

How to Run the Rejected Time by Date Range Report for Time Admins

Purpose: This job aid describes the activities required to run the Rejected Time by Date Range Report and apply the output to determine the cause of the rejected time and actions required to resolve the issue.

Definitions:

- **Rejected time** is time that has been approved and generated but unable to be processed in the pay.

Impacted Roles: Time Administrators

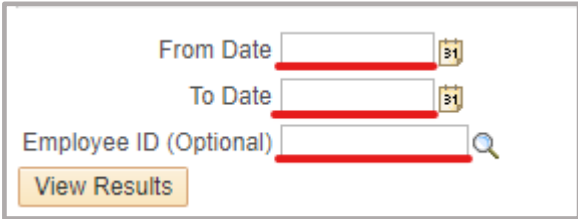
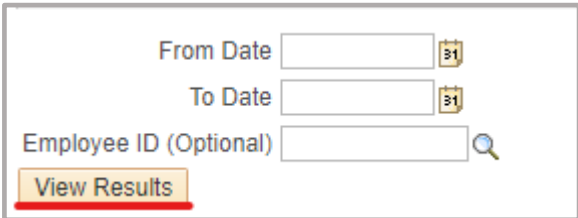
Inputs:

- From Date
- To Date
- Employee ID (Optional)

Outputs:

- The Rejected Time by Date Range Report is generated and shows instances of rejected time, including Employee and Position information, Date from Timesheet, Time Reporting Code (with description) and Payable Status.

Task 1: Run the Rejected Time by Date Range Report

Step	Action
1.	<p>Access the Rejected Time by Date Range Report.</p> <p>The Rejected Time by Date Range Report can be accessed in several ways:</p> <ul style="list-style-type: none">• In the Review Time and Exceptions section of the HR Reporting Hub• Via <i>Nav Bar > Navigator > Time and Labor > Reports > Time Management Exceptions > Rejected Time by Date Range Report</i>
2.	<p>Populate the report criteria for the date range you wish to run.</p>  <ul style="list-style-type: none">• Select the From Date. Note that the system will only return results as of July 9, 2023, and onward.• Select the To Date.• This report can be run for an individual employee by entering their Employee ID.
3.	<p>Click View Results.</p> 
4.	<p>The Report can be viewed in HTML, and downloaded as an Excel, CSV, TXT or XML file. Open the file in Excel to view the results.</p>

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Rejected Time by Date Range																				
Employee ID	Empl Record	Employee Name	HR Status	Pay Status	Termination Date (if Inactive)	Contract End Date	Dept ID	Short Desc	Descr	Job Code	Position	Descr	Reg/Temp	Full/Part	Union Code	Date (From Timesheet)	Time Reporting Code (TRC)	TRC Description	Hours	Payable Status
	2		Inactive Terminated							ID0643	00013229	ADMINISTRATIVE ASSISTANT (III)	Regular	Full-Time	UF1	1/2/2023	REG	Regular Hours	0.000000	Rejected by Payroll
	2		Inactive Terminated							ID0643	00013229	ADMINISTRATIVE ASSISTANT (III)	Regular	Full-Time	UF1	1/3/2023	REG	Regular Hours	0.000000	Rejected by Payroll
	2		Inactive Terminated							ID0643	00013229	ADMINISTRATIVE ASSISTANT (III)	Regular	Full-Time	UF1	1/4/2023	REG	Regular Hours	0.000000	Rejected by Payroll
	2		Inactive Terminated							ID0643	00013229	ADMINISTRATIVE ASSISTANT (III)	Regular	Full-Time	UF1	1/5/2023	REG	Regular Hours	0.000000	Rejected by Payroll

Task 2: View Rejected Time by Date Range Report and Resolving Exceptions

Step	Action
1.	<p>The following scenarios commonly result in a rejected time exception and will require the following actions to be taken to resolve the exceptions.</p> <ol style="list-style-type: none"> Employee goes on leave of absence after initial pay processes have begun, where time has been generated: <ul style="list-style-type: none"> Resolution: Send an email to hr.mcmaster@mcmaster.ca, including "REJECTED TIME" in the subject line, to get the HR team to review and adjust the rejected time Time generated after termination date (and employee should still be active): <ul style="list-style-type: none"> Resolution: Submit the applicable contract extension eForm for processing (if a termination has taken place as a result of a late extension), then submit a ticket to hr.mcmaster@mcmaster.ca, including "REJECTED TIME" in the subject line, once the eForm is processed and that there is rejected time to be loaded. Time generated after termination date (and employee should be inactive) or termination is processed late (either by dept submission or HR data team): <ul style="list-style-type: none"> Resolution: Ensure all appropriate forms or required paperwork has been completed and submitted. Once complete, send an email to hr.mcmaster@mcmaster.ca, including "REJECTED TIME" in the subject line, to get the HR team to review and adjust the rejected time