

Payroll Roster – Data Entry (PR0102UG)

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Introduction

Use the *Payroll Roster - Data Entry* screen (PR0102UG) to enter regular hours by Routing ID for a particular pay period. This screen was designed to be the quickest and most efficient way to enter hours for student employees each pay period.

NOTE: This screen also provides the ability to approve any "unapproved" timesheets that still exist.

The top of the screen is used to enter the desired pay period and Routing ID. Once the pay period and Routing ID information is entered, the **[Tab]** key is used to retrieve those records.

The bottom half of the screen displays timesheets that match the criteria entered at the top of the screen.

NOTE: As of Fall 2014 the Student eTime Reporting Web Application was release. Through the implementation period, some schools will partially be on both Student eTime and the Uniface Client Server version. In that case, only work authorizations that are flagged as NOT eTime eligible, as indicated on the Student Employee Work Authorization Entry (PR0024UG) screen, can be modified on this screen. Student eTime hours will display on the screen but will need to be modified within the new web application.

Do This First!

Security

You need one of the following security roles to access the Payroll Roster - Data Entry (PR0102UG):

- PR_01H Payroll Supervisor - System Office Finance System-wide
- PR_01L Student Payroll View Only Finance System-wide
- PR_02H Payroll Controller Finance
- PR_02L Payroll Clerk Finance
- PR_02M Payroll Process Incharge Finance
- PR_03L Department Clerk Finance
- PR_03M Department Supervisor Finance

Please see the Security Administration Application Documentation for details on how to request security. (Login using your StarID@minnstate.edu required)

How to Access the Product

Start from the Main Menu:

1. Double-click on the green arrow next to the **Student Payroll System**.
2. Double-click on the green arrow next to the **Payroll Transactions**.
3. Double-click on the screen description *Payroll Roster Entry*.

OR

Start from the Main Menu

Enter **PR0102UG** in the *Direct Access* field.

Definition of Terms

Four Timesheet Reporting Types

There are four *Timesheet Reporting Types (R/T)* that may appear on this screen. Each is defined below.

Standard

Standard timesheets are the most common type in the payroll system. This type is used for employees who are paid hourly.

NOTE: For state work-study authorizations (object code 0960), you will only be able to pay the student by hourly input and not by a lump sum payment for the earnings types REG and OTR. For the ADJ earnings type, you will still be able to pay the student by hourly input or lump sum amount.

Contract

Contract timesheets are those in which the student employee is not paid hourly, but rather has a contract with the institution. Because these student employees are not paid hourly, you will not enter hours for them. Timesheet information for these student employees is automatically entered by the system via the Balancing Authorized Hours screen (PR0103UG) and cannot be modified by the user.

Taxable Benefit

Taxable Benefit timesheets are those in which the student employee is not paid the amount listed but will be taxed on the amount. A taxable benefit is a benefit given to the student employee but the student employee needs to be taxed on the benefit value. For example, some graduate assistant programs state the institution will pay for a portion of the student's tuition. This amount is considered a taxable benefit. Taxable benefit records are automatically entered by the system via the PR0103UG screen but can be modified by the user on the PR0102UG screen.

Correction

Correction timesheets are used in the case that payroll has been processed (the check has gone out) and the student employee was underpaid. In essence, the user creates a new timesheet with additional hours to make up the amount owed to the student employee.

Correction of Mistakes

You may correct data entry errors up until the point when final payroll has been processed. Once payroll has been processed, the system does not allow you to change the timesheets because the check has been sent to Check Writer and may have already gone out to the student.

Create a new *correction* timesheet in the case of underpayment, using the Employee Timesheet Maintenance screen (PR0101UG).

Payroll Roster – Data Entry Screen

Auth Nbr/ Benefit Nbr	Employee Name	E Type	R/T	Hours	Lump Sum Amt	--Approved By--
12935	Corp, Marc	REG	S	40.00		
12981	Crisenbery, Isaiah	REG	S	10.00		
13015	Dumo, Rutha					
12968	Dunmeyer, Berry	REG	S	8.00		
12967	Guillen, Malik					
12960	Kawleski, Jesse					
12955	Navarete, Rosita					
12959	Prochnow, Jeannette	REG	S	14.00		
12982	Raspa, Fae					
12934	Stahler, Rosalee	REG	S	24		

Drop-Down Menus

List Timesheets: Use this drop-down to filter the timesheets. You have the option to view *Pending Timesheets*, *Pending Contracts*, *Taxable Benefits*, *Unapproved*, or *Approved*. To remove the filter, select *All Records* from this drop down menu.

Sort Timesheets By: Use this drop-down to change the order in which timesheets appear on the screen. Timesheets may be sorted by *Work Authorization/Taxable Benefit Number* or *Employee Name*.

Screen Fields

An asterisk (*) indicates a required field.

