Questions from Webinar April 17, 2014

Q: We get a lot of time reports sent back for comp time issues where apparently when entered by the employee and it gets to the back office is ""re-coded"" and returned. Will this change?

A: Back office changes to the timesheet always include a comment. When a change is a result of rules, the changes will not be sent back for approval. This is part of the change outlined in the webinar.

If the employee did not code properly, the timesheet will be turned back to the employee/delegate for proper coding.

Q: They can run a TRG security report to find the approvers for each of the employees in your unit. I run one each approval Monday and that is what I use to contact my approvers.

A: I assume this is in response to the PowerPoint slide when I (Angela) mentioned that it was not easy to determine who the supervisor is to send "change" emails. Yes, the T&L team and departments can run a query to get to the list of employees who have access to update/approve the specified timesheet, VT_TL_GROUP_SEC. The T&L team is three members, who are doing the changes for the whole state. Changes that are made by the team are a result of requests by the department, and/or the office of workers comp as it relates to total number of leave hours allowed to be coded by the employee each pay period. It is not time effective to run the query on an individual basis. We will investigate the "reports to" function as a better and easier way to tie employees to supervisors.

Q: we were told we couldn't add new delegates without training - but there was no training, so is that not the case? We can add new ones now and train them ourselves?

A: As the training has not been completely developed we have allowed some new delegates access to the system on a case by case basis. Please contact T&L if there is a request to add a new delegate.

Q: Is there any progress on the recreation of the payroll report that used to run out of the old system - pay register?

A: There is a query designed to replace the payreg report that was available in the HCM Restricted Content folder prior to conversion. The replacement query is in VTHR and is called VT_PY_RPT_PAYROLL_REGISTER.

Q: How do we get new delegates training?

A: Contact T&L

Q: Can we still run queries on Comments (i.e. going back to go-live)? Will the comments ever be purged from the system?

A: Yes queries can be run for data back to 5/5/13. At some point data may be archived if space becomes an issue. There are several queries in VTHR that include comments:

VT_TL_COMMENT_DETAIL - Timesheet comments by dt range
VT_TL_REPORTED_HOURS - Reported Hours from Timesheet
VT_TL_REPORTED_HOURS_DTL - Rptd Hrs w comments & job dtl

Q: Any timeline on when the HR Advice will be available to employees?

A: We are in the final stages of testing the HR Advice. We will let you know asap when the anticipated go-live date is.

Q: If EE have used comp time they are not entitled to can you take annual leave to make up?

A: Yes –Employees will receive notice relating to over use of compensatory time and options around the correction.

Q: Are you aware of any ongoing problems with comp time accrual and balances?

A: there are no issues that we are aware of at this time around compensatory time accrual balances.

Q: there are many supervisors who only supervise one person.

A: Those supervisors should look their 1 employee up by name or employee ID number and approve/review.

Q: What if approvers approve every week. What will the supervisor see for Start and end dates?

A: The new default start and end dates will always be for the beginning and end of the last unconfirmed pay period regardless of how often an approver approves time.

Q: Is there an opportunity to have the employee be able to use the change notification button?

A: yes, with new programming that will be rolled out soon.

Q: Any progress on removing old unused Combo codes?

A: The work has been queued (IT) and is set to be complete by the end of May. We will let folks know when the work is complete and provide instructions.

Q: lots of classifieds on reduced schedules

A: The queries are meant as a guide to identify a person who has not coded all 80 hours. Not a report that knows each individuals regular number of hours to determine if they coded 100%. Classified and

Exempt employees who are NOT working a full-time schedule should have both an FTE and standard hours equaling less than 1.00 and 40 respectively.

Q: need FTE on this report

A: The same information is included by the calculation of standard hours, in a more accurate way.

Q: We have Temp and full time that are part time

A: The queries are meant as a guide to identify a person who has not coded all 80 hours. Not a report that knows each individuals regular number of hours to determine if they coded 100%.

Q: I thought we were told to enter weekly or the system bogged down.

