|  |  |
| --- | --- |
| gENERAL | |
| **Course Title** | **Resolving Time and Leave errors (Manager)** |
| **Course Description** | This course is designed to teach participants the skills required to enter their time in SAP to ensure that they are paid promptly and accurately It will focus on common timesheet issues and their resolutions. |
| **Target Audience** (Total #) | All Managers and Supervisors who approve time |
| **Process** | Time and Leave |
| **Process Touch Points** | Payroll |
| **Lessons** | Overview  Time Entry and Work Orders  Leave Entry  Additional Time Entry A/A Types  Common Timesheet Errors and Issues |
| **Total Time** | X.XX hours |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | N/A |
| **SME(s)** | Rachel Grafton  Beverly Wyatt |
| **Training Developer(s)** | Jason Prince |
| **Instructor(s)** | TBD |
| **Frequency** | Once and On Demand as required |
| **Course Content Reviewer(s) and Approver** | Beverly Wyatt  Rachel Grafton |
| **Location** | eLearning |
| **List of Training Materials Required to Support Course Delivery** | Power Point  Work Instructions  Exercises |
| **List of Supporting Materials** | 3 |

|  |
| --- |
| **Course Purpose** |
| This course is designed to teach participants the skills required to enter their time in SAP to ensure that they are paid promptly and accurately It will focus on common timesheet issues and their resolutions. | | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Understand CDOT rules and policy associated with time entry * Identify the responsibilities of the Manager and the Employee in the time entry process * Identify what to check when approving employee time * Resolve common employee time entry errors and issues using checklists * Describe the process for approving special leave types on the employee timesheet * Describe how to resolve the most common associate with special leave types * Resolve common issues with time and when and who to escalate issues with special leave types * Describe the types of reports available to you to review and approve time | | |
| **Content Outline** |  | |
| Lesson 1: Overview | | **Time:** 15 minutes |
| Lesson Objectives | * Identify the importance of time entry * Describe the rules and policy associated with time entry * identify the consequences of incorrect time entry for the employee and CDOT * Understand why you as a manager need to accurately approve time * Identify the connection between correct time entry and CDOT values | |
| Business Process | Time Entry | |
| Terms and Concepts | * Fair Labor Standards Act * Personnel Board Rules and Personnel Directives Administrative Procedures * CDOT Polices and Procedural Directives * Appointing Authority Delegation Memo * Family Medical Leave Act * Time Related Roles and Responsibilities of the Employee and Manager * Attendance/Absence Types * Processing status * Payroll timeline | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lesson 2: Overview of Time Management | | | **Time:** 45 minutes | | | |
| Lesson Objectives | * Explain why time entry is important * Describe the roles in the time entry process and their responsibilities * Recognize the three time entry roles Maintenance, Engineering and General at CDOT * Identify the required timesheet fields by time entry role * Identify required fields for each type of time recorded by role * Identify A/A types by role | | | | | |
| Business Process | Work Order Process  Time Entry and Approval | | | | | |
| Terms and Concepts | * Work Schedules * Work Centers * Work Order Number * Work Order Release and Data Transfer * Time Release Schedule | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Required Timesheet Fields by Role | |  | |  |  |  |
| Required A/A Types by Role | |  | |  |  |  |
|  | |  | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lesson 3: Leave Entry | | | **Time:** 50 minutes | | | |
| Lesson Objectives | * Define common Leave A/A * Describe the impact of leave entry on leave bank * Enter Leave Request in SAP | | | | | |
| Business Process | Timesheet Entry and Approval | | | | | |
| Terms and Concepts | * Coding (Cost Center & Functional Area) * Work Schedules and Leave Entry * Scheduled vs Unscheduled Time * Sick Leave * Annual Leave * Quotas and Accruals * Compensatory Time * Leave Times and Resources (FML, Workers’ Comp) * Leave Deletions (Zero Out) | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Display Leave Summary Report | | SAP Portal ESS | |  | x (10) |  |
| Enter and Release Leave Request | | CAT2 | |  | X (5) | x (15) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lesson 4: Additional Time Entry A/A Types | | | **Time:** 20minutes | | | |
| Lesson Objectives | * Explain CDOT’s overtime and comp time rules * Identify Wage Types and how they are used on your timesheet * Enter Time ”Over Midnight” | | | | | |
| Business Process | Timesheet Entry and Approval | | | | | |
| Terms and Concepts | * Overtime and the 40 hour week * Comp Time * Wage Types * Time “Over Midnight” | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Add Overtime and Time “Over Midnight” to a Timesheet | | CAT2 | |  | x (10) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lesson 5: Common Timesheet Errors and Issues | | | **Time:** 50 minutes | | | |
| Lesson Objectives | * Identify common timesheet errors * Collisions * Overtime Errors * Under 40 Hours * Zero Entries * Describe the process for Time Entry changes * Explain how to delete time * Find Work Orders in the system * Change your Timesheet | | | | | |
| Business Process | Timesheet Entry and Approval  Work Order Process | | | | | |
| Terms and Concepts | * Patrol vs. Individual Work Centers * Collisions * Overtime Errors * Under 40 Hours * Time Deletion * Messages in SAP * Unscheduled Work Time Warning Message * Criteria for changing timesheets * Time Deletion/Changes in Timesheets and Work Orders (Planned vs Actual Costs) * Variable Time View | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Locate Work Order by Work Center | | IW49 | |  | x (10) |  |
| Display Timesheet | | ZCAT3 | |  | x (5) |  |
| Change Timesheet   * Variable Time View | | CAT2 | |  | X (5) | x (15) |

|  |  |  |
| --- | --- | --- |
| Lesson 6 – Summary | | **Time:** 15 minutes |
| Concepts | * Course Objectives Review * Additional Support | |