

# PeopleSoft 8.9

## Time & Labor / Absence Management

- Absence Reporter
- Time Reporter
- Absence Approver
- T&L Approver
- T&L Adjuster

developed by

CWD | EST

# Course Agenda

## **Self Service**

- **Review of key concepts**
  - **Employee Types**
  - **Deadlines**
  - **Time Types**
- **Reporting Scenarios**

## **Manager Self Service**

- **Review of key concepts**
  - **Role Responsibilities**
  - **Approving Absence Requests**
  - **Approving T&L**
  - **Adjustments**
- **Manager Self Service Scenarios**

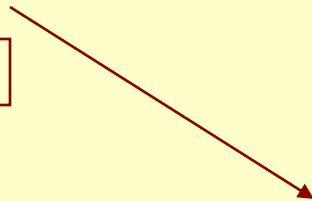
# Payroll Process – Big Picture

## Reporters

### Self Service

Report Absences

Report Hours Worked



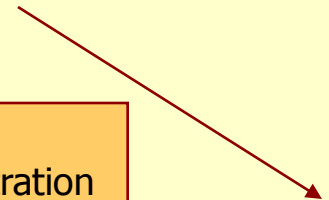
## Approvers, Adjusters, Administrators

### Manager Self Service

Approve Absences






Take Cycle  
Time Administration

Approve Hours Worked



# Payroll Processing

| Sun | Mon    | Tue | Wed | Thu | Fri   | Sat |
|-----|--------|-----|-----|-----|-------|-----|
|     |        |     | 1   | 2   | 3 AM  | 4   |
| 5   | 6 T&L  | 7   | 8   | 9   | 10 AM | 11  |
| 12  | 13 T&L | 14  | 15  | 16  | 17    | 18  |
| 19  | 20     | 21  | 22  | 23  | 24    | 25  |

-  Bi-weekly pay period
-  Approved absences (for current and prior period) inserted into timesheet.
-  Central Payroll runs the final payroll calculation.
-  Employee receives their check.
-  Accrual: Vacation, Sick and Longer Service Vacation

University holidays will alter reporting deadlines

# Commonly Used Time Types in Absence Management

▼

Bereavement  
Business Out of Office  
Excused Absence  
Jury Duty  
Personal  
Release Time  
Sick  
Time at Own Expense  
Vacation

Report-only.

3 personal days a year. Awarded on Jan 1<sup>st</sup>, expire Dec 31<sup>st</sup>

HUCTW-only time type; should be used by employee's attending union meetings, CWD trainings, etc.

Employees earn one sick day per month, 12 per year. Can carry a max of 130 days.

Docks employee's pay by the hours reported (should not be used by reporters unless instructed).

Employees accrue 1.25 or 1.67 days per month. Less than 5 years of service, balance caps at 30. Greater than 5 years, balance caps at 40 days.

## **Carries a balance\***

Vacation  
Sick  
Personal  
Longer Service  
VAC Excess Funded

\* balances can go negative

# Commonly Used Time Types in Time and Labor

| Time Reporting Code             |   |
|---------------------------------|---|
|                                 | ▼ |
| CMPE - Comp Time Earned         |   |
| CMPPY - Comp Time Pay Out       |   |
| CMPT - Comp Time Taken          |   |
| FHE - Floating Holiday Earned   |   |
| FHP - Floating Holiday Payout   |   |
| FHT - Floating Holiday Taken    |   |
| FXOFF - Flex Schedule Day Off   |   |
| HOL - Holiday                   |   |
| HWK - Holiday Work              |   |
| MEAL - Meal Money               |   |
| OTP - Overtime Premium          |   |
| OTS - Overtime at Straight Rate |   |
| REG - Regular                   |   |

Overtime-eligible employees who works greater than scheduled hours but less than 40 can bank time as compensatory time.

Work on a holiday, employees can:

- Get an additional day off with pay or an additional day's pay
- Receive holiday payout.

If an employee works a flex schedule, the day they normally work should be "covered" with FXOFF

If a holiday falls on a day an employee is scheduled to work (and they do not work), it should reported as HOL. If they employee works on a holiday, it should be reported as HWK (time-and-a-half).

Employees are entitled to receive a cash meal allowance of \$11.00 if they are required to work more than two or more hours in addition to their normal scheduled **full-time** workday

Time reporters should enter hours worked as Regular; **the system generates overtime straight and overtime premium.**

## OT-Eligible Reporter - Specific Guidelines

- Reporting Sequence
  - Always enter your absences first in Absence Management and then enter your hours worked in your timesheet.
- Report hours in .25 increments (.25 = 15 minutes)
- Completing your Timesheet
  - *Full-Day Absences*
    - Leave your timesheet blank for that day
  - *Partial Day Absences*
    - Complete your hours in the timesheet

## Exempt Reporter - Specific Guidelines

- Report Absence Proactively
  - Report planned absences in advance
  - Report unplanned absences as soon as possible (if past the current month, contact your department's adjuster)
- Partial-Day Requests
  - When reporting a partial-day, you *should* report your half-day hours. Exempts do not need to report in .25 increments, you can be precise to two decimal place (e.g., if your are taking a partial day on a day that does not divide evenly by two,  $[8.75/2 = 4.375]$  report 4.37).



