



Time Entry and Absence Reporting

HR/Payroll Data Migration



Cornerstone 
Transforming the Way We Work at Rutgers

Welcome!

Course Objective

Participants will enter time transactions for their department's employees, understand Web Clock, Absence Reporting, research and correct any exceptions on time sheets and understand PeopleSoft built-in reports.



Marie Matusiak
Accounting Supervisor II,
Payroll



Deborah Jackson
Manager, Payroll



- Please keep side conversations to a minimum
- Cell phones silenced
- Ask questions!

What we'll be covering in this course...

- Time Entry
- Time Reporting Codes
- Absence Reporting
- Rules
- Exceptions
- Reports
- Hands-On Examples
- Additional Resources

Guide to Training - *Symbols*



KEY POINT

Be on the lookout for this lightbulb, which indicates an important piece of information.



COMMON ERROR

This symbol indicates a common pitfall or error to watch out for. Proceed with caution!



TIPS & TRICKS

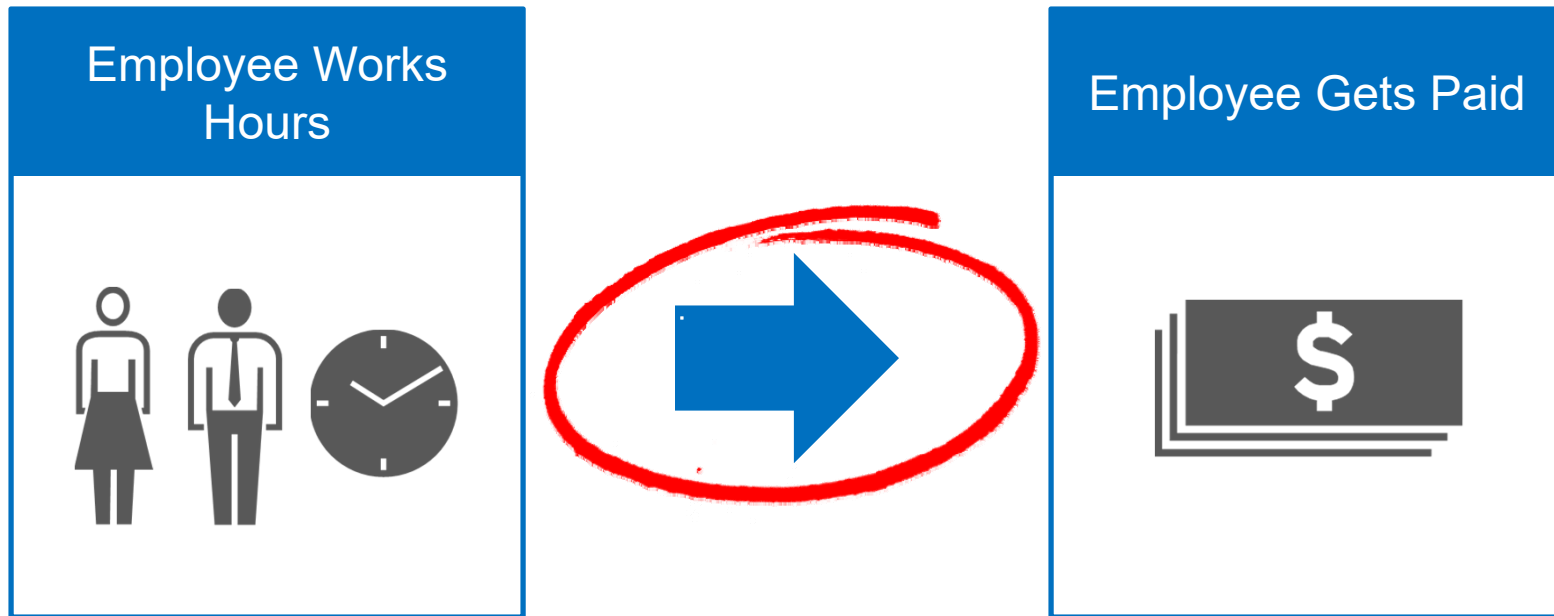
Keep this in mind to make life easier down the road!



UNDER CONSTRUCTION

This area is still in progress – changes may occur!

Time & Labor - Overview



Time Entry & Approval – *By Employee Type*



Hourly, Non-Exempt	Salaried, Non-Exempt	Salaried, Exempt
<ul style="list-style-type: none">✓ Per Diem✓ Overtime Eligible <p>All time worked needs to be reported and approved in PeopleSoft</p>	<ul style="list-style-type: none">✓ Standard Hours of Pay✓ Overtime Eligible <p>Only time worked over regular work schedule needs to be reported and approved in PeopleSoft</p>	<ul style="list-style-type: none">✓ Standard Hours of Pay✓ Not Overtime Eligible <p>Time does not need to be reported and approved in PeopleSoft</p>
B2	B1, B2, B3	B1, B2, B3

Time Entry & Approval – *By Employee Type*

Hourly

- All time worked needs to be tracked in PeopleSoft
- Employee will use **Web Clock** to enter hours, or...
- Employee will report time to the Preparer/ Timekeeper to enter into the **Punch Timesheet** or **Elapsed Timesheet**

Salaried

- Only time outside of standard work hours needs to be tracked in PeopleSoft for non-exempt employees
- Employee will report time to the Preparer / Timekeeper to enter into the **Elapsed Timesheet**



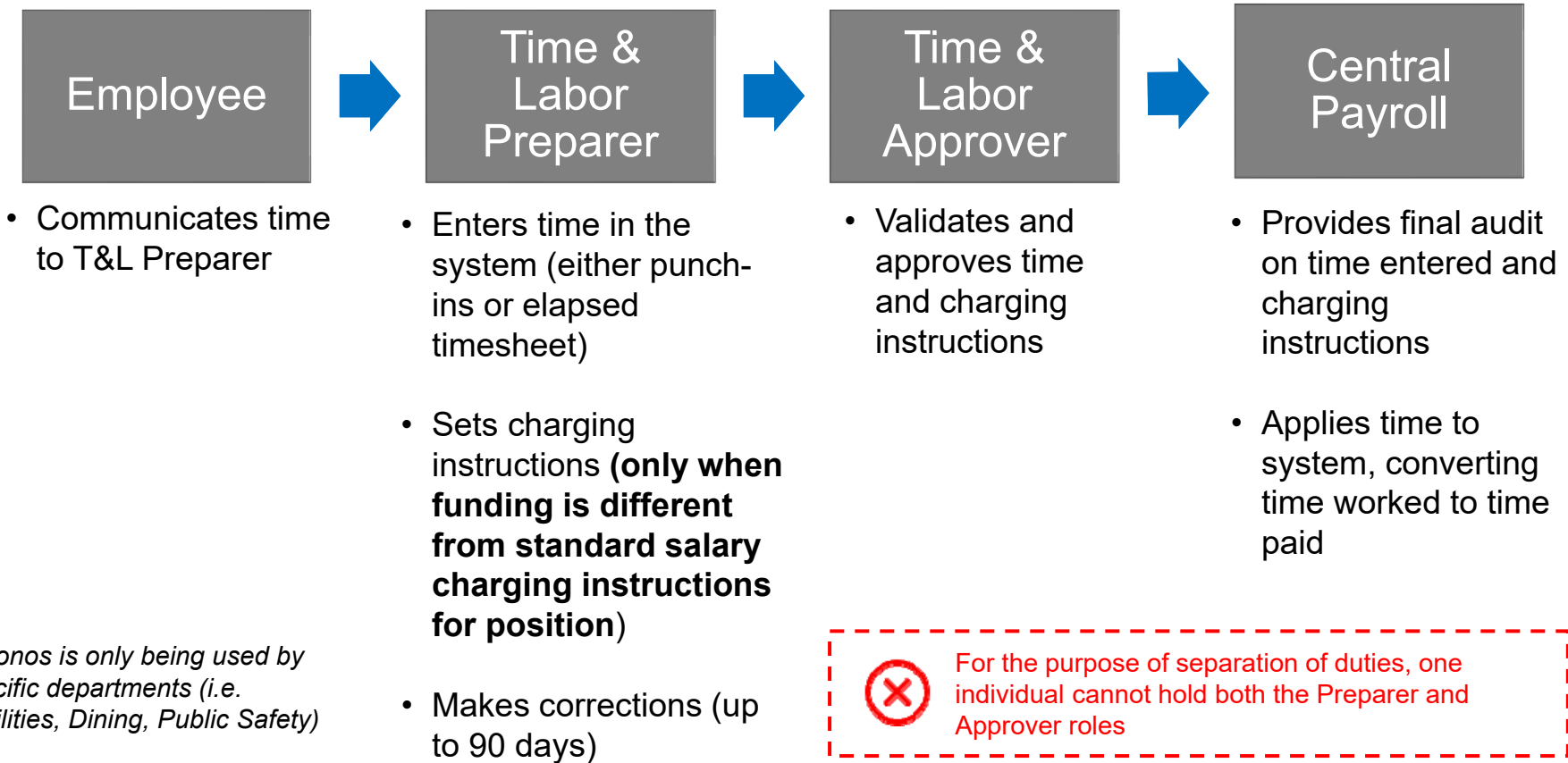
Absence Reporting will be used to track paid time off

- Sick days will automatically feed to the Elapsed Timesheet
- The Absence Administrator may or not be the same individual as the Preparer / Timekeeper

Time Entry & Approval Process Responsibilities

No Web Clock or Kronos*

Non-Exempt Hourly Employees – Report all time worked
Non-Exempt Salaried Employees – Report Additional Hours Beyond Standard Work Week

