Timekeeper Defined Time Entry Batches

Chapter 3
Timekeeper Defined Time Entry Batches

Section Objectives
At the end of this section, you should be able to:

- Create and process a new time entry batch
Timekeeper Defined Batches

General
A NEW time entry batch requires that the new account number be set up in the PTE Security Control form by Payroll before a timekeeper can use it to create a new time entry batch. Monthly and Student PTE users should send the information to Payroll through email (ptecontrols@cfo.pitt.edu) providing the employee group, account number, and names of the primary, secondary and/or alternate timekeepers. For Biweekly PTE users, all information is the same but the CDC number must be included in the email.

Staff employees may not be entered through the Monthly time entry screens. If an employee who has hours due that have not been paid and has transferred into a staff position, submit a paper time sheet using the Adjustment Hours element and fax to 412.904.5508. Payroll will enter the hours manually into the PRISM application.
Timekeeper Defined Batches

New Time Entry Batches – HPCR Only
A timekeeper must click the Create Batch button when a NEW time entry batch needs to be entered for a new account number.
Payroll must set up the account number in order for the timekeeper to use it in the Create Batch form.
Once the batch is created, the timekeeper can add employees and time information. If the batch will be needed in subsequent pay periods, then the timekeeper should check the Add box to add the employee/earnings to the HPCR table. At least one Add box must be checked for the batch to generate automatically in future pay periods.
When a timekeeper creates a NEW time entry batch, the account number must be entered.

For example:
- 02.02025.00000.00000.00000.00000.N (Monthly/Student batches)
- 130(B) - 02.02025.00000.00000.00000.00000.N (Biweekly batch)

If a NEW time entry batch is processed without updating the HPCR table (Add box is not checked), then the batch will not be created the next time the Create Time Records process is run. The Create Time Records process only creates batches for accounts that have at least one representative in the HPCR table. If this were to happen, the timekeeper would have to repeat the steps for creating a NEW time entry batch.
Timekeeper Defined Time Entry Batches

Navigate to the *Time Entry - Batch Selection* Form

| PTE Hourly Time Entry  
| N → Time Entry – Batch Selection |

New Time Entry Batches

Create a New Batch

In the production environment, if the *Account Number* is not in the list of *Batch Names*, contact Payroll to set up the timekeeper information so a *NEW* time entry batch can be created. (see page 3)

1. Click the *Create Batch* button

2. Enter the *Account Number* (CDC must be entered for BHPCR employee group)
   - 442(B) – 02.74451.00000.00000.00000.00000.00000.N
Timekeeper Defined Batches

3. Click the Apply button

4. Add employees to the batch
   - Sydney Hef01 – 80 hours
   - Anita Hill01 – 80 hours
   - Remember to enter Control Totals before adding hours
   - Remember to check the Add box for any records that need to be created automatically in subsequent pay periods.

5. Complete processing as normal