

9.2 PEOPLESOFT

9.2 APPLY RULES Q&A

THIS INFORMATION DOCUMENT IS USEFUL FOR:

Employee
Expense Authority

Timekeeper
Time Approver

Leave Keeper
Leave Approver

Scheduler
Scheduler Administrator

9.2 APPLY RULES Q&A

The following document provides answers to frequently asked questions regarding the new functionality of the Apply Rules button in Time and Leave 9.2.

9.2 APPLY RULES Q&A

1. What changed about Apply Rules with the Upgrade to Time and Leave 9.2?

Previously in Time and Leave 9.1, when you made a change to your Timesheet and clicked Apply Rules, you would receive an online estimate of overtime only, and no approvals were immediately generated. For all payable time to calculate and be ready for approval, you would have to wait for a Time Administration process to run (12pm and 7pm daily).

New in Time and Leave 9.2, when you make a change to your Timesheet and click Apply Rules, all of your payable time is calculated immediately in real time, and ready for approval.

2. What is the Earliest Change Date (ECD) on my Timesheet?

The Earliest Change Date (ECD) that appears on your Timesheet in Time and Leave 9.2 is actually not a new function, it has always been there working in the background, however was not visible until now in Time and Leave 9.2.

The ECD is a system generated date that helps to calculate your payable time (regular hours, overtime, premiums, etc.).

When you make a change to your Timesheet and click Apply Rules, all of your payable time is calculated for that pay period and ready for approval, the ECD will then reset to the start of the next pay period.

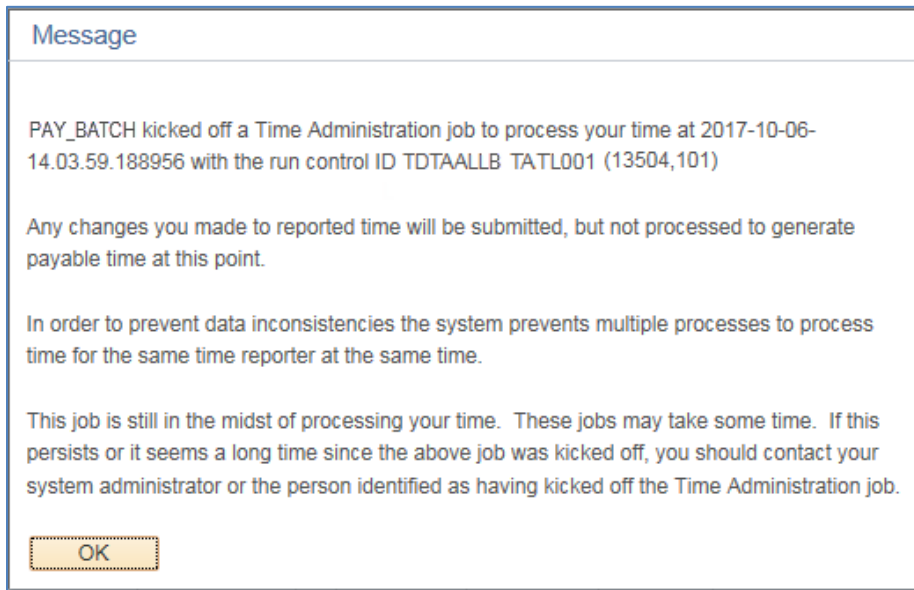
The ECD may show different dates on rare occasion, but rest assured it is functioning correctly to apply all Timesheet changes and calculate your payable time for approval.

3. My Apply Rules Button has disappeared, what is happening?

This indicates that the Timesheet you are viewing is in a pay period more than 2 months from the Earliest Change Date (ECD). The Apply Rules button is available on your Timesheet up to two months from the ECD into the future. This two month period provides the appropriate window to make changes to Timesheets in the current and, if necessary, future pay periods.

As you move into each new current pay period the availability of the Apply Rules button will also move ahead.

4. I selected Apply Rules and received the following message?



This message indicates that you have made a change to a Timesheet and clicked Apply Rules at the same time that a regular scheduled Time Administration process is running.

This process runs every day at 12:00pm, and 7:00pm, and takes approximately 1 hour to complete.

The regular scheduled Time Administration process performs the same function as Apply Rules; however it is an automated process the system uses to ensure payable time is calculated and sent for approval, even if you don't make any changes to your Timesheet.

If you receive this message please wait for the Time Administration process to complete, and then click Apply Rules to calculate your payable time for approval.

If for some reason you don't go back to click Apply Rules, the next Time Administration process will calculate your payable time for approval. Please keep in mind that your Timesheet changes must be approved before Monday at 5:00pm, following pay period end.

Version History

1	October 20, 2017	Created
2		
3		