

TOPIC 6: LEAVE RELATED PAY EVENTS

The purpose of this topic is to present the steps involved in entering special leave related pay events into the SAM II HR/Payroll System. In this topic you will become familiar with how the SAM II HR/Payroll System calculates and banks federal, state and holiday compensatory time as well as how it calculates pay. You will enter ShareLeave donations and usage into the system using the Leave Accrual (LEAV) document and the Current Period Timesheet (CPER) document. You will also learn how hours for Workers' Compensation are calculated and entered into the system.

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

- Describe how federal and state compensatory time are calculated
- Enter ShareLeave donations and usage
- Manually credit holiday hours for exception paid and positive paid employees
- Describe how pay is calculated
- Describe how Workers' Compensation is calculated



EMPLOYEE'S FLSA PROFILE OR CLIENT COMPENSATORY PROFILE

A screenshot of a software window titled "Employment Status Maintenance". It contains various input fields for employee information. The "Sub-title" field is circled in red. Below the main form are tabs for "Job Assignment", "Dates", "Assignment Attributes", "Pay Parameters", and "Certificate/Remark".

Employee ID [] Appointment ID [] Alternate ID []
Prefix [] First [] Middle [] Last [] Suffix []
Effective Date [/ /] Expiration Date [/ /] Original Appt Date [/ /]

Job Assignment | Dates | Assignment Attributes | Pay Parameters | Certificate/Remark

Position Attributes

Payroll Number [] Title [] Sub-title [] Assignment Type
Pay Class [] Time Class [] Permanent
Civil Service Status [] Temporary
 None

Overrides

Grade []
Pay Policy [] Leave Policy [] Benefits Policy []
FLSA Exempt Non-exempt No Override FLSA Profile []

The FLSA Profile or the Client Compensatory Profile for an employee can be found on the Sub-Title table.

A screenshot of a software window titled "Sub-Title". It contains a list of fields for defining a sub-title profile.

Title []
Sub-title []
Effective Date [/ /] Expiration Date [/ /]
Short Description []
Long Description []
Pay Policy []
Leave Policy []
Deduction Policy []
FLSA Profile []
Client Profile []



LEAVE RELATED PAY EVENTS

The SAM II HR/Payroll System maintains the official leave balance for employees. Leave “accounts” have been established in the system to accommodate the several types of leave events. The most common types of leave “events” are Sick Leave and Annual Leave, which we discussed earlier in this course. However, there are other special leave related pay events which have been established including, among others, Federal Compensatory Time, State Compensatory Time, Holiday Compensatory Time, ShareLeave and Workers Compensation.

Federal and State Compensatory Time

The Fair Labor Standards Act (FLSA) sets standards for accruing overtime pay and compensatory time for employees who fall within certain guidelines. The SAM II HR/Payroll System automatically generates compensatory time using the standard “time and a half” calculation based on FLSA Profile (FLPR) information defined for the employee on the Sub-Title (STTL) window.

The State of Missouri compensates additional hours worked not covered by FLSA as non-federal or “straight” compensatory time. The SAM II HR/Payroll System automatically generates “straight” compensatory time based on the Client Compensatory Profile (CCPR) information defined for the employee on the Sub-Title (STTL) window.

ShareLeave

The State agencies that are covered under Section 36.350, RSMo may establish ShareLeave programs within their agencies for employees to donate leave to other employees. These programs may be established under the conditions set out within 1 CSR 20-5.025 of the Rules of the Personnel Advisory Board and Division of Personnel.

If an employee wants to donate leave to the ShareLeave pool, this employee will need to make a negative entry on a timesheet (CPER, CREW, CITS or LEAV) document using the appropriate number of hours, date and leave event code. This will serve to draw down the employee’s designated leave balance in the amount of the donation.

WORK DAY SCHEDULE (WDAY)



Work Cycle	OUS	
Year	00	Month 01
	Schedule Day	Schedule Type ID
1	01	0
2	02	0
3	08	0
4	09	0
5	15	0
6	16	0
7	17	H
8	22	0
9	23	0
10	29	0
11	30	0
12		

Example:
Martin Luther
King, Jr.'s
birthday is
defined here.



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LEAVE RELATED PAY EVENTS

For employees designated by their agency to receive an allocated amount of ShareLeave to utilize, you will need to make the entry for the appropriate number of hours, date and leave event code for utilizing a ShareLeave donation on a current period timesheet or a prior period timesheet. The designated ShareLeave donation events will build a negative balance for the employee for ShareLeave. This balance will be representative of the ShareLeave used by this employee to date. These ShareLeave usage events, just like all the other usage events, will “back out” regular pay and supplement with the corresponding pay event for the specified ShareLeave leave event.

