STATE OF CONNECTICUT
Department of Mental Health & Addiction Services

dmhas
Department of Mental Health and Addiction Services

Department of
Mental Health and
Addiction Services

Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Time Keeping for DMHAS Employees
P & P NUMBER:	2.30
APPROVED:	*Miriam Delphin-Rittmon* 12/20/16 Miriam Delphin-Rittmon, Commissioner Date:
EFFECTIVE DATE:	12/20/16
REVISED:	
REFERENCES:	DMHAS Employee Attendance Policy No. 64 Management Personnel Policy 06-002 *CORE-CT Self Service Payroll Training Booklet* *Time Reporting Codes*
FORMS AND ATTACHMENTS:	Self Service and Payroll Auditing Schedule

STATEMENT OF PURPOSE: The purpose of this procedure is to provide consistent time keeping guidelines for all Department of Mental Health and Addition Services employees. This will ensure that all time worked or earned is properly authorized and compensated; that there is a mechanism for accounting for all leave time taken; and that time sheet corrections are completed accurately in a timely fashion to avoid delays in payments.

POLICY: The purpose of this policy is to ensure consistent and accurate pay of employees' time worked and/or earned.

PROCEDURE: Time recording will be on the authorized employee time sheet (as produced by the AccuBase system *for CVH Nursing Staff only*) or electronically entered and maintained in CORE-CT Self Service Payroll System. All time worked or taken must be recorded in minimum increments of quarter hours.

REQUESTS TO WORK EXTRA HOURS

All extra hours worked by employees must be authorized and approved in advance by the employee's supervisor using a recognized DMHAS approval method. Extra hours may only be approved after the fact in cases of emergency or when the supervisor has reasonably determined that there were unexpected work demands that could not be met during the normal work schedule.

Each request to work extra hours must include the following:
   a. Employee's name;
   b. Location where extra hours will be worked;
   c. Selection of overtime pay (if eligible) or compensatory time;
   d. Number of hours requested;
   e. Justification for extra hours worked.

The employee time sheet (as produced by the AccuBase system *for CVH Nursing Staff only*) shall be signed and dated by the employee and the employee's immediate supervisor, attesting to the accuracy of the record. No type of facsimile stamping is authorized on a time sheet that requires hardcopy signatures. Electronic time sheets submitted by an employee via CORE-CT Self Service Payroll System shall be reviewed and approved by the supervisor. Electronic submission by the employee and approval by the supervisor serves as the attestation of the accuracy of the record. All approved overtime/compensatory time records must be maintained by the approving supervisor and be readily available for auditing when requested by the DMHAS Audit Unit or the State Auditors of Public Accounts.

LEAVE REQUESTS:
All requests for use of accrued leave time must be submitted in advance to the employee's supervisor using a DMHAS recognized approval method. Direct care employees and others whose duties are such that a replacement must be secured should submit their request as far in advance as possible. Requests for leave time should be honored unless doing so would be detrimental to the operation of the department/unit.

For unforeseen leaves such as sick time, the employee shall contact his/her supervisor or designee consistent with the current DMHAS Attendance Policy and DMHAS General Work Rules. A leave request using a DMHAS recognized submission method shall be completed as soon as the employee returns to work.

All approved leave request time records must be maintained by the appropriate approving authority and be readily available for auditing when requested by the DMHAS Audit Unit or the State Auditors of Public Accounts.

HOLIDAYS:
Any bargaining unit employee who works on a holiday shall be compensated in accordance with the respective bargaining unit contract provisions. An employee exempt from collective bargaining who works on a holiday with prior approval of his/her supervisor shall earn overtime, if eligible, or compensatory time, based on the hours worked.

FLEXTIME AND NON-STANDARD WORKWEEK:
Non-standard workweeks or flexible work schedules may be available to bargaining unit employees in accordance with the respective bargaining unit contract provisions. Each request to change a permanent work schedule must be approved by the Agency's Human Resources Administrator and the Office of Labor Relations prior to implementation.

In accordance with the current Management Personnel Policy, non-standard workweeks or flexible work schedules are available to managers under certain conditions. The manager must negotiate the schedule with their supervisor. All such schedules must receive prior approval from the DMHAS Commissioner or designee. The DMHAS Commissioner has deemed the Agency Human Resources Administrator as the designee.

