

TAL Upgrade

2019

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TOC

- Browser
 - Can now use ANY browser
 - If using IE, must turn compatibility mode off
- Holiday Schedule
 - The annual schedule is now displayed upon login for all employees that are holiday eligible
- Messages
 - In the bottom section of the screen are any system messages

Messages

Welcome to the TAL System!

Please follow these steps if you have a question about using the TAL system:

1. Refer to the user's manuals and information available on the Payroll Services website (<https://www.ouhsc.edu/financialservices/Payroll/default.asp>).
2. Contact your departmental payroll coordinator.
3. Contact Payroll Services (405) 271-2055 or by email Payroll-Services@ouhsc.edu.

Employees Messages

Holiday Schedule for Doe, Jane	
Holiday	2019
New Years Day	Tuesday Jan 01, 2019
Martin Luther King Jr. Day	Monday Jan 21, 2019
Memorial Day	Monday May 27, 2019
Independence Day	Thursday Jul 04, 2019
Labor Day	Monday Sep 02, 2019
Thanksgiving Day	Thursday Nov 28, 2019
Day after Thanksgiving	Friday Nov 29, 2019
Christmas Eve	Tuesday Dec 24, 2019
Christmas Day	Wednesday Dec 25, 2019
Winter Break 1	Monday Dec 30, 2019
Winter Break 2	Tuesday Dec 31, 2019

Manager Messages

Pending Timeoff requests for Smith, John with a status of Pending as of Mar 5 2019 1:24PM Eastern Time

Updated Message Page

- Supervisors or Coordinators can no longer “Complete” a timesheet for the employee. Only an employee can complete their own timesheet.
- Supervisors should only be approving employee timesheets.
- If changes are made to the timesheet, the employee should be re-completing the timesheet and then the supervisor should approve it. If the employee is unavailable then the timesheet will stay uncompleted.
- All employees can access TAL timesheets from any location (on/off campus).

Pay Period: 03/03/2019 - 03/16/2019 B1

Last Name: [[<< Previous Employee](#)] Employee 1 of 6 [[Next Employee >>](#)]

Filter: All
(Not Approved, Not Completed)
[Timesheet Employee Information](#)

Timesheet Group: ADM301-Washam Status: Active

[Show Pay Period Details](#)

Timesheet Summary															Hide		
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Week Total	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Week Total	Total
Worked								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Timesheet Completion

You can now search for employees timesheet groups under **Manager Tasks**.

The screenshot shows a web application interface with a navigation menu at the top. The 'Manager Tasks' menu item is highlighted. Below the menu, there is a search form titled 'Find EE TS Group' with a 'Name:' label and a text input field. A 'Find' button is located below the input field. Below the search form is a 'User List' section with a red header that reads 'Search Result for Employee Name LIKE "washam"'. The table below contains one row of search results.

Employee Name	Timesheet Group	Manager Name	Supervisor Name	Supervisor e-mail
Washam, Sarah Anne (000000)	ADM000-Avery-000000	Ehrhart, Julie G	Avery, Bradley D	brad-avery@ouhsc.edu

A 'Close Window' button is located at the bottom of the results section.

Type the employee first or last name (not complete name), or Lastname,Firstname without a space.

New! Employee Search

- Supervisors and Coordinators now have a “Primary” group when going to employee timesheets.
 - The group you are the primary supervisor for, and/or
 - The group you are the primary coordinator for

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Employee Tasks | Manager Tasks | Messages | Employee Setup | History | Reports | Log Off | Help

Employee Timesheets | Employee Balances | TimeOff Approvals | Delegate Authority | On Call | Attendance | Find EE TS Group

Timesheet Group: Primary | Period: 02/03/2019 - 02/16/2019 B1 | go

Primary
 *ADM301-Allen
 *ADM301-Arthu
 *ADM301-Aven
 *ADM301-Bren
 *ADM301-Cook
 *ADM301-Dosh

