>
### Time Reporting Code 00CVT

**Mapping Options**
- Map to Absence Management
- Map to NA Earnings
- Synchronize

**Time Reporting Code**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>01/01/1901</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Overtime</td>
</tr>
<tr>
<td>Type</td>
<td>Hours</td>
</tr>
<tr>
<td>TRC Category</td>
<td>00WORK</td>
</tr>
<tr>
<td>Hours Worked</td>
<td></td>
</tr>
<tr>
<td>Unit of Measure</td>
<td></td>
</tr>
<tr>
<td>Minimum Quantity</td>
<td></td>
</tr>
<tr>
<td>Multiplication Factor</td>
<td>1.5000</td>
</tr>
<tr>
<td>Rate Adjustment Factor</td>
<td></td>
</tr>
<tr>
<td>Effect On Comp/Leave</td>
<td>No Comp Time Effect</td>
</tr>
</tbody>
</table>

**Hours Represent**
- Actual Hours
- Compensation Only Hours

**Interface Options**
- Send to Payroll
- Send to TCD
- Publish to Projects

**Mapping To Earning Codes**
- Payroll System: NA
- Earnings Code: CVT

---

Thursday, May 05, 2016
### Time Reporting Code 00OVT

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Description</th>
<th>Overtime</th>
<th>Status</th>
<th>Active</th>
</tr>
</thead>
</table>

#### Reported Time

<table>
<thead>
<tr>
<th>Approve Reported Time</th>
<th>Approval Definition ID</th>
<th>Approval Group</th>
<th>Adhoc Approval Group</th>
</tr>
</thead>
</table>

#### Payable Time

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Use Workgroup Setting</th>
</tr>
</thead>
</table>

**Comment**

---

DRAFT
Time and Labor

Set Up Task: TRC Category

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > TRC Category

Set Up Classification: Shared

Sequence: 271.001

Task Description: TRC categories are used to group together Time Reporting Codes (TRCs) for summation (viewing time online) and reporting purposes.

---

### TRC Category

<table>
<thead>
<tr>
<th>TRC Category</th>
<th>Description</th>
<th>Short Description</th>
<th>Reported Time Approval Display</th>
<th>Payable Time Approval Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ABSN</td>
<td>Absence Event</td>
<td>Absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00NTWK</td>
<td>Hours Not Worked</td>
<td>Hours Not</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00WORK</td>
<td>Hours Worked</td>
<td>Hours Work</td>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: TRC Program

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification: Shared

Sequence: 274.001

Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.
TRC Program

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
<th>TRC Access</th>
<th>Ordering Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ADM</td>
<td>Non Instructional Assignment</td>
<td>No Restrictions</td>
<td></td>
</tr>
<tr>
<td>00AMM</td>
<td>Administrative Leave Monthly</td>
<td>Administrator Only</td>
<td></td>
</tr>
<tr>
<td>00CCM</td>
<td>Campus Closure-MO</td>
<td>Administrator Only</td>
<td></td>
</tr>
<tr>
<td>00HOM</td>
<td>Holiday Monthly</td>
<td>Administrator Only</td>
<td></td>
</tr>
<tr>
<td>00IVM</td>
<td>Inclement Weather-MO</td>
<td>Administrator Only</td>
<td></td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Copy TRC Program

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification: Shared

Sequence: 274.001

Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.
Time and Labor

Set Up Task: Compensatory Time Off Plan

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Compensatory Time Off Plan

Set Up Classification: Shared

Sequence: 275.001

Task Description: Compensatory time plans are used to define the usage parameters for time reporters who are eligible to earn and use Comp-Time.
Time and Labor

Set Up Task: Override Reason Code


Set Up Classification: Shared

Sequence: 276.001

Task Description: Define reason codes to be used when reported time is changed by an employee's Time Approver/Manager.
### Override Reason Code

<table>
<thead>
<tr>
<th>Override Reason Code</th>
<th>00003</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Override Reason Definition</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Administrative Leave</td>
</tr>
<tr>
<td>Short Description</td>
<td>AdminLeave</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Rule Element 1

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification: Shared

Sequence: 274.001

Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

Rule Element 1

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Rule Element 1 begins with ▼

Description begins with ▼

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: **Rule Element 2**

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification: Shared

Sequence: 274.001

Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

---

**Rule Element 2**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Search Criteria](image)

- **Find an Existing Value**
- **Add a New Value**

---

Search Criteria:

- **Rule Element 2** begins with **Description** begins with

- Include History
- Correct History
- Case Sensitive

---

Search Clear Basic Search Save Search Criteria

No matching values were found.
**Set Up Task:** Rule Element 3

**Navigation:** Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

**Set Up Classification:** Shared

**Sequence:** 274.001

**Task Description:** The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

---

**Rule Element 3**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

**Search Criteria**

- Rule Element 3 **begins with**
- Description **begins with**

- [ ] Include History
- [ ] Correct History
- [ ] Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

No matching values were found.
Time and Labor

Set Up Task: Rule Element 4

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program
Set Up Classification: Shared
Sequence: 274.001
Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

Rule Element 4

Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- Add a New Value

Search Criteria

Rule Element 4 begins with [ ]
Description begins with [ ]

- Include History
- Correct History
- Case Sensitive

- Search
- Clear
- Basic Search
- Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task:  Rule Element 5 (TL Approver)

Navigation:  Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification:  Shared

Sequence:  274.001

Task Description:  The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

Rule Element 5

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Rule Element 5 begins with  
Description begins with  

Include History  Correct History  Case Sensitive

Search
Clear
Basic Search  Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All  First  1-100 of 300  Last

Rule Element 5  Description

00000206  Kevin Flowers
00000383  Terry Echols
00002966  Hsi-Ling Huang
00006827  Cori Loftis
00006998  Eddy Wheeler
00071116  Judy Awong-Taylor
00073693  Carey Shellman
0012564  Joyce Jones
0012701  Vickie Williams
0013484  Holly Lindamood
0015675  Victoria Hanson
0015693  Ian Potter
0016185  Alina Mendoza-Brooks
0016464  Kathy Garrison
Rule Element 5

**Effective Date**: 01/01/1900

**Status**: Active

**Description**: Kervin Powers

**Short Description**: 
Time and Labor

Set Up Task: Rapid Time Template

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Rapid Time Template

Set Up Classification: Shared
Sequence: 277.001

Task Description: Used to control which fields appear on the Rapid Time Reporting page—the page used to report time. You use the Rapid Time Template page to select the fields to include on the Rapid Time Reporting page. Elapsed and punch time reporters require separate templates.
Time and Labor

