

# Time Administration Processing

Updated 9/21/15

## **Time Administration**

The Time Administration Schedule can be found on the PeopleSoft HR Training website:

[http://www.umssystem.edu/ums/hr/peoplesoft-hr/ta\\_schedule](http://www.umssystem.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.

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## How to see if TA is running or has run

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


Set criteria:

The screenshot shows the 'View Process Request For' search criteria form. The 'Server' is set to 'PSUNX' and the 'Name' is 'TL\_TIMEADMIN'. The 'Last' field is set to '1 Days'. A 'Refresh' button is highlighted in yellow.

Click  to get results:

The screenshot shows the results table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	973476		Application Engine	TL_TIMEADMIN	PRODSPT	08/25/2010 7:30:08AM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	973465		Application Engine	TL_TIMEADMIN	PRODSPT	08/25/2010 6:23:31AM CDT	No Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	973463		Application Engine	TL_TIMEADMIN	PRODSPT	08/25/2010 6:15:06AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	973462		Application Engine	TL_TIMEADMIN	PRODSPT	08/25/2010 6:10:05AM CDT	Success	Posted	<a href="#">Details</a>

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

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Favorites | Main Menu > PeopleTools > Process Scheduler > Process Monitor

### Process Detail

Process			
Instance:	1572861	Type:	Application Engine
Name:	TL_TIMEADMIN	Description:	Core Time Administration App
Run Status:	Processing	Distribution Status:	N/A

Run	Update Process
Run Control ID: TL_TIMEADMIN_BW-C	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
Current Step: Main	<input type="radio"/> Restart Request

This is BIW COLUM

Date/Time	Actions
Request Created On: 11/11/2011 6:30:05AM CST	<a href="#">Parameters</a> Transfer
Run Anytime After: 11/11/2011 6:30:05AM CST	<a href="#">Message Log</a> <a href="#">View Locks</a>
Began Process At: 11/11/2011 6:30:10AM CST	<a href="#">Batch Timings</a>
Ended Process At:	View Log/Trace