



**Jefferson™**  
HEALTH IS ALL WE DO

# MyTime Training

# Access to MyTime



Provision access by Role - no need for access request forms

## Timekeeper

- Timekeeper of record in PeopleSoft will have edit and approval rights to their entire department - except for themselves

## Manager

- Supervisor of record in PeopleSoft will have edit and approval rights to their entire department along with approval of amendments and time off requests - except for themselves
- They can make changes to and then approve time that the timekeeper has already approved.

## Employee

- Access to request time off, forecast accruals, review time sheet
  - via your desktop, smartphone or tablet.
- Clock in and out at the time clock, web clock if no time clock access, Mobile if approved by department and HR

# Delegation

- Managers and Timekeepers may delegate their access and not lose their access role.
- Managers and Timekeepers will continue to receive all notifications as well as the individual whom they delegate to.
- When Managers delegate their approval rights they are not just delegating time sheet approval but also delegating the ability to approve Time Off Requests
- Ultimately, the Manager remains responsible for ensuring that time is approved and accurate.
- Delegation can be revoked at anytime by the original manager

## Hourly Rates

- Hourly rates will be included in Time and Attendance under the Manager access only.
- **Managers: be mindful to whom you delegate your access to.**

## Log On Information

- [Jefferson.edu/MyTime](https://jefferson.edu/MyTime)
- [Jefferson.edu/MySchedule](https://jefferson.edu/MySchedule)
- You can also access via the HR website, under Resources & Links go to 'Time, Attendance & Scheduling'.  
This link will provide:
  - The log on to (MyTime)the time and attendance application
  - The log on to (MySchedule) the Scheduling system- SmartSquare
  - Q&As
  - Training and User guide documents for both systems





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# Time, Attendance & Scheduling



The **MySchedule portal** is also accessible on this page, and applies primarily to nursing and pharmacy units.

## MYSCHEDULE



Click the "Learn More" link below to access MySchedule, your portal to see your schedule, fill shifts, and more.

[LEARN MORE \[↗\]\(#\)](#)

## MyTime & Attendance

▶ [MYTIME & ATTENDANCE](#)

▶ [2017 PAY SCHEDULE](#)

## Policy Profile

- Each employee will be designated a policy profile in MyTime
- Policy Profile will be set up based on Peoplesoft Information similar to the payrule of previous time and attendance system
- Non-Exempt Clockers
- Temps
- Local 830
- Local 1199
- Local 511
- Exempt
- Exempt Excessive
- Exempt S2
- Adjunct Professors
- Non Employee

## Time clock features

Orientation - If an employee is on 'Orientation' within their department they should be instructed to select the Orientation button then swipe their ID.

Emergency Standby - Should an Emergency Attendance situation be called by Jefferson, the employee who is required to stay on campus will select 'Emergency Standby' to record the start of the Emergency Standby hours. (Further instructions will follow)

Call Back Premium - If an employee is scheduled for on call and is called back to Jefferson, the employee will select the 'Called In' button, this will record the employee's Call Back Premium.

Transfers - Any employee who is not working in their home unit needs to select the 'transfer button' then select the unit where they are working from the drop down.



## Time clock features

Meal Breaks - for those departments that require employees clock in and out for meal breaks, the employee will select the 'Start Meal' when leaving for lunch and 'End Meal' when returning from lunch.

Out for Day - at the end of the shift the employee will select this button which will prompt 'did you receive your meal break today'. If the employee chooses yes, there is no further action. If the employee chooses no, the manager will be notified and will need to take action.

Multiple Assignments - if your employee has more than one non-exempt position, the clock will display their multiple assignments. When the employee swipes in, they must select the assignment where they will be working.

## Time clock features

- All Kronos time clocks will be replaced - there is a cutover plan that will be communicated and posted on the HR Time, Attendance & Scheduling page of the HR website.
- Employees will be able to use any time clock.
- Managers/Timekeepers will be able to monitor clock usage via a report from MyTime.
- Departments may create policies limiting the clocks to be used by their employees.

# Rounding

MyTime will have 6 minute rounding based on the employees schedule similar to Kronos- this is for payment purposes only.

As per the Attendance policy there is no 'grace' period, any time past the scheduled start time will be considered late in MyTime.

## Shift Premium

- Shift premium will be paid if the job is eligible for shift and 50% of the hours worked are between 6pm and 6am.
  - If an employee works a double the employee will be paid the shift premium on the eligible shift only.
- Shift premium will be paid on eligible time off if the employee's job record indicates that they are either permanent 2<sup>nd</sup> or 3<sup>rd</sup> shift in PeopleSoft.
- NOTE: There will be no manual entry of shift premium pay codes

## Reallocate

- Reallocating time to specific account codes is similar to transferring of hours in Kronos.
- Reallocating will be limited to the transfer of hours to a cost center, there will be no need to move paycodes.



# Exception Messages



An exception message is a conflict between MyTime processing and Jefferson pay rules.

- There are three levels of exception messages
  - White - Informational only - No action required
  - Yellow - Warnings are present
  - Red - Errors present - Hard stop **must** be corrected before respective time is paid

Timekeepers will receive a report daily of all exception messages as well as on the employees timesheet.

Managers will view exceptions on the dashboard as well as on the employees timesheet.

