Time Management Training

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Time Management Training

8:15 - 8:30	**Introductions & Agenda**
8:30 - 9:15	**Planning for Agency Internal Training** User Instructions: *Written & Videos* Presentation: *Classroom or Demonstration* Training Leaders (*you*) to Train Trainers (*supervisors*) to Train Employees Simplify the Process: 1) Absence Request 2) Timecard 3) Payroll
9:15 – 9:30	**NH FIRST Login and Navigation Basics** Login & Password: *Online Request for Assistance* NH FIRST Lawson Portal Layout: *Bookmarks & Links* NH FIRST LBI Layout: *Approver Reports*
9:30 - 10:15	**NH FIRST Time Management** Absence Request *Initial Screen, Leave Balances, and Selection of Request Type* *Absence Request Form* *Date & Time In/Out Function* *Specific Leave Coding* *Absence Request Input & Submit Functions* *Delete/Cancel Functions* Absence Request Approval Functions *Approver's Queue* *Approve/Reject & Comment Functions* *Absence Request Reports in LBI* *How the Absence Request interacts with the Timecard*
10:15 - 10:30	**Break**
10:30 - 11:15	**Time Card Entry Direct, Proxy FT, & PT** (Direct Reports, Direct Reports Staff, Proxy for Part-Time/Lateral) Timecard *Your Timecard (View)* *Advancing Pay Period* *Spreadsheet View* *Hours* *Pay Code* *Comment* *Activity* *Task List* *Cost Center* *Plus Symbol* *Copy Paste Function* *Delete* *Save* *Submit versus Submit and Close*
11:15 – 12:00	**Timecard Approval and Rejection** *Direct Reports* *Direct Reports Staff* *Proxy for Part-Time* *Proxy for Lateral*
12:00 - 12:30	**Lunch**

Time Management Training

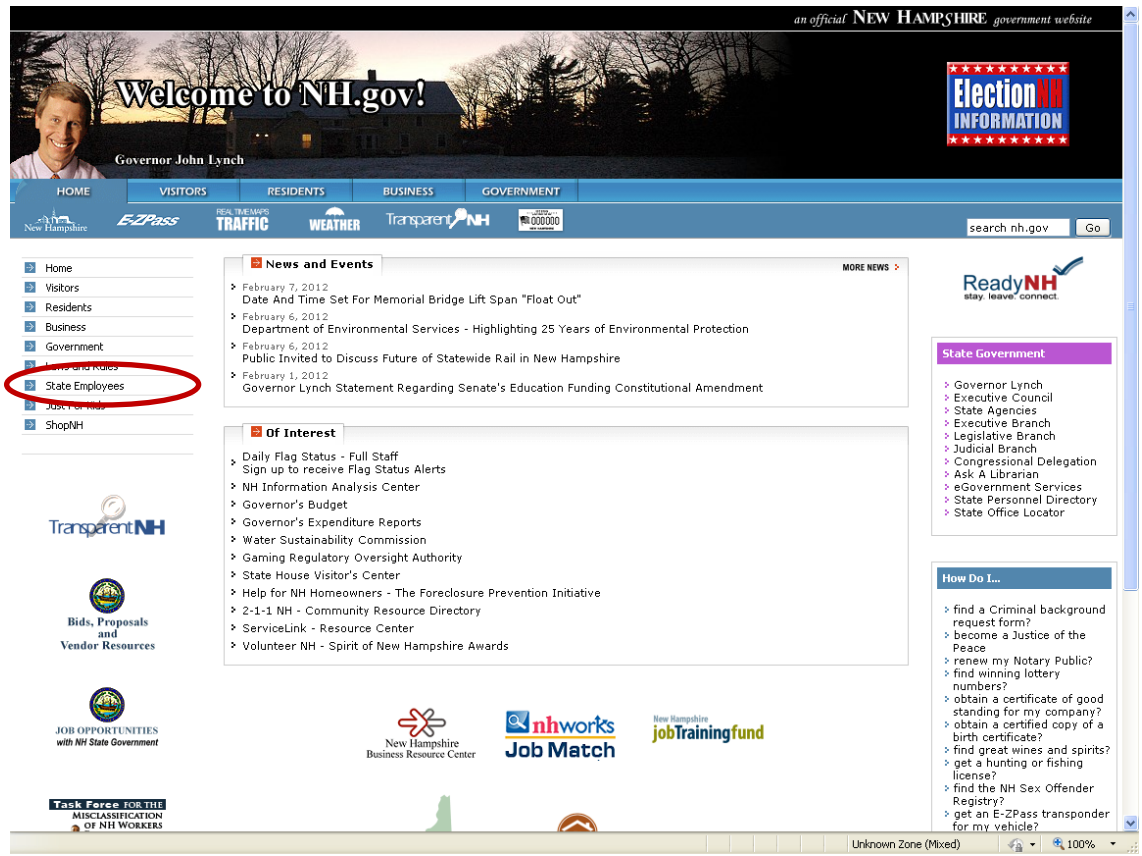
12:30 - 1:30	**Proxy Setup** *Time Approval* *Time Entry* *Time Approval Part-Time* *Time Entry Part-Time*
1:30 – 1:45	**Break**
1:45 - 3:45	**NH FIRST Time Management & the GHRS Payroll Process** The biweekly payroll process, internal agency deadlines, DAS deadlines, and the NH FIRST-to-GHRS interface What the Interface is Doing? For Full Time exception pay employees, for Other positive pay employees. GHRS Exceptions: Items NH FIRST will automatically place in SUSF for agency attention Cost Center Overrides, Workers Comp, Grade/Step Overrides Pre-Interface Controls: Reports and how to use them to monitor NH FIRST, identify corrections before interface and to know what to expect in GHRS PEND after interface. Post-Interface GHRS Work – auditing the PEND file in GHRS to be processed without requiring action at agency. Corrections to PEND transactions and the Supplemental runs 1 and 2
3:45 – 4:15	**Question and Answer Session**

LOGGING IN TO TIME MANAGEMENT

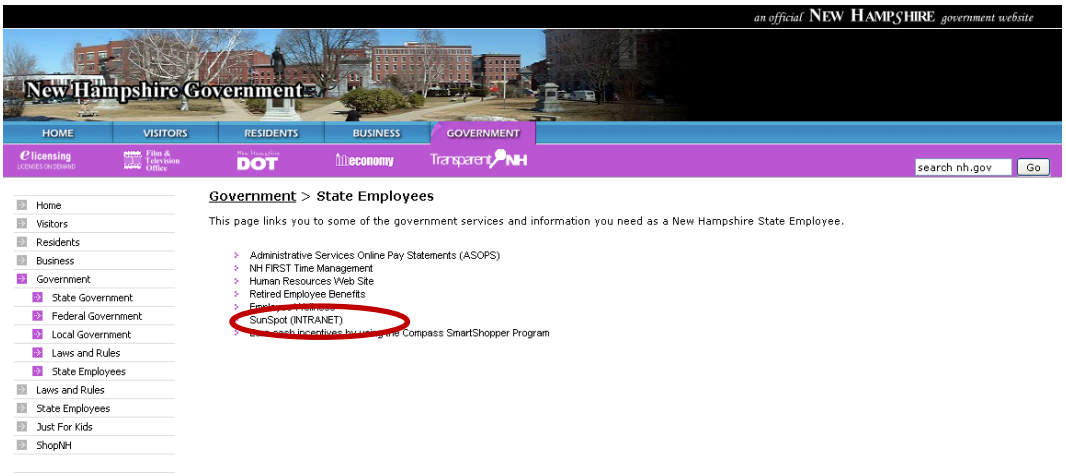
Logging in to Time Management

Purpose: These instructions are for logging into the Time Management system.

Click on **State Employees.**

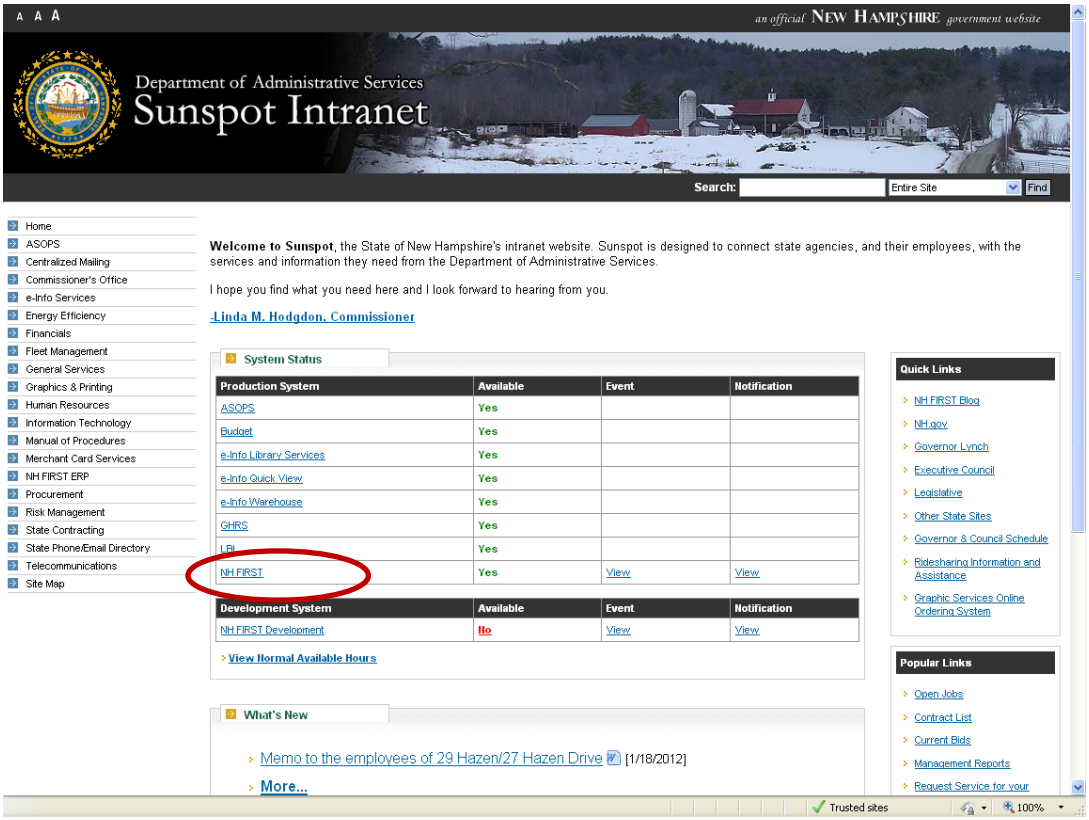


Click on **SunSpot (INTRANET)**.



Logging in to Time Management

Click on **NHFIRST**.

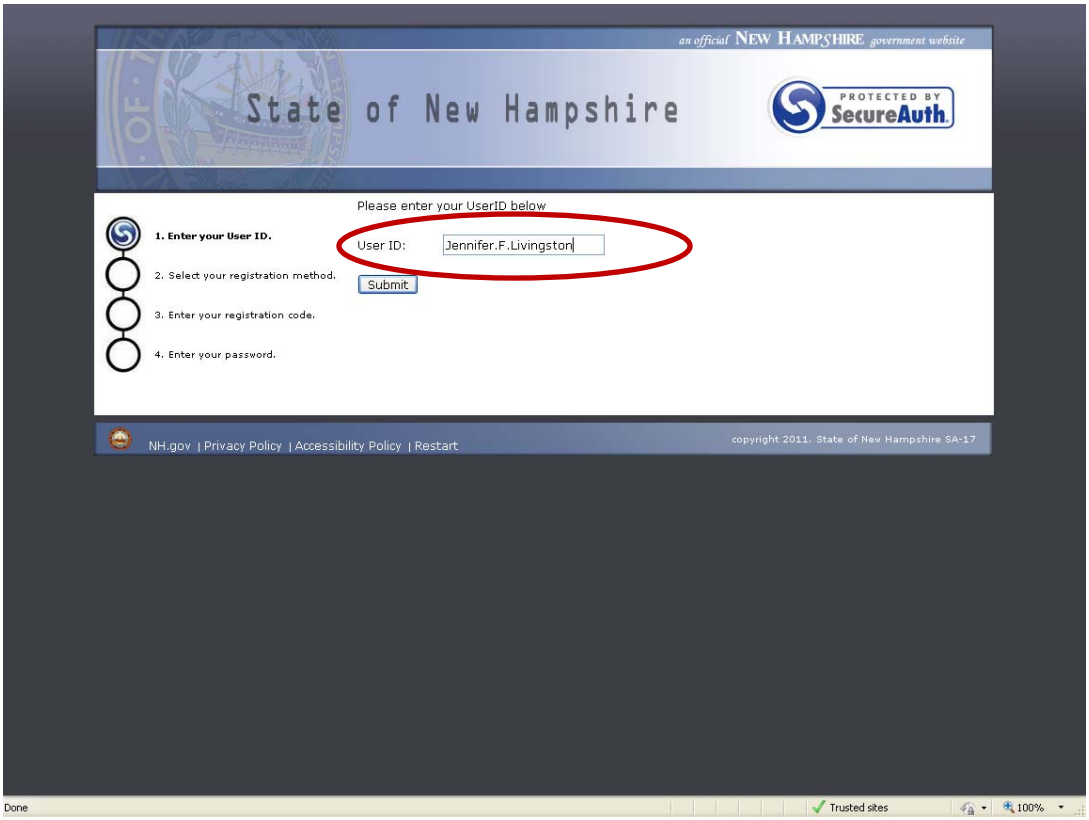


For training select **NHFIRST Portal – Development**. When logging time when your agency goes live you will be selecting NHFIRST Portal – Production. You may bookmark this page and this page only for future log in.

Logging in to Time Management

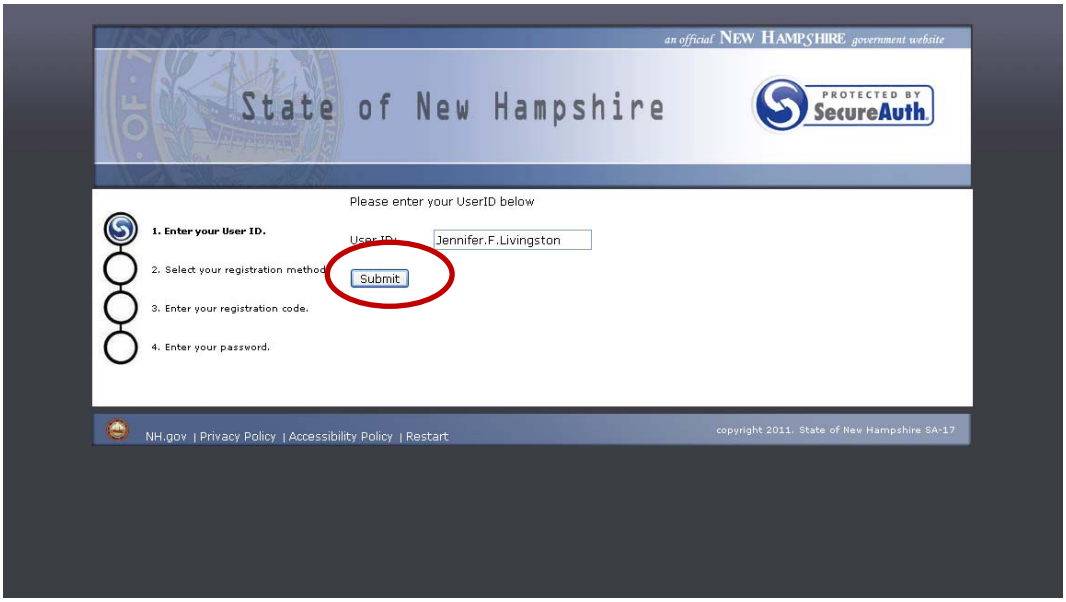
Click on **Continue**.

Enter your **User ID:** it will be your first name, middle initial, last name.

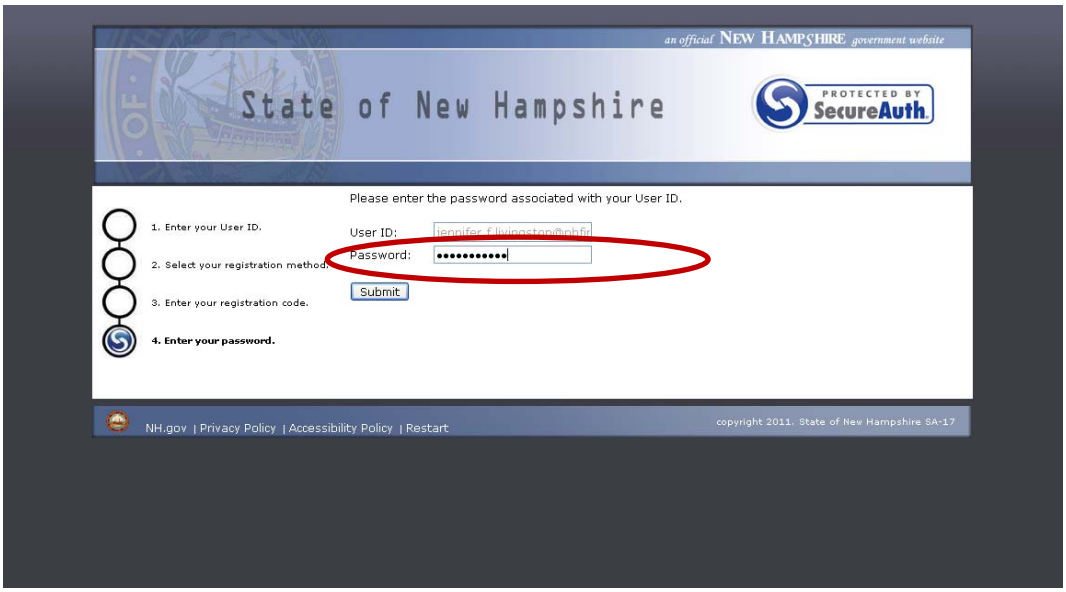


Logging in to Time Management

Click **Submit**.

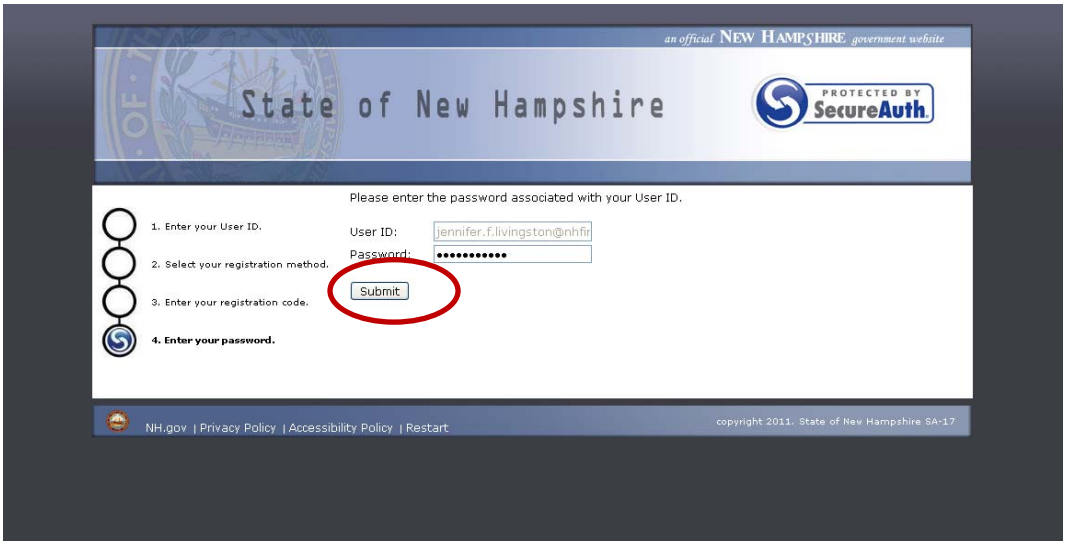


Enter the **Password:** you were provided. You will be prompted to change your password. You may not use any part of your name for your new password. Other criteria will be displayed on the screen.

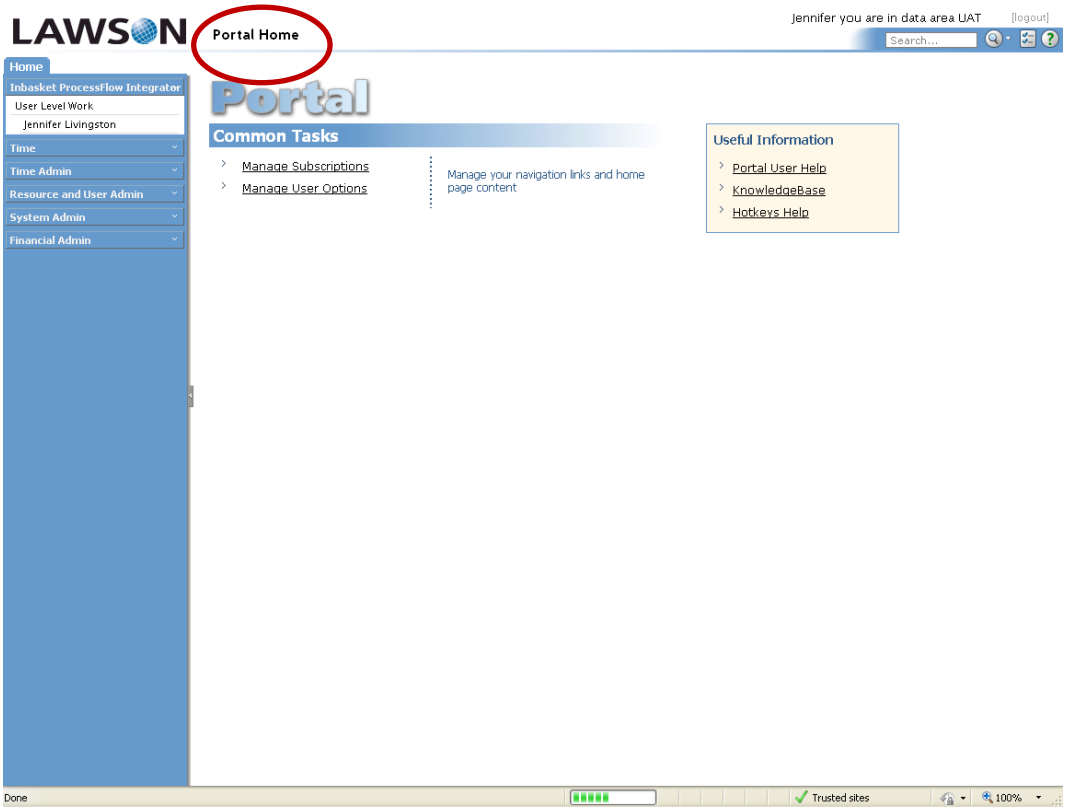


Logging in to Time Management

Click **Submit**.



Congratulations! You have now reached **Portal Home**.

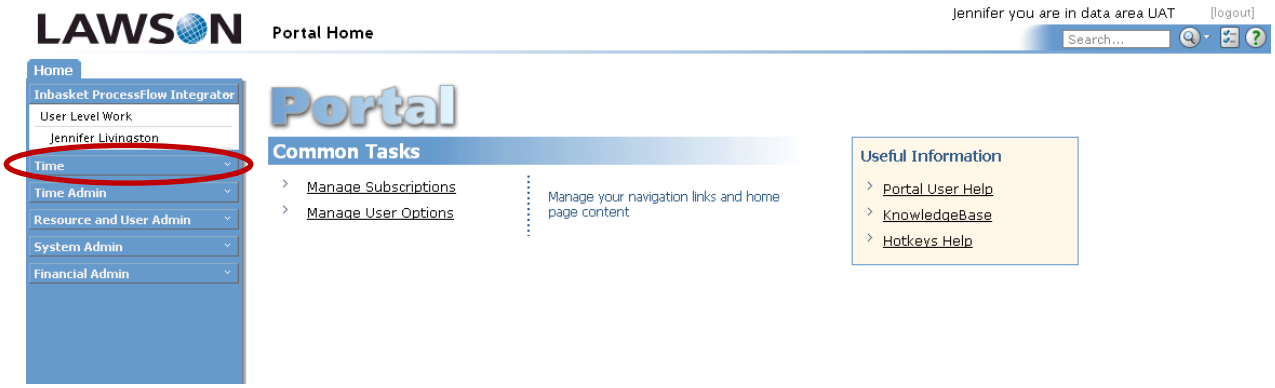


LAWSON PORTAL LAYOUT

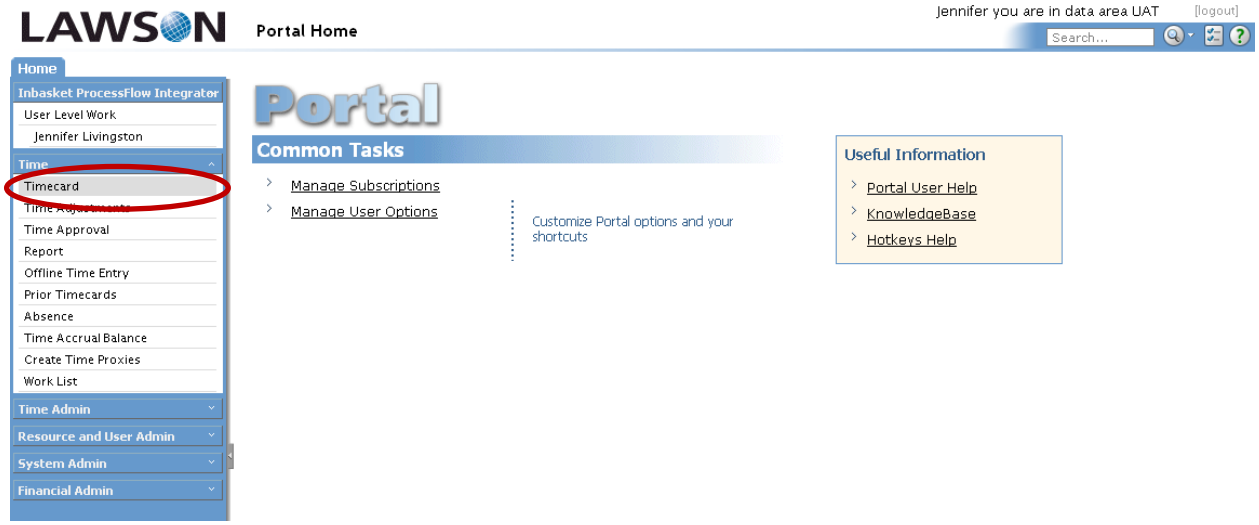
Lawson Portal Layout

Purpose: These instructions are to show the design of the Lawson Portal

Under the Home tab you will see bookmarks listed. You should see the **Time** bookmark.



When you click on the Time bookmark you expose links. You will see the **Timecard** link.

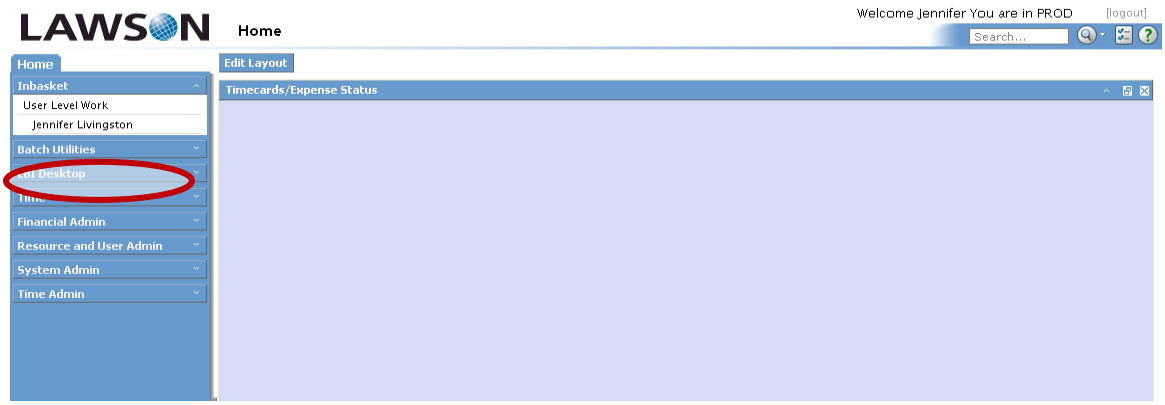


LBI LAYOUT
(LAWSON BUSINESS INTELLIGENCE)

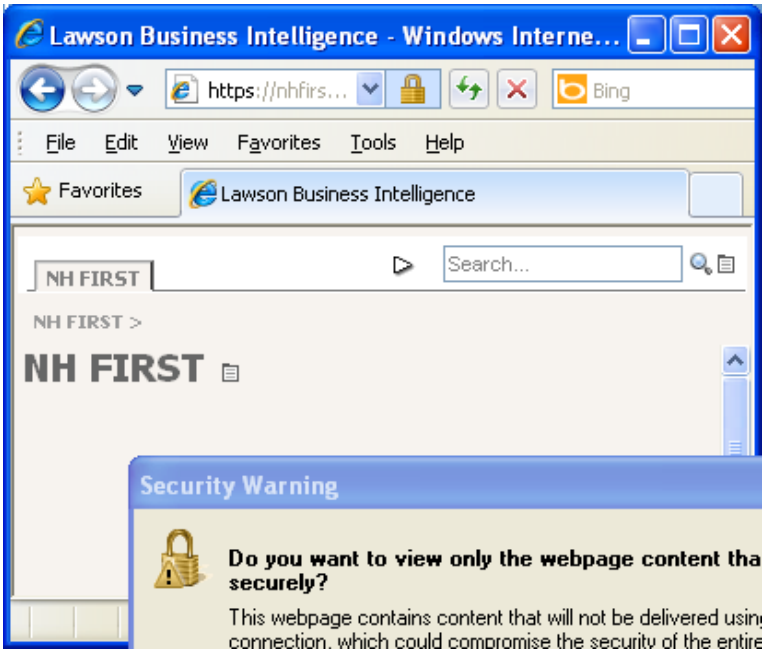
LBI Layout

Purpose: These instructions are to show the design of the LBI (Lawson Business Intelligence) reports for all Time Approvers

Time Approvers will be given access to Time Management reports. To access reports go to the **LBI Desktop** bookmark.

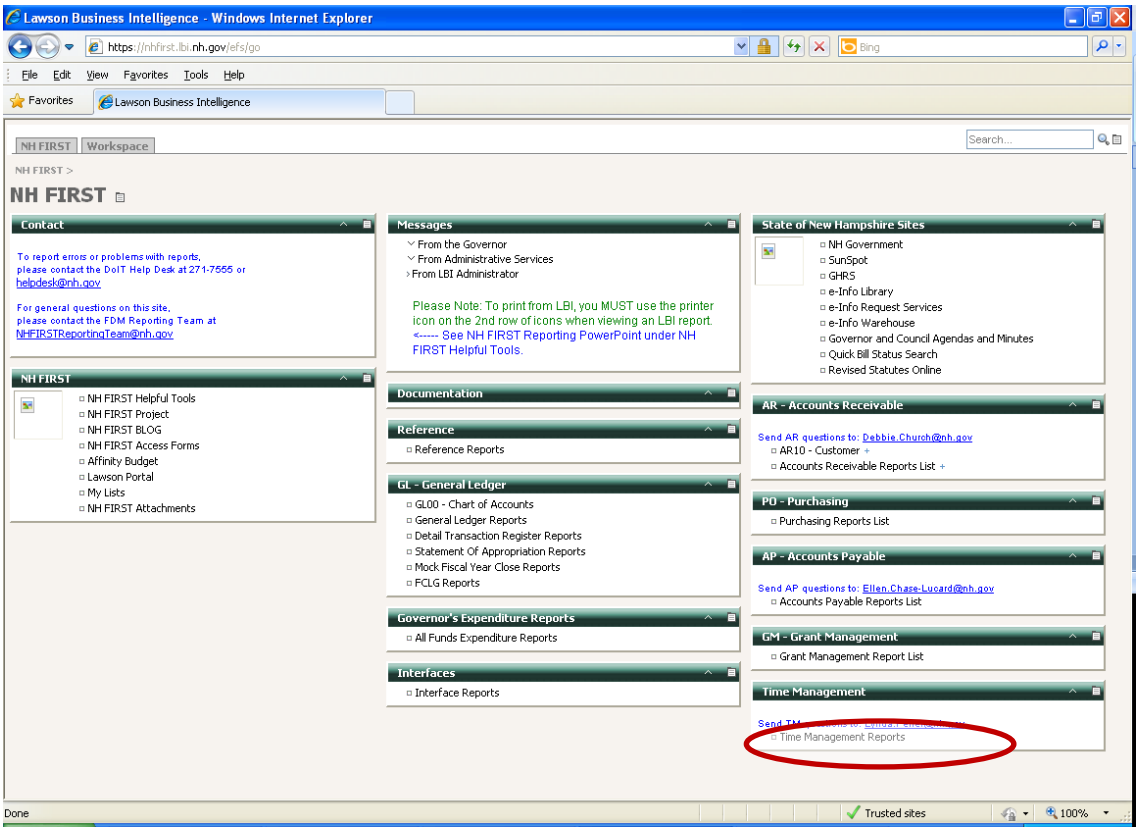


If you receive the message: **Do you want to view only the webpage content that was delivered securely?** Click on **Yes**.



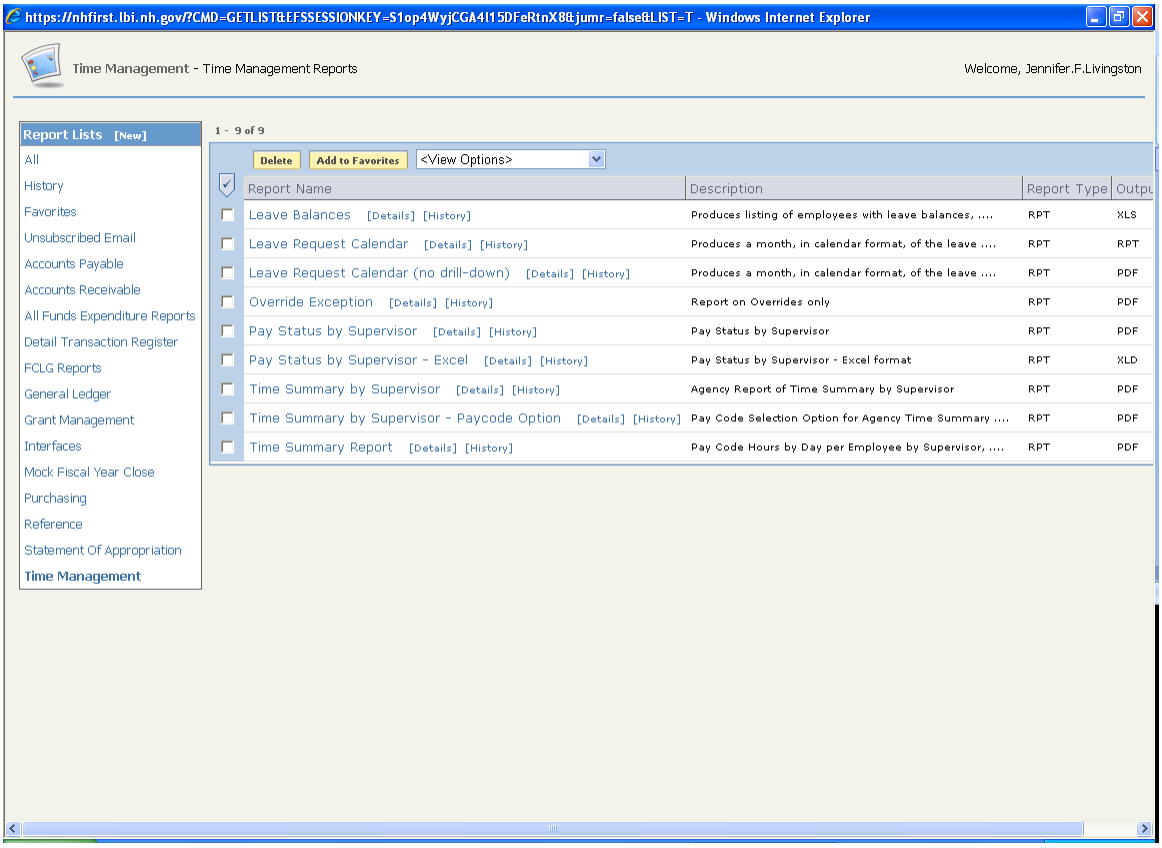
LBI Layout

You are now at the NHFIRST Lawson Business Intelligence dashboard. You will see **Time Management Reports** listed under Time Management. Click on the link.



LBI Layout

When you click on the Time Management Reports link you are brought to this screen where the various reports are listed. Before going to LBI to view these reports you may go to the following link for an overview: http://admin.state.nh.us/hr/NHFIRSTTimeManagemenReportInfo.html

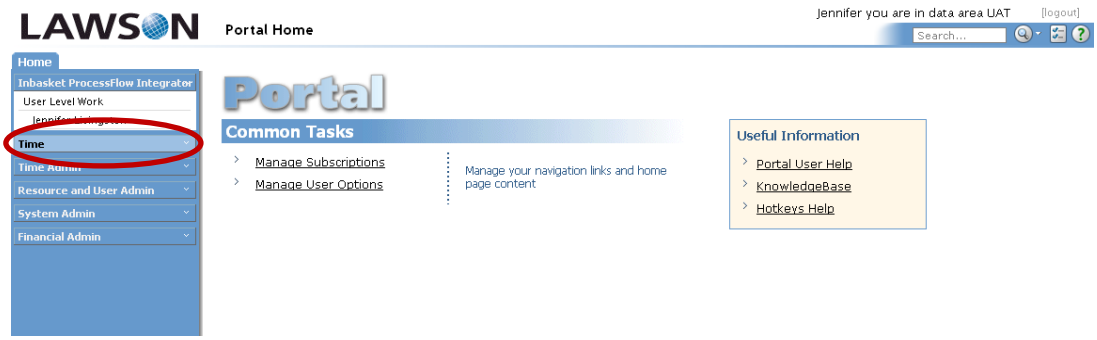


TIME MANAGEMENT ABSENCE REQUEST

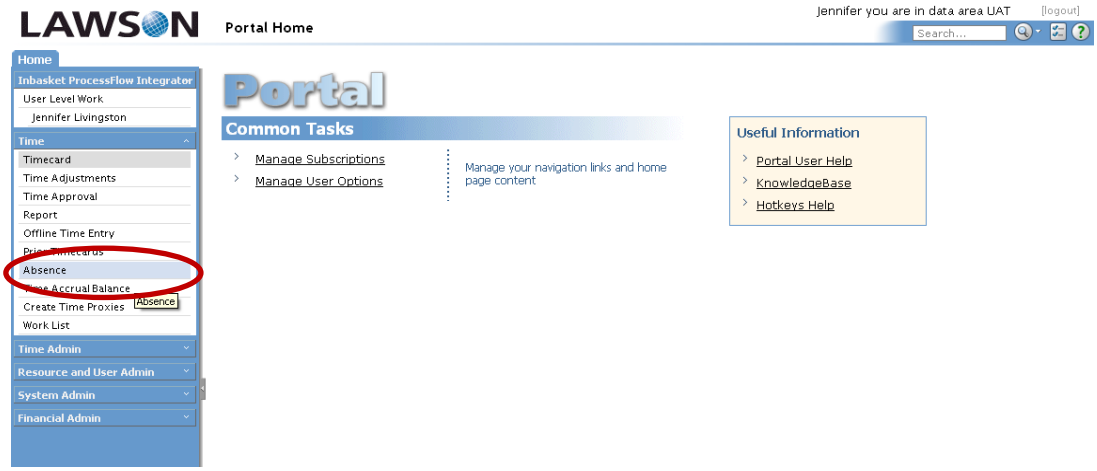
Time Management Absence Request

Purpose: These instructions are for requesting a leave request in the Time Management system.

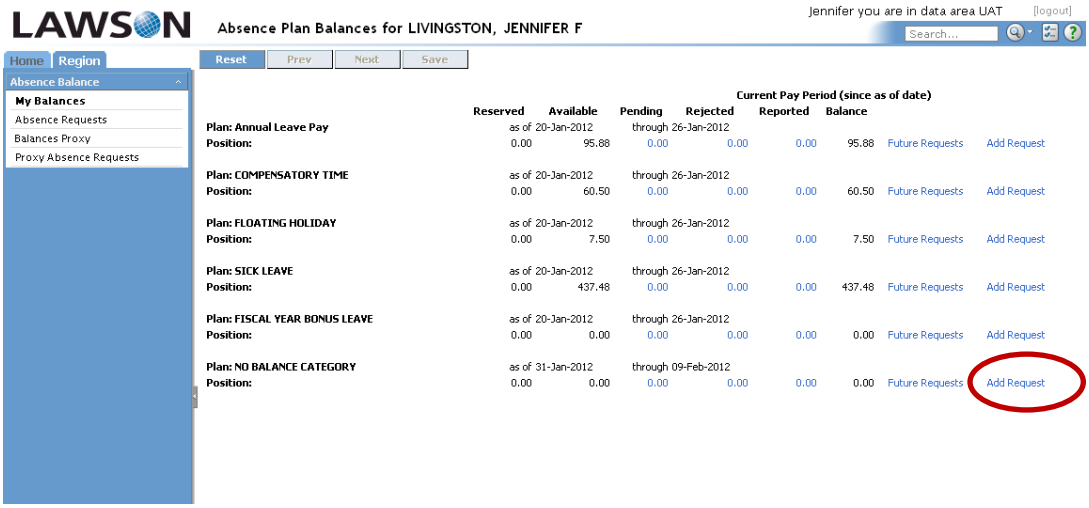
To access the Absence Request you will click on the **Time** bookmark.



You will click on the **Absence** link.

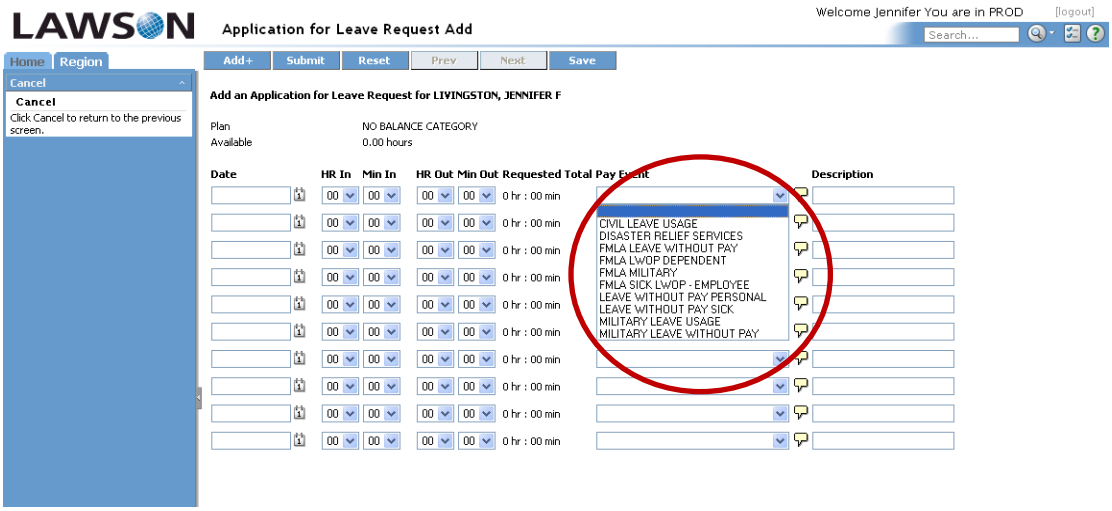


Here you will see your **Absence Plan Balances**. You would click on **Add Request** on the far right hand side parallel with the type of plan you wish to use.

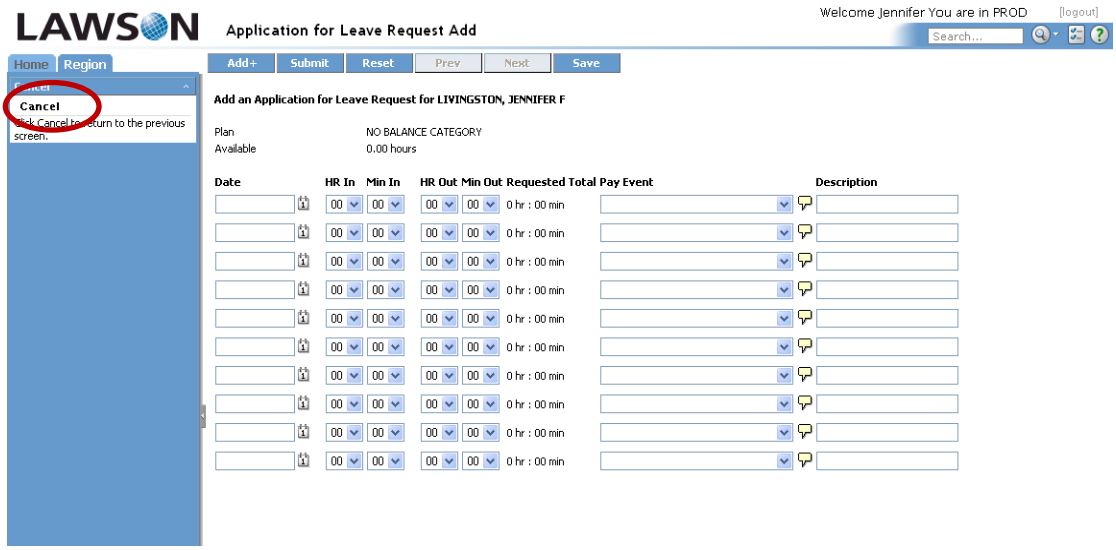


Time Management Absence Request

As you can see when you select add request for the **NO BALANCE CATEGORY** there are various types of **pay events** for this type of plan which does not hold any type of accrued balances. This is because these are usage types of leave.



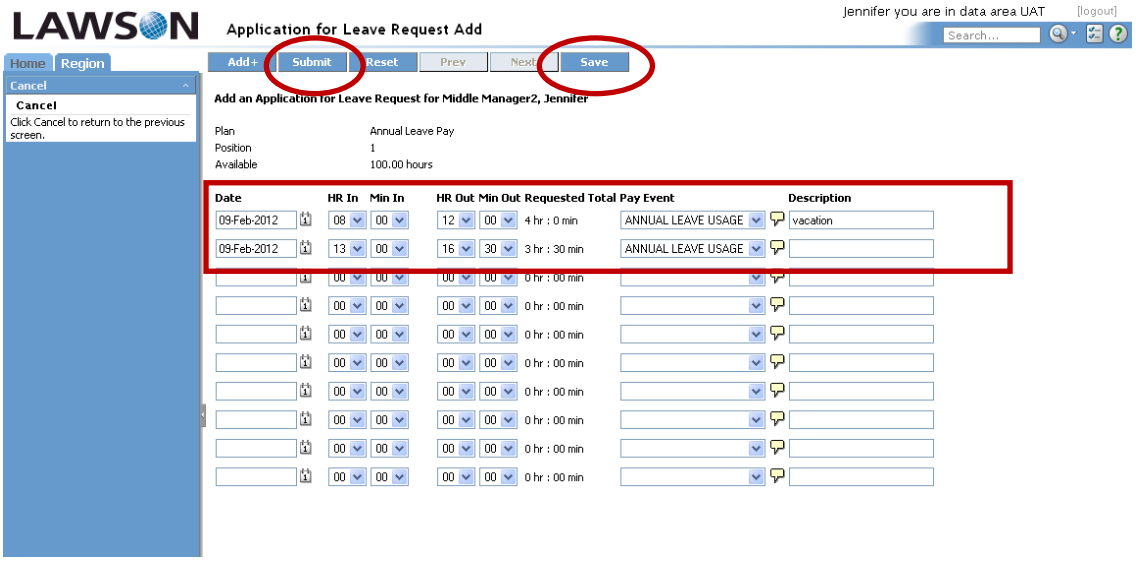
You can always click on **Cancel** to get out of the current screen.



Time Management Absence Request

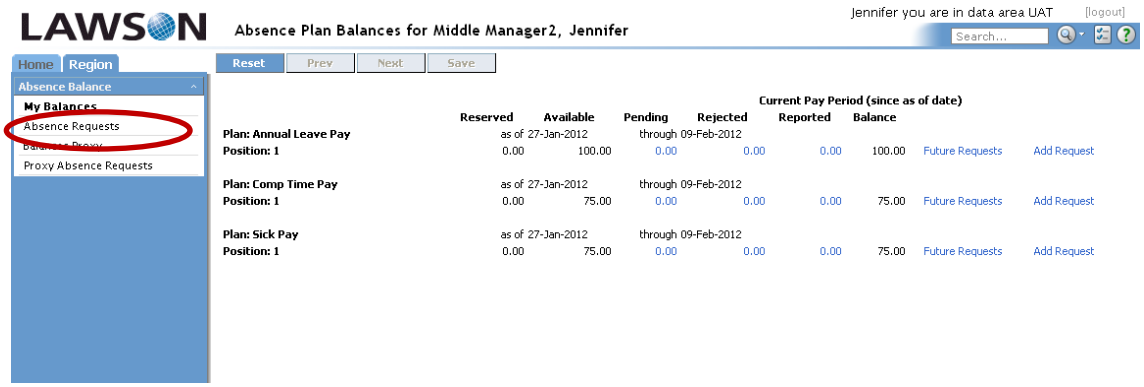
In this example as Middle Manager2 we will enter in an absence request for **Annual Leave Pay**. Click on the **Add Request** link.

You will fill out each line horizontally first starting with the **Date, HR In, Min In, HR Out, Min Out, Pay Event,** and an optional **Description.** It is important to note that this form is a military time in time out form and does not have the copy paste feature. This form will allow you to submit without filling in all mandatory fields so please take extra time to ensure you have filled out all fields to include the pay event drop down. You may click on **Save** or **Submit** and **Confirm.** Submit and confirm will send your time to your supervisor for approval.

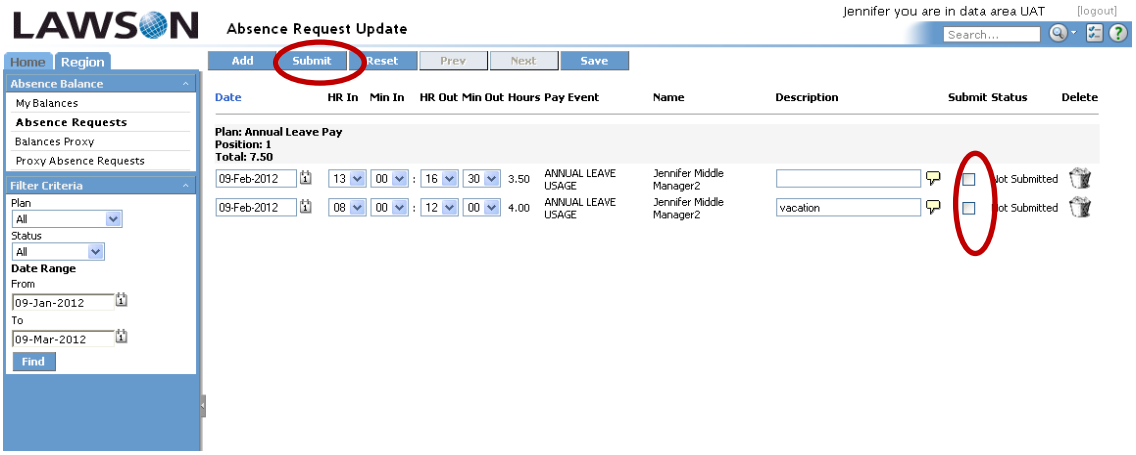


Time Management Absence Request

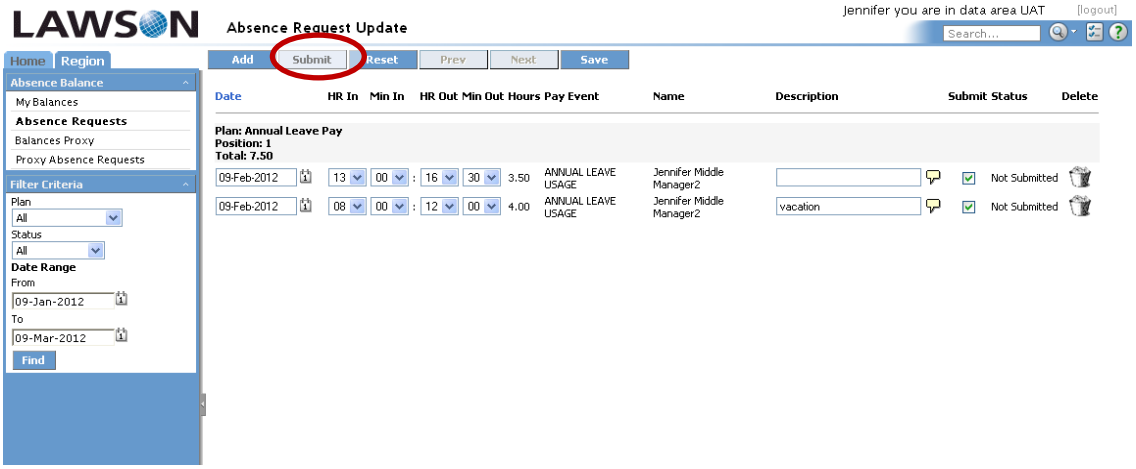
If you click on **Save** you are brought back to the Absence Plan Balances Screen. From here to view and submit your request click on the **Absence Requests** link.



From the Absence Requests link you will be brough to the **Absence Request Update**. From here you may put a check under the heading submit in the square boxes and then click on **Submit**. From this screen you may also click on the garbage can icon under the delete heading to delete your request.

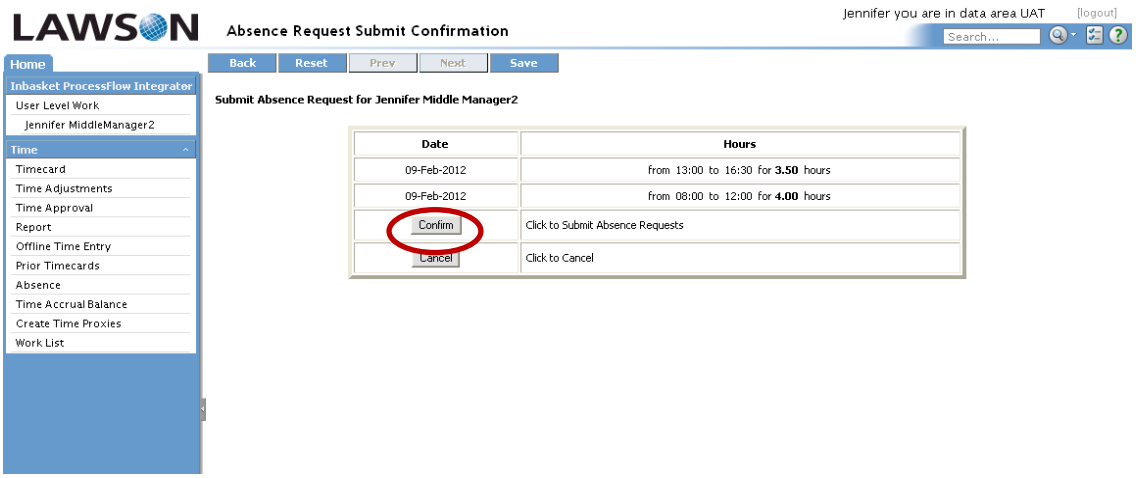


Click on **Submit**.

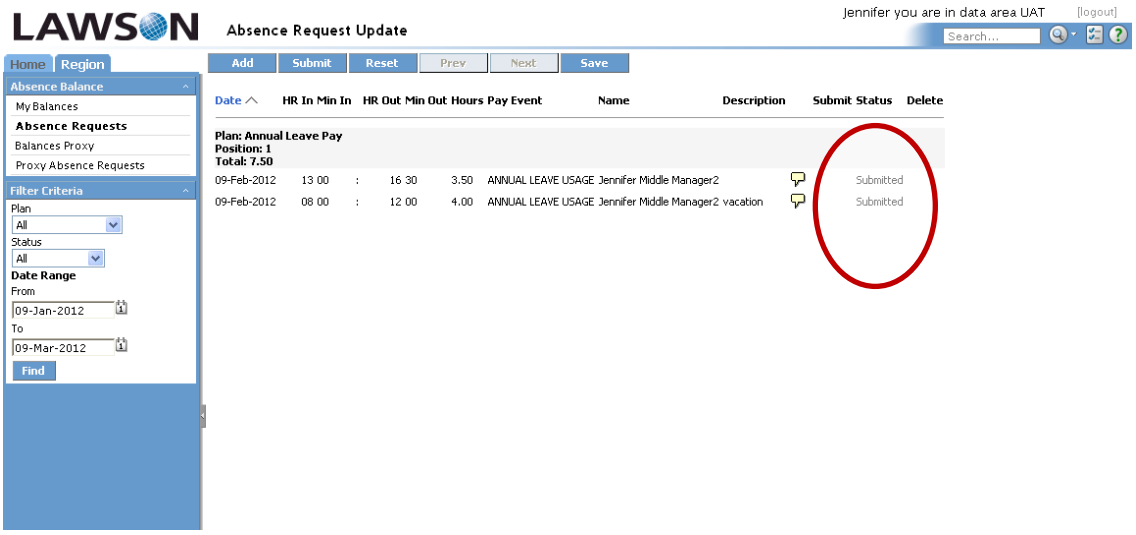


Click on **Confirm**.

Time Management Absence Request



After submitting and confirming you are brought to the **Absence Request Update**. As you can see your leave is now showing as **Submitted**. Please be aware that the absence request is the equivalent of a "Reservation" and is not the form that will update your balances. Entries made on the timecard and the timecard only will affect your balances.

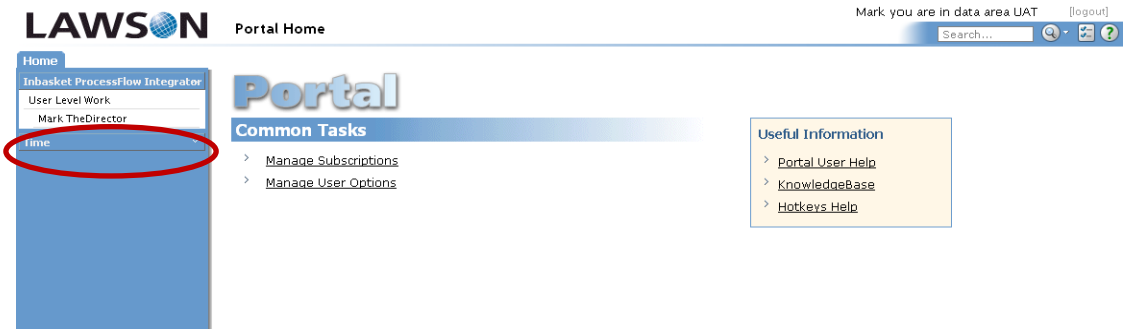


ABSENCE REQUEST APPROVAL FUNCTIONS

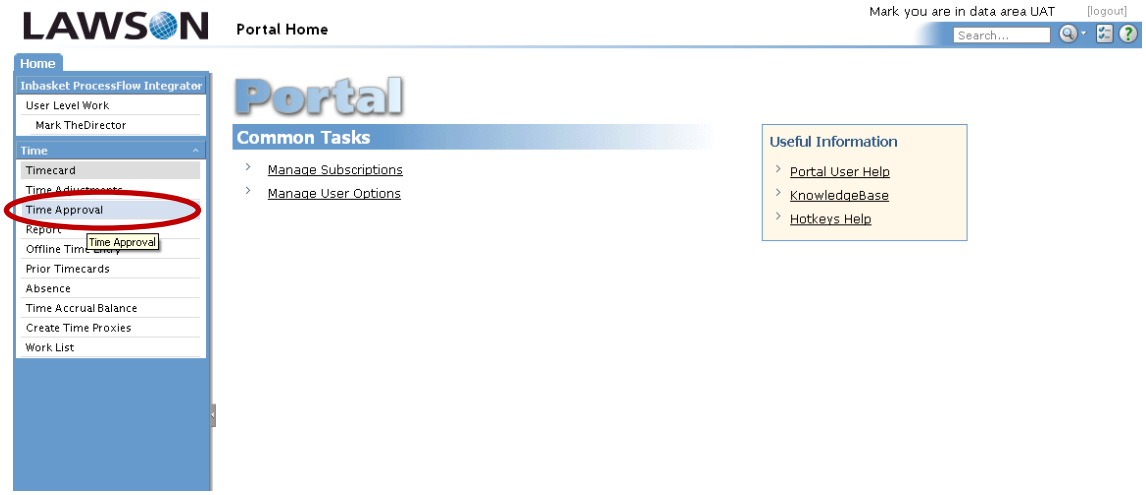
Absence Request Approval Functions

Purpose: These instructions are for approving absence request for direct reports.

For Absence request approvals for *direct reports* supervisors will go to the **Time** bookmark. It is important that supervisors monitor their queue daily in order to approve or reject absence requests affecting the current payroll period.

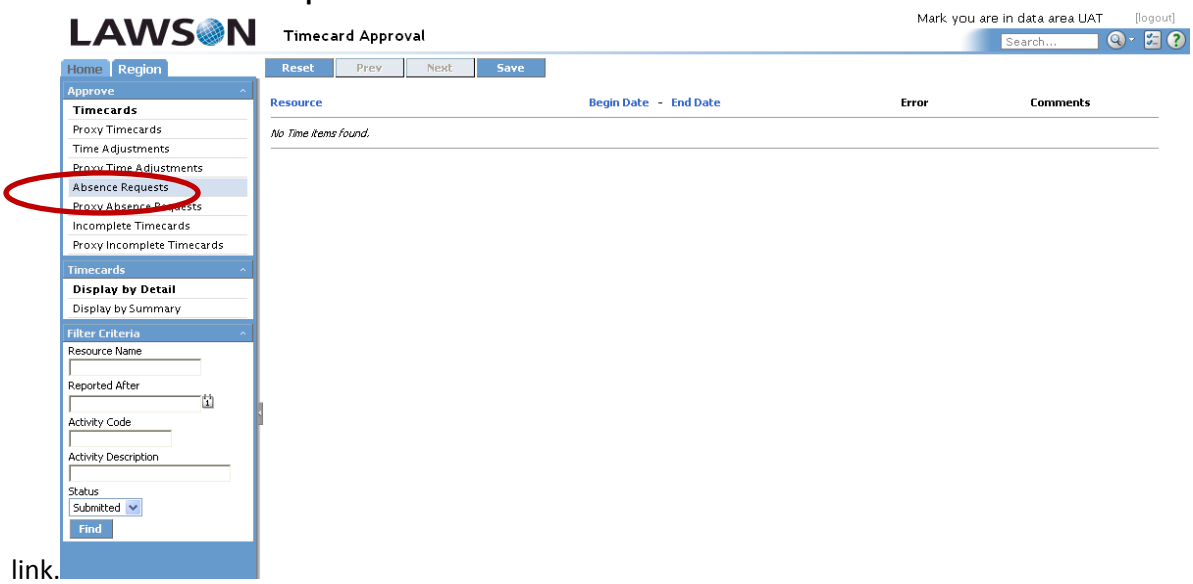


Click on the **Time Approval** link.



