



# Time Keeper Training

## Tell me about yourself:

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



## Please:

- Use the sign-in sheet
- Silence phones
- 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...
<p>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</p>	<p>Designed for your specific division or agency procedures and policies</p>
<p>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</p>	<p>Inclusive of all of the scenarios you encounter in your current job role</p>
<p>Designed with the primary goal of making you effective on the tasks you will use most frequently in the system</p>	<p>Designed to cover agency-specific tasks done in KHRIS very sporadically, such as quarterly or annually</p>

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

Lesson 4: Time Processing and Reporting

Wrap Up

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

- Explain key elements of time management
- 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
- Review absence quotas and explain how KHRIS manages adverse weather leave
- Enter time in KHRIS
- Identify various time reports



# Time Management Overview

## Lesson 1

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

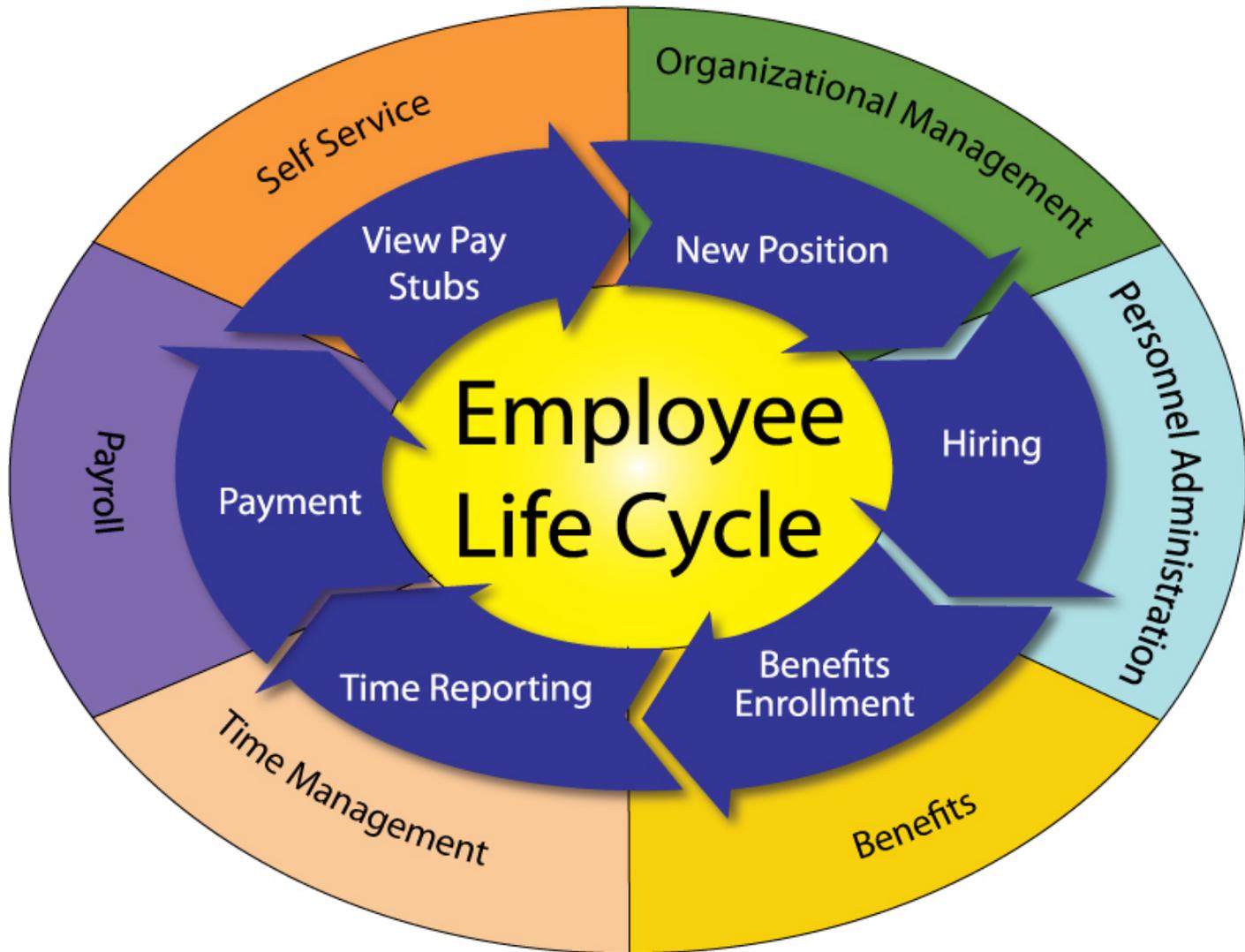
Lesson 4: Time Processing and Reporting

Wrap Up

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

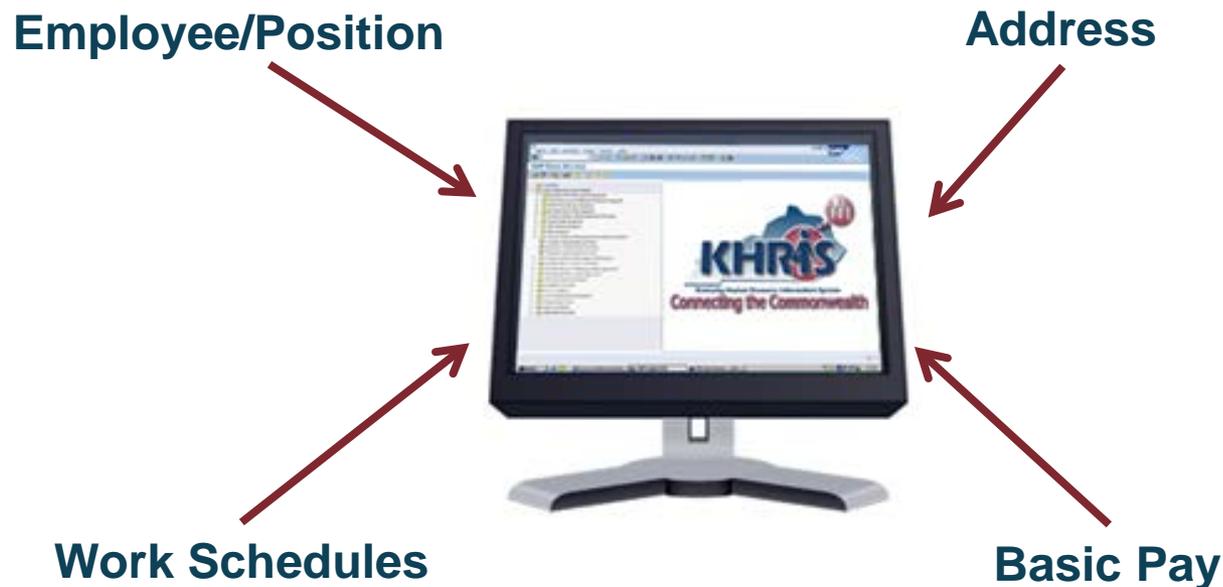
- Explain the concept and key elements of time management
- Explain the time data entry process
- Explain the time evaluation process
- Identify the various time management roles
- Identify commonly used time management infotypes

