FACILITIES PROCEDURES FOR THE GORRIE-REGAN (GR) TIMEKEEPING SYSTEM

PURPOSE: To document standard procedures thereby validating employees are accurately paid in accordance with UAB Payroll guidelines. To ensure proper training and provide resources for timekeepers to manage this essential responsibility. Trust GR as the tool!

EXPECTATIONS: Each employee deserves to receive accurate and timely compensation for all hours worked. Departments will take responsibility for the accurate and timely processing of payroll by confirming the following items are addressed.

Departments will ensure:

- Payroll is a top priority by assigning the timekeeping responsibility to the appropriate person(s), and to establish back up timekeeper(s) (Department GR Time Coordinator).
- Ongoing training of all assigned Department GR Time Coordinator(s) (as necessary).
- Employee time is reviewed and exceptions addressed by the supervisor and/or timekeeper Friday afternoon each week (in accordance with the procedures below).
- Supervisor and/or assigned timekeeper reviews Gorrie-Regan and makes all needed corrections each pay week prior to the TEL import deadline.
- Procedures are followed, which should result in timely processing and limited department requests to the Facilities Payroll Administrator to reopen/correct a TEL document.

PROCEDURES: The following procedures will be used by the Department GR Time Coordinator/Supervisors for processing employee time records in the Gorrie-Regan timekeeping system and are current through the revision date. The procedures are subject to change.

Normal Payroll Processing Schedule/Deadlines: Unless otherwise communicated, the following payroll deadlines will be in effect.

1. 9:00 AM Mondays – ALL corrections/edits updated in Gorrie-Regan by department
   o From 9:00 AM to 10:00 AM – Payroll Administrator reviews Gorrie-Regan summary data and notifies departments of any exceptions
2. 10:00 AM – Payroll Administrator submits Gorrie-Regan data to Oracle/TEL
3. 10:15 AM – Payroll Administrator notifies departments that the TEL documents are loaded and ready to be reviewed for any exceptions
4. 12:00 PM – Departments TEL reviews are complete

Process
1. Employee time records should be verified daily and completed before the end of the supervisor’s shift on Friday afternoon. Any exceptions must be completed before 9:00 AM EACH Monday. However, it is STRONGLY RECOMMENDED that all adjustments be addressed immediately and not be put off until the Monday morning deadline. Managers will have responsibility to confirm that supervisors have reviewed and completed the employee timesheets at the end of each respective pay week. Payroll deadlines are subject to change based on UAB designated holiday periods in which case, new deadline dates will be communicated.
• **NOTE:** No holiday time should be entered by departments. All holidays are set by the System Administrator.

2. **Schedules:** It is the supervisor/timekeeper’s responsibility to verify employee schedules are accurately reflected in the GR timekeeping system including respective leave time. Any modifications to the system must be sent to the system administrator(s).

3. Time records will be imported from the Gorrie-Regan Timekeeping System into the Oracle / TEL system each Monday following the end of each work week unless otherwise communicated based on holiday schedule. After each weekly import, supervisors and/or timekeepers are expected to verify that time records have been imported correctly in TEL. Please document that you have reviewed both GR and TEL documents weekly. For example, initial the ‘paid hours’ report from GR and keep the documentation in a folder/binder for at least six (6) months.

4. The Facilities Payroll Administrator will notify supervisors when the import has been completed. **Please note employee timesheets in Gorrie-Regan are imported to Oracle/TEL only ONE time per pay week.**

5. Each Monday morning, Oracle will generate an exceptions report containing inconsistencies between information posted in Gorrie-Regan and existing information in Oracle. A copy of the exceptions report will be sent to all supervisors and managers by the Payroll Administrator. The Payroll Administrator will then notify supervisor to make any necessary corrections to employee TEL documents. It is the department’s supervisor’s and/or timekeeper’s responsibility to make any necessary correction to the employee’s TEL documents. Supervisors should also make corrections in the Gorrie-Regan system so both systems are correct. **(NOTE: GR will NOT reload).**

NOTE: Please note that there are exceptions reports that can be run prior to submitting an employee’s time. The GR System Administrator can assist with this process.

**GENERAL INFORMATION:** Listed below are the general category descriptions for the timekeeping system.

**New Employees**
Upon the hiring of an employee, the supervisor is responsible for obtaining the employees badge number (listed on the back of employee One Card) and sending it, along with the employee’s scheduled shift time and length of lunch break to the Payroll Administrator AND the GR Payroll Administrator. **ALL NEW BADGE NUMBERS SHOULD BE SENT TO THE PAYROLL and GR SYSTEM ADMINISTRATOR IMMEDIATELY after receiving the new badge.** Upon receipt of badge information and upon the completion of the ACT document, the Payroll Administrator will enter the employee into the Gorrie-Regan timekeeping system and send a notification email to the department. When possible, consider starting new employees on the first day of the pay period to allow for additional time to establish employee in all systems prior to payroll deadline.

**Terminated Employees**
For terminated employees, an ACT document is created and a notification email is sent to the Payroll Administrator with the date of termination. If a new hire or terminated employee is/is not listed in the
timekeeping system on the first or last day of employment, the employee’s supervisor must notify the Payroll Administrator and manager for processing immediately.

**Leaves with Pay**
Employees on paid leave are processed in the Gorrie-Regan timekeeping system. Supervisors are responsible for ensuring that the appropriate pay codes are entered for employees on paid leave. The respective dates of leave in the TEL system must match the appropriate ACT leave documents in the Oracle system. Supervisors should contact their managers regarding questions about leave documents.

**Leaves without Pay**
Facilities Human Resources will complete the ACT document for leaves without pay. Employees on leave without pay should be processed as TEL documents but noted in the Gorrie-Regan timekeeping system in the “comments” section. The GR System Administrator will note the leave without pay status in the Gorrie-Regan System.

