Time and Attendance Reporting Handbook

The Research Foundation for SUNY

Table of Contents

Introduction

This handbook outlines the rules and procedures associated with time and attendance reporting as well as exception reporting at the Research Foundation for SUNY (RF). Included in the handbook are the steps necessary to process and monitor timesheets and exception reports both in paper and in the E-time reporting system.

Completing Time and Attendance Reports

Nonexempt Employees

All nonexempt Research Foundation employees must complete an hourly or a biweekly attendance report that documents each hour worked in order to fulfill the requirements of FLSA. Hourly and Biweekly Attendance Reports must contain the following elements:

- A statement certifying that the activity reported accurately represents the actual work performed by the employee during that period.
- An accurate distribution of hours recorded. Attendance reports for nonexempt employees must show the hours worked.
- All nonexempt employees must charge PTO in quarter hour (15 minute) increments.

An employee signs the attendance report as certification that his or her entries on the form are accurate and submits the form to his or her manager or supervisor.

These requirements can be met by using paper timesheets (either the Biweekly Attendance Report (Word)/Biweekly Attendance Report (PDF) or Hourly Attendance Report (Word)/Hourly Attendance Report (PDF)) or using the E-time Reporting system.

Exempt Employees

All exempt Research Foundation employees must complete an exception report for each calendar month where daily exceptions must be recorded on the report so that appropriate adjustments can be made in leave accrual balances for employees who accrue leave. The exception report is signed by the employee as certification that he or she has worked the anticipated schedule for the period specified with the exception of the dates listed on the report. In addition, the employee's signature on the exception report substantiates salary payment. The completed must be submitted to the employee's manager or supervisor.

All *full-time* exempt employees must charge PTO in quarter day increments.

All *part-time* exempt employees must charge PTO in quarter day increments based on their normal workday.

Reports must also be completed for employees who do not accrue leave.

Reports can be submitted either by paper Exception Report for Exempt Personnel (Word)/Exception Report for Exempt Personnel (PDF) or by using the E-time reporting system.

Manager or Supervisors

The manager or supervisor receives the completed time or exception report from the employee. The manager or supervisor reviews the time or exception report to determine if the information on the form is accurate. If the form is accurate, the supervisor signs the form and submits it to the campus HR office. If the form is inaccurate, the form should be returned to the employee for corrections. If campuses are using E-time reporting, this is done electronically and approvals are stored in the Oracle business system.

HR Review and Processing of Time and Attendance Reports

The campus office responsible for processing time reporting documents office receives the completed time and attendance or exception report from the manager or supervisor. The campus administrator reviews the reporting document to ensure the following (each item is described in more detail later in the document):

- It has been signed by both the employee and manager or supervisor
- Nonexempt salaried employees have worked their expected FTE over the biweekly period and appropriate salary adjustments are made
- Any overtime due is calculated according to FLSA requirements and input for pay at the correct rate
- Paid time off in Lieu of Wages is credited appropriately if the employee is eligible
- Meal breaks are recorded as appropriate
- Leave is recorded according to RF policy, in the appropriate increments, and that balances are accurately updated
- Campus administrators must also have a system in place for tracking the receipt of time reporting documents. Campus administrators must follow up with the manager/supervisor or the employee regarding missing time reporting documents.

Campus administrators are responsible for retaining time reporting documents as outlined in the Time Reporting Policy.

Signed by Employee and Manager or Supervisor

The timesheet or exception report must be signed by the employee and their supervisor. It is important that campuses have a record of who is allowed to sign off on a particular employees report. This person should be stored in the supervisor field on the assignment form in the Oracle business system. If you are receiving the reports in paper, you should have a sample of the supervisor's signature to ensure it is the supervisor signing the document. If it is a different signature you should follow up with the supervisor.

If your campus takes advantage of the E-time reporting system, the supervisor on the assignment will automatically receive an electronic notification to approve their employee's timecard. They do have the option to reassign the timecard to another person in the Oracle business system and this person can then approve the timecard. To monitor the reassignment, you can run the "RF Timecard Approver is not Supervisor" (see section later in this document).

