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.
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
Questions