Set Up Task: Time Reporting Template

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Time Reporting Template

Set Up Classification: Shared

Sequence: 278.001

Task Description: Use time reporting templates to establish easy-to-use, self-service pages that time reporters can use to enter time for the current period.
### Time Reporting Template

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporting Template ID</td>
<td>DOE_E_EPSD</td>
</tr>
<tr>
<td>Description</td>
<td>Employee Elapsed Time Entry</td>
</tr>
<tr>
<td>Template Type</td>
<td>Elapsed Time Reporter</td>
</tr>
</tbody>
</table>

### Time Reporting Elements

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporting Code (TRC)</td>
<td>Required</td>
</tr>
<tr>
<td>TRC Type</td>
<td>Hide Field</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>Hide Field</td>
</tr>
<tr>
<td>Currency Code</td>
<td>Not Used</td>
</tr>
<tr>
<td>Time Capture Device (TCD)</td>
<td>Not Used</td>
</tr>
<tr>
<td>Time Zone</td>
<td>Hide Field</td>
</tr>
<tr>
<td>Country</td>
<td>Not Used</td>
</tr>
<tr>
<td>State</td>
<td>Not Used</td>
</tr>
<tr>
<td>Locality</td>
<td>Not Used</td>
</tr>
<tr>
<td>Billable Indicator</td>
<td>Not Used</td>
</tr>
<tr>
<td>Badge ID</td>
<td>Hide Field</td>
</tr>
<tr>
<td>Time Source</td>
<td>Hide Field</td>
</tr>
<tr>
<td>Comp Rate Code</td>
<td>Not Used</td>
</tr>
<tr>
<td>Override Rate</td>
<td>Not Used</td>
</tr>
<tr>
<td>Override Reason</td>
<td>Not Used</td>
</tr>
<tr>
<td>Rule Element 1</td>
<td>Not Used</td>
</tr>
<tr>
<td>Rule Element 2</td>
<td>Not Used</td>
</tr>
<tr>
<td>Rule Element 3</td>
<td>Not Used</td>
</tr>
<tr>
<td>Rule Element 4</td>
<td>Not Used</td>
</tr>
<tr>
<td>Rule Element 5</td>
<td>Not Used</td>
</tr>
<tr>
<td>Task Template</td>
<td>Not Used</td>
</tr>
<tr>
<td>Task Profile</td>
<td>Not Used</td>
</tr>
<tr>
<td>Taskgroup</td>
<td>Entity Not Allowed</td>
</tr>
<tr>
<td>Time</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

### Approval Locations

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Time</td>
<td>Detail Page Only</td>
</tr>
<tr>
<td>Payable Time Needs Approval</td>
<td>Detail Page Only</td>
</tr>
</tbody>
</table>

### Timesheet Controls

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save For Later Option</td>
<td>Save For Later Is Not Allowed</td>
</tr>
<tr>
<td>Submit Option</td>
<td>Confirm</td>
</tr>
<tr>
<td>View Selection</td>
<td>No Restrictions</td>
</tr>
<tr>
<td>Real Time Rules</td>
<td>Enable in Manager View Only</td>
</tr>
<tr>
<td>Apply Schedule</td>
<td>Enable in Manager View</td>
</tr>
<tr>
<td>Show All Punches</td>
<td>Disable</td>
</tr>
<tr>
<td>Print Timesheet</td>
<td>Enable</td>
</tr>
<tr>
<td>Reported Time Summary</td>
<td>Show Section</td>
</tr>
<tr>
<td>Absence Events</td>
<td>Show Section</td>
</tr>
<tr>
<td>Absence Balances</td>
<td>Show Section</td>
</tr>
<tr>
<td>Leave and Comp Time</td>
<td>Show Section</td>
</tr>
<tr>
<td>Exceptions</td>
<td>Show Section</td>
</tr>
<tr>
<td>Payable Time</td>
<td>Show Section</td>
</tr>
<tr>
<td>Estimated Pay</td>
<td>Show on Timesheet</td>
</tr>
</tbody>
</table>

### Display of Job Information

- Use Installation Settings
Time and Labor

Set Up Task: Overtime Limit

Navigation: Set Up HCM > Product Related > Time and Labor > Time Reporting > Copy TRC Program

Set Up Classification: Shared

Sequence: 274.001

Task Description: The copy feature helps to reduce the amount of data entry during configuration, and is used to create additional TRC Programs that leverage the values defined within an existing program.

Overtime Limit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Search by: Overtime Limit ID begins with

Correct History

Search  Advanced Search

Search (Alt+1)

No matching values were found.
Time and Labor

Set Up Task: Value List


Set Up Classification: Shared

Sequence: 281.001

Task Description: The Value List page is used to group codes for rules processing.

![Value List page](image-url)

**Value List Definition**

- **List ID**: 00WORK
- **List Type**: Time Reporting Codes
- **Description**: Worked Hours
- **Short Description**: Worked Hour

**List Items**

<table>
<thead>
<tr>
<th>List Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ACA</td>
<td>ACA Tracking</td>
</tr>
<tr>
<td>00ADM</td>
<td>Non Instructional Assignment</td>
</tr>
<tr>
<td>00AST</td>
<td>Additional Straight Time</td>
</tr>
<tr>
<td>00CIP</td>
<td>Call-in Pay</td>
</tr>
<tr>
<td>00CPO</td>
<td>Comp Time Overtime</td>
</tr>
<tr>
<td>00CPS</td>
<td>Comp Time Straight</td>
</tr>
<tr>
<td>00DFH</td>
<td>Deferred Holiday</td>
</tr>
<tr>
<td>00JNR</td>
<td>Joint Faculty - Retirement</td>
</tr>
<tr>
<td>00JNT</td>
<td>Joint Faculty - Non Retirement</td>
</tr>
<tr>
<td>00JSN</td>
<td>Joint Staff - Non Retirement</td>
</tr>
<tr>
<td>00JSR</td>
<td>Joint Staff - Retirement</td>
</tr>
<tr>
<td>00REG</td>
<td>Regular</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Template-Built Rules


Set Up Classification: Shared

Sequence: 282.001

Task Description: Time and Labor delivers more than 40 rule templates. Use templates to create a variety of rules for the Time Administration program to execute when processing reported or scheduled time. You can create compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for other time-reporting situations that require special processing.
Time and Labor

Set Up Task: Attendance Programs

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Attendance Programs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Attendance Program begins with

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: Rule Programs

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

![Rule Programs Search Criteria](image)

