

Absence Management: is the process for managing absences. Absence Management is an Electronic Leave request form employees use to request leave via P.A.S.S.

Cancel: is an action taken when an absence request for a time frame was denied or pushed backed to be edited or cancelled.

Deny: is a term used when a Time Approver denies an employee's absence request for leave.

Payroll Approver (PA): reviews, corrects and approves unapproved payable time. They are responsible for reviewing time before it is submitted to Payroll and ensuring that employees are in the system under the correct Workgroups.

Payroll Approvers are responsible for ensuring all Time Approvers have reviewed and approved absence requests, unapproved reported time, corrected High Severity Exceptions and corrections for all Monthly and Bi-weekly employees for each Pay Period by the designated deadlines.

Punch: is the term used to describe the action when a time reporter enters their time via a time clock or time collection device. Punches include, punching in, meal, in and out. A typical day for a time reporter would include the following punches:

In (arrive to work); Start Meal (leave for lunch); End Meal (arrive back to work); Out (leave for the day).

Time Approver (TA): signs off on the time for an employee or group of employees. They are responsible for reviewing and cleaning up exceptions as well as enrolling employees in the system. Time Approvers review correct and approve reported time in PeopleSoft on a weekly basis.

Time Collection Device (TCD): is an electronic device used for hourly employees to punch in and out. TCD(s) are located in designated areas where the employee is responsible for clocking in by scanning their thumb or fingerprint to report their time worked. Data from TCDs are collected and loaded to the University's HR system for processing.

Time Reporting Code (TRC): is a time reporting code that corresponds to the time reported for an employee. Regular time is TRC020, overtime is TRC315, and comp time earned is TRC 190 or 300. There are also time reporting codes associated with absence requests and corrections made to absence requests on the timesheet.

Time Reporter: (an hourly employee) who enters his or her time into PeopleSoft on a daily basis via TCD or Web clock and submits Absence requests via P.A.S.S.

Time Reporting and Absence Management: TRAM (Time Reporting and Absence Management) is an automated and updated application for capturing and processing time and leave.

Web Clock: is a time collection system for hourly employees and is located in P.A.S.S. Hourly employees assigned to the web clock are responsible for punching in and out via the web clock to report their time worked. Time is transmitted from the web clock punches to the University's HR system for processing.