

2021

TIME ENTRY ENHANCEMENTS & THE REMOVAL OF LEVEL PAY

NON-EXEMPT (HOURLY) EMPLOYEE & MANAGER GUIDE

LEVEL PAY VS ACTUAL HOURS WORKED

Although there are varying number of work hours in any given month, it's been the county's practice to pay 173.33 hours per pay period for a total of 2,080 hours per year. Rather than receiving a fixed monthly amount, employees will now be paid for actual hours worked in the month resulting in varying gross wages per pay period. With the addition of the new schedules offered and the complexity of overtime calculations, this new method is necessary to simplify time entry for employees and supervisors.

Who is Impacted?

- Non-exempt (hourly), regular and project designated full-time employees
 - These employees complete daily time entry and are eligible to receive overtime.



TRANSITIONING FROM LEVEL PAY TO
PAY FOR HOURS WORKED



Additional Pay Type Total Fields



Threshold Warnings



Daily Reporting of Previous Period Hours



Holiday Leave Submitted Through Leave Request Process



Requesting Leave for a Previous Period



Color Coding

TIME ENTRY & LEAVE ENHANCEMENTS

TIME ENTRY TOTALS

DAILY TIME ENTRY

Employee Self Service - Employee Daily Time Entry Person

EMPLOYEE III, TEST Business Unit: 1014

Display Options and Pay Period
 1st 1/2 Pay Period Start: 01/01/21
 2nd 1/2 Pay Period End: 01/31/21

Quick Glance Pay Period Totals

Reg	150.00	Sick		Comp/OT	10.00
Vac	4.00	Holiday	16.00	Other	

On Call or Misc Hours
 Total: 6.00
Hours
 Total: 180.00
Previous Period Hours
 Total: 3.00

Totals

	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16
Regular Hours					10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00	
All Other Hours	13.00			5.00							5.00					6.00
Total Hours	13.00			5.00	10.00	10.00	10.00	10.00			5.00	10.00	10.00	10.00	10.00	6.00

Records 1 - 8

Select	Time Card Status	Pay Type	Pay Type Description	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Account Number	Description	Prev Period Hours	Date of Previous Period Hours
<input type="checkbox"/>	Waiting for Approval	1	REG & PT HRS					10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00				<input type="checkbox"/>	
<input type="checkbox"/>	Approved	10	HOLIDAY HRS	8.00																		<input type="checkbox"/>	
<input type="checkbox"/>	Waiting for Approval	20	OVERTIME H...				5.00							5.00								<input type="checkbox"/>	
<input type="checkbox"/>	Waiting for Approval	20	OVERTIME H...	3.00																		<input checked="" type="checkbox"/>	12/28/20
<input type="checkbox"/>	Waiting for Approval	39	ONCALL \$2.50																3.00			<input type="checkbox"/>	
<input type="checkbox"/>	Approved	301	VAC LVE FT	2.00																		<input type="checkbox"/>	
<input type="checkbox"/>	Waiting for Approval	804	PUV																3.00			<input type="checkbox"/>	

Select fields will only appear in the header of the form if specific action is taken or pay types are entered into the Time Entry grid (i.e. the On Call and Misc Hours box will only appear if on call hours or hours defined as misc are entered).

Additional total fields have been added to the header of the form providing a detailed breakdown of the pay types entered.

THRESHOLD WARNINGS

DAILY TIME ENTRY

Standard Hours

Employee Self Service - Threshold Warning ?

Warning:

The standard hours entered of 181 is out of the expected pay period range of 170 - 180. Please note that Comp/OT and Previous Period Hours are not included in this total.

Hours below the range may result in less pay than expected and hours above the range may need to be coded as overtime.

Click 'OK' to continue or 'Cancel' to return to the timecard.

