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 the majority of auditing done on a timesheet will be handled through the electronic process. OT will be 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 this 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: Status = "Error", Operating Location = Campus location, All other parameters = blank
2. Review each record in error by clicking on the "Create/Edit" button for that line.
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.

   c. Pay is correct (i.e. jury duty) just 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", PTO = "Yes", Operating Location = Campus Location
2. 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 so it is clear that the electronic version 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

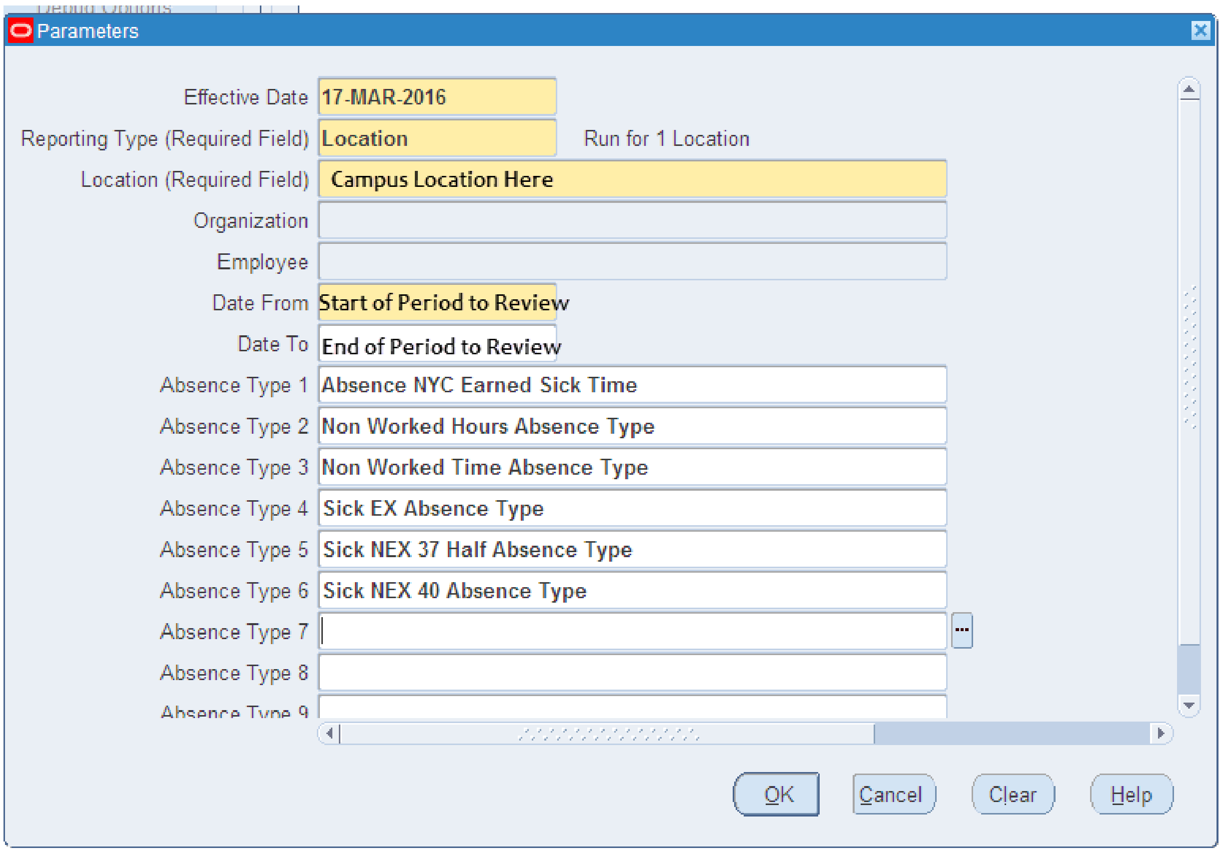
Any timecard in a working status will be transferred to payroll elements every Tuesday night.

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 review 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.

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. In particular, 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 opened in Microsoft Excel and sorted.



Missing Timecards

To monitor missing timecards there are two missing timecard report in Timekeeper; "RF Hourly Missing Timecards" for non-exempt and hourly employees and "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.

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. Time Card 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. Time Card 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. Time Card 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. Time Card 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. Time Card Status – Error