LOGGING IN VIA PEOPLESOFT PORTAL

Log onto your PeopleSoft account directly via https://my.uh.edu and enter your Employee ID and Password:

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

Password

Sign In

Reset Password | Request My User ID

List of supported browsers

State of Texas · Compact with Texans · Statewide Search · Report Copyright Infringement · Privacy and Policies

© 2012 University of Houston System • 4800 Calhoun, Houston Texas 77004

Log into P.A.S.S. HR and Campus Solutions.

Select Human Resources

UNIVERSITY OF HOUSTON SYSTEM

Thu, Jul 23, 15 10:16 AM

Campus Solutions
Campus Solutions
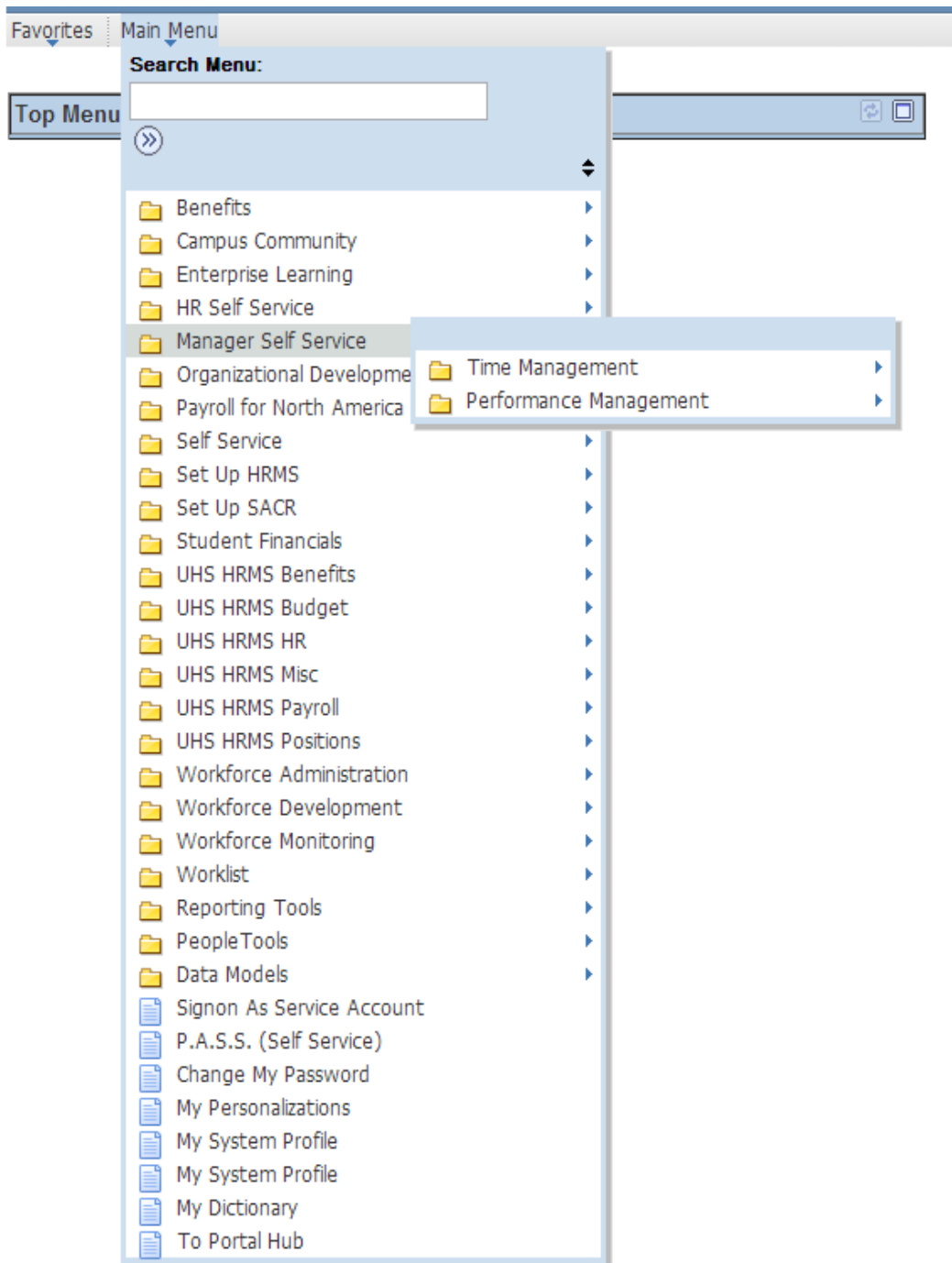
Human Resources
Human Resources

UHS Finance
UHS Finance

ACCESSING TIME MANAGEMENT

All of the Time Management menus are located under Manager Self Service. Click onto the
Time Management Folder to open up the menu of options.

