FACILITIES MANAGEMENT

LABOR ENTRY
SUBJECTS COVERED IN THIS UNIT

- Introduction
- Labor Timecard Form
- Entering Labor on the labor Time Card
- Modifying Labor Entries
- Labor Entry Report
Why is labor (time) entered on the timecard?
- Entries are sent to payroll to produce pay checks
- Track leave hours (vacation, sick, FMLA)

When should labor (time) be entered?
- Staff required to fill out a daily timecard should complete a timecard by the end of their shift if possible. It should be completed no later than the end of payroll.
- Exempt staff are required to fill out a timecard to enter leave hours.
Access the Labor Timecard from the Navigation Screen.
LABOR TIMECARD FORM

2 Employee and Employee Name fields default to the person logged in. If you are a supervisor, these fields will be blank. Supervisors can enter labor on someone else's timecard. Enter the employee ID in the Employee and the Employee Name auto-fills.

3 The Work Date field defaults to today's date. Timecards can be entered for days in advance; generally used for vacation entry. Timecards may also be viewed for previous dates by entering an earlier date. Press the F9 key while your cursor in in the Work Date field and a calendar will appear. Shortcuts for date entry are:

- **TOD** = today
- **BM** = beginning of month
- **BW** = beginning of week (Monday)
- **TOM** = tomorrow
- **EM** = end of month (last day)
- **EW** = end of week (Friday)
Enter the hours worked for the day on the DULUTH work order. UMD Facilities Management with track worked hours on one work order.

Location is auto-filled by the system based on information provided on the Work Order form.

WO Description is auto-filled by the system based on information provided on the Work Order form.
Enter the hours actually worked in the **Hours** field.

If entering hours for normal hours worked, leave the **Pay Code** at its default value. Special **Pay Code** values will be used when entering leave hours and other special pay circumstances such as overtime, comp time earned, vacation, and call back time.

If entering hours for normal hours worked, leave the **Labor Class** at its default value. Special **Labor Class** values will be used when entering work done for situations such as shift differential, additional duties, and second Sunday.
Leave the Shift field as the default value.

For most time entries, the Comments field should be left blank. If a correction needs to be made, please enter a reason for the correction in the Comments field.

The Work Done check box should be left blank.
The Labor Status field is updated by the system based on the progression of the entry.

- ENTERED – Initial Status
- E APPROVE – Employee approved entry
- S APPROVE – Supervisor approved entry
- REJECTED – Labor has been rejected by supervisor or Payroll staff
- SENT – Supervisor approved time and the information was sent to Central Payroll
- NON-PAYROLL – Special status used when timecard information is not sent to Central Payroll.

View Leave is not currently used.
Click the **Save and Approve** button when you have finished entering your entire timecard. This will change the Labor Status field to E APPROVE, and the timecard is ready for the supervisor to approve.

Click the **Save, Don’t Approve** button if not finished entering the timecard for the day. You can return to the timecard at a later time and finish entering the timecard.
ENTERING LABOR ON THE LABOR TIMECARD

1.) Access the Labor Timecard from the Navigator screen.

2.) Enter your Compass user ID if it did not default into the Employee field.

3.) Tab to the Work Date field. The Work Date field defaults date. Override the default date and enter yesterday’s date.

4.) Notice the Labor Status field has a value of ENTERED.

Exercise 1 – Entering Worked Hours

1.) Access the Labor Timecard from the Navigator screen.

2.) Enter your Compass user ID if it did not default into the Employee field.

3.) Tab to the Work Date field. The Work Date field defaults date. Override the default date and enter yesterday’s date.

4.) Notice the Labor Status field has a value of ENTERED.
Exercise 1 – Entering Worked Hours cont.

5.) Enter DULUTH in the WO Number field. Location and WO Description will default to the information on the WO.

6.) Enter 8.00 in the Hours field.