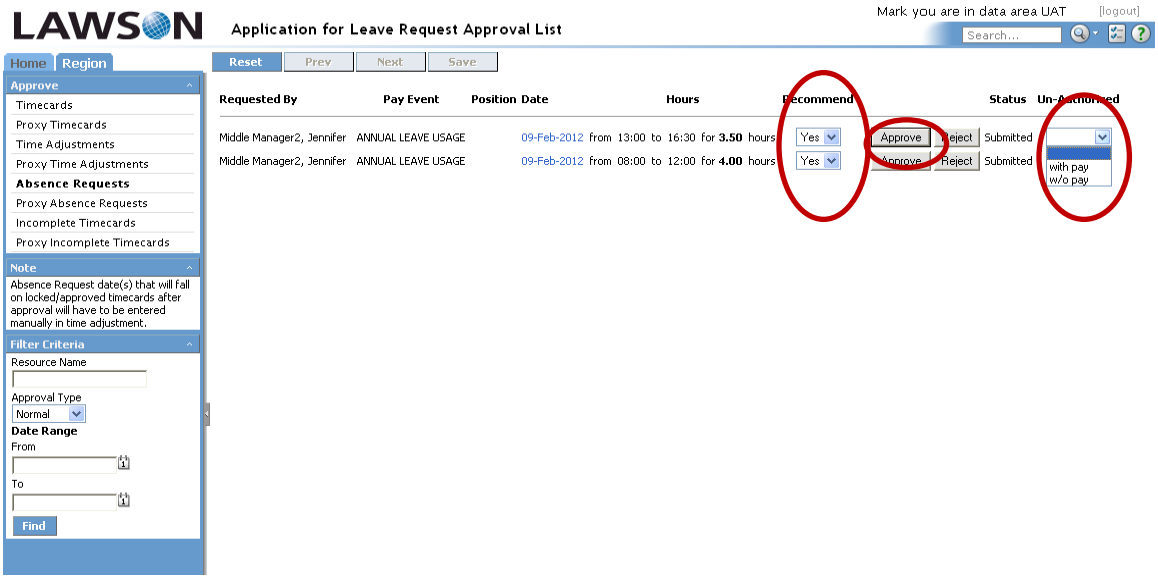
Absence Request Approval Functions

Click on the **Absence Requests**



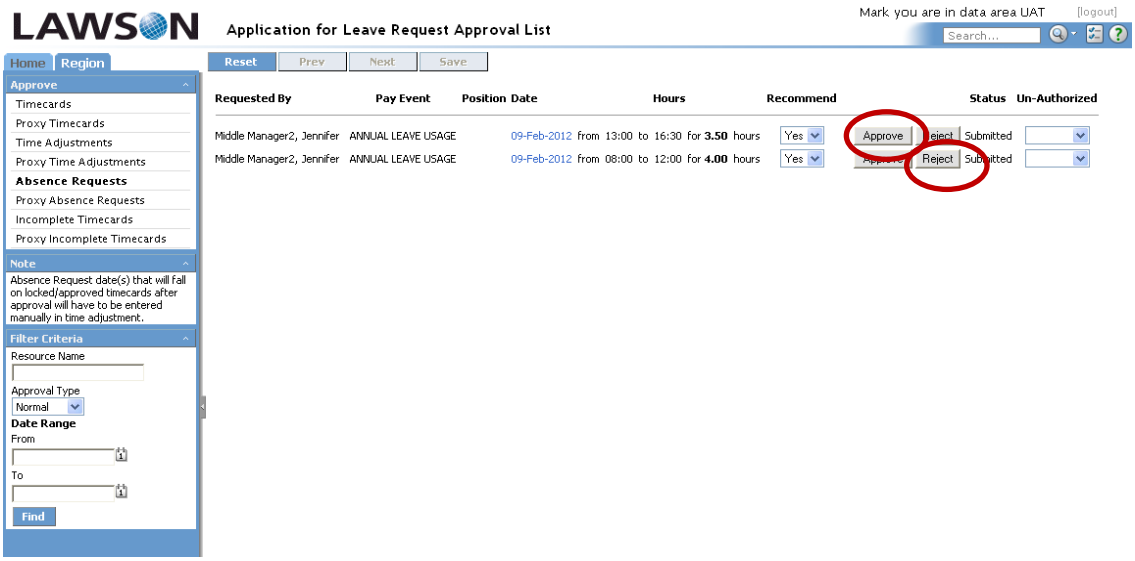
link.

As the supervisor (Mark, The Director of Jennifer, Middle Manager2) you will see her annual leave request for February 9th. The lines have re-ordered themselves with the second half of the day on top of the first half. A request to change the order of the dates has been made. If the supervisor grants approval he will **Recommend "yes"** and leave **Un-Authorized** field blank and click **Approve**. These questions by are replacing the functionality of the prior hard-copy leave request form.

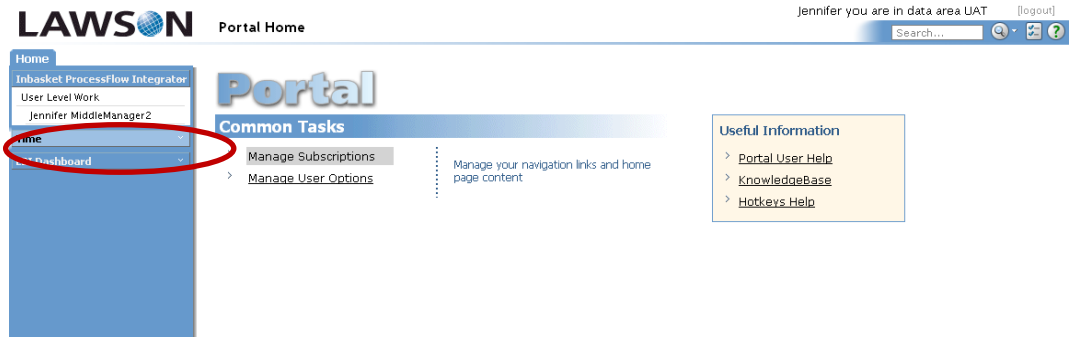


Absence Request Approval Functions

In this example the supervisor will be **approving** the afternoon request and **rejecting** the morning request. You will need to contact the employee by phone or e-mail to ensure they know you have rejected part of their request.



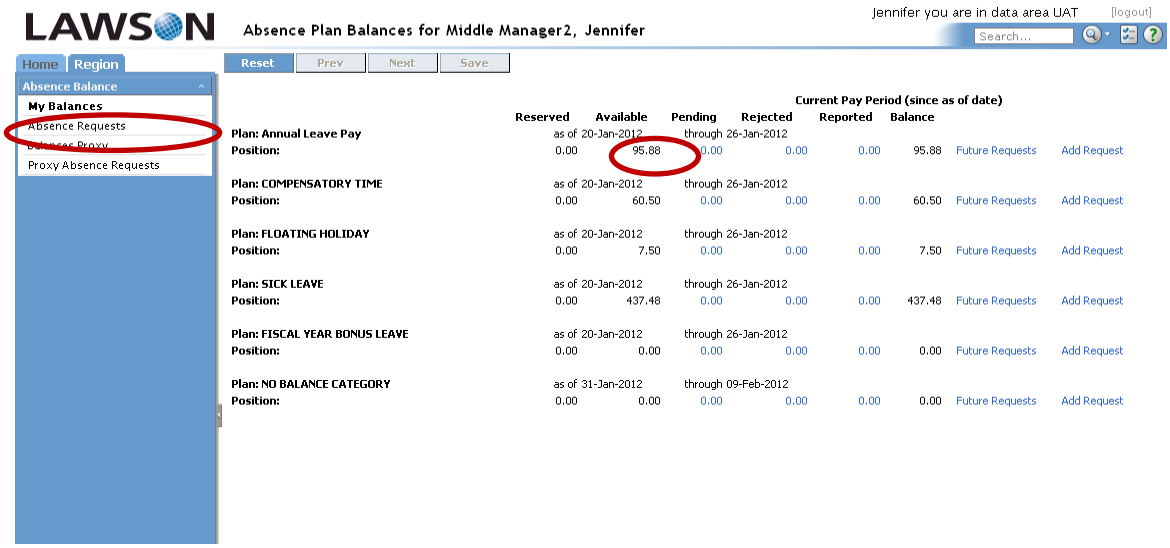
Logging in as the employee to see if the supervisor has approved my time I will go to the **Time** bookmark.



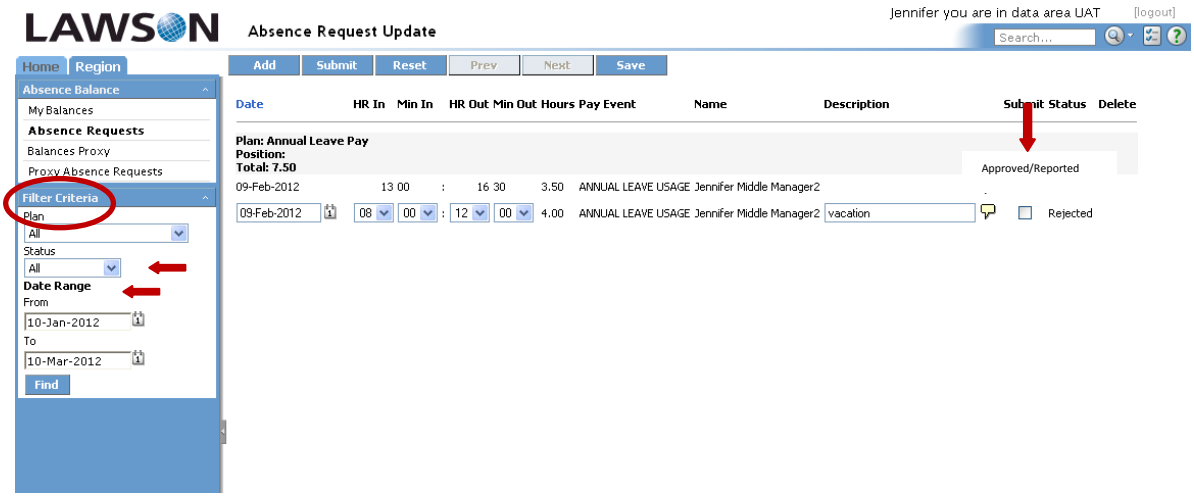
Click on the **Absence** link.

Absence Request Approval Functions

As you can see the **Available** balance is still 95.88 as the absence request will not affect the balance. Next you will go to **Absence Requests.**



As you can see when you go to Absence Request Update, one status is **Approved/Reported** and the other is **Rejected**. Be aware that there are options under **Filter Criteria** as both a time reporter and approver to view different **dates** and **statuses**.

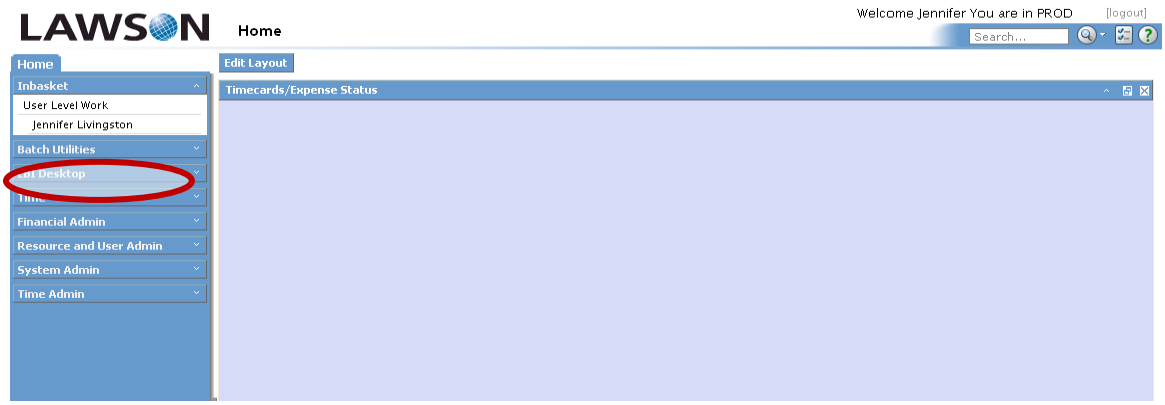


ABSENCE REQUEST REPORTS IN LBI (LAWSON BUSINESS INTELLIGENCE)

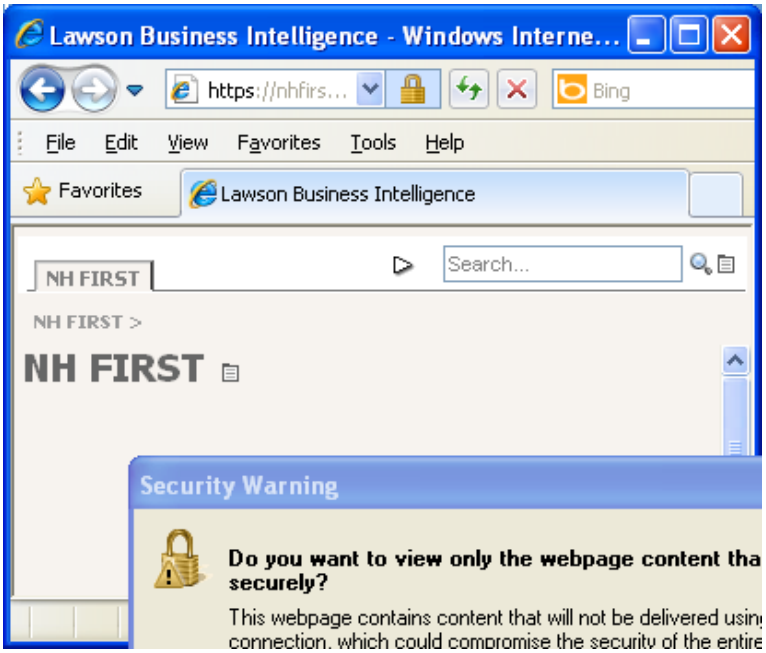
Absence Request Reports in LBI

Purpose: These instructions are to demonstrate how to view the Absence Request in a Calendar format for your group

Time Approvers will be given access to Time Management reports. To access reports go to the **LBI Desktop** bookmark.

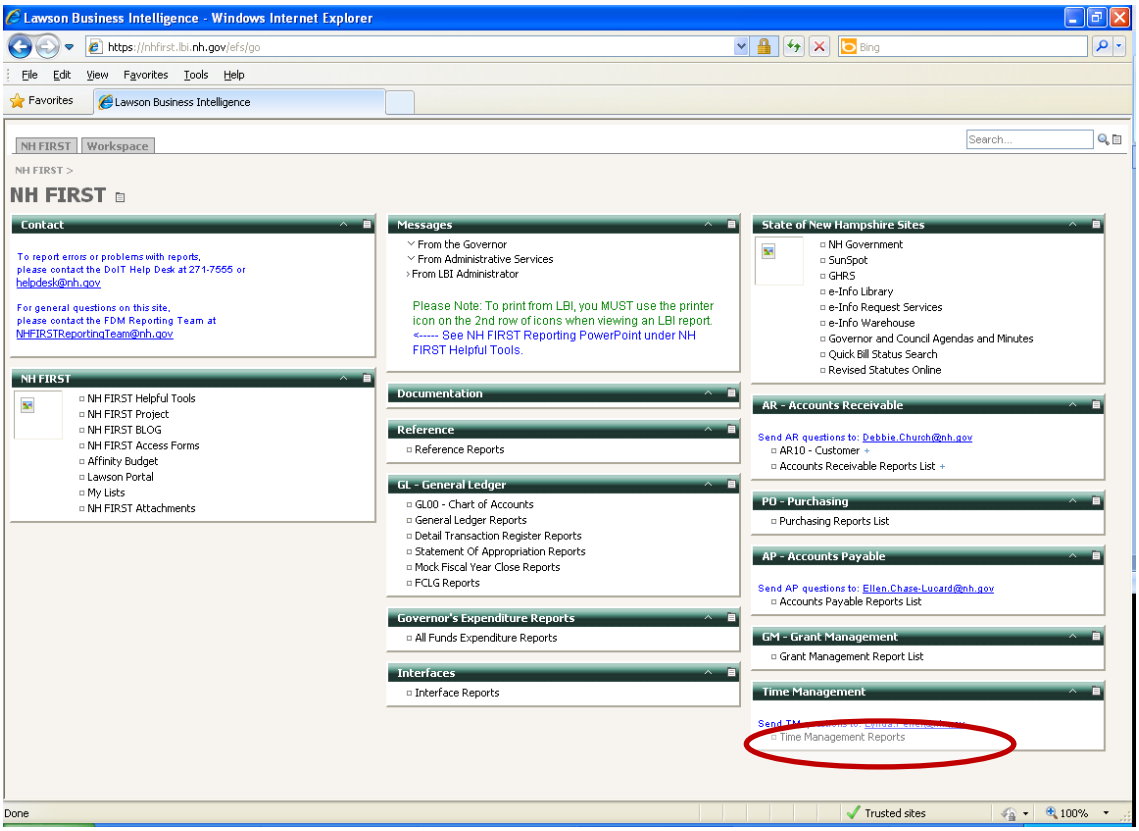


If you receive the message: **Do you want to view only the webpage content that was delivered securely?** Click on **Yes**.



Absence Request Reports in LBI

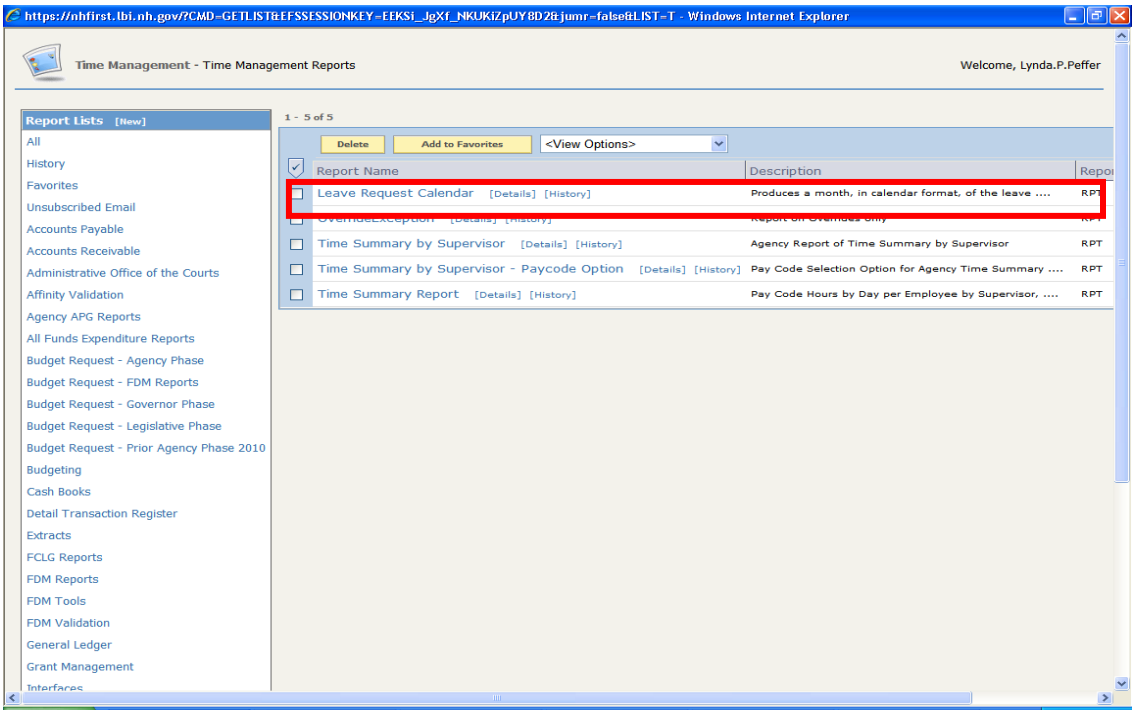
You are now at the NHFIRST Lawson Business Intelligence dashboard. You will see **Time Management Reports** listed under Time Management. Click on the link.



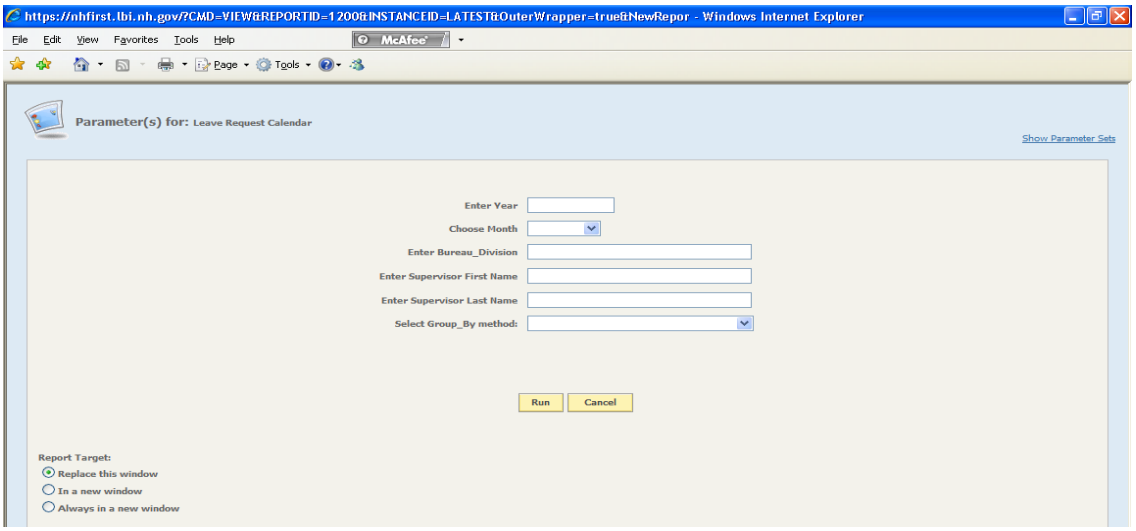
Absence Request Reports in LBI

This report is used by Supervisors to view the leave requests from their direct reports in a calendar format.

To view the calendar, click on **Leave Request Calendar** from the Time Management Reports screen.



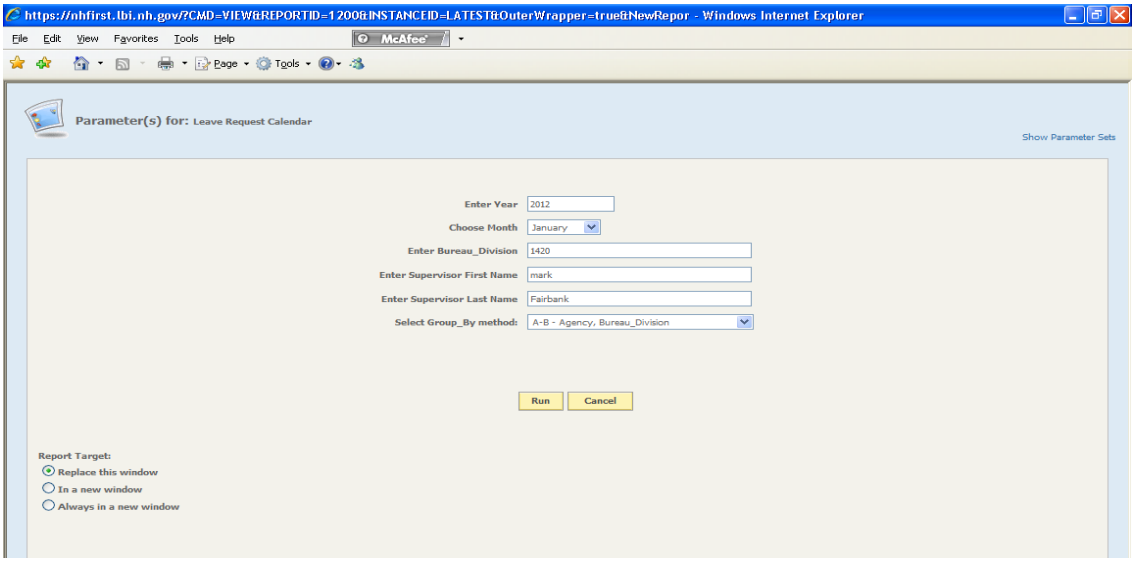
Once you click on Leave Request Calendar, the below parameters screen will appear:



Absence Request Reports in LBI

Parameter(s) for: Leave Request Calendar

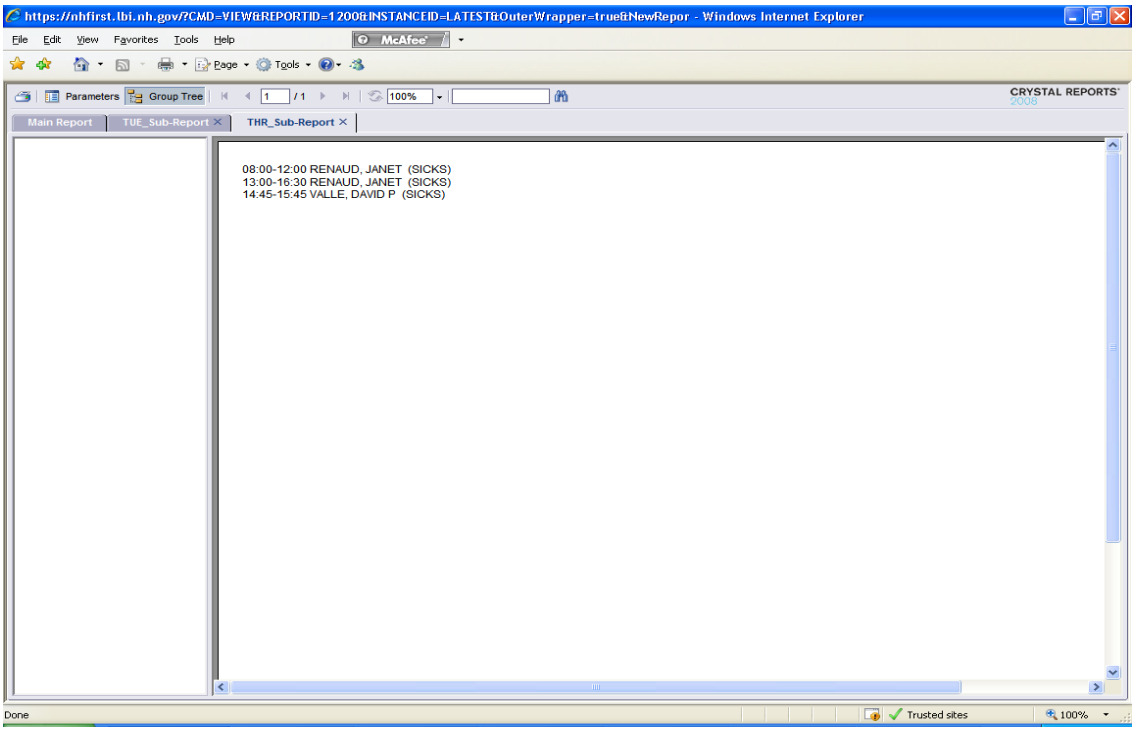
1. **Enter Year** example 2012
2. **Choose Month** Use the drop down list
3. **Enter Bureau_Division** 4 digit Division Code example 1420
4. **Enter Supervisor First Name** example - Mark
5. **Enter Supervisor Last Name** example - Fairbank
6. **Select Group_ By method** Use the drop down list
7. **Choose a Report Target on bottom left of screen**
8. **Click Run**



Absence Request Reports in LBI

The below calendar is the output from the parameters selected.

Click on a day to view all employee leave requests for that day, as shown below:



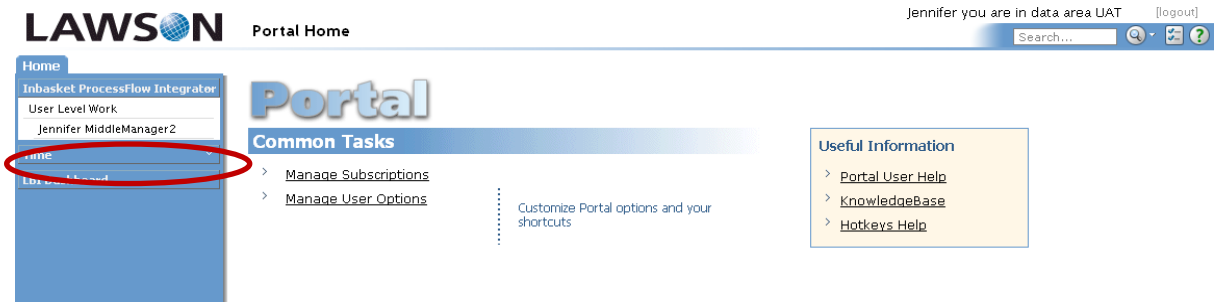
This report can be saved and printed as a PDF.

HOW THE ABSENCE REQUEST INTERACTS WITH THE TIMECARD

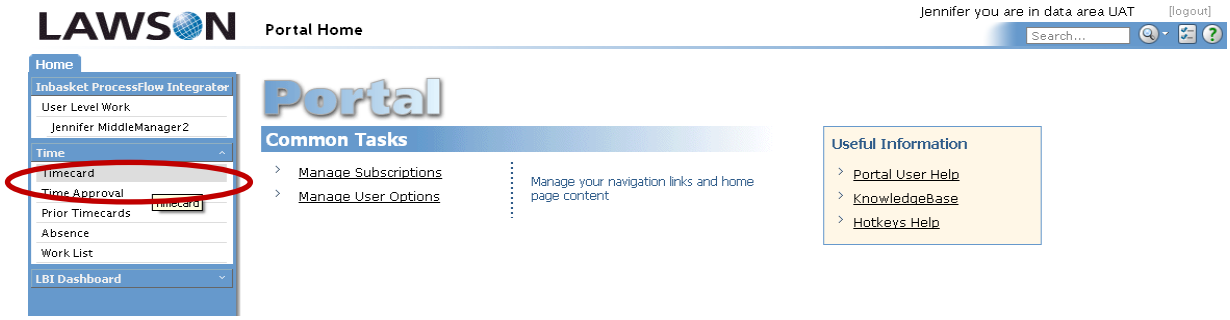
How the Absence Request Interacts with the Timecard

Purpose: These instructions explain in detail how the Absence Request interacts with the Timecard once approved.

The order of events becomes important when we consider how the leave request flows through to the timecard. If supervisors are monitoring their queues daily and approving or rejecting absence requests that affect the current payroll period employees should not encounter issues. As an employee you will want to check your queue and/or timecard as well to see when your leave is approved or rejected. Go to the **Time** bookmark.



Click on the **Timecard** link.



As you can see the approved line of leave has inserted into the timecard.

How the Absence Request Interacts with the Timecard

In the case of calling out sick you would not have had the opportunity to fill out a leave request form. Nor would you require approval in advance for a day you have chosen not to come in. Because of the way the flow of leave works you would not want to put in an absence request retroactively. Sick leave usage pay codes have been configured to invoke an additional information question upon selection which will ask the key information necessary to meet the CBA requirements.

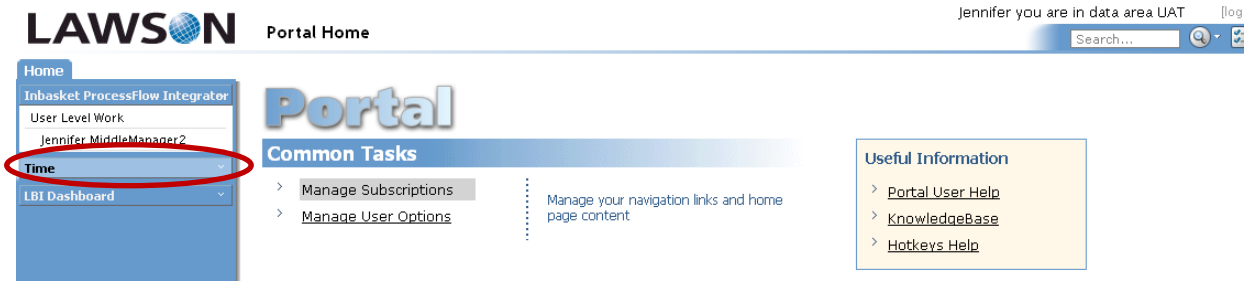
In the case of a preplanned medical appointment you may use the absence request to ask for the time off in advance. Remember, the timecard is the vehicle that updates your leave balances. In the event the appointment is cancelled and you have an approved absence request you will *not* record that leave usage on your timecard and your balances will not be affected.

TIME CARD ENTRY

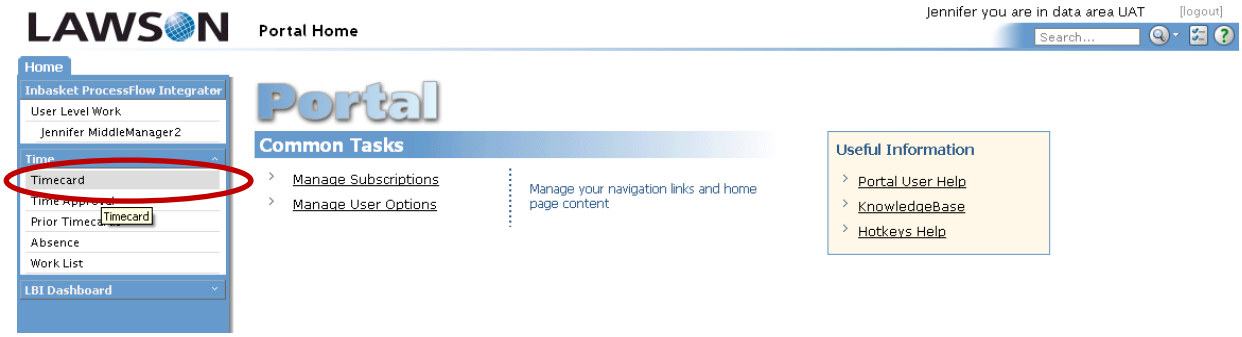
Time Card Entry

Purpose: These instructions are to explain in detail how to enter time into the timecard

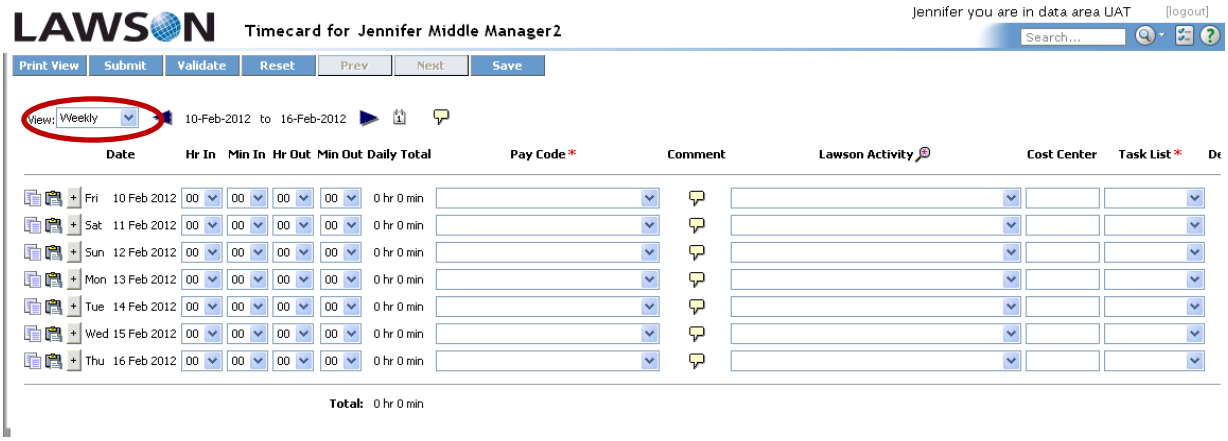
To enter time in your timecard you will go to the **Time** bookmark.



Select the **Timecard** link.

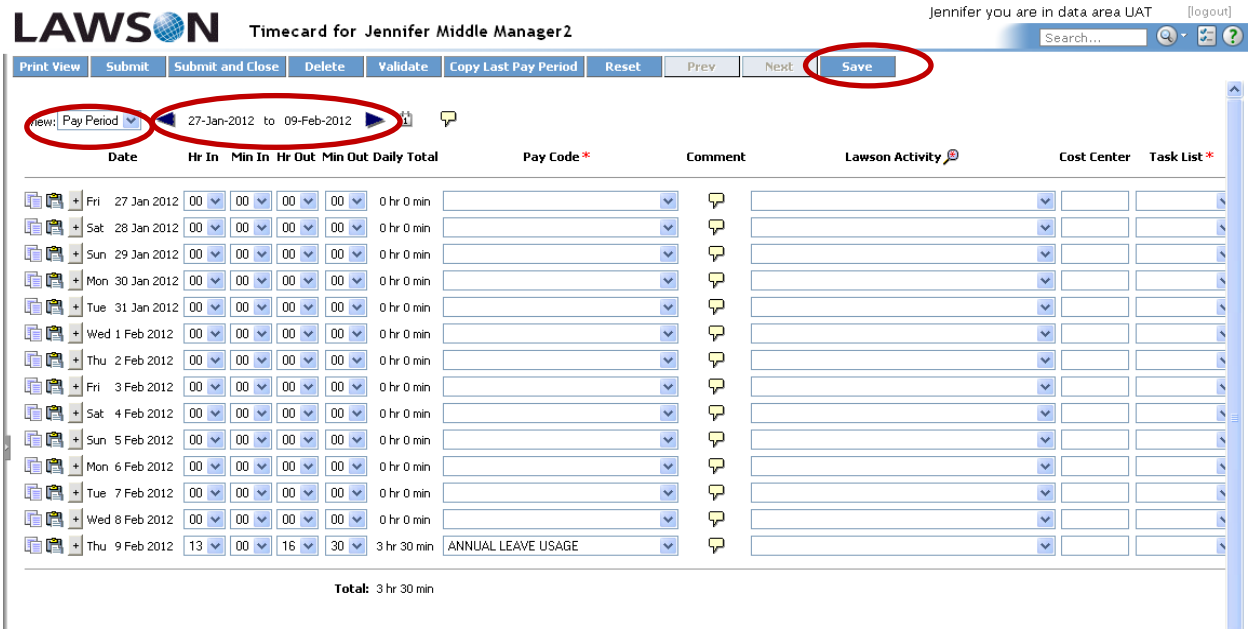


This timecard is the most complex timecard. This is in our example so that you can see the many options available for the timecard. While many agencies are using the hours only timecard some have choosen to log hours and minutes in and out. There are standard options which include the cut, paste, week day, date, year, daily total, pay code, comment and delete options. Lawson Activity, cost center, and task list are optional. The default view is weekly. You may use the dropdown to select other options.

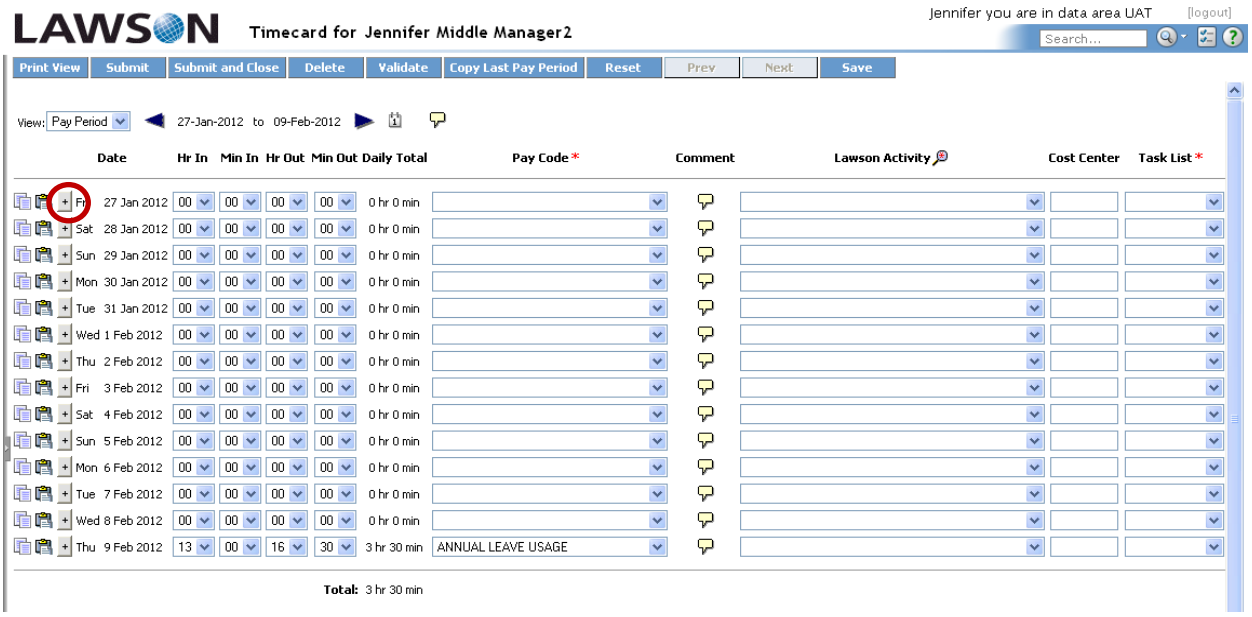


Time Card Entry

This is the **pay period timecard view**. You can go forward or backward to **different pay periods** by using the arrow buttons to the right and left sides of the date range. You will save time after daily entry by clicking on the **save** button at the top of the menu.

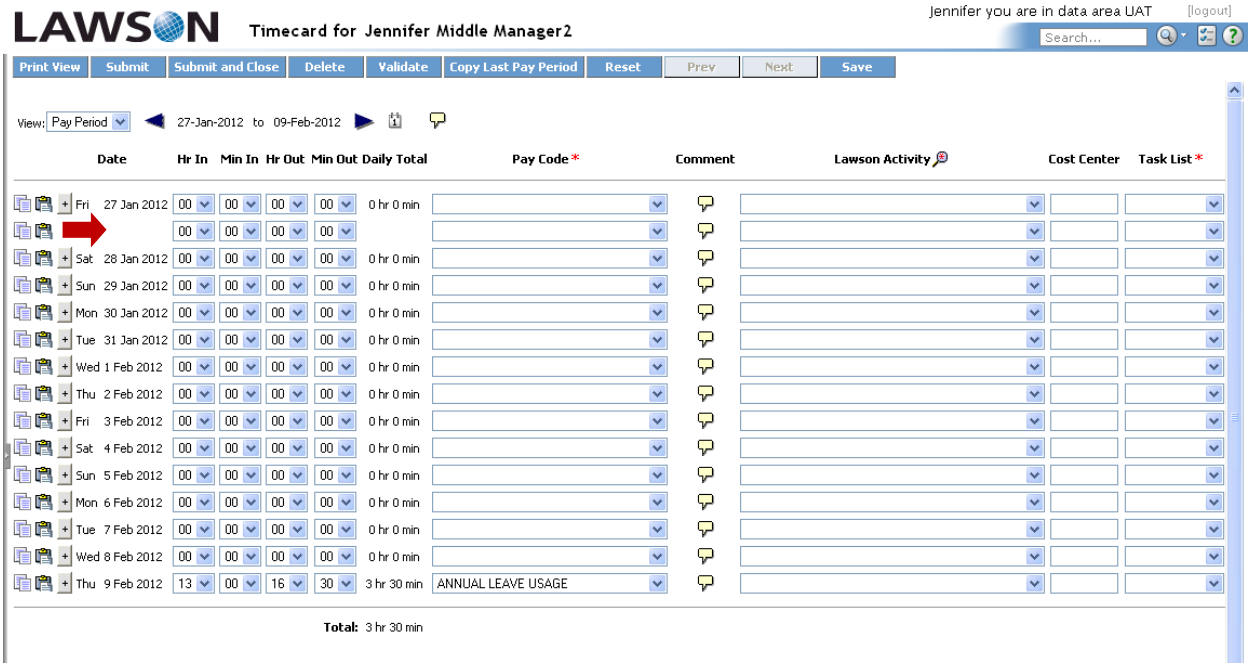


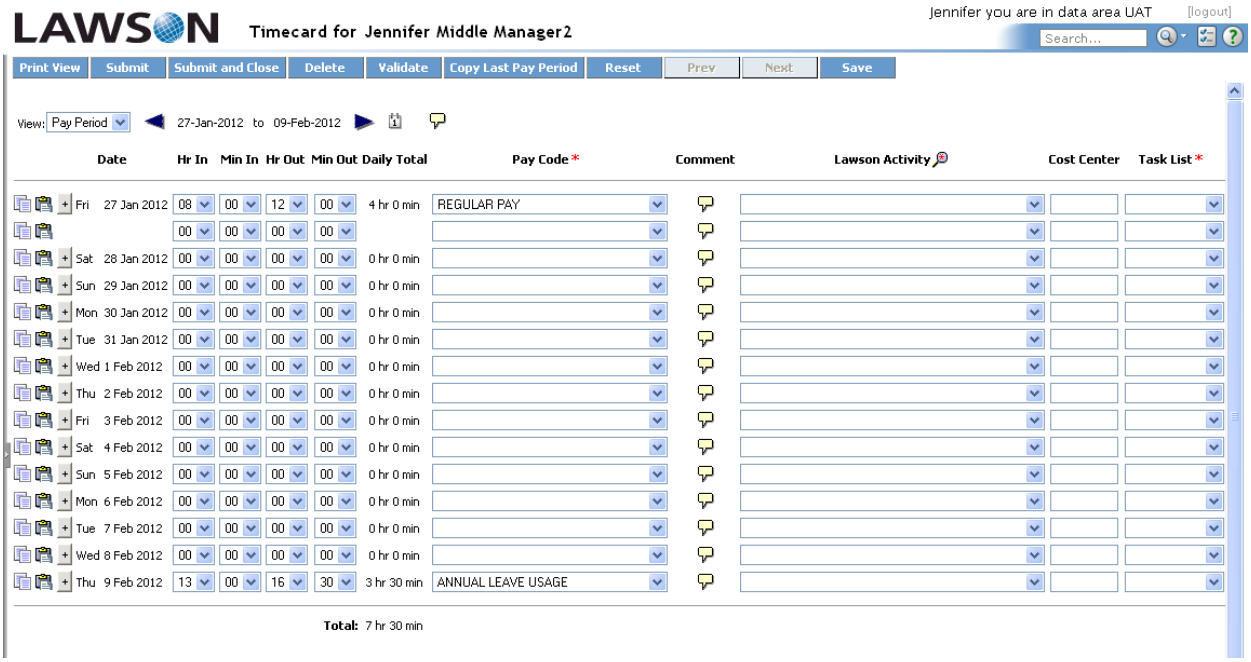
To create additional rows in the timecard you will click on the **plus sign** in the box to the left of the day. You may need to do this if you are using the hours and minutes in and out timecard or you are tracking the time spent by task. If you have the hours only timecard you could have as little as a single line with 7.5 entered depending upon your schedule.



Time Card Entry

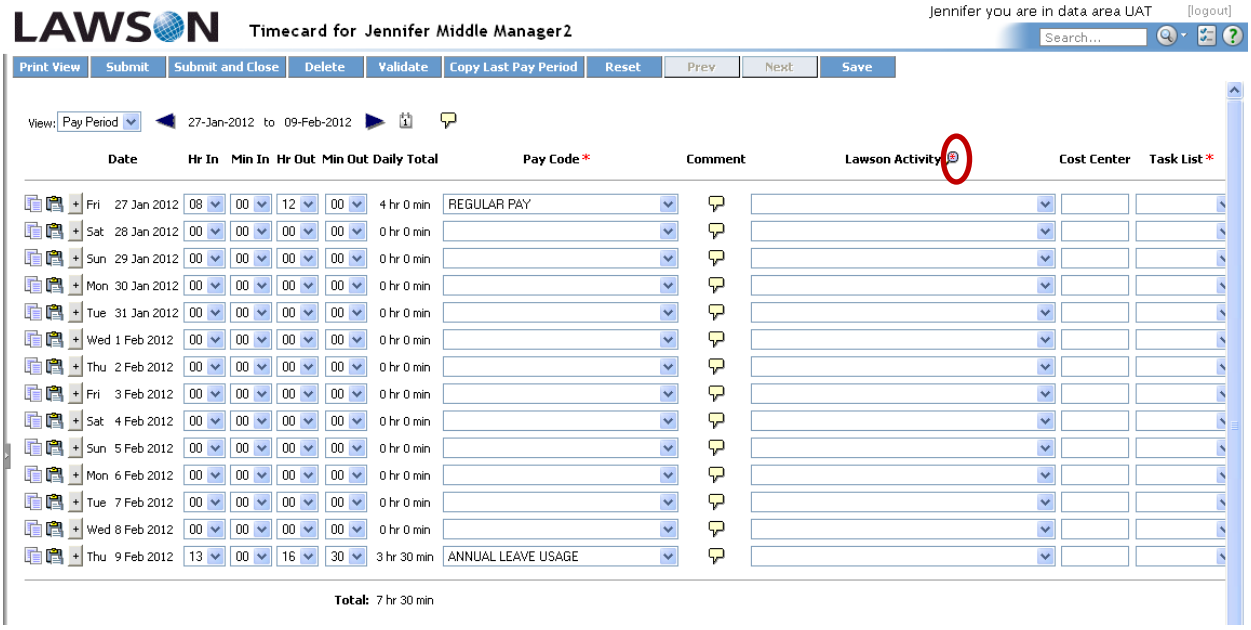
Now that we have created the extra line we will start with the first line logging time for a regular day of work (using an 8:00 a.m. to 4:30 p.m. schedule with one hour lunch).





Time Card Entry

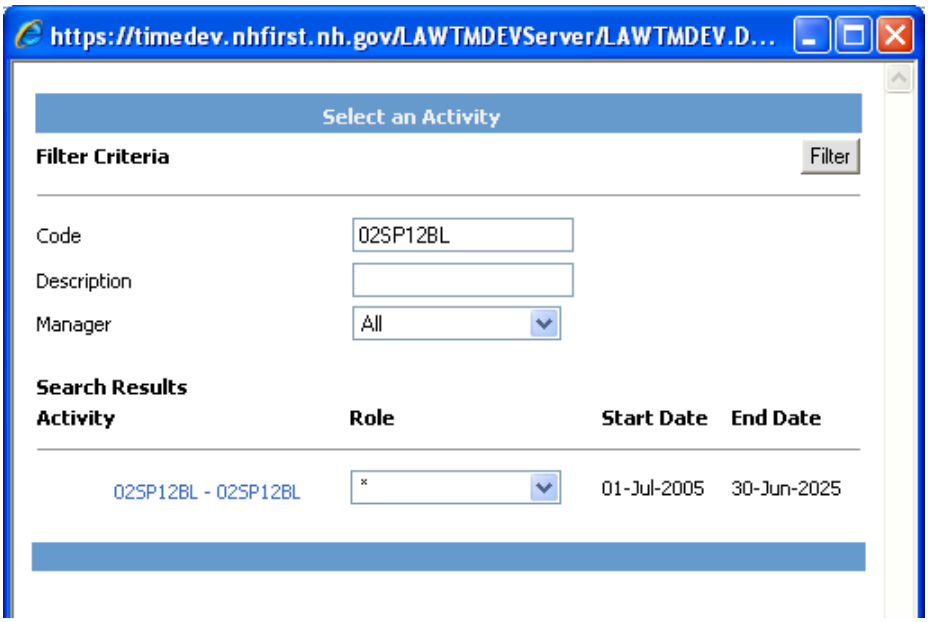
If I were a Lawson Activity user to **select an activity** I would click on the eyeglass symbol next to the heading Lawson Activity.



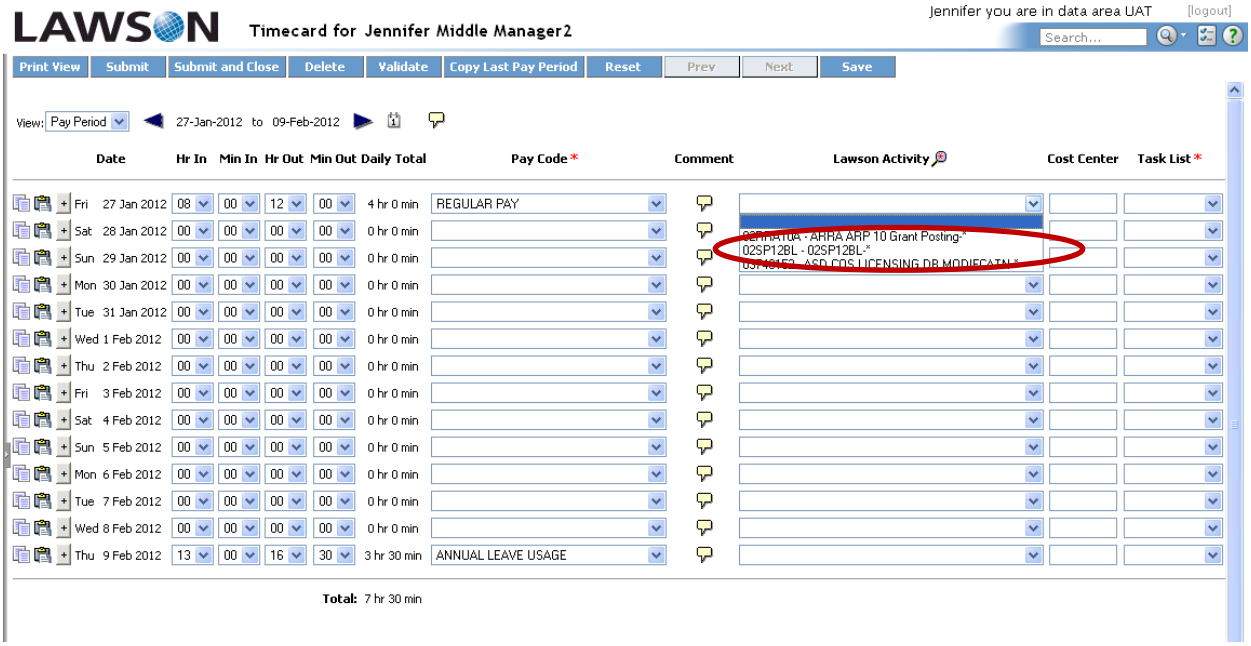
After clicking the eyeglass symbol the following window opens. Type the activity name in the **Code** box then click **Filter**.

Time Card Entry

After you fill in the box next to code and click filter the activity you want is displayed in blue. Click on the activity name appearing in blue and it will be added to your drop down and work list for selection.

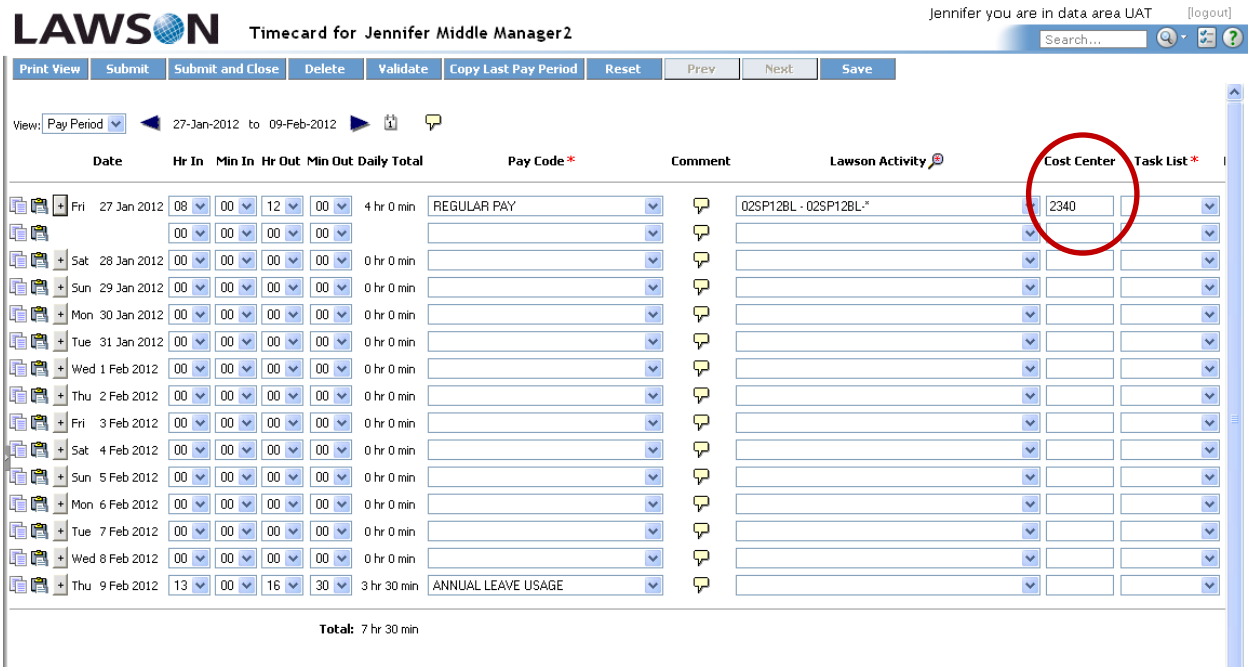


The activity now displays in your drop down list.

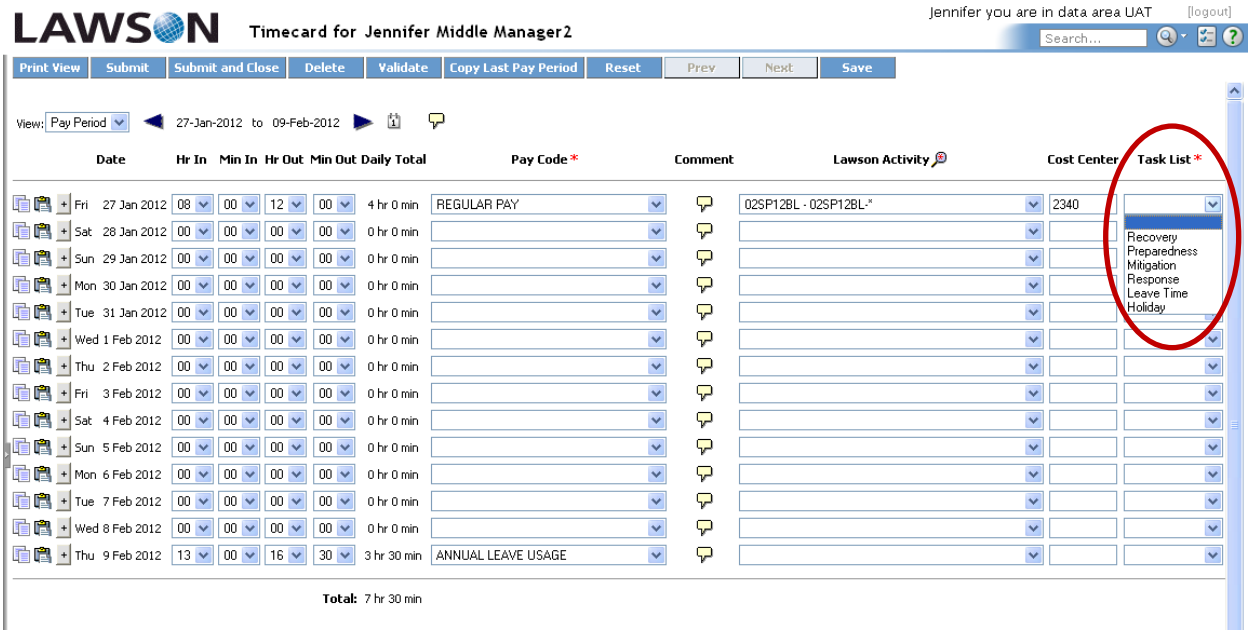


Time Card Entry

The **Cost Center** field is available for recording alternate posting information for a transaction. These transactions will go into suspense then a manual override can be made in GHRS. Managers can reject lines that require cost center with a message to the employee to fill in the field or the manager can proxy to the timecard and fill in the field.

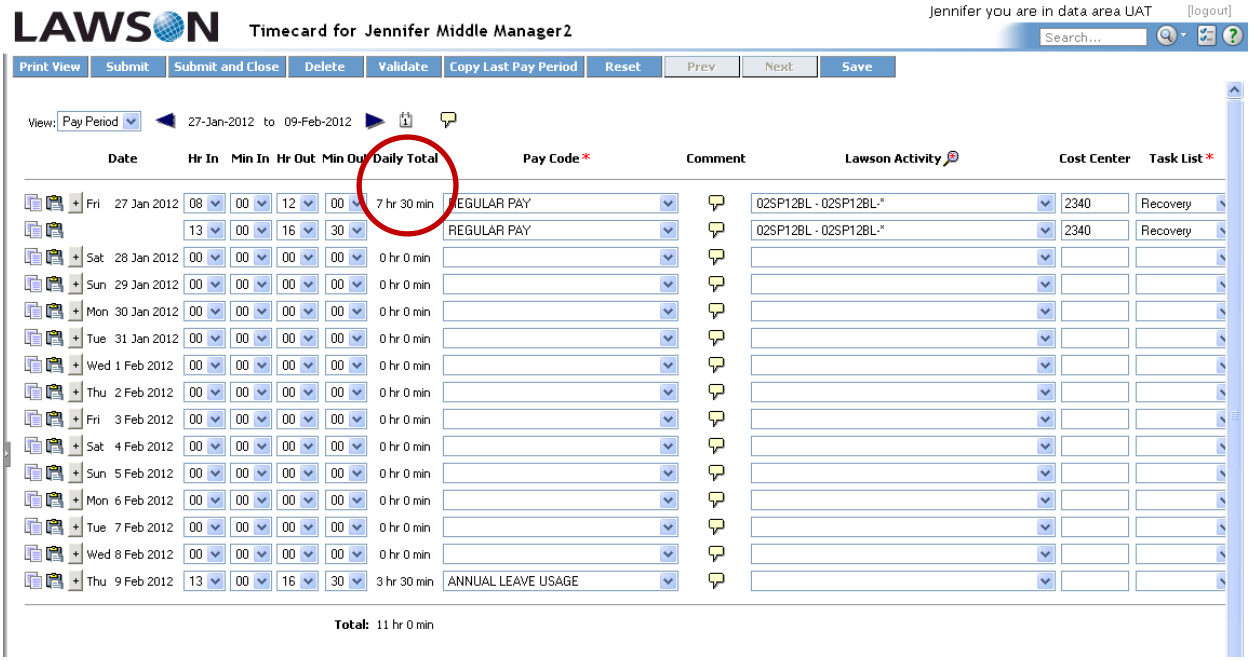


Agencies or Divisions may elect to utilize a custom **task list** for tracking the amount of time spent on certain work activities. The field can be mandatory as indicted by the red asterik or it may be optional.

