Evaluate Time Approval

1. Choose any of the following that represent the employees you supervise

| Maintenance | Engineering | General |

Note: You may have to review multiple if you have more than one type of employee

2. When you are done click the **Continue** button

Continue

Colorado Department of Transportation — Slide 28

Now let's take a look at the time sheets for different employees. Click on the button for the type of employees you approve time for the most, if your employees are not maintenance or engineering, select general. Don't worry if you have more than one type of employee, as you will be returned to the page and can select another type of Employee. When you are done viewing the timesheets for the employees you supervise, click the continue button for a chance to practice what you have learned so far.

28

Types of Time Entered by Maintenance

Maintenance employees record time three types of time:

- *A Work Order*
    - Used to provide MLOS budget with real time data
    - Includes the work order number, an activity number, and a work center number, A/A type and working time
- *Cost Center*
    - Used to record administrative work, such as training or admin work
    - Includes the work order number, an activity number, and a work center number, and A/A type and working time
- *On Call*
    - Used **only** to record time the employee was on call
    - Includes the cost center, receiving functional area, wage type 4099 and hour on call
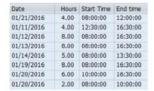
Colorado Department of Transportation   Slide 29

The majority of maintenance employees record time against a corresponding work order. The connection between the timesheet and the work order provides the MLOS budget with real time data. A work order time entry includes the work order number, an activity number, and a work center number. As with all employee types, the A/A type needs to be entered correctly. An exception to the required A/A type is on call entries. These require a Cost Center and RFA but an A/A entry is not required. All on call entries are charged to the Wage Type 4099.

Date, Hours and Start/End Time

Date	Hours	Start Time	End time
01/21/2016	4.00	08:00:00	12:00:00
01/11/2016	4.00	12:30:00	16:30:00
01/12/2016	8.00	08:00:00	16:30:00
01/13/2016	8.00	08:00:00	16:30:00
01/14/2016	5.00	08:00:00	13:30:00
01/19/2016	8.00	08:00:00	16:30:00
01/20/2016	6.00	10:00:00	16:30:00
01/20/2016	2.00	08:00:00	10:00:00

Regardless of the type of time all employees enter the following:

- The Date, Hours and Start and End Time fields should match the work schedule of the Employee.

- When reviewing these fields ask yourself:
  - Does the time match the Employee's work schedule?
  - If not, have I approved and documented the change?

All timesheets require a date, hours worked and the start and end time the employee worked. The Date, Hours and Start and End Time fields represent the hours the Employee worked during the week.

Remember, as a Supervisor you need to approve and document any changes to the work schedule of you Employees. If the Time sheet does not match with your understanding you need to reject the time.

Now let's look at A/A Types.

Training Notes:

Attendance Absence Types are used to describe how the employee spent their time at work or what kind of absence they took and are only applicable to time enter against a work order and a cost center.

Additionally, review if entry to make sure that if the Employee work participating time that it is coded as such. Not doing so leaves Federal Grant funds and may impact your budget.

When reviewing A/A Types pay close attention to how the Employee coded the Attendance or Absence. It must match up with any approvals you have given for Overtime. Comp Time, or additional working time. Now let's review the types of time entered by Maintenance employees and what to look for when you are reviewing the timesheet.