Holidays

The following and other days or dates that may be designated by the Governor or the President of the United States are paid holidays:

- First day of January, New Year’s Day
- Third Monday in January, Martin Luther King, Jr. Day
- Twelfth day of February, Lincoln’s Birthday
- Third Monday in February, Washington's Birthday
- Eighth day of May, Truman's Birthday
- Last Monday in May, Memorial Day
- Fourth day of July, Independence Day
- First Monday in September, Labor Day
- Second Monday in October, Columbus Day
- Eleventh day of November, Veteran's Day
- Fourth Thursday in November, Thanksgiving Day
- Twenty-fifth day of December, Christmas Day

Holidays falling within the period of annual or sick leave shall not be counted as workdays in computing such leave.

A holiday shall be considered as a period of 8 hours. If an employee is scheduled to work more than 8 hours on a holiday, the hours over 8 cannot be counted towards holiday pay or holiday comp time. For example, if an employee does not work on a holiday on which he is scheduled to work for 10 hours, only 8 hours can be coded as the holiday and the other 2 should be coded to another type of leave (vacation, etc.). If the employee works more than 8 hours on a holiday, the hours over 8 should be coded as additional hours.



WORK DAY SCHEDULE (WDAY)

Work Day Schedule [-] [□] [X]

Work Cycle

Year Month

	Schedule Day	Schedule Type ID
1	<input type="text" value="01"/>	0
2	02	0
3	08	0
4	09	0
5	15	0
6	16	0
7	17	H
8	22	0
9	23	0
10	29	0
11	30	0
12		



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LEAVE RELATED PAY EVENTS



All exception-paid employees, regardless of schedule, shall receive credit for the same number of paid holidays as employees whose regular work schedule is Monday through Friday.

As long as an exception-paid employee is in pay status for the given pay period, the SAM II HR/Payroll System will automatically generate pay for the holidays in that pay period. The designated holidays are coded into the system's Work Day Schedule (WDAY) table by the system administrator to ensure that pay for the holidays is automatically generated. In addition, by having the holidays coded into the system, the holiday compensatory time an employee is eligible for is banked to a separate "holiday comp" balance. However, there are instances in which an agency may need to manually intervene to correctly apply the holiday:

- If an exception paid employee is not in pay status during the entire pay period
- If an exception paid employee works on a designated holiday
- If a holiday falls on an exception paid employee's regularly scheduled day off
- If an exception paid employee works on a holiday, which also happens to be a regularly scheduled day off

The SAM II HR/Payroll will not automatically generate pay for holidays for positive-paid employees because positive-paid employees do not systematically refer to the WorkDay Schedule (WDAY) table where the system administrator has coded the designated holidays. The agency must enter the appropriate holiday hours onto a timesheet. These holiday hours to be paid may be entered onto the timesheet that the agency is using to enter the hours worked by the positive-paid employee for that pay period.

Exception Paid Employees whose Work Day is More than 8 Hours

An employee works from 10 hours per day Monday through Thursday. On Labor Day (Monday) they worked 10 hours. The agency would need to enter 8 hours of HOLWK (Holiday Worked) to accrue 8 hours of holiday compensatory time for the employee.

Additionally, they need to report the additional two hours worked. However, they also need to make sure that the other 2 hours that the employee normally has scheduled is not counted by the system. If this happens, then the employee could accrue additional state compensatory time for which they were not eligible.

To resolve this, the agency would enter 2 hours of REGLR and check the reduce base pay flag. This would record the 2 additional hours worked and "back out" the 2 hours on the employees regular schedule.



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LEAVE RELATED PAY EVENTS



A terminating employee shall receive credit for a holiday if the employee has worked the last scheduled working day before the holiday.

- A holiday falls on the 31st of the month and an employee tenders his/her resignation effective the 31st of that month. As long as the employee worked the last scheduled working day before the holiday, the employee will be eligible for the holiday pay for the 31st of the month. The system will automatically generate the holiday pay as long as the agency submits the Employment Status Maintenance (ESMT) transaction to resign the employee effective the 1st of the following month.
- A holiday falls on the 31st of the month and an employee tenders their resignation effective the 31st of that month. However, the employee takes paid leave the entire pay period in which the holiday falls. Since the resigning employee never physically reports to work in the pay period in which the holiday falls, the employee is not eligible for the holiday pay for the holiday. The agency must prevent the system from automatically generating the holiday pay by making the ESMT transaction to resign the employee effective the 31st of the month.
- A holiday falls within the current pay period. However, a terminating employee takes leave the entire pay period, making that employee ineligible for the holiday pay. The SAM II HR/Payroll System will not recognize that this is a terminating employee. As a result, the agency will need to enter leave for the holiday in addition to entering the leave for the regular workdays within that current pay period.