# KHRIS Modules and Integration



## *HR Master Data*

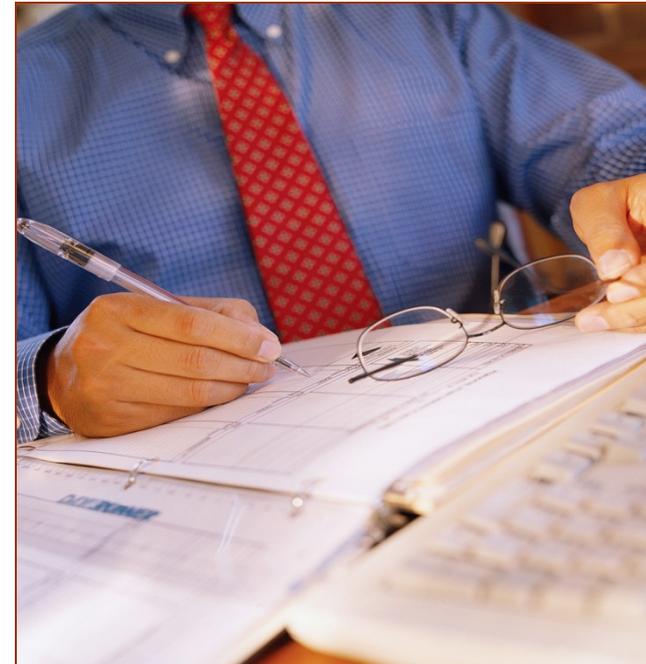
- Centrally stored employee information that is shared across modules within KHRIS
- Information that remains the same over a long period of time



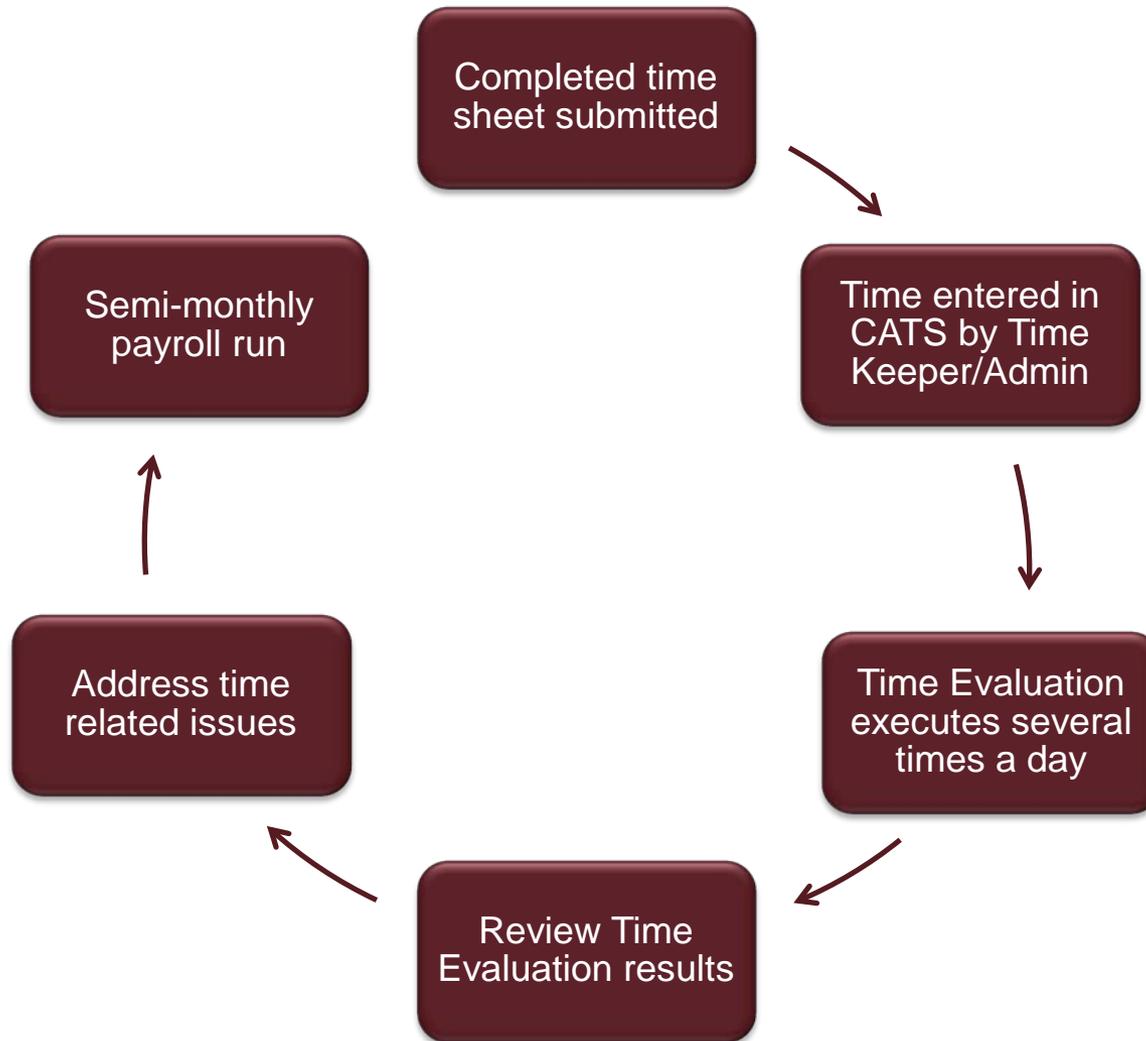
# What is Time Management?

