

# **TIME AND ABSENCE SYSTEM**

TL/ABS Approver Training



# TODAY'S AGENDA

- What is Time/Labor (TL) and Absence Management (ABS)
- Benefits of the New System
- How ABS, TL and Payroll Work Together
- Terminology
- What is the Time and Absence Workcenter
- Roles that can Enter Leave Requests on Behalf of Employees
- Final Approval for the Different Leave Types
- Tips and Reminders
- Departmental Facilitator Role Responsibilities

# WHAT IS TIME/LABOR AND ABSENCE MANAGEMENT

**Time and Labor** is an application that allows employees to report hours worked and other select time reporting codes directly into the HCM PeopleSoft system using timesheets in Employee Self Service (ESS).

**Absence Management** is an application that allows employees to request time off through ESS. Requests are routed to managers for approval and are transferred to Time and Labor for payroll purposes.

## Who uses this system?

All employees (students, staff and faculty).

All leave earning employees (does not include students, temporary staff, temporary faculty, or Research Grant/Time Limited employee who do not earn either sick or annual leave).

# BENEFITS OF TIME AND LABOR

- Module of PeopleSoft – further expanding the use of functionality in ESS and MSS
- Integration with Absence Management
- Compliant with Federal Laws and State Regulations
- Process efficiency between Job Data and PS Time and Labor

# **BENEFITS OF ABSENCE MANAGEMENT**

- Module of PeopleSoft – further expanding the use of functionality in ESS and MSS
- Actual leave request system in ESS with managerial approval in MSS before leave is taken
- Compliant with Federal Laws and State Regulations
- Automated enrollment, leave accruals, usage limits, and carryovers
- Automated FMLA eligibility verification and processing
- Automated Leave Transfer donations and requests
- Calendar Year Leave Statement

# ABS



# TL



# PAYROLL

- Process absence requests.
- Send approved absence takes to TL
- Calculate and display current absence balances for the employee
- Manage extended leave (FMLA)

- Reported time entered on timesheets
- Apply rules to Reported time to generate payable time
- Consume approved ABS data to payable time
- Send all payable time to Payroll

- Consume payable time from TL.
- Calculate pay
- Distribute paycheck to employee

# TIME & LABOR TERMINOLOGY

**Time Reporter**: this is the employee

**TL/ABS Approver**: individual with the ability to enter time worked and request leave on behalf of the employee as well as approve timesheets and leave requests on behalf of the manager

**Elapsed Timesheet**: records number of hours worked/absence per day

- **Exempt** employees use the timesheet to report hours worked on a holiday, the use of Holiday Compensatory time or a hazardous weather event
- **Non-Exempt** employees use the timesheet to report hours worked, the use of Compensatory Time/ Holiday Compensatory Time or a hazardous weather event. Pay is based on the time reported by the employee
- **Hourly** employees will use the timesheet to report hours worked and is paid based on the time reported by the employee

**Time Reporting Code (TRC)**: Timecode

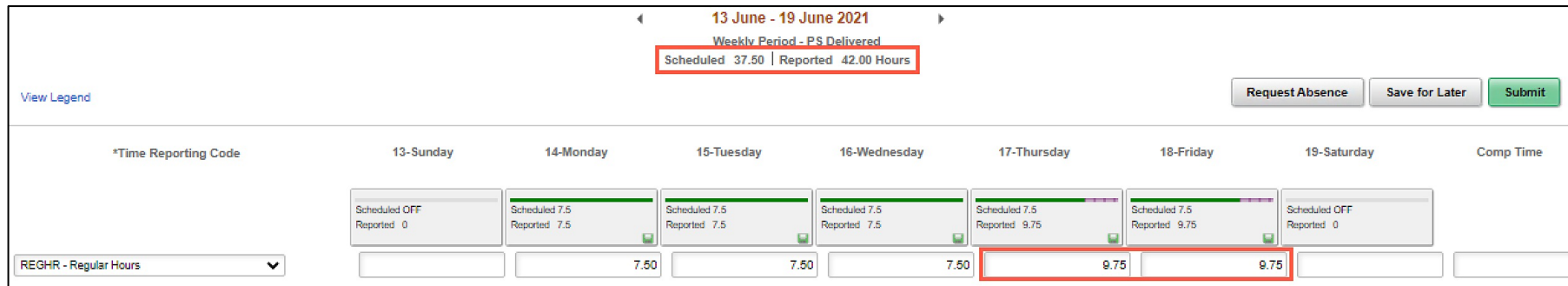
# TIME & LABOR TERMINOLOGY

**Scheduled Hours:** this is the employee's assigned work schedule

- Example: Your schedule is 37.5 hours Monday through Friday, 7.5 hours each day

**Reported Time:** time that is entered by the employee, manager, or TL/ABS Approver.

- When entered by a manager or TL/ABS Approver on behalf of the employee the time automatically moves from reported to payable upon submission of the timesheet.
- Example: This week you worked 42 hours (pre-authorized overtime in support of an event).