- ▶ The Standard Hours Threshold warning will display if the total of regular hours (all paid leave and hours worked) is under or over the expected minimum or maximum determined by Payroll. The thresholds will vary with the number of working hours in the month. Although the range is set to accommodate most employee schedules, there maybe some that fall outside of this range and the warnings may not apply.

Comp Time/Overtime

Employee Self Service - Threshold Warning

Warning:

The Comp/OT hours entered of 24.00 exceeds the threshold maximum for the pay period. This is considered a high number of overtime hours and a potential coding error may have occurred.

Please click 'OK' to continue or 'Cancel' to return to the timecard.

- ▶ The Comp Time/Overtime Hours warning will display if the total of comp time or overtime hours exceed the maximum threshold determined by Payroll. The warning is to alert employees that a high number of hours were entered and that a potential coding error may have occurred.

Warnings will begin displaying for employees and supervisors 3 days prior to timecard due date.

RECORDING HOURS FROM PREVIOUS PERIOD

DAILY TIME ENTRY

EMPLOYEE III, TEST Business Unit 1014

Display Options and Pay Period: 1st 1/2 Pay Period Start 01/01/21 2nd 1/2 Pay Period End 01/31/21

Quick Glance Pay Period Totals: Reg 150.00 Sick Comp/OT Vac 4.00 Holiday 16.00 Other

Hours: Total 170.00 Previous Period Hours: Total 3.00

Totals	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16
Regular Hours					10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00	
All Other Hours	13.00															
Total Hours	13.00				10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00	

Records 1 - 5

Select	Time Card Status	Pay Type	Pay Type Description	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	Sat 1/16	Account Number	Description	Prev Period Hours	Date of Previous Period Hours
<input type="checkbox"/>	Waiting for Approval	1	REG & PT HRS					10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00					
<input type="checkbox"/>	Approved	10	HOLIDAY HRS	8.00																			
<input type="checkbox"/>	Waiting for Approval	20	OVERTIME H...	3.00																		<input checked="" type="checkbox"/>	12/28/20
<input type="checkbox"/>	Approved	301	VAC LVE FT	2.00																			
<input type="checkbox"/>																							

Hours* from a previous pay period should be recorded on the first of the month. The Previous Period Hours box must be checked and the Date of Previous Period Hours entered. These hours are not included in the threshold limits or pay period totals.

- If you have multiple entries of prior period days, use a separate line for each "Date of Previous Period Hours" entered.

*These hours include previous period OT, regular hours worked, on call hours and other pay types available from the pay type list.

HOLIDAY LEAVE

DAILY TIME ENTRY

Employee Self Service - Employee Daily Time Entry

EMPLOYEE II, TEST Business Unit 1018

Display Options and Pay Period
 1st 1/2 Pay Period Start 01/01/21
 2nd 1/2 Pay Period End 01/31/21

Quick Glance Pay Period Totals
Reg Sick Comp
Vac Holiday Other

Totals	Fri 1/1	Sat 1/2	Sun 1/3	Mon 1/4	Tue 1/5	Wed 1/6	Thu 1/7	Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13
Regular Hours													
All Other Hours													
Total Hours													

Records 1 - 1

Select	Time Card Status	Pay Type	Pay Des
<input type="checkbox"/>			

Close Delete Save Print

Employee Self Service - Pay Type R...

Records 1 - 10

From Trans	Pay Type Description
<input checked="" type="radio"/>	1 REG & PT HRS
<input type="radio"/>	4 TEMP HOURS
<input type="radio"/>	15 VOL HRS PD
<input type="radio"/>	16 VOL HRS NP
<input type="radio"/>	20 OVERTIME HRS
<input type="radio"/>	22 STRAIGHT OT
<input type="radio"/>	56 AFTRHRSSUP3
<input type="radio"/>	404 INQUIRY LV
<input type="radio"/>	958 COMPACC 1.0
<input type="radio"/>	960 COMPACC 1.5

Holiday is no longer available from the Time Entry Pay Type List.

Employee Self Service - Leave Planning

To request a date select the leave type and then click the date on the calendar or enter a date range below.