Timesheet Group: Primary | Period: 02/03/2019 - 02/16/2019 B1 | go

Completion: Not Completed 100%

Approval: Not Approved 100%

Timesheet Statistics

Total Timesheets: 6					
Approved	0	Not Approved	6	Completed	0
Not Completed	6	Validation Errors	0	Validation Warnings	0
Notes	0	Addl Hours	0	Attachments	0
Attachments	0				

<< Previous Page | Page 1 of 1 | Next Page >>

Filter: All

Hours Summary for 02/03/2019 - 02/16/2019 - B1

Timesheet Group	Employee Name	Regular	Exception	Total Hours	Addl Hours	Complete	Notes	Attachments	# Messages	Approved
ADM301-Washam: Full Access	Brambilla,Beatrix Exempt/Salary/B1			24.00	24.00					
ADM301-Washam: Full Access	Hunkin,Precious Grace Exempt/Salary/B1			16.00	16.00					
ADM301-Washam: Full Access	Kinsler,Lea Christine Exempt/Salary/B1			16.00	16.00					

New! Primary Group

- Employee Timesheets tab for current period now has a timesheet statistics box.
- This shows you a summary of all the timesheets in that timesheet group. If you are a coordinator or supervisor and use the Primary group it will show all of your timesheets in your summary.
- The links in statistics box are active so you can click through to the relative timesheets.

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Employee Tasks Manager Tasks Messages Employee Setup History Reports Log Off Help

Employee Timesheets Employee Balances TimeOff Approvals Delegate Authority On Call Attendance Find EE TS Group

Timesheet Group: Primary Period: 02/03/2019 - 02/16/2019 B1

Timesheet Statistics					
Total Timesheets 79					
Approved	0	Not Approved	79	Completed	0
Not Completed	79	Validation Errors	0	Validation Warnings	0
Notes	0	Addl Hours	0	Attachments	0
Attachments	0				

Completion: Not Completed 100%

Approval: Not Approved 100%

Last Name: [GO](#) [[<< Previous Page](#)] Page 1 of 4 [[Next Page >>](#)]

New! Timesheet Statistics 7

Click the **Timesheet Audit Button** to see all changes that have been made to a timesheet by date and who did it.

The screenshot shows a web application interface for a timesheet system. At the top, there is a navigation bar with a period selector set to '01/06/2019 - 01/19/2019 (History - Adjustments Allowed) B1'. Below this is a search bar for 'Last Name' and navigation links for '<< Previous Employee', 'Employee 4 of 5', and 'Next Employee >>'. A 'GO' button is also present. A 'History Status (Not Completed, Approved, Processed)' dropdown menu is visible. The main content area is titled 'History Pay Period Details' and contains a 'History Input Summary' table. A blue arrow points to a button in the top right corner of the application, which is circled in blue.

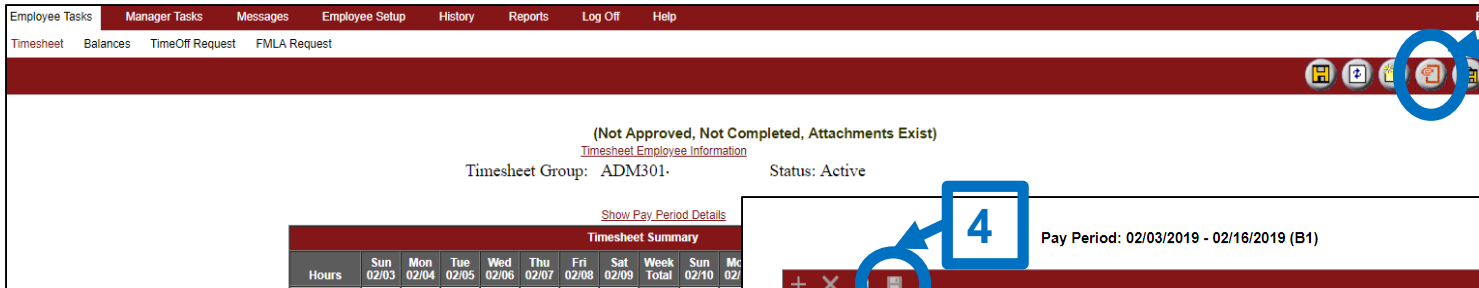
Create Adjustments		History Input Summary															
Pay Code	Sun 01/06	Mon 01/07	Tue 01/08	Wed 01/09	Thu 01/10	Fri 01/11	Sat 01/12	Week Total	Sun 01/13	Mon 01/14	Tue 01/15	Wed 01/16	Thu 01/17	Fri 01/18	Sat 01/19	Week Total	Total
Regular		8.75	8.50	8.00	7.75	8.25		41.25		6.50	7.75	8.00	6.25	8.00		36.50	77.75
Leave Taken Scheduled								0.00		1.50			2.00			3.50	3.50
Totals:	0.00	8.75	8.50	8.00	7.75	8.25	0.00	41.25	0.00	8.00	7.75	8.00	8.25	8.00	0.00	40.00	81.25

