McMaster University

Inspiring Innovation and Discovery

SECTION OVERVIEW

This section contains information, which you will use to Capture Time and run the applicable processes in the MacViP HR/Payroll system.

Section 4

Time Capture

TIME CAPTURE

PROCEDURES

FOR MACVIP Users

October 2007

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1. Time Capture Overview

The **Time Capture Process** in the MACVIP system is comprised of various processes, as well as the ability to enter time or exceptions to time as required via on-line time entry. You can also use the **Review Error Messages** process to investigate errors that may occur during processing. As well you can refer to the **Balancing Summary** and **Transaction Details** screens for details regarding the employees' time transactions.

All employees have at least one position in MacViP. That position is attached to a schedule. Schedules have been set up to accommodate all of the various existing schedules within the University. It's important to note that every transaction that is entered into MacViP is associated to a position.

Not all employees have "true" schedules. In the case of Grad Studies and Temp/Casual employees (who do not work a set schedule of hours) a dummy schedule (97) has been established, but that schedule is not used to pay the employee. Rather, the departments will enter time for these employees using the **Time Sheet** functionality. All other employees will have schedules generated (timesheets) on a per pay basis and exception time will be entered for them using the **Weekly Time** or **Time Sheet** screens.

The processes and pages that are used during **Time Capture** are as follows:

Screen or Process	Path	Run or Used By:	Used for:	Description
Generate Time Sheet	**Payroll>Time Entry>Data Entry>Schedule Generation**	Time Administrator	This process is run for employees who are attached to a schedule – either Permanent employees or Temporary employees who work a set schedule every week. **Note**: If you have only a few Temporary employees who have been set up with schedules, you can use the Time Sheet/Generate Schedule function to create the employee's timesheet.	This process must be run prior to every pay process in order to generate timesheets, which are then available for data entry Run by the Time Administrator **Note: this process is not run for Grad Studies**
Capture Attendance	**Payroll>Time Entry>Data Entry>Weekly Entry**	Time Administrator	Scheduled Employees	Time should be verified and or entered via the **Weekly Time** screens for all employees for whom the Schedule Generation process was run.
Capture Attendance	**Payroll>Time Entry>Data Entry>Time Sheet**	Time Administrator	Non-scheduled Employees – Temp/Casual and Grad Students	Time should be entered via the **Time Sheet** screen for all non-scheduled employees. For Temporary employees who have a schedule, you can use this screen to create their schedule and use the Time Sheet Detail

Screen or Process	Path	Run or Used By:	Used for:	Description
				section to make any adjustments to the schedule.
Prior Period Adjustments	**Payroll>Time Entry>Data Entry> Time Sheet**	Time Administrator	All employees	It is important that you make every effort to enter an employee's hours for the period in which the hours were worked. However, if hours need to be added for a prior pay period, you will be able to enter those hours in the current pay, using the current pay period from and to dates, and entering the hours missed via the Time Sheet screen.
Release Time	**Scheduling and Time Capture >Function >Time Transaction Release**	Time Administrator	All employees	This process must be run following time entry. All employees' time is run through the Time Transaction Release process. Time must be released before the other processes can be run.
Validate (Interpret) Time	**Scheduling & Time Capture>Function> Interpretation**	Time Administrator	All employees	It is during this process that the time is validated against the rules that have been set up in the system regarding employee time transactions and entitlement banks
Authorize Time	**Scheduling and Time Capture >Function >Transaction Authorization**	Time Approver	All employees	Time Approvers approve time using this process
Review Balancing Summary	**Scheduling and Time Capture>Function> Balancing Summary**	Time Administrator or Approver	All employees	The Balancing Summary shows a summary of the time entry transactions by **Position Group** for a selected date range Detailed time information (by employee) can also be accessed via the Balancing Summary
Submit Batch	**Scheduling and Time Capture>Function> Batch Submission**	Time Approver	All employees	Once the approval is completed the time must be transferred to Payroll via the batch process.
Recalling a	**Scheduling and Time**	Time Approver	All employees	If there is a need to

Screen or Process	Path	Run or Used By:	Used for:	Description
Batch after Submission to Payroll	**Capture>Function> Transaction Authorization**			revise a batch that has already been submitted to payroll, the department will need to advise Payroll. They will "release" the batch back to the department. Then the department can use this process to unauthorized and correct selected employees and resubmit to Payroll.
View Transaction Detail	**Payroll>Time Entry>Data Entry>Transaction Detail**	Time Administrator or Approver	All employees	The **Transaction Detail** page allows the Time Administrator or Approver to view all transactions that have been processed through the Time Capture module. This page can be used for trouble-shooting purposes.
Review Error Message in Job Spooler	**Tools/Job Spooler**	Time Administrator or Approver	All employees	If an error message is displayed during processing, the details can be printed, or the job number on the status line in the bottom left hand corner of the screen can be noted. The job number is used to run a report on errors using the Job Spooler. The "**Job Spooler**" can be accessed using the Tools on the Application Menu Bar. The **Payroll Department** can provide further assistance with error resolution.

2. **Managing the Time Capture Process at McMaster University**

A. <u>Time Management Function in Department</u>

- ➢ Confirm time / submit hours worked **weekly (**monthly for Grad Studies)

- ➢ Separation of duties for time capture and approver

- ➢ Have a primary and backup for time capture and approver

- ➢ Cut-off for submitting time is end of business day Monday for the previous week, for Grad Studies refer to the following website http://www.mcmaster.ca/graduate/paysched.htm

- ➢ Ways to collect attendance information will be determined by the department

B. *<u>Recommendations on How to Collect Time</u>*

Central Point of Contact

Call in to a Central Number
Send absence note to Generic E-mail address

<div align="center">or</div>

Preprinted Timesheets

It is the employee's responsibility to confirm the preprinted information on the timesheets

<div align="center">or</div>

Blank Timesheet

Stored on shared drive to be completed by employee

C. *Time Capture Function/Description*

➢ Employee role
- o Responsible to capture his/her time in method determined by time approver

➢ Time capture role (Administrator)
- o Confirm time is accurate according to department records
- o Have access to time capture information (voicemail, e-mail, timesheet)
- o Will not authorize time
- o Must have a backup
- o If the Primary position is with a department and an assigned secondary position is with another department, each department will enter their own hours
- o If an employee works hours in another department on a worked position (other than their primary or secondary position), the hours are entered by that department using transaction code 1000 – Regular hours

➢ Time approver role (Supervisor/Manager)
- o Responsible for how time will be captured (timesheet)
- o Must have a back-up
- o Generally signing authority on the account
- o For departments that Payroll is running the Time Capture processes – submit any request for overtime or other adjustments to the regular time for the pay period, to Payroll, using the McMaster ViP timesheet found at the back of this procedure (until all functionality is rolled out)

3. Generate Schedule

Schedules are generated prior to every pay process. Employees with a set schedule (Permanent and Temporary) will have time generated according to the assigned schedule.

The schedule is generated by **Position Group**. Position groups have been setup as the department number – 01 (ie) 3102001. A Department Time Administrator may have access to more than one Position Group. In that case they would see the "01", ""02" group etc. Upon request by the department the Payroll department will setup additional Position Groups. For example there may be a Position Group for Permanent employees, one for Temp/Casual and another for Graduate Students.

It's important to note that some departments have opted to have .01 hours generated for their Temporary Casual non-scheduled employees. If that is the case for your department and both your scheduled and non-scheduled employees are in the same Position Group, then if you run the Schedule Generation process, .01 hours will be generated for the non-scheduled employee on the Saturday of the week for which you create time. You will have to **delete** those hours and enter the correct hours on the applicable days of the week. You'll be able to do that via the Weekly Time Entry screen or on the Time Sheet.

Employees whose status has been changed to a Leave of Absence will have a timesheet automatically generated using the applicable time transaction codes e.g. Transaction code 2610 - Personal Leave – Unpaid.

If an employee has a termination date effective within the pay period, the system will only generate time up to and including their last day of work.

Once you generate a schedule, any HR changes that are processed after that date will not be reflected. Schedules should be generated on a weekly basis.

For Grad Studies a schedule will be generated for any Statutory Holidays by the School of Graduate Studies Payroll department. For all other employees if a schedule is generated by the department (even for the non-scheduled employees who have .01 hours generated for each Saturday) the Statutory holiday transaction code (1200 –Permanent employees and 1205 – Temporary/Casual employees) will be generated in a week when there is a Statutory Holiday. Departments must enter the Statutory Holiday transaction code – 1205- for any employees for whom they enter hours on the Time Sheet.

Input(s):
- Position Group previously created in VIP (Position Group is comprised of one or more positions)
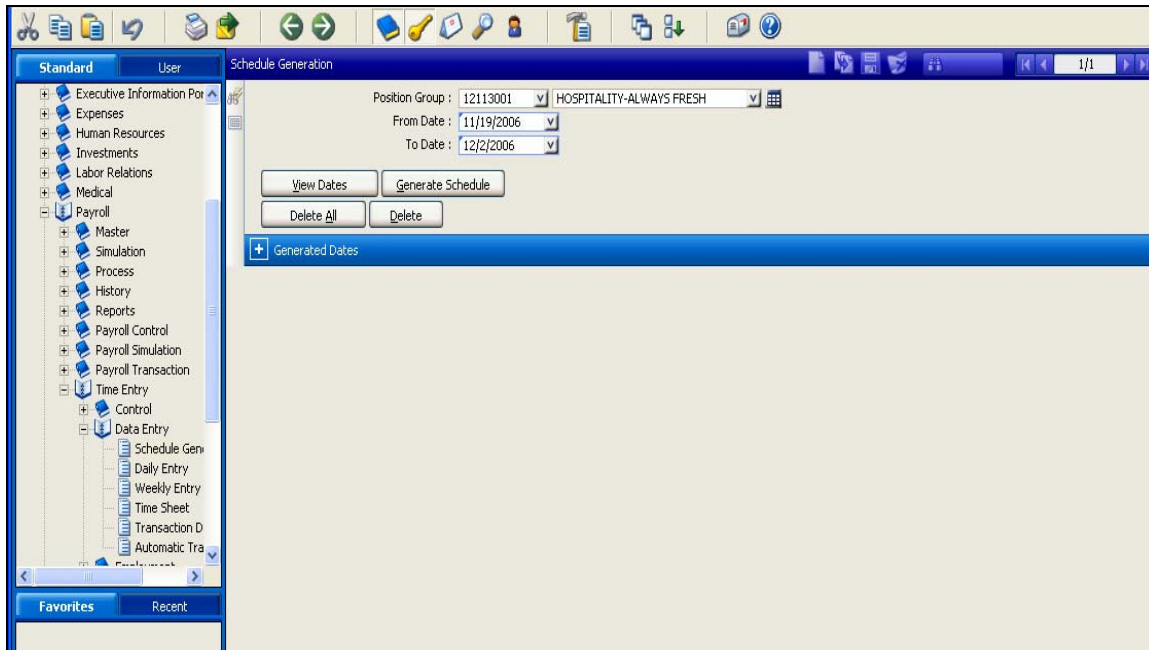- Pay period from and to dates

