Report Time for Compressed / Modified Schedule Employees

Use this procedure as a guide to enter time during the work week for full time and part time employees that work a compressed or modified schedule, including a combination of:
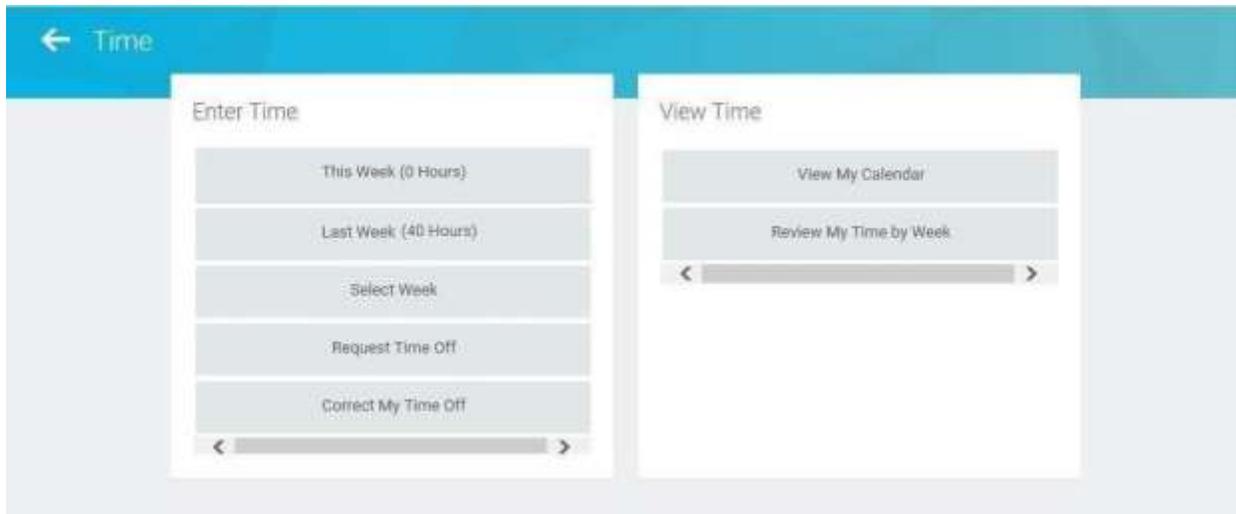
- **Daily work hours**, and
- **Leave**

Procedure:

1. From the **Home** page, click the **Time**   Time   worklet.

Time Worklet

2. Choose whether to enter time for the current week or a prior week. Use one of the following buttons:

To…	Do This…
To enter time for the current week…	Click the **This Week** button.
To enter time for the previous week…	Click the **Last Week** button.
To select a week in a previous pay period…	Click the **Select Week** button.

Enter Time
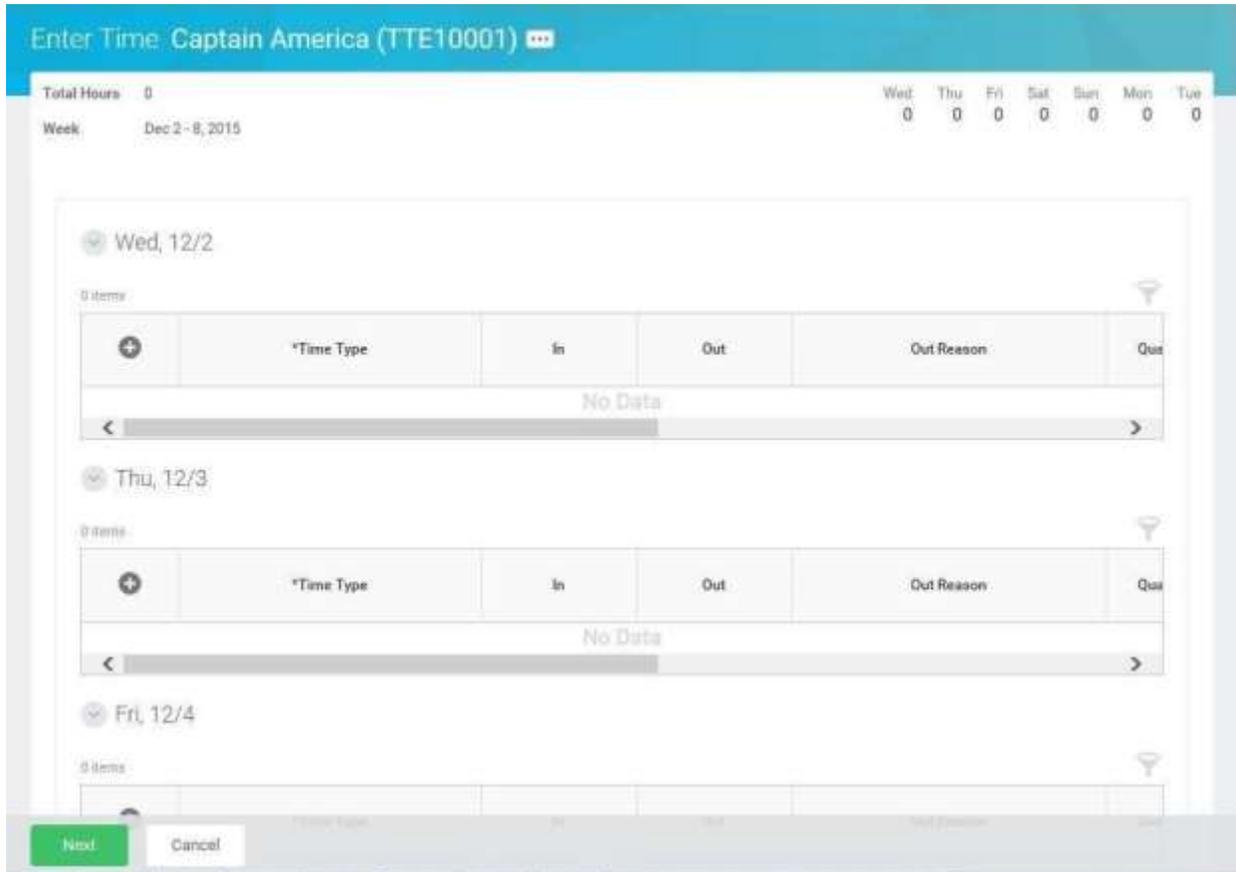
3. Enter time and leave using the procedures in the **Time Entry Procedures** table below. Then, continue to step 4.