The following will indicate how SAM II HR/Payroll users will calculate Holiday Compensation time for positive-paid (hourly employees) who are in active pay status:

- Employees who work forty to fifty-nine (40-59) hours in a semi-monthly pay period, shall receive one-half (1/2) credit.
- Employees who work sixty to seventy-nine (60-79) hours in a semi-monthly pay period, shall receive three-fourths (3/4) credit.
- Employees who work eighty (80) or more hours in a semi-monthly pay period, shall receive full credit.
- Other positive-paid (hourly) employees who are scheduled to work less than one-half (1/2) time in a semi-monthly pay period, or who are paid on a per diem basis are not entitled to holiday compensation.



PAY CALCULATIONS: STANDARD PAY PERIOD HOURS

In order to pay exception-paid employees consistently, standard pay period hours have been established as 86.667 hours per pay period.

$$\begin{array}{r} 2080 \text{ Annual Work Hours} \\ \hline 24 \text{ Semi-Monthly Pay Periods} \\ \hline = 86.667 \text{ Standard Pay Hours Per Pay Period} \end{array}$$
A red ribbon with a yellow sunburst seal, positioned at the bottom right of the scroll.



LEAVE RELATED PAY EVENTS

Pay Calculations

The Pay Class (PYCL) window defines the grouping for employees whose pay is calculated in an identical manner. The Pay Class code on an employee's record informs the system on how to interpret an employee's permanent pay parameters and how to receive rates of pay from the Pay Rate (PPRT) window for table-driven pay. Every exception-paid employee must be tied to a Pay Class.

The State of Missouri has set an 86.667 hour standard for pay period hours. This is based on the annual work hours of 2080, divided by the 24 twice-a-month pay periods in a year. Exceptions to these standard hours may occur for exception-paid employees in agencies with different business schedules (i.e. school-term employees).

Standardizing the pay period hours in the SAM II HR/Payroll system serves two purposes:

1. Pays a consistent amount to exception-paid employees for each pay period even though the number of hours in a pay period fluctuate
2. Calculates a consistent hourly rate to apply to time and leave entered onto system timesheets based on 2080 total working hours in a year

While standard pay period hours provide for a consistent pay period amount and hourly rate of pay, they may not necessarily represent the actual pay period hours. There are circumstances where the fluctuation between standard and actual hours impact pay for leave processing or Pending Payment (PEND) entries.

For example, the pay period is 80 hours and an employee is absent from work during the entire pay period (annual leave, sick leave or leave without pay).

Since the SAM II HR/Payroll System is utilizing the standard hours of 86.667, the processing of only 80 hours as the actual pay period hours will result in 6.667 hours of pay being unaffected in that pay period. For example, the system would reflect 80 hours of annual leave and 6.667 hours of regular pay. If the employee took leave without pay for 80 hours, the system would dock the employee 80 hours and generate 6.667 hours of regular pay.



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LEAVE RELATED PAY EVENTS

While it may seem inaccurate to have unaffected pay hours when all the hours in the actual pay period were affected, it is not inaccurate due to the State of Missouri utilizing standardized pay period hours. The employee will be charged the actual hours of leave for the actual hours of leave taken. The standardized pay period hours drive the occasional existence of hours additional to the actual hours in a pay period. Those additional hours due to standardization of the pay period hours are, in truth, unaffected by the action taken in that pay period and need to remain unaffected to properly represent that employee's pay over the year.

If the pay period is 88 hours and the employee is absent from work the entire pay period using paid leave (annual, sick, or comp), the SAM II HR/Payroll System will actually process all 88 hours in Pending Payment (PEND) records within that pay period regardless of the standard hours being designated as 86.667.

NOTE: In the SAM II HR/Payroll system, leaves of absence count toward an employee's accrual rate change date (for example, after ten years of service, an employee's accrual rate changes from 5 hours a pay period to 6 hours a pay period). Agencies should follow their own internal policy regarding leaves of absences.

However, if the pay period is 88 hours and the employee is absent from work the entire period using leave without pay, only the standard hours of 86.667 will be docked in that particular period because those are all the hours that can possibly be docked in one pay period. The remaining 1.333 hours of leave without pay will be docked from the next pay period. Again, the employee is only being charged the actual hours of leave taken, regardless of the appearance of having leave without pay being docked from a pay period outside the actual pay period in which the leave without pay occurred.

NOTE: These fluctuations in no way impact the employee's leave balance, since the leave is reported on a daily basis. These fluctuations appear only in the Pending Payment (PEND) records and historical pay records.

In coordination with the 'effective dating' functionality utilized in the SAM II HR/Payroll System, the system-calculated daily rate drives calculation for pay adjustments generated through Employment Status Maintenance (ESMT) transactions (i.e., promotions, official leaves of absence).

While the application of standard pay period hours on the Pay Class (PYCL) window provides for a consistent pay period amount and hourly rate of pay, utilizing standard pay period hours does not affect the system's calculation of a daily rate.

