PHASE II: NH FIRST

DAS TIME MANAGEMENT

NH FIRST STANDARD TIME & LEAVE FUNCTIONS

DECEMBER 12, 2011

Fundamental **I**mprovement to **R**evitalize **S**ervices & **T**echnology

Prototype Subject to Change

NH FIRST: Payroll Time & Leave Objectives

Time Reporting

- Replace paper timecards with online timecards
- Automate business rules & calculations where practical
- Offer hours/decimal and time-in/time-out versions
- Integrate time reporting with approved leave functions
- Enable proxy processing for employees without online access

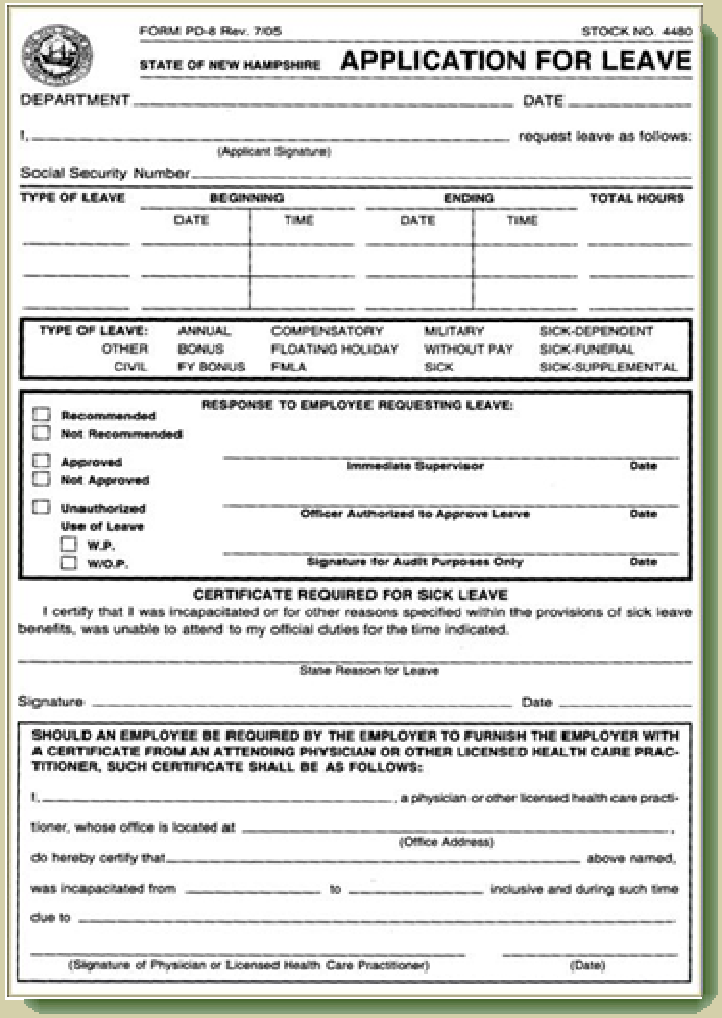
Leave Requests

- Replace paper Application for Leave with online Application for Leave
- Integrate GHRS leave balances and display to employees
- Enable future requests prior to actual accrual
- Integrate with timecard to display approved leave requests in respective pay period timecards

Time & Leave Approvals

- Online review/approval for supervisors based on GHRS reporting relationships
- Enable line item approval/rejection with comments for timecards
- Enable approval of leave requests in advance of actual accruals
- Control usage of leave with automated edits to balances on timecard
- Display all pending and approved leave for all employees for a supervisor

Existing Application for Leave



FORM: PD-8 Rev. 7/05 STOCK NO. 4480

STATE OF NEW HAMPSHIRE **APPLICATION FOR LEAVE**

DEPARTMENT _____ DATE _____

I, _____ request leave as follows:
(Applicant Signature)

Social Security Number _____

TYPE OF LEAVE	BEGINNING		ENDING		TOTAL HOURS
	DATE	TIME	DATE	TIME	

TYPE OF LEAVE:				
	ANNUAL	COMPENSATORY	MILITARY	SICK-DEPENDENT
OTHER	BONUS	FLOATING HOLIDAY	WITHOUT PAY	SICK-FUNERAL
CIVIL	FY BONUS	FMLA	SICK	SICK-SUPPLEMENTAL

RESPONSE TO EMPLOYEE REQUESTING LEAVE:

☐ Recommended
☐ Not Recommended

☐ Approved
☐ Not Approved

_____ Immediate Supervisor Date

☐ Unauthorized Use of Leave
☐ W.P.
☐ W/O.P.

_____ Officer Authorized to Approve Leave Date

_____ Signature for Audit Purposes Only Date

CERTIFICATE REQUIRED FOR SICK LEAVE

I certify that it was incapacitated or for other reasons specified within the provisions of sick leave benefits, was unable to attend to my official duties for the time indicated.

_____
State Reason for Leave

Signature _____ Date _____

SHOULD AN EMPLOYEE BE REQUIRED BY THE EMPLOYER TO FURNISH THE EMPLOYER WITH A CERTIFICATE FROM AN ATTENDING PHYSICIAN OR OTHER LICENSED HEALTH CARE PRACTITIONER, SUCH CERTIFICATE SHALL BE AS FOLLOWS:

I, _____, a physician or other licensed health care practitioner, whose office is located at _____,
(Office Address)

do hereby certify that _____ above named, was incapacitated from _____ to _____ inclusive and during such time due to _____

_____ _____
(Signature of Physician or Licensed Health Care Practitioner) (Date)

- Paper Form – duplicate
- Not input to GHRS until usage/payroll
- Requires hours and time-in/time-out
- Multiple levels of approval
  - Recommended
  - Approved
- Used to certify Doctor notes
- Open-ended Reason for Sick Leave
- Used to certify Unauthorized Leave w/o Pay

