



HUMAN RESOURCES

Division: **ADMINISTRATION**

Chapter: **HUMAN
RESOURCES**

Policy: **HR 3.6 - TIME
ADMINISTRATION
PROCEDURES**

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Procedures for the Employee Time Report

The Employee Time Report is completed as follows:

A. The top section requires the following information:

Name:	Full name
Work location:	Facility, Judicial District, Section, etc.
BEACON/Personnel Identification Number:	Individual identification number assigned to each employee upon employment.
Work Schedule (e.g., shift):	Identify the assigned shift
Job Title:	Classification Title
Dates of Work Period:	The seven (7) day period is a one week period beginning on the appropriate day.
Fair Labor Standards Act (FLSA) Status (e.g., subject or not subject to overtime): compensation.	The positions eligibility for overtime

This information is required by the time administrators entering hours worked and leave into the BEACON/SAP time management system.

B. Employees will account for each scheduled work day by either applying hours worked or leave taken to meet the standard for the work cycle (i.e., 40 hours) using the appropriate A/A code. Each week employees will enter hours worked in the Time Worked row next to the A/A Code 9500 on the day the shift begins.

Note: Employees shall not code other A/A Codes without first obtaining management approval in accordance with the respective leave and/or pay policies.

C. Sick leave shall be entered on the identified row using A/A code 9200. The absences shall be deducted after any required leave offsetting from the employee's leave quotas based on a predefined sick leave hierarchy within the BEACON/SAP system.

D. All other approved leave shall be entered on the identified row using A/A code 9000. The absences shall be deducted after any required leave offsetting from the employee's leave quotas based on a predefined approved leave hierarchy within the BEACON/SAP system.

- E. Holiday leave shall be entered on the identified row using A/A code 9300.
Note: The system will generate a hard stop if an employee or Time Administrators tries to enter A/A code 9300 holiday leave and the employee doesn't have sufficient holiday leave to account for the absence.
- F. Leave of Absence Without Pay hours shall be entered on the row identified as Docking using A/A code 9400.
- G. If other A/A types not listed above are used, a new line item shall be completed. This also applies if multiple types of leave are used on the same day. Each absence type has a specific code number. Under no circumstances may an employee exceed their standard work schedule for the day using benefit time (e.g., leave).
Note: The BEACON/SAP system deducts approved leave according to the established approved leave hierarchy (holiday compensatory time, overtime compensatory time, gap compensatory time, on-call compensatory time, travel compensatory time, vacation leave, and advanced leave). All items in the leave hierarchy fall under the Approved Leave (A/A 9000) category. For example, if an employee records an Approved Leave (A/A 9000) code, the system will automatically deduct the amount of time taken from the employee's leave quota using the established hierarchy. Sick leave (A/A 9200) is also subject to a hierarchy (sick leave, received shared leave and advanced sick leave).
Note: Bonus leave may be used in lieu of approved leave and sick leave using the A/A 9100 code. However, policy requires that all compensatory leave be used prior to applying Bonus leave.
- H. Leave Offsetting/Manual Leave Offsetting: The standard process is system offsetting; however, it is equally acceptable to manually offset where possible and appropriate. The employee may review their time and leave entries and manually leave offset within the rules. Not all leave is subject to offsetting. When leave is manually offset, the standard policies and rules still apply (first used, first offset, etc.). The supervisor is responsible for reviewing the employee's time and leave entries and manually offsetting as possible and appropriate. If entries on the Employee Time Report are not manually offset, the Time Administrator will enter the data and the system will offset.
- I. Leave balances shall not be maintained on the Employee Time Report. If an employee and/or supervisor need access to an employee's leave balance, the time administrator can provide the information or the employee may access the information via ESS.
- J. After recording A/A codes for each day, the employee shall add each column and enter that amount in the Totals row. Time worked plus any absences for that day shall equal the required number of hours for which the employee is responsible for that day based on his/her work schedule. If an employee has insufficient leave to account for an absence, he/she shall record the hours using the A/A non-pay status code for docking (A/A 9400). If the daily work hours do not equal the employees standard hours, a comment shall be included.

- K. The Comment Section on the Employee Time Report shall be used to document additional information that may be necessary or required by the respective policies. For example, whenever Other Management Approved Leave is applied, there is a shift substitution, or a PERT activation an explanation is required.
- L. The employee shall sign and date the Employee Time Report and submit it to his/her supervisor on a timely basis following the week to which it applies. The supervisor shall be responsible for reviewing the entries, verifying accuracy, correcting with the employees acknowledgement as appropriate and then signing and dating and submitting to the Time Administrator on a timely basis.
- M. Once the Employee Time Report has been reviewed, signed and dated by the employee and the supervisor, it shall be submitted to the time administrator. The time administrator shall be responsible for making the entries to the BEACON/SAP time management system and initialing and dating in the designated space. For entries more than two (2) months retroactive, the time administrator must submit a retro wall request through the DPS Payroll Section to have the wall lowered so the time entries will process.

