Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

The TEL form, completed by/for all UAB biweekly employees, is used to document daily work and benefit hours. This information is used to process the biweekly payroll.

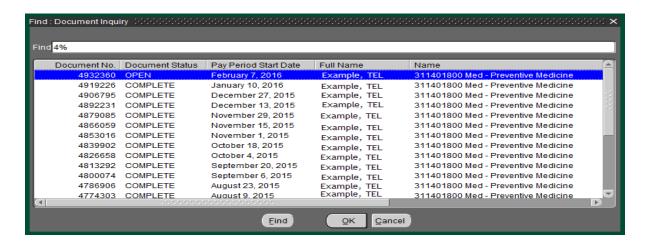
(<u>NOTE:</u> New employees should ask their supervisor/manager what timekeeping method is used by their respective departments/areas with regard to reporting biweekly work and benefit hours. Employees should ask if the department/area uses a Timekeeper or if all employees enter their own data.)

UAB TEL → TEL

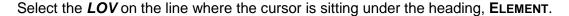
The **FIND: TEL FORM** window will load automatically. Employee's name and employee identification number will be populated. Select **Document Inquiry**.

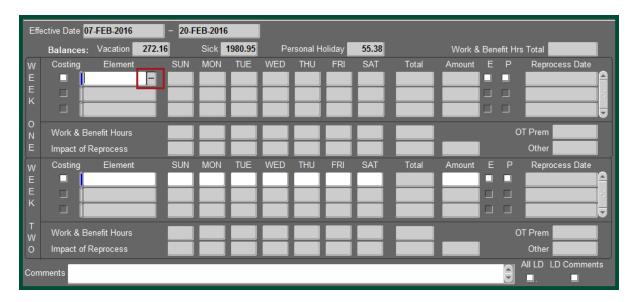


The **FIND: DOCUMENT INQUIRY** window will open. This contains a list of all TEL documents available to the user. Select the document you wish to open. You may either highlight the row and select **OK** or double click on the row. **The document for the current pay period will be in an open document status.** For an explanation of the different document statuses, **click here.**

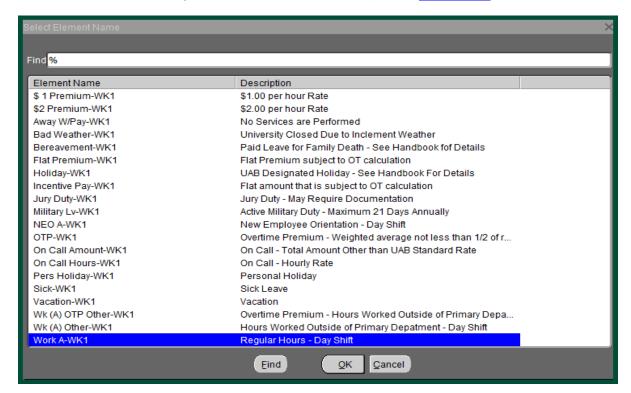


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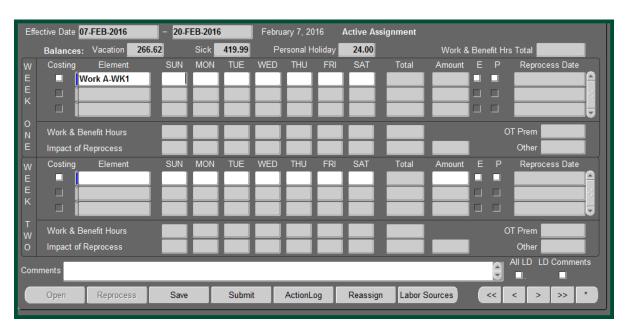
This will bring up a drop down box with a list of all available elements according to the assignment category. Select the appropriate element and double click or highlight the row and click **OK**. For a listing of TEL elements and descriptions, <u>click here.</u>



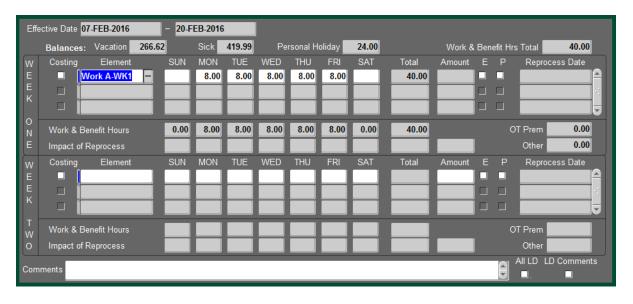
Updated 14-Dec-21

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The selected element will show on the TEL document.



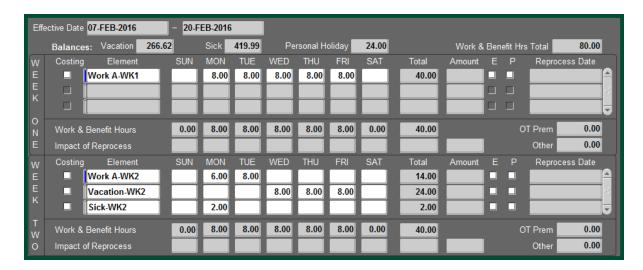
Enter the number of hours and minutes worked each day of the week in the appropriate column. Only total number of hours to be paid should be reported. <u>All time should be recorded as whole hours and/or decimals.</u>



Additional elements may be added on subsequent lines and hours associated with the elements should be included on the same row as the element and in the day column in which they occurred.

Updated 14-Dec-21

Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

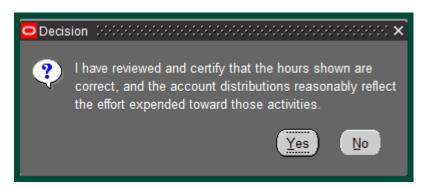


Once the information is correct, click Save.



Click on **Submit** to submit the document for approval.

The **DECISION** box will appear. If the information is correct, select **Yes**



The document enters the departmental approval path.

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