Time Administration

Introductions

Tell me about yourself:

- Name
- Responsibility and length of service
- What are your class expectations?

House Rules

Please:

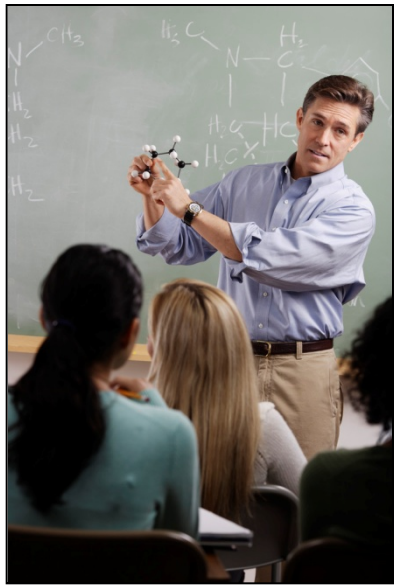
- Use the sign-in sheet
- Silence phones and Blackberries
- Refrain from email and internet use
- Leave the room tidy and ready for the next class
- Participate – This is your class!

What Class Is and What Class Is Not

Class Is…	Class Is Not…
To give you the basic knowledge and skills you need to perform your tasks in KHRIS as well as to perform any related business processes	Designed for your specific division or agency procedures and policies
To demonstrate how you can further develop your skills, by using the classroom materials and the end-user training materials website to continue your KHRIS education after training is completed	Inclusive of all of the scenarios you encounter in your current job role
Designed with the primary goal of making you effective on the tasks you will use most frequently in the system	Designed to cover agency-specific tasks done in KHRIS very sporadically, such as quarterly or annually

Instruction Method

Concepts
(Tell Me)



Demonstrations
(Show Me)

Practice
(Let Me)

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Course Objectives

By the end of this course participants will be able to:

- Explain key elements of Time Administration
- Explain the Time Data Entry and Time Evaluation process
- Identify the various Time Management roles
- Explain the reason for Time Evaluation and review error logs
- Identify FMLA roles and execute FMLA processing
- Maintain or review Time Management master data and elements of time entry
- Review Absence Quotas and explain how KHRIS manages Adverse Weather Leave
- Enter time in KHRIS
- Identify various time reports

Kentucky Human Resource Information System

Connecting the Commonwealth

Time Administration Overview

Lesson 1

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

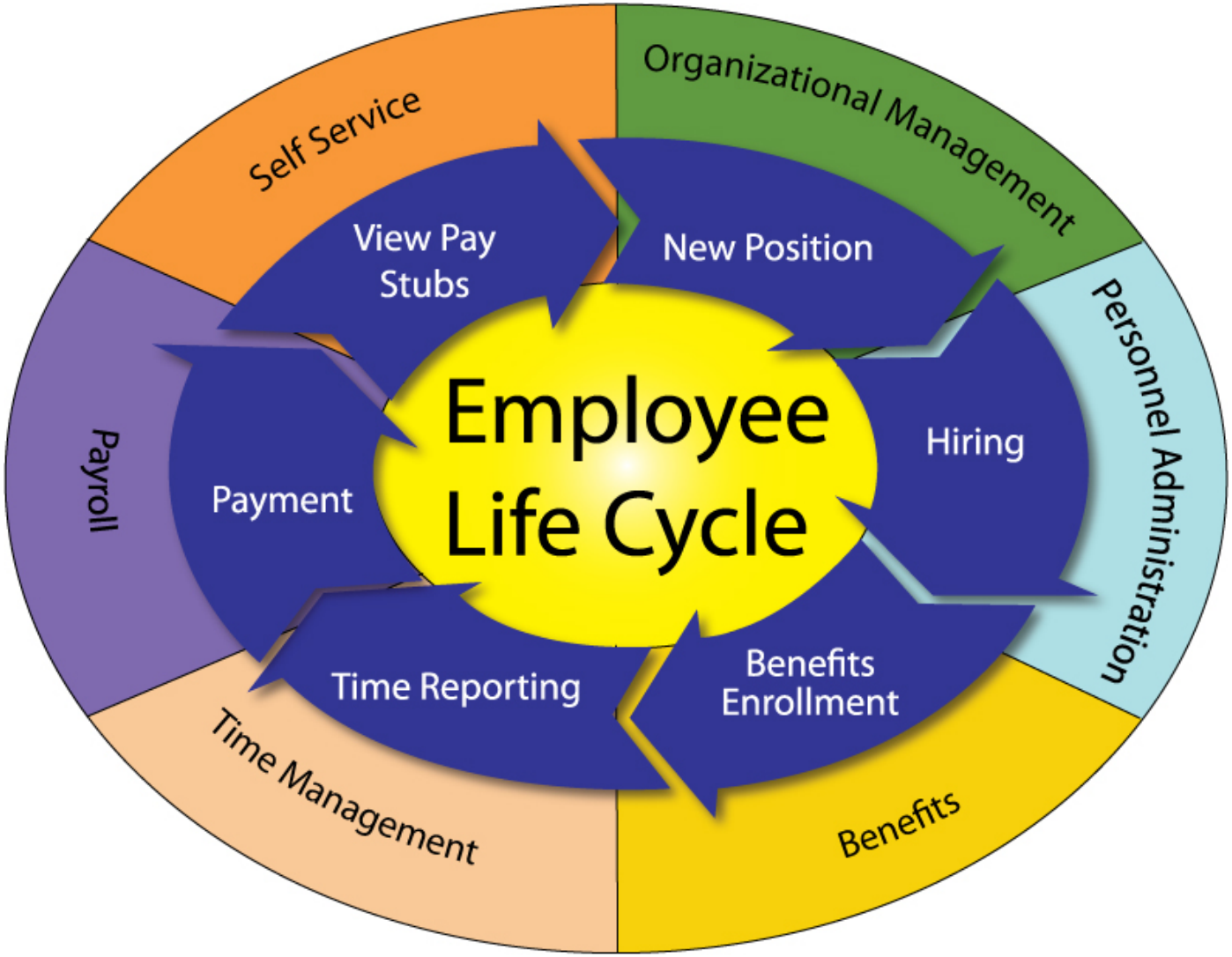
Wrap Up

Lesson 1 Objectives

By the end of this lesson participants will be able to:

- Explain the concept and key elements of Time Management
- Explain the Time Data Entry process
- Explain the Time Evaluation process
- Identify the various Time Management roles

KHRIS Modules and Integration



Concept of KHRIS Personnel Administration

The following two modules in KHRIS maintain employee data:

Organizational Management (OM)

- Maintains organizational structure such as group (BOE, HD, Quasi, State) and company (0001 Adair Co BOE etc.)
- Groups and companies exist in KHRIS but are known with a different name
- Integrates with Personnel Administration module to provide complete HR Master Data for each employee retiree

Personnel Administration (PA)

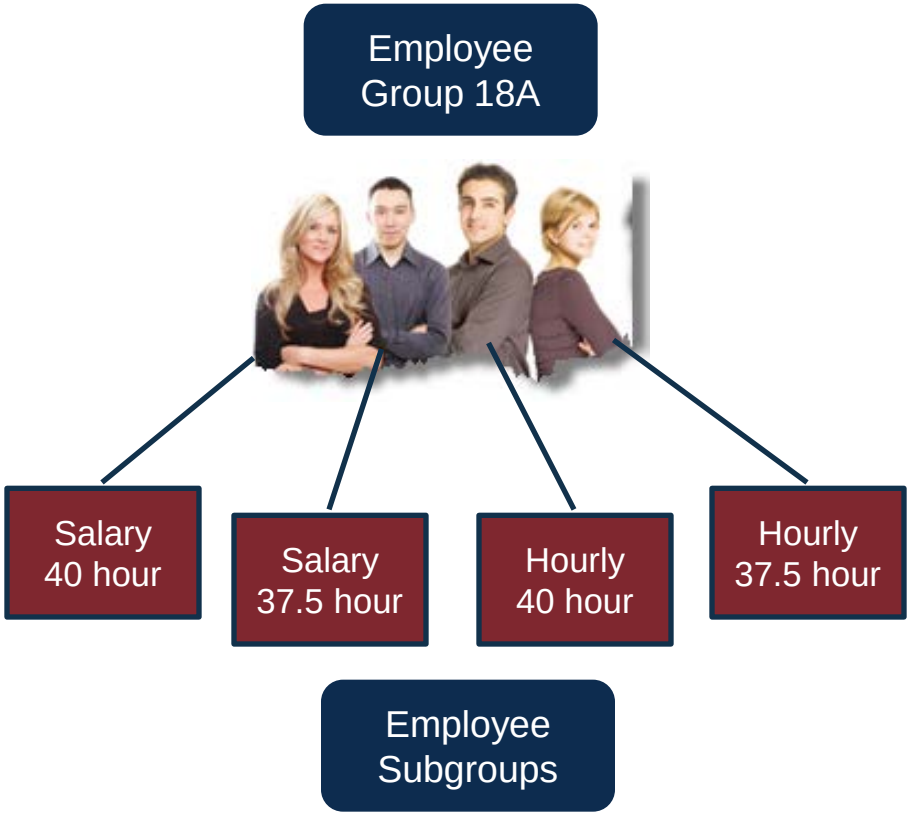
- Stores employee data (personal data, PAN, etc.)
- Personnel data known as HR Master data which consists of infotypes
- Integrates with Organizational Management (Classification and Compensation)

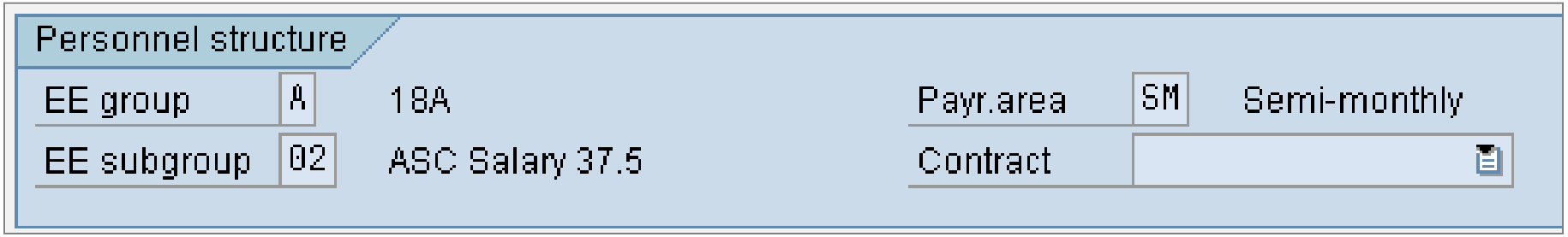
Personnel Structure

Employee Groups separate or divide employees.

Employee Subgroups subdivide employee groups according to an employees status.

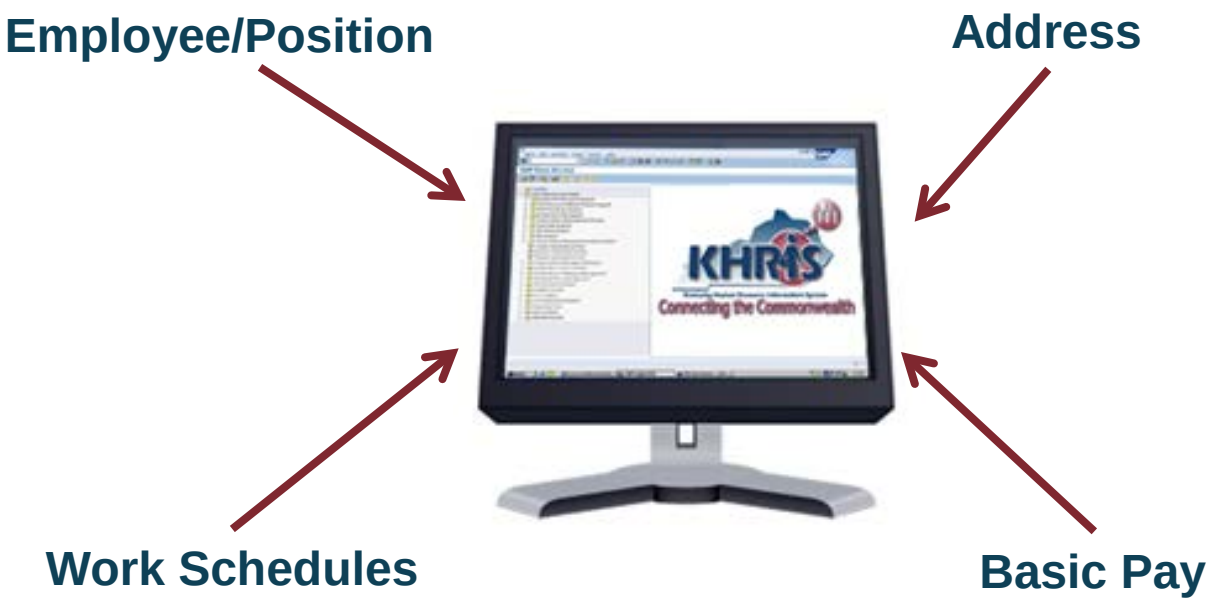
Payroll Area describes the pay frequency and payroll cycle for each employee.





