

## TIME & LEAVE

Time and Leave Administration includes various activities that support units and employees with properly reporting time worked and leave balances. At the SSC, The Time & Leave Team processes a variety of transactions for accuracy of accruals and assists units with timekeeping group setup, maintenance and reminders.

## HOW TO REQUEST SERVICE





### Timekeeping Setup:

1. Fill out & Submit the online eForm (Dynamic and Static each have their own form)
2. You will need the following information:
  - a. The number of new static/dynamic groups needed
  - b. The EmplIDs for employees you are adding/removing from a new or existing static group
  - c. For dynamic groups: the criteria that defines the group (reg/temp, Dept IDs, ShortCodes)

### Timekeeping entry & approval:

1. Fill out & Submit the online eForm
2. You will need the following information :
  - a. Static or dynamic group code for employee notifications
  - b. Static or dynamic group for last approver notifications
  - c. Department ID that contains the employees who will receive a notification when they missed reporting time

## HOW TO CONTACT US

			
PHONE	EMAIL	eFORMS	WEBSITE INFO
734-615-2000 PRESS #2	ssc.hr.timeandleaveadmin@umich.edu	<a href="#">Static Group eForm</a> <a href="#">Dynamic Group eForm</a> <a href="#">eNotification eForm</a>	<a href="#">Time &amp; Leave info on the SSC website</a>

## TIME & LEAVE PROCESS OVERVIEW

**Timekeeping Setup:** The SSC will assist unit administrators and staff members with the assignment of static or dynamic groups, adding or removing employees from static groups, and the inactivation of static groups. These are used to group employee records together for managing timekeeping approvals.

**Timekeeping Entry & Approval:** The SSC will assist unit administrators and staff members with requests for targeted email notifications called eNotifications for three areas:

- Notify employees who have not reported time the morning prior to payroll cutoff
- Notify the last approver for employee who reported time but is not approved the afternoon prior to payroll cutoff
- Notify employees in a department who missed reporting time

## ADDITIONAL RESOURCES & HELP

### Quicklinks

[Payroll website](#)

[Payroll Forms](#)

[HR Paper Forms](#)