Output(s):
Timesheet created for individuals within the Position Group(s) for the specific pay period

Path:
VIP Modules > Payroll > Time Entry > Data Entry > *Schedule Generation*

Screen(s):

Steps:
1. Access "**Schedule Generation**" screen.
2. Enter **"Position Group"**.
3. Enter the applicable dates in the "**From Date**" and "**To Date**" fields. Although you can enter for any period of time , it is recommended that you run this process on a weekly basis using the dates of the Sunday to Saturday of each week.
4. Click on the "**Generate Schedule**" button. Select "**OK**" to confirmation message.
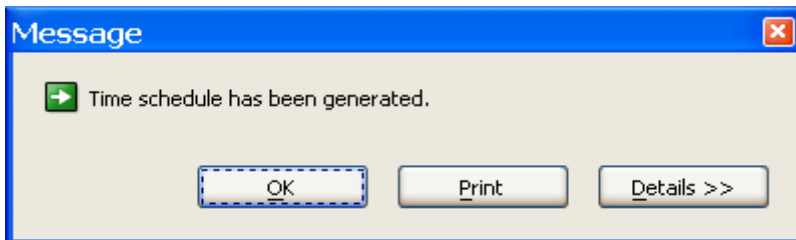
6. The screen displays the days that time has been generated for – for the Position Group(s) that you processed.

    Note: "**View Dates**" button allows the same view as the "+ Generated Dates" sub window.
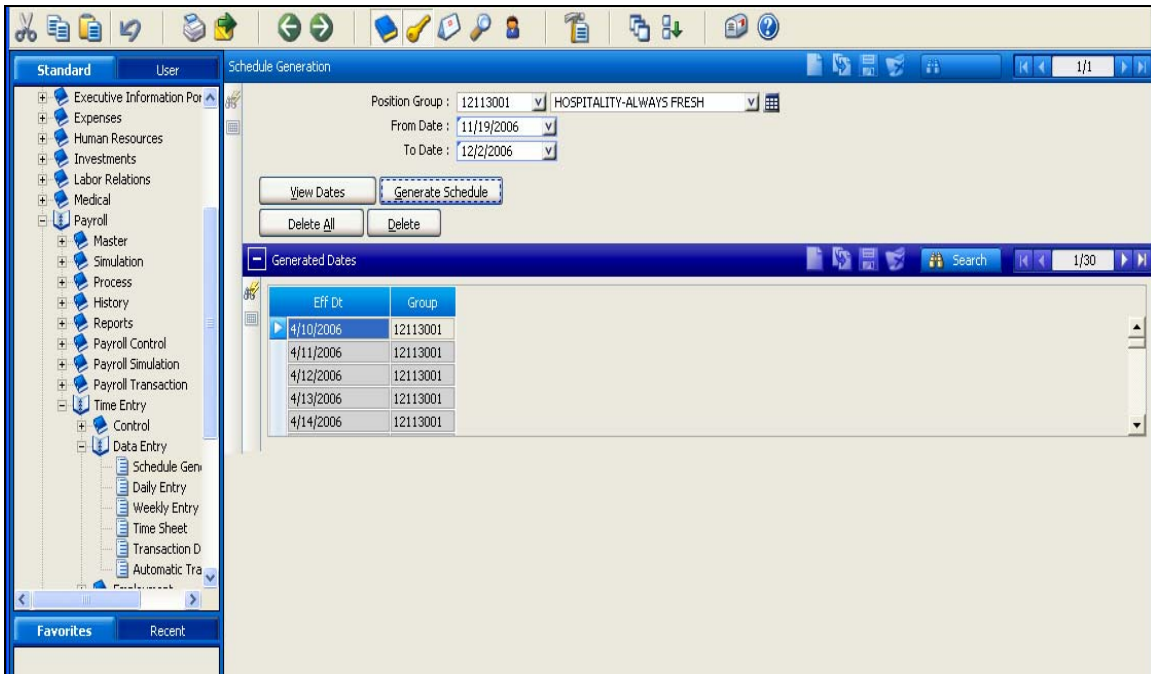
Reminder

You can copy to your clipboard, the position group to paste in the time entry screen. This will eliminate re-keying of the position group when you get to the Weekly Time screen.

Important

If your department's Temporary Casual position has been set up with a dummy schedule that includes .01 hours on Saturday, then when you generate a schedule for a Position Group that includes non-scheduled Temporary or Casual employees you must go into the Weekly Time screen or the Time Sheet and delete the .01 hours, and enter any applicable hours for the employee (Refer to Capture Attendance Using Weekly Time or Capture Attendance Using Time Sheet procedures).

You should also be aware that when you run the Generate Schedule process a Statutory Holiday transaction code – 1200 for Permanent employees or 1205 and zero hours for Temporary/Casual employees will be generated. If the Temporary/Casual employee is absent from work without authorization on either their scheduled day before or after the Statutory Holiday, you should delete the 1205 code and "0" hours, as they will not be eligible for the Stat Holiday pay. If you use the Time Sheet to enter hours for your non-scheduled employees, you will have to enter the 1205 code with "0" hours for the weeks that contain a statutory holiday.

If no hours are entered for an employee – either via Generate Schedule or on the Time Sheet, payroll will monitor to ensure that eligible employees receive their Statutory Holiday pay.

4.   Capture Attendance – Using Weekly Time

Exceptions to scheduled time are entered via the **Weekly Time** or **Daily Time** screens. The recommended screen is **Weekly**, with the exception of Temporary (non-scheduled) ,Casual Employees and Grad Studies whose time is entered via the Time Sheet screen. This activity needs to be completed prior to every payroll process.

Transaction codes must be entered either by the system via **Schedule Generation** or manually entered by the Time Administrator for all scheduled-work days (including unpaid hours) to ensure the accuracy of the Attendance Management, Benefits and Pension Programs.

Note: In addition to the steps, which have been outlined in this procedure, please refer to Appendix A – Transaction Codes, for detailed information on the available transaction codes.

Important
If you are entering time that affects an entitlement bank, the system performs a check to determine if there are sufficient hours in the bank.

Input(s):
- Timesheet generated
- Position group
- Pay period from and to dates
- Individuals attendance for the time period

Output(s):
    Attendance record created for individuals within the position group(s) for the specific pay period

Path:
VIP Modules > Payroll > Time Entry > Data Entry > **Weekly Entry**

Screen(s):
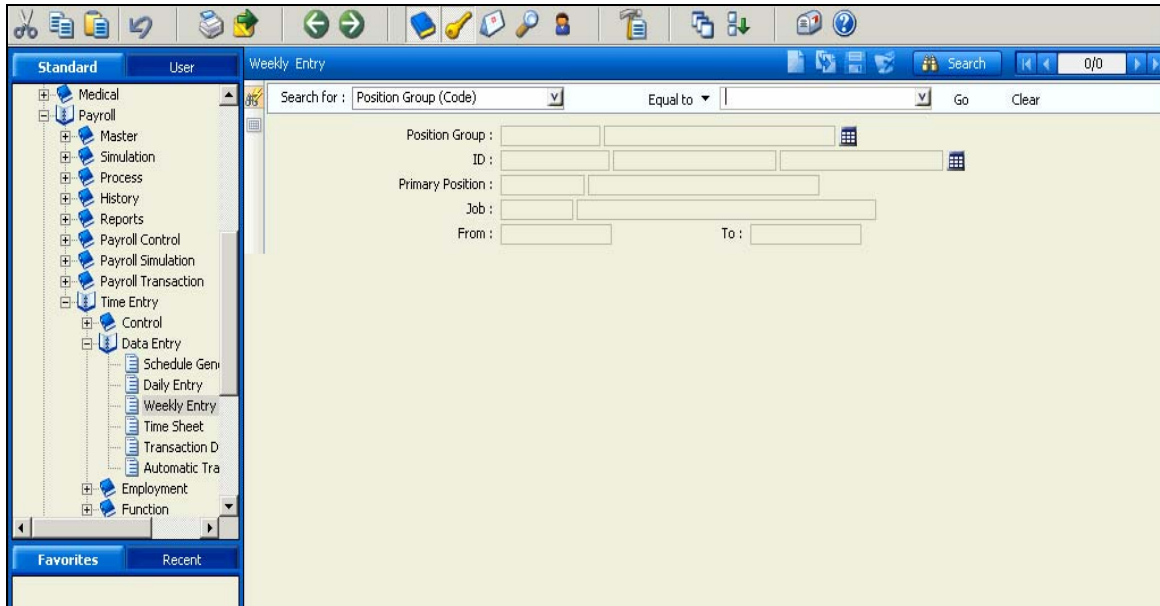
Steps:

1. Access "**Weekly Entry**" screen
2. Click "**Search**" tab to access search mode
3. Enter **"Position Group"** or **ID number** if you are entering time for one employee.

Note: If you copied the Position Group from the Schedule Generation screen, you can paste it here.

