TL/ABS APPROVER TRAINING

Time/Labor and Absence Management Implementation
June/July 2021
TODAY’S AGENDA

• Reminders
• What is Time/Labor (TL) and Absence Management (ABS)
• Benefits of the New System
• How ABS, TL and Payroll Work Together
• New Terminology
• What is the Time and Absence Workcenter
• Roles that can Enter Leave Requests on Behalf of Employees
• Final Approval for the Different Leave Types
• What’s Changing
• Departmental Facilitator Role Responsibilities
• Training Exercises
• Session Close
REMINDERS FOR A SUCCESSFUL TRAINING

• Please be present. Close email and let phone calls go to voicemail

• Be sure to have your 2 non-exempt and 2 exempt employees names and USCIDs ready

• Be sure you have easy access to the job aids

• Be sure to follow the job aids step by step and read everything that is provided

• All attendees will use the chat box to ask questions
WHAT IS TIME/LABOR AND ABSENCE MANAGEMENT

**Time and Labor** is an application that allows employees to report hours worked and other select time reporting codes directly into the HCM PeopleSoft system using timesheets in Employee Self Service (ESS).

**Absence Management** is an application that allows employees to request time off through ESS. Requests are routed to managers for approval and are transferred to Time and Labor for payroll purposes.

**Who will be impacted?**

All employees (students, staff and faculty), currently using ITAMS for time reporting, will be directly impacted.

All leave earning employees (does not include students, temporary staff, temporary faculty, or Research Grant/Time Limited employee who do not earn either sick or annual leave)
BENEFITS OF TIME AND LABOR

• Module of PeopleSoft – further expanding the use of functionality in ESS and MSS
• Integration with Absence Management
• Compliant with Federal Laws and State Regulations
• Process efficiency between Job Data and PS Time and Labor
BEFITS OF ABSENCE MANAGEMENT

- Module of PeopleSoft – further expanding the use of functionality in ESS and MSS
- Actual leave request system in ESS with managerial approval in MSS before leave is taken (not a leave reporting system after the fact)
- Compliant with Federal Laws and State Regulations
- Automated enrollment, leave accruals, usage limits, and carryovers
- Automated FMLA eligibility verification and processing
- Automated Leave Transfer donations and requests
- Calendar Year Leave Statement
• Process absence requests.
• Send approved absence takes to TL
• Calculate and display current absence balances for the employee
• Manage extended leave (FMLA)

• Reported time entered on timesheets
• Apply rules to Reported time to generate payable time
• Consume approved ABS data to payable time
• Send all payable time to Payroll

• Consume payable time from TL.
• Calculate pay
• Distribute paycheck to employee
**TIME & LABOR TERMINOLOGY**

**Time Reporter:** this is the employee

**TL/ABS Approver:** the ability to enter time worked and request leave on behalf of the employee as well as approve timesheets and leave requests on behalf of the manager

**Elapsed Timesheet:** records number of hours worked/absence per day
- **Exempt** employees use the timesheet to report hours worked on a holiday, the use of Holiday Compensatory time or a hazardous weather event
- **Non-Exempt** employees use the timesheet to report hours worked, the use of Compensatory Time/Holiday Compensatory Time or a hazardous weather event. Pay is based on the time reported by the employee
- **Hourly** employees will use the timesheet to report hours worked and is paid based on the time reported by the employee

**Time Reporting Code (TRC):** Timecode
**TIME & LABOR TERMINOLOGY**

**Scheduled Hours:** this is the employee’s assigned work schedule
- Example: Your schedule is 37.5 hours Monday through Friday, 7.5 hours each day

**Reported Time:** time that is entered by the employee, manager, or TL/ABS Approver.
- When entered by a manager or TL/ABS Approver on behalf of the employee the time automatically moves from reported to payable upon submission of the timesheet.
- Example: This week you worked 42 hours (pre-authorized overtime in support of an event).

**Payable Time:** Reported Time that has been approved through the Time Administration Process. Payroll then pays the Payable time.
- The breakdown can be seen in View Payable Time Summary and Detail in the Workcenter
- Example: Payable time pays based on the chart above and includes additional lines for the extra hours as paid overtime (REGHR 37.5 Hours, OVT 4.5 hours)
WHAT IS A WORK SCHEDULE

A work schedule is the work hours expectation of employees for a given day, week, or month.

