Welcome

Transcript:

Welcome to the Time and Leave Approval Course. This course is intended to provide you with an overview of CDOT's Payroll and HR policies and procedures. When you have finished the course, you should understand how to use these policies and procedures to make decisions and execute transactions inside SAP.

This course has been developed for supervisors. We also recommend that all Timekeepers, as well as those employees supporting the time and leave management processes, complete this course.

This course will take you about 4 hours to complete. If you need to stop before the course is completed, just close it. It automatically places a bookmark on the page where you stopped. The next time you open the course, it directs you to where you left off.

Click on the Next button on the lower right side of the screen to continue.

Course Navigation Tools

1 - Click here to display the course menu (content).

2 - Click here to display the lessons you have viewed.

3 - Click here to Exit the course.

4 - Click on these links to go directly to a lesson or page in the course. You must click the Menu button to display these links.

5 - Click here to close the course menu.

6 - Click here to go back one page.

7 - Click here to go forward one page.

8 - Click here to expand or collapse lesson folders.

9 - Audio controls. If the course does not contain audio, these tools do NOT display. If you wish to view the audio transcript, click the "Toggle Transcript" button.

10 - Click here to increase/decrease screen size.

Transcript:

If you already know how to navigate this eLearning, feel free to skip to the next slide. If not, take a few minutes to identify the tools you will use to navigate through this course.

Elements of eLearning
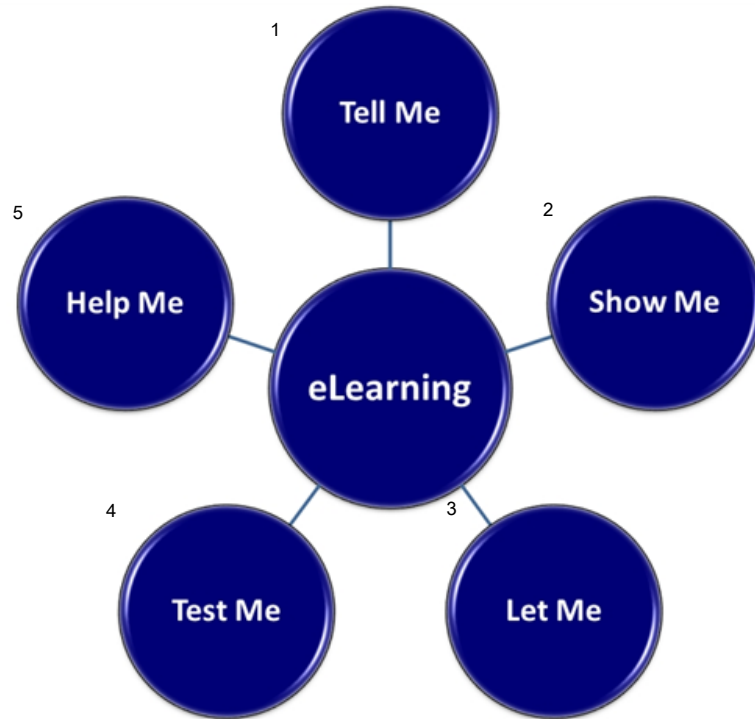
1 - Tell me – Slides and audio which provide you with the knowledge and understanding required to competently complete the tasks.

2 - Show me – Demonstrations of how to complete tasks.

3 - Let me – Exercises which allow you to practice the tasks.

4 - Test me – Knowledge checks and assessments which allow you to verify that you have learned the information.

5 - Help me – Links, tools and resources which can be used after you have finished the course.

Transcript:

This course consists of multiple tools designed for your learning success. It contains informational slides, demonstrations, exercises and knowledge checks. Also, it provides you with easy access to relevant websites and documents that can help you do your work.

Roll your cursor over the graphic for a more detailed description of the tools used for each of the elements in your learning process.

Course Prerequisites

Before you take this course you must have completed:

- Basic Navigation
- Time Entry

Please ensure you have completed the prerequisite courses listed above before you continue with this course.
These courses are available in CDOT's Learning Management System (LMS). Just enter the course's title in the *Find Learning* tile.

Transcript:

This course is NOT intended to be a repeat of the SAP Basic Navigation course or the SAP Time Entry Course for Employees. If you have not already completed these courses, please do so at this time.

Also, please be aware that this course is not intended to provide you with an in depth understanding of how to manage Family Medical Leave, Exhaustion of Leave or Injury and Modified Duty. These usually require a solution that is specific to the situation and the employee.

Course Objectives

Upon completing this course, you should be able to:

- Discuss the roles and responsibilities involved in the time and leave approval process
- Locate and explain CDOT's time approval policy directives
- Approve and reject time and leave requests in SAP
- Delegate approval for time and leave requests
- Recognize and resolve timesheet approval errors

Transcript:

In your role as a time and leave approver, it is important to clearly identify the knowledge and skills you'll need to do this task effectively. This course is designed to help you acquire them.

Take a moment to review the objectives of this course. When you finish this course, we'll revisit them to see if they were met.

What Will You Learn?

Transcript:

This course is divided into six sections or lessons. Each lesson has its own set of "learning objectives". They identify the knowledge and skills you will have when you have completed the lesson.

The lessons are designed to provide information in a funnel format. That is, the first lesson will provide you with the broad based information that sets the scene for the lesson that follows. As you move through the course, each lesson becomes more and more specific.

Remember, even though you may be tempted to move right to the SAP timesheet lesson in this material, the key to doing something correctly and efficiently is knowing the "whats", the "whys", and the "whos". If you pay attention to those elements, then the "how" becomes significantly easier.
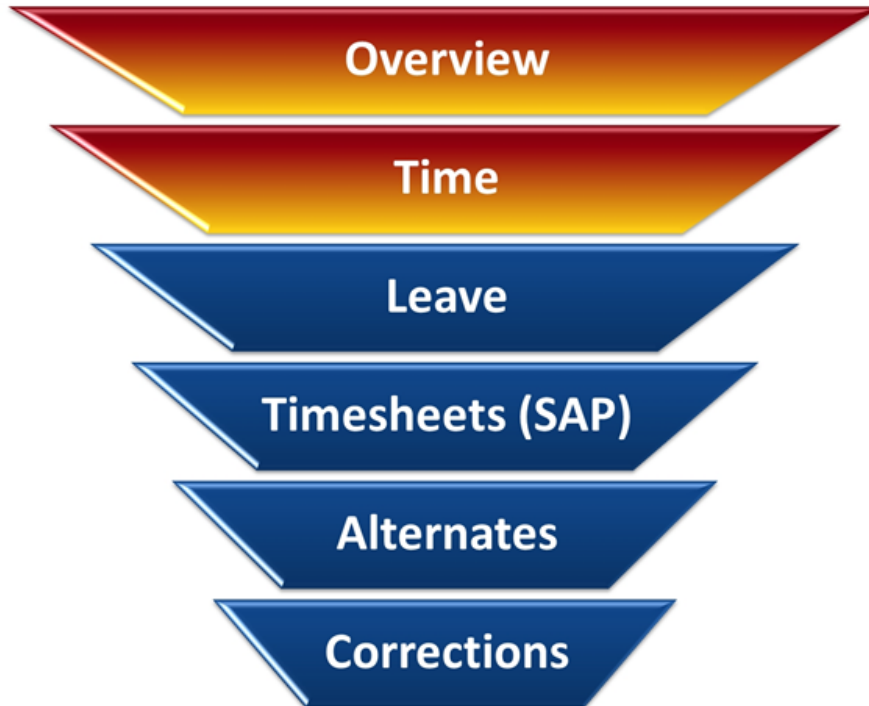
Lesson One – Time Management Overview
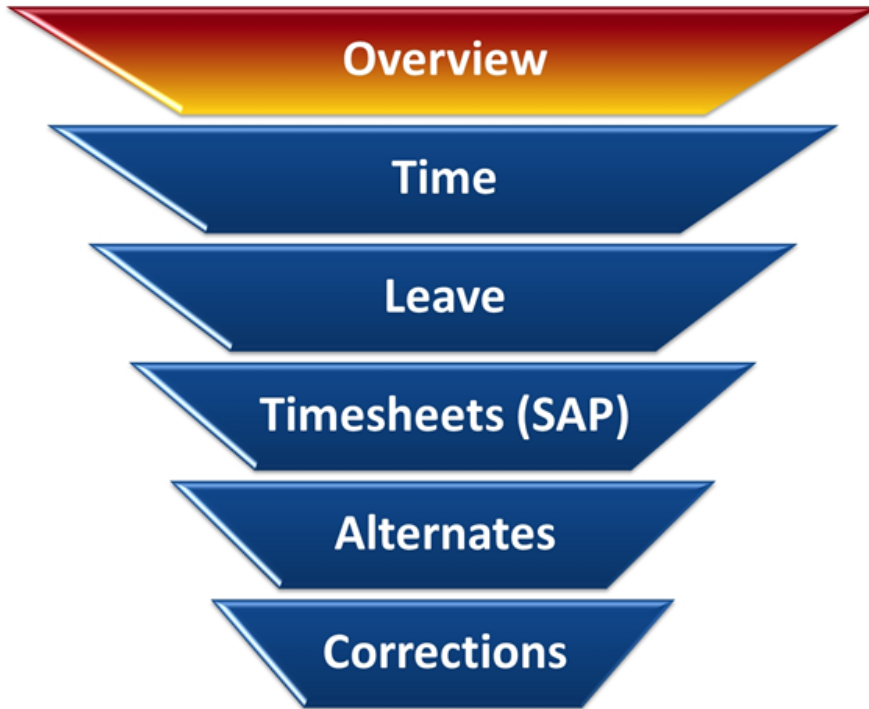
Transcript:

The first lesson, the Time Management Overview, provides you with a mile high introduction to CDOT's time and leave management policies and practices. We'll also use it as an opportunity to introduce you to CAPP, or C A P P, the time approval transaction you'll be using in SAP

## Lesson Two - Time Management Process

Transcript:

The next lesson, the Time Management Process lesson, is the heart of this course. It highlights the key time management points within the Fair Labor Standards Act, Personnel Board Rules and Personnel Director's Administrative Procedures and CDOT policies and procedures.

We only cover the key points that you need to know when you review your employees' timesheets. These policies and procedures will be covered in greater detail in other training courses.

Lesson Three - Leave Management Process
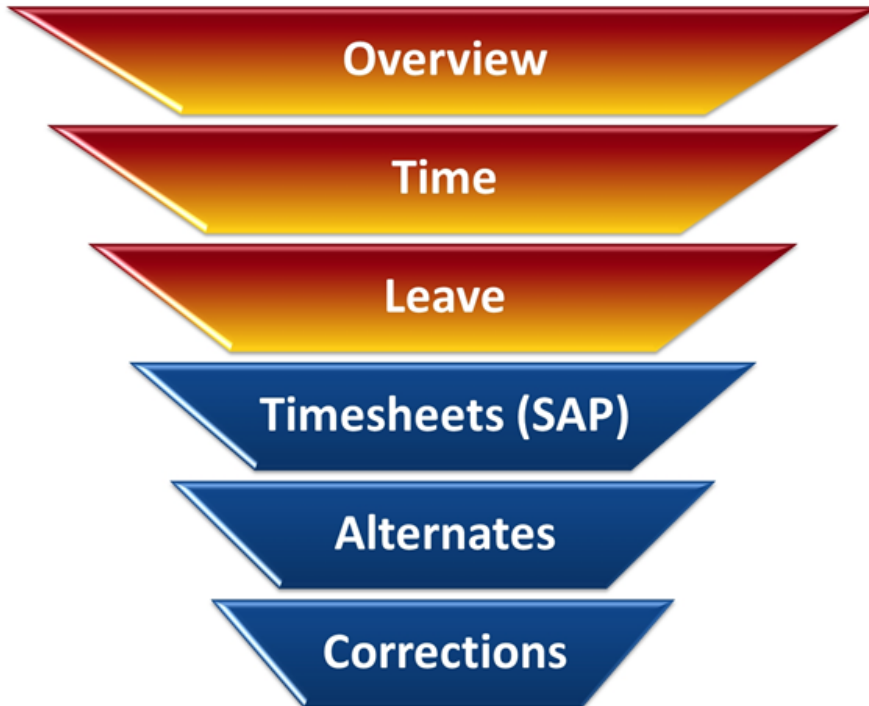
Transcript:

After you've finished the Time lesson, we'll take a look at leave approvals.

We are not going to cover all the details of leave approval in this course. That is because, once we move beyond the administration of annual and sick leave, leave approval can be extremely complicated.

We suggest you contact your HR specialist or the Employee Relations Unit with any of your specific leave issues.

Lesson Four – Timesheet Approval

Overview

Time
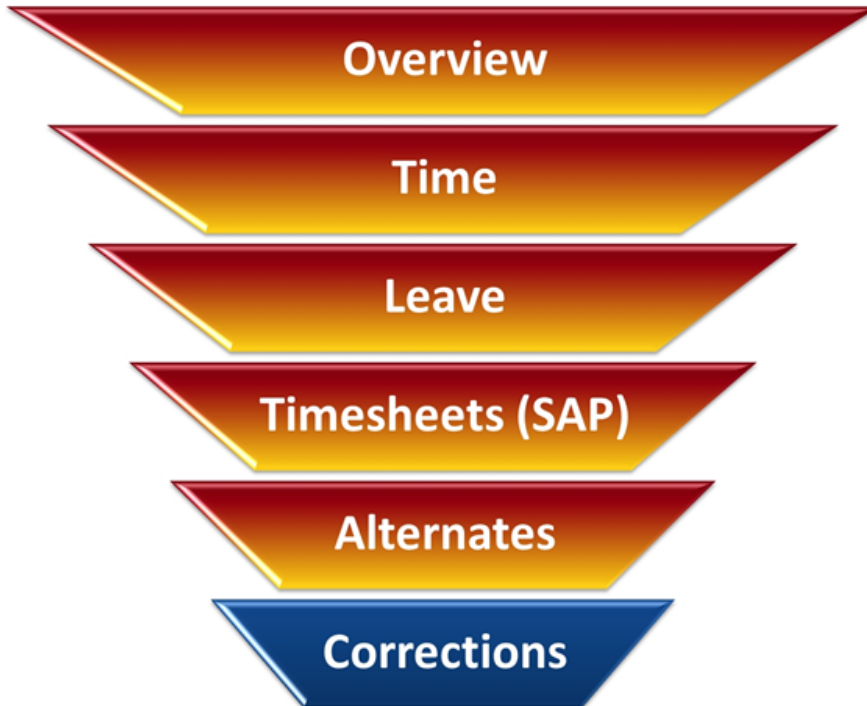
Leave

Timesheets (SAP)

Alternates

Corrections
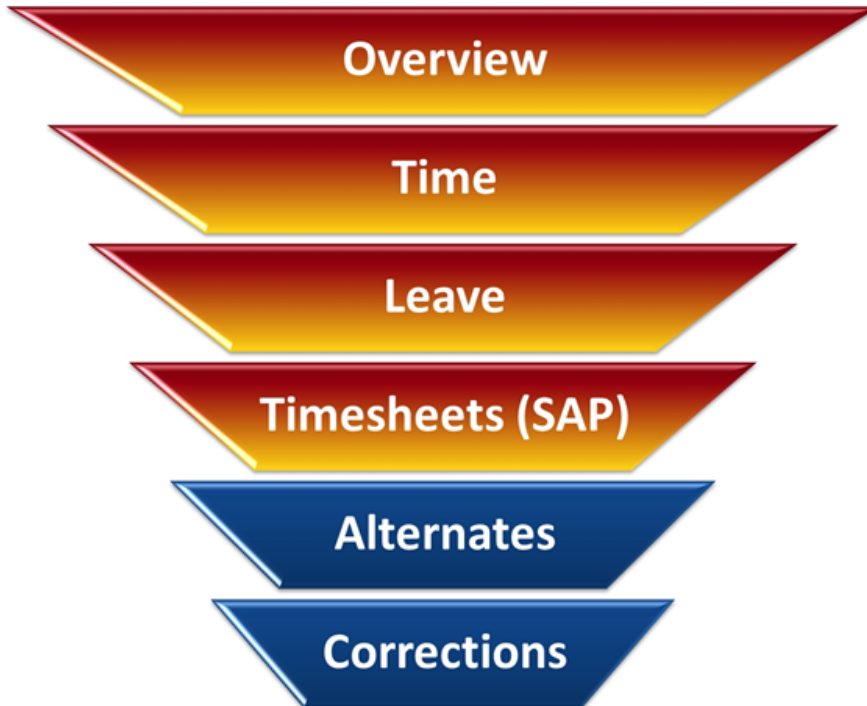
Transcript:

Now comes the easy part, working in SAP. Lesson Four, Timesheet Approval, covers how you actually approve a Timesheet in SAP.

Once you have mastered the foundations of time and leave approval – that is "the whens, the whys, and the whats" of the Time and Leave Approval process then "the hows" should be simple.

## Lesson Five - Alternate Approval of Time and Leave

Transcript:

The last two lessons, Alternates and Corrections, cover those two elements of the Time and Leave Management process that are exceptions to your "norm". Even though they are not part of your standard time and leave approval process, they play an important role in ensuring your employees have their time approved in an effective and efficient manner.

Lesson Five, Alternate Approval of Time and Leave, describes who, when, and how supervisors can temporarily delegate their timesheet responsibilities to another supervisor.

## Lesson Six – Time and Leave Corrections
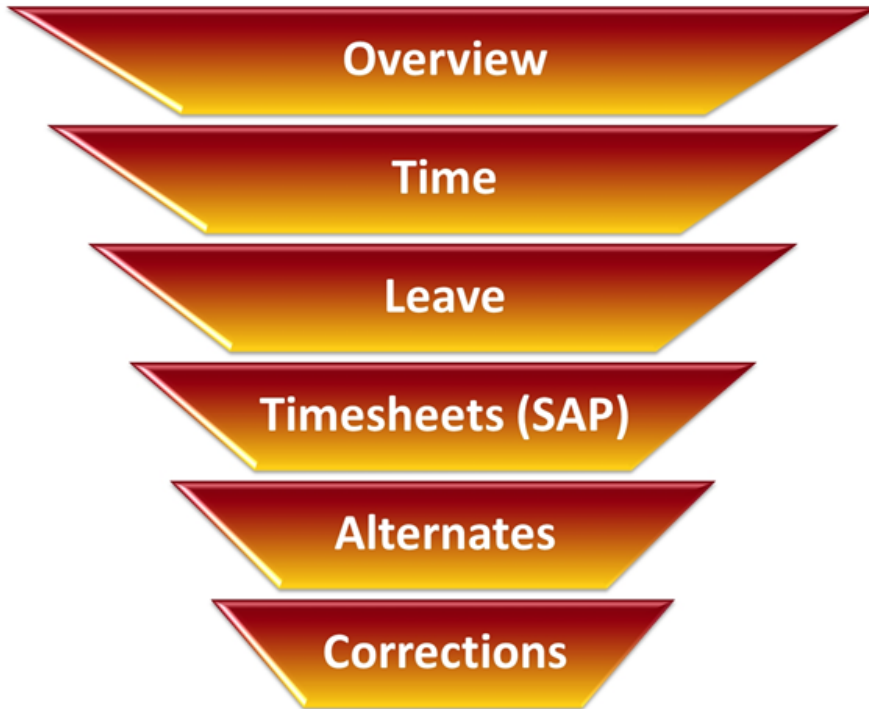
Transcript:

The last section covers what you need do when a mistake has been made. The Time and Leave Corrections lesson provides guidance on what to do when you receive emails from payroll or the SAP System notifying you that there are time errors.

Course Assessment

At the end of the course there is a course assessment.

The course assessment give you an opportunity to:

- Test your knowledge
- Verify
  your understanding of
  the course material
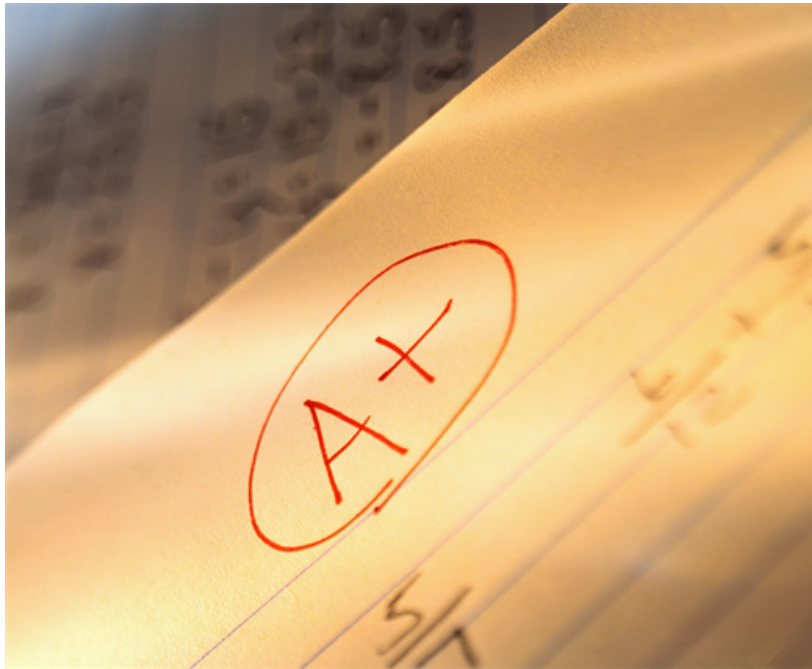
Transcript:

And at the end of the course, the assessment lets you test your new knowledge and skills. Here is your opportunity to ensure you can successfully manage time and leave.

Managing Your eLearning Experience
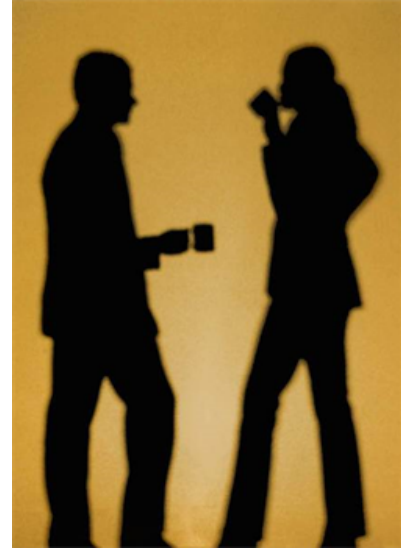
Breaks are important...

eLearnings let you choose to take a break when you need it. You can stop or pause the course whenever you want to. Just to help you, we've added "break" pages. These identify natural break points in the course.

If you want to stop the course, click the **Exit** button in the upper right corner. When you come back, the course remembers where you stopped.

An important note, check that your Internet browser is not deleting your browsing history. If it is, then your bookmark WON'T work.

Here's a hint, if you lose your bookmark, use the course menu to quickly return to where you left off.

Transcript:

As with all classes, it is important that you take regular breaks. The great thing about an eLearning class is that you get to decide when you take a break and for how long.

When you leave the course, use the Exit button in the upper right corner of the screen; this bookmarks the page.

We have added some "break" pages that identify natural break points in the course. These are only suggestions, however. You can choose to take your breaks any time you want.

Lesson One - Time Management Overview

At the end of this lesson, you will be able to:

- Explain the flow of timesheet information from entry to payment
- Identify CDOT's time and leave management policies
- Describe the Time Management responsibilities for Employees, Supervisors, and Timekeepers
- List SAP Transactions fundamental to the approval of time and leave
- Identify critical elements of the SAP Timesheet

Transcript:

Now, let's get started.

As we discussed earlier, the Time Management Overview lesson will provide you with a high level view of the Time Management Process. The concepts covered in this lesson should help you to understand the process and just where you fit into it.

It will also take a look at the SAP tools that are fundamental to time and leave approval.

Why It Matters!

It means your employees are ...

- Paid accurately
- Paid on time

Transcript:

Approving time and leave may be one of the most important supervisory activities you have. The simple act of approving or not approving timesheets directly affects whether employees receive their pay.

Ensuring that employees are paid on time and accurately demonstrates our commitment to our employees and our fundamental CDOT values.

Required Knowledge

CDOT Laws and Rules

- [Fair Labor Standards Act](#)
- [Personnel Board Rules and Personnel Directives Administrative Procedures](#)
- [CDOT Policies and Procedural Directives](#)
- Appointing Authority Delegation Memo (not available on-line)
- [Family Medical Leave Act](#)

Note: Having multiple external links <u>open at one time</u> may impact you ability to view the information. If you have opened an external link from this page, close it before you open another one.

