

# Time and Labor from Supervisors Standpoint

Business Office  
May 2013

# Policy

- ▶ School of Medicine Policy can be found on Business Office website.

[http://www.med.umkc.edu/business\\_office/policies/Policy10\\_EmptyAttend.pdf](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

# Time Record Keeping

- ▶ 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?**