A schedule is assigned to all employees based on the information provided by College/Division HR Contacts.

Types of schedules:

1. Default Schedule: working a standard Monday through Friday work week with hours per week divided by 5.

2. Compressed Schedule: working four workdays instead of the normally scheduled five workdays while continuing to work either 37.5 or 40 hours per week.

3. Flexible Schedule: working outside of the default Monday through Friday.

4. Open Schedule: no assigned schedule (this is for hourly temps and students only)
**ABSENCE MANAGEMENT TERMINOLOGY**

**Manager:** the employee's direct supervisor as listed in HCM; will approve leave requests and can initiate requests on behalf of the employee

**TL/ABS Approver:** an authorized user who can enter time worked and request certain leave types on behalf of the employee as well as approve timesheets and certain leave requests on behalf of the manager

**HR Leave Administrator:** an authorized user who can initiate requests on behalf of employees for bone marrow donor, organ donor, and sick leave advancement, and view leave transaction history within their department security

**Absence Name:** type of leave; only the leaves the employee is eligible for will appear in the drop-down box on the Request Leave page

**Forecast Balance:** provides an employee the ability to see if they have a sufficient balance at the time of a future-dated absence request

**Entitlement:** annual leave and sick leave (accrued leave)
**ABSENCE MANAGEMENT TERMINOLOGY**

**Start Date:** the beginning date/first day of the leave request; if leave request is for a partial day, the same date will also be the End Date

**End Date:** the final consecutive day of the leave request

**Duration:** the total hours of leave requested between Start and End Dates based on the work schedule

**Check Eligibility:** button that must be clicked for sick and annual leave requests to ensure the employee is eligible based on available balance
  - This button will only appear for sick and annual as they are the only types of accrued leave

**Extended Absence Request:** the tile in Employee Self Service where the employee will request FMLA leave
Time and Absence Workcenter provides a central area to access the most used time and absence related activities.

- Includes approving, reporting, viewing time and absence related transactions, queries and reports.
- As the TL/ABS Approver you have the ability to search for employees in your designated department(s) in the Time and Absence Workcenter.
## ROLES THAT CAN ENTER LEAVE REQUESTS ON BEHALF OF EMPLOYEES

<table>
<thead>
<tr>
<th>LEAVE TYPE</th>
<th>Manager and TL/ABS_APPROVER</th>
<th>SCHBN_LEAVE_ADMIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Court Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Blood Drive and Donation Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Death in Immediate Family Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Voting Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Leave of Absence (LWOP)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>American Red Cross Certified Disaster Service Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Military Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Bone Marrow Donor Leave</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Organ Donor Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sick Leave Advancement</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>FMLA</td>
<td>Central Absence Administrator only</td>
<td></td>
</tr>
<tr>
<td>Leave Transfer</td>
<td>Central Absence Administrator only</td>
<td></td>
</tr>
</tbody>
</table>

*If submitted by Manager or TL/ABS Approver and they are the final approver, the requests automatically approve.
**FINAL APPROVER FOR THE DIFFERENT LEAVE TYPES**

<table>
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<tr>
<th>Leave Type</th>
<th>Manager or TL/ABS APPROVER</th>
<th>Central Leave Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>X</td>
<td></td>
</tr>
<tr>
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<td>X</td>
<td></td>
</tr>
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<td>X</td>
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<td>X</td>
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<td>X</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>American Red Cross Disaster Service Leave</td>
<td>X, X</td>
<td></td>
</tr>
<tr>
<td>Bone Marrow Donor Leave</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Organ Donor Leave</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Administrative Leave</td>
<td>Not Routed</td>
<td>X</td>
</tr>
<tr>
<td>Military Leave</td>
<td>Not Routed</td>
<td>X</td>
</tr>
<tr>
<td>Sick Leave Advancement</td>
<td>Not Routed</td>
<td>X</td>
</tr>
<tr>
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2 Step Approval Process Required

*Hazardous Weather and Emergency Leave that is forgiven by the Governor will be processed in the timesheet*
WHAT’S CHANGING

• TL/ABS Approvers will have a one stop shop to view time and absence details, approve transactions, and run reports.