Fair Labor Standards Act - http://www.dol.gov/whd/flsa/index.htm

Personnel Board Rules and Personnel Directives Administrative Procedures -

https://www.colorado.gov/pacific/sites/default/files/Rules%20Effective%20 1-1-14.pdf

CDOT Policies and Procedural Directives - http://intranet.dot.state.co.us/resources/policy-procedure

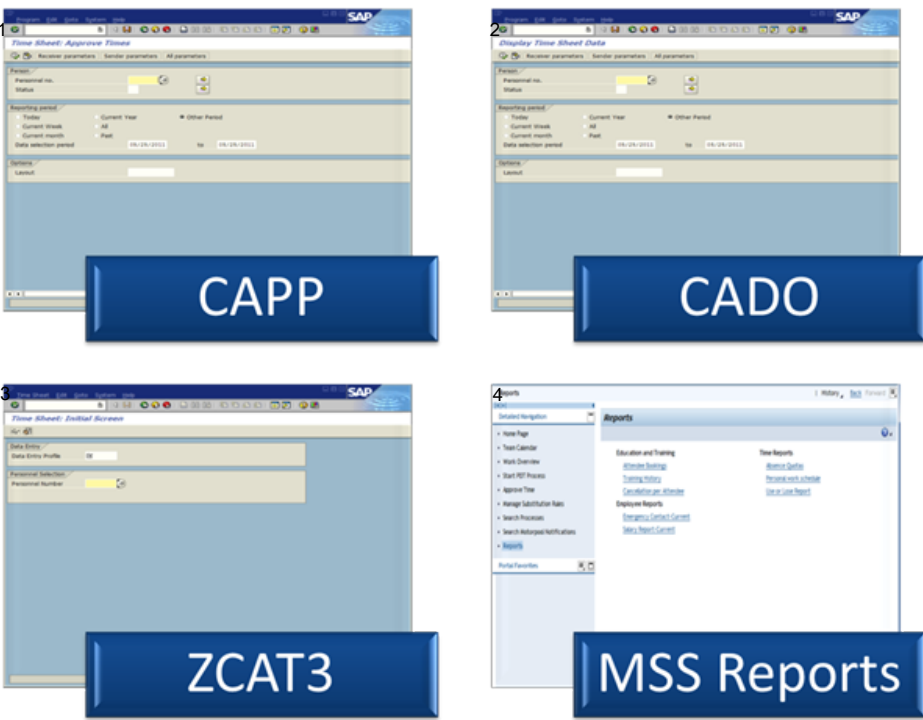Family Medical Leave Act - http://www.dol.gov/dol/topic/benefits-leave/fmla.htm

Transcript:

Most of the information you need to successfully manage your employees' time and leave is found outside of the SAP system. A Supervisor needs to have a clear understanding of the Federal, State, Personnel, and CDOT policies and procedures.

Here is a list of the laws and rules you need to understand in order to administer your employees' time and leave. If you understand these laws and rules, then the actual management of your employees' time in SAP will take you minutes.

For further information on these topics, click on the links provided or go to CDOT's internal website.

SAP Transactions

1 - **CAPP** – Review and approve time entries and leave requests.

2 - **CADO** – Query and report on time and leave entries. Supervisors can use this report to manage time. This report identifies time entry status (in process, approved, rejected).

3 - **ZCAT3** – Display only view of a timesheet. Used to scroll back beyond the limitation of CAT2. Any time entry data that exists since March 2007 can be displayed. Can only be viewed ONE employee at a time.

4 - **MSS Reports** – Multiple reports used to review and manage leave and work schedules.

Transcript:

CDOT's primary Time Approval transaction is C A P P, more commonly known as CAPP.

Other SAP transactions are used to extract reports or research employees' time and leave information.

Roll your cursor over each of the transactions see how you can use them.

Who Can Help?

Remember – the following resources are here to help you:

- Employees in the Payroll Office
- SAP Power User Community
- Employees in the HR Office

Transcript:

You are not expected to be an expert when you finish this course. Nor are you expected to memorize everything there is to know about the laws and regulations governing time and leave.

You are not alone, when you come across uncommon situations be sure you reach out to the resources that are available to you.

Time Entry to Pay Process
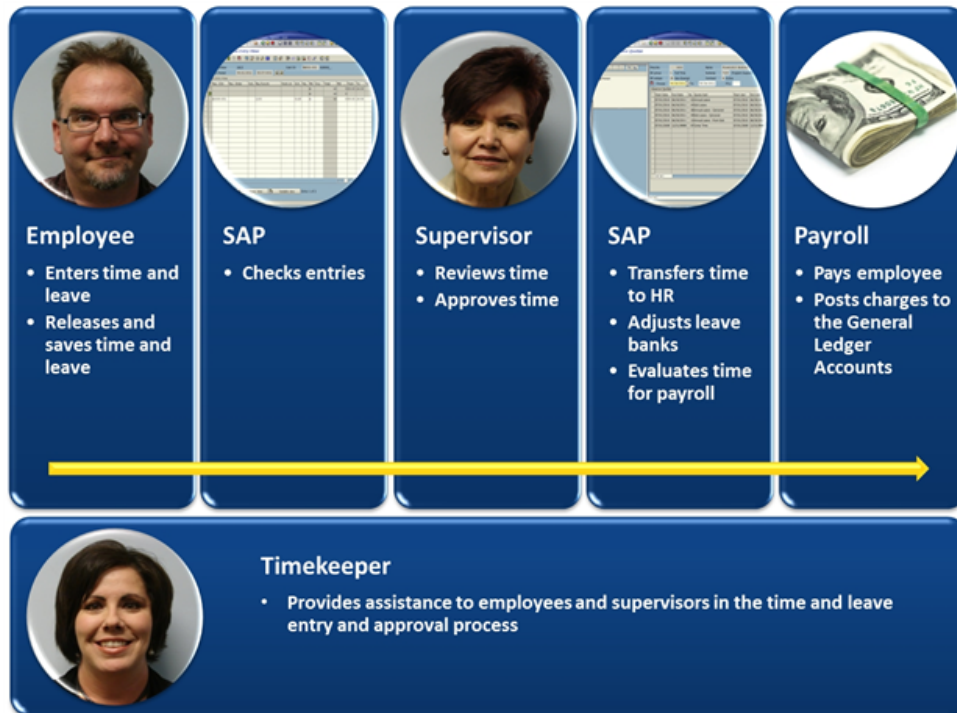
Transcript:

Now, let's look at how the time entry works at CDOT. When the process works as it is designed, employees enter their time or leave in CAT2.

When they release and save their time, SAP checks CAT2 for errors, such as a missing cost center or an employee's ineligibility to earn overtime.

The supervisor then reviews the entries, to ensure they are correct. If everything is correct, the supervisor approves the time and leave entries.

It is important to note, SAP does not "catch" all entry errors. That is why the supervisor review is so important. You must review the entries carefully. Be particularly aware of the data that SAP does not check – this includes such data as hours worked or cost receivers used. We will talk more about this later in the course.

Once the time is approved, it is transferred to SAP HR and the leave banks are adjusted. SAP processes payroll and the employee is paid. Finally, SAP posts the charges to appropriate general ledger accounts.

Throughout this process, the Timekeeper acts as a resource for the Employee and the Supervisor. His or her role is to identify and assist in the resolution of any time and leave entry or approval problems that may arise.

Roles in Time Entry Process
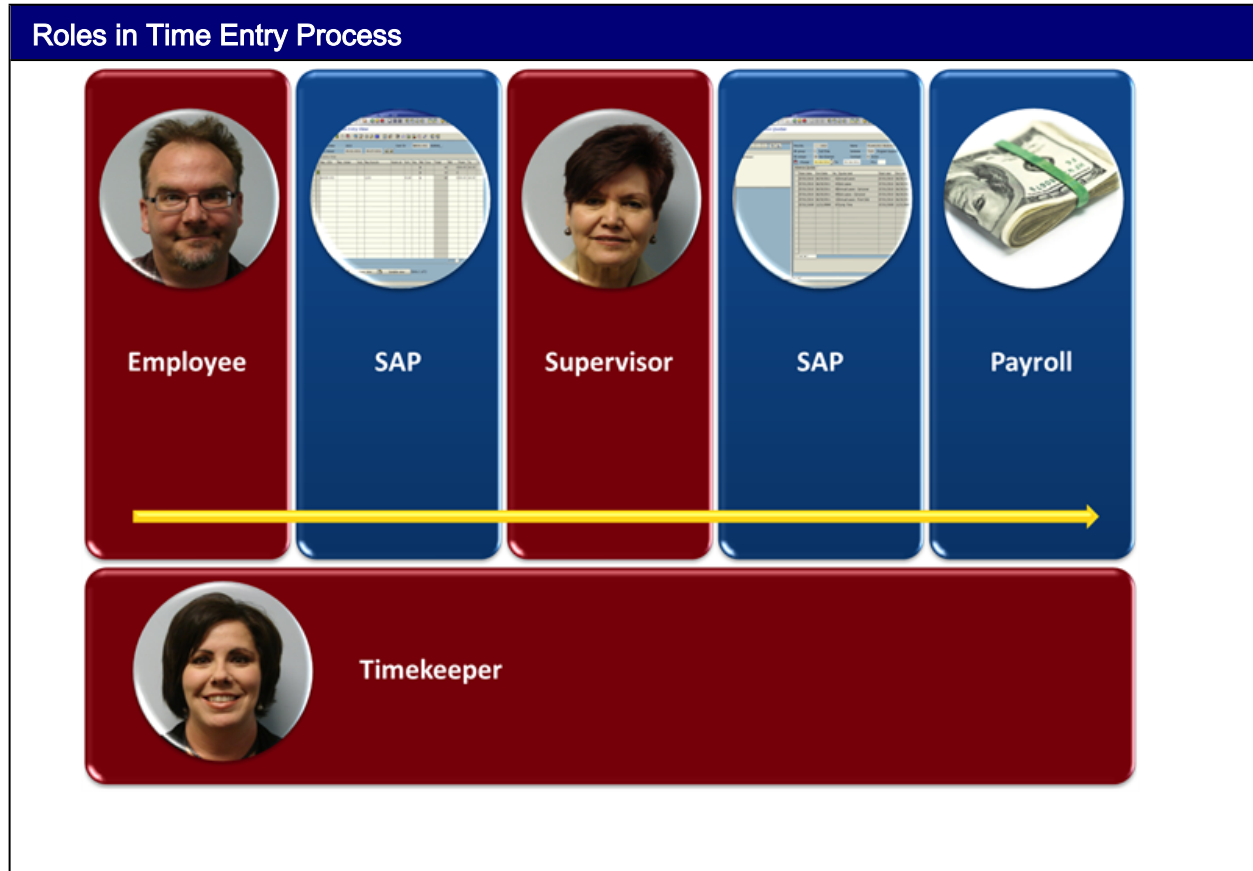
Transcript:

Everyone in the time entry to pay process needs to work together to ensure that an employee receives his or her pay in a timely manner. Let's look further at each person's role and responsibilities.

Employee Responsibilities

Employees are expected to:

- Adhere to personnel rules, laws and executive orders
- Enter time and leave
- Report for work on time and work their schedule
- Communicate with the supervisor

Transcript:

When it comes to time, what is an employee responsible for?

First, employees must adhere to all personnel rules, laws, and executive orders governing their employment.

Employees are also responsible for entering their time and leave in CAT2 and ensuring that all their entries are timely and accurate. This means paying attention to what they enter in the attendance and absence types, hours worked or on leave, and cost receivers.

When it comes to their physical work times, employees should ensure they show up to work on time and work their assigned schedule.

And lastly, employees should ensure they communicate with their supervisor regarding their leave and work time. This is especially important if there is anything out of the ordinary.

Supervisor Responsibilities

Supervisors are expected to:

- Apply State and Federal time and leave rules and laws
- Balance overtime hours and budget
- Request work schedule changes
- Review employees' hours and cost elements
- Approve time entries by payroll deadline

Transcript:

Next let's talk about what you, as a supervisor, are responsible for.

First, you must ensure that you adhere to all State and Federal time and leave rules and laws. Also, be sure when you review the timesheet cost elements that you identify their impact on organization and project budgets.

When you are actually reviewing the data in SAP, you have three primary responsibilities.

One, if an employee's work schedule has changed or is incorrect, it is up to you to request that the work schedule be changed in the system.

Two, you are expected to review that the employees entered their hours and cost elements correctly.

And three, you need to be sure that the time entries for your direct reports, as well as any delegated reports, are approved in a timely fashion.

Timekeeper Responsibilities

Timekeepers are expected to:

- Enter leave without pay or absences when an employee is unavailable
- Verify employee enters and releases time
- Verify supervisors approve time entries prior to payroll deadline
- Perform quality control on time entries
- Correct time entry errors
- Act as payroll liaison

Transcript:

Another player in the time entry process is the Timekeeper. Although not directly responsible for the time entry to pay process, Timekeepers are there to help you as you make sure your employees' time is entered, reviewed and approved on time.

The HR and Payroll Offices have provided guidelines as to the tasks that Timekeepers should perform. It is up to you to let your Timekeeper know what you expect him or her to do and when you expect him or her to do it.

Common Timekeeper tasks include, entering leave without pay or absences when employees are unavailable to enter their own time, verifying that employees have released their timesheets for approval, and verifying that supervisors have approved these entries by Payroll deadlines.

They also may perform time entry quality control to ensure that employees are paid correctly, review time entries to correct problems and act as a payroll liaison.

Appointing Authority Responsibilities

Appointing Authorities are expected to:

- Be notified when time entries have not been approved
- Approve leave entries for administrative leave and leave without pay

Transcript:

And one last significant participant in the time entry to pay process is the Appointing Authority. Although he or she is not directly involved in the standard time and leave entry process, he or she does have an important role to play.

When it comes to time and leave entry approvals, if these have not been completed in a timely manner, payroll notifies the Appointing Authority. He or she becomes involved in identifying problems and working to ensure that the process is working for the team members.

Also, when dealing with leave requests, the Appointing Authority is responsible for approving requests for administrative leave or leave without pay.

Data Uses

Approved timesheet data is used for:

- Employee pay
- FHWA reimbursement
- MLOS labor planning
- Audit compliance
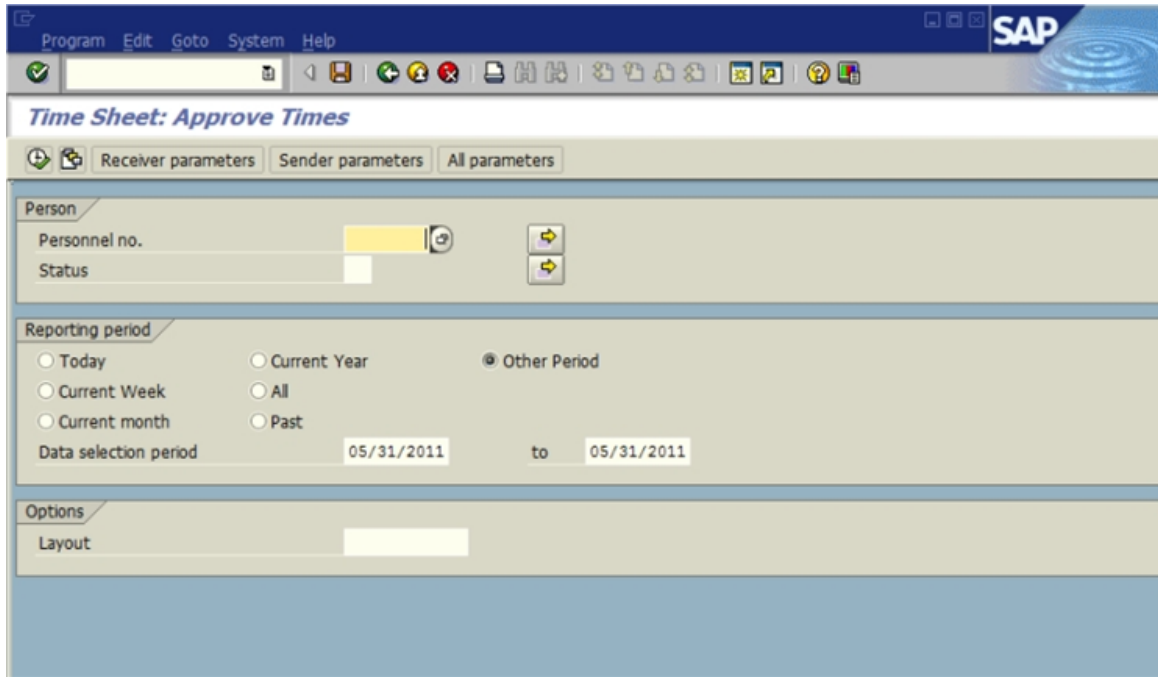
Transcript:

Timesheet entries affect more than your employees' pay. Data from approved timesheets relates directly to your department's reimbursement funding and planned labor days.

It is important to understand the impact of this data. It can be far reaching. This information can be used in Department of Labor allegations or hearings with the personnel board. It also may be relevant in terminations for leave abuse or leave exhaustion.

Plus, this information may be reviewed in internal audits for the correct use of state funds.

CAPP

Transcript:

Now that we've looked at the people that are involved in the time entry process, let's take a brief look at the transaction that you'll use to approve or reject time and leave entries in SAP.

This is not a detailed discussion of how you approve or reject time entries. That comes later in the course. Instead, it is intended to provide you with an introduction to the SAP tool you will use to review your employees' time and leave entries.

Time Approval Icons
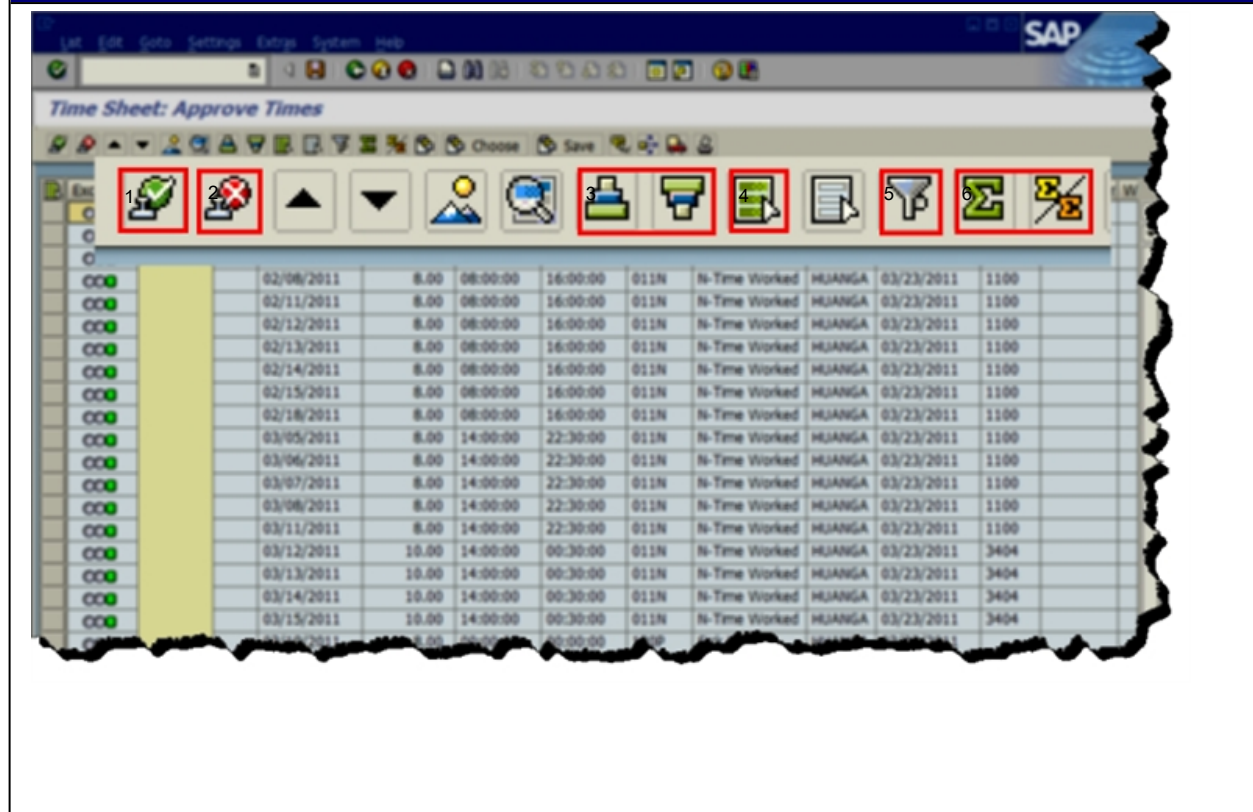
1 - Approve – Approves selected leave and time entry(ies). Email sent to employee for leaves ONLY.

2 - Reject – Rejects selected leave and time entry(ies). Email sent to employee.

3 - Sort Ascending/Descending Order – Sorts the data in a selected column. For example, if you are looking for a particular A/A type, you can select the column and click this icon to sort the column.

4 - Select All – Selects all entries in the report. ONLY use this icon when you have finished reviewing all hours and cost elements.

5 - Filter – Filters data by the criteria identified for a selected column or columns.

6 - Display Sum/Subtotal… - Totals or subtotals a selected column. For

example, if you want to know the hours worked in total and per employee, you can select the hours column and click this icon. If a column is a sum column the sum symbol displays in the column header.

Transcript:

First, let's look at common icons that you will use when reviewing your employees' time entries. Roll your cursor over the graphic to identify them and how they are used.

Of course, you'll want to pay particular attention to the Approve and Reject icons. As well, we'll highlight some additional icons that will help to make it easier to review your employees' time.

Layout Variants
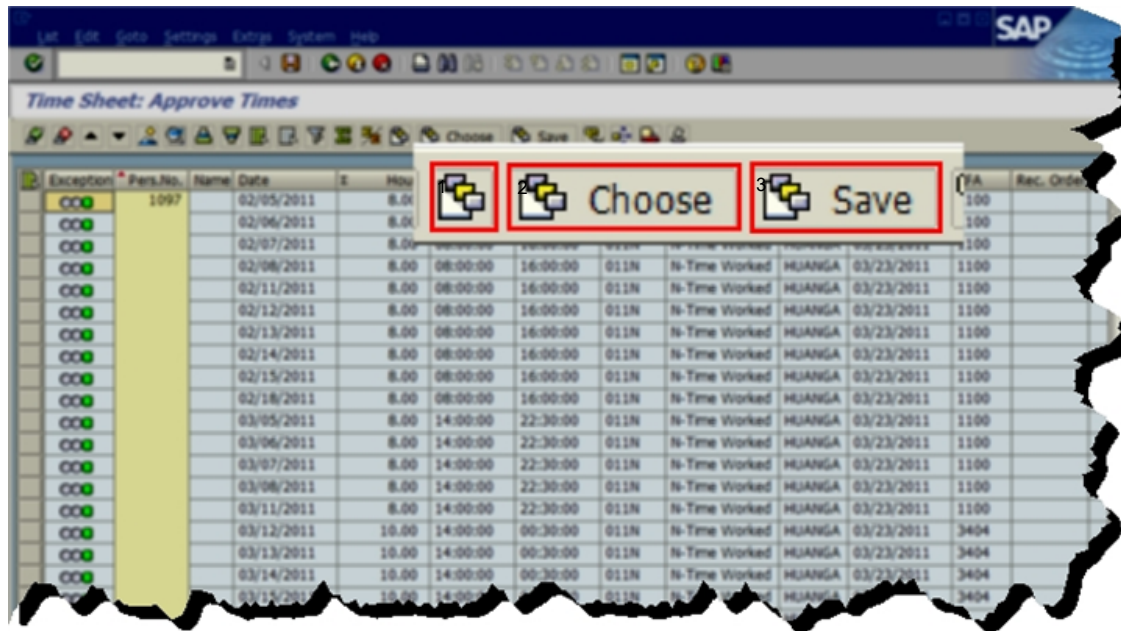
1 - **Current Layout** - Change and save existing layout. Identify columns, sort order, and filters for report layout.

2 - **Choose Layout...** - Select an existing layout from a list.

3 - **Save Layout** - Save existing layout as displayed on screen.

Transcript:

A particularly useful tool in SAP is the variant. Variants can save you time. One variant type, the layout variant, allows you to change the way the data is displayed in CAPP. If the CAPP standard view does not meet your needs then create and save your own layout variant.

For example, if you only approve maintenance timesheets, then you don't need to see the WBS element. You can remove this from your display and save the new view as a layout variant. You'll have a chance to practice creating and saving a variant, but first take a moment to become familiar with the simulation navigation tools.

Demonstration and Practice Navigation Tools

You are about to launch a simulation activity. Roll your cursor over the highlighted areas to identify important navigation tools.

Please note, simulations have no audio.

- **Previous/Next** - Takes you back or forward one step. (Demonstrations display a **Pause/Play** button.)
- **Step** - Identifies current step.
- **Progress bar** - Displays current step. Specific step can be selected in progress bar.
- **Action** - Describes the action required for the displayed/selected step.

This navigation bar is located at the bottom of the simulation screen.

Note: Data entry in simulations is not case sensitive.

1 - **Previous/Next Buttons**

2 - **Steps and Progress Bar** - Identifies current simulation step. You can select a step from progress bar.

3 - **Action** - What you need to do for the current step. May provide hints.

Transcript:

You are about to open a simulation. Although similar to the eLearning course, the tools you use to navigate a simulation are slightly different. Please take a moment to review how to navigate through the slides.

Exercise One - CAPP/CADO - Create Layout Variant

In this exercise, you will practice creating and saving a layout variant in SAP. Click the buttons below to launch the practice. This simulation contains **NO AUDIO**.

CAPP_CreateLayoutVariant_L1E1

Click here to Practice the Activity

Key Review Items

What should you look for?

- Time/Leave Approval Status
- Employee Hours
- Cost Receiver

Transcript:

Now let's take a look at the actual time and leave report and the information you need to review. We will focus on the status of the time entry, the hours the employee worked and the cost receiver, which is the location that the employee is paid from.

Exception Field

Exception field identifies the status of the time entry.

Transcript:

The Exception field is probably the first field you'll look at when you review your employees' time entries. It identifies the status of the time entry.

This field comes with four possible displays – Yellow – perhaps the most significant to you – means unapproved time, green means approved time, and red means rejected time. The fourth display, grey, indicates the time entry has been changed after it has been approved.

