THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

FY 1999/2000
Financial Management
Payroll
Reference Manual
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Payroll Staff

UAB Payroll Services
Administration Building, Suite 280
Birmingham, AL 35294-0102
Telephone: (205) 934-4523  FAX (205) 975-7417
Website: http://www.uab.edu/payroll
EMAIL: Payroll@uab.edu

ADMINISTRATION

John C. Yow .......................................................... Director
Tim McMinn ............................................................ Associate Director
Robin Montebaro ..................................................... Assistant Director
Jennifer Ragland .................................................... Accountant

COORDINATORS

Jennifer Boak ........................................................ Systems
Terrie Dean ........................................................... Monthly Employee Payroll
Jennifer Jones ....................................................... Hospital Biweekly Payroll
Dianne McPherson ............................................... Non-Hospital Biweekly Payroll
Bobbie Creel ........................................................ Requisitions

PAYROLL SPECIALISTS

Damion Parks ......................................................... Requisitions
Blondell Martin ....................................................... Non-Hospital Biweekly
Linda Parker ........................................................ Monthly Payroll
Eileen Moore ........................................................ Hospital Biweekly Payroll

OFFICE ADMINISTRATIVE SUPPORT

Angela Stinson ....................................................... Payroll Support
Tonja Wimbley ....................................................... Payroll Support
Reporting Biweekly Employee Time

We have listed below certain information that we hope will be helpful in properly completing the biweekly time sheets.

Time to Report
Please report only the number of hours that are to be paid. It is not necessary to report hours not worked nor hours for which payment is not to be made.

Time Sheet Distribution and Reporting
Payroll offers two systems to the campus for reporting time. Electronic time sheets are available on the first day of the new pay period. Any new employees employed after this date would have to be manually added to the system. Electronic time sheets are due in Payroll by 5:00 P.M. on Monday of the pay week.

Non-hospital paper time sheets are distributed via campus mail on Monday of the second week of the pay period. The Deliver To information is provided by the department and updateable by completing the information on the header sheet.

Non-hospital paper time sheets are due in the Payroll by 10:00 A.M. on Friday morning prior to the pay week. Completed time sheets should be delivered to the Payroll Office or inserted in the time sheet drop box located at 20th Street entrance to the Administration Building. Time sheets should NEVER be mailed to the Payroll Department through the campus mail.

Hospital time sheets are submitted to the Hospital Administrative Support Services Department and forwarded to the Payroll Office.

Reporting Minutes
All time should be recorded as whole hours and/or decimals (no fractions or minutes) on the time sheets. Tables for converting minutes to decimals are as follows:

The time sheets should NOT reflect the time of day at which an employee reports to or leaves work, e.g. 8:00 - 5:00.

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Decimals</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>.08</td>
</tr>
<tr>
<td>10</td>
<td>.17</td>
</tr>
<tr>
<td>15</td>
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<td>25</td>
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<tr>
<td>50</td>
<td>.83</td>
</tr>
<tr>
<td>55</td>
<td>.92</td>
</tr>
</tbody>
</table>
**Reporting Benefit Time**

If an employee is to be paid for absences such as vacation, personal holiday, sick leave etc. the appropriate symbol must be shown by those hours. The symbols for paid absences are as follows:

- **Wk** - Regular hours worked
- **BEV** - Bereavement
- **HOL** - Designated Holidays
- **ML** - Military Leave
- **V** - Vacation
- **JD** - Jury Duty
- **S** - Sick
- **AWP** - Away with Pay
- **OC** - On Call
- **BW** - Bad weather
- **PH** - Personal Holiday
- **OT** - Overtime

**NOTE:** The combined hours worked and on-call hours may not exceed 24 hours in a day.

**Same Day - Work and Benefit Time**

If an employee works part of a day and is to be paid for the remainder of the day as a paid absence, both the hours worked and the hours absent should be reported for that day. Current accruals are shown on both the paper time sheets and electronic time sheets.

