

Time Entry and Labor (TEL) Documentation
Document Reason Explanation

The document reason changes depending upon the date and the type of system used to report hours for non-exempt biweekly employees.

Document Status	Explanation
Data Entry	Active documents created with a reporting method of TEL will have this reason. Once the payroll for a pay period has been processed, the reason will be changed to "Late Document."
Late Document	Documents generated automatically for a prior pay period after the payroll has been processed will have this document reason. The batch process for uploading the prior pay period documents for the current payroll will change the document reason to "Late Document" for any that were not in a Central Approved or Central Electronic Approved status. A record will be entered into the Action Log table indicating that the document reason was changed.
Electronic Feed	Employees with the assignment EIT Timekeeping Method of "TAMS" (Hospital employees) or "Design Build" are created with this document reason.
Reprocess	The document reason is changed to this if the REPROCESS button is pressed someone with the responsibility of employee, timekeeper or HR Officer. A "Reprocess" TEL document must be processed through the regular workflow before it is approved for payment.
Central Adjustment	The document reason is changed to this if a Central Responsibility of "Design Build Central Time Update, or HRM Support Services Central Time Update" presses the OPEN button on the TEL document.
Central Reprocess	The document reason is changed to this if the REPROCESS button is pressed by a Central Responsibility of "Design Build Central Time Update, or HRM Support Services Central Time Update"