

# HUMAN RESOURCE INFORMATION SYSTEM

## TIME REPORTING SYSTEM MANUAL

Modified September 2019

# TIME REPORTING SYSTEM MANUAL

## Table of Contents

PART I – Individual Users .....	4
1. Signing On .....	4
2. Default Time Sheet .....	5
Editing the Time Sheet Defaults .....	6
Your Personalized Schedule.....	6
3. Time Sheets for the Individual User .....	8
Starting a New Time Sheet.....	8
Editing A Time Sheet .....	9
Modifying A Line.....	10
Multiple Modifications.....	11
Adding a Line .....	11
Deleting a Line .....	11
Using the Select Action.....	11
Exploding the Day.....	12
Converting Overtime & Designating Comp Time .....	13
Adding Remarks.....	14
Proofreading .....	14
Hours Summary Screen.....	15
Time Off Summary Screen.....	16
Viewing Warning Messages.....	17
Applying Approval.....	17
Unapproving a Time Sheet.....	18
Canceling a Time Sheet.....	18
Sick Leave Converted Into Vacation.....	18
Holidays.....	19
System Defaults for Holidays.....	19
Banked Holiday .....	20
Recording hours worked on a Holiday - Overtime Eligible Employees .....	20
Holidays - Overtime Exempt.....	21
Shift Employees .....	22
Med Passer .....	22
Call Back .....	23
Standby.....	24
Paying Out Comp Time, Holiday Comp Time, and Banked Holiday Hours .....	25
3. FMLA & Workers Comp.....	25
Policies and Procedures related to the determination of FMLA covered leave. ....	25
Exploding the Day .....	25
Warning Messages.....	27
Workers Compensation Leave Hours .....	27
4. The Work Report – As Applicable .....	28
Finding the Work Report .....	28
Using the Work Report.....	28
Work Report Defaults.....	28
Finding the Work Reports Default Screen.....	28
Setting Up Work Report Defaults.....	28

# TIME REPORTING SYSTEM MANUAL

Editing the Work Report Defaults Screen .....	29
Completing the Work Report Defaults .....	29
Editing the Time Sheet Work Report .....	30
Reconciling the Work Report with the Time Sheet.....	30
Reconciling "Direct" Time .....	30
Completing the Work Report.....	31
Proofreading .....	31
Viewing Warning Messages .....	31
5. Gross to Net Payroll Calculator .....	32
6. Signing Off.....	32
Part II – HRA’s & Supervisors .....	33
1. Signing On .....	33
2. HRIS Time Reporting System Main Menu .....	33
Employees in a Cost Center.....	33
Time Sheets for a Cost Center .....	34
Work Report Defaults Update - This feature is currently not being used in HRIS. ....	35
Add a New Employee Time Sheet - This feature is currently not being used in HRIS. ....	35
Time Sheet Defaults .....	35
Time Sheets Pending APPV/NM.....	36
Employees by Employee Name.....	36
Time Sheets for a Pay Period.....	37
Time Sheets for an Employee.....	38
Finding an Employee’s Time Sheet .....	38
Editing A Time Sheet - Refer to editing a time sheet in the individual user section ...	38
Routed to DEPT Level for Approval .....	39
3. FMLA & Workers Comp.....	39
Fiscal Year-to-Date Hours Corrections on Employee Record .....	39
Workers Compensation .....	39
Date of Work Comp injury and Waiting Period hours .....	40
Employee Election to NOT SUPPLEMENT work comp benefits with paid leave. ....	40
Employee Election to SUPPLEMENT work comp benefits received with paid leave. .	41
Time Missed for Work Comp-Related Appointments.....	42
Exploding the Day .....	42
Hours Summary Screen .....	43
Warning Messages.....	43
4. The Work Report.....	44
Appendix A – Time Types for Non-Contract, AFSCME & IUP Employees.....	45
Appendix C- Header and Line Actions.....	46

This manual is designed for those on HRIS time reporting and is in 2 parts. Part I is designed for individual users who enter their own timesheets and Part II is designed for Human Resources Associates’s (HRA) and supervisors. Part I is useful to employees, supervisors and HRA’s but Part II goes into greater depth than Part I, since HRA’s and supervisors will have more functions than an employee and more options in their menu to select.

## PART I – Individual Users

### 1. Signing On

The HRIS Payroll programs are located on Production CICS. At the main NES screen type in your USERID and PASSWORD and press {ENTER}. 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. When logging onto the system for the first time, enter 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, must be 8 characters, and are not case sensitive. The system tracks the number of days remaining before the password will expire and displays the number of remaining days on the Application Selection Menu screen.

```

Date: 01/17/20XX                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\      SSSSSSSSSSS\
      NNNN |    NN /      EE\_____\//      SS\_____\SS\
      NN NN |    NN /      EE /_____\//      SSS |_____\_/_/
      NN NN |    NN /      EE /_____\//      SSSSSSSSS\
      NN /NN | NN /      EEEEEEEEE\      ntry      \SSSSSSSS\      ystem
      NN / NN |NN /      EE\_____\//      \_____\SSS|
      NN / NN NN /      EE /_____\//      \_____\SS /
      NN / NNNN /      SS\      SS /
      NN / NNN /      EEEEEEEEEEE \      \SSSSSSSSSS /
      \_\//      \_\//      \_____\//      \_____\//

F1 FOR HELP . . . . . Help 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.



## TIME REPORTING SYSTEM MANUAL

default timesheet and the hours per week are set up correctly and you are scheduled to work less than 40 hours per week, the holiday hours will be calculated using the correct holiday hour proration.

### Finding the Time Sheet Defaults Screen

You reach the Time Sheet Defaults screen from either:

- The Time Sheets for an Employee screen by using the **{D}** action in the header action field.
- or**
- The Time Sheet itself by using the **{D}** action in the header action field.

### 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.

### Your Personalized Schedule

To set up a default time sheet for your personal schedule, edit the daily entries for the two-week period to reflect the actual hours and days you work. If you work four 9-hour days, from Monday to Thursday, and one 4-hour day Friday, the entries on your default screen will look like the time sheet below.

ACT	HOURS	---	TYPE OF TIME	----	--DAY OF PP--	-----	MESSAGE
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 < ===							
-	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	
-	8.00	010	-	REGULAR TIME	14	THURSDAY	

**Mandatory schedule** – The mandatory schedule flag is typically set to ‘no’. This flag should be set to ‘yes’ ONLY when management directs the schedule is mandatory, not if you request a flexible work schedule. For example you are required to work 10 hour days as part of accepting the position, the mandatory schedule would be set to YES.

**Important!** When the mandatory schedule is set to ‘no’, the default timesheet will revert back to five 8- hour days in the week of the holiday.

## TIME REPORTING SYSTEM MANUAL

Mon-Fri Week – This flag should be set to ‘Y’ if you are scheduled to work M-F. If you are scheduled to work a schedule different from M-F, (for example they work Sat – Wed) this flag should be set to ‘N’. When the flag is set to ‘Y’, any holiday during the weekend will be recognized on either Friday (a Saturday Holiday) or Monday (a Sunday Holiday). When the flag is set to ‘N’, the holiday will be recognized on the actual calendar day of the holiday, when applicable. For example, Independence Day is July 4th. If the flag is set to ‘N’ and July 4th is on a Saturday, the holiday will show on the timesheet on Saturday.

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

ACT	HOURS	---	TYPE OF TIME	----	--DAY OF PP--
		===	> WEEK ONE	<	===
-	4.00	010	- REGULAR TIME		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, 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.

# TIME REPORTING SYSTEM MANUAL

## 3. Time Sheets for the Individual User

The HRIS Payroll Time Reporting System allows the Individual User access to time sheets, and work reports, if applicable. The Individual User can also set up personal defaults for both.

### Starting a New Time Sheet

One of the options on the main menu is Time Reporting. To locate a time sheet, press the PF key for the Time Reporting option or move the cursor to that selection and press **{ENTER}**. The system will display the Time Sheets for an Employee screen.

The ACT located at the top of the screen is the Header Action Field and the ACT located on the left side of the screen is the Line Action Field. Header Action and Line Action will be referred to throughout this manual.

