



THE UNIVERSITY *of* EDINBURGH

Guide to Time Recording

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Introduction

This guidance document has been written to support the Time recording (for payment) end-to-end business processes within the University of Edinburgh (UoE). The guidance has been written by stage in the process and with the key roles involved in the process in mind. The responsibilities of a Line Manager and Timekeeper may vary in this process between Colleges, Schools and Professional Service Group Departments. Line Managers should contact their local support team to understand the process and responsibilities within their own area. For example, a Timekeeper could be performing tasks in the process of a Line Manager and where there is overlap this is shown.

Please note that subsidiaries will use this process and system functionality in the same way as University of Edinburgh.

Related Documents

[Finance Policies including Payroll Policy](#)

[HR Policies](#)

[Conditions of Service](#) (includes information on Overtime rates)

[Pay Scales](#) (includes information on hourly rates for UE01-UE10)

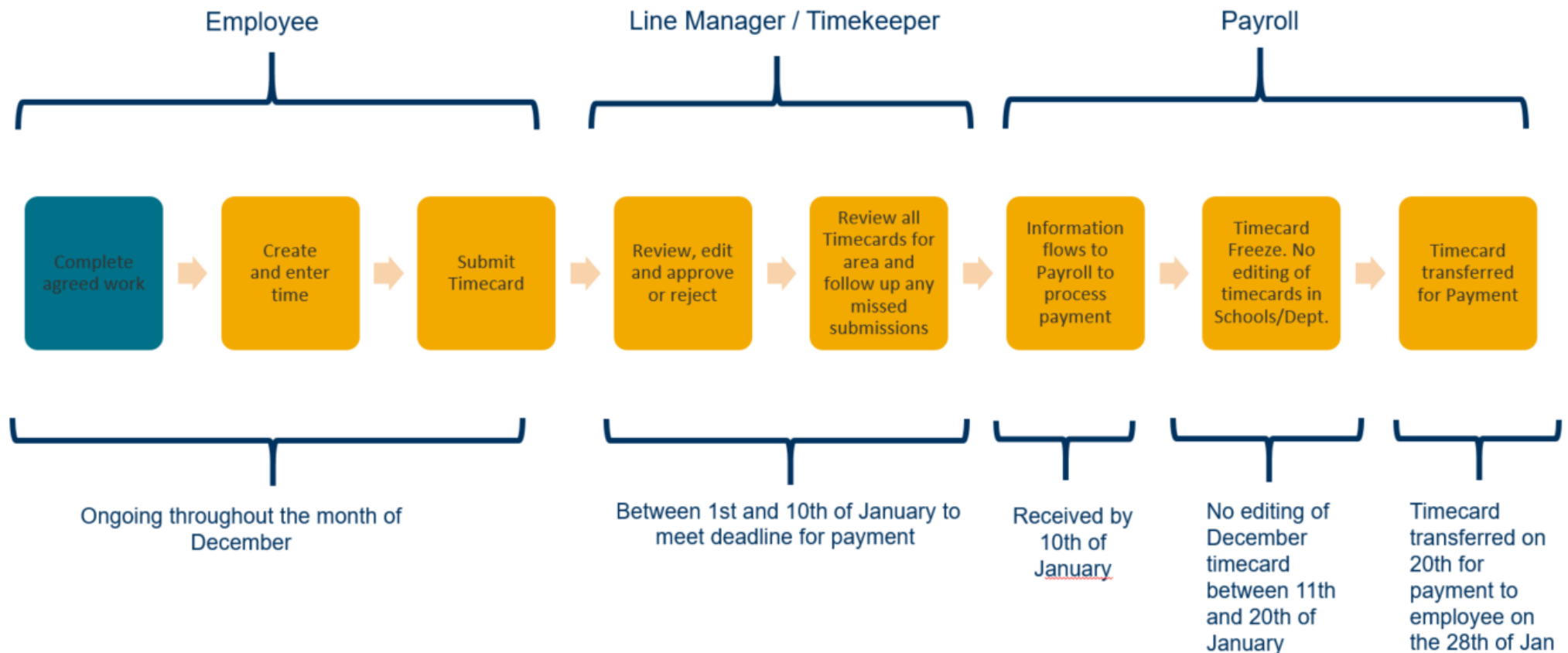
[Guide to Payroll for Employees, Line Managers, SDAs and HR Operations](#) (includes information on pay dates and payroll cut off dates)

[Pay Dates and Payroll Deadlines](#)

