HRMS

Human Resource Management System

Manager Tool Kit

J. Sargeant Reynolds Community College
Office of Human Resources
Revised January 2020

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REMEMBER:

From the U.S. Department of Labor…Ignorance of the law is no defense; it is YOUR responsibility as a supervisor/manager (YOU are the Employer) to know the rules of time and labor!

http://www.dol.gov/

Reynolds Policy 3-25, Equal Employment Opportunity/Affirmative Action:

Reynolds does not discriminate on the basis of race, color, national origin, religion, age, military service or veteran status, sex (including pregnancy and gender identity), political affiliation, or disability (in compliance with the Americans with Disabilities Act Amendments Act [ADAAA], Section 504 of the Rehabilitation Act of 1973, Executive Order of the Governor of the Commonwealth of Virginia, and *The Virginia Plan for Equal Opportunity in State Supported Institutions of Higher Education*), or other non-merit based factors with respect to employment, personnel actions and employee benefits, or in connection with job-related programs, activities, or accessibility regarding the use of college facilities.

In compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college shall not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual misconduct (sexual harassment or sexual violence) by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In compliance with the Equal Protection Clause of the United States Constitution, discrimination based on factors such as one's sexual orientation or parental status shall not be tolerated.

The college prohibits the use of family medical history or genetic information in making decisions related to any terms, conditions, or privileges of employment in compliance with Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA).

As an employee of J. Sargeant Reynolds Community College, you are required to report allegations of discrimination to the College's Equal Employment Officer:

Corliss B. Woodson
Associate Vice President and Director of Human Resources
CWoodson@reynolds.edu
(804) 523-5877

Department of Human Resource Management
Policy 1.60, Standards of Conduct

EMPLOYEE STANDARDS OF CONDUCT

Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of their agencies and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

Employees who contribute to the success of an agency's mission:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, subordinates, residential clients, students, and customers.
- Use state equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the agency.
- Comply with the letter and spirit of all state and agency policies and procedures, the Conflict of Interest Act, and Commonwealth laws and regulations.

- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.

- Obtain approval from supervisor prior to accepting outside employment.
- Obtain approval from supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).

- Work cooperatively to achieve work unit and agency goals and objectives.

- Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

As an employee of Reynolds, you are required to report violations of the Commonwealth's Standards of Conduct to your respective supervisor and/or to the next level supervisor as indicated in your official chain of command. To locate the name of your next level supervisor, refer to the College's official organizational charts located on the external and internal websites:

http://www.reynolds.edu/who_we_are/hr/organization_chart.aspx
https://intranet.reynolds.edu/human-resources/OrgCharts/default.aspx

For questions regarding standards of conduct, the chain of command, organizational charts, or any other human resource issue, please do not hesitate to contact:

Reynolds Human Resources
Main Number:
(804) 523-5249

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Additionally, all faculty and staff are expected to be familiar with and to adhere to the J. Sargeant Reynolds Community College Mission, Vision, Values and Code of Ethics in the execution of their daily duties and responsibilities and in providing services to our students, colleagues and coworkers, and the general public.

IMPORTANT NOTICE:

In PeopleSoft HRMS you must use the program navigation buttons;
the browser back and forward buttons should not be used!

Manager Self Service Tool Kit Section Information

Start-up Activities for HRMS

View and verify employee Job Data information

Step 1	Click the **Manager Self Service** link. Manager Self Service
Step 2	Click the **Job and Personal Information** link. Job and Personal Information
Step 3	Click the **View Employee Personal Info** link. View Employee Personal Info
Step 4	Enter the date you want to view information from. In this example, the default date is displayed, which is always the current date.
Step 5	Click the **Continue** button. Clicking on **Continue** will show you a listing of all of the employees in your reporting structure. Continue
Step 6	**Note:** A list of all employees that report to you will appear. This list will provide name, EMPL ID #, employee record # (zero indicates primary job; higher numbers indicate that the employee is employed in another capacity at Reynolds); Pay Status; and position number. **SUGGESTION:** Print this list to have handy access to your employees' EMPL ID #, or if your entire department is listed, create a chart of only your direct reports to include the employees' names and EMPL ID # for easy reference when using HRMS.
Step 7	Click the option for an employee. 
Step 8	Click the **Continue** button. Continue
Step 9	**Note**: Here you can view the employee's information. You **cannot change** any information in the employee record.
Step 10	You have learned how to view personal data for an employee using the PeopleSoft **Manager Self-Service**. You can continue to view additional employees assigned to you by returning to the **View Personal Info** page. **End of Procedure.**

Tool Kit Hints:

Each manager should periodically verify that all of their current employees are listed in HRMS under their respective reporting structure. A variety of source documents are available for this purpose: College organizational charts (click HERE); monthly reports from the Budget Office; employee listing reports in your work unit, etc.

