



# Understanding Time Reporter Data

**Create Time Reporter Data**

**Marlon Alli** ID 000332 Employment Record 1

Organizational Relationship Employee [Badge Detail](#)

Payable Time Start Date

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**Time Reporter Data** Find | View All First 1 of 1 Last

\*Effective Date 06/21/2016

Time Reporter Type Elapsed Time Reporter \*Status Active

Elapsed Time Template

Time Period ID CTBIWEEKLY CT Biweekly Time Period

\*Workgroup

\*Taskgroup

Task Profile ID

TCD Group

Restriction Profile ID

Shift 1 Day

Rotating Averaging N NonRotating Averaging

Eligible for Weekend Diff N Not Eligible for Weekend Diff

Eligible for Shift Diff N Not Eligible for Shift Diff

Eligible for Overtime Y Eligible for Overtime

Eligible for Sick: Y

Eligible for Vacation Y

Time Zone EST Eastern Time (US)

**Payroll**

Send Time to Payroll

**Commitment Accounting**

- **Payable Time Start Date:** Only available for a new hire. This field indicates the pay period in which the employee will first be paid.
- **Effective Date:** The date the data change to time reporter data is effective. This can be past- or future-dated.
- **Time Reporter Type:** All time reporting employees are elapsed time reporters. *This field is read-only.*
- **Time Period ID:** It determines the period of time that can be viewed on a timesheet. For UConn, it is biweekly. *This field is read-only.*
- **Workgroup:** Indicated the employee's bargaining unit and contains rules regarding attendance and pay, holiday scheduled, default work schedules and time reporting codes.
- **Taskgroup:** Identifies the department in Time and Labor.
- **TCD Group:** *This field is not being used.*
- **Restriction Profile ID:** *This field is not being used.*
- **Rotating Averaging:** Used by rules processing for employees who work a rotating schedule that is averaged over a period of time. The default value is "N."
- **Eligible for Weekend Diff:** Used by rules processing for employees who work a shift that is eligible for weekend differential payments. The default value is "N."
- **Eligible for Shift Diff:** Used by rules processing for employees who work a shift that is eligible for differential payments. The default value is "N."
- **Eligible for Overtime:** This field is used by rules processing for employees who are eligible to earn overtime. The default value is "N."
- **Eligible for Sick:** This field is used for timesheet validation. The default value is "Y." If the employee is accruing sick time but not eligible to use it, select "N."
- **Eligible for Vacation:** This field is used for timesheet validation. The default value is "Y." If the employee is accruing vacation time but is not eligible to use it, select "N."
- **Time Zone:** The default is "EST" and should not be changed.
- **Status:** This will default as "Active" to keep this record active in the system. Select "Inactive" if the employee is being placed leave or is no longer available for time entry.
- **Send Time to Payroll:** This checkbox is checked when an employee is "Active" so time entered on the Timesheet is sent to Payroll. When an employee is "Inactive" the box will become unchecked.