





Training Objectives - Approval

- Manager Self Service
- View/Report time
- Make changes if needed
- Approving time

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Manager Self Service

- MSS supervisor functions
 - Approving time
 - Entering time for someone else
- ESS is for yourself
 - Entering time for yourself
 - Changing your own address

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View Time

- See what Employees entered
- Separate from Approval
- Approval authority (Time Reporter Groups –TRG)
 - Your employees
 - The employees of your back up approver
- Defaults to current pay period

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Reporting Time

- Delegates
 - Primary role
- Supervisor
 - Emergency backup to delegate
 - Approval role
- Document

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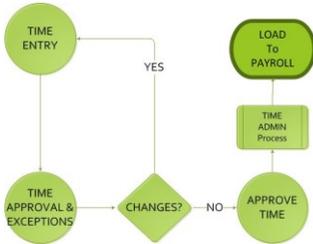
Approval Process

- Approval Flow
- Finding Employees
- Approving Time
- Approval Check List
- Correcting a timesheet
- Expectations/Guidelines

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Approving Reported Time



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Find employees pending approval

- Approval authority (Time Reporter Groups –TRG)
 - Your employees
 - The employees of your back up approver
- Reported time
 - Employees have reported time
- Time period defaults

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Approve

- Find employee
- Review **All** elements on timesheet
 - Approval Checklist
 - See what is all ready approved
- Approve timesheet

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Workgroups

Workgroups represent:

- Overtime Category
 - Straight time or time-and-a-half
- Schedule – daily and weekly limits
 - 8, 40, 80

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Workgroup Example

P11EX840P

P = Positive Reporter

11 = **Overtime category**

EX = Executive Branch

8 = Daily limit

40 = Weekly limit

P = Premium overtime (1.5)

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Correcting an error

- Separate Roles Entry/Approval
 - Push back to employee
- Change the timesheet (Report Time)
- Submit hours
- Click “Timesheet Change Notification” button
- Document the change
- Approve timesheet once changed

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VERMONT

How to correct a timesheet (what we tell employees)

- Still in Pay period
 - Make change & document & notify if approved
- After Pay period
 - Notify Supervisor
 - 2 Day Grace Period (Sun-Mon)
 - Make change & document & notify employee
 - More than 2 days
 - Contact Delegate

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VERMONT

Deadlines

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Time Entry <ul style="list-style-type: none"> □ Recommend entering weekly □ Last shift of pay period □ Department guidelines ■ Hold employees accountable for reporting on time | <ul style="list-style-type: none"> ■ Approval <ul style="list-style-type: none"> □ Recommend approving weekly □ Noon on Monday □ Department guidelines |
|--|---|

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VERMONT

Summary of Expectations

- Review each element
 - Have the correct TRCs been selected?
 - Has the proper overtime been requested?
 - Have correct funding sources been selected?
- Timeliness & Accuracy are important
 - Meet deadlines
 - Get it right the first time
- Notify employees of changes
- State Policy

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Follow Up

- VHTR.helpdesk@state.vt.us

Approval Checklist

- Reported standard hours- did they report at least their standard hours?
 - Workgroup- base on their workgroup are they reporting standard hour correctly
 - 8/40 vs 10/40 reporting 10 hours day but workgroup shows 8/40
- Common TRC used correctly
 - OT- was OT authorized in the first place?
 - Leave- did they use the right leave TRC? FMLA vs. non-FMLA. Did they request that leave?
 - Weird TRC- if you see a strange TRC you have not seen before, question it.
 - Flex time- did they get approved to flex their time? Did they flex correctly?
 - 8-40 can only flex within a week
 - 0-80 can flex throughout pay period
 - Holiday- did they code the Holiday? Did they code the holiday correctly Holiday (regular day to work) vs. Unscheduled Holiday (regular day off)
- Funding Sources- did they use the correct funding source
- Cash/Comp- based on their overtime category (first set of numbers on workgroup) are they requesting the correct way to be compensated for OT
- Shift- did they code the correct shifts when applicable
- Comments- look to see if there are comments that might explain weird reporting

Number 11.10 - TIME ENTRY AND APPROVAL

Supersedes: Policy 11.10, dated May 12, 2013

Effective Date: August 11, 2013

Subject: TIME ENTRY AND APPROVAL

Applicable To: All classified, exempt, appointed, and temporary employees within the Executive Branch of the State of Vermont, and contractors paid through the State's payroll system.

Issued By: Department of Human Resources

Approved By: Jeb Spaulding, Secretary of Administration

PURPOSE AND POLICY STATEMENT

It is the purpose of this policy to establish guidelines for employees to timely and accurately report their time.

