

Time Entry and Labor (TEL) Documentation
Timekeeper 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. The **UAB Timekeeper** responsibility is utilized by some departments/areas as a means of centralizing the data entry for biweekly employees within the same organization. You must have the **UAB Timekeeper** or the **UAB HR Officer** responsibility in order to serve in this capacity.

UAB Timekeeper → Biweekly Timesheets → TEL

The **FIND: TEL FORM** window will load automatically. Enter the organization number. As a timekeeper, you will only be able to access those organizations for which you have access. 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 section:

- Document #: [Empty text box]
- Full Name: [Empty text box]
- Employee Number: [Empty text box]
- Social Security No: [Empty text box] (xxx-xx-xxxx)
- Begin Search Date: 15-AUG-2004

By Organization section:

- Organization: 113003000 Payroll
- 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 biweekly employees in the timekeeper's organization. Select the document you wish to open. 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 %

Pay Period Start Date	Full Name	Document Status	W & B Hrs Total	Document No.	Name	Job Title
July 10, 2005	Brown, Jane	OPEN		1492402	113003000 Payroll	Payroll Spec
July 10, 2005	Crow, Bobby	OPEN		1492401	113003000 Payroll	Coord Payroll
July 10, 2005	Freeman, Mitch	OPEN	0	1492400	113003000 Payroll	Coord Payroll
July 10, 2005	Martin, Amber	OPEN		1496408	113003000 Payroll	Financial Asst
July 10, 2005	Rogers, Brent	OPEN		1495905	113003000 Payroll	Student Asst
July 10, 2005	Smith, Linda	OPEN		1492400	113003000 Payroll	Coord Payroll
July 10, 2005	Taylor, Cathy	OPEN		1492399	113003000 Payroll	Payroll Spec
June 26, 2005	Anderson, Mike	COMPLETE	31.75	1479886	113003000 Payroll	Asst Dir Payro
June 26, 2005	Brown, Jane	COMPLETE	80	1479946	113003000 Payroll	Payroll Spec
June 26, 2005	Crow, Bobby	COMPLETE	80	1479945	113003000 Payroll	Coord Payroll
June 26, 2005	Freeman, Mitch	COMPLETE	81.51	1479944	113003000 Payroll	Coord Payroll

Find OK Cancel

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

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**

Balances: Vacation **56.15** 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
ONE	<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"/>	
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
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"/>	
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. Select the appropriate element and double click or highlight the row and click **OK**. For a listing of TEL elements and descriptions, [click here](#).

Element Name	Description
OJI D-WK1	USED TO PAY WEEKEND DAY SHIFT EMPLOYEES FOR
OJI E-WK1	USED TO PAY WEEK END EVENING SHIFT EMPLOYEE
OJI F-WK1	USED TO PAY WEEK END NIGHT SHIFT EMPLOYEES F
OTP-WK1	WEIGHTED AVERAGE OF NOT LESS THAN ONE HALF
On Call Amount-WK1	ON CALL TOTAL AMOUNT OTHER THAN THE STANDAR
On Call Hours-WK1	USED WHEN AN EMPLOYEE IS PAID A SET AMOUNT P
Pers Holiday-WK1	Personal Holiday - must have hours accrued
Sick-WK1	Sick - MUST HAVE HOURS ACCRUED
Vacation-WK1	Vacation - MUST HAVE HOURS ACCRUED
Wk (A) OTP Other-WK1	HOURS WORKED OUTSIDE OF PRIMARY DEPARTMEN
Wk (A) Other-WK1	hours worked outside of primary department day shift
Work A-WK1	REGULAR HOURS WORKED ON DAY SHIFT

The selected element will show on the TEL document

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

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input checked="" type="checkbox"/>	Work A-WK1										<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											OT Prem		
	Impact of Reprocess											Other		
WEEK	<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											OT Prem		
	Impact of Reprocess											Other		

Comments

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

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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 << < > >> *

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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. **To access additional lines, use the down arrow key on your keyboard.**

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
		Impact of Reprocess												Other
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
		Impact of Reprocess												Other

Comments

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

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

Impact of Reprocess Other 0.00

Comments

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

Select **Submit**

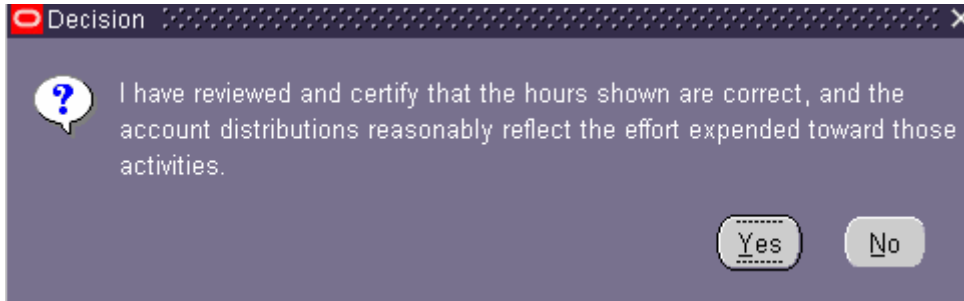
Impact of Reprocess Other 0.00

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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