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.

TRANSITIONING FROM LEVEL PAY TO PAY FOR HOURS WORKED

Who is Impacted?

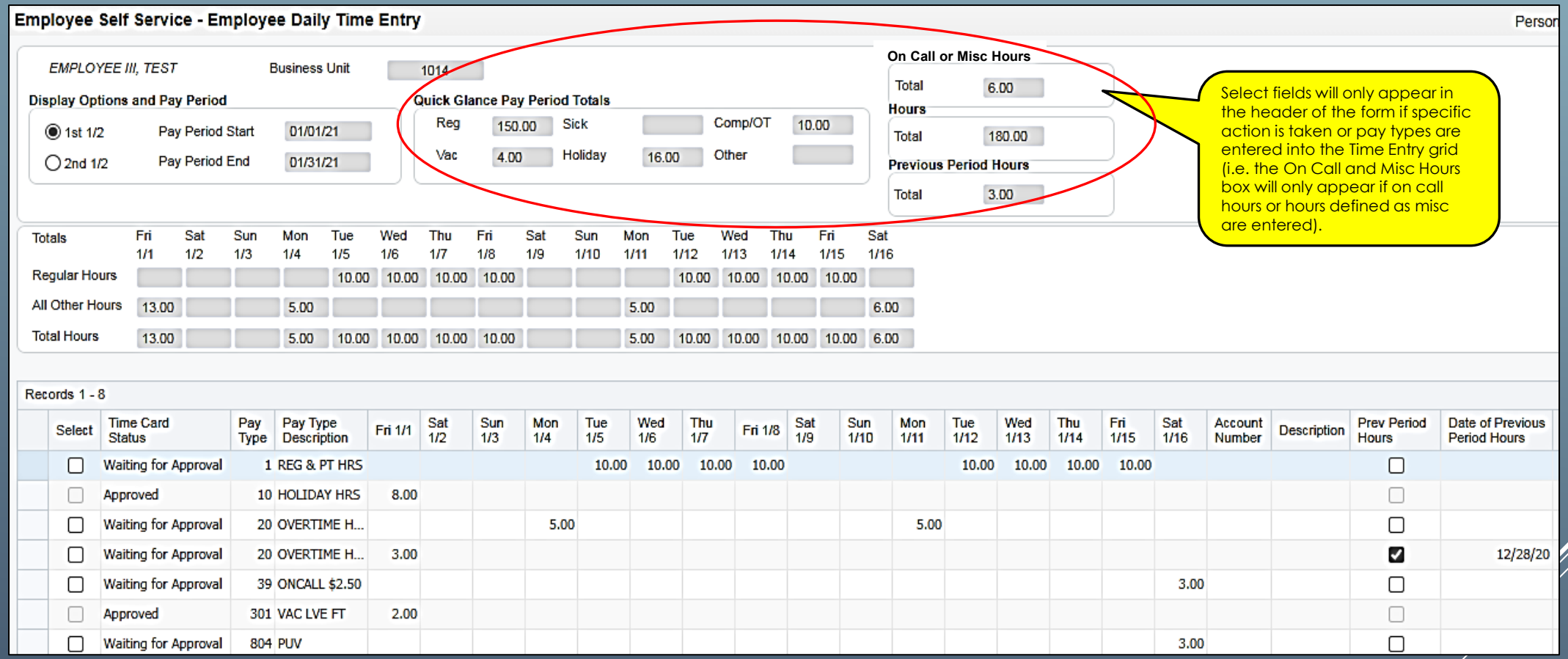
- Non-exempt (hourly), regular and project designated full-time employees
  - These employees complete daily time entry and are eligible to receive overtime.

