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)	Entered on Time Sheet	Time Sheet	Capture Attendance Using Time Sheet (For
		VIP Modules >	Grad Studies and
VIP Modules > Payroll > Time Entry > Data Entry >		Payroll > Time	Temporary Casual no
Time Sheet		Entry > Data	schedule)
		Entry > Time Sheet	
Temp/Casual – Scheduled (Former Roll 3	Schedule Generation	Time Sheet	Generate Schedule and
employees)	process (if many		Capture Attendance –
	employees are	VIP Modules >	Using Weekly Time
VIP Modules > Payroll > Time Entry > Data Entry >	scheduled) or Generate	Payroll > Time	or
Schedule Generation	Schedule button on Time	Entry > Data	Capture Attendance
	Sheet (only a few	Entry > Time	Using Time Sheet
	employees)	Sheet	
Graduate Students- extra hours being paid- not on-	Entered on Time Sheet	Time Sheet	Capture Attendance
going payments			Using Time Sheet (For
(Former Roll 4 employees)		VIP Modules >	Grad Studies and
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\		Payroll > Time	Temporary Casual no
VIP Modules > Payroll > Time Entry > Data Entry >		Entry > Data	schedule)
Time Sheet		Entry > Time	
December Oak a lada I Francisco de Marco de Della		Sheet	0
Regular Scheduled Employees (former Roll 1	Schedule Generation	Weekly Time	Generate Schedule and
employees)	process	Screen	Capture Attendance
VID Madulas - Davidl - Time Fatir - Data Fatir		VID Madulas	Using Weekly Time (for
VIP Modules > Payroll > Time Entry > Data Entry >		VIP Modules >	all Scheduled Employees
Schedule Generation		Payroll > Time	
		Entry > Data	
		Entry > Weekly	
		Entry	

Time Capture Processes:

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