	9-4	8-12 1-5	8-1 2-5	Sick	9-4	
					$$$	
					$$$	

eTime

eTime was built to accomplish the following goals:
- Provide a user-friendly tool to allow effective time input.
- Provide an online application to allow Internet based access.
- Facilitate more efficient payroll operations.
- Validate time input based upon employee type and associated accruals.
- Preserve employee original input while allow supervisor modifications.
- Control the process with well known timeframes for timesheet deadlines, payroll schedules and operational parameters
- Report/Track key information to improve the process.

eTime Highlights
- User-friendly time input
- Online application facilitates communication between busy employees.
- Streamlines payroll involvement.
- Information is validated.
- Audit history tracks all timesheet information and status changes.
- Timesheets are analyzed and adjusted according to payroll guidelines.
- Reporting and tracking facilitate information flow and continuous improvement.

"This application removes the all the excuses we have heard regarding late and unapproved timesheets." – Payroll Supervisor

"We are free to pursue more interesting work now that we do not have to manually enter hundreds of timesheets every week." – Payroll clerk

Definition of Terms
<u>Position Assignment</u> – defines type of time to be entered, account number
<u>Pay Period</u> – Timekeeping period for payroll
<u>Earnings Code</u> – Alphanumeric codes used to identify the type of work or leave charged.
<u>Payroll Administrator</u> – System designee who controls payroll calendars, holiday definitions and timesheet input and processing deadlines
<u>System Administrator</u> – System designee who has same capabilities as the payroll administrator as well as control of other operational parameters and account management.
<u>Timesheet Calculations</u> – The standardized procedure that determines how time input is handled or adjusted during a payroll period.
<u>System Parameters</u> – Controls the association of earning codes to position types. Controls behavior of system to validate data input.

Background
Every employee has to provide timesheets in order to get paid. This process involves filling out a paper timesheet by hand. The paper timesheet record is then handed to a supervisor for approval. Any adjustments may be made by the supervisor or re-entered by the employee. After the timesheet it is approved, the data is entered into the payroll system by the payroll department.

During the entry of the paper timesheets, time entries are adjusted to provide appropriate handling of timesheet calculations. At the end of this process, data is adjusted based upon time worked or leave taken. These adjustments can affect the following quantities:
- Unpaid leave taken
- Sick/Vacation leave taken
- Worked time may be converted to overtime rates.

Obviously, the steps involved in this procedure are manually intensive, prone to error and frustrating based upon hectic human schedules. Read

further to see how eTime simplifies and improves the entire process.

Employees and Their Timesheets

All employees have timesheets. The system clearly defines when the timesheets are due and the status of all active timesheets. See figure 1

My Info	Timesheets	View History	Logout

Pending Timesheets						
Position Title	Position Code	Email Supervisor	Start Date End Date	Due Date	Status	Action
Tech, Microcomputer Support	14000CTEMCS01	Adams, Morticia	2/24/02 3/9/02	3/11/02	Unsubmitted	

Figure 1

Detailed Time Entry Summary

Weekly and Biweekly timesheet employees will enter detailed work records per pay period. This involves entering the in/out times for each day and any leave taken. See Figure 2

Timesheet For the Time Period 2/24/02 – 3/9/02								

Accruals   Beg. | Cur. | Net
Sick available   24.00 | 0.00 | 24.00
Vacation available   96.00 | 0.00 | 96.00

Name: Fred J. Farkle
SSN: ###-##-1234
Dept: Network Services
Position: Tech, Microcomputer Support
Acct #: 10-7-14000-5313-00

Hours Accumulator
Regular   44.50   OT Pay   0.00
Vacation   0.00   Sick   0.00
Other Paid   0.00   Unpaid   48.00
Total Paid Hours   44.50

Submit Timesheet	Add Leave Block	Select All	Select None	Delete Selected

Modify	Day	In Time	Out Time	Select	Leave Hours	Earnings Code	Hours	Cumulative Hours
Add Entry	Sun 2/24/02				*Total hours for day*		0.00	
Edit	Mon 2/25/02	8:00 AM	1:30 PM	☐		Bi-Weekly Pay	5.50	5.50
	Mon 2/25/02	1:00 PM	4:00 PM	☐		Bi-Weekly Pay	3.00	8.50
	Mon 2/25/02				*Total hours for day*		8.50	
Edit	Tue 2/26/02	9:00 AM	12:00 PM	☐		Bi-Weekly Pay	3.00	11.50
	Tue 2/26/02	1:00 PM	4:00 PM	☐		Bi-Weekly Pay	3.00	14.50
	Tue 2/26/02				*Total hours for day*		6.00	

Figure 2

Detailed Time Entry Details

To enter the work and leave time for each day, these employees are presented with a grid. This lets them see and adjust times for an entire day while seeing all the related information. See Figure 3.