TIME ENTRY & LEAVE ENHANCEMENTS

- 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 TOTALS

DAILY TIME ENTRY

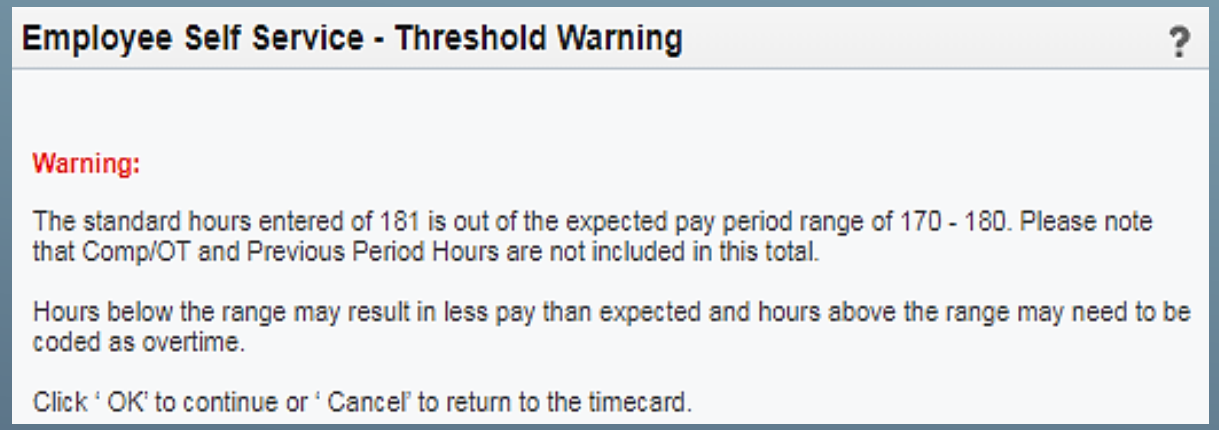


Additional total fields have been added to the header of the form providing a detailed breakdown of the pay types entered.