Nonexempt Salaried Employees FTE Hours

Nonexempt salaried employees are assigned an FTE, which relates to the number of hours they are expected to work in a biweekly period, i.e. a 40hr/week employee with a .5 FTE would be expected to have a total of 40 hours on their timesheet. The FTE should be calculated to equal a number of hours in quarter hour increments, in other words an amount a person can work. When a timesheet is submitted the amount of hours worked and accruals taken must be equal to or greater than the number of hours expressed by the employee's FTE and standard work week. When the amount is greater, the extra hours must be paid. (see input section). There may be times when an employee works less than their expected hours and does not have appropriate accrual balance(s) to cover the hours not worked. Employees submitting a paper timesheet need to record these the hours as non-worked hours and provide a reason. Employees using the E-Time Reporting system need to record these hours in the category "Non-worked Hours" and chose a reason from the list of values. Further explanation can be provided in the comments section if needed.

The HR office will review and determine if the hours should be paid (examples include Jury Duty or Military Leave), or deducted from the employee's pay (see Collecting Payroll Overpayments for the correct way to do this), or the appropriate leave accruals advanced.

Overtime Requirements of FLSA

The Fair Labor Standards Act (FLSA) requires employers to pay overtime wages to nonexempt employees for each hour worked in excess of 40 hours within a single workweek. These overtime wages must be paid at a rate of at least one and a half times the employee's regular pay rate.

Each workweek stands alone and cannot be averaged with two or more workweeks.

Nonexempt employees may not waive the FLSA overtime provisions.

Overtime Hours

In general all working hours are considered when determining if an employee has worked overtime in a biweekly period. Paid time off accruals can be included in determining if the employee has worked overtime in a given week based on the established practice at the campus location. Some options are all paid time off accrual hours are included, no paid time off accrual hours are included or just holiday time is included. Campuses can have other options but whichever option is used it should be applied consistently across the campus. Note: Campus using the E-time Reporting system, will be required to select an option regarding the inclusion of paid time off toward overtime hours. Once selected, overtime hours will be calculated automatically and require no manual intervention.

If a nonexempt employee has a standard workweek that is 37.5 hours long, and work more than 37.5 hours in a week, up to 2.5 hours of the excess time worked, that is, the difference between the length of the workweek and the 40-hour per week threshold for overtime, is not considered overtime under FLSA.

In such cases operating locations must either compensate the employee at the regular rate for the 2.5 hours or provide paid time off in lieu of wages if appropriate. For more information, see the Paid Time Off in Lieu of Wages section of this document.

Any amount worked over 40 hours in a work week must be paid as overtime, no other options exist.

Overtime Rate

When figuring the employee's regular rate of pay for overtime purposes, all types of compensation need to be considered, not simply the normal wage. Some types of pay are includable in the regular rate of pay, while others are excludable.

Listed below are examples of different types of compensation, grouped by includable and excludable in calculating overtime pay.

Includable:

- Salary
- Bonuses (other than lump sum discretionary bonuses)
- Shift differential pay
- Housing and other non-cash payments
  Note: If the employer compensates the employee with non-cash payments (such as lodging) the reasonable cost or fair market value of the goods and/or facilities provided must be included in the regular rate of pay.
  Calculation: (value of housing + salary) ï¿½ # hours in week = regular rate

Excludable:

- Discretionary bonuses
- Severance pay
- Travel expenses
- Uniform allowances

For any further clarification, please contact RF central office with questions regarding specific types of pay to include or exclude.

Overtime Rate with Two or More Rates of Pay

There are two options for paying overtime when a nonexempt employee has two or more rates of pay.

- Pay overtime on the higher hourly rate, or
- Add all earnings and divide by actual hours worked using the calculation presented in the following table. An example is also provided using the following scenario:

  Hourly wage as an Administrative Assistant I equals $10.25
  Hourly wage as a Clerk II equals $9.25
  Hours worked in relevant work week equals 50

Calculation	Example
Total Regular Pay Due - multiply hours worked at each pay rate by the appropriate regular rate of pay and add the results.	20 hours * $10.25 = $205.00 30 hours * $9.25 = $277.50 Total Regular Pay Due = $482.50
Combined regular rate of pay - divide total regular rate pay due by the number of hours worked.	Combined Regular Rate of Pay $482.50 / 50 hours = $9.65
Half-time rate - multiply the combined regular rate of pay by .50.	Half-Time Rate $9.65 * .50 = $4.83
Overtime due - multiply half-time rate by hours worked over 40.	Overtime Due $4.83 * 10 hours = $48.30

Overtime and Sponsor Guidelines

Operating locations must review sponsor guidelines to determine whether the sponsor permits the charging of overtime pay to the award. If the sponsor does not permit the charging of overtime pay to the award, operating locations must avoid overtime or identify another source of funds for overtime payments.

