

HUMAN RESOURCE INFORMATION SYSTEM

TIME REPORTING SYSTEM

GUIDE FOR INDIVIDUAL USERS & THOSE WITH WORK REPORTING

Modified March 2016
Now includes work reporting

TIME REPORTING SYSTEM
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1. Signing On

The HRIS Payroll programs are located on the CICS Production menu. At the main screen type in your USERID and PASSWORD and press {ENTER}. Your USERID is also referred to as a T Number. It is important to note that your T Number is not a confidential number like a social security number would be. You may be asked for your T Number for security set up on the system or if you call the service desk.

When typing in your password, no characters will appear in the password field, it shows on the screen as if you are entering spaces in that field. As you log on to the HRIS system for the first time, you can type in your original password and hit enter. You will then be taken to a screen where you will change your password. Passwords need to be changed every 60 days, and must be 8 characters. Passwords are not case sensitive since this is a mainframe application. The system tracks the number of days and the remaining days show on the Application Selection Menu screen (Figure 2).

Figure 1 – Log-in Screen

```

Date: 01/17/2014                STATE OF IOWA SY4 MMIS                Terminal: CDPY92D
Time: 09:19                     INFORMATION TECHNOLOGY DEPARTMENT          Logmode : COL2
                                                                Panel   : ENA0052

This system contains confidential government data. Unauthorized use of this
system is prohibited. All activity is monitored. Misuse is subject to
disciplinary action, federal / state criminal or civil penalty.

      NNN\      NN\      EEEEEEEEEEE\      SSSSSSSSSS\
      NNNN |    NN /    EE\_____\  \    SS\_____\  SS\
      NN NN |    NN /    EE /      \    SSS |      \  \
      NN NN |    NN /    EE /      \    SSSSSSSS\
      NN /NN | NN /    EEEEEEEEE\  ntry  \SSSSSSSS\  ystem
      NN / NN | NN /    EE\_____\  \    \_____\  SSS|
      NN / NN NN /    EE /      \    \_____\  SS /
      NN / NNNN /    EE /      \    SS\      SS /
      NN / NNN /    EEEEEEEEEEE \    \SSSSSSSSSS /
      \_\ /    \_\ /    \_____\  \    \_____\  \

F1 FOR HELP . . . . . Help Desk:(515) 281-5703 . . . . . F3 TO EXIT
                        or:1-800-532-1174

USERID ==>                PASSWORD ==>                NEW PASSWORD ==>

```

The next step to log on to the Time Reporting System is to select Production CICS on the application selection menu by either moving the cursor to the option you want and press {ENTER}, or press the appropriate PF key (F key on personal computers) to select it. See Figure 2 for the image of the Application Selection Menu screen.

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Figure 2 – Application Selection Menu

```

Date : 01/17/2014      INFORMATION TECHNOLOGY ENTERPRISE      Userid : T005305
Julian: 08018          APPLICATION SELECTION MENU          Terminal: CDPY95D
Time : 11:48                                                  Logmode : COL2
                                                            Panel : ENA81021

.....
::  S   PFK   STATUS      DESCRIPTION OF APPLICATION      ::
::                                     ::
::  _   01   AVAIL      Production CICS      ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
::                                     ::
..... SERVICE DESK:(515) 281-5703 .....

F13=1 F14=2 F15=3 F16=4 F17=5 F18=6 F19=7 F20=8 F21=HELP F22=Bulletin
F23=Disc F24=Logoff
Your password will expire in 42 days
Command =>

```

When the next screen appears, press **{ENTER}** to clear the screen. Type **HRIS** and **{ENTER}**. The Time Reporting System should be an option on your menu. Either move the cursor to the option you want and press **{ENTER}**, or press the appropriate PF key to select it. Each individual may have a screen that looks different depending on the systems that they have been given security access to.

Figure 3 – Available Applications Menu

```

A3449800                STATE OF IOWA                01/17/14
 7.1.0                  HUMAN RESOURCES          12:04 PM
                        AVAILABLE APPLICATIONS MENU

                        - PF1      MAIL
                        - PF7      TIME REPORTING
                        - CLEAR    LEAVE THIS MENU

                        PLACE THE CURSOR ON THE LINE OR PRESS THE PF KEY

```

2. Time Sheets for the Individual User

The HRIS Payroll Time Reporting System allows the Individual User access to time sheets, and work reports, if applicable. The Individual User can also set up personal defaults for each of these documents. This section of the User's Guide focuses on the time sheet.

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Starting a New Time Sheet

One of the options on the menu is Time Reporting. To locate a time sheet, press the PF key for the Time Reporting option or move the cursor to that selection and press {ENTER}. The computer will display the Time Sheets for an Employee screen (Figure 4). Header Action and Line Action will be referred to throughout this manual. The ACT located at the top of the screen is the Header Action Field and the ACT located on the left side of the screen is the Line Action Field.

Figure 4 – Time Sheets for an Employee

D3313244	ACT: _	PAYROLL TIME SHEETS	PAGE: 0001
		TIME SHEETS FOR AN EMPLOYEE	
	LAST NAME	====> SMITH	
	FIRST NAME	====> JOHN	
	PAY PERIOD	====> 01/17/2014	
	WRITE NEW TIME SHEETS FOR THE 01/31/2014 PAY PERIOD		
	---PAY PERIOD----	----	TIME TOTALS-----
ACT	--FROM--	---TO---	----STATUS-----
	REG	OT	HOLI
	---	---	---
	01/17/2014	01/30/2014	PENDING EMPL APPRVA
	80.00	0.00	0.00
	01/03/2014	01/16/2014	PROCESSED
	80.00	0.00	0.00
	12/20/2013	01/02/2014	PROCESSED
	80.00	0.00	0.00
	12/06/2013	12/19/2013	PROCESSED
	80.00	0.00	0.00
	11/22/2013	12/05/2013	PROCESSED
	80.00	0.00	0.00
	L LOOK AT THE TIME SHEET W WRITE A NEW TIME SHEET D DEFAULTS		
	PF7 BKWD	PF8 FWD	PF9 HELP
		PF12 RETURN	CLEAR EXIT

There are three options available from this screen:

- {L}--Look At The Time Sheets
- {W}--Write A New Time Sheet
- {D}--Defaults.

These options are also listed at the bottom of the screen (See Figure 4 above). Use the {L} action on a specific line in the line action field to review current or old time sheets. Use the {D} action in the header action field to review or alter your default time sheet. Use the {W} action in the header action field to write a new time sheet for the current pay period or a time sheet for the future pay period. The date can be any day in the pay period for which you are trying to write a time sheet.

Note: The HRIS Payroll Time Reporting System will automatically create a time sheet for all permanent employees each pay period. This will occur the last Thursday night of a pay period for the new pay period starting on Friday. If a time sheet already exists for that pay period, the computer will not create a new time sheet.

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Because the system automatically creates time sheets for you, it may be rare to use the {W} action to write a new time sheet. Instead, use the {L} action to view or alter the time sheet for the current pay period.

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Editing A Time Sheet

At the Time Sheets for an Employee screen (Figure 4), use the {L}--Look at the Time Sheet-- in the line action field to select the time sheet for the current pay period. The current time sheet will usually be the first line item in the detail section of the screen. It will have a status of PENDING EMPL APPROVAL.

After you type an {L} in the line action field of the appropriate time sheet and press {ENTER} the computer will display the time sheet. You will see a screen that looks like Figure 5 below.

Figure 5 – Payroll Time Sheet

```

D3313261  ACT:  _  +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                | SMITH, JOHN | EMPL SUPR PROC |
+WK REG  OVT  HOLI |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO  |
|1 40.00 0.00 0.00 |TIME SHEET: 3-436213 | PENDING EMPL APPRVAL |
|2 40.00 0.00 0.00 |COST CENT : 005-410010 | PROOFREAD: NO |
+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001

ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE-----  ----- MESSAGE -----
      -      8.00  010  - REGULAR TIME          FRI 01/17/2014
      -     12.00  800  - SICK LEAVE CNVRT   FRI 01/17/2014
      -      8.00  010  - REGULAR TIME          MON 01/20/2014
      -      8.00  010  - REGULAR TIME          TUE 01/21/2014
      -      8.00  010  - REGULAR TIME          WED 01/22/2014
      -      8.00  010  - REGULAR TIME          THU 01/23/2014
      -      8.00  010  - REGULAR TIME          FRI 01/24/2014
      -      8.00  250  - HOLIDAY             MON 01/27/2014
      -      8.00  010  - REGULAR TIME          TUE 01/28/2014
      -      8.00  010  - REGULAR TIME          WED 01/29/2014
      -      8.00  010  - REGULAR TIME          THU 01/30/2014

      -      8.00  010  - REGULAR TIME          FRI 01/17/2014
      -     12.00  800  - SICK LEAVE CNVRT   FRI 01/17/2014
      -      8.00  010  - REGULAR TIME          MON 01/20/2014
      -      8.00  010  - REGULAR TIME          TUE 01/21/2014
      -      8.00  010  - REGULAR TIME          WED 01/22/2014
      -      8.00  010  - REGULAR TIME          THU 01/23/2014
      -      8.00  010  - REGULAR TIME          FRI 01/24/2014
      -      8.00  250  - HOLIDAY             MON 01/27/2014
      -      8.00  010  - REGULAR TIME          TUE 01/28/2014
      -      8.00  010  - REGULAR TIME          WED 01/29/2014
      -      8.00  010  - REGULAR TIME          THU 01/30/2014

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

If the time sheet is a new one, it will display your personal time sheet defaults. If you have not created a default time sheet, the time sheet will display system defaults, which are ten 8 hour days for the pay period.

In the example screen above there are two entries for Friday. There can be as many entries for each day as you need to account for your time. If on Monday you used two hours of scheduled comp time and took two hours of scheduled vacation, there would be three entries for that day, as follows:

ACT	HOURS	----	TYPE OF TIME	----	----	DATE-----
-	4.00		010 - REGULAR TIME			MON 01/20/2014
-	2.00		200 - SCHED VACATION			MON 01/20/2014
-	2.00		400 - SCHED COMP TKN			MON 01/20/2014

There can only be **one** entry per day for **each** type of time used. Time Types appear on the day in the numerical order of time types used (i.e., 010 Regular Time, 200 Scheduled Vacation).

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Type of Time Codes

010--Regular Time	020--Overtime	200--Sched Vacation
-------------------	---------------	---------------------

These numbers **look** like function codes on the Work Report portion of time reporting. They are not! Types of Time codes are used by the on-line Time Reporting System and should not be confused with function or object codes.

Note: Hours are assigned to function codes in the work report (see section 3).

Note: The Type of Time Codes shown in this User's Guide are examples only. Appendices A, B, C, D, E and the time sheet selection list provide a list of Type of Time Codes available for use.

The smallest amount of time you can assign to a time type is 1/100th of an hour. The entry must be made in decimal hundredths of an hour (0.01). If you use a half-hour of vacation, the line will look like this:

ACT	HOURS	---- TYPE OF TIME ----	----DATE----
-	0.50	200 - SCHED VACATION	MON 01/20/2014

Below is a table showing how many minutes are in each hundredth of an hour:

Figure 6 – Minute to Decimal Conversion Table

<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>	<u>MIN</u>	<u>DEC</u>
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	49	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75	60	1.00

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Modifying A Line

You can modify a line of the time sheet by tabbing to the information you wish change, typing over it, and pressing the **{ENTER}** key. The fields you can change are the number of hours, the type of time code, and the date.

If you change the type of time code, the computer will automatically change the narrative when you press the **{ENTER}** key. To change the first entry on the screen in Figure 5, from Regular Time to Scheduled Vacation, **{TAB}** to the second field on that line, which contains the number "010", and change that number to "200". After pressing the **{ENTER}** key the line would look like this:

ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----
-	8.00		200 - SCHED VACATION			MON	01/20/2014

If you cannot change a line, it is possible that you are trying to change an approved time sheet, or trying to change a field you are not authorized to change. Another possibility is that the type of time code has been used that day (see section 2.5).

Using The Select Action

Another way of changing the type of time for an entry is to use the select action. Type an **{S}** in the line action field of the day you want to change and press **{ENTER}**. The computer will display the Time Type Selection List screen (Figure 7).

Note: The list of time types on this screen differs for each individual, based on their bargaining unit/status. For a complete list of all time types available, see Appendices A, B, C, D, and E.

The computer will not allow you to use a type of time that you are not authorized to use. It checks for the proper type of time codes for the employee when proofread or approved.

To choose a type of time from the "Time Type Selection" screen, move the cursor to the line action field of the type you need, type an **{S}** and press **{ENTER}**. The computer will indicate the current selection to the right of the line, as shown in the Figure 7. You can page through the list using the **{PF7}** (Backward) and **{PF8}** (Forward) keys.

Once you have chosen a type of time, use the **{PF12}** key to return to the time sheet.

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Figure 7 - Time Type Selection List Screen