### Electronic

<table>
<thead>
<tr>
<th>ACCT</th>
<th>JOB</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>213030</td>
<td>990</td>
<td>5.00</td>
<td></td>
<td></td>
<td>WK</td>
<td>3.00</td>
<td>V</td>
</tr>
</tbody>
</table>

### Time Sheet

- 5-WK
- 3-V

**Holiday (Non-Hospital FTR Employees)**

Full time regular employees are eligible to be paid for 8 hours holiday pay. Part time regular employees receive P.H. in lieu of holiday. Holiday hours are to be reported as follows:

### Electronic

<table>
<thead>
<tr>
<th>ACCT</th>
<th>JOB</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>213030</td>
<td>990</td>
<td>8.00</td>
<td></td>
<td></td>
<td>HOL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Time Sheet

- 8-HOL

If an employee actually works on a designated holiday, the hours worked must be labeled “WK” and posted on the time sheet along with the holiday hours, if any, to be paid.

### Electronic

<table>
<thead>
<tr>
<th>ACCT</th>
<th>JOB</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
<th>HOURS</th>
<th>SHF</th>
<th>CDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>213030</td>
<td>990</td>
<td>2.00</td>
<td></td>
<td></td>
<td>WK</td>
<td>8.00</td>
<td>HOL</td>
</tr>
</tbody>
</table>

### Time Sheet

- 8-HOL
- 2-WK

Please do not report holiday hours for employees who are not classified as full time regular (status code 01).
If an employee who is NOT eligible for holiday pay actually works on a designated holiday, the hours worked must be reported as follows:

**NOTE:** Hospital employees, part time and other essential service employees accrue Personal Holiday hours in lieu of payment for the designated holidays.

**Bad Weather**
When the University is officially closed (except for patient care and other essential areas) due to bad weather, less essential full time regular employees may be paid 8 hours Bad Weather pay and regular part time employees may be paid 4 hours. Such payment is subject to the supervisor’s approval. The hours should be reported on the time sheet for that day as follows:

If an employee actually works part of a day when the University is officially closed due to weather, the hours worked should be posted as “WK” and the supervisor may approve additional hours to be paid as Bad Weather to equal a combined total of no more than 8 hours for a full time regular employee (4 hours for a part time regular employee). For example, if an employee actually works 2.5 hours on a “bad weather’ day, the full time regular employee would report 2.5WK/5.5 BW. In any event, no more than a total of 8 hours may be reported for a full time employee or 4 hours for a part time employee for a “bad weather” day unless the employee actually worked more than 8 hours. In that case, the time would be reported as 8.5WK, 10.75 WK etc. No hours would be paid as Bad Weather.

Please note that when the University is closed due to inclement weather employees who had previously scheduled vacation, personal holiday or were absent due to illness may not change the status the days’ absence. As you know, a paid absence due to bad weather is not included in calculating overtime for a work week.

Please refer to Section 3.8 in the employee handbook for additional information concerning the University’s inclement weather policy.

**Grandparented Employees**
The excess over 40 hours worked per week is reported on the time sheet. The calculation of worked does not include benefit of holiday time.
Overtime
All bi-weekly employees including students are eligible for overtime pay. Under the provisions of the Fair Labor Standards Act (FLSA), all hours worked in excess of 40 hours per week are paid at an overtime rate. All paid absences such as vacation, personal holiday, jury duty, etc. are excluded from the 40 hour per week calculation for overtime purposes. Only the hours worked are included in this calculation.

Work study students are not eligible for any paid absences except for jury duty and military leave. The hours to be paid are limited to the number of hours which the work study student is normally scheduled to work. Other than jury duty and military leave, only the hours actually worked will be paid. If a work study student actually works on a designated holiday or “bad weather” day, the hours worked must be posted as “WK”, e.g. No hours may be reported for Holiday or Bad Weather.

Reporting Shift Differential
Employees who are eligible for shift differential according to their job class or job group must report their hours by shift each day. The appropriate shift A, B, or C must reported. Any shift not reported will be paid at the A (day) rate. Benefit time will be paid based on the employee’s base rate.

Signatures on Time sheets
The signatures on the time sheet are certifying not only the actual hours worked but also the appropriate allocation of costs in accordance with CAS. Each employee should sign or electronically sign his or her own time sheet. The supervisor’s signature is mandatory. An employee cannot submit and authorize the his or her own document. Paper time sheets received without the supervisor’s approval will not be processed for payment. The paper time sheet, when reviewed and approved by the supervisor should NEVER be returned to the employee. Paper time sheets should be forwarded immediately to the Payroll Office in the envelopes provided.

