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Time and Labor Information

New Look for Time and Labor
When you log into the 9.2 version of time and labor a new home page will display as seen below. The functionality of the system remains the same, but some of the navigation has changed. The user interface is more user-friendly.

![New Home Page](image)

What is Time and Labor?
Time and Labor is a module of the PeopleSoft Human Resources System where time worked is collected, approved and converted to payable time for payroll purposes.

Implementation of this system will make the College of Lake County compliant with federal regulations; it will improve payroll processes, increase efficiencies, and reduce paper waste.

Manager Responsibilities
Managers are responsible for all topics contained in this manual. Managers are expected to access Time and Labor at least weekly, if not daily to complete actions for their Non-Exempt employees. Compliance will be monitored. Noncompliance could negatively affect your employee’s paycheck. **Sharing usernames or passwords is subject to immediate dismissal per policy 522, Progressive Discipline/Dismissal.**

Web Clock
Non-Exempt employees will no longer be using timesheets for recording hours worked. Instead, the Web Clock is to be used by all Non-Exempt employees to keep track of the hours they work. Each Non-Exempt employee will Punch-In at the beginning of each day and Punch-Out at the end of the work day.

All Non-Exempt employees will be setup as “Time Reporters”. Non-Exempt employees are paid for every hour worked and are entitled to overtime pay for hours worked that exceed the 40 hours in a work week. Exempt employees are not eligible to earn overtime and will not be enrolled in “Time and Labor”.

College of Lake County
Rounding: For payment purposes, time Punch-In will be rounded to the nearest quarter (15 minutes) hour by seven and a half (7.5) minutes. For example, if you Punch-In at 8:07 am, the system will round your time back to 8:00 am. If you Punch-In at 8:08 am, the system will round your time to 8:15 am. The same is true for the time you Punch-Out. If you Punch-Out at 5:03 pm, the system will round your time back to 5:00 pm; and if you Punch-Out at 5:09 pm, the system will round your time up to 5:15 pm.

Lunch Time: Employees will not need to Punch-In and Punch-Out for lunch, unless they will not be returning to work for an extended time period, more than forty-five (45) minutes.

Mobile App: Employees may use the mobile app to punch in or out. These actions require expressed preapproval from their manager and are generally limited for extenuating circumstances. Please note: the college may run reports periodically to monitor/audit usage of time keeping devices including the mobile app in the administration of the timekeeping systems.

Time and Labor Information

Emergency Closing

Full-Time and Part-Time Employees: Emergency closing hours will be applied to all regular full-time and part-time employees by the Payroll Office. These hours will populate according to each eligible employee’s schedule. Emergency closing will not be paid if it was a regularly scheduled “off day”. It is very important to have the right schedule assigned to employees to ensure accurate payment.

Adjustments

Time card Adjustment: Employees will not be able to update their timesheet. In case of an error or if an adjustment needs to be made, the manager must discuss with the employee and make the adjustment.

Missing Punch-In/Out: Employees must promptly inform their manager if they forgot to Punch-In or Punch-Out for the day. The system will warn them if they are attempting to Punch-In without a Punch-Out or attempting to Punch-Out without a Punch-In. Employees should click OK to record the punch and immediately notify their manager of the missed punch.

Meal Adjustments

The State law requires that seven and a half (7.5) of continuous hours or more shall be provided a meal period, and the meal period must be given to an employee no later than five (5) hours after beginning work. CLC allows for a thirty (30) minute meal break, but it should only be for those who are scheduled to work or who actually work due to department demands. The Time and Labor system automatically deducts a 30 minute unpaid meal break for full time employees once they have worked 7 hours.

Full-Time employees do not need to Punch-In and Punch-Out for lunch, unless they will not return to work for an extended time period, more than forty five (45) minutes. In this case, an absence must be submitted so that the employee will be paid for the full eight (8) hours in a workday. A “Meal” rule has been created to deduct a half (.5) hour from an employee’s workday.
**If the employee works through their lunch break,** the manager will need to edit the timesheet to include the half (.5) hour the employee worked by entering the “NOMEA” TRC. In order for the employee to be paid for this time, they will have to notify their manager. This must be done because a half (.5) hour will automatically deduct from their timesheet once they work 7 hours or more. This situation should be a rare exception as employees must take a meal break if warranted.

**Senate or other work related lunches:** An employee does not need to clock in and out for long lunches if it is for a work function, such as “Senate long lunches” or “Lunch and Learns.” This should be an exception to the rule and should not happen frequently.

**Long Lunches (employee punches out for a 1 to 1½ hour extended lunch)** Long lunches must be approved by the Manager and only if workload and department operational needs permit it. Approval is on a case-by-case basis and non-precedential. Employees will need to punch out if their lunch breaks will be one hour to 1 ½ hours long. The system will automatically deduct a meal break of 30 minutes to Full-Time employees who work 7 hours or more. Since the employee has already punched out, this additional meal deduction needs to be removed by having the manager enter the “LGLUN” TRC on the timesheet. This cancels out the 30 minute deduction and includes two paid breaks (15 minutes ea.) If the Manager does NOT enter the LGLUN TRC, the system will deduct the half (.5) hour MEA in addition to the 1 to 1½ hours they may have punched out for their extended lunch. If the employee punches out for a lunch that exceeds 1 ½ hours (they worked less than 7 hours), the system will NOT deduct the meal and the employee will be paid for the time worked.

