

How to View Payable Time

Payable Time

To access Payable Time:

Employee Navigation: *Self Service>Time Reporting>View Time>Payable Time Summary or Payable Time Detail*

(Manager/Departmental Time Reviewer Navigation: *Manager Self Service>Time Management>View Time>Payable Time Summary or Payable Time Detail*)

Payable Time is created by the Time Admin process. Time Admin is scheduled to be run twice a day, every day of the week. Additional times are scheduled on Monday following the close of the payroll period. Time Admin takes the time entered on the timesheet, applies the Time and Labor rules, generates exceptions and errors and creates a Worklist item for the Supervisor.

This process also takes the Report Time and turns it into Payable Time. This process also updates the KU TL Heads Up Report that is used by Departmental Time Reviewers and Supervisors.

Time cannot be approved until it has been processed by Time Admin into Payable Time. Approved Payable Time is what is sent to Payroll for payment.

Payable time shows the hours submitted from Time and Labor and the approvals via the Approval Monitor link.

Managers or Time Reviewers

Managers or Time Reviewers may want to select employees using the search boxes below or if they select Get Employees without any search criteria it will bring back all employees in which they have access. For some when the initial page is requested it will bring back all individuals authorized. Time Reviewers will use the same search options as Managers.

Time Reporter Group

This is an example of the Time Reporter Group by Position Number, selecting this value will only bring back the employees that report to you as a supervisor – this does not apply to the Time Reviewer Role. For the role of Time Reviewer select likely the only other Time Reporter Group listed which may be by department(s), by area of responsibility or service center.

The screenshot displays a web application interface for 'Payable Time Detail'. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail'. Below this, the page title is 'Payable Time Detail' and the main heading is 'Select Employee'. A table shows the selected criteria:

Description	Value
Time Reporter Group	L017824
Empl ID	
Empl Record	
Last Name	
First Name	
Job Code	
Job Description	
Department	
North American Paygroup	

Below the table are three buttons: 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. A blue oval highlights the 'Time Reporter Group' row in the table. Two blue arrows originate from this oval: one points to the 'Time Reporter Group' column header in the table above, and the other points to the 'L017824' value in the 'Value' column.

Employee and Manager/Time Reviewer Payable Time

Employee Navigation: *Self Service>Time Reporting>View Time>Payable Time Summary or Payable Time Detail*

(Manager/Departmental Time Reviewer Navigation: *Manager Self Service>Time Management>View Time>Payable Time Summary or Payable Time Detail*)

Payable Time will show the Hourly (non-exempt) and Salaried (Exempt) total hours paid. For Exempt employees, they do not report work time so their Scheduled Hours are shown and will not have an approval.

Favorites | Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

Payable Time Detail

Name: _____ Employee ID: _____ Number: _____
Job Title: Program Assistant Empl Record: 0

Start Date: 10/15/2012 [31] End Date: 10/21/2012 [31] [Get Rows](#) [Previous Employee](#) [Next Employee](#)

Enter in Start and End dates of the payroll period and select Get Rows to update view

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display. Time detail can be displayed for a date range up to thirty-one days.

Click on link to see approvals.

Payable Status Filter

Payable Time

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
10/15/2012	Approved		Approval Monitor	REG	8.00	Hours
10/16/2012	Approved		Approval Monitor	REG	8.00	Hours
10/17/2012	Approved		Approval Monitor	REG	8.00	Hours
10/18/2012	Approved		Approval Monitor	REG	8.00	Hours
10/19/2012	Approved		Approval Monitor	REG	8.00	Hours

The Payable Statuses for Non-Exempt (hourly) employees are:

- Needs Approval – Awaiting Supervisor
- Approved - Supervisor has Approved
- Push Back or Denied – Supervisor did not approve and is sent back to the employee's Worklist
- Taken by Payroll – Has been submitted to be Paid

Payable Time Detail Example

The hourly example below is not an everyday one but shows the approval monitor and also shows the Comp Time Earnings and Comp Time payout created by the Time and Labor rules (over 90). The reason for the 72.01 hours is that the prior system paid for the over 90 on the next payroll period, the new system pays for over 90 including the current period so the conversion will be all hours over 90 so it may contain the hours earned over 90 under the last payroll calculation of the prior system and then picks up the new process for the new system. This is just a one-time deal. From this point forward all hours earned over the balance of 90 will be paid on the current cycle earned.

Start Date: End Date:

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display.

Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Time						
Overview Time Reporting Elements Task Reporting Elements Cost and Approval						
Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
10/08/2012	Taken by Payroll		Approval Monitor	REG	11.50 Hours	
10/09/2012	Taken by Payroll		Approval Monitor	REG	11.75 Hours	
10/10/2012	Taken by Payroll		Approval Monitor	REG	10.50 Hours	
10/11/2012	Taken by Payroll		Approval Monitor	CME	11.75 Hours	
10/11/2012	Taken by Payroll		Approval Monitor	REG	1.25 Hours	
10/12/2012	Taken by Payroll		Approval Monitor	CME	11.00 Hours	
10/13/2012	Taken by Payroll		Approval Monitor	CMTPO	72.01 Hours	

Payable Time
Approval Monitor

By PostMgmt

Payable Time Approval for TRC: REG on 2012-09-30: Approved

Approved
Patricia Burthead
TLByPostMgmt
10/14/12 - 9:20 AM

Comment History

Payable Time Approval for TRC: REG on 2012-10-01: Approved

Approved
Patricia Burthead
TLByPostMgmt
10/14/12 - 9:20 AM

Comment History

Payable Time Approval for TRC: REG on 2012-10-02: Approved

Approved
Patricia Burthead
TLByPostMgmt
10/14/12 - 9:20 AM

Comment History

Payable Time Approval for TRC: REG on 2012-10-03: Approved

Approved
Patricia Burthead
TLByPostMgmt
10/14/12 - 9:20 AM

Comment History

Payable Time Approval for TRC: REG on 2012-10-04: Approved

Approved
Patricia Burthead
TLByPostMgmt
10/14/12 - 9:20 AM

Comment History

CME is created using the hours and TRC entered and the Time and Labor rules during the Time Admin process.

System generated compensatory time pay out over 90 hours.

Payable time Details for Exempt (salaried) employees. As we don't pay by the hour for salaried employees, the reason Code will show Not Sent to Payroll and the Time Reporting Code is SCHED for scheduled hours for exempts. This data is not sent to Payroll and only Absences are sent to Payroll for processing. It also displays an leave submitted as that is used by Payroll.

Start Date: End Date:

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display.

Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
10/08/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours
10/09/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours
10/10/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours
10/11/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours
10/12/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours
10/12/2012	Taken by Payroll		Approval Monitor	VACTE	8.00	Hours
10/15/2012	Closed	Not Sent to Payroll	Approval Monitor	SCHED	8.00	Hours

Payable Time Summary does not reflect the status but does show the hours in a horizontal view. Only 7 days can be displayed.

Favorites | Main Menu > Manager Self Service > Time Management > View Time > Payable Time Summary

Payable Time Summary

Name: _____ Employee ID: _____ Number: _____
 Job Title: Program Assistant Empl Record: 0

Start Date: [Previous Week](#) [Next Week](#)
 End Date: [Previous Employee](#) [Next Employee](#)

Enter in Start and End dates and click on the green arrows to refresh the data.

Payable Time From 10/15/2012 To 10/21/2012

Time Reporting Code	Description	Total Quantity	Type	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Currency
REG	Regular Earns	40.00	Hours	8.00	8.00	8.00	8.00	8.00			

Other example of Payable Time Summaries

This is a summary of the previous Payable Time Detail example showing the system generated Comp Time Earned and Comp Time Payout.

Start Date: [Previous Week](#) [Next Week](#)

End Date:

Payable Time From 10/07/2012 To 10/13/2012

Time Reporting Code	Description	Total Quantity	Type	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Currency
CME	Comp Time Earned	22.75	Hours					11.75	11.00		USD
CMTPO	Comp Time Payout	72.01	Hours							72.01	
REG	Regular Earns	40.00	Hours	5.00	11.50	11.75	10.50	1.25			

Example of a Salaried Employee – only Absences are sent to Payroll. Scheduled hours are not sent to Payroll – Display here only.

Start Date: [Previous Week](#) [Next Week](#)

End Date:

Payable Time From 10/07/2012 To 10/13/2012

Time Reporting Code	Description	Total Quantity	Type	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Currency
SCHED	Scheduled Time	40.00	Hours		8.00	8.00	8.00	8.00	8.00		

Example of a Salaried Employee with a Leave Request

Only Absences are sent to Payroll. Scheduled hours are not sent to Payroll – Display here only.

Start Date: [Previous Week](#) [Next Week](#)

End Date:

Payable Time From 10/06/2012 To 10/12/2012

Time Reporting Code	Description	Total Quantity	Type	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Currency
SCHED	Scheduled Time	40.00	Hours			8.00	8.00	8.00	8.00	8.00	
VACTE	Vacation Leave - Exempt	8.00	Hours							8.00	

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