Procedures-Entering Time via Employee Self Service (ESS)

An employee must first obtain his/her NCID from the appropriate administrator with his/her work unit. This is needed for the initial access to the BEACON portal.

- A. Logon using NCID
- B. Select "My Data (ESS)" tab. ESS provides employees with several applications; however, for time entry the employee shall select Record Working Time.
- C. The employee shall enter hours worked and leave taken weekly to meet their standard (i.e., 40 hours per week) by selecting the appropriate A/A type from the far left column for the designated date. Click Review, Save, and Exit. If the employee needs to make a change prior to saving, he/she can select Previous Step and make the correction.

Note: While employees may wish to project their hours worked for the week, the time entries shall not be released for review and approval by the supervisor until the hours have actually been worked.

- D. The time can be entered from a daily or weekly view. The daily view allows for details to be entered by the employee that the manager can view via MSS using the Working Times Report. Time data shall be entered and approved in ESS/MSS per the supervisor's rules, but no later than the Saturday of the following week.

Note: The Leave Request feature in ESS does not work properly in all cases and is not recommended for use.

- E. Employees can make changes after releasing time entries prior to the manager approving in MSS. However, the employee must save the changes and resubmit.
Note: Supervisors should never use the “reject feature” in MSS, as it doesn’t function properly.

Procedures - Approving Time via Manager Self Service (MSS)

Managers are responsible for reviewing and approving time entries regularly to ensure accurate and timely leave accrual and supplemental payout. The login procedures may vary depending on the screen settings. In general, the manager shall access the BEACON web portal, logon to NCID and select the “My Staff (MSS)” link. Under “Detailed Navigation” there are two main components: “My Work Overview” and “My Team.”

“My Work Overview” includes the “Universal Worklist,” which is also where leave requests requiring approval will be listed under the “Tasks” tab. There is a “Reminder of Dates” section at the very bottom of the Universal Worklist. This section can be used to assist in remembering important dates, such as a return from leave of absence, training events, employee birthdays, etc. Data in this section is extracted from the employees’ master records and is not entered by the manager.

Approving Time Sheets

- A. Go to “Detailed Navigations” and select the “My Team” link to review and approve time sheets.
- B. Under “My Team,” select “Employee Working Times” and then “Approve Time Sheet Data.” The “Collective Approval” screen will display listing the employees for whom the manager has time approval responsibility in MSS.
- C. From the drop down menu in the block labeled “View,” select the period to view (weekly or daily).
- D. The column entitled “Target Time” reflects the employee’s scheduled work hours.
- E. Warning messages indicating hours different from scheduled hours will be marked by a yellow sign with exclamation point under the “Message” column, and the cell with the employee’s hours will be highlighted in red. These warning signs do not mean the hours entered are wrong, just that they are different from scheduled hours.

- F. Approve or resubmit time submitted using the down arrow in the Approve or Resubmit column and selecting one of the following functions for each employee's row:
1. Approve: Approves the time displayed and selected for that employee.
 2. Reject: Managers should never reject time entries. Errors or other discrepancies can be addressed manually with corrections made by the employee or time administrator.
 3. Resubmit: Excludes the time data from being approved or rejected and will be available in the Approve Working Times service until processed. This action essentially defers the manager's decision until a later time.
- G. After indicating approval or resubmission of the time, select the "Review" button. Review and click the "Save" button when satisfied with the actions.
- H. The "Completed" page will appear and display a green button with a message indicating "Your data has been saved." The employee(s) will see the decision(s) when logging on to ESS and accessing "Record Working Time." The MSS session may be ended or go on to approve time and or leave for any other employee(s) on the list.
- I. For approvals more than two (2) months retroactive, the manager must notify their HR representative so a retro wall request can be submitted to the DPS Payroll Section to have the wall lowered so the time entries will process.

Shift Substitutions (Push Codes)

A substitution code must be recorded when an employee has substituted for a shift other than their normal work schedule in accordance with the Shift Premium Pay Policy and Procedures. The push code will temporarily override an employee's existing work schedule rule. The substitution/push codes are as follows:

1. Night
2. Evening
6. Stop Premium Pay

The push code must also be applied on a non-scheduled workday if shift premium pay is due as the system does not recognize shift characteristics on regularly scheduled off days. The push code will not work if a night code premium is applied to an employee with an evening shift work schedule assignment. Likewise, the push code will not work if an evening code is applied to an employee with a night shift work schedule assignment. In these cases, a shift substitution must be completed by the HR representative. Finally, the stop premium pay code (6) will not stop weekend shift premium pay. Such pay is automatic if the position is eligible.