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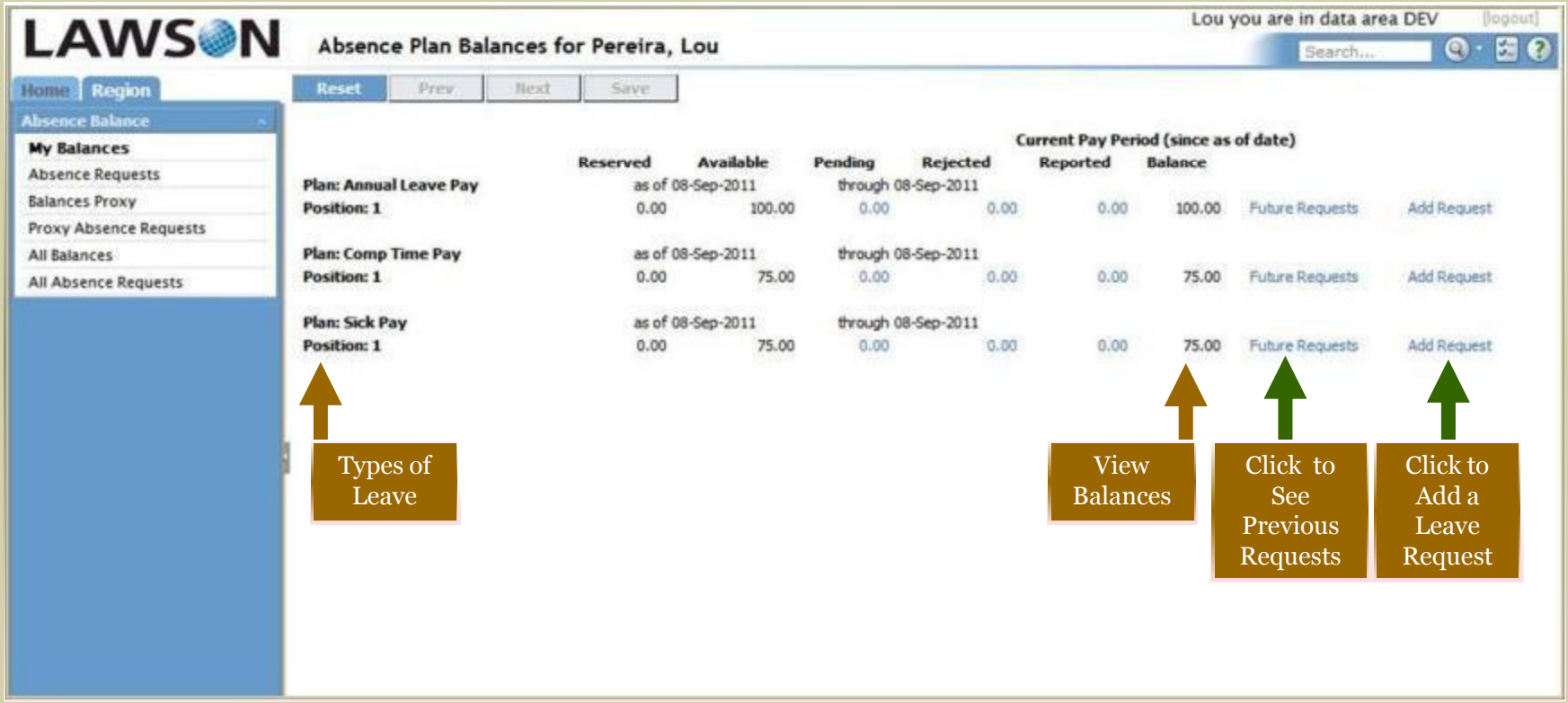
New Entry to Application for Leave

Begin by viewing leave balances by for each type of leave.

Add a new request by clicking the Add Request link for the selected type of leave.

This screen also enables employee to view historical requests.



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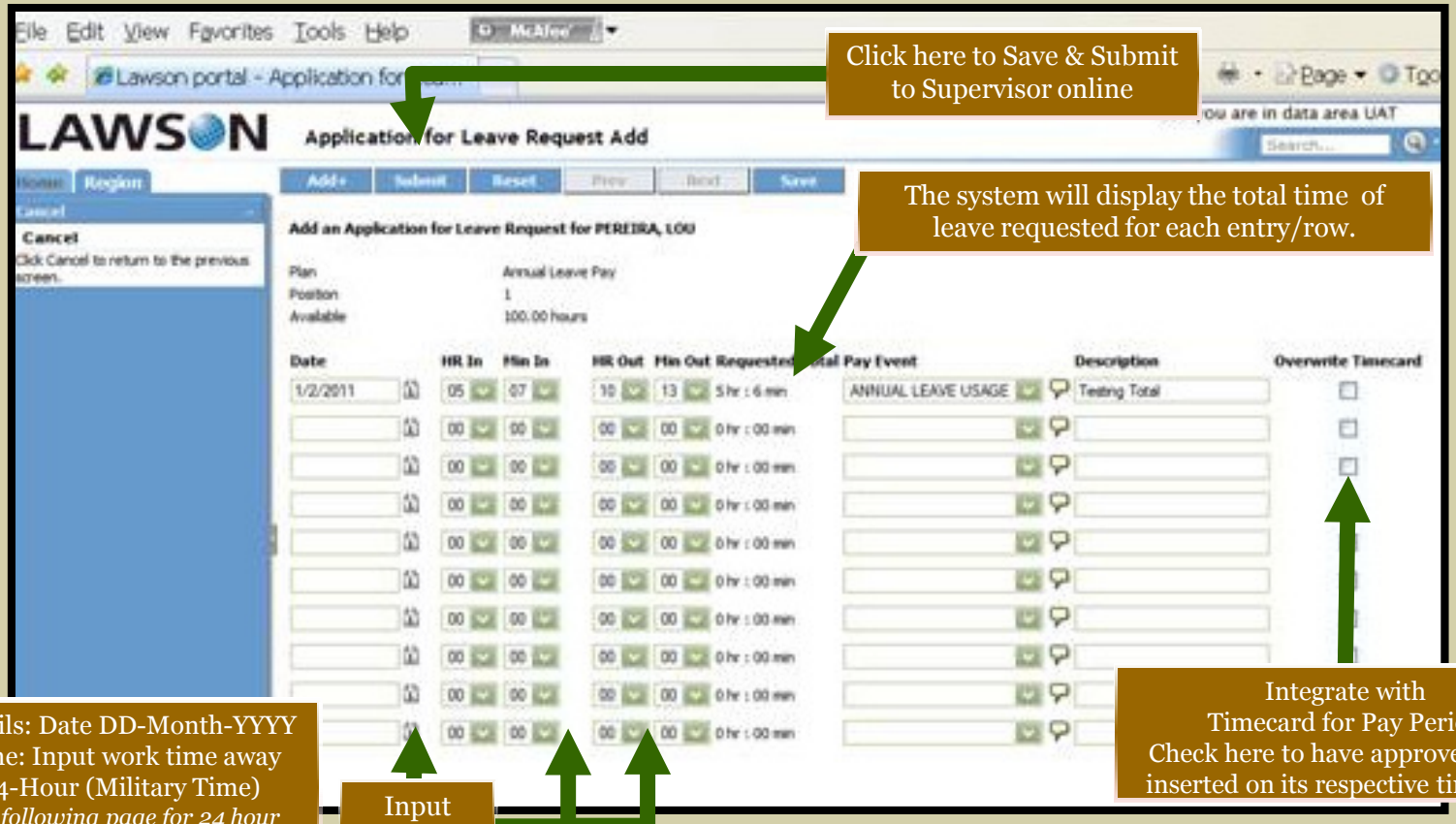
Creating an Application for Leave

