

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Add Overtime)

Often times, it is necessary for a TEL document to be reprocessed in order to add/delete information or reallocate submitted time.

**UAB TEL** → TEL

**UAB HR Officer** → Biweekly Timesheets → TEL

**UAB Timekeeper** → Biweekly Timesheets → TEL

**Scenario:**

An Employee submitted her timesheet on Friday. She was asked late Friday afternoon if she could work two hours past her scheduled departure time and if she could come in and work for eight hours on Saturday. Linda needs to reprocess her TEL document in order to add the overtime hours.

The **FIND: TEL FORM** window will load automatically. Employee's name and employee identification number will be populated. Select **Document Inquiry**.

Find: TEL Form

**By Person**

Document #

Full Name

Employee Number

Social Security No

Begin Search Date

**By Organization**

Organization

Active Only

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The **FIND: DOCUMENT INQUIRY** window will open. This contains a list of all TEL documents available to the user. Select the document you wish to reprocess. You may either highlight the row and select **OK** or double click on the row. For an explanation of the different document statuses, [click here](#).

Document No.	Document Status	Pay Period Start Date	Full Name	Name
4932360	OPEN	February 7, 2016	Example, TEL	311401800 Med - Preventive Medicine
4919226	COMPLETE	January 10, 2016	Example, TEL	311401800 Med - Preventive Medicine
4906795	COMPLETE	December 27, 2015	Example, TEL	311401800 Med - Preventive Medicine
4892231	COMPLETE	December 13, 2015	Example, TEL	311401800 Med - Preventive Medicine
4879085	COMPLETE	November 29, 2015	Example, TEL	311401800 Med - Preventive Medicine
4866059	COMPLETE	November 15, 2015	Example, TEL	311401800 Med - Preventive Medicine
4853016	COMPLETE	November 1, 2015	Example, TEL	311401800 Med - Preventive Medicine
4839902	COMPLETE	October 18, 2015	Example, TEL	311401800 Med - Preventive Medicine
4826658	COMPLETE	October 4, 2015	Example, TEL	311401800 Med - Preventive Medicine
4813292	COMPLETE	September 20, 2015	Example, TEL	311401800 Med - Preventive Medicine
4800074	COMPLETE	September 6, 2015	Example, TEL	311401800 Med - Preventive Medicine
4786906	COMPLETE	August 23, 2015	Example, TEL	311401800 Med - Preventive Medicine
4774303	COMPLETE	August 9, 2015	Example, TEL	311401800 Med - Preventive Medicine

Select **Reprocess**.

Effective Date: 27-DEC-2015 - 09-JAN-2016

Balances: Vacation 85.06 Sick 1199.72 Personal Holiday 0.00 Work & Benefit Hrs Total 80.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Vacation-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Holiday-WK1						8.00		8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK1			8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
OPEN	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
	Impact of Reprocess													
WEEK	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
	Impact of Reprocess													

Comments:

Buttons: Open, **Reprocess**, Save, Submit, ActionLog, Reassign, Labor Sources

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Add Overtime)

**NOTE:** The **DOCUMENT STATUS** changes to Open and the **DOCUMENT REASON** changes to **Reprocessed**.

TEL : Form		Assignment # 1234567		Dist # 6	Document # 4897016	Submit Date 23-DEC-2015
Person Example, Employee		Document Status OPEN		Reprocessed 1		
Job Title ADMIN SUPPORT SPECIALIST		Document Reason REPROCESS				
Organization 311401800 Med - Preventive Medicine		Reporting Method TEL				
Asg Category 01 Regular FT		Requestor Boyd, Cecelia Wilson				

**NOTE:** Because the time has been paid (denoted by a ✓ in the box under “P”) as it was originally submitted, the new information must be entered on new lines.

On the next line, select **Work A-WK2** element and add the additional hours that were worked.

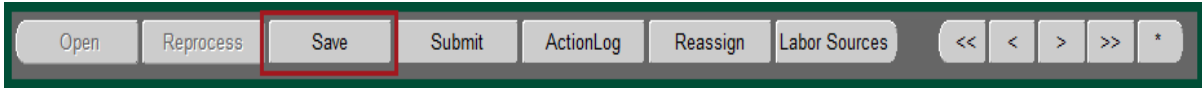
Effective Date 27-DEC-2015 - 09-JAN-2016		Balances: Vacation 85.06 Sick 1199.72 Personal Holiday 0.00		Work & Benefit Hrs Total 80.00										
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Vacation-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Holiday-WK1							8.00		8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Work A-WK1				8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2						2.00	8.00	10.00		<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00

On the next line, select **OTP-WK2** from the **ELEMENT** list of values and report the overtime hours.

Effective Date 27-DEC-2015 - 09-JAN-2016		Balances: Vacation 85.06 Sick 1199.72 Personal Holiday 0.00		Work & Benefit Hrs Total 80.00										
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Vacation-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Holiday-WK1							8.00		8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Work A-WK1				8.00	8.00	8.00			24.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Work A-WK2		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2						2.00	8.00	10.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	OTP-WK2						2.00	8.00		10.00		<input type="checkbox"/>	<input type="checkbox"/>	
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
Impact of Reprocess														Other 0.00

## Time Entry and Labor (TEL) Documentation Reprocessing a Document (Add Overtime)

Once the information is correct, click **Save**

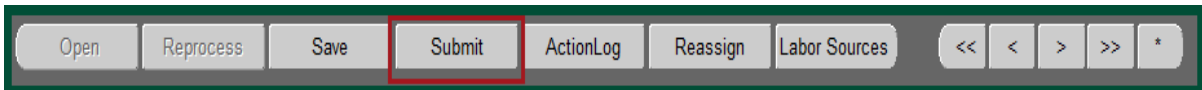


The TEL document is updated and the **IMPACT OF REPROCESS** is completed according to the new entries. The **REPROCESS DATE** field indicates the date the change was saved.

**NOTE:** The **WORK & BENEFIT HRS TOTAL** field will not change. This information remains as it was when the document was originally processed for payment.

A screenshot of the TEL documentation interface. At the top, it shows 'Effective Date' as 27-DEC-2015 to 09-JAN-2016. Below this are 'Balances' for Vacation (85.06), Sick (1199.72), and Personal Holiday (0.00). The main area is a table with columns for days of the week (SUN-SAT), Total, Amount, E, P, and Reprocess Date. The table is divided into 'WEEK ONE' and 'WEEK TWO' sections. 'WEEK ONE' includes 'Vacation-WK1' (8.00), 'Holiday-WK1' (8.00), and 'Work A-WK1' (8.00). 'WEEK TWO' includes 'Work A-WK2' (8.00), 'Work A-WK2' (2.00), and 'OTP-WK2' (2.00). Summary rows show 'Work & Benefit Hours' and 'Impact of Reprocess' for each week. At the bottom, there is a 'Comments' field and another set of navigation buttons, with the 'Submit' button highlighted by a red box.

Select **Submit**



The **DECISION** box will appear. If the information is correct, select **Yes**

A screenshot of a 'Decision' dialog box. The title bar says 'Decision'. The main text reads: 'I have reviewed and certify that the hours shown are correct, and the account distributions reasonably reflect the effort expended toward those activities.' At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

The document enters workflow.

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