```
D3313244  ACT: _          PAYROLL TIME SHEETS          PAGE: 0001
                TIME SHEETS FOR AN EMPLOYEE

        LAST NAME      ==> SMITH
        FIRST NAME     ==> JOHN
        PAY PERIOD      ==> 01/17/20XX
WRITE NEW TIME SHEETS FOR THE 01/31/20XX  PAY PERIOD

---PAY PERIOD---
ACT --FROM--  --TO--  ----STATUS-----  REG  OT  HOLI  --CENTER--
_  01/17/20XX 01/30/20XX PENDING EMPL APPRVA  80.00  0.00  0.00  005-410010
_  01/03/20XX 01/16/20XX PROCESSED          80.00  0.00  0.00  005-410010
_  12/20/20XX 01/02/20XX PROCESSED          80.00  0.00  0.00  005-410010
_  12/06/20XX 12/19/20XX PROCESSED          80.00  0.00  0.00  005-410010
_  11/22/20XX 12/05/20XX PROCESSED          80.00  0.00  0.00  005-410010

L LOOK AT THE TIME SHEET  W WRITE A NEW TIME SHEET  D DEFAULTS
PF7 BKWD                PF8 FWD                PF9 HELP                PF12 RETURN            CLEAR EXIT
```

There are three options available from this screen:

- **{L}**--Look At The Time Sheets
- **{W}**--Write A New Time Sheet
- **{D}**--Defaults.

Use the **{L}** action on a specific line in the line action field to review current or prior time sheets. Use the **{D}** action in the header action field to review or alter your default time sheet. Use the **{W}** action in the header action field to write a new time sheet for the current pay period or a time sheet for a future pay period. The date can be any day in the pay period for which you are trying to write a time sheet.



## TIME REPORTING SYSTEM MANUAL

**Note: The HRIS Payroll 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 system will not create a new time sheet. Timesheets for a temporary employee will not automatically write.**

Because the system automatically creates time sheets for you, it may be rare to use the {W} action to write a new time sheet. Instead, use the {L} action to view or alter the time sheet for the current pay period.

### Editing A Time Sheet

At the Time Sheets for an Employee screen, use the {L}--Look at the Time Sheet- in the line action field to select the time sheet for the current pay period. The current time sheet will usually be the first line item in the detail section of the screen. It will have a status of PENDING EMPL APPROVAL.

After you type an {L} in the line action field of the appropriate time sheet and press {ENTER} the system will display the time sheet.

```
D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          | SMITH, JOHN          | EMPL SUPR PROC          |
+WK REG   OVT  HOLI |FOR 01/17/20XX - 01/30/20XX | NO  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 01/17/20XX
      -     12.00  800  - SICK LEAVE CNVRT FRI 01/17/20XX
      -      8.00  010  - REGULAR TIME      MON 01/20/20XX
      -      8.00  010  - REGULAR TIME      TUE 01/21/20XX
      -      8.00  010  - REGULAR TIME      WED 01/22/20XX
      -      8.00  010  - REGULAR TIME      THU 01/23/20XX
      -      == >  WEEK TWO  <  ==
      -      8.00  010  - REGULAR TIME      FRI 01/24/20XX
      -      8.00  250  - HOLIDAY          MON 01/27/20XX
      -      8.00  010  - REGULAR TIME      TUE 01/28/20XX
      -      8.00  010  - REGULAR TIME      WED 01/29/20XX
      -      8.00  010  - REGULAR TIME      THU 01/30/20XX

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

If the time sheet is new, it will display the personal time sheet defaults. If you have not created a default time sheet, the time sheet will display system defaults, which are ten 8 hour days for the pay period. Appendix A and the time sheet selection list provide a list of Type of Time Codes available for use.

## TIME REPORTING SYSTEM MANUAL

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

ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----
-	0.50		206 - VACATION			MON	01/20/20XX

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

<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	49	.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

### Modifying A Line

You can modify a line of the time sheet by 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 system will automatically change the name when you press the **{ENTER}** key. For example, to change the first entry on the time sheet from Regular Time to Vacation, **{TAB}** to the second field on that line, which contains the number "010", and change that number to "206". After pressing the **{ENTER}** key the line would look like this:

ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----
-	8.00		206 - VACATION			MON	01/20/20XX

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.

## 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}**.

## 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, 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. The system will not allow duplicate time type codes in a single day. For example: You cannot have two entries for Comp Time Taken on the same day of the week. If you took two hours of comp time in the morning and two hours of 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 used on the day, the system will show a message, type only used once/day, to indicate you have used a duplicate code.

## Deleting a Line

To delete a line from an unapproved time, 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. If you do not need a line, delete it. Do not change the hours to zero (0.0).

## 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 system will display the Time Type Selection List screen. The list of time types on this screen may differ for each individual and may differ by day. The system 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 the time sheet is 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 system will indicate the current selection to the right of the line. 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.

# TIME REPORTING SYSTEM MANUAL

```

D3313275 ACTION: _ PAYROLL TIME SHEETS PAGE: 0001 OF 0006
TIME TYPE SELECTION LIST PRINTER ID :
TIME SHEET FOR ....: SMITH, JOHN
DAY OF PAY PERIOD .: 04/07/20XX HOURS : 8.00

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

INDIRECT TIME
-----
- 206 - VACATION
- 221 - SICK LEAVE
- 233 - FAMILY CARE LEAVE
    
```

## 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 and press enter.

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. 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 of the time types, press the **{ENTER}** key to save your changes. Then press **{PF12}** to return to the time sheet.

```

D3313273 ACT: _ +---- DAILY PAYROLL TIME -----+-----+
PRINTER: |FIRST NAME.: JOHN | DATE ==> 04/10/20XX MON |
+---- HOURS SUMMARY ---|LAST NAME.: SMITH |
|WK REG OVT HOLI |FOR 04/07/20XX - 04/20/20XX |----- STATUS -----|
|1 40.00 0.00 |TIME SHEET ID.. 17-07078056 | PENDING SUPV APPRVAL |
|2 40.00 0.00 |COST CENTER....: 005-333331 |
+-----+-----+-----+
REMARKS: PAGE 0001 OF 0002

REGULAR TIME...: 6.00 OVERTIME PAY...: COMP TIME EARN.:
VACATION.....: 1.00 SICK LEAVE.....: FAMILY CARE LV.: 1.00
ADOPTION LV-NC.: FUNERAL LEAVE...: WC EE SICK LEAVE
WC EE VACATION.: WC EE COMP TIME: WC EE HOL COMP.:
WC EE BANKD HOL: WC STATE PD HRS: WC MED APT PD.:
WC LWOP.....: MIL LEAVE W/PAY: JURY DUTY.....:
SUSP WITH PAY..: ED LEAVE W/PAY.: OTHER REG TIME.:
ADMIN LEAVE PD.: HOL COMP TAKEN.: BANK HOLI TAKEN:
STANDBY TIME...: CALL BACK TIME.: MIL LVE W/O PAY:
ED LVE W/O PAY: MEDICAL LWOP...: TEMP LAYOFF ACCR
AUTHORIZED LWOP: UNAUTH LWOP....: SUSPENSION WOP.:
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
    
```