HR Master Data

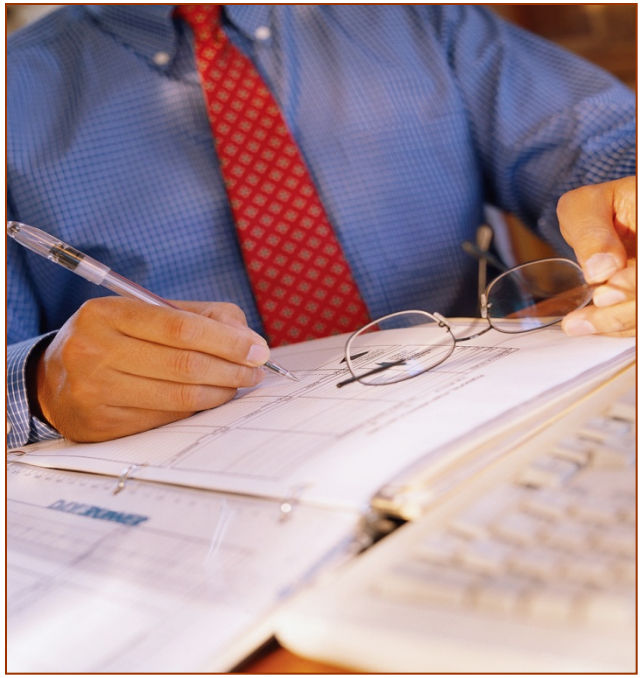
- Centrally stored employee information that is shared across modules within KHRIS
- Information that remains the same over a long period of time



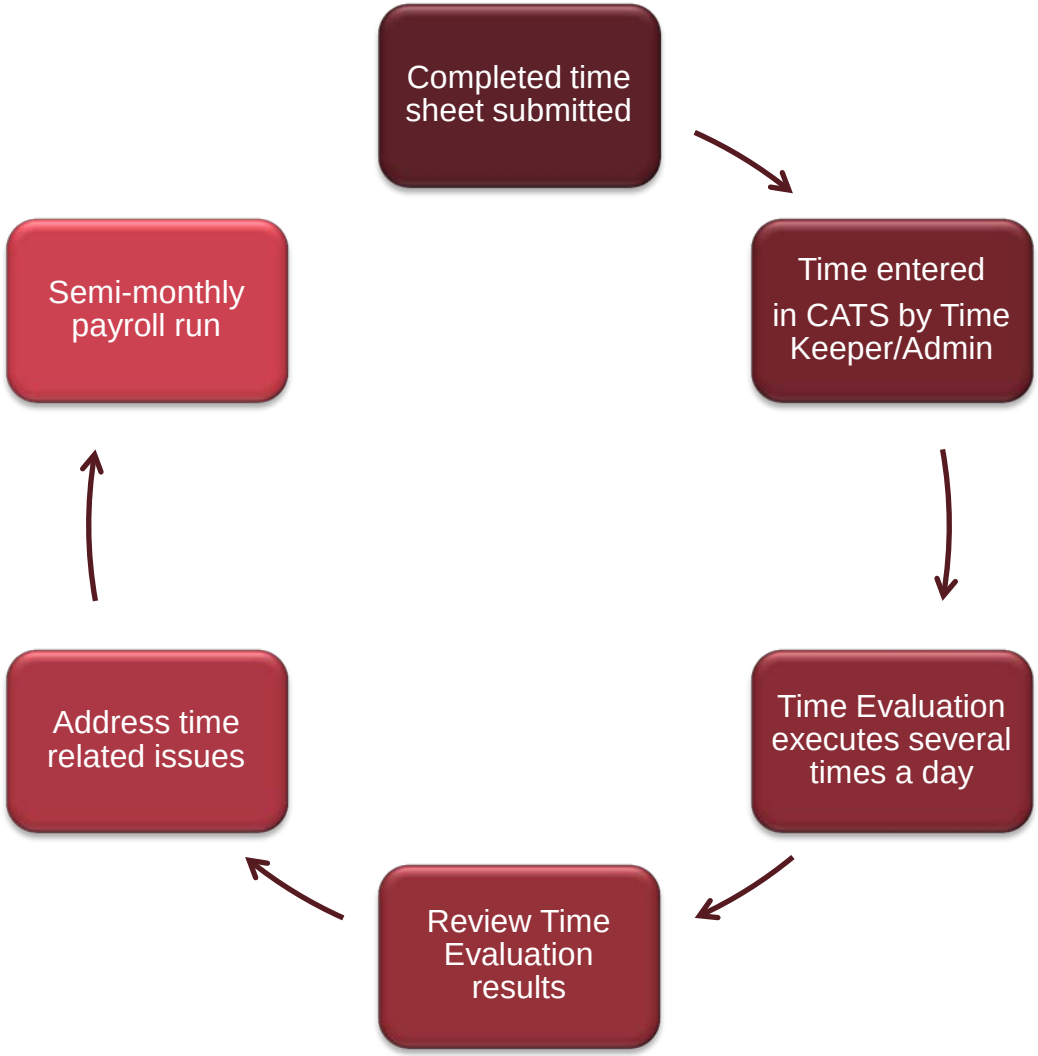
What is Time Management?

Use Time Management to:

- Record time data for all employees
- Determine leave eligibility such as:
  - Annual
  - Sick
  - Compensatory
  - Military
  - FMLA
- Report employee attendance and absences

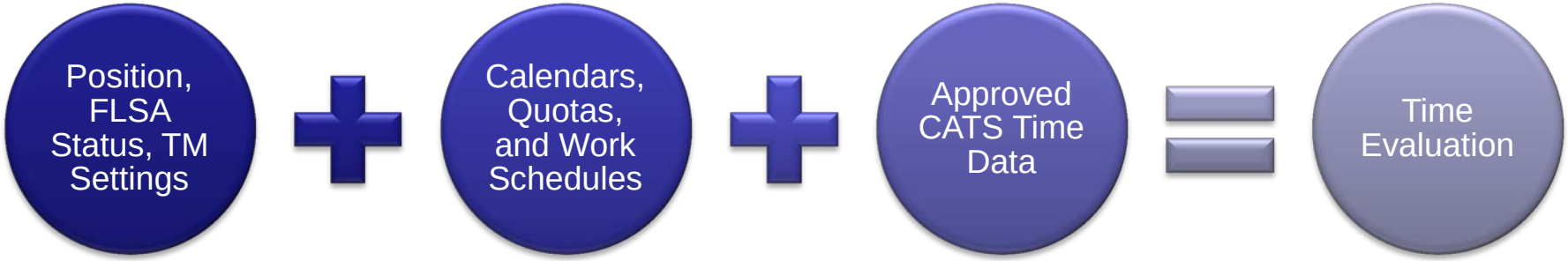


Time Data Entry Process



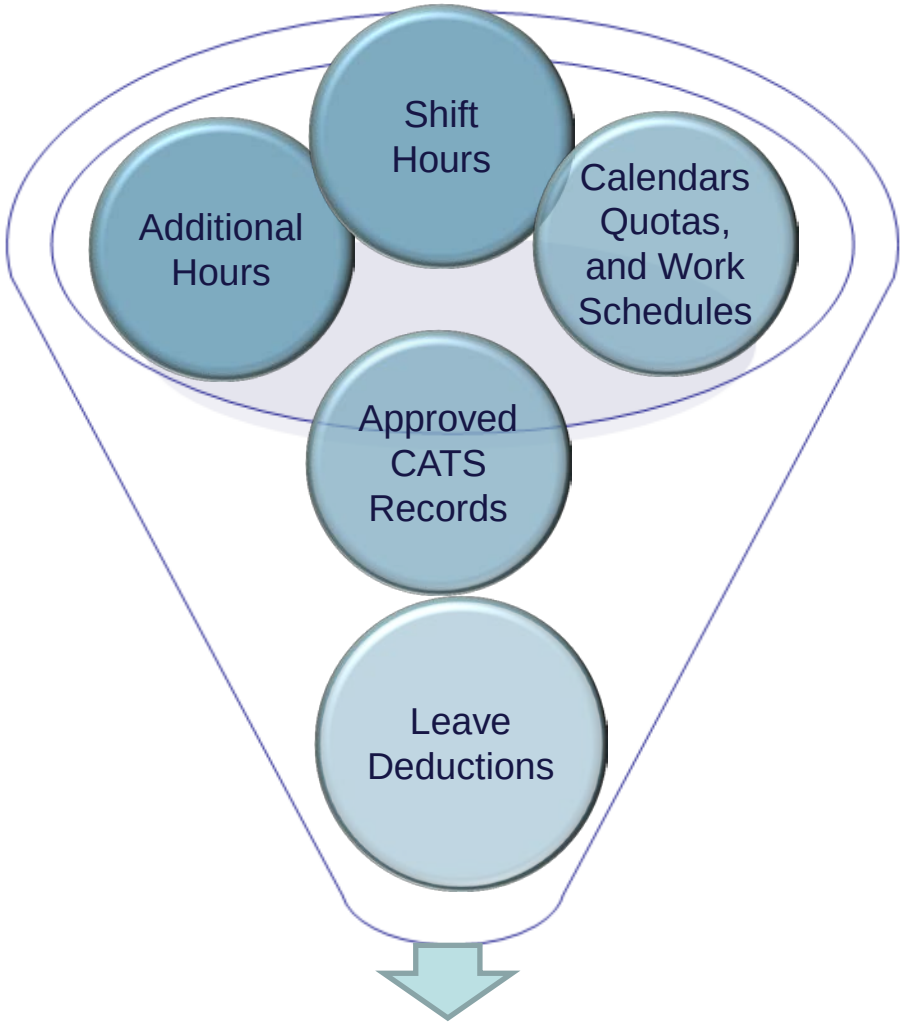
Time Evaluation Process

The Time Evaluation process executes automatically several times a day and compares employee time with legal and regulatory requirements.



Time Evaluation

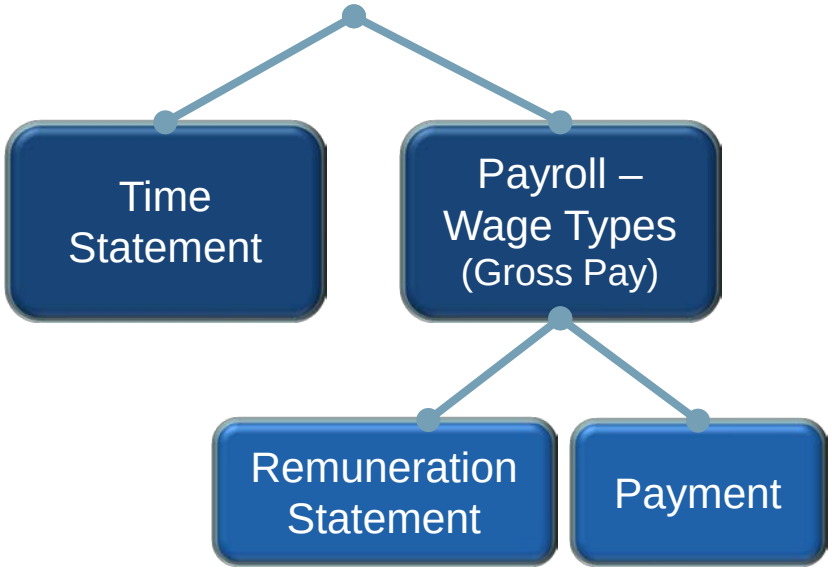
Information going **in** to Time Evaluation



Time Evaluation Results

Information coming **out** of Time Evaluation

Time Evaluation Results



Time Management Roles

Time Administrator

- Enters, reviews, corrects, and monitors time data at the agency department / worksite level for assigned employees

Time Keeper

- Enters and edits time data for assigned employees

Time Reporter

- Displays (view only) time sheet and time reports for assigned employees

FMLA Processor

- Create FMLA occurrences
- Display time sheet data only
- Execute FMLA reports

Lesson 1 Review

In this lesson you learned to:

- Explain the concept and key elements of Time Management
- Explain the Time Data Entry process
- Explain the Time Evaluation process
- Identify the various Time Management roles

FMLA

Lesson 2

Course Map

Lesson 1: Time Administration Overview

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Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Lesson 2 Objectives

By the end of this lesson participants will be able to:

- Identify FMLA roles
- Execute FMLA processing

Key Terms

The following key terms will be discussed in this lesson:

- FMLA Event
- FMLA Absences
- FMLA Roles
- FMLA Workbench

FMLA Roles

FMLA Processor

- Maintains all functionality of the FMLA workbench; creates, edits, and deletes requests
- Assigns absences to FMLA events and executes FMLA related reports
- Designates covered FMLA absences
- Cannot make changes to time sheets

FMLA View Only

- Views data in the FMLA Workbench
- Executes FMLA related reports

FMLA Tester

- Checks FMLA eligibility for an employee
- Cannot create an occurrence, view, or modify any existing data in the FMLA Workbench

Event and Absence

FMLA Event represents a qualifying event under the federal law that guarantees an employee's job will be protected during an absence of up to 12 weeks (26 weeks to care for a covered service-member).

FMLA Absence

- An absence that falls during an employee's FMLA event period that is attributable to that event
- An absence not attributable to the FMLA event and falls in the FMLA event period must be deselected to use other leave
- Time Keepers and Time Administrators must enter the FMLA code when entering time data

FMLA Workbench

- In KHRIS, the FMLA Workbench uses standard FMLA rules to determine eligibility
- Employees must complete FMLA request forms
  (hard copy outside of the system)
- The FMLA Processor verifies employee eligibility

FMLA Process

The supervisor or employee completes and submits FMLA request forms (outside of KHRIS)

FMLA request forms are routed to the appropriate FMLA coordinator for the agency

Determine FMLA eligibility in FMLA Workbench

Deny request or create event in KHRIS FMLA Workbench

FMLA Maintenance

Track FMLA hours/days using Workbench and absences recorded in CATS

Communicate with Time Keeper or Time Administrator regarding absence recording

Follow-up with employee return-to-work, other long term leave processing, or termination

Assist in resolution of policy questions and issues

Exercise 2.1

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Use the FMLA Workbench to create an FMLA occurrence in KHRIS.

FMLA Corrections

If you make an FMLA correction on the timesheet, you must also update the FMLA workbench by removing the checkmark.