The SAM II HR/Payroll arrives at the daily rate by dividing the employee's standardized twice-a-month pay by the standardized number of pay period days specified on the Pay Class (PYCL) window.



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LEAVE RELATED PAY EVENTS

Daily Rate (ESMT) example

New employee, paid \$1000/pay period, starts work on the fifth day of a pay period, working only 8 of the 10 days in this particular pay period. The agency would generate an ESMT to make the appointment effective the fifth day of the pay period, their start date.

Pay period amount / pay period days x pay period days worked

$$= \$1000/10 \text{ pay period days}$$

$$= \$100 \text{ per day} \times 8 \text{ days worked}$$

$$= \$800.00 \text{ paid}$$

Pay calculations of time entered onto system timesheets are calculated utilizing the hourly rate derived from the identified 'Pay Class Standards' from the Pay Class (PYCL) window.

Hourly Rate (Timesheet) example

An exception-paid employee, paid \$1000/semi-monthly pay period, takes leave without pay the first 2 days of 10 pay period days. The agency would use a Current Period Timesheet (CPER) to record leave without pay for the first 2 days of the pay period.

The system would calculate the employee's resulting pay in the following manner:

Pay period amt. – Pay period amt. x yearly pay periods/yearly work hrs x hrs. absent

$$= \$1000 - (\$1000 \times 24) / 2080 \times (2 \text{ days} \times 8 \text{ hours per day})$$

$$= \$1000 - (\$24,000/2080) \times 16 \text{ hours}$$

$$= \$1000 - \$11.54 \text{ hourly rate} \times 16 \text{ hours}$$

$$= \$1000 - \$184.62$$

$$= \$815.38$$

Once entered and processed, all events entered on-line into a timesheet will display, by employee, on the Pending Payment Window (PEND). The PEND window reflects how the timesheet action will affect the employee's regular pay. It also provides information on the system calculations performed regarding the affect on pay.

SHARELEAVE



Batch: Document: LEAV 300 12345648

Name

Employee ID Appointment ID

Input Total Computed Input Total

Event Date	Event Type	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>



NOTES



LEAVE RELATED PAY EVENTS

Workers' Compensation

Under the Missouri Workers' Compensation Law, if the treating doctor certifies that an employee is unable to work due to a workers' compensation injury, this employee should be entitled to "temporary total disability (TTD) benefits" when he/she is off work in connection with a workers' compensation covered injury. Employees will not be paid TTD benefits for the first three regularly scheduled work days they are off, but they should be paid for each day missed thereafter, and also for the first three days if they are off more than two weeks. The amount of these benefits is two-thirds of the employee's gross average weekly wage. It is subject to certain maximums, which change each year. The law contains a formula for determining the employee's average wage, which usually involves computing the average gross wages earned over the 13 weeks prior to the accident. The Central Accident Reporting Office (CARO) automatically calculates and distributes the Temporary Total Disability benefits, as applicable.

The Temporary Total Disability wages are automatically generated by the Central Accident Reporting Office, as appropriate, for employees on Workers' Compensation absences.

When an employee is on a Workers' Compensation absence, the agency needs to enter into the SAM II HR/Payroll System timesheet(s) the designated day's hours utilizing the employee designated leave balance, or leave without pay. However, Sick Leave usage to cover Workers' Compensation absences is allowable only as a supplement to the Temporary Total Disability (2/3 wages) benefit. Sick Leave entered onto a timesheet to cover a Workers' Compensation absence should never exceed 1/3 of the day's hours. The Central Accident Reporting Office (CARO) will generate and distribute to the agencies a monthly report indicating what TTD benefits were paid to the employee. The agency may use this report to ensure the appropriate usage of Sick Leave in connection with the TTD benefits.

FEDERAL AND STATE COMPENSATORY TIME



FLSA HOURS (FLHR)

FLSA Profile

FLSA Profile

Effective Date / / Expiration Date / /

Short Description

Long Description

FLSA Information

Plan Type <input type="text"/>	Comp Time
Pay Type <input type="text"/>	Event Type <input type="text"/>
Work Cycle <input type="text"/>	Offset Event Type <input type="text"/>
	Category <input type="text"/>
	Max Number of Hours <input type="text"/>

WORKDAY SCHEDULE (WDAY)

Work Day Schedule

Work Cycle

Year Month

	Schedule Day	Schedule Type ID
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

FLSA PROFILE (FLPR)

FLSA Hours

FLSA Plan Type ID Number of FLSA Cycle Days

Effective Date / / Expiration Date / /

Short Description

Long Description

Number FLSA Maximum Regular Hours

FLSA WORK CYCLE (FLWK)

FLSA Work Cycle

	Work Cycle	Effective Date	Expiration Date	Short Description	Long Description
1	<input type="text"/>				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



FEDERAL AND STATE COMPENSATORY TIME

Most of the data used for determining FLSA comp time or Missouri “straight” accruals is governed by the employee’s FLSA and CCPR profile codes, which are defined on the Sub-title (STTL) table.