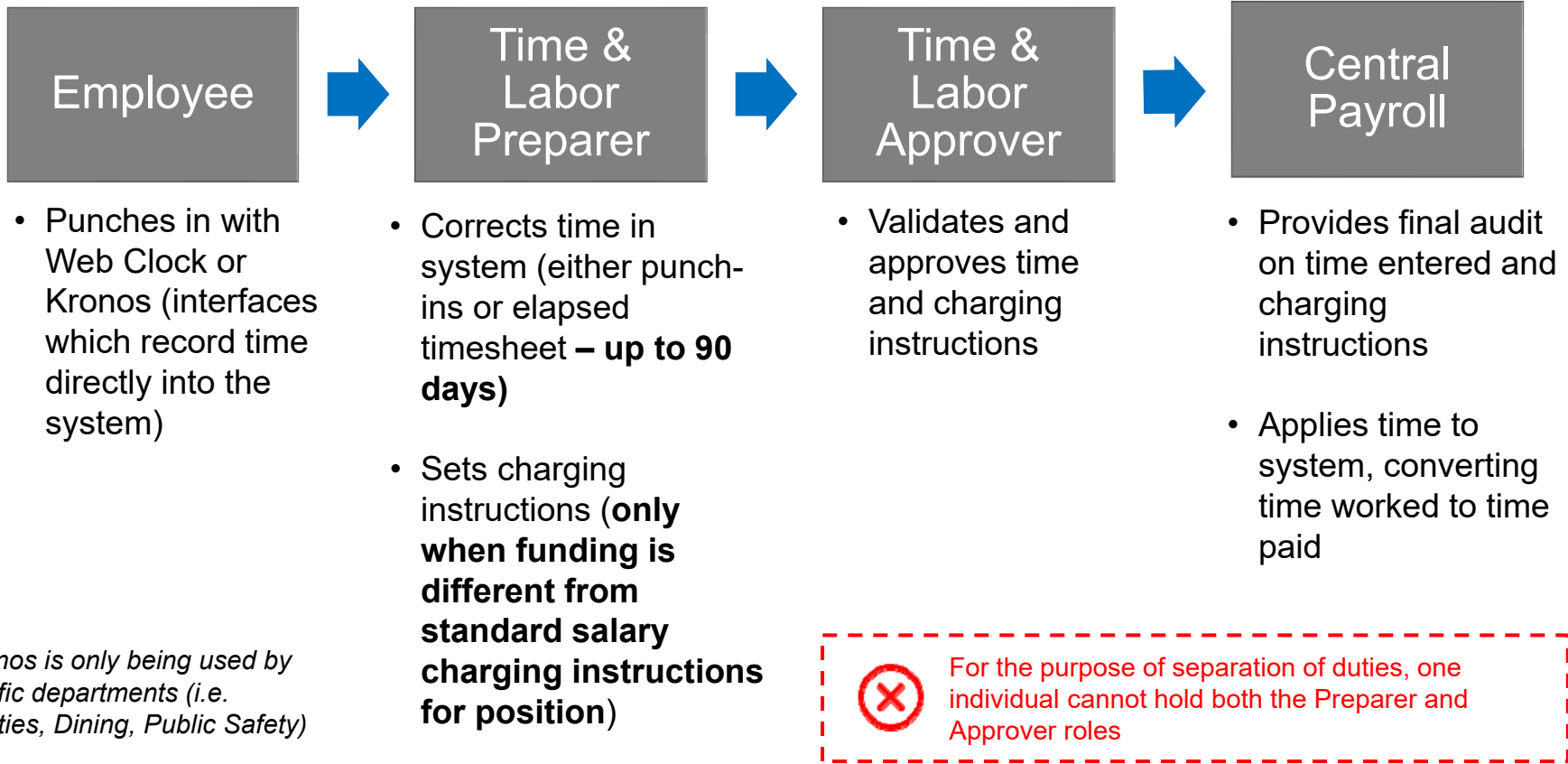


* Kronos is only being used by specific departments (i.e. Facilities, Dining, Public Safety)

Time Entry & Approval Process Responsibilities

Using Web Clock or Kronos*

Non-Exempt Hourly Employees – Report all time worked
Non-Exempt Salaried Employees – Report Additional Hours Beyond Standard Work Week



* Kronos is only being used by specific departments (i.e. Facilities, Dining, Public Safety)

Context - *Hierarchy and Roles*

Level 1	Level 2	Level 3	Level 4
Great-Grandparent			
	Grandparent		
		Parent	
			Child
			Child
		Parent	
			Child
			Child
	Grandparent		
		Parent	
			Child

- Preparers/Approvers from a *parent* department will have the same access to all *child* departments
- Child departments may leverage the parent relationship to assist in the event of absences, timely entry of hours worked, etc...

Setting Up System Access

- Initial department access established by HR/Payroll Migration Team at time of Banner to PeopleSoft migration
- RIAS HCM Access Request Form – submit to University Human Resources:
<http://uhr.rutgers.edu/rbhs-hcm-access-request>
- Online access request – most RBHS schools / units are set up to request access through their Finance office.

Shutting Off System Access



PeopleSoft automatically shuts down a user's access when the following takes place:

- Promotion/Title Change
- Transfer/Change in Org. Assigned/ Reorganization
- Separation/Termination

RIAS HCM ACCESS REQUEST FORM – RBHS

Instructions: Completed and signed forms should be forwarded to University Human Resources, Administrative Services Building II, Cook Campus, 57 US Highway 1 South or faxed to UHR at 732-932-0046. Please allow 5 days for processing of this request. The employee must read and accept the 'Agreement for Accessing University Information' at <http://identityservices.rutgers.edu/agreement> prior to access being granted.

SECTION 1: EMPLOYEE INFORMATION and REQUEST TYPE

Name: _____ Empl ID#: _____ Empl Class: _____ NetID: _____

Organization ID: _____ Unit/Department: _____

New Access Additional Access Replace Access Remove All Access

SECTION 2: ROLES

Commitment Accounting Preparer OR Commitment Accounting Approver

Time and Labor Time Keep OR Time and Labor Time Approver

Discoverer/HRDW Reporting

SECTION 3: DEPARTMENT ACCESS - Access roles will apply to ALL indicated departments and their subordinate units.

Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____

Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____

Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____ Dept ID#: _____

(Attach an additional sheet if more space is needed)

SECTION 4: APPROVALS

All requests must be reviewed and approved by the employee's Department Chair, Director or Associate/Instructional Dean and Business Manager, if applicable. Authority to access specific administrative data must also come from the appropriate Business Process owner(s) responsible for the data.

Business Manager NetID: _____ Signature: _____ Date: _____

Dean/Director/Chair NetID: _____ Signature: _____ Date: _____

For University Human Resource Use

HCM Implementation

NetID: _____ Signature: _____ Date: _____

Rev. 09/16

Additional Information



Saturday – Friday
pay cycle



All time must be
submitted by
Mondays at 5PM

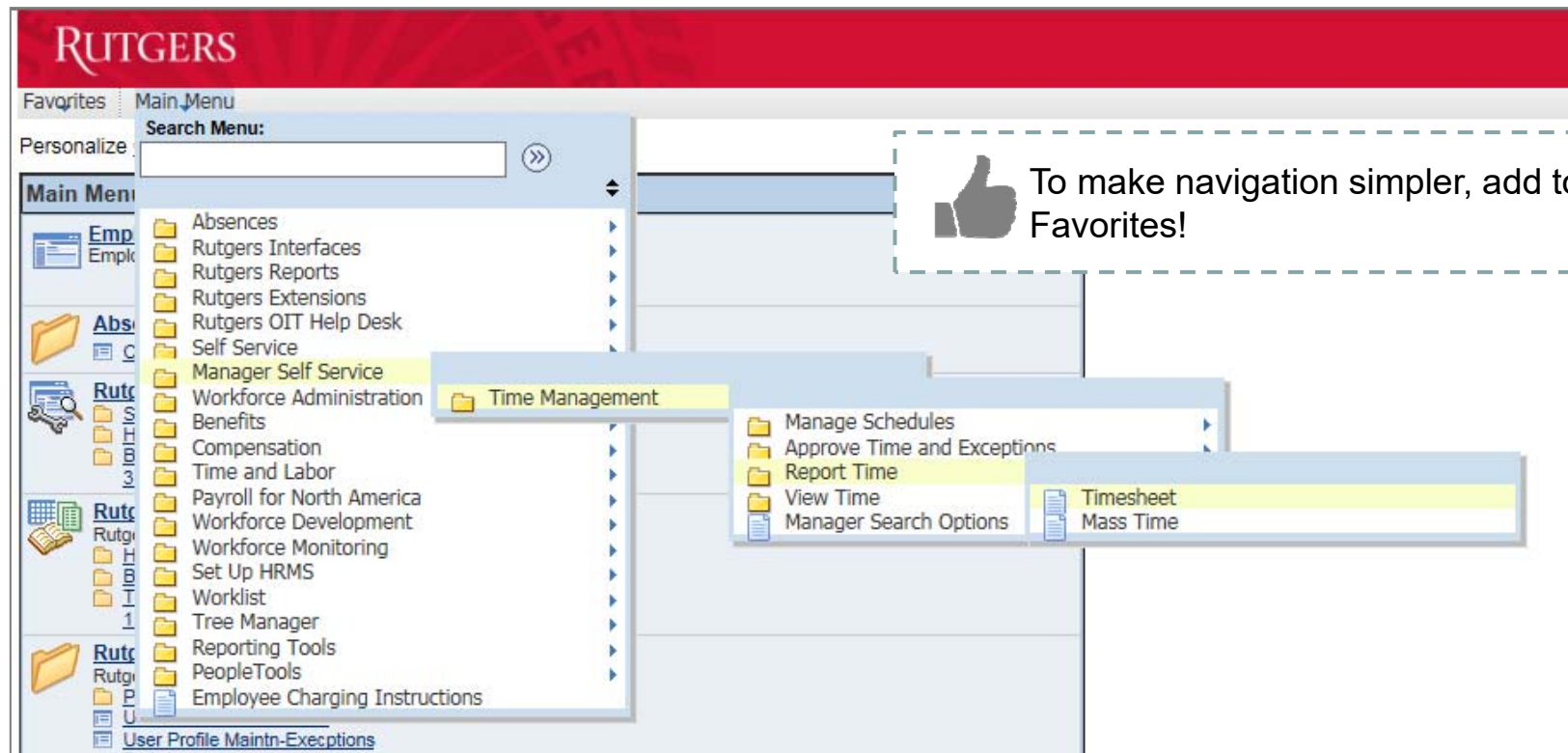


Paycheck is
viewable to
employees on
Wednesdays

ELAPSED TIMESHEET

TIME ENTERED BY TIMEKEEPER

Elapsed Timesheet - Navigation



Elapsed Timesheet – Search for Employee

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

Can search by employee or department



Timekeeper will only have access to employees they can input time for

Elapsed Timesheet – Department List

RUTGERS

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	01234
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