Main Menu>Manager Self Service>Time Management

PAYROLL APPROVER (PA) ROLE

A **Payroll Approver** (PA) reviews, corrects and approves payable time. They are responsible for reviewing time before it is submitted to Payroll. Payroll Approvers are responsible for making sure that employees are in the system under the correct Workgroups and Group IDs. The Payroll Approver is responsible for ensuring all Time Approvers have:

- o Reviewed and approved absence requests for all monthly employees each monthly pay period
- o Reviewed and approved absence requests for all bi-weekly employees weekly
- o Reviewed, corrected, and approved reported time for all bi-weekly employees each pay period

The Payroll Approver has access to approve absence requests and reported time on behalf of the Time Approver.

A Payroll Approvers has the following responsibilities for TRAM:

- o **Absence Requests:** Ensure that all absence requests are approved by the absence deadline
- o **Reported Time:** Ensure that all reported time is approved before the last load to payroll for the Trial.
- o **Payable Time:** Approve all payable time before the last load to payroll for the Trial.
- o **Exceptions:** After each week, you should identify your "High" severity exceptions and correct them as soon as possible.
- o **Corrections:** Make any necessary corrections to the timesheets prior to the last load to payroll for the Trial.
    - o There are a few instances when a change is needed on a timesheet. These changes include:
        - ▪ **Missed punch**: When the employee misses a required punch, it is the TA responsibility to enter the correct punch
        - ▪ **Call out time**: When an employee returns to work and does not work the minimum number of department call-out hours, it is the

responsibility of the TA to enter the additional time required on the timesheet.

- **Disciplinary Action**: If an employee is off work due to disciplinary action, it is the TA responsibility to record this in TRAM

- **Off-Campus work** (i.e. campus training): If an employee is working off campus, such as offsite training, the TA will record the employee's time in the system

- **Leave time corrections:** Corrections to absence requests after they have been approved must be adjusted by the TA on the timesheet

- **Reg Hrs**, except as described above, and **Holidays** should *NOT* be changed

  o When a TA needs to add a punch/make a correction on the Timesheet, or to Reported Time

  - The TA needs to enter comments next to entries made on the timesheet and then hit submit to save the entries

  - After the entries are saved, the TA will need to approve the unapproved reported time generated

  - The PA is responsible for reviewing all corrections and time worked entered by the TA to ensure comments were submitted and proper justification provided

o **Negative Leave Balances:** Run the TRAM Available Leave Report for only negative leave balances to ensure there are no projected negative leave balances prior to the last load to payroll for the Trial.

o **Verify your Trial:** Run your trial verification reports and review for accuracy. Make any necessary corrections prior to the last load to payroll for the Final.

o **Verify your Final Payroll:** Verify that all time processed on your Final is accurate.

RULES & WORKGROUPS

Rules: are generated by the Time Administration process that is run for each Pay Period. The process calculates all approved time and applies rules based on the approved time and workgroup the employee is assigned to. The main rules that are applied are:

- Overtime or Extra hours for hours over 40
  - o If an employee is assigned to a workgroup that pays overtime and he works over 40 hours the system will apply the overtime rule that will automatically take the hours over 40 and pay as overtime.
- Comp Time 1.0 or 1.5 for hours over 40
  - o If an employee is assigned to a workgroup that earns comp time and he works over 40 hours the system will apply the comp time rules that will automatically take the hours over 40 and pay as comp time earned.

Workgroup: is a set of time reporters who share compensation requirements such as pay frequency and work location.

Examples are: Hourly employees and Salary employees. When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When employees are terminated, their Workgroup enrollment in Time and Labor must be inactivated.

MAINTAIN PAYROLL APPROVERS

In order for a Time Approver to have access to TRAM and to be able to manage employees' time, they must be added as a Time Approver by the PA into TRAM

