

Absence Management

How it Works

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Absence Management (AM) Time & Labor Self Service (TLSS)

Two applications within Oracle/PeopleSoft

Absence Management

- ✓ Employee Work Schedules
- ✓ Leave Usage – Absences
- ✓ Maintain Leave Balances & Accumulated Time Worked
(Compensatory Time Off (CTO); Alternate Days Off (ADO))

Time & Labor Self Service

- ✓ Payable Time (Generates payment)
- ✓ Track Hours worked

Absence Management System

The Absence Management System is a means of tracking the time employees are absent from work and using the data to generate reports/trends.

The timely reporting of absences to keep balances up-to-date is critical in producing an accurate payroll

- Separations – Paying out vacation, compensatory time, personal holiday, etc.
- Paid/Unpaid Leaves
 - Using one's own time
 - Exhausting sick time prior to a Non-Industrial Disability Leave
 - Determining when to place an employee out on unpaid leave.
 - Calculating and applying Catastrophic leave donations



Absence Management Components



- ***Payroll Calendar*** - Established Pay Periods

State Controller – CSU Monthly Calendar

- Dates that fall within each pay period
- Holidays
- Pay & Direct Deposit Dates

Campus

- Academic calendar (assigned academic days)
- Absence Entry and Approval Cutoff Dates
- Process AM closing
- Update balances, Apply accruals

FEBRUARY 2016						
Feb 1 - Mar 1 = 22 Days						
S	M	Tu	W	Th	F	S
	1 dd	2	3	4	5 tl AM	
7 TL	8	9	10	11	12	13
14	15 ✓ I	16	17	18	19 ☒	20
21	22	23	24	25	26	27
28	29	1 1				

- ***Employee Job Record***

Human Resources enters or updates and employee's job record based on the requisition received. The following job fields play an important role in Absence Management.

Effective Date – Absences are effective date driven.

When taken? What pay period it occurred? Whether or not employee is entitled to a state service credit, a vacation or sick leave accrual?

Job Code – Absence Eligibility Determined.

Empl Class & Bargaining Unit (BU)- Regular, Student, Hourly Intermittent, FERP, Rehired Annuitant, etc. and what absence types are applicable.

FLSA – Exempt/Non-Exempt employee

How absences are to be earned and reported taken.

Job Status – Active, inactive, other changes during a pay period.

Standard Hours – # hours scheduled to work per week.

FTE - (full time equivalent) – % of full time (40 hours/week)

Accrual rate

• ***Employee's Work Schedule***

Work schedules define an employee's scheduled workdays, work hours, and sets attendance parameters.

- **Schedules**

☐ Regular – 40 hours/week, 8 hour/days, Monday - Friday

☐ Alternate – All Others

9/80; 4/10 (Public Safety/Dispatchers); and

Less than full time work schedules

➤ Effective date driven.

➤ Determines if an absence occurred during a scheduled workday or not.

➤ Calculates an alternate scheduled employee's excess +/- accumulated hours. (non-exempt employees only)



Day	Status	Start Time	End Time	Break
1	Normal	08:00 AM	05:00 PM	01:00 PM
2	Normal	08:00 AM	05:00 PM	01:00 PM
3	Normal	08:00 AM	05:00 PM	01:00 PM
4	Normal	08:00 AM	05:00 PM	01:00 PM
5	Normal	08:00 AM	05:00 PM	01:00 PM
6	Off day			
7	Off day			

Alternate Work Schedule at: <http://www.csuci.edu/hr/payroll.htm>

Sample Schedule

Search Results

View 100 First 1-15 of 15 Last

Schedule ID	Description
A 9/80 FRI-WK1	9/80 - Fri Off Wk1; F8 Wk2
B 9/80 FRI-WK2	9/80 - Fri Off Wk2; F8 Wk1
C 9/80 MON-WK1	9/80 - Mon Off Wk1; M8 Wk2
CSU DFLT	CSU Default
D 9/80 MON-WK2	9/80 - Mon Off Wk2; M8 Wk1
K 5/40 - SUN-TH	5/40 - Sunday-Thursday
L 5/40 - TU-SAT	5/40 - Tuesday-Saturday
M 4/10 M-TH	4/10 Mon-Thurs
N 4/10 T-F	4/10 Tues-Fri
O 4/10 W-SA	4/10 Wed-Sat
PT- 6 HRS/DAY	PT - 6 hours per day
W 12TH-SA/8W2	12 - Thurs-Sat; 2nd 8Wed
X 12SU-T / 8T	12 - Sun-Wed; 8Tues
Y 12SU-T / 8W	12 - Sun-Tues; 8Wed
Z 12TH-SA / 8W	12 - Thurs-Sat; 8Wed

