

Autogenerated Time Records for Group 11, non-hourly Employees

Attention Group 11 Non-Hourly Employees,

Over a year ago, Payroll announced that non-hourly Group 11 employees would begin to have autogenerated time records. These time records signify that you worked your regular weekly scheduled hours without exception. For example, if your regular weekly scheduled hours are 9 to 5p.m., and you worked these hours without exception, a time record would generate and no further action is required. An example of an exception would be if you were on an annual leave during part or all of the week, you would be required to be report this in Web Time Entry and submit to your manager for approval.

Please read the below announcement to ensure you are aware of the process. Any exceptions to time records are to be submitted in Web Time Entry.

Effective Date	1/2/2022
Population Impacted	All Group 11 Employees whose pay is not dependent on hours worked
What's Happening?	Payroll system will begin to automatically generate time records
What's Changing?	<p>Group 11 Employees whose pay is not dependent on hours worked, will no longer be required to submit a weekly time record in Web Time Entry (WTE) if they have worked their regular weekly scheduled hours without any exceptions.</p> <p>If an employee has an exception, (for example, to report a FEMA reimbursement code), the manual time record must be completed for the entire week and will override the autogenerated time record.</p> <p>Disregard the autogenerated notifications from PeopleSoft advising to "Submit Your Time Record" if you have worked your regular weekly scheduled hours without exceptions. These notifications cannot be deactivated at this time.</p> <p>Supervisor can require their Group 11 direct reports to continue submitting all time records.</p>
Reason for Change	<p>To begin transitioning the staff to exception reporting in preparation for a new system deployment.</p> <p>To reduce the number of outstanding time records resulting in administrative burden, incorrect timekeeping records, and accrual balances.</p>

Workflow	<p>The Payroll System will autogenerate a weekly time record each Sunday morning for each Group 11 employee whose pay is not dependent on hours worked, indicating that the employee worked the full week.</p> <p>Employees will be required to submit time records for exceptions only. These time records must be approved by the manager and will override the autogenerated time record. For the override to process correctly, the time record must be completed <u>in its entirety</u>, reporting any exceptions as well as all regular time worked for the week.</p>
Employee Obligation	<p>It is therefore the responsibility/obligation of the employee to attest that they have in fact worked the time being submitted, regardless of how it was submitted (via a manual or auto generated time record). Failure to report absence is considered abuse of this policy.</p>

Time records will continue to require submission in WTE when an employee is using any one or combination of Reimbursement Codes and/or Time Reporting Codes (TRC). Below are examples of common TRC that would require a manual submission in WTE.

- Use one of the following TRCs when you take a scheduled/planned day(s) off:

- 01. DAY OFF/EXCUSED TIME – EXC (*authorization required*)
- 02. ANNUAL LEAVE – ANL
- 03. SICK LEAVE – SICK
- 09. COMP TIME USED (GROUP 11) – ADM
- 27. HOLIDAY – HOL (taken not on an observed holiday)
- 45. ADVANCE ANNUAL LEAVE – AAL (*department head approval required*)
- 63. FLOATING HOLIDAY USED – FLHU

- Use the following TRC when you are out due to jury duty:

05. JURY DUTY – JRY

- Use the following TRC when you are absent and do not have any leave balances to cover the absence or chooses not to get paid for the day:

06. ABSENT WITHOUT PAY – AWOP

- Use the following TRC when you are out due to the death of an approved family member:

08. DEATH IN FAMILY – BRV

- Use one of the following TRCs when you are out due to an approved job-related request:

17. INFECTION CONTROL – ICNT

51. WTC INITIAL MEDICAL EVAL – WIME

53. CANCER SCREENINGS – CSCRN

- Use one of the following TRCs when you have an unscheduled/unplanned day(s) off, to identify the day(s) were unscheduled:

49. UNSCHEDULED ANNUAL LEAVE – UAL

50. UNSCHEDULED SICK LEAVE – USL

- Use one of the following TRCs when you are being paid via workers compensation:

22. WORK COMP W/PAY 7.1 – WCWP

24. WORK COMP OPTION 1

25. WORK COMP 7.2A – WC72A

26. WORK COMP 7.2B – WC72B

- Use this code if you are on workers compensation without pay:

23. WORK COMP OPTION 2 – WCO2

- Use one of the following TRCs when you are out due to an approved leave:

20. 3.4 ADV SICK LEAVE – 34ASL

21. 3.5 EXT SICK LEAVE – 35ESL

55. FAMILY SICK LEAVE – FSL

56. INTERMITTENT FMLA

65. REASONABLE ACCOMMODATION

66. PARENTAL LEAVE – PRL11

- Do not enter a TRC when you work on a paid holiday. Just report time worked on that day with no TRC.
- If you work a partial day on a paid holiday, report time worked on that day with no TRC and on the next line, report time not worked with code 27. HOLIDAY to complete your schedule.

- Use one of the following TRC when you are on an approved military leave:

35. MILITARY LEAVE – MIL

62. MILITARY EXTENDED BENEFIT – MEB

- Use the following TRC when you are approved to use time to vote:

77. VOTING TIME – VT

- Use one of the following TRCs when you are working at another location:

16. OFF-SITE WORK

52. TELECOMMUTING - TEL