RECORDING PROCEDURES:

DMHAS CORE-CT Self Service Timekeeping

1. *EMPLOYEE RESPONSIBILITIES:*

    a. Record time and attendance on the electronic time sheet generated and maintained by the CORE-CT Self Service Payroll System;
    b. Record times worked each day on CORE-CT Self Service Payroll System electronic time sheet, showing all <u>actual</u> hours worked;
    c. Record the number of hours worked and the number of hours taken off in hours and quarter-hour increments (0.25; 0.50; 0.75; etc.);
    d. Use appropriate time reporting codes for all hours worked or taken off;
    e. Submit the completed electronic time sheet in the CORE-CT Self Service Payroll System on the <u>last day of the pay period</u>, attesting to the accuracy of the record.

    Note: failure to submit time sheets accurately and in a timely fashion may result in delay in receiving payment for all hours other than regularly scheduled hours for that pay period and may result in progressive discipline.

2. *SUPERVISOR RESPONSIBILITIES:*

    a. Authorize time worked, leave requests, and work schedules that are appropriate to accomplish departmental/unit objectives
    b. If necessary, enter data for time sheets requiring completion electronically using the CORE-CT Self Service Payroll system for employees out on a leave of absence.
    c. Forward to the DMHAS Payroll Department within the prescribed time;
    d. Review and approve electronic time sheet in the CORE-CT Self Service Payroll System on the <u>first day of the following pay period</u> (1st Friday in new pay period), attesting to the accuracy of the record;
    e. Make the necessary changes on the time sheet screen for the current pay period,;
    f. Complete a Time Sheet Change Form and fax it to the DMHAS Human Resources Service Center Payroll Department to correct time sheets from a prior pay period.

    Note: failure to verify and approve time sheets in a timely fashion may result in delay in an employee receiving payment for all hours other than regularly scheduled hours worked for that pay period; and may result in progressive discipline.

3. *DMHAS HUMAN RESOURCES SERVICE CENTER PAYROLL DEPARTMENT RESPONSIBILITIES:*

   a. Regularly audit payroll transactions within the guidelines of the DMHAS Payroll Audit process;
   b. Review time sheets for accuracy;
   c. For any changes, contact the employee, Nursing Department, and/or supervisor to request the necessary change be completed on the time sheet screen for the current pay period or request a Time Sheet Change Form be completed for any changes in a prior pay period;
   d. The Payroll Supervisor will approve those time sheets for employees out on a leave of absence that had their payroll data entered by their supervisor.

Non-Self Service Payroll System (Applicable only to CVH Nursing Department)

1. *CVH NURSING DEPT EMPLOYEE RESPONSIBILITIES:*

   a. Have time and attendance recorded on the authorized individual time sheet produced by the AccuBase system
   b. Have recorded the number of hours worked and the number of hours taken off in hours and quarter-hour increments (0.25; 0.50; 0.75; etc.);
   c. Sign the authorized individual time sheet produced by the Accubase system, attesting to the accuracy of the record.

Note: failure to submit time sheets accurately and in a timely fashion may result in delay in receiving payment for all hours other than regularly scheduled hours for that pay period and may result in progressive discipline.

2. *CVH NURSING DEPARTMENT TIME KEEPERS RESPONSIBILITIES:*

   a. Complete and submit a time sheet each pay period for every employee assigned to the Nursing Department within their respective Division utilizing the Accubase system;
   b. Ensure that time sheets are completed in full and signed by the employee; no type of facsimile stamping is authorized on a time sheet that requires hardcopy signatures; for employees out on a leave of absence on the employee signature line, it should be noted that the "employee was not available for signature due to being on a leave of absence;"
   c. Submit time sheets to supervisors for review, approval, and signature, including time sheets completed for employees out on a leave of absence; no type of facsimile stamping is authorized on a time sheet that requires hardcopy signatures;
   d. Correct any errors on time sheets for current or prior pay periods by completing and signing the Time Sheet Change Form and faxing it to the DMHAS Human Resources Services Center Payroll Department;
   e. Submit time sheets to the DMHAS Human Resources Service Center Payroll Department within the prescribed timelines;

f. Approve employee leave requests and maintain records of all approved leave request time records.

