Time and Labor
from Supervisors Standpoint

Business Office
May 2013
School of Medicine Policy can be found on Business Office website.
http://www.med.umkc.edu/business_office/policies/Policy10_EmptyAttend.pdf

School of Medicine does not utilize comp time in any form.

Offices are to be staffed from 8:00AM to 5:00PM (exclusive of a lunch period).

Lunch
- Any employee who works longer than 5 hours is required to have a lunch.
- Four times a year at the supervisors discretion this can be waived.

Specific Supervisor and Employee responsibilities are detailed within the policy.
Supervisors are responsible for checking employees hours as they are entered and verifying the accuracy.

- Shadow systems are discouraged

Official Time Record is in Time and Labor in PeopleSoft HR

Time can be reviewed in multiple locations. We recommend:

- Timesheet (Main Menu – Manager Self Service – Time Management – Report Time – Timesheet)
- Payable Time Detail (Main Menu – Manager Self Service – Time Management – View Time – Payable Time Detail)

Overtime should be avoided but if necessary must be approved by supervisor in advance.
Time Approval

- Bi-Weekly Employees time needs approved by 5PM every other Monday
- Monthly Employees time needs approved once a month. It is towards the middle of the month and an email is sent from the Dean’s Office with the exact date.
- All Time must be approved in HR PeopleSoft. Failure to approve time can affect an employee’s pay
- If an employee has time to be approved it will appear in Payable Time.
  Main Menu – Manager Self Service – Time Management – Approve Time and Exceptions – Payable Time
- If no time appears in Payable Time, time has either not been entered or already approved.
- Changes can be made after original approval, it will just require additional approval after Time and Labor updates.
  - Monthly Time Updates at 7:30AM, 10:30AM, 1:30PM, and 4:30PM Monday thru Friday.
  - Bi-Weekly Time Updates at 6AM, 8AM, 10AM, 12PM, 2PM, & 4PM Monday thru Friday.
In-Depth Time Approver Training is Found at

https://doit.missouri.edu/training/peoplesoft/HR91/timelabortimeapprover.html

*Requires logging in with University Login (SSO)
Any Questions?