From Date:

01/01/2016

Load Calendar

Previous Period

Next Period

Schedule Calendar

Personalize

Find

1-14

First 1-14

Shift Time

Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	More
Friday	01/01/2016			12.00	More
Saturday	01/02/2016			12.00	More
Sunday	01/03/2016				More
Monday	01/04/2016				More
Tuesday	01/05/2016				More
Wednesday	01/06/2016			8.00	More
Thursday	01/07/2016			12.00	More
Friday	01/08/2016			12.00	More
Saturday	01/09/2016			12.00	More
Sunday	01/10/2016				More
Monday	01/11/2016				More
Tuesday	01/12/2016				More
Wednesday	01/13/2016				More
Thursday	01/14/2016			12.00	More



Channel Islands
CALIFORNIA STATE UNIVERSITY



Absence Management Basics

Absence Management is set up with defined rules for allowing:

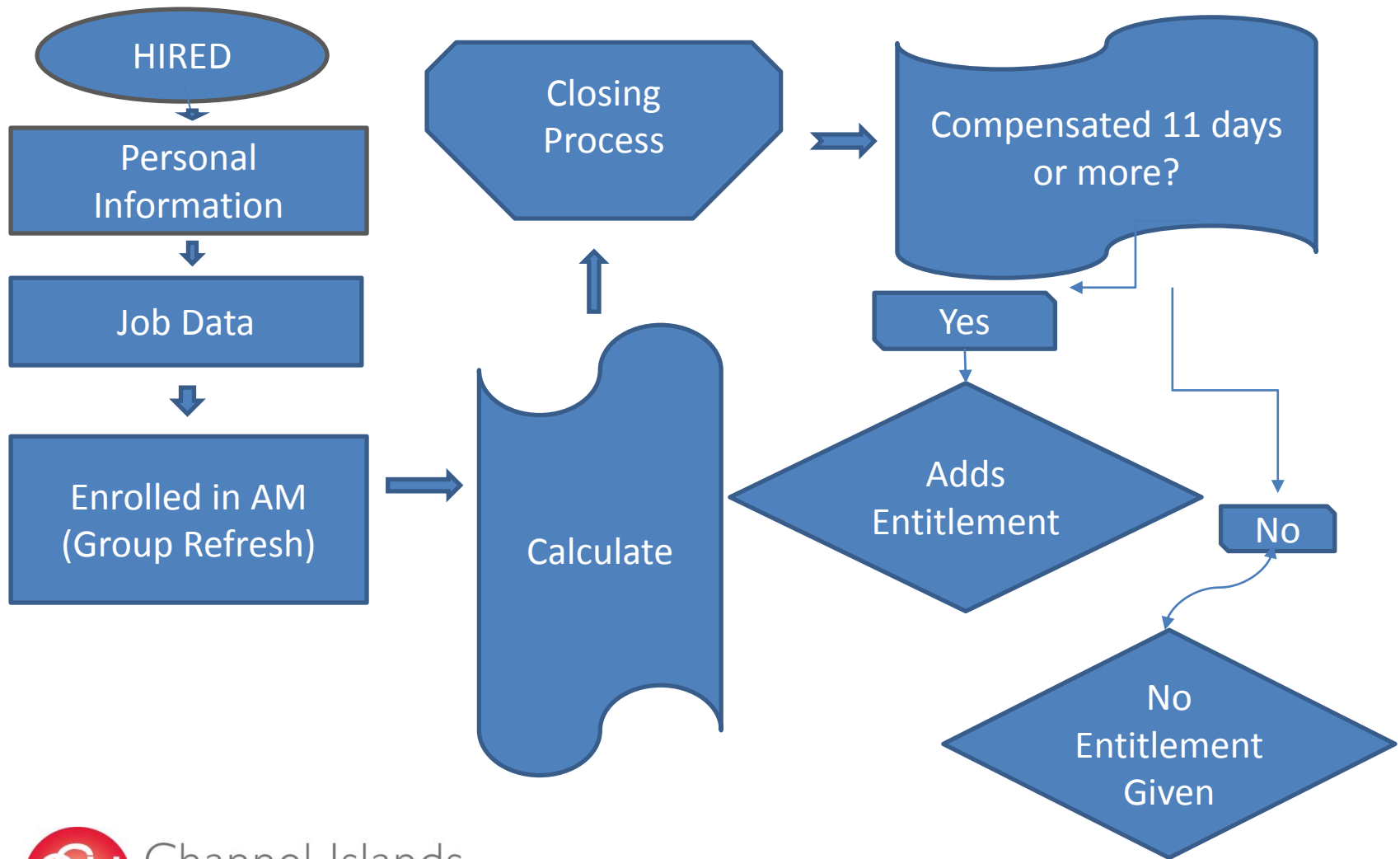
Taking Time – AM defines what types of absences are valid based on the employee's job category, bargaining unit, etc.