Only the work and leave codes available to the specific employee type are provided. Certain employee types will be ineligible for any type of leave. These employees will see nothing were the green header is shown in figure 3.

Figure 3

Exception Absence Summary

Monthly timesheet employees only enter the time they are away from working hours. No in/out time is required for these types of timesheets only the leave time is recorded. See figure 4.

Figure 4

Block Entry of Consecutive Leave Days

Employees who are eligible for leave can enter consecutive days of leave for 1 specific type through the "Add Leave Block" convenience feature. Note that both biweekly and monthly timesheets can make use of this feature. See figure 5.

First Date of Absence:	[_____]
Last Date of Absence:	[_____]
Total Hours:	[____]
Leave Code:	Administrative Leave - (ADM) ▾

[Save] [Cancel]

Figure 5

Submit Timesheet and Confirm Adjustments

When an employee has completed entering work and leave time, they can submit their timesheet. This step will validate the timesheet entries for overlapping times, available leave times and max hours per day.
Assuming all entries are valid, there may be some adjustments that must be performed to complete the submit process. See figure 6 and 7.

NOTE: To complete your timesheet submit, you can CONFIRM the adjustments below or return to EDIT your timesheet.

[Confirm Timesheet Modifications] [Edit Timesheet]

Figure 6

Fri 3/1/02	8:00 AM	1:00 PM	Bi-Weekly Pay	5.00	36.50
Fri 3/1/02	2:00 PM	6:00 PM	Bi-Weekly Pay	4.00	40.50

ADJUSTMENT: Convert Worked Time to Overtime Pay in the amount of 0.50 hours.

Fri 3/1/02	*Total hours for day*	9.00

Figure 7

Timesheet Status

Once a timesheet has been successfully submitted, it may be unsubmitted provided it has not been edited or approved by a supervisor. See Figure 8.

Pending Timesheets						
Position Title	**Position Code**	**Email Supervisor**	**Start Date End Date**	**Due Date**	**Status**	**Action**
Tech, Microcomputer Support	14000CTEMCS01	Adams, Morticia	2/24/02 3/9/02	3/11/02	Submitted	[Unsubmit]

Figure 8

Timesheet Calculations

There are a number of issues that involve adjusting timesheet entries. Worked time is rounded based upon configuration parameters. The default is to nearest 15 minutes. Time is analyzed for each work week within a pay period. The following adjustments may be necessary depending upon circumstances:

Employees simply enter their time worked and leave taken. The system determines what should be overtime and other adjustments required according to payroll guidelines.

- Overtime (OT2) is paid for non-exempt employees at the rate of one and one-half times the regular rate of pay for hours worked over 40 hours per week. Only hours actually worked will count toward the calculation of overtime.
- When employees work less than 40 hours in a week, their time is padded with leave without pay.
- When total hours for a week exceed 40, sick and vacations hours are reduced. This is done to reduce total hours to 40 is possible.
- When total hours exceeds 40 and worked time is less than 40, the hours above 40 are used to convert standard work into Overtime straight rate (OT1).

Timesheet Validations

Timesheets must be validated during submit and approval steps. There are several checks performed on the data to ensure the timesheet is valid. Below are representative checks that are performed:

- No overlapping work times can be provided on current timesheet and across other timesheets.
- When work time and leave time are provided for a day, the total must not exceed typical work schedule hours.
- Total leave hours must not exceed typical work schedule hours.
- Entries outside of the Position Assignment start/end date are not allowed.
- Spring Break and Winter Break are eligible for employees who have been working 10 days prior to start of the holiday.