Procedures for Completing the Temporary Employee Time Report

The Temporary Employee Time Report is completed as follows:

- A. Indicate whether the employee is Contractual Employee or a Temporary Employee by checking the appropriate box.
- B. Provide the following information:

Name:	Full name
BEACON/Personnel Identification Number:	Individual identification number assigned to each employee upon employment.
SAP/BEACON Position Number	
Position Title:	Classification Title
Work location:	Facility, Judicial District, Section, etc.
Dates of Work Period:	The 7 day period is a one week period

Note: Because temporary and contractual employees are paid hourly, they are subject to the Fair Labor Standards Act (FLSA) and are therefore, eligible for overtime pay. This information is required by the time administrators entering hours worked and leave into the BEACON/SAP time management system.

- C. The actual hours worked shall be recorded in the appropriate column for each day. The column labeled Regular is for hours worked on a regular workday. The column labeled HPP is for hours worked on a state holiday per the holiday scheduled.

Note: Temporary and Contractual employees are eligible for holiday premium pay, but are not eligible for shift premium pay.

- D. At the end of each week, the hours are totaled and recorded in appropriate columns.
- E. Temporary and contractual employees may be eligible for Family and Medical Leave. Please refer to that policy for eligibility requirements. If this applies, the section labeled Family Medical Leave shall be completed indicating the Effective Period, leave Taken (always unpaid leave for temporary and contractual employees as they do not earn leave benefits).

- F. The section labeled comments is available for the employee, supervisor, manager or time administrator to make comments.
- G. The employee shall sign and date in the designated spaces and give to the supervisor.

Reports for Time and Leave Administration

There are a variety of reports available in SAP and BOBJ/BI that can be used as resources for time administrators, leave administrators and other staff. Some reports are more useful for work units using ESS/MSS for time entry and others may be more helpful for work units where time administrators do the time entry. Below is a list of some of the reports that can be used.

A. BOBJ/BI Reports

1. B0077(BOBJ) Position Eligibility Settings: Generate report for work unit and sort data by working week (1) and position (2). Use report to validate like positions has same settings and position has an assigned supervisor.
2. B0201 Quota Balance with Estimated Costs: This report displays the ending quota balances for one or more employees on a specified day within the current or three prior months. It also displays a cost estimate for each quota based on a calculated hourly rate.
3. B0202 Comp Time Aging: This report displays the current Overtime Comp, Holiday Comp, and On-Call Comp quota balances. Columns representing each future month display the number of hours set to age out in that month. A free characteristic allows the user to display hours aging out by day.
4. B0203 Time Overview by Employee: This report displays the evaluated time for the selection period and how that time updated the quota balances for a single employee. This report is similar to the current time statement report (transaction ZNCTIME) but allows for a user defined date range within the current or three prior months.
5. B0204 Total Time Sheet Exceptions: This report compares the CATS recorded and approved hours to the 2001/2002 records and calculates a difference. 2001/2002 records that cover a range of dates are parsed into separate days based on the employee's work schedule This report automatically applies a condition to suppress display of rows where the difference is 0. Report compares CATS recorded and approved hours to the 2001 (absence)/2002 (attendance) records and calculates the difference. Report helps determine if timesheet entry did not process successfully through time evaluation or if a manual 2001/2002 record is present.

6. B0205 Time Leveling Exceptions: Report compares an employee's planned hours to the 2001/2002 records and calculates the difference. Report helps to determine if all hours have been accounted for through timesheet entry or direct HR entry.
7. B0206 Holiday Activity: This report displays the amount of holiday time accrued, used, and moved to holiday comp during a selected date range within the current or three prior months. The report helps verify that employees received all holiday quota to which they were entitled. The report helps review the amount of holiday leave taken or moved to Holiday Comp for a specified date range.
8. B0207 Time Entry Other than 9300 on Specified Holiday: The report displays any time posted with an absence/attendance type other than 9300 on the selected day within the current or three prior months.
9. B0208 Late Approvals: This report displays time that has been approved more than a specified number of dates after the release date. (This report is only helpful to work units using ESS/MSS).
10. B0209 Late Timesheets: This report displays time that has been released, and not approved, more than a specified number of dates after the work date. This report is applicable only for employees that enter time through ESS. (This report is only helpful to work units using ESS/MSS).
11. B0211 VSL Eligibility: This report displays employees with a VSL Eligibility period that begins during a specified date selection.

