Adjust Paid Time Overview

In instances where time does not load to Payroll, the time may need to be paid through Single Use Online Payroll Tool (SPOT) transactions, or via off-cycle processing. This resolution will require the TL Administrator to close those time transactions using the **Adjust Paid Time** page to avoid duplication of payment. This is only performed when SPO indicates that the time needs to be closed.

Rows labeled as "Rejected by Payroll" that have been closed by the TL Administrator will be allocated using the department or position funding defaults for the employee.

Note: The Appendix section of this Job Aid provides a list of reasons why payable time transactions may be rejected by the Load Time & Labor process.

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Adjusting Paid Time

1. Navigate to the **Adjust Paid Time** page using the following path:

   Navigator > Time and Labor > Report Time > Adjust Paid Time

The **Adjust Paid Time** Search page displays.

2. Enter the Employee ID for the applicable employee in the **Emp ID** field.

3. Click the **Search** button.

The **Adjust Paid Time** page displays.

4. The **Date Range Start Date** and **End Date** fields default to one month prior to the current date and the current date respectively. Update the **Start Date** and **End Date** fields as needed to reflect the date range in which the rejected time needs to be closed.

5. Click the **Refresh** icon.

The page refreshes and all payable transactions for the employee within the selected date range display.

Adjust Paid Time

Education Support Spec II
Actions ▾

Employee ID

Employment Record 0

Date Range

Start Date 10/28/2019 📅   End Date 11/10/2019 📅 ↻

Payable Time Details

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Overview	Time Reporting Elements	Task Reporting Elements	Cost and Approval	‖▶						
*Date	Payable Status	Close?	Payable Reason	Time Reporting Code	Quantity	TRC Type	Accounting Date	Taskgroup		
10/31/2019	Rejected by Payroll	☑	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours	📅	24100BA	＋	−
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	7.00	Hours	📅	24100BA	＋	−
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-8.00	Hours	📅	24100BA	＋	−
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-7.00	Hours	📅	24100BA	＋	−
10/31/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours	📅	24100BA	＋	−
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours	📅	24100BA	＋	−
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	7.00	Hours	📅	24100BA	＋	−
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-8.00	Hours	📅	24100BA	＋	−
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	-7.00	Hours	📅	24100BA	＋	−
11/01/2019	Rejected by Payroll	☐	Not Processed in Payroll	RGHA - Regular Earnings - Hourly	8.00	Hours	📅	24100BA	＋	−

Save   Return to Search

6.   Click the **Close?** checkbox option for each applicable transaction with a Payable Status of "**Rejected by Payroll**" that was paid through SPOT or off-cycle.

7.   Click the **Save** button.

Appendix – Time Rejected by Payroll - Reasons

The following are a list of reasons that may cause Time transactions to be **Rejected by Payroll** during the Load Time and Labor process. Payroll, SPO and the TL Administrator will work closely together to determine the resolutions and when directed by SPO, use the Adjust Paid Time process.

Reason	Action
Invalid Mapping of Time Reporting Code (TRC) to NA Earnings Code	Contact PPS to investigate
Employee is not active in JOB (for example, Terminated or Leave of Absence)	Contact SPO to create Paysheet SPO will proactively monitor for this situation and create the Paysheets
Employee has changed Paygroups in the pay period being processed. Time will be rejected and then loaded in the new Paygroup unless the new Paygroup is also in a different company	Contact SPO for direction
TRC in Payable Time is mapped to a NA Earnings Code that is not in the Employee's Earnings Program	Contact PPS to investigate
You run Pay Unsheet and all payable time is set to "Rejected"	Reload time or SPO can pay and TA Admin changes status
Enter or override state and locality which is not setup for the employee's Tax Data record	Contact HR or PPS
Employee has prior period adjustments when associated to a different Paygroup in a different company	Contact SPO for direction
If the TRC is Hours or Units and the value is not between +/- 9,9999.99, the time is rejected by the Load Time And Labor	Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
If the TRC is Amount type and the value is not between +/- 99,999,999.99 then time is rejected by Load Time And Labor	Correct the hours, amount, or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
If the sum of the hours/units/amount for a pay period exceeds +/-9,9999.99 in the case of hours/units and +/-99,999,999.99 in the case of amount the employees, time for the entire pay period is rejected	Correct the hours or TRC and reload, or correct and wait until next payroll, or SPO can pay and TA Admin changes status
Employee had a job change since the last run of Load Time and Labor. Time for all jobs will reject and should be reloaded	Reload time or SPO can pay and TA Admin changes status
The employee terminated prior to the Pay Period Begin Date and there is unprocessed Payable Time.	Contact SPO to create Paysheet

Reason	Action
	SPO will proactively monitor for this situation and create the Paysheets
The employee has too many prior period adjustments **NOTE**: This will occur when an employee has 99 XREF_NUM's already loaded to Paysheets from a previous run. For example, this could occur when there have been a large number of prior period adjustments.	Contact SPO for direction
The employee has a job earnings distribution setup on job data that uses an earnings code which is not the default earnings code for Regular earnings or for the employee's Paygroup	Contact HR. Job earnings distribution on job data should not be used
If the time being loaded is for a Paygroup that uses FLSA calendars and the calendars are not built, the payable time is rejected. No error message is generated in this case	Contact PPS to investigate. Calendars may need to be built or further investigation may be required
The currency code on Payable Time does not match the currency code of the employee's Paygroup	Contact PPS to investigate