To report discrepancies, please refer to the following table:

Employee Type	HR Contact Person	HR Email Address
Full-time Administrative, Professional and Teaching Faculty	Tanya Taylor	TTaylor@reynolds.edu
Full-time Classified Employees	Tanya Taylor	TTaylor@reynolds.edu
Wage/Hourly Employees	Emily Duncan	EDuncan@reynolds.edu
Adjunct Faculty	Mary Waite	MWaite@reynolds.edu

Supervisors and managers should be able to view the following data elements for each employee assigned to their respective work unit:

- Name
- Job (official job title)
- Location Code (main work location)

Additional information you can view concerning your assigned employees:

- Home and mailing addresses
- Email addresses
- Phone numbers
- Emergency contacts
- Birthday
- Compensation History (annual salary amount, hourly rate, or adjunct rate)

NOTE: Other employee modules exist in HRMS but were not implemented by the Virginia Community College System for use at this time.

Selecting Classified Non-exempt Employee Work Schedules

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Manage Schedules** link. Manage Schedules
Step 4	Click the **Assign Work Schedule** link. Assign Work Schedule
Step 5	You can narrow down your search by using any of the fields on this page, such as **EmplID, Last Name** or others. Clicking on the **Search** button without entering information in any of the search fields will show all employees (that you are authorized to see). By default HRMS/PeopleSoft will only show the first **300** search results.
Step 6	Enter the desired information into the **EmplID** field.
Step 7	Click the **Search** button. Search
Step 8	Click on the link for an employee.
Step 9	The system will show you the row for the default schedule for this employee. Click "Show Schedule". To assign a Reynolds predefined schedule, you will need to add another row. If the effective date is blank, skip step 10 and proceed to step 11.
Step 10	Click the **Add a new row (plus sign button)** button in the **Assigned Schedules** area. +
Step 11	Click the **Choose a date - Calendar icon (Alt+5)** button. Click the calendar icon next to the effective date on the inserted row. You can also manually enter this date. **Note:** The effective date will show as today's date. Please note the new work schedule for the employee must be the first date of the lag pay period (which is the 10^{th} or 25^{th} of the month) or the first day of work for the new Classified non-exempt employee.

Step 12	On the calendar icon, click on the **drop down arrow** in the **Month** field and select **March** from the list.
Step 13	Click and select **10 or 25** from the **calendar,** in order to enter March 10 or March 25, 2020. (This is the beginning of a lag pay cycle timesheet).
Step 14	Click on the **drop down arrow** in the **Assignment Method** field and click on **Select Predefined Schedule** from the list. Select Predefined Schedule
Step 15	Click the **Look up Schedule Group - magnifying glass icon (Alt+5)** button to see a list of Schedule Group Descriptions. Click **SR283** or **J. Sargeant Reynolds**. If this information currently exists, proceed to Step 16. SR283
Step 16	Click the selected schedule appropriate for employee. Example: 7:30AM-4:30PM Description: 7:30AM-4:30PM 60 Min This will populate the selected employee's calendar with the 7:30 AM to 4:30 PM work schedule.
Step 17	Now, this employee has new working hours - 7:00 AM - 4:30 PM, which includes the sixty (60) minute meal break.
Step 18	To view the employee's new weekly work schedule, click Show Schedule. To return to the previous screen, click OK.
Step 19	Click the **Save** button. Save
Step 20	You have assigned a work schedule to an employee. **End of Procedure.**
Step 21	Click "Return to Search".

Tool Kit Hints:

Reynolds Policy 3-17, Alternate Work Schedules, provides guidance on the administration of employee work schedules. And, Reynolds Policy 3-14, Standard Work Schedule and Overtime provides guidance regarding work schedules and breaks for Classified Non-exempt employees. For your information, these policies include the following:

- The standard college work schedule is 8:15 a.m. – 5:00 p.m., with 45 minutes for lunch. Employee work schedules, in the assigned workplace and/or in alternate work locations, are established by the immediate supervisor.
- Full-time employees scheduled to work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 45 minutes, but not more than 60 minutes per day, as determined by the immediate supervisor.
- All full-time classified staff are eligible for an alternate work schedule.
- To change from the standard college work schedule to an alternate work schedule, or to request an extension of the alternate work schedule, full-time classified staff are required to submit Form 35-0003, Request for Alternate Work Schedule to their respective supervisor.
- Alternate work schedules can be approved for up to six (6) months. Employees are required to seek approval to continue the alternate work schedules beyond the six month time frame. Additionally, immediate supervisors are to periodically review the operations of the work unit to ensure that alternate work schedules to do not interfere with the efficient business operations of the work unit, and to ensure that other employees are offered the opportunity for the alternate work schedules, if so desired.

Remember: Once the new work schedule is approved, the immediate supervisor is required to enter the new schedule in HRMS using this process.

Please do not attempt to create personal schedules in HRMS for full-time, non-exempt classified employees! This category of employees must utilize the "predefined work schedules" provided in HRMS for J. Sargeant Reynolds Community College in order for the HRMS absence management and time and labor modules to function properly.

If you can NOT locate an appropriate predefined work schedule from the drop-down menu in HRMS, contact the Human Resource Manager for assistance at, 523-5871.

