eSTART

Timekeepers and Administrators

User Guide

July 2014

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.

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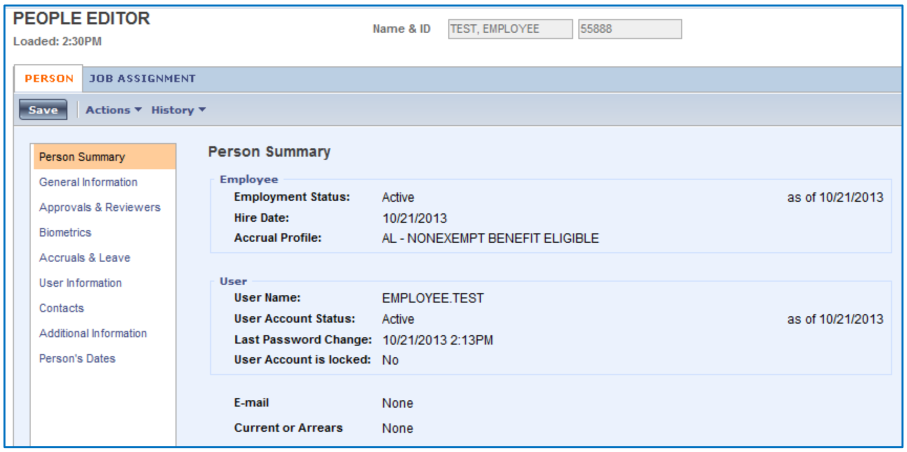
New Employee Updates

When a new employee record is added on NEMP in GHRS, a shell record is loaded to eSTART by the GHRS interface nightly. However, certain information will need to be manually updated by the Agency Administrator in eSTART.

Locate employee records

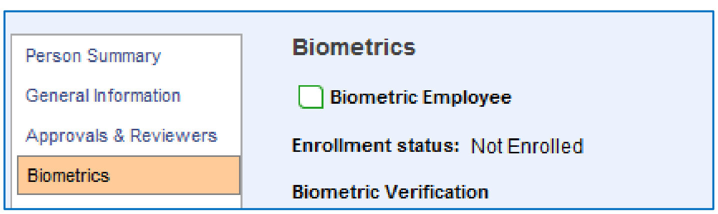
- Go to **My Genies > QuickFind** and perform a search on the employee name(s).
- Select **People** from the Quick link menu or right-click on the name and select **People** from the pop-up menu. The **People Editor** page displays, as below.

Note: there are two tabs on this page: **Person** and **Job Assignment**.

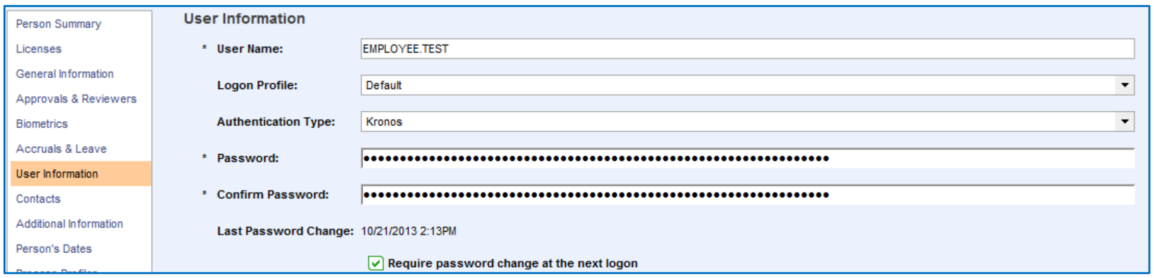


Edit employee records

1. If the employee will use a time clock to record time, select the **Biometrics** link from the **Person** tab on the screen above. Check the **Biometric Employee** check box. If employee will not use time clock, skip to the next step.

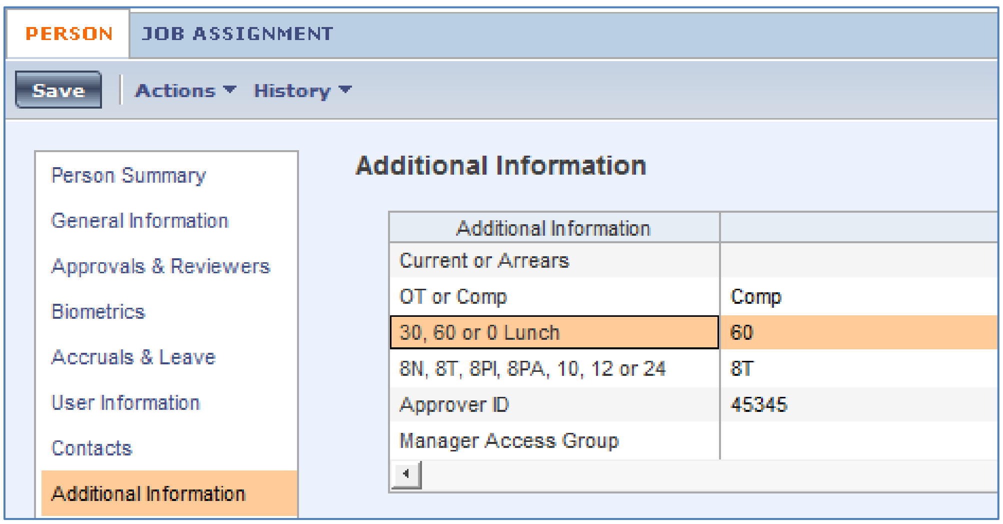


2. Select the **User Information** tab.
    a. If the user has an Active Directory ID, change the User Name to the employee's email address, i.e. jane.doe@agency.alabama.gov. Select **LDAP** from the **Authentication Type** drop-down. The user's password will be their network password.
    b. However, if the employee does not have an Active Directory ID, the assigned Logon ID and initial password will be populated in the **User Name** field by an interface. Initial password with be **P@ssw0rd.**



3. Next, select the **Contacts** link. If the employee has an email account in Outlook, the email address should be present in the **E-mail** field. If it is not present, it must be added.

4. Set the Custom Fields. Select **Additional Information**.
    a. In the right column of the table, key the information that applies to the employee for:
        i. **Current/Arrears – LEAVE FIELD BLANK – DO NOT KEY**
        ii. **OT/Comp –** this field defaults to **Comp**. If the employee has been approved for overtime, change this value to **OT**. This field should be completed for all employees, with the exception of Exempt employees who do not earn OT or Comp. The field should remain blank for these.
        iii. **Lunch type** - (0,30 or 60)
        iv. **Work Type -** See the legend below for explanation of the values for the fourth field.
        v. Key the **Approver ID** (employee ID) of the employee's manager.



Legend for Traditional or Non-Traditional information:

8N – 8 hour employee - Non-traditional schedule

8T – 8 hour employee - Traditional schedule

8PI – 8 hour Exempt employee who punches IN ONLY

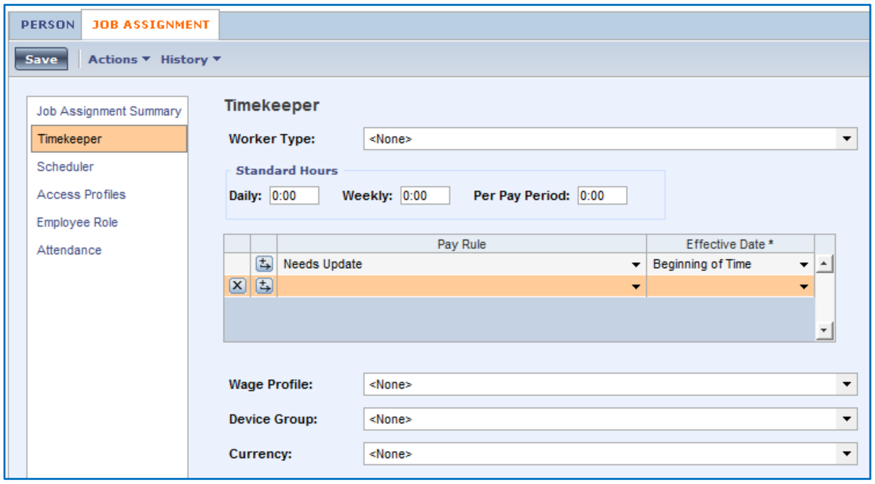
8PA – 8 hour Exempt employee who punches IN and OUT

10 – 10 hour employee

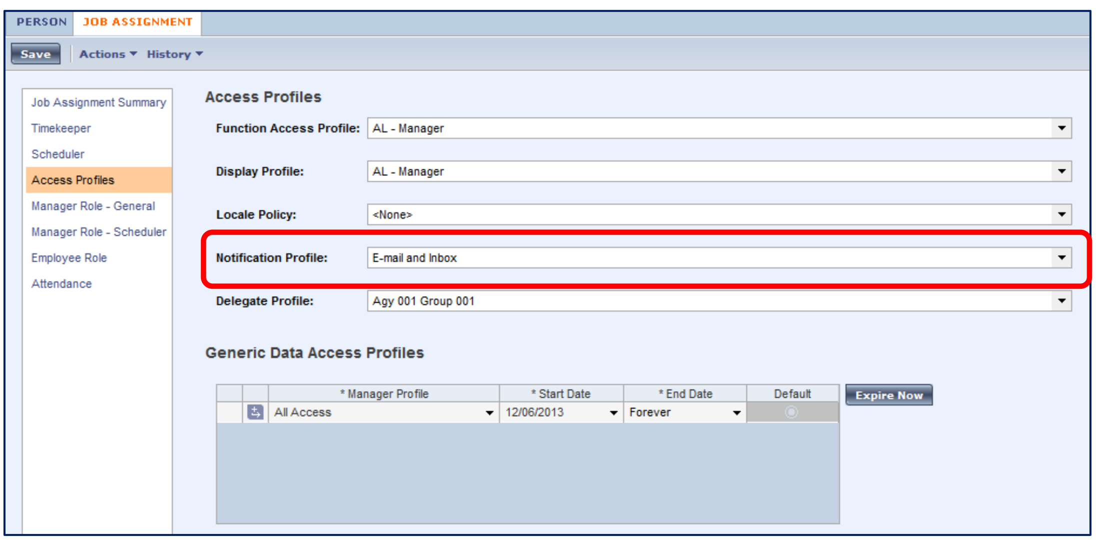
12 – 12 hour employee

24 – 24 hour employee

5. If the employee will record time from a time clock, select the **Job Assignment** tab. Then select the **Timekeeper** link**.** Select the time clock device from the **Device Group** drop-down. If employee will not use a time clock, skip this step.

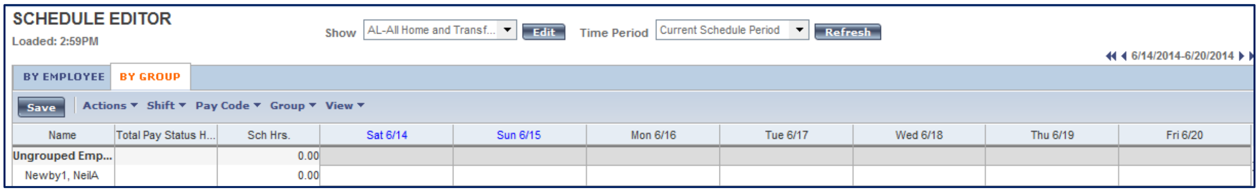


6. To allow email notification for the employee, select **Access Profiles** from the **Job Assignment** tab.
   a. If the employee uses Outlook mail, from the **Notification Profile** drop-down, choose **Email and Inbox.**
   b. If the employee does not have Outlook, choose **Inbox Only**.



7. **Save** the changes to the **People** record.

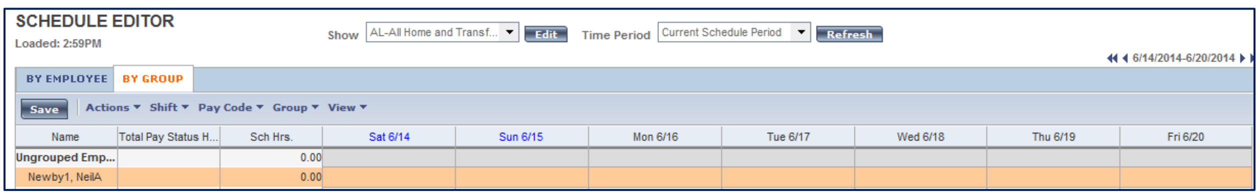
8. Go to **Related Items > Schedule Editor** to add a work schedule for the employee. The **Schedule Editor** page displays.
9. Select the **By Group** tab.