Comp. Time Election		Paid Summary															
Comp	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Regular		8.75															
Overtime 1.5																	
Paid Leave																	

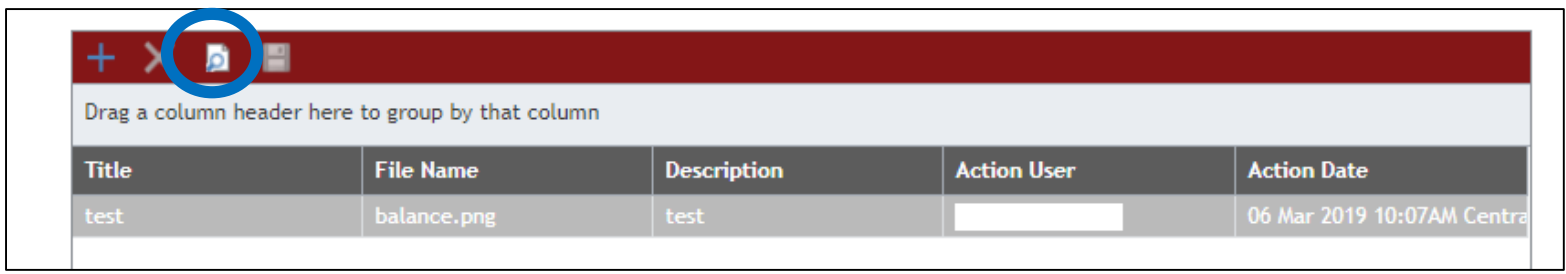
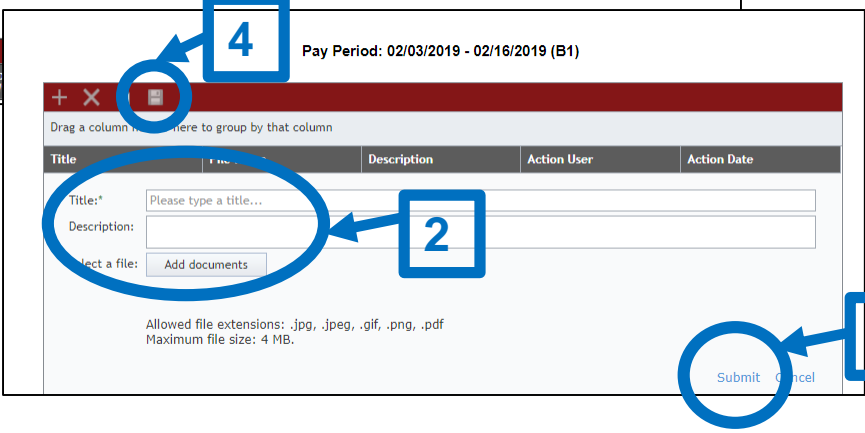
The 'Timesheet Action Audit' window displays the following data:

Timesheet Action Audit for Pay Period Ending on 01/19/2019				
Timesheet Version	Action Type	User	Action Date	Details
1	Timesheet Processed	PAYROLL	23 Jan 2019 8:12AM Central Time	
1	Timesheet Approved	Washam, Sarah Anne	22 Jan 2019 12:27PM Central Time	
1	Timesheet Saved	Washam, Sarah Anne	18 Jan 2019 5:21PM Central Time	View
1	Timesheet Saved	Washam, Sarah Anne	18 Jan 2019 5:21PM Central Time	View
1	Timesheet Saved	B/N 522138	18 Jan 2019 5:11PM Central Time	View
1	Timesheet Saved	B/N 522138	17 Jan 2019 5:11PM Central Time	View
1	Timesheet Saved	B/N 522138	16 Jan 2019 5:12PM Central Time	View
1	Timesheet Saved	B/N 522138	15 Jan 2019 5:17PM Central Time	View