View By: Week Show Schedule Information

Date: 08/04/2016 [Previous Week](#) [Next Week](#)

Employees For Isabella Oledzka, Totals From 08/01/2016 - 08/07/2016 Customize | Find | First 1-22 of 22 Last

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description	Workgroup	Location Code	Supervisor ID
Snoopy	WORLD WAR I FLYING ACE	0.00	0.00	0.00		0.00	0.00	xxxxxxxx	0	59852	SAMPLE	SALEXEMP	0000	xxxxxxxx
Charlie Brown	PEANUT I	0.00	0.00	0.00		0.00	0.00	xxxxxxxx	0	59852	SAMPLE	SALEXEMP	0000	xxxxxxxx
Lucy	PEANUT II	0.00	0.00	0.00		0.00	0.00	xxxxxxxx	0	59852	SAMPLE	SALEXEMP	0000	xxxxxxxx

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Elapsed Timesheet – Enter Time

RUTGERS

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)

Timesheet
[Charlie Brown](#)

Employee ID: XXXXXXXX Empl Record: 0
 Job Title: PEANUT I Std Hourly Rt: 16.820000 USD

Instructions

*View By: Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date:

From Monday 08/01/2016 to Sunday 08/07/2016

Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Sun 8/7	Total Hours	Time Reporting Code	Override Rate	Combination Code	ChartFields		
				4				EXHRS - Salaried NE EXTR			ChartFields	+	-
											ChartFields	+	-
											ChartFields	+	-

Thu 8/4	Fri 8/5	Sat 8/6	Sun 8/7	Total Hours	Time Reporting Code
	4				EXHRS - Salaried NE EXTR

Will only see Time Reporting Codes (TRC) relevant to employee

Elapsed Timesheet – Information Populated

RUTGERS

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Timesheet
[Charlie Brown](#) Employee ID: XXXXXXXX Empl Record: 0
 Job Title: PEANUT I Std Hourly Rt: 16.820000 USD

Instructions

*View By: Week Reported Hours: 0.00 Previous Week Next Week
 Date: 08/01/2016 Scheduled Hours: 0.00

From Monday 08/01/2016 to Sunday 08/07/2016

Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6	Sun 8/7	Total	Time Reporting Code	Override Rate	Combination Code	ChartFields
				4				EXHRS - Salaried NE EXTR		000115126	ChartFields
											ChartFields
											ChartFields

Submit Apply Schedule

Fri 8/5	Sat 8/6	Sun 8/7	Total Hours	Time Reporting Code
4				EXHRS - Salaried NE EXTR

Combination Code	ChartFields
000115126	ChartFields
	ChartFields
	ChartFields

Elapsed Timesheet – Submitting


Timesheet
Charlie Brown
 Job Title: PEANUT

i Instructions

*View By: We
 Date: 08/


From Monday 08/01/2016


Mon 8/1	Tue 8/2

Submit 


Timesheet
Submit Confirmation

The Submit was successful.

Time for the Time Period of 2016-08-01 to 2016-08-07 is submitted. 

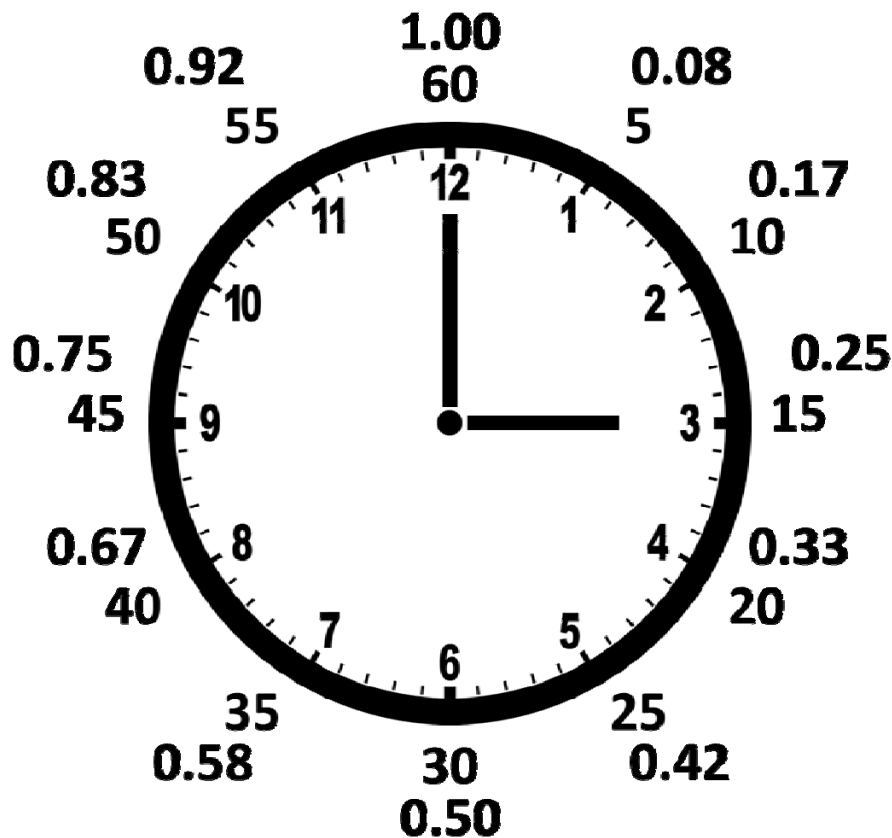
 The time will not go through until the preparer selects "OK" on the Confirmation Page

Elapsed Timesheet – Minutes to Hour Conversion



When entering time in an elapsed timesheet, time must be entered as fractions of an hour

Example: 15 minutes would be submitted as 0.25



$X \text{ Minutes} = X/60 \text{ Fractions of an Hour}$

PUNCH TIMESHEET

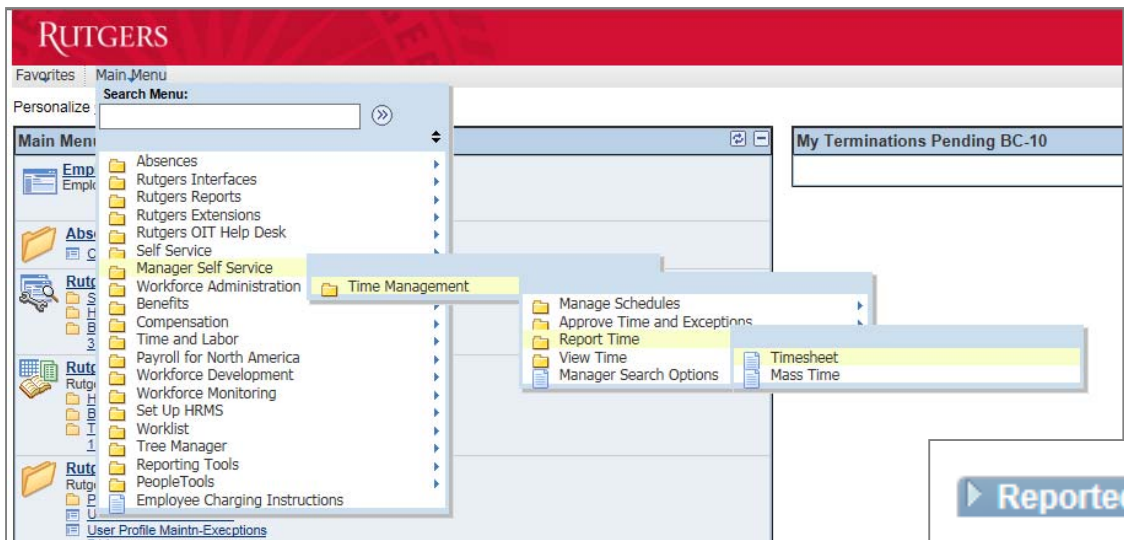
TIME ENTERED THROUGH WEB CLOCK BY EMPLOYEE



What is Web Clock?

Tracks employee time in and time out, and allows employees to view personal time cards online. Timekeepers can also add and/or adjust time on the timesheet.

Punch Timesheet - Navigation



Navigate to timesheet as you normally would, select employee, and select "Punch Timesheet" on bottom of screen

Reported Time Summary

Go To: [Manager Self Service](#)

[Time Management](#)

[Punch Timesheet](#)

[Return to Select Employee](#)

Punch Timesheet – Search for Employee

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

Can search by employee or department



Timekeeper will only have access to employees they can input time for

Timesheet

Bruce Wayne EmployeeID: 00001939

Job Title: Dark Knight Detective Std Hourly Rt: 10.000000 USD

Instructions

Report punch time with an actual time (ex. 8:15am) along with a punch type for each day (In, Break, Out etc.). You can have multiple punch times per day. An OUT punch is required at the end of each shift or workday.

Report elapsed time by specifying a TRC and entering the number of hours or units worked, or an amount in the Quantity field.

To report time for a different day, week, or time period, change the View By option or enter a new date in the Date field and select Refresh.