Supervisors Manage Employees

Employees are responsible for approving the timesheets of employees under their supervision. Figure 9 shows a reporting employee for a supervisor. The supervisor can review or approve the timesheet for this employee. The clock graphic allows the supervisor to modify the employee typical work hours setting. The padlock graphic allows the supervisor to reset the employee's login password.

| My Info | Timesheets | Employees | View History | Reports | Logout |

Select All   Select None   Approve Selected

Return to my direct reports

Pending Timesheets for Period [2/24/02-3/9/02] Due for Supervisors on 3/11/02

Email Supervisor	Show Employees for Employee Name	Dept	Reg Hours	Ovtm Hours	Sick Hours	Vac Hours	Other Hours	Total Paid Hours	Select	View Details	Status Action Employees / Unsubmitted / Unapproved
Morticia Adams	Farkle, Fred J. Tech, Microcomputer Support 🔒 🕐	ACSE	40.00	0.50	0.00	0.00	0.00	40.50	☐	Details	Submitted Approve

Figure 9

Supervisor Detail View of Employee Timesheet

Figure 10 shows all the activities that can be performed on an employee's timesheet by a supervisor. Any modification to an employee timesheet is tracked and original employee entries are always preserved.

Timesheet For the Time Period 2/24/02 – 3/9/02

Accruals	Beg.	Cur.	Net
Sick available	24.00	0.00	24.00
Vacation available	96.00	0.00	96.00

Name: Fred J. Farkle
SSN: ###-##-1234
Dept: Network Services
Position: Tech, Microcomputer Support
Acct #: 10-7-14000-5313-00

Hours Accumulator

Regular	40.00	OT Pay	0.50
Vacation	0.00	Sick	0.00
Other Paid	0.00	Unpaid	40.00
Total Paid Hours			**40.50**

Return to Employees   **Timesheet Data**   Show Timesheet Audit History

Approve Timesheet   Reject Timesheet   Add Leave Block   Clear All Edits

Supervisor Modify	Clear Edits	Day	In Time	Out Time	Leave Hours	Earnings Code	Hours	Cumulative Hours
Add Entry		Sun 2/24/02			*Total hours for day*		0.00	
Edit Delete View		Mon 2/25/02	8:00 AM	12:30 PM		Bi-Weekly Pay	4.50	4.50
Edit Delete View		Mon 2/25/02	1:00 PM	4:00 PM		Bi-Weekly Pay	3.00	7.50
Add Entry		Mon 2/25/02			*Total hours for day*		7.50	

Figure 10

Modifying Work/Leave Entries

Figure 11 shows the modification of a work entry. Only the time/hours associated with an employee entry can be modified. Justification is also required describing why the entry will be modified.

Date: 2/25/02
Original In Time: 8:00 AM
Modified In Time: `8:00` `AM ▼`
Original Out Time: 12:30 PM
Modified Out Time: `12:30` `PM ▼`
Work Code: Bi-Weekly Pay - (BIW)
Original Elapsed Time: 4.50 hours
Modification Reason: `Other - (Please Specify)          ▼`

> Other - (Please Specify)
> VAC - Employee out of office due to vacation
> SICK - Employee out of office due to illness
> TRIP - Employee out of office due to business trip
> DISAGREE - Disagreement with employee input or modification

Modification Comment:

`Save` `Cancel`

Figure 11

Adding Work/Leave Entries
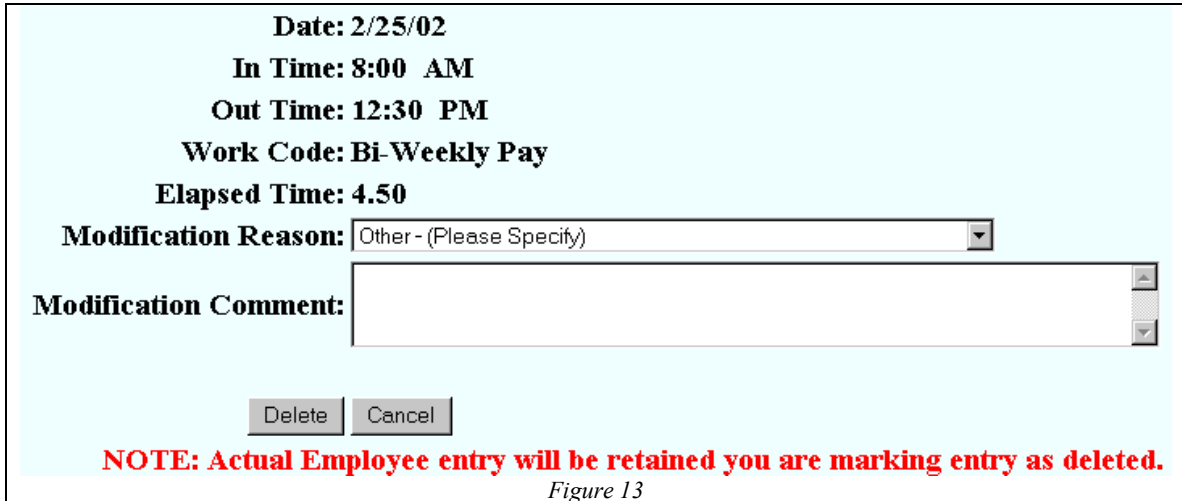
Figure 12 shows the addition of a work/leave entry. Only 1 inserted entry is allowed per operation. Justification is also required describing why the entry will be modified. For monthly timesheets, only the leave portion would be provided for data entry.