Knowledge Check

1. What is the FMLA Workbench?

2. Who maintains all functionality of the FMLA Workbench?

Lesson 2 Review

In this lesson you learned to:

- Identify FMLA roles
- Execute FMLA processing

Time Management Master Data

Lesson 3

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

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Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Lesson 3 Objectives

By the end of this lesson participants will be able to:

- Maintain or review Time Management master data and elements of time entry
  - Shift Premium and Weekend Premium
  - Work Schedules and Work Schedule Rules
  - Time Management Status (display only)
  - Military status
  - Overtime eligibility

Key Terms

The following key terms will be discussed in this lesson:

- Infotypes
- Work Schedule Rule
- Work Schedule
- Time Management Status

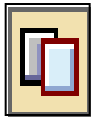
Create, Copy, Change

Entry Options:

Create:

Use create for new records

Copy:

- Be sure to use copy to change/update existing records 
  - Facilitates entry – fewer fields to update
  - Creates an historical record

Change:

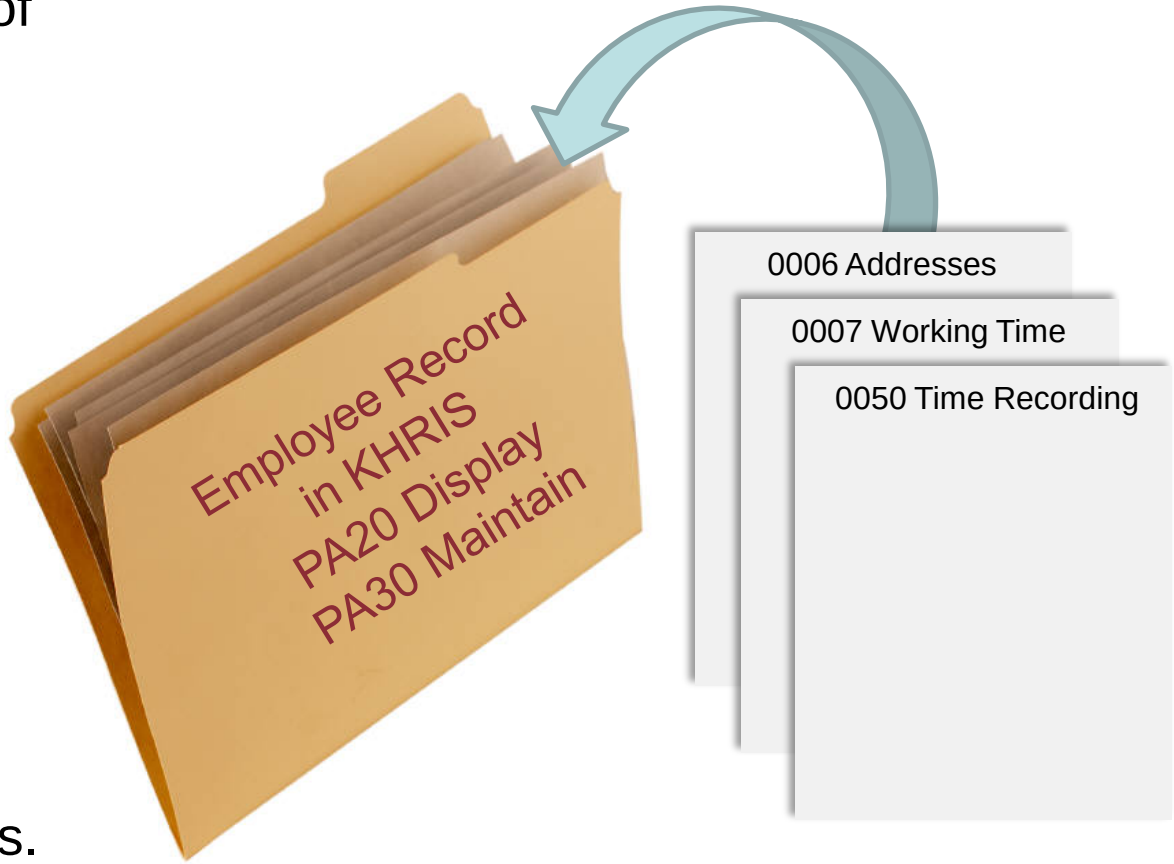
- Use change only if a record was entered in error
  - Does not create a history – overwrites the existing record

Employee Record / Infotypes

An employee record in KHRIS contains a large amount of master data. To access an employee record, use transaction code(s) **PA20 Display HR Master Data** or

PA30 Maintain HR Master Data.

The data within an employee record is arranged in manageable groupings called Infotypes.



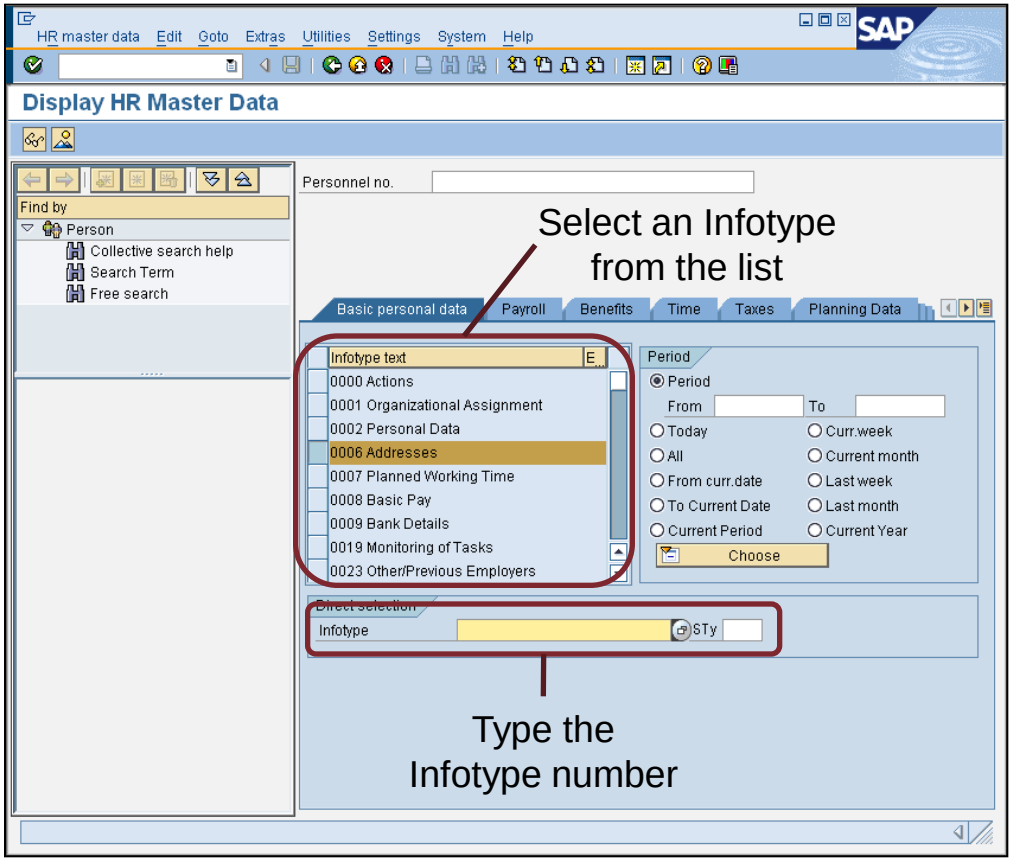
Infotype

Infotype (IT) represents a set of related data grouped according to subject matter within an employee record.

For example, **Infotype 0006 Addresses** contains the permanent residence and work address information for an employee.

There are two ways to access an Infotype:

1. Select from the list
2. Type the number in the Infotype field



Commonly Used Time Management Infotypes

These Infotypes will be discussed throughout this course.

0007
Planned Working Time

- Work Schedule and Work Schedule Rule, Time Management Status, Shift Change
- Time Admin – Write access / Time Keepers - Read access

0050
Time Recording Information

- Time Card Rule, Weekly comp threshold, and Overtime / Comp Indicator
- Time Admin – Write access / Time Keepers - Read access

2006
Absence Quotas

- Records time-limited entitlements such as sick leave
- Absence quota validity dates
- Read access for both Time Admin / Time Keepers

2012
Months of Service

- Update months of service
- Clear Adverse Weather leave
- Time Admin – Write access / Time Keepers - Read access

IT0007 Planned Working Time

Use **Infotype 0007 Planned Working Time**
to the access the following master data on an employee record:

- Work Schedule Rule
- Work Schedule
- Shift Premium
- Time Management Status

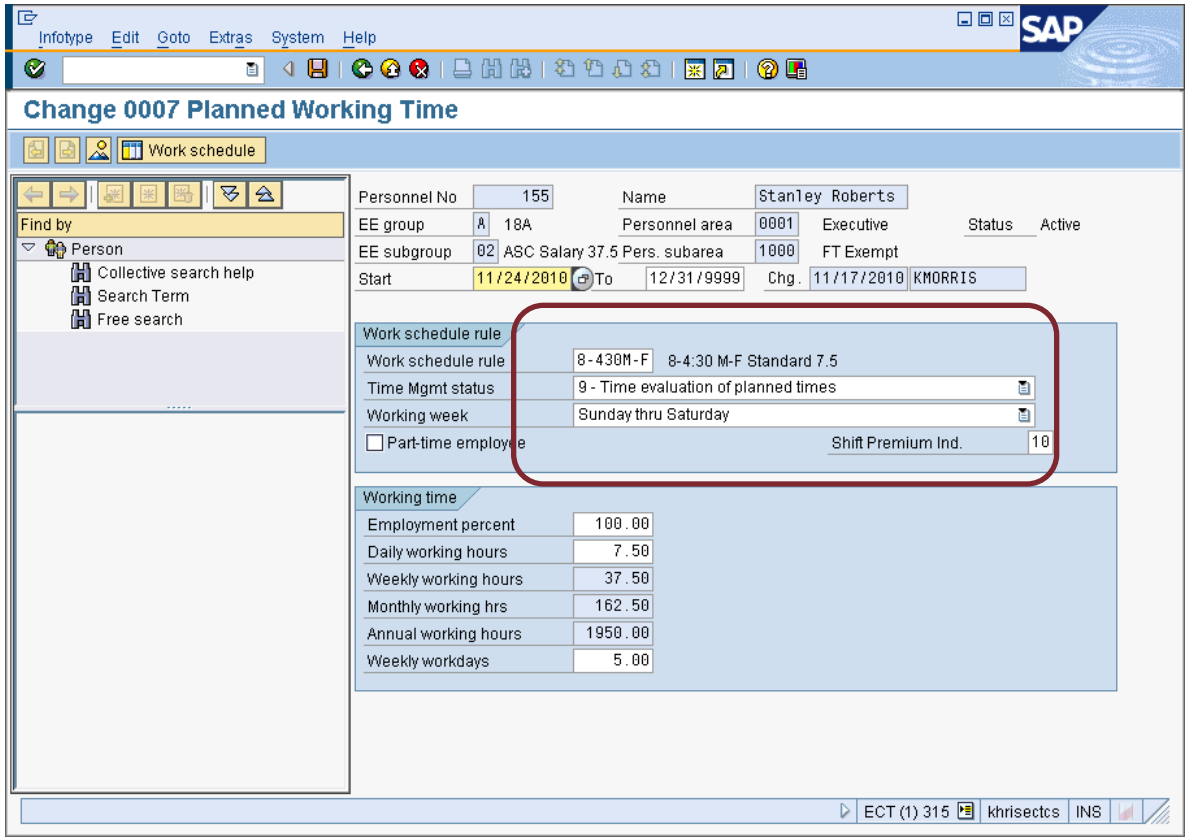
IT0007 Planned Working Time

Work Schedule Rule represents a combination of days and hours that make up a unique work schedule.

Examples:

- 24/7 40.0
- 24/7 37.5
- 8-430M-F
- OFF1010107.5OFFOFF

NOTE: If an employee is hired or termed in the middle of the pay period – the employee can not be on a 24/7 schedule for that pay period.



IT0007 Planned Working Time

Work Schedule Rule

- Represents the planned working time for an employee and serves as a foundation for time processing
- Combines an assigned holiday calendar with a repeatable pattern of work to represent the scheduled work days and non-work days
- Triggers premium payments and the amount of leave that can be recorded based on scheduled work hours

IT0007 Planned Working Time

Work Schedule

- Determines the expected daily work hours and days
- Defines the number of expected work days that initiates when an employee will accrue leave; for example, minimum 100 hours to accrue sick and annual leave.
- References one of two holiday calendars: KY or KA
  - PT employees, regardless of whether or not they are scheduled to work, are required to get paid on the holiday.
    - They only receive half day.

Shift Premium

Use the following shift premium and weekend codes:

10 – First Shift

24 – Second Shift

34 – Third Shift

44 – Shift Varies

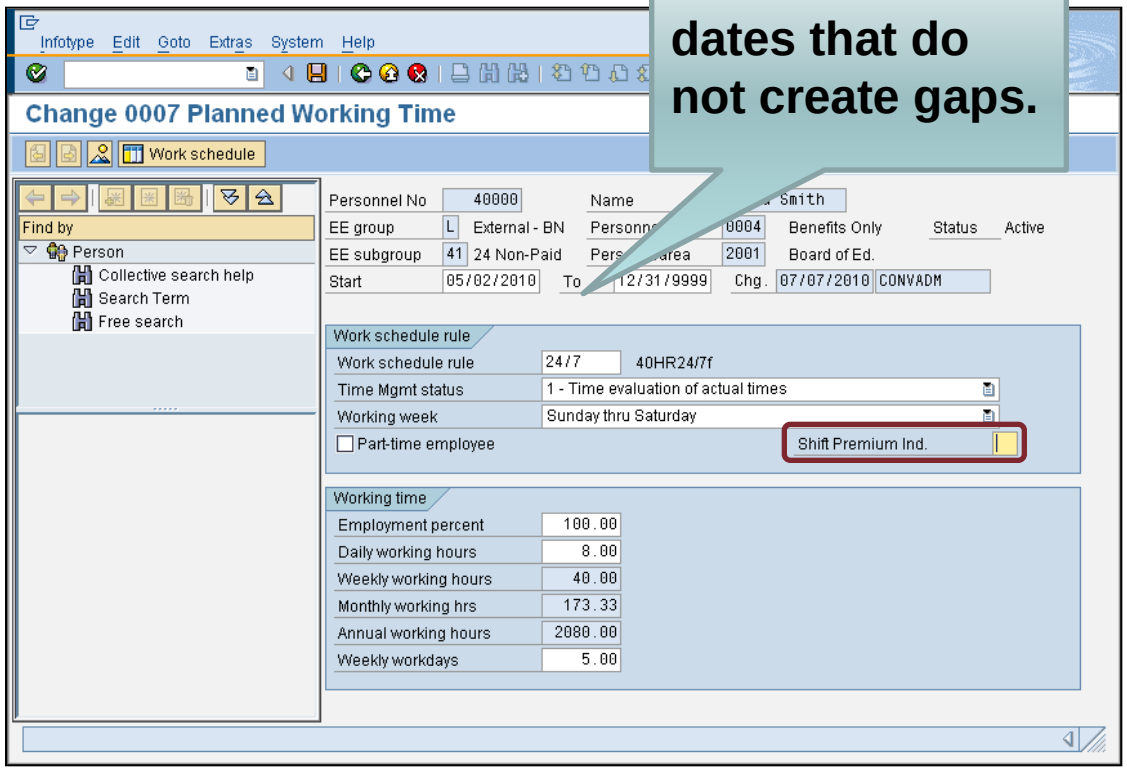
84 – Shift Varies and Weekend

50 – Weekend

64 – Second Shift Weekend

74 – Third Shift Weekend

NOTE: Use dates that do not create gaps.

