

E-time Reporting: HR Review Guide

The Research Foundation for SUNY

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Introduction

With the implementation of E-time reporting, the process for reviewing time sheets will change as most of the auditing done on a timesheet will be handled through the electronic process. OT will be a calculation and leave cannot be taken unless there is a balance. For those that will still use paper only to process timesheets the process will remain the same.

Posting Timecards in Timekeeper

When a supervisor approves a timecard, a process will run every 15 minutes to update the information into EIS Timekeeper. All HR/Payroll staff responsible for leave or paying hours will need their campus Timekeeper responsibility. See appendix A for the details of how each timecard will appear in Timekeeper.

Reviewing Timecards in Timekeeper

To ensure the timecard is appropriately processed and updated for payroll and accruals, the following steps are recommended. **HR/PR Administrators should modify to fit their campus processes, requirements and deadlines.**

Query Timekeeper to Find Timecards in “Error”

In Timekeeper, certain timecards will be in “Error” after the supervisor approves. These are timecards that will result in pay (hourly or non-exempt salaried with hours over their FTE) and any timecards with the “Non-Worked” category. These must be reviewed prior to the transfer to payroll.

Steps:

1. Query Timekeeper using the following parameters:
 - a. Timecard Status = “Error”
 - b. Operating Location= Campus location
 - c. All other parameters = blank

The screenshot shows the 'Employee Timecards' query interface. The 'Timecard Status' dropdown is set to 'Error' and the 'Operating Location' is set to '650 Central Office'. Other fields like 'Employee Full Name', 'Pay Period End Date', and 'Assignment Category' are blank. There are 'Go' and 'Clear' buttons at the bottom of the form.

Timesheet Received	Paper Timesheet Received?	Reviewed ? Name	Employee Full Name	Assignment Number	HR Organization Name	Assignment Category	Pay Period Start Date	Pay Period End Date	Input Hours	Control Total	Hours Diff	Comments Exist	Pto Exist	Non Worked Hours Exist	Timecard Status	Date Transferred	Create/Edit	Adjust	Delete	Details
<input checked="" type="checkbox"/>	<input type="checkbox"/>					Exempt - Regular	01-Jun-2019	30-Jun-2019	0.00	-1.00	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Error					

3. For each timecard – review the PTA and ensure the hours against each line are correct (you will be able to tell if the hours were updated by the supervisor by checking the supervisor comments)

NOTE: If there is a mid-pay period rate change, ensure there are two lines for each PTA – one with expenditure date one day prior to the rate change and one with the payroll end date. Ensure hours earned prior to the rate change are on the lines with that expenditure end date.
4. If there are no PTA lines and the timecard is in error because there are “Non-worked Hours”, review the hours, reason and comments to determine which one of the following should occur:
 - a. If advancing leave:
 - Change the non-worked line to zero and add the appropriate leave line, date and amount to timekeeper – this will adjust leave to the negative
 - b. If pay should be reduced:
 - Determine amount that will be taken from the current payroll if any. Reduce the amount of non-worked by this amount. If there is still

additional money to be recouped – leave the associated time on the non-worked line. This will create a balance on this element. As you continue to recoup the pay, continue to adjust the non-worked amount until it is 0. The procedure to recoup overpayments may be found on the RF public website, or [here](#).

- c. If pay is correct (i.e. jury duty):
 - Zero out the hours in the Non-worked hours - these will remain on the timecard but do not need to transfer to payroll.

5. Once all errors are reviewed, change the control total to match the input hours – the timecard will change to “Working”

6. Repeat the process as often as needed until the campus established cut off for timesheets. Once this is reached, you can leave any timecards posted after the deadline in error and they will not process until the next payroll.

Hourly Checklist Report

This report can be run every day or once a payroll. There are parameters that will limit the data from the last time the report was run. Recommended that the excel output be used. This report will show the detailed PTA with the hours and rates for a final review.

Query to find Timecards with Comments

Although not required, it is recommended that timecards with comments be reviewed prior to the transfer to payroll in order to be sure no action should be taken that would affect pay.

Steps:

1. Query Timekeeper
 - Status = “Working”
 - Comments “Yes”
 - Operating Location = Campus Location
2. Review each record by clicking on the “Create/Edit” button and reading comments. Take any appropriate action.

Query Timecards with PTO

This last review is not required; however, campuses can determine the value of this review based on their employee population and the issues they are finding in processing PTO.

Steps:

1. Query Timekeeper Status = “Working” ,
2. PTO = “Yes”
3. Operating Location = Campus Location
4. Review each record by clicking on the “Create/Edit” button and review the PTO section.

Timecard Review

If at any time during the above steps the actual entries on the timecard need to be reviewed, click the “Timecard” button on the “Create/Edit” screen for that timecard. Review the actual entries and make any adjustments necessary on the “Create/Edit” screen.

Changes to Timecards

Timecard Entries

If changes are needed to the timecard entries because the incorrect accrual type has been used or in and out times are not correct, a paper timesheet should be completed to reflect the correct entries. The box “Paper Time Sheet” on the main page of Timekeeper should also be checked for that timecard line. This indicates that the electronic timecard is not the official version. The “Create/Edit” screen can then be updated accordingly as necessary.

Changes after payroll is processed

Follow the above to record the correct entries and indicate the paper time sheet is the official time sheet and follow the process to adjust the payroll amounts by using the “Adjust” icon on the main page of Timekeeper.

Transfer from Timekeeper to Payroll

Any timecard in a working status will be transferred to payroll elements every Tuesday night.

1. For timecards that will not result in pay but have leave - leave accrual balances will update once a week
2. For timecards that will result in pay:
 - a. On the regular payroll Tuesday – all timecards in working status from prior payroll periods will process and pay. Leave balances will also be adjusted (i.e. on Tuesday 1/19, timecards from 1/8 and prior will process and pay in the 1/22 payroll. The associated leave recorded on these timecards will also update balances).
 - b. On off-week Monday by noon – timecards that may have not been received or reviewed in time to transfer and process in the regular payroll run, should be evaluated to determine if they should be processed in the off-week to ensure timely pay and leave balance updates (i.e. on Tuesday 1/26 any timecards from 1/8 or prior could be changed to a working status and processed in the 1/29 off-week payroll). *SPECIAL NOTE:* there may be instances where employees have already submitted their timecards for the immediate prior payroll at the time of the off week run (i.e. by Tuesday 1/26, timecards for the 1/22 payroll may have been submitted and approved), causing these timecards to be in Timekeeper. Those timecards in an Error status, SHOULD NOT be changed to Working, until after the off-week payroll runs. We should not pay time on these timesheets prior to the full two-week lag/regular payroll run. However, those timecards that just contain PTO can and should be processed for timely update of accruals.

Timecards when employees change classification:

When an employee changes their status from non-exempt to exempt, or vice versa a timecard is automatically created in OTL and placed in a working status for the partial time period before the status changed. It is important to have the employee complete their timecard for the partial period of time. Once this has been completed, they will be able to complete their timecard for the period of time after their classification changed.

If an employee has started their timecard prior to the change in classification, that timecard should be deleted prior to the change in classification. Once it has been deleted the change in status of the assignment can be changed an auto timecard would be generated.

Please see Appendix D for instructions.

Returning a timecard for correction:

To return an approved timecard to employee. OTL timecard detail, select the employee you want to return

Time Entry

Person Choice

If your name appears, then you can enter and update time for yourself as well as others, according to your security access.

Person

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 61 Next 12

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Mar-2019	31-Mar-2019	1			
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		
<input type="checkbox"/>	Approved	None	01-Jan-2019	31-Jan-2019	0	31-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Dec-2018	31-Dec-2018	9.5	02-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Nov-2018	30-Nov-2018	10	13-Dec-2018		
<input type="checkbox"/>	Approved	None	01-Oct-2018	31-Oct-2018	14.5	02-Nov-2018		
<input type="checkbox"/>	Approved	None	01-Sep-2018	30-Sep-2018	14.5	02-Oct-2018		
<input type="checkbox"/>	Approved	None	01-Aug-2018	31-Aug-2018	1.5	31-Aug-2018		
<input type="checkbox"/>	Approved	None	07-Jul-2018	31-Jul-2018	0	31-Jul-2018		
<input type="checkbox"/>	Approved	None	23-Jun-2018	06-Jul-2018	37.5	05-Jul-2018		
<input type="checkbox"/>	Approved	None	09-Jun-2018	22-Jun-2018	75	22-Jun-2018		
<input type="checkbox"/>	Approved	None	26-May-2018	08-Jun-2018	76	11-Jun-2018		

Select Timecard: | Previous 1-12 of 61 Next 12

RF Business Applications User Help Time

Comment in comment box (or character of any sort) then save and go next to submit.

SUNY(RF) 650 Timekeeper CO Only

Time

Time Entry: Marino, Mrs. Ashley Reed, 99280

Paid Time Off (PTO) should be entered in quarter day increments (for example .25, .50, .75, 1.0). Employees on paid leave and using PTO to supply increments other than quarter day.

Show Accrual Balances

Period Comments

Template

Hours Type	Absence Reason	Tue, Jan 01	Wed, Jan 02	Thu, Jan 03	Fri, Jan 04	Sat, Jan 05	Sun, Jan 06
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Another Row"/>	<input type="button" value="Recalculate"/>	0	0	0	0	0	0

Template Name

RF Business Applications User Help Time Home Logout F

Time

Time Entry: Teal, Ms. Farrah Marie, 95377

Paid Time Off (PTO) should be entered in quarter day increments (for example .25, .50, .75, 1.0). Employees on paid leave and using PTO to supplement Paid Family Leave, Disability or quarter day.

