

A decorative graphic on the left side of the slide consisting of several overlapping squares in various shades of blue and purple, arranged in a stepped, staircase-like pattern.

Time & Labor Employee & Manager Self Service Pilots

INTRODUCTION AND OVERVIEW

Agenda

- What is HR Direct?
- Welcome to the Time & Labor Self Service Pilots
- Time Reporting for Employees
- Employee Self Service versus Time & Labor ESS Pilot
- Time Approving for Managers
- Understanding HR Direct: Online Tutorials & More
- Questions

What is HR Direct?

- HR Direct is the newest release of our Human Resources application.
- Your HR department stores your personal and job information in this application. Some examples are:
 - **Hiring Information** – Your relationship to the University (e.g. Employee, Consultant, Volunteer), Start Date, Job Information
 - **Time Reporting** – Record of Time Worked, Time Off
 - **Payroll** – Federal/State Taxes, Deductions, Direct Deposit

Time & Labor Self Service Pilot

Welcome!

- Welcome to the Pilot's Seat!
 - A pilot allows the University to roll out functionality to selected groups across the University.
 - Participants get to test drive the functionality.
- Who is participating?
 - Time & Labor Self Service will be rolled out in a pilot program consisting of a designated number of participants.
 - This will allow the University to adapt to needed changes identified during the initial pilot program in preparation for future expansion of the self-service capability.

Time & Labor Self Service Pilot

Objectives

- Streamline the time submission and approval process across the University by utilizing the Time & Labor self service submission, approval, and tracking processes.
- Provide employees an automated process to submit time and view leave/comp time balances.
- Establish a process for managers to review and approve time online.

Time & Labor Self Service Pilot

What is Time & Labor?

- Time and Labor provides an organization with the ability to report, track, and approve time for payroll processing.
- With the new self service functionality, you will have the ability to report your time through an online timesheet.
- Managers will also have the ability to review and approve all time submitted by employees.

Time & Labor Self Service Pilot

Benefits (Examples)

Time Reporting

- Employees can report their own time with greater accuracy and efficiency.
- Employee time reported is sent directly to the manager for approval via the application – no more paper time cards and strings of emails!
- Employees can view their own time – “Do I have enough vacation time? I’ll log on and check.”

Time Approval

- Managers can approve all employees time in place – streamlined approach.
- All requests are in one online location – no more strings of emails!
- Managers can view an employee’s time on a monthly basis.
- Managers can view and print reports on your department’s time – enhanced tracking abilities.

Time & Labor Self Service Pilot

Accessing Time & Labor

- How to access the Time & Labor Self Service features:
 - Your access to the pilot functionality is with the same logon information as Employee Self Service.
 - The HR Direct application will be accessible at Go Live via a HR Direct Self Service page.
 - You will receive the following access information prior to Go Live:
 - Step by step instructions on how to log in to the HR Direct application
 - HR Direct Self Service homepage URL

Time and Labor Self Service Pilot

Your Evaluation of the Functionality

- As you evaluate the self service functionality, we encourage you to contact the HR Direct project with any feedback.
- The process for providing feedback will be communicated prior to Go Live.



Employee Self Service versus Time & Labor Self Service Pilot

What's the difference?

- Employee Self Service to View Personal Information and Paychecks
 - Not a pilot. Functionality will be implemented throughout the University.
 - Allows you to view your personal information, pay advice, and training history. You can also edit your emergency info.
- Time & Labor Self Service Pilot
 - Phased rollout
 - You're part of the first pilot program.
- You will have access to both when you log in



Time Reporting for Employees

Direct access to view and report time!

Viewing Time

- Use the Launch Pad
- View Your Monthly Schedule
- View Your Compensatory Time
- View Your Payable Time



Reporting Time

- Reporting Time Using a Timesheet

Time Reporting for Employees

Understanding Your Timesheet

Timesheet

Jennifer Flynn

Employee ID: 10109992

Job Title: Staff Assistant U of M

Employee Record Number: 1

Department: C816300

[Click for Instructions](#)

View By:

Date:

[<< Previous Week](#)

[Next Week >>](#)

Reported Hours: 0.000 Hours

Scheduled Hours: 40.000 Hours

Reported time on or after 10/26/2008 is for a future period.

From Monday 10/20/2008 to Sunday 10/26/2008

[Timesheet](#) [Overrides](#)

Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Total	Time Reporting Code	Type	Tas
8.0	8.0	8.0	8.0	8.0				REG - Regular Pay SERS Elig		UM
										UM
										UM

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25
Total Reported Hours						

The Timesheet displays information that will vary slightly according to the type of time reporter.

Updating the Timesheet
The employee's can set a default so that regular time defaults into an empty timesheet. An employee can enter leave time in a new row (i.e. vacation). Don't forget to select the **Time Reporting Code** to identify the correct leave time.

Time Reporting for Employees

Understanding Your Timesheet

What's a time reporting code?

