

## How to Use the KU T L Heads Up Report

Instructions for the KU T L (Time and Labor) Heads Up Report are located on the HR/Pay website [hrpay.ku.edu/documents/Time\\_Reviewer\\_Report.pdf](http://hrpay.ku.edu/documents/Time_Reviewer_Report.pdf) and is not repeated in this document. This document will cover how to review and use this report. Navigation: *Time and Labor>KU Custom Reports>KU TL Heads Up Report*

### 1) **Purpose** - For the Department Time Reviewer and/or the Supervisor:

- Assists in paying employees accurately and on time.
- Shows items that need approval or have been approved.
- Monitors the data in the Time and Labor Module and in the Absence Management Module.
- Monitors if hourly employees who report time worked by a Timesheet (elapsed timesheet) have submitted hours worked by week (requested minimum).
- Monitors if hourly employees who report time via a clock method have missed punches.
- Monitors if hourly employees have errors or exceptions during the Time Admin process that need to be reviewed.
- Monitor that Supervisors have attended to and have approved time worked for hourly employees in time for Payroll processing.
- Monitors that leave has been submitted and Supervisors have attended to or approved leave requests.

### 2) **Creation of Reports**

- The report request may be run by the Time Reviewer or Supervisor and the output is based on his/her individual security. There are 4 reports. Two are for Time Reporting: 1) Time Approved and 2) Time Not Approved, and Two are for Absence Request, 3) Absence Request Approved and 4) Absence Request Not Approved.

#### A) **Time Reporting**

- Supervisors approve Payable time
- Approval status for Payable Time is reflected as of the time the report is run. (Time Admin does not have to run to update the report for Time approvals.)
- Time Administration (Time Admin) is a process that is generally run twice a day and updates data used by the report based on payable time. On the Monday following the end of the payroll period additional processing times are added.
- The Time Admin process uses the data entered on the timesheets (Reported Time) along with the Time and Labor rules to create Payable time.
- Payable Time does not show up on the TL Heads up Report until after: 1) the employee data is submitted; and 2) Time Admin process has completed
- The TL payable time data is based on the result of the Time Admin process.
- The Time Admin process creates other types of Payable Time using system configured rules.
  - i.e. If an hourly employee works 45 hours in a week, the Time Admin process will take the 5 hours over 40 and creates a Payable Time of 5 hours of Comp Time Earned (CME). This shows on the Payable Time page for Supervisory approval. In this case the Payable time is not actually paid time but earned compensatory time. The Absence Management process creates 1.5 X the 5 hours and adds the 7.5 total to the Compensatory Time Balance.
  - i.e. If an hourly employee is eligible for and works on a holiday, the Time Admin process will know whether to pay 1.5 for working the Holiday (HDP) or whether to create Holiday Compensatory time (REG) based on the TRC selected on the timesheet.
- The Time Admin process may generate a series of errors or warnings based on the timesheet data.
  - Possible missed punch if the employee has not clocked out, invalid punch order In/In or Out/Out, etc.

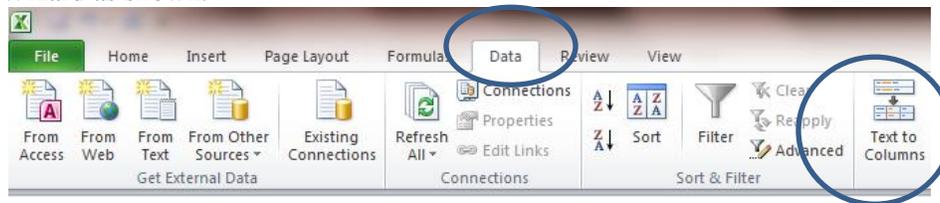
- iii) Hours keyed over allowable limits –Voting maximum is 2 hours and will generate a notice if more than two (2) hours are reported.
- After the payroll period has been processed (generally the Tuesday following the end of a payroll period) the report is created generated for the new current payroll period data.
- The Supervisor and Time Reviewer must look at total hours per day to see if they are reasonable. The Time Admin process cannot catch all errors.
- iv) Time Admin cannot catch employees not submitting any hours or hours that do not reflect what was actually worked.
- Once the campus approval deadline passes, Approved Payable Time is sent centrally to the Payroll module for the calculation of paychecks. Time approved after the deadline will be processed on an upcoming off cycle.

