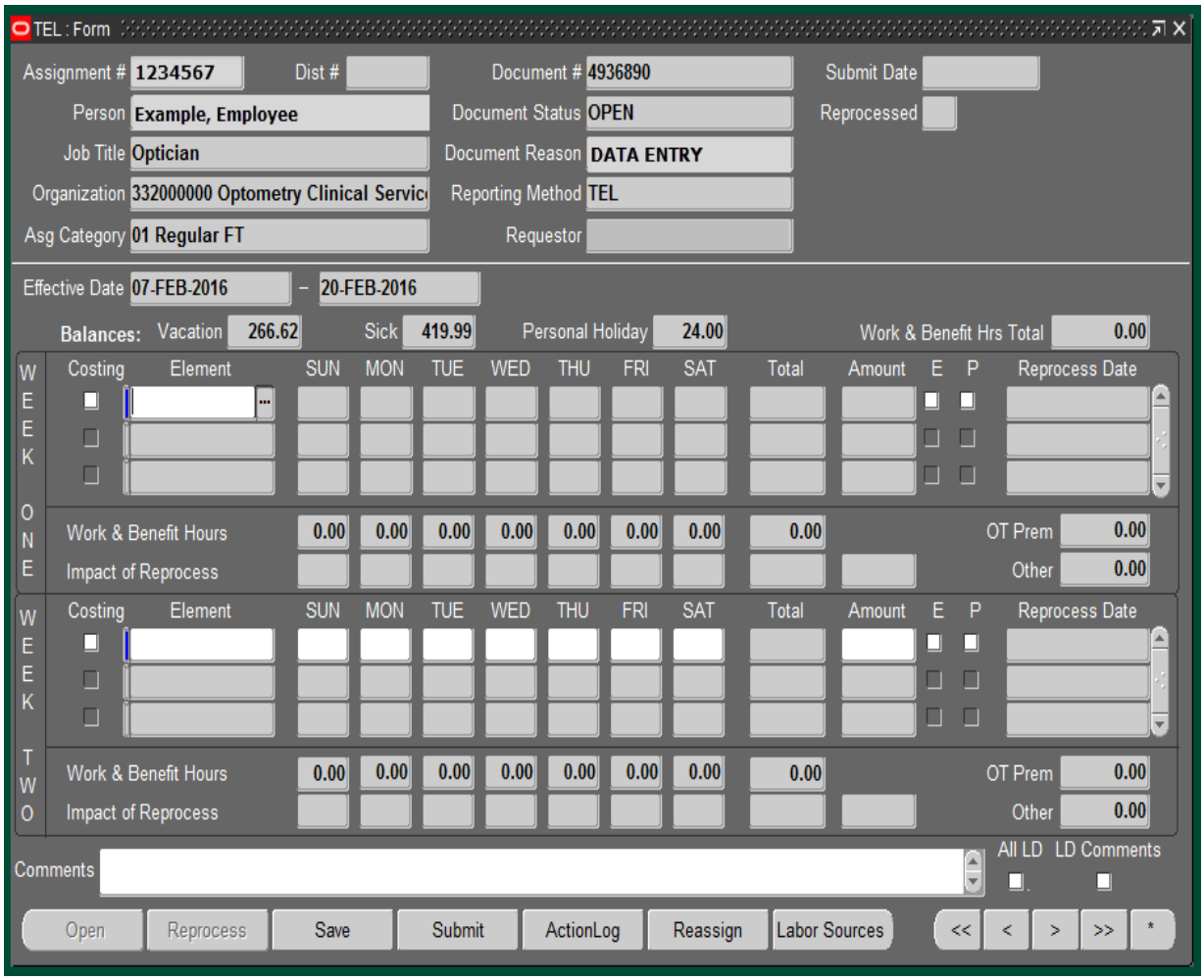
Time Entry and Labor (TEL) Documentation
Document Fields - Buttons Defined

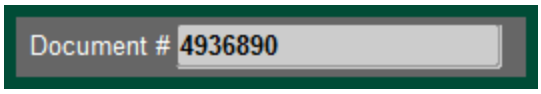
The TEL form is comprised of information relating to a biweekly employee's assignment, document information, accrual balances, hours worked within a specific time period, costing information, etc. An overview of the document, as well as, an explanation of the fields and buttons is included in this documentation.



The top portion of the TEL document is automatically populated by the administrative system. The information contained in these fields relates to the employee's biweekly assignment and document information.

