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

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. 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

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

**Time**

**Time Entry: Test, Ms. Farrell Smith, 95377**

<table>
<thead>
<tr>
<th>Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2018 - 12/31/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Template**

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Absence Reason</th>
<th>Sat, Dec 01</th>
<th>Sun, Dec 02</th>
<th>Mon, Dec 03</th>
<th>Tue, Dec 04</th>
<th>Wed, Dec 05</th>
<th>Thu, Dec 06</th>
<th>Fri, Dec 07</th>
<th>Sat, Dec 08</th>
<th>Sun, Dec 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
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</tr>
</tbody>
</table>

**Add Another Row**

**Template Name**

**Save as a Template**
To put the timecard into “Working Status”

1)- Go to OTL Timecard Detail
2) find the employee who has the timecard you would like to fix from the drop-down menu

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

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

1)- Go to OTL Timecard Detail

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

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”.

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”.
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.
**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*
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: