Understanding Time Reporter Data

- **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.