NOTE: For multi-appointment employees, the primary appointment defines the FLSA data for the employee.

The FLSA Profile defined on the FLSA Profile (FLPR) table is associated with other pay and FLSA tables that define FLSA parameters. The FLPR window associates the FLSA profile code to the pay Event Type that defines FLSA pay parameters, the FLSA Work Cycle (FLWK), and the FLSA Plan Type as defined on the FLSA Hours (FLHR) table. In addition, it defines the rules for paying out FLSA pay with compensatory time rather than cash. The FLSA Profile code is tied to the position title through its sub-title.

The FLSA Work Cycle code defined on the FLSA Work Cycle (FLWK) table is entered on the FLSA Profile (FLPR) and the Pay Cycle (CYCL) windows. It defines time periods that constitute a normal work schedule for different FLSA plan types. All FLSA non-exempt exception paid employees must be associated with a work cycle.

The FLSA Plan Type ID found on the FLSA Hours (FLHR) code is also entered on the FLPR window. The FLHR table names the user’s combinations of “Number of FLSA Cycle Days” and “Number FLSA Maximum Regular Hours”. In order for employees to receive compensatory time or overtime pay, they must work the maximum hours stated in their FLSA plan type. This table is also used to infer the maximum number of FLSA regular hours that must be worked before overtime is paid.

The Work Day Schedule (WDAY) window, developed and maintained by the system administrator(s), is used to determine the days an exception-paid employee works. This is used not only for FLSA workweek processing and compensatory time calculation, but also for effective dating of actions taken on employees and/or positions.

CLIENT COMPENSATORY PROFILE (CCPR)



Client Compensatory Profile

Client Profile

Effective Date / / Expiration Date / /

Short Description

Long Description

FLSA Information

Plan Type <input type="text"/>	Comp Time
Work Cycle <input type="text"/>	Client Event Type <input type="text"/>
Client Pay Type <input type="text"/>	Client Offset Event Type <input type="text"/>
	Client Category <input type="text"/>
	Client Max Number of Hours <input type="text"/>



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FEDERAL AND STATE COMPENSATORY TIME

While the FLPR provides for federal compensatory time processing, the Client Compensatory Profile (CCPR) accomplishes for “state” or non-federal compensatory time processing. The CCPR, developed and maintained by the system administrator(s), is used to group employees who follow the same non-federal comp time processing. The CCPR window utilizes the same FLSA Hours and FLSA Work Cycle definitions used for federal compensatory time processing. The profile identifies how many hours make up a standard workweek and whether additional hours should be paid or roll to compensatory time. Like the FLPR window, the CCPR profile code is tied to the Title (TITL) through its Sub-Title (STTL).

As with all other time and leave events, you will enter additional hours using the appropriate pay event code for working additional hours, onto a current period timesheet or prior period timesheet as appropriate. The appropriate code would be “ADDHR”. The SAM II HR/Payroll will automatically process the additional hours appropriately, as federal compensatory time (time and one-half) or state compensatory time (straight time). This is accomplished by the system at the end of each designated pay period.

The system counts the number of hours entered for the employee’s designated FLSA and/or CCPR work week and compares this count to the parameters established for the employee on their FLPR and/or CCPR. If the hours for the employee exceed the parameters established, the system will again look at the FLPR and CCPR for the appropriate action to take. The appropriate leave event will be generated and the additional hours will be:

- Added to the federal comp, straight comp, or holiday comp as appropriate for full-time employees;
- Added to the paycheck for temporary/hourly employees (at the discretion of the agency).

When the end of a pay period falls in the middle of an FLSA or CCPR workweek, the calculations cannot be completed accurately until the system reaches the end of that FLSA/CCPR workweek (in the next pay period). This will impact the calculation of additional hours eligible for time and one-half.

EXAMPLE: An employee who is eligible for federal compensatory time works additional hours on Monday and Tuesday, but the pay period ends on Wednesday. The SAM II HR/Payroll System will be unable to determine if the additional hours are eligible for time and one-half until it can read the remainder of that FLSA workweek. Therefore, the system will hold the additional hours until all the information for the FLSA cycle is available. If, at that point, it is determined that those hours are eligible for time and one-half, those calculations will be made and hours will be banked at the end of the next pay period.



NOTES



SHARELEAVE

If an employee wants to donate leave to the ShareLeave pool, you will need to make a negative entry on a timesheet (CPER, CREW, CITS) or a LEAV document using the appropriate number of hours, date, and leave event code for donating leave to ShareLeave.

