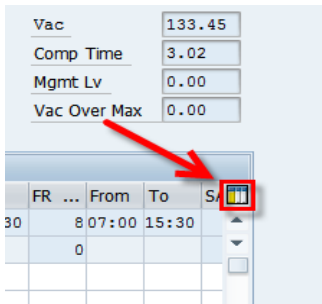


TM Redesign Project - June 2013
Timekeeper Training Questions and Answers

Category	Question	Response
CAT2 Issue in general	<p>Many timekeepers reported that CAT2 didn't have "frozen panes"; the left side where the time codes are entered would move out of sight when they scrolled to the right to enter time.</p>	 <p>Choose the basic settings in the variant for the layout of the CAT2 screen. Click the Configuration button (right side of time sheet). Choose Basic Setting for current setting and click Save.</p>
CAT2 Scrolling	<p>How many pay periods can we see from the key date entered in CAT2?</p>	<p>From the key date initially entered in CAT2, timekeepers can scroll 10 pay periods back and 2 pay periods forward. To see different dates, back out and enter the appropriate key date on the opening screen.</p> <p>This meets the needs of timekeepers who wanted to see more historical time sheets from the current screen; while limiting the total available pay periods so that CAT2 loading and saving is faster.</p>
CAT2 HEADER	<p>It would be extremely helpful if the employee's base hourly rate was also available on the header for calculating working out of class or other manual calculations</p>	<p>Added as Post Go-live Request</p>
CAT2 HEADER	<p>With the new OLNC code, since the ACTUAL lunch period has to be entered, it would be helpful if they could see it (like on the new ESS page)</p>	<p>Added as Post Go-live Request</p>
OVERTIME	<p>For Positive Pay employees, will the system automatically pay them overtime if they work more than 40 hours per week, or does the timekeeper need to manually trigger it by entering the OXWP code?</p>	<p>Using OHWP will automatically pay them overtime for hours worked above 40 in the FLSA work week. The exception will be for positive pay employees who are eligible for daily overtime; they will need to use OXWP for force overtime on hours less than 40.</p>

TM Redesign Project - June 2013
Timekeeper Training Questions and Answers

Category	Question	Response
OVERTIME	<p>For REC employees who work 6-7 days straight, will the system automatically calculate their overtime based on the hours entered/worked? Or will the timekeeper need to look for these times and manually enter overtime (with 0XWP)?</p> <p>Ditto question for the rule of overtime if the employee doesn't have two days off in a row.</p>	<p>Current process should be followed. Contact Michelle Meyer if questions.</p>
OVERTIME	<p>DCTU: with the Noticed OT rule, do FML-related absences ALSO count against the employee if they were taken the same period as the noticed OT?</p>	<p>Noticed overtime is defined as overtime that has been scheduled with the employee at least 24 hours in advance. In order to identify that the overtime is noticed, the timekeeper enters a 1 or 2 in the OT column.</p> <p>DCTU employees who work noticed overtime and who use sick leave or leave in lieu of sick leave for a full day within a FLSA work week that is not protected under FMLA/OFLA will be paid at straight time for their overtime equal to the number of sick leave or leave in lieu of sick leave hours that were taken.</p>
OVERTIME	<p>9SPS/5SPS: is there a separate calculation based on contract rules?</p>	<p>These are the split shift AA Types for REC and DCTU employees. These will calculate overtime based on the specific rules for the contract.</p>
OVERTIME	<p>REC: For split shift for positive pay, do they enter 0XWP for the two shifts?</p>	<p>Use 9SPS for split shifts. Contact Michelle Meyer if questions.</p>
OVERTIME	<p>DCTU w/Notice: Are there any errors if this is entered incorrectly? Is this entered for ALL noticed overtime for DCTU employees, regardless of if they have sick leave or not reported that period?</p>	<p>The 'noticed overtime' codes in the O/C Field are DCTU specific. They should only be entered on DCTU timesheets. If these codes are used on a timesheet for an employee who isn't in that Personnel Subgroup, a timesheet validation error will appear "<i>Code 1 OC value not allowed</i>".</p> <p>Since overtime can be worked before a sick absence is taken in the same FLSA week, it is best practice to identify ALL DCTU noticed overtime with these codes.</p>