Effective October 1, 1996 the cost for all overtime premium (half time) paid as a result of hours reported on biweekly time sheets will be shared prorata between all sources of funding unless specifically noted on the time sheet. This procedure is a result of the implementation of the Cost Accounting Standards System (CAS).

Instructions: Input the FAS account number to be charged in the indicated field. Use the pay code OT for overtime hours to be specifically charged to this account.
Changes on Paper Time sheets
The supervisor must initial any changes in the hours reported on the time sheet via erasures, strike-overs, liquid paper etc. After biweekly employee time sheets have been submitted for payment, corrections or adjustments to the actual hours worked should be made by memorandum to the Payroll Department. The memo should include the employee's name, social security number and a brief explanation of the adjustment required. A corrected copy of the original time sheet attached to the memorandum is requested.

Retention of Time Sheets
In designing the Electronic Time Sheet, we consulted with HRM Compensation regarding the Fair Labor Standards Act. It was determined that if the employee data entries hours to be paid into the electronic system that this procedure is in compliance with the Act. To aid compliance and not have to retain additional documentation, we strongly suggest that the employee input this information on daily bases.

If your employees do not have ACF2 (TPX) logon Ids, then you may design your electronic time sheets to be data entered by another “requester” other than the employee. However, this will require your department to comply with the same retention policy as paper time sheets. This policy was approved by the State Records Commission, Alabama University General Records Schedule.

EG-2-6-15
Time Sheets and Worklogs
Document the hours worked by an individual and may vary in form and number of employees listed.
Disposition: Retain for 3 years, then destroy.

EG-2-6-16
Work Study Students Employment Records
Document the work of students within a university-funded work-study program.
Disposition: Retain for 5 years after the student ceases to participate, then destroy.

This retention policy is regarding the original source of time. For example, if a department uses a time log or time card, the above is the retention period for this document to be stored by the department.

Supplemental Payrolls
The Payroll Department usually issues supplement (special) payroll checks on Monday and Thursday of each week. All time sheets being held for payment pending the arrival of an appointment form and late time sheets will be processed for payment on that day if received in the Payroll office by 3:00 P.M. on weekday prior to the next scheduled supplement. All supplement checks are mailed to the employees' address of record. Please note that it is the employee's responsibility to notify the employer of a change of address.

The employee should complete the personal information change form and forward it to the HRM Records, AB Room 254.
Direct Deposit and Pay Distribution

If you are a non-exempt (biweekly paid) employee, you will be paid every other Friday; if you are an exempt (monthly paid) employee, you will be paid on the last working day of the month. The biweekly pay period for non-Hospital employees ends every other Saturday at midnight, and for most Hospital employees it ends every other Sunday morning at 6:59 a.m.; you will receive payment on the following Friday.

Effective January 1, 1998, as a condition of employment at UAB, all newly appointed employees are required to participate in payroll direct deposit. This means that your pay will be deposited directly into your account at a participating banking institution each payday. If you do not provide information about an established bank account, UAB will establish a debit account at an approved banking institution, free of charge to the employee, for the purpose of direct deposit. Effective January 1, 2000, all employees hired before January 1, 1998, will be required to participate in direct deposit, and the same type of account will be established at an approved banking institution for those employees who do not provide information about an established bank account. All direct deposit statements will be mailed to the employee's home address of record via the United States Postal Service.

Paychecks for biweekly paid employees not yet required to participate in direct deposit will be given to the employee, the department/unit head, or an authorized representative with a valid identification. Paychecks for monthly paid employees not yet required to participate in direct deposit will be mailed to the employee's home address of record via the United States Postal Service. Lost or stolen checks should be reported immediately to the Payroll Services Department. If you suspect theft on UAB premises, the UAB Police also should be notified.