<table>
<thead>
<tr>
<th>Rule Program ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00EH_CMP</td>
<td>Exception Hourly w/Comp Time</td>
</tr>
<tr>
<td>00EH_OVT</td>
<td>Exception Hourly w/Overtime</td>
</tr>
<tr>
<td>00EX_ALL</td>
<td>Exempt Employee</td>
</tr>
<tr>
<td>00EX_TEMP</td>
<td>Exempt Temporary Employees</td>
</tr>
<tr>
<td>00HR_CMP</td>
<td>Hourly Employee w/Comp Time</td>
</tr>
<tr>
<td>00HR_OVT</td>
<td>Hourly Employee w/Overtime</td>
</tr>
<tr>
<td>00HT_OVT</td>
<td>Hourly emp EEs w/Overtime</td>
</tr>
</tbody>
</table>
To change a rule that is already in a rule program, temporarily remove the rule from the rule program before changing it. After changing the rule, reassociate the rule to a rule program. This safeguard protects the integrity of the data generated by the original rule. After saving the new rule, be sure to update the appropriate rule program.
Time and Labor

Set Up Task: Workgroup

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Workgroup

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Workgroup: begins with
Description: begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00EHRCMP</td>
<td>Exception Hourly Reg-Comp/OT</td>
</tr>
<tr>
<td>00EHROVT</td>
<td>Exception Hourly Reg-OT Only</td>
</tr>
<tr>
<td>00EHTOVT</td>
<td>Exception Hourly Non-Benefited</td>
</tr>
<tr>
<td>00EXR10F</td>
<td>10 Month Benefited Faculty</td>
</tr>
<tr>
<td>00EXR10S</td>
<td>10 Month Benefited Staff</td>
</tr>
<tr>
<td>00EXR12M</td>
<td>12 Month Benefited</td>
</tr>
<tr>
<td>00EXRSUM</td>
<td>Summer Faculty</td>
</tr>
<tr>
<td>00EXT12M</td>
<td>12 Month Non-Benefited</td>
</tr>
<tr>
<td>00HRRCMP</td>
<td>Hourly Regular-Comp</td>
</tr>
<tr>
<td>00HRROVT</td>
<td>Hourly Regular-OT Only</td>
</tr>
<tr>
<td>00HRCVT</td>
<td>Hourly Non-Benefited-OT</td>
</tr>
</tbody>
</table>
**HCM Configuration Guide - Shared Tasks HCM-008-CFG**

### Workgroup ID: 00EXR10S

<table>
<thead>
<tr>
<th>Definition</th>
<th>Approval / Timesheet Control</th>
</tr>
</thead>
</table>

#### Workgroup Definition

- **Effective Date:** 01/01/2016  
- **Status:** Active  
- **Description:** 10 Month Benefited Staff  
- **Short Description:** EXR10S

#### Approvals

- **Reported Time:**
  - [ ] Approve Reported Time  
  - Approval Definition ID: [ ]  
  - Adhoc Approval Group: [ ]

- **Payable Time:**
  - [ ] Approve Payable Time

#### Overtime Request

- [ ] Overtime Request  
  - Approval Definition ID: [ ]  
  - Adhoc Approval Group: [ ]

#### Timesheet Controls

- [ ] Timesheet Totals: Exclude Breaks and Meals  
- [ ] Show Sched Hours and Deviation  
- [ ] Allow Others to Submit Time for Employee  
- [ ] Notify Employee of Changes  
- [ ] Employee Signature Statement: [ ]  
- [ ] Alternate Signature Statement: [ ]
Time and Labor

**Set Up Task:** Upload ChartField Combinations

**Navigation:**
Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

**Set Up Classification:** Shared

**Sequence:** 284.001

**Task Description:** The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

### Upload ChartField Combinations

**Run Control ID:** JUC

**Select and Upload .CSV File**

<table>
<thead>
<tr>
<th>Select File</th>
<th>File Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>No file selected</td>
<td>File Content Uploaded</td>
</tr>
</tbody>
</table>

**Update Transaction Table**

<table>
<thead>
<tr>
<th>Run</th>
<th>Transaction Table Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Review**

- **Process Monitor**
- **Report Manager**

The Update process validates the individual ChartFields as well as the combination. It will discard rows that contain invalid data. After the process completes, use the Report Manager hyperlink to check the result of the process. Select the Administration tab, find the TL_ACCT_CD report for your jobs Process Instance. Select Details. The Summary Report .csv breaks down the transactions by processing status. Transaction Detail .csv shows each individual entry. If a row was discarded, the status will indicate the reason.
Time and Labor

Set Up Task: Customer

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.
Time and Labor
Set Up Task: Product

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Product
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Product begins with
Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: Project

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.
Time and Labor

Set Up Task: Activity

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Activity ID

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Activity ID begins with

Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: Business Unit PF

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001
Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Business Unit PF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with

Search Clear Basic Search Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: FS Activity

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

FS Activity

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Set ID begins with
Activity ID begins with
Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task:  

Task

Navigation:  Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification:  Shared

Sequence:  284.001

Task Description:  The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.
Time and Labor

Set Up Task: **User Field 1**

**Navigation:** Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

**Set Up Classification:** Shared

**Sequence:** 284.001

**Task Description:** The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

User Field 1

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

- **User Field 1**
  - begins with:

- **Description**
  - begins with:

- **Include History**
- **Correct History**
- **Case Sensitive**

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: **User Field 2**

**Navigation:**
Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

**Set Up Classification:** Shared

**Sequence:** 284.001

**Task Description:**
The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

**User Field 2**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- User Field 2 begins with
- Description begins with

- Include History
- Correct History
- Case Sensitive

- **Search**
- **Clear**
- **Basic Search**
- **Save Search Criteria**

No matching values were found.
Time and Labor

Set Up Task:  User Field 3

Navigation:  Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification:  Shared

Sequence:  284.001

Task Description:  The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

User Field 3

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

User Field 3 begins with  Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: User Field 4

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001
Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

User Field 4
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

Search Criteria

User Field 4 begins with ▼   
Description begins with ▼

Include History   Correct History   Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

No matching values were found.
Time and Labor

Set Up Task: **User Field 5**

**Navigation:** 
Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

**Set Up Classification:** Shared

**Sequence:** 284.001

**Task Description:** The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

**User Field 5**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

**Search Criteria**

- **User Field 5 begins with**
- **Description begins with**

- [ ] Include History
- [ ] Correct History
- [ ] Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
Time and Labor

Set Up Task: Task Template

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared
Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.