## TIME REPORTING SYSTEM MANUAL

**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, there will be a line on the time sheet for each type of time that was assigned time for that day. To use a previous example, if you entered time into the three time types Regular Time, Vacation, and Family Care Leave, the entries on the screen for that day would look like this:

ACT	HOURS	----	TYPE OF TIME	----	-----DATE-----
-	6.00		010 - REGULAR TIME		MON 04/10/20XX
-	1.00		206 - VACATION		MON 04/10/20XX
-	1.00		233 - FAMILY CARE LV		MON 04/10/20XX

### Converting Overtime & Designating Comp Time

For those employees who are eligible for overtime, all hours should be entered as regular time worked (010) and the system will automatically calculate overtime based on eligible hours. An overtime eligible employee will receive a message in the Remarks line instructing to convert hours to overtime when the timesheet 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 times and which are overtime. You **must** enter all hours worked as regular time. Do **not** enter overtime or comp time hours on any day that you work more hours than scheduled. After all hours have been entered as regular time, proofread the time sheet and use the header action field {CO}--Convert Overtime. This action changes any regular time in a week, after 40 hours actually worked 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).

If you do not receive the message to convert overtime, then you are not eligible for overtime for that week

## TIME REPORTING SYSTEM MANUAL

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          |          |          |          |          |          |          |
|          |          |          |          |          |          |          |          |
+WK  REG    OVT  HOLI |FOR 01/17/20XX - 01/30/20XX | 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 01/17/20XX
-   8.00  010 - REGULAR TIME    MON 01/20/20XX
-   8.00  010 - REGULAR TIME    TUE 01/21/20XX
-   8.00  010 - REGULAR TIME    WED 01/22/20XX
-   8.00  010 - REGULAR TIME    THU 01/23/20XX
-   === > WEEK TWO < ===
-  10.00  010 - REGULAR TIME    FRI 01/24/20XX
-   8.00  010 - REGULAR TIME    MON 01/27/20XX
-  10.00  010 - REGULAR TIME    TUE 01/28/20XX
-   8.00  010 - REGULAR TIME    WED 01/29/20XX
-   8.00  010 - REGULAR TIME    THU 01/30/20XX

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

```

### Adding Remarks

There are occasions when it is necessary to add remarks to a time sheet. In some situations the system 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 certain time types like 330-Other Regular Time Worked.

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.

### 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 there is enough for the time claimed. If the system 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.

## TIME REPORTING SYSTEM MANUAL

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          SMITH, JOHN          |          EMPL SUPR PROC          |
+WK REG   OVT  HOLI |FOR 01/17/20XX - 01/30/20XX | 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 AFSCME MEMBER NOT ELIGIBLE FOR THIS TYPE OF TIME
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-    8.00   010 - REGULAR TIME    FRI 01/17/20XX
-    8.00   010 - REGULAR TIME    MON 01/20/20XX
-    8.00   010 - REGULAR TIME    TUE 01/21/20XX
-    8.00   010 - REGULAR TIME    WED 01/22/20XX
-    8.00   010 - REGULAR TIME    THU 01/23/20XX
-    === > WEEK TWO < ===
-    8.00   010 - REGULAR TIME    FRI 01/24/20XX
-    8.00   250 - HOLIDAY          MON 01/27/20XX
-    8.00   200 - SCHED VACATION   TUE 01/28/20XX  <=== ERROR ===
-    8.00   010 - REGULAR TIME    WED 01/29/20XX
-    8.00   010 - REGULAR TIME    THU 01/30/20XX

? 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 system does an automatic proofread.

### 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.

