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Questions about schedules

Can employees edit their own time?

Do you still need to wait for the beginning of a pay period to change an employee schedule?

Non-exempt employees will not be able to enter their own time. This includes non-exempt timekeepers, supervisors, etc. Exempt employees will be able to record their own time off but not edit/add their schedule.

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Yes, the schedules are started at the beginning of the pay period.

Questions about balances

With the leave accrual we will see on Saturdays – the beginning of a new pay period – can an an employee request time-off from home over the weekend to take off on Monday or Tuesday, assuming this Is an employee who takes time off no sooner they gain time back?

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The ETO/VAC accrual is posted as of the last day of the pay period (Friday) and available for use on the first Saturday of the pay period. Yes, the employee potentially could request time off on the weekend for use on Monday.

Questions about reports

When running reports for lateness's that were approved by the Supervisor, will the lateness still count in the number of times the employee was late the way Kronos did? Even though they were approved we had to manually count the lateness's in the past because they still were counted in the number of times the employee was late.

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It will be the same process as Kronos , the comment will not automatically excuse the lateness.

Questions about time-off requests

Can exempt employees record their own ETO, vacation, sick, etc. time off in the MyTime system directly on the timesheet vs. submitting a time off request?

Do I need to request access for my exempt employees to be able to add their own paid time off?

If an employee wants to request a future vacation but does not have the available time now can they still put the request through?

If an employee does not have the time available when they submit the request, a manager can still approve the vacation time off?

If an employee requests time off and then they decide to come in that day, would the timekeeper then just go the timesheet and delete ETO for that day?

They can record either way.

Do I need to request access for my exempt employees to be able to add their own paid time off?

No, As long as the employee is in one of the exempt policy profiles, he/she will automatically be given access to enter their own time off.

If an employee wants to request a future vacation but does not have the available time now can they still put the request through?

The request for time off has a projection feature, meaning it will project future accrued time. The system will allow the employee to enter the request as long as they have enough time available for the requested dates.

If an employee does not have the time available when they submit the request, a manager can still approve the vacation time off?

The employee will not be able to put the request through if they will not have enough ETO/VA hours available for the date being requested. The employee will need to discuss with their manager.

If an employee requests time off and then they decide to come in that day, would the timekeeper then just go the timesheet and delete ETO for that day?

The employee or manager can cancel the day. The manager will receive an exception message stating the employee has time off with punches on the same day if the time off is not removed.

Questions about holiday time

How will holidays be handled for New hires, return from leave and change of hours? How do we get the holiday pay in their schedule?

Holiday No Pay: if an employee is out sick a number of days (or even one day before or after a holiday), can they be paid still for Holiday hours if the Manager approves and if so, how do you adjust this in the MyTime system?

Holiday hours are a part of the timesheet, it is there as a place holder on the date of the holiday.   If an employee is on leave it will not pay, if an employee changes status from full time to part time the hours will update accordingly. You will not need to do anything.

If an ETO unsched is entered before or after the holiday, there will be an exception message stating to review the employee's time. If the manager wants to excuse the absence and pay holiday they will leave as-is. If the absence is not excused the manager will need to update to Holiday No Pay.

Questions about Healthy Family Leave

What is the Philadelphia Sick Leave pay code?

This leave is for any employee who works in the City of Philadelphia and meets the criteria, please review policy # 200.49.

Questions about approval

On Payroll sign-off day for timesheets, in KRONOS I used the Pay Period Close profile that lists all employees, their actual time being paid for the pay period, and the actual time they are in the system to work. It also indicates if the timecard was approved. This was VERY beneficial for me since I have so many employees to make sure all is correct and approved on time. Is there something in the MyTime system that will have this function?

What happens if the administrator or person who is to approve the timesheets for payroll forgets to approve the time? Will the employees still get paid?

On Payroll sign-off day for timesheets, in KRONOS I used the Pay Period Close profile that lists all employees, their actual time being paid for the pay period, and the actual time they are in the system to work. It also indicates if the timecard was approved. This was VERY beneficial for me since I have so many employees to make sure all is correct and approved on time. Is there something in the MyTime system that will have this function?

The MyTime approval page has the same information as the previous Pay Period Close query in Kronos.

What happens if the administrator or person who is to approve the timesheets for payroll forgets to approve the time? Will the employees still get paid?

Yes, as with Kronos the timesheets will be processed without approvals. However, timekeepers will now have access to approve.

Questions about delegation

If a manager delegates to someone, his employees time off request would come directly to that person to approve (the manager would give up this right to approve time off request). Is this correct?

If a manager delegates to someone, his employees time off request would come directly to that person to approve (the manager would give up this right to approve time off request). Is this correct?

The manager who delegates never loses their access – both the delegator and delegatee will have access to the time off request to approve.

Questions about timekeeping

On Call – when an employee is scheduled for OnCall – what does the manager need to do in the employee timesheet so that MyTime is calculated automatically if the employee ends up working under oncall and does the manager need to put in the Oncall Payment Amount or does MyTime calculate this?

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There will be an OnCall document to assist you with the OnCall Process. Please note: On Call will need to be scheduled and employee will need to record 'call in' hours either at the timeclock or webclock in order to be paid premium pay.

Questions about flexible scheduling

What is No Pay Low Census or ETO Low Census pay code?

No Pay Low Census and ETO Low Census are per the Policy # 200.93 in which employees may be asked to leave their shift early due to low patient stats, the employee has the option to take without pay or use their ETO.

Questions about meal breaks

Will the meal deductions work the same way as Kronos?

Will the meal deductions work the same way as Kronos?

Meal breaks are now a part of the employee schedule. The meal break can be updated on a daily basis within the timesheet.

Questions about faculty and senior administration

We have some management that have Faculty Benefits – is their sick time still recorded as sick or sick salary continuation (which I see as a pay code)?

Is the Sick Family pay code only for employees who received eligible Senior Admin and Faculty Benefits?

With regard to Sick Salary continuation, you will notice we no longer show a 'sick leave' balance for these employees, as they are entitled to salary continuation due to illness.

Is the Sick Family pay code only for employees who received eligible Senior Admin and Faculty Benefits?

This code can be used by Senior Administration, Faculty, Post Doc and Housestaff.

Questions about swiping and punching

If an employee forgets to swipe in or out do we just manually enter their time like we did in the past?

Yes, manager/timekeeper can add missed punches as necessary.