

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

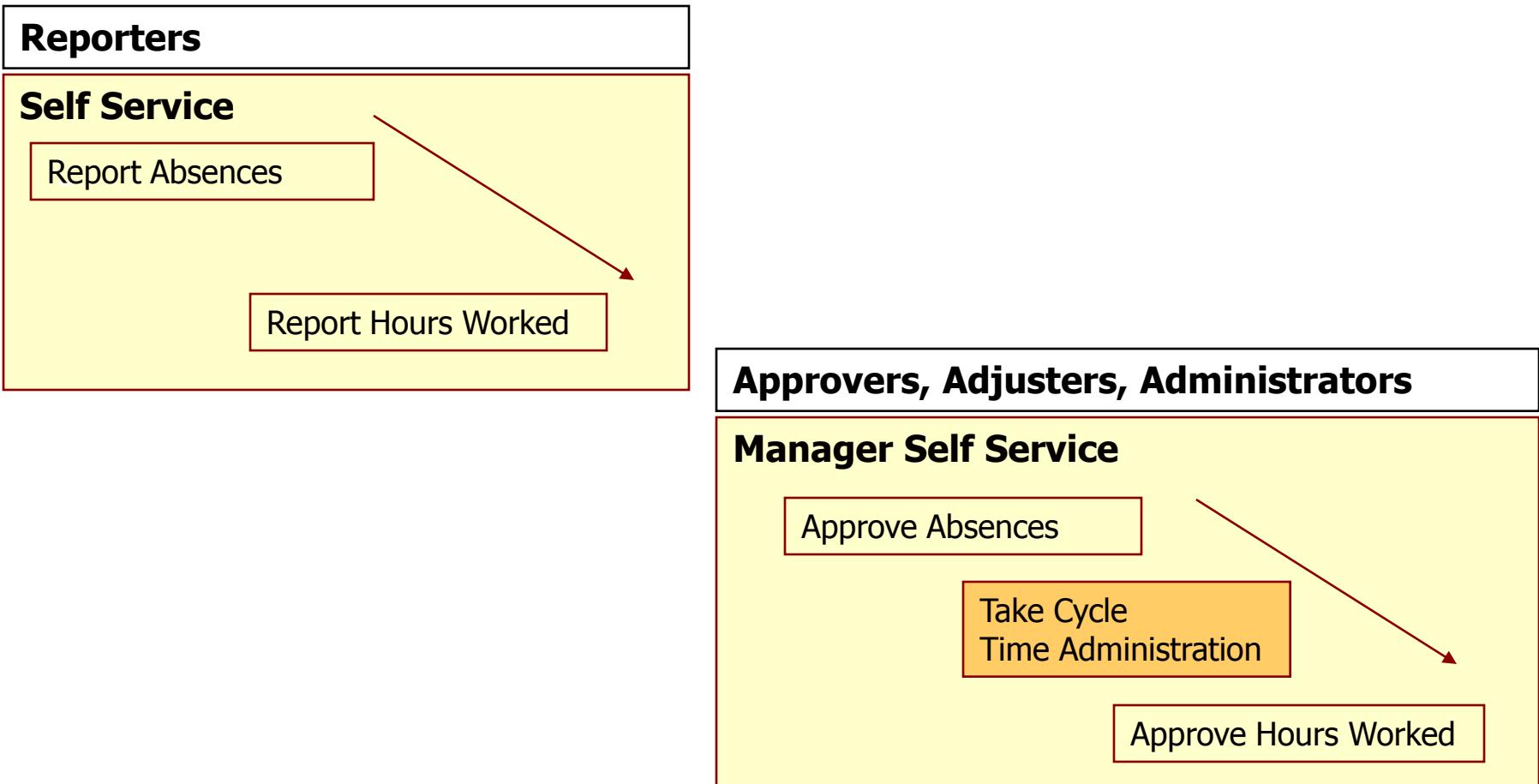
Self Service

- **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



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 1st, expire Dec 31st

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
CMPY - 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 be 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) [starting with requests from 6/01/2007]		✓ 60 days back	✓ 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

Current Balance: 35.01 Hours**

Forecast Balance

Comments

Requestor Comments:

Approver Comments:

**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

Review Payable Time for a Group

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

Group ID: 54321 KSG^Executive Systems

DeptID: 112233 HMS^Prnt_Sys Sup

EmplID	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

EmplID	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 “Needs Approval”)
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.