SAP Time Entry for Maintenance

Maintenance Training Academy

Fiscal Year, 2018

Colorado Department of Transportation

SAP Time Entry for Maintenance

Maintenance Training Academy

FY2018

Notes:

Training Notes:

This course is designed to help Maintenance personnel:

- Understand how to enter time and leave to ensure prompt and accurate pay
- Resolve common timesheet issues
- Understand the approve processes and deadlines

This course is expected to take about four hours to complete with breaks.

Section	Title	Page
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3	Timesheet Collisions Caused by the Work Order	38
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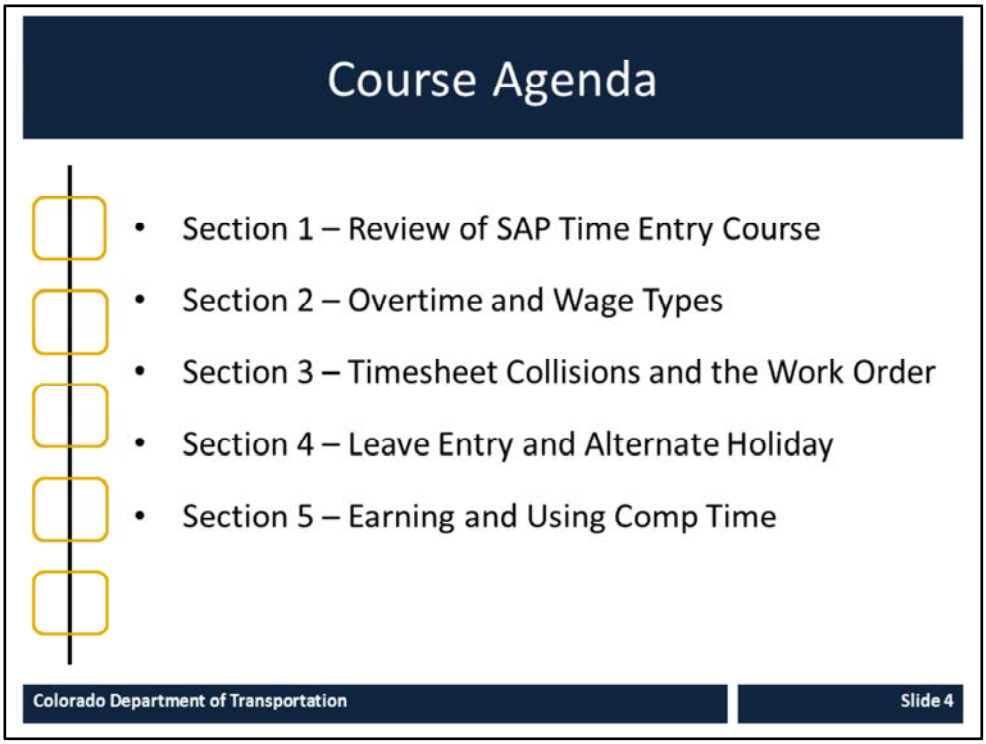
Tab 1	Glossary of Terms	



Notes:

Training Notes:

This course is broken out into five sections. They are:

- **Section 1** – Introduction to SAP Time Entry as introduced by the eLearning
- **Section 2** - Explains how to enter time, work orders and when you should enter overtime, wage types, work schedules and how to enter and release time in SAP
- **Section 3** - Describes the process of time entry changes and how collisions can be caused by the work order
- **Section 4** - Identifies the process to enter leave and alternate holidays into the timesheet
- **Section 5** –Describes how maintenance employees earn comp time and additional regular time and the process for changing time entries.

Course Learning Objectives

At the end of this course, you should be able to:

- Describe the time entry process at a high level including the roles and responsibilities
- Identify the required data for entering time to a work order
- Describe how and when to enter overtime and shift premium pay
- Describe the process for changing entries in your timesheet caused by collisions with the work order
- Find an existing work order in SAP
- Describe the process for entering hours to a holiday or alternate holiday
- Describe how comp time is earned and entered in SAP
- Use the Leave Summary Report to display your accruals

Notes:

Training Notes:

- The list shows the high level learning objectives for the course.
- Upon completing the course you should be able to perform each of the listed objectives.
- This slide repeats at the end of the course and you will be:
  - provided the opportunity to ask questions
  - Review concepts that were not understood
  - Asked if you are able to accomplish each of the objectives

Prerequisites

Prior to taking this course you should have taken:

- SAP Basic Navigation course
- Introduction to SAP Time Entry

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Notes:

Training Notes:

If you have not already done so, you should take the following courses so you are able to navigate SAP and enter time:

- SAP Basic Navigation
- Introduction to SAP Time Entry

Learning Logistics

- Please ask questions and participate in the discussion
- Participate in exercises to practice what is being taught
- A Parking lot is used to capture questions that will be covered later in the course

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Notes:

Training Notes:

- Breaks will be provided throughout the course
- Instructions will be provided before each scenario and exercise
- Datasheets and other handouts will be provided at the time of the exercise

Your Contributions to Learning

- Respect participants by silencing your cell phones
- Use the Internet and email over break times
- Delay your side conversations until break times
- Attend the entire course to obtain credit for successful course completion

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Notes:

Training Notes:

During the course, please:

- Silence phones and tablets
- Use the computers only for training purposes
- Participate and ask questions
- Attend the entire course to get credit

Terms and Concepts

Throughout the course we will be introducing new terms and concepts

- If you don't know what a term means:
  - Please ask (if you are uncertain, you are not the only one)
- The Introduction to SAP Time Entry course contains a glossary of terms
- A Glossary of Key Terms is located at the end of the course

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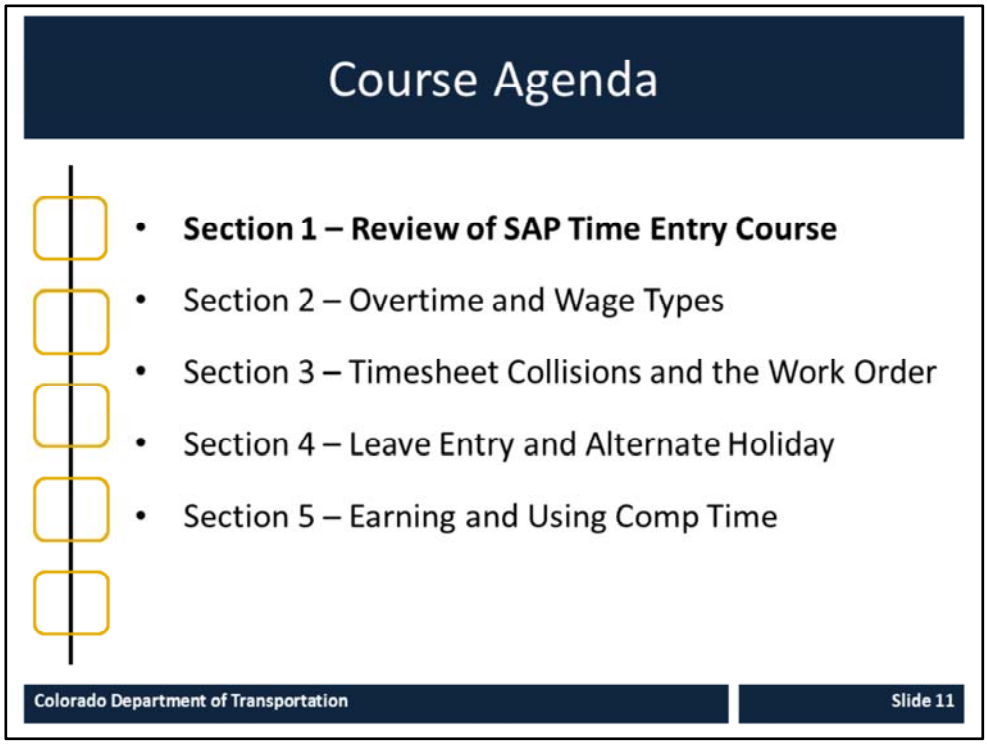
Notes:

Training Notes:

- If you do not know a term or concept ask
- The Introduction to SAP Time Entry course contains a glossary with the most common time entry terms
- A glossary of key terms is located in the glossary of this course

Section 1
Review of SAP Time Entry Course



Notes:

Training Notes:

The following is the course agenda.

This section of the course should take about 15 to 20 minutes to complete.

Section 1 - Learning Objectives

At the end of this section, you should be able to:

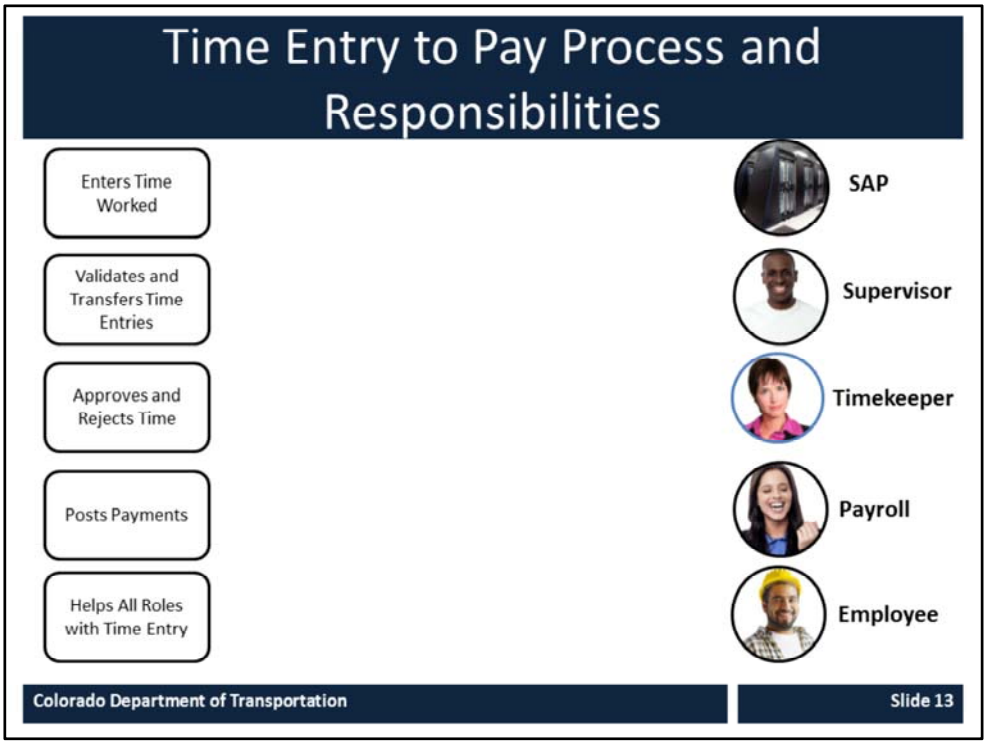
- Describe the time entry process, roles and their responsibilities
- Describe the importance of the work schedule
- Describe the types of time entry
- Explain the importance of the Employee Time Entry Worksheet
- Enter and release working time
- List the payroll deadlines for Maintenance employees

Notes:

Training Notes:

These are the learning objectives for this section. By the end of the section you should be familiar with each of the objectives.

These objectives are tied to the course objectives which will be reviewed at the end of the course.



