

## 8.9 HRMS Step by Step Guide Running Time Entry Audit Report

**Overview:** The Time Entry Audit Report provides information about entries in Time Collection batches. The entries in the batches either override approved compensation rates or reflect rates in addition to those in Job Data. The report also includes entries that have been entered and approved by the same user. Time Entry Audit Report does not include entries for vacation or sick leave usage because those adjustments do not change approved compensation rates. Only certain earnings codes are included in this report. A table of these earnings codes are at end of this guide.

This report is primarily a compensating control mechanism for users who have incompatible access to HRMS. The report provides a tool for designated reviewers to audit transactions in Time Collection that have been entered and approved by the same user. Normally, the designated reviewer runs these reports on a monthly basis. The reports provide a tool for supervisors and managers to audit quality control of transactions that have been entered and/or approved by any user regardless of whether or not that user has incompatible access to HRMS.

Enter the appropriate parameter(s) for the report. Selecting the correct parameter or combination of parameters is essential for obtaining desired information for the review. There are a variety of parameters available, and an explanation for the use of each is provided at the end of this guide.

For a complete list of reports and reviews available in PeopleSoft 8.9, go to the 89HRMS Report and Review Resource Guide.

**Note:** The screen shots used in this guide may not be representative of your access.

### 1. Navigate to Reports and Reviews

- Reports and Reviews
- Click on ` Auditing



### 2. Auditing Reports are displayed

- Click on [Time Entry Audit](#)



### 3. Time Entry Audit search page displays

- Click on Search to find an existing run control ID

University of Colorado

HR89TEST D00114 Home | Worklist

Menu

Search: [ ]

My Favorites

Reports and Reviews

Auditing

Personnel Actions Audit

**Time Entry Audit**

Funding and Suspense

Job Information

Payroll and Time Collection

Personal Information

Position

Recruiting

Training

Time Entry Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with [ ]

Search | Advanced Search

Find an Existing Value | Add a New Value

### 4. Search Results display

- Click on an existing Run Control ID or create a new ID
- To create a new ID, Click on [Add a New Value](#)

Time Entry Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with [ ]

Search | Advanced Search

No matching values were found.

Find an Existing Value | Add a New Value

### 5. Add a New Value page displays

- Enter a new Run Control ID.

NOTE: Spaces are not valid.

- Click on [Add](#)

Time Entry Audit

Find an Existing Value | Add a New Value

Run Control ID: Time [ ]

Add

Find an Existing Value | Add a New Value

## 6. Time Entry Audit Run Control page displays

- Always Enter From and To Dates
- Do not run for more than 2 months
- Results are based on row level security
- Click 

Enter appropriate parameter(s) for the report. There are a variety of parameters available, and an explanation for the use of each one is provided below. Selecting the correct parameter or combination of parameters is essential to obtaining the information required to conduct the review.

1. **From and End Dates** – From and End Date fields are used to determine the time period for which you want to run the audit report. **These two fields do not represent the effective date(s) of the transaction(s) in HRMS. They represent the Pay Period End Date Ranges.** This is a different use of these fields from other HRMS reports. This report picks up all the relevant information for all pay period end dates that occur within the dates you specify. For example, a manager runs this audit report for the period 02/01/07 – 03/31/07. The report will show all relevant transactions, based on the report parameters entered, that occurred in all the pay periods during those two months.
2. **Entered and Approved by Same ID** – Use this parameter to find all transactions entered and approved by the same user. Check this checkbox and enter the From and End Dates to find the transactions entered and approved by all end users within your row-level security access for the specified period of time. Also use this checkbox to find transactions for the audit review process.
3. **Include Terminated Employees** – This parameter is used to include terminated employees in the report results.
4. **Approver/Entered by EmpID** – As noted in #2, using this checkbox will provide all transactions entered and approved by all users in your row-level security access. Enter an employee ID for the operator to be audited in either one of these fields and check the Entered and Approved by Same ID to limit the results to a single operator. For example, if Bob Smith only wants to see the transactions entered and approved by Jan Clark, he would enter her employee ID in either one of these fields, and check the entered and approved by same ID checkbox.