Input of Overtime Hours and Rates for Payroll Processing

The RF uses Timekeeper to process all overtime hours, these hours can be input manually or will automatically load if the campus takes advantage of the E-time reporting system. For more information on how to enter these hours or review those that were loaded automatically through E-time reporting, see Appendix A in this document.

Paid Time Off in Lieu of Wages

Paid time off in lieu of wages is a grandfathered compensation option, only available to operating locations who are already using it **and when**:

- the employee's standard workweek is 37.5 hours long,
- the employee is nonexempt,
- The employee must consent to receiving paid time off in lieu of wages and documentation is in their personnel file, and
- the compensation is for the non-overtime portion of any time worked by the employee in excess of 37.5 hours but less than 40 (2.5).

In order to ensure that prompt payment laws are satisfied and to avoid the complications that may be caused by the requirements that accompany the provision of paid time off in lieu of wages (discussed below), the RF recommends that operating locations using this option, carefully consider the ongoing need to offer to new or existing employees and instead compensate nonexempt employees at their regular rate for the non-overtime portion of any time worked in excess of 37.5 hours for a given week.

Payment of Paid Time Off in Lieu of Wages

Because paid time off in lieu of wages is compensation due the employee, it must be paid if it is not used and an employee's right to this compensation cannot be waived. Furthermore, this time is an unfunded liability against the account on which the work was performed.

Therefore, the following conditions must be met:

- The employee must receive payment for any such unused time when they are no longer working on the award against which the time was earned or when the award ends which ever is earlier. This liability *cannot* be transferred to another account.
- Payment for unused time must be given at the employee's current pay rate; i.e., the rate when the payment is made, not at which it was earned.
- If a sponsor is unable or unwilling to make payments for unused time, the operating location must do so.

Recording and Tracking Paid Time Off in Lieu of Wages

Operating locations already using this option should set up the Oracle Business System in order to track Paid Time Off in Lieu of Wages.

1. Enter the element "PTO in Lieu of Wages" on the employees element entry record
2. Select "Yes" in the OTL PTOILOW Eligible field in the Statutory Information tab on the assignment form.
3. When employees earn hours in this category, use the corresponding adjustment element to increase the balance
4. When employees take time against this category, enter the corresponding absence on the absence screen.
5. If your campus takes advantage of E-time Reporting, you will not need to perform steps 3 and 4 above, rather these will automatically update based on the employee's timecard entries.

Meal Periods and Work Breaks

Meal Periods

The New York State Department of Labor (NYSDOL) establishes guidelines for meal periods for employees based on the length of the scheduled work day and on the time frame within which the work is performed. No other break or rest period is mandated by law.

Generally, requirements are as follows:
An employee who works a shift of more than six hours, which extends over the noonday meal period, is entitled to at least thirty minutes off within that period for the meal period. The noonday meal period is recognized as extending from eleven o'clock in the morning to two o'clock in the afternoon.

An employee who works a period or shift starting before eleven o'clock in the morning and continuing later than seven o'clock in the evening shall be allowed an additional meal period of at least twenty minutes between five and seven o'clock in the evening.

An employee who works for a period or shift of more than six hours starting between the hours of one o'clock in the afternoon and six o'clock in the morning, shall be allowed at least 30 minutes for a meal at a time midway between the beginning and end of such employment.

The meal periods mandated by the New York State Department of Labor must not be waived. Employees must not be required to perform any work while they are taking a mandatory meal period.

For those campuses taking advantage of the E-time Reporting system, the employee cannot submit a timecard with greater than 6 hour of worked time without a meal break or a comment explaining why there was no break.

Paper timesheets must be reviewed and worked time calculated to ensure appropriate meal periods are taken. Similarly, an explanation is expected if the employee does not record a meal break after 6 hours of work.

