

Time Entry and Labor (TEL) Documentation Reprocessing a Document (Add Overtime)

Often times, it is necessary for a TEL document to be reprocessed in order to add/delete information or reallocate submitted time.

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Scenario:

Linda submitted her timesheet on Friday. She was asked late Friday afternoon if she could work two hours past her scheduled departure time and if she could come in and work for three hours on Saturday. Linda needs to reprocess her TEL document in order to add the overtime hours.

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:** This section contains several input fields:
 - Document #: [Empty]
 - Full Name: **Smith, Linda**
 - Employee Number: **1015971**
 - Social Security No: [Empty] (with a placeholder "(xxx-xx-xxxx)" and a mouse cursor pointing to it)
 - Begin Search Date: **11-AUG-2004**
- By Organization:** This section contains:
 - Organization: [Empty]
 - 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 reprocess. You may either highlight the row and select **OK** or double click on the row. For an explanation of the different document statuses, [click here](#).

Find : Document Inquiry

Find

Document No.	Document Status	Pay Period Start Date	Full Name	Name
1492380	OPEN	July 10, 2005	Smith, Linda	113003
1479923	COMPLETE	June 26, 2005	Smith, Linda	113003
1466548	COMPLETE	June 12, 2005	Smith, Linda	113003
1453998	COMPLETE	May 29, 2005	Smith, Linda	113003
1441695	COMPLETE	May 15, 2005	Smith, Linda	113003
1429405	COMPLETE	May 1, 2005	Smith, Linda	113003
1417275	COMPLETE	April 17, 2005	Smith, Linda	113003
1405109	COMPLETE	April 3, 2005	Smith, Linda	113003
1393052	COMPLETE	March 20, 2005	Smith, Linda	113003
1381125	COMPLETE	March 6, 2005	Smith, Linda	113003
1369098	COMPLETE	February 20, 2005	Smith, Linda	113003
1356709	COMPLETE	February 6, 2005	Smith, Linda	113003

Find OK Cancel

Select **Reprocess**.

TEL Form

Assignment # **1015971** Dist # Document # **1393052** Submit Date **04-APR-2005**

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

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

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

Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **20-MAR-2005** - **02-APR-2005**

Balances: Vacation **59.15** Sick **131.89** Personal Holiday **0.00** Work & Benefit Hrs Total **80.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input checked="" type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONLINE	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													Other 0.00
WEEK	<input checked="" type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input checked="" type="checkbox"/>	<input checked="" 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	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
	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 Reprocessing a Document (Add Overtime)

NOTE: The **DOCUMENT STATUS** changes to Open and the **DOCUMENT REASON** changes to **Reprocessed**.

NOTE: Because the time has been paid (denoted by a ✓ in the box under “P”) as it was originally submitted, the new information must be entered on new lines.

On the next line, select **Work A-WK2** element and add the additional hours that were worked. For more information on processing a TEL document with overtime, [click here](#).

TEL: Form

Assignment # 1015971 Dist # Document # 1393052 Submit Date 04-APR-2005

Person Smith, Linda Document Status OPEN Reprocessed 1

Job Title Coord Payroll Systems Document Reason REPROCESS

Organization 113003000 Payroll Reporting Method TEL

Asg Category 01 Regular FT Requestor Smith, Linda

Effective Date 20-MAR-2005 - 02-APR-2005

Balances: Vacation 59.15 Sick 131.89 Personal Holiday 0.00 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 checked="" 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	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00
TWO	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
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														Other 0.00

Comments

All LD LD Comments

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

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On the next line, select **OTP-WK2** from the **ELEMENT** list of values and report the overtime hours.

TEL: Form

Assignment # **1015971** Dist # Document # **1393052** Submit Date **04-APR-2005**
 Person **Smith, Linda** Document Status **OPEN** Reprocessed **1**
 Job Title **Coord Payroll Systems** Document Reason **REPROCESS**
 Organization **113003000 Payroll** Reporting Method **TEL**
 Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **20-MAR-2005** - **02-APR-2005**

Balances: Vacation **59.15** Sick **131.89** Personal Holiday **0.00** Work & Benefit Hrs Total **80.00**

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 checked="" 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													
WEEK	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	OTP-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	
TWO	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													

Comments

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

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

O Impact of Reprocess Other **0.00**

Comments

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

Time Entry and Labor (TEL) Documentation Reprocessing a Document (Add Overtime)

The TEL document is updated and the **IMPACT OF REPROCESS** is completed according to the new entries. The **REPROCESS DATE** field indicates the date the change was saved.

NOTE: The **WORK & BENEFIT HRS TOTAL** field will not change. This information remains as it was when the document was originally processed for payment.

TEL: Form

Assignment # **1015971** Dist # Document # **1393052** Submit Date **04-APR-2005**
 Person **Smith, Linda** Document Status **OPEN** Reprocessed **1**
 Job Title **Coord Payroll Systems** Document Reason **REPROCESS**
 Organization **113003000 Payroll** Reporting Method **TEL**
 Asg Category **01 Regular FT** Requestor **Smith, Linda**

Effective Date **20-MAR-2005** - **02-APR-2005**

Balances: Vacation **59.15** Sick **131.89** Personal Holiday **0.00** Work & Benefit Hrs Total **80.00**

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
O N E	<input type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" 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	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00
W E E K	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005
	<input type="checkbox"/>	OTP-WK2						2.00	3.00	5.00		<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 5.00
Impact of Reprocess			0.00	8.00	8.00	8.00	8.00	10.00	3.00	45.00	0.00			Other 0.00

Comments

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

Select **Submit**

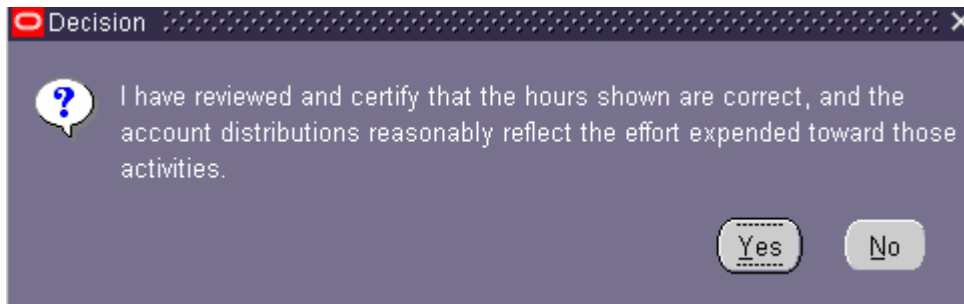
O Impact of Reprocess Other **0.00**

Comments

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

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



The document enters workflow.

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