

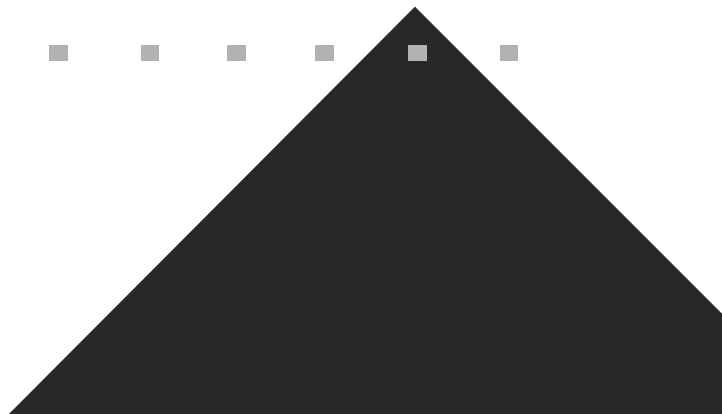
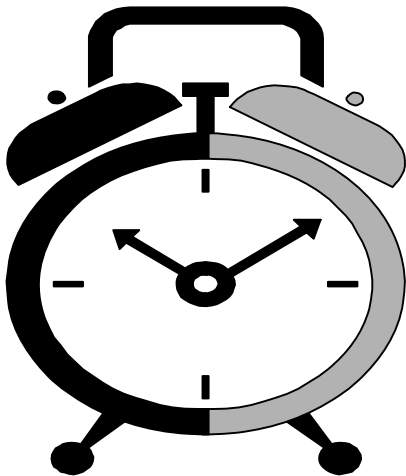


# HUMAN RESOURCE INFORMATION SYSTEM



## TIME REPORTING SYSTEM

**GUIDE FOR  
INDIVIDUAL USERS**



**August 2009**

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Table of Contents**

1. Signing On ..... 4

2. Time Sheets For The Individual User ..... 5

    2.1 Starting A New Time Sheet ..... 6

    2.2 Editing A Time Sheet..... 7

    2.3 Modifying a Line ..... 9

    2.4 Using The Select Action ..... 9

    2.5 Adding a Line ..... 10

    2.6 Deleting a Line ..... 10

    2.7 Exploding The Day ..... 11

    2.8 Converting Overtime & Designating Comp Time..... 12

        2.8.1 Scheduled and Unscheduled Sick Leave ..... 13

    2.9 Adding Remarks ..... 14

    2.10 Other Shift Employees ..... 15

        2.10.1 Med Passer ..... 15

        2.10.2 Call Back and Standby Time ..... 16

        2.10.3 Paying Off Comp and Holiday Hours..... 17

    2.11 Proofreading..... 18

    2.12 Hours Summary Screen ..... 19

    2.13 Time Off Summary Screen ..... 19

    2.14 Viewing Warning Messages ..... 20

    2.15 Applying Approval ..... 20

    2.16 Unapproving a Time Sheet ..... 21

    2.17 Canceling a Time Sheet ..... 21

    2.18 Setting Up Time Sheet Defaults ..... 21

        2.18.1 Finding the Time Sheet Default Screen ..... 22

        2.18.2 Editing the Time Sheet Defaults ..... 22

        2.18.3 Your Personalized Schedule ..... 22

        2.18.4 Sick Leave Converted Into Vacation ..... 23

    2.19 Holidays ..... 24

        2.19.1 System Defaults for Holidays ..... 25

        2.19.2 Recording Hours Worked on a Holiday..... 25

        2.19.3 Banked Holiday ..... 25

        2.19.4 Holidays for Non-Contract Employees..... 26

        2.19.5 Holidays for AFSCME Employees..... 27

        2.19.6 Holidays for IUP Employees ..... 30

4. Gross to Net Payroll Calculator.....31

5. Signing Off.....31

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Appendices**

A - Time Types For AFSCME Employees  
(Technical, Blue Collar, Clerical)..... 32

B - Time Types For AFSCME Employees  
(Fiscal & Staff) ..... 33

C - Time Types For Supervisory and Other  
Non-Contract Employees..... 34

D - Time Types For Non-Permanent Employees ..... 35

E - Time Types For IUP Employees..... 36

F - Action Codes ..... 37

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**1. Signing On**

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

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

**Figure 1 – Log-in Screen**

```

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

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

      NNN\      NN\      EEEEEEEEEEE\      SSSSSSSSSS\
      NNNN |      NN /      EE\_____\ /      SS\_____\SS\
      NN NN |      NN /      EE /      SSS |      \ /
      NN NN |      NN /      EE /      SSSSSSSS\
      NN /NN |      NN /      EEEEEEEEE\      ntry      \SSSSSSSS\      ystem
      NN / NN |      NN /      EE\_____\ /      \_____\SSS|
      NN / NN NN /      EE /      SS\      SS /
      NN / NNNN /      EE /      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. See Figure 2 on Page 5 for the image of the Application Selection Menu screen.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Figure 2 – Application Selection Menu**