<table>
<thead>
<tr>
<th>Example:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee clocks in</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Employee clocks out</td>
<td>11:00 am</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3 hours</strong></td>
</tr>
<tr>
<td>Lunch: 11am- 12:30pm</td>
<td><strong>1.5 hours clocked out</strong></td>
</tr>
<tr>
<td>Employee clocks back in</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>Clocks out at</td>
<td>5:00 pm</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4.5 hours</strong></td>
</tr>
<tr>
<td><strong>Total Punch Time</strong></td>
<td><strong>7.5 hours</strong></td>
</tr>
</tbody>
</table>

Meal Deduction (-) .5 hours

The Meal will deduct since the total punch time exceeded 7 hours. The manager will have to add the LGLUN TRC to the employees timesheet to pay the employee back for the MEA deduction and their (2) 15 minute breaks.

| Add Long Lunch TRC       | 1.0 hours  |
|**Total**                | **8 hours** |

(For more information about Time Recording Codes, refer to the table on page 5.)

**Regular Part-Time Employees:** A part-time employee who happens to work seven and a half (7.5) hours or more in a particular work day should be instructed by their manager to Punch-Out for at least a twenty (20) minute unpaid meal break or could allow up to 30 minutes unpaid meal break for consistency with full-time employees.
Non-Union Only: A half (.5) hour for meal (lunch) will deduct if an employee works seven and a half (7.5) or more hours on all shifts. Employee should be Punched-In for eight and a half (8.5) hours to be paid for a full eight (8) hours.

Facilities Only: A half (.5) hour for meal (lunch) will deduct if an employee Punches-In before 11:00 a.m. and works seven and a half (7.5) or more hours. For example, if an employee Punches-In at 11:00 a.m. and Punches-Out at 7:00 p.m., a half (.5) hour meal will be deducted from the eight (8) hours. An employee should be punched in for eight and a half (8.5) hours to be paid for a full eight (8) hours.

Travel
Non Exempt Full Time Employees: Travel during normally scheduled work hours (ex. 8am-4:30pm) during the normal workday and on a weekend for a work conference is compensated and employees should be punching in and out

Holiday Pay
Full-time Employees: Employees will be paid for the full eight (8) hours on a designated CLC holiday if it is a regularly scheduled work day. No action is required by the employee.

Off-Shift (Facilities and Police Employees Only): The Holiday will pay for Off-Shift employees the same day as all other employees, even if it is a scheduled day off. In those cases, the employee will have to select an alternate day off and discuss it with their Manager.

Part-time Employees: Employees will be paid for the hours they are regularly scheduled to work. No action is required by the employee or the manager.

Summer Session Schedules
During the Summer Session schedules will default to the standard summer shift to pay the additional hour each day. At the end of the summer session schedules will update to the regular non-summer schedule. It is critical to have the right schedule assigned to ensure that the employees receive full pay for the workweek. A “4 hour gift” will be paid to full-time board approved employees once the employee meets the thirty-six (36) hour requirement to earn the gift. Paid Time Off submitted through Absence Management will count towards the 36 hour requirement. If the thirty-six (36) hour requirement is not met, the employee will not be paid the four (4) hour gift.

Courtesy Pay (Police Only)
Managers will make changes to the shift pay if an employee is asked to work a shift lower than the shift they are normally scheduled to work.

Reporting Custodian (Facilities Only)
Managers will manually have to enter RCP (reported payable time) for their employee on the timesheet as a “Quantity”, not as a Punch-In. For example, if an employee works three (3) hours, the manager will insert a row, select RCP from the drop down, and enter 3 as the quantity of hours worked.
Shift Differential Pay
Shift Differential will no longer be included in the employee’s hourly pay. *Instead, shift differential will pay based on punch time for Non-Union and Police employees. If an employee works four or more hours into a shift, the employee will be paid shift differential for all hours worked.

*Facilities employees will be paid their shift according to their scheduled hours.

Shift hours:
1st shift: 7:00am to 3:00pm
2nd shift: 3:00pm to 11:00pm
3rd shift: 11:00pm to 7:00am

For example, an employee who is scheduled to work a summer shift of 10am- 7:30pm will receive 2nd shift pay for all hours worked because 4 or more hours were worked in the 2nd shift.

If your employee is not scheduled to work a 2nd or 3rd shift and they work overtime (4 or more hours into shift 2 or shift 3), the system will attempt to pay them overtime for all hours worked that day. In this situation, the employee should not receive 2nd or 3rd shift pay and you can manually override their shift on their timesheet by selecting Rule Element 2 and selecting the applicable shift. (See Shift Pay Adjustments on pg. 14)

If your employee is scheduled to work a 2nd or 3rd shift and you ask them to work a shift that will pay them less than they normally work, then you should manually override their shift on their timesheet by selecting Rule Element 2 and selecting their applicable shift.

