Time Administration
The Time Administration Schedule can be found on the PeopleSoft HR Training website:
http://www.umsystem.edu/ums/hr/peoplesoft-hr/ta_schedule

All processing times are assuming Time Administration (TA) has not been stopped.
- Occasionally a timesheet error will cause TA to stop. Payroll or CAPS will work directly with the department Time Keeper of the errored timesheet to request correction and allow TA to resume as quickly as possible.

TimeLink and InTouch swipes:
These punches will show in the T&L timesheet approximately 20 minutes after the card swipe occurs.

Third party feeders:
Each department that uses a third party feeder (those in existence in 2009 when T&L began) will be responsible for submitting their punch feed throughout the pay period. Daily feeding is recommended.
When files are sent via the upload process, the Movelt program will run every half hour starting at 7:15am, with the last run at 4:45pm Monday through Friday (with the exception of holidays). There is a special run at 5:30pm on Sunday afternoons as well.
How to see if TA is running or has run

Access the Process Monitor (PeopleTools > Process Scheduler > Process Monitor)

Set criteria:

Click to get results:

You can determine which group TA is running for, or has run for, by clicking .

COLUM BIW: TL_TIMEADMIN_BW-C

COLUM/UOEXT MON: TL_TIMEADMIN_MON-C
### Process Detail

**Process**
- **Instance:** 1572661
- **Type:** Application Engine
- **Name:** TL_TIMEADMIN
- **Description:** Core Time Administration App
- **Run Status:** Processing
- **Distribution Status:** NA

**Run**
- **Run Control ID:** TL_TIMEADMIN_BWCC
- **Location:** Server
- **Server:** PSUNX
- **Recurrence:** Main

**Date/Time**
- **Request Created On:** 11/11/2011 6:30:05AM CST
- **Run Anytime After:** 11/11/2011 6:30:05AM CST
- **Began Process At:** 11/11/2011 6:30:16AM CST
- **Ended Process At:**

### Actions
- Parameters
- Transfer
- Message Log
- View Logs
- Batch Timings
- View LogTrac