Employee Number 157622 Manager 346732 MANAGER, TEST Leave Type Holiday

Holiday Paid Parental Leave Floating Holiday Incentive Sick Vacation
Admin Bereavement Comp Time Leave Without Pay Jury Duty FMLA

January 2021 Hours Per Day 8.00 Review Balances

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday should now be submitted from the Leave Planning form.

An employee's work schedule now determines when holidays are observed and requires submittal through the Leave Request Process.

REQUESTING LEAVE FOR A PREVIOUS PERIOD

DAILY TIME ENTRY

Employee Self Service - Leave Planning

To request a date select the leave type and then click the date on the calendar or enter a date range below.

Employee Number Manager *MANAGER, TEST* **Leave Type**

Holiday Paid Parental Leave Floating Holiday Incentive Sick Vacation
Admin Bereavement Comp Time Leave Without Pay Jury Duty FMLA

Hours Per Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Employee Self Service - Threshold Warning ?

Warning:

You are entering leave for a previous pay period. This requests indicates that a correction is being made to hours that were coded and paid as regular hours but should have been coded as leave (i.e. sick, vacation, floating holiday, admin, etc.). If a correction outside of this scenario needs to be made, please contact the payroll team appropriate to your department below for further guidance:

Sheriff - TimeEntry-Sheriff@adcogov.org
All other departments - TE@adcogov.org

Press 'Ok' to continue or ' Cancel' to return to the request.

- The process for requesting leave for a previous pay period remains the same, however it is assumed that a request with a date in a previous pay period is a correction to hours that were coded and paid as regular hours (i.e. sick, vacation, floating holiday, holiday, etc).

REQUESTING PAY FOR A PREVIOUS PERIOD

DAILY TIME ENTRY

Employee Self Service - Review / Update Requested Leave Time

Included in the grid below is the leave you have requested to review/update. To update a record, highlight the row in the grid and make the appropriate changes. To add additional records complete Leave Date and Leave Duration.

When you have completed your review / modifications click the Submit Button.

Current Leave Request

Leave Request Number: 38967002

Leave Type: Sick Approving Manager: MANAGER, TEST

Leave Balances Additions

Leave Hours Available: .00

Leave Balance Subtractions

Current Leave Duration: 8.00 Previous Leave Requested Not Yet Approved: []

Previous Leave Requested and Approved: .00

Ending Balance

Predicted Ending Balance: -8.00

Records 1 - 2

Request Number	Line Number	Leave Status	Leave Date	Leave Duration	Start Time	End Time	Description
38967002	3.000 P		01/01/21	8.00			Sick Taken but Not Pd 12/28/20

If regular or leave hours were not entered on your timecard, resulting in no pay for a scheduled work day:

- Leave hours should be requested on the 1st of the current month and noted in the description field.
- If regular hours need to be recorded, this must be done on the timecard itself using the Previous Period Hours process as documented on slide # 7.

WHEN TO CONTACT PAYROLL

DAILY TIME ENTRY



- If leave hours were coded and paid with an incorrect leave type, (i.e. you entered and were paid for vacation, but it should have been recorded as jury duty).
- Any other corrections need to be made.

Contact Email

Sheriff TimeEntry-Sheriff@adcogov.org

All Other Departments TE@adcogov.org

MANAGER TIME ENTRY APPROVAL

Employee Self Service - Self Service Manager Review and Approval

Manager Number: 346732 MANAGER, TEST [Choose Delegate](#)

Pay Period Ending Date: 01/31/21

All Rejected

[Select All](#) | [Clear All](#) [Find Timecards](#)

