

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Reallocate Hours)

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. After submitting her time, she asked her supervisor if she could take the rest of the afternoon off. She wants to split the time between her personal holiday and vacation benefit time. Linda needs to reprocess her TEL document in order to reallocate the hours she submitted for Friday.

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 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"/>	
ON	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
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"/>											<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

Comments

All LD    LD Comments

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

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Reallocate Hours)

**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 subtract (-) the hours that were not worked.

TEL: Form

Assignment # **1015971**    Dist #     Document # **1165889**    Submit Date **26-JUL-2004**

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**

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Effective Date **11-JUL-2004** - **24-JUL-2004**    July 24, 2004    Active Assignment

Balances: Vacation **52.30**    Sick **108.20**    Personal Holiday **24.00**    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	9.00	8.00	8.00	7.00		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	9.00	8.00	8.00	7.00	0.00	40.00				OT Prem <b>0.00</b>
Impact of Reprocess														Other <b>0.00</b>
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						4.00		-4.00		<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 <b>0.00</b>
Impact of Reprocess														Other <b>0.00</b>

Comments     All LD    LD Comments

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

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Reallocate Hours)

On the next line, select **Pers-Holiday-WK2** from the Element list of values and report the hours to be charged against accrued personal holiday time.

TEL: Form

Assignment # **1015971** Dist #  Document # **1165889** Submit Date **26-JUL-2004**  
 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 **11-JUL-2004** - **24-JUL-2004** July 24, 2004 Active Assignment

Balances: Vacation **52.30** Sick **108.20** Personal Holiday **24.00** 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	9.00	8.00	8.00	7.00		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	9.00	8.00	8.00	7.00	0.00	40.00				OT Prem <b>0.00</b>
	Impact of Reprocess													Other <b>0.00</b>
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						4.00		4.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Pers Holiday-WK2						2.00		2.00		<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 <b>0.00</b>
	Impact of Reprocess													Other <b>0.00</b>

Comments  All LD LD Comments

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## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Reallocate Hours)

Press the **down arrow** on your keyboard to access another line.

On the next line, select **Vacation-WK2** from the Element list of values and report the hours to be charged against accrued vacation time.

TEL: Form

Assignment # **1015971** Dist #  Document # **1165889** Submit Date **26-JUL-2004**  
 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 **11-JUL-2004** - **24-JUL-2004** July 24, 2004 Active Assignment

Balances: Vacation **52.30** Sick **108.20** Personal Holiday **24.00** 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	9.00	8.00	8.00	7.00		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	9.00	8.00	8.00	7.00	0.00	40.00				OT Prem <b>0.00</b>
Impact of Reprocess														Other <b>0.00</b>
TWO	<input type="checkbox"/>	Work A-WK2						4.00		4.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Pers Holiday-WK2						2.00		2.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Vacation-WK2						2.00		2.00		<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 <b>0.00</b>
Impact of Reprocess														Other <b>0.00</b>

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 << < > >> \*

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Reallocate Hours)

The TEL document is updated and the **IMPACT OF REPROCESS** is completed according to the new entries.

TEL : Form

Assignment # **1015971** Dist #  Document # **1165889** Submit Date **26-JUL-2004**  
 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 **11-JUL-2004** - **24-JUL-2004**

Balances: Vacation **52.30** Sick **108.20** Personal Holiday **24.00** 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	9.00	8.00	8.00	7.00		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	9.00	8.00	8.00	7.00	0.00	40.00				OT Prem <b>0.00</b>
	Impact of Reprocess													Other <b>0.00</b>
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						4.00		4.00		<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005
	<input type="checkbox"/>	Pers Holiday-WK2						2.00		2.00		<input type="checkbox"/>	<input type="checkbox"/>	12-SEP-2005
	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem <b>0.00</b>
	Impact of Reprocess		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00			Other <b>0.00</b>

Comments

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

Use the **scroll bar** to see additional entries.



Select **Submit**

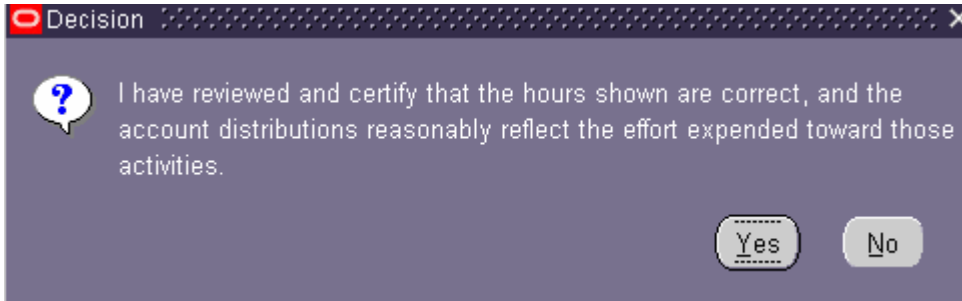
Impact of Reprocess  Other **0.00**

Comments

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

**Time Entry and Labor (TEL) Documentation**  
**Reprocessing a Document (Reallocate Hours)**

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



The document enters workflow.

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