THRESHOLD WARNINGS

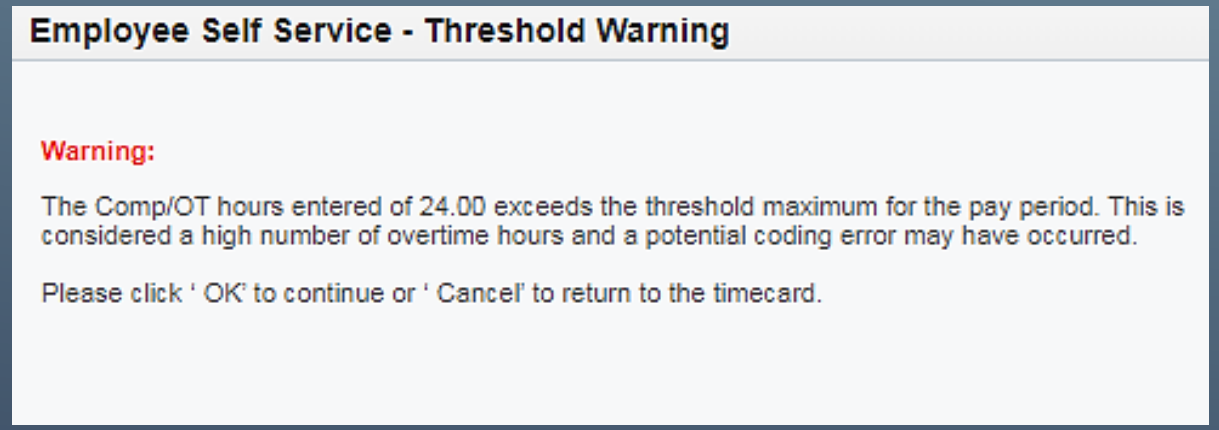
DAILY TIME ENTRY

Standard Hours



- 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

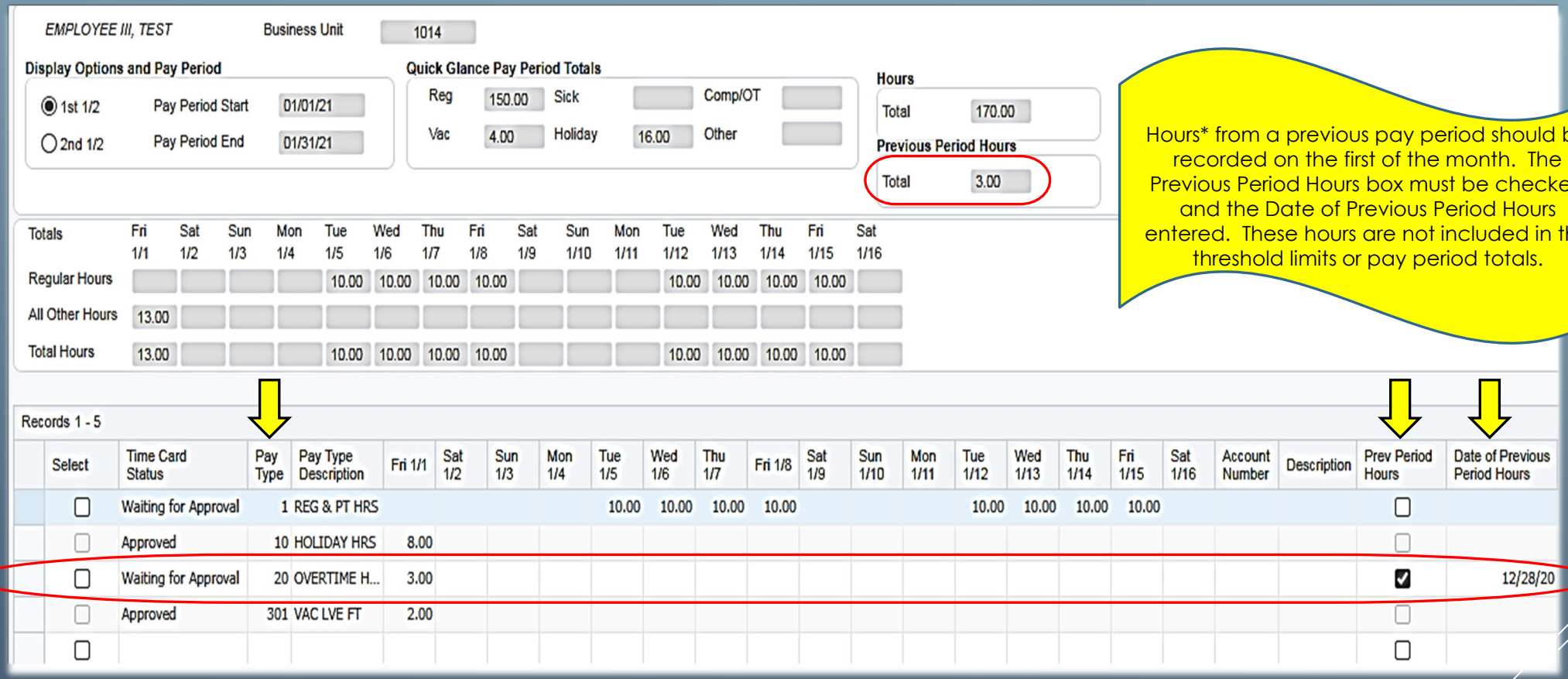


- The Comp Time/Overtime Hours warning will display if the total of comp time or overtime hours exceed the maximum threshold determined by Payroll. The warning is to alert employees that a high number of hours were entered and that a potential coding error may have occurred.

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
☐	Waiting for Approval	1	REG & PT HRS					10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00				☐	
☐	Approved	10	HOLIDAY HRS	8.00																		☐	
☐	Waiting for Approval	20	OVERTIME H...	3.00																		☑	12/28/20
☐	Approved	301	VAC LVE FT	2.00																		☐	
☐																						☐	

