HRS PAYROLL INPUT
Time Input & Confirmation hours are: 7:30 AM-10:00 PM Monday thru Friday

BIWEEKLY TIME INPUT
1. The biweekly payroll system is open to the departments on Friday of the second week of the work period. At that time the Multiple Time Input (**UT1**), Individual Time Input (**UT2**), and Approval Time Entry (**UT3**) screens are made available.
2. The department enters hours worked, hours sick, vacation hours, and compensatory hours for employees paid on the biweekly schedule. These input fields are colored green. The blue text cannot be edited. This applies to all HRS screens.
3. When time input is complete, the department must review the information, and type "**Y**" (yes) in the **Approve** field, type their name, and press the **<Enter>** key on the Approve Time Entry (**UT3**) screen. After they are "approved" the **UT1** or **UT2** screens cannot be changed. The input fields change from green to blue once they are "approved". The records must be approved by 3:00pm Tuesday following the work period. This gives Payroll personnel the opportunity to verify that all records have been approved when the Time Input system closes.
4. If errors are detected, the "approval" must be removed from the **UT3** Screen by typing an "**N**" in the **Approve** field then pressing the **<Enter>** key. The input fields on the **UT1** or **UT2** screens change back to green so that corrections can be made.
5. A test calculation is run Tuesday evening. This provides the preliminary Wage Report (**UT4**), which may be viewed at 7:30 AM Wednesday.   Report all discrepancies to the Payroll department for correction on the final calculation.   The **UT**1 & **UT2** screens are close at this time.
6. A final calculation is run Wednesday evening. This provides the final Wage Report (**UT4**), which will be available 7:30AM Thursday. This reflects the actual data on the payroll advice form.

MONTHLY CONFIRMATION
1. The monthly confirmation system is open to the departments on the **third week** of the month.   The department enters vacation, sick, and compensatory time for monthly personnel on the **Leave Input/Time Confirmation** screens (**UC1** or **UC2**).
2. The department approves the total time for a department on the **Confirmation Approval** screen (**UC3**). When time input is complete, the department must review the information, and type "**Y**" (yes) in the **Approve** field, type their name, and press the **<Enter>** key. Monthly confirmation must be approved by the end of the 5th working day of each month.
3. If errors are detected, the "**approval**" must be removed by typing an "**N**" in the **Approve** field on the **UC3** screen then pressing the **<Enter>** key. The input fields on the **UC1** & **UC2** screens change back to green so that corrections can be made. After the monthly confirmation is run (5th working day of the month) the (**UC**1), (**UC2**), & (**UC3**) screens are closed.

Exception To Normal Pay (ENP)   (Formally) Special Pay
1. **ENP** is open every day.
2. The **Input /Approve ENP**'s **By Employee** screen (**US1**) provides numerous functions. One can view, input or approve an **ENP**, as well as display account status and dates.
3. The **ENP Approve By Department** screen (**US2**) provides the status and amounts of all **ENP**'s with the option of approving them. This is the primary screen for approving an **ENP**.
4. The **ENP**'s **Listed By Department** (**US3**) **& Listed By Employee ID** (**US4**) screens provide viewing access for Approved and Processed **ENP**'s as well as amounts and dates.
5. The **ENP**'s **Update/Approve Information (US5)** provides Modified, Approved, and Processed Dates as well as Time, Operator ID Number, and Name of the person who input and approved the **ENP**.
6. If errors are detected, the "**approval**" must be removed by typing an "**N**" in the **Approve** field of the **US2** screen then pressing the **<Enter>** key. The input fields on the **US1** screen change back to green so that corrections can be made.
7. Once an **ENP** has been approved it will be paid on the first monthly or biweekly calculation meeting the ending date criteria. **ENP**'s are paid based on the latest ending date on the **ENP**. Prior to a **ENP** being included for further processing, all ending dates must be earlier than or equal to the pay period ending date of the pay period being processed.

LABOR DISTRIBUTION SYSTEM
1. Labor Distribution is open every day and data is downloaded into HRS daily.
2. The **Labor Distribution Add/Maint** screen **(UL1)** is used to input new Labor Distribution data.
3. The Actual and Proposed Labor Distribution by position are displayed on the **Labor Distribution List (UL2)** screen. Labor Distribution on this screen can be used as a template in creating a new labor distribution. This is accomplished by selecting the line number of a listed Labor Distribution. You will be transferred to the **UL1** screen to modify/update an existing labor distribution.
4. The **Labor Dist List By Div Department (UL3)** is an informational screen displaying Position, Position Title, and Working Title of individuals in a specified department. Selecting a line number will transfer to the **UL2** Screen and display amplified LD information on that position. An earnings code is used only when assigning a separate labor distribution to an additive assignment linked to a position. The most common additive assignments is the cell phone additive (earnings code 501). Note: When updating please verify the position number. This information is available on the HRS (**L16**) Screen.