

**PEOPLESOFT TRAINING  
VERSION 7.5 UPGRADE**

**Hourly  
DATA ENTRY**

**October 1999**

**REVISED BY  
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## **WORKFLOW OF TIME ENTRY**

1. Work authorizations and change forms for pay rate changes or budget code changes must be received by Student Employment by approximately the 10<sup>th</sup> of the month in which you wish to pay the employee.
2. Non-Student hourly packets must be received by Human Resources by the 10<sup>th</sup> of the month in which you wish to pay the employee.
3. Payroll will create pay-sheets on approximately the 15<sup>th</sup> of each month (excluding November and December). Pay-sheets will be created by noon and entry can begin at that time through 5:00pm of the last date of entry noted on the calendar.
4. Payroll will close out timesheet entry at 5:00pm on the last date stated for entry. Any timesheets not entered by the deadline will either need to be entered the following month for payment or a \$45.00 per check charge will be assessed for timesheets you wish paid in the same month.
5. Pay day for all employees including students with work authorizations will be monthly on the last working day of the month. Exceptions may be made in December if UNC's last working day is different than the State of Colorado.
6. Contact people will be:

Jane Romey at 1-2628 for student problems  
Human Resources at 1-2718 for non-student problems  
Payroll at 1-2700 for other payroll questions  
Alan Chester at 1-2434 for security problems

Please see our web page for dates, deadlines and payroll forms at:  
[www.unco.edu/acctservices/payroll](http://www.unco.edu/acctservices/payroll)

## ENTERING TIMESHEETS

**Please note that an employee may have more than one job active at anytime. Before entering any hours, check the hourly rate of pay, department number, and account number.**

1. **Go/Compensate Employees/Manage Payroll Process**
2. **Use/Payline**
3. Enter SS# of employee
4. If more than one job exist, you may choose the job by highlighting it on the bottom of the screen. Use the **“Next in List”** icon to scroll through the different jobs for an employee after you have selected one.
5. When you have found the correct job and have verified the correct rate of pay, department, and account number by pushing the **Additional Data** button. You will then enter the number of hours worked in the **“Reg Hrs In”** box. (Round to the nearest 15 minutes)
6. Check the **OK to Pay** checkbox and check off the **Job Pay** button (it will disappear)
7. Then save your work by pressing the **Disk** icon or pressing the **“Enter”** key.
  
8. For shift differential and overtime, go to the **Other Earnings** part of the screen. Click on the down arrow and scroll until you have found **SH2** for second shift or **SH3** for third shift and **OT1** for overtime. (Overtime is hours worked in excess of 40 hours in a work week, which is 12:01 am Saturday to Friday midnight).
  - ?? Select the correct shift by double clicking the correct shift.
  - ?? Enter the number of hours worked on that shift in the **“Hours”** box in **Other Earnings**.
  - ?? If more than one shift was worked, click on the innermost scroll bar, click on the **“Insert a Row”** icon and another set of earnings will appear. Follow steps above and enter hours.
  - ?? Check the **OK to Pay** checkbox and save by pressing the **Disk** icon or pressing the **“Enter”** key.
  
11. To select the next employee, click on the **“Update Display”** icon and a dialog box will appear to type the next SS#.

# Sample Paysheet

**Manage Payroll Process U.S. - Use - Payline**

File Edit View Go Favorites Use Process Inquire Report 1 Report 2 UNC Menu Help

Payline | Payline One-Time Deductions | Payline One-Time Garnishments | Payline One-Time Taxes

Company: UNC    Pay Group: STU    Pay End Date: 01/14/2000    Page: 278

Line # 1    ID 222334444    Empl Rcd# 0    Ben Rcd# 0    Name Freshman, Jane

Partial Period     Manual Check

Click off The job pay

Put on the OK to pay.

OK to Pay     Job Pay     No Dir Dep     Gross-Up    TL Records

Reg Rt Cd	Reg Hrs	OT Rt Cd	OT Hrs	Hourly Rate	Reg Salary
	50.00			7.150000	

Earnings Begin/End Dates: 01/10/2000 / 01/14/2000    Shift: N/A    State: CO    Locality:

Other Earnings

Code	Seq	Rate Code	Hours	Rate	Amount

Enter regular hours worked

Payline    Update/Display

**Additional Data**

Business Unit: STDBU    Tax Periods: 1

Department: 00404    Annl Tax Prds:

Job Code: X1101X    Pay Frequency: Monthly

Position:

GL PayType:

Account Code: 1001021750    Tax Method: Annualized

FICA Status: E

OK    Cancel

Check the Department # And account Number.

## **STATE ARCHIVE REQUIREMENTS**

Departments must follow these rules to meet State Archive, UNC or IRS requirements.

When auditors come to campus, each department will be responsible for producing timesheets upon request.

The Internal Auditor and Payroll office will conduct routine audits to check compliance with the regulations listed below.

1. Time sheets must be completed in ink or by computer-generated process. No pencil is allowed.
2. The employee, supervisor, and the person authorized for that account must sign Timesheets in ink.
3. You must keep timesheets for a **minimum of five years plus the current year.**
4. Upon request, you must be able to product hard copies of the timesheet for auditing purposes.

# Appendix

**A. Scroll Bar**

**B. Department Conversion List**

**H. Payroll Object Codes**

**J. Student Time Sheet**