Task Template

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Task Template ID begins with ▼
Description begins with ▼

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-3 of 3  Last

Task Template ID  Description
DOTSKTMPLT    USG Task Template
PSNONCATSK    Commitment Accounting
PSNONTASK     Non Task Template
Task Template

Task Template Definition

Task Template ID: 00TSKTMPHLT
*Description: USG Task Template
Short Description: USG TMPHLT

- Commitment Accounting

HR Task Elements
- *Company: Optional
- *Business Unit HR: Optional
- *Location: Not Used
- *Department ID: Not Used
- *Jobcode: Not Used
- *Position Number: Not Used

Time and Labor Elements
- *Customer: Not Used
- *Task: Not Used
- *TL Product: Not Used
- *TL Project: Not Used
- *TL Activity: Not Used
- *User Field 1: Not Used
- *User Field 2: Not Used
- *User Field 3: Not Used
- *User Field 4: Not Used
- *User Field 5: Not Used

Performance Mgmt Element
- *Business Unit PF: Not Used
  Activity FS: Not Used

General Ledger Elements
- *Combo Code: Optional

ChartFields
Time and Labor

Set Up Task: Task Profile

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.
Time and Labor

Set Up Task: Time and Labor

Task Group: Time and Labor

Navigation: Set Up HCM > Product Related > Time and Labor > Rules and Workgroups > Rule Programs

Set Up Classification: Shared

Sequence: 284.001

Task Description: The rule program specifies the set of rules the Time Administration process executes and the order in which it executes the rules.
### Taskgroup

**Taskgroup Information**

- **Effective Date**: 01/01/1900
- **Description**: Non Task Taskgroup
- **Task Template ID**: PSNONTASK
- **Default Task Profile**: PSNONTASK
- **Short Description**: Non Task
- **Status**: Active

**Time Reporting Templates**

- **Elapsed**: PSEL_P-none
- **Punch**: PSPCH_NONE

**Valid Task Profiles**

<table>
<thead>
<tr>
<th>Task Profile ID</th>
<th>Description</th>
<th>Status</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSNONTASK</td>
<td>Non Task Profile</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Shifts


Set Up Classification: Shared

Sequence: 307.002

Task Description: Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for 40 hour per week employee who works 5 days would be 8 hours.

Shifts

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

Search Criteria

- Set ID begins with
- Shift ID begins with
- Description begins with

Include History, Correct History, Case Sensitive

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
<th>Basic Search</th>
<th>Save Search Criteria</th>
</tr>
</thead>
</table>

Search Results

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Shift ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE</td>
<td>0100P30001</td>
<td>01:00p-04:00p_3h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0100P40001</td>
<td>01:00p-05:00p_4h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0100P50001</td>
<td>01:00p-06:00p_5h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0100P80001</td>
<td>01:00p-09:00p_8h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0100P85001</td>
<td>01:00p-09:30p_8.5h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0100P90001</td>
<td>01:00p-10:00p_9h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0130P85001</td>
<td>01:30p-10:00p_8.5h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0130P90001</td>
<td>01:30p-10:30p_9h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0300P40001</td>
<td>03:00p-07:00p_4h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0300P80001</td>
<td>03:00p-11:00p_8h_00ML</td>
</tr>
<tr>
<td>SHARE</td>
<td>0300P83001</td>
<td>03:00p-11:30p_8h_30ML_7:00p</td>
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<tr>
<td>SHARE</td>
<td>0600A6001</td>
<td>06.00a-03:00p_8h_60ML-10:00a</td>
</tr>
<tr>
<td>SHARE</td>
<td>0700A10301</td>
<td>07.00a-05:30p_10h_30ML-12:00p</td>
</tr>
<tr>
<td>SHARE</td>
<td>0700A40001</td>
<td>07.00a-11.00a_4h_00ML</td>
</tr>
</tbody>
</table>
## Time and Labor

### Set Up Task: Shifts BRA

**Navigation:** Set Up HCM > Product Related > Time and Labor > Schedule Configurations >

**Set Up Classification:** Shared

**Sequence:** 307.002

**Task Description:** Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for 40 hour per week employee who works 5 days would be 8 hours.
**Time and Labor**

**Set Up Task:** Workdays

**Navigation:** Set Up HCM > Product Related > Time and Labor > Schedule Configurations >

**Set Up Classification:** Shared

**Sequence:** 307.002

**Task Description:** Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for a 40 hour per week employee who works 5 days would be 8 hours.
**Time and Labor**

**Set Up Task:** Schedules

**Navigation:** Set Up HCM > Product Related > Time and Labor > Schedule Configurations >

**Set Up Classification:** Shared

**Sequence:** 307.002

**Task Description:** Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for a 40 hour per week employee who works 5 days would be 8 hours.

### Definitions

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

### Search Criteria

- **Set ID begins with**
- **Schedule ID begins with**
- **Description begins with**

- **Include History**
- **Correct History**
- **Case Sensitive**

### Search Results

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>Last</th>
<th>Next</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Schedule ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE 00SCHED</td>
<td>Default Schedule, 8a-5p, M-F</td>
<td></td>
</tr>
<tr>
<td>SHARE E08005M</td>
<td>8 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E08255M</td>
<td>8.25 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E10005M</td>
<td>10 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E11005M</td>
<td>11 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E11685M</td>
<td>11.68 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E12005M</td>
<td>12 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E13755M</td>
<td>13.75 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E14435M</td>
<td>14.43 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E16005M</td>
<td>16 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E16505M</td>
<td>16.5 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E19005M</td>
<td>19 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>SHARE E19255M</td>
<td>19.25 Hours, 5 Days, Mon-Fri</td>
<td></td>
</tr>
</tbody>
</table>
### Time and Labor

**Thursday, May 05, 2016**  
**Page 76 of 124**
Set Up Task: Schedule Groups


Set Up Classification: Shared
Sequence: 307.002

Task Description: Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for a 40 hour per week employee who works 5 days would be 8 hours.

Schedule Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Schedule Group  begins with  
Description  begins with  

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-2 of 2  Last
Schedule Group  Description
00SCHED  USG Schedules
00SHARE  USG Shared Schedules

Schedule Group

Schedule Group  00SHARE
Description  USG Shared Schedules
Short Description  USGSCHED

Default Record Group Set IDs

Default Set ID  SHARE
Clone Existing Schedule Group
Time and Labor

Set Up Task: Assign Schedule to Group


Set Up Classification: Shared
Sequence: 307.002

Task Description: Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for 40 hour per week employee who works 5 days would be 8 hours.