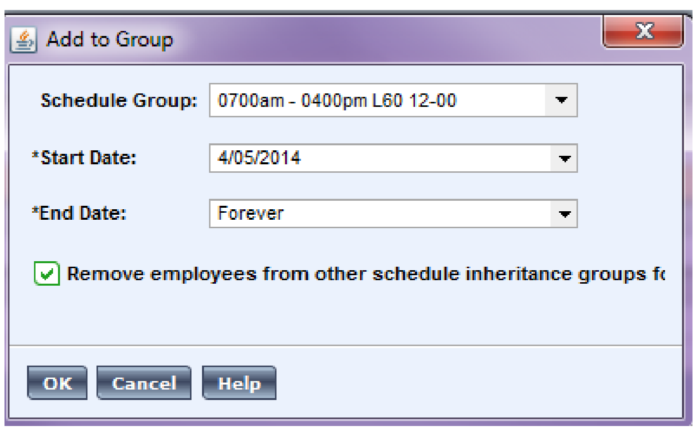
Groups allow multiple employees to be assigned the same work pattern. The pattern is assigned to the group and applied to all employees within the group.

If the employee will have a regular schedule, it is best to add them to an existing group. Contact your eSTART Administrator if a new group is needed.

10. Highlight the row with the employee name.



11. Right-click on the employee and choose **Add to Group** from the menu. The window below displays.



12. Select the new **Schedule Group** assignment, **Start Date** and **End Date,** or select **Forever**, if no specific End Date.

    NOTE: Non-exempt employees must be assigned to a schedule group with a specific lunch time, such as **0700-0400pm L60 12-00**. “L60” refers to the length of the lunch time. There are also groups with 30-minute lunches, which will be denoted as “L30”. The “12-00” refers to the start time of the lunch. There are existing groups with varying lunch start times in the list, such as 11:15 or 12:30.

    The groups ending with **Auto-PFS** are to be used for **FLSA exempt employees <u>only</u>**.

13. Leave the check box selected for **Remove employees from other schedule inheritance groups for selected date range**. Then click **OK**.

14. Select **Save** on the Schedule Editor page.

Updates to Existing Employee Records

IMPORTANT: Employee and Manager time card approval, as well as Agency sign off should occur as soon as possible after the employee transfers or leaves the agency.

Transfers between Agencies

<u>Transfer In</u>

Employees transferring into an agency will not be viewable via eSTART until all the documentation has been processed through State Personnel and their information has been updated in GHRS.

Set up the transferred employee in their new agency using the **Edit Employee Records** section above.

<u>Transfer Out</u>

- The **employee and manager should approve the final timecard** as soon as the employee completes his last hours with the agency. The **Agency Administrator <u>must</u> sign off** on the timecard **no later than the next business day**.

NOTE: Failure to immediately sign off may result in the last timesheet and leave event not being processed accurately. These must be manually corrected in GHRS.

- Once an employee's timecard is signed off, the employee's Approver ID must be removed from the **Additional Information** tab after the last pay period has been signed off. If this is not done, the employee will continue to display in the employee listings for the current manager.
- The record may now be updated in GHRS to reflect the transfer.

Note: An individual timecard may be signed off before the end of the pay period, if necessary.

Separations of Service

- The **employee and manager should approve the final timecard** as soon as the employee completes his last hours with the agency. The **Agency Administrator <u>must</u> sign off** on the timecard **no later than the next business day.**

NOTE: Failure to immediately sign off may result in the last timesheet and leave event not being processed accurately.

- The record may now be updated in GHRS to reflect the separation.

Note: An individual timecard may be signed off before the end of the pay period, if necessary.

Also, if an employee's separation is updated in GHRS **<u>before</u>** the timecard is signed off, the **Terminated Employees** HyperFind query must be used to locate the employee.

Changing from Non-Exempt Employee to Exempt

When an employee's pay rule is changed from non-exempt to exempt, the change must be updated and approved in GHRS. Once this is done, the interface will update the employee's People record in eSTART.

- If the exempt employee will not punch his time:
    - The work schedule **must** then be changed to reflect an **auto deduct (auto PFS) lunch**. The employee would need to be assigned to a schedule similar to this one: **0800 – 0500pm L60 Auto PFS**.

If the Agency decides to have exempt employees punch, one of the following values must be set in the **People Record/Additional Information/Work Type** field.

- If the employee will only punch in at the beginning of his schedule:
    - The **Work Type** field must be set to **8PI**. **(see next section for instruction)**
    - The work schedule **must** then be changed to reflect an **auto deduct (auto PFS) lunch**. The employee would need to be assigned to a schedule similar to this one: **0800 – 0500pm L60 Auto PFS**.
- If the exempt employee will punch all (that is, in and out at the beginning and end of their shifts, as well as in and out for lunch):
    - The **Work Type** field must be set to **8PA. (see next section for instruction)**
    - The work schedule would **NOT** reflect the auto-deduct lunch. The employee would need to be assigned to a schedule with a lunch time, such as: **0800 – 0500pm L60 12:00**.

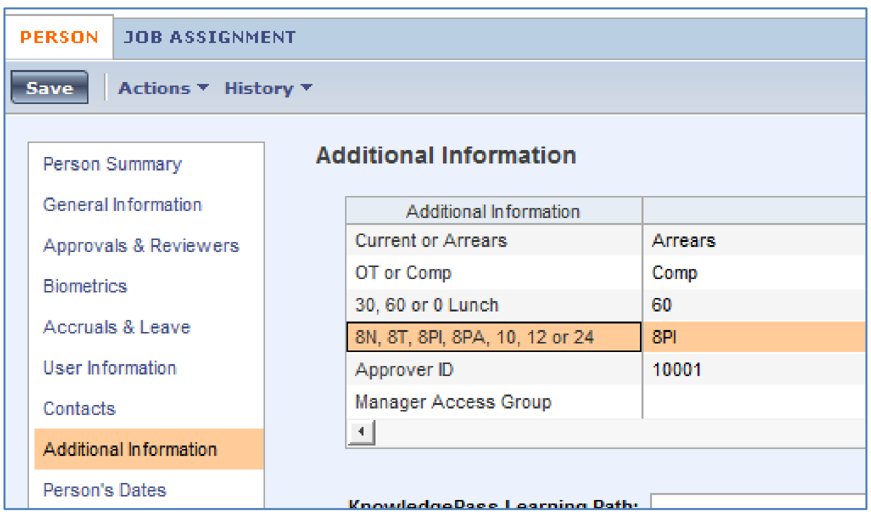
Changing an Exempt Employee to Punch

Punch In

If the Agency decides to have exempt employees punch, the following changes must be made to the People Record.

The **Punch In** feature is used to allow employees to punch in at the start of their shift only. They will not be required to punch in or out any other time of day. When the decision is made for an exempt employee to punch in, the following change must be made in their People record.

1. From the employee's **People** record, select **Additional Information** from the **Person** tab.
2. Click the row for the **Work Type** field that contains **8N, 8T, 8PI, 8PA, 10, 12 or 24**.
3. Type **8PI** in the right column of this field.
4. **Save** the page.



Legend for Traditional or Non-Traditional information:

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12 – 12 hour employee

24 – 24 hour employee

Punch All

For exempt employees who will punch in and out at the beginning and end of their shifts, as well as in and out for lunch, their work type setting will be **8PA**. Use the method described above to set up these employees to punch all.

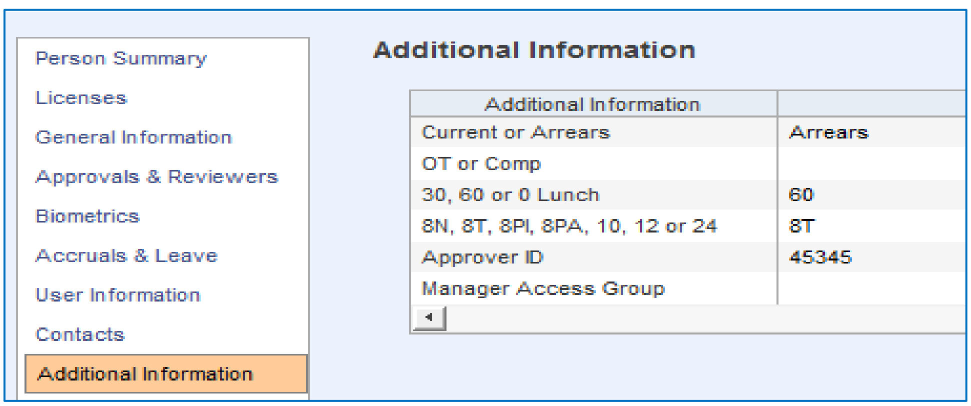
Note: The update will require an overnight cycle to become effective.

Employees who will punch all their time (8PA) **must** have a work schedule with a **non-auto deduct (auto PFS) lunch**. Since the employee will be punching in and out for lunch, their lunch would no longer be automatically deducted. The employee would need to be assigned to a schedule with a lunch time, such as: **0800 – 0500pm L60 12:00**.

Promotion to Manager or Change to Manager's Direct Reports

When a person is promoted to manager, or when the manager's direct reports change, the manager's **employee ID** must be keyed on the **People** record for *each* employee. If this change is not made, the employee will continue to display in the employee listings for the current manager.

1. From each employee's **People** record, select the **Person** tab, then **Additional Information**.
2. Key the **Approver ID** (employee ID) of the employee's new manager.



Note: The update will require an overnight cycle to become effective.

My Views > My Genies

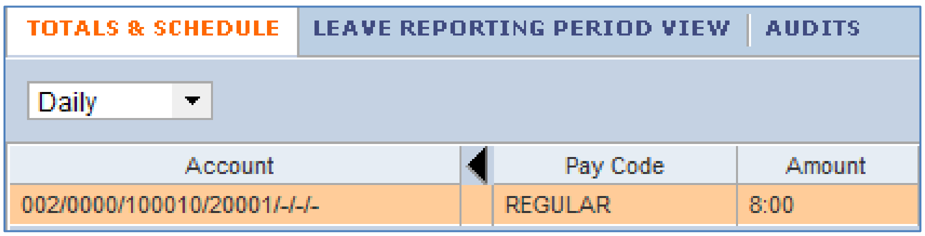
Genies are "customized online reports" that are useful for viewing timecard and employee information. This information has been separated into different views to allow specific information to be retrieved. The columns may also be sorted in order to filter certain information to the top or bottom of the list.

- **Employee Information View** – provides information pertaining to the employee's Name, ID, Pay Rule, Labor Account, Hire Date, Employment Terms, Current/Arrears, Schedule Group and Assigned Manager. It is information from the People Record that is most commonly needed.
- **Employee Hours View –** provides Name, ID and Pay Rule, contains their Regular and Non-Worked Hours totals, as well as OT and Comp time totals for the Time Period selected.
- **Employee Holiday Credit View** – provides basic Name, ID and Pay Rule information, as well as Holiday Taken and Holiday Earned totals. The Holiday Taken column is for non-exempt employees. The Holiday Taken-Exempt column contains the totals for exempt employees.
- **Custom Field Reporting View** – retrieves information from the Person > Additional Information section of the People Record. It contains Name, ID, Pay Rule, Schedule Group, Lunch Type, Employee Type, Approver ID, Current/Arrears and OT/Comp.
- **Bereavement Leave View** – will provide Name, ID and Pay Rule, as well as the employee's total amount of sick time in the Sick Hours column and any Bereavement Owed hours.
- **QuickFind –** useful when searching for an individual employee. The search can be conducted by using either a portion of the last name, followed by an asterisk (*), or by keying the Employee ID.
- **Leave Cases View** – used to review case information pertaining to employees on extended leave.
- **Leave Hours View –** used to review leave hours pertaining to employees on extended leave.
- There are several other useful Genies in the My Genies drop-down. Some are used to view information on accruals, Biometric status, On Premises and Reconcile Timecard. The Pay Period Close and Payroll Close View genies are used at the end of the Pay Period during Agency sign off and are referenced in a separate section of this guide.

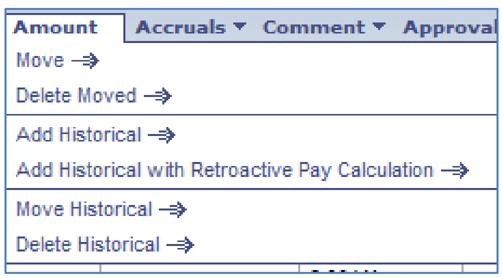
Move Amounts

Part-time, semi-monthly workers have a pre-determined number of regular work hours for each payroll cycle. On occasion they may work additional hours or have extra hours due to the number of work hours in the pay period. These additional hours must be moved to a different pay code to post correctly in GHRS.

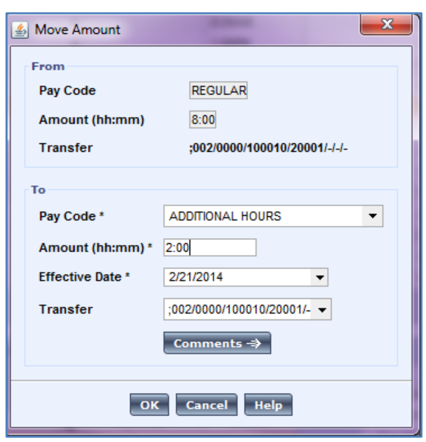
1. From the employee timecard, select the correct pay period.
2. Highlight the date row in the timecard for the hours you want to move.
3. From the **Totals & Schedule** tab, select **Daily** from the drop-down menu.



