

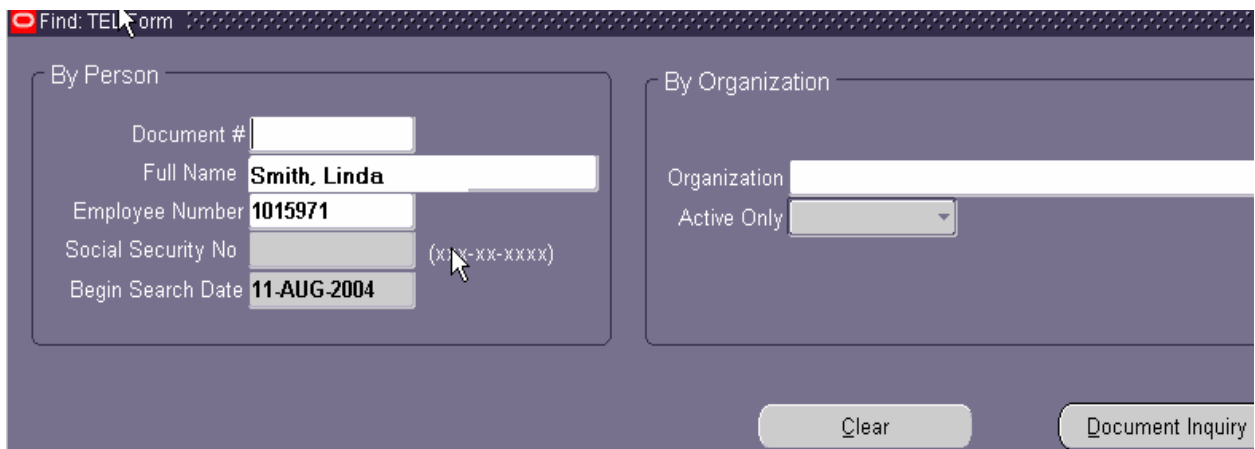
Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

The TEL form, completed by/for all UAB biweekly employees, is used to document daily work and benefit hours. This information is used to process the biweekly payroll.

(NOTE: New employees should ask their supervisor/manager what timekeeping method is used by their respective departments/areas with regard to reporting biweekly work and benefit hours. Employees should ask if the department/area uses a Timekeeper or if all employees enter their own data.)

UAB TEL → TEL

The **FIND: TEL FORM** window will load automatically. Employee's name and employee identification number will be populated. Select **Document Inquiry**.



The screenshot shows a software window titled "Find: TEL Form". It is divided into two main sections: "By Person" and "By Organization".

By Person:

- Document #: [Empty text box]
- Full Name: **Smith, Linda**
- Employee Number: **1015971**
- Social Security No: [Empty text box] (XXX-XX-XXXX)
- Begin Search Date: **11-AUG-2004**

By Organization:

- Organization: [Empty text box]
- Active Only: [Dropdown menu]

At the bottom right of the window, there are two buttons: "Clear" and "Document Inquiry".

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The **FIND: DOCUMENT INQUIRY** window will open. This contains a list of all TEL documents available to the user. Select the document you wish to open. You may either highlight the row and select **OK** or double click on the row. **The document for the current pay period will be in an open document status.** For an explanation of the different document statuses, [click here](#).

Document No.	Document Status	Pay Period Start Date	Full Name	Name
1492400	OPEN	July 10, 2005	Smith, Linda	113003000 Payroll
1479944	COMPLETE	June 26, 2005	Smith, Linda	113003000 Payroll
1466570	COMPLETE	June 12, 2005	Smith, Linda	113003000 Payroll
1454020	COMPLETE	May 29, 2005	Smith, Linda	113003000 Payroll
1441718	COMPLETE	May 15, 2005	Smith, Linda	113003000 Payroll
1429430	COMPLETE	May 1, 2005	Smith, Linda	113003000 Payroll
1417302	COMPLETE	April 17, 2005	Smith, Linda	113003000 Payroll
1405137	COMPLETE	April 3, 2005	Smith, Linda	113003000 Payroll
1393081	COMPLETE	March 20, 2005	Smith, Linda	113003000 Payroll
1381157	COMPLETE	March 6, 2005	Smith, Linda	113003000 Payroll
1369130	COMPLETE	February 20, 2005	Smith, Linda	113003000 Payroll
1356741	COMPLETE	February 6, 2005	Smith, Linda	113003000 Payroll

Select the **LOV** on the line where the cursor is sitting under the heading, **ELEMENT**.