Assign Schedule to Group

Run Control ID JUC

Run Control Parameters

Employees To Process

Include or Exclude Selection

DRAFT
Time and Labor

Set Up Task: Schedules to be Validated


Set Up Classification: Shared
Sequence: 307.002

Task Description: Used to define the length of a DAY as it relates to building employee work schedules. Example: The length of a day for 40 hour per week employee who works 5 days would be 8 hours.
Time and Labor

Set Up Task: Exception Definition

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Exception Definition

Set Up Classification: Shared

Sequence: 310.001

Task Description: The Exception Definition page is used to establish time reporting exception criteria and reference those exceptions to uniquely assigned message numbers. Each exception is assigned a severity level of high/medium/low; medium and low exceptions may be configured as warnings and provide online triggers for managers to allow the exception.
Set Up Task: Validation Executable

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Executable
Set Up Classification: Shared
Sequence: 311.001
Task Description: Use the Validation Executable page to define a PeopleSoft Application Engine section as a referential integrity section or a validation section. Delivered functionality.
Time and Labor

Set Up Task: Validation Rule

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Rule

Set Up Classification: Shared

Sequence: 312.001

Task Description: Use the Validation Rule page to define Validation IDs. Validation IDs designate Application Engine sections as executables that can be selected for use in validation rules. A Validation Rule combines a Validation Executable with an Exception.
Time and Labor

Set Up Task: Validation Set

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

Set Up Classification: Shared

Sequence: 313.001

Task Description: Use the Validation Set page to group validation IDs.

Validation Executable

Validation Rule

Thursday, May 05, 2016
Time and Labor

Set Up Task: TCD Type Definition

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

Set Up Classification: Shared

Sequence: 313.001

Task Description: Use the Validation Set page to group validation IDs.

TCD Type Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Type of Time Collection Device begins with
Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search (Alt-1)

No matching values were found.
**Time and Labor**

**Set Up Task:** TCD Setup

**Navigation:** Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

**Set Up Classification:** Shared

**Sequence:** 313.001

**Task Description:** Use the Validation Set page to group validation IDs.

---

**TCD Setup**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Search Criteria**

- **Time Collection Device ID** begins with
- **Description** begins with

- [ ] Include History
- [ ] Correct History
- [ ] Case Sensitive

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
<th>Basic Search</th>
<th>Save Search Criteria</th>
</tr>
</thead>
</table>

No matching values were found.
**Time and Labor**

**Set Up Task:** TCD Supervisor

**Navigation:** Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

**Set Up Classification:** Shared

**Sequence:** 313.001

**Task Description:** Use the Validation Set page to group validation IDs.

**TCD Supervisor**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

### Search Criteria

- **Empl ID**
- **TCD Supervisor ID**
- **Name**

- **Case Sensitive**

- **Search**
- **Clear**
- **Basic Search**
- **Save Search Criteria**

**No matching values were found.**
Time and Labor

Set Up Task: TCD Restriction Profile

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

Set Up Classification: Shared

Sequence: 313.001

Task Description: Use the Validation Set page to group validation IDs.

TCD Restriction Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

Search Criteria

Restriction Profile ID begins with

Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
**Time and Labor**

**Set Up Task:** TCD Group

**Navigation:** Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set

**Set Up Classification:** Shared

**Sequence:** 313.001

**Task Description:** Use the Validation Set page to group validation IDs.

---

**TCD Group**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[F]ind an Existing Value [A]dd a New Value

**Search Criteria**

- **TCD Group ID starts with**: 
- **Description starts with**: 

- [I]nclude History  [C]orrect History  [C]ase Sensitive

[Search]  [Clear]  [Basic Search]  [Save Search Criteria]

No matching values were found.
Time and Labor

Set Up Task: Send Setup to TCD

Navigation: Set Up HCM > Product Related > Time and Labor > Validation Criteria > Validation Set
Set Up Classification: Shared
Sequence: 313.001
Task Description: Use the Validation Set page to group validation IDs.

Send Setup to TCD

[Image of Send Setup to TCD interface]
Time and Labor

Set Up Task: Application Items


Set Up Classification: Shared
Sequence: 320.001

Task Description: The Application Items page is used to specify the menu items that are available within an application suite.
Application Items

Itemname String  Adjust Paid Time

Application Item Definition

*Description Adjust Paid Time

Menu Name

*Menu Name CAPTURE_TIME_AND_LABOR
*Menu Bar Name MANAGETIME
*Item Name ADJUSTPAYABLETIME
*Panel Item Name TL_MNG_PAY_DET_PNL
Time and Labor

Set Up Task: Application Suites

Set Up Classification: Shared
Sequence: 321.001
Task Description: The Application Suites page is used to set up the application items that are available to both managers and time reporters using the Go field on the Time and Labor Launch Pad page. This feature acts as a pre-defined "favorites List" for quick access to related Time and Labor pages.
## Application Suites

**Application Suite** TIME MANAGEMENT

<table>
<thead>
<tr>
<th>Application Suite Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Itemname String</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust Paid Time</td>
<td>Adjust Paid Time</td>
</tr>
<tr>
<td>Approve Absence Requests</td>
<td>Approve Absence Requests</td>
</tr>
<tr>
<td>Approve Payable Time</td>
<td>Approve Payable Time</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Calendar View Options

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options
Set Up Classification: Shared
Sequence: 323.001

Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.
## Calendar View Options

### Calendar Option Details

- **Absence Default Workday Hours**: 8:00

### Reported/Payable Time

<table>
<thead>
<tr>
<th>TRC List</th>
<th>Description</th>
<th>Priority</th>
<th>Color</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ABSN</td>
<td>Absence Hours</td>
<td>76</td>
<td>Brown</td>
<td>ABS</td>
</tr>
<tr>
<td>00NTWK</td>
<td>Reported Hours Not Worked</td>
<td>73</td>
<td>Light Blue</td>
<td>NWK</td>
</tr>
<tr>
<td>00OVT</td>
<td>Overtime Hours</td>
<td>37</td>
<td>Red-Violet</td>
<td>OVT</td>
</tr>
<tr>
<td>00WORK</td>
<td>Worked Hours</td>
<td>38</td>
<td>Green</td>
<td>WRK</td>
</tr>
</tbody>
</table>

