



University of Maine System PeopleSoft Time and Labor

PeopleSoft HRMS 8.9

Elapsed Time Entry Manual

Contents

1. Time and Labor Terms and Concepts	2
2. How to Enter Elapsed Time in PeopleSoft	3
<i>Navigate to Elapsed Time Entry</i>	<i>3</i>
<i>Search for the date you want to enter time for.....</i>	<i>3</i>
<i>Select the job you want to report time for.....</i>	<i>4</i>
<i>Enter Time Worked and Taken Off.....</i>	<i>4</i>
<i>Time Reporting Codes.....</i>	<i>5</i>
<i>Time Entry Tips.....</i>	<i>6</i>
3. Policies.....	6
<i>Anticipating Time.....</i>	<i>6</i>
<i>Fifteen Minute Increments</i>	<i>6</i>
<i>Sick Time.....</i>	<i>6</i>
<i>Compensatory Time Accrual and Balances.....</i>	<i>6</i>
<i>Vacation Time Accrual and Balances.....</i>	<i>7</i>
<i>Shift Differential.....</i>	<i>7</i>
<i>Holidays</i>	<i>7</i>
<i>Discrepancies.....</i>	<i>8</i>
4. Scenarios	9
<i>Entering Elapsed Time for a Regular Holiday</i>	<i>9</i>
<i>Entering Elapsed Time for a Family Holiday.....</i>	<i>11</i>
<i>Entering Elapsed Time for an Administrative Holiday.....</i>	<i>11</i>
<i>Banking and Taking Compensatory Time.....</i>	<i>13</i>
<i>Shift Differential.....</i>	<i>14</i>
5. Corrections to Time	16
<i>Elapsed Reported Time (Before Time Administration Runs).....</i>	<i>16</i>
<i>Elapsed Payable Time (After Time Administration Runs).....</i>	<i>16</i>
6. Why the University of Maine System Tracks and Approves Time.....	17

Appendix 19

1. Time and Labor Terms and Concepts

In PeopleSoft Time and Labor we use the following terms:

Time Reporter
Time Manager
Time Administrator
Time Approver
Reported Time and Payable Time
Workgroup
Dynamic Group

1. A **time reporter** (usually an employee) enters his or her time into PeopleSoft on a daily basis. You are a time reporter.

Positive time reporters are employees who are paid on an hourly basis. Hours worked as well as vacation, sick and compensatory time balances are maintained for positive time reporters in PeopleSoft.

Exception time reporters only enter time taken off as it occurs. They do not enter work hours; instead their vacation and sick time balances are entered and maintained in PeopleSoft. Exception reporters include professional exempt staff and faculty.

2. A **time manager** enters time for a group of employees.
3. A **time administrator** reviews and cleans up exceptions and enrolls employees in Time and Labor. Exceptions are errors or other anomalies – here the word “exception” means something different from its meaning in “exception time reporters.”
4. A **time approver** reviews and approves payable time in PeopleSoft on a weekly basis. The approver may need to request that time reporters make corrections.
5. **Reported time** is the time entered in PeopleSoft by a time reporter or a time manager. It is saved, but no rules or processing have been applied. Once the time is processed by Time Administration it becomes **payable time**. The Time Administration process runs nightly for the University of Maine System. Time Administration calculates rules such as overtime and generates exceptions if any occur. Once time is payable time, it is available on the Approval screen for review and approval.

6. A **workgroup** is a set of time reporters who share compensation requirements such as pay frequency, union, work location.

Examples of workgroups include:

- Police
- Colt
- Service and maintenance personnel
- Salary exempt employees

A time reporter's workgroup will determine:

- Time Reporting Codes (TRCs)
- System Rules
- Exceptions (errors or anomalies)

7. Time reporters are organized in **Dynamic Groups** in PeopleSoft for processing and reporting purposes. Dynamic groups enable us to process and manage tasks such as exception management, time approval and time administration for several time reporters at once. Members of different workgroups can be in one dynamic group.

Dynamic groups are often determined by department organization and reporting relationships. For example, a dynamic group for the facilities department may include an Administrative Associate, a Staff Engineer and a Painter.

What If Time Is Not Reported on Schedule?

If weekly time is not reported by the end of the week, the time will not be swept into the Time Administration process and will not be available to approve on Monday. An employee will not be compensated for unapproved hours. It is the employee's responsibility to report time daily; it is the time administrator's responsibility to manage any exceptions daily; and it is the time approver's responsibility to review and approve the time on Monday. When all of these responsibilities are met, the employee is paid accurately and on time.