It is important to ensure and supervisors and employees understand and adhere to meal period requirements.

Work Breaks

Work break periods of 10 or 15 minutes may be granted to non-exempt employees at the discretion of the department director or immediate supervisor.

Because these work break periods are considered time worked, the total break time granted may not exceed 30 minutes per day, per employee. These breaks are not mandated by state law, but must be administered consistently.

Breaks for Nursing Mothers

The New York State Nursing Mothers in the Workplace Law requires employers to provide at least 20 minutes of unpaid break time every 3 hours for all nursing female employees to express breast milk for up to 3 years after the birth of a child. Employees are allowed to use accrued leave time or work before or after their shifts to make up this time. Employers should also make reasonable efforts to provide a private location for mothers to express milk. Employees are required to give notice, preferably before returning to work after a birth, of their intent to use this benefit.

Verify Leave Taken and Update Balances

Timesheets and exception reports must be reviewed for leave taken in the period. This review includes ensuring a return to work note from a doctor is received when an employee is absent on sick leave (except bereavement or family sick) for five or more consecutive days, that amounts used are actually available to the employee and that usages and accrued amounts are updated to appropriately reduce the balance.

As stated in the Nonexempt salaried employees and FTE hours section, if employees do not have enough time in the appropriate accrual balance they should record the time as non-worked hours. Similarly, if an exempt employee does not have appropriate PTO to cover an absence, they must also use Non-Worked Time to indicate the leave.

RETURN TO CONTENTS

For those campuses taking advantage of the E-time Reporting system, employees will be able to review leave balances as they enter time and will not be allowed to submit a timecard if they enter more time taken than they have in their balance. Otherwise, campuses should calculate this manually for each timesheet and exception report received. In addition, the usages recorded on an employee's electronic timecard will automatically update their balances every Tuesday night when they are processed through Timekeeper. See input section below.

For more on how to use Oracle to manage leave accruals see the Leave Handbook.

Changes to Timesheets/Exception Reports After Processing

If an employee or supervisor advises that a timesheet is incorrect and needs to be changed after the timesheet has processed, either correct the paper timesheet or exception report and initial, or if using E-time Reporting create a paper timesheet with the correct entries and check the "Paper Timesheet Received" field in Timekeeper. If hours or rate needs to be adjusted follow the process to adjust the payroll amounts by using the "Adjust" icon on the main page of Timekeeper.

If accruals need to be updated, use the absence form. See the Leave Handbook

Email Reminders

Email reminders are available to all campuses whether or not they use E-time Reporting and campuses can choose when and if they take advantage of this feature. Campuses will also have the ability to turn these emails off at the person level if there are particular employees or supervisors that they do not want to have receive emails. These fields can be found in the GRE and other data section of the assignment form.

End of period reminders: On the Monday following a payday for nonexempt salaried employees, or the 2nd day of a month for exempt employees a reminder email will be sent notifying the employee that their timecard is now due. See Appendix C for the wording of this email.

Past due reminders: On Friday mornings, an email will be sent to employees whose timecards for previous periods have not yet been submitted. The email will include any timecards not submitted for the last 90 days. Supervisors will also be cc'd on these employee emails so they are aware the employee is missing timecards. **Note:** if you do not use E-time Reporting you will need to manually check the "Timesheet Received" box for all exempt and nonexempt employees for which you have received a paper timesheet or exception report. See Appendix C for the wording of this email.

*Timecards not approved **E-time Reporting Only**:* On Friday evenings, supervisors will receive an email if there are any timecards that they have not yet approved. See Appendix C for the wording of this email.

Monitoring Missing Timesheets/Exception Reports

To monitor missing timecards there are two missing timecard report in Timekeeper; "RF Hourly Missing Timecards" for non-exempt and hourly employees and "RF Missing Exception Reports" for exempt employees. This will identify those who do not have the box "Timesheet Received" checked for a period. To ensure the report is most effective, if you receive paper timesheets from your employees, you should check the "Timesheet Received" check box for the appropriate period. This will prevent periods appearing as missing on the report when they are not.

