

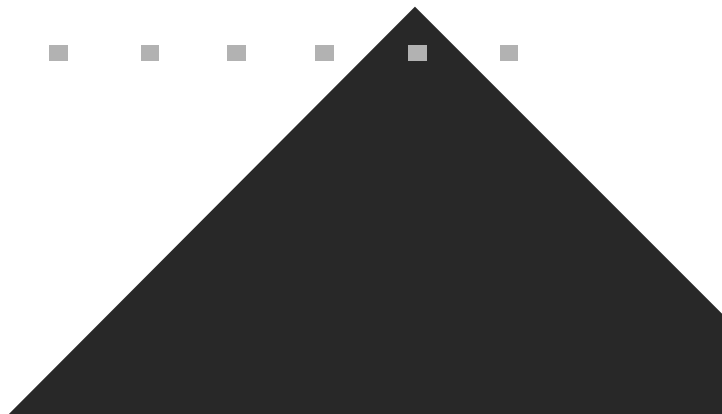
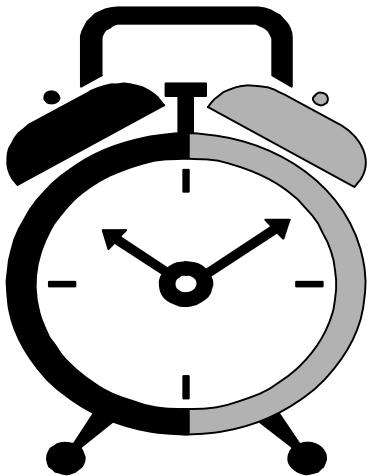


HUMAN RESOURCE INFORMATION SYSTEM



TIME REPORTING SYSTEM

**GUIDE FOR
PERSONNEL / PAYROLL
ASSOCIATES
AND OTHER APPROVERS**



AUGUST 2009

TIME REPORTING SYSTEM
GUIDE FOR PERSONNEL / PAYROLL ASSOCIATES AND OTHER APPROVERS

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1. Signing On

The HRIS Payroll programs are located on the CICS Production menu. At the main screen type in your USERID and PASSWORD and press {ENTER}. Your USERID is also referred to as a T Number. It is important to note that your T Number is not a confidential number like a social security number would be. You may be asked for your T Number for security set up on the system or if you call the service desk.

When typing in your password, no characters will appear in the password field, it shows on the screen as if you are entering spaces in that field. As you log on to the HRIS system for the first time, you can type in your original password and hit enter. You will then be taken to a screen where you will change your password. Passwords need to be changed every 60 days, and must be 8 characters. Passwords are not case sensitive since this is a mainframe application. The system tracks the number of days and the remaining days show on the Application Selection Menu screen (Figure 2, Page 5).

Figure 1: Log-in Screen

```

Date: 01/23/2008          STATE OF IOWA SY4 MMIS          Terminal: CDPY92D
Time: 09:19              INFORMATION TECHNOLOGY DEPARTMENT      Logmode : COL2
                                                                Panel   : ENA0052

This system contains confidential government data. Unauthorized use of this
system is prohibited. All activity is monitored. Misuse is subject to
disciplinary action, federal / state criminal or civil penalty.

      NNN\      NN\      EEEEEEEEEEE\      SSSSSSSSSS\
      NNNN |      NN /      EE\_____\ /      SS\_____\SS\
      NN NN |      NN /      EE /      SSS |      \_/
      NN NN |      NN /      EE /      SSSSSSSS\
      NN /NN |      NN /      EEEEEEEEE\      ntry      \SSSSSSSS\      ystem
      NN / NN |      NN /      EE\_____\ /      \_____\SS\
      NN / NN NN /      EE /      SS\      SS /
      NN / NNNN /      EE /      SS\      SS /
      NN / NNN /      EEEEEEEEE \      \SSSSSSSSSS /
      \_\ /      \_\ /      \_____\ /      \_____\ /

F1 FOR HELP . . . . . Service Desk:(515) 281-5703 . . . . . F3 TO EXIT
                        or:1-800-532-1174

USERID ==>          PASSWORD ==>          NEW PASSWORD ==>
  
```

The next step to log on to the Time Reporting System is to select Production CICS on the application selection menu by either moving the cursor to the option you want and press {ENTER}, or press the appropriate PF key (F key on personal computers) to select it. See Figure 2 on Page 5 for the image of the Application Selection Menu screen.

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Figure 2: Application Selection Menu

```

Date   : 01/18/2008      INFORMATION TECHNOLOGY ENTERPRISE      Userid  : T005305
Julian: 08018           APPLICATION SELECTION MENU           Terminal: CDPY95D
Time   : 11:48                                                Logmode  : COL2
                                                Panel   : ENA81021

.....
::  S  PFK  STATUS      DESCRIPTION OF APPLICATION      ::
::                                     ::
::  _  01  AVAIL       Production CICS          ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
..... SERVICE DESK:(515) 281-5703 .....

F13=1 F14=2 F15=3 F16=4 F17=5 F18=6 F19=7 F20=8 F21=HELP F22=Bulletin
F23=Disc F24=Logoff
Your password will expire in 42 days
Command =>

```

When the next screen appears, press {ENTER} to clear the screen. Type HRIS and {ENTER}. The Time Reporting System should be an option on the menu. Either move the cursor to the option you want and press {ENTER}, or press the appropriate PF key to select it. Each individual may have a screen that looks different depending on the systems that you have been given security access to. See Figure 3 for an example of one Available Applications Menu.

Figure 3: Available Applications Menu

```

A3449800          STATE OF IOWA          01/18/08
 7.1.0            HUMAN RESOURCES        12:04 PM
                AVAILABLE APPLICATIONS MENU

                _ PF1 MAIL
                _ PF7 TIME REPORTING
                _ CLEAR LEAVE THIS MENU

                PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY

```

2. HRIS Time Reporting System Main Menu

The HRIS Time Reporting System allows the General User access to time sheets and work report, if applicable, of all employees within a given cost center. As a result, the general user requires access to a larger number of options than the individual user. To accommodate the increased number of options the Time Reporting System provides the general user with a series of menus.

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Figure 4: Payroll Time Sheets

A3313200	HUMAN RESOURCE MANAGEMENT SYSTEM	04/29/09
TS04	PAYROLL TIME SHEETS	10:00 AM
	— PF1 EMPLOYEES IN A COST CENTER	
	— PF2 TIME SHEETS FOR COST CENTER	
	— PF3 WORK REPORT DEFAULTS UPDATE	
	— PF4 ADD NEW EMPLOYEE TIME SHEET	
	— PF5 TIME SHEET DEFAULTS	
	— PF6 TIME SHEETS PENDING APPV/NM	
	— PF7 EMPLOYEES BY EMPLOYEE NAME	
	— PF8 TIME SHEETS FOR A PAY PERIOD	
	— PF9 * * * * HELP * * * *	
	— PF10 TIME SHEETS FOR AN EMPLOYEE	
	— CLEAR LEAVE THE APPLICATION	
	— PF18 PROJECTS SEARCH/UPDATE	
	PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY	
	GOOD MORNING, WELCOME TO TIME REPORTING	

As shown above, the Time Reporting System Main Menu has multiple options available, depending on the level of your authority you may see some or all of these options.

- PF1 – Employees In A Cost Center -- Provides access to all of the time sheets for each employee in the cost center.
- PF2 – Time Sheets for Cost Center -- Provides access to all of the time sheets for a given pay period.
- PF3 – Work Report Defaults Update – This feature is not used on the HRIS Time Reporting System.
- PF4 – Add New Employee Time Sheet -- Allows the creation of a time sheet for a new employee
- PF5 – Time Sheet Defaults -- Provides access to the default time sheets of the cost center.
- PF6 – Time Sheets Pending Appv/NM -- Provides access to employee time sheets by name.
- PF7 – Employees by Employee Name -- Provides access to employee time sheets by name.
- PF8 – Time Sheets for a Pay Period -- Provides a list of time sheets by each pay period.
- PF10 – Time Sheets for an Employee -- Provides a list of time sheets for a specific employee.
- PF18 – Projects Search/Update -- Provides a list of project codes available.

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2.1 HRIS Time Reporting System Main Menu: PF1 – Employees in a Cost Center

When you press {PF1} from the main menu, Employees in a Cost Center, Figure 5 below will appear. This screen shows a list of all employees in a specific cost center.

Figure 5: PF1 – Employees in a Cost Center

D3313241	PAYROLL TIME SHEETS	PAGE: 0001
EMPLOYEES IN A COST CENTER		
COST CENTER ==> XXX-XXXXXX COST CENTER NAME		
EMPLOYEE NAME ==> DOE		
WRITE NEW TIME SHEETS FOR THE 04/17/2009 PAY PERIOD		
ACT --	EMPLOYEE NAME ---	-CLASS TITLE- ----- STATUS -----
_	JANE DOE	PUB SER EX 4 PERMANENT MERIT
_	JOHN SMITH	ADMIN ASST 2 PERMANENT MERIT
W WRITE A NEW TIME SHEET T TIME SHEETS FOR EMPLOYEE D DEFAULTS FOR EMPLOYEE		
PF1 PREVIOUS COST CENTER PF2 NEXT COST CENTER		
PF7 BACKWARD PF8 FORWARD PF9 HELP PF12 RETURN CLEAR EXIT		

There are three major actions available on this menu: the {W} action allows you to write a new time sheet for the employee, the {T} action is used to look at a list of the employee's time sheets for the current and previous pay periods, and the {D} action takes you to the employee's default time sheet.

2.1.1 Write a New Time Sheet

The {W} action is used to create a new time sheet for the pay period shown in the line just under the EMPLOYEE NAME field in the header of the screen. If the date is not the first day of the pay period for which you want to write a time sheet, change it to the correct date.

Note: The HRIS Time Reporting System will automatically create a time sheet for all permanent employees each pay period. This will occur the last Thursday night of a pay period for the new pay period starting on Friday. If a time sheet already exists for that pay period, the computer will not create a new time sheet.

Because the system automatically creates time sheets, you should rarely use the {W} action to start a new time sheet. **The exception would be for Temporary employees, since the system does not automatically write time sheets for employees in 800 or 900 seat number positions.**

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2.1.2 Time Sheets for an Employee

Typing a {T} in the action field in front of an employee's name and pressing {ENTER} will bring up the Time Sheets for an Employee Screen (Figure 6 below). You will see a list of the employee's time sheets, starting with the most recent at the top. Once again, there are three major actions available: {L} Look at the Time Sheet, {W} Write a New Time Sheet, and {D} Defaults.

To view a time sheet from the Time Sheets for an Employee screen, move the cursor to the time sheet you wish to see, type an {L} and press {ENTER}. The computer will display the employee's time sheet for the pay period selected (Figure 14, Page 14).

Figure 6: Time Sheets for an Employee

D3313244	ACT: _	PAYROLL TIME SHEETS					PAGE: 0001
TIME SHEETS FOR AN EMPLOYEE							
LAST NAME		==>	SMITH				
FIRST NAME		==>	JOHN				
PAY PERIOD		==>	04/17/2009				
WRITE NEW TIME SHEETS FOR THE 05/01/2009 PAY PERIOD							
---PAY PERIOD---			---TIME TOTALS---			COST	
ACT	--FROM--	---TO---	-----STATUS-----	REG	OT	HOLI	--CENTER--
_	04/17/2009	04/30/2009	PENDING SUPV APPRVA	80.00	0.00	0.00	XXX-XXXXXX
_	04/03/2009	04/16/2009	PROCESSED	80.00	0.00	0.00	XXX-XXXXXX
_	03/20/2009	04/02/2009	PROCESSED	80.00	0.00	0.00	XXX-XXXXXX
_	03/06/2009	03/19/2009	PROCESSED	80.00	0.00	0.00	XXX-XXXXXX
L LOOK AT THE TIME SHEET W WRITE A NEW TIME SHEET D DEFAULTS							
PF7 BKWD		PF8 FWD		PF9 HELP		PF12 RETURN	CLEAR EXIT

2.1.3 Defaults

The employee's default time sheet is used by the computer to write the employee's time sheet each pay period. The default time sheet can be used to set up a compressed work schedule, to add a line which will convert sick leave to vacation automatically every month, or to allow for a non-standard work week (i.e., Tuesday through Saturday). Any non-standard schedule an employee works can be accommodated. Holidays are provided based on the default time sheet for all permanent and statutory employees.

To view an employee's default time sheet from the Employees in a Cost Center screen (Figure 5, Page 7) type a {D} in the line action field in front of the employee's name and press {ENTER}. The computer will display the employee's default time sheet (Figure 29, Page 31).

You can also get to the employee's default time sheet from the Time Sheet screen (Figure 14, Page 14), or the Time Sheets for an Employee screen (Figure 6 above), by using the {D} Defaults action in the header action field.

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2.2 HRIS Time Reporting System Main Menu: PF2 – Time Sheets for a Cost Center

Figure 7: Time Sheets for a Cost Center

```

D3313242 ACTION: ___ PAYROLL TIME SHEETS PAGE: 0001
TIME SHEETS FOR A COST CENTER PRINTER:

COST CENTER      ==> XXX-XXXXXX  XXXXXXXXXXXXXXXXXXXX
START OF PAY PERIOD ==> 04/17/2009
EMPLOYEE NAME    ==> SMITH

ACT  -----EMPLOYEE NAME-----  -----STATUS-----  REG  OT  HOLI  --NUMBER-
_   JANE DOE                          PENDING SUPV APPRVAL  80.00  0.00  0.00  3-963826
_   JOHN SMITH                         PENDING EMPL APPRVAL  80.00  0.00  0.00  3-963827

LINE ACTIONS  ==> L LOOK AT THE TIME SHEET H HARD COPY TIME SHEET
HEADER ACTIONS ==> HA HARD COPY ALL TIME SHEETS GT GENERATE TIME SHEETS
HEADER ACTIONS ==> PP PAYROLL PREVIEW YA APPROVE ALL
PF1 PREV CST CNT  PF2 NEXT CST CNT  PF3 PREV PAY PERIOD  PF4 NEXT PAY PERIOD
PF7 BACKWARD      PF8 FORWARD      PF9 HELP            PF12 RETURN        CLEAR EXIT
    
```

Pressing {PF2} from the main menu brings up the Time sheets for a Cost Center screen (Figure 7). There are a number of important options available here. In addition to the line actions {L} Look at the Time Sheet and {H} Hard Copy Time Sheet, there are a number of group actions which will act on all the time sheets for the pay period. They are: {HA} Hard Copy all Time Sheets, {GT} Generate Time Sheets, {PP} Payroll Preview, and {YA} Approve All Time Sheets.

2.2.1 Hard Copy Time Sheets

While in Time Sheets for a Cost Center, if you type {H} in the line action field and press {ENTER}, the computer will print a copy of the time sheet for the current employee and the current pay period. If you type {HA} in the header action field and press {ENTER}, the computer will print a copy of each employee’s time sheet for the pay period. This option should only be used in rare instances and is only available for individuals that are set up with mainframe printing. .

2.2.2 Generate Time Sheets

Using {GT} in the header action field will create a new time sheet for every employee in the cost center for the pay period which begins on the date shown in the Start of Pay Period field. **Note: The HRIS Time Reporting System will automatically create a time sheet for all permanent employees each pay period. This will occur the last Thursday night of a pay period for the new pay period starting on Friday. If a time sheet already exists for that pay period, the computer will not create a new time sheet. You may never use the Generate Time Sheets action.**

If you need to create time sheets for a new pay period, press {PF4} – Next Pay Period – until the date in the Start of Pay Period field matches the pay period for which you wish to create time sheets. Then move the cursor to the header action field with the {HOME} key, type {GT} and press {ENTER}. Time sheets for each employee in the cost center will be written for that pay period.

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2.2.3 Payroll Preview

The Payroll Preview action will print a listing similar to the one shown on the Time Sheets for a Cost Center screen. You can only see five names at a time on that screen; however the Payroll Preview action prints this same information for all the employees in the cost center. An additional advantage of using the Payroll Preview is that if an employee does not have a time sheet, the Payroll Preview will flag the employee's name.

2.2.4 Approve All

It is possible to give approval to all the time sheets in the cost center at one time from the Time Sheets for a Cost Center screen. The {YA} action used in the header action field will apply the next level of approval to each time sheet in the cost center. **Note: Before using the {YA} Approve All action, each time sheet in the cost center must first be proofread.**

2.3 HRIS Time Reporting System Main Menu: PF3 – Work Report Defaults Update

This feature is currently not being used in HRIS for Central Payroll.

2.4 HRIS Time Reporting System Main Menu: PF4– Add a New Employee

Figure 8: Add a Time Sheet for a New Employee

```
D3313252                PAYROLL TIME SHEETS
                        ADD A TIME SHEET FOR A NEW EMPLOYEE
ACTION : _

BEGINNING OF PAY PERIOD .....: 04/17/2009

FIRST NAME .....:
LAST NAME .....:
MIDDLE INITIAL .....:
SOCIAL SECURITY NUMBER .....: - -
COST CENTER .....: -

===== > THIS SCREEN IS USED TO ADD A TIME SHEET FOR AN NEW EMPLOYEE <=====
===== > BEFORE THE EMPLOYEE'S P-1 HAS BEEN PROCESSED. THIS CAN BE <=====
===== > USED WHEN HIRING A NEW EMPLOYEE OR WHEN AN EMPLOYEE IS <=====
===== > TRANFERING IN FROM ANOTHER COST CENTER. FOR A NEW HIRE, <=====
===== > THE EMPLOYEE'S NEW HIRE P-1 WILL NEED TO BE PROCESSED BEFORE <=====
===== > THE ACCOUNTING OFFICE CAN APPROVE THE TIME SHEET. <=====

W WRITE A NEW TIME SHEET                PF9 HELP                PF12 RETURN                CLEAR EXIT
```

Only one action is available from the Add a Time Sheet for a New Employee screen: {W} Write a New Time Sheet. Type a {W} in the header action field, type in the First Name, Last Name, Middle Initial, Social Security Number, and Cost Center, then press {ENTER}. The computer will write a time sheet for the new employee for the pay period shown in the Beginning of Pay Period field. **Note: Please double check the**

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employee's social security number. An incorrect social security number will cause problems in matching up payroll records.

2.5 HRIS Time Reporting System Main Menu: PF5– Time Sheet Defaults

Figure 9: Time Sheet Defaults for a Cost Center

D3313249	PAYROLL TIME SHEETS	PAGE: 0001
TIME SHEET DEFAULTS FOR A COST CENTER		
COST CENTER	==> XXX-XXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
EMPLOYEE NAME	==> DOE	
ACT	---EMPLOYEE NAME	REGULAR OVERTIME
—	JANE DOE	80.00 0.00
—	MIKE JONES	80.00 0.00
—	JOHN SMITH	80.00 0.00
<p>L LOOK AT THE DEFAULTS PF1 PREVIOUS COST CENTER PF2 NEXT COST CENTER</p> <p>PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT</p>		

The {PF5} action on the main menu brings up the Time Sheet Defaults for a Cost Center screen (Figure 9). This screen presents a list of those employees in the cost center who have a default time sheet. The only action on the menu is {L} Look at the Defaults.

To view or edit an employee's default time sheet, type an {L} in the line action field associated with the employee's name and press {ENTER}. The computer will display the default time sheet for that individual (See figure 29, Page 31).

2.6 HRIS Time Reporting System Main Menu: PF6– Time Sheets Pending APPV/NM

Figure 10: Time Sheets Pending Approval by Name

D3313246	PAYROLL TIME SHEETS	PAGE: 0001
TIME SHEETS PENDING APPROVAL BY NAME		
LEVEL OF APPROVAL	==> SUPRVISR	SUPERVISOR APPROVAL
START OF PAY PERIOD	==> 04/17/2009	
EMPLOYEE NAME	==> XXXXXXXXX	
ACT	-----EMPLOYEE NAME-----	REG OT HOLI --NUMBER- --CSTCNT--
—	JANE DOE	80.00 0.00 0.00 3-978674 XXX-XXXXXX
—	JOHN SMITH	80.00 0.00 0.00 3-970457 XXX-XXXXXX
<p>L LOOK AT TS PF1 PREV APPVL PF2 NEXT APPVL PF3 PREV PERIOD PF4 NEXT PERIOD</p> <p>PF7 BACKWARD PF8 FORWARD PF9 HELP PF12 RETURN CLEAR EXIT</p>		

The {PF6} action on the main menu brings up the Time Sheets Pending Approval by Name (Figure 10). This screen presents a list of time sheets pending approval in alphabetical order by approval level. Scroll through the approval level using the {PF1} Previous Approval or {PF2} Next Approval keys until you reach the "SUPRVISR"

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(supervisor) approval. Type an **{L}** in the line action field next to the employee's name. This will allow you to look at the time sheet to review and approve it.

2.7 HRIS Time Reporting System Main Menu: PF7– Employees by Employee Name

Figure 11: Employees by Employee Name

D3313247	PAYROLL TIME SHEETS	PAGE: 0001
	EMPLOYEES BY NAME	
LAST NAME	====> DOE	
FIRST NAME	====> JANE	
WRITE TIME SHEETS FOR THE 04/17/2009 PAY PERIOD		
ACT	-- EMPLOYEE NAME ---	----- STATUS ----- COST CENTER -- SSAN ---
_	JANE DOE	PERMANENT MERIT XXXXXXXXX XXX-XX-XXXX
_	MIKE JONES	PERMANENT MERIT XXXXXXXXX XXX-XX-XXXX
_	JOHN SMITH	PERMANENT NONMERIT XXXXXXXXX XXX-XX-XXXX
T	TIME SHEETS FOR THE EMP	D TIME SHEET DEFAULTS W WRITE A NEW TIME SHEET
PF7	BKWD	PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

The **{PF7}** action on the main menu brings up the Employees by Employee Name (Figure 11). This screen presents a list of time sheets in alphabetical order for all employees in the cost center.

To look at the time sheets for the employee, you put a **{T}** in the line action field next to the employee you want to look at and press **{ENTER}**. That will bring up a screen that lists all of the time sheets for the employee, see Figure 6, Page 8.

To view the time sheet defaults for an employee, put a **{D}** in the line action field next to the employee you want to look at and press **{ENTER}**. This will bring up the default time sheet for the employee selected. See Figure 29 on Page 31.

To write a time sheet for the employee, put a **{W}** in the line action field next to the employee you want to write a time sheet for, and make sure the date in the **WRITE TIME SHEETS FOR THE 04/17/2009 PAY PERIOD** has the beginning pay period date that you want to write the time sheet for, and press **{ENTER}**. This will write a time sheet for that employee as long as a time sheet does not already exist for that same pay period.

2.8 HRIS Time Reporting System Main Menu: PF8– Time Sheets for a Pay Period

Pressing **{PF8}** from the main menu brings up the Time Sheets for a Pay Period screen (Figure 12, Page 13). In addition to the line actions **{L}** Look at the Time Sheet and **{H}** Hard Copy Time Sheet, you can Hard Copy All time sheets with the **{HA}** Hard Copy all Time Sheets in the header action field (Hard Copy and Hard Copy All will only work if you are set up for mainframe printing).

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Figure 12: Time Sheets for a Pay Period

```

D3313243 ACTION: ___ PAYROLL TIME SHEETS PAGE: 0001
                TIME SHEETS FOR A PAY PERIOD PRINTER:

START OF PAY PERIOD ===> 04/17/2009
EMPLOYEE NAME      ===> DOE

ACT  ---EMPLOYEE NAME---  -----STATUS-----  REG    OT    HOLI    --CSTCNT--
_   JANE DOE                PENDING PROCESSING    80.00  0.00  0.00    XXX-XXXXXX
_   MIKE JONES              PENDING PROCESSING    80.00  0.00  0.00    XXX-XXXXXX
_   JOHN SMITH              PENDING PROCESSING    80.00  1.00  0.00    XXX-XXXXXX

LINE ACTIONS =====> L LOOK AT THE TIME SHEET  H HARD COPY
HEADER ACTION =====> HA HARD COPY ALL
PF1 PREV PP  PF2 NEXT PP  PF7 BKWD  PF8 FWD  PF9 HELP  PF12 RETURN  CLEAR EXIT

```

2.8.1 Hard Copy Time Sheets

While in Time Sheets for a Pay Period, if you type **{H}** in the line action field and press **{ENTER}**, the computer will print a copy of the time sheet for the current employee and the current pay period. If you type **{HA}** in the header action field and press **{ENTER}**, the computer will print a copy of each employee’s time sheet for the pay period. This option should only be used in rare instances and is only available for individuals that are set up with mainframe printing.

2.9 HRIS Time Reporting System Main Menu: PF10– Time Sheets for an Employee

Pressing **{PF10}** from the main menu brings up the Time Sheets for an Employee screen (see Figure 6, Page 8). You will see a list of the employee’s time sheets, starting with the most recent at the top. Once again, there are three major actions available: **{L}** Look at the Time Sheet, **{W}** Write a New Time Sheet, and **{D}** Defaults.

