



SAM II HR TIME AND LEAVE

SAM II HR TIME & LEAVE

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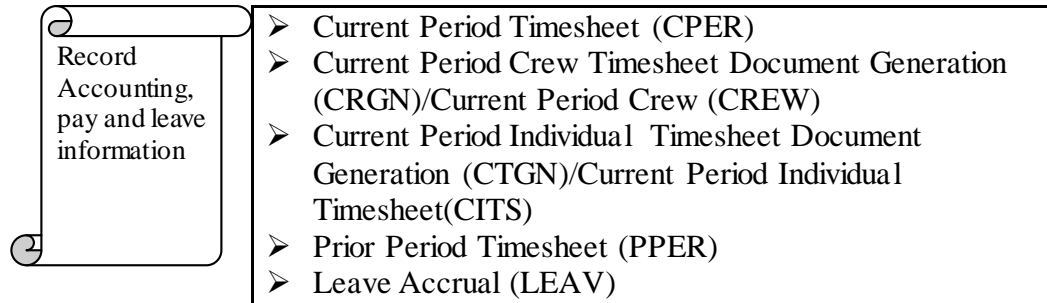
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TOPIC 1: INTRODUCTION TO TIME AND LEAVE

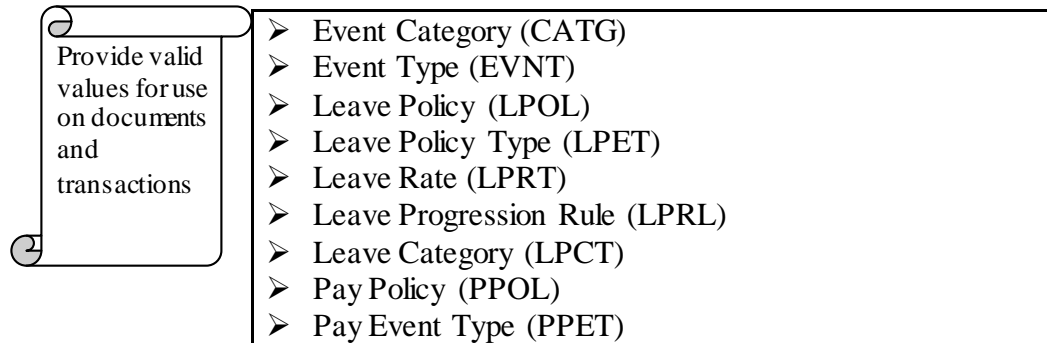
Accurate time and leave entry in SAM II HR is critical because it determines the accuracy of the employee paychecks generated by the pay process. Time and leave events are entered in the system using documents and document generation windows. This course is designed to review the processes involved with time and leave maintenance.

TIME AND LEAVE FLOW CHART

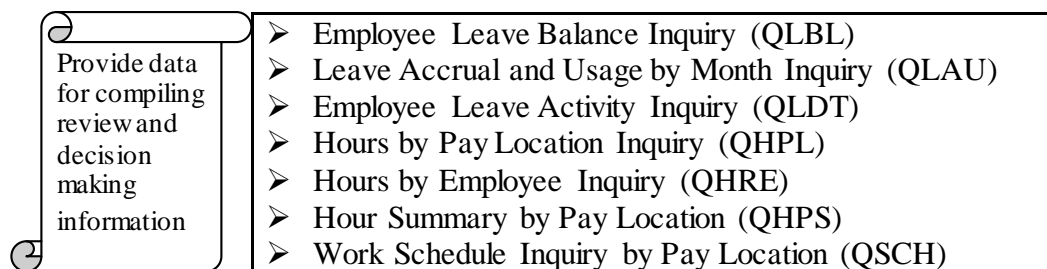
Time Keeping Documents



Reference Tables



Time and Leave Inquiries



TIME AND LEAVE

SAM II HR records both payroll and leave data for employees of the State of Missouri.

Leave accounting and time and attendance maintenance are handled through the on-line recording of pay and leave events in SAM II HR. The type of the agency's business, the Fair Labor Standards Act (FLSA) exemption status of the employee and the continuing or temporary nature of the job decide what type of event should be used in recording time and leave. Parameters are established in the system to associate employees whose circumstances are the same. These parameters referred to in SAM II HR as policies or profiles, ensure that the appropriate uses of pay and leave events are established in the system. A pay and leave policy as well as an FLSA profile is tied to each employee through the sub-title specified on the Position Status Maintenance (PSMT) window.

SAM II HR tracks time and leave information for both exception-paid (salaried) and positive-paid (hourly) employees. Whether an employee is exception-paid or positive-paid is determined at the position level by specifying the appropriate pay class code on the Position Status Maintenance (PSMT) window. The Pay Class (PYCL) table contains a field that indicates if employees in a specific pay class should be exception-paid or positive-paid.

In addition to entering time online in SAM II HR, another possible method to enter time and leave data is through interfaces with agency timekeeping systems. These interfaces could be a local timekeeping system that currently exists or a system that was once developed or purchased by some agencies. If your agency keeps its own timekeeping system, you will use your agency-specific system to enter time and leave information. The interface will "convert" this information into data that is usable by SAM II HR. Manual adjustments to leave accruals and/or balances must be entered on-line in SAM II HR.

The topics in this course explain the following:

- How to enter and correct time for a positive-paid employee
- How to enter and correct leave and additional hours for an exception-paid employee
- How to request and adjust leave
- How to enter special leave related pay events like federal and state compensatory time
- How to override an employee's accounting distribution
- How to liquidate leave at termination or payoff compensatory time
- How to generate group timesheets
- How to generate individual timesheets
- How to look up leave information on inquiry windows

TIME AND LEAVE

Timekeeping Documents

Entry of timekeeping events is accomplished through various documents and document generation windows, which are used to record events specific to an employee's accounting, pay and leave information.

- **CURRENT PERIOD TIMESHEET (CPER)** – records time worked and leave taken during the current pay period for an individual employee.
- **CURRENT PERIOD CREW TIMESHEET (CREW)** – records time worked and leave taken during the current pay period for a crew of employees who belong to the same pay location.
- **CURRENT PERIOD INDIVIDUAL TIMESHEET (CITS)** – records time worked and leave taken during the current pay period at the employee level.
- **PRIOR PERIOD TIMESHEET (PPER)** – allows timekeepers to record or adjust time worked and leave taken for a prior pay period.
- **LEAVE ACCRUAL (LEAV)** – allows timekeepers to manually accrue leave for an employee.

TIME AND LEAVE

Reference Tables

Reference tables provide valid values for use on documents and transactions. Since these tables have an impact throughout time and leave entries, they are reviewed first. The key reference tables are:

- **EVENT CATEGORY (CATG)** – This table defines and identifies the types of categories including pay, deduction, and leave events. This window defines how events are summarized and stored on the employee's records, how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.).
- **EVENT TYPE (EVNT)** – This table defines and identifies pay and leave events that are available in each event category, such as regular pay and leave without pay.
- **LEAVE POLICY (LPOL)** – This table determines the type of leave for which an employee is eligible and also groups employees that share the same rules for leave.
- **LEAVE POLICY TYPE (LPET)** – This table links a leave policy to specific leave events. A leave event must be linked to an employee's policy in order for the employee to use or accrue with a particular leave event.
- **LEAVE RATE (LPRT)** – This table is used to define the guaranteed minimum leave accrual, the minimum number of hours required for accrual, the standard number of hours required and the standard accrual rate for each leave type.
- **LEAVE PROGRESSION RULE (LPRL)** – This table is used to track the various progressively increasing leave accrual rates of employees.
- **LEAVE CATEGORY (LPCT)** - The Leave Category (LPCT) window is used to identify what values, already identified on Event Category (CATG), belong to each of the values identified as Leave Policies on LPOL.
- **PAY POLICY (PPOL)** - The Pay Policy (PPOL) window defines the codes which describe valid pay policies applicable each pay period.
- **PAY EVENT TYPE (PPET)** - The Pay Event Type (PPET) window defines whether or not a pay event is valid for a specified pay policy and how pay for the event is calculated.

TIME AND LEAVE

Time and Leave Inquiries

Inquiries are on-line windows that provide information in a compiled format that facilitate review and decision-making. They are updated “real time” which means as soon as a document has received the final level of approval. The time and leave inquiries are:

- **EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)** – This inquiry displays all of an employee’s leave balances by leave category, category description, balance, amount basis (hours, days, weeks, etc.) of the balance, balance type (year-to-date, leave year-to-date, inception-to-date, etc.) and the number of the month the leave year ends.
- **LEAVE ACCRUAL AND USAGE BY MONTH INQUIRY (QLAU)** – This inquiry displays a summary of an employee’s particular leave category, current balance, accruals, and usage by month for the year selected. As on other leave inquiry windows, this window displays the category’s amount basis, balance type, and year-end month.
- **EMPLOYEE LEAVE ACTIVITY INQUIRY (QLDT)** – This inquiry provides detailed leave activity for each leave event within a specified leave category. It displays a description of the leave category, the amount basis, the leave year-end month, and a detailed activity for each leave event. It also identifies the document on which the leave event was submitted and the date it was processed.
- **TIMESHEET ROSTER (QTRS)** – This inquiry displays employee current period and prior period timesheets for a given pay location and given pay period. Views may be based on a combination of the pay location and the pay period end date and/or employee name.
- **HOURS BY PAY LOCATION INQUIRY (QHPL)** – This inquiry displays all the employees of a specific pay location and their time and attendance data for a specific day.
- **HOURS BY EMPLOYEE INQUIRY (QHRE)** – This inquiry displays time and attendance data entered for an employee for a specific date.
- **HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)** – This inquiry displays all the employees and their hour summaries within a given pay location for a specific date range.
- **WORK SCHEDULE BY PAY LOCATION INQUIRY (QSCH)** – This inquiry displays all the employees’ schedules within the specified pay location for a given week.

TIME AND LEAVE

Entering & Correcting Time for Positive Pay

Positive-paid employees are paid only for the hours of work and leave events that are submitted for a particular pay period. If nothing is submitted, then the employee will not be paid. If the hours entered for a particular event(s) for a positive-paid employee should be charged to an accounting distribution different from what has already been specified in the system for the employee, that override must be submitted as part of the event.

Entering & Correcting Leave and Additional Hours for Exception Pay

For exception-paid employees, agencies are not required to enter leave events or hours worked in order for the employee to be paid. Exception-paid employees are paid for a standard number of hours worked for each pay period. An agency must submit the changes to their hours worked 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 than what has already been specified in the system for the employee

Requesting and Adjusting Leave

Like leave, accounting and time and attendance in SAM II HR, accruing, requesting and adjusting leave will occur on-line. The Automated Accrual Document (AACC) is created when leave is accrued automatically during each pay cycle. If a policy and leave event is not set up for an employee to accrue leave automatically, leave accrual must be manually entered. The Leave Accrual (LEAV) document is used to manually accrue leave for employees.

TIME AND LEAVE

Leave Related Pay Events

Leave “accounts” have been established in SAM II HR to accommodate several types of leave events. The most common types of leave events are Sick Leave and Annual Leave. However, there are other special leave related pay events associated with leave “accounts” including Federal Compensatory Time, State Compensatory Time, Holiday Compensatory Time, ShareLeave and Workers Compensation.

The State of Missouri complies with the Fair Labor Standards Act (FLSA). Employees eligible for FLSA are referred to as “Non-exempt Employees”. If an employee is eligible for federal compensatory time, the system will automatically calculate the eligible hours at the time and one-half rate and place the time earned in the federal compensatory leave balance. Employees who are not eligible for FLSA are referred to as “Exempt Employees”. If an employee is not eligible for federal compensatory time, the leave will be calculated at the non-federal rate of straight time and placed in the state compensatory leave balance.

In addition, the State of Missouri has established an 86.6667 hour standard for pay period hours. This will ensure that a consistent amount is paid to exception-paid employees for each pay period and a consistent hourly rate is calculated to apply to time and leave entered onto system timesheets based on the total working hours in a year (2080 hours). However, there are circumstances where the fluctuation between standard and actual hours will impact pay for leave processing. We will discuss these situations later in this course.

Flexible Time Usage

Exception-paid employees may utilize “flex time” - working additional hours one day, then working fewer hours on another day. An employee's work hours must match their regular work schedule. These events need to be recorded differently based on the FLSA and pay period cycles, as well as the status of the employee's existing comp time balances.

Accounting Overrides

Accounting overrides are entered into the system for a particular pay or leave event using the Overrides View of the CPER, CREW, CITS, or PPER, depending on the pay period. Accounting overrides are to modify or change the labor distribution profile or accounting attributes by pay or leave event specified on the timesheet document.

TIME AND LEAVE

Leave Liquidation

When an employee leaves your agency (resignation, transfer, etc.) with a positive accrued leave balance, it is possible to pay the employee for that leave in addition to their regular or base pay. The same is true paying off compensatory time. This is accomplished using the CPER, CITS, or PPER, depending on the pay period.

Generating Group Timesheets

The system provides functionality for entering and viewing time and attendance data at a group level (Pay Location) as well as an individual employee level. All of the time and leave data and associated accounting information for all employees at one pay location may be entered on a daily basis into the system using the Current Period Crew Timesheet Document Generation (CRGN) window which will generate a Current Period Crew Timesheet (CREW) document from the user-specified data. The CREW document contains a line for each employee in the same pay location for the specified event date. Specific information on each employee will be entered on the generated CREW document.

Generating Individual Timesheets

The Current Period Individual Timesheet Document Generation (CTGN) window will generate the Current Period Individual Timesheet (CITS) document from user specified data. This generation process makes time and attendance data entry tasks easier by automatically creating document lines on the CITS. The generated CITS document can also include lines from approved leave requests, if the agency chooses to use this feature.

Multiple Appointment Timekeeping

In the State of Missouri, an employee's primary appointment defines the EEO and FLSA data for that employee. If an employee with multiple appointments is eligible for Federal and/or State Compensatory Time, all eligible hours will need to be calculated by each agency for the position they have assigned to the employee and the eligible hours accrued manually.

TOPIC 2: REFERENCE TABLES

The purpose of this topic is to present the Reference Tables associated with Time and Leave Processing. These reference tables contain pertinent information that you will need to understand as you process time and leave data.

Reference tables provide valid values for use on transactions and documents, reference data to other tables and information used for processing and reporting.

REFERENCE TABLES

LPOL

The screenshot shows a window titled "Leave Policy" with the following fields and options:

- Leave Policy: [Text Input]
- Effective Date: [Date Input / /]
- Expiration Date: [Date Input / /]
- Short Description: [Text Input]
- Long Description: [Text Input]
- Leave Year Ending Month: [Month Input]
- Automate Leave Accrual

PPOL

The screenshot shows a window titled "Pay Policy" with a table structure. The table has the following columns: Pay Policy, Effective Date, Expiration Date, Short Description, and Long Description. The rows are numbered 1 through 15.

	Pay Policy	Effective Date	Expiration Date	Short Description	Long Description
1	[Text Input]				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

CATG

The screenshot shows a window titled "Event Category" with the following fields and options:

- Category: [Text Input]
- Effective Date: [Date Input / /]
- Expiration Date: [Date Input / /]
- Short Description: [Text Input]
- Long Description: [Text Input]
- Event Type: [Dropdown Menu (Pay Type)]
- Leave Definition:
 - Week
 - Day
 - Hour
 - Not Applicable
- Leave Category Calculation:
 - Inception to Date
 - Year to Date
 - Leave Year to Date
 - Not Applicable
- Store Weekly Pay Totals
- Check Leave Balance: Yes No N/A
- Print Information on Check: Yes No N/A
- Fringe Pay Type: Yes No N/A
- Include in Subject Gross: Yes No N/A
- Check Print Sequence: [Text Input]
- Reserve Accrual Pay Type: [Text Input]
- Reserve Payout Pay Type: [Text Input]

REFERENCE TABLES

Let's review a few of the reference tables that support time and leave processing:

Leave Policy (LPOL) – The Leave Policy (LPOL) table determines the type of leave for which an employee is eligible and also groups employees that share the same rules for leave. The employee may be enrolled in a leave policy in three ways: the policy is indicated on the Sub-Title (STTL) window for the employee's sub-title; a policy may be indicated on the Position Status Maintenance window (PSMT) that overrides the sub-title policy; or the leave policy may be indicated as an employee override on the employee's Employment Status Maintenance (ESMT) window. Leave categories and events are linked to leave policies through the Leave Policy (LPOL), Leave Category (LPCT) and Leave Event (LPET) windows. These windows provide further fields for making specifications about leave activity within each leave policy.

Pay Policy (PPOL) – The Pay Policy (PPOL) table defines the codes, which describe valid pay policies applicable each pay period. The system refers to these policies when processing employee transactions or documents. The number of policies you set up reflects the amount of control you want over pay processing. For example, you can set up an exception and positive pay policy, or you can set up more specified policies such as exception-administrative, exception-technical, and positive-administrative and positive-technical.

Category (CATG) - The Event Category (CATG) table defines and identifies the types of categories including pay, deduction and leave events. This window defines how events are summarized and stored on the employee's records, how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.). The category is also used for pay and deduction reporting purposes (i.e., W-2 and 941 reporting) and check printing. It allows the amounts for each category to be selected to appear on the check in a chosen order.

REFERENCE TABLES

Event Type (EVNT) – The Event Type (EVNT) table defines and identifies pay and leave events that are available in each event category, such as regular pay and leave without pay. The leave events can be either leave usage or leave accruals. Leave usage differs from leave accrual in that leave usage usually triggers pay. The leave usage event indicates which leave balance is decreased and also which type of pay is produced. The event codes are primarily used on time and leave documents.

Leave Policy Type (LPET) – The Leave Policy Type (LPET) window links a leave policy to specific leave events. A leave event must be linked to an employee's policy in order for the employee to use or accrue with a particular leave event. The leave event must be established on the Event Type (EVNT) window before it can be linked to a specific leave policy on LPET. Once it is established as an event, it can be linked to any number of leave policies. Sick leave accrual, for example, can be established on EVNT as an event, and then linked and customized for each particular leave policy on a unique LPET for each leave policy.

If the leave policy, leave type, and leave progression combination is not defined on the Leave Progression Rule (LPRL) window, the leave progression must have a leave progression rule defined for the leave type and leave policy of *****. Valid values are located on the Leave Policy (LPOL), Event Type (EVNT) and the Leave Progression Rule (LPRL) windows.

Leave Progression Rule (LPRL) – The Leave Progression Rule (LPRL) window is used to track the various progressively increasing leave accrual rates of employees. Since employees typically earn leave based on length of service, this window provides a mechanism for retrieving leave accrual rates, based on length of service, from the Leave Rate (LPRT) window. The system calculates length of service based on event date and the leave progression start date from the employee's assignment record. The system calculates the employee's leave accrual rates based on their length of service. The minimum and maximum service fields represent the number of months the employee has worked.

REFERENCE TABLES

Leave Rate

Leave Information

Policy Chart Grade
 Step Progression Type

	Payment Frequency	Effective Date	Expiration Date	Guaranteed Min Accrual	Minimum Required Hrs	Standard Required Hrs	Standard Accrual Rate
1							
2							
3							
4							
5							
6							
7							
8							

Leave Category

Leave Policy Leave Category
 Leave Chart Leave Progression
 Effective Date / / Expiration Date / /
 Short Description
 Long Description

Balance Check Frequency
 Monthly
 Annually

Daily Threshold Amounts / Dispositions

Minimum Threshold
 Minimum Disposition
 Maximum Threshold
 Maximum Disposition

Periodic Threshold Amounts / Actions

Minimum Threshold
 Minimum Action
 Maximum Threshold
 Maximum Action

Pay Event Type

Pay Policy Pay Type
 Effective Date / / Expiration Date / /
 Short Description
 Long Description

Pay Type Amount Pay Type Factor Amount
 Minimum Units Amount Maximum Units Amount
 Incremental Units Amount Guaranteed Minimum Amount

Override Reserve Accrual
 Yes No N/A

Event Calculated as
 Factor Amount

Override Contract Information

Exception Pay Yes No N/A
 Adjustment Pay Yes No N/A
 Positive Pay Yes No N/A

	Component Event Type	Rate of Pay Event Type	Pay Percent
1			
2			
3			
4			
5			
6			
7			
8			

REFERENCE TABLES

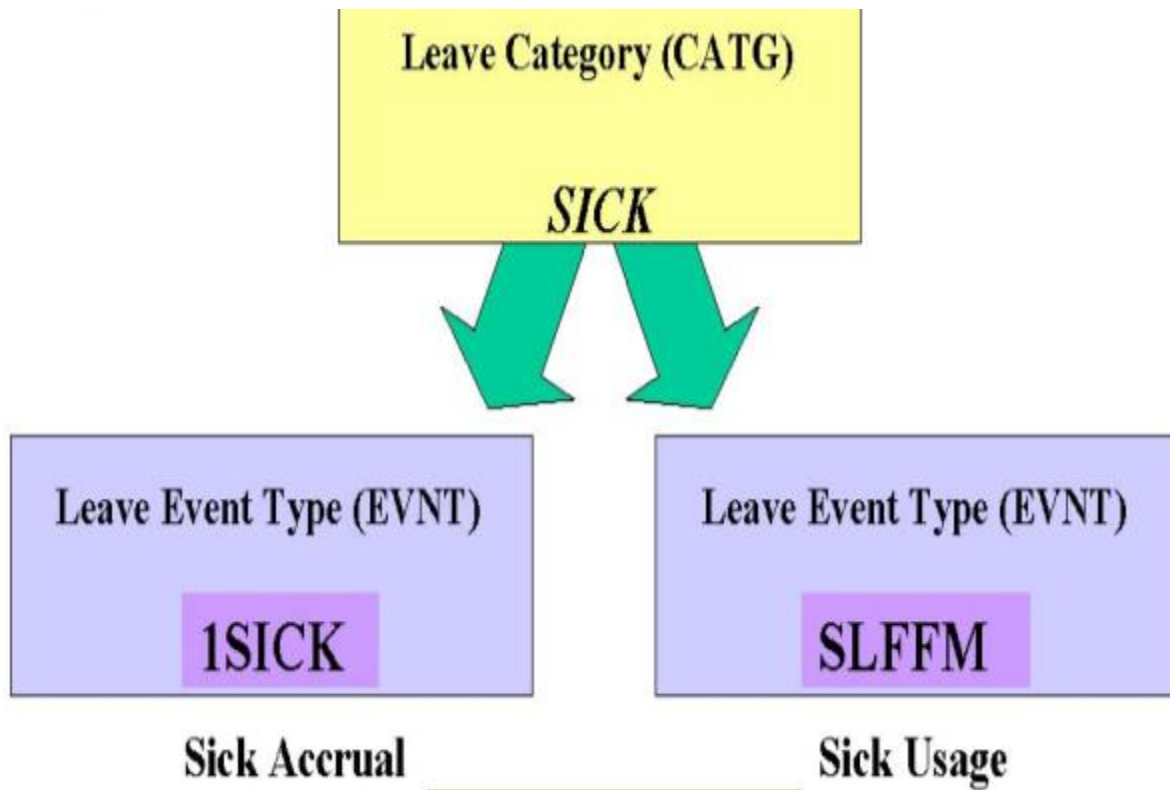
Leave Rate (LPRT) – The Leave Rate (LPRT) window is used to define the guaranteed minimum leave accrual, the minimum number of hours required for accrual, the standard number of hours required and the standard accrual rate for each leave type. The guaranteed minimum accrual and the standard accrual rate are expressed in the basis for the leave type and the minimum and standard required hours are always expressed in hours. Prorated accruals are based on the ratio of included hours worked to standard hours multiplied by standard accrual rate.

Leave Category (LPCT) – The Leave Category (LPCT) window is used to identify what values, already identified on Event Category (CATG), belong to each of the values identified as Leave Policies on LPOL. The minimum and maximum of Leave balance are defined for daily leave processing and a disposition is specified when the minimum or maximum is exceeded.

The Leave Category (LPCT) window lists all leave categories for a given leave policy. A leave category defines a type of leave balance. For each category in this window, out of bounds thresholds for a leave balance are defined for daily leave processing and an out of bounds action is specified for each out of bounds condition. If your organization has developed a periodic leave balance checking program, out of bounds thresholds and actions are also defined. Furthermore, this window indicates the frequency of periodic balance checking for a given category.

Pay Event Type (PPET) – The Pay Event Type (PPET) window defines whether or not a pay event is valid for a specified pay policy and defines how pay for the event is calculated.

OVERVIEW OF LEAVE SETUP



OVERVIEW OF LEAVE SETUP

Leave policies represent a grouping of leave categories for which a set of employees is eligible. The leave policy for which an employee is eligible is usually determined by the employee's Subtitle (STTL), which is found on their Employment Status Maintenance (ESMT) record. Some employees may have an override leave policy entered on the Employment Status Maintenance (ESMT) window.

The highest level at which leave information is summarized is the leave category. Each category will usually contain at least two leave events. Leave events represent leave actions. There are two types of leave actions – a usage and an accrual. The usage represents a decrease in the leave balance and the accrual represents an increase in the leave balance. The leave balance itself, which represents the result of all accrual and usage activity, is stored in or rolled up to the leave category. The leave category is the summary level for all leave event activities and is displayed on reports, check stubs and inquiry windows. All leave events must be assigned to a category. The leave category is set up on Category (CATG) and the leave events on Event (EVNT).

We will review the reference tables individually beginning with the Category (CATG) table.

CATEGORY (CATG)

The screenshot shows a software window titled "Event Category" with the following fields and options:

- Category: []
- Effective Date: [/ /]
- Expiration Date: [/ /]
- Short Description: []
- Long Description: []
- Event Type: Pay Type (dropdown)
- Leave Definition:
 - Week
 - Day
 - Hour
 - Not Applicable
- Leave Category Calculation:
 - Inception to Date
 - Year to Date
 - Leave Year to Date
 - Not Applicable
- Store Weekly Pay Totals
- Check Leave Balance: Yes No N/A
- Print Information on Check: Yes No N/A
- Fringe Pay Type: Yes No N/A
- Include in Subject Gross: Yes No N/A
- Check Print Sequence: []
- Reserve Accrual Pay Type: []
- Reserve Payout Pay Type: []

EVENT CATEGORY (CATG)

The Event Category (CATG) window defines and identifies the types of categories including pay, deduction, and leave events. This window defines how events are summarized and stored on the employee's records, how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.). The category is also used for pay and deduction reporting purposes (i.e., W-2 and 941 reporting) and check printing. It allows the amounts for each category to be selected to appear on the check in a chosen order.