Creating Work Schedules for Wage/Hourly and Work-Study Employees

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Manage Schedules** link. Manage Schedules
Step 4	Click the **Assign Work Schedule** link. Assign Work Schedule
Step 5	You can narrow down your search by using any of the fields on this page, such as **EmplID, Last Name** or others. Clicking on the **Search** button without entering information in any of the search fields will show all employees (that you are authorized to see). By default HRMS/PeopleSoft will only show the first **300** search results.
Step 6	Enter the employee EmplID number into the **EmplID** field.
Step 7	Click the **Search** button. Search
Step 8	The employee's Assign Work Schedule screen appears.
Step 9	The system will show you a data entry row and the Assignment Method will automatically read "Use Default Schedule". Here is where you begin to enter the ***personalized*** work schedule for your individual wage/hourly or work-study employee.
Step 10	Click the **Choose a date - Calendar icon (Alt+5)** next to the effective date button. And select ONE of the following: 1. First date of the Bi-weekly timesheet cycle (a Friday), or 2. The first date employee worked. **Note**: the **Effective Date** selected will be **Day 1** of the employee's schedule.
Step 11	Click on the **drop down arrow** in the **Assignment Method** field and select **Create Personal Schedule** from the list.
Step 12	Click the **Look up Schedule Group - magnifying glass icon (Alt+5)** button to see a list of Schedule Group Descriptions. Click **SR283** or **J. Sargeant Reynolds**.
Step 13	Click the "Create Schedule" link.
Step 14	In the **Description** field, type in a description of this schedule, example: Receptionist.

Step 15	In the **Short Description** field, type a short version of the description used above, example: RECPT.
Step 16	The Definition Type is to remain "Punch", so do not change. In the **Num Days In Schedule** field, type the number **14**. NOTE: There are fourteen days in the bi-weekly pay period.
Step 17	On the **Daylight Savings** Rule field, select **Fixed Time**.
Step 18	On the **Default Task Group** field, click the magnifying glass and select: "**PSNONTASK"**. **Note**: Do NOT enter a Time Zone.
Step 19	At the bottom of the screen, click the "**Schedule Shifts**" link.
Step 20	The Effective Date entered earlier (Step 10) will be Day 1 of the schedule. For example if the employee began on Tuesday, May 8th; Tuesday will be "1", Wednesday will be "2", Thursday will be "3" etc. If you use the first day of a pay cycle as the Effective Date, Friday will be "1", Saturday will be "2", Sunday will be "3", Monday will always be "4", etc. Leave the "**Work ID**" blank. Therefore, beginning with row # 1 click the magnifying glass for "Shift ID", if you find the exact work schedule that you need from the drop down list, select it. If not, click "Cancel" to go back to the timesheet. Leave "**Shift ID**" blank. To create a unique schedule, enter the start time in the "In" column, and the end time in the "Out" column, example: 8 am and 2pm. **IMPORTANT: "am" and "pm" is required or the work time will not calculate properly.**
Step 21	If the employee is not scheduled to work on a particular day, proceed to that particular row, click the magnifying glass for "**Shift ID**", and select "**DAY OFF**".
Step 22	Now continue this pattern until you have entered data for all 14 days.
Step 23	To view the employee's new bi-weekly work schedule, click Show Calendar near the top of the screen. To return to the previous screen, click OK.
Step 24	Click "**Apply**" and then, click the **OK** button. The schedule is now saved.
Step 25	You have assigned a work schedule to an employee. **End of Procedure.**

Tool Kit Hints:

Reynolds Policy 3-31, Wage (Hourly) Employment and Compensation provides guidance regarding employment and compensation matters for wage/hourly employees. And, Reynolds Policy 3-14, Standard Work Schedule and Overtime provides guidance regarding work schedules and breaks for wage/hourly employees and work study students. For your information, these policies include the following:

- Employee work schedules, in the assigned workplace and/or in alternate work locations, are established by the immediate supervisor.

- Wage and work-study employees scheduled to work at least six consecutive hours, **must be afforded a lunch period (meal break) of at least 30 minutes a day** as determined by the immediate supervisor. Therefore, the 30-minute lunch break must be incorporated into the work schedule. Additionally, the 30-minute lunch break should be taken mid-way through the 6-hour schedule.

Remember: The immediate supervisor is required to enter the work schedule in HRMS using this process. If the schedule does not change from one bi-weekly pay cycle to the next, there is nothing for the immediate supervisor to do as the current schedule in HRMS remains active.

However, if the schedule does change from one bi-weekly pay cycle to the next, the immediate supervisor must enter the new schedule in HRMS **before** the start of the succeeding pay cycle.

If you have questions regarding this process, please contact Reynolds Human Resources for assistance at 523-5249.

Daily Management Tasks

Viewing the Employee's Timesheet

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Report Time** link. Report Time
Step 4	Click the **Timesheet** link to see the actual timesheet as it is/has been completed by the employee. Timesheet REMINDER: <u>Employees are to enter their punch time entries into their individual timesheet on a daily basis.</u> Employees can enter a single punch time throughout the day or they can enter all punch time entries at the end of the work day. **However, after each punch time entry the employee must select "<u>Submit</u>" in order for the HRMS system to calculate the employee's payable time.** SUPERVISORS: **Supervisors are encouraged to view their respective employee timesheets once a day or at an absolute minimum every other day to ensure their employees are entering accurate punch time entries on the timesheets on a daily basis.**
Step 5	This page allows you to make a selection for the employees that are assigned to you. You can click on the **Get Employees** button Get Employees and see **ALL** employees assigned to your work unit. **or** You can apply a filter (i.e., a 6-digit department number) in the **Selection Criteria** area and narrow down your search. However, entering a single **EMPLID** will only show you one employee as it is a unique number, but not ALL employees that are assigned to you.
Step 6	Enter the desired information into the **Value** field.