2.10 HRIS Time Reporting System Main Menu: PF18– Projects Search/Update

Figure 13: Time Sheets Projects Search Screen

```

D3313215 PAYROLL TIME SHEETS PAGE: 1
                TIME SHEET PROJECTS SEARCH SCREEN

SCAN PROJECT KEY: AAA

ACT PROJECT NUMBER PROJECT DESCRIPTION
_   A09 01125209500 ES
_   A09 03130209530 ES
_   A09 03130209600 ES
_   A09 03130209620 ES
_   A09 03130209625 ES
_   A09 03130209662 ES
_   A09 05125410593 PROMISE JOBS FT
_   A09 05125410600 PROMISE JOBS FT

```

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```

_ A09 07115410600 PROMISE JOBS FT
L LOOK PF7 PAGE BACK PF8 PAGE FORWARD PF9 HELP PF12 RETURN CLEAR EXIT

```

As show if Figure 13, Page 13, the Time Sheet Projects Search Screen can be used to look up project codes available on the system. If you type in your agency number in the Scan Project Key, it will list all project codes available for your department.

2.11 Finding an Employee’s Time Sheet

To locate an employee’s time sheet, you can use a variety of options as described above. Pressing **{PF2}** will bring up a list of time sheets in a cost center. This option can be used if you want to approve multiple time sheets in a single cost center. If you want to find all time sheets that are pending the supervisory level of approval, you can press **{PF6}** Time Sheets Pending Appv/NM, which provides the time sheets by name that need approved at each approval level. If you want to look at all time sheets for a pay period, you will press **{PF8}** Time Sheets for a Pay Period, which will show all time sheets for a specific pay period. Another option that you can use to view time sheets by employees is the **{PF10}** key, which shows Time Sheets for an Employee. All options above will result in the ability to view individual employee time sheets. Each individual may not have all options available, depending on the individual level of authority.

2.12 Editing A Time Sheet

At the Time Sheets for an Employee screen (Figure 6, Page 8) use the **{L}**--Look at the Time Sheet-- in the line action field to select the time sheet for the current pay period.

After you type an **{L}** in the line action field of the appropriate time sheet and press **{ENTER}** the computer will display the time sheet. You will see a screen that looks like Figure 14 below.

Figure 14: Payroll Time Sheet

```

D3313261  ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          SMITH, JOHN          | EMPL SUPR PROC          |
+WK REG   OVT  HOLI |FOR 01/11/2008 - 01/24/2008 | YES NO NO              |
|1  40.00  0.00  0.00 |TIME SHEET: 3-436213      | PENDING EMPL APPRVAL   |
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: NO         |
+-----+-----+-----+-----+-----+
REMARKS:                                                                 PAGE 0001 OF 0001

ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-      8.00  010 - REGULAR TIME    FRI 01/11/2008
-     12.00  800 - SICK LEAVE CNVRT FRI 01/11/2008
-      8.00  010 - REGULAR TIME    MON 01/14/2008
-      8.00  010 - REGULAR TIME    TUE 01/15/2008
-      8.00  010 - REGULAR TIME    WED 01/16/2008
-      8.00  010 - REGULAR TIME    THU 01/17/2008
-                                     === > WEEK TWO < ===
-      8.00  010 - REGULAR TIME    FRI 01/18/2008
-      8.00  250 - HOLIDAY        MON 01/21/2008
-      8.00  010 - REGULAR TIME    TUE 01/22/2008
-      8.00  010 - REGULAR TIME    WED 01/23/2008
-      8.00  010 - REGULAR TIME    THU 01/24/2008

```

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? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

If the time sheet is a new one, it will display the time sheet defaults. If the employee has not created a default time sheet, the time sheet will display system defaults, which are ten 8 hour days for the pay period.

In the example screen, Figure 14 on Page 14, there are two entries for Friday. There can be as many entries for each day as needed to account for an employee's time. If on Monday the employee used two hours of scheduled comp time and took two hours of scheduled vacation, there would be three entries for that day, as follows:

ACT	HOURS	---- TYPE OF TIME ----	----DATE----
-	4.00	010 - REGULAR TIME	MON 01/14/2008
-	2.00	200 - SCHED VACATION	MON 01/14/2008
-	2.00	400 - SCHED COMP TKN	MON 01/14/2008

There can only be **one** entry per day for **each** type of time used. Time Types appear on the day in the numerical order of time types used (i.e., 010 Regular Time, 200 Scheduled Vacation).

Type of Time Codes

010--Regular Time	020--Overtime	200--Sched Vacation
-------------------	---------------	---------------------

These numbers **look** like function codes on the Work Report portion of time reporting. They are not! Types of Time codes are used by the on-line Time Reporting System and should not be confused with function or object codes.

Note: Hours are assigned to function codes in the work report (see section 3).

Note: The Type of Time Codes shown in this User's Guide are examples only. Appendices A, B, C, D, E and the time sheet selection list provide a list of Type of Time Codes available for use.

The smallest amount of time that can be assigned to a time type is 1/100th of an hour. The entry must be made in decimal hundredths of an hour (0.01). If the employee uses a half-hour of vacation, the line will look like this:

ACT	HOURS	---- TYPE OF TIME ----	----DATE----
-	0.50	200 - SCHED VACATION	MON 01/14/2008

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Below is a table showing how many minutes are in each hundredth of an hour:

Figure 15: Minute to Decimal Conversion Table

<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	45	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75	60	1.00

2.12.1 Modifying A Line

You can modify a line of the time sheet by tabbing to the information you wish change, typing over it, and pressing the **{ENTER}** key. The fields you can change are the number of hours, the type of time code, and the date.

If you change the type of time code, the computer will automatically change the narrative when you press the **{ENTER}** key. To change the first entry on the screen in Figure 14, Page 14, from Regular Time to Scheduled Vacation, **{TAB}** to the second field on that line, which contains the number "010", and change that number to "200". After pressing the **{ENTER}** key the line would look like this:

ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----
-	8.00		200 - SCHED VACATION			MON	01/14/2008

If you cannot change a line, it is possible that you are trying to change an approved time sheet, or trying to change a field you are not authorized to change. Another possibility is that the type of time code has been used that day.

2.12.2 Using The Select Action

Another way of changing the type of time for an entry is to use the select action. Type an **{S}** in the line action field of the day you want to change and press **{ENTER}**. The computer will display the Time Type Selection List screen (Figure 16, page 17).

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Note: The list of time types on this screen differs for each individual, based on their bargaining unit. For a complete list of all time types available, see appendices A, B, C, D, and E.

The computer will not allow you to use a type of time that you are not authorized to use. It checks for the proper type of time codes for the employee when proofread or approved.

To choose a type of time from the "Time Type Selection" screen, move the cursor to the line action field of the type you need, type an **{S}** and press **{ENTER}**. The computer will indicate the current selection to the right of the line, as shown in the Figure 16 below. You can page through the list using the **{PF7}** (Backward) and **{PF8}** (Forward) keys. Once you have chosen a type of time, use the **{PF12}** key to return to the time sheet.

Figure 16: Time Type Selection List Screen

```
D3313275      ACTION: _      PAYROLL TIME SHEETS      PAGE: 0001 OF 0004
                        TIME TYPE SELECTION LIST      PRINTER ID :
TIME SHEET FOR ....: SMITH, JOHN
DAY OF PAY PERIOD .: 01/11/2008  HOURS :    8.00

ACT  -- TYPE CATEGORY/DESCRIPTION -----
      DIRECT TIME
      -----
      - 010 - REGULAR TIME                      * * SELECTED * *
      - 020 - OVERTIME PAY
      - 030 - COMP TIME EARNED

      INDIRECT TIME
      -----
      - 200 - SCHEDULED VACATION
      - 210 - SCHEDULED SICK LEAVE
      - 219 - MEMO
      - 220 - UNSCHEDULED SICK LEAVE
      - 230 - SCHEDULED FAMILY CARE LEAVE
      - 232 - UNSCHEDULED FAMILY CARE LEAVE
      - 235 - SCHEDULED ADOPTION LEAVE
LINE ACTIONS  ==> S SELECT THE TYPE  D DESCRIPTION OF TYPE L LOOK AT TYPE
HEADER ACTIONS ==> H HARD COPY TYPES  HD HARD COPY TYPES WITH DESC
PF7 BKWD      PF8 FWD      PF9 HELP      PF12 RETURN      CLEAR EXIT
```

2.12.3 Multiple Modifications

It is possible to make multiple changes on the time sheet simultaneously. You can add, delete, and modify several lines before pressing the **{ENTER}** key.

Changes to the screen are saved when you press **{ENTER}**.

2.12.4 Adding A Line

To add a line to the time sheet, move the cursor to the day to which you want to make an addition. Type an **{A}** in the line action field of that line, change the time type code (or the date), and press **{ENTER}**. You must change the time type code (or the date) to add a line because each time type code can only be used once each day.

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Note: The computer will not allow duplicate time type codes in a single day. For example, you cannot have two entries for Scheduled Comp Time Taken on one day of the week. If you took two hours of scheduled comp time in the morning and two hours of scheduled comp time in the afternoon, you would have one 4-hour entry for the day.

If you try to use a type of time code already in use for that day, the computer will print a message (type only used once/day) --to the right of the line--that you have used a duplicate code.

2.12.5 Deleting A Line

Deleting a line from an unapproved time sheet is easy. Move the cursor to the line action field of the line you want to delete, type a **{D}** and press the **{ENTER}** key. The line will be removed from the time sheet. **Note:** If you do not want to use a line, delete it. Don't change the hours to zero (0.0).

2.12.6 Exploding the Day

If you use two or more types of time in one day, it is best to "explode" your view of the day to include all time types. By moving the cursor to the field associated with each type of time, you can enter the number of hours, or partial hours, to be assigned to it for the day. To explode the day, place an "X" on the line action field on the timesheet (Figure 14, Page 14) and press enter.

Figure 17 on Page 19 shows an example of an "exploded" day. When you log on the computer with your USERID, what you see on this screen will be the types of time that are for your individual use, based on your bargaining unit.

Each type of time available will be shown. Next to each is a field for entering the amount of time spent on that type during the day. Time can be entered in hours or hundredths of hours (see section 2.12). Any **old** data in that field must be erased before pressing the **{ENTER}** key to update the field.

The **{TAB}** key will move you from one field to the next. When you have allocated all the hours for the day to one or more time types, press the **{ENTER}** key to save your changes. Then press **{PF12}** to return to the time sheet.

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Figure 17: Daily Payroll Time Screen (Exploded Day)

```

D3313273  ACT: _  +---- DAILY PAYROLL TIME ----+-----+
PRINTER:          | FIRST NAME.: JOHN          | DATE ==> 01/11/2008 FRI |
+---- HOURS SUMMARY ---| LAST NAME.: SMITH          |-----+
|WK  REG   OVT   HOLI  | FOR 01/11/2008 - 01/24/2008 |----- STATUS -----|
|1  40.00  0.00  0.00  | TIME SHEET ID.: 3-446329    | PENDING EMPL APRVAL   |
|2  40.00  0.00  0.00  | COST CENTER....: 005-410010 |-----+
+-----+-----+-----+
REMARKS:                                               PAGE 0001 OF 0002

REGULAR TIME...: 7.25  OVERTIME PAY...:          COMP TIME EARN.:
SCHED VACATION.: 0.75  SCHED SICK LV...:          UNSCH SICK LV...:
SCHED FMLY CARE:          UNSCH FMLY CARE:          SCHED ADOP LV...:
UNSCH ADOPT LV.:          SCHED FUNERL LV:          UNSCH FUNERL LV:
MATERNITY LEAVE:          INJURY LEAVE...:          MILITARY LEAVE...:
JURY DUTY.....:          SUSP WITH PAY...:          ED LEAVE W/PAY...:
OTHER LEAVE....:          PAID UNION LV...:          PD UNION NEG LV
SCHED COMP TKN.:          SCHED HOLCMP TK:          SCHD BNK HOL TK:
AFSCME WKND NW.:          COMP TIME PAY...:          HOLI COMP PAY...:
BANK HOLI PAY...:          STANDBY TIME...:          CALL BACK TIME...:
SICK LEAV CNVRT:          UNPAID UNION LV:          MEDICAL LWOP...:
                                           PRESS PF4 FOR MORE...