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

Step 2 Populate the following field to narrow your search on the CATG window.

CATEGORY - This field indicates the Category code. Type ANNUL.

Select **Display: Browse Data**.

Step 3 Information for the specific Category you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE - This field indicates the date this category becomes effective.

EXPIRATION DATE - This field indicates the date the category expires.

SHORT DESCRIPTION - This field indicates the short description defining the category code.

LONG DESCRIPTION - This field indicates the long description of the category code if a more detailed description is needed.

EVENT TYPE - This field indicates the value ('Leave Type') that indicates the type of event represented in this field. Valid values are Pay Type, Leave Type, Reimbursable Expenditure, FLSA Pay Type and Deduction Type.

LEAVE DEFINITION - This field indicates whether leave category amounts are in weeks, days or hours. Valid values are Week, Day, Hour and Not Applicable.

LEAVE CATEGORY CALCULATION - This field indicates how category's balance is calculated (i.e. Inception to Date, Year to Date, Leave Year to Date and Not Applicable).

STORE WEEKLY PAY TOTALS – This field indicates what information should be stored in the weekly pay totals for this category.

CHECK LEAVE BALANCE - This field indicates whether the system will check leave balances based on user specified conditions.

PRINT INFORMATION ON CHECK - This field indicates whether the current amount and year-to-date summary amount for the leave category should be printed on the employees' checks.

FRINGE PAY TYPE - This field indicates whether the category is an employer paid fringe benefit.

INCLUDE IN SUBJECT GROSS - This field indicates whether the fringe pay category should be included in subject gross for purposes of tax withholding.

CHECK PRINT SEQUENCE - This field indicates the print processing order for the defined category type.

RESERVE ACCRUAL PAY TYPE - This field indicates the pay type used to accrue reserve pay.

RESERVE PAYOUT PAY TYPE - This field indicates the pay type used to pay out reserve amounts.

EVENT TYPE (EVNT)

The screenshot shows a software window titled "Event Type" with the following fields and options:

- Event Type: []
- Effective Date: [/ /]
- Expiration Date: [/ /]
- Event Type ID: Pay []
- Category: []
- Expense Category: []
- Short Description: []
- Long Description: []

Navigation tabs: Pay Event Info | Add Pay Event Info | Leave Event Info | Additional Info

Pay Input Units: Time Dollars Units Not Applicable

Include in Service Hours Pay Acceptance Priority Number: []

Employer Paid Fringe: Yes No N/A

Accept Negative Pay Parameters: Yes No N/A

Use Pay Policy Event Type Rate: Yes No N/A

System Generated Pay: Exclude Event Include Event Not Applicable

Withholding Subject to: Flat Tax - All Payrolls Marginal Tax - Regular, Replace, Advance Marginal Tax - All Payrolls

Store Pay Results at: Component Level Aggregate Level Not Applicable

Pay Frequencies: [] [] [] [] []

EVENT TYPE (EVNT)

The Event Type (EVNT) window defines and identifies pay and leave events that are available in each event category such as regular pay and leave without pay. The leave events can be either leave usage or leave accruals. Leave usage differs from leave accrual in that leave usage usually triggers pay. The leave usage event indicates which leave balance is decreased and also which type of pay is produced. The event codes are primarily used on time and leave transactions. This window has four panels or tabs.

Two of the panels or tabs on the EVNT table deal mostly with pay; and the other two deal mostly with leave. Further, many leave events impact pay and therefore have pay information tied to them. We will look at each panel or tab mainly in terms of its relationship to setting up Time & Leave.

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

Step 2 Populate the following field in the header to narrow your search on the EVNT window.

EVENT TYPE -This field indicates pay, leave and other payroll events (for example, AL for Annual Leave Usage). Type AL.

Select **Display: Browse Data**.

Step 3 Information for the specific Event Type you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE -This field indicates the date this leave event becomes effective.

EXPIRATION DATE – This field indicates the last date the information for this leave event is in effect.

EVENT TYPE ID -This field indicates the event type. Valid values are Pay, Leave, Reimbursable Expenditure and FLSA Pay.

CATEGORY -This field indicates the category code into which units and amounts associated with this event are summarized. Valid values are located on the Event Category (CATG) window.

EXPENSE CATEGORY - This field indicates where the expense category event should be charged. Valid values are located on the Expense Category (PEXP) window.

SHORT DESCRIPTION - This field indicates the short description of the event code.

LONG DESCRIPTION This field indicates the long description of the event code.

PAY EVENT INFO

The Pay Event Info panel contains pay parameters for event types.

PAY INPUT UNITS -This field indicates the appropriate codes to define the input units for this pay event. Valid values are Time, Dollars and Units.

INCLUDE IN SERVICE HOURS - This field indicates whether the pay event should be included in the service hours calculation.

PAY ACCEPTANCE PRIORITY NUMBER - This field indicates the processing priority for pay.

EMPLOYER PAID FRINGE - This field indicates if the event is an employer paid fringe.

ACCEPT NEGATIVE PAY PARAMETERS – This field indicates if a pay parameter using this event can be set up as a negative amount.

USE PAY POLICY EVENT TYPE RATE - This field indicates whether pay resulting from the event should be calculated using a pay rate set up for each pay policy on the Pay Event Type (PPET) window.

SYSTEM GENERATED PAY - This field indicates whether system generated pay for exception-paid employees should be excluded, included or left blank.

WITHHOLDING SUBJECT TO- This field indicates the type of withholding to be taken on the pay event. Valid values are Flat Tax-All Payrolls, Marginal Tax-Regular, Replace, Advance, and Marginal Tax-All Payrolls.

STORE PAY RESULTS AT - This field indicates a value to identify the component calculation level. Valid values are Component Level, Aggregate Level, and Not Applicable.

PAY FREQUENCIES - This field indicates the frequency with which the event should be paid for weekly, biweekly, semimonthly, monthly, and annually paid employees.

Event Type

Event Type:

Effective Date: / / Expiration Date: / /

Event Type ID: Category: Expense Category:

Short Description: Long Description:

Pay Event Info Addtl Pay Event Info Leave Event Info Additional Info

Pay Input Units: Time Dollars Units Not Applicable

Include in Service Hours Pay Acceptance Priority Number:

Employer Paid Fringe: Yes No N/A System Generated Pay

Accept Negative Pay Parameters: Yes No N/A Exclude Event

Use Pay Policy Event Type Rate: Yes No N/A Include Event

Withholding Subject to: Store Pay Results at: [Pay Frequencies](#)

Flat Tax - All Payrolls Component Level

Marginal Tax - Regular, Replace, Advance Aggregate Level

Marginal Tax - All Payrolls Not Applicable

Event Type

Event Type:

Effective Date: / / Expiration Date: / /

Event Type ID: Category: Expense Category:

Short Description: Long Description:

Pay Event Info **Addtl Pay Event Info** Leave Event Info Additional Info

FLSA Processing Options

Include Event in FLSA Calculation: Yes No [Not Applicable]

% Hours Included in FLSA: FLSA Min Wage Rate: % Pay Included in FLSA:

Contract and Reserve Pay Settings

Use Exception Events in Contract Pay Use Positive Events in Contract Pay

Use Adjustment Events in Contract Pay Use Events in Reserve Pay

Accounting Attributes

Time Category: Cost Accounting:

Labor Distribution Agency: Labor Distribution Profile:

Object / Sub: / Balance Sheet Account:

EVENT TYPE (EVNT)

Step 3 Continue to review the remaining fields.

ADDTL PAY EVENT INFO

The Additional Pay Event Info panel contains pay parameters for FLSA processing, contact and reserve pay settings and accounting attributes.

INCLUDE EVENT IN FLSA CALCULATION - This field indicates whether the event should be included in the FLSA pay calculation.

% HOURS INCLUDED IN FLSA - This field indicates the percentage of input hours that is counted towards the employee's hours worked for FLSA purposes. For example, regular time worked would be multiplied by 100% while a shift differential on top of time worked would be multiplied by 0%.

FLSA MIN WAGE RATE - This field indicates the FLSA minimum hourly rate.

% PAY INCLUDED IN FLSA - This field indicates the percentage of dollars for the pay type that is counted toward FLSA dollars for determining the average hourly wage.

USE EXCEPTION EVENTS IN CONTRACT PAY - Missouri is not currently using this functionality.

USE POSITIVE EVENTS IN CONTRACT PAY - Missouri is not currently using this functionality.

USE ADJUSTMENT EVENTS IN CONTRACT PAY - Missouri is not currently using this functionality.

USE EVENTS IN RESERVE PAY - Missouri is not currently using this functionality.

TIME CATEGORY - This field indicates the accounting attributes assigned to any overtime hours worked under this pay type. Valid values are located on the Time Category (TIMC) window.

COST ACCOUNTING - This field indicates the drop-down list to define which override is used Object/Sub-Object, Labor Distribution Profile, Reserve Pay, Exclude from Accounting Interface, or Not Applicable.

LABOR DISTRIBUTION AGENCY - This field indicates the agency code to which the labor expense should be distributed. Valid values are located on the Labor Distribution Profile (LDPR) window.

LABOR DISTRIBUTION PROFILE - This field indicates the override labor distribution profile code for this event. Valid values are located on the Labor Distribution Profile (LDPR) window.

OBJECT/SUB - This field indicates the override object and sub-object codes to which this event is charged.

BALANCE SHEET ACCOUNT - This field indicates the expenses that have been recognized but not yet paid.

LEAVE EVENT INFO

The Leave Event Info panel contains leave parameters for event types. If the Event Type ID is PAY, this panel will be blank.

Positive Pay Employees

PAY EVENT -This field indicates the pay event, if the leave event being defined also generates pay (for example, vacation leave also generates vacation pay).

SIGN/OVERRIDE - This field indicates if the event generates a payment resulting in a positive pay rate, enter + (plus). If negative, enter - (minus). Valid values are + (plus), - (minus) and blank.

USAGE VS. ACCRUAL - This field indicates the whether this leave event increases or decreases a leave balance. Valid values are Accrual, Usage and N/A.

LEAVE INPUT UNITS - This field indicates the leave input units to be used for the leave event. Valid values are: Week, Hour, Day and N/A.

SMART CODING STRUCTURE FOR EVENT TYPE

1 =Accrual Event

2 = System generated pay event associated with pay of leave event

3 = System generated pay event associated with a leave usage event

Alpha = Leave usage

NOTE: Event type codes beginning with 2 and 3 will never be used by timekeepers. They will only use codes beginning with 1 or alpha.

EVENT TYPE (EVNT)

Step 3 Continue to review the remaining fields.

Exception Pay Employees

PAY EVENT - This field indicates the pay event type which is used to generate a pay event for an exception pay employee when the leave event is processed.

SIGN/OVERRIDE - This field indicates if a value is entered in Pay Event for exception pay employees. Valid values are + (plus), - (minus), and blank.

PAY EVENT - This field indicates the pay event type, which is used to generate a pay event for an exception pay employee when the leave event is processed.

SIGN/OVERRIDE-2 - This field indicates if a value is entered in the second Pay Event field for exception pay employees. Valid values are + (plus), - (minus), and blank.

If the leave event you are defining generates pay, enter the **Pay Event** Type code for either a positive or exception-paid employee, and the sign used to multiply the input amount (i.e., + plus or - minus). The sign indicates whether the pay received is positive or is a backout of existing pay.

The most common scenario is generating pay events for leave usage events such as sick leave, vacation or military leave. Setting up leave events that generate pay for positive pay employees is slightly different from setting up leave events for exception pay employees.

The first sign for an exception-paid employee is also +; however, you must indicate in the second entry field the employee's regular pay event with a - sign. The second entry reduces the generated pay the employee normally receives as 'regular pay'.

ADDITIONAL INFO

The Additional Info panel allows the user to identify codes of the windows that can use the Event Type code. Further information can be captured in User Fields.

VALID WINDOWS - This field indicates the four-character abbreviation of the windows that use the Event Type code (i.e., Enter LEAV so the code can be entered in the Leave Accrual (LEAV) window).

USER FIELDS - This field indicates the appropriate code for each field. All ten fields are optional fields and none are edited. For example, Field 1 is used for Data Warehouse reporting.

LEAVE POLICY TYPE (LPET)

The screenshot shows a software window titled "Leave Policy Type" with a blue header bar. The window contains the following fields and controls:

- Leave Policy:** A text input field.
- Effective Date:** A date input field with slashes (/ /).
- Short Description:** A text input field.
- Leave Category:** A text input field.
- Leave Factor:** A text input field.
- Minimum Units Amount:** A text input field.
- Incremental Units Amount:** A text input field.
- Leave Type:** A text input field.
- Expiration Date:** A date input field with slashes (/ /).
- Long Description:** A long text input field.
- Secondary Leave Category:** A text input field.
- Maximum Units Amount:** A text input field.
- Leave Frequency:** A group of radio buttons for: Weekly, Biweekly, Semi-monthly, Monthly, and Annual.
- Automate Accrual:** A checkbox.
- Pay Type:** A group of radio buttons for: Include Indicated, Exclude Indicated, and Include All.
- Substitute Leave Type:** A row of five text input fields.
- Include / Exclude Pay Type:** A grid of 10 text input fields arranged in two rows of five.

LEAVE POLICY TYPE (LPET)

The Leave Policy Type (LPET) window links a leave policy to specific leave events. A leave event must be linked to an employee's policy in order for the employee to use or accrue leave with a particular leave event. The leave event must be established on the Event Type (EVNT) window before it can be linked to a specific leave policy on the LPET. Once it is established as an event, it can be linked to any number of leave policies. Sick leave accrual, for example, can be established on EVNT as an event, and then linked to each particular leave policy on the LPET.

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

Step 2 Populate the following fields to narrow your search on the LPET window.

LEAVE POLICY – This field indicates the leave policy. Leave policies define sets of leave processing rules. Valid values are located on the Leave Policy (LPOL) window. Type **STAND**.

LEAVE TYPE – This field indicates the leave type code. A leave event type defines the accrual or usage activity allowed in this leave category. Valid values are located on the Event Type (EVNT) window. Type **AL**.

Select **Display: Browse Data**.

Step 3 Information for the specific Leave Policy you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE – This field indicates the date this leave policy type becomes effective.

EXPIRATION DATE – This field indicates the last date that this leave policy type is in effect. The default value is **99/99/99**.

SHORT DESCRIPTION – This field indicates the short description of the leave policy type code.

LONG DESCRIPTION – This field indicates the long description of the leave type code to further define it as necessary.

LEAVE CATEGORY – This field indicates the category to which the leave type belongs. Valid values are located on the Leave Category (LPCT) window.

SECONDARY LEAVE CATEGORY – This field indicates the secondary leave category to which the leave type belongs. Valid values are located on the Leave Category (LPCT) window.

LEAVE FACTOR – This field indicates the factor amount by which the leave events entered on documents will be multiplied by when the leave accrual or usage is recorded. Normally, a factor of *1* is entered in which case the leave recorded equals the leave amount entered. The federal comp accrual (1FCMP) has a leave factor 1.5.

MINIMUM UNITS AMOUNT – This field indicates the minimum unit amount that is allowed for a leave event. For example, if the leave type units are in hours, then entering a value of *1.0* indicates that at least one hour must be entered for the leave event.

MAXIMUM UNITS AMOUNT – This field indicates the maximum unit amount that is allowed for a leave event profile update. For example, if the leave type units are in hours, then entering a value of *8.0* indicates that no more than eight hours is allowed for a single leave event.

INCREMENTAL UNITS AMOUNT – This field indicates the incremental amount that is allowed for a leave event profile update. For example, if the leave type units are in hours and the incremental amount is *0.10*, all leave event transaction amounts must be in increments of ten minutes. The units are in hours and minutes.

LEAVE FREQUENCY – These fields will not be used in Missouri.

AUTOMATE ACCRUAL - This field indicates if the leave accrual should be automatically accrued for this leave policy.

PAY TYPE – This field indicates whether the pay type is *Include Indicated*, *Exclude Indicated*, or *Include All*.

SUBSTITUTE LEAVE TYPE – This field indicates the substitute leave type code, up to five may be used. If an employee's available leave has been used up, the system debits hours from the substitute leave types in the order in which they are listed. All substitute leave type codes must have their own entries.

INCLUDE/EXCLUDE PAY TYPE – This field indicates the pay type codes, up to twenty may be used, that are included or excluded in calculating leave. At least one field is required if **Pay Type** is entered; otherwise, leave all fields blank.

PAY EVENT TYPE (PPET)

The screenshot shows a software window titled "Pay Event Type" with the following fields and controls:

- Pay Policy: []
- Effective Date: [/ /]
- Short Description: []
- Long Description: []
- Pay Type Amount: []
- Minimum Units Amount: []
- Incremental Units Amount: []
- Pay Type: []
- Expiration Date: [/ /]
- Pay Type Factor Amount: []
- Maximum Units Amount: []
- Guaranteed Minimum Amount: []

Override Reserve Accrual:

- Yes
- No
- N/A

Event Calculated as:

- Factor
- Amount

Override Contract Information:

- Exception Pay: Yes No N/A
- Adjustment Pay: Yes No N/A
- Positive Pay: Yes No N/A

	Component Event Type	Rate of Pay Event Type	Pay Percent
1			
2			
3			
4			
5			
6			
7			
8			

PAY EVENT TYPE (PPET)

The Pay Event Type (PPET) window defines whether or not a pay event is valid for a special pay policy and how pay for that event is calculated.

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

Step 2 Populate the following field to narrow your search on the PPET window.

PAY POLICY – This field indicates the code for the pay policy for which valid pay events are being established. Valid values are located on the Pay Policy (PPOL) window. Type **STAND**.

PAY TYPE – This field indicates the pay type code. There must be an entry for each pay event allowed for a pay policy; otherwise, the system rejects the event when it is entered for an employee covered by the pay policy. Valid values are located on the Event Type (EVNT) window. Event Type ID on Event Type (EVNT) must be Pay. Type **3AL**.

Select **Display: Browse Data**.

Step 3 Information for the specific Pay Policy you entered in Step 2 should now appear. Let's review the remaining fields of the PPET.

EFFECTIVE DATE – This field indicates the date the entry becomes effective.

EXPIRATION DATE – This field indicates the last date the information is in effect.

SHORT DESCRIPTION – This field indicates the short description of the pay policy code.

LONG DESCRIPTION – This field indicates the long description of the pay policy code.

PAY TYPE AMOUNT – This field indicates the set amount to be paid for the event if "Use Pay Policy Event Rate" is "Y" on the EVNT.

PAY TYPE FACTOR AMOUNT – This field indicates the value by which the input amount (for example, units, hours) is to be multiplied to calculate pay (for example, .5 for standby, 1.5 for overtime).

PAY EVENT TYPE (PPET)

Step 3 Continue to review the remaining fields.

MINIMUM UNITS AMOUNT – This field indicates the minimum number of units that can be input for the pay event for a single occurrence. For example, the minimum amount of time that can be reported can be 10 minutes, which is entered as 0.10

MAXIMUM UNITS AMOUNT – This field indicates the maximum number of units that can be input for the pay event for a single occurrence. For example, stand by pay time cannot be allowed to exceed 8 hours.

INCREMENTAL UNITS AMOUNT – This field indicates the amount that represents the increment required for reporting a pay event recorded in units (dollars and cents, hours and minutes).

GUARANTEED MINIMUM AMOUNT – This field indicates the number of units guaranteed by contract, if appropriate. For example, an employee called back to work can be guaranteed four hours of pay even if the employee does not work four hours.

OVERRIDE RESERVE ACCRUAL – This field indicates whether the pay events of this pay event type should be included in reserve pay processing.

EVENT CALCULATED AS – This field indicates whether the pay event type has Pay Input Units set to Time on the Event Type (EVNT) window.

EXCEPTION PAY – This field indicates whether pay events of this pay event type should be included or excluded in contract pay processing.

ADJUSTMENT PAY – This field indicates whether the adjustment pay events of this pay event type should be included or excluded in contract pay processing.

POSITIVE PAY – This field indicates whether the positive pay events of this pay event type should be included or excluded in contract pay processing.

COMPONENT EVENT TYPE – This field indicates which pay events are to be included as components of the pay event.

RATE OF PAY EVENT TYPE – This field indicates the pay event code that is used to determine the effective rate of pay for each inclusion.

PAY PERCENT – This field indicates the percentage by which the effective rate of pay for the table-driven pay type is multiplied to determine the actual rate of pay for the included event.

TOPIC 3: ENTERING & CORRECTING TIME FOR POSITIVE PAY

The purpose of this topic is to present the steps involved in entering and correcting time for positive-paid employees in SAM II HR. In this topic you will enter time using the Current Period Timesheet (CPER) and make corrections to time that was erroneously entered using the Prior Period Timesheet (PPER). You will then process those timesheets and use the Document Listing (SUSF) to view on-line pending timesheets. Finally, you will open a pending timesheet.

ENTERING AND CORRECTING TIME FOR POSITIVE PAY

In order to pay a positive-paid employee, you must enter the hours the employee has worked and the leave the employee has used within a pay period. Positive-paid employees are only paid for the hours of work and leave that are submitted through on-line timesheets for a particular pay period. If hours are not submitted, the employee is NOT paid.

Agencies will record an employee's time in SAM II HR which utilize entry of time and leave events. The codes for pay and leave events are consistent for all state agencies based on statewide standards. The valid codes for pay and leave are found on the Event Type (EVNT) table.

Whether a current period timesheet or a prior period timesheet is used depends on the pay cycle. A current period timesheet is used to record time worked and leave taken during the current pay period. The prior period timesheet is used to record time worked and leave taken during a prior pay period. It can also be used to correct time erroneously entered in the previous pay cycle.

In this topic, we will focus our attention on the Current Period Timesheet (CPER) and the Prior Period Timesheet (PPER).

To fill out a timesheet, you will access the appropriate Timesheet using the Go To button on the SAM II Desktop Navigator. You will then complete an initial window, called a Batch/Document Entry window. This window acts as a doorway that will allow you to create a new timesheet, open a specific timesheet or scan all existing timesheets.

In order for the Timesheet to affect payroll, it must be edited for errors, approved and run. The Process: Edit function checks for errors. It verifies the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to cover the specified leave. Once the timesheet is free of errors, and approvals are applied, it is ready to be run. The database will then be updated with the information contained in the document.

FOR POSITIVE PAY

An agency can also hold a timesheet using the Schedule, Queue or Save process. The Edit and/or Run process can be completed at a later time. These documents are held on the Document Listing (SUSF) window. The timesheet will not affect payroll until action is taken to edit and run the timesheet.

All timesheets are visible on-line regardless of their status. You can browse all timesheets either by Document ID order or by Employee Name order. Using either of these options will enable you to view timesheets that are within your security profile.

You will be able to open a specific Timesheet in one of three ways: 1) using the open option on the Batch/Document Entry window, 2) using the Document Listing window (SUSF), or 3) Using the Timesheet Roster window (QTRS).

Let's get started by looking at the fields involved in creating and processing a CPER for a positive-paid employee. Then we will access a PPER in order to correct an error that was entered in a prior pay period. Finally we will access a timesheet that was previously placed on hold by using the Document Listing (SUSF) window.

ENTERING AND CORRECTING TIME FOR POSITIVE PAY

SCENARIO

You are a timekeeper and you have received the timesheet shown below to enter time for an employee, who worked in the current pay period. This employee is paid on an hourly basis (positive-paid) and does not accrue leave.

Official Time and Leave Report

PAY PERIOD DAYS	HOURS WORKED
1ST	6 hours 30 minutes
2ND	6
3RD	8
4TH	8
5TH	7
6TH	5
7TH	7
8TH	8
9TH	7
10TH	8

Let's look at the steps involved in creating a CPER.

Remember: Some positive-paid employees can accrue leave. In this scenario, this particular employee does not accrue leave.

CURRENT PERIOD TIMESHEET (CPER)

Batch / Document Entry

Document Type:

View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan

CURRENT PERIOD TIMESHEET (CPER)

The Current Period Timesheet (CPER) is used to record time worked during the current pay period. The begin date and end date for the current pay period for the employee is determined by the Start Date and End Date for the employee's payroll number on the Pay Period (PERD) window. Only events that occur on or after the pay period Start Date, and on or before the End Date, are considered "current" and can be entered on a CPER. The date that the CPER is entered or processed does not need to be in the current pay period, as long as the event date is in the current pay period.

Let's complete a 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.

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

Step 2 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – Required. This field is used to invoke any organization-specific Workflow rules. If an organization code is not entered, the document will be routed according to agency-wide rules. Enter the organization code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Organization (ORGN) window. **TYPE 1375**.

VIEW BY – Required. Select appropriate radio button to choose whether options shown in the Document Type menu will be listed by Window Name or Window Code. Confirm that **NAME** is checked.

DOCUMENT TYPE – Required. Select the type of document you want to work on. Confirm that **CURRENT PERIOD TIMESHEET** is displayed.

BATCH ID – Optional. The State of Missouri will not be processing these documents by batch.

DOCUMENT ID – Required. In the first field, enter the appropriate agency code assigned to the employee for whom you will be entering a timesheet. Valid values are found on the Agency Index (AGCY) window. **375**.

The second field of the Document ID is optional. You can enter a unique document number. Agencies will determine their own numbering scheme. A document number can be up to twelve characters. **1375**.

CURRENT PERIOD TIMESHEET (CPER)

Step 3 Populate the remaining fields in the Batch/Document Entry window.

AUTOMATIC DOCUMENT NUMBERING – Optional. If the box for the “Automatic Document Numbering” is checked, the system will automatically assign a document number to the CPER. **CHECK BOX. NOTE:** Each agency has the ability to setup their agency-specific document number prefix on the Automatic Document Numbering (ADNT) table. This table also allows agencies to control the range of document numbers. For most agencies, the document numbering system would be:

(Doc) (Agency Code) (Org Code/Pay Period/System-generated Number)

For example: CPER 010 101012000001

Doc – CPER Agency – 010

Org – 1010 Pay

Period – 12 (based on 24 pay periods in a year) System-generated Number – 000001

Some agencies may utilize a different scheme of document numbering. You will need to consult your agency’s policy.