Step 7	Click the **Get Employees** button. Get Employees
Step 8	Click and select an employee. Now, let's take a look at the employee timesheet.
Step 9	**Note:** The **View By** field allows you to view the employee's timesheet by **Time Period, Week, or Day**. Click the drop down arrow for **View By** and select **Time Period. The HRMS system will automatically take you to the current lag pay cycle timesheet (10th or 25th for full-time non-exempt employees) or the current 14-day timesheet cycle (starts on Friday and ends two weeks later on Thursday for wage/hourly employees).** The HRMS Manager should always view the employee's timesheet by the full timesheet cycle. Time Period
Step 10	If you wish to see a different **Time Period,** enter the begin date of the time period and press the Refresh button. Now you will see the entire timesheet cycle for the selected time period.
Step 11	Or, by selecting **<<Previous Time Period** and **Next Time Period>>** you can view previous or future timesheets of the employee. **Note:** The employee can revise any previously submitted punch time entries on their timesheets for the current timesheet cycle, until the timesheet period has ended. However, once the manager approves payable time for the timesheet cycle, the employee can no longer revise/change the HRMS timesheet.
Step 12	Your results will show the Day and the Date. It will also show the **Status** column which indicates if that the employee "**Submitted**" their time.
Step 13	Your results will also show the "**punch time entries**" inserted by the employee, the total number of hours worked, and the **Time Reporting Code** (TRC). NOTE: All time worked should be recorded as "**REG – Regular Time**"; or as a **HOL - Holiday**, or **EMGCY – Emergency/Inclement Weather** when directed by Reynolds Human Resources. ***Managers/supervisors must check employee timesheets to ensure the proper time reporting codes are used.***
Step 14	**NEW Upgrade in HRMS!!** For full-time non-exempt Classified employees - Your results will show absence requests submitted by the employee directly on the timesheet. In the **Status** column, it will also show "approved", "denied", or "sent back for re-work". Just know, that in order to take action on the employee's absence request you will need to continue the usual process of using Absence Management.

Step 15	**NEW Upgrade in HRMS!!** Three corrective action scenarios to make note of: 1. ***Question***: Can the manager take action on absence management requests directly from the timesheet? ***Answer***: No, the information on the timesheet is "**view only**" but it will be extremely helpful to employees and managers in making sure the bi-weekly timesheet is accurate and complete without having to "Open a New Window" and view Absence Management History on a different screen in HRMS. 2. Let's say the employee incorrectly submitted an absence management request and/or you inadvertently **approved** this request. ***Question:*** How can the approved leave request be removed from the timesheet? ***Answer***: The approved leave request can only be deleted by Human Resources; please email Tanya Taylor, HR Assistant with a copy to Mary Waite, HR Manager, for handling. 3. Now, let's say you take the action to "**deny**" the employee's absence management request. ***Question***: Does the absence request continue to show on the employee's timesheet? ***Answer:*** Yes, until the employee goes to their Absence Request History and "CANCELS" the request. After the employee completes the cancellation, then they must return to Absence Management and re-submit the action returned by the supervisor or complete a new/correct Absence Management Request.
Step 16	Next to a particular work day, you may see the **Exception** icon, this symbol indicates that the employee's punch time entries for that particular work day do not match their "predefined work schedule" in HRMS. To view the exact reason for the exception, supervisors/managers must review their exceptions report in HRMS. Instructions on how to review and resolve exceptions are provided in this toolkit on page 15. As a reminder, reviewing and resolving exceptions is an important part of managing your employees work time and department overtime costs; and, they must be handled daily or at an absolute minimum, every other day. Lastly, all exceptions must be resolved at the end of the timesheet period in order for the supervisor/manager to approve payable time for the employee.

Step 17	Employees may enter comments regarding their work activities for a particular day, click on the **Comment** icon (if it contains blue dots) to view the employee comments. These comments may be helpful in providing useful information to the supervisor regarding the punch time entries entered on the timesheet. NOTE: Employees have been asked to use complete sentences when making comments. And, they have been advised that these comments will remain as part of the official timesheet record in the HRMS system.
Step 18	As a reminder, click the **Scroll bar** to scroll down and view the entire web page of the timesheet in order to see additional features offered in HRMS.
Step 19	**NEW Upgrade in HRMS!!** Near the bottom of the web page of the timesheet you will see the following: Absence Event - click to view Employee and supervisor can view all of the specific absence request actions for the timesheet cycle. Reported Hours Summary – click to view Clicking this link will allow you to see the weekly summary of the employee's work hours. As you know, overtime is computed by the week (Sunday – Saturday for FT employees; and Friday – Thursday for PT employees), this chart may assist you in employee schedule adjusting in order to minimize or eliminate potential overtime. Also, viewing the weekly summary, may allow you to see if the employee has not worked the required 40 hours (FT only) during the week. If there is a negative deviation, then the employee may have missed entering actual work time or may need to submit an absent management request to cover the negative work hours. **Category** / **Total** / **WEEK 1 From 3/2 – 3/8** / **WEEK 2 From 3/9 – 3/15** Total Reported Hours / 78.00 / 38.00 / 40.00 No category Displayed / 78.00 / 38.00 / 40.00 Total Scheduled Hours / 80.00 / 40.00 / 40.00 Schedule Deviation / -2.00 / -2.00 / Balances – click to view The employee and the supervisor can use this link to view the employee's most current leave balances.

