

TOPIC 4: ENTERING AND CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY

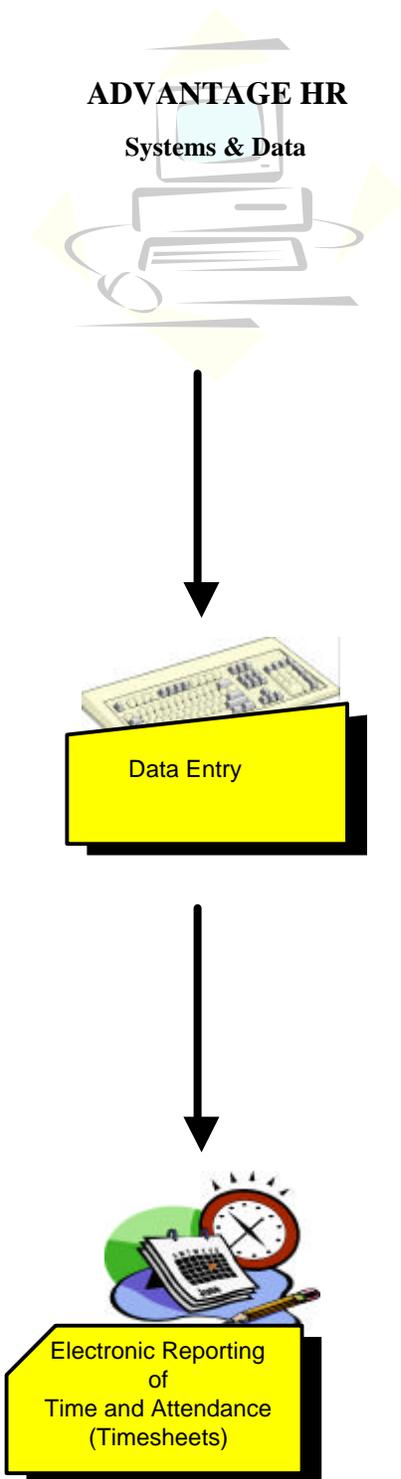
The purpose of this topic is to present the steps involved in entering and correcting leave and additional hours for exception paid employees in the SAM II HR/Payroll System. In this topic, you will enter leave and additional hours using the Current Period Timesheet (CPE) and make corrections to the time that was incorrectly entered using the Prior Period Timesheet (PPER).

At this end of this topic, you will be able to:

- Enter leave and additional hours on a Current Period Timesheet (CPE)
- Correct entered hours using a Prior Period Timesheet (PPER)



ENTERING & CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY





ENTERING & CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY

Agencies are not required to enter a timesheet in order for exception paid employees to be paid. Exception paid employees are paid for a standard number of hours worked for each pay period. An agency must submit timesheets only when there is an exception to the hours normally worked/paid for exception paid employees. These exceptions fall into three categories: leave usage, hours worked over the employee's normal hours, or leave/pay events that should be charged to an accounting distribution different from what has already been specified in the system for the employee.

Leave usage differs from leave accrual in that leave usage usually triggers pay. In most cases, when an employee uses leave, the employee is still paid for the time missed, except for when leave without pay is taken. The leave usage event indicates which leave balance is decreased and also which type of pay is produced. For example, eight hours of sick leave will generate eight hours of sick leave pay. Since exception-paid employees are always paid for a standard number of hours worked, the number of hours used for sick leave must be subtracted from the normal hours worked.

On-line time and leave entry is entered into the system using either a current period timesheet or a prior period timesheet depending on the pay cycle. Hours worked/leave taken during the current semi-monthly pay period to be paid next are recorded on a current period timesheet. Hours worked/leave taken during the prior semi-monthly pay period that has already been paid are recorded on a prior period timesheet.