Notes:

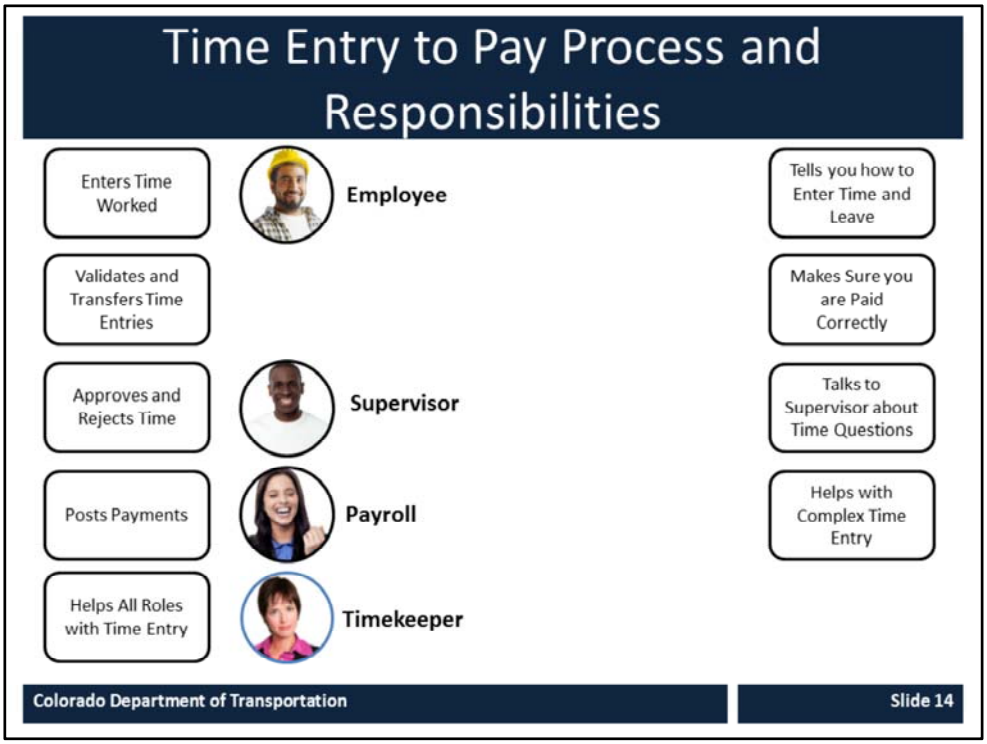
Training Notes:

The time entry process begins when you enter your time and ends when you are paid.

It is comprised of five main steps they are:

- Time entry,
- Data validation,
- Approval of time,
- Transfer and
- Evaluation and posting of payment.

The time data is reviewed during each of the steps with the goal of incorrect time entries being corrected and you being paid correctly.



Notes:

Training Notes:

Time entry is a team effort that requires all of the roles working together to make sure you are paid. There are four main roles in the time entry process, they are:

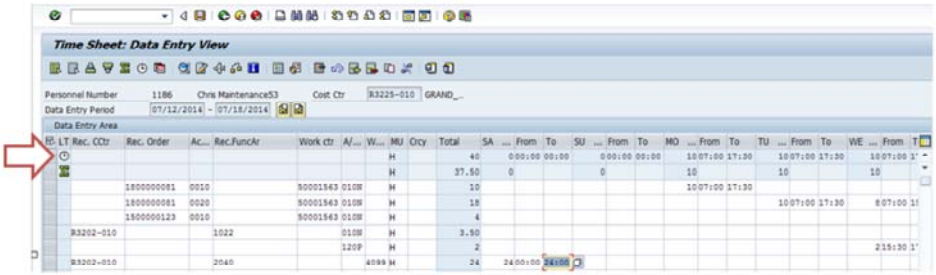
Employee:
As an employee you should always enter your time after working it so you remember what you did.

Supervisor / Appointing Authority
In most cases, your Supervisor approves the time you work, makes sure you are working the right work schedule Your Supervisor should set some time aside to talk to you about the expectations they have about time entry and leave.

Timekeeper
Your Timekeeper is responsible for working with you on the time entry process by answering all of the questions you and your supervisor may have about time.

Payroll
Payroll is responsible for making sure you are paid correctly for the time you have entered. In this role, they may work with your Timekeeper and/or Supervisor directly.

Your Work Schedule



True or False:

Only working time counts towards your total hours worked in the week.

False

Notes:

Training Notes:

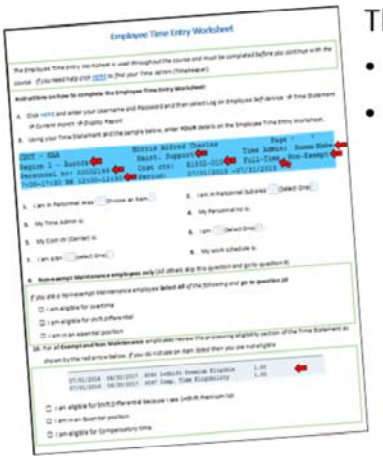
Your work schedule shows the time you are scheduled to work and the time you are not.

- The time you are scheduled to work is **planned time**
- The time you are not is **unplanned time**

For your planned time you are only able to enter time that applies to your work schedule. However. you would not be able to enter overtime during time you are scheduled to work.

During unplanned time, you would be able to enter overtime.

Employee Time Entry Worksheet



The Employee Time Entry Worksheet:

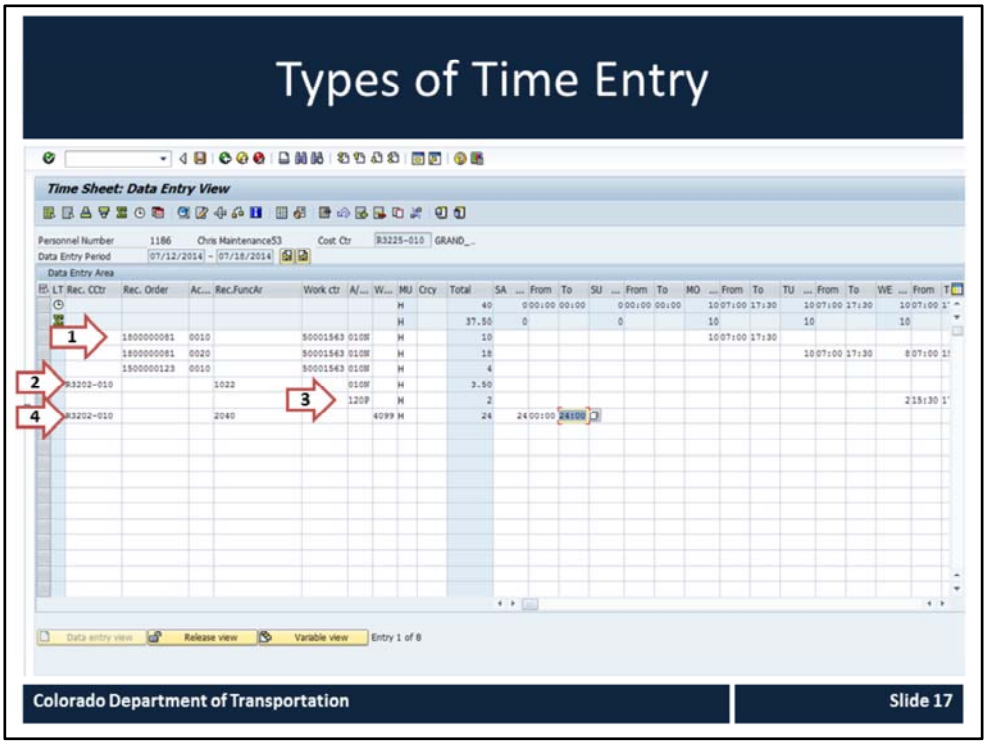
- Is your guide to how **YOU** enter time
- Requires you to access your Time Statement to complete

Notes:

Training Notes:

If you have not completed the Employee Time Entry Worksheet, please do so as soon as you are able.

- The Employee Time Entry worksheet can be found in the Employee Time Entry eLearning



Notes:

Training Notes:

The slide to the left contains four types of time that you may enter as a Maintenance employee. They are:

Arrow 1 (Work Order entry)
This is an example of a work order entry for time.

Arrow 2 (Cost Center entry)
This is an example of time entry to a cost center. In some cases, such as safety meetings or training, you may need to enter your time to a cost center.

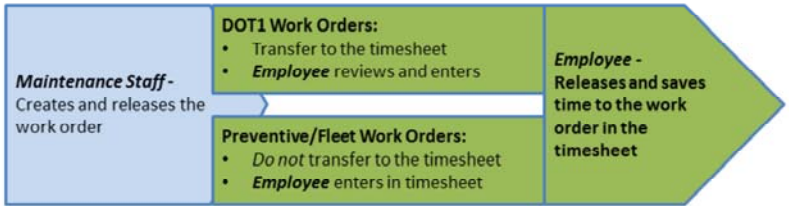
Arrow 3 (Leave Entry)
This is an example of entering leave into the timesheet. When you enter leave you do so by entering in an A/A type.

Arrow 4 (Wage Type Entry)
This is an example of time entry to a wage type. When you enter time to a wage type you must enter a Receiving Cost Center, Receiving Functional Area, the Wage Type and time.

- CDOT has three Wage Types:
  - 4099 (On-call)
  - 7002 (2nd Shift)
  - 7003 (3rd Shift)
- Wage types 7002 and 7003 are only entered if your work schedule is 2nd or 3rd shift ***and*** you are required to attend a mandatory event during first shift hours

Work Orders and Time Entry

- All of your working time is typically entered to a work order
  - DOT1 work orders transfer the time to your timesheet
  - Preventive/Fleet work orders are entered on the timesheet
- Time cannot be entered or transferred unless a work order has been created



Notes:

Training Notes:

As a Maintenance or Tunnel employee:

- The work order must exist *before* the time is entered
- Time is entered to a DOT1 or Preventive work order
- DOT1 work orders transfer to the timesheet three times a day:
  - 06:00
  - 18:00
  - Midnight
- Preventive work orders do not populate to the worksheet you must enter the time

Work Orders require entry in the following fields:

- Work Order Number
- Activity
- Work Center
- A/A Type
- Working time (To and From)

Time Entry Deadlines

If you are a **Full-time Employee:**

- All time should be entered weekly
- All entries and revisions must be approved by 5:00 pm on the second day of the following month

If you are a **Temporary, Winter Part-time, Permanent Part-time:**

- All time should be entered daily
- All entries and revisions must be approved by 5:00 pm Monday

If you are using **Leave Without Pay** (LWOP):

- All time entries (everything for the month) must be entered and approved by the 15th of the current month in which LWOP is being used

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Notes:

Training Notes:

Different employees have different deadlines for time entry and approval of working time.

Full-time employees

- Entered weekly
- Due 5:00pm 2nd day of following month

Temp, Winter and PPT

- Entered daily
- Approved by 5:00pm Monday

If you use Leave Without Pay for any reason then your time entry deadline changes to the 15th of the month where LWOP is being used.

Section 2
Overtime and Shift Premium Pay

Course Agenda

- Section 1 – Review of SAP Time Entry Course
- **Section 2 – Overtime and Wage Types**
- Section 3 – Timesheet Collisions and the Work Order
- Section 4 – Leave Entry and Alternate Holiday
- Section 5 – Earning and Using Comp Time

Notes:

Training Notes:

Section 2 - Learning Objectives

At the end of this section, you should be able to:

- Recognize the required data for work order time entry
- Explain how work orders are used to populate timesheets
- Identify when to enter regular or overtime
- Describe how wage types are used and impact pay

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Notes:

Training Notes:

These are the learning objectives for this section. By the end of the section you should be familiar with each of the objectives.

These objectives are tied to the course objectives which will be reviewed at the end of the course.