RETURN TO CONTENTS

APPENDIX A: Input into the Oracle Business System and E-time Reporting

Timekeeper

The RF uses Timekeeper to process all hourly employee timesheets and nonexempt salaried employees with hours above their FTE or those with overtime hours. This system can also be used to track timesheets and exception reports received in order to monitor outstanding and overdue reports. Timekeeper is also used in conjunction with E-time Reporting and all timecards for nonexempt, hourly and exempt employees will automatically load into timekeeper after the supervisor has approved it. See appendix A for the details of how each timecard will appear in Timekeeper.

Manual Input

Campus locations should input the extra hours and hourly timesheets into Timekeeper.

Steps:

1. Query the payroll or person for which you are entering the hours, select the employee and click the "Create/Edit" icon on the far right.
2. On the entry screen, the project task and awards from the employees labor schedule will appear, enter the number of regular and overtime hours against these lines.
    a. If a project task award string is missing you should add it after confirming an appropriate change form exists.
    b. If there is a mid-pay period rate change, ensure there are two lines for each PTA, one with expenditure date one day prior to the rate change and one with the payroll end date. Ensure hours earned prior to the rate change are on the lines with that expenditure end date by reviewing the timesheet. Review the timecard to determine which hours were worked prior and after the rate changed.
    c. If the regular rate is not correct, the salary form should be updated but you can override it on this screen.
    d. If the overtime rate will default as half the regular rate, if this not correct because it did not include all the salary components, you can override it on this screen.
3. At the bottom of the entry screen you can also enter any PTO recorded on the timesheet.
4. When input is complete, you should enter the number of hours you needed to enter in the control total column, this should match the input hours column. If so, the timesheet will process, if not correct your errors and fix the control total.

Using the Hourly Checklist Report with Manual Input

This report can be as often as needed but should at least be run once a payroll. There are parameters that will limit the data from the last time the report was run. Recommended that the excel output be used. This report will show the detailed PTA with the hours and rates for a final review. It should be used to check your input against the original timesheet.

Using E-time Reporting

Posting Timecards in Timekeeper

When supervisor approves timecard, a process will run every 15 minutes to update the information into EiS Timekeeper. All HR/Payroll staff responsible for leave or paying hours will need the Timekeeper responsibility to review these timecards. See Appendix B for the details of how each timecard will appear in Timekeeper.

Reviewing Timecards in Timekeeper

When using E-time Reporting, the data from the timecards will flood the "Create/Edit" screen so no manual input is necessary, however you will still need to ensure the timecard is appropriately processed and updated for payroll and leave use. To do so the following steps are recommended. **HR/PR Administrators should modify this list of tasks to fit their campus processes, requirements and deadlines.**

Query Timekeeper to Find Timecards in "Error"

In Timekeeper, certain timecards will be in "Error" after the supervisor approves. These are timecards that will result in pay (hourly or non-exempt salaried with hours over their FTE) and any timecards with the "Non-Worked" category. These must be reviewed prior to the transfer to payroll.

Steps:

1. Query Timekeeper using the following parameters: Status = "Error", Operating Location = Campus location, All other parameters = blank
2. Review each record in error by clicking on the "Create/Edit" button for that line.
3. For each timecard – review the PTA and ensure the hours against each line are correct (you will be able to tell if the hours were updated by the supervisor by checking the supervisor comments)
    a. If the suspense account has hours posted against it (because the labor schedule is not being active for the full pay period or because the supervisor is indicating they do not want the hours posted to an existing labor schedule) determine what PTA these hours should go to or leave them for resolution after payroll runs.
    b. If there is a mid-pay period rate change, ensure there are two lines for each PTA – one with expenditure date one day prior to the rate change and one with the payroll end date. Ensure hours earned prior to the rate change are on the lines with that expenditure end date. Review the timecard to determine which hours were worked prior and after the rate changed.
    c. If the regular rate is not correct, the salary form should be updated but you can override it on this screen.
    d. If the overtime rate will default as half the regular rate (except SUNY Poly), if this not correct because it did not include all the salary components, you can override it on this screen.
4. If there are no hours to be paid, but the timecard is in error because there are "Non worked Hours", review the hours, reason and comments to determine which one of the following should occur:
    a. If advancing leave – change the non-worked line to zero and add the appropriate leave line, date and amount to timekeeper – this will adjust leave to the negative

b. If pay should be reduced – using the process XXXXX determine amount that will be taken from the current payroll if any. Reduce the amount of non-worked hours by the equivalent hours. If there is still additional money to be recouped – leave the associated time on the non-worked line. This will create a balance on this element. As you continue to recoup the pay, continue to adjust the non-worked hours using the "Leave Non Worked Hours Negative Adj" amount until it is 0.
c. Pay is correct (i.e. jury duty) just zero out the hours in the Non-worked hours - these will remain on the timecard but do not need to transfer to payroll.