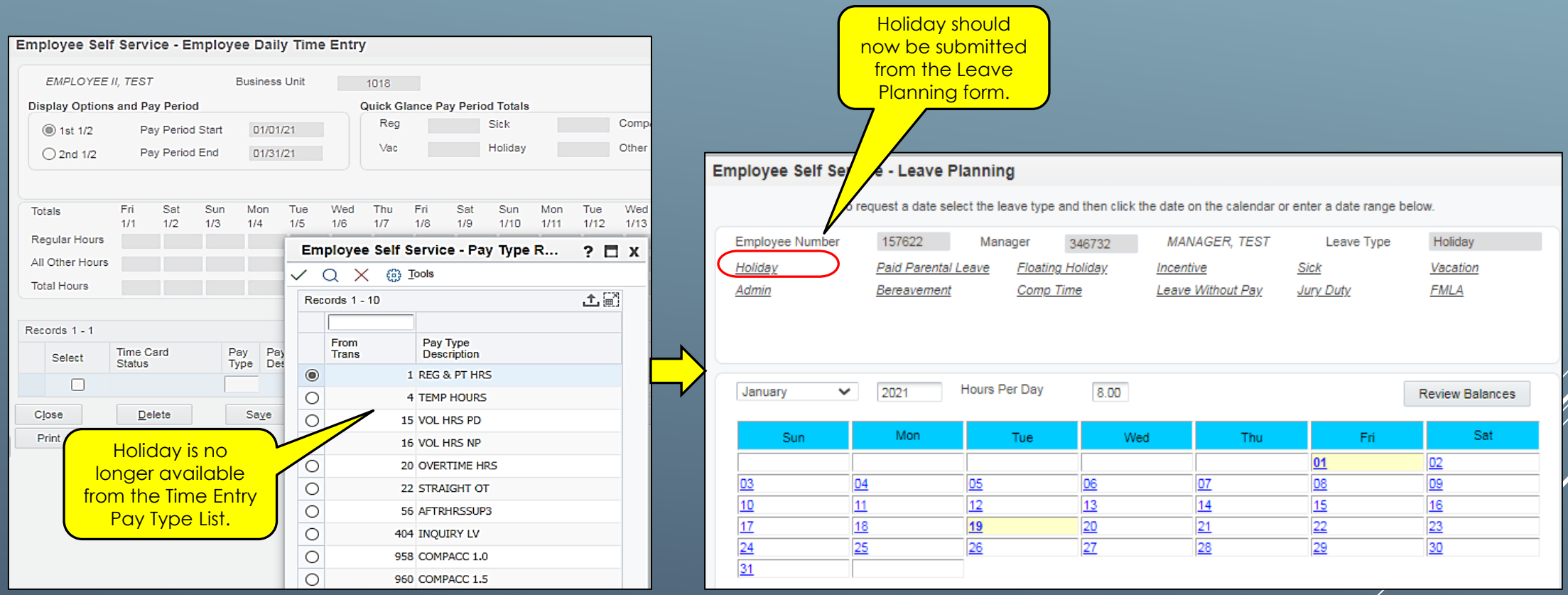
Hours* from a previous pay period should be recorded on the first of the month. The Previous Period Hours box must be checked and the Date of Previous Period Hours entered. These hours are not included in the threshold limits or pay period totals.