[Show Accrual Balances](#)

Period ⓘ

Comments

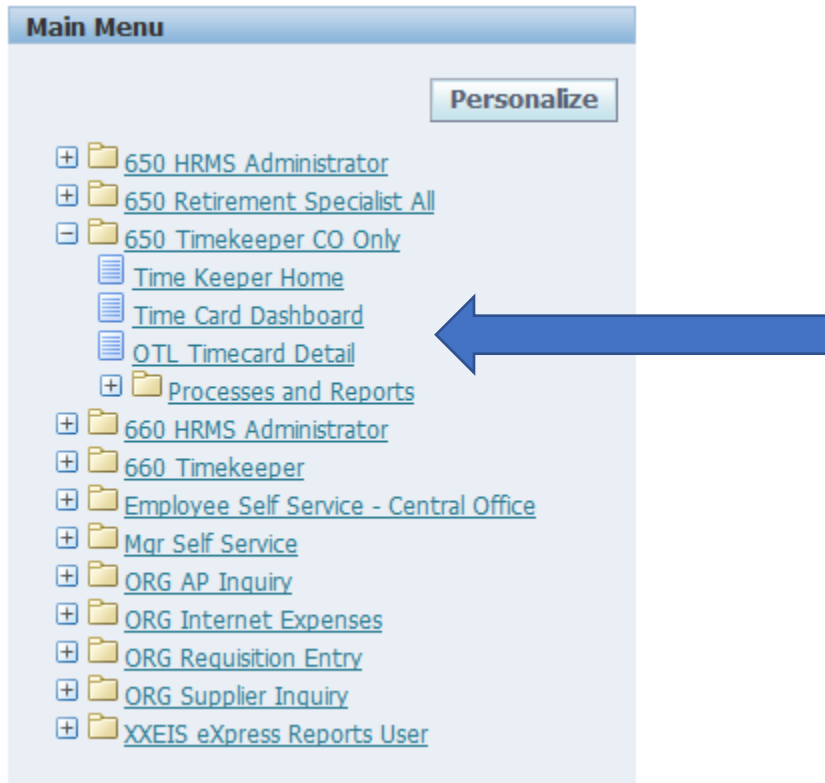
Template

Hours Type	Absence Reason	Sat, Dec 01	Sun, Dec 02	Mon, Dec 03	Tue, Dec 04	Wed, Dec 05	Thu, Dec 06	Fri, Dec 07	Sat, Dec 08	Sun, Dec 09
<input type="text" value="Vacation"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Another Row"/>	<input type="button" value="Recalculate"/>	0	0	0	0	0	0	1	0	0

Template Name

To put the timecard into “Working Status”

1)- Go to OTL Timecard Detail



2) find the employee who has the timecard you would like fix from the drop-down menu

Person Choice

If your name appears, then you can enter and update time for yourself as well as others, according to your security access.

Person

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 26 Next 12


Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Jun-2019	30-Jun-2019	1			
<input type="checkbox"/>	Approved	None	01-May-2019	31-May-2019	7.5	31-May-2019		
<input type="checkbox"/>	Approved	None	01-Apr-2019	30-Apr-2019	2	01-May-2019		
<input type="checkbox"/>	Approved	None	01-Mar-2019	31-Mar-2019	1.75	29-Mar-2019		
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		
<input type="checkbox"/>	Approved	None	01-Jan-2019	31-Jan-2019	0	31-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Dec-2018	31-Dec-2018	9.5	02-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Nov-2018	30-Nov-2018	10	13-Dec-2018		
<input type="checkbox"/>	Approved	None	01-Oct-2018	31-Oct-2018	14.5	02-Nov-2018		
<input type="checkbox"/>	Approved	None	01-Sep-2018	30-Sep-2018	14.5	02-Oct-2018		
<input type="checkbox"/>	Approved	None	01-Aug-2018	31-Aug-2018	1.5	31-Aug-2018		
<input type="checkbox"/>	Approved	None	07-Jul-2018	31-Jul-2018	0	31-Jul-2018		

Select Timecard: | Previous 1-12 of 26 Next 12



3) Select the timecard that you would like to return for correction/put back in “working” status.

You may do this by selecting the pencil icon next to the timecard . This will open the timecard



Person Choice

If your name appears, then you can enter and update time for yourself as well as others, according to your security access.

Person

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 26 Next 12

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Jun-2019	30-Jun-2019	1			
<input type="checkbox"/>	Approved	None	01-May-2019	31-May-2019	7.5	31-May-2019		
<input type="checkbox"/>	Approved	None	01-Apr-2019	30-Apr-2019	2	01-May-2019		
<input type="checkbox"/>	Approved	None	01-Mar-2019	31-Mar-2019	1.75	29-Mar-2019		
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		
<input type="checkbox"/>	Approved	None	01-Jan-2019	31-Jan-2019	0	31-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Dec-2018	31-Dec-2018	9.5	02-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Nov-2018	30-Nov-2018	10	13-Dec-2018		
<input type="checkbox"/>	Approved	None	01-Oct-2018	31-Oct-2018	14.5	02-Nov-2018		
<input type="checkbox"/>	Approved	None	01-Sep-2018	30-Sep-2018	14.5	02-Oct-2018		
<input type="checkbox"/>	Approved	None	01-Aug-2018	31-Aug-2018	1.5	31-Aug-2018		
<input type="checkbox"/>	Approved	None	07-Jul-2018	31-Jul-2018	0	31-Jul-2018		

Select Timecard: | Previous 1-12 of 26 Next 12



- 4) Go to the comment box and put a comment **or** character in the box. This can be as simple as a few spaces.