B. SAP Reports

1. CATS_DA: Various reports can be generated from this application in SAP by entering the organizational unit, the absence/attendance type(s), dates, etc. Examples include:
 - a) To check the identity of the time administrator to ensure they are not entering their own time.
 - b) Can/must review data to determine if an employee is on a leave of absence (LOA) with pay or LOA without pay.
 - c) Review of employees who are assigned Evening & Night WSRs and use push codes to override existing WSR. In BEACON, push codes do not work if you push a Night Code Premium on an Evening employee OR if you push an Evening Code Premium on a Night employee on a scheduled work day. In these cases a Shift Substitution must be completed.
2. PT64 Attendance/Absence Data Report Verifying Standard Hours: This report helps to determine if custody employees have met 160 hour standard for 28-day overtime

cycle. A report is also available using this function for Non On-Call and On-Call Employees.

3. CATC Report for Verifying Standard Hours for 40 Hour or 160 Hour Subject/Exempt Employees. This report helps to determine non-custody employees who have not met the 40 hour per week standard requirement.
4. PT_BAL00: There are a variety of reports that can be generated using this function in SAP to check for negative quota balances, e.g., holiday leave, holiday compensatory time, overtime comp, etc.
5. ZPT2013 Quota Corrections Report: Request Leave Administrator run report for period, 4/1/08-present date. Validate approved supporting documentation on file for all quota adjustments made by facility personnel. (Note: Will need to use copy/upload from clipboard for all personnel numbers to get full report; using org unit does not pull all data.)
6. Flexible Data Report (S_AHR_61016362): Report may be use helpful in verifying employees Work Schedule Rule and Working Week (overtime period). Numerous Field Selection options are available including date of birth, age, addresses, phone numbers, etc.
7. 9901 Leave and Liability Aging for Subject and Exempt Employees: Infotype (in PA20) that monitors expiration of certain leave types: holiday leave, holiday comp, Overtime Comp, AWL liability, On-Call Comp and Gap Hours Comp.
8. PT50/Filtering Accrual Information: The Accrual Information Tab lists all quota accruals. Filtering allows you to view specific quota accruals without having to view all quota types.
9. Position Settings (P013D): Position Settings ensure that an employee receives the appropriate Supplemental pay: eligibility for Overtime Pay and OT expiration/payout, Night/Evening/ Weekend Shift Premium, Holiday Premium, On-Call and Callback.
10. Transaction Report PT_ERL00 Time Evaluation Messages Display: This report reflects various errors that need to be reviewed and corrected if necessary. Error messages in "RED" identify errors that have kicked out of time evaluation and must be corrected immediately. When time evaluation does not run on an employee, it will affect their leave accruals and supplemental pay, including longevity pay. Red errors must be corrected so employees' time will go through time evaluation.

Red errors include:

- a) Hours with LWOP exceed 40: This error also includes hours with LWOP exceeds 160 hours for 28 day employees. The logic (log) date shown on the

report for this error is the date for the end of the time period, e.g. the end of the 28 day cycle or the end of the 40 hour week. When 9400 (LWOP) is used, you cannot use more LWOP than the standard hours in the work period, unless the employee is on LOA (exhausting leave for 15 consecutive calendar days or greater). Once an employee is placed on LOA, each day must be accounted for to assure that the employee's pay is correct.

Example 1: A 28 day employee misses a scheduled day of work (this could be approved or non approved) and has no leave available. Employee has 162 hours of work or other paid time during the 28 day period. 9400 can not be recorded on the missed day since the employee has already met their standard.

Example 2: A 28 day employees misses a scheduled day of work (this could be approved or not approved) and has no leave available. Employee has 156 hours of work or other paid time during the month, then 4 hours of 9400 needs to be recorded on the missed scheduled day of work. This will bring total hours for the 28 day period to 160.

NOTE: If employee is on LOA or needs to be placed on LOA please call HR for instructions on correcting error.

- b) Work Time Recorded – EE on LOA – this error indicates that work time has been recorded while the employee is on a Leave of Absence. This could be an error in recording time or the employee may need to be taken off of the Leave of Absence. The log date indicates the first date that work time has been recorded while employee is on LOA, but time entered after that date should also be checked for accuracy.
- c) Must Reconcile Adv. Wea. Liability - This error indicates that an employee has not made up their adverse weather leave liability within 365 days and an adjustment is required to correct. The log date is the date the adverse weather make up time was due. BEST has created a job aid for clearing this error.
- d) Error when creating absence quota – This error means that two (2) quota corrections were entered on the same day. The system gets confused and doesn't know what to do. One of the corrections must be deleted.

Non-red errors on this report also need to be reviewed, but may not always require corrections.

Non-red errors include:

- a) An error of "Positive Time – Hours not Entered" can mean the time has not been entered for that overtime period yet, the time has not been approved or not enough time has been entered for the employees seven day or 28 day cycle.

- b) Change 9300 to 9000, hol worked – This error means that holiday leave (A/A 9300) was signed when none was available. The oldest error should be corrected first and then let it go through time evaluation overnight and check to see if that change corrected subsequent errors.