For employees designated by their agency to have received an allocated amount of ShareLeave to utilize, you will need to make the entry for the appropriate number of hours, date and leave event code for utilizing a ShareLeave donation on a current period timesheet or prior period timesheet as appropriate.

LEAVE ACCRUAL (LEAV)



Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan

Batch: Document: LEAV 555 TL60W12

Name:

Employee ID: Appointment ID:

Input Total: Computed Input Total:

Event Date	Event Type	Amount
<input type="text" value="04 / 28 / 00"/>	<input type="text" value="ALSHD"/>	<input type="text" value="-8"/>

Messages | Status: NEW | Ln 1/1 | 2:49 PM | 05/10/00



SCENARIO

An employee in your agency has requested to donate 8 hours of his/her annual leave to the ShareLeave pool. This employee is an exception paid employee who currently holds an annual leave balance.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To button. Type **LEAV** 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 LEAV document will open.

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

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Complete the Event Date, Event Type and Amount for the 8 hours of annual leave the employee wants to donate to the ShareLeave pool.

EVENT DATE SEE STUDENT CARD

EVENT TYPE ALSHD

AMOUNT -8

LEAVE ACCRUAL (LEAV)



Batch: Document: LEAV 555 TL60W12

Name: BARNES, KEVIN

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event Date	Event Type	Amount
04 / 28 / 00	ALSHD	-8.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/1 2:50 PM 05/10/00



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LEAVE ACCRUAL (LEAV)

You have completed entering an employee's time and/or leave on a LEAV 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 LEAV 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.

CURRENT PERIOD TIMESHEET (CPER)



Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan



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SCENARIO



Let's work through the following scenario to illustrate entering the usage of ShareLeave on a CPER.

One of the employees in your office has been approved to utilize 40 hours of ShareLeave. This employee is an exception paid employee working 8 hours a day 5 days a week. His/her normal days off are Saturday and Sunday.

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 TL6W012

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	SHS	8
04 / 18 / 00	SHS	8
04 / 19 / 00	SHS	8
04 / 20 / 00	SHS	8
04 / 21 / 00	SHS	8

Messages | Status: NEW | Ln 1/5 | 2:57 PM | 05/10/00



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CURRENT PERIOD TIMESHEET (CPER)

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

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

Step 5 Populate the fields on the Event View panel of the CPER for the hours of ShareLeave used.

EVENT DATE	EVENT TYPE	AMOUNT
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8
SEE STUDENT CARD	SHS	8



CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 555 TL6W012

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	SHS	8.00
04 / 18 / 00	SHS	8.00
04 / 19 / 00	SHS	8.00
04 / 20 / 00	SHS	8.00
04 / 21 / 00	SHS	8.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/5 2:58 PM 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.

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

HOLIDAYS

Let's work through a scenario illustrating the situation when an exception paid employee is not in pay status the entire pay period.

A holiday falls on one day within the pay period. One of our exception paid employees has taken leave without pay around (before and after) the holiday, making him/her ineligible for the holiday pay.

The SAM II HR/Payroll System will not recognize the leave without pay/holiday connection. You will need to manually record this information described in the scenario on the CPER.

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 010 TL6W021

Name:

Employee ID: 060 - 42 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
05 / 01 / 00	LNP	8
05 / 02 / 00	LNP	8
05 / 03 / 00	LNP	8

Messages Status: NEW Ln 1/3 3:03 PM 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.

APPOINTMENT ID – LEAVE BLANK.

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

EVENT DATE	EVENT TYPE	AMOUNT
SEE STUDENT CARD	LNP	8
SEE STUDENT CARD	LNP	8
SEE STUDENT CARD	LNP	8



CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 010 TL6W021

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001 Appointment ID: []

Input Total: [] Computed Input Total: []

Event View | Overrides View

Event Date	Event Type	Amount
05 / 01 / 00	LNP	8.00
05 / 02 / 00	LNP	8.00
05 / 03 / 00	LNP	8.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/3 3:04 PM 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.

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



HOLIDAYS

Let's work through a scenario illustrating the situation where an exception paid employee works on a designated holiday.

A holiday falls on one day within the current pay period. An employee works 8 hours on that holiday, but the hours worked that week do not exceed 40 hours.

Let's process a CPER to record the information described in the above scenario.

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 010 TL6W3512

Name: [Redacted]

Employee ID: 060 - 42 - 0001 Appointment ID: [Redacted]

Input Total: [Redacted] Computed Input Total: [Redacted]

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	HOLWK	€

Messages Status: NEW Ln 1/1 3:10 PM 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.

APPOINTMENT ID – LEAVE BLANK.

