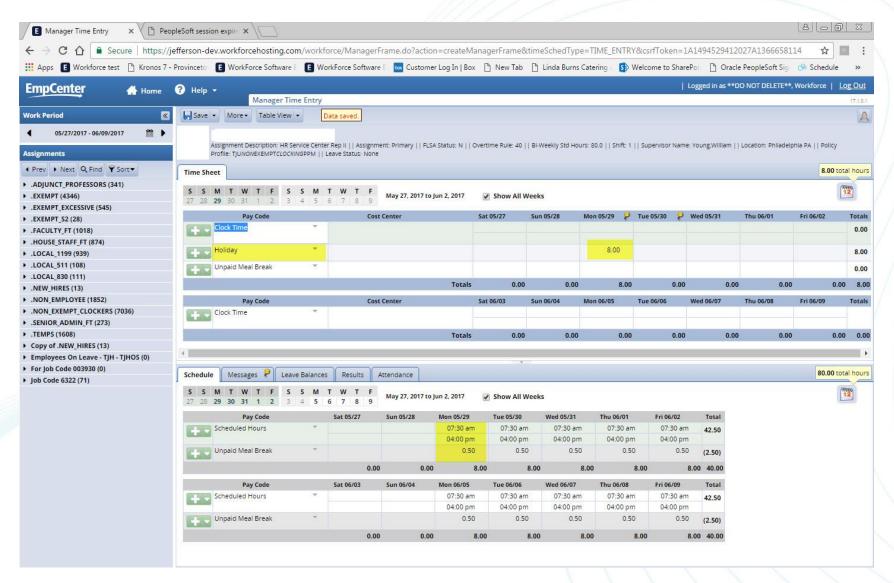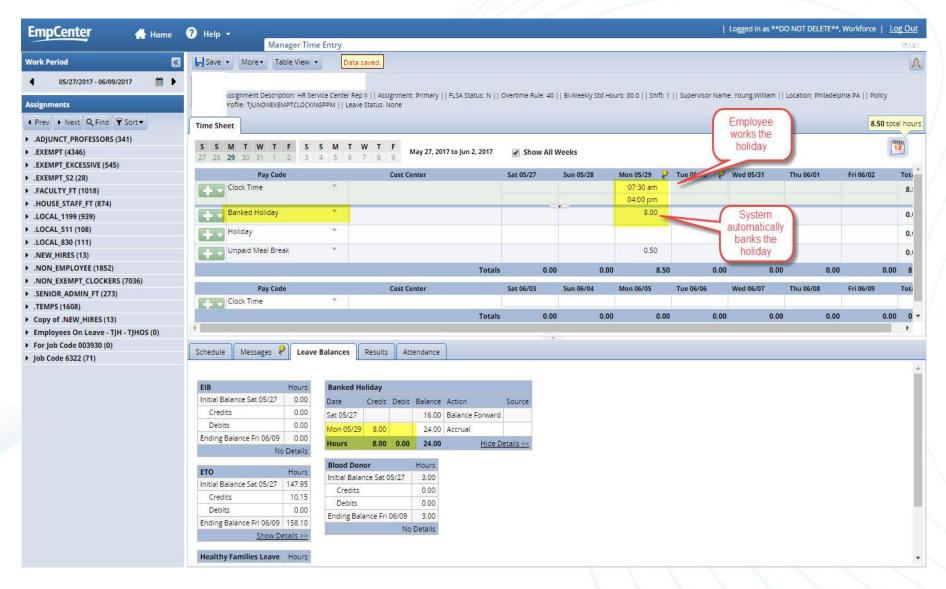# Timekeeper Debriefing

