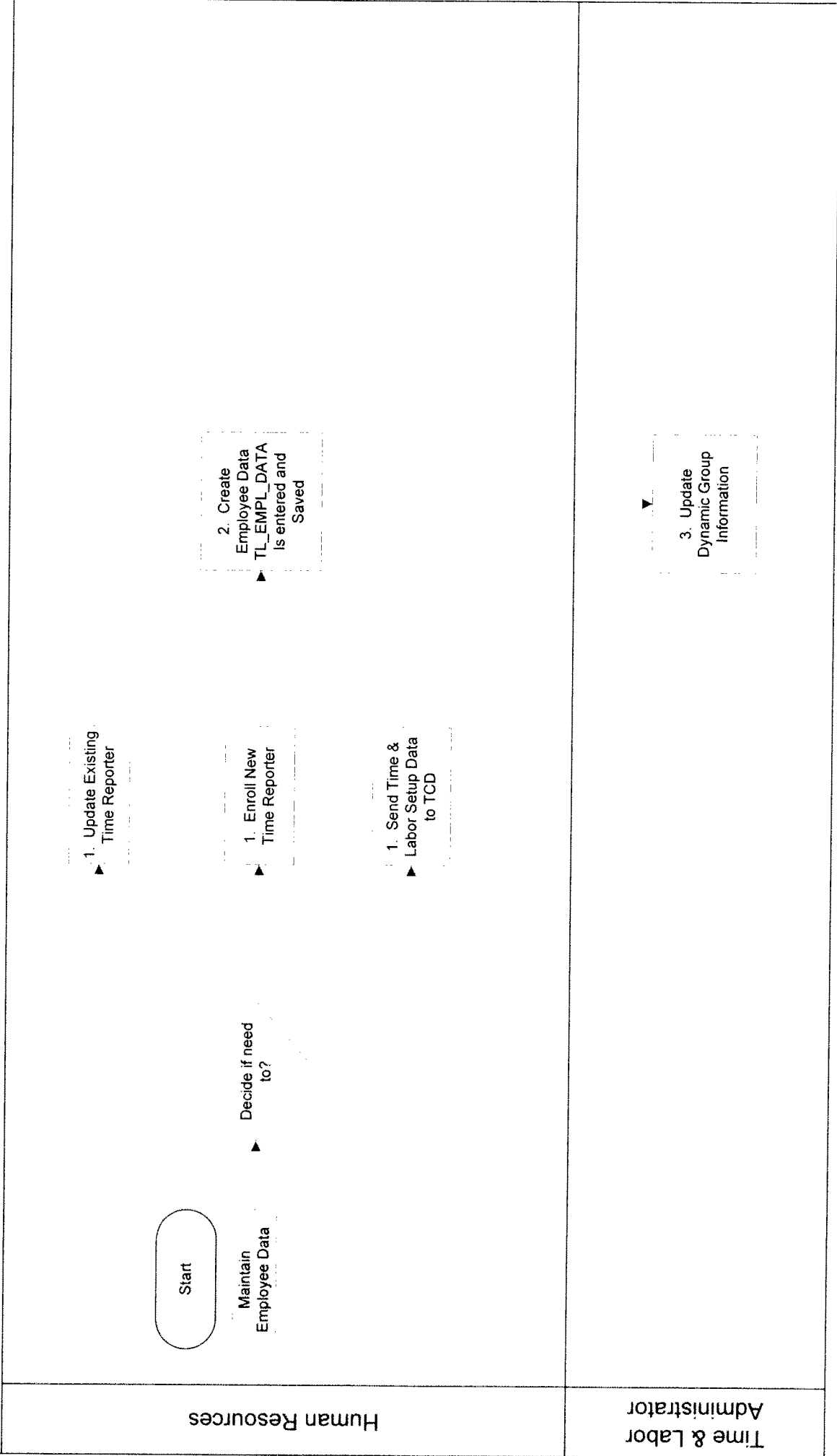


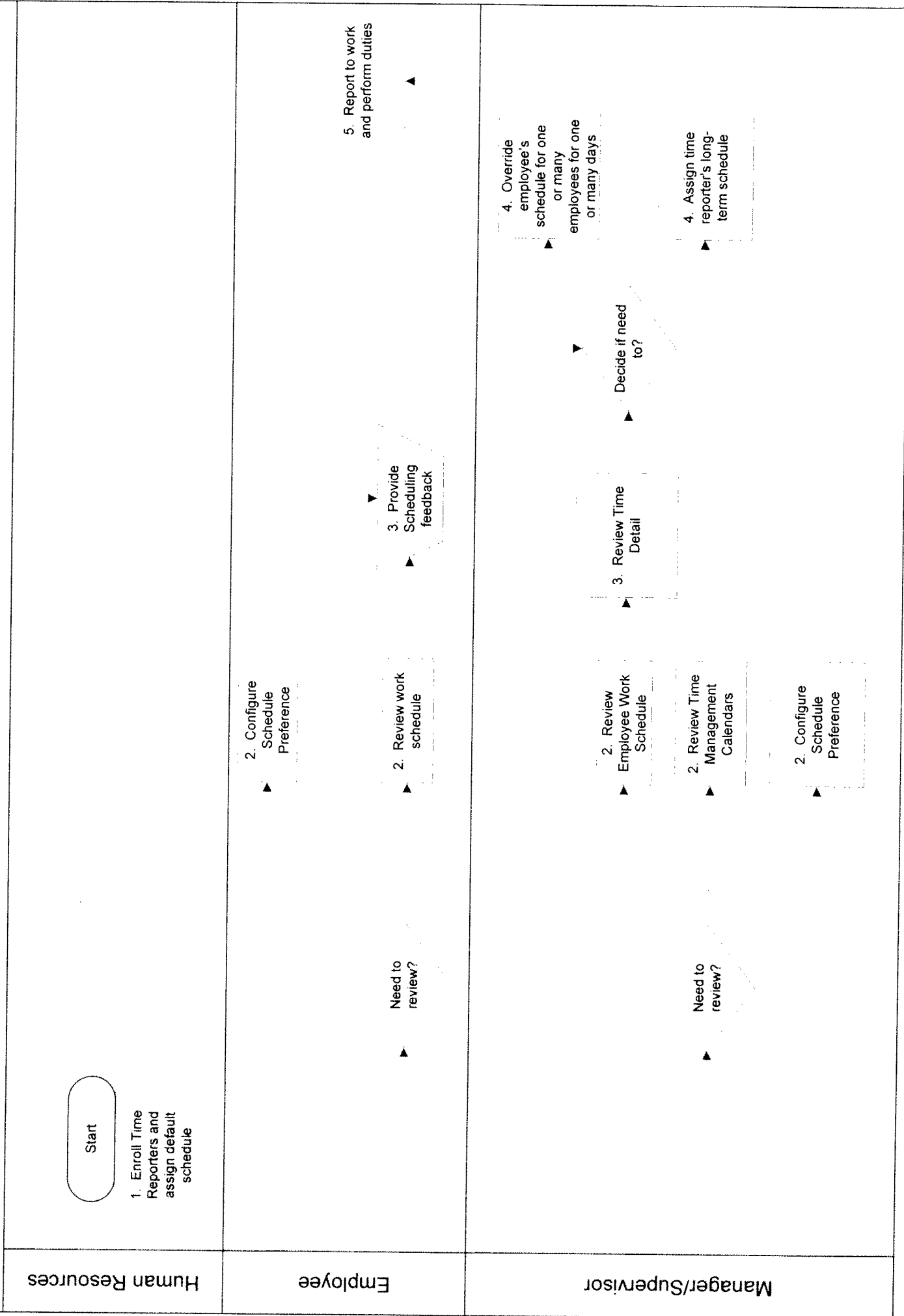
# TL0101 – Hire/Enroll Time Reporter



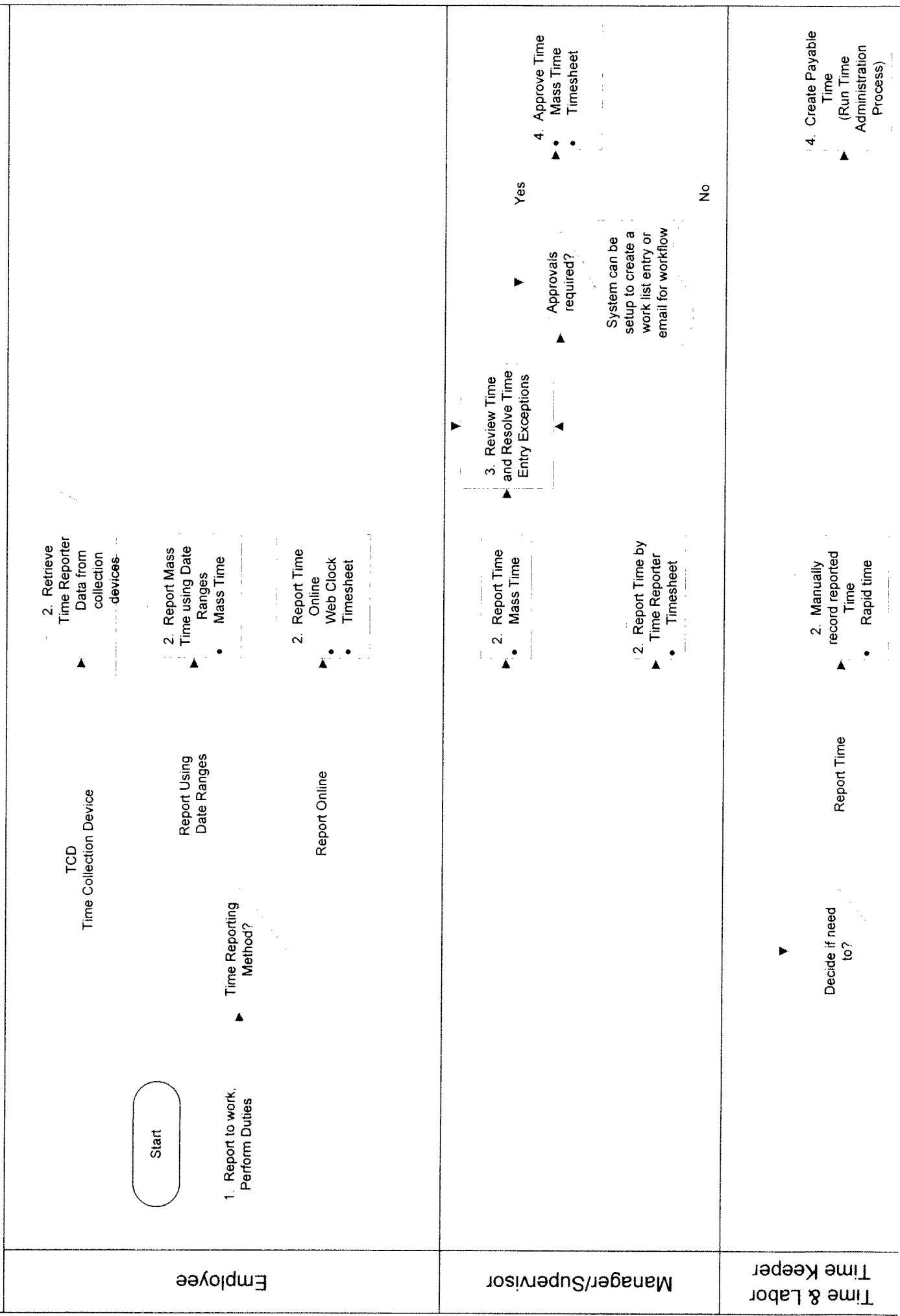
Human Resources

Time & Labor Administrator