- 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

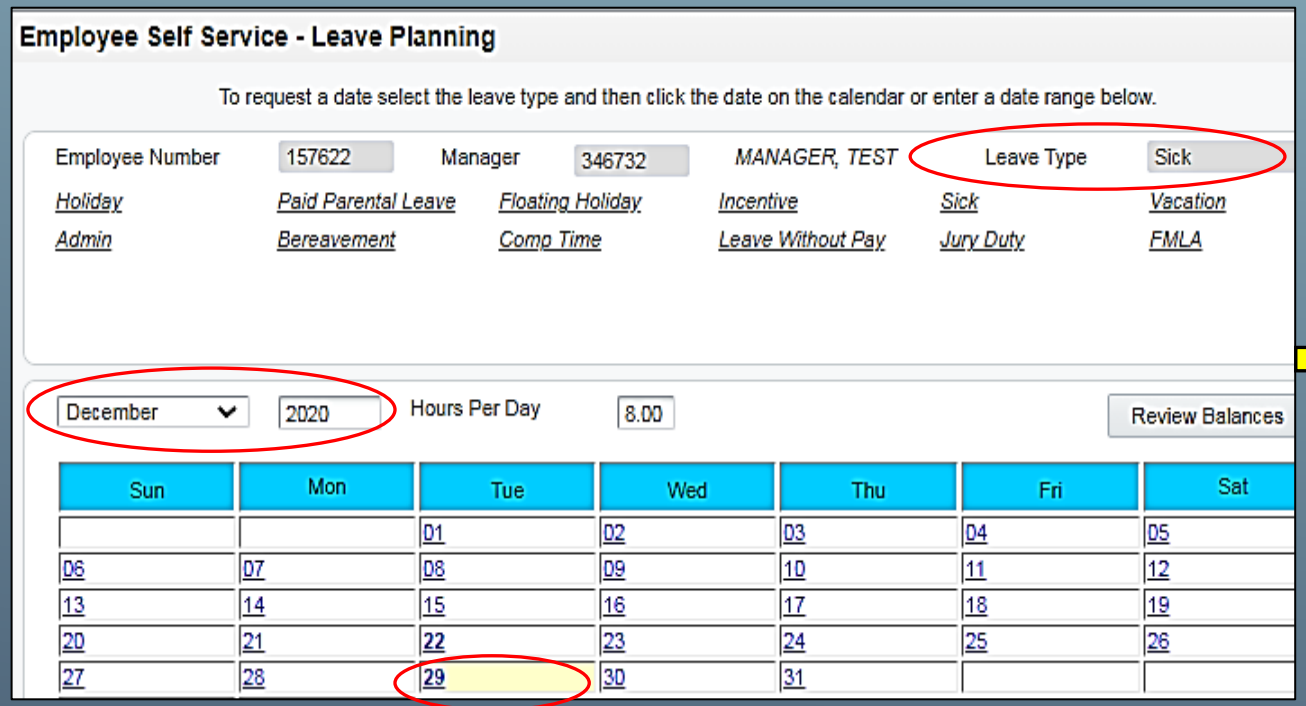
DAILY TIME ENTRY

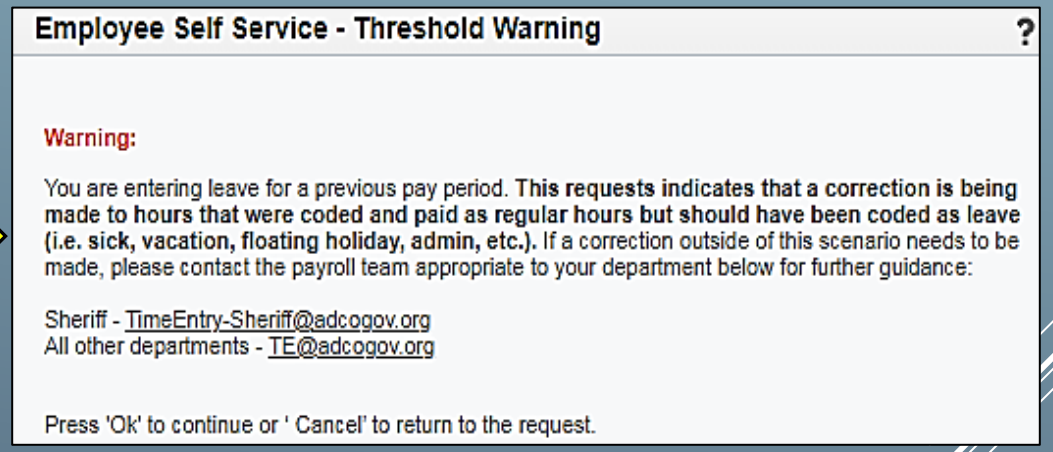


An employee's work schedule now determines when holidays are observed and requires submittal through the Leave Request Process.