Clicking the Add Request link on the previous page will present a new Application for leave to be used to input details. In this example, all entries apply to the Annual leave type because that was the balance selected on the previous page.

The Application for Leave form uses a 24-hour clock format to calculate and record the amount of leave time being requested. One row can be used to report a single day's worth of time or multiple rows can be used to report precise and detailed time away from the office .

Please note: unpaid lunch breaks are not automatically accounted .



Prototype Subject to Change

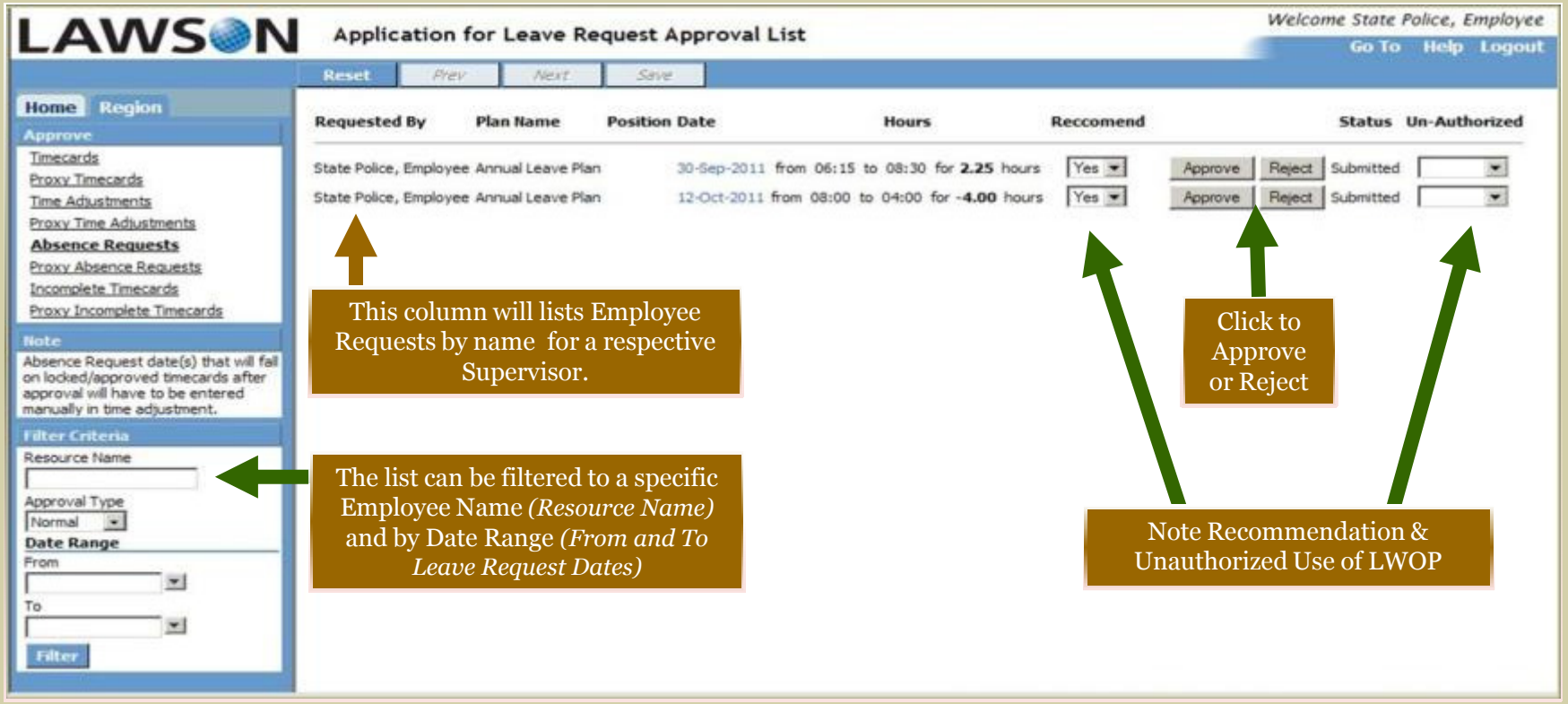
Converting Analog Time AM-PM to 24-Hour Military Time