Holiday Shift differential for Facilities Off Shift Employees. Shift Differentials for Facilities employees are assigned according to their schedule. Facilities employees who are not scheduled to work on a holiday will require a manual adjustment to pay the shift differential. Ex. A 3rd shift Friday- Tuesday employee working during Thanksgiving break should receive 8hrs Holiday pay for both days. The 3rd shift Friday- Tuesday employee will not automatically receive a shift for Thursday but will receive one for Friday. The manager must manually add the shift differential to Thursday.
### Time Reporting Codes

The table below lists some of the different codes that may appear along with a definition of each.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG – Regular</td>
<td>Regularly schedule work hours</td>
<td>All Employees</td>
</tr>
<tr>
<td>CBP – Call Back</td>
<td>Employee has been called back into work</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>CTP – Contact Pay</td>
<td>Time outside of regular working schedule hours</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>EMC – Emergency Closing</td>
<td>Emergency closing worked</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>RCP – Reporting Custodian</td>
<td>Off shift custodian working without a lead or custodial supervisor</td>
<td>Facilities Only</td>
</tr>
<tr>
<td>Court – Court Time</td>
<td>Police required to make a court appearance during business hours</td>
<td>Police Only</td>
</tr>
<tr>
<td>CTO – Comm. Training Officer</td>
<td>Compensation for training officers designated by the Chief of Police</td>
<td>Police Only</td>
</tr>
<tr>
<td>EMW – Emergency Closing Worked</td>
<td>Emergency closing worked</td>
<td>Police Only</td>
</tr>
<tr>
<td>FTO – Field Training Officer</td>
<td>Compensation for training officers designated by the Chief of Police</td>
<td>Police Only</td>
</tr>
<tr>
<td>OIC – Officer in Charge</td>
<td>Appointed officer in charge when no sergeant or higher ranking personnel are present</td>
<td>Police Only</td>
</tr>
<tr>
<td>EMR – Emergency Closing Pay</td>
<td>Emergency closing pay for all employees</td>
<td>Payroll Use Only</td>
</tr>
<tr>
<td>NOMEA – No Meal</td>
<td>Compensation for no lunch taken</td>
<td>Manager Use Only</td>
</tr>
</tbody>
</table>

### Overtime

Whenever an employee will be working overtime, they must get approval from their manager. If overtime is worked, the default is paid overtime. If an employee simply punches in and out and has accrued overtime hours, it will appear on their paycheck. However, if the employee has approval from their manager and would prefer to be paid with Comp time, per mutual agreement, they must select this option when they are punching in or out during a given pay period.

Employees will receive overtime pay for hours worked in excess of forty (40) in a workweek at a rate not less than time and one-half (1-1/2) their regular rate of pay.

Comp time can be earned by employees in lieu of overtime (if specified) for hours worked in excess of forty (40) in a workweek at one and one-half (1-1/2) times the number of overtime hours worked. A mutual agreement by supervisor and employee must be made. Authorized time off must be taken within 30 days of the date on which the overtime was worked.

The department last employing the person will be liable for the overtime.

### No Access to the Time and Labor System

If the Time and Labor system is unavailable, paper timesheets will need to be used by Non-Exempt employees. This may happen when an employee is first hired at the College or if there is a power outage. Managers will have to track the Punch-In/Out on the paper timesheet until their employee is provided a User ID and able to enter the punches in the Time and Labor system.
Comp Time Earned

Employees have the option of earning COMP time in lieu of PAID overtime pay. The employee must select COMP in the Lookup Overtime Options window to indicate the choice of Comp time in place of overtime for that week.

<table>
<thead>
<tr>
<th>Rule Element 1</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>Comp Time</td>
</tr>
<tr>
<td>PAID</td>
<td>Paid Overtime</td>
</tr>
</tbody>
</table>

The comp time balance must be less than twenty-four (24) hours of pay but only sixteen (16) hours of actual hours (this is due to the 1.5 multiplication factor already included). If the comp time balance is near twenty-four (24) hours and hours worked in the week would put the hours over twenty-four (24), then those hours cannot be split between comp time and overtime and will only be paid as overtime.

Comp Time cannot be accrued during the last quarter of the fiscal year.

Comp time should be used within 30 days of its accrual. However, Comp time balances must be used by the end of the fiscal year (June 30) or it will be paid out on the last payroll of the fiscal year.

Comp Time balances will update automatically. The manager will not have to adjust this time in the system. All Comp Time related earnings and balances will be stored in Time and Labor, not Absence Management.
**Comp Time Paid**

If an employee chooses to have their comp time “paid out” or “taken,” they will need to notify their Manager. Managers will have to “insert a new row” on the employee’s timesheet through their Manager Self Service page, select the “COM” (Comp Time Payout) TRC or the “CTT” (Comp Time Taken) TRC and enter the hours as a “Quantity”.

To change Comp time pay to paid overtime:

1. Click on **Team Time**.

A blank timesheet summary will display.

2. Click **Get Employees**.

![Manager Self Service](image)
A list of employees reporting to you will appear at the bottom of the screen.

3. Click the **employee last name** link of the employee’s timesheet you would like to edit.

4. In row of the day the Comp time should be paid out in the timesheet, click the **Add Row** button.

A new blank row will appear under the original row where you clicked the Add Row button.

5. At the Time Reporting Code dropdown, select **COM – Comp Time Paid** or **CTT-Comp Time Taken**.

6. At the Quantity prompt, enter the **number of overtime hours** worked.
7. Click the **Submit** button at the bottom of the screen.