Main Menu > Manager Self Service > Time Management > Maintain Payroll Approvers
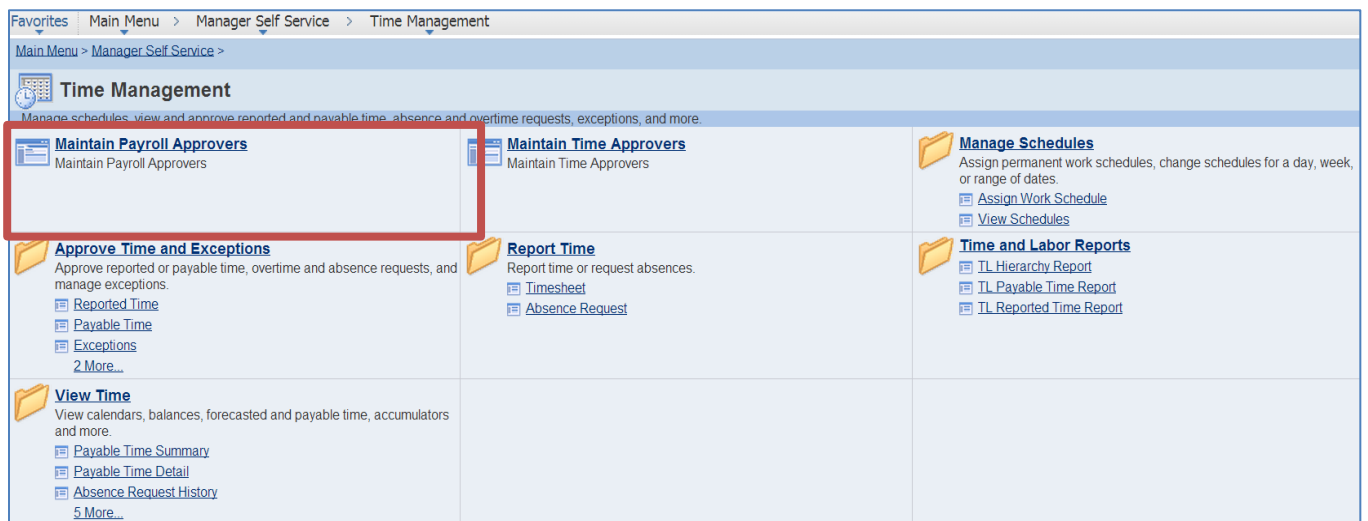
Maintain Payroll Approvers

This will bring a list of all the Time Approvers for your group.

- View your Time Approvers
- Add Alternate Approvers/Proxies
- Add Time Approvers
- Reassign Time Approvers
- Delete Time Approvers

Add Proxy (1)

- Manager Self Service>Time Management>Maintain Payroll Approvers
- Assign Alternate Payroll Approver (1)
  - o Check the box "Use Alternate Approver"
  - o Enter Empl ID and Empl Record number of Alternate
  - o Click Save
- Alternate users will have the same access as the primary approver
- The proxy will have to log in under the same group ID

Delete (2)

- Reassign all Time Reporters to a new TA
- Select the Time Approver by clicking the box in the corresponding row
- Click Delete Selected Time Approvers
- The entry will be deleted
- No confirmation will appear

Add Time Approvers to Payroll Approver (3)

- Manager Self Service>Time Management>Maintain Payroll Approvers
- Add time Approvers
    - o Click "Add Time Approvers"
    - o Enter in the Empl id or criteria for the new Time Approver(s)
    - o Check "Add" box to Select Time Approver(s)
    - o Click "Add Selected as Time Approvers(s)"
    - o Click "Return to Payroll Approver(s)"
    - o Click "Save"

Favorites | Main Menu > Manager Self Service > Time Management > Maintain Payroll Approvers

Select Time Approvers

Empl ID [ ]
Last Name [ ]

Return to Payroll Approvers

Business Unit [ ] 🔍
Division ID [ ] 🔍
College ID [ ] 🔍
Department [ ] 🔍

[Search]   [Clear]   [Add Selected Time Approvers]

Reassign Time Approvers (4)

- Reassign Selected Time Approvers
    - o Click "Reassign Selected Time Approvers"
    - o Enter criteria and search for Time Approver(s)
    - o Check "Add" box to Select Time Approver(s)
    - o Click "Select this Approver for Reassignment"
    - o Click "Return to Payroll Approvers"
    - o Click "Save"

Select Approver to receive Reassigned Reports

Empl ID [   ]

Last Name [   ]

Return to Payroll Approvers

Business Unit [   ] 🔍

Division ID [   ] 🔍

College ID [   ] 🔍

Department [   ] 🔍

[Search]   [Clear]

[Select this Approver for Reassignment]

TRAM Enrollment Process

Enroll New Employee:
1. **Department**
   - Submits ePAR to hire/transfer employee
   - Notifies HRMS/Payroll if employee is to be assigned to alternate workgroup or TCD group

2. **HRMS/Payroll- Enrolls employee in Time Reporting**
   Auto Enroll Process:
   - This process will become effective once all system employees are in TRAM.

   Manual Enrollment by HRMS:
   - Creates Time Reporter Data
   - If necessary Changes employee's workgroup or TCD group as requested by department
   - Assigns Default Schedule
   - Adds applicable Time Reporting security role to employee's user profile
   - Enrolls employee in Absence Management
   - Adds Absence Management Employee security role to employee's user profile

3. **Department**
   - Assigns employee as Time Reporter to Time Approver
   - Benefits-Eligible employees: Assign schedule if other than department default schedule

4. **HRMS/Payroll**
   - **Runs Dynamic Group Refresh**
     Activates Group ID for Time Reporter
     (Runs three times daily; can be run on ad-hoc basis by Group ID as requested)

Transfer:

1. **Previous Department**
   - Approves all reported and payable time to be approved

2. **New Department**
   - Submits ePAR to hire/transfer employee
   - Notifies HRMS/Payroll if employee is to be assigned to alternate workgroup or TCD group