TM Redesign Project - June 2013
Timekeeper Training Questions and Answers

Category	Question	Response
AA Types	<p>“In-lieu of” AA Types: Very few people seem to understand how and when these AA types are used. Is there more information available about how these are used? If not, can a job aid be developed which explains the use of these codes? (ASCL, ASCO, ASCU, ASDH, ASML, and ASVL)</p>	<p>When an employee is sick, and the employee has exhausted all of their sick quotas, use the following codes to identify the absence as sick:</p> <p>DCTU & REC ASCL = Personal Holiday/Deferred Holiday/Vacation Over Max/Vacation in lieu of sick leave (this is the order in which the quotas will be deducted as required by the bargaining agreement. ASCO = Comp in lieu of Sick Leave ASCU = Unpaid in lieu of Sick leave</p> <p>NON-REP ASDH - Def Hol in Lieu of SickPd ASML - Mgmt Lv in Lieu of SickPd ASCO - Comp in Lieu of Sick-Paid 06 - Comp Time ASCU - Abs in Lieu of Sick-Unpd N/A ASVL - Personal Holiday/Vacation Over Max/Vacation in Lieu of Sick - Pd</p>
AA Types	<p>OLNC: What happens if this code is entered during the regular scheduled hours?</p>	<p>Will receive a warning message when you try to save the timesheet saying that the break should be entered during xx:xx to xx:xx. Timesheet must be adjusted to reflect hours worked during lunch. If this is done it will pay OT. If timesheet is not corrected it will disregard code and pay scheduled hours only.</p> <p>Activity Allocation Bureaus cannot use this code. They will follow the current process (enter time before or after the shift).</p>
AA Types	<p>OLNC: Is this used for Exempt employees only?</p>	<p>No. If you use the code during the scheduled lunch it will pay OT. Activity Allocation Bureaus cannot use this code. They will follow the current process (enter time before or after the shift).</p>
AA Types	<p>OXWP: If a negative time entry person enters OXWP on their time sheet, will there be an error?</p>	<p>No. While this code is strictly used for positive time entry employees, it is available in the AA type list for negative time entry employees as well. There has been no change to the business practice use of the attendance type "OXWP". This code is to be used to record hours worked outside of or in excess of their established shift.</p>

TM Redesign Project - June 2013
Timekeeper Training Questions and Answers

Category	Question	Response
980 Schedules	How does the new 980 split of the 8 hour day work in relation to pay period start / end? When exactly does the FLSA work week start?	FLSA work week starts at the mid-point of the 8 hour day; with 4 hours being applied to week one of the pay period and 4 hours being applied to week two.
980 Schedules	What happens if the employee wants to “flex” their “flex” day?	First the employee must be eligible to use flex time. If they are they must flex within their FLSA workweek. It may make more sense to do a work schedule substitution rather than flex time for a full day.
PREMIUMS	Are there any guidelines about when to use the premium versus working out of class?	<p>Premiums and Working Out of Class are two different things. Bureaus should work with their HRBP's if they are not sure about their particular situation.</p> <p>In general, compensation for out of class assignments may be provided only if assignment is preauthorized and the employee has substantially performed the work of the higher classification for five or more consecutive days. Working out of class shall not be paid retroactively.</p> <p>Employees covered by a collective bargaining agreement shall be paid in accordance with that contract.</p>
PREMIUMS	When entering a premium on the same line as “working out of class”, will it add the premium to the base pay + the WOC amount? Or only to the base pay amount?	It varies depending on the premium being entered. Check the contract for more information.
HOLIDAYS	REC employees: There was a problem for REC seasonal workers in the past who were not eligible for holidays, but they were showing up anyway in the employee's time. Has this been fixed with the new holiday rules?	This issue should now be fixed. The new SAP holiday program will populate the holiday on the timesheet if eligible per HR, Contract rules, Personnel Sub-Area, Employee Group, Employee Sub-group, SHOL switch value, etc. The timekeeper has ability to remove holiday if appropriate, or enter a 'U' in the O/C Field to note 'unpaid holiday'.
HOLIDAYS	Deferred Holiday: What is the max bank for deferred holiday? Does the deferred holiday bank still count against the comp bank? (for 80 hours max)?	An employee's deferred holiday bank maximum depends on bargaining unit labor agreement.
HOLIDAYS	Deferred Holiday: When is it permissible for an Exempt employee to defer a holiday?	There are many kinds of exempt employees. Please refer to the HRARS or individual labor agreements or provide specific example.
HOLIDAYS	Deferred Holiday: What if the negative time entry employee defers the Holiday that populated on the timesheet, but no working hours were recorded? Will they get paid or will there be no pay that day?	A validation warning will be added for when an employee tries to defer holiday hours on a regularly scheduled work day when it is not worked.

