PAYROLL / TIMEKEEPING - FREQUENTLY ASKED QUESTION'S

General Questions

1) What is a keyer?

A "keyer" is anyone who is responsible for tracking and reporting employee time using the Peoplesoft Online Time & Attendance system.

2) What is my job as a keyer?

a) Key Absences / Subs daily (using the *Daily Time & Attendance* page)
b) Key additional hours and check for errors on a weekly basis (using the Timesheet)
c) Submit ALL my Timesheets electronically to Payroll by the deadline (the deadline is 4:30 PM of the business day following Payroll Cut-off, which is the 15th of the month. If the 15th of the month falls on a weekend, then the following Monday is the Payroll Cut-Off.
d) **Print the Timesheet summary report, have the school Principal sign it, then scan and send to the Payroll department email, payroll@pps.net by 1:00pm Business Day after Submission Day. Save the original signed report in the school.** If you are unable to scan and email the report, please Fax it to Payroll at (503) 916-3698).

3) Why can't I see a specific employee in my online employee list?

Contact your HR Staffing Rep. You will not be able to see someone on your list due to one of the following reasons:

a) HR has not yet hired the employee.
b) Employee is not active in the Time & Labor system.
c) Employee's Job Dept or Location is not assigned to the keyer (maybe because they were recently transferred).
d) The overnight process to re-fresh the list showing your group of employees has not run yet.

4) When should I enter my employees' absences?

We highly recommend that you enter Leave hours daily, as well as check for errors a few times a week if you entered leave hours. After you log in to PeopleSoft, from the *PPS Time & Labor Start Page*, use the *Daily Time & Attendance* page to enter absences.

5) What if I miss a day? Can I go back?

You can go back as many days as you like within the current pay period. After the Payroll deadline, however, ALL missed time or corrections will require a written adjustment using the "Time Not Reported When Worked form" (TNRWW), which must be scanned to Payroll after completed and approved by the School Principal. If you are unable to scan and email the form, please Fax it to Payroll at (503) 916-3698.

Errors / Submitting to Payroll

6) What is an error?

Errors are system-generated messages indicating there was a problem with the time that was entered. Errors are displayed at the bottom of the Timesheet for both regular and substitute employees.

7) Do I have to fix my errors?

Yes. You will be unable to submit to Payroll any Timesheet with errors.

8) How do I fix my errors?

Read the message describing the error and correct the time as appropriate. Your Payroll Specialist can assist if you don't understand a particular error message. Please contact your Payroll Specialist, as identified on the "Payroll Services Department Assignment Table".

9) When will I know if I have errors to fix?

Each night the system checks all employee timesheets for errors through the Time Administration Process. Any errors will be communicated when you attempt to send your time information to the payroll office at the end of the period.

10) How do I view my errors?

a) Once you log in to PeopleSoft, from the *PPS T&L Start Page > Prepare Employee Timesheet* > Next
b) The search page shows all emps with errors (X)
c) Click on a person and errors will display on bottom of Timesheet

11) What does a "?" symbol mean?

A change was recently made to the Timesheet and the system has not yet checked for errors. The system will check all your employees' Timesheets for errors overnight.

12) How do I get rid of "?" symbol?

Wait for Time Admin to run overnight or if it is Submission day then wait until one of the 3 Time Admin process times runs

13) What is the deadline to submit time?

For standard pay periods, you have until 4:30 PM on the next business day following the 15th of the month to finish your work. This includes attendance, additional hours, correcting errors, and submitting to Payroll. The deadlines are also posted on the Payroll web site (PPS Home > Departments > Payroll Services > Secretary/Manager Resources > PPS Pay Schedule).

14) What if I will be absent when it's time to submit my Timesheets to Payroll?

If you plan on being absent during the time when time is required in Payroll, you must plan ahead and be diligent to completing all time entry reported to you before you leave on a daily basis. You should contact your Payroll Specialist, in advance of your absence, if you expect that you will not be able to complete your entry in time. Remember when it comes to reconciling substitute time, this should also be completed on a daily basis because it takes an additional day to show up in the time and attendance system.

15) Can I submit all my Timesheets at once?

Yes. Use the *Submit to Payroll* link from the *T&L Start Page* to submit all your employees at once. Only Timesheets without errors will be submitted.

