Understanding 180_ABS_Enrolled Query

This query will allow distributed users to view how their employees are enrolled in Maintain Time Reporter, as well as other useful Time and Absence information. Below is a guide to understand what the fields on the query mean.

- **Workgroup:**
    - This will help determine if your employee earns **Overtime or Comp Time.**
    - Workgroups beginning with "18" will be for your Biweekly Employees.
    - Benefitted Biweekly employees will be either 18HRROVT or 18HRRCMP
        - 18HRROVT – Overtime
        - 18HRRCMP – Comp Time
        - 18HR**R** – The second "R" stands for "Regular"
    - Non-benefitted Biweekly employees will be 18HRTOVT
        - All non-benefitted employees earn Overtime
        - 18HR**T** – The "T" stands for "Temporary"
- **Badge Number:**
    - This is the employee's UGA ID Number
- **TCD Group:**
    - This will be populated if the employee uses the **Kaba Biometric Clock**
- **Web Clock:**
    - This will be populated if the employee uses the **PeopleSoft Web Clock**
- **Auto Meal Ded:**
    - This will be populated is the employee is set up with an **Automatic Meal Deduction**
    - R30DED – The employee will have 30 minutes deducted for 5 or more hours worked
    - R60DED – The employee will have 60 minutes deducted for 5 or more hours worked
    - R30DED2 – The employee will have 30 minutes deducted at 4 hours and another 30 minutes deducted at 7 hours worked
- **Elapsed Time Template:**
    - This indicates if an employee is set up as **Pay From Schedule**
    - The Elapsed Time Template **18E_PFS** is used for the Pay From Schedule Employees.
- **Time and Absence Approver ID:**
    - This is the Employee ID for the Time and Absence Approver
- **Schedule ID:**
    - This shows the schedule the schedule that has been assigned to the employee
    - If the Schedule ID is "USG" followed by a number, the employee has a standard hours schedule
        - This means the employee's daily schedule would be the number divided by 5 (the number of working days in a week)

- Example – USG 40.00 is the schedule Monday – Friday 8 hours/day. (40/5 = 8)

- **Eligibility Group:**
  - This indicates the Absence Eligibility Group for the employee
  - USG_B – Base
    - Includes Extended Leave, Sick, Education Support, etc.
    - Academic Year Faculty
  - USG_BV
    - Everything listed above plus Annual Leave/Vacation
    - Exempt Benefitted Staff
  - USG_BVDC
    - Everything listed above plus Deferred Holiday plus Comp Time
    - Nonexempt Benefitted Staff

- **Absence System:**
  - This indicates if the employee is enrolled into Absence Management
    - AM – Enrolled
    - Other – Not Enrolled