PHASE II: NH FIRST

DOIT TIME MANAGEMENT

NH FIRST STANDARD TIME & LEAVE FUNCTIONS

DECEMBER 12, 2011

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

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

_____ Immediate Supervisor Date

_____ Officer Authorized to Approve Leave Date

_____ Signature for Audit Purposes Only Date

CERTIFICATE REQUIRED FOR SICK LEAVE

I certify that I 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

Prototype Subject to Change

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.

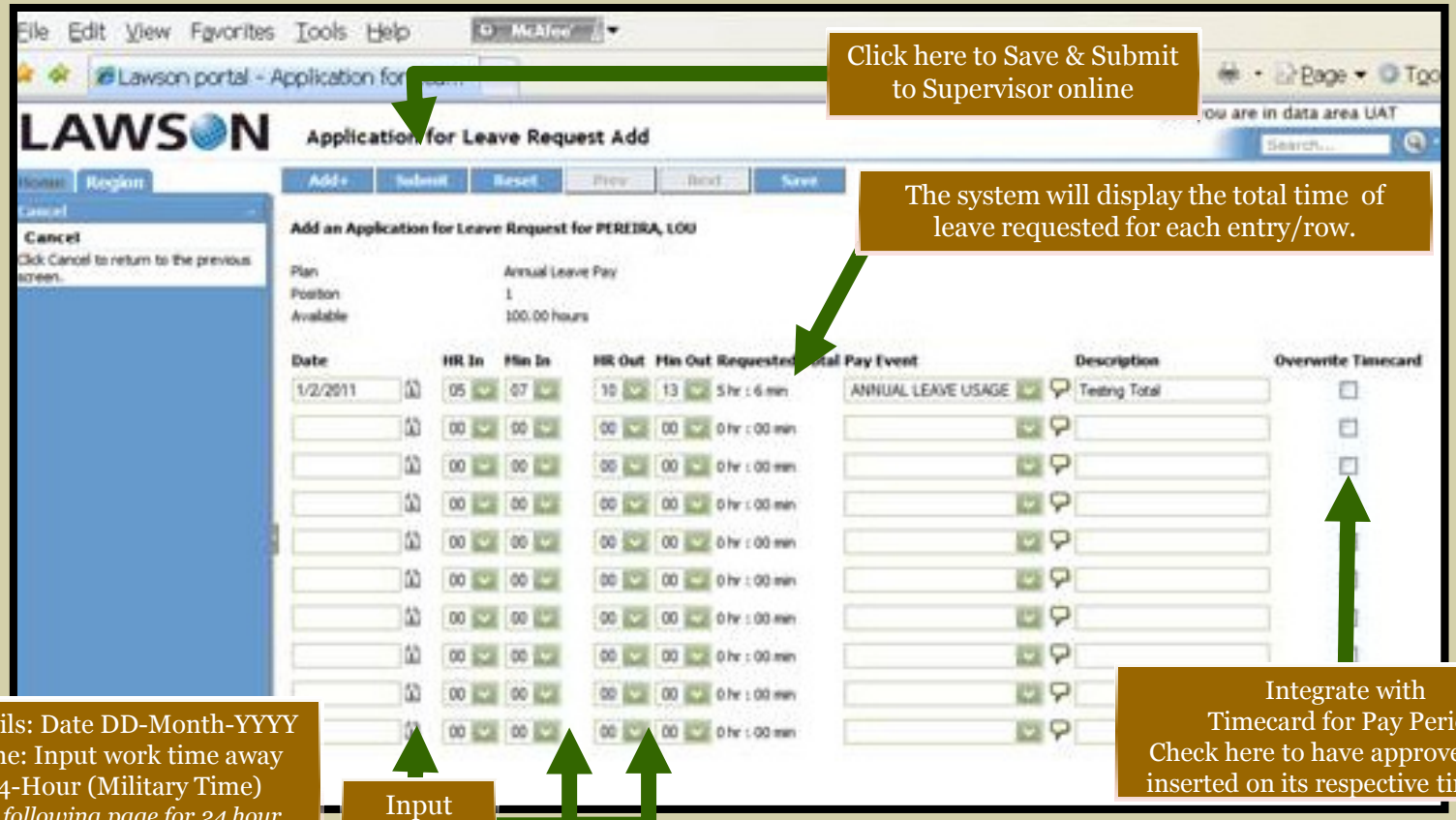
Prototype Subject to Change

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 .



