



# PEOPLESOFT 9.2 TRAM ADMINISTRATORS GUIDE

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## TRAM ADMINISTRATOR ROLE

A TRAM Administrator reviews payable time and exceptions and runs relevant reports and queries in order to assist the Reports-to Manager. TRAM Administrators do not have the ability to adjust or approve payable time, or to approve absence requests.

## TRAM WORKCENTER

The TRAM WorkCenter is a one-stop full-function “command center” where TRAM Administrators can access links, pages, queries and TRAM reports required to complete their responsibilities. In order to access the WorkCenter, the manager will log into PeopleSoft and use either navigation shown:

The screenshot displays the Oracle PeopleSoft HR92TST interface. The top navigation bar includes 'Home' and 'Sign out' links. A search menu is visible on the left. The main content area is divided into several sections:

- Time Management:** A dropdown menu is open, showing options like 'Manage Schedules', 'Approve Time and Exceptions', 'Report Time', 'TRAM Reports', 'View Time', and 'Time and Labor WorkCenter'. A red arrow points to 'Time and Labor WorkCenter'.
- Direct Reports:** A table listing employees: Donald Duck, Mickey Mouse, and Minnie Mouse.
- Manager Self-Service:** A section containing 'Absence Requests' and 'TRAM WorkCenter' (highlighted with a red box and a red arrow pointing to it).
- Employee Message Center:** A section with the heading 'EMPLOYEE MESSAGE CENTER' and 'P.A.S.S. Updates'.
- Dept Self-Service:** A section with 'Payroll WorkCenter Link' and 'HR Forms'.
- HR Reports:** A section with 'Employee Performance'.

The 'TRAM WorkCenter' link in the Manager Self-Service section is highlighted with a red box and a red arrow, indicating the correct navigation path for TRAM Administrators.

Once the Time and Labor WorkCenter has been selected, the Timesheet search page will display. Use links and tabs in the left pane of the WorkCenter to access the necessary pages, queries and reports. The main WorkCenter area updates based on the links or functions selected in the left pane or tabs within the min page. This allows users to navigate between reports and pages, without leaving the WorkCenter. Notice the different tabs and sub-tabs available within the main section (Reported Time, Payable Time, Timesheet, and Exceptions, etc.)

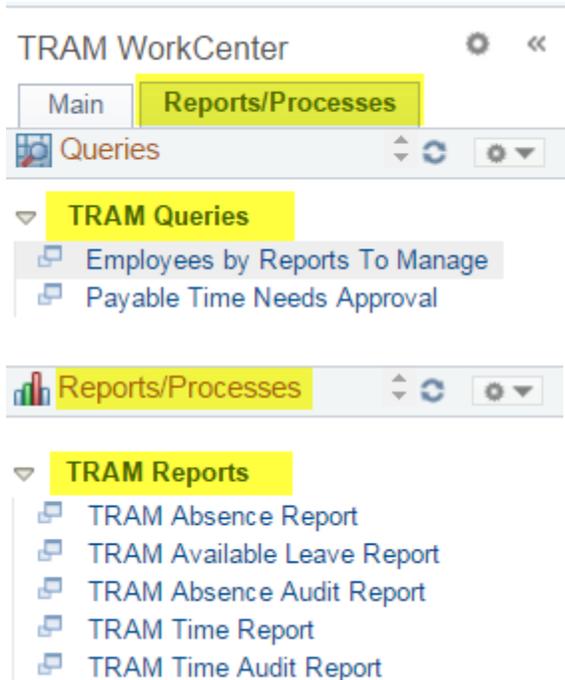
Oracle TRAM WorkCenter interface showing the Timesheet search page. The breadcrumb trail indicates the path: Favorites > Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter > Timesheet. The left navigation pane includes 'Main', 'Reports/Processes', 'Links', 'Delegation', and 'Schedules'. The main content area has tabs for 'Reported Time' and 'Payable Time', with 'Timesheet' and 'Exceptions' sub-tabs. An 'Employee Selection' section is visible, along with a 'Change View' section showing 'View By' set to 'Week' and 'Date' as '01/08/2016'. A table titled 'Employees For Minnie Mouse, Totals From 01/03/2016 - 01/09/2016' is displayed with columns for Last Name, First Name, Employee ID, Empl Rcd Nbr, Job Title, Reported Hours, Hours to be Approved, Scheduled Hours, and Exception.

