

State Accounting Office of Georgia

Job Aid – Time and Labor – Training/UAT Questions and Answers

Questions and Answers From Time and Labor Training and User Acceptance
Testing (UAT) Held June 27 – June 29, 2017

7/14/2017

Contents

Introduction 5

Question 1 5

 Does the system look for 40 hours worked and approved in the pay period before the accrual is loaded?..... 5

 Answer 1 5

Question 2..... 5

 If an employee is not scheduled to work, can they enter the Holiday time on the Holiday? 5

 Answer 2 5

Question 3..... 5

 Will accruals show in reported time calculations on the timesheets? 5

 Answer 3 5

Question 4..... 6

 What is the time frame back and ahead for Admin to make adjustments?..... 6

 Answer 4 6

Question 5..... 6

 Is a previous unpaid leave code available?..... 6

 Answer 5 6

Question 6..... 7

 Would adjustments to balances process for employees who are on LWOP? 7

 Answer 6 7

Question 7..... 7

 If we have to restore forfeited leave for a person that is on leave, which forfeited leave code do we use? 7

 Answer 7 7

Question 8..... 7

 Will there be a TRC for the lump sum of forfeited leave that was brought forward? 7

 Answer 8 7

Question 9..... 7

 Will the system automatically add the 8 hours for ESL for new employees? 7

 Answer 9 7

Question 10..... 8

Will supervisors no longer receive email notifications for leave requests?	8
Answer 10	8
Question 11.....	8
Will the "request absence" link at the bottom of the timesheet be removed?	8
Answer 11	8
Question 12.....	8
Will delegations, especially leave approvals, be affected by the changes?	8
Answer 12	8
Question 13.....	8
Will previously approved but unprocessed absence events be processed?	8
Answer 13	8
Question 14.....	9
Will ALL leave balances show on the home screen? First page when you sign in.....	9
Answer 14	9
Question 15.....	9
I have 2 FLSA rows. Will one be removed when we go live so that we don't have duplicate rows?	9
Answer 15	9
Question 16.....	9
If an employee selects Save for Later, will the timesheet remain in a saved status until it is submitted like in the last version?	9
Answer 16	9
Question 17.....	9
Error message – leave or comp time TRCs cannot be used when reporting punch time.....	9
Answer 17	9
Question 18.....	10
Can the verbiage be changed on the timesheet where it has Comp Plan under the Plan Type?	10
Answer 18	10
Question 19.....	10
When managers change frequently, when and how should you make the changes?	10
Answer 19	10
Question 20.....	10

In the past, Absence System was a required entry on Job for new hires. Will this no longer be a requirement?	10
Answer 20	10
Question 21.....	10
Who will be enrolled in Comp Plans?	10
Answer 21	10
Question 22.....	11
Will negative balances be converted? Will the system allow negative balances?	11
Answer 22	11
Question 23.....	11
Where are we managing the change of the environment and what people are used to seeing? Our training documentation will help. Communication explaining that all of their leave entitlements moved from Absence Management to T&L Comp Plans will help	11
Answer 23	11
Question 24.....	11
Should all Absence Requests and timesheets be approved prior to 7/1/2017 go-live?	11
Answer 24	11
Question 25.....	11
Can we get a query or a way to view Reported Time by monthly calendar; not by Time Period?	11
Answer 25	11
Question 26.....	12
New Hires cannot see timesheets. Managers and Administrators can see them, but employees cannot see their timesheet.	12
Answer 26	12
Question 27.....	12
Will there be additional reports for unapproved timesheets and absence requests provided?	12
Answer 27	12
Question 28.....	12
Some Administrators have previously approved some of the employees listed on Barbara reports that they received before, but they are still not processed and they still show unapproved. Why?	12
Answer 28	12
Question 29.....	12
Will we still have access to maintain Retro Absences on Timesheets?	12

Answer 29	12
Question 30.....	13
What if an employee states that they didn't get their accrual?	13
Answer 30	13

Introduction

The purpose of this document is to provide the answers to the questions presented in the Time and Labor Streamlining Training Session and User Acceptance Testing held June 27, 2017 through June 30, 2017.

Question 1

Does the system look for 40 hours worked and approved in the pay period before the accrual is loaded?

Answer 1

The criteria used to determine accrued hours have not changed. The process does not reference the hours reported and approved on timesheets.

Question 2

If an employee is not scheduled to work, can they enter the Holiday time on the Holiday?

Answer 2

The system will allow an employee to report Holiday Leave Taken hours on any day as long as they have the hours in their Holiday Leave balance. Refer to Employee Job Aid – Changes in Time and Labor Effective 7/1/17, Section: Examples of Timesheets with Holiday Reporting.

Question 3

Will accruals show in reported time calculations on the timesheets?

Answer 3

Annual Leave and Sick Leave earned hours will be display only on timesheets. In addition, on the Leave / Compensatory Time tab, the View Detail icon (below) to see all activity for the particular plan.



Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
Sick Leave	Hours	01/01/2098	26.080000	5.000000	0.000	31.08.000	06/23/2017
Sick Leave	Hours	01/01/2098	21.080000	5.000000	0.000	26.08.000	04/30/2017
Sick Leave	Hours	01/01/2098	23.580000	0.000000	2.500	21.08.000	04/20/2017
Sick Leave	Hours	01/01/2098	18.580000	5.000000	0.000	23.58.000	04/15/2017

Question 4

What is the time frame back and ahead for Admin to make adjustments?

Answer 4

- Employees will be able to edit their timesheets for the period which includes the 45th day from the current date.
- Managers will be able to edit and approve their direct reports timesheets for the period which includes the 45th day from the current date.
- TL Local Administrators will be able to edit and approve their direct reports timesheets for the period which includes the XXth day from the current date.
- TL Central Administrators will be able to edit and approve their direct reports timesheets for the period which includes the XXth day from the current date.
- All of the roles above will have access to edit and approve timesheets for 180 days in the future.

Example: Today is July 5th. May 28th is 45 days prior to today. An employee using Time Period ID SEMI-MONTHLY will have access to all timesheet dates on their 5/16 to 5/31 timesheet because 5/28 is included in this timesheet.



Question 5

Is a previous unpaid leave code available?

Answer 5

There is a TRC for Unpaid Leave time available for some workgroups.

Question 6

Would adjustments to balances process for employees who are on LWOP?

Answer 6

If an employee is on LWOP on Job Data and Active on Maintain Time Reporter Data, approved timesheet entries for all dates will be processed by Time Administration and balances updates, as applicable.

Question 7

If we have to restore forfeited leave for a person that is on leave, which forfeited leave code do we use?

Answer 7

Refer to the Job Aid Time and Labor Changes For TL Central Administrators – Detail, Section: How to Enter an Adjustment to Forfeited Annual Leave and Sick Leave Balances

Question 8

Will there be a TRC for the lump sum of forfeited leave that was brought forward?

Answer 8

No, there will not be a TRC or a Comp/Leave Plan for the total hours in Forfeited Leave balances. The sum of Forfeited Annual Leave, Forfeited Sick Leave and Forfeited Comb/Unknown Leave is the same as the hours previously in the Forfeited_Lv_Bal

Question 9

Will the system automatically add the 8 hours for ESL for new employees?

Answer 9

Employees active in Time and Labor on 01/01/YYYY will have 8 hours of ELE – Education Sup Leave Earned inserted on their timesheet and 8 hours added to their Education Support Leave balance. Employees hired after 01/01/YYYY will require a manual entry to the timesheet to add 8 hours. The adjustment row (ELP – Education Sup Adj Increase) should be entered on the timesheet for the hire date. Once the row is approved, the nightly Time Administration will process the row and add the hours to the Education Leave balance. The employee will then have the ability to report Education Sup Leave Taken hours beginning on the timesheet date with ELP. Refer to Job Aid Time and Labor Changes for TL Central Administrators, Section: Other Leave Plan Adjustments

Question 10

Will supervisors no longer receive email notifications for leave requests?

Answer 10

Leave Requests will no longer be entered in Absence Management; therefore, managers will no longer receive email notifications for leave requests. Employees will enter Leave Takes on timesheets. Managers should review their employees' timesheets and approve timesheet entries for worked and non-worked hours on a timely basis.

Question 11

Will the "request absence" link at the bottom of the timesheet be removed?

Answer 11

Yes, all Absence Management related links will be removed.

Question 12

Will delegations, especially leave approvals, be affected by the changes?

Answer 12

Delegations for Time and Labor and Absence Management are not the same. All delegations for Absence Management will no longer be valid. The Time and Labor module does provide but are not currently set-up in SAO environment. SAO will explore TL Delegations post 7/1 go-live and will be providing the findings.

Question 13

Will previously approved but unprocessed absence events be processed?

Answer 13

All approved Absence Requests through 12/31/2017, will be inserted on the timesheets and processed by Time Administration. Unapproved Absence Requests will not be inserted on the timesheets. If the absence should have been approved, it will require manual entry and approval on the timesheet.

Question 14

Will ALL leave balances show on the home screen? First page when you sign in.

Answer 14

There will not be any changes in the balances currently displayed on the home screen (first page). The Leave / Compensatory Time tab will display all Comp Time and Leave balances.

Question 15

I have 2 FLSA rows. Will one be removed when we go live so that we don't have duplicate rows?

Answer 15

This was an issue in the pre-7/1/2017 environment. This issue has been resolved for the 7/1/2017 version of Time and Labor.

Question 16

If an employee selects Save for Later, will the timesheet remain in a saved status until it is submitted like in the last version?

Answer 16

All agencies, with the exception of OPB, expressed to remove the Save for Later button. SAO was notified Thursday, 6/29/17 that OPB would like to have a one month trial period removing the Save for Later button.