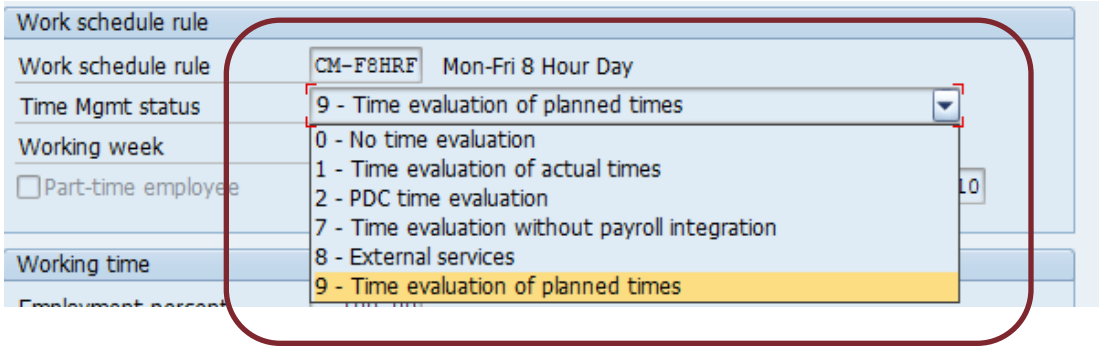


Shift Premium and Time Sheet Entry

Code	Time Sheet Entry
10, **24**, **34**	Employee not required to enter shift premium hours on their time sheet. KHRIS uses the Shift Premium indicator (10, 24, or 34) to determine the premium pay.
44	Employee required to use an attendance code (2NDH if they worked second shift or 3RDH if they worked third shift) with their recorded worked hours to determine shift premium pay.
84	Employee required to use an attendance code (2NDH or 3RDH shift variable and weekend code 4WKH)
50, **64** or **74**	Employee required to use the weekend premium code (4WKH) with their recorded worked hours to ensure determine weekend premium pay. For 64 or 74 KHRIS determines the shift premium portion for weekend hours. (For example: 1REG for 8 hours and 4WKH for 8 hours).

IT0007 Planned Working Time

The position and organization assigned to the employee determines the code that displays in the Time Management Status field.



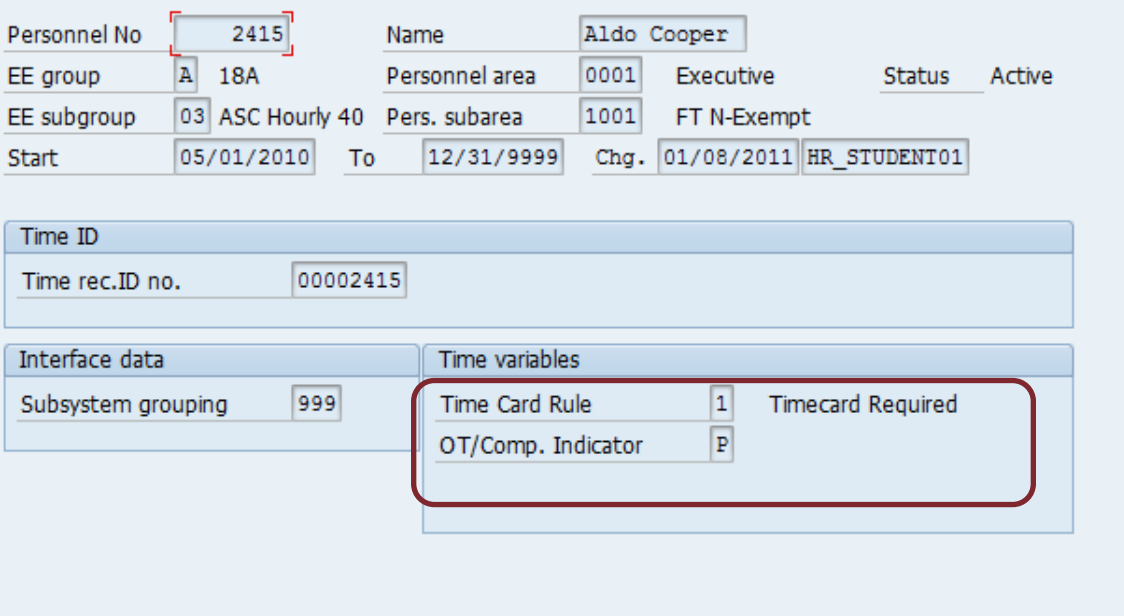
You cannot make changes to this field, but need to understand how each of the codes impact the way time data must be recorded for the employee.

0 – No time evaluation
1 – Actual Times (Positive Time)
9 – Planned Times (Exception Time)

IT0050 Time Recording Information

Use **Infotype 0050 Time Recording** to maintain:

- Overtime or Compensation (determines how to compensate a non-exempt employee over 40 hours)



NOTE: The Time Card Rule field populates automatically.

NOTE: OT Comp Indicator – For those employees who are eligible for comp or overtime, either make the selection C - Comp or P – Pay.

IT0007 Planned Working Time

Time Management Status + Time Card Rule

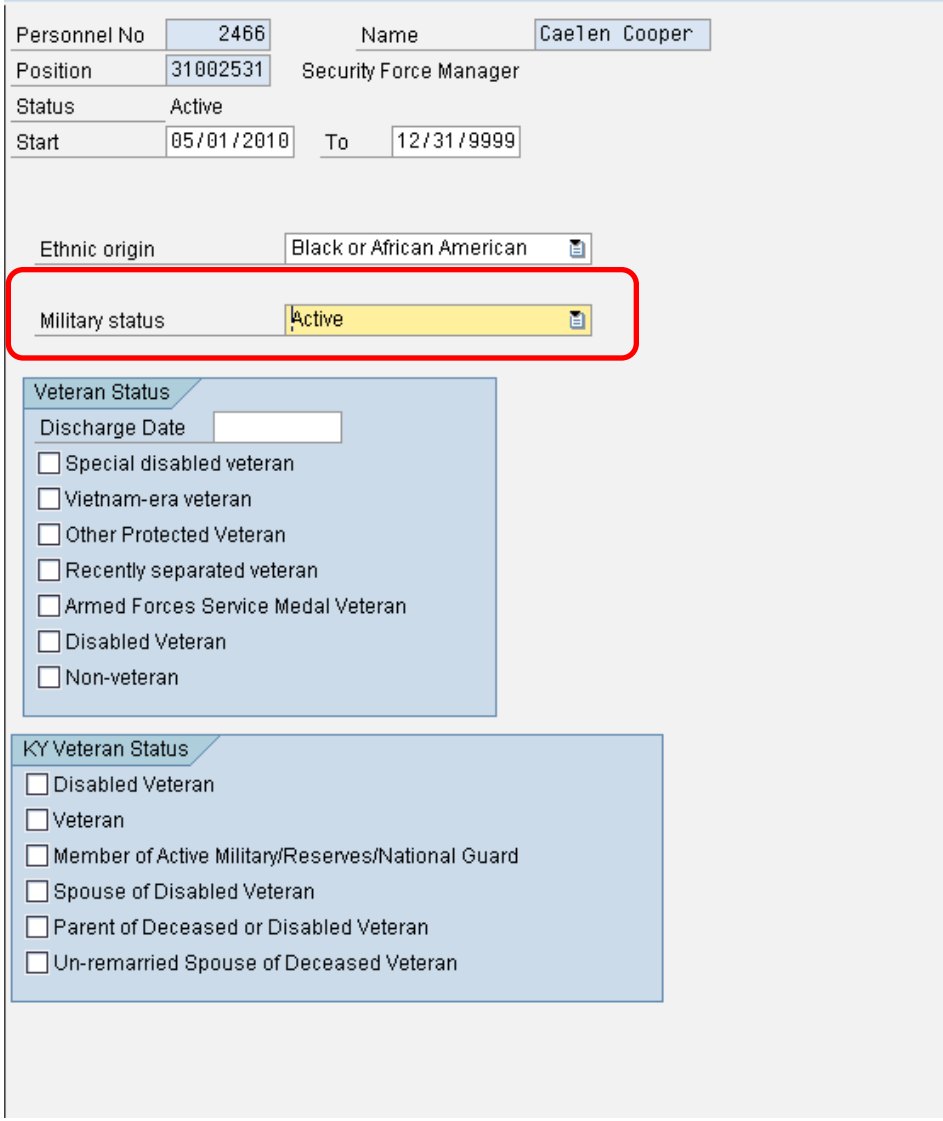
Time Management Status IT0007
0-No time evaluation
1-Time evaluation of actual times
9-Time evaluation of planned times

Time Card Rule IT0050
1-Time card required
2-Time card NOT required

TM Status	+	Time Card Rule	=	
TM Status 1 – Actual times	+	**Time Card Rule** 1 – Time card required	=	Time must always be keyed or will not get paid.
TM Status 9 – Planned times	+	**Time Card Rule** 2 – Time card not required	=	Paid regardless of time keyed – enter exception time only
TM Status 9 – Planned times	+	**Time Card Rule** 1 – Time card required	=	Must enter either exception time or certification

IT0077 Additional Personal Data

Employee must have an active Military Status on Infotype 0077 to be eligible for military leave.

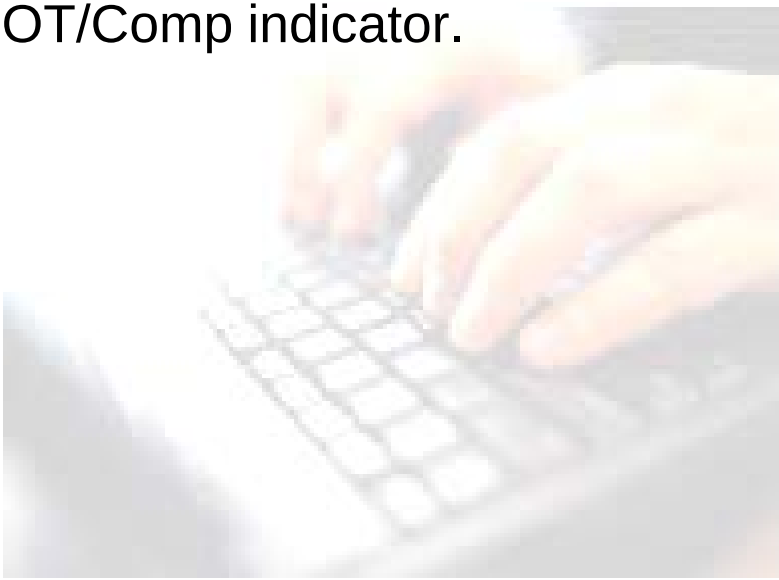


Exercise 3.1

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

An employee has made a permanent change to their work schedule and shift. Change the work schedule and shift premium indicator. In addition, access IT0050 to change the OT/Comp indicator.



Use IT0007 to make two types of changes to the Work Schedule Rule:

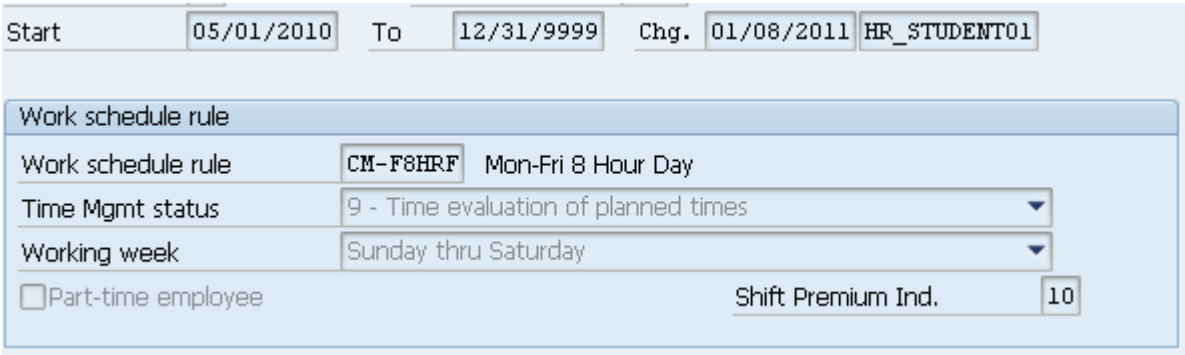
1. **Permanent** – with an end date of infinity (12/31/9999)
2. **Temporary** – with a specified start and end date (one or two weeks)

NOTE:

For non 24/7 schedules, always start with a Sunday date.

For a temporary change, start with a Sunday date and end with a Saturday date.

If you have any employee on a 24/7 schedule they must remain on that schedule until the pay period ends. If the employee is going to a 24/7 they must start the new schedule at the beginning of a pay period. It doesn't matter if the schedule begins in the middle of the week.



Example of multiple dates with no gaps

When you use the copy button to make a change, ensure there are no gaps in the dates.

