

Time & Labor / Absence Management

Birds of a Feather

Presenters: Abe Kitchens, Mary Nevill

Agenda

- Payroll Timeline
- Absence Calendar
- Time Administration
- TL Matrix
- Absence Matrix

Biweekly Payroll Timeline

Day 1 – Calc Day

10:00 a.m.

- Absence Calendar closes

1:00 p.m.

- Payroll due to SSC
- Pay sheet creation
- Retro pay loaded
- Automated Adjustments load #1
- Time Load #1
- HR Lock

5:00 p.m.

- Institution initial review (target)

Day 2 – Confirm Day

8:00 a.m.

- Institution review continues

11:00 a.m.

- Absence off cycle closes
- Time Load #2

12:00 p.m.

- Automated Adjustment load #2

2:00 p.m.

- Final Manual Adjustments Due
- Final Time Reload

4:00 p.m.

- Payroll Confirm

Monthly Payroll Timeline

Day 1 – Calc Day

9:00 a.m.

- Pay groups due to SSC
- Pay sheet creation
- Retro pay loaded
- Automated Adjustments load #1

12:00 p.m.

- Institution initial review (target)*

Day 2 – Adjustment Day

9:00 a.m.

- Absence calendar closes

11:00 a.m.

- Initial Time and Labor load
- Initial manual adjustments due to SSC
- Automated Adjustment load #2
- HR Lock

2:00 p.m.

- Institution adjustment review (target)

Day 3 – Confirm Day

9:00 a.m.

- Absence off cycle requests due to SSC
- Final Time and Labor load
- Automated Adjustment load #3

11:00 a.m.

- Final manual adjustment spreadsheet due to SSC

12:00 p.m.

- Institution final review (target)

2:00 p.m.

Confirm payroll (hard)

Absence Calendar

- Processes absence events
- Applies leave accruals to balances
- Absence hours convert to payable time
- Query: BOR_ABS_NOT_APPROVED

Time Administration

- Converts Approved reported time to payable time
- Generates exceptions
- Applies Rounding Rules
- Calculates Shift Differentials

Time and Labor Enrollment Matrix

- **Effective Date** – All future changes to the matrix must be effective dated
- **Web Clock** – Rule Element 3 option added to facilitate auto enrollment for Web Clock employees

Company 030 Description Georgia Institute Technology

Effective Date 08/11/2019

	*Paygroup Ending With	Department	Job Code	*Employee Type	*Time Reporter Type	TCD Group ID	Punch Reporting Template	Elapsed Reporting Template	Rule Element 3	Workgroup	Taskgroup Alloc. Rule ID	Time Zone	TL Approval Flag
1	A			Salaried	Elapsed			00EE_ELPSD		00EXR12M	PSNONCATSK	EST	E
2	A	001		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
3	A	002		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
4	A	004		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
5	A	010		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
6	A	011		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
7	A	012		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
8	A	014		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
9	A	015		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
10	A	017		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
11	A	018		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
12	A	019		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
13	A	021		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
14	A	030		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
15	A	043		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E
16	A	047		Salaried	Elapsed			00EE_ELPSD		03RISBEXR	PSNONCATSK	EST	E

Absence Management

Enrollment Matrix

- **Effective Date** – All future changes to the matrix must be effective dated
- **Department** – Additional criteria for Absence Enrollments
- **Job Code** – Additional criteria for Absence Enrollments
- **Holiday Schedule** – Control Holiday enrollments based on Department and Pay Group combinations

Company 030 Description Georgia Institute Technology

Effective Date Find | View All First 1 of 1 Last

Effective Date 08/11/2019

Parameters Personalize | Find | View All | First 1-10 of 62 Last

	Paygroup Ending With	Department	Job Code	Standard Hours	Eligibility Group	Holiday Schedule		
1	A			20.00	JSG_BV	03HOL	+	-
2	A	014		20.00	JSG_NONE	NONE	+	-
3	A	018		20.00	JSG_NONE	NONE	+	-
4	A	019		20.00	JSG_NONE	NONE	+	-
5	A	021		20.00	JSG_NONE	NONE	+	-
6	A	043		20.00	JSG_NONE	NONE	+	-
7	A	047		20.00	JSG_NONE	NONE	+	-
8	A	048		20.00	JSG_NONE	NONE	+	-
9	A	050		20.00	JSG_NONE	NONE	+	-
10	A	051		20.00	JSG_NONE	NONE	+	-

Questions