Absence Types – Lists the types of absences that an employee is entitled to use: none, vacation, sick, bereavement, funeral, jury duty, personal holiday, ADO, etc.

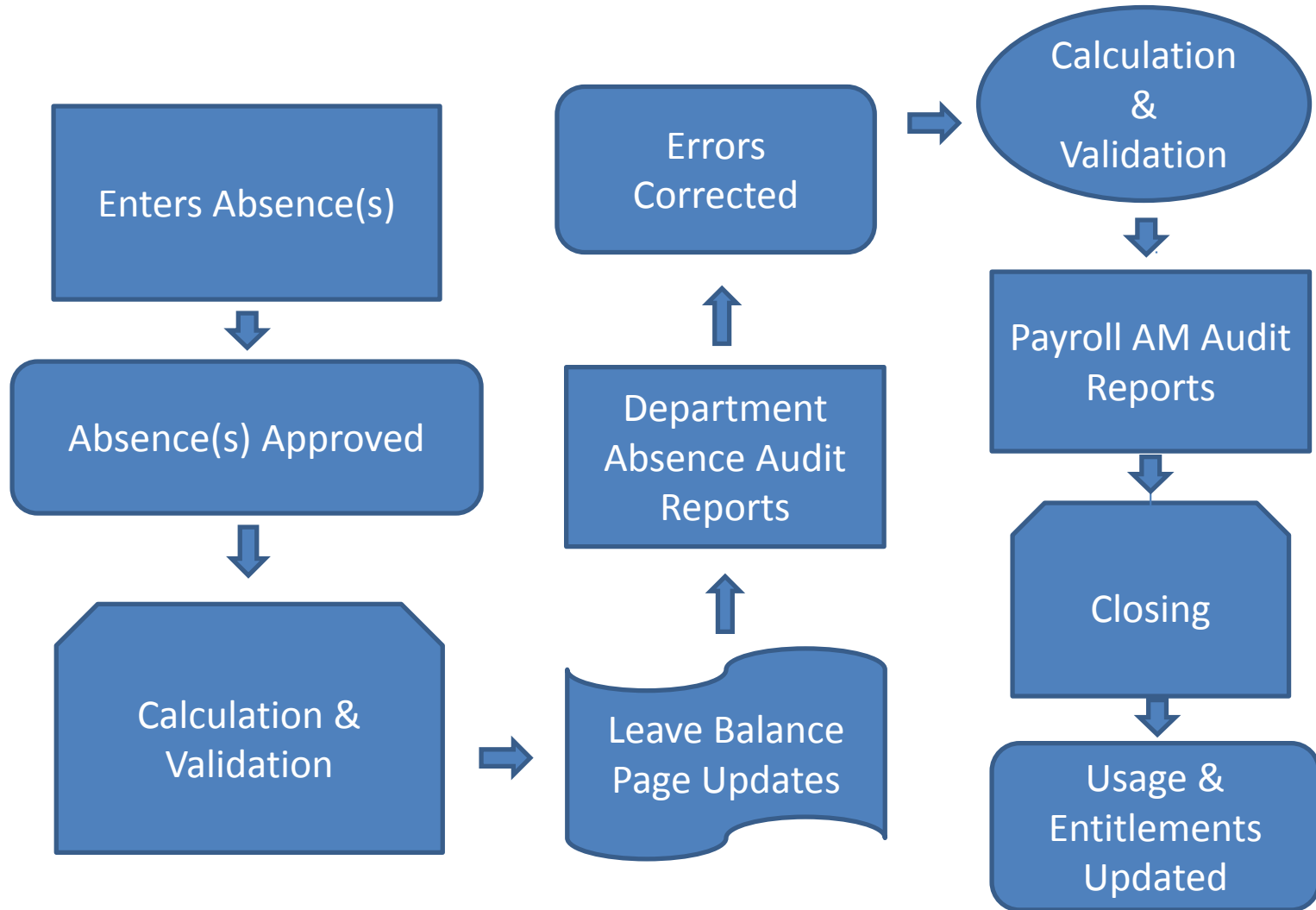
Absence Entries and Approvals – Employees / Timekeepers can enter absences online from anywhere in full or partial day increments based on fixed rules, and managers can approve the time.