Timesheets document an employee's time worked, leave used, unpaid time not worked, and accounting codes, which provide the basis for the State to complete payroll and benefits transactions.

All employees are expected to complete and submit accurate Timesheets in a timely manner in accordance with the State of Vermont payroll schedule. All employees have a duty to accurately report scheduled work hours, leave utilized, and any unpaid time not worked on their Timesheet. The State and its employees are accountable to the public and taxpayers, and the State does not compensate employees for time not worked, except as authorized under the State's leave policies. An employee who inaccurately reports time worked and/or leave used may violate general standards of conduct and/or the law, which may result in disciplinary action up to and including dismissal from employment, and/or additional legal repercussions.

If an employee mistakenly misreports his or her time worked or leave used, he or she shall correct the time reported in the manner described in the Time Entry and Approval Deadlines section of this policy.

Departments shall ensure that employees submit accurate Timesheets. Once an employee submits a Timesheet, the Timesheet is subject to the supervisor's approval. The approval provides a record that the Department accepts the Timesheet as an accurate representation of the employee's Payable Time. Approval by a supervisor

does not negate, mitigate, or supersede any false entry by an employee. Supervisors shall be duly diligent in approving employee time.

DEFINITIONS

Approver - An individual responsible for reviewing, approving, and certifying another employee's Payable Time in VTHR, the State of Vermont's electronic human resources database.

Delegate - An individual authorized to enter or approve a transaction on another employee's behalf. Delegates log-in with their own personal user information--not the individual employee's user information--when conducting a transaction for the employee.

Employee - An individual who is required to submit a timesheet (for the purposes of this policy only).

Pay Periods - Pre-established bi-weekly periods which consist of two consecutive calendar weeks, beginning at 12:01 AM Sunday and ending at 12:00 PM (midnight) on Saturday fourteen days later.

Payable Time - Compensable time, after VTHR processes and calculates rules, such as overtime, and modifies any errors made in the individual's Reported Time.

Reported Time - The time entered on an individual's Timesheet to indicate hours worked, accrued leave used, and any unpaid time not worked. At a minimum, reported time must account for an employee's total scheduled hours.

Timesheet - The record of an employee's Reported Time used to calculate pay.

Time Reporting Code (TRC) - A three to five (3-5) character code that designates the type of work performed, leave used, unpaid time not worked, or other type of time requiring reporting and processing.

VTHR - The State of Vermont's electronic human resources database.

GENERAL PROCEDURES

All Reported Time is captured in VTHR. Time Reporting is a self-service function, available from any electronic device with web browsing capability and internet access.

The State requires employees to independently enter their time into VTHR. Three exceptions to this requirement exist and are listed below:

1. An employee who is absent from duty and unavailable to enter his or her own time will be temporarily assigned a delegate to submit the Timesheet.

2. A Department may obtain approval from the Agency of Administration to use delegates or an alternative time capture system. Any such approval will require that Payable Time be processed in VTHR.

3. In accordance with the Department of Human Resources' ("DHR") procedures, an employee may request a waiver from the requirement to enter his or her time. Employees who are granted a waiver may use a paper Timesheet provided by DHR to report their time worked and/or leave used. The supervisor will review the Timesheet and, upon approval, forward it to a delegate for entry into VTHR.

VTHR records each Timesheet entry, who entered the time, who approved the time, and who changed an entry. The following roles exist in Time Entry and Approval:

1. Entry – may be completed by the employee or an authorized delegate on the employee's behalf.

2. Approval – each Department has an Approval Group authorized to review and approve time. The Department determines the sequence of approval.

3. Audit – Departments may assign an audit role to ensure time entry and accounting codes are accurate. The Approval Group includes individuals working in the audit role.

TIME SHEET ADJUSTMENTS

All Approvers are able to adjust a Timesheet and have the responsibility to notify interested parties, including the employee, of the modification. Notifications are not processed automatically, and therefore the Approver shall manually submit the modification notification. Adjustments may be made only to correct an error in the initial entry, such as use of an erroneous or unauthorized Time Reporting Code or an invalid accounting code entry. An employee who believes that his or her timesheet was adjusted improperly shall appeal first to the person who made the adjustment. Disputed adjustments shall be addressed at the lowest possible level. The final determination will be made by the Department of Human Resources.

TIME SHEET ENTRY AND APPROVAL DEADLINES

Time Entry and Approval must be completed within the deadlines established by the Department of Human Resources. Failure to enter or approve time as required adversely impacts the payroll process and may result in corrective and/or disciplinary action.

Errors discovered after time entry but before the time entry deadline, may be corrected by the employee before the time entry deadline.