```
D3313275      ACTION:  _      PAYROLL TIME SHEETS      PAGE: 0001 OF 0004
              TIME TYPE SELECTION LIST      PRINTER ID :
TIME SHEET FOR ....: SMITH, JOHN
DAY OF PAY PERIOD .: 01/17/2014  HOURS :    8.00

ACT  -- TYPE CATEGORY/DESCRIPTION -----
      DIRECT TIME
      -----
      _  010 - REGULAR TIME                      * * SELECTED * *
      _  020 - OVERTIME PAY
      _  030 - COMP TIME EARNED

      INDIRECT TIME
      -----
      _  200 - SCHEDULED VACATION
      _  210 - SCHEDULED SICK LEAVE
      _  219 - MEMO
      _  220 - UNSCHEDULED SICK LEAVE
      _  230 - SCHEDULED FAMILY CARE LEAVE
      _  232 - UNSCHEDULED FAMILY CARE LEAVE
      _  235 - SCHEDULED ADOPTION LEAVE
LINE ACTIONS  ==> S SELECT THE TYPE    D DESCRIPTION OF TYPE L LOOK AT TYPE
HEADER ACTIONS ==> H HARD COPY TYPES  HD HARD COPY TYPES WITH DESC
PF7 BKWD      PF8 FWD      PF9 HELP      PF12 RETURN      CLEAR EXIT
```

Multiple Modifications

It is possible to make multiple changes on the time sheet simultaneously. You can add, delete, and modify several lines before pressing the {ENTER} key.

Changes to the screen are saved when you press {ENTER}.

Adding A Line

To add a line to the time sheet, move the cursor to the day to which you want to make an addition. Type an {A} in the line action field of that line, change the time type code, and press {ENTER}. You must change the time type code (or the date) to add a line because each time type code can only be used once each day.

Note: The computer will not allow duplicate time type codes in a single day. You cannot have two entries for Scheduled Comp Time Taken on the same day of the week. If you took two hours of scheduled comp time in the morning and two hours of scheduled comp time in the afternoon, you would have one 4-hour entry for the day.

If you try to use a type of time code already in use for that day, the computer will print a message (type only used once/day) --to the right of the line--that you have used a duplicate code.

Deleting A Line

To delete a line from an unapproved time, move the cursor to the line action field of the line you want to delete, type a {D} and press the {ENTER} key. The line will be removed from the time sheet. **Note:** If you do not want to use a line, delete it. Don't change the hours to zero (0.0).

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Exploding the Day

If you use two or more types of time in one day, it is best to "explode" your view of the day to include all time types. By moving the cursor to the field associated with each type of time, you can enter the number of hours, or partial hours, to be assigned to it for the day. To explode the day, place an "X" on the line action field on the timesheet (Figure 5) and press enter.

Figure 8 below shows an example of an "exploded" day. When you log on the computer with your USERID, what you see on this screen will be the types of time that are for your individual use, based on your bargaining unit/status.

Each type of time available will be shown. Next to each is a field for entering the amount of time spent on that type during the day. Time can be entered in hours or hundredths of hours (see section 2.2). Any **old** data in that field must be erased before pressing the {ENTER} key to update the field.

The {TAB} key will move you from one field to the next. When you have allocated all the hours for the day to one or more time types, press the {ENTER} key to save your changes. Then press {PF12} to return to the time sheet.

Figure 8 - Daily Payroll Time Screen (Exploded Day)

```

D3313273  ACT: _      +---- DAILY PAYROLL TIME -----+
PRINTER:          |FIRST NAME.: JOHN          | DATE ==> 01/17/2014 FRI |
+---- HOURS SUMMARY ---|LAST NAME.: SMITH          |
|WK REG OVT HOLI |FOR 01/17/2014 - 01/30/2014 |----- STATUS -----|
|1 40.00 0.00 0.00 |TIME SHEET ID.: 3-446329 | PENDING EMPL APPRVAL |
|2 40.00 0.00 0.00 |COST CENTER....: 005-410010 |
+-----+-----+-----+
REMARKS:                                                    PAGE 0001 OF 0002

REGULAR TIME...:   HOURS      OVERTIME PAY...:   HOURS      COMP TIME EARN.:   HOURS
SCHED VACATION.:   0.75      SCHED SICK LV...:   UNSCH SICK LV...:
SCHED FMLY CARE:   UNSCH FMLY CARE:   SCHED ADOP LV...:
UNSCH ADOPT LV.:   SCHED FUNERL LV:   UNSCH FUNERL LV:
MATERNITY LEAVE:   INJURY LEAVE...:   MILITARY LEAVE.:
JURY DUTY.....:   SUSP WITH PAY...:   ED LEAVE W/PAY.:
OTHER LEAVE.....:   PAID UNION LV...:   PD UNION NEG LV
SCHED COMP TKN.:   SCHED HOLCMP TK:   SCHD BNK HOL TK:
AFSCME WKND NW.:   COMP TIME PAY...:   HOLI COMP PAY...:
BANK HOLI PAY...:   STANDBY TIME...:   CALL BACK TIME.:
SICK LEAV CNVRT:   UNPAID UNION LV:   MEDICAL LWOP...:
                                                    PRESS PF4 FOR MORE...

H HARD COPY  W WARNINGS  R REMARKS  L ACTIVITY LOG  EI EMPLOYEE INFO
PF1 PRV TS  PF2 NXT TS   PF7 PRV DAY  PF8 NXT DAY  PF9 HELP  PF12 RETURN CLEAR EXIT
    
```

Note: You can stay on the "explode the day" screen and move through the pay period making whatever changes are needed to each day, by using the {PF7}--Previous Day and {PF8}--Next Day keys.

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Fiscal and Staff employees in Department of Inspections and Appeals, Iowa Workforce Development, and Department of Revenue with a 'field' status are eligible to earn comp time only on Saturdays and Sundays when the employee has received prior management approval. Field status employees are not able to use the {CO} header action. They must add {A} the comp time to the appropriate Saturday or Sunday.

Scheduled and Unscheduled Sick Leave

The electronic time sheet is programmed to differentiate between scheduled and unscheduled sick leave, if applicable to the employee, based on bargaining unit. It is important to properly designate the type of leave used because the leave type affects the overtime calculation.

Definitions –

Scheduled Sick Leave – Leave that is requested at least 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and at least 48 clock hours prior to the first hour of leave if an IUP employee.

Unscheduled Sick Leave – Leave that is requested less than 16 clock hours prior to the first hour of leave if an AFSCME employee (with the exception of Fiscal and Staff employees), and less than 48 clock hours prior to the first hour of leave if an IUP employee.

A covered employee is not entitled to overtime until that employee has 40 qualified hours in a pay week. Scheduled leave does count towards the 40-hour requirement. Scheduled leave used after the 40-hour requirement is met shall be computed as allowable overtime by the HRIS system. In each of examples A and B, the employee will be compensated for 40 regular hour and 16 hours overtime hours.

Example A

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Sched Vac	Monday
8.00	Sched Sick	Tuesday
<hr/>		
8.00	Regular	Wednesday
8.00	Regular	Thursday
<hr/>		
56.00		

Example B

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
<hr/>		
8.00	Sched. Vac	Wednesday
8.00	Sched Sick	Thursday
<hr/>		
56.00		

Unscheduled sick leave also counts toward the initial 40 hours in the overtime calculation. However, unscheduled sick leave used after the initial 40 hours is NOT included in the overtime calculation. In other words, a covered employee can use unscheduled sick leave in the initial 40 hours of the workweek and earn overtime for hours worked over 40. However, a covered employee will NOT be compensated for overtime if the overtime hours are unscheduled sick leave used after the 40-hour requirement is met.

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In the following Example C, the employee will be compensated for 40 regular hours and 16 overtime hours since the unscheduled sick leave was included in the first 40 hours. In example D, the employee will be compensated for 40 regular hours and no overtime. The unscheduled sick leave was used after the 40-hour requirement was met. The 16 hours of unscheduled sick leave will not be paid, nor will it be charged against the sick leave. When the timesheet is proofread, time type 219 - Memo Time will be inserted in the entry which was originally entered as unscheduled sick leave after 40 hours. A warning message will also appear on the time sheet that reads, "UNSCHEDULED LEAVE AFTER 40 HRS CONVERTED TO MEMO TIME."

Example C

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Unsched Sick	Monday
8.00	Unsched Sick	Tuesday
8.00	Regular	Wednesday
8.00	Regular	Thursday
<u>8.00</u>		
56.00		

Example D

8.00	Regular	Friday
8.00	Regular	Saturday
8.00	Regular	Sunday
8.00	Regular	Monday
8.00	Regular	Tuesday
8.00	Unsched Sick	Wednesday
8.00	Unsched Sick	Thursday
<u>8.00</u>		
40.00		

Figure 10 – Payroll Time Sheet Screen (Memo Line)

```

D3313261  ACT:  _      +---- PAYROLL TIME SHEET -----+----- APPROVED BY -----+
          |          SMITH, JOHN          | EMPL SUPR PROC          |
+WK  REG  OVT  HOLI |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO          |
|1  40.00  0.00  0.00 |TIME SHEET: 3-446329      | PENDING EMPL APPRVAL |
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: YES      |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
   8.00  010  -  REGULAR TIME  FRI 01/17/2014
   8.00  010  -  REGULAR TIME  MON 01/20/2014
   8.00  010  -  REGULAR TIME  TUE 01/21/2014
   8.00  010  -  REGULAR TIME  WED 01/22/2014
   8.00  010  -  REGULAR TIME  THU 01/23/2014
   === > WEEK TWO < ===
   8.00  010  -  REGULAR TIME  FRI 01/24/2014
   8.00  250  -  HOLIDAY        MON 01/27/2014
  10.00  010  -  REGULAR TIME  TUE 01/28/2014
  10.00  010  -  REGULAR TIME  WED 01/29/2014
   4.00  219  -  MEMO           THU 01/30/2014
   4.00  220  -  UNSCH SICK LV  THU 01/30/2014
  
```

Adding Remarks

There are occasions when it is necessary to add remarks to a time sheet. In some situations the computer will require you to enter remarks (in the REMARKS field just below the header) before allowing you to continue. This occurs when canceling a document, or when using the "330"--Other Leave--time type.

To add remarks to a time sheet move the cursor to the header action field, type an **{R}** and press **{ENTER}**. This action will take you to the remarks screen. Type the remarks you want to make and press the **{ENTER}** key to save them. Press **{PF12}** to return to the time sheet.

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Other Shift Employees

Employees who work shifts other than the first shift of the day will have an extra column on their time sheet. The Shift column lists the number of the shift worked that day. Below is an example of a time sheet showing the shift column.

Figure 11 – Payroll Time Sheet with Shift Designation