Note: failure to submit time sheets accurately and in a timely fashion may result in delay in receiving payment for all hours other than regularly scheduled hours for that pay period and may result in progressive discipline.

3. *SUPERVISOR RESPONSIBILITIES:*

   a. Authorize time worked, leave requests and work schedules that are appropriate to accomplish departmental/unit objectives;
   b. Review and sign the employee time sheet, indicating approval and attesting to the accuracy of the record within the prescribed timelines. *This responsibility should not be delegated to subordinates*; no type of facsimile stamping is authorized on a time sheet that requires hardcopy signatures.

Note: failure to verify and approve time in a timely fashion may result in delay in an employee receiving payment for all hours other than regularly scheduled hours worked for that pay period; and may result in progressive discipline.

4. *DMHAS HUMAN RESOURCES SERVICE CENTER PAYROLL DEPARTMENT RESPONSIBILITES:*

   a. Enter all transactions listed on the employee's Accubase system produced time sheet into CORE-CT system Self Service Payroll System;
   b. Review time sheets for accuracy; contact the employee, Nursing Department, and/or supervisor to request the necessary change be completed on the time sheet screen for the current pay period or request a Time Sheet Change Form be completed for any changes in a prior pay period.
   c. Upon faxed receipt of a Time Sheet Change Form, the assigned DMHAS Payroll Clerk will review the Time Sheet Change Form for accuracy, implement the required changes and ensure that all related documentation is filed in the appropriate employee's payroll file
   d. Regularly audit payroll transactions within the guidelines of the DMHAS Payroll Audit process;
   e. Review time sheets for accuracy; contact the employee, Nursing Department, and/or supervisor to request the necessary change be completed on the time sheet screen for the current pay period or request a Time Sheet Change Form be completed for any changes in a prior pay period.
   f. The Payroll Supervisor will approve those time sheets for employees out on a leave of absence that had their payroll data entered by their supervisor.

DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

Beginning of Payroll Cycle (Last Day of Pay Period)

Starting Thursday (last day of the current pay period), or when timesheets become available, all Payroll Clerks will data enter timesheets for CVH Nursing. Please see the Payroll Supervisor for timesheet data entry assignments. This task will continue until all time sheets have been data entered or through the end of Friday (first day of the new pay period).

The following tasks should only be performed for Self Service Payrolls on Thursday and Friday if applicable:

Thursday (Last Day of Pay Period)

All participating employees must data enter their Self Service Timesheet

Friday (First Day of New Pay Period)

Primary and/or Secondary Approvers must approve Self Service timesheets assigned to them
Supervisors of employees who are currently out on Workers' Compensation, Administrative Leave, Leave Other Paid or suspension must data enter.

Timesheet Containing Workers' Compensation Time Reporting Codes (TRCs)

The Workers' Compensation Unit will run a TRC Usage (CT HRMS – Time & Labor – Reports – TRC Usage Report – Run Control ID: WCTimesheet) report at the following times:

Friday (1st Day of new pay period) of Payroll Cycle – 2:00 pm
Monday of Payroll Cycle – 2:00 pm
Tuesday of Payroll Cycle – 2:00 pm

The WC Unit staff will audit all entered WC Time Reporting Codes on timesheets. If any changes are required, the WC Unit will complete a Time Sheet Change Form and submit to the Payroll Department Supervisor for data entry. The Payroll Unit Supervisor will enter a comment on the electronic timesheet that indicates the change was submitted and authorized by the WC Unit.

T&L Exceptions Report

Notify employee, via email, that an exception has occurred and the date of exception(s). Copy the Primary Approver, Secondary Approver and the Facility HR Director. Prior to notifying the employee, primary approver, secondary approver and Facility HR Director of the exception, correct the exception to appropriate unpaid Time Reporting Code in the case of exceeding SFAM, funeral, etc. The employee is responsible for getting authorization from their approver to change the unpaid time to another paid Time Reporting Code. If necessary, the employee and/or approver consult with the facility HR Department of what is allowed to be changed from an unpaid Time Reporting Code to a different paid Time Reporting Code.

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DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

Monday

Approve any time you have processed on Friday

Approve all Time Sheet Change Forms from prior pay periods. This removes "Needs Approval" off your Payable Status Report right away. This will also avoid time being approved by the employee's approver in error. Time over 93 days <u>should not</u> be approved.

