TIME REPORTING & MANAGEMENT FOR COM RESIDENTS

Residents

- MedHub
  - Residents enter work hours and submit in MedHub to coincide with end of each biweekly pay period.
  - Official system of record for COM Resident time reporting.
  - Leave Balances are maintained in MedHub and should carry into TAL. Residents will follow program specific process for requesting all leave (Sick, Vacation, LWOP). This information will be entered by residency coordinator and transferred into TAL via the MedHub interface.

- TAL
  - TAL is the Time, Attendance and Leave system that is the source of payment for OUHSC. MedHub recorded leave is loaded into TAL and should be reviewed by the residency coordinator for accuracy. Residents do have access to TAL, but are not required to review/edit/approve any time in TAL.
  - Balances should match MedHub and be reconciled by the residency coordinator.

- FMLA
  - Residents will be responsible for requesting FMLA using the TAL system. Contact the FMLA Administrator at 271-2190, ext. 44726 with any questions.
  - Residents will follow program specific process for requesting all leave (Sick, Vacation, LWOP).

Residency Coordinators

- MedHub
  - Leave is entered into MedHub by residency coordinator and is “approved” by the resident by submitting weekly work hours in MedHub.
  - Per College instructions, the Resident Absence Summary Report in MedHub should be printed and signed by both the coordinator and program director attesting to its accuracy. This is the official record that should be used to reconcile TAL balances.

- TAL
  - Residency Coordinators are the “supervisors” in TAL.
  - MedHub reported leave is loaded into TAL and should be reviewed by the residency coordinator for accuracy (see Residency Coordinator Payroll Checklist for steps). Verify all timesheets in TAL and make corrections prior to the close of business Monday.
  - Each pay period residency coordinators should balance MedHub and TAL leave balances. Address any discrepancies (including partial days) timely to prevent future leave without pay situations due to cascading.
  - Work with Payroll Coordinator for any prior period adjustments that need to be done.

- FMLA
  - The FMLA coordinator will approve/deny FMLA requests in TAL.
  - Leave time will need to be manually changed in TAL from regular to FMLA leave, by the resident/payroll coordinator each pay period (see Residency Coordinator Payroll Checklist for steps).

Payroll Coordinators

- Compare work time in TAL to PeopleSoft after Payroll loads.
- Verify ETR, Addl Pay, and Chartfield Register reports in PeopleSoft for all Residents.
- Run Query to identify Residents receiving paper checks and notify the Resident with the date and pick up location/process.
- Work with Residency Coordinator for any Prior Period Adjustments that need to be completed.

Updated: 8/30/18