Transcripts

Title: MacViP Online Training	Scene/Screen # **E**
Objective: Time Capture – Processes	Playing Time: 7 mins 27 secs

Time Capture Processes

It's important to realize that these processes are run for all employees –Scheduled and Non-Scheduled. Therefore, even if you are only responsible for capturing or approving time for Regular Scheduled employees, you will still be responsible for running the processes associated to your role of Time Capturer or Approver.

Time Capturers run the Release Time process and also the Interpretation. Time Approvers run the Transaction Authorization and the Batch Submission.

Time Transaction Release

All of these processes are found under Scheduling and Time Capture, Function. We're just going to run the processes for our Temp/Causal Non-Scheduled employee.

The first process is Time Transaction Release

Just as in time entry, the system asks us for the **"Position Group"**. We do a drop-down and choose our Position Group – 0001.

We enter "the **Period End Date"** the last day for which we entered time as Sept 22.

We select the "**Load**" button to populate the attendance timesheet for individuals within the position group.

Once we've done our review we can select the "**Release all**" button to approve timesheets for all individuals. If we wanted to release a record for one individual, we would select the "Release" button. If we needed to reject a record for an individual we would click on the individual record and select "Refuse" button or if we needed to reject all timesheets for the position group, we would select the "Refuse all" button.

We're going to choose **Release All**. Notice that the **Rels?** Field changes to yes. We're now ready to go and run our next process.

Note that we can open up the **Time Sheet Detail** screen if we want to see the details for a particular employee.

Interpretation (Time Capturer)

Next we choose the **Interpretation** menu. This function validates the time against the rules that have been set up for the transactions available in time entry. The Time Capturer also runs this process.

We enter our **"Position Group"** or do a drop-down and choose 0001.

We enter the "**Period End Date"** using the calendar drop down.

We select the **Interpret**" button and say "**OK"** to confirmation question.

Note that the message "The job number 45907 is completed" will display in the status bar at the bottom of the screen.

It's important to note that if transactions within the timesheets do not pass the validation rules, you will need to correct the transaction on the individual's timesheet.

Transaction Authorization (Time Approver)

We are now going to run the Authorize Time process by selecting Transaction Authorization. This process is run by the Time Approver. It is used to approve time for pay.

We enter **"Position Group"** or do a drop down and choose 0001.

We enter the **"Period End Date"** that applies to our time entry using the calendar in this case Sept 22.

We click on the "**Load**" button to populate the attendance timesheet for individuals within the position group.

We now see that time has been released and interpreted, but not yet authorized for Bill Smith.

This screen works in the same way as the Transaction release. We can authorize all if we are satisfied that all of the records are correct, or we could authorize one by one using the Authorize button. We could also unauthorize one record or unauthorize all if necessary

We choose the Authorize all buttons. The Auth? Field will change to Yes and now we can submit the batch to Payroll

Batch Submission (Time Approver)

The last process that we need to run is used to create a batch for Payroll. We select Batch Submission. The Time Approver also runs this process.

We enter "Position Group", or use the drop down to choose "0001**"**

We enter **"Period End Date" as Sept 22**.
We click on the "**Submit**" button to submit authorized timesheets for all individuals within the position group.

We click on "**OK**" to the confirmation message.

Our batch number is displayed. We should make note of the batch number in case we need to recall the batch from Payroll.

Balancing Summary

We can access the **"Balancing Summary"** screen under Scheduling and Time Capture/Function.

The Balancing Summary shows a summary of the time entry transactions by **Position Group** for a selected date range. You can also view employee level information by opening the Detail Balancing screen.

You could total your hours for each transaction code and then compare that total to the total on the Balancing Summary screen. You can also check each employee's time information from your input document (for example a timesheet) against what has been entered into the system.

We enter our **"Position Group - 0001**

We enter our **"From Date"** and "**To Date**" using the calendar drop down**.**

We need to change the values in **Released, Interpreted** and **Authorized** to **Yes** because we have run those processes. We are basically telling the system where we are in the process.

We click on **"Load"**

The **"Balancing Detail"** will display the transaction codes, units, and number of transactions for the specified position group. This is where we can confirm our totals by transaction code.

We can click the "+" sign beside **"Detail Balancing** to open up the screen.

This section displays each individual with the working date and transaction and units. This section also displays any overrides to the GL account. It is here that we can ensure that we've entered the correct hours per employee.

Batch

Recalling a Batch after Submission to Payroll (Time Approver)

If there is a need to revise a batch that has already been submitted to Payroll, you will need to advise Payroll. Payroll will "delete" the batch for you. You would then be able to make changes and resubmit.

Note: You can refer to the Time Capture section of your manual for detailed instructions on how to go about recalling a batch.

Final Steps

Now for the exercise.

You are going to enter time for a Temp/Casual Non-scheduled employee. Use the timesheet that was emailed to you for this activity. It has the position group and employee number on it. Just use the Sunday to Saturday of the week for which you are completing the activity as the From and To dates.

The Time Capture section of your Training manual will help you to work through this exercise.

Batch Exercise

Once you've run the Batch Submission process, write down the Batch Number.

Click on the link at the end of this video and enter your Batch Number.

Evaluation

After you enter your Batch number, please complete the course on-line evaluation using the link provided at the end of this video.

Links

Thank you for your time and good luck with the exercise!! Please don't forget the evaluation!!!