Rutgers
HR/Payroll Migration
Time Entry and Approval

Employee Group Definitions

Hourly ***(Non-Exempt):***	These employees are also known as per diem and overtime eligible. **All time worked** needs to be reported and approved in PeopleSoft.
Salaried ***(Non-Exempt):***	These employees follow standard hours of pay and are overtime eligible. Only time worked **over regularly scheduled work hours** needs to be reported and approved in PeopleSoft.
Salaried ***(Exempt):***	These employees follow standard hours of pay and are not overtime eligible. Time **does not need to be reported and approved** in PeopleSoft.

Schedule

Payroll Calendar available at payroll.rutgers.edu

Pay Cycle is Saturday through Friday
Pay Weeks alternate for Salaried and Hourly employees

*Time worked over regularly scheduled work hours **only**

Salaried ▶ Submit and Approve time by 5 PM Monday* → Employees can view paycheck on Wednesday → Pay Date is Friday

Week 1: Salaried Pay Week

Sa	S	M	T	W	Th	F

Week 2: Hourly Pay Week

Sa	S	M	T	W	Th	F

Hourly ▶ Submit and Approve time by 5 PM Monday → Employees can view paycheck on Wednesday → Pay Date is Friday

TRC Codes

When recording time for an employee, only the TRC Codes relevant to that employee will be visible

TRC	Description
AWARD	Award & Prizes
BESSP†	Banner Essential Service Pay
CHRND†	CHARGE RN DIFF
COMP2	Comp Time Payout at Straight T
COMPE	Comp Time Earned
COMPP	Comp Time Payout
COMPT	Comp Time Only Hours
COMPU	Comp Time Used
DUMMY	Dummy Work TRC
ESSPY	Essential Service Pay
EXHRS	Salaried NE EXTRA HOURS Worked
HDWRK	Holiday Worked
HOLPY†	Holiday Pay
HREG	Hourly Regular
LOC97†	ON CALL TEAMSTER
MEALS	Meals Hourly
MLALW	Meal Allowance
MLSBK	Meal Break
ONCRN†	ON CALL ADVANCE PRAC RN
OT	Overtime
OTS2	Shift2Union 001
OTS2C	SH2CT OT Premium
OTS3C	SH3CT OT Premium
OVSTR	NOT USED
OVT	Overtime 1.5
PERDN†	SHIFT PER DIEM RN WKEND
PERPY†	Preceptor Pay

TRC	Description
RN48S†	Per Diem Nurse over 48 hours
RTADJ	Rate Adjustment for Hrly Stu
SH2CT	Shift2-002
SH3CT	Shift3-002
SHF10†	SHIFT DIFF WKEND EVENINGS / NITE
SHF11†	UCHC TEAMSTERS WEEKEND
SHF12†	Acting Engineering
SHFD7†	SHIFT DIFF DOC L1/LPN L1 & L2
SHFT2	Shift2Union 001
SHFT3	Shift3 Union 001
SHFT4†	Shift 4
SHFT5†	Shift 5 – wkday evenings / nites
SHFT6†	SHIFT DIFF EVENINGS / NITES
SHFT7†	SHIFT DIFF ON CALL
SHFT8†	SHIFT DIFF WEEKEND
SHFT9†	SHIFT DIFF PER DIEM
SHOT2	Shift2 OT Union 001
SHOT3	Shift3 OT Union 001
SICK†	Banner Sick
UNPD	Unpaid Absence
WENDE†	SHIFT DIFF WKEND EVENINGS L2
WENDN†	SHIFT DIFF WEEKEND NIGHTSL2
WKDPM†	SHIFT DIFF DOC NITES L2
XPAMT	EXTRA PAY – Flat Amount
XPHRS	EXTRA PAY – Hours

†Banner TRC Code

Navigation

To make navigation simpler, add to Favorites!

Elapsed and Punch Timesheet (Timekeepers)

Manager Self Service › **Time Management** › **Report Time** › **Timesheet**

To enter time in the Elapsed Timesheet view for an hourly employee, scroll down and select "Elapsed Timesheet"

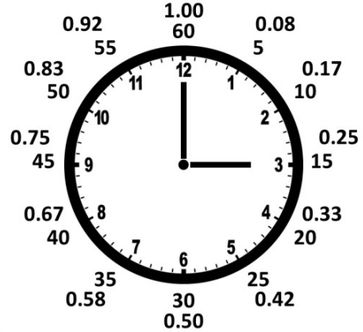
Approve Time (Approvers)

Manager Self Service › **Time Management** › **Approve Time & Exceptions** › **Payable Time**

Minutes to Hours Conversion

When entering time in an elapsed timesheet, time must be entered as fractions of an hour

Full conversion chart available at payroll.rutgers.edu



X Minutes = X/60 Fractions of an Hour

Key Information

- **Time Admin** is run by Central Payroll twice a day (3AM and 12PM) to make Reported Time (time submitted by the Timekeeper) into Payable Time (time to be approved).
- **Time off** (Paid Time Off, sick, vacation, FMLA, etc.) is **NOT** handled as part of Time Entry and Approval. Do not edit on the timesheet!
  - Time off will be handled by a separate Absence Reporting system. Communicate any time off to the designated Absence Administrator

Cornerstone
Transforming the Way We Work at Rutgers

Questions? Call the HR/Payroll Help Center at (848) 932-3888, e-mail *HRPayroll_helpcenter@hr.rutgers.edu,* or visit www.cornerstone.rutgers.edu