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General

Why is this being implemented?
Changes in various federal regulations and the fact that two-thirds of the printed timesheets at CLC are thrown away are two primary reasons for this project. But process improvement and increased efficiencies are always important goals for CLC planners, and implementation of these modules will provide both.

When are these new systems being implemented?
The current plan will be to implement in a phased approach by CLC job family (Administrators, Classified, Specialists, etc.) starting in Fall 2014. The first two job families to be implemented will be Administrators and Professionals.

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.

What is Absence Management?
Absence Management is a module of PeopleSoft Human Resources where paid time off is requested, approved, and transferred to Time and Labor for payroll. When you see entries on your paycheck for regular hours, holiday pay, health leave and other categories, it will be the product of Absence Management and Time and Labor.

Will there be training for using this new system?
Yes, there will be training for both Time and Labor and Absence Management, based on job family (Administrators/Professionals, Classified, Specialists, etc.) and role (staff, manager, etc.). Please see the PDC web page for training dates and times. All staff will be provided various training opportunities before the systems roll out to their respective job family.

What is the difference between Exempt and Non-Exempt employees?
The definition of an exempt/non-exempt employee can be found in the Fair Labor Standards Act (FLSA). Exempt employees are salaried and therefore do not receive or fill out a paper timecard and are not eligible for overtime/comp time. Non-Exempt employees are hourly and usually complete a paper timecard to insure that overtime payments are calculated correctly.

How do I know if I am an Exempt or Non-Exempt employee?
All Classified employees are non-exempt. All full-time Administrative/Professional employees and full-time faculty members are exempt. There are non-exempt and exempt Specialists. If you are unsure of your FLSA status, please contact Human Resources.
How does this new system affect me?
All staff members should see a more efficient process for reporting time and requesting time off.

Can I use the new system on my mobile device?
Currently, project planning envisions a capability to punch in and out if you are a non-exempt employee via an app that will be added to the CLC Mobile springboard. Other mobile capabilities may come in time.

Is there a grace period / learning curve once these systems are implemented?
Yes. There will be a learning curve for everyone – employees, supervisors, as well as Human Resources and Payroll staff. This is a new CLC capability and the College Administration is working hard to ensure all staff are briefed, trained and aware of the new processes that will evolve.

Time and Labor

What happens if my timesheet is not approved in a timely manner by my supervisor?
There will be processes in place to remind supervisors that time requires approval BEFORE PAYROLL IS RUN. If an employee’s time does not get approved by their supervisor, the employee will still receive a paycheck. The Fair Labor Standards Act requires that employees get paid on time for hours worked.

Why do I have to use the Web Clock in Time and Labor and my co-worker does not have to?
Use of the Web Clock in Time and Labor is based on whether you are an exempt or non-exempt employee. If you complete a time card now to report your hours or to report overtime only, you will use the Time and Labor Web Clock to record your time.

What is the deadline to get my timesheet completed?
Non-exempt employees will use the Web Clock and submit their time in Time and Labor on a daily basis. Your payable time will be calculated based on your Web Clock entries. As time will be calculated on a daily basis, there is no employee deadline for timesheet submission.

Do I need to use the Web Clock for lunch and breaks?
No, you do not need to use the Web Clock for lunch or breaks. Lunches and breaks are built into the time reporting system with some exceptions. Any non-exempt employee flexing their work schedule greater than 45 minutes must clock out to ensure overtime is not mistakenly calculated.

NEW! What happens if I don’t punch into the web clock at my exact expected start time? Will my pay be docked if I punch out one or two minutes early?
All CLC employees are expected to start and end work on time, but CLC understands that sometimes you can’t punch in exactly at 8 a.m. or whatever your designated start time may be. Sometimes it may be at a minute or two before or after. The T&L Web Clock resolves those small variations, and while it will record your actual
punch time, it will round that time **forward or back** to the nearest quarter hour for calculating payable time. So, if you punch in at 7:58, it will calculate payable time based on your usual 8:00 a.m. start time (or whatever your scheduled start time may be). Similarly, if you punch out, for example, at 4:28 and your regular quitting time is 4:30, it will calculate payable time based on your usual 4:30 p.m. departure time (or whatever your scheduled time may be).

**NEW!** What if my supervisor tells me to come in early or leave late on a special task?

Federal labor laws require that employees be paid for time worked. It is unlawful for any manager to require an employee to work without pay. Normally, if an employee is required by their manager, to punch in or out early or late for a special task, then either the employee will punch in or out early or later by an equal time period or the manager should program and authorize overtime or compensation time.

**NEW!** I have heard that the Web Clock will “round” my Punch Time. What does that mean?

“Rounding” allows for minor time variations by employees both punching in and out. If an employee for some reason doesn’t complete punching in until 8:01, then the “rounding” will prevent the system from counting that 1 minute as unpaid time.

Specifically, the web clock will round up and/or down to the nearest 15 minute interval, depending on the time of the punch. There are four 15 minute intervals in an hour, as seen in the drawing below. Any time punch that is less than 7.5 minutes into the 15 minute interval will automatically be rounded down to the beginning of the interval. For example, if you punch in for the day at 8:05, as this is less than 7.5 minutes after 8:00, the punch will register at 8:00. Any punch that is 7.5 minutes or more into the interval, will automatically be rounded up to the ending of the interval. For example, if you punch in at 8:09, the punch will register as 8:15. Also, if you punch in at 9:38, the punch will register as 9:45; and if you punch in at 9:35, it will register at 9:30.
Non-Exempt Employees

Does this new system replace my paper timesheet?
Yes, non-exempt employees will clock in and clock out on a daily basis.

Will my supervisor still approve my timesheet?
Yes. Supervisors will view all of their direct reports’ payable time through Manager Self-Service, approve that time and submit the time electronically to Payroll.

How does my supervisor know how and when to approve my timesheet?
Supervisor training is planned prior to all job family rollouts. Additionally, supervisors will receive an email reminding them to approve timesheets.

Exempt Employees

How is my time entered into the system?
The time for exempt employees will automatically populate each pay period based on a 40-hour work week for full-time employees.

Absence Management

Can I request time off in advance?
Absence Management supports user requests for future absences. The timeline for the forecasting of time has not yet been finalized. A more detailed description will be provided at user training, which is scheduled to occur prior to the roll-out dates for your job family. Department procedures for “black-out” periods or staffing needs may take precedence over system capabilities.

Do I still have to tell my supervisors of time off requests?
Employees will request paid time off in Absence Management. All employee requests are electronically submitted to the employee’s supervisor for approval. Employees should discuss departmental procedures with their supervisor on departmental absence processes.

Will all employees eligible for paid time off use Absence Management?
Absence Management will be used by all employees at CLC who accrue and are eligible for paid time off.