**Payable Time:** Reported Time that has been approved through the Time Administration Process.

Payroll then pays the Payable time.

- The breakdown can be seen in View Payable Time Summary and Detail in the Workcenter
- Example: Payable time pays based on the chart above and includes additional lines for the extra hours as paid overtime (REGHR 37.5 Hours, OVT 4.5hours)



# WHAT IS A WORK SCHEDULE

A **work schedule** is the work hours expectation of employees for a given day, week, or month.

A schedule is assigned to all employees based on the information provided by College/Division or Campus HR Contact(s).

Types of schedules:

1. **Default Schedule:** working a standard Monday through Friday work week with hours per week divided by 5.
2. **Compressed Schedule:** working four workdays instead of the normally scheduled five workdays while continuing to work either 37.5 or 40 hours per week.
3. **Flexible Schedule:** working outside of the default Monday through Friday.
4. **Open Schedule:** no assigned schedule (this is for hourly temp and student employees only)

# ABSENCE MANAGEMENT TERMINOLOGY

**Manager:** the employee's direct supervisor as listed in HCM; approves leave requests and can initiate requests on behalf of the employee

**TL/ABS Approver:** an authorized user who can enter time worked and request certain leave types on behalf of the employee as well as approve timesheets and certain leave requests on behalf of the manager

**HR Leave Administrator:** an authorized user who can initiate requests on behalf of employees for bone marrow donor, organ donor, and sick leave advancement, and view leave transaction history within their department security

**Absence Name:** type of leave; only the leaves the employee is eligible for will appear in the drop-down box on the Request Leave page

**Forecast Balance:** provides an employee the ability to see if they have a sufficient balance at the time of a future-dated absence request

**Entitlement:** annual leave and sick leave (accrued leave)

# ABSENCE MANAGEMENT TERMINOLOGY

**Start Date:** the beginning date/first day of the leave request; if leave request is for a partial day, the same date will also be the End Date

**End Date:** the final consecutive day of the leave request

**Duration:** the total hours of leave requested between Start and End Dates based on the work schedule

**Check Eligibility:** this button must be clicked for sick and annual leave requests to ensure the employee is eligible based on available balance

- This button only appears for sick and annual as they are the only types of accrued leave

**Extended Absence Request:** the tile in Employee Self Service where the employee requests FMLA leave

# WHAT IS THE TIME AND ABSENCE WORKCENTER

**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities.

- Includes approving, reporting, viewing time and absence related transactions, queries and reports.
- As the TL/ABS Approver you have the ability to search for employees in your designated department(s) in the Time and Absence Workcenter

# ROLES THAT CAN ENTER LEAVE REQUESTS ON BEHALF OF EMPLOYEES

LEAVE TYPE	Manager and TL/ABS_APPROVER	SCHBN_LEAVE_ADMIN
Annual Leave	X	
Sick Leave	X	
Court Leave	X	
Blood Drive and Donation Leave	X	
Death in Immediate Family Leave	X	
Voting Leave	X	
Leave of Absence (LWOP)	X	
American Red Cross Certified Disaster Service Leave	X	
Administrative Leave	X	
Military Leave	X	
Bone Marrow Donor Leave		X
Organ Donor Leave		X
Sick Leave Advancement		X
FMLA		Central Absence Administrator only
Leave Transfer		Central Absence Administrator only

\*If submitted by Manager or TL/ABS Approver and they are the final approver, the requests automatically approve.