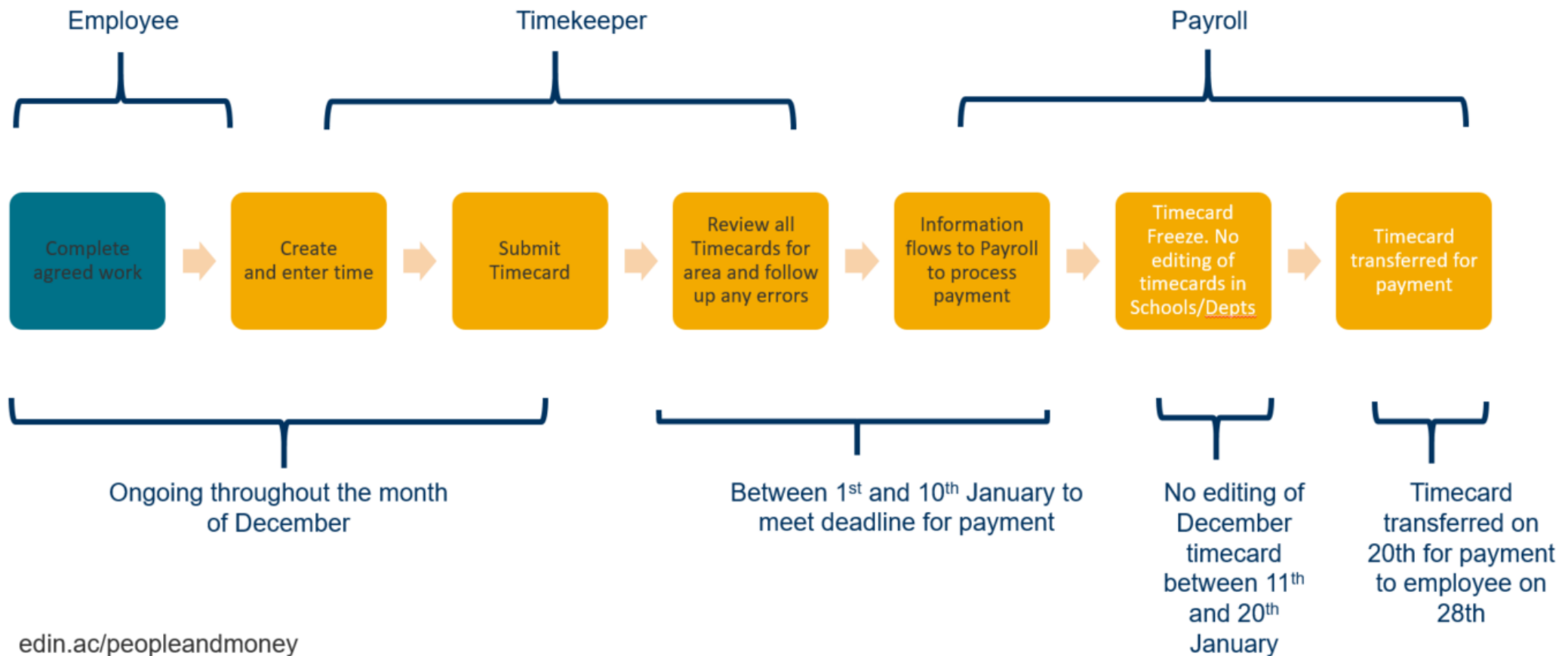
Glossary

Time and Absences app	The part of the system that will be used to manage Time Cards for hourly paid employees and some other hourly-based payments in People and Money.
Timekeeper	The system role required to be able to administer various tasks related to timesheet management. You will need to request system access to undertake this role. Please complete the People and Money user access application form .
Time Card	Often known within UoE as a time sheet.
Existing Time Card	Time Card for any other time period than the month you are currently in, including in the past.
Current Time Card	Time Card for the month you are currently in.
Payroll Time Type	Field on the Time Card indicating which type of hourly payment to be paid e.g.: Guaranteed Hours, Overtime x1, Overtime x1.5.
Work Category	Type of work/non work undertaken by an hourly paid employee e.g.: Lecturing, Marking, Demonstrating, Sick Leave.
Portfolio	Field in the Time Card indicating which building the work was undertaken.
Additional Analysis	Provides a level of detail below department.
Alternate Rate	Optional field on the Time Card that can be used to specify a different rate of pay for a specific time entry, as an hourly rate. Should only be completed if the hourly rate is different to the employee's usual rate of pay for that assignment.
Overtime/Additional Hours	The conditions of additional hours/ overtime are summarised in the Summary of Conditions of Employment Grades UE01 to UE05 on page 5
TAP Form	The Temporary Additional Payments Form can be used only in exceptional circumstances as per the policy.
Call Out Payment, Intern Hours, Union Duties	Payments as per Out of Hours, On-Call and Call-Out Arrangements Policy currently paid via Time Card and Payroll Payment Request Form .

Timecard process for employee entry – example hours worked in December



Timecard process for timekeeper entry -example hours worked in December



End to End Process Map for Time Recording

Please review the end-to-end [Time recording process map](#).

Possible Adoption Options

The below highlights the possible adoption options. Staff, Line Managers and anyone with Timekeeper role access should familiarise themselves with their locally agreed way of working.

Possible Adoption Options

Option 1

- Employee creates, enters and submits timecard
- Line Manager reviews and approves (or rejects) all timecards for their direct reports. They can also edit if an error is identified.
- Timekeeper(s) in their area may monitor and provide support.

Option 2

- Employee creates, enters and submits timecard
- Timekeeper reviews and submits (or returns to employee by changing status to saved and adding a reason comment). They can also edit if an error is identified.
- No Line Manager approval, goes straight to payroll once the Timekeeper submits the time card.

Option 3

- Timekeeper creates, enters and submits individual timecards on behalf of employees in their area
- If segregating entry and submission between timekeepers, 1st timekeeper can create, enter and save and 2nd timekeeper can review and submit
- No Line Manager approval, goes straight to Payroll once Timekeeper submits the time card.