NEW/OPEN/SCAN – Required. Select the radio button of the action you wish to take. Confirm **NEW** is selected.

Step 4 Once you select the OK button, A **CPER** document will open. The completed Document ID, generated by the system, will be displayed at the top of the CPER.

CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 300 TL3W010

Name:

Employee ID: Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 17 / 00	REGLR	7
04 / 18 / 00	REGLR	€
04 / 19 / 00	REGLR	€
04 / 20 / 00	REGLR	€
04 / 21 / 00	REGLR	7

Messages Status: NEW Ln 1/10 3:42 PM 11/28/00

CURRENT PERIOD TIMESHEET (CPER)

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

NAME – Inferred. The name of the employee is displayed.

EMPLOYEE ID – Required. Enter the employee’s Social Security number. **SEE STUDENT CARD.**

APPOINTMENT ID – Conditional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

INPUT TOTAL – Optional. The field is used to record the user’s count of the total hours being entered on this timesheet.

COMPUTED INPUT TOTAL – This field is not used by the State of Missouri.

EVENT VIEW

The Event View panel allows the user to enter the Event Date, Event Type and hours worked.

Step 5 Populate the fields on the “Event View” panel of the CPER. **EVENT DATE** – Required. Enter the date of the time worked or the date of the leave event. **SEE STUDENT CARD.**

EVENT TYPE – Required. Enter the code designating the nature of the time or leave. Valid codes are found on the Event Type (EVNT) window. Type **REGLR.**

AMOUNT – Required. Enter the number of hours and minutes of the time or leave event. This is entered as hours and minutes (i.e., 4.25 = 4 hours and 25 minutes not 4 hours and 15 minutes). Type **6 hours 30 minutes**

Since you are entering time for ten working days, you will need to add lines to complete the timesheet.

Step 6 In order to add a line, select **Edit: Insert Line After**. A new line will be added. You will need to add 9 lines.

Step 7 Complete the following: **EVENT DATE** – SEE STUDENT CARD for all lines.
EVENT TYPE – Type **REGLR** for all lines. **AMOUNT** – Type 6, 8, 8, 7, 5, 7, 8, 7, and 8 for line 2 through line 10. Use the table below as a guide:

Event Date	Event Type	Amount
9/2/13	REGLR	6.5
9/3/13	REGLR	6
9/4/13	REGLR	8
9/5/13	REGLR	8
9/6/13	REGLR	7
9/9/13	REGLR	5
9/10/13	REGLR	7
9/11/13	REGLR	8
9/12/13	REGLR	7
9/13/13	REGLR	8

CURRENT PERIOD TIMESHEET (CPER)

Step 8 Populate the following fields on the Overrides View panel of the CPER.

OVERRIDES VIEW

The Overrides View panel contains the same fields found on the Event View panel. In addition, it allows the user to apply an override to the employee's default accounting information for a specified event of time worked or leave taken.

REDUCE BASE PAY TYPE – Optional. Check the box for exception pay employees if this pay amount should be subtracted from the generated base pay amount for the entered event (i.e. if an employee is required to charge some portion of generated base pay to another pay event type or accounting distribution). Leave this field blank if this pay is in addition to generated exception base pay.

The Assignment Overrides fields are not applicable to actions taken on current or prior period timesheets. Changes to an employee's position should be submitted on the Position Status Maintenance (PSMT) window. Changes to an employee's title, sub-title, rate, grade and step should be submitted on the Employee Status Maintenance (ESMT) window.

DISTRIBUTION OPTION – Required. The default is "Employee Assignment" which utilizes the employee's default accounting information. The "Entered Profile" allows the user to override the employee's default accounting information with a labor distribution profile. The option "Entered Accounting Values" allows the user to override the employee's default accounting information with a different accounting strip. The option "Position Assignment" allows the user to utilize the accounting attributes assigned to the employee's position.

LABOR DISTRIBUTION PROFILE – Conditional. This is required if "Use Entered Profile" is selected as the "Distribution Option". Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.

FUND – Conditional. Required if "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

AGENCY -Conditional. Required if the "Distribution Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION -Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values” and “Organization” is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT (Appropriation Unit) -Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION – Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

OBJECT – Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

SUB-OBJECT -Conditional. Optional if “Distribution Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB NUMBER -Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

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.

PRIOR PERIOD TIMESHEET (PPER)

Batch: Document: PPER 780 0123456789

Name: [Redacted]

Employee ID: [Redacted] Appointment ID: [Redacted] Supp Pay Cycle: Regular Run

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

Event View | Overrides View

Event Date	Event Type	Amount	Supplemental Pay Cycle
/ /			Regular Run

Status: NEW Ln 1/1 5:44 PM 05/24/00

PRIOR PERIOD TIMESHEET (PPER)

When there is a correction or revision 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. These corrections/adjustments to events occurring in the current pay period would be entered on a new Current Period Timesheet (CPER). These corrections/adjustments to events occurring in the prior pay period would be entered on a Prior Period Timesheet (PPER). 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 PPER must be used.

Remember that positive-paid employees are only paid for the hours that are entered into the system. When using a CPER or PPER to make corrections to hours that were previously entered in error, only enter the difference between the hours in the Amount field. If the employee should have been paid for more hours than were previously entered, enter the additional hours on the CPER or PPER. The hours will be added in the next pay period. If the employee was paid for more hours than they should have been, enter the hours as a negative amount on the CPER or PPER. The hours will then be taken out of the next pay period.

PRIOR PERIOD TIMESHEET (PPER)

SCENARIO

The timesheet entered on the CPER earlier contained errors. The hours worked should have been 5 rather than 7 on the 1st day in the first week of the prior pay period.

To correct the wrong hours entered on a timesheet in the previous pay period, let's process a Prior Period Timesheet (PPER).

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX. OK – Select OK.
Once you select the OK button, a PPER document will open.

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

NAME – Inferred. The name of the employee is displayed.

EMPLOYEE ID – Required. Enter the employee's Social Security number. **SEE STUDENT CARD**.

APPOINTMENT ID – Conditional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

SUPP PAY CYCLE – Conditional. If the entire document should be run in a supplemental pay cycle, enter the cycle. Valid values are Replacement; Pay Type; Retroactive; and Regular Run. This field defaults to Regular Run. Select **REGULAR RUN**.

INPUT TOTAL – Optional. The field is used to record the user's count of the total hours being entered on this timesheet.

NOTE: Because the "Computed Input Total" field is not being used by the State of Missouri, any entry in the "Input Total" field will not be checked against the actual line by line entries made on the CPER.

COMPUTED INPUT TOTAL – This field is not used by the State of Missouri.

EVENT VIEW

The Event View panel allows the user to enter the Event Date, Event Type and hours worked. In addition, it also lets the user indicate the supplemental pay cycle on the lines.

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

EVENT DATE – Required. Enter the date of the time worked or the date of the leave event. **SEE STUDENT CARD.**

EVENT TYPE – Required. Enter the code designating the nature of the time or leave. Valid codes are found on the Event Type (EVNT) window. Type **REGLR.**

AMOUNT – Required. Enter the number of hours and minutes of the time or leave event. This is entered as hours and minutes (**NOTE:** 4.25 = 4 hours and 25 minutes not 4 hours and 15 minutes). Type **-2.**

NOTE: Unless notified by OA, ONLY select Regular Run for Supplemental Pay Cycle.

SUPPLEMENTAL PAY CYCLE – Conditional. If the specific event should be set to the supplemental pay cycle, select a value to indicate the type of supplemental pay cycle to be used to process this event; otherwise do not select. Valid values are Replacement, Pay Type, Retroactive and Regular Run. Select **REGULAR RUN.**

OVERRIDES VIEW

The Overrides View panel contains the same fields found on the Event View. In addition, it allows the user to apply an override to the employee’s default accounting information for a specified event of time worked or leave taken.

Step 6 Populate the following fields on the Override View panel of the PPER.

REDUCE BASE PAY TYPE – Optional. Check the box for exception pay employees if this pay amount should be subtracted from the generated base pay amount for the entered event (i.e., if an employee is required to charge some portion of generated base pay to another pay event type or accounting distribution). Leave this field blank if this pay is in addition to generated exception base pay.

The Assignment Overrides fields are not applicable to actions taken on current or prior period timesheets. Changes to an employee’s position should be submitted on the Position Status Maintenance (PSMT) window. Changes to an employee’s title, sub-title, rate, grade and step should be submitted on the Employee Status Maintenance (ESMT) window.

DISTRIBUTION OPTION – Required. The default is “Employee Assignment” which utilizes the employee’s default accounting information. The “Entered Profile” allows the user to override the employee’s default accounting information with a labor distribution profile. The option “Entered Accounting Values” allows the user to override the employee’s default accounting information with a different accounting strip. The option “Position Assignment” allows the user to utilize the accounting attributes assigned to the employee's position.

LABOR DISTRIBUTION PROFILE – Conditional. This is required if “Use Entered Profile” is selected as the “Distribution Option”. Otherwise leave this field blank. If Use Entered Profile is selected, select the appropriate code listed on the Labor Distribution Profile (LDPR) window that matches the profile from which pay should be generated.

Step 6 Continue to populate the following fields on the Overrides View panel of the PPER.

FUND – Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window.

AGENCY -Conditional. Required if the “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.

ORGANIZATION -Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.

SUB-ORGANIZATION - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values” and “Organization” is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.

APPR UNIT (Appropriation Unit) -Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.

ACTIVITY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.

FUNCTION – Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or

OBJECT – Conditional. Required if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.

SUB-OBJECT -Conditional. Optional if “Distribution Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.

JOB NUMBER -Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.

REPORTING CATEGORY - Conditional. Optional if “Distribution Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

You have completed entering an employee's time and/or leave on a PPER 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 upon what stage of the process 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 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.

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.

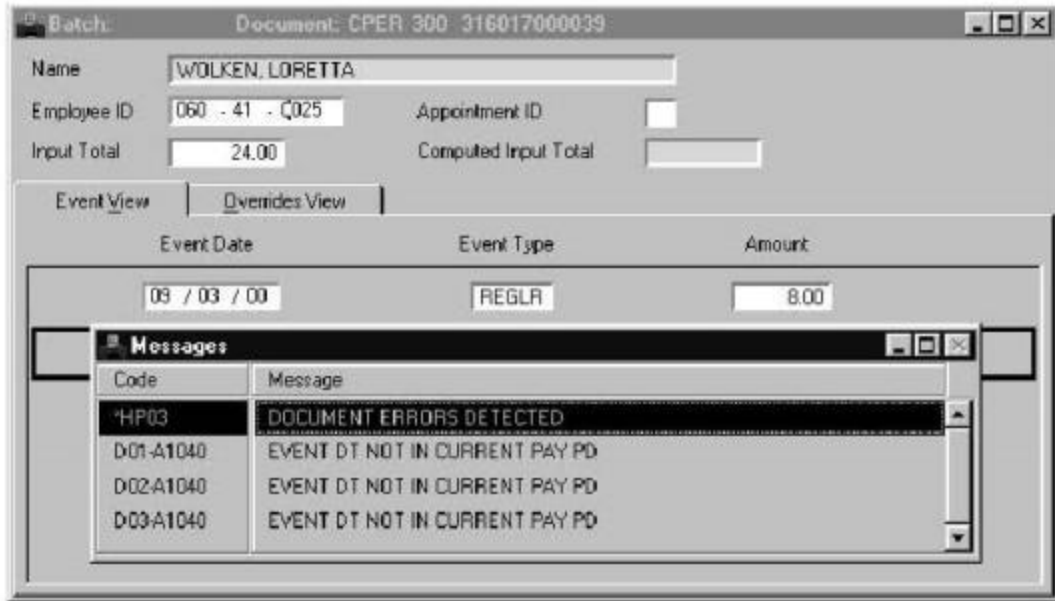
For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

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.

HOLDING A TIMESHEET



HOLDING A TIMESHEET

If an agency is not prepared to 'edit' and/or 'run' a timesheet, the timesheet can be frozen, as is, to await future user action. This would be beneficial if the user was interrupted in the middle of data entry or needed to look up something before finishing data entry. The timesheet can be frozen through **Process: Hold**. This timesheet will be held for processing and must be edited, approved and run before it will be "Accepted" by the system.

Due to the timing of processing a lag payroll, there are certain periods of time that the system will not allow a current period timesheet to be run even though we are already working in the new pay period. During the first week of the next pay period the system is still processing the prior pay period, therefore it believes the current pay period to be different than what you may be trying to enter. If a timesheet needs to be entered before the system is finished processing the prior pay period, then the timesheet can be entered, edited, and placed in HELD status. The timesheet will be held for processing at the appropriate time.

Future-dated timesheet entries will not be "Accepted" until the current pay period includes the entry date(s). You will need to remember that this future-dated entry will require further action before it will be accepted for payroll. Once the pay period that will include the entries is reached, the user will need to return to that timesheet. Such timesheets will be held on the Document Listing (SUSF) window.

NOTE: If a user attempts to 'Run' a timesheet that is 'Scheduled' but has not had the approvals applied, the timesheet's status will change to 'Rejected' until a user applies the approvals and 'runs' the timesheet, thus advancing the timesheet to 'Accepted' status and be ready to affect payroll.

The steps below describe the procedures for processing (holding, approving, and running) a CPER for a future pay period:

Step 1 Access the CPER and enter the event information as usual.

Step 2 Select **Process: Edit** from the pull-down menus. The timesheet will reject because the pay period dates are not valid for the current pay period. Correct any other errors.

Step 3 After all other errors are corrected, select **Process: Hold** from the pull-down menus. This will hold the document for future processing. Close the document when finished.

At this point, you have two options. The option you choose will depend on your agency and organization's policy. Option 1 leaves the HELD timesheet on your Worklist until the appropriate pay period arrives. Option 2 sends the HELD timesheet to your approver's Worklist, for them to edit and approve once the appropriate pay period arrives.

Option 1

Step 4 The HELD timesheet document will remain in your Worklist. When the appropriate pay period occurs, open the document and select **Process: Edit**. Since the pay period is now valid, there should be no errors. The document is ready for approval.

Step 5 Apply any authorized approvals and close the timesheet document. Workflow will pick up the document and approval processing can continue as usual.

Option 2

Step 4 The document must now be manually routed to your approver's Worklist (Workflow will not automatically route it because it is in a HELD status). Locate the document in your own Worklist, highlight it, and select **File: Route Work Unit**. Route the document to the appropriate person (for more information on Workflow and manual routing, refer to the SAM II Introduction and Navigation course manual).

Step 5 The document will appear in your approver's Worklist in a HELD status. It will also remain in your Worklist. Since the document cannot be processed until the appropriate pay period, your approver should allow the document to remain on the Worklist until it is time to process it.

Step 6 When the appropriate pay period occurs, the approver should open the document and select **Process: Edit**. Since the pay period is now valid, there should be no errors. The document is ready for approval.

Step 7 The approver should then apply any authorized approvals and close the document to allow Workflow to take over as usual (unless the user is the final approver—in that case, they should run the document themselves).

SCANNING ALL EXISTING TIMESHEETS

Batch / Document Entry

Document Type: View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan

ADVANTAGE Desktop - QA410 - [Document Listing]

File Edit Display Process Window Help

Batch ID: Document ID: Organization: Status: Process Date: / /

Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date
			CPER	010	CPEPACCRUALT	REJECT	00000	04 26 00
			CPER	010	CPERTLRE05	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4E01	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4E02	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4E03	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4E04	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4W01	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4W02	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4W03	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4W04	ACOPT	YYY00	04 26 00
			CPER	010	CPERTL4W05	ACOPT	YYY00	04 26 00
			CPER	010	CPERO10DS1	PEND3	YYA00	02 01 00
			CPER	010	CPERO10DS2	ACOPT	YYY00	02 01 00
			CPER	010	CPERO10DS3	PEND3	YYA00	02 01 00

9:12 AM 05/10/00

SCANNING TIMESHEETS

Timesheets entered are viewable on-line regardless of their status. To scan timesheets, you will need to access the Document Listing (SUSF). There are two ways to access the SUSF window: using the Batch/Document Entry window or directly accessing the SUSF window.

Let's try to access the SUSF Using the Batch/Document Entry window.

Step 1 Open a CPER from the SAM II Desktop Navigator window.

Step 2 On the Batch/Document Entry window, select the "Scan" radio button. Then, select OK.

The SUSF window will open. You will be able to view all timesheets within your security profile sorted by Document ID.

NOTE: If you would like the Document Listing to display only one particular agency's timesheets, then you would enter the agency code in the first field of the Document ID on the Batch/Document Entry window and the results would reflect only the specified timesheets for that agency.

Step 3 Close the SUSF window.

Now, let's open the SUSF directly from the Desktop Navigator.

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

TIP: You can also access the Document Selection window from the GOTO window!

Once we have opened the SUSF from one of the two ways described earlier, you will locate a pending timesheet. You have the option to apply selection criteria on the SUSF to view only the entries that meet the criteria. This is accomplished through the Document Selection (DSEL) window.

Step 1 Open the DSEL window by clicking on the New Selection button at the bottom right of the SUSF window. (You can also directly access DSEL from the SAM II Desktop Navigator.)

Step 2 Populate the fields on DSEL.

AGENCY(IES) – This field allows you to choose documents that are created by a specific agency or agencies. If entering more than one agency, separate each agency ID with a semicolon. **SEE STUDENT CARD.**

DOCUMENT TYPE(S) – This allows you to choose specific types of documents to view. Click on the down arrow to the right of the field to view the Select Choices window. This window allows you to view the available document types. You may view the document list by window name or window code. Click on the type of document you wish to view and select "Add". To select all of the documents, select "Add All". To remove any of the documents from the selected list, click on the document and select "Remove". "Remove All" removes all of the selected documents. Select "OK" to save the choices and return to the Document Selection window. Select **CURRENT PERIOD**

TIMESHEET (CPER).

APPROVALS – This allows you to select a specific approval level to view only documents that currently carry this approval level.

STATUS(ES) – This allows you to select a specific status to view only documents with this status. Click on the down arrow to the right of the field to view the Select Choices window. This window allows you to view the available status(es). You can view the document list by status name or by status code. Click on the status you wish to view and select “Add”. To select all of the statuses, select “Add All”. To remove any of the statuses from the selected list, click on the status and select “Remove”. “Remove All” removes all of the statuses. Select “OK” to save the choices and return to the Document Selection Window. Select **PENDING APPROVAL 3 (PEND3)**.

LATEST DATE – This allows you to choose documents by the latest document date.

INITIAL USER ID(S) – This allows you to choose documents by the first user. Separate User IDs with semi-colons.

LATEST USER ID(S) – This allows you to choose documents by the latest user. Separate User IDs with semi-colons.

Step 3 Click on the Find button. The CPER document(s) that meet the criteria you specified will be displayed on the SUSF.

You can also scan timesheets through the Timesheet Roster (QTRS) window. The QTRS allows you to view current period and prior period timesheets for a given pay location and a given pay period. Detailed information regarding fields and navigation in the QTRS will be covered in the last topic, Inquiries.

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 SAM II HR. In this topic, you will enter leave and additional hours using the Current Period Timesheet (CPER) and make corrections to the time that was incorrectly entered using the Prior Period Timesheet (PPER).

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 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".

SAM II HR 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

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 7/1/14. 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.

SAM II HR 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 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.

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)

The image shows a software dialog box titled "Batch / Document Entry". It contains the following fields and controls:

- Document Type:** A dropdown menu set to "Current Period Timesheet".
- View by:** Radio buttons for "Name" (selected) and "Code".
- Batch ID:** Two empty text input fields.
- Organization:** A text input field containing the value "3578".
- Document ID:** A text input field containing "555" and another empty text input field.
- Automatic Document Numbering:** A checked checkbox.
- Action:** Radio buttons for "New" (selected), "Open", and "Scan".
- Buttons:** "OK" and "Cancel" buttons at the bottom.

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX. **OK –**

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

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)

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, the 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							

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

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX. OK – Select OK.

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

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)

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

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 and 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.

TOPIC 5: REQUESTING & ADJUSTING LEAVE

The purpose of this topic is to present the steps necessary for employees to request leave. It also discusses procedures required for timekeepers to adjust leave balances in the SAM II HR System.

LEAVE ACCRUAL (LEAV)

Batch: Document: LEAV 555 TL5W012

Name: [Redacted]

Employee ID: [Redacted] Appointment ID: [Redacted]

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

Event Date	Event Type	Amount
/ /		

Status: NEW Ln 1/1 6:55 PM 05/24/00

LEAVE ACCRUAL (LEAV)

When a leave usage event is entered on a PPER rather than a CPER, there is a possibility that leave usage event may impact the accrual which occurred at the end of the respective current pay period.

For example:

- An employee takes 8 hours of leave without pay during a particular pay period, but that usage is not recorded on a CPER.
- Payroll runs and the SAM II HR System applies full accrual for that pay period, because it does not know the employee should earn lesser accrual to account for the leave without pay hours.
- The 8 hours leave without pay usage is then recorded on a PPER. This 8 hours is deducted from the employee's pay retroactively.
- The employee received more leave accrual than appropriate for the last pay period but the system cannot retroactively deduct that accrual automatically. A manual adjustment will be necessary to reduce the accrual the employee received to account for the leave without pay.

In such circumstances where an employee's automatic leave accrual is not accurate after a PPER entry, the user must recalculate the accrual for that employee and make an adjusting entry to correct the accrual level.

First, determine the employee's standard pay period hours for their pay class (PYCL). Subtract the hours of leave without pay from that number to get the hours worked. For example, if the employee works full-time and their standard pay period hours is 86.6667, subtract the 8 hours of leave without pay from that number. Then use the following formula to calculate their correct leave accrual:

Hours Worked	/	MAX Std Leave Hours	=	% Representing accrual	X	Max Accrual Hours	=	& Representing Accrual
78.6667	/	80	=	.98333	x	5	=	4.9166=4+55(.9165x60)
43	/	80	=	.5375	x	5	=	2.6875=2+41(.6875x60)
80	/	80	=	1	x	5	=	5=5
40	/	80	=	.5	x	5	=	2.5=2+30(.5x60)

Take the whole number from '% Representing Accrual'. This is the hours accrued.

Take the rest of the % (numbers behind the decimal) x 60. This is the minutes accrued.

After correctly calculating the accrual amount, the employee will make an adjustment on the Leave Accrual (LEAV) document. The LEAV supports two types of entries: positive accruals (a manual entry made to grant employee additional leave accrual amount) and negative accruals (a manual entry made to retract leave accrual amount from an employee).

LEAVE ACCRUAL AND USAGE BY MONTH INQUIRY (QLDT)

File Edit Display Window Help

Employee Leave Activity Inquiry

Name: GRAGG, ABRAM B

Employee IC: 000 - 00 - 0001 Appointment ID:

Category: ANNUAL LEAVE Balance Type: ID

Date: 10 / 14 Amount Basis: HOURS Leave Year End Month:

	Event Date	Actual Leave Type	Accrual Usage	Extended Usage Amount	Document Type	Document Agency Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SCENARIO

In the previous pay period, an employee took 8 hours of leave without pay, but it was not recorded on the Current Period Timesheet (CPER). The timekeeper discovered the error and recorded the leave without pay event on the Prior Period Timesheet (PPER). However, the employee should not have received the entire 5 hours accrual for annual leave during that pay period. Likewise, he/she should not have received the entire 5 hours of sick leave. He/she should have only received 4 hours and 55 minutes for each type of leave. As a result, the leave accrual for this employee must be corrected.

Before correcting the employee's accrual, as a timekeeper, you will look at the Leave Accrual and Usage by Month (QLDT) window in the SAM II HR System to see the employee's annual leave and sick leave balance. This should be done after payroll has been run.

The Leave Accrual and Usage by Month (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 QLDT from the SAM II Desktop Navigator window, click on the Go To icon. Type **QLDT** in the **CODE** column header and click on the <OPEN> button.

Step 2 Populate the following fields on QLDT.

EMPLOYEE ID – **SEE STUDENT CARD.**

CATEGORY – Type **ANNUL** for annual leave and **SICK** for sick leave.

Select **Display: Browse Data.**

Once you have correctly calculated the accrual amount and are ready to actually enter the adjustments, you will open the Leave Accrual (LEAV) window.

Step 1 To open a LEAV from the SAM II Desktop Navigator window, click on the Go To icon. Type **LEAV** in the **CODE** column header and click on the <OPEN> button.

The Batch/Document Entry window appears with Leave Accrual selected in the Document Type field.

Step 2 Populate the following fields on the Batch/Document Entry window.

ORGANIZATION – **1375.**

DOCUMENT ID – Enter the agency code and document number prefix. **SEE STUDENT CARD.**

AUTOMATIC DOCUMENT NUMBERING – **CHECK BOX.**

Step 3 Click the <OK> button. Once you select the OK button, a LEAV document will open.

LEAVE ACCRUAL (LEAV)

Batch: Document: LEAV 300 316016000800

Name:

Employee ID: 060 - 41 - 0003 Appointment ID:

Input Total: Computed Input Total:

Event Date	Event Type	Amount
08 / 15 / 00	1ANNL	-5
08 / 15 / 00	1ANNL	4.55
08 / 15 / 00	1SICK	-5
08 / 15 / 00	1SICK	4.55

Status: NEW Ln 4/4 2:15 PM 06/21/00

LEAVE ACCRUAL (LEAV)

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

NAME -Inferred. The employee's full name (last name, first name and middle initial) is displayed

EMPLOYEE ID -Required. Enter the employee's Social Security number. **SEE STUDENT CARD.**

APPOINTMENT ID -Optional. If an employee holds more than one job, enter the appointment identification number to indicate which job is affected. Leave this field blank to indicate the employee's primary appointment.

INPUT TOTAL - Optional. The field is used to record the user's count of the total hours being entered on this LEAV. It is used for informational purpose only.

COMPUTED INPUT TOTAL - Inferred. This field is not used by the State of Missouri.

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

EVENT DATE -Required. Enter the date the specified event occurred.