Proactive Time Reporter

There are a number of steps that you as a time reporter can take to facilitate the time entry, approval and payroll processes:

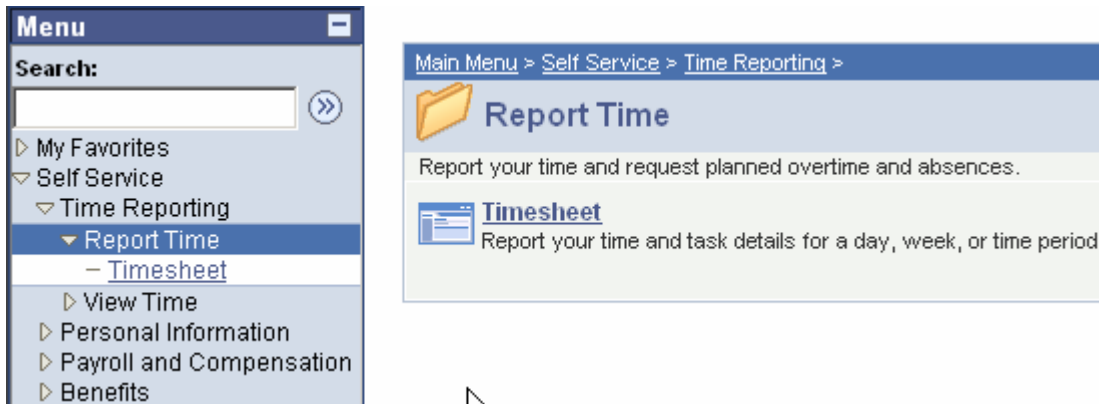
- Let your supervisor know if you need to make an adjustment to a prior period workweek, so the approver knows to review that time period for time that is awaiting approval.
- Ask a supervisor or time manager to enter time for you if you are out sick and unable to enter the time yourself.
- Enter your vacation time before you leave for vacation.

2. How to Enter Elapsed Time in PeopleSoft

Navigate to Elapsed Time Entry

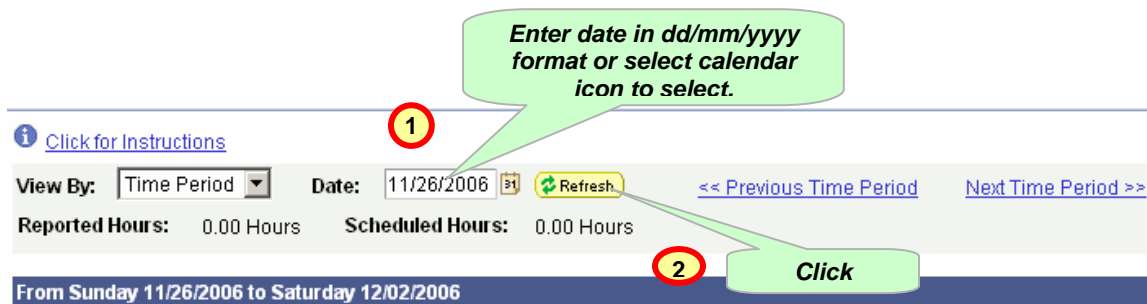
From Portal Menu:

Employee Self Service > Report Time > Elapsed Time



Search for the date you want to enter time for

The date will default to the current date. To change the date, enter the date in dd/mm/yyyy format, or select the calendar icon to select from a calendar.



With the refresh feature for time reporters, no matter what day of the week you enter, the week that will appear will be Sunday through Saturday. If, for example, you enter the date Tuesday November 28th, the time entry screen will display the November 26 to December 2 work week. This feature enables a time reporter to look at time entered for the entire week and insures a reasonable context for the weekly totals at the bottom of the page.

- [Reported Time Status - click to view](#)
- [Reported Hours Summary - click to view](#)
- [Balances - click to view](#)

Select the job you want to report time for

As shown in the example below, you may see more than one row if your job has multiple rates of pay or if your compensation has changed since the implementation of PeopleSoft HRMS. Click on the row that represents the position for which you are entering data.

New Screen shot here

Weekly Elapsed Time

Use the following search to access or report Elapsed Time.

