

MacViP Time Entry and Time Capture Processes

Time Entry:

Employee Type	Where is time created?	Where is time changed?	Section 4 - Time Capture Procedure
Temp/Casual – Non-scheduled (Former Roll 3 employees) VIP Modules > Payroll > Time Entry > Data Entry > Time Sheet	Entered on Time Sheet	Time Sheet VIP Modules > Payroll > Time Entry > Data Entry > Time Sheet	Capture Attendance Using Time Sheet (For Grad Studies and Temporary Casual no schedule)
Temp/Casual – Scheduled (Former Roll 3 employees) VIP Modules > Payroll > Time Entry > Data Entry > Schedule Generation	Schedule Generation process (if many employees are scheduled) or Generate Schedule button on Time Sheet (only a few employees)	Time Sheet VIP Modules > Payroll > Time Entry > Data Entry > Time Sheet	Generate Schedule and Capture Attendance – Using Weekly Time or Capture Attendance Using Time Sheet
Graduate Students- extra hours being paid- not on-going payments (Former Roll 4 employees) VIP Modules > Payroll > Time Entry > Data Entry > Time Sheet	Entered on Time Sheet	Time Sheet VIP Modules > Payroll > Time Entry > Data Entry > Time Sheet	Capture Attendance Using Time Sheet (For Grad Studies and Temporary Casual no schedule)
Regular Scheduled Employees (former Roll 1 employees) VIP Modules > Payroll > Time Entry > Data Entry > Schedule Generation	Schedule Generation process	Weekly Time Screen VIP Modules > Payroll > Time Entry > Data Entry > Weekly Entry	Generate Schedule and Capture Attendance Using Weekly Time (for all Scheduled Employees)

Time Capture Processes:

Process	Run By:	Section 4 - Time Capture Procedure
Time Transaction Release VIP Modules > Payroll > Scheduling and Time Capture> Function> Time Transaction Release	Time Capturer	Release Time
Interpretation VIP Modules > Payroll > Scheduling and Time Capture> Function> Interpretation	Time Capturer	Validate (Interpret) Time
Transaction Authorization VIP Modules > Payroll > Scheduling and Time Capture> Function> Transaction Authorization	Time Approver	Authorize Time
Batch Submission VIP Modules > Payroll > Scheduling and Time Capture> Function> Batch Submission	Time Approver	Submit Batch
Balancing Summary VIP Modules > Payroll > Scheduling and Time Capture> Function> Balancing Summary	Time Capturer or Time Approver	Review Balancing Summary