```

D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          |          | SMITH, JOHN          |          | EMPL SUPR PROC          |
+WK  REG   OVT   HOLI  |FOR 01/17/2014 - 01/30/2014 | NO NO NO          |
|1  40.00  0.00  0.00 |TIME SHEET: 3-437970      | PENDING OFFI APPRVAL |
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: NO       |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001

ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  SHIFT  -----  MESSAGE  -----
-    8.00  010  - REGULAR TIME   FRI 01/17/2014  2
-    8.00  010  - REGULAR TIME   SAT 01/18/2014  2
-    8.00  010  - REGULAR TIME   SUN 01/19/2014  2
-    8.00  010  - REGULAR TIME   MON 01/20/2014  2
-    8.00  010  - REGULAR TIME   THU 01/23/2014  2
-    === > WEEK TWO < ===
-    8.00  010  - REGULAR TIME   FRI 01/24/2014  2
-    8.00  010  - REGULAR TIME   SAT 01/25/2014  2
-    8.00  010  - REGULAR TIME   SUN 01/26/2014  2
-    8.00  250  - HOLIDAY      MON 01/27/2014  2
-    8.00  010  - REGULAR TIME   THU 01/30/2014  2

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

An individual who works second shift can enter either "1" or "2" as a shift designation, meaning he or she can work either first or second shift. Third shift employees can enter either "1" or "3" as a shift designation.

Those individuals listed as shift "4" in the personnel records can work any shift. Do not, however, enter a "4" in the shift column of the time sheet; it will not work. Instead, enter the actual shift number worked that day.

Employees who work second or third shift will receive the shift differential for paid time off. Shift "4" employees do not receive shift differential for paid time off.

Med Passer

Med passer differential will be paid to certain covered classes that pass medications and are eligible for this type of pay per the collective bargaining agreement. This time type will show up when you “explode the day” on the timesheet. An employee who passes medications and works an 8 hour shift will have a line on that day for 8 hours regular time plus a line for 8 hours med passer time. Do this for each day the employee passes medications. An employee is eligible for med passer pay for the total hours the employee was scheduled to work that day, and if they passed medication during any portion of that day.

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Call Back and Standby Time

In accordance with the AFSCME and IUP collective bargaining agreements, call back guarantees a minimum of three hours of paid time if an eligible employee is directed by management to report to a designated worksite away from home for duty or called into the worksite on their day off and the time worked is not contiguous to the beginning or end of the employee's scheduled work hours. Call back is divided into productive and non-productive time.

- Productive time is that time which an employee is actually working. This time is entered on the time sheet as regular hours (Time Type 010).
- Non-productive time is the remainder of the three hours of call back time for which an employee is not actually working. This time is always paid at the straight hourly pay rate, and is entered on the time sheet as call back time. This time must be paid, and may not be comped (Time Type 630).
- If an employee works more than three consecutive hours during a call back period, all hours worked are entered as regular hours (Time Type 010). No hours would be entered with the call back time type.
- Two or more periods of call back during the same evening cannot overlap.
- Non-productive time on a holiday is recorded on the timesheet in the same manner as other Call Back Time. This time is always paid at the straight hourly pay rate. This time must be paid, and may not be comped (Time Type 630).
- Productive time on a holiday is entered as Holiday Worked (time type 050).

In Figure 12, the individual worked their 8 hour shift on Wednesday and then was called back later that evening. They worked 1 hour after being called back. The time sheet reflects the 1 hour worked by adding 1 hour of Regular Time 010 to the 8 hours of regular time that the employee worked that day. The remaining 2 hours of call back time are recorded on Wednesday as time type 630 Call Back Time.

Figure 12 – Call Back Time

D3313261 ACT: - +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+										
SMITH, JOHN EMPL SUPR PROC										
+WK	REG	OVT	HOLI	FOR 01/31/2014 - 02/13/2014			NO	NO	NO	
1	41.00	0.00	0.00	TIME SHEET: 3-452094			PENDING OFFI APPRVAL			
2	40.00	0.00	0.00	COST CENT : 005-410010			PROOFREAD: NO			
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+										
REMARKS:							PAGE 0001 OF 0001			
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	MESSAGE	-----	
-	8.00	010	- REGULAR TIME			FRI 01/31/2014				
-	8.00	010	- REGULAR TIME			MON 02/03/2014				
-	8.00	010	- REGULAR TIME			TUE 02/04/2014				
-	9.00	010	- REGULAR TIME			WED 02/05/2014				
-	2.00	630	- CALL BACK TIME			WED 02/05/2014				
-	8.00	010	- REGULAR TIME			THU 02/06/2014				
-		=== >	WEEK TWO <	===						
-	8.00	010	- REGULAR TIME			FRI 02/07/2014				
-	8.00	010	- REGULAR TIME			MON 02/10/2014				
-	8.00	010	- REGULAR TIME			TUE 02/11/2014				

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Standby hours are entered on the time sheet on the applicable day. For instance, if an employee is on standby from 4:30 p.m. Monday until 8:00 a.m. Tuesday, you would enter 7.50 hours of standby on Monday and 8.0 hours of standby on Tuesday.

Call Back During Standby Time:

- If an employee is called out during the same period of time they are on standby, the hours of call back (productive and non-productive) must be subtracted from the standby hours.
- The productive call back time is entered as regular hours on the time sheet. The non-productive hours are entered as call back hours on the time sheet. The total of these hours is subtracted from the total standby time.

In the example below, the individual was on standby time from 8pm Wednesday to 8 am Thursday. They were called back in on Wednesday for 1 hour. The entries would be:

- 1 hour of regular time (010) added to their 8 hours of regular time for the time worked that day.
- They would also receive their additional 2 hours of Call Back Time (630) to total three hours.
- They would then have the remaining 1 hour of standby time recorded as time type 620 for Wednesday and all 8 hours of standby time for Thursday.

Figure 13 – Call Back and Standby Times

D3313261		ACT: _	+---- PAYROLL TIME SHEET ----+			APPROVED BY -----+		
			SMITH, JOHN			EMPL SUPR PROC		
+WK	REG	OVT	HOLI	FOR 01/31/2014 - 02/13/2014			NO NO NO	
1	41.00	0.00	0.00	TIME SHEET: 3-452094			PENDING OFFI APPRVAL	
2	40.00	0.00	0.00	COST CENT : 005-410010			PROOFREAD: NO	
+-----+-----+-----+-----+-----+								
REMARKS:						PAGE 0001 OF 0001		
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	MESSAGE
-	8.00	010	- REGULAR TIME		FRI	01/31/2014		
-	8.00	010	- REGULAR TIME		MON	02/03/2014		
-	8.00	010	- REGULAR TIME		TUE	02/04/2014		
-	9.00	010	- REGULAR TIME		WED	02/05/2014		
-	1.00	620	- STANDBY TIME		WED	02/05/2014		
-	2.00	630	- CALL BACK TIME		WED	02/05/2014		
-	8.00	010	- REGULAR TIME		THU	02/06/2014		
-	8.00	620	- STANDBY TIME		THU	02/06/2014		
=== > WEEK TWO < ===								
-	8.00	010	- REGULAR TIME		FRI	02/07/2014		
-	8.00	010	- REGULAR TIME		MON	02/10/2014		

Paying Off Comp Time, Holiday Comp Time, and Banked Holiday Hours

Comp Time, Holiday Comp Time and Banked Holiday hours can be paid directly from the electronic time sheet. To do this, add a line on the first day of the pay period, and then enter the time type to be paid (i.e., 600 – Comp Pay-IPERS, 601 – CompPay NS IPERS, 610 – Holiday Comp Pay and 615 – Bank Holiday Pay). This entry can also be made by exploding the day and entering the number of hours to be paid in the appropriate field.

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Per IPERS rules, in the IPERS Employer Handbook, in Section 4-Covered Wages and Compensation, an employer is allowed to pay IPERS covered wages up to 240 hrs as lump sum Comp time payout in a year. Once an employee has reached 240 lump sum Comp Time hours paid out in a fiscal year; IPERS rules state that any additional lump sum Comp Time payout hours are to be treated as non-IPERS covered wages and should be paid as time type 601 on the timesheet.

Proofreading

Use the {P} command to proofread a document. This header action proofreads both the time sheet and the work report. Proofreading verifies the types of time used. It also checks vacation, sick leave, and "comp" time totals to ensure you have enough for the time claimed. Contract rules are enforced. If the computer discovers an error on the time sheet, it will print a message just under the word "REMARKS". If the error relates to a single line of the time sheet, an error flag will also print to the right of the line that contains the error.

Figure 14 – Payroll Time Sheet – Example of Error

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          |          |          |          |          |          |          |
|          |          |          |          |          |          |          |          |
+WK  REG   OVT   HOLI  |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO  |
|1  40.00  0.00  0.00 |TIME SHEET: 3-446329 | PENDING EMPL APPRVAL |
|2  40.00  0.00  0.00 |COST CENT : 005-410010 | PROOFREAD: NO |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS82077E THIS EMPLOYEE NEEDS TO USE SCHEDULED/UNSCHEDULED TIME OFF
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-    8.00  010  - REGULAR TIME  -    FRI 01/17/2014
-    8.00  010  - REGULAR TIME  -    MON 01/20/2014
-    8.00  010  - REGULAR TIME  -    TUE 01/21/2014
-    8.00  010  - REGULAR TIME  -    WED 01/22/2014
-    8.00  010  - REGULAR TIME  -    THU 01/23/2014
-    === > WEEK TWO < ===
-    8.00  010  - REGULAR TIME  -    FRI 01/24/2014
-    8.00  250  - HOLIDAY      -    MON 01/27/2014
-    8.00  206  - VACATION      -    TUE 01/28/2014      <=== ERROR ===>
-    8.00  010  - REGULAR TIME  -    WED 01/29/2014
-    8.00  010  - REGULAR TIME  -    THU 01/30/2014

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

When the proofread is successful, the proofread status indicator (in the Status box in the upper right corner of the screen) will change from "NO" to "YES". The proofread status indicator will remain "YES" until a change is made to the time sheet. A change made to the time sheet will return the proofread status indicator to "NO".

Note: It is *not* necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

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Hours Summary Screen

To see a total of all hours for the time sheet, listed by time type, enter **HS** in the header action field. A summary screen will appear. Press **{PF12}** to return to the time sheet.