*View By: **Week** Reported Hours: 0.00

Date: 07/25/2016 Scheduled Hours: 0.00

[Show all Punch T](#)

From 06/06/2016 to 06/12/2016

Comments	Day	Date	Status	In	Meal	In	Out	Punch Total	Time Reporting Code
	Mon	7/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Tue	7/26	New	08:30 AM	12:30 PM	01:30 PM	05:00 PM		HREG - Hourly Regular
	Wed	7/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Thu	7/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Fri	7/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sat	7/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	7/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

TIME REPORTING CODES

Remind me...what is a TRC?

Time Reporting Codes (TRCs) are a way to collect hours or amounts for compensation and are used to generate pay.



Terminology Alignment

Earnings Codes → Time Reporting Codes

Types of TRC

TRC	Description
AWARD	Award & Prizes
BESSP	Banner Essential Service Pay
CHRND	CHARGE RN DIFF
COMP2	Comp Time Payout at Straight T
COMPE	Comp Time Earned
COMPP	Comp Time Payout
COMPT	Comp Time Only Hours
COMPU	Comp Time Used
DUMMY	Dummy Work TRC
ESSPY	Essential Service Pay
EXHRS	Salaried NE EXTRA HOURS Worked
HDWRK	Holiday Worked
HOLPY	Holiday Pay
HREG	Hourly Regular
LOC97	ON CALL TEAMSTER
MEALS	Meals Hourly
MLALW	Meal Allowance
MLSBK	Meal Break

TRC	Description
ONCRN	ON CALL ADVANCE PRAC RN
OT	Overtime
OTS2	Shift2Union 001
OTS2C	SH2CT OT Premium
OTS3C	SH3CT OT Premium
OVSTR	NOT USED
OVT	Overtime 1.5
PERDN	SHIFT PER DIEM RN WKEND
PERPY	Preceptor Pay
RN48S	Per Diem Nurse over 48 hours
RTADJ	Rate Adjustment for Hrly Stu
SH2CT	Shift2-002
SH3CT	Shift3-002
SHF10	SHIFT DIFF WKEND EVENINGS / NITE
SHF11	UCHC TEAMSTERS WEEKEND
SHF12	Acting Engineering
SHFD7	SHIFT DIFF DOC L1/LPN L1 & L2

TRC	Description
SHFT2	Shift2Union 001
SHFT3	Shift3 Union 001
SHFT4	Shift 4
SHFT5	Shift 5 – wkday evenings / nites
SHFT6	SHIFT DIFF EVENINGS / NITES
SHFT7	SHIFT DIFF ON CALL
SHFT8	SHIFT DIFF WEEKEND
SHFT9	SHIFT DIFF PER DIEM
SHOT2	Shift2 OT Union 001
SHOT3	Shift3 OT Union 001
SICK	Banner Sick
UNPD	Unpaid Absence
WENDE	SHIFT DIFF WKEND EVENINGS L2
WENDN	SHIFT DIFF WEEKEND NIGHTSL2
WKDPM	SHIFT DIFF DOC NITES L2
XPAMT	EXTRA PAY – Flat Amount
XPHRS	EXTRA PAY – Hours

Corrections and Adjustments



For timesheet corrections, Timekeepers should enter the **total number of actual hours** (not the adjusted hours)

Example

If the timesheet has an entered time of **5 hours** that needs to be corrected to **6 hours**, the Timekeeper should enter the new time of **6 hours** (not 1 hour)

- ⊗ In the example, entering the adjustment of 1 hour would deduct 4 hours from the original entered time
- ⊗ A negative hour should never be entered

Corrections and Adjustments – *Further Details*



Timekeepers cannot correct sick time for the
Banner Sick TRC Code

*To make corrections to sick time for Banner employees,
Timekeepers need to go to Absence Reporting*



Corrections made to sick time for Banner employees will give
an exception and not be paid

APPROVE TIME

Once time entry is complete,
and corrections made (if applicable),
the next step is to **approve time!**



Time Admin has to run to make *Reported Time* into *Payable Time*

Time Admin runs twice a day (3AM and 12PM)

Approve Time - Navigation



The screenshot shows the Rutgers HRMS interface. The 'Main Menu' is open, and the 'Time Management' folder is selected. The 'Approve Time and Exceptions' folder is also open, and the 'Payable Time' option is highlighted. The interface includes a search menu, a list of menu items, and several data tables on the right side.

Dept ID	Emplid	Empl Rcd


Absence Type	Days Remaining as of
Vacation	

My Recent Paychecks	
Review your last 5 available paychecks below.	

[Favorites](#) | [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Approve Time and Exceptions](#) > [Payable Time](#)

Approve Payable Time

Approve Time for Time Reporters



Leave the "Start Date" and "End Date" blank, so all time requiring approval will show up

Employee Selection Criteria

Description	Value
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>

Job Description	<input type="text"/>
Department	ZBT005
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>

Start Date: End Date:

[Select to view Instructions](#)

Employees For Marie Matusiak												
Select	Name	Employee ID	Empl Record	Job	Job Description	Total Payable Hours	Department	Workgroup	Location Code	Supervisor ID	Override Hrly Rate (Y/N)	Override ComboCode (Y/N)
<input type="checkbox"/>	Bruce Wayne	00001939		0 41001	D. Knight Detect.	1.000000	10470	SALNE375	3751 317	00006184		

[Select All](#) [Deselect All](#)

RUTGERS

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Approve Payable Time

[Bruce Wayne](#) Employee ID: 00001939 Empl Record: 0
 Job Title: Dark Knight Detective Std Hourly Rt: 25.783475 USD

Select the time you wish to approve and then select the Approve button.
 Enter a specific Accounting Date for each row of payable time to be published.
 If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details Customize | Find | View All | First 1 of 1 Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Approval Monitor	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	07/28/2016	OVT	Approval Monitor	1.00	Hours	<input type="text" value=""/>	Adjust Reported Time	

[Select All](#) [Deselect All](#)

Approve

RUTGERS

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Approve Payable Time

Bruce Wayne Employee ID: 00001939 Empl Record: 0
 Job Title: Dark Knight Detective Std Hourly Rt: 25.783475 USD

Select the time you wish to approve and then select the Approve button.
 Enter a specific Accounting Date for each row of payable time to be published.
 If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: End Date:

Approval Details
Customize | Find | View All | First 1 of 1 Last

Select	Date	Time Reporting Code	Approval Monitor	Quantity	Type	Accounting Date	Adjust Report
<input checked="" type="checkbox"/>	06/08/2016	OVT	Approval Monitor	1.00	Hours	<input type="text"/>	Adjust Report

Select All Deselect All

[Return to Approval Summary](#)

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

ABSENCE REPORTING

What is Absence Reporting?

A system through which time off is recorded and employees may view balances available to them. Absence Reporting is accessible when employees or administrators log into PeopleSoft.



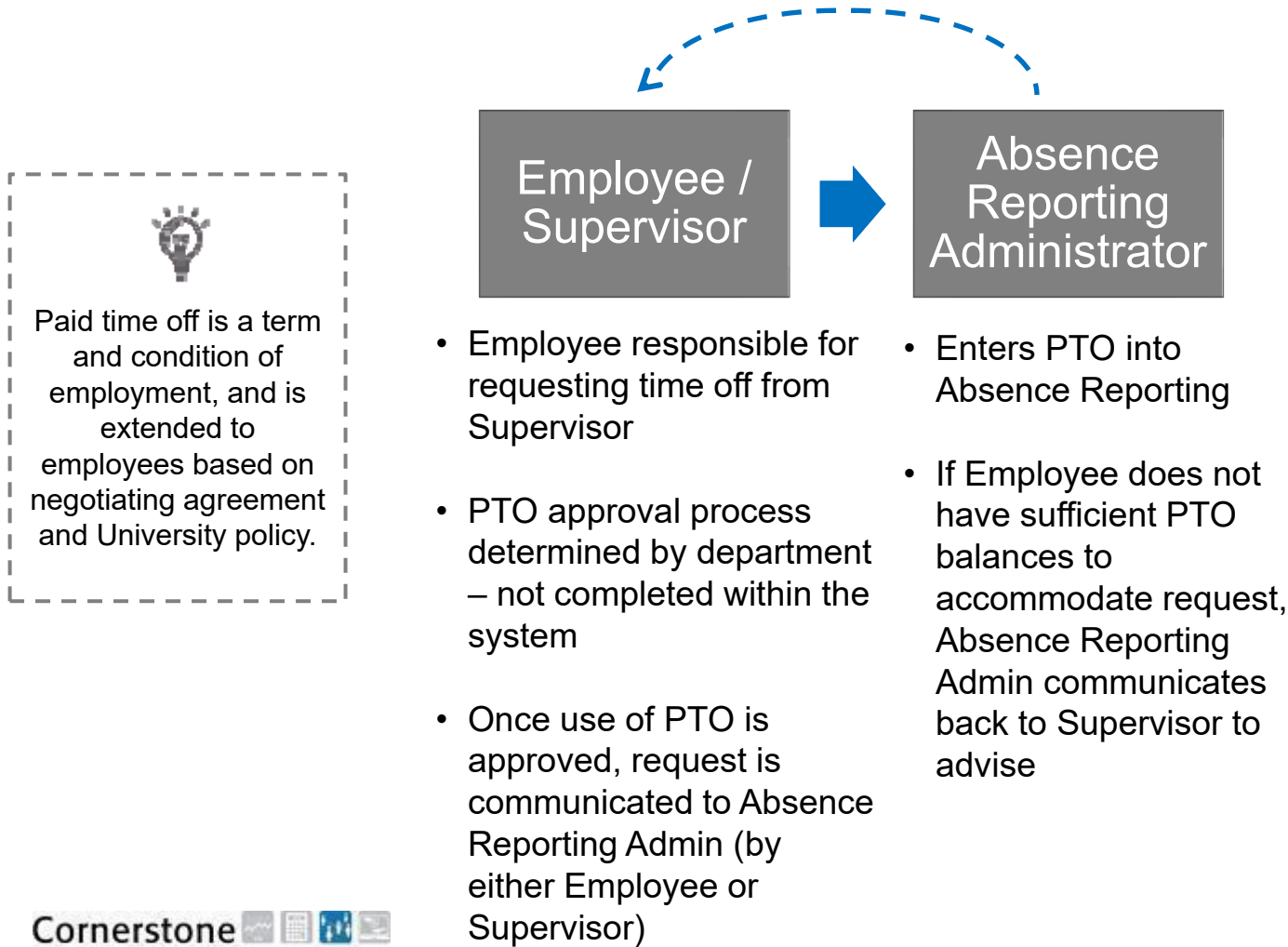
Absence Reporting is used to track time off used, and is **not used to generate pay or approve the use of time off**

