

Timekeeper Debriefing

May, 2017

Agenda



- Holiday Pay Process
- Employee Information Tab
- Employee Repayment Process
- Future Training for My Time
- Open Discussion on MyTime

Manager Time Entry

17.1.0.1

Work Period

Save More Table View Data saved

05/27/2017 - 06/09/2017

Assignments

- ◀ Prev ▶ Next 🔍 Find ▼ Sort ▼
- ▶ .ADJUNCT_PROFESSORS (341)
- ▶ .EXEMPT (4346)
- ▶ .EXEMPT_EXCESSIVE (545)
- ▶ .EXEMPT_S2 (28)
- ▶ .FACULTY_FT (1018)
- ▶ .HOUSE_STAFF_FT (874)
- ▶ .LOCAL_1199 (939)
- ▶ .LOCAL_511 (108)
- ▶ .LOCAL_830 (111)
- ▶ .NEW_HIRES (13)
- ▶ .NON_EMPLOYEE (1852)
- ▶ .NON_EXEMPT_CLOCKERS (7036)
- ▶ .SENIOR_ADMIN_FT (273)
- ▶ .TEMPS (1608)
- ▶ Copy of .NEW_HIRES (13)
- ▶ Employees On Leave - TJH - TJHOS (0)
- ▶ For Job Code 003930 (0)
- ▶ Job Code 6322 (71)

Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young,William | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

Time Sheet

8.50 total hours

S	S	M	T	W	T	F	S	S	M	T	W	T	F	May 27, 2017 to Jun 2, 2017		☑ Show All Weeks	
27	28	29	30	31	1	2	3	4	5	6	7	8	9				
Pay Code		Cost Center		Sat 05/27	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Totals						
+ Clock Time						07:30 am 04:00 pm					8.50						
+ Banked Holiday						8.00					0.00						
+ Holiday											0.00						
+ Unpaid Meal Break						0.50					0.00						
Totals				0.00	0.00	8.50	0.00	0.00	0.00	0.00	8.50						
Pay Code		Cost Center		Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Totals						
+ Clock Time											0.00						
Totals				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						

Employee works the holiday

System automatically banks the holiday

Schedule Messages Leave Balances Results Attendance

EIB	Hours
Initial Balance Sat 05/27	0.00
Credits	0.00
Debits	0.00
Ending Balance Fri 06/09	0.00
No Details	

Banked Holiday					
Date	Credit	Debit	Balance	Action	Source
Sat 05/27			16.00	Balance Forward	
Mon 05/29	8.00		24.00	Accrual	
Hours	8.00	0.00	24.00	Hide Details <<	

ETO	Hours
Initial Balance Sat 05/27	147.95
Credits	10.15
Debits	0.00
Ending Balance Fri 06/09	158.10
Show Details >>	

Blood Donor	Hours
Initial Balance Sat 05/27	3.00
Credits	0.00
Debits	0.00
Ending Balance Fri 06/09	3.00
No Details	

Healthy Families Leave Hours

Holiday Pay

Manager Time Entry | Review Paycheck

Secure | https://jefferson-dev.workforcehosting.com/workforce/ManagerFrame.do?action=createManagerFrame&timeSchedType=TIME_ENTRY&csrfToken=1A1494949606671A1627833545

Apps | Workforce test | Kronos 7 - Provincetown | WorkForce Software | WorkForce Software | Customer Log In | Box | New Tab | Linda Burns Catering | Welcome to SharePoint | Oracle PeopleSoft Sig | Schedule

EmpCenter | Home | Help | Manager Time Entry | Logged in as **DO NOT DELETE**, Workforce | Log Out

Work Period: 05/27/2017 - 06/09/2017

Assignment Description: | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | Bi-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young,William | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

Time Sheet | 8.50 total hours

May 27, 2017 to Jun 2, 2017 | Show All Weeks

Pay Code	Cost Center	Sat 05/27	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Totals
+ Clock Time				07:30 am 04:00 pm					8.50
+ Banked Holiday				8.00					0.00
+ Unpaid Meal Break				0.50					0.00
Totals		0.00	0.00	8.50	0.00	0.00	0.00	0.00	8.50

Pay Code	Cost Center	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Totals
+ Clock Time									0.00
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Schedule | Messages | Leave Balances | **Results** | Attendance

Work Da...	Pay Code	PeopleSoft...	Company ID	Cost Center	Start Time	End Time	Hours	Other Hours	Am...
05/29/2017	Holiday Premium	HP	TJU	03082025			4.00	0.00	\$0.00
05/29/2017	Holiday Worked	HW	TJU	03082025	07:30 am	03:30 pm	8.00	0.00	\$0.00
Total							12.00	0.00	\$0.00

This break down will look like the paycheck
 Holiday worked = total hours worked on the holiday
 Holiday Premium = half time