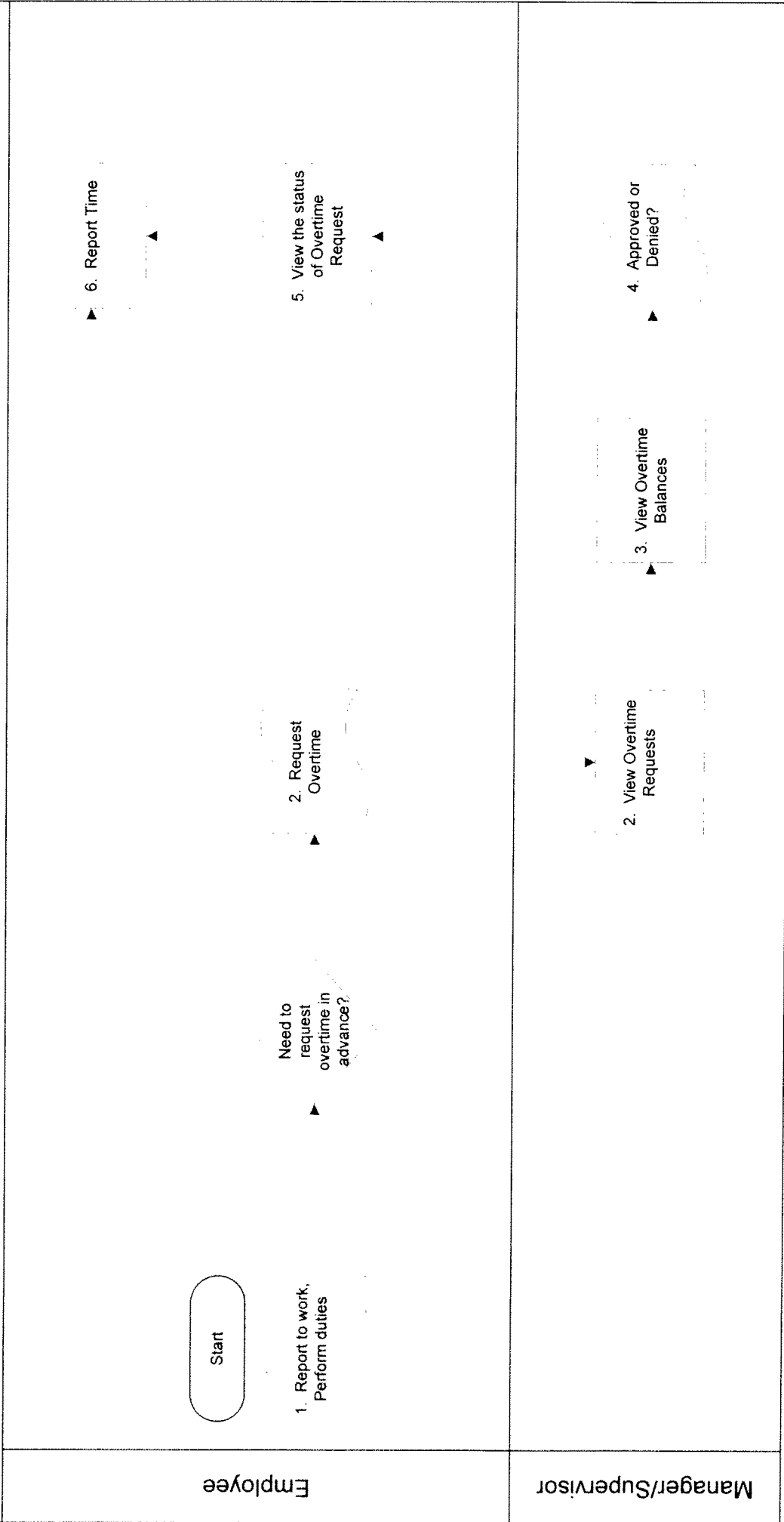
# TL0201 – Assign Schedules



# TL0301 – Report Time

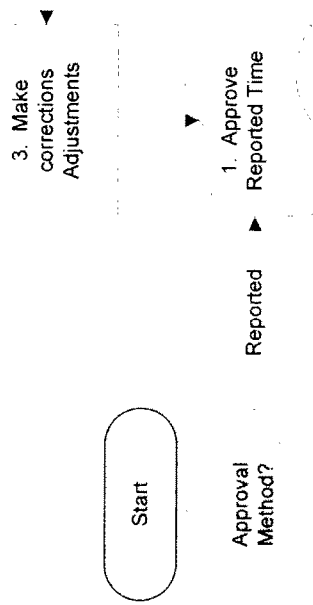


# TL0401 – Request Overtime and Obtain Approvals