Step 20	After reviewing the employee's timesheet you can return to: Manager Self Service Time Management Return to Select (a different) Employee **NOTE:** Be very careful NOT to make any changes to an employee's timesheet. If changes are required, then the supervisor/manager must contact the employee to have the employee make the appropriate changes. Federal and State law prohibits supervisors and managers from making changes to an employee's timesheet!!! **If the employee is incapacitated and unable to complete his/her timesheet, contact Reynolds Human Resources for assistance at 523-5249.
Step 18	You have learned how to view an employee's timesheet. **End of Procedure.**

Tool Kit Hints:

Reynolds Policy 3-14, Standard Work Schedule and Overtime provides guidance regarding the supervisor's responsibility for managing such issues as: work schedules; time worked; tardiness and attendance; appropriate use of breaks; reducing overtime usage; obtaining executive level approval for use of overtime; adjusting employee work schedules; appropriate use of the Commonwealth's leave policies, etc. Therefore, viewing the HRMS timesheet every day, or at a minimum every other day is an important step for supervisors and managers.

Based on the above, HRMS Supervisors and Managers are reminded of the following:

- Review and obtain a thorough understanding of Reynolds Policy 3-14, Standard Work Schedule and Overtime.
- Review Classified non-exempt employee and Wage/Hourly employee timesheets on a **daily basis** in order to manage the employee's time worked, ensure correct time entries and/or absence management entries have been entered by the employee, and to validate overtime hours.
- Require your respective employees to enter time worked on timesheets in HRMS on a ***daily basis***....this is the only way you will be able to view the employee's payable time worked and make the necessary management decisions to adjust the employee's work hours.
- **In accordance with federal and state law, overtime is accrued after forty (40) hours of work per week. Although, the automated timesheet consists of 14-days or more, overtime rules must be applied on a weekly basis. Again, the overtime work week for full-time employees is "Sunday – Saturday" and for wage/hourly employees the overtime work seek is "Friday – Thursday".**
- **Best Practice**: Carve out a specific time of day to perform management tasks related to HRMS (i.e., reviewing employee payable time worked (a.k.a., timesheets). Make specific notes of issues to address

with individual employees and address those issues with the identified employees before the end of the work day.

- **NOTE:** If you see something on the employee's timesheet or the reported hours summary that you do not understand, send an email to ttaylor@reynolds.edu a copy to mwaite@reynolds.edu for an immediate response to your questions.
- **FINALLY: Ignorance of the law is no defense; it is YOUR responsibility as a supervisor/manager (YOU are the Employer) to know the rules of time and labor!**

Reviewing and Resolving Time and Labor Exceptions

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
Step 4	Click the **Exceptions** link. Exceptions
Step 5	This page allows you to make a selection for the employees that are assigned to you. You can click on the **Get Employees** button and see **ALL** employees on your team. **or** You can apply a filter in the **Selection Criteria** area (i.e., a 6-digit department number) and narrow down your search. For example, entering a single **EMPLID** will only show you one employee as it is a unique number. Entering a **Group ID** will show all employees within that group but not necessarily ALL employees that are assigned to you.
Step 6	Enter the desired group ID into the **Group ID Value** field.
Step 7	Click the **Get Employees** button. Get Employees
Step 8	**Note:** Any employees with exceptions that need to be reviewed will appear. Time that has an exception with a **Low or Medium** severity level will still create payable time. Time that has an exception with a **High** severity level will not create payable time and must be resolved.
Step 9	Click the **Details** tab. This will allow you view additional information/columns. Details
Step 10	Click the last **Exception Description** link. Clicking on this hyperlink will provide additional information related to this exception. Exception Description

Step 11	Review the explanation and click the **OK** button. OK
Step 12	Click the **Overview** tab. Overview
Step 13	You can allow certain exceptions. This will enable the allowed exceptions to pass onto Payroll for processing. To allow an exception, click and place a check mark in the **Allow** check box.
Step 14	Click the **Save** button. This will clear this exception from the employee's timesheet. Save
Step 15	Click the **OK** button. OK
Step 16	Notice that the check box for the exception in the **Allow** column is gone. This is because the exception has been cleared from the employee's timesheet.
Step 17	You have learned how to view and resolve time reporting exceptions as a result of the time administration process. **End of Procedure.**

Tool Kit Hints:

- Time and Labor Exceptions – **Background Information:**

  The ***Time Administration*** process (a.k.a., "Time Admin") is an automatic process which runs **<u>nightly</u>** (and more frequently on Fridays and Mondays at the end of the timesheet cycles). Additionally, the "Time Admin" process accepts the changes on the timesheets made by the employee. Each time the employees enters punch time entries, or submit changes to those punch time entries on the timesheet, which deviate from the employee's "predefined work schedule", it will create an exception. Also, if the manager has cleared the exceptions, and the employee submits changes to the timesheet after the manager has cleared exceptions, it may create new exceptions. <u>NOTE: Please convey to your employees that if they make a change to the timesheet after the manager has approved the payable time, they must inform the manager</u>.