SEE STUDENT CARD for the date used on all four lines.

EVENT TYPE -Required. Enter the leave accrual event. Valid values are located on the Event Type (EVNT) window. **AMOUNT** -Required. Enter the hours of leave to be accrued. Amounts are in hours and minutes. For example, 4.15 represents 4 hours and 15 minutes.

Type **1ANNL** on the first line.

Type **-5** on the first line

Type **1ANNL** on the second line.

Type **4.55** on the second line.

Type **1SICK** on the third line.

Type **-5** on the third line

Type **1SICK** on the fourth line.

Type **4.55** on the fourth line

NOTE: When entering a federal comp time accrual event (IFCOMP), 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.

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.

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 SAM II HR. In this topic you will become familiar with how SAM II HR 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.

EMPLOYEE'S FLSA PROFILE OR CLIENT COMPENSATORY PROFILE

The screenshot shows the 'Employment Status Maintenance' window. It includes fields for Employee ID, Appointment ID, Alternate ID, Prefix, First, Middle, Last, Suffix, Effective Date, Expiration Date, and Original Appt Date. Below these are tabs for Job Assignment, Dates, Assignment Attributes, and Pay Parameters. The 'Assignment Attributes' section contains fields for Payroll Number, Title, Sub-title (circled in red), Pay Class, Time Class, Civil Service Status, and Assignment Type (Permanent, Temporary, None). The 'Overrides' section includes Grede, Pay Policy, Leave Policy, Benefits Policy, FLSA (Exempt, Non-exempt, No Override), and FLSA Profile.

The screenshot shows the 'Sub-Title' window. It contains fields for Title, Sub-title, Effective Date, Expiration Date, Short Description, Long Description, Pay Policy, Leave Policy, Deduction Policy, FLSA Profile, and Client Profile. A red arrow points from the 'FLSA Profile' field in this window to the 'FLSA Profile' field in the 'Employment Status Maintenance' window above.

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

LEAVE RELATED PAY EVENTS

SAM II HR 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. SAM II HR 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. SAM II HR 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 Day Schedule

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.

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.

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, SAM II HR 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

SAM II HR 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.

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.

The following will indicate how SAM II HR 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 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.

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 86.6667 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 SAM II HR 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 SAM II HR is utilizing the standard hours of 86.6667, the processing of only 80 hours as the actual pay period hours will result in 6.6667 hours of pay being unaffected in that pay period. For example, the system would reflect 80 hours of annual leave and 6.6667 hours of regular pay. If the employee took leave without pay for 80 hours, the system would dock the employee 80 hours and generate 6.6667 hours of regular pay.

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), SAM II HR will actually process all 88 hours in Pending Payment (PEND) records within that pay period regardless of the standard hours being designated as 86.6667.

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 86.6667 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.

In coordination with the 'effective dating' functionality utilized in SAM II HR, 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.

SAM II HR 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.

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.

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 pay period days

= \$100 per day x 8 days worked

= \$800.00 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 x 24) / 2080 x (2 days x 8 hours per day)

= \$1000 – (\$24,000/2080) x 16 hours

= \$1000 – (\$11.54 hourly rate x 16 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 effect on pay.

SHARELEAVE

The screenshot shows a software window titled "Batch: Document: LEAV 300 12345648". The window contains several input fields and labels:

- Name:** A text input field with a light blue highlight.
- Employee ID:** A text input field with a light blue highlight.
- Appointment ID:** A text input field with a light blue highlight.
- Input Total:** A text input field with a light blue highlight.
- Computed Input Total:** A text input field with a light blue highlight.
- Event Date:** A date input field with a light blue highlight, showing a format of "/ /".
- Event Type:** A text input field with a light blue highlight.
- Amount:** A text input field with a light blue highlight.

The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area is a light gray color.

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 SAM II HR 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 PROFILE (FLPR)

FLSA Profile

FLSA Profile

Effective Date / / Expiration Date / /

Short Description

Long Description

FLSA Information

Plan Type

Pay Type

Work Cycle

Comp Time

Event Type

Offset Event Type

Category

Max Number of Hours

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 HOURS (FLHR)

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)

The screenshot shows a software window titled "Client Compensatory Profile". The form contains the following fields:

- Client Profile:
- Effective Date: / /
- Expiration Date: / /
- Short Description:
- Long Description:

Below these fields is a section titled "FLSA Information" which contains two sub-sections:

- FLSA Information:**
 - Plan Type:
 - Work Cycle:
 - Client Pay Type:
- Comp Time:**
 - Client Event Type:
 - Client Offset Event Type:
 - Client Category:
 - Client Max Number of Hours:

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”. SAM II HR 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. SAM II HR 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.

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 SAM II HR.

Step 3 Populate the following fields on the Batch/Document Entry window.
ORGANIZATION – 1375.

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

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

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

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

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: PEND 3 Ln 1/5 2:58 PM 05/10/00

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.

HOLIDAYS

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

A holiday falls on a Thursday. One of our exception-paid employees has taken a full day of leave without pay on that Wednesday, the day before the holiday, making him/her ineligible for the holiday pay.

SAM II HR 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 SAM II HR.

Step 3 Populate the following fields on the Batch/Document Entry window.
ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

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

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

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: FEND3 Ln 1/3 3:04 PM 05/10/00

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

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

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

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

SAM II HR 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)

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

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 SAM II HR.

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

ORGANIZATION – 1375.

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 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

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.

NOTE: When entering a federal comp time accrual event (IFCOMP), 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.

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

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 SAM II HR.

Step 3 Populate the following fields on the Batch/Document Entry window.
ORGANIZATION – 1375.
DOCUMENT ID – SEE STUDENT CARD.
AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.
OK – Select OK.

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

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)

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.

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.

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

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

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)

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.

TOPIC 7: FLEXIBLE TIME USAGE

The purpose of this topic is to present the steps involved in entering flex time usage for exception-paid employees in SAM II HR. In this topic, you will enter flex time usage using the Current Period Timesheet (CPER) and the Leave Accrual (LEAV) document.

FLEXIBLE TIME USAGE

Exception-paid employees may utilize “flex time” - working additional hours one day, then working fewer hours on another day, or vice versa (fewer hours followed by additional hours) so that the total hours worked match the employee’s regular work schedule. These events need to be recorded differently based on the FLSA and pay period cycles, as well as the status of the employee’s existing comp time balances.

There are two options available for processing flex time:

1. The first option in all cases is to use an existing comp time balance for the hours the employee wishes to flex.
2. If the events (additional hours and flex time) occur and the employee does not have any adequate comp time, a “FLEX” event will be used to record time correctly.

Flex time usage may be entered on a Current Period Timesheet (CPER), Current Period Individual Timesheet (CITS), Current Period Crew Timesheet (CREW) or Prior Period Timesheet (PPER), as appropriate.

CURRENT PERIOD TIMESHEET (CPER)

Batch / Document Entry

Document Type:

View by: Name Code

Batch ID: Organization:

Document ID:

Automatic Document Numbering

New Open Scan

FLEXIBLE TIME USAGE

An exception-paid employee has worked 3 additional hours on the 1st day of the week because he/she plans to take off 3 hours early on the 5th day of the week. He/she currently holds a state comp time balance of 32 hours.

Let's complete a CPER to process a flex time usage for the employee 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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

OK – Select OK.

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

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	ADDHR	3
SEE STUDENT CARD	SC	3

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.

FLEXIBLE TIME USAGE

If the events (additional hours and flex time) occur in a contained FLSA cycle within the current pay period and the employee has no pre-existing comp time balance, a “FLEX” event will be used to record time correctly. You will need to verify the pay period end date and the employee’s FLSA work cycle dates. If the complete FLSA cycle in question falls within the current pay period dates, this option may be used.

An exception-paid employee has a 7 day work week, a Sunday through Saturday FLSA work week. This employee has worked 2 additional hours on the 1st day of the week, because he/she plans to take off 2 hours early on 4th day of the week. The complete FLSA cycle falls within the current pay period dates. The employee does not hold a comp time balance.

Let’s complete a CPER to process the employee’s flex time usage.

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX. OK – Select OK.

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

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	ADDHR	2
SEE STUDENT CARD	FLEX	2

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.

FLEXIBLE TIME USAGE

If the additional hours and the flex time span multiple pay periods, additional measures will have to be taken to ensure that the time is processed correctly in the system. This situation would occur when the pay period ends in the middle of a week and the employee works additional hours during the first part of the week to “flex” the last part of the week. Even though these days are during the same week, they are recognized by the system as belonging to different pay periods, so the time cannot be “flexed” as it is during a complete FLSA cycle within the current pay period. Since incomplete FLSA information will be available to the system at the end of the first pay period, the additional hours worked during the first part of the week will be recycled and processed during the next pay period when information for the entire FLSA period is available. This means that those specific hours will not be available in the employee’s comp time balance for use later in the week. However, another portion of the balance may be used, which will then be replaced after the next pay period with the additional hours from the first part of the week.

For example, an employee works 4 additional hours on Monday, in order to “flex” 4 hours on Thursday. However, the current pay period ends on Tuesday of that week.

TOPIC 8: ACCOUNTING OVERRIDES

The purpose of this topic is to present the steps necessary for employees to correctly and appropriately use accounting overrides when dealing with time and leave in SAM II HR. You will complete the necessary windows to correct/change accounting attributes to address the job duties of employees and obligations of the employer in SAM II HR.

ACCOUNTING OVERRIDES

Agency and accounting information is needed by SAM II HR to correctly accumulate year-to-date and other summary or detail amounts that describe from where the money to pay the employee comes. This is part of the labor expense distribution for that employee, i.e., how the employee's labor is broken out and where (which accounting bucket) each chunk of labor/work will be charged. This is called an Accounting Distribution. These accounts are part of the Chart of Accounts that is in use by the State of Missouri. The employer is responsible for maintaining the accounting attributes for the employee's labor expense distribution.

SAM II HR can handle temporary and permanent changes to accounting distribution situations. Temporary accounting event changes can be handled on an on-line timesheet document. For example, if an employee works on a temporary assignment for another organization, you can charge those hours to the organization where the employee is working without changing the employee's permanent assignment data by putting the appropriate overrides information on the timesheet document. Permanent accounting distribution assigned to individuals would be placed on an employee's AGYS record or at the position level on the PSMT screen.

So how does the system decide which information to use in order to know where to charge the individual's time? The answer is that SAM II HR uses a hierarchy to determine which method to use when dealing with accounting distributions. It is:

- 1) Any overrides on a timesheet will take priority over another labor distribution.
- 2) In the absence of timesheet overrides, the information on an individual's AGYS will then be used.
- 3) If the AGYS does not contain override information, then the system will use the accounting distribution that is found on the Position Status Maintenance (PSMT) associated with that employee.

Each employee in the state will be assigned to an accounting distribution. Employees that have their activities charged to the same set of specific accounting attributes can be grouped together in a Labor Distribution Profile. This profile can be entered on the PSMT (on the Organization Information Panel), the AGYS (on the Labor Distribution Profile field), or on the timesheet document (on the Overrides View) to establish an employee's accounting distribution.

ACCOUNTING OVERRIDES

Employees will have their own accounting distribution when their time is entered. If an individual has been assigned work that will need to be charged to an account different from where that individual has been paid out of before, this account must be recorded on the timesheet. This could be for an hour's work, or a day's work or any time that was worked in a temporary job situation. Regarding leave, a particular leave event could be charged to a separate accounting distribution than would normally be affected by the employee's leave.

There are two ways to override accounting attributes on the timesheet.

- 1) The first way to override the accounting attributes of the employee on the timesheet is to choose Entered Accounting Values on the Overrides View panel. This allows the user to determine the accounting strip by Fund, Agency, Org, Sub-Org, Appropriation Unit, Function, Object, Sub-Object, Job and Reporting Category items.
- 2) The second way to override the accounting attributes of the employee on the timesheet is to use Entered Profile. You will have to choose a different labor distribution profile. The labor distribution profiles are established on the Labor Distribution Profile (LDPR) window, which will be discussed next.

LABOR DISTRIBUTION PROFILE (LDPR)

Agency: 010 Labor Distribution Profile: M1586
Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

	Fund	Agency	Org	Sub-org	Appropriation Unit	Activity	Function	Object	Sub-object	Job
1	0101	010	2025		0014			2005		
2	0101	010	2025		0013			2005		
3										
4										
5										
6										
7										
8										
9										
10										

Messages 4:36 PM 05/10/00

LABOR DISTRIBUTION PROFILE (LDPR)

The Labor Distribution Profile (LDPR) window sets up accounting distributions to which pay can be charged. The labor distribution profile code can reduce data entry since a single profile code can be used in place of entering the full accounting distribution on the PSMT, AGYS, or timesheet. The default accounting can be defined with up to 10 accounting lines by using the Labor Distribution Profile Codes. The Distribution Percent total in the rightmost column must total 100% (1.0).

The State of Missouri will have many labor distribution profiles. The Agencies will use those profiles specific to their agency.

REDUCING BASE PAY

Batch: Document: CPER 300 123456789012

Name: [Redacted]
Employee ID: [Redacted] Appointment ID: [Redacted]
Input Total: [Redacted] Computed Input Total: [Redacted]

Event View | Overrides View

Accounting Overrides

Distribution Option: Employee Assignment
Labor Distribution Profile: [Redacted]
Fund: [Redacted] Agency: [Redacted]
Organization / Sub: [Redacted] / [Redacted]
Appri Unit: [Redacted]
Activity: [Redacted] Function: [Redacted]
Object / Sub: [Redacted] / [Redacted]
Job Number: [Redacted]
Report Category: [Redacted]

Assignment Overrides

Reduce Base Pay Type

Title / Sub: [Redacted] / [Redacted]
Rate: [Redacted]
Position: [Redacted]
Grade: [Redacted]
Step: [Redacted]

REDUCING BASE PAY

When using the timesheet to change the accounting information for an exception-paid employee, checking or not checking the **REDUCE BASE PAY TYPE** checkbox has a big impact on the final result. If the employee works on a project or activity that they do not normally do they need to charge to a different accounting distribution, the pay that was paid to them using their normal/regular accounting distribution must be reduced.. The agency would then make it up with pay allocated from the accounting distribution of the other agency. This is accomplished by checking the check box **REDUCE BASE PAY TYPE**. Otherwise, time worked in another agency will be considered as an addition to the base pay.

Another example will help further clarify this topic.

EXAMPLE:

If the normal accounting distribution for an employee is:

FY: 14 FUND: 0101 AGENCY: 300 ORG/SUB: 3189/IN APR UNIT: 1281 REPORTING
CODE: SDCADAD9 OBJECT: 2005

And the employee works 8 hours for

FY:14 FUND: 0165 AGENCY: 300 ORG/SUB: 3189/IN APR UNIT: 1283 REPORTING
CODE: SDCADGN9 OBJECT: 2005

Then on the timesheet you would enter 8 hours in the amount field, check the Reduce Base Pay checkbox, choose Use Entered Accounting Values, and enter the second accounting distribution in the Accounting Overrides fields.

This would cause the employee to receive the same pay as normal, but would allocate the dollars from two different funds.

CURRENT PERIOD TIMESHEET – OVERRIDES VIEW

The screenshot shows a software window titled "Batch: Document: CPER 300 123456789012". It features a "Name" field with a redacted value, "Employee ID" (redacted), "Appointment ID" (redacted), "Input Total" (redacted), and "Computed Input Total" (redacted). Below these are two tabs: "Event View" and "Overrides View", with the latter selected. The "Overrides View" contains several sections:

- Event Information:** Fields for "Event Date" (format: / /), "Event Type", and "Amount".
- Accounting Overrides:** Fields for "Distribution Option", "Labor Distribution Profile", "Fund", "Organization / Sub", "Appr Unit", "Activity", "Object / Sub", "Job Number", and "Report Category".
- Assignment Overrides:** A section with a "Reduce Base Pay Type" checkbox and fields for "Title / Sub", "Rate", "Position", "Grade", and "Step".
- Dropdown Menu:** A vertical list on the right side of the Accounting Overrides section, including "Employee Assignment", "Employee Assignment", "Entered Acctg Values", "Entered Profile" (highlighted), "Position Assignment", and "Function".

SCENARIO

An exception-paid employee normally works for your agency. However, he/she worked for another agency for one day in the current pay cycle.

Let's process a CPER to override the employee's accounting attributes for the one day he/she worked for another agency.

If the normal accounting distribution for an employee is :

FY: 14 FUND: 0101 AGENCY: 300 ORG/SUB: 3189/IN APR UNIT: 1281 REPORTING
CODE: SDCADAD9 OBJECT: 2005

And the employee works 8 hours for

FY:14 FUND: 0165 AGENCY: 300 ORG/SUB: 3189/IN APR UNIT: 1283 REPORTING
CODE: SDCADGN9 OBJECT: 2005

CURRENT PERIOD TIMESHEET (CPER)

An exception-paid employee normally works on one project. However, the employee worked on a different project for 8 hours in the current pay cycle.

Let's process a CPER to override the employee's accounting attributes for the 8 hours the employee worked on a different project.

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 SAM II HR.

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

AGENCY - 375

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX. **OK – Select OK.**
Once you select the OK button, a CPER document will open.

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 REGLR

AMOUNT 8

Step 6 Populate the fields on the Accounting Overrides panel of the CPER.

REDUCE BASE PAY TYPE – CHECK BOX.

DISTRIBUTION OPTION -Select ENTERED PROFILE.

LABOR DISTRIBUTION PROFILE -Type SEE STUDENT CARD.

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.

TOPIC 9: LEAVE LIQUIDATION

The purpose of this topic is to present the steps necessary for employees to liquidate or pay off leave in SAM II HR. You will complete the necessary windows to enter leave payoff requests.

LEAVE LIQUIDATION

There are two types of leave that can be liquidated: Annual Leave and Compensatory Leave. Annual leave and compensatory leave are eligible to be paid off under the specific circumstances as defined below.

There are two ways that Annual Leave can be liquidated:

1. The first way that Annual (Vacation) Leave can be liquidated is at termination. The terminating employee will receive the pay for the liquidated Annual Leave separate from their regular pay (after the next pay cycle) combined with any other termination payoffs/benefits/obligations.
2. The second way that Annual (Vacation) Leave can be liquidated is by transferring between agencies. A transfer between state agencies is really a Quit - Hire operation as far as benefits are concerned. There may be some coordination of benefits at the discretion of the agencies. Therefore, when a State of Missouri employee transfers between state agencies, the liquidation of Annual Leave is subject to agency specific policies. Some "receiving" agencies will not accept any Annual Leave brought over from the "sending" agency. Some agencies may accept half while others may accept all of the Annual Leave. An employee might liquidate part of their Annual Leave balance when terminating from one agency and transfer the remaining balance to the agency they will begin employment with, immediately following the termination of employment with the first agency. This pay would be received in the following pay cycle.

COMPENSATORY TIME LIQUIDATION

There are four ways that Compensatory Time can be liquidated:

1. The system will not allow Federal Compensatory Time to be banked in excess of 240/480 hours. The overage will be paid automatically to the employee in the employee's next regular paycheck.
2. The second way that Compensatory Time can be liquidated is when the employee terminates with the State. This will be handled according to agency-specific policies. The payout would be received after the next pay cycle.
3. The third way that a Compensatory Time balance can be liquidated is through employee request. The employee can request that part or all of his/her compensatory time balance be paid to them. If the agency is willing and in a funding position to do so, the employee could receive his/her request. Upon approval, the employee would receive the payout after the next regular pay cycle.
4. The fourth way that a Compensatory Time balance can be liquidated is when an agency decides to pay down compensation time balance.

LEAVE LIQUIDATION SETUP

When an employee is to be paid for an accrued leave balance, the employee will be paid for that unused leave in addition to their base pay. This involves utilizing event types that are used only for leave liquidations or leave payoffs.

The following describe the leave codes used to pay off unused accrued leave. These codes will be used only for employees who are leaving state service. These codes will tell the system **not** to take these payoffs into account when calculating retirement benefits and pension amounts.

The Event Type codes ALPO, FCPO, SCPO, and HCPO will generate pay for leave and comp-time payoffs, but will not include the pay as part of pay to be attributed to calculating retirement and pension benefits. Again, these Event Type codes will be used when an employee is terminated from state service (i.e. retirement, resignation, etc.)

- **ALPO** would be used to pay off Annual Leave at Termination.
- **FCPO** would be used to pay off Federal Compensatory Time.
- **HCPO** would be used to pay off Holiday Compensatory Time.
- **SCPO** would be used to pay off State Compensatory Time.

The following describe the leave codes used to liquidate accrued leave during an employees continuation of service such as transferring between agencies or paying down comp-time balances. These codes will tell the system **to account for** these payoffs when calculating retirement benefits and pension amounts.

The Event Type codes ALPOP, FCPOP, SCPOP, and HCPOP will generate pay for leave and comp-time payoffs, and will include the pay as part of pay to be attributed to calculating retirement and pension benefits. Again, these codes will be used when paying off leave during an employee's service with the state.

- **ALPOP** would be used to pay off Annual Leave.
- **FCPOP** would be used to pay off Federal Compensatory Time.
- **HCPOP** would be used to pay off Holiday Compensatory Time.
- **SCPOP** would be used to pay off State Compensatory Time.

EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)

Employee Leave Balance Inquiry

Name:

Employee ID: Appointment ID: Category: Date:

	Category	Description	Balance	Amount Basis	Balance Type	Leave Year End Month
1	ANNUL	ANNUAL LEAVE	87.00	HOURS	ID	
2	FCOMP	FEDERAL COMPENSATORY TIME	0.01	HOURS	ID	
3	HCOMP	HOLIDAY COMPENSATORY TIME	28.00	HOURS	ID	
4	LWOP	LEAVE WITHOUT PAY	-48.00	HOURS	YD	12
5	SCOMP	STATE COMPENSATORY TIME	0.00	HOURS	ID	
6	SICK	SICK LEAVE	242.00	HOURS	ID	
7						
8						
9						
10						
11						
12						
13						

END OF INQUIRY Messages 5:01 PM 05/10/00

VERIFYING LEAVE BALANCES THROUGH QLBL

To pay off Annual Leave for an individual, the timekeeper must wait until payroll has run before examining the leave balances. The leave balance accruals are only available after all the other pay cycle processes have been run. This means that an Annual Leave payoff will be received by the individual in a separate paycheck that is generated after the employee's last regular paycheck. Therefore, the timekeeper needs to check the individual's leave after the employee has been paid for the final time.

Leave balances can be examined on the Employee Leave Balance Inquiry (QLBL). This inquiry table will be discussed in detail in the last topic.

SCENARIO

An employee had accrued annual leave and compensatory time from working at your agency. The employee is transferring to another agency and asking your agency to pay off all of the annual leave. This employee also wants to get all of his compensatory time leave paid off.

First you will need to verify this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window.

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

Step 2 Populate the following fields on the QLBL.

EMPLOYEE ID – SEE STUDENT CARD.

LEAVE CATEGORY – LEAVE BLANK.

DATE – SEE STUDENT CARD.

You can narrow your search by entering the Leave Category.

Step 3 Select **Display: Browse Data.**

WRITE DOWN LEAVE BALANCES!

Annual Leave (ANNUL) : _____

Federal Comp Time (FCOMP) : _____

State Comp Time (SCOMP) : _____

Holiday Comp Time (HCOMP): _____

ENTERING LEAVE BALANCES ON A PPER

Let's complete a Prior Period Timesheet (PPER) for leave payoff.

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 SAM II HR.

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

ORGANIZATION – 1375.

DOCUMENT ID – SEE STUDENT CARD.

AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.

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

Note: The Event Date that should be entered for the final leave payoff event on the PPER is the last day the employee worked for your agency.

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

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – LEAVE BLANK.

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

EVENT DATE	EVENT TYPE	AMOUNT
STUDENT CARD	ALPOP	FROM QLBL
STUDENT CARD	FCPOP	FROM QLBL
STUDENT CARD	SCPOP	FROM QLBL
STUDENT CARD	HCPOP	FROM QLBL

PRIOR PERIOD TIMESHEET (PPER)

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

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.

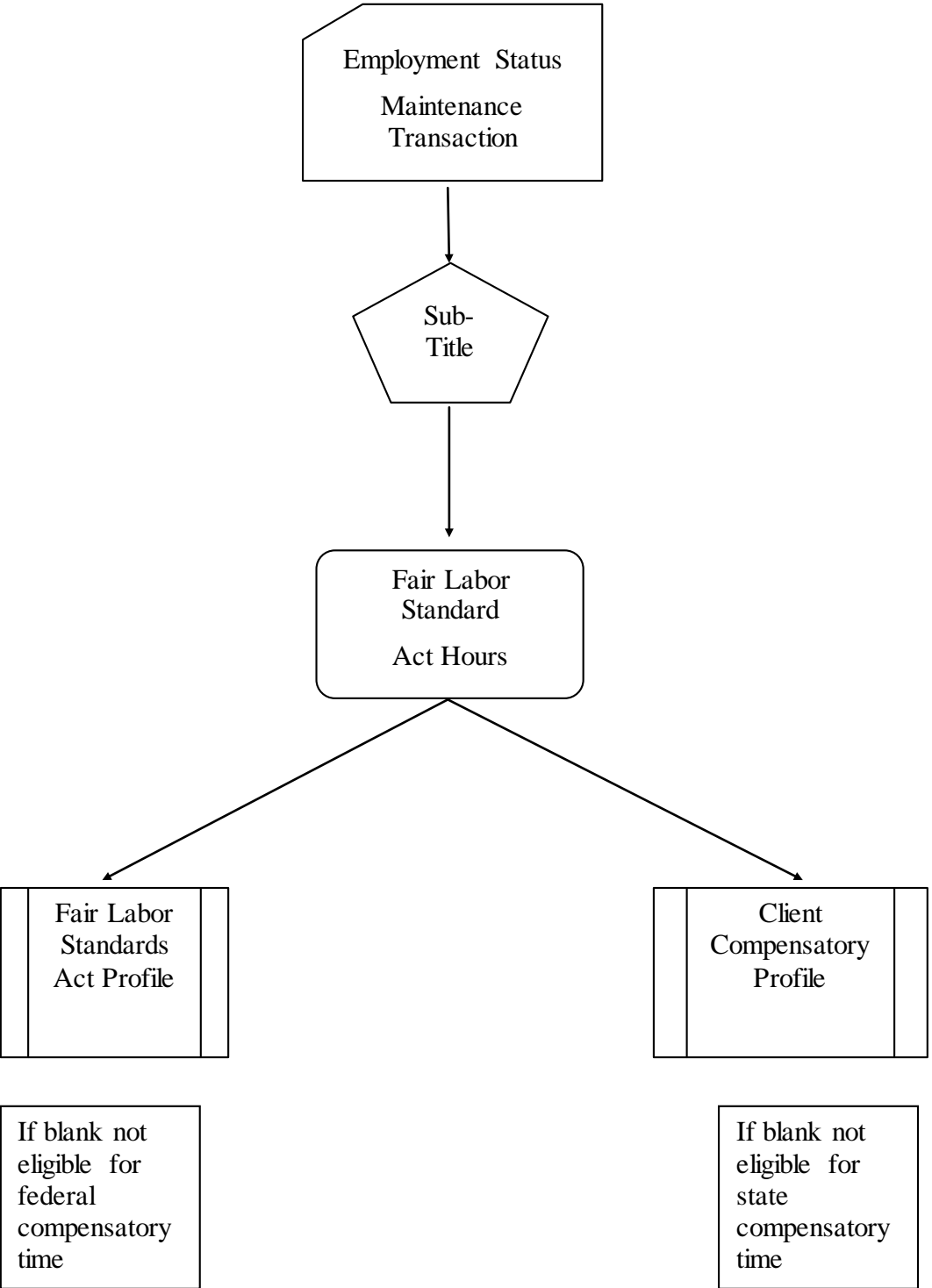
Step 5 Select Process: Run.

