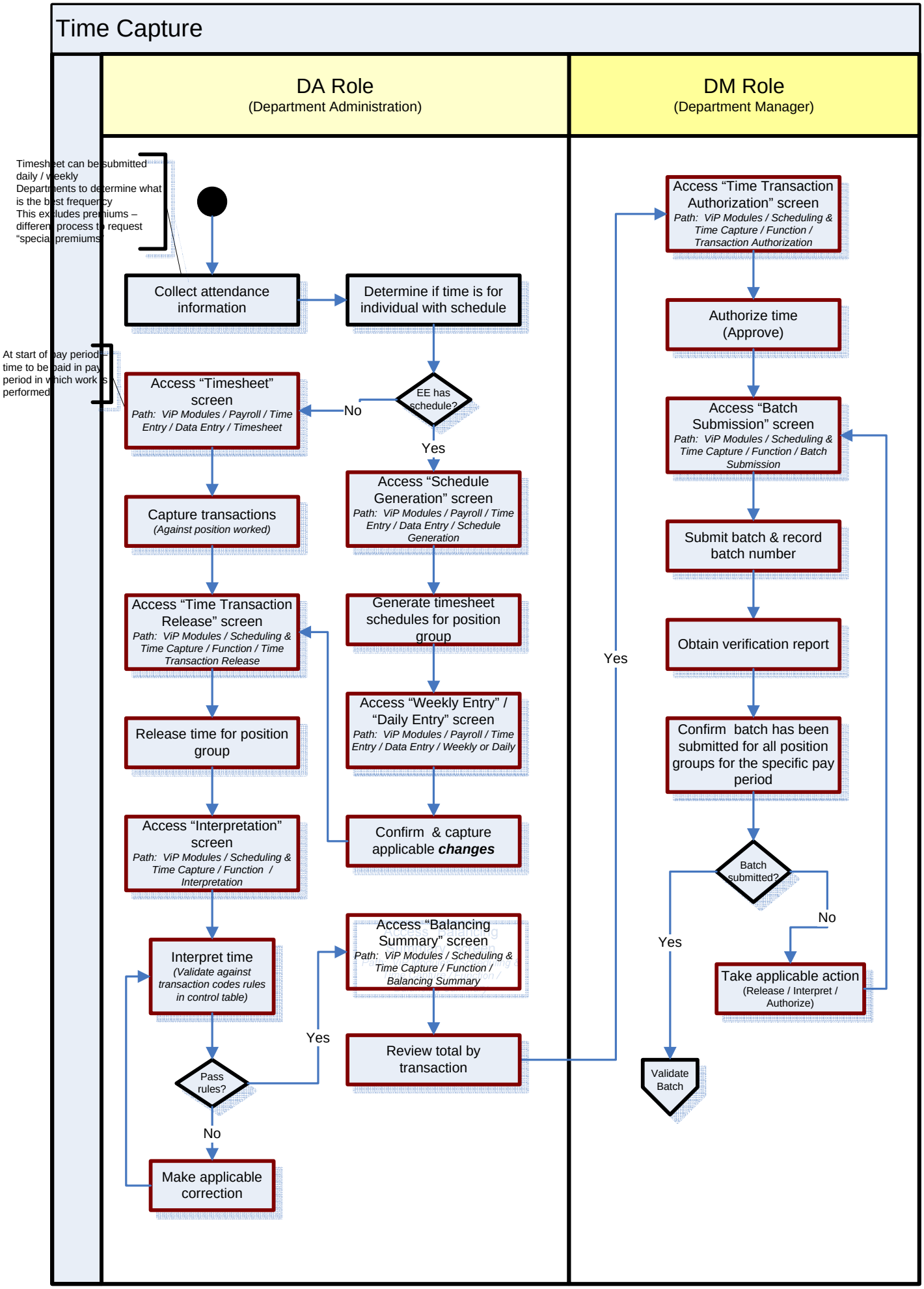
Time Capture
DA Role
(Department Administration)
DM Role
(Department Manager)
Timesheet can be submitted daily / weekly
Departments to determine what is the best frequency
This excludes premiums – different process to request "special premiums"
Collect attendance information
Determine if time is for individual with schedule
At start of pay period – time to be paid in pay period in which work is performed
Access "Timesheet" screen
Path: ViP Modules / Payroll / Time Entry / Data Entry / Timesheet
No
EE has schedule?
Yes
Access "Schedule Generation" screen
Path: ViP Modules / Payroll / Time Entry / Data Entry / Schedule Generation
Capture transactions
(Against position worked)
Generate timesheet schedules for position group
Access "Time Transaction Release" screen
Path: ViP Modules / Scheduling & Time Capture / Function / Time Transaction Release
Access "Weekly Entry" / "Daily Entry" screen
Path: ViP Modules / Payroll / Time Entry / Data Entry / Weekly or Daily
Release time for position group
Access "Interpretation" screen
Path: ViP Modules / Scheduling & Time Capture / Function / Interpretation
Confirm & capture applicable changes
Access "Balancing Summary" screen
Path: ViP Modules / Scheduling & Time Capture / Function / Balancing Summary
Interpret time
(Validate against transaction codes rules in control table)
Yes
Review total by transaction
Pass rules?
No
Make applicable correction
Yes
Access "Time Transaction Authorization" screen
Path: ViP Modules / Scheduling & Time Capture / Function / Transaction Authorization
Authorize time (Approve)
Access "Batch Submission" screen
Path: ViP Modules / Scheduling & Time Capture / Function / Batch Submission
Submit batch & record batch number
Obtain verification report
Confirm batch has been submitted for all position groups for the specific pay period
Batch submitted?
No
Take applicable action
(Release / Interpret / Authorize)
Yes
Validate Batch