### Time Option

- **Default Reported/Payable Time**: 99, Violet, RPT

### Scheduled Time and Exceptions

<table>
<thead>
<tr>
<th>Schedule Category</th>
<th>Display</th>
<th>Priority</th>
<th>Color</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday</td>
<td></td>
<td></td>
<td>95</td>
<td>Gray</td>
</tr>
<tr>
<td>Off Day</td>
<td></td>
<td></td>
<td>90</td>
<td>Light Gray</td>
</tr>
<tr>
<td>Approved Training</td>
<td></td>
<td></td>
<td>40</td>
<td>Blue</td>
</tr>
<tr>
<td>Requested Training</td>
<td></td>
<td></td>
<td>45</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Approved Absence</td>
<td></td>
<td></td>
<td>20</td>
<td>Yellow</td>
</tr>
<tr>
<td>Requested Absence</td>
<td></td>
<td></td>
<td>25</td>
<td>Light Yellow</td>
</tr>
<tr>
<td>Approved Overtime</td>
<td></td>
<td></td>
<td>30</td>
<td>Green</td>
</tr>
<tr>
<td>Requested Overtime</td>
<td></td>
<td></td>
<td>35</td>
<td>Light Green</td>
</tr>
<tr>
<td>Holidays</td>
<td></td>
<td></td>
<td>15</td>
<td>Pink</td>
</tr>
<tr>
<td>Exceptions</td>
<td></td>
<td></td>
<td>10</td>
<td>Red</td>
</tr>
</tbody>
</table>

(Notes: TRC List, Description, Priority, Color, Symbol columns are as per the table format and may need to be interpreted accordingly.)
Time and Labor
Set Up Task: Configure Tab

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options
Set Up Classification: Shared
Sequence: 323.001

Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.
Time and Labor

Set Up Task: Configure Tab Page

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options
Set Up Classification: Shared
Sequence: 323.001
Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.

Configure Tab Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Tab Configuration ID begins with
Description begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All
First
1 of 2
1.2 of 2
Last

<table>
<thead>
<tr>
<th>Tab Configuration ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TL_ADMIN_WORKCENTER</td>
<td>Time &amp; Labor WorkCenter Admin</td>
</tr>
<tr>
<td>TL_CFG_WORKCENT</td>
<td>Time and Labor Workcenter</td>
</tr>
</tbody>
</table>

Configure Tab Page

<table>
<thead>
<tr>
<th>Tab Configuration ID</th>
<th>Display Order</th>
<th>Starting Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLADM_PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TLADM_RT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TLADM_TAB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Personalize | Find | First | Last

First | 1-3 of 3 | Last
Manage Tab Application

Tab Applications in the current portal are listed here.

<table>
<thead>
<tr>
<th>Tab Applications</th>
<th>Description</th>
<th>Edit Configuration</th>
<th>Remove Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Labor Workcenter</td>
<td>Manager Workcenter</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Create new Tab Application

Time and Labor

Set Up Task: Alert Criteria

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options
Set Up Classification: Shared
Sequence: 323.001
Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.
Alert Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Alert Criterion ID begins with

Alert Type

Calendar begins with

Description begins with

Case Sensitive

Search Results

View All First 1-24 of 24 Last

<table>
<thead>
<tr>
<th>Alert Criterion ID</th>
<th>Alert Type</th>
<th>Source</th>
<th>Calendar</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUABSNA</td>
<td>Status</td>
<td>Absence</td>
<td>PSWEEK</td>
<td>Absence needs to be approved</td>
</tr>
<tr>
<td>KUCMPBL</td>
<td>Balance</td>
<td>Comp Leave PSYEAR</td>
<td>Comp Balances exceeds 40 Hrs</td>
<td></td>
</tr>
<tr>
<td>KUDVPTQ</td>
<td>Verify</td>
<td>Payable</td>
<td>PSWEEK</td>
<td>Payable Time has Zero Hrs</td>
</tr>
<tr>
<td>KUDVRTQ</td>
<td>Verify</td>
<td>Reported</td>
<td>PSWEEK</td>
<td>Reported time has negative Hrs</td>
</tr>
<tr>
<td>KUEXOTLS</td>
<td>Exception</td>
<td>Exception</td>
<td>PSWEEK</td>
<td>Exceeded Overtime Limits</td>
</tr>
<tr>
<td>KUEXPAP</td>
<td>Exception</td>
<td>Exception</td>
<td>PSBIWEEK</td>
<td>Partial Absence and Punch time</td>
</tr>
<tr>
<td>KUEXWWB</td>
<td>Exception</td>
<td>Exception</td>
<td>PSWEEK</td>
<td>Worked without a break</td>
</tr>
<tr>
<td>KULVEBL</td>
<td>Balance</td>
<td>Comp Leave PSBIWEEK</td>
<td>Leave Bal greater than 40Hrs</td>
<td></td>
</tr>
<tr>
<td>KUMISPKN</td>
<td>Exception</td>
<td>Exception</td>
<td>PSWEEK</td>
<td>Missing Out Punches</td>
</tr>
<tr>
<td>KUPTSNA</td>
<td>Status</td>
<td>Payable</td>
<td>PSWEEK</td>
<td>Payable time needs approval</td>
</tr>
</tbody>
</table>

Alert Criteria

<table>
<thead>
<tr>
<th>Alert Criterion ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUPTSNA</td>
<td>Payable time needs approval</td>
</tr>
</tbody>
</table>

Criterion Details

*Alert Type Status

*Source Payable Time

*Menu Navigation Payable Time Detail

Calendar PSWEEK Weekly Period - PS Delivered

Qualify Criterion

*Status List KUPTSNA Payable time needs approval

Explanation (this Criterion will result in an Alert when):
The time reporter has one or more payable time entries with a status included in the Needs Approval list.
Time and Labor

Set Up Task: Alert Programs

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options

Set Up Classification: Shared

Sequence: 323.001

Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.

Alert Program

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Alert Program ID begins with

Description begins with

[] Include History  [] Correct History  [] Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All First 1-2 of 2 Last

<table>
<thead>
<tr>
<th>Alert Program ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUGBI01</td>
<td>KU1 Alert Program</td>
</tr>
<tr>
<td>KUGBI02</td>
<td>KU2 Alert Program</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: Alert Notification

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options

Set Up Classification: Shared

Sequence: 323.001

Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.
Time and Labor

Set Up Task: Value Lists

Navigation: Set Up HCM > Product Related > Time and Labor > Calendar View Options
Set Up Classification: Shared
Sequence: 323.001
Task Description: Each of the calendar viewing pages enables you to select the types of information you choose to view. The viewing options are defined on the Calendar View Options page. The available viewing options display above the calendar. This flexible design enables you to adjust the criteria so that you view exactly the information you need.
### Value List

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

#### Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>List ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>List Type</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