New! Timesheet Audit



1. Navigate to the employee timesheet. Click the **Attachment Icon**.
2. Give the attachment a title and description, then browse to find the document.
3. Submit the attachment.
4. Save the attachment.



- Only the person who added the attachment or an administrator in Payroll can delete the attachment.
- You can preview that attachment by clicking the **Preview Icon**.

New! Attachment Feature


Leave balances are not descending so the most recent dates and balances are on top

Employees can now type any specific date in the box to obtain what their balance was as of that specific date

Accrual Balances (Calculated to 3/16/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
PTO	29.75	974.40	765.75	238.40

Date	Description	Hours	Totals	Source
02/13/2019	Paid Leave	-8.00	238.40	Cascaded to Leave Taken Scheduled
02/03/2019	Earned	10.15	246.40	Entitlement
02/01/2019	Paid Leave	-4.00	236.25	Cascaded to Leave Taken Scheduled
01/25/2019	Paid Leave	-8.00	240.25	Cascaded to Leave Taken Scheduled
01/20/2019	Earned	10.15	248.25	Entitlement
01/06/2019	Earned	10.15	238.10	Entitlement
12/23/2018	Earned	10.15	227.95	Entitlement
12/09/2018	Earned	10.15	217.80	Entitlement
11/25/2018	Earned	10.15	207.65	Entitlement
11/11/2018	Earned	10.15	197.50	Entitlement
10/28/2018	Earned	10.15	187.35	Entitlement

Balance Information for Balance Information for Washam, Sarah Anne
Leave used

Please select a date to calculate balances: 

Future Approved Leave Requests (Calculated to 1/1/2017)	
Category	Hours Approved
Leave Cascading	0.00

Accrual Balances (Calculated to 1/1/2017)				
Category	Starting Balance	Earned	Taken	Current Balance
PTO	29.75	416.15	285.00	160.90
ESL	0.00	0.00	0.00	0.00
Holiday	0.00	130.00	130.00	0.00

PTO Balance Features

History Status (Completed, Not Approved, Processed)



History Pay Period Details

Create Adjustments		History Input Summary															
Pay Code	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Holiday Pay		8.00						8.00									
Totals:	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Accrual Balances (Calculated to 3/16/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
<u>PTO</u>	36.00	797.76	622.00	211.76

Date	Description	Hours	Totals	Source
02/03/2019	Earned	8.31	211.76	Entitlement
01/20/2019	Earned	8.31	203.45	Entitlement

Revised Timesheet Processed on 03/10/2019																	
Pay Code Reason Code	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Leave With Out Pay		8.00		8.00	8.00			24.00								0.00	24.00
Totals:	0.00	8.00	0.00	8.00	8.00	0.00	0.00	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00

Net Adjustment to Previous Timesheet																	
Leave With Out Pay				8.00	8.00			16.00								0.00	16.00
Net Totals:	0.00	0.00	0.00	8.00	8.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00

Revised Timesheet Processed on 03/09/2019																	
Pay Code Reason Code	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Leave With Out Pay		8.00						8.00								0.00	8.00
Totals:	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Net Adjustment to Previous Timesheet																	
Holiday Pay		-8.00						-8.00									
Leave With Out Pay		8.00						8.00									
Net Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Accrual Balances (Calculated to 3/16/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
<u>PTO</u>	36.00	795.68	622.00	209.68

Date	Description	Hours	Totals	Source
02/03/2019	Earned	6.23	209.68	Entitlement
01/20/2019	Earned	8.31	203.45	Entitlement