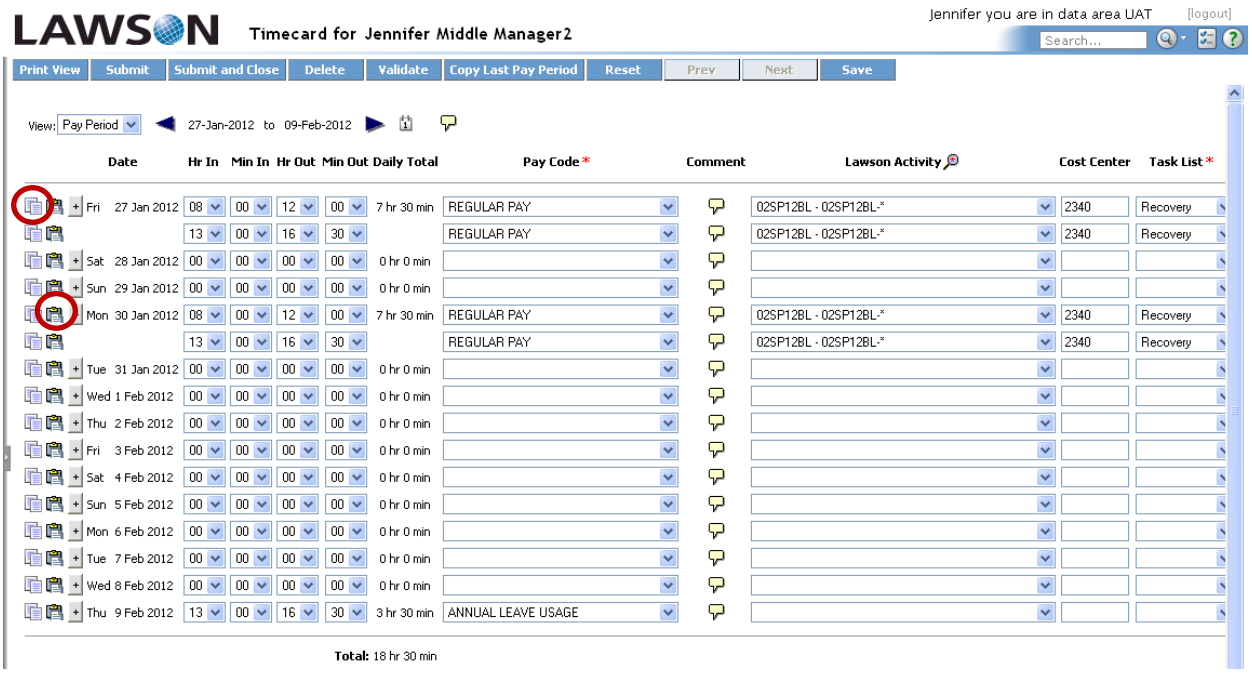


Time Card Entry

Notice the **daily total** reflects your seven and a half hour work day (for those who work 37.5 hour weeks).



If you work the same schedule on Friday that you did on Monday there is a convenient copy paste feature that you may use. Click on the symbol that looks like the two sheets of paper to **copy**. Click on the symbol that looks like the clip board to **paste**. Remember, to add additional lines click on the plus symbol.



Time Card Entry

In this example lets assume the 37.5 hour non-exempt employee works overtime. They would select the overtime straight perm pay code for the first 2.5 hours of overtime worked and overtime 1.5 perm 40 hr for the time beyond the 2.5 hours. If the employee was exempt the would select the overtime straight perm pay code for all overtime hours worked unless they were worked on a holiday (holidays worked are subject to time and one half).

LAWSON Timecard for Jennifer Middle Manager2

Jennifer you are in data area UAT [logout]

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

View: Pay Period 27-Jan-2012 to 09-Feb-2012

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List
Fri 27 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Sat 28 Jan 2012	00	00	00	00	0 hr 0 min					
Sun 29 Jan 2012	00	00	00	00	0 hr 0 min					
Mon 30 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Tue 31 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Wed 1 Feb 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Thu 2 Feb 2012	08	00	12	00	10 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	16	30	19	00		OVERTIME STRAIGHT PERM			2320	Response
	19	00	19	30		OVERTIME 1.5 PERM 40 HR			2320	Response
Fri 3 Feb 2012	00	00	00	00	0 hr 0 min					
Sat 4 Feb 2012	00	00	00	00	0 hr 0 min					
Sun 5 Feb 2012	00	00	00	00	0 hr 0 min					
Mon 6 Feb 2012	00	00	00	00	0 hr 0 min					
Tue 7 Feb 2012	00	00	00	00	0 hr 0 min					
Wed 8 Feb 2012	00	00	00	00	0 hr 0 min					
Thu 9 Feb 2012	13	00	16	30	3 hr 30 min	ANNUAL LEAVE USAGE				

Total: 44 hr 0 min

Certain pay codes invoke pop-ups that solicit additional information from the employee. Overtime codes prompt the following additional information questions. The purple arrow indicates mandatory information.

https://timedev.nhfirst.nh.gov/LAWTMDEVServer/LAWTMDEV.D...

Additional Information | Save | Cancel

Approved? ☑

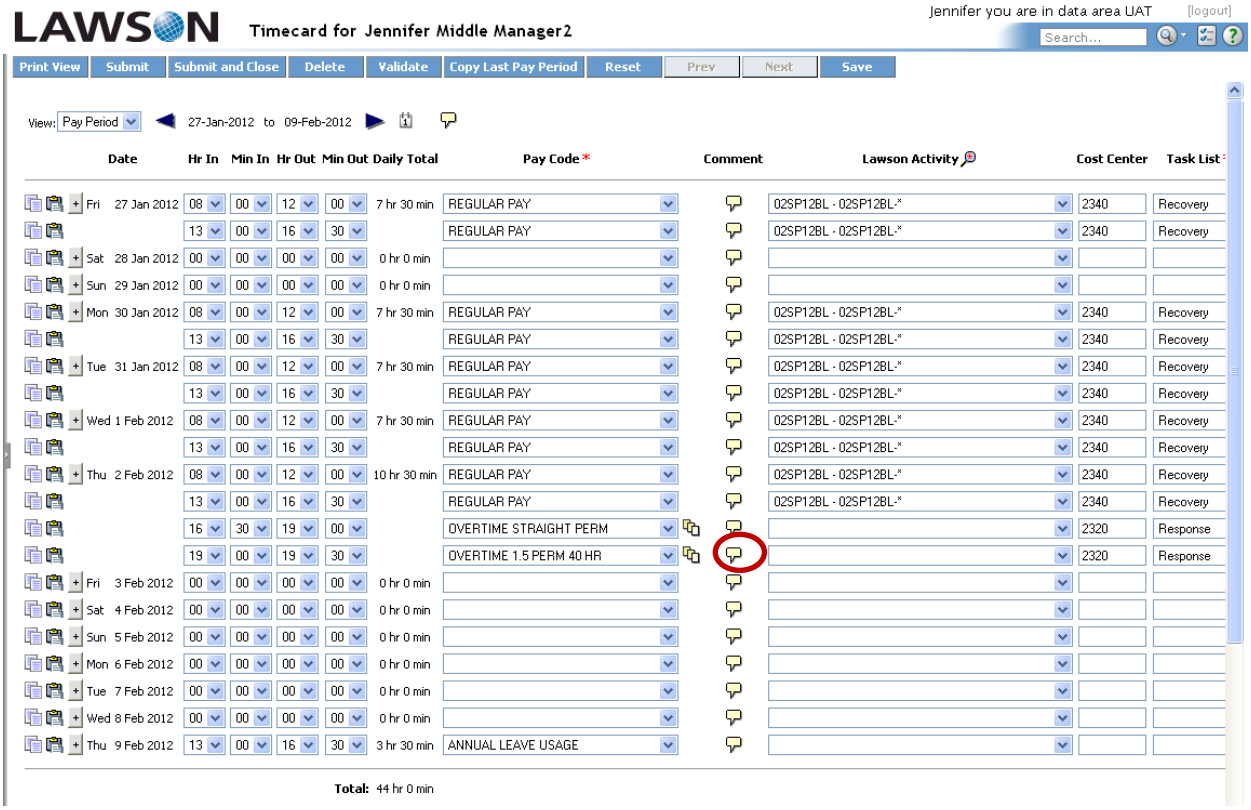
By Whom? Mark the Director

Is this Disaster related? ◉ no ○ yes

If Yes - Please enter the Disaster

Time Card Entry

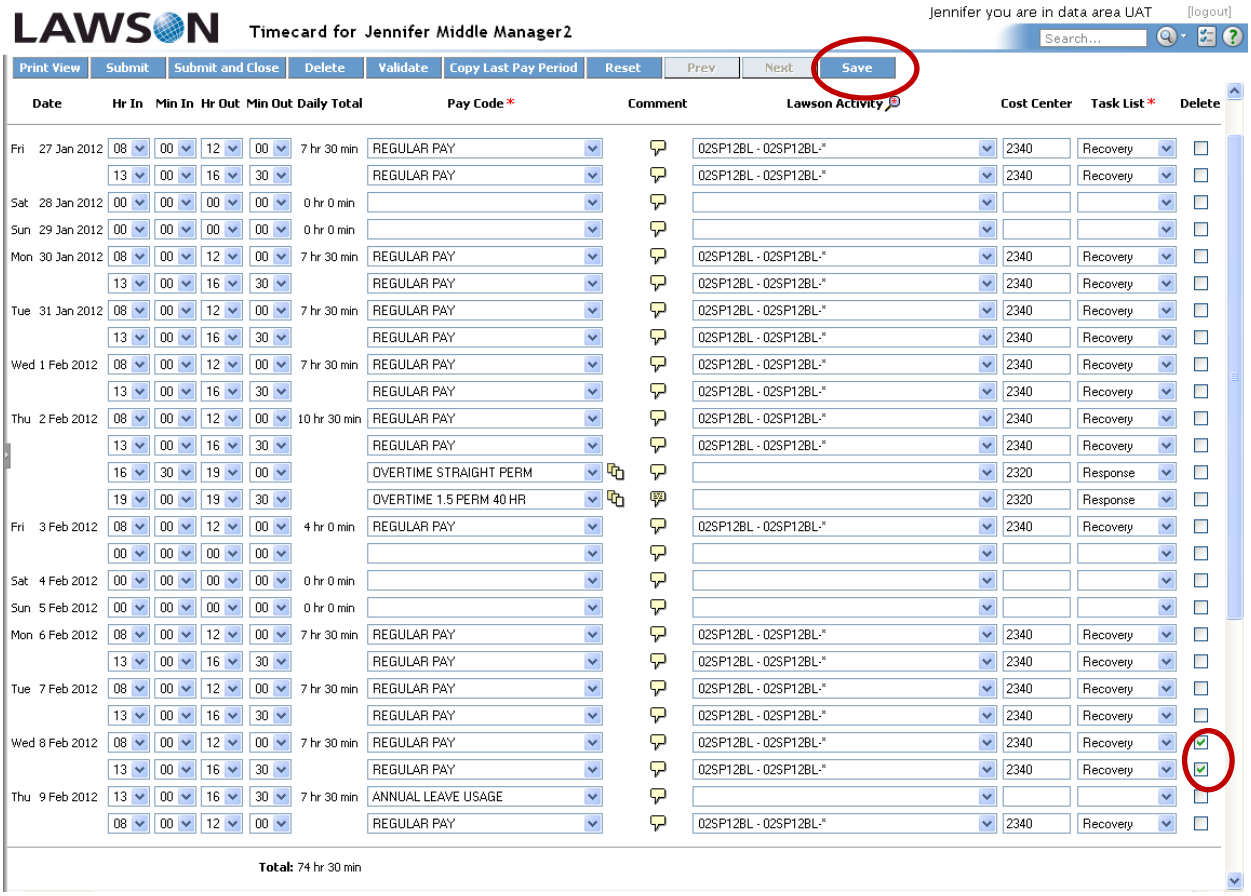
You may use the **comment icon** to send your boss an update on the work accomplished during the overtime.



When you click on the comment icon the following Comments section will open. After you have typed you comments click on the **save** button and then X out to close the comment box. Squiggly lines in the comment box indicate there is a comment.

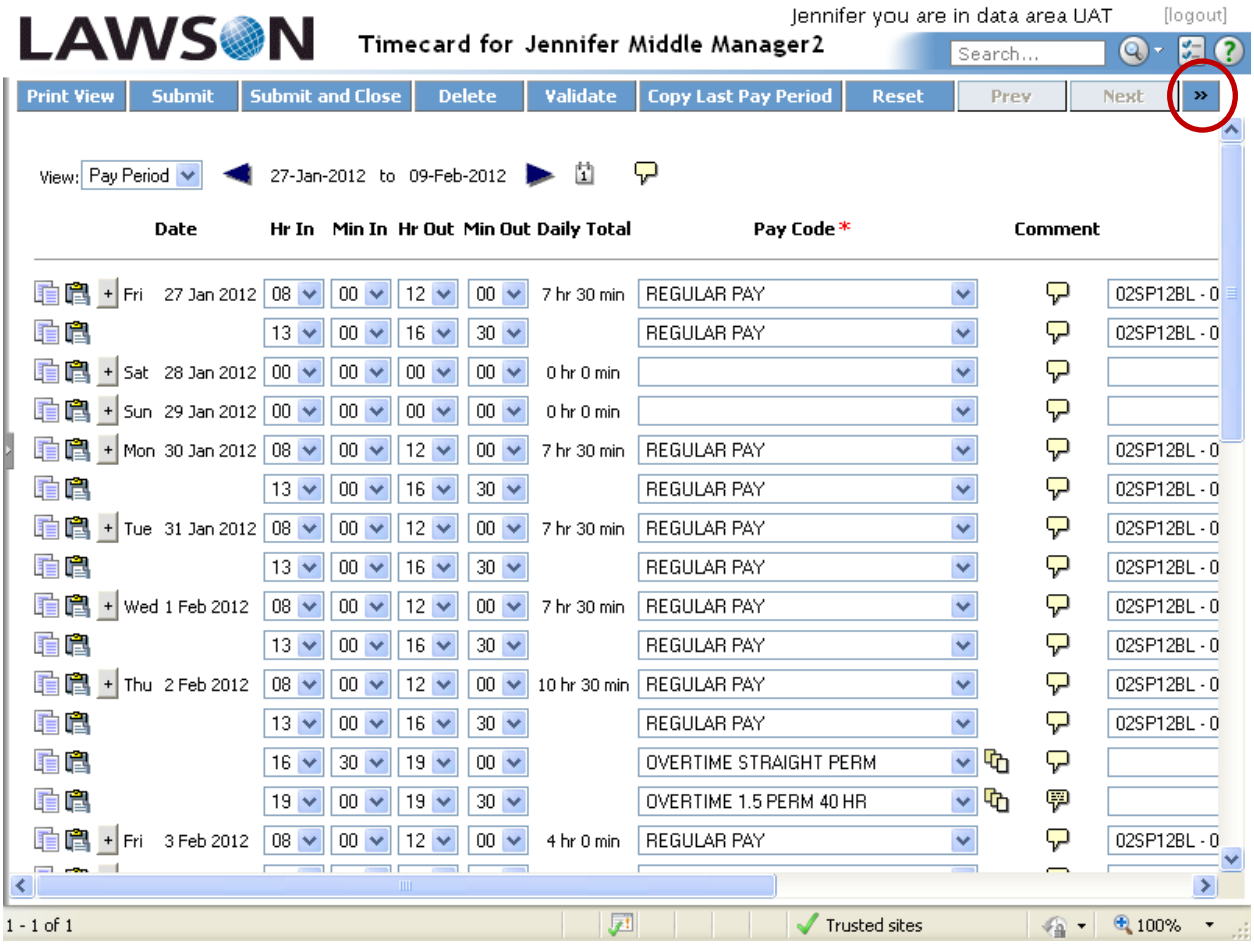
Time Card Entry

If you wish to delete lines from the timecard **check the box** under the heading delete to the far right. Next click **save**. Please be sure to click on the SAVE button not the DELETE button as the delete button deletes the entire timecard.



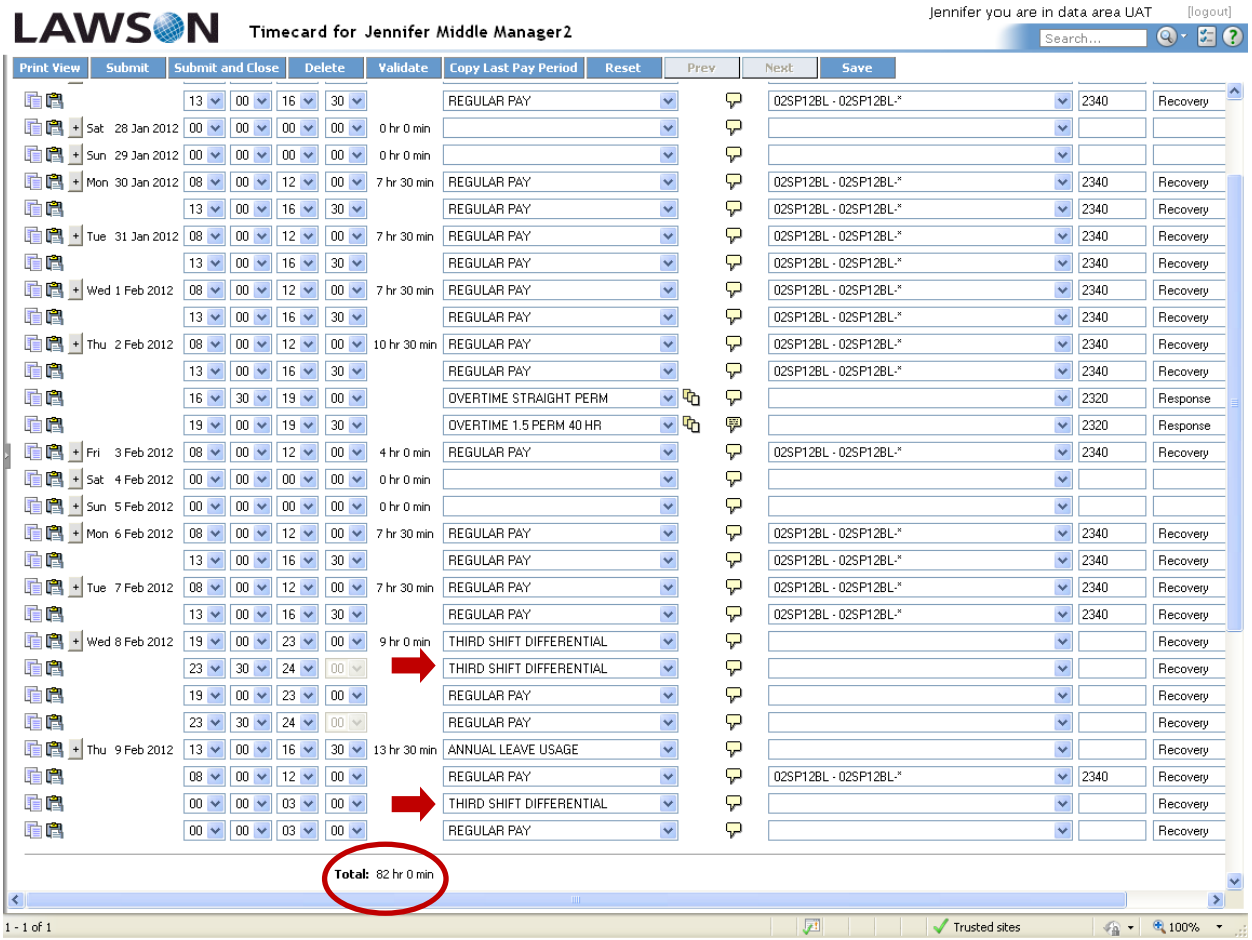
Time Card Entry

If you have your screen resolution set to a large view you may not see the save button. In order to access the save button from this view you will click on the double arrow button to the far right and save will be exposed.



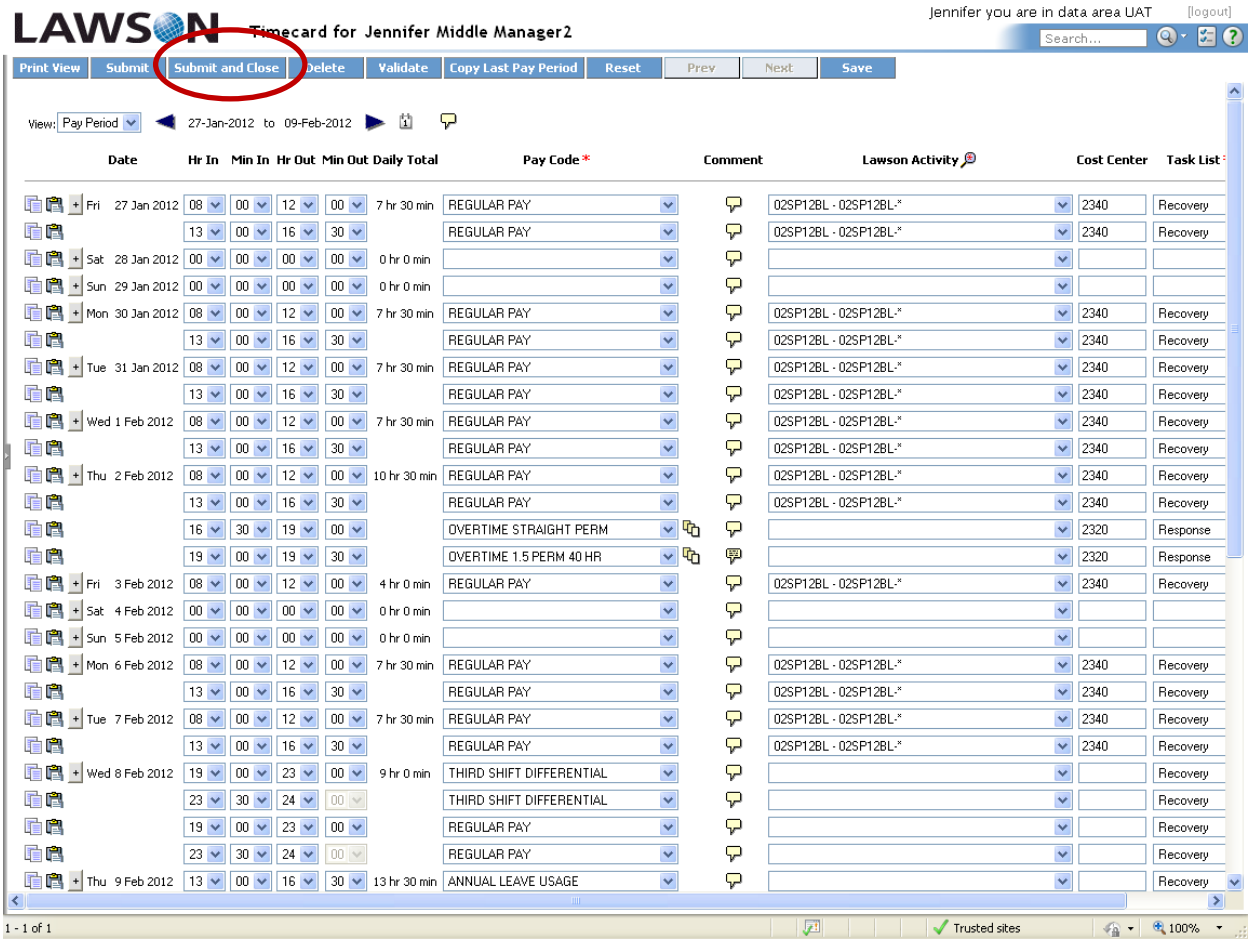
Time Card Entry

On Wednesday the employee is working third shift. In this circumstance there are dual entries required which span across a two day period. If the hours only timecard is used the entire shift will be recorded on the day which the work began. In this example however we see the entries for regular pay and shift pay beginning at 7 p.m. on the 8th and ending at 3 a.m. the 9th. In this case 24:00 is midnight and 00:00 begins the new day. Normally the Total at the bottom of the timecard would equal 75 hours or 80 hours depending upon the employee's schedule. In the case of shift we see hours doubled in order to make the appropriate entry.

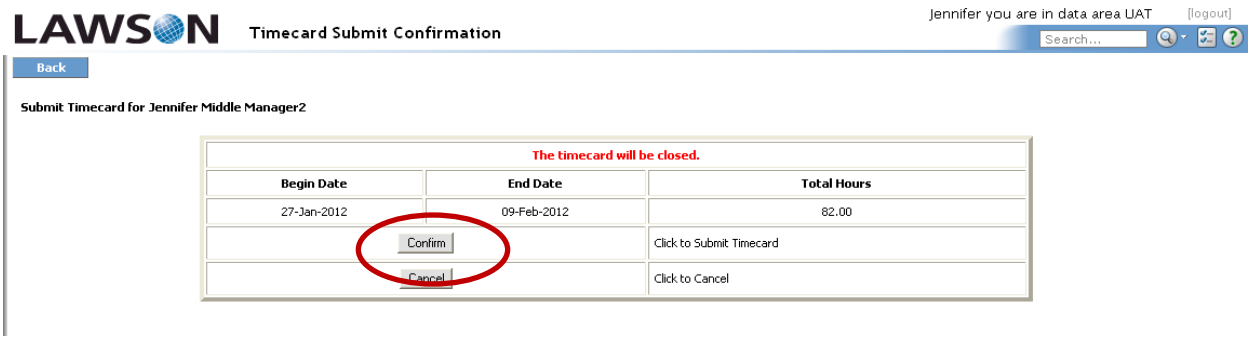


Time Card Entry

Because it is the end of the bi-weekly pay period you may click **submit and close** and then confirm. By doing this you are saying I am done with my time entry and I believe it to be correct. The end of the bi-weekly pay period is the only time employees should select submit and close.

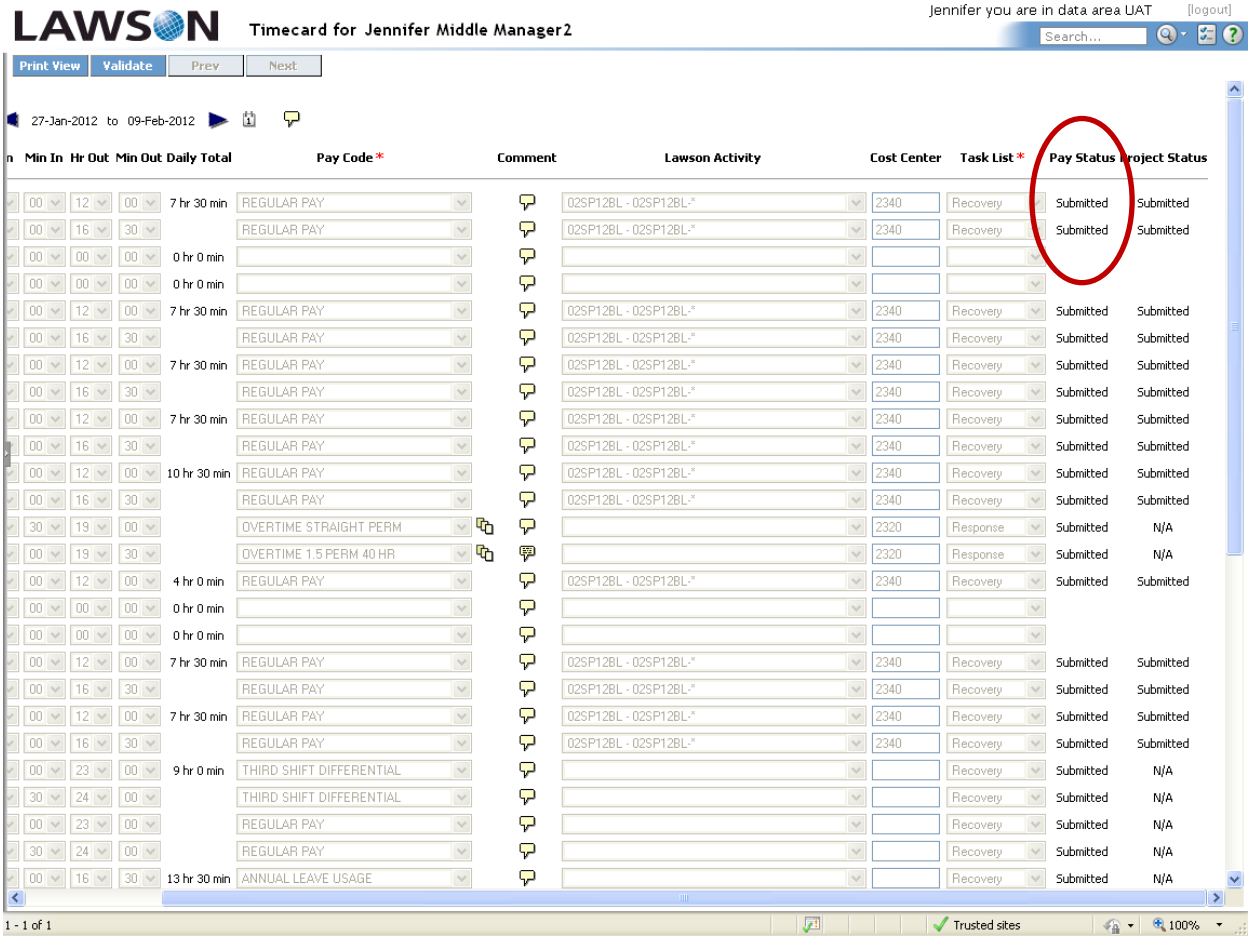


Click **Confirm**.



Time Card Entry

As you can see the pay status shows as submitted now that you have confirmed.



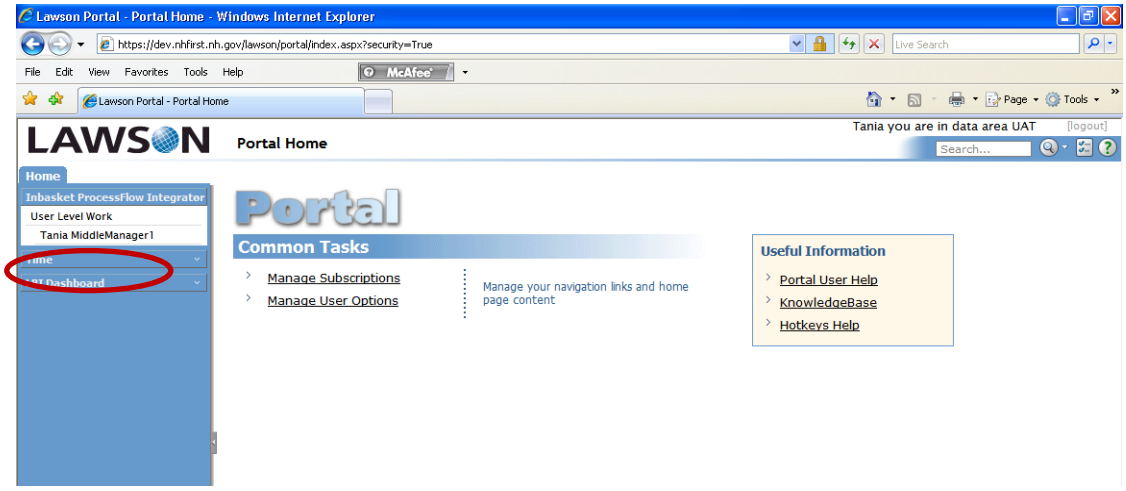
PROXY - TIME ENTRY & LEAVE REQUEST ENTRY

Proxy – Time Entry & Leave Request Entry

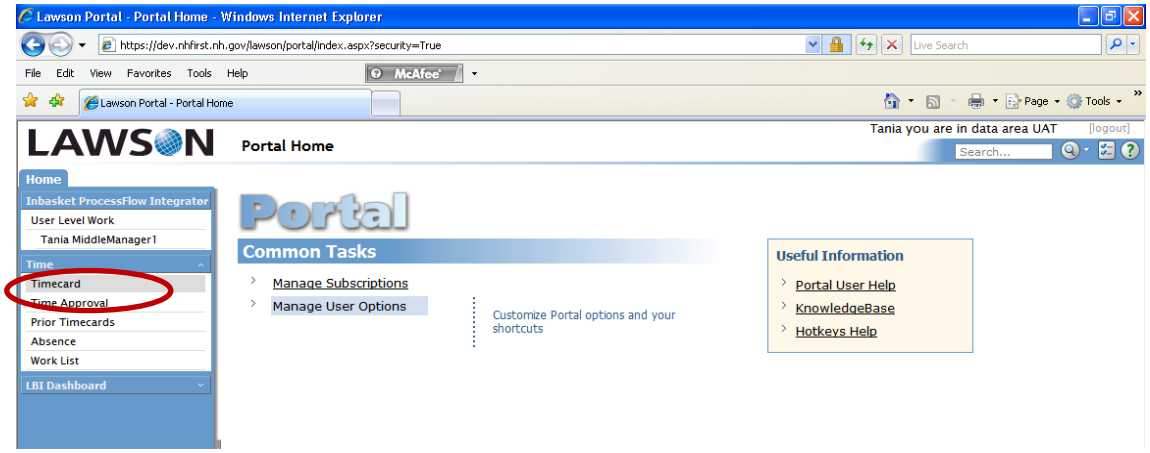
Purpose: These instructions are for entering time and leave request for an individual that you are set up to perform proxy timecard entry.

Example: Middle Manager 1 needs to enter time and leave for Staff Person 3

Proxy Time Entry - Click on **Time**

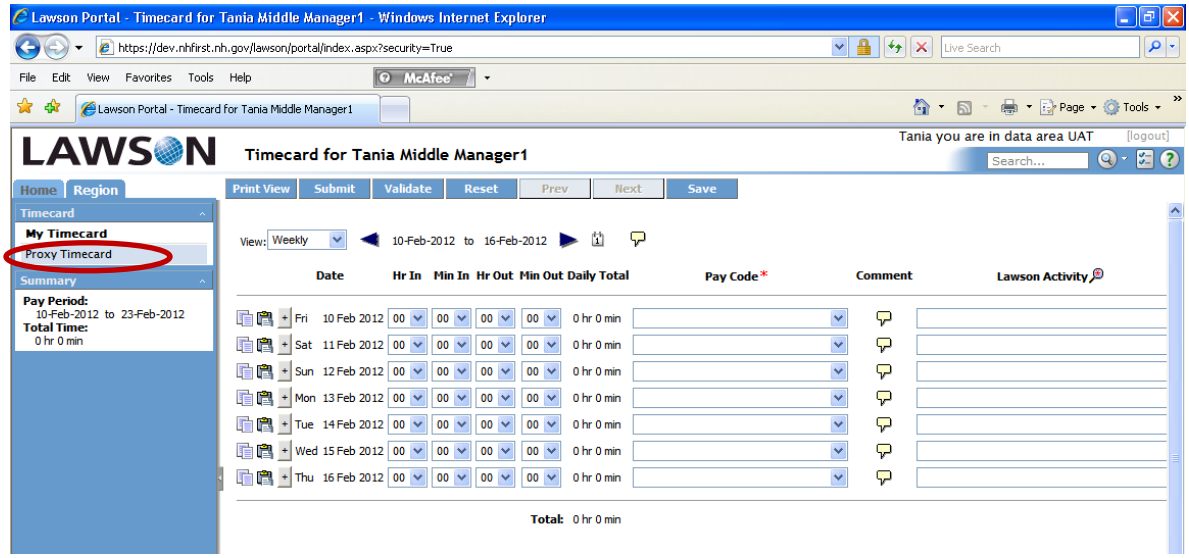


Next Click on **Timecard**

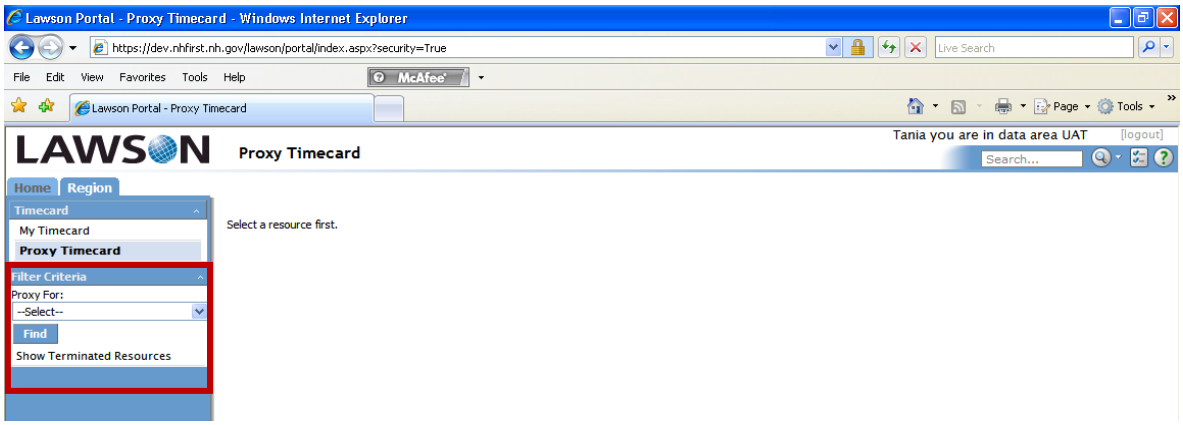


Proxy – Time Entry & Leave Request Entry

Next click on **Proxy Timecard**

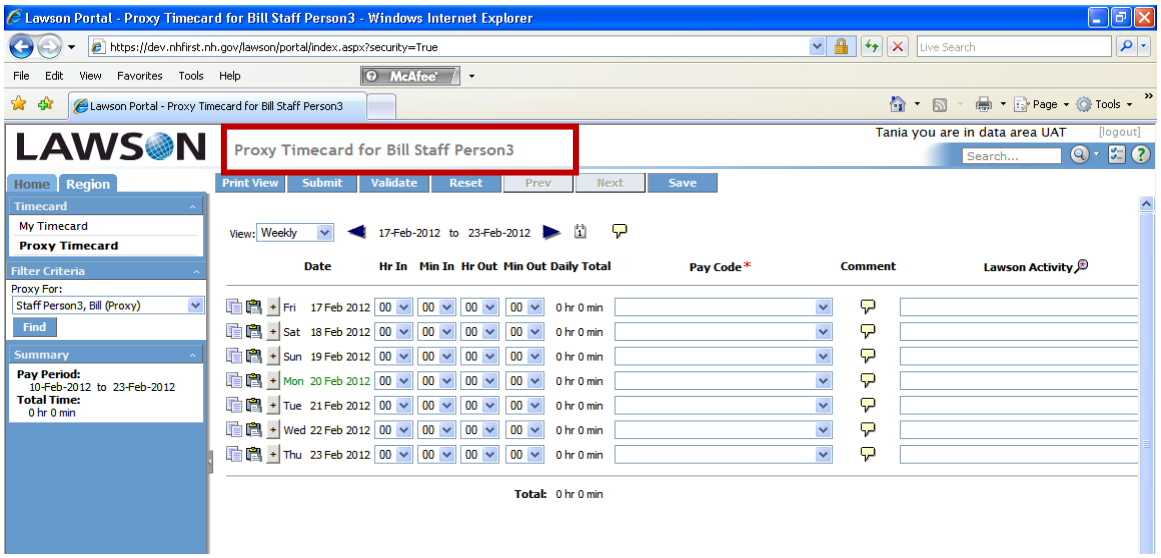


Once you click Proxy Timecard it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**



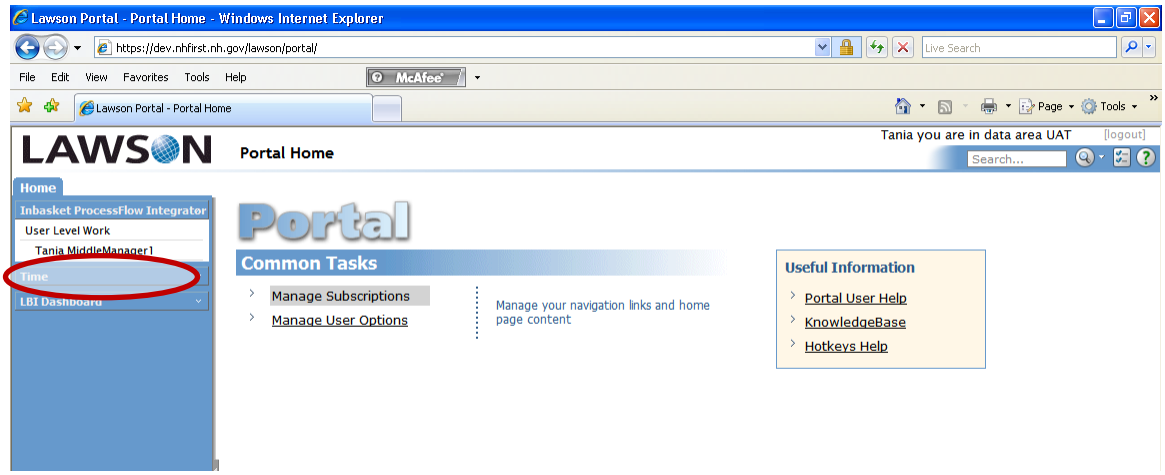
Proxy – Time Entry & Leave Request Entry

You will now be viewing the timecard for the employee you will need to proxy for; notice that on the top you will see **Proxy Timecard for EMPLOYEE NAME.** Time can be entered and saved here.

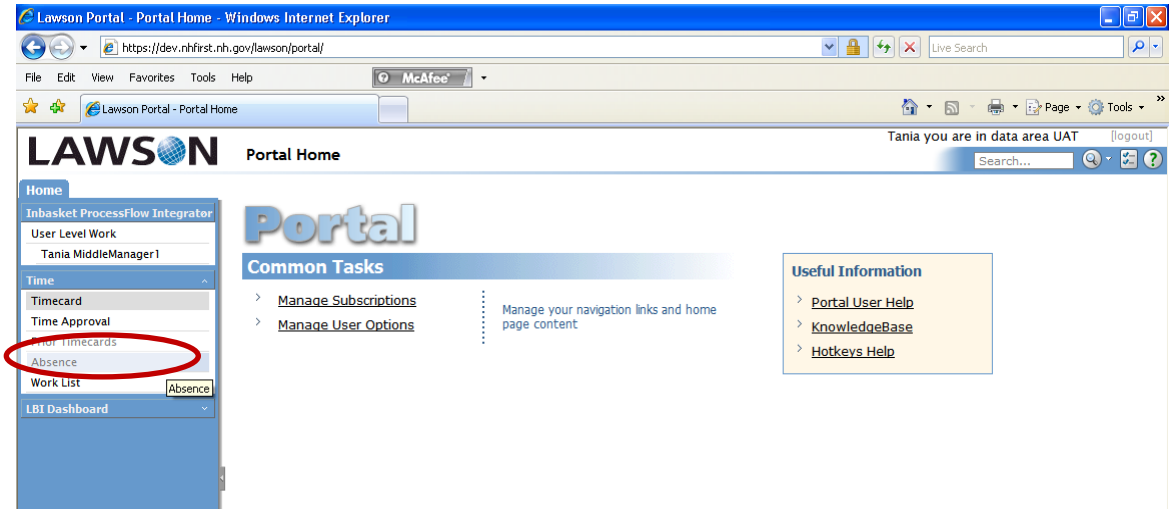


Proxy – Time Entry & Leave Request Entry

Proxy Absence Request - Click on **Time**

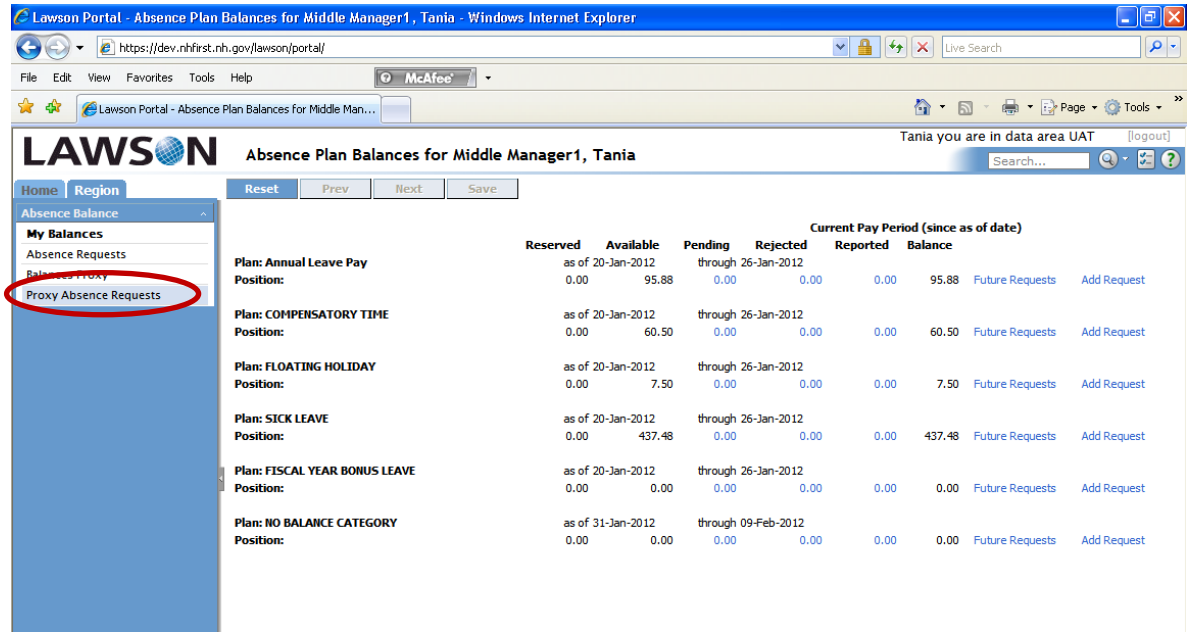


Next click on **Absence**

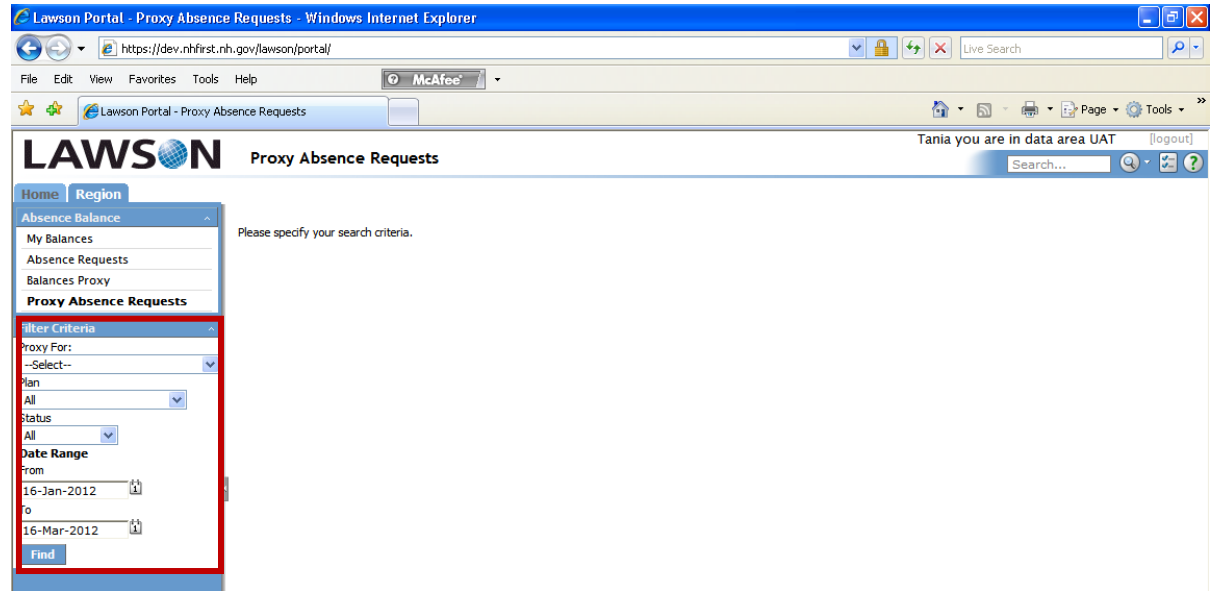


Proxy – Time Entry & Leave Request Entry

Next click on **Proxy Absence Requests**

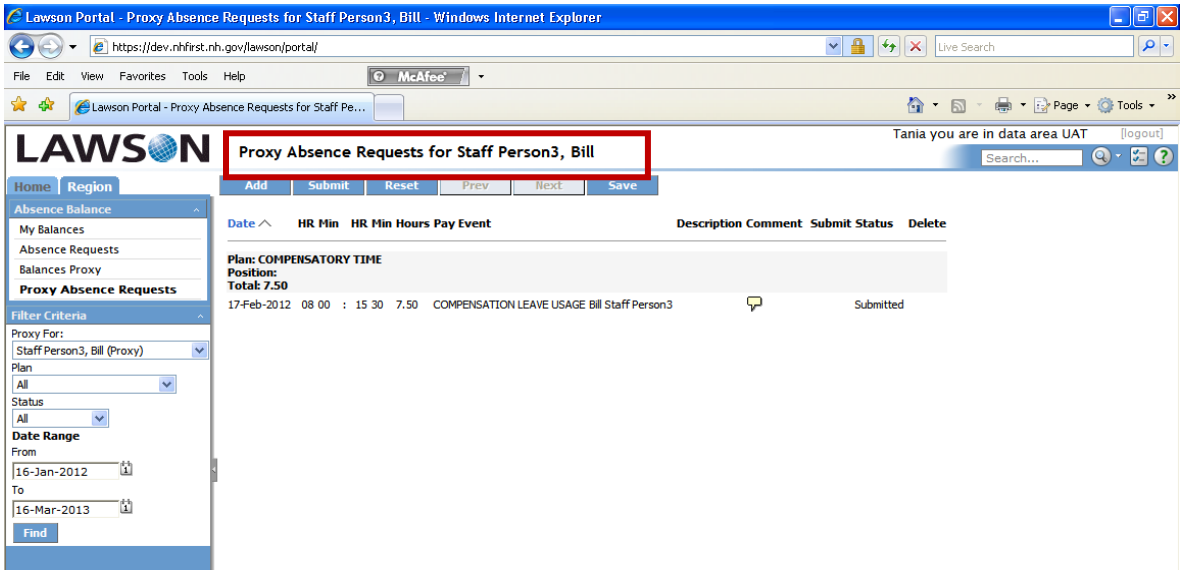


Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**. *Note that you can also change the date range here as well.*



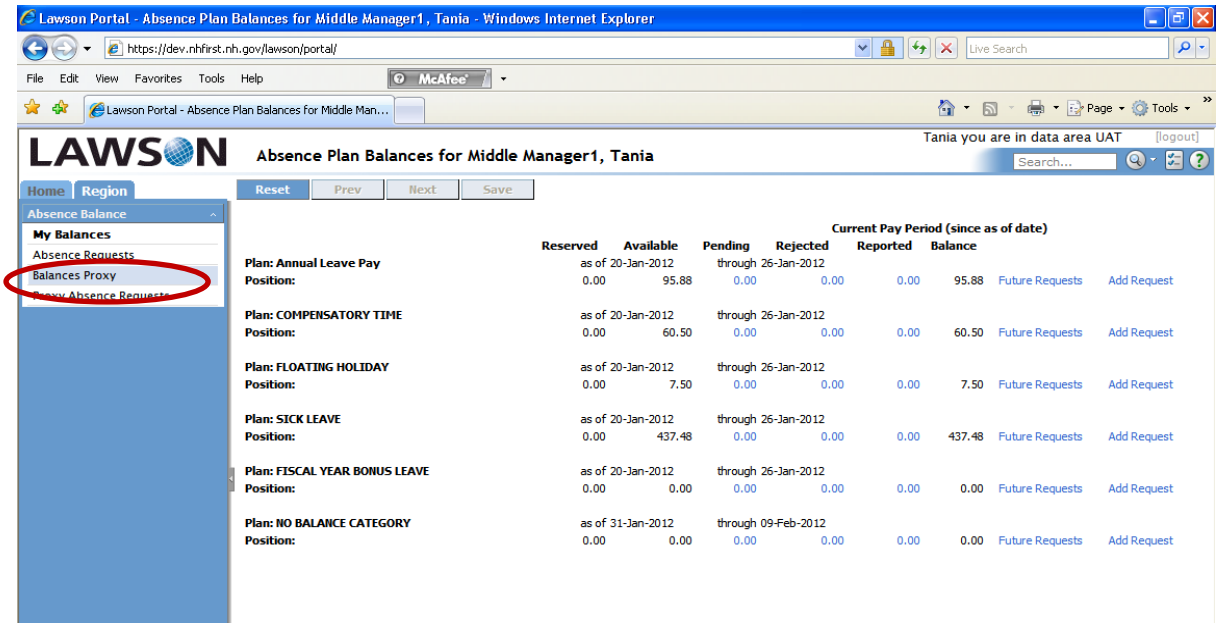
Proxy – Time Entry & Leave Request Entry

You will now be seeing Absence Request screen for your proxy employee; notice that on the top you will see **Proxy Absence Requests for EMPLOYEE NAME,** click **Add** to proxy absence request.

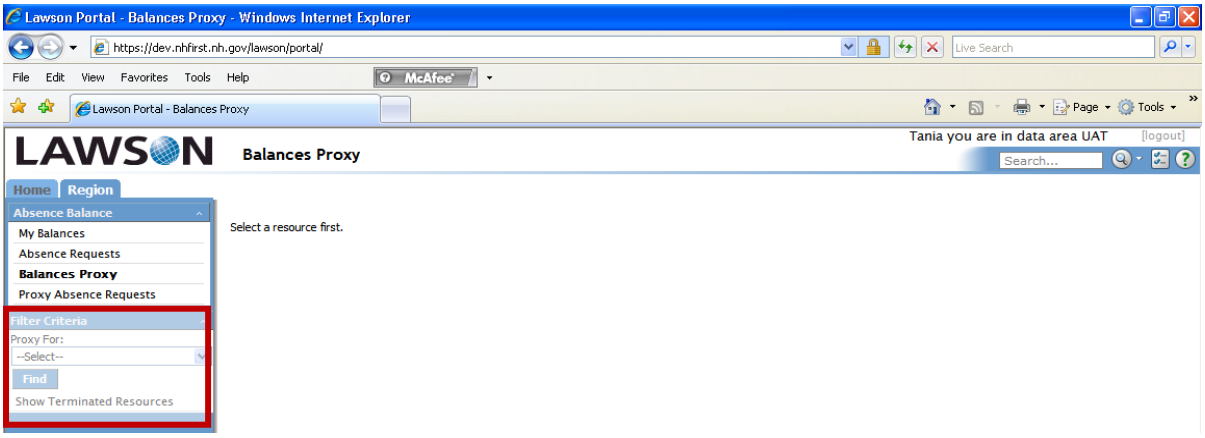


Proxy – Time Entry & Leave Request Entry

To view the balance for the employee, click on **Balances Proxy**

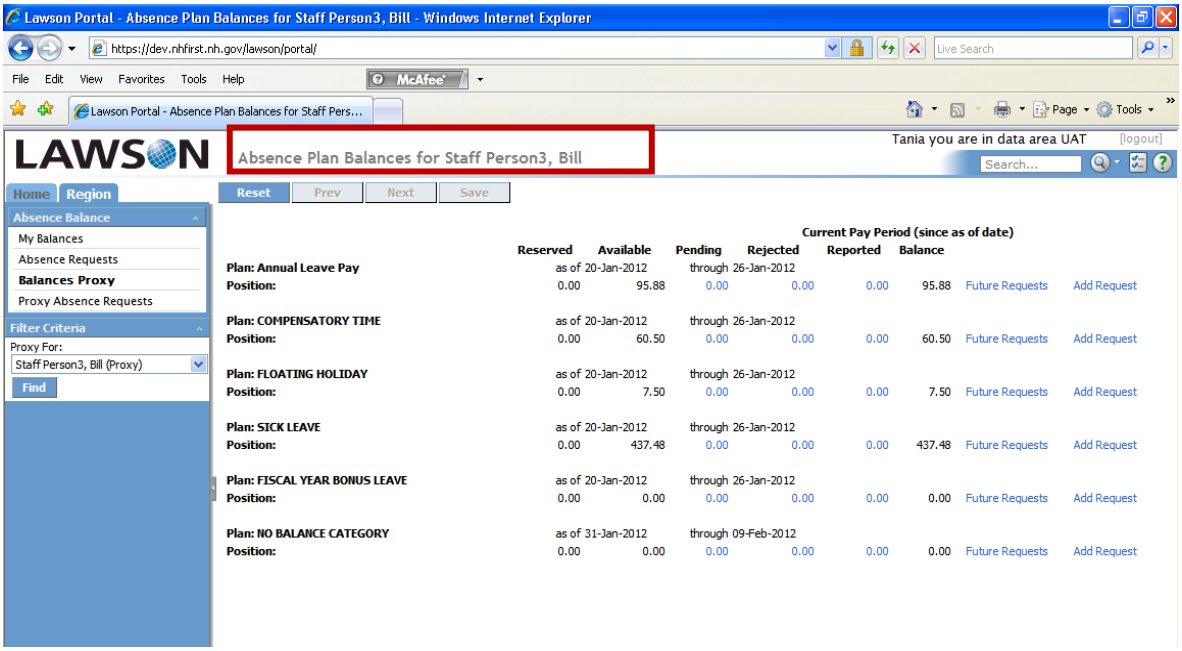


This opens up the Filter Criteria, click the drop down to choose your employee, then click **Find**



Proxy – Time Entry & Leave Request Entry

You will now be seeing Absence Plan Balances screen for your proxy employee; notice that on the top you will see **Absence Plan Balances for EMPLOYEE NAME,** click **Add Request** on the right to submit a leave request.



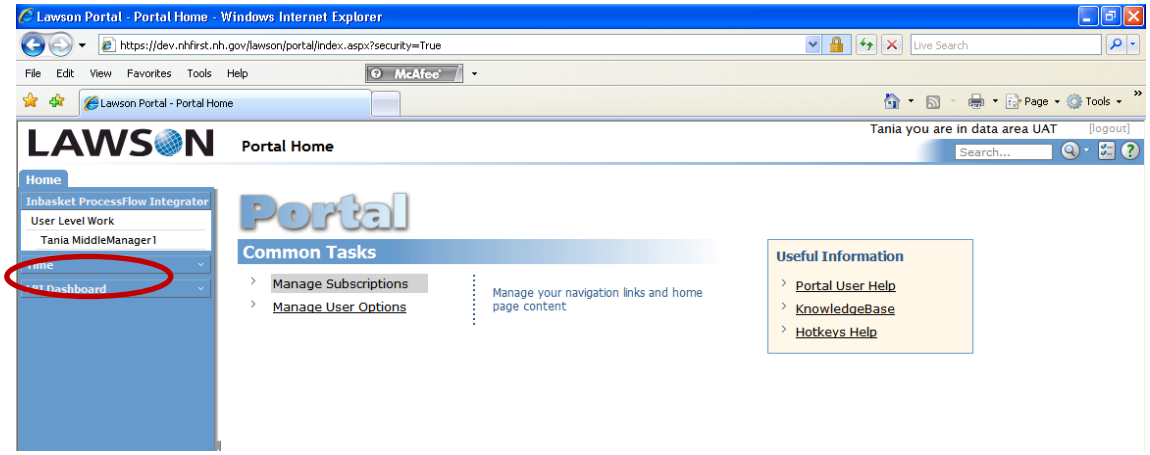
USING PROXIES – TIME ENTRY & LEAVE REQUEST ENTRY FOR PART TIME

Using Proxies – Time Entry & Leave Request Entry for Part Time

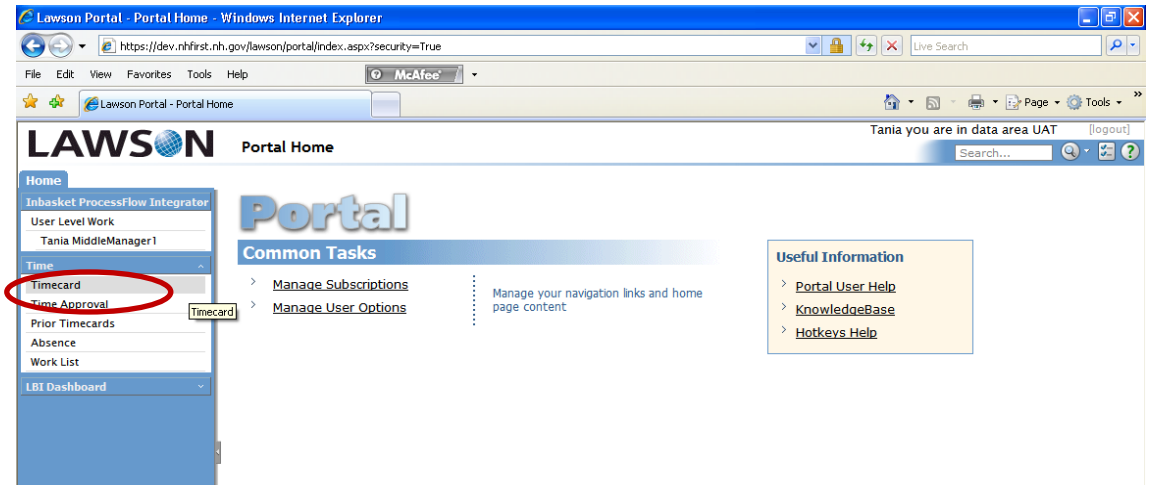
Purpose: These instructions are for entering time and leave request for a part time employee.