Date:

[Basic Search](#)

Search Results

View All First ◀ 1-4 of 4 ▶ Last

EmplID	Empl Rcd Nbr	Date	Name	Workgroup	Department	Short Description	Hourly Rate
0010884	0	12/14/2003	Test4_Test4433344721	FT HOURLY	FVPAD	Swbd Oper	8.3
0010884	0	12/14/2003	Test4_Test4433344721	FT HOURLY	FVPAD	Swbd Oper	11.78
0010884	1	12/14/2003	Test4_Test4433344721	FT HOURLY	FVPAD	Swbd Oper	7.67
0010884	1	12/14/2003	Test4_Test4433344721	FT HOURLY	FVPAD	Swbd Oper	10.88

Enter Time Worked and Taken Off

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 11/26/2006 to Saturday 12/02/2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Workgroup
	8	8	8		10			REG - Regular	PSNONTASK
				8				SICK - Sick	PSNONTASK
									PSNONTASK

Enter hours per day per time reporting code

Select TRC from drop down list

Add a line for each additional TRC

In the example above, the week of 11/26 to 12/2 has been selected. To report time, enter the hours worked in the box under each day. You must also select the time reporting code or TRC by clicking on the drop down menu labeled “Time Reporting Code”. In the example shown, the time reporter has entered 8 hours for Monday, Tuesday and Wednesday, and 10 hours for Friday, all with time reporting code “REG.”

To report time for more than three TRCs, you must add a new line (you need one line for each TRC you use during that week). Click the “plus” button to add a line, then edit the hours for the day involved. Be sure to select the correct TRC for this new line..

Once you have entered time, be sure to click the  button to submit your time.

Time Reporting Codes

Time Reporting Codes (TRCs) are different categories, or buckets, of time worked or taken off. Each workgroup has a specific set of TRCs that is based on their work and their collective bargaining agreements.

Examples of time reporting codes:

- Regular
- Vacation
- Sick
- Compensatory Time Taken
- Administrative Holiday

Time reporting codes describe how a time reporter’s time was utilized. They also determine how vacation, sick and compensatory time balances and weekly compensation are calculated.

Please refer to the Appendix of this manual for a list of Time Reporting Codes by Workgroup.

Time Entry Tips

You can move from field to field in PeopleSoft by striking the TAB key. When selecting information from a picklist or entering data, you can enter the first letter to call up the data starting with that letter. If there is only one entry in the list starting with that letter, it will automatically be entered in the field.

3. Policies

Anticipating Time

Time reporters should report time worked and taken off as it occurs. Vacation time should be reported right before the employee embarks for vacation. Employees should not anticipate overtime hours and approvers should not approve overtime hours until they have actually been worked. **Overtime is calculated after forty hours of regular time has been entered.**

Fifteen Minute Increments

Time must be reported in quarter hour increments in the Time and Labor system (but see **Vacation Time** below). Acceptable entries can have the following decimals:

- .00
- .25
- .50
- .75

PeopleSoft will not accept other increments, for example: 1.1 hours.

Sick Time

The system allows negative sick time balances, but employees are required to check with their supervisors before taking more sick time than they have accrued. Let your supervisor know if you are out sick and are unable to enter your own time for the week.

Compensatory Time Accrual and Balances

When comp time is reported the comp time balances in PeopleSoft are immediately updated. It is technically possible to earn and take comp time within the same week, but you should always check with your supervisor before you report time this way, to ensure that the time will be approved.

Depending on your workgroup, there may be an upper limit on the amount of comp time that you can accumulate. If you try to enter comp time that exceeds the limit, an exception is created. You need to take some comp time before any more can be accrued.

Vacation Time Accrual and Balances

Accruals

PeopleSoft will not allow an employee to run a negative vacation time balance, so it will not accept reported vacation time if you do not have a sufficient balance of time to cover it.

Leave accruals are not processed until after the payroll cycle. Employees paid on the monthly payroll need to enter vacation time in PeopleSoft by the third Friday of the month to update the balances that will appear on that month's paycheck.

You can't use the vacation time until you actually have it. For example if you earn 4.62 hours of vacation time in this pay period, that time will not be available to take until the next pay period.

