



Time, Attendance and Leave (TAL)

Users Guide for Exempt/Salaried Employees

1. Overview

The TAL system is designed to ensure employee's time and attendance are recorded properly and routed through appropriate channels.

Note: TAL related emails will come from EcotimeAlert@hbscorp.com.

2. Employee's Responsibilities

1. Submit leave requests to his/her supervisor for approval.
2. Review time and leave entry on his/her last working day of the pay period.
3. Inform his/her supervisor of any corrections prior to the end of the pay period or as soon as possible.
4. Electronically approve the time sheet by marking it as complete. This will allow review and approval by the employee's supervisor and payroll coordinator.

3. General Navigation of TAL Website

1. **Signing in:** All employees who have access to a computer (on or off campus) can sign into TAL using his/her OUHSC network ID and password.








NOTE: the TAL system is best viewed in Internet Explorer.

Step 1 – Access the TAL system: Go to www.tal.ouhsc.edu and click the TAL link.

Step 2 – Enter OUHSC ID and password and click  .

2. **Menu bar:** Clicking on any of the tabs (**Timesheet, Balances, TimeOff Request, or FMLA Request**), will display the chosen function on a second line.

3. **General navigation:** use buttons with icons to navigate as follows:

Icon	Action
	Save & Calculate – Saves and calculates the data on the time sheet.
	Reset – Resets all changes.
	Notes – View, add and edit notes.
	Complete – Certifies that time sheet is complete and ready for supervisor to review and approve. This is done at the end of the pay period.
	Calculate Time sheet – Calculates any balance adjustments that may apply.
	Balances – Displays current leave balances up to the present day.
	Print – Prints the time sheet.

4. Errors/Warnings on Time Sheet

A list of validation rules have been set up by Payroll Services to ensure the correct entry of data. An error or a warning will appear on an employee's time sheet when there is information that needs to be reviewed, by the employee, supervisor, or payroll coordinator.

List of Warnings: a time sheet with a **warning can** still be marked as complete by the employee.

Warning Flag	Description
1	FMLA Exceed Planned Hours
C	Paid Leave Shift > Shift
G	Hours/Day > 12
O	Insufficient PTO
S	Insufficient Comp


List of Errors: a time sheet with an **error cannot** be marked as complete by the employee or approved by a supervisor until it is corrected by a supervisor or payroll coordinator before the end of the pay period.

Error flag	Description
2	FMLA Exceed Yearly Hours
3	FMLA Outside of Interval
6	Activity Required
B	Time In = Time Out
D	Employee Not Active
E	Employee Not Found
F	> 24 Hours/Day
H	Hours/Week > 70
I	Notes Required
J	Invalid Holiday
M	Hours Before Hire Date
P	Insufficient Sick
Q	Insufficient Vacation
R	Insufficient ESL


5. Employee Tasks


1. **Correcting time sheet entries as an Exempt/Salaried Employee:**

NOTE: Exempt employees are allowed to review and edit their own time sheet to record exception time, under the **Employee Tasks** tab.

Step 1 – Select pay period in the drop down menu for the time sheet you need to edit and click .



Step 2 – Select the type of exception time from the drop down menu and input the number of hours for the day on which it occurred.

Step 3 – Save the changes by clicking on the  button and the system will display the updated time sheet. **NOTE:** if invalid time was entered into a field, the system will mark the day with an error icon and the warnings/errors will be described in the **Message Descriptions** area at the bottom. *Salaried employees should ignore error/warning message K.*

2. **Adding notes:** while viewing a time sheet, a user may click the  icon in the tool bar to access a message box in order to communicate with their supervisor and/or Payroll Coordinator.
- Any previous notes will be displayed below the note entry box.
 - Add a new note by typing in the box provided. Notes can be seen by the employee, their supervisor and payroll coordinator. PHI does not belong in the note section.
 - To submit the note, click on the button and the system will confirm by displaying the note below the text box.
 - All notes entered are permanent. Click on the button when finished.

3. **Marking a time sheet as complete:** before the end of each pay period employees are required to mark their time sheet as complete, after which the supervisor can review and approve it.

Step 1 – See above steps to view, review, correct and add notes to the current pay period time sheet.

Step 2 – Once the time sheet is correct click on the  button in the upper right corner of the screen and the system will display a message box. After reading the message, click the  button and the status of the sheet will change from **Not Completed** to **Completed**. It can now be approved by your supervisor and then reviewed by a payroll coordinator.