Key Roles

Role	Description
University Employee	All University salaried members of staff will have access to input time. Employees will be able to view all their Time Cards including historical submissions. Ownership of time submission will be with the employee ensuring efficient and timely submissions. The employee is responsible for claiming all hours worked each month in a timely way or ensuring that the Timekeeper has a record of the hours worked, where these are entered into People and Money on the employee's behalf.
Guaranteed Hours (GH) Employee	Hourly paid employees who receive a contract offer of hours 'guaranteed' over a period of time. All university GH members of staff will have access to record time worked.
Line Manager	All members of staff that have direct or matrix style management responsibilities for other members of university staff. The line manager will either approve or reject time submitted by their direct reports. They are expected to monitor and act upon employee time entries to ensure employees are paid correctly and on time.
Timekeeper	The timekeeper is responsible for the administering of time and will have the ability to create, edit, reject (save and close) or submit the Time Card on behalf of employees in their Area of Responsibility.
Payroll	The payroll team within the University will prepare spreadsheets for bulk upload, monitor Time Card submissions and are responsible for ensuring the correct amount of time is uploaded to Payroll. The payroll team can monitor the status of timesheet input, submission and approval across the University.
Senior HR Partner - Immigration	Responsible for monitoring Tier 4 employees that exceed the 20 hour per week limit.

Before You Start

Entering Hours onto Time Card

All hourly based time should be claimed via People and Money. This includes hours for employees with a Guaranteed Hours contract.

- All time claimed via the Time and Absences app is paid a month in arrears, e.g. Time Card submitted for dates worked in August will be paid in September pay
- Overtime claims will be submitted via Time Cards
- If you previously used eTime or any other method of submitting time, you will now enter this into People & Money (unless you have pre-approval to submit time out with P&M – this only applies to a very small number of areas, please see [appendix 3](#)).
- Time Cards are available to all employees who are eligible to claim for hourly based time. If there are no Time Types available to you, you will not be able to access the Time Card screen. See Time Types and Eligibility for more information on the types of time available.
- Timekeepers will not receive any system generated notifications or emails with respect to Time Cards.

Approvals

- Time Cards can be approved/submitted by line managers and timekeepers in People and Money for all types of time.
- Time Cards will go to the current line manager for approval at the time the Time Card was submitted. Please read the [below section](#) for staff who hold multiple assignments.
- If a Time Card is rejected by the Line Manager, the employee or timekeeper will be able to amend this and resubmit before the 10th of the month, without starting the entire process again.
- Time Cards must be approved/submitted by line managers and timekeepers by the 10th of the month for payment to the employee on the 28th of that month (except for December when the deadline is earlier due to the earlier pay day).
- Time Cards for current and future months also require Payroll approval before the employee can be paid. Payroll will complete their Time Card approval step on the 1st working day of the month. This ensures that hours paid via Time Card are paid monthly in arrears, as per the [Payroll Policy](#).
- Timekeepers should closely monitor Time Cards in the period 1st to the 10th of the month, to identify Time Cards for the current month with the status 'submitted' as this indicates that the manager or timekeeper still need to approve/ submit the Time Card. The timekeeper should check and submit these for payroll processing if appropriate by the 10th of the month.
- Once line manager/ timekeeper has approved/ submitted the Time Card and the payroll steps have been completed, the status will be "approved". It does not matter which order the approval steps occur.

- The payroll team have further work to undertake, including data loads and checks, before the Time Card is 'transferred ready for payment'. This takes place between 11th and 20th of the month inclusive for payment to the employee of the 28th of the month.
- Please read the following sections on viewing and editing approved Time Cards and the monthly Time Card freeze.

Viewing approved/submitted Time Cards

Employees, line managers and timekeepers can view Time Cards, which have been approved/submitted for payment to Payroll at any time, including the time between approval/submission and the time at which Payroll transfers the hours as ready for payment.

It is vital however, that once you have viewed the Time Card, you press the 'Cancel' button. By cancelling, you will exit out of the screen without changing the status of the Time Card and the Time Card will be paid as expected. If the user exits the screen by pressing the 'Submit' button, the Time Card status will change back from approved to submitted and will go back through the approval workflow, even if there has been no change made to the record. This will prevent the Time Card being paid as expected. The system is working as designed, but those previously approved hours will now require another approval – in time for the *next available* payroll date - before they are paid. This means that hours approved in time for one month's payroll date can miss that payroll date, without it being apparent that they have been effectively deferred to the next payroll date.

Editing approved/submitted Time Cards

If the employee, line manager or timekeeper edits a Time Card, between 11th and 20th inclusive of each month, the full Time Card will need to go back through the approval workflow. If the Time Card is not re-approved, this will prevent the original hours on the Time Card, which had previously been approved from being transferred for payment as originally actioned. Such edits and approvals, during that time, would also mean that the hours originally approved for payment in that month would have effectively missed the deadline for payment in that month.

Monthly Time Card Freeze

To minimise the risk of this serious difficulty arising, a Time Card freeze **will be in place on editing between 11th and 20th inclusive of each month** (apart from December when the freeze period will be earlier). This means employees, line managers and timekeeper **must not** edit the approved Time Card before it has been transferred for payment. For example, December Time Cards approved/submitted by cut-off on 10th January, should not be edited between 11th and 20th January inclusive to ensure payment on 28th January.

The system cannot prevent a change being made so line managers and timekeepers should ensure that staff in their area are made aware of the editing Time Card freeze period.

Guaranteed Hours

The Guaranteed Hours module **is not linked** to Time Card functionality within the People and Money Time and Absences app. To receive payment employees must submit their time via the Time and Absences app. If this is not possible timekeepers/managers should do this on behalf of the employee.

- Time entered into the Time and Absences app should always reflect the actual hours someone worked on a particular day. This is done after the employee has worked the hours.
- Time claimed by Guaranteed Hours employees via the Time and Absences app will flow to the Guaranteed Hours module, for monitoring against hours offered/accepted/declined.
- If the GH employee is off sick during a scheduled work day(s), the line manager or timekeeper must enter the hours scheduled to work on the Time Card and select 'Sickness' as the work category. The period of absence must also be recorded within the Time and Absence app including the reason for absence. The system requires the positive input of hours to ensure the employee is paid the appropriate level of OSP or SSP (based on historical earnings). A fit note or Return to Work form should be attached to document of record as per the [Absence Management policy](#). Please refer to the [Guide to Sickness Absence](#) for further details.