4. Enter the applicable dates in "**From Date**" and "**To Date**" using the drop-down calendar.
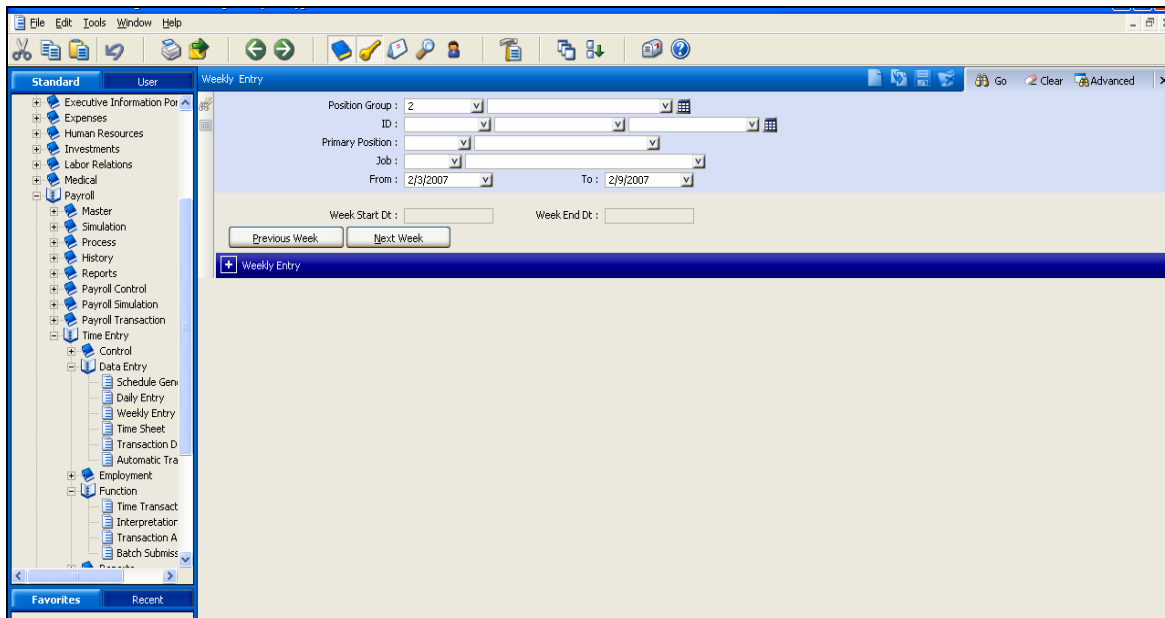
5. Select "**Go**" to populate information. The screen will display the first employee in the Position Group.
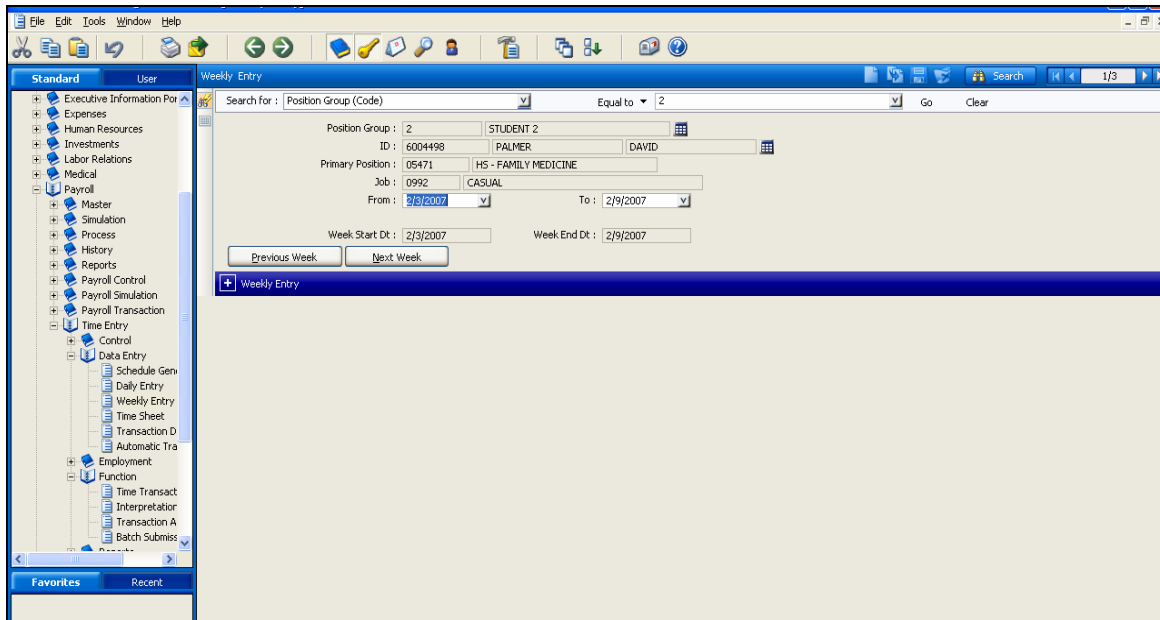
Expand the **"+ Weekly entry**" sub window to view the schedule for each individual. You can view the schedules by scrolling using the arrows in the top right hand corner.
Note: If you generated time for any Temporary/Casual employees who do not have a true schedule, you must delete the .01 hours that are generated on the Saturday of the week, which you are processing.

Important
If you notice that the dates/days of the week are incorrect for the employee's schedule, contact macvip@mcmaster.ca. They will make the required correction, so that you do not have to correct this on a continuing basis.
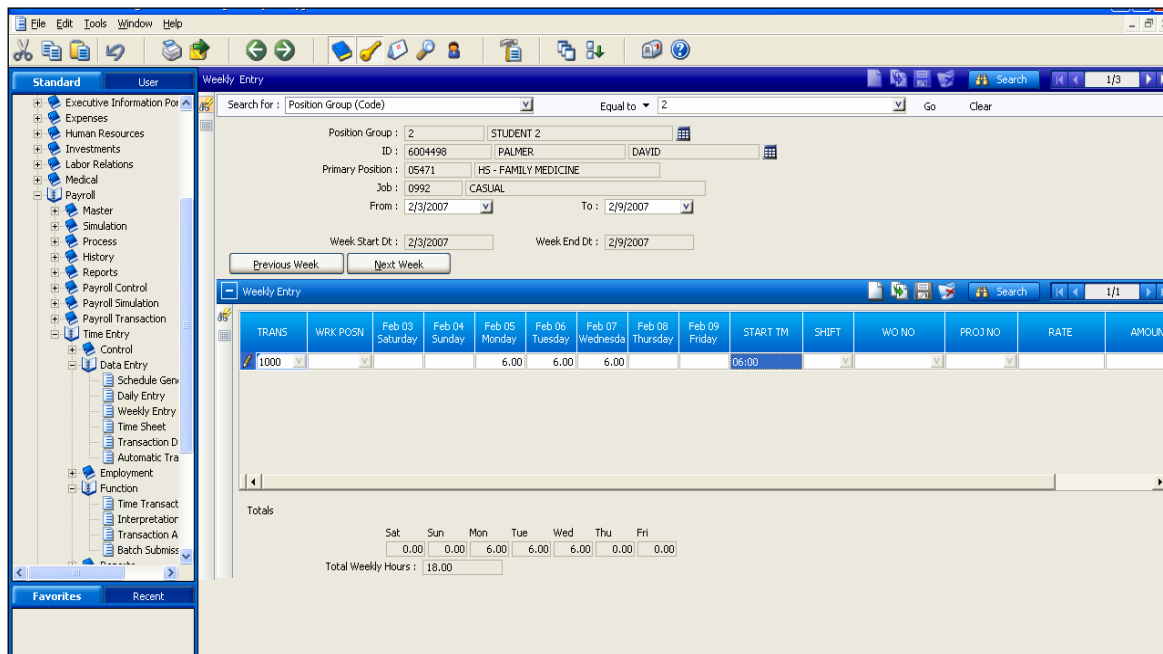
Note: If you are only changing one day's information – perhaps the hours are incorrect, you can simply modify the existing day with the correct hours and save the record. You do not have to create or duplicate a record.

6. To make changes to an individual record, perform the following for each new transaction code
   a. Select the individual timesheet
   b. Select the applicable **week**
   c. Click "**new record**".

   d. Choose from the Trans dropdown list or enter the applicable transaction code (e.g. 1200-sick hours) and input the number of hours under the appropriate day column.
   e. Enter the start time.
   f. Enter all other applicable information. (e.g. an override to worked position or account code)

   Note: If you get an error message "No Data Found", it means that you are entering time outside of the dates that the employee is active on the position. For example, if an employee terminates on a Wednesday and you try to input hours for the Thursday, you will get this error.

   g. For each additional transaction, click new record and the system will provide you with a blank line to enter data.

   Note: you could also duplicate the record and make the applicable changes. You must remember to delete any hours that should not have been duplicated. For example if an employee took 3 days vacation in one week, you could duplicate the regular pay line, change the "1000- Regular pay" transaction code to "1400 – Request for Vacation". Then you could delete the hours for days that were not vacation on the duplicated row. You would also have to delete the regular hours that were vacation days on the first row.

   Note: If you use the delete icon from the application tool bar, it will delete the entire record. To delete the record for one day, use the delete key on your keyboard.

   h. Make all applicable changes for an individual
   i. Save the record
   j. Click 'go' to refresh your totals.

7. View the total hours on the bottom of the screen. Total hours will include premium hours, and will appear inflated. Use the balancing summary to validate hours – refer to "**Review Balancing Summary**" section.
8. Close screen.

Reminder
You can scroll back and forth between an employees weeks of time using the previous week and next week buttons. The default sort order for the records displayed in this view is by employee ID. You can use the **Advanced Search** query to change the sort order to employee surname - refer to search procedure in the **Navigation** section.

Worked Position
Position worked should only be used for scenarios where the employee works periodically in a position that the employee is not assigned to. If the employee is assigned to another position for a period of time or with no end date, employee should be assigned a secondary position on MacViP.

If the rate is different for the worked position:
   1. Input new position number in "**Position Worked Field**"
   2. Input appropriate rate (per collective agreement or employment contract) in "**Rate**" field.

