

Time Recording and Terminology in PeopleSoft

Who gets which form?

A&P Non-Exempt, USPS Non-Exempt, and OPS hourly employees (including student employees) will receive and complete a timesheet, which serves as a means of recording in and out times. These employees should complete a timesheet on a daily basis. A&P Exempt, USPS Exempt, Faculty, Phased Retirees, and Executive Service employees will receive and complete a Leave and Pay Exceptions Report (LAPER). The LAPER is used by all A&P, USPS, Faculty, and Executive Service to display the employee's leave balances and serves as a mechanism to record exception time. Exceptions include extra hours worked, leave without pay, and leave or compensatory time taken.

Terminology

Employee ID Number – A unique seven-digit number assigned to each employee by PeopleSoft. This number is used to identify employees in the system. Sometimes referred to as EmplID.

Employee Record Number – a number used to identify each record to which the employee is assigned. For example, employees who have a dual comp assignment would have two employee record numbers, one for their regular line and one for the dual comp. Record numbers 0 – 3 are used for budgeted line positions. Record numbers 4 – 7 are used for OPS positions. Sometimes referred to as Empl Rcd Nbr.

Exception Pay Employees – Employees who receive full pay for their scheduled standard hours. These employees include all A&P, Executive Service, Faculty, USPS, OPS contract, and Phased Retirees.

Exception Time – Exceptions to an employee's scheduled standard hours, including leave or compensatory time taken, leave without pay, workers compensation hours, etc. Exception time is recorded on the Leave and Pay Exceptions Report, not the timesheet.

EXC (Excess of 40 no leave accrual) – A&P Non-exempt and USPS Non-exempt employees whose hours in a work week exceed 40 due to the addition of a holiday, personal holiday, or administrative leave are eligible to have the excess hours paid at straight time. The EXC code should be used for hours not physically worked in excess of 40 in a work week.

Extra Hours – Any hours worked in excess of an employee's normally scheduled standard hours. The appropriate reporting code must be used to document extra hours. The time reporting code chosen will determine whether the extra hours are paid at an overtime rate of pay (physically worked over 40) or at straight time (not physically worked over 40 due to addition of holiday, personal holiday, or administrative leave). All Non-exempt employees are eligible for overtime pay.

Group ID – The Group ID is the first four digits of the current Home Department number, (in some instances may be followed by an alpha character). The Group ID is located at the top of the timesheets, leave and pay exceptions reports, and most other payroll related documents.

OPS Contract – Includes Graduate Research Assistants, Graduate Teaching Assistants, adjunct employees, and some other employees.

OPS Hourly – Includes graduate assistants, undergraduate students, college work-study students, and regular OPS hourly employees.

Positive Pay Employees – Hourly employees who receive pay only for hours worked. They include regular OPS hourly employees and students (both graduate and undergraduate) who are not on contract.

Standard Hours – The number of hours per week normally worked based on the FTE. For example, a full-time employee, 1.00 FTE, would normally work 40 standard hours per week. A part-time employee with a .75 FTE would normally work 30 standard hours per week.

Work Group – Established for groups of employees with similar types of pay. Work groups include: A&P Non-Exempt (APN), A&P/Faculty (APF), Executive Service (EXC), OPS contract (OPSC), OPS hourly (OPSH), phased retirees (PHR), USPS Exempt (USEX), and USPS Non-Exempt (USNEX), and USPS Non-Exempt Law Enforcement (USNXL).

For Your Information

- The workweek is from Friday to the following Thursday.
- Time spent by an employee attending meetings, formal classes, or conferences that are deemed by the employee's supervisor or appropriate authority to be beneficial to the department shall be considered time worked.
- Time spent by an employee taking examinations, provided such examinations are pertinent to the University or for the purpose of interviewing for positions within the University may be considered time worked at the discretion of the supervisor.
- Employees may only use the amount of leave necessary to bring their total hours for the week up to their standard hours.
- While on paid leave, employees may not be employed elsewhere unless the appropriate forms and all other requirements for outside activity and/or extra state compensation have been met.
- Employees **may** be allowed to take one 15-minute break during the first half of their work shift and one 15-minute break during the second half of their work shift. **Work breaks are not required.**
- Employees may **not** accumulate unused work breaks.
- Employees may **not** use work breaks to cover late arrivals or early departures, nor lengthen an unpaid lunch break.
- Upon transfer from one department to another department (reassignment, promotion, demotion, etc.), employees will be paid for all unused special compensatory leave, and unused overtime compensatory leave.
- An employee who becomes ill while on approved leave, paid or unpaid, **other than administrative leave**, may be allowed to use accrued sick leave to cover the period of illness.
- An employee who was on a prior approved leave of absence or scheduled time off during an emergency closing shall **not** have the original absence changed to administrative leave.
- Falsification of timesheets and Leave and Pay Exceptions Reports may be grounds for dismissal.
- Administrative leave is provided for all employees except OPS for the following reasons:
 - Jury Duty.
 - Witness summons (for matters not involving personal interests).
 - Athletic competition in Olympic events.
 - Death of an immediate family member (A&P Non-Exempt and USPS Non-Exempt employees only).
 - Florida Disaster Volunteers.
 - Official emergency closing of University facilities.
 - Employees who are members of volunteer emergency response teams in the event of civil disorders or disasters.
 - Up to two hours may be granted by supervisors for voting in public elections only when early voting is not in effect (requires HR approval).
 - When employees are members of the United States Armed Forces Reserve, including the National Guard and are ordered to active duty training.
 - When employees receive orders to active military service.