Multiple Assignments

If an employee has multiple assignments, they can enter time against any or all of their assignments in the same Time Card. Approval for all assignments will need to be sought from the line manager of each assignment or the timekeeper can approve on the manager's behalf. Only one approver can approve the Time Card in People and Money, therefore, approvers must communicate with any other approvers offline before pressing approve in the system. Please note the approval routing differs depending on who approves the Time Card.

- If the employee has entered time against multiple assignments in the same Time Card, the line manager of each respective assignment will be required to approve the time before the Time Card can then go on to the payroll approval step. However, when one line manager approves the Time Card in People and Money, it is approved for all assignments. Therefore, it is best practice that line managers check (offline) with line manager colleagues in other areas that the Time Card can be approved. The Time Card editing freeze applies to the manager / timekeeper of each assignment.
- In areas where a timekeeper is responsible for the approval of Time Cards on the manager's behalf, then when one timekeeper approves the Time Card it is approved for **all assignments**. Therefore, it is best practice that timekeepers should check (offline) with timekeeper colleagues in other areas that the Time Card can be approved.
- If you hold both the line manager and timekeeper role in People and Money please approve as a timekeeper through Team Time Cards.

Limits for Tier 4 or Student Visa holders

The system will **not** alert an approver when an employee is a Tier 4 or Student visa holder. These employees have limits on their working hours but it is expected that line managers are aware of this and are not allocating work that sits out with this limit.

The hours on a Time Card must accurately reflect the hours worked by the employee on that date. If the Time Card shows an employee working hours in excess of their limits, managers or SDAs may be contacted by HR.

Leaving the University

If an employee is leaving all assignments and ending their employment with the University, all time must be submitted and approved before the last day of employment to ensure the employee is paid correctly.

In **exceptional circumstances** where the line manager/timekeeper has been unable to approve/submit the final Time Card prior to the last day of employment the Guaranteed Hours Final Time Card form or Overtime Final Time Card Form can be used. Further details on this process and the forms can be found on the Finance Specialist Services Sharepoint [Payments to Staff](#).

Multipliers

The Time and Absence app does not provide the option of entering “multipliers” for time payment of time worked.

- All staff will be required to claim their agreed actual hours worked to be paid on their timesheets.
- If timekeepers are entering the hours worked on behalf of the employee, they must ensure that all hours have been claimed including any preparation, marking and/or contact time.
- All staff should claim hours in accordance with their local workload or time allocation arrangements. For example, if a School has an agreed multiplier of 1 hour of preparation time for each hour of teaching, the employee should claim 2 hours. If the employee claims more than the agreed allocation then the claim should not be approved by the line manager.

Corrections and Late Claims

- Time Cards are available in People and Money from 1 April 2022. Time that has not been submitted in the correct month (because of late submission) can be entered later and paid retrospectively. The actual dates of work should be added to the Time Card for the month in which they were worked. For example, if an employee realises in August that they have not claimed for hours worked in May, they should add the hours to the May Time Card

- It is not possible to submit a Time Card with a negative number of hours on it. If this is necessary because too many hours have previously been submitted and the employee has been overpaid, it is necessary to go back to the Time Card for the month which had the overpayment and edit this to reflect the correct amount.
- Hours worked before this date (1 April 2022) that have not been claimed through the legacy system (eTime) will be covered by exceptional arrangements. Please raise a Service request – using the category Time Cards.

Roles and Responsibilities

Role of Line Manager

- The line manager will review and approve or reject Time Cards submitted by their direct reports. They are expected to monitor and act upon employee time entries to ensure employees are paid correctly and on time.
- If an employee is regularly carrying out work in a different area, or a different nature or at a different pay rate to that which their contract is set up for, a discussion should be had with an HR Partner around the contract type of the employee. It may be more suitable to have an additional post set up or for the employee to have their existing contract amended.
- Managers can delegate their People and Money approvals to a single named individual during periods of planned absence by setting up a Vacation Period. If approval tasks are delegated, this covers all types of approvals, including Time Cards, annual leave requests, employment approvals and financial transactions (where applicable). It is not possible to choose for some to be delegated and some not, however a Timekeeper can submit Time Cards to Payroll on behalf of a line manager.
- The Time Card will go for approval to the current manager at the time the Time Card is submitted. Therefore, **managers that are leaving the university** should ensure that any Time Cards which require their approval have been actioned prior to their final working day, to avoid Time Card approvals getting stuck and preventing payment.
- Further information on delegation is available in the [Guide to Employment and Finance Approvals](#).

Role of Timekeeper

- Employees can 'save' their Time Cards throughout the month and submit once all time has been entered and **by the last day of the month** at the latest.
- The timekeeper is a new system role and applies only to time recording activity.
- The timekeeper will have oversight of all Time Cards in their Area of Responsibility (AoR) and will be able to review all information on them, including alternative costings, to ensure correct payment. Where the employee has entered their hours and the manager has submitted the Time Card for

approval, they can make amendments to any field on the Time Card after the line manager has approved it, but will need to do it before the payroll cutoff for that month (10th of the month). Any amendments will be auto-approved so the manager will not have to re-approve.

