

CxUF: We Work Hard for the Money!

Scenario 1: Paylist Review

The Payroll Processor in the Music department is reviewing their preliminary paylist. They noticed something seemed off about the two employees below.

You Two is an exempt employee who retired from UF on 3/6/21. He took vacation on 3/5/21 and is spending time at the beach with his grandkids!

Diranne Deran is an hourly employee who was promoted with a pay raise on 3/12/21 to a Fiscal Assistant II.

Using the Preliminary Paylist below, can you spot what is wrong with each employee? (**Note:** Some columns on the paylist have been hidden if they weren't needed for this activity.)

Empl ID	Name	Paylist Dept	Job Empl Rec #	FTE	Earnings Beg Date	Earnings End Date	Earns Code	Std Hours	Actual Hours	Hrly Rate/ Bi-Wkly Rate	Actual Gross	Total Gross
08675309	Two, You	10001000	2	1.00	Mar 05, 2021	Mar 18, 2021	TMS	80.00	80.00	\$1762.45	\$1,762.45	1,762.45
98765432	Deran, Diranne	10001000	0	1.00	Mar 05, 2021	Mar 11, 2021	TNE	40.00	40.00	\$16.00	\$640.00	1,524,640.00
98765432	Deran, Diranne	10001000	0	1.00	Mar 12, 2021	Mar 18, 2021	TNE	40.00	40.00	\$38100.00	\$1,524,000.00	1,524,640.00

Scenario 2: Exceptions

The Payroll Processor in the Fitness department noticed a few of their employees had time exceptions. They started by reviewing the Timesheet and Payable Time Detail. Can you spot what is wrong with each employees' time?


Suzann Summers


Suzann Summers is an exempt employee who was on vacation on March 4th. What is causing the exception and how should it be fixed?

Timesheet


Summers, Suzann	Employee ID 42144443
EXT AST SCTST	Empl Record 0
Actions ▼	Earliest Change Date 03/04/2021

I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday – Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported.

Select Another Timesheet	
*View By <input type="text" value="Week"/>	Previous Week Next Week
*Date <input type="text" value="02/26/2021"/> 	
Reported Hours 48.00	Punch Timesheet

From Friday 02/26/2021 to Thursday 03/04/2021 								Total	Time Reporting Code
Fri 2/26	Sat 2/27	Sun 2/28	Mon 3/1	Tue 3/2	Wed 3/3	Thu 3/4			
8.00			8.00	8.00	8.00	8.00	40.00	120-Regular Faculty - FAC	
						8.00	8.00	185-Vacation Used - VAC	

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
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Exceptions 						
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
03/04/2021	TLX9999	Time Administration	Unresolved	High	Exceptions	

Jayne Phonda

Jayne Phonda is an hourly employee who enters their time in the punch timesheet. What is causing the exception and how should it be fixed?

Timesheet

Phonda, Jayne STU AST - NON-CLERICAL & ADMIN	Employee ID 53333661 Empl Record 0 Earliest Change Date 03/04/2021
Select Another Timesheet *View By <input type="text" value="Week"/> Previous Week Next Week *Date <input type="text" value="02/26/2021"/> Reported Hours 4.00 Elapsed Timesheet	

From 09/11/2020 to 09/17/2020

Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total
	Fri	2/26	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Sat	2/27	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Sun	2/28	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Mon	3/1	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Tue	3/2	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Wed	3/3	New		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Thu	3/4	Submitted		8:00:00AM	12:00:00PM	1:00:00PM	<input type="text"/>	4.00

Exceptions

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
03/4/2021	TLX10064	Time Administration	Unresolved	High	Invalid Punch Order.	<input type="text"/>

Richard Symmuns

Richard Symmuns is an hourly employee who recorded some leave time during the pay period. What is causing the exception and how should it be fixed? (**Note:** *Symmuns continues onto the next page.*)