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

EVENT DATE SEE STUDENT CARD

EVENT TYPE HOLWK

AMOUNT 8

The SAM II HR/Payroll System will take that “HOLWK” (Worked on A Designated Holiday) entry of additional hours and refer to the employee’s WDAY entry to discover if this particular day was a coded holiday. The system will then automatically bank all the hours worked on the holiday (maximum of 8 hours) to the employee’s holiday comp time balance at straight time.

If the employee had worked 4 hours on the holiday, after having also worked 8 other additional hours on Sunday, the hours worked that week would have exceeded 40 by 4 hours. In that case you would need to enter the 8 Sunday hours and the 4 holiday hours the employee worked using an appropriate pay event code for working additional hours. The appropriate code for Sunday would be “ADDHR”. The appropriate code for the holiday would be “HOLWK”. The system will look at the total hours worked that week, which totals 44. Then, the system will look at the employee’s FLSA Profile (FLPR) to see if the employee is FLSA non-exempt or exempt to determine whether the 4 additional hours will be banked at straight time in SCOMP (State Comp Time) or at time and one-half in FCOMP (Federal Comp Time).



CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 010 TL6W3512

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	HOLWK	8.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/1 3:10 PM 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.

LEAVE ACCRUAL (LEAV)



Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan



NOTES

HOLIDAYS

Let's work through a scenario illustrating the situation when a holiday falls on an exception paid employee's regularly scheduled day off.

You are entering time for an exception paid employee whose work schedule is Tuesday through Saturday. A holiday falls on one day within the pay period. The Work Day Schedule (WDAY) has been coded by the system administrator to reflect the holiday as a regularly scheduled day off. As a result, the system does not know Monday was also a holiday.



You will need to enter onto a Leave Accrual (LEAV) document the 8 holiday hours credit using an appropriate leave event. An appropriate accrual code would be "1HRDO" (Holiday Comp Accrual on Regular Day Off). The 8 hours holiday credit would then be banked to the employee's compensatory time balance.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To button. Type **LEAV** 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 LEAV document will open.

LEAVE ACCRUAL (LEAV)



Batch: Document: LEAV 010 TL6W012

Name: [Redacted]

Employee ID: 060 - 42 - 0001 Appointment ID: [Redacted]

Input Total: [Redacted] Computed Input Total: [Redacted]

Event Date	Event Type	Amount
05 / 08 / 00	1HRDO	8

Messages Status: NEW Ln 1/1 3:19 PM 05/10/00



NOTES

LEAVE ACCRUAL (LEAV)



Step 4 Populate the fields on the header portion of the LEAV.

EMPLOYEE ID - SEE STUDENT CARD.

APPOINTMENT ID - LEAVE BLANK.

Step 5 Populate the fields on the line of the LEAV.

EVENT DATE SEE STUDENT CARD

EVENT TYPE 1HRDO

AMOUNT 8

NOTE: When entering a federal comp time accrual event (1FCOMP), enter only the hours worked, not the hours worked multiplied by time and one-half. The system will automatically calculate the correct number of hours.

If this employee had worked 4 hours on the holiday, the hours worked that week would have exceeded 40 by 4 hours. The WDAY has been coded to reflect a holiday as a regularly scheduled day off, so the system doesn't know that it was a holiday. You would first need to enter onto a timesheet the 8 hours holiday credit for the holiday using the appropriate leave event code, "1HRDO". The 8 hours holiday credit will be banked to the employee's holiday comp time balance.

Then, you would need to enter onto a timesheet the 4 holiday hours worked using an appropriate event code. The employee has already received the holiday comp time for this day. As a result, the appropriate code for the hours worked would be "ADDHR", additional hours.

The system will look at the total hours worked that week, which totals 44. Then, the system will look at the employee's FLSA Profile (FLPR) to see if the employee is FLSA non-exempt or exempt to determine whether the 4 additional hours will be banked at straight time or at time and one-half.

LEAVE ACCRUAL (LEAV)



Batch: Document: LEAV 010 TL6W012

Name: BARNES, KEVIN

Employee ID: 060 - 42 - 0001 Appointment ID: []

Input Total: [] Computed Input Total: []

Event Date	Event Type	Amount
05 / 08 / 00	1HRDO	8.00

1 of 3: APPROVAL 1 APPLIED Messages Status: PEND3 Ln 1/1 3:20 PM 05/10/00



NOTES



LEAVE ACCRUAL (LEAV)

You have completed entering an employee's time and/or leave on a LEAV 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 LEAV 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.



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

HOLIDAYS



Let's work through a scenario to illustrate entering holiday hours for a positive-paid employee.

A positive-paid employee works half-time and receives one-half credit for holidays. Enter the time this employee worked in the current pay period. On five consecutive days he/she worked 8 hours, 8 hours, 4 hours and 4 hours. NOTE: A holiday falls on one day during this week.

