Oracle
Payroll Time Entry
for
Temporary (Casual) and Student Employees

User Guide

Yale University

Rev 12/07/2015

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Learning Objectives

After completing this course you will be able to:

1. Understand the Oracle Time Entry Terminology
2. Log on to the Oracle Human Resource Management System (HRMS)
3. Exit the Oracle Application
4. Open the Time Entry form
5. Understand the components of the Casual/Student Payroll Time Entry Form
6. Add, delete, clear and edit Timesheet entries
7. Understand the Approval process and how timesheets are approved
8. Generate, print and save a Payroll Report

Introduction to Oracle Time Entry

This training manual will focus on using the Oracle Human Resource Management System (HRMS) to enter payroll information for the following categories: Student, Casual, M&P and C&T Supplemental Payments. This on-line application will allow the user to:

1. **ENTER** all employee time related information on one on-line form.
2. **UPDATE** previously processed payroll periods to pay employees for prior pay weeks.
3. **PRINT** and **SAVE** weekly payroll reports.
4. **PROCESS** all or partial time entry for an organization/department.
5. **VIEW** data for a specific pay period up to and including twelve pay weeks.

☑ *Important Note for Student Time Entry!*

At the time this manual is being written the process for Student Payroll Time Entry is in transition. Some departments are using the Oracle *Time Entry for Student and Casual Employees* form for student time entry, while other departments have transitioned to the newer eTimesheets application supported by the Student Employment Office (SEO).

The student time entry instructions in this manual pertain only to those departments who have not yet transitioned to the new SEO eTimesheet application.

Help & Support Resources

Employee Service Center (ESC)

Contact the ESC for help regarding HR (Human Resources) questions

Phone...203-432-5552
Email .... employee.services@yale.edu
Website.. www.yale.edu/employeeservices
Visit .... 221 Whitney Avenue

ITS Help Desk...203-432-9000

Call the Help Desk with technical issues: login, browser, java…, (Call the ESC for HR questions)

Online Business Office Environment: .... http://yalebiz.yale.edu

Find links to EMS, MyTime, PTAEO Validator, SciQuest and more. . .

Division of Finance Policies & Procedures:.. www.yale.edu/ppdev

Use links on the Main Menu bar to find: Policies, Procedures, Forms, Guides…
Look for the Payroll Schedule link under the Finance column

Division of Finance Home Page: ....www.yale.edu/finance

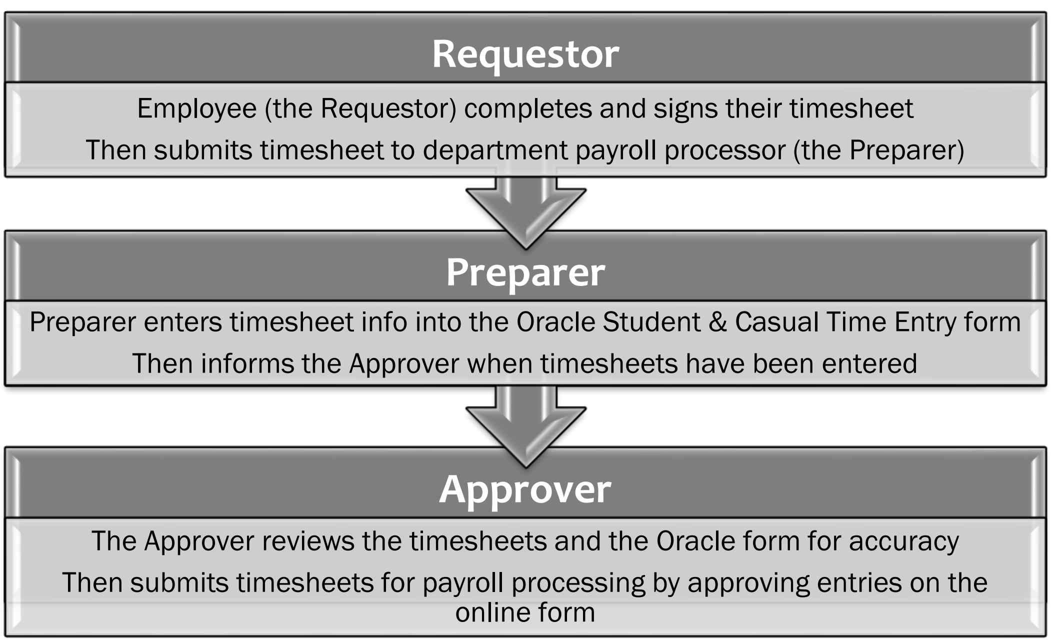
Payroll Schedule:...............................http://www.yale.edu/finance/controller/payroll/payschedule.html

Oracle Time Entry Process

There are three roles defined in the Oracle Payroll Process. Each role has unique responsibilities in the payroll process and is defined below:

1) The **Requestor** (the Casual/ Temporary or Student employee) is responsible for:
   - Maintaining an accurate log of the hours worked
   - Submitting the log of hours worked to the supervisor
2) The **Preparer** is responsible for:
   - Accurately entering the total worked hours into the Oracle time entry form
   - Saving all transactions associated with an organization
   - Notifying the Approver of process completion
   - Generating weekly reports as needed
3) The **Approver** is responsible for:
   - Reviewing all data entry transactions for accuracy
   - Authorizing time entries using the online approval process

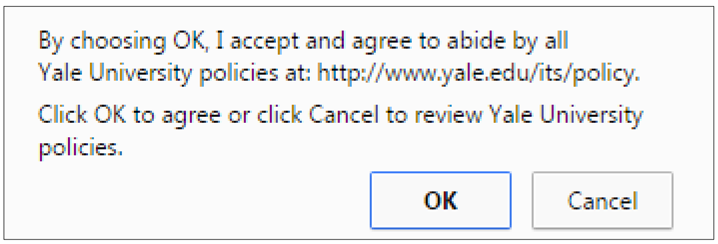
Casual/Student Payroll Process



Logging on to Oracle

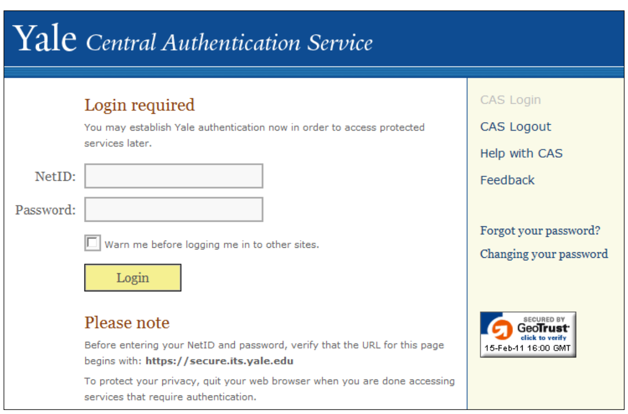
Follow these steps to launch the Oracle application and log on to the **Time Entry for Student and Casual Form**.

1. Open **Internet Explorer** (IE is the recommended browser for Oracle)
2. Go to the Administrative Links website: http://adminlinks.yale.edu/
3. Select: **Financials, Procurement & HR (Oracle)**
4. A University Authorized User Agreement message box appears and if you agree, click **OK**



Note: Understand that clicking OK is the equivalent of and electronic signature stating that you accept and agree to abide by all Yale University policies
Oracle information is confidential and should not be accessed or discussed unless there is a business need to do so and is required in order to perform your job responsibilities.

5. The **CAS** (Central Authentication Service) dialog box opens. Login with your CAS credentials.



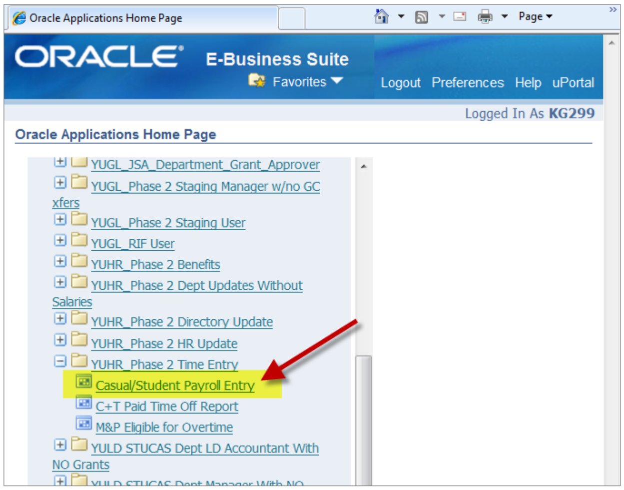
Log on to identify yourself as a Yale authorized user. Only users who have been approved and granted access will be able to log in. Each authorized user is granted various levels of responsibility for entering, viewing and modifying data depending on their job responsibllities.

Do not access any information in Oracle unless there is a business need to do so.

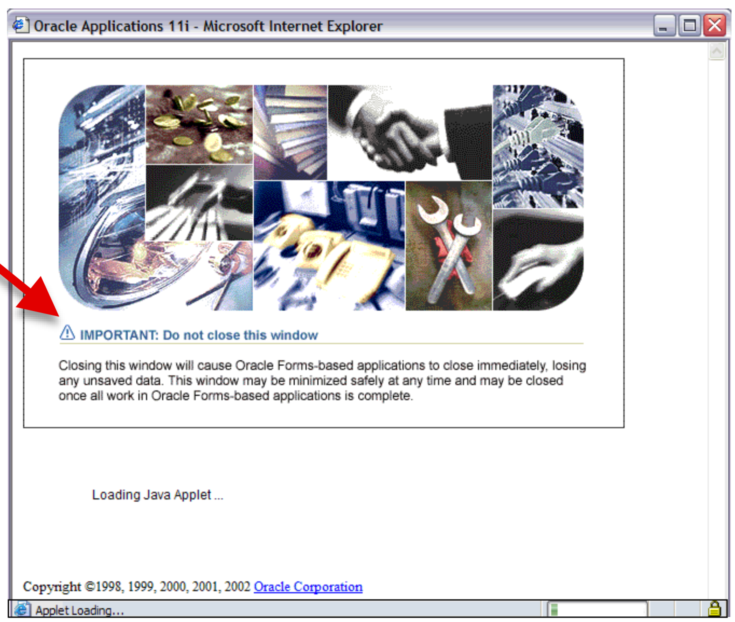
The **Oracle Navigator** window opens and displays your responsibilities.
(It's likely the list viewed on your screen will vary from the image below.)

6. Select the **+** next to **YUHR Phase 2 Time Entry** to expand the folder.

7. Select: **Casual/Student Payroll Entry**

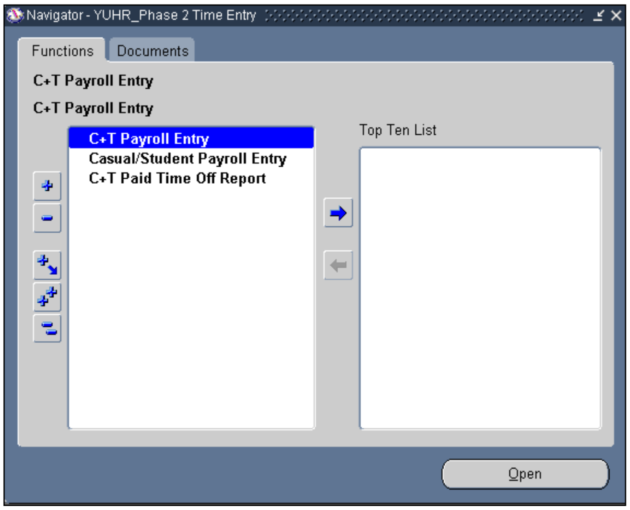


Several windows open as the Oracle application is launched.