- Timekeepers will have the ability to enter Time Cards on behalf of an employee on an individual timesheet basis (one at a time).
- Timekeepers can see all data within a Time Card and edit it up until the cutoff for that month (10th of the month). Timekeepers can review and edit if required before resubmitting them on behalf of the employee. If a timekeeper resubmits the Time Card it then goes straight to the payroll approval step rather than requiring any approval by the line manager.
- Timekeepers can halt the processing of a Time Card by changing the status to 'Saved'. In business terms this acts as a rejection. The employee will not receive a notification. See the table below for a summary of the roles in relation to Time Cards.
- In a limited number of areas where employees do not have system or PC access, timekeepers will continue to collate and send time data in spreadsheet format to payroll for payment processing. These areas will be granted permission to do this by the Payroll Manager. If your area has operated in this way in the past but you do not have an agreement in place with the Payroll Manager, you will be required to move away from this and to use self-service.

Statues of a Time Card

- New – will only show at the point that a Time Card is being completed for the first time
- Saved – when a Time Card has had information entered onto it and the user has hit 'Save'. This means it has not yet entered the workflow and not yet begun the approval process. Edits can still be made by any user with access at this point. This status would also show if the Timekeeper has "rejected" a Time Card which had previously been submitted by the employee and which requires action before re-submission to Payroll.
- Submitted – when an employee, manager or timekeeper has completed a Time Card and hit Submit. The Time Card will continue to have this status throughout the approval process up until the point where it is fully approved by all approvers (including payroll). Therefore, the status will not change between manager and payroll approval steps.
- Rejected – when a Time Card has been rejected by any approver (line manager or payroll) in the process. It could occur even if the first approver (manager) has approved but then payroll have rejected.
- Approved – the Time Card has been fully approved by all approvers and is now being, or has been, processed by the Payroll Services team for payment. No opportunity to edit for that month's payroll.

The table below shows the actions available to the roles of Line Manager and Timekeeper.

Available actions	Line Manager	Timekeeper
Create Time Card	Yes	Yes
Submit Time Card	Yes^	Yes
Approve Time Card	Yes^	No
Resubmit Time Card	Yes	Yes
Stop processing of Time Card	Yes*	Yes*
Edit costing details	Yes	Yes
Edit other Time Card data	Yes	Yes

^The approve (for line managers) and submit functions (for Timekeepers) essentially fulfil the same business function – the acceptance of changes submitted by the employee and the triggering of the final payroll step of the process.

*Line Manager halts processing of Time Card by rejecting it. Timekeeper halts processing of Time Card by setting it to saved – in business terms this acts as a rejection.

The table below shows the actions available to all Employee, Line Manager, Timekeeper and Payroll, and the status of the Time Card after each step.

	Create a Time Card	Save a Time Card	Submit a Timecard	View Time Card	Edit Time Card	Line Manager Approve/ Reject	Timekeeper 'Submit' to Payroll or 'Save' to hold Time Card	Release correct months timecards for payment in payroll	Processed in the payroll
Employee	Can create for their own Time Card	Can save their Time Card to allow further changes before they submit it.	Once updates are completed Submit to issue notification to line manager for approval	View all their timecards	Can edit their timecards after they have been submitted/ approved/ processed for changes i.e. add or reduce hours	N/A	N/A	N/A	N/A
Line Manager	Can create Time Cards for their direct reports	Can save a timecard they create or edit to allow further changes before it is submitted	Once updates are completed Submit to pass to payroll	View all timecards for direct reports	Edit if errors identified as part of the review before approval	Approve or reject timecard	N/A	N/A	N/A
Timekeeper	Can create Time Cards for all staff in their area of responsibility	Can save a timecard they create or edit to allow further changes before it is submitted	Once updates are completed Submit to pass to payroll. Note line manager approval not required.	View all timecards for area of responsibility	Edit if errors identified as part of the review before payroll cut off	N/A	Submit Time Card they have created or an employee has submitted - note this the equivalent to an approval and bypasses need for line manager approval	N/A	N/A
Payroll	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Release all line manager approved or timekeeper submitted time cards for current month for inclusion in payroll	Payment of all current month released time cards plus any prior month timecards that are approved by a line manager or submitted by timekeeper within the current period.
Timecard status after this step	N/A	Saved	Submitted	N/A	N/A	Submitted or Rejected	Submitted or Saved	Approved	Approved

Please note; Time Card Freeze on editing applies from 11 – 20th inclusive. Once you have viewed the Time Card press cancel to exit out of the screen.

Costing

- The costing codes to which a Time Card is allocated will always default to the salary costing codes that are attached to that specific assignment.
- Costings can be entered onto the Time Card by anyone with access i.e.: the employee themselves, or a manager or timekeeper with edit access.
- Costings only need to be entered onto a Time Card where they differ from the normal assignment costing. They are not a mandatory field on the Time Card. I.e., if an employee only ever works in one department and the costing for that department is what is on their assignment record (set up when they were recruited), then there is no need to enter costing codes onto the Time Card.
- If costing codes need to be changed, they need to be entered manually by the employee, manager or timekeeper. Costing details should be as per the [Chart of Accounts](#).
- Costing codes for any area of the university will be available in the drop-down menus on the Time Card. Approvers will need to be vigilant where codes are used that are from outside of their budget or area to ensure that mistakes are not made leading to unintentional charges for other departments.
- If a manager is 'commissioning' an employee to do work in a different area than their normal assignment, the manager should provide the employee with the relevant cost codes to enter into the Time Card.
- Comments can be added to the comments field to explain why costing has been added. The person creating the Time Card entry should make clear which entry the comment relates to.