Holiday Pay

EmpCenter Home Help | Logged in as **DO NOT DELETE**, Workforce | Log Out

Manager Time Entry 17.1.0.1

Work Period: 05/27/2017 - 06/09/2017

Assignments: .ADJUNCT_PROFESSORS (341), .EXEMPT (4346), .EXEMPT_EXCESSIVE (545), .EXEMPT_S2 (28), .FACULTY_FT (1018), .HOUSE_STAFF_FT (874), .LOCAL_1199 (939), .LOCAL_511 (108), .LOCAL_830 (111), .NEW_HIRES (13), .NON_EMPLOYEE (1852), .NON_EXEMPT_CLOCKERS (7036), .SENIOR_ADMIN_FT (273), .TEMPS (1608), Copy of .NEW_HIRES (13), Employees On Leave - TJH - TJHOS (0), For Job Code 003930 (0), Job Code 6322 (71)

Assignment Description: Transportation Aide | Assignment: Primary | FLSA Status: N | Overtime Rule: 8/80 | Bi-Weekly Std Hours: 80.0 | Shift: R | Supervisor Name: Crafton, Phyllip T | Location: Philadelphia PA | Policy Profile: TJULOCAL1199_PPM | Leave Status: None

8.00 total hours

Time Sheet

May 27, 2017 to Jun 2, 2017 Show All Weeks

Pay Code	Cost Center	Sat 05/27	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Totals
+ Clock Time									
+ Holiday				8.00					8.00
Totals		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00

Pay Code	Cost Center	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Totals
+ Clock Time									
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

1199C Employees who want their Holiday moved to ETO.
 They will go to time off request and request ETO in Lieu of Holiday.
 If employee is scheduled to work on the holiday the manager will approve and the hours will be added to the employee ETO leave balances.

0.00 total hours

Schedule Messages Leave Balances Results Attendance

May 27, 2017 to Jun 2, 2017 Show All Weeks

Pay Code	Sat 05/27	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Total
+ Scheduled Hours								
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pay Code	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Total
+ Scheduled Hours								
Totals								

Holiday Pay

Manager Time Entry

Secure | https://jefferson-dev.workforcehosting.com/workforce/ManagerFrame.do?action=createManagerFrame&timeSchedType=TIME_ENTRY&csrfToken=1A1494530502884A385571208

Apps | Workforce test | Kronos 7 - Provincetown | WorkForce Software | WorkForce Software | Customer Log In | Box | New Tab | Linda Burns Catering | Welcome to SharePoint | Oracle PeopleSoft Sig | Schedule

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Profile: TJLOCAL1199_PPM | Leave Status: None

8.00 total hours

Time Sheet

May 27, 2017 to Jun 2, 2017

Pay Code	Cost Center	Sat 05/27	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Totals
Clock Time									
ETO in Lieu of Holiday (1199c)				8.00					8.00
Holiday									0.00
Totals		0.00	0.00	8.00	0.00	0.00	0.00	0.00	8.00

Pay Code	Cost Center	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Totals
Clock Time									
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Schedule | Messages | **Leave Balances** | Results | Attendance

EIB Hours

Initial Balance Sat 05/27	0.00
Credits	0.00
Debits	0.00
Ending Balance Fri 06/09	0.00

No Details

Banked Holiday Hours

Initial Balance Sat 05/27	16.00
Credits	0.00
Debits	0.00
Ending Balance Fri 06/09	16.00

No Details

ETO

Date	Credit	Debit	Balance	Action	Source
Sat 05/27			69.88	Balance Forward	
Mon 05/29	8.00		77.88	Accrual	
Fri 06/09	7.08		84.96	Accrual	
Hours	15.08	0.00	84.96		

Hide Details <<

Blood Donor Hours

Initial Balance Sat 05/27	0.00
Credits	0.00
Debits	0.00
Ending Balance Fri 06/09	0.00

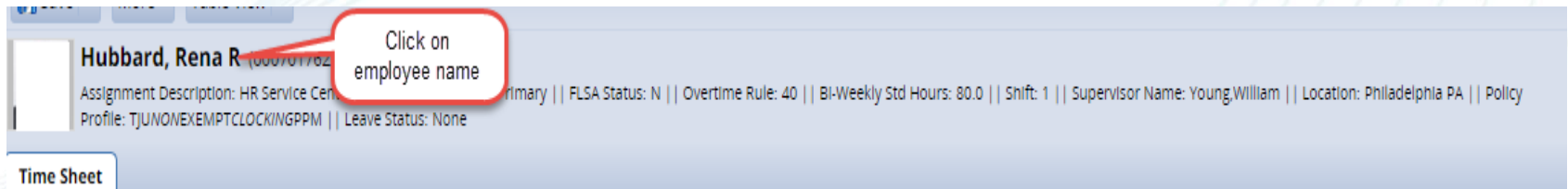
No Details

For SmartSquare users the manager or timekeeper can add this paycode to move the holiday hours to the ETO Leave bank once the employee puts the request in writing.

- 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



Hubbard, Rena R (000701702)
Assignment Description: HR Service Center | Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young, William | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

Time Sheet

Employee Tab

Employee Information		
Hubbard, Rena R		
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	TJUNONEXEMPTCLOCKINGPPM	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 employee 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.