

# Time & Labor Vocabulary

WORD/TERM	MEANING
<b>Time Period</b>	Configuration area that defines days, weeks, and months for the system so that calendars can be built.
<b>View Time Period Calendar</b>	Configuration page that gives us insight into how the system sees the time periods. Typically Time and Labor calendars are built for up to five years in the future and are maintained centrally by SBCTC.
<b>Pay Systems</b>	There are two Pay Systems in PeopleSoft, Payroll for North America and Global Payroll. All of our configuration is built around Payroll for North America.
<b>HR Accounting Line</b>	Entries created after Payroll confirm using CTC Earnings Distribution in Job Data. Bypasses Time and Labor completely. Details what was paid out in Payroll and which accounts it is associated with, then passed to Finance so they can complete GL entries.
<b>Units of Measure</b>	Variables that can be utilized in Time and Labor to different purposes. They actually originate in the Finance pillar through the Projects module. Defines concepts such as "Hours", "Meters", etc.
<b>Time Reporting Codes (TRCs)</b>	These codes are often mapped to Payroll Earn Codes or Absence Management codes to allow Payroll to process time for both Time Labor and Absence Management. Some codes are mapped to nothing and are considered for tracking only.
<b>Earn Codes</b>	Payroll configuration that puts structure to how payment is generated and coded in the system. Earn codes are closely related to TRCs in Time Labor, and are globally configured.
<b>TRC Categories</b>	Allows groupings for summation and reporting of TRCs. Currently there isn't much utility for this functionality, but it may be leveraged in the future.
<b>TRC Programs</b>	Groupings of TRCs that are associated with a given type of employee at a specific college when they look at their Timesheet. Some codes are only accessible by Managers, Admins, or TL Rules.
<b>Compensatory Time Off Plan</b>	Defines the comp plans and all the TRCs that are considered valid parts of that comp plan. At this time all comp plans are defined with the same TRCs even though they are indeed distinct comp time plans by union.
<b>Time Reporting Templates</b>	Elapsed or Punch, these templates define how an employee's Timesheet data elements are displayed and submitted.

<b>Override Reason Code</b>	If a person needs to change reported time, they can classify that change in the Timesheet with an Override Reason Code. It is for grouping and reporting only.
<b>Holiday Schedule</b>	This is a list of days in the year that are considered holidays (either locally or globally depending on the college). Time and Labor, Core HR, Absence Management, and Payroll all reference this for a specific Job and EMPLID combination for various purposes.
<b>Value Lists</b>	These lists could be considered crosswalks that are time and labor rule specific. There are various list types such as TRCs and Exceptions, to help further refine the Value Lists' purpose.
<b>Rules</b>	Built both globally and locally. They are defined by SQL statements and execute in an order determined by the steps inside the Rule itself. Only experienced programmers would be expected to build a rule. They can do things such as reclassify payable time to new TRCs or delete entry that seems wrong based on a logical protocol.
<b>Rule Program</b>	Collect rules together and execute them in a specific order for a specific population, local to a college. Employees and Rule Programs are connected through the Workgroup.
<b>Workgroup</b>	Entirely local configuration, this connects TRC Program, Rule Program, Time Period ID, default Schedule ID, Holiday Schedule, Approval functionality, Confirmation Statement, and Time Type (Exception or Positive) together. This is the core local configuration for colleges.
<b>Time Type</b>	Either Exception (employees only report when they are not there) or Positive (employee must report time they are at work). This is defined for employees by their Workgroup. This is different than Elapsed vs Punch which are Time Reporter Types.
<b>Time Reporter Types</b>	Either Elapsed (work is reported in hours without clock details) or Punch (work is reported in time stamps for In, Out, and Meal breaks).
<b>Schedule Group</b>	Schedule Group is global (we only use WACTC) and allows users to pick from a selection of schedules within that group. Due to it being global, all colleges have access to all schedules.
<b>Schedule Definition</b>	The actual Schedule as built in the system which is placed as a default in Workgroup, but is also used in Absence Management, HR Core, and other functional areas of Time and Labor.
<b>Workday</b>	Duration of a day in a schedule is defined within Workdays.
<b>AWE (Approval Workflow Engine)</b>	The background program that direct approvals and generates emails in the system. Core HR, Absence Management, and Time Labor all use AWE.

<b>Exception</b>	This is a warning message that generates in Time and Labor under special conditions depending on the Exception.
<b>Exception Definition</b>	Where the text of the Exception is joined to Time and Labor from the message catalog. This is also where we choose if the exception is High/Medium/Low and if time is allowed to be processed or not in conjunction with the exception.
<b>Validation Executable</b>	Where the program that generates the Exception and section of the Time Admin processing the validation will be performed in are connected.
<b>Validation Rule</b>	Connects the Executable to the Exception, making a complete “rule” which can now be used in validation.
<b>Validation Sets</b>	Attached to Time Admin at the installation table. Everyone in the whole system must use this validation set. Once validation executes, Exceptions are made visible to users.
<b>Group Creation Security</b>	The first part of Time and Labor security. Group Creation Security tells the system which records and fields in those records are viable for the purposes of creating a dynamic group.
<b>Dynamic Groups</b>	The core of Time and Labor security. Depending on the parameters set, this determines a list of employees that belong to the group. This has been defined according to Workgroup naming conventions which means Workgroup naming (while local) is actually a global requirement and cannot be altered.
<b>TL Permission List Security</b>	Defines Days Grace Allowed for Timesheet entry. Admins are recommended to only have 6 months of access (this is the limit), while most other users are recommended to have 1 or 2 days of grace but this can be changed to suit specific pay period cutoff needs. A user can only belong to one permission list.
<b>M-034 Security Customization</b>	When a Manager navigates to Self-Service pages that contain the “Get Employee” button functionality, the customization ensures that only those employees who report to the manager will return (with exceptions made for admin and central processing staff who see all employees). The employees are associated with the manager through the Supervisor ID box in Job Data.
<b>E-196 Customization</b>	Allows shift differential rates to be defined for every college for Time and Labor. Time and Labor can look at this custom table as part of rule construction should the rates ever need to be different.
<b>Time Reporter Data</b>	Contained in the Employment Data sub-page as well as Time and Labor Enrollment screens (Create Time Reporter Data/Maintain Time Reporter Data). This is where the employee is connected to a

	Workgroup, a Time Reporting Template, and activates them to access the Timesheet for their specific Job Data.
<b>Taskgroup</b>	A required field at the time an employee is enrolled into Time and Labor, there is only one working choice, non-commitment accounting (CTCTSKGRPN).
<b>Time Administration Options</b>	Statistics stored at the enterprise level for Time Admin runs. Only 10 runs are stored, representing the last time any user ran Time Administration.
<b>Time and Effort</b>	Time and Effort is currently still in development for the after the fact Classified reporting requirement, however the Exempt and Faculty reporting option is available through a Connected Query in BI Publisher.
<b>BI Publisher</b>	A delivered PeopleSoft reporting tool. Is currently used to produce Exempt and Faculty Time and Effort reports.
<b>Earnings Distribution</b>	Contained in Job Data for the individual Job. The HR Accounting Line information produced through Payroll processing the report returns an individualized breakdown based on Earnings Distribution.
<b>Query</b>	A report in PeopleSoft that can be created or run to return subsets of information. Can be either Public or Private. Security setup for Query is unique to Query.