Absence Reporting - Overview

Who?	All STAFF employees who are eligible for Paid Time Off (PTO)
What?	Department records absences through PeopleSoft
Where?	Absence Reporting is viewable and accessible through PeopleSoft
When?	Time should be entered as taken or scheduled; balances are viewable to employees in real time
Why?	To track and deduct PTO from absence balances
How?	Through Department Absence Reporting Administrators

Absence Reporting Process Responsibilities

All Staff Employees Who Are Eligible for Paid Time Off



Absence Reporting Administrator - *Details*



Each Department will assign an Absence Reporting Administrator or Administrators who report and make changes to recorded Paid Time Off

Approvals

The approval process for paid time off will **not** happen within Absence Reporting.


Approvals will continue to be managed **outside the system.**

- There can be multiple Absence Reporting Administrators within a department, for different employee groups
- Back-up Absence Reporting Administrators can be designated

Absence Types

Code	Absence Type
I	Absence Due to Injury
W	Absence Due to Injury (SB)
AL	Administrative Leave
B	Bereavement Leave*
CL	Compassionate Leave
C	Compensatory Time
H	Holiday
J	Jury Duty
LW	Leave without Salary
ML	Mandatory Leave
M	Military Leave
O	Other
PB	Paid Leave Bank
PH	Personal Holiday
S	Sick
SL	Sick Leave
V	Vacation

Code	Absence Type
FM	FMLA – Medical w/o Salary
MF	FMLA – Military Family Member w/o Salary
FB	FMLA/NJFLA – Bonding w/o Salary
FF	FMLA/NJFLA – Family Member w/o Salary
NB	NJFLA – Bonding w/o Salary
NF	NJFLA – Family Member w/o Salary



For any unpaid leave (i.e. FMLA):

1. Departments must work with HR to document unpaid leaves of absence in HCM
2. Additionally, departments must track unpaid leaves of absence through Absence Reporting

**Bereavement unavailable for employees migrating from Banner to PeopleSoft -- with the exception of employees represented for CWA 1040*

Absences – *Additional Information*



Sick Time

must be reported within the **two-week pay cycle**, as sick time impacts overtime pay*

**This applies only to units migrating from Banner to PeopleSoft*



All other absences must be correctly reported by the **end of the fiscal year** in which they are taken



At fiscal year end, will be able to view an employee's absence record, and maintain for record-keeping purposes.

Additional Resources – *Policies & Agreements*

HR Policies

Includes policies for all employee groups and leave types

<http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>

Collective Negotiations Agreements

The Office of Labor Relations negotiates and administers collective negotiations agreements between Rutgers University and the unions that represent Rutgers staff employees. These agreements can be viewed and/or downloaded for your use.

<http://uhr.rutgers.edu/collective-negotiations-agreements>

Creating Absences – Hours to Days Conversion

Absences are measured in days in Absence Reporting

35 Hours Week / 7 Hour Days	
Hours	% of Days
1	0.14
2	0.29
3	0.43
3.5	0.5
4	0.57
5	0.71
6	0.86
7	1

37.5 Hours Week / 7.5 Hour Days	
Hours	% of Days
1	0.13
2	0.27
3	0.4
3.75	0.5
4	0.53
5	0.67
6	0.8
7	0.93
7.5	1

40 Hours Week / 8 Hour Days	
Hours	% of Days
1	0.13
2	0.25
3	0.38
4	0.5
5	0.63
6	0.75
7	0.88
8	1

$$\% \text{ of Day} = \text{PTO Hours Taken} / \text{FT Standard Workday}$$

Viewing Absence Balances

The screenshot shows the Rutgers PeopleSoft home screen. The 'My Absence Balances' pagelet is highlighted with a red box. It displays a table with the following data:

Absence Type	Days Remaining as of Prior Day
Vacation	26.50
Sick	178.75
Administrative Leave	1.00
Personal Holiday	2.00
Paid Leave Bank	4.00

Below the table is a link: [View Absence Balances and Details Self Service Page](#)

My Absence Balances (Employee View)

Pagelet on PeopleSoft home screen for employees

This is a close-up of the 'My Absence Balances' pagelet. It shows the same table as the screenshot above, with the following data:

Absence Type	Days Remaining as of Prior Day
Vacation	26.50
Sick	178.75
Administrative Leave	1.00
Personal Holiday	2.00
Paid Leave Bank	4.00

Below the table is a link: [View Absence Balances and Details Self Service Page](#)

Balances – *Further Details*



Balances are viewable to both employees and Absence Reporting Administrators in **near-real time** throughout the year

This is why it is important that the Absence Reporting Administrator records absences in a timely manner



Absence balances will include any future time off that has been entered

How does Absence Reporting work with my timesheet?



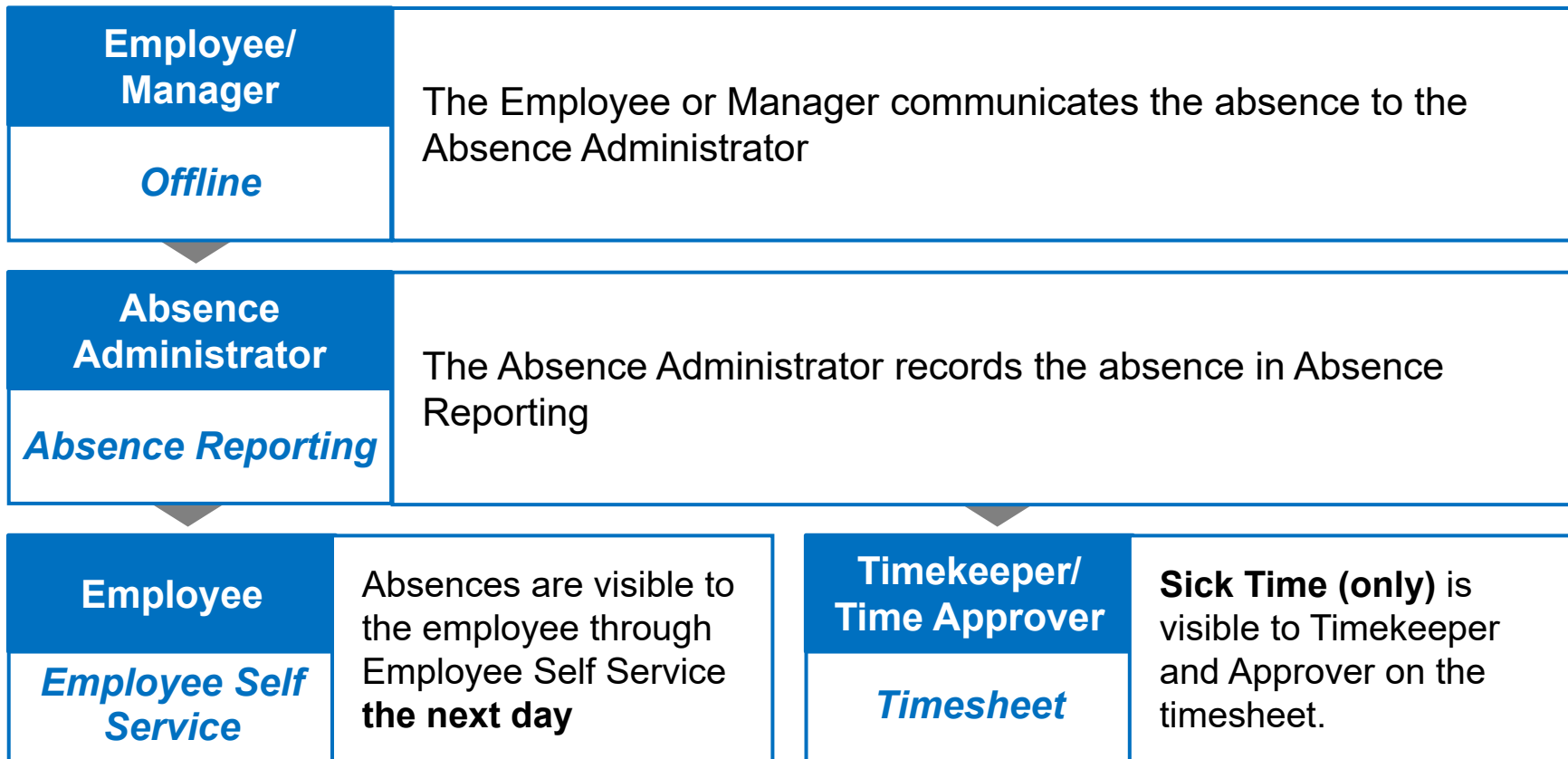
Sick Time is the only absence type which will be integrated with the Time and Labor system, because it has an impact on overtime calculation*




All other absence types will not be visible in the timesheet

**This applies only to units migrating from Banner to PeopleSoft*

Absence Reporting – Information Flow



Reminder: Do not touch sick time on the timesheet

 System will give an **exception** if Sick Time is modified on the timesheet.

