

Multiple Assignment Off Cycle Payroll Processing

End User: Manager

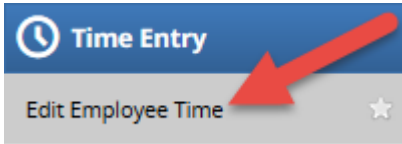
Overview

- The goal of this document is to explain the managers processing steps for off-cycle payments in a multiple assignments environment.
- This feature allows a manager to off-cycle pay amended timesheets. This operation can be performed multiple times in the same period.
- Paying an employee off-cycle always pays time for all of their component assignments. It is not possible to pay only a single component off-cycle.

Off Cycle Steps

- Enter adjustments on an amended time sheet
- Enter the Off Cycle pay code in the current pay period time sheet
 - Pay code name: Off Cycle Pay Amend Only
- Approve the Amended time sheet

Entering Adjustments (1)

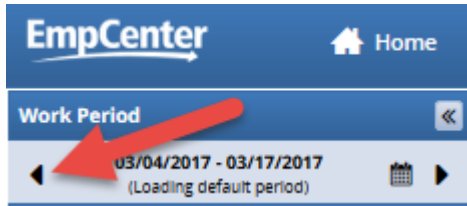


From the dashboard select 'Edit Employee Time'

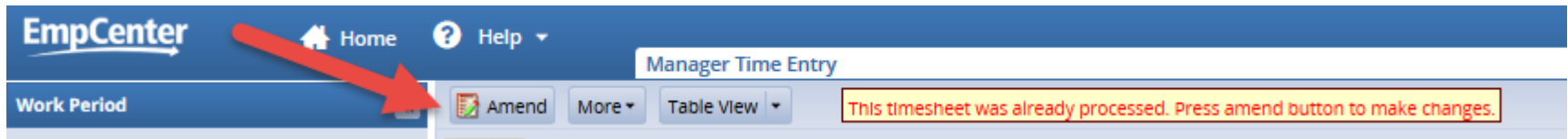
A screenshot of a software interface for finding employees. On the left, there is a 'Work Period' section showing 'Wednesday March 15, 2017' and a list of 'Assignments' with various alphanumeric codes. On the right, there is a 'Find Employees' section with a 'Search Criteria' form. The form includes fields for 'Assignment Description', 'Employee Number', 'Last Name', 'Hire Date', and 'Department Id'. The 'Employee Number' and 'Last Name' fields are highlighted in yellow. A 'Job Code' field is also present. At the bottom, there is a checkbox labeled 'Exclude inactive employees' which is checked. A red arrow points from the 'Find Employees' section back to the 'Assignments' list.

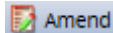
Do a search for your employee or select from the list

Entering Adjustments (2)



- Once you have selected your employee, navigate to the correct pay period you want to amend.









- Once you navigate to the correct period, you will notice a message stating the period has already been processed.
- You will also notice you are not able to make any adjustments to the timesheet
- Select the Amend Icon 

Entering Adjustments (3)

Time Sheet

S S M T W T F S S M T W T F Jan 14, 2017 to Jan 20, 2017 Show All Weeks

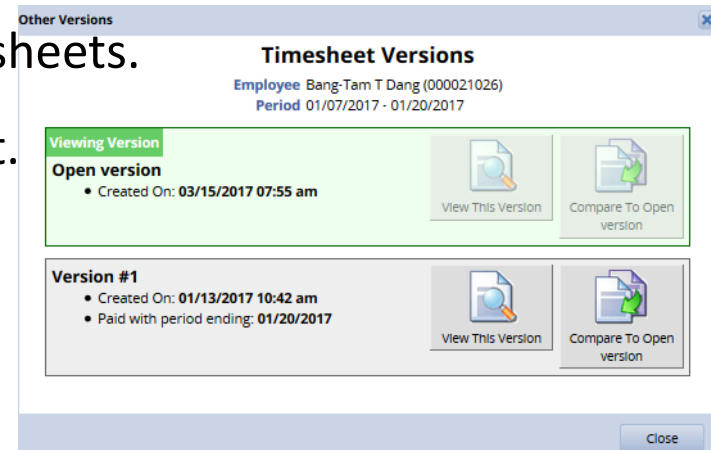
Pay Code	Cost Center	Sat 01/07	Sun 01/08	Mon 01/09	Tue 01/10	Wed 01/11	Thu 01/12	Fri 01/13	Totals
 Clock Time				08:00 am 	08:00 am 	08:00 am 	08:00 am 	08:00 am 	50.00
				06:00 pm	06:00 pm	06:00 pm	06:00 pm	06:00 pm	
	Totals	0.00	0.00	10.00	10.00	10.00	10.00	10.00	50.00

- The timesheet is now in edit mode. You can:
 - Alter or delete existing entries
 - Add new entries
- When you are finished select the SAVE icon

Entering Adjustments (4)



- Optional Step:
- Above the timesheet you will now see an icon called 'Other Versions'.
- You can select this icon to see the previous version of the timesheet or a comparison between both timesheets.
- You have completed the amendment.