```

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

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

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

```

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

**Figure 3 – Available Applications Menu**

```

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

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

                PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY

```

**2. 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 each of these documents. This section of the User's Guide focuses on the time sheet.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.1 Starting a New Time Sheet**

One of the options on the 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 computer will display the Time Sheets for an Employee screen (Figure 4). Header Action and Line Action will be referred to throughout this manual. The ACT located at the top of the screen is the Header Action Field and the ACT located on the left-center side of the screen is the Line Action Field.

**Figure 4 – 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		===>	01/11/2008				
WRITE NEW TIME SHEETS FOR THE 01/11/2008 PAY PERIOD							
---PAY PERIOD---			----TIME TOTALS-----			COST	
ACT	--FROM--	---TO---	----STATUS-----	REG	OT	HOLI	--CENTER--
_	01/11/2008	01/24/2008	PENDING EMPL APPRVA	80.00	0.00	0.00	005-410010
_	12/28/2007	01/10/2008	PROCESSED	80.00	0.00	0.00	005-410010
_	12/14/2007	12/27/2007	PROCESSED	80.00	0.00	0.00	005-410010
_	11/30/2007	12/13/2007	PROCESSED	80.00	0.00	0.00	005-410010
_	11/16/2007	11/29/2007	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, and {D}--Defaults. These options are also listed at the bottom of the screen (See Figure 4 above). Use the {L} action on a specific line in the line action field to review current or old 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 the future pay period. The date can be any day in the pay period for which you are trying to write a time sheet.

**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 computer will not create a new time sheet.**

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.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.2 Editing A Time Sheet**

At the Time Sheets for an Employee screen (Figure 4, Page 6) 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 computer will display the time sheet. You will see a screen that looks like Figure 5 below.

**Figure 5 – Payroll Time Sheet**

D3313261 ACT: _				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+																																																																																																																																																			
				SMITH, JOHN				EMPL SUPR PROC																																																																																																																																																			
				FOR 01/11/2008 - 01/24/2008				NO NO NO																																																																																																																																																			
+WK REG OVT HOLI				TIME SHEET: 3-436213				PENDING EMPL APPRVAL																																																																																																																																																			
1 40.00 0.00 0.00				COST CENT : 005-410010				PROOFREAD: NO																																																																																																																																																			
2 40.00 0.00 0.00																																																																																																																																																											
+-----+				+-----+				+-----+																																																																																																																																																			
REMARKS:								PAGE 0001 OF 0001																																																																																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ACT</th> <th style="text-align: left;">HOURS</th> <th style="text-align: left;">----</th> <th style="text-align: left;">TYPE OF TIME</th> <th style="text-align: left;">----</th> <th style="text-align: left;">----</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">----</th> <th style="text-align: left;">-----</th> <th style="text-align: left;">MESSAGE</th> <th style="text-align: left;">-----</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>FRI</td> <td></td> <td></td> <td>01/11/2008</td> <td></td> </tr> <tr> <td>-</td> <td>12.00</td> <td>800 -</td> <td>SICK LEAVE CNVRT</td> <td></td> <td></td> <td>FRI</td> <td></td> <td></td> <td>01/11/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>MON</td> <td></td> <td></td> <td>01/14/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>TUE</td> <td></td> <td></td> <td>01/15/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>WED</td> <td></td> <td></td> <td>01/16/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>THU</td> <td></td> <td></td> <td>01/17/2008</td> <td></td> </tr> <tr> <td colspan="12" style="text-align: center;">=== &gt; WEEK TWO &lt; ===</td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>FRI</td> <td></td> <td></td> <td>01/18/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td>250 -</td> <td>HOLIDAY</td> <td></td> <td></td> <td>MON</td> <td></td> <td></td> <td>01/21/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>TUE</td> <td></td> <td></td> <td>01/22/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>WED</td> <td></td> <td></td> <td>01/23/2008</td> <td></td> </tr> <tr> <td>-</td> <td>8.00</td> <td></td> <td>010 - REGULAR TIME</td> <td></td> <td></td> <td>THU</td> <td></td> <td></td> <td>01/24/2008</td> <td></td> </tr> </tbody> </table>												ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----	-	8.00		010 - REGULAR TIME			FRI			01/11/2008		-	12.00	800 -	SICK LEAVE CNVRT			FRI			01/11/2008		-	8.00		010 - REGULAR TIME			MON			01/14/2008		-	8.00		010 - REGULAR TIME			TUE			01/15/2008		-	8.00		010 - REGULAR TIME			WED			01/16/2008		-	8.00		010 - REGULAR TIME			THU			01/17/2008		=== > WEEK TWO < ===												-	8.00		010 - REGULAR TIME			FRI			01/18/2008		-	8.00	250 -	HOLIDAY			MON			01/21/2008		-	8.00		010 - REGULAR TIME			TUE			01/22/2008		-	8.00		010 - REGULAR TIME			WED			01/23/2008		-	8.00		010 - REGULAR TIME			THU			01/24/2008	
