

Timekeeper's Guidelines

1. DEADLINES:

- a. All time should be entered by the 5th working day of the following pay period. (i.e.: February 2013 time should be entered by March 7th.)
- b. All original, approved timesheets should be in Payroll on the day noted on the Payroll Calendar. (The first working day of the new pay period.)

2. CHANGES:

- a) Schedule Changes: Please inform all of your supervisors that IMMEDIATE notification to Payroll is required for changes to an employee's schedule, (going on or off of a 9/80 schedule; or switching between the 9/80 schedules). Any change will affect the timekeeper's ability to report an employee's absence, thus impacting payroll processing.
- b) Timekeeper/Approver Changes: Immediate notification to Payroll is needed whenever there is a change in Timekeepers and/or Approvers in any of your departments.
- c) Notifying Payroll:
 - Alternate Work Schedule (AWS) Changes: an Alternate Work Schedule Change form is required when an employee is going on or coming off of an AWS. The form must have the appropriate signatures and be submitted to the Payroll office ASAP.
 - Other notifications to Payroll can be made by emailing: payroll.services@csuci.edu

3. Request a timesheet from every employee in your department, even if there were no absences reported. Going forward, when we go to self-service, all employees will be required to enter a minimal "NO LEAVE TAKEN" absence event row.

- a) Date range for "NO LEAVE TAKEN" event = entire pay period (i.e.: February 2013 pay period = 1/31/2013 – 2/28/2013.
- b) Exception: AY Faculty will not have to log into Absence Management unless they are entering an absence.

4. Employee ID must be on all timesheets.

5. If a revision needs to be made to an employee's record that has not been approved, and the Payroll deadline has not yet passed, changes can be made by the Approver by using the Absence Entry page (*Report and View Employee Absences.*) Refer to page 11 in the Business Process Guide.

6. When entering CTO credit (earns), the exact hours worked needs to be entered in the *Partial Hours* field.
7. When using leave credits in lieu of exhausted sick credits, an *Absence Event Comment* is REQUIRED.

From Through

Existing Absence Events					
Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Last Updated By

Enter New Absence Events							
Absence Name	*Begin Date	*End Date	Balance	*Partial Days	Absence Duration	Unit Type	
Sick - Self	06/11/2012	06/15/2012	40	None	40.00	Hours	Add Comments + -
Vacation	06/18/2012	06/21/2012	80	None	32.00	Hours	Add Comments + -

Absence Event Comments

Enter comments to be associated with the absence event and click the Save Comments button to save them. To return without saving click the Return to Entry Page link.

Used 32 hrs Vacation in lieu of Sick.

NOTE: Even though you can apply Personal Holiday, CTO or Vacation credits to exhausted "sick" absences, Sick credits can **NEVER** be used in lieu of any other type of absence.

8. When reporting "Sick – Family" or "Funeral Leave" events, a relationship is required in the "Absence Event Comments" page.
9. HOLIDAYS:
 - a) Holidays posted on the Payroll Calendar are already loaded into Absence Management system and do not need to be entered in the employee's record.
 - b) If an employee works on a holiday, enter Holiday CTO for time worked.
 - c) If a holiday falls on an employee's alternate day off (ADO), "ADO AT EXP EARN" needs to be added to the employee's record.