Important

If you know that an employee has had a recent position change, you should check the Position and Job information on the **Weekly Time Entry** screen for that employee. If the change has not been made by Human Resources, wait until the Position change has been made or the hours that you enter will go to the wrong position.

Daily Time Entry –

VIP Modules > Payroll > Time Entry > Data Entry >**Daily Time Entry**

The following screen can be used to enter daily time in lieu of weekly time. The steps involved are identical to those in the weekly entry, except that you enter time on a daily basis versus a week at a time.

Business Rules

When you are entering time you need to be aware of certain business rules that apply to Statutory Holidays, Overtime, Sick and Vacation time. Please refer to Appendix B – Business Rules, for detailed explanations on when and how to code these situations.

For example, if you are adjusting time from a previous pay period –perhaps you overpaid overtime to an employee and you want to recover it on the current pay, you can't use the request code and a minus amount. You must use the pay out code. E.g. for overtime you would not use the 1030 – Request for Hours worked, you would use the applicable pay-out code e.g. 1105 – Overtime @1.5

5.   Capture Attendance – Using Time Sheet

The Time Sheet screen is used to record time transactions for both Grad Studies and Temporary Casual employees who do not have a set schedule. If you have a Scheduled Temporary employee you can generate their schedule using this screen. You would probably choose to do this versus using the Schedule Generation function if you only have a couple of scheduled employees, and will be entering time on the Time Sheet for all of your other Temporary/Casual employees.

The timesheet for these employees is used instead of the **Generate Schedule** and **Weekly Time Entry** process.

You will be able to access any employee of the university. However you will only be able to save a record for an employee who has worked in one of your department positions. This allows you to input time for any employee who may hold other positions but also does temporary or casual work within your department.

Note: In addition to the steps, which have been outlined in this procedure, please refer to Appendix A – Transaction Codes, for detailed information on the available transaction codes.

Input(s):
- Position group
- Pay period from and to dates
- Individuals attendance for the time period

Output(s):
     Attendance record created for individuals within the position group(s) for the specific pay period

Path: VIP Modules > Payroll > Time Entry > Data Entry >**Time Sheet**
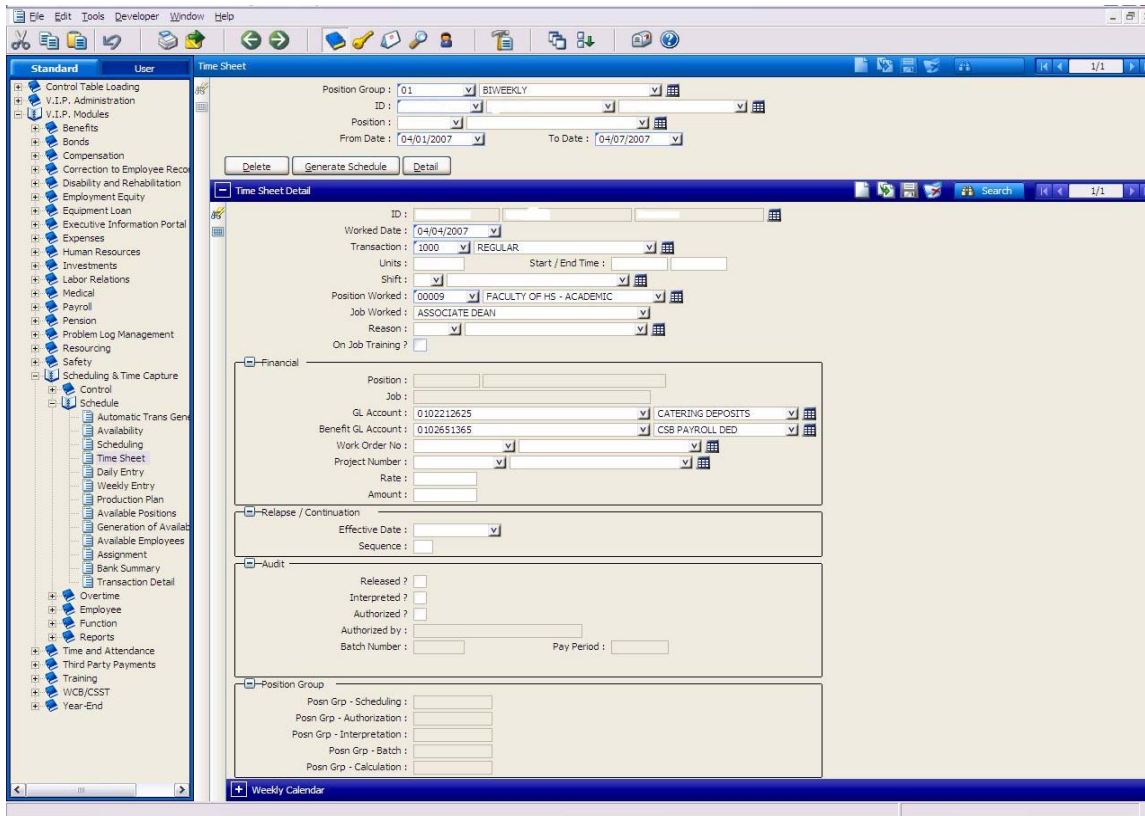
Entering Time for Non-Scheduled Temporary/Casual Employees or Grad Students

Steps:
1. Access "**Time sheet**" screen
2. Enter **"Position Group"**
3. Enter **ID number**.
4. Using the calendar drop-down, choose the applicable dates in "**From Date**" and "**To Date**". For Temporary Casual employees enter the weekly date (Sunday to Saturday). For Grad Studies employees enter the first and last day of the month.
5. Click **Detail** button
6. Click **new record** icon
7. Enter **"Worked Date"** (You can enter the date or use the calendar).

Adjustments for Prior Pays:

For **Grad Studies** hours you can enter dates from the previous month up to the end of current month, as long as you have indicated the correct "From" and "To" dates in Step 4. If you have questions about a missed payment for a Grad Studies individual you can contact the School of Graduate Studies Payroll.

If you are paying a **Temporary/Casual** employee and you missed time from a previous period, you can enter the actual worked date here. Note that the **From Date** and **To Date** are left as the current period.

Note: If you get an error message "No Data Found", it means that you are entering time outside of the dates that the employee is active on the position. For example, if an employee terminates on a Wednesday and you try to input hours for the Thursday, you will get this error.

8. Enter "**Transaction".** Transaction code can be selected from the drop menu or make reference to Appendix A for a full list of transaction codes.

Note: When paying **regular** hours for the following groups using the Time Sheet Detail screen use the following designated transaction codes:

Employee Type	Job Code	Transaction Code	Hours Entered
Temporary/Casual Employees	0992	1000 – Regular Pay	Daily basis when worked – Sunday to Saturday period
Grad Studies – Casual	0992	1000 – Regular Pay	Daily basis when worked – Monthly period
Grad Studies – Research Assistant - Non CUPE rate	1187	1000 – Regular Pay	Daily basis when worked – Monthly period
Grad Studies - CUPE Unit 1 TA and RA in Lieu of TA • Teaching Assistant (Group A) • RA-in-Lieu • Teaching Assistant (Group B)	1183 1184 1185	1020 –Hours for TA, RA in Lieu of TA (hours over and above regular deemed hours)	Hours entered as a total for the month using worked date of last day of the month.

Note: If you are paying overtime to either a Temporary/Casual employee that you know has exceeded 44 hours or a Research Assistant (Non-Cupe rate) you should enter the excess hours using the Transaction code "1030 – Request for Hours Worked". Payroll will monitor Temporary Casual employees who work in excess of 44 hours and will ensure that they are paid for their overtime hours.

You can Refer to Appendix A – Transaction codes and Appendix B – Business Rules for an extensive list of all transaction codes.

Important

When you are entering time for a **Temporary/Casual** employee for a week that has a **Statutory Holiday**, you must enter "**1205**" transaction code and "**0**" hours on the Statutory Holiday. When payroll is calculated, the system will determine the correct amount of Statutory Holiday pay according to Employment Standards (ESA). Note: If the employee is absent from work without authorization on their scheduled day before or after the Statutory Holiday, you need not enter this transaction code and hours.

If you are paying a **Research Assistant** at a rate **other than their CUPE rate**, then the code that you use is "**1000**" Request for Hours Worked. The "1020" code is only used when paying additional hours at the CUPE rate.

9. Enter "**Units".** The number of hours worked. **Note**: You must always enter units with a Transaction code. Even in the case of entering a Statutory Holiday code "1205", you must put "0" in the units field. If you don't you will get an Type Mismatch error message.
10. Enter "**Position Worked".** For Temporary Casual refer to Appendix C – Position for Temp/Casual, which outlines each department's Temporary Casual positions.

NOTE: If employee does not own the position, assign the T/C position for your department.

11. Open **Financial** screen
12. Enter **"GL Account".** This should be entered for all **"worked"** positions in order to ensure that they are charged to the correct account. (Note: You won't have to enter this for your Graduate Students who are being paid as TA/RA in Lieu of TA, as the system will use the GL account associated to their position.
13. Enter "**Rate**", if overriding the employee's current rate.
14. Enter **"Benefit GL"** only if overriding the standard mapping benefit account.

Important

If you don't override the rate, the employee will be paid based on the active salary record for the primary position.

15. Click [icon] **Save.**

If the same employee has additional time to be entered, Click **duplicate record** icon, [icon] repeat steps 7 thru 15.

Once all time has been entered for one employee, and you want to move to the next employee:
1. Enter the next employee's "**Id number"**.
2. Click **"Detail"** button
3. Follow steps 6 thru 15.

Note: If entering for a new Position Group, close the screen, come back into the Time Sheet screen and begin from Step 1

Generating a Schedule for a Scheduled Temporary employee

To generate a schedule (i.e. create a Time Sheet) for one individual, use this screen.