**Viewing Comp Time Balances**

The manager can view their employee’s Comp time balances by navigating to:

**Team Time > Comp Time Balances**

1. To view a list of all employees, click **Get Employees**.

   ![Leave Balances](image)

   A list of employees reporting to you will appear.

2. Click the **picture or name** of the employee for whom you would like to see balances.

   ![Leave Balances](image)

   The leave balances for the employee will display.
View Employee Timesheets

Before approving time, managers will need to view their employee’s timesheets for each pay period. To view timesheets:

Team Time > Timesheets

1. To view a list of all employees, click Get Employees.
2. To request a single employee’s timesheet, enter the employee ID, then click Get Employees.
3. Click the **employee last name** line for the employee for whom you would like to view the timesheet.

![Timesheet Image]

The timesheet for the current week will display.

4. To view the previous week, click the **Previous Week** link.

*Note:* You may also request a specific week by entering a date at the Date prompt and then clicking the refresh button.

![Refresh Button Image]
**Editing Timesheets**
Managers will have the capability to go into an employee’s timesheet to make adjustments (for the current pay period only) when necessary. This may be necessary if an employee forgot to Punch-In or Punch-Out for a given day. Other reasons to edit timesheets may include:

- Employee works through lunch
- Employee works across shifts, but should be paid at a single shift pay
- Comp time changed to paid overtime

A manager must notify their employee in writing or by email if a change was made to their timesheet.

**Edit Reported Time**
To edit an employee’s timesheet:

**Team Time > Timesheet**

1. Enter the **employee number** for the employee for whom you would like to edit their timesheet.
2. Click **Get Employees**.
3. Click the **employee last name** line for the employee for whom you would like to view the timesheet.

   ![Employee Self Service](image)

4. In the row that requires editing, type the **corrected Punch-In and/or Punch-Out time**.

5. Click **Submit**.

   ![Timesheet](image)
6. Click **OK**.

**Note:** Although the correction has been submitted, the change will not actually take place until time administration is processed. Time administration is scheduled to run three times per day, therefore changes may not be reflected immediately. It is recommended that you wait twenty-four (24) hours before approving the edited time in order to allow for time administration to be run. If the change is made on a payroll day, it is recommended that you wait a few hours before approving time to allow for time administration to be processed for that day.
Make Shift Pay Adjustments

There may be times when an employee has worked across shifts, but you would like the time to be recorded for a single shift. When an employee works across shifts, two (2) entries (or rows) will appear in the timesheet, one for each shift. The manager simply needs to change the shift designation for the row that is not displaying properly.

Team Time > Timesheet

1. Enter the **employee number** for the employee for whom you would like to edit their timesheet.
2. Click Get Employees.

3. Click the **employee last name** line for the employee for whom you would like to edit the timesheet.
4. In the Rule Element 2 column, click the **magnifying glass** to the right of the row you would like to edit.

5. In the Look Up Rule Element 2 window, select the **shift** to be applied to the hours worked.

6. Click **Submit**.
7. Click **OK**.

![Timesheet](image)

**Note:** Although the correction has been submitted, the change will not actually take place until time administration is processed. Time administration is scheduled to run three times per day, therefore changes may not be reflected immediately. It is recommended that you wait twenty-four (24) hours before approving the edited time in order to allow for time administration to be run. If the change is made on a payroll day, it is recommended that you wait a few hours before approving time to allow for time administration to be processed for that day.
Make Meal Adjustments
Non-Exempt employees should not work through their meal break. Managers need to monitor compliance. In the rare occasion that an employee works through their required lunch break, they will have a half (.5) hour automatically deducted from their timesheet. In order for the employee to be paid for this time, the manager will need to edit the timesheet to include the half (.5) hour the employee worked.

Team Time > Timesheet

1. Enter the **employee number** for the employee for whom you would like to edit their timesheet.
2. Click **Get Employees**.

3. Click the **employee last name** line for the employee for whom you would like to edit the timesheet.
4. Click the Add Row button in the row for which the employee worked through lunch.

5. In the newly added row, click the drop-down arrow in the Time Reporting Code column.

6. Select NOMEA – Meal Override.

7. In the Quantity column, enter .5.

8. Click Submit.

9. Click OK.
**Note:** Although the correction has been submitted, the change will not actually take place until time administration is processed. Time administration is scheduled to run three times per day, therefore changes may not be reflected immediately. It is recommended that you wait twenty-four (24) hours before approving the edited time in order to allow for time administration to be run. If the change is made on a payroll day, it is recommended that you wait a few hours before approving time to allow for time administration to be processed for that day.

**Make Reporting Custodian Adjustments (Facilities Only)**

“RCP” (Reporting Custodian Pay) is paid when an employee works a shift as an “acting” supervisor over the weekend. In order for the employee to be paid for this time, the manager will need to edit the timesheet to include the time the employee worked as the acting supervisor.

**Team Time > Timesheet**

1. Enter the **employee number** for the employee for whom you would like to edit their timesheet.
2. Click **Get Employees**.
3. Click the **employee last name** line for the employee for whom you would like to edit the timesheet.

![Timesheet Image]

4. Click the **Add Row** button in the row for which the employee worked as the Reporting Custodian.

![Timesheet Image]
5. In the newly added row, click the drop-down arrow in the **Time Reporting Code** column.