## 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

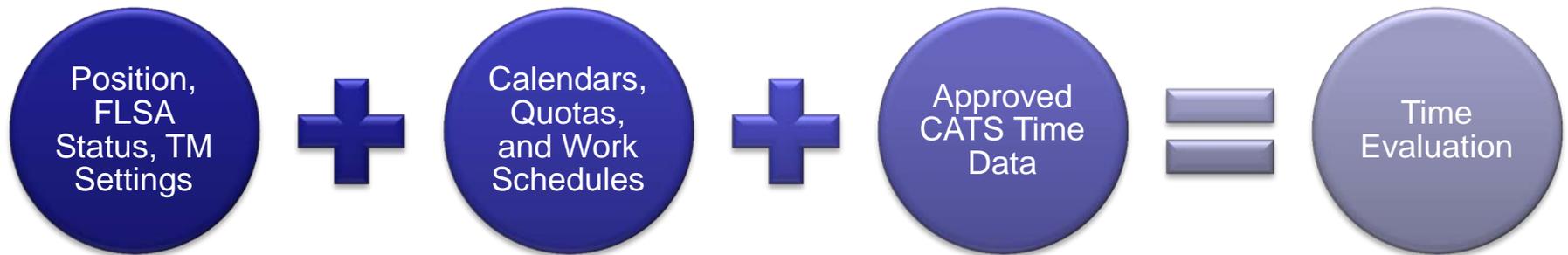


# Time Data Entry Process



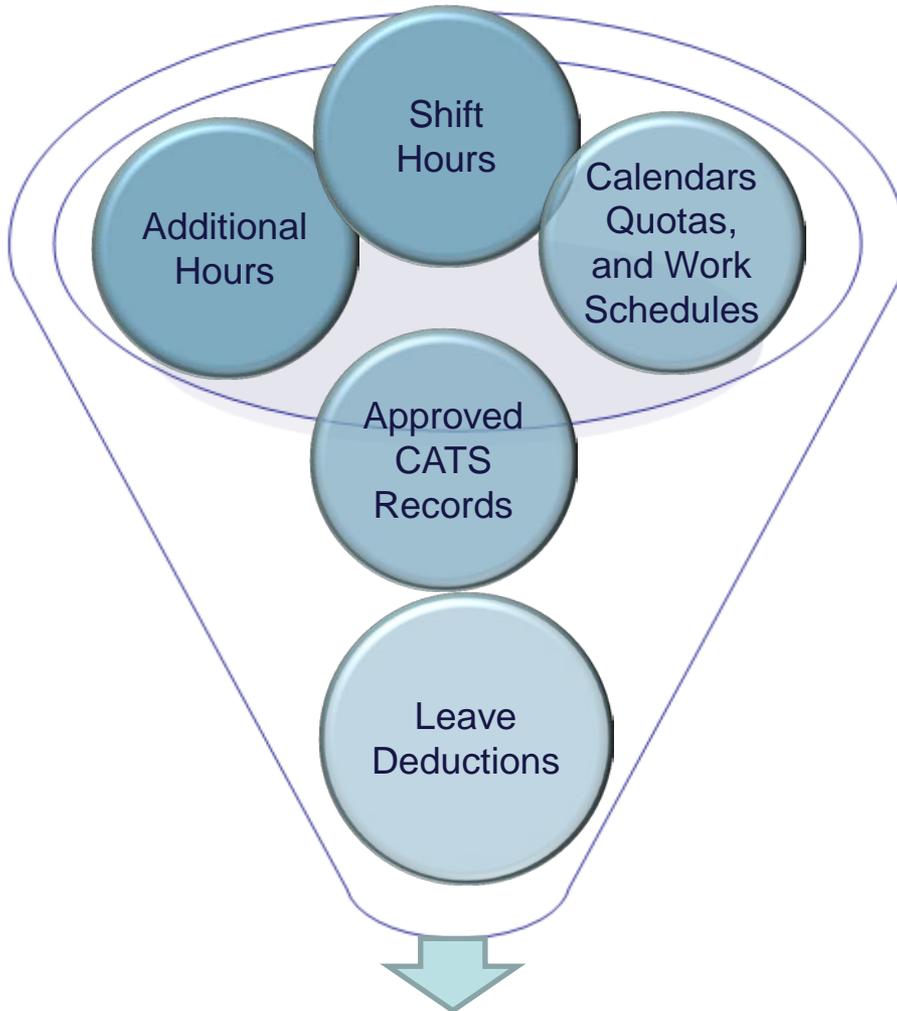
# Time Evaluation Process

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



**Note:** Run times are 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM

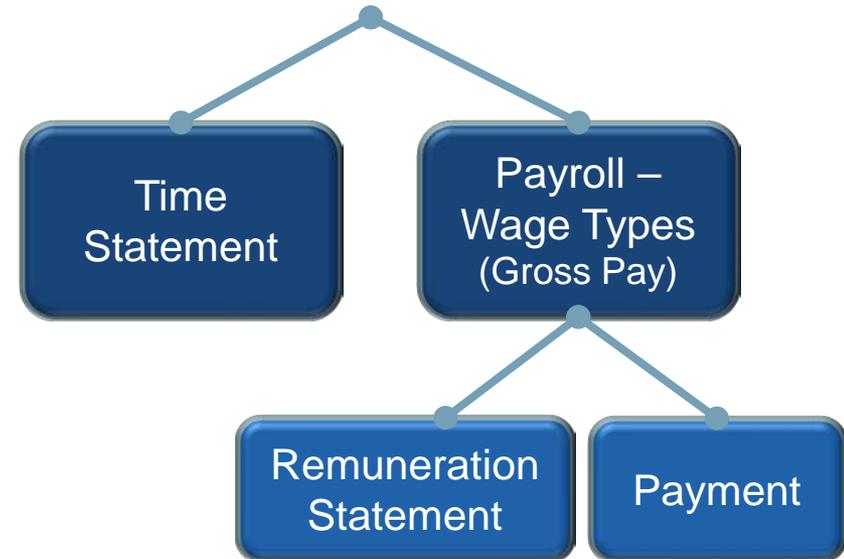
## Information going in to Time Evaluation



## 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

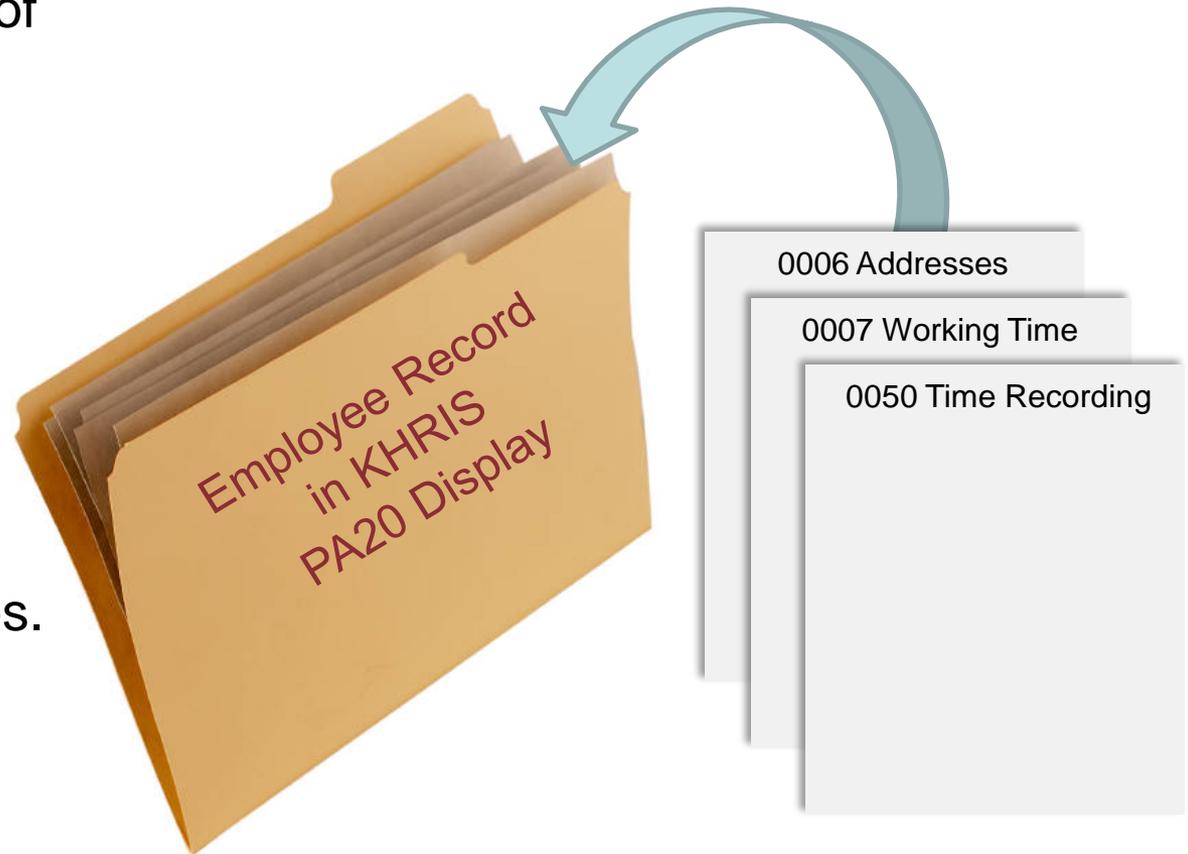


# Employee Record / Infotypes

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**

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



# 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

## 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.

# IT0007 Planned Working Time

## 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

The screenshot shows the SAP IT0007 Planned Working Time interface for employee Stena Smith (Personnel No. 40000). The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help), a toolbar, and a main data area. The data area is divided into several sections:

- Personnel Data:** Personnel No. 40000, Name Stena Smith, EE group L External - BN, Personnel area 0004, Benefits Only, Status Active, EE subgroup 41 24 Non-Paid, Pers. subarea 2001, Board of Ed., Start 05/02/2010, To 12/31/9999, Chg. 07/07/2010 CONVADM.
- Work schedule rule:** Work schedule rule 24/7 40HR24/7f, Time Mgmt status 1 - Time evaluation of actual times, Working week Sunday thru Saturday,  Part-time employee,  Shift Premium Ind.
- Working time:** Employment percent 100.00, Daily working hours 8.00, Weekly working hours 40.00, Monthly working hrs 173.33, Annual working hours 2080.00, Weekly workdays 5.00.