Absence Balances - Employees and managers can review balances.

New Hire Processes



General Processes



Employee Basics

Staff employees and 12-month faculty are required to report their absences or No Leave Taken “*accurately and timely*”, each pay period through Absence Management. Academic year faculty are required to report only their absences.

- **Scheduled Absences (Preplanned)**

- ☐ Enter an approved scheduled absence(s) if the balance is available.
 - If hours are unavailable due to the prior month’s AM not being closed, wait until AM is closed and the accruals have been posted.
 - Entries resulting in a negative balance are not allowed.
- ☐ Can key for current month and for 2 months into the future.
- ☐ Entries must be approved before it is run through calculation to decrement an employee’s leave balances.

- **Unscheduled Absences**

- Key absence(s) upon return to work
- Do not wait until the end of the month to key.
 - Slows down the system – too many users.
 - Wrong dates or hours may be entered.
- Disabilities & Leaves – Contact Benefits Department.
 - If required, Payroll will work with Benefits to determine when sick time would be exhausted, or go over any other leave balances an employee may have or request to use.



- **View Leave Balances** *Self Service > Employee Balance Inquiry*

- Keep track of your leave balances
- Verify leave balances are up-to-date
- Contact Payroll concerning leave balance discrepancies.

Avoid Late Entries



- Enter ***all*** absences as soon as possible, before or by the end of the pay period.
- Inform supervisor of prior period absences or entries so they can be approved.
 - ☐ Entries must be approved before they can be processed.
 - ☐ Late entries require an adjustment entry- added work.
 - ☐ Will not decrement leave balances in the period they were used/taken.
 - ☐ Past periods will reflect incorrect leave balances
 - Can lead to over usage
 - Create a negative balance, a dock situation
 - Result in an overpayment (account receivable).

Late entries can be entered and processed through the system after the pay period is closed.

- ☐ The absence will appear as an adjustment in a future period.
 - After an absence is approved, payroll generates an adjustment, references the date(s) taken and enters comment notes.
- ☐ Employees and department managers cannot view the adjustment comments/notes.
 - Unable to determine what period/dates the absences occurred.
- ☐ Corrections to a prior month's entry requires a supervisor's approval before it can be submitted to payroll for processing.

Managers

Managers are able to view their employee's leave balances, enter their employee's absence, return absences for correction, approve absences, and run multi-reports to assist in the approval process.

- **Verify Absence Validity**

- ☐ Before approving - verify dates and hours reported are accurate
- ☐ The absence type used is valid
- ☐ Return errors for employees to correct
- ☐ Verify errors were corrected and resubmitted for approval.



- **Timely Reporting**

- ☐ Ensure employees enter absences timely
- ☐ Follow up when an absence, or No Time Taken has not been entered.



- **Absence Approvals**

- ☐ Approve reported absences by monthly deadline
 - More frequently for larger departments
 - “AM” on Payroll Calendar
- ☐ Late Approvals
 - Delays closing AM period
 - Reflects inaccurate leave balances
 - Allows for more errors



Work Schedules

- Manage Employee Work Schedules

- ☐ Keep employee work schedules up-to-date
- ☐ Turn in schedule changes timely for:
 - Reduction in an employee's time base (work hours)
 - Alternate scheduled employees goes on disability; NDI, or IDL – Place employee on a regular schedule.
 - Changes to, or from a regular to an alternate schedule
 - Moves from one alternate schedule to another
 - To maintain accurate excess +/- balances
 - Enables employees to report time on scheduled work days, (no zero hour days)
 - Ability to record Alternate Day Off (ADO) earn and usage correctly.



Manager Reports



- Manager AM Reports
 - ☐ Absence Activity by Department or Employee
 - Absences taken, Leave balances, and Adjustments
 - ☐ No Time Reported (No Leave Taken)
 - Employees not reporting any absences or No Leave Taken
 - ☐ Reported Absences by Department or Employee
 - A summarized list of reported absences.

Global Payroll & Absence Management > CSU Absence Management > CSU – AM Inquiry > Multi Report

Payroll Audits

Payroll runs various reports to view and/or audit various transactions within AM. Some of these reports are:

- ☐ Excessive Hours in a Single Day
- ☐ No Time Reported (No Leave Taken)
- ☐ Reported Absences Not Processed
- ☐ Reported Absences Not Approved
- ☐ Audit Comments
 - Validate relationship to employee



- ☐ Negative Balances
- ☐ Payee Messages
- ☐ Excess Plus/Minus Hours

List employees with excess +/- balances



These reports, along with other internal reports, assist Payroll in ensuring the integrity of the data. Payroll will contact the department to clear discrepancies before finalizing the Absence Management period.