  The results of Time Administration are either <u>exceptions</u> or <u>payable time</u> that can be approved by the Manager.

It is important that the manager resolve all exceptions before approving payable time. In the process of resolving or clearing the exceptions, the supervisor is to check the employee's timesheet and absence requests for accuracy. Communication with the employee is essential to correcting punch time entries and leave requests. It is the supervisor's responsibility to ensure that the final timesheet is correct before approving payable time.

Some of these exceptions are allowable and can be bypassed after selecting the "Allow" checkbox and "saving" the exceptions page. For example, if the employee arrived at work one hour after the start time, it will create an exception. But, as the supervisor/manager if you are aware of this, you can "allow" the exception. Also, the exception serves to remind the supervisor/manager that he or she must remind the employee to submit an absence request to cover this lost time worked or that the supervisor/manager could allow the employee to make up the lost time by working an hour beyond the scheduled end time.

For the exceptions that cannot be allowed, it will require the employee to make corrections to the timesheet. Supervisors/managers must communicate with their employees to have them correct their own timesheet.

Also, to assist supervisors/managers with reconciling the timesheets and resolving exceptions The **Time Administration** process runs at 6 a.m., 9 a.m., and 12 noon each day. So, if you make changes over the weekend you can view your changes on Monday morning and then approve payable time.

The above time administration run process will allow managers to complete the timesheet reconciliation process more quickly in the effort to approve payable time, and allow the VCCS Shared Service Center Payroll Unit to generate more accurate and timely employee paychecks.

Moreover, a list of the exceptions is shown on the next page.

List of Time and Labor Exceptions

Exception ID	Description	Rule	Allowable	Cause	Resolution
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	No	Employee's hours on timesheet are less than their scheduled hours. This may be a result of the employee not being finished with reporting their time for the week or their leave requests have not been loaded from AM.	Wait until the employee has finished reporting their hours for the week. The approved leave request hours also have to be loaded to the timesheets.
VX9002	Hours Worked Greater Than 24	HOURS_OVER24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or Allow it if the hours are correct. An example of this would be leave payout.
VX9003	Must Report Comp Time	N/A	Yes		
VX9004	Comp Time Required on Holiday	COMP_TIME	Yes	The employee did not report holiday on their timesheet.	Correct the timesheet to add the holiday or allow the exception.
VX9005	Overtime Required	N/A	No		
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled "In" punch.	Correct the timesheet or allow the exception.
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled "Out" punch.	Correct the timesheet or allow the exception.
VX9008	Missing Punch Type	ODD_PUNCH	No	Employee is missing a punch for the day.	Correct the timesheet.

VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.
VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.
VX9011	Quasi Full-Time Hrs Incorrect	QUASI_PT	No	A Quasi full-time employee who works 12 months doesn't report between 32 and 39.9 hours in their work week.	Correct the timesheet.
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	No	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in their work week.	Correct the timesheet.
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	No	The work study employee has exceeded their approved amount in the SIS system.	Reduce the hours on the timesheet or increase their approved work study amount.
VX9014	9,10,11 month Quasi <> 40 hrs	QUASI_PT	No	A Quasi full-time employee who works 9, 10 or 11 months doesn't report 40 hours per work week.	Correct the timesheet.
VX9015	9,10,11 month part-time > 32 hrs	QUASI_PT	No	A permanent part-time employee who works 9, 10 or 11 months doesn't report less than 32 hours per work week.	Correct the timesheet.

Approving, Denying, and Reworking Absence Requests

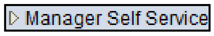
Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
Step 4	Click the **Absence Requests** link. This will take you to the list of employees who have submitted leave requests. Absence Requests
Step 5	**Note:** You can use the **Show Requests by Status field** to search for leave requests by **Pending, Approved,** or **Denied** status. You would use this function to search for prior **Approved** leave to ensure there are no employee conflicts (for example, two employees requesting leave on the same day).
Step 6	All employees who have requested leave will be listed here and the manager acting on the request(s) will select an employee name by clicking on the name hyperlink.
Step 7	**Note:** Be sure to verify the employee's leave type – if they have entered the incorrect leave type; return the request with a comment asking them to select the correct leave type.
Step 8	**Note:** The balance shown is as of the last processed date. The current balances **do not** reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. The employee's balance should not be off by more than one semi-monthly payroll cycle. An employee may be entering multiple leave requests within the same pay period. If so, their leave balance will not reflect accurately. Be sure to double-check any leave requests you have approved for an employee in the current pay period to make sure they have the leave available to take. Otherwise, they may go into unpaid leave. If you see a "**0**" here for anything other than leave without pay (LWOP), make sure your employee is selecting the correct **Leave** type. If not, send the request back to the employee to choose the correct plan.