   Tips for entering time on the timesheet can be found at the end of this procedure.

Time Entry Procedures

Type of Time	Entry Procedure
To *copy time* from a previous week (a week in the past to save time on your entry…	1. Click the **Auto-fill from Prior Week** button. 2. Click the **Select Week** field and select the week (e.g., 11/11/15 – 11/17/15) you want to copy. 3. *Optional*. Click the **Also copy details and comments** check box, to add all details and comments from that time sheet (if desired). 4. Click **Copy**. 5. Review the timesheet. 6. If needed, modify time. Use procedures listed in this table to modify timesheet.
To enter *regular work hours*…	1. Click the **Add Row** ⊕ icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Verify that the appropriate **Time Entry Code** displays in the **Time Type** field. (e.g., Exempt: Regular, Non-Exempt) **Note**: Regular scheduled work hours should be entered with the appropriate Time Entry Code. This code defaults based on your employee type. If the code doesn't default, click the prompt in the **Time Type** field. Then, select the code from the **Time Entry Code** category. 3. Enter/select the following information in the fields listed: • **In**: Enter the start time you reported to work. For example, enter "8a".Then, click in the next field or click Tab. • **Out**: Enter the time you checked out of work. For example, enter "12p". Then, click in the next field or click Tab. • **Out Reason**: Select the reason (e.g., Meal or Out) you check out of work. • **Position**: If you have another State position for which you are reporting time, enter or select the position. • **Worktag**: Select a Worktag,if applicable. (**Note:** Only some agencies use worktags). 4. Repeat the steps above to enter all blocks of time for each week as needed.

For Exempt compressed/modified Regular Full-Time employees ONLY entering approved Comp Time earned…	1. Click the **Add Row** ⊕ icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type**: Select the category **Time Entry Codes** then select "Comp Time Earned - Compressed Schedule". • **In**: Enter the start time you reported to work. For example, enter "4p". Then, click in the next field or click Tab. • **Out**: Enter the time you checked out of work. • **Out Reason**: Select the reason (e.g., Meal or Out) you check out of work. • **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note**: Only some agencies use worktags. 3. Repeat the steps above to enter all blocks of time for each day of the week, as needed.
To enter time for Compressed/Modified **Part-time** employees when a holiday falls on your scheduled regular day off…	1. Click the **Add Row** ⊕ icon to enter time on the actual holiday row. 2. Enter/select the following information in the fields listed: • **Time Type**: Select the category **Time Entry Codes** then select "Regular day off on Holiday" • **Quantity**: Enter the "1" in the Quantity field. **NOTE:** If you are a part-time employee or work a compressed work week schedule and are scheduled to work more than the prorated holiday hours or regular holiday hours, you should use your own annual, personal or comp time to make up your full day on the Holiday. Use the appropriate Time Off Code.
To enter time for *special payments*…	1. Click the **Add Row** ⊕ icon to enter time on a specific day in the week (e.g., Wed, 11/4). 2. Enter/select the following information in the fields listed: • **Time Type**: Use the prompt to select the appropriate Time Entry Code (e.g., Asbestos Pay, etc.). • **Quantity**: Enter the quantity of hours 3. Repeat the steps above to enter any other time for the week, as needed.