```

M3313233  ACT: hs      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          SMITH, JOHN          |          EMPL SUPR PROC          |
+WK REG   OVT  HOLI |FOR 01/17/20XX - 01/30/20XX | 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 01/17/XX | VACATION        12.00 |
-    4.00   010 - REGULAR TIME    MON 01/20/XX | HOLIDAY         8.00  |
-    4.00   206 - VACATION          MON 01/20/XX |                  |
-    8.00   010 - REGULAR TIME    TUE 01/21/XX |                  |
-    8.00   010 - REGULAR TIME    WED 01/22/XX |                  |
-    8.00   010 - REGULAR TIME    THU 01/23/XX |                  |
-    === > WEEK TWO < ===          |                  |
-    8.00   010 - REGULAR TIME    FRI 01/24/XX |                  |
-    8.00   250 - HOLIDAY          MON 01/27/XX |                  |
-    8.00   206 - VACATION          TUE 01/28/XX |                  |
-    8.00   010 - REGULAR TIME    WED 01/29/XX | PF7 BKWD PF8 FWD PF12 RETURN |
-    8.00   010 - REGULAR TIME    THU 01/30/XX |                  |
  
```

# TIME REPORTING SYSTEM MANUAL

## 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.

D3313229 ACT: to +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+										
SMITH, JOHN					EMPL SUPR PROC					
+WK	REG	OVT	HOLI	FOR 01/31/20XX - 02/13/20XX			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: <span style="float: right;">PAGE 0001 OF 0001</span>										
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.



## TIME REPORTING SYSTEM MANUAL

### 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 system *might* display a message on the time sheet just below the word "REMARKS:"

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+		APPROVED BY -----+	
			SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 01/17/20XX - 01/30/20XX	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	
<b>TS61006I USE ACTION "W" TO VIEW WARNINGS</b>						
ACT	HOURS	----	TYPE OF TIME	----	----	DATE-----
---	8.00	010	- REGULAR TIME		FRI	01/17/20XX
---	8.00	010	- REGULAR TIME		MON	01/20/20XX
---	8.00	010	- REGULAR TIME		TUE	01/21/20XX
---	8.00	010	- REGULAR TIME		WED	01/22/20XX
---	8.00	010	- REGULAR TIME		THU	01/23/20XX
		=== >	WEEK TWO	< ===		
---	8.00	010	- REGULAR TIME		FRI	01/24/20XX
---	8.00	250	- HOLIDAY		MON	01/27/20XX
---	8.00	010	- REGULAR TIME		TUE	01/28/20XX
---	8.00	010	- REGULAR TIME		WED	01/29/20XX
---	8.00	010	- REGULAR TIME		THU	01/30/20XX

It does not print the warning message(s) on the individual lines 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 system 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.

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

### Applying Approval

To complete your time sheet it is necessary to approve it. Type a **{Y}** in the header action field and press **{ENTER}**. The system will change the status of the time sheet from Pending Employee Approval to Pending Supervisor's Approval. It also will change the "EMPL" 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 is issued.

## TIME REPORTING SYSTEM MANUAL

### Unapproving a Time Sheet

You cannot make changes to a time sheet after it is approved. 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 PENDING EMPLOYEE APPROVAL. **Note:** You can unapprove a time sheet only if your supervisor has not yet applied the supervisor's level of approval to the time sheet.

### Canceling a Time Sheet

Only rarely will you need to cancel a time sheet. To cancel a time sheet, move the cursor to the header action field, unapproved and then type {C}, and press {ENTER}. The system 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.

### Sick Leave Converted Into Vacation

An employee who has accumulated at least 240 hours of sick leave may elect to convert a portion of their sick leave to vacation. An employee who has made an election to convert sick leave to vacation will be credited with four (4) hours of vacation for each full month when sick leave is not used during the prior month. A conversion will not be made if the accumulated sick leave is less than 240 hours in the pay period in which the conversion would be made or they used sick leave in the prior month. The conversion of sick leave shall be prorated for part-time employees. The conversion happens on the timesheet in the pay period the 1<sup>st</sup> of the month falls.

To **automatically** convert your sick leave to vacation each month, you need to go to your default time sheet 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, 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.

Sick Leave Balance Hours	Conversion Rates – Non-Contract, AFSCME & IUP Employees							
	40 Hours		Greater or Equal to 30 & Less Than 40 Hours		Greater or Equal to 20 & Less Than 30 Hours		Less than 20	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
240 to 750	12	4	9	3	6	2	3	1
751 to 1,500	8	4	6	3	4	2	2	1
Over 1,500	4	4	3	3	2	2	1	1

## TIME REPORTING SYSTEM MANUAL

You will be prompted to change the number of hours entered as time type 800 on your HRIS timesheet for the Sick Leave Conversion when there is a change in your sick leave balance between tiers.

For example, as long as your sick leave balance at the end of the pay period in which sick leave conversion occurs is 240 to 750, the entry of 12 hours 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

The system will let you know when you have changed conversion tiers. The system will display an error message when proofing or approving the time sheet which has the incorrect conversion amount.

To correct this error you will need to change the number of hours to the correct amount per the table above based on your sick balance and the timesheet error will disappear. Remember to change the default time sheet so that future time sheets will be written with the appropriate Sick Leave Conversion hours already populated.

### **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. (Collective Bargaining agreements may require the hours an employee work on the holiday to be comp for use at a later date)

### **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 employees that work a non Mon-Fri schedule, the actual day of the holiday will be recognized on employee's time sheet (i.e., New Year's Day, Fourth of July, Veterans Day, and Christmas Day).

## TIME REPORTING SYSTEM MANUAL

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+		APPROVED BY -----+	
			SMITH, JOHN		EMPL SUPR PROC	
+WK	REG	OVT	HOLI	FOR 01/17/20XX - 01/30/20XX	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-----
---	8.00	010	- REGULAR TIME		FRI	01/17/20XX
---	8.00	010	- REGULAR TIME		MON	01/20/20XX
---	8.00	010	- REGULAR TIME		TUE	01/21/20XX
---	8.00	010	- REGULAR TIME		WED	01/22/20XX
---	8.00	010	- REGULAR TIME		THU	01/23/20XX
---		=== >	WEEK TWO	< ===		
---	8.00	010	- REGULAR TIME		FRI	01/24/20XX
---	8.00	250	- HOLIDAY		MON	01/27/20XX
---	8.00	010	- REGULAR TIME		TUE	01/28/20XX
---	8.00	010	- REGULAR TIME		WED	01/29/20XX
---	8.00	010	- REGULAR TIME		THU	01/30/20XX

### Banked Holiday

If the holiday falls on the employee’s regularly scheduled day off, or they worked the holiday and the employee wants to bank those holiday 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.

### Recording hours worked on a Holiday - Overtime Eligible Employees

If the employee is required to work on the holiday, they will be compensated at the appropriate rate for their job class. 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 an overtime eligible 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. An 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 the example below, the holiday fell on the employee’s regularly scheduled day off. The overtime eligible employee chose to be paid for the holiday at their straight hourly rate. In that case, the employee leaves the time type 250 Holiday on their timesheet. 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

## TIME REPORTING SYSTEM MANUAL

ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	-----	MESSAGE	-----
-	8.00	010	-	REGULAR TIME		FRI	01/17/20XX		
-	8.00	010	-	REGULAR TIME		SAT	01/18/20XX		
-	8.00	010	-	REGULAR TIME		TUE	01/21/20XX		
-	8.00	010	-	REGULAR TIME		WED	01/22/20XX		
-	8.00	010	-	REGULAR TIME		THU	01/23/20XX		
		===	>	WEEK TWO	<	===			
-	8.00	010	-	REGULAR TIME		FRI	01/24/20XX		
-	8.00	010	-	REGULAR TIME		SAT	01/25/20XX		
-	8.00	250	-	HOLIDAY		MON	01/27/20XX		
-	8.00	010	-	REGULAR TIME		TUE	01/28/20XX		
-	8.00	010	-	REGULAR TIME		WED	01/29/20XX		
-	8.00	010	-	REGULAR TIME		THU	01/30/20XX		

In the next example, 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

If they are in a job class that is eligible for premium pay for working the holiday, the system will automatically add the premium portion to the time sheet. The employee may elect to be paid the premium portion or comp the premium portion to use at a later date. 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. (Unless their collective bargaining agreement states otherwise)

ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	-----	MESSAGE	-----
-	8.00	010	-	REGULAR TIME		FRI	01/17/20XX		
-	8.00	010	-	REGULAR TIME		SAT	01/18/20XX		
-	8.00	010	-	REGULAR TIME		MON	01/20/20XX		
-	8.00	010	-	REGULAR TIME		TUE	01/21/20XX		
-	8.00	010	-	REGULAR TIME		WED	01/22/20XX		
		===	>	WEEK TWO	<	===			
-	8.00	010	-	REGULAR TIME		FRI	01/24/20XX		
-	8.00	010	-	REGULAR TIME		SAT	01/25/20XX		
-	8.00	050	-	HOLIDAY WORKED		MON	01/27/20XX		
-	8.00	250	-	HOLIDAY		MON	01/27/20XX		
-	8.00	010	-	REGULAR TIME		TUE	01/28/20XX		
-	8.00	010	-	REGULAR TIME		WED	01/29/20XX		

### Holidays - Overtime Exempt

If a holiday falls on an overtime exempt employee's regularly scheduled day off, and the employee works their regular 40 hours that week, the employee *must* bank their holiday (at straight time) for use at a later date.

If a holiday falls on an overtime exempt employee's regularly scheduled day to work, and the employee does not work that day but works extra hours during that week, the employee cannot bank their holiday for use at a later date, nor will they be paid for those extra hours worked.

# TIME REPORTING SYSTEM MANUAL

## 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. Below is an example of a time sheet showing the shift column.

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+										
SMITH, JOHN   EMPL SUPR PROC										
+WK REG OVT HOLI  FOR 01/17/20XX - 01/30/20XX   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										
+-----+-----+-----+-----+-----+										
REMARKS:								PAGE 0001 OF 0001		
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	SHIFT	-----	MESSAGE
-	8.00	010	- REGULAR TIME		FRI	01/17/20XX		2		
-	8.00	010	- REGULAR TIME		SAT	01/18/20XX		2		
-	8.00	010	- REGULAR TIME		SUN	01/19/20XX		2		
-	8.00	010	- REGULAR TIME		MON	01/20/20XX		2		
-	8.00	010	- REGULAR TIME		THU	01/23/20XX		2		
		===	> WEEK TWO	< ===						
-	8.00	010	- REGULAR TIME		FRI	01/24/20XX		2		
-	8.00	010	- REGULAR TIME		SAT	01/25/20XX		2		
-	8.00	010	- REGULAR TIME		SUN	01/26/20XX		2		
-	8.00	250	- HOLIDAY		MON	01/27/20XX		2		
-	8.00	010	- REGULAR TIME		THU	01/30/20XX		2		
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT										

An individual 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. Instead, enter the actual shift number worked that day.

## Med Passer

Med passer differential will be paid to certain employees that pass medications and are eligible for this type of pay based on their class. This time type will show up when you “explode the day” on the timesheet. 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.

## TIME REPORTING SYSTEM MANUAL

### Call Back

If an overtime eligible employee is directed to report to work during unscheduled hours that are not contiguous to the beginning or end of the employee's assigned shift, the employee shall be paid a minimum of three 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 timesheet in the same manner as other Call Back Time. Productive time on a holiday is entered as Holiday Worked (time type 050).

The example below shows 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 worked that day. The remaining 2 hours of call back time are recorded on Wednesday as time type 630 Call Back Time.

D3313261	ACT: _	+---- PAYROLL TIME SHEET ----+	----- APPROVED BY -----+					
		SMITH, JOHN	EMPL SUPR PROC					
+WK	REG	OVT	HOLI	FOR 01/31/20XX - 02/13/20XX	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	01/31/20XX		
-	8.00	010	- REGULAR TIME		MON	02/03/20XX		
-	8.00	010	- REGULAR TIME		TUE	02/04/20XX		
-	9.00	010	- REGULAR TIME		WED	02/05/20XX		
-	2.00	630	- CALL BACK TIME		WED	02/05/20XX		
-	8.00	010	- REGULAR TIME		THU	02/06/20XX		
		===	> WEEK TWO	< ===				
-	8.00	010	- REGULAR TIME		FRI	02/07/20XX		
-	8.00	010	- REGULAR TIME		MON	02/10/20XX		
-	8.00	010	- REGULAR TIME		TUE	02/11/20XX		

# TIME REPORTING SYSTEM MANUAL

## Standby

An overtime eligible employee that is directed to be on standby after the end of the employee's shift, the employee shall be paid a percentage of their normal hourly rate for each hour in standby status. 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. Time spent actually working shall not be counted in determining hours spent in standby status.

### *Call Back During Standby Time:*

- If an employee is called back 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.
- Some departments/bargaining contract may treat call back during standby differently than in this example. Please check with your supervisor as to how you should record your call back during standby

In the example 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.

D3313261		ACT: -		+---- PAYROLL TIME SHEET ----+		----- APPROVED BY -----+	
				SMITH, JOHN		EMPL SUPR PROC	
+WK REG		OVT	HOLI	FOR 01/31/20XX - 02/13/20XX		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	-----
-	8.00	010	- REGULAR TIME			FRI 01/31/20XX	
-	8.00	010	- REGULAR TIME			MON 02/03/20XX	
-	8.00	010	- REGULAR TIME			TUE 02/04/20XX	
-	9.00	010	- REGULAR TIME			WED 02/05/20XX	
-	1.00	620	- STANDBY TIME			WED 02/05/20XX	
-	2.00	630	- CALL BACK TIME			WED 02/05/20XX	
-	8.00	010	- REGULAR TIME			THU 02/06/20XX	
-	8.00	620	- STANDBY TIME			THU 02/06/20XX	
=== > WEEK TWO < ===							
-	8.00	010	- REGULAR TIME			FRI 02/07/20XX	
-	8.00	010	- REGULAR TIME			MON 02/10/20XX	



### **Paying Out 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:

- 600 – Comp Pay-IPERS
- 601 – CompPay NS IPERS
- 610 – Holiday Comp Pay
- 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.

Per IPERS rules, in the IPERS Employer Handbook, in Section 4-Covered Wages and Compensation, an employer is allowed to pay IPERS covered wages up to 240 hours as lump sum Comp time payout in a year. Once an employee has reached 240 lump sum Comp Time hours paid out in a fiscal year; IPERS rules state that any additional lump sum Comp Time payout hours are to be treated as non-IPERS covered wages and should be paid as time type 601 on the timesheet.

### **3. FMLA & Workers Comp**

#### **Policies and Procedures related to the determination of FMLA covered leave.**

Please work with the Human Resources Associate in your department to determine if a leave event should be FMLA covered. Additional FMLA resources can be found at <https://das.iowa.gov/human-resources/fmla>

#### **Leave Codes**

Special leave codes and timesheet time types are to be used for employees who are on FMLA covered workers comp leave. It is critical that the time type hours are recorded properly on HRIS timesheet entries. This will allow tracking of the FMLA hours used for each employee and will also provide the ability for DAS-HRE to capture those hours for all departments on the central HRIS system for analysis and reporting purposes.

#### **Exploding the Day**

On the timesheet, it is recommended that you "explode" your view of each scheduled workday, to allow for data entry to allocate time type hours between different categories. Note the message "PRESS PF4 FOR MORE" time types on a second page.

## TIME REPORTING SYSTEM MANUAL

For example, on a typical 8.0 hour scheduled workday, in which a portion of hours is to be allocated for FMLA designated leave, the timesheet workday could be allocated as follows:

2.00 – 010 Regular Time – Actual hours you were at work/on duty

3.00 – 912 FMLA Sick – exhaust and be paid sick hours and designate them FMLA

3.00 – 961 FMLA Medic LWOP – to record hours as unpaid, yet still FMLA covered

# TIME REPORTING SYSTEM MANUAL

## Warning Messages

When any FMLA time type is used and the timesheet is proofed, the DEPT level approval is automatically added to the timesheet. When the FMLA time types for 930-935 (used for workers comp related leave) are entered on the timesheet, HRIS will display a warning message, with a reminder that an injury report and/or workers comp pay P1 entry is required.