H HARD COPY  W WARNINGS  R REMARKS  L ACTIVITY LOG  EI EMPLOYEE INFO
PF1 PRV TS  PF2 NXT TS  PF7 PRV DAY  PF8 NXT DAY  PF9 HELP  PF12 RETURN CLEAR EXIT

```

Note: You can stay on the "explode the day" screen and move through the pay period making whatever changes are needed to each day, by using the {PF7}--Previous Day and {PF8}--Next Day keys.

When you return to the time sheet, you will see a line on the screen for each type of time to which you assigned time for that day. To use a previous example, if you entered time into the three time types Regular Time, Scheduled Comp Time Taken, and Scheduled Vacation, the entries on the screen for that day would look like this:

ACT	HOURS	----	TYPE OF TIME	----	----	DATE
-	4.00	010	- REGULAR TIME		MON	01/14/2008
-	2.00	200	- SCHED VACATION		MON	01/14/2008
-	2.00	400	- SCHED COMP TKN		MON	01/14/2008

2.12.7 Converting Overtime & Designating Comp Time

For those employees who are eligible for overtime, hours worked after 40 hours in a week are overtime hours (hours worked after 80 in a pay period for some job classes.) An overtime eligible employee will receive an error message in the Remarks line instructing you to convert hours to overtime when the time sheet is proofread. There is an action in the menu, which you can use to accomplish the conversion.

It is not necessary to keep track of which hours are regular time and which are overtime. You **must** enter all hours worked as regular time. Do **not** try to enter overtime hours on the day they are worked. Then, prior to proofreading or approving the time sheet, use the header action field {CO}--Convert Overtime. This action changes any regular hours in a week, after 40 hours (80 hours per pay period in some cases) to overtime hours. If comp time is desired, you must first convert to overtime and then modify the line by changing the overtime time type (020) to comp time (030).

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Figure 18: Payroll Time Sheet Screen (Convert Overtime)

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                | SMIHT, JOHN                    | EMPL SUPR PROC            |
+WK  REG    OVT  HOLI | FOR 01/11/2008 - 01/24/2008 | NO  NO  NO              |
| 1  40.00  0.00  0.00 | TIME SHEET: 3-446329        | PENDING EMPL APPRVAL    |
| 2  44.00  0.00  0.00 | COST CENT : 005-410010      | PROOFREAD: NO          |
+-----+-----+-----+-----+-----+-----+
REMARKS:
TS82044E WEEK 2 REG HRS (44.00) GREATER THAN LIMIT OF 40.00. CONVERT OVT (CO)
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-      8.00  010 - REGULAR TIME  FRI 01/11/2008
-      8.00  010 - REGULAR TIME  MON 01/14/2008
-      8.00  010 - REGULAR TIME  TUE 01/15/2008
-      8.00  010 - REGULAR TIME  WED 01/16/2008
-      8.00  010 - REGULAR TIME  THU 01/17/2008
                === > WEEK TWO < ===
-     10.00  010 - REGULAR TIME  FRI 01/18/2008
-      8.00  250 - HOLIDAY        MON 01/21/2008
-     10.00  010 - REGULAR TIME  TUE 01/22/2008
-      8.00  010 - REGULAR TIME  WED 01/23/2008
-      8.00  010 - REGULAR TIME  THU 01/24/2008

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

Fiscal and Staff employees in Department of Inspections and Appeals, Iowa Workforce Development, and Department of Revenue with a 'field' status are eligible to earn comp time only on Saturdays and Sundays when the employee has received prior management approval. Field status employees are not able to use the {CO} header action. They must add {A} the comp time to the appropriate Saturday or Sunday.

2.12.8 Adding Remarks

There are occasions when it is necessary to add remarks to a time sheet. In some situations the computer will require you to enter remarks (in the REMARKS field just below the header) before allowing you to continue. This occurs when canceling a document, or when using the "330"--Other Leave--time type.

To add remarks to a time sheet move the cursor to the header action field, type an {R} and press {ENTER}. This action will take you to the remarks screen. Type the remarks you want to make and press the {ENTER} key to save them. Press {PF12} to return to the time sheet.

2.12.9 Other Shift Employees

Employees who work shifts other than the first shift of the day will have an extra column on their time sheet. The Shift column lists the number of the shift worked that day. Figure 19 on Page 21 is an example of a time sheet showing the shift column.

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Figure 19: Payroll Time Sheet with Shift Designation

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				APPROVED BY -----+				
				SMITH, JOHN				EMPL SUPR PROC				
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008				NO NO NO				
1	40.00	0.00	0.00	TIME SHEET: 3-437970				PENDING OFFI APPRVAL				
2	40.00	0.00	0.00	COST CENT : 005-410010				PROOFREAD: NO				
+-----+-----+-----+											PAGE 0001 OF 0001	
REMARKS:												
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	SHIFT	-----	MESSAGE	-----		
-	8.00	010	- REGULAR TIME			FRI 01/11/2008	2					
-	8.00	010	- REGULAR TIME			SAT 01/12/2008	2					
-	8.00	010	- REGULAR TIME			SUN 01/13/2008	2					
-	8.00	010	- REGULAR TIME			MON 01/14/2008	2					
-	8.00	010	- REGULAR TIME			THU 01/17/2008	2					
		===	> WEEK TWO <									
-	8.00	010	- REGULAR TIME			FRI 01/18/2008	2					
-	8.00	010	- REGULAR TIME			SAT 01/19/2008	2					
-	8.00	010	- REGULAR TIME			SUN 01/20/2008	2					
-	8.00	250	- HOLIDAY			MON 01/21/2008	2					
-	8.00	010	- REGULAR TIME			THU 01/24/2008	2					
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT												

An employee who works second shift can enter either "1" or "2" as a shift designation, meaning he or she can work either first or second shift. Third shift employees can enter either "1" or "3" as a shift designation.

Those individuals listed as shift "4" in the personnel records can work any shift. Do not, however, enter a "4" in the shift column of the time sheet; it will not work. Instead, enter the actual shift number worked that day.

Employees who work second or third shift will receive the shift differential for paid time off. Shift "4" employees do not receive shift differential for paid time off.

2.12.9.1 Med Passer

Med passer differential will be paid to certain covered classes that pass medications and are eligible for this type of pay per the collective bargaining agreement. This time type will show up when you “explode the day” on the time sheet. An employee who passes medications and works an 8 hour shift will have a line on that day for 8 hours regular time plus a line for 8 hours med passer time. Do this for each day the employee passes medications. An employee is eligible for med passer pay for the total hours the employee was scheduled to work that day, and if they passed medication during any portion of that day.

2.12.9.2 Call Back and Standby Time

In accordance with the AFSCME and IUP collective bargaining agreements, call back guarantees a minimum of three hours of paid time if an eligible employee is directed by management to report to a designated worksite away from home for duty or called into the worksite on their day off and the time worked is not contiguous to the beginning or

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end of the employee's scheduled work hours. Call back is divided into productive and non-productive time.

- Productive time is that time which an employee is actually working. This time is entered on the time sheet as regular hours (Time Type 010).
- Non productive time is the remainder of the three hours of call back time for which an employee is not actually working. This time is always paid at the straight hourly pay rate, and is entered on the time sheet as call back time. This time must be paid, and may not be comped (Time Type 630).
- If an employee works more than three consecutive hours during a call back period, all hours worked are entered as regular hours (Time Type 010). No hours would be entered with the call back time type.
- Two or more periods of call back during the same evening cannot overlap.
- Non productive time on a holiday is recorded on the time sheet in the same manner as other Call Back Time. This time is always paid at the straight hourly pay rate. This time must be paid, and may not be comped (Time Type 630).
- Productive time on a holiday is entered as Holiday Worked (time type 050).

In Figure 20, the individual worked their 8 hour shift on Wednesday and then was called back later that evening. They worked 1 hour after being called back. The time sheet reflects the 1 hour worked by adding 1 hour of Regular Time 010 to the 8 hours of regular time that the employee worked that day. The remaining 2 hours of call back time are recorded on Wednesday as time type 630 Call Back Time.

Figure 20: Call Back Time

D3313261 ACT: _				+---- PAYROLL TIME SHEET -----+----- APPROVED BY -----+				
				SMITH, JOHN				
				EMPL SUPR PROC				
+WK	REG	OVT	HOLI	FOR 01/25/2008 - 02/07/2008		NO	NO	NO
1	41.00	0.00	0.00	TIME SHEET: 3-452094		PENDING OFFI APPRVAL		
2	40.00	0.00	0.00	COST CENT : 005-410010		PROOFREAD: NO		
+-----+-----+-----+-----+-----+-----+								
REMARKS:						PAGE 0001 OF 0001		
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	MESSAGE
_	8.00	010	- REGULAR TIME		FRI	01/25/2008		
_	8.00	010	- REGULAR TIME		MON	01/28/2008		
_	8.00	010	- REGULAR TIME		TUE	01/29/2008		
_	9.00	010	- REGULAR TIME		WED	01/30/2008		
_	2.00	630	- CALL BACK TIME		WED	01/30/2008		
_	8.00	010	- REGULAR TIME		THU	01/31/2008		
		===	> WEEK TWO <===					
_	8.00	010	- REGULAR TIME		FRI	02/01/2008		
_	8.00	010	- REGULAR TIME		MON	02/04/2008		
_	8.00	010	- REGULAR TIME		TUE	02/05/2008		

Standby hours are entered on the time sheet on the applicable day. For instance, if an employee is on standby from 4:30 p.m. Monday until 8:00 a.m. Tuesday, you would enter 7.50 hours of standby on Monday and 8.0 hours of standby on Tuesday.

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Call Back During Standby Time:

- If an employee is called out during the same period of time they are on standby, the hours of call back (productive and non-productive) must be subtracted from the standby hours.
- The productive call back time is entered as regular hours on the time sheet. The non-productive hours are entered as call back hours on the time sheet. The total of these hours is subtracted from the total standby time.

In the example shown in Figure 21 below, the individual was on standby time from 8pm Wednesday to 8 am Thursday. They were called back in on Wednesday for 1 hour. The entries would be 1 hour of regular time (010) added to their 8 hours of regular time for the time worked that day. They would also receive their additional 2 hours of Call Back Time (630) to total three hours. They would then have the remaining 1 hour of standby time recorded as time type 620 for Wednesday and all 8 hours of standby time for Thursday.

Figure 21: Call Back and Standby Times

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+			
				SMITH, JOHN				EMPL SUPR PROC			
				FOR 01/25/2008 - 02/07/2008				NO NO NO			
+WK	REG	OVT	HOLI	TIME SHEET: 3-452094				PENDING OFFI APPRVAL			
1	41.00	0.00	0.00	COST CENT : 005-410010				PROOFREAD: NO			
2	40.00	0.00	0.00								
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+											
REMARKS:								PAGE 0001 OF 0001			
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----	----
_	8.00	010	- REGULAR TIME			FRI 01/25/2008					
_	8.00	010	- REGULAR TIME			MON 01/28/2008					
_	8.00	010	- REGULAR TIME			TUE 01/29/2008					
_	9.00	010	- REGULAR TIME			WED 01/30/2008					
_	1.00	620	- STANDBY TIME			WED 01/30/2008					
_	2.00	630	- CALL BACK TIME			WED 01/30/2008					
_	8.00	010	- REGULAR TIME			THU 01/31/2008					
_	8.00	620	- STANDBY TIME			THU 01/31/2008					
			=== >	WEEK TWO	< ===						
_	8.00	010	- REGULAR TIME			FRI 02/01/2008					
_	8.00	010	- REGULAR TIME			MON 02/04/2008					

2.12.9.3 Paying Off Comp Time, Holiday Comp Time, and Banked Holiday Hours

Comp Time, Holiday Comp Time and Banked Holiday hours can be paid directly from the electronic time sheet. To do this, add a line on the first day of the pay period, and then enter the time type to be paid (i.e., 600 – Comp Time Pay, 610 – Holiday Comp Time Pay and 615 – Bank Holiday Pay). This entry can also be made by exploding the day and entering the number of hours to be paid in the appropriate field.

2.13 Scheduled and Unscheduled Sick Leave

The electronic time sheet is programmed to differentiate between scheduled and unscheduled sick leave, if applicable to the employee, based on bargaining unit. It is important to properly designate the type of leave used because the leave type affects the overtime calculation.

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Definitions –

Scheduled Sick Leave – Leave that is requested at least 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal & Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

Unscheduled Sick Leave – Leave that is requested less than 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal & Staff employees), and less than 48 clock hours prior to the first hour of leave if an IUP employee.

A covered employee is not entitled to overtime until that employee has 40 qualified hours in a pay week. Scheduled leave does count towards the 40-hour requirement. Scheduled leave used after the 40-hour requirement is met shall be computed as allowable overtime by the HRIS system. In each of examples A and B, the employee will be compensated for 40 regular hour and 16 hours overtime hours.

Example A

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Sched Vac	Monday
<u>8.00</u>	<u>Sched Sick</u>	<u>Tuesday</u>
8.00	Regular	Wednesday
<u>8.00</u>	<u>Regular</u>	<u>Thursday</u>
56.00		

Example B

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
<u>8.00</u>	<u>Regular</u>	<u>Tuesday</u>
8.00	Sched. Vac	Wednesday
<u>8.00</u>	<u>Sched Sick</u>	<u>Thursday</u>
56.00		

Unscheduled sick leave also counts toward the initial 40 hours in the overtime calculation. However, unscheduled sick leave used after the initial 40 hours is NOT included in the overtime calculation. In other words, a covered employee can use unscheduled sick leave in the initial 40 hours of the workweek and earn overtime for hours worked over 40. However, a covered employee will NOT be compensated for overtime if the overtime hours are unscheduled sick leave used after the 40-hour requirement is met.

In the following Example C, the employee will be compensated for 40 regular hours and 16 overtime hours since the unscheduled sick leave was included in the first 40 hours. In example D, the employee will be compensated for 40 regular hours and no overtime. The unscheduled sick leave was used after the 40-hour requirement was met. The 16 hours of unscheduled sick leave will not be paid, nor will it be charged against the sick leave. When the time sheet is proofread, time type 219 - Memo Time will be inserted in the entry which was originally entered as unscheduled sick leave after 40 hours. A warning message will also appear on the time sheet that reads, “UNSCHEДУLED LEAVE AFTER 40 HRS CONVERTED TO MEMO TIME.”

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Example C

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Unsched Sick	Monday
8.00	Unsched Sick	Tuesday
8.00	Regular	Wednesday
8.00	Regular	Thursday
<u>8.00</u>		
56.00		

Example D

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
8.00	Unsched Sick	Wednesday
8.00	Unsched Sick	Thursday
<u>8.00</u>		
40.00		

Figure 22: Payroll Time Sheet Screen (Memo Line)