With each paycheck or direct payroll deposit, you will receive a statement showing gross pay, itemized deductions, and net pay. If you are biweekly paid, the statement also will show the number of hours for which you are being paid, including sick time, vacation, and holiday hours. Vacation, sick time, and personal holiday to-date accruals also appear on each pay statement for biweekly paid employees.

Direct Deposit forms are available in Payroll Services. Also available is information regarding the free deposit account called The University Federal Credit Union Deposit Share Account. Individuals unable to obtain a banking account may use this account. Payroll Services opens a UFCU Deposit Share Account for those individuals mandated by the policy that have not provided banking information to Payroll Services. Once the appropriate banking information is provided, Payroll Services will notify UFCU to close the deposit share account.
## 2000 Biweekly Payroll Processing Schedule

<table>
<thead>
<tr>
<th>PAY PERIOD ID</th>
<th>PAY PERIOD DATES</th>
<th>PAY DATE</th>
<th>*MONTH RECORDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>3R07</td>
<td>December 19, 1999 thru January 1, 2000</td>
<td>January 7</td>
<td>January</td>
</tr>
<tr>
<td>3R08</td>
<td>January 2 thru January 15</td>
<td>January 21</td>
<td>January</td>
</tr>
<tr>
<td>3R09</td>
<td>January 16 thru January 29</td>
<td>February 4</td>
<td>February</td>
</tr>
<tr>
<td>3R10</td>
<td>January 30 thru February 12</td>
<td>February 18</td>
<td>February</td>
</tr>
<tr>
<td>3R11</td>
<td>February 13 thru February 26</td>
<td>March 3</td>
<td>March</td>
</tr>
<tr>
<td>3R12</td>
<td>February 27 thru March 11</td>
<td>March 17</td>
<td>March</td>
</tr>
<tr>
<td>3R13</td>
<td>March 12 thru March 25</td>
<td>March 31</td>
<td>March</td>
</tr>
<tr>
<td>3R14</td>
<td>March 26 thru April 08</td>
<td>April 14</td>
<td>April</td>
</tr>
<tr>
<td>3R15</td>
<td>April 09 thru April 22</td>
<td>April 28</td>
<td>April</td>
</tr>
<tr>
<td>3R16</td>
<td>April 23 thru May 6</td>
<td>May 12</td>
<td>May</td>
</tr>
<tr>
<td>3R17</td>
<td>May 07 thru May 20</td>
<td>May 26</td>
<td>May</td>
</tr>
<tr>
<td>3R18</td>
<td>May 21 thru June 3</td>
<td>June 9</td>
<td>June</td>
</tr>
<tr>
<td>3R19</td>
<td>June 4 thru June 17</td>
<td>June 23</td>
<td>June</td>
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<tr>
<td>3R20</td>
<td>June 18 thru July 1</td>
<td>July 7</td>
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<tr>
<td>3R21</td>
<td>July 2 thru July 15</td>
<td>July 21</td>
<td>July</td>
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<tr>
<td>3R22</td>
<td>July 16 thru July 29</td>
<td>August 4</td>
<td>August</td>
</tr>
<tr>
<td>3R23</td>
<td>July 30 thru August 12</td>
<td>August 18</td>
<td>August</td>
</tr>
<tr>
<td>3R24</td>
<td>August 13 thru August 26</td>
<td>September 1</td>
<td>September</td>
</tr>
<tr>
<td>3R25</td>
<td>August 27 thru September 9</td>
<td>September 15</td>
<td>September</td>
</tr>
<tr>
<td>3R26</td>
<td>September 10 thru September 23</td>
<td>September 29</td>
<td>September</td>
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<td>3R01</td>
<td>September 24 thru October 7</td>
<td>October 13</td>
<td>October</td>
</tr>
<tr>
<td>3R02</td>
<td>October 8 thru October 21</td>
<td>October 27</td>
<td>October</td>
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<tr>
<td>3R03</td>
<td>October 22 thru November 4</td>
<td>November 10</td>
<td>November</td>
</tr>
<tr>
<td>3R04</td>
<td>November 5 thru November 18</td>
<td>November 22</td>
<td>November</td>
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<tr>
<td>3R05</td>
<td>November 19 thru December 2</td>
<td>December 8</td>
<td>December</td>
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<td>3R06</td>
<td>December 3 thru December 16</td>
<td>December 22</td>
<td>December</td>
</tr>
<tr>
<td>3R07</td>
<td>December 17 thru December 30</td>
<td>January 5, 2001</td>
<td>January 2001</td>
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</tbody>
</table>
## 1999 Biweekly Payroll Processing Schedule