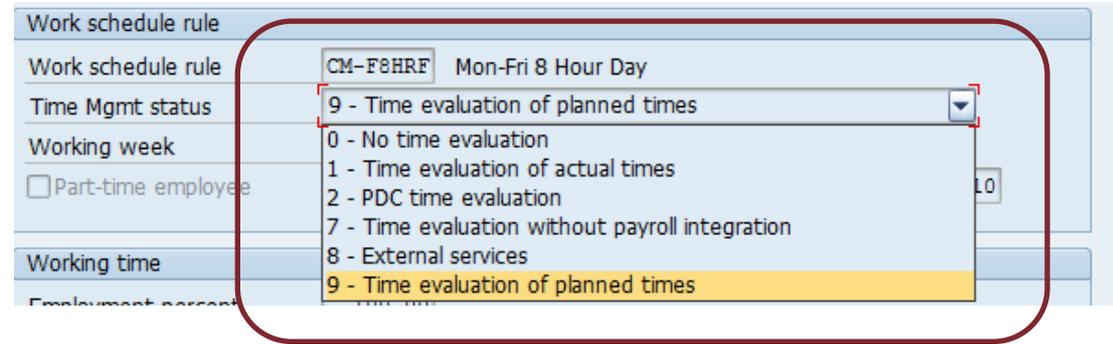
# Shift Premium and Time Sheet Entry

Code	Time Sheet Entry
10, 24, 34	Employee <u>not required</u> 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 <u>required</u> 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 <u>required</u> to use an attendance code (2NDH or 3RDH shift variable and weekend code 4WKH)
50, 64 or 74	<p>Employee <u>required</u> to use the weekend premium code (4WKH) with their recorded worked hours to ensure determine weekend premium pay.</p> <p>For 64 or 74 KHRIS determines the shift premium portion for weekend hours. (For example: 1REG for 8 hours and 4WKH for 8 hours).</p>

# 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.



The screenshot shows the SAP IT0007 Planned Working Time form. The 'Time Mgmt status' field is highlighted with a red box and contains a dropdown menu. The dropdown menu is open, showing the following options:

- 0 - No time evaluation
- 1 - Time evaluation of actual times
- 2 - PDC time evaluation
- 7 - Time evaluation without payroll integration
- 8 - External services
- 9 - Time evaluation of planned times

The '9 - Time evaluation of planned times' option is selected and highlighted in yellow. The 'Working week' field is set to 'CM-F8HRF Mon-Fri 8 Hour Day'. The 'Part-time employee' checkbox is unchecked.

- 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.

Personnel No	2415	Name	Aldo Cooper		
EE group	A 18A	Personnel area	0001	Executive	Status Active
EE subgroup	03 ASC Hourly 40	Pers. subarea	1001	FT N-Exempt	
Start	05/01/2010	To	12/31/9999	Chg.	01/08/2011 HR_STUDENT01

Time ID	
Time rec.ID no.	00002415

Interface data	Time variables			
Subsystem grouping	999	Time Card Rule	1	Timecard Required
		OT/Comp. Indicator	P	

# 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**  
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

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

## **Purpose:**

We will use this exercise to display PA20 Display HR Master Data.

## 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
- Identify commonly used time management infotypes





# Absence Quotas

## Lesson 2

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

Lesson 4: Time Processing and Reporting

Wrap Up

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

- Review absence quotas
- Explain how KHRIS manages adverse weather leave

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.



## 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 during a month and will be available for use the first day of the following month.

## What do employees accrue?

- Annual Leave
- Sick Leave
- Military Leave (if applicable)
- 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)



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.

Quota Overview

Personnel No. 163400

Name Jamar Abel

Personnel area 0001 Executive Cost Center 3913000000 Dept of Re

EE subgroup 01 ASC Salary 40 WS rule M-FBHRFT Mon - Fri 8

Selection date: Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	De
	01	Annual Leave	Hours	147.25000	139.25000	8.00000	0.00000		
				147.25000	139.25000	8.00000	0.00000	05/16/2010	12
	02	Sick Leave	Hours	175.00000	175.00000	0.00000	0.00000		
				175.00000	175.00000	0.00000	0.00000	05/16/2010	12
	03	Comp Leave	Hours	40.02000	40.02000	0.00000	0.00000		
				40.02000	40.02000	0.00000	0.00000	05/16/2010	12
	04	Military Leave	Hours	0.00000	0.00000	0.00000	0.00000		
				0.00000	0.00000	0.00000	0.00000	10/01/2010	09

Selection intervals

Validity period 05/01/2010 - 12/31/9999

Deduction period 05/01/2010 - 12/31/9999

Collapse Entitlement Deduction Quota record

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**

**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.



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

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
			<b>Hours</b>	<b>2,189.00000</b>	<b>4.00000</b>	<b>0.00000</b>	<b>2,185.00000</b>

**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.

### **Transaction Code:**

PT\_QTA10



## Unpaid Absence Hours

- Recorded unpaid absences reduce salaried employees' pay

LNPA – Leave No Pay Authorized (LWOP)

LNPU – Leave No Pay Unauthorized (LWOP)

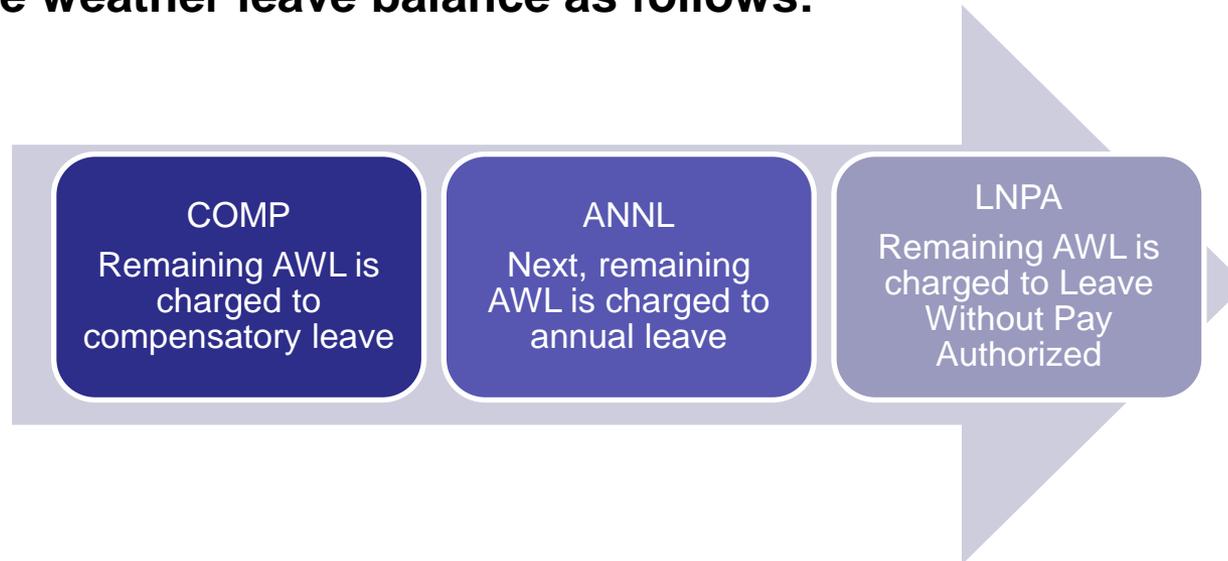
**NOTE:** All absences (paid and unpaid) related to approved FMLA must be reported.



