











	What to Do	Who	How to Do It
1	At the end of the pay period, collect approved and certified timecards with employee and supervisor signatures. This period will be biweekly, weekly or daily, depending upon the needs of the area. Audit for compliance with University policy.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Check for employee signature.</li> <li>• Check for supervisor approval signature.</li> <li>• Check that timecard is completed in ink.</li> <li>• Check that hours are recorded to the nearest tenth.</li> <li>• Verify that totals are correct.</li> <li>• Check that overtime has been recorded properly.</li> <li>• Audit cost distribution (cost allocation is appropriate, allowable, and reasonable).</li> <li>• Ensure that sufficient leave balances are available and that the leave is appropriate.</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Employee Leaves home page</a></li> <li>○ <a href="#">Leaves of Absence Policy</a></li> </ul> <ul style="list-style-type: none"> <li>• Ensure that full work schedule is accounted for on the timecard.</li> </ul>
2	Run standard Employee List to determine expected headcount for data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Use transaction <b>S_AHR_61016369</b> to run the Standard Employee List report. This lists all personnel numbers set up in the system.</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Data Selection Period should <b>equal the pay period dates</b>.</li> <li>○ Person selection period should <b>equal the pay period dates</b>.</li> <li>○ Click on “Further selections”</li> <li>○ Click on the square to the left of Org. Unit or Time recording administrator to highlight the text.</li> <li>○ Click on the arrow in the middle to move the highlighted text to the right.</li> <li>○ Click the green check </li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin (Time recording administrator).</li> <li>○ Employee Subgroup should equal the range Z5-Z8.</li> </ul> </li> </ul> <p>To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</p>
3	Determine if there are new employees and check for timecards.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Use transaction <b>ZHR_NEW_HIRE_REP</b> to run the New Staff Listing report and follow up with supervisors, if needed.</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Payroll area equals BW.</li> <li>○ Enter your Org. Unit.</li> <li>○ Begin date and End date <b>should equal the pay period dates</b>.</li> </ul> </li> <li>• Check your pending file for PA forms to ensure that all have been processed and show up on the new hire report. Use this list to identify whether you have all</li> </ul>





			timecards. If so, validate that the rate was entered correctly.
4	Count total number of timecards, and determine the total hours recorded (paid and unpaid), total overtime hours, and total unpaid hours.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Count the number of timecards.</li> <li>Run calculator tape totaling hours recorded.</li> <li>Run calculator tape totaling overtime.</li> <li>Run calculator tape totaling unpaid hours.</li> <li>Enter totals on the <a href="#">Payroll Certification Form</a> in the “Time Card Data Entry” column.</li> </ul>
5	Enter time card data into OnePurdue CATS screen.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Use transaction <b>CAT2</b> and select the profile listed on timecard. This will usually be TABW or TABWCOST.</li> </ul> <p>See the BPP on <a href="#">Time Entry</a> &gt; Human Resources &gt; Time Management &gt; HR_TM_Time_Entry.</p>
6	Notify staff of any needed changes to timecard due to adherence to policy or lack of quota.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Correct all errors using the transaction <b>CAT2</b>.</li> </ul> <p>If total hours being paid or the absence or attendance code of the reported hours change, the employee and supervisor should initial the changes.</p>
7	Ensure that you have accounted for regularly scheduled hours for all regular staff. For example, a full-time clerical worker will have 80 hours in each pay period.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Run Missing Time Report transaction <b>ZHR_MISSING_TIME</b>. This report will generate no information if all regular biweekly staff have accounted for their regularly scheduled hours.</li> <li>Selection criteria for this report: <ul style="list-style-type: none"> <li>Data Selection should <b>equal the pay period dates</b>.</li> <li>Person Selection should <b>equal the pay period dates</b>.</li> <li>Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> <li>Personnel area should equal your campus location.</li> <li>Personnel subarea should be Z001</li> <li>Employee subgroup should be the range Z5 – Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> </ul> </li> </ul>
8	If necessary, correct Missing Time Errors.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Use transaction <b>CAT2</b> and select the profile listed on the timecard. This will usually be TABW or TABWCOST.</li> </ul> <p>See the BPP on <a href="#">Time Entry</a> &gt; Human Resources &gt; Time Management &gt; HR_TM_Time_Entry.</p>
9	Verify time data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>Run Display Working Times Report using transaction <b>ZHRTM_DISPLAY</b>.</li> <li>Selection criteria for this report: <ul style="list-style-type: none"> <li>Enter your Org. Unit <b>OR</b> your Time Admin. (Administrator for Time Re).</li> <li>Date should equal the pay period dates.</li> </ul> </li> </ul>