Assignment # **1015971** Dist # Document # **1492400** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005**

Balances: Vacation **56.13** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **0.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
O N E	<input type="checkbox"/>	<input type="text"/>										<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			OT Prem 0.00	
Impact of Reprocess														Other 0.00
T W O	<input type="checkbox"/>	<input type="text"/>										<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			OT Prem 0.00	
Impact of Reprocess														Other 0.00

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

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This will bring up a drop down box with a list of all available elements according to the assignment category. Select the appropriate element and double click or highlight the row and click **OK**. For a listing of TEL elements and descriptions, [click here](#).

The selected element will show on the TEL document

Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

Enter the number of hours and minutes worked each day of the week in the appropriate column. Only total number of hours to be paid should be reported. **All time should be recorded as whole hours and/or decimals.** For the conversion table, [click here](#)

TEL : Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date

Person **Smith, Linda** Document Status **OPEN** Reprocessed

Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**

Organization **113003000 Payroll** Reporting Method **TEL**

Asg Category **01 Regular FT** Requestor **Mitchell, Kimberly M**

Effective Date **10-JUL-2005** - **23-JUL-2005** July 10, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **40.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
	Impact of Reprocess													
TWO	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				OT Prem 0.00
	Impact of Reprocess													

Comments

All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

Additional elements may be added on subsequent lines and hours associated with the elements should be included on the same row as the element and in the day column in which they occurred.

TEL Form

Assignment # **1015971** Dist # Document # **1492400** Submit Date
 Person **Smith, Linda** Document Status **OPEN** Reprocessed
 Job Title **Coord Payroll Systems** Document Reason **DATA ENTRY**
 Organization **113003000 Payroll** Reporting Method **TEL**
 Asg Category **01 Regular FT** Requestor

Effective Date **10-JUL-2005** - **23-JUL-2005** July 10, 2005 Active Assignment

Balances: Vacation **56.15** Sick **87.43** Personal Holiday **15.24** Work & Benefit Hrs Total **80.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	Work & Benefit Hours			8.00	8.00	8.00	8.00	8.00		40.00				OT Prem <input type="text"/>
	Impact of Reprocess													Other <input type="text"/>
TWO	<input type="checkbox"/>	Vacation-WK2		8.00	8.00					16.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2				8.00	8.00	6.00		22.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK2						2.00		2.00		<input type="checkbox"/>	<input type="checkbox"/>	
	Work & Benefit Hours			8.00	8.00	8.00	8.00	8.00		40.00				OT Prem <input type="text"/>
	Impact of Reprocess													Other <input type="text"/>

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Once the information is correct, click **Save**

Impact of Reprocess Other **0.00**

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Select **Submit**

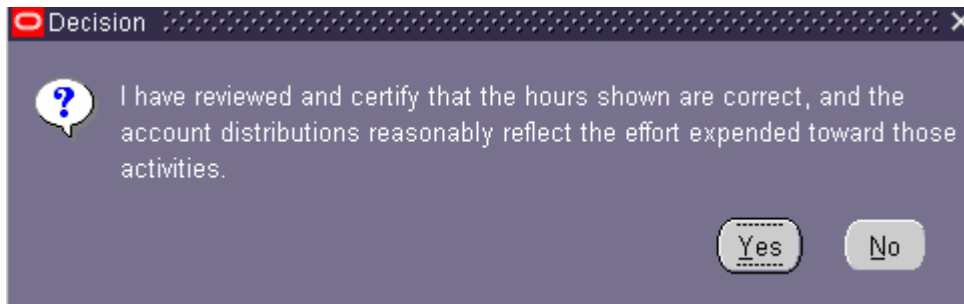
Impact of Reprocess Other **0.00**

Comments All LD LD Comments

Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Time Entry and Labor (TEL) Documentation
Employee TEL Basic (Entering and Submitting TEL Documents)

The **DECISION** box will appear. If the information is correct, select **Yes**



The document enters workflow.

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