Hourly Payroll System
Presentation for OV1 Payroll Processors
Wednesday, February 26, 2014 1-2 p.m.

Payroll Services
payroll@austin.utexas.edu

Electronic Timekeeping Project

- Current electronic timekeeping system being expanded
  - Hourly employees including Work-Study
  - Monthly non-benefits eligible employees

- Provides basic electronic timekeeping functionality that eliminates paper timesheets

- Final approved hourly Time Reports automatically load to the OV1 via new Hourly Payroll System
Hourly Payroll System

- Available to OV1 payroll processors
  - OV1 View, Update, or Super status

- Provides tools and reports for managing the hourly payroll

- Creates OV1 documents in *DEFINE

- *DEFINE OV1 document includes hours from final approved Time Reports
Hourly Time Report Tracking

- Lists all hourly employees for the pay period and account
- Reflects timesheet status (e.g. Created, Pending, Approved, etc.)
- Reflects total number of pay period hours for the account

- View page prior to OV1 creation to facilitate timesheet approvals
- View Details to research specific Time Report, appointment, and paycheck info
# Hourly Time Report Tracking

## Hourly Time Report Tracking

View hourly Time Report statistics and total pay period hours for an ONV account.

### Pay Period 02/16/2014 - 02/28/2014  |  Account 14-0218-0029 Payroll Services, Wages

13 records returned.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Work Study</th>
<th>02/16-02/18</th>
<th>02/19-02/22</th>
<th>02/23-02/26</th>
<th>02/27-02/28</th>
<th>Approved Hours</th>
<th>Time Worked</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, Frances G (dgn)</td>
<td>1103FZ</td>
<td>WS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10.00</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Gutierrez, Edgar O (agt298)</td>
<td>1102FM</td>
<td>WS</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>0.00</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Harper, Jimmy W (jw2565)</td>
<td>1103FZ</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>26.50</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Hines, Sharon A (bhsnelse)</td>
<td>1103GA</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>34.00</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>LeBlanc, Jasmine J (jdl)</td>
<td>1103FZ</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>40.75</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Martinez, Frances C (pmn206)</td>
<td>1102TV</td>
<td>WS</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>24.00</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>McKay, Jacqueline S (jakob)</td>
<td>1102FZ</td>
<td>P</td>
<td>C</td>
<td>5.00</td>
<td>0.00</td>
<td>View Details</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## Details (pop-up)

### Hourly Employee Details for Jimmy W Harper (jw2565)

Pay Period 02/16/2014 - 02/28/2014

**Hourly Appearances**

- View W3 (timesheet) for Jimmy W Harper

**Time Reports for Pay Period 02/16/2014 - 02/28/2014**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Doc ID</th>
<th>Time Report (Total Hours)</th>
<th>Position</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/16-02/18</td>
<td>1102TV</td>
<td>14:04:57</td>
<td>1103FZ</td>
<td>12.06</td>
</tr>
<tr>
<td>02/22-02/28</td>
<td>1102TV</td>
<td>14:04:57</td>
<td>1103FZ</td>
<td>12.06</td>
</tr>
</tbody>
</table>

**Hourly Payroll Check Reciepts**

- View Payroll check details for Jimmy W Harper

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- Sorted columns
- Hover over Position ID to see title
- Hover over dates to see days of the week

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- Click for contact info
- Open pop-up window to view more information about your employee.
Create OV1 Vouchers

- Submit Preview Reports to see potential exceptions prior to creating the OV1
- Creator desks provided
  - Desks with OV1 Update or Super status are displayed
- Up to four accounts can be entered at one time
- Look-up tool provides all accounts for a unit with hourly employee appointments
Create OV1 Vouchers

Create Hourly OV1 Payroll Vouchers
Create hourly OV1 payroll documents in "OV1RE from hourly Time Reports.

Message displayed on the deadline day

Today, Tuesday, March 4, at 3 p.m. in the Payroll OV1 document deadline for the 02/16 - 02/28 pay period.

Pay Period: 02/16/2014 - 02/28/2014
Creator Desk: PRADMIN - ADMINISTRATIVE WORK
Account(s): 1421100220

Check for Errors

Submit Preview Reports: Report Format: Text

Skip Preview Reports, I am ready to create OV1 documents

Reports

- Preview Reports allow users to see potential issues (and take action) before actually creating the OV1
  - Email sent to submitter
  - Secure Report System (SRS)

- OV1 Reports auto-provided with the OV1 creation
  - Document IDs created
  - Successful Transactions
  - Exceptions and Messages
Common Exceptions

- Time Report not approved
- Employee I-9 not completed
  - Depending on payroll deadline, may wait for an exception to be resolved
  - Hours can be added to OV1 or a manual OV1 can be created later

Common Messages

- Employee is funded from multiple accounts
  - Informational only. Hours will be prorated based on the funding distribution in HRMS

- Employee exceeded 40 hours in workweek
  - Evaluate FLSA status and pay Overtime as appropriate (OV5)
Create OV1 Vouchers

Create Hourly OV1 Payroll Vouchers
Create hourly OV1 payroll documents in "DEFINE from hourly" Time Reports.