Section 2 - Scenario

In this scenario, you are a 2nd shift employee entering a week of time worked:

- A DOT1 work order populated your time sheet on Monday and Tuesday.
- Tuesday's time shows nine regular hours worked; one hour should be changed to overtime.
- On Wednesday and Thursday, you worked on a preventive work order.
- Before work on Thursday, you were on-call.
- On Friday, you had a mandatory safety meeting on 1st shift and are entering your attendance time to a cost center.
- On Friday, you are also entering the 2nd shift wage type because you are assigned to a 2nd shift work schedule.

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Notes:

Training Notes:

In this section of the course you are going to learn how to enter and fix your time entries by working through a scenario.

The scenario includes the most common time entry situations, but is not designed to cover every type of time or leave you may enter or need to correct.

While working on the scenario, we encourage you to share what you know and to work together to come up with the correct time entry.

Exercise 1 – Log into the SAP Portal and Access the Timesheet

You are entering your time for the week and need to access your time sheet through the SAP Portal. Log on to the system and access your time sheet.

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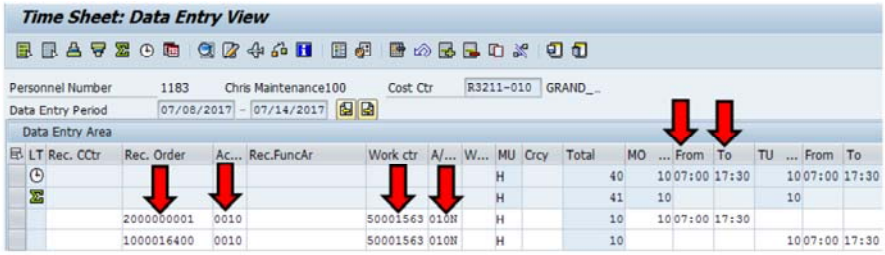
Notes:

Training Notes:

Data Required for a Work Order



When entering time to a work order verify/enter the:

- Work Order Number
- Activity
- Work Center
- A/A Type
- Working Time (From/To)

Notes:

Training Notes:

As a Maintenance employee, you typically enter your time to a work order. Regardless of the type of work order, you must review or enter data in the following fields:

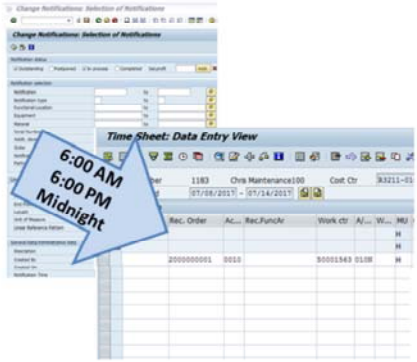
- **Receiving Work Order** – Work order the time is being charged to. It is important you enter the correct work order. If you don't then your time may be charged to the wrong budget.
- **Activity –** Operation or line item in the work order. Identifies who does the work and for how long. For DOT1 work orders it also identifies the date and start/end times.
- **Work Center** – Your 5000 number. Attached to your position. This number identifies who did the work.
- **Day/Date** –Identifies total hours worked for this line item.
- **From** – Identifies when the work started. Entered in military time (0:00 – 24:00)
- **To –** Identifies when the work ended. Entered in military time (0:00 – 24:00)

If you are not sure about what you are entering contact your Supervisor for help.

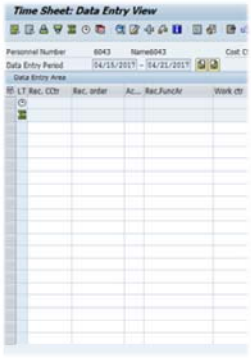
Work Orders and Time Entry

There are three types of work orders DOT1, Fleet and Preventive

DOT1 – Transferred from the work order



Preventive/Fleet – Require timesheet entry



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Notes:

Training Notes:

There are three types of work orders **DOT1, Fleet** and **Preventive**.

For **DOT1** Work orders the time is populated from the work order and SAP automatically transfers the time to your timesheet three times a day at 6:00 AM, 6:00 PM and Midnight.

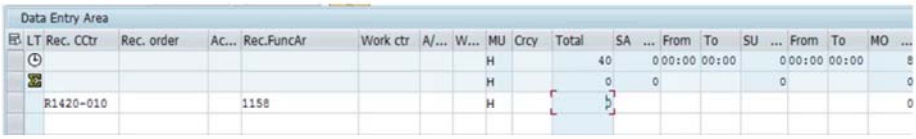
For **Preventive/Fleet** work orders you must do the entry to the required fields (Rec. Order, Activity, Work Center, A/A Type and Working Time (From/To) yourself based on the information you are provided.

Regardless of the Work Order type, time cannot be entered or transferred until the work order has been created and released in SAP.

Overtime

Overtime occurs when your working time, including paid leave taken, exceeds 40 hours in a work week. It is:

- Based on your weekly hours worked, ***not daily hours***
- Entered as 014N or in the A/A type field
- Approved verbally by your supervisor prior to working
- Paid at 1.5 times the hourly rate



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Notes:

Training Notes:

Overtime occurs when the working time (time worked and paid leave used) exceeds 40 hours in a given work week.

Is not based on the day, it is possible that your daily working time may exceed your scheduled working time and you do not receive overtime for the week.

Exercise 2 – Verify and Change Work Order Hours in the Timesheet

A DOT1 work order populated to your time sheet on Monday and Tuesday. Tuesday's time shows 9 hours worked, all coded to time worked, instead of 8 hours worked and 1 hour of overtime. You are changing the last hour of Tuesday's time to overtime and then changing the existing work order to 8 hours to match your work schedule.

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Notes:

Training Notes:

Exercise 3 – Enter Preventive Work Order Hours

On Wednesday and Thursday your time was charged to a preventive work order so you need to enter your time in the time sheet.

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Notes:

Training Notes:

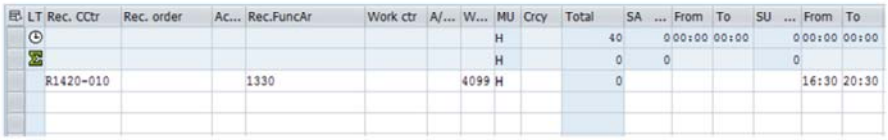
Wage Types and your Time Sheet: On-call Time

On-Call

- Must be authorized by your supervisor
- Only entered on non-working time
- Employee must be available to work
- Entered as wage type 4099

What fields to enter on your timesheet

- Receiving Cost Center
- Receiving Functional Area
- Wage Type (4099)
- Hours on call in the From and To field



LT	Rec. CCtr	Rec. order	Ac...	Rec.FuncAr	Work ctr	A/...	W...	MU	Crcy	Total	SA	...	From	To	SU	...	From	To
								H		40	0		00:00	00:00	0		00:00	00:00
								H		0	0				0			
	R1420-010			1330			4099	H		0							16:30	20:30

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Notes:

Training Notes:

On-call must be approved by your supervisor, must only be entered on non-working time and wage type 4099 is entered.

Exercise 4 – Enter On-call Time

On Thursday you were asked by your supervisor to work on-call for one hour before your shift because of an absence of a co-worker. You need to enter the hours you were on-call.

E

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Notes:

Training Notes:

Entering Time to a Cost Center

- Is used to record safety meetings or training
- Requires entry in the following fields:
  - Receiving Cost Center
  - Receiving Functional Area
  - A/A Type
  - Working hours (From and To)

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Notes:

Training Notes:

Safety meetings and training are not typically recorded to a work order instead they are charged to the home cost center to record the costs.

If you are uncertain about what your home cost center is it is located to the right of your personnel number on top of your timesheet.

When entering time to a cost center, you need to enter data in the following fields:

- Rec. CCtr (Receiving Cost Center)
- Rec. Func. Ar (Receiving Functional Area)
- A/A Type
- Working Hours (From and To)

Wage Types and your Time Sheet: Premium Pay

Work Schedule Premium Pay

- May only be entered for working time
- Paid for qualifying events on 1st shift if you have a 2nd or 3rd shift work schedule
- Entered as wage type 7002 (2nd shift) or 7003 (3rd shift)

What fields to enter on your timesheet:

- ***First line (qualifying event hours):***
  - Receiving Cost Center
  - Receiving Functional Area
  - Hours of the event in the From and To field
- ***Next line (premium pay hours):***
  - Wage type 7002 (2nd shift) or 7003 (3rd shift)
  - Total hours of the event in the daily total field

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Notes:

Training Notes:

Wage types are used INSTEAD of an A/A type. CDOT uses three Wage Types:

- One for On-Call time
- Two for Work Schedule Premium Pay

Employees who are scheduled to work 2nd or 3rd shift but work 1st shift due to a qualifying event taking place between the hours of 6AM and 4PM may be eligible to receive Work Schedule Premium Pay for the hours worked on 1st shift.

Examples of qualifying events are Safety meetings, mandatory trainings, and Remembrance events.

Required overtime due to snow or other routine maintenance operations is **not** eligible for the shift premium.

When entering the shift premium code, be sure to verify that only the hours worked on 1st shift are entered with the wage type for the qualifying event and the total hours coded to the wage type match the number of the hours worked for the qualifying event.

Exercise 5 – Enter Time to a Cost Center

You need to enter the time you worked on Friday when you attended a mandatory training on first shift for 8 hours.

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Notes:

Training Notes:

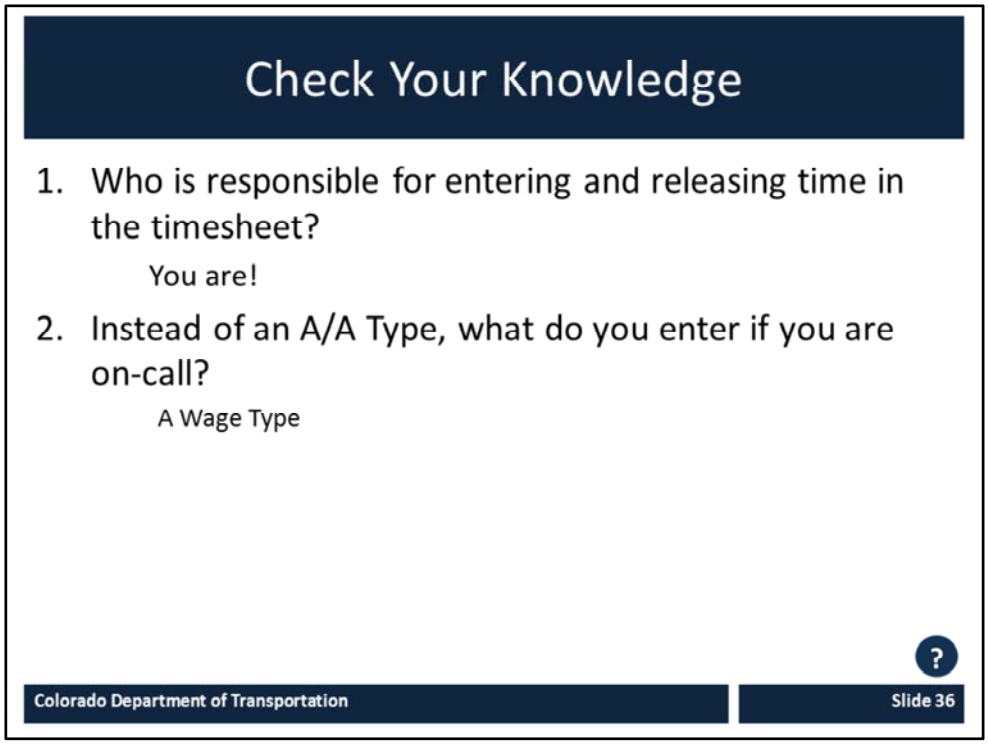
Exercise 6 – Enter 2nd Shift Wage Type

You are assigned to the second shift. On Friday you had a mandatory safety meeting on 1st shift from 07:00 to 15:00 and are entering your time using the second shift wage type 7002. You are also releasing and saving your time for the week.