Comments

Any entry made by Payroll must always be followed by a comment made by Payroll. <u>Reason:</u> Employee enters their own time - comments explain the change you made for the employee and approver on their electronic time sheet.

Unprocessed Time Sheets

Email Employee, Primary Approver, and Secondary Approver. Exception Time Reporters, who <u>have not</u> submitted their time, can still be approved. This means the Approver may have approved time but the <u>employee has not submitted (electronically signed) his or her timesheet.</u>

Use spreadsheet to look up Primary and Secondary Approvers.

You may check to see if the employee had entered his or her time by checking the Electronic Time Sheet Page. If the Reported Hours are not zero, then the employee entered time today but will not be removed from the Unprocessed Time Report until the following day.

Standard Hours Vs Reported Hours – This report updates as time is approved. Run this report at 2:00 pm on both Monday and Tuesday to see if any new problems arise, so changes can be made and approved the next day.

Payable Status Report (needs approval and rejected time) Run - Current pay period and Prior Pay Periods.

CMHC	MHA54350
CRMHC	MHA54570
CVH	MHA53350
OOC	PSR56000 & MHA53100
RVS	MHA54150
SMHA	MHA53980
WCTMHC	MHA53810
SWCTMHS	MHA55040

Email Primary Approver, Secondary Approver, Facility HR Director and Facility CEO of outstanding approvals in the <u>current</u> pay period. **All Time <u>should</u> be Approved by Today.**

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Monday continued

Payable Status Report (Needs approval and rejected time)
Prior pay periods – Time Sheet Change Forms are entered by Payroll and must be approved by Payroll.
Time over 93 days should not be approved.

TRC Report for Unpaid Leave Codes – more than 5 consecutive unpaid days, follow the process for Leave Of Absence – Give a copy of the time sheet to Leave Of Absence Payroll Clerk for processing. Leave Of Absence Payroll Clerk should have this by today so that they have time to delete the unpaid time, and approve the next day.

Run the following reports separately by Time Reporting Code - it is easier to see something that is erroneous.

HPWP vs. HWPY - This should be run each pay period whether or not the pay period includes a Holiday – employees may misuse these Time Reporting Code's instead of Time Reporting Code **HCU**.

REG – Run only if the pay period includes a Holiday and run only for the specific date on the Holiday.

> Part Time employees should have entered HOL not REG

HOL - day before holiday - 3rd shift employees – if HOL on day before, REGH should be on actual day of Holiday – make corrections as necessary (Run using the same beginning and ending date).

Run **HOL** every pay period, employees may misuse this Time Reporting Code instead of **HCU**. Use beginning and ending dates of the pay period.

Union Code 11 - Premium Holiday only - Look for 1199 Per Diems – run for actual day of holiday will need to change Premium Holiday entry from REG to XPDPH - change REG Time Reporting Code to XPDPH and an override reason of ALLOW with the correct hourly rate. Use the Per Diem rate chart to pay the correct rate.

XOCXA – For ND or NDO amounts. Amounts can be checked quickly.

XINCA – Check to make sure amount is $16.00 not $8.00 for 1199 - also should look that full shift is worked

For P-5 check amount entered for hours worked.

LCMO – Make sure on approved LCMO List – Check Overtime payments in week

XOCBH - Check hours column – This Time Reporting Code pays according to bargaining unit.

XCBPH - Check hours column – this Time Reporting Code pays employee's rate per hour.

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<u>**Monday Continued**</u>

XOCHH vs. XOCIH – XOCIH is only used on holidays. Each code should be run separately each pay period. Make sure only XOCHH is used during regular pay periods. Check the hours column for erroneous entries. Make sure not paid on full days off.

FULL Time Reporting Code Report for Facility – Enter Pay Period Beginning and Ending Dates, UNCHECK "SHOW REPORT DETAIL" under <u>Report Style</u>, Enter Group ID, request by Time Reporting Code, leave blank to report all Time Reporting Codes.

This will allow for quick review of what each employee has used for Time Reporting Codes. Each employee is listed for the facility and the total hours for each Time Reporting Code used.

<u>What to look for:</u>

<u>**FML Coding**</u> - check the HR 2-c form located in the Leave Of Absence Payroll Clerk's cubicle to make sure proper FML Codes were used. Employees and Approvers have been instructed to only use coding given on the HR 2-c.