Figure 15 – Payroll Time Sheet – Summary of Hours by Time Type

```

M3313233  ACT: hs  +---- PAYROLL TIME SHEET -----+ APPROVED BY -----+
|          |          |          |          |          |          |          |          |
|          |          |          |          |          |          |          |          |
+WK REG   OVT  HOLI |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO  |          |
|1 40.00  0.00  0.00 |TIME SHEET: 3-446329         | PENDING EMPL APPRVAL |          |
|2 40.00  0.00  0.00 |COST CENT : 005-410010       | PROOFREAD: YES       |          |
+-----+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61007I  TIME SHEET HAS BEEN PROOFREAD      - SUMMARY OF HOURS BY TIME TYPE-
CT  HOURS  ----  TYPE OF TIME  ----  ----DATE---- | REGULAR TIME          60.00 |
-   8.00   010 - REGULAR TIME    FRI 01/17/20 | SCHED VACATION        12.00 |
-   4.00   010 - REGULAR TIME    MON 01/20/20 | HOLIDAY                8.00  |
-   4.00   200 - SCHED VACATION  MON 01/20/20 |                          |
-   8.00   010 - REGULAR TIME    TUE 01/21/20 |                          |
-   8.00   010 - REGULAR TIME    WED 01/22/20 |                          |
-   8.00   010 - REGULAR TIME    THU 01/23/20 |                          |
-   === > WEEK TWO < ===                |                          |
-   8.00   010 - REGULAR TIME    FRI 01/24/20 |                          |
-   8.00   250 - HOLIDAY          MON 01/27/20 |                          |
-   8.00   200 - SCHED VACATION  TUE 01/28/20 |                          |
-   8.00   010 - REGULAR TIME    WED 01/29/20 | PF7 BKWD PF8 FWD PF12 RETURN |
-   8.00   010 - REGULAR TIME    THU 01/30/20 |                          |
  
```

Time Off Summary Screen

To see a total of all leave used, Comp, Holiday Comp, and Banked Holiday Earned on the time sheet, listed by type, enter **TO** in the header action field. A summary screen will appear. Press **{PF12}** to return to the time sheet.

Figure 16 – Payroll Time Sheet – Time Off Summary

```

D3313229  ACT: to  +---- PAYROLL TIME SHEET -----+ APPROVED BY -----+
|          |          |          |          |          |          |          |          |
|          |          |          |          |          |          |          |          |
+WK REG   OVT  HOLI |FOR 01/31/2014 - 02/13/2014 | NO  NO  NO  |          |
|1 40.00  0.00  0.00 |TIME SHEET: 3-451456         | PENDING EMPL APPRVAL |          |
|2 40.00  0.00  0.00 |COST CENT : 005-410010       | PROOFREAD: NO       |          |
+-----+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-   8.00   206 - .----- TIME OFF SUMMARY -----
-   4.00   800 - |          | EARNED | TAKEN | CNVRT | BALANCE |
-   8.00   010 - |-----|-----|-----|-----|
-   8.00   010 - | VACATION |      | 8.00 | 4.00 | 512.26 |
-   8.00   010 - | SICK LEAVE |      | 8.00 | 4.00 | 1709.88 |
-   8.00   010 - | FAMILY/FUNERAL |      |      |      | 29.00 |
-   === > COMP TIME |      |      |      |      |
-   8.00   010 - | HOLIDAY COMP |      |      |      |
-   8.00   221 - | BANKED HOLIDAY |      |      |      |
-   8.00   010 - |          |      |      |      |
-   8.00   010 - |          |      |      |      |
-   8.00   010 - |          |      |      |      |
  
```

Note: The Time Off Summary screen balance does not include the accruals for the current pay period, since accruals are not earned until the payroll warrant is written.

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Viewing Warning Messages

Sometimes the proofread action will not encounter an error, but will find something on your time sheet that **might** be a problem. An example is when your vacation balance is within 24 hours of your vacation maximum. After using the proofread action, or approving the time sheet, the computer might display a message on the time sheet just below the word "REMARKS:"

Figure 17 – Warning Message

```

D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
          | SMITH, JOHN                               | EMPL SUPR PROC           |
+WK  REG   OVT  HOLI |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO              |
|1  40.00  0.00  0.00 |TIME SHEET:  3-436199      | PENDING EMPL APPRVAL    |
|2  40.00  0.00  0.00 |COST CENT : 005-410010    | PROOFREAD: YES         |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61006I USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ---- TYPE OF TIME ----  ----DATE----  ----- MESSAGE -----
-    8.00   010 - REGULAR TIME     FRI 01/17/2014
-    8.00   010 - REGULAR TIME     MON 01/20/2014
-    8.00   010 - REGULAR TIME     TUE 01/21/2014
-    8.00   010 - REGULAR TIME     WED 01/22/2014
-    8.00   010 - REGULAR TIME     THU 01/23/2014
-    === > WEEK TWO < ===
-    8.00   010 - REGULAR TIME     FRI 01/24/2014
-    8.00   250 - HOLIDAY           MON 01/27/2014
-    8.00   010 - REGULAR TIME     TUE 01/28/2014
-    8.00   010 - REGULAR TIME     WED 01/29/2014
-    8.00   010 - REGULAR TIME     THU 01/30/2014
  
```

It does not print the warning message(s) themselves since there might be more than one. To view the warning messages, use the {W} action in the header action field and press {ENTER}. The computer will display a screen showing the warning messages associated with your time sheet. Press {PF12} to return to the time sheet. Warnings indicate that some action on your part **might** be necessary. In this example, it would be a good idea to schedule some vacation time!

Figure 18 – Warning Message Screen

```

D3313274  ACTION:  _      PAYROLL TIME SHEETS                               PAGE: 0001
-----
          WARNINGS
TS82404W  YOUR VACATION BALANCE IS WITHIN 24 HOURS OF YOUR VACATION
          MAXIMUM OF 528.00 HOURS
  
```

Applying Approval

To complete your time sheet it is necessary to approve it. Type a {Y} in the header action field and press {ENTER}. The computer will change the status of the time sheet from Pending Employee Approval to Pending Supervisor's Approval. It also will change the "EMPL" status in the APPROVED BY box from "No" to "Yes".

The APPROVED BY box at the top right corner of the time sheet contains the approval levels the time sheet must pass through before a pay check is issued.

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Unapproving A Time Sheet

You cannot make changes to a time sheet after it is approved, unless you have authority to approve it at the next level. To make a change after you have approved the time sheet, you must unapprove it. Type an {N} in the header action field of the time sheet and press {ENTER}. Doing so will return the time sheet to PENDING EMPLOYEE APPROVAL. **Note:** You can unapprove a time sheet only if your supervisor has not yet applied the supervisor's level of approval to the time sheet.

Canceling A Time Sheet

Only rarely will you need to cancel a time sheet. A problem with a time sheet can be corrected either before or after approval (if after, by unapproving it). If it is necessary to cancel a time sheet, however, it is an easy procedure to do so. To cancel a time sheet, move the cursor to the header action field, type {C}, and press {ENTER}. The computer will place the cursor just after the word "REMARKS". You must enter a reason for canceling the time sheet. When you have completed your remarks; press the {ENTER} key again. The time sheet will be canceled. It is then necessary to write a new time sheet for the pay period (see section 2.1).

Setting Up Time Sheet Defaults

The standard time sheet uses two 40-hour workweeks, each composed of five 8-hour days, Friday through Thursday. This schedule is the most common work schedule, but obviously not the only one. To avoid having to modify a time sheet every pay period--to accommodate a compressed workweek, for instance--the Time Reporting System allows you to set up a personalized default time sheet.

If you set up a default time sheet, then every pay period the computer will create a time sheet for you with your personalized schedule already in place.

Figure 19 - Time Sheet Defaults Screen

```

D3313262  ACT: _ +--- TIME SHEET DEFAULTS  ---+----- APPROVALS  -----+
+-WEEK---REG-----OVT-- | FIRST NAME: JOHN          | EMPL SUPR PROC          |
|  1      40.00    0.00 | LAST NAME : SMITH        | MON-FRI WEEK.....: Y  |
|  2      40.00    0.00 | COST CENT : 005-410010   | MANDATORY SCHED...: NO |
+-----+-----+-----+-----+-----+
                                                                    PAGE 0001 OF 0001
ACT  HOURS  --- TYPE OF TIME  ----  --DAY OF PP--  ----- MESSAGE -----
      === > WEEK ONE < ===
-   12.00  800 - SICK LEAVE CNVRT  01 FRIDAY
-   10.00  010 - REGULAR TIME      04 MONDAY
-   10.00  010 - REGULAR TIME      05 TUESDAY
-   10.00  010 - REGULAR TIME      06 WEDNESDAY
-   10.00  010 - REGULAR TIME      07 THURSDAY
      === > WEEK TWO < ===
-   10.00  010 - REGULAR TIME      11 MONDAY
-   10.00  010 - REGULAR TIME      12 TUESDAY
-   10.00  010 - REGULAR TIME      13 WEDNESDAY
-   10.00  010 - REGULAR TIME      14 THURSDAY

LINE ACTIONS  ==>  S SELECTION LIST  A ADD  M MOD  D DEL
HEADER ACTIONS ==>  S SELECTION LIST                               EI EMPLOYEE INFO
PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT

```

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Finding the Time Sheet Defaults Screen

You reach the Time Sheet Defaults screen (Figure 19) from either:

- a. The Time Sheets For an Employee screen (Figure 4) by using the **{D}** action in the header action field. **or**
- b. The Time Sheet itself (Figure 5) by using the **{D}** action in the header action field.

In either case the computer will display a screen like Figure 19. This screen shows a compressed workweek of four 10-hour days. The employee does not work Fridays. Also notice that he has set up a line on the first Friday of the pay period to convert sick leave to vacation automatically (also see section 2.18.4).

Editing The Time Sheet Defaults

Editing the time sheet defaults screen uses the same line actions as editing the payroll time sheet. You can add, modify, and delete lines. You also can use the time type selection list to change the type of time for a given line. For more information on these subjects, see Section 2.

Your Personalized Schedule

To set up a default time sheet for your personal schedule, edit the daily entries for the two-week period to reflect the actual hours and days you work. If you work four 9-hour days, from Monday to Thursday, and one 4-hour day Friday, the entries on your default screen will look like the partial time sheet in Figure 20 below.

Once your defaults are set the way you want them, press the **{PF12}** key to return to your original screen. The new defaults will act as a template for the computer to use in the creation of your time sheet each pay period.

Figure 20 – Default Time Sheet – 9-Hour Days

ACT	HOURS	---	TYPE OF TIME	----	--DAY OF PP--
		===	> WEEK ONE	<	===
-	4.00	010	- REGULAR TIME		01 FRIDAY
-	12.00	800	- SICK LEAVE CNVRT		01 FRIDAY
-	9.00	010	- REGULAR TIME		04 MONDAY
-	9.00	010	- REGULAR TIME		05 TUESDAY
-	9.00	010	- REGULAR TIME		06 WEDNESDAY
-	9.00	010	- REGULAR TIME		07 THURSDAY
		===	> WEEK TWO	<	===
-	4.00	010	- REGULAR TIME		08 FRIDAY
-	9.00	010	- REGULAR TIME		11 MONDAY
-	9.00	010	- REGULAR TIME		12 TUESDAY
-	9.00	010	- REGULAR TIME		13 WEDNESDAY
-	9.00	010	- REGULAR TIME		14 THURSDAY

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. The new defaults will appear the next time a time sheet is written for you.