6. Select **RCP- Reporting Custodian**.

7. In the Quantity column, enter the number of **hours worked**.

8. Click **Submit**.

9. Click **OK**.

___

**Note:** Although the correction has been submitted, the change will not actually take place until time administration is processed. Time administration is scheduled to run three times per day, therefore changes may not be reflected immediately. It is recommended that you wait twenty-four (24) hours before approving the edited time in order to allow for time administration to be run. If the change is made on a payroll day, it is recommended that you wait a few hours before approving time to allow for time administration to be processed for that day.
Make Premium Pay Adjustments (Police and Facilities Only)

There may be times when an employee forgets to select the TRC that will pay CBP, FTO, CTO, or OIC premium for the shift worked. This can be adjusted by selecting the applicable TRC from the dropdown on the day the premium pay was worked. The actual hours worked will not change on the timesheet, but the system automatically pay the additional two hours plus their regular pay.

Team Time > Timesheet

1. Enter the employee number for the employee for whom you would like to edit their timesheet.
2. Click Get Employees.
3. Click the employee last name line for the employee for whom you would like to make a premium pay adjustment.
4. Click the drop-down arrow in the **Time Reporting Code** column on the same row as the punch in (do not insert a new row.)

5. Select the applicable **TRC** (CBP, OIC, FTO, or CTO).

6. Click **Submit**.

![Timesheet Image](image)

7. Click **OK**.

**Note:** Although the correction has been submitted, the change will not actually take place until time administration is processed. Time administration is scheduled to run three times per day, therefore changes may not be reflected immediately. It is recommended that you wait twenty-four (24) hours before approving the edited time in order to allow for time administration to be run. If the change is made on a payroll day, it is recommended that you wait a few hours before approving time to allow for time administration to be processed for that day.
Make Courtesy Pay Adjustments (Police Only)

There may be times when a police officer should be paid at a higher rate than the pay they received for the shift worked. This can be done by simply changing the shift notation. The actual hours worked will not change on the timesheet, but the hourly rate will change to reflect the new shift designation.

Team Time > Timesheet

1. Enter the **employee number** for the employee for whom you would like to make a courtesy pay adjustment.
2. Click Get Employees.
3. Click the **employee last name** line for the employee for whom you would like to make a courtesy pay adjustment.
4. In the Rule Element 2 column, click the **magnifying glass** to the right of the row you would like to edit.

5. In the Look Up Rule Element 2 window, select the **shift** to be applied to the hours worked.

6. Click **Submit**.
7. Click OK.

### Clearing Exceptions

Exceptions occur when an incorrect entry is made in the Web Clock. For example, an exception will occur when an employee reports working more than twenty-four (24) hours in a given shift. Exceptions also can occur when an entry that should have been made was not made. For example, when an employee punches out on a given day, but never punches in. These exceptions will appear on their timesheets. Some examples of exceptions are:

- Missing punch (Punch-In with no Punch-Out)
- Invalid punch order
- Invalid leave time taken
- More than twenty-four (24) hours reported
- Daily overtime limit exceeded
- Daily average hours exceeded

When you first access Time and Labor you will see the number of exceptions to be cleared.
Team Time > Exceptions

1. Enter the employee number for the employee for whom you would like to clear the exception.
2. Click Get Employees.

3. Click the Employee Name.

If the employee has an exception, the timesheet displays with the exception icon in the Exception column. Only managers can fix exceptions. In this case the employee forgot to Punch-In.

When the timesheet displays, the exception icon will show up in one or more rows having exceptions. We will fix the problem by entering a Punch-In time.
4. Enter the **Punch-In** time in the In column.

5. Click **Submit**.

Now that the Punch-In time has been added, we need to allow the exception of the Punch-Out.
7. Click the Exception icon.

In this scenario, the employee forgot to Punch-In for the day. Therefore the description in the Exceptions window reads “Invalid punch order.” The manager will need to allow the Punch-Out, but will have to enter the time for the Punch-In, submit the time and then clear the exception.

Exceptions are assigned a severity level of Low, Medium or High. The Time Admin process will create payable time for low severity and medium severity exceptions. For High severity exceptions, the Time Admin process ignores all unresolved and disallowed high severity exceptions when calculating payable time. Payable time will be created for high severity exceptions only after they have been resolved or allowed. **Time will have to be corrected for High priority level exceptions or they will not be processed.**

**Note:** To remove the exception completely, click Clean Up. This action will only apply to Medium or Low severities. High exceptions can only be cleared by fixing the timesheet and then the Time Admin process will remove the exception automatically. There are other types of exceptions that can only be cleared by Payroll. Please contact payroll if you are not able to clear a high exception.
You can now see the more details about the exception in the Exceptions window.

8. Activate the **checkbox to the left** of the exception.
9. Click **Save**.
10. Click **Return to Previous Page** link.
View Exceptions
You will need to clear exceptions before approving timesheets. For example, if an employee forgets to Punch-In, you will need to adjust the timesheet by entering the time the employee should have punched in. Exceptions must be checked each payroll before you approve time!

Team Time > Exceptions

1. Enter the employee number for the employee for whom you would like to clear the exception.
2. Click Get Employees.

3. Click the Employee Name.

All existing exceptions will display as follows.
In order to clear an exemption, you must first go to the timesheet and adjust the time.

