



VTHR: Four Steps for Managing Time Entry & Approval

Time Admin: The current schedule for Time Admin is below and also available at <http://humanresources.vermont.gov/node/952>

Every week: Friday & Saturday at 12:00PM, 5:00PM, 10:00PM

Pay Week: Sunday thru Thursday at 5:00PM;

Non-Pay Week: Sunday 12:00PM; Monday at 9:00AM, 11:00AM, 1:00PM, 5:00 PM; Tuesday 12:00 PM* & on request between 12:00PM & 5:00PM

Step	Task	Tool	Timing	Purpose
1.	Monitor that each employee has payable time (i.e., employees who appear on this report will not be paid)	VT_TL_NO_HOURS_RPTD No Hours Reported in a Date Range Criteria: range of dates, BU and Time Reporter Group	To be used after Time Admin has completed. Suggested: Run this query every Thursday to remind those who appear to enter time	To identify employees who do not have any payable time.
2.	Monitor that all hours are reported (i.e., full time employees have 80 hours)	VT_TL_HOURS_SUMMARY Summary of Hours by Employee for Period Criteria: pay period begin and end date, BU, and Time Reporter Group	Can be used before or after Time Admin is complete. Suggested: Run this query every Friday morning and again first thing on Monday of pay week	To determine how many hours each employee has reported. Tips: <ul style="list-style-type: none"> • Sort and subtotal by employee to summarize hours for all TRCs • Can be used to verify that a holiday TRC is used for a holiday period
3.	Monitor that all payable time is approved (i.e., employees who appear on this report will not be paid)	VT_TL_NEEDS_APPROVAL Payable Time Needing Approval Criteria: range of dates, time reporter group, BU	To be used after Time Admin has completed. Suggested: run this query Friday of non-pay week and Monday morning of pay week.	To ensure that all payable time is approved. This query must not return any data when run Monday at noon.
4.	Review payable time for accuracy	VT_TL_REPORTED_TIME Reported Time Criteria: range of dates, BU, time reporter group, employee ID	Can be used before or after Time Admin is complete. Suggested: run this query frequently so that required changes can be made to the timesheet	To review the chartfield coding for each employee, TRC and day as well as verify the correct use of cash/comp Tip: This query provides an audit of when time was reported, by whom, and who performed the last update

Notes:

- A. The queries listed above are very generic. There may be existing queries to help with specific employment classifications.
- B. Query Navigation is Main Menu > Reporting Tools > Query > Query Viewer
- C. For criteria that uses "Like" the wildcard % may be used.