Step 9	Enter any appropriate comment into the **Approver Comments** field. Anytime you **Deny, or Send Back for Rework an employee's leave request**, it is important to provide a reason by entering a comment so the employee will understand the reason. **NEW Upgrade in HRMS!!** **For Classified Non-exempt employees who complete timesheets**, if you "**deny**" the employee's leave request the manager must remind the employee (the comment field is a perfect place to do this) to go to their Absence Request History and **CANCEL** the "denied" request, **and** to submit a new/correct absence request in Absence Management for supervisor action.
Step 10	Approver's can take one of the following three actions by clicking the associated button: **Approve:** The absence request is approved. The employee can view the approval by going back to the Self- Service-service area. **Deny:** The absence request has been denied. The manager should enter an appropriate comment notifying the employee of the reason for denial. **Needs Rework**: The request is neither approved nor denied ---- the manager needs additional information. The manager should enter an appropriate comment notifying employee of the reason and specifying any other information needed.
Step 11	The manager has learned how to **approve a leave request.** **End of Procedure.**

Tool Kit Hints:

- **FINALLY: Ignorance of the law is no defense; it is YOUR responsibility as a supervisor/manager (YOU are the Employer) to know the rules of time and labor!**

How to View an Employee’s Absence Request History

Step 1	Click the **Manager Self Service** link. 
Step 2	Click the **Time Management** link. 
Step 3	Click the **View Time** link.
Step 4	Click the **Absence Request History** link. This will take you to the list of your direct report employees.
Step 5	**Click on the employee’s name and the screen will show the absence request submissions for this employee in chronological order.** **NOTE:** If the specific absence request that you are looking for is not listed on this web page, then it has not been submitted by the employee and the supervisor/manager must request the employee to do so. However, if the absence request has been submitted by the employee, but has not been approved by the supervisor/manager (check “Status” column), then the supervisor/manager must take the appropriate action.
Step 6	To exit this webpage, select “**Direct Reports**” and the select “**Return to Manager Self Service**”.

Approving Payable Time at the End of the Pay Period

NOTE: Payable time is defined as punch time entries representing actual hours worked by the employee (REG hours), holiday time afforded to full-time non-exempt employees (HOL), or hours credited to the employee for missed time from work due to emergencies or inclement weather (EMGCY) as announced by Reynolds Human Resources. Payable time does not included Absence Management Requests – these requests must be approved in the reviewed and approved through the absence management process.

Payable time also means that the time worked by the employee has been validated by the nightly time administration process and that it has been checked for errors (**which means no exceptions exist on the timesheet for the employee**). Supervisors/Managers will not be able to view or approve all payable time until all exceptions have been resolved.

It is only necessary to approve payable time "once", and it should be done at the end of the timesheet cycle. The specific schedules which managers must use to approve payable time is provided on the HR intranet site: Click HERE to obtain the Monthly Payable Time Action Schedules. Supervisors and managers are required to complete their respective HRMS duties by the timeframes listed on the monthly payable time action schedules; violations emails will be distributed by the VCCS Shared Services Center and emailed directly to the respective manager with a copy to Reynolds Human Resources. Adherence to the HRMS requirements will ensure timely and accurate pay to college faculty and staff.

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Time Management** link. Time Management
Step 3	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
Step 4	Click the **Payable Time** link. Payable Time
Step 5	This page allows you to make a selection for the employees assigned to you. You can click on the **Get Employees** button and see **ALL** employees assigned to you. **or** You can apply a filter in the **Selection Criteria** area and narrow down your search. For example, entering an **EMPLID** will only show you one employee as it is a unique number. Entering your **Department Number** will show all employees in your department.
Step 6	Enter the desired information into the **Value** field.

Step 7	Enter the desired information into the **Start Date** field. **Note:** This is the start of the pay period you want to approve.
Step 8	Enter the desired information into the **End Date** field. **Note:** This is the end of the pay period you want to approve.
Step 9	Click the **Get Employees** button. Get Employees
Step 10	All employees that report to you will appear.
Step 11	Click and select the link for an employee.
Step 12	Click the **Select All** link. This will allow you to select and approve time for the dates listed. **Note: "Select All"** *only if all time reported is accurate*. Also, if a negative (-) number and the same positive (+) number show in the payable time summary, it indicates that the employee made a change to their timesheet at some point during the current pay period. However, as long as the numbers of hours are "exactly" the same, the positive and negative elements cancel each other out. To confirm, the supervisor/manager must view the actual timesheet to confirm the employee's timesheet is an accurate account of hours worked for each day of the current time period. Select All

<table>
<tr>
<td>Step 13</td>
<td>However, if the time reported on the payable time screen is inaccurate, go back to the employee's timesheet to review the discrepancy and have the employee correct the timesheet. To access the employee's timesheet, click on the "Adjust Reported Time" link. Or, as the supervisor/manager, you may want to use the following steps to review the payable time that has been previously approved to see which negative or positive number you should not approve.

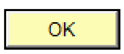
Use the following steps to access the Payable Time Detail screen:
1. Manager Self Service
2. Time Management
3. View Time
4. Payable Time Detail
5. Enter employee's EMPLID # under "Value" and press "Get Employees".
6. Click on the employee's name.
7. Enter the start date of the time period and the end date of the time period and press "Get Rows".
8. The number of payable work hours will appear for each day of the pay period; make sure there is a positive (+) number for each day worked under "Quantity".
9. Return to "Approve Payable Time" to approve the appropriate entries to result in the correct work time for each day for this employee.

REMINDER: Approved leave requests and the Time Reporting Code of "Other" are <u>NOT</u> reflected in the Payable Time Detail, only actual hours worked.