Example: Middle Manager 1 needs to enter time or leave for the part time resource, which has Middle Manager 3 as the reports to in GHRS

Proxy Time Entry - Click on **Time**

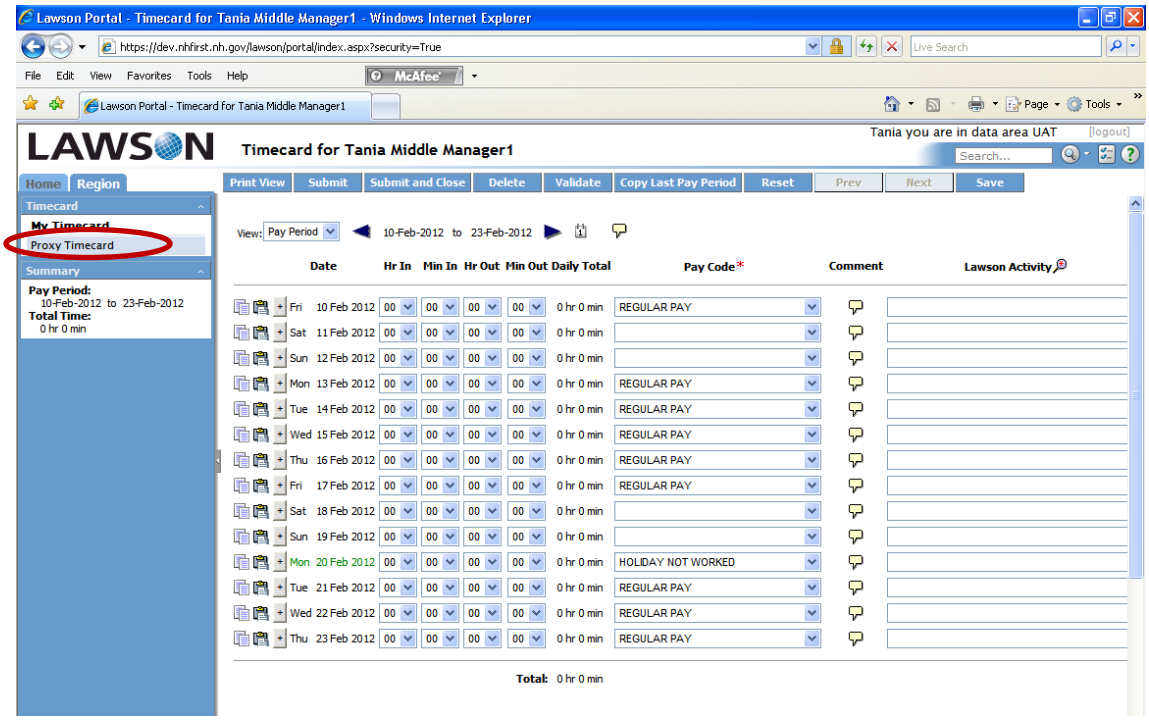


Next Click on **Timecard**

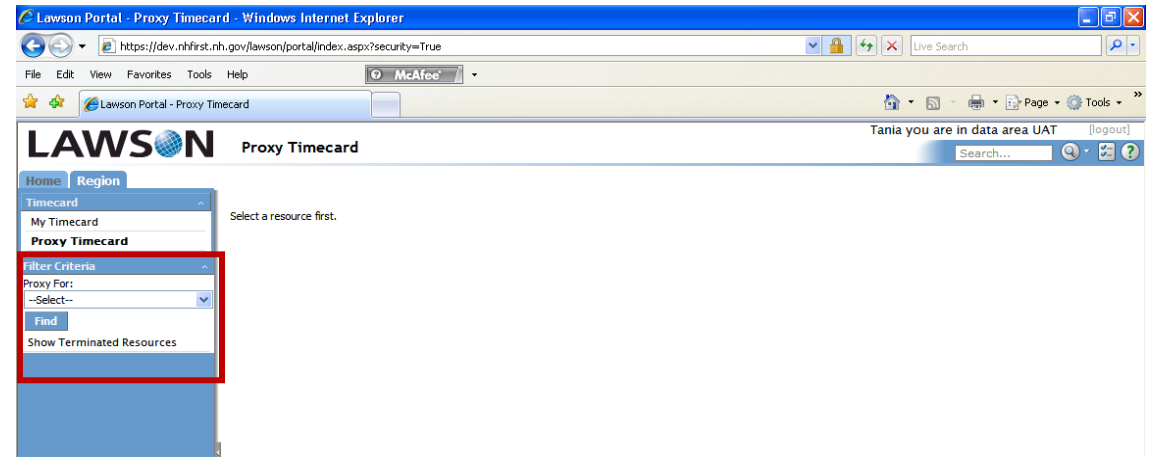


Using Proxies – Time Entry & Leave Request Entry for Part Time

Next click on **Proxy Timecard**

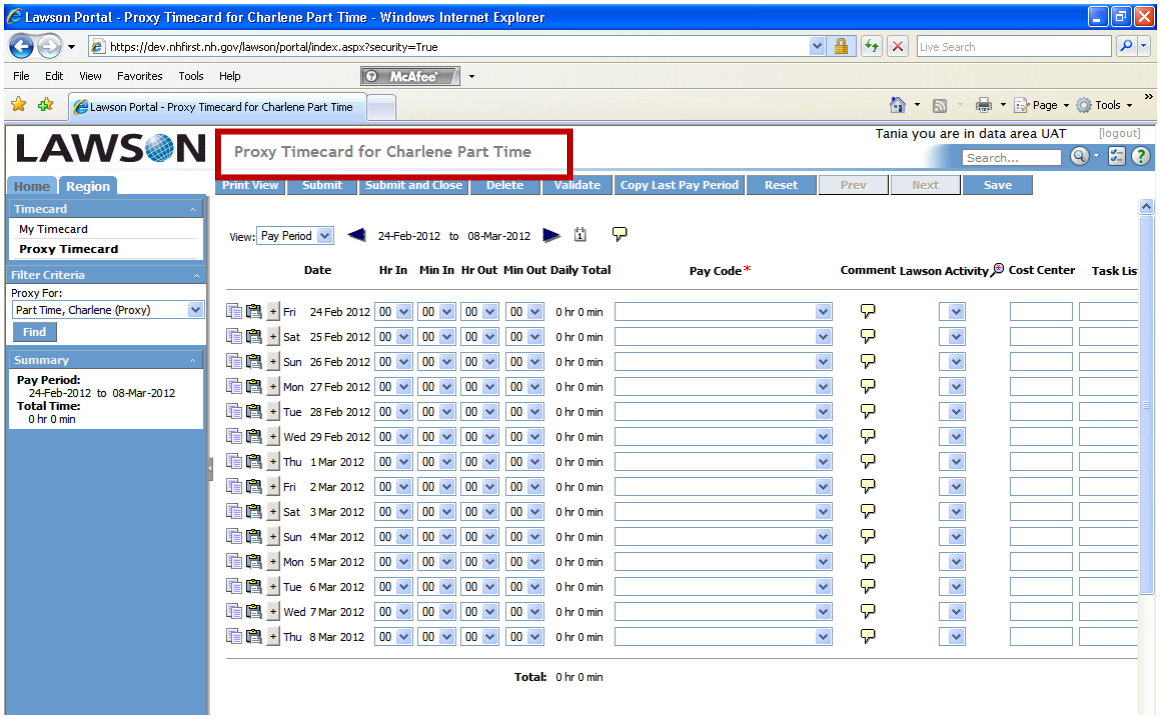


Once you click Proxy Timecard it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**



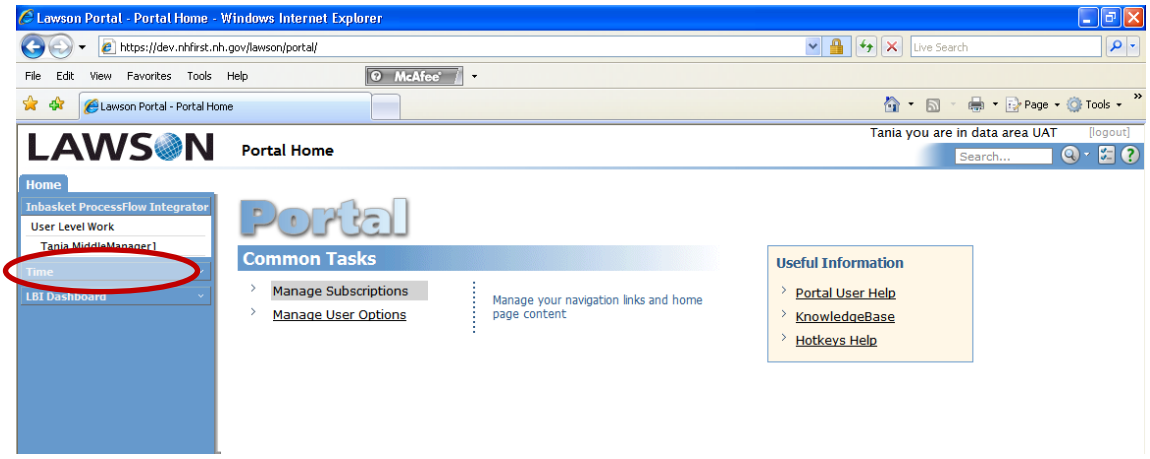
Using Proxies – Time Entry & Leave Request Entry for Part Time

You will now be viewing the timecard for the employee you will need to proxy for; notice that on the top you will see **Proxy Timecard for EMPLOYEE NAME.** Time can be entered here.

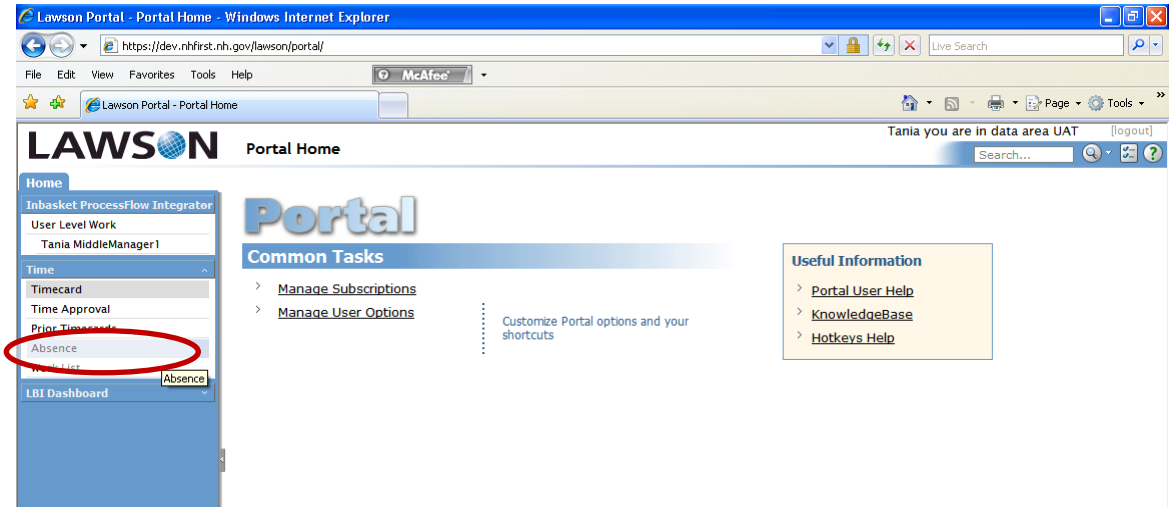


Using Proxies – Time Entry & Leave Request Entry for Part Time

Proxy Absence Request - Click on **Time**

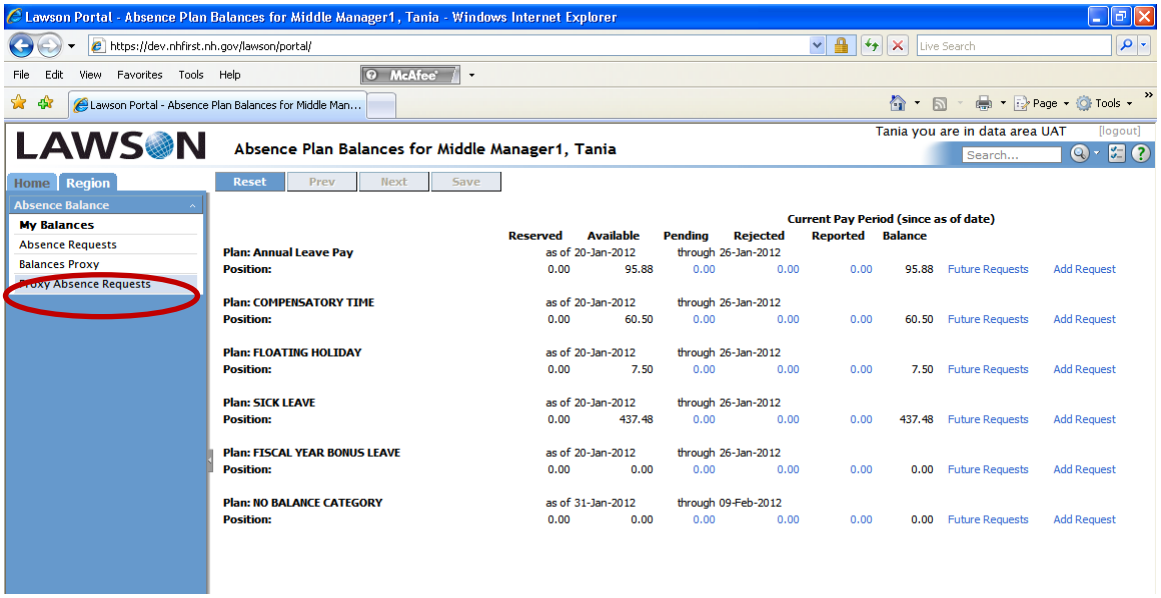


Next click on **Absence**

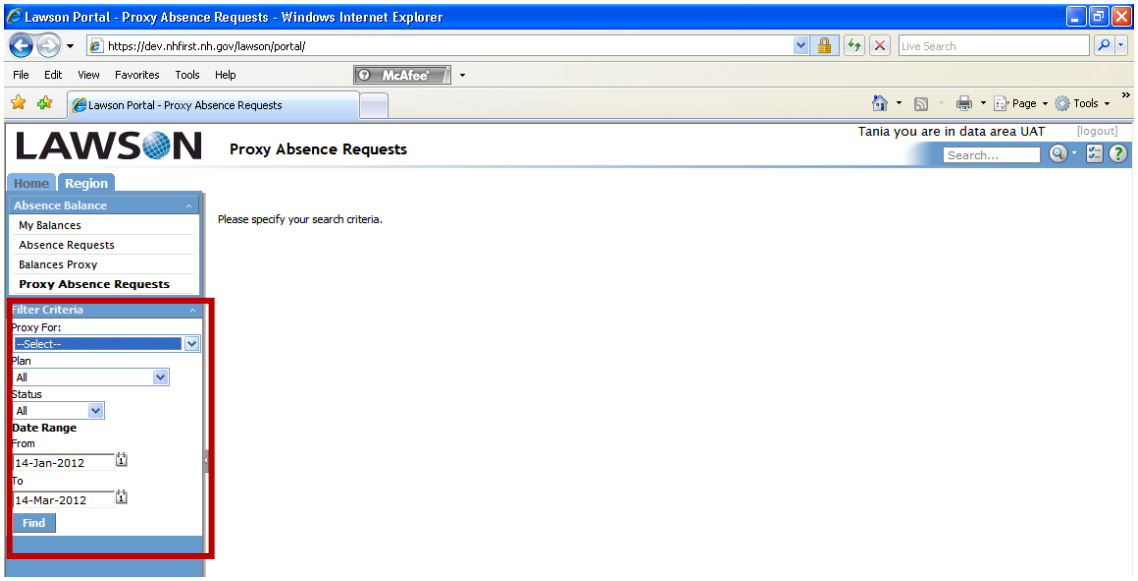


Using Proxies – Time Entry & Leave Request Entry for Part Time

Next click on **Proxy Absence Requests**

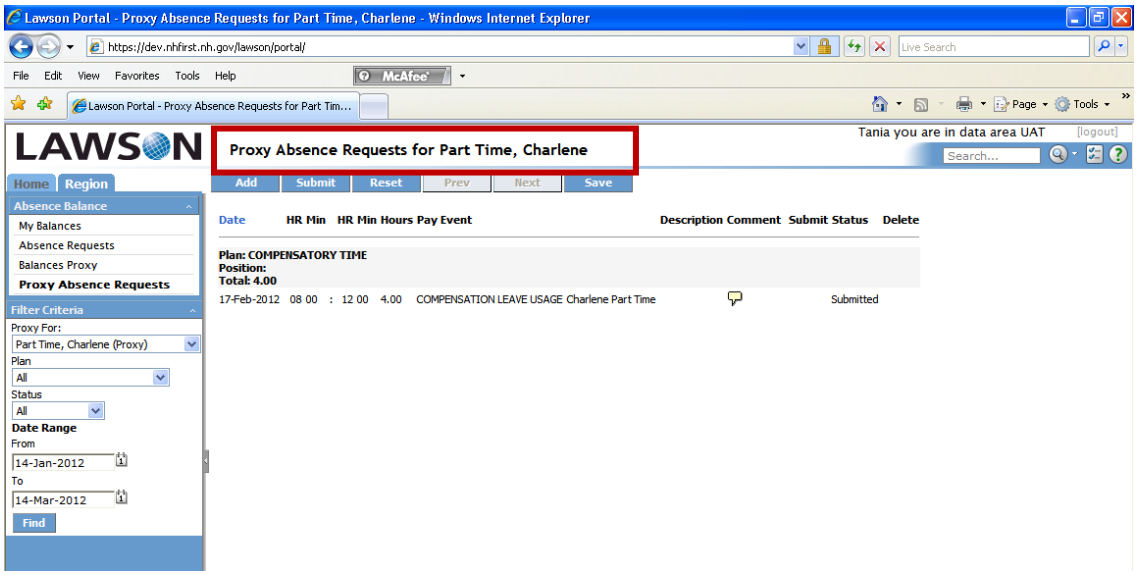


Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**. *Note that you can also change the date range here as well.*



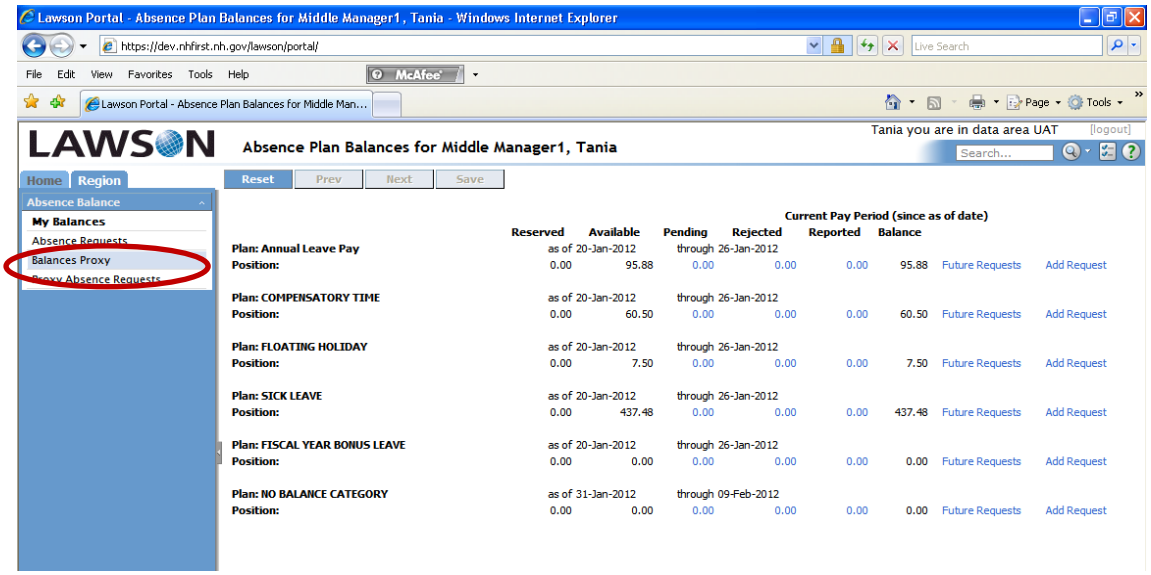
Using Proxies – Time Entry & Leave Request Entry for Part Time

You will now be seeing Absence Request screen for your proxy employee; notice that on the top you will see **Proxy Absence Requests for EMPLOYEE NAME,** click **Add** to proxy absence request.

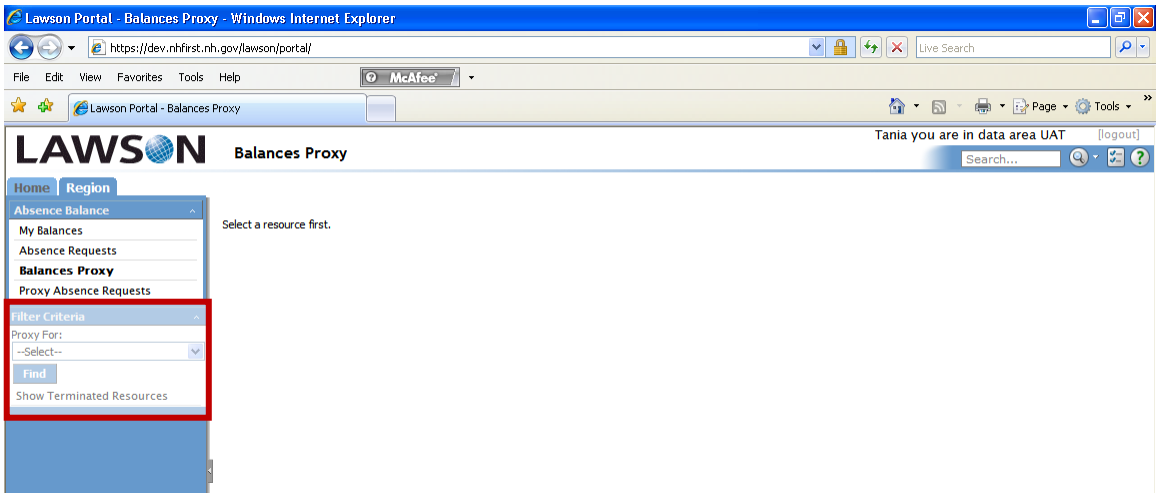


Using Proxies – Time Entry & Leave Request Entry for Part Time

To view the balance for the employee, click on **Balances Proxy**

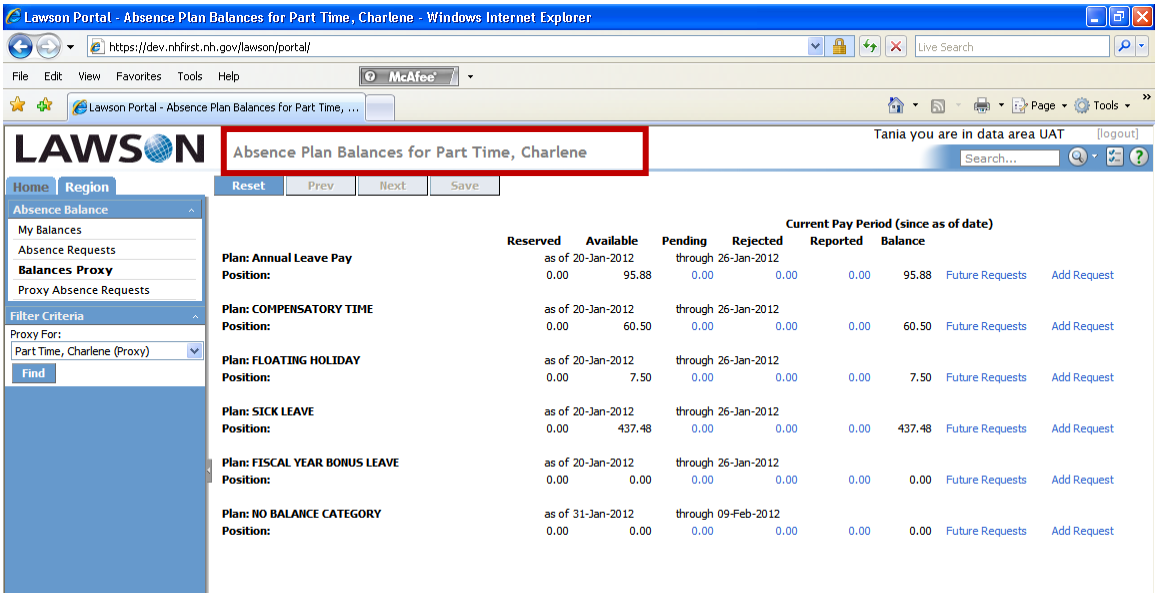


This opens up the Filter Criteria, click the drop down to choose your employee, then click **Find**



Using Proxies – Time Entry & Leave Request Entry for Part Time

You will now be seeing Absence Plan Balances screen for your proxy employee; notice that on the top you will see **Absence Plan Balances for EMPLOYEE NAME,** click **Add Request** on the right to submit a leave request.



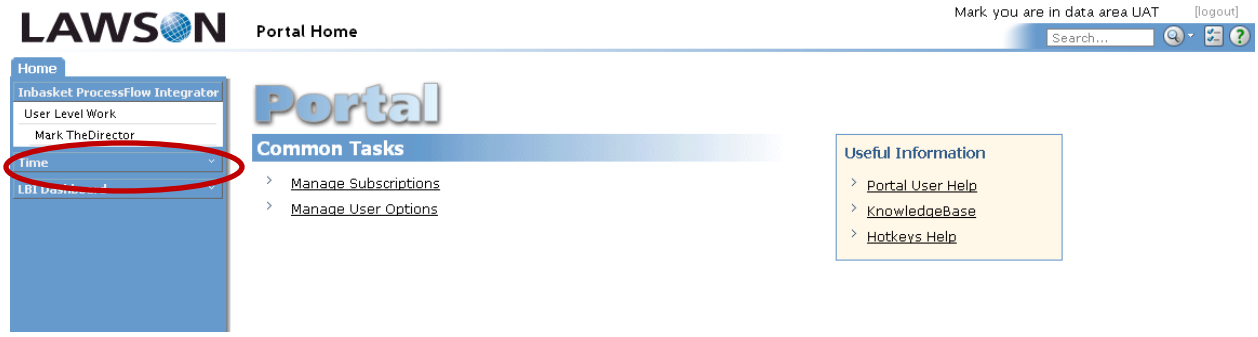
TIME APPROVAL AND REJECTION

Time Approval and Rejection

Purpose: These instructions are to show in detail how to approve time and leave for the direct staff.

Example: The Director needs to approve time and leave for his/her direct report, Middle Manager 2.

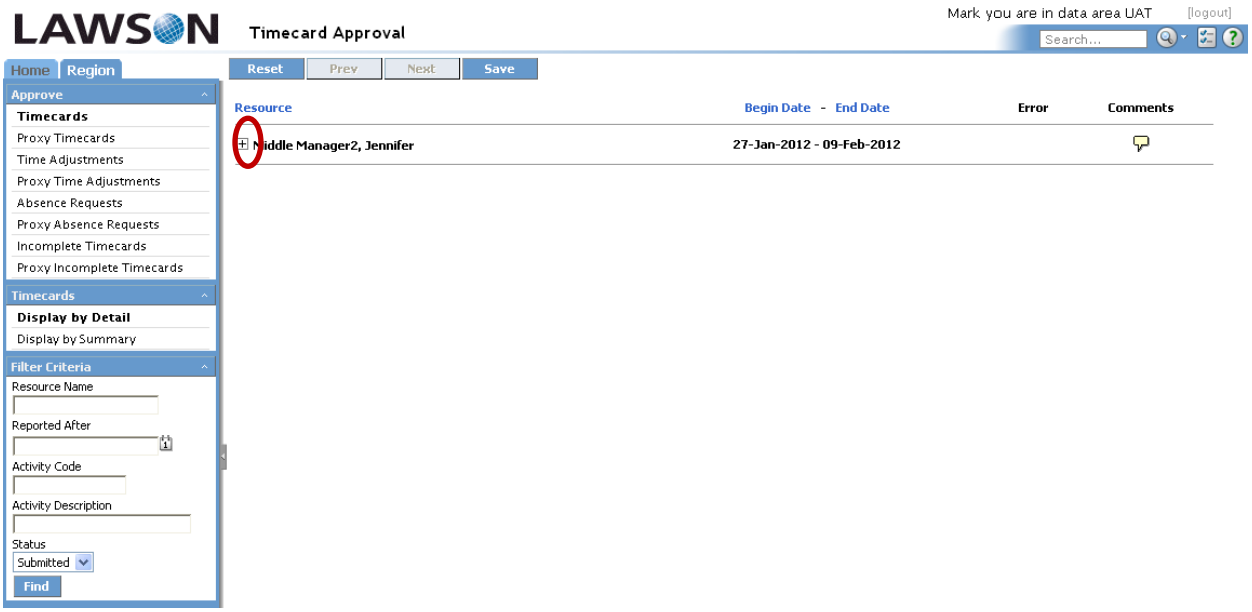
The direct supervisor may make approvals Thursday evening and/or Friday depending upon if the agency has shift employees. Employees will submit their timecard by the end of their shift on Thursday as they will not report time worked in advance. To view the employee timecard for approval or rejection the supervisor will click on the **Time** bookmark.



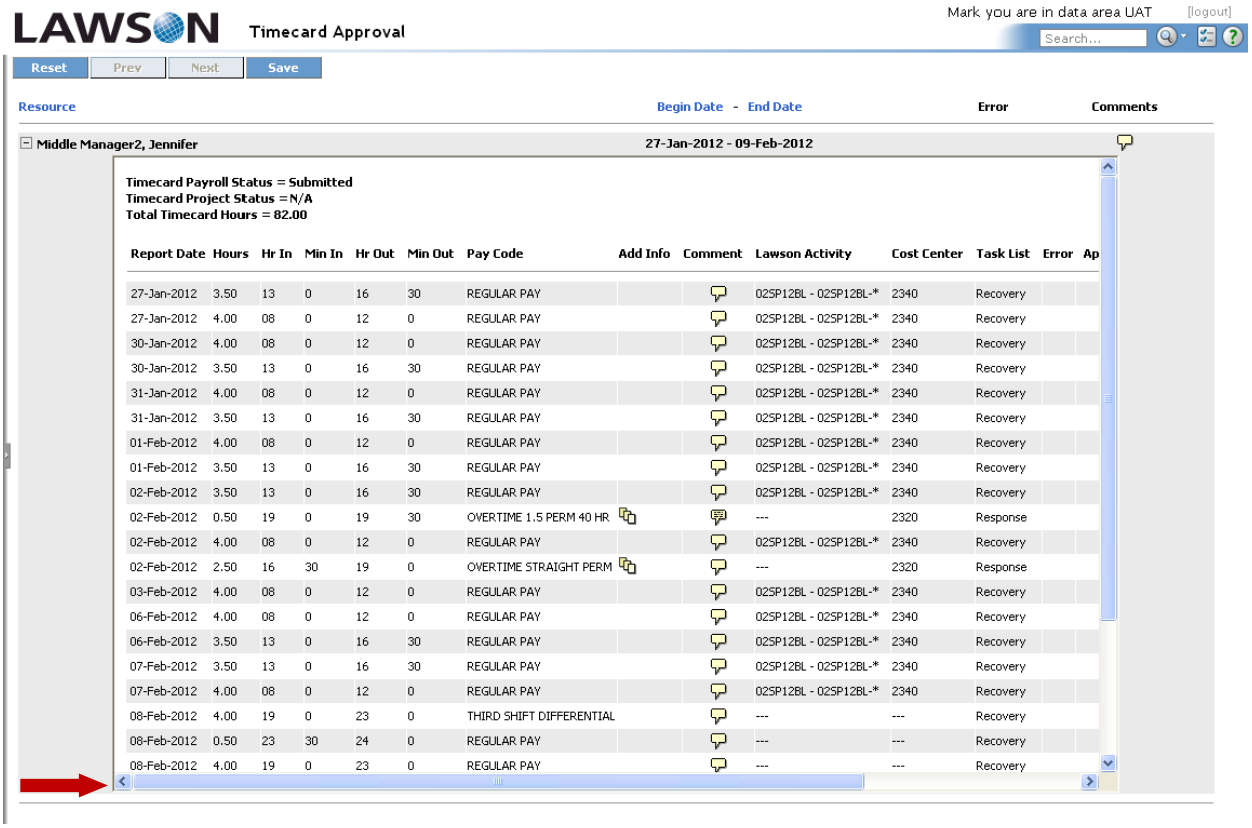
The supervisor will click on the **Time Approval** link.

Time Approval and Rejection

The supervisor will see the direct reports timecard under Timecard Approval Resource. To view the timecard the employee will click on the plus symbol next to the employee's name.



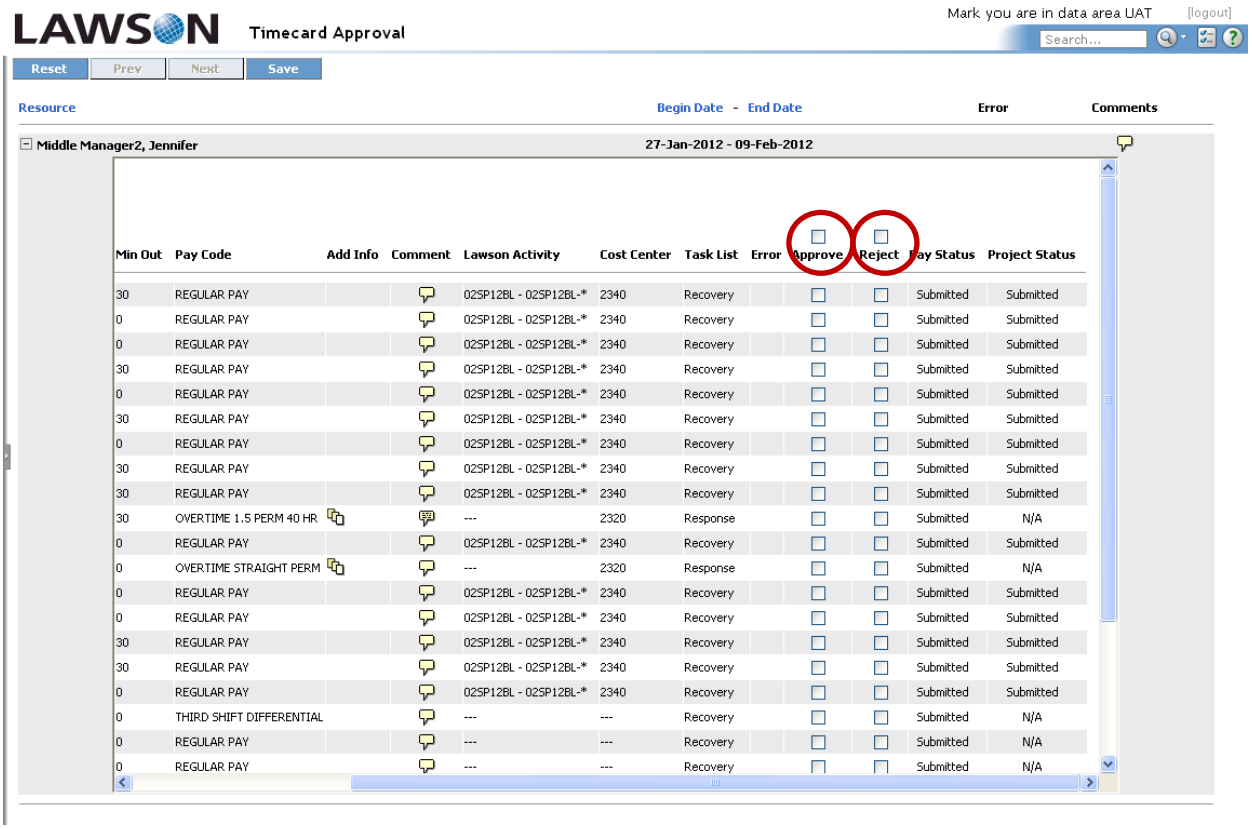
Because there are many fields on this particular timecard in order view the entire card you will have to use your mouse and pull the bar to the right at the bottom of the screen.



Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Ap
27-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
27-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
30-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
30-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
31-Jan-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
31-Jan-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
01-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
01-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	0.50	19	0	19	30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		
02-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
02-Feb-2012	2.50	16	30	19	0	OVERTIME STRAIGHT PERM			---	2320	Response		
03-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
06-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
06-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
07-Feb-2012	3.50	13	0	16	30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
07-Feb-2012	4.00	08	0	12	0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		
08-Feb-2012	4.00	19	0	23	0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		
08-Feb-2012	0.50	23	30	24	0	REGULAR PAY			---	---	Recovery		
08-Feb-2012	4.00	19	0	23	0	REGULAR PAY			---	---	Recovery		

Time Approval and Rejection

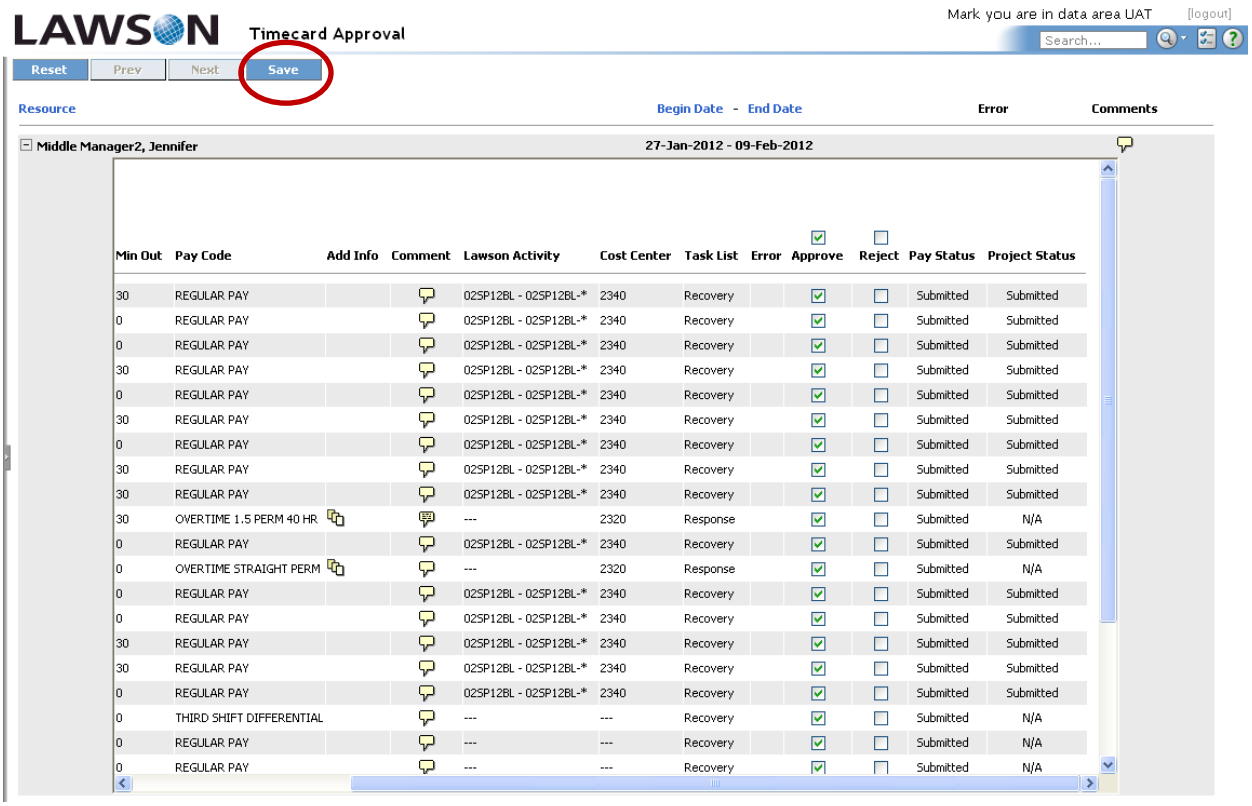
By clicking the **approve** or **reject** box at the top of the column you may approve or reject all the timecard entries for the entire pay period. You may also click the approve box and then check individual lines to reject.



Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status	Project Status
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response				Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	OVERTIME STRAIGHT PERM			---	2320	Response				Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery				Submitted	Submitted
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery				Submitted	N/A
0	REGULAR PAY			---	---	Recovery				Submitted	N/A
0	REGULAR PAY			---	---	Recovery				Submitted	N/A

Time Approval and Rejection

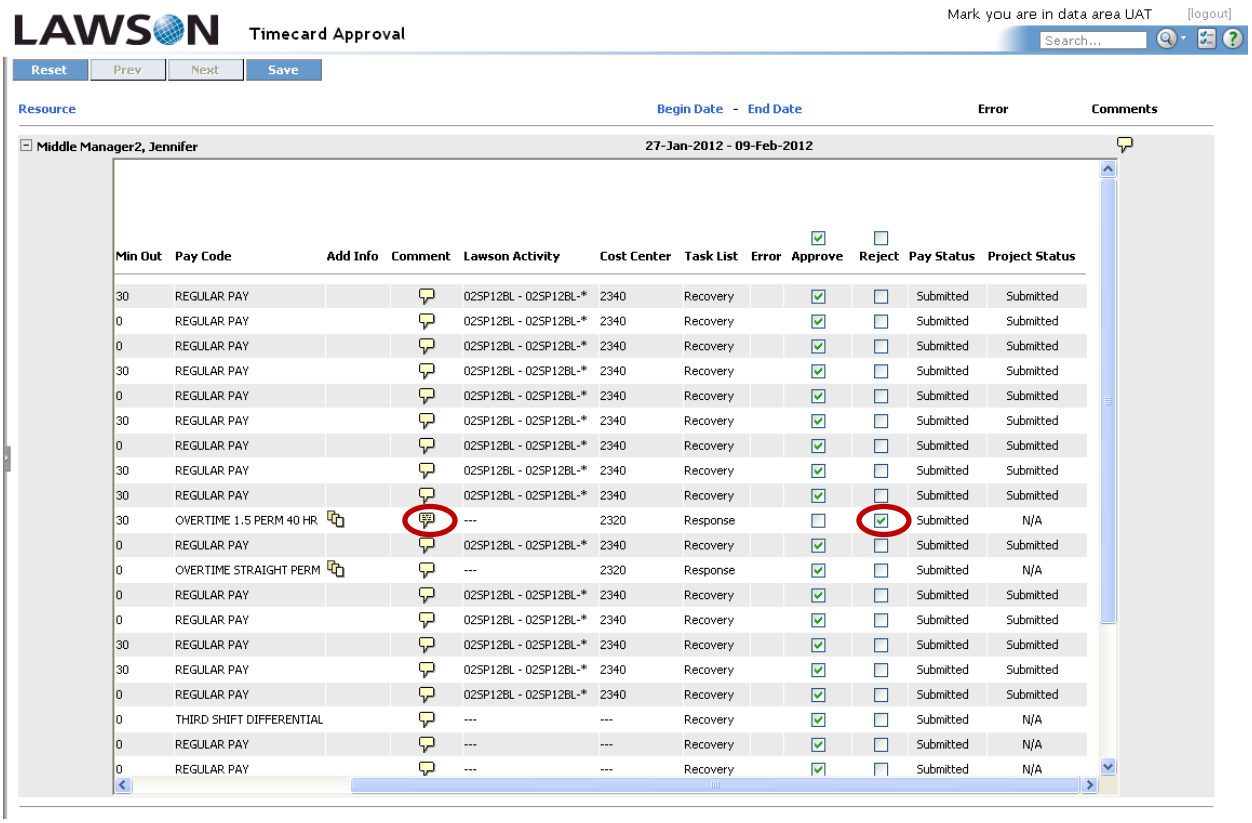
If the supervisor were approving the entire timecard they would select approve and click **Save**.



Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status	Project Status
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		☑	☐	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	OVERTIME STRAIGHT PERM			---	2320	Response		☑	☐	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		☑	☐	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		☑	☐	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		☑	☐	Submitted	N/A

Time Approval and Rejection

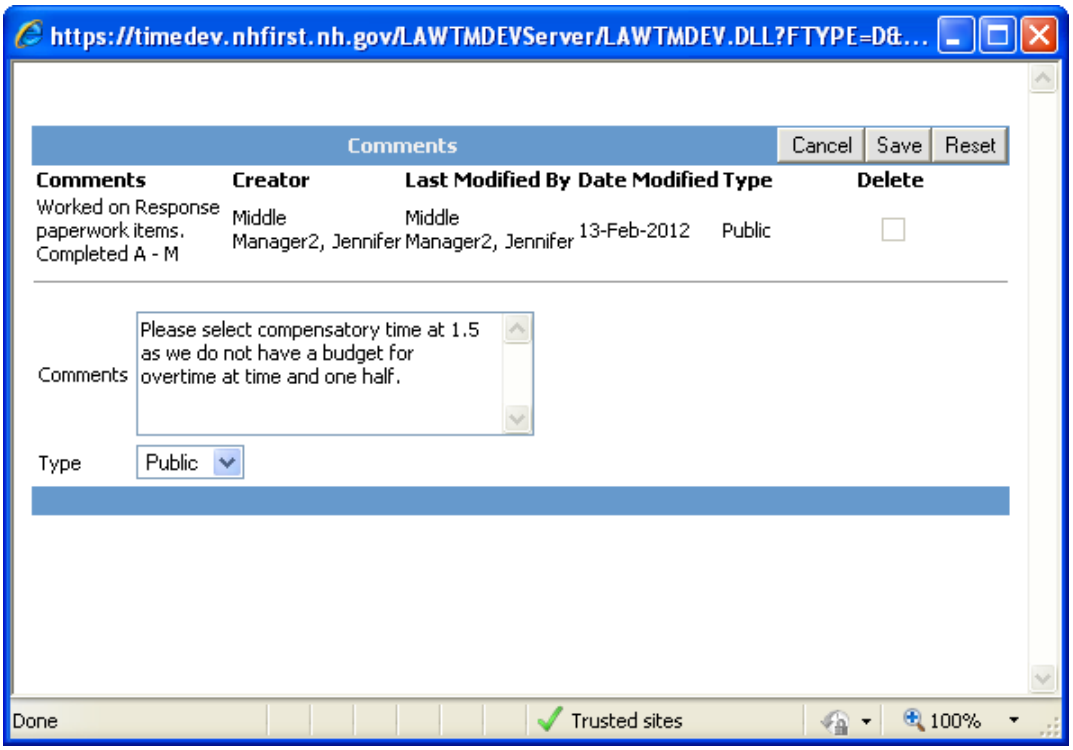
If the supervisor needs to reject a single line they would click on the **reject** box within the timecard. When rejecting time the supervisor will want to click on the **comment** icon to send a message back to the employee. In addition contacting the employee by phone and/or e-mail is necessary to ensure the employee makes appropriate changes in the timecard and resubmits it for approval.



Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pay Status	Project Status
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	OVERTIME 1.5 PERM 40 HR			---	2320	Response		☐	☑	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	OVERTIME STRAIGHT PERM			---	2320	Response		☑	☐	Submitted	N/A
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
30	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	REGULAR PAY			02SP12BL - 02SP12BL-*	2340	Recovery		☑	☐	Submitted	Submitted
0	THIRD SHIFT DIFFERENTIAL			---	---	Recovery		☑	☐	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		☑	☐	Submitted	N/A
0	REGULAR PAY			---	---	Recovery		☑	☐	Submitted	N/A

Time Approval and Rejection

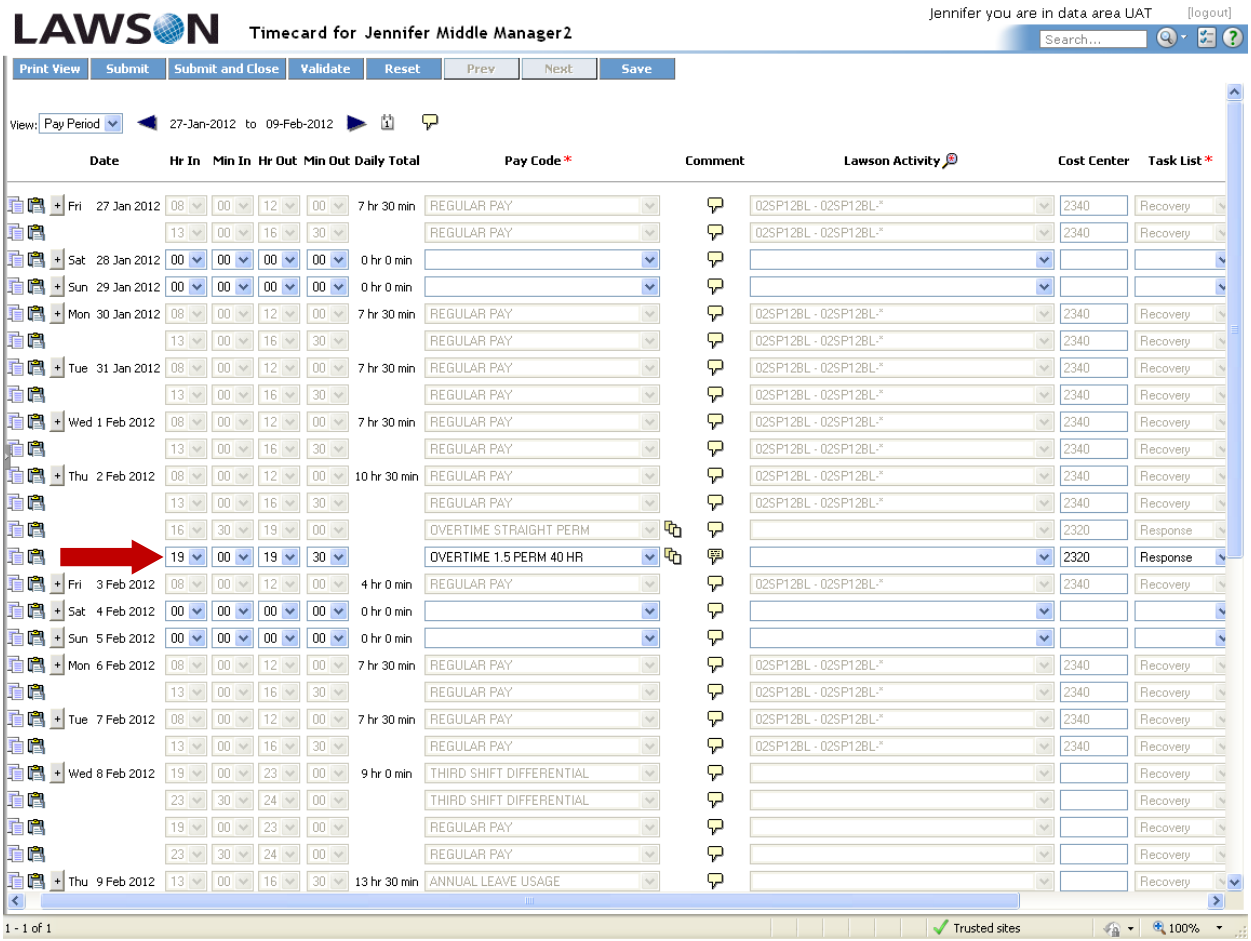
The supervisor should type the message, click **Save** and X out to close the comment box. The supervisor should then click on the Save button at the top of the screen.



This is what the supervisor will see once the timecard is partially approved, rejected and saved.

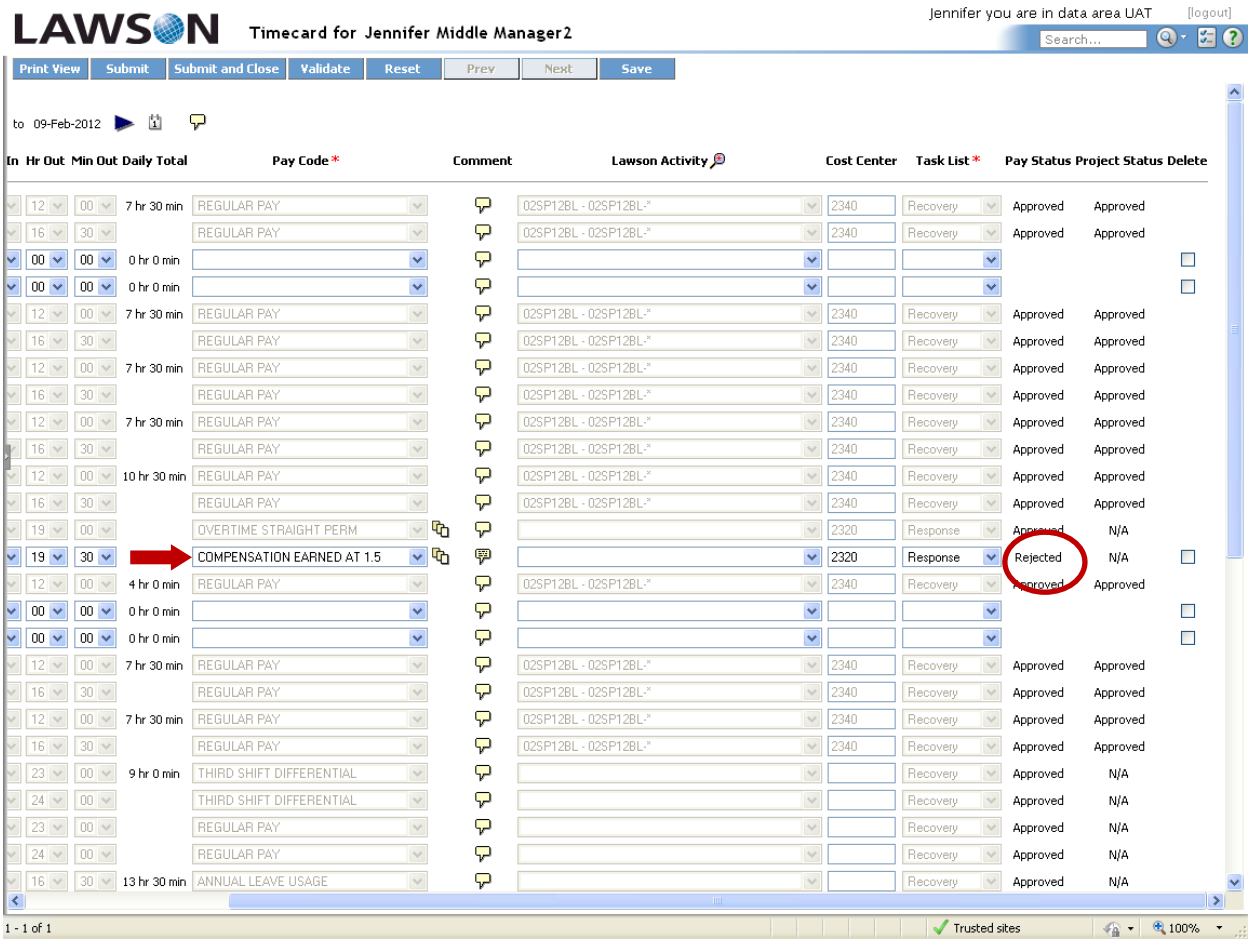
Time Approval and Rejection

When a supervisor rejects a line the employee will see this line within their timecard as editable. It displays in darker print. The light grey print is not editable.



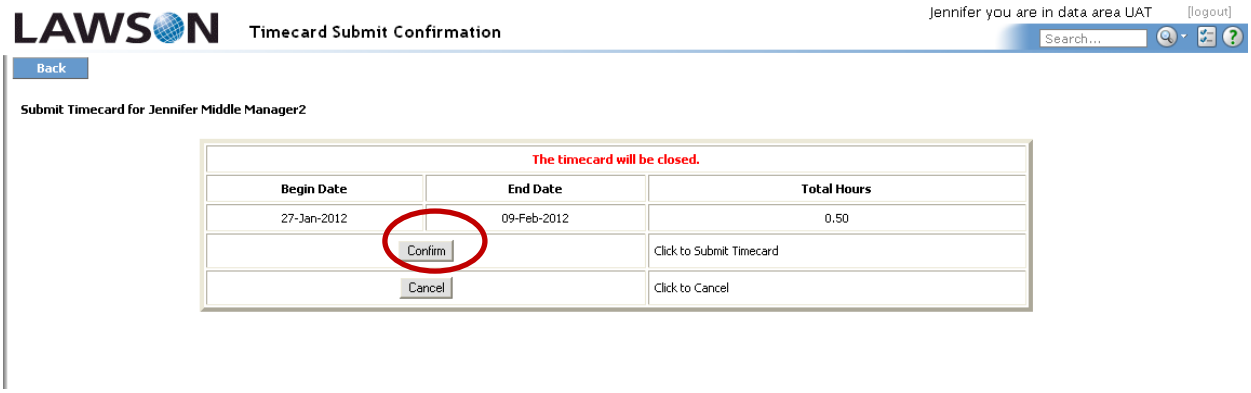
Time Approval and Rejection

The employee will see the line noted as **Rejected.** The employee would read the comment and make the appropriate updates, in this case changing the pay code from overtime 1.5 perm 40 hr to



Time Approval and Rejection

After submitting and closing the employee **Confirms**.



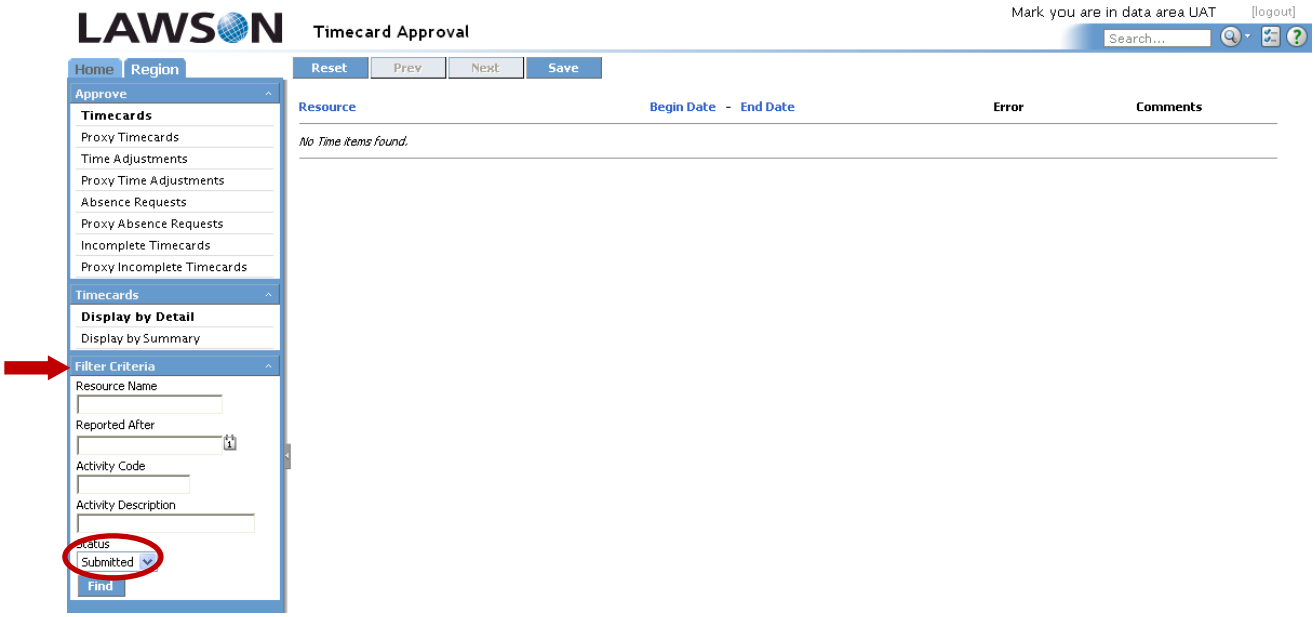
When the supervisor goes back into the employees timecard in order to approve the one line this is what they see.

To approve the line the supervisor clicks **approve** and **save**.

After approval of the changed line this is what the supervisor will see.

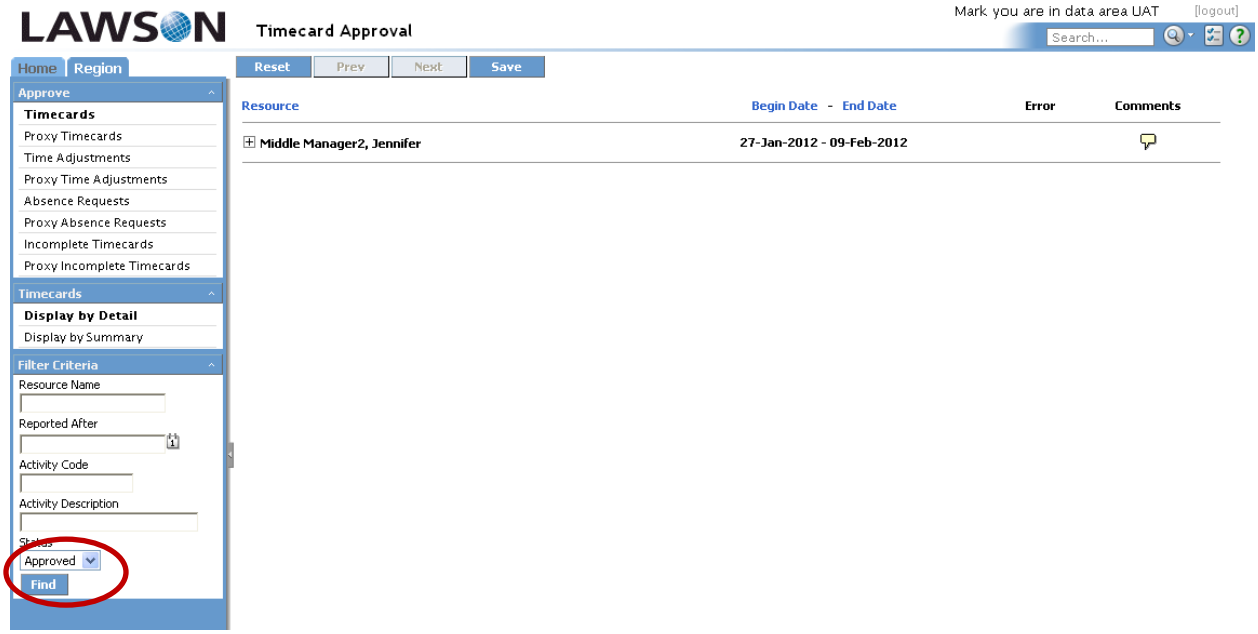
Time Approval and Rejection

Please note the Time Approval area with the *Filter Criteria* Status showing as **Submitted** no longer displays the timecard.



Time Approval and Rejection

When the supervisor changes the status to **Approved** and clicks on **Find** the approved timecard will now be viewable. By clicking on the plus sign the supervisor can view the individual lines.



Time Approval and Rejection

The employee's timecard now displays a *Pay Status* of **Approved**. The Project Status should be disregarded at this time. Presently Time Management supports the direct supervisor approval route which is displayed under Pay Status.