```

D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                                     SMITH, JOHN          | EMPL SUPR PROC          |
+WK  REG    OVT  HOLI  |FOR 01/11/2008 - 01/24/2008 | NO NO NO              |
|1  40.00   0.00  0.00 |TIME SHEET:  3-446329      | PENDING EMPL APPRVAL  |
|2  40.00   0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: YES       |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
_    8.00   010 - REGULAR TIME    FRI 01/11/2008
_    8.00   010 - REGULAR TIME    MON 01/14/2008
_    8.00   010 - REGULAR TIME    TUE 01/15/2008
_    8.00   010 - REGULAR TIME    WED 01/16/2008
_    8.00   010 - REGULAR TIME    THU 01/17/2008
_           === > WEEK TWO < ===
_    8.00   010 - REGULAR TIME    FRI 01/18/2008
_    8.00   250 - HOLIDAY          MON 01/21/2008
_   10.00   010 - REGULAR TIME    TUE 01/22/2008
_   10.00   010 - REGULAR TIME    WED 01/23/2008
_    4.00  219 - MEMO              THU 01/24/2008
_    4.00  220 - UNSCH SICK LV    THU 01/24/2008
  
```

2.14 Proofreading

Use the **{P}** command to proofread a document. This header action proofreads both the time sheet and the work report. Proofreading verifies the types of time used. It also checks vacation, sick leave, and "comp" time totals to ensure you have enough for the time claimed. Contract rules are enforced. If the computer discovers an error on the time sheet, it will print a message just under the word "REMARKS". If the error relates to a single line of the time sheet, an error flag will also print to the right of the line that contains the error.

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Figure 23: Payroll Time Sheet – Example of Error

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                                     SMITH, JOHN                      EMPL SUPR PROC
+WK REG   OVT   HOLI  |FOR 01/11/2008 - 01/24/2008| NO NO NO
|1  40.00  0.00  0.00 |TIME SHEET:  3-446329      | PENDING EMPL APPRVAL
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: NO
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS82077E THIS EMPLOYEE NEEDS TO USE SCHEDULED/UNSCHEDULED TIME OFF
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-    8.00  010  - REGULAR TIME    FRI 01/11/2008
-    8.00  010  - REGULAR TIME    MON 01/14/2008
-    8.00  010  - REGULAR TIME    TUE 01/15/2008
-    8.00  010  - REGULAR TIME    WED 01/16/2008
-    8.00  010  - REGULAR TIME    THU 01/17/2008
-           === > WEEK TWO < ===
-    8.00  010  - REGULAR TIME    FRI 01/18/2008
-    8.00  250  - HOLIDAY          MON 01/21/2008
-    8.00  206  - VACATION          TUE 01/22/2008      <=== ERROR ===>
-    8.00  010  - REGULAR TIME    WED 01/23/2008
-    8.00  010  - REGULAR TIME    THU 01/24/2008

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

When the proofread is successful, the proofread status indicator (in the Status box in the upper right corner of the screen) will change from "NO" to "YES". The proofread status indicator will remain "YES" until a change is made to the time sheet. A change made to the time sheet will return the proofread status indicator to "NO".

Note: It is *not* necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

2.15 Hours Summary Screen

To see a total of all hours for the time sheet, listed by time type, enter **HS** in the header action field. A summary screen will appear. Press **{PF12}** to return to the time sheet.

Figure 24: Payroll Time Sheet – Summary of Hours by Time Type

```

M3313233  ACT: hs     +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                                     SMITH, JOHN                      EMPL SUPR PROC
+WK REG   OVT   HOLI  |FOR 01/11/2008 - 01/24/2008| NO NO NO
|1  40.00  0.00  0.00 |TIME SHEET:  3-446329      | PENDING EMPL APPRVAL
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: YES
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61007I  TIME SHEET HAS BEEN PROOFREAD  - SUMMARY OF HOURS BY TIME TYPE-
CT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  REGULAR TIME      60.00
-    8.00  010  - REGULAR TIME    FRI 01/11/20      SCHED VACATION    12.00
-    4.00  010  - REGULAR TIME    MON 01/14/20      HOLIDAY            8.00
-    4.00  200  - SCHED VACATION  MON 01/14/20
-    8.00  010  - REGULAR TIME    TUE 01/15/20
-    8.00  010  - REGULAR TIME    WED 01/16/20
-    8.00  010  - REGULAR TIME    THU 01/17/20
-           === > WEEK TWO < ===
-    8.00  010  - REGULAR TIME    FRI 01/18/20
-    8.00  250  - HOLIDAY          MON 01/21/20
-    8.00  200  - SCHED VACATION  TUE 01/22/20
-    8.00  010  - REGULAR TIME    WED 01/23/20      PF7 BKWD PF8 FWD PF12 RETURN
-    8.00  010  - REGULAR TIME    THU 01/24/20

```

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2.16 Time Off Summary Screen

To see a total of all leave used, Comp, Holiday Comp, and Banked Holiday Earned on the time sheet, listed by type, enter **TO** in the header action field. A summary screen will appear. Press **{PF12}** to return to the time sheet.

Figure 25: Payroll Time Sheet – Time Off Summary

D3313229 ACT: to				+---- PAYROLL TIME SHEET -----+				APPROVED BY -----+				
				SMITH, JOHN				EMPL SUPR PROC				
+WK	REG	OVT	HOLI	FOR 01/25/2008 - 02/07/2008				NO	NO	NO		
1	40.00	0.00	0.00	TIME SHEET: 3-451456				PENDING EMPL APPRVAL				
2	40.00	0.00	0.00	COST CENT : 005-410010				PROOFREAD: NO				
+-----+												
REMARKS:										PAGE 0001 OF 0001		
TS61006I USE ACTION "W" TO VIEW WARNINGS												
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	----- MESSAGE -----					
-	8.00	206	-	TIME OFF SUMMARY								
-	4.00	800	-				EARNED	TAKEN	CNVRT	BALANCE		
-	8.00	010	-									
-	8.00	010	-	VACATION			8.00	4.00		512.26		
-	8.00	010	-	SICK LEAVE			8.00	4.00		1709.88		
-	8.00	010	-	FAMILY/FUNERAL						29.00		
-		===	>	COMP TIME								
-	8.00	010	-	HOLIDAY COMP								
-	8.00	221	-	BANKED HOLIDAY								
-	8.00	010	-									
-	8.00	010	-									
-	8.00	010	-									

Note: The Time Off Summary screen balance does not include the accruals for the current pay period, since accruals are not earned until the payroll warrant is written.

2.17 Viewing Warning Messages

Sometimes the proofread action will not encounter an error, but will find something on your time sheet that **might** be a problem. An example is when your vacation balance is within 24 hours of your vacation maximum. After using the proofread action, or approving the time sheet, the computer might display a message on the time sheet just below the word "REMARKS:"

Figure 26: Warning Message

D3313261 ACT: _				+---- PAYROLL TIME SHEET -----+				APPROVED BY -----+				
				SMITH, JOHN				EMPL SUPR PROC				
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008				NO	NO	NO		
1	40.00	0.00	0.00	TIME SHEET: 3-436199				PENDING EMPL APPRVAL				
2	40.00	0.00	0.00	COST CENT : 005-410010				PROOFREAD: YES				
+-----+												
REMARKS:										PAGE 0001 OF 0001		
TS61006I USE ACTION "W" TO VIEW WARNINGS												
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	----- MESSAGE -----					
-	8.00	010	-	REGULAR TIME		FRI 01/11/2008						
-	8.00	010	-	REGULAR TIME		MON 01/14/2008						
-	8.00	010	-	REGULAR TIME		TUE 01/15/2008						
-	8.00	010	-	REGULAR TIME		WED 01/16/2008						
-	8.00	010	-	REGULAR TIME		THU 01/17/2008						
-		===	>	WEEK TWO	<	===						
-	8.00	010	-	REGULAR TIME		FRI 01/18/2008						
-	8.00	250	-	HOLIDAY		MON 01/21/2008						

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It does not print the warning message(s) themselves since there might be more than one. To view the warning messages, use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your time sheet. Press **{PF12}** to return to the time sheet. Warnings indicate that some action on your part **might** be necessary. In this example, it would be a good idea to schedule some vacation time!

Figure 27: Warning Message Screen

D3313274	ACTION: _	PAYROLL TIME SHEETS	PAGE: 0001
----- WARNINGS -----			
TS82404W	YOUR VACATION BALANCE IS WITHIN 24 HOURS OF YOUR VACATION MAXIMUM OF 528.00 HOURS		

2.18 Applying Approval

To complete the employee's time sheet it is necessary to approve it. Type a **{Y}** in the header action field and press **{ENTER}**. The computer will change the status of the time sheet from Pending Supervisor Approval to Pending Processing. It also will change the "SUPR" status in the APPROVED BY box from "No" to "Yes".

The APPROVED BY box at the top right corner of the time sheet contains the approval levels the time sheet must pass through before a pay check is issued.

2.19 Routed to DEPT Level for Approval

In some instances, a time sheet will require an additional level of approval (DEPT). This level of approval will appear in the upper right hand corner of the time sheet when a time sheet is edited in the following circumstances. It is important to watch for this approval level and ensure that level of approval is also provided so that the time sheet will process and a payroll warrant is written. The circumstances under which DEPT level approval is needed include:

- New employee
- Employee has a term or leave code
- Employee has Other Leave, time type 330
- Employee has a LWOP (leave without pay)
- Employee has Injury Leave, time type 260
- Employee has paid or unpaid union leave, time types 331/831
- Regular hours are less than scheduled hours
- Time sheet is approved prior to the processing of the payroll warrant for the previous pay period.
- Time sheet contains at least 24 hours of Holiday Comp (040)/Holiday Worked (050)/Holiday Premium Pay (650).

In all circumstances, a warning message is created, and the reason for the DEPT level approval will be explained in the activity log message.

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2.20 Unapproving A Time Sheet

You cannot make changes to a time sheet after it is approved, unless you have authority to approve it at the next level. To make a change after you have approved the time sheet, you must unapprove it. Type an {N} in the header action field of the time sheet and press {ENTER}. Doing so will return the time sheet to the next lower authority level.

You can unapprove a time sheet only if the next higher authority level has not yet approved it.

2.21 Canceling A Time Sheet

Only rarely will you need to cancel a time sheet. A problem with a time sheet can be corrected either before or after approval (if after, by unapproving it). If it is necessary to cancel a time sheet, however, it is an easy procedure to do so.

To cancel a time sheet, move the cursor to the header action field, type {C}, and press {ENTER}. The computer will place the cursor just after the word "REMARKS". You must enter a reason for canceling the time sheet. When you have completed your remarks, press the {ENTER} key again. The time sheet will be canceled. It is then necessary to write a new time sheet for the pay period (see section 2.1).

2.22 Setting Up Time Sheet Defaults

The standard time sheet uses two 40-hour workweeks, each composed of five 8-hour days, Friday through Thursday. This schedule is the most common work schedule, but obviously not the only one. To avoid having to modify a time sheet every pay period--to accommodate a compressed workweek, for instance--the Time Reporting System allows you to set up a personalized default time sheet.

If you set up a default time sheet, then every pay period the computer will create a time sheet for you with your personalized schedule already in place.

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Figure 28: Time Sheet Defaults Screen

```

D3313262  ACT:  _  +--- TIME SHEET DEFAULTS  ---+----- APPROVALS  -----+
+-WEEK---REG-----OVT-- | FIRST NAME: JOHN          | EMPL SUPR PROC          |
|  1      40.00    0.00 | LAST NAME : SMITH        | MON-FRI WEEK.....: Y  |
|  2      40.00    0.00 | COST CENT : 005-410010   | MANDATORY SCHED...: NO |
+-----+-----+-----+-----+-----+-----+
                                                                    PAGE 0001 OF 0001
ACT  HOURS  --- TYPE OF TIME  ----  --DAY OF PP--  ----- MESSAGE -----
      === > WEEK ONE < ===
_    12.00  800 - SICK LEAVE CNVRT  01 FRIDAY
_    10.00  010 - REGULAR TIME      04 MONDAY
_    10.00  010 - REGULAR TIME      05 TUESDAY
_    10.00  010 - REGULAR TIME      06 WEDNESDAY
_    10.00  010 - REGULAR TIME      07 THURSDAY
      === > WEEK TWO < ===
_    10.00  010 - REGULAR TIME     11 MONDAY
_    10.00  010 - REGULAR TIME     12 TUESDAY
_    10.00  010 - REGULAR TIME     13 WEDNESDAY
_    10.00  010 - REGULAR TIME     14 THURSDAY