3. Previous Department
- Transfers employee in Time Reporting to new Time Approver (corrects Time Reporter data)

  (Auto enrollment process runs three times daily; can be run on ad-hoc basis by Empl ID)

4. HRMS/Payroll
Runs Dynamic Group Refresh
- Changes Group ID for Time Reporter
  (Runs three times daily; can be run on ad-hoc basis by Group ID as requested)

5. HRMS/Payroll - Updates employee in Time Reporting

Manual Enrollment:
- Updates Time Reporter Data
- Corrects Time Reporting security role on employee's user profile, if applicable
- Changes employee's workgroup or TCD group as requested by department
- Corrects employee in Absence Management, if needed
  (Auto correction when ePAR is executed, as needed)
- Deletes Absence Management security role on employee's user profile, if applicable

6. New Department
- Verifies assignment of employee as Time Reporter to Time Approver
- Benefits-Eligible employees: Assign schedule if other than department default schedule

Termination:

1. Department
- Submits ePAR to terminate/retire employee
- Deletes Time Reporter from Time Approver

2. HRMS/Payroll
- Inactivates employee in Time Reporting
   (Auto enrollment process runs twice daily; can be run on ad-hoc basis by Empl ID)
- Deletes Time Reporting security role from employee's user profile
  (Auto security termination process runs daily)
- Inactivates employee in Absence Management
  (No deactivation required as employee's job status is inactive)
- Deletes Absence Management security role from employee's user profile
  (Auto security termination process runs daily)

MANAGE SCHEDULES

- **Assign Schedules**
- **View Schedules**

- Employees can punch in/out even if they are not assigned to the correct work schedule
- If an employee is not assigned the correct work schedule, then employee will be unable to submit an absence request for a day on when he/she is scheduled to be off
- If you require a schedule that has not already been created, please contact HRMS.

ASSIGN WORK SCHEDULES

Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

MANAGE SCHEDULES

Under the Assign Work Schedules, TA's are able to assign work schedules.

- Please note: employees' schedules will automatically default into the system
- New employees' schedule will be uploaded based on their department
- The TA will only have to utilize the Assign Work schedule option if the schedule changes
- All employees will have schedules for the following reasons
  - This field is required
  - Absence Management
  - Time Reporting for Benefit Eligible Bi-weekly employees

To assign a new work schedule, start by selecting the employee by entering the Empl ID or employee name.

Assign Work Schedule

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

Find an Existing Value

▽ Search Criteria

Empl ID:	begins with ▼	
Empl Rcd Nbr:	= ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Business Unit:	begins with ▼	
Department:	begins with ▼	
Organizational Relationship:	= ▼	▼

☐ Case Sensitive

Search   Clear   Basic Search   🖫 Save Search Criteria

Once the employee is selected...

- Click the plus sign to insert a new row, then select the appropriate schedule and save. Schedules should always be effective at the beginning of a new Pay Period.
- To view past schedules, click on "view history of scheduled assignments"
  - E=Elapsed time (salaried employees schedule)
  - P=Punch time (hourly employees schedule)
- New employees will have their schedule automatically added depending on their department
- Employees will always be able to check in even if the schedule is not correct

- For Benefit Eligible bi-weekly employees, missed punches and late punches when punching into work will cause an exception
- Employees will be paid based on a rounding scale of when they punch in and punch out

- The Effective Date must be effective at the beginning of a new Pay Period that is not in process. It can be the current date or a date in the future. Multiple lines can be added for future schedules. From the drop down menu, click Select Predefined Schedule. This will open up the Schedule Group and Schedule ID fields.

- Click the magnifying glass to open up a list of schedules. You can search by description or scroll down to select he correct schedule. Click on the schedule that you wish to add. If you do not see the correct schedule, email HRMS to create a customized schedule.
- Click on Schedule ID to view the schedule that shows off days and hours scheduled for each day.
    - E=Elapsed time (salaried employees schedule)
    - P=Punch time (hourly employees schedule)
- Temporary bi-weekly employees will not need to have a specific schedule; they will have a default schedule. Nothing will be tied to the schedules. Rules will not be associated and exceptions will not be created for temporary employees.
- To delete a schedule, click the minus sign
    - Schedules can only be deleted if they are under a future effective date

Look Up Schedule ID

? Help

SetID: 00797
Schedule ID: begins with ▼ [   ]
Description: begins with ▼ [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◄ 1-105 of 105 ► Last