Employee Types

Three basic employee types:

- CDOT or Administrative
- Engineering
- Maintenance

The Data Entry Profile in CAT2 or ZCAT3 defines the data fields and entry structure for each of the employee types.

Data Entry Profile - The data entry profile determines the method of data entry, the layout of the data entry screen, and which data can be maintained. Employees are assigned the Data Entry Profile that is appropriate for their employee type.

Transcript:

When you are approving time, it is important you know that not all timesheets are created equal. The data required in the timesheet is driven by the employee's "type". CDOT defines three different employee types - CDOT or Administrative, Engineering, and Maintenance.

Each employee type requires certain data fields be completed. There are some data fields which are universally required and others which are only required for a specific employee type.

Generally the different data fields for employee type center around the cost receiver for the time or leave entry. We will discuss these in greater detail as we move through the lesson.

Just a note - the Data Entry Profile was discussed in the Time Entry class. The Profile the employee is assigned determines which data fields are available for time entry. Click on Data Entry Profile for more information.

Key Timesheet Fields

Personnel number

Attendance/Absence type

Date hours

Start and Stop

Receiver Cost Center

Receiver Functional Area

Receiver order

WBS*

Wage Type

* Depending on the employee type, this field may or may not display on an employee's timesheet.

Personnel number - **Personnel number** – Unique number used to identify an employee.

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.

Date hours - **Date hours** – Hours worked on the calendar day.

Start and Stop - **Start and Stop** – Start and stop time for the work. Significant when calculating shift differential.

Receiver Cost Center - **Receiver Cost Center** – Cost center to which time entry costs are charged.

Receiver Functional Area - **Receiver Functional Area** – Functional Area to which time

entry costs are charged.

Receiver order - **Receiver Order** – Work order used to receive the cost of the time. Links the time entry and the MLOS budget.

WBS* - **WBS** – Work Breakdown Structure. Identifies project and phase to which time entry costs are charged.
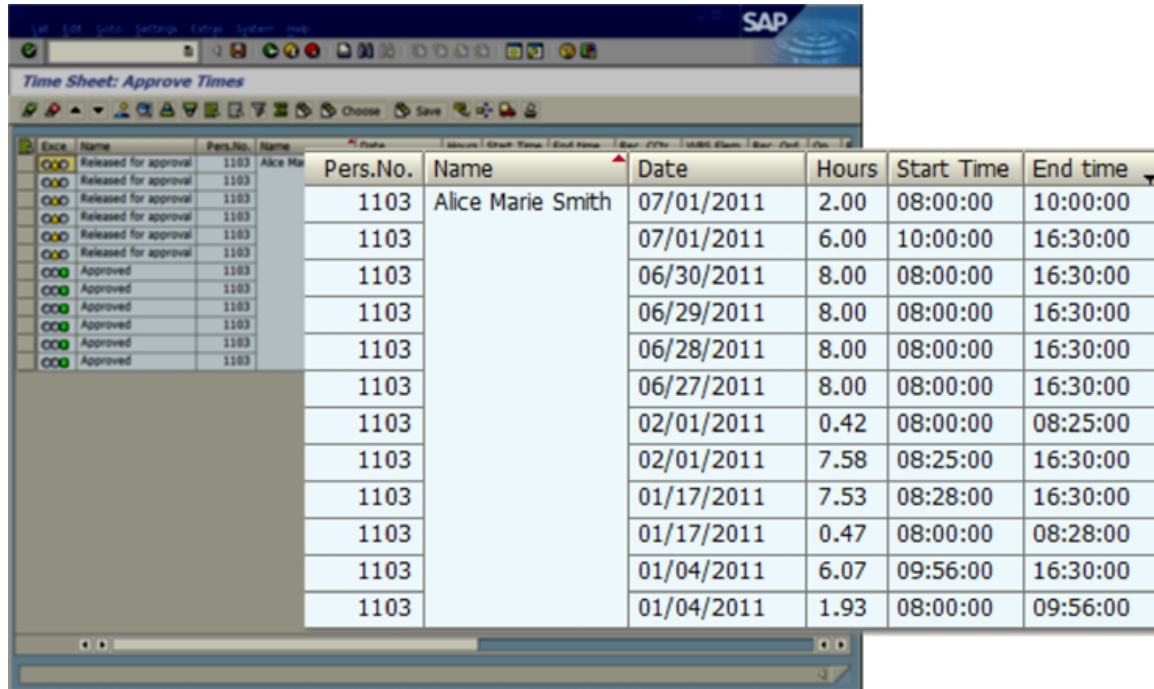
Wage Type - **Wage Type** – Code used to capture on call or shift premium pay.

Transcript:

To start with, let's look at all of the significant fields when you are doing time and leave approval. We'll look at all of the fields and then discuss, in more detail, those fields that are employee type specific. One thing to always remember, if you aren't sure about what is displayed in the fields, be sure to ask someone for help.

Click on each field for further information.

Dates and Time

Pers.No.	Name	Date	Hours	Start Time	End time
1103	Alice Marie Smith	07/01/2011	2.00	08:00:00	10:00:00
1103		07/01/2011	6.00	10:00:00	16:30:00
1103		06/30/2011	8.00	08:00:00	16:30:00
1103		06/29/2011	8.00	08:00:00	16:30:00
1103		06/28/2011	8.00	08:00:00	16:30:00
1103		06/27/2011	8.00	08:00:00	16:30:00
1103		02/01/2011	0.42	08:00:00	08:25:00
1103		02/01/2011	7.58	08:25:00	16:30:00
1103		01/17/2011	7.53	08:28:00	16:30:00
1103		01/17/2011	0.47	08:00:00	08:28:00
1103		01/04/2011	6.07	09:56:00	16:30:00
1103		01/04/2011	1.93	08:00:00	09:56:00

Transcript:

Just a note, before you go to approve an employee's time and leave, it's a good idea to know your employee's type and work schedule.

Let's start with the key elements that a supervisor must validate when approving time and leave regardless of the employee type.
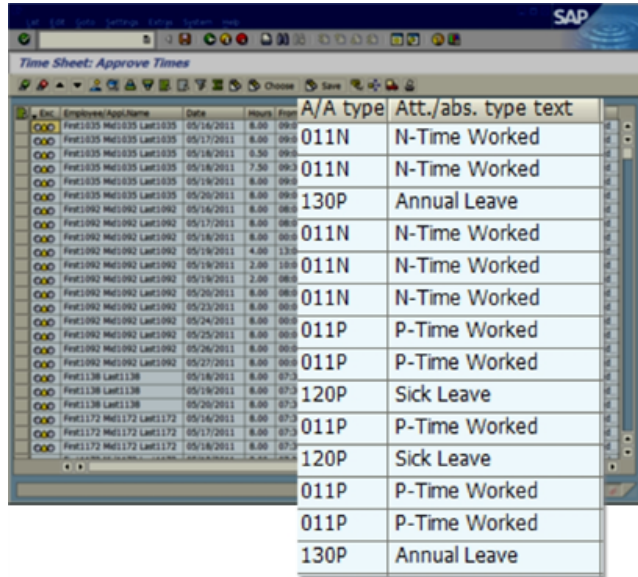
First, always ensure you have selected and are reviewing the time for the correct employee.

Next, review the hours for the selected time period. Every employee must enter their hours.

Next, take a look at the start and end time. Most A/A types require the start and end time for the hours be entered. This is especially important if an employee is eligible for shift differential payments.

And just an informational note - SAP automatically calculates the hours according to the entries in the start/end time. In fact, if the hours entered are different from the start/end time, the start/end time calculation overrides the hours entered.

Attendance/Absence Type Field

Click here to access A/A Descriptions.

here - http://vupweb.dot.state.co.us/gm/document-1.9.8971/02_Absence_Attendance_Types.pdf

Transcript:
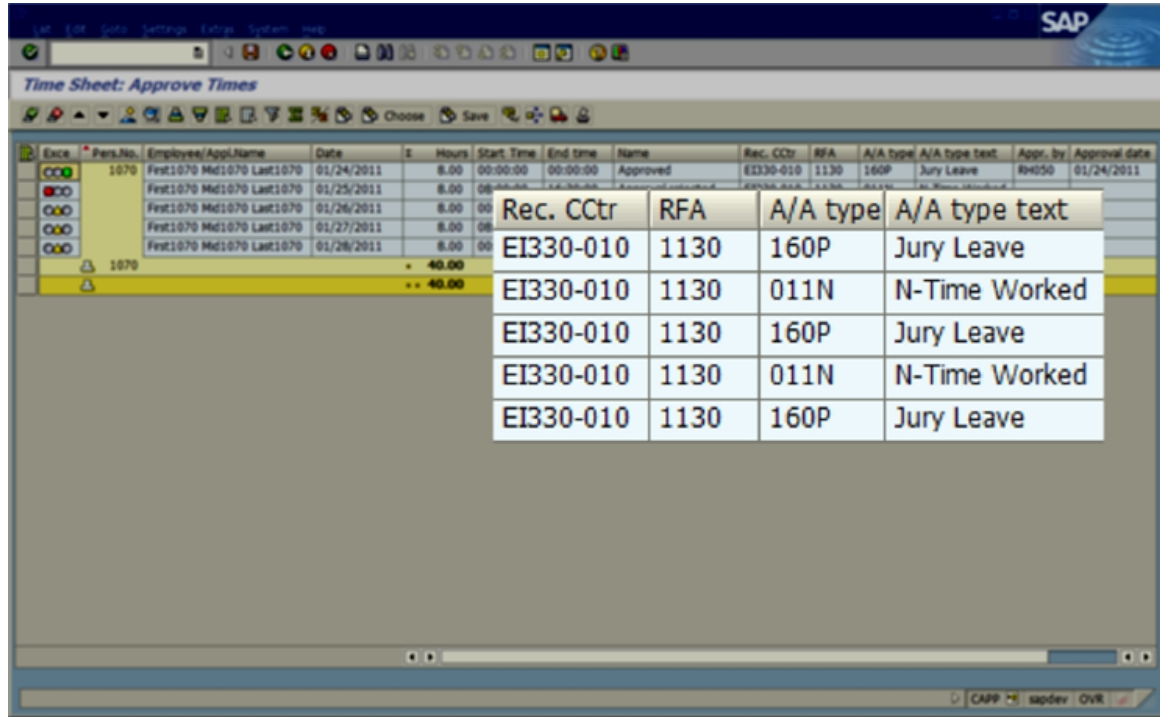
Another important field for you to review is the attendance or absence type. This SAP code identifies whether the entry is for time or leave. For example, 011N is a common code for regular worked hours, whereas 014N is a common code for overtime.

It's very important that your employees enter the correct code. Incorrect A/A code entries can result in errors in employee pay and leave accruals.

If you are unsure of the code, CAPP always displays the Attendance/Absence text. This describes the A/A type and can help with validation.

To view and/or download a list of A/A Types, the employee type that uses them, and how they are defined click on the Attendance/Absence Type link.

Administrative or CDOT Time

Rec. CCtr	RFA	A/A type	A/A type text
EI330-010	1130	160P	Jury Leave
EI330-010	1130	011N	N-Time Worked
EI330-010	1130	160P	Jury Leave
EI330-010	1130	011N	N-Time Worked
EI330-010	1130	160P	Jury Leave
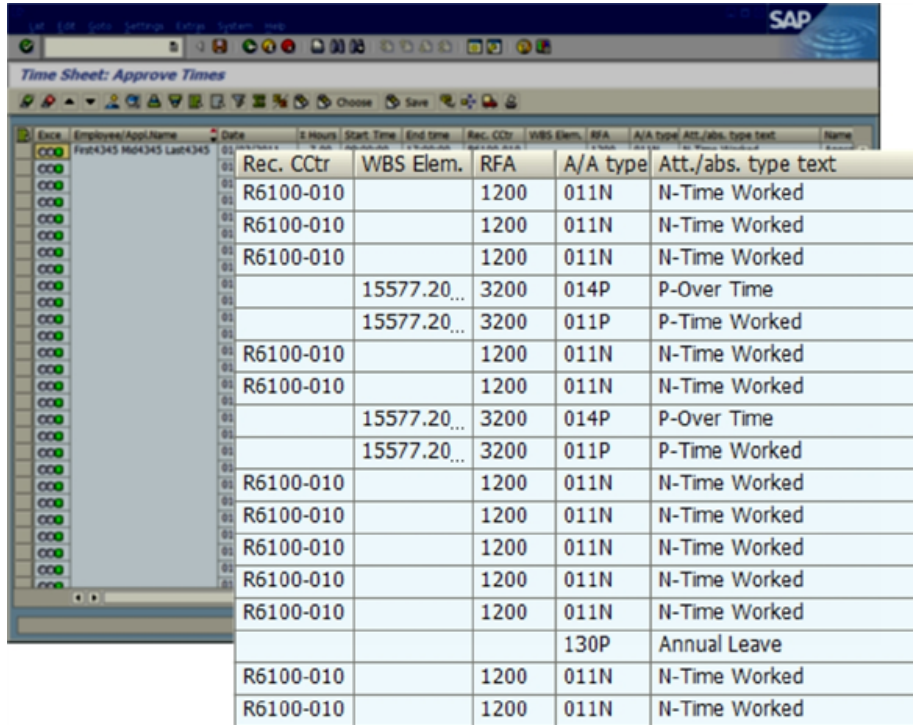
Transcript:

Now let's look at the data fields for each employee type and how they may differ. As previously stated, the differences center around the identified cost receivers.

For an administrative position, the cost receiver generally includes the home cost center and the Receiving Functional Area (RFA). Time entries still need to include the correct attendance or absence type. Remember, both attendances and leave requests are entered as an A/A Types.

When entered against a cost center, the work and leave hours are paid from the cost center's budget.

Engineering Time

Rec. CCtr	WBS Elem.	RFA	A/A type	Att./abs. type text
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
	15577.20...	3200	014P	P-Over Time
	15577.20...	3200	011P	P-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
	15577.20...	3200	014P	P-Over Time
	15577.20...	3200	011P	P-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked
			130P	Annual Leave
R6100-010		1200	011N	N-Time Worked
R6100-010		1200	011N	N-Time Worked

Transcript:

Employees who work on engineering projects will charge their time against the CE pool, projects, and home cost centers. If incorrect combinations are entered, SAP identifies these and displays error messages.

Along with the hours worked, a CE Pool entry requires a cost center, a WBS element, and a Receiving Functional Area. Projects, including the Bridge Enterprise, require a WBS element and the a Receiving Functional Area. Once again, the correct A/A type needs to be entered as well.

Typically, for Engineering, A/A types such as leave and administrative work are funded from a Cost Center.

Maintenance Time

Rec. Order	Operation short text	OpAc	RFA	Work center	A/AT...	Att./abs. type text	WT
1800872849		0040		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0030		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0020		R1S14AE3	010N	Time Worked Non-particip.	
1800872849	et3 duties for crew and sh...	0010		R1S14AE3	010N	Time Worked Non-particip.	
			2000				4099
1800872849		0050		R1S14AE3	014N	N-Over Time	
			2000				4099
1800872849		0050		R1S14AE3	010N	Time Worked Non-particip.	
1800872849	et3 duties for crew and sh...	0010		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0020		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0030		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0040		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0040		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0030		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0020		R1S14AE3	010N	Time Worked Non-particip.	
1800872849	et3 duties for crew and sh...	0010		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0030		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0020		R1S14AE3	010N	Time Worked Non-particip.	
1800872849	et3 duties for crew and sh...	0010		R1S14AE3	010N	Time Worked Non-particip.	
1800872849		0040		R1S14AE3	010N	Time Worked Non-particip.	

Transcript:

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.

Approvals and Changes

Transcript:

CAPP can also provide you with information as to when time entries were changed and by whom. In other words, it indicates who entered the information and the date they did it.

As well, CAPP can display who approved the time entry and the date they approved it. Don't forget when you approve a time entry or leave request, SAP automatically adds your name and the date to the entry.

Knowledge Checks

To complete the knowledge checks:

- Click the **Continue** button to check your answer
- Click the **Next** button to move to the next question or page

Transcript:

Here's an opportunity for you to review what you've learned. Complete the following questions to check to test your knowledge. Feel free to go back in the lesson and review any topics you are not comfortable with.

Time Management Overview

Select the best answer to the question. Click the Submit button when you are done.

Who is responsible for making sure a CDOT employee is paid on time?

(A) Employee

(B) Supervisor

(C) Timekeeper

(D) Appointing Authority

(E) All of the above

Time Management Overview

Select ALL of the correct answers to the question.

What are the key timesheet elements a supervisor has to evaluate in CAPP before approving a time entry?

A. Leave balance

B. Hours

C. Work schedule

D. Employee Name

E. Cost receiver(s)

F. Attendance/Absence Type

Time Management Overview

Drag the role on the left to the correct responsibilities on the right.

What are the responsibilities of the following roles in the Time Management Process?

Supervisor

Balances overtime hours and budget. Applies State and Federal time and leave rules and laws.

Timekeeper

Performs quality control for the time and leave entry process.

Employee

Communicates with the supervisor regarding work and leave time. Be present during work schedule.

Need a Break?

Congratulations, you've completed Lesson One. If you are ready for a break, this would be a great time to take one.

Transcript:

Congratulations, you've completed Lesson One. If you feel like a break, this would be a good point to take one. You can resume the course whenever you want.

Remember to click the Exit button in the upper right corner of the screen. This makes sure the course remembers where you left off.

Lesson Two - Time Management Process

At the end of this lesson, you will be able to:

- Explain the fundamentals of FLSA and State Personnel Rules and Procedures
- Describe work schedules and how they impact time entry
- Explain scheduled and unscheduled time
- Differentiate between overtime and additional regular time
- Identify comp time and how it is used
- Describe exempt time off
- Describe shift differential and on call

Transcript:

The Time Management Process lesson provides an overview of the CDOT and State rules and procedures that you need to understand and apply before you approve or reject time entries. Once you understand what you are looking for, approving or rejecting time in SAP is easy.

Why It Matters!

It matters because...

- CDOT follows laws and rules governing employees' compensation
- Employees must receive the correct compensation for their work hours

Transcript:

Why is it important that you understand how Federal and State rules and regulations impact the CDOT time approval process? Two reasons; One, because if you don't understand and follow the rules and regulations governing employee compensation there may be legal implications for CDOT. And two, because we want to ensure that employees are correctly paid for the work that they do.

FLSA

The Fair Labor Standards Act (FLSA) includes standards for:

- Minimum wage
- Child labor standards
- Recordkeeping
- Overtime pay

The State's and CDOT's policies and procedures repeat those parts of the Act that are applicable to Colorado State Government.

Transcript:

The Fair Labor Standards Act identifies basic rules covering employee compensation. These include regulations about minimum wage, child labor, recordkeeping and overtime pay.

CDOT uses procedural directive 1230.2 to simplify the FLSA into important guidance points for supervisors. This directive is intended to help you when you make decisions concerning time and leave approval.

The information is not complicated. However, because of the volume of information, understanding when to apply it can be tricky. If we violate the Fair Labor Standards Act, not only would your employees be paid incorrectly, but CDOT would be in violation of federal laws. Therefore we want to be very sure that we follow the letter and the spirit of the FLSA.

Minimum Wage and Child Labor Standards

1 - http://www.dol.gov/whd/childlabor.htm

2 - http://www.dol.gov/whd/minimumwage.htm

3 - http://www.dol.gov/whd/regs/compliance/whdfs21.pdf

4 - http://www.dol.gov/whd/overtime_pay.htm

Transcript:

Let's look at some of the elements of the FLSA.

It is highly unlikely that CDOT will ever be charged with a minimum wage or child labor standards violation.

The State's compensation system sets the lowest minimum starting salary with the federal minimum. HR enters the employee's salary and ensures it is equal to or higher than the federal standard.

As to the Child Labor Standards, these prohibit the employment of minors in a variety of CDOT positions. If you are considering hiring a minor for a temporary position, you need to work directly with your HR Specialist.

Click on any of the four FLSA elements for more information on the topic.

Recordkeeping

Personnel Number	1856	First1856 Last1856		Cost Ctr	A0021-001	HUMAN_

Data Entry Period 04/23/2011 – 04/29/2011

Data Entry Area

LT	Rec. CCtr	Rec. Order	Acti	Rec.FuncAr	Work ctr	A/A	Wa	MU	Crcy	Total	MO	From	To	TU	0	From	To
							H			40	8	08:00	17:00		8	08:00	17:00
Σ	**Cost Center or Project**					-	**Total Hours**			42	10				8		
	A0005-001			2000		011N	H			40	8	08:00	17:00		8	08:00	17:00
	A0005-001			2000		014N	**Overtime**			2	2	17:00	19:00				

Data to check:

- Number of hours
- Overtime coding
- Cost Center or Project

₁ - **Cost Center or Project** – Depending on the employee's profile, you should check the Cost Center, RFA, Work Order, WBS, or Wage Type.

₂ - **Total Hours** – Total number of hours for the work week. It includes the regular work week plus any overtime hours. Ensure that the right absence and attendance types have been used.

₃ - **Overtime Hours** – Total number of hours that have been charged as overtime. Ensure that the right absence and attendance types have been used. Also ensure that the employee has worked 40 hours before approving overtime.

Transcript:

So, as the first two elements of the FSLA are monitored by HR, where do you need to pay close attention? As a start, let's take a look at how important accurate recordkeeping is to the time approval process. To prevent FLSA violations and ensure proper employee pay, always double check the accuracy of your employees' time entries. Make sure that your employees have entered all the hours they have worked before you approve their timesheets. Whether you are in ZCAT3 to display a timesheet or CAPP to approve time: • Check the number of hours recorded for the week • Check the employee coded to overtime, if applicable • Check the cost receivers, on the left hand side of the screen, to confirm the correct project or cost center charges will occur • And work with your employee and Timekeeper to make corrections to time entries. Remember a supervisor cannot change an employee's timesheet. They must reject the entry and the employee is responsible for correcting the errors. Roll your cursor over each of the identified timesheet entries for more information.

Recording Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Work 8½ hrs	2 Work 9 hrs	3 Work 8 hrs	4 Work 9½ hrs	5
6	7 Dentist 2hr Work 7hrs	8 Work 8 hrs	9 Work 9 hrs	10 Work 8 hrs	11 Work 10 hrs	12
13	14 Work 10 hrs	15 Work 9 hrs	16 Work 8 hrs	17 Work 10 hrs	18 Work 9 hrs	19
20	21 Work 8	22	23	24	25	26
27	28 Annu 40					

Personnel Number	1856	First1856 Last1856		Cost Ctr	A0021-001	HUMAN_
Data Entry Period	04/23/2011 – 04/29/2011					

Data Entry Area

LT	Rec. CCtr	Rec. Order	Acti	Rec.FuncAr	Work ctr	A/A	Wa	MU	Crcy	Total	MO		From	To
⏱								H		40	8		08:00	17:00
Σ								H		42	10			
	A0005-001			2000		011N		H		40	8		08:00	17:00
	A0005-001			2000		014N		H		2	2		17:00	19:00

Transcript:

To emphasize how important it is to validate your employees' time entries, you need to be aware of the possible outcome of careless recordkeeping. Should an employee make a claim that he or she has been paid incorrectly and you ended up in federal court, a judge would consider both time records. If the records do not match, CDOT may end up not only owing the employee additional compensation but also paying the employee's lawyer's fees.

CDOT Procedural Directive 1230.2

CDOT Procedural Directive 1230.2 covers regulations for:

- Overtime
- Additional Regular Time
- Comp Time
- Exempt Time Off
- Scheduled Time
- Unscheduled Time
- Shift Differential
- On Call

Overtime - Hours worked in excess of 40 hours in a work week. Time paid, at a minimum, is time and a half.

Additional Regular Time - Hours entered in excess of 40 hours in a work week. Time paid at standard rate.

Comp Time - Time off offered to non-exempt employees in lieu of additional pay.

Exempt Time Off - Time off awarded to exempt employees when they have worked significant additional hours.

Scheduled Time - Regular working times.

Unscheduled Time - Time worked outside of an employee's regular working times.

Shift Differential - Pay premium driven by the employee's working hours.

On Call - Pay premium driven by the employee's immediate availability for

work.

Transcript:

Now that we've discussed the importance of keeping accurate records in SAP and its relationship to FLSA, let's move on to the elements of CDOT's procedural directive.

It is important to recognize that this directive contains a collection of time entry rules that affect your employees' compensation. You need to ensure that both you and your employee follow the regulations as they are explained in this directive. This will ensure that your employees' time entries follow CDOT policies and procedures.

For a brief description of the important time types, click on them. Each of these will be discussed in greater detail later in the lesson.

40 Hours

Transcript:

Before we get into the different time entry types, let's talk about an employee's work week and schedule.

In Colorado, State Personnel rules require that all full time employees work at least 40 hours in a week. This means that all full time employees need to account for 40 hours on their timesheets.

Always be sure that your employee has entered a full forty hours on his or her timesheet. Remember, these 40 hours can be an accumulation of work time, paid leave, leave without pay, compensatory time, or exempt time off.