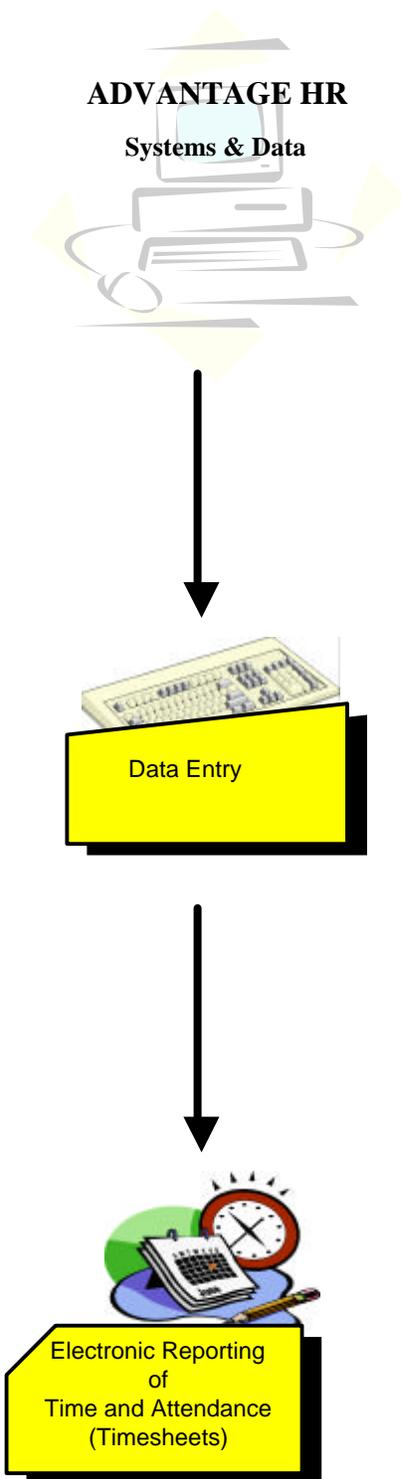
In the situation where an employee works additional hours, the agency will enter these hours onto the timesheet using the appropriate pay event code. One appropriate code would be "ADDHR".

The SAM II HR/Payroll System will automatically process the additional hours appropriately, as federal (time and one-half) or straight time/holiday. This is accomplished by the system at the end of each designated pay period. We will discuss this subject in more detail later in this course.

NOTE: If Exception-Paid part-time employees work **more than** their regularly scheduled hours, the hours above the scheduled hours will be recorded as regular hours **unless** they exceed 40 hours. The hours worked above 40 hours will be recorded as additional hours.



ENTERING & CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY





ENTERING & CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY

In instances where a user may find that there is a correction or adjustment to be made to a leave usage or pay event that has not been processed to the “Accepted” status, the timesheet entry can be reopened and changed. However, if the timesheet has already been processed to the point where it is in “Accepted” status, it cannot be opened and changed. Those corrections/adjustments to events occurring in the current pay period would be entered on a new current period timesheet. Those corrections/adjustments to events occurring in the prior pay period would be entered on a prior period timesheet. The current pay period is determined by checking the Start Date and End Date for the employee’s payroll number on Pay Period (PERD). If the event date for the events entered on the timesheet is before the pay period begin date, a prior period timesheet must be used.

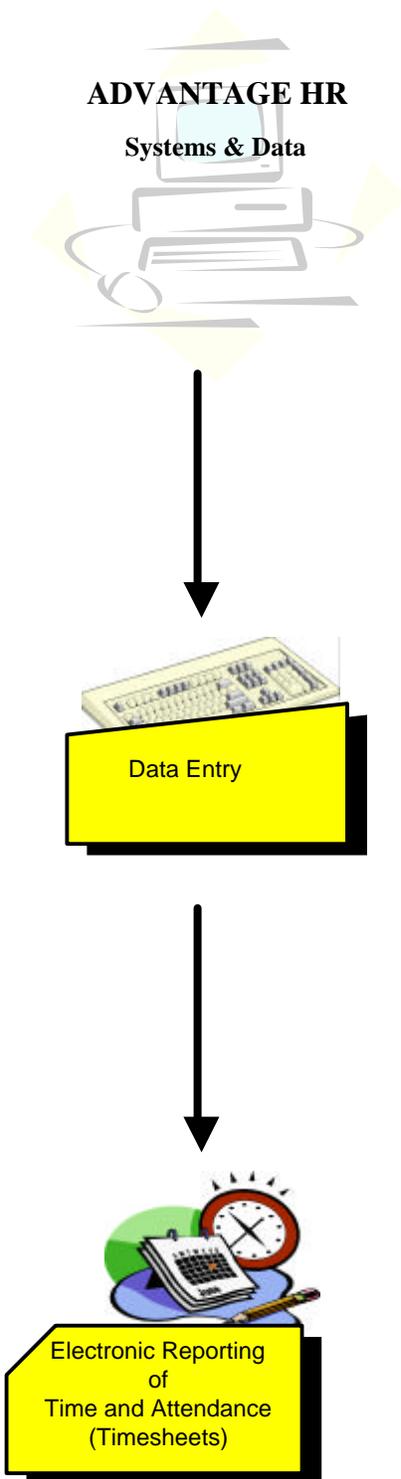
If an employee’s timesheet has been processed to “Accepted” status, correcting entries will need to be made on a new timesheet. The first entry would be to “undo” the incorrect entry. The other entry/entries would be to enter the event correctly. For example, an entry was made on a timesheet for 8 hours of annual leave on 7/1/99. This entry should have been for 8 hours of sick leave. The first correcting entry in this example would be negative 8 hours of annual leave and the second would be 8 hours of sick leave.