1. Enter the **ID** that is to be generated time for.
2. You must also enter the **From Date** and **To Date**.
3. Click on **Generate Schedule**. Once you have generated the schedule, you can make changes to the individual timesheet using the Time Sheet.
4. You click on the Detail button and the Time Sheet Detail screen will appear.
5. Confirm the employee's hours and make adjustments if required.
6. Follow the same steps as outlined in Section A.

Reminder

If you have missed entering shift premium for hours that were entered on a previous pay, you should make an entry reversing those hours without the shift premium, duplicate the record, change the entry to add the hours and add the shift premium. The employee will receive the missed shift premium on the current pay.

Release Time

6.   Release Time – Time Transaction Release

The Release Time function is performed after time has been captured for employees.
(The purpose of this function is tied to the future use of the employee portal, where employees will release their time to indicate they have completed their time entry for that pay period). This activity needs to be completed prior to every payroll process

Input(s):
- Attendance record has been created for individual(s) within the position group
- Position group
- Pay period end date

Output(s):
    Attendance records for individuals within the position group(s) have been released

Path:
VIP Modules > Scheduling & Time Capture > Function > **Time Transaction Release**

Screen(s):
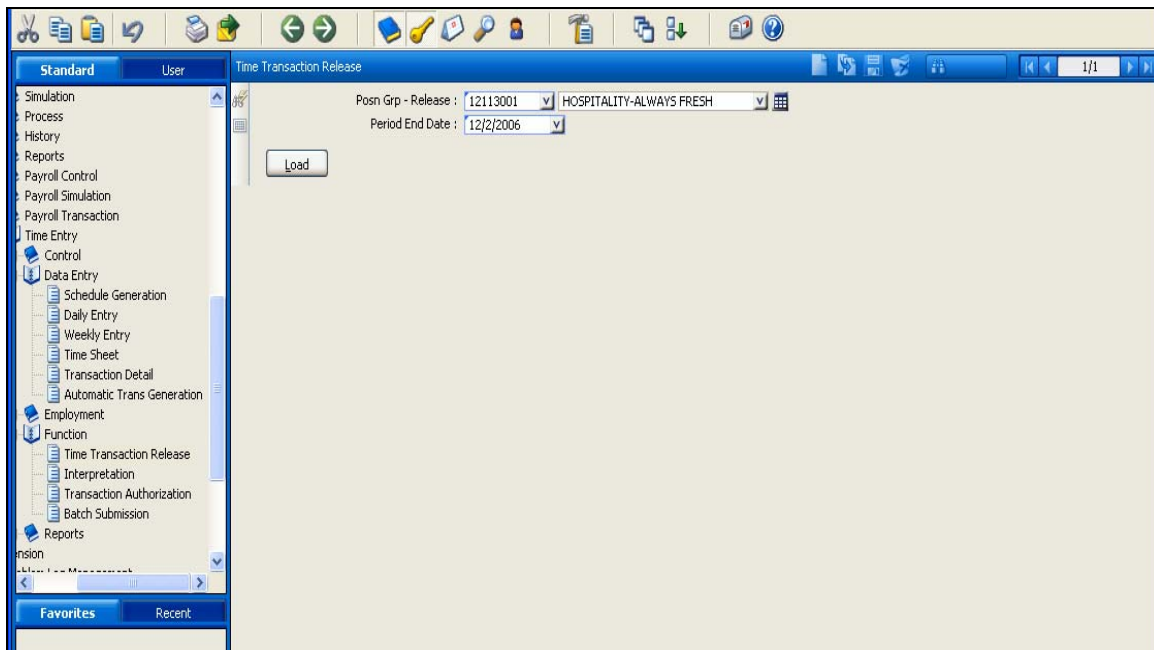
Steps:
1.   Access "**Time Transaction Release**" screen.
2.   Enter **"Position Group"**.
3.   Enter "**Period End Date**".
4.   Select the "**Load**" button to populate the attendance timesheet for individuals within the position group.

Reminder

The default sort order for the records displayed in this view is numerical. You can use the Advanced Search query to change the sort order to employee surname–refer to search procedure in the Navigation section.

5. If not expanded, click on the **"+"** of the "**+ Worksheet**" sub window to review the attendance timesheet for each individual within the position group. You can scroll through each employee's worksheet by using the arrows on the scroll bar.

6. Open up the **Time Sheet Detail** screen if you want to see the details for a particular employee. For example you may notice that there appears to be an error in the hours displayed under the worksheet. You can review or make changes to the details that make up those hours by viewing this screen.
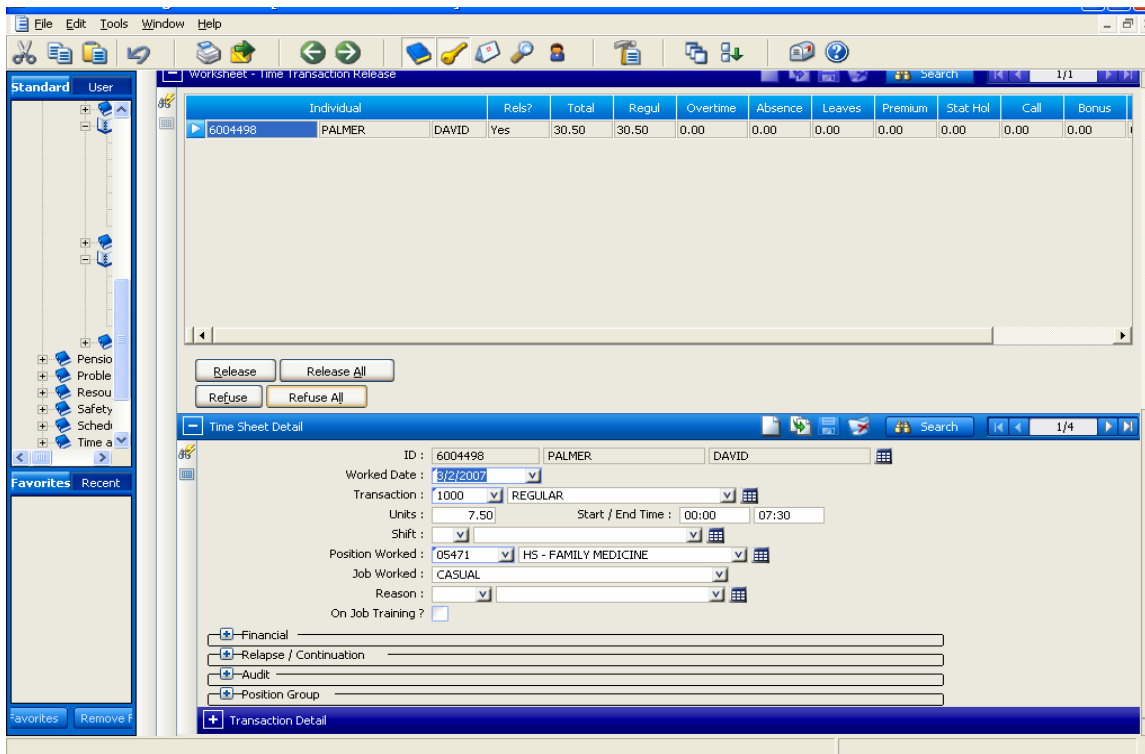
7. Once you've done your review you can select "**Release all**" button to approve timesheets for all individuals. If you need to release record for one individual, select the "Release" button. If you need to reject record for an individual, click on the individual record and select "Refuse" button. Similarly if you need to reject all timesheets for the position group, select "Refuse all" button. Alternately, you can release all, and then go back and refuse one or two employees if that is easier and quicker for you to do.
8. The **Release** field (**Rels?**) changes to yes.
9. Close screen

Important
When a change is made to an employee's schedule after time has been released, you will again need to perform the "**Release Time**" function and all subsequent steps.

Reminder
To validate all entries/information have been correctly entered, refer to "**View Transaction Detail**" Procedure.

7. Validate (Interpret) Time

This function validates the time against the rules that have been set up for the transactions available in time entry. This activity needs to be completed prior to every payroll process

Input(s):
- Time has been released for individuals within the position group
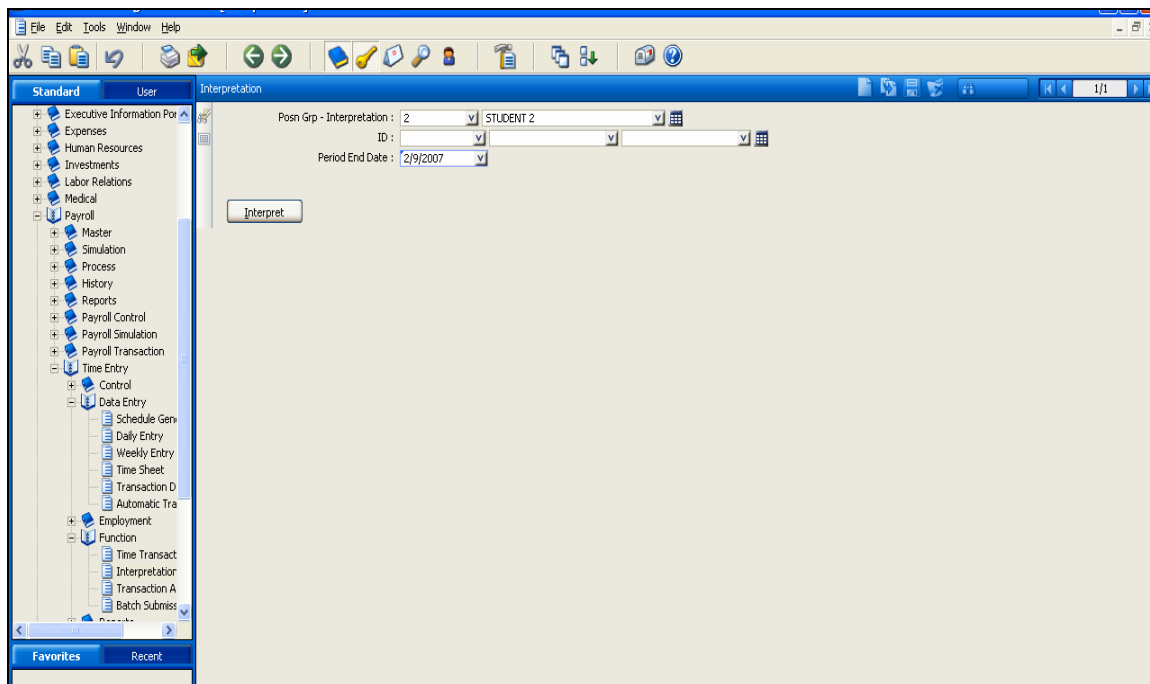- Position group
- Pay period end date

Output(s):
Time has been interpreted (validated against rules for transaction codes in the control table) for individuals within the position group(s)

Path:
VIP Modules > Scheduling & Time Capture > Function > Interpretation

Screen(s):

Steps:
1. Access "**Interpretation**" screen.
2. Enter **"Position Group"**.
3. Enter "**Period End Date**".
4. Select "**Interpret**" button to validate time captured for all individuals.