Analog Time *AM-PM*	Military Time *24 Hour Clock*	*Analog Time* *AM-PM*	Military Time *24 Hour Clock*	*Analog Time* *AM-PM*	Military Time *24 Hour Clock*
12:00 AM	**00:00**	8:00 AM	08:00	4:00 PM	**16:00**
12:30 AM	00:30	8:30 AM	08:30	4:30 PM	**16:30**
1:00 AM	01:00	9:00 AM	09:00	5:00 PM	**17:00**
1:30 AM	01:30	9:30 AM	09:30	5:30 PM	**17:30**
2:00 AM	02:00	10:00 AM	10:00	6:00 PM	**18:00**
2:30 AM	02:30	10:30 AM	10:30	6:30 PM	**18:30**
3:00 AM	03:00	11:00 AM	11:00	7:00 PM	**19:00**
3:30 AM	03:30	11:30 AM	11:30	7:30 PM	**19:30**
4:00 AM	04:00	12:00 PM	12:00	8:00 PM	**20:00**
4:30 AM	04:30	12:30 PM	12:30	8:30 PM	**20:30**
5:00 AM	05:00	1:00 PM	**13:00**	9:00 PM	**21:00**
5:30 AM	05:30	1:30 PM	**13:30**	9:30 PM	**21:30**
6:00 AM	06:00	2:00 PM	**14:00**	10:00 PM	**22:00**
6:30 AM	06:30	2:30 PM	**14:30**	10:30 PM	**22:30**
7:00 AM	07:00	3:00 PM	**15:00**	11:00 PM	**23:00**
7:30 AM	07:30	3:30 PM	**15:30**	11:30 PM	**23:30**

Prototype Subject to Change

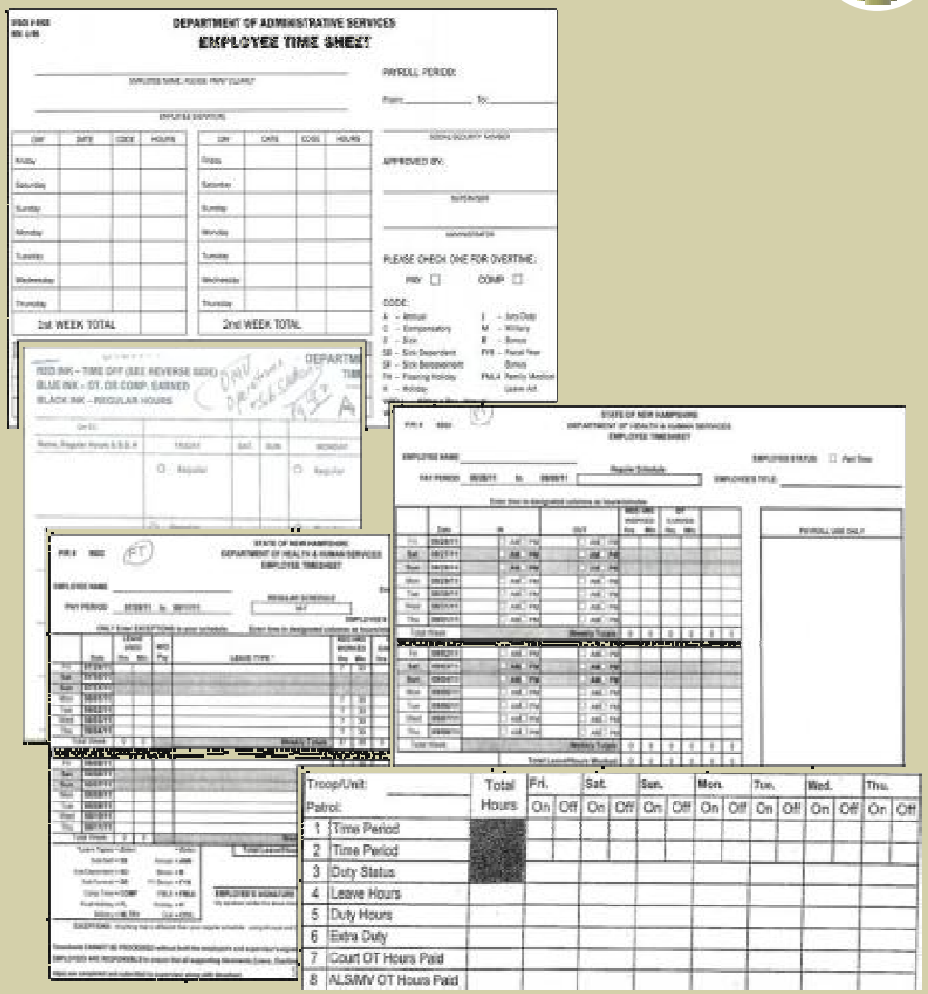
Approving Applications for Leave

Authorized Approvers are presented with their employees' requests all in one place. Supervisors can review all approved & pending requests to manage coverage.