```
D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          | SMITH, JOHN          | EMPL SUPR DEPT PROC   |
+WK REG   OVT  HOLI |FOR 01/17/20XX - 01/30/20XX | 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 -----
-    2.80   260 - WC EE SICKLEAVE  FRI 01/17/20XX
-    5.20   266 - WC STATE PD HRS  FRI 01/17/20XX
-    8.00   010 - REGULAR TIME      MON 01/20/20XX
-    8.00   010 - REGULAR TIME      TUE 01/21/20XX
-    8.00   010 - REGULAR TIME      WED 01/22/20XX
-    8.00   010 - REGULAR TIME      THU 01/23/20XX
-                === > WEEK TWO < ===

To view the warning messages, use the {W} action in the header action field and press
{ENTER}.
```

```
D3313274  ACTION:  _      PAYROLL TIME SHEETS          PAGE: 0001
----- WARNINGS -----
TS82409W  INJURY REPORT REQUIRED FOR INJURY LEAVE OR WORKERS COMP PAY
```

## Workers Compensation Leave Hours

Employees who miss work due to any type of Workers Compensation injury should contact their Human Resources Associate for their department. The Human Resources Associate can assist with completing first report of injury forms, workers comp benefit election forms (if applicable), and advisement on how electronic timesheets will need to be completed.

#### 4. The Work Report – As Applicable

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.

##### Finding the Work Report

The work report can be reached through the time sheet. 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 system will display a screen similar to the one below. Your personal work report might have only a single entry or may have multiple entries.

##### 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 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.

##### 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 system generates a new time sheet it will automatically assign time to the function codes and project numbers you have set up as defaults to your work report.

##### 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. Type **{WR}** in the header action field and press **{ENTER}**. The system will display the work report for the pay period.

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

##### 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.

## TIME REPORTING SYSTEM MANUAL

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

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 system 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 system 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.

### 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.

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

### 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.

# TIME REPORTING SYSTEM MANUAL

## Editing the Time Sheet Work Report

Editing the work report screen is much the same as editing the time sheet. You can add, modify, and delete lines.

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).