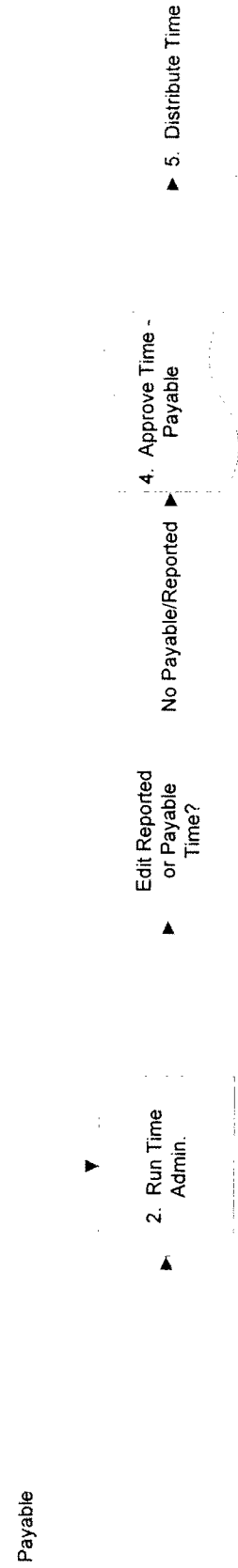


# TL0501 – Approve Time

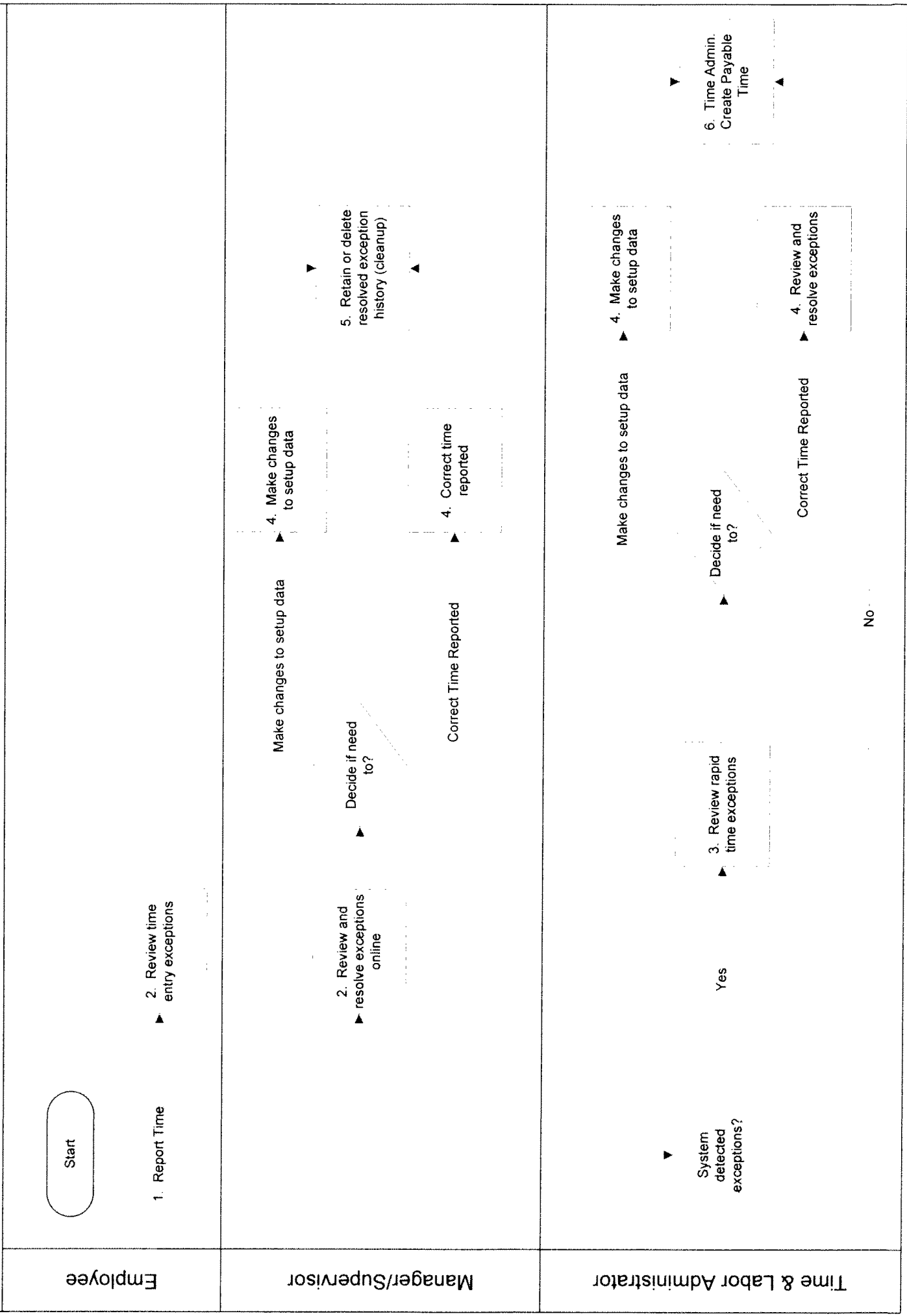
Manager/Supervisor



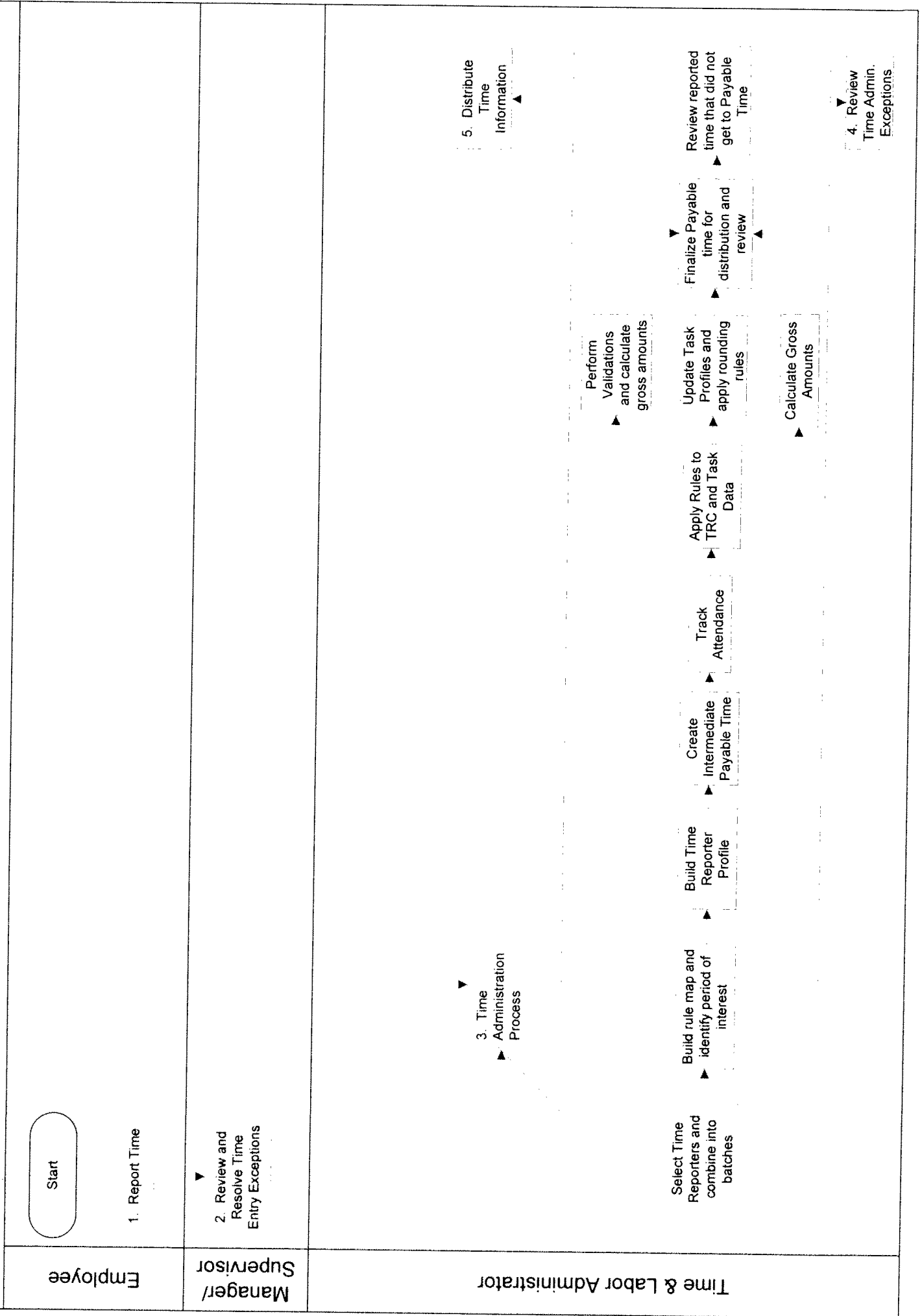
Time & Labor Administrator