Prior Period Adjustments

Name	Occurrence	Type	Receiver	Criteria
Adjustment Approved	Immediate when a prior period adjustment is approved.	Email	Employee	This is automatically triggered by the approval of the adjustment.
Completed Adjustments Pending	10 am on the Monday morning after the period ends.	Email	Supervisor, Payroll Coordinator	If a prior period adjustment is entered and still pending when process runs.
Employees Timesheet Changed by Another User	Immediate when an employees timesheet is updated and saved by another person.	Email	Employee	This is triggered by the supervisor/payroll coordinator saving the change to the timesheet.
FMLA Paperwork Due	Every other Wednesday mid pay period.	Email	FMLA administrator, Employee	If FMLA paperwork has not been submitted for any initiated FMLA event alert will be sent until the FMLA Administrator checks the paperwork box on the FMLA event.
FMLA Request Has Been Approved	Immediate when the FMLA event is approved.	Email	Employee	This is triggered by the Administrator approving the event in TAL.
FMLA Request Has Been Approved	Immediate when the FMLA event is approved.	Web	Employee	This is triggered by the Administrator approving the event in TAL. The notice will stay on the message screen for 10 days after the approval.
FMLA Request Has Been Denied	Immediate when the FMLA event is denied.	Email	Employee	This is triggered by the Administrator denying the event in TAL.
FMLA Request Has Been Denied	Immediate when the FMLA event is denied.	Web	Employee	This is triggered by the Administrator approving the event in TAL. The notice will stay on the message screen for 10 days after the denial.

Alerts

Name	Occurrence	Type	Receiver	Criteria
FMLA Request Has Been Initiated	Immediate when an employee submits a request for approval for an FMLA event.	Email	Employee, Payroll Coordinator, Back up payroll coordinator, and FMLA administrator	This is triggered by the employee submitting the request.
FMLA Request Has Been Initiated	Immediate when an employee submits a request for approval for an FMLA event.	Web	FMLA administrator	This is triggered by the employee submitting the request. This alert will appear on the message screen for 5 days after the request or until the request status is changed.
FMLA Time Charged Outside of the Incident	9 am Monday after the pay period closes.	Email	Employee, Supervisor, Payroll Coordinator	If FMLA time is entered for days outside of the FMLA event this email is sent for any qualifying time.
FMLA Time Charged Outside of the Incident	9 am Monday after the pay period closes.	Web	Employee, Supervisor	If FMLA time is entered for days outside of the FMLA event this email is sent for any qualifying time. The message will appear until the time is corrected.
FMLA Time Off Request	Immediate when FMLA time off request is submitted.	Email	Supervisor, Delegated Supervisor	This is triggered by the employee submitting the FMLA leave request in TAL.
FMLA-Employee Timeoff Request status changed	Immediate when the FMLA time off request is "acknowledged".	Email	Employee	This is triggered by the supervisor checking and submitting the status.
Low Balance	Every other Thursday after pay period ends.	Email	Supervisor, Employee	Balance is less than one accrual.


Alerts


Name	Occurrence	Type	Receiver	Criteria
Potential Overtime	Every Friday at 12 am.	Email	Supervisor	If an employee reaches more than 40 work hours by close of business Thursday, an email will be sent notifying the supervisor the employee has a potential for overtime.
Potential Overtime	Every Friday at 12 am.	Web	Employee	If an employee reaches more than 40 work hours by close of business Thursday, a notice will post on the employees TAL message page that the employee has a potential for overtime. The warning will show on the employees message page for up to two days after the period closes or until the hours are less than or equal to 40.
Reminder to Review Leave Requests	Every Friday at 12 am.	Email	Employees, Supervisors	A reminder email will be sent to all employees and supervisors who have a pending time off request at the time the process is run. This alert will stop when leave requests have been either denied or approved.
Time Off Request	Immediate when a time off request is submitted	Web	Supervisor, Delegated Supervisor	This is triggered by the employee submitting the leave request in TAL. The alert will show for up to 5 days after the request or until it is approved by the Supervisor.
Time Off Request	Immediate when a time off request is submitted	Email	Supervisor, Delegated Supervisor	This is triggered by the employee submitting the leave request in TAL.

