



VTHR 101

ESS & Time Entry



Agenda

- Overview & Basic Navigation
- Personal Information
- Payroll Information
- Time Entry



- Oracle
- Peoplesoft
- VTHR



VERMONT

Password

- 8 characters long
- 1 number
- Expires every 90 days
- No recycling
- Do not share
- Default (new hires)
 - First##Last

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VERMONT

Login

- www.dhr.vt.gov



- Resources

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VERMONT

Navigation and Fundamentals

- Menu navigation
- Bread crumbs
 - [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)
- **Do not** use browser's back buttons
- Knowing where you are
- Home
- Favorites
- Sign out



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VERMONT

System Profile

- Password recovery
 - Not locked out
- Requires
 - State Email address
 - Security question
- Timesheet emails

User ID:

Password:

[I Forgot My Password](#)

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VERMONT

Mailing Address

- Mailing
 - Where you want your 'mail'
 - Ex. Healthcare card
 - **First pay check**
 - **Direct Deposit changes**
 - W2
- Notifications

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Email Address

- Application
 - Change to State
- Notifications
 - W4
 - Personal Information

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Emergency Contact

- Used for emergencies
 - Something happens to you
 - Something happens to your worksite

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Payroll Information

- W4s
- W2
- Direct Deposit
- Pay Advice
- HR Advice

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VERMONT

W4

- Federal W4
 - Done online
- State W4
 - Fill out PDF send to Payroll

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W2

- Mailed
 - **Mailing** address
- Will be available online in early spring
 - Announcements will go out

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Direct Deposit

- Required
- Setup
 - Primary Account (Balance Account)
 - 2nd, 3rd, 4th.... (Amount Account)
- Timing
 - Prenote process (verification)
 - \$0.00
 - Paper check to **mailing** address

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Pay Advice

- PDF
 - Easily printed on one page
- Pop up blocker
- Available
 - Monday of Pay week
- How you will be paid
 - Direct deposit / paper check
- Pay cycles

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| State of Vermont Payroll Division, 110 State Street Montpelier, VT 05609-1301 | | Pay Period: WTD Pay Begin Date: 07/13/2014 Pay End Date: 07/20/2014 | Employee Unit: 0000 Address No: 000000000000 Address Date: 06/07/2014 | | | | | | |
|--|--|--|--|-----------------------------|--------------|----------------------------|---------|-------------------------------|--|
| Employee: Employee ID: 00000 Location: 0000000000-AAA-0000 Job Title: Management Assistant Pay Rate: \$20.70 (Hourly) | TAX STATUS: Federal: Single State: 0 Adm. Percent: 0 Adm. Amount: 0 | | | | | | | | |
| HOURLY EARNINGS | | | | | | | | | |
| Description | Rate | Hours | Earnings | Hours | YTD Earnings | Description | Amount | YTD | |
| Reg'd Hours | 20.70 | 00.00 | 0000.00 | 0000.00 | 0000.00 | Fed Withholding | 0000.00 | 0000.00 | |
| Public Year Comp Time | 20.70 | 00.00 | 0000.00 | 0000.00 | 0000.00 | Fed FICA/ME/VT | 0000.00 | 0000.00 | |
| Current Year Comp Time | 20.70 | 00.00 | 0000.00 | 0000.00 | 0000.00 | VT Withholding | 0000.00 | 0000.00 | |
| TOTAL | | | | | | TOTAL | | | |
| BEFORE TAX DEDUCTIONS | | | | AFTER TAX DEDUCTIONS | | | | EMPLOYER PAID BENEFITS | |
| Description | Amount | YTD | Description | Amount | YTD | Description | Amount | YTD | |
| Cost of Service, Not Taxed | 0000.00 | 0000.00 | | | | Cost of Service, Not Taxed | 0000.00 | 0000.00 | |
| State ER Retirement P | 0000.00 | 0000.00 | | | | State ER Retirement P | 0000.00 | 0000.00 | |
| TOTAL | | | TOTAL | | | TOTAL | | | |
| TOTAL GROSS | | | FED TAXABLE GROSS | | | TOTAL TAXES | | TOTAL DEDUCTIONS | |
| Gross Pay | 0000.00 | 0000.00 | Taxable Gross | 0000.00 | Taxes | 0000.00 | 0000.00 | NET PAY | |
| YTD | 0000.00 | 0000.00 | YTD | 0000.00 | YTD | 0000.00 | YTD | 0000.00 | |

| | | | |
|--------------------|------------------|-----------------|-----------------|
| Advice #000 | Checking | XXXX0000 | Amount |
| Advice #000 | Issue Chk | | \$00.00 |
| TOTAL | | | \$000.00 |

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VERMONT HR Advice

- Leave Balances
 - As of
- Step date
- Available
 - Monday of Pay week

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View Self Service HR Advice
 To view an HR Advice for another pay date, click on the magnifying glass to left of the Refresh button.
 Choose a Payment Date and click the Refresh button.