Prototype Subject to Change

Existing Paper Timecard Examples

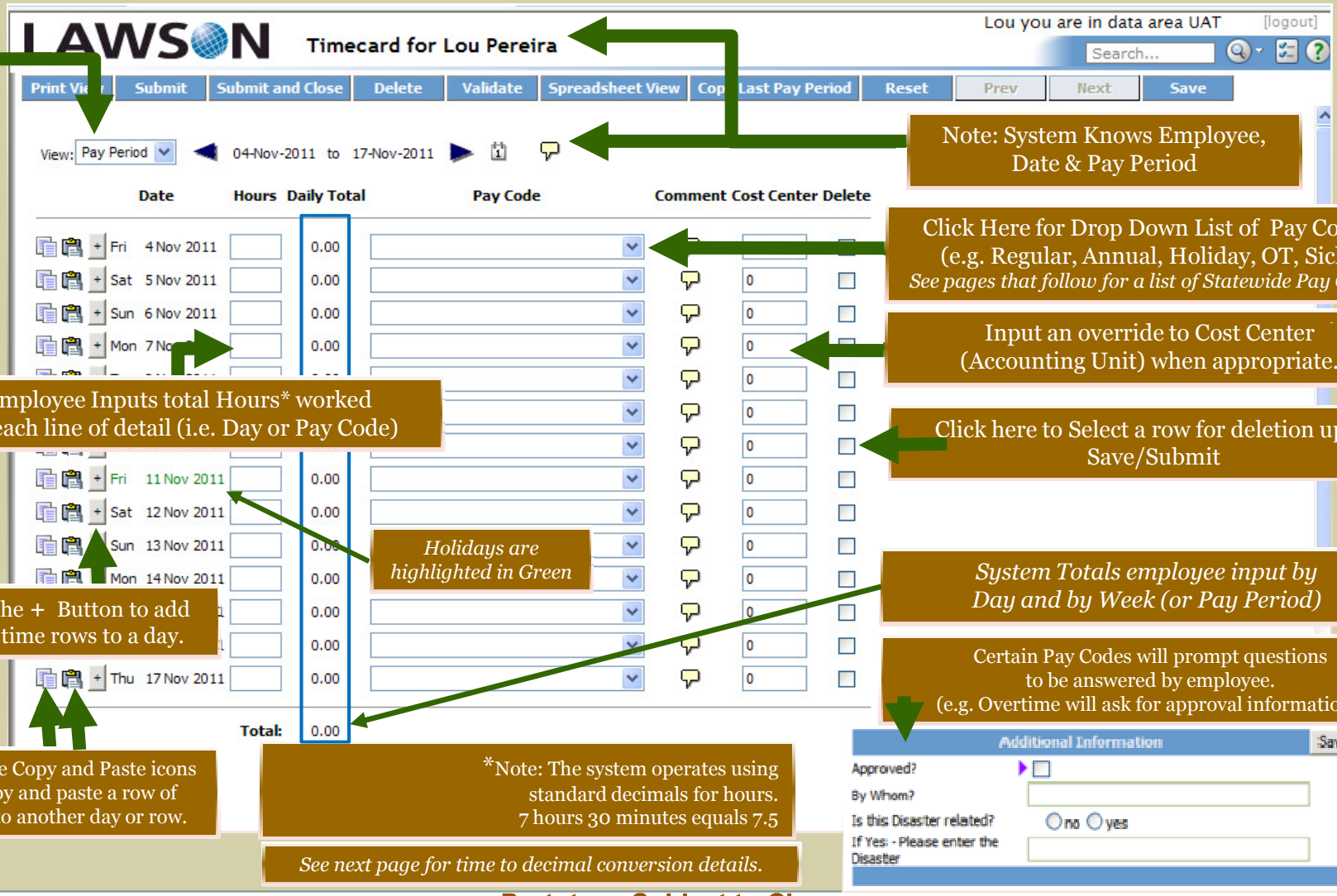


- Wide variety of paper formats used to capture common data
- Paper timecards collated with paper overtime approval forms
- Paper timecards collated with paper leave approval forms
- Some used to capture Labor Cost Distribution
- Some used to capture other operation metrics
- All require redundant data entry and/or transcription

New Standard State Hour/Decimal Timecard

Employee can choose to view Timecard by Day, Week, or Pay Period

Time can be input daily & saved by employee without submitting to Supervisor for approval.



Note: System Knows Employee, Date & Pay Period

Click Here for Drop Down List of Pay Codes (e.g. Regular, Annual, Holiday, OT, Sick)
See pages that follow for a list of Statewide Pay Codes

Input an override to Cost Center (Accounting Unit) when appropriate.

Click here to Select a row for deletion upon Save/Submit

Employee Inputs total Hours* worked for each line of detail (i.e. Day or Pay Code)

Holidays are highlighted in Green

System Totals employee input by Day and by Week (or Pay Period)

Click the + Button to add more time rows to a day.

Certain Pay Codes will prompt questions to be answered by employee.
(e.g. Overtime will ask for approval information).

Click the Copy and Paste icons to copy and paste a row of detail to another day or row.

*Note: The system operates using standard decimals for hours.
7 hours 30 minutes equals 7.5

See next page for time to decimal conversion details.

Prototype Subject to Change

Time: Minutes to Decimal Conversions

Timecards Using Hours/Decimal input

minutes *H:00-H:15*	decimal portion of hour	*minutes* *H:16-H:30*	decimal portion of hour	*minutes* *H:31-H:45*	decimal portion of hour	*minutes* *H:46-H:59*	decimal portion of hour
0	**0.00**						
:01	0.02	:16	0.27	:31	0.52	:46	0.77
:02	0.03	:17	0.28	:32	0.53	:47	0.78
:03	0.05	:18	0.30	:33	0.55	:48	0.80
:04	0.07	:19	0.32	:34	0.57	:49	0.82
:05	0.08	:20	0.33	:35	0.58	:50	0.83
:06	0.10	:21	0.35	:36	0.60	:51	0.85
:07	0.12	:22	0.37	:37	0.62	:52	0.87
:08	0.13	:23	0.38	:38	0.63	:53	0.88
:09	0.15	:24	0.40	:39	0.65	:54	0.90
:10	0.17	:25	0.42	:40	0.67	:55	0.92
:11	0.18	:26	0.43	:41	0.68	:56	0.93
:12	0.20	:27	0.45	:42	0.70	:57	0.95
:13	0.22	:28	0.47	:43	0.72	:58	0.97
:14	0.23	:29	0.48	:44	0.73	:59	0.98
:15	**0.25**	**:30**	**0.50**	**:45**	**0.75**		