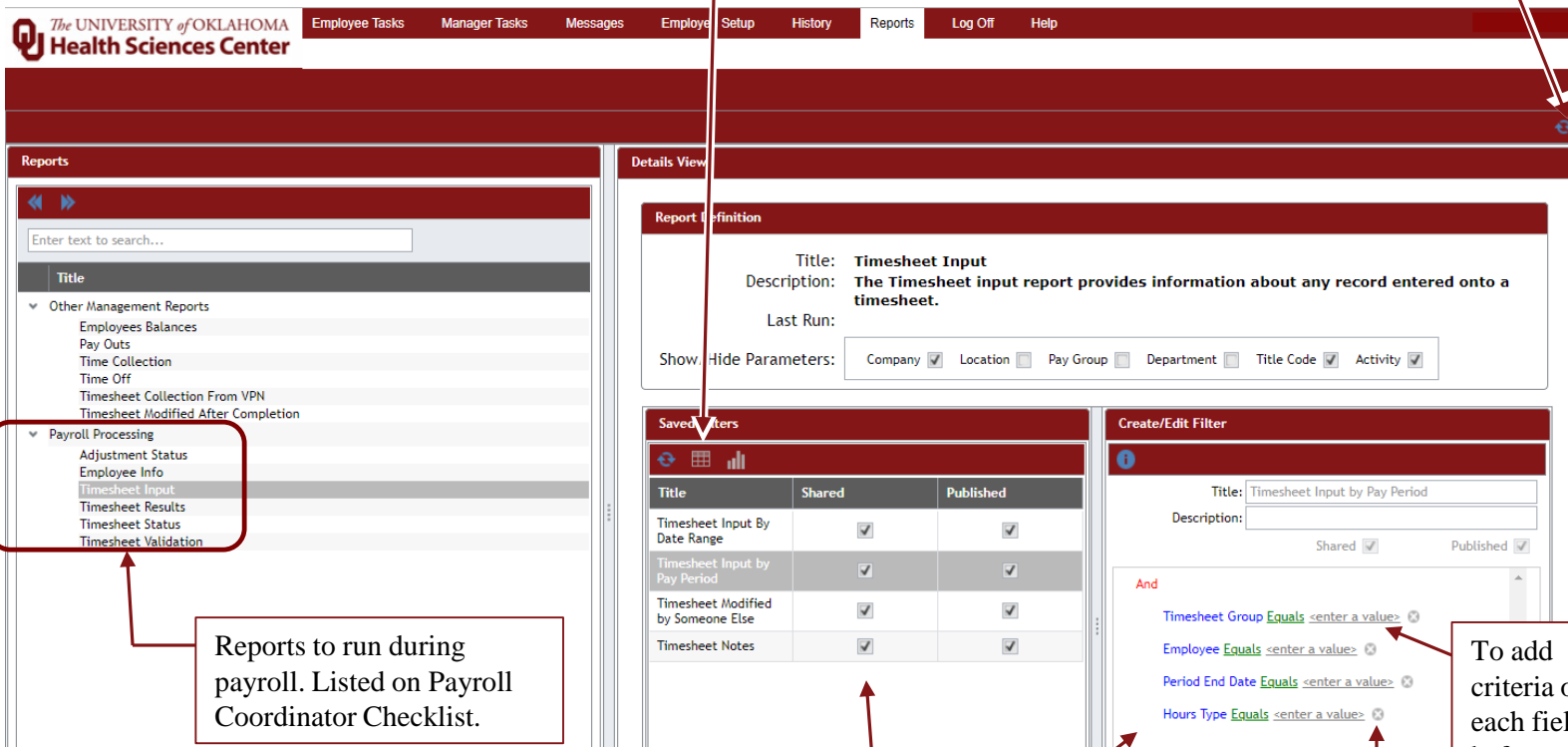
Alerts

Name	Occurrence	Type	Receiver	Criteria
Time Off Request Status Change	Immediate when a time off request is approved or denied.	Web	Employee	This is triggered by the supervisor changing and submitting the status. This message will show for 5 days after the status change.
Time Off Request Status Change	Immediate when a time off request is approved or denied.	Email	Employee	This is triggered by the supervisor changing and submitting the status.
Unapproved Timesheets Exist	11:30 am Monday after the pay period ends.	Email	Supervisor	If any unapproved timesheets exist at after the period closes, an email notice is sent to the employees supervisor.
Unapproved Timesheets Exist	11:30 am Monday after the pay period ends.	Web	Payroll Coordinator	If any unapproved timesheets exist after the period closes, a notice is posted until all timesheets are approved or two dates after the period ends.