Work Week
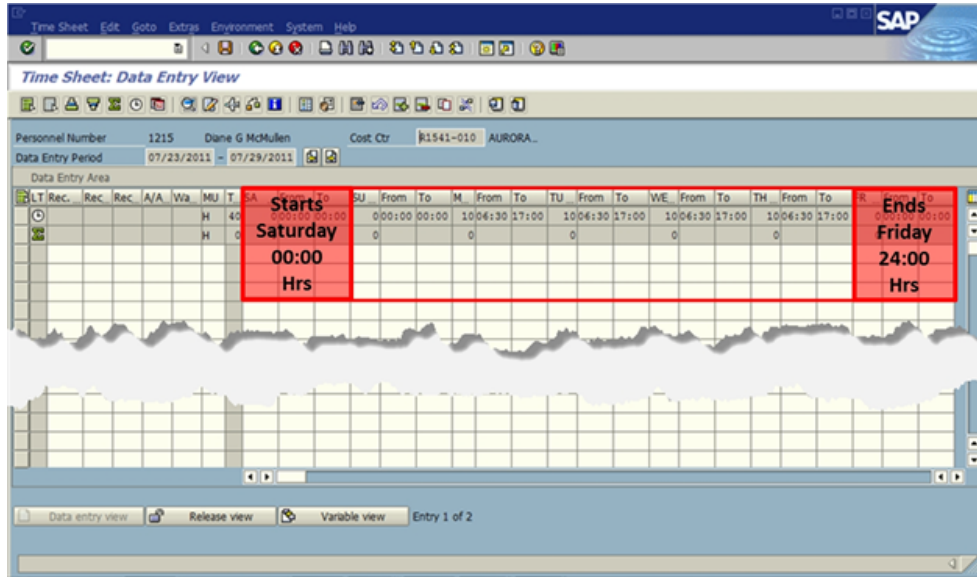
Standard CDOT work week:

- Starts - 00:00 Hours - Saturday
- Ends - 24:00 Hours - Friday

Transcript:

Now let's look at the physical work week for an employee. To ensure that CDOT meets the needs of the traveling public, a supervisor must establish work hours for all employees, including meal periods which spans the CDOT work week. Based upon workload, starting and quitting times may vary during the established work week, as long as the full-time employee works a minimum of forty (40) hours.

Work Schedule

Work Schedule

Work hours and time assigned to the employee

Scheduled Time

Hours worked within the employees scheduled time

Unscheduled Time

Hours worked outside the employee's assigned work schedule

Transcript:

Since we've established that every full time employee needs to work 40 hours during the CDOT work week, let's look at how work schedules are used to manage this. Understanding the work week and the employees' work schedules will help supervisors manage overtime, flex schedules, and shift differential.

Every CDOT employee has an assigned work schedule in SAP. This schedule identifies the expected days, number of hours and shift times that a full-time employee is expected to work to accumulate his or her 40 hours.

SAP loads an employee's work schedule into the employee's timesheet. When entering his or her time against the work schedule, an employee may enter scheduled work, which would be the hours identified within the work schedule, or unscheduled work, which would fall outside the assigned work schedule. Unscheduled work may influence how an employee is compensated.

Work Schedule Changes

Work schedules:

- Cannot be changed retroactively
- Must be assigned to the employee at the beginning of the work week

Transcript:

Sometimes it may become necessary to change an employee's work schedule to meet business needs. Before making any changes, you must ensure that you have discussed these changes with the employee. Also, any future entries in an employee's timesheet must be deleted before the work schedule is changed.

To request the work schedule change, you must complete a Personnel Change Request, or PCR.

Two things you must remember about work schedules: an employee's work schedule cannot be changed retroactively and the employee must be assigned to the new work schedule at the beginning of the work week.

Flex Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
					12 Hours Noon-24:00	
6	7	8	9	10	11 12 Hours 00:00-Noon	12

If an employee is on a flex schedule, the two week rotational flex schedule:

- Starts on Monday or Friday at noon
- Counts the 40 hours between the start and end of this week

Transcript:

A work week schedule that varies slightly from the standard CDOT work schedule is the flex time schedule. Flex time schedules are tools used to balance the needs of the department and our employees. One thing to be aware of when it comes to flex time schedules - these schedules are not a right of the employee. They are a privilege. If the employee is having performance issues or the schedule does not meet business needs, it may be terminated at any time.

Flex Schedule Example

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				12 Noon – Start of Week One 0 Hours worked		
Week One - Total Hours Worked for Calendar Week – 44 Hours Total Work Hours for Work Schedule Week – 40 Hours (44 minus 4 Hours worked after 12:00 PM on Friday)						
9 hours worked	9 hours worked	9 hours worked	9 hours worked	8 hours worked Before 12:00 PM 4 hours - Work Week One After 12:00 PM 4 hours - Work Week Two		
Total Hours Worked for Calendar Week – 36 Hours Total Work Hours for Work Schedule Week – 40 Hours (36 plus 4 hours worked previous Friday)						
9 hours worked	9 hours worked	9 hours worked	9 hours worked	0 Hours worked 12 Noon – End of Week Two		

Transcript:

The start of the work week for rotational flex time schedules has been changed to noon on Monday or noon on Friday. This ensures that employees can work 40 hours in a consecutive 168-hour period.

Let's look at an example of someone working a flex schedule. His or her work week officially starts at noon on Friday. During the first week he or she works four 9-hour days, Monday through Thursday, 36 hours, and one 8-hour day on Friday. Only the first four hours of Friday's 8 hours is included in his or her first week's work schedule. This adds up to 40 hours for that work week.

The next calendar week he or she works four 9-hour days, Monday through Thursday, and 0 hours on Friday. However, the 4 hours the employee worked on the previous Friday (after 12 PM) is factored into the employee's second week's work schedule. Therefore, the second week adds up to 40 hours also.

The change to the start of the week often causes confusion during weeks with holidays and paid time off. Always remember to count 40 hours between the start and end of the work week.

FLSA and Overtime

For more information on the Federal Labor Standards Act (FLSA) and overtime, click here.

here - http://www.dol.gov/whd/regs/compliance/whdfs23.pdf

Transcript:

So far, we have reviewed the fundamentals of CDOT's working time, work weeks and work schedules. Next let's look, in detail, at the various time compensation types that are discussed in CDOT Procedural Directive 1230.2.

To start, we'll discuss overtime compensation for CDOT employees. Overtime is a core element in both the Fair Labor Standards Act (FLSA) and our CDOT procedural directive. The FLSA clearly states that all organizations pay their relevant employees a minimum overtime rate of time and a half after they have completed 40 hours of work in a work week.

For more information on overtime pay and the FLSA, click on the link.

Overtime vs. Additional Regular Time
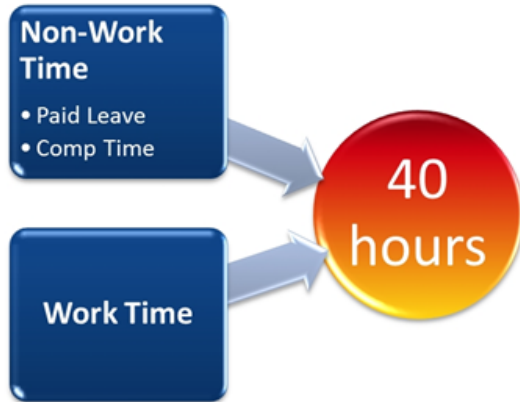
Overtime for non-exempt employees:

- Hours <u>worked</u> in excess of 40 hours in a work week
- Time can be coded to overtime only after 40 hours have been physically worked (except for essential employees)
- Requires overtime pay

Additional Regular Time for non-exempt employees:
- Hours exceed 40 compensated hours for work week but less than 40 hours physically worked
- Time CANNOT be coded to overtime
- Does NOT require overtime pay

Transcript:

So how is overtime managed at CDOT? The Colorado Revised Statutes take the rules on overtime one step further and makes a distinction between hours of work and paid leave hours when calculating overtime.

Essential employees (highway maintenance and services necessary for the health, safety, and welfare of the citizens of Colorado) can count holidays and paid leave towards the 40 hours in their work week. Any additional hours, excluding comp time, over the 40 result in overtime compensation.

When non-essential non-exempt employees work more than 40 hours in a week, leave and comp time influences how they are paid. CDOT still has to pay them for the additional hours worked. But whether this is paid as overtime depends on the "type" of hours that have been entered for that week.

If the employee has physically worked for 40 hours, then he or she will be paid overtime for any additional hours worked that week. However, if the week's forty hours include paid leave or comp time, then the additional hours will be compensated as additional regular pay which is paid at the regular rate.

In both cases, the A/A type entered in the timesheet will drive the compensation rate. It is important that you review this and ensure that it is correct.

Overtime Approval

Supervisor responsibilities:

- Verify that **non-essential** non-exempt employees have physically worked more than 40 hours in the week before approving overtime (A/A type 014N or 014P)
- Verify that **essential** non-exempt employees have coded more than 40 hours in the week before approving overtime
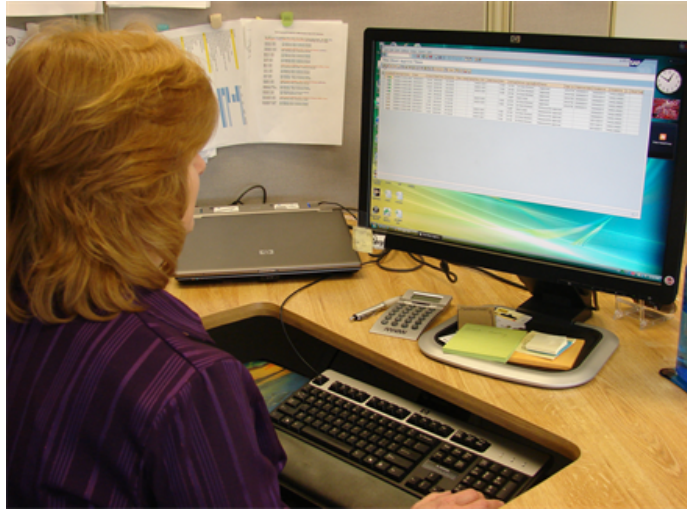
Transcript:

It is your responsibility to keep track of hours worked and apply the correct overtime procedures when you approve the timesheet.

There are a couple of things to keep in mind when reviewing overtime. As SAP does not prevent an employee from using the overtime code before he or she has worked 40 hours, it is your job to check and validate the total hours worked. Next, be sure you always verify the activity type and the project or cost center that overtime is being charged to.

Please be aware, non-exempt employees cannot volunteer to perform their job "for free". They must record all the hours they work and they must be paid for both approved and unapproved overtime.

Compensatory Time

Compensatory (Comp) time in lieu of overtime pay can:

- Only be earned and used by non-exempt employees
- Help in managing a budget
- Increase morale of new employees with low annual leave balance

Transcript:

As a public state agency, the Fair Labor Standards Act lets us offer employees compensatory time off instead of paying overtime. You have an opportunity to use "comp" time as an effective and positive team management tool.

When offering comp time, however, you should keep in mind that the employee will eventually be requesting this time off. Don't offer time off that will make it difficult for you to meet your business responsibilities. And just a reminder, you can only offer comp time to non-exempt employees.

Comp Time – Maintenance vs. Non-Maintenance

Maintenance
- Limited to 16 hours worked/24 hours earned
- Paid out at the end of the fiscal year

Non-Maintenance
- Limited to 40 hours worked/60 hours earned
- Paid out at separation

Transcript:

Before a non-exempt employee can earn comp time, he or she must attend a training session and sign the compensatory agreement. This training and agreement focus on the conditions listed here.

Review these conditions and be sure to discuss them with your employee. It is important that your employee understands how he or she can earn and use comp time.

Exempt Time Off

When exempt time off is earned, it:

- Is awarded if employee has worked significant amount of additional hours in a work week
- Is awarded at the discretion of the Appointing Authority
- Cannot be awarded hour for hour
- Must be coded on the timesheet

Transcript:

The Fair Labor Standards Act (FLSA) prevents exempt employees from earning compensatory time or extra pay for working more than 40 hours in a work week. However, CDOT wants to recognize the contribution of exempt employees who are required to work through emergencies or alongside contractors.

The implementation of exempt time off is at the discretion of the Appointing Authority. Your job is to ensure your employees record all hours worked, so the Appointing Authority can make a decision about offering exempt time off.

Shift Differential

1st Shift

- 06:00 - 16:00
- 6 AM to 4 PM

2nd Shift
- 16:00 - 23:00
- 4 PM to 11 PM

3rd Shift
- 23:00 - 06:00
- 11 PM to 6 AM

Transcript:

While FLSA guidance ends with overtime, CDOT Procedural Directive 1230.2 provides additional information on shift differential and on call. These topics fall within a payroll category called premium pay. Premium pay is additional pay that eligible employees may earn.

Shift differential designation is built into the work schedules. A position's eligibility to earn shift differential is identified at the State level and documented in the State's Compensation Plan. Personnel rules and procedures do not allow employees to earn shift differential for holidays or paid leave.

When employees enter their start and stop times within CAT2, the system automatically calculates and pays the differential. If an employee works his or her scheduled shift, that shift rate is given to all hours worked. If the same employee works outside of his or her scheduled shift, the unscheduled work time is paid shift differential, but hour for hour.

On Call

On call coding in SAP:

- Wage type 4099
- Number of hours worked
- Start/Stop Time

Transcript:

The second type of premium pay, on call, has its own unique timesheet coding. On call compensation is paid to employees who are assigned, in advance, to be accessible outside of normal work hours. In these cases, the employee's freedom of movement and use of personal time is significantly restricted.

When entering on call hours in SAP, an employee must include the Wage type 4099, the number of hours worked and the start and stop times. It is your responsibility to verify that this information is included

Selection Variants
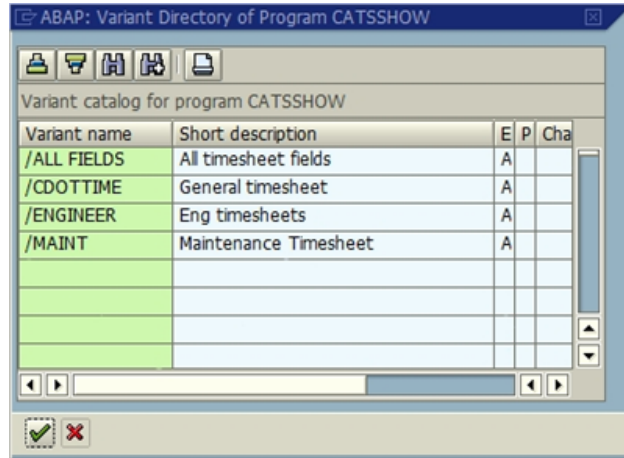
The following selection variants are available in SAP:

/ALL FIELDS - Contains all relevant time entry fields, regardless of employee type

/CDOTTIME - Contains all relevant time entry fields for Administrative or Support employees

/ENGINEER - Contains all relevant time entry fields for Engineering employees

/MAINT - Contains all relevant time entry fields for Maintenance employees

ABAP: Variant Directory of Program CATSSHOW

Variant catalog for program CATSSHOW

Variant name	Short description	E	P	Cha
/ALL FIELDS	All timesheet fields	A		
/CDOTTIME	General timesheet	A		
/ENGINEER	Eng timesheets	A		
/MAINT	Maintenance Timesheet	A		

Transcript:

This ends our discussion of FLSA and CDOT's time-related procedural directives. Soon we'll look at SAP to see how you manage and review the different time entries and their corresponding attendance types.

But before we do, let's review how variants can help you monitor your employees' time.

In the previous lesson we showed you how to create a layout variant. That variant let you save a specific display view for your SAP report. SAP also allows you to create and use selection variants. These can be used to identify both the data and the layout of your report.

For standard timesheet reviews, there are four selection variants that you will find especially useful. You can use these variants "as-is" or change them to better meet your needs. They are available for both CADO and CAPP transactions.

These four variants focus on data display, but you can add and save your own selection criteria to create a variant that works just for you.

Exercise One - CADO/CAPP - Access, Change and Save Selection Variant

Now that we have finished discussing how you can use selection variants, take a moment to create and open a selection variant.

Click the button below to launch the practice simulation.

Note: Both this and the following simulation contain NO AUDIO.

CAPP_CADO_AccessChangeSave_SelectionVariant_L2E1

Click here to Practice the Activity

Time/Leave Selection Variants for CADO/CAPP

1 - **ADMIN LEAVE** - Approved Administrative Leave

2 - **COMP TIME** - Approved Comp Time taken

3 - **EXEMPT HOURS** - Approved Exempt Hours

4 - **FMLA (ALL)** - Approved Family Medical Leave

5 - **INJURY LV** - Approved Injury Leave

6 - **LWOP ALL** - Approved Unpaid Leave

7 - **MAKE WHOLE** - Approved Make Whole Injury

8 - **MILITARY** - Approved Military Leave

9 - **ON CALL HOURS** - Approved On Call Hours

10 - **OT TOTALS** - Approved Overtime, including Comp Time and

Additional Regular Hours

Transcript:

SAP also contains some selection variants that you can use when you are looking for very specific information. Some of them are for time information and some for leave.

Click on each of the selection variants listed for more information on the data they display.

Exercise Two - CADO - Review Timesheet Data

Here's your opportunity to practice reviewing time entries. In the following scenario, you want to review the time entries, cost receivers and attendance/absence types for some of your employees.

Click the button below to practice the activity.

CADO_ReviewTimesheet_L2E2

Click here to Practice the Activity

Knowledge Checks

Transcript:

You have completed Lesson Two – Time Management Process.

Now take a moment to test your knowledge. Complete the following questions before moving on the next lesson.

Time Management Process

Drag all of the correct answers into the box on the right.

The Fair Labor Standards Act (FLSA) covers which of the following?

Minimum Wage

Child Labor

Flex Time

Overtime

Shift Differential

Recordkeeping

Minimum Wage
Child Labor
Overtime
Recordkeeping

Time Management Process

Select the correct answer.

CDOT has written procedural directives to help supervisors navigate the applicable pieces of the Fair Labor Standards Act that must be applied within Colorado State Government. Which CDOT procedural directive covers the Fair Labor Standards Act (FLSA)?

A Flex Time 1230.1

B Compensation for Overtime, On Call, Call Back, Shift Differential and Compensatory Time 1230.2

C CDOT General Leave Procedures 1204.2

D Employee Orientation 1226

Time Management Process

True or False.

Compensatory (Comp) time, in lieu of overtime pay, can only be earned and used by non-exempt employees.

(A) True

(B) False

Time Management Process

Select the correct answer.

When a maintenance employee signs a compensatory time agreement, he or she is eligible to earn how many compensatory time hours in a fiscal year?

(A) 10

(B) 16

(C) 25

(D) 40

Time Management Process

True or False

Using a variant makes the time entry review process easier by pre-populating data, and displaying specific columns and subtotals.

A True

B False

Lesson Three - Leave Management Process

At the end of this lesson, you will be able to:

- Define leave types
- Identify the role of the supervisor in leave request approvals
- Explain the leave request and approval process
- Execute leave reports

Transcript:

This lesson will cover the leave types used at CDOT and the supervisor's role in the approval process. As leave requests and approvals can be complicated, we will only focus on those leave types which are easy for you to assess and approve. When you have a complex leave request that requires additional input, it is important that you enlist the help of your HR Specialist in reviewing the request. This lesson will also provide you direction on how to execute basic reports related to leave.

Why It Matters!

It matters because...

- You'll have a rested and productive team

Transcript:

You are responsible for ensuring the employee is requesting and using the correct type of leave. When an employee uses leave appropriately, he or she will be well rested and therefore more productive and safe at work.

Leave Types

CDOT employees are eligible for the following leave types:

- Annual
- Sick
- Leave Sharing
- Holiday Leave
- Bereavement
- Military leave
- Jury leave
- Administrative
- Unpaid
- Academic Parental
- Volunteer
- Family Medical Leave
- Injury

1 - http://intranet.dot.state.co.us/resources/policy-procedure/documents/1204-2

2 - https://www.colorado.gov/pacific/spb/rules-rulemaking
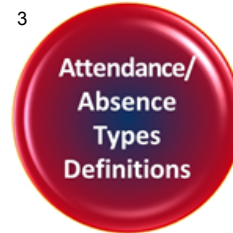
3 - http://vupweb.dot.state.co.us/gm/document-1.9.8971/02_Absence_Attendance_Types.pdf

Transcript:

The State of Colorado offers permanent employees over 10 different leave types.

We have three resources to assist you with understanding CDOT leave types for permanent employees. These help you to recognize the leave types and how they can be used.

The first, CDOT's General Leave Procedural Directive 1204.2, lists each leave type and explains how it can be used. The second, Chapter Five of the Personnel Director's Administrative Procedures, lists when and how leave accrues and how it can be used. And the third is a list of Attendance/Absence Type Definitions; this list also includes who can use each A/A Type.

For more information on the listed leave types, click on the buttons to access the available resources.

General Leave Procedural Directive 1204.2

Significant leave changes:

- Compensatory time and alternate holiday should be earned and used within the same fiscal year
- Employees cannot use administrative leave to volunteer
- Parental academic leave is available
- Limits for earning and using compensatory time
- FML qualifying event changed
- Sick leave absences that exceed three continuous working days require a completed Colorado Medical certificate or a Non-FML Medical Leave form.

Transcript:

The leave procedural directive is your guide to understanding your role in managing leave requests. There have been several leave changes over the past few years, so be sure you are aware of these changes and understand how they impact today's procedures.

Leave Help

Resources available for leave questions:

- CDOT's Internal Website
- HR Specialist
- Employee Relations/ Legal Unit
- Risk Management
- Timekeeper

Transcript:

Leave approval can be tricky, due to processes and rules surrounding unpaid leave, family medical leave, injury leave, and administrative leave. After you have read the procedural directive, if you still have questions, there are many CDOT employees ready to help you with your specific leave situation.

So remember, if you aren't sure, ask for help.

Leave Requests

Employees should know:

- Who and when to call when he or she is sick
- When to request annual leave
- What are holiday expectations

Transcript:

SAP is CDOT's leave request system. An employee's SAP entry serves as our request and approval documentation. The system, however, should not replace the communications between you and your employees.

As a supervisor, you need to act as a resource. It is up to you to ensure your employees understand all the different leave types. Plus, you need to be sure that your employees know your expectations for when and how they are to communicate their absences.

Be sure your employees know who to call when they are sick, whether it is okay to leave a message, or whether they have to talk to a real person. Plus, make sure you discuss how far in advance they need to request annual leave and what your expectations are for working around holidays. It is better to have a conversation up front, before leave is taken or requested, rather than to argue about it after.

Leave Request Process
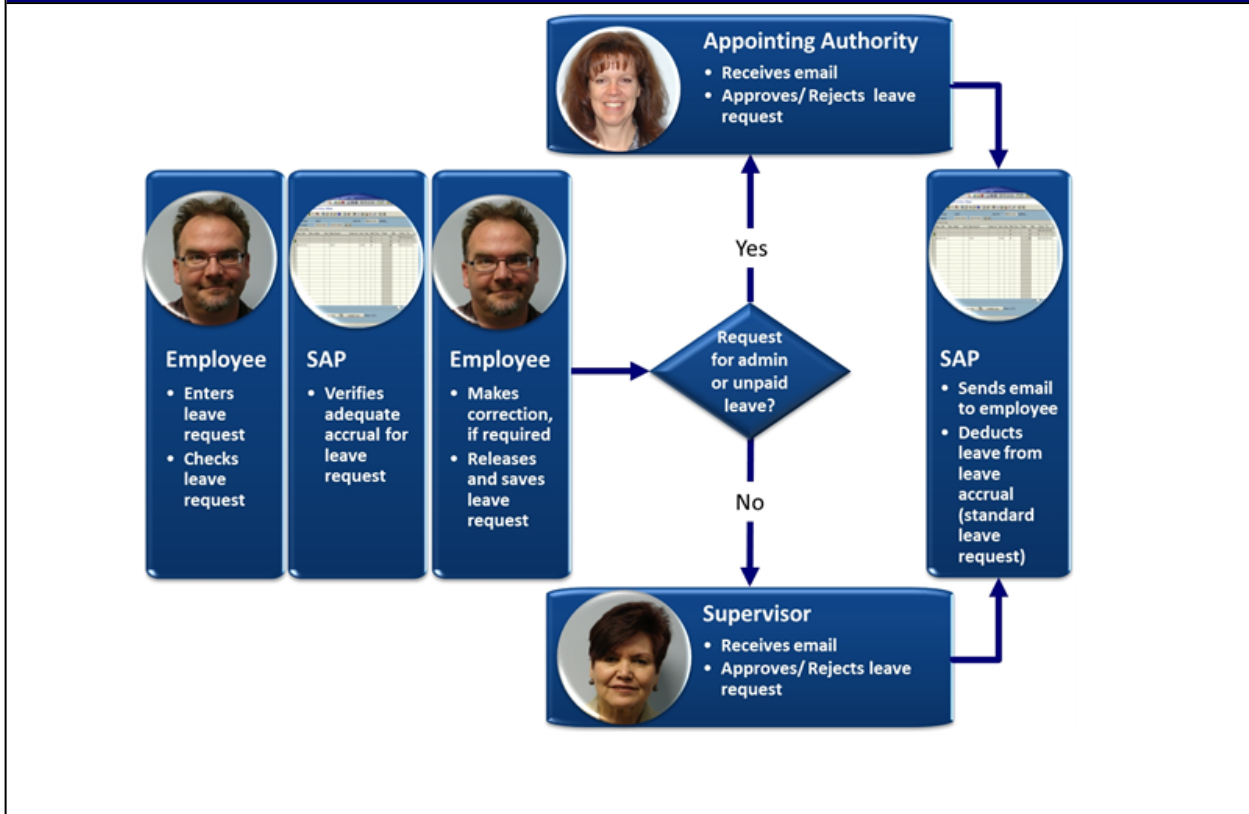
Transcript:

When an employee is ready to enter time off in SAP, either an absence or a leave request, he or she enters the appropriate code on the timesheet. SAP will not allow an employee to release and save annual or sick leave unless there is enough accrual to cover the request.