TIMING



- Delays in closing Absence are generally caused by:
 - ☐ Entering absences after the posted deadline
 - ☐ Employees not informing approver they entered a late absence
 - ☐ Error messages are not cleared
 - ☐ Absences not approved timely
 - ☐ Entries requiring correction not resolved

Payroll Adjustments

- Payroll enters an employee's absences as an adjustment when
 - ☐ It cannot be entered by the employee/department
 - ☐ It requires a correction (sick vs. vacation, etc.)
 - ☐ It is a disability – running out time, posting catastrophic leave donations, supplementation
 - ☐ It was a late entry or late approval
 - ☐ Separation payouts
 - ☐ Excess + pay down
 - ☐ New employee – transferred leave credits, state service.
- When making an adjustment Payroll requires the following information:
 - ☐ Employee Name
 - ☐ Employee ID
 - ☐ Department name, Unit number
 - ☐ Absence Type
 - ☐ Dates and hours used
 - ☐ Reason for the correction

- Determine which job record to use
- Using correct adjustment dates
- Selects correct pay group - (approx. 40 groups)

▼ Search Criteria

Empl ID:	begins with ▼	<input style="width: 95%;" type="text"/>
Empl Rcd Nbr:	= ▼	<input style="width: 95%;" type="text"/>
Pay Group:	begins with ▼	<input style="width: 95%;" type="text"/>
Calendar ID:	begins with ▼	<input style="width: 95%;" type="text"/>
Name:	begins with ▼	<input style="width: 95%;" type="text"/>
Period Begin Date:	>= ▼	<input style="width: 95%;" type="text"/>
Period End Date:	<= ▼	<input style="width: 95%;" type="text"/>

☐ Case Sensitive

- Decides if adjustment is to be posted to the current open calendar or to a future calendar.

Pay Group	Description
C99 HRLY	C99 Hourly
C99 SAL NX	C99 Salaried Non-Exempt
C99 SAL X	C99 Salaried Exempt
CONV_DFLT	Default Conversion Pay Group
CSUEU HRLY	CSUEU Hourly
CSUEU NVSX	No Vacation - CSUEU SALX Emp
CSUEU SALN	CSUEU Salaried Non-Exempt
CSUEU SALX	CSUEU Salaried Exempt
CSUEUNVSN	CSUEU No Vac Sal Non-Exempt
E99 HRLY	E99 Hourly
E99 SAL NX	E99 Salaried Non-Exempt
E99 SAL X	E99 Salaried Exempt
E99 STU	E99 Students
E99_CASUAL	E99 Casual Worker (1800)
M80 AY	M80 AY
M80 VAC	M80 Vacation
M98	M98
R01 HRLY	R01 Hourly
R01 SAL X	R01 Salaried Employees
R03 FERPAY	R03 FERPAY
R03 FERPA	R03 FERPA
R03 HRLYAY	R03 Hourly
R03 SALNAY	R03 Salaried Non-Exempt AY
R03 SALNVA	R03 Salaried Non-Ex Vacation
R03 SALXAY	R03 Salaried Exempt AY Empl
R03 SALXVA	R03 Salaried Exempt Vacation
R04 AYSALX	R04 AY Salaried Exempt
R04 HRLY	R04 Hourly
R04 SAL NX	R04 Salaried Non-Exempt
R04 SAL X	R04 Salaried Exempt
R06 HRLY	R06 Hourly
R06 SAL	R06 Salaried
R08 HRLY	R08 Hourly
R08 SAL	R08 Salaried
R10 HRLY	R10 Hourly
R10 SAL	R10 Salaried
R11 HRLY	R11 Hourly
R11 SAL NX	R11 Salaried Non-Exempt
R11 SAL X	R11 Salaried Exempt
R11 SALXVA	R11 Sal Exempt VAC Eligible

- Selecting an Absence Type (40 + types)
- Entering the adjusted hours

*Element Name	Description	Balance Adjustment	Begin Date	End Date	
VAC AE JOB	Vacation - Job Entimnt Total	-8.000000	11/01/2015	12/01/2015	
SCK AE JOB	Sick - Job Entitlement Total	8.0	11/01/2015	12/01/2015	

- Adding a comment for the adjustment

Subject: 07/10/2015

Note Text: Correction: Charge to sick leave in lieu of vacation.

