GMS: Time Tracking Training

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Agenda

• Responsibilities and Policies
• What Is Time Tracking?
• Basic Time Tracking Processes
• Advanced Time Tracking Processes
• Timekeeper Reports
• Review
The Timekeeper Role

- The Timekeeper role can enter Timesheets for hourly Employees in their department as well as approve Timesheets submitted by Employees.
Timekeeper Responsibilities

• Understand all University Policies related to time worked, attendance and time away from work (e.g. UHR 302, 601-613 & 801-804)

• Ensure accurate time information is entered into GMS.

• Collaborate with other departments when an employee has multiple jobs.
Timekeeper Responsibilities

• Verify time and payment information entered into GMS reflects accurately on the department CSRs.

• Serve as point of contact for all employees in their Supervisory Organizations with regard to time and attendance issues.
Timekeeper Duties and Tasks

- Collect paper timesheets from employees/or data from time clocks.
- Enter employee time information into GMS. Approve employee timesheets.
- Run Timesheets That Have Not Been Approved and Missing Timesheets reports; follow up with employees who have not submitted a timesheet.
Timekeeper Duties and Tasks

- Work with Managers to ensure Time Off requests are approved before the payroll deadline.
- Work with HR Contacts on a bi-weekly basis to review CSRs.
Timekeeper Duties and Tasks

- If a Timekeeper for a Secondary Department, ensure timesheets are sent to Primary Department before Payroll deadline.
- Submit GPFs for timesheet corrections.

These duties have changed *slightly* due to Time Tracking.

**STAY TUNED!**
THANK YOU!

• We truly appreciate the time and effort you put into the Timekeeper role.
• We’re excited for Time Tracking – we strongly believe it will make your Timekeeper role easier to perform!
POLICIES

Let’s review a couple of policies before jumping into Time Tracking...
Meal and Rest Periods

• A full day is considered eight or more hours (*minus* the unpaid meal period).

• Non-exempt employees who work a full eight hour day are allowed:
  – an unpaid meal period of 30 minutes, AND
  – two paid rest periods of 15 minutes each.

*These can be combined into one full hour!*
Non-exempt employees are entitled to overtime pay.

- Overtime is for all hours worked over 40 hours in one work week.
- Overtime pay equals 1.5 times the employee’s regular rate of pay.
Holidays – Full Time Employees

• If a holiday falls on a full time employee's regularly scheduled day off, he or she will normally receive the next work day off.
  – If departmental needs preclude allowing the next work day to be the holiday, the non-exempt employee shall receive another day's pay at their regular rate OR one day off within 30 days following the scheduled holiday.
Holidays – Part Time Employees

• Part Time Employees are eligible for holiday pay *if* the holiday falls on their regularly scheduled workday.
  – They will only be paid for the hours for which they are regularly scheduled to work.
The Student Employment Office recommends a limit of **20 hours per week** during periods of enrollment.

– When school isn’t in session, an hourly student is permitted to work 40 hours a week.
Hours Worked for International Students

• International Students with an F1 visa have a mandatory limit of no more than 20 hours per week.

• International Students with a J1 visa aren’t necessarily authorized to work.
  – For more information, contact the Office of International Programs!
Questions?
IT’S TIME FOR
TIME TRACKING!
What Is Time Tracking?

• Time Tracking will replace our current GMS timesheets!
• Time Tracking allows for easier, more flexible and more detailed time entry!
HOLD ON... THIS IS AN UPGRADE? 
THINGS ARE CHANGING AGAIN?

WHY???
Why are we moving to Time Tracking?

- Georgetown uses the “Payroll Timesheet” functionality that is being phased out.
- We need to move to the supported framework that Workday provides.
  - The move provides a lot of enhancements and benefits! The next slide breaks all of this down...
What are the Benefits?

• Multiple options for time entry
  – You can choose the method for time entry that suits you best!

• Allows for costing overrides in timesheet
  – You don’t need to worry about submitting Payroll Journal Vouchers for overrides!
What are the Benefits?

• **Supports retroactive timesheets**
  – GPFs will not be necessary for past timesheets or corrections that occurred within the last two Pay Periods.

• **Ability to enter time off requests directly from the timesheet**
  – This saves time! You won’t need to run a separate transaction in GMS.
What is Affected?

• **Inputting Timesheets and Time Off Requests**
  – There are now additional methods of inputting timesheets and requesting time off.

• **Routing of Timesheets for Employees with Multiple Jobs**
  – Each department has the ability to enter AND approve time for their employees.
  – Secondary departments should NOT route timesheets to the Primary department! Instead, they’re responsible for submitting their timesheets!
What isn’t affected?

- **HR Policies on Time**
  - None of these have changed!