5. Once all errors are reviewed and resolved, change the control total to match the input hours – the timecard will change to "Working"
6. Repeat the process as often as needed until the campus established cut-off date for accepting or processing timesheets is reached. After the cut-off date, you can leave any timecards posted after the deadline in error and they will not process until the next payroll.

Query to find Timecards with Comments

Although not required, it is recommended that timecards with comments be reviewed prior to the transfer to payroll in order to be sure no action should be taken that would affect pay.
Steps:

1. Query Timekeeper Status = "Working", Comments "Yes", Operating Location = Campus Location
2. Review each record by clicking on the "Create/Edit" button and reading comments. Take any appropriate action.

Query Timecards with PTO

This last review is not required, however campuses can determine the value of this review based on their employee population and the issues they are finding in processing PTO.
Steps:

1. Query Timekeeper Status = "Working", PTO = "Yes", Operating Location = Campus Location
2. Review each record by clicking on the "Create/Edit" button and review the PTO section.

Timecard Review

If at any time during the above steps the actual entries on the timecard need to be reviewed, click the "Timecard" button on the "Create/Edit" screen for that timecard. Review the actual entries and if the hours posted in Timekeeper were not correct, make any adjustments necessary on the "Create/Edit" screen.

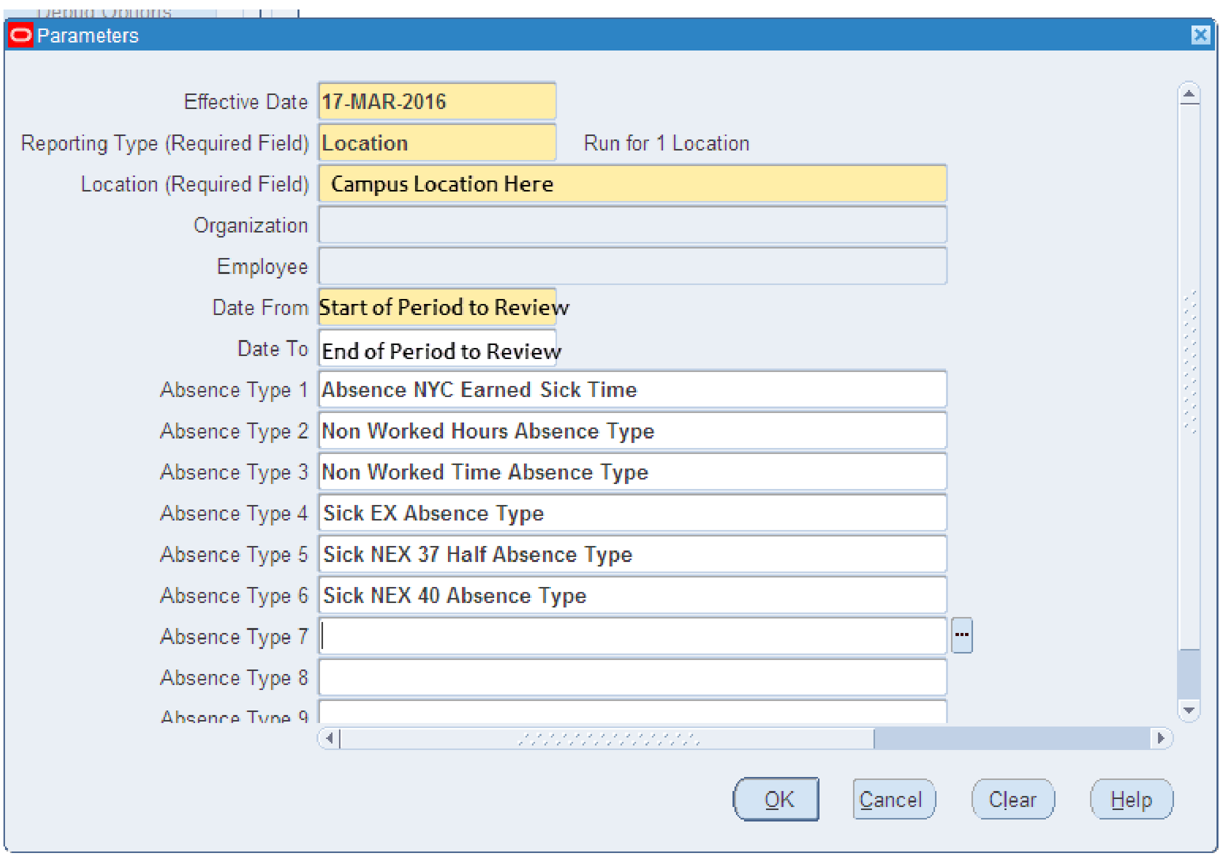
If changes are needed to the timecard entries because the incorrect accrual type has been used or in and out times are not correct, a paper timesheet should be completed to reflect the correct entries. The box "Paper Time Sheet" on the main page of Timekeeper should also be checked for that timecard line so it is clear that the electronic version is not the official version. The "Create/Edit" screen can then be updated accordingly as necessary.