# Examples of Exception Messages

- White Message - Informational
  - Employee's type changed from Full time to Part Time
  - Daily OT exceeds 8 per day
- Yellow Message - Warning
  - Recorded hours less than scheduled hours for day
  - Employee's FLSA status changed mid pay period
  - Employee attested they missed their meal break
- Red Message - Error
  - ETO Bank is exhausted
  - Smart Square employee using Time Off Request in MyTime

# End of Period Reminders

- Reminders will be set to remind managers to approve employee timesheets. Reminders are sent only to managers who have not approved all their employee time sheets.
  - First Friday of pay period at 8am
  - Second Friday of pay period at 8am
  - Approval Monday at 8am

## Amending Time Sheets/Offcycles

- When an error occurs on an employee time sheet, an amendment will need to be processed to correct.
- Should this correction require an offcycle, it will be handled through the amendment process.
- Timekeepers can enter the amendment but Manager must approve in order to create the offcycle.
- Offcycle request forms or hours adjustment forms are no longer needed.

## Exempt Employees

- Automatic creation of schedules - all new hires will have a default schedule consisting of duration of hours to ensure the exempt employees are paid - Timekeepers/Managers can update these schedules if needed.
- Employees Exempt status will no longer allow for additional money or hours to be paid.
- Exempt employees will be able to record their own exception time either via a Time Off Request or directly on the time sheet.



# Time Off Request

- All employees not using Smart Square will have access to the automated Time Off Request process.
- Employee's using the Time Off Request feature will be able to forecast their bank balances and time off into the future.
- Once time off is approved the hours will automatically populate on the employees timesheet.
- Employee's can cancel a request once submitted and approved.

# Reports

- Most frequently used reports can be designated as Favorites allowing you to save your criteria
- Reports can be scheduled to run as you define; ie, daily, weekly, biweekly, monthly
- Reports can be viewed as you designate in:
  - PDF, Excel, CSV, HTML

## Multiple Assignments

- There will be a Timesheet for each record /assignment
- Employee must select assignment they are working when clocking in
- If eligible, employee will accrue time off on both assignments
- Overtime will be calculated at the end of the pay week and paid accordingly on the correct assignment

## Holiday pay

- MyTime will automatically populate holiday hours directly on all eligible employee's time sheets.
  - The hours will show in advance of the holiday- however the employee cannot use them until the actual holiday. The only exception to this is outlined in the Collective Bargaining Agreement.
- If an employee changes status the holiday hours will be adjusted accordingly by the system.
- Employees who work the holiday will be paid holiday premium and the holiday hours will automatically be 'Banked' - if an employee wants the holiday hours in lieu, the timekeeper/manager will have to add those hours to the time sheet.

## Holiday Premium

- Holiday Premium will be paid to eligible employees who work the majority of their shift on the holiday.
  - The paycode in MyTime will be split as it is on their paycheck
    - Holiday Worked - hours worked paid at regular rate of pay
    - Holiday Premium - hours worked paid at premium rate of pay
      - Example: Holiday hours worked 8 - \$17.00 rate of pay
        - HW (Holiday Worked) 8 @ \$17.00
        - HP (Holiday Premium) 8 @ \$8.50
- When there is both an actual and celebrated holiday, and the employee works both days, the holiday premium will only be paid on the actual holiday as per the policy.



# Union Move Holiday to ETO

- Bargaining unit employees (not using SmartSquare) who want their holiday hours moved to ETO when working the holiday will send a request to their manager via MyTime Time off Request.
  - (For those using SmartSquare the paper process will remain as is.)
- Once manager approves the MyTime off request the hours will automatically be added to the ETO hours and removed from the Holiday bank.
- Request must be made prior to the holiday - if MyTime off request is not received the hours will be paid automatically 'in lieu' per the Collective Bargaining Agreement in the time sheet.

# Blood Bank

- Eligible employees who donate blood through the Jefferson Blood Bank or Red Cross at Methodist will receive 3 hours of time off.
- These hours will be automatically added to the Blood Donor Hours bank in MyTime, within 48 hours of donation. This bank will be visible to all eligible employees in MyTime.
- Blood Donor hours will be requested off through MyTime Time off request for those employees not on SmartSquare.
- Please refer to the new Blood Donor Policy #200.95

# Emergency Standby

- Non-Exempt Employees who are required to be on campus due to an 'Emergency Attendance' being declared will use the 'Emergency Standby' button at the timeclock when arriving on campus or if they are already on campus at the start of the 'Emergency standby shift.'
- When the employee starts to work their regularly scheduled shift they will choose the 'In' button and when their shift is over they will choose the 'Out' button.
- At the end of the emergency the employee will swipe out as 'Out for Day'.
- The manager will be prompted "did the employee receive at least 5 hours of uninterrupted sleep" the manager will respond and all 'Emergency Standby' hours will be paid according to DOL standards.

# Schedules

- All employees should have a schedule pattern entered into MyTime similar to Kronos.
- Meal Breaks will be included in the schedule pattern within MyTime. This will no longer be handled by HR.
  - For research it is suggested a basic schedule be entered to this can be updated as needed.

## Healthy Families leave

- Philadelphia sick leave is referred to as Healthy Families leave.
  - Specific details can be found in the Family and Medical Leave/Health Families Leave Policy #200.63 which is effective with the implementation of MyTime.
- MyTime will calculate the hours available to use
  - This time runs concurrent with FMLA hours.
- Healthy Families Leave is available only to employees who work in Philadelphia. The employee work location is located in the employee MyTime header.
- Further information can be obtained on the manager portal later into February.



## Additional Changes

- Change in paycode names:
  - Standby - In House Call
  - Funeral - Bereavement
  - Emergency Sleep - Emergency Standby
- Timesheets will display time in tenths of minutes which will match the paycheck

## Additional resource

There will be hands on training for Timekeepers and Managers that feel they need additional training.

February 21 and February 23, 2017

Mezzanine 13A JAH

8-430pm

### **Future New timekeeper and manager training**

Two sessions per month starting in March, 2017

Classes will be held in 5<sup>th</sup> floor Edison Bldg the dates will be published on the HR website, registration via Healthstream.