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----																																																																																																																																																	
-	8.00		010 - REGULAR TIME			FRI			01/11/2008																																																																																																																																																		
-	12.00	800 -	SICK LEAVE CNVRT			FRI			01/11/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			MON			01/14/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			TUE			01/15/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			WED			01/16/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			THU			01/17/2008																																																																																																																																																		
=== > WEEK TWO < ===																																																																																																																																																											
-	8.00		010 - REGULAR TIME			FRI			01/18/2008																																																																																																																																																		
-	8.00	250 -	HOLIDAY			MON			01/21/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			TUE			01/22/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			WED			01/23/2008																																																																																																																																																		
-	8.00		010 - REGULAR TIME			THU			01/24/2008																																																																																																																																																		
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT																																																																																																																																																											

If the time sheet is a new one, it will display your personal time sheet defaults. If you have not created a default time sheet, the time sheet will display system defaults, which are 80 hours of regular time.

In the example screen above there are two entries for Friday. There can be as many entries for each day as you need to account for your time. If on Monday you used two hours of scheduled comp time and took two hours of scheduled vacation, there would be three entries for that day, as follows:

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

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Type of Time Codes**

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

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

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

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

The smallest amount of time 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	200 - SCHED VACATION	MON 01/14/2008

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

**Figure 6 – Minute to Decimal Conversion Table**

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



TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

### 2.3 Modifying A Line

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

If you change the type of time code, the computer will automatically change the narrative when you press the {ENTER} key. To change the first entry on the screen in Figure 5, page 7, from Regular Time to Scheduled Vacation, {TAB} to the second field on that line, which contains the number "010", and change that number to "200". After pressing the {ENTER} key the line would look like this:

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

If you cannot change a line, it is possible that you are trying to change an approved time sheet, or trying to change a field you are not authorized to change. Another possibility is that the type of time code has been used that day (see section 2.5).

### 2.4 Using The Select Action

Another way of changing the type of time for an entry is to use the select action. Type an {S} in the line action field of the day you want to change and press {ENTER}. The computer will display the Time Type Selection List screen (Figure 7, page 10).

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

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

To choose a type of time from the "Time Type Selection" screen, move the cursor to the line action field of the type you need, type an {S} and press {ENTER}. The computer will indicate the current selection to the right of the line, as shown in the Figure 7 on page 10. 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  
GUIDE FOR INDIVIDUAL USERS

**Figure 7 - Time Type Selection List Screen**

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

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

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

**2.5 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.

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

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

**2.6 Deleting A Line**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

## 2.7 Exploding the Day

If you use two or more types of time in one day, it is best to "explode" your view of the day to include all time types. By moving the cursor to the field associated with each type of time, you can enter the number of hours, or partial hours, to be assigned to it for the day. To explode the day, place an "X" on the line action field on the timesheet (Figure 5, Page 7) and press enter.

Figure 8 below shows an example of an "exploded" day. When you log on the computer with your USERID, what you see on this screen will be the types of time that are for your individual use, based on your bargaining unit.

Each type of time available will be shown. Next to each is a field for entering the amount of time spent on that type during the day. Time can be entered in hours or hundredths of hours (see section 2.2). Any **old** data in that field must be erased before pressing the {ENTER} key to update the field.

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

**Figure 8 - Daily Payroll Time Screen (Exploded Day)**