If users have any queries about a stage in this process, they should search My Knowledge for support in the first instance. Follow the P&M user guide '[How to search my knowledge](#)'. If they cannot find the information they need they should raise a service request, following the P&M user guide '[How to raise and maintain a service request enquiry](#)'.

Time Card Submission Process – Salaried and Guaranteed Hours Staff

The submission and approval of completed Time Cards by:

- Salaried staff in both UoE and its subsidiaries who work over and above their normal hours;
- Guaranteed Hours staff who are required to submit their time worked to receive payment;
- Staff in funded posts, including staff with multiple assignments that meet above criteria;
- Line managers/appointed timekeeper on behalf of GH employee(s) who are required to submit time worked to receive payment.
- The submission and approval of completed Time Cards for time worked at an alternative cost centre or rate.

An employee can save a Time Card (instead of submitting) to allow timekeepers to review, edit and submit on their behalf. If a school/department would like their employees to do this, they will need to communicate this to ensure employees know before submitting any Time Cards. Likewise, a timekeeper can enter and save a Time Card to allow someone else (another timekeeper) to double check before it is resubmitted and flows through the process to payroll.

It is not possible to enter hours over a time period of more than a day e.g. 20 hours over a week or a month. Hours must be allocated to a specific day on the Time Card. There is an expectation of the Time Card approver to ensure that good practice is followed throughout the Time Card process. There is no system limit on how many hours can be entered for one day, but time should be recorded in line with what has actually been worked wherever possible.

It is not possible to route the line manager notification to a generic mailbox. Any re-routing of email notifications will need to be set up as a mailbox rules. If this is set up, the person to whom the email has been redirected, would not be able to click approve within the email but could use the email to check if the information is correct.

If an employee creates a Time Card for a previous pay period, or a time entry is added to a Time Card that has already been paid, payroll approval is not required. Payroll approval is only required for entries in the current month to be paid or future months.

Role	Employee	Timekeeper	Line Manager	Payroll
Tasks	1) Complete hours worked on Time Card and submit, leaving sufficient time for manager to approve or timekeeper to submit before the payroll cut-off date (10th of the month for payment on 28th) to ensure payment. Adds cost centre to relevant entry if entry to be costed away. Enters relevant hourly pay rate in the 'Alternate Rate' field, if entries to be paid at an alternate pay rate (e.g. enter 10 to be paid £10 per hour). Holiday pay is calculated automatically. Adds relevant information for the approver to the Comment field if applicable, noting which entry the comment relates to. 4) Receives rejection and comments by email, if not approved by line manager. Receives confirmation email of authorisation, if approved by the manager. 5) Corrects and resubmits Time Card if rejected by the manager.	1) Enter and submit Time Cards on behalf of employees, via Team Time Card app. Note that line manager approval is not required – Time Card will go straight to Payroll for approval. Adds cost centre to relevant entry if entry to be costed away. Enters relevant hourly pay rate in the 'Alternate Rate' field, if entries to be paid at an alternate pay rate (e.g. enter 10 to be paid £10 per hour). Holiday pay is calculated automatically. 6) Edit and submit Time Cards that have been entered and have the status 'saved'. 7) Monitor and resubmit Time Cards that have the status 'submitted' for the current month to be paid, between 1st and 10th of the month. It is recommended to do this checking from the 1st of the month as payroll will start to approve for payment from the 1st working day of the month so the list to be checked will reduce each day.	2) Email notification indicates they have a Time Card to approve/reject (only if submitted by employee). 3) Reviews and approves/ rejects Time Cards monthly by payroll cut-off date (10th of the month for payment on 28th) to ensure employee's payment. Time Card can be approved or rejected within the email or by logging into P&M. See the Line Manager Guide to Time Cards.	8) Completes Time Card approval process on 1st working day of the month for Time Cards with the status 'submitted' in previous calendar month. 9) Once the Time Card has been approved/submitted for payment, the payroll team undertake further work, including data loads and checks, before the Time Card is 'transferred ready for payment', which takes place on 20th of the month for payment to the employee of the 28th of the month.

	For detailed information on the fields in the Time Card screen, please refer to Appendix 1. See the Employee Guide to Time Cards.	For detailed information on the fields in the Time Card screen, please refer to Appendix 1. See the Timekeeper Guide to Time Cards.		
Additional Information	• Current Time Card – should only be used for the current month. • Existing Time Card – employees to select this for any other month, either past or future. • Add Other Time Card – Timekeepers and Line Managers to select this for any other month, either past or future. • Any time added to (and approved) to a previously submitted or already paid Time Card will be reflected in the following month's pay • Time added for a future month will not be processed by Payroll until that month is reached e.g.: adding time for	Multiple Assignments: • Where an employee has multiple assignments, there is only one Time Card submitted for all hours in the period (month), with separate 'rows' of time data within it. • The data on each row will require approval by the Line Manager of that assignment in order to progress to payment. However, when one line manager approves the Time Card, it is approved for all assignments. Therefore, it is bet practice that line manager check (offline) with line manager colleagues in other areas that the Time Card can be approved.		

	August in June – it will not be processed until August and therefore paid until September.	
Important: Time Card Editing freeze	A Time Card freeze will be in place on editing Time Cards between 11th and 20th inclusive of each month (apart from December). This means employees, line managers and timekeepers must not edit the approved Time Card before it has been transferred for payment. For example, December Time Cards approved/submitted by cut-off on 10th January, should not be edited between 11th and 20th January inclusive to ensure payment on 28th January.	
Supporting Information	Employee Guide to Time Cards Timekeeper Guide to Time Cards Line Manager Guide to Time Cards Guide to Payroll for Employees, Line Managers and SDAs Chart of Accounts guidance	

Time Types and Eligibility

The table below shows the eligibility for each Time Type in the Time Card screen.