Note: Never close this window while working in Oracle, or you will loose your connection to the server and any data entered into the Oracle form.

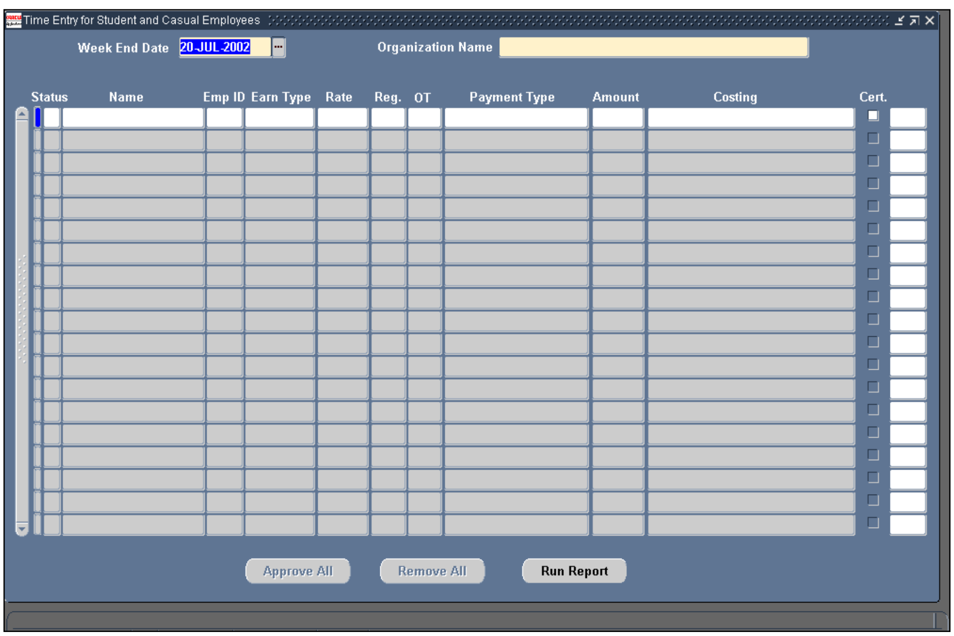
You can minimize but cannot close this window.



Finally the Time Entry for Student and Casual Employees form opens.

8. Click in the **Organization Name** field and select an Organization from the drop-down list, the form populates with employee information. If you only have access to one Organization, the name will populate when you click in the field.

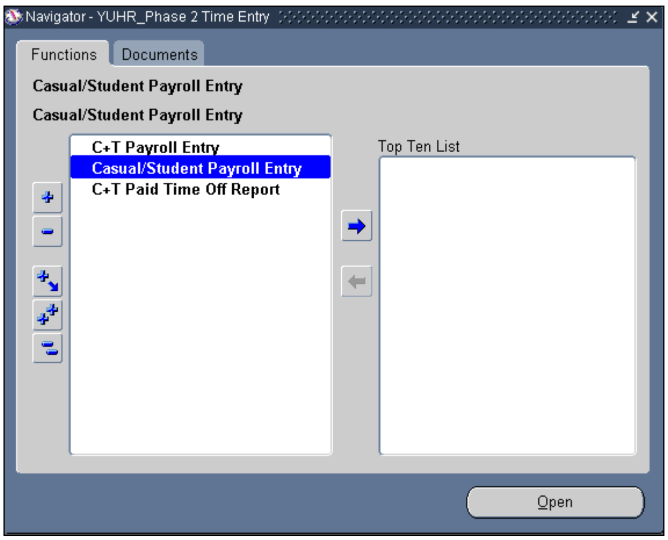
Note: Which Organization name should you pick? You will need to find out from your business office which Org you use to pay your staff.



Accessing the Time Entry Form from within Oracle

If you close the **Time Entry for Student and Casual Employees** form and are still logged into Oracle you can reopen the time entry form from the Oracle YUHR_Phase 2 Time Entry Navigator window by following these steps:

1. The Navigator window opens during the log on process. Display the window by clicking on the appropriate button on your Task Bar



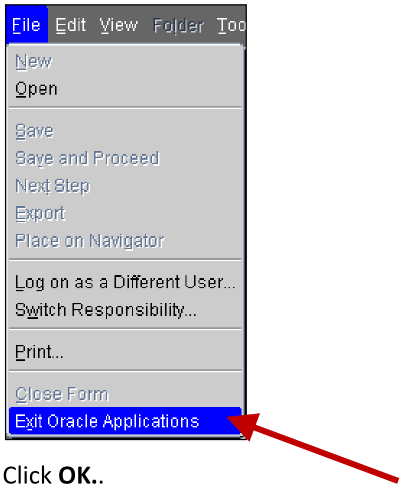
2. Double-click Casual/Student Payroll Entry
   A blank Oracle **Time Entry for Student and Casual Employees** form will open.
3. **Click in the Organization Name field** and select an Organization from the drop-down list, the form populates with employee information. If you only have access to one Organization, the name will populate when you click in the field.

   Note: Which Organization name should you pick? You will need to find out from your business office which Org you use to pay your staff.

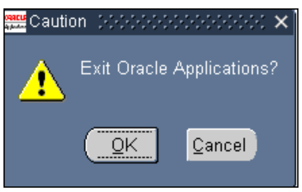
Exiting the Oracle Application

To exit Oracle, perform the following steps:

1. On the main menu bar select **File** → **Exit Oracle Applications**

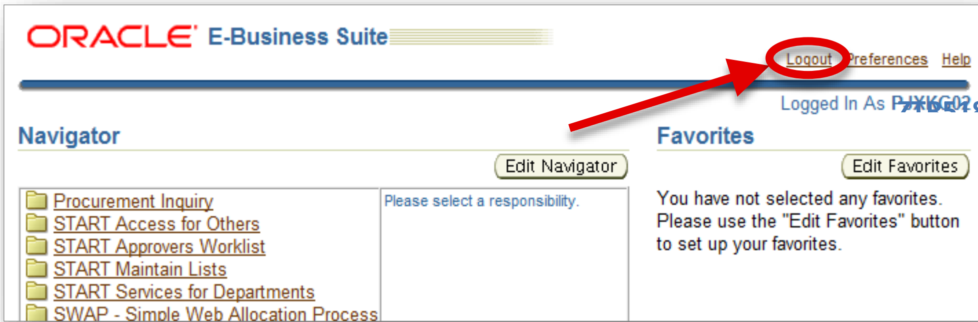


2. Click **OK.**.

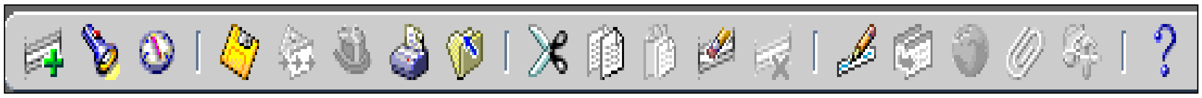


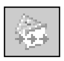
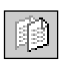
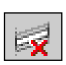
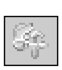
3. **X** out of the Oracle Applications window.

4. Use the **Logout** button to close the **Oracle Navigator** window.



Overview of the Oracle Toolbar



	**New Record**	Insert a new record
	**Find**	Display find dialog (different than query enter and query run)
	**Show Navigator**	Returns to the Navigator window
	**Save**	Commits or saves your database transaction (hot key **F10**)
	**Next Step**	Updates the Process workflow in the Navigator by advancing to the next step in the process. It also saves any pending changes in the active form
	**Switch Responsibility**	Displays menu of core applications to switch responsibilities
	**Print**	Prints out the current screen
	**Close Form**	Closes the form that is currently open
	**Cut**	Cut the current selection to the clipboard
	**Copy**	Copies the current selection to the clipboard
	**Paste**	Pastes from the clipboard into the current field
	**Clear Record**	Clears all data pertaining to the current record in the window
	**Delete**	Deletes the current record from the form
	**Edit Field**	Opens the Editor window for the current field
	**Zoom**	Links to the Schedule Lines form in the Labor Distribution Module. This shortcut is not used in the Payroll Time Entry application
	**Translations**	Opens the Translations window
	**Attachments**	Opens the Attachments window
	**Folder Tools**	This button is not in use at Yale

	**Window Help**	Displays general help for the current application, but not Yale specific help. For help with Yale specific issues contact: Yale HR Payroll Help: 432-5552 Employee Service Center Yale Technical Help: 432-9000 Help Desk

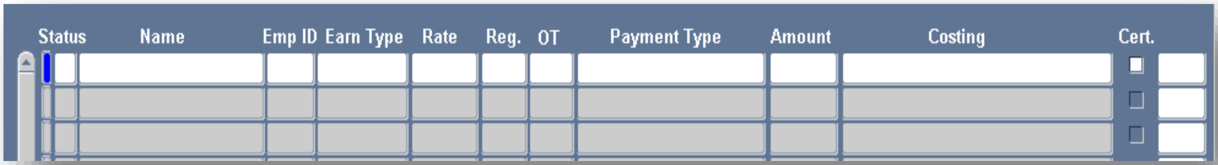
Components of the Student and Casual Employees Form

The administration of Payroll in the Oracle HRMS requires entry and maintenance of information relating to an employee's pay. The **Time Entry for Student and Casual Employees** form is divided into three areas: **Top**, **Middle** and **Bottom**. Below is a description of each section.

TOP SECTION – Pay Period Data

Field Name	Field Description
Week End Date	This field auto-populates and displays the week ending date for the current pay week. Pay periods run Sunday thru Saturday so the date will always be a Saturday date. To view previous pay periods enter an earlier week-ending date; prior pay periods up to and including 12 previous weeks can be viewed. Dates must be entered in the following format: DD-MMM-YYYY Day (two digit day), Month (3-letter abbreviation) and Year (four digit year) .
Organization Name	Click in the Org Name field and a drop-down list will appear from which you can select the appropriate organization. Once the organization is selected, employee data will populate on the form. **NOTE:** If there is only one associated organization the application will automatically populate the organization name and related employee data.