- **Case Sensitive**

#### Search Results

<table>
<thead>
<tr>
<th>View</th>
<th>List ID</th>
<th>List Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>00AASST</td>
<td>TRC</td>
<td>Additional Straight Time Parms</td>
</tr>
<tr>
<td></td>
<td>00ABSN</td>
<td>TRC</td>
<td>Absence Hours</td>
</tr>
<tr>
<td></td>
<td>00ALL HOURS</td>
<td>TRC</td>
<td>All Hours</td>
</tr>
<tr>
<td></td>
<td>00AST</td>
<td>TRC</td>
<td>Additional Straight Time Parms</td>
</tr>
<tr>
<td></td>
<td>00CIG_LIST</td>
<td>TRC</td>
<td>CIG Value List</td>
</tr>
<tr>
<td></td>
<td>00CIP</td>
<td>TRC</td>
<td>Call in Pay</td>
</tr>
<tr>
<td></td>
<td>00JOINT</td>
<td>TRC</td>
<td>Joint Employment Codes</td>
</tr>
<tr>
<td></td>
<td>00NTWK</td>
<td>TRC</td>
<td>Reported Hours Not Worked</td>
</tr>
<tr>
<td></td>
<td>00OVT</td>
<td>TRC</td>
<td>Overtime Hours</td>
</tr>
<tr>
<td></td>
<td>00SHTPRM</td>
<td>Company</td>
<td>Companies with Shift Premium</td>
</tr>
<tr>
<td></td>
<td>00WORK</td>
<td>TRC</td>
<td>Worked Hours</td>
</tr>
<tr>
<td></td>
<td>HRL_EMP_TYPS</td>
<td>Empl Type</td>
<td>Hourly Employee Types</td>
</tr>
<tr>
<td></td>
<td>KA GBL_TYP</td>
<td>Empl Type</td>
<td>Employee Type for Global Pay</td>
</tr>
<tr>
<td></td>
<td>KAOVT</td>
<td>TRC</td>
<td>All Overtime TRC's</td>
</tr>
</tbody>
</table>
Time and Labor

**Set Up Task:** Working Tables

**Navigation:** Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Working Tables

**Set Up Classification:** Shared

**Sequence:** 494.001

**Task Description:** The Working Tables page is used to grant SQL access to tables in the Time and Labor and Human Resources systems. Before creating custom TL rules using actions and conditions or SQL Objects, identify the tables (or records) to access and the actions to allow or prevent on these tables.
Time and Labor

**Set Up Task:** Relationship Definitions

**Navigation:** Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Relationship Definitions

**Set Up Classification:** Shared

**Sequence:** 495.001

**Task Description:** The Relationship Definitions page is used to create relationships between tables. Define a relationship definition when you need to use a condition that references a field that is not part of the updated record.
Relationship Definitions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Left Record (Table) Name begins with
Right Record (Table) Name begins with
Include History

Search
Clear  Basic Search  Save Search Criteria

Search Results

View All  First  1-11 of 11  Last

Left Record (Table) Name Right Record (Table) Name

<table>
<thead>
<tr>
<th>Left Record (Table) Name</th>
<th>Right Record (Table) Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB</td>
<td>UNION_TBL</td>
</tr>
<tr>
<td>TL_EMPL_DATA</td>
<td>TL_TASKGRP_TBL</td>
</tr>
<tr>
<td>TL_EMPL_DATA</td>
<td>TL_WRKGRP_TBL</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>EMPLOYMENT</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>JOB</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>SCH_ADHOC_DTL</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>TL_ACTIONS</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>TL_EMPL_DATA</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>TL_GROUP DTL</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>TL_IPT2</td>
</tr>
<tr>
<td>TL_IPT1</td>
<td>TL_TASKGRP_TBL</td>
</tr>
</tbody>
</table>

Relationship Information

Left Record: TL_EMPL_DATA

Record Description: Time Employee Time Profile

Join Field 1: TASKGROUP
Join Field 2: EFFDT
Join Field 3:
Join Field 4:
Join Field 5:

Right Record: TL_TASKGRP_TBL

Record Description: Time & Labor Taskgroup Table

To Field 1: TASKGROUP
To Field 2: EFFDT
To Field 3:
To Field 4:
To Field 5:
Set Up Task: **SQL Objects**

Navigation: Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > SQL Objects

Set Up Classification: Shared

Sequence: 497.001

Task Description: To create SQL objects, use the SQL Objects component. SQL objects are the most complex Time and Labor rule objects that PeopleSoft delivers. Use them to define rules that are more complicated than those accommodated by templates or actions and conditions. SQL objects are complete SQL statements that consist of an action and may consist of one or more conditions. They can include select statements, insert statements, table joins, and subqueries. If you prefer to write free-form SQL statements, use an expression text box within the SQL object pages to enter and format the SQL statements. If you do not want to use free-form SQL statements, the SQL object pages provide guidance for each aspect of an action and condition.
### Time and Labor

**Set Up Task:** Actions

**Navigation:** Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Actions

**Set Up Classification:** Shared

**Sequence:** 501.001

**Task Description:** Used to Define or view a SQL Action that can be used within a rule.

### SQL Objects

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>SQL Object ID</th>
<th>SQL Object Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00AST_TMPL020_S04A</td>
<td>Expression</td>
<td>Reseq special TRCs (after neg)</td>
</tr>
<tr>
<td>00AST_TMPL000_S102</td>
<td>Expression</td>
<td>Load TL_IPT1_TMP</td>
</tr>
<tr>
<td>00CIGPAY_TMPL000_U01</td>
<td>Expression</td>
<td>Set PeriodInstance on IPT1_TMP</td>
</tr>
<tr>
<td>00CIGPAY_TMPL020_S003</td>
<td>Expression</td>
<td>Reduce TL Quantity</td>
</tr>
<tr>
<td>00CIGPAY_TMPL020_S10</td>
<td>Expression</td>
<td>INSERT INTO PS_TL_IPT1</td>
</tr>
<tr>
<td>00CPS_TMPL020_S04A</td>
<td>Expression</td>
<td>Reseq special TRCs (after neg)</td>
</tr>
<tr>
<td>BOR_00CALLINP_TMPL520_S02A</td>
<td>Expression</td>
<td>Update IPT1 with TL_QUANTITY</td>
</tr>
<tr>
<td>BOR_00CIGPAY_TMPL010_I03</td>
<td>Expression</td>
<td>Load TL_IPT3 from IPT2/WRK_P_1</td>
</tr>
<tr>
<td>BOR_00CIGPAY_TMPL010_S102</td>
<td>Expression</td>
<td>Load TL_IPT1_TMP</td>
</tr>
<tr>
<td>BOR_00CIGPAY_TMPL020_S05</td>
<td>Expression</td>
<td>INSERT INTO PS_TL_WRK_P_1</td>
</tr>
<tr>
<td>BOR_00SHFT11P-7A_TMPL090_S04</td>
<td>Expression</td>
<td>Load TL_IPT2</td>
</tr>
<tr>
<td>BOR_00SHFT11P-7A_TMPL090_S04</td>
<td>Expression</td>
<td>Load TL_IPT2</td>
</tr>
<tr>
<td>BOR_00SP11P-7A_TMPL100_S13</td>
<td>Expression</td>
<td>Insert into IPT2 from IPT1</td>
</tr>
<tr>
<td>BOR_00SP33P-11P_TMPL100_S13</td>
<td>Expression</td>
<td>Insert into IPT2 from IPT1</td>
</tr>
<tr>
<td>ST_001_S01</td>
<td>Expression</td>
<td>Insert into TL_WRK22</td>
</tr>
<tr>
<td>ST_001_S02</td>
<td>Expression</td>
<td>Update TL_IPT2</td>
</tr>
<tr>
<td>ST_002_S01</td>
<td>Expression</td>
<td>Insert into TL_WRK22</td>
</tr>
</tbody>
</table>
### Time and Labor