The **ASSIGNMENT NUMBER** is populated with the employee's UAB identification number. This number is assigned when an employee's initial hire document is processed through Central Administration.

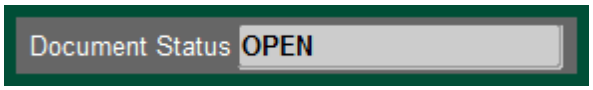
The **DISTRIBUTION NUMBER** is set up by the Workflow Officer for an organization. It is used to direct specific documents into the appropriate approval paths. **This is not a required field.**



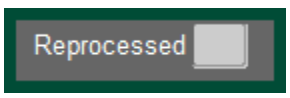
The **DOCUMENT NUMBER** is assigned by the system when the document is generated. Each document has an authentic number.

The **SUBMIT DATE** indicates the date that the document was submitted by the requestor.

The **PERSON** field is populated with the employee's name (last name, first name).



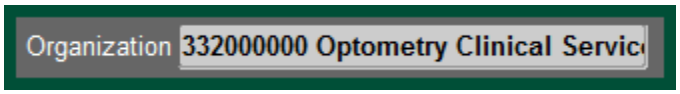
The **DOCUMENT STATUS** refers to the current state of the document. The different statuses are: open, ready, user approved, central approved, electronic approved, and complete. For a detailed explanation of these statuses, **click here**.



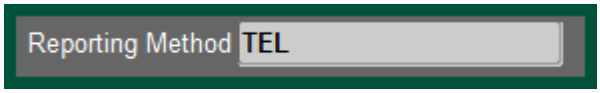
The **REPROCESSED** field indicates the number of times that an original document has been modified; therefore, reprocessed. The two most common reasons for reprocessing a TEL document are to **add overtime** submitted hours or **reallocate** submitted hours. For a detailed explanation of how to reprocess these documents, click the hyperlinks.

The **JOB TITLE** field is the employee's job title related to their biweekly assignment.

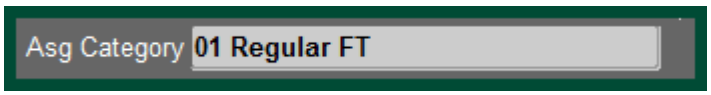
The **DOCUMENT REASON** field indicates how the data is reported. The document reasons are: data entry, late document, electronic feed, reprocess, central adjustment, and central reprocess. For a detailed explanation of these reasons, **click here.**



The **ORGANIZATION** field is the department/area in which the biweekly assignment is affiliated.



The **REPORTING METHOD** refers to how the data is reported. Appropriate reporting methods are: TEL, TAMS, and Design Build. **All new employees are encouraged to discuss the TEL reporting method with their supervisor.**



The **ASG CATEGORY** (Assignment Category) refers to the employment category of the biweekly assignment. **Click here** to access section 2.1, "Employment Assignment Categories at UAB," of the *You and UAB Handbook for Administrative, Professional, and Support Personnel* for a listing of all employment categories.

