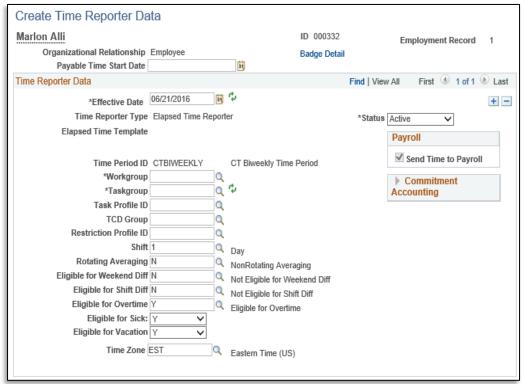


Understanding Time Reporter Data



- Payable Time Start Date: Only available for a new hire. This field indicates the pay period in which the employee will first be paid.
- Effective Date: The date the data change to time reporter data is effective. This can be past- or futuredated.
- Time Reporter Type: All time reporting employees are elapsed time reporters. This field is read-only.
- Time Period ID: It determines the period of time that can be viewed on a timesheet. For UConn, it is biweekly. This field is read-only.
- Workgroup: Indicated the employee's bargaining unit and contains rules regarding attendance and pay, holiday scheduled, default work schedules and time reporting codes.
- **Taskgroup**: Identifies the department in Time and Labor.
- TCD Group: This field is not being used.

- **Restriction Profile ID**: This field is not being used.
- Rotating Averaging: Used by rules processing for employees who work a rotating schedule that is averaged over a period of time. The default value is "N."
- Eligible for Weekend Diff: Used by rules processing for employees who work a shift that is eligible for weekend differential payments. The default value is "N".
- Eligible for Shift Diff: Used by rules processing for employees who work a shift that is eligible for differential payments. The default value is "N."
- Eligible for Overtime: This field is used by rules processing for employees who are eligible to earn overtime. The default value is "N."

- Eligible for Sick: This field is used for timesheet validation. The default value is "Y." If the employee is accruing sick time but not eligible to use it, select "N."
- Eligible for Vacation: This field is used for timesheet validation. The default value is "Y." If the employee is accruing vacation time but is not eligible to use it, select "N."
- **Time Zone**: The default is "EST" and should not be changed.
- Status: This will default as "Active" to keep this record active in the system.
 Select "Inactive" if the employee is being placed leave or is no longer available for time entry.
- Send Time to Payroll: This checkbox is checked when an employee is "Active" so time entered on the Timesheet is sent to Payroll. When an employee is "Inactive" the box will become unchecked.