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.

TOPIC 10: FAIR LABOR STANDARDS ACT (FLSA)

The purpose of this topic is to explain how SAM II HR calculates State Compensatory Time and Federal Compensatory Time (FLSA) for employees in the State of Missouri.

DETERMINING AN EMPLOYEE'S OVERTIME STATUS



FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

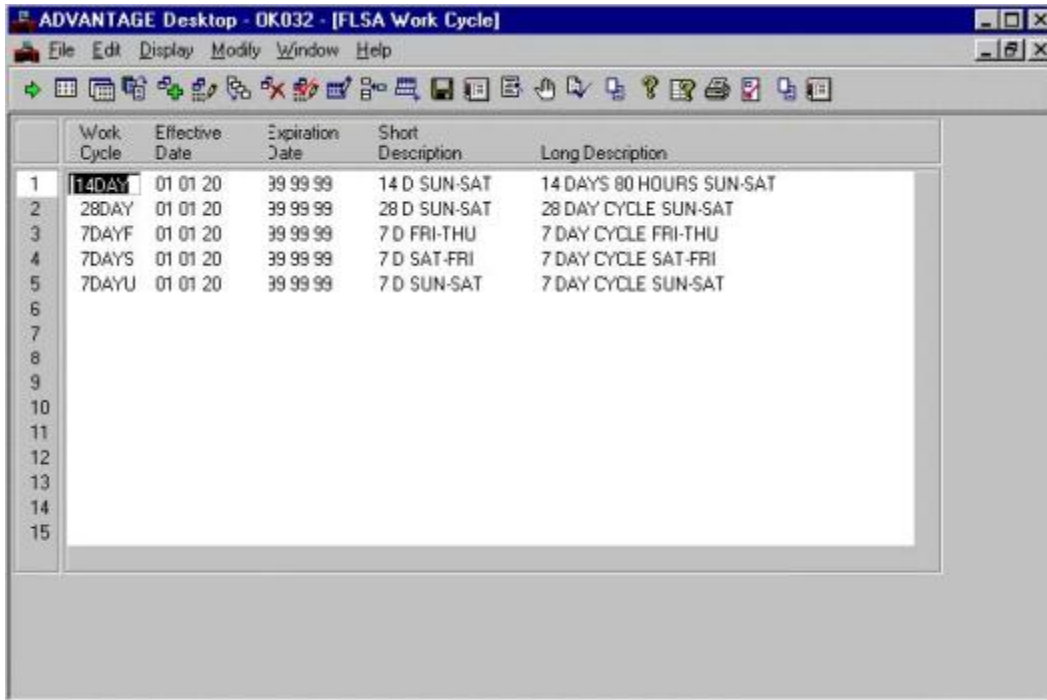
The State of Missouri will utilize the automated FLSA Processing functionality within SAM II HR. This functionality provides the capability to automatically determine if an employee has worked over 40 hours in a 7-day FLSA period, 80 hours in a 14-day FLSA period, or 171 hours (for police personnel) in a 28-day FLSA period. For employees with only one appointment, SAM II HR will automatically calculate this during each payroll process based on the employee's time and leave data reported for that specific pay period.

SAM II HR /Payroll System FLSA Tables

The following tables deal with the control, management, maintenance, and calculation of leave, pay, and overtime as established in the federal FLSA guidelines.

<p>FLSA Hours (FLHR)</p>	<p>This table stores codes that associate the number of days in a FLSA cycle with the maximum number of hours to be charged at the regular rate.</p>
<p>FLSA Profile (FLPR)</p>	<p>This table stores FLSA plans, including FLSA pay types and information required to accrue compensatory time in lieu of overtime pay.</p>
<p>FLSA Work Cycle (FLWK)</p>	<p>This table stores codes which define different FLSA work cycles.</p> <p>Missouri Work Cycles & FLWK Descriptions</p> <p>1.--14 80 = 14 Days 80 Hours Sun-Sat (hospital and residential care establishment employee)</p> <p>2.--28 Day = 28 Day Cycle Sun-Sat (fire protection and law enforcement personnel – including security personnel in correctional institutions).</p> <p>3. -- Day = 7 Day Cycle Sun-Sat</p> <p>4.--7 Day = 7 Day Cycle Sat-Fri</p> <p>5.--7 Day = 7 Day Cycle Fri-Thur</p>

FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)



The screenshot shows a software window with a menu bar (File, Edit, Display, Modify, Window, Help) and a toolbar. Below the toolbar is a table with the following data:

	Work Cycle	Effective Date	Expiration Date	Short Description	Long Description
1	14DAY	01 01 20	39 99 99	14 D SUN-SAT	14 DAYS 80 HOURS SUN-SAT
2	28DAY	01 01 20	39 99 99	28 D SUN-SAT	28 DAY CYCLE SUN-SAT
3	7DAYF	01 01 20	39 99 99	7 D FRI-THU	7 DAY CYCLE FRI-THU
4	7DAYS	01 01 20	39 99 99	7 D SAT-FRI	7 DAY CYCLE SAT-FRI
5	7DAYU	01 01 20	39 99 99	7 D SUN-SAT	7 DAY CYCLE SUN-SAT
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

FAIR LABOR STANDARDS ACT WORK CYCLE (FLWK)

The Fair Labor Standards Act Work Cycle (FLWK) window defines the codes that are used by the Pay Cycle (CYCL) window to define time periods which constitute a normal work schedule for different FLSA plan types.

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

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

WORK CYCLE – This field indicates the FLSA work cycle code. Valid values are located on the Work Cycle (WKCY) window.

EFFECTIVE DATE – This field indicates the date the FLSA work cycle becomes effective.

EXPIRATION DATE – This field indicates the last date the FLSA work cycle is in effect.

SHORT DESCRIPTION – This field indicates the short description of the FLSA work cycle.

LONG DESCRIPTION – This field indicates the long description of the FLSA work cycle.

FAIR LABOR STANDARDS ACT HOURS (FLHR)

The image shows a screenshot of a software window titled "FLSA Hours". The window contains several input fields for configuring FLSA parameters. The fields and their values are as follows:

Field	Value
FLSA Plan Type ID	40H
Number of FLSA Cycle Days	7
Effective Date	01 / 01 / 20
Expiration Date	99 / 99 / 99
Short Description	40 HOUR FLSA
Long Description	40 HOUR FLSA CYCLE
Number FLSA Maximum Regular Hours	40

FAIR LABOR STANDARDS ACT HOURS (FLHR)

The Fair Labor Standards Act Hours (FLHR) window defines hours charged against an FLSA plan type. In order for employees to receive FLSA (compensatory time or overtime pay), they must work the maximum hours stated in their FLSA plan type.

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

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

FLSA PLAN TYPE ID – This field indicates a FLSA plan type identification number. This field is user-defined and used to indicate when the FLSA plan is being established or changed.

NUMBER OF FLSA CYCLE DAYS – This field indicates the number of days in the cycle for the FLSA plan type. Values must be 7 – 28.

EFFECTIVE DATE – This field indicates the date (mm/dd/yy) the entry becomes effective.

EXPIRATION DATE – This field indicates the last date the information is in effect. Default is 99/99/99.

SHORT DESCRIPTION – This field indicates the short description of the FLSA plan type ID.

LONG DESCRIPTION – This field indicates the long description of the FLSA plan type ID. Default is the Short Description entry.

NUMBER FLSA MAXIMUM REGULAR HOURS – This field indicates the number of hours that is the federally mandated maximum number of regular hours in the FLSA cycle for this plan.

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

The screenshot shows a window titled "FLSA Profile" with the following fields and values:

FLSA Profile	14D		
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	14 DAY 80		
Long Description	14 DAYS 80 HOURS		
FLSA Information			
Plan Type	80H	Event Type	1FCMP
Pay Type	FLSA	Offset Event Type	OFLSA
Work Cycle	14DAY	Category	FCOMP
		Max Number of Hours	240

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

The Fair Labor Standards Act Profile (FLPR) window stores FLSA plans, including FLSA pay types and information required to accrue compensatory time in lieu of overtime pay.

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

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

FLSA PROFILE – This field indicates the FLSA profile code.

EFFECTIVE DATE – This field indicates the date the FLSA profile code becomes effective.

EXPIRATION DATE – This field indicates the last date the FLSA profile code is in effect. Default is 99/99/99.

SHORT DESCRIPTION – This field indicates the short description of the FLSA profile code.

LONG DESCRIPTION – This field indicates the long description of the FLSA profile code. Default is the Short Description entry.

FLSA Information

PLAN TYPE – This field indicates the FLSA plan type identification number. Valid values are located in the FLSA Hours (FLHR) window.

PAY TYPE – This field indicates the pay event code used in paying the FLSA overtime premium. The code must be valid on the Event Type (EVNT) window with the Event Type ID set to FLSA. The category in which this pay type resides must also have a code of FLSA pay. The pay type in this field could vary for different FLSA profiles, if the pay types had different minimum wages specified on the Event (EVNT) window.

WORK CYCLE – This field indicates the appropriate FLSA work cycle code for this profile. Valid values are located on the FLSA Work Cycle (FLWK) window.

FAIR LABOR STANDARDS ACT PROFILE (FLPR)

Step 3 Let's continue to look at the fields to gain an understanding of each.

Comp Time

EVENT TYPE – This field indicates the appropriate event type code for the leave time to be accrued if this FLSA profile permits payment for compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

OFFSET EVENT TYPE – This field indicates the event type used to reverse the amount originally associated with the overtime if this FLSA profile permits overtime to be accrued as comp time rather than pay. It is applicable only when Max Number of Hours is greater than zero.

CATEGORY – This field indicates the appropriate pay category code if this FLSA profile permits payment for compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

MAX NUMBER OF HOURS – This field indicates the maximum number of hours of compensatory time, which can be accrued for this FLSA profile. Once this maximum is reached, the system pays out the FLSA premium in dollars instead of compensatory time.

CLIENT COMPENSATORY PROFILE (CCPR)

Client Compensatory Profile

Client Profile: HP14D

Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

Short Description: 14 DAY 80

Long Description: 14 DAY 80 HOURS

FLSA Information

FLSA Information		Comp Time	
Plan Type	80H	Client Event Type	1SCMP
Work Cycle	14DAY	Client Offset Event Type	0SCMP
Client Pay Type	SCPC	Client Category	SCOMP
		Client Max Number of Hours	9999

CLIENT COMPENSATORY PROFILE (CCPR)

The Client Compensatory Profile (CCPR) window stores codes used to group employees who follow the same non-federal comp time processing (straight time compensatory time rules). The State of Missouri compensates additional hours worked that are not covered by FLSA as non-federal or "straight" compensatory time.

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

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Let's look at the fields to gain an understanding of each.

CLIENT PROFILE – This field indicates the code which groups employees who follow the same non-federal compensatory time processing.

EFFECTIVE DATE – This field indicates the date the client profile becomes effective.

EXPIRATION DATE – This field indicates the last date the client profile is in effect. Default is 99/99/99.

SHORT DESCRIPTION – This field indicates the short description of the client profile.

LONG DESCRIPTION – This field indicates the long description of the client profile. Default is the Short Description entry.

FLSA Information

PLAN TYPE – This field indicates the FLSA plan type associated with the Client Profile. Valid values are located on the FLSA Hours (FLHR) window.

WORK CYCLE – This field indicates the work cycle code that corresponds with the client profile. Valid values are located on the FLSA Work Cycle (FLWK) window.

CLIENT PAY TYPE – This field indicates the pay event code used in paying Client overtime. Valid values are located on the Event Type (EVNT) window.

Comp Time

CLIENT EVENT TYPE – This field indicates the event type for straight leave time to be accrued. Valid values are located on the Event Type (EVNT) window.

CLIENT OFFSET EVENT TYPE – This field indicates the event type used to reverse the amount originally associated with overtime. Valid values are located on the Event Type (EVNT) window.

CLIENT CATEGORY – This field indicates the appropriate pay category code if this CCPR profile permits payment for state compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

CLIENT MAX NUMBER OF HOURS – This field indicates the maximum number of state compensatory time which can be accrued for this CCPR profile.

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES

Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000627	PERSONNEL CLERK	2 (Non-Exempt)	L1	PUS = Expt - Sun Sat Off
000004	ADMIN OFFICE SUPPORT ASSISTANT	2 (Non-Exempt)	L1	PUS = Expt - Sat Sun Off
000413	PERSONNEL ANAL III	0 (Exempt)	L2	HRLY NA

Title	Title Long Description	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000627	PERSONNEL CLERK	STAND	STAND	STAND	7DU	7DU
000004	ADMIN OFFICE SUPPORT ASSISTANT	STAND	STAND	STAND	7DU	7DU
000413	PERSONNEL ANAL III	STAND	NOACC	STAND	N/A	7DU

FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

In the SAM II HR Payroll System, FLSA status is determined by the employee's Job Title code. The employee is then associated with different FLSA profiles through their sub-title codes as defined on the ESMT window.

Employees with Multiple Appointments

For employees with multi-appointments, the primary appointment defines the EEO and FLSA data for the employee. In SAM II HR, Primary and Secondary Appointments are defined as follows:

Primary Appointment - Either an employee's first appointment in the system or, in the case of an employee with more than one appointment, the appointment representing the larger percentage FTE. In order to meet Federal requirements on recording an employee's EEO classification and determining FLSA status, the system requires that an employee's primary appointment contain EEO and FLSA information.

Secondary Appointment – Represents additional job(s) an employee may hold.

Federal Compensatory Time

Employees who are eligible for FLSA are generally referred to as "Non-exempt Employees." If an employee is eligible for federal compensatory time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the federal compensatory leave balance. If the employee is at his federal compensatory maximum, the overtime is paid out in cash.

State Compensatory Time

Employees who are not eligible for FLSA, are generally referred to as "Exempt Employees." There are two types of FLSA Exempt Employees in Missouri:

1. Top level supervisory, managerial and administrative staff and persons employed in very responsible professional, technical or consultative capacities who do not normally receive state overtime compensation except in unusual circumstances as determined by appointing authorities.
2. Other supervisory, professional, technical and related positions are compensated for overtime at a straight time rate. Based on an employee's Title and Sub-title combination, the system will calculate if the employee is eligible to receive state compensatory time for additional hours worked.

SAM II HR will be updated with the "earned" FLSA compensation information during each payroll process. At this time all employee Compensatory Time balances will also be updated accordingly.

HOW SAM II HR SYTEM CALCULATES FEDERAL COMP TIME (FLSA)

If an employee is eligible for Federal Compensatory Time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the Federal Compensatory Leave balance. Generally, eligible hours include all hours physically worked during the given FLSA period. The following specifies how federal comp time is calculated in SAM II HR :

The system checks if the employee is non-exempt. If the employee is exempt, the system bypasses all FLSA calculation for the employee. Otherwise, the system will continue to the next step.

1. From the time and leave data reported for the employee, the system determines which events are eligible for FLSA. Events not eligible for FLSA are ignored during the FLSA calculations (but not from general payroll calculations).
2. Using the information from the Pay Cycle table, the system determines which eligible events fall into each of the FLSA work periods (based on the event dates and the FLSA work period end dates).

It should be noted that there may be multiple FLSA work periods within a pay period. SAM II HR will perform FLSA calculations for all of the FLSA work periods that end prior to or on the current pay period end date. In this step, the system uses the work schedules of exception-paid employees to determine their regular work hours that can be counted toward FLSA.

3. All the FLSA eligible hours within a FLSA work period are added together for each of the FLSA work periods.
4. Each FLSA work period total is compared to the FLSA maximum regular hours of the employee's FLSA profile.
5. The system will generate Federal Compensatory Time for any hours over the FLSA maximum regular hours at time and one-half rate for each of the FLSA work periods.
6. Based on the State of Missouri Statewide Standards, all eligible exception-paid employees will receive FLSA compensation in the form of Federal Compensatory Time. Any FLSA Compensatory Time earned over 240 or 480 hours (dependent on employee's pay class) will be converted into overtime pay.
7. If an employee is eligible to receive overtime pay as FLSA compensation (dependent on employee's pay class) or if the employee earns federal compensatory time over their maximum cap, the system will use an average pay rate derived from all FLSA eligible pay events to generate the FLSA portion of the overtime pay.

HOW SAM II HR SYTEM CALCULATES STATE COMP TIME

The State of Missouri compensates additional hours reported not covered by FLSA as non-federal or "straight" compensatory time. In addition to all hours physically worked, hours reported to paid leave events are counted towards the maximum for the period. The State will maintain two "buckets" for the compensatory accruals - a "straight time" bucket and a "holiday" bucket.

State Compensatory Time is calculated in a similar fashion to FLSA. Employees earn State Compensatory Time when the hours from the State Compensatory Time eligible events exceed the maximum regular FLSA hours on the FLSA Hours (FLHR) window. Employees are associated with different State Compensatory Time profiles, defined on the Client Compensatory Profile (CCPR) table, through their sub-titles. The Client Compensatory Profile table associates the permissible combinations of Client Compensatory plans and FLSA plans.

SAM II HR follows the steps outlined below to calculate State Compensatory Time:

The system checks to see if the employee is eligible to receive State Compensatory time. If the Client Profile field on the employee's Sub-Title table entry is left blank, the employee is not eligible to receive State Compensatory Time. In that case, all State Compensatory Time calculation logic will be bypassed for the employee. Otherwise, the system will continue to the next step.

Once the employee has been determined eligible to receive State Compensatory Time, the system will check to see which events are eligible for State Compensatory Time calculation (from the time and leave data reported for that employee). Events that are not eligible for State Compensatory Time processing are ignored during this calculation.

Using the information from the Pay Cycle table, the system determines which eligible event falls into each of the FLSA work period (based on event dates and the FLSA work period end dates) of the pay period.

All State Compensatory Time eligible events within each FLSA work period are totaled.

Each FLSA work period total is compared to the FLSA maximum regular hours associated with the employees Client Profile.

The system will generate State Compensatory Time for any hours over the FLSA maximum regular hours at a "straight" time rate. The system will not allow for dual compensation (FLSA and State Compensatory Time) for the same hours worked. SAM II HR will be updated with "earned" State Compensatory Time information at the same time as the FLSA compensation.

HOLIDAY COMPENSATION PROCESSING

In SAM II HR, a holiday shall be considered as a period of eight (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. If the employee works more than 8 hours on a holiday, those hours over 8 should be coded as additional hours.

Exception-paid Employees

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. In SAM II holiday compensatory time is banked to a separate 'holiday comp' balance.

As long as an exception-paid employee is in active pay status for the given pay period, SAM II HR will automatically generate pay for the holiday(s) in that pay period. If an exception-paid employee is on Leave without Pay for a portion of the pay period that includes a holiday, the agency may need to make two manual adjustments on the employee's timesheet: 1) enter the Leave without Pay event; and 2) enter a Leave without Pay event for the holiday. These two entries can be made on the same timesheet.

Positive-paid Employees

SAM II HR will not automatically generate pay for holidays for positive-paid (non-table driven) employees. The system has not been set up to systematically credit these employees on the Work Day Schedule (WDAY) table.

For these employees, agencies must enter the appropriate holiday hours on a timesheet. Holiday hours to be paid may be entered onto the same timesheet the agency is using to enter the hours worked by the positive-paid employee for that pay period.

Positive-paid employees will be eligible for holiday credit based on the following hours in active pay status in a semi-month pay period:

Hours in Pay Status Holiday Credit

Less than 40 hours Not Eligible

40 - 59 hours, including one-half (1/2) credit for those eligible holidays, shall receive one-half 1/2 credit (4.0 hours)

60 - 79 hours, including three quarter (3/4) credit for those eligible holidays, shall receive three-quarter 3/4 credit (6.0 hours)

80+ Full credit, including full credit for those eligible holidays, shall receive full credit (8.0 hours)

REPORTING HOURS IN A SPLIT FLSA CYCLE

If a FLSA work period ends after the pay period end date (i.e., split FLSA work period), the following will happen:

For Exception-paid employees

If the employee is set up to receive compensatory time as FLSA compensation, all the hours worked above the employee's total regularly scheduled work hours (determined by the Work Day Schedule Table – WDAY) in the split FLSA work period will be held back from processing until the next regular payroll cycle. During the next regular payroll process, the appropriate FLSA compensation (“straight” time and “premium”) from the split FLSA work period will be generated as compensatory time.

For Positive-paid employees

If the employee is set up to receive compensatory time as FLSA compensation, all the hours from the split FLSA work period that cause the total hours in the split FLSA work period (in the current pay period only) to exceed the FLSA maximum regular hours will be held back from processing until the next payroll cycle. During the next regular payroll cycle, when this split FLSA work period has completed, FLSA will be calculated to generate appropriate FLSA compensation as compensatory time. This recalculation will cause the hours that exceed the FLSA maximum to be counted towards Federal Comp Time rather than directly towards the employee's pay, resulting in a fluctuation of pay between the two pay periods.

The same process is followed for eligible exception and positive-paid employees for State Comp Time in a split FLSA period.

COMPENSATORY TIME PAYOFF

SAM II HR will automatically pay Federal Compensatory Time when an employee has reached his/her 240 or 480 hour limit set by FLSA.

Payment of compensatory time will be at the discretion of the appointing authority, subject to agency specific policy as well as funding availability.

The user will need the following information:

- Date of Compensatory Time liquidation
- Appropriate leave payoff event code when an employee is separated from state employment (State CT Payoff - SCPO; Federal CT Payoff - FCPO; and Holiday CT Payoff - HCPO)
- Appropriate leave payoff event code when paying off comp-time balances to an employee at any time during their employment. These codes can be used to pay off balances in full or partially (State CT Payoff - SCPOP; Federal CT Payoff - FCPOP; and Holiday CT Payoff - HCPOP)
- Hours and minutes of Compensatory Time to be liquidated

NOTE: SAM II HR will not process Comp Time Liquidation payments in the same pay period earned.

Leave and Compensatory Time accruals are only available after all other pay cycle processes have been complete. Therefore, Leave and/or Compensatory Time payoff will be received in a separate paycheck that is generated after the employee's last regular paycheck.

SCENARIO 1

August

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

August 1st -15th

Exception Pay	86.6	hours X	\$10	/hour=	\$866	
Add Hours (4 th -10 th)	2	hours X	\$10	/hour=	\$20	
Fed Comp Time	-2	hours X	\$10	/hour=	(\$20)	3 hours of Fed Comp Time
Add Hours (11 th -17 th)	10	hours X	\$10	/hour=	\$100	
Recycled:	-10	hours X	\$10	/hour=	(\$100)	Pending Pay Table*
NET PAY					\$866	

August 16th -31st

Exception Pay	86.6	hours X	\$10	/hour=	\$866	
Previous	10	hours X	\$10	/hour=	\$100	Pending Pay Table*
Compensatory Time	-10	hours X	\$10	/hour=	(\$100)	15 hours of Fed Comp Time
NET PAY					\$866	

SCENARIO 1

The following example illustrates how FLSA processing works for an exception-paid non-exempt employee.

Joe Black is an exception-paid employee and is eligible for State and FLSA compensation.

Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Joe's CPER document, SAM II HR will automatically:

Pay Period August 1-15.

1. Calculate the FLSA period ending August 3rd. No additional hours over 40; therefore no compensatory time.
2. Calculate the FLSA period ending August 10th. Employee worked 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal compensatory time.
3. Since the FLSA period ending August 17th does not fall in the pay period of August 1-15th, the system will recycle the 10 hours worked on Sunday August 11th.
4. Pay check generated for pay period amount of \$866

Pay Period August 16 – 30

1. Calculate the FLSA period ending August 17th. Employee worked 50 hours and 10 hours will be subtracted from the 50 hours and will be banked as 15 hours of Federal compensatory time.
2. Calculate the FLSA period ending August 24th. No additional hours over 40; therefore no compensatory time.
3. Pay check generated for pay period amount of \$866

SCENARIO 2

August

2 Hours of OT in a contained FLSA Period; 10 hours of Overtime in the FLSA Period that crosses a Pay Period ending date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 10	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

August 1st -15th

Total Pay	100	hours X	\$10	/hour=	\$1000	
Add Hours (4 th -10 th)	2	hours X	\$10	/hour=	(\$20)	
Fed Comp Time	-2	hours X	\$10	/hour=	\$20	3 hours of Fed Comp Time
Add Hours (11 th -17 th)	10	hours X	\$10	/hour=	\$100	
Recycled (11 th -17 th)	-10	hours X	\$10	/hour=	(\$100)	Pending Pay Table
NET PAY					\$960	

August 16th -31st

Total Pay	88	hours X	\$10	/hour=	\$880	
Previous	10	hours X	\$10	/hour=	\$100	Pending Pay Table*
Compensatory Time	-10	hours X	\$10	/hour=	(\$100)	15 hours of Fed Comp Time
NET PAY					\$880	

SCENARIO 2

Mary Beth Stone is a non-exempt positive-paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on Mary Beth's CPER document, the SAM II system will automatically:

Pay Period August 1-15

1. The system will add up the hours for the pay period – 100 hours * \$10 = \$1000
2. During the FLSA period ending August 3rd, employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.
3. Calculate the FLSA period ending August 10th. Employee worked 42 hours and 2 hours will be subtracted from the 42 hours and will be banked as 3 hours of Federal Compensatory time and will pay 40 hours.
4. Cannot calculate the FLSA period ending August 17th since it is not contained within the pay period August 1-15th. However the system will determine that from August 11 – August 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.
5. System calculates check for 96 hours * \$10 = \$960.