MIDDLE SECTION – Employee Data



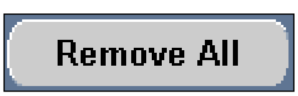
Field Name	Field Description
Status	The **Status** field is used to display one of three status codes: **D**–Delete, **A**-Approve, **P**–Paid. The Delete and Approve status codes are manually entered during the time entry process. The Paid status code is entered by the system once payroll has been process and the record can no longer be edited.
Name	The **Name** field displays the full name of each employee. Names appear alphabetically on separate rows. The employee's name may appear more than once if they are charged to multiple PTAEOS.
Emp ID	The **Employee ID** field houses a unique number, which is automatically assigned to each employee in the Oracle Human Resource database.
Earn Type	The **Earnings Type** field houses two options, **Earnings and Time Entry Wages**. The field defaults to **Time Entry Wages**. **Time Entry Wages** uses the formula **Hours x Hourly Rate**. **Earnings** must be entered using a Payment Type and a flat amount.
Rate	The **Hourly Rate** field is used to enter the employees' hourly rate. The maximum dollar amount that can be entered is $99.99.
Reg.	The **Regular Hours** field is used to enter the total number of regular hours worked at straight time by a student/casual.
OT	The **OT** (Overtime) field is used to enter the total number of hours worked as overtime and is paid at time and one-half.
Payment Type	The **Payment Type** field, formerly known as the **Shift** field, will display a list of values containing elements necessary for various non-regular payments. The **Payment Type** is used to identify **Supplemental Payments** and **Shift Codes** for authorized employees.
Amount	The **Amount** field is used to enter a flat rate dollar amount to be paid to an employee that is not affected by hours or hourly rate. It must be accompanied by the appropriate **Payment Type**.

Costing	The **Costing** field is used to enter the University charging instructions (**PTAEO**). Costing will auto-populate for some employees assigned to your organization. Costing (PTAEO) is required for payments to employees on Weekly, Semi-monthly and Pension payrolls; these PTAEO's may be edited on the Time Entry form. (Note: Weekly = CAS, STH, CT. Semi-monthly – STN. Pension = RET.) Costing for employees on other payrolls (M&P, FAC…) must be entered and edited through the **Labor Distribution Module**. **Note:** Labor Schedules for Casuals classified as Retiree (RET) must be done through **Human Resources Information Systems** for the payment to be charged appropriately.
Cert	The **Certification** field is used to indicate that the time of individuals paid from sponsored programs has been properly certified on 3501 FR.05-Casual Payment Request. Checking the Certification box indicates that the individual entering the payroll data has in hand a "Casual Payment Request' form with the certification statement in the lower right hand corner of the form completely filled out (**printed name, signed and dated**) by the principal investigator (PI) or by a responsible official using suitable means of verification that the work was performed for the award being charged. **Hours should not be entered and the certification box should not be checked if the Certification Statement has not been filled out completely** in the lower right hand corner of the Casual Payment Request form.
Job	Job class will be identified by abbreviations **CAS**–Casual, **STH**–Student paid hourly, **STN**–Student paid semi-monthly, **MP**–Managerial and Professional, **CT**–Clerical and Technical, **FAC**–Faculty, and **RET**–Retiree.

BOTTOM SECTION – Functional Control Buttons

The **Functional Control** Buttons appear at the bottom of the **Time Entry for Student and Casual Employees** form. A description of each button is provided below.

The **Approve All** button is used to authorize all time entry transactions that have had **Hourly Rate**, **Hours** and **Costing** entered. After selecting this button, the letter **A** – Approve, will appear to the left of each employee name below the **Status** column. This button is deactivated (not available – grayed out) for all users with **Preparer** responsibilities only. For users with **Approver**, responsibilities the button will be active (appears in bold lettering).



The **Remove Approvals** button is used to remove all approvals at one time. This means that every occurrence of the letter **A** appearing in the **Status** column regardless of the method used to enter the approval will disappear. The removal process must occur prior to payroll processing and **CANNOT** be reversed following the completion of payroll processing. This feature would be used when a transaction correction is required and two conditions are present: the approval process has occurred and the payroll processing has **not** taken place. This button is deactivated (not available – grayed out) for all users with **Preparer** responsibilities only. For users with **Approver** responsibilities, the button is active (appears in bold lettering).

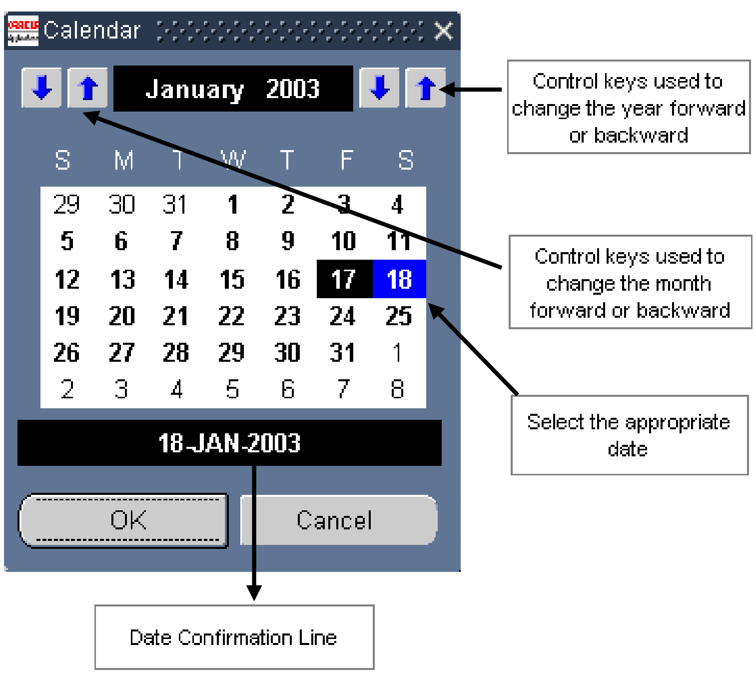
The report will display all The **Run Report** button is used to generate a report of transactions entered for the selected organization transactions, status codes and exceptions to the timesheet.

Updating the Week Ending Date Field

The **Week Ending Date** field will determine which pay week will display on the **Time Entry for Student and Casual Employees** form. The date defaults to the current pay week but can be changed to view up to 12 prior weeks. Use one of the three methods below to view previous pay week information.

Method 1: Using the List of Values Button

Select the correct date by placing the cursor in the **Week Ending Date** field and pressing the **CTRL+L** function key or clicking the **List of Valu ... LOV)** button within the **Week Ending Date** field. The **Calendar** window opens. Make the appropriate selections as indicated below and click **OK**.



Method 2: Delete and Retype the Original Date

Delete the date in the **Week End Date** field and enter an new week-ending date. Pay periods run Sunday thru Saturday, so you must enter a Saturday date. Dates must be entered using the Oracle standard format: Day (two digit day), Month (3-letter abbreviation) and Year (4 digit year) (DD-MMM-YYYY).   When typing the date you must include the hyphens between the day, month, and year. The application does not automatically enter the hyphens.

Method 3: Delete and Retype Partial Date

You may also select the date, month or year sections individually and update as needed. Place the cursor in the **Week End Date** field, click and drag the mouse over the selected section to change and enter the correct information.   The same steps can be completed to update the month or year formats as needed.

Navigating the Time Entry Form

There are several methods of navigating the **Time Entry for Student and Casual Employees** form. Navigation methods are designed to assist in the ease of moving from record to record and field to field on the timesheet.

NOTE: Field entries are automatically saved when you move the cursor into the next field.

Method 1: Using TAB and SHIFT+TAB keys

The **TAB** key on your keyboard advances the cursor forward into the next field (to the right) on the form. The combination keystroke, **SHIFT+TAB** moves the cursor into the previous field (to the left).

Method 2: Using the ARROW keys

The four directional arrow keys: **UP**, **DOWN**, **LEFT** and **RIGHT,** move the cursor from field to field in any direction.

Method 3: Using the ENTER Key

Pressing the **ENTER** key advances the cursor one filed to the right.

Method 4: Mouse Clicks

Left click in a field and start typing.

Updating the Time Entry Form

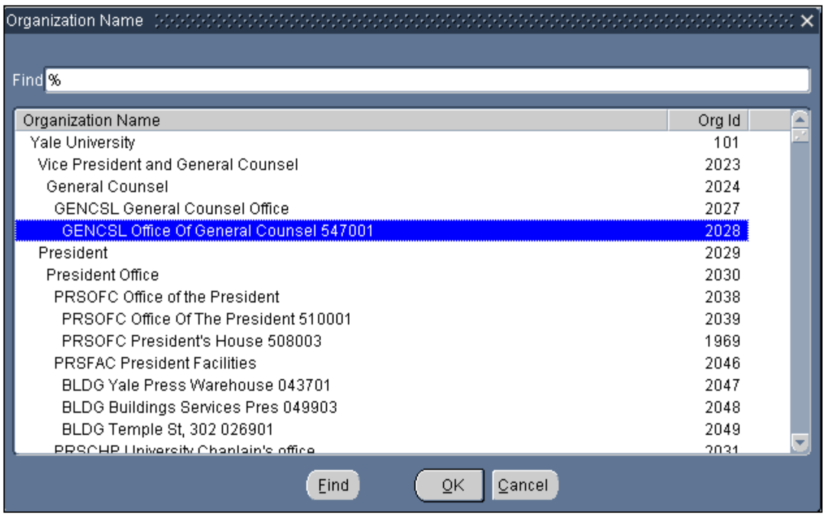
The **Time Entry for Student and Casual Employees** form must be updated whenever an employee record needs to reflect University charging instructions for a specific pay period; i.e., **regular hours, OT hours, shift codes** or **lump sum payments**. The steps for charging a specific general ledger account for employees' salaries will be the same for each of the four categories listed above.   The following are examples that demonstrate the process for updating five categories: casual employee – straight time, casual employee –

straight time and overtime with certification, M&P employee – earnings premium, student employee – multiple charging instructions and casual employee – exceeds 40 hours straight time.

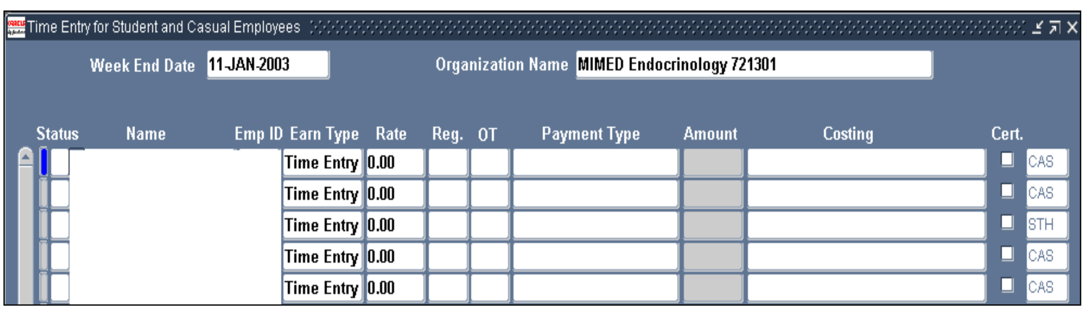
Selecting the Organization Name

1. Click in the **Organization Name** field. The org (organization) name will auto-populate if there is only one name associated with the organization. If multiple orgs are associated with your org, then a drop-down list will appear as shown below. Select the appropriate Organization and press **Enter** or click **OK**.