Schedule ID	Description
E6HRS	EM-F 6 Hour Day
E8HRS	EM-F 8 Hour Day
E9HRS	EM-Th 9 Hour Day
EF4	EF 4-Hr Day
EMF10	Elapsed 10-Hr Day
EMF4	Elapsed 4-Hr Day
EMF6	Elapsed 6-Hr Day
EMF8	Elapsed 8-Hr Day
EMF9	Elapsed 9-Hr Day
EMTH10	EM-Th 10-Hr Day
EWF8S6	E W-F8H Sa6H
NRA-BIWEEKLY	NRA-Bi-Weekly Consolidated
PMF11/7	P MF11:00P-7:00A NO MEAL BREAK
PMF11/730	P MF11:00P-7:30A NO MEAL BREAK
PMF130/10	P MF1:30P-10:00P NO MEAL BREAK
PMF3/11	P MF3:00P-11:00P NO MEAL BREAK
PMF3/1130	P MF3:00P-11:30P NO MEAL BREAK
PMF7/3	P MF7:00A-3:00P NO MEAL BREAK
PMF7/330	P MF7:00A-3:30P NO MEAL BREAK
PMF7/330A	P MF7:00P-3:30A NO MEAL BREAK
PMF7/4	P MF7:00A-4:00P 11:00A-12:00N
PMF7/4A	P MF7:00A-4:00P 11:15A-12:15P
PMF7/4B	P MF7:00A-4:00P 11:30A-12:30P
PMF7/4C	P MF7:00A-4:00P 11:45A-12:45P
PMF7/4D	P MF7:00A-4:00P 12:00N-1:00P
PMF7/4E	P MF7:00A-4:00P 12:15P-1:15P
PMF7/4F	P MF7:00A-4:00P 12:30P-1:30P

This will now be the default schedule for the employee. If the schedule needs to be changed back, a new entry will need to be added. Click "Save"

Assign Work Schedule

Job Title:

Employee ID:

Employee Record Number: 0

Assign Schedules

Personalize | Find | View All | 🖼 | 🛄   First ◄ 1-2 of 2 ► Last

Primary Details

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description			
03/05/2013 📅	Use Default Schedule ▼	BASE	PMF8/5	P MF8:00A-5:00P 12:00N-1:00P	Show Schedule	➕	➖
03/05/2013 📅	Select Predefined Schedule ▼	BASE 🔍	PMF830/530 🔍	P MF8:30A-5:30P 12:30P-1:30P	Show Schedule	➕	➖

▷ View history of Schedule Assignments, including default changes

[💾 Save] [🔍 Return to Search] [◄≣ Previous in List] [≣► Next in List] [🔄 Refresh]

MANAGE SCHEDULES

To view an Employees' Schedule that includes planned absences, holidays, and scheduled days off

Manager Self Service > Time Management > Manage Schedules > View Schedules

Main Menu > Manager Self Service >

🕐 Time Management

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

Maintain Time Approvers	**Manage Schedules**	**Approve Time and Exceptions**
Maintain Time Approvers	Assign permanent work schedules, change schedules for a day, week, or range of dates.	Approve reported or payable time, overtime and absence requests, and manage exceptions.
	▤ Assign Work Schedule	▤ Reported Time
	▤ Manage Schedules	▤ Exceptions
		▤ Absence Requests
📁 Report Time	**📁 Time and Labor Reports**	**📁 View Time**
Report time or request absences.	▤ TL Hierarchy Report	View calendars, balances, forecasted and payable time, accumulators and more.
▤ Timesheet	▤ TL Payable Time Report	▤ Payable Time Summary
▤ Absence Request	▤ TL Reported Time Report	▤ Payable Time Detail
		▤ Absence Request History
		▤ Absence Balances

Main Menu > Manager Self Service > Time Management >

📁 Manage Schedules

Assign permanent work schedules, change schedules for a day, week, or range of dates.

Assign Work Schedule	**Manage Schedules**
Assign an employee's permanent work schedule.	Change schedules, swap or copy employee schedules or schedule replacements.

- View Schedules by entering in a group id or Empil ID.
- You are able to view the employee, job title, schedule and requested leave.

View Schedule Key

This view includes a key at the bottom of the page that includes the icons on the calendar.

PAYABLE TIME

Payroll Approvers are responsible for approving all payable time for Monthly and Biweekly employees. It is imperative that this time is approved before the last load to Payroll deadline to ensure the data is loaded to payroll and reflected on the departments Trial Verification reports.

To identify employees with pending Payable Time, please use the following method:

Approve Payable Time in PeopleSoft:

Manager Self Service > Time Management > Approve Time & Exceptions > Payable Time

- Once the Time & Admin process is run, the approved reported time becomes unapproved payable time
- It is the responsibility of the PA to review and approve the payable time.

