Summary of Upgrade Changes: Time & Labor (as of 4/17/15)

- With the upgrade, all timesheets for hourly employees will be submitted online through the portal.
- All exceptions to time (such as overtime and shift differential) for exception hourly employees will also be submitted online through the portal. Timesheets for exception hourly employees will need to be submitted ONLY when there is an exception to their time.
- Approvals will be done by the supervisor listed in position management as the reports-to for that employee’s position.
- Supervisors will not receive email notifications of items waiting approval, but there will be notifications in the portal. Approval will be done through the portal.
- Supervisors can delegate their approval to another employee; the supervisor or the Time Administrator can set this up. The delegation needs to be accepted by the delegate. Once delegated, a supervisor no longer has access to approve timesheets until the delegation is removed.
- Employees will convert to schedules for standard hours spread equally over 5 days (M-F). Time Administrators (or Absence Administrators) will need to update schedules to reflect an employee's actual days/hours per day (but not start and end times) worked.
- If you have exception hourly employees with a schedule that truly varies week to week, you still must assign them a schedule. The employees will then need to override the hours per day on an elapsed timesheet each pay period.
- If a new schedule needs to be requested from central, the request should go to Beth Kluge. The payroll cluster will then make the request of central.
- A supervisor and the Time Administrator can report time on behalf of an employee.
- If an employee submits a timesheet in the summer and the supervisor is a 9-month employee, Time & Labor WILL route that timesheet to the supervisor as long as the supervisor’s record is on a short work break. If the record has any other action/reason (e.g., suspension), the system will see that supervisor’s record as inactive over the summer and put the timesheet on an error report. The Time Administrator can approve this timesheet unless the request is for someone above them in the reporting chain. In these cases, the payroll cluster staff can approve the timesheet.
- We are waiting for Internal Audits to tell us what documentation they would expect a Time Administrator to have to approve a timesheet.
- Timesheets must be submitted and approved by noon on the Wednesday following the pay period end (e.g., 5/6/15 for the pay period ending 5/3/15). Paysheet update deadline is 10am on the Friday following the pay period end (e.g., 5/8/15 for the pay period ending 5/3/15).
- Hourly employees will have one timesheet per record. When they log in, all they see is a list of their timesheets with deptID, department name, and record number. If they have more than one job in a department, they will need to be told which record goes with which job.
- When an exception hourly employee submits a timesheet for overtime, they will need to indicate the total hours worked for the day of the overtime. So if they worked 10 hours on a Wednesday instead of the scheduled 8, they would need to complete a timesheet with just the 10 hours listed for that day. They do not need to complete the remaining days on that timesheet.
• If an exception hourly employee submit overtime and wants comp time instead, they need to notify their supervisor. The supervisor would then change it on the timesheet when they approve the timesheet.

• Hourly employees should enter their actual start and end times (e.g., 12:07pm). The system will round the total hours to the nearest quarter hour when it runs its Time Admin process (currently scheduled to run twice a day).

• Time Administrator access is limited to our college only. That is, a Time Administrator can take action only on timesheets for CSE records. We are restricted as a college in the number of Time Administrators we can have. Every academic department has one, and the payroll cluster staff have this access as well. If a Time Administrator needs backup for vacations, another Time Administrator in the college or the payroll cluster can serve as that backup.

• If the payroll cluster is serving as the Time Administrator for a unit, a Time Reviewer in the unit will need to send an email to the payroll cluster notifying them of what timesheets can be approved.

• There is not a notes field on the timesheet. Communication that was done by writing on the paper timesheet previously will need to be done outside the system.

• Time Reviewers have access to view all timesheets in the University.

• We will use the 8.9 Pay Entry to enter timesheets for the pay period ending 4/19/15. This data will be converted to Time & Labor before payroll is run. Therefore, there are a few things that cannot be entered into Pay Entry for that pay period:
  o No lump sums
  o No vacation buydowns or vacation cashouts
  o No retro pay
  o No entries for employees who terminated before 4/5/15.
  o However, you can change distributions.

• Supervisors will not see the distribution set up for an employee when they view a timesheet. They would need to go into Distribution Entry (if they have access) to see that. They can, however, override the distribution directly on the timesheet.

• We are waiting to hear from Internal Audits what requirement, if any, they have about checking timesheets against payroll abstracts.

• Job aids available on the upgrade website:
  o Converting Overtime to Comp Time on Elapsed Timesheets
  o Overriding Funding Sources on Timesheets
  o Reporting Shift on Timesheets
  o Reporting Time with Multiple Appointments
  o Rounding of Time on Timesheets
  o Time & Absence Administrators
  o Time & Absence Queries for Time & Absence Reporting
  o Time Reporting Codes
  o Timesheet Exceptions
  o Timesheets Search Criteria for Supervisors
  o Validating Payable Time
  o Anatomy of a Page: Elapsed Timesheet
  o Anatomy of a Page: Punch Timesheet
- Approving Timesheets
- Steps to Reporting Time
- Assigning Work Schedules
- Work Schedules in HRMS
- Acting on Delegation Requests
- Creating and Revoking Delegation Requests
- Delegation Statuses and Request Statuses