16) Do I have to wait until the end of the pay period to submit my Timesheets?

No. You can submit your Timesheets at any time during the pay period up until the Payroll deadline.

17) Can I make changes after I submit a Timesheet?

Yes. You can correct a Timesheet after submitting as long as it is before the Payroll deadline for that pay period. You must re-submit the Timesheet after making any corrections. Corrections to prior pay periods must be done through the Rapid Time Process (Instructions for Rapid time on the Payroll Dept Website under Secretary/Manger Resources).

18) What if I miss the deadline or wasn't told about time until after the deadline?

Time that was not submitted by the deadline can now be entered online through Rapid Time Process in PeopleSoft HRMS. See Late Time Reporting Instructions on the payroll website if you have Time Not Reported and/or Time Card Corrections

19) What about holiday months?

Certain pay periods have an early cutoff, please refer to the current years

Payroll Period and Time Entry Deadline Dates form on the Payroll Website.

20) What if my Principal/Manager is out and cannot sign my Time Detail Summary but the deadline?

Email a PDF copy of the Time Detail Summary to them and CC Payroll@pps.net. As soon as they return to the office, get their signature on it and Scan and email the signed report to Payroll@pps.net

Time Reporting

21) How/when do I key chartfields?

Chartfields are required for additional hours, premiums, stipends, etc. Chartfields can be entered on the Timesheet. Certain Reasons (such as IEP Writing) have the chartfields built-in and do not require the keyer to fill in the chartfields. In this case, the chartfields will not be enabled for entry (they will be "gray" and you will not be able to click in the fields). If the chartfields *are* enabled for entry, you should fill them in. Most Reasons require a chartfield and will give you an error if no chartfield was provided. Chartfields should never be entered for absences.

22) Do I have to enter chartfields for subs? How do I enter chartfields for a sub?

If the sub is being covered by the standard district-covered sub budget, simply use the default reason of "District-covered". No chartfields are required. If you need to use an override chartfield you must confirm the chartfield with David Stone in Budget, dlstone@pps.net, extension 6-3295, and enter in the Online Time and Attendance system. Choose a Reason of "Other Chartfield" from the list. From the *Daily Time & Attendance* page, click "View Timesheet" next to the sub. You must save first.

23) How many hours do I choose for absences? Why am I getting an error?

Keyers should know how many hours an employee was expected or scheduled to work on any given day. For most employees, this is just Standard Hours divided by 5. Standard hours are displayed at the top of the Timesheet. For example, a 40-hr Teacher was out for the full day, they keyer would key 8 hours or if a 37.5-hr Para was out for a full day, the keyer should key 7.5 hours for the absence. The system will generate an exception in two circumstances:

i) Absence Hrs > Job Daily hours (for a 35-hr or more employee)
ii) Absence Hrs > 8 (for a <35-hr employee)

24) Why do my absence hours keep switching to "Unknown" even though I keyed something else?

Employee is not enrolled in a leave plan, so system cannot update the TL_COMPLEAV_TBL. Contact your payroll specialist, the employee will need to be entered into the benefit plan.

25) What do I do when a teacher was out for work-related reasons and a sub fills in?

a) Mark the teacher absent with a Time Type of "Work-related"
b) Choose the "Reason" for the work-related absence. Most reasons also require a comment describing the reason in more detail.
c) The sub for that teacher should appear in Time and Attendance the business day after the sub time is reconciled in AESOP.
d) Choose a reason for the sub to drive the chartfield. If the keyer needs to key a separate chartfield, choose the Reason "Other Chartfield" and fill in the chartfield on the Timesheet.
e) Since the sub is linked to the teacher, there's no reason to indicate why the teacher was absent on the SUB's time.

26) How do I key the following premiums:

a) <u>Outdoor school (Teacher):</u> Choose "Outdoor school" as the Time Type and a reason to drive how the outdoor school should be paid. When keying the Sub for the teacher, do NOT choose an outdoor school Time Type for the sub.

b) <u>Sunday Outdoor school (Teacher):</u> Choose "Sunday Outdoor school" as the Time Type to drive how a teacher working on Sunday should be paid. When keying the Sub for the teacher, do Not choose an Time Type for the Sub.