- Time Reporting Codes identify the type of time an employee records within a row.
- An employee's first row of data would include all regular time (i.e. 8 hours REG).
- Other Time Reporting Codes include:
 - VAC – Vacation Time
 - PER – Personal Time
 - SIC – Sick Time
 - OVS – Overtime
- Each is reported in a separate row.

Timesheet
Jennifer Flynn

Job Title: Staff Assistant U of M

[Click for Instructions](#)

View By: Week Date: 10/20/2008 Ref

Reported Hours: 0.000 Hours Scheduled Hours: 40.000

Reported time on or after 10/26/2008 is for a future period.

From Monday 10/20/2008 to Sunday 10/26/2008

Timesheet Overrides

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
10/20	10/21	10/22	10/23	10/24	10/25	10/26	
8.0	8.0	8.0	8.0	8.0			

Submit Apply Rules

FSK - Family Sick Time
 HCTA+ - Holiday Comp Time A
 HCTA - Holiday Comp Time A
 HCTES - Hol Comp Time Earn
 HCTU - Holiday Comp Time U
 HNP - Holiday No Pay
 HOL - Holiday
 HPS - Holiday Paid Straight
 IAI - Industrial Accd Approved
 IAP - Industrial Accd Lv Partial I
 JDY - Jury Duty
 LAN - Leave Accrued No Pay
 LYF - Layoff
 MATNP - Maternity Leave NOP
 MATP - Maternity Leave Person
 MATPD - Maternity Leave Paid
 MATS - Maternity Leave Sick
 MATV - Maternity Leave Vacatio
 MILNP - Military Leave Unpaid
 MLA - Med Leave of Absence N
 NOP - No Pay
 ONCA - Pager On Call - Amour
 PAR - Parental Leave No Pay
 PER - Personal Time
 PLA - Personal Leave Absence
 PUT - Paid Union Time
 REG - Regular Pay SERS Eligi
 RSV - Reserve Leave
 SIB - Sick Leave Bank
 SIC - Sick Time

Time Reporting for Employees

Understanding Your Timesheet

When to Report Time

- Employees should submit all time on a weekly basis.
- Employees will not be able to adjust the current timesheet after the deadline.
- What happens if an employee misses the deadline?
 - Exception-based employees will still be paid.
 - If the employee did not record a change in time, it will not appear on his or her pay advice.
 - Example: An employee took a vacation day and forgot to enter it into the timesheet. The pay advice will show that the employee worked normal hours and the accrued time will not change.
 - In order to correct the time, the employee must submit a request to the Human Resource office (x3560)
 - The time adjustment would then appear on the next pay advice.

Time Reporting for Employees *Ready... Set.... Launch Pad*

Time and Labor Launch Pad

Shelby Kearney

Employee ID:

10107838

Job Title: Staff Assistant

Scheduled Hours

October 2007

10 - October

2007

Scheduled Hours

View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8.00 <u>1</u> E	8.00 <u>2</u> E	8.00 <u>3</u> E	8.00 <u>4</u> E	8.00 <u>5</u> E	6
7	8.00 8	8.00 9	8.00 10	8.00 11	8.00 12	13
	15	8.00 16	8.00 17	8.00 18	8.00 19	20
	22	8.00 23	8.00 24	8.00 25	8.00 26	27
	29	8.00 30	8.00 31			

Previous Month Next Month

Monthly View
The Launch Pad defaults to a monthly view of "Scheduled Time".

The Launch Pad
An employee can view all his or her time in the Launch Pad, This is a view-only page; the employee can not report time here.

Time Reporting for Employees

Compensatory Time

Compensatory Time

Janet Johnson

Employee ID

Job Title: Staff Assistant U of M

Employee R

Comp Time Balance Summary

Today's Date: 07/08/2008

Balance at Beginning of Today: 0.000000 Hours

Compensatory Time Off Plan: H120DAYEXP

*Show Time Expiring in:

Next 30 Days

Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
	0.000000	0.000000

Compensatory Time
Provides an employee with a view of any comp time he or she has accrued and when it expires.

Time Approving for Managers

Direct access to review and approve employee time.



Time Approving for Managers

The Launch Pad

- The Launch Pad starts with a “Select Employee” page.
- Managers can identify a “Group ID” or an “EmplID”.
- Managers can also click the “Get Employees” button if they want to see all their employees’ time.
- The actual Launch Pad page looks exactly like the Employee Launch Pad page (Defaults to monthly view of scheduled time.”