Increments

Vacation is earned in one-hundredth increments (13.34 for professionals with under 15 years of service, 4.62 for bi-weekly employees), but PeopleSoft records time in quarter hour increments. PeopleSoft will not allow you to report vacation time taken to the one hundredth of an hour. Sick and comp time can be taken in quarter hour increments, but vacation time, according to hourly collective bargaining contracts, can only be taken in half hour increments. Even though PeopleSoft accepts vacation time in quarter hour increments, approvers will ensure that it is reported in half hour increments. The accrual increments are in accordance with collective bargaining agreements.

Shift Differential

When you work during a shift that is eligible for shift differential, whether it is your regular schedule or an occasional occurrence, you need to record regular hours and shift differential hours. Please refer to the scenarios section of this manual for specific shift differential examples.

To record shift differential, an employee enters the number of hours worked with the Regular time (REG) TRC, AND also enters the number of hours that are available for the shift differential pay with the appropriate shift differential TRC (see Appendix). If the collective bargaining agreement says that the shift differential is effective when the majority of time worked is during the appropriate shift, then the shift differential TRC must be entered for the time. (E.g., employee works an 8 hour shift, 3 hours of which are before 5:00; 5 hours are after 5:00. The employee may then enter 8 hours of time with the shift differential TRC as well as 8 hours of REG.)

See Scenarios of this manual for examples of reporting shift differential.

Holidays

The University of Maine System recognizes three types of holidays: Family Holidays, Regular Holidays and Administrative Holidays. In addition, there is Administrative

Leave. Family and Regular Holidays are standard calendar holidays such as the Fourth of July or New Year's Day (see the Appendix for a list). Administrative Holidays are special days given System-wide (e.g. Christmas Eve). Administrative Leave is special days off for a particular campus (e.g. snow days).

To report holiday time or administrative leave time use codes: Holiday time (HOL) and Administrative Leave time (ADMLV).

To report holiday time worked, use codes:

- Family holiday time worked (HOLFM), which is compensated at time and a half
- Administrative holiday time worked (HOLAD).
- Regular holiday time worked (HOLW). *
- Administrative Leave worked (ADMWK)

If you work on a holiday or work overtime and (with permission from your supervisor) want to "bank" the time as Comp Time rather than being paid for the time, you use the Comp Time codes rather than the Holiday codes listed above. See the Appendix for a list of codes.

*Please refer to the scenario section of this manual for specific holiday scenarios, including holidays worked, and holidays worked and compensated with compensatory time.

Discrepancies

If an approver has questions about your reported time, your supervisor will speak with you to discuss the time in question. If changes need to be made to your reported time the supervisor will ask you to make the changes. Please check with your local human resource office, if you have questions regarding the specific policies on your campus.

4. Scenarios

The scenarios below provide some guidance for you as you enter your time in PeopleSoft. *Note:* All of the following scenarios are based on an employee who works 40 hours a week, 8 hours over a 5 day schedule, Monday through Friday. When you are reporting your time, it should be based on your regularly scheduled hours.

Entering Elapsed Time for a Regular Holiday

Regular holidays are those holidays when universities are often open and classes are in session (examples include: Martin Luther King Day, Columbus Day, Presidents' Day, Veterans' Day, Patriots' Day). The universities generally suggest employees should be given the day off when possible; however, since classes are in session some employees may be required to work the day of a regular holiday. Regular holidays worked are compensated at straight pay. Below we have provided some guidance for you as you enter time for a regular holiday. The scenario is an example of reporting time for the Veterans' Day holiday. *Note: we have used the Non-Represented TRCs in the following scenarios. Your shift TRCs may be different; however, the process is the same.*

If you will be taking the regular holiday off, you should report your regularly scheduled hours for the holiday as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
	8.00	8.00	8.00	8.00			32.00	REG - Regular	PSNONTASK	- +

If you regularly work a shift that receives a shift differential and are taking the regular holiday off, you would report your time as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
	8.00	8.00	8.00	8.00			32.00	REG - Regular	PSNONTASK	- +
	8.00	8.00	8.00	8.00	8.00		40.00	SFM - Serv&Maint - Shift	PSNONTASK	- +

If you work your regularly scheduled hours on the regular holiday you would report your time as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
					8.00		8.00	HOLW - Holiday Premium	PSNONTASK	- +
	8.00	8.00	8.00	8.00			32.00	REG - Regular	PSNONTASK	- +

If you work beyond your regularly scheduled hours on a regular holiday you would report your time as additional 'REG' hours as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
					8.00		8.00	HOLW - Holiday Premium	PSNONTASK	- +
	8.00	8.00	8.00	8.00	2.00		34.00	REG - Regular	PSNONTASK	- +