Alerts

To run a report, click the **Grid Icon** ().

To refresh the page and choose new criteria, click the **Refresh Icon** ().



The screenshot shows the 'Reports' section of the system. The left sidebar lists various reports under 'Payroll Processing', with 'Timesheet Input' highlighted. The main area displays the 'Report Definition' for 'Timesheet Input', including its description and parameters. Below this is a table of 'Saved Filters' and a 'Create/Edit Filter' panel. Red callout boxes provide instructions on how to run reports, refresh the page, and manage filters.


Title	Shared	Published
Timesheet Input By Date Range	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Input by Pay Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Modified by Someone Else	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Timesheet Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Filter criteria in the 'Create/Edit Filter' panel:

- Timesheet Group Equals <enter a value>
- Employee Equals <enter a value>
- Period End Date Equals <enter a value>
- Hours Type Equals <enter a value>

Reports to run during payroll. Listed on Payroll Coordinator Checklist.

Choose which filter you are running (left), then edit the criteria (right)

To eliminate a filter (which is equivalent to “select all”), click the .

To add criteria on each field before running, click “enter a value”.

Reports

Report	Description
Adjustment Status	All pending (not approved) Prior Period Adjustments.
Employee Balances	Employee balances by timesheet group, employee, balance group (PTO, sick, vacation, etc), and/or balance date.
Employee Info	All employee information including supervisor and payroll coordinator in the department by timesheet group, employee, status, salary/hourly and employee category.
Pay Outs	Schedule balance payouts per period.
Time Collection	Clock in/out information for hourly employees to include location (webclock ID or IP address) and duration between clocks. Can be run by timesheet group, employee, and/or pay period end date.
Timesheet Collection from VPN with IP	Employees who clocked in/out via VPN connection. Run by Pay Period End Date.
Timesheet Input by Date Range	Information input/recorded on employee timesheets including hours recorded per day, leave, clocking in/out, etc. Can be run by Timesheet Group, Employee, and/or Timesheet Date Range.
Timesheet Input by Pay Period	Information input/recorded on employee timesheets including hours recorded per day, leave, clocking in/out, etc. Can be run by Timesheet Group, Employee, Pay Period End Date, and/or Hours Type.
Timesheet Input Notes	All timesheets that have notes. Can be run by Pay Period End Date and/or Timesheet Group.
Timesheet Input Timesheet Modified by Someone Else	Lists timesheets modified by another person. Can be run by Timesheet Group and/or Pay Period End Date.
Timesheet Modified After Completion	Identifies employee timesheets that have been modified by another user (i.e. supervisor or coordinator) after the employee completed their timesheet. Can be run by Timesheet Group and/or Pay Period.
Timesheet Results - Calculated Timesheet	Calculated data (what will be transferred for payment) from employees timesheets. This can be run by timesheet group, employee, pay period end date, and/or hours type.
Timesheet Results - Calculated Timesheet by Department	Calculated data (what will be transferred for payment) from employees timesheets. This can be run by entire department (using department name) and/or pay period end date.
Timesheet Status	List of employees and their timesheet status. Indicates if timesheets were completed/approved, by whom and the date. Run by Timesheet Group, Pay Period End date, Completion Status and/or Approval Status.
Timesheet Validation	List of timesheet errors and warnings for all timesheets. Can be run by Timesheet Group, Employee, Pay Period End Date, Validation Level, and Validation Code.

Reports

**TAL will be down March 22nd from
7 pm until approximately 1 am.**

**Wall clocks will still work, but web
clocks will be down.**

**If there is a delay in restoration, a
campus notice will be sent.**

System Downtime