An example is shown in the screen shot to the right.

Start Date	End Date	TR ID no	I	LI
06/19/2011	12/31/9999	3425		
01/21/2011	06/18/2011	3425		

Knowledge Check

1. Name two items you can change using Infotype 0007 Planned Working Time.

2. What infotype do you use to change the military status?

Lesson 3 Review

In this lesson you learned to:

- Maintain or review Time Management master data and elements of time entry
  - Shift Premium and Weekend Premium
  - Work Schedules and Work Schedule Rules
  - Time Management Status (display only)
  - Military status
  - Overtime eligibility

Absence Quotas

Lesson 4

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Lesson 4 Objectives

By the end of this lesson participants will be able to:

- Review Absence Quotas
- Explain how KHRIS manages Adverse Weather Leave

Quotas

KHRIS uses ***Absence Quotas*** to track absence entitlements (limited to a specified number of hours).

KHRIS creates absence quotas automatically during the time evaluation process.

These entitlements, stored as quotas, deduct from the employee's balance when used.

Quota Accruals

When do employees accrue?

Quotas accrue at the end of the month, after the employee has worked or been on paid leave for a minimum of 100 hours.

What do employees accrue?

- Annual Leave (End of the month)
- Sick Leave (End of the month)
- Military Leave (Beginning of the Federal FY)
- Compensatory Leave (earned)

Absence Approvals and Limits

- Supervisors must approve absence quota usage
- Work schedules limit an employee's daily usage of leave
- Supervisors and Time Administrators must control limits of daily deductions
  - Upper limits (not to exceed work schedule)
  - Lower limits (lowest amount of absence time you can use)

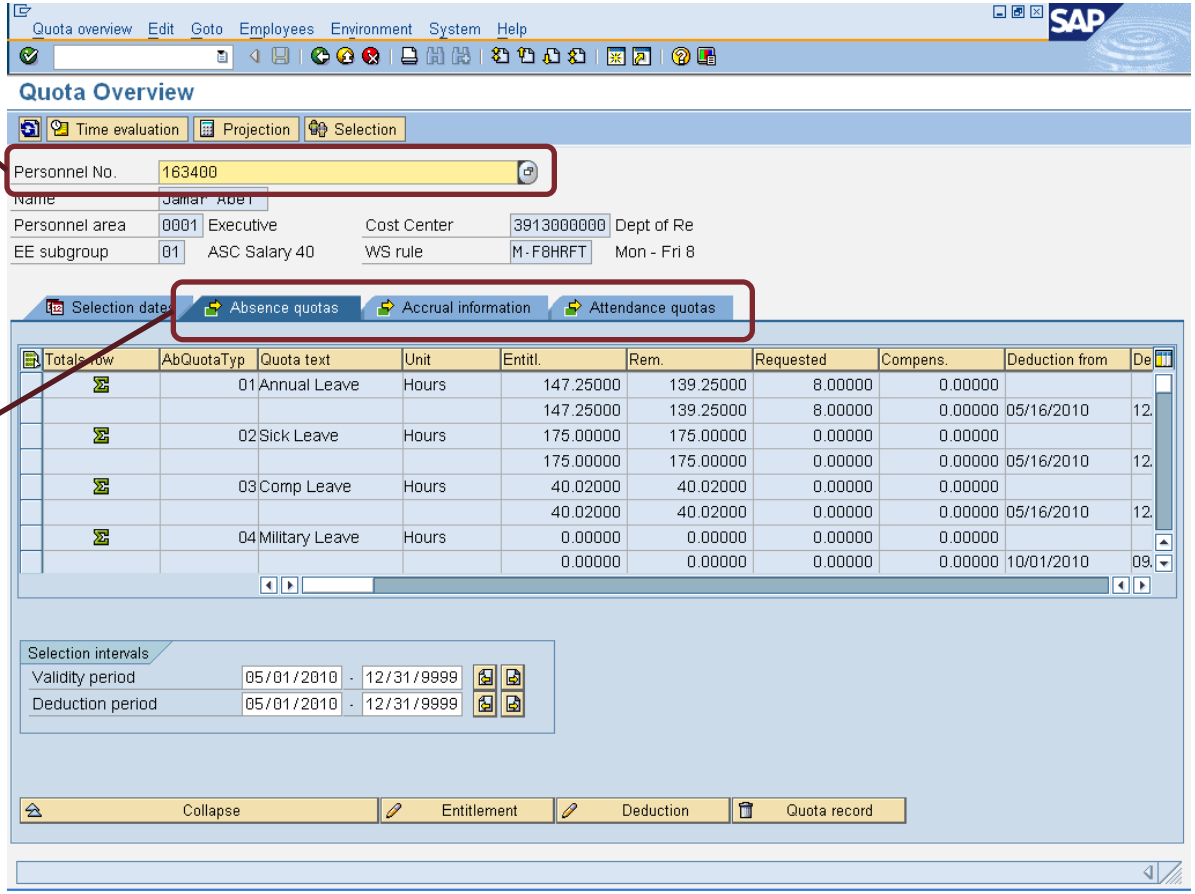
Quota Report PT50

Use the quota report to review an employee's attendance quotas, absence quotas, and accrual information.

Select a personnel number to review the quotas for the employee.

Select a tab to review Attendance / Absence quotas or Accrual information.

To see quota balances for more than one employee at a time use **PT_QTA10**



Exercise 4.1

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Display a leave balance for one employee.

Quota Report PT_QTA10

Use PT_QTA10 to see quota balances for more than one employee at a time.

List Edit Goto Settings System Help

Display Absence Quota Information

Choose Save ABC

Absence quotas

Validity period 01/01/2011 - 12/31/2011

Pers.No.	Name	Quota	Unit	Entitlement	Used	Compensated to key date	Total remain.
2275	Cadence Gavin	Annual Leave	Hours	496.00000	0.00000	0.00000	496.00000
2275	Cadence Gavin	Sick Leave	Hours	0.00000	0.00000	0.00000	0.00000
2275	Cadence Gavin	Comp Leave	Hours	45.00000	0.00000	0.00000	45.00000
2275	Cadence Gavin	Military Leave	Hours	157.50000	0.00000	0.00000	157.50000
2276	Cailyn Gavin	Annual Leave	Hours	496.00000	0.00000	0.00000	496.00000
2276	Cailyn Gavin	Sick Leave	Hours	0.00000	0.00000	0.00000	0.00000
2276	Cailyn Gavin	Comp Leave	Hours	45.00000	0.00000	0.00000	45.00000
2276	Cailyn Gavin	Military Leave	Hours	157.50000	0.00000	0.00000	157.50000
2466	Caelen Cooper	Annual Leave	Hours	560.00000	0.00000	0.00000	560.00000
2466	Caelen Cooper	Sick Leave	Hours	64.00000	0.00000	0.00000	64.00000
2466	Caelen Cooper	Comp Leave	Hours	0.00000	4.00000	0.00000	4.00000-
2466	Caelen Cooper	Military Leave	Hours	168.00000	0.00000	0.00000	168.00000
			Hours	**2,189.00000**	**4.00000**	**0.00000**	**2,185.00000**

Exercise 4.2

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Display leave balances for multiple employees.

Unpaid Absence Hours

- Recorded unpaid absences reduce salaried employees' pay

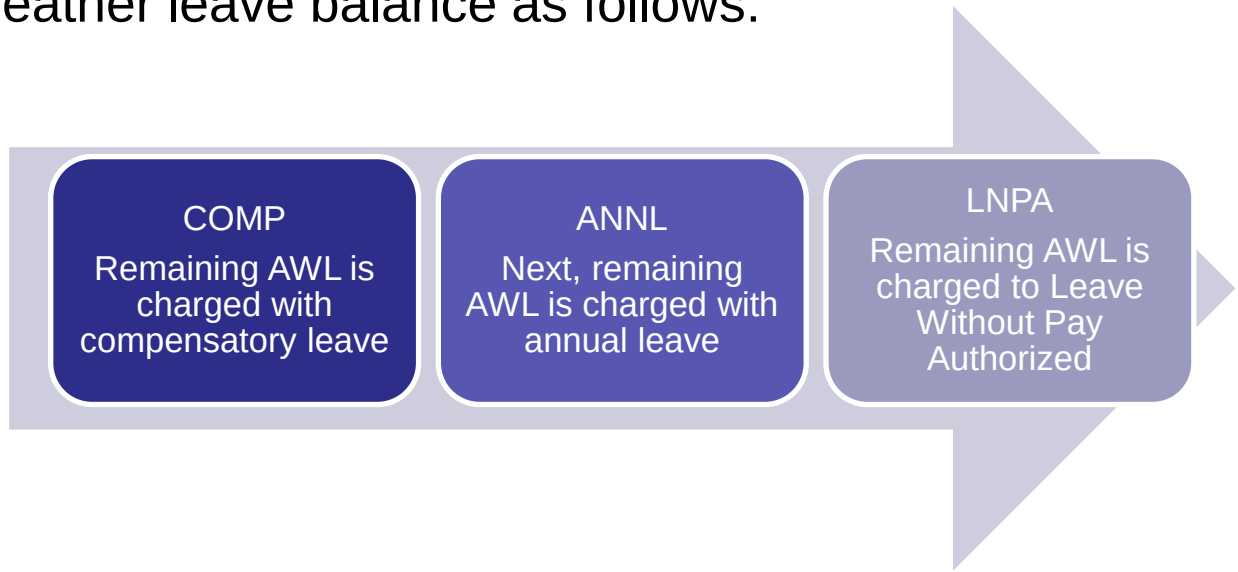
  LNPA – Leave No Pay Authorized (LWOP)
  LNPU – Leave No Pay Unauthorized (LWOP)

  NOTE: All absences (paid and unpaid) related to approved FMLA must be reported.

Adverse Weather Leave

KHRIS automatically tracks and reallocates Adverse Weather Leave:

•After the 123 day expiration, Time Evaluation replaces the remaining adverse weather leave balance as follows:



•Employees may review their time statements and track balances using Employee Self-Service (ESS)

•The system will only track 25 occurrences; additional occurrences should be maintained by the HRGs

Exercise 4.3

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Track the use of (WLAD) and make up (WMAD) of Adverse Weather Leave as well as the reallocation of hours that have not been made up.

Knowledge Check

1. Where do you view quota balances?

Lesson 4 Review

In this lesson you learned to:

- Review Absence Quotas
- Explain how KHRIS manages Adverse Weather Leave

Kentucky Human Resource Information System

Connecting the Commonwealth

Time Entry

Lesson 5

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Lesson 5 Objectives

By the end of this lesson participants will be able to:

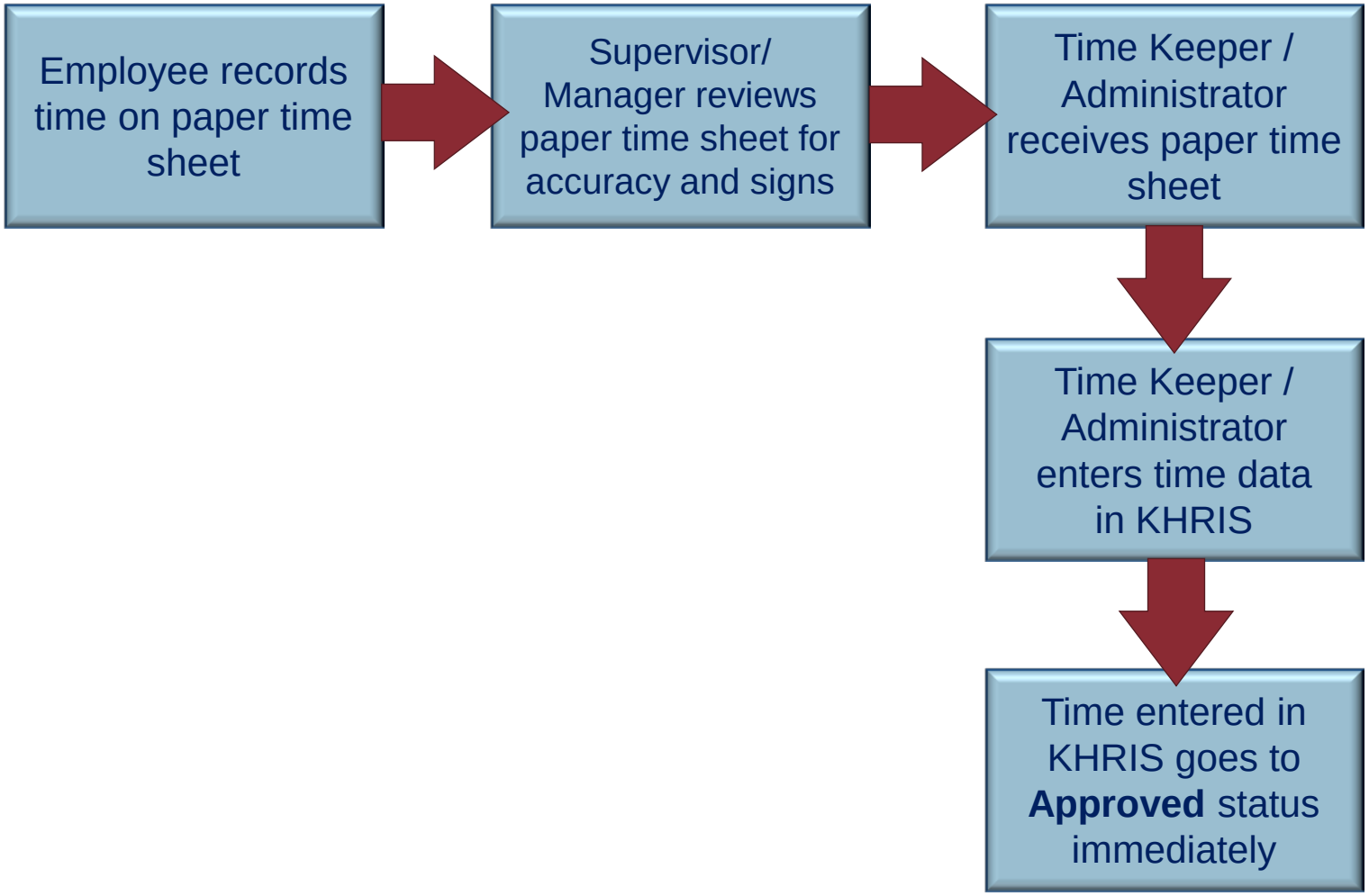
- Explain time sheet / time entry process
- Explain the difference between exception and exception with certification time
- Enter time in KHRIS

Key Terms

The following key terms will be discussed in this lesson:

- Positive time
- Exception vs. exception with certification time
- Cross Application Time Sheet
- Attendance / Absence Codes

Time Sheet / Time Entry Process



Time Entry falls into one of three categories:

Positive Time
Actual Pay

- **Required to record all time**
- **Recorded time must include hours worked and leave**
- **Failure to record time impacts pay**
- **Employees receive base pay unless exception time is entered**

Exception with Certification

- **Required to certify scheduled hours have been worked**
- **Required to either certify or enter exception(s), if any**
- **Employees receive base pay unless exception time is entered**

Exception Time

- **Required to record variations of time**
- **Employees receive base pay unless exception time is entered**

Cross Application Time Sheet (CATS)

Time Administrators and Time Keepers use a tool in KHRIS called ***Cross Application Time Sheet (CATS)*** to record hours worked and leave taken for employees.