The SAM II HR/Payroll System will take the adjustments and retroactively apply usage or pay events to an employee’s leave balances or pay. However, there may be an impact on accrual that the user will need to manually correct. An example of this situation would be when an employee took a leave without pay but failed to record it on the Current Period Timesheet (CPER). As a result, this employee was credited a full leave accrual. Although a correction was made by recording the leave without pay event on the Prior Period Timesheet (PPER) in the next pay period, a manual adjustment must be done to leave accrual because the system cannot retroactively deduct the leave accrual automatically. We will cover manual adjustments to leave balances later in this manual.

Let’s create and process a Current Period Timesheet (CPER) for an exception paid employee. Then we will process a Prior Period Timesheet (PPER) in order to correct an error that was entered in a prior pay period.



ENTERING & CORRECTING LEAVE AND ADDITIONAL HOURS FOR EXCEPTION PAY





SCENARIO

You are a timekeeper and you have received the timesheet shown below to enter time and leave for an employee in your agency for the current pay period. This exception-paid employee currently has a balance of 113 hours of sick leave and 47 hours of annual leave.

Official Time and Leave Report

PAY PERIOD DAYS	HOURS WORKED
1 ST	5 (3 AL)
2 ND	8
3 RD	0 (8 SLS)
4 TH	8
5 TH	8
6 TH	8
7 TH	8 (3 ADDHR)
8 TH	8
9 TH	8
10 TH	8

SLS Sickness – Self
 SLF Sickness – Family
 AL Annual Leave
 ADDHR Additional Hours

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan



NOTES



CURRENT PERIOD TIMESHEET (CPER)

Let's open a CPER and enter the leave taken and additional hours worked during the current pay period for an employee in your agency.

Step 1 To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

Once you select the OK button, a CPER document will open.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 555 TL4W012

Name:

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	AL	3
04 / 19 / 00	SLS	8
04 / 25 / 00	ADDHR	3

Messages Status: NEW Ln 1/3 10:10 AM 05/10/00



NOTES



CURRENT PERIOD TIMESHEET (CPER)

Step 4 Populate the fields on the header section of the CPER.

EMPLOYEE ID – SEE STUDENT CARD.

Step 5 Populate the fields on the “Event View” panel of the CPER.

EVENT DATE – SEE STUDENT CARD.

EVENT TYPE – Type AL.

AMOUNT – Type 3.

Step 6 Add two lines to the CPER to enter the leave taken and additional hours worked during the remainder of the current pay period.

Step 7 Complete the Event Date, Event Type and Amount for the remaining time and leave events on the timesheet.

EVENT DATE	EVENT TYPE	AMOUNT
STUDENT CARD	SLS	8
STUDENT CARD	ADDHR	3

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 555 TL4W012

Name: BARNES, KEVIN

Employee ID: 060 - 41 - 0001 Appointment ID: []

Input Total: [] Computed Input Total: []

Event View Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	AL	3.00
04 / 19 / 00	SLS	8.00
04 / 25 / 00	ADDHR	3.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/3 10:11 AM 05/10/00



NOTES



CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the CPER you created.

Step 1 Select Process: Edit.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

Step 2 Select Process: Approve.

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

Step 3 Close the document.

For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

Step 4 Select Process: Approve. The document is now ready to be run.

Step 5 Select Process: Run.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.

EMPLOYEE LEAVE ACTIVITY (QLDT)



Employee Leave Activity Inquiry

Name: WOLKEN, LORETTA
Employee ID: 060 - 42 - 0001 Appointment ID:
Category: ANNUL ANNUAL LEAVE Balance Type: ID
Date: 04 / 00 Amount Basis: HOURS Leave Year End Month:

	Event Date	Actual Leave Type	Accrual Usage	Extended Usage Amount	Document Type	Agency	Document Number
1	08 16 00	AL AL USAGE	U	3.00	CPER	580	CPERTL4W001
2							
3							
4							
5							
6							
7							
8							
9							
10							



NOTES



SCENARIO

The Current Period Timesheet (CPER) entered for an exception-paid employee contained an error. The 3 hours entered as annual leave should have been entered as 3 hours of sick leave. The payroll has already run.