May, 2017

Agenda

- Holiday Pay Process

- Employee Information Tab

- Employee Repayment Process

- Future Training for My Time

- Open Discussion on MyTime

Holiday Pay

Holiday Pay

Holiday Pay

Holiday Pay
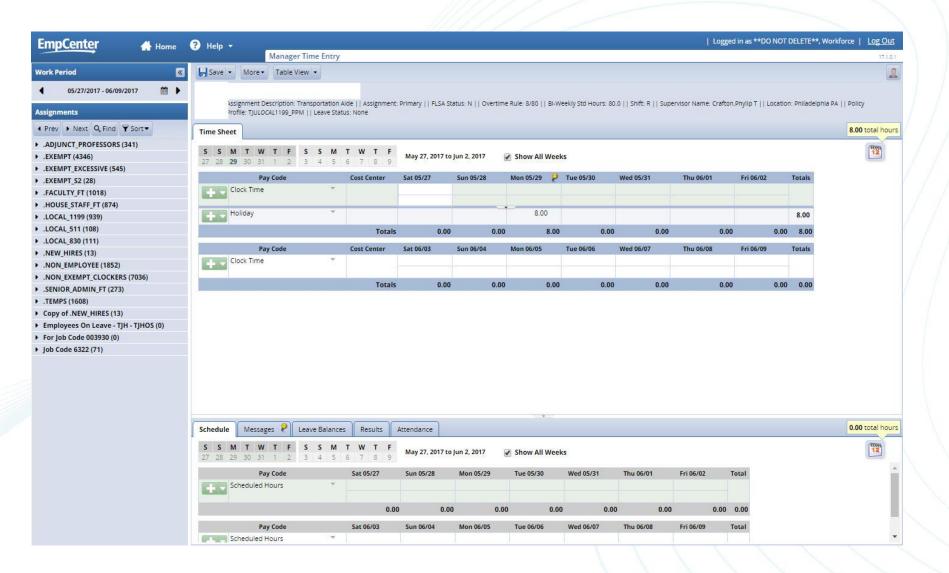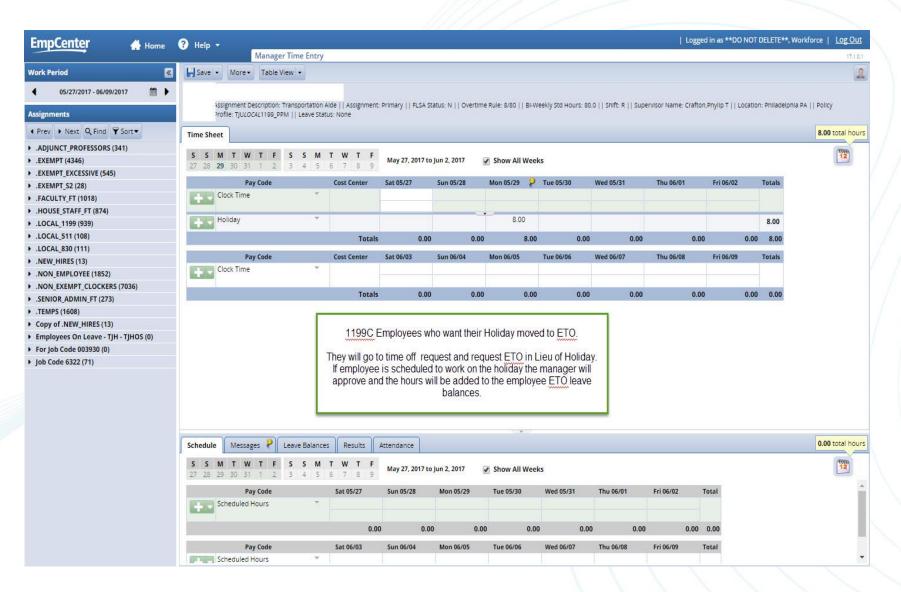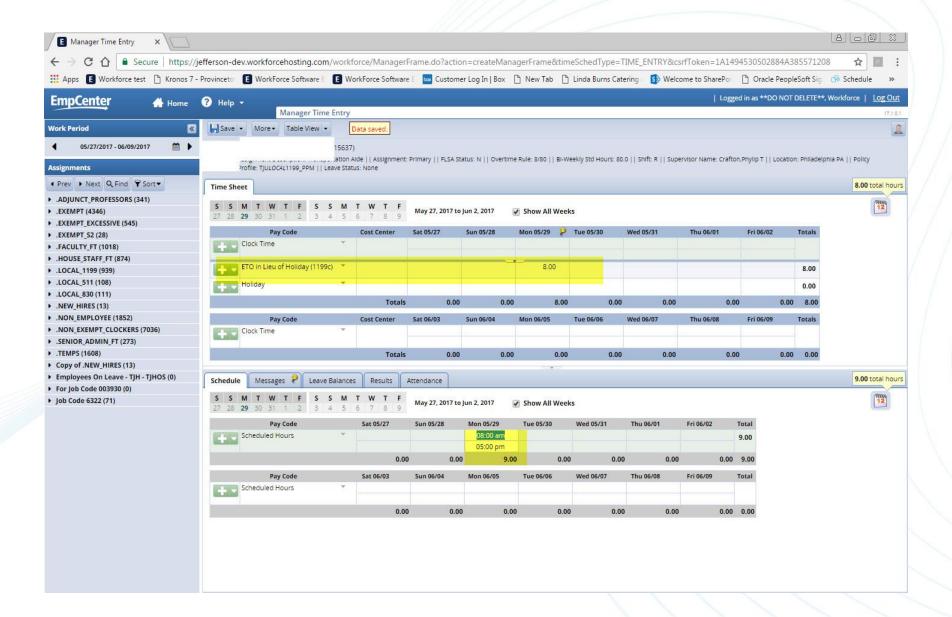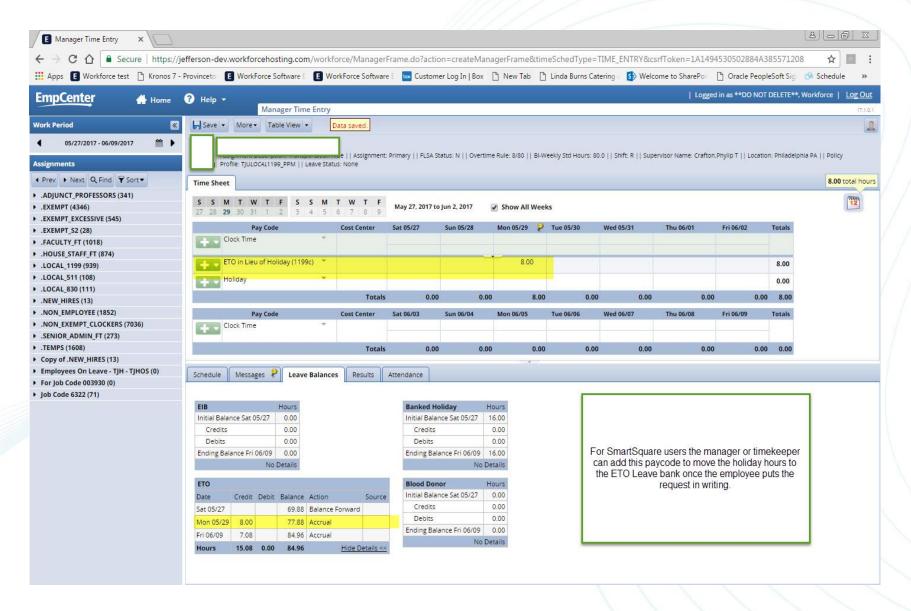
Holiday Pay