**Note: Extended Hours are only paid when in direct supervision of a child

c) <u>Outdoor school (Sub):</u> This ONLY applies to a sub who actually went to outdoor school. Choose "Sub Hours@Outdoor School" as the Time Type and a reason to drive how the outdoor school should be paid. Do NOT enter an additional line for the sub's regular hours. The one line will pay both the regular hours AND the premium.

d) <u>Teacher as Admin (Teacher):</u> Choose "Substitute Admin" as the Time Type and chartfields to drive how it should be paid. There is no reason to enter number of hours. Add a line and enter the Time Type of "Work Related Absence" with the Reason Code of "Teacher As Admin" and the number of hours. When reviewing the information for the Sub for the teacher, do NOT choose a "Sub as Admin" Time Type for the sub.

e) <u>Sub Bonus (after 10 days):</u> If the sub is scheduled to work the same assignment for more than 10 days you must change the Time Type from Sub to "Sub hours + Bonus" starting day 1. Do NOT enter a 2nd line for the sub's regular hours. The one line will pay both the regular hours AND the bonus. **The use of sick leave will not be considered a break in consecutive days. If the job is scheduled less than 10 days, but ends up being extended past 10 days the sub bonus starts on day 11.

f) <u>Para Bus Duty:</u> This is a stipend and not an hourly earning. If the employee does the Bus Duty enter 1 unit, not the amount of hours they did.

27) What happened to Overtime and Extended Hours?

The system will automatically pay additional hours as overtime when required, based on the type of employee and standard weekly hours. Simply key the total number of additional hours. If you are worried about overtime for any of your employees who may work extremely non-standard schedules, please contact your Payroll Specialist.

28) How do I bill to Student Body Funds?

When entering time in the Online Time and Attendance system, choose a reason of "A/R - School".
Note: For a SPED or ESL employee, this will bill the SPED/ESL department. To bill the school instead, contact David Stone in Budget, dlstone@pps.net, extension 6-3295, for the proper A/R chartfield.

29) How do I bill to an outside (3rd party) source?

Choose a reason of "A/R - Other". Add a comment with a "Bill-to" indicating to whom to bill (name, address, etc) AND enter a description of the work being performed. When billing to a 3rd party, do NOT use one of the pre-defined reasons (like "IEP Writing", etc).

30) How do I correct an "Invalid leave Code" error?

If the system gives you an error that the employee has Invalid Leave Code it means they exceeded their leave balance and you must change the absence type. First, check the leave balance page (in PeopleSoft: Main Menu > Benefits > Manage Leave Accruals > PPS Review Accrual Balances) for the employee to verify how many hours they still have available. Switch any hours above this balance to an acceptable leave type or unpaid absence.

31) How do I key funeral absences?

Use the "Funeral" Time Type. In the Reason drop-down, choose the relationship of the deceased to the employee. The system will create an error if more than the acceptable number of days were used. Please refer to that employees Union Contract for the allowed number of days.

32) What do I do if I have a Sub Admin?

If you have a Sub Admin covering for your administrator you need to contact the Sub Office – all Sub Admin time will be reported through AESOP. Please note: Sub Admin time must have an override Chartfield, if you are not sure what Chartfield to use contact the Budget office and they can advise you.

33) How do I key an employee who is out on worker's comp? (two different ways depending on the employee's union affiliation)

A: When the employee is part of the PAT union:

    1) Report the employee's absence with Time Type "2 – Absence – Wrkrs Comp"

    2) Report the full amount of time the employee is absent. Example if the employee is out all day (8 hours), report 8 hours for the absence.

B: When the employee is NOT part of the PAT union (all other employees) and the Risk Management staff has advised you that the employee will be compensated by Workers Comp:

    1) Enter employee absence using Time Type "1 – Absence – Sick" and

    you will report 1/3 of the employee's absence time. For example, if the employee works 8 hours a day you will report 2.7 hours (2.7 is 1/3 of 8.0) as Sick Leave. If the employee has no leave hours to use, and they do not work, you will need to report these hours as unpaid leave, using Time Type "1 – Absence – Unpaid".

If the employee is not being compensated by our third party administrator (which you will be advised by the Risk Management staff) you will need to report all hours not worked with either leave hours (if available in balance) or unpaid time.

Note: If you receive errors for the worker's comp absent time you are reporting please contact your Payroll Specialist for further assistance.