Field Name	Description
Pay Period*	Enter the fiscal year and pay period number for the timesheet entry. Enter this or the <i>End Date</i> field is required. Example: 2014 19
End Date*	The end date for the pay period. Either this or the <i>Pay Period</i> field is required.
Routing ID*	Double-click for an index and short description. Use this field to display student employees for a given Routing ID.
Search Auth Nbr	Use this field to search for a specific work authorization number in the list that displays in the bottom area of the screen.
Auth Nbr/Benefit Nbr	DISPLAY ONLY - This field displays the work authorization number or taxable benefit number for the student employee.
Employee Name	DISPLAY ONLY - This field displays the first and last name of the employee associated with the work authorization or taxable benefit number.
E Type	You must accept the earnings type default, which is REG for Regular. If you want to enter hours other than regular, you must use the Employee Timesheet Maintenance screen (PR0101UG). The earnings types available are those created and entered by the System Office's Finance Department using the Payroll Earnings Type Controller screen (PR0003UG).
R/T	DISPLAY ONLY - This field displays the reporting type for the timesheet: S for <i>Standard</i> , C for <i>Correction</i> , T for <i>Contract</i> , or B for <i>Taxable Benefit</i> . The system will label each timesheet with the correct reporting type.
Hours*	Enter the reported number of hours the student worked. Example: 15.0. Either this or the <i>Lump Sum Amt</i> field is required. You may NOT use the <i>Lump Sum Amt</i> field if you are using this field.
Lump Sum Amt*	Enter a lump sum amount for the student employee. Either this or the <i>Hours</i> field is required. You may NOT use the <i>Hours</i> field if you are using this field.
Approved By	DISPLAY ONLY - This field displays the <i>Tech ID</i> (Technical ID) of the person who approved the timesheet record.
Untitled field	Use this check box to approve timesheets. If you select Unapproved in the <i>List Timesheets</i> field, then you can approve the timesheets in two different ways. 1. By selecting the All radio button (located under the Approve button) the system should check the untitled check box for all of the timesheets. 2. By selecting the Selected radio button (located under the Approve button), you will need to check the untitled check box for all the timesheets you would like to approve. So, this option allows you to not approve some of the timesheets.
List Timesheets*	Use this drop-down menu to filter timesheets according to the option

	selected on this menu. You have the option to view only <i>Pending Timesheets, Pending Contracts, Taxable Benefits, Unapproved, or Approved</i> . To remove the filter, select <i>All Records</i> .
Sort Timesheets By*	Use this drop-down menu to determine how you want the records sorted and displayed on the screen. They can be sorted by <i>Work Authorization/Taxable Benefit Number</i> or <i>Employee Name</i> .

Tips and Tricks

Retrieving Employees Prior to Entering Hours

NOTE: Prior to entering the hours worked by student employees, the system requires you to retrieve the *Pay Period* and the *Routing ID* for which you would like to enter hours.

Start from the Payroll Roster - Data Entry screen (PR0102UG)

1. Enter the fiscal year and pay period number in the *Pay Period* field.
2. **[Tab]** to the *Routing ID* field, and double-click to select a Routing ID from an index.
3. **Accept** on the appropriate *Routing ID*.
4. **[Tab]**. All work authorizations will display in the fields on the bottom half of the screen.

Entering Hours for Pending Timesheets

NOTE: The steps below are to be used for hourly employees.

IMPORTANT: You may ONLY enter regular hours using this screen.

NOTE: For state work-study authorizations (object code 0960), you will only be able to pay the student by hourly input and not by a lump sum payment for the earnings types REG and OTR. For the ADJ earnings type, you will still be able to pay the employee by hourly input or lump sum amount.

Start from the Payroll Roster - Data Entry screen (PR0102UG)

1. Follow the steps listed above to display the work authorization records for the pay period in which you want to enter hours.
2. Using the drop down list at the bottom of the screen, select *Pending Timesheets*.
3. **[Tab]** to the *E Type* (Earnings type) field and accept the default for ular hours.
4. **[Tab]** to the *Hours* field or the *Lump Sum Amt* field and enter the number of hours the student employee has reported on his/her timesheet or the lump sum amount he/she is to receive for the work performed.

5. **[Tab]** to the next student employee record and repeat steps 2 and 3.

6. **Store.**

Correcting a Timesheet Prior to Processing

IMPORTANT: The steps below are designed to correct a user error in entering hours prior to processing payroll. If the error is discovered after payroll has been processed, please refer to the documentation entitled *Employee Timesheet Maintenance* (PR0101UG).

Start from the Payroll Roster - Data Entry screen (PR0102UG)

1. Enter the fiscal year and pay period number in the *Pay Period* field.
2. **[Tab]** to the *Routing ID* field, and double-click to select a Routing ID from an index.
3. **Accept** on the appropriate *Routing ID*.
4. **[Tab]**. All work authorizations will display in the fields on the bottom half of the screen.
5. In the *Hours* field that needs correcting, drag across the current number of hours, and then type a new number.

6. **Store.**

Approving "Unapproved" Timesheets

Start from the Payroll Roster - Data Entry screen (PR0102UG)

1. Follow the steps above to display and enter hours for student employee work authorizations.
2. Click the *List Timesheets* drop-down menu and select the **Unapproved Timesheets** option.
3. To approve all timesheets displayed, click the **All** radio button and then click the **Approve** button

OR

Place a check mark in the *Approved By* check box field next to the individual student employee timesheets you want to approve and then click the **Approve** button.

4. A dialog box appears warning you that you are about to approve timesheet(s) for the pay period indicated. Click the **Continue** button.

Additional Documentation

- Employee Timesheet Maintenance screen (PR0101UG)
- Payroll Earnings Type Controller screen (PR0003UG)

Need Help?

For additional assistance, please submit a ticket via the Minnesota State IT Service Desk portal:
<http://servicedesk.minnstate.edu/CherwellPortal/MNSO>

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