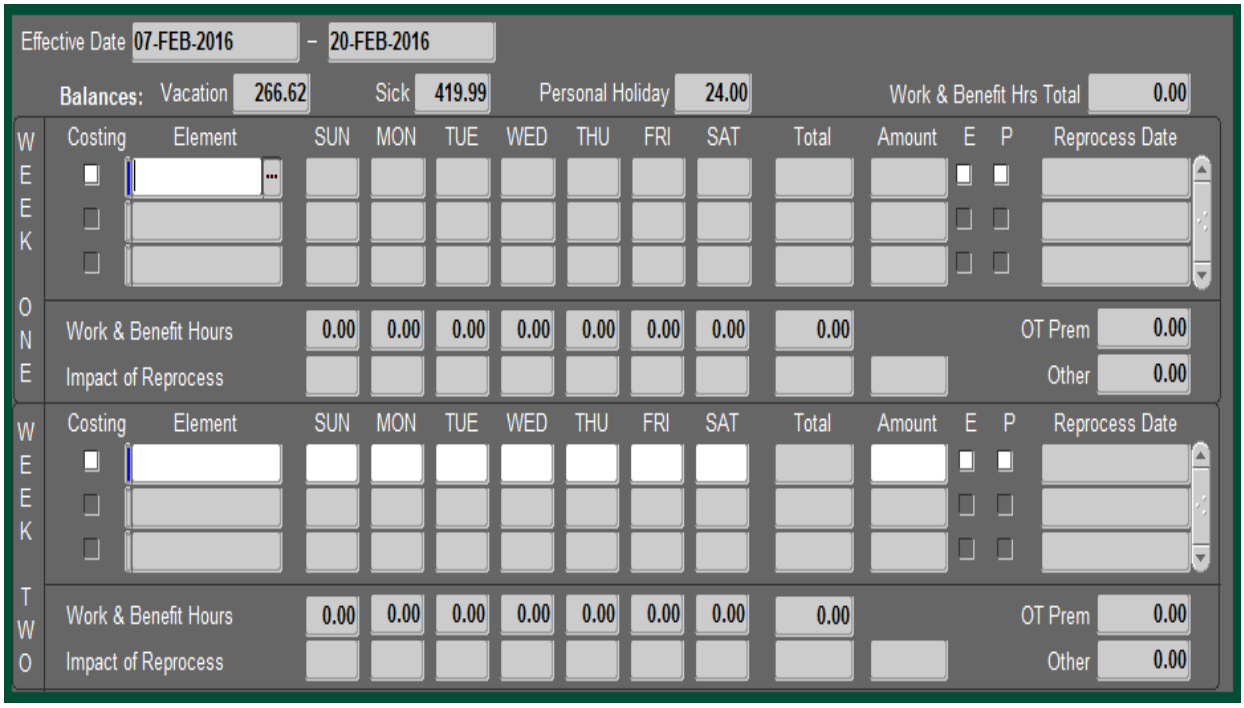
The **REQUESTOR** field is populated based on the owner of the document at any given time.

The middle portion of the TEL document is considered the data entry portion. The data entry may be input by those with TEL access (i.e. biweekly employees, timekeeper, HR Officer, etc.) or may be fed electronically from another time reporting system (i.e. TAMS or Design Build.)

This information may be input on a daily, weekly, or biweekly basis. Each organization may have specific instructions with regard to the data entry on TEL documents and organizational deadlines for TEL document submission. All new biweekly employees are encouraged to discuss these details with their supervisor.

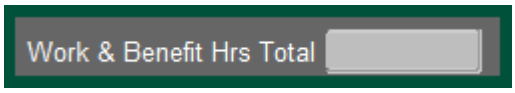
The data entry is divided into week one and week two. The element names correspond to the week in which they are being reported. The following field definitions apply to both week one and week two.

Three data entry lines are visible on the TEL document. In order to add additional lines, use the *down arrow* key on your keyboard.

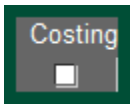


The **EFFECTIVE DATE** field is the period of time for which pay should be reported on the specific document. To access all pay periods for the fiscal year, **click here.**

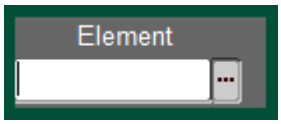
The **BALANCES FIELD** indicates the vacation, sick, and personal holiday balances for the employee as of the effective date of the TEL document. Any benefit time submitted on the document will be reflected on the subsequent TEL document.



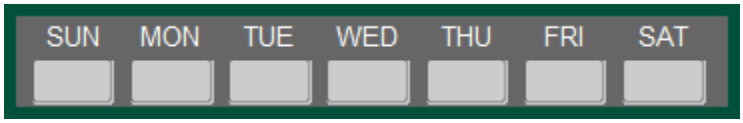
The **WORK & BENEFIT HRS TOTAL** will populate once the TEL document has been saved. All work and benefit hours included on the document will be reflected in this total. **Click here** to see a listing of all TEL elements included in the total.



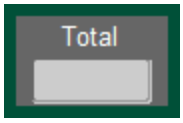
The **COSTING** box, when checked, indicates that the element and time associate with it have been costed to an account not included on the employee's ACT document.



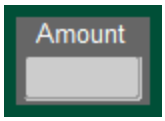
The **ELEMENT** field is used to define the element type to which the hours posted should be costed. This field denotes if the reported time is related to work, benefit, or other hours. To see a list of elements and their meanings, **click here.** The elements listed in the LOV are dependent on the user's employment category. To view a breakdown of the element lists by employment status, **click here.**



The boxes seen above are used to report daily hours. All time should be recorded as whole hours and/or decimals. For the minute conversion table, **click here.** Arrival and departure times are not included on the TEL form; only the total number of hours. It is not necessary to report hours not worked nor hours that are not to be paid.