   Note: *Contact your business office to find out which Org is used to pay your staff.*



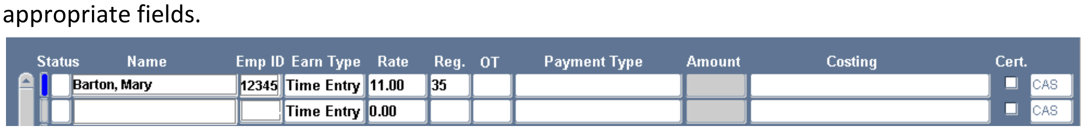
2. The **Organization Name** field will display with the selected organization. CAS, STH and STN employee records associated with that organization will auto-populate on the form. Any employee record can be added to the form by querying their name in the database *(see page 23: **Add an Employee Name**).*



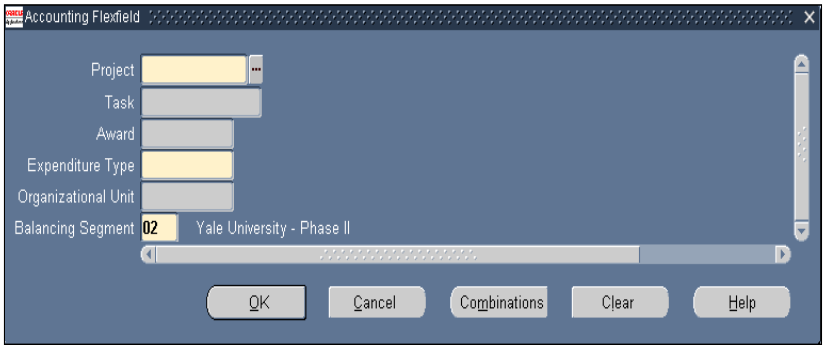
1) Charging Straight Hours

To update an employee record to reflect **STRAIGHT HOURS WORKED:**

1. Enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields.



2. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02 –** leave the default setting of 02.
   Click **OK** or press **Enter** to close the flexfield.



3. The cursor automatically moves down to the next record thus saving the transaction.

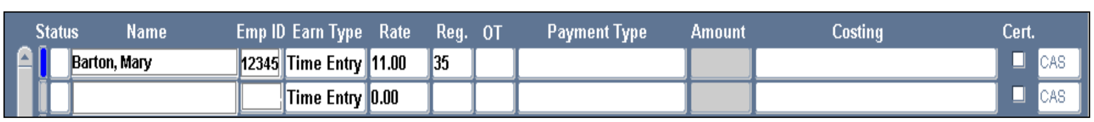
   Note: Data entry is automatically saved as soon as you move out of the field.

   You have completed the process for recording **STRAIGHT HOURS WORKED**.

2) Charging Straight Time with Certification

To update an employee record to reflect **STRAIGHT TIME WITH CERTIFICATION:**

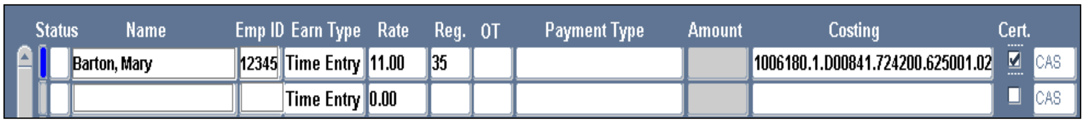
1. Enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields.



2. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02**. Click **OK** or press **Enter** to exit the flexfield.

3. A message will display as seen below indicating the record requires **Certification**. Click the **OK** button to continue.
   Tip: If the award starts with a letter the PTAEO is tied to a grant and certification is required.

4. Click the Certification box to insert a check mark indicating that you have in hand a “Casual Payment Request” form with the certification statement (in the lower right hand corner of the form) completely filled out (printed name, signed and dated) by the principal investigator (PI) or by a responsible official using suitable means of verification that the work was performed for the award being charged.



Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
	Barton, Mary	12345	Time Entry	11.00	35				1006180.1.D00841.724200.625001.02	☑	CAS
			Time Entry	0.00						☐	CAS

Note: The printed name must be legible so anyone reviewing the form knows who is responsible for the proper use of grant fund.

Hours should not be entered nor should the certification be checked if the Certification Statement has not been filled out completely on the Casual Payment Request form.

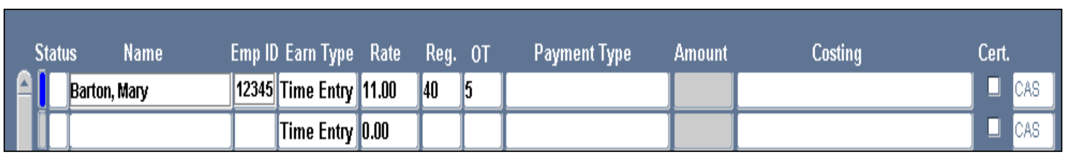
5. Move to the next record to save the transaction.

You have completed the process for charging an employee’s record to reflect **STRAIGHT TIME WITH CERTIFICATION.**

3) Charging Overtime Hours

To update an employee record to reflect **OVERTIME HOURS:**

1. Enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields. Enter the overtime hours (**OT**) in the appropriate field.

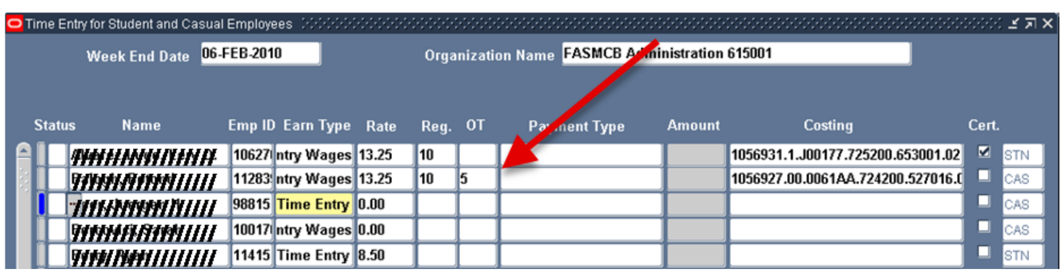


Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
	Barton, Mary	12345	Time Entry	11.00	40	5				☐	CAS
			Time Entry	0.00						☐	CAS

NOTE: Casual and Student employees qualify for overtime pay for work exceeding 40 hours a week. If a casual employee regularly works 20 hours a week but this week they work 25 hours, they do not qualify for overtime pay.

2. If an employee works in multiple departments Oracle will track their regular hours. If you exceed the number of regular hours available a warning message appears indicating the number of regular hours remaining.

NOTE: The below entry could be valid. In this example the employee is being paid for 10 regular hours and 5 overtime hours. This entry would be correct if the employee had a second job and worked 30 hours for another department and 15 hours in your department.

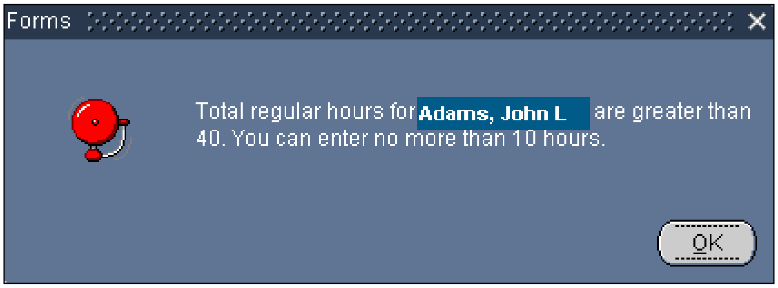


Time Entry for Student and Casual Employees

Week End Date: 06-FEB-2010 Organization Name: FASMCB Administration 615001

Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
	[redacted]	10627	ntry Wages	13.25	10				1056931.1.J00177.725200.653001.02	☑	STN
	[redacted]	11283	ntry Wages	13.25	10	5			1056927.00.0061AA.724200.527016.(	☐	CAS
	[redacted]	98815	Time Entry	0.00						☐	CAS
	[redacted]	10017	ntry Wages	0.00						☐	CAS
	[redacted]	11415	Time Entry	8.50						☐	STN

It's likely you wouldn't know they worked 30 hours in the other department and might attempt to enter 15 regular hours bringing their total regular hours up to 45hours. The system will not allow you to continue and a warning message appears indicating the number of regular hours remaining for this employee. Any hours over 40 hours, in this example 5 hours, will have to be entered as OT.



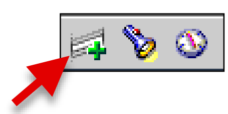
3. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02**. Click **OK** or press **Enter** to exit the flexfield.
4. Move to the next record to save the transaction.

You have completed the process for entering employee **OVERTIME HOURS**.

4) Overtime Hours for STNs (Students Non-hourly)

The same overtime policies apply to STN (Student Non-hourly) employees on the Bi-monthly payroll, however STN overtime (OT) hours must be entered with a Payment Code on separate line from the regular hours.

1. Enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields.
2. Tab to the **Costing** column and enter the PTAEO information *(for detailed information see page 18: Charging Straight Hours)*. Oracle automatically moves to the next record.
3. Click on the STN student's name and click the New button on the toolbar, (the 1st button with green plus sign) to insert a new blank row.



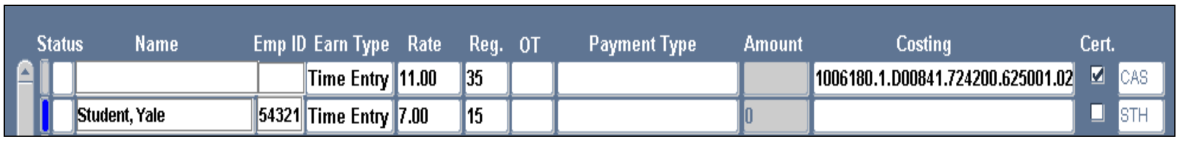
4. Tab or **click in the blank name field and** copy the name above into the cell
5. Tab into the Emp ID field and the ID number auto-populates.
6. Enter the student's hourly rate, it should be the same rate as the row above, Oracle will calculate the appropriate OT rate.
7. Enter the **OT** hours
8. Tab into the **Payment Type** field and press **CTRL+L** to open the LOV (List of Values).
9. Select: **Supplemental Pay – Semi Monthly Overtime**. The data is automatically saved when you tab into the next field.

You have completed the process for entering **OVERTIME HOURS FOR STNs.**

5) Charging an Inappropriate Student Hourly Rate

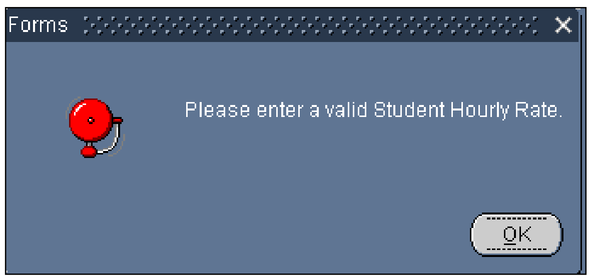
When entering transactions for Yale student employees on the Time Entry Form, an appropriate hourly rate must be entered if the hourly rate does not auto-populate. Check with either your supervisor or the employee's supervisor to verify the correct hourly rate.
The following steps provide the process for updating the student employee record to reflect a valid transaction when an incorrect rate is recorded:

1. Enter the hourly rate for the student employee and the number of regular hours worked in the appropriate fields.

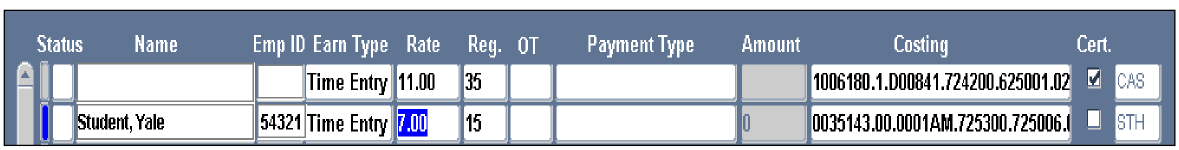


Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
			Time Entry	11.00	35				1006180.1.D00841.724200.625001.02	☑	CAS
	Student, Yale	54321	Time Entry	7.00	15			0		☐	STH

2. If an inappropriate rate was entered for the student, a message will display as seen below. Click **OK** to return to the **Time Entry** form.