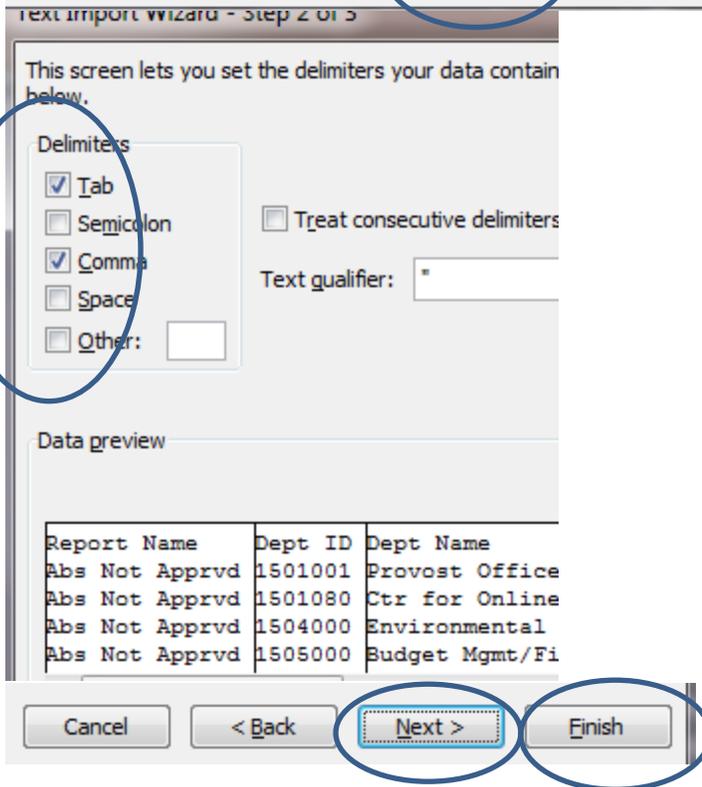
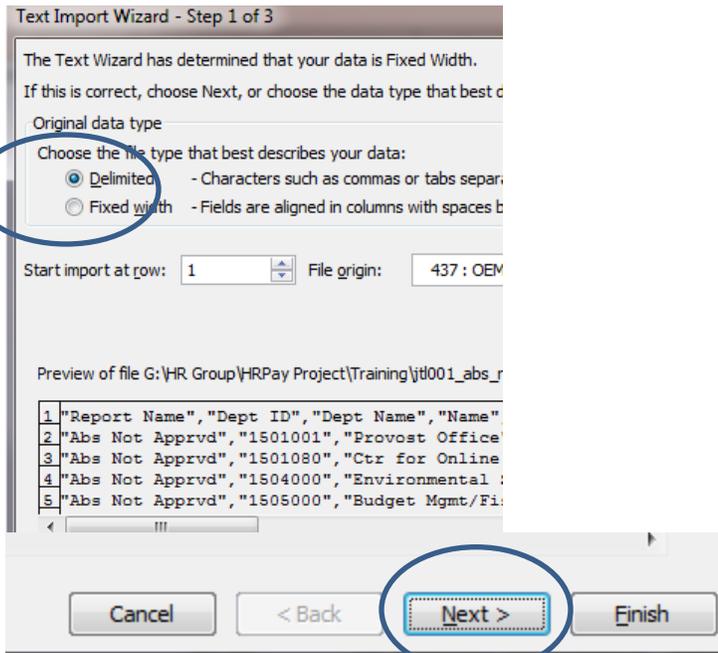
## B) Absence

- The Absence Module displays the current balance as of the last confirmed payroll. If the employee submits, and the supervisor approves, for more than the balance the overage will go to unpaid status. The hours will be reflected under the Unpaid Column.
- If an Absence is on the not approved listing and the supervisor approves between Time Admin runs, the Absence will disappear until the next Time Admin job stream.
  - (a) The supervisor’s approval removes the Absence from the not okay report; The Absence will not show up on the okay Absence report until the Time Admin job stream runs.

## C) Reports

- There are 4 separate reports for Time and Absence reporting. It was not possible technically to merge these reports.
- Each module has an okay report for approved and each module has a not approved report.
- It is important to monitor for both approved and not approved.
- Approvals do not mean the processing is correct. i.e. exceeding the maximum, this will appear as approved in the example above but the hours over the balance are reported in the unpaid column will not be paid. The employee’s check will be affected.
- The name of the “Reports to” (Supervisor) is listed. The report does not reflect delegation.
- The files are created comma delimited format to work with Excel. If prompted, or if it looks like one big report of “” use the Text Import Wizard to format. If you are not prompted for the Text Wizard highlight the data, select Data from the top menu bar of excel and then select Text to Columns. Proceed on with the Text Import Wizard as shown.





**D) Time Report Headings and Notes**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Report Name	Dept ID	Dept Name	Name	Employee	EMP Rec	EMP Type	Date	TRC	Total Hour	Exception	Exception	Approval Status	Reports To	Report Info

- TL not okay reports missing approvals and errors from running Time Admin.
- Correct the exceptions by using the Timesheet and reviewing the errors. Time Reviewers and Supervisors may modify (correct) the missed or out of order punches.
- If there are no hours reported the date field will display “Entire Pay Period” and the Exception displays “No hours reported entire pay period”. This is just a warning.
- Example of a High Error that must be fixed
  - (a) Invalid Punch Order – usually 2 IN without an Out or 2 Outs without an In – can only occur on the TCD – Web clocks should catch this.
    - If an employee misses a punch out when using webclock, they will have to punch out prior to punching in. This will need to be corrected by the Supervisor or Time Reviewer.
  - (b) Missing an OUT or IN punch will also create inaccurate pay.
- See [How to Modify Punch Time](#) or [How to Enter Hours Worked into the Timesheet \(Elapsed Timesheet\)](#)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Report Name	Dept ID	Dept Name	Name	Employee	EMP Rec	EMP Type	PPE Date	Time Reporting Code	TRC Total	Paid Total Hours	Reports To	Report Info

- Monitor the Paid Total Hours to see overall TL hours for hourly staff.
- If you do not see the correct hours for hourly staff, please follow up with the Supervisor or Employee.
- The TRC total does not always equal the Paid Total. The Paid Total sums all TRC totals for the employee by employee record number and displays the same Paid Total on each TRC row.

**E) Absence Report Headings and Notes**

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Report Name	Dept ID	Dept Name	Name	Employee ID	EMP Rec	EMP Type	Begin	End	Absence	Approval Status	Reports To	Report Info

- Review for the Approval status: Push Back or Deny means the employee needs to resubmit, Saved is not submitted.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Report Name	Dept ID	Dept Name	Name	Employee ID	EMP Rec	EMP Type	Date	Absence	Hours Paid	Unpaid	Reports To	Report Info

- Monitor the unpaid column. Unpaid amounts may create a short check.

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