			<ul style="list-style-type: none"> <li>○ Employee Subgroup should be the range Z5 – Z8.</li> <li>● Verify the total in the column titled “Number” against the “Time Card Data Entry” column of the certification.</li> <li>● If no corrections are needed, continue with step 12.</li> </ul>
10	Correct data entry errors.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>● Use transaction <b>CAT2</b> and select the profile listed on the timecard. This will usually be TABW or TABWCOST.</li> </ul> <p>See the BPP on <a href="#">Time Entry</a> &gt; Human Resources &gt; Time Management &gt; HR_TM_Time_Entry.</p>
11	Verify time data entry.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>● Run Display Working Times Report using transaction <b>ZHRM_DISPLAY</b>.</li> <li>● Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Administrator for Time Re).</li> <li>○ Date should equal the pay period dates.</li> <li>○ Employee Subgroup should be the range Z5 – Z8.</li> </ul> </li> <li>● Verify the total in the column titled “Number” against the “Time Card Data Entry” column of the certification.</li> </ul>
12	Review cost distribution and identify and record any changes.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>● Run Cost Distribution Report using transaction <b>ZHR_COST_DISTRIB</b>.</li> <li>● Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period, select “D Today”</li> <li>○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> </ul> </li> <li>● Review the report to see if any changes need to be made. Also, look any individual on fund 91010000 (default fund), these individuals need to have their cost distribution changed.</li> </ul>
13	Record all cost distribution changes before payroll is written.	Departmental Time Administrator/ Cost Distribution Administrator	<ul style="list-style-type: none"> <li>● Execute transaction <b>PA30</b>.</li> <li>● Select infotype <b>27</b>, Cost Distribution, (see <a href="#">Step by Step Instructions for Updating and Correcting Cost Distribution</a>)</li> <li>● Enter effective date and cost distribution in accordance with the <a href="#">Maintaining Cost Distribution for the Current Payroll Period</a> business process.</li> </ul>
14	Central scheduling, run and review of Time Transfer and	Payroll	<ul style="list-style-type: none"> <li>● Transaction <b>CAT6</b> and <b>PT 60</b> will run on nightly schedule. During weeks in which payroll is written, there will be an additional time evaluation job</li> </ul>


	Time Evaluation.		scheduled in accordance with the payroll calendar.
<p><b>Note:</b> Time Transfer and Time Evaluation will process after 6 p.m. All time entry should be completed by 6 p.m. on Monday and Tuesday. Error Correction should be completed by Wednesday at noon for most payroll cycles (refer to the <a href="#">payroll calendar</a>, especially for holiday periods).</p>			
15	Review warnings.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Run Time Evaluation Messages Report <b>PT_ERL00</b>.</li> <li>• The selection criteria this report: <ul style="list-style-type: none"> <li>○ Data Selection Period should equal the pay period dates.</li> <li>○ Person selection period should equal the pay period dates.</li> <li>○ Click on “Further selections”</li> <li>○ Click on the square to the left of Org. Unit or Time recording administrator to highlight the text.</li> <li>○ Click on the arrow in the middle to move the highlighted text to the right.</li> <li>○ Click the green check </li> <li>○ Enter your Time Admin (Time recording administrator), <b>OR</b> your Org. Unit.</li> <li>○ Payroll area BW.</li> </ul> </li> <li>• See <a href="#">User Defined Error Messages</a>.</li> <li>• <b>Run this report after any time or quota entry corrections are made. You must run this report the next day.</b></li> <li>• If there are no errors, continue with step 17.</li> </ul>
16	Correct errors as necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Use transaction <b>CAT2</b> and select the profile listed on timecard. This will usually be TABW or TABWCOST.</li> </ul> <p>See the BPP on <a href="#">Time Entry</a> &gt; Human Resources &gt; Time Management &gt; HR_TM_Time_Entry.</p>
17	Complete Time Certification for data entered and obtain authorized signatures.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Run Reports and attach to the certification form. <ul style="list-style-type: none"> <li>○ <u>Missing Time Report</u> transaction <b>ZHR_MISSING_TIME</b> selection criteria for this report: <ul style="list-style-type: none"> <li>○ Data Selection should <b>equal the pay period dates</b>.</li> <li>○ Person Selection should <b>equal the pay period dates</b>.</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> <li>○ Personnel area should equal your campus location.</li> <li>○ Personnel subarea should be Z001</li> <li>○ Employee subgroup should be the range Z5 – Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> </ul> </li> <li>○ <u>Display Working Times Report</u> transaction <b>ZHRTM_DISPLAY</b> selection criteria for this</li> </ul> </li> </ul>

			<p>report:</p> <ul style="list-style-type: none"> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Administrator for Time Re).</li> <li>○ Date should equal the pay period dates.</li> <li>○ Employee Subgroup should be the range Z5 – Z8.</li> </ul> <ul style="list-style-type: none"> <li>● Verify the total in the column titled “Number” against the “Time Card Data Entry” column on the Payroll Certification Form.</li> <li>● If totals match, enter totals on the <a href="#">Payroll Certification Form</a> in the “Entry Approved” column. <ul style="list-style-type: none"> <li>○ Enter total recorded hours</li> <li>○ Enter total overtime hours</li> <li>○ Enter total unpaid hours</li> <li>○ Indicate whether rate overrides are included and attach approval</li> <li>○ Indicate whether wage type overrides are included and attach approvals.</li> </ul> </li> <li>● Sign and date the <i>Prepared By</i> line.</li> <li>● Obtain approval on the <i>Department Head Approval</i> line.</li> </ul>
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**PAYROLL RUNS! For most pay periods, payroll processing begins Wednesday afternoon and completes on Friday. Always refer to the [payroll calendar](#) each period.**