Refresh

Company: State of Vermont
 Department of Human Resources
 110 State Street
 Montpelier, VT 05602

Pay Begin Date: 06/29/2014
Pay End Date: 07/12/2014
Advice Date: 07/20/2014
 For additional information regarding compensation, deductions, withholdings, etc. reference: Payroll Pay Advice # 2817006

| General Information | | Employee Information | |
|---|--|---|--|
| Employee's Name: Doe, John | Employee Union Code - H00 Confidential Non Managers | Employee Workgroup - P11E1840P Executive Positive B40 Prem | Employee's Salary Plan, Grade and Step - CLS 20.3 |
| Employee ID: 555555 | Employee's Health Step Date - 06/01/2015 | Employee's Leave Accrual Date - 09/09/2012 | Employee's Benefit Program - EMC Exempts, Mgrs -Leave Plans |
| Address: 123 Street Town, VT 05555 | Employee's Title: ISS Support Specialist | Employee's Position Number: 010058 | Standard Hours: 40.00 |

Time Reporting Codes listed below are off payroll hours not worked or paid as coded on the timesheet. These off-payroll hours may impact leave accrual for the pay period.

| Time Reporting Code | Description | Hours |
|---------------------|-------------|-------|
| 1 | | |

| Leave Balances | Accrual Rate (Hrs) | Accrual Cap | Frequency | Leave Balance |
|---------------------------------|--------------------|-------------|----------------|---------------|
| 1 Sick Leave - Regular | 3.690000 | | Biweekly | 164.400 |
| 2 Annual Leave - Regular | 3.690000 | 240 (hours) | Biweekly | 18.820 |
| 3 Super Personal Leave -Regular | 24.000000 | | Hours per Year | 16.000 |
| 4 Current Year Holiday Comp | | | | 0.000 |
| 5 Prior Year Holiday | | | | 0.000 |

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Break

- 5-10 minutes
- Bathrooms across from elevator

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Time Entry

- Expectations
- Open a timesheet
- Select the correct pay period
- Enter Time Reporting Codes
- Select other options when applicable
- Enter Task Profiles or Combo Codes
- Submit for approval
- Make corrections

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Time Entry Expectations

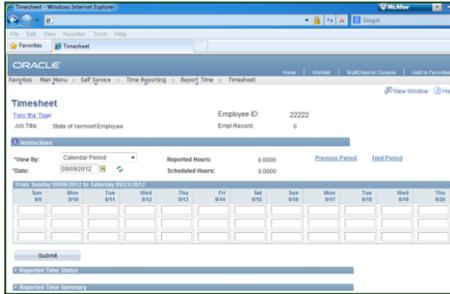
- State Policy
- “Positively” report all hours
- Enter your own time
- Deadlines
 - Recommend weekly (Friday)
 - Last shift of pay period
 - Dept guidelines

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Timesheet Navigation



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Workgroups

Workgroups represent:

- Overtime category
- Overtime rate
 - Straight time or time-and-a-half
- Overtime Eligibility– daily/weekly limits
 - 8, 40, 80

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Workgroup Example

- P11EX840P
- P = Positive
- 11 = Overtime category
- EX = Executive Branch
- 8 = Daily limit
- 40 = Weekly limit
- P = Premium overtime (1.5)

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Timesheet Rows

- Each row represents a different
 - Time Reporting Code
 - Shift
 - Funding Source

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Enter Time Reporting Codes

- TRC breakdown

| Description | TRC |
|----------------------------|-------|
| Annual Leave | ANNL |
| Hours Worked | WORK |
| Hours Worked Over Schedule | WRKOT |

- Tied to work group

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Most Common TRCs

| Description | TRC |
|----------------------------|-------|
| Hours Worked | WORK |
| Hours Worked Over Schedule | WRKOT |
| Annual Leave | ANNL |
| Compensatory Time Used | COMP |
| Personal Leave | PERS |
| Sick | SICK |
| Holiday | HOL |

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Reporting Overtime

- Authorized
- Preapproved
- TRC
 - "Hours worked over schedule - WRKOT"
 - Cash/Comp

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Selecting Cash or Comp Time

- Cash/Comp Box
 - Overtime Category
 - Management Discretion
- Only utilized with the TRC WRKOT

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Reporting Shift

- Defaults blank = Weekday First Shift
- Select the shift

| | |
|--------|----------------------|
| SECOND | Second Shift |
| THIRD | Third Shift |
| WKND1 | Weekend First Shift |
| WKND2 | Weekend Second Shift |
| WKND3 | Weekend Third Shift |

- Only report one shift per day
 - Can't report 2nd and 3rd shift on same day
- Only utilized with TRCs WRKOT & WORK

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Funding Sources

- ComboCodes *or* TaskProfiles
- Defaults
- Business Office
 - Resource to answer "what one do I use?"