LAWSON Timecard for Jennifer Middle Manager2

Jennifer you are in data area UAT [logout]

Print View | Validate | Prev | Next

27-Jan-2012 to 09-Feb-2012

n	Min In	Hr Out	Min Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List *	Pay Status	Project Status
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	00	00	0 hr 0 min							
	00	00	00	0 hr 0 min							
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	12	00	10 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	30	19	00		OVERTIME STRAIGHT PERM			2320	Response	Approved	N/A
	00	19	30		COMPENSATION EARNED AT 1.5			2320	Response	Approved	N/A
	00	12	00	4 hr 0 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	00	00	0 hr 0 min							
	00	00	00	0 hr 0 min							
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery	Approved	Approved
	00	23	00	9 hr 0 min	THIRD SHIFT DIFFERENTIAL				Recovery	Approved	N/A
	30	24	00		THIRD SHIFT DIFFERENTIAL				Recovery	Approved	N/A
	00	23	00		REGULAR PAY				Recovery	Approved	N/A
	30	24	00		REGULAR PAY				Recovery	Approved	N/A
	00	16	30	13 hr 30 min	ANNUAL LEAVE USAGE				Recovery	Approved	N/A

1 - 1 of 1 Trusted sites 100%

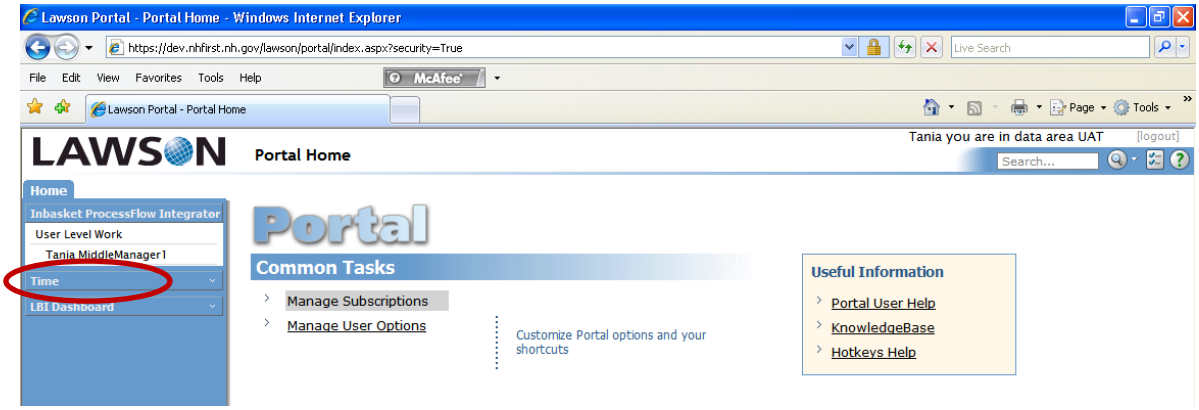
PROXY – TIME APPROVAL & LEAVE REQUEST APPROVAL

Proxy – Time Approval & Leave Request Approval

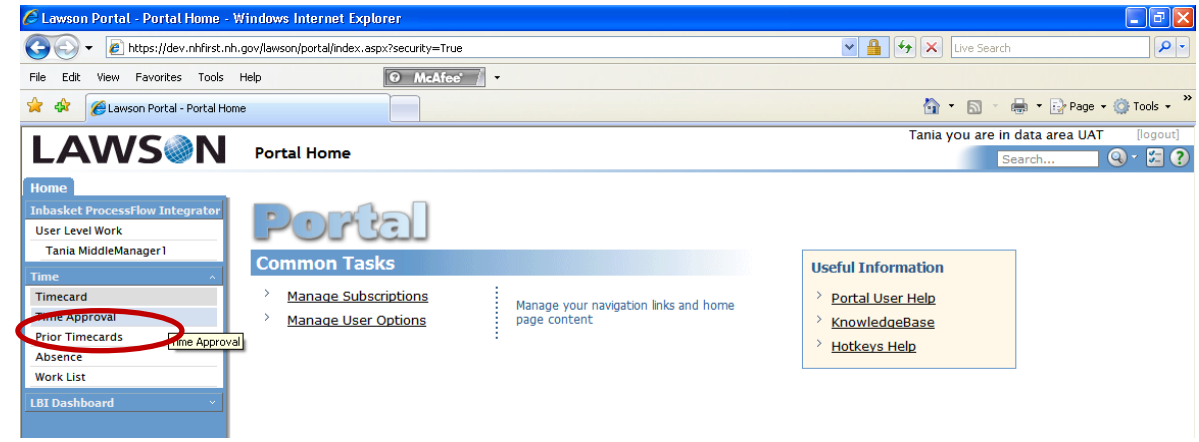
Purpose: These instructions are for approving or rejecting time and leave requests for a manager you are set up to perform proxy timecard approval.

Example: I am Middle Manager 1 and I need to approve time and leave for the direct reports of MiddleManager2

Proxy Time Approval - Click on **Time**

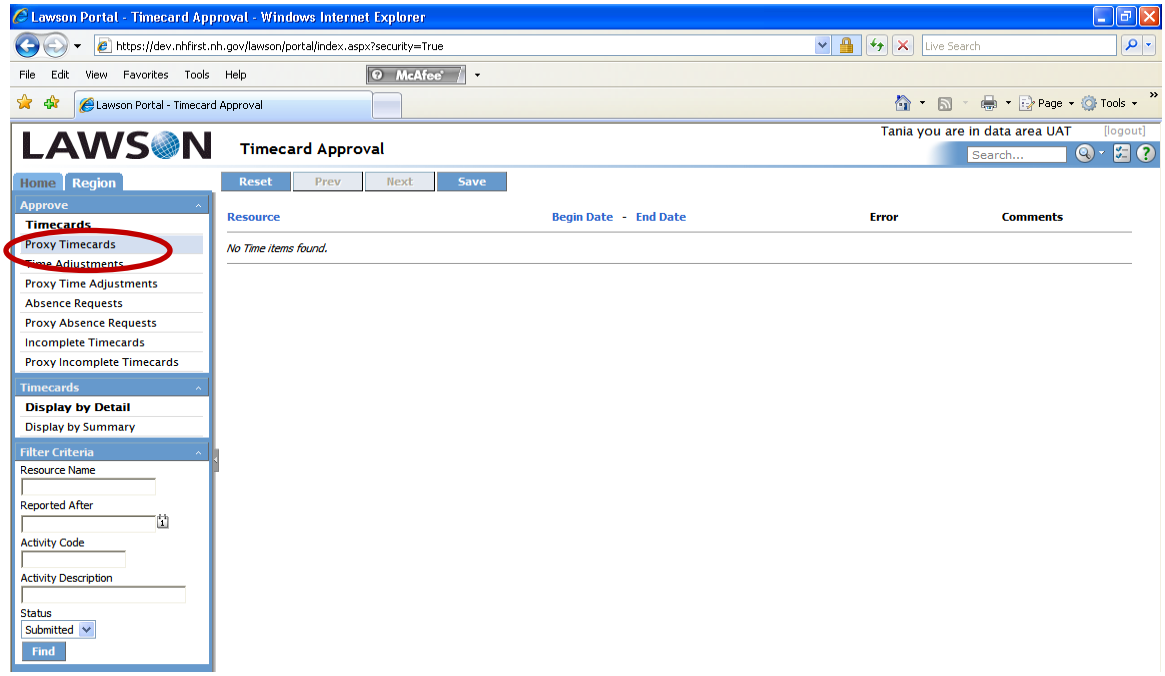


Next Click on **Time Approval**

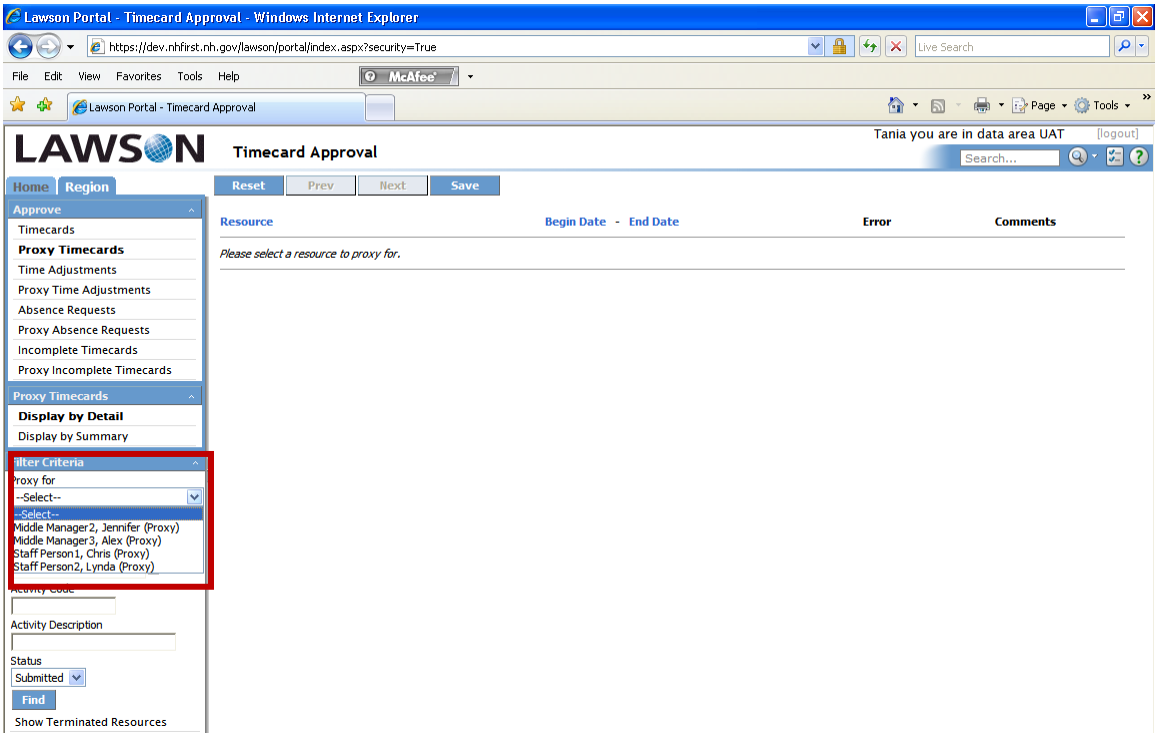


Proxy – Time Approval & Leave Request Approval

Next click on **Proxy Timecards**

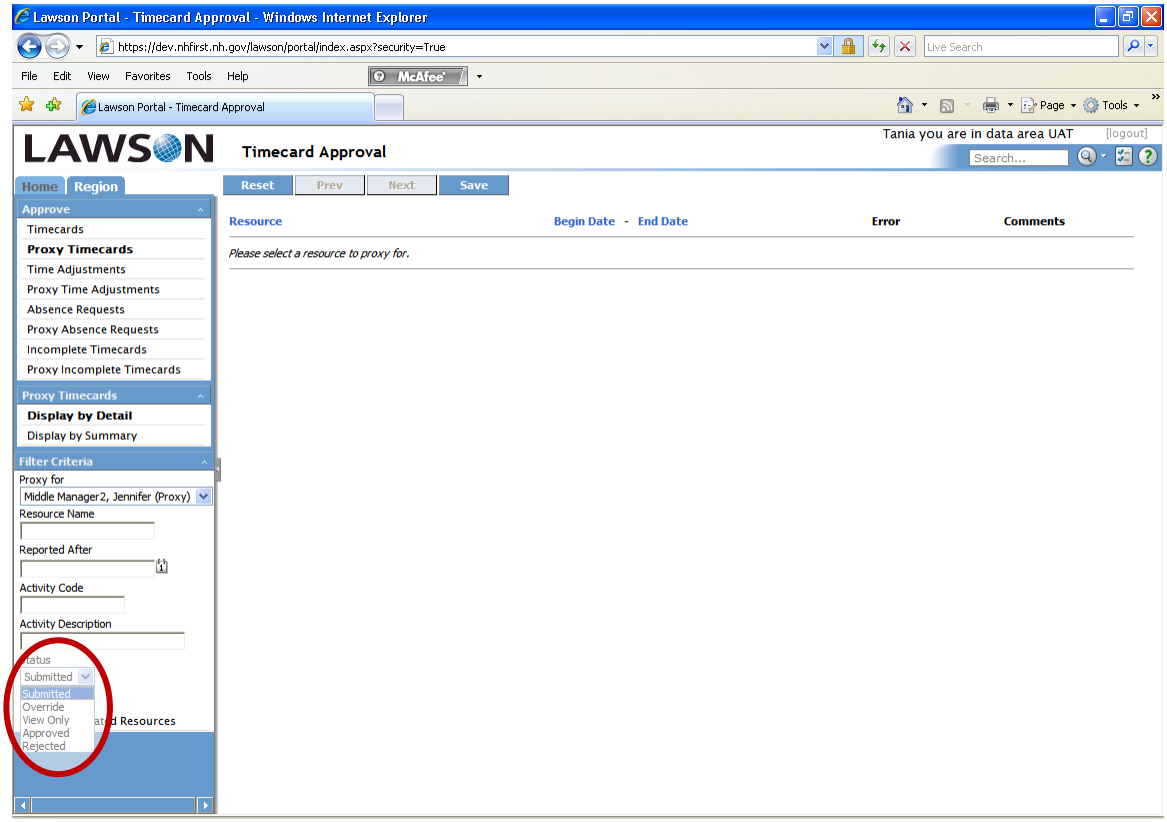


Once you click Proxy Timecards it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose the manager to proxy for.



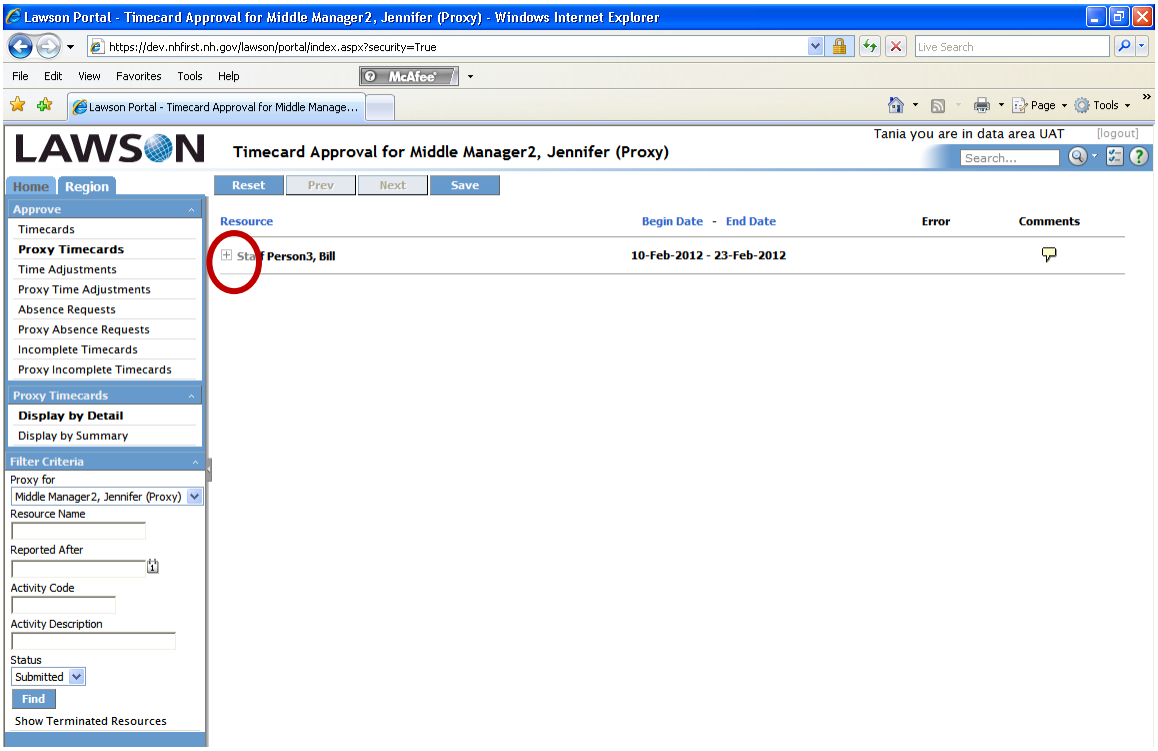
Proxy – Time Approval & Leave Request Approval

You will also notice in the Filter Criteria section you can change the **Status**, this is to view timecards in many different statuses. The default status is always **submitted**; this status will show you only timecards that have been submitted to the manager. Once you choose the status click **Find**.



Proxy – Time Approval & Leave Request Approval

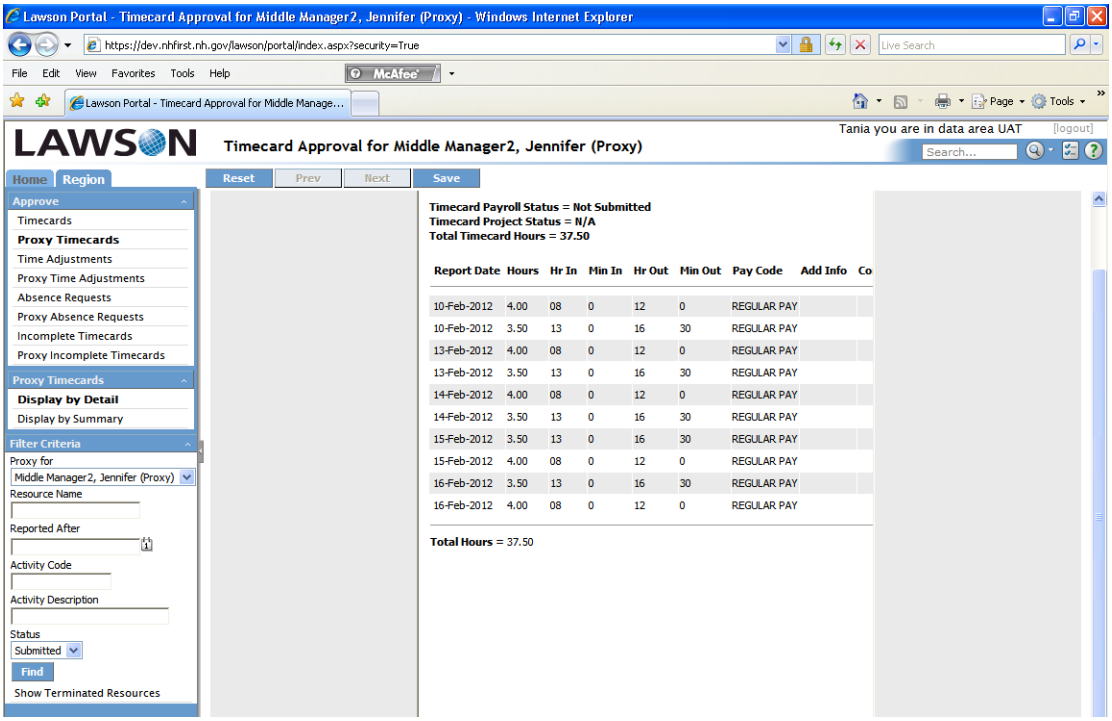
You will now be viewing the timecards which are submitted to the manager for his/her approval or rejection; notice that on the top you will see **Timecard Approval for EMPLOYEE NAME**. Click the box with the + symbol to open time card.

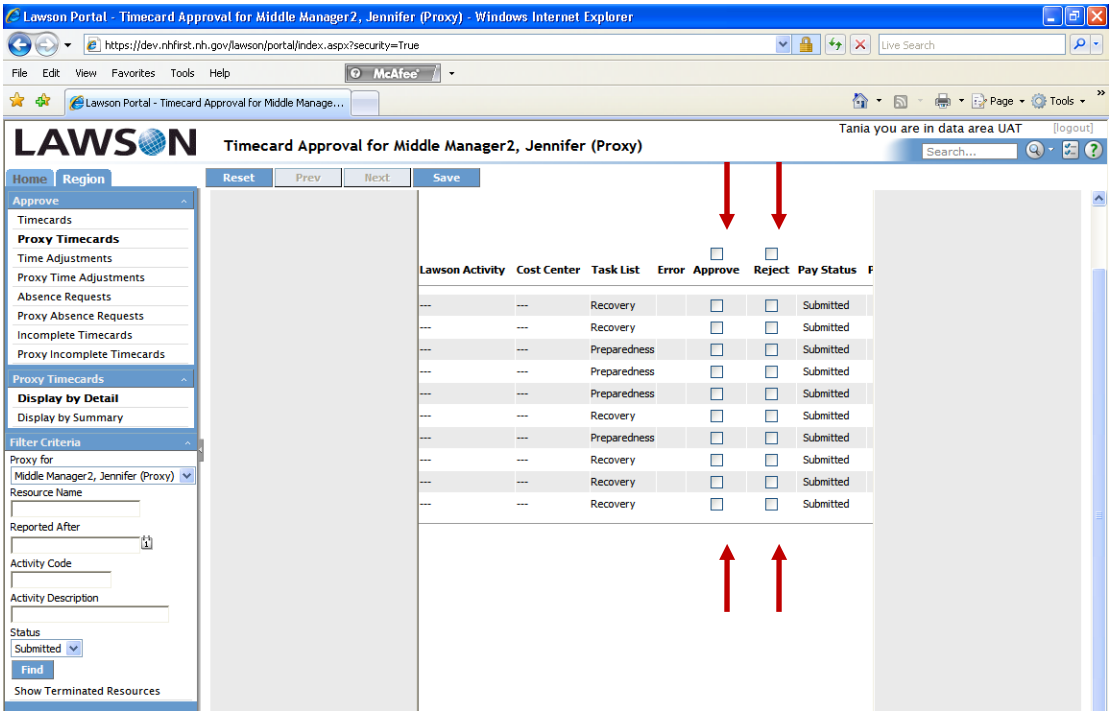


Proxy – Time Approval & Leave Request Approval

Once you open up the timecard you will see each line submitted by the employee, time can be approved or rejected from this screen.

(If you do not see the boxes for Approve and Reject (as below) you may need to scroll down on the right and then you will see a scroll that goes left and right, scroll to the right, next image)

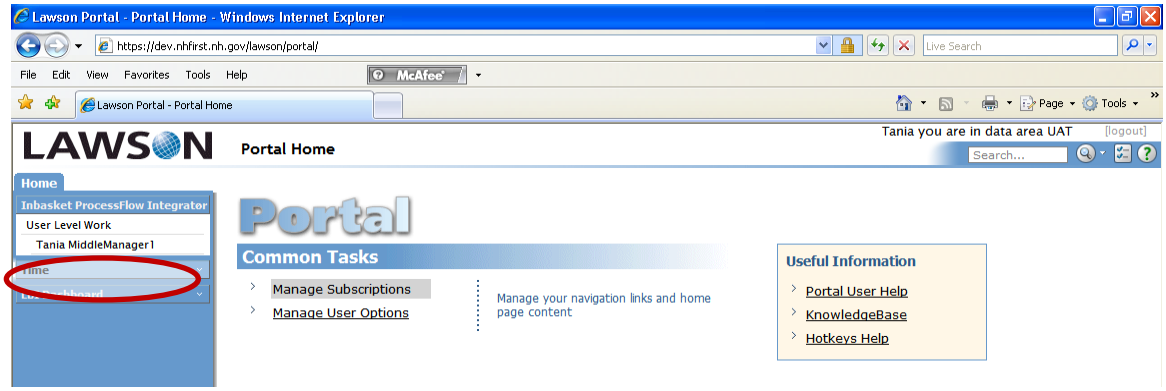




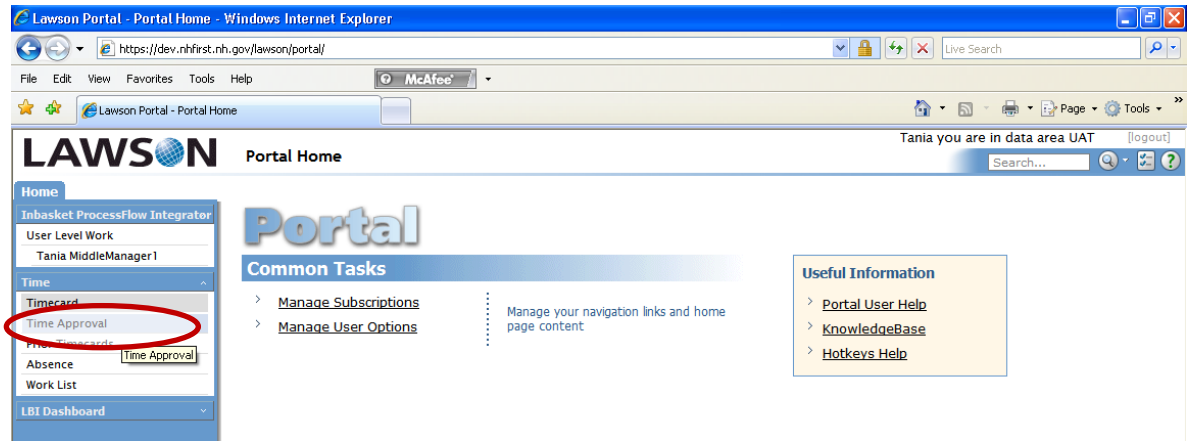
If a rejection must be made you will need to notify the user to fix the line or timecard and resubmit.

Proxy – Time Approval & Leave Request Approval

Proxy Absence Request Approval - Click on **Time**

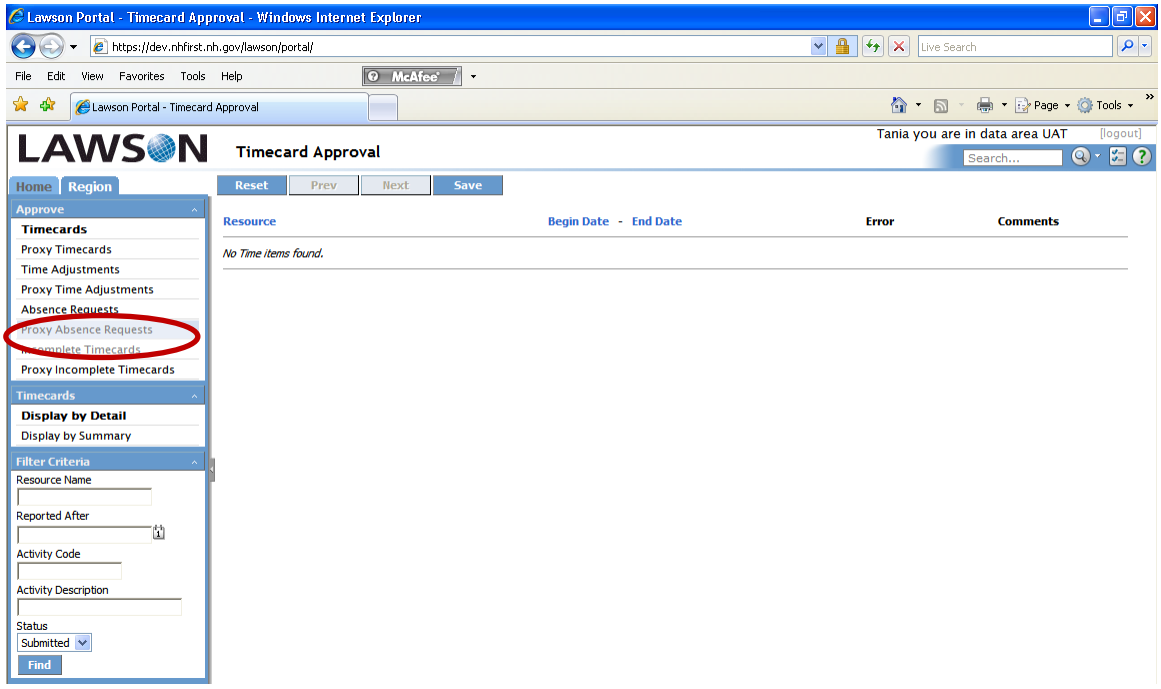


Next click on **Time Approval**

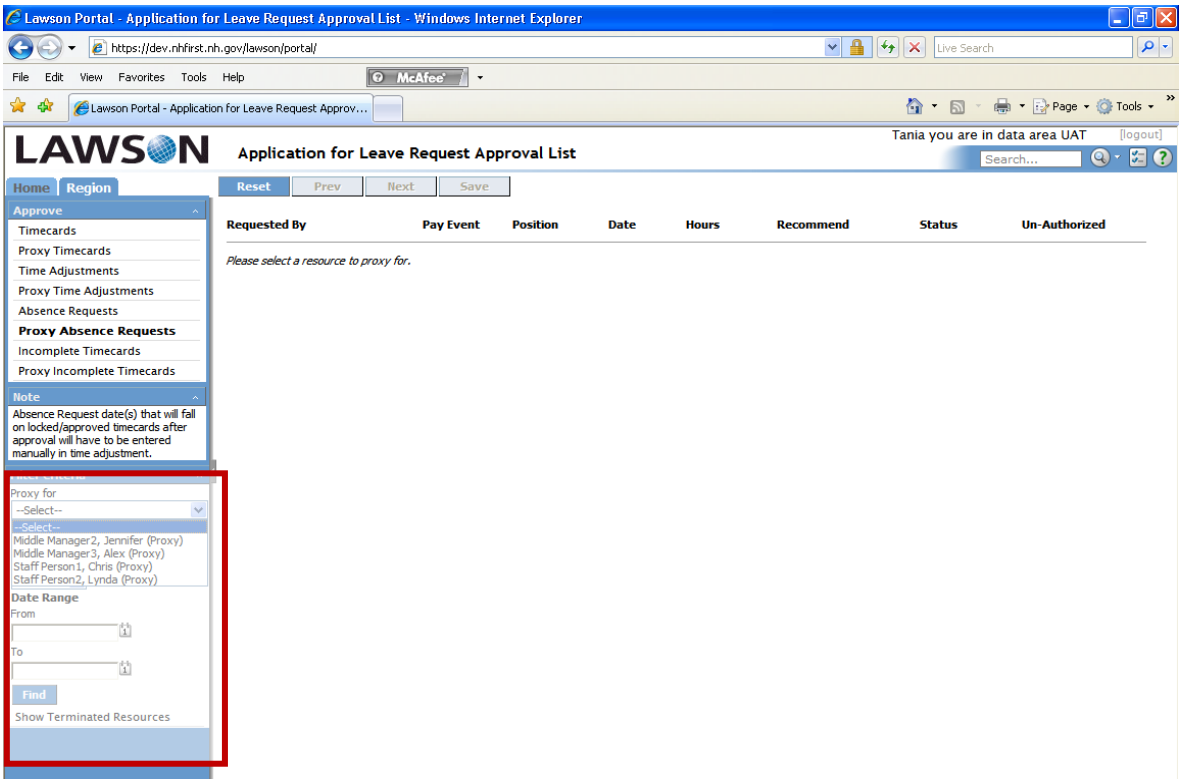


Proxy – Time Approval & Leave Request Approval

Next click on **Proxy Absence Requests**

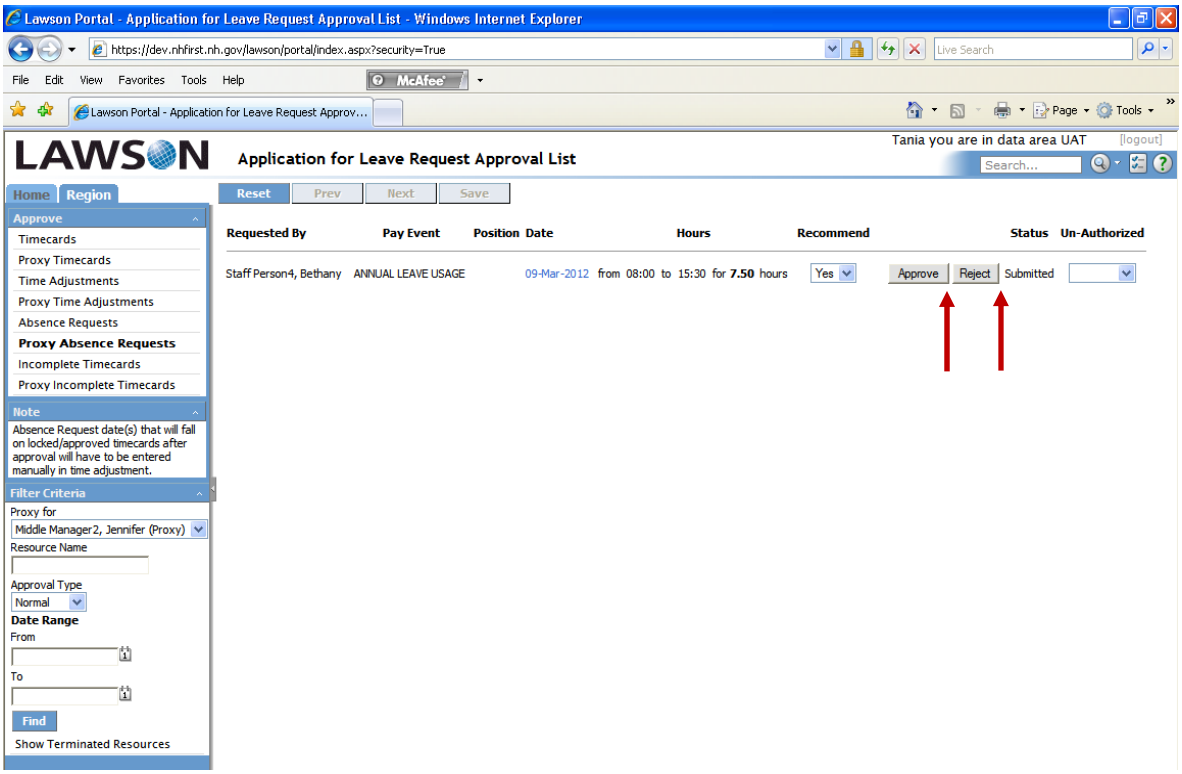


Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**.



Proxy – Time Approval & Leave Request Approval

You will now be seeing the Application for Leave Request Approval List screen for your proxy manager's direct reports; requests can be approved or rejected from this screen.



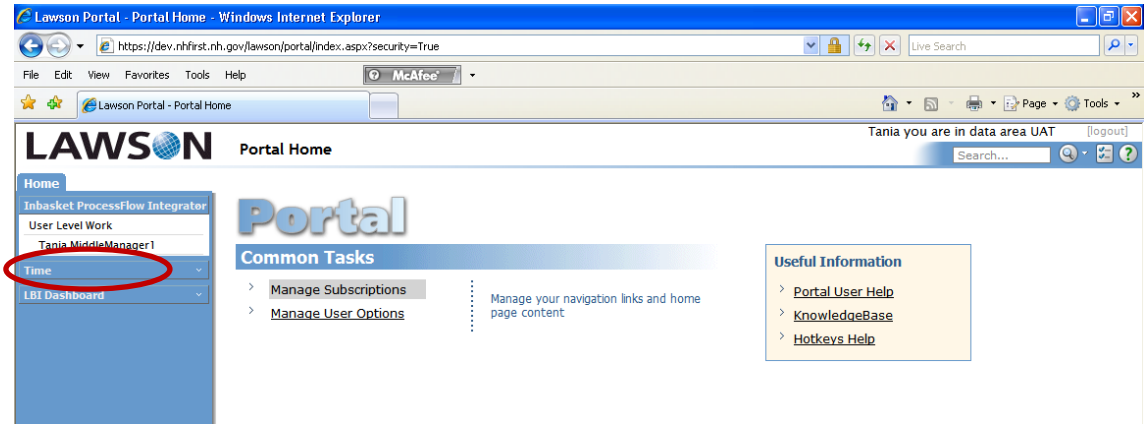
PROXY TIME & LEAVE APPROVAL FOR PART TIME

Proxy Time & Leave Approval for Part Time

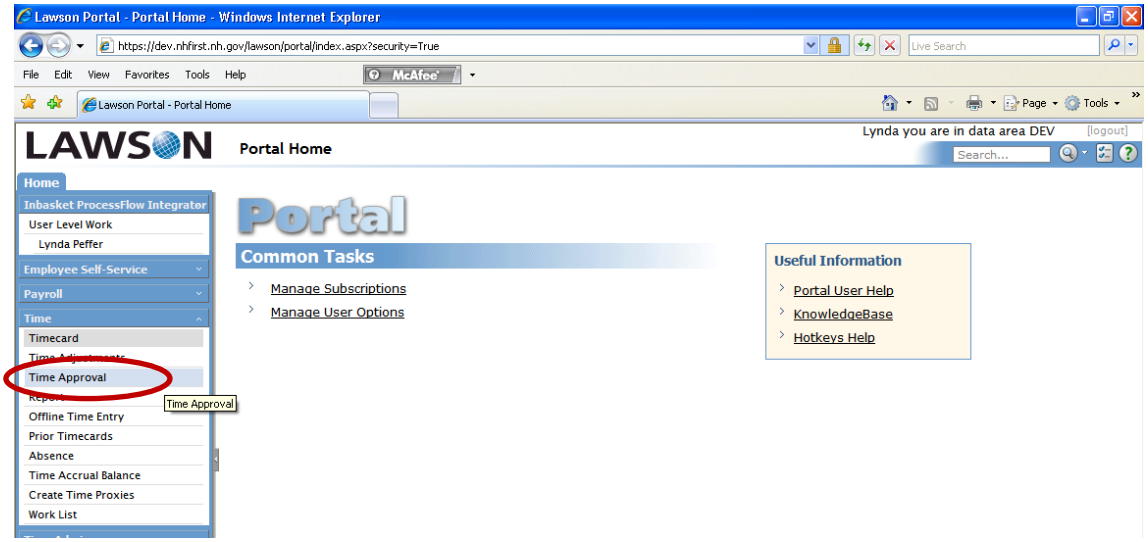
Purpose: These instructions are for approving or rejecting time and leave requests through a manager for a part time employee.

Example: Middle Manager 1 needs to approve time and leave for the part time resource who reports to Middle Manager 3.

Proxy Time Approval for Part Time - Click on **Time**

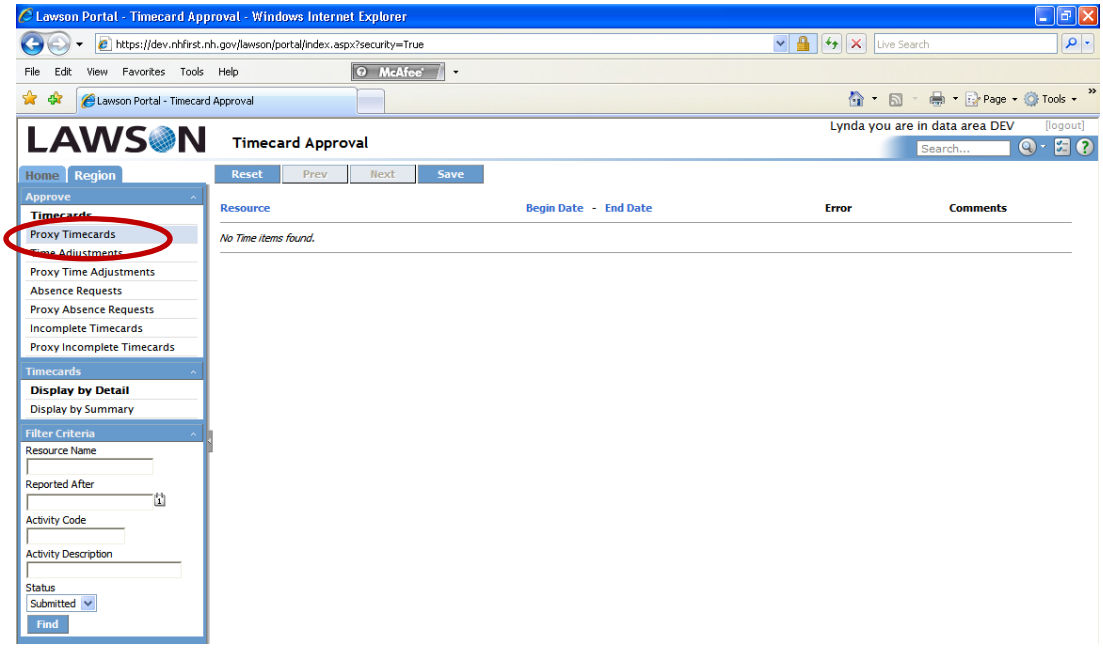


Next Click on **Time Approval**

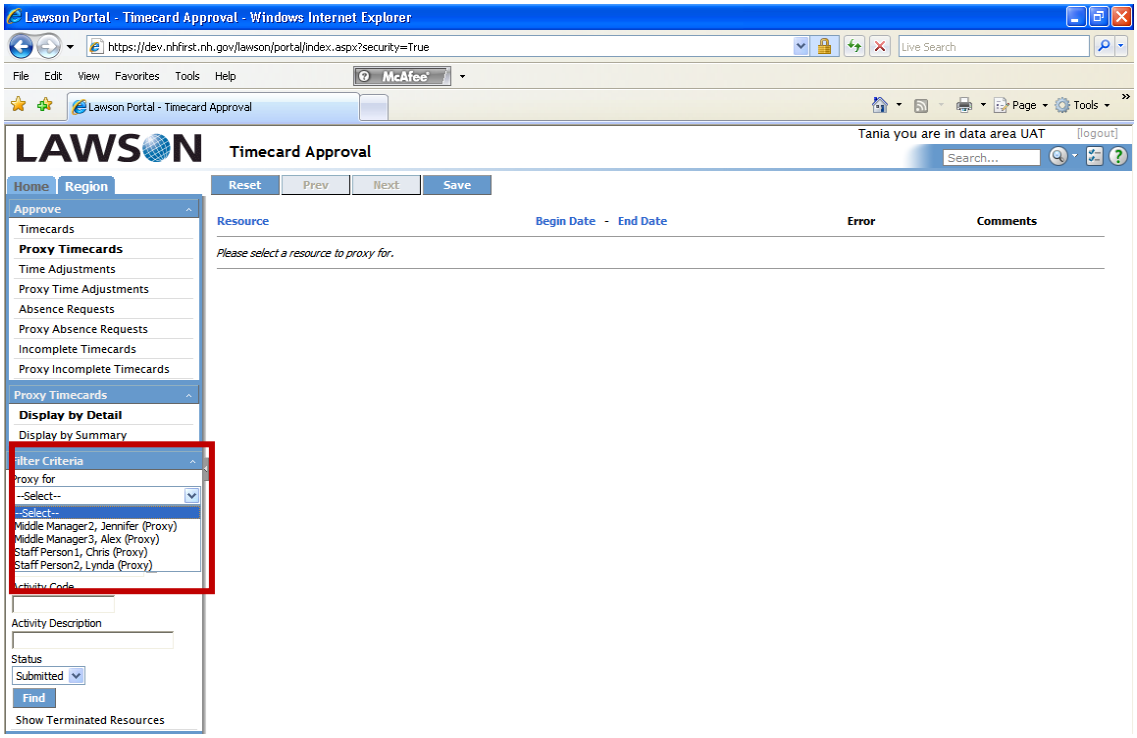


Proxy Time & Leave Approval for Part Time

Next click on **Proxy Timecards**

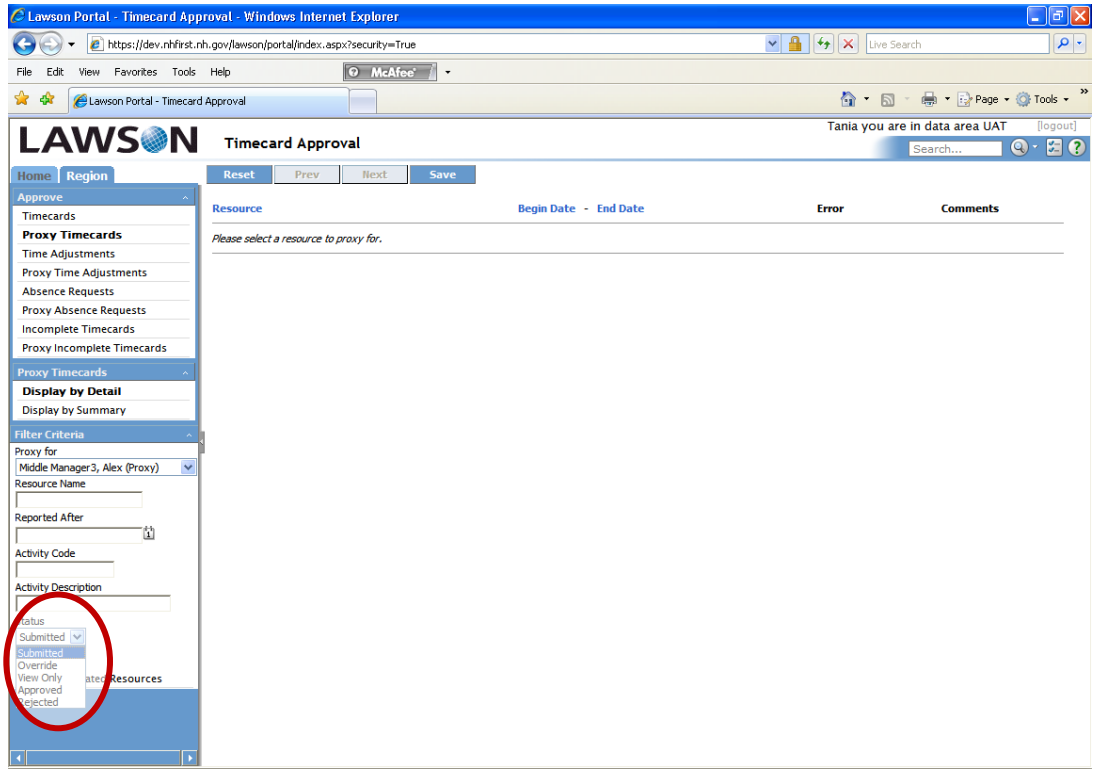


Once you click Proxy Timecards it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose the manager to proxy for. In this case the Middle Manager 1 needs to approve the timecard for part timer through Middle Manager 3.

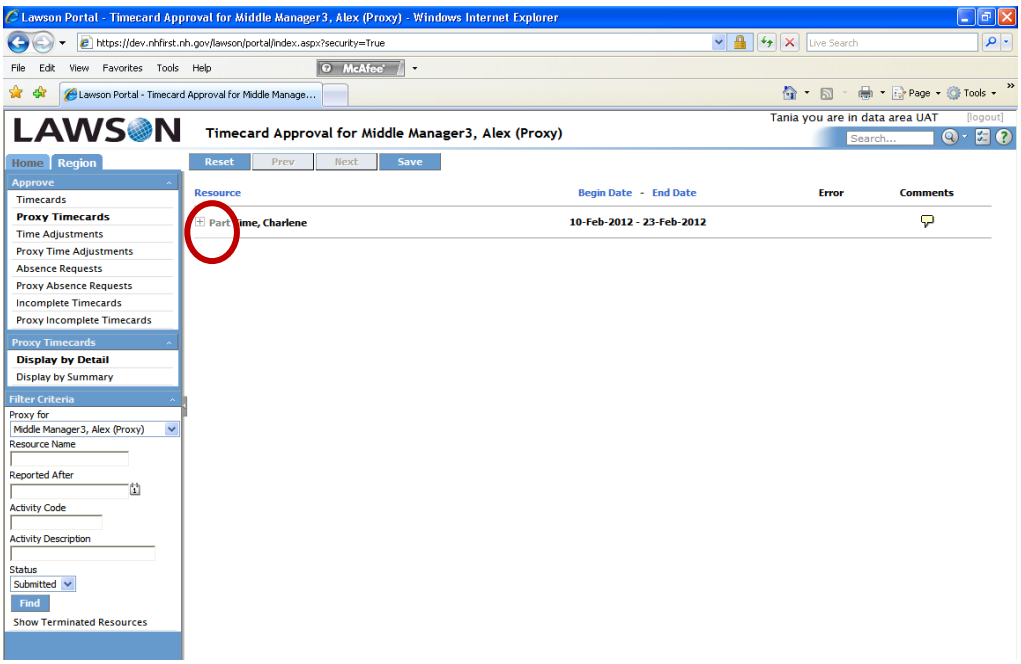


Proxy Time & Leave Approval for Part Time

You will also notice in the Filter Criteria section you can change the **Status**, this is to view timecards in many different statuses. The default status is always **submitted**; this status will show you only timecards that have been submitted to the manager. Once you choose the status click **Find**.



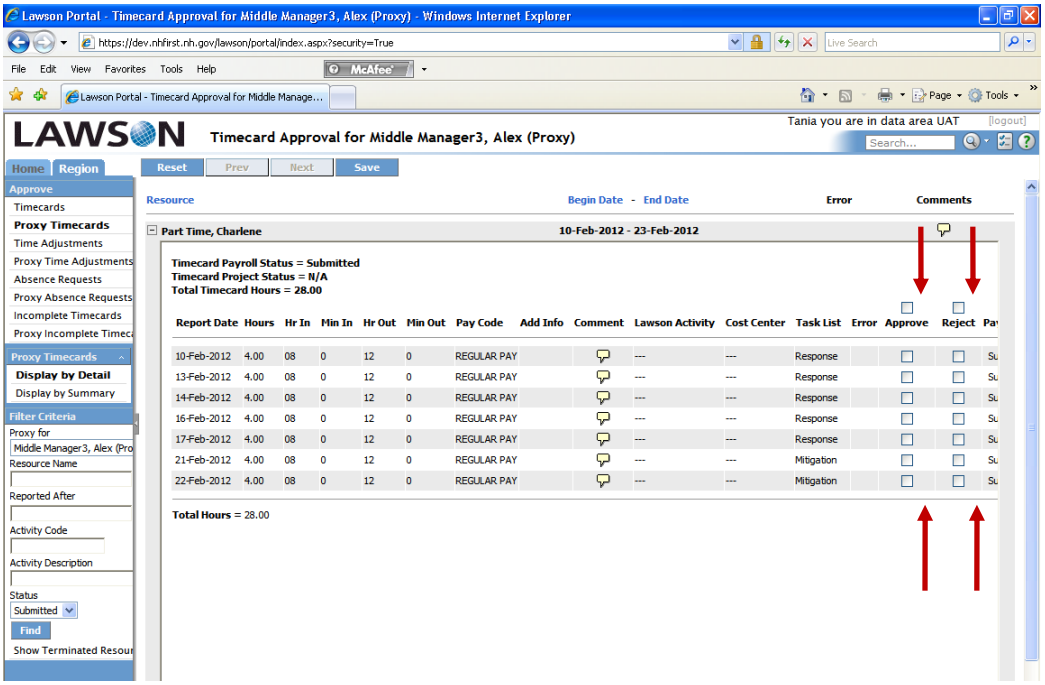
You will now be viewing the timecards which are submitted to the manager for his/her approval or rejection; notice that on the top you will see **Timecard Approval for EMPLOYEE NAME**. Click the box with the + symbol to open time card for the part time resource.



Proxy Time & Leave Approval for Part Time

Once you open up the timecard you will see each line submitted by the employee, time can be approved or rejected from this screen.

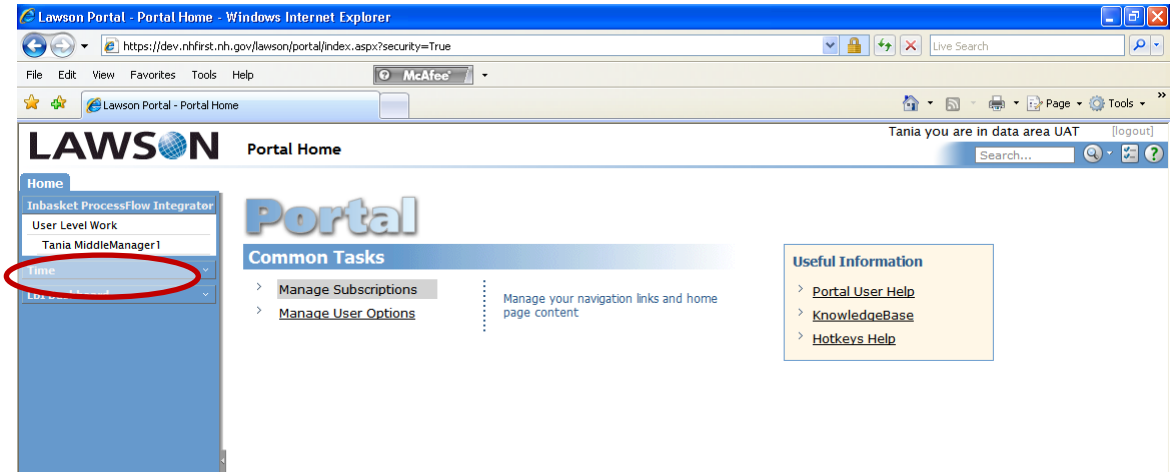
(If you do not see the boxes for Approve and Reject you may need to scroll down on the right and then you will see a scroll that goes left and right, scroll to the right)



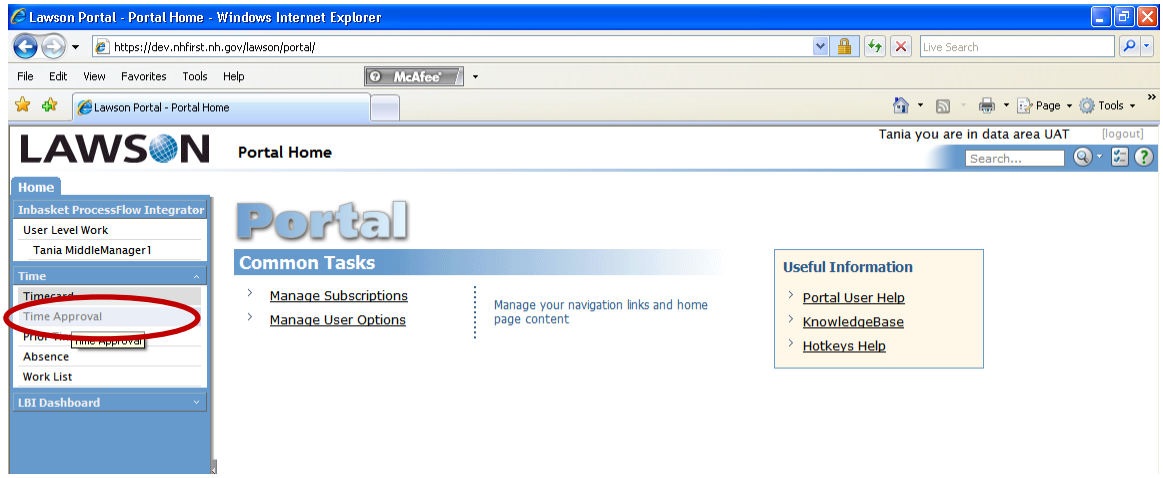
You can approve or reject by line or by timecard (top box). If you must reject a line you will need to contact the user to fix their timecard and resubmit. Use the comment flag to let the user know the reason for rejection.

Proxy Time & Leave Approval for Part Time

Proxy Absence Request Approval for Part Time - Click on **Time**

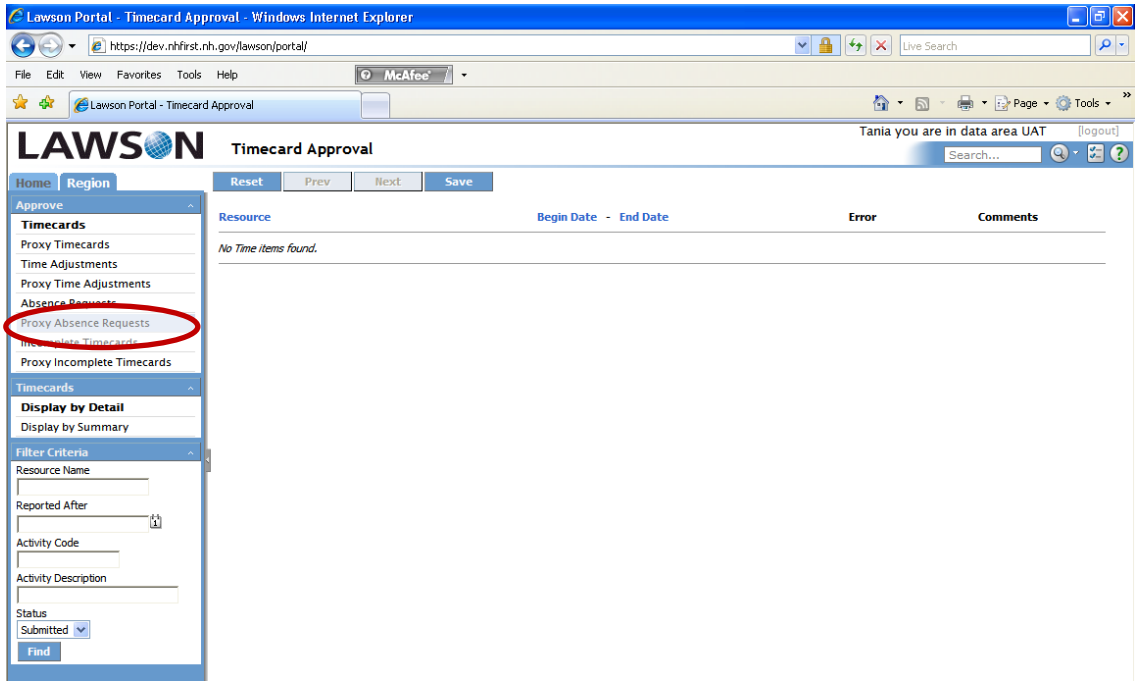


Next click on **Time Approval**

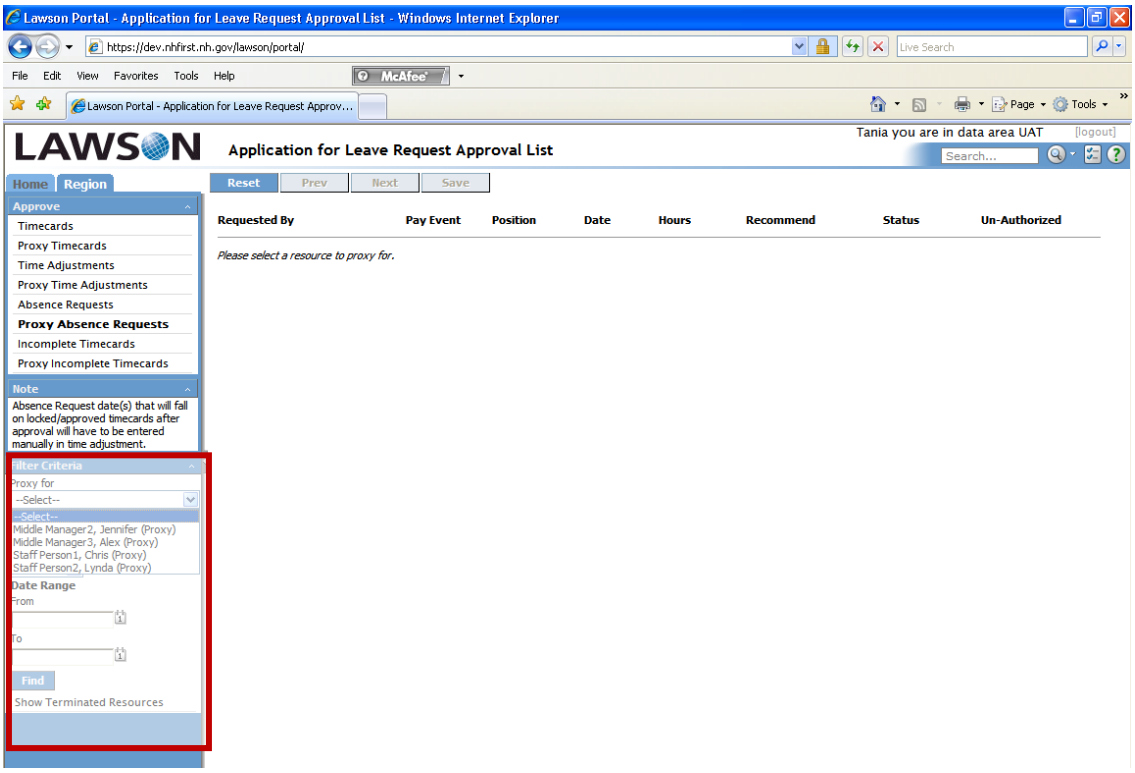


Proxy Time & Leave Approval for Part Time

Next click on **Proxy Absence Requests**

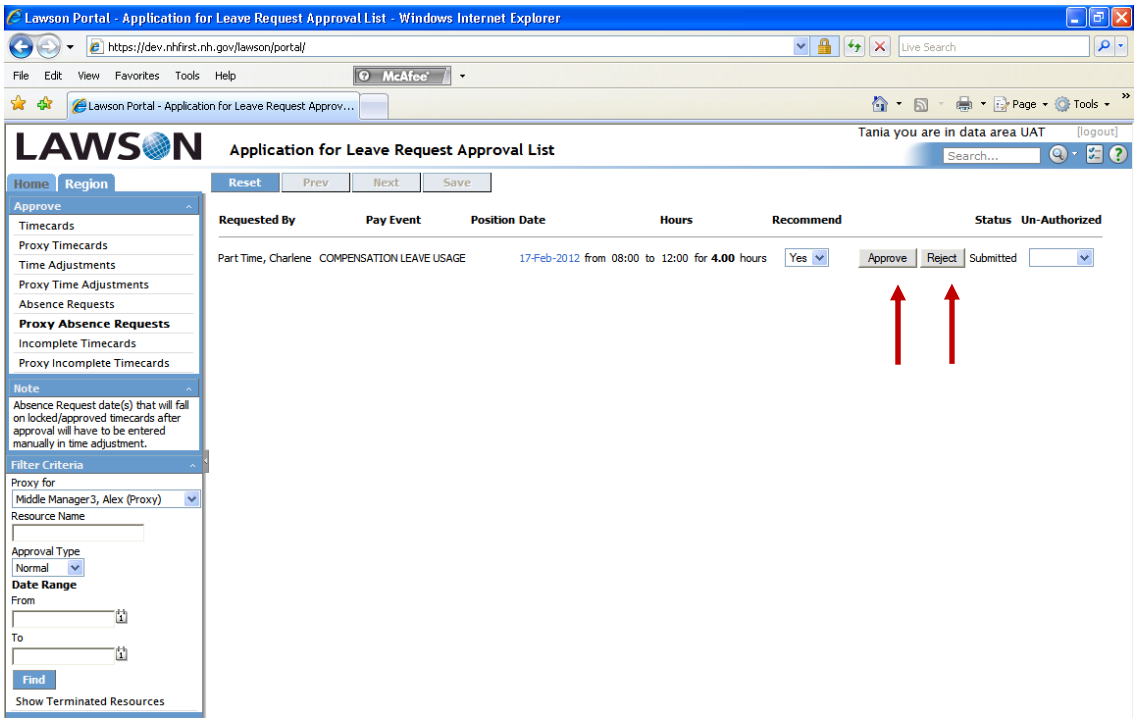


Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose your employee to proxy for, then click **Find**. In this case the Middle Manager 1 needs to approve the leave request for part timer through Middle Manager 3.



Proxy Time & Leave Approval for Part Time

You will now be seeing the Application for Leave Request Approval List screen for your proxy manager's direct reports (part time); requests can be approved or rejected from this screen.