**NOTE:** These two fields also can be used independently of the “Entered and Approved by Same ID” checkbox. Managers and supervisors can use this functionality for qualitative and quantitative analyses and to monitor transactions in Time Collection. For example, a supervisor wants to see transactions entered but not approved by his employee, Angela Moreno, he enters her employee ID in the “Entered By EmpID” field. The report would provide information about all relevant time entry transactions Angela entered.

5. **Job Code Series (Leave Blank for All)** – This parameter limits the search results by choosing a specific personnel group (see option list). More than one personnel group can be searched for at a time by using the   buttons.

Classified Staff  
 Clinical Faculty - 1201-1299  
 Exempt Professional 2101-2199  
 Fellowships - 3201 - 3299  
 High School 4301-4399  
 Medical Residents 3101 - 3199  
 Off Camp Work Study 4201-4299  
 Other Faculty - 1401 - 1499  
 Other State Institutions 4401  
 Regular Faculty 1100-1199  
 Research Faculty - 1301 - 1399  
 Student Faculty - 1501 - 1599  
 Student Hourly - 4101 - 4199  
 Temporary - 6101 - 6199

Run Control ID: Time

[Report Manager](#) [Process Monitor](#)

Run

Limit report as needed by adding each selection criteria

Campus:  Job Code:

EmplID:

Department:

Pay Group:

Earnings Code:

Select Pay Period End Date Range (leave blank for all)

From Date:  End Date:

Include Terminated Employees  Entered & Approved by Same ID

Approver EmplID:

Entered by EmplID:

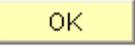
Jobcode Series (leave blank for all):  Find First 1 of 1 Last

Now let's take a look at the other parameters for this report:

6. **Campus** – This field is used to look at all transactions for a single campus and should be used in conjunction with the “From and End Dates,” “Entered and Approved By Same ID” and/or “Approver EmplID/ Entered by EmplID” fields. If these additional parameters are not used, the report will return results for all pay period end dates and relevant time entries for that campus.
7. **Job Code** – This parameter is used to limit the report results to a single job code and should be used in conjunction with the “From and End Dates,” “Entered and Approved By Same ID” and/or “Approver EmplID/ Entered by EmplID” fields. If these additional parameters are not used the report will return results for every relevant time entry transaction for that job code.
8. **EmplID** – This parameter is used to limit the report results to a single employee ID. For example, to audit all relevant time entry transactions that were entered for Mark Mathis, enter Mark’s employee ID number in this field. This is not the employee ID of the person who entered and/or approved the transaction.
9. **Department** - This parameter is used to limit the report results to a single department and should be used in conjunction with the “From and End Dates,” “Entered and Approved By Same ID” and/or “Approver EmplID/Entered by EmplID” fields. If these additional parameters are not used the report will return results for every relevant time entry transaction in that department.
10. **Pay Group** – This parameter can be used to limit report results to a single pay group. For example, to only view information for monthly employees, select “MON” to get back results for monthly paid employees.
11. **Earnings Code** – This parameter can be used to limit report results to a single earnings code (see applicable earnings codes at end of Step-By-Step Guide). For example, to view information for the earnings code BON (Bonus), select “BON” as an earnings code to get back results for employees who received Bonuses.

**TIP:** Since this report has a number of possible parameter combination possibilities, it is suggested that users try various combinations in order to find the best fit for the purpose for which they are using the report. For the compensating control audit purpose, the most common combination of parameters will be the “From and End Dates” in conjunction with the “Entered and Approved By Checkbox.” If a reviewer is responsible for auditing numerous operators with incompatible access it may be helpful to run the report using the “Approved by EmplID” in conjunction with the parameters mentioned above.

