

Time Entry and Labor (TEL) Documentation Employee TEL Basic (Entering and Submitting TEL Documents)

The TEL form, completed by/for all UAB biweekly employees, is used to document daily work and benefit hours. This information is used to process the biweekly payroll.

(NOTE: New employees should ask their supervisor/manager what timekeeping method is used by their respective departments/areas with regard to reporting biweekly work and benefit hours. Employees should ask if the department/area uses a Timekeeper or if all employees enter their own data.)

UAB TEL → TEL

The **FIND: TEL FORM** window will load automatically. Employee's name and employee identification number will be populated. Select **Document Inquiry**.

The **FIND: DOCUMENT INQUIRY** window will open. This contains a list of all TEL documents available to the user. Select the document you wish to open. You may either highlight the row and select **OK** or double click on the row. **The document for the current pay period will be in an open document status.** For an explanation of the different document statuses, [click here](#).

Document No.	Document Status	Pay Period Start Date	Full Name	Name
4932360	OPEN	February 7, 2016	Example, TEL	311401800 Med - Preventive Medicine
4919226	COMPLETE	January 10, 2016	Example, TEL	311401800 Med - Preventive Medicine
4906795	COMPLETE	December 27, 2015	Example, TEL	311401800 Med - Preventive Medicine
4892231	COMPLETE	December 13, 2015	Example, TEL	311401800 Med - Preventive Medicine
4879085	COMPLETE	November 29, 2015	Example, TEL	311401800 Med - Preventive Medicine
4866059	COMPLETE	November 15, 2015	Example, TEL	311401800 Med - Preventive Medicine
4853016	COMPLETE	November 1, 2015	Example, TEL	311401800 Med - Preventive Medicine
4839902	COMPLETE	October 18, 2015	Example, TEL	311401800 Med - Preventive Medicine
4826658	COMPLETE	October 4, 2015	Example, TEL	311401800 Med - Preventive Medicine
4813292	COMPLETE	September 20, 2015	Example, TEL	311401800 Med - Preventive Medicine
4800074	COMPLETE	September 6, 2015	Example, TEL	311401800 Med - Preventive Medicine
4786906	COMPLETE	August 23, 2015	Example, TEL	311401800 Med - Preventive Medicine
4774303	COMPLETE	August 9, 2015	Example, TEL	311401800 Med - Preventive Medicine

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Select the **LOV** on the line where the cursor is sitting under the heading, **ELEMENT**.

Effective Date 07-FEB-2016 - 20-FEB-2016

Balances: Vacation 272.16 Sick 1980.95 Personal Holiday 55.38 Work & Benefit Hrs Total

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	...										<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	

Work & Benefit Hours: OT Prem

Impact of Reprocess: Other

Comments: All LD LD Comments

This will bring up a drop down box with a list of all available elements according to the assignment category. Select the appropriate element and double click or highlight the row and click **OK**. For a listing of TEL elements and descriptions, [click here](#).

Select Element Name

Find %

Element Name	Description
\$ 1 Premium-WK1	\$1.00 per hour Rate
\$2 Premium-WK1	\$2.00 per hour Rate
Away W/Pay-WK1	No Services are Performed
Bad Weather-WK1	University Closed Due to Inclement Weather
Bereavement-WK1	Paid Leave for Family Death - See Handbook for Details
Flat Premium-WK1	Flat Premium subject to OT calculation
Holiday-WK1	UAB Designated Holiday - See Handbook For Details
Incentive Pay-WK1	Flat amount that is subject to OT calculation
Jury Duty-WK1	Jury Duty - May Require Documentation
Military Lv-WK1	Active Military Duty - Maximum 21 Days Annually
NEO A-WK1	New Employee Orientation - Day Shift
OTP-WK1	Overtime Premium - Weighted average not less than 1/2 of r...
On Call Amount-WK1	On Call - Total Amount Other than UAB Standard Rate
On Call Hours-WK1	On Call - Hourly Rate
Pers Holiday-WK1	Personal Holiday
Sick-WK1	Sick Leave
Vacation-WK1	Vacation
Wk (A) OTP Other-WK1	Overtime Premium - Hours Worked Outside of Primary Depa...
Wk (A) Other-WK1	Hours Worked Outside of Primary Department - Day Shift
Work A-WK1	Regular Hours - Day Shift

Find OK Cancel

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The selected element will show on the TEL document.

Effective Date		07-FEB-2016		- 20-FEB-2016		February 7, 2016		Active Assignment						
Balances:		Vacation	266.62	Sick	419.99	Personal Holiday	24.00	Work & Benefit Hrs Total						
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Work A-WK1										<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
O N E	Work & Benefit Hours											OT Prem		
	Impact of Reprocess											Other		
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
T W O	Work & Benefit Hours											OT Prem		
	Impact of Reprocess											Other		
Comments														
All LD LD Comments														
<input type="button" value="Open"/> <input type="button" value="Reprocess"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="ActionLog"/> <input type="button" value="Reassign"/> <input type="button" value="Labor Sources"/>														

Enter the number of hours and minutes worked each day of the week in the appropriate column. Only total number of hours to be paid should be reported. **All time should be recorded as whole hours and/or decimals.**

Effective Date		07-FEB-2016		- 20-FEB-2016		February 7, 2016		Active Assignment						
Balances:		Vacation	266.62	Sick	419.99	Personal Holiday	24.00	Work & Benefit Hrs Total						
									40.00					
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
O N E	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00		OT Prem		0.00
	Impact of Reprocess											Other		0.00
W E E K	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
T W O	Work & Benefit Hours											OT Prem		
	Impact of Reprocess											Other		
Comments														
All LD LD Comments														

Additional elements may be added on subsequent lines and hours associated with the elements should be included on the same row as the element and in the day column in which they occurred.

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Effective Date 07-FEB-2016 - 20-FEB-2016

Balances: Vacation 266.62 Sick 419.99 Personal Holiday 24.00 Work & Benefit Hrs Total 80.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
WEEK	<input type="checkbox"/>	Work A-WK1		8.00	8.00	8.00	8.00	8.00		40.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>											<input type="checkbox"/>	<input type="checkbox"/>	
ONE	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
ONE	Impact of Reprocess													Other 0.00
WEEK	<input type="checkbox"/>	Work A-WK2		6.00	8.00					14.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Vacation-WK2				8.00	8.00	8.00		24.00		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK2		2.00						2.00		<input type="checkbox"/>	<input type="checkbox"/>	
TWO	Work & Benefit Hours		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				OT Prem 0.00
TWO	Impact of Reprocess													Other 0.00

Once the information is correct, click **Save**.

Comments

All LD LD Comments

Open Reprocess **Save** Submit ActionLog Reassign Labor Sources << < > >> *

Click on **Submit** to submit the document for approval.

The **DECISION** box will appear. If the information is correct, select **Yes**

Decision [X]

 I have reviewed and certify that the hours shown are correct, and the account distributions reasonably reflect the effort expended toward those activities.

The document enters the departmental approval path.

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