# 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 maintain 25 occurrences; additional occurrences should be maintained by the HRGs**

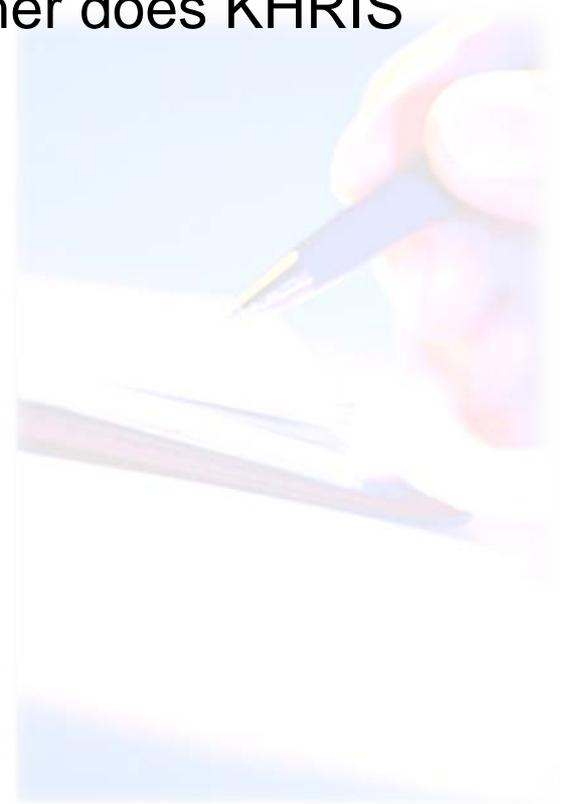
**Observe as the instructor demonstrates the steps. You will then have the opportunity to complete the exercise on your own.**

### **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.



1. Where do you view quota balances?
2. How many occurrences of adverse weather does KHRIS maintain?



## In this lesson you learned to:

- Review absence quotas
- Explain how KHRIS manages adverse weather leave





# Time Entry

## Lesson 3

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

Lesson 4: Time Processing and Reporting

Wrap Up

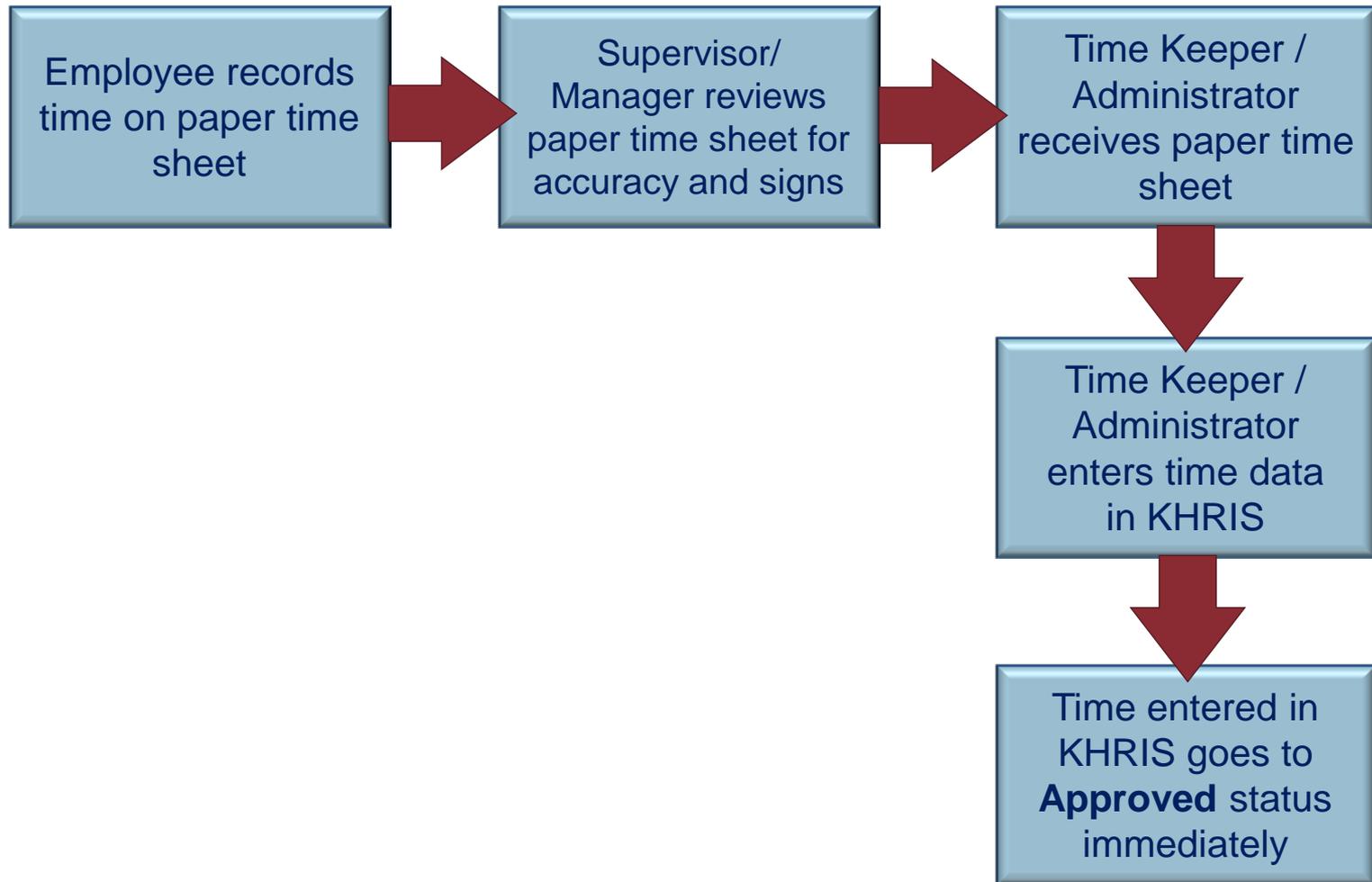
## **By the end of this lesson participants will be able to:**

