Automated Time Reporter Data

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This job aid explains the automated Time Reporter Data process.

The automated Time Reporter Data process compares Job Data and Time Reporter Data and ensures that the two records are in sync as it relates to Active and Inactive employees. **This process assumes that Job Data is accurate and modifies Time Reporter Data to match Job Data.**

Important: This process will run just before Time Administration and will look for employees having changes made on Job Data and/or Time Reporter within the previous seven days. The process will look at the Date Created field, not the effective date of the transaction. It will then sync up Time Reporter Data with Job Data from October 17, 2003 to the present. A report will be generated listing those employees whose records were modified as a result of this process.

Automated Time Reporter Data

The following chart outlines what the automated Time Reporter Data process will do.		
Action	Result	Notes
Employee hired on Job Data	User must manually set up the Time Reporter Data page. This process will not automatically enroll the employee.	The system is unable to determine the required values.
Employee transferred from a limited Scope agency to an agency using Time and Labor	If the employee had previously been Active in Time Reporter this process will insert a new Active row. If the employee had never been set up in Time Reporter, no row will be added and the employee must be manually enrolled.	The new row will be added using the data from the previous Active row.* The system is unable to determine the required values for those employees never set up in Time Reporter.
Employee rehired on Job Data	If the employee had previously been Active in Time Reporter this process will insert a new Active row. If the employee had never been set up in Time Reporter, no row will be added and the employee must be manually enrolled.	The new row will be added using the data from the previous Active row.* The system is unable to determine the required values for those employees never set up in Time Reporter.
Employee placed on Leave of Absence on Job Data	If User does not inactivate Time Reporter this process will automatically insert an Inactive row using the same effective date as the Leave on Job Data.	This will eliminate the need to log a ticket with the Help Desk for effective dates that are not Fridays.
Employee returned from Leave of Absence on Job Data	If User does not activate Time Reporter this process will automatically insert an Active row using the same effective date as on Job Data. The new row will contain the same values as the row before it.* The User should verify that those values remain appropriate.	This will eliminate the need to log a ticket with the Help Desk for effective dates that are not Fridays.
Employee	If User does not inactivate Time Reporter this	This will eliminate

terminated on Job Data	process will automatically insert an Inactive row using the same effective date as the termination on Job Data.	overpayments after an employee has been terminated provided the termination row is added in a timely fashion.
Row added on Job Data that does not affect Time Reporter	If a user adds a row to Job Data that does not change the employee status, this process will not create a Time Reporter row.	This will eliminate duplicate rows on Time Reporter.
Row added on Time Reporter without a corresponding Job Data row	If User adds a row to Activate or Inactivate Time Reporter and there is no corresponding Job Data row, the Time Reporter row will be deleted.	Since Job Data is the employee's official record, that page must be updated before a row is added in Time Reporter.
Row added on Time Reporter without changes in values	If a user adds a row in Time Reporter and no values are changed, the row will be deleted.	This will eliminate duplicate rows on Time Reporter.
Employee transfers into a Limited Scope agency	If an employee transfers into a Limited Scope agency, a row will be added to Inactivate Time Reporter.	This will prohibit payable time from being created.

* Users need to review the information on the newly added row to verify accuracy. If any changes are needed, log a ticket with the Help Desk. Tickets should be logged to the Time and Labor Team.

Part A – Reviewing Time Reporter/Job Maintenance Report

Part A focuses on steps required to review the report created by the Automated Time Reporter Data process.			
	Step	Step Details	Core-CT Module
☐	**Print/View Time Reporter/Job Maintenance Report**	1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > Time Reporter/Job - CTTLR385*** 2. Review the report **Important:** The report will list those employees whose Time Reporter Data page was altered as a result of the process. Parts B, C and D below list some additional steps that are required in order to complete the cleanup process. **Important:** If you are unable to find the report click on the List tab. In the Name field, enter the report number - CTTLR385. Verify that the Last fields say "1" and "Day". Click the Refresh button. If no results are returned change the Last field to "2" and click Refresh again. **Important: This report should be reviewed on a daily basis.**	TL

Part B – Review Exceptions

Part B focuses on steps that need to be completed to review employee exceptions.			
	Step	Step Details	Core-CT Module
☐	**Review Exceptions**	1. Navigate to: ***Core-CT HRMS > Manager Self Service > Team Time > Manage Exceptions*** 2. Enter the employee number from the Time Reporter/Job Maintenance report. 3. Verify that no Inactive Time Reporter exceptions exist. **Important:** After this process runs, there should not be any Inactive Time Reporter exceptions for the employees updated. If Inactive Time Reporter exceptions are listed you must log a ticket with the Core-CT Help Desk to have them cleaned up. Any other exception can be cleaned up by agency users. Refer to the job aid Cleaning Up Time and Labor Exceptions for more information.	TL

Part C – Review Payable Time

Part C focuses on steps that need to be completed to review payable time.			
	Step	Step Details	Core-CT Module
☐	**Run Department Payable Status Report**	1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > Payable Status Report CTTLR252*** 2. Check Estimated (If you are a Self Service agency also check needs approval) 3. Enter 10/17/03 as the From Date 4. Enter today's date as the End Date 5. Run the report 6. Review report to identify any Estimated or Needs Approval time created by this process for the employee(s) listed on the Time Reporter/Job Maintenance report. **Important:** You can determine payable time created by this process by looking at the dates. You should look for prior period dates not related to any legitimate prior period adjustments. **Important:** You should ignore any Estimated or Needs Approval time for the current pay period and for legitimate prior period adjustments. **Important:** If there is Estimated or Needs Approval time listed for prior period dates that should not be paid, you need to log a ticket with the Core-CT Help Desk before Confirm Thursday to have it removed.	HR

Part D – Review Paycheck Data

Part D focuses on steps that need to be completed to review paycheck data.			
	Step	Step Details	Core-CT Module
☐	**Review Paycheck Data**	1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck*** 2. Enter the employee number listed on the Time Reporter/Job Maintenance report 3. Enter the Pay Period End Date of the current pay period 4. Click on the link for the current paycheck 5. Review the paycheck data to ensure that no prior period payments or deductions are included as a result of the Automated Time Reporter Data process **Important:** You must review the appropriate paycheck as determined by where in the pay cycle you are at the time. This step must be completed prior to Pay Confirm. On Confirm Thursday you can have Central Payroll delete the unwanted entries. After Confirm Thursday, you will need to cancel the check and request an Off Cycle check. **Important:** If there are prior period adjustments not related to legitimate prior period adjustments you need to log a ticket with the Core-CT Help Desk to have them removed.	PY

Part E – Review Time Reporter Data

Part E focuses on steps that need to be verified on Time Reporter Data.			
	Step	Step Details	Core-CT Module
☐	**Review Time Reporter Data**	1. Navigate to: ***Nav Bar > Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Manage Time Reporter Data*** 2. Enter the employee number listed on the Time Reporter/Job Maintenance report 3. Review the data on this page to ensure accuracy **Important:** This step only needs to be completed for those employees listed on the Time Reporter/Job Maintenance report that had a row added or Activated on Time Reporter. If any changes are needed, log a ticket with the Core-CT Help Desk.	TL