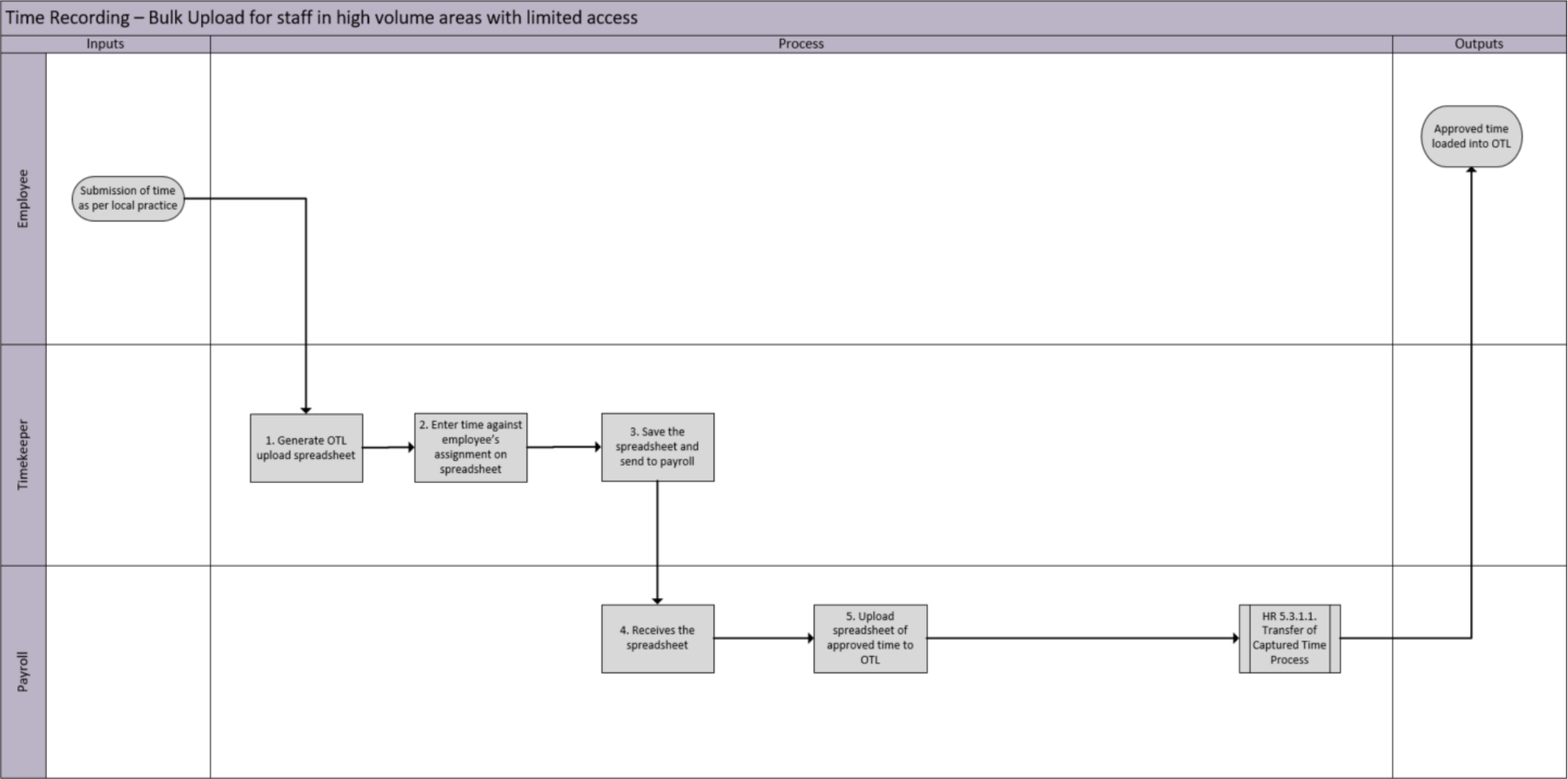
Note: If there are no Time Types available to you, you will not be able to access the Time Card screen.

	UoE Full Time Salaried (UE01-05)	UoE Part Time Salaried (UE01-05)	UoE Part Time (UE06-10)	UOE Guaranteed Hours	UOE Part Time with Premium Band (UE01-05)	UOE Full Time with Premium Band (UE01-05)	UOE Accommodation Ltd Full time	UOE Accommodation Ltd Part-time	UoE Edinburgh Innovations Full-time	UoE Edinburgh Innovations Part-time	UoE Edinburgh Innovations High Grade Full-time	UoE Edinburgh Innovations High Grade Part-time	Edinburgh University Press	EUP Part-time
Description	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd 1 to 5 3) FTE=1 4) UOE 5) not having Premium Band element	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd 1 to 5 3) FTE< 1 4) UOE 5) not having Premium Band element	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd 1 to 5 3) FTE< 1 4) UOE	1) Employee category in GH (Guaranteed Hours) and GN (GH Summer)	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd 1 to 5 3) FTE<1 4) UOE 5) having Premium Band element	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd 1 to 5 3) FTE=1 4) UOE 5) having Premium Band element	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) FTE=1 3) UOE Accomiation	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) FTE<1 3) UOE Accomiation	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd EI1 to EI5 3) FTE=1 4) UOE Innovations	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd EI1 to EI5 3) FTE<1 4) UOE Innovations	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd EI6 to EI10 3) FTE=1 4) UOE Innovations	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) Grd EI6 to EI10 3) FTE<1 4) UOE Innovations	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) FTE=1 3) Edinburgh Press	1) Employee category Not in GH (Guaranteed Hours) and GN (GH Summer) 2) FTE<1 3) Edinburgh Press
Overtime x 0.5	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
Overtime x 1	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Overtime x 1.2	✗	✗	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗
Overtime x 1.5	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓
Overtime x 2	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✗	✗	✓	✓
Guaranteed Hours	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Call Out	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
Additional Hours	✗	✓	✓	✗	✓	✗	✗	✓	✗	✓	✗	✓	✗	✓
Premium Band Overtime	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
Intern Hours	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✓	✓	✓	✓
Union Duties	✓	✓	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗

Bulk Upload of Time for Staff in High Volume Areas with Limited Access

The process a Line Manager/Timekeeper will follow to populate and submit hours to be paid on behalf of staff that have no online access.

This process will only be permitted in areas where employees do not have system or PC access and prior agreement from the payroll manager has been given to allow time to be submitted out with self-service. If your area has operated in this way in the past and you do not have an agreement in place with the payroll manager you will be required to move away from this and to use self-service.



Role	Employee	Line Manager or Timekeeper	Payroll
Tasks	1) Submits time to line manager or Timekeeper as per locally agreed process.	2) Collates 'off-system' Time Cards for sending to Payroll where there is an agreement with the Payroll Manager. 3) Generates a predefined formatted spreadsheet for completion. 4) Enter the time worked for each of their direct reports for the appropriate period. 5) Updates will be entered on the spreadsheet and sent via email to payroll.manager@ed.ac.uk .	6) Payroll receive completed spreadsheet template by email that have been updated by managers, by agreed deadline. The spreadsheets must be saved as a CSV file for loading into OTL (Oracle Time and Labour). 7) Check files for accuracy/completeness and revert to Line Manager/Timekeeper with any issues. 8) Load into OTL (in bulk). 9) Resolve errors by checking individual employment record and amending. 10) Submit corrections.
Supporting Information	Guide to Guaranteed Hours Guidance on the Management of Guaranteed Hours Overtime Claims Payroll Payment Request form for Additional Hours and Fees Chart of Accounts guidance		

Appendix 1

Time Card fields

Please note, the order of the fields in People and Money will differ depending on whether you are an employee, timekeeper or line manager.

Field Name	Description	Mandatory field?
Assignment Number	Refers to the employee's work assignment (job). If they only hold one assignment with the university this is their employee number. If they hold multiple assignments, each assignment has a number (normally the employee number with e.g., a – 2 or 3 at the end). Please ensure you use the correct number.	Yes – choose from drop down
Time Type	Refers to their contract type for this assignment. For Guaranteed Hours employees always select 'Guaranteed Hours'	Yes – choose from drop down
Dates	The dates you are entering for this Time Card. Note: multiple dates can be selected for one Time Card where the hours are the same each day. The Quantity fields will refer to the daily hours worked.	No – enter hours for each date worked
Quantity	The number of hours worked per day on the selected date(s).	No – enter hours for each date worked
Department	The department where the assignment is based.	Auto-filled based on the Assignment Number
Job	The job that is linked to the assignment.	Auto-filled based on the Assignment Number
Fund	The type of funding the cost is attached to e.g., general unrestricted. This field only needs to be completed if costs are to be allocated to different codes from their assignment.	Optional
Cost Centre	Organisational Unit (department). This field only needs completed if costs are to be allocated to different codes from the assignment.	Optional
Analysis	List of values with additional information that may be used for local reporting	Optional

Portfolio	List of values that refers to buildings where the work has been undertaken. This will only be applicable to non-academic positions, such as catering staff. Please complete this wherever possible.	Optional
Alternate Rate	To be used ONLY on the occasion that the employee completes work where they would be paid at a different rate of pay from their assignment. Enter this as an hourly rate, e.g. enter 10 in this field, to be paid £10 per hour. The part time pay scales provide hourly rates for all grades UE01-UE10. Holiday pay will be calculated automatically.	Optional
Course Code	Searchable list of values that refer to specific academic courses. This will only be applicable to academic roles. If the work done was in relation to a specific course, please complete this wherever possible. Course codes will be refreshed twice a year. This shows the course name rather than code.	Optional
Work Category	A list of values that refer to the type of work done. Please complete this wherever possible. Full list is as follows: • Demonstrating • Development • Lecturing • Marking • Maternity/Parental • Other Absence • Other Work Types • Preparation Time • Research • Sickness • Teaching • Tutor: Honours • Tutoring	Optional
Comment	Free text field where further information can be provided to assist the approver. There are two types of comment fields: comments on specific cell(s) within the Time Card or a comment for the whole Time Card.	Optional

Appendix 2

Reporting in Time and Absences app

From launch there will be the following reports available related to Time and Absences app:

Report name	Accessible to	Report purpose
HR04003 - Report on Various Data from Timesheets	Payroll	To provide various data related to Time Cards.
HR04006 – Time Cards Not Transferred to Payroll	Payroll	To identify Time Cards which have not been transferred to the payroll and the errors which have caused this.

Appendix 3

The following schools and departments have approval to use the bulk upload spreadsheets for Time Card submission (agreed as at August 2022).

School/Department
Student Recruitment and Admissions – Student ambassadors
Easter Bush
RDSVS
Unitemps
ACE – Business Development
ACE – Property
ACE – Catering
ACE – Community Support
Estates Operations – Cleaning & Servitorial Central
Estates Operations – Cleaning & Servitorial Non Central