More specific information is available on the Human Resources website <http://hr.ucf.edu>.

The Timesheet

Only those employees who are responsible for recording hours worked, i.e., OPS hourly, hourly students, A&P Non-Exempt, and USPS Non-Exempt, need to complete a Timesheet. A Timesheet is also required for any employees on workers' compensation. If an A&P Non-exempt, USPS Non-Exempt or Exempt employee has exception time (time that differs from the normal work schedule), a Leave and Pay Exceptions Report should be attached to the Timesheet.

Time Worked Section

**University of Central Florida
Employee Time Sheet**
PP Begin: 02/18/2000 PP End: 03/02/2000

Daly,Linda K ID: 0000018 Empl Rcd#: 0 Work Group: USNEX Static Group: 1110

		Hours Worked													
	FRI 02/18	SAT 02/19	SUN 02/20	MON 02/21	TUE 02/22	WED 02/23	THU 02/24	FRI 02/25	SAT 02/26	SUN 02/27	MON 02/28	TUE 02/29	WED 03/01	THU 03/02	
In			8:00	7:00	7:00	7:00	7:00	7:30			7:30	7:00	8:00	7:00	
Out			12:00	12:00	12:00	12:00	12:00	12:00			12:00	11:45	11:30	12:00	
In				1:00	1:00	1:00	1:00	1:00			12:30	12:15	12:30	1:00	
Out				5:00	5:00	5:00	5:00	4:30			5:00	5:00	5:00	6:00	
In															
Out															
In															
Out															
Total Hrs	0		4	9	9	9	9	8			9	9.5	8	10	
Total Hours Worked Week 1:							40	Total Hours Worked Week 2:							44.5

Instructions for Employees:

Record time worked for each week as follows:

1. Enter exact in and out times vertically in the appropriate date column.
2. Total the number of hours worked for the day (rounded to the nearest quarter hour) in the Total Hrs block located at the end of each date column.
3. Add all hours recorded in the Total Hrs row and enter the total hours worked for Week 1 in the Total Hours Worked Week 1 block.
4. Follow the same steps for Week 2.

Instructions for Supervisors:

Supervisors process Timesheets as follows:

1. Collect Timesheets in accordance with the department's policy.
2. Verify that the information documented on the Timesheet is correct.

Signature Section

Leave and Pay Exceptions Report Attached?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Students: Leave and Pay Exceptions Report not applicable. Students should not be allowed to work during their scheduled class times.			
USPS: Leave and Pay Exceptions Report is required for extra hours, leave used, and compensatory leave earned.			
I certify that the hours shown on this time sheet accurately reflect time worked during the pay period indicated above.			
Employee's Signature	<u>Linda K Daly</u>	Date	<u>3/2/00</u>
Supervisor's Signature	<u>J M Supervisor</u>	Date	<u>3/2/00</u>

Instructions for Employees:

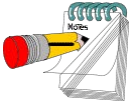
1. Exception pay employees who have worked their standard hours with no exceptions, should check the 'no' box located in the signature section to indicate that a Leave and Pay Exceptions Report is NOT attached. Exception Pay employees who have worked extra hours, used leave or compensatory time, or used leave without pay, must complete a Leave and Pay Exceptions Report. These employees should check the 'yes' box located in the signature section to indicate that a Leave and Pay Exceptions Report IS attached. Positive Pay employees (OPS hourly and student hourly employees) should not complete a Leave and Pay Exceptions Report.
2. The employees should, then, sign the Timesheet, complete and attach the Leave and Pay Exceptions Report, and submit the forms to the appropriate supervisor for approval.