E

Notes:

Training Notes:



Notes:

Training Notes:

There are two questions. Write the answer to the question in the answer section:

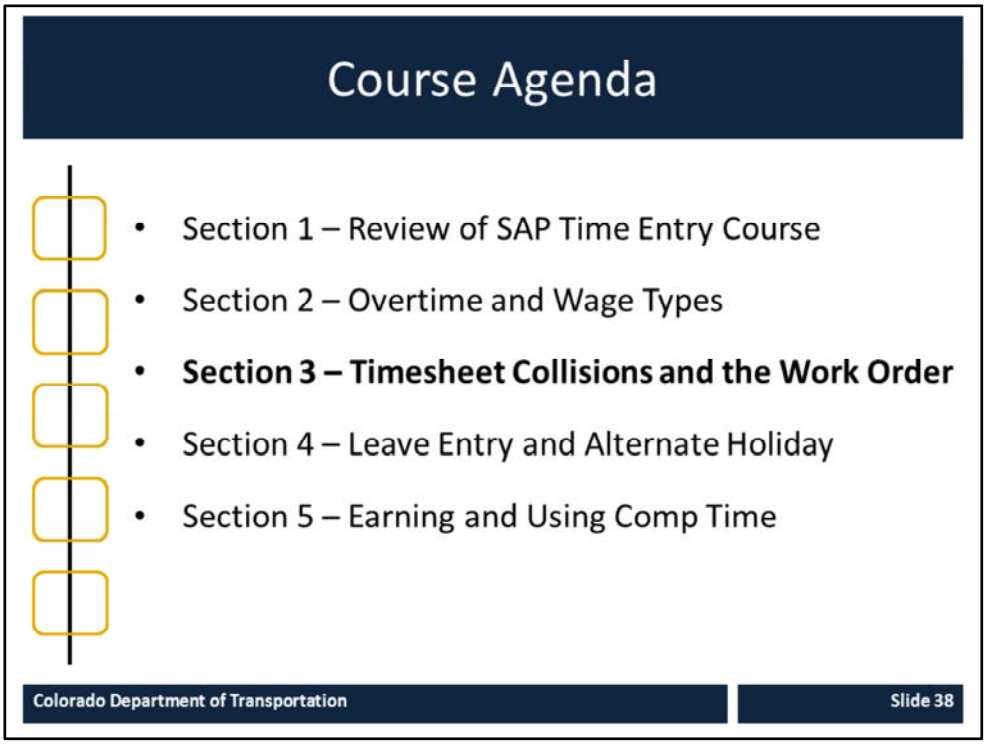
Question 1: Who is responsible for entering and releasing time in the timesheet?

***Answer*:**

Question 2: Instead of an A/A Type, what do you enter if you are on-call?

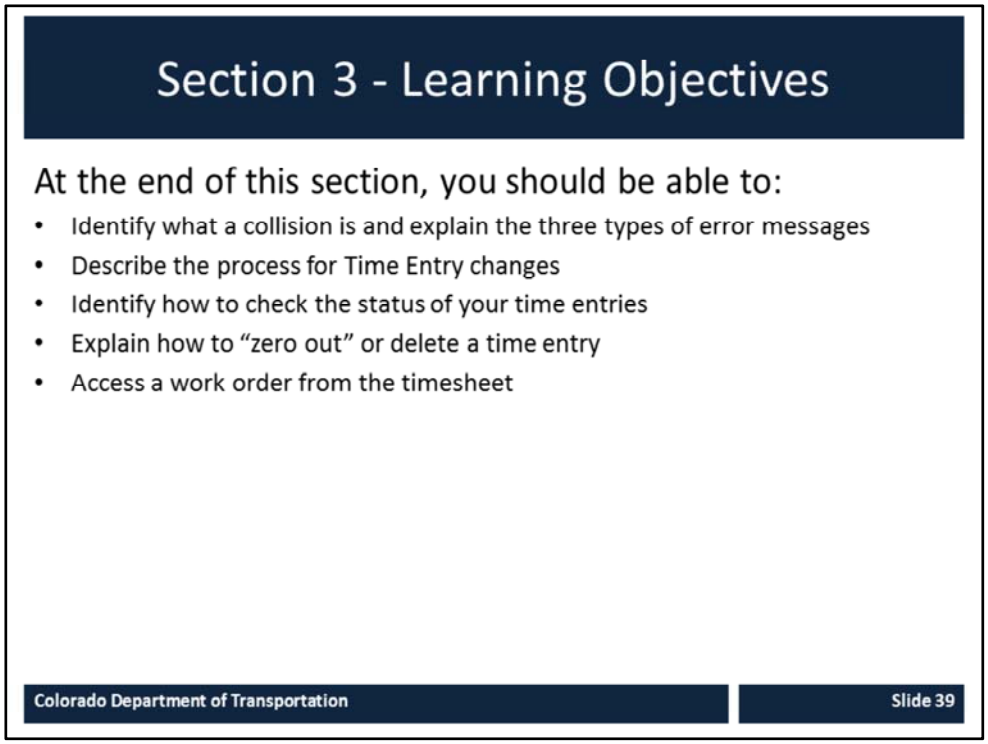
***Answer*:**

Section 3
Timesheet Collisions and the Work Order



Notes:

Training Notes:



Notes:

Training Notes:

These are the learning objectives for this section. By the end of the section you should be familiar with each of the objectives.

These objectives are tied to the course objectives which will be reviewed at the end of the course.

Section 3 - Scenario

In this scenario, you found a collision on your timesheet caused by the work order your supervisor entered. The start time of the work order is the same time you were on-call. To resolve the issue you are checking the status of the on-call time and the start time of the work order.

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Notes:

Training Notes:

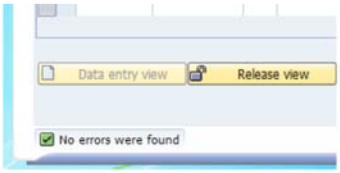
The scenario includes the most common time errors, but is not designed to cover every type of time or leave you may enter. While working on the scenario we encourage you to share what you know and to work together to come up with the correct time entry.

The main concepts you will learn in this scenario are:

- Identifying when a time collision occurs
- Checking the status of you time
- Determining if you need to "zero out" or delete time
- Reviewing the work order from the timesheet

SAP Timesheet Messages

When verifying your time entries, check for messages on your screen:



No errors were found

Review entries and continue

Errors exist and must be fixed before continuing

Notes:

Training Notes:

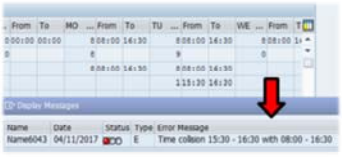
SAP generates messages to ensure time is entered on your timesheet correctly.

There are three types of messages, each with their own icon, that you need to know about.

- The **green checkbox** is an informational message that indicates that no errors were found and you can proceed with releasing and saving your time entry.
- The **yellow warning**, which displays if you need to review your entries before you continue. This message will not stop you from entering your time, it is only a warning.
- The **Red error** is a hard stop and means you will not be able to release and save your time.

When you are entering time pay attention to these messages as they are your first line of defense in entering time correctly

Time Collisions



What it is:

- A time collision is when two time entries overlap

Type of message:

Error (must be fixed to save)

How to fix it:

1. Review the error message for the date and time of the collision
2. Change the times so they do not overlap

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Notes:

Training Notes:

Timesheet collisions occur when two time entries overlap.

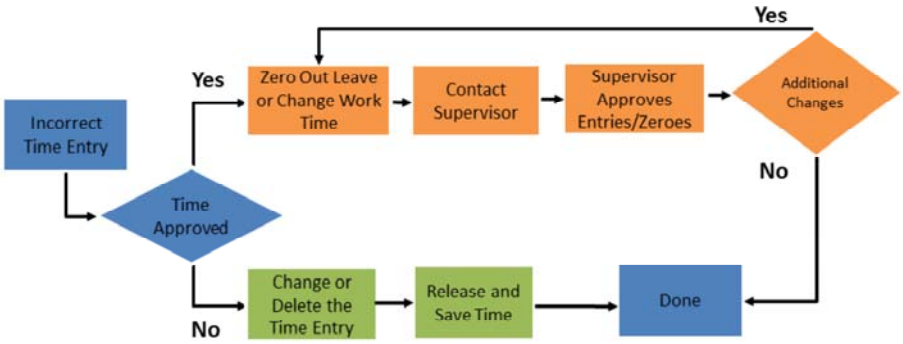
This kind of error is easy to fix. All you need to do is change the sick or regular working time so they do not overlap.

Timesheet Change Process

If time **has been** approved, zero-out the time, enter the correct time and release both entries

OR

If time or leave **has not** been approved or has been rejected, make the change



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Notes:

Training Notes:

The first step in the timesheet change process is to determine if the time has been approved.

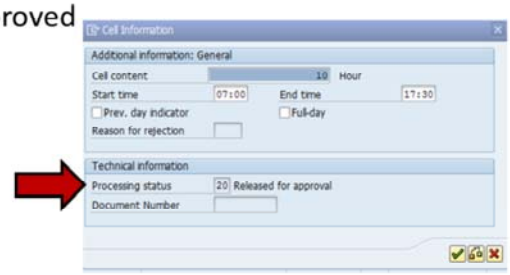
- **Unapproved Time Steps:** If the time has not been approved then all you need to do is change the time entry. When you are done you will then need to release and save your time.
- **Approved Time Steps:** If the time is approved, then you need to clear the incorrect entry. After the zero is approved enter the correct time and release and save your timesheet. If it has not been approved or has been rejected you can make the change to your time immediately and release and save your timesheet. If you are making an adjustment to leave, your supervisor will receive an email from SAP about the change. If you are making a change to any approved time entry, you should let your supervisor know so they can approve the updated time entries.

Checking the Status of Time

To check the status of time:

1. Double click on the **From** or **To** time cell
2. Review the **Processing status** field

- 10 - In process
- 20 - Released for Approval
- 30 - Approved



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Notes:

Training Notes:

The process to determine the status of the time is to double left click on the Start or end time in the cell and review the Processing status field. This should always be done every time you are making a change to time entered on your timesheet.

If the time displays in the Processing Status field as:

- **10 - In process** – You may change or delete the time
- **20 - Released for Approval** – You may change or delete the time
- **30 - Approved** – You must not delete the time entry. If you need to change the time entry, first "zero out" the time. Then you can add the correct entry

"Zero out" Working Time

Zeroing out an existing time entry ensures:

- There is record of the change and approval
- The correct time can be entered, released and approved
- Both the zero and the new time entry are approved by your supervisor

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Notes:

Training Notes:

There may be times when you plan to take leave and then change your plans after you've entered the leave, it's been approved and the leave has been deducted from that leave bank. If this occurs you need to "Zero out" your leave. When you "zero out" a leave entry, the leave is returned to your leave bank, there is a record of this change and your supervisor is notified of the change to your timesheet.