**Viewing Payable Time**

Before approving or editing timesheets, managers will need to view their employee’s payable time for each pay period. To view payable time summaries:

**Team Time > Payable Time**

1. To view a list of all employees, click **Get Employees**.
2. To request a single employee’s timesheet, click **Filter**.
3. Fill in any of the **prompts**.
4. Click **Done**.
The employee will display.

5. Click the picture or employee name.

A summary of the employee’s payable time for the current pay period will display.

6. Click on the Detail button to get a more detailed view.
Pending Approvals
Employees and Managers will be able to see the status of pending approvals by navigating to Payable Time Detail.

1. To see a detailed view of payable time for the period, click the Detail button.

The status of each punch will display in the Payable Status column. The Status options that may appear are as follows:

- Approved
- Needs Approval
- Taken to Payroll
- Closed

All managers should have time approved no later than 10:00 am on the Monday morning of a Payroll week.
To check the status of approvals:

2. Click on the **NavBar** button at the top right side of the window.

3. Select **Navigator**.

4. Navigate to: Manager Self Service> Time Management> View Time>
5. Select **Payable Time Detail**.

6. Click on any of the **blue links** in the **Status** column as the gray absence links will not work.
A screen will display with the details of the time entry like the one seen below. The Approval Monitor page will display the TRC, Date, and the name of the supervisor.

![Approval Monitor](image)

**No Access to the Time and Labor System**

**Approve Payable Time**

Time punched in is considered “Reported Time”. A process called “Time Admin” will convert “Reported Time” to “Payable Time”. Managers will view and approve “Payable Time, not “Reported Time”.

**Note:** “Payable Time” for employees, such as holidays will prepopulate in the Approve Payable Time page if the wrong end date is entered. For example, if the manager enters the end date a week later, it will pay the employee for any holidays in that “future” week. Therefore, it is critical to ensure that the correct start and end dates are for the current pay period when approving “Payable Time”.

You will need to approve all time submitted by your employee. This includes time worked (REG), meals (MEA), and shift differentials. The total time payable time in a normal work week is 42.5 hours (40hrs REG + 2.5hrs MEA.) The Meal will deduct from their pay, but it still needs to be approved.

**During the summer session**, a normal work week will appear as 42 hours (36hrs REG + 2hrs MEA + 4hrs Summer Gift.) If your employee earns a shift differential, an hour of shift pay will add to each hour worked. Ex. If your non-union employee works 40hrs in second shift, then you will be approving 82hrs for one work week. (36hrs REG + 2hrs MEA + 4hrs Summer Gift + 40hrs SN2.)
An employee’s payable time may appear as follows for one day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Reporting Code</th>
<th>Quantity (Hours)</th>
<th>Payable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/2017</td>
<td>Meal</td>
<td>0.50</td>
<td>Closed</td>
</tr>
<tr>
<td>04/24/2017</td>
<td>Regular</td>
<td>8.00</td>
<td>Taken by Payroll</td>
</tr>
</tbody>
</table>
Managers will have the capability to search for employees by Employee ID, Last Name or First Name. To approve payable time:

**Team Time > Approve Payable Time**

1. To locate all “Time Reporters”, leave all of the prompts blank in the window and then click on the Get Employees button.
2. Otherwise, at the Empl ID prompt, enter the employee ID then click the Get Employees button.

**Note:** You can type the employee’s last name in the Last Name prompt or the employee’s first name in the First Name prompt to search for an employee as well.

The Payable Time Summary for one or more employees will display at the bottom of the window, depending on the type of search conducted.

3. Click the check box to the left of the employee (or multiple employees) for whom you would like to approve time or click the Select All link.
4. Click the Approve Button to approve the time.
5. To see the details of the employee’s time approved, click on the link with the employee’s last name.

The payable time summary will display for the selected employee. This allows you to view a day-by-day summary of reported time by an individual employee.

6. Click the check box to the left of the dates or rows you would like to approve.
7. Click the Approve Button to approve the time.

8. Click Yes to approve the time or No to go back to the previous screen.
The Save Confirmation window will display.

9. Click the OK button.

![Image of Save Confirmation window]

The employee will no longer appear in the approval queue. Once time has been approved for all employees the following message will appear in the Approve Payable Time window.

![Image of Approve Payable Time window]

The employee’s Payable Time Detail will now display with an “Approved” status.
Delegations

Delegate Approvals

If you are going to be out of the office or unable to approve timesheets, you can delegate approval to another manager. Delegations can only be set as a 30 day maximum and may not be open-ended. To delegate approvals:

1. Click on the NavBar.

2. Click Navigator.

3. Click Self Service.
4. Select **Manage Delegation**.

5. Click **Create Delegation Request** link.
6. At the From Date prompt, enter the **beginning date** for the delegation period.
7. At the To Date prompt, enter the **ending date** for the delegation period.
8. Click **Next**.

9. Click the checkbox to the left of **Manage Approve Payable Time**.
10. Click **Next**.
11. Click the **radio button to the left of the employee** you would like to delegate approvals for.

12. Click **Next**.

13. Click **Submit**.
14. Click **OK**.

**Create Delegation Request**

Manager Name
Job Title

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

The employee will receive an email indicating they have a delegation request which they can choose to accept or reject.