Examples:

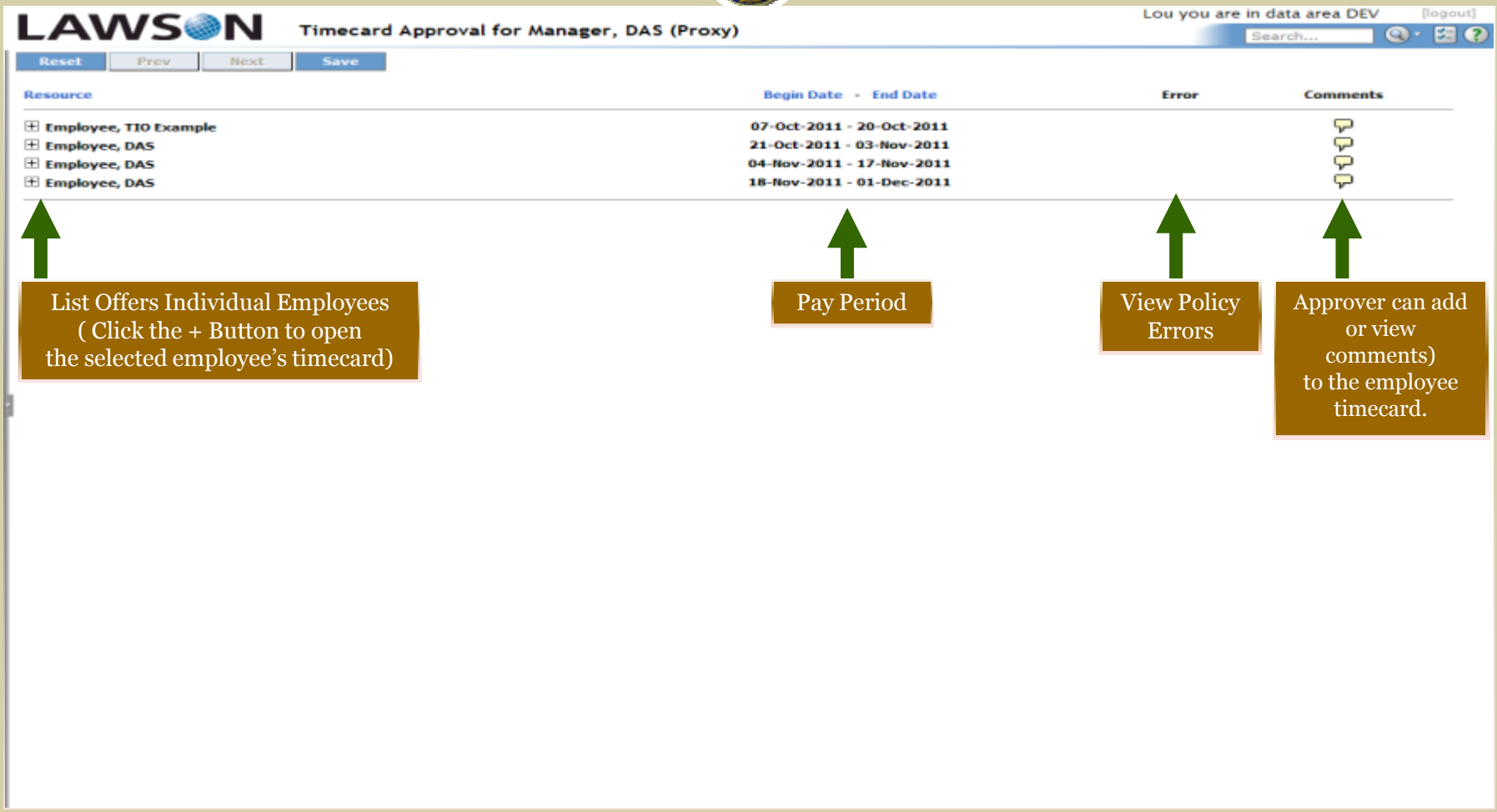
- Seven and a half hours **(7:30)** equals **7.50** hours input to NH FIRST Timecard
- Two hours and forty-five minutes **(2:45)** equals **2.75** hours input to NH FIRST
- Twenty-four minutes **(0:24)** equals **0.40** hours input to NH FIRST