Approve Payable Time
Approve Time for Time Reporters

▼ Employee Selection Criteria

Description	Value
Group ID	HM000
Empl ID	

[Clear Selection Criteria] [Save Selection Criteria] [Get Employees]

1

3

↻ Refresh
01/01/2013
05/29/2013
Start Date:
End Date:
View Instructions

2

Employees For Claudia Lorena Rincon   Find | View All | First ◄ 1-8 of 23 ► Last

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Workgroup	Taskgroup	Business Unit	Location Code	Supervisor ID	Position Number	Company	North American Paygroup
☐			0	E9B4	Mgr, Project	32.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		01009431	UH	HMO
☐			0	E9B2	Mgr, Project, Sr	24.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00105139	UH	HMO
☐			0	L1F4	Mgr, Space Inventory	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00100073	UH	HMO
☐			0	P1Q6	Archivist	16.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00105129	UH	HMO
☐			0	L1C3	Facilities Planner, Sr	16.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00013333	UH	HMO
☐			0	E9B2	Mgr, Project, Sr	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00108193	UH	HMO
☐			0	E9B4	Mgr, Project	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		00109314	UH	HMO
☐			0	E9B2	Mgr, Project, Sr	8.000000	H0184	H0184S	PSNONCATSK	HR730	H1004		01009430	UH	HMO

4

Select All   Clear All
[Approve]
Manager Self Service
Time Management

- Enter Search Criteria of Group ID or Empil ID and Click "Get Employees" (1)
- You can search by date range (2)
- This will bring up a list of Employees with their total payable hours, Taskgroup, Department and Workgroup (3)
- To see the specific timesheet, click on the Employee's name (4)
  - Verify and make any necessary corrections and approve.

Remember: Once reported time is approved, Time Administration has to run to convert the approved reported time to unapproved payable time. If for any reason you do not see the payable time, review reported time to make sure it was approved. Has Time Administration been run yet to convert it to payable time? Review after each Time Administration process is run to ensure all payable time is identified and approved.

EXCEPTIONS

Clearing exceptions is the responsibility of the Department Time and Payroll Approvers and/or the HRMS/Payroll Office. There are two types of exceptions:

- o **Low Severity**: Exception allowed; no action required.
    - o Late Punch
    - o Long Lunch
- o **High Severity**: Must be corrected.
    - o Invalid punch order: This is the exception the departments should fix. This exception is when a punch is out of order.
    - o Missed punch: When the employee misses a required punch, it is the TA's responsibility to enter the correct punch
- o Once a correction is made, it becomes unapproved reported time that must then go back through the approval process
- o When corrections are made in the system, they must be accompanied by a comment

ADDING COMMENTS

- • If you must enter a punch, a comment will be required.
    - o To add a comment, click the callout icon (1)
    - o This will open a field to enter comments

- This will open a field to enter comments
- Type in your comments in the comment field (2)
- Click Save (3)

- If time is corrected and no comment is entered, the system will not allow you to move forward. It will prompt you with the following message:
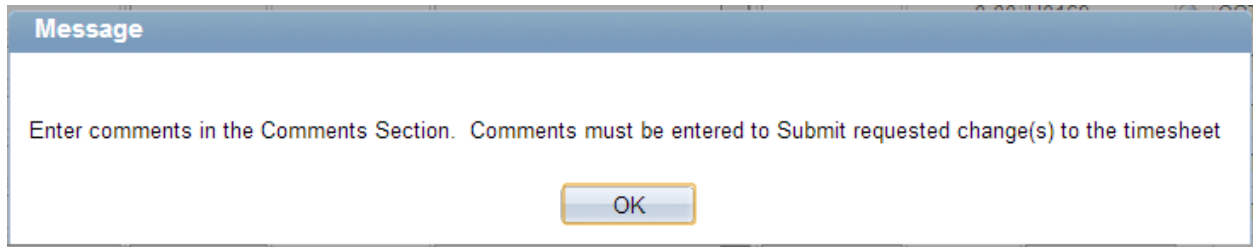
To identify employees with High Severity Exceptions, please use either of the following methods:

Options 1: Review Exceptions in PeopleSoft:

Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

- o Group Id: Enter Group ID (1)
- o Click on Filter Option
  - o Date Filter: Select "between" (2)
  - o Start Date: Enter the beginning date of the pay period. (3)
  - o End Date: Enter the ending date of the pay period. (4)
  - o Severity: Select "High" (5)
  - o Click OK: This will provide the results based on your filter options. (6)

o Click on "Details": This will show you the detail of the exception and the employees ID.

TRAM TIME & PAYROLL APPROVER GLOSSARY:

Absence Management: is the process for managing absences. Absence Management is an Electronic Leave request form that employees use to request leave via P.A.S.S.

Cancel: is an action taken when an absence request for a time frame was denied or pushed backed to be edited or cancelled.

Deny: is a term used when a Time Approver denies an employee's absence request for leave.

Dynamic Group: of time reporters is set up for reporting or processing purposes for example, a group of employees in the same department or who have the same supervisor. The members of a dynamic group may belong to different workgroups. As an example, a dynamic group for a facilities department might include clerical staff or a painter.

Exceptions: are errors generated after Time Administration has been run and rules are applied. These exceptions occur due to missed punches, invalid punch order, late punches and long lunches. However, only high severity exceptions need to be corrected (Missed punches and Invalid punch order only).

Final Verification: is a Payroll process that runs to produce a paycheck for time submitted by time reporters.

