

General Questions

1. Who is required to use HRMS?

All ODE employees must use HRMS, regardless of appointment type. This includes full-time permanent, part-time permanent and intermittent employees.

2. Do I still have to complete a timesheet in Excel?

No, the timecard submitted in HRMS replaces the Excel timesheet.

3. What happens if my leave requests or my timecard are not approved by the deadline?

If timecards or leave requests are not approved by the deadline, the employee will not receive a paycheck for that pay period. It is imperative that employees communicate with their supervisors to make sure leave requests and timecards are submitted and approved by the deadline each pay period.

4. Do I still have to sign the attendance sheet each Monday after the pay period closes?

No

Log In/Password

5. How do I access the HRMS system?

HRMS is accessed from the ODE Internet site at www.ode.state.oh.us by clicking on the "SAFE Sign-in" link at the top of the page. When logging in to the system, check the "Please check the box if you are an ODE employee" box. Enter your windows ID and password (the same used to log in to your computer.)

6. Can I access HRMS using my existing SAFE account log in and password?

Yes; however, you will not need to check the box indicating you are an ODE Employee.

7. Who do I contact if I can't log in to the system?

Send an e-mail to HRMS@ode.state.oh.us and we will log the appropriate help ticket with ITO for you.

Employee Dashboard

8. What does it mean if my leave request is showing in red on my dashboard screen in HRMS?

Leave requests show in red to indicate that they have not been approved yet. Once they have been approved, they will change to black.

9. Who do I contact if my leave balances are wrong?

Verify that the balance is correct in OAKS. There is some delay in hours moving from OAKS to HRMS. If the OAKS balances are incorrect, contact HR.

10. Can I click on the calendar on the employee dashboard to view a day directly like I do in SharePoint?

No, the dashboard calendar is not clickable.

Timecards

11. How do I show my time in the start/end fields when I am gone for an entire day? The system continues to auto-populate the fields with my regular hours.

When you have submitted a leave request to be out an entire day, you will have to manually change the auto-populated start/end times on your timecard for that date. **The start/end fields should be blank; do not put "0:00" in the fields, leave them completely blank.**

12. When can I use flex time?

Flex time must be used within the week it is earned and you can only use flex time after you earn flex time.

13. How do I submit my timecard if I'm out of the office?

There are two options:

- 1) HRMS can be accessed from any computer using the Internet.
- 2) The employee's timekeeper can submit the timecard for the employee. However timekeepers cannot approve timecards.

14. How do my leave requests and timecards get approved when my supervisor is out of the office?

Leave requests can be approved by the supervisor's designated alternate approver (but not a timekeeper) or the supervisor's supervisor.

15. I see flex time on my timecard, but I'm not able to use it.

Flex time must be used in the week it is earned. If the flex time was earned in a previous week and not used, it will be displayed on the timecard, but cannot be used.

16. How do intermittent employees account for lunch time in HRMS?

Intermittent employees' timecards include a column called "unpaid time" to record lunch and other unpaid breaks.

17. Can timecards be submitted before the end of the week?

Yes, timecards can be submitted at any time they are complete.

18. If I enter 15 minutes on my timecard, it shows as ".2", but 30 minutes shows as ".5". Is it rounding? Can it show ".15" instead?

Time in HRMS is counted in 6 minute intervals; 6 min = .1, 12 min = .2, 18 min = .3.....30 min = .5 etc. The system will display partial hours to one decimal point.

19. How often do I have to save my timecard?

It is recommended that all employees review and save their timecards every day. Timecards should also be saved any time a change is made.

20. Do I fill in my timecard with my regular work schedule for holidays or do I leave it blank?

Holidays are automatically entered and approved in HRMS for all employees. There is no need to enter any hours for holidays.

21. When does my timecard auto populate, beginning of day or end of day?

Your timecard will auto populate at the beginning of the day. i.e., 12:01 a.m.

22. What is the deadline for submitting my timecard to my supervisor for approval?

The deadline for timecards to be approved is 10:00 AM on the Monday following the close of a pay period, unless there is a Monday holiday. You should submit your timecard to your supervisor on the Friday of the pay period if at all possible, but absolutely before the 10:00 AM deadline. The handout "FY 2009 Biweekly Pay Schedule" shows the specific approval deadlines for each pay period through Jun 2009; that handout is posted on the Internet and will be updated for FY 2010.