• Reporting will now be available to TL/ABS Approvers. An Advanced training will be offered at the end of October where reporting will be covered.

• Affiliates who have the TL/ABS Approver role and/or are the direct supervisor will have access to approve and adjust timesheets through the Time and Absence Workcenter
  o Affiliates that supervise leave earning employees and/or TL/ABS Approvers will view time and absence details, approve transactions, and request leave on behalf of the employee
WHAT'S CHANGING

• Employees will be able to adjust timesheets 30 days retroactively in any status and TL/ABS Approvers will be able to adjust timesheets 60 days retroactively. (Current: 2 pay periods prior for employees and 3 pay periods prior for managers)
  o If an employee makes an adjustment to an approved timesheet, it will be re-routed for approval.

• Employees will receive their monthly leave accrual earlier than in ITAMS. The accrual will be credited in the month in which it is earned.

• Absences will be deducted from the employee's balance in the pay period in which it occurs (and is processed), not at the time of the request or approval.

• Future absence requests for Annual Leave are encouraged for foreseen absences but unforeseen absences can be entered in at the time they occur or for up to 60 days in the past by a designated approver. Absences beyond 60 days in the past will need to be entered by a Central Leave Administrator in the Benefit’s Office.

• Leave of Absence (LWOP) for five or more consecutive days (previously was 10) will be entered into a Status Change form to put the employee on LOA Status on JOB.
DEPARTMENTAL FACILITATOR RESPONSIBILITIES

Due to the number of employees that will need training, online resources will be offered in an on-demand and self-paced format to include recorded webinars and printable job aids. They will also require front line support once we are live in HCM PeopleSoft.

All TL/ABS Approver will be Departmental Facilitators, the front-line support for students, staff and faculty within their assigned department(s).

They will receive required hands-on training in PeopleSoft and on process changes, so they may assist end users within their department(s). Our goal is to provide our campus community with a support system as we learn how to use this new system and Departmental Facilitators will play a key role in making this happen.
DEPARTMENTAL FACILITATOR RESPONSIBILITIES

Departmental Facilitators will:

- Assist in communicating important information regarding the new system
- Develop a strong understanding of the processes, procedural changes, and system to assist peers in familiarizing themselves with the new normal
- Gather feedback from employees about how they view the changes (both + & - )
- Help troubleshoot employee questions, concerns and issues
- Help communicate issue resolution from the project team back to employees
- Actively participate in regularly scheduled calls to provide feedback to the project team and to be updated on the latest information regarding the new system

A listing of all Departmental Facilitators is available on the Time/Labor and Absence Management Implementation webpage and will be provided to the Service Desk. This is to ensure students, staff, and faculty are directed to the right people when they need help with entering time and/or leave requests.
Many processes will be demonstrated today but you will have the opportunity to practice some of the work you will do as a TL/ABS Approver in this new system.

These are the exercises you will complete in the training environment today:

- Enter/adjust a timesheet on behalf of a non-exempt employee
- Earn Comp time on behalf of a non-exempt employee
- Request a Full day Absence on behalf of an exempt employee
- Request a Partial Day Absence on behalf of a non-exempt employee
- Approve Timesheets
- Approve Absences and Canceled Absences

**Please only approve one timesheet and one absence.**
SESSION CLOSING

• If you have any questions, please email them to CMTEAM@sc.edu
• All job aids are available on the Time/Labor and Absence Management Implementation webpage
• A **required** HR Leave Administrator training is scheduled for July 26
• A more in-depth policy change session for College, Division and Campus HR Contacts is scheduled for July 26, 1-3pm
• Look for Departmental Facilitator Touch Base meeting invitations for the month of August. During this time, we will provide important system information if applicable and give you all an opportunity to ask questions and share concerns.
THANK YOU!

IF YOU HAVE ANY QUESTIONS, PLEASE REACH OUT TO CMTEAM@SC.EDU.