Look for any Time Reporting Codes that are not of general reporting. Employees do have the option to look up codes and may incorrectly code time. Employees have been given a list of approved DMHAS Time Reporting Codes.

LADLV – Report to Pam
USUSP – Report to Pam
LPFLV - this code was selected upon look up – LP – the employee intended to actually code PL
ULU – Send a copy to Facility HR Director and Director of Payroll.

SKAA, VAA, PLAA, LILA - These Time Reporting Codes should be checked each pay period. The Time Reporting Codes can be looked up on the electronic time sheet and submitted. **(Comments - document Code Used and amount of Hours processed)** Audit Code and Hours. <u>They must match. Employees do have the ability to change these entries.</u>

Per Diems – Make sure only REG entered. No Holiday Codes.

If an employee is out the entire pay period, WCDIR or Unpaid – **Assign zero schedule**

OVERRIDE RATE Usage Report – Verify any Override Rate entry on the electronic time sheet. Ensure an override rate **has not** been entered in the Override Rate field, <u>in error</u>. Main Menu > Time and Labor > Reports > Over Ride Rate Usage CTTLR105.

DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

Tuesday

REPORTED TIME Report – Run for all employees for the whole pay period to make sure the <u>shift is entered on each line.</u> Time and Labor> Reported Time CTTLR358

FINAL DAY FOR TIME SHEET ENTRIES OR CHANGES, ALL MUST BE ENTERED BY END OF TODAY.

<u>Approve any time you have processed on Monday</u>

T&L Exceptions Report – All exceptions should be resolved by today.

Time Reporting Code Report for Unpaid Leave Codes – more than 5 consecutive unpaid days, follow the process for Leave Of Absence – Give a copy of the time sheet to the Leave Of Absence Payroll Clerk for processing. The Leave Of Absence Payroll Clerk <u>must</u> have this <u>by today</u> so that they have <u>time to delete the unpaid time, and approve the next day.</u>

Unprocessed Time Sheets – If by the end of today, employees scheduled time has been approved but the employee has not submitted his/her time – print the electronic time sheet and send out for Employee Signature. **Continue to keep track of signatures on the signature log. These signatures must be obtained and filed in Payroll not later than the Friday of off payroll.**

Standard Hours VS Reported – This report updates as time is approved. Run this report near the end of the each day again, to see if any new problems arise, so changes can be made and approved the next day.

    Correct any Rotating Average issues.
    Correct any outstanding Over/Under hours.

Payable Status Report (needs approval and rejected time) Run - Current pay period and Prior Pay Period.

CMHC	MHA54350
CRMHC	MHA54570
CVH	MHA53350
OOC	PSR56000 & MHA53100
RVS	MHA54150
SMHA	MHA53980
WCMHC	MHA53810
SWCMHS	MHA55040

Email Primary Approver, Secondary Approver of outstanding approvals in the **<u>Current</u>** pay period. **All time <u>must</u> be approved by close of business today.**

Payable Status Report (needs approval and rejected time) **<u>Prior</u>** pay periods – Time Sheet Change Forms are entered by Payroll and must be approved by Payroll.
Time over 93 days <u>should not</u> be approved.

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Tuesday continued

Run the following separately by Time Reporting Codes - it is easier to see something that is erroneous.

HPWP vs. HWPY - This should be run whether or not the pay period includes holiday – employees may misuse this Time Reporting Code instead of **HCU**.

REG – Run only if the pay period includes a Holiday and run only for the specific date on the Holiday.
   Part Time employees should have entered HOL not REG

HOL - day before holiday - 3rd shift employees – if HOL on day before, REGH should be on actual day of Holiday – make corrections as necessary (Run using the same beginning and ending date).

Run **HOL** every pay period, employees may misuse this Time Reporting Code instead of **HCU**. Use beginning and ending dates of the pay period date.

Union Code 11 - Premium Holiday only - Look for 1199 Per Diems – run for actual day of holiday will need to change Premium Holiday entry from REG to XPDPH - change REG Time Reporting Code to XPDPH and an override reason of ALLOW with the correct hourly rate. Use the Per Diem rate chart to pay the correct rate.

XOCXA – For ND or NDO amounts. Amounts can be check quickly.