# TL0601 – Review/Resolve Time Entry Exceptions



# TL0701 – Create Payable Time – Time Administration



Start

1. Report Time

2. Review and Resolve Time Entry Exceptions

3. Time Administration Process

Select Time Reporters and combine into batches

Build rule map and identify period of interest

Build Time Reporter Profile

Create Intermediate Payable Time

Track Attendance

Apply Rules to TRC and Task Data

Update Task Profiles and apply rounding rules

Perform Validations and calculate gross amounts

Finalize Payable time for distribution and review

Review reported time that did not get to Payable Time

4. Review Time Admin. Exceptions

5. Distribute Time Information

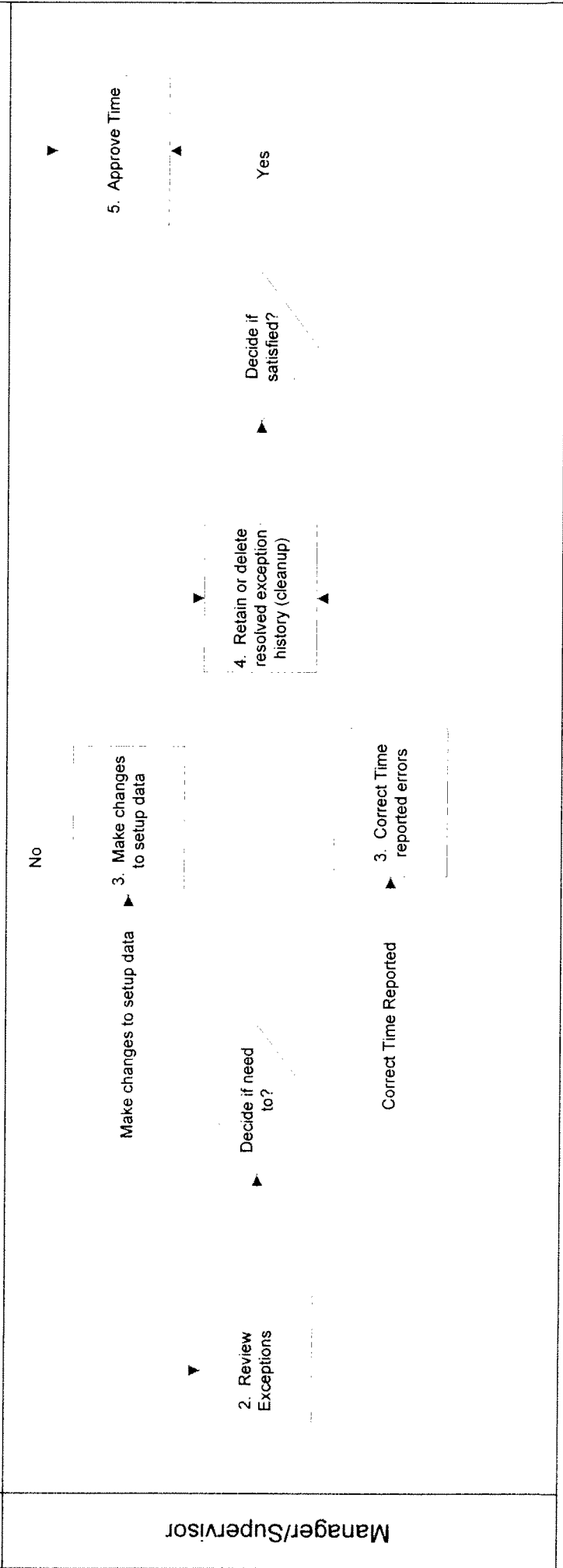
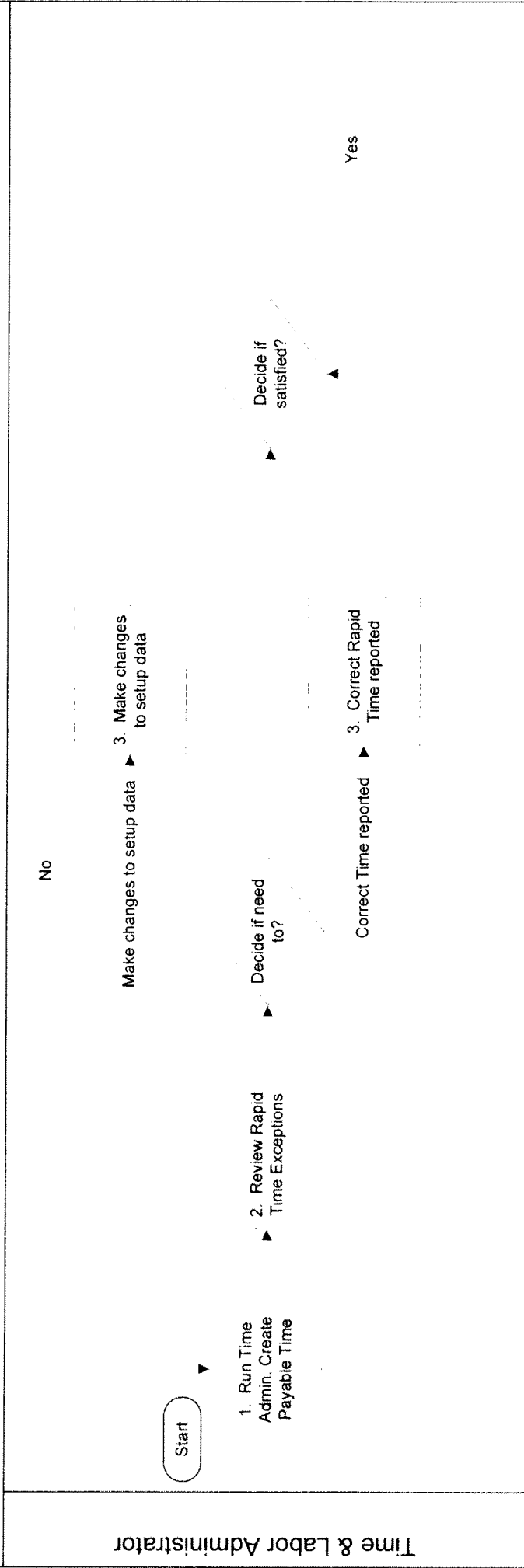
Calculate Gross Amounts