```

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

                HOURS                      HOURS                      HOURS
REGULAR TIME...: 7.25   OVERTIME PAY...:          COMP TIME EARN.:
SCHED VACATION.: 0.75   SCHED SICK LV...:          UNSCH SICK LV...:
SCHED FMLY CARE:          UNSCH FMLY CARE:          SCHED ADOP LV...:
UNSCH ADOPT LV.:          SCHED FUNERL LV:          UNSCH FUNERL LV:
MATERNITY LEAVE:          INJURY LEAVE...:          MILITARY LEAVE.:
JURY DUTY.....:          SUSP WITH PAY...:          ED LEAVE W/PAY.:
OTHER LEAVE....:          PAID UNION LV...:          PD UNION NEG LV
SCHED COMP TKN.:          SCHED HOLCMP TK:          SCHD BNK HOL TK:
AFSCME WKND NW.:          COMP TIME PAY...:          HOLI COMP PAY...:
BANK HOLI PAY...:          STANDBY TIME...:          CALL BACK TIME.:
SICK LEAV CNVRT:          UNPAID UNION LV:          MEDICAL LWOP...:
                                           PRESS PF4 FOR MORE...
H HARD COPY  W WARNINGS  R REMARKS  L ACTIVITY LOG  EI EMPLOYEE INFO
PF1 PRV TS  PF2 NXT TS   PF7 PRV DAY PF8 NXT DAY PF9 HELP PF12 RETURN CLEAR EXIT

```

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

**TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS**

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

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

**2.8 Converting Overtime & Designating Comp Time**

For those employees who are eligible for overtime, hours worked after 40 hours in a week are overtime hours (hours worked after 80 in a pay period for some job classes.) An overtime eligible employee will receive an error message in the Remarks line instructing you to convert hours to overtime when the 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 time and which are overtime. You **must** enter all hours worked as regular time. Do **not** try to enter overtime hours on the day they are worked. Then, prior to proofreading or approving the time sheet, use the header action field **{CO}**--Convert Overtime. This action changes any regular hours in a week, after 40 hours (80 hours per pay period in some case) 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).

**Figure 9 – Payroll Time Sheet Screen (Convert Overtime)**

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                |          SMIHT, JOHN          | EMPL SUPR PROC          |
+WK  REG   OVT  HOLI  |FOR 01/11/2008 - 01/24/2008 | NO NO NO                |
|1  40.00  0.00  0.00 |TIME SHEET: 3-446329        | PENDING EMPL APPRVAL    |
|2  44.00  0.00  0.00 |COST CENT : 005-410010      | PROOFREAD: NO          |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS82044E WEEK 2 REG HRS (44.00) GREATER THAN LIMIT OF 40.00. CONVERT OVT (CO)
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE-----  ----- MESSAGE -----
      -      8.00  010 - REGULAR TIME  FRI 01/11/2008
      -      8.00  010 - REGULAR TIME  MON 01/14/2008
      -      8.00  010 - REGULAR TIME  TUE 01/15/2008
      -      8.00  010 - REGULAR TIME  WED 01/16/2008
      -      8.00  010 - REGULAR TIME  THU 01/17/2008
                === > WEEK TWO < ===
      -     10.00  010 - REGULAR TIME  FRI 01/18/2008
      -      8.00  250 - HOLIDAY    MON 01/21/2008
      -     10.00  010 - REGULAR TIME  TUE 01/22/2008
      -      8.00  010 - REGULAR TIME  WED 01/23/2008
      -      8.00  010 - REGULAR TIME  THU 01/24/2008

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

```

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

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

**2.8.1 Scheduled and Unscheduled Sick Leave**

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

Definitions –

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

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

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

<i><b>Example A</b></i>			<i><b>Example B</b></i>		
8.00	Regular	Friday	8.00	Regular	Friday
8.00	Regular	Saturday	8.00	Regular	Saturday
8.00	Regular	Sunday	8.00	Regular	Sunday
8.00	Sched Vac	Monday	8.00	Regular	Monday
<u>8.00</u>	<u>Sched Sick</u>	<u>Tuesday</u>	<u>8.00</u>	<u>Regular</u>	<u>Tuesday</u>
8.00	Regular	Wednesday	8.00	Sched. Vac	Wednesday
<u>8.00</u>	Regular	Thursday	<u>8.00</u>	Sched Sick	Thursday
<b>56.00</b>			<b>56.00</b>		

