# Time and Leave Program

**Program Objective:** Timesheet entries are accurately recorded, evaluated, and approved in compliance with applicable laws and policies.

**Target Outcomes:**

* Employees paid accurately and on time (premium pay)
* Reduction of timesheet errors (i.e. under 40 report, overtime, collisions)
* All timesheets entries approved by deadlines
* Reduction in hard copy revised timesheets

| **Course** | **Purpose** | **Objectives** | **Audience** | **Delivery method** |
| --- | --- | --- | --- | --- |
| Introduction to Time | Introduce time and leave rules and application including how time and leave is recorded in SAP | * Why time entry is important * Employee roles and responsibilities * Explain leave rules (FLSA and PD 1230.2) * Timeline of when time entry is due * Able to input time in SAP and applicable deadlines * Able to identify and resolve timesheet errors and issues * Understand which time and leave reports are available and how to access them * Understand overall time and leave process * Explain special pay (shift differential, overtime, etc) | All new employees | * eLearning * 1:1 with supervisor (OJT) * Job aides |
| Time Entry | Provide personnel with the skills they need to enter their time to ensure prompt and accurate pay | * Teach participants how the timesheet and work orders are integrated * What to check each time you open your timesheet * Explain special pay and leave rules specific to employees * Identify resolution for problems with compensatory, shift differential sick and vacation time * Identify common time entry errors and issues related to the work order * What to check when you exit the timesheet | New non-exempt maintenance employees | * eLearning * 1:1 with supervisor * Job aides   (In conjunction with Intro to time) |
| Special Leave Types | Utilize and record special leave types appropriately | * Describe the special, less common leave types available   + FML   + Jury   + Administrative Leave   + Military Leave   + Victim Protection   + Leave Grant   + Injury   + Etc. * Explain applicable eligibility requirements and business processes necessary for using special leave types * Able to accurately input special leaves into the timesheet * Identify and resolve common special leave type errors | All employees | Online resources |
| Time and Leave Approval | Basic introduction to time approval. Learn how to appropriately approve and reject time in SAP | * Understand approval process and why important * Roles and responsibilities of Supervisor * Roles and responsibilities of a back-up time approver * How to approve and reject time in SAP and applicable deadlines | Supervisors | * eLearning |
| Supervisor Time and Leave Tools and Reports | Provide tools and reports to evaluate timesheet entries in compliance with applicable time and leave rules and troubleshoot timesheet errors | * Why time approval is important * Rules for time entry * What are the consequences for not approving time / incorrect approval * Describe why time approval is the responsibility of the manager * Understand which tools and reports are available and how to use them * Assess time and leave entries using tools to ensure compliance with FLSA regulations and CDOT time and leave policies * Explain how and when employees code Overtime, Additional Regular and Special Pay on the timesheet * Explain how time approval impacts the budget * Able to troubleshoot and resolve timesheet errors and issues * How to use reports to analyze time * Ability to use the checklist to review employee time | Supervisors | * ILT Scenarios/case studies * online resources |
| Managing Special Leave Types | Understand the requirements regarding special leave types to ensure employees are entering leave correctly on the timesheet | * Deadline for leave Approval * Understand eligibility and process for specific leave scenarios (i.e. injury leave, FML, LWOP, etc) * Supervisor roles and responsibilities regarding special leave types * Determine if leave should be approved * Able to support employees using special leave types * Identify and resolve the most common errors in employee leave | Supervisors | * eLearning * online resources * 1:1 |
| Understanding HR Master Data and timesheets in SAP | Understand how time management works in SAP and able to use HR master data to support the time evaluation process | * Introduction to SAP security * Define timekeeping information found in PA20 Infotypes * Understand Timesheet Fields and Profiles * Use time and leave tools available in MSS and ESS | Timekeepers | eLearning |
| Introduction to Timekeeping | Able to perform quality assessment and support the time and leave process to ensure employees are paid accurately and on time | * Timekeeper Roles and Responsibilities * Understand the time entry, leave, and approval process * Explain how and when employees code Overtime, Additional Regular and Special Pay on the timesheet * Able to change a timesheet * Utilize critical Time Entry Reports/Queries * Understand Payroll error reports and troubleshoot basic time errors | Timekeepers | ILT |
| Advanced Timekeeping | Provide additional knowledge and skills to better support the time and leave process | * Understand how Flex schedules work * Able to code Special leave types (injury, FML, etc) on the timesheet * Able to complete hard copy timesheet revisions * Understand how Work orders and the timesheet are integrated * Ability to complete leave reconciliations * Troubleshoot complex errors * Define best practices for avoiding errors | Timekeepers | * Workshops * Online resources |

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