<table>
<thead>
<tr>
<th>Pay Period ID</th>
<th>Pay Period Dates</th>
<th>Pay Date</th>
<th>Month Recorded in Subsidiary Ledgers</th>
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<tbody>
<tr>
<td>3R08</td>
<td>12/20/98 - 1/2/99</td>
<td>1/8/99</td>
<td>January</td>
</tr>
<tr>
<td>3R09</td>
<td>1/3/99 - 1/16/99</td>
<td>1/22/99</td>
<td>January</td>
</tr>
<tr>
<td>3R10</td>
<td>1/17/99 - 1/30/99</td>
<td>2/5/99</td>
<td>February</td>
</tr>
<tr>
<td>3R11</td>
<td>1/31/99 - 2/13/99</td>
<td>2/19/99</td>
<td>February</td>
</tr>
<tr>
<td>3R23</td>
<td>7/18/99 - 7/31/99</td>
<td>8/6/99</td>
<td>August</td>
</tr>
<tr>
<td>3R24</td>
<td>8/1/99 - 8/14/99</td>
<td>8/20/99</td>
<td>August</td>
</tr>
<tr>
<td>3R27</td>
<td>9/12/99 - 9/25/99</td>
<td>10/1/99</td>
<td>September</td>
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<tr>
<td>3R01</td>
<td>9/26/99 - 10/9/99</td>
<td>10/15/99</td>
<td>October</td>
</tr>
<tr>
<td>3R02</td>
<td>10/10/99 - 10/23/99</td>
<td>10/29/99</td>
<td>October</td>
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<tr>
<td>3R03</td>
<td>10/24/99 - 11/6/99</td>
<td>11/12/99</td>
<td>November</td>
</tr>
<tr>
<td>3R04</td>
<td>11/7/99 - 11/20/99</td>
<td>11/24/99</td>
<td>November</td>
</tr>
<tr>
<td>3R05</td>
<td>11/21/99 - 12/4/99</td>
<td>12/10/99</td>
<td>December</td>
</tr>
<tr>
<td>3R06</td>
<td>12/5/99 - 12/18/99</td>
<td>12/23/99</td>
<td>December</td>
</tr>
<tr>
<td>3R07</td>
<td>12/19/99 - 1/1/00</td>
<td>1/7/00</td>
<td>January 2000</td>
</tr>
</tbody>
</table>
## 2000 Monthly Processing Schedule

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DEADLINE FOR RECEIPT OF MONTHLY PERSONNEL PAPERS/BENEFIT FORMS</th>
<th>MONTHLY PAYROLL BALANCE/ RUN DATE</th>
<th>PAY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>1-14-00</td>
<td>1-25 / 01-26-00</td>
<td>1-31-00</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>2-15-00</td>
<td>2-22 / 02-23-00</td>
<td>2-29-00</td>
</tr>
<tr>
<td>MARCH</td>
<td>3-15-00</td>
<td>3-27 / 03-28-00</td>
<td>3-31-00</td>
</tr>
<tr>
<td>APRIL</td>
<td>4-14-00</td>
<td>4-24 / 04-25-00</td>
<td>4-28-00</td>
</tr>
<tr>
<td>MAY</td>
<td>5-15-00</td>
<td>5-25 / 05-26-00</td>
<td>5-31-00</td>
</tr>
<tr>
<td>JUNE</td>
<td>6-15-00</td>
<td>6-26 / 06-27-00</td>
<td>6-30-00</td>
</tr>
<tr>
<td>JULY</td>
<td>7-14-00</td>
<td>7-25 / 07-26-00</td>
<td>7-31-00</td>
</tr>
<tr>
<td>AUGUST</td>
<td>8-15-00</td>
<td>8-24 / 08-25-00</td>
<td>8-31-00</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>9-15-00</td>
<td>9-21 / 09-22-00</td>
<td>9-29-00</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>10-16-00*</td>
<td>10-23 / 10-24-00</td>
<td>10-31-00</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>11-10-00</td>
<td>11-16 / 11-17-00</td>
<td>11-30-00</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>12-11-00</td>
<td>12-18 / 12-19-00</td>
<td>12-22-00</td>
</tr>
</tbody>
</table>

All Personnel action Forms should be submitted **promptly** to ensure timely and accurate salary payments to employees or trainees. All papers must be received in Payroll prior to the due date to be reflected in that month. In the event of Budget implementation, all papers are due in Payroll by the earlier date advertised by Budget Administration.