```
D3313271  ACT:  _      +----- WORK REPORT -----+-----+
PRINTER:          | SMITH, JOHN          |          HOURS   EXP   |
+----- STATUS -----|FOR 01/17/20XX - 01/30/20XX |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   /   /
_   01/17/20XX 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
```

## 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.

## 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 four types are:

## TIME REPORTING SYSTEM MANUAL

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.

### 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 to apply approval to it separately. The work report is approved when you approve the time sheet.

### 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 system 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 system does an automatic proofread at that time.

### Viewing Warning Messages

Sometimes, after using the work report proofread action, or approving the time sheet, the system 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 system 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.

## 5. 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 the DAS/SAE/Central Payroll section of the DAS Web Site.

[https://das.iowa.gov/sites/default/files/acct\\_sae/cenpay/gross\\_to\\_net\\_manual.pdf](https://das.iowa.gov/sites/default/files/acct_sae/cenpay/gross_to_net_manual.pdf)

It is important to note the Gross to Net Payroll Calculator may not show all deductions and employee has and will only show an estimated calculation of how the changes entered would affect the employees pay. Any changes made on the Gross to Net screen do not actually make the changes to the system. You will need to contact your Human Resource Assistant to make the actual changes to the system.

## 6. 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 type in "logoff" again and you will be signed out of HRIS.



## Part II – HRA’s & Supervisors

### 1. Signing On

Follow the same procedure as in Part I for the individual users.

### 2. HRIS Time Reporting System Main Menu

The HRIS Time Reporting System allows the HRA/Supervisors access to time sheets and work report, if applicable, of all employees within a given cost center. As a result, the HRA/Supervisor 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 HRA/Supervisors with a series of menus. 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.

```

A3313200          HUMAN RESOURCE MANAGEMENT SYSTEM          01/17/20XX
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
    
```

### Employees in a Cost Center

When you press {PF1} from the main menu, Employees in a Cost Center will appear. This screen shows a list of all employees in a specific 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 01/17/20XX  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
    
```

## TIME REPORTING SYSTEM MANUAL

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.

### 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 ==> 01/17/20XX
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. 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.

### 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.

### 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. **The HRIS Time Reporting System automatically creates 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 should rarely use the Generate Time Sheets action.**

**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.

**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. **Before using the {YA} Approve All action, each time sheet in the cost center must first be proofread.**

**Work Report Defaults Update - This feature is currently not being used in HRIS.**

**Add a New Employee Time Sheet - This feature is currently not being used in HRIS.**

**Time Sheet Defaults**

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
L	LOOK AT THE DEFAULTS	PF1	PREVIOUS COST CENTER	PF2 NEXT COST CENTER
PF7	BKWD	PF8	FWD	PF9 HELP
				PF12 RETURN
				CLEAR EXIT

The {PF5} action on the main menu brings up the Time Sheet Defaults for a Cost Center screen. 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.

# TIME REPORTING SYSTEM MANUAL

## Time Sheets Pending APPV/NM

```

D3313246                PAYROLL TIME SHEETS                PAGE: 0001
                TIME SHEETS PENDING APPROVAL BY NAME

LEVEL OF APPROVAL  ==> SUPRVISR      SUPERVISOR APPROVAL
START OF PAY PERIOD ==> 01/17/20XX
EMPLOYEE NAME      ==> XXXXXXXXXX

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

L LOOK AT TS  PF1 PREV APPVL  PF2 NEXT APPVL  PF3 PREV PERIOD  PF4 NEXT PERIOD
PF7 BACKWARD  PF8 FORWARD    PF9 HELP        PF12 RETURN     CLEAR EXIT
    
```

The {PF6} action on the main menu brings up the Time Sheets Pending Approval by Name. 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” (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.

## Employees by Employee Name

```

D3313247                PAYROLL TIME SHEETS                PAGE: 0001
                EMPLOYEES BY NAME

LAST NAME  ==> DOE
FIRST NAME ==> JANE
WRITE TIME SHEETS FOR THE 01/17/20XX  PAY PERIOD

ACT  -- EMPLOYEE NAME ---  ----- STATUS ----- COST CENTER -- SSAN ---
_   JANE DOE                PERMANENT MERIT      XXXXXXXXXXXX  XXX-XX-XXXX
_   MIKE JONES              PERMANENT MERIT      XXXXXXXXXXXX  XXX-XX-XXXX
_   JOHN SMITH              PERMANENT NONMERIT   XXXXXXXXXXXX  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. 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.

## TIME REPORTING SYSTEM MANUAL

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.

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 XX/XX/XXXX 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.

### Time Sheets for a Pay Period

Pressing **{PF8}** from the main menu brings up the Time Sheets for a Pay Period screen. 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).

D3313243	ACTION: _	PAYROLL TIME SHEETS	PAGE: 0001
		TIME SHEETS FOR A PAY PERIOD	PRINTER:
	START OF PAY PERIOD	====> 01/17/20XX	
	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

# TIME REPORTING SYSTEM MANUAL

## 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      ==> 01/17/20XX
WRITE NEW TIME SHEETS FOR THE 01/31/20XX PAY PERIOD

      ---PAY PERIOD---          ----TIME TOTALS-----          COST
ACT --FROM--  ---TO---  ----STATUS-----  REG  OT  HOLI  --CENTER--
_  01/17/20XX 01/30/20XX PENDING SUPV APPRVA  80.00 0.00 0.00  XXX-XXXXXX
_  01/03/20XX 01/16/20XX PROCESSED          80.00 0.00 0.00  XXX-XXXXXX
_  12/20/20XX 01/02/20XX PROCESSED          80.00 0.00 0.00  XXX-XXXXXX
_  12/06/20XX 12/19/20XX 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
```

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

## 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.

**Editing A Time Sheet** - Refer to editing a time sheet in the individual user section

### **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 Regular Time, time type 330
- Employee has a LWOP (leave without pay)
- Employee has Worker's Comp Employee Sick Leave, time type 260
- Employee is using any FMLA time type
- 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.

### **3. FMLA & Workers Comp**

#### **Fiscal Year-to-Date Hours Corrections on Employee Record**

If it is discovered that timesheet entries were processed with errors in FMLA designated leave hours, fiscal year-to-date (FYTD) balance corrections can be made using P1 type 274 FMLA Leave Used Correction. This P1 allows the employee's record on HRIS to be changed manually, to reflect the corrected FYTD hours that should be designated as FMLA covered. The FYTD balances can be found for an individual by looking at their Employee Information screen and going to the D9 screen.