South Carolina

# FINAL APPROVER FOR THE DIFFERENT LEAVE TYPES

Leave Type	Manager or TL/ABS APPROVER	Central Leave Administrator
Annual Leave	X	
Sick Leave	X	
Court Leave	X	
Blood Drive and Donation Leave	X	
Death in Immediate Family Leave	X	
Voting Leave	X	
Leave of Absence (LWOP)	X	
American Red Cross Disaster Service Leave	X	X
Bone Marrow Donor Leave	X	X
Organ Donor Leave	X	X
Administrative Leave	Not Routed	X
Military Leave	Not Routed	X
Sick Leave Advancement	Not Routed	X
Leave Transfer	Not Routed	X
FMLA	Not Routed	X

2 Step Approval Process Required

\*Hazardous Weather and Emergency Leave that is forgiven by the Governor will be processed in the timesheet

# TIPS AND REMINDERS

- TL/ABS Approvers have a one stop shop to view time and absence details, approve transactions, and run reports.
- Reporting is available to TL/ABS Approvers.
- Affiliates who have the TL/ABS Approver role and/or are the direct supervisor have access to approve and adjust timesheets through the Time and Absence Workcenter
  - Affiliates that supervise leave earning employees and/or TL/ABS Approvers can view time and absence details, approve transactions, and request leave on behalf of the employee

# TIPS AND REMINDERS

- Employees can adjust timesheets 30 days retroactively in any status and TL/ABS Approvers can adjust timesheets 60 days retroactively.
  - If an employee makes an adjustment to an approved timesheet, it will be re-routed for approval.
- Leave accrual (annual and sick) is credited in the month in which it is earned.
- Absences are deducted from the employee's balance in the pay period in which it occurs (and is processed), not at the time of the request or approval.
- Future absence requests for Annual Leave are encouraged for foreseen absences but unforeseen absences can be entered in at the time they occur or for up to 60 days in the past by a designated approver. Absences beyond 60 days in the past require manual entry by a Central Leave Administrator in the Benefit's Office.
- Leave of Absence (LWOP) for five or more consecutive days must be entered into a Status Change form to put the employee on LOA Status on JOB.



# DEPARTMENTAL FACILITATOR RESPONSIBILITIES

Due to the number of employees that require training, online resources are available in an on-demand and self-paced format to include recorded webinars and printable job aids.

All TL/ABS Approvers are the **Departmental Facilitators**, the front-line support for students, staff and faculty within their assigned department(s).

A listing of all Departmental Facilitators is available on the **Time/Labor and Absence Management Implementation** webpage and has been provided to the Service Desk. This is to ensure students, staff, and faculty are directed to the right people when they need help with entering time and/or leave requests.

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management Implementation

Office Contacts

**Time/Labor and Absence Management Implementation**

Beginning August 1, 2021, UofSC employees will use a new time reporting and leave request system. Replacing ITAMS and implementing additional modules in HCM PeopleSoft brings pay, time and absence management together into one system.

**[Login to the HCM PeopleSoft System](#)**

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

**Managing UofSC Paid Holidays in the Time and Absence System**

Unsure what to do on your timesheet when a UofSC paid holiday rolls around. The [Manage Paid Holidays](#) reference guide provides a quick summary of how holidays are managed in the Time and Absence System. It outlines actions needed by the employee, if any, and what the system will do for employees who did not work the holiday and what to do for employees who actually worked on the holiday.

**Notice to Managers: Receiving Timesheets/Absence Requests for Employees that are not your Direct Reports**

If you receive an email requesting your approval of a timesheet or absence request for an employee that is not in your reporting structure or you are notified of this issue by a manager, please contact your HR Contact for assistance. A supervisor update will be needed to correct data so that the employee's correct supervisor will receive the emails.

An updated [HR Contact](#) listing for the Columbia campus is available if you are unsure who to reach out to within your college/department.

Expand all

- [Student Job Aids](#) (+)
- [Employee Job Aids](#) (+)
- [Manager Job Aids](#) (+)
- [TL/ABS Approver Job Aids](#) (+)
- [TL/ABS Approver Touchpoint Resources](#) (+)
- [Find Your Departmental Facilitator](#) (+)
- [Time and Absence System Frequently Asked Questions](#) (+)

If you have any questions, please contact CMTEAM@sc.edu.

# TIME/LABOR AND ABSENCE MANAGEMENT IMPLEMENTATION WEBPAGE

Job Aids are available for:

- Employees
- Managers
- TL/ABS Approvers

Listing of Departmental Facilitators, front line support for employees.

Webpage URL:

[https://sc.edu/about/offices\\_and\\_divisions/payroll/payroll\\_toolbox/time\\_labor\\_and\\_absence\\_management/index.php](https://sc.edu/about/offices_and_divisions/payroll/payroll_toolbox/time_labor_and_absence_management/index.php)

Link to the Time and Absence System:

[hcm.ps.sc.edu](https://hcm.ps.sc.edu)

**THANK YOU!!**