7.) Press the Save and Approve button. A pop-up box will appear; click OK.
After completing your entries for the day, take on last look to ensure…

- Labor for hours worked has been entered against the DULUTH work order.
- There are no less than 8 hours entered (unless your standard shift is something other than 8 hours)
- If greater than 8 hours (or 10 if you are working a 4/10 schedule), an Overtime Pay Code is used.
ENTERING LEAVE TIME

- Staff required to submit a daily timecard must account for actual hours worked and leave hours for a total of 8 hours per day (unless your standard shift is something other than 8 hours)

- P & A staff are required to submit a daily timecard when they have leave hours to record.
## ENTERING LEAVE TIME – COMMON LEAVE TIME COMBINATIONS

<table>
<thead>
<tr>
<th>WO #</th>
<th>PAY CODE</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUSED</td>
<td>COMPUSED</td>
<td>When comp time is used</td>
</tr>
<tr>
<td>GOVTLEAVE</td>
<td>PAIDLEAVE</td>
<td>Jury duty, voting, election judge</td>
</tr>
<tr>
<td>NOPAY</td>
<td>UNPAID</td>
<td>Unpaid leave</td>
</tr>
<tr>
<td>SICKLEAVE</td>
<td>SICKLEAVE</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>VACATION</td>
<td>VACTION</td>
<td>Vacation Leave</td>
</tr>
</tbody>
</table>
1.) Enter your Compass user ID if it did not default into the Employee field.

2.) Tab to the Work Date field. The Work Date field defaults date. Override the default date and enter tomorrow’s date.

3.) Notice the Labor Status field has a value of ENTERED.
4.) Enter VACATION in the WO Number field. Location and WO Description will default to the information on the WO. VACATION will also default as the Pay Code.

5.) Enter 4.00 in the Hours field.

6.) Move to the next line of the Labor Timecard
7.) Enter SICKLEAVE in the WO Number field. Location and WO Description will default to the information on the WO. SICKLEAVE will default as the Pay Code.

8.) Enter 4.00 in the Hours field

9.) Press the Save and Approve button. A pop-up box will appear; click OK.
MODIFYING LABOR ENTRIES

- Common reason for changing a labor entry…
  - User entered estimated hours for the day, and are now entering actual hours.
  - Wrong work order was used
  - Supervisor disagrees with an entry on the employee’s timecard
  - It is realized after the timecard is SENT to Central Payroll that there is an error.
MODIFYING LABOR ENTRIES

- On the Labor Timecard form, the status at the top of the screen is field Labor Stat; each labor line also contains an individual Labor Status. The form status reflects the lowest status of any individual line.

Statuses from lowest to highest...

- ENTERED – Time has been entered
- MODIFIED – Time has been modified but not E Approved
- REJECTED – Time has been rejected by Supervisor, see Supervisor comments
- E APPROVE – Time has been approved by Employee
- S APPROVE – Time has been approved by Supervisor
- SENT – Time has been sent to Central Payroll

- Individual labor entries can be modified at any time before the timecard Labor Status has been changed to SENT
MODIFYING LABOR ENTRIES

Exercise 3 – Modifying Labor Entries

1.) Bring up the last timecard you entered by entering the Employee ID and Work Date again.

2.) Notice that the Labor Status field is not SENT, so we can still make changes.

3.) Change Hours worked on the SICKLEAVE and VACATION work orders to 0.

4.) Enter 8 hours of REGULAR time on the Duluth work order.

5.) Click the Save and Approve button.
Correcting a timecard where the Labor Status is SENT requires the following steps:

- Enter a negative hour entry to reverse the incorrect entry.
- Enter a positive hour entry with the correct information.
- If the correction affects the prior period, use the prior period version of pay codes (PRIOREG, PRIORVAV, etc.).
- Make sure the correct total hours are shown on the timecard.
Click on the Employee Labor Entry Report.

Make sure your pop-up blocker is off, or allow pop-ups from uservices.umn.edu

Log into Oracle Reports using your COMPASS user ID and password.

To view the labor and leave entered on the time card for multiple dates:
1. Enter your COMPASS employee ID. The ID is case sensitive and needs to entered in UPPPERCASE.

2. Enter the Period Beginning Date. Use the format of DD-MON-YYYY.

3. Enter the Period Ending Date.

4. Click the Submit button.
QUESTIONS?

Can’t login to COMPASS? Having technical difficulties?
   Contact Wendy Caveny (wcaveny@d.umn.edu, 726-8855)
Confused about what pay code or labor class to use?
   Contact Cheryl Anderson (canders4@d.umn.edu, 726-8265)
Not sure how to correct your time card?
   Ask your supervisor.