Question 17

Error message – leave or comp time TRCs cannot be used when reporting punch time

Answer 17

Enter non-worked hours such as COURT, Annual Leave Taken, Personal Time Taken, FLSA Comp Taken, GA Comp Taken using a TRC in the Time Reporting Code field and the number of hours in the Quantity field. Report worked time only in the Punch fields.

Question 18

Can the verbiage be changed on the timesheet where it has Comp Plan under the Plan Type?

Answer 18

SAO will explore have the verbiage to change to possibly Comp / Leave Plan post go-live.

Question 19

When managers change frequently, when and how should you make the changes?

Answer 19

Managers should approve all timesheets and payable time, as required, before the transfer entry is entered in Job Data or Position Data. If this is not possible, a ticket must be opened to have the workflow restarted for all unapproved timesheet and payable time rows to reassign from the previous manager to the new manager.

Question 20

In the past, Absence System was a required entry on Job for new hires. Will this no longer be a requirement?

Answer 20

Effective 7/1/2017, Absence Management will no longer be used by agencies using Time and Labor. Therefore, no updates will be required to the Absence System on Job Data. The 7/1/2017 Conversion process will insert a 7/1/2017 row in Job Data for all Time and Labor employees with the Absence System "Other".

Question 21

Who will be enrolled in Comp Plans?

Answer 21

All active and inactive employees in Time and Labor will be enrolled in all Comp Plans at 7/1/2017 Go-Live (excluding Military Leave, OPB Budget & PSC Comp). Employees with a current balance in Military Leave, OPB Budget Comp and OPB PSC Comp will also be enrolled at 7/1/2017 Go-Live.

Post Go-Live - New hires (Create Time Reporter Data) will be automatically enrolled in all plans. Rehires previously enrolled in Time and Labor will also be enrolled in all plans. Refer to Job Aid Time and

Labor Military Leave for TL Central Administrators and Job Aid Time and Labor Changes for TL Central Administrators, Section: How to Enroll in OPB Budget Comp and OPB PSC Comp Plans.

Question 22

Will negative balances be converted? Will the system allow negative balances?

Answer 22

Negative balances will not be converted during the 7/1/2017 Conversion process. Agencies were notified to enter adjustments to clear negative balances prior to 6/30/2017. The new 7/1/2017 Streamline system will not allow negative balances.

Question 23

Where are we managing the change of the environment and what people are used to seeing? Our training documentation will help. Communication explaining that all of their leave entitlements moved from Absence Management to T&L Comp Plans will help.

Answer 23

Communication is being drafted for this purpose.

Question 24

Should all Absence Requests and timesheets be approved prior to 7/1/2017 go-live?

Answer 24

All Absence Requests and timesheets should be approved prior to 7/1/2017 go-live. Priority should be given to Absence Requests approvals. Each agency has been provided a list of unapproved Absence Requests and timesheets. An updated list was provided, Wednesday, 6/28/2017 and/or Thursday, 6/29/2017.

Question 25

Can we get a query or a way to view Reported Time by monthly calendar; not by Time Period?

Answer 25

A query will be created and an email sent with the Query Name and required/optional criteria entries.

Question 26

New Hires cannot see timesheets. Managers and Administrators can see them, but employees cannot see their timesheet.

Answer 26

This is due to the employee's User Profile not having the ESS_TL_Timesheet role. SAO will work with the Security team post go-live for a resolution. Will explore additional automation processes for updates.

Question 27

Will there be additional reports for unapproved timesheets and absence requests provided?

Answer 27

Each agency has been provided a list of unapproved Absence Requests and timesheets. An updated list was provided Wednesday, 6/28/2017 and/or Thursday, 6/29/2017.

Question 28

Some Administrators have previously approved some of the employees listed on Barbara reports that they received before, but they are still not processed and they still show unapproved. Why?

Answer 28

All approved absence requests will be loaded to the timesheets. Absence Requests being approved outside the 45 day retro period will be processed in the final Absence processing on 6/30/2017. Reports have been re-run and resent.

Question 29

Will we still have access to maintain Retro Absences on Timesheets?

Answer 29

Refer to Question 4 for the number of days each role will have access to edit and approve timesheets, where applicable. Timesheet rows with an editable Time Reporting Code will be editable for the time period listed in Question 4.

Question 30

What if an employee states that they didn't get their accrual?

Answer 30

Annual Leave and Sick Leave earned hours will be display only on timesheets. In addition, on the Leave / Compensatory Time tab, the View Detail icon (below) to see all activity for the particular plan.

View Detail



Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
Sick Leave	Hours	01/01/2098	26.080000	5.000000	0.000	31.08.000	06/23/2017
Sick Leave	Hours	01/01/2098	21.080000	5.000000	0.000	26.08.000	04/30/2017
Sick Leave	Hours	01/01/2098	23.580000	0.000000	2.500	21.08.000	04/20/2017
Sick Leave	Hours	01/01/2098	18.580000	5.000000	0.000	23.58.000	04/15/2017