Pay Period August 16- 31

1. The system will add up the hours for the pay period – 88 hours * \$10 = \$880
2. Calculate the FLSA period ending August 17th. Employee worked 50 hours and has already been compensated for 40 hours of pay. The additional hours will be banked as 15 hours of Federal Compensatory time.
3. Calculate the FLSA period ending August 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.
4. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.
5. System calculates check for 88 hours * 10 = \$880.

SCENARIO 3

August

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

August 1st -15th

Total Pay	86.6	hours X	\$10	/hour=	\$866	
Add'l Hours (11 ^m -17 th)	10	hours X	\$10	/hour=	\$100	
Recycled	10	hours X	\$10	/hour=	(\$100)	Pending Pay Table
NET PAY					\$866	

August 16th -31st

Total Pay	86.6	hours X	\$10	/hour=	\$866	
Previous	10	hours X	\$10	/hour=	\$100	Pending Pay Table*
Fed Comp Time	-2	hours X	\$10	/hour=	(\$20)	3 hours of Fed Comp Time
State Comp Time	-8	hours X	\$10	/hour=	(\$80)	8 hours of State Comp Time
NET PAY					\$866	

SCENARIO 3

Tim Allen is an exception-paid, non-exempt employee. His work schedule is Monday - Friday, 8 hr/day. His FLSA/CCPR schedule is a 7 day workweek, 40 hour work period, Sunday through Saturday.

Pay Period August 1-15, 2000.

1. During the FLSA period ending August 3rd, no additional hours over 40; therefore no compensatory time.
2. During the FLSA period ending August 10th, no additional hours over 40; therefore no compensatory time.
3. Since the FLSA period ending August 17th does not fall in the pay period of August 1-15th, the system will recycle the 10 hours worked on Sunday August 11th.
4. Pay check generated for pay period amount of \$866

Pay Period August 16 – 30, 2000

1. Calculate the FLSA period ending August 17th. Employee worked 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The 2 hours above the 40 hours worked will be subtracted from the 50 hours and will be banked as 3 hours of Federal compensatory time. The remaining 8 hours above 40 hours pay will be subtracted and banked as 8 hours of State Compensatory time.
2. Calculate the FLSA period ending August 24th. No additional hours over 40; therefore no compensatory time.
3. Pay check generated for pay period amount of \$866

SCENARIO 4

August

10 additional hours worked, then 8 hours of Annual Leave used in the FLSA Period that crosses a Pay Period end date

SUN	MON	TUE	WED	THU	FRI	SAT
				1 8	2 8	3
4	5 8	6 8	7 8	8 8	9 8	10
11 10	12 8	13 8	14 8	15 8	16 8 AL	17
18	19 8	20 8	21 8	22 8	23 8	24
25	26 8	27 8	28 8	29 8	30 8	31

August 1st -15th

Total Pay	98	hours X	\$10	/hour=	\$980	
Add Hours (4 th -10 th)	2	hours X	\$10	/hour=	\$20	
Recycled	-2	hours X	\$10	/hour=	(\$20)	Pending Pay Table
NET PAY					\$980	

August 16th -31st

Total Pay	88	hours X	\$10	/hour=	\$880	
Previous	2	hours X	\$10	/hour=	\$20	Pending Pay Table*
Fed Comp Time	-2	hours X	\$10	/hour=	(\$20)	3 hours of Fed Comp Time
Add Hours (11 th -17 th)	8	hours X	\$10	/hour=	\$80	
State Comp Time	-8	hours X	\$10	/hour=	(\$80)	8 hours of State Comp Time
NET PAY					\$880	

SCENARIO 4

John Stevens is a non-exempt positive-paid employee and is eligible for State and FLSA compensation. Based on the Client Compensatory Profile (CCPR) and Time & Leave information entered on John's CPER document, the SAM II system will automatically:

Pay Period August 1-15

1. The system will add up the hours for the pay period – 98 hours * \$10 = \$980
2. During the FLSA period ending August 3rd, employee did not exceed 40 hours so no compensatory time is due. System will pay 16 hours for the two days worked in this week contained within this pay period.
3. During the FLSA period ending August 10th, employee did not exceed 40 hours so no compensatory time is due. System will pay 40 hours for the days worked in this week contained within this pay period. .
4. Cannot calculate the FLSA period ending August 17th since it is not contained within the pay period August 1-15th. However the system will determine that from August 11 – August 15, the employee worked 42 hours. It will subtract 2 hours from the 42 hours worked and will pay 40 hours for that week. The subtracted 2 hours will be recycled in the next pay period to determine if federal compensatory time is due or if state compensatory time is due.
5. System calculates check for 98 hours * \$10 = \$980.

Pay Period August 16- 31

1. The system will add up the hours for the pay period – 88 hours * \$10 = \$880
2. Calculate the FLSA period ending August 17th. Employee worked 42 hours and was compensated for 8 hours of annual leave for a total of 50 hours of pay. The employee has already been compensated for 40 hours of pay. The 2 hours worked above 40 will be banked as 3 hours of Federal Compensatory time. The 8 hours of annual leave are not hours eligible for Federal Compensatory time; however, the employee has already been paid for 40 hours of work for this week. Therefore the 8 hours above 40 hours of pay will be banked to the employee's State Compensatory balance.
3. Calculate the FLSA period ending August 24th. Employee did not exceed 40 hours worked; therefore no compensatory time is due. Employee will be paid for 40 hours.
4. Cannot calculate FLSA period ending July 1st. Employee did not exceed 40 hours through the end of the pay period; therefore, employee will be paid for 40 hours.
5. System calculates check for 80 hours * 10 = \$880.

TOPIC 11: TIMEKEEPING FOR MULTIPLE APPOINTMENTS

The purpose of this topic is to explain some special circumstances that will exist for employees with multiple appointments. This topic will also provide an explanation of the timesheet entries that will need to be made in order to accurately compensate these employees.

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Calculating Overtime for Employees with Multiple Appointments

If an employee with multiple appointments is eligible for Federal and/or State Compensatory Time, all eligible hours will need to be calculated by each agency for the position they have assigned to the employee and the eligible hours accrued manually.

Remember that all automatic FLSA and Client Compensatory Time accruals for employees with multiple appointments will be “turned off”. Due to this fact, overtime hours for employees with multiple appointments will be entered differently than they are for employees with a single primary appointment. The process for accruing Compensatory Time for employees with multiple appointments is the same for both positive and exception-paid employees.

When entering time for employees with multiple appointments, the following steps should be taken.

1. Before time is entered for an employee with multiple appointments the timekeeper should know what overtime category the employee falls into. The following questions need to be answered:
 - Is the employee FLSA “Non-exempt” (UCP overtime code 2)?
 - Is the employee FLSA “Exempt” but eligible for State Compensatory Time (UCP overtime code 1)?
 - Is the employee ineligible for any overtime (UCP overtime code 0)? (In this case no overtime calculations will need to be done.)
2. The next thing that needs to be considered is which FLSA/Client Profile, and which FLSA Work Cycle (if any) defines the employee’s FLSA information. Using the information from the Pay Cycle table, the person entering time can determine which eligible events fall into each of the FLSA work periods (based on the event dates and the FLSA work period end dates).

It should be noted that there may be multiple FLSA work periods within a pay period. The person entering time will perform FLSA calculations for all of the FLSA work periods that end prior to or on the current pay period end date. Any overtime hours worked during an FLSA Cycle that is split by a pay period should be held until the next pay period and entered on a prior period timesheet.

TIMEKEEPING APPOINTMENTS

FOR

MULTIPLE

Batch: Document: CPER 300 316016000527

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
08 / 21 / 00	ADDHR	2.00
08 / 22 / 00	ADDHR	1.00
08 / 23 / 00	ADDHR	3.00
08 / 24 / 00	ADDHR	4.00

Batch: Document: CPER 300 316016000528

Name: WOLKEN, LORETTA

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
08 / 21 / 00	1FCMP	2
08 / 22 / 00	1FCMP	1
08 / 23 / 00	1FCMP	3
08 / 24 / 00	1FCMP	4

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

3. From the time and leave data reported for the employee, the person entering time should answer the following questions:
 - Which events are Regular Hours?
 - Which events are Leave Events?
 - Which events are eligible for FLSA (Federal) Compensatory Time?
 - Which events are eligible for Client (State) Compensatory Time?
 - Are there any events that have been carried over from the previous pay period?
 - Which events should be held for entry until the next pay period?
4. Upon making these determinations, the person keeping time should record all Regular Hours and Leave Events as they normally would. Remember: for exception-paid employees, only exceptions need to be entered. **Any additional hours should not be recorded as ADDHR**. Additional hours should be recorded as either **1FCMP** or **1SCMP** (for Federal or State Compensatory Time Accrual Events). If ADDHR is entered, the hours would generate pay at straight time and no time will be accrued.
5. All the hours eligible for Federal Comp Time within a complete FLSA Work Cycle should be recorded on a current period timesheet. Any additional hours worked during a split FLSA Cycle should be held until the next pay period. The associated accrual events for these hours should be entered on a PPER. The reason for this is that we have no way of knowing what the total number of hours physically worked during the FLSA cycle will be until the FLSA cycle has ended.
6. Any hours eligible for Federal Comp Time that have been carried over from the previous pay period (because they were worked during an incomplete FLSA period) should be recorded on a prior period timesheet.
7. The total number of FLSA eligible hours for the pay period should be entered as a Federal Compensatory Time Accrual Event (**1FCMP**) on the timesheet for the overtime hours worked each day. This accrual event will calculate the hours entered at time and one-half, **only the hours worked will need to be entered**. For example: If an employee worked 4 additional hours, enter the 4 hours as **1FCMP**. This event will accrue 6 hours of Federal Comp Time to the employee's balance.

8. **NOTE:** Since all automatic Compensatory Time Accruals are turned off, the person entering time for an employee with multiple appointments must check the employee's Federal Comp Time balance before making any accruals. The balance can be checked through either the **QLBL** or **QLAU** Inquiry Windows. If the balance is at the maximum (240 or 480), a Federal Comp. Time Payoff Event (**FCPO**) must be entered in accordance with the accrual event.

It is important to understand that Federal Comp Time accruals occur at time and one-half when determining the amount of hours to be paid off to keep an employee's balance from going over the maximum. For example: If an employee's Federal Comp Time balance is 230 hours and their maximum is 240 hours, entering 10 hours of **1FCMP** would bring their balance to 245 hours. Therefore, a payoff event (**FCPO**) for 5 hours must be entered along with the accrual event (**1FCMP**) of ten hours.

9. All the hours eligible for State Comp Time within a complete FLSA Work Cycle should be entered on a current period timesheet. Any hours eligible for State Comp Time that have been carried over from the previous pay period should (because they were worked during an incomplete FLSA period) should be recorded on a prior period timesheet.
10. The total number of hours eligible for State Comp Time for the pay period should be entered as a State Compensatory Time Accrual Event (**1SCMP**) on the timesheet. Time entered as **1SCMP** will be accrued at straight time.

NOTE: Since there is no maximum balance for State Compensatory Time, the leave balance will not need to be checked before entering the State Comp Time Accrual Event.

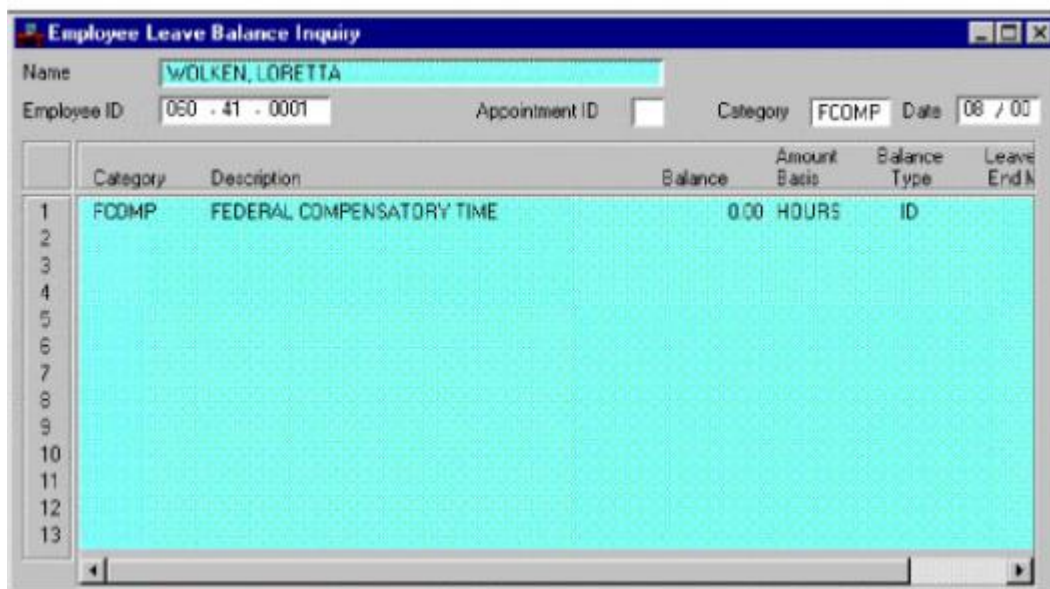
Let's look at some scenarios that illustrate the timekeeping process for employees with multiple appointments.

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

August

10 Hours of OT in a contained FLSA Period

SUN	MON	TUE	WED	THU	FRI	SAT
		1 8	2 8	3 8	4 8	5
6	7 8	8 8	9 8	10 8	11 8	12
13	14 8	15 8	16 8	17 8	18 8	19
20	21 10	22 9	23 11	24 12	25 8	26
27	28 8	29 8	30 8	31 8		



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Scenario 1

Loretta Smith is an exception-paid employee. She has two appointments with the State of Missouri. You are a timekeeper for her primary appointment. Her FLSA cycle is 7DU (Seven days beginning on Sunday). Loretta is eligible to receive both Federal and Client Compensatory time. Loretta worked additional hours during the week of August 20-26 which is a complete FLSA Cycle within the pay period (refer to the calendar on the opposite page).

First you will need to check this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window to ensure that they are not at their maximum balance.

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

You would populate the following fields on the QLBL.

EMPLOYEE ID –Enter the employee's ID number.

LEAVE CATEGORY –Enter the leave category code. In this circumstance, you want to know how much federal compensatory time the employee has accrued. You would type **FCOMP**.

DATE – Enter the current month and year for the most up to date information.

Select **Display: Browse Data**.

This employee's Federal Comp Time balance is less than the maximum so time can be accrued for her.

Step 2 Complete the normal steps in the creation of a current timesheet (CPER). In this scenario, a CPER is being used. Once you select the OK button, a CPER document will open.

Step 3 Populate the fields on the header section of the current timesheet as usual. For the CPER, you would:

EMPLOYEE ID – Enter the employee's ID number.

APPOINTMENT ID –Leave Blank.

Step 4 Since the FLSA Work Cycle for 7DU is Sunday through Saturday, the event dates entered below represent activity for a complete FLSA Work Cycle. Therefore, you would enter them on a current timesheet (CPER)

EVENT DATE	EVENT TYPE	AMOUNT
08/21	1FCMP	2
08/22	1FCMP	1
08/23	1FCMP	3
08/24	1FCMP	4

SUN	MON	TUE	WED	THU	FRI	SAT
		1 8	2 8	3 8	4 8	5
6	7 8	8 8	9 8	10 8	11 8	12
13	14 8	15 8	16 8	17 8	18 8	19
20	21 10	22 9	23 11	24 12	25 8	26
27	28 8	29 8	30 8	31 8		

TIMEKEEPING APPOINTMENTS

FOR

MULTIPLE

The screenshot shows a software window titled "Batch: Document: CPER 300 316016000528". The window contains the following fields and data:

- Name: WOLKEN, LORETTA
- Employee ID: 060 - 41 - 0001
- Appointment ID: [Empty]
- Input Total: [Empty]
- Computed Input Total: [Empty]

Below these fields are two tabs: "Event View" (selected) and "Overrides View". The "Event View" tab displays a table with the following data:

Event Date	Event Type	Amount
08 / 21 / 00	1FCMP	2
08 / 22 / 00	1FCMP	1
08 / 23 / 00	1FCMP	3
08 / 24 / 00	1FCMP	4

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

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 approval process as you normally would for a CPER.

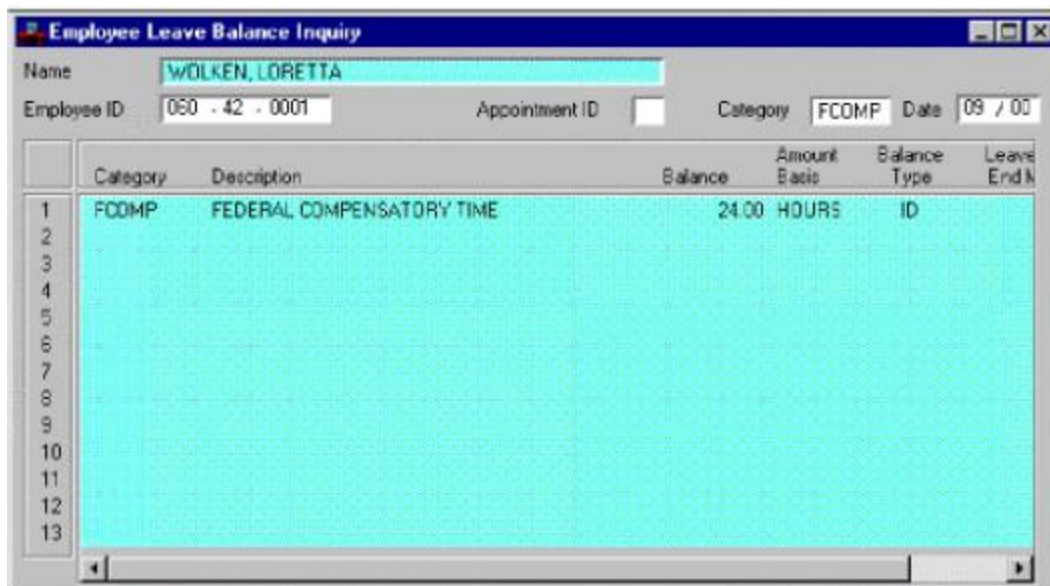
NOTE: After processing a timesheet with Compensatory Time Accrual Events (ex: 1FCMP, 1SCMP) to an 'Accepted' status, the employee's Compensatory Time balances will be updated immediately. Remember that the Process: Run or the Process: Approve and Run options will place a timesheet into an 'Accepted' status.

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

August

8 Hours of OT in a split FLSA Period

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		8	8	8	8	
6	7	8	9	10	11	12
	8	8	8	8	8	
13	14	15	16	17	18	19
	8	8	8	8	8	
20	21	22	23	24	25	26
	8	8	8	8	8	
27	28	29	30	31		
4	10	108	8	8		



TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Scenario 2

Loretta Smith is an exception-paid employee. She has two appointments with the State of Missouri. You are a timekeeper for her primary appointment. Her FLSA cycle is 7DU (Seven days beginning on Sunday). Loretta is eligible to receive both Federal and Client Compensatory time.

Loretta worked additional hours during the week of August 27 – September 2. Since the pay period ended on August 31 without the FLSA Work Cycle being completed, you cannot enter her overtime hours worked on a current timesheet. You do not know what hours Loretta worked on Sept. 1-2, so you do not know if all the additional hours she worked should be accrued as Federal Compensatory time or State Compensatory time.

Since Loretta worked additional hours on a split-FLSA Work Cycle, you will need to wait until the FLSA Work Cycle is completed and enter her time for August 27-August 31 on a Prior Period Timesheet (PPER).

First of all, you will need to check this employee's leave balance on the Employee Leave Balance Inquiry (QLBL) window to ensure that they are not at their maximum balance.

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

You would populate the following fields on the QLBL.

EMPLOYEE ID –Enter the employee's ID number..

LEAVE CATEGORY –Enter the leave category code. In this circumstance, you want to know how much federal compensatory time the employee has accrued. You would type **FCOMP**.

DATE – Enter the current month and year for the most up to date information.

Select **Display: Browse Data**.

This employee's Federal Comp Time balance is less than the maximum so time can be accrued for her.

Let's make the necessary entries on a PPER so that the employee receives the correct amount of Federal Comp Time.

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

Step 2 Complete the normal steps in the creation of a Prior Period Timesheet (PPER).

Step 3 Populate the fields on the header section of the current timesheet as usual. For the PPER, you would:

EMPLOYEE ID – Enter the employee’s ID number.

APPOINTMENT ID –Leave Blank.

Step 4 Since the FLSA Work Cycle for August 27-September 2 represented a split-FLSA Work Cycle, then any compensatory time must be accrued for the August 27-31 event dates on a Prior Period Timesheet after the FLSA Work Cycle has been completed.

In our scenario, Loretta did not take any leave events such as annual or sick leave on September 1 –2. Therefore, the additional hours she worked during August 27-31 should be accrued as federal comp time.

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

EVENT DATE	EVENT TYPE	AMOUNT
08/27/00	1FCMP	4
08/28/00	1FCMP	2
08/29/00	1FCMP	2

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
		8	8	8	8	
6	7	8	9	10	11	12
	8	8	8	8	8	
13	14	15	16	17	18	19
	8	8	8	8	8	
20	21	22	23	24	25	26
	8	8	8	8	8	
27	28	29	30	31		
4	10	108	8	8		

TIMEKEEPING APPOINTMENTS

FOR

MULTIPLE

Batch: Document: PPER 580 302317000695

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 / 27 / 00	1FCMP	4.00	Regular Run
08 / 28 / 00	1FCMP	2.00	Regular Run
08 / 29 / 00	1FCMP	2.00	Regular Run

TIMEKEEPING FOR MULTIPLE APPOINTMENTS

You have completed entering an employee's time and/or leave on a PPER 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 approval process as you normally would for a PPER.

NOTE: After processing a timesheet with Compensatory Time Accrual Events (ex: 1FCMP, 1SCMP) to an 'Accepted' status, the employee's Compensatory Time balances will be updated immediately. Remember that the Process: Run or the Process: Approve and Run options will place a timesheet into an 'Accepted' status.

TOPIC 12 SPECIAL PAY

The State of Missouri has identified a need to process special pay events. In SAM II HR, special pay events are defined as pay that is separate from the employee's regular or base pay. The system is set up to automatically separate these different types of pay, and therefore agencies can easily track these special pay amounts. Each special pay event is added to the employee's paycheck but is separate from the base pay.

The special pay events that are available to employees of the State of Missouri (according to the employee's Pay Policy) are listed below:

- Tower Climb Differential;
- Shift Differential;
- Board Certification;
- Security Differential;
- Dispensing Meds;
- Emergency E-Squad;
- Exam Monitor;
- On Call;
- Extra Road Work;
- Emergency Response – Phone;
- Emergency Response Pager

These special pay events are processed on the Employment Status Maintenance (ESMT) window and/or the employee's timesheet. The underlying table set-up of the Event Type (EVNT) table dictates the processing necessary for the particular special pay event. The important fields to consider on the Event Type (EVNT) table include:

1. If **SYSTEM GENERATED PAY – INCLUDE EVENT** is selected, the pay event is entered on either the employee's ESMT or the employee's timesheet. If the employee receives the special pay on a standard basis, the pay event is entered on the ESMT. If the employee receives the special pay on an intermittent basis, the pay event is entered on the employee's timesheet.
2. If **SYSTEM GENERATED PAY – EXCLUDE EVENT** is selected, the pay event is entered on the employee's ESMT and/or the employee's timesheet.
3. If **USE PAY POLICY EVENT TYPE RATE** field is set to "YES", the special pay event is entered on the employee's timesheet only. These special pay events are considered to be table driven because a standard amount or rate is established on the Pay Event Type (PPET) table.
4. If **USE PAY POLICY EVENT TYPE RATE** is set to "NO", if the pay event is a dollar amount then it must be entered on the employee's ESMT and the employee's timesheet. If the pay event is a percentage of another type of pay then the system looks to PPET for the rate and then it only has to be entered on an employee's timesheet.

SPECIAL PAY

For employees who receive special pay on a regular basis (every pay period), SAM II HR establishes those employees with a standard rate. This standard rate is entered on the employee's ESMT as either a dollar amount or a percent. The system automatically generates the employee's base pay as well as the special pay event. No timesheet entries are required.

However, employees who receive intermittent special pay require a timesheet entry(s) for the hours worked for the special pay. The CPER looks at the percent or amount of special pay established on the ESMT and calculates the amount of the hours worked to the employee's paycheck. (Example: An employee worked 40 hours on the day shift the first week of a pay period and 40 hours on the night shift the second week of a pay period. The system generates the employee's base pay, and the entered timesheet generates 40 hours of Shift differential pay.)

Refer to the appendix at the end of this manual for a listing of special pay events.

Let's work through some detailed scenarios to help you see how this process will work in the "real world".

SCENARIO

INTERMITTENT NON-TABLE DRIVEN SPECIAL PAY EVENT

Joyce J. Meister works for the Department of Mental Health and will occasionally dispense medications. Since Joyce does not dispense medication on a regular basis, a timesheet must be entered to establish hours to be paid. Before Joyce can be paid for these special pay events, the agency must establish this pay parameter on her Employment Status Maintenance (ESMT) transaction. Once it is established on the ESMT, the event type would need to be entered on a timesheet since it is not a system generated pay event.