CATS references Attendance / Absence / Tracking Codes to record hours.

Attendance / Absence Codes

Attendance / Absence / Tracking Codes identify the type of hours reported, for example: regular, additional, annual, sick, and compensatory hours.

NOTE: Blue column is listed in Numeric/Alpha order.

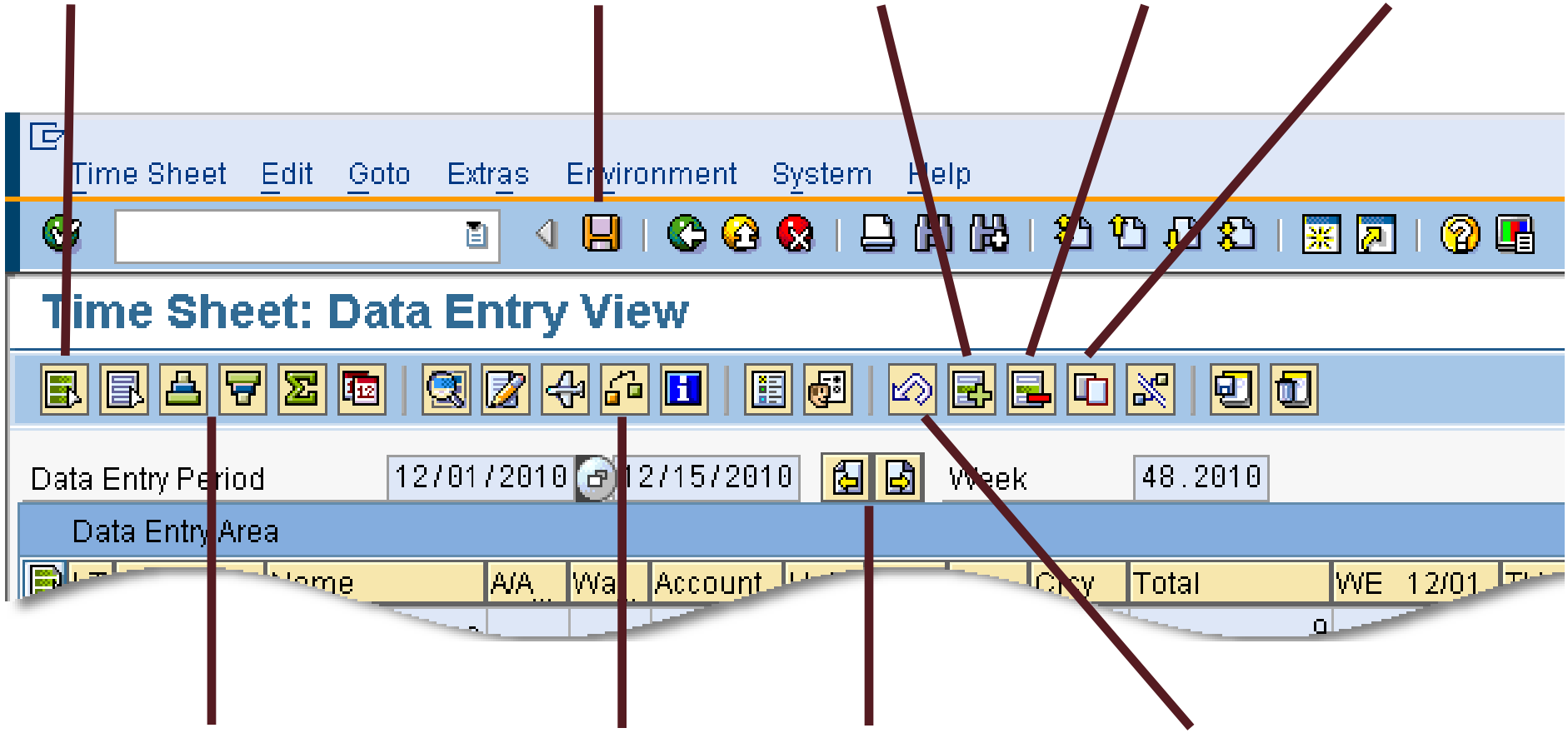
Att./Absence type (1) 44 Entries found

Restrictions

PSG	A/ATy...	Att./abs. type text	Start Date	End Date
10	1REG	Regular Hours	01/01/1990	12/31/9999
10	2NDH	Second Shift Premium	01/01/1990	12/31/9999
10	3RDH	Third Shift Premium	01/01/1990	12/31/9999
10	4WKH	Weekend Hours	01/01/1990	12/31/9999
10	6ADL	Additional Hours	01/01/1990	12/31/9999
10	7CLL	Call-In Hours	01/01/1990	12/31/9999
10	8ONC	On-Call Comp	01/01/1990	12/31/9999
10	9LNG	Multi-Lingual Premium	01/01/1990	12/31/9999
10	9SRV	Servers "Other"	01/01/1990	12/31/9999
10	ANLL	Annual Leave	01/01/1990	12/31/9999
10	BLOD	Blood Donation Leave	01/01/1990	12/31/9999
10	CLOS	Agency Directed Closure	01/01/1990	12/31/9999
10	COMP	Comp Leave Used	01/01/1990	12/31/9999
10	CORT	Court Leave Paid	01/01/1990	12/31/9999
10	EDLP	Education/Training	01/01/1990	12/31/9999
10	ELEC	Working Polls Leave	01/01/1990	12/31/9999
10	EVNT	Governors' sponsered evnt	01/01/1990	12/31/9999
10	FMLA	Family Medical Leave	01/01/1990	12/31/9999
10	HOLC	Holiday Comp	01/01/1990	12/31/9999
10	HOLP	Holiday Pay	01/01/1990	12/31/9999
10	HOME	Agency Directed Sick	01/01/1990	12/31/9999
10	INVL	Investigative Leave	01/01/1990	12/31/9999
10	JURY	Jury Duty	01/01/1990	12/31/9999

44 Entries found

Time Sheet Buttons



Select all rows

Save time sheet

Insert Line in time sheet

Delete Line from time sheet

Copy row

Sort ascending and descending

Check entries

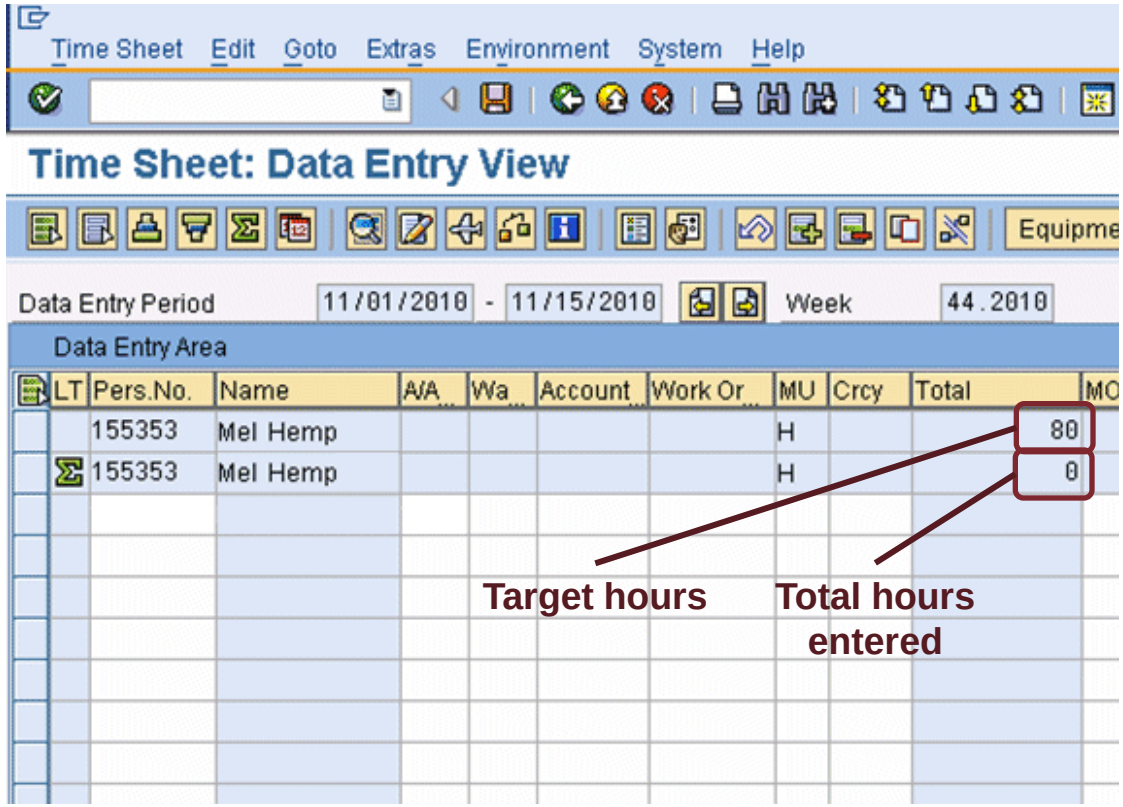
Previous and next pay period(s)

Reset – clear all entries

Time Sheet Layout

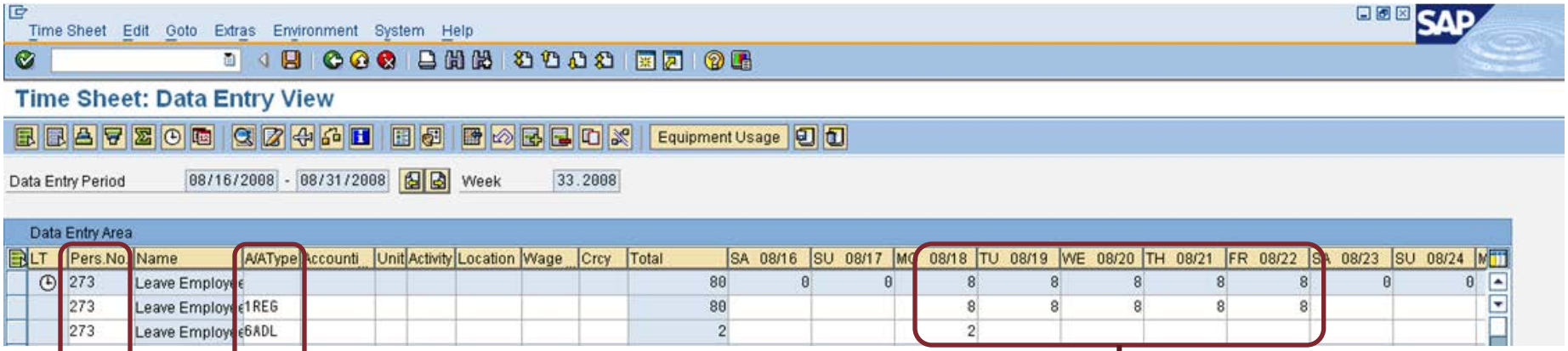
The first two rows of the time sheet display the weekly / daily target hours and entered hours.

- First row displays target hours for the pay period
- Second row displays total hours currently entered
- Use the subsequent blank rows to enter time worked and leave taken
- Only make entries in the white fields



Examples of Attendance Codes in Time Entry

- Employees may have multiple lines of time data per pay period
- Insert a new time entry line for each unique attendance / absence code



Personnel Number

Attendance / Absence Code

Time Data

Exercise 5.1

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Enter certification/exception time data from a paper time sheet.