#### Set Up Task: Conditions

**Navigation:**
Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Conditions

**Set Up Classification:**
Shared

**Sequence:**
502.001

**Task Description:**
Used to Define or view a Condition that can be used within a rule.
Time and Labor

Set Up Task: Rules

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared
Sequence: 503.001
Task Description: Used to define and generate runtime statistics for the current run, use the Time
Time and Labor

Set Up Task: Rules Export

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared
Sequence: 503.001
Task Description: Used to define and generate runtime statistics for the current run, use the Time
Time and Labor

Set Up Task: Rules Import

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared
Sequence: 503.001
Task Description: Used to define and generate runtime statistics for the current run, use the Time
Time and Labor

Set Up Task: **Rules Recompile**

Navigation:  
Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification:  
Shared

Sequence:  
503.001

Task Description:  
Used to define and generate runtime statistics for the current run, use the Time

---

**Rules Recompile**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Search Criteria**

Search by:  
Run Control ID begins with

[ ] Case Sensitive

[Search Advanced Search]

No matching values were found.

---

Time and Labor

Set Up Task: **Rules Template Definition**

Navigation:  
Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification:  
Shared

Sequence:  
503.001

Task Description:  
Used to define and generate runtime statistics for the current run, use the Time
### Rule Template Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

#### Search Criteria

- **Rule Template:** begins with
- **Template Type:**
- **Description:** begins with

- **Case Sensitive**

#### Search Results

<table>
<thead>
<tr>
<th>Rule Template</th>
<th>Template Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPLATE010</td>
<td>Daily</td>
<td>Daily Threshold</td>
</tr>
<tr>
<td>TEMPLATE015</td>
<td>Daily</td>
<td>Puerto Rico Overtime</td>
</tr>
<tr>
<td>TEMPLATE020</td>
<td>Period</td>
<td>Period Threshold</td>
</tr>
<tr>
<td>TEMPLATE021</td>
<td>Period</td>
<td>Scheduled Time Threshold</td>
</tr>
<tr>
<td>TEMPLATE030</td>
<td>Guaranteed</td>
<td>Minimum Quantity or Cap</td>
</tr>
<tr>
<td>TEMPLATE031</td>
<td>Guaranteed</td>
<td>Quantity Minimum or Cap</td>
</tr>
<tr>
<td>TEMPLATE040</td>
<td>Spec Day</td>
<td>Specific Day Rule</td>
</tr>
<tr>
<td>TEMPLATE050</td>
<td>Schedule</td>
<td>Schedule Deviation</td>
</tr>
<tr>
<td>TEMPLATE060</td>
<td>Holiday</td>
<td>Holiday Pay</td>
</tr>
<tr>
<td>TEMPLATE061</td>
<td>Holiday</td>
<td>Holiday Pay based on Schedule</td>
</tr>
<tr>
<td>TEMPLATE070</td>
<td>Holiday</td>
<td>Holiday Before AND After</td>
</tr>
<tr>
<td>TEMPLATE071</td>
<td>Holiday</td>
<td>Holiday Before OR After</td>
</tr>
<tr>
<td>TEMPLATE080</td>
<td>Holiday</td>
<td>Holiday Premium</td>
</tr>
</tbody>
</table>
Time and Labor

Set Up Task: OPA Rule Base Table
OPA Rule Base Table

<table>
<thead>
<tr>
<th>OPA Rule Base ID</th>
<th>TL_RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Time and Labor Overtime Rules</td>
</tr>
<tr>
<td>Short Description</td>
<td>Overtime</td>
</tr>
<tr>
<td>OPA Rule Base</td>
<td>TL_Rules</td>
</tr>
<tr>
<td>3rd Ppty Intgr Identifier</td>
<td>TLOPARULES</td>
</tr>
<tr>
<td>Data Type Code</td>
<td>System Data</td>
</tr>
</tbody>
</table>

Time and Labor

Set Up Task: Time Administration Options

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared

Sequence: 503.001

Task Description: Used to define and generate runtime statistics for the current run, use the Time Administration Options page to select the statistics you would like it to produce. Select the runtime statistics, batch data, and rule information you want the system to generate during each Time Administration Run. You also specify the number of runs for which you want to store data.

Time Administration Options

<table>
<thead>
<tr>
<th>Tracking Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store Run Level Statistics</td>
</tr>
<tr>
<td>Store Program Level Statistics</td>
</tr>
<tr>
<td>Store Batch Level Statistics</td>
</tr>
<tr>
<td>Store Rule Level Statistics</td>
</tr>
<tr>
<td>Store EE Level Statistics</td>
</tr>
<tr>
<td>Store Online Run Statistics</td>
</tr>
</tbody>
</table>

Number Of Runs To Keep: 10
HCM Configuration Guide - Shared Tasks HCM-008-CFG

Set Up Task: Time Administration Statistics

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared
Sequence: 503.001

Task Description: Used to define and generate runtime statistics for the current run, use the Time Administration Options page to select the statistics you would like it to produce. Select the runtime statistics, batch data, and rule information you want the system to generate during each Time Administration Run. You also specify the number of runs for which you want to store data.

Time and Labor

Set Up Task: Review TCD Errors

Navigation: Set Up HCM > System Administration > Utilities > Analyze Time and Labor > Time Administration Options

Set Up Classification: Shared
Sequence: 503.001

Task Description: Used to define and generate runtime statistics for the current run, use the Time Administration Options page to select the statistics you would like it to produce. Select the runtime statistics, batch data, and rule information you want the system to generate during each Time Administration Run. You also specify the number of runs for which you want to store data.
End of Report