Transcripts

Title: MacViP Online Training	Scene/Screen # **A**
Objective: Time Capture - Overview	Playing Time: 2 mins 31 secs

Time Capture and Time Approver

You've been identified either as a Time Capturer or Time Approver. A Time Capturer is someone who will be entering time and running Time Capture processes for a defined group of employees.

A Time Approver is someone who will authorize time that has been automatically generated by the system or time that has been entered by a Time Capturer.

Types of Employees

It is important to understand that there are different types of employees being paid on the MacViP system

There are **Regular Full** and **Part-time or Contract** employees, who work the same hours each pay period. These employees are attached to a Position, which in turn is attached to a specific Schedule.

Paying the Employees

In order for these employees to be paid, a process is run, which is called **Generate Schedule**. This process takes their schedule (for example a 35 hour work week schedule) and produces regular time for those 35 hours. This process is run every week, so that when the employee gets paid it will be for 70 hours.

"Exception"

Employees who have schedules are considered to be "**Exception**" time employees – that is the Time Capturer only needs to access this employee's time if for some reason there is an adjustment –for example the employee worked overtime or took vacation in the previous week. These adjustments will be entered via the **Weekly Time** screen.

Temporary/Causal

Another type of employee is a **Temporary/Casual** employee. In some cases (usually for Temporary employees- for example a summer student) these employees also work a set schedule. If that is the case, they are can also be attached to a schedule and their hours can also be generated by the Time Capturer.

However for true Temporary/Casual employees without a schedule, time must be entered for them or they will not be paid. They are considered to be **Positive** time employees. This time is entered on the Timesheet screen in MacViP

Graduate Students

The last of the employee types are **Graduate Students**. Graduate Students are guaranteed a set number of "work" hours per year. They work as Teaching Assistants or Research Assistants and are paid automatically via an on-going premium, which is set up by Human Resources and Payroll.

 However, these students may work some additional hours for which they must be paid. Their hours are also entered on the Timesheet screen. Not every department has Graduate Students – ask your supervisor if you will be responsible for any Grad students.