Also, if the employee makes a change to the timesheet the Time Administration (6 a.m., 9 a.m., and 12 noon) must run in order for the HRMS manager to view the corrected payable time before taking action to Approve the corrected work hours.</td>
</tr>
<tr>
<td>Step 14</td>
<td>If the time reported on the payable time screen is correct, click the Approve button.

Note: Once payable time is approved, it can only be changed by JSRCC Human Resources for full-time employees; and by the College's Accounting Manager for wage/hourly and work-study employees.


</td>
</tr>
</table>

Step 15	To review what you have just approved, review the **Payable Time Detail** screen by following the actions listed below: 1. Manager Self Service 2. Time Management 3. View Time **4. Payable Time Detail** 5. Enter employee's EMPLID # under "Value" and press "Get Employees". 6. Click on the employee's name. 7. Enter the start date of the time period and the end date of the time period and press "Get Rows". 8. The number of payable work hours will appear for each day of the pay period; make sure there is a positive (+) number for each day worked under "Quantity". 9. Payable Time Detail should match the exact time worked as reflected on the employee's timesheet. **REMINDER**: Approved leave requests are **NOT** reflected in the **Payable Time Detail,** only REG, HOL or EMGCY hours are available for approval as payable time.
Step 16	Click the **OK** button. 
Step 17	You have learned how to Approve Payable Time using **Manager Self-Service**. **End of Procedure.**

Tool Kit Hints:

Reynolds Policy 3-14, Standard Work Schedule and Overtime provides guidance regarding the supervisor's responsibility for managing such issues as: work schedules; time worked; tardiness and attendance; appropriate use of breaks; reducing overtime usage; obtaining executive level approval for use of overtime; adjusting employee work schedules; appropriate use of the Commonwealth's leave policies, etc.

Based on the above, Reynolds Supervisors and Managers are reminded of the following:

- Review and obtain a thorough understanding of JSRCC Policy 3-14, Standard Work Schedule and Overtime.
- Automated time sheets are official legal documents, and approval by the supervisor signifies that the time entries are "accurate and true". Falsification of automated actions and approvals will be handled in the same manner as the falsification of other official government documents, and in accordance with the Commonwealth's or VCCS policies and procedures; this type of violation may result in formal disciplinary action which could include termination of employment.
- **Best Practice**: Carve out a specific time of day to perform management tasks related to HRMS (i.e., reviewing employee payable time worked (a.k.a., timesheets), and resolving exceptions**, and to approve payable time**.

Remember: Manager-approved time goes directly to the VCCS Shared Services Center Payroll Unit, therefore the supervisors/managers must ensure payable time is accurate before approving payable time. **Approving Payable Time without reviewing the employee's timesheet is like "signing a blank timesheet".**

- **NOTE:** If you see something on the employee's payable time detail or summary that you do not understand, before you approve the payable time send an email to ttaylor@reynolds.edu with a copy to mwaite@reynolds.edu for an immediate response.
- **FINALLY: Ignorance of the law is no defense; it is YOUR responsibility as a supervisor/manager (YOU are the Employer) to know the rules of time and labor!**

As Needed Tasks

View Employee Personal and Job Data

Step 1	Click the **Manager Self Service** link. ▷ Manager Self Service
Step 2	Click the **Job and Personal Information** link. Job and Personal Information
Step 3	Click the **View Employee Personal Info** link. View Employee Personal Info
Step 4	Enter the date you want to view information from. In this example, the default date is displayed, which is always the current date.
Step 5	Click the **Continue** button. Clicking on **Continue** will show you a listing of all of the employees in your reporting structure. Continue
Step 6	**Note:** A list of all employees that report to you will appear.
Step 7	Click the option for an employee.
Step 8	Click the **Continue** button. Continue
Step 9	**Note**: Here you can view the employee's information. You **cannot change** any information in the employee record.
Step 10	You have learned how to view personal data for an employee using the PeopleSoft **Manager Self-Service**. You can continue to view additional employees assigned to you by returning to the **View Personal Info** page. **End of Procedure.**

Tool Kit Hints:

With HRMS, supervisors and managers now have the ability to “look-up” an employee’s home telephone, address, personal email account, emergency contact information, etc., in order to make appropriate business contact with the employee.

However, with this access comes personal responsibility and liability as well as liability to the college. Therefore, each supervisor and manager is advised that this information is highly confidential, and is to be properly safeguarded. Additionally, inappropriate use of this information may result in formal disciplinary action which can include termination from the Commonwealth of Virginia and J. Sargeant Reynolds Community College.

Additionally, college supervisors and managers should become familiar with the College’s policy on disclosing employee information to others outside of our institution. This information is covered in detailed in Reynolds Policy 3-20, Personnel Information and Records Disclosure. This policy also addresses the issue of employment verifications, who is required and who is not required to respond to employment verifications, and the responsibility of Reynolds Human Resources as the official record keeper of employee personnel data.

If you have questions regarding the appropriate use of employee information, do not hesitate to contact the Associate Vice President of Human Resources, Corliss B. Woodson at 523-5877 or cwoodson@reynolds.edu.

References:

Department of Human Resource Management Policy 1.60, Standards of Conduct

JSRCC Policy 3-20, Personnel Information and Records Disclosure

VCCS Policy 3.12, Faculty Sanctions

VCCS Code of Ethics