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

**TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS**

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

**Example C**

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Unsched Sick	Monday
8.00	Unsched Sick	Tuesday
8.00	Regular	Wednesday
8.00	Regular	Thursday
56.00		

**Example D**

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
8.00	Unsched Sick	Wednesday
8.00	Unsched Sick	Thursday
40.00		

**Figure 10 – Payroll Time Sheet Screen (Memo Line)**

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

**2.9 Adding Remarks**

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

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.10 Other Shift Employees**

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

**Figure 11 – Payroll Time Sheet with Shift Designation**

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

An 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; it will not work. Instead, enter the actual shift number worked that day.

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

**2.10.1 Med Passer**

Med passer differential will be paid to certain covered classes that pass medications and are eligible for this type of pay per the collective bargaining agreement. This time type will show up when you “explode the day” on the 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  
GUIDE FOR INDIVIDUAL USERS

**2.10.2 Call Back and Standby Time**

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

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

In Figure 12, the individual worked their 8 hour shift on Wednesday and then was called back later that evening. They worked 1 hour after being called back. The time sheet reflects the 1 hour worked by adding 1 hour of Regular Time 010 to the 8 hours of regular time that the employee worked that day. The remaining 2 hours of call back time are recorded on Wednesday as time type 630 Call Back Time.

**Figure 12 – Call Back Time**

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



**TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS**

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.

*Call Back During Standby Time:*

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

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

**Figure 13 – Call Back and Standby Times**

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

**2.10.3 Paying Off Comp Time, Holiday Comp Time, and Banked Holiday Hours**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.11 Proofreading**

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

**Figure 14 – Payroll Time Sheet – Example of Error**

D3313261 ACT: P				+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+					
				SMITH, JOHN				EMPL SUPR PROC					
				FOR 01/11/2008 - 01/24/2008				NO NO NO					
+WK	REG	OVT	HOLI	TIME SHEET: 3-446329				PENDING EMPL APPRVAL					
1	40.00	0.00	0.00	COST CENT : 005-410010				PROOFREAD: NO					
2	40.00	0.00	0.00										
REMARKS:											PAGE 0001 OF 0001		
<b>TS82077E THIS EMPLOYEE NEEDS TO USE SCHEDULED/UNSCHEDULED TIME OFF</b>													
ACT	HOURS	----	TYPE OF TIME	----	----	DATE----	-----	MESSAGE	-----				
-	8.00	010	- REGULAR TIME			FRI 01/11/2008							
-	8.00	010	- REGULAR TIME			MON 01/14/2008							
-	8.00	010	- REGULAR TIME			TUE 01/15/2008							
-	8.00	010	- REGULAR TIME			WED 01/16/2008							
-	8.00	010	- REGULAR TIME			THU 01/17/2008							
			=== > WEEK TWO < ===										
-	8.00	010	- REGULAR TIME			FRI 01/18/2008							
-	8.00	250	- HOLIDAY			MON 01/21/2008							
-	<b>8.00</b>	<b>206</b>	<b>- VACATION</b>			<b>TUE 01/22/2008</b>		<b>&lt;=== ERROR ===&gt;</b>					
-	8.00	010	- REGULAR TIME			WED 01/23/2008							
-	8.00	010	- REGULAR TIME			THU 01/24/2008							
? ACTION HELP PF7 BKWD PF8 FWD PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT													

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

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.12 Hours Summary Screen**

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

**Figure 15 – Payroll Time Sheet – Summary of Hours by Time Type**

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

**2.13 Time Off Summary Screen**

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

**Figure 16 – Payroll Time Sheet – Time Off Summary**

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

**2.14 Viewing Warning Messages**

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

**Figure 17 – Warning Message**

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

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

**Figure 18 – Warning Message Screen**

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

**2.15 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 computer 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 check is issued.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.16 Unapproving A Time Sheet**

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

**2.17 Canceling A Time Sheet**

Only rarely will you need to cancel a time sheet. A problem with a time sheet can be corrected either before or after approval (if after, by unapproving it). If it is necessary to cancel a time sheet, however, it is an easy procedure to do so. To cancel a time sheet, move the cursor to the header action field, type {C}, and press {ENTER}. The computer will place the cursor just after the word "REMARKS". You must enter a reason for canceling the time sheet. When you have completed your remarks, press the {ENTER} key again. The time sheet will be canceled. It is then necessary to write a new time sheet for the pay period (see section 2.1).