Using the Hourly Checklist Report with E-time Reporting

This report can be as often as needed but should at least be run once a payroll. There are parameters that will limit the data from the last time the report was run. Recommended that the excel output be used. This report will show the detailed PTA with the hours and rates for a final review. It can be used to check the hours that will be posted against each PTA or as a way for others to review the payroll charges.

Monitoring Absences when using E-time Reporting

As you will no longer have paper timesheets to review one by one, absences can be monitored for the entire campus by running the RF Absence Report. In particular, sick usages should be reviewed to identify any absences greater than 3-5 days in order to follow campus processes in requiring doctor's notes or sending FMLA paperwork. Use the following parameters to review absences related to sick. The date parameters reflect the actual days taken not when they were entered. This report can be run with a text format so it can opened in Microsoft Excel and sorted.



Timecard Approver is not Supervisor

There are times when a supervisor might delegate the responsibility to sign a timecard to another person. You may also update supervisors on an assignment using date tracking which may cause a mismatch between the supervisor on the record and the person who approved the timecard. To monitor these delegations and potential date track issues, run the report "RF Timecard Approvers is not Supervisor" report using your HR or payroll responsibility. This will

RETURN TO CONTENTS

identify any timecard where this condition exists. If it is blank all timecards for that pay period where approved by the supervisor on the assignment.

Dashboard

A new menu item will be available under the Timekeeper responsibility called "Dashboard". This menu can be used to review your locations timecards by various categories and statuses. There is no recommended way to use this feature, rather campuses can review the data in the way that best works for them.

Transfer from Timekeeper to Payroll

Any timecard in a working status will be transferred to payroll elements every Tuesday night.

1. For timecards that will not result in pay but have leave - leave accrual balances will update once a week
2. For timecards that will result in pay:
    a. On the regular payroll Tuesday – all timecards in working status from prior payroll periods will process and pay. Leave balances will also be adjusted (i.e. on Tuesday 1/19, timecards from 1/8 and prior will process and pay in the 1/22 payroll. The associated leave recorded on these timecards will also update balances).
    b. On off-week Monday by noon – timecards that may have not been received or review in time to transfer and process in the regular payroll run, should be evaluated to determine if they should be processed in the off-week to ensure timely pay and leave balance updates (i.e. on Tuesday 1/26 any timecards from 1/8 or prior could be changed to a working status and processed in the 1/29 off-week payroll). *SPECIAL NOTE:* there may be instances where employees have already submitted their timecards for the immediate prior payroll at the time of the off week run (i.e. by Tuesday 1/26, timecards for the 1/22 payroll may have been submitted and approved), causing these timecards to be in Timekeeper. Those timecards in an Error status, SHOULD NOT be changed to Working, until after the off-week payroll runs. We should not pay time on these timesheets prior to the full two week lag/regular payroll run. However, those timecards that just contain PTO can and should be processed for timely update of accruals.