Since the system does not automatically generate holiday pay for positive-paid employees, you will need to calculate the holiday hours, if applicable, for positive-paid employees. Then, you will enter this holiday credit onto the timesheet for the hours worked by the positive-paid employee for that pay period.

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 780 TL6W021

Name: [Redacted]
Employee ID: 060 - 32 - 0001 Appointment ID: [Redacted]
Input Total: [Redacted] Computed Input Total: [Redacted]

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	4
05 / 09 / 00	REGLR	8
05 / 10 / 00	REGLR	8
05 / 11 / 00	REGLR	4
05 / 12 / 00	REGLR	4

Messages Status: NEW Ln 1/5 3:32 PM 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.

APPOINTMENT ID – LEAVE BLANK.

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

EVENT DATE	EVENT TYPE	AMOUNT
SEE STUDENT CARD	REGHL	4 – for holiday credit
SEE STUDENT CARD	REGLR	8
SEE STUDENT CARD	REGLR	8
SEE STUDENT CARD	REGLR	4
SEE STUDENT CARD	REGLR	4

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 780 TL6W021

Name:

Employee ID: 060 - 32 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	4
05 / 09 / 00	REGLR	8
05 / 10 / 00	REGLR	8
05 / 11 / 00	REGLR	4
05 / 12 / 00	REGLR	4

Messages Status: NEW Ln 1/5 3:32 PM 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.



NOTES

HOLIDAYS



The employee's leave policy on the Sub-Title (STTL) will determine eligibility for holiday comp time accrual when an eligible part-time employee (positive-paid) works on a holiday, or would have regularly worked that day if it had not been a holiday. For example, if the employee has been set up under the leave policy "NOACC" (Not Eligible for Sick/Annual Leave), the employee would be able to accrue comp time for holidays. However, if the employee has been set up under the leave policy "NOLEV" (Not Eligible for Leave), then the employee would not be eligible for the comp time accrual.

If a positive-paid (hourly) employee is scheduled to work on a day on which a holiday falls, time can be coded so that normal pay will be generated as if the employee had actually worked that day (similar to an exception-paid employee). However, this time will not count toward the FLSA balance when determining federal comp time for the FLSA period. You would enter "REGHL" for the Event Type and enter either 4 hours (for employees who work half time) or 6 hours (for employees who work $\frac{3}{4}$ time) in the Amount field.

If a part-time employee physically works on a holiday, pay, as well as holiday comp time is earned.

If the employee works less than the regularly scheduled hours on a holiday, the difference must be reported as well, so that the employee is paid for these hours, but they do not count towards FLSA processing. On a second document detail line, you would enter "REGHL" (Regular Pay on Holiday) for the Event Type and enter the number of regularly scheduled hours that the employee did not work in the Amount field.

Holiday comp time will only accrue for up to 8 hours on a given day. Therefore, any time that an employee works on a holiday over 8 hours needs to be reported separately. On a separate document detail line, you would enter "ADDHR" (Additional Hours) for the Event Type and enter the number of additional hours the employee worked over 8 in the Amount field.

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



HOLIDAYS

Let's work through a scenario to illustrate entering hours for a positive-paid employee that works 4 hours on a holiday.

An employee worked on a holiday and the timekeeper recorded 4 holiday-working hours for this employee on the CPER. It was then brought to the timekeeper's attention (while still in the current pay period) that this employee actually worked 4 hours on the holiday.

Let's process a new CPER to correct the wrong hours entered.

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 780 TL6W351020

Name: ZIEGLER, DAN

Employee ID: 060 - 32 - 0001 Appointment ID: |

Input Total: Computed Input Total: |

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	-4.00
05 / 08 / 00	HOLWK	4.00



NOTES



CURRENT PERIOD TIMESHEET (CPER)

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

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

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

EVENT DATE	EVENT TYPE	AMOUNT
SEE STUDENT CARD	REGHL	-4
SEE STUDENT CARD	HOLWK	4

This leave event, “HOLWK” (Worked on A Designated Holiday), will generate a corresponding pay event, and the employee will be paid for the appropriate hours. This event will also generate holiday comp time for the number of hours worked.

CURRENT PERIOD TIMESHEET (CPER)



Batch: Document: CPER 780 TL6W351020

Name: ZIEGLER, DAN

Employee ID: 060 - 32 - 0001 Appointment ID: |

Input Total: Computed Input Total: |

Event View Overrides View

Event Date	Event Type	Amount
05 / 08 / 00	REGHL	-4.00
05 / 08 / 00	HOLWK	4.00



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.



EXERCISE

A holiday falls on one day within the pay period. An exception paid employee worked 4 hours on the holiday, after having also worked 8 other additional hours on Sunday. The hours worked that week would have exceeded 40 by 4 hours. Enter the 8 hours worked on Sunday and the 4 hours worked on the holiday using a CPER.

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



NOTES