Deleting Unapproved Time

Before deleting a time entry, you must check the status of the time entry:

1. ***Only "in process" and "released for approval" entries can be deleted***
2. Click the row button to highlight the row
3. Click delete button to delete the row

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Notes:

Training Notes:

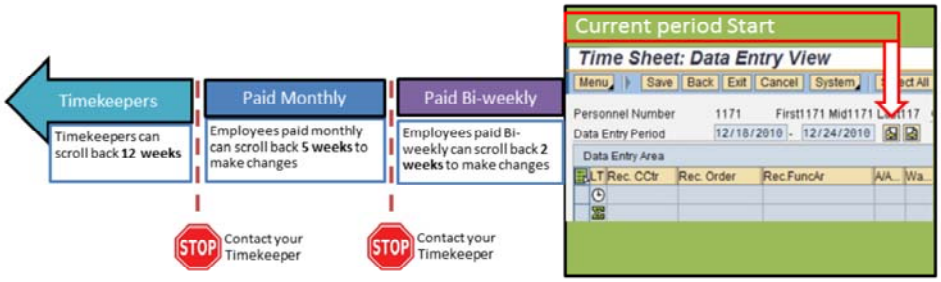
Time should only be deleted when you are certain that it has not been approved by your supervisor.

This is done by checking on the status of the time by double left click on the hours field. If the time has not been approved you are able to select the row and then the delete button.

Timesheet Revisions

The scroll-back limits for timesheet revisions are:

- 2 weeks for bi-weekly-paid employees
- 5 weeks for monthly-paid employees
- 12 weeks for your Timekeeper



Notes:

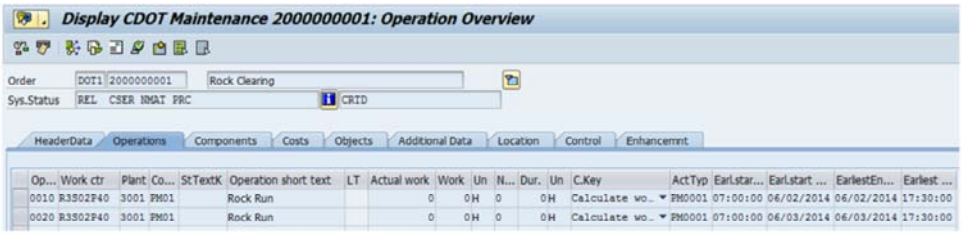
Training Notes:

- If you are paid bi-weekly (Permanent Part-time, Winter Part-time or Temporary employee), then you are able to make changes 2 weeks prior to the current week.
- If you are paid monthly (Full-time employee) then you can make changes to your timesheet five weeks prior to the current week.
- Your Timekeeper is able to make any changes in SAP up to 12 weeks beyond the current period. If you need to change your timesheet beyond 12 weeks contact your timekeeper.

Reviewing the Work Order from the Timesheet

To display the work order from the timesheet:

1. Double click on the *Rec. Order* in the timesheet
2. The selected work order displays
3. Click on the *Operations* tab to display the time data
4. Click the **Back** button to return to the timesheet



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Notes:

Training Notes:

The process to review the work order from the timesheet is simple.

1. Double left click on the Rec. Order of work order you want to display.
2. When you access the work order it will display on the *Header Data* tab.
3. To display the time data for the work order click on the *Operations* tab.
4. When you want to return to the timesheet click the **Back** button.

Demo 1 – Correcting a Time Collision

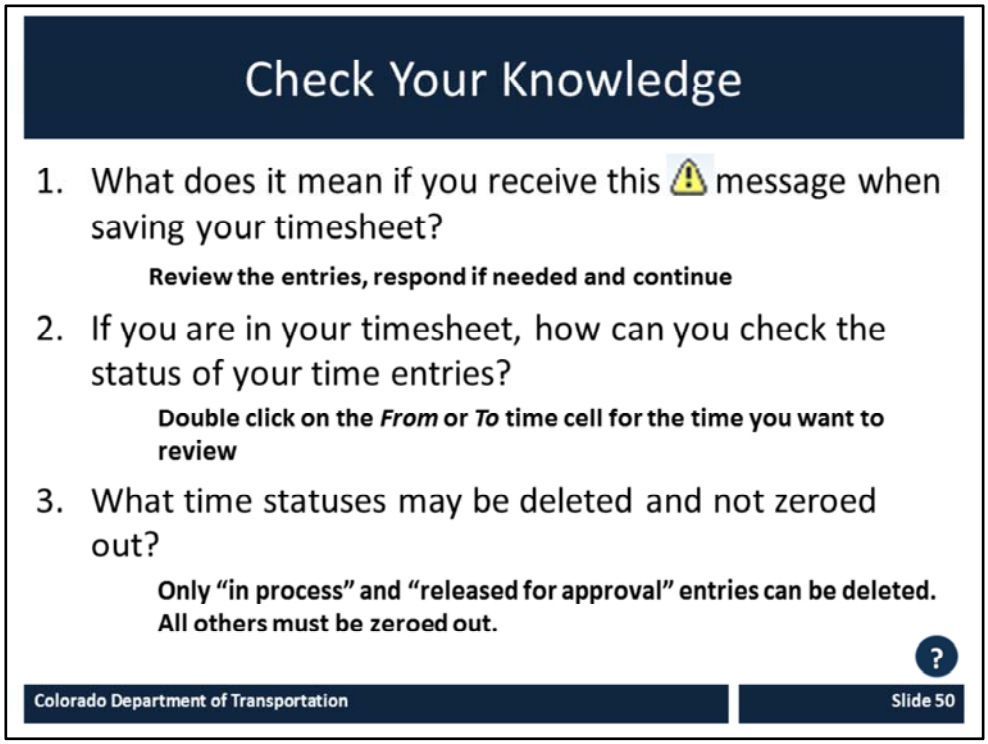
You were on-call before your Monday shift and then called into work an hour before your scheduled start. You discovered that you should have entered working time from 3:00 PM to 4:00 PM instead of on-call time.

In this Demo, we are going into your timesheet and verifying the time approval status, reviewing the work order start time and correcting the error.

E

Notes:

Training Notes:



Notes:

Training Notes:

There are two questions. Write the answer to the question in the answer section:

Question 1: What does it mean if you receive this message when saving your timesheet?

Answer:

Question 2: If you are in your timesheet, how can you check the status of your time entries?

Answer:

Question 3: What time statuses may be deleted and not zeroed out?

Answer:

Section 4
Leave Entry and Alternate Holiday

Course Agenda

- Section 1 – Review of SAP Time Entry Course
- Section 2 – Overtime and Wage Types
- Section 3 – Timesheet Collisions and the Work Order
- **Section 4 – Leave Entry and Alternate Holiday**
- Section 5 – Earning and Using Comp Time

Notes:

Training Notes:

Section 4 - Learning Objectives

At the end of this section, you should be able to:

- Explain how to enter working time and leave during a holiday week
- Describe how employees are compensated when working a holiday
- Explain the impact of overtime during a holiday week

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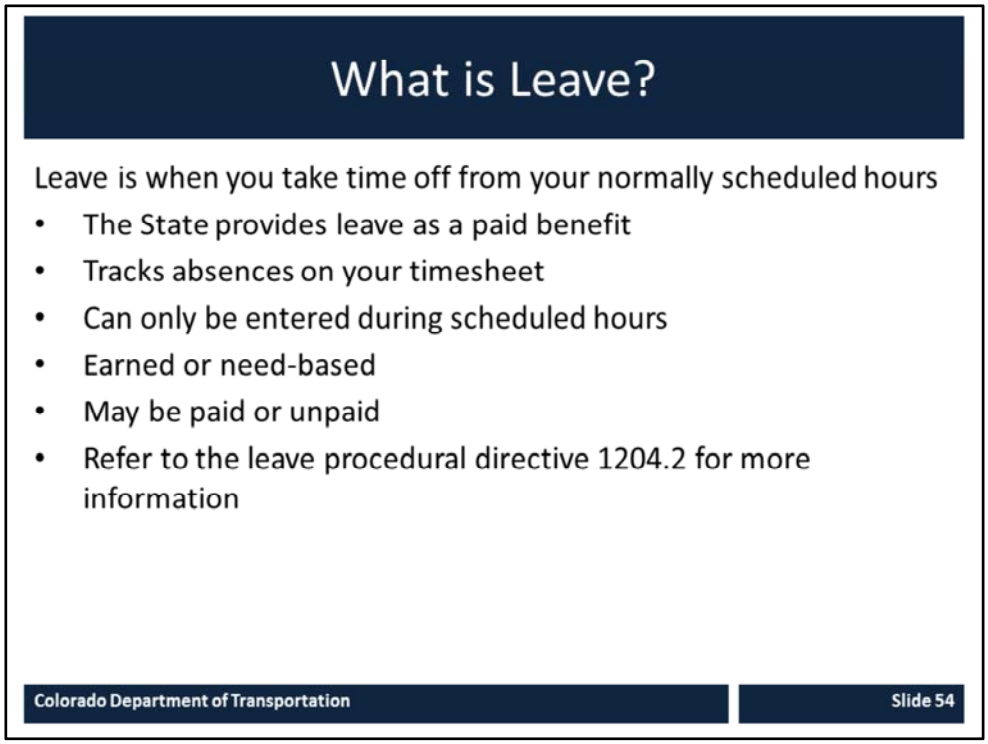
Notes:

Training Notes:

These are the learning objectives for this section. By the end of the section you should be familiar with each of the objectives.

These objectives are tied to the course objectives which will be reviewed at the end of the course.



Notes:

Training Notes:

Leave is a paid benefit that is available for you to use. When you enter leave you enter it on your timesheet because it is tracked the same way as working time.

In some cases, such as sick and annual leave, your leave will accrue over time if you do not use it. In some cases, such as sick and annual leave, your leave will accrue over time. In other cases such as bereavement and jury leave this is available to you only when the need occurs. Depending on what kind of employee you are your paid leave benefits may vary.

If you have questions about the types of leave you are eligible for refer to procedural directive 1204.02.

Leave Quotas

- Each type of accrued leave has its own bank
- Quota banks track leave accrual and usage
- You can only spend leave that is in your bank
- Leave is accrued monthly based on your paid hours

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Notes:

Training Notes:

When you earn leave it is deposited into and withdrawn from multiple leave banks. Like a bank account, your balances can go up or down.

Annual and sick leave are earned automatically on the last day of each month.

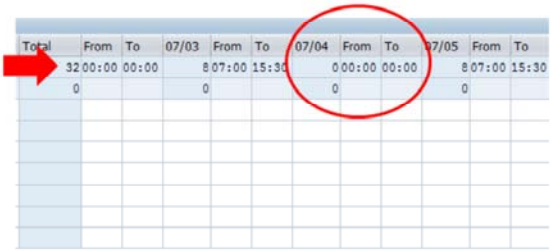
Your earn rate varies based on your paid hours in the month and your years of service. This earned leave time is then available for you to use at a later date.

Other accrued leave types include, alternate holiday time and comp time.

CDOT Holidays and Your Timesheet

On a holiday (red circle) your timesheet will:

- Reduce your work schedule by eight hours (see red arrow)
- Display remaining hours in a day if you normally scheduled for more than eight hours
- Show the correct number of hours you need to work



Total	From	To	07/03	From	To	07/04	From	To	07/05	From	To
32	00:00	00:00	8	07:00	15:30	0	00:00	00:00	8	07:00	15:30
0			0			0			0		

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Notes:

Training Notes:

If you are normally scheduled to work on a day that a holiday falls then your work schedule will be reduced by eight hours.

You do not need to enter anything on you timesheet to get paid for the holiday. If you are normally scheduled to work more than eight hours on the day of a holiday you must work the additional hours or use leave to cover the hours.

The timesheet will show the correct number of hours planned based on your assigned work schedule.