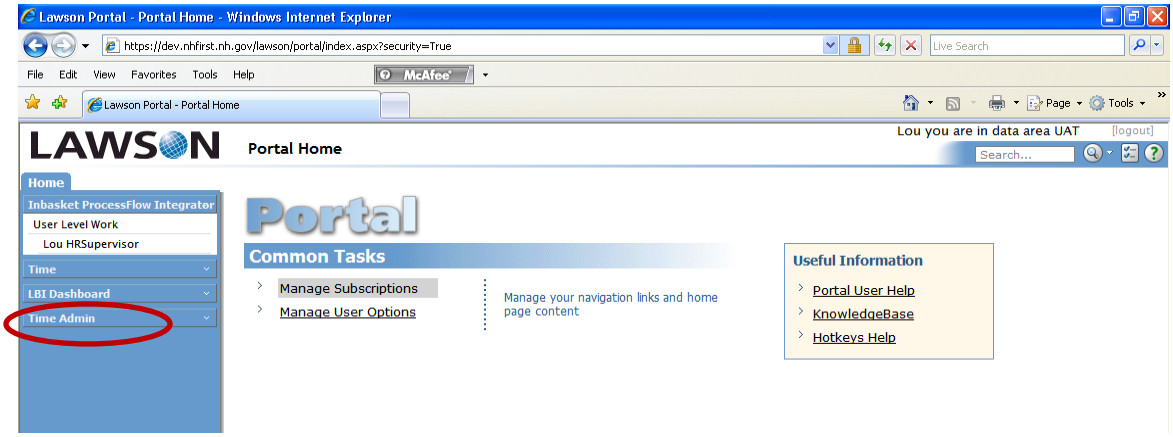


SETTING UP TIME CARD PROXIES
TIME ENTRY

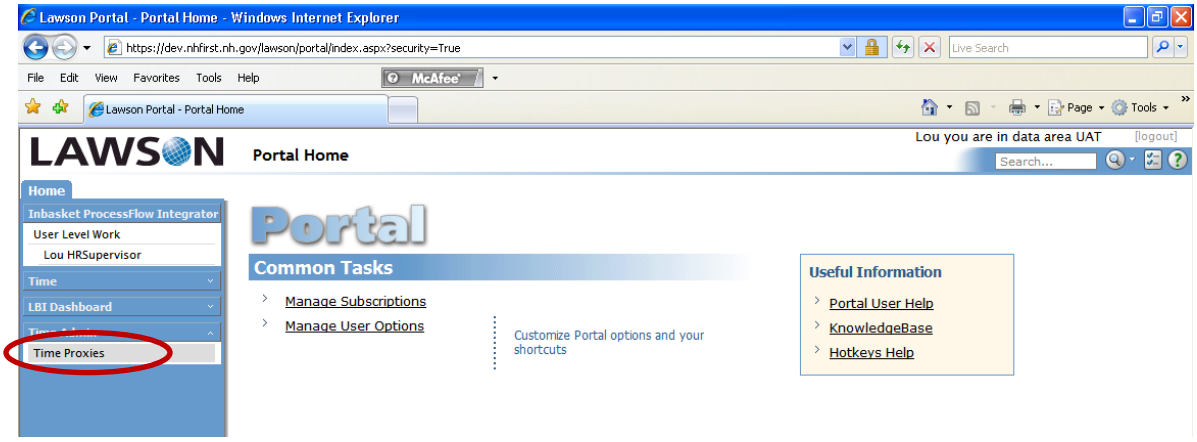
Setting up Time Card Proxies Time Entry

Purpose: These instructions are for setting up manual proxies for timecard entry for your Agency. The individuals with access to this role are Payroll Admins and Time Proxies only.

Click on **Time Admin**



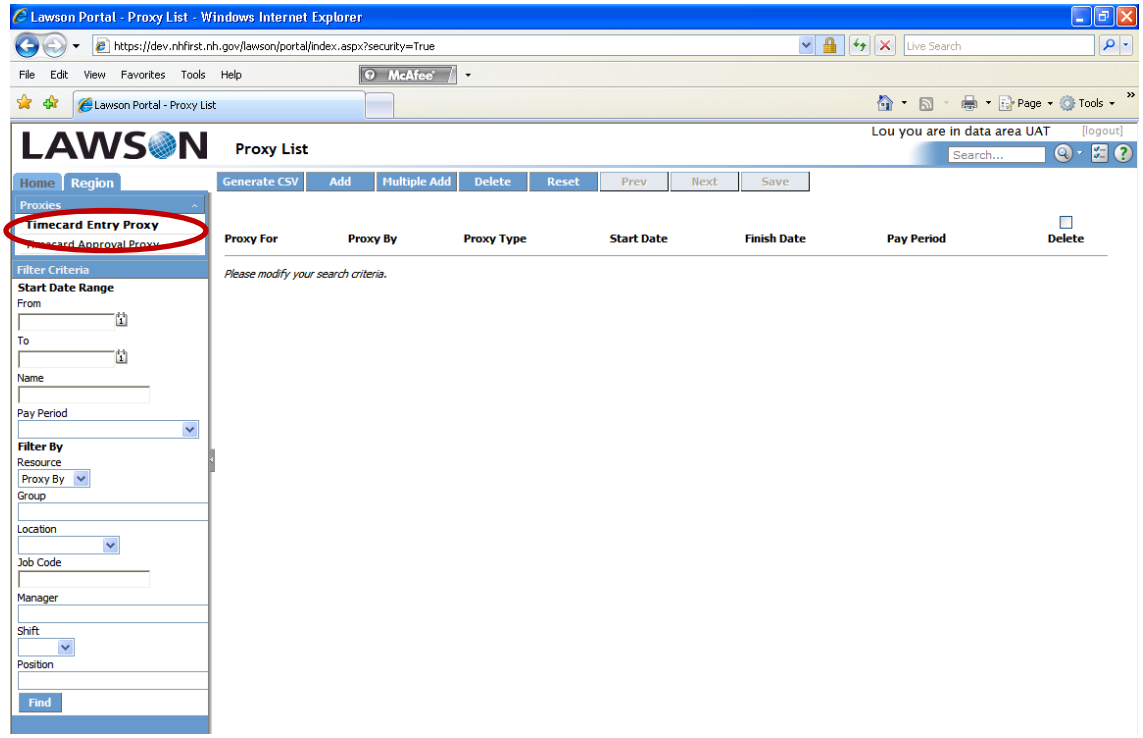
Next Click on **Time Proxies**



Setting up Time Card Proxies Time Entry

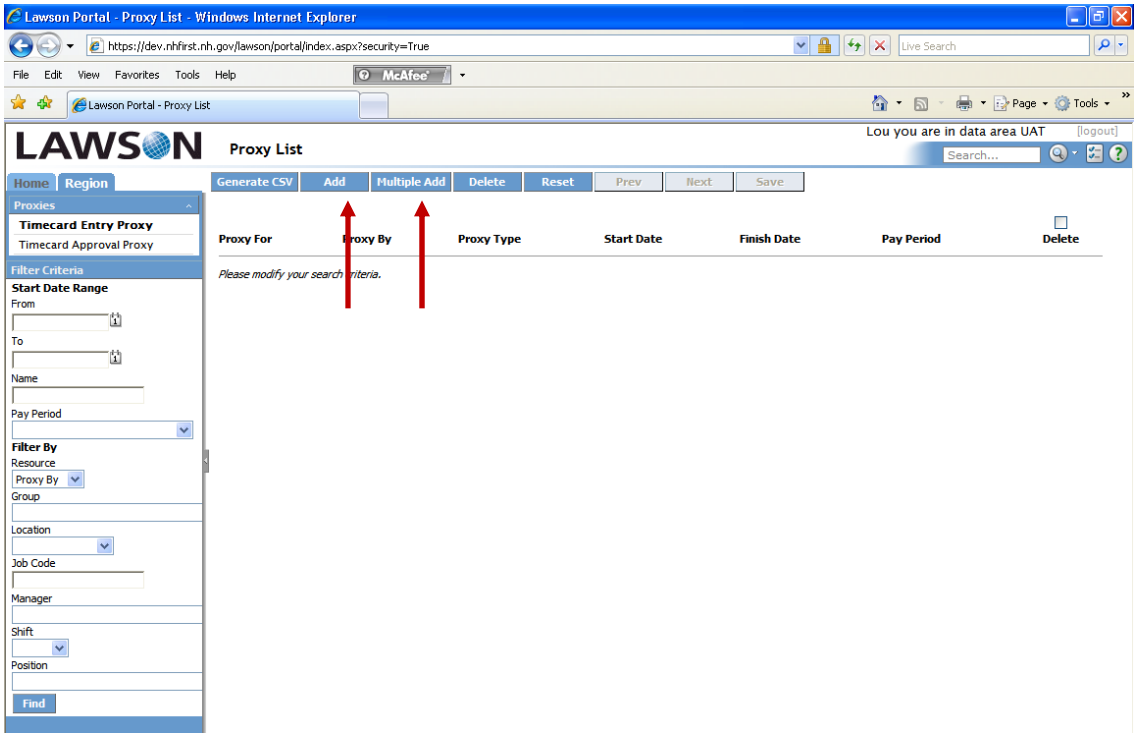
To set up an Time Entry Proxy click on **Timecard Entry Proxy** (this is the default selection)

(Timecard Entry Proxy is for an employee to act on behalf of another employee to enter time and leave requests)

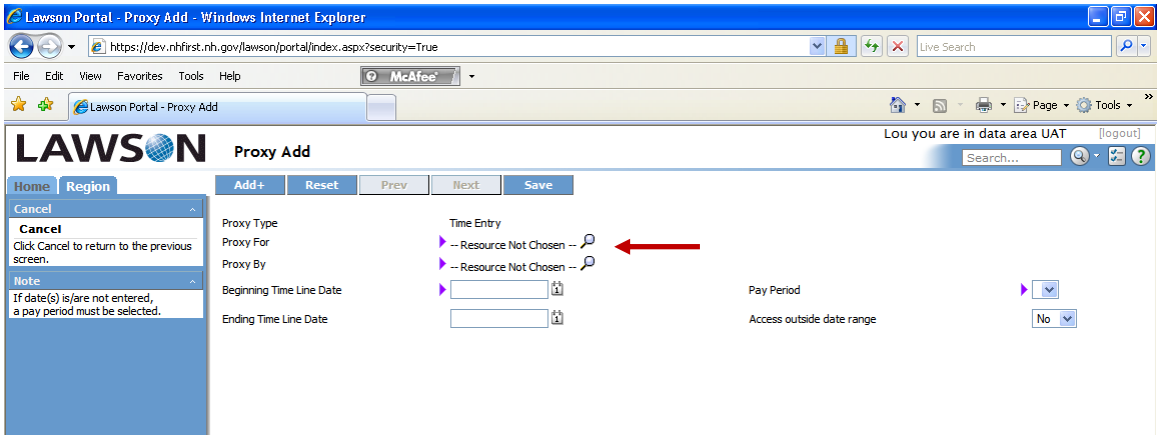


You will see this screen below, click on **Add** if you are adding only a one to one proxy and **Multiple Add** if you are adding more than one proxy at a time (example would be 5 employees to one employee).

Setting up Time Card Proxies Time Entry

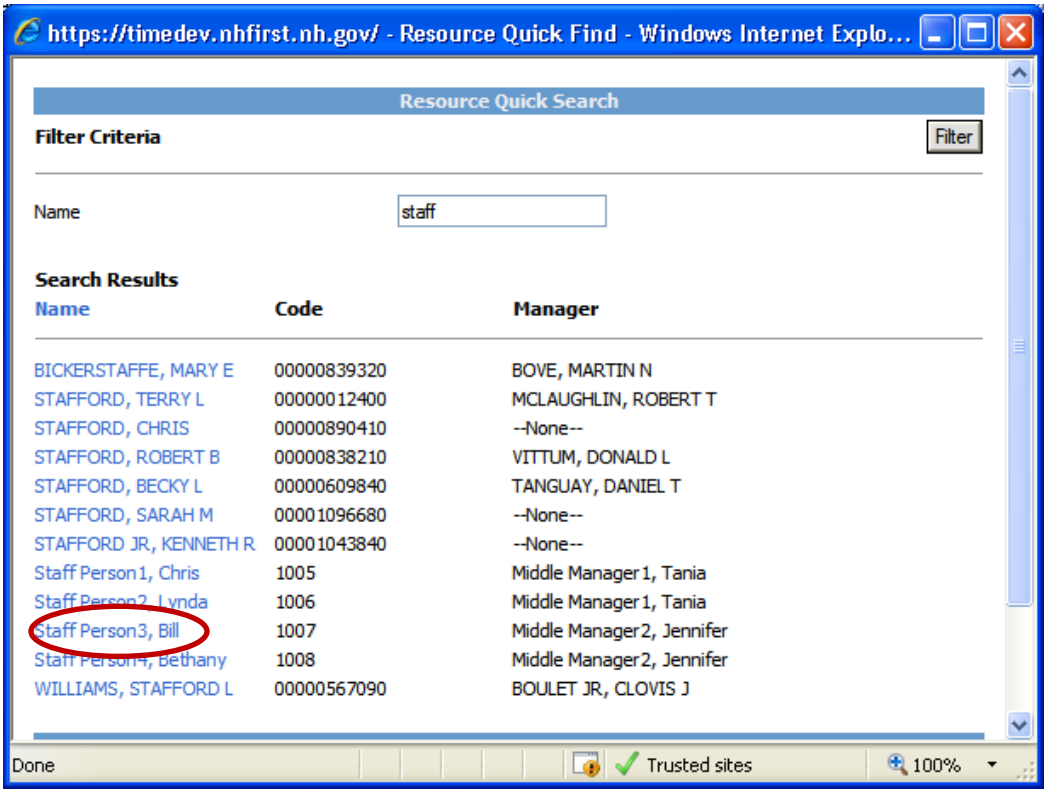


Once you click Add you will see this screen below, click on the magnifying glass for **Proxy For**

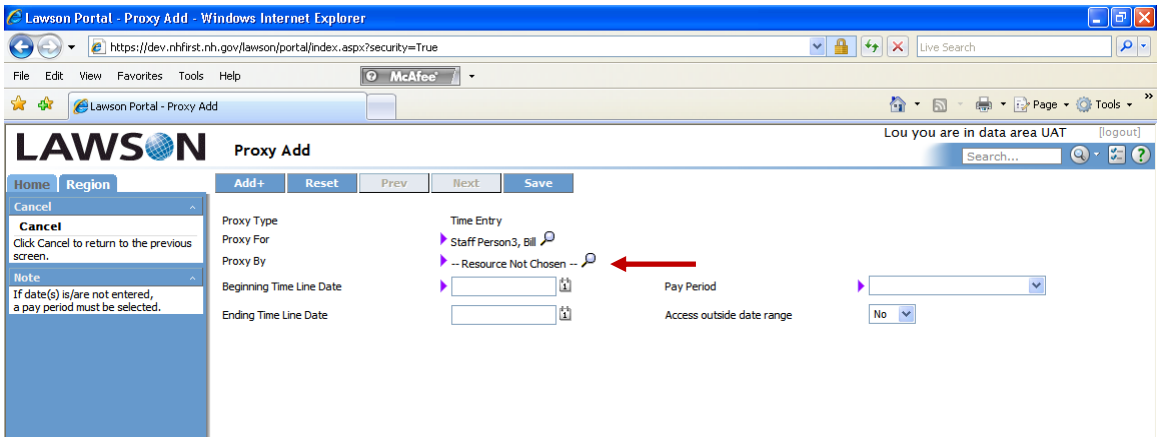


This screen will appear, type the name for the resource on whose behalf you wish to act in the name box, click on the filter button at the top right of the screen, then click on the resource name in blue.

Setting up Time Card Proxies Time Entry

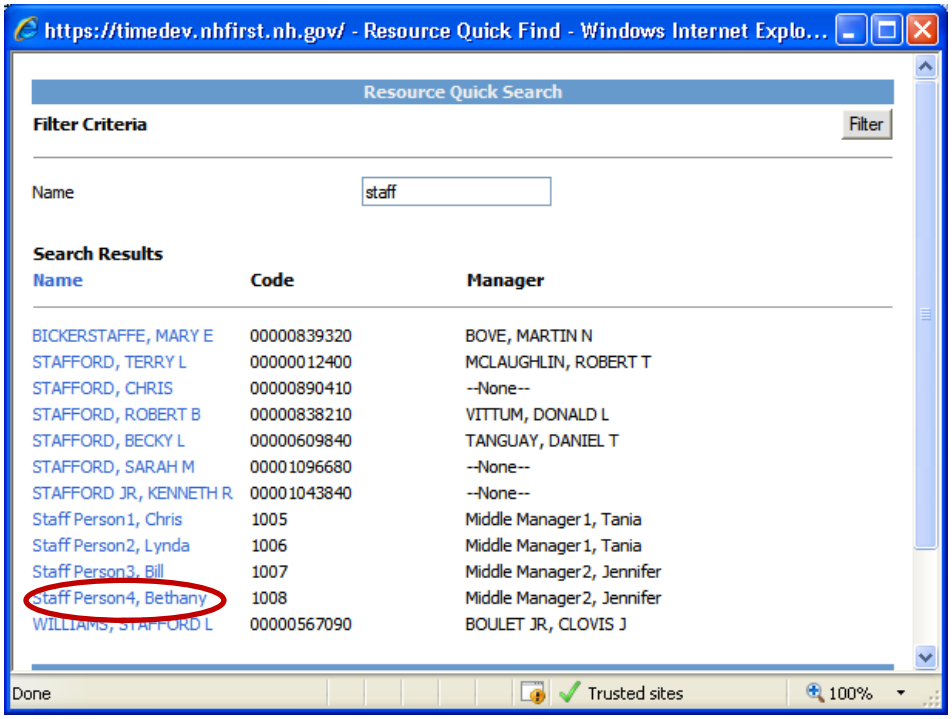


You will see that the name populated for Proxy for, now click on the magnifying glass next to **Proxy By** (this is the resource which will be doing the work)

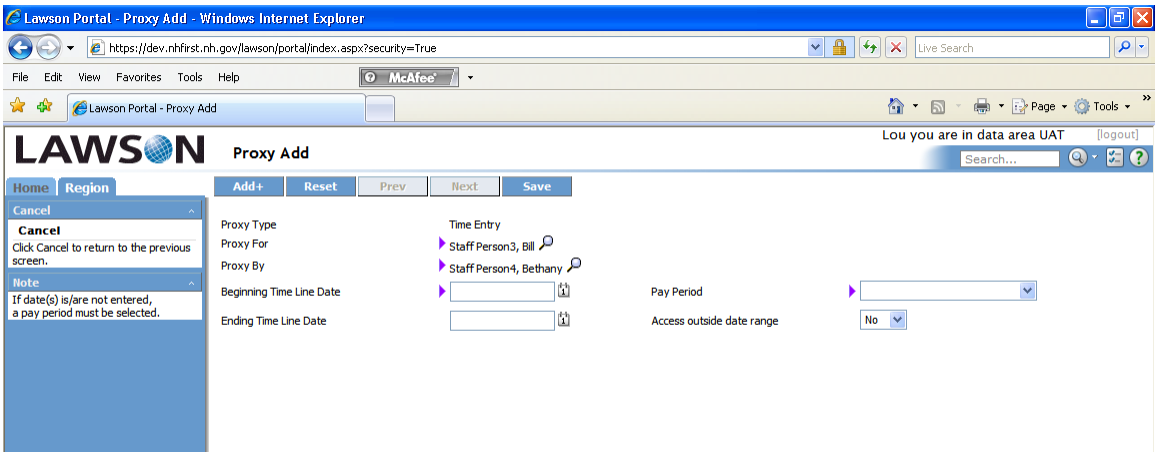


The same box will appear, search by name, click filter, and select the name in blue

Setting up Time Card Proxies Time Entry



You will see that the name is now populated next to Proxy By. In this case Staff Person 4 (Proxy By) will need to enter time for Staff Person 3 (Proxy For)



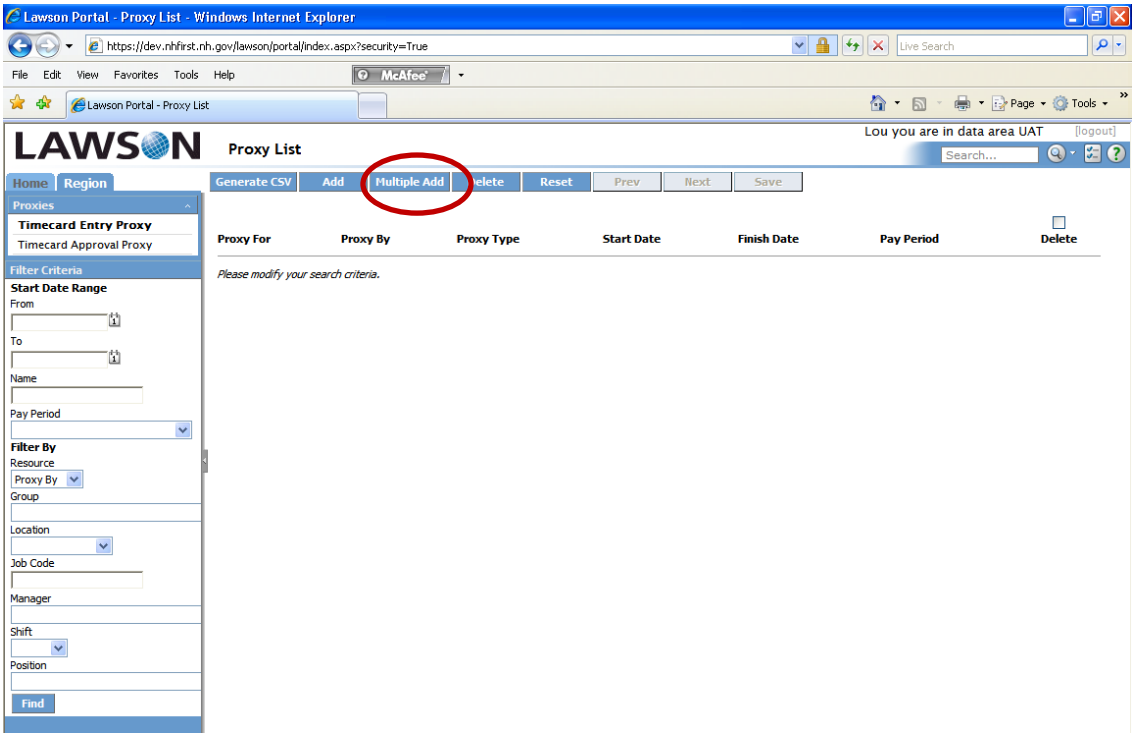
Setting up Time Card Proxies Time Entry

Enter a "**Beginning Time Line Date**" (keep in mind that if you choose today's date you will not see anything on their time card or leave prior to this date)

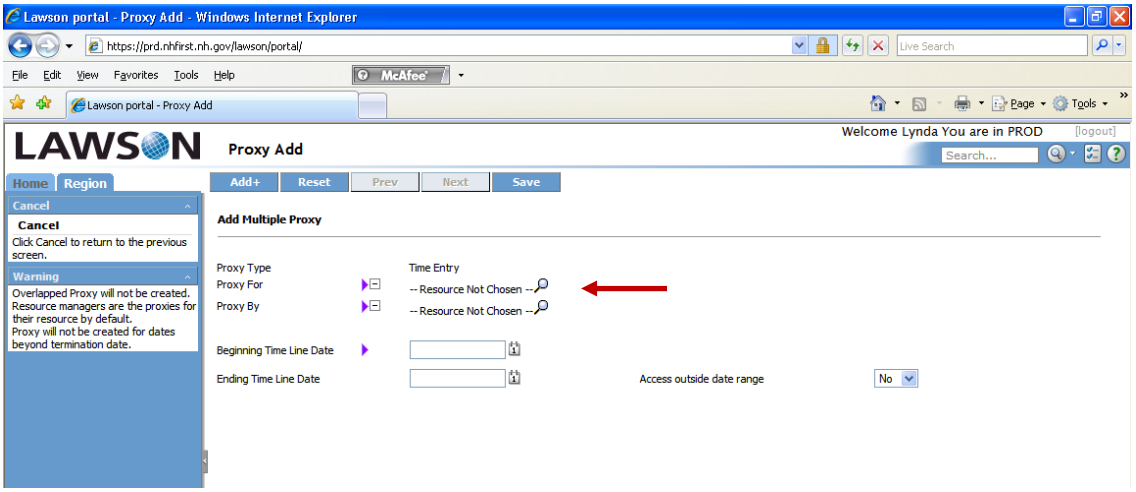
If this proxy will be a permanent proxy do not enter an ending date or any other field simply click **Save**.

If this proxy will be a onetime proxy you can enter in dates accordingly or a per period, then click **save**.

Multiple Add - If you need to set up more than one proxy at a time you can click Multiple Add for **a multiple one to one proxy.**



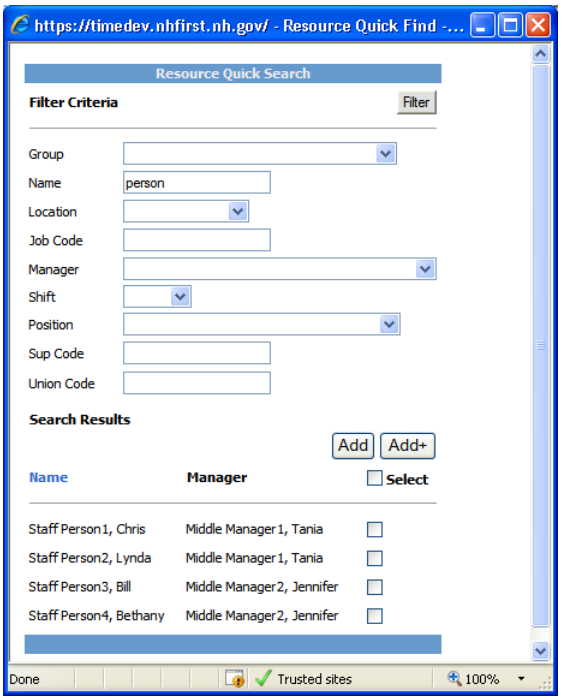
You will now be seeing this screen, click the **Proxy For** magnifying glass

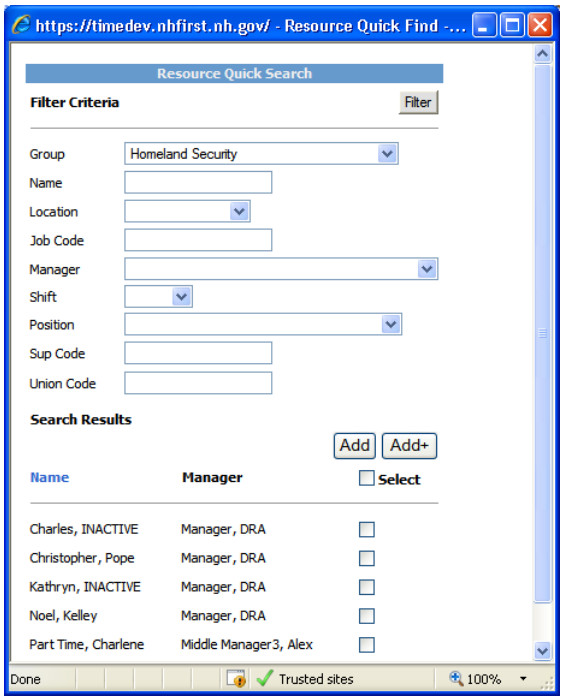


Setting up Time Card Proxies Time Entry

Click on the magnifying glass for **Proxy For** and this screen will appear. Notice there are many ways to search for a resource; on the left is a search by name and on the right you can pull the drop down for Group to see only one group.

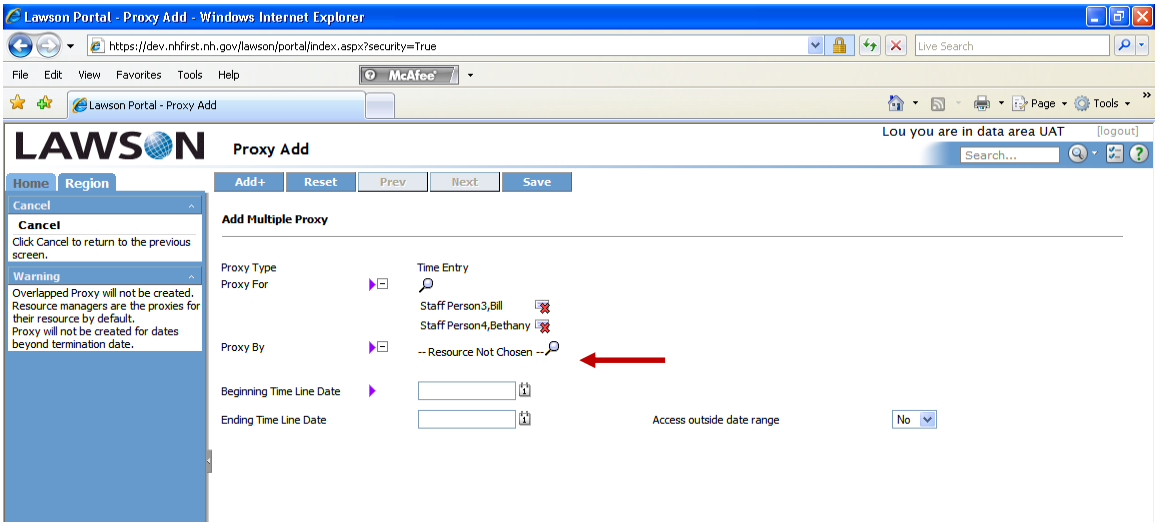
To have multiple resources, click the check box next to the resource name and then click **Add+** to continue to add more resources.



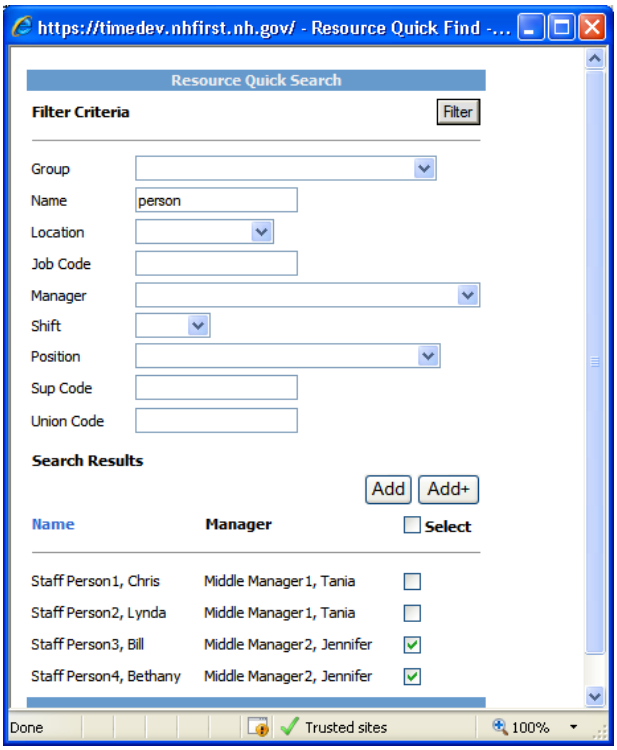


Once you have chosen all your resources for Proxy For then click **Add** and you will see them listed for Proxy For. Now click on the magnifying glass for **Proxy By**

Setting up Time Card Proxies Time Entry

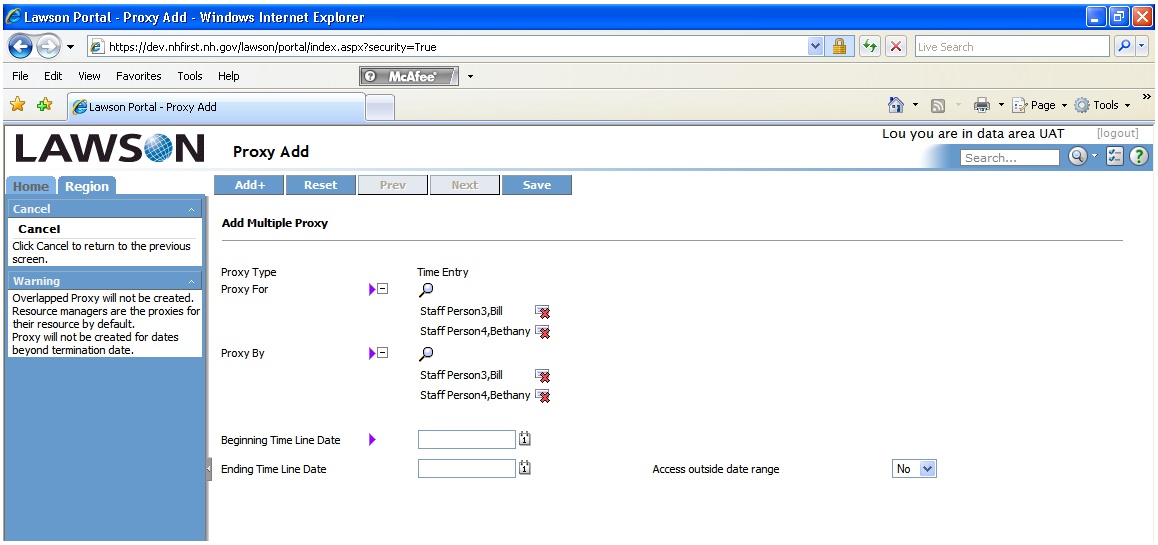


Once you click on Proxy By you will see this screen again, choose your resource to Proxy By, click the check box next to the resource name and then click **Add+** to continue to add more resources.



Once you have chosen all your resources for Proxy By then click **Add** and you will see them listed for Proxy By. In this instance you will notice that both proxy for and proxy by are the same; they will each be able to enter time and leave for each other.

Setting up Time Card Proxies Time Entry



Enter a "**Beginning Time Line Date**" (keep in mind that if you choose today's date you will not see anything on their time card or leave prior to this date)

If this proxy will be a permanent proxy do not enter an ending date or any other field simply click **Save**.

If this proxy will be a onetime proxy you can enter in dates accordingly, then click **save**.

You will see these proxies set up when you go to **Time Admin – Time Proxies**, be sure to change to **Timecard Approval Proxy.**

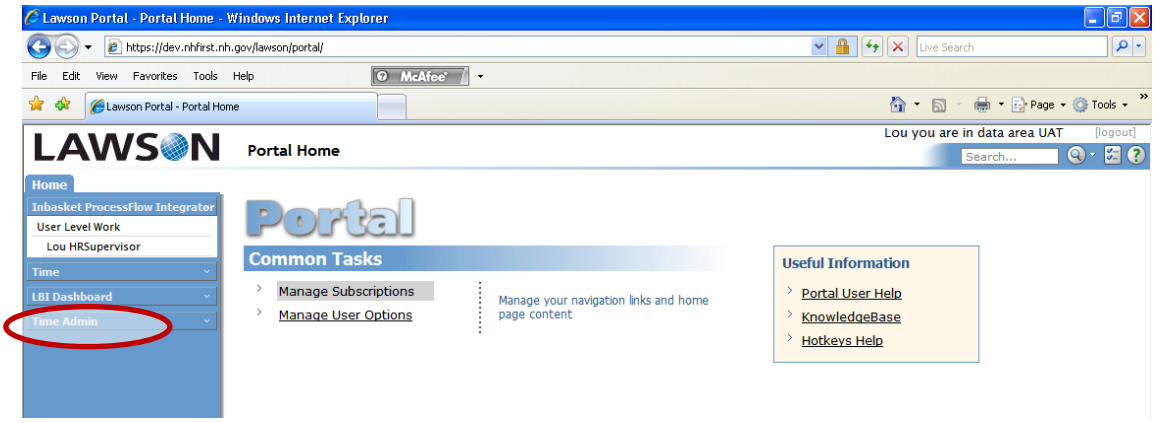
From this screen below see that the Resource is set to filter by Proxy By (that can be changed), you can enter the name in the name field and click **find**

SETTING UP TIME CARD PROXIES TIME APPROVAL

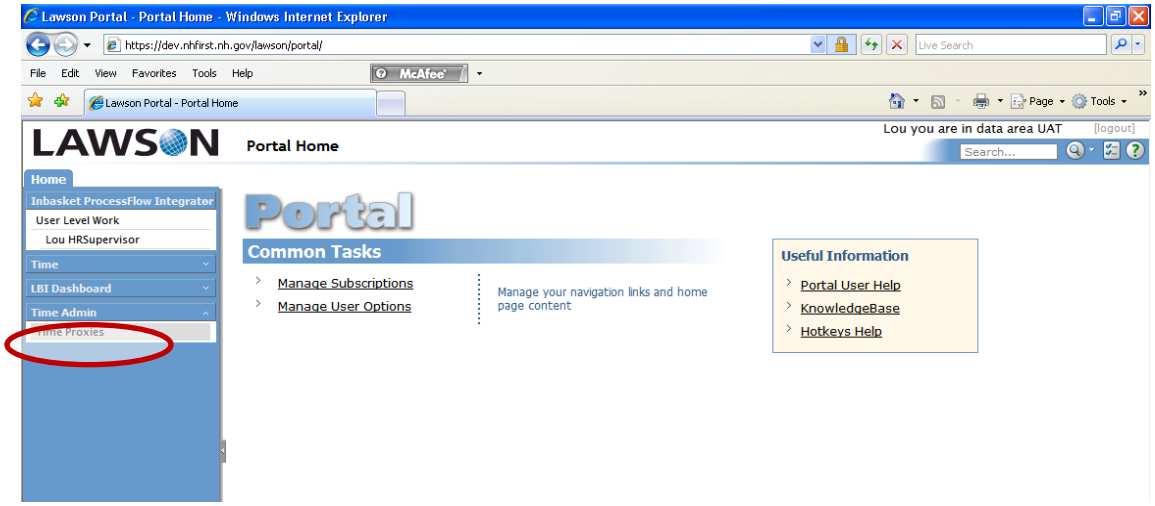
Setting up Time Card Proxies Time Approval

Purpose: These instructions are for setting up manual proxies for timecard approval for your Agency. The individuals with access to this role are Payroll Admins and Time Proxies only.

Click on **Time Admin**



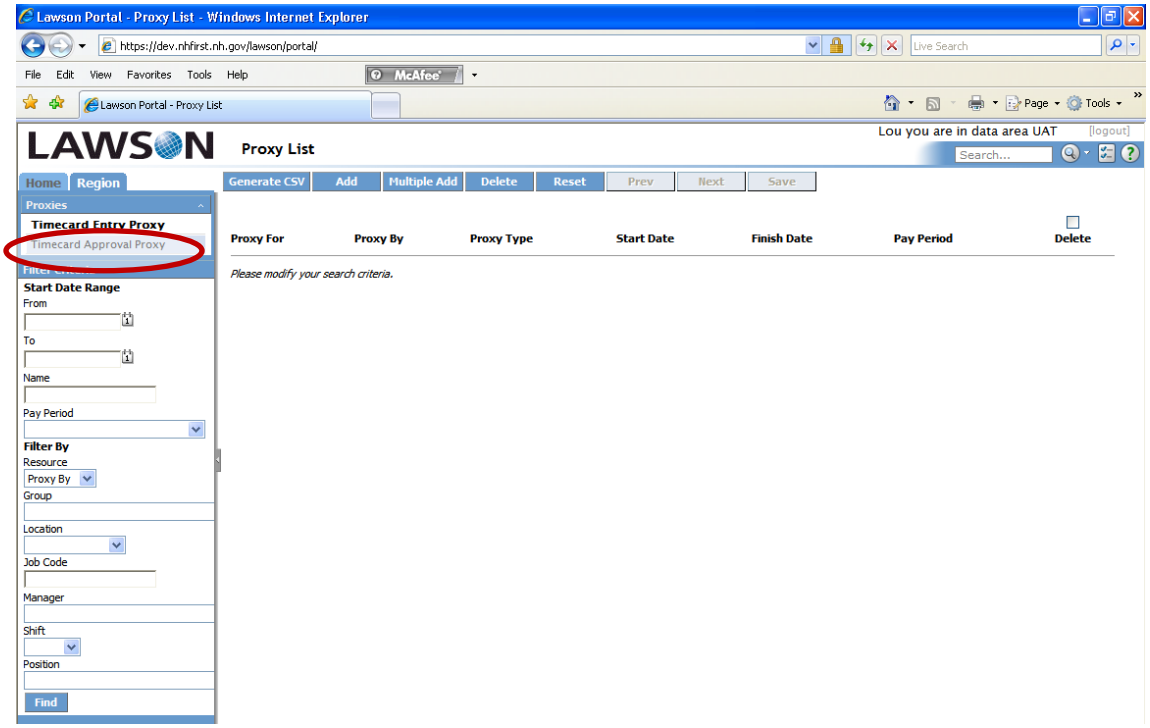
Next Click on **Time Proxies**



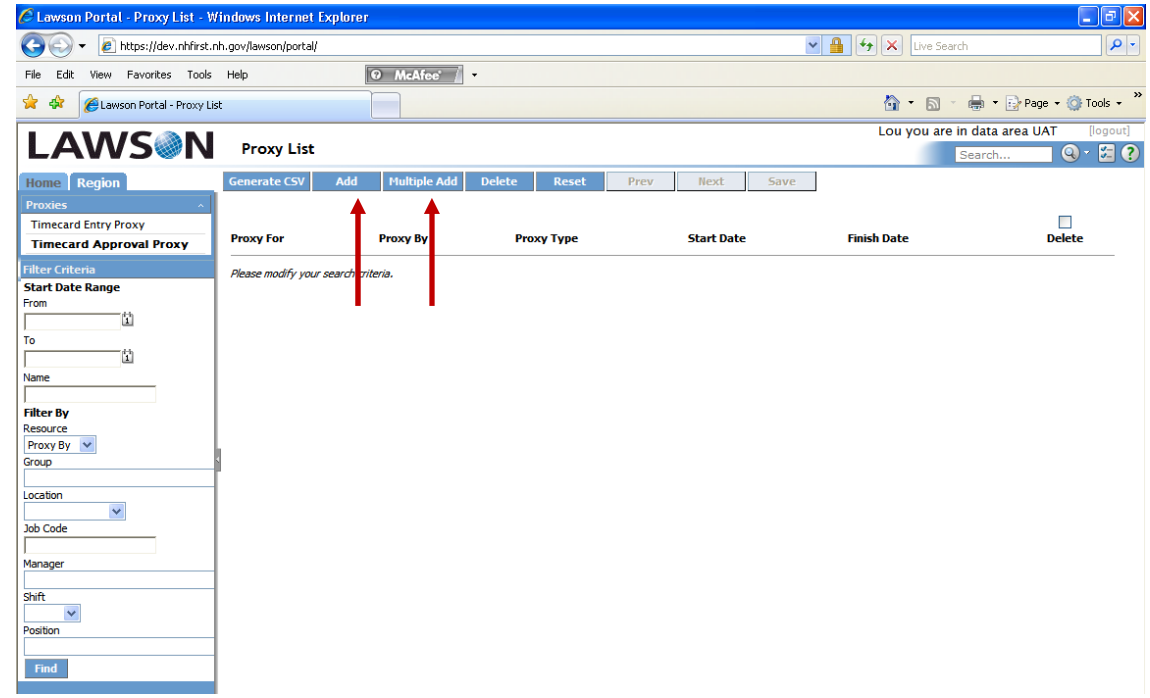
Setting up Time Card Proxies Time Approval

Click on **Timecard Approval Proxy** on the screen below (Be careful, the default is timecard entry proxy)

(Time Approval proxy is for an employee to lateral proxy to another supervisor to act on their behalf to approve time and leave requests)

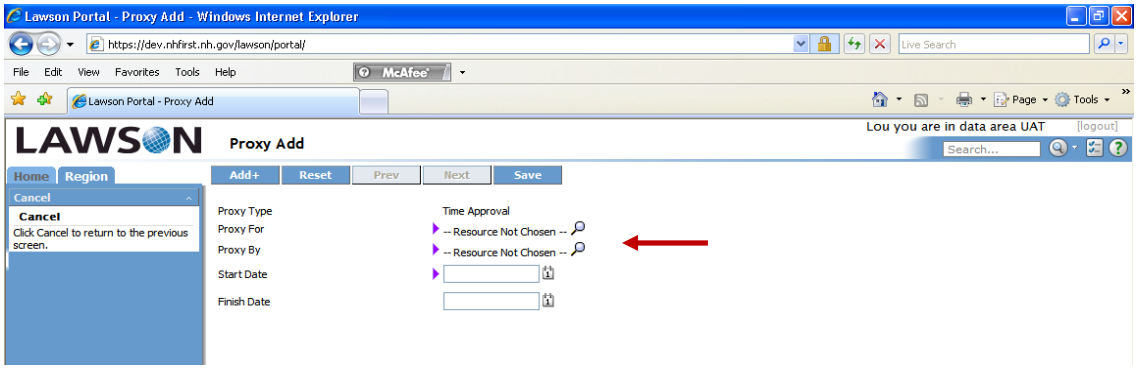


You will see this screen, click on **Add** if you are adding only a one to one proxy and **Multiple Add** if you are adding more than one proxy at a time (example would be 5 employees to one manager).

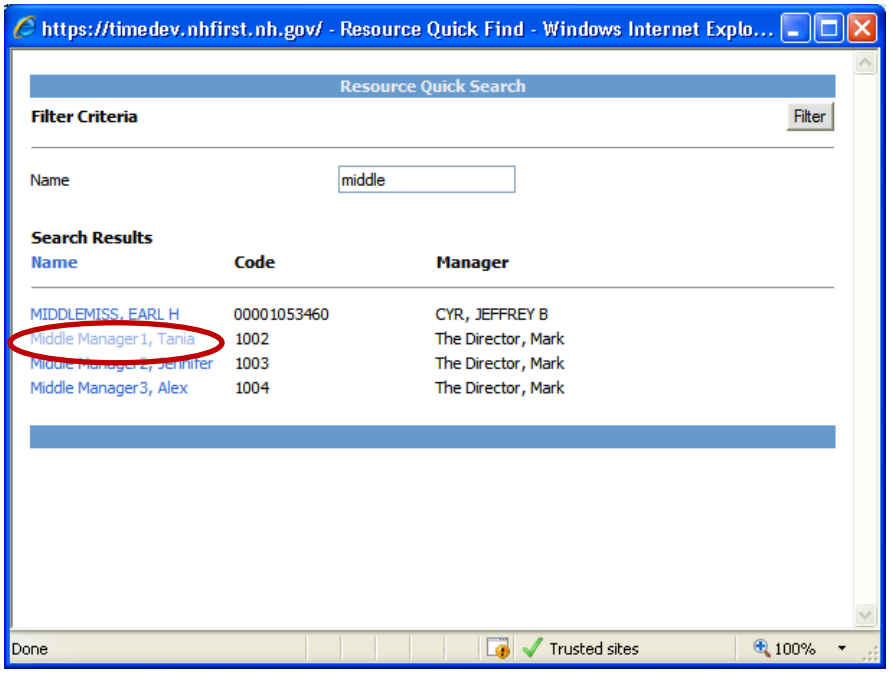


Setting up Time Card Proxies Time Approval

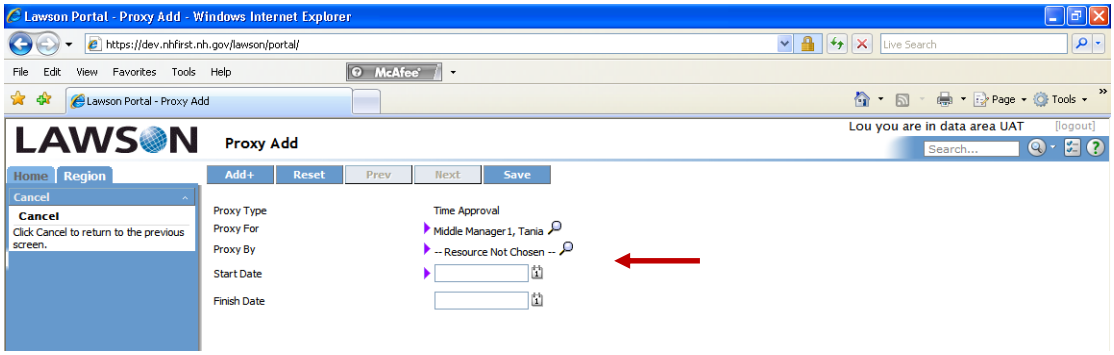
Once you click Add you will see this screen below:



Click on the magnifying glass for **Proxy For** and this screen will appear, simply search in the name box for the resource whose behalf you are acting on and click on the resource name in blue.

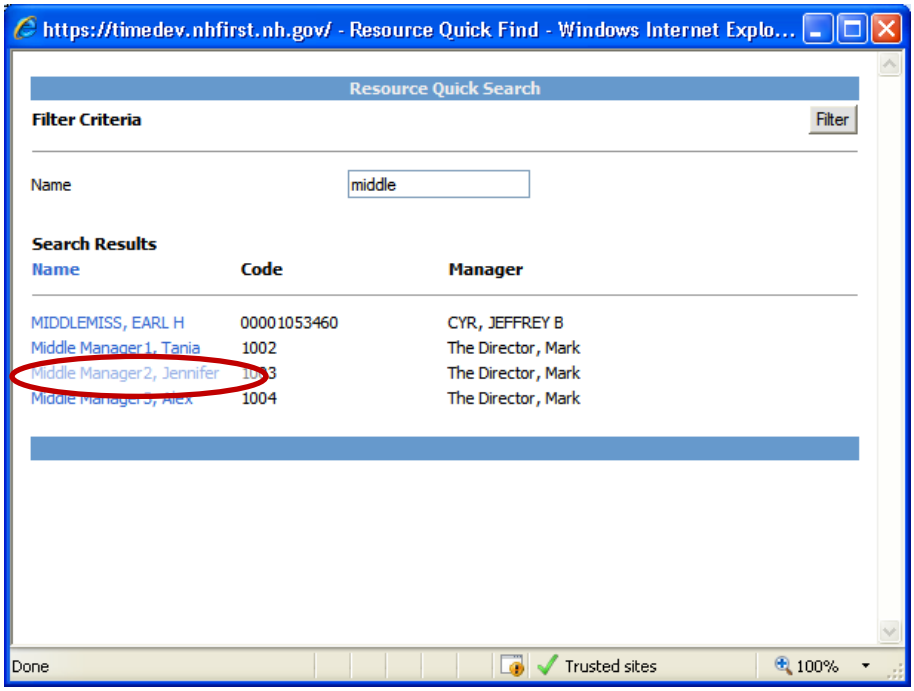


You will see that the name populated for Proxy for, now click on the magnifying glass next to **Proxy By** (this is the resource which will be doing the work)

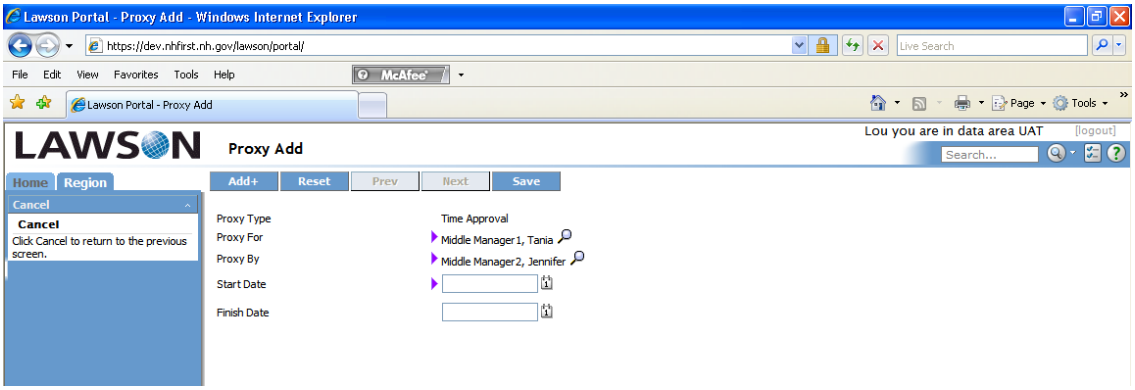


The same box will appear, search by name and select the name in blue

Setting up Time Card Proxies Time Approval



You will see that the name is now populated next to Proxy By. In this instance Middle Manager 2 will be able to proxy in for Middle Manager 1 to act on his/her behalf.



Enter a "**Start Date**" (keep in mind that if you choose today's date you will not see anything on their time card or leave prior to this date)

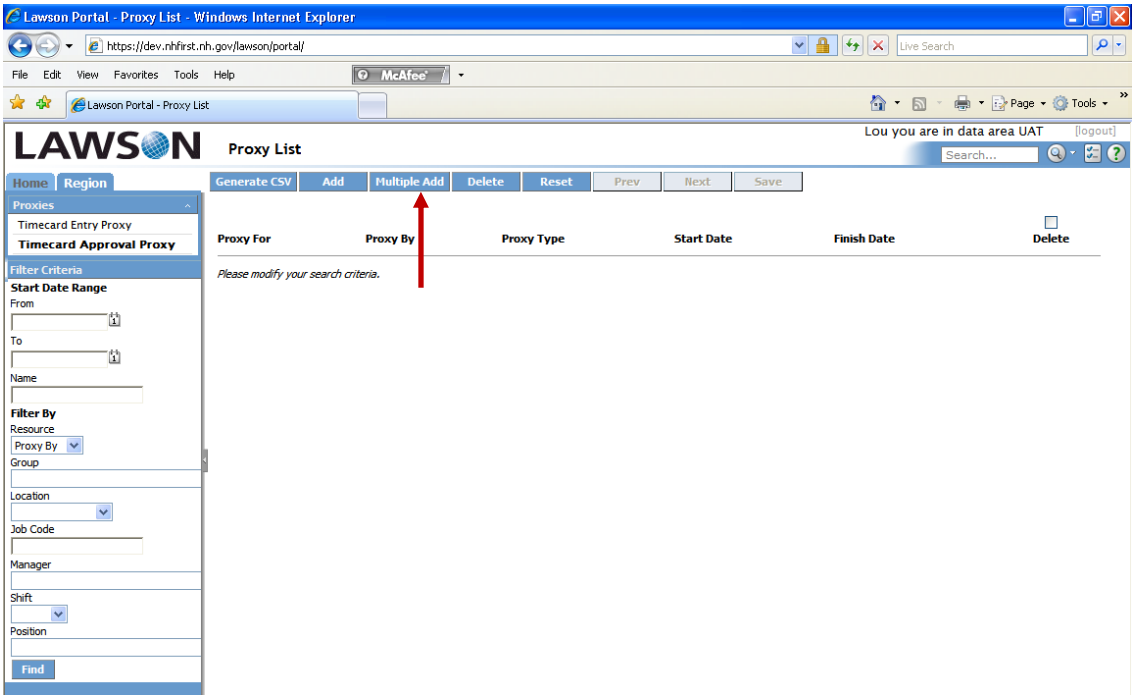
If this proxy will be a permanent proxy do not enter an ending date or any other field simply click **Save**.

If this proxy will be a onetime proxy you can enter in dates accordingly, then click **save**.

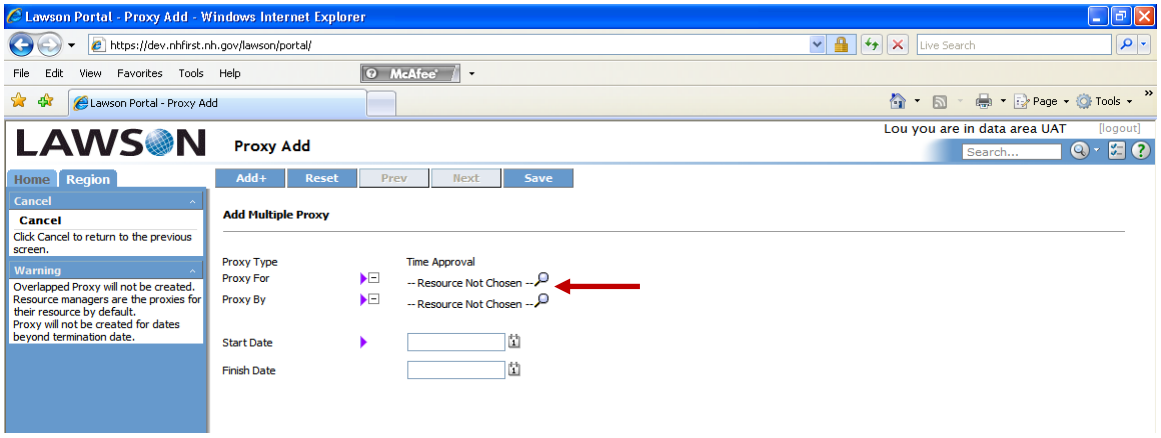
***IMPORTANT**: If you are setting up a timecard approval proxy and the Proxy By that you choose is not currently a supervisor they will not inherit the Time Approver bookmark under Time, a formal request will need to be made for that to happen.*

Multiple Add - Click Multiple Add for **a multiple proxy.**

Setting up Time Card Proxies Time Approval



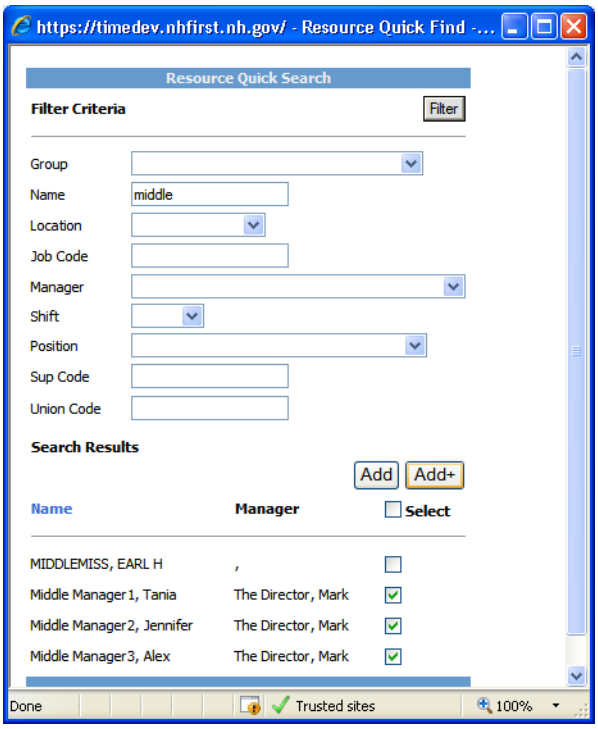
You will see this screen appear, click the magnifying glass for **Proxy For**

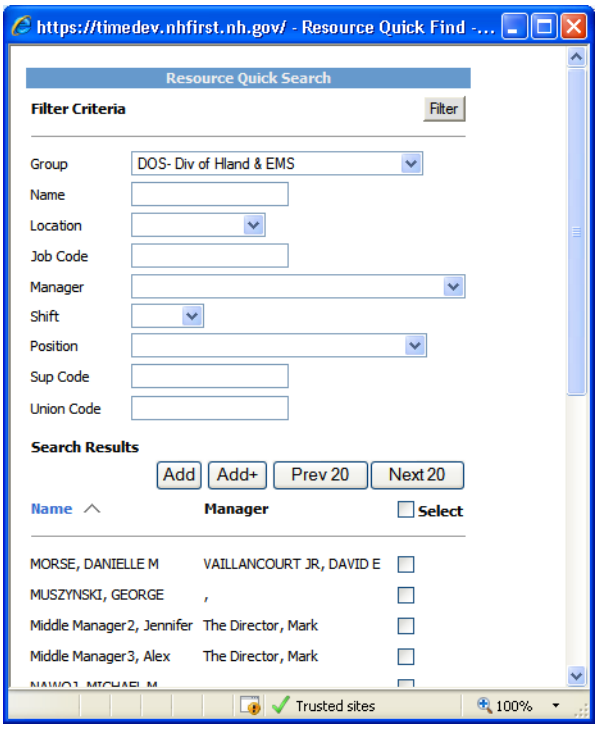


Once you click on the magnifying glass for **Proxy For** and this screen will appear. Notice there is many ways to search for a resource; on the left is a search by name and on the right you can pull the drop down for Group to see only one group.

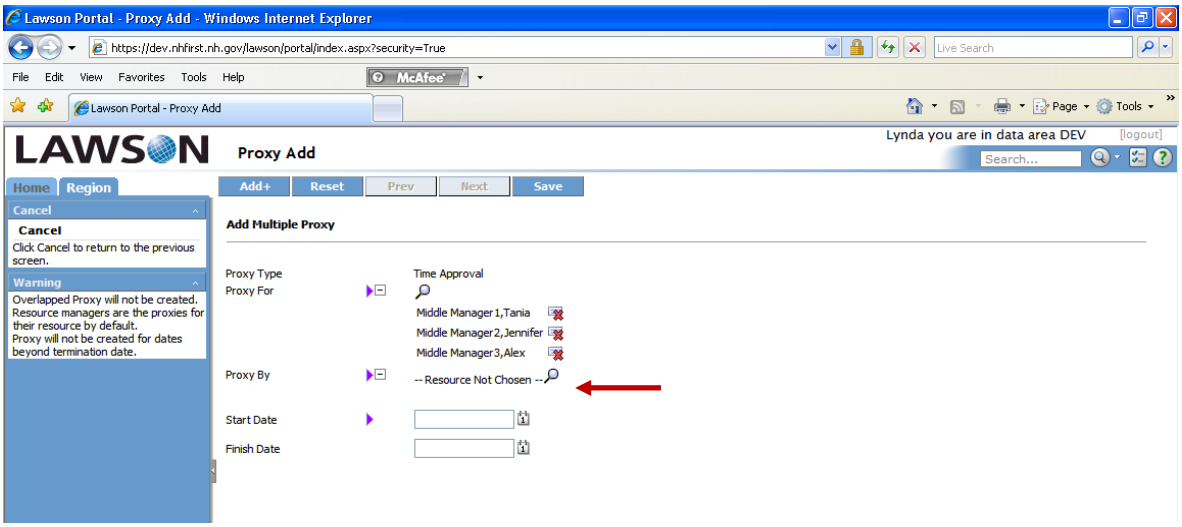
Setting up Time Card Proxies Time Approval

To have multiple resources, click the check box next to the resource name and then click **Add+** to continue to add more resources. If you do not see your resource click Next 20 to move through the list.