3. Place the cursor in the hourly rate field and enter the appropriate rate. Exit the field.



Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
			Time Entry	11.00	35				1006180.1.D00841.724200.625001.02	☑	CAS
	Student, Yale	54321	Time Entry	7.00	15			0	0035143.00.0001AM.725300.725006.(	☐	STH

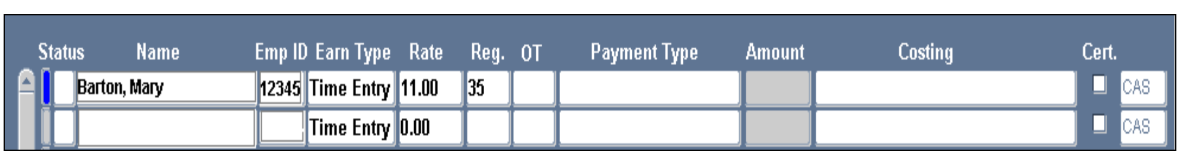
4. Tab into the next field to save the transaction.
5. Complete the record following the instructions on page 18: 1) Charging Straight Hours

   You have completed the process for correcting the hourly rate when entered incorrectly.

6) Charging Multiple Charging Instructions (Multiple Entries)

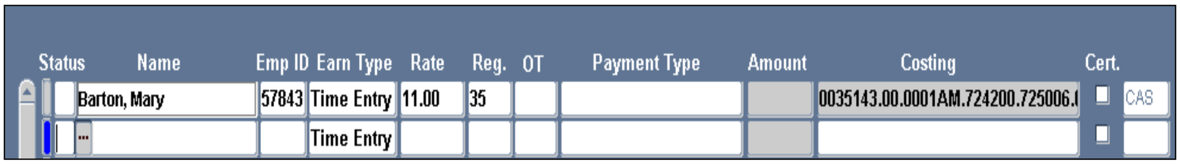
To update an employee record to reflect **MULTIPLE CHARGING INSTRUCTIONS:**

1. Enter the hourly rate for the employee and the number of regular hours worked in the appropriate fields.



Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
	Barton, Mary	12345	Time Entry	11.00	35					☐	CAS
			Time Entry	0.00						☐	CAS

2. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02**. Click **OK** or press **Enter** to exit the flexfield.
3. Place the cursor in the **Status** field next to the employee's name. Insert a new record by clicking the **New** button (green plus sign) on the Toolbar.



4. Move into the **Name** field. Press the LOV button to open the search box and search for the employee's name (best to use the % wildcard to search, see Appendix B). Tab to the **Rate** field.
5. Repeat steps 1 and 2 for the same employee. Enter the appropriate hourly rate for the employee and the number of regular hours worked, however, for step 2 use different charging instructions (PTAEO).
6. You have completed the process for charging an employee's record to reflect **MULTIPLE CHARGING INSTRUCTIONS**.

7) Add an Employee Name

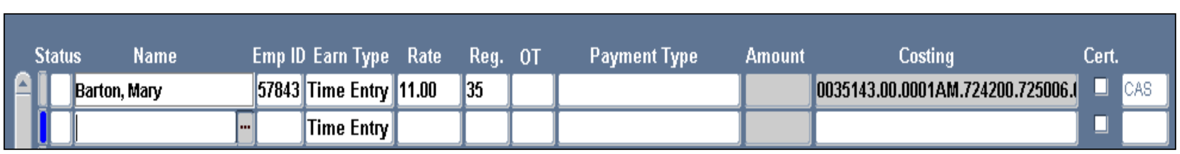
At times it may be necessary to enter a transaction on the Payroll Time Entry form for an employee whose name does not appear on the form. Each employee is assigned to one primary organization. If a casual or student has multiple jobs on campus, their name will only appear on their primary organization's form; the other orgs will need to add the employee's name to their form in order to pay this person.

The employee's name must be queried and selected from the database before entering the transaction.

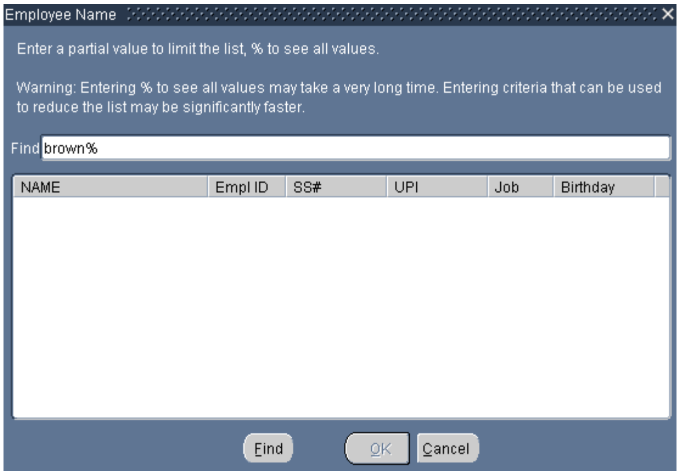
NOTE: Once the record is complete, the system will automatically move the record into alphabetical order by last name.

To query an employee name:

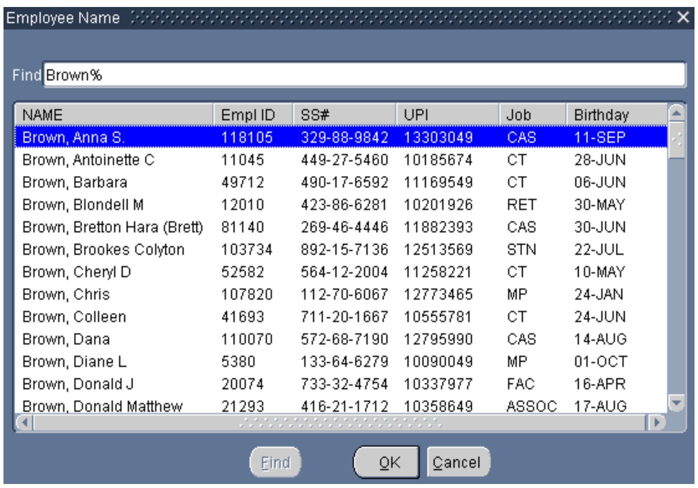
1. Click the **New** button on the toolbar to insert a new blank row and click in the name field.



2. Click the **List of Values** button in the **Name field**. Enter the employee's last name in the **Find** field followed by a wildcard percent sign (%). Click the **Find** button.



3. Select the employee’s name from the list and click the **OK** button.



NOTE: A general rule to use when searching for an employees is to enter:
4-5 letters of the last name + % + 1-2 letters of the first name + %
Example: to search for Chris Wilkenson type: wilk%ch%
The % wildcard stands for missing characters . Searches are not case sensitive.

NOTE: To learn more see page 23: wildcard to search

4. Tab to the **Rate** field and enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields.
5. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02**. Click **OK** or press **Enter** to exit the flexfield.

Note: a zero appears in the Amount field whenever a name is added to the form.

You have completed the process for **Adding an Employee Name**.

8) Clearing a Record vs. Deleting a Record

At times it may be necessary to remove information entered on the time entry form. For example, the transaction was entered in the incorrect week, or Mary's hours were accidently entered in John's record. In these examples the information entered needs to be removed from the form and therefore the record must be either cleared or deleted; the method used depends on the status of the record:

- If the cursor is still in the transaction, the entry can be cleared
- *If the cursor has been moved into another record, the entry needs to be deleted.*

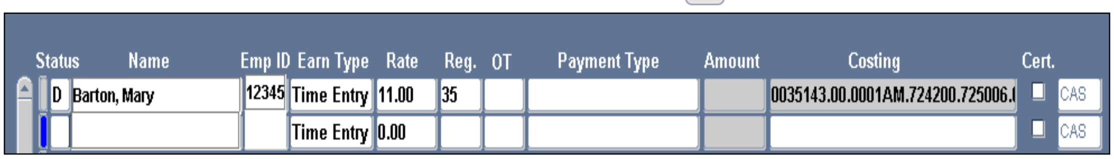
Clearing a Record

1. Click in any field of the record and **single-click** the **Clear Record** button on the Toolbar. 
2. You have completed the process for **Clearing a Record**.

   NOTE: If you double-click the Clear Record button the record will disappear but the record is still on the form – press F8 to refresh the screen and the record will reappear.

Deleting a Record

1. Place the cursor in the **Status** field next to the appropriate employee record. Either type the letter "**D**" in the **Status** field or click the list of values button  and select "**D**" for **Delete** from the list.



Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
D	Barton, Mary	12345	Time Entry	11.00	35				0035143.00.0001AM.724200.725006.(		CAS
			Time Entry	0.00							CAS

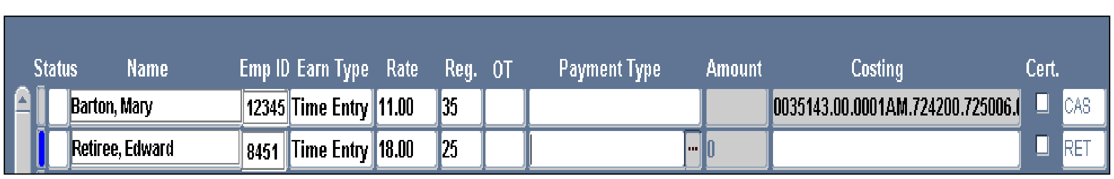
2. Click the **Save** button  on the Toolbar or press the **F10** function key to save the transaction. The employee's record has now been deleted *from this week's form only.* Press F8 to Refresh the screen to verify the record has been deleted.

   You have completed the process for **Deleting a Record**.

9) Entering a Payment Type using Time Entry Wages

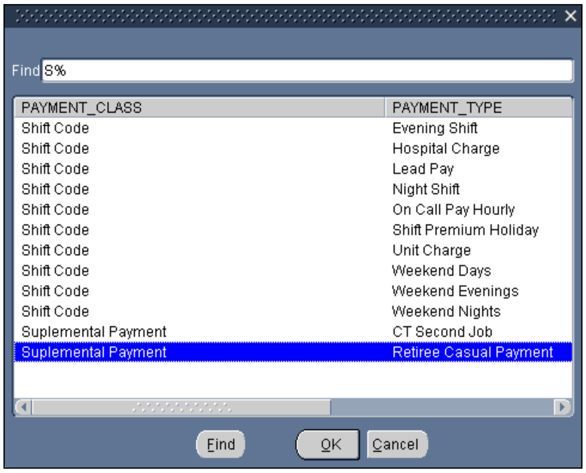
Some transactions for employees being paid with the element, "**Time Entry Wages**", require a **Payment Type** code as part of the data entry. To enter a payment type:

1. Enter the correct hourly rate and the number of regular hours worked by the employee in the appropriate fields.
2. Tab to the **Payment Type** field. Click the list of values button  in the field to access a list of payment types.