All pages displayed under the Reported Time and Payable time tabs, allow the TRAM Administrator to use the **Employee Selection** search criteria to find desired employees or employee groups to review. Click the arrow next to the **Employee Selection** header to expand the search section.

Oracle TRAM WorkCenter interface showing the Employee Selection search criteria page. The breadcrumb trail indicates the path: Favorites > Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter > Timesheet. The left navigation pane includes 'Main', 'Reports/Processes', 'My Work', and 'Approvals'. The main content area has tabs for 'Reported Time' and 'Payable Time', with 'Timesheet' and 'Exceptions' sub-tabs. The 'Employee Selection' section is expanded, showing a table with columns for Selection Criterion and Selection Criterion Value. The criteria listed are Employee ID, Empl Rcd Nbr, Last Name, First Name, and Department. There are buttons for 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

## QUERIES AND REPORTS

The TRAM WorkCenter has a second tab titled “Reports/Processes.” The TRAM Administrator will find direct access to TRAM Queries and Reports without the need to navigate to them through the main menu:



## QUERIES

Queries that provide helpful information related to the review of unapproved payable time, high exceptions, unapproved absences and other TRAM functions can be located and generated under the TRAM Queries section.

## TRAM REPORTS

### *TRAM Absence Report*

- Displays Absence Requests, including hours, and status of request by Employee and Empl Rcd #
- Run Parameters:
  - By Business Unit (Campus), Division, College, Department, or Empl ID
  - By Hourly Time Reporters, Salaried (Monthly) Time Reporters, or all Time Reporters
  - By From Date and Thru Date (Report includes Absence Requests with a Begin Date in the time period requested)
- Process Name: UPAY204

### *TRAM Available Leave Report*

- Displays Projected Leave Balances by Employee. Projected Leave Balances include hours pending in Payroll, Time Reporting, and Absence Management
- Displays Maximum Vacation Accrual Hours at end of Fiscal Year in order to monitor employees at risk of losing vacation

- Identifies Employees with Negative Leave Balances
- Run Parameters:  
By Business Unit (Campus), Division, College, Department, Empl ID  
By Hourly Time Reporters, Salaried (Monthly) Time Reporters, or all Time Reporters  
By All Leave Types, Sick Leave Only, Vacation Leave Only, Sick & Vacation Leave Only, or Comp Time Only
- Options:  
Only Display Employees with Projected Negative Leave Balances
- Process Name: UPAY207

#### *TRAM Absence Audit Report*

- Displays Absence Requests, including hours, by Employee and detailed Workflow Transaction History
- Process Name: UPAY208

#### *TRAM Time Report*

- Displays Payable Time and associated Reported Time by Employee, Empl ID, and Date; totals Payable Time Hours by Employee, Emp Rcd #, and Time Reporting Code (TRC)
- Identifies Payable Time to be approved and Payable Time Rejected by Payroll
- Process Name: UPAY205

#### *TRAM Time Audit Report*

- Displays Reported Time Added, Deleted, and/or Changed and Comments entered by Reports-to Manager by Employee, Empl ID, and Date
- Displays Number of Days Corrected by Employee and Empl ID
- Identifies Corrections entered in order to review comments and appropriate justification
- Process Name: UPAY206

## PAYROLL REPORTS

TRAM Administrators can access other reports required to review and validate payroll activities for assigned departments by navigating to UHS HRMS Payroll > Reports.

## TRAM ADMINISTRATOR GLOSSARY

### *Absence Management*

The process for managing absences. Absence Management is an Electronic Leave request form that employees use to request leave via P.A.S.S.

### *Delegate*

Reports-to Managers have the option of setting up a delegate or alternate approver. The delegate will have the same access as the original user, based on the Manager's selection of actions the delegate can perform.

