HIP Data Flow

Initial Set Up

Start
Position Data
Org Data
Personal Data
Job Data
D
Adds row to update Primary Job indicator where necessary
Adds Absence Enrollment row for eligible EE
Primary Job Indicator Designation
Employee Deduction Set Up
Department HR and IT coordinate for EE name match for SSO to be activated
Single Sign On (SSO) Interface
New Hire Letter
Time and Leave Auto enrollment
Employee Self Service Access Credentials
Assign Work Schedule
Time Reporter Data
The combination of position and job data determine the supervisor that approves requests
Unique circumstances may require manual updates
Direct Reports Build
Time and Leave Access Credentials
Supervisor Access Credentials
A
General Deductions

Timesheet open to Timesheet Deadline

C
F
Employee Tax Data
Direct Deposit
ESS
Create and Maintain
Entered on EE behalf if needed
Extended Absence
Request Absence
Entered on EE behalf if needed
MSS
Approvals
Enter Time
Entered on EE behalf if needed
Rapid Time
Entered on EE behalf if needed
Time without exceptions immediately route for approval
Exceptions Exist?
No
Yes
Time with exceptions require additional processing
Manage Exceptions
Exception Allowed?
No
Exception Lingers
Yes
Update Assign Work Schedule
Employee Schedule Interface
Select Departments load schedule via file interface
Time Administration
Nightly Process of Time Administration may generate exceptions for review
Pending Payable Time
Approval Required?
No
Yes
Approvals
Certain TRCs are set up to not require approval
Pending Payable Time
A
System generated LWOP may be created if EE has insufficient leave
Absence Calculation
Absence Time Administration
LWOP Rate Calculation
Prior period LWOP will not proceed to payroll, but appear on the LWOP Recovery Page.
Deduction File Interfaces (EUTF, Empower, etc.)
B

Supervisor Approval Deadline

B
For Overpayment Recovery, etc.
Additional Pay
For Payments prior to T&L, etc.
HI Payroll Transactions
Evaluates payroll status, prorates base pay rates, unchecks ok to pay for WC/TDI, incorporates Additional Pay data, etc.
Create Paysheets
D
B
Update Paysheet Transactions
Audits
Payable Time to be Processed

Day After Supervisor Deadline

Load Approved Transactions
Load Approved Time/Leave
B
Payline
Separate Checks for WC/TDI
Override Duplicate Deduction
Review Paycheck
Payroll Calculation
C
Union Dues Calculation
D

HR Lock Out

End
Pay Statement
Manual Adjustments
Audits
Pay Advice pdf creation
Leave Balances
Absence Finalization
Absence Calculation
Hours Worked Calculation
F
Payroll Confirmation
General Ledger
ACH payment/ Paychecks Print
Outbound Interfaces
To FAMIS, etc.

Legend

- Department HR
- Leavekeeper or Department HR
- Supervisor
- Supervisor or Timekeeper
- Employee
- Employee or Supervisor or Timekeeper
- Employee or Supervisor
- Employee or Department Payroll
- Department Payroll
- Timekeeper or Department payroll
- Timekeeper or Department Payroll/HR
- Central Payroll and Department Payroll
- Central Payroll
- Nightly Processes