4. Choose **Amount > Move** from the Action Bar on the timecard.

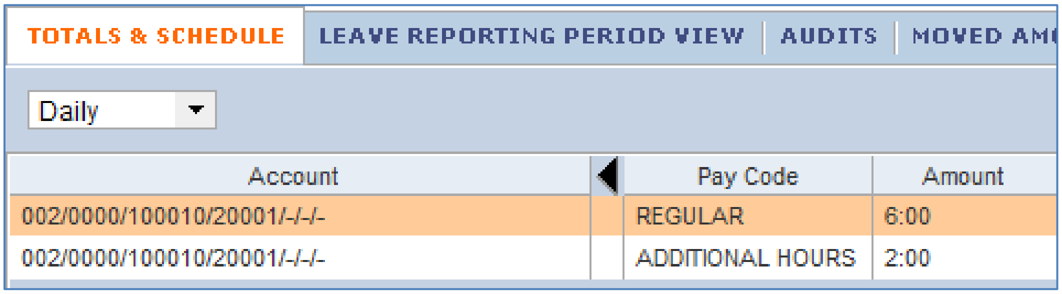


5. The **Move Amount** window displays.
6. Enter the number of hours in the **Amount** field. These are the additional hours over the generated hours in GHRS for the pay period.



7. Verify the **Effective Date** and **Transfer** field.
8. **Comments** are optional.

9. Select **OK**.
10. **Save** the page.
11. To verify, highlight the **Date** row again in the timecard.
12. From the **Totals & Schedule** tab, select **Daily** from the drop-down menu.
13. The **Additional Hours** pay code and time should display correctly in the pane.



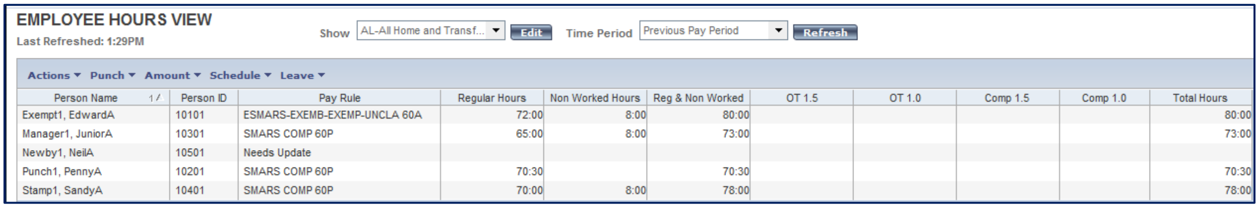
Note: For part-time, semi-monthly employees who work fewer than their specified hours for the pay period, the non-worked hours must be moved to the **Leave Without Pay** pay code to prevent overpayment.

Pay Period Close and Sign Off

Note: To retrieve shorter, more manageable employee listings, set up HyperFind queries by agency/division. See separate section for creating HyperFind queries.

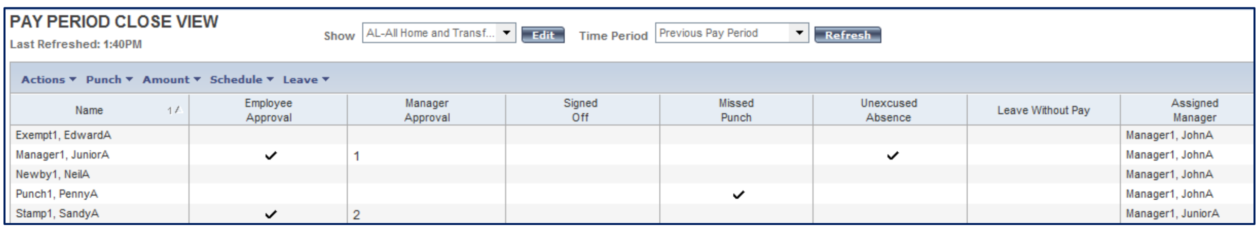
Pay Period Close

1. Begin by selecting **My Genies > Employee Hours View**. This genie provides a view of employee regular hours, non-worked hours, total hours, overtime and comp hours. Review the information on this page for any possible issues with employee time and correct any missing or incorrect time as needed.


EMPLOYEE HOURS VIEW
Last Refreshed: 1:29PM
Show AL-All Home and Transf... Edit Time Period Previous Pay Period Refresh
Actions Punch Amount Schedule Leave

Person Name	Person ID	Pay Rule	Regular Hours	Non Worked Hours	Reg & Non Worked	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXEMP-UNCLA 60A	72:00	8:00	80:00					80:00
Manager1, JuniorA	10301	SMARS COMP 60P	65:00	8:00	73:00					73:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	70:30		70:30					70:30
Stamp1, SandyA	10401	SMARS COMP 60P	70:00	8:00	78:00					78:00

2. Once the employee hours have been reviewed, verify that the timecards have been approved. Once review is finished, select **Back to My Views**.
3. From the **Related Items** pane, select **Pay Period Close**. This may also be selected from the **My Genies** drop-down.
4. Select **Arrears** from the **Show** drop-down. Then select **Previous Pay Period** from the **Time Period** drop-down.


PAY PERIOD CLOSE VIEW
Last Refreshed: 1:40PM
Show AL-All Home and Transf... Edit Time Period Previous Pay Period Refresh
Actions Punch Amount Schedule Leave

Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Assigned Manager
Exempt1, EdwardA							Manager1, JohnA
Manager1, JuniorA	✓	1			✓		Manager1, JohnA
Newby1, NeilA							Manager1, JohnA
Punch1, PennyA				✓			Manager1, JohnA
Stamp1, SandyA	✓	2					Manager1, JuniorA

5. Indicators for each column as follows:
   a. A check mark in the **Employee Approval** column indicates employee approval.
   b. A **1** in the **Manager Approval** column indicates one manager has approved. The number will change if more than one manager approves. **Any missing manager approvals will need to be obtained before Sign Off can be performed**.
   c. A check mark in the **Missed Punch** or **Unexcused Absence** column indicates the presence of these exceptions in the timecard.

VERY IMPORTANT: Managers must correct any unexcused absences and missing punches before sign off can be completed.

d. If a check mark is present in the **Unexcused Absence** column **AND** an amount is present in the **Leave Without Pay** column, this is an acceptable exception. However, go to the employee timecard to determine if any other unexcused absences are present that do NOT have LWOP. These should be corrected by the manager.

Click on any column header to sort indicators to the top of the list. Click a second time to sort for missing indicators.

Sign Off

Note: The Timekeeper role will not have access to the Sign Off functionality.

On the 6th business day before each payday, a Sign Off reminder notification will be sent to Agency, Payroll and State Administrators.

Once all exceptions have been corrected and all approvals obtained, the timecards are ready for sign off.

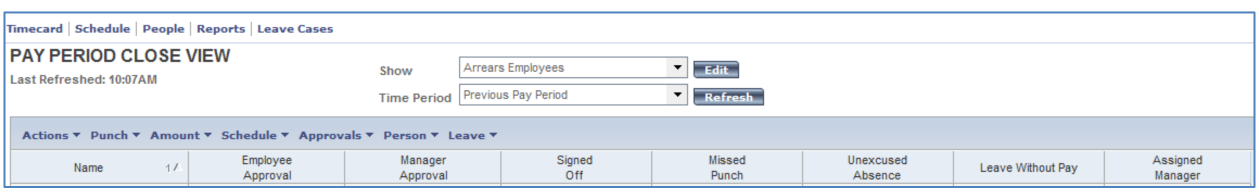
Note: VERY IMPORTANT! Sign off for each of the items below must be done separately.

- Sign off for **Arrears** employees should be completed in **Previous Pay Period**.
- Sign off for **Current** employees should be completed in **Current Pay Period**.

Note: Not all agencies will have employees paid in the current pay period.

<u>Arrears Employee Sign Off</u>

1. From **Pay Period Close,** choose all **Arrears** employees in the list using the **Arrears Employees** selection in the **Show** drop-down.
2. Then, select **Actions > Select All** to select all the employees in the list. Choose **Previous Pay Period** from the **Time** drop-down.



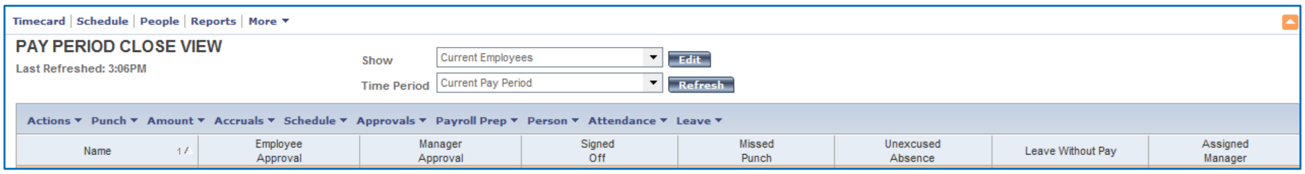
3. Then select **Approvals > Sign Off** to approve all timecards.

Note: Sort non-signed off timecards to the top of this list by clicking on the **Sign Off** column header once. This would filter any that are already signed off to the bottom of the list so they could be excluded. An error will display if sign off is performed on a timecard that is already signed off.

After sign off is complete, check for any failures from **Related Items > Group Edit Results** (See section below for viewing Group Edit Results).

<u>Current Employee Sign Off</u>

1. From **Pay Period Close,** choose all **Current** employees in the list using the **Current Employees** selection in the **Show** drop-down.
2. Select **Actions > Select All** to select all the employees in the list.
3. Choose **Current Pay Period** from the **Time** drop-down.



4. Then select **Approvals > Sign Off** to approve all timecards.

Note: Sort non-signed off timecards to the top of this list by clicking on the **Sign Off** column header once. This would filter any that are already signed off to the bottom of the list so they could be excluded. An error will display if sign off is performed on a timecard that is already signed off.

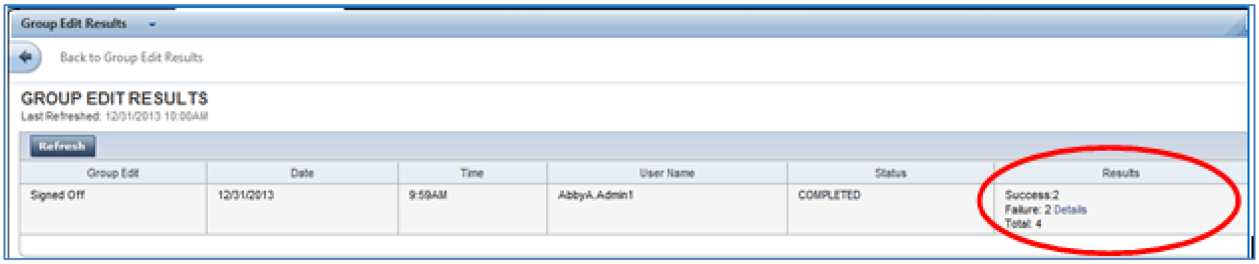
After sign off is complete, check for any failures from **Related Items > Group Edit Results** (see next section for instructions).

IMPORTANT: All employee timecards MUST be signed off by the agency. No employee data is sent to GHRS for timecards that are not signed off.

Group Edit Results

This page is used to display the success or failure of the sign offs.

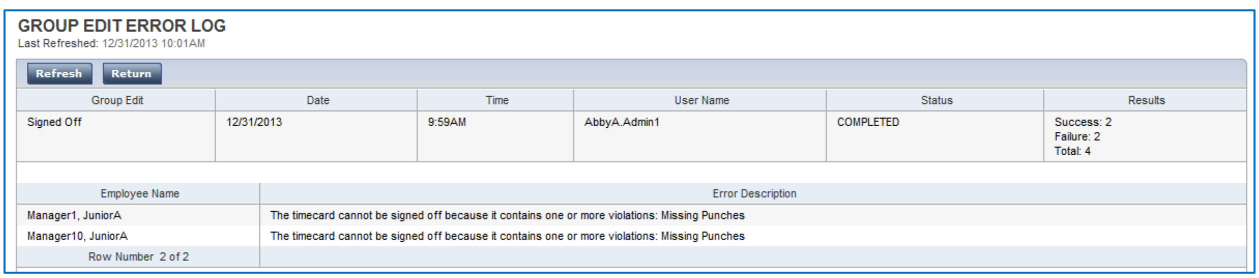
Go to the **Related Items** pane and select **Group Edit Results**.



In the **Results** column, the number of successful Sign Offs display here, as well as the number of failed ones.

