

PeopleSoft Payroll Glossary

Daily Time. Time will be entered on a daily basis, usually on the day the time was worked or the leave was taken. For Exception Pay Employees, only time worked in excess of the standard hours, compensatory hours earned, and leave adjustments will be entered on days other than the actual day worked.

Employee ID Number. A unique seven-digit number assigned to each employee by PeopleSoft. This number is used to identify employees in the system. Sometimes referred to as EmplID.

Employee Record Number. A number used for recording multiple jobs. For example, employees who have a dual comp assignment would have two employee record numbers, one for their regular line and one for the dual comp. Sometimes referred to as Empl Rcd Nbr.

Exception Pay Employees. Employees who receive full pay for their scheduled standard hours. These employees include USPS, A&P, Faculty, Executive Service, OPS Contract, and Phased Retirees.

Exception Time. Exceptions to an employee's scheduled standard hours, including leave or compensatory time taken, compensatory time earned, leave without pay, workers' compensation hours, etc. Exception time is recorded on the **Leave and Pay Exceptions Report**, not the **Timesheet**.

Extra Hours. Any hours worked in excess of an employee's normally scheduled standard hours. The appropriate time reporting code must be used to document extra hours. The time reporting code chosen will determine whether the extra hours are paid at an overtime rate or regular rate of pay. Full-time USPS (both non-exempt and exempt) and part-time USPS employees (both non-exempt and exempt) may be eligible for payment for extra time.

Group ID. The Group ID is the first four digits of the current Home Department number, (in some instances it may be followed by an alpha character).

Leave and Pay Exceptions Report. Time recording/reporting document for Exception Pay employees who work more than their scheduled hours or less than their scheduled hours.

OPS Contract. Includes Graduate Research Assistants, Graduate Teaching Assistants, adjunct employees, and some student employees in Student Government.

OPS Hourly. Includes graduate assistants, undergraduate students, college work-study students, and regular OPS hourly employees.

Page. PeopleSoft's term for a screen where data is entered or displayed.

Page Tab. Displays the name of the page. If the page is part of a group, clicking on a page tab will take the user directly to that page within the group.

Positive Pay Employees. Hourly employees who receive pay only for hours worked. They include regular OPS hourly employees and students (both graduate and undergraduate) who are not on contract.

Standard Hours. The number of hours per week normally worked based on the FTE. For example, a full-time employee, 1.00 FTE, would normally work 40 standard hours per week. A part-time employee with a .75 FTE would normally work 30 standard hours per week.

Timesheet. Time recording/reporting document used to record in and out times for all USPS employees and Positive Pay employees.

TRC. Time reporting codes are used to capture leave or compensatory time taken, earned, or adjusted.

Work Group. Established for groups of employees with similar types of pay. Work groups include: A&P/Faculty (APF), OPS Contract (OPSC), OPS Hourly (OPSH), Phased Retirees (PHR), USPS Exempt (USEX), USPS Non-exempt (USNEX), USPS Non-Exempt Law Enforcement (USNXL), and Non Paid Status (NPS).