Click here to Save & Submit to Supervisor online

The system will display the total time of leave requested for each entry/row.

Integrate with Timecard for Pay Period Check here to have approved leave inserted on its respective timecard.

Details: Date DD-Month-YYYY Time: Input work time away 24-Hour (Military Time) *See following page for 24 hour conversions*

Input Details

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.

LAWSON Application for Leave Request Approval List

Welcome State Police, Employee

Go To Help Logout

Reset Prev Next Save

Home Region

Approve

- Timecards
- Proxy Timecards
- Time Adjustments
- Proxy Time Adjustments
- **Absence Requests**
- Proxy Absence Requests
- Incomplete Timecards
- Proxy Incomplete Timecards

Note

Absence Request date(s) that will fall on locked/approved timecards after approval will have to be entered manually in time adjustment.

Filter Criteria

Resource Name

Approval Type: Normal

Date Range

From

To

Filter

Requested By	Plan Name	Position Date	Hours	Reccomend		Status	Un-Authorized
State Police, Employee	Annual Leave Plan	30-Sep-2011 from 06:15 to 08:30 for **2.25** hours		Yes	Approve Reject	Submitted	
State Police, Employee	Annual Leave Plan	12-Oct-2011 from 08:00 to 04:00 for **-4.00** hours		Yes	Approve Reject	Submitted	

This column will lists Employee Requests by name for a respective Supervisor.

Click to Approve or Reject

The list can be filtered to a specific Employee Name *(Resource Name)* and by Date Range *(From and To Leave Request Dates)*

Note Recommendation & Unauthorized Use of LWOP

Prototype Subject to Change

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.

LAWSON Timecard for Lou Pereira

Lou you are in data area UAT [logout]

Search...

Print View | Submit | Submit and Close | Delete | Validate | Spreadsheet View | Copy | Last Pay Period | Reset | Prev | Next | Save

View: Pay Period 04-Nov-2011 to 17-Nov-2011

Note: System Knows Employee, Date & Pay Period

Date	Hours	Daily Total	Pay Code	Comment	Cost Center	Delete
Fri 4 Nov 2011		0.00				
Sat 5 Nov 2011		0.00			0	
Sun 6 Nov 2011		0.00			0	
Mon 7 No		0.00			0	
					0	
					0	
					0	
Fri 11 Nov 2011		0.00			0	
Sat 12 Nov 2011		0.00			0	
Sun 13 Nov 2011		0.00			0	
Mon 14 Nov 2011		0.00			0	
		0.00			0	
		0.00			0	
Thu 17 Nov 2011		0.00			0	
Total:		0.00				

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).

Additional Information | Save | Cancel

Approved?

By Whom?

Is this Disaster related? no yes

If Yes: - Please enter the Disaster

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 later page for time to decimal conversion details.

Prototype Subject to Change

NH FIRST DOIT Timecard

LAWSON Proxy Timecard for LINCOLN ADAMS

Print View | Submit | Validate | Spreadsheet View | Reset | Prev | Next | Save

View: Weekly 18-Nov-2011 to 24-Nov-2011

Date	Hours	Daily Total	Pay Code	Comment	Lawson Activity	Delete
Fri 18 Nov 2011	7.5	7.50	REGULAR PAY		03740654 - ASD HW/SW FOR ANU - *	
Sat 19 Nov 2011		0.00			03890013 - ASD HW/SW FOR BTLA - *	
Sun 20 Nov 2011		0.00				
Mon 21 Nov 2011	7.5	7.50	REGULAR PAY		03740654 - ASD HW/SW FOR ANU - *	
Tue 22 Nov 2011	7.5	7.50	REGULAR PAY		03740654 - ASD HW/SW FOR ANU - *	
Wed 23 No 2011	7.5	7.50	REGULAR PAY		03740654 - ASD HW/SW FOR ANU - *	
Thu 24 No 2011	7.5	7.50	REGULAR PAY			