Status	Name	Emp ID	Earn Type	Rate	Reg.	OT	Payment Type	Amount	Costing	Cert.	
	Barton, Mary	12345	Time Entry	11.00	35				0035143.00.0001AM.724200.725006.(		CAS
	Retiree, Edward	8451	Time Entry	18.00	25			0			RET

Select the appropriate **Payment Type** from the list and click **OK**.
NOTE: Either the employee or the employee's supervisor should provide you with the correct Payment Type – it's not something you can figure out.



3. Tab to the **Costing** column. Press the **CTRL+L** function key to access the **Accounting Flexfield**. Enter the **Project Number** and wait until the cursor advances to the **Task** field. Enter the **Task Number** and tab to the **Award** field. Enter the **Award Number**, **Expenditure Type** and **Organizational Unit** in the appropriate fields (cursor will automatically advance to each field). The **Balancing Segment** defaults to **02**. Click **OK** or press **Enter** to exit the flexfield.
4. You have completed the process for **Entering a Payment Type using Time Entry Wages**.

10) Charging Earnings

There may be a time when an employee receives a payment that is outside the scope of their normal pay schedule. This most typically occurs for M&P or C&T employees, but could also apply to other employee categories. An example might be, an RN in your office is on vacation and you need an RN to be on call this weekend. You might ask an RN from another department if they can be on call for emergencies and agree to pay them $100 for this service.

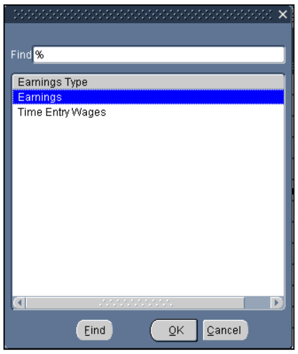
In this case the RNs name would be added to the **Time Entry for Student and Casual Employees** form. Some transactions for employees being paid with the element, "**Earnings**", require a **Payment Type** code as part of the data entry shown below.

There are two options for the **Earn Type** field:

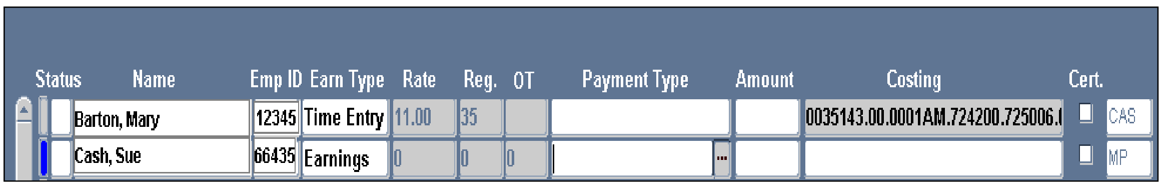
- **Time Entry:** Pay is equal to the number of hours worked multiplied by the hourly wage
- **Earnings:** Payment is an agree upon flat fee

To enter a payment type:

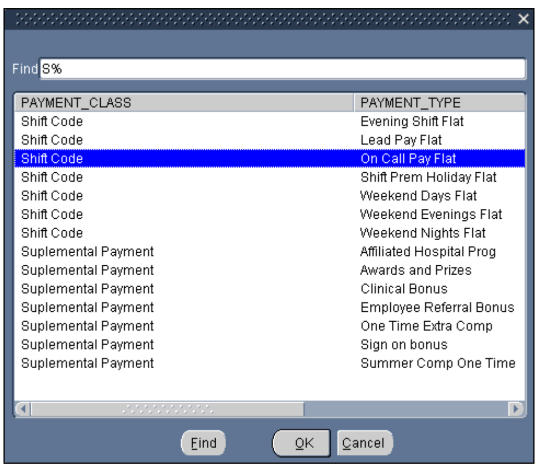
1. Tab to the **Earnings Type** field and click the List of Values button ••• or press the **CTRL+L** function key to access the list of values (shown below).



2. Select **Earnings** from the list and click the **OK** button. The **Rate**, **Reg**. and **OT** columns will gray out.



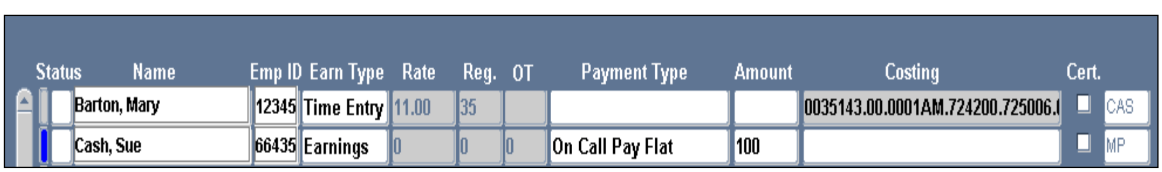
3. With the cursor in the **Payment Type** field, click the list of values button in the field or press the CTRL+L function key to access the **Payment Type**.



4. Select the appropriate **Payment Type** from the list and click **OK**.

   NOTE: Either the employee or the employee's supervisor should provide you with the correct Payment Type – it's not somehting you can figure out.

5. Tab to the **Amount** field and enter the lump sum dollar amount in the field.



You have now completed the process for recording a payment using the **EARNINGS** payment type.

Saving Data on the Time Entry Form

There are two ways in which data may be saved on the Time Entry Form:

1. Data that has been entered is saved automatically when you move from one employee record to another.
2. If D (Delete) has been entered in the Status field, then the form must be Saved by pressing the F10 function key; click the Save button  on the Toolbar; or select SAVE from the drop-down File menu.

Approving a Timesheet

The Approval Process is a mandatory step in processing payroll. Records without approval will not be processed. The approval process is usually performed by a department supervisor who has been given Approver rights for the Oracle payroll responsibility. Those with Preparer rights in Oracle cannot approve the payroll entries.

The steps required to approve an employee's Timesheet can be performed in one of two methods: manually or automatically. Each method is described below.

Method 1: Manual Approval

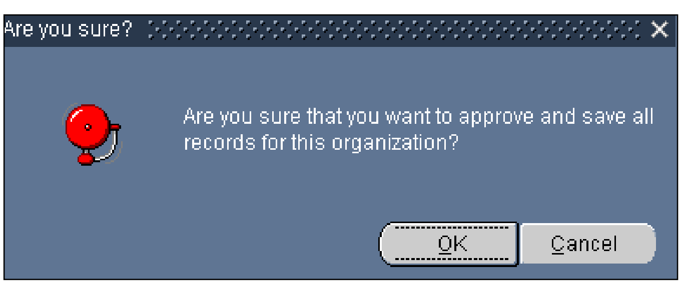
To use the Manual method to approve an employee timesheet, perform the following steps:

1. After entering the data and reviewing the timesheet for accuracy, move the cursor to the **Status** column (left of the employee name).
2. Type the letter **A** (Approve) and move to another field on the timesheet. The letter **A** will appear in upper case even if you type lower case.
3. Save the changes by pressing the F10 function key; click the Save button  on the Toolbar; or select SAVE from the drop-down File menu.

Method 2: Automatic Approval

To use the Automatic method to approve all employee timesheets, perform the following steps:

1. After entering the data and reviewing the timesheet for accuracy, click once on the **Approve All** button, located at the bottom of the form. A warning message will appear:



2. Choosing **OK** will approve all records for the employees to be paid.
   Choosing **Cancel** will exit the screen and return you to the **Time Entry for Student and Casual Employees** form without approving any records.
3. The letter **A** will appear in the **Status** column for all employees charged time for the specific pay period.

Removing an Approval

Occasionally, situations will require that a previously approved timesheet be edited. There are two methods in which an approval can be removed: manually or automatically.

Method 1: Manual Removal

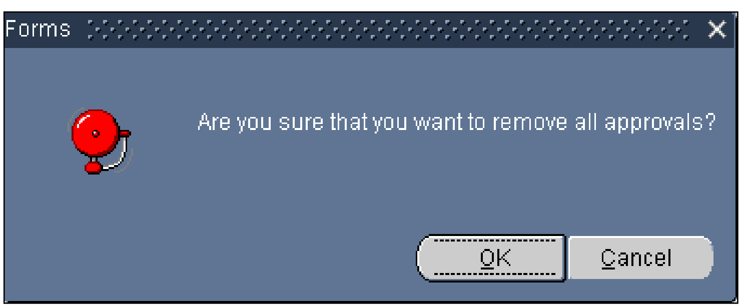
To manually remove an **INDIVIDUAL** approval:

1. Confirm that the **Status** column is displaying the letter **A** (Approve) for the selected employee record. This indicates that for the selected pay period the timesheet has been updated and approved.
2. Removing the approval for one timesheet at a time is a manual process. Select the field containing the status **A**. It will appear highlighted.
3. Press the **DELETE** key on your keyboard. The letter **A** will disappear and the field will remain blank. Move the cursor to another field and Save the form.
4. The **Status** column will display a blank field indicating the record has not been approved. Payroll will not be processed for this employee until the record is approved.

Method 2: Automatic Removal

To automatically remove an Approval for **ALL** employee records:

1. Confirm that the **Status** column is displaying the letter **A** (Approve) for all employee records. The letter **A** indicates that for the selected pay period the timesheet has been charged, reviewed and approved.
2. Click once on the **Remove All** button located in the bottom middle section form. A warning message will appear:

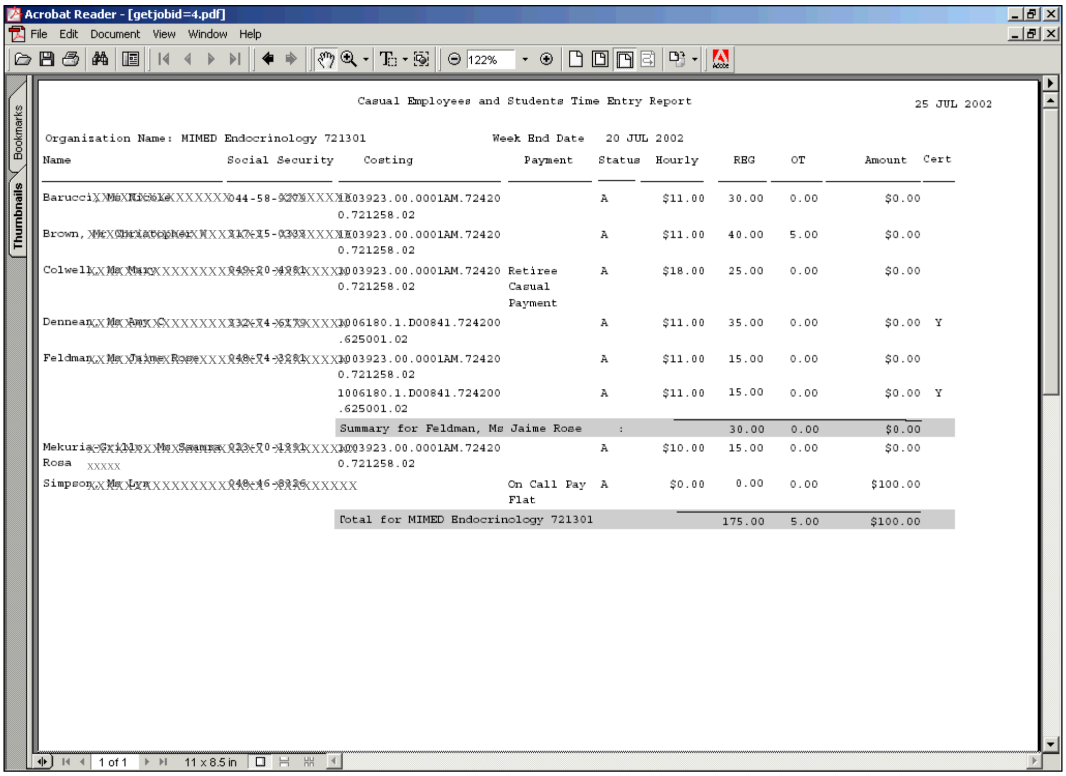


3. Choosing **OK** will remove all occurrences of the letter **A** from every record on the form and the **Status** column will display a blank field.
   Choosing **Cancel** will exit the screen and return you to the form without removing any approvals.