Load to Payroll: After all absences have been finalized and all payable time has been approved, Payroll runs the Load to Payroll process which loads all time to payroll for processing.

Time that is not approved by the designated deadlines will result in a delay of payment. Late approvals will be processed on the next payroll period.

Payable Time: is the term used once the time administration process has been run against the reported time. Time administration is the process that converts approved reported time into unapproved payable time and calculates rules such as overtime and generates exceptions if errors are found.

Payroll Approver (PA): reviews, corrects and approves unapproved payable time. They are responsible for reviewing time before it is submitted to Payroll and making sure that employees are in the system under the correct Workgroups.

Payroll Approvers are responsible for ensuring all Time Approvers have reviewed and approved absence request, unapproved reported time, corrected High Severity Exceptions and corrections for all Monthly and Biweekly employees for each Pay Period by the designated deadlines.

Proxy: is an alternate. TAs and PAs have the option of setting up a proxy or alternate approver. The proxy will have the same access as the original user.

Punch: is the term used to describe the action when a time reporter enters their time via a time clock or time collection device. Punches include, punching in, meal, in and out. A typical day for a time reporter would include the following punches:

In (arrive to work)   Start Meal (leave for lunch)   End Meal (arrive back to work)   Out (leave for the day)

Push Back: is an action that a TA or PA can perform on the absence request. When an absence request is pushed back, it is sent to the employee to edit, resubmit or cancel fi the request isn't going to be modified or taken.

Reported Time: is the time entered by time reporters and managers.

Rules: are generated by the Time Administration process that is run for each Pay Period. The process calculates all approved time and applies rules based on the approved time and workgroup the employee is assigned to. The main rules that are applied are:

- Overtime or Extra hours for hours over 40
    - If an employee is assigned to a workgroup that pays overtime and he works over 40 hours the system will apply the overtime rule that will automatically take the hours over 40 and pay as overtime.
- Comp Time 1.0 or 1.5 for hours over 40
    - If an employee is assigned to a workgroup that earns comp time and he works over 40 hours the system will apply the comp time rules that will automatically take the hours over 40 and pay as comp time earned.

Time Administration: Time Administration is the process that converts approved reported time to unapproved payable time that needs to be approved. It also applies the rules that create the exceptions. This process takes 30 minutes to 1 hour to run, so please allow this amount of time before approving any time. This process runs on a schedule that will be communicated each pay period.

Time Approver (TA): signs off on the time for an employee or group of employees. They are responsible for reviewing and cleaning up exceptions as well as enrolling employees in the system. A Time Approver reviews, corrects and approves reported time in PeopleSoft on a weekly basis.

Time Collection Device (TCD): is an electronic device used for hourly employees to punch in and out. TCDs are located in designated areas where the employee is responsible for clocking in by scanning their thumb or fingerprint to report their time worked. Data from TCDs are collected and loaded to the University's HR system for processing.

Time Reporter: (an hourly employee) enters his or her time into PeopleSoft on a daily basis via TCD or Webclock and submits Absence requests via P.A.S.S.

Time Reporting Code (TRC): is a time reporting code that corresponds to the time reported for an employee. Regular time is TRC020, overtime is TRC315, and comp time earned is TRC 190or 300. There are also time reporting codes associated with absence requests and corrections made to absence requests on the timesheet.

Time Reporting and Absence Management: The University of Houston System (UHS) is excited to introduce the new TRAM (Time Reporting and Absence Management) system. TRAM is an automated and updated application for capturing and processing time and leave that will eliminate current paper processes.

Trial Verification: is a Payroll process that calculates the time entered for employees. This generates a report (Trial) that is run by the Department Payroll Approvers (PA's) to review time and pay generated for their employees. The report is reviewed and any necessary corrections are made before Payroll is finalized.

Web Clock: is a time collection system for hourly employees and is located in P.A.S.S. Hourly employees assigned to the web clock are responsible for punching in and out via the web clock to report their time worked. Time is transmitted from the web clock punches to the University's HR system for processing.

Workgroup: is a set of time reporters who share compensation requirements such as pay frequency and work location.

Examples are: Hourly employees and Salary employees. When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When employees are terminated, their Workgroup enrollment in Time and Labor must be inactivated.