Payable Time Detail

Symmuns, Richard

Employee ID 59893216

Administrative Support AST I

Employment Record 0

Actions ▾

Start Date	02/26/2021	
End Date	03/04/2021	

▶ Payable Status Filter

Payable Time

Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval		
Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type	
02/26/2021	Approved		TNE	8.00 Hours	
03/01/2021	Approved		FSK	7.34 Hours	
03/02/2021	Approved		TNE	8.75 Hours	
03/03/2021	Approved		TNE	7.00 Hours	
03/03/2021	Approved		VAC	1.00 Hours	

[Return to Select Employee](#)

Total Quantity

32.090000

Richard Symmuns continued...

Timesheet

Symmuns, Richard	Employee ID 59893216
Administrative Support AST I	Empl Record 0
Actions ▾	Earliest Change Date 02/18/2021

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 40.00 Elapsed Timesheet

From 02/12/2021 to 02/18/2021

Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
	Fri	2/26	Submitted		7:30:07AM	12:30:08PM	1:30:07PM	4:30:09PM	8.00	
	Sat	2/27	New							
	Sun	2/28	New							
	Mon	3/1	Submitted							945-FMLA Sick - FSK - 7.34 hours
	Tue	3/2	Submitted		7:30:08AM	2:05:19PM	3:05:19PM	5:10:29PM	8.66	
	Wed	3/3	Submitted							185-Vacation Used - VAC - 1.00 hours
			Submitted		7:30:10AM	10:30:00AM	11:30:00AM	1:00:11PM	4.50	
			Submitted		2:00:10PM	4:30:00PM			2.50	
	Thu	3/4	Submitted							110-Regular TEAMS (H) - TNE - 8 hours

Exceptions Personalize |

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
03/04/2021	TLX9999	Time Administration	Unresolved	High	Exceptions	Hours exceed 40 needs reviewed

Scenario 3: Payable Time Detail

Mikel Jaxson is showing up on the department's preliminary payroll under the 'Missing a Paycheck' section. They review Mr. Jaxson's Timesheet and Payable Time Detail. Why is there no paycheck and what should the department do? (**Note:** Jaxson continues onto the next page.)

Need Timesheet

Payable Time Detail

Jaxson, Mikel

Employee ID 35955555

POSTDOC ASO

Employment Record 4

Actions ▾

Start Date	03/05/2021	
End Date	03/18/2021	

[Previous Employee](#)

Payable Status Filter

Payable Time ?

Payable Time ?						
Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval			
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	
03/05/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/08/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/09/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/10/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/11/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/12/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/15/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/16/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/17/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	
03/18/2021	Rejected by Payroll	Not Processed in Payroll	PD8	8.00	Hours	

[Return to Select Employee](#)

Total Quantity

80.000000

Mikel Jaxson continued....

Timesheet

Jaxson, Mikel

Employee ID 35955555

POSTDOC ASO

Empl Record 4

Actions ▾

Earliest Change Date 03/05/2021

I UNDERSTAND that the below hours may not accurately reflect my actual daily hours but represent the weekly (Friday – Thursday) total. By submitting my time, I agree that my total actual hours meet or exceed total time reported.

Select Another Timesheet


*View By ▾

[Previous Week](#) [Next Week](#)

*Date  

Reported Hours 40.00

[Punch Timesheet](#)



From Friday 03/05/2021 to Thursday 03/11/2021 

Fri 3/5	Sat 3/6	Sun 3/7	Mon 3/8	Tue 3/9	Wed 3/10	Thu 3/11	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	40.00	

Select Another Timesheet


*View By ▾

[Previous Week](#) [Next Week](#)

*Date  

Reported Hours 40.00

[Punch Timesheet](#)

From Friday 03/12/2021 to Thursday 03/18/2021 

Fri 3/12	Sat 3/13	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Total	Time Reporting Code
8.00			8.00	8.00	8.00	8.00	40.00	