Overview

Trigger:

Agency staff can run this report to get a complete summary of all the time and other pay that will be processed for employees when the payroll runs.

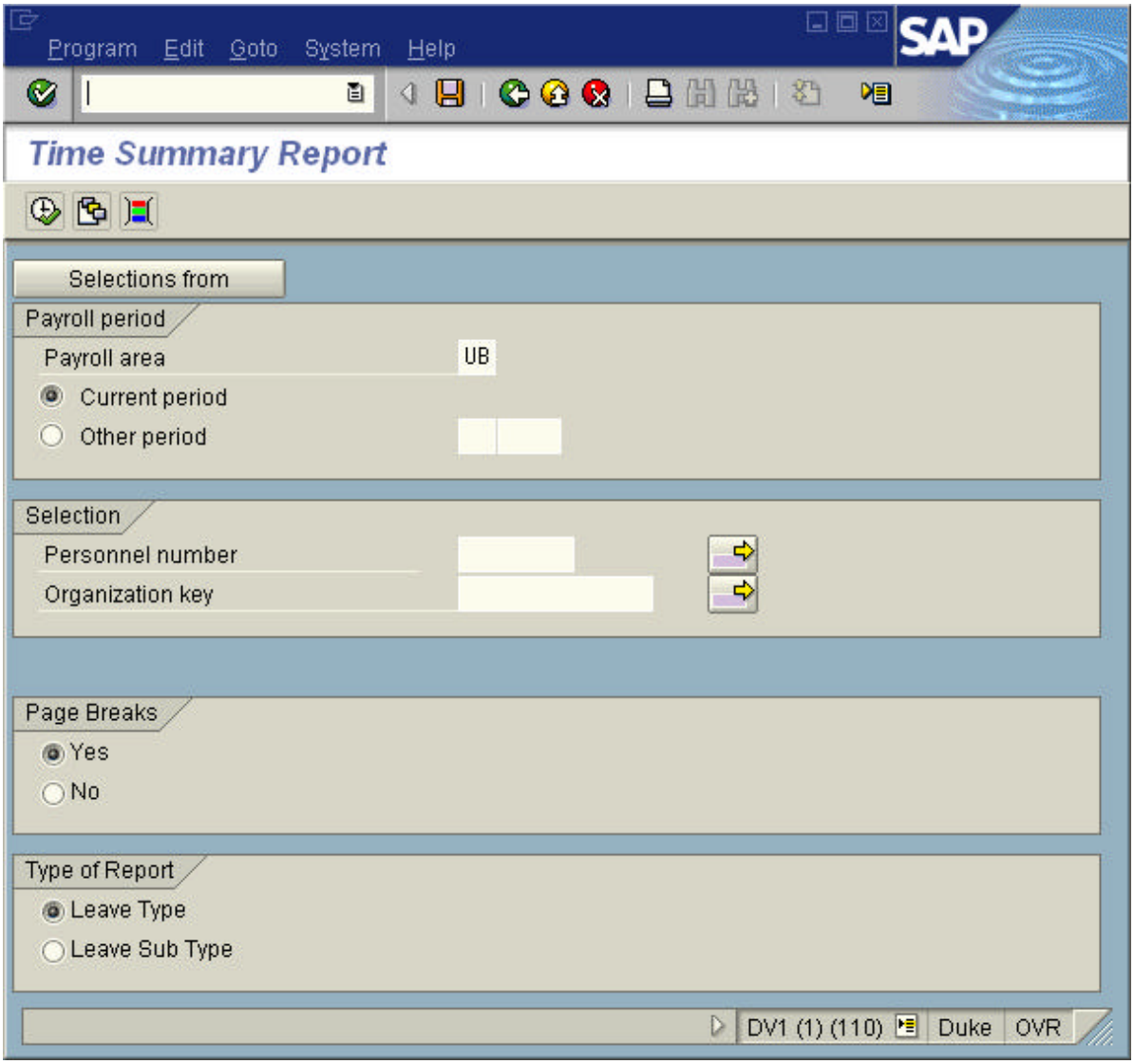
Business Process Procedure Overview
State agencies enter employees' time based on time sheets and other pay documents. State payroll then runs time evaluation. The evaluation program considers everything that was entered as well as system generated time to calculate overtime and all leave accruals. If the employee is in Time Management Status 1, time entry required, the system only processes the time that is entered. If the employee is in Time Management Status 9, auto pay, the system generates work-time automatically based on the daily work schedule of the employee. (Daily entries of time for employees in auto pay status deactivate the automatic generation of work-time for that day.) Agency staff runs the Time Summary Report to create a list of all employees' time and other pay that will be processed when payroll runs. This report should be verified by the Friday of time entry week to allow time to correct entries before the final time evaluation runs for the period. State payroll runs time evaluation nightly and at noon during time entry week. The normal schedule calls for time evaluation to be completed for the final time on Monday night of payday week.