# Manager Self Service Responsibilities\*

| Task:  | Approver | Adjuster          | Administrator      |
|--|----------|-------------------|--------------------|
| Approve Absences & Time Sheet  | ✓        | ✓                 | ✓                  |
| View Absence Request History & Payable Time                                | ✓        | ✓                 | ✓                  |
| View Absence Balances  | ✓        | ✓                 | ✓                  |
| Run Absence and T& L Reports   | ✓        | ✓                 | ✓                  |
| View Monthly Calendar  | ✓        | ✓                 | ✓                  |
| Cancel Absence Requests  | ✓        | ✓                 | ✓                  |
| Request Absences (current & future weeks)                                  |          | ✓                 | ✓                  |
| Request Absences (prior period)<br>[starting with requests from 6/01/2007] |          | ✓<br>60 days back | ✓<br>396 days back |
| Adjust Time Sheet  |          | ✓                 | ✓                  |
| Adjust Absence Balances  |          |                   | ✓                  |
| Void Absences from Prior Periods   |          |                   | ✓                  |

\* Separate rolls for T&L and AM

# Approval Process Flow & Deadlines

## Thursday | 5:00 p.m.

Employee submits absence & report their hours worked by 5:00 p.m. on Thursday

## Friday | Morning

Workflow e-mail is sent alerting approver that they have pending absences

## Friday | 12:00

Deadline for approvers to approve all pending absences\*

## Friday | 12:01 - 4:00

Departments run the **Absences (Historical & Planned) Report** to identify any unapproved submitted absences

## Friday | 12:01 - 4:00

Departments run the **Unsubmitted Time Report** to identify any employees who failed to enter their time for the week

## Friday | The Take Cycle

All approved current and prior period absences are processed and balances are decremented. OT-Eligible absences are inserted into the timesheet.

\* Local policy may differ.

# Approving Absence Requests

## Check Balances

- Verify absence balance will cover duration request.

## Partial-Day (exempts)

- If exempt employee, verify they are not requesting less than their half-day hours

### Request Details

Roger Reporter

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

| Details       |                                |
|---------------|--------------------------------|
| Start Date:   | 07/02/2007                     |
| End Date:     | 07/03/2007                     |
| Absence Name: | Vacation                       |
| Partial Days: | None                           |
| Duration:     | 7.00 Hours                     |
|               | Forecast Balance               |
|               | Current Balance: 35.01 Hours** |

| Comments            |                      |
|---------------------|----------------------|
| Requestor Comments: |                      |
| Approver Comments:  | <input type="text"/> |

\*\*Disclaimer: The current balance does not reflect absence requests that have not been processed.

To view Harvard's HR Policies, link to [HARVie](#) or [ABLE Link](#)

Approve

Deny

Needs Rework

# HSPH Approval Process Flow & Recommended Deadlines for T&L

## **By Saturday | 11:59 p.m.**

Employee submits their hours worked.

## **Monday | Before 2:00**

Review and Approve employees' time (use SAS 112 steps) AND Run the HU Payable Status Report

## **Monday | 2:00**

OFS will run the HU Payable Status Report for the school and notify departments that adjustments need to be made

**\*As early as possible would be ideal**

\* Local policy may differ.

# Time and Labor – Manager Self Service

Look for over-reported  
and  
Under-reported hours

Approval | Unsubmitted Hours

## Payable Time for a Group

From: 02/12/2006 To: 02/18/2006

Group ID: 54321 KSG\*Executive Systems

DeptID: 112233 HMS\*Pmt\_Sys Sup

| EmpID    | Name        | Job Title               | Classification | Job | Time Type | Total Hours | Comments | Override Rate | Oprid | Approval Status | Approve                             | Details | Adjust |
|----------|-------------|-------------------------|----------------|-----|-----------|-------------|----------|---------------|-------|-----------------|-------------------------------------|---------|--------|
| 99887766 | Sarah Elcik | Admin Pro/Indiv Contrib | HUCTW          | 0   | Regular   | 35.00       |          |               |       | Approved        | <input checked="" type="checkbox"/> | Details | Adjust |

DeptID: 198765 KSG\*Executive Programs Staff

| EmpID    | Name             | Job Title           | Classification | Job | Time Type | Total Hours | Comments | Override Rate | Oprid | Approval Status | Approve                             | Details | Adjust |
|----------|------------------|---------------------|----------------|-----|-----------|-------------|----------|---------------|-------|-----------------|-------------------------------------|---------|--------|
| 55443322 | Raymond Spinelli | Staff Assistant III | HUCTW          | 0   | Regular   | 35.00       |          |               |       | Approved        | <input checked="" type="checkbox"/> | Details | Adjust |
| 44332211 | Lance Pendleton  | Coordinator         | HUCTW          | 0   | Sick      | 7.00        |          |               |       | Needs Appr      | <input type="checkbox"/>            | Details | Adjust |
|          |                  |                     |                |     | Regular   | 28.00       |          |               |       | Approved        | <input checked="" type="checkbox"/> | Details | Adjust |

Approve All Submit View Unsubmitted Hours

[Return to Search](#) [Manage Approval](#) | [Unsub](#)

## SAS 112 Approval Process

1. Uncheck employees that have a status of "Estimated" (this will change the status to "Approved")
2. Click the **Submit** button.
3. Click the "Approve" box for employees in a Needs Approval status
4. Click the Submit button

## Adjustments – Contact your Adjuster To...

| Sun | Mon            | Tue | Wed | Thu | Fri | Sat |
|-----|----------------|-----|-----|-----|-----|-----|
|     |                |     | 1   | 2   | 3   | 4   |
| 5   | 6 Adj. AM & TL | 7   | 8   | 9   | 10  | 11  |
| 12  | 13 Make Whole  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20             | 21  | 22  | 23  | 24  | 25  |

**Adj. AM & TL** Process corrections in AM and T&L

**Make Whole** Fix the employee's timesheet to ensure they are paid correctly. Make correcting entries on Wednesday after the Tuesday payroll Run.