- Saving the entry
- Runs the calculation process
- Checks leave balances for the adjustment

Element Name	Description
UTN AE NONRE	Union Non-Reimbursed
DCK AE DOCK	Dock
	c Bank VAC Donation
	ciation Bank (\$)
	mity Paternity Adoption
	Duty
	ay Credit
	c Bank CTO Donation
	ciation Bank Use (Hours)
	Paid Admin Leave - 42729a
	en's Necessity
HOL AE HRLY	Hourly Paid Holiday
HCT AE HOLCT	Holiday CTO
PH AE PERHOL	Personal Holiday
STSAE CO FTE	State Service Carryover FTE
STSAE CO HRS	State Service Carryover HRS
SCKAE CO HRS	Sick Carryover Hours
VACAE CO HRS	Vacation Carryover Hours
STSAE STSERV	State Service Entitlement
ADPT AE FOST	Adoption / Foster Care
MPP AE ADMLB	MPP Paid Admin Leave - 42729b
ADO AE NOEXP	Holiday ADO Non-Expiring Earn
ADO AE EXP	Holiday ADO Expiring Earn
QLMAE QUALHR	Hourly Qualifying
SCK AE JOB	Sick - Job Entitlement Total
VAC AE JOB	Vacation - Job Entimnt Total
CAT AE SCK	CAT Add Sick Adjustment
QLMAE QUALMO	Qualifying Mon Sal. Indicator
EPM AE PAY	Excess Plus/Minus Pay Down
FL AEFUNERAL	Funeral Leave
MIL AE	Military Absence Entitlement
ODP AE ORGAN	Organ Donation Program
PD AE PRODEV	Professional Development
UTR AE REIMB	Union Reimbursed
EPM AE EXCES	Excess Plus/Minus
CATAE DON LV	CAT Leave Donation Limits
PTO AE PTO	Personal Time Off
MIL AE SDPL	Mil Spouse/DomesticPartner Ent
FRL AE FURL	Furlough
PL AE PARENT	Parental Leave
CTO AE CTO	Compensatory Time Off

Prior Period Entries

Payroll extracts absences not previously reported or processed within the same pay period it was taken through the Prior Period Entries (PPE) screen. This happens when an employee enters an absence for a prior period, and/or the absence was approved after the AM period was closed.

- Payroll extracts these entries and verifies no prior adjustments have been made for the absences
- Checks available leave balances before processing
- Sets the status to processed and saves the batches.
- System generates the adjustment.
- Manual adjustments are required when:
 - Multiple dates are used for one absence type
 - More than one absence type was reported
 - Docks, Payroll will establish an account receivable.

Adjustments are time consuming and need to be avoided whenever possible.





Alternate Day Off

Payroll monitors and maintains the Alternate Day Off (ADO) panel for ADO time earned and taken. This panel is separate from the AM adjustment page due to tracking expiration dates.

Expiring ADO Balance: 0.00000

As of: 10/31/2015

ADO Balances

Personalize | Find | View All |   First  1-14 of 14  Last

<u>*Holiday</u>	Description	Seq#	*Hours / Days Earned	*Expiry Days	Expiration Date	Used Holiday Balance	Unused Holiday Balance	Processing Period End Date	Last Activity Date	Used / Expired	Take Applied	Entry Source	Comments
1 09/07/2015	Labor Day	0	12.000000	180	03/05/2016	12.000		09/30/2015	10/22/15	<input checked="" type="checkbox"/>		MANUAL	ADJ: Earned 12 hrs, Used on
2 01/19/2015	Martin Luther King Jr. Day	2	12.000000	180	07/18/2015	12.000		01/29/2015	08/31/15	<input checked="" type="checkbox"/>		MANUAL	ADJ: Earned 12 hrs, Used on 7/30/15
3 01/19/2015	Martin Luther King Jr. Day	1	8.000000	180	07/18/2015		8.00	07/30/2015	07/18/15	<input checked="" type="checkbox"/>		SYSTEM	EXPIRE
4 01/19/2015	Martin Luther King Jr. Day	0	8.000000	180	07/18/2015		8.00	01/29/2015	01/19/15	<input type="checkbox"/>		ADMINISTRATOR	EARN
5 03/31/2014	Cesar Chavez Day	1	8.000000	180	09/27/2014		8.00	09/30/2014	09/27/14	<input checked="" type="checkbox"/>		SYSTEM	EXPIRE
6 03/31/2014	Cesar Chavez Day	0	8.000000	180	09/27/2014		8.00	03/31/2014	03/31/14	<input type="checkbox"/>		ADMINISTRATOR	EARN
7 12/30/2013	Washington's Birthday Observed	1	8.000000	180	06/28/2014		8.00	06/30/2014	06/28/14	<input checked="" type="checkbox"/>		SYSTEM	EXPIRE
8 12/30/2013	Washington's Birthday Observed	0	8.000000	180	06/28/2014		8.00	12/31/2013	12/30/13	<input type="checkbox"/>		ADMINISTRATOR	EARN

Payroll Calendar

- What are the Symbols on the Payroll Calendar for?