To enter *leave (*partial or full day)*…*	1. Click the **Add Row** ⊕ icon to enter time on a specific day in the week (e.g., Wed, 11/4).
	2. Enter/select the following information in the fields listed:
	• **Time Type:** Use the prompt to select the appropriate Time Off code (e.g., Personal, Sick).
	• **Time Off Reason:** Use the prompt to select the time off reason.
	• **In:** Enter the start time of the leave.
	• **Out:** Enter the time the leave ended.
	• **Worktag:** Select a worktag (e.g., PCA, Grant Location, etc.), if applicable. **Note**: Only some agencies use worktags.
	3. Repeat the steps above to enter any other leave, as needed.
	Note: Time worked and time off (leave) can be entered in any order depending on whether the leave was in the beginning, middle, or end of the day. All hours in your schedule must be accounted.
To *delete a row* entered…	1. Click the **Remove Row** ⊖ icon to delete a row on the timesheet.

4. When you are finished entering time, click the Next [**Next**] button.

Enter Time Confirmation Page

Enter Time - Confirmation Captain America (TTE10001) ⚫⚫⚫

Jan 6 - 12, 2016

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	8	Regular	40
Thursday	8	Comp Earned	0
Friday	8	Holiday/Emergency	0
Saturday	0	Time Off	0
Sunday	0	Total Paid Hours	40
Monday	8		
Tuesday	8		
Total Hours	40		

Save   Back   Cancel

5. Review the Daily and Week totals.

    - The **Daily Totals** section displays the number of hours entered by day for the week.
    - The **Week Totals** section displays the weekly balances (in hours) by category:
      For Example: Regular Hours, Comp Earned, Comp Time Taken, Overtime,
      Holiday/Emergency, Time Off, etc.
    - If you need to make changes to the timesheet, click the **Back** button.

6. Click the **Save** [Save] button.

    IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

7. Once time is entered for the pay period, the timesheet should be submitted for approval.

    ℹ️ **Information**: Time should be submitted bi-weekly or as directed by your supervisor. Use
    the **Submit Time** job aid for procedures.

8. The System Task is complete.

ℹ️ **Tips for Time Entry:**

- Each hour in the work day must be accounted for when entering time.

- Full-time and Part-time employees who work less than their normal scheduled hours should enter leave for any scheduled hours not worked.

- Use the plus ⊕ sign to account for <u>each block of time worked</u> or for intermittent leave taken in a day.

  For example, John arrived at work at 8:00am and went to lunch at 12:00pm. He returned at 12:30pm and left work at 4:30pm for the day. To enter time for this day, John would add a row for 8:00am to 12:00pm and another row for 12:30pm to 4:30pm.

- Meals should not be included in your work hours unless your agency allows paid meal periods.

- The start time (e.g., **In**) and end time (e.g., **Out**) must be entered and the appropriate time code selected.

  Valid entries when entering **In** and **Out** times:

  Examples:

  - To enter **8:00am**:
    Valid entries: "8a", "8:00a", "0800", "8 am", "8:00 am"

  - To enter **8:30am**:
    Valid entries: "830a", "8:30a", "0830", "8:30 am"

  - To enter **4:00pm**:
    Valid entries: "4p", "4:00p", "400p", "1600", "4 pm", "4:00pm"

  - To enter **4:30pm**:
    Valid entries: "430p", "4:30p", "1630", "4:30 pm"

- Differentials and special payments require the entry of the total quantity of hours worked in that shift or activity (e.g., asbestos pay, on-call pay).

- Comp Time and Overtime:

  - **For Compressed Schedule Exempt Employees (Part-Time and Full-Time):** You must manually enter any additional time worked outside the normal compressed schedule for a day as "Comp Time Earned Compressed Schedule" on a second row, including the start (in) time and end (out) time.

  - **For Compressed Schedule Non-Exempt Employees**: The system automatically calculates overtime after forty (40) hours have been worked in the week. If you choose to earn Comp Time in lieu of cash overtime or to "bank" your overtime instead of receiving cash, enter hours that you want to bank on the time sheet.

- You must account for your scheduled hours per day on your timesheet.

- You may have to enter several different time codes in the same day depending on the situation, one per row is allowed. You can click the **Add Row** ⊕ icon each time you want to add another row.

- The system automatically calculates the total work and leave hours for the week based on the in and out times or quantity entered.

- The system automatically calculates holidays (except for 24/7 employees). 24/7 employees must enter pre-scheduled holidays on the timesheet.