REQUESTING **LEAVE** FOR A PREVIOUS PERIOD

DAILY TIME ENTRY

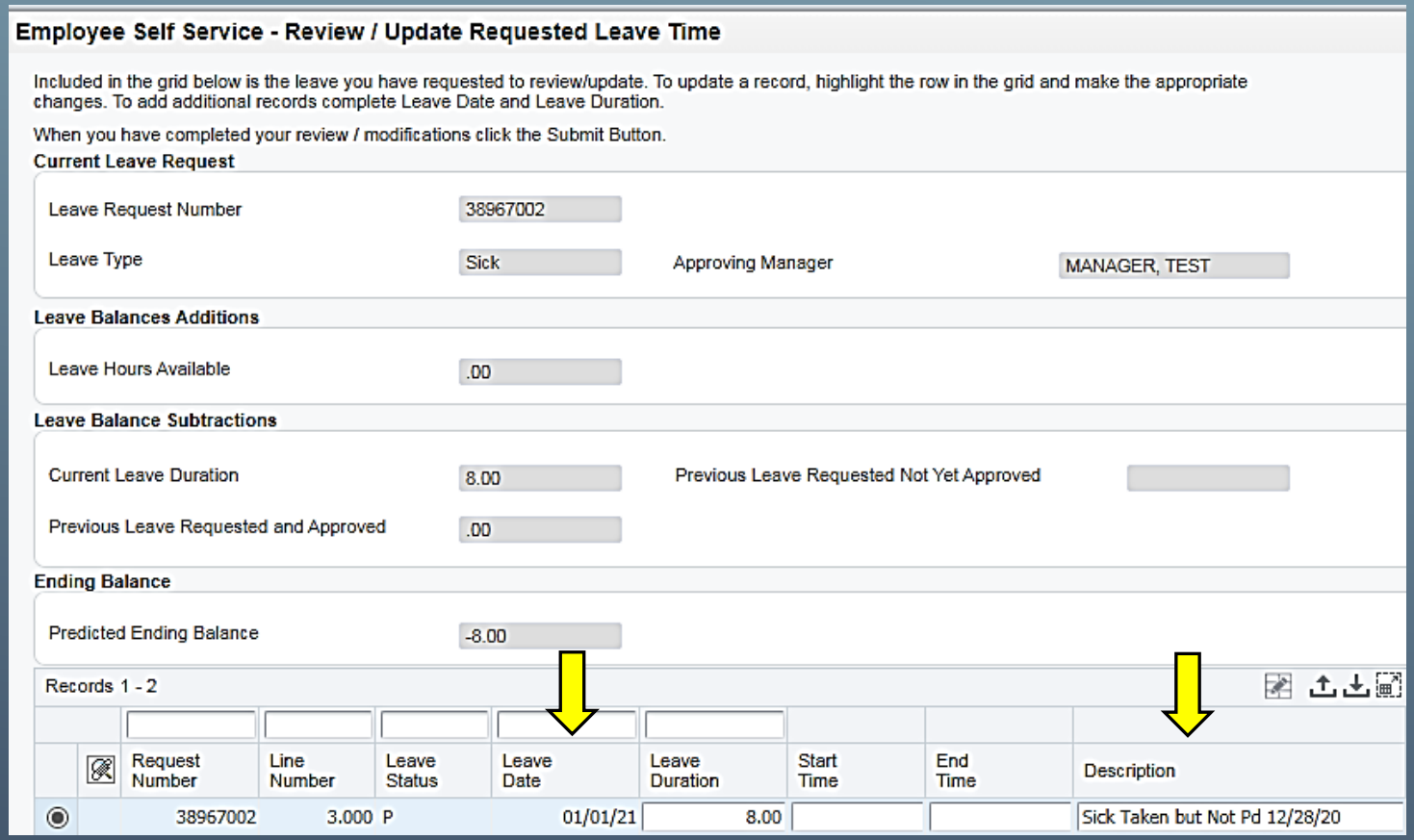




- The process for requesting leave for a previous pay period remains the same, however it is assumed that a request with a date in a previous pay period is a correction to hours that were coded and paid as regular hours (i.e. sick, vacation, floating holiday, holiday, etc).

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

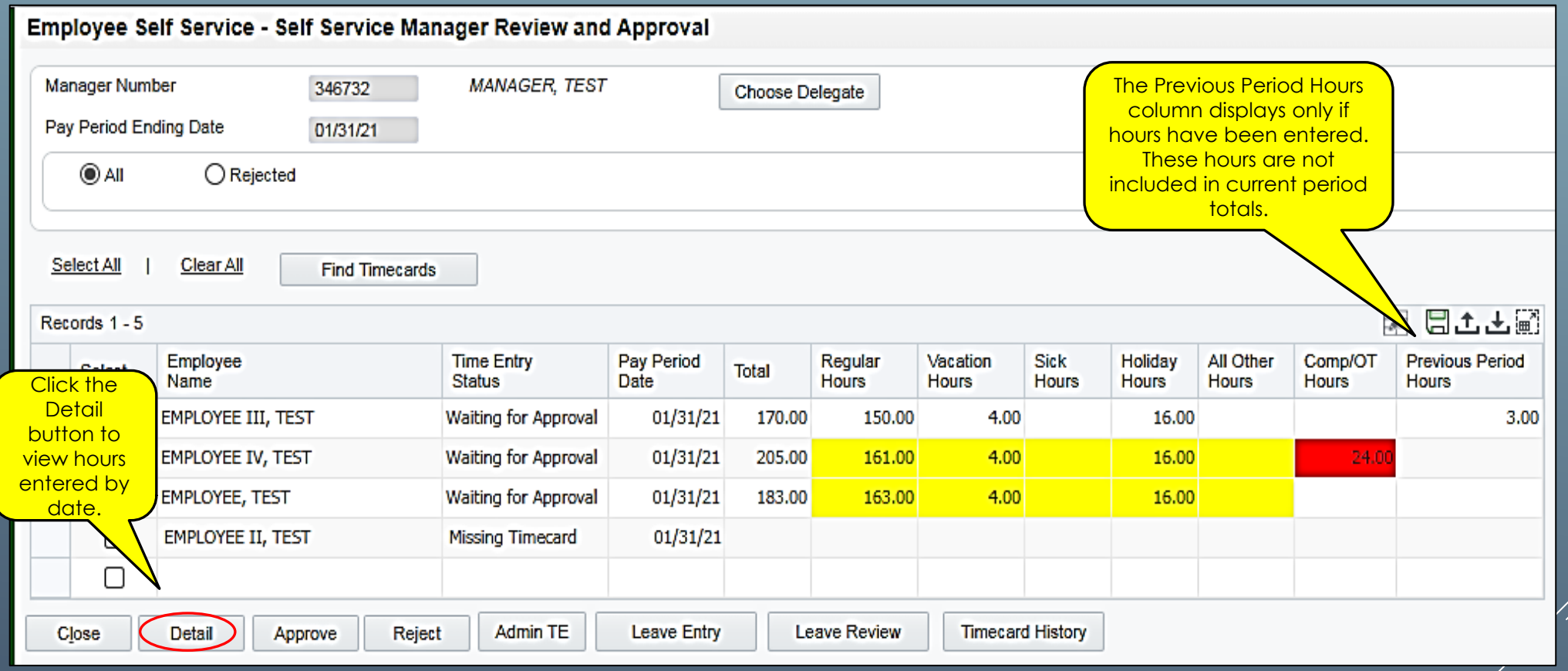
- If leave hours were coded and paid with an incorrect leave type, (i.e. you entered and were paid for vacation, but it should have been recorded as jury duty).
- Any other corrections need to be made.