Records 1 - 5

Select	Employee Name	Time Entry Status	Pay Period Date	Total	Regular Hours	Vacation Hours	Sick Hours	Holiday Hours	All Other Hours	Comp/OT Hours	Previous Period Hours
<input type="checkbox"/>	EMPLOYEE III, TEST	Waiting for Approval	01/31/21	170.00	150.00	4.00		16.00			3.00
<input type="checkbox"/>	EMPLOYEE IV, TEST	Waiting for Approval	01/31/21	205.00	161.00	4.00		16.00		24.00	
<input type="checkbox"/>	EMPLOYEE, TEST	Waiting for Approval	01/31/21	183.00	163.00	4.00		16.00			
<input type="checkbox"/>	EMPLOYEE II, TEST	Missing Timecard	01/31/21								

[Close](#) [Detail](#) [Approve](#) [Reject](#) [Admin TE](#) [Leave Entry](#) [Leave Review](#) [Timecard History](#)

The Previous Period Hours column displays only if hours have been entered. These hours are not included in current period totals.

Click the Detail button to view hours entered by date.

- Standard Hours above or below the threshold range will be highlighted in yellow.
- Comp Time/Overtime Hours above the threshold will be highlighted in red.

MANAGER TIME ENTRY APPROVAL

EMPLOYEE III, TEST Business Unit 1014 [Send Email To Employee](#)

Pay Period Date: 01/01/21 to 01/31/21

Quick Entry: Reg. 150.00, Sick, Comp/OT 10.00, Vac 4.00, Holiday 16.00, Other

On Call or Misc Hours: Total 6.00

Hours: Total 180.00

Previous Period Hours: Total 3.00

Select All | Clear All Find Timecards

Records 1 - 25

Select	Time Card Status	Pay Type	Pay Type Description	Hours	Work Date	Leave Type	Leave ID Number	Pay Period End Date	Description	Charge To	Sub Type	Sub Ledger	Prev Period Hours	Date of Previous Period Hours	Volunteer Program
<input type="checkbox"/>	Approved	10	HOLIDAY HRS	8.00	01/01/21	H	38966362	01/31/21					<input type="checkbox"/>		-- Select One --
<input type="checkbox"/>	Waiting for Approval	20	OVERTIME HRS	3.00	01/01/21		0	01/31/21		1014			<input checked="" type="checkbox"/>	12/28/20	-- Select One --
<input type="checkbox"/>	Approved	301	VAC LVE FT	2.00	01/01/21	V	38966363	01/31/21					<input type="checkbox"/>		-- Select One --
<input type="checkbox"/>	Waiting for Approval	20	OVERTIME HRS	5.00	01/04/21		0	01/31/21		1014			<input type="checkbox"/>		-- Select One --
<input type="checkbox"/>	Waiting for Approval	1	REG & PT HRS	10.00	01/05/21		0	01/31/21		1014			<input type="checkbox"/>		-- Select One --

Select fields will only appear in the header of the form if specific action is taken or pay types are entered into the Time Entry grid (i.e. the On Call and Misc Hours box will only appear if on call hours or hours defined as misc are entered).

- The total fields in the header have been broken out in to specific buckets to help you accurately and efficiently review the timecard.
- Supervisors are encouraged to review the detail of hours entered and approve and/or reject entries by clicking the 'select all' button (1) or selecting each line individually (2).
 - **Supervisors should closely review previous period information including pay type (3), hours worked (4) and date (5).**

MANAGER TIME ENTRY APPROVAL



- It's Imperative that supervisors look at the timecard detail.
 - **\$\$\$ Hours recorded incorrectly may result in an employee being under or overpaid. \$\$\$**
- Total hours must match employee's schedule.
- Leave time must be approved prior to timecard approval to ensure all hours are accounted for.
- Employees and supervisors are responsible for ensuring all time worked and leave taken is entered and approved by timecard due date.
- Employees are encouraged to enter hours worked/leave taken throughout the month and it is recommended they submit final timecards as close to timecard due date as possible.
- Supervisors are encouraged to approve timecards as close to timecard due date as possible to account for last minute changes made by employees.
- Supervisors should educate their delegates as to what their employee schedules are.