If you work the holiday and choose to earn compensatory time you would report your time as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	CMMSV - Comp Time Saved -	PSNONTASK	- +
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
	8.00	8.00	8.00	8.00			32.00	REG - Regular	PSNONTASK	- +

If you work a shift that receives a shift differential and work the holiday and choose to earn compensatory time, you would report your time as follows:

From Sunday 11/05/2006 to Saturday 11/11/2006										
Timesheet										
Sun 11/5	Mon 11/6	Tue 11/7	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Total	Time Reporting Code	Taskgroup	
					8.00		8.00	CMMSV - Comp Time Saved -	PSNONTASK	- +
					8.00		8.00	HOL - Holiday	PSNONTASK	- +
	8.00	8.00	8.00	8.00			32.00	REG - Regular	PSNONTASK	- +
	8.00	8.00	8.00	8.00	8.00		40.00	SFM - Serv&Maint - Shift	PSNONTASK	- +

Entering Elapsed Time for a Family Holiday

The scenarios below provide some guidance for you as you enter your time in PeopleSoft for a week with a Family Holiday (examples include: Memorial Day, Christmas, New Year’s Day). *If you will be out of the office, remember to enter your time for the whole week before the weekend, so it can be approved on Monday morning.*

If you will be **taking the Family Holiday off**, you should report the time you worked for the week as **REG** and report your regularly scheduled hours for the holiday as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	8.00						8.00	HOL - Holiday	PSNONTASK	- +
		8.00	8.00	8.00	8.00		32.00	REG - Regular	PSNONTASK	- +

If you **work all day on the Family Holiday** you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	8.00						8.00	HOL - Holiday	PSNONTASK	- +
	8.00						8.00	HOLFM - Holiday Premium - F	PSNONTASK	- +
		8.00	8.00	8.00	8.00		32.00	REG - Regular	PSNONTASK	- +

If you **work the Family Holiday and want to earn compensatory time** (at time and a half for a Family Holiday) you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	12.00						12.00	CMM15 - Comp Time Earned	PSNONTASK	- +
	8.00						8.00	HOL - Holiday	PSNONTASK	- +
		8.00	8.00	8.00	8.00		32.00	REG - Regular	PSNONTASK	- +

Note, you should enter the comp time earned with the time and a half (1.5) TRC (CM15C is the time and a half TRC for COLT employees, as shown in the example above) and enter the time and half hours that should be banked.

Entering Elapsed Time for an Administrative Holiday

Administrative holidays most often are declared in conjunction with a family holiday. In our example below, December 25 is a Family Holiday and starting at noon on December 29 is an Administrative Holiday. The scenarios below provide some guidance for you as

you enter your time in PeopleSoft for an administrative holiday. *If you will be out of the office at the end of the week, remember to enter your time for the whole week before you leave, so it can be approved on Monday morning.*

If you will be **taking from noon on Friday off**, you should report the time you worked for the week as REG and report your regularly scheduled hours for the holiday as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	8.00				4.00		12.00	HOL - Holiday	PSNONTASK	- +
		8.00	8.00	8.00	4.00		28.00	REG - Regular	PSNONTASK	- +

If you regularly work a shift which receives **shift differential and are taking the half a day Friday holiday off**, you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	8.00				4.00		12.00	HOL - Holiday	PSNONTASK	- +
		8.00	8.00	8.00	4.00		28.00	REG - Regular	PSNONTASK	- +
	8.00	8.00	8.00	8.00	8.00		40.00	SFM - Serv&Maint - Shift	PSNONTASK	- +

If you **work all day on Friday** you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	8.00				4.00		12.00	HOL - Holiday	PSNONTASK	- +
					4.00		4.00	HOLAD - Holiday Premium	PSNONTASK	- +
		8.00	8.00	8.00	4.00		28.00	REG - Regular	PSNONTASK	- +

If you **work both the holidays and want to earn compensatory time** (at regular time for the Administrative Holiday and at time and a half for the Family Holiday) you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006										
Timesheet										
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup	
	12.00						12.00	CMM15 - Comp Time Earned	PSNONTASK	- +
					4.00		4.00	CMMSV - Comp Time Saved -	PSNONTASK	- +
	8.00				4.00		12.00	HOL - Holiday	PSNONTASK	- +
		8.00	8.00	8.00	4.00		28.00	REG - Regular	PSNONTASK	- +