#### **Workers Compensation**

Special time types are to be used for employees who are on leave with work comp injuries. The time types are noted below. Typically, after injury date and 24-hour waiting period occurs, commencement of lost time benefits pay begins for the employee. Lost time benefit payments are issued directly to the employee from the State's work comp carrier.

The determination of time types used on timesheets is based on two criteria:

- a. Whether the employee has elected to supplement/not supplement work comp lost time benefits with banked leave

## TIME REPORTING SYSTEM MANUAL

- b. Whether the leave is designated as non-FMLA vs. FMLA covered by the home agency.

Make sure a completed DAS-HRE Workers Compensation Benefit Election form is kept in the employee's Personnel file (and copy sent to Sedgwick), for documentation purposes. Contact DAS-SAE for assistance with timesheet or payroll processing questions related to workers comp leave time. Contact DAS-HRE Workers Comp Coordinator for benefit related questions

### **Date of Work Comp injury and Waiting Period hours**

The agency should compensate employee at full pay for time not worked on the date of injury. Therefore, if the employee leaves work after the injury occurs, he/she is paid for the entire workday. Time is to be paid as regular time (use time type 010), and make sure no hours are charged to employee's banked leave. Timesheet remarks should indicate injury date/other relevant info.

During the 3-day waiting period, the employee may use 100% banked leave for the compensation of lost time during regularly scheduled workdays. Alternatively, the employee may elect to record those dates as LWOP. Employee should use regular sick, regular vacation or other regular banked leave time types (not FMLA) during the waiting period. Do not use workers comp time types to record waiting period hours on the timesheet, as a workers comp determination may not yet have been made.

Otherwise, use regular LWOP time types if the employee does not want to, or cannot use banked leave for any scheduled workdays falling within the waiting period. Do not use workers comp LWOP time types during the waiting period.

If/when waiting period dates are later paid as lost time benefit dates by Sedgwick, you will need to contact DAS-SAE for instructions on retroactive payroll actions needed. Actions needed will vary, based on the employee's election on supplementing benefits received.

### **Employee Election to NOT SUPPLEMENT work comp benefits with paid leave.**

If an employee a) has insufficient available banked leave or b) does not elect to supplement work comp benefits with banked leave, the employee is treated as NOT SUPPLEMENTING. The employee is not paid for any hours missed from work during the work comp leave period. Time types to be used are either 268-WC LWOP or 938-FMLA WC LWOP. Employee is not considered to be in 'paid' status during the work comp leave period, unless they a) have elected to supplement work comp benefits, or b) are working partial days. Therefore, the employee is NOT eligible for normal allowable holiday benefits. No P17 Workers Comp Supplemental Calculation form needs completed for the pay period if the employee does not elect to supplement.



## TIME REPORTING SYSTEM MANUAL

### **Employee Election to SUPPLEMENT work comp benefits received with paid leave.**

If an employee elects to supplement work comp benefits with banked leave, you will first need to determine if the banked leave hours will be designated by your agency as Non-FMLA or FMLA covered.

The employee is to be paid for all scheduled to work (SW) hours via Payroll processing (i.e. a full 80 hours in pay period). Then a P1 844 entry to record work comp pay is keyed to record (forfeit) the lost time benefits paid to the employee by the work comp carrier. The P1 entry amount is keyed as a (+) number to record work comp benefits received, and the entry results in a reduction of gross wages for the pay period.

A P17 Electronic Workers Comp Supplemental Calculation form needs completed for the pay period. This form will help you in calculating scheduled to work (SW) hours and supplemental % to be used in allocating hours to be charged to the employee for purposes of supplementing benefits. See DAS-SAE/Central Payroll-Miscellaneous forms web link to download a P17 spreadsheet, along with instructions for completion.

Use time types 260-265 (Non-FMLA designated leave) or types 930-935 (FMLA designated leave) to record hours to be charged to the employee for each workday during their work comp leave period. For the remaining hours in each workday to be recorded on the timesheet, use either time type 266 (WC State Paid Hours) or 936 (FMLA WC State Paid Hours).

In timesheet remarks for each pay period, you should enter “W/C xx hrs SW \* xx% = xx hrs chgd for supplementing benefits”. It also is recommended to document the following other items in the additional remarks section, if applicable: W/C date of injury, W/C waiting period dates, employee return to work date, medical appt dates, etc.

Employees who are supplementing work comp benefits with paid leave are considered to be in ‘paid’ status for the pay period. Therefore, the employee is eligible for normal allowable holiday benefits, which means that time types to record holiday hours are also applicable.

Note that pro-rated sick and vacation leave accruals will be calculated for each pay period for any employee who elects to supplement work comp benefits. The pro-rated hours calculation is based on adjusted gross pay (gross pay less forfeited work comp pay) as a % of total gross pay for the pay period.

## TIME REPORTING SYSTEM MANUAL

### Time Types to use for Workers Comp Hours

**Non-FMLA designated hours:**

**FMLA designated**

**hours:**

260	WC EE SICKLEAVE (formerly called Injury Leave)	930	FMLA WC EE SICK LEAVE
261	WC EE VACATION	931	FMLA WC EE VACATION
262	WC EE COMP TIME TKN	932	FMLA WC EE COMP TIME TKN
263	WC EE HOLIDAY COMP TKN	933	FMLA WC EE HOL IDAY COMP TKN
264	WC EE BANKED HOLIDAY TKN	934	FMLA WC EE BANKED HOLIDAY TKN
265	WC EE IUP SS PERSONAL LEAVE	935	FMLA WC EE IUP SS PERSONAL LEAVE
266	WC STATE PAID HRS	936	FMLA WC STATE PAID HRS
267	WC MEDICAL APPOINTMENT HOURS PD	937	FMLA WC MEDICAL APPOINTMENT HOURS
268	WC LWOP	938	FMLA WC LWOP

### Time Missed for Work Comp-Related Appointments

For any employee who has returned to work and is no longer receiving work comp lost time benefits, use time type 267 – WC MED APPT PD or type 937 - FMLA WC MED APPT PD to record and pay for work hours that the employee is away and receiving any kind of work comp-related services.

Once the employee has returned to work (restricted or full duty), and requires additional medical appointments, time lost from scheduled work hours will be paid at the regular rate of pay. If the employee has not returned to work or if employee is still receiving work comp lost time benefits, then this time type should not be used.

Both WC MED APPT time types are treated as regular work time pay, and the hours are not charged to employee banked sick or vacation leave. Include detailed remarks on timesheet when this time type is used. For example, you can record the specific work comp doctor/appointment times/dates/follow-up visit/physical therapy, etc.

### Exploding the Day

It is recommended that you "explode" your view of each workday, to allow for data entry to split time type hours between what the employee should be charged for supplementing versus hours that are to be paid as regular wages by the State. Use the P17 Work Comp Supplemental Calculation form as a resource to assist you in allocating the % to charge to employee banked leave for each workday.