**2.18 Setting Up Time Sheet Defaults**

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

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

**Figure 19 - Time Sheet Defaults Screen**

```

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

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

```

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.18.1 Finding the Time Sheet Defaults Screen**

You reach the Time Sheet Defaults screen (Figure 19) from either:

- a. The Time Sheets For An Employee screen (Figure 4, page 6) by using the {D} action in the header action field. **or**
- b. The Time Sheet itself (Figure 5, page 7) by using the {D} action in the header action field.

In either case the computer will display a screen like Figure 19, page 21. This screen shows a compressed workweek of four 10-hour days. The employee does not work Fridays. Also notice that he has set up a line on the first Friday of the pay period to convert sick leave to vacation automatically (also see section 2.18.4).

**2.18.2 Editing The Time Sheet Defaults**

Editing the time sheet defaults screen uses the same line actions as editing the payroll time sheet. You can add, modify, and delete lines. You also can use the time type selection list to change the type of time for a given line. For more information on these subjects, see Section 2.

**2.18.3 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 partial time sheet in Figure 20 below.

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 computer to use in the creation of your time sheet each pay period.

**Figure 20 – Default Time Sheet – 9-Hour Days**

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

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.18.4 Sick Leave Converted Into Vacation**

To **automatically** convert your sick leave to vacation each month, you need to go to your default time sheet (Figure 19, page 21), and enter an {A} in the line action field of the first Friday of the pay period, change the hours in the hours field to the appropriate conversion amount (Figure 21 below), change the time type code to 800, and press {ENTER}. With your default time sheet coded in this way, your sick leave will now be converted automatically to vacation each month that you meet the eligibility requirements. Permanent part-time employees convert a lesser amount of sick leave depending on the hours scheduled.

**Figure 21 – Sick Leave Accrual and Conversion Rates**

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

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

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

You will know when to change the default and your time sheet because you will receive an error message when proofing or approving the time sheet which has the incorrect conversion amount (Figure 22, page 24).

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Figure 22 – Payroll Time Sheet – Sick Leave Conversion**

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

To correct this error, all you have to do is change the number of hours to the correct amount and the timesheet error will disappear. When you look at your TO summary screen (Figure 16, page 19), you will see the correct sick leave conversion ratio for this pay period. At this time, remember to change the default timesheet also, so that future timesheets will be written with the appropriate Sick Leave Conversion hours already populated.

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

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

### 2.19 Holidays

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



TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.19.1 System Defaults for Holidays**

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

**Figure 23 – Default Holiday**

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

**2.19.2 Recording Hours Worked on a Holiday**

If the employee works on the holiday, **add** a line to the time sheet, using time type 050 – Holiday Worked, and the actual number of hours the employee worked that day. For Non-Contract and AFSCME employees do not delete the entry for the Holiday itself (time type 250). You may opt to have the premium portion, if applicable, of the Holiday worked as either pay (time type 650 – Holiday Premium Pay) or as Holiday Comp Earned (time type 040), but you must be paid for the actual hours worked on the holiday. See also sections 2.19.4 for Non-Contract employees and 2.19.5 for AFSCME employees. See section 2.19.6 for IUP Employees.

**2.19.3 Banked Holiday**

For Non-Contract and AFSCME Employees, if the holiday falls on the employee's regularly scheduled day off, and the employee wants to bank those hours to be used at a later date, change the holiday entry from time type 250 – Holiday, to 830 – Banked Holiday. The employee can also be paid for the Holiday by leaving it at time type 250. See also sections 2.19.4 for Non-Contract employees and 2.19.5 for AFSCME employees. See section 2.19.6 for IUP Employees.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.19.4 Holidays for Non-Contract Employees**

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

In Figure 24 below, the holiday fell on the employee’s regularly scheduled day off. The employee chose to be paid out for the holiday at their straight hourly rate. In that case, the employee leaves the time type 250 Holiday on their 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 (see 2.3 Modifying a Line).

**Figure 24 – Non-Contract Holiday Paid**

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

In Figure 25 on page 27, 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 (see above).