- **Your Day-to-Day Timekeeper Responsibilities**
  - Some of the screens are going to look a little different... and some of the functionality is enhanced... but don’t be overwhelmed by this upgrade! In general, how you use timesheets is exactly the same!
Dates, Dates, Dates

• Time Tracking goes live on October 15.
  – GMS will be unavailable starting on:
    Friday, October 11, 2013 at 5 pm
    through
    Monday, October 14, 2013 at 11:59 pm.

Mon. Oct. 14 is a holiday. This matters!

Future-dated Timesheets effective AFTER
October 14 will be CANCELED.
Pay Period Information: Biweekly

- Biweekly:
  - Estimate hours worked for 10/10/13 - 10/13/13
  - CFO Approvals Due: 10/8/13, 12:00 noon
  - Documents to Payroll: 10/9/13, 10:00 am
  - Timesheet Entry Completed: 10/10/13, 1:00 pm

- October Payroll Deadlines:
- Main Campus Deadlines:
Two Sets of Functionality

Timesheets with an effective date **later** than 10/14 will be cancelled!

Enter Payroll Timesheet

This is our current Timesheet functionality...

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Enter Time

This is the Timesheet function in Time Tracking!

Several Time Tracking features will NOT work with an effective date **prior** to 10/14.
IT’S DEMONSTRATION AND ACTIVITY TIME!
TODAY’S SCENARIOS...

1. Submit a Timesheet

2. Enter Time for an Employee – One Job

3. Enter Time + Costing Override

4. Enter Time for an Employee – Multiple Jobs

5. Retroactive Time Entry

We’ll do an Activity for each Scenario!
TIME TRACKING:
BASIC PROCESSES
Entering Time

- There are two different ways for time to get entered in GMS:
  - The Employee enters their own time.
  - The Timekeeper/Manager enters time on the Employee’s behalf.
DEMONSTRATION!

Please watch while your instructor demonstrates:

**Submitting Time:** Employee Has Filled Out Timesheet

For this demonstration, your trainer will:

- **Submit** a Timesheet that an employee has already filled out.
ACTIVITY!

It’s your turn!
Please complete the following task(s):

Submitting Time:
Employee Has Filled Out Timesheet

• Please perform Activity 1 on the Time Tracking Activities handout.
Questions?
Basic Processes of Time Tracking

Managers and Timekeepers can do the following:

• Enter Time
  – There are four ways to enter time on a timesheet!

• Edit Time

• Delete Time

• Submit Time

Managers can also enter Time Off Requests!
DEMONSTRATION!

Please watch while your instructor demonstrates:

Inputting and Submitting Time: Timekeeper/Manager on Behalf of Employee

For this demonstration, your trainer will:

- **Enter Time**
- **Edit** a Time Entry
- **Delete** a Time Entry
- **Submit** Time
ACTIVITY!

It’s your turn!
Please complete the following task(s):

Inputting and Submitting Time:
Timekeeper/Manager on Behalf of Employee

• Please perform Activity 2 on the Time Tracking Activities handout.
Submitting Timesheets FAQs

- When can I use ‘Auto-Fill From Prior Week’?
  - After the first full week of Time Tracking has been completed, you can begin to use this feature. Let me explain...
The first week with Time Tracking is 10/14-10/20. You CANNOT Auto-Fill using the week of 10/7-10/13 or prior!

The second week of Time Tracking is 10/21-10/28. You CAN use the Auto-Fill feature using the week of 10/14-10/20!

Enter Payroll Timesheet
Timesheet Period 10/7 – 10/13

Enter Time
Timesheet Period 10/14 – 10/20

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GEORGETOWN UNIVERSITY
IT’S HALFTIME!

Take a break...
IT’S “TIME” TO GET STARTED AGAIN!
TIME TRACKING:
ADVANCED PROCESSES
Advanced Processes of Time Tracking

- Costing Worktag Overrides
- Entering Time: Employee with Multiple Jobs
- Retroactive Time Entry
Scenario...

- Denise Hoyasaxa works in the Physics department.
- One day, the Chemistry department needs assistance and Denise works there for a day – and the Chemistry department agrees to pay her salary for the hours she worked.
- What do you do?
COSTING OVERRIDES
Timesheets and Costing Overrides

• Remember how you’d have to submit a Payroll Journal Voucher if you had to assign a different cost center for a Timesheet?

• You can input the fields on the Timesheet entry now!
Words of Caution!

• This feature should be used ONLY in specific circumstances (like the one in the scenario).
• You should always check to see what Costing is in place BEFORE trying to override anything.
• If it’s a long-term situation, you need to contact the employee’s HRC: that sounds like a Costing Allocation instead of a one-time override!