Contact Email

Sheriff TimeEntry-Sheriff@adcogov.org

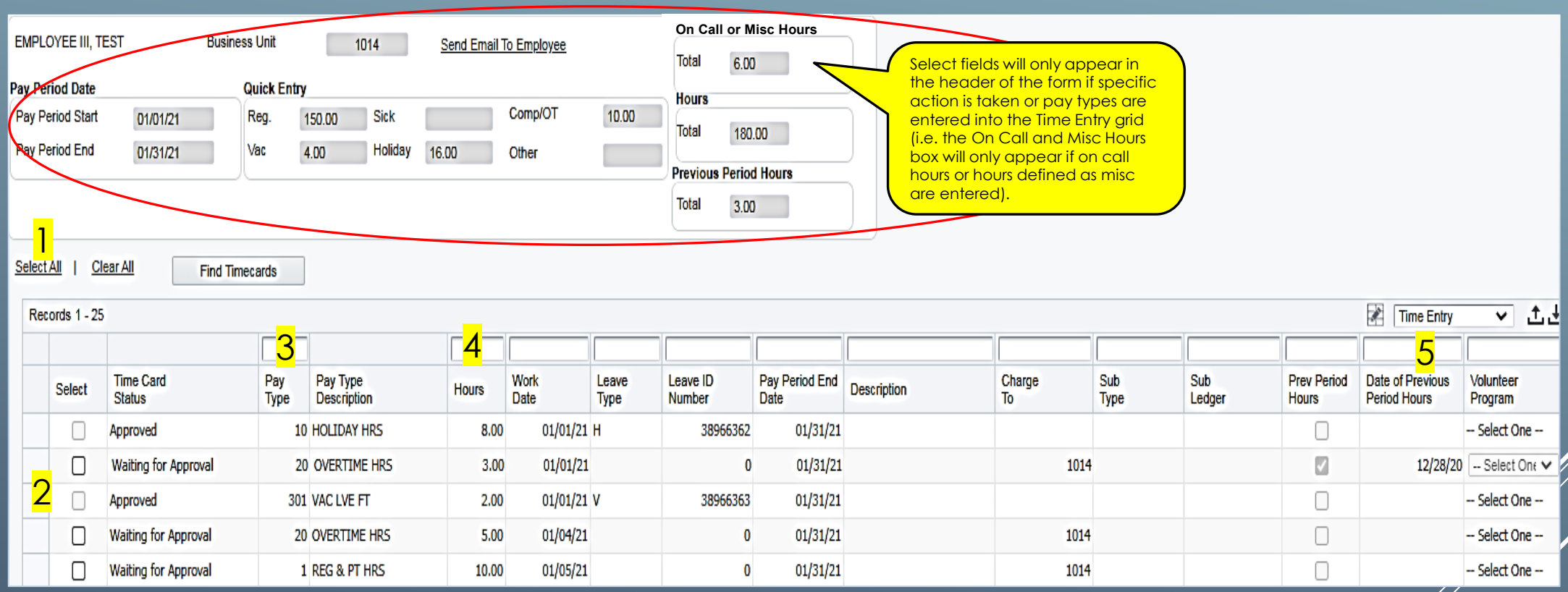
All Other Departments TE@adcogov.org

MANAGER TIME ENTRY APPROVAL



- 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



- 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.