Statewide Pay Codes in Drop Down list

GHRS CODE	As Displayed on Drop Down Pick List	GHRS CODE	As Displayed on Drop Down Pick List	GHRS CODE	As Displayed on Drop Down Pick List
REGLR	REGULAR PAY	ANNLV	ANNUAL LEAVE USAGE	SICKS	SICK LEAVE USAGE
OTM18	OVERTIME 1.5 PERM 40 HR	FYBNS	FISCAL YEAR BONUS LEAVE USAGE	SICBU	SICK LEAVE BENEVOLENT USAGE
OTIME	OVERTIME 1.5 PT & TEMP	FLOAT	FLOATING HOLIDAY LEAVE USAGE	SICKD	SICK DEPENDENT LEAVE USAGE
STM18	OVERTIME STRAIGHT PERM	CMPMA	COMPENSATION LEAVE EARNED	SICKB	SICK LEAVE BEREAVEMENT USAGE
STIME	OVERTIME @ STRAIGHT PT & TEMP	COMP	COMPENSATION LEAVE USAGE	SICKM	SICK ADDITIONAL DEP LEAVE FMLA
CLLBO	CALL BACK PAY 1.5	CIVIL	CIVIL LEAVE USAGE	FLAN	FMLA ANNUAL
RCALL	RECALL STATUS PAY	MLTRY	MILITARY LEAVE USAGE	FLCU	FMLA COMPENSATORY USAGE
SHIFT	SECOND SHIFT DIFFERENTIAL	MLWP	MILITARY LEAVE WITHOUT PAY	FLFH	FMLA FLOATING HOLIDAY
SHFT3	THIRD SHIFT DIFFERENTIAL	LWOPP	LEAVE WITHOUT PAY PERSONAL	FLWP	FMLA LEAVE WITHOUT PAY
WKEND	WEEKEND DIFFERENTIAL	LWOPS	LEAVE WITHOUT PAY SICK	FLWD	FMLA LWOP DEPENDENT
NRSFT	SHIFT DIFF. (NOT REG ASSIGNED)	HLDY	HOLIDAY NOT WORKED	FLWE	FMLA LWOP EMPLOYEE
DISRE	DISASTER RELIEF SERVICES	HLDAY	HOLIDAY PAY 1.5 WORKED FT	FLMM	FMLA MILITARY
STDBY	STAND-BY PAY STRAIGHT	HLDPT	HOLIDAY PAY 1.5 WORKED PT	FLAS	FMLA SICK
CP15	COMPENSATION TIME EARNED 1.5	HLD19	HOLIDAY PAY STRAIGHT FLEX SCHD	FLSD	FMLA SICK DEPENDENT USAGE
SWPB	SUSPENDED WITH PAY	HLDNS	HOLIDAY PAY STRAIGHT PT	FLSS	FMLA SICK BENEVOLENT USAGE
		HCMPA	HOLIDAY COMP TIME ACCRUAL	FLMB	FMLA USE OF FISCAL YEAR BONUS
				WCSS	WORKERS COMP SICK LEAVE USAGE

