



Time Entry and Labor (TEL) Documentation Reprocessing a Document

Often times, it is necessary for a TEL document to be reprocessed in order to add/delete information or reallocate submitted time.

UAB TEL → TEL

UAB HR Officer → Biweekly Timesheets → TEL

UAB Timekeeper → Biweekly Timesheets → TEL

Select **Reprocess**.

TEL : Form

Assignment # 1234567 Dist # 6 Document # 4897016 Submit Date 15-MAR-2016

Person Example, Employee Document Status COMPLETE Reprocessed

Job Title ADMIN SUPPORT SPECIALIST Document Reason DATA ENTRY

Organization 311401800 Med - Preventive Medicine Reporting Method TEL

Asg Category 01 Regular FT Requestor Example, Employee

Effective Date 13-DEC-2015 - 26-DEC-2015

Balances: Vacation 174.04 Sick 96.84 Personal Holiday 0.00 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		32.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" 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
	Impact of Reprocess													
WEEK	<input type="checkbox"/>	Bad Weather-WK				2.50				2.50		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2		8.00	8.00	5.50	8.00			29.50		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Holiday-WK2						8.00		8.00		<input type="checkbox"/>	<input checked="" 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
	Impact of Reprocess													

Comments All LD LD Comments

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

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NOTE: The DOCUMENT STATUS changes to Open and the DOCUMENT REASON changes to Reprocess.

NOTE: Because the time has been paid (denoted by a ✓ in the box under “P”) as it was originally submitted, the new information must be entered on new lines.

Press the **down arrow** on your keyboard to access another line.

On the next line, select **Sick – WK1 element** and subtract (-) the hour that should not have been charged to the employee’s Sick accrual.

TEL : Form

Assignment # 1234567 Dist # 6 Document # 4897016 Submit Date 23-DEC-2015

Person Example, Employee Document Status OPEN Reprocessed 1

Job Title ADMIN SUPPORT SPECIALIST Document Reason REPROCESS

Organization 311401800 Med - Preventive Medicine Reporting Method TEL

Asg Category 01 Regular FT Requestor Boyd, Cecelia Wilson

Effective Date 13-DEC-2015 - 26-DEC-2015 December 15, 2015 Active Assignment

Balances: Vacation 174.04 Sick 96.84 Personal Holiday 0.00 Work & Benefit Hrs Total 80.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
ONE	<input type="checkbox"/>	Work A-WK1			8.00	8.00	8.00	8.00		32.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK1		-8.00						-8.00		<input type="checkbox"/>	<input type="checkbox"/>	
	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
TWO	<input type="checkbox"/>	Bad Weather-WK				2.50				2.50		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Work A-WK2		8.00	8.00	5.50	8.00			29.50		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Holiday-WK2						8.00		8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	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

Comments

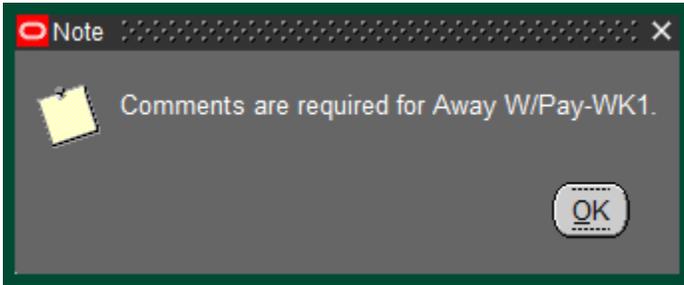
Open Reprocess Save Submit ActionLog Reassign Labor Sources << < > >> *

Press the **down arrow** on your keyboard to access another line.

On the next line, select **Away W/Pay-WK1** from the Element list of values and report the hours to be charged against this element.

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Note that **Comments** are required for use of this element selection. Select **OK**.



Effective Date: 13-DEC-2015 - 26-DEC-2015

Balances: Vacation 174.04 Sick 96.84 Personal Holiday 0.00 Work & Benefit Hrs Total 80.00

WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
			<input type="checkbox"/>	Sick-WK1		8.00							8.00	
<input type="checkbox"/>	Sick-WK1			-8.00						-8.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Away W/Pay-WK1			8.00						8.00		<input type="checkbox"/>	<input type="checkbox"/>	
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

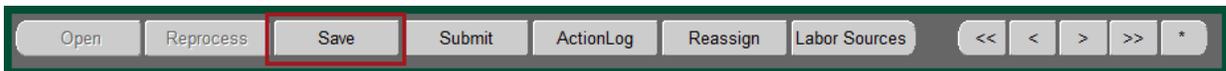
WEEK	Costing	Element	SUN	MON	TUE	WED	THU	FRI	SAT	Total	Amount	E	P	Reprocess Date
			<input type="checkbox"/>	Bad Weather-WK				2.50					2.50	
<input type="checkbox"/>	Work A-WK2			8.00	8.00	5.50	8.00			29.50		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Holiday-WK2							8.00		8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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

Comments: Approved time away with pay.

All LD LD Comments:

Buttons: Open, Reprocess, Save, Submit, ActionLog, Reassign, Labor Sources, <<, <, >, >>, *

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



The TEL document is updated and the **IMPACT OF REPROCESS** is completed according to the new entries.

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TEL : Form

Assignment # 1234567 Dist # 6 Document # 4897016 Submit Date 23-DEC-2015

Person Example, Employee Document Status OPEN Reprocessed 1

Job Title ADMIN SUPPORT SPECIALIST Document Reason REPROCESS

Organization 311401800 Med - Preventive Medicine Reporting Method TEL

Asg Category 01 Regular FT Requestor Boyd, Cecelia Wilson

Effective Date 13-DEC-2015 - 26-DEC-2015

Balances: Vacation 174.04 Sick 96.84 Personal Holiday 0.00 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"/>	Sick-WK1		8.00						8.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	Sick-WK1		-8.00						-8.00		<input type="checkbox"/>	<input type="checkbox"/>	15-MAR-2016
	<input type="checkbox"/>	Away W/Pay-WK1		8.00						8.00		<input type="checkbox"/>	<input type="checkbox"/>	15-MAR-2016
Work & Benefit Hours			0.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00				OT Prem 0.00
Impact of Reprocess			0.00	0.00	8.00	8.00	8.00	8.00	8.00	32.00	0.00			Other 8.00

Comments Approved time away with pay.

Buttons: Open, Reprocess, Save, Submit, ActionLog, Reassign, Labor Sources

Use the **scroll bar** to see additional entries.

Select **Submit**

Buttons: Open, Reprocess, Save, Submit, ActionLog, Reassign, Labor Sources, <<, <, >, >>, *

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

Decision

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

Buttons: Yes, No

The document enters workflow.

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