5. Select **"OK"** to confirmation question. Note that the message "The job number ##### is completed will display in the status bar at the bottom of the screen.
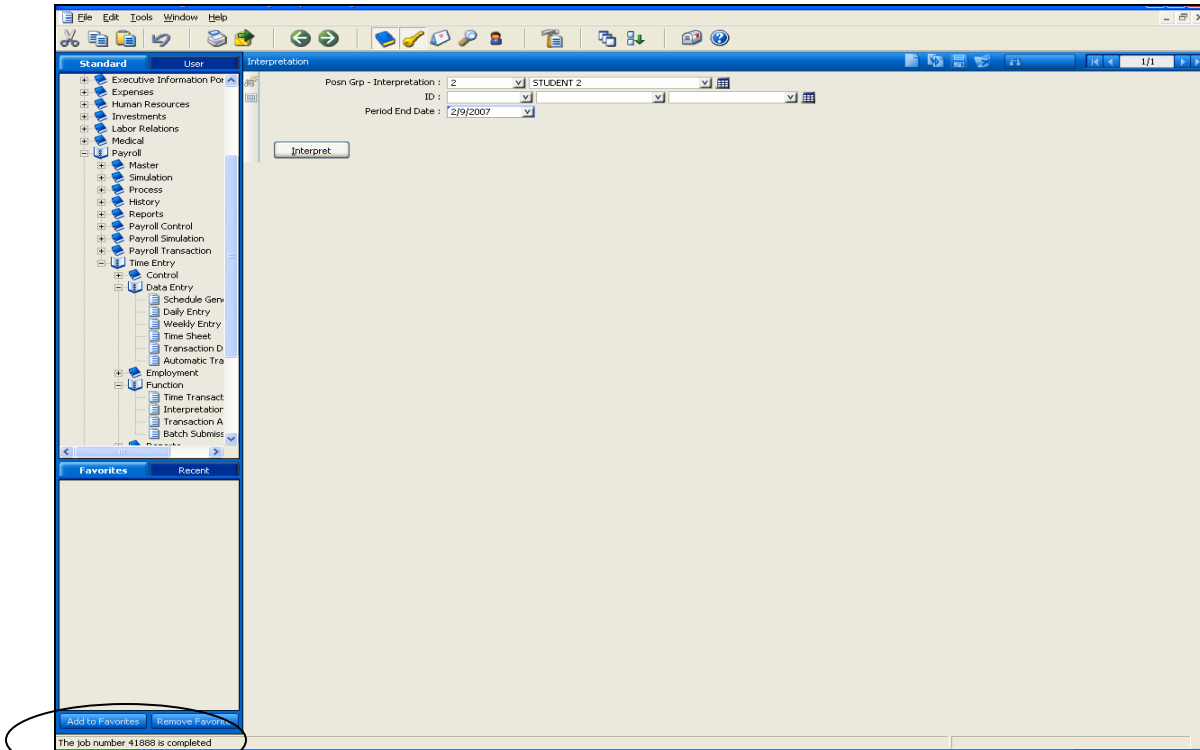
6. Close screen.

> **Note:** If transactions within the timesheets do not pass the validation rules, you will need to correct the transaction on the individual's timesheet.
> Also, if during the first interpretation process you get a "warning" and not an "error", when interpreting a second time, this warning will no longer appear.

Important

If hours entered for a specific transaction code exceeds employee entitlement bank balance, a warning message will be presented.
Example: "Employee has leave hours exceeding the available hours"
Be aware that this will result in unpaid hours for the employee. If there is a discrepancy with the entitlement bank hours contact the Payroll Department.

Important

If there is a problem, an error message will appear in the middle of this screen. If you encounter an error message during this process, the release flag is reset to "No". You will need to perform the "Release Time" function again for the individual before you perform "Interpret time". If you continue to encounter the error, contact Payroll for assistance.

8. Review Balancing Summary

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. This validation is used for batch totals by transaction codes. The alternative to this method is to balance by employees on the Release or Authorization screens.
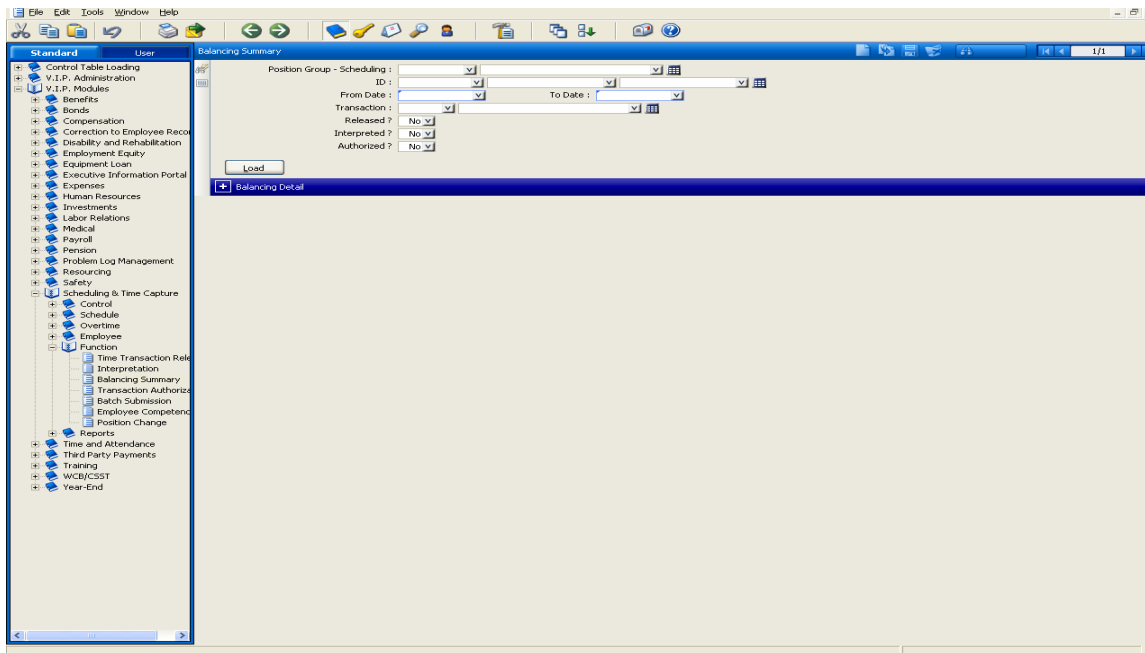
Input(s)
- Position Group

Output(s)
- Total number of transactions and hours by transaction code
- Detail view of transaction details

Path: VIP Modules > Scheduling & Time Capture > Function > **Balancing Summary**

Screen(s):

Steps:

1. Access "**Balancing Summary**" screen.
2. Enter **"Position Group - Scheduling"**.
3. Enter **"From Date"**and "**To Date"**
4. Change the values in **Released, Interpreted** and **Authorized** to **Yes** if those processes have been run when you're looking at this summary screen. under the Balancing Detail. Click **"Load"**
5. The **"Balancing Detail"** will display the transaction codes, units, and number of transactions for the specified position group. **Note**: If the Balancing Detail screen is blank, but you see Total Units and Number of Transactions at the bottom of the screen, it means that you must have entered yes to a