Date: 3/4/02
⊙ Work Time
In Time: `      ` `AM ▼`
Out Time: `      ` `AM ▼`
Work Code: `Bi-Weekly Pay - (BIW)          ▼`
○ Leave Time
Hours: `      `
Leave Code: `Administrative Leave - (ADM) ▼`
Modification Reason: `Other - (Please Specify)          ▼`
Modification Comment:

`Save` `Cancel`

Figure 12

Deleting Work/Leave Entries

Figure 13 shows the deletion of a work/leave entry. Justification is also required describing why the entry will be modified. Note that the employee entry is preserved but marked as deleted by supervisor modification.
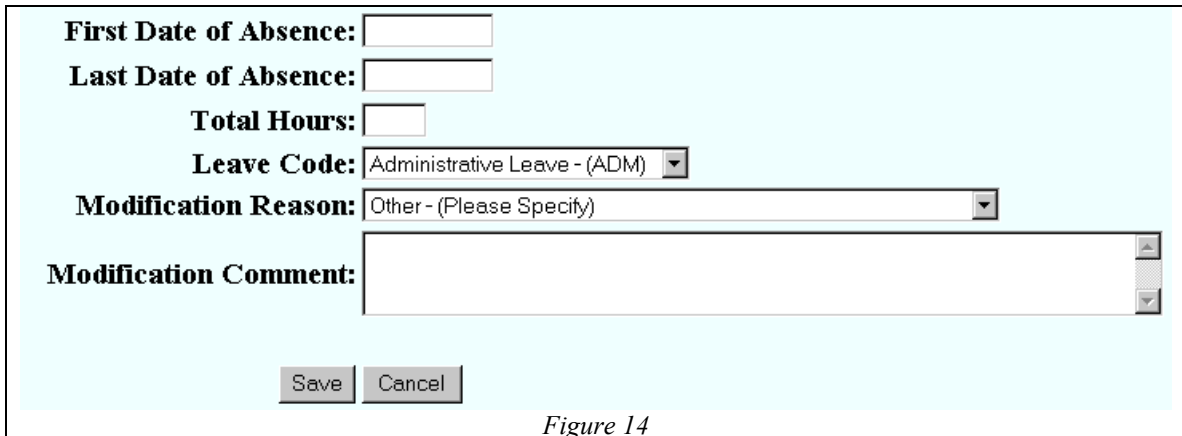
Date: 2/25/02
In Time: 8:00 AM
Out Time: 12:30 PM
Work Code: Bi-Weekly Pay
Elapsed Time: 4.50
Modification Reason: Other - (Please Specify)
Modification Comment:

Delete   Cancel

NOTE: Actual Employee entry will be retained you are marking entry as deleted.

Figure 13

Adding Leave Block

Supervisors can add a range of days an employee may take as leave. Figure 14 shows this feature. Note that justification for the entries must be provided.

First Date of Absence:
Last Date of Absence:
Total Hours:
Leave Code: Administrative Leave - (ADM)
Modification Reason: Other - (Please Specify)
Modification Comment:

Save   Cancel

Figure 14

Supervisor Timesheet Management

Supervisors can modify an employee timesheet. When that process has been completed they can approved their modifications. When the modified timesheet is analyzed by the timesheet calculations, adjustments may be required. Figure 15 depicts the screen where supervisors confirm adjustments or continue editing the timesheets.