This button helps!
The Mapping Table

- Located on the GMS Website, the **Mapping Table** displays the updated cost identifiers based on the PeopleSoft Cost Center

- **If the field has data displayed, that field is required!**

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Program</th>
<th>Grant</th>
<th>Assignee</th>
<th>Updated Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Purpose</td>
<td>Gift</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DEMONSTRATION!

Please watch while your instructor demonstrates:

THE MAPPING TABLE

For this demonstration, your trainer will:

• **Where** the Mapping Table is located
• **How** to use the Mapping Table
Questions?
DEMONSTRATION!

Please watch while your instructor demonstrates:

Inputting and Submitting Time: Costing Override

For this demonstration, your trainer will:

• **Check the Current Costing**
• **Input** a Time Entry with an **Override**
• **Submit** Time
ACTIVITY!

It’s your turn!
Please complete the following task(s):

Inputting and Submitting Time: Costing Override

• Please perform **Activity 3** on the Time Tracking Activities handout.
Questions?
Scenario...

• Jane Hoya works in the English department (primary job) and in the Library (secondary job).
• English department = 20 hours this week.
• Library = 25 hours this week.

• Who pays the Overtime?
EMPLOYEES WITH MULTIPLE JOBS
GMS, Overtime and Multiple Jobs

• By default, GMS charges the PRIMARY department with Overtime... even if the Secondary job was responsible for more hours and/or more pay.

• You cannot get around this directly in GMS! The Secondary department could submit a Payroll Journal Voucher and take care of the overtime.
Moral of the Story: COMMUNICATION

• Since each department can enter time and submit timesheets, you need to communicate!

• If you are entering time and realize your time entry could result in overtime, you must contact the other department.
  – Your department may have already made arrangements on this with the other department – that’s fine! Just keep the lines of communication open, ok?
DEMONSTRATION!

Please watch while your instructor demonstrates:

Inputting and Submitting Time: Timekeeper/Manager on Behalf of Employee with Multiple Jobs

• How to **verify Position numbers** for each job
• How to **submit time** for an employee with multiple positions
ACTIVITY!

It’s your turn!
Please complete the following task(s):

**Inputting and Submitting Time:**
*Timekeeper/Manager on Behalf of Employee with Multiple Jobs*

- Please perform **Activity 4** on the Time Tracking Activities handout.
Questions?
MULTIPLE JOB FAQS
Exempt Jobs + Non-Exempt Jobs

• Can an exempt employee have a second, non-exempt job?
  – Yep!

• Can they submit a timesheet for that job?
  – No: in this situation, please utilize the current GPF process to compensate the employee.
Multiple Jobs + Time off Requests

- Who gets notified when an employee holding multiple jobs submits a Time Off Request?
  - All Managers are notified.
Who Can See What?

• Primary Timekeeper/Manager:
  – Details for the Primary Job
  – Details for ANY Additional Job

• Secondary Timekeeper/Manager
  – Details for ONLY their Job
Whoops... I entered time for the OTHER job!

• What happens if a Timekeeper/Manager enters time for the job they’re not the Timekeeper/Manager for?
  – It doesn’t automatically get approved! The OTHER timekeeper would see it – and then would have the ability to approve/submit that time, make edits, and/or clear it.
Scenario

• George Townsend forgot to fill in time for one day in the previous pay period. What can a Timekeeper and/or Manager do to assist him?
TIME TRACKING TIMELINE & RETROACTIVE TIME ENTRY

When can you input time, and/or make adjustments?
1. Open

2. Locked for Payroll

3. Open for Adjustments

4. Closed

1. Open

This is the current Time Period!

Enter time as you normally would for your employees.
1. Open

2. Locked for Payroll

The Lockout occurs at 1pm Monday prior to Payroll running.

- No changes can be made to submitted time.
- No new time can be added (exception for Payroll Administrators).

3. Open for Adjustments

4. Closed
1. Open

2. Locked for Payroll

3. Open for Adjustments
   - The Time Period has been submitted.
   - Time can be added through Time Entry. Entries outside of two pay periods cannot be inputted retroactively and will require a GPF.

4. Closed
1. Open

2. Locked for Payroll

3. Open for Adjustments

4. Closed

**Timesheet is closed for entry and adjustments!**

It is not actionable for new time blocks or editing previously entered time blocks. The only action that can be taken from the Enter Time drop down is Enter Time Off.
Retroactive Time Entry

- Retroactive Time Entry can be inputted when the Pay Period in question is still **Open For Adjustments**.
- Heads up! Retroactive Time Entry doesn’t go back in time indefinitely: it is **Open For Adjustments for TWO PRIOR PAY PERIODS**.
The **first** pay period with Time Tracking is **10/14-10/27**. You **CANNOT** input Retroactive time from **9/30-10/13** or prior! You’d have to submit a GPF, ok?