Instructions for Supervisors:

1. If the employee has indicated that a Leave and Pay Exceptions Report is attached, verify that the form is attached. This form must be completed by all Exception Pay employees who have worked extra hours, used leave, or earned compensatory time. Positive Pay employees are not eligible to earn or use leave, therefore, they should not complete a Leave and Pay Exceptions Report.
2. Sign and date the Timesheet. The supervisor and employee must sign the form. If the employee is unavailable to sign the form, the supervisor may indicate such on the employee's signature line.
3. Forward the Timesheets, along with the Leave and Pay Exceptions Reports, to the department's time processor.

The Leave and Pay Exceptions Report

Exception Pay employees complete this report to record any exceptions to scheduled standard hours. Employees who work extra hours, use leave or compensatory time, or use leave without pay, must complete the Leave and Pay Exceptions Report.



Family Sick Leave should be recorded as regular sick leave (S). The employee should indicate in the 'reason' space that the sick leave was used for the illness or doctor's appointment for a member of the employee's immediate family.

Leave Balance Section (Table 1)

University of Central Florida Leave and Pay Exceptions Report							Print date: 07/25/2000	
Daly, Sandra J		ID: 0000017	Empl Rcd#: 0	Work Grp: USNEX	Static Group: 1110			
Prior Pay Period - Begin: 02/04/2000 End: 02/17/2000								
Old Leave Balances:	Annual:	4.00	Reg Sick:	4.00	Pre-73 Sick:	0.00	Sick Lv Pool:	40.00
Used:		0.00		0.00		0.00		0.00
Adjusted:		0.00		0.00		0.00		0.00
Earned:		6.00		4.00		0.00		0.00
New Leave Balances:		10.00		8.00		0.00		40.00
Old Leave Balances:	Spcl Comp:	0.00	OT Comp:	0.00	Personal:	0.00		
Used:		0.00		0.00		0.00		
Adjusted:		0.00		0.00		0.00		
Earned:		0.00		0.00		0.00		
New Leave Balances:		0.00		0.00		0.00		

- The display may vary for each work group. For example, Personal (personal holiday) will display for A&P Non-Exempt and USPS Non-Exempt employees, but will not display for USPS Exempt, A&P Exempt, or Faculty employees, as they are not eligible for this leave type.

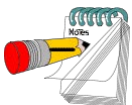
***Note: USPS Non-Exempt employees as of 11/18/16 will have opportunity to use any existing Overtime Compensatory and Special Compensatory balances through 6/30/2018 upon which time it will be all paid out.**

- The employee's current leave balances and hours used, adjusted, and earned will appear in this section.
- If the employee is a member of the Sick Leave Pool, 'Sick Lv Pool' will display (with zero hours). If hours other than zero appear in this column, the employee has been granted hours from the Sick Leave Pool, which may be used for the employee's personal illness after the employee has exhausted all other accumulated leave hours.

Instructions for Employees:

Employees should:

- Verify that leave hours documented as used and earned during the previous pay period are correct.
- Verify that all leave balances are correct



Employees who need to submit this form to report exceptions for the pay period may wish to make a copy of the form for their records.

Instructions for Supervisors:

Supervisors should check this section to ensure that the employee has sufficient leave to cover leave requests.

Extra Pay and Compensatory Accrual Section (Table 2)

This section of the report will vary, depending on the employee's work group, as shown below.

Current Pay Period - Begin: 02/18/2000 End: 03/02/2000		
	Sched Hours	*Actual Hrs
Week 1 Total	40.00	0
Week 2 Total	40.00	32

* Represents hours worked + holidays + personal holiday + administrative leave

Enter Biweekly On-call Amount:
 \$ _____

USPS
 Exempt, A&P
 Exempt, or
 Faculty

Current Pay Period - Begin: 2/18/2000 End: 3/2/2000					
	Sched Hours	*Actual Hrs	OVT	OCE	SCE
Week 1 Total	40.00	42		2	
Week 2 Total	40.00	48	8		
		40	* Represents hours worked - holidays + personal holiday + administrative leave		

Enter Biweekly On-call Amount:
 \$ _____

A&P Non-Exempt and
 USPS Non-Exempt

Instructions for Employees:

This section should be completed as follows:

1. In the 'Actual Hrs' column for each week, indicate the total hours worked PLUS holidays, personal holidays, and administrative leave.
 - A&P Non-Exempt and USPS Non-Exempt employees whose actual hours exceed the scheduled hours must document the excess hours are to be paid as overtime.
 - EXT = hours worked in excess of scheduled hours for all part-time A&P Non-Exempt and USPS Non-Exempt employees. This code should be used to document the hours worked in excess of the scheduled hours up to 40 hours. The hours worked in excess of 40 must be treated as overtime (see OVT).
 - OVT = hours worked in excess of scheduled hours which will be paid for A&P Non-Exempt and Non-Exempt USPS employees.
Enter this time on an hour-for-hour basis; these hours will be paid at the employee's overtime rate of pay.
 - EXC = Excess of 40 not worked – enter the actual number of hours in excess of 40 not worked when holiday hours or Personal Holiday hours cause the employee's hours to exceed 40 for the workweek for A&P Non-Exempt and USPS Non-Exempt employees. When the appropriate leave processes are run, the PeopleSoft system will pay the hours at straight time.
2. The time processor will enter the on-call pay amount in the appropriate box.
3. If the employee is eligible for shift differential pay, the percentage should be calculated as an annualized rate and it should be processed via ePAF to be included as a separate pay component in addition to the employee's annual rate of pay in the Job Data record.