## 7. Process Scheduler page displays

- Enter *PSUNX* in the Server Name
- Verify the report type is Web
- Verify the format is CSV (No data will be displayed in the PDF format)**
- Click 

### Process Scheduler Request

User ID: D00114      Run Control ID: Time

Server Name:       Run Date: 02/22/2007 

Recurrence:       Run Time: 4:55:04PM      

Time Zone:  

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PER621CU	PER621CU	SQR Report	Web	CSV	<a href="#">Distribution</a>

## 8. Time Entry Audit page re-displays

- Click on [Report Manager](#)

Runctl Per621

Run Control ID: Time

[Report Manager](#) [Process Monitor](#)



Limit report as needed by adding each selection criteria

Campus:       Job Code:  

EmplID:  

Department:  

Pay Group:  

Earnings Code:

Select Pay Period End Date Range (leave blank for all)

From Date:        End Date:  

Include Terminated Employees       Entered & Approved by Same ID

Approver EmplID:

Entered by EmplID:

Jobcode Series (leave blank for all):   First  1 of 1 

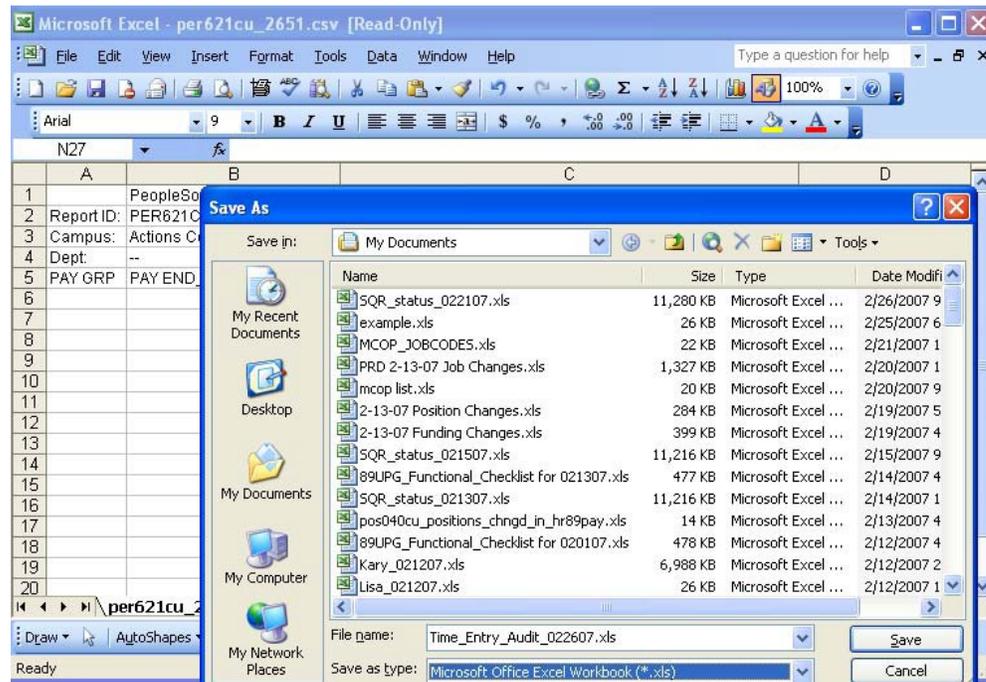
 



## 12. Open File Download box displays .csv (Excel) format

- Click  to save the report
- It is suggested that after opening, immediately save this file as an Excel document to the computer hard drive.
- Enter the selected file name
- Change Save As Type to Microsoft Excel
- Select  . Note the location (Folder/drive) where the file is saved.
- Close HRMS and reopen Excel and open this file for your working copy.



## Reading Your Report: Time Entry Audit Report Fields

Most of the report fields are self-explanatory, for example, pay end date, employee name, approver ID, enterer ID, job code, etc. Following is an explanation for the three report fields that need additional explanation:

- 1) **Earn CD** – this field shows the earnings code for the time entry transaction.
- 2) **Oth Pay** – this field shows the amount of extra pay that was entered for the employee.
- 3) **Hourly Rate** – this field shows the override hourly rate.

### Conclusion:

This Step-By-Step Guide provides information only about how to run this report. It is up to the individual who runs or reviews the report to decide what transactions will be audited and how that audit will occur. For help in interpreting the data on the report, users should work with their Campus Security Coordinator and/or Human Resources office.