The **second** pay period of Time Tracking is **10/28-11/10**. Retroactive time entry is active: **10/14-10/27**!

**Enter Payroll Timesheet**

Pay Periods of **9/30 – 10/13** and before

**Enter Time**

Pay Periods of **10/14 – 10/27** and beyond

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Retroactive Time: when does the adjustment take place?

• Retroactive Time Entries are paid in the next cycle by default.

• However... if the employee who has a Retro time adjustment needs the adjustment sooner as opposed to later, you can use a GPF.
DEMONSTRATION!

Please watch while your instructor demonstrates:

Inputting and Submitting Time:
Inputting a Retroactive Time Entry

For this demonstration, your trainer will:

• Enter Retroactive Time
• Submit Time
ACTIVITY!

It’s your turn!
Please complete the following task(s):

**Inputting and Submitting Time:**
**Inputting a Retroactive Time Entry**

• Please perform **Activity 5** on the Time Tracking Activities handout.
Questions?
Future Dated Timesheets already in GMS will be canceled!

Any future-dated timesheet already inputted that is effective after 10/14/13 will be CANCELED!

Enter Payroll Timesheet

There will be reports run that will show us which timesheets DID get canceled.

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Timesheet Reports

• **All Timesheets by Supervisory Organization**
  – Returns Timesheet related info for employees by period.
  – You can choose to see timesheets with a particular status:
    • Approved
    • Draft
    • In Progress
    • Canceled
Timesheet Reports

• **Missing Timesheets**
  – Report shows all non-exempt employees who have not submitted timesheets in a given pay period.
  – After timesheet submittal for your department, you do NOT want anyone to appear on this report!
Timesheet Reports

• TT – Hours Not Approved – Last Week
  – Returns employees with timesheets from the previous week that weren’t approved.

• TT – Time Off Not Approved – Last Week
  – Returns employees with a time off request from the previous week that wasn’t approved.
Timesheet Reports

• **TT – Reported Hours < 10**
  – Returns timesheets that have less than 10 hours entered for a given week.

• **TT – Reported Hours Not Submitted**
  – Returns timesheets where employees have inputted time but did not submit for approval.
DEMONSTRATION!

Please watch while your instructor demonstrates:

Running a Timesheet Report

• Let’s run the All Timesheets by Supervisory Organization report.
Questions?
IT’S “TIME” TO REVIEW WHAT WE’VE LEARNED!
Review
Major Concepts

- Time Tracking will replace our current GMS timesheets!
- Time Tracking allows for easier, more flexible and more detailed time entry!
Review
Basic Processes

• Methods of Time Entry
  1. Calendar View
  2. Enter Time View
  3. Quick Add
  4. Auto-Fill From Prior Week

• Timesheet Processes
  ✓ Enter a Time Entry
  ✓ Edit a Time Entry
  ✓ Delete a Time Entry
  ✓ Submit Timesheet
Review
Advanced Processes

• Timesheet Overrides
• Timesheets for Employees with Multiple Jobs
• Retroactive Time Entry
Review Reports

- All Timesheets by Supervisory Organization
- Missing Timesheets
- TT – Hours Not Approved – Last Week
- TT – Time Off Not Approved – Last Week
- TT – Reported Hours < 10
- TT – Reported Hours Not Submitted
Pay Period Information: Biweekly

• Biweekly:
  – Estimate hours worked for **10/10/13 - 10/13/13**
  – CFO Approvals Due: **10/8/13, 12:00 noon**
  – Documents to Payroll: **10/9/13, 10:00 am**
  – Timesheet Entry Completed: **10/10/13, 1:00 pm**

• October Payroll Deadlines:

• Main Campus Deadlines:
Review
Retro Functionality

• Retroactive Time can be entered in up to TWO prior pay periods.
  – You cannot use the Retro Time functionality in GMS for any pay period prior to October 14, 2013. If necessary, you have to use a GPF.
  – If the employee who has a Retro time adjustment needs the adjustment sooner as opposed to later, you have to use a GPF. Otherwise, it will be paid in the next cycle.
Review
Future Dated Timesheets

• If you keyed in a future dated timesheet that is effective AFTER October 14, 2013, it will be canceled!
Review THE Date

Time Tracking goes live on Tuesday, October 15, 2013.
Getting Help!

• Contact GMS support
  – gmssupport@georgetown.edu

• On the GMS website
  – CLICK FOR GMS HELP

• Help Yourself!
  – Online Documentation
  – Online Videos
  – Reports
Questions?
Thank You!