TM Redesign Project - June 2013
Timekeeper Training Questions and Answers

Category	Question	Response
HOLIDAYS	Deferred Holiday: Do the hours get added to the quota when time eval runs at night?	Yes, when you defer the holiday it will show in your Deferred Holiday Quota Bank the next day, after SAP time evaluation runs that night.
HOLIDAYS	Is the Unpaid holiday (with unpaid time on either side) added automatically to the timesheet or does it have to be done manually?	The holiday program will populate the holiday 2 weeks before the holiday. Typically there will not be unpaid time entered on the timesheet when the program runs, so the holiday will populate as paid. Once the timekeeper or employee enters the unpaid time on the timesheet, there is a timesheet validation that will require the employee or timekeeper to enter a 'U' in the O/C field on the holiday.
HOLIDAYS	Can other groups besides DCTU use the E or P to override the unpaid holiday? For example, REC and Risk have rules which either allow an employee's manager to override the holiday or Risk says the holiday is paid.	Only DCTU & REC allowed to use the "P" or "E" drop down in the O/C field.
HOLIDAYS	SHOL calculation for Positive, Part-time, Exempt employees: When a holiday falls on a regular "scheduled" day, if the pro-rated holiday amount is less than the hours the employee would normally work, enter the difference as regular hours on the timesheet. How does this work if the SHOL calculation is different than their regular schedule?	(i.e. employee works 20 hrs average, but actual REG schedule is 4 five-hour days. SHOL switch calculates the time at 4 hours, not 5.) The holiday program will populate the holiday two weeks before the holiday. For these employees, the value populated on the timesheet will be prorated based on the value in the SHOL switch; in this case 4 hours. The timekeeper will then manually add 1 hour to equal 5.
QUOTA	Dependent Care Sick quota: When you enter sick dependent care on the time sheet, it first comes out of "sick" time. Does the system change that to reflect the sick dependent care when time eval runs?	Yes, it deducts from Sick Leave Quota when you save the timesheet. When time evaluation runs the first day of the next pay period it will deduct from the Sick Dependent Care Quota.
ESS RULES ISSUES	Holiday: Employees are not allowed to move holidays on the timesheet. However, when a timekeeper moves the holiday, the employees does have access through the ESS time sheet to move the holiday back. Currently there is not an error message issued to the employees.	Please refer to the Holiday Program and Holidiay Audit Report work instructions for more information on how to locate and monitor holiday changes.
ESS RULES ISSUES	OC / OT column: The name of the new Overtime / Holiday column is different between CAT2 and ESS. The CAT2 calls it the OC column and the ESS time sheet calls this the OT (or Overtime Comp type) column.	Will re-evaluate post go-live to determine if there is an issue.