Running a Payroll Report

Information pertaining to a specific pay week may be requested. The ability to review historical data is available by using the **Payroll Report** option. Following the steps provided below will produce a payroll report for a specific week ending date.

1. Choose the Run Report button located at the bottom of the form. The Casual Employee and Student Time Entry Report will open in Adobe Acrobat and display on the screen.



Casual Employees and Students Time Entry Report — 25 JUL 2002

Organization Name: MIMED Endocrinology 721301 — Week End Date 20 JUL 2002

Name	Social Security	Costing	Payment	Status	Hourly	REG	OT	Amount	Cert
Barucci, XXXXXXXXXX	044-58-XXXX	1003923.00.0001AM.724200.721258.02		A	$11.00	30.00	0.00	$0.00	
Brown, XXXXXXXXXX	XXX-X5-XXXX	1003923.00.0001AM.724200.721258.02		A	$11.00	40.00	5.00	$0.00	
Colwell, XXXXXXXXXX	XXX-X0-XXXX	1003923.00.0001AM.724200.721258.02	Retiree Casual Payment	A	$18.00	25.00	0.00	$0.00	
Dennean, XXXXXXXXXX	XXX-X4-XXXX	1006180.1.D00841.724200.625001.02		A	$11.00	35.00	0.00	$0.00	Y
Feldman, XXXXXXXXXX	XXX-X4-XXXX	1003923.00.0001AM.724200.721258.02		A	$11.00	15.00	0.00	$0.00	
		1006180.1.D00841.724200.625001.02		A	$11.00	15.00	0.00	$0.00	Y
		Summary for Feldman, Ms Jaime Rose :				30.00	0.00	$0.00	
Mekuria-XXXXXXXXXX Rosa XXXXX	XXX-X0-XXXX	1003923.00.0001AM.724200.721258.02		A	$10.00	15.00	0.00	$0.00	
Simpson, XXXXXXXXXX	XXX-X6-XXXX		On Call Pay Flat	A	$0.00	0.00	0.00	$100.00	
		Total for MIMED Endocrinology 721301				175.00	5.00	$100.00	

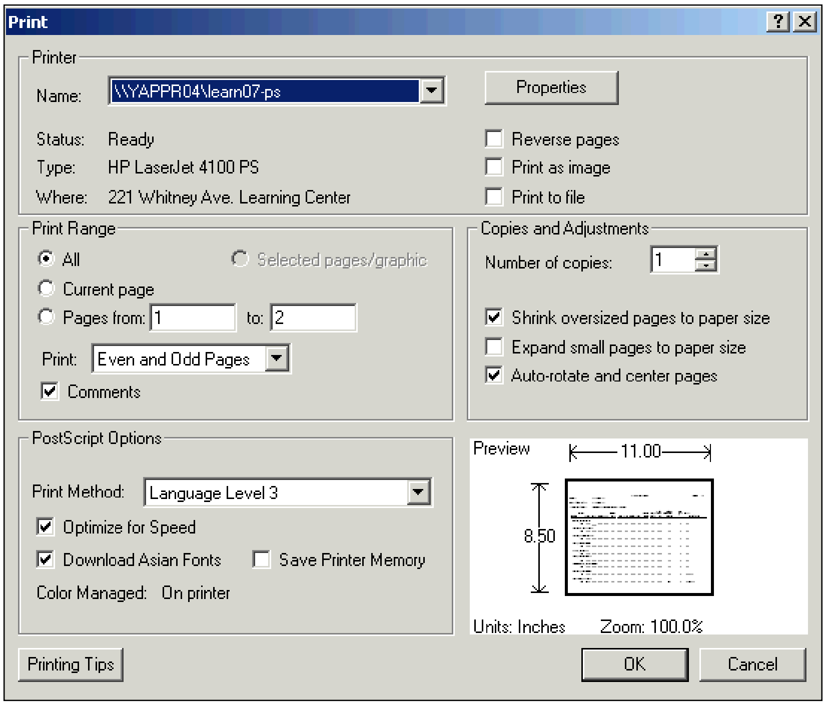
Employees are listed alphabetically by last name, first name in the report, regardless of how the data was originally entered. Also, a summary is given for all employees with multiple entries to the **Time Entry for Student and Casual Employees** form. Totals for the amount paid to each employee are not given except in the situations where a lump sum payment is made.

After previewing the information on the screen, you can then choose to print the report or save it to your computer's hard drive.

Printing a Payroll Report

To print a copy of the **Casual and Student Employees Time Entry** report, follow the steps provided below.

1. With the **Casual and Student Employees Time Entry** report open in Adobe Acrobat, select the Print  icon on the Toolbar to generate a report.
2. A **Print** box will display as shown below.



3. Choose the **OK** button to send the report to the printer.

Troubleshooting

For questions regarding the Oracle Time Entry for Students and Casuals contact:

Functional questions: **Employee Service Center** (ESC) **432-5552**

Technical questions: **Help Desk** **432-9000**

Appendix A: Shortcut Keys

Oracle Shortcut Keys

There are several Function Keys that perform frequently used actions in Oracle. The Function Keys reside on the top row of your keyboard and start with the letter "F." (These are not combination keystrokes.)

Caution: *Some of the Shortcut Keys listed below may not work in every Oracle form.*

Ctrl + H	Help (although this is not Yale specific help)
F5	Clear Field.
F8	Clear Form
F6	Inserts a blank line below your cursor.
F8	Refreshes the screen to reflect the current data.
CTRL+L	Opens a List of Values (LOV), a Flex Field, or a search box (if available).
TAB	Moves cursor into the next field (to the right)
Shift + Tab	Moves the cursor into the previous field (to the left)

Appendix B: Oracle Searches & Wildcards

Oracle Searches

Oracle often requires that you enter data exactly as it is stored in the Oracle database. Sometimes the entries are long and difficult to remember, or sometimes you don't have all the information. In either case, performing a search results in a list from which you can select the correct data, thereby insuring that the data entered is in the correct Oracle format.

Examples of Oracle format:

Date format:	12-OCT-2007
Org format:	MSURG Pediatrics 728006
Name format:	Walker, Christopher James
	Walker, Christopher J

- A search box is used to find and retrieve information in the Oracle database.
- Pressing the CTRL+L key in an Oracle field will open the Find search box (if one is available for that field). You can then search for the database entry you need to complete the form field.
- Use a wildcard in place of missing characters. Oracle uses the percent sign (%) as a wildcard. (See the following section: Oracle Wildcards)
- See search examples at the end of this module

Oracle Wildcards

- A wildcard represents a missing character or characters.
- Oracle uses the percent sign (%) as a wildcard.

  Tip: If you are already familiar with using an asterisk (∗) as a wildcard on a PC, Oracle's % works much the same way.

- A wildcard is used to help search for and retrieve information when:
  - Information is missing
  - You don't feel like typing all the information you have
- The more specific the search field entry, the shorter the list of matching results.
- **Wildcard examples:**

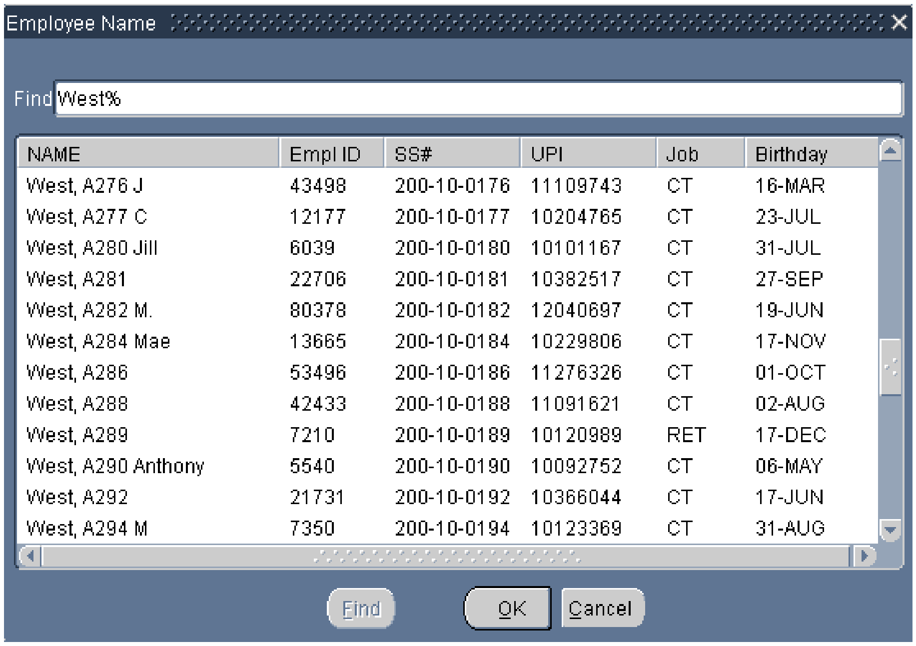
I want to find:	Enter in search field:	Result:
Cities starting with **M**	m%	List of cities that start with **M:** Milford, Madison . . .
Cities starting with **Ma**	ma%	List of cities that start with **Ma:** Madison, Macon, Montville. . .
Cities that contain the letter **M**	%**m**%	List of cities that contain an **M** somewhere in the name: Hamden, Seymour, Lyme. . .
Susan Martin's record	**mart**%**s**%	List of employees whose last name starts with Mart followed by an S: Martelli, Lisa; Martinni, Chris; Martin, Susan. . .
Chemistry Org Name OR	%621201 %chemistry%	FASCHM SBC Chemistry 621201 List of all orgs that have the word chemistry somewhere in the org name.