*In the event of budget increases, all papers are due in payroll by the date advertised by Budget Administration.*
1999 Monthly Processing Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Due Date for receipt of monthly personnel papers/benefits forms in Payroll</th>
<th>Monthly Payroll Balance Date</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>2/18/99</td>
<td>2/22/99</td>
<td>2/26/99</td>
</tr>
<tr>
<td>July</td>
<td>7/22/99</td>
<td>7/26/99</td>
<td>7/30/99</td>
</tr>
<tr>
<td>August</td>
<td>8/20/99</td>
<td>8/24/99</td>
<td>8/31/99</td>
</tr>
<tr>
<td>October</td>
<td>10/20/99</td>
<td>10/25/99</td>
<td>10/29/99</td>
</tr>
<tr>
<td>November</td>
<td>11/16/99</td>
<td>11/18/99</td>
<td>11/30/99</td>
</tr>
<tr>
<td>December</td>
<td>12/14/99</td>
<td>12/16/99</td>
<td>12/23/99</td>
</tr>
</tbody>
</table>

All Personnel action Forms should be submitted promptly to ensure timely and accurate salary payments to employees or trainees. All papers must be received in Payroll prior to the due date to be reflected in that month. In the event of Budget implementation, all papers are due in Payroll by the earlier date advertised by Budget Administration.
Electronic HURS Time Sheet

How to enter your time...

To enter your time on the Electronic Forms, you must first sign on to TPX and choose option PF2 IMSP. From this screen choose option 08 EFS.

You are now at the Electronic Forms Menu. Select option 05 – HURS Time Sheets.

Welcome to the HURS Time Sheet Menu screen. To enter your time, you must first access the Time Sheet Header. This header form is option 01.
Enter your Social Security Number on the indicated line. This will either automatically bring up your time sheet or ask you to select the time sheet for data entry. You may have two time sheets, one for the pay period that just ended and a new one for the current pay period. Place an S (select) next to the one you wish to enter time or submit.

Now that you have your time sheet, you will want to start entering the hours worked. Tab down to the week and enter 1 for week one, or 2 for week two. You may choose the day MON, TUE, WED, THU, FRI, SAT or SUN. Press Enter.
Enter **HOURS** (limited to two decimals) on the indicated line. For non-shift employees **SHF** will default to A. **CDE** is for indication of benefit time or other pay codes displayed at the bottom of the screen. If the field is left blank, it will default to **WK**. Press **Enter** after inputting time, and **F11** to go to the next day. After completing **PF3** back to the Header screen.

Finally you are ready to submit your time sheet for approval. Simply type **SUB** (submit) in the Command field. Press **Enter**.

The system may display warning messages or rejection messages that will need your attention. If everything is okay, it will prompt you to enter **Y** (yes) to continue processing.
The system will prompt you to sign the document by entering your TPX **password**.

I certify that the hours shown are correct, and that the account distributions reasonably reflect the effort expended toward those activities.

Please enter your password to confirm statement:  **XXXXX**

Press ENTER to continue or F3 to escape

---

The system will take you back to the header screen noting at the bottom that the document has been submitted.

The time sheet will automatically be placed in the approval work queue. The document status will change to **CAP** (central approved) or **UAP** (user approved) after your department authority has approved the document.
How to setup your department security...

To setup your department security on the Electronic Forms, you must first sign on to TPX and choose option PF2 IMS. From this screen choose option **08** EFS.

