

Job Aid

Affinity Group Time Coding for Positive Time Entry Employees

What is a positive time entry employee?

A positive time entry employee has no specific work schedule assigned in SAP. All hours that a positive time entry employee works must be entered on their timesheet in order to be paid. Positive time entry employees use the Attendance Types OZCA, OZPR, or OHWP to indicate regular time worked.

- **OZCA** – Casual employee
- **OZPR** – Working retiree
- **OHWP** – Regular employee who is a positive time entry employee

Affinity Groups:

Affinity Groups are voluntary, employee-driven groups that are organized around a shared interest. On 10/16/2019, City Council approved Resolution 37453, authorizing the Bureau of Human Resources to establish processes and procedures necessary to support Affinity Group work and membership Citywide.

There may be instances when an Affinity Group activity will occur during the employee's regularly scheduled work hours and/or the employee may need to travel to an Affinity Group activity during their regularly scheduled work hours. Time for Affinity Group travel and/or meetings may be coded as regular City paid time per the below guidelines.

Guidelines:

- Employees who are using City paid time for Affinity Group activities must receive approval from their supervisor.
- Affinity Group time must only be entered in the timesheet during **regularly scheduled hours**. Any Affinity Group activities that happen during an unpaid lunch break or outside of regularly scheduled work hours is unpaid.
- There are no restrictions to the type of employee (casual, etc.) who may attend Affinity Group activities during regular paid time as long as the employee receives supervisory approval.

Maximum amount of regular paid time allotted:

- **Group Leader:** City employees who have taken on the executive leadership roles of an Affinity Group shall be allotted up to **2 hours monthly** to perform tasks and attend monthly meetings specifically related to their Affinity Group.
- **Group Member:** City employees who are members of an Affinity Group can use a maximum of **1 hour** of regularly scheduled work time monthly to attend a meeting. Meetings are to be scheduled over a normal unpaid lunch period, and this allowed time is intended for travel and/or for those who normally have a 30-minute lunch period, so participants can attend a full meeting.
- **Volunteer Time:** City employees who are members of an Affinity Group can use up to **12 hours per calendar year** to host and/or plan Citywide events. Examples of such events include heritage month events or being a representative of the Affinity Groups during New Employee Orientation.

These 12 hours of Volunteer Time is in *addition* to the time that Group Leaders and Members are allotted per month for their routine monthly meetings/tasks.

How to code time on the Employee Self Service (ESS) timesheet:

Enter paid time spent traveling or attending Affinity Group activities as regular time worked.

Positive time entry employees will enter the code "OZCA, OZPR, or OHWP in the "Att/abs Type" column. Use the code you normally use to enter regular time worked. If you do not know, please contact your bureau timekeeper. *Note that the "O" in OZCA, OZPR, and OHWP is the number zero.*

Enter "Z" on the "OT comp. type" column to designate it is for an Affinity Group. The other option is to click on the drop-down in the cell and click on "Affinity Group Activity".

Att./abs. type	OT comp. type
OZCA	Z

The screenshot shows a search window titled "Search: OT comp. type" with a results list of 10 items. The list includes various codes and their corresponding text descriptions. The code "Z" is highlighted in yellow, corresponding to "Affinity Group Activity".

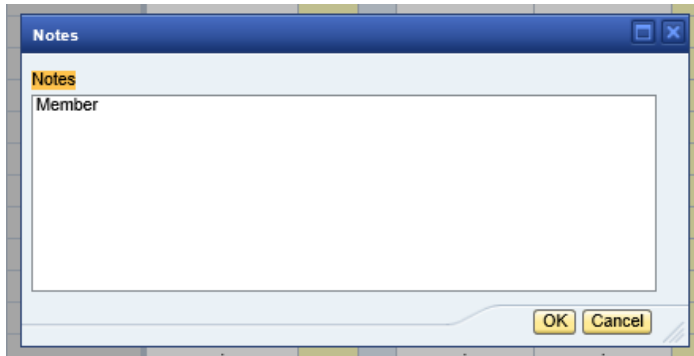
OT comp. type	Text
	Paid
1	DCTU-With Notice -Paid
2	DCTU-With Notice-Comp
C	Comp Hours Worked
D	Defer Holiday
E	Holiday – Defer Override
O	Postpone Holiday
P	Holiday-Pay Override
U	Unpaid Holiday
Z	Affinity Group Activity

You **must enter a note** on your entries stating if this for a Leader activity, Member activity, or a Volunteer Time activity.