TRAM Reports

Navigation:
Manager Self Service > Time Management > TRAM Reports

1. **TRAM Absence Report**
   Review Absence Requests
   Purpose
   - Displays Absence Requests, including hours, and status of request by Employee and Empl Rcd #
   - Displays Total Hours Approved, Submitted, Pushed Back by Employee, Empl Rcd #, and Absence Type; and by Report by Absence Type and Status
   - Provides Absence Request history for Employee, including whether Employee or Manager submitted request, Date request Submitted and Date request Approved
   - Provides Absence Requests for a pay period by Employee, Empl Rcd #
   - Identifies Absence Requests Needing Approval
   Run Parameters
   - By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
   - By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
   - By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)
   Process Name: UPAY204

2. **TRAM Available Leave Report**
   Review Leave Balances
   Purpose
   - Displays Projected Leave Balances by Employee; Projected Leave Balances include hours pending in Payroll, Time Reporting, and Absence Management
   - Displays Maximum Vacation Accrual Hours at end of Fiscal Year to monitor employees at risk of losing vacation
   - Identifies Employees with Negative Leave Balances
   Run Parameters
   - By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
   - By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
   - By All Leave Types, Sick Leave Only, Vacation Leave Only, Sick & Vacation Leave Only, or Comp Time Only
   - Options:
     - Only Display Employees with Projected Negative Leave Balances (Check to identify employees with negative leave balances)
   Process Name: UPAY207

3. **TRAM Absence Audit Report**
   Review Absence Request Transactions
   Purpose
   - Displays Absence Requests, including hours, by Employee and detailed Workflow Transaction History
   - Provides Absence Request Workflow Transaction History for a pay period by Employee, Empl Rcd #
   - Provides Absence Request Workflow Transaction History to research approvals and discrepancies

Run Parameters
- By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
- By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
- By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)

Process Name: UPAY208

4. **TRAM Time Report**
   Evaluate Reported Time to Payable Time
   Purpose
   - Displays Payable Time and associated Reported Time by Employee, Empl ID, and Date; totals Payable Time Hours by Employee, Emp Rcd #, and Time Reporting Code (TRC)
   - Displays Total Payable Time Hours Approved, Needs Approval, and Taken by Payroll and Rejected by Payroll once hours have been loaded into Payroll
   - Allows Time Approvers and Payroll Approvers to compare Reported Time to Payable Time generated
   - Identifies Payable Time to be approved and Payable Time Rejected by Payroll

   Run Parameters
   - By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
   - By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
   - By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

   Process Name: UPAY205

5. **TRAM Time Audit Report**
   Review Time Approver Corrections
   Purpose
   - Displays Reported Time Added, Deleted, and/or Changed and Comments entered by Time Approver or Payable Approver by Employee, Empl ID, and Date
   - Displays Number of Days Corrected by Employee and Empl ID
   - Identifies Corrections entered by Time Approvers and Payable Approvers for review for Comments and appropriate justification

   Run Parameters
   - By Business Unit (Campus), Division, College, Department, Group ID, Empl ID
   - By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
   - By From Date and Thru Date (Enter Pay Period Begin and End Dates to review by Pay Period)

   Process Name: UPAY206

6. **TRAM Hierarchy Report**
   Review Time Reporter assignment to TAs and PAs
   Purpose
   - Displays Time Reporters assigned to Time Approvers, and Time Approvers assigned to Payroll Approvers
   - Displays Time Approver Alternates (Proxy) and Payroll Approver Alternates (Proxy)
   - Displays Time Approver and Payroll Approver Group IDs
   - Identifies unassigned Time Reporters and unassigned Time Approvers

   Run Parameters
   - By Business Unit (Campus), Division, College, Department
   - By Hourly Time Reporters, Salary (Monthly) Time Reporters, or all Time Reporters
   - By "As of Date" (Enter Current Date unless report is to review historical data)

- Options:
  - Display Time Reporters (Uncheck to display only Time Approvers and Payroll Approvers)
  - Display Time Reporters with No Approver (Uncheck to remove unassigned Time Reporters from report)

  Process Name: UPAY160

Helpful Queries

HRMS_AM_LV_RQS_PND_APR_DEPT
> Absence Requests Pending Approval by Division, College, or Department ID
> Prompts:
> > Leave Begin Date
> > Leave End Date
> > Div/Coll/Dept #
> > > (Leave Begin/End Dates are based upon Absence Request Begin Dates)

HRMS_TR_BW_RT_NA_BY_DEPT
> Bi-Weekly Reported Time Pending Approval by Division, College, or Department ID
> Prompts:
> > TR Report Date >=
> > TR Report Date <=
> > Div/Coll/Dept #
> > > (Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_RT_NA_BY_DEPT
> Monthly Reported Time Pending Approval by Division, College, or Department ID
> Prompts:
> > TR Report Date >=
> > TR Report Date <=
> > Div/Coll/Dept #
> > > (Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_BW_PT_NA_BY_DEPT
> Bi-Weekly Payable Time Pending Approval by Division, College, or Department ID
> Prompts:
> > TR Report Date >=
> > TR Report Date <=
> > Div/Coll/Dept #
> > > (Enter Pay Period Begin and End Dates for TR Report Dates)

HRMS_TR_MO_PT_NA_BY_DEPT
> Monthly Payable Time Pending Approval by Division, College, or Department ID
> Prompts:
> > TR Report Date >=
> > TR Report Date <=
> > Div/Coll/Dept #
> > > (Enter Pay Period Begin and End Dates for TR Report Dates)