Time Entry and Labor (TEL) Documentation
Reprocessing a Document

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

Select Reprocess.
NOTE: The DOCUMENT STATUS changes to Open and the DOCUMENT REASON changes to Reprocess.

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.

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

On the next line, select Sick – WK1 element and subtract (-) the hour that should not have been charged to the employee’s Sick accrual.

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

On the next line, select Away W/Pay-WK1 from the Element list of values and report the hours to be charged against this element.
Time Entry and Labor (TEL) Documentation
Reprocessing a Document

Note that Comments are required for use of this element selection. Select OK.

Once the information is correct, click Save

The TEL document is updated and the IMPACT OF REPROCESS is completed according to the new entries.
Time Entry and Labor (TEL) Documentation
Reprocessing a Document

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

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

The document enters workflow.