LINE ACTIONS  ==>> S SELECTION LIST  A ADD  M MOD  D DEL
HEADER ACTIONS ==>> S SELECTION LIST                               EI EMPLOYEE INFO
PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
  
```

2.22.1 Finding the Time Sheet Defaults Screen

You reach the Time Sheet Defaults screen (Figure 28) from either:

- a. The Time Sheets For An Employee screen (Figure 6, page 8) by using the **{D}** action in the header action field. **or**
- b. The Time Sheet itself (Figure 14, page 14) by using the **{D}** action in the header action field.

In either case the computer will display a screen like Figure 28 above. This screen shows a compressed workweek of four 10-hour days. The employee does not work Fridays. Also notice that he has set up a line on the first Friday of the pay period to convert sick leave to vacation automatically (also see section 2.22).

2.22.2 Editing The Time Sheet Defaults

Editing the time sheet defaults screen uses the same line actions as editing the payroll time sheet. You can add, modify, and delete lines. You also can use the time type selection list to change the type of time for a given line. For more information on these subjects.

2.22.3 Your Personalized Schedule

To set up a default time sheet for the employee’s personal schedule, edit the daily entries for the two-week period to reflect the actual hours and days they work. If they work four 9-hour days, from Monday to Thursday, and one 4-hour day Friday, the entries on the default screen will look like the partial time sheet in Figure 29, Page 31.

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Once the defaults are set the way you want them, press the **{PF12}** key to return to the original screen. The new defaults will act as a template for the computer to use in the creation of the employee's time sheet each pay period.

Figure 29: Default Time Sheet – 9-Hour Days

ACT	HOURS	---	TYPE OF TIME	----	--DAY OF PP--
		===	>	WEEK ONE	< ===
-	4.00	010	- REGULAR TIME		01 FRIDAY
-	12.00	800	- SICK LEAVE CNVRT		01 FRIDAY
-	9.00	010	- REGULAR TIME		04 MONDAY
-	9.00	010	- REGULAR TIME		05 TUESDAY
-	9.00	010	- REGULAR TIME		06 WEDNESDAY
-	9.00	010	- REGULAR TIME		07 THURSDAY
		===	>	WEEK TWO	< ===
-	4.00	010	- REGULAR TIME		08 FRIDAY
-	9.00	010	- REGULAR TIME		11 MONDAY
-	9.00	010	- REGULAR TIME		12 TUESDAY
-	9.00	010	- REGULAR TIME		13 WEDNESDAY
-	9.00	010	- REGULAR TIME		14 THURSDAY

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. The new defaults will appear the next time a time sheet is written for you.

2.23 Sick Leave Converted Into Vacation

To **automatically** convert your sick leave to vacation each month, you need to go to your default time sheet (Figure 28, page 30), and enter an **{A}** in the line action field of the first Friday of the pay period, change the hours in the hours field to the appropriate conversion amount (Figure 30 below), change the time type code to 800, and press **{ENTER}**. With your default time sheet coded in this way, your sick leave will now be converted automatically to vacation each month that you meet the eligibility requirements. Permanent part-time employees convert a lesser amount of sick leave depending on the hours scheduled.

Figure 30: Sick Leave Accrual and Conversion Rates

AFSCME, IUP Science, and Non-Contract Employees			
Sick Leave Balance	Accrual Rate	Conversion Rate	
		Sick Hours	Vacation Hours
0 to 750 hours	5.538462 (18 days per year)	12	4
750 to 1,500 hours	3.692308 (12 days per year)	8	4
Over 1,500 hours	1.846154 (6 days per year)	4	4
IUP Social Services Unit			
Sick Leave Balance	Accrual Rate	Conversion Rate	
		Sick Hours	Vacation Hours
0 to 750 hours	3.692308 (12 days per year)	8	4
750 to 1,500 hours	2.769231 (9 days per year)	6	4
Over 1,500 hours	1.846154 (6 days per year)	4	4

Note that the above ratios are for permanent, full-time employees. The ratios for permanent, part-time employees will be prorated.

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What these new ratios mean is that you will be prompted to change the number of hours entered as time type 800 on your HRIS time sheet for the Sick Leave Conversion. For example, as long as your sick leave balance at the end of the pay period in which sick leave conversion occurs is 0 to 750, the entry of 12 hours (AFSCME, IUP Science Unit, Non-contract) of time type 800 will process and an additional 4 hours of vacation will be added to your vacation balance when the payroll warrant is written, in addition to your normal vacation accrual.

You will know when to change the default and your time sheet because you will receive an error message when proofing or approving the time sheet which has the incorrect conversion amount (Figure 31 below).

Figure 31: Payroll Time Sheet – Sick Leave Conversion

D3313261	ACT: P	+---- PAYROLL TIME SHEET ----+			----- APPROVED BY -----+	
		SMITH, JOHN			EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 01/25/2008 - 02/07/2008	NO	NO NO
1	40.00	0.00	0.00	TIME SHEET: 3-451454	PENDING EMPL APPRVAL	
2	40.00	0.00	0.00	COST CENT : 005-410010	PROOFREAD: NO	
+-----+-----+-----+						
REMARKS:					PAGE 0001 OF 0001	
TS82028E INVALID AMOUNT FOR SICK LEAVE CONVERSION						
ACT	HOURS	----	TYPE OF TIME	----	DATE	----- MESSAGE -----
-	8.00		010 - REGULAR TIME		FRI 01/25/2008	
-	12.00		800 - SICK LEAVE CNVRT		FRI 01/25/2008	<=== ERROR ===>
-	8.00		010 - REGULAR TIME		MON 01/28/2008	
-	8.00		010 - REGULAR TIME		TUE 01/29/2008	
-	8.00		010 - REGULAR TIME		WED 01/30/2008	
-	8.00		010 - REGULAR TIME		THU 01/31/2008	
			=== > WEEK TWO < ===			
-	8.00		010 - REGULAR TIME		FRI 02/01/2008	
-	8.00		010 - REGULAR TIME		MON 02/04/2008	
-	8.00		010 - REGULAR TIME		TUE 02/05/2008	
-	8.00		010 - REGULAR TIME		WED 02/06/2008	
-	8.00		010 - REGULAR TIME		THU 02/07/2008	?
ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT						

To correct this error, all you have to do is change the number of hours to the correct amount and the time sheet error will disappear. When you look at your TO summary screen (Figure 25, page 27), you will see the correct sick leave conversion ratio for this pay period. At this time, remember to change the default time sheet also, so that future time sheets will be written with the appropriate Sick Leave Conversion hours already populated.

As your balance changes and as you move up or down into a different tier of sick leave accrual, the appropriate edits will be done and you will be prompted again to change your time sheet.

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. **The new default for sick leave conversion will appear the next time a time sheet is generated for you in a pay period which includes the first calendar day of the month.**

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2.24 Holidays

The Federal wage and hour laws require that an employee be paid for the time that they work on a regularly scheduled day. Any employee who works on a holiday must be paid for the hours worked on that holiday. Holiday time and rules relating to that time are slightly different depending on your bargaining unit. Please refer to the section that discusses your bargaining unit for details.

2.24.1 System Defaults for Holidays

The Time Reporting System is programmed to enter the holidays designated by the State of Iowa for all Mon-Fri employees. If the holiday falls on Saturday, it will be granted on the preceding Friday, and if it falls on Sunday, it will be granted on the following Monday. For non Mon-Fri employees, the actual day of the holiday will be entered on the employee's time sheet (i.e., New Years Day, Fourth of July, Veterans Day, and Christmas Day). It is important that the appropriate designation be set on each employee's EI record in order for the employee's correct holiday to be entered on the time sheet for that pay period. The holiday will show as time type 250 – Holiday.

Figure 32: Default Holiday

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+			
				SMITH, JOHN				EMPL SUPR PROC			
+WK REG OVT HOLI				FOR 01/11/2008 - 01/24/2008				NO NO NO			
1 40.00 0.00 0.00				TIME SHEET: 3-436199				PENDING EMPL APPRVAL			
2 40.00 0.00 0.00				COST CENT : 005-410010				PROOFREAD: YES			
+-----+-----+-----+											
REMARKS:								PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS											
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----	----
_	8.00	010	- REGULAR TIME		FRI	01/11/2008					
_	8.00	010	- REGULAR TIME		MON	01/14/2008					
_	8.00	010	- REGULAR TIME		TUE	01/15/2008					
_	8.00	010	- REGULAR TIME		WED	01/16/2008					
_	8.00	010	- REGULAR TIME		THU	01/17/2008					
			=== >	WEEK TWO	<	===					
_	8.00	010	- REGULAR TIME		FRI	01/18/2008					
_	8.00	250	- HOLIDAY		MON	01/21/2008					
_	8.00	010	- REGULAR TIME		TUE	01/22/2008					
_	8.00	010	- REGULAR TIME		WED	01/23/2008					
_	8.00	010	- REGULAR TIME		THU	01/24/2008					

2.24.2 Recording Hours Worked on a Holiday

If the employee works on the holiday, **add** a line to the time sheet, using time type 050 – Holiday Worked, and the actual number of hours the employee worked that day. For Non-Contract and AFSCME employees do not delete the entry for the Holiday itself (time type 250). You may opt to have the premium portion, if applicable, of the Holiday worked as either pay (time type 650 – Holiday Premium Pay) or as Holiday Comp Earned (time type 040), but you must be paid for the actual hours worked on the holiday. See also sections 2.23 for Non-Contract employees and 2.23 for AFSCME employees. See section 2.23 for IUP Employees.

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2.24.3 Banked Holiday

For Non-Contract and AFSCME Employees, if the holiday falls on the employee's regularly scheduled day off, and the employee wants to bank those hours to be used at a later date, change the holiday entry from time type 250 – Holiday, to 830 – Banked Holiday. The employee can also be paid for the Holiday by leaving it at time type 250. See also sections 2.23 for Non-Contract employees and 2.23 for AFSCME employees. See section 2.23 for IUP Employees.

2.24.4 Holidays for Non-Contract Employees

For non-contract employees, if the employee is required to work on the holiday, they will be compensated at the appropriate rate for their job class. Non-contract employees may choose to be compensated in cash, or at the discretion of their agency, may be given compensatory time off for the portion of the holiday time that they work. If a holiday falls on a non contract employee's regularly scheduled day off, and if that employee works their regular 40 hours that week, the employee may bank their holiday (at straight time) for use at a later date, or may be paid cash for the holiday at their straight rate. A non-contract employee who does not accrue sick leave or vacation leave and works on a holiday will be given their regular pay for the hours worked on that holiday and would not have the option to earn compensatory time.

In Figure 33 below, the holiday fell on the employee's regularly scheduled day off. The employee chose to be paid out for the holiday at their straight hourly rate. In that case, the employee leaves the time type 250 Holiday on their time sheet. If the employee chooses to bank the holiday to be used at a later date, they would change the time type from 250 Holiday to 830 Banked Holiday (see 2.3 Modifying a Line).

Figure 33: Non-Contract Holiday Paid

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+		APPROVED BY -----+	
				SMITH, JOHN		OFFI PROC	
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008		NO	NO
1	40.00	0.00	0.00	TIME SHEET: 3-437933		PENDING OFFI APPRVAL	
2	48.00	0.00	0.00	COST CENT : 005-410010		PROOFREAD: NO	
+-----+							
REMARKS:						PAGE 0001 OF 0001	
TS61006I USE ACTION "W" TO VIEW WARNINGS							
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----- MESSAGE -----
_	8.00	010	- REGULAR TIME			FRI 01/11/2008	
_	8.00	010	- REGULAR TIME			SAT 01/12/2008	
_	8.00	010	- REGULAR TIME			TUE 01/15/2008	
_	8.00	010	- REGULAR TIME			WED 01/16/2008	
_	8.00	010	- REGULAR TIME			THU 01/17/2008	
		===	> WEEK TWO < ===				
_	8.00	010	- REGULAR TIME			FRI 01/18/2008	
_	8.00	010	- REGULAR TIME			SAT 01/19/2008	
_	8.00	250	- HOLIDAY			MON 01/21/2008	
_	8.00	010	- REGULAR TIME			TUE 01/22/2008	
_	8.00	010	- REGULAR TIME			WED 01/23/2008	
_	8.00	010	- REGULAR TIME			THU 01/24/2008	

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In Figure 34 below, the holiday fell on the employee's regularly scheduled work day and the employee worked that day. The employee records their actual time worked as time type 050 Holiday Worked. The employee would also have an entry for either time type 250 Holiday or time type 830 Banked Holiday.

Figure 34: Non-Contract Holiday Worked

D3313261 ACT: _ +----				PAYROLL TIME SHEET		-----+-----		APPROVED BY	
				SMITH, JOHN					
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008		NO	NO	OFFI PROC	
1	40.00	0.00	0.00	TIME SHEET: 3-437933				PENDING OFFI APPRVAL	
2	40.00	0.00	8.00	COST CENT : 005-410001				PROOFREAD: NO	
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+									
REMARKS:								PAGE 0001 OF 0001	
TS61006I USE ACTION "W" TO VIEW WARNINGS									
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	----	MESSAGE
-	8.00	010	- REGULAR TIME			FRI 01/11/2008			
-	8.00	010	- REGULAR TIME			SAT 01/12/2008			
-	8.00	010	- REGULAR TIME			MON 01/14/2008			