When a leave entry is saved and released, the immediate supervisor receives an email notification. Supervisors should log into SAP to approve or deny the request within a week.

SAP automatically emails requests for administrative leave or unpaid leave to the Appointing Authority. Supervisors should not approve these two leave requests, unless instructed to do so by the Appointing Authority.

When the leave is approved or rejected, the system sends an email to the employee. The employee's leave balance is adjusted at the time of the approval, not the day the leave is taken.

Leave Types and Supervisor Approval
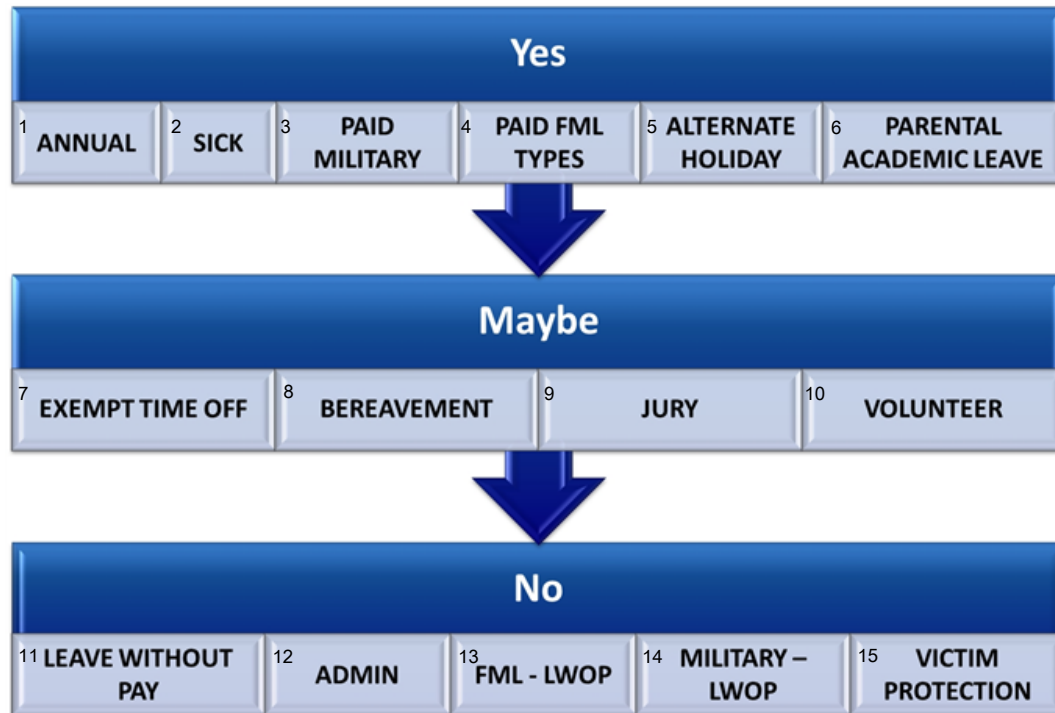
1 - Annual Leave - Used for personal needs including vacation.

2 - Sick Leave – Used for health reasons only.

3 - Paid Military – Provides up to 15 paid workdays (120 hours) in a fiscal year to permanent employees who are members of the National Guard, military reserves, or National Disaster Medical Service.

4 - Paid FML Types - FML types that are paid. ONLY approve FML that have been approved for the qualifying event types.

5 - Alternate Holiday – Leave for employees who have been required to work on a designated holiday.

6 - Parental Academic Leave – Provides up to 18 hours per academic year for parents or legal guardians to participate in academic-related activities.

7 - Exempt Time Off – Time off for an exempt employee. Exempt time off

must have been approved by the Appointing Authority.

8 - **Bereavement Leave** - Provides up to 40 hours of paid leave to permanent employees at the time of death of a family member or other person.

9 - **Jury** - Granted as leave with pay to permanent employees who are summoned and/or required to serve on jury duty.

10 - **Volunteer** - Provides up to 18 hours per fiscal year for employees to volunteer in community activities.

11 - **Leave Without Pay** – Granted at the discretion of the Appointing Authority. Paid leave is to be exhausted before an employee is placed on unpaid leave.

12 - **Administrative Leave** – Granted at the discretion of the Appointing Authority. Administrative leave may be granted as paid time when the Appointing Authority wishes to release employees from their official duties for the good of the state.

13 - **Family Medical Leave Without Pay** – Granted by the Appointing Authority.

14 - **Military Leave Without Pay** - Granted by the Appointing Authority. Unpaid leave is granted after the 15 days of paid leave is exhausted.

15 - **Victim Protection** – Granted by Appointing Authority. Unpaid job protection granted for up to 24 hours per fiscal year for victims of stalking, sexual assault, or domestic abuse or violence.

Transcript:

Before continuing, let's review again the leave types you can approve. If you are not sure you should be approving a leave request, reach out to the appropriate resource for help.

Remember, ALL unpaid and administrative leaves must be approved by the Appointing Authority.

Roll your cursor over the leave type for more information.

Temporary Employees

Temporary employees are only eligible for the following leave types:

Jury Leave

- Maximum of three days
- A/A type - 160P

Administrative
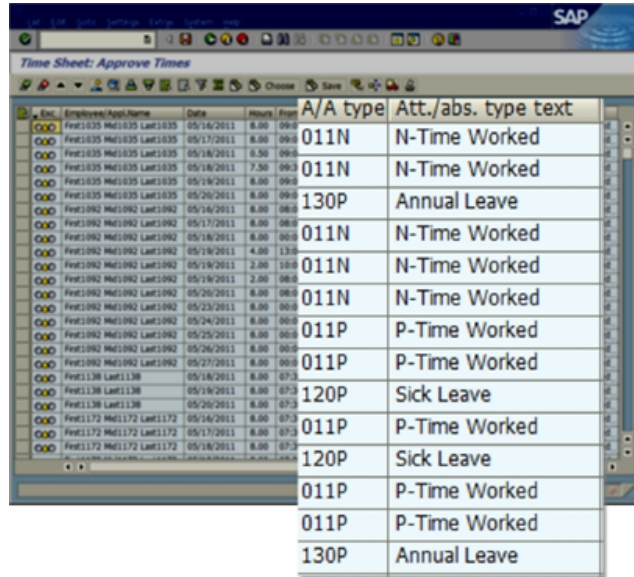
- A/A type - 170P

Transcript:

It is important to recognize that, unlike permanent employees, there are only two leave types available for temporary employees – jury leave and administrative leave.

Temporary employees can use the codes for only these two leave types when they enter their time in SAP. If they attempt to enter a different absence code, they receive an error message from the system.

Leave Costs

Annual and sick leave costs are automatically charged to the employee's home cost center.

Transcript:

Absences are automatically charged to the employee's home cost center. Out of habit, some employees may still enter the Cost Center and the RFA on the timesheet, but this is not necessary.

Pay attention to the A/A Type code. If you see an A/A Type from 100 and up, it is a leave.

Responsibilities in the System

Supervisory responsibility

- Verify number of hours
- Ensure A/A code is accurate
- Only approve Family Medical Leave usage for approved qualifying events
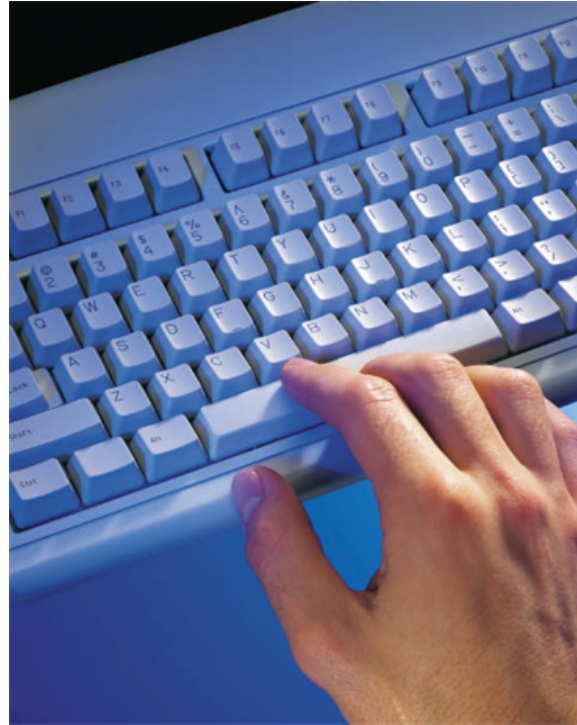
Transcript:

Let's take a minute to look at your responsibilities for leave approval, when you are in SAP. Here are the things you should check – the number of hours recorded and the A/A code used. Make sure the employee has entered both of these correctly.

One thing to be very aware of, you must not approve A/A codes that designate Family Medical leave (FML), unless FML has been approved by the Appointing Authority.

Responsibilities with Your Employees

Supervisory responsibility

- **Talk** to your employees regarding your expectations for requesting and taking leave
- Determine which leave type matches the request

Transcript:

Outside of SAP, what are your responsibilities? Be sure you talk to your employees about your expectations surrounding absences. By talking to your employees, you can gather enough details to determine which of the ten absence types apply. This can also help you to prevent the use of sick leave when an employee is on vacation. One thing to remember, you CANNOT require employees to maintain a specific leave balance. That is their decision.

Leave Reports

Manager Self Service leave reports include the following:

- Annual Leave Use or Lose
- Absence Quotas
- Personal Work Schedule

Transcript:

There are some tools to help manage your employees' leave requests. These are reports found in MSS, the Manager Self Service.

We'll show you how to access and review them later in the lesson.

Sick and Annual Leave Overage

Transcript:

But before we go to SAP and look at the "Annual Leave Use or Lose" report, let's review the State Personnel rules that govern maximum balances on sick and annual leave. Employees whose sick or annual leave exceeds the maximum as of June 30th will lose the overage effective July 1st. The Annual Leave maximum values are listed for each employee in the Use or Lose Report. We'll point them out to you when we access the report.

Supervisors can use the MSS reports to monitor employees' Use or Lose balances and absence quotas. Both you and your employees should monitor their leave balances. Together, you can work to ensure that your employees manage their leave throughout the year. Thus, they can avoid losing their annual leave, because some can't take the time off at the end of the fiscal year.

Fiscal Year

Employees must use any leave time over their allowed overage within the current fiscal year.

Transcript:

Employees cannot circumvent the Annual Leave Use or Lose process by requesting leave time in the next fiscal year.

If employees have more than the maximum amount of leave allowed for their earning level, they must use this overage leave by June 30 or they will lose it.

They cannot schedule the leave for a date in the next fiscal year. They must use it in the present fiscal year. Even though the leave quota banks are adjusted when a leave request is approved, any leave over the maximum allowed on July 1st is lost

Annual Leave Use or Lose Report

Reporting IAC - SAP NetWeaver Portal - Windows Internet Explorer

http://sapqasep.dot.state.co.us:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fcom.cdot.portal.folder_cdot!2fdesktop_cdotdesktop!2fframew

Annual Leave Use or Lose Report

Menu | Back | Exit | Cancel | System | Details | Sort in Ascending Order | Sort in descending order | Set filter | Total | Print preview | Local file... | More...

Pernr	Last Name	First Name	Middle	Org Unit	Accrual ...	Monthly...	Maximum Ac	Projected	Potential AL Loss
1239	Lewis	Phill	James	Mtc-Patrol	03/01/2002	10	240	175.00000	0.00000
1568	Crystal	Billy	Jacob	Mtc-Patrol	07/01/1980	14	336	316.00000	0.00000
2247	Tamber	Jeffrey	Michael	Mtc-Patrol	07/01/1992	14	336	385.00000	49.00000
2479	Henderson	William	Randall	Mtc-Patrol	08/01/2001	10	240	29.27000	0.00000
2816	Palance	Jack		Mtc-Patrol	07/01/2004	10	240	26.11000	0.00000
3396	Secor	Kyle	Ivan	Mtc-Patrol	11/01/1997	12	288	299.50000	11.50000
3398	Cotters	Jayne	Meadows	Mtc-Patrol	11/15/2005	10	240	109.35000	0.00000
3521	Stern	Daniel	Jacob	Mtc-Patrol	09/01/1999	12	288	342.82000	54.82000
3863	Kirby	Bruno	David	Mtc-Patrol	11/03/2008	8	192	60.27000	0.00000
5551	Slater	Helen	Rachel	Mtc-Patrol	07/15/2008	8	192	32.39000	0.00000
5704	Paymer	David	Stuart	Mtc-Patrol	02/07/2011	8	192	12.29000	0.00000
5793	Wettig	Patricia	Ann	Mtc-Patrol	05/13/2009	8	192	118.40000	0.00000
5969	Mostel	Josh	Andrew	Mtc-Patrol	04/07/2010	8	192	14.96000	0.00000

1 - Employee's personnel number

2 - Employee's last name

3 - Employee's first name

4 - Employee's middle name

5 - Employee's organizational unit

6 - Date from which the allowed leave accrual is calculated (generally the date of hire)

7 - Monthly hourly leave accrual rate

8 - Maximum allowed leave accrual for employee

9 - Employee's projected annual leave accrual at end of fiscal year

10 - Employee's annual leave that could be lost at the end of the fiscal year (Projected – Maximum = Potential loss)

Transcript:

This MSS report identifies the Annual Leave which your employees could lose if they do not use it before the end of the fiscal year. You should monitor this report, but do keep in mind, it is only an estimate based on an employee working full time and using no leave without pay. Roll your cursor over the graphic for a brief description of each column in the report.

Exercise One - Execute MSS Annual Leave Use or Lose Report

As stated earlier, you'll have an opportunity to practice executing and reviewing the three MSS leave reports. These reports can be used to help you make decisions about your employees' leave requests. As with previous simulations, these practice opportunities contain NO AUDIO.

The first report you can review is the *Annual Leave Use or Lose* report. Click the button below to access the simulation.

MSS_UseorLose_L3E1

Click here to Practice the Activity

Absence Quotas

In SAP:

- Quotas identify total leave hours available to a CDOT employee
- Leave cannot be released by employee for approval if the employee does not have sufficient leave in their absence quota in SAP

Transcript:

Absence quotas are the total amount of accrued leave that an employee has in his or her SAP leave bank. When an employee requests leave, SAP immediately notifies him or her as to whether he or she has sufficient leave available at the time of the request, not when the leave will be used. For example, if an employee has 3 days of Annual Leave available in May, but is requesting 5 days in August, SAP only allows him or her to request 3 days for August.

Approved Leave
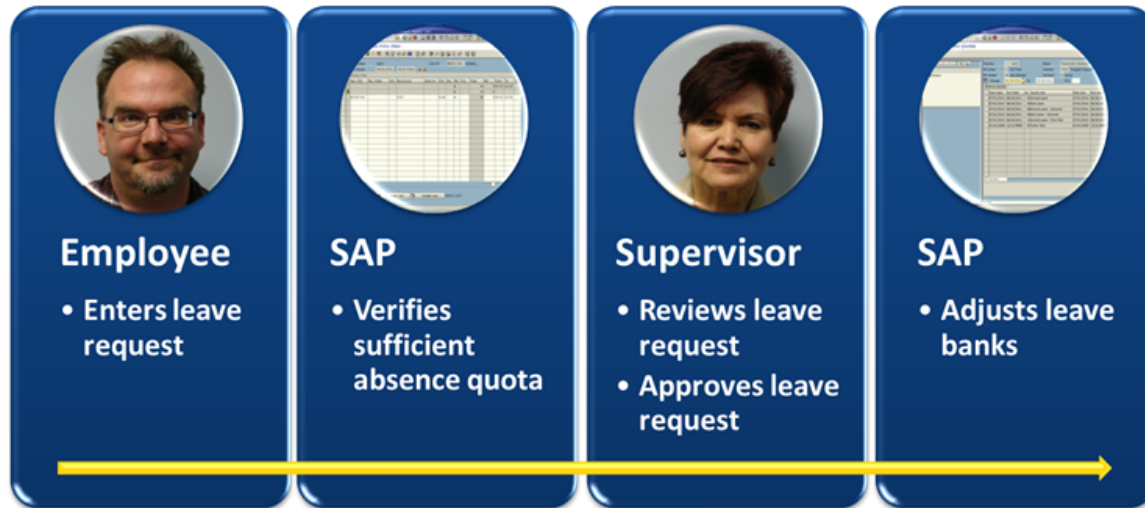
Approved leave is automatically deducted from the leave quota.

Transcript:

As a supervisor, you should also be aware that once leave is approved, it is immediately deducted from the employee's absence quota. For example, for the same employee requesting the August leave - once those three days were approved, the employee has a zero balance in his or her leave bank, even though he or she will not take that leave until August.

But approving leave is not just about whether the employee has a sufficient leave balance, it is also about ensuring that you balance your employee's request with your work schedules and your team's responsibilities. To help to make these decisions, you can use the Absence Quota Report and Personal work schedule report in MSS.

Absence Quotas Report

1 - Employee's personnel number

2 - Employee's name, includes last and first name

3 - Employee's SAP position number and CPPS position number

4 - Employee's quota types

5 - Start date for the quota deduction period

6 - End date for the quota deduction period

7 - Total leave time available to employee for the deduction period

8 - Amount of leave time used by employee in the deduction period

9 - Amount of leave time approved to be used in the future in the deduction period

10 - Employee's remaining leave time available (Entitlement – Used - Requested = Total remaining)

11 - Timekeeper assigned to the Employee

Transcript:

This report provides you with an account of your employees' available leave. It assists you in making personnel decisions such as approving or denying leave requests. Roll your cursor over the graphic for a brief description of each column in the report.

Exercise Two - Execute MSS Display Absence Quota Information

Now that you understand the purpose of the *Absence Quotas* report, practice accessing and reviewing the data.

Click on the button below to launch the simulation.

MSS_AbsenceQuota_L3E2

Click here to Practice the Activity

Work Schedules

Work schedules identify an employee's:

- Days of Work
- Hours of Work
- Start/Stop Time for Work

Transcript:

When approving leave, it is also important that you review the work schedules for your employee and your team, prior to the approval. This helps to ensure that you balance leave requests with projected working times and required personnel.

Personal Work Schedule Report

1 - Employee's personnel number

2 - Employee's name, includes employee's first, middle and last name

3 - Date work schedule assigned to employee

4 - Day work schedule assigned to employee

5 - Start time for employee's work day

6 - End time for employee's work day

7 - Number of hours of employee works per day

8 - Description of the assigned work schedule. Usually identifies days and start/stop time.

9 - Number of time entries recorded on that day

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Transcript:

This report shows you the daily work schedule for each of your employees.

Roll your cursor over the graphic for a brief description of each column in the report.

Exercise Three - Execute MSS Personal Work Schedule Report

And finally, here's your chance to review a *Personal work schedule* report. Start the practice by clicking on the button below.

MSS_WorkSchedule_L3E3

Click here to Practice the Activity

Knowledge Checks

Transcript:

Here is an opportunity to test your knowledge of the CDOT leave approval process. Complete the following questions before moving on the next lesson.

Leave Management Process

Select the best answer to the question.

Which key factor has NOT been automated in the leave management process?

(A) Reporting the use or lose balance

(B) Verbal communication

(C) Adding leave accruals to balances

(D) Comparing leave requests with balances

Leave Management Process

Select the best answer to the question.

Temporary employees are entitled to which form of paid leave?

(A) Annual leave

(B) Sick leave

(C) Holiday leave

(D) Jury Leave

Leave Management Process

True or False.

The main difference between saving a leave and a time entry in CAT2 is that a leave entry sends an email to the supervisor.

(A) True

(B) False

Leave Management Process

Drag each correct item into the drop area.

Which two Attendance/Absence Types are automatically charged to an employee's home cost center?

Overtime (014N or 014P)

On Call Hours (4099)

Sick Leave (120P)

Annual Leave (130P)

Sick Leave (120P)
Annual Leave (130P)

Leave Management Process

Select ALL correct answers to the question.

What two leave types must be approved or delegated by Appointing Authorities?

A	Administrative
B	Annual
C	Leave without Pay
D	Sick
E	Alternate Holiday

Need a Break?

Congratulations, you've completed the Lessons on Time and Leave Management. Once again, if you need a break, feel free to take one.

Transcript:

This is just a reminder. If you are ready for a break, this would be a good place to stop the course.

Lesson Four - Timesheet Approval

At the end of this lesson, you will be able to:

- Locate employee timesheets
- Identify required data
- Check for time entry errors and error messages
- Approve timesheets
- Reject timesheets

Transcript:

So far, you've learned about the time and leave approval processes and the impact your decisions have on your employees as well as CDOT. Now in Lesson Four, Timesheet Approval, let's look at how you actually approve or reject time in SAP.

Why It Matters!

It matters because...

- Reviewing and approving time on a regular basis means employees are paid correctly
- It's easier to do things right the first time rather than fix them later
- Improving the way you use the tools simplifies your work

Transcript:

As stated throughout this course, there really is only one goal; you want to ensure your employees are paid accurately and on time. If you review and approve time and leave on a regular basis, you'll reduce the amount of work you'll have to do. This means you're less likely to make mistakes.

Also, by improving the way you use the tools provided (SAP), you'll simplify the steps required to do your work.

Timesheet Data

What do you look for?

- Correct employee/employees
- Hours
- Start/End Time
- Cost Receiver

Transcript:

Let's review what you should be looking at when you go to approve or reject an employee's timesheet.

First, check that you have selected the right employee or employees.

Next, ensure the employee has entered the correct hours and, if applicable, the right start and end times. Remember, the hours should add up to at least 40 hours and can be a combination of time and leave. If the employee has worked overtime or on call hours, the total should be more than 40 hours.

After that, be sure the employees have selected the right cost center, functional area, or work order receiver for each of their time entries. Keep in mind, the typical cost receivers change with the employee "type".

Attendance/Absence Type

Transcript:

And finally, don't forget to pay close attention to the Attendance/Absence type. It tells you what "kind" of time this is. As discussed in previous lessons, the type of time you approve impacts your employee, your team and your budget.

Time Approval Process - Employee

Employee	SAP	Supervisor	SAP	Payroll
• Enters time and leave • **Releases and saves time and leave**	• Checks entries	• Reviews time • Approves/ Rejects time	• Transfers time to HR • Adjusts leave banks • Evaluates time for payroll	• Pays employee • Posts charges to the General Ledger Accounts
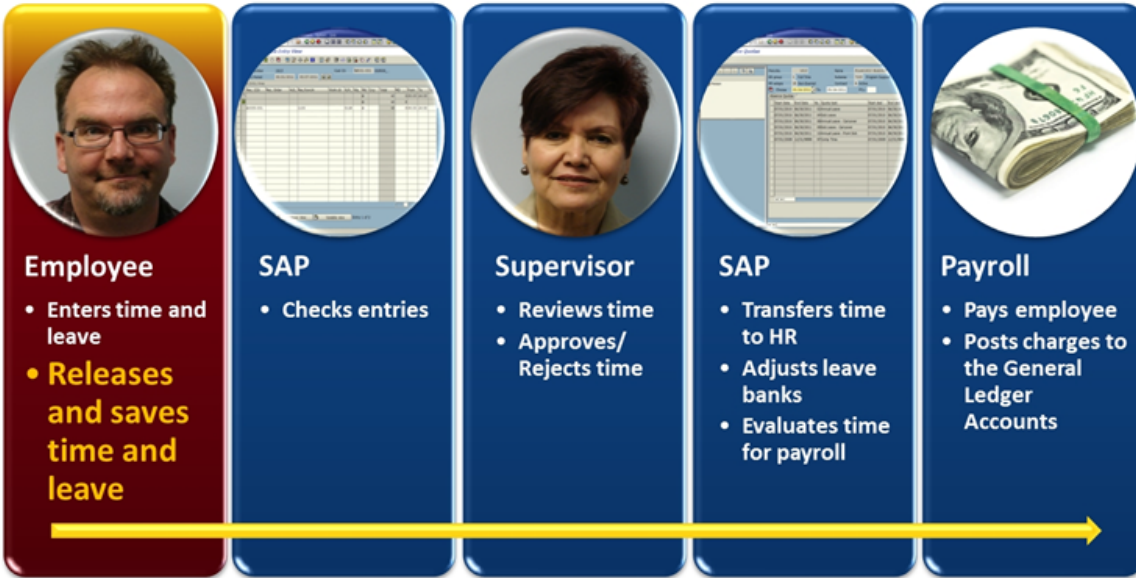
Transcript:

Let's review the basic Time Approval Process. The first step requires that the employee enter his or her time and leave into SAP. The employee is responsible for entering all hours worked and must release and save his or her entries. You can only approve time entries that have been released.

Once time entries are released and saved, you can review and approve or reject entries.