To enter a note, hit "Save". After you hit "Save" a note icon will appear on that day.

Planned: 8 hrs			
Actual: 1 hrs			
Hrs.		Start	End
1.00		10:00	11:00

Click on the note icon and indicate “Leader”, “Member”, or “Volunteer time”. Then click “OK” to save the note.



Scenarios:

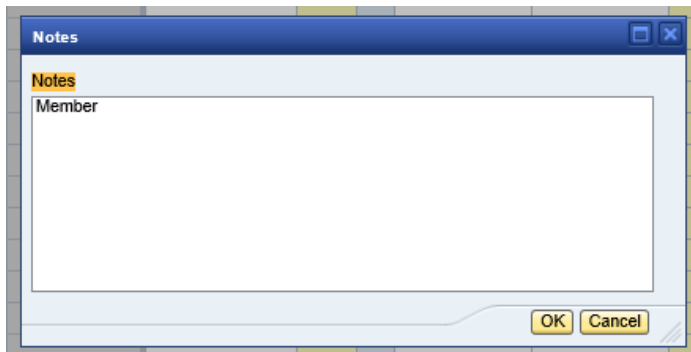
- **Scenario 1:**

Employee: Jane - casual, positive time entry employee

Affinity Group Membership Status: Group member

There is an Affinity Group monthly meeting scheduled from 12:00pm – 1:00pm. It takes Jane 30 minutes each way to travel to the meeting. Jane’s meal period is typically from 12:00pm -1:00pm. Jane enters “OZCA” in the “Att/abs Type” column with clock times 1130 – 1200, and another line entry of “OZCA” from 1300-1330. Jane enters “Z” in the “OT comp. type” column to designate that both entries are for an Affinity Group activity. Jane enters a note that indicates that participation in this event is as a “Member.”

					Act. 1	Actual: 1 hrs			
▶	Att./abs. type	OT comp. type	Premium no.	Job	Tot.	Hrs.		Start	End
▶	OZCA	Z			0.5	0.50	📄	11:30	12:00
▶	OZCA	Z			0.5	0.50	📄	13:00	13:30



- **Scenario 2:**

Employee: Gary - casual, positive time entry employee

Affinity Group Membership Status: Member

Gary volunteers to be an Affinity Group representative for the City’s New Employee Orientation from 8:00am to 12:00pm. Gary is normally scheduled to work during this time. Gary enters the “Att/abs Type” as “OZCA” for clock time 0800-1200 and enters “Z” in the “OT Comp. Type” column to designate it is for an Affinity Group activity. Gary enters a note that indicates that participation in this event is “Volunteer time.”

ESG		PT Covered, Positive				WSR		24-7 Positive 6am-6pm									
Switches		Positive Emp Std Hrs/Wk				Wage		\$18.00									
Data Entry Period		12/26/2019		- 01/08/2020													
Data Entry Area																	
LT	R...	R...	R R	A/AType	OT c...	/..	P P..	Job	E...	F..	Total	12/26	From	To	12/27	From	To
											168	12	06:00	18:00	12	06:00	18:00
											4	4			0		
				OZCA	Z						4	4	08:00	12:00			

Notes

Notes

Volunteer time

OK Cancel

- **Scenario 3:**

Employee: Jordan - working retiree, positive time entry employee

Affinity Group Membership Status: Leader

Jordan is scheduled to work until 5:00pm. Jordan’s Affinity Group meeting is at 5:15pm in the same building. Jordan would not code any additional time on the timesheet because there is no need to travel or attend the meeting during Jordan’s regularly scheduled work time.