RULES

Cutoffs and Accelerated Payroll


Rutgers, The State University
 Division of Payroll Services
 Time and Labor Schedule
 Calendar Year 2016

Hourly	Monday June 20, 2016	Friday June 24, 2016
Salary	Monday June 27, 2016	Friday July 1, 2016
Hourly	Friday July 1, 2016	Friday July 8, 2016
Salary	Monday July 11, 2016	Friday July 15, 2016
Hourly	Monday July 18, 2016	Friday July 22, 2016
Salary	Monday July 25, 2016	Friday July 29, 2016
Hourly	Monday August 1, 2016	Friday August 5, 2016
Salary	Monday August 8, 2016	Friday August 12, 2016
Hourly	Monday August 15, 2016	Friday August 19, 2016
Salary	Monday August 22, 2016	Friday August 26, 2016
Hourly	Monday August 29, 2016	Friday September 2, 2016
Salary	Friday September 2, 2016	Friday September 9, 2016
Hourly	Monday September 12, 2016	Friday September 16, 2016
Salary	Monday September 19, 2016	Friday September 23, 2016
Hourly	Monday September 26, 2016	Friday September 30, 2016
Salary	Monday October 3, 2016	Friday October 7, 2016
Hourly	Monday October 10, 2016	Friday October 14, 2016
Salary	Monday October 17, 2016	Friday October 21, 2016
Hourly	Monday October 24, 2016	Friday October 28, 2016
Salary	Monday October 31, 2016	Friday November 4, 2016
Hourly	Monday November 7, 2016	Friday November 11, 2016
Salary	Monday November 14, 2016	Friday November 18, 2016
Hourly	Thursday November 17, 2016	Friday November 23, 2016
Salary	Monday November 28, 2016	Friday December 2, 2016
Hourly	Thursday December 1, 2016	Friday December 9, 2016
Salary	Wednesday December 7, 2016	Friday December 16, 2016
Hourly	Monday December 12, 2016	Friday December 23, 2016
Salary	Monday December 19, 2016	Friday December 30, 2016

Time Admin is scheduled to run at 12:00 pm and 3:00 am daily
 There will be an extra Time Admin run at 2:30 pm on the cutoff Monday
 The cutoff Monday schedule will be as follows:
 12:00 Time Entry should be completed
 12:00 – 1:00 Time Admin will convert reported time into payable time
 1:00 – 2:30 Approve payable time and correct exceptions
 2:30 – 3:30 Additional Time Admin to convert corrected exceptions into payable time
 3:30 – 4:30 Approve any remaining payable time
 We ask you to not be entering or approving time when Time Admin is running

Can be found at:
payroll.rutgers.edu

These are accelerated payrolls.



Payroll will send a reminder when there is an accelerated payroll coming up



Rules - *Terminations*



Timekeepers must work with Central HR to remove any employees no longer in their department (***the system will not automatically do this***)

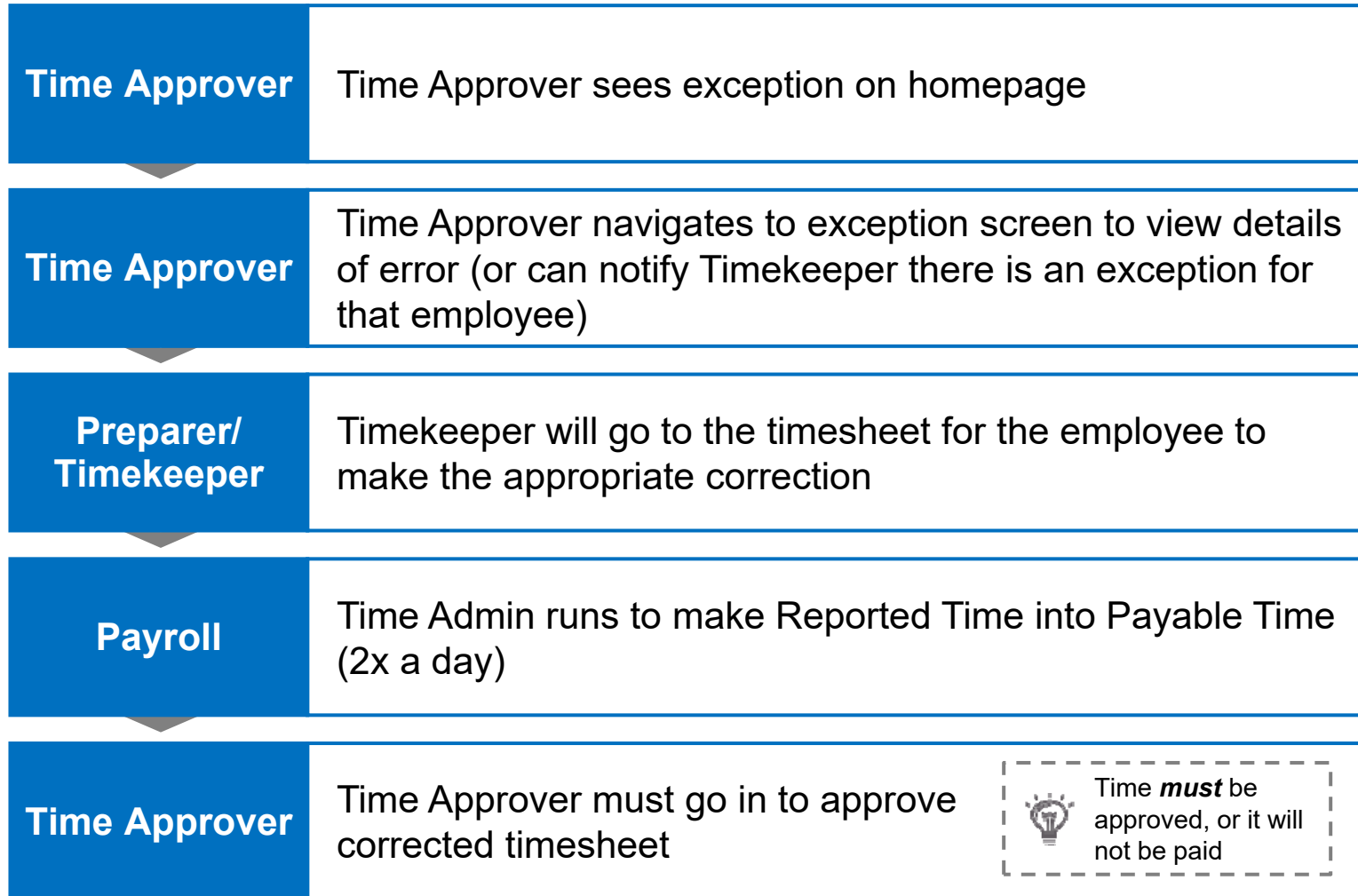
Employees entered on a leave of absence through Central HR will not have an active timesheet

EXCEPTIONS

What is an exception?

An **exception** is a system error which prevents Reported Time from transitioning to Payable Time.

Exceptions Process



Exceptions – Navigation



Search Menu:

- Absences
- Rutgers Interfaces
- Rutgers Reports
- Rutgers Extensions
- Rutgers OIT Help Desk
- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Workforce Development
- Workforce Monitoring

Time Management

- Manage Schedules
- Approve Time and Exceptions
- Report Time
- View Time
- Manager Search Options

Reported Time

Payable Time

Exceptions

Time Approver will see a list of exceptions on their homepage for their group

Exceptions – Search for Employee

Exceptions

Employee Selection Criteria

Employee Selection Criteria

Description	Value
Empl ID	00001030
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria
Save Selection Criteria
Get Employees

Instructions

Filtering Options

Exceptions
Customize | Find | View All | | First 1 of 1 Last

Overview
Details

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>						

Clean Up Exceptions

Clean Up
Allow All

Save

Get Employees

Exceptions – Select Employee

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	00001030
Empl Record	
Last Name	
First Name	
Job Code	
Job Description	
Department	
Supervisor ID	
Location Code	


View By: Week Show Schedule Information

Date: 11/01/2010 Previous Week Next Week

Employees For Brenda Zukish, Totals From 11/01/2010 - 11/07/2010

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description
SNOOPY	WORLD WAR I FLYING										

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception
SNOOPY	WORLD WAR I FLYING ACE	83.00	0.00	0.00	


Exception Symbol

Exceptions – View Details

Exceptions

Employee Selection Criteria

Description	Value
Empl ID	00001030
Empl Record	
Last Name	
First Name	
Job Code	
Job Description	
Department	
Supervisor ID	
Location Code	
Workgroup	

Clear Selection Criteria Save Selection Criteria Get Employees

Instructions

Filtering Options

Exceptions

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	RUTX006	Payout - Not in TL Admin Role	06/04/2016	Simmons, Audrey	SECURITY OFFICER	High
<input type="checkbox"/>	RUTX006	Payout - Not in TL Admin Role	06/23/2016	Simmons, Audrey	SECURITY OFFICER	High
<input type="checkbox"/>	RUTX006	Payout - Not in TL Admin Role	06/30/2016	Simmons, Audrey	SECURITY OFFICER	High

Clean Up Exceptions

Clean Up Allow All Save

Overview **Details**

Details button will provided an expanded, detailed view of the exception

Job Description	Severity
WORLD WAR I FLYING ACE	High
WORLD WAR I FLYING ACE	High
WORLD WAR I FLYING ACE	High

Clicking these buttons will not clear the exception; Time Approver must notify the Timekeeper to make corrections on the timesheet