18	Run post payroll reports.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>● Display Absence Quota Information transaction <b>PT_QTA10</b>. This report will give you a list of quota balances per employee for your area.</li> <li>● Selection criteria for this report : <ul style="list-style-type: none"> <li>○ Reporting Period equal “D Today”.</li> <li>○ Employment Status should equal “3” for active.</li> <li>○ Employee subgroup should be the range Z5 – Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> <li>○ Click on “selections fields” </li> <li>○ Click on the square to the left of Org. Unit or Time Recording Administrator (time admin) to highlight the text.</li> <li>○ Click on the arrow in the middle to move the highlighted text to the right.</li> <li>○ Click the green check </li> <li>○ Enter your Time Admin (Time Recording Administrator), <b>OR</b> your Org. Unit</li> </ul> </li> <li>● Cumulated Time Evaluation Results for wage types and shift differentials transaction <b>PT_BAL00</b>.</li> <li>● Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period should equal “D Today”</li> <li>○ Enter your Time Admin (Time Recording Administrator)</li> </ul> </li> </ul>
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			<ul style="list-style-type: none"> <li>• Cost distribution report transaction <b>ZHR_COST_DISTRIB.</b></li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Reporting Period, select “D Today”</li> <li>○ Employee Subgroup should equal the range Z5-Z8. To enter a range, click on the  to the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator)</li> </ul> </li> </ul> <p>See the payroll validation reports at <a href="http://www.purdue.edu/payroll/Payroll_Validation/validate.htm">http://www.purdue.edu/payroll/Payroll_Validation/validate.htm</a>.</p>
19	After final payroll has been written, check for cost distribution errors.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Use transaction <b>ZHR_PAY_POSTING</b> and review for errors, such as payroll posted to the HR default account (fund 91010000).</li> <li>• Selection criteria for this report: <ul style="list-style-type: none"> <li>○ Posting Date Range should be the pay date.</li> <li>○ Enter your Org. Unit.</li> <li>○ Payroll Area BW.</li> <li>○ Once you have your results, set a filter on the column titled “FOR PERIOD” to equal the current pay period you are processing.</li> <li>○ Total the column titled “HOURS” to verify total hours posted against “Entry Approved” column of your Biweekly Payroll Certification form.</li> <li>○ See if any payroll has hit your default fund (91010000) by setting a filter on the “fund” column. If corrections are needed, see <a href="#">Correcting Cost Distribution after Payroll Posts</a>.</li> </ul> </li> </ul>
20	Submit corrections to infotype 0027 as necessary.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• If the cost distribution change affects a previously certified effort report/time card, see <a href="#">Correcting Cost Distribution after Payroll Posts</a>.</li> </ul>
21	Verify that time submitted on the certification form matches payroll run and provide reports and certification for final approval.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>• Run Reports and attach to the certification form. <ul style="list-style-type: none"> <li>○ Missing Time Report transaction <b>ZHR_MISSING_TIME</b> selection criteria for this report: <ul style="list-style-type: none"> <li>○ Data Selection should <b>equal the pay period dates</b>.</li> <li>○ Person Selection should <b>equal the pay period dates</b>.</li> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Time Recording Administrator).</li> <li>○ Personnel area should equal your campus location.</li> <li>○ Personnel subarea should be Z001</li> <li>○ Employee subgroup should be the range Z5 – Z8. To enter a range, click on the  to</li> </ul> </li> </ul> </li> </ul>

			<p>the right of employee subgroup, click on the tab “Select Ranges”, enter your range and click the execute button .</p> <ul style="list-style-type: none"> <li>○ Display Working Times Report transaction <b>ZHRTM_DISPLAY</b> selection criteria for this report: <ul style="list-style-type: none"> <li>○ Enter your Org. Unit <b>OR</b> your Time Admin. (Administrator for Time Re).</li> <li>○ Date should equal the pay period dates.</li> <li>○ Employee Subgroup should be the range Z5 – Z8.</li> <li>○ Verify the total in the column titled “Number” against the “Entry Approved” column on the Payroll Certification Form.</li> </ul> </li> <li>● Enter totals on the <a href="#"><i>Payroll Certification Form</i></a> in the “Post Payroll Approval” column. <ul style="list-style-type: none"> <li>○ Enter total recorded hours</li> <li>○ Enter total overtime hours</li> <li>○ Enter total unpaid hours</li> <li>○ Indicate whether rate overrides are included and attach approval</li> <li>○ Indicate whether wage type overrides are included and attach approvals.</li> </ul> </li> <li>● Obtain approval on the <i>Post Payroll Audit Verification</i> line.</li> </ul>
22	Audit that time submitted on the certification form matches payroll run and sign certification.	Department Head or Designee	<ul style="list-style-type: none"> <li>● Review final report and certification packet.</li> <li>● Sign and date the <i>Post Payroll Audit Verification</i> line.</li> </ul>
23	File timecards, reports, and certifications.	Departmental Time Administrator	<ul style="list-style-type: none"> <li>● File by pay period in a secured location for six years following the transaction date.</li> </ul>