process in step 4 that has not yet been run or no to one that has been run. You can correct that and click on Load again, and you will see the appropriate information under Balancing Detail.
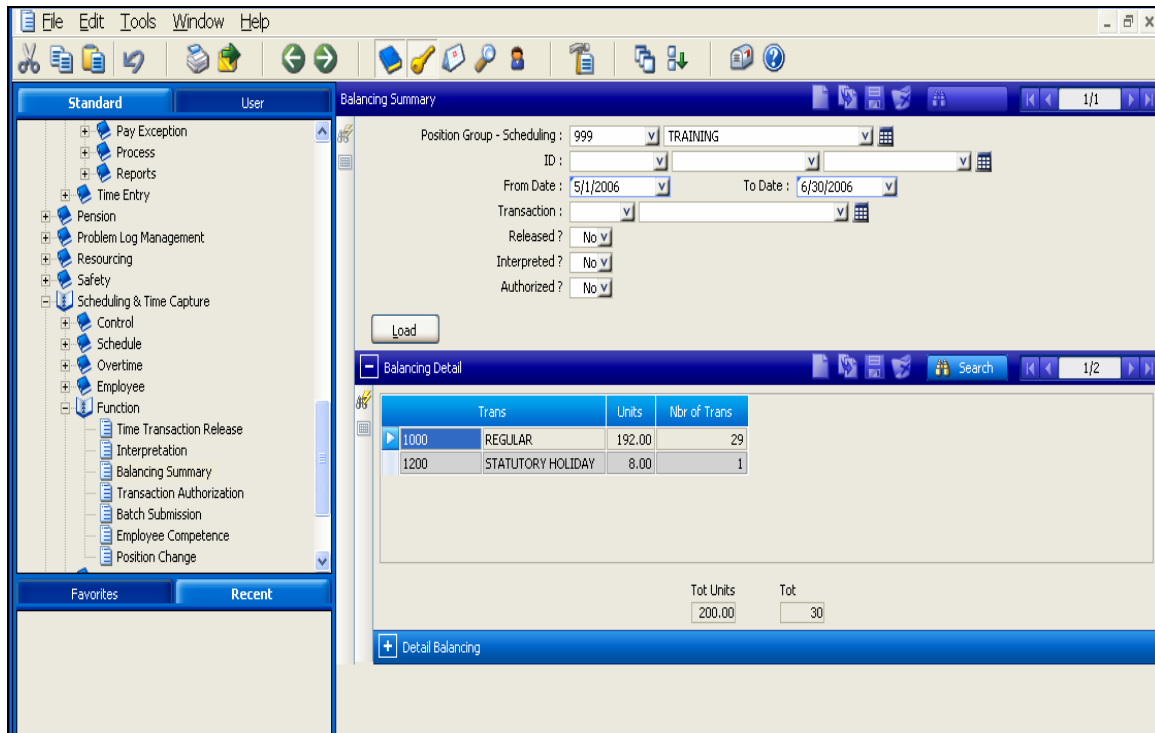
6. Open the **"Detail Balancing",** click the "+" to open
7. This section will display each individual with the working date and transaction and units. This section will also display the override GL account.
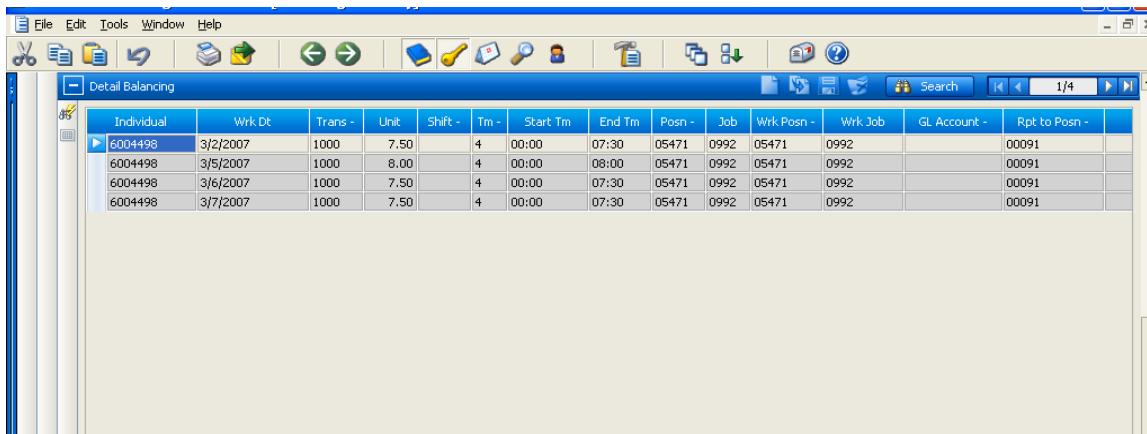
9.   Authorize Time

Use this function to approve time for pay. This activity needs to be completed prior to every payroll process. This process is run by the departments designated time approver (ie) manager or their delegate.

Input(s):
- Attendance record has been interpreted for individuals with the position group
- Position group
- Pay period end date

Output(s):

Attendance records for individuals within the position(s) group have been authorized

Path:
VIP Modules > Scheduling & Time Capture > Function > **Transaction Authorization**
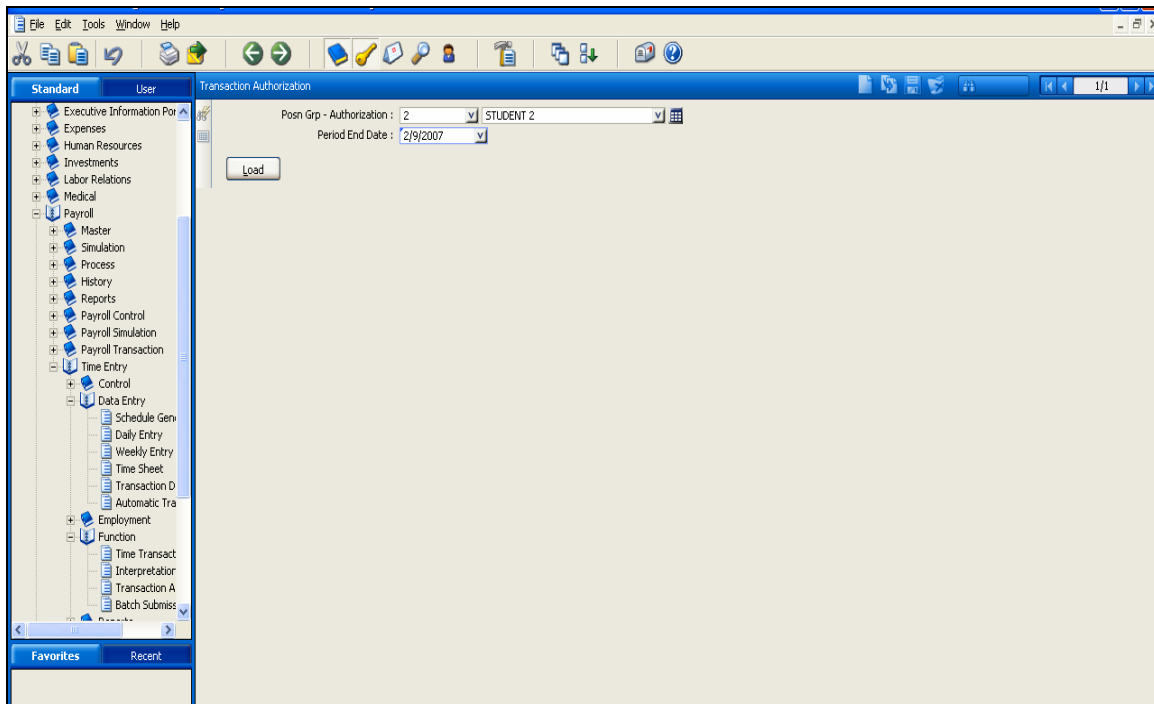
Screen(s):

Steps:
1. Access "**Transaction Authorization**" screen.
2. Enter **"Position Group"**.
3. Enter **"Period End Date"**.
4. Select the "**Load**" button to populate the attendance timesheet for individuals within the position group.

5. If not expanded, click on the **"+"** of the "**+ Transaction Authorization Detail**" sub window. You'll see that time has been released and interpreted, but not yet authorized.
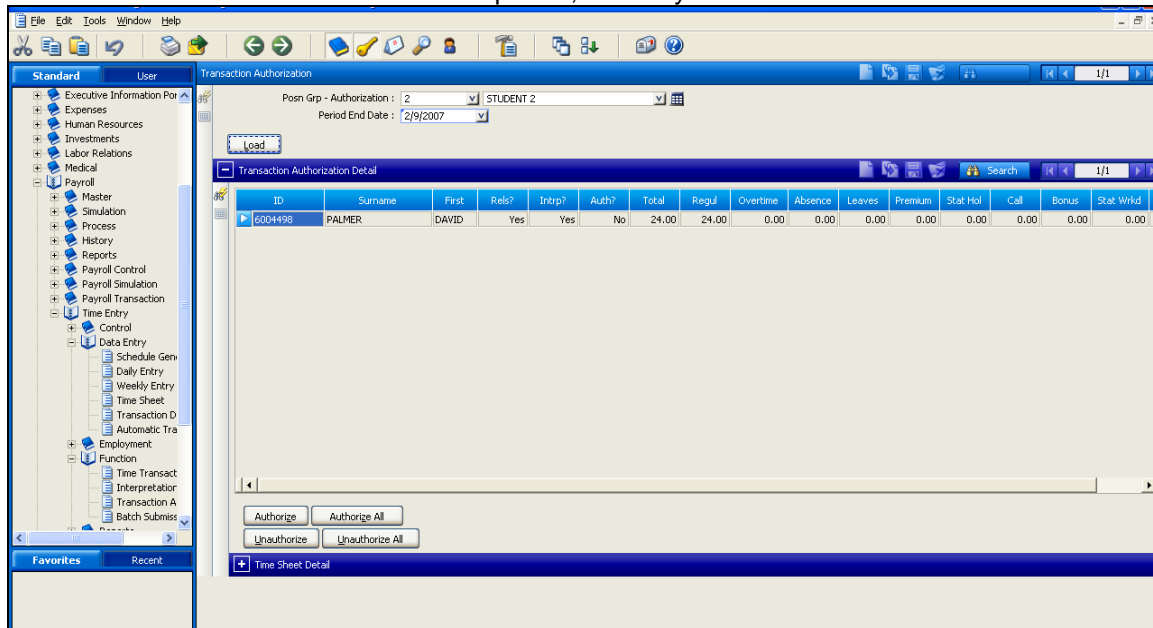
6. Select "**Authorize all**" button to authorize timesheets for all individuals. If you need to authorize record for one individual, select the "**Authorize**" button. If you need to reject record for an individual, click on the individual record and select "**Unauthorize"** button. Similarly if you need to reject all timesheets for the position group, select "**Unauthorize all**" button.
7. To view the time details for an employee, select the employee and then expand "**+ Time Sheet Detail**" view. This will display all of the transactions with a date within the period that you are viewing.
8. Close screen.
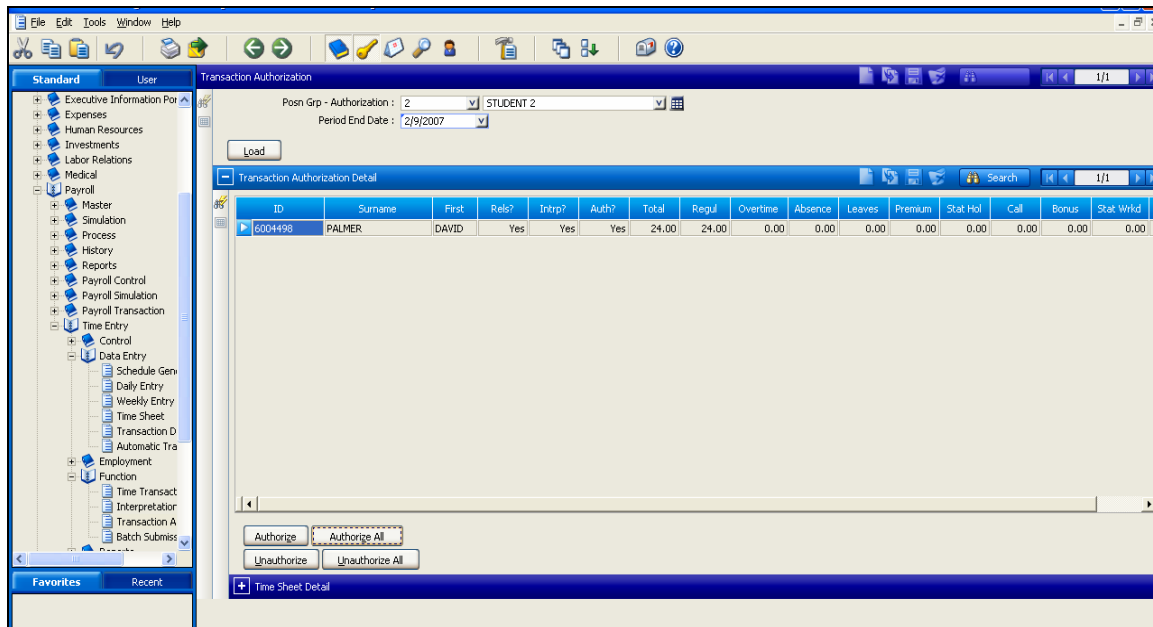
Reminder
The default sort order for the records displayed in this view is numerical.   You can use the Advanced Search query (refer to Navigation Section) to change the sort order to employee surname.