-	8.00	010	- REGULAR TIME			TUE 01/15/2008			
-	8.00	010	- REGULAR TIME			WED 01/16/2008			
		===	> WEEK TWO	<	===				
-	8.00	010	- REGULAR TIME			FRI 01/18/2008			
-	8.00	010	- REGULAR TIME			SAT 01/19/2008			
-	8.00	050	- HOLIDAY WORKED			MON 01/21/2008			
-	8.00	250	- HOLIDAY			MON 01/21/2008			
-	8.00	010	- REGULAR TIME			TUE 01/22/2008			
-	8.00	010	- REGULAR TIME			WED 01/23/2008			

2.24.5 Holidays for AFSCME Employees

For employees covered under the AFSCME collective bargaining agreement who are scheduled to work on a shift other than first shift, the system allows holiday worked and holiday compensatory time earned to be recorded on the day before the holiday and the day after the holiday. This was done to accommodate contract language in Article IX, Section 12, paragraph C, which states:

“When an employee is required by the employer to work a holiday listed in 12 (a) above, the employer agrees to provide holiday premium pay at the rate of time and one-half the employee's regular rate in addition to their normal holiday pay for all hours worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half of the scheduled hours fall on a holiday.”

For example, if an employee normally works from 10:00 p.m. to 6:00 a.m. starting on the evening before a holiday, the system will allow entry of 2 hours holiday worked on the day before the holiday and 8 hours holiday worked on the holiday. (Six hours from midnight to 6:00 a.m., plus two hours from 10:00 p.m. to midnight on the holiday.) If the employee enters more than 24 hour of holiday worked and/or holiday comp time within a 3-day period that includes a holiday, the system will force a departmental approval, as an added check. If your practice has been to enter all holiday worked/comp time on the holiday, you do not have to change your practice. This modification was made for agencies that prefer to record the premium time on the actual day worked when a shift crosses two days.

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In Figure 35 below, the department has the policy to count the hours at the time the employee clocks in for their shift; therefore, all 8 hours of the holiday worked will show on the time sheet on the Monday when the employee clocked in. The employee has chosen to be paid for their 8 hours of holiday in lieu of “comping” the time. This is step one of entering the time in for the holiday.

Figure 35: AFSCME Holiday Worked – Step 1

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+										
SMITH, JOHN										
OFFI PROC										
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008	NO	NO				
1	40.00	0.00	0.00	TIME SHEET: 3-437894	PENDING OFFI APPRVAL					
2	40.00	0.00	8.00	COST CENT : 005-410010	PROOFREAD: NO					
REMARKS:				PAGE 0001 OF 0001						
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	SHIFT	-----	MESSAGE	-----
_	8.00	010	- REGULAR TIME		SUN	01/13/2008	2			
_	8.00	010	- REGULAR TIME		MON	01/14/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/15/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/16/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/17/2008	2			
			=== > WEEK TWO < ===							
_	8.00	010	- REGULAR TIME		SUN	01/20/2008	2			
_	8.00	050	- HOLIDAY WORKED		MON	01/21/2008	2			
_	8.00	250	- HOLIDAY		MON	01/21/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/22/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/23/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/24/2008	2			

The next step in entering holiday time for an AFSCME employee would be to proof the time sheet (“P” in the header action field). You can see in the example below, once the time sheet has been proofread, there is a line added on the day of the holiday for time type 650 Holiday Premium Pay.

Figure 36: AFSCME Holiday Worked – Step 2

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+										
SMITH, JOHN										
OFFI PROC										
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008	NO	NO				
1	40.00	0.00	0.00	TIME SHEET: 3-437894	PENDING OFFI APPRVAL					
2	40.00	0.00	8.00	COST CENT : 005-410010	PROOFREAD: YES					
REMARKS:				PAGE 0001 OF 0001						
TS61007I TIME SHEET HAS BEEN PROOFREAD										
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	SHIFT	-----	MESSAGE	-----
_	8.00	010	- REGULAR TIME		SUN	01/13/2008	2			
_	8.00	010	- REGULAR TIME		MON	01/14/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/15/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/16/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/17/2008	2			
			=== > WEEK TWO < ===							
_	8.00	010	- REGULAR TIME		SUN	01/20/2008	2			
_	8.00	050	- HOLIDAY WORKED		MON	01/21/2008	2			
_	8.00	250	- HOLIDAY		MON	01/21/2008	2			
_	4.00	650	- HOLI PREM PAY		MON	01/21/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/22/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/23/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/24/2008	2			

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After the AFSCME employee has proofread their time sheet and the Holiday Premium Pay time type has been inserted by the Time Reporting System, the employee now has the choice to be paid for the premium portion of the holiday worked, or they may choose to comp the premium portion for the hours worked. To have the premium portion comped, the time type 650 Holiday Premium Pay would be changed to time type 040 Holiday Comp Earned. The employee must be paid for the actual hours worked on the holiday as time type 050 Holiday Worked. See Figure 37 below.

Figure 37: AFSCME Holiday Worked – Step 3 (Optional)

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+		----- APPROVED BY -----+				
				SMITH, JOHN						
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008		OFFI PROC				
1	40.00	0.00	0.00	TIME SHEET: 3-437894		NO NO				
2	40.00	0.00	12.00	COST CENT : 005-410010		PENDING OFFI APPRVAL				
						PROOFREAD: NO				
+-----+				+-----+		+-----+				
REMARKS:				PAGE 0001 OF 0001						
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	SHIFT	-----	MESSAGE	-----
_	8.00	010	- REGULAR TIME		SUN	01/13/2008	2			
_	8.00	010	- REGULAR TIME		MON	01/14/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/15/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/16/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/17/2008	2			
			=== > WEEK TWO < ===							
_	8.00	010	- REGULAR TIME		SUN	01/20/2008	2			
_	4.00	040	- HOLI COMP EARNED		MON	01/21/2008	2			
_	8.00	050	- HOLIDAY WORKED		MON	01/21/2008	2			
_	8.00	250	- HOLIDAY		MON	01/21/2008	2			
_	8.00	010	- REGULAR TIME		TUE	01/22/2008	2			
_	8.00	010	- REGULAR TIME		WED	01/23/2008	2			
_	8.00	010	- REGULAR TIME		THU	01/24/2008	2			

An AFSCME employee may also choose to bank the Holiday (time type 250) up to the number of hours actually worked (time type 050) as time type 830 Banked Holiday. In Figure 38, Page 38, the employee worked 6 hours on the holiday and earned 3 hours of premium time (which the employee comped). Since the employee only worked 6 hours, they are only allowed to bank 6 hours of their holiday time (time type 830) and will be paid for 2 hours of their holiday time (time type 250).

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Figure 38: AFSCME Holiday Worked – Step 4 (Optional)

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+			
				SMITH, JOHN				OFFI PROC			
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008				NO NO			
1	40.00	0.00	0.00	TIME SHEET: 3-437894				PENDING OFFI APPRVAL			
2	34.00	0.00	15.00	COST CENT : 005-410010				PROOFREAD: NO			
+-----+-----+-----+											
REMARKS:								PAGE 0001 OF 0001			
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	SHIFT	-----	MESSAGE	-----	
_	8.00	010	- REGULAR TIME			SUN 01/13/2008	2				
_	8.00	010	- REGULAR TIME			MON 01/14/2008	2				
_	8.00	010	- REGULAR TIME			TUE 01/15/2008	2				
_	8.00	010	- REGULAR TIME			WED 01/16/2008	2				
_	8.00	010	- REGULAR TIME			THU 01/17/2008	2				
		===	> WEEK TWO	< ===							
_	8.00	010	- REGULAR TIME			SUN 01/20/2008	2				
_	3.00	040	- HOLI COMP EARNED			MON 01/21/2008	2				
_	6.00	050	- HOLIDAY WORKED			MON 01/21/2008	2				
_	2.00	250	- HOLIDAY			MON 01/21/2008	2				
_	6.00	830	- BANKED HOLIDAY			MON 01/21/2008	2				
_	8.00	010	- REGULAR TIME			TUE 01/22/2008	2				
_	8.00	010	- REGULAR TIME			WED 01/23/2008	2				
_	8.00	010	- REGULAR TIME			THU 01/24/2008	2				
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT											

2.24.6 Holidays for IUP Employees

IUP employees are paid at the premium rate for any hours worked on a holiday (Article IX, Section 10). The employee is compensated for such holiday by receiving equivalent compensatory time off at a later date. If the holiday falls on an employee’s regularly scheduled day off, compensatory time off will be granted at a later date. Holiday compensatory time earned will be added to the regular compensatory time account (Article IX, Section 9).

To document the time, the number of hours worked are added by adding a line on the time sheet, using time type 050 – Holiday Worked – on the day of the holiday. The employee will be paid for those hours. The equivalent number of hours worked is also entered as time type 031 – IUP Holiday Comp Earned – to be used at a later date. IUP Holiday Comp Earned will be added to the regular Comp Time field on the Time Off summary screen (use TO in the header action field to view). Time type 250 – Holiday – plus time type 031 – IUP Holiday Comp Earned – must equal 8.00, or the employee’s regularly scheduled hours, if different than 8.00. If the employee worked the entire number of scheduled hours, there would be no entry for time type 250 – Holiday.

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Figure 39: Holiday Worked - IUP

D3313261 ACT: _				+----- PAYROLL TIME SHEET -----+----- APPROVED BY -----+			
				SMITH, JOHN			
				EMPL SUPR PROC			
+WK	REG	OVT	HOLI	FOR 01/11/2008 - 01/24/2008		YES	NO NO
1	40.00	0.00	0.00	TIME SHEET: 3-443308		PENDING SUPV APPRVAL	
2	34.00	0.00	12.00	COST CENT : 005-410010		PROOFREAD: YES	
+-----+-----+-----+-----+-----+-----+-----+-----+							
REMARKS:				PAGE 0001 OF 0001			
TS61006I USE ACTION "W" TO VIEW WARNINGS							
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----- MESSAGE -----
-	9.00	010	- REGULAR TIME		FRI	01/11/2008	
-	7.00	010	- REGULAR TIME		MON	01/14/2008	
-	8.00	010	- REGULAR TIME		TUE	01/15/2008	
-	8.00	010	- REGULAR TIME		WED	01/16/2008	
-	8.00	010	- REGULAR TIME		THU	01/17/2008	
		===	> WEEK TWO	< ===			
-	8.00	010	- REGULAR TIME		FRI	01/18/2008	
-	6.00	031	- IUP HCOMP EARNED		MON	01/21/2008	
-	6.00	050	- HOLIDAY WORKED		MON	01/21/2008	
-	2.00	250	- HOLIDAY		MON	01/21/2008	
-	8.00	010	- REGULAR TIME		TUE	01/22/2008	
-	8.00	010	- REGULAR TIME		WED	01/23/2008	
-	8.00	010	- REGULAR TIME		THU	01/24/2008	

For employees covered under the UE/IUP collective bargaining agreement who have the mandatory schedule flag set to YES on the default, the time sheet will be edited against the default time sheet to determine how many hours should be recorded as Holiday. The time sheet will be written in batch with the holiday hours reflecting what is set up for the corresponding day on the default time sheet. This may be more or less than 8 hours. If the holiday hours are changed from what is on the default for that day, the system will generate an error message that states that holiday leave is less (or more) than eligible holiday hours. If the employee’s schedule has changed so that what is on the default is wrong for that week, the default time sheet can be changed and then the actual time sheet approved. This was done to ensure that the time reporting system complies with the language in Article IX, Section 9, paragraph D, of the UE/IUP contract, which states: “If a holiday falls on an employee’s regularly scheduled work day, the employee will receive their regular shift pay.”

For those employees who do not work a mandatory schedule and, therefore, the mandatory schedule flag on the default time sheet is set to NO, holiday hours will be set to 8 hours.

2.25 Supervisors’ Holidays

If a holiday falls on a supervisor’s regularly scheduled day off, and if that employee (or any other employee who is not eligible for overtime) works their regular 40 hours that week, the employee may bank their holiday (at straight time) for use at a later date, but within 12 months from the day it is worked.

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This section is only applicable to those departments that have chosen to use the Work Report that is connected to the HRIS Time Sheet.

3. The Work Report

The time sheet reports the employee's time for pay purposes. The work report assigns productive time to a function code, and to a project number if relevant. The work report is still part of the same time sheet and does not require separate approvals. When you apply approval to the time sheet, you also approve the work report.

3.1 Finding The Work Report

The work report can be reached through the time sheet (Figure 14, page 14). A header action listed in the menu for the time sheet is **{WR}**--Work Report. Type **{WR}** in the header action field and press the **{ENTER}** key. The computer will display a screen similar to Figure 40 below. Your personal work report might have only a single entry or may have multiple entries.

Figure 40: Work Report Screen