Today, Tuesday, March 4, at 3 p.m., is the Payroll OV1 document deadline for the 02/16 - 02/28 pay period.

Please review the information below: the OV1 creation job for each pay period and account can only be submitted once. After submission, OV1 documents will be created in "DEFINE and Listed in your YE2 ledger. You will also receive an email regarding the OV1s and reports.

Pay Period: 02/16/2014 - 02/28/2014
Creator Desk: PRADMIN - ADMINISTRATIVE WORK
Account(s): 14021800020

Create OV1 Documents
Report Format: Text

Return to Start

Create OV1 Vouchers

Submitter receives an email that reflects the OV1 doc ID, amount, transactions, applicable exceptions or messages, and link to SRS report

From: Payroll Services [mailto:payroll@austin.tx⼯⽤.edu]
To: McKay, Jackie
Subject: Payroll OV1 CREATION 02/16 - 02/28

Jacquelyn McKay,

You have successfully created the following OV1 hourly payroll document(s) for the 02/16 - 02/28 pay period.

<table>
<thead>
<tr>
<th>Document</th>
<th>Account</th>
<th>Successful</th>
<th>Total Exceptions</th>
<th>Account Title, Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>OV19962128</td>
<td>14021800020</td>
<td>11</td>
<td>3,545.89</td>
<td>PAYROLL SERVICES, WAGES</td>
</tr>
</tbody>
</table>
* See full report for successful transactions.

For account 14-0218-0020, Document ID: 100V1996128

The following Time Reports were not final approved and not included on 100V1996128:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guerrero, Edgar C (eqg128)</td>
<td>Time Report for Week 02/24 - Pending; Jimmy W Harper.</td>
</tr>
</tbody>
</table>
Create OV1 Vouchers

- Example of Text report (Secure Report System-SRS)
- Opens in Word for convenience of formatting (if desired)

You have successfully processed the following OV1 hourly payroll documents: for the 1/21-1/28 pay period.

The following Time Reports were not final approved and not included in OSP7198129:

The following Time Reports were successfully processed in OSP7198129 for accounts 144210564210561056:

While formatting specifications for SRS Reports cannot be completely controlled, these minor adjustments will result in a better layout:
- landscape orientation
- narrow margins (e.g., 0.25)
- reduce font size

Create OV1 Vouchers

- OV1 in Created status in YB2 inbox in *DEFINE
- Route OV1 for final approval before deadline
General Info about OV1 Creation

- Automated OV1 with populated Time Report hours can only be generated once for the current pay period and account.

- After OV1 is created, hours can be adjusted in *DEFINE, if necessary, before final approval.

- To pay late Time Reports, exceptions, or additional hours due to an incorrect Time Report, may manually create OV1 in *DEFINE

Time Report Exceptions

- Hourly Payroll System | Home
  The hourly Payroll System allows departmental personnel to perform payroll functions for hourly-assigned employees who complete Time Reports in the UT Direct portal. Time Report hours are stored in the database and provide the ability to programmatically create OV1 payment vouchers in *DEFINE, as well as lists and reports for managers and staff to verify hourly payroll.

  This system is available to users who have View, Update, or Super status for the OV1 command in *DEFINE. Command authors are controlled by office managers and coordinators via the Electronic Office Management (EOM) application.

  - Hourly Time Report Tracking
    View hourly Time Report details and total pay period hours for an OV1 account.

  - Create Hourly OV1 Payroll Vouchers
    Create hourly OV1 payroll documents in *DEFINE from hourly Time Reports.

  - Review Time Report Exceptions for OV1
    Review a list of all approved.Hourly Time Reports that were not included in the automated OV1 motion process.

  - Pay Period Summary
    Comprehensive view of all approved Time Report hours and pay rates for all hourly assignments and accounts.
Time Report Exceptions

- Provides a list of final approved Time Reports that were not included in the automated OV1
- Useful to find late Time Reports
- Ability to mark exceptions as “resolved” after processing pay
Pay Period Summary

- Comprehensive view of total Time Report hours and paid hours across accounts and assignments
- Display hours for a pay period or full month
- Useful for reviewing “post-payment” to make sure all hours paid
- View Details to research specific Time Report, appointment, and paycheck info
## Pay Period Summary

### Pay Period 02/16/2014 - 02/28/2014

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Work #</th>
<th>Approved Hours 02/16 - 02/28</th>
<th>OT Hours</th>
<th>OT Hours Paid</th>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castillo, Charles</td>
<td>US47665</td>
<td>YS1</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
<td>View Details</td>
</tr>
<tr>
<td>Casales, Francisco</td>
<td>US47665</td>
<td>YS1</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
<td>View Details</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
Nah, it’s going to be GREAT!

And paper is a thing of the past!
Questions? We’re here to help...

- Hourly Payroll System
  - https://utdirect.utexas.edu/apps/payroll/hourly
  - payroll@austin.utexas.edu

- Timekeeping System
  - https://utdirect.utexas.edu/apps/hr/time/home
  - hrsc-records@austin.utexas.edu