Holiday Pay

Mytime

- Employee Information now available on the timesheet's home page.

  - Job Code
  - Department
  - Timekeeper
  - Job Code Shift Eligibility
  - Job Code Vacation eligibility
  - Benefits accrual date

Employee Tab

- Click on the employees name it will expand and show more information

Employee Tab

Employee Information

Hubbard, Rena R

Field	Value	
Job Code	007731	1
Shift Eligibility	N	2
Badge #	2151722	3
Department	03082025	4
Timekeeper Id	000037213	5
Phased Retirement Indicator	N	6
Vacation Eligibility	2	7
Assignment Accrual Begin Date	1998-03-10	8
Payroll System Id	UBI	9
Avantas Flag	N	10
Assignment Description	HR Service Center Rep II	11
Assignment	Primary	12
FLSA Status	N	13
Overtime Rule	40	14
Bi-Weekly Std Hours	80.0	15
Shift	1	16
Supervisor Name	Young,William	17
Location	Philadelphia PA	18
Policy Profile	TJU*NON*EXEMPT*CLOCKING*PPM	19
Leave Status	None	20

Employee Information Tab Titles and Terms

1	**Job Code**	**Employee Job Code as noted in PeopleSoft**
2	**Shift Eligibility**	**Job Code shift eligibility**
3	**Badge #**	**Number associated with your ID Badge**
4	**Department**	**An eight digit (8) account code used to identify a "work" department**
5	**Timekeeper ID**	**The employee # of the Timekeeper for your department**
6	**Phased Retirement Indicator**	**Flag for those on phased retirement**
7	**Vacation Eligibility**	**Vacation/ETO level for the Job Code** **1= Level 2 3 = Level 4** **2= Level 3 4 = Not eligible**
8	**Assignment Accrual Begin Date**	**Benefit Eligibility Date- this date determines the date the enployee is eligible to accrue ETO/Vacation as well as the 'bonus' level**
9	**Payroll System ID**	**Paygroup ID used by payroll**
10	**Avantas Flag**	**The flag stating who is using the Smart Square scheduling system**

Employee Information Titles and Terms

11	Assignment Description	Job Title
12	Assignment	Employees with more than one job notifies as Primary or Secondary
13	FLSA Status	Exempt or Non-Exempt
14	Overtime Rule	States the OT rule within Peoplesoft system
15	Bi-weekly Std Hours	As stated in the Peoplesoft system
16	Shift	States the shift the employee is noted in Peoplesoft. If the shift is 2 or 3 employee will receive shift differential will be paid on time off.
17	Supervisor Name	Supervisor within Peoplesoft
18	Location	Location as noted in Peoplesoft
19	Policy Profile	Policy profile as defined in Peoplesoft.
20	Leave Status	Leave status as per Peoplesoft

Repayment Process

- All repayments require the employee to sign an authorization in order for us to deduct the overpaid hours/shift

- Department is responsible for obtaining this letter. A draft of this letter will be available on the HR website under time and attendance

- Once the letter is signed a copy must be forwarded to the payroll office at www.Payroll_offcyclerequests@jefferson.edu

- Department will then process the amendment to reduce the employee's next paycheck.

Future My Time Training

- My Time Training will be starting in June 2017 in the JeffIT Training Room, 5th Floor Edison. Registration for these classes will be through HealthStream.
  - June 7th and 22nd
  - July 6th and 19th
  - August 2nd and 16th
  - September 13th and 27th
  - October 11th and 25th
  - November 8th and 21st
  - December 6th

- Timekeepers are the department's subject matter experts on time and attendance. You play a key role in explaining how the department level pay practices interface with MyTime in alignment with time and attendance policies.

- When receiving updates regarding pay practices or system usage it is important that the information is then distributed to the necessary timekeepers, departments, managers and employees.

- Timekeepers and/or department managers should be having informational sessions for their managers/supervisors and employees to assist with MyTime system usage.

- Timekeepers should be proactive in troubleshooting any issues with MyTime. If you cannot resolve the issue, then a summary of what has been done so far should be sent to the Time and Attendance System Admin for further resolution.

- Problem/issue resolution should be handled between timekeepers/managers and HR (time and attendance system admin and/or HRBP). Please do not cc employees on emails pertaining to payroll and pay practice questions.

- It is important that as a timekeeper you ensure your managers are educated on pay practices and policies rather than informing them to contact HR. If clarification of policies is necessary please contact the HRBP.