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Sick Leave Converted Into Vacation

An employee who has accumulated at least 240 hours of sick leave may elect to accrue additional vacation in lieu of the normal sick leave accrual. An employee who has made an election to convert sick leave to vacation will be credited with four hours of vacation for each full month when sick leave is not used during that month. A conversion shall not be made if the accumulated sick leave is less than 240 hours in the pay period in which the conversion would be made. The conversion of sick leave shall be prorated for part-time employees

To **automatically** convert your sick leave to vacation each month, you need to go to your default time sheet (Figure 19), and enter an {A} in the line action field of the first Friday of the pay period, change the hours in the hours field to the appropriate conversion amount (Figure 21 below), change the time type code to 800, and press {ENTER}. With your default time sheet coded in this way, your sick leave will now be converted automatically to vacation each month that you meet the eligibility requirements. Permanent part-time employees convert a lesser amount of sick leave depending on the hours scheduled.

Figure 21 – Sick Leave Accrual and Conversion Rates

AFSCME, IUP Science, and Non-Contract Employees								
Sick Leave Balance Hours	Conversion Rates							
	40 Hours		Greater or Equal to 30 & Less Than 40 Hours		Greater or Equal to 20 & Less Than 30 Hours		Less than 20	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
240 to 750	12	4	9	3	6	2	3	1
750 to 1,500	8	4	6	3	4	2	2	1
Over 1,500	4	4	3	3	2	2	1	1
IUP Social Services Unit								
Sick Leave Balance	Conversion Rates							
	40 Hours		Greater or Equal to 30 & Less Than 40 Hours		Greater or Equal to 20 & Less Than 30 Hours		Less than 20	
	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation
240 to 750	8	4	6	3	4	2	2	1
750 to 1,500	6	4	4.5	3	3	2	1.5	1
Over 1,500	4	4	3	3	2	2	1	1

What these ratios mean is that you will be prompted to change the number of hours entered as time type 800 on your HRIS timesheet for the Sick Leave Conversion when there is a change in your sick leave balance between tiers. For example, as long as your sick leave balance at the end of the pay period in which sick leave conversion occurs is 240 to 750, the entry of 12 hours (AFSCME, IUP Science Unit, Non-contract) of time type 800 will process and an additional 4 hours of vacation will be added to your vacation balance when the payroll warrant is written, in addition to your normal vacation accrual.

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You will know when to change the default and your time sheet because you will receive an error message when proofing or approving the time sheet which has the incorrect conversion amount (Figure 22).

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Figure 22 – Payroll Time Sheet – Sick Leave Conversion

```

D3313261  ACT: P      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
|          |          |          | SMITH, JOHN          |          | EMPL SUPR PROC          |
+WK REG   OVT   HOLI |FOR 01/31/2014 - 02/13/2014 | NO   NO   NO          |
|1  40.00  0.00  0.00 |TIME SHEET:  3-451454          | PENDING EMPL APPRVAL  |
|2  40.00  0.00  0.00 |COST CENT : 005-410010          | PROOFREAD: NO          |
+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS82028E  INVALID AMOUNT FOR SICK LEAVE CONVERSION
ACT  HOURS  ----  TYPE OF TIME  ----  ----DATE----  ----- MESSAGE -----
-    8.00   010 - REGULAR TIME    FRI 01/31/2014
-   12.00   800 - SICK LEAVE CNVRT FRI 01/31/2014    <=== ERROR ===>
-    8.00   010 - REGULAR TIME    MON 02/03/2014
-    8.00   010 - REGULAR TIME    TUE 02/04/2014
-    8.00   010 - REGULAR TIME    WED 02/05/2014
-    8.00   010 - REGULAR TIME    THU 02/06/2014
-    === > WEEK TWO < ===
-    8.00   010 - REGULAR TIME    FRI 02/07/2014
-    8.00   010 - REGULAR TIME    MON 02/10/2014
-    8.00   010 - REGULAR TIME    TUE 02/11/2014
-    8.00   010 - REGULAR TIME    WED 02/12/2014
-    8.00   010 - REGULAR TIME    THU 02/13/2014

? ACTION HELP PF7 BKWD PF8 FWD  PF9 HELP PF10 PF KEYS PF12 RETURN CLEAR EXIT

```

To correct this error, all you have to do is change the number of hours to the correct amount and the timesheet error will disappear. When you look at your TO summary screen (Figure 16), you will see the correct sick leave conversion ratio for this pay period. At this time, remember to change the default timesheet also, so that future timesheets will be written with the appropriate Sick Leave Conversion hours already populated.

As your balance changes and as you move up or down into a different tier of sick leave accrual, the appropriate edits will be done and you will be prompted again to change your timesheet.

Note: When you change your time sheet defaults, and return to your time sheet, notice that the new defaults are not on your current time sheet. **The new default for sick leave conversion will appear the next time a time sheet is generated for you in a pay period which includes the first calendar day of the month.**

Holidays

The Federal wage and hour laws require that an employee be paid for the time that they work on a regularly scheduled day. Any employee who works on a holiday must be paid for the hours worked on that holiday. Holiday time and rules relating to that time are slightly different depending on your bargaining unit. Please refer to the section that discusses your bargaining unit for details.

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Holidays for Non-Contract Employees

For non-contract employees, if the employee is required to work on the holiday, they will be compensated at the appropriate rate for their job class. Non-contract employees may choose to be compensated in cash, or at the discretion of their agency, may be given compensatory time off for the portion of the holiday time that they work. If a holiday falls on a non-contract employee's regularly scheduled day off, and if that employee works their regular 40 hours that week, the employee may bank their holiday (at straight time) for use at a later date, or may be paid cash for the holiday at their straight rate. A non-contract employee who does not accrue sick leave or vacation leave and works on a holiday will be given their regular pay for the hours worked on that holiday and would not have the option to earn compensatory time.

In Figure 24 below, the holiday fell on the employee's regularly scheduled day off. The employee chose to be paid out for the holiday at their straight hourly rate. In that case, the employee leaves the time type 250 Holiday on their timesheet. If the employee chooses to bank the holiday to be used at a later date, they would change the time type from 250 Holiday to 830 Banked Holiday (see 2.3 Modifying a Line).

Figure 24 – Non-Contract Holiday Paid

D3313261 ACT: _ +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+									
SMITH, JOHN OFFI PROC									
+WK	REG	OVT	HOLI	FOR	01/17/2014 - 01/30/2014		NO	NO	
1	40.00	0.00	0.00	TIME SHEET:	3-437933		PENDING OFFI	APPRVAL	
2	48.00	0.00	0.00	COST CENT :	005-410010		PROOFREAD:	NO	
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+									
REMARKS: PAGE 0001 OF 0001									
TS61006I USE ACTION "W" TO VIEW WARNINGS									
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE
-	8.00	010	- REGULAR TIME		FRI	01/17/2014			
-	8.00	010	- REGULAR TIME		SAT	01/18/2014			
-	8.00	010	- REGULAR TIME		TUE	01/21/2014			
-	8.00	010	- REGULAR TIME		WED	01/22/2014			
-	8.00	010	- REGULAR TIME		THU	01/23/2014			
-		===	> WEEK TWO <	===					
-	8.00	010	- REGULAR TIME		FRI	01/24/2014			
-	8.00	010	- REGULAR TIME		SAT	01/25/2014			
-	8.00	250	- HOLIDAY		MON	01/27/2014			
-	8.00	010	- REGULAR TIME		TUE	01/28/2014			
-	8.00	010	- REGULAR TIME		WED	01/29/2014			
-	8.00	010	- REGULAR TIME		THU	01/30/2014			

In Figure 25, the holiday fell on the employee's regularly scheduled work day and the employee worked that day. The employee records their actual time worked as time type 050 Holiday Worked. The employee would also have an entry for either time type 250 Holiday or time type 830 Banked Holiday (see above).

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Figure 25 – Non-Contract Holiday Worked

D3313261	ACT: -	+---- PAYROLL TIME SHEET ----+			APPROVED BY -----+
		SMITH, JOHN			OFFI PROC
+WK	REG	OVT	HOLI	FOR 01/17/2014 - 01/30/2014	NO NO
1	40.00	0.00	0.00	TIME SHEET: 3-437933	PENDING OFFI APPRVAL
2	40.00	0.00	8.00	COST CENT : 005-410001	PROOFREAD: NO
+-----+-----+-----+-----+					
REMARKS:					PAGE 0001 OF 0001
TS61006I USE ACTION "W" TO VIEW WARNINGS					
ACT	HOURS	----	TYPE OF TIME	----	----- DATE -----
-	8.00	010	- REGULAR TIME		FRI 01/17/2014
-	8.00	010	- REGULAR TIME		SAT 01/18/2014
-	8.00	010	- REGULAR TIME		MON 01/20/2014
-	8.00	010	- REGULAR TIME		TUE 01/21/2014
-	8.00	010	- REGULAR TIME		WED 01/22/2014
-		===	> WEEK TWO <	===	
-	8.00	010	- REGULAR TIME		FRI 01/24/2014
-	8.00	010	- REGULAR TIME		SAT 01/25/2014
-	8.00	050	- HOLIDAY WORKED		MON 01/27/2014
-	8.00	250	- HOLIDAY		MON 01/27/2014
-	8.00	010	- REGULAR TIME		TUE 01/28/2014
-	8.00	010	- REGULAR TIME		WED 01/29/2014

Holidays for AFSCME Employees

For employees covered under the AFSCME collective bargaining agreement who are scheduled to work on a shift other than first shift, the system allows holiday worked and holiday compensatory time earned to be recorded on the day before the holiday and the day after the holiday. This was done to accommodate contract language in Article IX, Section 12, paragraph C, which states:

“When an employee is required by the employer to work a holiday listed in 12 (a) above, the employer agrees to provide holiday premium pay at the rate of time and one-half the employee’s regular rate in addition to their normal holiday pay for all hours worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half of the scheduled hours fall on a holiday.”

For example, if an employee normally works from 10:00 p.m. to 6:00 a.m. starting on the evening before a holiday, the system will allow entry of 2 hours holiday worked on the day before the holiday and 8 hours holiday worked on the holiday. (Six hours from midnight to 6:00 a.m., plus two hours from 10:00 p.m. to midnight on the holiday.) If the employee enters more than 24 hour of holiday worked and/or holiday comp time within a 3-day period that includes a holiday, the system will force a departmental approval, as an added check. If your practice has been to enter all holiday worked/comp time on the holiday, you do not have to change your practice. This modification was made for agencies that prefer to record the premium time on the actual day worked when a shift crosses two days.

In Figure 26, the department has the policy to count the hours at the time the employee clocks in for their shift; therefore, all 8 hours of the holiday worked will show on the time sheet on the Monday when the employee clocked in. The employee has chosen to be paid for their 8 hours of holiday in lieu of “comping” the time. This is step one of entering the time in for the holiday.