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VERMONT

Adding rows

- Each row represents different
 - TRC
 - Shift
 - Funding source
-  Adds rows
-  Removes row and hours on that row

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VERMONT

Submit = Save

- Saves data
- Makes available for approval
- Digital Signature



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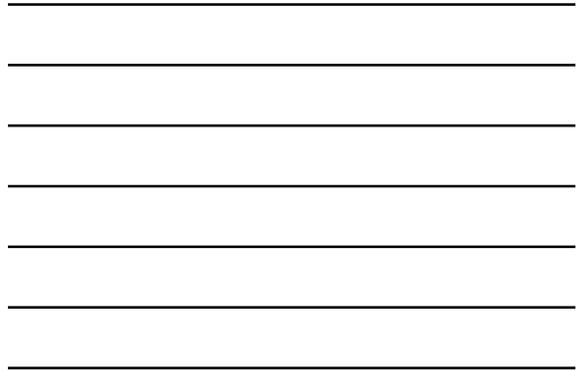


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Post Submit View

- Sorts rows alphabetically by TRC
- Combines alike rows
 - TRC, shift, funding source
- Adds up hours
- Will look different

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View By: Week Reported Hours: 0.0000 Previous Week Next Week
 Date: 09/02/2012 Scheduled Hours: 0.0000

From Sunday 09/02/2012 to Saturday 09/08/2012

| Sun 9/2 | Mon 9/3 | Tue 9/4 | Wed 9/5 | Thu 9/6 | Fri 9/7 | Sat 9/8 | Total Hours | Time Reporting Code |
|---------|---------|---------|---------|---------|---------|---------|-------------|----------------------------------|
| | 6 | | 1 | | 2 | | | Hours Worked - WORK |
| | 2 | | 7 | | 8 | | | Hours Worked - WORK |
| | | 8 | | | | | | Workers Comp Assault Pay - WCASP |
| | | | 8 | | | | | Unpaid FMLA - UFMLA |

Sort and Combine

View By: Week Reported Hours: 40.0000 Previous Week Next Week
 Date: 09/02/2012 Scheduled Hours: 0.0000

From Sunday 09/02/2012 to Saturday 09/08/2012

| Sun 9/2 | Mon 9/3 | Tue 9/4 | Wed 9/5 | Thu 9/6 | Fri 9/7 | Sat 9/8 | Total Hours | Time Reporting Code |
|---------|---------|---------|---------|---------|---------|---------|-------------|--------------------------|
| | | | | 8.0000 | | | 8.0000 | Unpaid FMLA |
| | 8.0000 | | | | | | 8.0000 | Workers Comp Assault Pay |
| 8.0000 | | 8.0000 | | | 8.0000 | | 24.0000 | Hours Worked |

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Warnings

- Holiday in current pay period



- Entered data but haven't saved it



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Hard Stops

- Not selecting a TRC



- Reporting more than one shift on a day



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Reviewing Prior Timesheets

- Prior Period / Next Period
- Date





How to correct a timesheet

- Still in Pay period
 - Is it approved?
 - Notify supervisor after change/document
 - Make change
 - **Don't** change TRC
 - Submit 0s, add new rows
 - Document w/ comment
- After Pay period
 - Contact Supervisor

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Questions about time entry



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Follow Up

- VTHR.helpdesk@state.vt.us
- 802.828.6700 option 4
- 855.828.6700 option 4

- Password reset 24-7
 - Option 1, 1

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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.

| Pay Periods - 11/17/13 to 01/10/15 | |
|---|-----------------|
| Pay period | Pay date |
| 11/17/13 - 11/30/13 | 12/12/2013 |
| 12/01/13 - 12/14/13 | 12/26/2013 |
| 12/15/13 - 12/28/13 | 1/9/2014 |
| 12/29/13 - 01/11/14 | 1/23/2014 |
| 01/12/14 - 01/25/14 | 2/6/2014 |
| 01/26/14 - 02/08/14 | 2/20/2014 |
| 02/09/14 - 02/22/14 | 3/6/2014 |
| 02/23/14 - 03/08/14 | 3/20/2014 |
| 03/09/14 - 03/22/14 | 4/3/2014 |
| 03/23/14 - 04/05/14 | 4/17/2014 |
| 04/06/14 - 04/19/14 | 5/1/2014 |
| 04/20/14 - 05/03/14 | 5/15/2014 |
| 05/04/14 - 05/17/14 | 5/29/2014 |
| 05/18/14 - 05/31/14 | 6/12/2014 |
| 06/01/14 - 06/14/14 | 6/26/2014 |
| 06/15/14 - 06/28/14 | 7/10/2014 |
| 06/29/14 - 07/12/14 | 7/24/2014 |
| 07/13/14 - 07/26/14 | 8/7/2014 |
| 07/27/14 - 08/09/14 | 8/21/2004 |
| 08/10/14 - 08/23/14 | 9/4/2014 |
| 08/24/13 - 09/06/14 | 9/18/2014 |
| 09/07/14 - 09/20/14 | 10/2/2014 |
| 09/21/14 - 10/04/14 | 10/16/2014 |
| 10/05/14 - 10/18/14 | 10/30/2014 |
| 10/19/14 - 11/01/14 | 11/13/2014 |
| 11/02/14 - 11/15/14 | 11/26/2014 |
| 11/16/14 - 11/29/14 | 12/11/2014 |
| 11/30/14 - 12/13/14 | 12/24/2014 |
| 12/14/14 - 12/27/14 | 1/8/2015 |
| 12/28/14 - 01/10/15 | 1/22/2015 |