If you regularly work a shift which receives **shift differential and work the holidays and want to earn compensatory time** (at regular time for Administrative Holiday and at time and a half for Family Holiday) you would report your time as follows:

From Sunday 12/24/2006 to Saturday 12/30/2006									
Timesheet									
Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total	Time Reporting Code	Taskgroup
	12.00						12.00	CMM15 - Comp Time Earned	PSNONTASK
					4.00		4.00	CMMSV - Comp Time Saved -	PSNONTASK
	8.00				4.00		12.00	HOL - Holiday	PSNONTASK
		8.00	8.00	8.00	4.00		28.00	REG - Regular	PSNONTASK
	8.00	8.00	8.00	8.00	8.00		40.00	SFM - Serv&Maint - Shift	PSNONTASK

Banking and Taking Compensatory Time

Compensatory time can be saved and used subject to supervisor discretion. If time reporters choose to save comp time on overtime hours, they should manually calculate the number of hours that would be paid as overtime, then enter those hours and choose the comp time earned TRC for their workgroup, instead of letting the system generate OT when more than 40 hours are reported.

Depending on your workgroup/collective bargaining unit, there may be an upper limit on the amount of comp time that you can accumulate. If you try to enter comp time that exceeds the limit, you will get an error message. You need to use some comp time before any more can be accrued.

Banking Overtime Hours as Comp Time

Overtime hours are awarded at comp time and a half. Time reporters should calculate and report their hours worked multiplied by 1.5. Time reporters should use the 1.5 comp time TRC when reporting this calculated time and a half. For example, if an employee worked an 8 hour day after already reporting 40 hours, s/he would use the comp time and a half TRC and calculate the time and a half hours:

From Sunday 12/17/2006 to Saturday 12/23/2006									
Timesheet									
Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	Sat 12/23	Total	Time Reporting Code	Taskgroup
					12.00		12.00	CMN15 - Comp Time Earned	PSNONTASK
	10.00	10.00	10.00	10.00			40.00	REG - Regular	PSNONTASK

Banking Holiday Worked as Comp Time

Regular holidays worked count towards straight comp time:

From Sunday 01/14/2007 to Saturday 01/20/2007									
Timesheet									
Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20	Total	Time Reporting Code	Taskgroup
	8.00						8.00	CMNSV - Comp Time Earned	PSNONTASK
	8.00						8.00	HOL - Holiday	PSNONTASK
		8.00	8.00	8.00	8.00		32.00	REG - Regular	PSNONTASK

Taking Comp Time

If an employee has comp time saved in the system and with supervisor approval s/he can report comp time taken for time away from the office:

From Sunday 01/07/2007 to Saturday 01/13/2007									
Timesheet									
Sun 1/7	Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Total	Time Reporting Code	Taskgroup
				4.00			4.00	CMMTK - Comp Time Taken	PSNONTASK
	8.00	8.00	8.00	4.00	8.00		36.00	REG - Regular	PSNONTASK

Shift Differential

An employee who earns a shift differential must enter the number of hours worked with the Regular time TRC, AND also enter the number of hours that are available for the shift differential pay with the appropriate shift differential TRC.








If the collective bargaining agreement says that the shift differential goes into effect when the majority of time worked is worked on the differential eligible shift, then the shift differential TRC and REG TRC should be used to report all of the time. (E.g., employee works an 8 hour shift, 3 hours of which are before 5:00, 5 hours are after 5:00. The employee may then enter 8 hours of time with the shift differential TRC as well as 8 hours of REG).

In the following scenario, an employee worked one shift, on Thursday, which was eligible for shift differential:

From Sunday 01/07/2007 to Saturday 01/13/2007									
Timesheet									
Sun 1/7	Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Total	Time Reporting Code	Taskgroup
	8.00	8.00	8.00	8.00	8.00		40.00	REG - Regular	PSNONTASK
				8.00	8.00		16.00	SFM - Serv&Maint - Shift	PSNONTASK

Overtime During a Shift Eligible for Shift Differential

If, after you have worked 40 hours, you work overtime during a shift eligible for shift differential then you will need to choose 3 TRCs to report your time and receive accurate pay:

From Monday 01/08/2007 to Sunday 01/14/2007										
Timesheet 										
Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Sun 1/14	Total	Time Reporting Code	Taskgroup	
8.00	8.00	8.00	8.00	11.00			43.00	REG - Regular	PSNONTASK	 
			8.00	8.00			16.00	SFM - Serv&Maint - Shift	PSNONTASK	 
				3.00			3.00	SHOM - S&M Shift Differential	PSNONTASK	 

You do not need to enter an overtime TRC. Any hours over forty will be calculated by time administration. Your Supervisor will see the time as overtime when s/he approves your time.