Joyce worked 10 hours dispensing medications on February 1, 2014. The "DMEDS" pay event has been established on the EVNT window, as "EXCLUDE IN SYSTEM GENERATED PAY – EXCLUDE EVENT" and "USE PAY POLICY EVENT TYPE RATE - NO". Therefore a CPER must be entered to indicate 10 hours worked at this special pay.

The ESMT established the special pay event code "DMEDS" at a rate of \$72.80 a pay period. Joyce will receive an additional \$8.40 for the 10 hours worked for dispensing medication.

Since Joyce is an exception paid employee with a pay class that indicates she receives a pay period amount; all rates established for special pay must be pay period amounts. When the "DMEDS" pay event is added to the timesheet, the system will convert the pay period amount into an hourly amount as discussed in Topic 3 Pay Calculations.

How to turn the hourly amount into a pay period amount: Agency decides that 84 cents an hour should be paid to an employee for dispensing medications. Take the hourly amount and multiply it by 2080 to derive an annual amount then divide by 24 pay periods. ($0.84 \times 2080 = \$1747.20 / 24 = \72.80 .)

First, we will establish the pay event on her ESMT. Then we will enter it as a special pay event on a CPER.

MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Let's access Joyce's ESMT and establish pay parameters for DMEDS.

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

Step 2 Populate the following fields on the header section of the ESMT.

EMPLOYEE ID – Required. Enter the employee's social security number. See STUDENT CARD.

Select **DISPLAY: BROWSE DATA**. The information for Joyce should now be displayed.

Step 3 Populate the following field on the Header portion of the ESMT.

EFFECTIVE DATE – Type STUDENT CARD.

Step 4 Populate the following fields on the Job Assignment panel of the ESMT.

PERSONNEL ACTION – Required. Enter the appropriate personnel action code. Type SALRY.

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. Type S23.

Step 5 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Conditional. Enter the type of pay (e.g., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If "Use Table" was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee's base pay. If "Use Table" was selected, pay type represents additional types of pay above base pay. Type DMEDS.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are "A" for amount and "P" for percent. An entry is required if the "Use Table" was not selected on the Job Assignment panel of the ESMT and "Pay Type" represents base pay. Type A.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified, otherwise, leave blank. Type 72.80.

Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee). The amount that is entered is the amount that will be paid.

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered, otherwise, leave blank. Type 02/01/01.

EXPIRATION DATE – Optional. This field defaults to 99/99/99, however, an entry can be made if an expiration date is relevant.

Step 6 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, messages will appear in the yellow message bar at the bottom of the transaction window telling you that your approvals have been applied, and additional approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 7 Close the ESMT transaction.

Now that you have established the Pay Parameter on the ESMT, let’s enter the appropriate event code on the Current Period Timesheet (CPER).

CURRENT PERIOD TIMESHEET (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 Populate the following fields to create your CPER document.

ORGANIZATION – Required. This field is used to invoke any organization-specific Workflow rules. If an organization code is not entered, the document will be routed according to agency-wide rules. Valid values are found on the Organization (ORGN) window. Type 1375.

DOCUMENT ID – Required. Enter your agency-specific code (3characters) in the first box of the Document ID field. The second part of the Document ID, the agency will enter their predefined prefix (4 character org code, plus pay period (01 through 24)) and the system will automatically assign the rest of the Document ID number. Each agency's predefined prefix is a maximum of 6 characters. Type 375.

AUTOMATIC DOCUMENT NUMBERING – Required. The “Automatic Document Numbering” feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created. CHECK BOX.

Step 3 Verify the **DOCUMENT ACTION** option is **NEW** and click <OK>.

CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 650 BE0003000203

Name: MEISTER, JOYCE J

Employee ID: 070 - 41 - 0001 Appointment ID:

Input Total: Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
02 / 01 / 01	DMEDS	10.00

CURRENT PERIOD TIMESHEET (CPER)

Step 1 Populate the fields on the header portion of the CPER.

NAME – Inferred. This field displays the employee’s name.

EMPLOYEE ID – Required. Enter the employee’s Social Security Number. **SEE STUDENT CARD.**

APPOINTMENT ID – Optional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.

INPUT TOTAL – Optional. This field is used to record the user’s count of the total hours being entered on this timesheet.

NOTE: Because the “Computed Input Total” field is not being used by the State of Missouri, any entry in the “Input Total” field will not be checked against the actual line by line entries made on the CPER.

COMPUTED INPUT TOTAL – This field is not applicable to the State of Missouri.

Step 2 Populate the fields on the **EVENT VIEW** panel of the CPER for the DMEDS event that Joyce worked on February 2, 2001. For each line of time or leave you enter, you are required to fill in the fields on this panel. At any one time you can view up to five lines.

EVENT DATE – Required. Enter the date of the pay event. Type **STUDENT CARD.**

EVENT TYPE – Required. Enter the code designating the nature of the pay. Valid codes are found on the Event Type (EVNT) window. Type **DMEDS.**

AMOUNT – Required. Enter the number of hours and minutes of the pay event. This is entered as hours and minutes (i.e., 4.25 = 4 hours and 25 minutes). Type **10.**

You have now completed entering the special pay event information on the CPER. The next step is to edit and approve the CPER.

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.

Step 3 Close the CPER document.

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

In this class, the document is routed to the instructor's worklist. The instructor applies approvals by selecting **Process: Approve**. The document is now ready to be run.

Step 4 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.

The CPER will be processed during the next Gross-to-Net Regular Pay Cycle.

Now, let's look at a special pay event that is system generated.

SCENARIO

SYSTEM GENERATED SPECIAL PAY EVENT

Jeff Nally is a Registered Nurse with the Department of Mental Health. Jeff previously worked first shift but has accepted a new assignment as a third shift nurse. He needs to be set up in SAM II HR with a Shift Differential (SDIFF) permanent pay parameter beginning February 1, 2014. The special pay event would be established at 9% of his regular pay. Since this needs to be an ongoing pay event, you want to make sure that the Pay Event Type is System Generated. To determine this, be sure to check the event type on the Event Type (EVNT) window.

The only step that is required is a modification of Jeff's ESMT to include the SDIFF pay parameter at 9%. Since this is system generated, no special pay event will need to be entered on a timesheet.

NOTE: For special pay events that are included in System Generated Pay and are recorded as a percentage of the employee's gross pay, the special pay event is recorded on the employee's ESMT. If the employee's salary changes, the percent amount identified on the ESMT does not have to be adjusted.

Let's modify Jeff's ESMT to reflect his new pay event.

MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 42 - 0001 Appointment ID: Alternate ID:

Prefix: First: JEFF Middle: Last: NALLY Suffix:

Effective Date: 02 / 01 / 01 Expiration Date: 99 / 99 / 99 Original Appt Date: 01 / 01 / 00

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

Personnel Action / Reason: SALRY / S23 Job Status: P Employment Status: 1

Assignment Information

Agency: 650 Organization: BE00 EEO Full-time: Yes Union Member: Yes

Position Number: SP04W02 % Full-time: 1.0000 No No

Table Driven Pay: Use Table Step: F N/A Union Affiliation:

Do Not Use Table

Selection Required

Application Information

Applicant ID: - - Job Notice ID:

Employment Status Maintenance

Employee ID: 070 - 42 - 0001 Appointment ID: Alternate ID:

Prefix: First: JEFF Middle: Last: NALLY Suffix:

Effective Date: 02 / 01 / 01 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 01 / 00

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

	Pay Type	A / P Ind	Amount / Percent	Effective Date	Expiration Date
1	SDIFF	P	.09	02 01 01	99 99 99
2	<input type="text"/>				
3					
4					

MODIFYING AN EMPLOYEE STATUS MAINTENANCE (ESMT)

Let's access Jeff's ESMT and establish a pay parameter for SDIFF.

Step 1 To open ESMT from the SAM II Desktop Navigator window, click on the Go To icon.

Type ESMT in the **CODE**. Click on the Open button.

Step 2 Populate the following fields on the header section of the ESMT. **EMPLOYEE ID** – See STUDENT CARD.

Select **DISPLAY: BROWSE DATA**. The information for Jeff should now be displayed.

Step 3 Populate the following field on the Header portion of the ESMT.

EFFECTIVE DATE – SEE STUDENT CARD.

Step 4 Populate the following fields on the Job Assignment panel of the ESMT.

PERSONNEL ACTION – Type SALRY.

REASON – Type S23.

Step 5 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Type SDIFF.

A/P IND – Type P.

AMOUNT/PERCENT – Type .09.

EFFECTIVE DATE – Type STUDENT CARD.

Step 6 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, messages will appear in the status bar telling you that your approvals have been applied and that additional approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 7 Close the transaction.

PENDING PAYMENT (PEND)

Pending Payment

Name Employee ID Appointment ID

Identifying Information

Approve/Hold Approve Payment Event Date Pay Type

Document Agency Component Sequence #

Document # Reverse / Replace Sequence #

Line # Sub-line # Retroactive Sequence #

Detail Information

Title / Sub-title / Pay Rate ID Override Minimum ID

Rate Override Minimum Amount

Input Amount FLSA Hours Supplemental Pay Regular Pay

Contract Pay Amount FLSA Pay Amount

Accounting Distribution

Labor Distribution Override Option Use Employee Assignment Labor Distribution Profile

Fund Agency Organization / Sub / Appt Unit

Activity Function Object / Sub / Job

Reporting Category Position Number

PAYROLL ADJUSTMENTS

The Time and Leave course covered the windows that are used to make timesheet adjustments. A timesheet adjustment takes place when an employee's time and leave has been recorded incorrectly. The windows used to process timesheet adjustments are the

- Current Period Timesheet (CPER)
- Prior Period Timesheet (PPER)
- Current Period Individual Timesheet (CITS)
- Current Period Crew Timesheet (CREW).

In this topic we concentrate on the windows, other than timesheets, that are used to make adjustments to an employee's pay. The windows covered in this topic are used in the case where an employee was paid incorrectly due to errors that are not related to improperly recorded timesheets. These windows include the following:

One-Time Payment (1PAY) -This window is used to make a special "one-time" only payment to an employee. The 1PAY is used to process employee pay-backs (used in the situation where the employee needs to pay money back to the state) and employee back-pays (used in the situation where the state owes an employee an additional payment). For Example, a 1PAY can be used to generate one time payments for Employee suggestion awards or employee back pay awards from the Personnel Advisory Board.

Overload Payment Generator (OPAY) -This window provides an easy to use facility to take a single calculated payment, and divide it over multiple payroll periods. The OPAY is used for employee pay backs. If an employee can't afford to pay the state back in one lump sum, it is possible to divide the payment over multiple pay periods.

Retroactive Pay Trigger (RTRG) -This window is used to automatically generate retroactive pay triggers and enter manual triggers when necessary.

Check Disposition (CHCK) -This window provides the functionality that allows for replacement of incorrect, canceled, or lost checks.

Pending Payment (PEND) - This window allows the Office of Administration / Division of Accounting to approve or hold a pending payment for an employee.

PAYROLL ADJUSTMENTS

In SAM II HR, the authorization for making payroll adjustments is shared. Adjustments that may be made to an employee's time and attendance are done by the agencies while adjustments made to an employee's pay is done at the Office of Administration/Division of Accounting. These adjustments do not change an employee's permanent record. Instead, they affect an employee's record only for the specified pay period or pay periods. Payroll adjustments in SAM II HR are processed on a variety of different windows depending upon the type of adjustment.

Office of Administration Payroll Adjustment Transaction Authorization

The Office of Administration enters and authorizes the following transactions. The agencies must make requests to OA to process these transactions.

- One-Time Payment (1PAY)
- Overload Payment Generator (OPAY)
- Retroactive Pay Trigger (RTRG)
- Check Disposition (CHCK)
- Pending Payments (PEND)

We will examine these windows so that we have a better understanding of when each window is used and how it affects the employee's paycheck.

ONE-TIME PAYMENT (1PAY)

The screenshot shows a software window titled "One-Time Payment" with a blue title bar and standard window controls. The form contains the following fields:

- Name: [Redacted]
- Employee ID: [Redacted]
- Appointment ID: [Redacted]
- Agency: [Redacted]
- Document Number: [Redacted]
- Pay Type: [Redacted]
- Event Date: [Redacted]
- Payment Amount: [Redacted]
- Supplemental Pay: Regular Pay (dropdown)
- Labor Distribution Override Option: Use Employee Assignment (dropdown)
- Labor Distribution Profile: [Redacted]

Override Accounting Distribution

Fund	[Redacted]	Agency	[Redacted]	Organization / Sub	[Redacted] / [Redacted]
Appr Unit	[Redacted]	Activity	[Redacted]	Function	[Redacted]
Objec: / Sub	[Redacted] / [Redacted]	Job	[Redacted]	Reporting Category	[Redacted]
Position Number	[Redacted]				

ONE-TIME PAYMENT (1PAY)

The One-Time Payment (1PAY) window is used to make special "one-time" only payments to employees. The 1PAY transaction will not be used to facilitate hourly-based payments. It only addresses lump sum dollar amounts. Unlike permanent pay, one-time payments affect the employee's pay only once. Onetime payments can be negative or positive. Positive payments increase the employee's gross pay whereas negative payments decrease the employee's gross pay. Payments issued through this window remain on the Pending Payments (PEND) window until the next Gross-to-Net pay cycle is run.

The Office of Administration, Division of Accounting (OA/ACC) will have authorization to enter information on the 1PAY window. If an agency needs a one-time lump sum dollar amount adjustment made for an employee, the agency will make a written request to OA ACCOUNTING with supporting documentation. Once the 1PAY has been posted to the PEND window, the agency will be able to verify the posted information. The agency cannot make any changes.

Under no circumstances will PEND entries be deleted. If a 1PAY was requested in error, it is necessary for the agency to make another written request for an offsetting entry. The offsetting 1PAY backs out the original 1PAY entry.

The 1PAY usage will be **very limited**. The following scenarios warrant 1PAY usage.

- 1 Employee pay back for current year wages will be processed using a negative 1PAY.
- 2 Employee back pays will be processed using a positive 1PAY.

A 1PAY is **not used** for the following scenarios:

- 1 Time based payment adjustments do not use a 1PAY. Time based payment adjustments are processed on a CPER, PPER, CITS or CREW.
- 2 Leave based payments, such as leave balance payoff, do not use a 1PAY. Leave based payments are processed on a CPER, PPER, CITS or CREW.
- 3 Employee pay back for wages from a prior year do not use a 1PAY.

OVERLOAD PAYMENT GENERATOR (OPAY)

Overload Payment Generator

Name

Employee ID - - Appointment ID

Agency Document Number

Pay Type Start Date / /

Total Payment Amt Number of Payments

Labor Distribution Override Option

Labor Distribution Profile

Override Accounting Distribution

Fund	<input type="text"/>	Agency	<input type="text"/>	Organization / Sub	<input type="text"/> / <input type="text"/>
Appr Lnt	<input type="text"/>	Activity	<input type="text"/>	Function	<input type="text"/>
Object / Sub	<input type="text"/> / <input type="text"/>	Job	<input type="text"/>	Reporting Category	<input type="text"/>
Position Number	<input type="text"/>				

OVERLOAD PAYMENT GENERATOR (OPAY)

The Overload Payment Generator (OPAY) window provides an "easy to use" facility to take a single calculated payment and divide it over multiple payroll periods. The functionality of the OPAY is exactly the same as a IPAY except for the fact that the payment is disbursed over multiple pay periods. Each Overload Payment Generator transaction contains the total overload payment amount and the number of pay periods over which it is spread. This window generates multiple Pending Payment (PEND) records to be disbursed over the number of pay periods specified.

The OPAY usage will also be **very limited**. The following scenarios warrant OPAY usage:

1. Employee pay back that needs to be spread out over a period of time will be processed using a negative OPAY.
2. In a rare case where an employee is awarded a large amount for back payments and the Personnel Advisory Board (PAB) rules that the amount will be paid to the employee in multiple increments, an OPAY is used.

An OPAY is not used for the following scenarios:

1. Time-based payment adjustments must not be entered when using an OPAY. Time adjustments need to be made using the CPER, PPER, CITS or CREW document.

If an agency needs a one-time lump sum dollar amount adjustment made for an employee over multiple pay periods, the agency will make a written request to OA ACCOUNTING with supporting documentation. Once the OPAY has been posted to the PEND window, the agency will be able to verify the posted information. The agency cannot make any changes. The OPAY transaction will be processed during the next Gross-to-Net run.

Under no circumstances will PEND entries be deleted. If an OPAY was requested in error, it is necessary for the agency to make another written request for an offsetting entry. The offsetting OPAY backs out the original OPAY entry.

RETROACTIVE PAY TRIGGER (RTRG)

Retroactive Pay Trigger

Name: [Redacted]

Employee ID: [Redacted] Appointment ID: [Redacted]

MTI Transaction Type: [Redacted] MTI Transaction System ID: [Redacted]

Retroactive Pay Information

Type ID: Pay Cycle

Start Date: [Redacted] End Date: [Redacted]

Run Number: [Redacted] Payroll Number: [Redacted]

Agency: [Redacted] Personnel Action / Reason: [Redacted] / [Redacted]

Organization: [Redacted]

Comments: [Redacted]

RETROACTIVE PAY TRIGGER (RTRG)

The Retroactive Pay Trigger (RTRG) window is used to view automatically generated retroactive pay triggers and enter manual triggers for situations where automatic triggers do not occur (i.e. a change to a table-driven pay rate occurs). The Office of Administration, Division of Accounting (OA/ACC) will have authorization to delete entries from the RTRG window.

The retroactive pay process will identify employees who have had retroactive changes to pay-related information.

The Retroactive Pay Cycle will be run as a part of each semi-monthly payroll, following Time-to-Gross and prior to Gross-to-Net. Generated retroactive payments will be distributed to employees as part of their next regular pay cycle checks.

Each type of retroactive pay has its own trigger. Retroactive pay is calculated and produced through one the following:

- Online transactions are used to create Retroactive Pay Triggers, which signal to the system that a change has occurred that may require an employee's pay to be recalculated.
- Reference tables are used to set parameters and specify which triggers are selected in any given Retroactive Pay Cycle.
- Time-to-Gross/Gross-to-Net batch processes select the triggers, recalculate pay using the changed information.

Retroactive Pay Triggers can be created in two ways:

1. System Generated by Updates to Online Transaction Windows

Retroactive triggers are automatically set when an ESMT is processed for retroactive pay related changes. For example, an automatically created RTRG will be created if an employee's pay rate was supposed to be increased from \$1000 to \$1200 per pay period starting January 1, 2014, but was not actually processed until January 16, 2014.

If a RTRG has been created in error, the entry can be deleted on-line through the RTRG window. The Office of Administration, Division of Accounting (OA/ACC) has been given authorization to delete entries from the RTRG window.

2. Manually Generated Retroactive Triggers

Retroactive triggers are entered on a case-by-case basis for an employee(s) impacted by a retroactive change to Pay Class (PYCL), Pay Event Type (PPET), or Pay Rate (PPRT). If an agency needs to process a RTRG manually for an employee, the agency must make a written request to OA ACCOUNTING with supporting documentation.

EMPLOYEE STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 070 - 51 - 0001 Appointment ID: Alternate ID:

Prefix: First: JOHN Middle: Last: STOCKTON Suffix:

Effective Date: 01 / 01 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 01 / 01 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A01 Job Status: P Employment Status: 1

Assignment Information

Agency: 350 Organization: 2358 EEO Full-time: Yes Union Member: Yes

Position Number: SP05W01 % Fulltime: 1.0000 No No

Table Driven Pay: Step: N/A N/A

Use Table Do Not Use Table Union Affiliation:

Selection Required

Application Information

Applicant ID: Job Notice ID:

Automatically Created Retroactive Pay Trigger (RTRG)

SCENARIO

John Stockton works for Agriculture and currently earns \$1000 per pay period. He was granted a \$100 raise effective January 1, 2014. However, he noticed on his paycheck for the pay period January 1, 2014 to January 15, 2014 that his raise was not processed. We must now process John's raise with an effective date of January 1, 2014.

Let's complete the ESMT window to process John's raise.

Step 1 To open ESMT from the SAM II Desktop Navigator window, click on the Go To icon. Type ESMT in the **CODE** column header. Click the <OPEN> button.

Step 2 Populate the following fields on the ESMT window.

EMPLOYEE ID – Required. Enter employee's social security number. SEE STUDENT CARD.

Select **Display: Beginning of Data**

EFFECTIVE DATE -Required. STUDENT CARD.

Step 3 Populate the following fields on the Job Assignment panel of the ESMT window.

PERSONNEL ACTION – Required. Enter a Salary Change Condition. Type SALRY.

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. Type S02.

Step 4 Populate the following fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Conditional. Enter the type of pay (e.g., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If “Use Table” was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee's base pay. If “Use Table” was selected, pay type represents additional types of pay above base pay. Leave pay type as REGLR.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are “A” for amount and “P” for percent. An entry is required if the “Use Table” was not selected on the Job Assignment panel of the ESMT and “Pay Type” represents base pay. Leave indicator as A.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified, otherwise, leave blank. Type 1100 over the 1000 on line one.

Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee). The amount that is entered is the amount that will be paid.

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered, otherwise, leave blank. Type **SEE STUDENT CARD** over the current effective date on line one.

EXPIRATION DATE – Optional. This field defaults to “99/99/99”, however, an entry can be made if an expiration date is relevant.

Step 5 You have completed entering the changes for the ESMT. You now need to Update and Approve the changes. Your ability to perform this will be dependent upon your security set-up.

Select **Process: Update**. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied. If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat step 1.

Step 6 Now that you have updated the ESMT, let’s check to make sure that the Retroactive Pay Trigger was automatically created. To do this, the following informational message is displayed at the bottom of the ESMT window: **RETRO PAY PROCESSING SCHEDULED**.

Now that we have made a retroactive change to John’s pay, lets view the Retroactive Pay Trigger that was automatically created.

Let’s view the RTRG window.

Step 1 To open RTRG from the SAM II Desktop Navigator window, click on the Go To icon. Type **RTRG** in the **CODE** column header. Click the <**OPEN**> button.

Step 2 Populate the following field on the RTRG window.

EMPLOYEE ID – Required. Enter employee's social security number. **SEE STUDENT CARD**.

Select **Display: Beginning of Data**.

CHECK DISPOSITION (CHCK)

The screenshot shows a software window titled "Check Disposition" with a blue title bar and standard window controls. The form contains the following fields and options:

- Name:** A text input field with a redacted value.
- Employee ID:** A text input field with a redacted value.
- Appointment ID:** A text input field with a redacted value.
- Combined Check:** An unchecked checkbox.
- Check Status:** A dropdown menu currently set to "Outstanding".
- Financial Institution Account:** A text input field with a redacted value.
- Replace Check:** A dropdown menu currently set to "Selection Required".
- Check Issue Date:** A date input field with slashes as separators.
- Update Balance Immediately:** A group of radio buttons with three options: "No", "Yes", and "Not Applicable". The "Not Applicable" option is selected.
- Check Number:** A text input field with a redacted value.
- Check Amount:** A text input field with a redacted value.

REPLACEMENT CHECKS

Some payroll checks within SAM II HR will need to be canceled and/or replaced. Check replacement cannot be processed on demand, but must be processed during the next offline Gross-to-Net Semi-Monthly Pay Cycle.

Each incorrect check must be returned by the agency payroll administration to OA ACCOUNTING along with supporting documentation. The documentation required will be determined by OA ACCOUNTING policy depending upon the situation.

If the check is incorrect due to the calculations of incorrect pay or deduction amounts and the check is canceled with replacement options, SAM II HR will automatically produce two entries on the Pending Payment (PEND) window:

- A negative (reversal) amount for the original check
- A positive (replacement) amount

Since OA ACCOUNTING must receive the original check and supporting documentation prior to canceling the check with replacement options, OA ACCOUNTING will have to notify the agency when the cancellation will take place. A replacement check cannot be processed until the original check has been canceled in SAM II HR. Manual checks will be written to replace the original check.

TOPIC 13: TIME AND LEAVE INQUIRIES AND REPORTS

The purpose of this topic is to become familiar with the different Time and Leave Management Inquiry Windows. Inquiry windows allow for easy viewing of employee leave balances, accruals, usage and time and attendance data.

INQUIRIES

Time and leave management inquiry windows can be used to view time and attendance data, leave activity including accruals and usage and current leave balances. Leave activity is updated with an accrual or usage whenever a document is processed. If a document is entered and processed on-line, the resulting leave activity can be viewed immediately on the leave management inquiry windows. If a leave document is processed in batch (including documents that are scheduled and processed in Time-To-Gross, and Automated Accrual documents that are created by the Automatic Accrual process) the resulting leave activity can be viewed after payroll has been run.

Time and Leave inquiry windows also allow access to view previous leave requests submitted by employees. They provide inquiry access to time and attendance data processed through timesheets. Some of the inquiry windows allow for the viewer to enter selection dates to view information for a specific time period.

Let's review some common inquiries related to time and leave.

- **Employee Leave Balance Inquiry (QLBL)** – This inquiry displays all of an employee's leave balances by leave category, category description, balance, amount basis (hours, days, weeks, etc.) of the balance, balance type (year-to-date, leave year-to-date, inception-to-date, etc.) and the number of the month the leave year ends.
- **Leave Accrual and Usage by Month Inquiry (QLAU)** – This inquiry displays a summary of an employee's particular leave category, current balance, accruals and usage by month for the year selected. As on other leave inquiry windows, this window displays the category's amount basis, balance type and year-end month.
- **Employee Leave Activity Inquiry (QLDT)** – This inquiry provides detailed leave activity for each leave event within a specified leave category. It displays a description of the leave category, the amount basis, the leave yearend month and a detailed activity for each leave event. It also identifies the document on which the leave event was submitted and the date it was processed.

The following inquiry tables are only updated with information entered on the Current Period Individual Timesheet (CITS) and the Current Period Crew Timesheet (CREW).