Time and Labor Launch Pad
Select Employee

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/> <input type="button" value="Q"/>
EmplID	<input type="text"/> <input type="button" value="Q"/>
Empl Rcd Nbr	<input type="text"/> <input type="button" value="Q"/>
Last Name	<input type="text"/> <input type="button" value="Q"/>
First Name	<input type="text"/> <input type="button" value="Q"/>
Business Unit	<input type="text"/> <input type="button" value="Q"/>
Job Code	<input type="text"/> <input type="button" value="Q"/>
Job Description	<input type="text"/> <input type="button" value="Q"/>
Department	<input type="text"/> <input type="button" value="Q"/>
Supervisor ID	<input type="text"/> <input type="button" value="Q"/>
Reports To Position Number	<input type="text"/> <input type="button" value="Q"/>
Location Code	<input type="text"/> <input type="button" value="Q"/>
Company	<input type="text"/> <input type="button" value="Q"/>
North American Paygroup	<input type="text"/> <input type="button" value="Q"/>
Global Payroll Paygroup	<input type="text"/> <input type="button" value="Q"/>
Workgroup	<input type="text"/> <input type="button" value="Q"/>
Taskgroup	<input type="text"/> <input type="button" value="Q"/>
Position Number	<input type="text"/> <input type="button" value="Q"/>

Time Approving for Managers

Approve Payable Time

- Managers will approve payable time in 9.0.
- Payable time is all reported time that has gone through the Time Administration batch process.
- Payable time has all rules applied, including overtime and shift time.

Time Approving for Managers

Approve Payable Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	UMCEN
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	
Reports To Position Number	
Workgroup	
Employee Type	

Start Date: End Date:

[Click for Instructions](#)

Employees For Rebecca Burke

Select	Name	Employee ID	Empl Rcd Nbr	Time Reporting Code	TRC Quantity	Job	Job Description	Department	Workgroup	Business Unit	Supervisor ID
<input type="checkbox"/>	Karen Heywood	10107829	0	REG	70.000000	90085	Staff Associate U of M	C999999	C_NUPROF	UMCEN	10107838
				HOL	8.000000						
				SIC	2.000000						
<input type="checkbox"/>	Kyle Anderson	10107830	1	REG	528.000000	90085	Staff Associate U of M	C999999	C_NUPROF	UMCEN	10107839
				HCTES	8.000000						
				HOL	32.000000						

[Select All](#)
 [Clear All](#)

- The Approve Payable Time Summary page allows you to search for employees.
- Search results will display a summary of the payable time employees reported.
- You can review and approve employee time right from this page.

Time Approving for Managers

Approving Payable Time

Approve Payable Time

Bill Fosby Employee ID:
 Job Title: Maintainer I Employee Record N

GetMessageText: No default message. (20010,42)

Start Date: End Date:

Approval Details [Customize](#)

Overview [Time Reporting Elements](#) [Task Reporting Elements](#) [Chartfields](#)

Select	Date	Time Reporting Code	Quantity	Type	Adjus
<input type="checkbox"/>	12/30/2007	REE	8.000000	Hours	Adjus
<input type="checkbox"/>	12/30/2007	SF050	8.000000	Hours	Adjus
<input type="checkbox"/>	01/04/2008	REE	4.000000	Hours	Adjust Reported Time
<input type="checkbox"/>	01/05/2008	REE	8.000000	Hours	Adjust Reported Time
<input type="checkbox"/>	01/05/2008	SF050	8.000000	Hours	Adjust Reported Time

[Select All](#) [Clear All](#)

[Return to Approval Summary](#)

Approve Payable Time
 The Approve Payable Time page displays a more detailed view of all unapproved time reported by an employee or created by rules for the specified time period. You can approve all rows or selected rows of time.

Time Approving for Managers

Approving Payable Time

When to approve employee time?

- Managers should approve all time on a weekly basis.
- What happens if a manager does not approve employee time?
 - If a manager is unable to process time approvals on time, the system will automatically process an approval for payment.
 - Please note that there will be a verification process in place to make sure managers are performing the time approval process as required.
 - Managers who do not approve time before payment will be required to approve time using a printed report after the automated approval process.

Understanding HR Direct: Online Tutorials & More

All pilot participants will attend an instructor led training course. The following topics will be addressed:

■ T&L Employee Self Service (Pilot)

- What This Pilot Means to HR Direct
- Understanding User Preferences
- Reporting Time Using a Timesheet
- Using the Time and Labor Launch Pad – Employees
- Viewing the Monthly Schedule
- Viewing Compensatory Time
- Viewing a Summary of Payable Time
- Viewing Details of Payable Time

■ T&L Manager Self Service (Pilot)

- What This Pilot Means to HR Direct
- Setting Up Manager Search Options
- Reporting Time Using Timesheets
- Using Mass Time Reporting
- Using the Time and Labor Launch Pad – Managers
- Viewing a Summary of Employee Payable Time
- Viewing Details of Employee Payable Time
- Viewing Employee Compensatory Time
- Viewing Time Calendars
- Managing Schedules

Understanding HR Direct: Online Tutorials & More

- You will also have access to the following training tools:
 - Online Tutorials
 - Job Aids
 - Direct help within the HR Direct Application, click the Help link.

- For more information, contact the campus project manager – [Richard Conley](#) (x4794)

Contacting Your Help Desk

- If you encounter any connectivity or log on issues when accessing the HR Direct application, please contact the Help Desk:
 - X4794
 - help@uml.edu
 - Olsen Hall – 1st Floor