A: The system has been in place almost one full year and we have learned that it does not get bogged down from time admin runs. We recommend that all time is entered (at a minimum) by the end of the last shift of the pay period, however it has been left up to the departments/agencies to create internal policies about how often to enter time. Time entry policy is located here: http://humanresources.vermont.gov/sites/dhr/files/Documents/Policy%20Manual/Number%2011.10%20-%20TIME%20ENTRY%20AND%20APPROVAL.pdf. Also refer to the slide in the April 17 webinar which outlines deadlines. (by the end of the shift, more frequent time entry is encouraged)

Q: VT-TL-RPT-LVE-Bal_Posn-INFO is the new report to replace cert

A: The query "VT_TL_RPT_LVE_BAL_POSN_INFO - Leave Bal with position info" has been tweaked so that it shows all employees for an area regardless of whether they have leave balance, and some business offices have started using this query in the same way they used to use the old time certification report. It was not specifically designed to replace the old certification report.

Q: You misunderstand the question - we need to have the 1-1 IF our Sr. Managers has assigned the responsibility of supervision for a one staff to one supervisor.

A: Seeing timesheets of employees that they are not directly responsible for is not a reason to approve or change time on them. A 1-1 ratio creates far too much maintenance at all levels

Q: Are these prior period adjustment rules written?

A: See time entry policy for accuracy in reporting. http://humanresources.vermont.gov/sites/dhr/files/Documents/Policy%20Manual/Number%2011.10%20-%20TIME%20ENTRY%20AND%20APPROVAL.pdf.

Q: is there any information about what is or is not allowed re: prior period adjustments? i.e. cash vs. comp change?

A: Changes that reflect additional hours that have not been compensated, or are inaccurately reflecting status will be adjusted. Types of compensation cash/comp option will not be updated. If changes fall within the delegates/business office window they can be updated if the department choses.

Q: If there is a business reason for TRG's (org chart) to allow supervisors to fulfill their timesheet approval responsibilities will TRGs be set up?

A: TRGs are not used for Org Charts. Time Reporting Groups are solely for making changes or approving time on the timesheet. We will explore the "Reports to" for org charts. Right now it is not a one to one relationship.

Q: Will leave payout include task group and profile information?

A: No they will not, this question has been asked and answered several times. They payouts will be charged to the employee defaults. The prior process which departments followed before 9.1 is still the current process. If departments know early enough they have the ability to update an employee's default (which is where the payouts are charged) to exactly the funding source they want.

From **Reporting**: There is a leave payoff query that includes chartfield information (VT_PY_RPT_LVE_PAYOFF_DTL - Leave payoffs with chartfields), but currently there is no plan to set up one that shows the taskprofile data. If someone wants this specifically, could you please email the reports team at DHR.Reports@state.vt.us so they can follow up with you on what info you need?

Q: When we send an employee a notification sometimes they reply to the e-mail which does not reach us

A: When an email is sent from the VTHR system it is not sent through Outlook. We will work together to do more outreach around the nuances of this subject.

Q: Is there a way for the leave balance query to look back in time?

A: Not until the new HR Advice is in place. Currently the data is not kept historically. If there are questions around Personal, Annual or Sick leave balance employees can contact the help desk or benefits. If questions exist around compensatory time employee may contact the help desk or time and labor.

Q: Will we be able to print these slides after the webinar?

A: Slides are posted to the website: http://humanresources.vermont.gov/vthr/resource_center/delegates/conferencecall.

Q: Will you send out minutes for this meeting? I got interrupted during the time change notification piece and I use this quite a bit to make notes in employee accounts and I'm not sure if I am using this as it was meant to be used.

A: This Q&A will serve as the minutes. Currently the only people able to see or use "time change notification" are approvers. The employee does not have this feature. In the future we will be turning this feature on (see the slide) and also allowing individuals to enter email addresses (new feature).

Q: It would be helpful for the supervisor/approver name to be on the report so that we could contact them quickly.

A: Please see response above. The list would currently include all employees who had access to the time reporter group the employee is in.

Q: How do we know who has less comp time than is showing on the time sheet. Will comp balances be corrected? If so, I expect employees will think they have lost comp time that is good time that they should be able to use... How will that be handled?

A: VTHR staff will identify the affected personnel and work with delegates/business managers to make sure they are aware of the changes and the reasons for it.