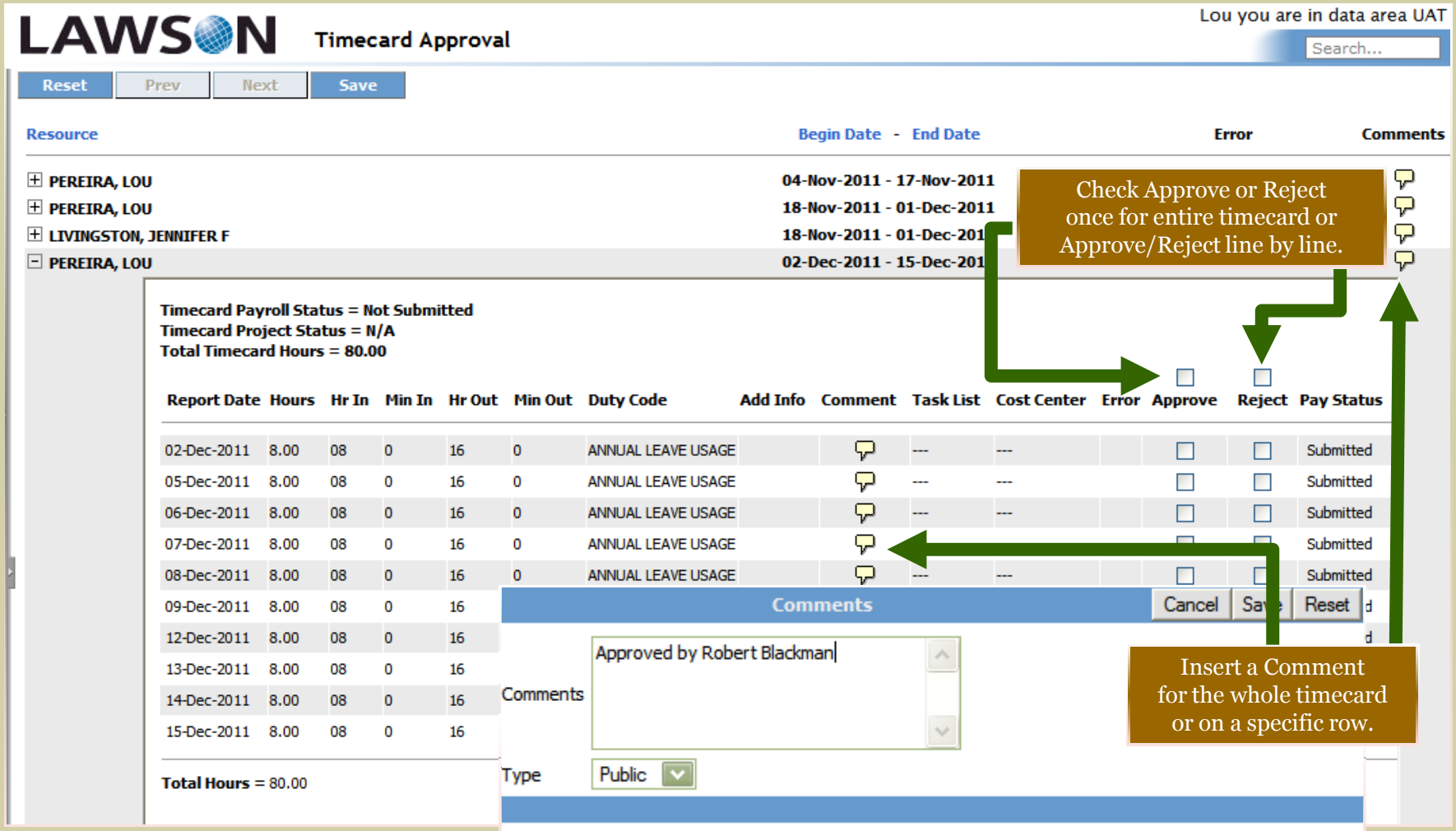
Prototype Subject to Change

Approver's Queue of Individual Timecards



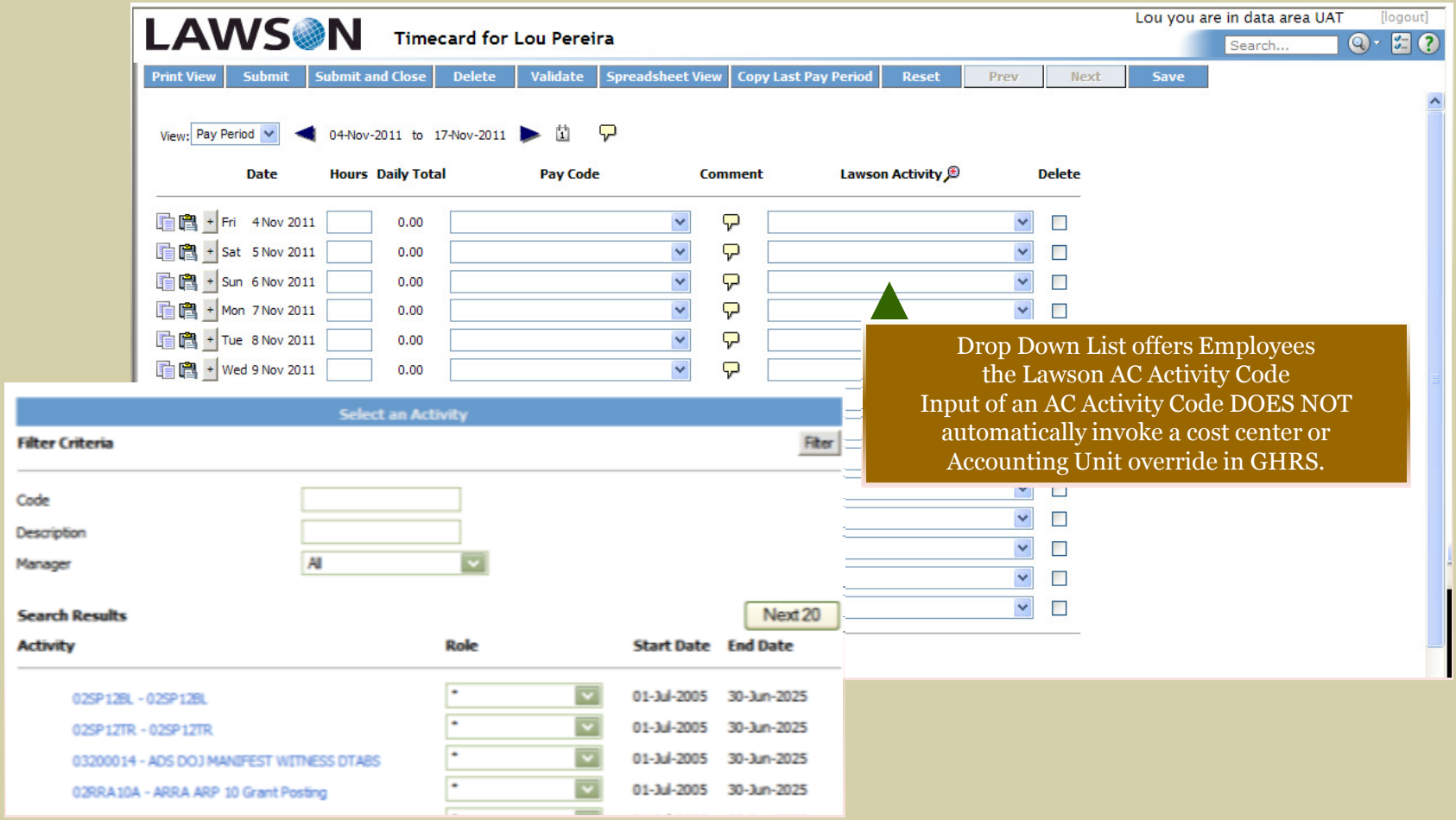
Prototype Subject to Change

New Standard Time Approval: *Individual Timecard*



Prototype Subject to Change

DAS BPW Timecard: Lawson Activity Code A/C



Prototype Subject to Change

Payroll Processing: 2 Weeks in Arrears

NH FIRST Process for a Single Pay Period

KEY
- Time Reported (employee & manager input)
- Weekly Time Summary Reports
- Time Approvals
- $ Check Date
- *i* Time Interface to GHRS

P1: GHRS Payroll Cycle
S1: GHRS 1st Supplemental
S2: GHRS 2nd Supplemental

Activities

Period to be Paid

Employees and Managers are able to Input, Save, Submit and Approval Time cards for the current Pay Period:

Employees** can Input , Save and Alter Timecards prior to Submitting them for Approval – **in NH FIRST
Managers** can Audit, Approve, Reject and Input/Alter via Proxy prior to Approval – **in NH FIRST
HR/Payroll Administrators** can Audit, and Approve, Reject and Input/Alter all via Proxy – **in NH FIRST

Processing Period

***Employees cannot** input or adjust timecards for the Period.*

Managers** can Audit– **in NH FIRST

HR/Payroll Administrators** can Audit, Reject and make Corrections all via Proxy – **in NH FIRST

***The Period is Closed** in NH FIRST for Timecards.*

NH FIRST data has uploaded to GHRS creating CPER & CLEV transactions**– some of which may suspend requiring correction in GHRS.**ons

***HR/Payroll Administrators** can Audit, Correct and reprocess **in GHRS** using the standard Supplemental 1 and Supplemental 2 cycles.*

F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
															P1			S1	S2	

Data & Tools

***Individual timecards and leave requests are always viewable in NH FIRST** (Current & Historical)*

***Managers' NH FIRST approval screens list all respective employee timecards or leave requests submitted for approval. Items remain in queue until approved**. Leave requests already approved are viewable from within newly received leave requests. A leave request report is under development to present a manager's employees' leave activity in a calendar format.*

Managers and HR/Payroll Administrators can run NH FIRST reports on demand:
(insert list of reports)

***GHRS processing and corrections** following P1 GHRS Payroll Cycle continue per GHRS operating procedures.*

$ Pay Day

Prototype Subject to Change