10.   Submit Batch

Upon approval of time for pay, the time is transferred through the "**Batch Submission**" function for payroll processing. This activity needs to be completed prior to every payroll process. This process will be run by the Time approver (manager or their designate).

Input(s):
- Attendance record has been authorized for individuals within the position group
- Position group
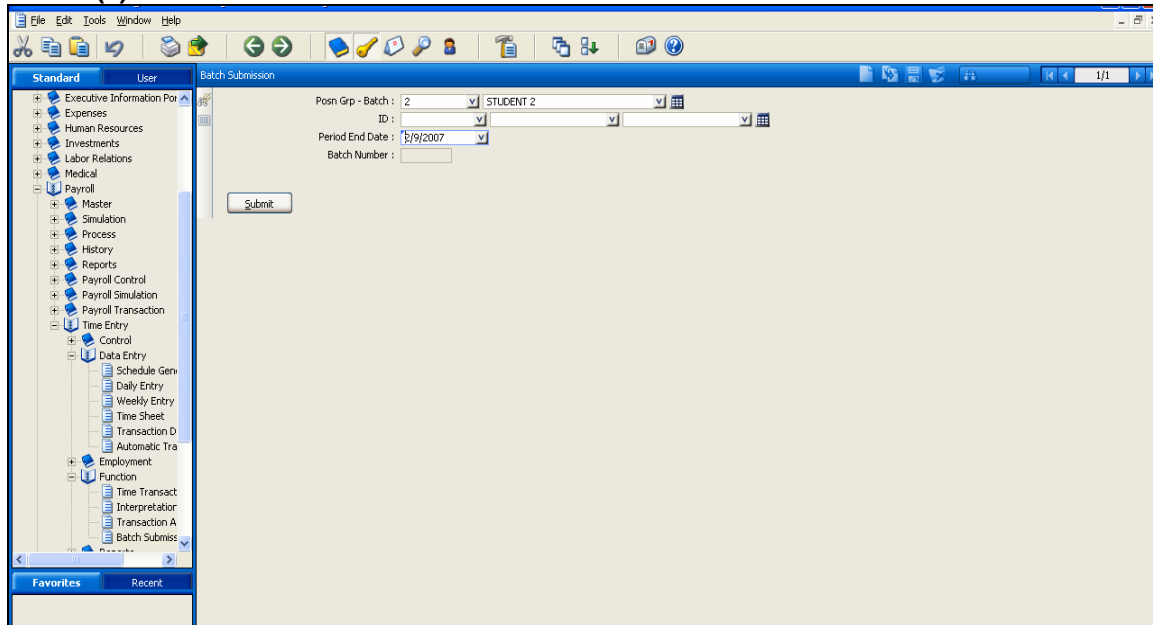- Pay period end date
- Batch(s) has been created for pay

Output(s):
- Batch containing authorized timesheet has been submitted

Path:
VIP Modules > Scheduling & Time Capture > Function > **Batch Submission**

Screen(s):

Steps:

1. Access "**Batch Submission**" screen.
2. Enter **"Position Group"**.
3. Enter **"Period End Date"**. If you are unsure of the period end date, you can check the Payroll cutoff schedule at http://www.mcmaster.ca/bms/pdf/MacViP_cutoff_schedule_cat_01.pdf

4. Select "**Submit**" button to submit authorized timesheets for all individuals within the position group.
5. Select "**OK**" to confirmation message that is presented.

6. *NOTE*: If there are errors on the batch submission, they will appear on the screen. If you encounter an error contact the Payroll Department.
7. Make note of the batch number. The job number is displayed at the bottom left of the screen.
8. Close screen.

11.   Recalling a Batch after Submission to Payroll

If there is a need to revise a batch that has already been submitted to Payroll, the department will need to advise payroll. Payroll will "delete" the batch from the Gross Transaction table. The batch number and pay number are removed from the record in the transaction detail table. The department is now able to unauthorized an employee record and make changes.
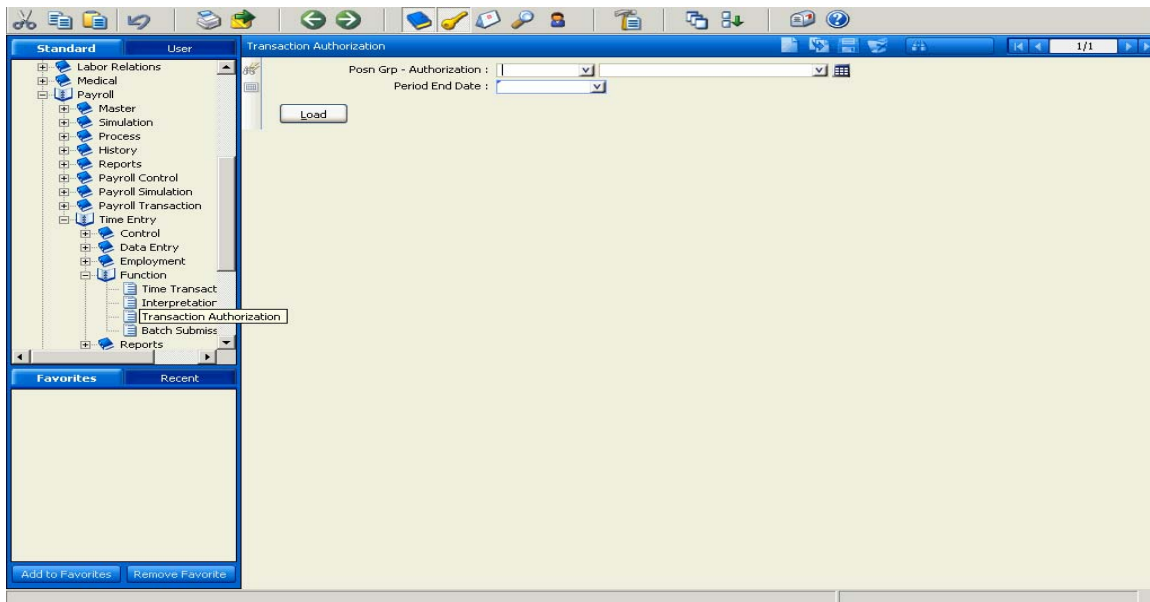
Input(s):
- Request to recall a batch
  - Batch number

Output(s):
- Batch number and pay number removed from transaction detail table

Path:
VIP Modules > Scheduling & Time Capture > Function > Transaction Authorization

Screen(s):

Steps:

1. Contact Payroll department with batch number
2. Payroll will delete the batch from the Gross Transaction table.
3. Access "**Transaction Authorization**" screen
4. Search for **Posn Grp – Authorization**
5. Enter **Period End Date**
6. Click **Load**
7. A list of employees for that position group will be displayed
8. Highlight person or people you want to delete/change time for.
9. Click **Unauthorize** – (this will change the Authorization column from a yes to no).

10. Now you can go back and enter/change time for one or more employees. You will then follow the subsequent procedures to submit time. When you submit this batch, you will receive a new batch number.

12.   View Transaction Detail

To ensure data is correctly entered, many types of searches can be performed using this screen. This screen allows you to view all time transactions that have been processed for an employee prior to the pay calculation process. You will probably use it prior to the Release time step, as it allows you to search for specific incidents, such as time coding errors. Note that the transaction detail table retains records for the last 90 days.

Path:
VIP Modules > Payroll > Time Entry > Data Entry>**Transaction Details**

Screen(s):

Steps:

1. Access "**Transaction Detail**" screen
2. Select the **"Search"** icon to access search mode. Search can be performed by for a transaction record by entering the employee ID or a date or a transaction code.
3. Click on **"+ Audit"** to view the details of the status of a transaction.
4. Confirm if a record has been released, interpreted, authorized and submitted to payroll.

   NOTE: Any changes required are to be done in the Timesheet screen

13.   Review Error Message in Job Spooler

If an error message is presented, you can print the details (if you only have a few errors), or note the job number (if you have a number of errors) on the status line in the bottom left hand corner of the screen. The job number is used to run a report on errors using the Job Spooler.   You can access the "Job Spooler" using the Tools on the Application Menu Bar.
Refer to Error Message Appendix, or for further assistance with error resolution, contact Payroll Department.

Steps:
1.   Enter **Job Log number**.
2.   Click **Go**.
3.   View in the **Process Error Log**. If you wish to print a report sorted by error message, select the "**Print by Message**" button.

4. The following page will display.
5. Select "**Execute**" to produce a Crystal report.