

Supervisory Responsibilities Related to Time Entry

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Fair Labor Standards Act (FLSA)

- ▶ Federal law that protects workers and maintains fair working conditions.
- ▶ Scope governs minimum wage, overtime, child labor, recordkeeping and equal pay.
- ▶ http://www.dol.gov/whd/regs/compliance/fairpay/fact_exemption.htm

Responsibilities as a Supervisor

- ▶ Ensure time is submitted accurately, as worked, on the correct day and that the proper time reporting code has been used.
- ▶ Time approval for all employees is a responsibility of all supervisors for exempt, non-exempt salaried and hourly employees.
- ▶ Failure to approve on time can violate prompt pay laws, create issues with time accruals and can cost the University unnecessary expenses when off cycle checks are requested.

Manager Self Service

- ▶ Sunday night emails
- ▶ Manager Self Service: Differences between approving BW time and SM time, Keep Manager Search Options free of limitations
- ▶ Payable Time and Payable Time Detail
- ▶ All time submitted and approved is date and time stamped as well as coded with the submitter's/approver's net ID.
- ▶ Time Sheet



Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

- Get Employees
- Clear Criteria
- Save Criteria



Exempt time reporting

- ▶ Exempt employees should only report exception time since they are not paid through time and labor (exception time is time defined as other than regular: sick, vacation etc.) Regular time can be reported but is not necessary when entering a partial day
- ▶ Holiday cannot be entered
- ▶ Reduced FTE Exempt Employees

Non-Exempt Salaried Time

- ▶ Non-exempt employees are subject to FLSA and should report time accurately and promptly.
- ▶ Time should be submitted accurately, that said hours should be entered on the day worked and proper time reporting codes should be used.
- ▶ It is also an expectation that time will be reviewed and approved in a timely manner so as to not affect the benefit eligible employees accruals.

Non-Exempt Travel

- ▶ Compensable travel time only during standard work hours
- ▶ Conference attendance and time entry: enter time for events that employee is REQUIRED to attend. Example end of day cocktail social.
- ▶ Adjusting work week to mitigate OT or perhaps need for exception time entry

Types of Non-Exempt Time

011 - Regular Pay
340 - Vacation Pay
342 - Personal Pay
345 - Sick Pay
351 - Holiday
355 - Cultural Holiday
360 - Jury Duty
361 - Bereavement
362 - Educational / Professional Dev
363 - University Closing
364 - Winter Break Days
365 - Military Leave Paid
366 - Blood Drive
367 - Volunteer Emergency Service
368 - Community / Professional Servc
369 - Town Meeting
CTE - Compensatory Time Earned
CTP - Compensatory Time Paid
CTT - Compensatory Time Taken

Non-Exempt Salaried Employees Working a Reduced FTE

- ▶ Holidays are worth a reduced amount depending on FTE. The balance of a holiday week after the holiday hours are entered can be regular or exception time to equal the individual's FTE
- ▶ Time worked above an employee's FTE and up to full time should be submitted on time sheets but an additional pay form needs to be sent since the system will not calculate this time. It is possible and not an FLSA violation to float time over one's FTE but under the threshold for overtime. This should be done with prior approval and accurate records should be kept in the department. It is recommended that time not be floated for more than 30 days.
- ▶ Comp time is a substitute for overtime (awarded at a rate of 1.5 hour for each 1 hour worked) and can not be earned UNTIL an employee reaches their full time hours in a given week.
- ▶ Overtime pay is generated and handled within PeopleSoft for reduced FTE employees.

Time Oddities and UVMisms

- ▶ All time, except for Comp time and Winter Break, counts toward overtime. Timesheets should be carefully reviewed to ensure that department guidelines and directives to employees have been met.
- ▶ Comp time is never awarded hour for hour but is awarded at a premium.
- ▶ Time worked on holidays is awarded at premium pay.
- ▶ Timesheets are forgiving! Changes to hours, time reporting codes etc., can be made up to 30 (effective 7/1/16) days in arrears. However, supervisors should review and pick up on issues and omissions before an issue becomes 30 days old.
- ▶ Overpayment Policy...

Time Entry and Approval for Hourly Employees

- ▶ FLSA standards apply to these employees
- ▶ Not eligible for holiday but sick after 1 year of service.
- ▶ Comp time cannot be earned but Overtime rules apply
- ▶ All time should be submitted promptly and accurately. Time must be submitted on the day in which the work was performed.
- ▶ Time must be approved and paid within 6 days of the close of a payroll cycle for the University to remain compliant with the Vermont Prompt Payment requirements.

Hourly Time Sheet Oddities

- ▶ Employees who start on any other day than a Monday will need to refresh their time sheet to the first day worked when entering time their first week here.
- ▶ There is a deadline day courtesy reminder that goes out on the first day of a BW payroll. Time needs to be entered by Noon and approved by 3pm on deadline day. Timesheet submission is unavailable for employees after Noon on deadline day and the sheet will not be available until after 4pm on deadline day.
- ▶ Timesheets are always available to supervisors and during the lock out time on deadline day, supervisors can submit time on their employees behalf.

Time Sheet Monitoring for FLSA Compliance

- ▶ 3 Reports are run monthly
 - ▶ Report A: Addresses employees who do not submit time properly
 - ▶ Report B: Addresses supervisors who have not approved time promptly.
 - ▶ Report C: Addresses time sheet issues such as regular time reported on a holiday and comp time submission by reduced FTE employees

Report A

- ▶ Emails are sent to individual employees as well as to Business Managers who have taken responsibility for their groups, when no time or not enough time has been submitted.
- ▶ Supervisors are often copied for repeat offenders.

Report B

- ▶ Non Approvers are sent emails in the same manner as employees who do not submit.
- ▶ These types of issues can result in loss of accruals for employees.

Report C

- ▶ Reviews regular time submitted on holidays due to the premium pay involved
- ▶ Reviews comp time submitted by a reduced FTE employee
- ▶ Timesheet errors are also reviewed via a query.
Example: Employee exceeds 80 hours of comp time earned. Corrections are needed.

Useful PeopleSoft Paths and Queries

- ▶ Manager Self Service>Time Management>View Time>Payable Time Detail
- ▶ Time and Labor>View Time>Reported Time Audit (not everyone will have access to this)
- ▶ Reporting Tools>Query>Query Viewer...type in begins with UV_TL and hit search. There are many time and labor queries that are public and are useful. A brief description is next to each Query Name.

Thank you for coming!

- ▶ Payroll Services main line 656-6600
 - ▶ Payroll@uvm.edu
 - ▶ Vermont Labor Handbook
 - ▶ FLSA Guidelines
 - ▶ [Salary Overpayment UOP](#)
 - ▶ [Time Entry & Approval User Guides](#)
- ▶ Available for 1:1 training, especially for flex schedule employees and reduced FTE