**Review Delegations**

To review your current delegations:

1. Click **Review My Proxies link**.

**Manage Delegation**

Manager Name

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation]

Select **Create Delegation Request** to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select **Review My Proxies** to review the list of transactions that you have delegated and the proxy for each transaction.
2. You may have multiple Proxies. Use the **drop-down arrow** to select the type you wish to review: Accepted, Ended, Rejected, Revoked or Submitted.

![My Proxies screen](image)

Any submitted request will be emailed to the selected person. That person can accept or decline your request. You will receive notification when that has been done.

**Accepting a Request**

Whenever you receive a delegation request you will receive an email like the following.

![Email example](image)
The delegate can respond through the email link or reply through standard Time & Labor as follows:

1. Click **Review My Delegated Authorities** link.

![Manage Delegation](image)

Your delegated authorities will display.

2. Click **Accept or Reject** to accept or reject the delegation request.

![My Delegated Authorities](image)
3. Click **OK**.

Your acceptance now will appear on your delegated authorities.

4. Click Review **My Delegated Authorities** link to view.
5. As mentioned previously, you have a drop-down arrow to show all the possible status types: Accepted, Ended, Rejected, Revoked or Submitted.

When selecting Accepted, all proxies you currently have will display.
Revoking a Request

If you have submitted a delegation request and would like to revoke the request:

1. Click **Review My Proxies** link.

Your delegates will display.

2. **Activate the checkbox** to the left of the delegation request to be revoked.
3. Click **Revoke**.
Manage Schedules
Managers must enter employee schedule changes into Time & Labor. This can include changes to work times and days as well as swapping schedules between employees.

Assign Schedule
When employees are hired by CLC, Human Resources rather than managers will set up the original schedule. Managers will, however, have the ability to change schedules once they have been created by Human Resources.

First time schedule assignments will be assigned the default schedule for each shift. For example, if the employee is hired for a first shift non-union position, the default schedule assigned will be “First Shift” category and a “FT 0800A-0430P” schedule. The manager can update this schedule if his employee is really a “FT 0830A-0500P” shift. To update an employee schedule:

1. Click Team Time.
2. Click **Team Schedules and Reports**.

3. Click **Assign Work Schedule**.
4. Enter the **employee ID or name of the employee** to be scheduled.
5. Click **Search**.
6. Click on the **plus sign in the last row** to insert a new row.
7. Enter the **effective date** on the newest top row in which the employee should begin working the new schedule.
8. Select a **Schedule Group**.
9. Select a **Schedule ID**.
10. Click **Save**.

**During the Summer Session schedules will default to the standard summer shift to pay the additional hour each day. Managers will need to review the schedules populated and adjust the schedule accordingly. At the end of the summer session schedules will once again update to the regular non-summer schedule and managers will have to adjust the schedules where it is necessary**

In order to receive the “Summer Gift” of four (4) hours, the effective date must be dated the Monday of the work week to ensure that the employee will be paid for the “4 hour gift” in case any absences were submitted.

**Run Schedule Report**
Managers will have the ability to see their employee schedules at a glance by running a report.

**Team Time > Team Schedules and Reports > CLC TL Empl Schedules Report**
1. Click **Open Report**.
This will prompt a report to open up in a separate window. The report details will include the following information:

- EmplID
- Empl Record #
- Employee Last Name
- Employee First Name
- Deptid
- Workgroup
- Schedule Group
- Schedule ID

### Swap Schedule
Managers will have the ability to swap one employee’s schedule for another employee’s schedule. For example, one employee may be switching from a 1st shift schedule to 2nd shift while another employee is switching from a 2nd shift schedule to 1st shift. To swap employee schedules:

**Team Time > Team Schedules and Reports > Manage Schedules**

1. Click **Get Employees**.
2. Click the checkboxes to the left of the employees to swap schedules.
3. Click Swap Schedules.

4. Click Swap.
5. Click **OK**.

**Copy Schedule**

Managers can copy the schedule of one employee to another employee. For example, if one employee is scheduled to work from 8:00 a.m. to 3:30 p.m. Monday through Thursday, this schedule can be used for a second employee, by simply copying the schedule from one employee to another. In this case, both employees would have the same schedule. To copy a schedule:

**Team Time > Team Schedules and Reports > Manage Schedules**

1. Click **Get Employees**.
Click the **checkbox** to the left of the employees whose schedule you would like to change.

2. Click **Copy Schedule**.

3. Click the **checkbox** to the left of the employee whose schedule you would like to apply to the originally selected employee.
4. Click **Copy**.
5. Click Ok.

Replace Schedule
When an employee will be absent for a day, it may be necessary to replace that employee with another available employee. Schedule replacements are done one day at a time. To replace a schedule:

Team Time > Team Schedules and Reports > Manage Schedules

1. Click Get Employees.

2. Enter the **date of the replacement**.
3. Click **Refresh**.
4. Click the checkbox to the left of the employee to be replaced.
5. Click Replace Schedule.

6. Click the checkbox to the left of the employee who will be replacing another employee.
7. Click Replace.
8. Click **OK**.

An R will appear on the daily schedule of the employee who will be absent indicating that a replacement has been scheduled for that employee on that day,
Adding to Home Page

You can add bookmarks to your homepage for the areas of the system you use the most. To add a bookmark to your homepage:

1. Access the page you would like to add to your homepage.
2. Click Actions List at the top right side of the page.

3. Select Add to Homepage.

4. Select My Homepage.
5. Click **Ok**.

Accessing Home Page

Once you have added bookmarks to your homepage, you can access it at any time.