Employee

Manager/Supervisor

Time & Labor Administrator

# TL0801 – Resolve Time Administration Exceptions





TL0901 – Distribute Time

Manager/Supervisor

Start

1. Approve Time

Time & Labor Administrator/Keeper

2. Create Payable Time

3. Load Time to Paysheets

4. Review payable time that did not get to Payroll for North America or was rejected

TL1001 – Review/Adjust Time Summaries

Employee

- ▶ 2. Review time summaries for employees

Manager/Supervisor

- ▶ 2. Review time summaries for direct reports

Time & Labor Administrator/Keeper

Start

- ▶ 1. Distribute Time Information

Review?

- ▶ 2. Review attendance information

- ▶ 2. Review compensatory time

- ▶ 2. Review status

Need to adjust?

Yes

- ▶ 3. Adjust Payable Time

- ▶ 2. Review TA processing data

- ▶ 2. Review Time sheets

No

- ▶ 2. Audit Time Information/ Reports

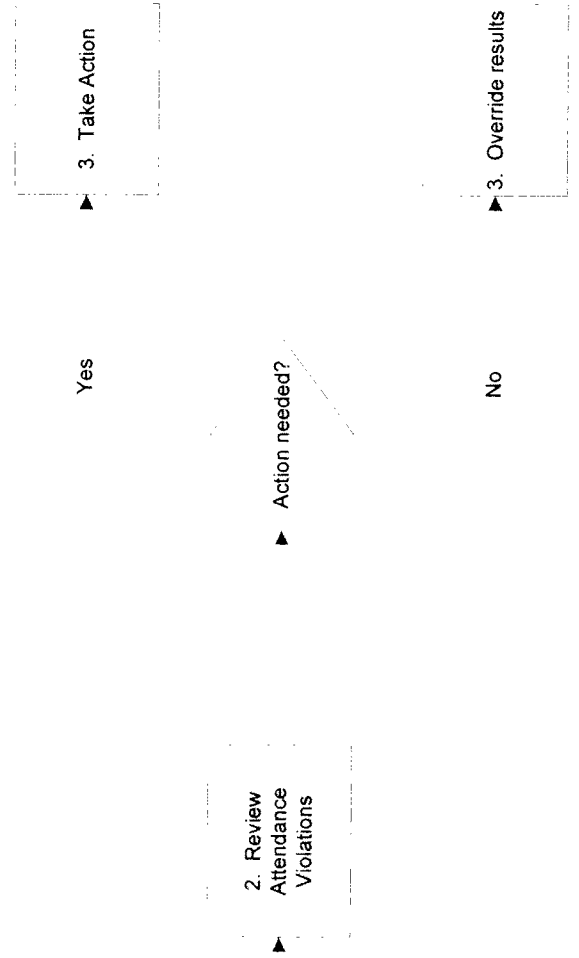
End

TL1100 – Track Attendance

Start

1. Report Time

Employee



Manager/Supervisor