Note: *Searches are not case sensitive*

Search examples:

1. Search for an employee whose last name is West. The Wildcard (%) represents missing characters, in this case the first and middle name.

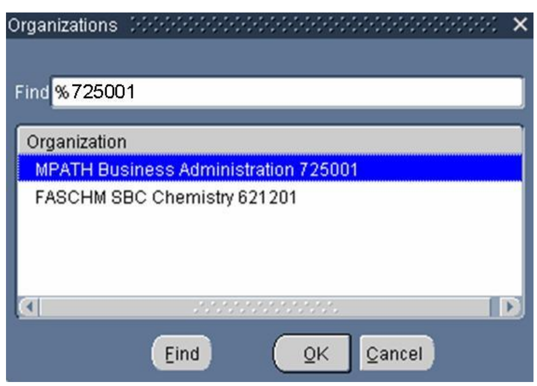
   Type: **West%** into the Find box and click the Find button.



∗ Note: To maintain confidentiality first names and ID numbers have been changed, i.e., the name of the first employee on this list is: A276 J. West.

2. Search for the full name of an Organization when all you have is the Org number.

   Type: **%725001** and click the Find button.



Reminder: Placement of the wildcard is dependent on knowing Oracle data format (or the order Oracle stores data in the database).

Appendix C: What is a PTAEO?

A "PTAEO" is the numbering system used to track and record financial transactions at Yale, sometimes referred to as the Chart of Accounts (COA).

Structure of the PTAEO

P	Project	7 Numbers
T	Task	2 - 8 Alpha and/or numeric characters (any combination)
A	Award	6 Alpha & Numeric (both)
E	Expenditure Type	6 Numbers
O	Organization	6 Numbers

What do the categories stand for?

P	Project	This is the specific purpose for which money is spent (or earned) ie: An endowed chair, conference fund, general appropriations fund
T	Task	Components of Projects ie: various aspects of a conference
A	Award	This is why the funds were given by the donor (Source) ie: The Goff family (source) gave funds to endow 2 professors chairs (2 Awards)
E	Expenditure Type	The type of expense, income, asset or liability ie: meals, office supplies, salaries, gifts
O	Organization	The responsible entity in the university who has ownership of project
S	Source	This is NOT a part of the PTAEO, but is an element of the overall accounting structure. The Source is the organization, individual or university source that donates/allocates funds to the university and from which Awards are designated.

Common appearance of a PTAEO:

Sections are written on one line; periods divide each segment: 1234567**.**00**.**0001DB**.**821000**.**123456

$$\underbrace{1234567}_{P}.\underbrace{00}_{T}.\underbrace{0001AA}_{A}.\underbrace{821000}_{E}.\underbrace{123456}_{O}$$

Appendix D: Payroll Payment Adjustment Form

This form is used when an error was made with an employee's payroll. This form can be completed on line, then print and submit. This form can be found at: http://policy.yale.edu/topics/time-and-attendance

Yale University 3501 FR.40 - Payroll Payment Adjustment Form

Submit form to appropriate office as shown below. For questions, contact Employee Service Center: 432-5552

I. Employee Name ____________ ____________ ____
Last First M.I.

Department ____________

Assignment # ____________ Payroll: ☐ **Weekly** ☐ **Monthly** ☐ **Pension** ☐ **Semi-Monthly**

UPI # ____________

Correction requested for: ☐ **Overpayment** ☐ **Underpayment** (Complete section II or III below as appropriate.)

Paycheck date ____________ Pay period end date ____________
DD-MON-YYYY DD-MON-YYYY

Gross amount of overpayment or underpayment ____________

Explain (include earnings element): ____________

Preparer Name ____________ Phone ____________ Date ____________

II. Overpayment (check one): (Submit form to Payroll or Medical School Business Office.)

☐ Returning Yale paycheck (Attach paycheck to this form. **Hand deliver** to Payroll or Medical School Business Office.)

☐ Deduct overpayment from future paycheck.

Payroll will use the Salary Recovery element for deduction. Payroll will inform you of deduction schedule.

Employee must be notified in advance of deduction. (See section IV below.)

☐ Ex-employee: repayment with personal check (Attach check to this form. **Hand deliver** to Payroll or Medical School Business Office.)

III. Underpayment: (Submit form to business support center or HR/Placement.)

☐ Add to next paycheck - Non-hourly employees
(For hourly employees, dept. enters via Time Entry or Kronos.)

OR:

☐ Request Quick Pay - Available only if underpayment is 10% or more of regular gross pay

Hourly employees: Number of hours for which pay is due ____________ Hourly rate ____________
Do not enter hours via Time Entry or Kronos. Hours will be entered by Payroll.

If hourly pay Quick Pay is for a semi-monthly or weekly employee, enter PTAEO(s) below:

Project	Task	Award	Exp. Type	Organization

IV. Dept. Authorizer Name (print) ____________ Phone ____________

Authorizer Signature ____________ Date ____________

If overpayment will be deducted from future paycheck:
Employee Notified By ____________ Date Notified ____________
Name of staff person who notified employee (see section II above)

Business Support Center / HR Placement use only:

Earnings element	Amount

Entered by:
Name ____________
Phone ____________ Date ____________

Payroll use only: Date received ____________ Date processed ____________

Element	Amount	Net

☐ Deduct from future check:
Deduction amount ____________
Deduction date ____________

Rev'd 11/09 Questions? Contact: employee.services@yale.edu Page 1 of 1

Appendix E: Oracle Shortcut Function Keys

Below is a list of shortcut keys to perform tasks in Oracle. Not all shortcuts work on every Oracle form.

Function	Shortcut
Actions LOV	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	-
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Item /Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3
Function 4	Shift+Ctrl+F4
Function 7	Shift+Ctrl+F7

Function	Shortcut
Help	Ctrl+H
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Ctrl+PageUp
Previous Field	Shift+Tab
Previous Record	Up
Print	Ctrl+P
Prompt/Value LOV	Shift+Ctrl+F9
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up
Update Record	Ctrl+U

Appendix F: Casual Payment Request Form

Departments typically give this form to their casual employees to record hours worked. They can fill out the form online, then print and submit the form for Supervisor approval. This form can be found at: http://policy.yale.edu/topics/time-and-attendance

Yale University **3501 FR.05 - Temporary Employee Payment Request**

Employee Name: Last First MI		Org Name:	Org Number:
UPI (University Personal Identifier)		Week Ending: Use the data format DD-MON-YYYY	
Pay Authorizer Name:	Signature:	Date:	Phone Number:

☐ Charge to Organization Default OR Charge to Detailed Labor Distribution below.

Hourly Rate	Regular Hours	Overtime Hours	Payment Type Code*	Shift Flat Amount	PROJECT (7)	TASK (8)	AWARD (6)	EXP.TYPE (6)	ORG. (6)
	0.00	0.00							
	0.00	0.00							
	0.00	0.00							
	0.00	0.00							
	0.00	0.00							
	0.00	0.00							
	0.00	0.00							
	0.00 TOTAL	0.00 TOTAL	Example of Payment Type Code: Shift Premium/Time Entry/Weekend Dates - SPTS		Note: Distribution codes are not to be entered for employees on monthly or pension payrolls. Labor must be scheduled for such employees.				

***Payment Type Codes**

CS = Temporary / Student
(No payment type required)

SJ = C&T Second Job
(Select CT Second Job Payment Type)

PO = Preauth Monthly Overtime

CTSL = Connecticut Sick Leave Pay
(Select Sick Pay Hours Payment Type)

Shift Premiums:

SPT = Time Entry (hourly)	SPO = Overtime (hourly)	SPE = Earnings (flat amount)
1 - Evening Shift	1 - Evening Shift Overtime	1 - Evening Shift Flat
2 - Hospital Charge	2 - Lead Pay Overtime	2 - Hospital Charge Flat
3 - Lead Pay	3 - Night Shift Overtime	3 - Lead Pay Flat
4 - Night Shift	4 - Shift Premium Holiday OT	4 - Night Shift Flat
5 - On Call Pay Hourly	5 - Unit Charge Overtime	5 - On Call Pay Flat
6 - Shift Premium Holiday	6 - Weekend Days Overtime	6 - Shift Premium Holiday Flat
7 - Unit Charge	7 - Weekend Evenings Overtime	7 - Unit Charge Flat
8 - Weekend Days	8 - Weekend Nights Overtime	8 - Weekend Days Flat
9 - Weekend Evenings		9 - Weekend Evenings
10 - Weekend Nights		10 - Weekend Nights Flat

Normal Pay Schedule

☐ Weekly ☐ Semi-Monthly
☐ Monthly

Weekly Time **Employee Signature:** **Supervisor Signature:**

Weekday	Date Month	Day	AM From -- To	PM From -- To	Regular Hours	Overtime Hours
Sun					0.00	0.00
Mon					0.00	0.00
Tues					0.00	0.00
Wed					0.00	0.00
Thur					0.00	0.00
Fri					0.00	0.00
Sat					0.00	0.00
	(Must agree with total hours reported above)			Total Hours:	0.00	0.00

CERTIFICATION STATEMENT:
I (PI or Responsible Official using a suitable means of verification that the work was performed) certify that these hours reasonably reflect the actual effort devoted to the sponsored project(s) during the period of the effort report.

Authorizer Name (print):

Authorizer Signature:

Date:

Last Revision: 9/9/13 Questions? Contact payroll@yale.edu. Page 1 of 1

Appendix G: Payroll Overview

Payroll Types:	**Weekly**	**Weekly**	**Semi-monthly**	**Weekly**	**Monthly**	**Monthly Pension**
# Annual Paychecks::	52	52	24	52	12	12
Employee:	Temporary CAS (Casual)	STH (Student Hourly)	STN (Student Non-hourly)	C&T (Clerical & Technical)	M&P (Managerial & Professional)	Ret (Retiree)
Compensation:	Hourly wage	Hourly wage	Stipend	Hourly wage	Salary	Pension
Work Week:	40 hrs	Max 19 / 40 hrs	——	37.5 hrs	——	——
Payroll Handled By:	Oracle Time Entry HR Dept	eTimesheets Student Employment Office	GSPS (Grad Stu Pmt Systm)	My Time / HR Dept	My Time / HR Dept	HR Dept
Time Entry Deadline:	Tuesday, 11am					

Note: *Many departments are now using eTimesheets (formerly TimesheetX) for student payroll. Once a department has converted to eTimesheets they should no longer be entering student payroll in Oracle. eTimesheets is handled through the Student Employment Office.*

If an employee receives compensation in addition to their regular compensation (listed above), that compensation is entered on the Oracle Casual Time Entry form.

examples:
- C&T works second job as a casual. Enter hrs worked on the Casual Time Entry form.
- STN works extra hours as a casual. Enter hrs worked on the Casual Time Entry form.
- M&P Nurse is on call over the week-end and receives a $100 Flat Fee. Enter Earnings on the Casual Time Entry form.
- RET Retiree works part time as a casual. Enter hrs worked on the Casual Time Entry form.

Labor Distribution (LD) Schedule (charging instructions)

(LD overrides PTAEO entered on Time Entry form)