

DEPARTMENT OF PAYROLL PROCESSING GLOSSARY OF TERMS

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Term	Definition
Concurrent job	A separate and distinct job from an existing job that has a different department or job title, and/or rate of pay. For example- an employee works 15 hours per week as an Account Clerk in Department A and 25 hours per week as on Administrative Assistant in Department B.
Dynamic group	Groups of employees in T&L who have like characteristics such as department and/or paygroup. The group may be used to manage employees for group time approval, group exceptions, viewing time details, and time administration. If a dynamic group is not used, employees are retrieved one-by-one.
Exception	Exceptions are generated when time is reported and either an element about the time is incorrect or the time does not comply with a rule that has been defined. Any time with an exception needs review in order for the system to process the time. The exception must be either resolved or allowed.
Exception Time Reporting	For employees who are paid a bi-weekly salary, a schedule of expected regular hours is established. Only exceptions to the regular time must be reported. If no time is reported then payable time will be created based on the total hours on the schedule. For non-exempt employee schedules, the weekly schedule must equal standard hours. For exempt employees, the bi-weekly schedule must equal 2 times standard hours.
Override Reason Code	Code for the reason why time other than Regular was reported. Informational only and used at department's option.
Payable Time	Time that is created through the Time Administration process.
Paygroup	A pay group is a logical grouping of employees

	based on shared characteristics that facilitate payroll processing because of common requirements such as employee class and pay frequency.
Paysheet	Paysheets serve as a repository for the raw data required to calculate employee pay data in the Payroll module for each pay period. Paysheets are used for payroll adjustments, advance recoveries, travel reimbursements, and supplemental pay. Only FS-Payroll has access to paysheets.

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Positive Time Reporting	For employees who are paid on an hourly basis, all hours on the timesheet must be reported in T&L. There is no default schedule.
Schedule	A detail of hours expected to work each day in a two-week pay period. It does not detail the time in and out- just the total hours per day.
Service hours	Paid hours that are used as a basis for accruing leave. Service hours are never greater than but they may be less than standard hours. This allows for a reduction of leave accrued if an employee is in an unpaid leave status.
T&L Approver	The UMB security role for the department staff who is responsible for approving time in the T&L module. Generally given to the person who currently approves the payroll journals.
T&L Initiator	The UMB security role for the department staff who is responsible for entering time in the T&L module. Generally given to the person who currently prepares the payroll journals.
Time Administration	The eUMB process that converts reported and/or scheduled time into payable time. It executes the rules that we defined, selects employees for processing, combines employees into batches, determines the period to process, and calculates prior period adjustments before passing time data to payroll or commitment accounting.
TRC (Time Reporting Code)	Represent the level at which UMB needs to track employee time in order to support its administrative and compensation needs. An element of compensation or bucket, in which the system collects hours, pay rates, and/or account distributions.
Workgroup	Group of time reporters who share identical compensation requirements such as FLSA requirements, rate of pay (hourly, exception hourly, salaried), and types of TRCs.