Procedural Steps

1.1. Access transaction by:

Via Menu	Time Entry Operator → Reports after Time Evaluation → Time Summary Report
Via Transaction Code	Z_TIME_SUMMARY
Via Favorites Menu	Time Summary Report

Double click on "Time Summary Report" and the following screen will appear:



Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No
Type of Report	Leave Type or Leave Sub Type

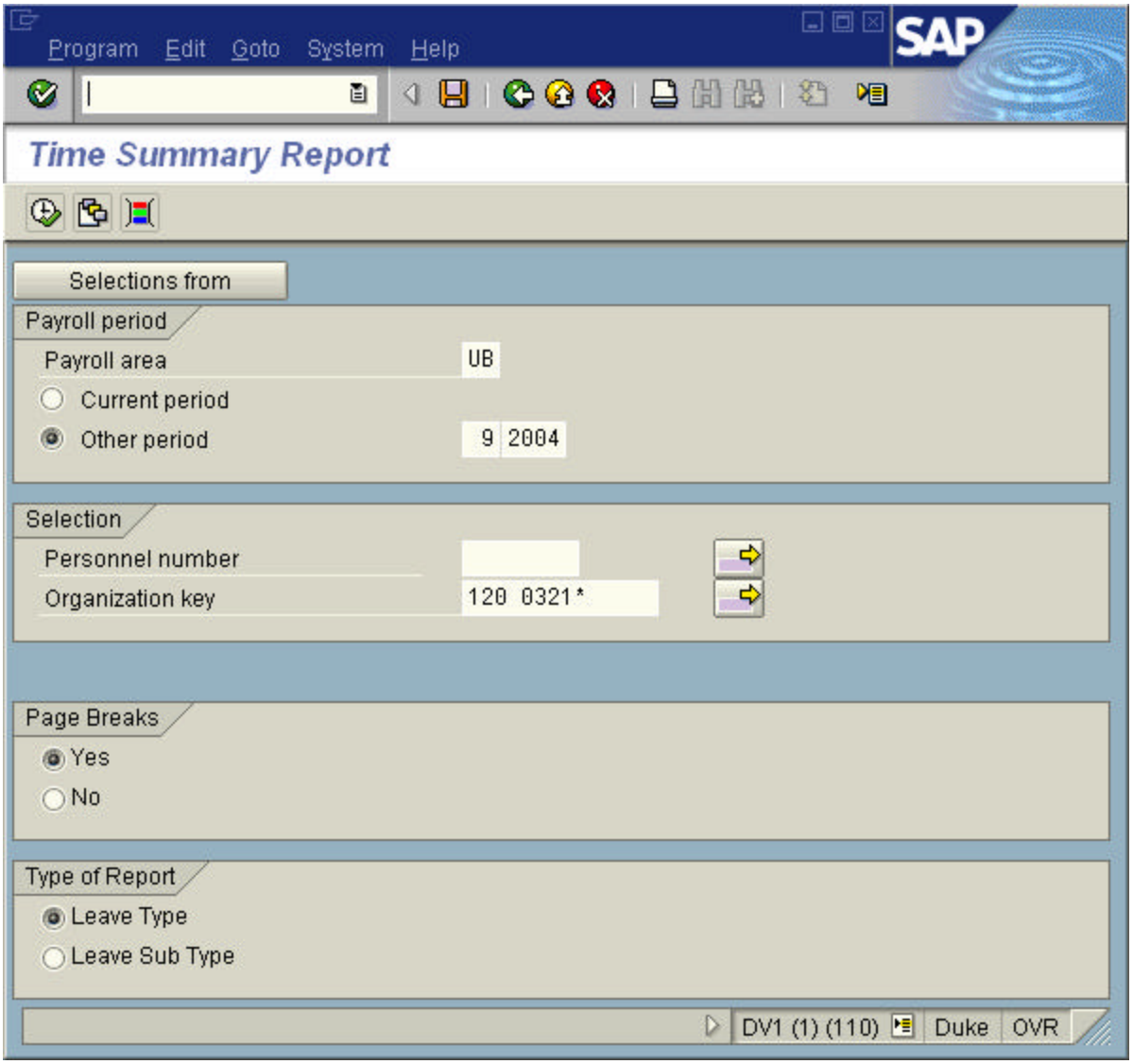
1.2 Specify the pay period for the Time Summary Report. The screen has the selection of current period or other period.