Total: 37.50

Click the Bubble
Employee can include a comment on the whole card or a specific row.

Drop Down List offers Employees the Lawson AC Activity Code
Input of an AC Activity Code DOES NOT automatically invoke a cost center or Accounting Unit override in GHRS.

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

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

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

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

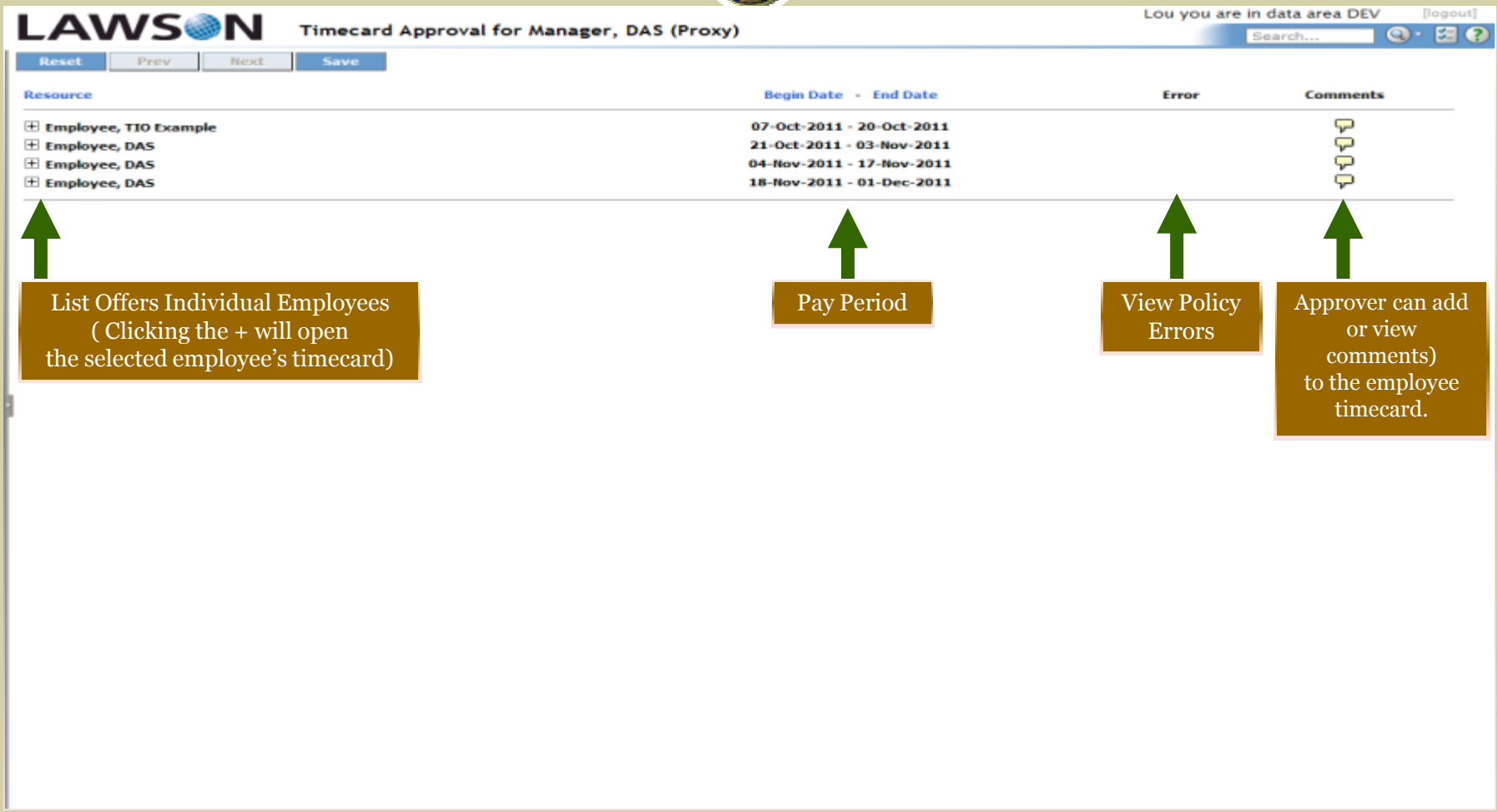
Prototype Subject to Change

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



List Offers Individual Employees (Clicking the + will open the selected employee's timecard)

Pay Period

View Policy Errors

Approver can add or view comments) to the employee timecard.

Prototype Subject to Change

New Standard Time Approval: *Individual Timecard*

LAWSON Timecard Approval

Lou you are in data area UAT

Search...

Reset | Prev | Next | Save

Resource	Begin Date - End Date	Error	Comments
PEREIRA, LOU	04-Nov-2011 - 17-Nov-2011		
PEREIRA, LOU	18-Nov-2011 - 01-Dec-2011		
LIVINGSTON, JENNIFER F	18-Nov-2011 - 01-Dec-201		
PEREIRA, LOU	02-Dec-2011 - 15-Dec-201		

Check Approve or Reject once for entire timecard or Approve/Reject line by line.

Timecard Payroll Status = Not Submitted
Timecard Project Status = N/A
Total Timecard Hours = 80.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Duty Code	Add Info	Comment	Task List	Cost Center	Error	Approve	Reject	Pay Status
02-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---				Submitted
05-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---				Submitted
06-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---				Submitted