5. Corrections to Time

Instructions for correcting elapsed reported time and payable time appear below:

Elapsed Reported Time (Before Time Administration Runs)

Deleting or Adjusting Elapsed Time

1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
2. Adjust, add and/or delete hours that are incorrect
3. Click to submit your changes for approval.

Note: You do not need to delete a row, just change hours.

Results:

- Time Approver will not see originally reported hours, because they were never picked up by time administration.

Elapsed Payable Time (After Time Administration Runs)

Deleting Elapsed Time

1. Navigate to Elapsed Time entry screen for week that needs to be adjusted
2. Add a new line. Enter the correct hours for that TRC, entering a blank or leaving a zero for the time you are deleting.
3. Adjust hours as needed to other TRC lines
4. Click to submit your changes for approval.

Example:

- 8 REG hours were originally reported REG and should have been reported as VAC
- Handwrite changes on printout:

From Sunday 11/16/2003 to Saturday 11/22/2003								Time Reporting Code	Short Description
Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22			
0.000000	8.000000	0.000000	10.000000	0.000000	8.000000	0.000000	REG	Regular	
0.000000	0.000000	6.000000	0.000000	0.000000	0.000000	0.000000	SICK	Sick	
0.000000	0.000000	2.000000	0.000000	0.000000	0.000000	0.000000	VAC	Vacation	

Annotations in the image:
 - A box labeled "Mark incorrect time entry" has an arrow pointing to the "8.000000" value in the Friday (11/21) column of the REG row.
 - A box labeled "Handwrite correction" has an arrow pointing to the handwritten "8" in the Friday (11/21) column of the VAC row.

- Delete erroneous hours and enter correct hours in PeopleSoft

From Sunday 11/16/2003 to Saturday 11/22/2003

Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22	Time Reporting Code	Short Description
0.000000	8.000000	0.000000	10.000000	0.000000	8.000000	0.000000	REG	Regular
0.000000	0.000000	6.000000	0.000000	0.000000	0.000000	0.000000	SICK	Sick
0.000000	0.000000	2.000000	0.000000	8.000000	8.000000	0.000000	VAC	Vacation
0.000000	8.000000	0.000000	10.000000	0.000000	0.000000	0.000000	REG	Regular

1. Add a new line and re-enter correct time for TRC

2. Adjust/add hours as appropriate

3. Delete line that had erroneous time

- Click

Results:

- Time administration will calculate the time as most recently reported.
- Approver will see negative hours for the original hours reported that needs approval and positive hours for the new time entered that needs approval.

Adjusting Elapsed Time

- Navigate to Elapsed Time entry screen for week that needs to be adjusted
- Change the erroneous time

Note: You do not need to delete a row, just change hours.

- SAVE

Results:

- Time administration will calculate the additional hours, or fewer hours and calculate overtime if warranted.
- Approver will see negative hours for the original hours reported that needs approval and positive hours for the new time entered that needs approval.

6. Why the University of Maine System Tracks and Approves Time

It's the Law

The Fair Labor Standards Act (FLSA) was originally passed by Congress 1938 to provide for the establishment of fair labor standards in employments in and affecting interstate commerce, and for other purposes. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local

governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$6.75 an hour, effective October 1, 2006. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a workweek. The University of Maine System and its employees come under the auspices of this law.

Hours Worked

The Fair Labor Standards Act requires that employees receive at least the minimum wage and employees in nonexempt positions may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the overtime hours. The amount employees should receive cannot be determined without knowing the number of hours worked.

Every employer covered by FLSA must keep certain records for each covered, nonexempt worker. The records must include accurate information about the employee and data about the hours worked and the wages earned. The following is a listing of the basic records that an employer must maintain:

- Employee's full name and social security number;
- Address, including zip code;
- Birth date, if younger than 19;
- Sex and occupation;
- Time and day of week when employee's workweek begins. Hours worked each day and total hours worked each workweek.
- Basis on which employee's wages are paid;
- Regular hourly pay rate;
- Total daily or weekly straight-time earnings;
- Total overtime earnings for the workweek;
- All additions to or deductions from the employee's wages;
- Total wages paid each pay period;
- Date of payment and the pay period covered by the payment.