1. If failures are present, the word “Details” is a link. Select the link to open the Error Log. A new section of the page will display with the Employee Name and a description of the failure reason. The manager or manager delegate must correct the timecards before Sign Off can be performed on these timecards.

Note: If a timecard has already been signed off due to resignation or transfer, this would cause a sign off failure, but would not require correction.



2. Once errors have been corrected, return to the **Related Items > Pay Period Close**, select the still outstanding employees and **Sign Off** again.

Note: Sort failed timecards to the top of this list by clicking on the **Sign Off** column header once.

Return to **Related Items > Group Edit Results** to verify there are no remaining exceptions that require correction.

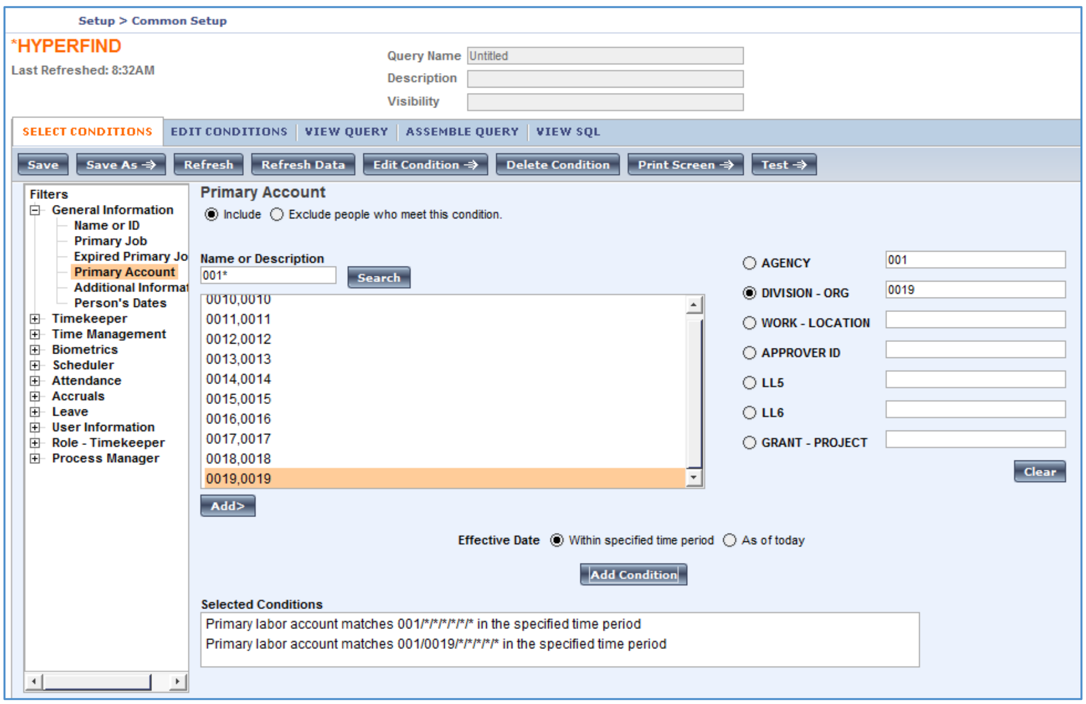
Note: An individual timecard sign off error will not display from **Group Edit Results**. It is used only for *group* edit errors. Sign off on an individual timecard may be verified from the **Sign-Offs, Requests and Approvals** tab of the employee timecard.

HyperFind Query Setup

HyperFind Queries are used to filter and retrieve lists of employees who meet a specific set of criteria, for example, all employees in a specific agency or division. In this example, we will create a query to retrieve all employees in Agency 001, Division 0019.

Creating a New HyperFind Query

1. From the **Related Items** pane, select **Setup**, then select **HyperFind Queries**.
2. Select the **New** button. The HyperFind screen displays.

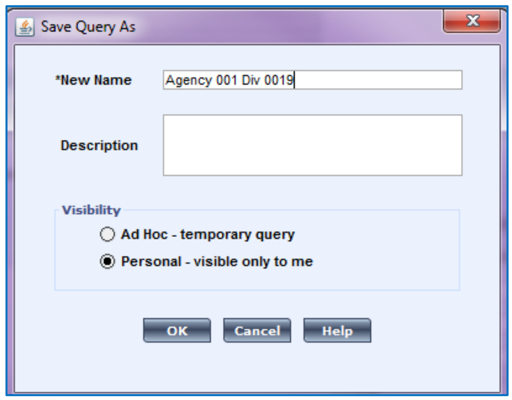


3. Select **Filters**, **General Information,** then select **Primary Account**.
4. Select the **Agency**. Select **Add** button. The information will be placed in the **Agency** field to the right.
5. Select the **Within specified time period** radio button. Select **Add Condition** button. The condition is added to the **Selected Conditions** window.
6. Select the **Division – Org** radio button.
7. Enter the **Name or Description** in the field provided, followed by an asterisk (*), i.e. 001*. Select **Search**.
8. Choose the desired item(s) from the window, then the **Add** button. The information will be placed in the **Division-Org** field to the right.
9. Select the **Within specified time period** radio button. Select **Add Condition** button. The condition is added to the **Selected Conditions** window.
10. To test the query, select the **Test** button. A listing of employees should display.

11. If correct, select **Save**.

Note: HYPERFIND in the upper left-hand corner will display as ***HYPERFIND** in orange font until saved.

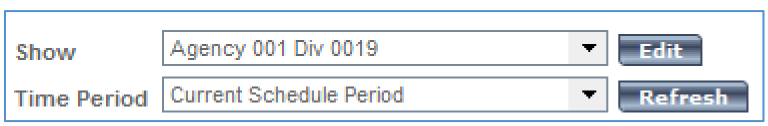
12. The **Save Query As** window displays. **Ad Hoc** creates a temporary query. **Personal-visible only to me** creates a permanent query, visible to the person creating it. This type of query may be shared with others but must be assigned. See steps in **Assigning a Personal HyperFind Query to Another Person** section below.



13. Select **Personal-visible only to me**. Description is an optional field.

14. Enter the name of the new query.

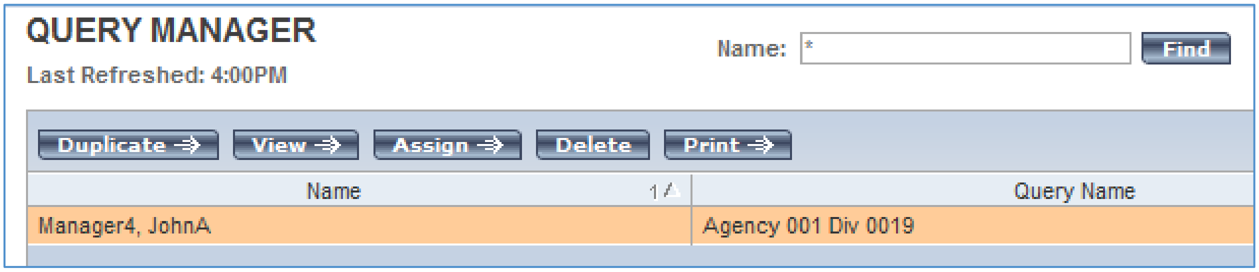
15. Select **OK**. You now have access to the HyperFind from any of your **Show** drop-downs.



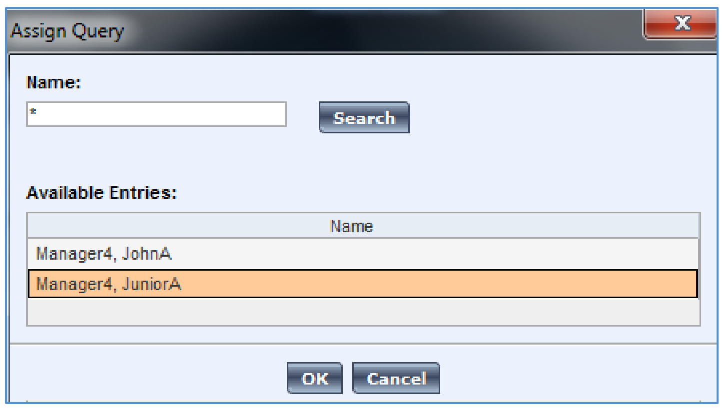
Note: If a public HyperFind query is needed, contact your eSTART Administrator.

Assigning a Personal HyperFind Query to Another Person

1. From the **Related Items** pane, select **Setup**. Then select **Query Manager**.



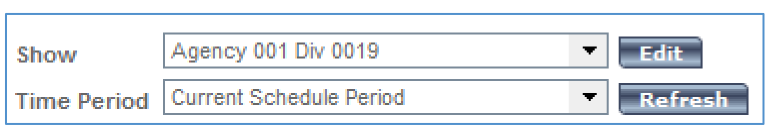
2. Select **Find** to retrieve a list of existing queries.
3. Select the query to be assigned, then the **Assign** button. The **Assign Query** window displays with a list of available names. A **Search** field is available to narrow the search, if needed.



4. Select the desired name.
5. Select the **OK** button. Message displays to indicate whether assignment was successful.

Note: Only one name may be selected. Repeat steps to add others, if needed.

The assigned person now has access to the HyperFind from any of their **Show** drop-downs.

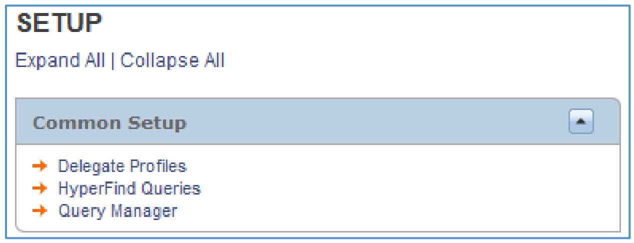


Delegate Profile Setup (Short-Term Delegation)

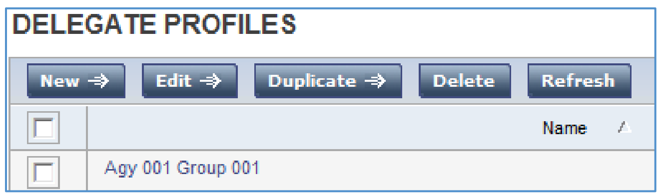
The Delegate Profile is used by managers to temporarily delegate their eSTART duties to another manager when away from the office. It contains a listing of other division managers to which duties can be delegated. Delegate profile setup is a two-step process you must complete for each division in your agency.

Delegate Profile Setup (Step 1)

1. From the **Related** Items pane, select **Setup.** Then select **Delegate Profiles**.



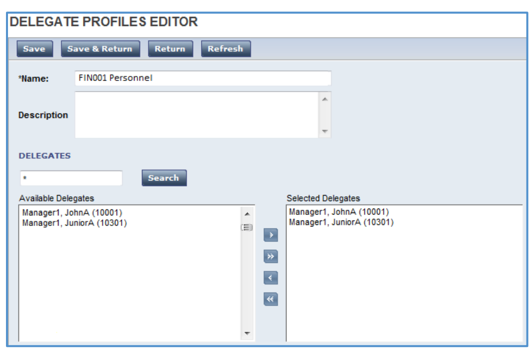
2. Select **New** from the **Delegate Profiles** screen.



3. Enter the name of the profile in the **Name** field.

Note: Use a standard naming convention for the agency to clarify each division or division, such as FIN001 Personnel or AG002 Accounting.

4. Select the **Search** button to retrieve a list of manager delegates. To narrow the search, enter a letter or letters of the last name in front of the asterisk (*), then select **Search**.



5. The **Available Delegates** display. Select the desired delegate(s), then the right arrow button to move from **Available Delegates** to **Selected Delegates**.

Note: To select more than one delegate, hold down the CTRL key and click on each name, then the right arrow button.

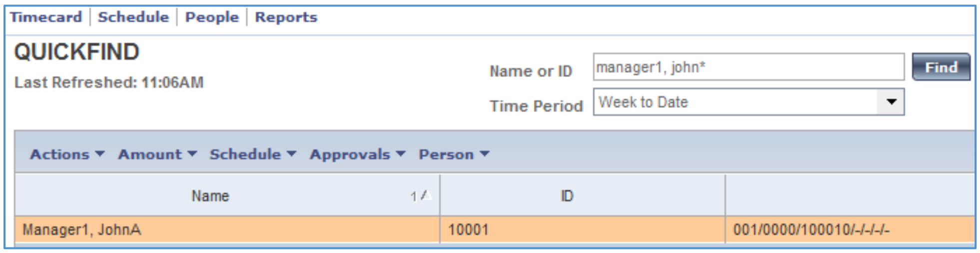
Additional Note: If a new manager is added, the agency administrator will need to manually add the new manager to the delegate profile.