RETURN TO CONTENTS

APPENDIX B: E-Time Reporting to Timekeeper Record Details:

1. Hourly Employees
    a. Time Sheet received - Yes
    b. Input Hours – total hours from timecard
    c. Control Total - blank
    d. Hours Diff – calculated
    e. Comments Exist – checked if comments
    f. PTO Exists – checked if used PTO
    g. Non-worked Hours Exist – Unchecked (Not Applicable for Hourlies)
    h. Time Card Status – Error
2. Non-exempt Employee with no extra hours above FTE, no PTO and no non-worked hours
    a. Time Sheet received - Yes
    b. Input Hours – 0
    c. Control Total - blank
    d. Hours Diff – calculated
    e. Comments Exist – checked if comments
    f. PTO Exists – unchecked
    g. Non-worked Hours Exist – unchecked
    h. Time Card Status – Working
3. Non-exempt Employee with PTO but no extra hours above FTE, and no non-worked hours
    a. Time Sheet received - Yes
    b. Input Hours – 0
    c. Control Total - blank
    d. Hours Diff – calculated
    e. Comments Exist – checked if comments
    f. PTO Exists –checked
    g. Non-worked Hours Exist – unchecked
    h. Off Week Run –
    i. Time Card Status – Working
4. Non-exempt Employee with extra hours above FTE, but no PTO and no non-worked hours
    a. Time Sheet received - Yes
    b. Input Hours – # of hours above the FTE amount
    c. Control Total - blank
    d. Hours Diff – calculated
    e. Comments Exist – checked if comments
    f. PTO Exists – unchecked
    g. Non-worked Hours Exist – unchecked
    h. Time Card Status – Error
5. Non-exempt Employee with non-worked hours but no extra hours above FTE, no PTO
    a. Time Sheet received - Yes
    b. Input Hours – # of non-worked hours
    c. Control Total –“-1.00”
    d. Hours Diff – calculated
    e. Comments Exist – checked if comments
    f. PTO Exists – Checked
    g. Non-worked Hours Exist – Checked
    h. Time Card Status – Error

RETURN TO CONTENTS

APPENDIX C: Email reminder samples

Message to Employees to remind timesheets are due:

To: Non-exempt/Hourly active one day in the period– Monday following the end of a pay period

Exempt active one day during the month– the second day of the month

From: RF Human Resources

Subject: Complete Your Timecard for Period Ending MM/DD/YYYY

This is a reminder that your timecard for the period ending MM/DD/YYYY, is now due. Please log into Employee Self Service to complete and submit this timecard.

If you have any questions regarding how your time should be recorded please contact your supervisor <Supervisor First Name> <Supervisor Last Name> or your RF Human Resources office.

Employee Self Service access can also be found at www.rfsuny.org under Information For>Employees>Self Service.

If you are unable to access Employee Self Service or you do not use the E-time Reporting system you should complete a paper timesheet or exception report and return to your RF Human Resources office.

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources office.

Message to Employees to remind timesheets are overdue:

To: All employees in an active status – every Friday morning

CC: Employee Supervisor

From: RF Human Resources

Subject: Overdue Timecards Must be Completed

This is to notify you the following timecard(s) are now past due, please log into Employee Self Service to enter them. If you do not use the E-time Reporting system complete a paper timesheet or exception report and submit to your RF Human Resources office.

<List of Timecards Due in Ascending Order>

Employee Self Service access can also be found at www.rfsuny.org under Information For>Employees>Self Service

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources office.

Message to Supervisors to remind timesheets need to be approved:

To: All supervisors with timecards waiting for their approval – every Friday afternoon

From: RF Human Resources

Subject: Timecards Awaiting your Approval

This is to remind you that the following timecards are awaiting your review and approval.

<Employee Name> <Date of Timecard>

To approve the timecards click here and sign in with your RF user id and password. The timecards above will be listed in your worklist on the right side of the page.

Please do not reply to this email. The automated system that generated this message doesn't have an inbox that can be monitored for responses and we'd hate to miss an email from you. If you have questions regarding this email or feel you received it in error, please contact your campus RF Human Resources office.

REMOVE FROM SITE

Completing and Monitoring Attendance Reports Procedure

Requirements for Overtime Pay

Meal Periods and Work Breaks Policy

Paid Time Off in Lieu of Wages Policy