Time

Time Entry: Marino, Mrs. Ashley Reed, 99280

Paid Time Off (PTO) should be entered in quarter day increments (for example .25, .50, .75, 1.0). Employees on increments other than quarter day.

Show Accrual Balances

Period: ⓘ

Comments:

Template:

Time

Time Entry: Marino, Mrs. Ashley Reed, 99280

Paid Time Off (PTO) should be entered in quarter day increments (for example .25, .50, .75, 1.0). Employees on increments other than quarter day.

Show Accrual Balances

Period: ⓘ

Comments: ←

Template:

- 5) Once you have either made a comment or space, press “Save”. This will put the card into “working” status

Person: Marino, Ashley Reed, 99280, 000 Human Resources

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 26 Next 12

[Select All](#) | [Select None](#)

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Jun-2019	30-Jun-2019	1			
<input type="checkbox"/>	Working	None	01-May-2019	31-May-2019	8.5			
<input type="checkbox"/>	Approved	None	01-Apr-2019	30-Apr-2019	2	01-May-2019		
<input type="checkbox"/>	Approved	None	01-Mar-2019	31-Mar-2019	1.75	29-Mar-2019		
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		

To correct and resubmit a timecard

1)- Go to OTL Timecard Detail

Main Menu

Personalize

- + 650 HRMS Administrator
- + 650 Retirement Specialist All
- 650 Timekeeper CO Only
 - Time Keeper Home
 - Time Card Dashboard
 - OTL Timecard Detail**
 - + Processes and Reports
- + 660 HRMS Administrator
- + 660 Timekeeper
- + Employee Self Service - Central Office
- + Mgr Self Service
- + ORG AP Inquiry
- + ORG Internet Expenses
- + ORG Requisition Entry
- + ORG Supplier Inquiry
- + XXEIS eXpress Reports User

2) find the employee who has the timecard you would like fix from the drop-down menu

Person Choice

If your name appears, then you can enter and update time for yourself as well as others, according to your s

Person

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 26 Next 12


Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Jun-2019	30-Jun-2019	1			
<input type="checkbox"/>	Approved	None	01-May-2019	31-May-2019	7.5	31-May-2019		
<input type="checkbox"/>	Approved	None	01-Apr-2019	30-Apr-2019	2	01-May-2019		
<input type="checkbox"/>	Approved	None	01-Mar-2019	31-Mar-2019	1.75	29-Mar-2019		
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		
<input type="checkbox"/>	Approved	None	01-Jan-2019	31-Jan-2019	0	31-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Dec-2018	31-Dec-2018	9.5	02-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Nov-2018	30-Nov-2018	10	13-Dec-2018		
<input type="checkbox"/>	Approved	None	01-Oct-2018	31-Oct-2018	14.5	02-Nov-2018		
<input type="checkbox"/>	Approved	None	01-Sep-2018	30-Sep-2018	14.5	02-Oct-2018		
<input type="checkbox"/>	Approved	None	01-Aug-2018	31-Aug-2018	1.5	31-Aug-2018		
<input type="checkbox"/>	Approved	None	07-Jul-2018	31-Jul-2018	0	31-Jul-2018		

Select Timecard: | Previous 1-12 of 26 Next 12

3) Select the timecard that you would like to return for correction/put back in “working” status.



You may do this by selecting the pencil icon next to the timecard . This will open the timecard

Person Choice

If your name appears, then you can enter and update time for yourself as well as others, according to your security access.

Person:

Recent Timecards: Marino, Mrs. Ashley Reed, 99280

Select Timecard: | Previous 1-12 of 26 Next 12

Select All | Select None

Select	Timecard Status	Transferred To	Period Starting	Period Ending	Recorded Time	Submission Date	Update	Details
<input type="checkbox"/>	Working	None	01-Jun-2019	30-Jun-2019	1			
<input type="checkbox"/>	Approved	None	01-May-2019	31-May-2019	7.5	31-May-2019		
<input type="checkbox"/>	Approved	None	01-Apr-2019	30-Apr-2019	2	01-May-2019		
<input type="checkbox"/>	Approved	None	01-Mar-2019	31-Mar-2019	1.75	29-Mar-2019		
<input type="checkbox"/>	Approved	None	01-Feb-2019	28-Feb-2019	0	28-Feb-2019		
<input type="checkbox"/>	Approved	None	01-Jan-2019	31-Jan-2019	0	31-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Dec-2018	31-Dec-2018	9.5	02-Jan-2019		
<input type="checkbox"/>	Approved	None	01-Nov-2018	30-Nov-2018	10	13-Dec-2018		
<input type="checkbox"/>	Approved	None	01-Oct-2018	31-Oct-2018	14.5	02-Nov-2018		
<input type="checkbox"/>	Approved	None	01-Sep-2018	30-Sep-2018	14.5	02-Oct-2018		
<input type="checkbox"/>	Approved	None	01-Aug-2018	31-Aug-2018	1.5	31-Aug-2018		
<input type="checkbox"/>	Approved	None	07-Jul-2018	31-Jul-2018	0	31-Jul-2018		

Select Timecard: | Previous 1-12 of 26 Next 12



4) Make the necessary corrections in the selected timecard. You may want to add a comment in the comment box which explains why the correction is happening.

