Time and Labor/Absence Management User Group 12/15/2015

Welcome to our user group meeting. We had a kick off meeting for all of the users of PS for both Finance and HCM. From that kick off meeting you had asked for monthly meetings for HCM. The goal of these meetings is to let the users share and present information or tips they have learned to have success in HCM.

There has been feedback and Heat Tickets on the following:

1. How to enter time on a timesheet for employees terminated in a prior month
2. How to add time or pay for dates after positions are inactivated

Paysheets are created the day after the 2nd off cycle for active employees in all paygroups. Employees who have been terminated prior to the paysheet creation and who are due timesheet time for the time prior to termination will have to have a paysheet added.

To determine who this group of employees are users can run the M_TL_payable_time_term_est query. This query will show the employees who are terminated and who will need to have paysheets created. To create a Paysheet do the following:

Main Menu/Payroll Processing/Payroll For North America/Update Paysheets/By Paysheets

If paysheets have been added for the next payroll go to the last paysheet and the last payline. If there have not been any paysheets created click on the Add a New Value Tab. Enter the Company, pay Group, Pay Period End Date and the page number. It is recommended waiting until the paysheets are created. Go to the last paysheet for the company, paygroup, and pay period end date, and the last payline on that paysheet. Click on the + to add another payline. Enter the empl id and record. Save the record. When time and labor is pulled into payroll the time will be entered on the appropriate employees payline.

It is recommended that the Time Reporter Data is not inactivated the same time as the job data record is updated and left active if there is still pay that needs to be paid to the employee in the following month. The M_TL_Payable_time_term_est will also identify time added after positons are activated. To make the time reporter data active Correct History may be required. To do this please contact CRC.

The helpful tip from one of our users:

Run the Absence query-M_AM_Absences_Audit and the M_Tl_payable time audit. Both of these are put into a spreadsheet by and compared to the employees schedule to make sure employee is being paid what he/she is supposed to be paying.

Q&A

1. Will the absences for employees that are utilizing ESS show up on the absence audit query? Yes
2. The leave balances are showing on the paycheck stubs. Is there a place on the paystub where the District can add generic notes regarding the leave balances to all employees? This cannot be done by district, it is a global message
3. How does AM handle prior month AWOP's ? It will dock the employee for the appropriate hours.
4. RETRO process. For active and terminated employees. Will cover this for next users group.
5. Reports, need more reports. This month we needed to look at our cfc prior to precalc. Suggested the M_py_Paysheet_Adj_audit and the M_py_paysheet_dedn_audit queries.
6. TPLST for prior VOE's. Verification of Employments. Would have to look at the individual paychecks.
7. Can some of the reports be in excel? Like Other Earnings, deduction earnings from the register. These reports are only available in PDF.
8. We are having a retro for Jan, we will need assistance FYI. We will follow up and call you to help you with retro.
9. Can you please confirm when the paysheets are created? Paysheets are created the second work day of the month unless that is the 1st off cycle run, then it is the third work day of the month.
10. How do you review the saved timesheets that have not been approved? The M_tl_needs_approval query will identify these.
11. Can it be pulled up for mass approval? They have be approved individually.
12. If our District is currently not using the Absence Management, will the leave balances on the paystubs show zero for all employees or will it be blank? The paystub shows zero.

Is it possible to have reports available that are in Legacy? We are working on this now.