For example, on a typical 8.0 hour workday, for non-FMLA designated leave, the timesheet workday could perhaps be allocated as follows:  
 2.80 – 260 WC EE Sick Leave – using 35% supplemental rate calculation per P17 form  
 5.20 – 266 WC State Paid Hours – to record remaining hours to be paid for the 8-hr day

# TIME REPORTING SYSTEM MANUAL

## Hours Summary Screen

Once all timesheet dates are adjusted, to see a total of all hours for the pay period, summarized by time type, enter **HS** in the header action field. A summary screen will appear. The summary totals that appear in the 'window' should be reconciled/matched to the totals calculated on the P17 Work Comp Supplemental Calculation form.

## Warning Messages

When time types 260-265/930-935 are entered on the timesheet and the timesheet is proofed, HRIS programming should cause a warning message to appear, indicating that additional DEPT level approvals are required on the timesheet, along with a reminder that an injury report or work comp pay is required to be recorded.

This is your notice that additional remarks should be entered on timesheet, and/or a P17 form may need to be submitted to Central Payroll.

You should also be working closely with your representative from Sedgwick on communications re: employee hours worked, medical appointments, return to work dates, etc. Sedgwick needs to stay in the loop to ensure that work comp lost time benefits are appropriately paid as needed.

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+		APPROVED BY -----+	
			SMITH, JOHN		EMPL SUPR DEPT PROC	
+WK	REG	OVT	HOLI	FOR 01/17/20XX - 01/30/20XX	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	
<b>TS61006I USE ACTION "W" TO VIEW WARNINGS</b>						
ACT	HOURS	----	TYPE OF TIME	----	----	DATE-----
	2.80	260	- WC EE SICKLEAVE		FRI	01/17/20XX
	5.20	266	- WC STATE PD HRS		FRI	01/17/20XX
	8.00	010	- REGULAR TIME		MON	01/20/20XX
	8.00	010	- REGULAR TIME		TUE	01/21/20XX
	8.00	010	- REGULAR TIME		WED	01/22/20XX
	8.00	010	- REGULAR TIME		THU	01/23/20XX
		===	> WEEK TWO <	===		
	8.00	010	- REGULAR TIME		FRI	01/24/20XX
	8.00	250	- HOLIDAY		MON	01/27/20XX

To view the warning messages, use the **{W}** action in the header action field and press **{ENTER}**.

D3313274	ACTION: _	PAYROLL TIME SHEETS	PAGE: 0001
----- WARNINGS -----			
TS82409W INJURY REPORT REQUIRED FOR INJURY LEAVE OR WORKERS COMP PAY			

# TIME REPORTING SYSTEM MANUAL

## 4. The Work Report

To add work reporting to a time sheet, it must be turned on for all employees in that cost center. To update a cost center for work reporting, go into the cost center and under payroll information, change to detail time type to 30 for work reporting and 10 for non-work reporting

```

D3324356                POSITION CONTROL SYSTEM
                        COST CENTER UPDATE

ACTION: _
COST CENTER RETRIEVED
+---- COST CENTER INFORMATION -----+----- FUND SOURCE INFORMATION -----+
| COST CENTER .....: 005-110000 | AGENCY .....: 005 |
|   DAS DIRECTOR          | APPROPRIATION UNIT .....: C85 |
| *WORK LOC : 00012      | ORGANIZATION .....: 1100 |
| *DIV IND  :           |                               |
| *SUPPORT  :           | +----- PAYROLL INFORMATION -----+
| EEO UNIT : 001        | TIME SHEET TYPE .....: 001 |
| *EMP UNIT : 000 NOT CLASSIFIED | EXPENSE TYPE KEY .....: N |
| P-5 REQ  .: N   TRADE HRS ..: N | DETAIL TIME TYPE .....: 30 |
| EXPENSES : N   ROTATE SCHED: N | SATELLITE COST CENTER ..: - |
+----- CONTACT USERID INFORMATION -----+
| HRIS .....: |
| PERS ASSISTANT: |
| SYSTEM ACCESS : |
| SKILLS/TRAIN .: |
| STAFF ACTION  .: |
+----- * INDICATES SELECTION LIST -----+
    
```

To add /delete or modify a work reporting category, access the Time Reporting module in HRIS and then select 'Project Search/Update'. Type in your agency number in the Scan Project Key, it will list all project codes available for your department.

```

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
-  A09  07115410600     PROMISE JOBS FT

L LOOK  PF7 PAGE BACK  PF8 PAGE FORWARD  PF9 HELP  PF12 RETURN  CLEAR EXIT
    
```

To add a new project code, type 'A' in the action line and enter the project number and description. To modify or delete, you would enter 'M' or 'D'

## TIME REPORTING SYSTEM MANUAL

### Appendix A – Time Types for Non-Contract, AFSCME & IUP Employees

#### Direct Time

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

#### Indirect Time

206 Vacation	263 WC EE Holiday Comp Time Tkn	285 Suspension With Pay
221 Sick Leave	264 WC EE Banked Holiday Taken	290 Educational Leave With Pay
231 IUP Personal Leave	265 WC EE IUP personal Lv	330 Other Regular Time Wk*
233 Family Care Leave	266 WC State Paid Hours *	333 Administrative Leave Paid
246 Funeral Leave	267 WC Medical Appointment Paid *	334 Other Reg Time not worked
250 Holiday	268 WC Leave Without Pay	406 Comp Time Taken
260 WC EE Sick Leave	270 Military Leave	416 Holiday Comp Time Taken
261 WC EE Vacation	275 Jury Duty	426 Banked Holiday Taken
262 WC EE Comp Time Taken		

#### Other Pay Types

500 Prior Pay Period Hours	610 Holiday Comp Time Pay	630 Call Back Time
600 Comp Pay-IPERS	615 Banked Holiday Pay	640 Med Passer #
601 Comp Pay N/S to IPERS	620 Standby Time	650 Holiday Premium Pay

#### Other Non-Pay Types

800 Convert Sick Leave To Vacation	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
830 Banked Holiday	860 Med Leave Without Pay	890 Suspension Without Pay
841 Military Leave Without Pay	870 Authorized Leave Without Pay	

#### FMLA Time Types

902 FMLA Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
904 FMLAMC Vacation	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
912 FMLA Sick Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
914 FMLAMC Family Care Leave	935 FMLA WC IUP Personal Leave	951 FMLA Banked Holiday Taken
916 FMLA Family Care Leave	936 FMLA WC State Paid Hours *	952 FMLAMC Banked Holiday Taken
925 FMLA IUP Personal Leave	937 FMLA WC Medical Appointment *	961 FMLA Medical Leave W/O Pay
926 FMLAMC IUP Personal Leave	938 FMLA WC Leave Without Pay	962 FMLA Authorized Leave W/O Pay
930 FMLA WC Sick Leave	942 FMLA Comp Time Taken	964 FMLAMC Leave Without Pay
931 FMLA WC Vacation	943 FMLAMC Comp Time Taken	

\* only time types available to non-permanent employees

# Time Type available to those employees in eligible class

LWOP time type available on a holiday

# TIME REPORTING SYSTEM MANUAL

## Appendix C- Header and Line Actions

### **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 timesheet 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 – Timesheet default or template.
- X** EXPLODE THE DAY – Displays the time type selections applicable to employee.
- CO** CONVERT TO OVERTIME – Compute 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.
- HS** SUMMARY OF HOURS BY TIME TYPE – Totals the hours for all time types used on the current time sheet.
- 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.

### **LINE ACTIONS AND EXPLANATIONS**

- ?** LINE ACTIONS - Displays a list of all line actions.
- 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.