1.  _____

2. dd _____

3. AM _____

4. tl _____

5. TL _____

6.  _____

Summary





- Enter absences or no leave taken timely
- Enter and approve docks when they occur to avoid overpayments.
- Approve absences by the Payroll Calendar deadline
 - Help reduce adjustments.
 - Work with Benefits and Payroll to determine an employee's leave balances, when they will exhaust credits.
- Run reports, Clean up errors.
- Ensure accurate balances, payouts, etc.
- Keep employee work schedules up-to-date.
- Ask Payroll when in doubt.



Payroll Calendar Symbols

Answers:

1.  Attendance, timesheets, extra hours worked due in Payroll (after master payday).
2. dd Direct Deposit posting date
3. AM Deadline to approve absences in AM
4. tl Deadline to submit hours worked in TLSS
5. TL Deadline to approve hours worked in TLSS
6.  Monthly deadline to change personal data



Questions?

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Federal Work-Study & Time & Labor Self Service (TLSS) Overview

Presented by: Maria Elena Ramirez
Assistant Director of Financial Aid & Scholarships

Agenda

Supervisor Responsibilities

Federal Work-Study Hiring Process

Federal Work-Study Requisitions (FWS)

Time Reporting / Time and Labor Self-Service (TLSS)

Program Challenges



Supervisor Responsibilities

- Supervisors are responsible for monitoring students earnings
- Supervisors are responsible for monitoring of department budgets in regards to Federal Work - Study
- When approving SA's time supervisors are responsible for reviewing hours worked and job code entries

Federal Work-Study Hiring Process

- Federal Work-Study Interest Department/Student
- Pell Eligible / Federal Work-Study eligible
- Departments must hire the student assistant that works best for them

Federal Work-Study Requisition Process

- Student is offered a position
- The requisition form is the hiring paperwork that assigns the job code and funding string
- All Requisitions being processed to hire student assistants that are approved to participate in the Federal Work-Study Program must be routed to the Financial Aid & Scholarships Office for approval by the FWS Coordinator
- If a requisition is sent to human resources without approval signature, the student is not eligible to participate in the Federal Work-Study Program and your department budget will be charged at 100%
- A dual requisition is required at the same time the FWS requisition is submitted to human resources



Time Reporting

- TLSS = Time and Labor Self-Service in PeopleSoft
- TLSS Online reporting replaces paper timesheets with exception of Federal Work-Study Off Campus student assistants
- Allows students to report time worked online
- Allows the supervisor to view and approve reported time online
- Off Campus student assistants time reporting is approved by the FWS Coordinator
- Provides exception reports in order for the supervisor to monitor the student's allocation and prevent over-spending by students

Hard Copy Timesheets

When are hard copy timesheets required by payroll?

- Separation/Termination of employment with clearance paperwork
- If pay is due before a Pay Period has ended

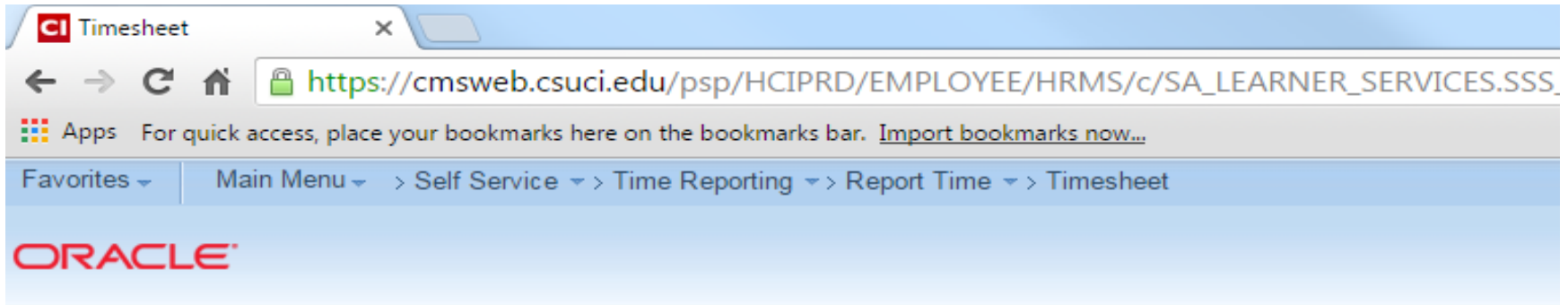
Payroll prefers adjusted timesheets scanned and emailed