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Figure 26 – AFSCME Holiday Worked – Step 1

D3313261	ACT: _	+---- PAYROLL TIME SHEET		----- APPROVED BY -----					
		SMITH, JOHN		OFFI PROC					
+WK	REG	OVT	HOLI	FOR 01/17/2014 - 01/30/2014	NO NO				
1	40.00	0.00	0.00	TIME SHEET: 3-437894	PENDING OFFI APPRVAL				
2	40.00	0.00	8.00	COST CENT : 005-410010	PROOFREAD: NO				
+-----+-----+-----+-----+-----+-----+									
REMARKS:					PAGE 0001 OF 0001				
ACT	HOURS	----	TYPE OF TIME	----	DATE	SHIFT	-----	MESSAGE	-----
-	8.00	010	- REGULAR TIME		SUN 01/19/2014	2			
-	8.00	010	- REGULAR TIME		MON 01/20/2014	2			
-	8.00	010	- REGULAR TIME		TUE 01/21/2014	2			
-	8.00	010	- REGULAR TIME		WED 01/22/2014	2			
-	8.00	010	- REGULAR TIME		THU 01/23/2014	2			
		===	> WEEK TWO	< ===					
-	8.00	010	- REGULAR TIME		SUN 01/26/2014	2			
-	8.00	050	- HOLIDAY WORKED		MON 01/27/2014	2			
-	8.00	250	- HOLIDAY		MON 01/27/2014	2			
-	8.00	010	- REGULAR TIME		TUE 01/28/2014	2			
-	8.00	010	- REGULAR TIME		WED 01/29/2014	2			
-	8.00	010	- REGULAR TIME		THU 01/30/2014	2			

The next step in entering holiday time for an AFSCME employee would be to proof the timesheet (“P” in the header action field). You can see in the example below, once the timesheet has been proofread, there is a line added on the day of the holiday for time type 650 Holiday Premium Pay.

Figure 27 – AFSCME Holiday Worked – Step 2

D3313261	ACT: _	+---- PAYROLL TIME SHEET		----- APPROVED BY -----					
		SMITH, JOHN		OFFI PROC					
+WK	REG	OVT	HOLI	FOR 01/17/2014 - 01/30/2014	NO NO				
1	40.00	0.00	0.00	TIME SHEET: 3-437894	PENDING OFFI APPRVAL				
2	40.00	0.00	8.00	COST CENT : 005-410010	PROOFREAD: YES				
+-----+-----+-----+-----+-----+-----+									
REMARKS:					PAGE 0001 OF 0001				
TS61007I TIME SHEET HAS BEEN PROOFREAD									
ACT	HOURS	----	TYPE OF TIME	----	DATE	SHIFT	-----	MESSAGE	-----
-	8.00	010	- REGULAR TIME		SUN 01/19/2014	2			
-	8.00	010	- REGULAR TIME		MON 01/20/2014	2			
-	8.00	010	- REGULAR TIME		TUE 01/21/2014	2			
-	8.00	010	- REGULAR TIME		WED 01/22/2014	2			
-	8.00	010	- REGULAR TIME		THU 01/23/2014	2			
		===	> WEEK TWO	< ===					
-	8.00	010	- REGULAR TIME		SUN 01/26/2014	2			
-	8.00	050	- HOLIDAY WORKED		MON 01/27/2014	2			
-	8.00	250	- HOLIDAY		MON 01/27/2014	2			
-	4.00	650	- HOLI PREM PAY		MON 01/27/2014	2			
-	8.00	010	- REGULAR TIME		TUE 01/28/2014	2			
-	8.00	010	- REGULAR TIME		WED 01/29/2014	2			
-	8.00	010	- REGULAR TIME		THU 01/30/2014	2			

After the AFSCME employee has proofread their timesheet and the Holiday Premium Pay time type has been inserted by the Time Reporting System, the employee now has the choice to be paid for the premium portion of the holiday worked, or they may choose to comp the premium portion for the hours worked. To have the premium portion comped, the time type 650 Holiday Premium Pay would be changed to time type 040 Holiday Comp Earned. The employee must be paid for the actual hours worked on the holiday as time type 050 Holiday Worked. See Figure 28.

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Holidays for IUP Employees

IUP employees are paid at the premium rate for any hours worked on a holiday (Article IX, Section 10). The employee is compensated for such holiday by receiving equivalent compensatory time off at a later date. If the holiday falls on an employee's regularly scheduled day off, compensatory time off will be granted at a later date. Holiday compensatory time earned will be added to the regular compensatory time account (Article IX, Section 9).

To document the time, the number of hours worked are added by

- Adding a line on the timesheet, using time type 050 – Holiday Worked – on the day of the holiday. The employee will be paid for those hours
- The equivalent number of hours worked is also entered as time type 031 – IUP Holiday Comp Earned – to be used at a later date
- IUP Holiday Comp Earned will be added to the regular Comp Time field on the Time Off summary screen (use TO in the header action field to view).
- Time type 250 – Holiday – plus time type 031 – IUP Holiday Comp Earned – must equal 8.00, or the employee's regularly scheduled hours, if different than 8.00.
- If the employee worked the entire number of scheduled hours, there would be no entry for time type 250 – Holiday.

Figure 30 – Holiday Worked - IUP

D3313261				ACT: -	+---- PAYROLL TIME SHEET ----+				----- APPROVED BY -----+				
					SMITH, JOHN				EMPL SUPR PROC				
+WK REG				OVT	HOLI	FOR 01/17/2014 - 01/30/2014				YES NO NO			
1 40.00				0.00	0.00	TIME SHEET: 3-443308				PENDING SUPV APPRVAL			
2 34.00				0.00	12.00	COST CENT : 005-410010				PROOFREAD: YES			
+-----+-----+-----+-----+-----+													
REMARKS:								PAGE 0001 OF 0001					
TS61006I USE ACTION "W" TO VIEW WARNINGS													
ACT	HOURS	----	TYPE OF TIME	----	----	DATE	----	-----	MESSAGE	-----	-----		
-	9.00	010	- REGULAR TIME			FRI	01/17/2014						
-	7.00	010	- REGULAR TIME			MON	01/20/2014						
-	8.00	010	- REGULAR TIME			TUE	01/21/2014						
-	8.00	010	- REGULAR TIME			WED	01/22/2014						
-	8.00	010	- REGULAR TIME			THU	01/23/2014						
			=== > WEEK TWO < ===										
-	8.00	010	- REGULAR TIME			FRI	01/24/2014						
-	6.00	031	- IUP HCOMP EARNED			MON	01/27/2014						
-	6.00	050	- HOLIDAY WORKED			MON	01/27/2014						
-	2.00	250	- HOLIDAY			MON	01/27/2014						
-	8.00	010	- REGULAR TIME			TUE	01/28/2014						
-	8.00	010	- REGULAR TIME			WED	01/29/2014						
-	8.00	010	- REGULAR TIME			THU	01/30/2014						

For employees covered under the UE/IUP collective bargaining agreement who have the mandatory schedule flag set to YES on the default, the time sheet will be edited against the default time sheet to determine how many hours should be recorded as Holiday. The time sheet will be written in batch with the holiday hours reflecting what is set up for the corresponding day on the default timesheet. This may be more or less than 8 hours. If the holiday hours are changed from what is on the default for that day, the system will generate an error message that states that holiday leave is less (or more) than eligible holiday hours.

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If the employee's schedule has changed so that what is on the default is wrong for that week, the default time sheet can be changed and then the actual time sheet approved. This was done to ensure that the time reporting system complies with the language in Article IX, Section 9, paragraph D, of the UE/IUP contract, which states: "If a holiday falls on an employee's regularly scheduled work day, the employee will receive their regular shift pay."

For those employees who do not work a mandatory schedule and, therefore, the mandatory schedule flag on the default time sheet is set to NO, holiday hours will be set to 8 hours.

Supervisors' Holidays

If a holiday falls on a supervisor's regularly scheduled day off, and if that employee (or any other employee who is not eligible for overtime) works their regular 40 hours that week, the employee may bank their holiday (at straight time) for use at a later date, but within 12 months from the day it is worked.

FMLA Timesheet Entries

Special leave codes and timesheet time types are to be used for employees who are on FMLA covered leave. It is critical that the time type hours are recorded properly on HRIS timesheet entries. This will allow tracking of the FMLA hours used for each employee and will also provide the ability for DAS-HRE to capture those hours for all departments on the central HRIS system for analysis and reporting purposes.

Policies and Procedures related to the determination of FMLA covered leave.

Refer to Managers/Supervisors Manual Section 6.90 for assistance in working with Family and Medical Leave Act issues. Work with your Personnel Associate in your department to determine if a leave event should be FMLA covered.

Exploding the Day

On the timesheet, it is recommended that you "explode" your view of each scheduled workday, to allow for data entry to allocate time type hours between different categories. Note the message "PRESS PF4 FOR MORE" time types on a second page.

For example, on a typical 8.0 hour scheduled workday, in which a portion of hours is to be allocated for FMLA designated leave, the timesheet workday would be allocated as follows:

- 2.00 – 010 Regular Time – Actual hours you were at work/on duty
- 3.00 – 912 FMLA Sick – exhaust all sick hours and designate them FMLA
- 3.00 – 961 FMLA Medic LWOP – to record hours as unpaid, yet still FMLA covered

Hours Summary Screen

To see a total of all hours for the pay period, summarized by time type, enter **HS** in the header action field. A summary screen will appear.

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Time Off Summary Screen

If an FMLA time type is entered on the timesheet which impacts an employee's leave balance, it will be reflected on this screen. This summary screen is accessed by entering **TO** in the Header action field.

Warning Messages

When any FMLA time type is used and the timesheet is proofed, the DEPT level approval is automatically added to the timesheet. When the FMLA time types for 930-935 (used for work comp related leave) are entered on the timesheet, HRIS will display a warning message, with a reminder that an injury report or work comp pay entry is required.

Figure 31: Warning Messages and Warning Message Screen

```

D3313261  ACT:  _      +---- PAYROLL TIME SHEET ----+----- APPROVED BY -----+
                | SMITH, JOHN                        | EMPL SUPR DEPT PROC   |
+WK  REG    OVT  HOLI |FOR 01/17/2014 - 01/30/2014 | NO  NO  NO           |
|1  40.00   0.00  0.00 |TIME SHEET:  3-436199   | PENDING EMPL APPRVAL |
|2  40.00   0.00  0.00 |COST CENT : 005-410010  | PROOFREAD: YES      |
+-----+-----+-----+-----+-----+-----+
REMARKS:                                     PAGE 0001 OF 0001
TS61006I  USE ACTION "W" TO VIEW WARNINGS
ACT  HOURS  ---- TYPE OF TIME ----  ----DATE----  ----- MESSAGE -----
-    2.80   260 - WC EE SICKLEAVE  FRI 01/17/2014
-    5.20   266 - WC STATE PD HRS   FRI 01/17/2014
-    8.00   010 - REGULAR TIME      MON 01/20/2014
-    8.00   010 - REGULAR TIME      TUE 01/21/2014
-    8.00   010 - REGULAR TIME      WED 01/22/2014
-    8.00   010 - REGULAR TIME      THU 01/23/2014
-
      === > WEEK TWO < ===
  
```

To view the warning messages, use the **{W}** action in the header action field and press **{ENTER}**.

```

D3313274  ACTION:  _      PAYROLL TIME SHEETS                PAGE: 0001
-----
                        WARNINGS
TS82409W  INJURY REPORT REQUIRED FOR INJURY LEAVE OR WORKERS COMP PAY
  
```

Workers Compensation Leave Hours

Employees who miss work due to any type of Workers Compensation injury should contact the HR Associate for their department. The HR Associate can assist with completing first report of injury forms, benefit election forms (if applicable), and advisement on how electronic timesheets will need to be completed. See Managers & Supervisors manual Section 6.20 for more information on State of Iowa policy.