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Figure 25 – Non-Contract Holiday Worked**

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

**2.19.5 Holidays for AFSCME Employees**

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

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

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

In Figure 26 on page 28, the department has the policy to count the hours at the time the employee clocks in for their shift; therefore, all 8 hours of the holiday worked will show on the time sheet on the Monday when the employee clocked in. The employee has chosen to be paid for their 8 hours of holiday in lieu of “comping” the time. This is step one of entering the time in for the holiday.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Figure 26 – AFSCME Holiday Worked – Step 1**

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

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

**Figure 27 – AFSCME Holiday Worked – Step 2**

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

After the AFSCME employee has proofread their timesheet and the Holiday Premium Pay time type has been inserted by the Time Reporting System, the employee now has the choice to be paid for the premium portion of the holiday worked, or they may choose to comp the premium portion for the hours worked. To have the premium portion comped, the time type 650 Holiday Premium Pay would be changed to time type 040 Holiday Comp Earned. The employee must be paid for the actual hours worked on the holiday as time type 050 Holiday Worked. See Figure 28 on page 29.

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**Figure 28 – AFSCME Holiday Worked – Step 3 (Optional)**

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

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

**Figure 29 – AFSCME Holiday Worked – Step 4 (Optional)**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**2.19.6 Holidays for IUP Employees**

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

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

**Figure 30 – Holiday Worked - IUP**

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

For employees covered under the UE/IUP collective bargaining agreement who have the mandatory schedule flag set to YES on the default, the time sheet will be edited against the default time sheet to determine how many hours should be recorded as Holiday. The time sheet will be written in batch with the holiday hours reflecting what is set up for the corresponding day on the default timesheet. This may be more or less than 8 hours. If the holiday hours are changed from what is on the default for that day, the system will generate an error message that states that holiday leave is less (or more) than eligible holiday hours. If the employee's schedule has changed so that what is on the default is wrong for that week, the default time sheet can be

## TIME REPORTING SYSTEM GUIDE FOR INDIVIDUAL USERS

changed and then the actual time sheet approved. This was done to ensure that the time reporting system complies with the language in Article IX, Section 9, paragraph D, of the UE/IUP contract, which states: “If a holiday falls on an employee’s regularly scheduled work day, the employee will receive their regular shift pay.”

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

### **4. Gross to Net Payroll Calculator**

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

### **5. Signing Off**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX A**

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

**Direct Time**

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

**Indirect Time**

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

**Other Pay Types**

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

**Other Non-Pay Types**

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



TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX B**

TIME TYPES FOR AFSCME EMPLOYEES  
FISCAL AND STAFF (004)

**Direct Time**

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

**Indirect Time**

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

**Other Pay Types**

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

**Other Non-Pay Types**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX C**

TIME TYPES FOR SUPERVISORY  
AND OTHER NON-CONTRACT EMPLOYEES

**Direct Time**

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

**Indirect Time**

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

**Other Pay Types**

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

**Other Non-Pay Types**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX D**

TIME TYPES FOR  
NON-PERMANENT EMPLOYEES

**Direct Time**

010	Regular Time
020	Overtime Pay

**Indirect Time**

330	Other Leave
-----	-------------

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX E**

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

**Direct Time**

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

**Indirect Time**

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

**Other Pay Types**

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

**Other Non-Pay Types**

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

TIME REPORTING SYSTEM  
GUIDE FOR INDIVIDUAL USERS

**APPENDIX F**

**HEADER ACTIONS AND EXPLANATIONS**

- "?" HEADER ACTIONS - Displays a list of all header actions .
- P** PROOFREAD - Verifies that the types of time used are valid and edits for errors.
- Y** APPROVE - Places your approval on the time sheet and forwards the time sheet to the next approval level.
- N** UNAPPROVE - Removes the approval. To make changes after you have approved the time sheet, it is necessary to remove your approval to make the changes. Then approve it again.
- C** CANCEL - Deletes the time sheet.
- W** WARNINGS - Items that are identified as possible problems. Warnings are not errors and the 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 – Computes overtime and changes hours from Regular to OT.
- TO** TIME OFF SUMMARY - Displays leave balances, leave used on the current time sheet and ending balances after current usage is subtracted.
- GN** GROSS TO NET PAYROLL CALCULATOR – Allows employees to calculate pay and deduction changes.
- WR** WORK REPORT – Optional activity reporting used by some agencies/employees.
- HS** SUMMARY OF HOURS BY TIME TYPE – Totals the hours for all time types used on the current time sheet.

**LINE ACTIONS AND EXPLANATIONS**

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

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