Work Order Time Entry Process

Employee
- Enters time in Work Order

SAP
- Work Order released

SAP
- Transfers data to CAT2

Employee
- Verifies CAT2 entry
- Releases and saves entry
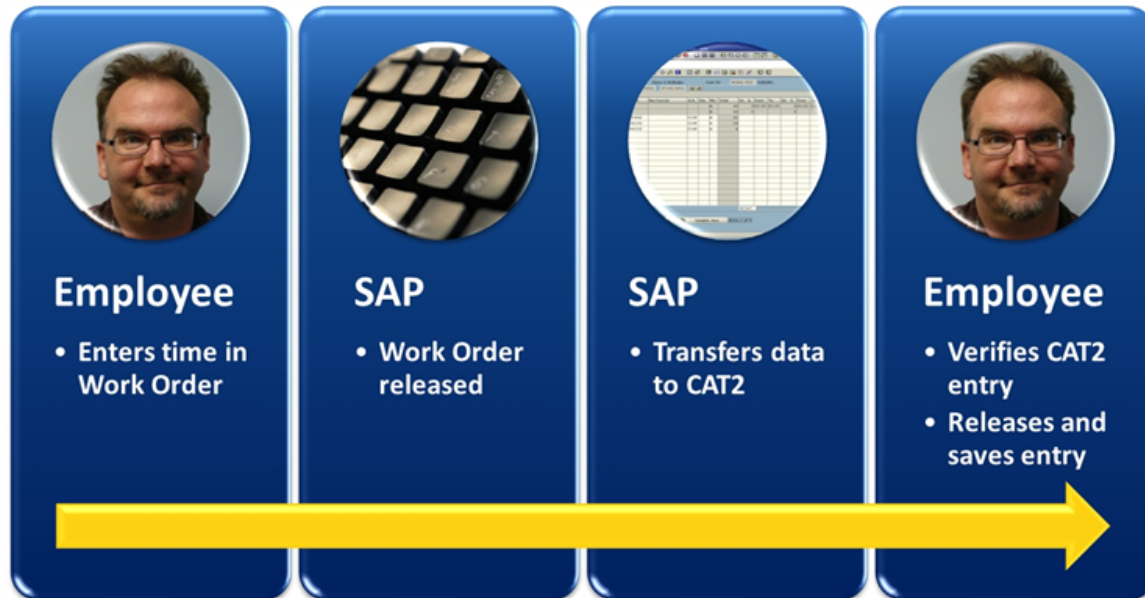
Transcript:

In addition to employees entering time data directly onto the timesheet, the reactive work order has the ability to automatically transfer an employee's time worked to the CAT2 timesheet. This transfer program runs three times a day

As long as the work orders are completed properly and in released status, and no one is in the employee's record at the time the program runs, the transfer occurs.

Releasing Time

Unreleased time entries lead to unapproved time entries.

If time is unreleased:

- Part-time and temporary employees do not get paid correctly
- Full-time employees do not get paid premium pay (shift, overtime)

Transcript:

It is important that employees release and save their time entries on a weekly basis. The longer an employee waits to enter and release their time, the less likely the entries will be accurate.

You should emphasize to your employees that their leave balances and paychecks will not be correct if the time is not released.

Time Approval Process – Supervisor

Employee
- Enters time and leave
- Releases and saves time and leave

SAP
- Checks entries

Supervisor
- Reviews time
- **Approves/ Rejects time**

SAP
- Transfers time to HR
- Adjusts leave banks
- Evaluates time for payroll

Payroll
- Pays employee
- Posts charges to the General Ledger Accounts

Transcript:

Try to get into the habit of reviewing time and leave entries weekly. This allows you to catch mistakes early and leaves plenty of time for you and your employees to make corrections or changes when required.

Payroll Deadline for Time Approval
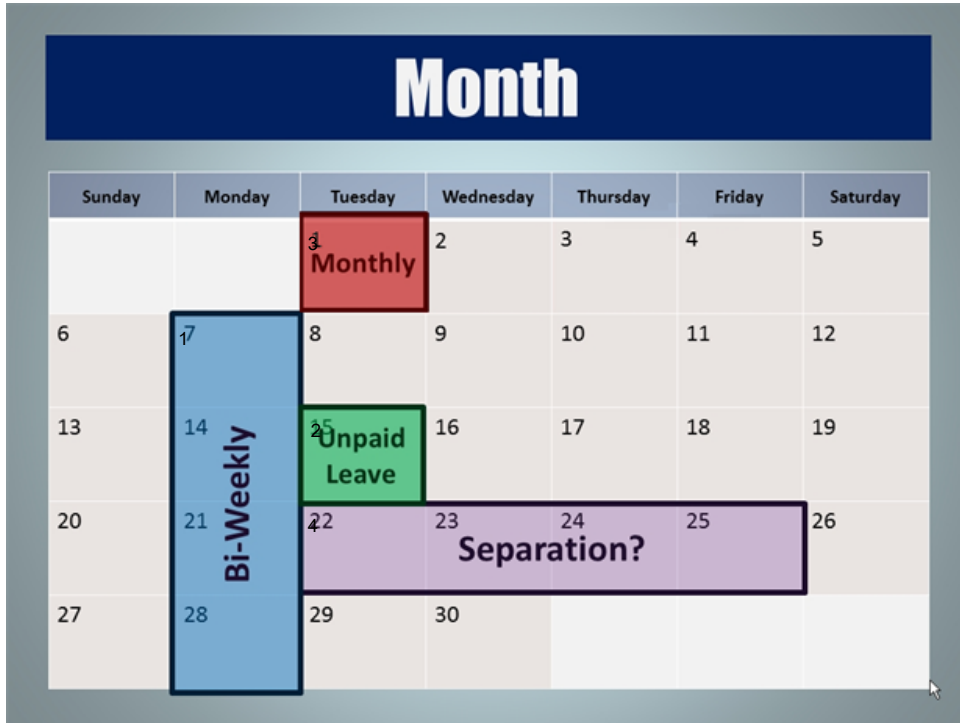
1 - **Bi-weekly** - Approved by 5:00 PM every Monday

2 - **Unpaid leave** - Approved by the 15th of the month

3 - **Monthly** - Approved by five p.m. on the first working day of the following month

4 - **Separation** - Approved on the employee's last working day

Transcript:

CDOT's pay checks are produced by Central Payroll. CDOT is responsible for transferring information to Central Payroll for each employee.

Premium pay, leave without pay, and bi-weekly employees' pay are transferred in separate batches to Central Payroll throughout the month. It is your responsibility to ensure that time is approved prior to the identified deadlines.

Roll your cursor over each of the approval dates for further information on the payroll deadlines.

Timing

Transcript:

How often should you review and approve your employees' timesheets? At a minimum, you should review them once a week.

This has two benefits. It means you have a smaller number of entries to review, so you can be thorough in your review. And two, it means that when there are errors, your employees have time to make corrections and "re-release" their time.

In the cases where you have identified errors or issues, you should talk to the employee, so time is changed and approved prior to the payroll deadline.

Timesheet Changes

Employee/Timekeeper
- Enter Time
- Correct Time Entry

Supervisor/Appointing Authority
- Approve Time Entry
- Reject Time Entry

Transcript:

One thing to remember, when you are reviewing the timesheet and you find errors, you CANNOT correct the errors and approve the timesheet.

Only employees, or in some circumstances the Timekeeper, can make changes to the timesheets.

Your only option is to reject an incorrect or incomplete timesheet.

Viewing Employee Timesheet Data
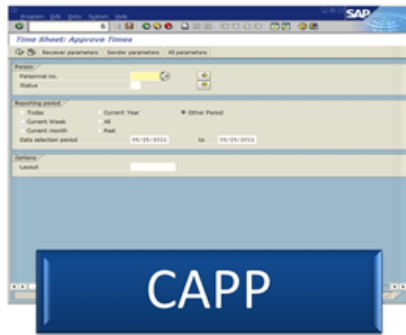
SAP roles allow you to see the timesheet data for your employees.

This is based on:

- Organizational Unit
- Reporting Structure
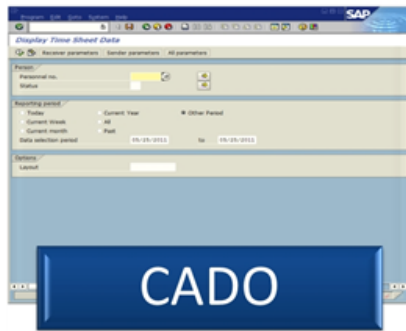
Transcript:

CAPP is the SAP transaction you use to approve or reject time and leave. When you run this transaction, you can choose to see a single employee, select a specific group of employees, or view all employees in the reporting structure. One thing you need to know, regardless of which of these you choose you CAN ONLY view employees that SAP has given you permission to see.

Exercise One - CAPP - Access Single Employee

Now's your chance to go into SAP. Let's start by accessing the time entries for a single employee.

Click the button below to launch the simulation.

CAPP_SelectSingleEmployee_L4E1

Click here to Practice the Activity

Multiple Employees

You would create a selection variant for a group of employees when you:

- Can see many employees, but only want to see your direct reports
- Want to view timesheets for a specific type of employee type (i.e. bi-weekly)
- Can see many employees, but only want to see timesheets for a specific project or patrol
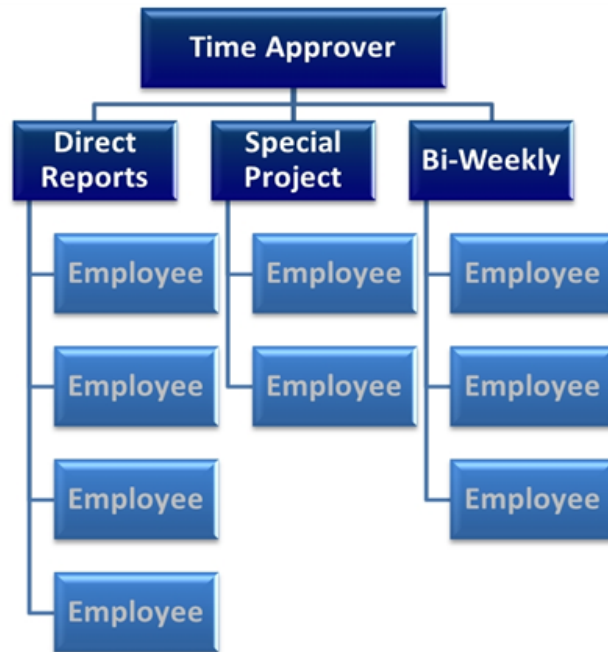
Transcript:

Since we've looked at how to access the timesheet for a single employee, let's look at how you would access timesheets for a select group of employees.

For example, if you are a PE III or Maintenance Superintendent, you have access to view all employee timesheets in your Division. However, you are only responsible for approving time for your direct reports. You'll only want to see the time entries for those people, so you need to limit your view to a select group of employees.

Regardless of your reason, once you've selected multiple employees, you might find it useful to create a selection variant, so that you can reuse your selection criteria.
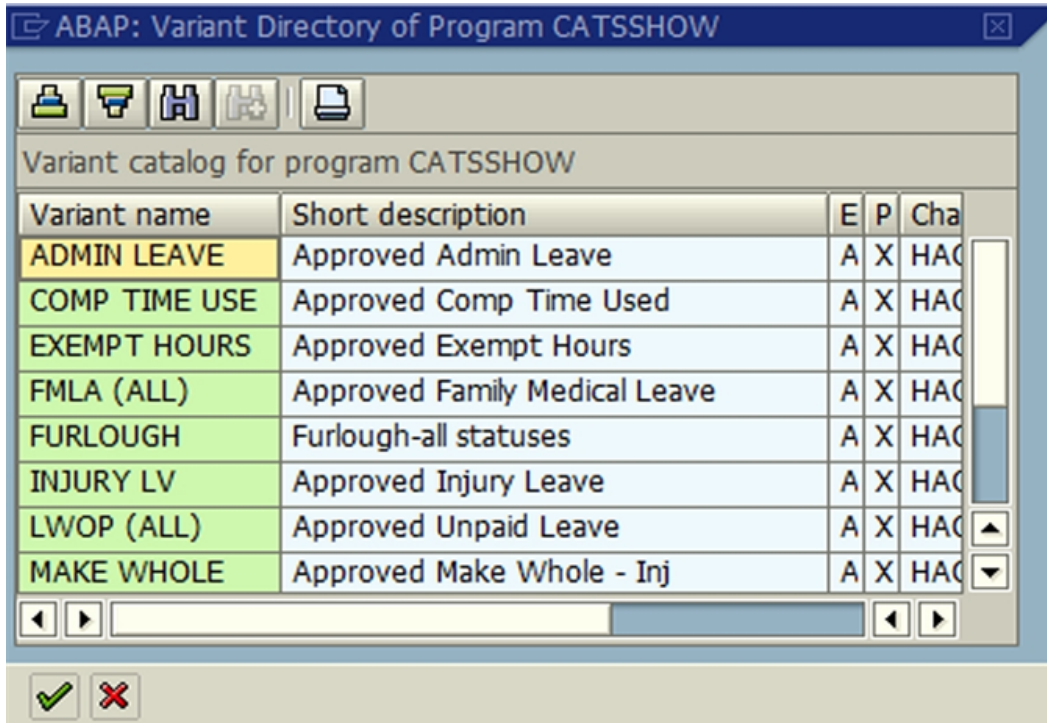
Exercise Two - CAPP - Access Multiple Employees

In this exercise you will select and view multiple employees' time entries in CAPP.

Click on the practice button to see how to do this.

CAPP_SelectMultipleEmployees_L4E2

Click here to Practice the Activity

Selection Variants

ABAP: Variant Directory of Program CATSSHOW

Variant catalog for program CATSSHOW

Variant name	Short description	E	P	Cha
ADMIN LEAVE	Approved Admin Leave	A	X	HAC
COMP TIME USE	Approved Comp Time Used	A	X	HAC
EXEMPT HOURS	Approved Exempt Hours	A	X	HAC
FMLA (ALL)	Approved Family Medical Leave	A	X	HAC
FURLOUGH	Furlough-all statuses	A	X	HAC
INJURY LV	Approved Injury Leave	A	X	HAC
LWOP (ALL)	Approved Unpaid Leave	A	X	HAC
MAKE WHOLE	Approved Make Whole - Inj	A	X	HAC

Transcript:

You can save time every week by creating your own CAPP or CADO selection variant. This variant can include both your employee selection and your layout variant. Just like with the selection variants displayed in the graphic, you can save what you need in SAP so that you can re-use it.

If you do this, you'll get the employees desired and time data in the format you want.

Access Timesheets for All Employees
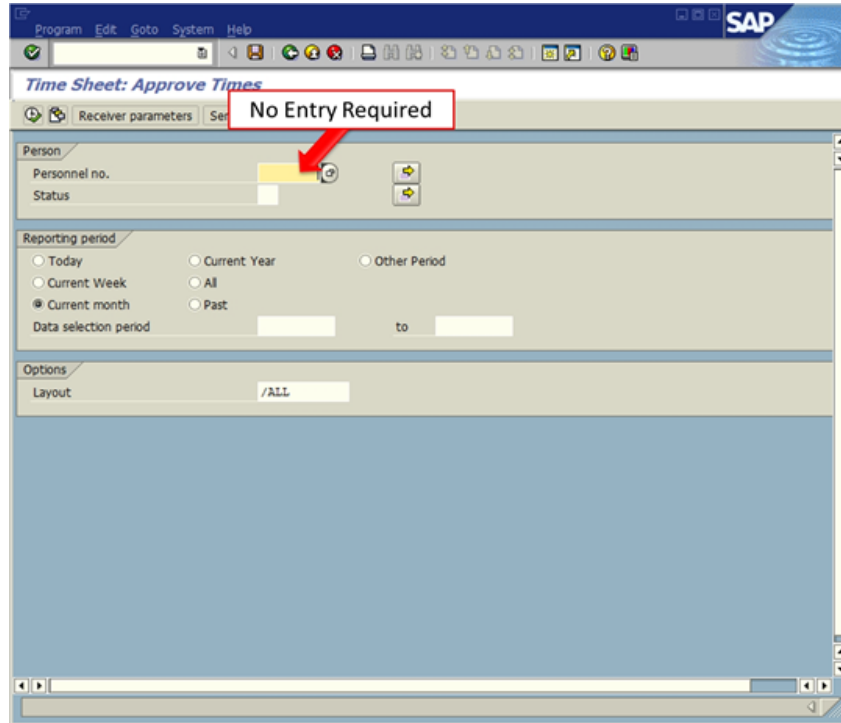
Transcript:

If you approve time for only a few people, you do not need to enter any information in the Personnel No. field. Remember, SAP only shows the timesheets of the employees you are authorized to view.

But you still need to select the reporting period you want to view and, if you wish, a layout variant that meets your viewing needs.

CAPP Time Entry Status

1	2	3	4
Released for approval	Approved	Changed after approval	Approval rejected

1 - **Released for approval** – Time entered, released and saved by the employee. Status "20".

2 - **Approved** – Time entered, released and saved by employee. Approved by Supervisor or Appointing Authority. Status "30".

3 - **Changed after approval** – Time changed by employee after Supervisor/Appointing Authority approved. Status "50".

4 - **Approval rejected** – Time entered, released and saved by employee. Not approved by Supervisor or Appointing Authority. Email of rejection sent to employee. Status "40".

Transcript:

Now that you have displayed your employees' timesheets, let's review again the things you should look for before you approve or reject their time entries.

CAPP, unlike CADO, does not display all timesheet statuses. It only displays released, approved, changed and rejected timesheet entries. If you want to view time and leave entries that are in process or canceled, you'll need to use the CADO transaction.

Click on each of the statuses displayed in CAPP for a brief description.

Common Timesheet Functions

Common sorts/filters used for time entry approval in CAPP:

- Sort by status
- Sum weekly hours by employee
- Sum overtime hours by employee
- Filter by attendance/absence type

Transcript:

Remember, you can use existing CAPP selection variants as a starting point to select timesheet information. Once you have executed the transaction, you can then apply the sum, sort, or filter functions to the resulting display.

Exercise Three - CAPP - Approve/Reject Time

And now let's look at how you use CAPP to approve or reject time.

Click the practice button to start the simulation.

CAPP_ApproveRejectTime_L4E3

Click here to Practice the Activity

Timesheet Revisions

Reasons timesheet entries may change after approval:

- Incorrect A/A Type
- Wrong day or start/end time selected
- Wrong hours entered
- Incorrect cost receiver used

Transcript:

Sometimes entries are changed after they have been approved. Employees or a Timekeeper can change CAT2 entries to make corrections. If an entry is modified after approval, it is the responsibility of the employee or the Timekeeper to inform the supervisor that the entry needs to be approved.

When might a change be required? When an employee realizes that he or she entered an A/A Type for Annual Leave and it was actually Sick Leave or vice versa. Or perhaps the employee realizes he or she entered time on the wrong day or entered the wrong hours.

To catch timesheet revisions or changes to time after you have approved entries, you can either enter code "50" (Changed after approval) in the status field on the selection screen, or you may sort or filter by the approval status in the display (the column header is named "Name"). This will show you the entry which was approved and is no longer desired.

Revision Time Period
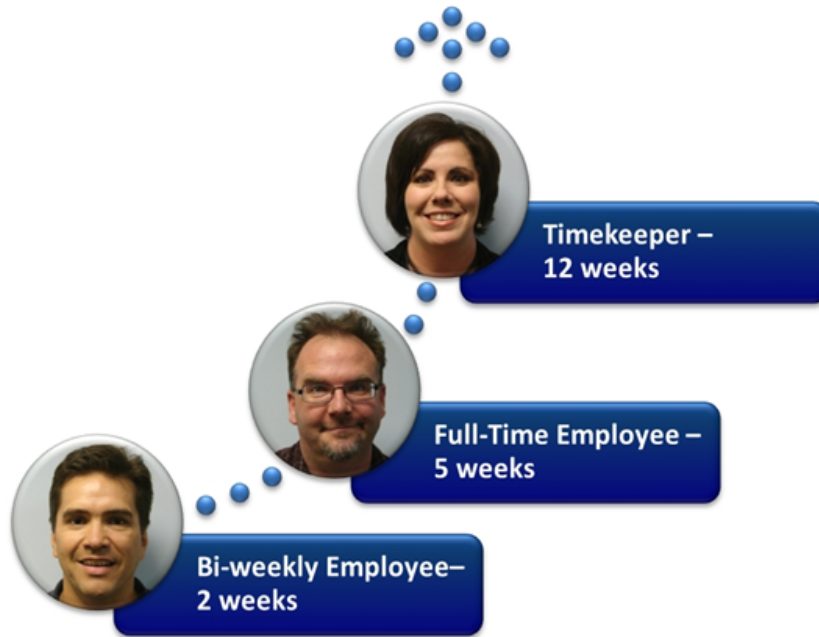
Transcript:

SAP has a set window for when changes can be made to time. Timekeepers have a 12-week window, full-time employees have a 5-week window, and bi-weekly employees have a 2-week window.

Keep in mind, any changes MUST be approved by the employee's supervisor by the payroll deadline in order to be processed within the pay period.

If a time entry needs to be corrected outside of these windows, work with your timekeeper to revise and fax a paper timesheet to payroll.

Exercise Four - CAPP - Approve Time Changed after Approval

Let's practice finding and approving an employee's "Changed after approval" time. Click the practice button below to access the activity.

CAPP_ApproveafterChange_L4E4

Click here to Practice the Activity

Knowledge Checks

Transcript:

You have completed Lesson Four – Timesheet Approval. Here is your opportunity to see what you have learned. Complete the following questions before moving on to the next lesson.

Timesheet Approval

Select ALL of the correct answers to the question.

What are the benefits of approving time entries once a week?

| A | Allows more time for the employee to correct errors |

| B | Reduces the review volume for the supervisor |

| C | Allows the supervisor to be more thorough in his or her review |

| D | Means the employee is less likely to make mistakes |

Timesheet Approval

True or False.

SAP roles allow you to see the timesheet data for your employees based on Organizational Unit and Reporting Structure.

A True

B False

Timesheet Approval

Select the best answer to the question.

A timesheet entry must be in what status for a supervisor to approve it?

(A) In Process

(B) Released for approval

(C) Approved

Timesheet Approval

True or False.

Employees can change their time entries after they have been approved.

(A) True

(B) False

Lesson Five - Alternate Approval of Time and Leave

At the end of this lesson you will be able to:

- Recognize conditions (roles, responsibilities, when and how) to designate time and leave approval
- Choose and designate an alternate timesheet approver
- Assist another supervisor in approving timesheets
- Find employees

Transcript:

Whether you are a potential alternate or a supervisor who needs an alternate, Lesson Five – Alternate Approval of Time and Leave, provides you with the tools you need to ensure an employee's time is reviewed and approved in a timely manner.

When working with alternates, you should understand who can access employee timesheets and recognize the confidentiality of timesheet information.

This lesson covers who, when, and how to designate timesheet approval.

Why It Matters!

It matters because...

- CDOT wants to ensure it lives by its values and pays employees accurately and on time
- A mobile workforce means that Supervisors are not always able to review and approve timesheets

Transcript:

If CDOT does not pay its employees on time and accurately, we are not living by our CDOT values. In addition, we are not compliant with the Fair Labor Standards Act.

As we work with a mobile workforce, supervisors are often away from their office for days. This makes it difficult for them to access and approve timesheets on schedule. The SAP approval process allows multiple supervisors to approve time.

Who Should Approve a Timesheet?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Tom – Annual 10 hrs	8
9	10	11 Sue – Sick 8 hrs	12	13	14	15
16	17	18	19 Bob – Dentist 2 hrs	20	21	22
23	24 Amy – Annual 40 hrs	25	26	27	28	29
30	31					

Transcript:

Ideally, an employee's immediate supervisor should approve his or her timesheet every week. An immediate supervisor is better informed about the days the employee was running late, out sick, or attended training. Each of these things can affect the cost elements entered on the timesheet.

When to Use an Alternate

- Sick Leave
- Annual Leave
- Traveling
- Training
- Supervisor Position Vacant

Transcript:

However, when the immediate supervisor is not able to approve time because he or she is out of the office, on annual or sick leave during the payroll deadline, or a supervisory position is vacant, CDOT uses alternate supervisors to approve time and leave.

One thing to remember when acting as or requesting an alternate, a supervisor cannot approve his or her own timesheet.

Regions

RTD
- North Eng
- South Eng
- Traffic
- Mtc Superintendent
- Business Office
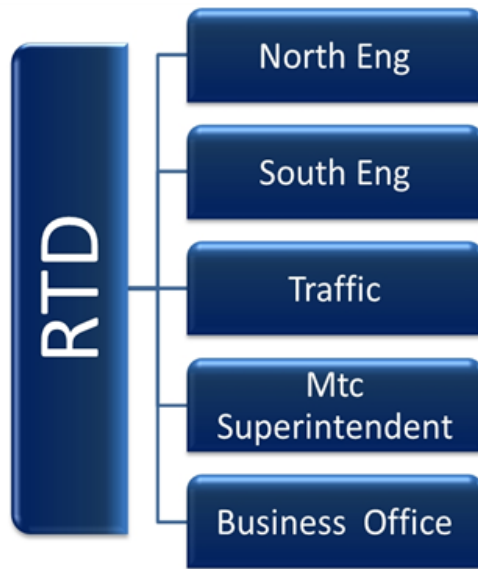
Alternate supervisory approvers in a Region:

- Regional Management Team
- Resident Engineers
- Maintenance Deputies, LTC Ops II and I

Transcript:

Alternate approvers in the Region include the Regional Management Team, Resident Engineers, and Maintenance Deputies and LTC Ops II and I.

Supervisors on the regional management team can review the timesheets of any employee in the Region.