## Running Time Entry Audit Report Complete

### Earnings Code Table For Time Entry Audit Report

ERNCD	DESCR	DESCRSHORT	ERNCD	DESCR	DESCRSHORT
1HW	1st Shft-Hol/Wknd HlthCare Svs	1HOL/WKND	HON	Honorarium	HONORARIUM
1OW	1stSHF OT Hol/Weekend HlthCare	1OTHolWknd	INC	Incentive Pay	INCENTIVE
1SW	1st Shf Hrly Hol/Wknd HlthCare	1SFHolWknd	LTP or LTS	Late Payment	LATE PAY
2HW	2nd Shft Hol/Wknd-HlthCare Svs	2HOL/WKND	MLS	Current Pay Meals	CURR MEALS
2OT	2ndSHF OT Weekday HlthCare Svs	2NDSHF/OT	MLT	Tuition Paid Meals	TUIT MEALS
2OW	2ndSHF OT Hol/Weekend HlthCare	2OTHolWknd	MUC	Meals - UMC Boulder	Meals UMC
2SH	2nd Shf Hrly Weekday-HlthCare	2ndShfHrly	MVN	Moving Expense - Non Taxable	MOVING NT
2SP	2nd Shift Weekday-HlthCare Svs	2NDSHF	MVT	Moving Expense - Taxable	MOVING TX
2SW	2nd Shf Hrly Hol/Wknd HlthCare	2SFHolWknd	ONC	On Call Pay	ON CALL
3HH	3rd Shift Hrly Wkday-HlthCare	3HrlyWkday	OTM	Overtime	OVERTIME
3HW	3rd Shft Hol/Wknd-HlthCare Svs	3HOL/WKND	OTP	Overtime-Exempt Professionals	OTP
3OT	3rdSHF OT Weekday HlthCare Svs	3RDSHF/OT	PPN	Pay Performance Non Base Bldg	PPP
3OW	3rdSHF OT Hol/Weekend HlthCare	3OTHolWknd	REF	Referral Award	REFERRAL
3SH	3rd Shift Hourly	3RD HOURLY	REG	Regular Earnings	REGULAR
3SN	3rd Shift Nurses w/Overtime	3RDSHF@OT	RGS	Regular Earnings Salary	REG SALARY
3SO	3rd Shift Nurses - Hourly	3RDSHFHRLY	RPF	Reduction - Flat Amount	RED FLAT
3SP	3rd Shift - Nurses	3RDSHF	SHF	Shift - Salaried	SHIFT SAL
3SS	3rd Shift Salaried	3RD SALARY	SHH	Shift Hourly	SHIFT HRLY
3ST	3rd Shift Overtime	3RD OT	SHT	Shift @ Overtime	SHIFT @ OT
3SW	3rd ShfHrly Hol/Wknd-Hlth Care	3rd ShfHrl	SJD	Student Jury Duty	STDJURY
ALW	Allowances-Uniforms	ALLOWANCE	SKS	Sick Leave @ Retirement Payoff	SICK @ SEP
APF	Additional Pay Flat	APF	SKS	Sick Leave @ Retirement Payoff	SICK @ SEP
ATS	Add'l Time @ Straight	ADDSTIME	SOT	Student Overtime	OVERTIME
AWR	Awards - Taxable	AWARDS	SP1	Stipend-One Time Pymt	Stipend
BON	Bonus	BONUS	ST1	Sht Trm Dis Dck Current	STDDCKCURR
CAR	Auto Allowance -ES Use Only	CAR USE	ST2	Sht Trm Dis Dock Previous	STDDCKPREV
CBS	Call Back @ Straight	CALLBCK ST	STH	Student Hourly	STDTHRLY
CBT	Call Back @ Overtime	CALLBCK OT	STP	Stipend	STIPEND
DPS	Dependent Personal Service-NRA	DEP SVCS	STS	Student Faculty Salary	STUDT FAC
FLD	Overuse of Family Leave	FAMLV DOCK	TPD	Temporary Pay Differential	TEMP DIFF
FSD	Overuse of Family Sick	FAMSK DOCK	VCT	Vacation @ Separation	VAC @ SEP
HN1	Honorarium - One Time Pymt	Honorium	WSS	Workstudy Salaried	WKSTDY SAL
XRG	Add'l Regular Hours	ADD REG HR			