- Current period
  - Use this option during the week of payday.

- Other period
  - Use this option during the week of time entry. This report can also be run for previous pay periods. Type in the pay period and calendar year.

1.3 The "Personnel number" field may be used to select specific employees by entering the employee identification numbers. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

1.4 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, *, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 120 org 0321, enter 120(space)0321*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 120, org 0321,and any distribution code.



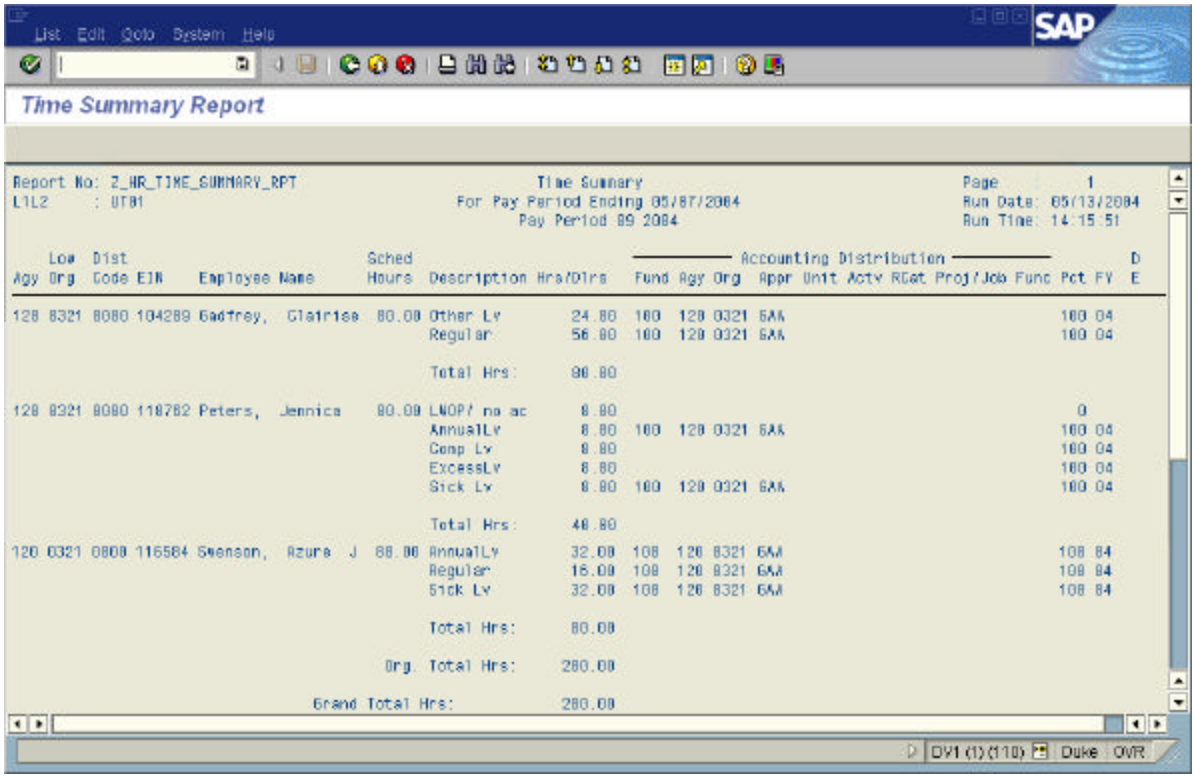
1.5 The "Page Breaks" buttons create a page break after each org change or not create any page breaks. The default is "Yes" create page breaks.