07-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE								Submitted
08-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---				Submitted
09-Dec-2011	8.00	08	0	16										
12-Dec-2011	8.00	08	0	16										
13-Dec-2011	8.00	08	0	16										
14-Dec-2011	8.00	08	0	16										
15-Dec-2011	8.00	08	0	16										

Total Hours = 80.00

Comments | Cancel | Save | Reset

Comments: Approved by Robert Blackman

Type: Public

Insert a Comment for the whole timecard or on a specific row.

Prototype Subject to Change

Timecard: Lawson Activity Code A/C

LAWSON Timecard for Lou Pereira

Lou you are in data area UAT [logout]

Search...

Print View | Submit | Submit and Close | Delete | Validate | Spreadsheet View | Copy Last Pay Period | Reset | Prev | Next | Save

View: Pay Period 04-Nov-2011 to 17-Nov-2011

Date	Hours	Daily Total	Pay Code	Comment	Lawson Activity	Delete
Fri 4 Nov 2011		0.00				
Sat 5 Nov 2011		0.00				
Sun 6 Nov 2011		0.00				
Mon 7 Nov 2011		0.00				
Tue 8 Nov 2011		0.00				
Wed 9 Nov 2011		0.00				

Drop Down List offers Employees the Lawson AC Activity Code
Input of an AC Activity Code DOES NOT automatically invoke a cost center or Accounting Unit override in GHRS.

Select an Activity

Filter Criteria

Filter

Code

Description

Manager All

Search Results

Next 20

Activity	Role	Start Date	End Date
02SP12BL - 02SP12BL	*	01-Jul-2005	30-Jun-2025
02SP12TR - 02SP12TR	*	01-Jul-2005	30-Jun-2025
03200014 - ADS DOJ MANIFEST WITNESS DTABS	*	01-Jul-2005	30-Jun-2025
02RRA10A - ARRA ARP 10 Grant Posting	*	01-Jul-2005	30-Jun-2025

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***

i

P1

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

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