Exercise 5.2

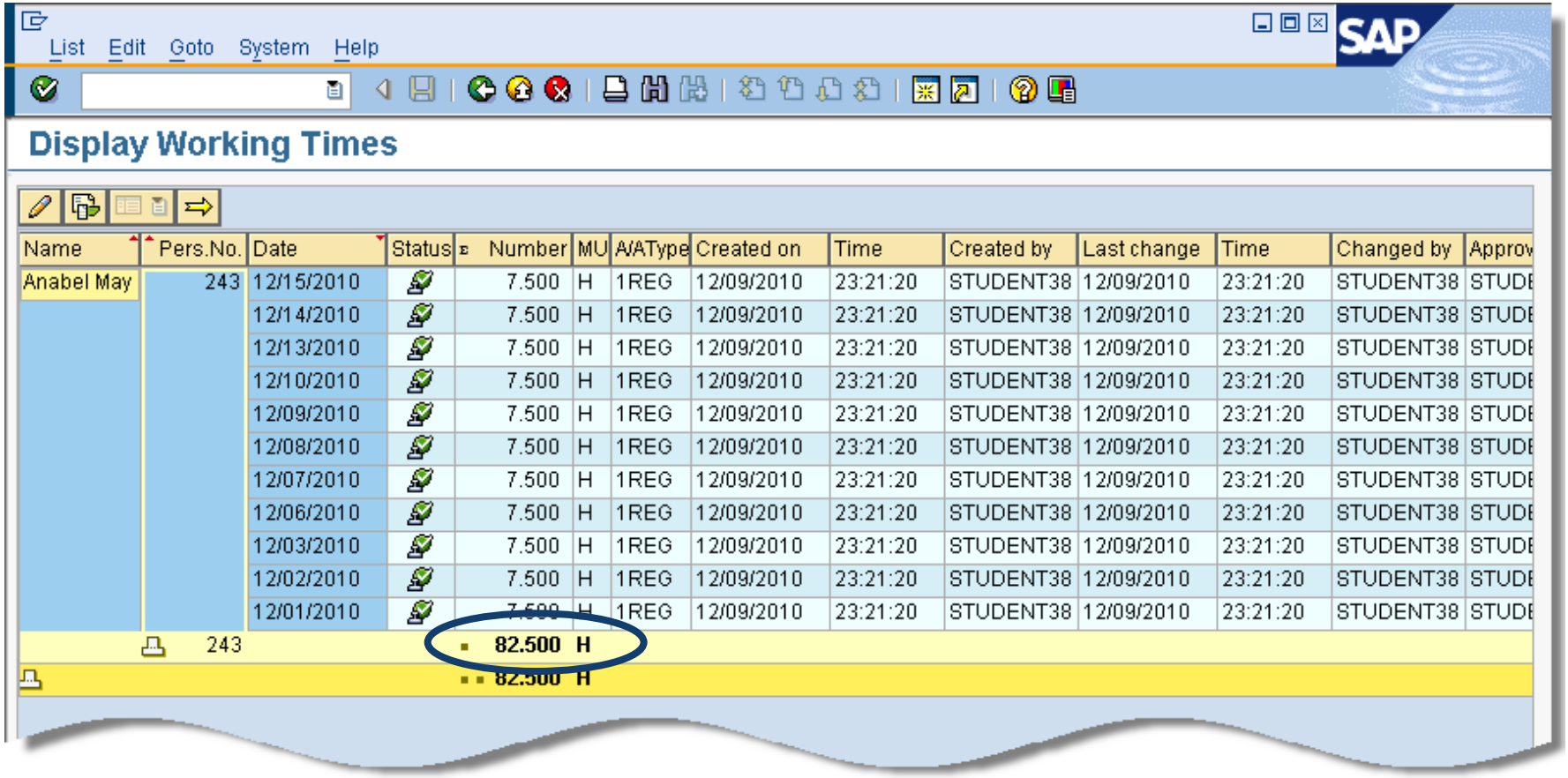
Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Enter positive time data from a paper time sheet.

CATS_DA Time Entry Display

After you enter time for an employee, display this report to verify the hours entered. For example, if you know the employee's target hours for this pay period are 82.50, verify that this report totals the same amount.



List Edit Goto System Help

Display Working Times

Name	Pers.No.	Date	Status	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Changed by	Approv
Anabel May	243	12/15/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/14/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/13/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/10/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/09/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/08/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/07/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/06/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/03/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/02/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
		12/01/2010		7.500	H	1REG	12/09/2010	23:21:20	STUDENT38	12/09/2010	23:21:20	STUDENT38	STUDE
	243			82.500	H								
				82.500	H								

Exercise 5.3

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Display time entered.

Use this transaction to display timesheet data from any pay period.

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 05/01/2011 05/15/2011 Week 17.2011

Data Entry Area

LT	Pers.No.	Name	A/A	Wa	Account	Unit	Acti	Loc	Crcy	Total	SU 05/01	MO 05/02	TU 05/03	WE 05/04	TH 05/05	FR 05/06	SA 05/07	SU 05/08	MO 05/09	TU 05/1
	2466	Caelen Cooper								80	0	8	8	8	8	8	0	0	8	
Σ	2466	Caelen Cooper								66	0	10	10	10	10	8	0	0	10	
	2466	Caelen Cooper	1REG							52		8	8	8	8	4			8	
	2466	Caelen Cooper	6ADL							10		2	2	2	2				2	
	2466	Caelen Cooper	COMP							4						4				
	0																			
	0																			
	0																			
	0																			
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Exercise 5.4

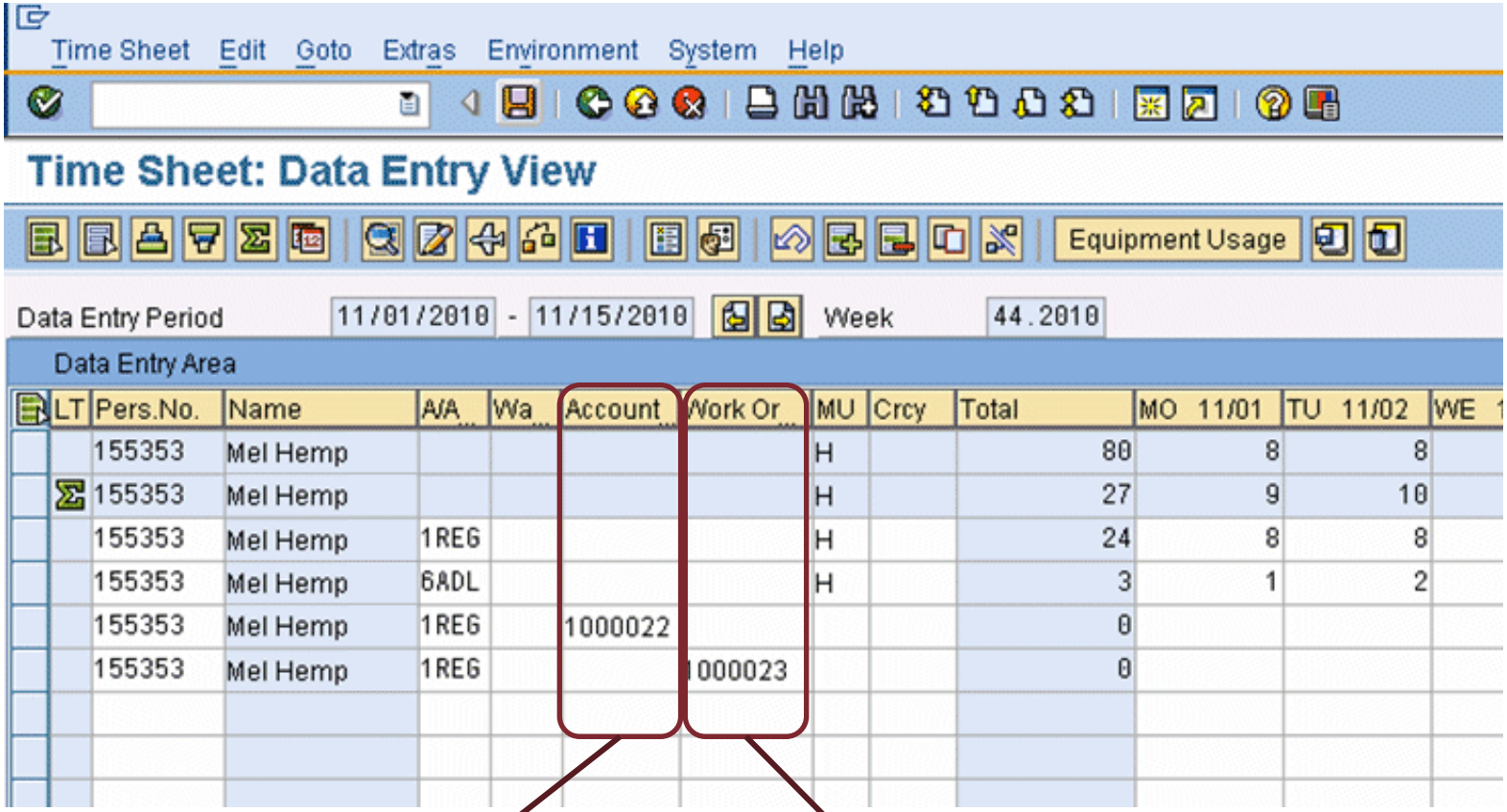
Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Display any timesheet from any period

Time Entry for Transportation Cabinet

Enter cost codes in the Accounting Override and Work Order fields to charge time data to a specific cost collector.



Accounting Override

Work Order

Exercise 5.5

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

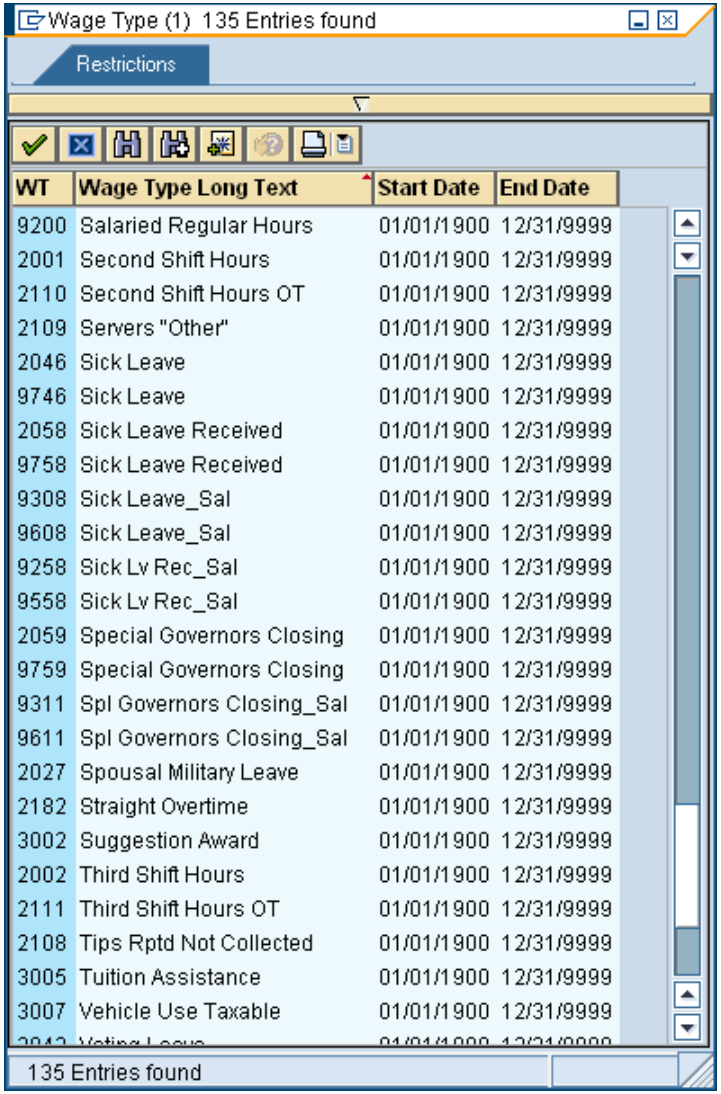
Enter time data from a paper time sheet for Kentucky Transportation Cabinet employees only.

Wage Types

Some agencies do not enter daily time, but instead enter lump sum hours that are applied towards an hourly or per diem rate.

For example, a per diem board would use wage types to record meeting attendances or Parks employees (wait staff) would use wage types to record tips.

All wage type entries bypass Time Evaluation and go straight to payroll.


Wage Type (1) 135 Entries found

Restrictions

WT	Wage Type Long Text	Start Date	End Date
9200	Salaried Regular Hours	01/01/1900	12/31/9999
2001	Second Shift Hours	01/01/1900	12/31/9999
2110	Second Shift Hours OT	01/01/1900	12/31/9999
2109	Servers "Other"	01/01/1900	12/31/9999
2046	Sick Leave	01/01/1900	12/31/9999
9746	Sick Leave	01/01/1900	12/31/9999
2058	Sick Leave Received	01/01/1900	12/31/9999
9758	Sick Leave Received	01/01/1900	12/31/9999
9308	Sick Leave_Sal	01/01/1900	12/31/9999
9608	Sick Leave_Sal	01/01/1900	12/31/9999
9258	Sick Lv Rec_Sal	01/01/1900	12/31/9999
9558	Sick Lv Rec_Sal	01/01/1900	12/31/9999
2059	Special Governors Closing	01/01/1900	12/31/9999
9759	Special Governors Closing	01/01/1900	12/31/9999
9311	Spl Governors Closing_Sal	01/01/1900	12/31/9999
9611	Spl Governors Closing_Sal	01/01/1900	12/31/9999
2027	Spousal Military Leave	01/01/1900	12/31/9999
2182	Straight Overtime	01/01/1900	12/31/9999
3002	Suggestion Award	01/01/1900	12/31/9999
2002	Third Shift Hours	01/01/1900	12/31/9999
2111	Third Shift Hours OT	01/01/1900	12/31/9999
2108	Tips Rptd Not Collected	01/01/1900	12/31/9999
3005	Tuition Assistance	01/01/1900	12/31/9999
3007	Vehicle Use Taxable	01/01/1900	12/31/9999

135 Entries found

Exercise 5.6

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Enter lump sum tips for Parks employees.

Exercise 5.7

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Enter a meeting for a board member.

Group Time Entry

When you enter time in KHRIS, you have the option to display one employee at a time or to display a group of employees at the same time.

This example shows four employees

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Data Entry Period 12/01/2010 - 12/15/2010 Week 48.2010

Data Entry Area

LT	Pers.No.	Name	A/A	Wa	Account	Unit	Acti	Loc	Crcy	Total	TH 12/02	FR 12/03	SA 12/04	SU 12/05	MO 12/0
	243	Anabel May								82.50	7.50	7.50	0	0	7.
Σ	243	Anabel May								82.50	7.50	7.50	0	0	7.
	243	Anabel May	1REG							82.50	7.50	7.50			7.
	225	Appollo Green								279	0	7.50	0	24	
Σ	225	Appollo Green								0	0	0	0	0	
	225	Appollo Green									7.5	7.5			
	221	Darin May								82.50	7.50	7.50	0	0	7.
Σ	221	Darin May								33.50	9	7.50	0	0	
	221	Darin May	1REG							22.50	7.50	7.50			
	221	Darin May	6ADL							3.50	1.50				
	221	Darin May	ANLL							7.50					
	220	Ashley Green								82.50	7.50	7.50	0	0	7.
Σ	220	Ashley Green								0	0	0	0	0	

Data entry view | Release view | Variable view | Entry 1 of 13

ECT (1) 320 | khrisectcs | INS

Selection Variant

For group entry, rather than manually typing the same employee numbers every pay period, you may choose to save the group of employee numbers as a selection variant.