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****Please note - Section 3 below applies only to those employees who use work reporting on their timesheets. ****

3. The Work Report

The time sheet reports the employee's time for pay purposes. The work report assigns productive time to a function code, and to a project number if relevant. The work report is still part of the same time sheet and does not require separate approvals. When you apply approval to the time sheet, you also approve the work report.

Finding The Work Report

The work report can be reached through the time sheet (Figure 5). A header action listed in the menu for the time sheet is {WR}--Work Report. Type {WR} in the header action field and press the {ENTER} key. The computer will display a screen similar to Figure 32 below. Your personal work report might have only a single entry or may have multiple entries.

Figure 32 Work Report Screen

```
D3313271  ACT:  _      +----- WORK REPORT -----+-----+
PRINTER:          | SMITH, JOHN          |          HOURS   EXP  |
+----- STATUS -----|FOR 01/17/2014 - 01/30/2014 |TME/EXP 72.00   0.00 |
| PENDING EMPL APPRVAL |TIME SHEET ID:   3-449821   |WRK RPT 72.00   0.00 |
+-----+-----+-----+-----+
REMARKS:                                               PAGE 0001 OF 0001
                                PROJECT
ACT --DATE--  HOURS  FCT NUMBER      PROJECT DESCRIPTION
A   /   /
_   01/17/2014  72.00  010 19040000000 FISH & WILDLIFE ADMINISTRAT

LINE  ==> S SELECTION LIST  A ADD    M MOD      D DEL
HEADER ==> S SEL LIST P PROOF H HARD COPY W WARNING R REMARK D DEFAULT
PF1 PREV IN CC PF2 NEXT IN CC  PF7 BKWD PF8 FWD PF9 HELP PF12 RETURN CLEAR EXIT
```

Editing The Work Report

Editing the work report screen is much the same as editing the time sheet. You can add, modify, and delete lines. You also can use the select action to choose the function code for a given entry. For more information on these subjects see Section 2: Time Sheets For The Individual User.

To add a line to the work report, move the cursor to the initial entry line, which has the "A" already in the action field. Tab once to the date field and enter the date. Enter information in the rest of the fields as necessary and press {ENTER}.

Note: Adding a line to the work report causes the total number of work report hours to be increased. The number of hours added with a new line must be manually subtracted from the original line(s).

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Using The Work Report

Some employees make extensive use of the work report with multiple entries for function and/or project codes. Other employees may set up a default work report that assigns all their productive time to a single function or project code (Figure 31) and only rarely make any other use of the work report. How much you use the work report will depend on how your department determines the work report feature is to be used.

Although the work report requires only one entry (in which case all direct time for the pay period is assigned to one function or project code), you can use many entries as needed to account for your time. The work report needs a separate entry each time the function code or project number changes.

Reconciling The Work Report With the Time Sheet

The work report is linked to the time sheet. The work report assigns "direct" time from the time sheet to a function code or project number. The key to reconciling the time sheet with the work report is the summary box in the top right corner of the work report screen. The summary box looks like this:

	HOURS	EXP
TIME	80.0	0.00
WORK RPT	80.0	0.00

The HOURS column compares the total number of "direct" time hours from the time sheet with the total hours on the work report. We will not be using the EXP column. The time sheet hours and the work report hours in the HOURS column must be the same.

Reconciling "Direct" Time

When you complete the work report for the pay period, the time sheet hours ("direct" time only) and the total work report hours should be the same. You can verify this by checking the summary box in the top right corner of the work report screen. Only hours from the four "direct" types of time codes will show up on the work report. The five types are:

010	Regular Time
020	Overtime
030	Comp Time Earned
050	Holiday Worked

If there is a discrepancy between the number of time sheet hours and the number of work report hours, as reported in the summary box, you should check the work report entries to find where you have assigned too much or too little time. If the work report hours are correct but there is still a discrepancy, verify that you used the correct type of time for each entry on the time sheet.

NOTE: The computer will automatically assign "direct" time to the work report as long as you do not make a change to it that pay period. If you make a change on the work report,

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automatic calculation is suspended for the pay period. It will be up to you to make the time sheet hours and the work report hours agree.

As an example, suppose you used 8 hours of vacation in the current pay period. Suppose, too, that the rest of your time for the pay period was regular time. In this situation the number of time sheet hours in the summary box of the work report would be 72.

Therefore, the number of hours divided among your work report entries (the work report hours in the summary box) also must total 72 (Figure 31)

Completing The Work Report

When you have finished making changes to the work report, press **{ENTER}**. Then press the **{PF12}** key to return to the time sheet. The work report is complete. Since the work report is part of the time sheet, it is not necessary (or possible) to apply approval to it separately. The work report is approved when you approve the time sheet.

Proofreading

Use the **{P}** command to proofread a document. This header action proofreads the work report. Proofreading verifies the information in each line of the work report. Project numbers and function codes are checked for validity. If the computer discovers an error, it will print a message below the screen header, just under the word "REMARKS:". If the error relates to a single line of the work report, an error flag will also print below the line that contains the error.

-----> ERROR <-----> ERROR <-----> ERROR<-----

Note: It is not necessary to proofread a document as a separate step. When you apply approval, the computer does an automatic proofread at that time.

Viewing Warning Messages

Sometimes, after using the work report proofread action, or approving the time sheet, the computer might display a message just below the word "REMARKS:".

USE ACTION "W" TO VIEW WARNINGS

It does not display the warning message(s) themselves since there might be more than one. To view the warning message(s), use the **{W}** action in the header action field and press **{ENTER}**. The computer will display a screen showing the warning messages associated with your work report/time sheet. When you have viewed the warnings, press **{PF12}** to return to the work report and to make corrective entries, if necessary.

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Work Report Defaults

The default work report offers the same advantage for the work report that the default time sheet gives the time sheet. Each time the computer generates a new work report (time sheet), it will automatically assign time to the function codes and project numbers you have set up as defaults.

Finding the Work Reports Default Screen

You reach the Work Report Defaults screen from the work report. First, find the time sheet for the current pay period (see section 2). A header action on the time sheet menu is {WR}--Work Report. Type {WR} in the header action field and press {ENTER}. The computer will display the work report for the pay period.

At the work report there is a header action {D}--Defaults. Type {D} in the header action field and press the {ENTER} key. The computer will respond by displaying the Work Report Defaults screen.

Editing The Work Report Defaults Screen

Editing the work report defaults screen is much the same as editing the time sheet. You can add, modify, and delete lines. You can also use the {S}--Select--action to choose the function code for a given entry. For more information on these subjects, see Section 2.

Figure 33 Work Report Defaults

D3313272	ACT: _	+-- WORK REPORT DEFAULTS		-----+	
		SMITH, JOHN		HOURS SUMMARY	
ALWAYS PRORATE DEFAULT				TIME SHEET : 80.00	
HOURS AND EXPENSES? NO				WORK REPORT: 80.00	
		+-----+		PAGE 0001 OF 0001	
		PROJECT			
ACT PP	DAY	HOURS	FUNC	NUMBER	PROJECT DESCRIPTION
A					
_	01	FRI	80.00	010	19040000000 FISH & WILDLIFE ADMINISTRAT

Setting Up Work Report Defaults

The Work Reports Defaults screen looks very similar to the Work Report screen. Here you should assign the 80 hours of a normal pay period to the function code(s) you use every pay period.

A single function code or project code may be all you need. However, if you routinely spend a certain ratio of time between two function codes, or on two or more projects, you should set up defaults to reflect the situation.

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First, decide how much time you spend on each function or project for a typical two-week pay period. If you typically spend 10 hours a week on function code 069, and 30 hours a week on function code 010, the entries on your default work report would look like this:

ACT DAY OF PP HOURS FUNCTN:				
-	14	THU	60.0	010
-	14	THU	20.0	069

It is a good idea to set up defaults only for function codes or project numbers you use every pay period. Otherwise you will have to delete unused function code(s) from your work report and re-assign hours between the remaining function codes every pay period.

With a default work report in place, the computer will decide how much time to assign to each function code, or project number, based on the ratio of time assigned to them in your defaults. This is true only if you do not make changes to the work report itself.

Note: In the example above, the entries are for the last day of the pay period. Any day would work as well. You can use the first day of the pay period or any day in between. The work report is concerned only with the total number of hours assigned to a function code or project number for the pay period.

In the previous example, 25% of your "direct" time was assigned to function 069 while 75% was assigned to function 010. If you took a week of vacation, the computer would assign 10 hours of the pay period to function 069 and 30 hours to function 010. The 40 hours of vacation time would not be assigned since it is not a "direct" time type.

Completing the Work Report Defaults

When you finish making changes to the Work Reports Default screen, press **{ENTER}**. Then press the **{PF12}** key to return to the work report. Your default work report is now in place. The changes made may take effect immediately (if you have not made changes to the work report this pay period), but will show up the next time a time sheet is written.

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4. Gross to Net Payroll Calculator

Employees may access a payroll calculator by entering GN in the header action field. A screen showing the employee's current pay and deduction information will be displayed. Changes can be made to most fields which will show the impact on an employee's net pay if such changes were made to the payroll record (wages, changes in withholding allowances, insurances, deferred comp, flexible spending accounts, etc.) Detailed instructions for using the Gross to Net Payroll Calculator are available on on-line Help screens and on the DAS/SAE/Central Payroll section of the DAS Web Site. It is important to note that the Gross to Net Payroll Calculator only shows a calculation of what the changes will affect, and do not actually make the changes to the system. You will need to contact your Personnel Assistant/Payroll Associate to make the actual changes to the system.

5. Signing Off

To sign off HRIS Time Reporting, press the **{PF12}** key until you arrive at the available application menu. Press **{CLEAR}** and on the blank screen type "logoff". At the Application Selection Menu (Figure 2) type in "logoff" again and you will be signed out of HRIS.