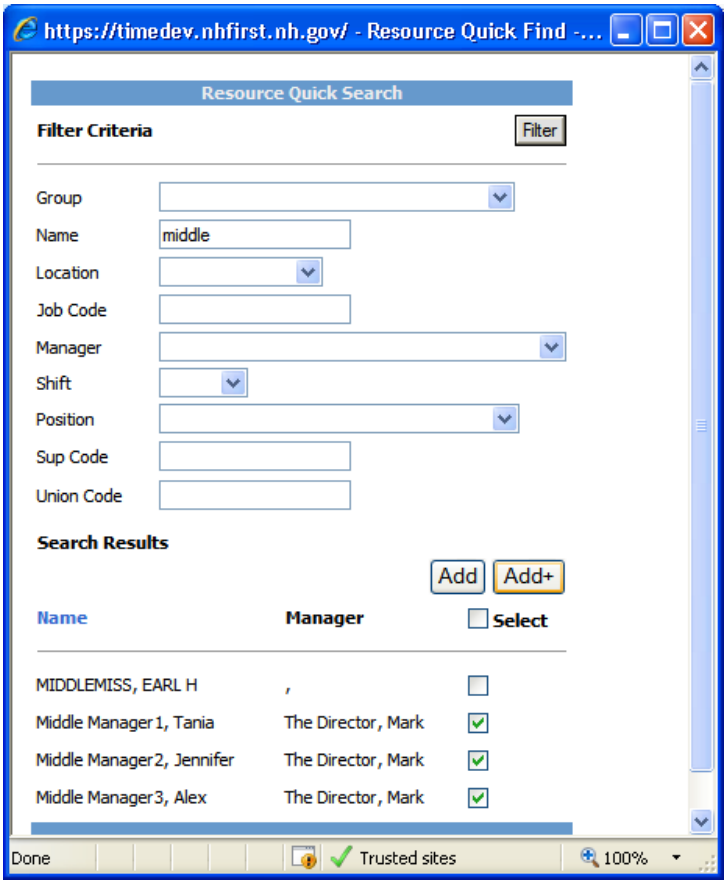


Once you have chosen all your resources for Proxy For then click **Add** and you will see them listed for Proxy For. Click on the magnifying glass for **Proxy By**

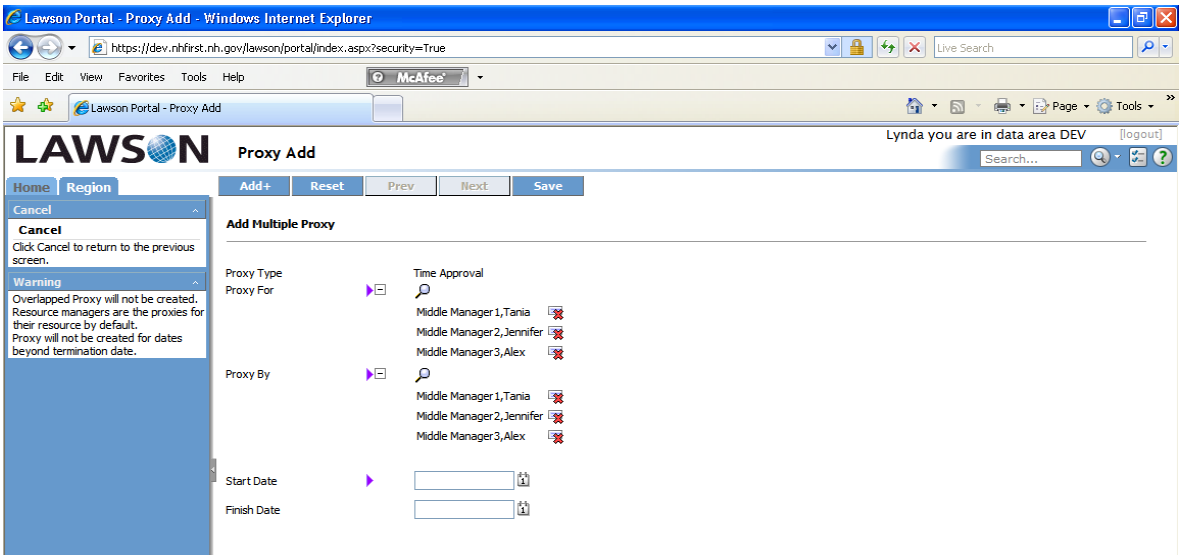


This screen will appear, chose your resources and click **Add**

Setting up Time Card Proxies Time Approval



You will see your resources populated the Proxy By, in this instance all the Middle Managers will be proxy approval for each other in the case of one of them being out of the office.



Enter a "Start **Date**" (keep in mind that if you choose today's date you will not see anything on their time card or leave prior to this date)

Setting up Time Card Proxies Time Approval

If this proxy will be a permanent proxy do not enter an ending date or any other field simply click **Save**.

If this proxy will be a onetime proxy you can enter in dates accordingly, then click **save**.

IMPORTANT*: If you are setting up a timecard approval proxy and the Proxy By that you choose is not currently a supervisor they will not inherit the Time Approver bookmark under Time, a formal request will need to be made for that to happen.*

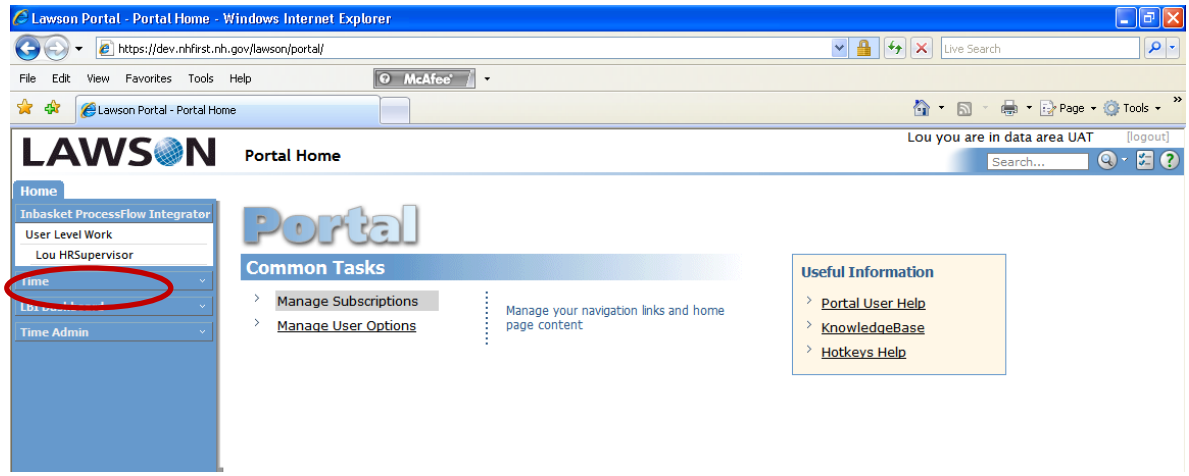
PAYROLL ADMIN FUNCTION – ALL TIMECARDS & ALL ABSENCE REQUESTS - ENTRY

Payroll Admin Function - All Timecards & All Absence Requests - Entry

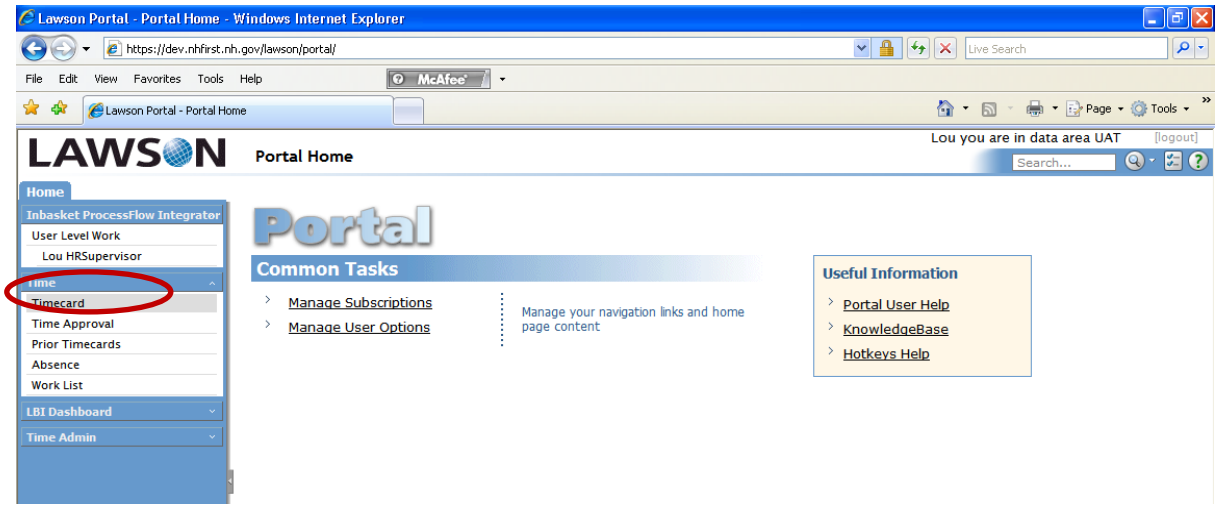
Purpose: These instructions explain in detail how a Payroll Administrator has the ability to view All Timecards as well as All Absence Requests.

Example: HR Supervisor has the access to view timecards and absence requests.

All Timecards Entry - Click on the **Time** Bookmark

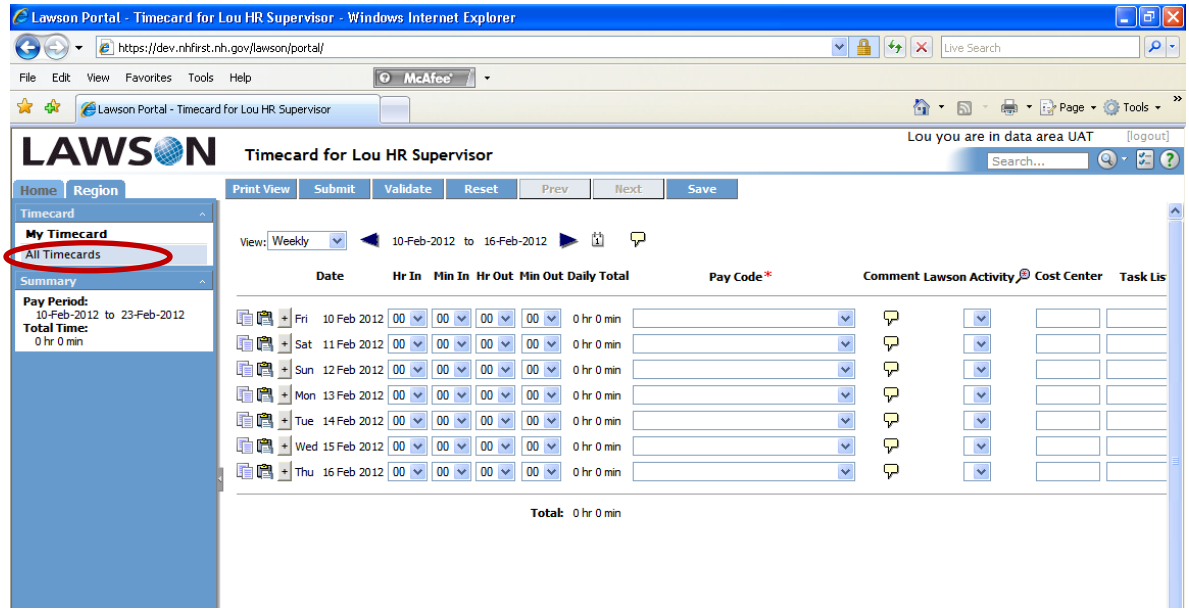


Next click on the **Timecard** Link

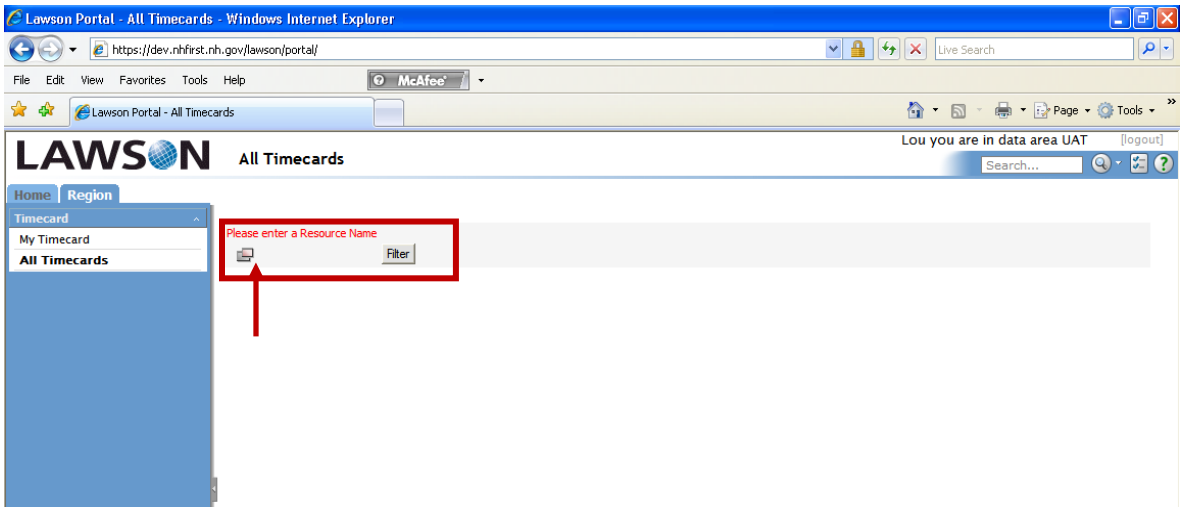


Payroll Admin Function - All Timecards & All Absence Requests - Entry

Next click on **All Timecards**

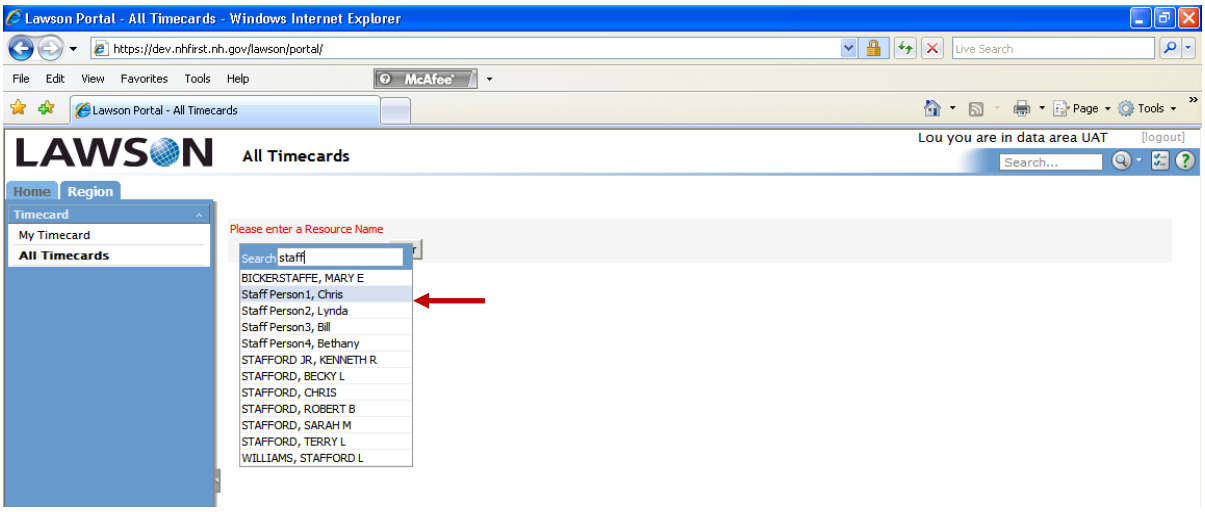


Once you click All Timecards you will see the following screen, click on the small box to search for your resource by name. In this instance the HR Supervisor is going to open the timecard for Staff Person 1.

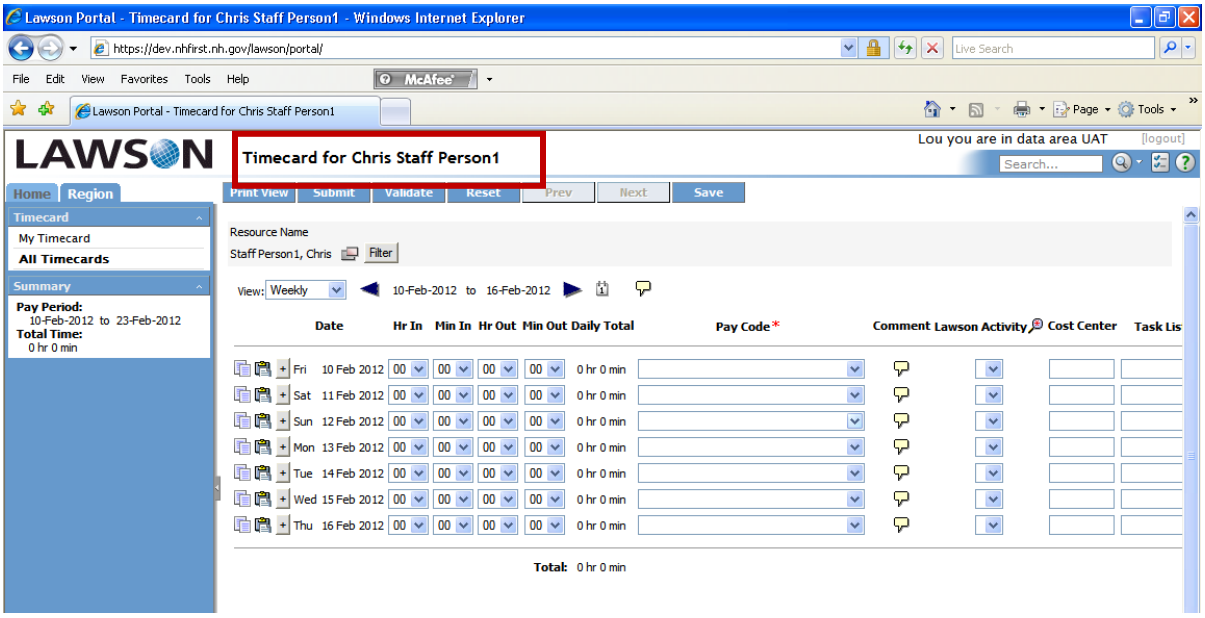


Payroll Admin Function - All Timecards & All Absence Requests - Entry

You will see that when I click the paper and type in the Search field a list of resources are in the drop down for me to select. Choose the resource and click **Filter**.

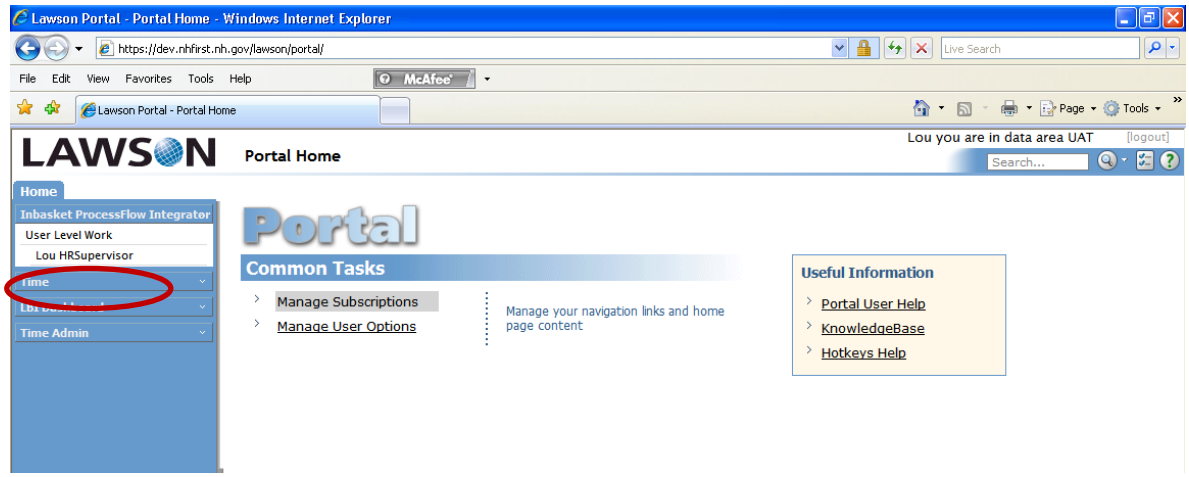


You will now be seeing the timecard for Staff Person 1, which was selected; entries can be made from this screen. The HR payroll admin has the ability to enter time on a timecard through all timecards instead of through manual proxy set up.

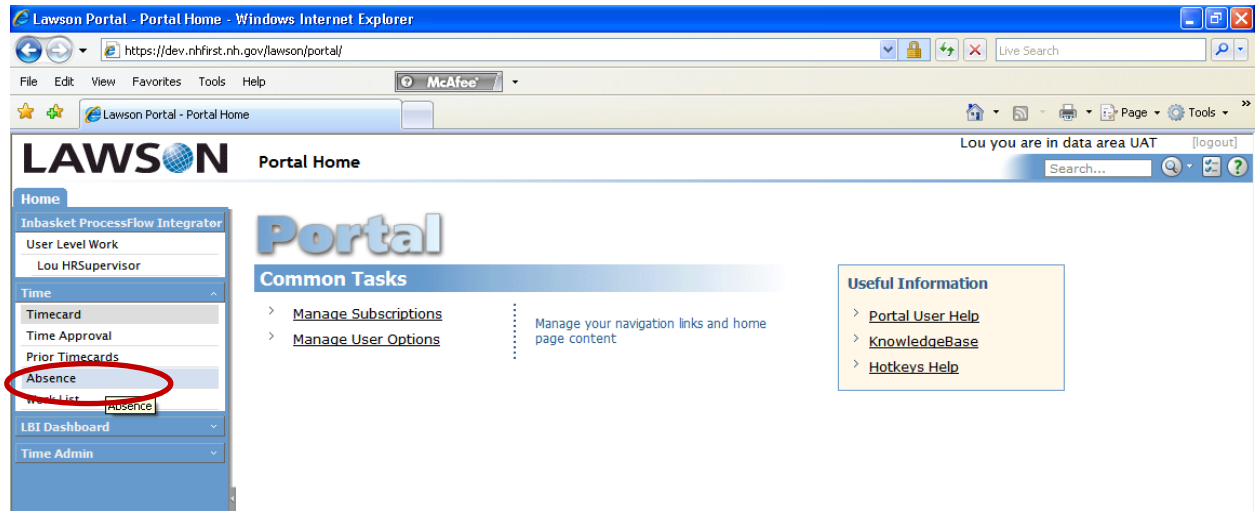


Payroll Admin Function - All Timecards & All Absence Requests - Entry

All Absence Requests Entry - Click on the **Time** Bookmark

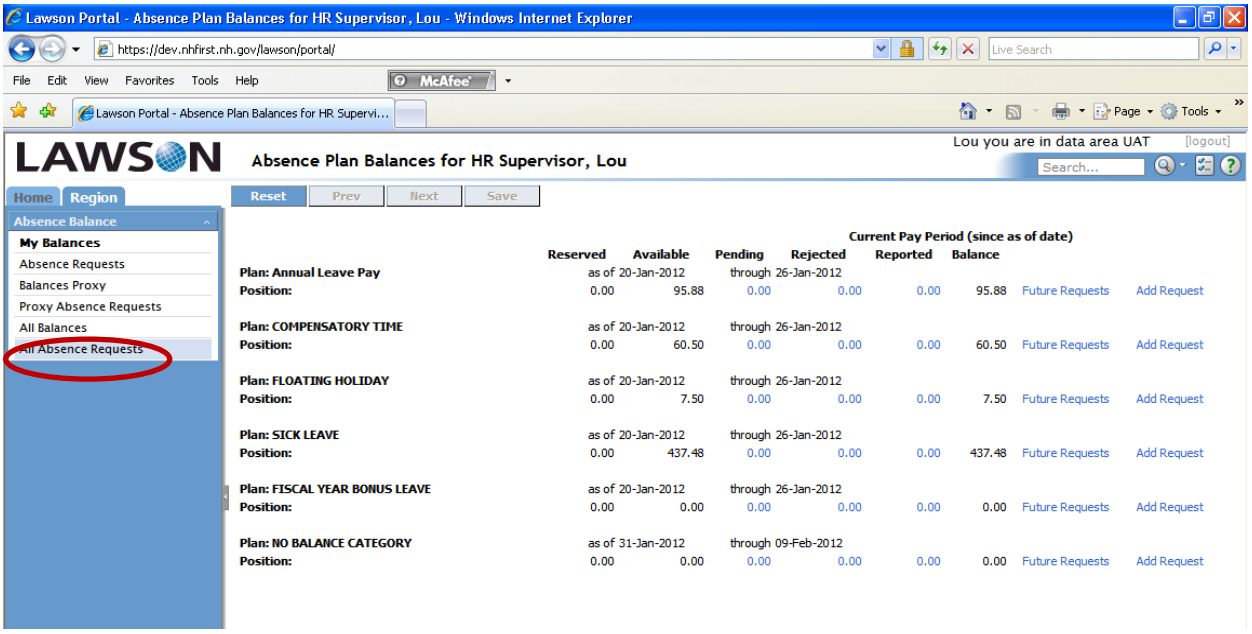


Next click on **Absence**

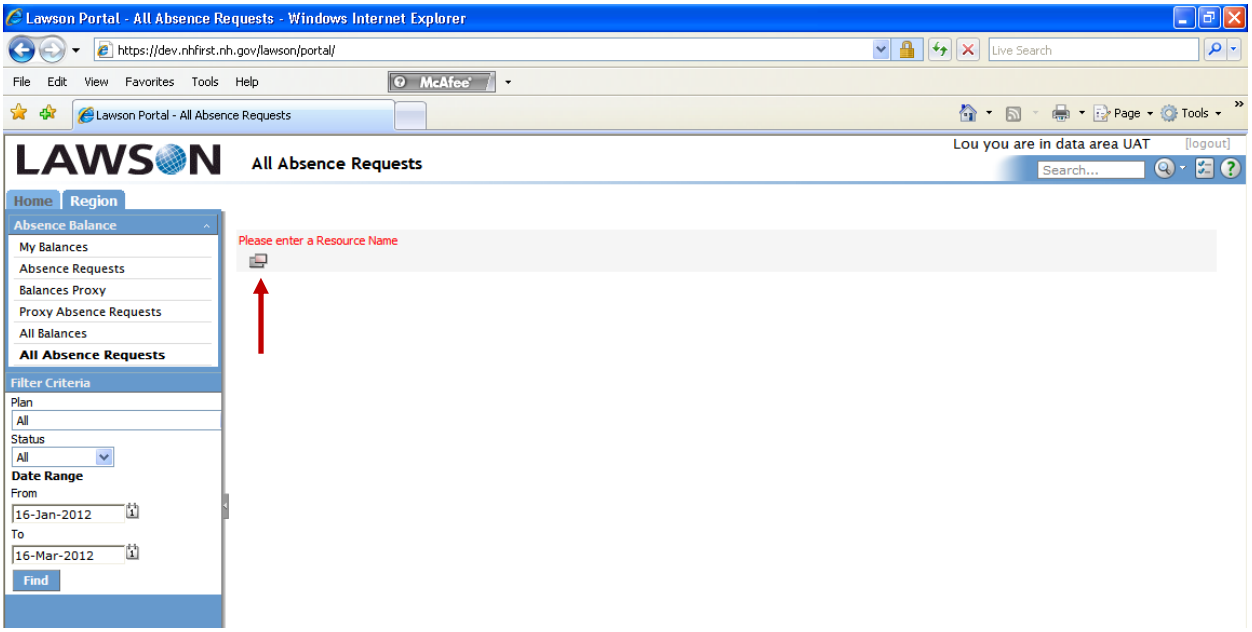


Payroll Admin Function - All Timecards & All Absence Requests - Entry

Now click on **All Absence Requests**

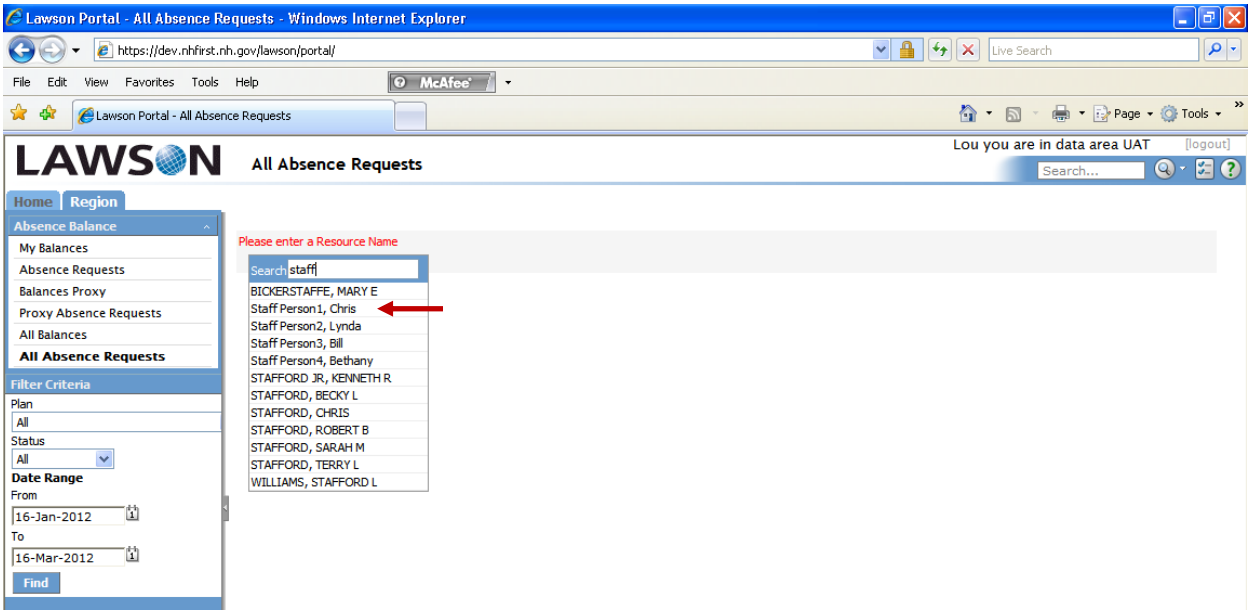


Once you click All Absence Requests you will see the following screen. Click on the paper to enter your resource

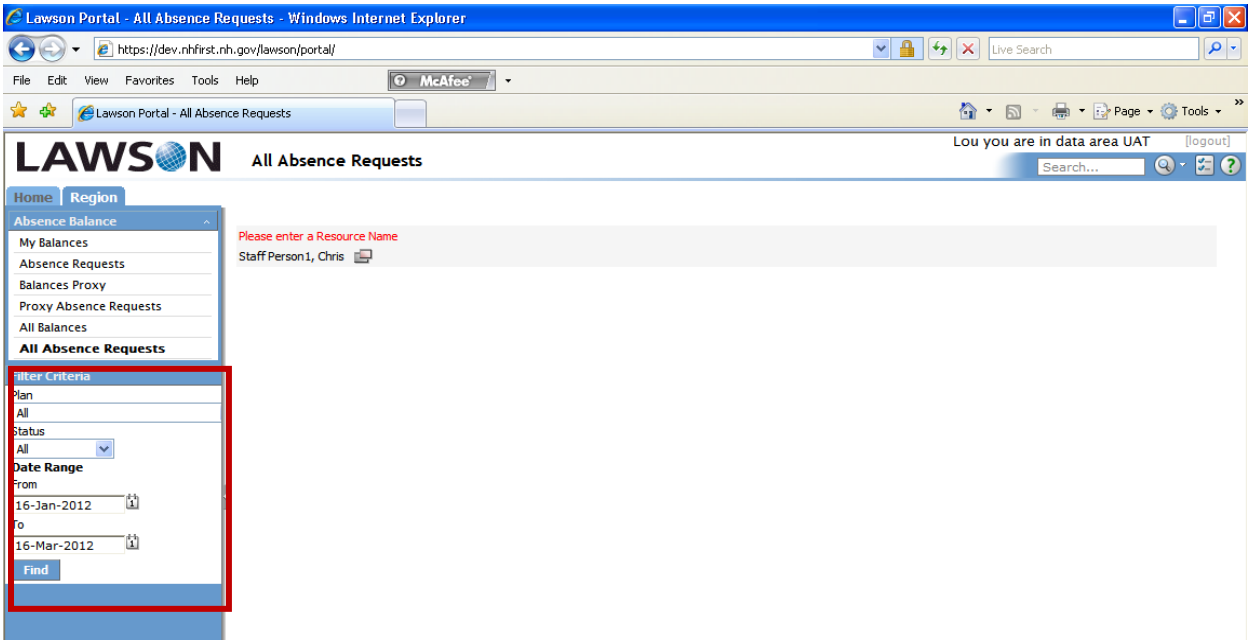


Payroll Admin Function - All Timecards & All Absence Requests - Entry

Enter the resource name and you will see the drop down of resources, choose your resource.

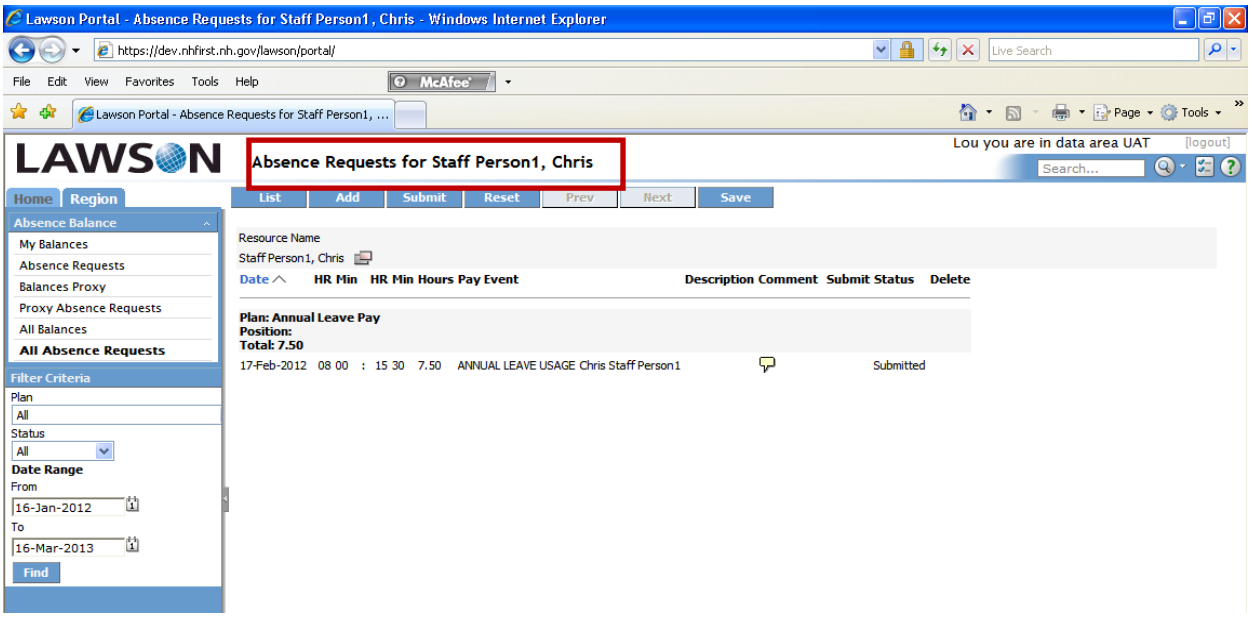


You will see the resource is now filled in; you will need to enter information in the Filter Criteria; choose by plan, status and a date range.



Payroll Admin Function - All Timecards & All Absence Requests - Entry

You will now be seeing all the leave requests for Staff Person 1, entries can be made from this screen. The HR payroll admin has the ability to enter leave requests for all users instead of through manual proxy set up.



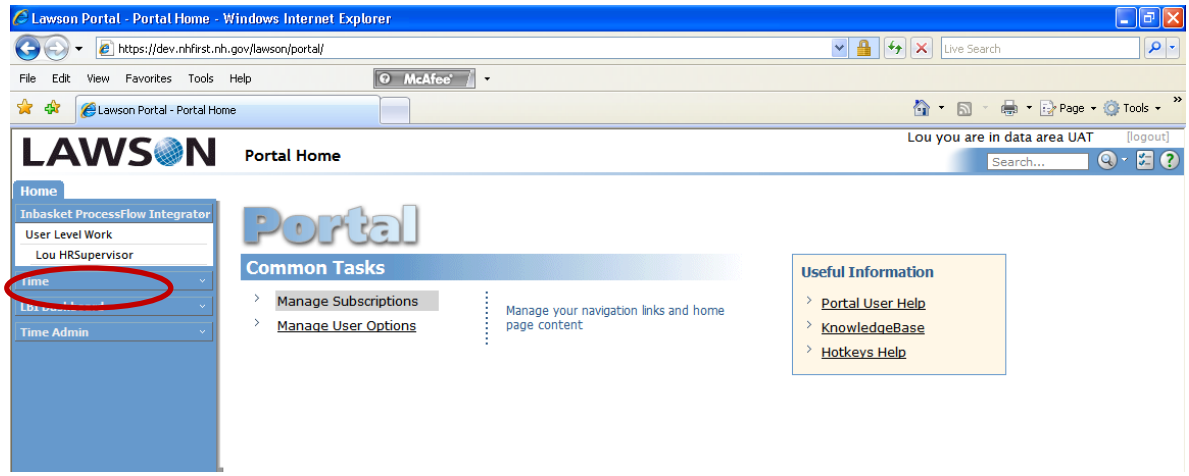
PAYROLL ADMIN FUNCTION – ALL TIMECARDS & ALL ABSENCE REQUESTS - APPROVAL

Payroll Admin Function - All Timecards & All Absence Requests - Approval

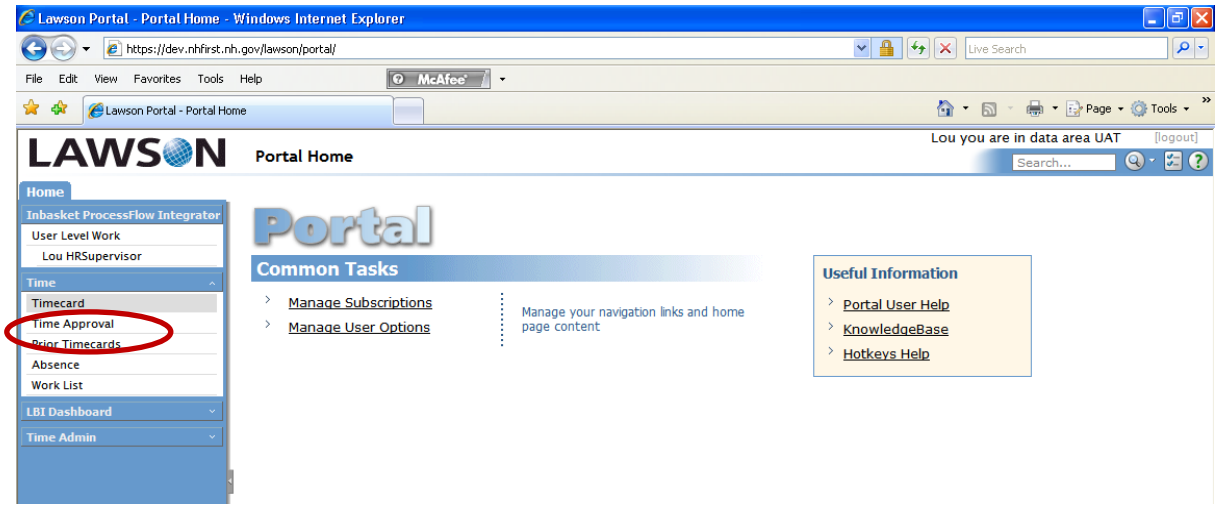
Purpose: These instructions explain in detail how a Payroll Administrator has the ability to approve All Timecards as well as All Absence Requests.

Example: HR Supervisor has the access to approve timecards and absence requests.

All Timecards Approval - Click on the **Time** Bookmark

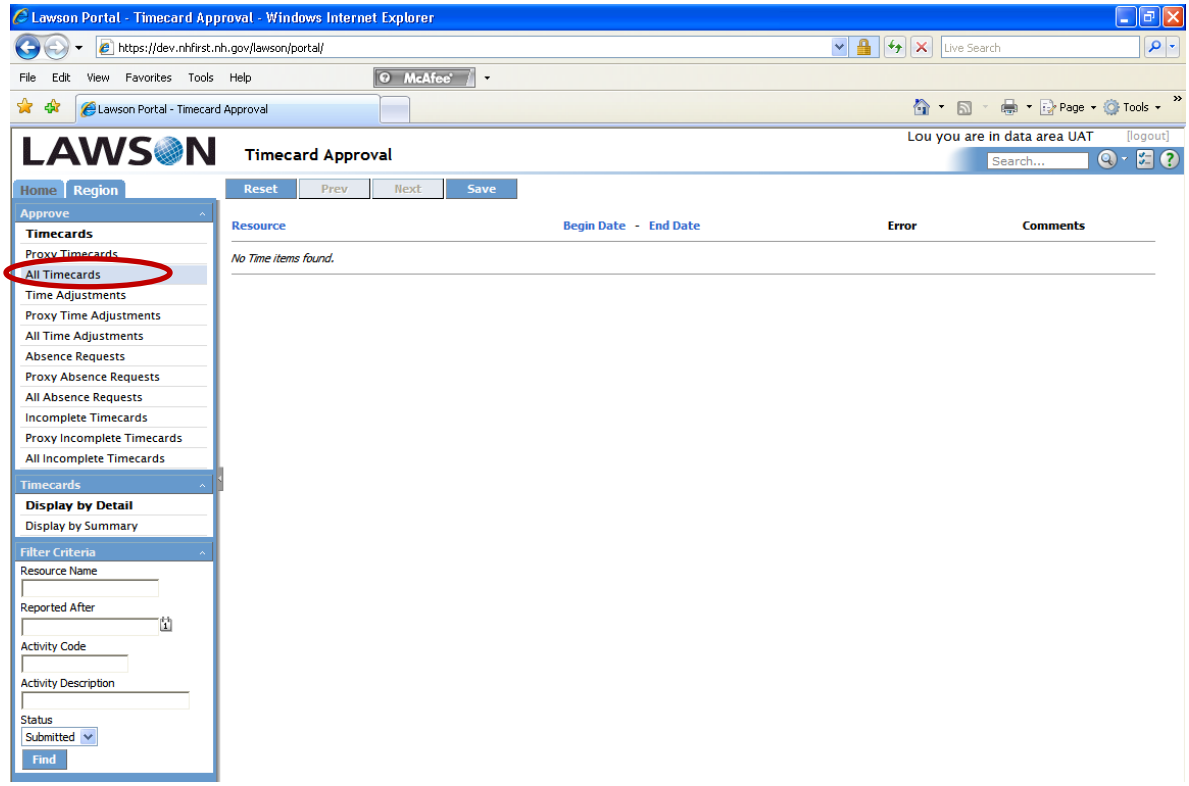


Next click on the **Time Approval** Link



Payroll Admin Function - All Timecards & All Absence Requests - Approval

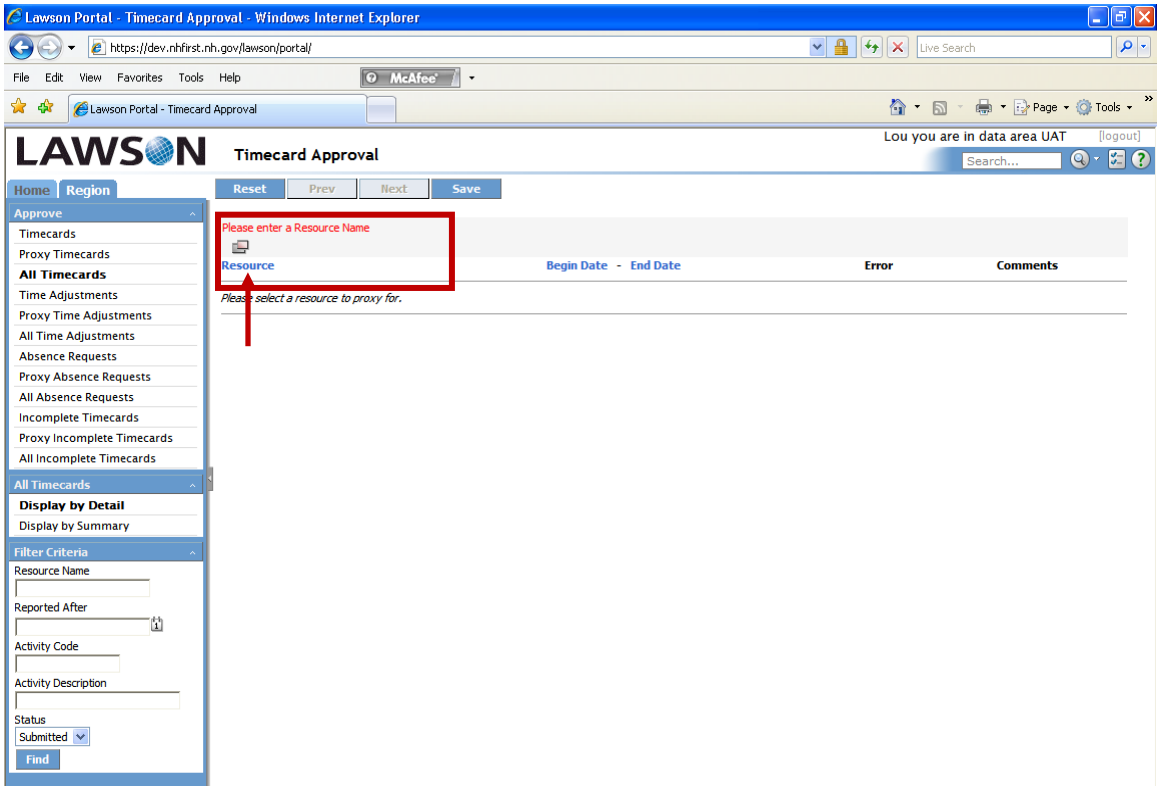
Next click on **All Timecards**



Payroll Admin Function - All Timecards & All Absence Requests - Approval

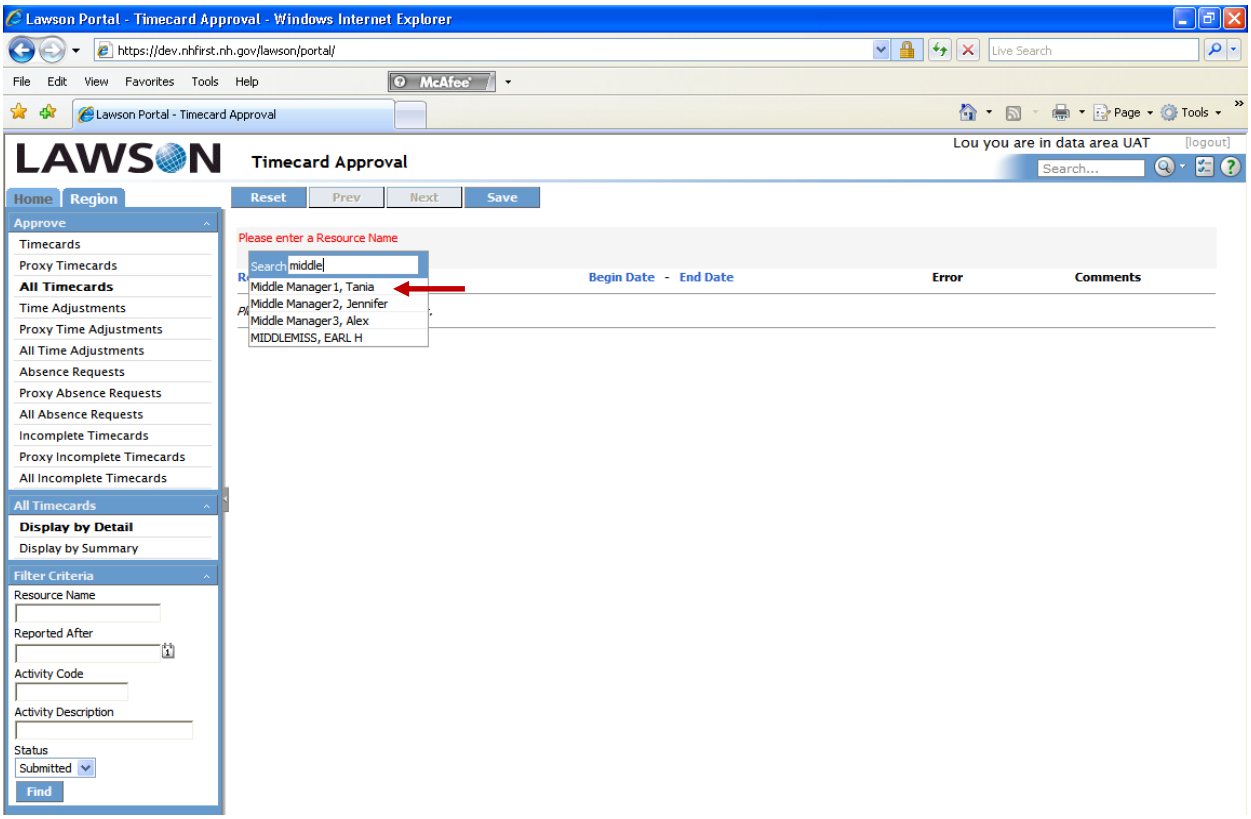
Once you click All Timecards you will see the following screen, click on the small box to search for your resource by name.

In this instance the HR Supervisor is going to open the timecard approval screen for Middle Manager 1 to see Staff Person 1's timecard.



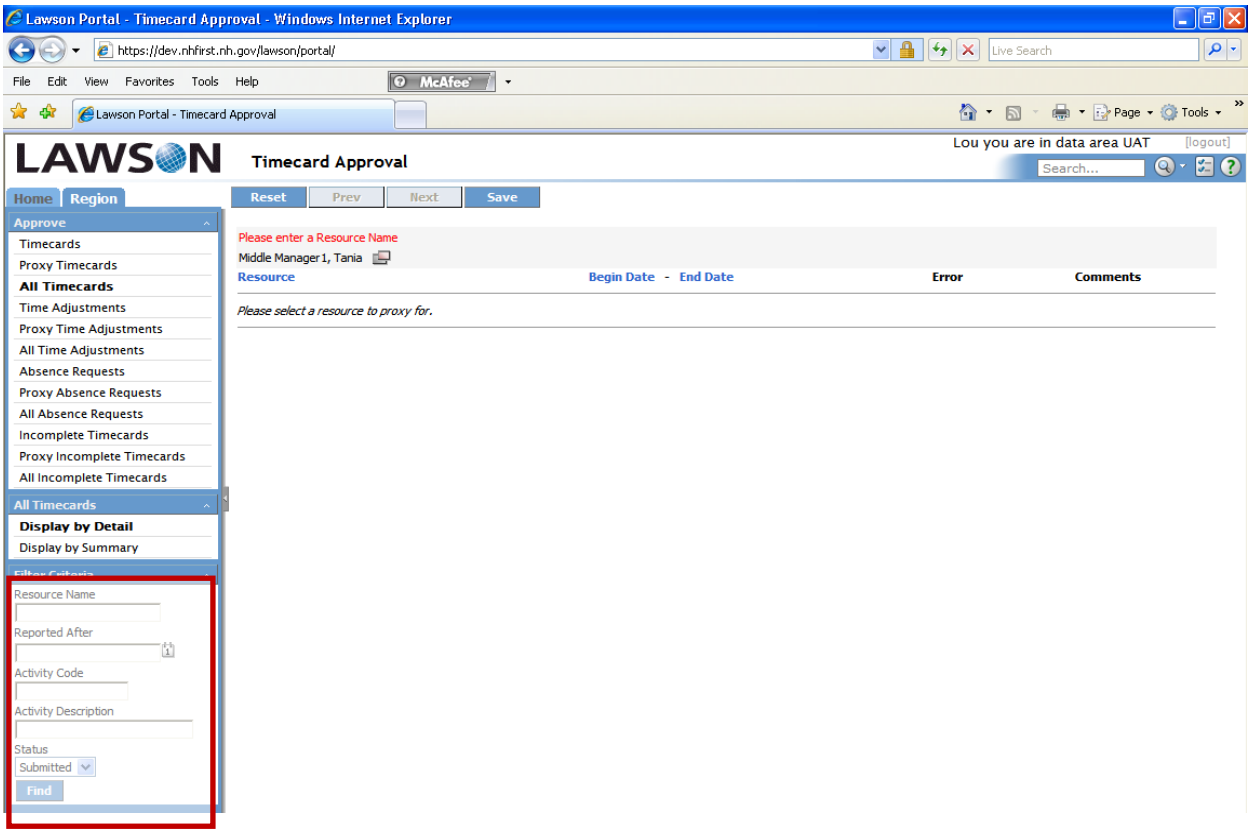
Payroll Admin Function - All Timecards & All Absence Requests - Approval

You will see that when I click the paper and type in the Search field a list of resources are in the drop down, choose the resource.



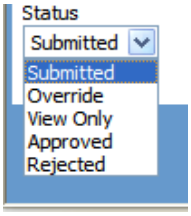
Payroll Admin Function - All Timecards & All Absence Requests - Approval

Notice the resource name is selected; now use the filter criteria section. The important field here is the status field, this can be changed to many different statuses (see below), and the default status is submitted. Choose the status and click **Find**.



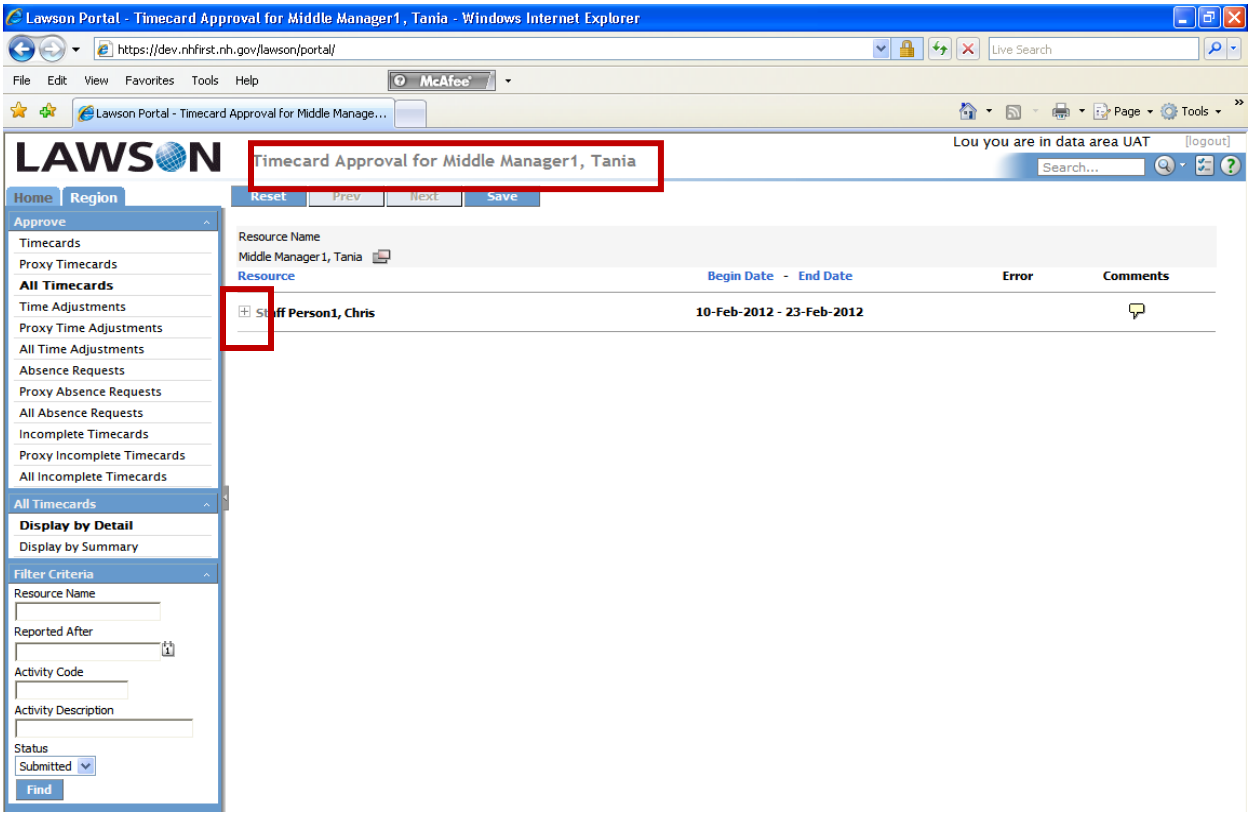
Filter Criteria Status:

- **Submitted** will show all submitted time
- **Override** is NOT USED
- **View Only** will show all time but no approvals can be made in view only
- **Approved** will show all approved time
- **Rejected** will show all rejected time



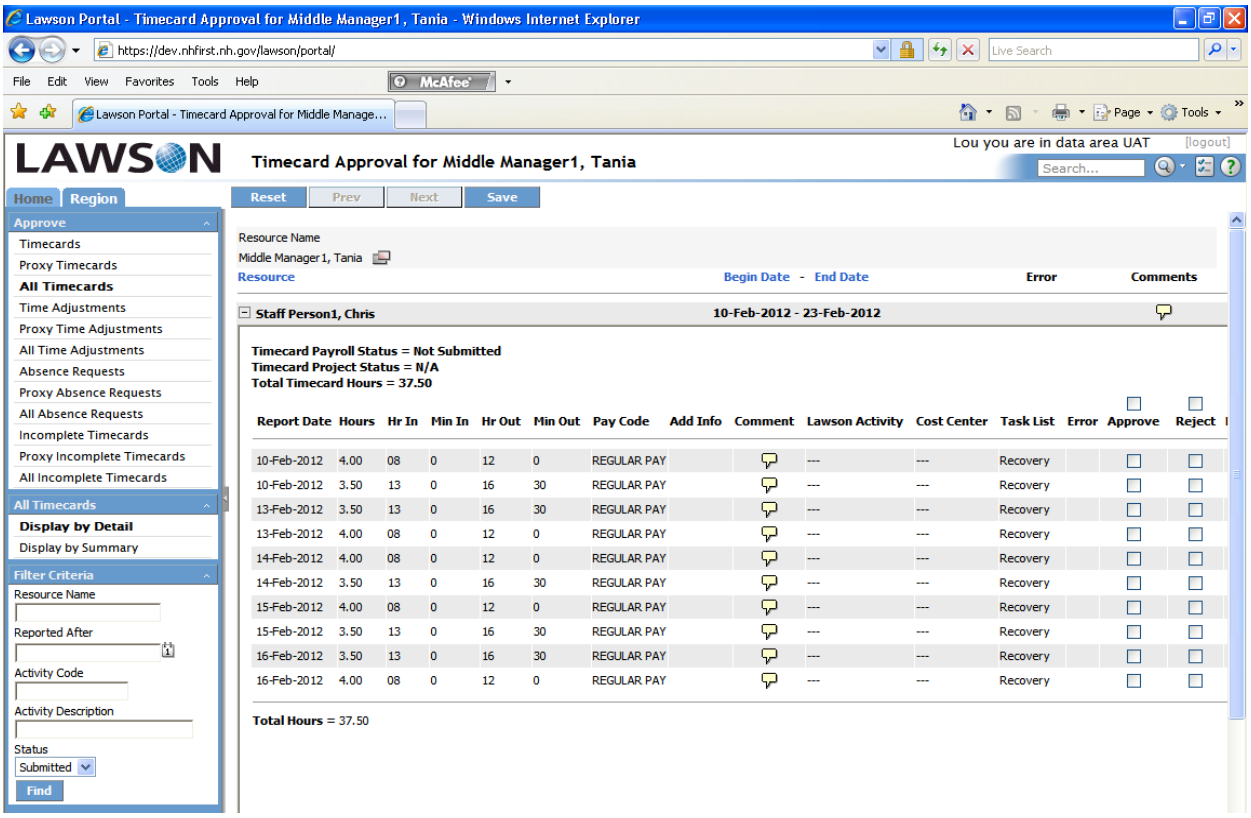
Payroll Admin Function - All Timecards & All Absence Requests - Approval

You will now be seeing Middle Manager 1's direct report staff with submitted time to be approved. Click the + symbol to open the timecard.



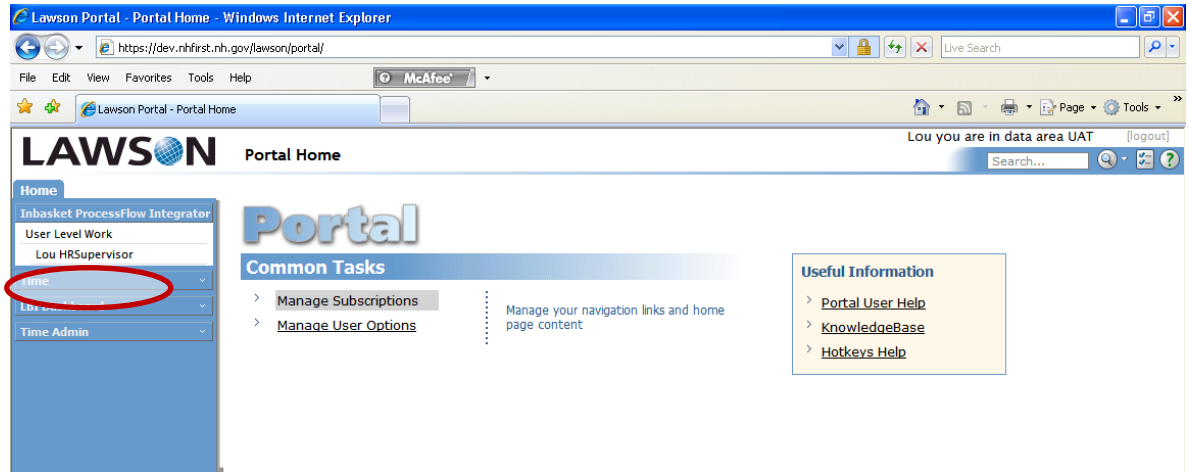
Payroll Admin Function - All Timecards & All Absence Requests - Approval

Once you click the + button to open the timecard you will now see seeing the timecard for Staff Person 1 ready for approval or rejection. The HR payroll admin has the ability to approve a timecard through all timecards instead of through manual proxy set up.