Changing a Time Sheet:

If an employee marks a time sheet as **complete**, but later determines that changes are needed, the changes can be made. However, the steps to be taken are different depending on the scenario. Please refer to the very end of section 7.3 in the full version of the training guide at:


<http://tal.ouhsc.edu/Portals/1297/assets/documents/TAL%20Employee%20Manual%20v.2.pdf>

4. **Submitting a Leave Request:** An employee can request leave in advance by following these steps:

Step 1 – Click on the **TimeOff Request** tab located on the **Employee Tasks** tab. The screen will list any previously submitted requests along with the submission tool:

NOTE: the Type column has two drop down menus. Use **Leave Taken Scheduled** for all future dated leave requests. The second drop down is used when a FMLA event exists.

The date of submission is displayed from the first day of the pay period.

Step 2 – Click on the  buttons to enter the From and To dates for the leave period.

Step 3 – Select **Leave Taken Scheduled** in the **Type** drop down menu.

NOTE: the TAL system cascades leave balances automatically in the following order:



Step 4 – Click the button to display the leave detail screen.

Step 5 – Make adjustments, if needed.

Step 6 – Add any notes that are needed, following the same directions as Step 2, above.

Step 7 – Confirm the leave request by clicking the button. Then, click the to display your pending request. **NOTE:** Clicking without first clicking will take you back to the **TimeOff Request** page **without submitting** your request, and you will need to re-enter your request details.

Step 8 – Once the leave request is approved/denied by your supervisor, you will receive an email.

Viewing and Editing Leave Requests

In the **TimeOff Request** screen, click the date hyperlink for the appropriate request in the **From/To** column to view or edit a pending request. The request's details will open, where you can review, edit, and read/submit notes. **To edit an approved or denied request**, the employee must contact their supervisor.

5. To **View Balances**, click on the **Balances** tab in the employee task bar and the TAL system will display all balances by category. **NOTE:** the user can see more detailed information by clicking on the specific leave type under **Category**.

Balance Screen Definitions:

Column	Definition
Category	Type of leave.
Starting Balance	Beginning balance for the period.
Earned	Amount of leave earned in the pay period.
YTD Taken	Amount of time employee has used or has been paid for, which has not been previously deducted from the starting balance.
Current Balance	Current amount for the period to which the employee is entitled. This would reflect the starting balance + leave earned – leave taken.
Future Approve	Leave that has been approved by supervisor.

6. FMLA Requests:

Please see Section 8 of the full version of the training guide for further information on FMLA:

<http://tal.ouhsc.edu/Portals/1297/assets/documents/TAL%20Employee%20Manual%20v.2.pdf>

7. Messages and Emails


After successful sign in, the system will open on the **Messages** tab for all salaried employees. Be sure to read the message(s) because some of them require you to take action and some expire. Messages that will appear on this screen include:

- Leave requests
- Approved/denied leave
- FMLA request – approved/denied
- Time sheets ready to be reviewed
- Messages sent by Payroll Services

Emails are generated by the TAL system and sent to users for the following:

Action	System generates email to
Employee requests leave	Employee's supervisor
Supervisor approves/denies leave request	Employee
Supervisor/payroll coordinator changes employee's completed time sheet	Employee
FMLA request approved/denied	Employee

8. History

After clicking on the **History** tab and then **Timesheet** you can view any previous pay period timesheet. Choose the pay period you are interested in viewing and click . History time sheets are view only and cannot be changed.

9. ACA Tracking

The Affordable Care Act requires that hours must be tracked and reported for employees that do not qualify for full benefits. Consequently, we must track hours for FLSA Exempt (Salaried) employees that are less than .75 FTE.

There are several options for the employee, supervisor, or payroll coordinator to enter hours:

1. Use the "Duration Time sheet."
2. An Adjunct Professor or Graduate Teaching Assistant who is the instructor of record can use the Safe Harbor formula.
3. Graduate Assistants can enter the hours as listed in their employment agreement. If they are a .5 FTE they can enter 4 hours per day, .7 FTE can list 5.6 hours per day and so forth.
4. If an employee fails to record hours accurately, the supervisor or payroll coordinator must enter the correct hours.

*** Please see Section 11 (page 38) of the full training manual for more complete instructions on entering ACA tracked hours at:

<http://tal.ouhsc.edu/Portals/1297/assets/documents/TAL%20Employee%20Manual%20v.2.pdf>

Part Time Exempt Employees and LWOP

If a part-time exempt employee only works part of their scheduled hours for a day and has no available leave, they cannot use **leave without pay (LWOP)** hours for the hours not worked. However, if the employee does not work any hours of a scheduled work day, then **LWOP** may be used on the time sheet. The amount of **LWOP** entered should match the number of hours the employee was scheduled to work.

Contact Information:

Issue/Question	Who to Contact	Phone/Email Address
FMLA Issues/Questions	Human Resources	(405) 271-2194
TAL Issues/Questions	Payroll Services	(405) 271-2055 or payroll- services@ouhsc.edu