- Student did not log in hours on TLSS / Late Timesheet
- Student did not report all hours worked or used wrong job code (write “Amended” on top right corner)
- If a month has split reporting FWS hours and SA Hours

Adjusted or Late Timesheets must be approved by the Federal Work-Study Coordinator prior to being submitted to Payroll

(two timesheets must be scanned to show exact hours worked in each position)

Example of a Student Job & Dept Code



Report Time

Timesheet

View Instructions

Student Name

		Personalize	Find	First	1-2 of 2	Last
Name	Empl Rcd Nbr	Department	Department Description			
Stdnt Trainee On-Cmps WS	0	550	Financial Aid			
Student Asst	1	550	Financial Aid			

Self Service

Time Reporting

Select job link based on applicable job name and department

What the online timesheet displays...

ORACLE

Timesheet

Student Name: _____ Employee ID: **ID: 000000123**

Job Title: Stdnt Trainee On-Cmps WS Employee Record Number: 0

Select for Instructions

View By: Week *Date: 02/01/2016 Refresh

Reported Hours: 18.00 Hours Scheduled Hours: 40.00 Hours

<< Previous Week Next Week >>

Next Job

From Monday 02/01/2016 to Sunday 02/07/2016

Timesheet

Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4	Fri 2/5	Sat 2/6	Sun 2/7	Total	Time Reporting Code	Taskgroup	Billable
3.00	3.00	3.00	3.50	5.50			18.00	REG - Regular Hours Worked	CSU	

Save for Later Submit

Reported Time Status - select to hide

Date	Status	Total Time Reporting Code	Comments
02/01/2016	Submitted	3.00 REG	
02/02/2016	Submitted	3.00 REG	
02/03/2016	Submitted	3.00 REG	
02/04/2016	Submitted	3.50 REG	
02/05/2016	Submitted	5.50 REG	

Reported Hours Summary - select to view

Enter hours worked for each applicable date

Do not enter zero's and not to exceed one decimal point.

Example:

Incorrect: 3.75

Correct: 3.7 or 3.8 (depends on minutes worked; use chart)

Using the correct hours in tenths...

- ☐ Timesheet: Enter the total hours worked for each applicable date. All partial hours worked must be reported to the tenths of an hour. (See chart below.)

Report Fractions of Hours as Tenths	
Minutes	Tenths
1 - 6	0.1
7 - 12	0.2
13 - 18	0.3
19 - 24	0.4
25 - 30	0.5
31 - 36	0.6
37 - 42	0.7
43 - 48	0.8
49 - 54	0.9
55 - 60	1

- Enter partial hours in tenths rather than .25, .75
- The system will round up or down
- DO NOT ENTER ZEROS
- DELETE any unapproved hours

IMPORTANT! Do NOT enter zeros on any days that work was not performed. Leave the fields blank.

Program Challenges...

- Departmental responsibility impact & monthly reconciliation
- FWS Coordinator communicates directly with students and supervisors in effort to correct days reported errors
- Students have the right to decline their FWS award at any time; so budget accordingly

The Financial Aid and Scholarships Office reserves the right to remove any department from the Federal Work-Study Program if supervisors are not in compliance

Sample: Student Communication

Hello Everyone:

Your timesheet is due Tuesday, March 1st. The hours must match what is on your timesheet. Any errors will delay your pay.

March 1st can be entered on the online timesheet weekly hours on Self Service. When you view the monthly hours, please know it is normal to not see March 1st on that page.

Example: Please enter your hours worked for March 1st on the weekly timesheet (only if you worked)

Navigation: Report Time > Timesheet > Click on your name with the correct Job Description **Stdnt Trainee On-Cmps WS**

Mon 2/29	Tue 3/1	Wed 3/2	Thu 3/3	Fri 3/4	Sat 3/5	Sun 3/6	Total	Time Reporting Code
3.00	3.00						6.00	REG - Regular Hours Worked ▼

Save for Later Submit

The February 2016 pay period is from **Monday, February 1st – Tuesday, March 1st.**

- You must enter hours worked under Stdnt Trainee On-Cmps WS Job Code 1871 (federal work study)
- Your timesheet must include: Full Name, ID Number, Hourly Rate

Questions?

Thank you