Select “save” and “Go next to submit”



Time Entry: Marino, Mrs. Ashley Reed, 99280

Paid Time Off (PTO) should be entered in quarter day increments (for example .25, .50, .75, 1.0). Employees on paid leave and using PTO to supplement Paid Family Leave, Disability or Workers' Compensation payments may enter PTO in increments other than quarter day.

Show Accrual Balances

Period: ID: Comments:

Template:

Hours Type	Absence Reason	Wed, May 01	Thu, May 02	Fri, May 03	Sat, May 04	Sun, May 05	Mon, May 06	Tue, May 07	Wed, May 08	Thu, May 09	Fri, May 10	Sat, May 11	Sun, May 12	Mon, May 13	Tue, May 14	Wed, May 15	Thu, May 16	Fri, May 17	Sat, May 18	Sun, May 19	Mon, May 20
Vacation		0.5	1	1			1	1	1	1	1										
Add Another Row Recalculate		0.5	1	1	0	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0

Template Name:



5) You will be brought to the screen that summarizes the timecard with days or hours off. You must select the box at the top to “Certify that the entries below are true and complete to the best of my knowledge”.

* By clicking this check box, I certify that the entries below are true and complete to the best of my knowledge.

Week Starting **Wednesday, May 01 2019**

Timecard Period (days) **31**

The timecard should now be back into a “Submitted” status and available for the supervisor to approve.

Post Transfer Monitoring

Absences

As you will no longer have paper timesheets to review one by one, absences can be monitored for the entire campus by running the RF Absence Report. This report can be found in Oracle under “Processes and Reports” Sick usages should be reviewed to identify any absences greater than 3-5 days in order to follow campus processes in requiring doctor’s notes or sending FMLA paperwork. Use the following parameters to review absences related to sick. The date parameters reflect the actual days taken not when they were entered. This report can be run with a text format, so it can open in Microsoft Excel and sorted.

The screenshot shows the 'Parameters' dialog box for the RF Absence Report. The fields are as follows:

Effective Date	17-MAR-2016	
Reporting Type (Required Field)	Location	Run for 1 Location
Location (Required Field)	Campus Location Here	
Organization		
Employee		
Date From	Start of Period to Review	
Date To	End of Period to Review	
Absence Type 1	Absence NYC Earned Sick Time	
Absence Type 2	Non Worked Hours Absence Type	
Absence Type 3	Non Worked Time Absence Type	
Absence Type 4	Sick EX Absence Type	
Absence Type 5	Sick NEX 37 Half Absence Type	
Absence Type 6	Sick NEX 40 Absence Type	
Absence Type 7		
Absence Type 8		
Absence Type 9		

Buttons: OK, Cancel, Clear, Help

Missing Timecards

To monitor missing timecards there are two missing timecard report in Timekeeper; If you have access to your campuses "Timekeeper" responsibility, you will have access to run these reports. The "RF Hourly Missing Timecards" for non-exempt and hourly employees and the "RF Missing Exception Reports" for exempt employees. This will identify those who do not have the box "Timesheet Received" checked for a period. To ensure the report is most effective, if you receive paper timesheets from some of your employees, you should check the "Timesheet Received" check box and the "Paper Timesheet Received" boxes for the appropriate period. This will prevent periods appearing as missing on the report when they are not.

Timecard Approver is not Supervisor

There are times when a supervisor might delegate the responsibility to sign a timecard to another person. You may also update supervisors on an assignment using date tracking which may cause a mismatch between the supervisor on the record and the person who approved the timecard. To monitor these delegations and potential date track issues, run the report "RF Timecard Approvers is not Supervisor" report using your HR or payroll responsibility. This will identify any timecard where this condition exists; if it is blank all timecards for that pay period where approved by the supervisor on the assignment.

RF Timecard Audit Trail Report

Since going to a paperless e-time system, there are no longer paper records showing when timecards were submitted and approved. This report can be used to get that information in case of an audit, or if you have questions regarding approvals of a timecard. The report will also show the time taken by the employee It allows you to put in a range of dates. This report is ran in Timekeeper.

RF Timecards Awaiting Supervisor Action

This report is run usually by HR or Payroll to determine which timecards are outstanding due to needing a response from the supervisors.

RF Timecards with Comments

If an employee adds a comment to their timecard when they submit it, you will be able to run this report to view all the timecards that have comments made on them.