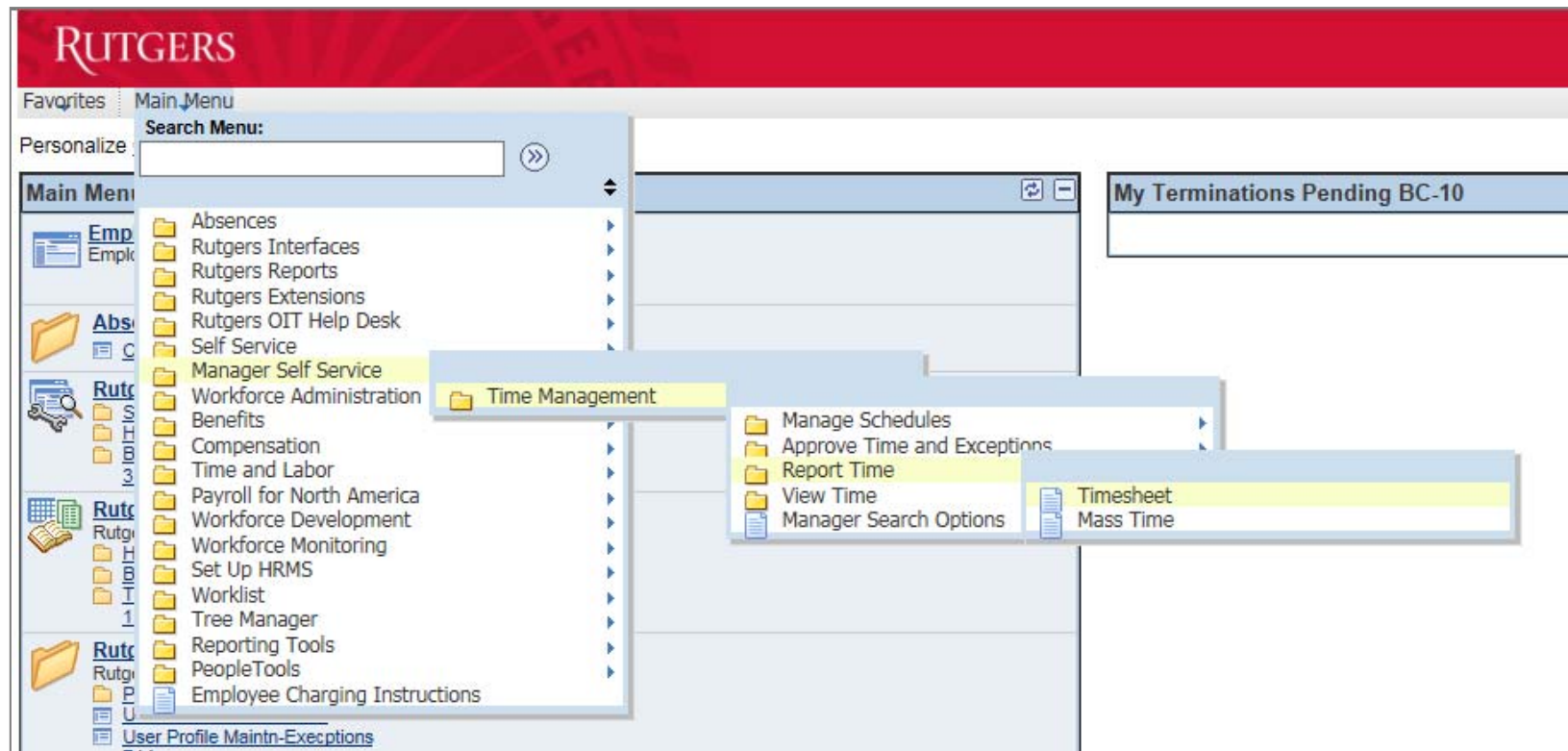
Trivia

What is the most common reason for an exception?



Missed “Punch-Out”

Exceptions – Correct Exception



Exceptions – Search for Employee

Report Time
Timesheet Summary

Employee Selection Criteria

Description	Value
Empl ID	XXXXXXXX
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Location Code	<input type="text"/>

Buttons: Clear Selection Criteria, Save Selection Criteria, Get Employees

View By: Week | Show Schedule Information: | Date: 08/05/2016 | Previous Week | Next Week

Employees For Marie Matusiak, Totals From 08/05/2016 - 08/11/2016

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Record	Job	Department Description	Workgroup	Location Code	Supervisor ID
Charlie Brown		0.00	0.00	0.00										
	PEANUT I	0.00												

Go To: [Manager Self Service](#), [Time Management](#), [Approve Reported Time](#)

Exceptions – View Exception

RUTGERS

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Timesheet

EmployeeID: _____ Empl Record: 0

Job Title: _____ Std Hourly Rt: 8.380000 USD


Instructions


*View By: Week | Reported Hours: 100.30 | [Previous Week](#) | [Next Week](#)

Date: 07/15/2016 | Scheduled Hours: 0.00

[Show all Punch Types](#)

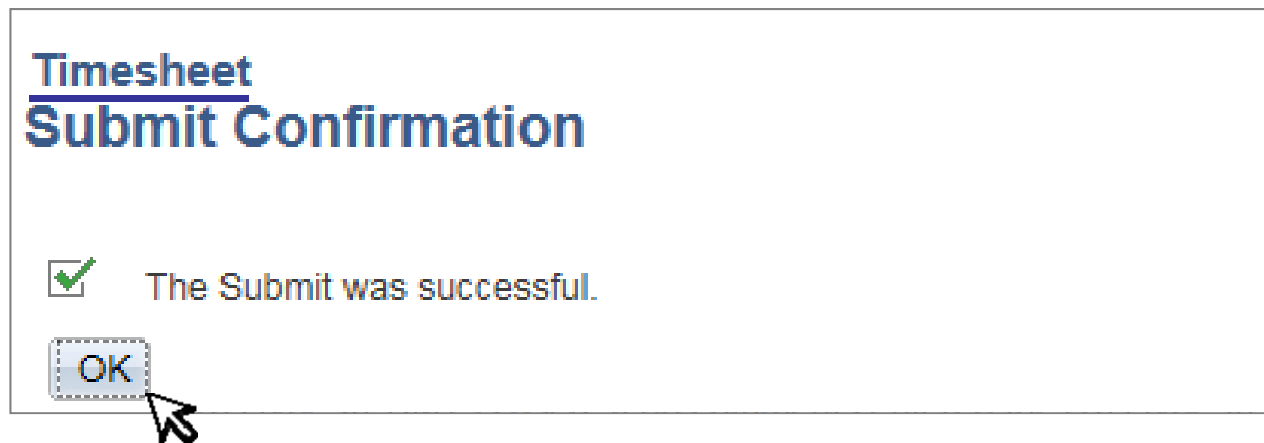
From 07/15/2016 to 07/21/2016

Comments	Day	Date	Status	Approval Monitor	Exception	In	Meal	In	Out	Punch Total	Time Reporting Code
	Fri	7/15	Submitted	Approval Monitor		9:54:30AM				100.30	

Exception	In	Meal	In	Out	Punch Total	Time Reporting Code
	9:54:30AM				100.30	

Exception Symbol

Exceptions – *Submit*



It is the Timekeeper's responsibility to inform the Approver that changes have been submitted.

REPORTS

Reports – *Navigation and List*



- ✓ Payable Time Detail
- ✓ Time & Labor Summary
- ✓ Time Requiring Approval
- ✓ Rutgers Time Certification for Federal Work Study
- ✓ Department Comp Time Report
- ✓ Department Overtime Reports
- ✓ Roster of Employees Paid
- ✓ Active Payroll Employees

Payable Time Detail

Summary Report for time entered and approved (for one month at a time)



Payable Time Detail

Select Employee

Employee Selection Criteria

Description	Value
Empl ID	00001013
Empl Record	
Last Name	
First Name	
Job Code	
Job Description	
Department	
Supervisor ID	
Location Code	

Employees For Marie Matusiak Customize | Find | View All | First 1 of 1 Last

Name	Empl ID	Empl Record	Job Code	Job Description	Department	Department Description	Location	Workgroup	Supervisor ID
Max Power	00001013	0	020799	SAFETY INSPCTR	19527	NUCLEAR PWR PLNT	01796		MBURNS

RUTGERS

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

Payable Time Detail

[Max Power](#) Employee ID: 00001013 Empl Record: 0
 Job Title: SAFETY INSPECTOR Std Hourly Rt: xxxx USD

Start Date: 04/10/2016 End Date: 05/10/2016

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
04/13/2016	Distributed		Approval Monitor	OVT	1.00	Hours
04/20/2016	Distributed		Approval Monitor	OVT	1.00	Hours
05/04/2016	Taken by Payroll		Approval Monitor	OVT	1.00	Hours

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

[Approval Monitor](#)

[Approval Monitor](#)

[Approval Monitor](#)

[Approval Monitor](#)

RUTGERS

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

Payable Time

Approval Monitor

Route to TL Approver

Payable Time Approval for TRC: OVT on 2016-04-13: **Approved**

Route to TL Approver

Approved
✓ [Charlie Brown](#)
RutgersTLApprover
04/19/16 - 10:07 AM

[Return to Payable Time](#)

Payable Time Approval for TRC: OVT on 2016-04-13: **Approved**

Route to TL Approver

Approved
✓ [Charlie Brown](#)
RutgersTLApprover
04/19/16 - 10:07 AM

Time & Labor Summary

Summary Report for time entered and approved, for any period of time

Time and Labor Summary

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

[Find an Existing Value](#) [Add a New Value](#)


Maximum number of rows to return (up to 300):

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

 On the first time running any report, use "Add a New Value"

RUTGERS

Favorites Main Menu > Rutgers Reports > Time and Labor > Time and Labor Summary

Ru TI Summary Pge

Run Control ID: mm [Report Manager](#) [Process Monitor](#) **Run** ←

Process Request Parameter(s)

Enter the values

Department	10470
From Date	01/01/2011
To Date	12/18/2015
Empl ID	XXXXXXXX
TRC	PVT ←

When in doubt, leave TRC field blank. This will pull up all the TRCs the employee has earned.