Alternates - Engineering
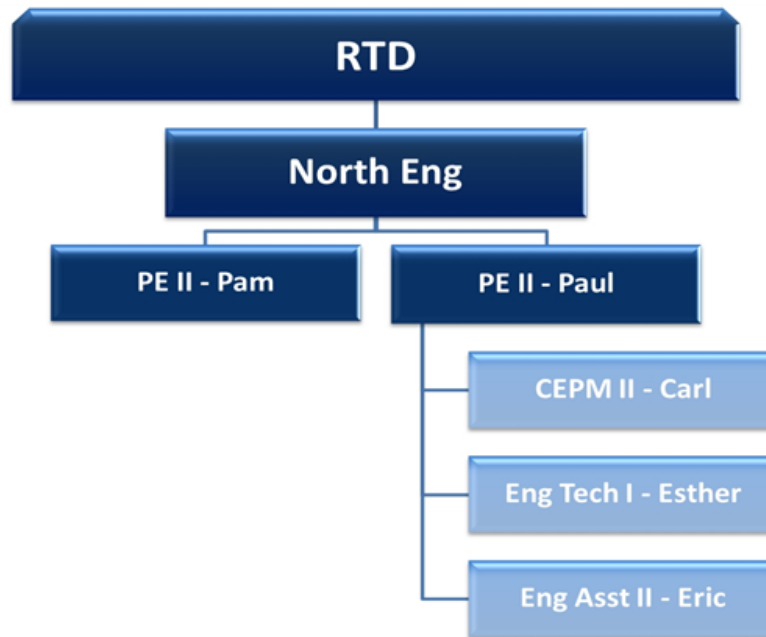
Transcript:

In Engineering, Professional Engineer IIs can approve the timesheet for any employee in their Program Engineer's area. This graphic, and those following, indicates those roles that can act as approvers, in dark blue, and the "approvees" in light blue.

For example, even though Carl, Esther and Eric all report to the PEII-Paul, PE II-Pam can act as an alternate approver for their time entries.

Alternates - Maintenance
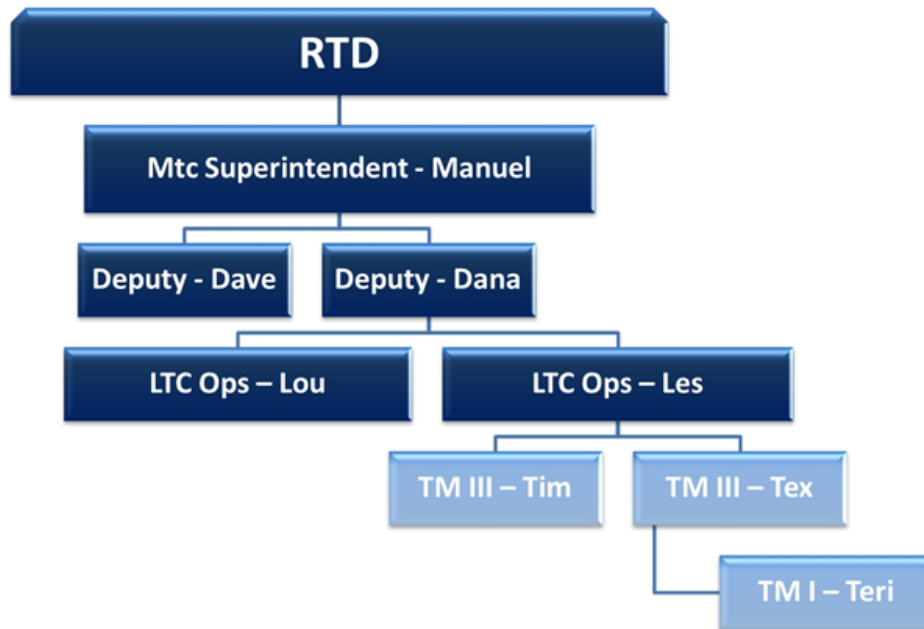
Transcript:

In Maintenance, Deputies and LTC Ops can review and approve any employee's timesheet within their Maintenance Section. For example, although Les is their normal supervisor and time approver, Tim's, Tex's and Teri's time can also be approved by Dave, Dana or Lou, if the need arises . As Manuel is a supervisor for both Dave and Dana, he also could act as an alternate approver for the employees.

Alternates - Other Management Teams
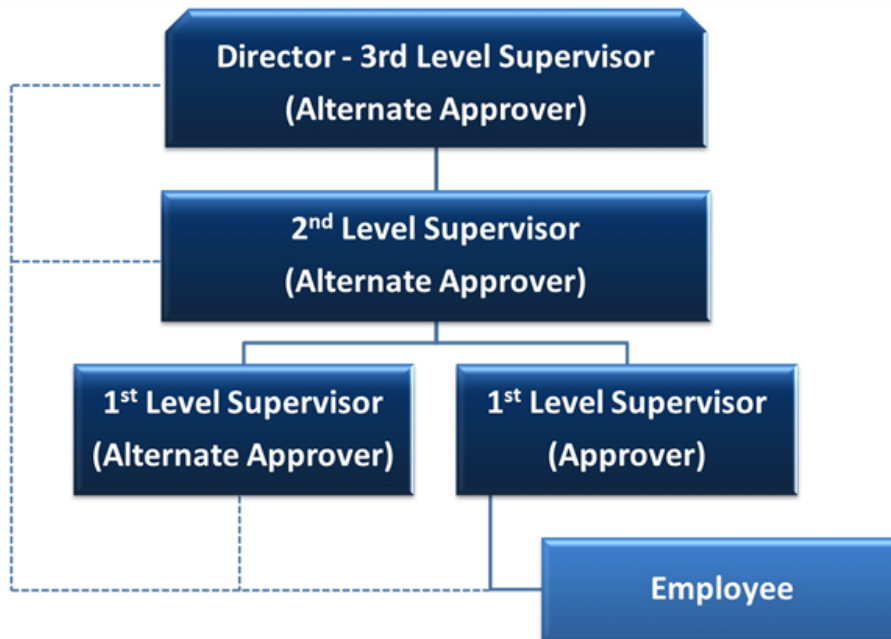
Transcript:

In Divisions, whether in the Regions or at CDOT Headquarters, alternate supervisory approvers are not as clear. The size and structure of the Division makes it hard to provide a simple description of the alternate approver structure.

As a general rule there are at least three people who can approve an employee's timesheet in Divisions:

. An employee's immediate supervisor (first level)

. Any supervisor that has supervisors reporting to them (second level)

. Any supervisor that reports to the Division Director (third level)

Division Alternate Approvers
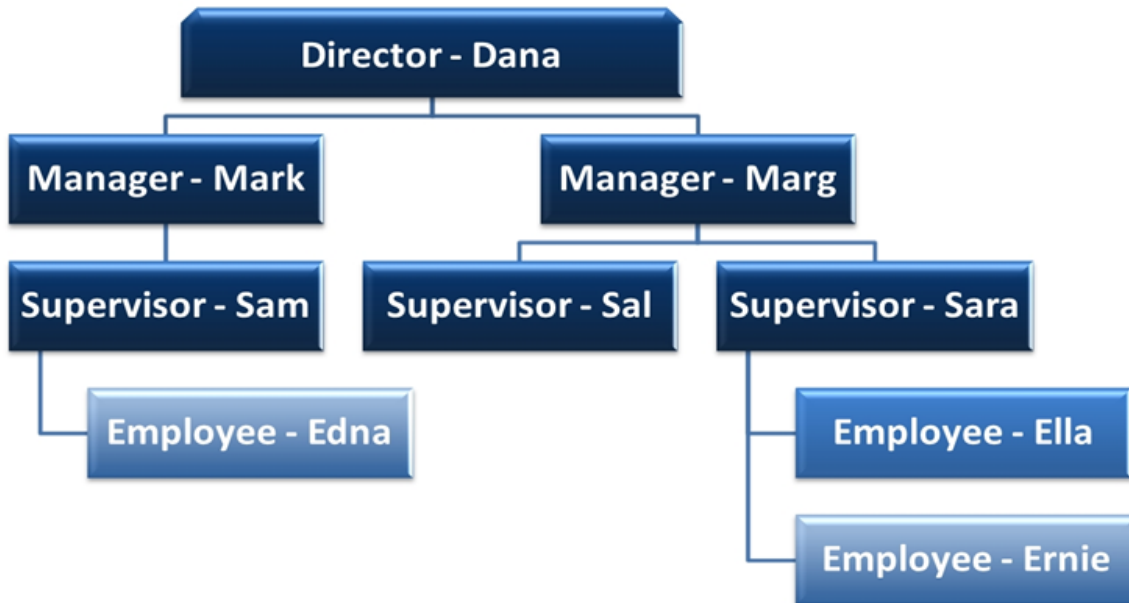
Transcript:

When reviewing the graphic, this means that Sal or Sam could act as alternates for Sara's employees. If required, Marg and Mark could also act as an alternate approver for any of the employee's listed. If you are not sure who is, or if you are, an alternate timesheet approver, check with your Timekeeper or HR Specialist .

Application - Vacant Positions

Transcript:

The most common use of alternate approval will be for vacant supervisory positions. Often the job duties of the vacant position are distributed across the remaining supervisors. Sometimes a single alternate takes on this role.

In this example, however, it has been decided that Mark, is responsible for approving the employees reporting to the "vacant" position. He will act as the approver until the position is filled.

Do not forget that the same time and leave procedures discussed in Lessons Two and Three apply to the alternate's review and approval.

Application - Temporary Assignment
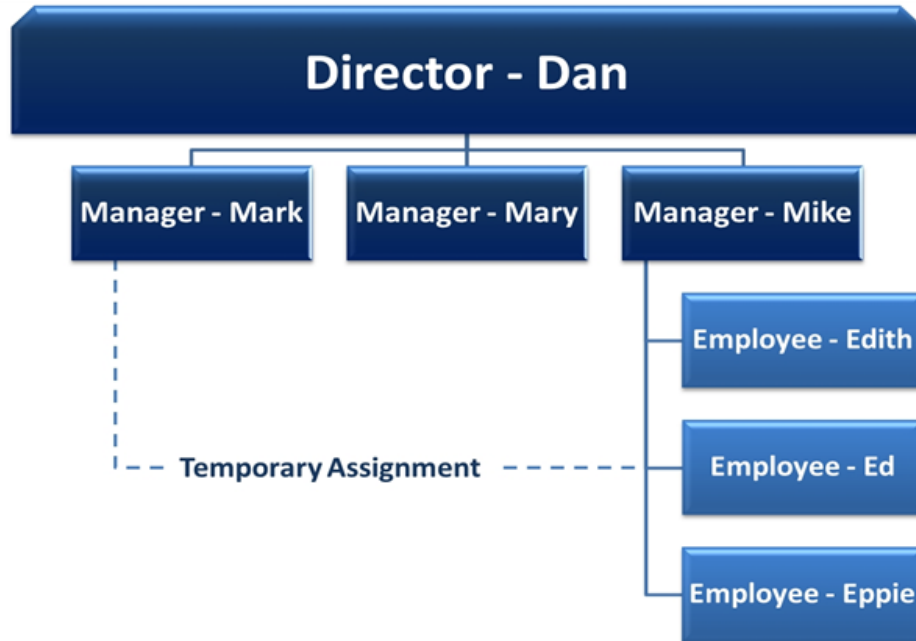
Transcript:

Another occasion when an alternate approver may be used is when an employee is temporarily assigned to a different team. In those cases, it is far more practical for the supervisor that is responsible for working directly with the employee to approve his or her time. As stated earlier, the supervisor that is closest to the work is better informed as to the comings and goings of the employee.

For example, if Ed has been assigned to work with Mark for the next month, it may be more appropriate for Mark to approve Ed's time during this month.

CDOT Values

Transcript:

As discussed earlier in this course, everyone at CDOT wants employees to be paid the right amount at the right time. Therefore,

if you are going to be out of the office for any length of time, ask someone to approve your employee's timesheets.

Let's talk about the best way to do this.

Working with an Alternate

When you ask a supervisor to act as an alternate, be sure you establish clear expectations and share relevant information including:

- Identify the dates
- List the timesheets (employees) to approve
- Explain your procedures and deadlines for managing leave requests and revised timesheets
- Identify your Timekeeper

Transcript:

When you ask another supervisor to review your employees' timesheets, be clear about your expectations. The alternate supervisor is accountable for your employees' pay, so you want to set up your alternate for success.

Let him or her know what dates you need reviewed, who you want to be reviewed and what you want your employees approved for, such as all time entries or just sick leave.

Also be sure you let him or her know who your Timekeeper is, in case there are any questions.

Ensure the approver understands the procedures and deadlines you use for managing leave requests and revised timesheets, including unpaid leave, administrative leave and work schedule changes.

Time and leave management rules and processes should be consistent, regardless of who is doing the approving.

Requesting an Alternate Approver

Transcript:

Don't forget, when requesting an alternate approver, you must let him or her know which employees need approval and whether they are paid biweekly or monthly.

Sometimes, you do not have the time to prepare your alternate approver. That is why it is a good idea to have all of the information ready before you need to ask someone for help. Consider this scenario - A resident engineer (RE) receives a phone call from her child's school. The nurse thinks her daughter broke her wrist. As the RE runs out the door, she tells the other RE, "I did not approve the timesheets, and I need you to do this for me today before 5:00 p.m."

What do you need to do? You need to identify whose timesheets require your review and approval.

Resources to Use

Who or what can help identify who needs time review and approval?

- Personal knowledge
- Timekeeper
- [Positions and Employees report](#)

Positions and Employees report - List of positions and employees. Updated Weekly.

Transcript:

When the supervisor does not leave you with a list of employees to review you have several resources to find this information. One, you can use your own knowledge. If you frequently work with other groups or work in small teams, you might just know the names of the employees. When you know the name of the employees and not their personnel numbers, you can use the Matchcode in CAPP to find them.

Two, you can ask the Timekeeper for a list of employees and/or personnel numbers. Timekeepers can run an SAP supervisory report that displays every CDOT employee with their immediate supervisor. The Timekeeper can sort the report and provide you with the names and personnel numbers of your coworker's direct reports.

And three, you can look up the employees and their personnel numbers in the Positions and Employees report. Click on the listed report for more information about the report's content.

Position and Employees Report

The Position and Employees Report identifies:

- Organizational unit
- Position's cost center
- Position and Job information
- Employee's Personnel Number
- Employee's Name

Transcript:

Here is an example of the Position and Employees report. By reviewing this report, the alternate approver can see there are multiple employees in the Aeronautics Branch, but it is difficult to identify exactly who is approved by whom. Is the alternate expected to approve everyone on the list – or only the direct reports? This is where the alternate would need to enlist the help of the Timekeeper or others.

Staff Resources

Transcript:

While the alternate approver can resolve this issue, he or she would need to spend additional time making phone calls to the Timekeeper, other team leads and the Resident Engineer to determine exactly whose timesheets they need to review and approve. Don't make the alternate supervisor work this hard to approve your employees' timesheets.

Managing Alternates

Several ways you can assist the alternative approver:

- Communicate, early, with your chosen alternate approver on the comings and goings of your staff
- Actively manage time entries
- Use the Position and Employees Report to prepare an employee list with the names, personnel numbers, and employee status
- Let the Timekeeper know who your alternate approver is and vice versa

Transcript:

What can you do to make the work easier? Here are a few suggestions. When possible, ensure that your alternate approver is aware of your team members, their roles and their schedules before you ask him or her to manage your time responsibilities. If he or she is familiar with your folks, it will be easier to determine what needs to be done and when. Also, be sure you are up-to-date in your time reviews and approvals. You only want the alternate to manage time entries for the time that you are absent and unable to complete the approvals. Next, be sure you have an up-to-date list of your employees. As previously suggested, use the Positions and Employees Report to create a list of your employees. Ensure the list is readily available for you to share with your alternate And last, take the time to acquaint your alternate with your Timekeeper. The Timekeeper has access to information that can be very useful.

Summary
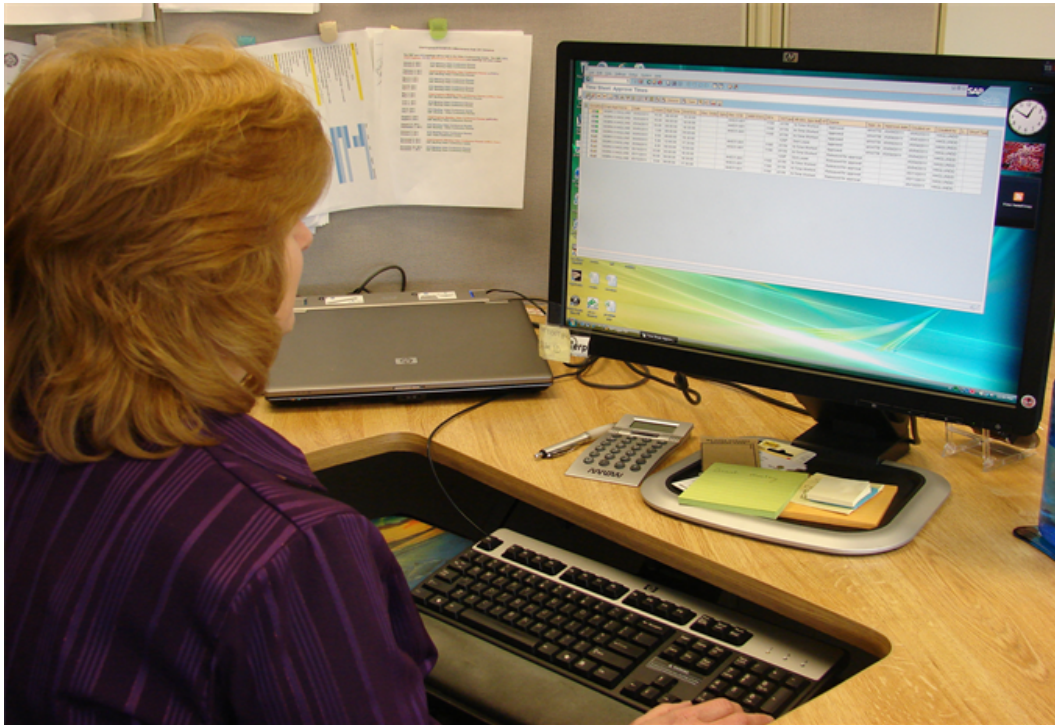
Transcript:

A note, your alternate approver always has access to your employees' timesheets. There is no special procedure that needs to be completed. Once you have made the request and provided them with the necessary information, he or she is good to go. Whatever you do, don't forget that when you ask for help, you need to communicate your expectations clearly and provide all the tools required for success. Remember, next time the alternate supervisor may be YOU.

Exercise One - CAPP - Alternate Approval

Take a moment to practice acting as an alternate approver. Click on the button below to launch the simulation.

Please note, there is NO audio with the simulation.

CAPP_AlternateApproval_L5E1

Click here to Practice the Activity

Knowledge Checks

Transcript:

You have completed Lesson Five – Alternate Approval of Time and Leave. Take a moment to see what you have learned.

Complete the following questions before moving on to the next lesson.

Alternate Approval of Time and Leave

Select ALL of the correct answers to the question.

Delegation of timesheet approvals was established based on which of the following two business needs?

A   Support of CDOT values

B   Incorrect organizational structure

C   Mobile workforce

D   Breach of confidentiality

Alternate Approval of Time and Leave

True or False.

When you are designated as an alternate approver, you become responsible for approving revised timesheets, leave requests, and time entries according to existing time management rules and policies.

A True

B False

Alternate Approval of Time and Leave

Drag the correct answer(s) into the drop area.

When you are designated as an alternate approver, if you do not have an employee's list, what resources can you use to determine which employee's time to approve?

Timekeeper

Risk Management

Position and Employee Report

MSS Personal Work Schedule Report

Timekeeper

Position and Employee Report

Alternate Approval of Time and Leave

Select the best answer to the question.

There has been a rock slide within the I-70 corridor, and you send three of your maintenance employees to work for the Region's LTC Ops in charge of the emergency response team. What is the most efficient way to approve the time entries for the event?

(A) Schedule a meeting with LTC Ops to discuss each of the employee's work time during the event

(B) Rely on the employee to enter his or her time correctly

(C) Approve time without talking to the LTC Ops

(D) Delegate the approval directly to the LTC Ops

Lesson Six - Time Management Errors and Corrections

At the end of this lesson you should be able to:

- Manage timesheet revisions
- Describe the causes and solutions for timesheet error messages
- Take appropriate action when you receive emails from Payroll

Overview

Time

Leave

Timesheets (SAP)

Alternates

Corrections

Transcript:

We all make mistakes from time to time. Luckily we have the folks in the Payroll Office to help us pay attention to the small details that can impact our budgets and employees' pay.

At the end of this lesson, Time Management Errors and Corrections, you should understand the error messages you receive from both SAP and the Payroll Office, and the role you play in ensuring these issues are addressed.

With this knowledge you can prevent errors and work with your Timekeeper and employees to correct mistakes when they do occur.

Why It Matters!

It matters because timesheet errors affect…

- Employee pay
- CDOT's budget documentation

Transcript:

At the beginning of the course, we discussed how approved timesheets directly affect CDOT's budget documentation and employee pay. The corrections section provides guidance on how to respond effectively to the emails you receive from SAP, Payroll or a Timekeeper when corrections are required.

At the time this course was written, Payroll reported that, after monthly payroll runs, there is still a large amount of unapproved hours in the system - up to 40,000.

Because of these unapproved hours, employees are not receiving their premium pay in a timely manner. Also, because these unapproved hours are not posted to the appropriate cost receivers, it means we are making budget decisions using inaccurate data.

Mistakes Happen
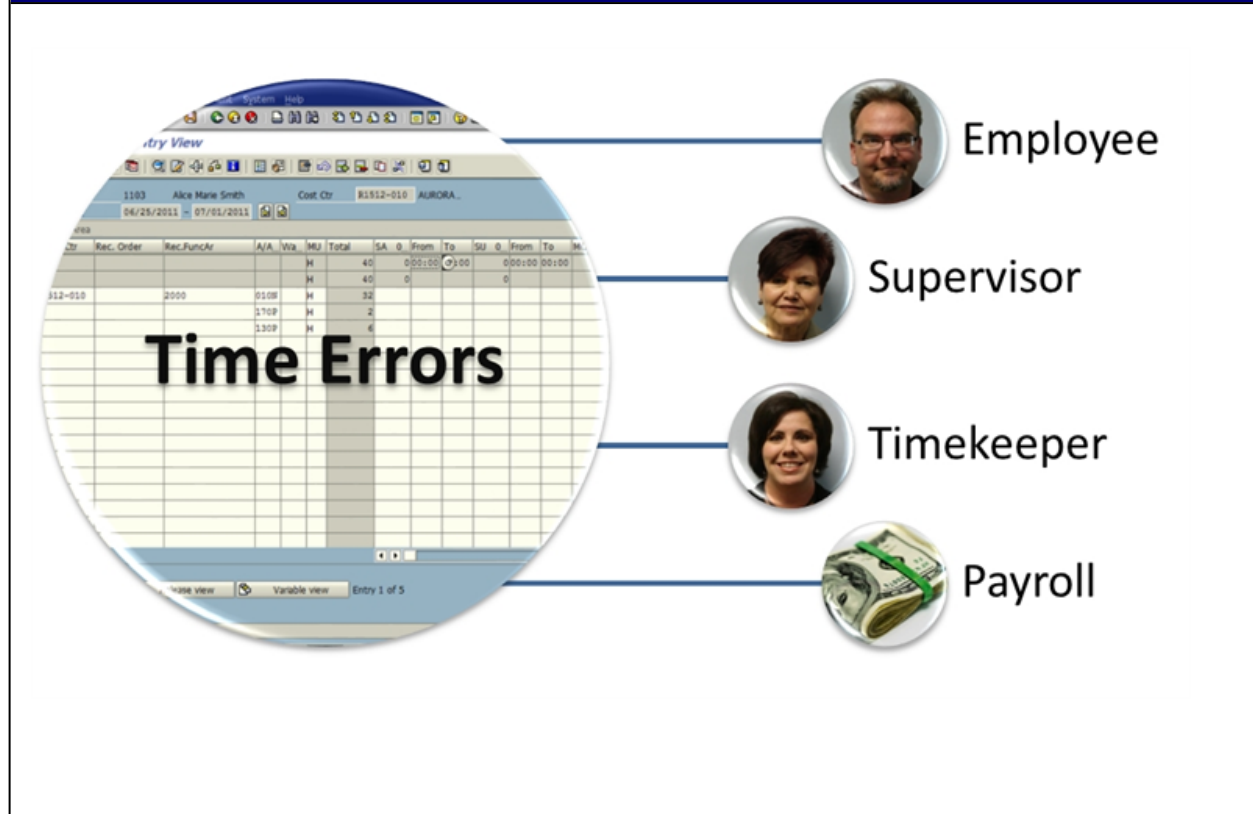
Transcript:

We all do our best to make good decisions and complete our daily tasks correctly. But, even when everyone does their best, mistakes happen. It is your responsibility to work with your employees, Timekeeper and Payroll to fix these mistakes.

Timesheet Changes and Approvals

Employee corrects error in SAP

Bi-weekly –
2 weeks
Monthly – 5 weeks

Timekeeper corrects error in SAP

12 weeks

Payroll provided with signed paper copy

More than 12 weeks

Supervisor approves changes in SAP

Up to 1 year

Transcript:

Employees and Timekeepers are able to change approved time entries in SAP, but only within a specified period of time. If timesheet approval errors are caught and corrected within these timeframes, the revision and approval process occurs in SAP. If the error happened more than 12 weeks ago, your employee and Timekeeper will need to work with Payroll to change the time entries. To make these changes, Payroll requires a signed paper timesheet.