If the supervisor has determined that they need to return the timesheet to the employee in its original submitted state, they can reject the timesheet. Upon rejecting a timesheet, the supervisor is prompted to discuss the issue leading to the reject of the timesheet with the employee.
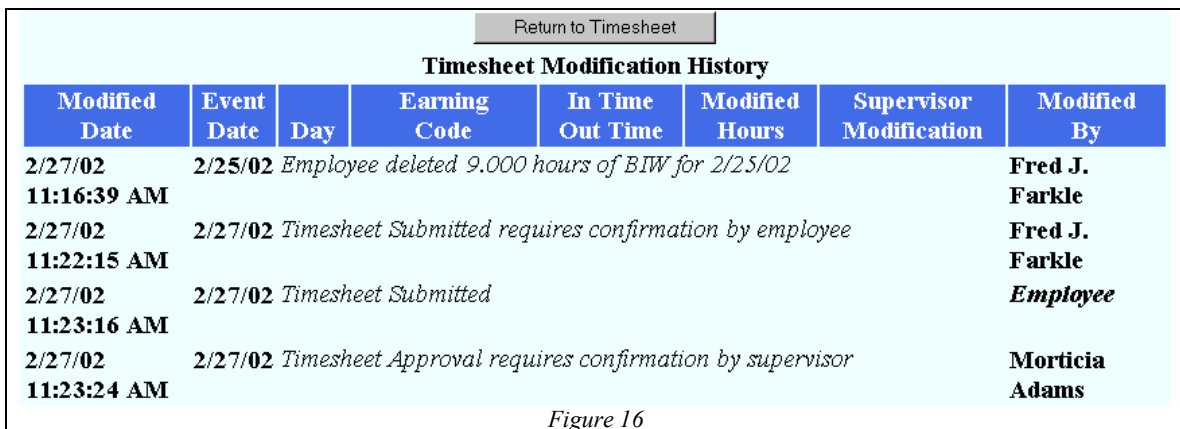
NOTE: To complete your timesheet approval, you can CONFIRM the adjustments below or return to timesheet listing for your employees.

Confirm Timesheet Modifications			Return to Employees			
Day	**In Time**	**Out Time**	**Leave Hours**	**Earnings Code**	**Hours**	**Cumulative Hours**
Sun 2/24/02			*Total hours for day*		0.00	

Figure 15

Audit History Tracks Changes and Operations with Timesheets

Figure 16 depicts an example audit history for an entire timesheet. Note that entries can be shown for a specific timesheet event or for the entire timesheet.

Return to Timesheet

Timesheet Modification History

Modified Date	Event Date	Day	Earning Code	In Time Out Time	Modified Hours	Supervisor Modification	Modified By
2/27/02 11:16:39 AM	2/25/02		*Employee deleted 9.000 hours of BIW for 2/25/02*				Fred J. Farkle
2/27/02 11:22:15 AM	2/27/02		*Timesheet Submitted requires confirmation by employee*				Fred J. Farkle
2/27/02 11:23:16 AM	2/27/02		*Timesheet Submitted*				*Employee*
2/27/02 11:23:24 AM	2/27/02		*Timesheet Approval requires confirmation by supervisor*				Morticia Adams

Figure 16

Payroll Manages the Process

The Payroll group controls the process by managing the operational parameters. Timesheet deadlines, options for the timesheet calculation handling and follow-up are under their authority.

To allow the payroll department to effectively deal with issues, they are given full visibility over all employees. This allows them to facilitate timesheet submit, approvals and processing into the payroll system.

Figure 17 shows the basic operations provided to payroll level users. Note that they have access to reports and work lists that help them manage timesheet concerns.

The Unsubmitted, Unapproved, Approved and Processed menu items are working lists that enable payroll users to intervene for a timesheet when necessary. A payroll user can submit and approve a timesheet when the situation arises. These operations appear as diminishing lists in that only the work required is depicted.