1.6 The "Type of Report" buttons create a report with the leave summarized by leave type or leave summarized by leave sub type. The default is "Leave Type", show a summary by the major category of leave such as annual, sick, converted sick, comp, excess, other, leave without pay no benefits, or leave without pay benefits. The option for "Leave Sub Type" summarizes the leave by each sub category of leave such

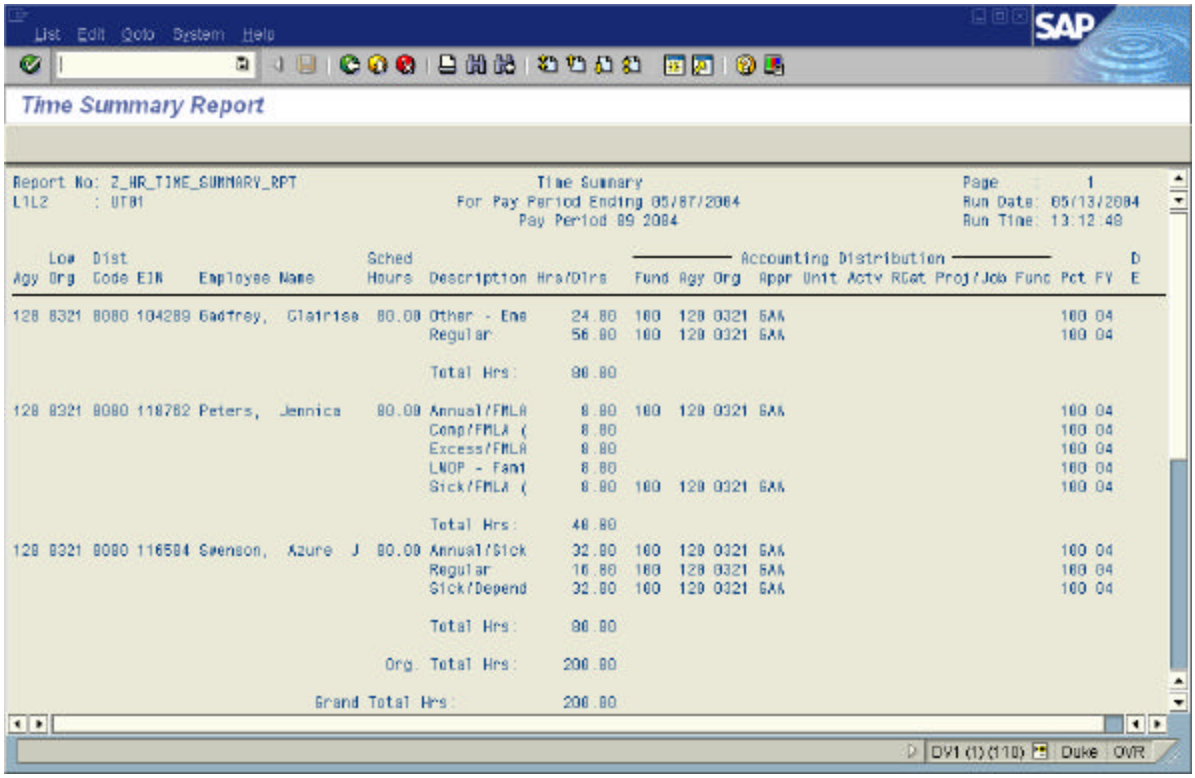
as annual/sick exhausted, sick dependent, other emergency, etc. Regular hours worked appear the same in each report since there are no sub categories for work.

1.7 Click on the Execute button in the upper left area that looks like a clock to view the report. Examples of both types of reports are below.

Example of the Time Summary Report with the option "Leave Type" selected.



Example of the Time Summary Report with the option “Leave Sub Type” selected.



1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.

2 The report heading contains the following information:

- The report number
- The report title
- Page number
- Level 1 and level 2 status
- Date the report was run
- Time the report was run

2.2 The columns on the report are listed below with a brief description.

Agy	The employee's agency number.
Low Org	The employee's home org.
Dist Code	The employee's distribution code.
EIN	The employee's identification number.
Employee Name	The employee's name.
Sched Hours	The number of hours scheduled for the employee on the time entry screen.
Description	Type of hours/amount being paid to the employee.
Hrs/Dlrs	Number of hours/amount being paid to the employee.
Fund	The fund being charged for the hours/amount.
Agy	The agency being charged for the hours/amount.
Org	The org being charged for the hours/amount.

Appr Unit	The appropriation unit being charged for the hours/amount.
Actv	The activity being charged for the hours/amount.
RCat	The reporting category being charged for the hours/amount.
Proj/Job	The project/job being charged for the hours/amount.
Func	The function code being charged for the hours/amount. (Not currently used.)
Pct	The percent signifies how much of what is on that line is charged to the coding displayed. For employees set up with salary splits only the first line of coding is displayed with the percent allocated.
FY	Fiscal year being charged.
DE	A “Y” in the column indicates the employee is in a dual employment status with the state.