XINCA – Check to make sure amount is $16.00 not $8.00 for 1199 - also should look that full shift is worked

For P-5 check amount entered for hours worked.

LCMO – Make sure on approved LCMO List – Check Overtime payments in week

XOCBH - Check hours column – This Time Reporting Code pays according to bargaining unit.

XCBPH - Check hours column – this Time Reporting Code pays employee's Rate per hour.

XOCHH vs. XOCIH – XOCIH is only used on holidays. Each code should be run separately each pay period. Make sure only XOCHH is used during regular pay periods. Check the hours column for erroneous entries. Make sure not paid on full days off.

Time Summary Report (for prior period adjustments) - You should have a Time Sheet Change Form all prior pay period adjustments.

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DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

<u>**Tuesday continued**</u>

<u>**TRC Report for Holiday Codes for NP—5**</u>   OOC only

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FULL TRC Report for Facility – Enter Pay Period Beginning and Ending Dates, UNCHECK "SHOW REPORT DETAIL" under <u>Report Style</u>, Enter Group ID, request by Time Reporting Code, leave blank to report all Time Reporting Codes.

This will allow for a quick review of what each employee has used for Time Reporting Codes. Each employee is listed for the facility and the total hours for each Time Reporting Code used.

<u>**What to look for:**</u>

FML Coding, check the HR 2-c form located in Leave Of Absence Payroll Clerk's cubicle, to make sure proper FMLA Codes were used. Employees and approvers have been instructed to only use coding given on the HR 2-c.

Look for any Time Reporting Codes that are not of general reporting. Employees do have the option to look up codes and may incorrectly code time. Employees have been given a list of approved DMHAS Time Reporting Codes.

LADLV – Report to Pam
USUSP – Report to Pam
LPFLV - this code was selected upon look up – LP – the employee intended to actually code PL
ULU – Send a copy to Facility HR Director and the Payroll Director

SKAA, VAA, PLAA, LILA - These Time Reporting Codes should be checked each pay period. The Time Reporting Code can be looked up on the electronic time sheet and submitted. **(Comments – document Code Used and amount of Hours processed)** Audit Code and Hours. <u>They must match. Employees do have the ability to change these entries.</u>

Per Diems – Make sure only REG entered. No Holiday Codes.

If an employee is out the entire pay period, WCDIR or Unpaid – **Assign zero schedule**

OVERRIDE RATE Usage Report – Verify any Override Rate entry on the electronic time sheet. Ensure an override rate **has not** been entered in the Override Rate field, <u>in error</u>. Main Menu > Time and Labor > Reports > Over Ride Rate Usage CTTLR105.

REPORTED TIME Report – Run for all employees for the whole pay period to make sure the shift is entered on each line. Time and Labor> Reported Time CTTLR358

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DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

<u>Wednesday</u>

NO CHANGES or Time Sheet Entries – APPROVALS ONLY TODAY –
Additional Pay Entries can be processed today.
Employee File Maintenance - Direct Deposit, W-4, CT W-4

<u>Approve any time you have processed on Tuesday, today.</u>

T&L Exceptions Report – should be clean

TRC Report for Unpaid Leave Codes – Recheck

Standard Hours Vs Reported Hours - This report updates as time is approved. Run this report at 2:00 pm to see if any new problems arise.

Payable Status Report (needs approval and rejected time) Run - **Current** pay period and **Prior** pay periods.

CMHC	MHA54350
CRMHC	MHA54570
CVH	MHA53350
OOC	PSR56000 & MHA53100
RVS	MHA54150
SMHA	MHA53980
WCMHC	MHA53810
SWCMHS	MHA55040

The Payable Status Reports should be clear of "Needs Approval" and "Rejected Time" by 3:30 p.m. today.

If employee needs to change time in the current pay period being processed, a time sheet change form <u>must be submitted</u> to Payroll for processing. All Time Sheet Change Forms received <u>today</u> will be <u>processed in the next pay period.</u>

TRC Report for Unpaid Leave Codes – The Leave Of Absence Payroll Clerk should have made necessary changes to unpaid time and approved the changes made. There should be no outstanding, unprocessed, more than 5 consecutive days of Unpaid Leave. Payable Status should be "Approved" or "Taken by Payroll" for unpaid leaves today.

