

Ball State University – UKG Dimensions

Understanding the differences between Timecard Edit (TE) vs Time Off Request (TOR)

Timecard Edit (TE) – A timecard edit is a pay code or punch edit entered directly on the timecard.

- If an employee enters a TE it goes into pending status and is routed to their supervisor for approval. A TE can be approved by a Timekeeper from the “Dataview” called BSU – Payroll Period Close or by a Supervisor from “Notifications” or the “Timecard.” Once the TE is approved, it is visible on the employee’s timecard.
- If a Timekeeper or Supervisor enters the TE on the employee’s timecard, it is automatically populated on the timecard.

Time Off Request (TOR) – A time off request is an employee’s request for time off. TOR is visible on an employee’s schedule, is routed to their supervisor for approval, and is automatically applied to then employee’s timecard once approved.

- If an employee enters a TOR, they can view or cancel the pending request from “My Requests,” or “My Timecard” however they cannot edit the TOR.
- A Timekeeper cannot enter a TOR for an employee, however they can approve, edit, cancel from the “Schedule.”
- A Supervisor cannot enter a TOR for an employee, however they can approve, edit, cancel from “Notifications,” the “Timecard,” or the “Schedule.”

Differences Between TE & TOR	Employee Role	Timekeeper Role	Supervisor Role
Timecard Edit (TE)			
Who can perform a TE?	✓	✓	✓
When does a TE go pending?	✓		
When is a TE automatically applied?		✓	✓
Who can edit a pending TE?		✓	✓
Who can cancel a pending TE?	✓	✓	✓
Who can approve a pending TE?		✓	✓
Who can edit an approved TE?		✓	✓
Time Off Request (TOR)			
Who can request a TOR?	✓		
When does a TOR go pending?	✓		
When is a TOR automatically applied?		✓	✓
Who can edit a pending TOR?		✓	✓
Who can cancel a pending TOR?	✓	✓	✓
Who can approve a pending TOR?		✓	✓
Who can edit an approved TOR?		✓	✓