6. Select the **Save** button.

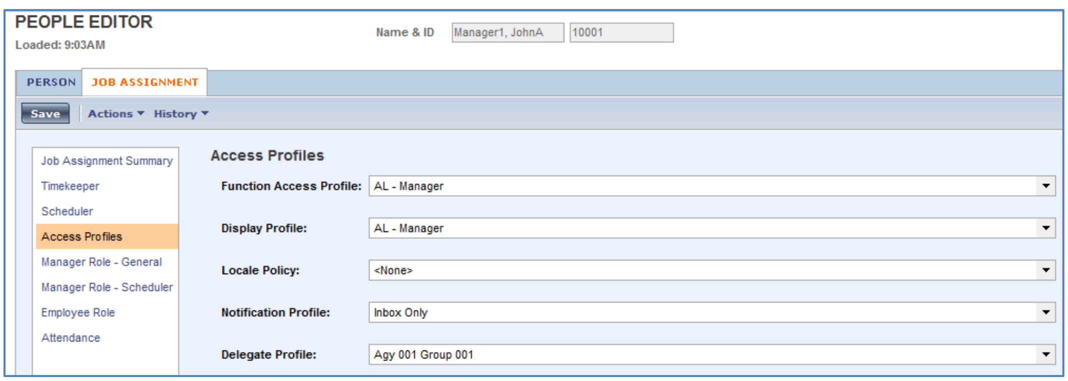
Assigning the Delegate Profile to the People Record (Step 2)

The Delegate Profile must be added to the manager's People Record in order to be used.

1. From the Agency Administrator workspace, select **My Genies > QuickFind**. (Please note that both **Reconcile Timecard** and **QuickFind** may be accessed from the **Related Items** pane located on the right-side of the screen.)



2. Locate manager(s) to be added to the delegate profile.
3. Highlight the manager name(s).
4. Select **People** from the Quick Link menu.



5. Select **Job Assignment** tab.
6. Select **Access Profiles**.
7. Select the delegate profile name from the **Delegate Profile** drop-down.
8. Click **Save.**

The delegates should now be available on the Temporary Delegate pane. Refer to the Manager Delegation for Requesting Backup Coverage Job Aid for assistance.

Repeat for each manager.

Note: A person cannot edit his/her own People Editor record. For those who need to be added to the new Delegate Profile, Step 2 - Assigning the Delegate Profile to the People Record will need to be completed by another Agency Administrator.

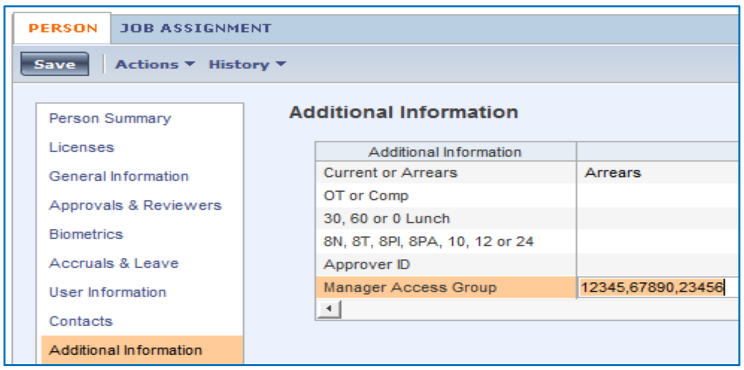
Delegate Manager Setup (Long-Term Delegation)

This process is used to grant a non-manager the long-term ability to complete manager functions for specified manager(s). It should **only** be used for **long-term delegation**.

For **short-term delegation coverage**, such as leave time with a specific end date, the Manager Delegation process should be used. This is accessed from **General > Actions**.

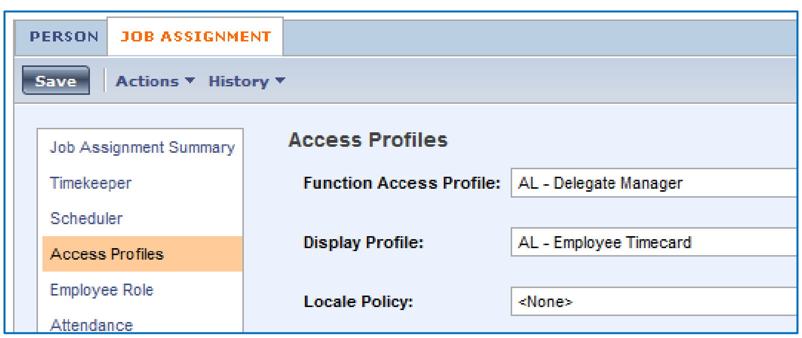
1. From **My Genies > Reconcile Timecard** or **QuickFind**, select the name of the person to be designated as the Delegate Manager. Right-click and choose **People** from the menu. (Note that both **Reconcile Timecard** and **QuickFind** may be accessed from the **Related Items** pane located on the right-side of the screen.)

2. In the People Editor, from the **Person** tab, select **Additional Information** from the left menu. In the **Manager Access Group** field, key the Employee ID number(s) of the manager(s) whose employees are being delegated.



Note: More than one ID may be keyed, but no more than 11 are allowed. The ID(s) should be keyed in the format below, with a comma separating each number and no spaces: Ex: 12345,56789,90123

3. Select the **Job Assignment** tab. Select **Access Profiles** from the left menu. From the **Function Access Profile** drop-down choose **AL-Delegate Manager**. Select **Save**.



Note: These changes will not become effective until the following business day.

Rules, Cascades and Interfaces

Holiday Credit Rules

The holiday will be credited if the employee is in pay status any portion of the work day before and the day after the holiday. However, the holiday credit may need to be replaced with Leave without pay, if the employee is not eligible for the holiday, based on the agency's policy for pay status. One exception to this is an hourly employee.

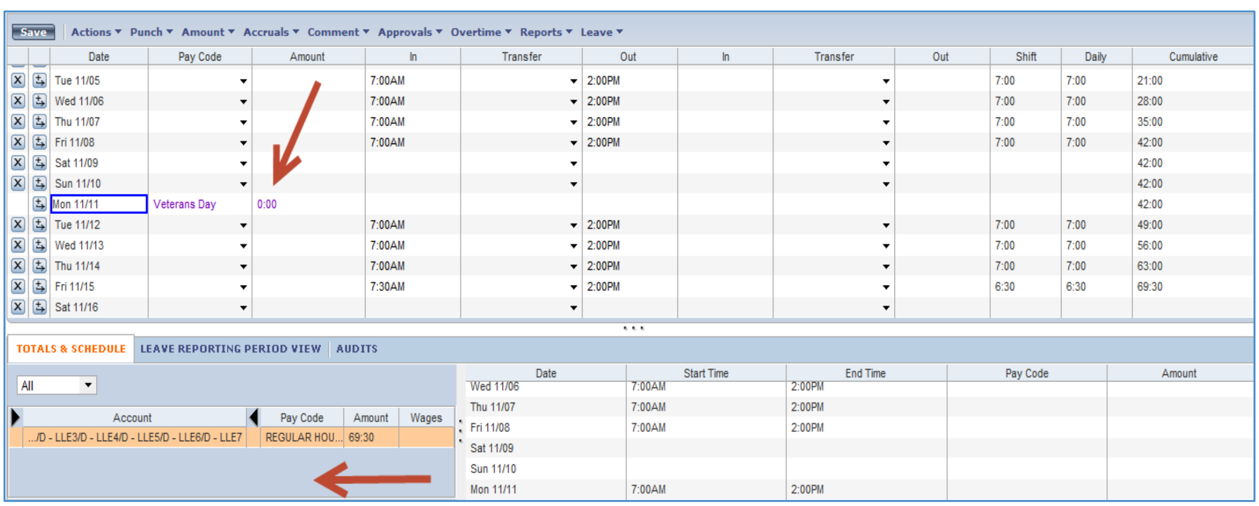
Part-Time Employees

Part-time employees receive Holiday credit based on their schedule. If the holiday falls on a scheduled work day and the employee is in pay status the day before and after, the holiday will be granted based on the scheduled number of hours for that day.

If the employee is not scheduled to work on the holiday, no credit will be granted.

Hourly Employees

Hourly employees will not automatically receive Holiday credit. The timecard will have a placeholder displaying the Holiday, but no credit will actually be given to the employee. Therefore, the **Agency Administrator** or **Timekeeper** will need to manually add the Holiday to the timecard for the eligible hourly employee. (**Note:** Managers do not have access to these pay codes.)

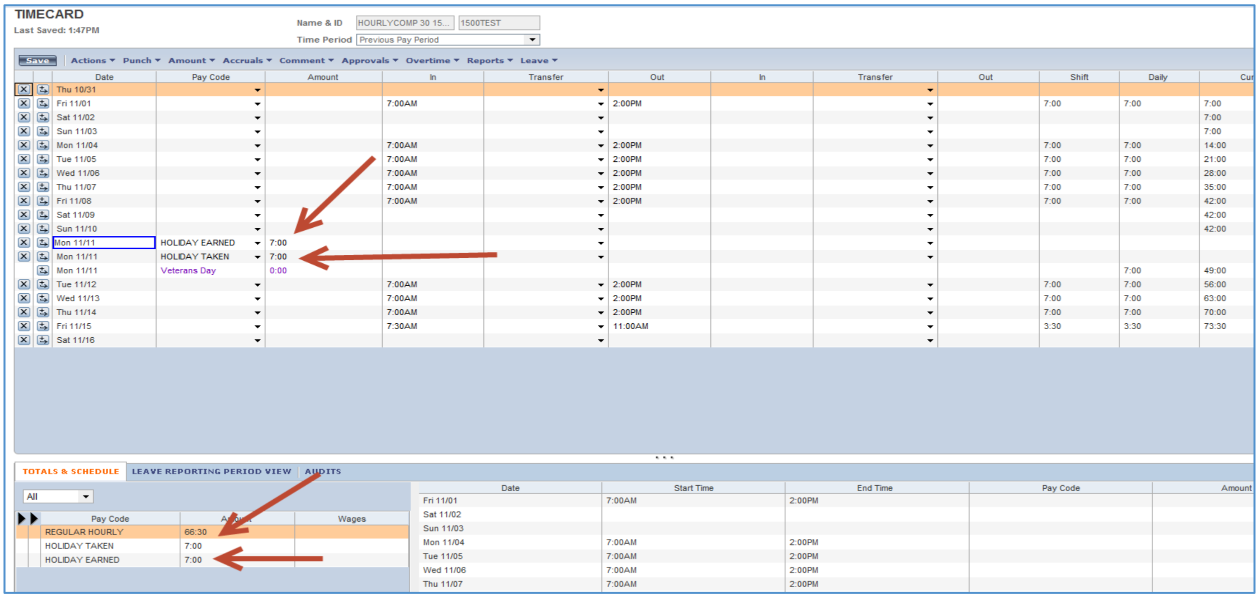


Using the "insert" button located to the left of the date of the Holiday, add an additional line to the timecard. In the **Pay Code** column select **Holiday Earned**, and in the **Amount** column enter the number of hours for the Holiday.

If the employee observed the holiday, add a second line to the timecard and select **Holiday Taken** in the **Pay Code** column. Enter the number of Holiday hours taken in the **Amount** column. Please note that hours worked cannot be entered on the same line as the Holiday.

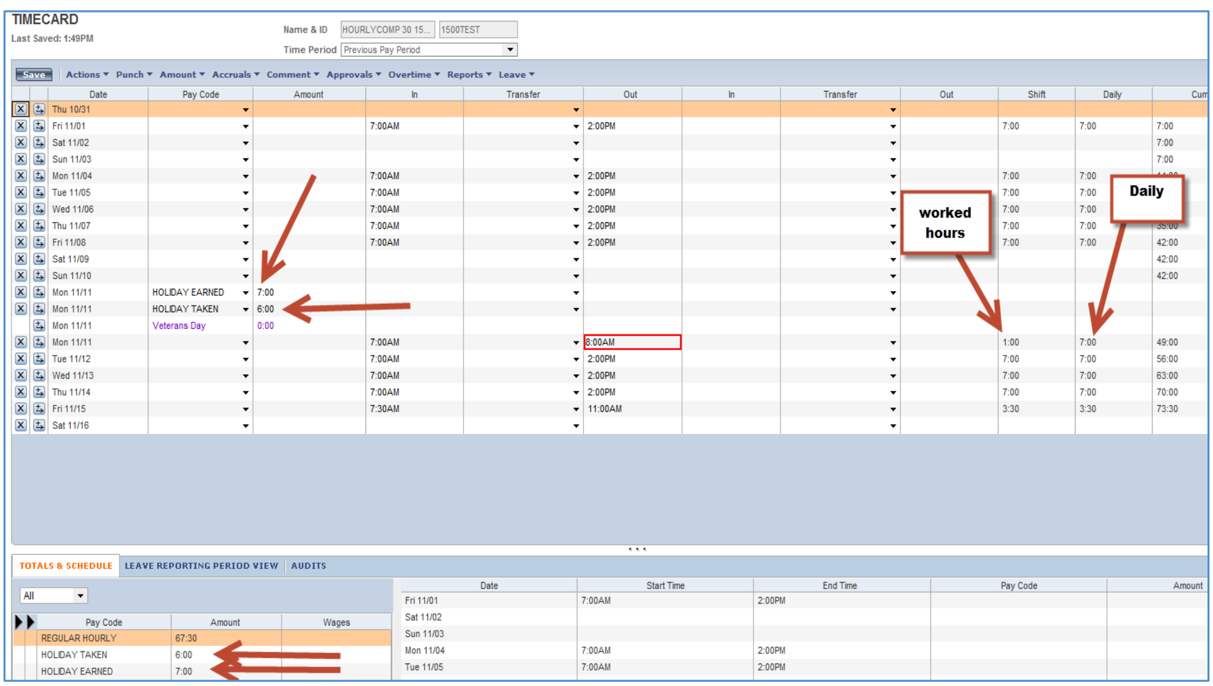
Select the **Save** button.

