TL.01 – Time and Labor Set Up

Configure Time and Labor

- Earnings and Deductions (PY.03)
- Create time attributes for payroll time types and absence types
- Define Approval Periods and Time Card Entry Periods
- Enable Time Entry Formats
- Determine Weekly or Bi-Weekly

Create and Update the Time Entry Values

- View Time Card Layout
- Enter Department, Assignment and Time Type
- Enter Time Card in Fields
- Determine No. of Time Cards

Entry Review Approval Notification

- View Time Categories
- Group Time Entries to Summarize, Validate and Transfer Time
- Enable Time Rules
- Create and update time entry and time calculation rules

Enable HCM Groups

- Time Consumer Payroll Transfer Rules
- Associate Formulas with Rule Templates
- Create Threshold Rules
- Create Rounding Rule

Select Union and Nonexempt

- Develop and Assign Profiles (TL.02)
- End