Alternate Holidays

- Can only be used by Permanent Full-time employees
- If the holiday falls on a scheduled workday, and you work that day, you can code up to 8 hours of Alternate holiday
- If you are normally scheduled off, then 8 hours of holiday leave is banked automatically
- It is possible to automatically bank alternate holiday and get paid overtime for time coded on the holiday
- If the holiday is worked, entering A/A Type 061N or 061P creates an Alternative Holiday leave bank
- Enter 141P to use the leave
- Can only be used after it is earned and approved

Notes:

Training Notes:

If you are a full time employee and are normally scheduled off on the day a holiday falls, you will automatically earn eight hours of alternate holiday leave.

Alternate Holiday is time earned when you work on a State holiday or are scheduled to be off on the same day as a State holiday.

You will be given up to 8 hours of holiday leave to use in the future. Just note that the holiday you worked must be approved by your Supervisor prior to being used.

Exercise 7 – Section 4 - Time Entry Scenarios

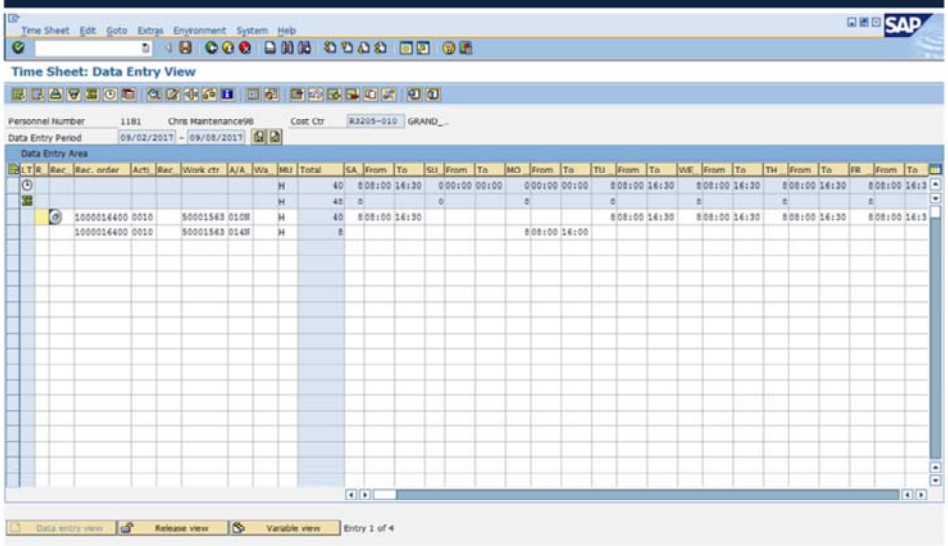
It is a holiday week, and you worked on the holiday. You are entering your time according to one of the assigned scenarios below. You are normally:

A. Scheduled off on the day the holiday falls and need to code overtime
B. Scheduled off on the day the holiday falls and code 40 hours in the week
C. Scheduled on the day the holiday falls and want to code an alternate holiday
D. Normally scheduled on the day the holiday falls and need to code overtime

Notes:

Training Notes:

Scenario A



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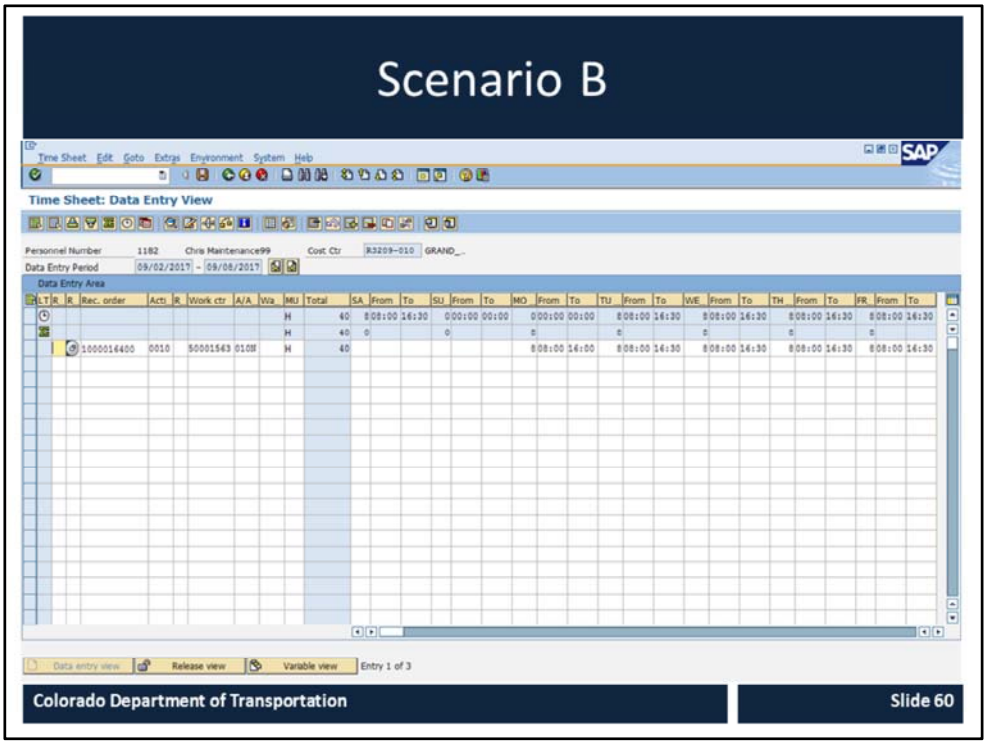
Notes:

Training Notes:



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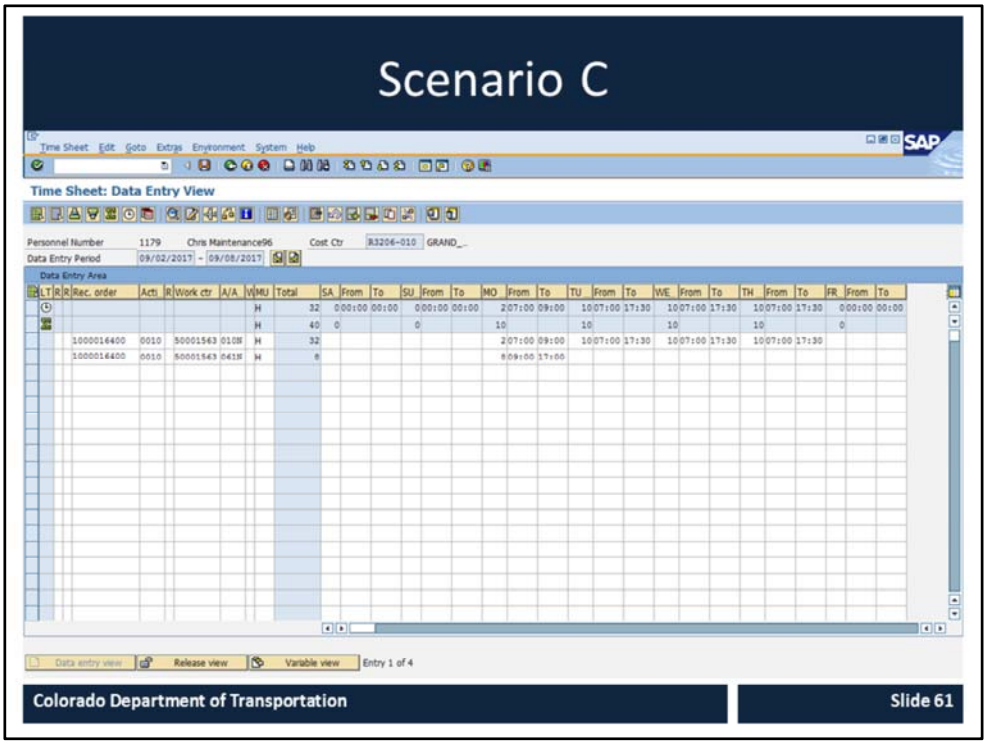
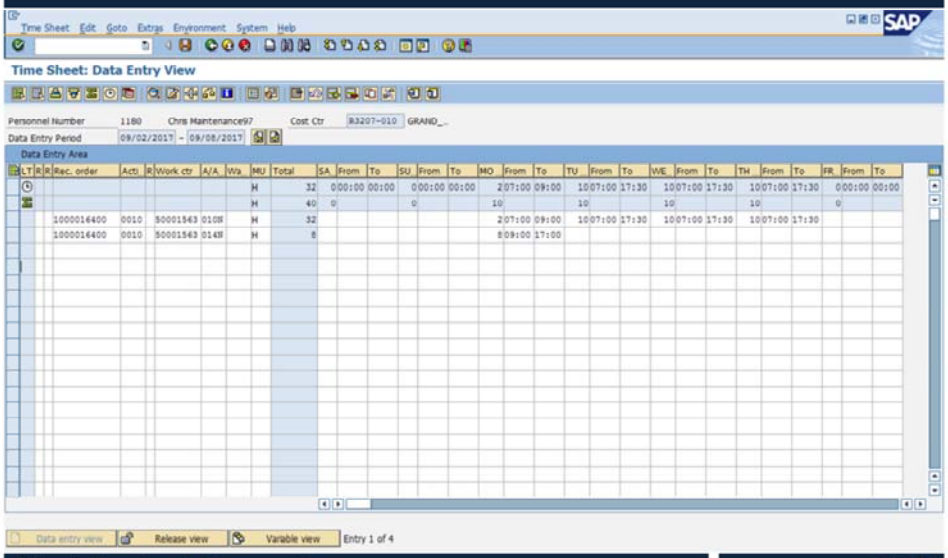
Training Notes:



Notes:

Training Notes:

Scenario D



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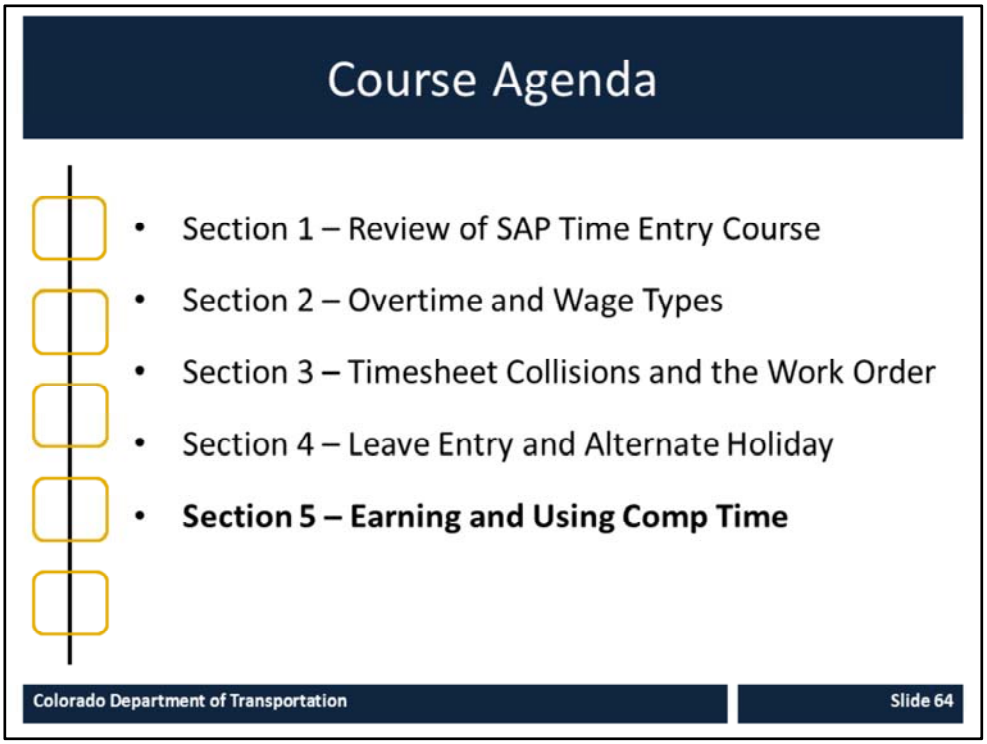
Notes:

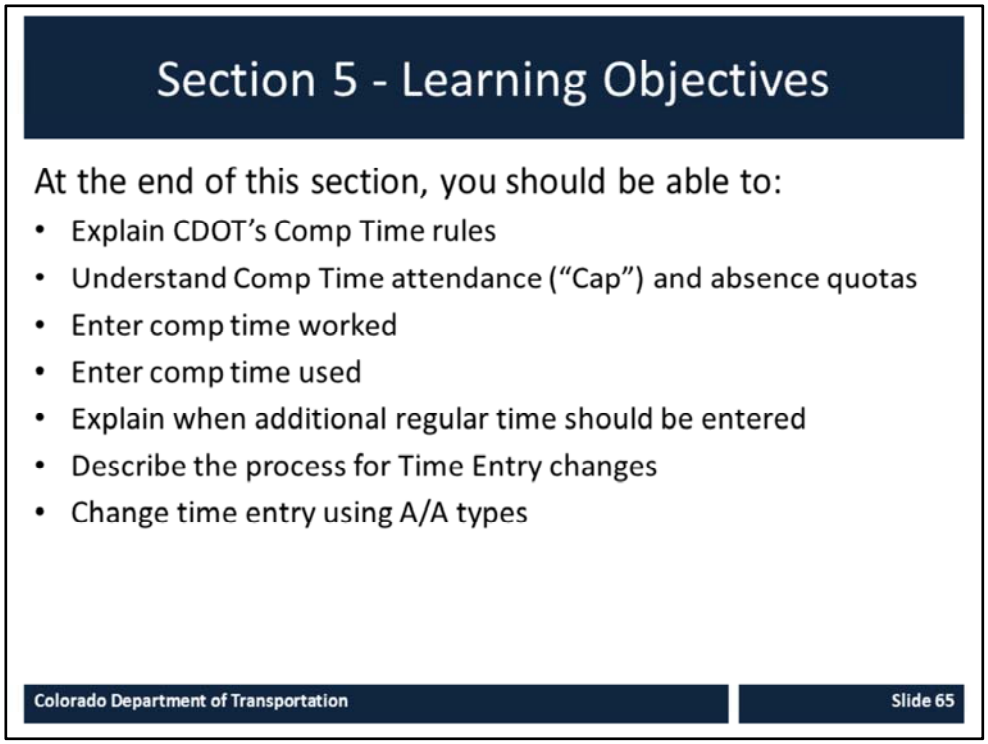
Training Notes:

Section 5
Earning and Using Comp Time



Notes:

Training Notes:



Notes:

Training Notes:

These are the learning objectives for this section. By the end of the section you should be familiar with each of the objectives.

These objectives are tied to the course objectives which will be reviewed at the end of the course.

Section 5 - Scenario

Your supervisor reminded you that you worked more than eight hours last Wednesday. You were approved to enter the one hour of overtime as Comp Time worked.

Also, you entered 2 hours Comp Time Used on the Monday of the current week in which you also worked 2 hours over on Friday. You are approved for overtime but are unsure how to code the week to be paid for the overtime.

Review the Leave Summary report to understand Comp Time attendance quota (Earning Cap) and absence quota (leave used).

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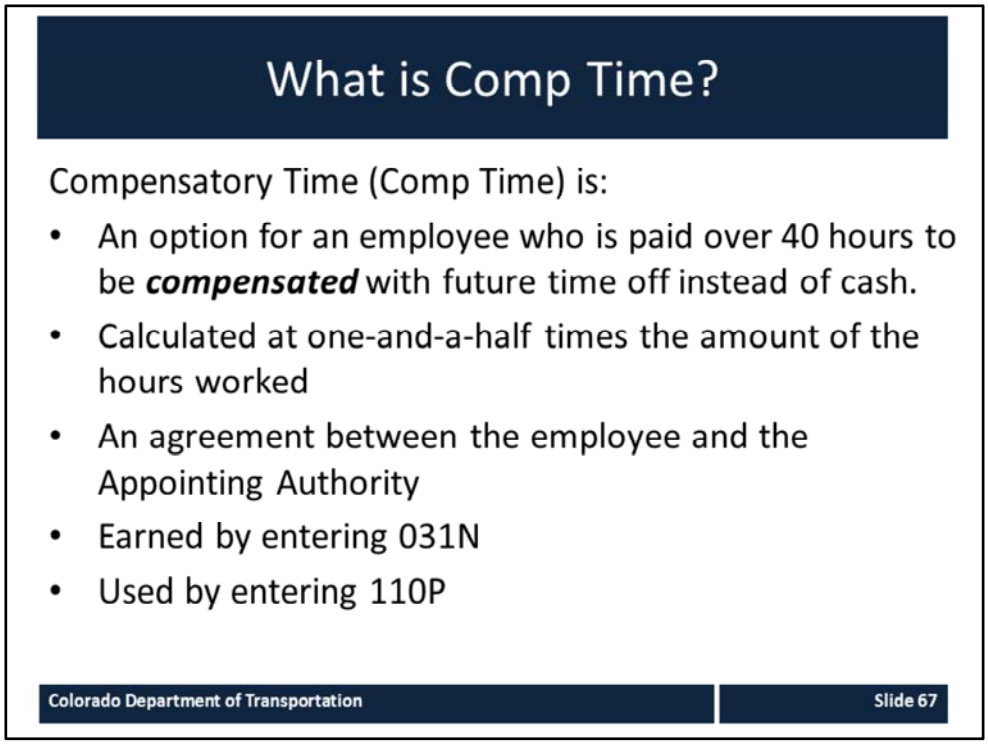
Notes:

Training Notes:

In this section of the course you are going to learn how to enter and fix your working time by working through a scenario.

The scenario includes the most common time situations, but is not designed to cover every type of time or leave you may enter. While working on the scenario, we encourage you to share what you know and to work together to come up with the correct time entry.



Notes:

Training Notes:

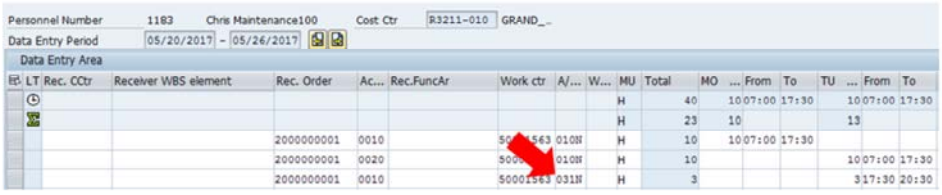
Comp Time is an option for a Non-exempt employee who works overtime to be compensated with future time off instead of by a cash payment. You must have an approved comp time agreement submitted to CDOT HR before you can earn and code this time. Once that agreement is in place, for every hour of overtime worked and coded as Comp Time worked, you'll get a credit for one and half times that amount in leave time – with a maximum of 24 hours credited per fiscal year. This is outlined in the Comp Time policy 1230.2 and is available on the CDOT website.

When you want to enter Comp Time on your timesheet you need to enter a different code when you work the time (031N) than when you use it (110P).

Entering Comp Time

When entering Comp Time populate these Fields:

- Receiving Order
- Activity
- Work Center
- A/A Type (031N)
- Working hours (From and To)



Notes:

Training Notes:

When entering time to a Comp Time you need to populate these fields.

- Receiving Order
- Activity
- Work Center
- A/A Type
- Working Hours (From and To)

Exercise 8 – Enter Comp Time Worked

Your supervisor reminded you that you worked more than eight hours on the Wednesday's preventive work order. You were approved to enter the one hour of overtime as comp time worked.

E

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Notes:

Training Notes:

When Using Comp Time

For Maintenance and Tunnel employees, Comp Time is:

- Limited to 16 hours of Comp Time hours worked and 24 hours leave earned per fiscal year
- Not to be used in same week it is worked
- Not counted towards determining overtime for the week
- Limited to 24 hours banked per fiscal year
- Tracked in your Leave Summary report
- Entered as A/A Type 110P (Absence)

Notes:

Training Notes:

Maintenance and Tunnel employees are essential employees who may earn Comp Time for up to 16 hours worked each fiscal year.

For every hour worked and coded to comp time earned, the employee earns 1.5 hours of Comp Leave, so 16 working hours equates to 24 leave hours.

Maintenance and tunnel employees are not allowed to earn and use more than 24 hours of accrued Comp Leave in a fiscal year. Any accrued Comp Time remaining the end of the current fiscal year will be paid out to the employee through regular payroll processing in the following fiscal year.

Plan to use your Comp Time in the current fiscal year so its payout doesn't affect your area's budget for the following year.

Demo 2 – Display Comp Time on the Leave Summary Report

In this example, you are uncertain if you are close to the 16 hours worked for the fiscal year, so you view your Leave Summary Report to determine how much Comp Time you have banked to date.

E

Notes:

Training Notes:

This is a Demo of how to read Comp Time on the Leave Summary report.

Exercise 9 – Change Comp Time in Same Week with Overtime

You entered 2 hours Comp Time Used for leave on the Monday. You also worked 2 hours over your normal schedule on Friday. You are approved for overtime, but are unable to earn overtime in the same week comp time is taken. In order to be paid overtime for the additional two hours on Friday, you need to change the Comp Time Used A/A Type to Annual Leave.

E

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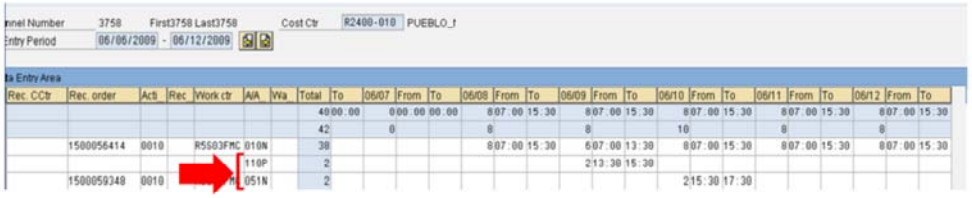
Notes:

Training Notes:

Additional Regular Hours

Additional regular hours are:

- Hours paid at the regular hourly rate
- Used when an essential employee codes Comp Time Used (A/A Type 110P) and codes more than 40 hours in a week
- Coded using A/A Type 051N/P (Additional Regular)



Notes:

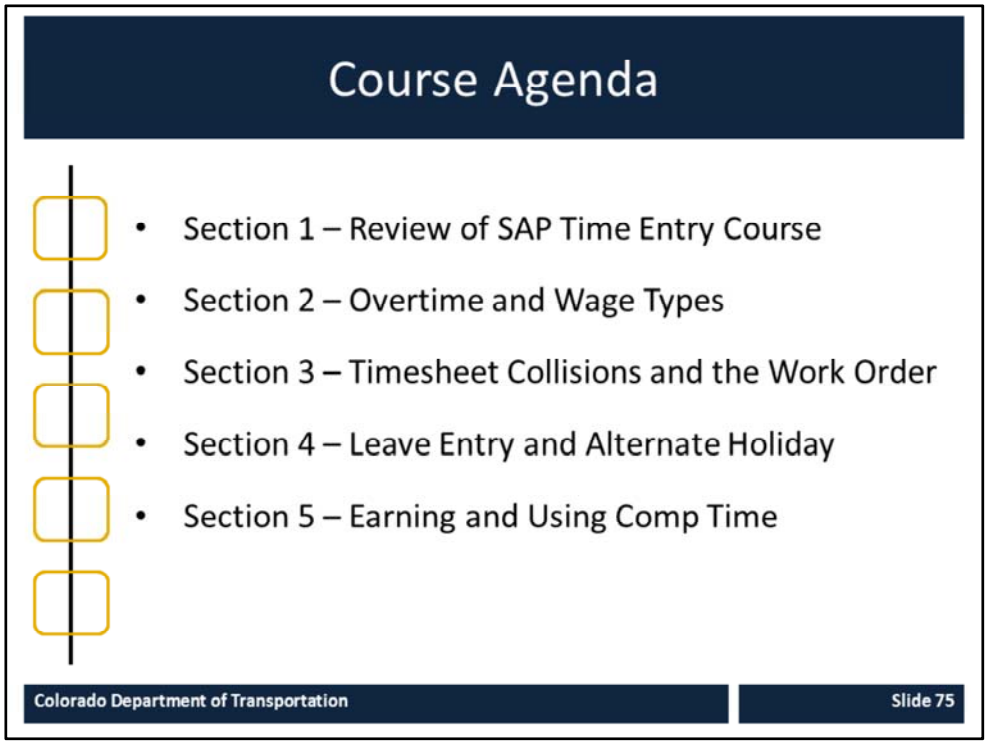
Training Notes:

Additional regular hours are regular hours worked that are paid at your straight hourly rate, not the overtime rate.

