

Joining Webinar

- Using your phone to dial in
 - Use the provided audio PIN
 - Physically mute your phone so we don't hear background noise
 - Unmute your phone when you are ready to chat
- Using your computer for audio
 - Connect/enable the microphone on your computer
 - Use the provided audio PIN
 - Mute your computer so we don't hear background noise
 - Unmute your computer when you are ready to chat



User Group Meeting/Payroll/ Time and Labor/Absence Management

Presented by Joan Smith | July 25 , 2017



SAN DIEGO COUNTY
OFFICE OF EDUCATION

CUSTOMER RESOURCE CENTER

Agenda

- News/Updates
- PeopleSoft Conference
- Time & Labor – Ignore Status
- Absence Accrual Discrepancies
- Feedback and Reminders
- Wrap-up / Q&A



News/Updates

- 1st Off Cycle run – 08/02/2017 with a 08/04/2017 issue date
- Time and Labor Loads – 08/04/2017, 08/11/2017, and with each PreCalc
- PaySheets Created 08/08/2017
- 08/17/2017 5:00 pm – Deadline for approving absences to be processed with 08/31/2017 payroll
- On Cycle PreCalc– 08/18/2017 and 08/21/2017
- Final Calc – 08/22/2017
- For districts that have 11 month employees please refer to Summer Months job aids on CRC's website



News/Updates

- For employees on Short Work Break in error when paysheets are generated (paysheet not created for employee) remember to:
 - Return employee from Short Work Break effective the first day of the month on Job Data
 - Create a payline and enter salary for August
 - Review pay for accuracy after precalc
- Suggested Payroll Timelines document is posted on PSUSERS website.
- CRC Training Calendar (<http://crc.sdcoe.net/calendar/crccalendar>)
 - Currently working to update the calendar
 - “Boot Camp” Classes
 - Troubleshooting
 - Peryri Herrera: pherrera@sdcoe.net



PeopleSoft Conference

- PeopleSoft Conference – Thursday, October 12
 - Planning Committee
 - 9 Districts
 - MITI/CRC/PIT Project Team
 - Up to 7 People per District: Not Training
 - Timeline
 - June: Save the Date Announcement
 - July: Full Brochure and Registration Information
 - August: Registration Opens
 - September: Registration Closes/Itineraries Emailed
 - October: Attend Conference 10/12
 - Contact: pherrera@sdcoe.net



Time and Labor

Follow up from previous Users Group webinar on payable time status of ignore:

Payable time status can get set to “Ignore” due to one of the following:

- The OK to Pay box on the pay sheet was unchecked.
- If Payroll finds a problem with a time entry from Time & Labor during the during the Calc process it sets the payable time status to “Rejected by Payroll”. There is a process that runs after payroll is confirmed that changes all “Rejected by Payroll” status values to “Ignore”.

“Ignore” status on the Payable Time Audit query (M_TL_PAYABLE_TIME_AUDIT) ran after payroll confirm, can mean the OK to Pay box on the pay sheet was unchecked, or the time was rejected by payroll.

CO	Location	Empl ID	Name	Empl Record	Position	Rpt Dt	TRC	Quantity	Ovrdrate	Hrly Rate	Est Gross	Status	Status Desc	Combo Code
00X	00X000	123456	Emp 1	2	100X8101	6/1/2017	HRLY	2.000000	32.000000	32.000000	64.000000	IG	Ignore	000188824
00X	00X000	234567	Emp 2	5	100X9449	6/1/2017	HRLY	10.000000	25.000000	25.000000	250.000000	IG	Ignore	000192429
00X	00X000	345678	Emp 3	3	100X8101	6/1/2017	HRLY	2.000000	32.000000	32.000000	64.000000	IG	Ignore	000188824
00X	00X032	456789	Emp 4	0	100X7079	6/1/2017	HRLY	4.000000	0.000000	15.773077	63.092308	IG	Ignore	000188477
00X	00X032	456789	Emp 4	0	100X7079	6/1/2017	OT1.5	2.000000	0.000000	15.773077	47.319231	IG	Ignore	000193752



Time and Labor

Time Administration uses the Earliest Change Date (ECD) to determine how far back to go looking for approved reported time to convert to payable time for processing by payroll. The ECD is displayed on the Timesheet . When time is entered on the Timesheet screen the system automatically sets the ECD to the date of the oldest time entry displayed on the screen when time gets approved.

Timesheet

Employee ID [REDACTED]
Empl Record 2

Position # [REDACTED] Substitute Teacher

Earliest Change Date 08/01/2017

Actions ▾

Select Another Timesheet

*View By Week ▾ Previous Week Next Week
*Date 07/17/2017 [RECYCLE] [RECYCLE] Previous Employee Next Employee
Reported Hours 0.00 Print Timesheet

From Monday 07/17/2017 to Sunday 07/23/2017 ?

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code

Save for Later Submit Apply Schedule



Time and Labor

- If or when time is entered or changed for an employee on a date prior to a time entry in “Ignore” status the ECD will get reset to a date before the employee’s “Ignore” time. This causes Time Administration to go back to this date prior to the “Ignore” status time. This results in the system re-processing those “Ignore” entries again. The time entries in “Ignore” status will get converted to payable time in “Estimated” status and paid the next time payroll runs

Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

ORACLE

Timesheet

Employee ID [redacted]
Empl Record 2
Earliest Change Date 05/31/2017

Position # [redacted] Substitute Teacher

Actions >

Select Another Timesheet

*View By Week [v]
*Date 05/29/2017 [calendar icon] [refresh icon]

Reported Hours 0.00

Previous Week Next Week
Previous Employee Next Employee
Print Timesheet

From Monday 05/29/2017 to Sunday 06/04/2017 ?

Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/1	Fri 6/2	Sat 6/3	Sun 6/4	Total	Time Reporting Code
		2.00					2.00	DAILY - Daily [v]
			0.14				0.14	DAILY - Daily [v]

Save for Later Submit



Time & Labor

Options to handle time entries in “Ignore” status.

- If the time needs to be processed, access the Timesheet screen and change the oldest time entry in “Ignore” status to zeros. Then add a new row and re-enter the time, click Submit and Approve the time for that date. This will reset the ECD and trigger Time Administration to process all of the “Ignore” time entries by converting it to payable time in “Estimated” status ready for the next payroll run.
- Submit a Heat Self Service Ticket with information about what “Ignore” status time needs to get processed and the CRC will reset the ECD and Time Administration Status so Time Administration converts the time to payable time in “Estimated” status ready for the next payroll run.
- If time has been entered prior to the “Ignore” time and the “Ignore” time is not due to the employee submit a Heat Self Service Ticket to work with CRC on resolution.



Absence Management Accrual Discrepancies

To begin troubleshooting discrepancies in Absence Accruals ensure that:

- Employee is enrolled in Absence Management System on the Payroll Tab on Job Data
- Templates sent in for absence accruals are correct
 - Full Time/Part Time indicator or CDAYS or Work days
 - Service Years
 - Annual accrual in Days
 - Carry over amount
 - Pay excess at fiscal year end
 - Annual or Pay Period Accruals
- For discrepancies on template please update template and attach to a HEAT ticket



Absence Management Accrual Discrepancies

- Accurate Absence Accrual Date on Employment Tab on Job Data

Employment Information

Employee: [Redacted] Empl ID: [Redacted]
Empl Record: 0

Organizational Instance ?

Organizational Instance Rcd: 0 Original Start Date: 12/10/1984 Override
 Last Start Date: 12/10/1984 First Start Date: 12/10/1984
 Termination Date: [Redacted] Years: 32 Months: 7 Days: 14
 Org Instance Service Date: 12/10/1984 Override

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date: 12/10/1984 First Assignment Start: 12/10/1984
 Assignment End Date: [Redacted]
 Home/Host Classification: Home
 Company Optional 1: 12/10/1984 Override 32 7 14
 Benefits Service Date: 12/10/1984 Override 32 7 14
 Company Optional 2: 12/10/1984 Override 32 7 14
 Company Optional 3: [Redacted]
 Absence Accrual Date: 12/10/1984 Override
 Business Title: [Redacted] Company Optional 4: [Redacted]
 Position Phone: [Redacted]

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation



Absence Management Accrual Discrepancies

- To correct a large volume of incorrect Absence Accrual Dates use the Employment Data Template located on CRC's website and populate with correct dates and submit with a HEAT ticket.
- If using Work Days for Accruals the Total Work Days field on the Payroll Tab must be populated.

The screenshot displays a web application interface with several tabs at the top: Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and SDCOE Job Data. The Payroll tab is active. Below the tabs, there are fields for Employee ID and Empl Record (0). The main content area is divided into sections:

- Payroll Information:** Includes Effective Date (07/01/2017), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Pay Rate Change), Reason (Step Progression), and Job Indicator (Primary Job). A "Go To Row" button is present.
- Payroll for North America:** Includes Pay Group (99M), Employee Type (S), Tax Location Code (SDCOE), GL Pay Type, Holiday Schedule (099), and FICA Status (Subject).
- Absence Management System:** Includes Pay Group (099CLSM), Accrual Hours Factor (8.000000), and Total Work Days (261). A "Setting" box contains checked options for "Use Pay Group Eligibility", "Use Pay Group Rate Type", and "Use Pay Group As Of Date".

At the bottom, there are navigation links for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.



Absence Management Accrual Discrepancies

- Use the M_AM_ACCRUAL_HRS_FACTOR query to identify:
 - Employees who have blank Total Work Days, for districts using work days for absence accruals
 - Validate Accrual Hours Factor are accurate
 - Validate employee is enrolled in Absence Management
 - Validate employee is enrolled in correct Absence Group



Final Notes

- Next meeting: Tuesday, August 22, 2017
- We are looking for presenters or possible meeting locations for future meetings
- If you have presentation ideas, please let us know
 - Joan Smith(joan.smith@sdcoe.net)
 - Sally Morton (sally.morton@sdcoe.net)
- Thank you for your attendance



Wrap-up / Q&A



Q & A

- Will IGNORE show up on 1st calc
 - No, it will be rejected by payroll. After confirm, when you will see ignore.
- SO if payroll is going to process an old IGNORE will it show on 1st calc
 - Yes, but it will come over as estimated time. There will end up being two records the payable time audit. one, ignore and one estimated
- If we receive timecards for 2016-17 Fiscal Year (for example June time), will PeopleSoft accrue the pay?
 - Yes, only for the month July
- **We do not pay benefits in August, but our retirees benefits paid. Does this have to do with how they are set up on the SDCOE Job Data Pay Schedule?**
 - May need to check the over-ride flags to make sure they are unchecked.