Information about the Fair Labor Standards Act was compiled from the Department of Labor. You can read more about the Act at:

<http://www.dol.gov/dol/compliance/comp-flsa.htm>

Appendix

Time Reporting Codes with Descriptions

<u>TRC</u>	<u>Description</u>
ADMLV	Scheduled hours during Admin Leave (if you worked, you also enter the work time using codes ADMWK or CMNSV).
ADMWK	Hours worked during Admin Leave (see above).
ADMX2	Hours worked outside of regular schedule during Admin Leave or Admin Holiday.
BREAV	Bereavement
CBK	Call Back
HOL	Scheduled hours during a Holiday. For example, you normally work 8 hours on Mondays, but this Monday was Memorial Day, so you use the HOL code for those 8 hours.
HOLAD	Hours worked on Holiday called by Administration (e.g. Christmas Eve).
HOLFM	Hours worked on a Family Holiday. For example, Monday was Memorial Day, and you were required to work. Report 8 hours on Monday using HOL (or HOLNS) and those 8 hours again using HOLFM.
HOLNS	Hours for a holiday when not regularly scheduled to work. For example, Monday was Patriot's Day, you do not work on Mondays; however, you are entitled to holiday pay.
HOLW	Hours worked on Regular Holidays.
JURY	Scheduled hours missed due to Jury Duty (not to exceed 10 days)
JURYM	Jury Duty Maine Supplement (jury duty beyond initial 10 days)
MLTRY	Military leave
REG	Regular hours worked
SICK	Sick time off
VAC	Vacation
WITNS	Witness Leave

Time Reporting Codes unique by Workgroup/Collective Bargaining Unit

COLT

<u>TRC</u>	<u>Description</u>
CM15C	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMCSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMCTK	Comp time taken

CMCX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
ONC	On Call
SFC	Shift differential
SHOC	Overtime shift differential
STWRD	Grievance Handling or Negotiation

Confidential Non-Represented and Supervisors

<u>TRC</u>	<u>Description</u>
CMN15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMNSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMNTK	Comp time taken
CMNX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
SFNR	Shift differential
SHONR	Overtime shift differential

Police and Security

<u>TRC</u>	<u>Description</u>
CMP15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMPSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMPTK	Comp time taken
CMPX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
COURT	Court Time outside of regular schedule.
DTAIL	Detail.
FLOAT	Floating Holiday
MTG	Meeting
ONC	On Call
SFP1	Shift 1 differential (shifts starting after 1PM but before 8PM)
SFP2	Shift 2 differential (shifts starting after 8PM but before 8AM)
SHOP1	Shift 1 overtime differential
SHOP2	Shift 2 overtime differential
STWRD	Grievance Handling or Negotiation

Service and Maintenance

<u>TRC</u>	<u>Description</u>
CMM15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMMSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMMTK	Comp time taken
CMMX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
ONC	On Call
SFM	Shift differential
SHOM	Overtime shift differential
STWRD	Grievance Handling or Negotiation

Temporary Hourly TRCs

<u>TRC</u>	<u>Description</u>
ADMLV	Scheduled hours during Admin Leave (if you worked, you also enter the work time using codes ADMWK or CMNSV).
ADMWK	Hours worked during Admin Leave (see above).
PWK	Piece Work
REG	Regular
SFC, SFM, SFNR, SFP	Shift Differential. Use the code that is correct for the workgroup the temp worker is in. For example, if the temp worker is in the COLT group, use SFC. If in the Service and Maintenance group, use SFM.
SHOC, SHOM, SHONR, SHOP1, SHOP2	Shift Differential overtime. See Shift Differential above and the descriptions of these codes in the other workgroups.

Faculty TRC

<u>TRC</u>	<u>Description</u>
DISA	Sick or disability leave

Professional Exempt and Non-Exempt Staff TRCs

<u>TRC</u>	<u>Description</u>
ANLV	Annual Leave
DISA	Sick or disability leave
OVT	Overtime (for non-exempt professional staff only)

Holidays

Family Holidays

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Regular Holidays

Martin Luther King, Jr's. Birthday
Columbus Day
Presidents' Day
Veterans' Day
Patriots' Day