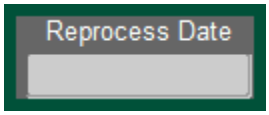


The **TOTAL** field is the total of all hours reported for the week under the specific element listed.



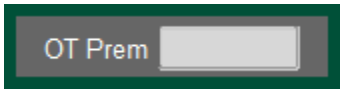
This **AMOUNT** field is required for some element types. **Click here** for a listing of the elements which require data in the amount field.

The "**E**" box will be checked if the TEL document is processed through an electronic feed such as TAMS or Design Build. The "**P**" box is checked when the TEL document has been processed through payroll**. A check in either box indicates that the lines cannot be modified.**



If the TEL document is reprocessed, the date of the reprocess is indicated in the **REPROCESS DATE** box. A TEL document may be reprocessed to **reallocate** hours or **add/delete hours**.

The **WORK & BENEFIT HOURS** is a total of hours entered on the TEL document for each day.

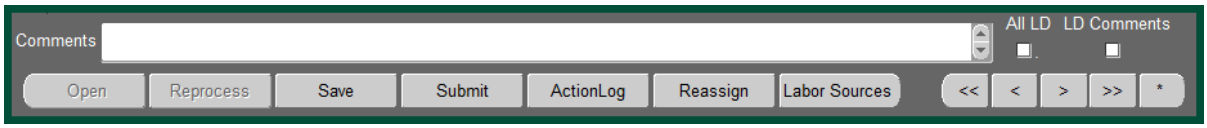


The hours listed in the **OT PREM** box indicate how many total hours for the week are to be paid at a premium overtime rate.

Should the TEL document have to be reprocessed, the **IMPACT OF REPROCESS** field will show the changes made by the action.

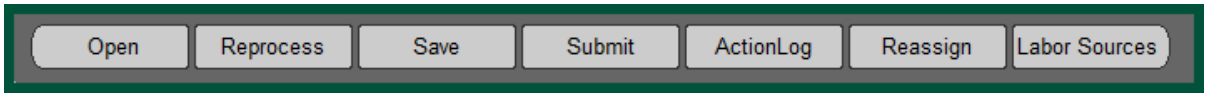
Hours included in the **OTHER** field are those that have been classified as elements other than work or benefit time. For a listing of elements included in this category, **click here.**

The bottom portion of the TEL document is comprised of the comments section, action buttons and the navigation toolbar.



The **COMMENTS** box may be used by the TEL user or Central Administration for comments related to the specific document or pay period.

A check in the **ALL LD** box indicates that all labor distributions for the assignment have been costed. For information on all element costing, **click here.** A check in the **LD COMMENTS** box indicates that comments have been entered on the labor distribution page. For instructions on how to cost individual LD elements on the TEL document**, click here.**



The **OPEN** button is used by an approver to reopen a document to the requestor. The document may be opened to a requestor until the document is in complete status.

The **REPROCESS** button must be used once a document reaches complete status and a change needs to be made. For information on reprocessing a document, select the purpose for the reprocess from the **two options.**

The **SAVE** button is used by the requestor after information has been entered. The document must be saved before exiting in order to maintain the information that's been entered. This is particularly important for those that may enter daily hours. The save button must be clicked before a document can be submitted.

Once the document has been fully completed, the requestor should **SUBMIT** the document. This button directs the document into workflow.

The **ACTIONLOG** allows a requestor and/or approver to see the workflow status of the document. Clicking this button will display the document locator.

Selecting the **REASSIGN** button enables the document to be reassigned to another party. This action may be necessary if an employee and/or timekeeper is unable to complete the information and another party needs to complete it.

The **LABOR SOURCES** button brings up the LD costing page. For information regarding costing the elements on a TEL document; select **all element costing** or **individual element costing**.

The navigation buttons allows a requestor to navigate through the employee's TEL document history.

The double "back" arrow will navigate to the first TEL document with an end date effective in the calendar year that is currently being viewed.

The single "back" arrow will navigate to the previous document. This action will allow the user to cross calendar years.

The single "forward" arrow will navigate to the next document. This action will allow the user to cross calendar years.

The double "forward" arrow will navigate to the last TEL document with an end date effective in the calendar year that is currently being viewed.

The asterisk (*) navigation button will bring up all documents in descending order for the current assignment for viewing

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