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

**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

## 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.

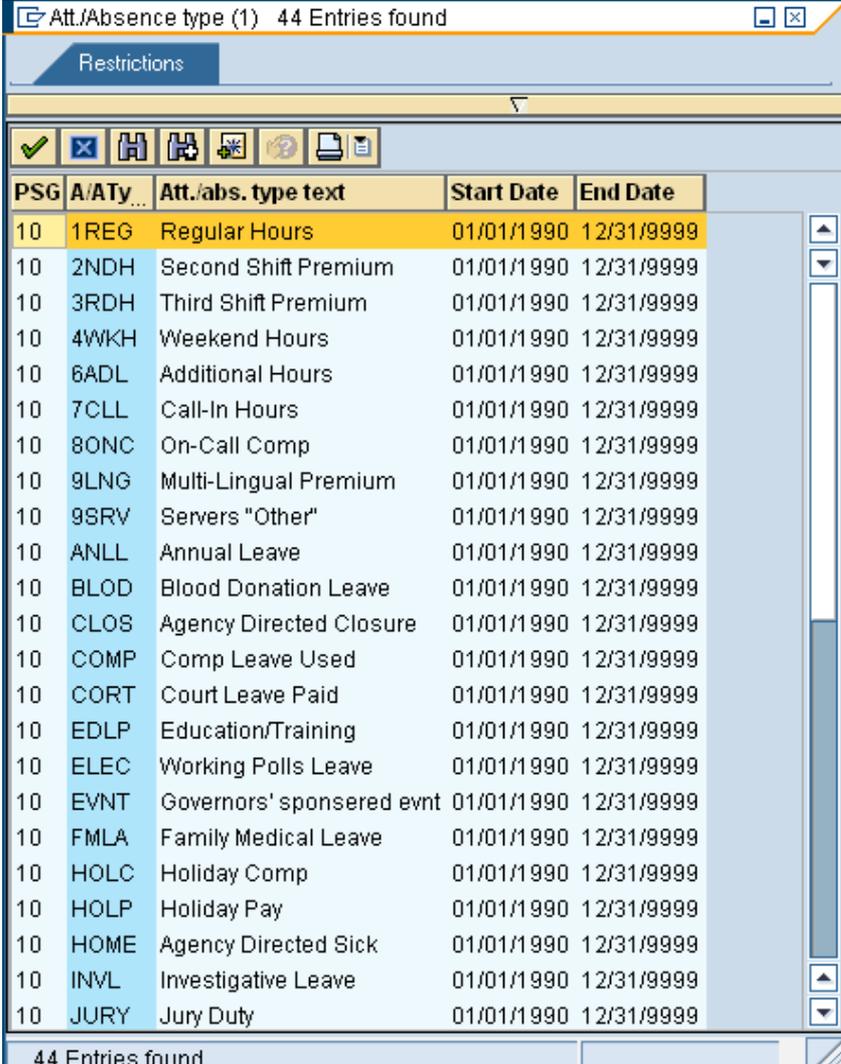
CATS references Attendance / Absence / Tracking Codes to record hours.



# 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.



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' sponsored 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

# Time Sheet Buttons

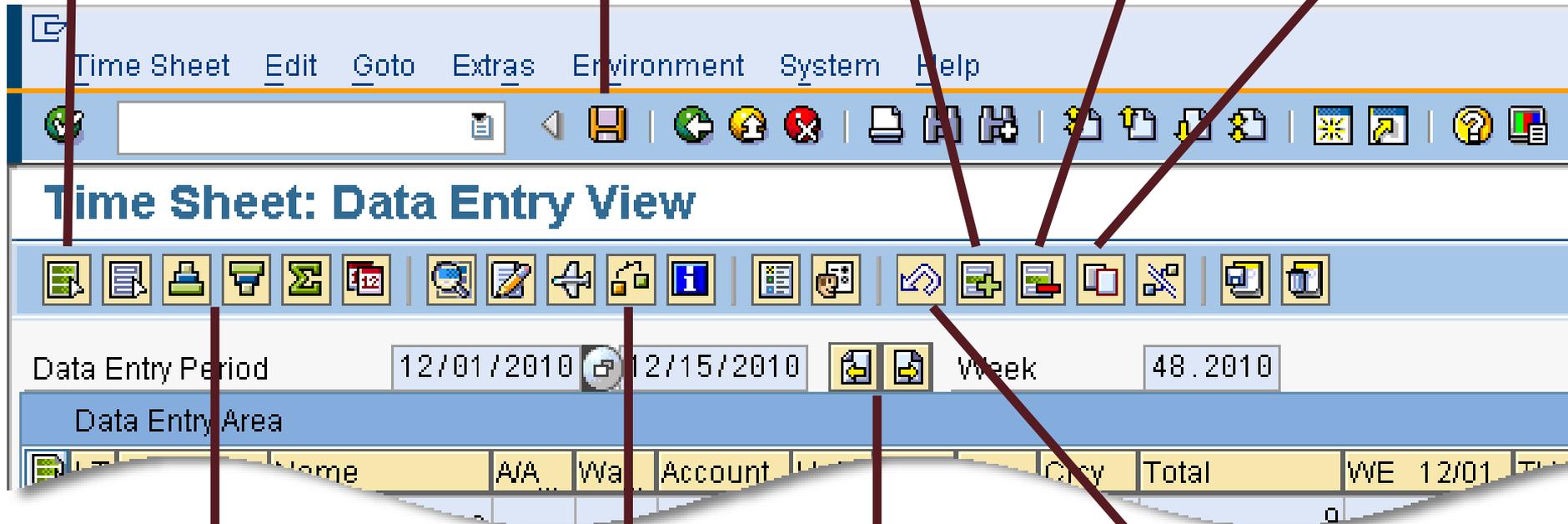
Select all rows

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



# 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

The screenshot shows the SAP Time Sheet: Data Entry View interface. The data entry period is 08/16/2008 - 08/31/2008, and the week is 33.2008. The table below shows three lines of time data for employee 273, each with a different attendance code (6ADL, 1REG, and 6ADL). Red boxes highlight the personnel number, attendance code, and time data columns.

LT	Pers.No	Name	AAType	Account	Unit	Activity	Location	Wage	Crcy	Total	SA 08/16	SU 08/17	MO 08/18	TU 08/19	WE 08/20	TH 08/21	FR 08/22	SA 08/23	SU 08/24	M
	273	Leave Employee	6ADL							80	0	0	8	8	8	8	8	0	0	
	273	Leave Employee	1REG							80			8	8	8	8	8			
	273	Leave Employee	6ADL							2			2							