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**Appendix A – Time Types for AFSCME Employees -
Clerical (001), Technical (002), Blue Collar (003), Security (006),
Patient Care (011), Education (010)**

Direct Time

010 Regular Time	030 Comp Time Earned	050 Holiday Worked
020 Overtime Pay	040 Holiday Comp Time Earned	

Indirect Time

200 Scheduled Vacation	250 Holiday	275 Jury Duty
210 Scheduled Sick Leave	260 WC EE Sick Leave	285 Suspension With Pay
219 Memo	261 WC EE Vacation	290 Educational Leave With Pay
220 Unscheduled Sick Leave	262 WC EE Comp Time Taken	330 Other Regular Time
230 Scheduled Family Care Leave	263 WC EE Holiday Comp Time Tkn	331 Paid Union Leave
232 Unscheduled Family Care Leave	264 WC EE Banked Holiday Taken	332 Paid Union Negotiation Leave
235 Scheduled Adoption Leave	266 WC State Paid Hours	333 Administrative Leave Paid
237 Unscheduled Adoption Leave	267 WC Medical Appointment Paid	400 Scheduled Comp Time Taken
240 Scheduled Funeral Leave	268 WC Leave Without Pay	410 Scheduled Holiday Comp Time Tkn
245 Unscheduled Funeral Leave	270 Military Leave	420 Scheduled Banked Holiday Taken

Other Pay Types

600 Comp Pay-IPERS	615 Banked Holiday Pay	640 Med Passer
601 Comp Pay N/S to IPERS	620 Standby Time	650 Holiday Premium Pay
610 Holiday Comp Time Pay	630 Call Back Time	

Other Non-Pay Types

800 Convert Sick Leave To Vacation	841 Military Leave Without Pay	870 Authorized Leave Without Pay
830 Banked Holiday	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
831 Unpaid Union Leave	860 Med Leave Without Pay	890 Suspension Without Pay

FMLA Time Types

900 FMLA Scheduled Vacation	930 FMLA WC Sick Leave	944 FMLA Sch Holiday Comp Time Tkn
904 FMLAMC Vacation	931 FMLA WC Vacation	947 FMLAMC Holiday Comp Time Tkn
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	948 FMLA Scheduled Banked Hol Tkn
911 FMLA Unscheduled Sick Leave	933 FMLA WC Holiday Comp Time	950 FMLA Holiday
913 FMLA Scheduled Family Care Lv	934 FMLA WC Banked Holiday Tkn	952 FMLAMC Banked Holiday Taken
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
915 FMLA Unscheduled Fam Care Lv	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
920 FMLA Scheduled Adoption Lve	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay
921 FMLA Unsch Adoption Leave	940 FMLA Sch Comp Time Taken	
	943 FMLAMC Comp Time Taken	

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Appendix B – Time Types for AFSCME Employees - Fiscal and Staff (004)

Direct Time

010 Regular Time	030 Comp Time Earned	050 Holiday Worked
020 Overtime Pay	040 Holiday Comp Time Earned	

Indirect Time

206 Vacation	262 WC EE Comp Time Taken	290 Educational Leave With Pay
221 Sick Leave	263 WC EE Holiday Comp Time Tkn	330 Other Regular Time
233 Family Care Leave	264 WC EE Banked Holiday Taken	331 Paid Union Leave
238 Adoption Leave	266 WC State Paid Hours	332 Paid Union Negotiation Leave
246 Funeral Leave	267 WC Medical Appointment Paid	333 Administrative Leave Paid
250 Holiday	268 WC Leave Without Pay	406 Comp Time Taken
260 WC EE Sick Leave	270 Military Leave	416 Holiday Comp Time Taken
261 WC EE Vacation	275 Jury Duty	426 Banked Holiday Taken
	285 Suspension With Pay	

Other Pay Types

600 Comp Pay-IPERS	615 Banked Holiday Pay	630 Call Back Time
601 Comp Pay N/S to IPERS	620 Standby Time	650 Holiday Premium Pay
610 Holiday Comp Time Pay		

Other Non-Pay Types

800 Convert Sick Leave To Vacation	841 Military Leave Without Pay	870 Authorized Leave Without Pay
830 Banked Holiday	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
831 Unpaid Union Leave	860 Med Leave Without Pay	890 Suspension Without Pay

FMLA Time Types

902 FMLA Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
904 FMLAMC Vacation	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
912 FMLA Sick Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	951 FMLA Banked Holiday Taken
916 FMLA Family Care Leave	937 FMLA WC Medical Appointment	952 FMLAMC Banked Holiday Taken
922 FMLA Adoption Leave	938 FMLA WC Leave Without Pay	961 FMLA Medical Leave W/O Pay
930 FMLA WC Sick Leave	942 FMLA Comp Time Taken	962 FMLA Authorized Leave W/O Pay
931 FMLA WC Vacation	943 FMLAMC Comp Time Taken	964 FMLAMC Leave Without Pay

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Appendix C – Time Types for Supervisory and Other Non-Contract Employees

Direct Time

010 Regular Time	030 Comp Time Earned	050 Holiday Worked
020 Overtime Pay	040 Holiday Comp Time Earned	

Indirect Time

206 Vacation	261 WC EE Vacation	275 Jury Duty
221 Sick Leave	262 WC EE Comp Time Taken	285 Suspension With Pay
233 Family Care Leave	263 WC EE Holiday Comp Time Tkn	290 Educational Leave With Pay
239 Adoption Leave-Noncontract	264 WC EE Banked Holiday Taken	330 Other Regular Time
246 Funeral Leave	266 WC State Paid Hours	333 Administrative Leave Paid
250 Holiday	267 WC Medical Appointment Paid	406 Comp Time Taken
260 WC EE Sick Leave	268 WC Leave Without Pay	416 Holiday Comp Time Taken
	270 Military Leave	426 Banked Holiday Taken

Other Pay Types

600 Comp Pay-IPERS	615 Banked Holiday Pay	630 Call Back Time
601 Comp Pay N/S to IPERS	620 Standby Time	650 Holiday Premium Pay
610 Holiday Comp Time Pay		

Other Non-Pay Types

800 Convert Sick Leave To Vacation	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
830 Banked Holiday	860 Med Leave Without Pay	890 Suspension Without Pay
841 Military Leave Without Pay	870 Authorized Leave Without Pay	

FMLA Time Types

902 FMLA Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
904 FMLAMC Vacation	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
912 FMLA Sick Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	951 FMLA Banked Holiday Taken
916 FMLA Family Care Leave	937 FMLA WC Medical Appointment	952 FMLAMC Banked Holiday Taken
923 FMLA Adoption Lv-Noncontract	938 FMLA WC Leave Without Pay	961 FMLA Medical Leave W/O Pay
930 FMLA WC Sick Leave	942 FMLA Comp Time Taken	962 FMLA Authorized Leave W/O Pay
931 FMLA WC Vacation	943 FMLAMC Comp Time Taken	964 FMLAMC Leave Without Pay

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Appendix D – Time Types for Non-Permanent Employees

Direct Time

010	Regular Time
020	Overtime Pay

Indirect Time

330	Other Leave
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Appendix E – Time types for IUP Social Services Employees - Social Services (005)

Direct Time

010 Regular Time	030 Comp Time Earned	050 Holiday Worked
020 Overtime Pay	031 IUP Holiday Comp Earned	

Indirect Time

200 Scheduled Vacation	261 WC EE Vacation	285 Suspension With Pay
210 Scheduled Sick Leave	262 WC EE Comp Time Taken	290 Educational Leave With Pay
219 Memo	265 WC IUP Personal Leave	330 Other Regular Time
220 Unscheduled Sick Leave	266 WC State Paid Hours	331 Paid Union Leave
231 IUP Personal Leave	267 WC Medical Appointment Paid	333 Administrative Leave Paid
250 Holiday	268 WC Leave Without Pay	400 Scheduled Comp Time Taken
260 WC EE Sick Leave	270 Military Leave	
	275 Jury Duty	

Other Pay Types

600 Comp Pay-IPERS	625 Holiday Standby Time	630 Call Back Time
601 Comp Pay N/S to IPERS		
623 IUP Standby Time		

Other Non-Pay Types

800 Convert Sick Leave To Vacation	841 Military Leave Without Pay	870 Authorized Leave Without Pay
827 Unscheduled Time Off Not Paid	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
831 Unpaid Union Leave	860 Med Leave Without Pay	890 Suspension Without Pay

FMLA Time Types

900 FMLA Scheduled Vacation	930 FMLA WC Sick Leave	940 FMLA Sch Comp Time Taken
904 FMLAMC Vacation	931 FMLA WC Vacation	943 FMLAMC Comp Time Taken
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	950 FMLA Holiday
911 FMLA Unscheduled Sick Leave	935 FMLA WC IUP Personal Leave	960 FMLA Unscheduled T/O Not Paid
925 FMLA IUP Personal Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
926 FMLAMC IUP Personal Leave	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay

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Appendix F – Time types for IUP Science Employees - Science (009)

Direct Time

010 Regular Time	030 Comp Time Earned	050 Holiday Worked
020 Overtime Pay	031 IUP Holiday Comp Earned	

Indirect Time

200 Scheduled Vacation	250 Holiday	275 Jury Duty
205 Unscheduled Vacation	260 WC EE Sick Leave	285 Suspension With Pay
210 Scheduled Sick Leave	261 WC EE Vacation	290 Educational Leave With Pay
219 Memo	262 WC EE Comp Time Taken	330 Other Regular Time
220 Unscheduled Sick Leave	266 WC State Paid Hours	333 Administrative Leave Paid
230 Scheduled Family Care Leave	267 WC Medical Appointment Paid	400 Scheduled Comp Time Taken
232 Unscheduled Family Care Leave	268 WC Leave Without Pay	405 Unscheduled Comp Time Taken
	270 Military Leave	

Other Pay Types

600 Comp Pay-IPERS	620 IUP Standby Time	630 Call Back Time
601 Comp Pay N/S to IPERS		

Other Non-Pay Types

800 Convert Sick Leave To Vacation	843 Education Leave Without Pay	880 Unauthorized Leave Without Pay
827 Unscheduled Time Off Not Paid	860 Med Leave Without Pay	890 Suspension Without Pay
841 Military Leave Without Pay	870 Authorized Leave Without Pay	

FMLA Time Types

900 FMLA Scheduled Vacation	915 FMLA Unscheduled Fam Care Lv	941 FMLA Unsch Comp Time Taken
901 FMLA Unscheduled Vacation	930 FMLA WC Sick Leave	943 FMLAMC Comp Time Taken
904 FMLAMC Vacation	931 FMLA WC Vacation	950 FMLA Holiday
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	960 FMLA Unscheduled T/O Not Paid
911 FMLA Unscheduled Sick Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
913 FMLA Scheduled Family Care Lv	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
914 FMLAMC Family Care Leave	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay
	940 FMLA Sch Comp Time Taken	

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Appendix G - Header and Line Actions

HEADER ACTIONS AND EXPLANATIONS

- ?** HEADER ACTIONS - Displays a list of all header actions.
- P** PROOFREAD - Verifies that the types of time used are valid and edits for errors.
- Y** APPROVE - Places your approval on the time sheet and forwards the time sheet to the next approval level.
- N** UNAPPROVE - Removes the approval. To make changes after you have approved the time sheet, it is necessary to remove your approval to make the changes. Then approve it again.
- C** CANCEL - Deletes the time sheet.
- W** WARNINGS - Items that are identified as possible problems. Warnings are not errors and the timesheet will approve with warnings, but it is important that the messages be reviewed.
- R** REMARKS – An optional screen available to record comments.
- L** ACTIVITY LOG - Records the dates, times and users of the transactions on the time sheet.
- D** DEFAULTS – Timesheet default or template.
- X** EXPLODE THE DAY – Displays the time type selections applicable to employee.
- CO** CONVERT TO OVERTIME – Computes overtime and changes hours from Regular to OT.
- TO** TIME OFF SUMMARY - Displays leave balances, leave used on the current time sheet and ending balances after current usage is subtracted.
- HS** SUMMARY OF HOURS BY TIME TYPE – Totals the hours for all time types used on the current time sheet.
- GN** GROSS TO NET PAYROLL CALCULATOR – Allows employees to calculate pay and deduction changes.
- WR** WORK REPORT – Optional activity reporting used by some agencies/employees.

LINE ACTIONS AND EXPLANATIONS

- ?** LINE ACTIONS - Displays a list of all line actions.
- S** SELECT ACTION - Displays the Time Type Selection List enabling you to change the time type for that day.
- X** EXPLODE THE DAY - Displays the time type selections applicable to employee.
- A** ADD A LINE – Adds an additional line entry for that day. The time type or date must also be changed with this entry since each time type code can be used only once each day.
- M** MODIFY A LINE - Allows you to type over information on that line.
- D** DELETE A LINE - Allows you to delete a line from the time sheet.

* Please note that D and X are header and line actions. Be sure the cursor is located in the appropriate field.