# 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
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| 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
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| 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
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| 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
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| 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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