Note: The bottom left portion of the timecard displays the number of **Holiday Taken** hours and the **Holiday Earned** hours.



In an instance where the employee works a partial day on a Holiday, the **Holiday Earned** entered on the timecard will need to be for the full credit that the employee normally works. However, the number of hours entered for the **Holiday Taken** will only need to be for the hours that are needed to complete the shift.

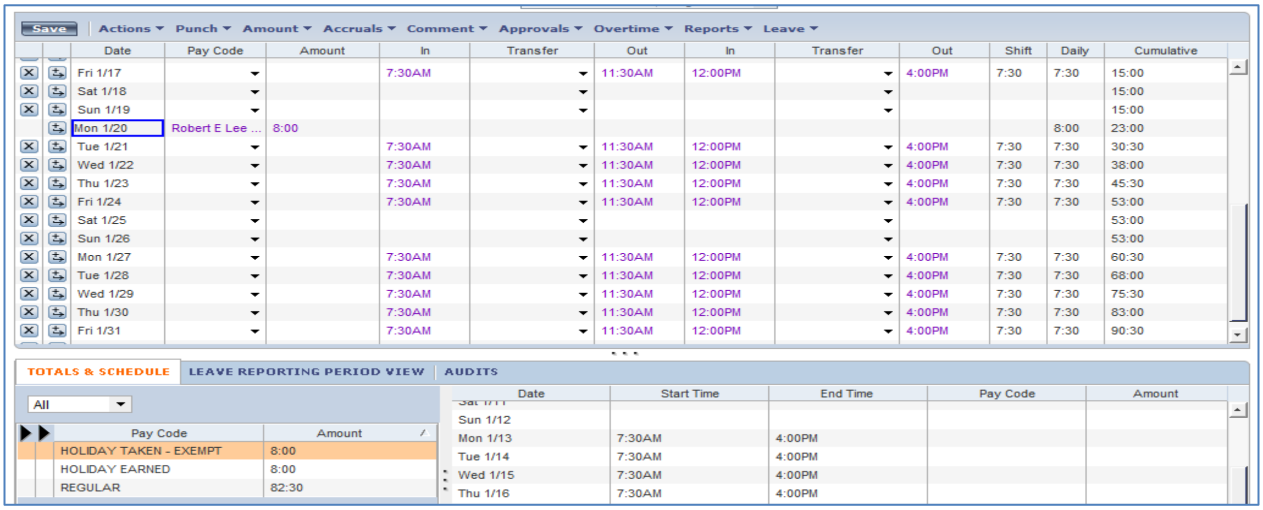
In the example below, note that the employee only worked one hour on the Holiday. Therefore, the **Holiday Taken** reflects a total of six hours, since the employee normally works a seven-hour shift.



Exempt Employees

Full-time, exempt employees will automatically receive credit for a Holiday but must be in pay status the work day before and after the Holiday. The manager does not have to make any changes to the timecard for the employee to receive Holiday credit.

Notice in the timecard below, that eight hours of Holiday time is displayed in the **Amount** Column. Additionally, at the bottom left-hand corner of the timecard, the Holiday is represented by **Holiday Earned** and **Holiday Taken – Exempt** pay codes. Each pay code contains a number of eight hours.



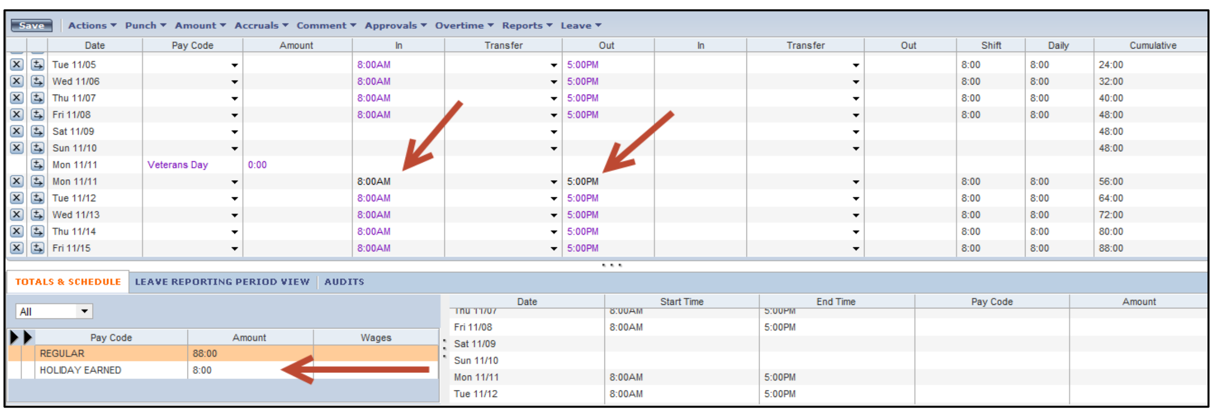
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Fri 1/17			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	15:00
Sat 1/18											15:00
Sun 1/19											15:00
Mon 1/20	Robert E Lee ...	8:00								8:00	23:00
Tue 1/21			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	30:30
Wed 1/22			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	38:00
Thu 1/23			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	45:30
Fri 1/24			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	53:00
Sat 1/25											53:00
Sun 1/26											53:00
Mon 1/27			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	60:30
Tue 1/28			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	68:00
Wed 1/29			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	75:30
Thu 1/30			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	83:00
Fri 1/31			7:30AM		11:30AM	12:00PM		4:00PM	7:30	7:30	90:30

Pay Code	Amount
HOLIDAY TAKEN - EXEMPT	8:00
HOLIDAY EARNED	8:00
REGULAR	82:30

Date	Start Time	End Time	Pay Code	Amount
Sun 1/12				
Mon 1/13	7:30AM	4:00PM		
Tue 1/14	7:30AM	4:00PM		
Wed 1/15	7:30AM	4:00PM		
Thu 1/16	7:30AM	4:00PM		

If the employee works on the Holiday and should bank the Holiday hours to be used at a later date, the manager will need to make adjustments to the timecard to reflect the correct hours worked.

- Using the “insert” icon located to the left of the date of the Holiday, insert an additional line to the timecard. In the **In** and **Out** columns, enter the time that reflects the schedule that the employee worked. Please note that hours worked cannot be entered on the same line as the Holiday.
- Select the **Save** button. Note the **Holiday Earned** and **Holiday Banked** below.



Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Tue 11/05			8:00AM		5:00PM				8:00	8:00	24:00
Wed 11/06			8:00AM		5:00PM				8:00	8:00	32:00
Thu 11/07			8:00AM		5:00PM				8:00	8:00	40:00
Fri 11/08			8:00AM		5:00PM				8:00	8:00	48:00
Sat 11/09											48:00
Sun 11/10											48:00
Mon 11/11	Veterans Day	0:00									
Mon 11/11			8:00AM		5:00PM				8:00	8:00	56:00
Tue 11/12			8:00AM		5:00PM				8:00	8:00	64:00
Wed 11/13			8:00AM		5:00PM				8:00	8:00	72:00
Thu 11/14			8:00AM		5:00PM				8:00	8:00	80:00
Fri 11/15			8:00AM		5:00PM				8:00	8:00	88:00

Pay Code	Amount	Wages
REGULAR	88:00	
HOLIDAY EARNED	8:00	

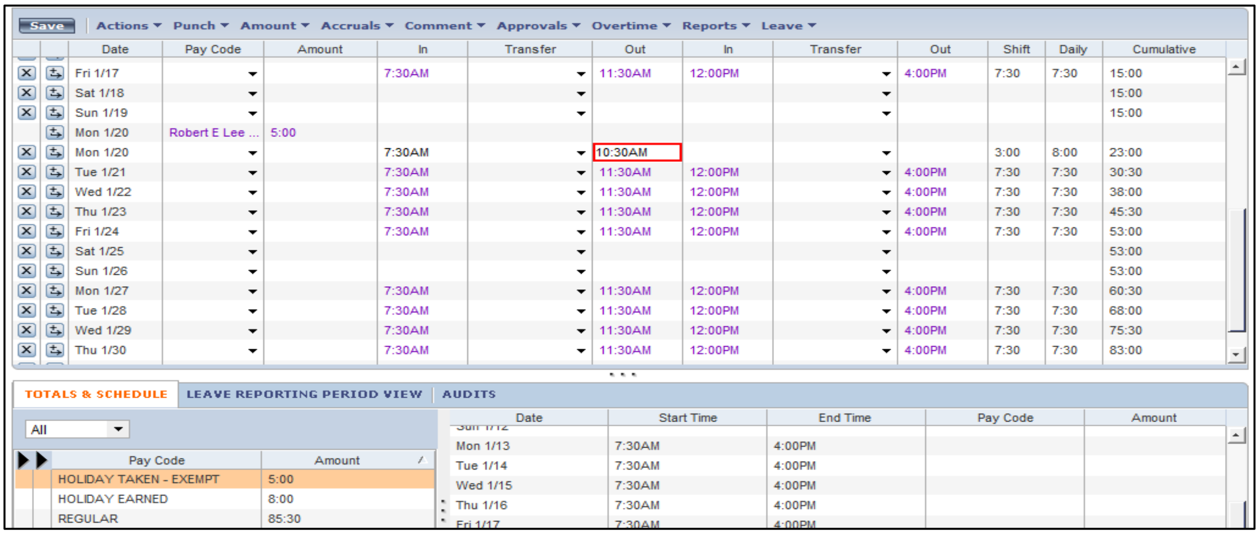
Date	Start Time	End Time	Pay Code	Amount
Fri 11/08	8:00AM	5:00PM		
Sat 11/09				
Sun 11/10				
Mon 11/11	8:00AM	5:00PM		
Tue 11/12	8:00AM	5:00PM		

When the employee works a partial day on a Holiday and should bank the hours worked, the manager will need to make adjustments to the timecard to reflect these hours.

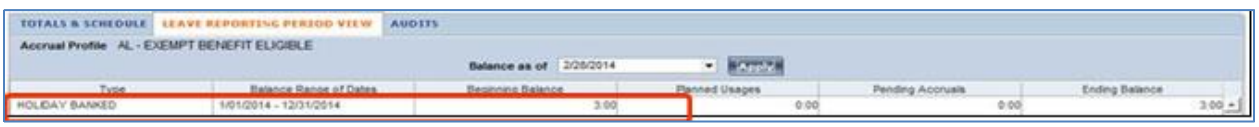
Using the “insert” icon located to the left of the date of the Holiday, add an additional line to the timecard. In the **In** and **Out** columns, enter the time that reflects the schedule that the employee worked.

Select the **Save** button. Note that the number of hours in the **Amount** column for the Holiday will automatically adjust to the correct number of unworked hours.

In the timecard below, notice that the employee’s time was changed to reflect three hours worked on the Holiday. In the bottom left-hand side of the timecard displays **Holiday Taken – Exempt** of five hours and **Holiday Earned** of eight hours.