Other Important Features

Dashboard

A new menu item will be available under the Timekeeper responsibility called “Dashboard”. This menu can be used to review your locations timecards by various categories and statuses. There is no recommended way to use this feature, rather campuses can review the data in the way that best works for them.

Email Reminders

With the roll out of the system, email reminders are available. Campuses can choose when and if they take advantage of this feature. Campuses will also have the ability to turn these emails off at the person level if there are particular employees or supervisors that they do not want to have receive emails. These fields can be found in the GRE and other data section by selecting the “Statutory Information” tab on the assignment form.

Note: Central Office can make these updates for mass groups of employees

The image shows two screenshots from an HRMS application. The top screenshot is the 'Assignment' form for 'Mrs. Ashley Reed'. It displays various fields such as Organization (650 Human Resources), Job (Administrative Staff Assistant I), Grade (E.1), Location (650 Central Office), Group (650.Employee Regular), Position, Payroll (Biweekly), Status (Active Assignment), Assignment Number (99280), and Assignment Category (Exempt - Regular). A red arrow points to the 'Statutory Information' tab. The bottom screenshot shows the 'GREs and other data' section, which includes fields for Reporting Establishment, Seasonal Worker, Corporate Officer Indicator, Area Code (AK), Occupational Code (AK), Seasonal Code (IN), Taxation Location (IN), Probationary Code (MO), Private Disability Plan ID (NJ), Family Leave Insurance Private Plan Id (NJ), Alpha Indicator for Class Code(WY), OTL Standard Hours (37.5), OTL PTOLOW Eligible, Etime Suprvr Email, FLSA Code, and Etime EE Email. The OTL Standard Hours field is highlighted with a blue background and contains the value 37.5, with a tooltip that reads '37.5 Non-Exempt Employees'. The bottom of the form has buttons for 'OK', 'Cancel', 'Clear', and 'Help'.

End of period reminders: On the Monday following a payday for nonexempt salaried employees, or the 2nd day of a month for exempt employees a reminder email will be sent notifying the employee that their timecard is now due. See Appendix C for the wording of this email.

Past due reminders: On Friday mornings, an email will be sent to employees whose timecards for previous periods have not yet been submitted. The email will include any timecards not submitted for the last 90 days. Supervisors will also be cc'd on these employee emails, so they are aware the employee is missing timecards. See Appendix C for the wording of this email.

Timecards not approved: On Friday evenings, supervisors will receive an email if there are any timecards that they have not yet approved. See Appendix C for the wording of this email.

Definitions

Non-Worked Hours/Time

When a non-exempt employee works less than their FTE*Standard work week - i.e. a 40hr/week employee with a .5 FTE would be expected to have a total of 40 hours on their time sheet. If they work less than that and do not have appropriate PTO to cover the hours they did not work, they will need to categorize these hours as non-worked hours and provide a reason. Similarly, if an exempt employee does not have appropriate PTO to cover an absence, they must also use Non-Worked Time to indicate the leave.

Appendix A:

Timecards will look as follows in Timekeeper

1. Hourly Employees
 - a. Time Sheet received - Yes
 - b. Input Hours – total hours from timecard
 - c. Control Total - blank
 - d. Hours Diff – calculated
 - e. Comments Exist – checked if comments
 - f. PTO Exists – checked if used PTO
 - g. Non-worked Hours Exist – Unchecked (Not Applicable for Hourlies)
 - h. Timecard Status – Error
2. Non-exempt Employee with no extra hours above FTE, no PTO and no non-worked hours
 - a. Time Sheet received - Yes
 - b. Input Hours – 0
 - c. Control Total - blank
 - d. Hours Diff – calculated
 - e. Comments Exist – checked if comments
 - f. PTO Exists – unchecked
 - g. Non-worked Hours Exist – unchecked
 - h. Timecard Status – Working
3. Non-exempt Employee with PTO but no extra hours above FTE, and no non-worked hours
 - a. Time Sheet received - Yes
 - b. Input Hours – 0
 - c. Control Total - blank
 - d. Hours Diff – calculated
 - e. Comments Exist – checked if comments
 - f. PTO Exists –checked
 - g. Non-worked Hours Exist – unchecked
 - h. Off Week Run –
 - i. Timecard Status – Working
4. Non-exempt Employee with extra hours above FTE, but no PTO and no non-worked hours
 - a. Time Sheet received - Yes
 - b. Input Hours – # of hours above the FTE amount
 - c. Control Total - blank
 - d. Hours Diff – calculated
 - e. Comments Exist – checked if comments
 - f. PTO Exists – unchecked
 - g. Non-worked Hours Exist – unchecked
 - h. Timecard Status – Error
5. Non-exempt Employee with non-worked hours but no extra hours above FTE, no PTO
 - a. Time Sheet received - Yes
 - b. Input Hours – # of non-worked hours
 - c. Control Total – “-1.00”
 - d. Hours Diff – calculated
 - e. Comments Exist – checked if comments
 - f. PTO Exists – Checked
 - g. Non-worked Hours Exist – Checked
 - h. Timecard Status – Error