- **Hours by Pay Location Inquiry (QHPL)** – This inquiry displays all the employees of a specific pay location and their time and attendance data for a specific day.
- **Hours by Employee Inquiry (QHRE)** – This inquiry displays time and attendance data entered for an employee for a specific date.
- **Hours Summary by Pay Location Inquiry (QHPS)** – This inquiry displays all the employees and their hour summaries within a given pay location for a specific date range.
- **Work Schedule by Pay Location Inquiry (QSCH)** – This inquiry displays all the employees' schedules within the specified pay location for a given week.

EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)

Employee Leave Balance Inquiry

Name:

Employee ID: Appointment ID: Category: Date:

	Category	Description	Balance	Amount Basis	Balance Type	Leave Year End Month
1	ANNUL	ANNUAL LEAVE	42.00	HOURS	ID	
2	FCOMP	FEDERAL COMPENSATORY TIME	4.00	HOURS	ID	
3	FMLA	FAMILY MEDICAL LEAVE	-16.00	HOURS	YD	12
4	HCOMP	HOLIDAY COMPENSATORY TIME	8.00	HOURS	ID	
5	_WOP	LEAVE WITHOUT PAY	-6.00	HOURS	YD	12
6	SCOMP	STATE COMPENSATORY TIME	4.00	HOURS	ID	
7	SICK	SICK LEAVE	42.00	HOURS	ID	
8						
9						
10						
11						
12						
13						

EMPLOYEE LEAVE BALANCE INQUIRY (QLBL)

The Employee Leave Balance Inquiry (QLBL) window displays all of an employee's leave balances by leave category, category description, balance, amount basis (hours, days, weeks, etc.) of the balance, balance type (year-to-date, leave year-to-date, inception-to-date, etc.) and the number of the month the leave year ends.

Step 1 To open the QLBL from the SAM II Desktop Navigator window, click on the GO TO icon. Type QLBL in the **CODE**. Select OPEN.

Step 2 Enter an **EMPLOYEE ID** to begin the list. Type SEE STUDENT CARD.

Select **DISPLAY: BROWSE DATA** to display the employee record.

Step 3 Let's look at the fields to gain an understanding of each.

NAME – Inferred. Displays the employee's full name (last name, first name and middle initial).

EMPLOYEE ID – Required. Enter the employee's identification number for the employee to be displayed.

APPOINTMENT ID – Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee's primary appointment.

CATEGORY – Optional. Enter a leave category code to display the balance of a particular category. Valid values are located on the Event Category (CATG) window. The code for the leave category is displayed. If this field is left blank, all leave categories are displayed.

DATE – Optional. Enter a date in *mm/yy* format to display data pertaining to a specific date. The current date is the default value.

CATEGORY – Inferred. Displays the leave category code.

DESCRIPTION – Inferred. Displays the description of the leave category.

BALANCE – Inferred. Displays the leave balance the employee has left.

AMOUNT BASIS – Inferred. Displays the amount basis (i.e., hours, days, weeks, etc.) by which the employee accrues leave.

BALANCE TYPE – Inferred. Displays the type of balance (i.e., year-todate, leave year-to-date, inception-to-date, etc.)

LEAVE YEAR END MONTH – Inferred. Displays the month the leave year ends.

LEAVE ACCRUAL AND USAGE BY MONTH INQUIRY (QLAU)

Leave Accrual and Usage by Month Inquiry

Name: CARRINGTON, LORETTA Employee ID: 060 - 13 - 0001 Appt ID:

Category: ANNUL ANNUAL LEAVE

Year: 00 Leave Year End Month: Balance Type: INCEPTION-TO-DATE

Amount Basis: HOURS Balance Amount: 82.00

Leave Year	Month	Accrual	Usage
00	DECEMBER	10.00	0.00
00	NOVEMBER	10.00	0.00
00	OCTOBER	10.00	0.00
00	SEPTEMBER	10.00	0.00
00	AUGUST	10.00	8.00
00	JULY	10.00	0.00
00	JUNE	10.00	0.00
00	MAY	10.00	0.00
00	APRIL	10.00	0.00
00	MARCH	0.00	0.00
00	FEBRUARY	0.00	0.00
00	JANUARY	0.00	0.00

LEAVE ACCRUAL AND USAGE BY MONTH INQUIRY (QLAU)

The Leave Accrual and Usage by Month Inquiry (QLAU) window displays a summary of an employee's particular leave category, current balance, accruals and usage by month for the year selected. As on other leave inquiry windows, this window displays the category's amount basis, balance type and year-end month.

Step 1 To open the QLAU from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QLAU** in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QLAU window.

NAME – Inferred. Displays the employee's full name (last name, first name and middle initial).

EMPLOYEE ID – Required. Enter the employee's identification number for the employee to be displayed. Type **SEE STUDENT CARD**.

APPOINTMENT ID – Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee's primary appointment.

CATEGORY – Required. Enter the employee's leave category to be displayed. Valid values are located on the Event Category (CATG) window. Type **ANNUL**.

Select **DISPLAY: BROWSE DATA** to display the employee record.

Step3 Let's look at the fields to gain an understanding of each.

YEAR – Optional. Displays the current leave year unless a specific year is entered.

LEAVE YEAR END MONTH – Inferred. Displays the month the leave year ends.

BALANCE TYPE – Inferred. Displays the type of balance (i.e., year-todate, leave year-todate, inception-to-date, etc.).

AMOUNT BASIS – Inferred. Displays the amount basis (i.e., hours, days, weeks, etc.) by which the employee accrues and uses leave.

BALANCE AMOUNT – Inferred. Displays the leave balance the employee has left.

LEAVE YEAR – Inferred. Displays the year the leave was accrued and used by the employee.

MONTH – Inferred. Displays the month the leave was accrued and used by the employee.

ACCRUAL – Inferred. Displays the amount of leave accrued by the employee in the month.

USAGE – Inferred. Displays the amount of leave used by the employee in the month.

EMPLOYEE LEAVE ACTIVITY INQUIRY (QLDT)

Employee Leave Activity Inquiry

Name: CARRINGTON, LORETTA

Employee ID: 060 - 13 - 0001 Appointment ID:

Category: FMLA FAMILY MEDICAL LEAVE Balance Type: YD

Date: 08 / 00 Amount Basis: HOURS Leave Year End Month: 12

	Event Date	Actual Leave Type	Accrual Usage	Extended Usage Amount	Document Type	Agency	Document Number
1	08 09 00	ALSFM AL S/FMLA	U	8.00	PPER	300	PPERTL13002
2	08 08 00	SLSFM SL S/FMLA	U	8.00	PPER	300	PPERTL13002
3							
4							
5							
6							
7							
8							
9							
10							

EMPLOYEE LEAVE ACTIVITY INQUIRY (QLDT)

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

Step 1 To open the QLDT from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QLDT** in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QLDT window.

NAME – Inferred. Displays the employee’s full name (last name, first name and middle initial).

EMPLOYEE ID – Required. Enter the employee’s identification number for the employee to be displayed. Type **SEE STUDENT CARD**.

APPOINTMENT ID – Optional. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee’s primary appointment.

CATEGORY – Required. Enter a leave category code to display the balance of a particular category. Valid values are located on the Event Category (CATG) window. Displays the leave category description. Type **ANNUL**, **SICK**, or **FMLA**.

BALANCE TYPE – Inferred. Displays the type of balance (i.e., year-todate, leave year-to-date, inception-to-date, etc.).

DATE – Optional. Enter a date in *mm/yy* format to display data pertaining to a specific date. The current date is the default value. Type **08/00**.

Select **DISPLAY: BROWSE DATA** to display the employee record.

Step3 Let’s look at the fields to gain an understanding of each.

AMOUNT BASIS – Inferred. Displays the amount basis (i.e., hours, days, weeks, etc.) by which the employee accrues and uses leave.

LEAVE YEAR END MONTH – Inferred. Displays the month the leave year ends.

EVENT DATE – Inferred. Displays the date the leave was accrued or used.

ACTUAL LEAVE TYPE – Inferred. Displays the actual leave type that was accrued or used.

ACCRUAL USAGE – Inferred. Displays whether the leave event is *A* (accrual) or *U* (usage).

EXTENDED USAGE AMOUNT – Inferred. Displays the amount of accrued leave that was used by the employee.

DOCUMENT TYPE – Inferred. Displays the document type on which the leave event was submitted.

AGENCY – Inferred. Displays the agency (i.e., operating entity) under which the document was submitted.

DOCUMENT NUMBER – Inferred. Displays the document number that was used to submit the leave event.

PROCESS DATE – Inferred. Displays the date the document was processed.

ORIGINAL LEAVE TYPE – Inferred. Displays the original leave type, if any, the employee used. Original and actual leave type differs when leave has been substituted.

HOURS BY PAY LOCATION INQUIRY (QHPL)

The Hours by Pay Location Inquiry (QHPL) window displays all the employees of a specific pay location and their time and attendance data for a specific day.

Step 1 To open the QHPL from the SAM II Desktop Navigator window, click on the GO TO icon. Type QHPL in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QHPL window. **PAY LOCATION** – Required. Enter the pay location for the employees whose time and attendance is to be displayed. Type YAP4H0.

DATE – Required. Enter the date to display the pay location's time and attendance data. SEE STUDENT DATA CARD.

Select **DISPLAY: BROWSE DATA** to display the employee records.

Step 3 Let's look at the Employee Details fields to gain an understanding of each.

EMPLOYEE DETAILS

The Employee Details panel displays the employee identification information, the type of pay or leave event and the hours related to this event.

EMPLOYEE ID – Required. Enter the employee's identification number assigned to the specified pay location.

APPT ID – Required. Enter the employee's appointment identification number assigned to the specified pay location.

NAME – Inferred. Displays the employee's name whose time and attendance data is requested.

EVENT TYPE – Inferred. Displays the employee's pay or leave event type for the date specified.

HOURS – Inferred. Displays the total hours related to the event type of the employee for the date specified.

Step 4 Let's look at the Accounting Details fields to gain an understanding of each.

ACCOUNTING DETAILS

The Accounting Details panel displays the accounting distribution to which the employee's hours are being charged.

EMPLOYEE ID – Required. Enter the employee's identification number assigned to the specified pay location.

APPT ID – Required. Enter the employee's appointment identification number assigned to the specified pay location.

LABOR DISTRIBUTION – Inferred. Displays the employee's labor distribution for the specified pay location.

LABOR OPTION – Inferred. If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are: "Employee Assignment", "Entered Profile", "Entered Acctg Values" and "Position Assignment".

FUND – Inferred. Displays the fund the employee was paid from for the specified pay location.

AGENCY – Inferred. Displays the agency (i.e., operating entity) to which the employee belongs.

ORG – Inferred. Displays the organization to which the employee belongs.

SUB-ORG – Inferred. Displays the sub-organization, if any, to which the employee belongs.

APPR UNIT – Inferred. Displays the appropriation unit the employee was paid from.

ACTIVITY – Inferred. Displays the activity used, if any, to pay the employee.

FUNCTION – Inferred. Displays the function used, if any, to pay the employee.

OBJECT – Inferred. Displays the object code used to pay the employee.

SUB-OBJECT – Inferred. Displays the sub-object used, if any, to pay the employee.

JOB NUMBER - Inferred. Displays the job number used, if any, to pay the employee.

REPORTING CATEGORY - Inferred. Displays the reporting category used, if any, to pay the employee.

Step 5 Let's look at the Document Details fields to gain an understanding of each.

DOCUMENT DETAILS

The Document Details panel displays detailed information entered on the original document.

EMPLOYEE ID – Required. Enter the employee's identification number assigned to the specified pay location.

APPT ID – Required. Enter the employee's appointment identification number assigned to the specified pay location.

EVENT TYPE – Inferred. Displays the employee's pay or leave event type for the date specified.

HOURS – Inferred. Displays the total hours related to the event type of the employee for the date specified.

LINE NO – Inferred. Displays the line number of the event type specified.

DOC TYPE – Inferred. Displays the document type on which the event type was submitted.

DOC AGENCY – Inferred. Displays the agency (i.e., operating entity) under which the document was submitted.

DOC NUMBER – Inferred. Displays the document number that was used to submit the event type.

HOURS BY EMPLOYEE INQUIRY (QHRE)

Hours By Employee Inquiry

Name: YOUNG, ALAN
Employee ID / Appt ID: 060 - 10 - 0051 /
Begin Date: 10 / 01 / 00
Event Type:

Total Hours: 8.00
End Date: 10 / 31 / 00

Event Details | Accounting Details | Document Details

	Event Date	Event	Hours
1	10 02 00	REGLR	8.00
2			
3			
4			
5			

HOURS BY EMPLOYEE INQUIRY (QHRE)

The Hours by Employee Inquiry (QHRE) window displays time and attendance data entered for an employee for a specific date. The user will be able to view all events during a specified time period or only a specific event for the employee by entering the desired event type on the first line.

Step 1 To open the QHRE from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QHRE** in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QHRE window.

NAME – Inferred. Displays the employee's full name (last name, first name and middle initial).

EMPLOYEE ID – Required. Enter the employee's identification number for the employee to be displayed. Type **SEE STUDENT CARD**.

APPOINTMENT ID – Required. If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is left blank, the employee data pertains to the employee's primary appointment.

TOTAL HOURS – Inferred. Displays the total hours for time and attendance the employee used in the specified time period.

BEGIN DATE – Required. Enter the beginning date for a given period of time to display the employee's time and attendance. The current date is the default date. Type **SEE STUDENT CARD**.

END DATE – Optional. Enter the ending date for a given period of time to display the employee's time and attendance. The current date is the default value. Type **SEE STUDENT CARD**.

Select **DISPLAY: BROWSE DATA** to display the employee record.

Step 4 Let's look at the Event Details fields.

EVENT DETAILS

The Event Details panel displays information regarding the event date, event type and hours used for this event type.

EVENT DATE – Required. Enter a date to display data pertaining to a specific date.

EVENT – Inferred. Displays the event type for the date specified.

HOURS – Inferred. Displays the hours used for the event type on the date specified.

Step 5 Let's look at the Accounting Details fields

ACCOUNTING DETAILS

The Accounting Details panel displays the accounting distribution to which the employee's hours being charged.

EVENT DATE – Required. Enter a date to display data pertaining to a specific date.

LABOR DISTRIBUTION – Inferred. Displays the employee's labor distribution for the specified event date.

LABOR OPTION – Inferred. If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are "Employee Assignment" to use the default labor distribution attributes; "Entered Profile" to use an override labor distribution profile; "Entered Acctg Values" to override accounting attributes; "Position Assignment" to use the accounting attributes assigned to the employee's position.

FUND – Inferred. Displays the fund the employee was paid from for the specified event date.

AGENCY – Inferred. Displays the Agency (i.e., operating entity) to which the employee belongs.

ORG – Inferred. Displays the Organization to which the employee belongs.

SUB-ORG – Inferred. Displays the sub-Organization, if any, to which the employee belongs.

APPR UNIT – Inferred. Displays the appropriation unit the employee was paid from.

ACTIVITY – Inferred. Displays the activity used, if any, to pay the employee.

FUNCTION – Inferred. Displays the function used, if any, to pay the employee.

OBJECT – Inferred. Displays the object code used to pay the employee. **SUB-OBJ** – Inferred. Displays the sub-object used, if any, to pay the employee.

JOB NUMBER - Inferred. Displays the job number used, if any, to pay the employee.

REPORTING CATEGORY - Inferred. Displays the reporting category used, if any, to pay the employee.

HOURS BY EMPLOYEE INQUIRY (QHRE)

Step 6 Let's look at the Document Details fields.

DOCUMENT DETAILS

The Document Details panel displays detailed information entered on the original document.

EVENT DATE - Required. Enter a date to display data pertaining to a specific date.

EVENT TYPE – Inferred. Displays the employee's pay or leave event type for the date specified.

HOURS – Inferred. Displays the total hours related to the event type of the employee for the date specified.

LINE NO – Inferred. Displays the line number of the event type specified.

DOC TYPE – Inferred. Displays the document type on which the event type was submitted.

DOC AGENCY – Inferred. Displays the Agency (i.e., operating entity) under which the document was submitted.

DOC NUMBER – Inferred. Displays the document number that was used to submit the event type.

HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

The screenshot shows a software window titled "Hours Summary By Pay Location Inquiry". At the top, there are input fields for "Pay Location" (YAP4H0), "Begin Date" (10 / 01 / 00), and "End Date" (10 / 31 / 00). Below these is a table with columns: Employee ID, Appt ID, Name, Base, Other, Leave, and Dollars. The table contains six rows of data, all with a Base value of 16.00 and Other and Leave values of 0.00. The Dollars column is partially visible and appears to be empty.

	Employee ID	Appt ID	Name	Base	Other	Leave	Dollars
1	060 10 0051		YOUNG, ALAN	16.00	0.00	0.00	
2	060 10 0071		HENDRICKS, ZACH	16.00	0.00	0.00	
3	060 10 0081		LOVE, KAREN	16.00	0.00	0.00	
4	060 10 0091		GREY, ZANE	16.00	0.00	0.00	
5	060 10 0101		ALLEN, JACK	16.00	0.00	0.00	
6	060 10 0111		PHELPS, BENJAMIN	16.00	0.00	0.00	

HOURS SUMMARY BY PAY LOCATION INQUIRY (QHPS)

The Hours Summary by Pay Location Inquiry (QHPS) window displays all the employees and their hour summaries within a given pay location for a specific date range.

Step 1 To open the QHPS from the SAM II Desktop Navigator window, click on the GO TO icon. Type QHPS in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QHPS window.

PAY LOCATION – Required. Enter the pay location for the employees whose hour summaries are to be displayed. Type YAP4H0.

BEGIN DATE – Required. Enter the beginning date for a given period of time to display the employee's hour summaries. The current date is the default date. Type SEE STUDENT CARD.

END DATE – Optional. Enter the ending date for a given period of time to display the employee's hour summaries. The current date is the default value. Type SEE STUDENT CARD.

Select **DISPLAY: BROWSE DATA** to display the employee records.

Step 3 Let's look at the fields to gain an understanding of each.

EMPLOYEE ID – Required. Enter the employee's identification number assigned to the specified pay location.

APPT ID – Required. Enter the employee's appointment identification number assigned to the specified pay location.

NAME – Inferred. Displays the employee's name whose hours summary is requested.

BASE – Inferred. Displays the total of the employee's base pay type that is defined by their Employment Status code.

OTHER – Inferred. Displays the total of all other pay types other than base pay type and any pay types that are unit or dollar based.

LEAVE – Inferred. Displays the total of all leave hours entered.

DOLLARS/UNITS – Inferred. Displays the total of all unit and dollar based events.

TOTAL – Inferred. Displays the total pay amount for a particular employee.

WORK SCHEDULE BY PAY LOCATION INQUIRY (QSCH)

Work Schedule By Pay Location Inquiry										
Pay Location		TAA9T0		Selection Date		10 / 01 / 00				
Daily Totals										
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7				
0.00	40.00	40.00	40.00	40.00	40.00	0.00				
	Employee ID	Appt ID	Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1	060 10 0001		ALLISON, STEVE	0	L	L	L	L	L	0
2	060 10 0041		GARDENER, STANLEY	0	W	W	W	W	W	0
3	060 10 0021		GRAHAM, ALEXANDER	0	W	W	W	W	W	0
4	060 10 0061		HENDRICKS, JOEY	0	W	W	W	W	W	0
5	060 10 0011		ROGERS, JOY	0	W	W	W	W	W	0
6	060 10 0031		WALLACE, JOSEPH	0	W	W	W	W	W	0
7										
8										
9										
10										

WORK SCHEDULE BY PAY LOCATION INQUIRY (QSCH)

The Work Schedule by Pay Location Inquiry (QSCH) window displays all the employees' schedules within the specified pay location for a given week. All the Employee IDs within the pay location and their schedule (total hours scheduled to work each day) for seven days, starting with Day 1 as the specified begin date. The employee's daily work schedule is determined by their pay class and work cycle. If an employee has requested to have a partial day of leave, the hours the employee should be working will be displayed.

Step 1 To open the QSCH from the SAM II Desktop Navigator window, click on the GO TO icon. Type **QSCH** in the **CODE**. Select OPEN.

Step 2 Populate the following fields to narrow your search on the QSCH window.

PAY LOCATION – Required. Enter the pay location for the employees whose work schedules are to be displayed. Type **TAA9T0**.

SELECTION DATE – Required. Enter the date to begin to display the employee's work schedule. Type **SEE STUDENT CARD**.

Select **Display: Browse Data** to display the employee records.

Step 3 Let's look at the fields to gain an understanding of each.

DAILY TOTALS (DAY 1 through DAY 7) – Inferred. Displays the pay location's daily work schedule totals starting with Day 1 as the specified begin date.

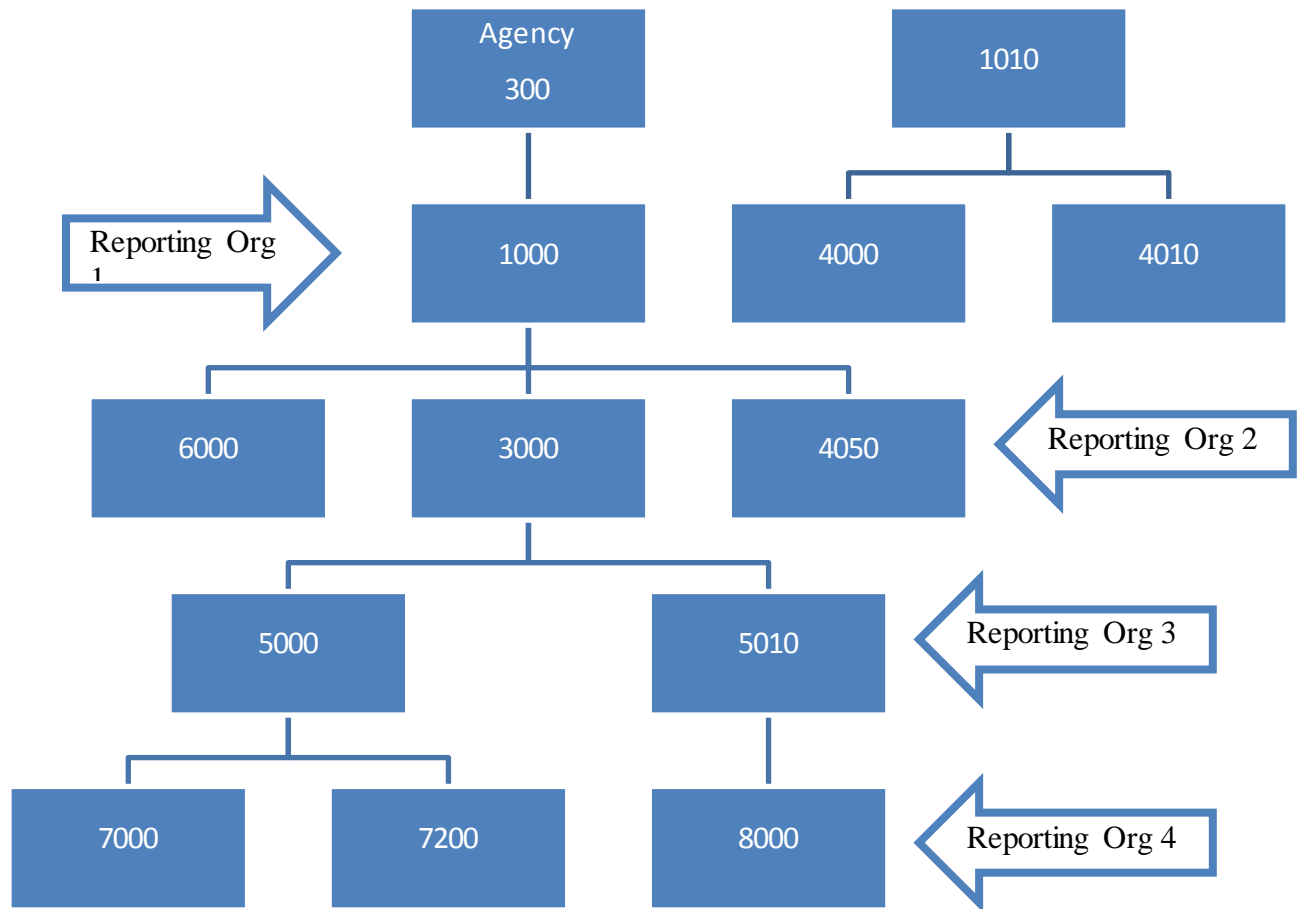
EMPLOYEE ID – Required. Enter the employee's identification number assigned to the specified pay location.

APPT ID – Required. Enter the employee's appointment identification number assigned to the specified pay location.

NAME – Inferred. Displays the employee's name whose work schedule is requested.

DAY 1 through DAY 7 – Inferred. Displays the employee's daily work schedule.

Reporting Organization Example



REPORT DISTRIBUTION

The offline reports from SAM II HR will currently be distributed among agencies as paper reports, as they have been in the past. All of the reports will be sorted by Agency and Organization. Further breakdown of report sorting may also occur, depending upon the information in the report (i.e. position, employee, payroll group, etc.).

These reports will also be available electronically through MOBIUS (Missouri Bibliographic Information User System). For information on how to obtain access to MOBIUS and a list of available reports go to the following Web site: <http://samii.mo.gov/hr/mobius/>

Report Headers

All of the Offline Reports will have similar headers. The header will list the title of the report, the report number, the run date and time of the report, the report page number, as well as other information pertaining to the breakdown of the report's sort criteria.

Most offline reports will indicate the Agency and Organization numbers for which information is being reported. In some cases, such as the Payroll Register Report HAR5200, the Payroll Number will be substituted for the Agency Number. The Payroll Number will be equal to the Agency Number.

Reporting Organization Structure

Some of the offline report headers will include information pertaining to the breakdown of Reporting Organizations. These reports will list down to the lowest level Reporting Org and may include up to 12 levels.

The breakdown of the Reporting Org structure is illustrated on the opposite page. In this example, the information being reported for the shaded area is sorted down to fourth level Reporting Org. The Reporting Org at level 4 (7000) rolls up to the third level (5000) which rolls up the second level (3000) and so on.

In cases where the Reporting Organizations are listed on a report header, the lowest level Reporting Org listed will be the Home Agency for which information is being reported.