Entering Off Cycle Pay Code (1)



- Using the right arrow, navigate to the current pay period.

- In the timesheet, select the **OFF CYCLE PAY AMEND ONLY** pay code
- Enter a value of 1 on any day of the week – only enter it once.

The screenshot shows the Time Sheet interface. The date range is 'Mar 4, 2017 to Mar 10, 2017' and 'Show All Weeks' is checked. The table below shows the pay code 'Off Cycle Pay Amend Only' entered for the week of 03/04/2017 to 03/10/2017. A red arrow points to the '+' icon in the first cell, and another red arrow points to the '1.00' value in the 'Sun 03/05' column.

Pay Code	Cost Center	03/04	Sun 03/05	Mon 03/06	Tue 03/07	Wed 03/08	Thu 03/09	Fri 03/10	Totals
Off Cycle Pay Amend Only		1.00							
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Entering Off Cycle Pay Code (2)

Time Sheet

S S M T W T F S S M T T F Mar 4, 2017 to Mar 10, 2017 Show All Weeks

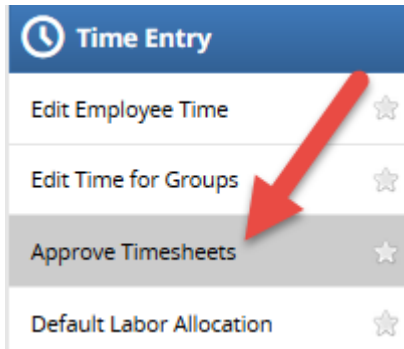
4 5 6 7 8 9 10 11 12 13 14 15 16 17

Pay Code	Cost Center	Sat			
+ Clock Time					
+ Off Cycle Pay Amend Only		1.00			

Remove Off-Cycle Slices

- **Do not be concerned about the Exception Message. This is needed to trigger the Off Cycle processing.**
- If there are pre-existing time entries in the current period, that is ok. They DO NOT need to be removed or altered in any way.
- When payroll has completed the off cycle processing the Off Cycle Pay Amend Only pay code will be removed as part of their processing.


Approve Amended Timesheet (1)





- From the Dashboard, select Approve Timesheet
- Do a Find for your employee or select from the list on the left side of the window.


A screenshot of the 'Approve Timesheets' window. The window has a title bar 'Approve Timesheets' and a toolbar with buttons for 'Save Approvals', 'Approve All', and 'Find'. A red arrow points to the 'Find' button. To the right of the 'Find' button is a 'Show:' dropdown menu set to 'All Timesheets'. Below the toolbar is a 'Find Employees' section with a 'Search Criteria' header and several input fields: 'Assignment Description:', 'Employee Number:', 'Last Name:', 'Hire Date:', 'Department Id:', and 'Job Code:'. The 'Employee Number' and 'Last Name' fields are highlighted in yellow.

Approve Amended Timesheet (2)

Approve Amended Timesheet for Period Ending 01/20/2017				
Name	Employee	Std Period Hours	Total Hours	Regular Hours
 Dang, Bang-Tam T	000021026	72.0	105.0	95.0

Approve Current Timesheet for Period Ending 03/17/2017				
Name	Employee	Std Period Hours	Total Hours	Regular Hours
 Dang, Bang-Tam T	000021026	72.0	0.0	0.0

Exceptions	Manager's Approval
0.0 Yes	<input checked="" type="checkbox"/> Approve 

Exceptions	Manager's Approval
0.0 Yes	<input type="checkbox"/> Approve 

- View the header data to identify the **AMENDED** Timesheet.
- Check the Approve icon

Off Cycle Pay Amend Only

- This completes the process of entering an amendment for your employee(s).
- By entering the Off Cycle Pay Amend Only pay code, this is the trigger for payroll to know an off cycle is required for your employee.