**Returning from Leave**
Facilities Human Resources will complete the ACT document to return employee from leave. The assigned department’s GR Coordinator should restore the employee’s Gorrie-Regan status to “active” on the appropriate date.

**Temporary Employees**
Temporary employee time is not processed in the Gorrie-Regan timekeeping system. Supervisors will ensure that temporary employee timesheet is accurate and submitted to UAB Temporary Services by the established deadline.

**Employees on OJI**
Supervisor and/or timekeeper should be aware of employees on OJI. On Day 1 of injury, department should pay full scheduled time as “Away with Pay”. For days 2-3-4 (waiting period), if employee is scheduled to work but unable to do so due to OJI, the department should process employee benefit time in Gorrie-Regan. On Day 5 and beyond, OJI pay would be applicable, and OJI timekeeping will be processed in TEL only but noted in the Gorrie-Regan timekeeping system. The OJI Coordinator will send the supervisor a timesheet to complete and return by Friday prior to the payroll deadline for week 2. The OJI coordinator in UAB Central Human Resources is responsible for the OJI employee’s pay being entered in TEL and processed in accordance with the OJI program.

**Replacement Badge**
When an employee requires a replacement badge due to loss or damage, the new employee badge number should be forwarded to the Payroll and GR System Administrators IMMEDIATELY! The supervisor, employee, etc. may take a picture of the back of the badge and email it to FAC-Payroll@uab.edu.

**Events, Emergencies, and On-Call (Including bad weather)**
Department supervisor and/or timekeeper is responsible for correctly reporting employee time for evenings, weekends, irregular shifts, events and emergencies in the Gorrie-Regan timekeeping system. Division-wide event will be communicated to all.

**Exceptions**
• All exceptions to completing timesheets after the weekly Gorrie-Regan import must be completed using the TEL system in Oracle. Requests to open TEL documents for revision should be limited, and should be sent via email to FAC-Payroll@uab.edu

• Managers must provide additional information for any full time employee that does not have 80 hours in a pay period.

• Supervisors/managers are responsible for reviewing TEL weekly.

**Department Gorrie-Regan Coordinator**

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<tr>
<th>Role</th>
<th>Description</th>
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<tr>
<td>Group Leader/Supervisor</td>
<td>These employees are generally the front line approvers of time, as they are most familiar with their employee’s shift and scheduled hours.</td>
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<tr>
<td>Manager</td>
<td>These employees ensure that timekeeping procedures are followed, and may approve and/or provide backup approval as needed.</td>
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<tr>
<td>Director</td>
<td>These employees have ultimate responsibility of ensuring timekeeping procedures are followed and employees are paid appropriately.</td>
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<tr>
<td>Timekeeper</td>
<td>Departments may designate a timekeeper to oversee the process and serve as liaison with Facilities Payroll Administrator.</td>
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**CONTACTS AND RESOURCES**

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<tr>
<th>Contact</th>
<th>Details</th>
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<tbody>
<tr>
<td>Facilities Payroll Administrator</td>
<td>Email at <a href="mailto:fac-payroll@uab.edu">fac-payroll@uab.edu</a> or call (205.996.1253 or 205.975.8036)</td>
</tr>
<tr>
<td>GR System Administrator</td>
<td>Email Clay Boyce (<a href="mailto:CBoyce@uab.edu">CBoyce@uab.edu</a>) and copy Edwin Dixon (<a href="mailto:edixon@uab.edu">edixon@uab.edu</a>).</td>
</tr>
<tr>
<td>UAB Central Payroll Department</td>
<td>To avoid duplication of communication, all contact with UAB Central Payroll will be made by the Facilities Payroll Administrator.</td>
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<tr>
<td>Leave of Absence questions</td>
<td>Facilities Human Resources at 934-8836.</td>
</tr>
<tr>
<td>ACT Document questions</td>
<td>Facilities Human Resources at 934-1804 or 996-8537.</td>
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Each role is important, and employees who are assigned to serve in these roles will be expected to uphold their timekeeping responsibility, stay abreast of all updates, and seek additional training as needed and secure back up coverage in advance of payroll deadlines. **Corrective action may be taken if guidelines are not followed,** possibly resulting in **out of cycle pay requests and/or supplemental checks.**
FAQS/INFO

Time report of employees with less than 40 hours are pushed to the supervisors via email on Sundays.

If the employee is on leave (with or without pay), what does the timeclock coordinator/supervisor need to do? He/she should verify the appropriate codes are in GR and coordinate with Facilities HR as necessary.

On The Job Injury: On Day 1 of injury, department should pay full scheduled time as “Away with Pay”. For days 2-3-4 (waiting period), if employee is scheduled to work but unable to do so due to OJI, the department should process employee benefit time in Gorrie-Regan. On Day 5 and beyond, OJI pay would be applicable, and OJI timekeeping will be processed in TEL only but noted in the Gorrie-Regan timekeeping system. The OJI Coordinator will send the supervisor a timesheet to complete and return by Friday prior to the payroll deadline for week 2. The OJI coordinator in UAB Central Human Resources is responsible for the OJI employee’s pay being entered in TEL and processed in accordance with the OJI program.

Gorrie Regan Rounding: It should always be in favor of the employee.

Can you change the employee’s clock-in time if they clocked in earlier than you tell them to?

What happens if I’m called in while placed on On-Call Time? If you are called in for anything at all, you are paid for a minimum of 3 hours.

Can we transfer the data from GR to Oracle/TEL for specific days rather than weekly? No. Oracle only allows a ‘total’ for the week, hence the reason it’s vitally important to regularly check each employee’s GR timeclock entries.