```

D3313271  ACT:  _      +----- WORK REPORT -----+
PRINTER:          | SMITH, JOHN          | HOURS   EXP |
+----- STATUS -----| FOR 01/11/2008 - 01/24/2008 | TME/EXP 72.00 0.00 |
| PENDING EMPL APPRVAL | TIME SHEET ID: 3-449821 | WRK RPT 72.00 0.00 |
+-----+-----+-----+-----+
REMARKS:                                               PAGE 0001 OF 0001
                PROJECT
ACT --DATE--  HOURS  FCT NUMBER      PROJECT DESCRIPTION
A   /   /
_   01/11/2008  72.00 010 19040000000 FISH & WILDLIFE ADMINISTRAT

LINE  ==> S SELECTION LIST  A ADD  M MOD  D DEL
HEADER ==> S SEL LIST P PROOF H HARD COPY W WARNING R REMARK D DEFAULT
PF1 PREV IN CC PF2 NEXT IN CC PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

```

3.2 Editing The Work Report

Editing the work report screen is much the same as editing the time sheet. You can add, modify, and delete lines. You also can use the select action to choose the function code for a given entry. For more information on these subjects see Section 2.

To add a line to the work report, move the cursor to the initial entry line, which has the "A" already in the action field. Tab once to the date field and enter the date. Enter information in the rest of the fields as necessary and press **{ENTER}**.

Note: Adding a line to the work report causes the total number of work report hours to be increased. The number of hours added with a new line must be manually subtracted from the original line(s).

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3.3 Using The Work Report

Some employees make extensive use of the work report with multiple entries for function and/or project codes. Other employees may set up a default work report that assigns all their productive time to a single function or project code (Figure 40, Page 40) and only rarely make any other use of the work report. How much you use the work report will depend on how your department determines the work report feature is to be used.

Although the work report requires only one entry (in which case all direct time for the pay period is assigned to one function or project code), you can use many entries as needed to account for your time. The work report needs a separate entry each time the function code or project number changes.

3.4 Reconciling The Work Report With the Time Sheet

The work report is linked to the time sheet. The work report assigns "direct" time from the time sheet to a function code or project number. The key to reconciling the time sheet with the work report is the summary box in the top right corner of the work report screen. The summary box looks like this:

	HOURS	EXP
TIME	80.0	0.00
WORK RPT	80.0	0.00

The HOURS column compares the total number of "direct" time hours from the time sheet with the total hours on the work report. We will not be using the EXP column. The time sheet hours and the work report hours in the HOURS column must be the same.

3.4.1 Reconciling "Direct" Time

When you complete the work report for the pay period, the time sheet hours ("direct" time only) and the total work report hours should be the same. You can verify this by checking the summary box in the top right corner of the work report screen. Only hours from the four "direct" types of time codes will show up on the work report. The five types are:

010	Regular Time
020	Overtime
030	Comp Time Earned
050	Holiday Worked

If there is a discrepancy between the number of time sheet hours and the number of work report hours, as reported in the summary box, you should check the work report entries to find where you have assigned too much or too little time. If the work report hours are correct but there is still a discrepancy, verify that you used the correct type of time for each entry on the time sheet.

NOTE: The computer will automatically assign "direct" time to the work report as long as you do not make a change to it that pay period. If you make a change on the work report, automatic calculation is suspended for the pay period. It will be up to you to make the time sheet hours and the work report hours agree.

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As an example, suppose you used 8 hours of vacation in the current pay period. Suppose, too, that the rest of your time for the pay period was regular time. In this situation the number of time sheet hours in the summary box of the work report would be 72.

Therefore, the number of hours divided among your work report entries (the work report hours in the summary box) also must total 72 (Figure 40, Page 40)

3.5 Completing The Work Report

When you have finished making changes to the work report, press **{ENTER}**. Then press the **{PF12}** key to return to the time sheet. The work report is complete. Since the work report is part of the time sheet, it is not necessary (or possible) to apply approval to it separately. The work report is approved when you approve the time sheet.

3.6 Proofreading

Use the **{P}** command to proofread a document. This header action proofreads the work report. Proofreading verifies the information in each line of the work report. Project numbers and function codes are checked for validity. If the computer discovers an error, it will print a message below the screen header, just under the word "REMARKS:". If the error relates to a single line of the work report, an error flag will also print below the line that contains the error.

-----> ERROR <-----> ERROR <-----> ERROR<-----

Note: It is not necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

3.7 Viewing Warning Messages

Sometimes, after using the work report proofread action, or approving the time sheet, the computer might display a message just below the word "REMARKS:".

USE ACTION "W" TO VIEW WARNINGS

It does not display the warning message(s) themselves since there might be more than one. To view the warning message(s), use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your work report/time sheet. When you have viewed the warnings, press **{PF12}** to return to the work report and to make corrective entries, if necessary.

3.8 Work Report Defaults

The default work report offers the same advantage for the work report that the default time sheet gives the time sheet. Each time the computer generates a new work report (time sheet), it will automatically assign time to the function codes and project numbers you have set up as defaults.

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3.8.1 Finding the Work Reports Default Screen

You reach the Work Report Defaults screen from the work report. First, find the time sheet for the current pay period (see section 2). A header action on the time sheet menu is **{WR}**--Work Report. Type **{WR}** in the header action field and press **{ENTER}**. The computer will display the work report for the pay period.

At the work report there is a header action **{D}**--Defaults. Type **{D}** in the header action field and press the **{ENTER}** key. The computer will respond by displaying the Work Report Defaults screen.

3.8.2 Editing The Work Report Defaults Screen

Editing the work report defaults screen is much the same as editing the time sheet. You can add, modify, and delete lines. You can also use the **{S}**--Select--action to choose the function code for a given entry. For more information on these subjects, see Section 2.

Figure 41: Work Report Defaults

D3313272		ACT: _	+-- WORK REPORT DEFAULTS ---+		+-----+-----+	
			SMITH, JOHN		HOURS SUMMARY	
ALWAYS PRORATE DEFAULT					TIME SHEET :	80.00
HOURS AND EXPENSES? NO					WORK REPORT:	80.00
			+-----+-----+			
					PAGE 0001 OF 0001	
			PROJECT			
ACT PP	DAY	HOURS	FUNC	NUMBER	PROJECT DESCRIPTION	
A						
_	01	FRI	80.00	010	19040000000 FISH & WILDLIFE ADMINISTRAT	

3.8.3 Setting Up Work Report Defaults

The Work Reports Defaults screen looks very similar to the Work Report screen. Here you should assign the 80 hours of a normal pay period to the function code(s) you use every pay period.

A single function code or project code may be all you need. However, if you routinely spend a certain ratio of time between two function codes, or on two or more projects, you should set up defaults to reflect the situation.

First, decide how much time you spend on each function or project for a typical two-week pay period. If you typically spend 10 hours a week on function code 069, and 30 hours a week on function code 010, the entries on your default work report would look like this:

ACT	DAY OF PP	HOURS	FUNCTN:
_	14	THU	60.0 010
_	14	THU	20.0 069

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It is a good idea to set up defaults only for function codes or project numbers you use every pay period. Otherwise you will have to delete unused function code(s) from your work report and re-assign hours between the remaining function codes every pay period.

With a default work report in place, the computer will decide how much time to assign to each function code, or project number, based on the ratio of time assigned to them in your defaults. This is true only if you do not make changes to the work report itself.

Note: In the example above, the entries are for the last day of the pay period. Any day would work as well. You can use the first day of the pay period or any day in between. The work report is concerned only with the total number of hours assigned to a function code or project number for the pay period.

In the previous example, 25% of your "direct" time was assigned to function 069 while 75% was assigned to function 010. If you took a week of vacation, the computer would assign 10 hours of the pay period to function 069 and 30 hours to function 010. The 40 hours of vacation time would not be assigned since it is not a "direct" time type.

3.8.4 Completing the Work Report Defaults

When you finish making changes to the Work Reports Default screen, press **{ENTER}**. Then press the **{PF12}** key to return to the work report. Your default work report is now in place. The changes made may take effect immediately (if you have not made changes to the work report this pay period), but will show up the next time a time sheet is written.

4. Gross to Net Payroll Calculator

Employees may access a payroll calculator by entering GN in the header action field. A screen showing the employee's current pay and deduction information will be displayed. Changes can be made to most fields which will show the impact on an employee's net pay if such changes were made to the payroll record (wages, changes in withholding allowances, insurances, deferred comp, flexible spending accounts, etc.) Detailed instructions for using the Gross to Net Payroll Calculator are available on on-line Help screens and on the DAS/SAE/Central Payroll section of the DAS Web Site. It is important to note that the Gross to Net Payroll Calculator only shows a calculation of what the changes will affect, and do not actually make the changes to the system. You will need to contact your Personnel Assistant/Payroll Associate to make the actual changes to the system.

5. Signing Off

To sign off HRIS Time Reporting, press the **{PF12}** key until you arrive at the available application menu. Press **{CLEAR}** and on the blank screen type "logoff". At the Application Selection Menu (Figure 2, page 5) type in "logoff" again and you will be signed out of HRIS.

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APPENDIX A

TIME TYPES FOR AFSCME EMPLOYEES
CLERICAL (001), TECHNICAL (002), BLUE COLLAR (003)
SECURITY (006), PATIENT CARE (011)

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Worked
030	Comp Time Earned		

Indirect Time

200	Scheduled Vacation	260	Injury Leave
210	Scheduled Sick Leave	270	Military Leave
219	Memo	275	Jury Duty
220	Unscheduled Sick Leave	285	Suspension With Pay
230	Scheduled Family Care Leave	290	Educational Leave With Pay
232	Unscheduled Family Care Leave	330	Other Leave
235	Scheduled Adoption Leave	331	Paid Union Leave
237	Unscheduled Adoption Leave	332	Paid Union Negotiation Leave
240	Scheduled Funeral Leave	400	Scheduled Comp Time Taken
245	Unscheduled Funeral Leave	410	Scheduled Holiday Comp Time Taken
247	Maternity Leave	420	Scheduled Banked Holiday Taken
250	Holiday		

Other Pay Types

600	Comp Time Pay	630	Call Back Time
610	Holiday Comp Time Pay	640	Med Passer
615	Banked Holiday Pay	650	Holiday Premium Pay
620	Standby Time		

Other Non-Pay Types

800	Convert Sick Leave To Vacation	865	Temporary Layoff
830	Banked Holiday	870	Authorized Leave Without Pay
831	Unpaid Union Leave	880	Unauthorized Leave Without Pay
860	Med Leave Without Pay	890	Suspension Without Pay
864	Temporary Layoff with Accruals		

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APPENDIX B

TIME TYPES FOR AFSCME EMPLOYEES
FISCAL AND STAFF (004)

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Worked
030	Comp Time Earned		

Indirect Time

206	Vacation	275	Jury Duty
221	Sick Leave	285	Suspension With Pay
233	Family Care Leave	290	Educational Leave With Pay
238	Adoption Leave	330	Other Leave
246	Funeral Leave	331	Paid Union Leave
247	Maternity Leave	332	Paid Union Negotiation Leave
250	Holiday	406	Comp Time Taken
260	Injury Leave	416	Holiday Comp Time Taken
270	Military Leave	426	Banked Holiday Taken

Other Pay Types

600	Comp Time Pay	620	Standby Time
610	Holiday Comp Time Pay	630	Call Back Time
615	Banked Holiday Pay	650	Holiday Premium Pay

Other Non-Pay Types

800	Convert Sick Leave to Vacation	865	Temporary Layoff
830	Banked Holiday	870	Authorized Leave Without Pay
831	Unpaid Union Leave	880	Unauthorized Leave Without Pay
860	Medical Leave Without Pay	890	Suspension Without Pay
864	Temporary Layoff with Accruals		

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APPENDIX C

TIME TYPES FOR SUPERVISORY
AND OTHER NON-CONTRACT EMPLOYEES

Direct Time

010	Regular Time	040	Holiday Comp Time Earned
020	Overtime Pay	050	Holiday Worked
030	Comp Time Earned		

Indirect Time

206	Vacation	270	Military Leave
221	Sick Leave	275	Jury Duty
233	Family Care Leave	285	Suspension With Pay
239	Adoption Leave	290	Educational Leave With Pay
246	Funeral Leave	330	Other Leave
247	Maternity Leave	406	Comp Time Taken
250	Holiday	416	Holiday Comp Time Taken
260	Injury Leave	426	Banked Holiday Taken

Other Pay Types

600	Comp Time Pay	620	Standby
610	Holiday Comp Time Pay	630	Call Back Time
615	Banked Holiday Pay	650	Holiday Premium Pay

Other Non-Pay Types

800	Convert Sick Leave To Vacation	865	Temporary Layoff
830	Banked Holiday	870	Authorized Leave Without Pay
860	Medical Leave Without Pay	880	Unauthorized Leave Without Pay
864	Temporary Layoff with Accruals	890	Suspension Without Pay

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APPENDIX D

TIME TYPES FOR
NON-PERMANENT EMPLOYEES

Direct Time

010	Regular Time
020	Overtime Pay

Indirect Time

330	Other Leave
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APPENDIX E

TIME TYPES FOR IUP CONTRACT EMPLOYEES
SOCIAL SERVICES (005), SOCIAL SERVICE (IMW CLASSES - 015) AND SCIENCE (009)

Direct Time

010	Regular Time	031	IUP Holiday Comp Earned
020	Overtime Pay	050	Holiday Worked
030	Comp Time Earned		

Indirect Time

200	Scheduled Vacation	270	Military Leave
205	Unscheduled Vacation/Science	275	Jury Duty
210	Scheduled Sick Leave	285	Suspension With Pay
219	Memo	290	Education Leave With Pay
220	Unscheduled Sick Leave	330	Other Leave
230	Scheduled Family Care/Science	331	Paid Union Leave/Soc Svc
231	IUP Personal Leave/Social Svc	400	Scheduled Comp Time Taken
232	Unscheduled Family Care/Science	405	Unscheduled Comp Time Taken/Science
250	Holiday	420	Scheduled Banked Holiday Taken/Science
260	Injury Leave	425	Unscheduled Banked Holiday Taken/Science

Other Pay Types

600	Comp Time Pay	625	Holiday Standby Time/Soc Svc
615	Banked Holiday Pay/Science	630	Call Back Time
620	IUP Standby Time/Science	650	Holiday Premium Pay/Science
623	IUP Standby Time/Social Services		

Other Non-Pay Types

800	Convert Sick Leave to Vacation	864	Temporary Layoff with Accruals
827	Unscheduled Time Off Not Paid	865	Temporary Layoff
830	Banked Holiday/Science	870	Authorized Leave Without Pay
831	Unpaid Union Leave	880	Unauthorized Leave Without Pay
860	Medical LWOP	890	Suspension Without Pay

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APPENDIX F

HEADER ACTIONS AND EXPLANATIONS

- "?" HEADER ACTIONS - Displays a list of all header actions .
- P** PROOFREAD - Verifies that the types of time used are valid and edits for errors.
- Y** APPROVE - Places your approval on the time sheet and forwards the time sheet to the next approval level.
- N** UNAPPROVE - Removes the approval. To make changes after you have approved the time sheet, it is necessary to remove your approval to make the changes. Then approve it again.
- C** CANCEL - Deletes the time sheet.
- W** WARNINGS - Items that are identified as possible problems. Warnings are not errors and the time sheet will approve with warnings, but it is important that the messages be reviewed.
- R** REMARKS – An optional screen available to record comments.
- L** ACTIVITY LOG - Records the dates, times and users of the transactions on the time sheet.
- D** DEFAULTS – Time sheet default or template.
- X** EXPLODE THE DAY – Displays the time type selections applicable to employee.
- CO** CONVERT TO OVERTIME – Computes overtime and changes hours from Regular to OT.
- TO** TIME OFF SUMMARY - Displays leave balances, leave used on the current time sheet and ending balances after current usage is subtracted.
- GN** GROSS TO NET PAYROLL CALCULATOR – Allows employees to calculate pay and deduction changes.
- WR** WORK REPORT – Optional activity reporting used by some agencies/employees.
- HS** SUMMARY OF HOURS BY TIME TYPE – Totals the hours for all time types used on the current time sheet.

LINE ACTIONS AND EXPLANATIONS

- S** SELECT ACTION - Displays the Time Type Selection List enabling you to change the time type for that day.
- X** EXPLODE THE DAY - Displays the time type selections applicable to employee.
- A** ADD A LINE – Adds an additional line entry for that day. The time type or date must also be changed with this entry since each time type code can be used only once each day.
- M** MODIFY A LINE - Allows you to type over information on that line.
- D** DELETE A LINE - Allows you to delete a line from the time sheet.

* Please note that D and X are header and line actions. Be sure the cursor is located in the appropriate field.