Instructions for Supervisors:

1. Verify that the actual hours are correct. If the A&P Non-Exempt or USPS Non-Exempt employee has worked extra hours ensure that the employee has indicated the hours should be paid as overtime. Part-time A&P Non-Exempt and USPS Non-Exempt employees should report any hours in excess of their scheduled work hours up to 40 for the week using EXT code. Hours not physically worked in excess of 40 due to a holiday, personal holiday, or administrative leave must be recorded as EXC.
2. If the employee works on-call, the on-call pay amount should be recorded in the appropriate box. The department's time processor can assist in determining if the amount is correct.
3. If the employee is receiving shift differential pay, the amount should be recorded in the appropriate space. The department's time processor can assist in determining if the amount is correct.

Leave Usage Section (Table 3)

Employees who have used leave during the pay period, should record the time in this area.

Leave Type	Show Leave Used for Week 1 Below								Show Leave Used for Week 2 Below							
	FRI 02/18	SAT 02/19	SUN 02/20	MON 02/21	TUE 02/22	WED 02/23	THU 02/24	Wk 1 Total	FRI 02/25	SAT 02/26	SUN 02/27	MON 02/28	TUE 02/29	WED 03/01	THU 03/02	Wk 2 Total
S	3							3	0							0
A	5			0	0	0	0	37								

Please indicate the type of leave being used in the column marked 'Leave Type' and indicate the number of hours in the column(s) with the appropriate date.

- (A) Annual Leave (DIS) Disability (HOL) Holiday (LWO) Leave Without Pay
- (MIL) Military (S) Sick (S73) Sick Pre73 (WC) Work Comp
- (WCL) WkCmp Lv/no Pay (SPS) Sick Leave Pool

Instructions for Employees:

1. The types of leave (and the appropriate abbreviation for each) for which the employee is eligible are located just below this section. Leave types vary according to the employee's work group.
2. Enter the abbreviation for the type of leave used (also called Time Reporting Code) in the Leave Type column, then enter the number of hours used in the column for the appropriate day.
4. Enter the total hours for each leave type used during week 1 in the Wk 1 Total column. Enter the total hours for each leave type used during week 2 in the Wk 2 Total column.

Instructions for Supervisors:

- If the employee has documented leave usage, verify that the employee has that amount of leave available to use. Also ensure that the employee only uses the amount of leave necessary to bring the total hours for the workweek to 40.

Leave Approval and Signature Section (Table 4)

Except for emergency situations, requests for leave usage should be submitted and approved in advance. Such requests should be made by completing this section of the report.

Employees taking leave, except for emergency situations, should request and have the leave approved in advance by completing this section of the report. Specific reasons must be given for the use of Sick Leave, Administrative Leave, and Leave Without Pay.

Explanation of Leave Used (Use Separate Sheet of Paper if necessary)								
From		To		Leave Type	# Hours	Reason	Supervisory Approval	
Date	Time	Date	Time				Initials	Date
2/18	8:00	2/18	11:00	S	3	Dr Apt	IMS	2/1/00
2/18	12:00	2/24	5:00	A	37	Personal	IMS	2/1/00
2/25	8:00	2/25	5:00	S	8	Flu	IMS	2/25/00

Christopher Daly 3/2/00
Employee's Signature Date

JM Supervisor 3/2/00
Supervisor's Signature Date

Instructions for Employees:

1. Enter the date and time the leave usage begins and ends, the type of leave used, the number of hours, and the reason. A general reason must be given for leave usage or leave without pay.
2. Sign, date, and submit the form to the appropriate supervisor in accordance with the department's policy. If the employee is unavailable to sign the form, the supervisor may indicate such on the employee's signature line.

Instructions for Supervisors:

1. Approve leave taken (in advance, when possible) by initialing and dating the appropriate boxes in the Supervisory Approval area. Remember, a general reason must be documented for the use of leave or leave without pay.
2. Sign and date the form.
3. Submit completed leave reports to the department's time processor in accordance with the department's policies. For A&P Non-Exempt and USPS Non-exempt employees, ensure that both the timesheet and leave and pay exceptions report are submitted to the time processor.