Save Return to Search Notify Add Update/Display

RUTGERS

Favorites | Main Menu > Rutgers Reports > Time and Labor > Time and Labor Summary

Process Scheduler Request

User ID: xxxxxxxx Run Control ID:mm

Server Name: Run Date: 06/10/2016

Recurrence: Run Time: 9:52:07AM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time and Labor Summary	RU_TL103	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution



- Sample Report -

Report ID: RU_TL103		Rutgers, The State University of New Jersey Time and Labor Summary Report					Page No. 21 Run Date 06/10/2016 Run Time 09:53:31							
Department: XXXXX		From Date: 01-JAN-2011		To Date: 18-DEC-2015		Employee ID: 00008616		TRC: Overtime 1.5						
Employee Name	Employee ID	EMPL RCD#	EMPL Class ID	Dept ID	Job Code	Job Title	Status	Date	Hours	Hourly Rate	Amount	TRC Description	Override Rate	ComboCode Override
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	13-MAY-2015	1.00	27.94	41.91	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	15-MAY-2015	0.50	27.94	20.96	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	20-MAY-2015	1.00	27.94	41.91	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	01-JUN-2015	0.50	27.94	20.96	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	03-JUN-2015	1.00	27.94	41.91	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	10-JUN-2015	1.50	28.52	62.87	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	17-JUN-2015	1.00	28.52	41.91	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	19-JUN-2015	0.50	28.52	20.96	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	07-JUL-2015	0.50	28.98	21.74	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	22-JUL-2015	1.00	28.98	43.48	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	29-JUL-2015	1.00	28.98	43.48	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Distributed	19-AUG-2015	1.00	28.98	43.48	Overtime 1.5		
Pride, Woody	XXXXXXXX	1	XXXXX	XXXXX	XXXXX	Sheriff	Taken by Payroll	15-DEC-2015	1.00	28.98	43.48	Overtime 1.5		
												Sub total hours for TRC	662.90	
												Sub total amount for TRC in \$	26187.36	
												Dept Total hrs for TRC: OVT	662.90	
												Dept Total amt for TRC: OVT	26187.36	
												Department Total in \$	26187.36	

Time Requiring Approval

Summary Report of Payable time that is still outstanding and needs to be approved

This is a useful report for Timekeepers

Favorites | Main Menu > Rutgers Reports > Time and Labor > Time Requiring Approval New Window ? H

Time Requiring Approval Approve Payable Time

Dept ID	Department Description	Employee Name	Employee ID	Empl RCD #	Job Code	Job Code Description	Date	Hours /Amount	Time Reporting Code	Hourly Rate	Override Rate	Estimated Gross	Combination Code override on Timesheet	Dept Activity 1	Dept Activity 2	Comment	Department Budget Table
1 11111	Rutgers	Snoopy	00000000	0	XXXXX	WORLD WAR I FLYING ACE	03/29/2013	1.88	Hourly Regular	7.25		13.63					Department Budget Table
2 11111	University	Brown, Charlie	00000000	0	XXXXX	PEANUT I	05/16/2013	19.23	EXTRA PAY - Flat Amount			19.23					Department Budget Table
3 11111	University	Lucy	00000000	0	XXXXX	PEANUT II	05/02/2013	4.53	Hourly Regular	7.25		35.74					Department Budget Table

Customize | Find | View 100 | First 1-50 of 5115 | Last

Rutgers Time Certifications for Federal Work Study

Summary Report of Federal Work Study student hours worked for the month

FWS Detail Activity

Department: XX ABC

Customize Find First 1-48 of 48 Last										
	Name	Empl ID	Empl Record	Job Code	Job Description	Fund Source	Actual Employee Earnings	Pay Period End Date	Paycheck Issue Date	
1	Demo, Henry	000	0	XXXXX	SAMPLE	000	32.63	09/13/2013	09/20/2013	
2	Demo, Henry	000	0	XXXXX	SAMPLE	000	97.88	09/27/2013	10/04/2013	
3	Demo, Henry	000	0	XXXXX	SAMPLE	000	54.38	10/11/2013	10/18/2013	
4	Demo, Henry	000	0	XXXXX	SAMPLE	000	94.26	10/25/2013	11/01/2013	
5	Demo, Henry	000	0	XXXXX	SAMPLE	000	108.76	11/08/2013	11/15/2013	
6	Demo, Henry	000	0	XXXXX	SAMPLE	000	54.38	11/22/2013	11/27/2013	
7	Demo, Henry	000	0	XXXXX	SAMPLE	000	83.38	12/06/2013	12/13/2013	
8	Demo, Henry	000	0	XXXXX	SAMPLE	000	61.63	12/20/2013	12/20/2013	
9	Demo, Henry	000	0	XXXXX	SAMPLE	000	43.50	01/03/2014	01/10/2014	
10	Demo, Henry	000	0	XXXXX	*** TOTAL ***	000	630.80			TOTAL

Department Comp Time Report

Summary Report of Compensatory time employees in a department have worked, back to one year

Department Comptime Report
 To run this report for all departments you have access to, leave the fields blank and select View Report.

Department: University Human Resources
 Employee ID:
 From Date: Thru Date: [View Report](#)

Employee Name	Employee ID	Empl Record	Empl Class Description	Job Title	TRC	Date	Quantity	Union Code	Union Description	Department ID	Standard Hours	Hourly Rate	Comp Balance Remaining (Hours)	Payable Amount
1 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	02/28/2014	0.120000	XXX	XXXXX	XXXXX	37.50	41.64	0.120	4.99
2 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	03/14/2014	2.250000	XXX	XXXXX	XXXXX	37.50	41.64	2.370	98.70
3 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/09/2014	3.750000	XXX	XXXXX	XXXXX	37.50	41.64	6.120	254.89
4 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/10/2014	3.000000	XXX	XXXXX	XXXXX	37.50	41.64	9.120	379.83
5 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/11/2014	2.850000	XXX	XXXXX	XXXXX	37.50	41.64	11.970	498.53
6 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/12/2014	7.500000	XXX	XXXXX	XXXXX	37.50	41.64	19.470	810.90
7 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/14/2014	2.250000	XXX	XXXXX	XXXXX	37.50	41.64	21.720	904.61
8 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/15/2014	0.630000	XXX	XXXXX	XXXXX	37.50	41.64	22.350	930.85
9 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/16/2014	0.630000	XXX	XXXXX	XXXXX	37.50	41.64	22.980	957.09
10 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/17/2014	2.505000	XXX	XXXXX	XXXXX	37.50	41.64	25.485	1061.42
11 Toby Wyatt Flenderson	00002021	0	XXXXXXXX	Human Resources Representative	COMPE	07/18/2014	1.500000	XXX	XXXXX	XXXXX	37.50	41.64	26.985	1123.89

Department Overtime Report

Summary Report of Overtime employees in a department have worked

RUTGERS

Favorites | Main Menu > Rutgers Reports > Time and Labor > Department Overtime Report

Department Overtime Report

To run this report for all departments you have access to, leave the fields blank and select View Report.

Department

Empl ID

	Employee Name	Employee ID	Empl RCD #	Employee Class	Empl Class Description	Union Code	Union Description	Standard Hours	Hourly Rate	Payable Amount
1			0							

Customize | Find | First 1 of 1 Last

Roster of Employees Paid

Report of employees paid for Payroll (can be pulled up by Payroll date)




RUTGERS

Favorites | Main Menu > Rutgers Reports > Roster of Employees Paid

Roster of Employees Paid

Department: xxxx Demonstration Department Pay Calendar Check Date: 07/29/2016 Payroll Status: Final

Name	Empl ID	Empl Record	Job Code	Job Title	Earnings Type	Total Gross By Job	Payment Type	Issued Check Date
1 Charlie Brown	xxxxxxx	0	xxxxx	PEANUT I	Regular Salary	\$2,197.83	Advice	07/29/2016
2 Snoopy	xxxxxxx	0	xxxxx	WORLD WAR I FLYING ACE	Regular Salary	\$2,615.52	Advice	07/29/2016
3 Lucy	xxxxxxx	0	xxxxx	PEANUT II	Other	\$-102.82	Manual	11/20/2015
4 Montomerv.Lisa	0001923	0	xxxxx	PEANUT ASST I.PAYRL	Regular Salary	\$1,979.99	Chk+Advice	07/29/2016

 Available only to PeopleSoft Approvers

Active Payroll Employees

All Employees on Payroll per Department



RUTGERS
 Favorites | Main Menu > Rutgers Reports > Active Payroll Employees

Active Payroll Employees

Department: Z30001 NJMS-PHRI CENTER

Dept ID	Name	Empl ID	Empl Record	Empl Class	Job Code	Job Title	Pay Status	Hire Date	Compensation Rate	Expected Job End Date	Last Check Issued Date	Supervisor Name
1 Z30001	Ali PhD, Muhammad	00106949	0	4	04442	ServiceMain Worker Casual	Active	12/19/2006	15.16			
2 Z30001	Aniston, Jennifer	00108467	0	4	04300	SERVICE MAINTENANCE	Active	08/13/2010	11.50			
3 Z30001	Bates PhD, Norman	00106955	0	4	04442	ServiceMain Worker Casual	Active	12/19/2006	26.93			
4 Z30001	Bergen, Candice	00106964	0	4	04441	Laboratory/Tech Asst Casual	Active	12/19/2006	32.48			
5 Z30001	Bergman, Ingrid	00104650	0	1	G001F	PUBLIC SAFETY DISPATCHER	Active	12/01/2015	60,229.00			
6 Z30001	Berry, Hallie	00109249	0	4	04300	SERVICE MAINTENANCE	Active	03/19/2012	32.00			
7 Z30001	Bixby, Bill	00101900	0	4	04300	SERVICE MAINTENANCE	Active	02/03/2015	16.50			
8 Z30001	Blaze, Rueben	00106960	0	4	04442	ServiceMain Worker Casual	Active	12/19/2006	728.14			

Available only to PeopleSoft Approvers



If you have any questions about Time and Labor, please contact Payroll Services at (848) 445-2112.

If you have any questions about Absence Reporting, please contact the UHR Service Center at (848) 932-3020.