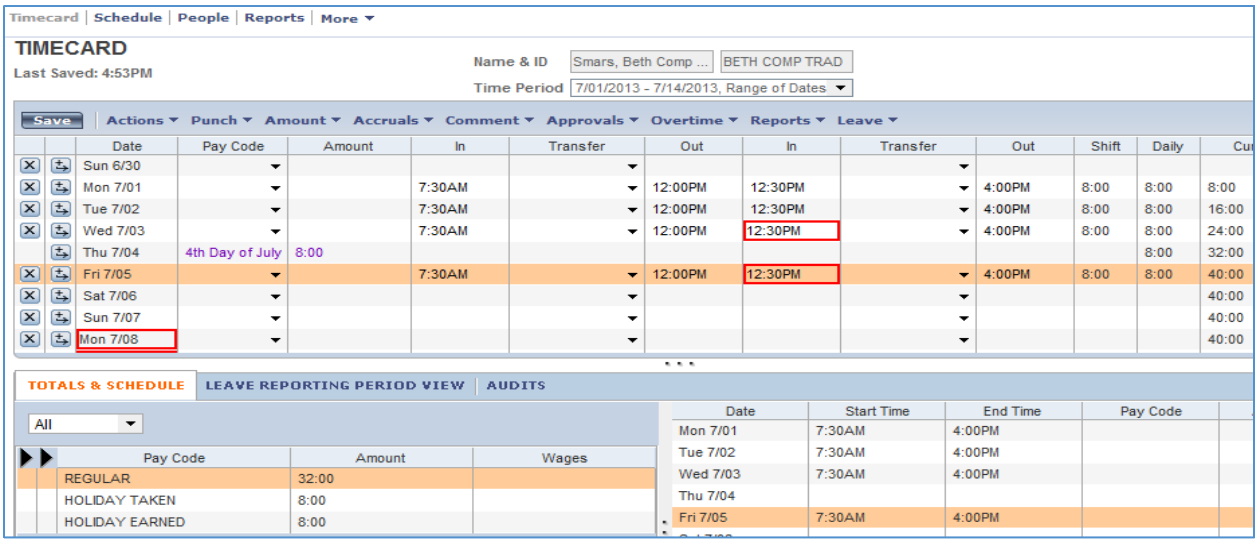
Notice that the Holiday Banked hours below reflect the three hours of unused Holiday credit.



Timestamp/Punch Employee

Full-time, timestamp or punch employees will automatically receive credit for a Holiday but must be in pay status the work day before and after the Holiday. The manager does not have to make any changes to the timecard for the employee to receive Holiday credit. However, according to agency policy, if the employee is not in pay status long enough to accrue the holiday, the Timekeeper/Agency Administrator must remove the credit.

The timecard below is an example that reflects eight hours of Holiday credit. Note the **Holiday Taken** and **Holiday Earned** pay codes that display on the **Totals and Schedule** tab at the bottom left-hand side of the timecard.



Timecard | Schedule | People | Reports | More

TIMECARD

Last Saved: 4:53PM

Name & ID: Smars, Beth Comp ... BETH COMP TRAD

Time Period: 7/01/2013 - 7/14/2013, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
Sun 6/30											
Mon 7/01			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	8:00
Tue 7/02			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	16:00
Wed 7/03			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	24:00
Thu 7/04	4th Day of July	8:00								8:00	32:00
Fri 7/05			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	40:00
Sat 7/06											40:00
Sun 7/07											40:00
Mon 7/08											40:00

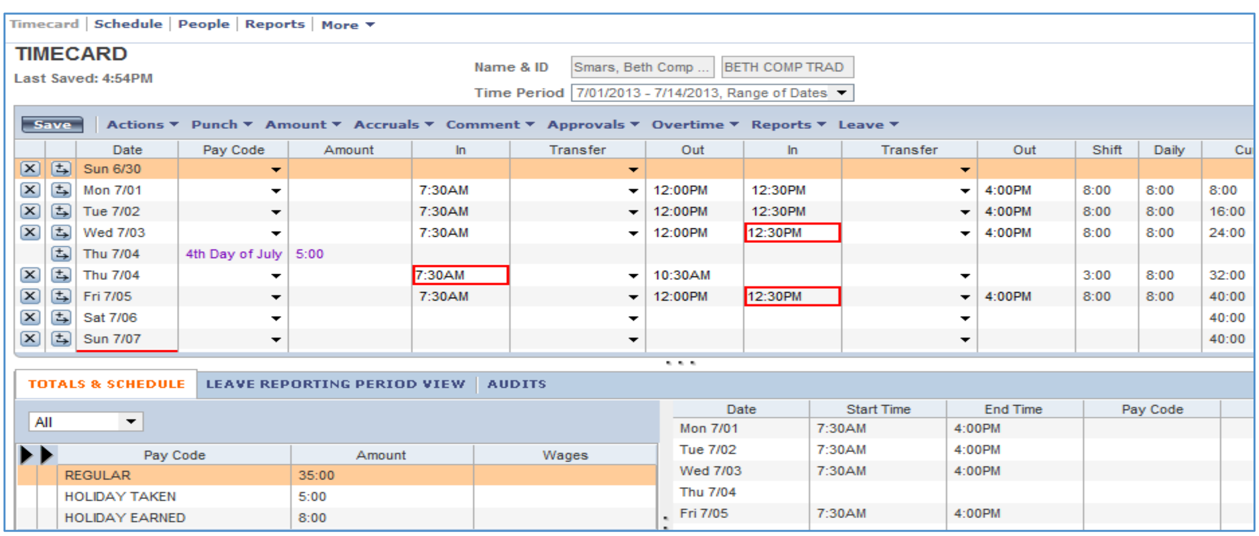
TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

All

Pay Code	Amount	Wages
REGULAR	32:00	
HOLIDAY TAKEN	8:00	
HOLIDAY EARNED	8:00	

Date	Start Time	End Time	Pay Code
Mon 7/01	7:30AM	4:00PM	
Tue 7/02	7:30AM	4:00PM	
Wed 7/03	7:30AM	4:00PM	
Thu 7/04			
Fri 7/05	7:30AM	4:00PM	

If the employee works on the Holiday, the hours worked display on the timecard. The Holiday credit hours are reflected by the **Holiday Earned** pay code, and the unworked hours automatically go to the **Holiday Taken** pay code. Any **Holiday Earned** hours that are not utilized on the Holiday will be banked for use at a later time.



Timecard | Schedule | People | Reports | More

TIMECARD

Last Saved: 4:54PM

Name & ID: Smars, Beth Comp ... BETH COMP TRAD

Time Period: 7/01/2013 - 7/14/2013, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
Sun 6/30											
Mon 7/01			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	8:00
Tue 7/02			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	16:00
Wed 7/03			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	24:00
Thu 7/04	4th Day of July	5:00									
Thu 7/04			7:30AM		10:30AM				3:00	8:00	32:00
Fri 7/05			7:30AM		12:00PM	12:30PM		4:00PM	8:00	8:00	40:00
Sat 7/06											40:00
Sun 7/07											40:00

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

All

Pay Code	Amount	Wages
REGULAR	35:00	
HOLIDAY TAKEN	5:00	
HOLIDAY EARNED	8:00	

Date	Start Time	End Time	Pay Code
Mon 7/01	7:30AM	4:00PM	
Tue 7/02	7:30AM	4:00PM	
Wed 7/03	7:30AM	4:00PM	
Thu 7/04			
Fri 7/05	7:30AM	4:00PM	

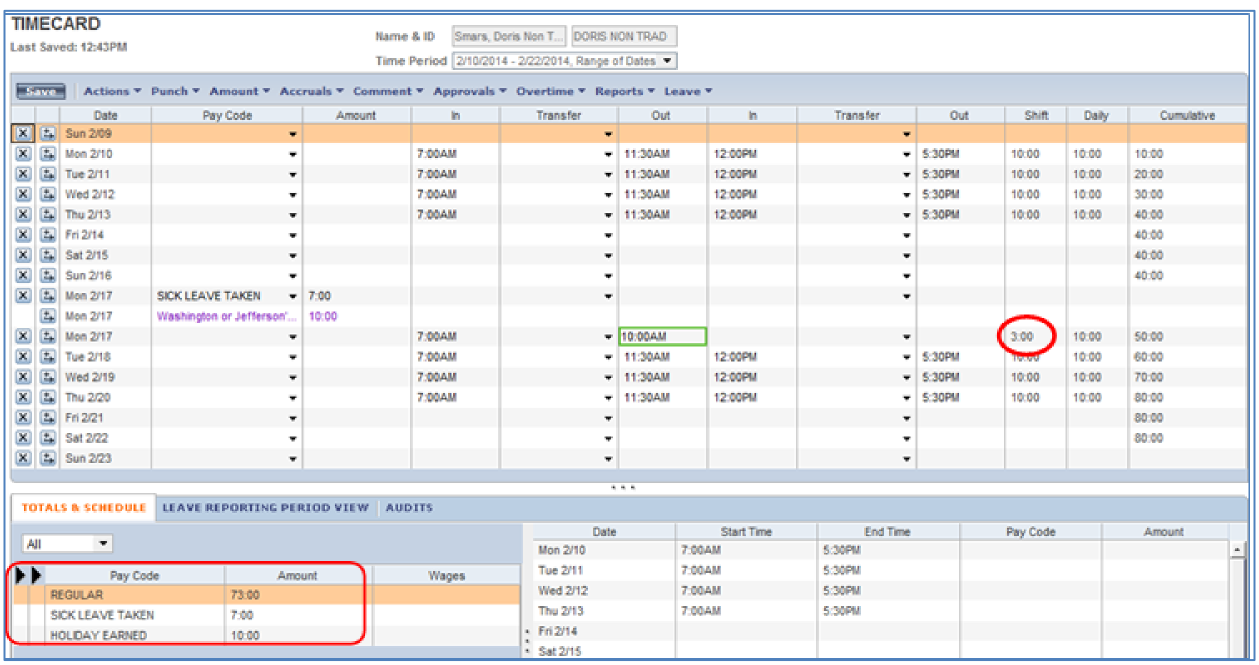
Non-Traditional Employees

Non-Traditional employees are those whose work schedules fall outside of the normal Monday through Friday work week or persons who work four 10-hour days, etc. When an employee has an odd schedule and they are scheduled to work on a Holiday, their Holiday hours are banked and may be taken at a later time.

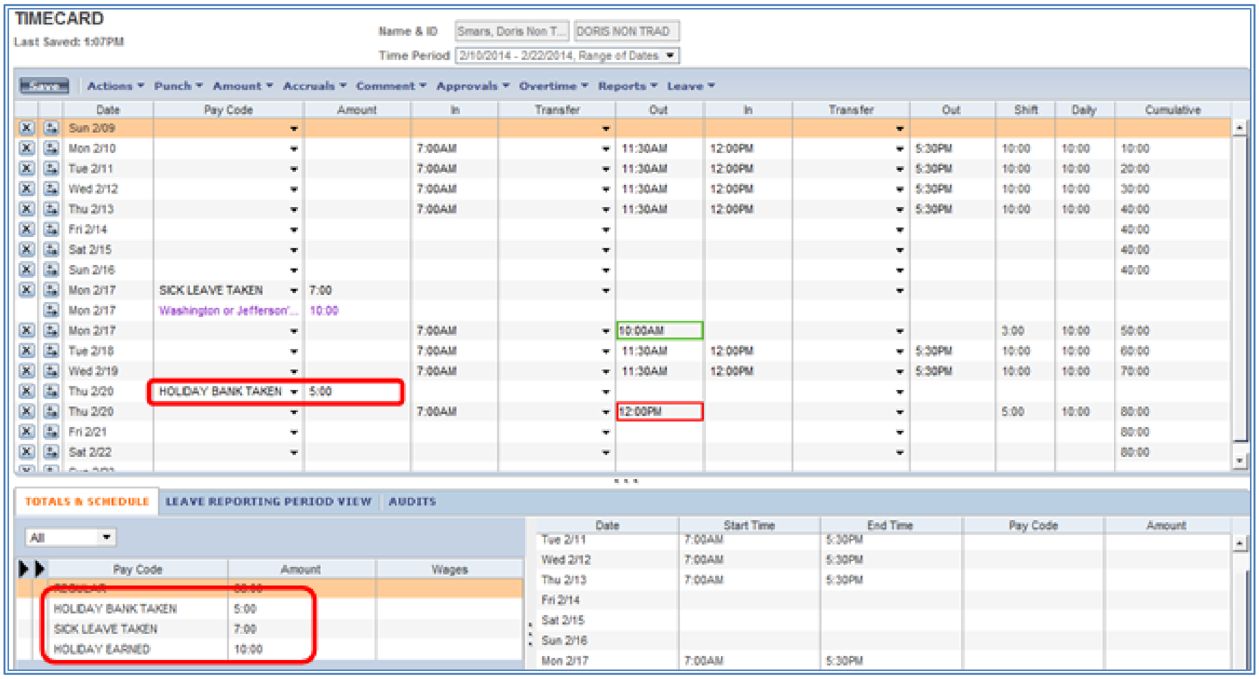
Non-Traditional employees automatically get the hours they are scheduled to work such as 8, 10, 12 or 24 hours of **Holiday Earned.** The following criteria apply:

- To be granted Holiday credit, the employee must be in pay status on the scheduled day before and after the Holiday.
- These hours may be taken at a later time only.
- The Holiday will be credited even if the employee is not scheduled to work on the Holiday, provided they are in pay status the work day before and after.

In the example below the employee worked three hours on the Holiday and also accrued ten hours of **Holiday Earned**. If the employee is scheduled and works on the Holiday, the hours worked go to either regular or overtime, depending on their schedule. The Holiday hours are still granted in full for **Holiday Earned** time. The employee must account for the entire scheduled worked day. In the example below, seven hours of sick leave was taken for the remainder of the scheduled day.



Below is an example of a timecard for an employee using five hours of previously granted Holiday time. The Holiday Banked time will display as the pay code, **Holiday Bank Taken** on the timecard.