Create multiple selection variants for each of your sub-groups, for example, all of the positive time employees in one group and all of the exception with certification in another group.

Exercise 5.8

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Save attributes entered on the time entry screen, such as personnel numbers.

Time Entry Corrections

You may need to make corrections to a past time sheet if you find an incorrect attendance / absence code was used or wrong time data entered.

Changes made to a previous time sheet will correct the past time sheet and forward correct any quota balances impacted by the change.

Who can make adjustments?

Time Keepers	Time Administrators	HR Generalists
• Can make adjustments in the current and the two prior pay periods	• Can make adjustments in the current and the two prior pay periods	• Can make adjustments to any pay period

- Human Resource Generalists, Time Administrators, and Timekeepers are not permitted to perform any self-related time updates in KHRIS.

Knowledge Check

1. Explain the difference between positive time and exception with certification.

2. What is an Attendance / Absence Code?

Lesson 5 Review

In this lesson you learned to:

- Explain time sheet / time entry process
- Explain the difference between exception and exception with certification time
- Enter time in KHRIS

Kentucky Human Resource Information System

Connecting the Commonwealth

Time Processing and Reporting

Lesson 6

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Lesson 6 Objectives

By the end of this lesson participants will be able to:

- Identify various time reports
- Execute Time Keyed Report
- Identify various report variants

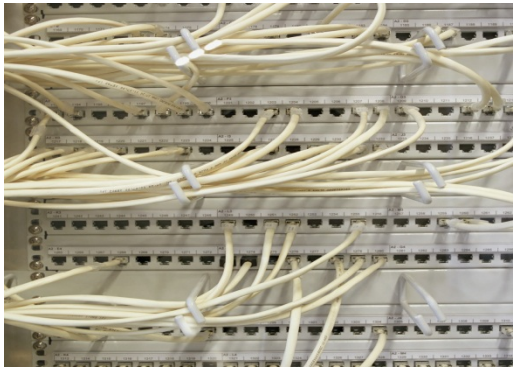
Time Transfer

Time Transfer moves time data from the time entry database to the time master data in KHRIS.

Time Keepers enter time using the CAT2 transaction.

All CAT2 time entries go into a separate time entry database.

The Time Transfer process executes in the background and transports time entries from the time entry database to the time infotypes when a time sheet is saved.



Time Transfer process:

- Transfers time sheet data into the appropriate time master data
- Automatically executes at scheduled intervals

Time Transfer Infotypes

Every time the timesheet is saved it transfers the data from the timesheet to one of the following infotypes:

IT2001- Absences

IT2002- Attendances

IT2010- Employee Remuneration Info

Note: This data pends during the intervals between time evaluations. Make sure to check infotypes 2001 and 2002 if there are incorrect work week errors.

Exercise 6.1

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Display time infotypes

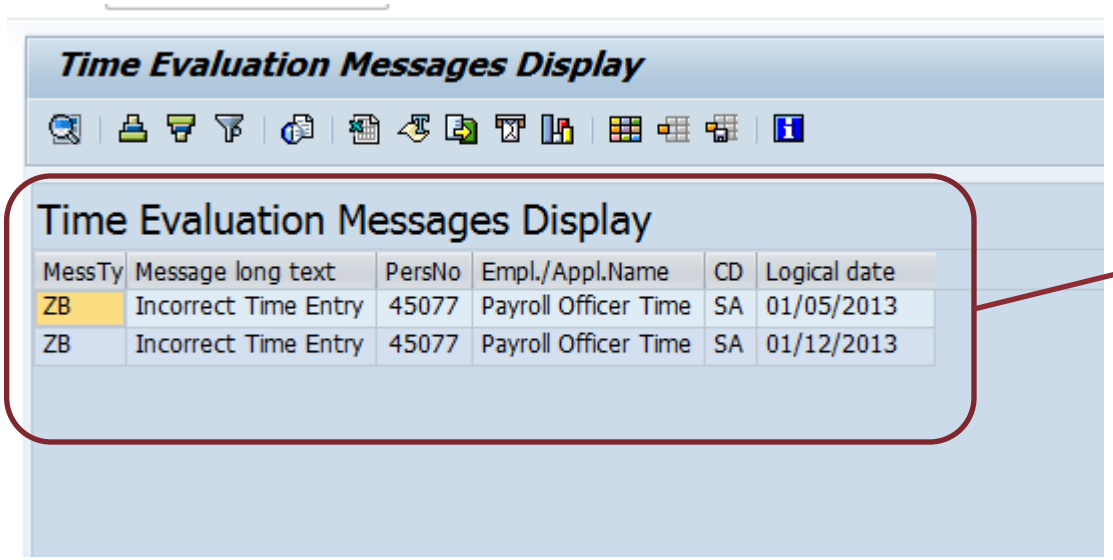
Time Evaluation

Time Evaluation executes several times daily to validate the following:

- Approved time
- Planned time and overtime
- Premium pay
- Quotas
- Recalculations

Time Evaluation Messages

Time Keepers and Time Administrators need to review the Time Evaluation Error Log prior to a payroll run.



Review the error messages, if any.

Note: Run prior to payroll

Exercise 6.2

Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Review error messages from the time evaluation execution.

Time Reports

- The following time reports must be run every pay period to identify and correct potential payroll errors:

  PT_BAL00
  – No Time Keyed
  – Incorrect work week errors
  PT_ERL00
  – Incorrect work week errors
  PT_QTA10
  – Negative comp balance

No Time Entered Report

Report: PT_BAL00
Variant: 00_TIME_ERRORS

This report will show all full time employees who do not have time keyed:

- **Required to run every pay period**
- Do not run this report without your agency cost center number
- Save your agency specific report as a variant for future use
- Check to make sure the correct pay period is showing, change if needed
- Include an asterisk at the end of the agency cost center number (44555*)

Exercise 6.3

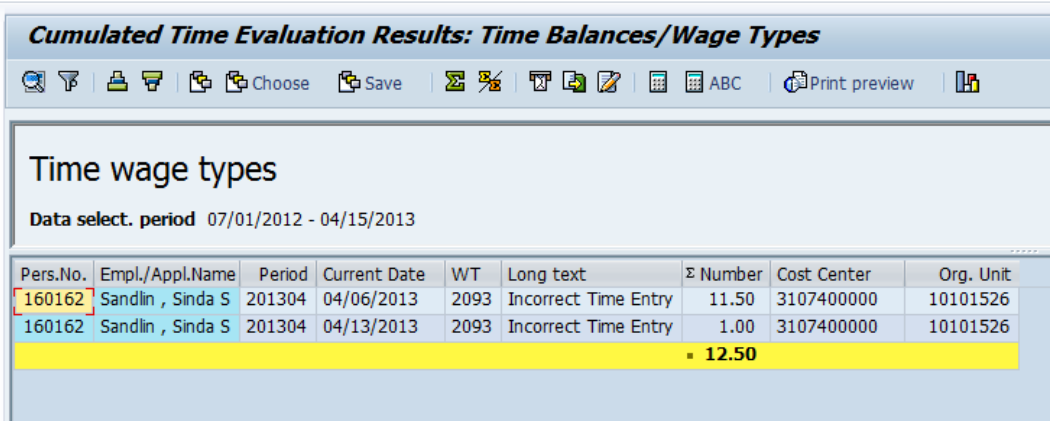
Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.

Purpose:

Run the No Time Keyed report

Incorrect Work Week

PT_BAL00: Variant, 00_WWEEK_ERR, Description: Incorrect work week hrs error



Cumulated Time Evaluation Results: Time Balances/Wage Types

Choose | Save | ABC | Print preview

Time wage types

Data select. period 07/01/2012 - 04/15/2013

Pers.No.	Empl./Appl.Name	Period	Current Date	WT	Long text	Σ Number	Cost Center	Org. Unit
160162	Sandlin , Sinda S	201304	04/06/2013	2093	Incorrect Time Entry	11.50	3107400000	10101526
160162	Sandlin , Sinda S	201304	04/13/2013	2093	Incorrect Time Entry	1.00	3107400000	10101526
						12.50		

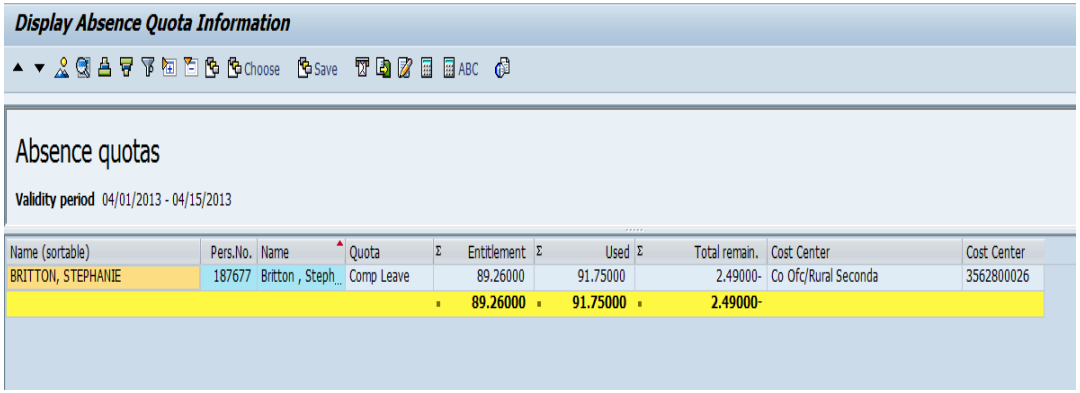
NOTES:

- **Required to be run every pay period**
- Do not run this report without your agency's cost center number.
- Include an asterisk at the end of the agency cost center number (44555*).
- Do not edit date range; run for the date range defaulted in variant
- This warning message will not be generated for part-time employees, interims, scholarship employees, and personal service contract employees.
- Save your agency specific report as a variant

This report will show full time employees who have incorrect hours accounted for in the work week. Upon evaluation of the last day in the work week, all 1REG *plus* Absence and Holiday hours will be collected and compared to 37.50 or 40.00 (based upon the Employee Subgroup). If the calculated total does not equal 37.50 or 40.00, an error message will be created to indicate incorrect time entry.

Variant: 00_NEG_BALANCE

Negative Leave Balance



Name (sortable)	Pers.No.	Name	Quota	Entitlement	Used	Total remain.	Cost Center	Cost Center
BRITTON, STEPHANIE	187677	Britton , Steph...	Comp Leave	89.26000	91.75000	2.49000-	Co Ofc/Rural Seconda	3562800026
				89.26000	**91.75000**	**2.49000-**		

This report will show employees with a current negative comp balance.

NOTES:

- **Required to be run every pay period**
- Do not run this report without your agencies cost center number.
- Include an asterisk at the end of the agency cost center number (44555*).
- Check to make sure the correct date is showing, change if needed.
- Save your agency specific report as a variant for future use

Additional Variants Using PT_BAL00

Variant 00_EVAL_TIME (Evaluated Time)
Time evaluated by a week or pay period. The report shows exactly how the system treated the hours keyed on the CAT2 timesheet

Variant: 00_MOS (Months of Service)
This report will show the months of service as of a specific date

Variant: 00_COMP_EARNED (Comp earned in a pay period)
This report will show comp earned in a specific pay period

Variant: 00_OVERTIME_PP (Paid overtime in a pay period)
This report will show paid overtime in a specific pay period

Leave Balances with DOL Report

Transaction Code: ZTM_Leavebalancedols

This report provides the following information:

- Beginning leave balances
- Accrued leave balances
- Used leave
- Ending leave balances
- Months of service
- Leave value amount
- Adverse Weather Leave

LEAVE BALANCES with DOL REPORT

Program: ZTMR005_LEAVE_BALANCE_WITH_DOL
System: ECT
Client: 320
Date: 12/01/2011
Time: 12:38:09
Report End Date: 11/30/2011

ANNL Begin	ANNL Accru	ANNL Used	ANNL End	ANNL MOS	ANNL Amt	Quota text	SICK Begin	SICK Accru	Sick Used	SICK End	SICK MOS
496.00	0.00	0.00	496.00	60.00	5,565	Sick Leave	130.00	0.00	0.00	130.00	60.00

Knowledge Check

1. Name the reports that must be run every pay period to identify and correct potential payroll errors.

Lesson 6 Review

In this lesson you learned to:

- Identify various time reports
- Execute Time Keyed report
- Identify various report variants

Kentucky Human Resource Information System

Connecting the Commonwealth

Wrap-up

Course Map

Lesson 1: Time Administration Overview

Lesson 2: FMLA

Lesson 3: Time Management Master Data

Lesson 4: Absence Quotas

Lesson 5: Time Entry

Lesson 6: Time Processing and Reporting

Wrap Up

Your feedback is invaluable to the success of KHRIS

Course Review

Participants should now be able to:

- Explain key elements of Time Administration
- Explain the Time Data Entry and Time Evaluation process
- Identify the various Time Management roles
- Explain the reason for Time Evaluation and review error logs
- Identify FMLA roles and execute FMLA processing
- Maintain or review Time Management master data and elements of time entry
- Review Absence Quotas and explain how KHRIS manages Adverse Weather Leave
- Enter time in KHRIS
- Identify various time reports

Questions and Answers

Need Assistance

For assistance with KHRIS, go to https://hr.personnel.ky.gov and follow the instructions from the quick reference guide given in class.

Next Steps

- Review course materials
- Access HR Administrators Web site
- Access the KHRIS Web site
- Complete any necessary online training (for example, ESS/MSS eLearning)
- Watch for ongoing KHRIS communications and training updates