### *Deny*

A term used when a Reports-to Manager or delegate denies an employee's absence request for leave, the employee has the ability to edit and re-submit the request.

### *Exceptions*

Errors generated after Time Administration has been run and rules are applied. These exceptions occur due to missed punches, invalid punch order, late punches and long lunches. High severity exceptions must be corrected by the Reports-to Manager (Missed punches and Invalid punch order only).

### *Final Verification*

A Payroll process that runs to produce a paycheck for time submitted by time reporters.

### *Load to Payroll*

After all absences have been finalized and all payable time has been approved, Payroll runs the Load to Payroll process which loads all time to payroll for processing.

Time that is not approved by the designated deadlines will result in a delay of payment. Late approvals will be processed on the next payroll period.

### *Payable Time*

The term used once the time administration process has been run against the reported time. Time administration is the process that converts reported time into unapproved payable time and calculates rules such as overtime and generates exceptions if errors are found.

### *Punch*

The term used to describe the action when a time reporter enters his or her time via a time clock or time collection device. Punches include: punching in, meal, in from meal, and out. A typical day for a time reporter would include the following punches:

- In (arrive to work)
- Meal (leave for lunch)
- In (arrive back to work)
- Out (leave for the day)

### *Reported Time*

The time entered via the web clock or the TCD by the time reporter.

### *Rules*

Generated by the Time Administration process that is run for each Pay Period. The process calculates all approved time and applies rules based on the approved time and workgroup the employee is assigned to. The main rules that are applied are:

- Overtime or Extra hours for hours over 40
  - If an employee is assigned to a workgroup that pays overtime and he works over 40 hours the system will apply the overtime rule that will automatically take the hours over 40 and pay as overtime.

- Comp Time 1.0 or 1.5 for hours over 40
  - If an employee is assigned to a workgroup that earns comp time and he works over 40 hours the system will apply the comp time rules that will automatically take the hours over 40 and pay as comp time earned.

### *Time Administration*

Time Administration is the process that converts employees' reported time to unapproved payable time that needs approval by the Reports-to Manager. It also applies the rules that create the exceptions. This process runs on a schedule that will be communicated each pay period.

### *TRAM Administrator*

Reviews payable time and runs relevant reports and queries in order to assist the Reports-to Manager. TRAM Administrators do not have the ability to adjust or approve payable time, or to approve absence requests, unless they are assigned the delegation role by the Reports-to Manager.

### *Time Collection Device (TCD)*

An electronic device used for hourly employees to punch in and out. TCDs are located in designated areas where the employee is responsible for clocking in by scanning their thumb or fingerprint to report their time worked. Data from TCDs are collected and loaded to the University's payroll system for processing.

### *Time Reporter*

An hourly employee who enters his or her time into PeopleSoft on a daily basis via TCD or Webclock and submits absence requests via P.A.S.S.

### *Time Reporting Code (TRC)*

A time reporting code that corresponds to the time reported for an employee. Regular time is TRC020, overtime is TRC315, and comp time earned is TRC 190 or 300. There are also time reporting codes associated with absence requests and corrections made to absence requests on the timesheet.

### *Time Reporting and Absence Management*

The University of Houston System (UHS) Time Reporting and Absence Management system. TRAM is an automated application for capturing and processing time and leave.

### *Trial Verification*

A Payroll process that calculates the time entered by employees. This generates a report (Trial) that is run by Department TRAM Administrators to review time and pay generated for their employees. The report is reviewed and any necessary corrections are made before payroll is finalized.

### *Web Clock*

A time collection system for hourly employees that is located in P.A.S.S. Hourly employees assigned to the web clock are responsible for punching in and out via the web clock to report their time worked. Time is transmitted from the web clock punches to the University's payroll system for processing.

### *Workgroup*

A set of time reporters who share compensation requirements such as pay frequency and work location. Examples are hourly employees and salaried employees. When an employee's HR data changes for reasons such as promotions, demotions, or transfers, their characteristics for Workgroup membership may change, requiring an update in the Time and Labor Workgroup enrollment. When employees are terminated, their Workgroup enrollment is automatically inactivated 45 days after the termination date.