As a timekeeper, you will look at the Employee Leave Activity Inquiry (QLDT) window in the HR/Payroll System to confirm the error reported to you.

The Employee Leave Activity Inquiry (QLDT) window provides detailed leave activity for each leave event within a specified leave category. This window displays a description of the leave category, the amount basis, the leave year end month, and a detailed activity for each leave event. This window also identifies the document on which the leave event was submitted and the date it was processed.

Step 1 To open a QLDT from the SAM II Desktop Navigator window, click on the Go To button. Type **QLDT** in the **CODE**. Click on the Open button.

Step 2 Populate the following fields on the QLDT.

EMPLOYEE ID – **SEE STUDENT CARD.**

CATEGORY – Type **ANNUL.**

DATE – **SEE STUDENT CARD.**

Select **Display: Browse Data.**

Step 3 Confirm that 3 hours of annual leave was entered in error on the Current Period Timesheet (CPER) for the employee.

NOTE: The Employee Leave Activity Inquiry (QLDT) is discussed in detail in the “Inquiries” chapter. Please refer to this chapter for field descriptions of the QLDT.

PRIOR PERIOD TIMESHEET (PPER)



Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Let's now process a PPER to correct the error.

Step 1 To open a PPER from the SAM II Desktop Navigator window, click on the Go To button. Type **PPER** in the **CODE**. Click on the Open button.

Step 2 You will receive an initial window entitled "Batch/Document Entry". This window acts as a doorway to various documents within the SAM II HR/Payroll System.

Step 3 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – SEE STUDENT CARD.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

Once you select the OK button, a PPER document will open.



PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 580 302317000693

Name: WOLKEN, LORETTA

Employee ID: 060 . 42 . 0001 Appointment ID: [] Supp Pay Cycle: Regular Run

Input Total: [] Computed Input Total: []

Event View | Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
08 / 18 / 00	AL	-3.00	Regular Run
08 / 18 / 00	SLS	3.00	Regular Run



NOTES



PRIOR PERIOD TIMESHEET (PPER)

Step 4 Populate the fields on the header section of the PPER.

EMPLOYEE ID – SEE STUDENT CARD.

Step 5 Populate the fields on the “Event View” panel of the PPER.

EVENT DATE – SEE STUDENT CARD.

EVENT TYPE – Type AL.

AMOUNT – Type -3.

Step 6 Add a line to the PPER.

Step 7 Complete the Event Date, Event Type and Amount for the leave event on the timesheet.

EVENT DATE	EVENT TYPE	AMOUNT
STUDENT CARD	SLS	3

PRIOR PERIOD TIMESHEET (PPER)



Batch: Document: PPER 580 302317000693

Name: WOLKEN, LORETTA

Employee ID: 060 - 42 - 0001 Appointment ID: [] Supp Pay Cycle: Regular Run

Input Total: [] Computed Input Total: []

Event View | Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
08 / 18 / 00	AL	-3.00	Regular Run
08 / 18 / 00	SLS	3.00	Regular Run



NOTES



PRIOR PERIOD TIMESHEET (PPER)

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Now let's complete the processing of the PPER you created.

Step 1 Select Process: Edit.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

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For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

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Step 5 Select Process: Run.

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TEST YOUR KNOWLEDGE!

1. What are 3 types of exceptions that would be entered on an exception-paid employee's timesheet?

2. You receive a timesheet on an exception paid employee for input in the current pay period. The timesheet indicates that the employee took 1 day (8 hours) of annual leave today. What entries would you make in the following fields?

EVENT DATE	EVENT TYPE	AMOUNT
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3. An error was made while entering leave taken by an exception paid employee. Three hours of annual leave was entered as three hours of sick leave. How would you correct this error?



WORKING ON YOUR OWN!!!

Now, let's complete all the required steps to complete a PPER correcting leave that was taken by an exception paid employee in the prior pay period.

A timekeeper previously entered 8 hours of annual leave for an employee during the prior pay period. This employee has informed the timekeeper that he actually took 8 hours of sick leave that day. Correct the error using a PPER.

Information such as Agency, Organization, Employee ID and Dates will be given to you on your student card.

Remember! As a timekeeper, you should look at the Employee Leave Activity Inquiry (QLDT) in the system to confirm the error reported to you.



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