Unprocessed Time Sheets – Approved time must be printed and sent out for Employee Signature. **Continue to keep track on the signature log. These signatures must be obtained and filed in Payroll not later than the Friday of off payroll.**

Time Summary Report (for prior period adjustments) - You should have a Time Sheet Change Form for all prior pay period adjustments. Payable Status should be "Approved" or "Taken by Payroll" today.

DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

Wednesday continued

Time Reporting Code Report for Holiday Codes for NP—5 OOC only

Time Reporting Code Report for LFRL for NP-5 – OOC only - through 06/17/11.

No Changes can be made today. If a correction is needed, an OSC Correction can be made on Confirm Thursday, or the time sheet entry can be changed after Confirm Thursday. Be sure to enter comments on the time sheet, for quick tracking and reference.

Run the following separately by Time Reporting Code - it is easier to see something that is erroneous.

HPWP vs. HWPY - This should be run whether or not the pay period includes a holiday – employees may misuse this Time Reporting Code instead of **HCU**.

REG – Run only if the pay period includes a Holiday and run only for the specific date on the Holiday. Will have to separate one if 3rd shift employees apply (Change date to day before).

Look for 1199 Per Diems – will need to change Premium Holiday entry from REG to XPDPH - change REG Time Reporting Code to XPDPH and an override reason of ALLOW with the correct hourly rate. Use the Per Diem rate chart to get the correct rate to use.

   Part Time employees should have entered HOL not REG

HOL - day before holiday - <u>3rd shift employees</u> – if HOL on day before, REGH should be on actual day of Holiday – make corrections as necessary (Run using the same begin and end date).

Run **HOL** <u>every pay period</u>, employees may misuse this Time Reporting Code instead of **HCU**. Use beginning and ending dates of the pay period.

XOCXA – For ND or NDA amounts. Amounts can be check quickly.

XINCA – Check to make sure amount is $16.00 not $8.00 - also should look that full shift is worked.

LCMO – Make sure on approved LCMO List – Check Overtime payments in week

XOCBH - Check hours column – This Time Reporting Code pays according to bargaining unit.

XCBPH - Check hours column – this Time Reporting Code pays employee's Rate per hour.

XOCHH vs. XOCIH – XOCIH is only used on holidays. Each Time Reporting Code should be run separately each pay period. Make sure only XOCHH is used during regular pay periods. Check the hours column for erroneous entries. Make sure not paid on full days off.

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DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

FULL Time Reporting Code Report for Facility – Enter Pay Period Beginning and Ending Dates, UNCHECK "SHOW REPORT DETAIL" under <u>Report Style</u>, Enter Group ID, request by Time Reporting Code, leave blank to report all Time Reporting Codes.

This will allow for a quick review of what each employee has used for Time Reporting Codes. At the end of each employee a "totals" list for each Time Reporting Code used by the employee.

FML Coding, check the HR 2-c form located in the Leave Of Absence Payroll Clerk's cubicle to make sure proper FML Codes were used. Employees and approvers have been instructed to only use coding given on the HR 2-c.

Look for any Time Reporting Codes that are not of general reporting. Employees do have the option to look up codes and may incorrectly code time. Employees were given a list of approved DMHAS Time Reporting Codes.

LADLV – Report to Pam
USUSP – Report to Pam
LPFLV - this code was selected upon look up – LP – the employee intended to actually code PL
ULU – Send a copy to Facility HR Director and Director of Payroll

SKAA, VAA, PLAA, LILA - These Time Reporting Codes should be checked each pay period. The code can be looked up on the electronic time sheet and submitted. **(Comments – document Code Used and amount of Hours processed)** Audit Code and Hours. <u>They must match. Employees do have the ability to change these entries.</u>

Per Diems – Make sure only REG entered. No Holiday Codes.

If an employee is out entire pay period – WCDIR, or Unpaid – **Assign zero schedule**

OVERRIDE RATE Usage Report – Verify any Override Rate entry on the electronic time sheet. Ensure an override rate **has not** been entered in the Override Rate field, <u>in error</u>. Main Menu > Time and Labor > Reports > Over Ride Rate Usage CTTLR105.