23. Can I take a shorter lunch than I have on my Work Schedule and leave early?

There is currently no way to track changes to the scheduled amount of lunch time without updating the Work Schedule. If you have earned flex time that you want to use to shorten your lunch period and your supervisor approves the shorter lunch, you will need to add an explanatory note in the comments section of your timecard. However, please remember that lunch periods cannot be less than 30 minutes.

Leave Requests

24. How will I know if my leave requests, timecard, or work schedule change has been approved by my supervisor?

You will receive an e-mail from HRMS alerting you that your request has been approved or rejected.

25. Will leave balances be accurate in HRMS?

Leave balances in HRMS come from the same source as OAKS, so they will be the same.

26. Can a leave request be modified after it is submitted?

If a leave request needs to be modified, the request would have to be cancelled and a new request submitted. The supervisor will be alerted via e-mail of any leave request or cancellation you submit.

27. Can a leave request be modified after it is approved?

If the leave request has already been approved, the employee would have to cancel the request (from the dashboard screen). The supervisor will be alerted via e-mail that the leave is cancelled. The supervisor will then go into the leave request in-box and approve the cancellation. The leave request would then be modified by the employee and resubmitted.

28. What if I don't use all the time on a request that I submitted?

Cancel the request and submit a new one with the correct hours. If the request was already approved, have your supervisor reject it and submit a new request with the correct hours.

29. How do I enter a request for leave that crosses pay periods?

Requests for leave can't cross pay periods. If the leave request crosses pay periods, a request needs to be entered individually for each pay period.

30. What is the difference between comp time earned and comp time used on the leave request form and how do I request Overtime and Comp time?

There are two options for using overtime hours worked. These hours can either be paid as overtime or taken as comp time.

- For overtime pay and comp time, first use the Request to Work Overtime screen to enter the request. If a request for overtime is not entered and approved, any overtime worked will automatically appear as flex time on the timecard.
- After the request is approved, enter a leave request to track the overtime worked using the "Comp Time Earned" leave request type.
- To be paid for the overtime, enter a leave request for the overtime using the "Overtime Hours" leave request type.

- Once Comp Time Earned is accessible in your accrued leaves, you may submit a leave request for Comp Time Used and, if approved, it will debit the accrual of compensatory time.

31. What if my leave request is rejected by my supervisor?

If your supervisor rejects a leave request, you will receive an e-mail indicating such.

Work Schedule

32. How do I change my regular work schedule?

Requests for schedule changes can be submitted using the Work Schedule Change option from the Employee menu in HRMS. These changes will require supervisor approval.

33. The Work Schedule that I selected was approved, but it is not displaying on the Change Work Schedule screen.

The Change Work Schedule screen is used to submit requests for changes to the regular schedule. It does not display the current approved work schedule. To view the current work schedule, click on the latest approved Standard Schedule request in the Submitted Requests section of the dashboard screen.

34. Do intermittent employees have a work schedule?

No, there is no change to the work schedule rules for intermittent employees from Oracle to HRMS.

35. When can I change my work schedule?

Schedules should remain unchanged for one quarter; work schedule changes will not take effect until a future pay period from the time you submitted your request.

Supervisor Screens

36. Is old sick leave included in the leave balances shown in the supervisor leave request inbox?

Old sick leave is not included. It shows on the OAKS pay stub, but not in HRMS.

37. Are comp time balances shown on supervisor leave request inbox?

No, this will be a future system enhancement.

38. When a supervisor is trying to approve a schedule change, how can the supervisor verify an employee's schedule? The change screen shows only the requested schedule change and date - nothing about the current schedule.

Currently, HRMS does not provide this information. This is a potential future enhancement. If a supervisor is not sure what the current schedule is, HR can provide the information.

39. Why would I use the "Approve, Not Recommended" option on a leave request?

If the employee has already taken the time, the supervisor may want to keep a record in the system in case of an issue with the time taken that may require further action. "Approve, Not Recommended" is also the only way to ensure that payroll records are accurate.

40. Are submitted leave requests and timecards elevated to the supervisor's supervisor if the request is not approved within the appropriate time period?

Yes, the time periods for elevating to the next level of supervision are the same as in the previous Oracle system. The advantage in HRMS is that the leave request or timecard stays in both supervisors' inboxes until one of them approves or rejects

41. What if a schedule change is not approved by the end of the pay period in which it is requested, prior to the effective date?

HRMS will carry the requested schedule change over to the next available pay period. The request will continue to show in the supervisor's schedule inbox until the request is approved or rejected.