1. Click **Home** on the NavBar.

My Homepage displays with any bookmarks you have added.
Adding to Favorites

You can add Time and Labor screen to Favorites to save time in accessing them in the future. To add a page to Favorites:

1. Access the page you would like to add to Favorites.
2. Click Actions List at the top right side of the page.
3. Select Add to Favorites.
4. Click OK.

![Image of favorite add process](image)
Accessing Favorites

To access the Favorites you have saved.

1. Click **NavBar** at the top right side of the page.

2. Select **My Favorites**.

3. Click on the **Favorite** you would like to access.
Logging Out

When you have finished working with the Time and Labor system, you will need to log off. To log off:

1. Click Actions List.

2. Select Sign Out.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compensatory Time</strong></td>
<td>Full Time Board approved employees are able to select Compensatory Time, upon mutual agreement with their manager, in lieu of Overtime. They are also able to view compensatory time balance and expiration information in Time and Labor.</td>
</tr>
<tr>
<td><strong>Emplid</strong></td>
<td>Employee identification number.</td>
</tr>
<tr>
<td><strong>Empl_Rcd</strong></td>
<td>Employee record number. An employee can have more than one record number if they are working multiple jobs.</td>
</tr>
<tr>
<td><strong>Exceptions</strong></td>
<td>The Time Admin process will search for errors in the system and assign it a &quot;Low&quot;, &quot;Medium&quot;, or &quot;High&quot; severity. Errors found include missed punch, more than 24 hrs reported, invalid time reporter. These exceptions will be reviewed by managers before approving time. Exceptions must be cleared before payroll is processed.</td>
</tr>
<tr>
<td><strong>Needs Approval</strong></td>
<td>Payable Time in this status is not in a frozen state and can be updated by the Time Administration process. This time requires approval in Time and Labor.</td>
</tr>
<tr>
<td><strong>Overtime</strong></td>
<td>All hours reported, including regular pay, paid time off, and Holiday pay, that exceed 40 hrs or more will automatically convert to Overtime, unless &quot;Comp Time&quot; is selected.</td>
</tr>
<tr>
<td><strong>Overtime Requests</strong></td>
<td>With Time and Labor, employees can enter overtime requests for a future date and receive approval or denial notices. Managers can view overtime requests, check the amount of overtime that employees have worked to date, approve or deny overtime requests, and enter comments explaining their decisions.</td>
</tr>
<tr>
<td><strong>Payable Time</strong></td>
<td>Payable time is created through the Time Administration process and is the end product of Time and Labor. It can be generated in advance from schedules or during the course of the pay period from reported time entries.</td>
</tr>
<tr>
<td><strong>Payable Status</strong></td>
<td>Payable time goes through many stages, most of which relate to the transmission of payable time records from Time and Labor to your payroll system, as well as the transmission of cost data from your payroll system to Time and Labor. Payable status records the progress of payable time through these stages.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Payable Time Details</td>
<td>View the details of payable time. If an employee has reported time and the Time Administration process runs, it is possible that the system still doesn't create payable time. If the system creates exceptions, then the priority of the exception is the determinant. Low priority exceptions enable the system to create payable time; however, higher priority exceptions do not.</td>
</tr>
<tr>
<td>Payable Time Summary</td>
<td>View the week-by-week summary of payable time by TRC using this display-only page.</td>
</tr>
<tr>
<td>Reported Time</td>
<td>For punch time reporters, the system retrieves rounded punches created by the Rounding Punches process that runs before the Create IPT process.</td>
</tr>
<tr>
<td>Time Administration</td>
<td>The batch process in Time Administration converts reported and scheduled time into payable time. It executes the rules defined using Time and Labor's online tools, selects time reporters for processing, combines time reporters into batches, determines the period to process, and calculates prior period adjustments before passing time reporter data to your payroll system or other applications.</td>
</tr>
<tr>
<td>Time Reporting Code</td>
<td>TRC is an element of compensation or a bucket of several elements in which the system collects labor data, hours, amounts, or units worked.</td>
</tr>
<tr>
<td></td>
<td>• The quantity of work performed (in hours, dollars, or units).</td>
</tr>
<tr>
<td></td>
<td>• The time reporting code that controls how the time reporter is paid.</td>
</tr>
<tr>
<td></td>
<td>• The tasks to which time was reported, if applicable.</td>
</tr>
<tr>
<td></td>
<td>• TRC's are mapped to Payroll for North America earnings codes such as &quot;REG&quot; (Regular) and &quot;OTP&quot; (Overtime.)</td>
</tr>
<tr>
<td>Timesheet</td>
<td>Report time and task details for a day, week, or time period for punch time reporters.</td>
</tr>
<tr>
<td>Time Reporter</td>
<td>A time reporter is any employee or non-employee whose time is reported or generated through Time and Labor.</td>
</tr>
<tr>
<td>Web Clock</td>
<td>Enables employees to enter a single In or Out punch. Employees can provide time and task detail when entering punches. Includes link to pages for viewing overtime requests.</td>
</tr>
</tbody>
</table>