Notes can be added to timesheets to document when special issues arise. The notes are only viewable by the payroll department. Information kept with the notes are the time, comment and person making the notation.
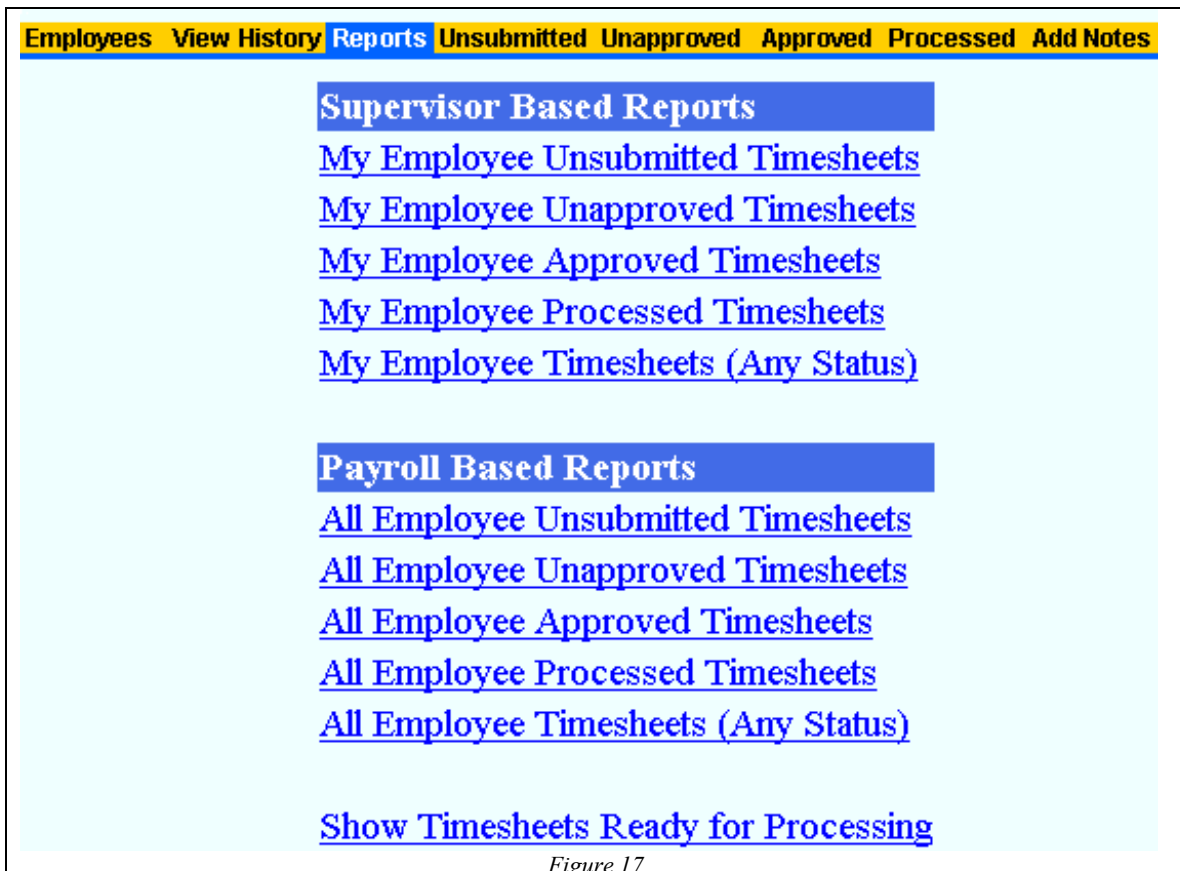

| Employees | View History | Reports | Unsubmitted | Unapproved | Approved | Processed | Add Notes |

Supervisor Based Reports
My Employee Unsubmitted Timesheets
My Employee Unapproved Timesheets
My Employee Approved Timesheets
My Employee Processed Timesheets
My Employee Timesheets (Any Status)

Payroll Based Reports
All Employee Unsubmitted Timesheets
All Employee Unapproved Timesheets
All Employee Approved Timesheets
All Employee Processed Timesheets
All Employee Timesheets (Any Status)

Show Timesheets Ready for Processing

Figure 17

Communication between eTime and Datatel

Information is refreshed from Datatel on a daily basis:

- The Active position assignments file pulled from DATATEL provides the basis for building the individual timekeeping process. Each active position an employee holds will produce a timekeeping record in eTime. The file contains position information such as account number, title, supervisor information, and the start and end date of the assignment.

- The employee information file contains personal identification such as name, SSN and Datatel #, total Fiscal Year hours, as well as vacation and sick accruals.

Approved timesheets are imported into the payroll module using a DATATEL defined file format (TCBE). This information is transferred in conjunction with the appropriate payroll processing dates for each payroll period run.