Approving time in CAPP, on the other hand, does not have the same time limit. A supervisor can approve or reject missed entries that are up to one year old.

Payroll Error Notifications

Supervisor
- Collision email
- Unapproved Time email

Timekeeper
- Collision email
- Unapproved Time email
- Under 40 Hours Worked email
- Overtime (OT) Error email

Transcript:

To help manage the time approval process, the Payroll Office has created several different communications which identify timesheet conflicts.

Emails sent to supervisors usually involve issues that you can address yourself or with your employee. Those sent to the Timekeepers generally deal with more complex problems and require the Timekeepers to work with the employees to resolve them.

Collisions

Transcript:

SAP uses the term "collision" to indicate that time or cost receiver data transferred through the CAT2 transaction, HR system, and Payroll do not match.

When a collision occurs, that time entry does not pass through the HR-Payroll process. And, if the entry never makes it to the payroll system, the hours are not allocated to a cost element and the employee could be paid incorrectly.

Collision Email
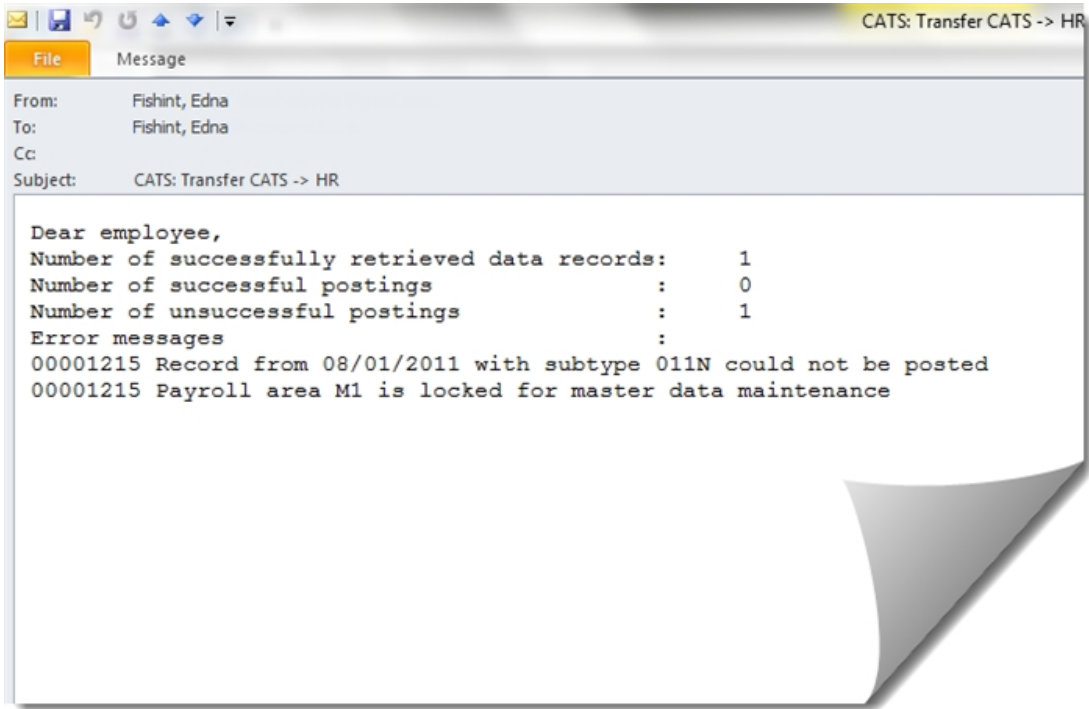
Transcript:

You will know that one of your employees has a timesheet collision when you receive an email from the CATS transfer program. You will receive the email shortly after you approve the timesheet. This email is addressed both to and from the approving supervisor.

The message for a collision identifies the employee's personnel number, the date of the time entry, the attendance/absence type and a description of the issue.

Collision Type – Work Order

E 00001188 Record from 03/01/2007 with subtype 010N could not be posted

E 00001188 System status CLSD is active (ORD 1800090946)

Work order is closed before the supervisor approves the entry.

Transcript:

Here is an example of an error message for a closed work order.

The error message detail lines start with the employee's personnel number (1188). The message tells you the day (03/01/2007) and the attendance/absence code (010N) that could not be posted.

The second line provides the order number (1800090946) that has been closed. This means that no charges can be posted against the order, and the employee's hours did not transfer to Payroll.

To fix the entry, the work order needs to be "re-opened". Contact your Timekeeper. He or she will work with the designated resources in Maintenance to resolve this issue. In some cases, the work order will have been TECO'ed, and the charges have to fall against the home cost center.

Collision Type – WBS Element

E 00001474 Record from 05/06/2009 with subtype 011P could not be posted

E 00001474 System status CLSD is active (WBS 16753.10.30)

WBS element changed and no longer accepts timesheet charges.

Transcript:

Just like the Work Order error, the WBS error message identifies the employee (1474), the date of the entry (05/06/2009) and the attendance/absence code (011P).

However, it identifies a WBS code (16753.10.30) instead of a work order number.

If the email error message lists a WBS element, you need to work with the Project Award/Closure Accountants in the Project Award/Closure Unit of OFMB, under DAF. They'll help to determine if the project status could be changed or whether the entry has to be posted to a different cost receiver.

Collision Type – FMLA Workbench

XOO X	2953 11/29/2010 212P	6.50	0.00	19

S 00002953 Infotype record was created using the Time Sheet

E 00002953 Record from 11/29/2010 with subtype 212P could not be deleted

S 00002953 This absence is assigned to an FMLA request

S 00002953 This absence is assigned to an FMLA request

E 00002953 This absence is assigned to an FMLA request

Leave entries attached to the FMLA Workbench are changed after approval.

Transcript:

Understanding and implementing all the rules and processes associated with Family Medical Leave can be complicated. As a result, time and leave entries may change to correct coding issues. When entries are changed, they may cause collisions because the timesheet, HR leave balances, and the FMLA Workbench hold inconsistent data. You need to work with your FML coordinator and the employee to resolve FML time collisions.

Preventing Collisions

Approve time weekly.

Transcript:

One easy way to prevent collisions is to approve time entries weekly. When you approve time weekly, the risk of the status changing is greatly reduced.

However, while we can reduce the errors, there still may be one or two collisions that slide by. It is your responsibility to resolve the problem.

The key to fixing a timesheet collision is to PAY ATTENTION to the CATS email. And remember, it you are not sure what to do, ask the Timekeeper or the FML coordinator for help.

Collision Type - Payroll Locked

00001347 Record from 08/01/2011 with subtype 011N could not be posted
00001347 Payroll area M1 is locked for master data maintenance
00001347 Record from 08/02/2011 with subtype 011N could not be posted
00001347 Payroll area M1 is locked for master data maintenance
00001347 Record from 08/03/2011 with subtype 011N could not be posted
00001347 Payroll area M1 is locked for master data maintenance

Payroll system is locked for processing.

Transcript:

One last collision type is created during payroll processing. During the bi-weekly and monthly payroll runs, SAP automatically locks people from making changes to HR data.

If you approve timesheet entries during this time, you will get the CATS email message explaining that the payroll area is locked for master data maintenance.

This message within the email is easy to address. Just wait. Once the master data is unlocked, the system reprocesses any and all records. You do not have to do anything.

Unapproved Time

Why does time approval get "missed"?

- Time has not been released and saved by employee
- Time has been changed by employee after approval
- Supervisor has been unable to approve time

Transcript:

Sometimes, supervisors can miss approving time entries. For example, when an employee has not released and saved all of their time entries, then these unreleased/saved time entries do not display in CAPP, and thus you cannot approve them.

On other occasions, times entries may be missed because the employee has made changes after the time entries were approved.

And, yes, there may even be occasions when you were too busy and forgot to review your employees' time.

In all of these cases, you receive an email notifying you that there is time that needs to be approved. This email is sent by Payroll staff and not the CATS system.

Unapproved Time Email

From:
To:
Cc: Track, Kip; Kipper, Tom; Meah, Payton; Thyme, Ona
Subject: time needing approval

Attached is a report showing time for July, 2011 that is not approved. Please review and correct/approve these entries. If you have any questions, please let me know.

Thanks,

Transcript:

The Payroll Office runs the CADO variant: UNAPPROVED. This variant finds every employee with time which is in the "In Process" (not released) or "Released for Approval" status and displays these line items. The report results are emailed to all Timekeepers and supervisors of employees with unapproved time.

This email is a friendly reminder to approve any outstanding time entries before payroll runs at the end of the day. If the supervisor misses the deadline, the employees' premium pay items will be delayed.

Unapproved Time Correction

Steps to take:

- Review CADO Unapproved Time report and/or ZCAT3 time display
- Notify employee and/or Timekeeper to release time
- Approve time in CAPP

Transcript:

When you get an Unapproved Time report email, you can run CADO or ZCAT3 to review your employee's timesheet. Notify the employee or Timekeeper to release the "In Process" time. After that is done, you can approve all "Released for Approval" time in CAPP. Be sure the date selection period goes back far enough to see the unapproved entries. Supervisors can approve time, using CAPP, back for an entire year.

Exercise One - CADO - Unapproved Time Report

If you want to avoid getting this weekly report emailed to you from the Payroll Office, you can run the CADO variant "UNAPPROVED" at any time. Let's practice how you can do that.

CADO_UnapprovedTime_L6E1

Click here to Practice the Activity

Under 40 Hours/Work Week
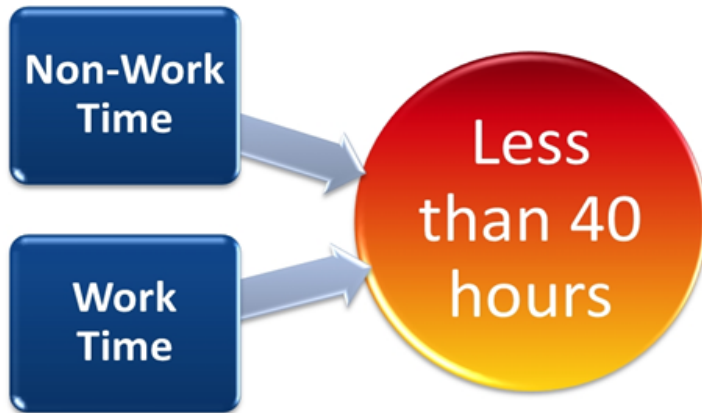
Causes:

- Time not entered
- Unreleased time
- New hire, hired mid-week
- Flex schedule

Non-Work Time → **Less than 40 hours** ← **Work Time**

Transcript:

State Personnel Rules and Procedures require every full-time employee to account for at least 40 hours in every week. Except for weeks with holidays, if you do not see at least 40 hours during the week, then you know something is awry. It could be that time was not entered, time was not released, or the employee did not know what to do.

Again, the Payroll Office runs a weekly report to determine which full-time employees did not code 40 hours in each week.

Under 40 Hours/Work Week Report

PersNo	Employee/ Appl Name	Message Long Text	Expected	Actual	Logical Da	WS Rule
2491	Betty Davis	Employee Did Not Enter 40 Hours	40	9	9/17/2010	10MOTH09
3736	Ted Turner	Employee Did Not Enter 40 Hours	40	32	9/10/2010	10TUFR09

Excel file showing employees who do not have 40 hours of time coded during the work week.

Transcript:

Payroll sends weekly and monthly emails to the Timekeepers of the employees who are listed on the error report. The Excel spreadsheet identifies the person, the expected time, the actual time and the week that does not show 40 hours.

Using CADO and ZCAT3, the Timekeeper can determine if the time has been entered and the supervisor forgot to approve all of the hours, or if the employee missed entering a day or two.

Remember, use a team approach to ensure time entries are entered, corrected, and approved. The Timekeeper should inform you and the employee of what needs to be corrected and approved.

Exercise Two - ZCAT3 - Under 40 Hours Worked Review

When an "Under 40 Hours Worked" email is received from Payroll, you can use ZCAT3 to identify why an employee is appearing in this report. Click the button below to practice reviewing employee time using ZCAT3.

ZCAT3_ReviewforUnder40_L6E2

Click here to Practice the Activity

Overtime (OT) Error Report

PersNo	Employee/ Appl Name	Message Long Text	Expected	Actual	Logical Da	WS Rule
2491	Betty Davis	Exp. OT does not match Actual OT	4	0	9/17/2010	10MOTH09
3736	Ted Turner	Exp. AR does not match Actual AR	0	2	3/5/2011	8MOFR01

Excel file showing employees who have issues with overtime or additional regular time entries.

Transcript:

Now that you've finished looking at ZCAT3, let's discuss the Overtime Error report.

Payroll emails this report to Timekeepers. The Excel file identifies employees who may have too much or not enough overtime or additional regular time coded on their timesheets. These coding errors, if not corrected, result in the employee being either under- or overpaid.

When reviewing the spreadsheet, the message's long text indicates whether the expected Overtime (OT) or Additional Regular Time (AR) does not match actual amounts coded.

Overtime (OT) Error Correction

Exception	Pers.No.	Date	Start Time	End time	Σ Hours	Send. CCtr	ActTyp	Rec. CCtr	A/AType	Name
⬤⬤⬤	3736	03/07/2011	08:00:00	17:00:00	8.00			R1500-010	011N	Approved
⬤⬤⬤	3736	03/08/2011	08:00:00	17:00:00	8.00			R1500-010	011N	Approved
⬤⬤⬤	3736		17:00:00	19:00:00	2.00			R1500-010	014N	Approved
⬤⬤⬤	3736	03/09/2011	00:00:00	00:00:00	8.00				130P	Approved
⬤⬤⬤	3736	03/10/2011	00:00:00	00:00:00	8.00				130P	Approved
⬤⬤⬤	3736	03/11/2011	00:00:00	00:00:00	8.00				130P	Approved
					▪ 42.00					

Personnel Number 3736 Non Exempt 3736 Maint Su Cost Ctr R1500-010 AURORA_I
Data Entry Period 03/05/2011 - 03/11/2011

Data Entry Area

LT	Rec. CCtr	Rec.FuncAr	A/A	Wa	MU	Total	MO 0	From	To	TU 0	From	To	WE 0	From	To	TH 0	From	To	FR 0	From	To
🕐					H	40	8	08:00	17:00		8	08:00	17:00	8	08:00	17:00	8	08:00	17:00	8	08:00	17:00
Σ					H	42	8			10			8			8			8		
			130P		H	24							8			8			8		
	R1500-010	2000	011N		H	16	8	08:00	17:00	8	08:00	17:00									
	R1500-010	2000	014N		H	2				2	17:00	19:00									

Transcript:

Again, the Timekeeper reviews the identified employee's timesheet for the identified week. He or she can use the CADO and/or ZCAT3 transaction. Once the issue is identified, the Timekeeper notifies the supervisor and the employee of the problem.
The employee needs to fix the entry in CAT2, and then the supervisor uses CAPP to approve the change.

Paper Revised Timesheet
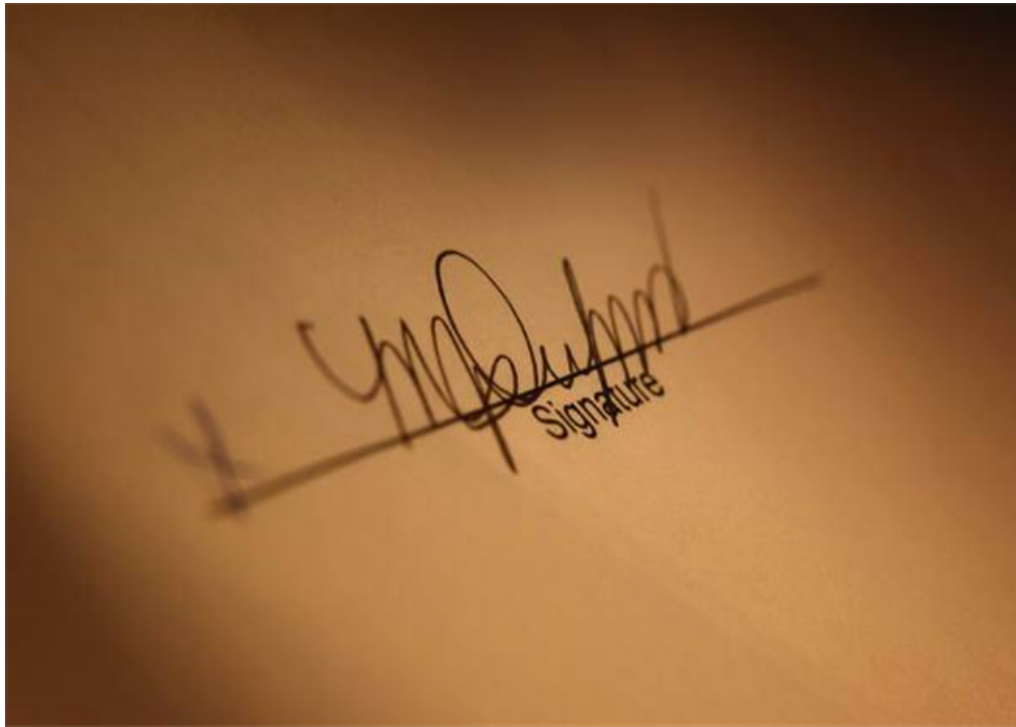
Transcript:

On some occasions, neither the employee nor the Timekeeper can scroll back in CAT2 to the week with the time issue. This means they cannot make the appropriate changes in SAP.

When this happens the Timekeeper creates a paper revised timesheet. The employee and supervisor must sign the timesheet and fax it to the Payroll Office.

Knowledge Checks

Transcript:

Here is an opportunity to test your knowledge of common timesheet errors and how they can be corrected. Complete the following questions.

Time Management Errors and Corrections

Drag each correct item into the drop area to the right.

What are the four payroll error notifications?

Collision email

Unapproved Time email

Under 40 Hours email

Incorrect work schedule email

Overtime Error email

Collision email
Unapproved Time email
Under 40 Hours email
Overtime Error email

Time Management Errors and Corrections

True or False

Time collisions occur when Work Orders or WBS elements have been closed or changed before a supervisor approves the time entries.

(A) True

(B) False

Time Management Errors and Corrections

Select ALL correct answers to the question.

Who receives the unapproved time report?

A	Supervisor

B	Employee

C	Timekeeper

Time Management Errors and Corrections

Select the best answer to the question.

Who is responsible for resolving issues identified in the OT Error Report?

A Employee

B Supervisor

C Timekeeper

D All of the above

Course Summary

Now that you have completed this course, you should be able to:

- Discuss the roles and responsibilities involved in the time and leave approval process
- Locate and explain CDOT's time approval policy directives
- Approve and reject time and leave requests in SAP
- Delegate approval for time and leave requests
- Recognize and resolve timesheet approval errors

1 - Go to page [Lesson One - Time Management Overview](#)

2 - Go to page [Lesson Two - Time Management Process](#)

3 - Go to page [Lesson Three - Leave Management Process](#)

4 - Go to page [Lesson Four - Timesheet Approval](#)

5 - Go to page [Lesson Five - Alternate Approval of Time and Leave](#)

6 - Go to page [Lesson Six - Time Management Errors and Corrections](#)

Transcript:

Now that you have finished the course, take a moment to review the original course goals. If you want to return to a particular topic, click on the graphic to return to the appropriate lesson.

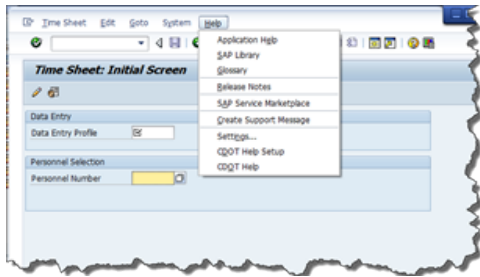When you have finished reviewing the topic, use the Menu at the upper right to return to the Course Summary page.

On-Line Resources

You can access on-line Help:

- Through CDOT's Intranet
- Use URL "saptraining"

Click here to open the SAP Training website.

- Directly from SAP
- Click -->Help -->CDOT Help on Menu bar

here - http://vupweb.dot.state.co.us/gm/cabinet-1.25.201?mode=EU

Transcript:

We also want to remind you of the resources available to help you with your work in SAP.

One of these resources is the SAP Training website. This website contains work instructions and other useful training materials and tools.

There are two ways to get to this on-line help.

You can use Internet Explorer and the website address saptraining, or you can access it directly from SAP. When you are in SAP, click on Help in the menu bar, and then select CDOT Help.

Other Resources

In addition to the on-line SAP help, CDOT offers you the following support:

- Your Power User or Regional Super User. To find your Power User or Regional Super User, click here.
- SAP Support Team at dot_SAPSupport@state.co.us. Click here to email the SAP Support Team.

here - http://intranet.dot.state.co.us/resources/sap/sap-team/sap-erp-power-and-super-user-support-team

here - https://mail.google.com/mail/?ui=2&view=cm&fs=1&tf=1&to=dot_sapsupport@state.co.us

Transcript:

Besides the website, CDOT also has fellow employees that are assigned to act as your SAP resources. This includes your Power User or Regional Super User and the SAP Support Team.

Course Evaluation

Please help the SAP Support Team by completing the course evaluation

Your feedback ensures that CDOT continues to deliver meaningful, high-quality learning tools that meet the needs of the employees and the business.

You can access the course evaluation in the *My Learning Assignments* tile on your LMS *My Learning* tab.

We welcome your comments and suggestions for improvement.

Transcript:

Before you leave this course, please complete the course evaluation. We use this information to improve your learning tools.

Click on the link provided to access the evaluation for this class.

Course Complete

Congratulations, you've completed Time and Leave
Approval Course.!!!

To confirm that you have finished the course, complete the
following assessment.
For course credit, you must achieve a score of at
least 70%. Please remember, **you can retake the
assessment as many times as you want** until you achieve
this score.
Just a note, once you have achieved a passing score, you
can no longer retake the assessment.

Transcript:

And one last thing, in order to maintain a record of your successful completion of this material, you must complete the following
assessment. As stated earlier in the course, you do not have to submit the assessment results until you are satisfied with them.

Time and Leave Approval - Assessment

To start the assessment, click the **Continue** button at the bottom of this page.

When you have successfully completed the course, click the **Exit** button displayed at the top of the screen.

If you need to retake the assessment, click the **Retake Assessment** button. You can do it now or you can return to the assessment at a later time.

Review Question

Select the BEST answer to the question.

Who is responsible for making sure a CDOT employee is paid on time?

A Supervisor

B Timekeeper

C Appointing Authority

D All of the above

Review Question

Select ALL correct answers to the question.

What are the key timesheet elements a supervisor has to evaluate in CAPP before approving a time entry?

A | Hours

B | Leave balance

C | Cost receiver(s)

D | Employee Name

E | Work schedule

F | Attendance/Absence Type

Review Question

Select the correct answer to the question.

CDOT has written procedural directives to help supervisors navigate the applicable pieces of the Fair Labor Standards Act that must be applied within Colorado State Government. Which CDOT procedural directive covers the Fair Labor Standards Act (FLSA)?

A Employee Orientation 1226

B CDOT General Leave Procedures 1204.2

C Compensation for Overtime, On Call, Call Back, Shift Differential and Compensatory Time 1230.2

D Flex Time 1230.1

Review Question

True or False

Using a variant makes the time entry review process easier by pre-populating data, displaying specific columns and subtotals.

A True

B False

Review Question

Select the BEST answer to the question.

Which key factor has NOT been automated in the leave management process?

(A) Comparing leave requests with balances

(B) Reporting the use or lose balance

(C) Adding leave accruals to balances

(D) Verbal communication

Review Question

Drag each correct item into the drop area on the right.

Which two Attendance/Absence Types are automatically charged to an employee's home cost center?

Overtime (014N or 014P)

Annual Leave (130P)

Sick Leave (120P)

On Call Hours (4099)

Annual Leave (130P)
Sick Leave (120P)

Review Question

Select ALL correct answers to the question.

What are the benefits of approving time entries once a week?

| A | Allows more time for the employee to correct errors |

| B | Means the employee is less likely to make mistakes |

| C | Allows the supervisor to be more thorough in his or her review |

| D | Reduces the review volume for the supervisor |

Review Question

True or False

SAP roles allow you to see the timesheet data for your employees based on Organizational Unit and Reporting Structure.

A True

B False

Review Question

Select the BEST answer to the question.

A timesheet entry must be in what status for a supervisor to approve it?

Ⓐ In Process

Ⓑ Approved

Ⓒ Released for approval

Review Question

True or False

Employees can change their time entries after they have been approved.

A True

B False

Review Question

Select all correct answers to the question.

Delegation of timesheet approvals was established based on which of the following two business needs?

A | Support of CDOT values

B | Breach of confidentiality

C | Incorrect organizational structure

D | Mobile workforce

Review Question

True or False

When you are designated as an alternate approver, you become responsible for approving revised timesheets, leave requests, and time entries according to existing time management rules and policies.

A True

B False

Review Question

Drag the correct answer(s) into the drop area on the right.

When you are designated as an alternate approver, if you do not have an employee list, what resources can you use to determine which employee's time to approve?

Position and Employee Report

MSS Personal Work Schedule Report

Risk Management

Timekeeper

Position and Employee Report

Timekeeper

Review Question

True or False

Time collisions occur when Work Orders or WBS elements have been closed or changed before a supervisor approves the time entries.

A True

B False

Review Question

Select the BEST answer to the question.

Who is responsible for resolving issues identified in the OT Error Report?

(A) Employee

(B) Supervisor

(C) Timekeeper

(D) All of the above