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**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**T U C C A P P L I C A T I O N S M E N U**

**OPTION**

- 01 PAPS - PURCHASING AND ACCOUNTS PAYABLE SYSTEM
- 02 STARS - STUDENT ADMINISTRATIVE RECORD SYSTEM
- 03 HURS - HUMAN RESOURCES SYSTEM
- 04 BA - BUDGET MODELING SYSTEM
- 05 PA - PERSONNEL APPLICANT SYSTEM
- 06 FAS - FINANCIAL ACCOUNTING SYSTEM
- 07 EAS - EQUIPMENT ACCOUNTING SYSTEM
- 08 EFS - ELECTRONIC FORMS SYSTEM
- 09 AD - ALUMNI DEVELOPMENT/GIFT RECORDS

**SELECT OPTION: 08 OR OTHER TRANSACTION:**

PRESS PF3 TO LOGOFF IMS

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You are now at the Electronic Forms Menu. Select option **05** - HURS Time Sheets.

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**EFS ELECTRONIC FORMS SYSTEM SELECTION MENU**

- 01 - ELECTRONIC SIGNATURE APPROVAL SYSTEM (ESAS)
- 02 - PAPS PURCHASE ORDER REQUISITIONS (PPOREQ)
- 03 - HURS TURNAROUND DOCUMENTS (HTADOC)
- 04 - TRAVEL CENTER AIRPLANE TICKET REQUISITIONS (TATREQ)
- 05 - HURS TIME SHEETS (HTSPAY)

Option: **05**

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**Welcome** to the HURS Time Sheet Menu screen. To enter your department security, you must first access the Time Sheet Security. This security form is option **07**.

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**TSM TIME SHEET MENU**

Screen: ____

- 01 - (TSH) Time Sheet Header
- 02 - (TSC) Time Sheet Comments
- 03 - (TSA) Time Sheet Approval
- 04 - (TSE) Time Sheet List By Employee
- 05 - (TST) Time Sheet Tracking
- 06 - (TAL) Time Sheet Account List
- 07 - (TSS) Time Sheet Security
- 08 - (TUC) Time Sheet University Closed

Option: **07**
This screen is the department’s to maintain. The only data that cannot be changed by the department on-line is the Security Officer and Contact. These data elements have to be changed by Payroll Services via a memo from the department head.

To add a Approver, simply X by the APPROVERS: and input an “A” for add on the CMD line and input login id and Distribution Code, if applicable, and Order Number, input 1, unless you have discussed alternatives with Payroll. Press Enter.

The individual’s name will appear.

You can use the CMD command “D” for delete. The line will be marked delete. The delete is part of nightly process. Requesters can access this screen to see next appropriate level, but cannot read the social security numbers.

This is the screen to note a specific distribution code per employee and if you want them to request their own document. To retrieve your employee listing, unmark the APPROVERS and mark with an X next to EMPLOYEES. Press Enter.

To request their own, you must enter their TPX logon id. To change the information, input a “C” (change) on the CMD line and input the new data. Press Enter.
You will want to set up at least one individual as a general requester or opt for specific distribution code requesters. This will allow an individual to originate and submit another person’s time. In addition, if an employee has started entering their time, but is not there to submit the time, this individual can retrieve the document by becoming the requester. This process is done by entering the command “REQ” (requester) on the time sheet header screen.

To retrieve the requester listing, unmark the APPROVERS and mark with an X next to REQUESTERS. To add someone as a requester, enter “A” (add) in the command field and type the individual’s Logon ID. The distribution Code is optional.
How to approve time sheets....

To approve time sheets on the Electronic Forms, you must first sign on to TPX and choose option PF2 IMSP. From this screen choose option 08 EFS.

You are now at the Electronic Forms Menu. Select option 05 - HURS Time Sheets.

Welcome to the HURS Time Sheet Menu screen. To approve time sheets, you must first access the Time Sheet Approval. This approval form is option 03.
You have the ability to enter a logon ID to check another approver’s queue or simply press **Enter** to access your approval listing.

You have several options to review an individual’s time. You can enter an “**S**” (select) on the CMD line and start reviewing the document at the Header Screen. You may also go to the CMD line and press **F1** to review a summary detail of time, labor account, and benefit code submitted per day.