REPORTED TIME Report – Run for all employees for the whole pay period to make sure the shift is entered on each line. Time and Labor> Reported Time CTTLR358

Payroll Register On-Demand - Check OTST, OT15, OVT, OTDT and Shift Differential Reporting – according to bargaining unit.

Check Additional Pay Entries - Reimbursement payments must be audited every pay period. If there is a reimbursement that is being paid that you don't have a sheet for, you must investigate. The ones that the Comptroller

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<u>Wednesday (continued)</u>

pays with the OSC combo codes are OK to be paid. Payments that are made with an MHA combo code that you don't have a sheet for need to be stopped.

<u>Confirm Thursday</u>

<p style="text-align:center">Only OSC Corrections today.</p>

<u>Run the following reports:</u>

<u>T&L Exceptions Report</u> – should be clean

<u>TRC Report for Unpaid Leave Codes</u> – Recheck

<u>Standard Hours Vs Reported</u> - Recheck

<u>Payable Status Report</u> (needs approval and rejected time) Run - **Current** pay period and **Prior** pay periods.

CMHC	MHA54350
CRMHC	MHA54570
CVH	MHA53350
OOC	PSR56000 & MHA53100
RVS	MHA54150
SMHA	MHA53980
WCMHC	MHA53810
SWCMHS	MHA55040

The Payable Status Reports should be clean today if the report was clean by the end of the day Wednesday. The following exception may apply:

An employee or approver made a change to time reported for the current pay period being processed on Wednesday. Any entries made on Wednesday have to be processed in next pay period. Therefore, the employee, primary approver, and Facility HR Director should be notified of the entry made on Wednesday. This time needs to be submitted to Payroll on a time sheet change form for next pay period processing. You will have to keep track of this record. Once the Time Sheet Change Form is received for the entry(ies) made on Wednesday the time can be approved by Payroll. It will show on the Time Summary Report in the next pay period. If a Time Sheet Change Form is not received, then the entry made on Wednesday should be deleted from the electronic time sheet to remove the transaction from the Payable Status Report. Notify the employee, primary approver and the Facility HR Director.

<u>Time Reporting Code Report for Unpaid Leave Codes</u> – The Leave Of Absence Payroll Clerk should have made necessary changes to unpaid time and approved the changes made. There should be no outstanding, unprocessed, more than 5 consecutive days of Unpaid Leave.

Revised 8/29/14

DMHAS SELF SERVICE PAYROLL AUDITING SCHEDULE

Friday – Thursday after Confirm Thursday –

FINAL AUDIT should be done.

Maintenance Friday through Wednesday (off payroll cycle)

Time Sheet Change Forms should be entered starting Friday, the day after Confirm Thursday. Upon entering time sheet change forms, please enter a <u>comment for reference</u>. Self Service Time Reporters have the ability to view comments on their time sheet. This will inform the employee that their Time Sheet Change form has been received and processed.

Approve these Time sheet Change Forms on the next business day.

Negative Leave Accrual Balances
Time and Labor > Reports > Leave Accrual Bal CTTLB355
Run this report Monday or Tuesday after Confirm Thursday for the pay period. Review the Balance Hours Column (to the far right) for each employee and look for Negative Balances. Negative Balances should be audited and corrected.

Work Group ID's - Prior to changing any workgroups in Maintain Time Reporter you must determine whether the employee is Self Service or not. There are specific workgroups for self service employees that give them access to their time sheets. If a workgroup needs to be changed for a Self Service employee please see the Payroll Supervisor for the proper workgroup to use.

Reimbursements – Enter in **Additional Pay only** – Do not enter on Time Sheet – **Do Not Use Additional Sequence Numbers** – If you are not sure how to enter more than one reimbursement form for one employee in a pay period, See – one of the Payroll Officer's – no approval process is necessary for Additional Pay entries.
If an employee has more than one record you must go to Job Data to determine which record is active. The reimbursement can then be added to the correct record on Additional Pay. **Be sure not to enter on an inactive record.** It is imperative that once reimbursements are entered, the proper Payroll Clerk gets the paperwork in order to be audited.

On top of the form that the reimbursement is being paid, **put the pay period end date.**
New Hire / Transfer in - If you receive a paper time sheet – Notify CORE-CT Unit immediately for a Processing Form if you have not been given a copy.

Employees Returning from a Leave – Follow Leave of Absence process.

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