Additional regular hours exist because the State Personnel Rules do not allow for leave to be counted towards the 40 hours required prior to receiving overtime.

However, for essential employees, like Maintenance, **all leave counts** except Comp Time Used because this is compensation and not time. As a result when an essential employee has coded Comp Time Used in the same week they worked over 40 hours, so they can't code that same amount of time to overtime.

Conclusion



Notes:

Training Notes:

This section is the course summary it contains:

- The course summary
- Resources where you can get help
- The parking lot review and question and answer

Conclusion

You should now be able to:

- Describe the time entry process at a high level including the roles and responsibilities
- Identify the required data for entering time to a work order
- Describe how and when to enter overtime and shift premium pay
- Describe the process for changing entries in your timesheet caused by collisions with the work order
- Find an existing work order in SAP
- Describe the process for entering hours to a holiday or alternate holiday
- Describe how comp time is earned and entered in SAP
- Use the Leave Summary Report to display your accruals

Notes:

Training Notes:

- The slide contains what you should now be able to do with the help of the training material.
- If you have a question about the objectives, please ask.
- After this course refer to the next slide for the name and contact information of the people who can help.

Learning Activity: Course Evaluation

- It is critical to CDOT to receive your feedback on this class
- Kudos, critiques and recommendation for improvement
- Please take 5 – 10 minutes to complete the evaluation at http://saptraining → Participant Feedback form for Introduction to SAP Time Entry

Notes:

Training Notes:

Where Can I Get Help?

For general questions contact:

- Your Supervisor
- Your Timekeeper by clicking HERE
- Payroll can be contacted by clicking HERE

For technical assistance contact:

- Human Resources at 7-9230

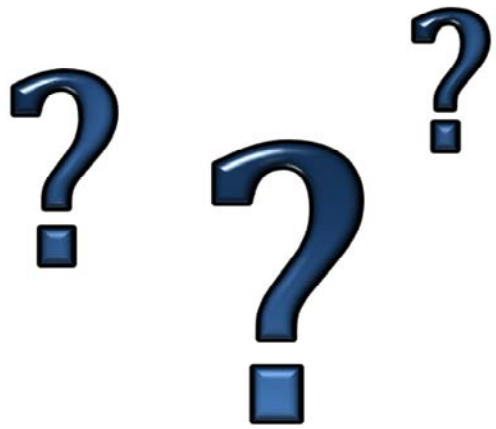
Notes:

Training Notes:

There are four roles that can help you with your time entry. They are:

- Your Supervisor
- Your Timekeeper using this link: http://intranet.dot.state.co.us/business/center-for-human-resources-management/chrm-reports/work-schedule-report/view
- Payroll using this link:
- http://intranet.dot.state.co.us/business/payroll/payroll-contacts

Questions?



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Notes:

Training Notes:

Glossary of Terms

Key Terms

1204.2 CDOT General Leave Procedures	This directive defines CDOT's leave procedures, establishes and outlines uniform guidelines for the administration of parental, academic leave and volunteer leave.
1230.0 Hours worked and Overtime Compensation	This directive describes the policy for hours of work and compensation for overtime.
1230.2 Compensation for Overtime, On Call, Call Back, Shift Differential and Compensatory Time	This procedure is to establish standards and provide written guidelines that address the appropriate application of state statutes, fiscal, and personnel rules relating to work hours including overtime, on-call, call-back, shift differential, compensatory time and additional hours worked by exempt employees.
A/A Type	Absence or Attendance Type. Represents the type of time worked. This may or may not be required depending on the type of time entry being recorded.
Accrual	The accumulation of annual and sick leave by an employee.
Additional Regular Time	Hours entered in excess of 40 hours in a work week. Time paid at standard rate.
Alternate Holiday	Time taken by an Employee when a holiday falls on a regularly scheduled work day that an employee is required to work.
Annual Leave	Leave used for personal needs including vacation and in some cases, may include other types of leave (e.g. exhaustion of sick leave, family medical leave or short-term disability waiting period).
Appointing Authority	The CDOT Executive Director is the appointing authority for all Executive Management Team (EMT) members. The EMT consists of the Regional Transportation Directors (RTDs), Division Directors, and Office Directors. RTDs, Division Directors, and Office Directors are appointing authorities for all employees in their respective units.
Attendance Quota	An infotype (IT2007) used to specify how many hours and employee is permitted to work and at what times.
Attendance/Absence type	Attendance/Absence type - Describes the reason for the attendance or absence. Absence types describe an employee's leave in more detail whereas attendance types document employees' work type, such as regular vs overtime.
Bi-weekly	A description of when compensation is paid to an employee.
Comp Time	Compensatory time is not leave, but a form of compensation. Compensatory time off is time off during regularly scheduled work hours in lieu of a cash payment for overtime worked by non-exempt employees.
Cost Center	The cost center which is credited during an allocation.
Date Hours	Hours worked on the calendar day.
Essential Position	Non-exempt positions required to perform critical work or emergency services without delay or disruption. These positions are critical to the preservation of the health, safety or welfare of CDOT employees and the traveling public.
Employee Group	The employment status of the employee such as full time or part time.
Employee Subgroup	A subcategory of the employee group, which sorts employees into smaller groups, such as exempt or non-exempt
Exempt Employee	Any employee whose position has been determined in accordance with the Fair Labor Standards Act (FLSA) to be exempt from overtime compensation. The exempt category includes executive, administrative professional and professional positions.

Key Terms

Exempt Incentive	Time off awarded to exempt employees when they have worked significant additional hours.
Leave without Pay	Unpaid leave granted after all leave has been used.
Leave Accrual	The rate at which the employee accrues annual and sick leave based on their years of service. The rate at which employees accrue leave is based on Chapter 5 - Time off State Personnel Board Rules and Administrative Procedures.
Leave Maximum	The maximum amount of leave an employee may role over into the next fiscal year.
Monthly	A description of when compensation is paid to an employee.
Non-Exempt	Any employee whose position has been determined, in accordance with the FLSA, as eligible to receive overtime compensation or compensatory time off for all hours worked in excess of forty per established work week.
On-Call	Designated employees are in on-call status when they are scheduled to be immediately available to work beyond the regular work schedule after they have left the job site. Compensation is provided for the additional restrictions placed on an employee who is away from the worksite but in on-call status.
Overtime	Hours worked in excess of 40 hours in a work week. Time paid, at a minimum, is time and a half.
Payroll Area	A payroll accounting area (which is often abbreviated to payroll area) is an organizational unit containing all of the employees for whom the payroll runs at the same time.
Permanent Part Time Employee	Employees whose positions are funded less than 40 hours per week but still earn prorated leave accruals based on the chart displayed in Chapter 5 of the State Personnel Board
Permanent Full Time	Employees whose positions are funded to work 40 hours per week. Full time employees earn leave accruals based on the chart displayed in Chapter 5 of the State Personnel Board
Permanent Part Time	Employees whose positions are funded at less than 40 hours per week. Part-time employees earn pro-rated amounts of leave based on the number of hours they work in a month. Leave accrual rates are documented on the chart displayed in Chapter 5 of the State Personnel Board Rules and Administrative Procedures.
Personnel Number	A unique number assigned by SAP to an Employee.
Quota	The combination of all of the types of leave available to an employee to use in place of their regular working time.
Receiver Cost Center	The cost center which is credited during an allocation.
Receiver Functional Area	The Functional Area code is a specific character code used to identify a provider on project revenue transactions.
Receiver Order	Work order used to receive the cost of the time. Links the time entry and the MLOS budget.
Regular Working Time	The normal working hours and schedule the employee is assigned to work.
Rejected Time	Time that has been entered and submitted by the employee and was not approved by the employee's supervisor.
SAP	An Enterprise Resource Planning tool that is CDOT's electronic timekeeping and payroll software used by the Department and its employees.

Key Terms

Scheduled Time	The period established by the appointing authority or his/her approving authority identifying hours worked by each employee. Each employee is assigned a SAP work schedule which documents the employee's daily start time, meal period, and end time.
Second Shift	A schedule where more than one-half of the scheduled hours fall between 4:00 pm and 11:00 pm.
Shift Differential	An additional amount of pay added to the employee's base pay rate in compensation for working certain shifts. Second shift hours fall between 4:00 PM to 11:00 pm; third shift hours fall between 11:00 pm to 6:00 am.
Sick Leave	Time taken for health reasons only, including diagnostic and preventative examination, treatment and recovery of an employee or legal dependent.
Start and Stop	Start and stop time for the work. Significant when calculating shift differential.
Start and Stop Time	The time an employee is expected to start and stop work based on their work schedule.
Supervisor	Employees who are responsible for the management of time and leave through the SAP timesheet of at least three permanent full time equivalent positions.
Target hours	Both the hours and days the employee needs to account in a given day according to their work schedule.
Temporary Employees	Temporary applies to a qualified person who is appointed to a non-permanent position. Temporary employees do not earn leave unless mandated by law. Temporary employees can use jury leave and administrative leave when appropriate.
Timesheet	An electronic document used for the recording the arrival and departure time of the employee (time worked) and in some cased is used to track the time an employee has worked on specific projects.
Time Collision	An error produced when a record does not fall within the rules and procedures used by SAP to validate working time.
Time Entry Process	The process by which the employee accounts for the time they are scheduled to work, taken leave or worked overtime. This time is approved by the manager or supervisor of the employee with the goal of the employee being paid.
Third Shift	A work schedule in which one-half or more of the scheduled hours worked must be between 4:00 pm and 11:00 pm.
Unscheduled Time	Time worked outside of an employee's regular working times that must be accounted for by the employee in their timesheet
Wage Type	Code used to capture on call or shift premium pay.
WBS	Work Breakdown Structure. Identifies project and phase to which time entry costs are charged.
Winter Permanent Part Time Employees	Employees whose positions are funded to work 40 hours per week for 6 months or less during a fiscal year. Winter part-time employees earn full leave accruals during the months they work and no accruals during the months they do not work.
Work Center	Group of people, a single person, or equipment, which performs the maintenance work.
Work Order	Used to plan, schedule, review, and authorize work prior to its accomplishment
Work Schedule	The days and hours of the week an employee is expected to account for using a combination of working time and leave.