To approve the time, enter an “**A**” (approve) on the CMD line or “**APP**” (approve) on the command line of the HEADER Screen. The system will give any warnings relating to that document. It will ask you for your password to approve the time.
How to disapprove time sheets.....

To disapprove the time, you can enter “OPN” (open) on the Header screen and the requester will receive the document back. It will ask for a reason and your password. You can also enter “DIS” (disapprove), but this will send the document back to the previous approver, not the requester. This option should only be used departments with a layered approval path.
Electronic Code Glossary

A Used by the security officer to add a approver, requester, or approve a time sheet from the Approval Queue.

ADD Add a time sheet using the TIME SHEET HEADER screen. You will need the individual’s Social Security Number and Assignment. The labor accounts will have to be manually added.

APP Used by the approver to Approve a document.

C Used by the security officer to change information relating to an approver, requester, or employee.

CAN Used by the requester or approver to cancel a document. This code will prevent the hours indicated on the timesheet from paying. This should only be used if you do not want the employee paid.

D Used by the security officer to delete an approver, requester, or employee.

DIS Disapprove a document by an approver and forward back to the lower level approver. The lower level approver should correct and re-submit or cancel the document.

OPN Disapprove a document by an approver and forward back to the requester to open status. The requester should correct and re-submit or cancel the document.

REQ Used by an approver or “general” requester to become the requester of document currently with a requester.

S Used by the requester or approve to select a document

SUB Used by the requester to submit a document for approval.
Document Status Code Glossary

CAN  The document has been cancelled. The employee will not be paid using this time sheet.

CAP  The document has been approved and can only be viewed with inquiry only. The document is Central Approved.

OPN  The document is open for data entry by the requester.

RDY  The document has been submitted by the requester and ready to be approved by the approver. The document is in view only status for the requester. This code will be followed by the level submitted. Normally, the code is 1.

UAP  The document has been approved and can only be viewed with inquiry only. The document is User Approved. The document has been forwarded to the Payroll work queue for additional review.
Terminology Glossary

Account Number
This is a six-digit code assigned by the Financial Accounting System (FAS) to designate the department with which an employee is affiliated. Account numbers also identify assignments and sources of funds.

Affiliation
This refers to the department in which the person is established as an employee. It is the "home base" where a person will be primarily counted. The affiliating department must know all UAB employee activity of its affiliates. The affiliation account number must be a state account identified in Ledger 2 or Ledger 7 or an auxiliary account from Ledger 3 in the range from 318000 through 318999. A person may have only one affiliation at a time. A person may be affiliated without having an assignment to the payroll.

Assignment
An assignment to a budgeted position places someone on the payroll. The assignment account and job title will generally be the same as those elements identified at the affiliation level. While a person will have only one active affiliation, there may be an assignment to an additional account as an exceptional condition. One assignment may be ended without terminating the person's affiliation with the University.

Position
A position must be established in a departmental budget before an assignment to the payroll can be made. The combination of a six-digit FAS account number and a three-digit job number identifies a position. A Position Request Form must be initiated by the employing department in order for a position to be added to the budget.

Position Questionnaire
A position should be described on a position description questionnaire which may be obtained from the Compensation Division of the Human Resource Management. The title and salary range is established by the Compensation Division before a position may be added to the budget or before the recruitment process may begin.
Shift Differential
A differential amount may be added to the hourly base rate of pay when work begins after the day shift. Amounts are established by University policy for specified jobs. Shift differential is activated by a code of B or C circled on a shift eligible time sheet. Descriptions of shift hours may be found in the Personnel Policy and Procedures Manual.

Source of Funding
The funds available for a position are identified by a six-digit FAS account number and a three-digit sequence number known as a job number. The source of funds may be the same account and job number to which a person is assigned. Other sources may include distributions from other state accounts or restricted accounts (such as grants or contracts).

Turnaround Document Representative
This person is responsible for receiving and filing Assignment Change "Turnaround" Forms for an affiliating department. This "TAD Rep" is the primary contact person for the Human Resource Management. In the event that this responsibility should be transferred to a different person, the department should record this change by memorandum to Human Resource Management Records. This person should route additional assignment turnaround documents to the employing account TAD Representative.