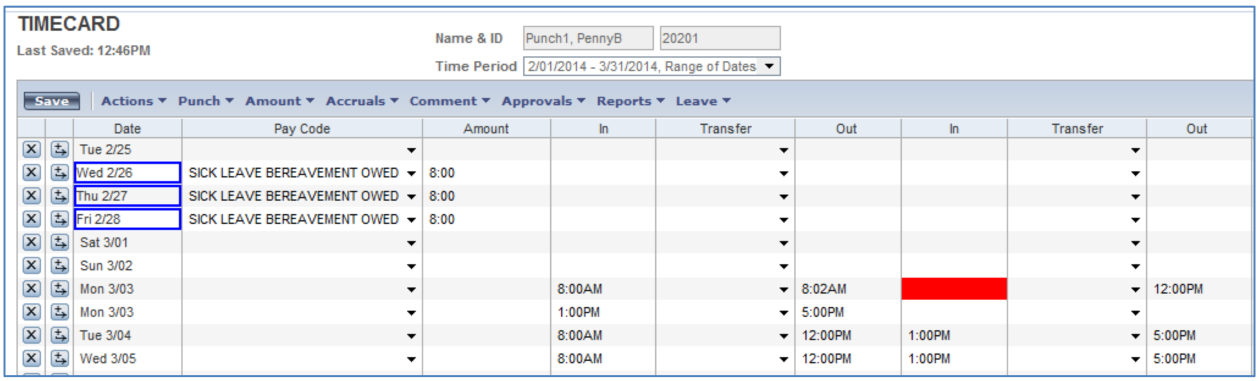


Bereavement Rules

Bereavement

When an employee takes leave for bereavement and does not have a sufficient sick leave accrual balance, the appropriate bereavement payback agreement document must be completed by the employee and forwarded to the Timekeeper/Agency Administrator.

The Timekeeper/Agency Administrator will add the **SICK LEAVE BEREAVEMENT OWED** pay code to the employee's timecard. The amount owed will display a negative balance in the employee's accruals until the balance is paid back.



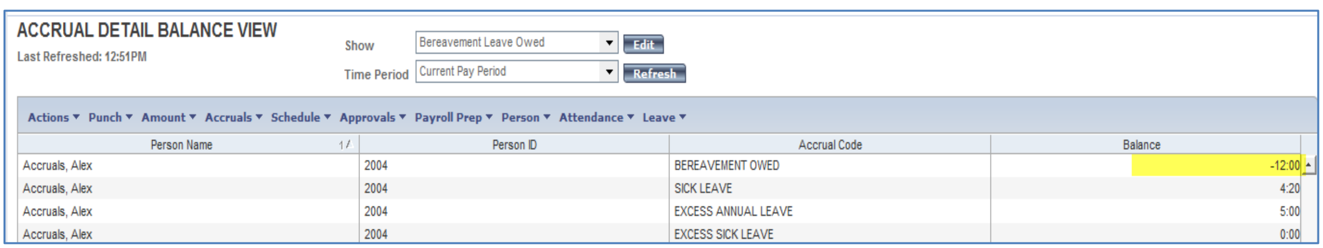
TIMECARD
Last Saved: 12:46PM
Name & ID: Punch1, PennyB 20201
Time Period: 2/01/2014 - 3/31/2014, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Tue 2/25								
Wed 2/26	SICK LEAVE BEREAVEMENT OWED	8:00						
Thu 2/27	SICK LEAVE BEREAVEMENT OWED	8:00						
Fri 2/28	SICK LEAVE BEREAVEMENT OWED	8:00						
Sat 3/01								
Sun 3/02								
Mon 3/03			8:00AM		8:02AM			12:00PM
Mon 3/03			1:00PM		5:00PM			
Tue 3/04			8:00AM		12:00PM	1:00PM		5:00PM
Wed 3/05			8:00AM		12:00PM	1:00PM		5:00PM

The bereavement time will then be paid back based on the payback agreement established by the agency. Bereavement payback will continue to be handled through GHRS. The totals will be updated in eSTART through an interface from GHRS.

Note: A HyperFind Query for **Bereavement Leave Owed** is available to allow an easy way to track employees who have a negative bereavement owed balance.



ACCRUAL DETAIL BALANCE VIEW
Last Refreshed: 12:51PM
Show: Bereavement Leave Owed | Edit
Time Period: Current Pay Period | Refresh

Actions | Punch | Amount | Accruals | Schedule | Approvals | Payroll Prep | Person | Attendance | Leave

Person Name	Person ID	Accrual Code	Balance
Accruals, Alex	2004	BEREAVEMENT OWED	-12:00
Accruals, Alex	2004	SICK LEAVE	4:20
Accruals, Alex	2004	EXCESS ANNUAL LEAVE	5:00
Accruals, Alex	2004	EXCESS SICK LEAVE	0:00

Cascades

Annual Leave Cascade

The chart below shows the order that leave is used within the system, based on the time of year for which it is scheduled.

Annual Leave Cascade	
January 1 – July 31	**August 1-December 31**
Comp Time	Personal Day
Excess Annual	Excess Annual
Annual	Comp Time
	Annual

So, if the employee chooses to use Annual Leave, but a Comp Time or Excess Annual Leave balance is present, the system will automatically use Comp first, then Excess Annual, and finally Annual.

Note: The cascade works as described from January 1st through July 31st.

On August 1st through December 31st, the cascade uses leave in the order described in the right-side column above.

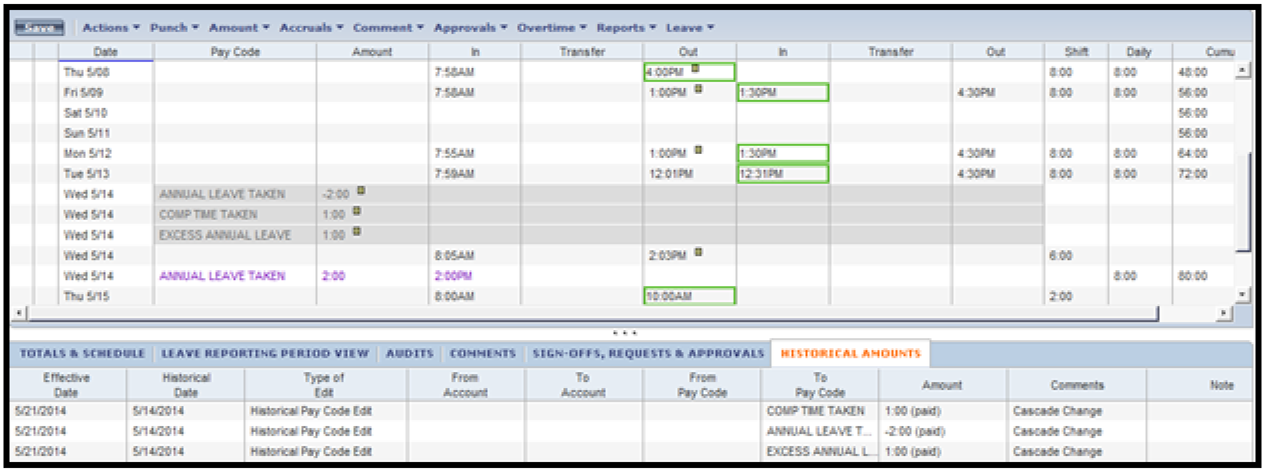
Note: The following are not impacted by the cascade:

- The employee should follow their agency's policy and procedures regarding the usage of personal leave days before August 1st.
- Holiday banked time may be scheduled by the employee's supervisor in the quarter in which it was earned.
- Holiday banked time may also be requested and used by the employee without regard to the cascade.

Viewing a timecard change made by the cascade

If the cascade makes a change to the type of leave originally submitted, the timecard will display the information as indicated below. The changes made by the cascade will be shaded in gray. There will be a Historical Edits tab on the lower portion of the page. This tab will display the changes in detail that were made by the cascade.

In this example, the original request was for two hours of annual leave in May. Since the employee had one hour of Comp Time and also had Excess Annual Leave time, the cascade reversed the original request for annual leave, used the Comp Time first, then the Excess Annual Leave.


Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumu
Thu 5/08			7:58AM		4:00PM				8:00	8:00	48:00
Fri 5/09			7:58AM		1:00PM	1:30PM		4:30PM	8:00	8:00	56:00
Sat 5/10											56:00
Sun 5/11											56:00
Mon 5/12			7:55AM		1:00PM	1:30PM		4:30PM	8:00	8:00	64:00
Tue 5/13			7:59AM		12:01PM	12:31PM		4:30PM	8:00	8:00	72:00
Wed 5/14	ANNUAL LEAVE TAKEN	-2:00									
Wed 5/14	COMP TIME TAKEN	1:00									
Wed 5/14	EXCESS ANNUAL LEAVE	1:00									
Wed 5/14			8:05AM		2:03PM				6:00		
Wed 5/14	ANNUAL LEAVE TAKEN	2:00	2:00PM							8:00	80:00
Thu 5/15			8:00AM		10:00AM				2:00		

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS | COMMENTS | SIGN-OFFS, REQUESTS & APPROVALS | HISTORICAL AMOUNTS

Effective Date	Historical Date	Type of Edit	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments	Note
5/21/2014	5/14/2014	Historical Pay Code Edit				COMP TIME TAKEN	1:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				ANNUAL LEAVE T...	-2:00 (paid)	Cascade Change	
5/21/2014	5/14/2014	Historical Pay Code Edit				EXCESS ANNUAL L...	1:00 (paid)	Cascade Change	

The Comments tab will also display a comment to indicate the change was made by the cascade.

Wed 5/14	Cascade Change
Wed 5/14	Cascade Change
Wed 5/14	Cascade Change

Interfaces

Compensatory Time Leave Payout

Comp Time hours over an employee's regular work hours are sent to a Comp Time Earned bucket. For non-law enforcement employees, the bucket limit is 240 hours. For law enforcement employees, the bucket limit is 480. Any hours earned that exceed the 240 or 480 limit are sent to a Comp Overage bucket.

Once an employee's balance reaches 220 hours for non-law enforcement or 440 hours for law enforcement, a notification is sent to the employee, the employee's manager, and all Agency Administrators indicating that the employee's Comp balance is nearing its limit and needs to be addressed. A liquidation request should then be sent to State Personnel.

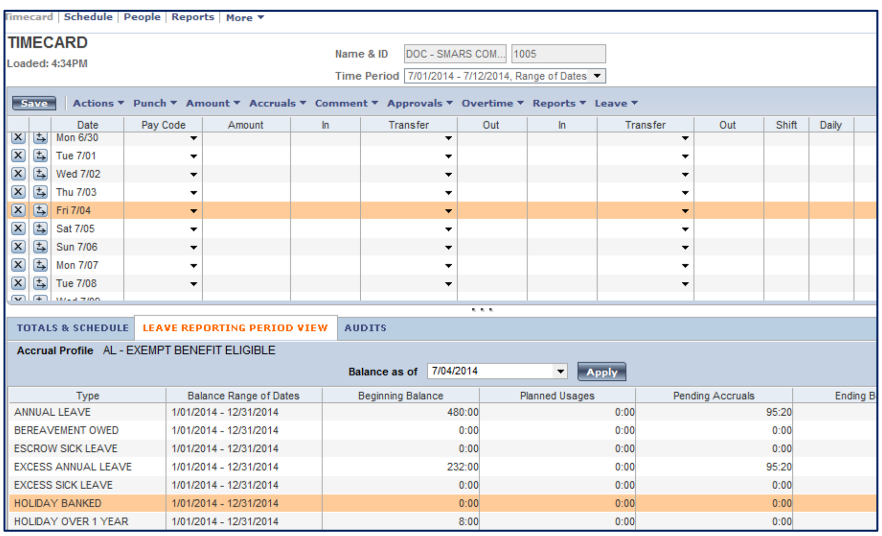
eSTART has an automated interface to GHRS that runs on Saturday each week. Any Comp Overage hours for the week will be added to the timecard on the current pay period and sent to GHRS in the next extract file.

Holiday Banked Expiration Process

When an employee works on a holiday, the hours are added to the **Holiday Banked** pay code. If not used, these hours expire after one year. Once expired, the remaining balance is transferred to the **HOLIDAY OVER 1 YEAR** pay code.

The screen shot below shows the expiration after one year.

1. **Zero** hours in **Holiday Banked**.
2. **Eight** hours in **Holiday Over 1 Year**.



An interface will automatically move the expired amount into the **HOLIDAY OVER 1 YEAR** pay code bucket. This will add the amount to the employee's timecard to be interfaced to GHRS with the next payroll file. **NOTE:** Any pre-existing GHRS Holiday Banked balances will be loaded in eSTART with an expiration date one year from the eSTART conversion date. The agency must monitor these holidays for expirations and payout through GHRS.