Personnel  
Number

Attendance /  
Absence Code

Time Data

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

## **Purpose:**

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



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

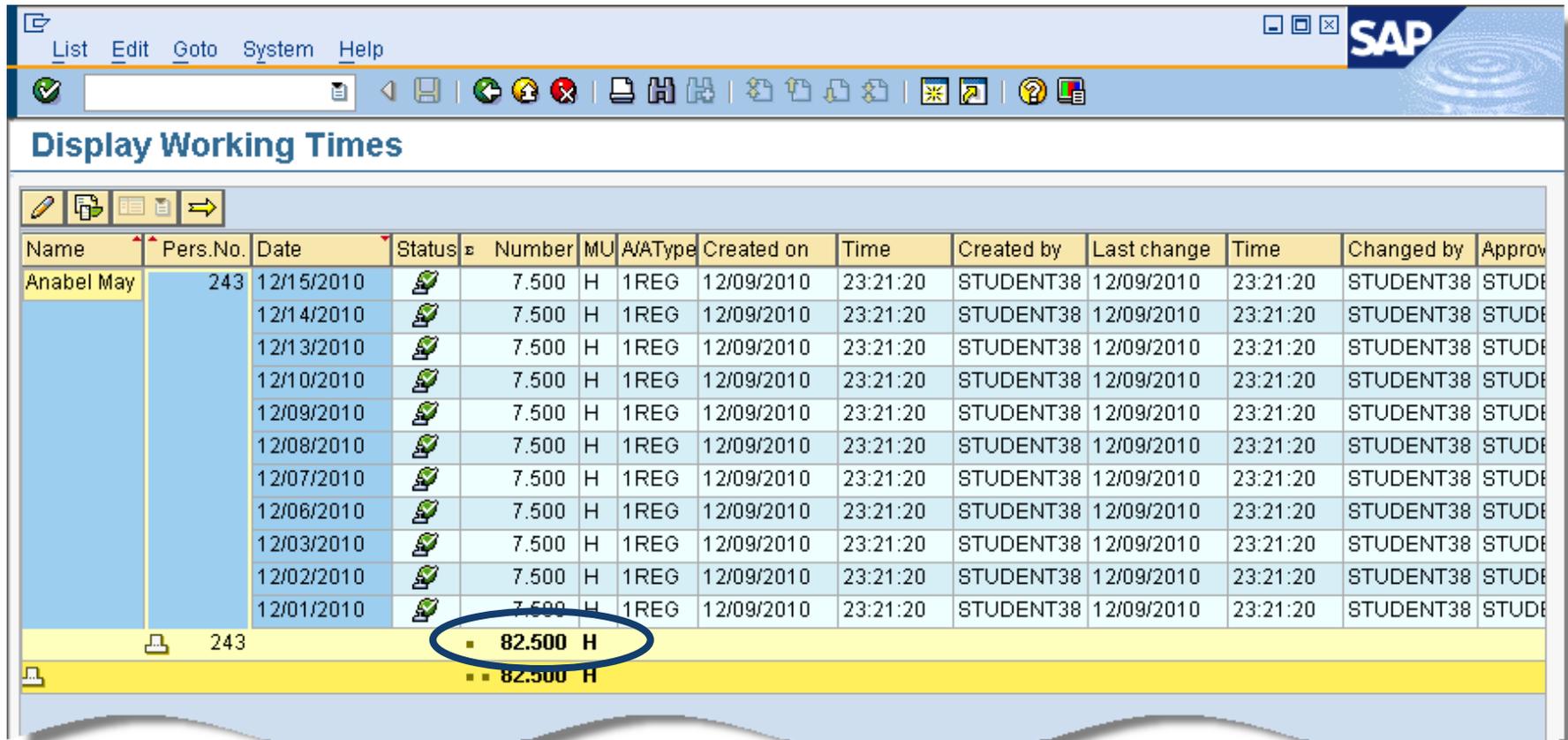
### **Purpose:**

- a. Enter positive time data from an electronic 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.



The screenshot shows the SAP CATS\_DA-Time Entry Display report for employee Anabel May (Pers.No. 243). The report displays a list of time entries from 12/01/2010 to 12/15/2010, each with a value of 7.500 H. The total hours for the period are 82.500 H, which is circled in blue. The report also shows the target hours of 82.500 H.

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								

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

### **Purpose:**

Display time entered.





**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. We will be covering this portion of the class at the end of the day.

Time Sheet: Data Entry View

Data Entry Period: 11/01/2010 - 11/15/2010 Week: 44.2010

LT	Pers.No.	Name	A/A	Wa	Account	Work Or	MU	Crcy	Total	MO 11/01	TU 11/02	WE
	155353	Mel Hemp					H		80	8	8	
	155353	Mel Hemp					H		27	9	10	
	155353	Mel Hemp	1REG				H		24	8	8	
	155353	Mel Hemp	6ADL				H		3	1	2	
	155353	Mel Hemp	1REG		1000022				0			
	155353	Mel Hemp	1REG			1000023			0			

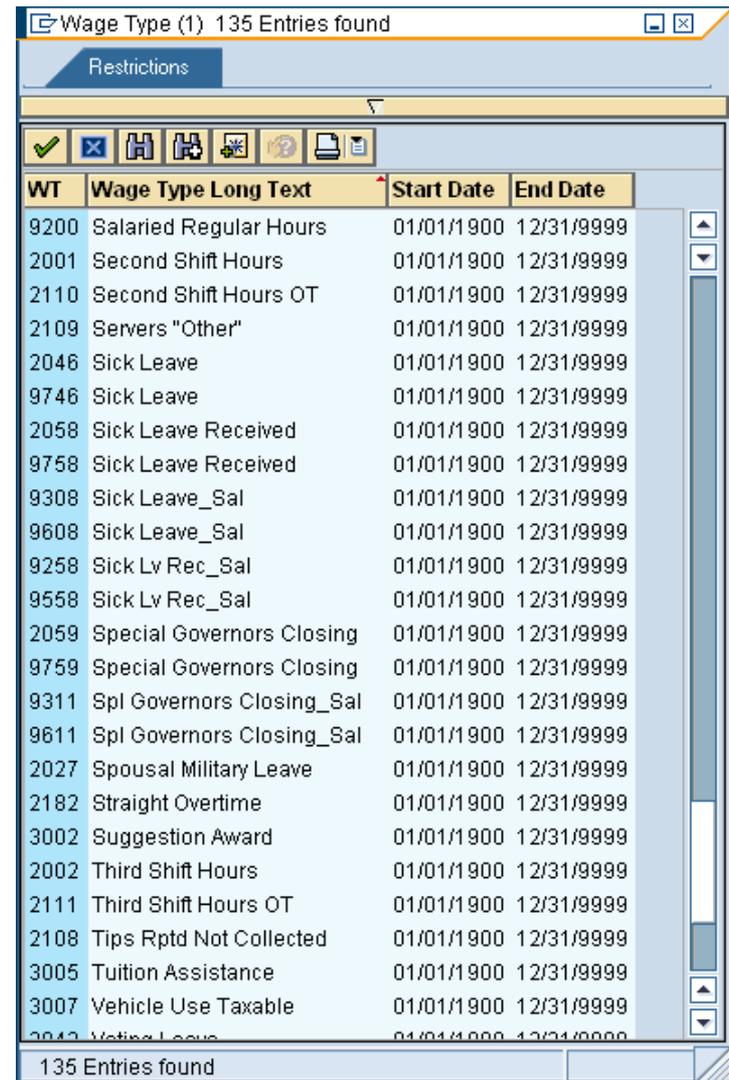
Accounting  
Override

Work Order

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.



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
2043	Voting Leave	01/01/1900	12/31/9999

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

### **Purpose:**

- a. Enter lump sum tips for Parks employees.



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

### **Purpose:**

- a. 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.

The screenshot shows the SAP Time Sheet: Data Entry View interface. The data entry period is 12/01/2010 to 12/15/2010, and the view is set to Week 48.2010. The table displays time entries for various employees, including Anabel May, Appollo Green, Darin May, and Ashley Green. A red box highlights the first four rows of the table, which correspond to Anabel May, Appollo Green, and Darin May. A text label on the left points to this box.

LT	Pers.No.	Name	AA	Wa	Account	Unit	Acti	Loc	Crcy	Total	TH 12/02	FR 12/03	SA 12/04	SU 12/05	MO 12/06
	243	Anabel May								82.50	7.50	7.50	0	0	7.
	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	
	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.
	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.
	220	Ashley Green								0	0	0	0	0	

This example shows four employees

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.