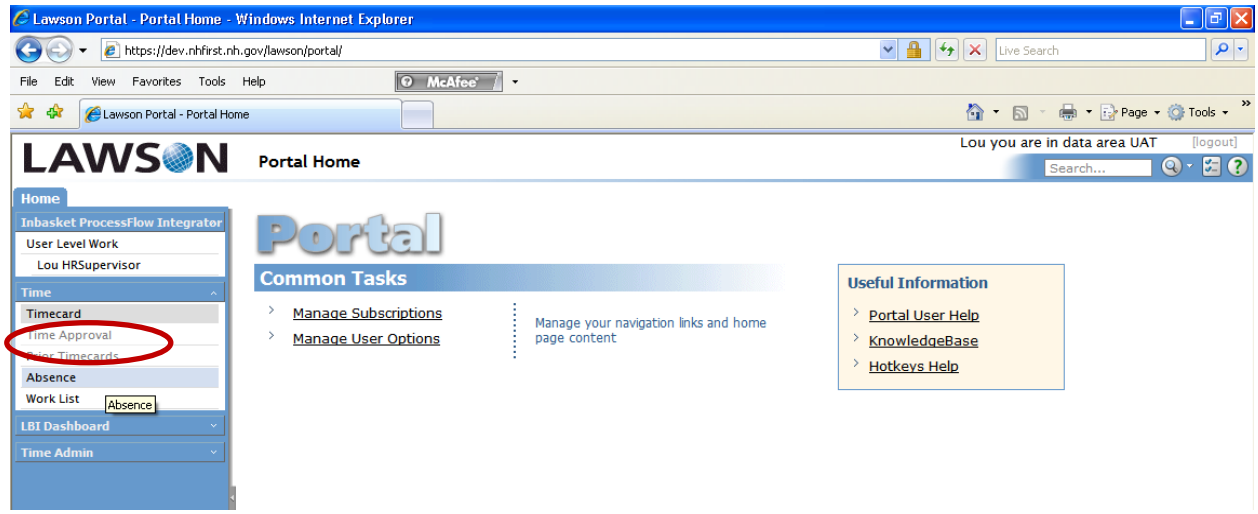


Payroll Admin Function - All Timecards & All Absence Requests - Approval

All Absence Requests Approval - Click on the **Time** Bookmark

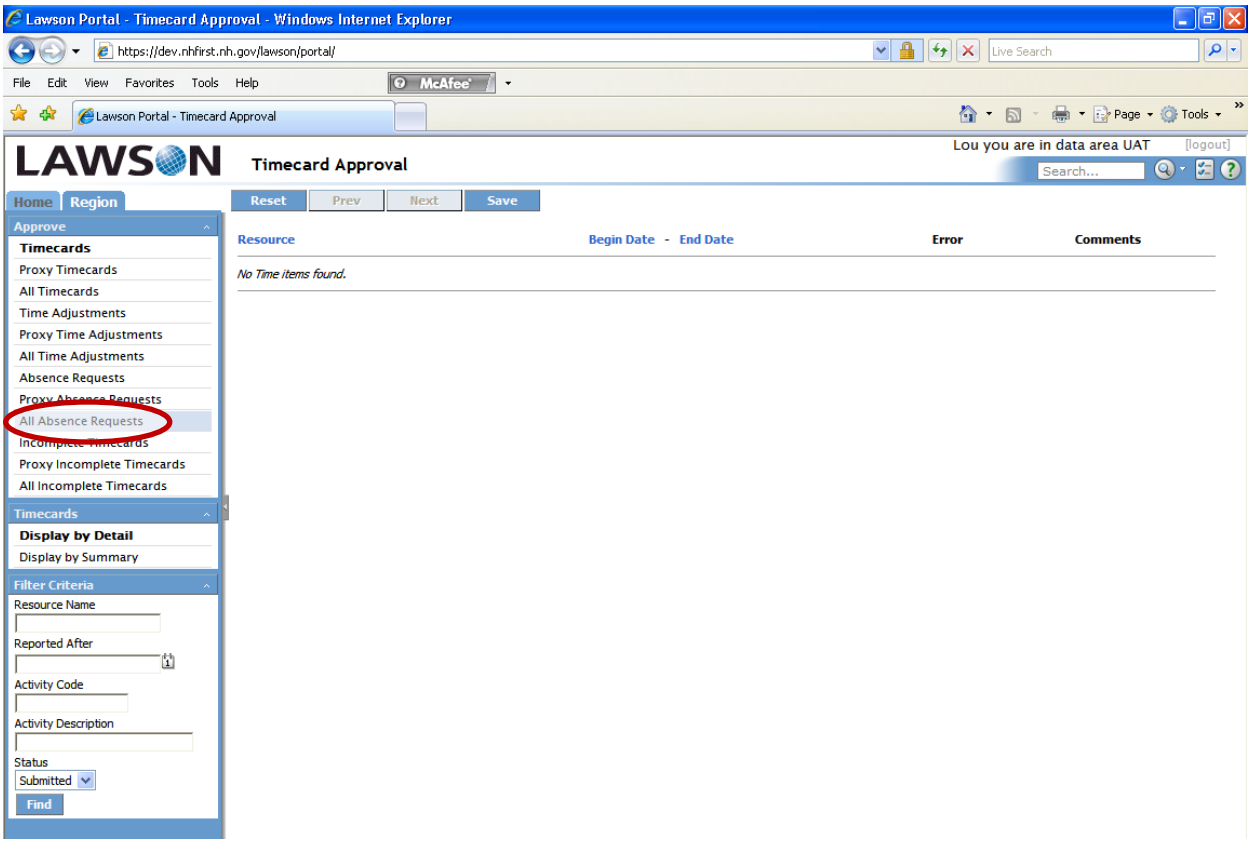


Next click on the **Time Approval** Link



Payroll Admin Function - All Timecards & All Absence Requests - Approval

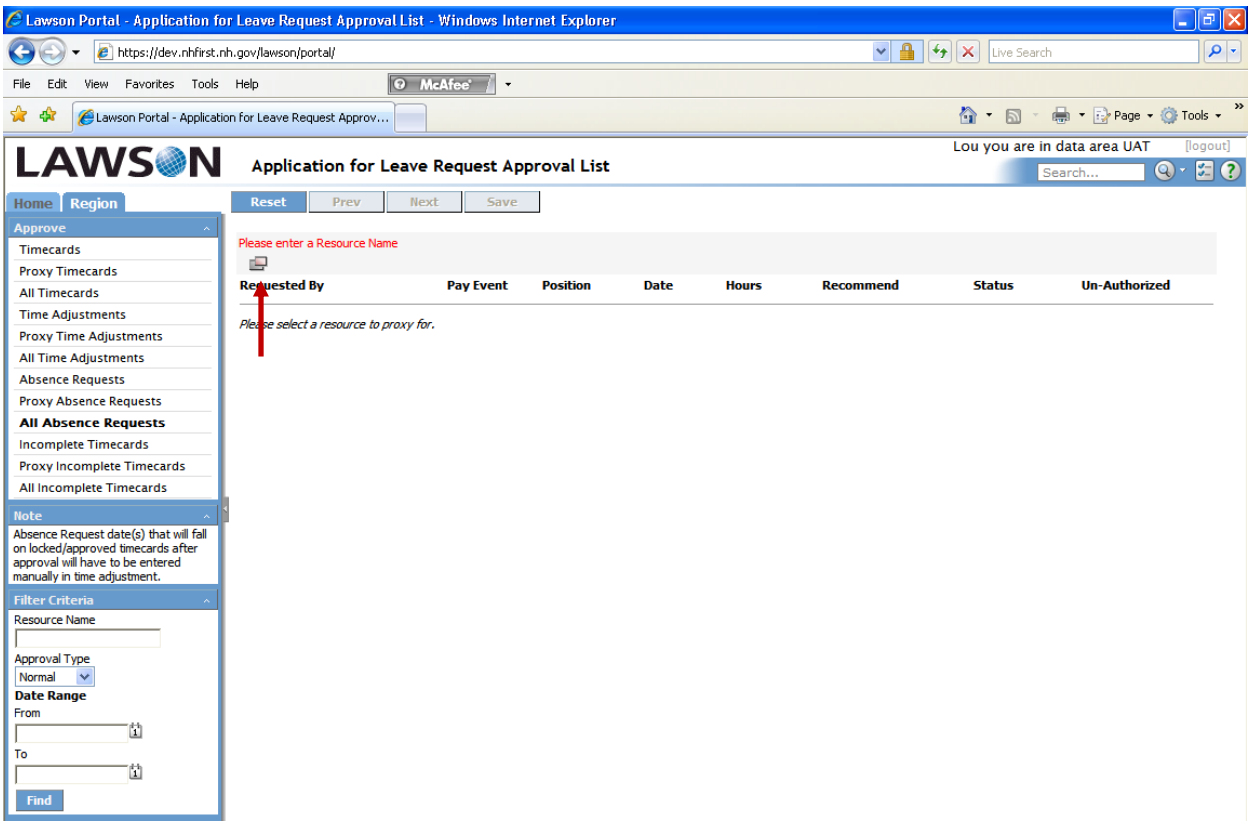
Now click on **All Absence Requests**



Payroll Admin Function - All Timecards & All Absence Requests - Approval

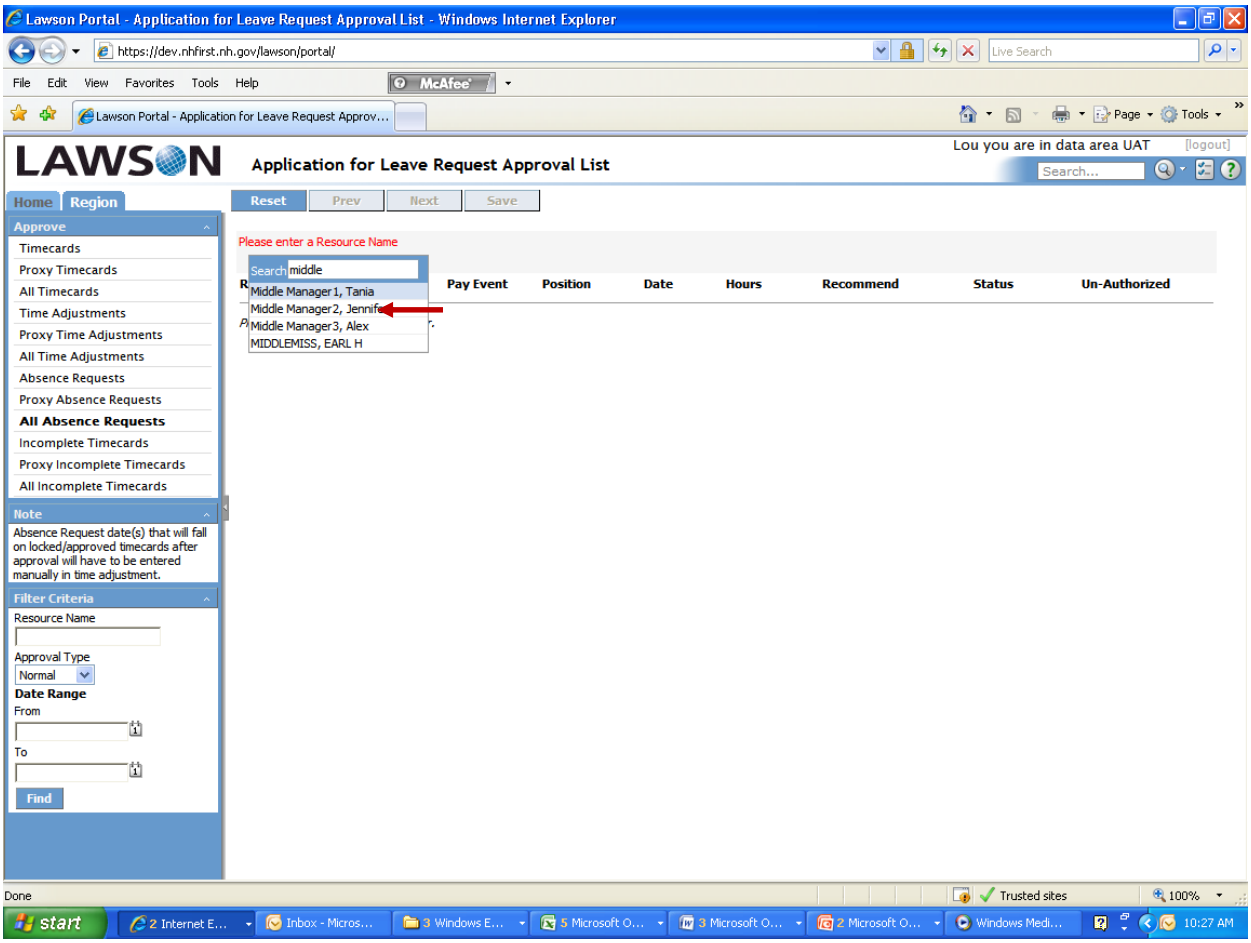
Once you click All Absence Requests you will see the following screen, click on the small box to search for your resource by name.

In this instance the HR Supervisor is going to open the leave request approval screen for Middle Manager 1 to see Staff Person 1's leave requests.



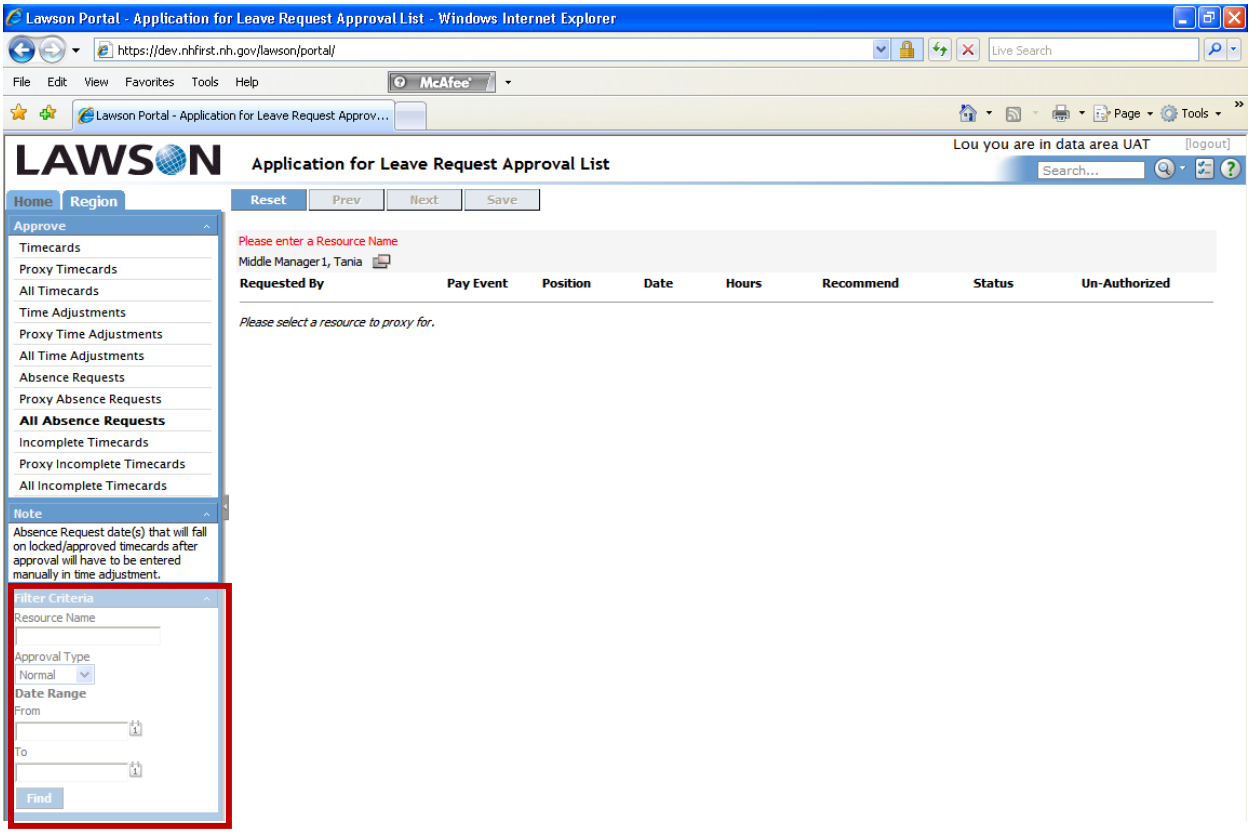
Payroll Admin Function - All Timecards & All Absence Requests - Approval

Enter the supervisor name and you will see the drop down of names, choose your resource.



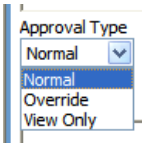
Payroll Admin Function - All Timecards & All Absence Requests - Approval

You will see the resource is now filled in, check the filter criteria area if any changes must be made, see the approval types below, the default approval type is Normal, then click **Find**.



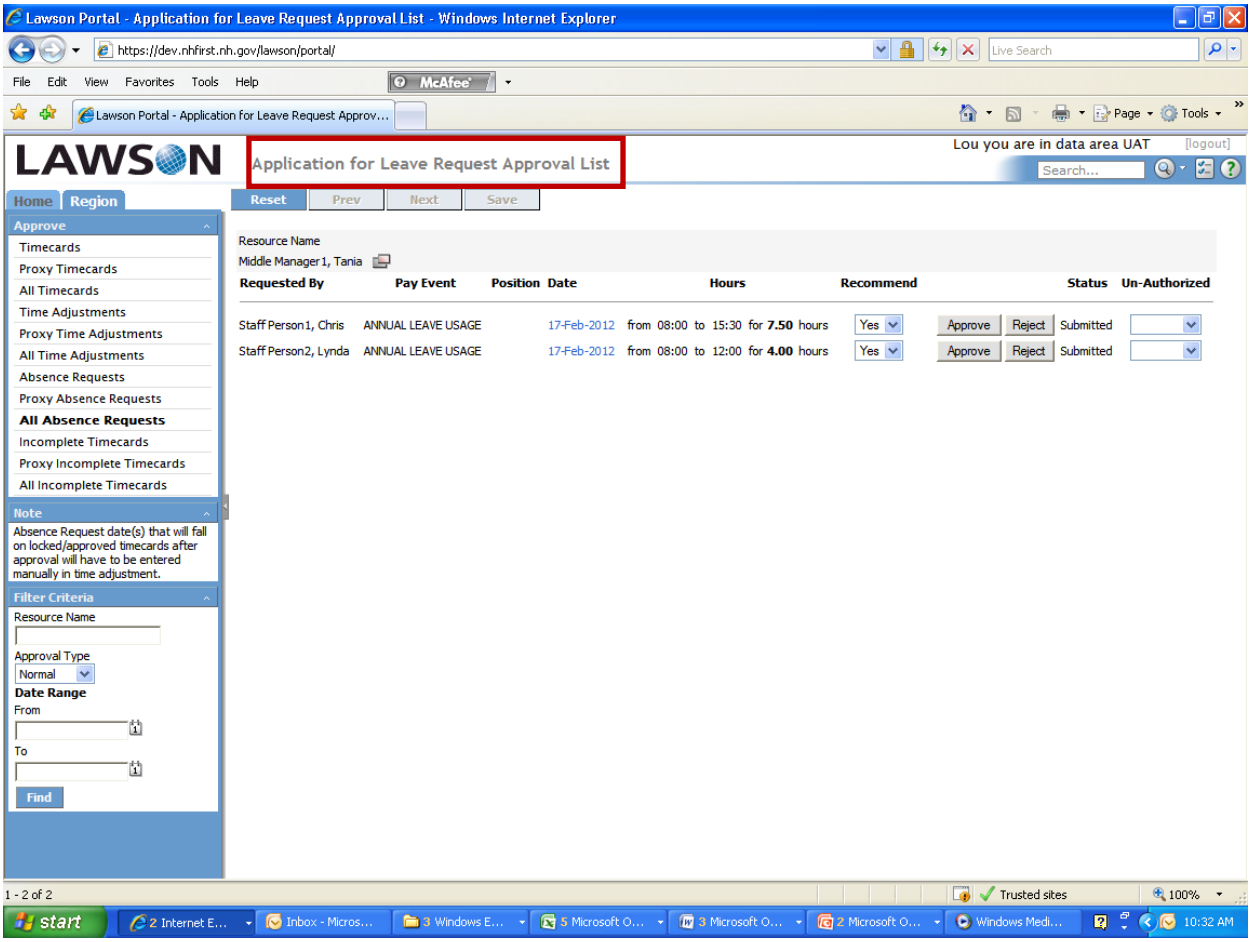
Notice the different types of Approval Types

- **Normal** will show the requests ready for approval
- **Override** is not used
- **View only** will show all requests but no approvals can be made in view only



Payroll Admin Function - All Timecards & All Absence Requests - Approval

You will now be seeing all the leave requests for Middle Manager 1's staff, approvals can be made from this screen. The HR payroll admin has the ability to approve leave requests for all users instead of through manual proxy set up.



PAYROLL ADMIN FUNCTIONS – REOPEN TIMECARDS

Payroll Admin Functions – Reopen Timecards

Purpose: These instructions explain how HR-Payroll Administrators have the ability to reopen an Approved Timecard – Limited to Current (Open) Pay Periods

This procedure is executable only by those individuals that have the Payroll Administrator Role in Lawson Time Management.

Individual timecards are "closed" when Approved by a supervisor.

On occasion you will need to "reopen" a previously approved timecard to perform a correction.

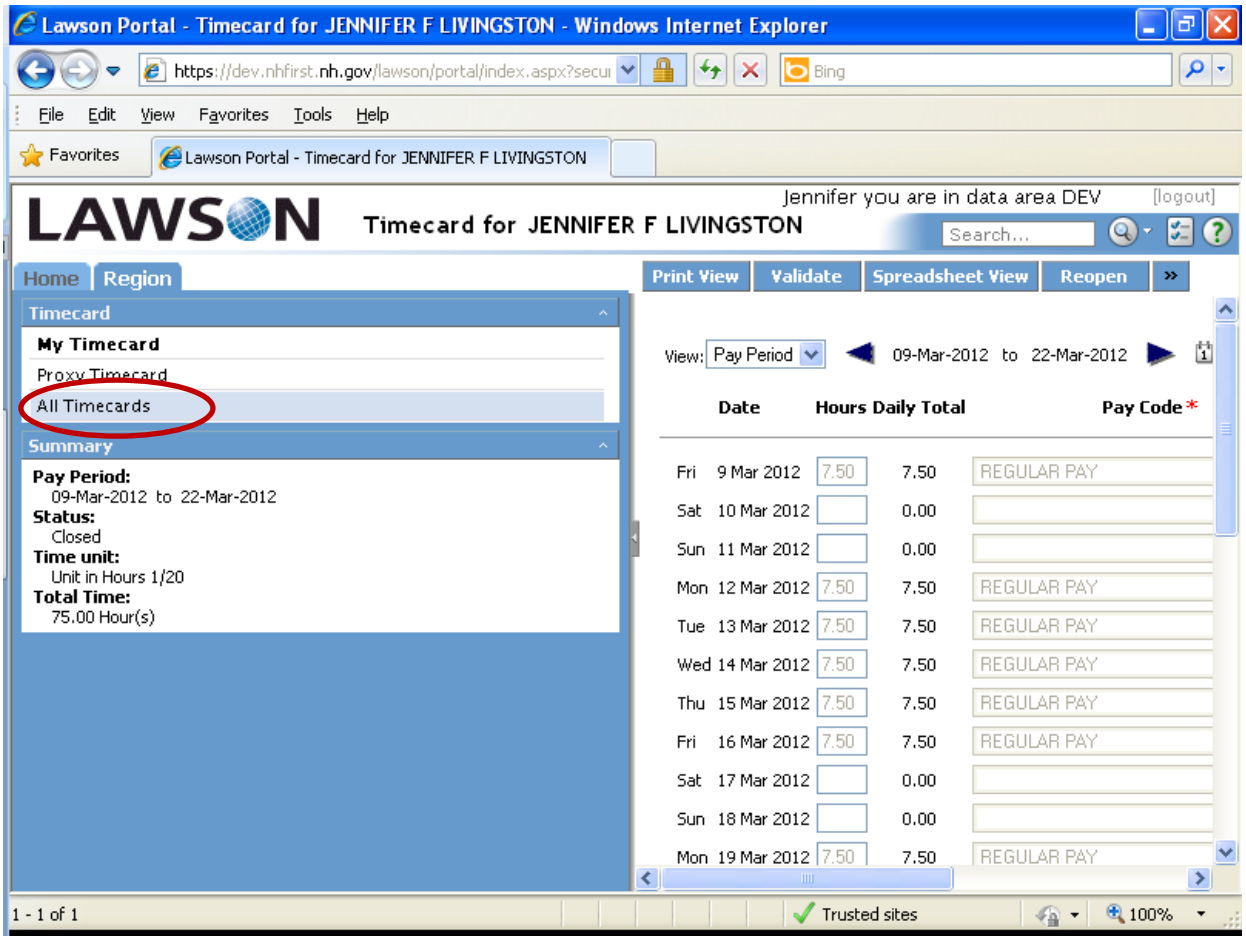
NOTE: if a pay period is "closed" (which occurs just prior to the NH FIRST to GHRS interface on Tuesday evening) these procedures will not work and corrections will need to be made in GHRS.

Access the Timecard to Reopen

- Click and expand ***Time*** bookmark
- Click on the **Timecard** link within the **Time** bookmark - this will open the ***Region*** tab
- Click on the icon and enter the individual employee timecard you need to reopen – *the system will generate an active search as you continue typing the list will narrow.*
- Click on the name of the employee whose timecard you want to reopen.
- Click on the **Filter** button – this will retrieve the selected employee's timecard.

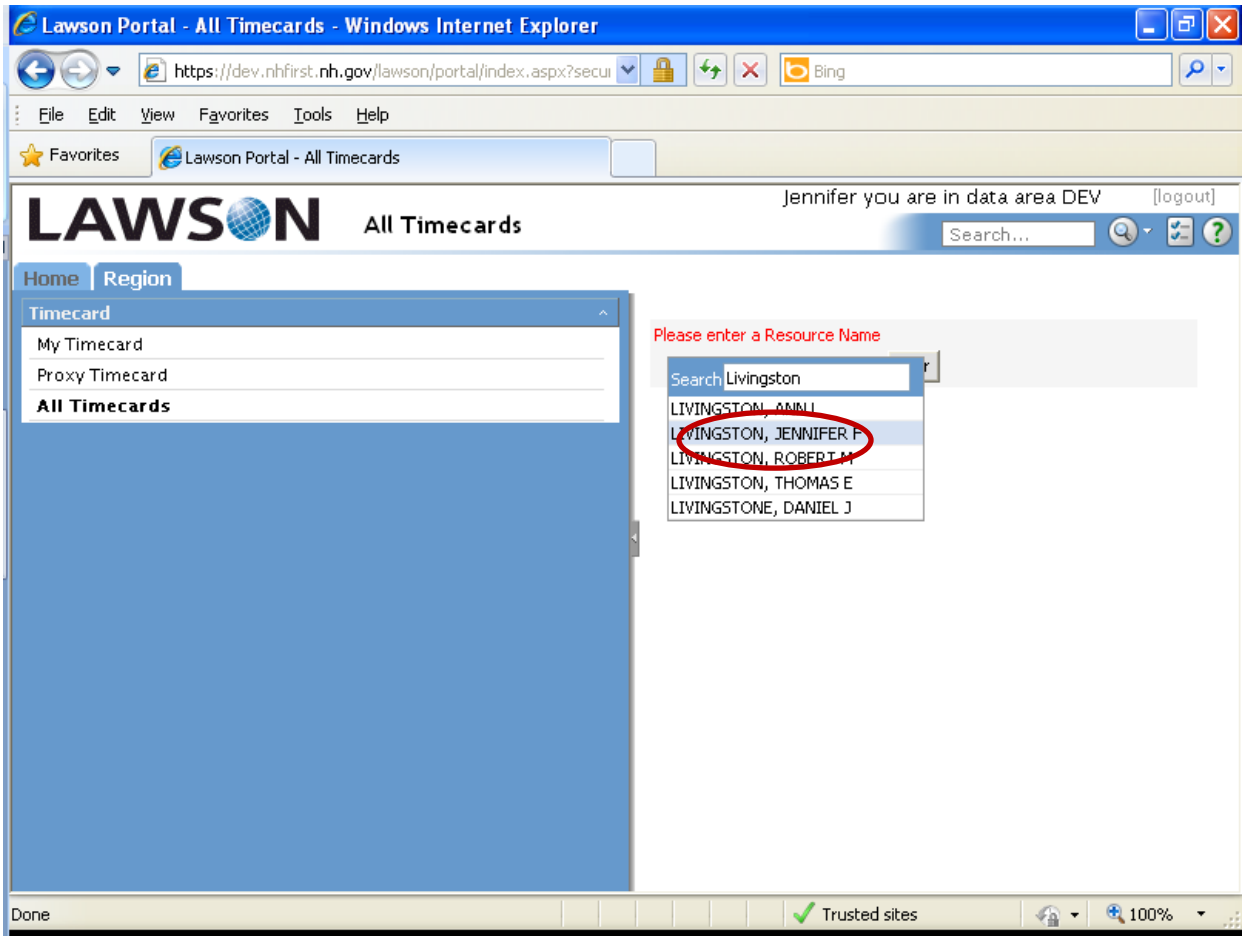
Payroll Admin Functions – Reopen Timecards

Click on **all timecards.**



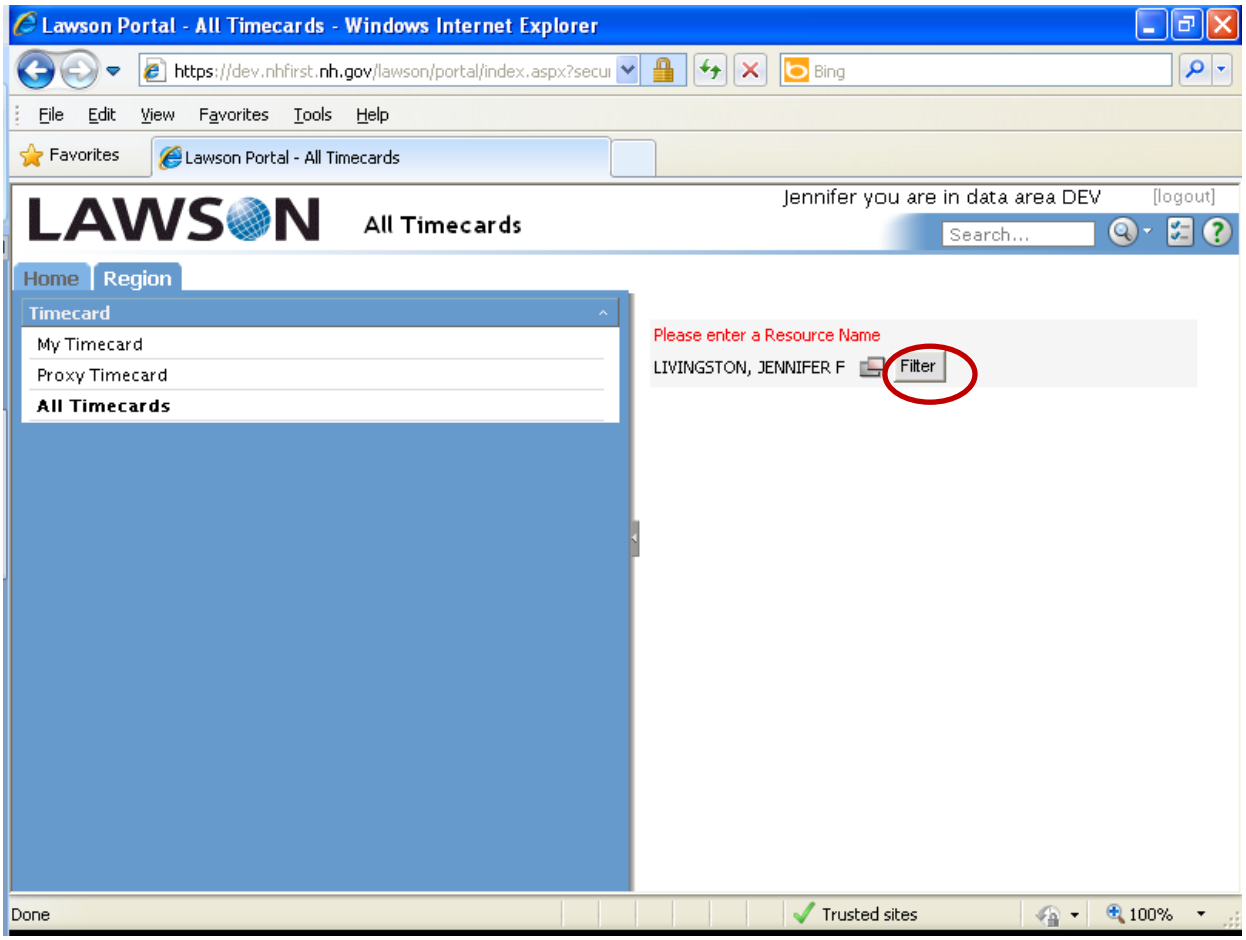
Payroll Admin Functions – Reopen Timecards

Type the **resource name.**

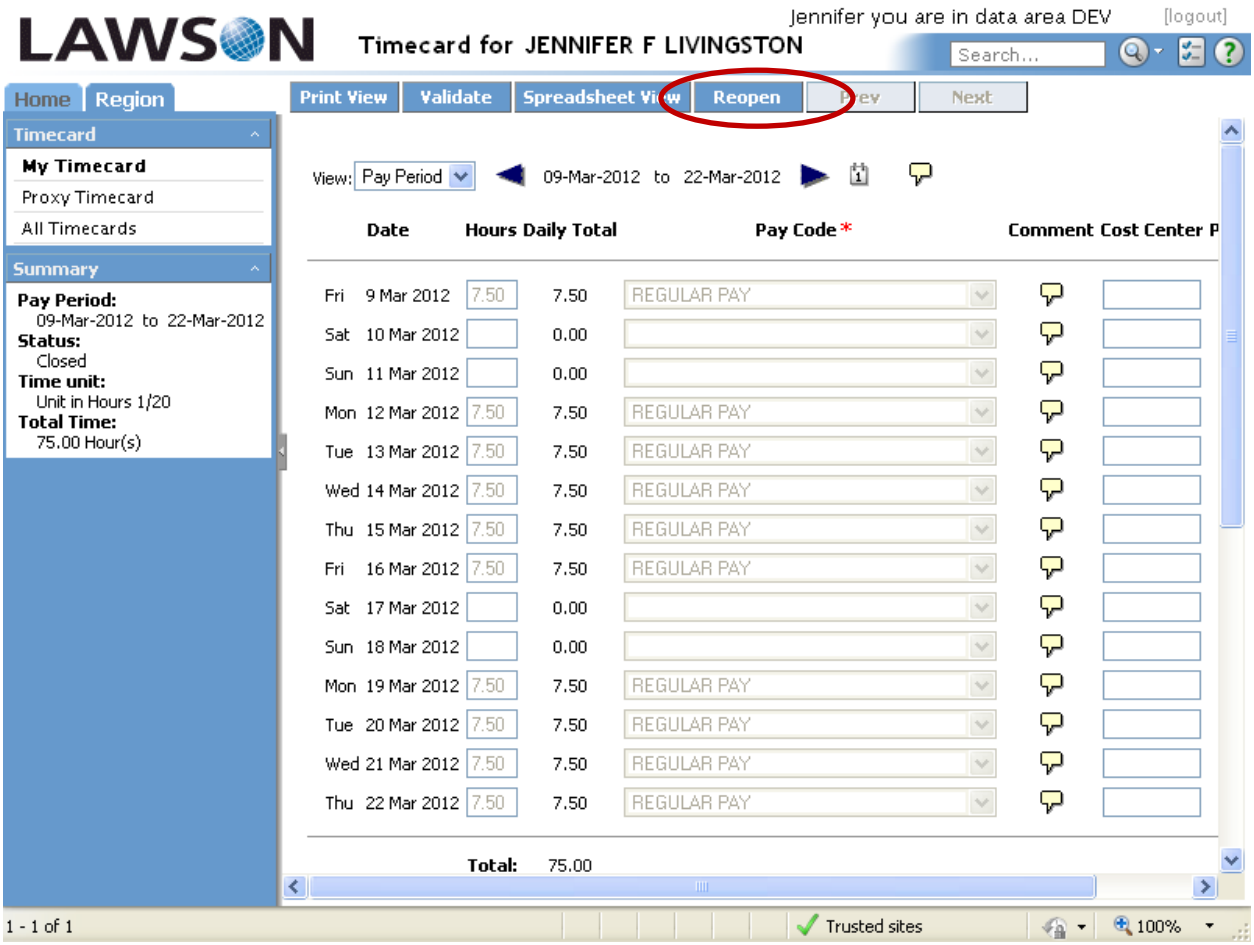


Payroll Admin Functions – Reopen Timecards

Click on the resource name and then click **filter.**



You will see the employee's timecard to **re-open.**



Reopen Timecard

*Is **Reopen** Button visible at the top of the timecard?*

- If yes, click on the **Reopen** button and this will reopen the previously approved timecard.

NOTE: if the pay period is closed (i.e. the NH FIRST to GHRS interface has already passed the timecard into GHRS) the **Reopen** button will not function.

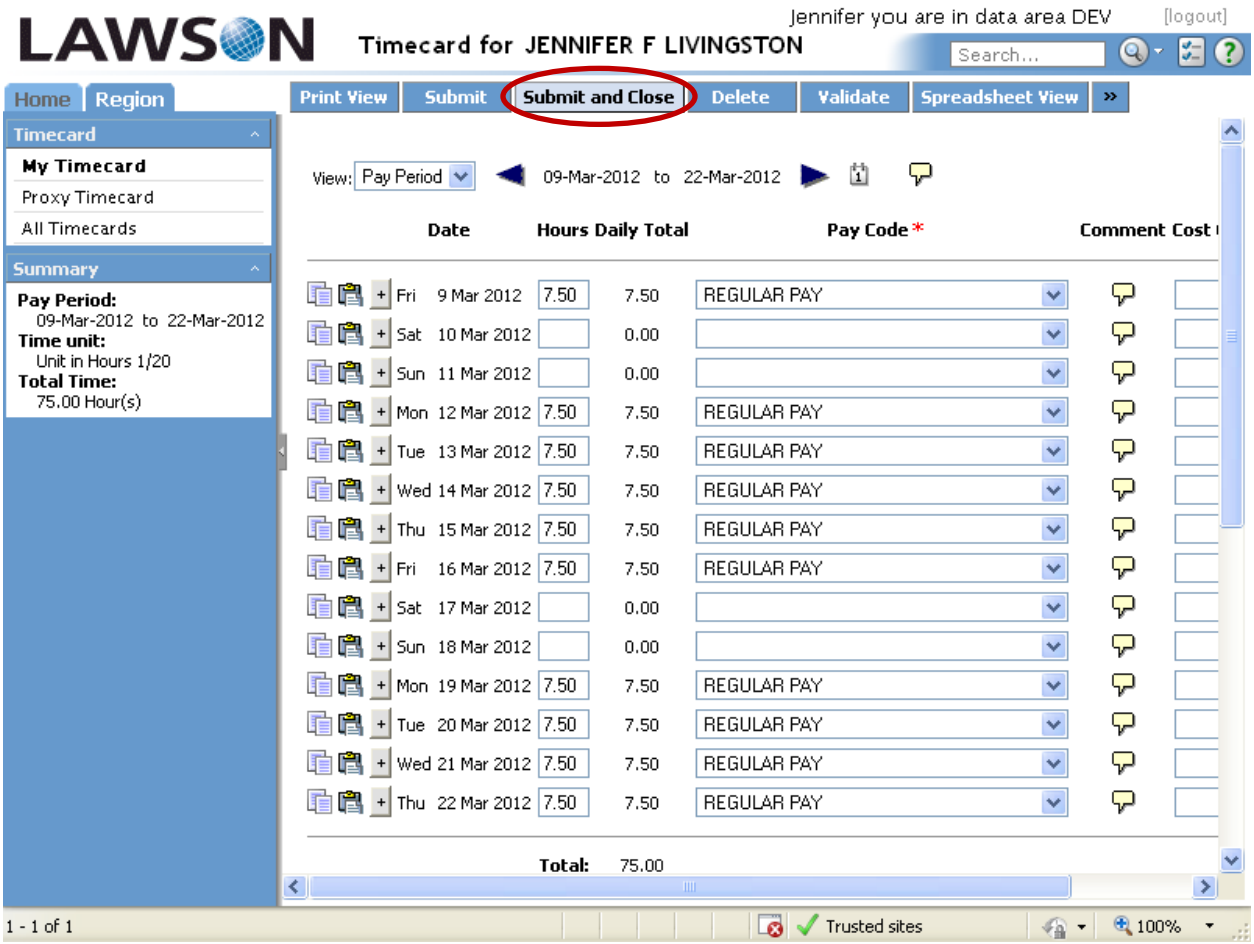
Payroll Admin Functions – Reopen Timecards

*If the **Reopen** Button not visible?*

- Click on the **Submit and Close** button to close the timecard – this will take you the confirmation screen.
- Click on the **Confirm** button to close the pay period and submit this timecard - this will now make the **Reopen** visible.
- Click on the ***Reopen*** button and this will reopen the previously approved timecard.

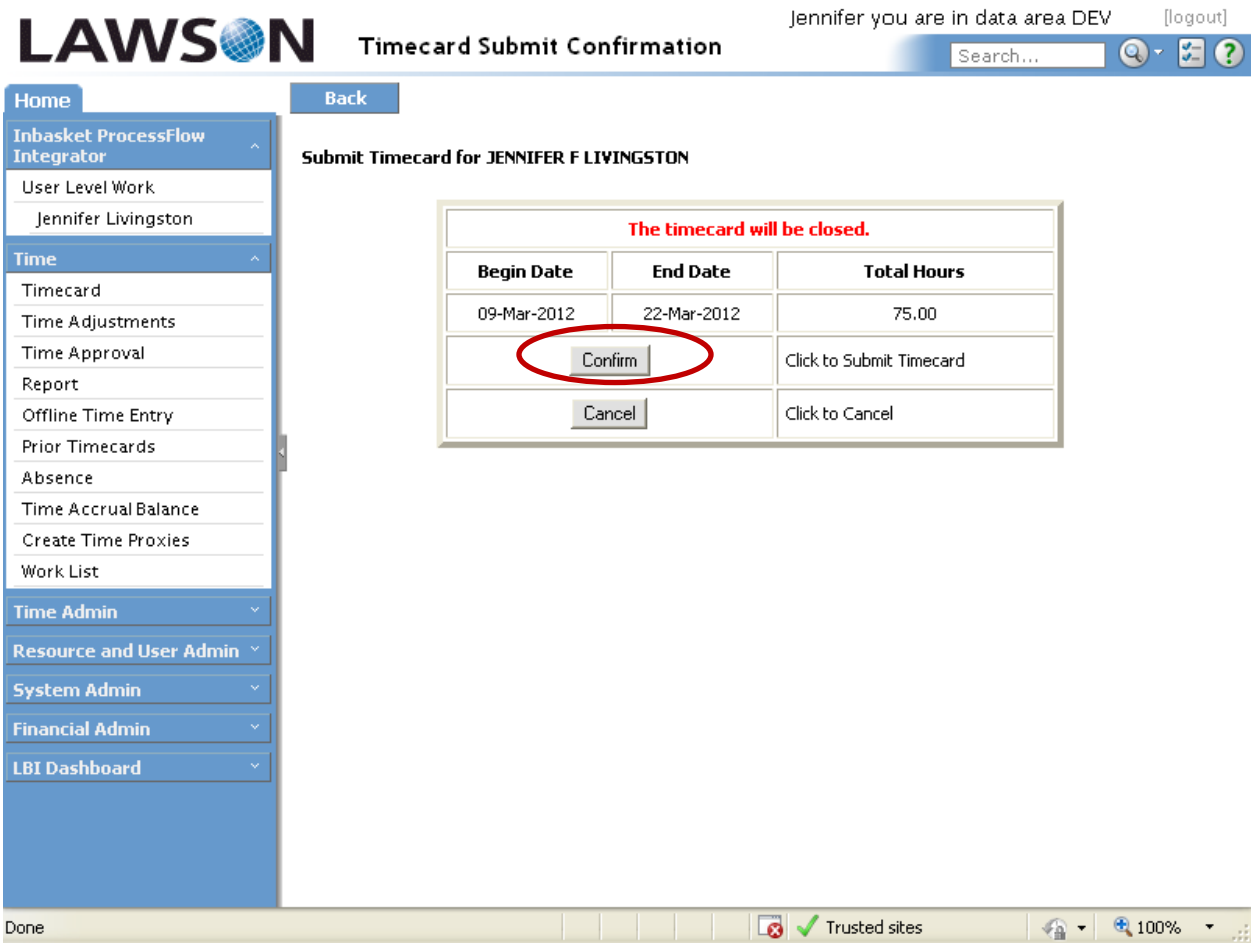
NOTE: if the pay period is locked or the interface has processed these records into GHRS the Re-open button will not function.

Click **submit and close.**



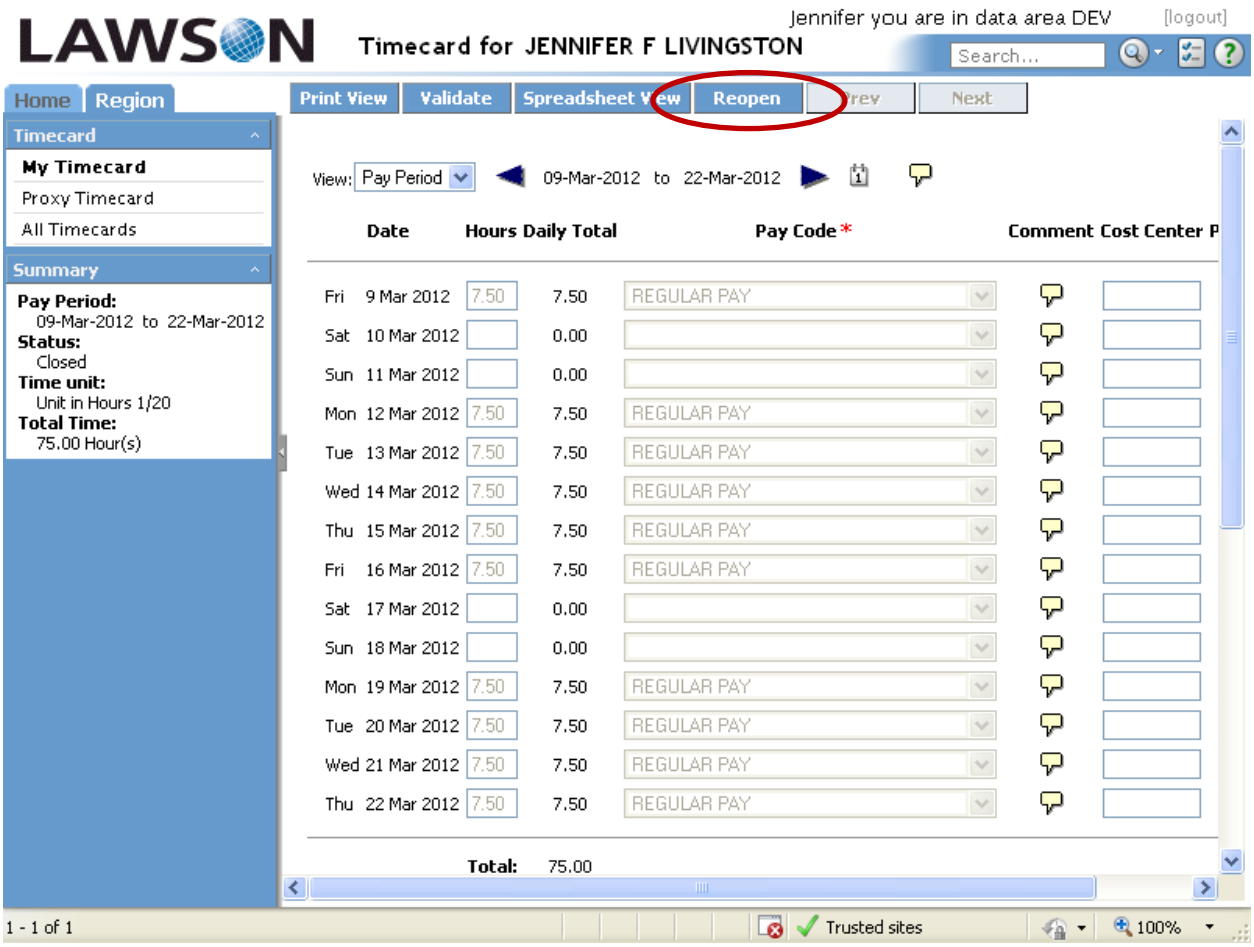
Payroll Admin Functions – Reopen Timecards

Click **confirm.**



Payroll Admin Functions – Reopen Timecards

The **re-open** option becomes available.



Time Management GHRS Payroll Process Instructions

The biweekly payroll process, internal agency deadlines, DAS deadlines, and the NH FIRST-to-GHRS interface

Recommended internal deadlines for bi-weekly timecards:

- All timecards Submitted by employees by Friday morning 9:00 AM (the morning after the pay period ends on Thursday)

- All timecards Approved by Supervisors by Friday at 12:00 noon

Note: timecards can be Submitted and Approved more frequently (weekly for example) without affecting GHRS processing. In larger agencies this may make sense to avoid a biweekly rush.

Note: employees can input a timecard and put it into three types of status:

1. ***Saved:*** not Submitted for Approval
2. ***Submitted:*** the timecard is Submitted to the employee's supervisor for Approval/Rejection (timecard is not Closed for additional input by employee – this would enable submission of a weekly timecard)
3. ***Submitted and Closed:*** the timecard is Submitted to the employee's supervisor and the timecard is Closed for any additional input for the current period (the Submit and Close function should only be used when an employee is certain they are finished for the period)

After employees and supervisors have Submitted and Approved timecards, the agency payroll operation can inspect and analyze timecards using NH FIRST reports in LBI and by direct examination in the NH FIRST Time management system.

Note: the agency payroll administrator has the ability to Re-Open timecards that have been Submitted and Closed if necessary to have employee's and supervisors correct entries.

The next deadline is 7:30 PM on the Tuesday following the close of the pay period when the NH FIRST system interface is run to upload agency time and leave events to GHRS.

Note: Any GHRS adjustments on Wednesday, Thursday or Friday on this week will need to follow the nightly GHRS process cycle.

Friday one week prior to the paycheck the gross to net will be processed.

Time Management GHRS Payroll Process Instructions

What is the Interface Doing?

After the close of each biweekly pay-period, on Tuesday evening, the NH FIRST interface will upload pay and leave events to GHRS in two ways:

1. For employees set to Positive Pay in GHRS, NH FIRST will process all time Approved

2. For employees set to Exception Pay in GHRS, only exception pay will upload. Exception pay is payroll beyond an employee's Regular pay code compensation. (for example compensatory & overtime, leave time, shift, weekend and extra duty time.

Note: most Approved timecards will upload into GHRS in a PEND status requiring no further action to process. Some types of pay /leave events will automatically upload to GHRS SUSF and therefore require action by an agency payroll administrator to complete processing in GHRS.

GHRS Exceptions: Items NH FIRST will automatically place in SUSF for agency attention:
Cost Center Overrides, Workers Comp, Grade/Step Overrides, also any transactions where a leave is input to GHRS prior to an accrual in the same day. Such as COMP (usage) processed before CP15 (Earned)

Pre-Interface Controls: Reports and how to use them to monitor NH FIRST, identify corrections before interface and to know what to expect in GHRS PEND after interface.

- Run the Time Summary Report in NH FIRST after employee timecards are Submitted and Approved in NH FIRST to look for timecard completeness and use of unusual pay codes.

- Payroll administrators can also run a pay code exception time summary report filtering on the comp codes (CMPMA & CP15) coupled with (STM18 and OTM18) to check to see that only 2.5 hours of straight (CMPMA or STM18) are reported for a period.

- Run time transaction report by status. Filter the report on Submitted, Un-submitted and Rejected time. **Note:** there should not be any timecards in these three statuses prior to the Tuesday night biweekly interface.

How to Avoid Conflicts in Timing of Accruals/Usage of Leave

In GHRS run the LEVR to release the accrual no later than Monday following the pay period close and go to SUSF and put any accruals that are in error on hold because they will hit their maximum allowable balance.

Time Management GHRS Payroll Process Instructions

Post-Interface GHRS Work – auditing the PEND file in GHRS to be processed without requiring action at agency. Corrections to PEND transactions and the Supplemental runs 1 and 2

After the biweekly Tuesday night interface from NH FIRST, check GHRS SUSF for any rejected records and process accordingly. Release the corrected records in SUSF to PEND for processing.

FREQUENTLY ASKED QUESTIONS

NH FIRST TIME MANAGEMENT IMPLMENTATION

Q **What is the deadline for submittal of payroll?**

A The submittal date will not change from what you are doing now. The only difference will be you will **not** submit your time **before** Friday following the close of the week you are submitting. In other words no one will need to anticipate what they will be working, they will only be entering time that has already been worked.
NOTE: *In the past due to a paper process and time line issues relative to assuring proper signatures, we had numerous corrections that were found to be necessary. With this new electronic system, employees will verify their time before submitting. Supervisors will attest to the accuracy of that data before approving. We fully anticipate significantly less corrections with this system.*

Q **How do we have a time card released if we need to change it when it has been submitted to payroll?**

A If you have inadvertently submitted an inaccurate time card you will need to contact your supervisor, ask them to reject your time card, or the line that is in error, to afford the opportunity to correct it. This should not occur if you keep up daily time entry, as encouraged.

Q **How will mileage be paid?**

A This will be processed through payroll the same way it is currently being processed for at least the next year. No change in process; you will submit the appropriate form to your supervisor and that form comes to payroll for manual entry.

Q **Will the payroll clerks still be processing the summary report?**

A No. However, the system will be generating a very similar summary report that the HR payroll clerks will be reviewing.

Q **How do we enter a leave slip for an "open ended" slip, such as a doctor's appointment?**

A You will enter in an estimated time that you think you will be gone in the Absence Request screen for future requests. For leave needed during the current week, enter it on the time card, **save but do not submit,** and adjust the slip if needed upon your return and then submit for approval to your supervisor. This is needed for liability purposes.

Q **How do I enter the holiday?**

A If you do not work on the holiday you would enter your time as follows:

7.5 or 8 hrs – Holiday not worked

If you worked 12 hours on the holiday you would enter your time as follows (long hours just use for example purposes):

2.5 hrs – Overtime Straight Perm (if you are a 37.5)
1.5 hrs – Overtime 1.5 Perm 40 Hr (any hours over 40)
7.5 or 8 hrs – Holiday pay 1.5 worked FT

FREQUENTLY ASKED QUESTIONS

NH FIRST TIME MANAGEMENT IMPLMENTATION

Q **How do we enter shift differential if we have are a permanent rotating shift employee?**

A You will enter your Regular hours in the proper time frames. Your shift differential rate is included in your base rate in GHRS. You will not need to use the Shift Differential pay code.

Q **How do we enter shift differential (other than the above example)?**

A First shift should be entered as follows:

7.5 or 8 hrs – Regular Pay

Second shift should be entered as follows:

7.5 or 8 hrs – Regular Pay
7.5 or 8 hrs – Second Shift Differential

Third shift should be entered as follows:

7.5 or 8 hrs – Regular Pay
7.5 or 8 hrs – Third Shift Differential

Keep in mind there could be a combination of shift differential in one day.

Currently employees who are regularly scheduled to work on second or third shift have that rate of pay as their base pay – this is different.

Q **How will accruals happen in the new system?**

A Currently, they will not change from the way they are currently being calculated. Accruals work as they always have. If you are maxed out on time you should be requesting leave time the day before you accrue more leave, **not the day you accrue more leave**, or your accrual will have nowhere to go. This is just the way the system works and always has.

Q **My NH First Login information doesn't seem to be working**:

A If you are having problems logging into the actual NHFirst system on the following site (https://sson.nh.gov/)
there is a link called "Request NHFIRST Support"
You can also access go to NH.gov, click on State employees, click on NH First Time Management *(2nd one down on the HR page)*

You will see the following:

Have you logged into the Time Management system before?

No: Then let's get started. Click here to get started.
Choose-Yes: Welcome back! Log into Time Management.

Q **Viewing tutorials:**

A Employees may access training videos for the Department of Administrative Services, Department of Revenue, and Department of Information Technology at the following link:
http://admin.state.nh.us/hr/NHFIRSTTimeManagementVideos.html

Q **Is it necessary to split the holiday, as if it were a regular work day, if you did not work it?**

A The system will not "require" you to split it, but they are recommending that we enter it that way and get into a habit of entering it that way, so that when people see their totals it adds up to entire week's worth of hours. If you entered it as one line, the totals would not work correctly. This is an area that we may get updated guidance on.

Q **If you have changed positions during the pay week, is there anything you have to do to capture that? (A change from full-time to part-time, for example.)**

A The system will catch up with your paper work and once it is entered into GHRS the overnight feed will alter the type of screen you will see. One should enter your time as you work, and be in contact with HR/Payroll to make any adjustments or alterations, to include setting up temporary proxy relationships that may be necessary once the transition takes place in the system.

Q **How long does it take for changes to be made, e.g., a person's promotion and then "report to's" concerning that?**

A Once the system has an employee in the new position number, and the overnight feed takes place with GHRS, it should be immediate. It is related to when HR/payroll gets the completed paperwork. Payroll validates all the paperwork, HR generates a PAF, and then assigns it to one of the staff to key.

Q **Employees who entered future leave requests that also received "cancelled" messages will need to go back in to resubmit those requests**

A Detailed instructions: Upon going into the Absence Request link, employees will see a list of requests. Some are listed as "reported" – those have been approved by your supervisor but won't receive final "approval" for use on the time card until the time sheet is processed, but the absence is "approved." The system just needs to distinguish between the two processes. Some of the leave requests, more typically the afternoon portion, or 2nd line of a day's leave request, will now show as "rejected." Yesterday it appeared as "cancelled." The NH first Time Management Team went in last night and changed all "cancelled" transactions to "rejected" transactions. This means you can now go in and re-submit those transactions.

There should be a little box in the column to the right of that request. At the top of that column is the word Submit. If the data in the boxes on that line are correct and do not need to be edited, just click the submit box for each one. You can edit prior to clicking the submit box if that is necessary (this should not

be necessary unless your plans have changed since entering this information or you have changed your mind). Once you have edited and clicked submit on the line in the box you will need to "submit" the entire request by clicking the submit icon at the top border of the time card. This will now allow your supervisor to go in and "approve" that leave request, which if approved, will appear as "reported" in your leave requests once that process takes place.

Q **Please do not use the "overwrite time card" box**

A Please refrain from checking off that box. We are working to remove that box as it is unnecessary. Time submission once "approved" by your supervisor, and viewed as "reported" will become a part of the proper time card in the future, but we do not want it to overwrite anything you may have keyed in.

Q **Login and Password Challenges**

A If you experience login or password challenges submit a Help Desk ticket. A link to the Help Desk is conveniently located under the login link on the NH FIRST Time management web page. If you are unable to get into the system by your time entry deadline please work with your Supervisor to proxy your time card. Please make your supervisor aware in advance for preparation purposes to allow time for proxy actions.

If a Supervisor cannot see a direct report please speak with your HR/Payroll Administrator to ensure the reporting structure is correct.

Q **If an employee works on a state issued holiday which pay codes are used?**

A This requires two lines of entry 8 hours regular pay then 8 hours holiday at 1.5 FT

Q **How should sick time donation be handled?**

A The leave slip is not necessary to donate the time as the computerized slip is for requesting use of time. You can request time be donated by contacting an HR Representative who will affect the change in GHRS when approved and those balances will updated in TM via the interface once updated in GHRS.

Q **How is the processing of correction of docked pay and time now donated from sick bank handled?**

A Once the interface is processed all adjustments that correct pay will be affected in GHRS properly. Contact payroll administrators.

Q **What kinds of items will be rejects?**

A Rejects are any cost center overrides, any records that hold insufficient balances (cleaves or pleaves) such as annual, and any bad entry (information in a field that is not applicable to that field). A listing of items is on appendix A of the User instructions.

Q **How are part-timers hours being tracked for bonus pay outs?**

A There are reports available through time management that can identify the number of hours worked by an individual. If you have another tracking sheet you can add the information obtained from these reports to your running balance. You will continue tracking manually and processing the payout as you

have previously.

Q **Is there a military time chart for leave slip absences? Should we have a cheat sheet?**

A There is a chart on the power point which is posted on NH.GOV page 6. The power point is located under reference materials and called timecard and leave function slides. Print page six for cheat sheet.

Q How do Supervisors know if their employees are entitled to time & ½? How do they find out which employees are exempt from overtime?

A The list of Salary vs. hourly is located at http://admin.state.nh.us/hr/cba2007/documents/appendix_b.pdf ON NH.GOV. If this does not provide the information needed please contact your Agency HR/Payroll Administrator.

Q **How does a Supervisor know how much comp time an employee has accrued?**

A Comp time earned is updated when the interface is run bi-weekly on the Tuesday before the first payroll cycle. This will update the balance in TM and you may view by proxy balances to your subordinate.

Q **How are per diem payment processed?**

A Per diems will be processed manually as they are $ amounts and the Time Management system handles hours only.

Q **If overtime was not submitted last pay period, and time has been processed, would we do a manual entry with the proper back dates to correct? (Or do they add this to their current time sheet with a comment?)**

A Once a pay period is closed and interfaced all time adjustments must be made in GHRS as a manual correction. You would never add time to your current sheet for a prior period.

Q **What if the system is down a day during a critical period?**

A This will be considered a technical escalation and addressed.

Q **If an employee's normal shift is second or third and they work a few hours every Monday, how does the system differentiate the Monday hours from the shift hours?**

A Permanent rotating shift employees will have an inflated rate and will not select shift differential codes on their time card.

Other SHIFT employees who may cross 1st 2nd or 3rd shift will need to have their base rate modified in GHRS to be non-reflective of an increase for shift work. This type of employee will therefore select regular pay in conjunction with a second or third shift differential pay code creating what appears to be duplicate time eg:

Regular Pay	7.5 or 8 hrs
Second Shift Differential	7.5 or 8 hrs

This would be the same for 3rd. If they work 1st there is no differential so it is a one line with regular pay.

Q **If an employee puts in for future annual leave, when does it need to be approved? Should it be approved immediately or sit until a future date?**

A Defer to your agency policy regarding approval of leave.

Q **How does the system purge rejected transactions?**

A There is no purge of rejected records on either system they will stay in the status of rejected until someone manually intervenes.

Q **How does the system track when an employee has used the first five days of sick dependent allowed in the CBA?**

A The system tracks time reported. There is no alert mechanism.

Q **What happens if a part-timer time sheet is not entered or approved by the Tuesday deadline? How will they be paid?**

A If the part-time person status is exception employee then their default standard rate will be processed in the next pay period. If the part-time employee has a status as positive pay and the interface has been processed a manual check will need to be done in GHRS.

Q How should someone fill out their absence request for a full day off?

A The absence request fulfills 2 purposes:
1. To request the time off.
2. To help people plan resource coverage to know the scheduled hours the person will be absent.

There are two ways of accomplishing the recording on the request. Let's say for example you work 8:15 to 4:15 with a half hour lunch.

1st way with two lines of entry:
8:15 to 12:00
12:30 to 4:15

2nd way with one line:
8:15 to 3:45

There is not a statewide standard, either way can be utilized.

Q **How do I delete a row (or extra rows) on my time card without deleting my whole time card?**

A To delete just a row or extra rows by line click the checkbox on the line to be removed and then save. Do not click the Delete button at the top, as that will delete the whole time card.

Q **What are the differences between the "Submit" button and "Submit and Close" button?**

A **Submit:** This button can be used during a daily, weekly and pay period view to submit time that is viewable on the time card screen with entries. Changes can still be made until the Supervisor approves the submitted lines. Once the lines are approved no changes can be made.

Submit and Close: This button is ONLY viewable in the pay period view; this is used when your pay period entries are complete and ready for Supervisor approval. Submit and close is a hard close and the user will no longer be able to make changes to the time card. If a change is necessary the Supervisor will have to reject the time card and notify the employee that the time card is now editable for the open time period.

Q **How do I approve a leave request?**

A Leave requests can be viewed for your subordinates under **Time** then **Time Approval** then **Absence Requests.**

Q **What is the Proxy Function**

A This is a way for an authorized person to act on behalf of another person within the Time Management system. In regards to managers of part-time personnel, the proxy function is a tool that we need to use temporarily to carry out time approval and time entry as long as GHRS does not provide unique position numbers for employees who are 9TEMPS, 8TEMPS, 9NONC (GHRS shared position types).

Q **I used the print view function button to print my timesheet and the entire timesheet did not print out.**

A This is a webpage framing issue. You can click "Print View" then right click inside your time card and click Print.