Appendix B:

Returning a Timecard for Corrections

Step 1: Log into Timekeeper Home and query up the employee's timecard that is in question. If the timecard is in 'Working' status or 'Error' status, you can then delete the timecard from Timekeeper. (This prevents a duplicate timecard from being created when the employee re-submits their timecard from their Self Service.) If the timecard is in 'Transferred' status and there is PTO absences on that timecard, you then need to go into the Absence form in Oracle and delete the Absence record. (Instructions below). If the 'Transferred' timecard has hours, you need to change the pay accordingly by following the process to adjust the payroll amounts by using the 'Adjust' icon on the main page of Timekeeper.

Deleting Absence form from Oracle

- Log onto HRMS Administrator
- Click on FastPath
- Select Absence
- You can press your down arrow key to scroll through the entered absences or you can date track to the absence date.
- Hit the delete button (red X) at the top of the page
- Select Yes to confirm and Save

Step 2: Log on as HR Admin, click into OTL Timecard Detail, query up Employee's timecard, click the Update icon, add a comment, hit Save. Now click Cancel to go back to the worklist, and you will see that the timecard will go back into 'Working' status

** Please note this change does not trigger a workflow notification for the employee or the supervisor at that time. Supervisors will receive reminders every Monday and Thursday to approve any timecards in their worklist. Employees will receive reminders if they are past 90 days.

The employee can now go into their 'My Time' in Self-Service and see that their timecard is in 'Working' status and review the comments and make any updates and resubmit any changes. This will be re-routed to the supervisor for approval.

**The update button on an 'Approved' timecard is grayed out for the employee in 'My Time'. The employee can still select an approved timecard to delete it, but if they do, they will receive an error message preventing you from deleting it. The HR administrator will always still have the update button available for them to make changes.

Appendix C:

Message to Employees to remind timesheets are due:

To: Non-exempt/Hourly active one day in the period– Monday following the end of a pay period. Exempt active one day during the month– the second day of the month

From: RF Human Resources

Subject: Complete Your Timecard for Period Ending MM/DD/YYYY

This is a reminder that your timecard for the period ending MM/DD/YYYY, is now due. Please log into [Employee Self Service](#) to complete and submit this timecard.

If you have any questions regarding how your time should be recorded please contact your supervisor <Supervisor First Name> <Supervisor Last Name> or your RF Human Resources office.

Employee Self Service access can also be found at www.rfsuny.org under Information For>Employees>Self Service.

If you are unable to access Employee Self Service or you do not use the E-time Reporting system you should complete a paper timesheet or exception report and return to your RF Human Resources office.

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources or Payroll office.

Message to Employees to remind timesheets are overdue:

To: All employees in an active status – every Friday morning

CC: Employee Supervisor

From: RF Human Resources

Subject: Overdue Timecards Must be Completed

This is to notify you the following timecard(s) are now past due, please log into [Employee Self Service](#) to enter them. If you do not use the E-time Reporting system complete a paper timesheet or exception report and submit to your RF Human Resources office.

<List of Timecards Due in Ascending Order>

Employee Self Service access can also be found at www.rfsuny.org under Information For>Employees>Self Service

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources or Payroll office.

Message to Supervisors to remind timesheets need to be approved:

To: All supervisors with timecards waiting for their approval – every Friday afternoon

From: RF Human Resources

Subject: Timecards Awaiting your Approval

This is to remind you that the following timecards are awaiting your review and approval.

<Employee Name> <Date of Timecard>

To approve the timecards, click [here](#) and sign in with your RF user id and password. The timecards above will be listed in your worklist on the right side of the page.

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources or Payroll office.

Appendix D:

NOTE: Employees' accrual balances need to be converted from days to hours. It is best to run the RF Accrual Report in Oracle prior to converting an employee to nonexempt so that accrual balances can be reconciled to ensure accuracy. Adjustments may be needed to provide the correct accrual balances. Please see the screen shot below titled Adjustments.

Instructions: In order to convert exempt employees to nonexempt employees, the following steps need to be taken:

1. Select the employee's record in Oracle
2. Click on Assignment
3. Click on the Grade field and select the appropriate N/E grade
4. Change the Assignment Category to Non-exempt - Regular
5. Save the record
6. Click OK for message Your changes will affect element entries. Do you want to continue? (This action will end date the Exempt PTO elements)
7. Click on Entries to add new PTO elements
8. Click green plus sign in upper left-hand corner of the screen
9. Type PTO and hit tab – this will provide the list of values associated with the grade
10. Select the appropriate element, i.e. either the 37 half or 40 depending on the campus work schedule (37 half hours or 40 hours a week)
11. Repeat step 9 for the three PTO elements (PTO Holiday Plan NEX, PTO Sick ENEX and PTO Vacation ENEX) and Save
12. If there are future dated assignment changes, date track to the future date and repeat steps 3-11

NOTE: If the employee's record contains Effective From and To Dates on the Assignment Form, you will need to date track to after the To Date and check to ensure that the assignment information is correct and appropriate PTO elements are on the record.