**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

- Can make adjustments in the current and the two prior pay periods

### Time Administrators

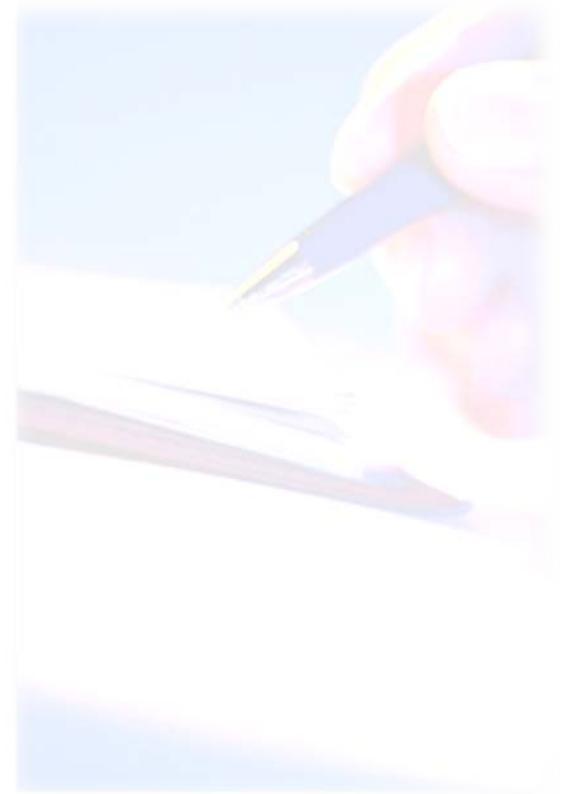
- Can make adjustments in the current and the two prior pay periods

### HR Generalists

- 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.

1. Explain the difference between positive time and exception with certification.
2. What is an Attendance / Absence Code?



## 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





# Time Processing and Reporting

## Lesson 4

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

Lesson 4: Time Processing and Reporting

Wrap Up

## **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*** 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

**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.**

**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*** 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.

MessTy	Message long text	PersNo	Empl./Appl.Name	CD	Logical date
ZB	Incorrect Time Entry	45077	Payroll Officer Time	SA	01/05/2013
ZB	Incorrect Time Entry	45077	Payroll Officer Time	SA	01/12/2013

Review the error messages, if any.

**Note: Run prior to payroll**

**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.



- 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



**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\*)

**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



PT\_BAL00: Variant, 00\_WWEEK\_ERR, Description:  
Incorrect work week hrs error

**Cumulated Time Evaluation Results: Time Balances/Wage Types**

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
						<b>12.50</b>		

## 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

*Display Absence Quota Information*

Absence quotas

Validity period 04/01/2013 - 04/15/2013

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

### LEAVE BALANCES with DOL REPORT

Program: ZTMR005\_LEAVE\_BALANCE\_WITH\_DOL

System: ECT

Date: 12/01/2011

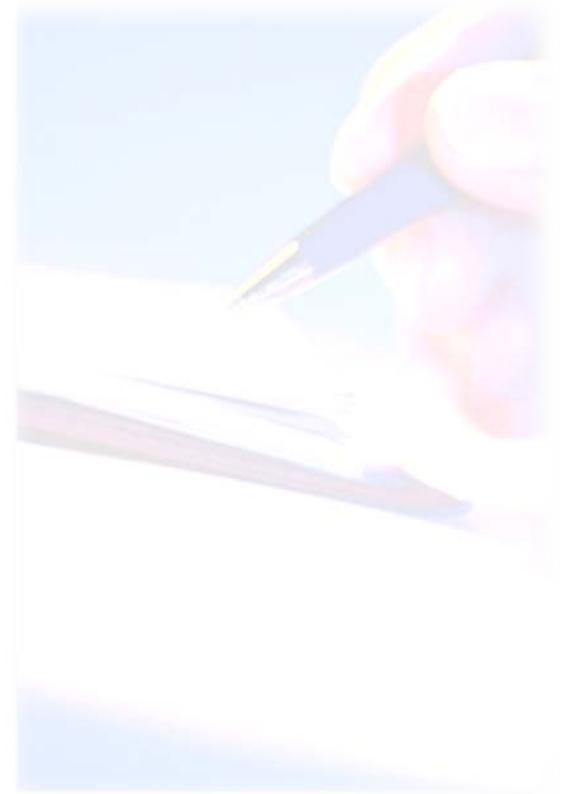
Report End Date: 11/30/2011

Client: 320

Time: 12:38:09

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

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



## In this lesson you learned to:

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





Wrap-up

Lesson 1: Time Administration Overview

Lesson 2: Absence Quotas

Lesson 3: Time Entry

Lesson 4: Time Processing and Reporting

Wrap Up

**Your feedback is invaluable to the success of KHRIS**



## Participants should now be able to:

- Explain key elements of time management
- 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
- Review absence quotas and explain how KHRIS manages adverse weather leave
- Enter time in KHRIS
- Identify various time reports

# Questions and Answers



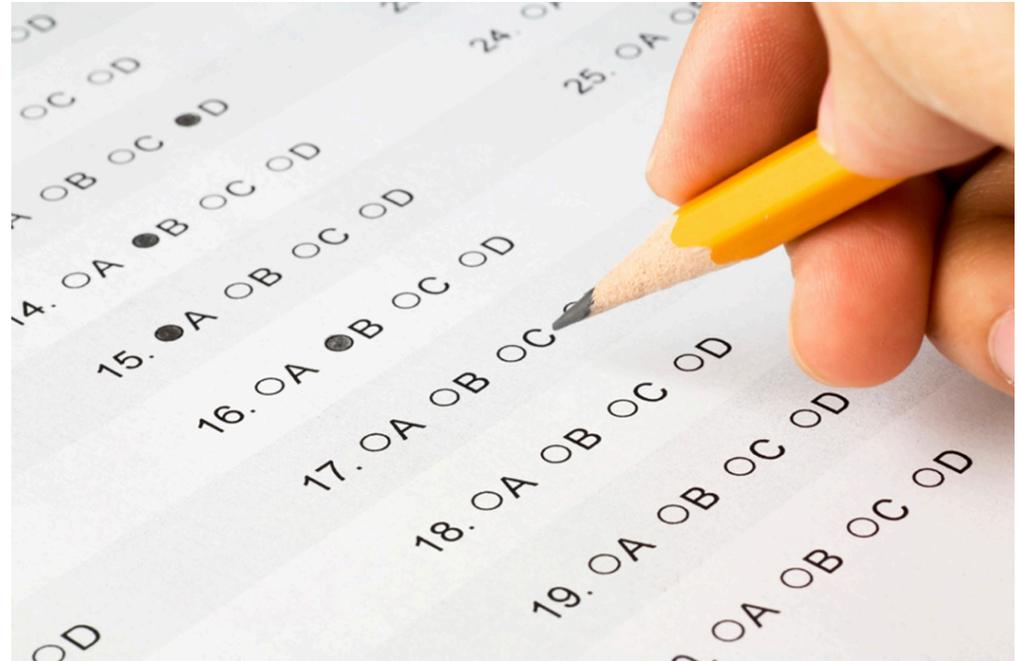
- Review course materials
- Access HR Administrators Web site
- Access the KHRIS Web site
- Complete any necessary online training (for example, ESS/MSS eLearning)
- Watch for ongoing KHRIS communications and training updates



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



- No time limit
- Use your book
- Use your notes
- Do not forget to put your name on the assessment
- Turn your test in to the instructor



# Transportation Time Entry Exercise

**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.