Effective From and To Dates:

The screenshot shows the Oracle HRMS Assignment Form for a user named Jean. The form is titled "Assignment (Jean) - 650 HRMS Administrator @ TRAINX - 12-OCT-2016". The "Salary Information" tab is selected. The "Effective Dates" field is circled in red, showing "From 05-SEP-2016" and "To" with a calendar icon. Other fields include Organization (The Research Foundation for SUNY), Job (Accountant I), Grade (N/E.1), Location (650 Central Office), Group (650 Employee Regular), Position, Payroll, Status (Active Assignment), Vacancy, Assignment Number (117878), Assignment Category (Non-exempt - Regul), Collective Agreement, and Employee Category (Administrative). The form also has tabs for Supervisor, Probation & Notice Period, Standard Conditions, and Statutory Information. At the bottom, there are buttons for Salary, Entries, Entry History, and Others...

Grade Changes

Assignment(FLSA, Ms. Kate) - 650 HRMS Administrator @ TRAINX - 12-OCT-2016

Organization: 650 Human Resources Group: 650 Employee Regular
 Job: Accountant I Position: Payroll: Biweekly
 Grade: N/E.1

Location: Grades

Find %

Grade	Valid For Job
E.0	No
N.0	No
E.9	No
N.50	No
E.89	No
N/E.1	Yes
N/E.2	No
N/E.3	No

Buttons: Find, OK, Cancel

Salary Information, Review Salary, Every, Salary, Entries, Entry History, Others...

Adding PTO Elements

Element Entries(FLSA, Ms. Kate)

Period: 21 2016 Bi-Week (01-OCT-2016 - 14-C)

Classification: Processing Types: Recurring, Nonrecurring, Both

Element Name	Processing Type	Costing	Reason	Effective Dates From	To
PTO Non Worked Hours	Recurring			<input type="checkbox"/>	01.AUG.2016
Reg Salary 1	Recurring			<input type="checkbox"/>	01.AUG.2016
US_TAX_VERTEX	Recurring			<input type="checkbox"/>	01.AUG.2016
Wage Compliance Info	Recurring			<input type="checkbox"/>	01.AUG.2016
				<input type="checkbox"/>	12.OCT.2016

Buttons: Entry Values, Balance Groupup

Adjustments

Element Entries(FLSA, Ms. Kate)

Period: 21 2016 Bi-Week (01-OCT-2016 - 14-C)

Classification: Processing Types: Recurring, Nonrecurring, Both

Element Name	Processing Type	Costing	Reason	Effective Dates From	To
PTO Non Worked Hours	Recurring			<input type="checkbox"/>	01.AUG.2016
Reg Salary 1	Recurring			<input type="checkbox"/>	01.AUG.2016
US_TAX_VERTEX	Recurring			<input type="checkbox"/>	01.AUG.2016
Wage Compliance Info	Recurring			<input type="checkbox"/>	01.AUG.2016
PTO Holiday Plan NEX 37 Half	Recurring			<input type="checkbox"/>	30-SEP-2016
PTO Sick ENEX 37 Half	Recurring			<input type="checkbox"/>	12-OCT-2016
PTO Vacation ENEX 37 Half	Recurring			<input type="checkbox"/>	12-OCT-2016
leave				<input type="checkbox"/>	

Elements

Find leave %

Element Name	Processing Type
Leave Adj Sick ENEX 37 Half	Nonrecurring
Leave Adj Sick ENEX 40	Nonrecurring
Leave Adj Vacation ENEX 37 Half	Nonrecurring
Leave Adj Vacation ENEX 40	Nonrecurring
Leave Holiday Adj NEX 37 Half	Nonrecurring
Leave Holiday Adj NEX 40	Nonrecurring
Leave Holiday Negative Adj NEX 37 Half	Nonrecurring
Leave Holiday Negative Adj NEX 40	Nonrecurring
Leave Negative Adj Sick ENEX 37 Half	Nonrecurring
Leave Negative Adj Sick ENEX 40	Nonrecurring
Leave Negative Adj Vacation ENEX 37 Half	Nonrecurring
Leave Negative Adj Vacation ENEX 40	Nonrecurring
Leave Non Worked Hours Adj	Nonrecurring

Buttons: Find, OK, Cancel

Selecting PTO Elements

PTO Non Worked Hours Recurring

Elements

Find pto%

Element Name	Processing Type
PTO Holiday Plan NEX 40	Recurring
PTO Sick ENEX 40	Recurring
PTO Vacation ENEX 40	Recurring

Buttons: Find, OK, Cancel

PTO Non Worked Hours	Recurring
Elements	
Find: pto%	
Element Name	Processing Type
PTO Holiday Plan NEX 40	Recurring
PTO Sick ENEX 40	Recurring
PTO Vacation ENEX 40	Recurring

Find OK Cancel