

HRMS Timekeeper Manual



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Timekeeper Menu

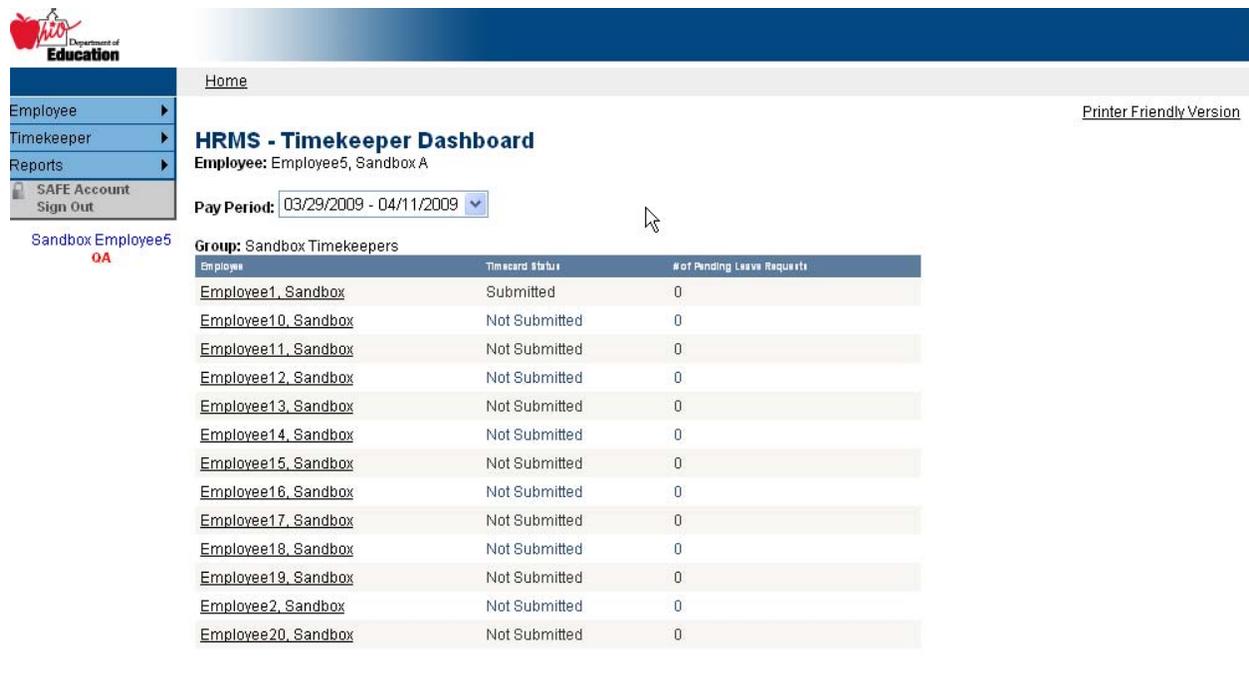
The timekeeper role is given to employees and supervisors to allow them to submit timesheets, overtime requests, leave requests and schedule change requests for the employees in the group that they have been assigned to maintain.

Note: timekeeper responsibilities in HRMS can only be assigned by HR staff.

Timekeeper Dashboard

1. In the left menu, move the mouse over the “Timekeeper” arrow. 
2. Click on the “Timekeeper Dashboard” option from the menu displayed.

The Timekeeper Dashboard screen will be displayed. The screen lists all employees in the group that the timekeeper is responsible for maintaining.



Employee	Timecard Status	# of Pending Leave Requests
Employee1, Sandbox	Submitted	0
Employee10, Sandbox	Not Submitted	0
Employee11, Sandbox	Not Submitted	0
Employee12, Sandbox	Not Submitted	0
Employee13, Sandbox	Not Submitted	0
Employee14, Sandbox	Not Submitted	0
Employee15, Sandbox	Not Submitted	0
Employee16, Sandbox	Not Submitted	0
Employee17, Sandbox	Not Submitted	0
Employee18, Sandbox	Not Submitted	0
Employee19, Sandbox	Not Submitted	0
Employee2, Sandbox	Not Submitted	0
Employee20, Sandbox	Not Submitted	0

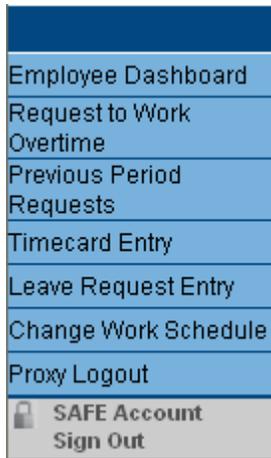
Select a Pay Period from the list. The screen will display the timecard status and the number of pending leave requests for all employees in the group for the Pay Period selected.

Click on the employee’s name to access their HRMS screens.

The Employee Dashboard screen for the employee selected will be displayed. Timekeepers will be able to act as the employee in HRMS.

Note: requests submitted by the timekeeper in HRMS will appear as regular employee requests to their Supervisor. The timekeeper's name is not noted on the request, so the timekeeper should make a note in the comments section that they provided a proxy on the timecard.

After the employee has been selected, all of their Employee Menu options will be displayed in the left menu. The timekeeper has the ability to view the employee's dashboard and submit timecards and requests. To access any of the HRMS screens for the employee, click on the screen's name in the left menu.



To exit the employee's HRMS screens, click on the "Proxy Logout" button in the left menu.

The Timekeeper Dashboard screen will be displayed.

Note: the employee's screens will be displayed instead of the timekeeper's until the Proxy Logout button is clicked. The browser's "Back" button cannot be used to return to the Timekeeper Dashboard screen.

Previous Period Requests

The Previous Pay Period Request screen is used to make changes to a previous pay period by adding a new leave request or removing a previously submitted request.

Note: this is the only screen that can be used to reverse a previously submitted leave request or to submit a new leave request for a previous pay period.

Select either "Add New Request" or "Reverse Submitted Request" from the options at the top of the screen.

Add New Request

If "Add New Request" is selected, the "Add New" screen will be displayed.

All fields marked with a red asterisk (*) must be completed.

Home > HRMS

HRMS - Previous Pay Period Request

Employee: FTNonSplit, Patricia R

OAKS Leave Balances as of 10/25/2008
 Personal: 26.50 Sick: 122.20 Vacation: 180.30

Add New Request Reverse Submitted Request

Add New

*Select Pay Period: 07/06/2008 - 07/19/2008

*Request Type: [Dropdown]

All Day

*Start Date: [Text] *Start Time: [Text]

*End Date: [Text] *End Time: [Text]

Hours: [Text]

*Comments: [Text Area]

Select the Pay Period from the dropdown list.

Select the type of leave from the Request Type dropdown.

Check the “All Day” box if leave was taken for the entire day.

Note: if “All Day” is selected, the number of hours requested for the day will automatically be entered based on the employee’s work schedule in HRMS.

Enter the Start and End Date and Start and End Time. HRMS will automatically calculate the number of hours that will be used for the leave request.

Click the “Cancel” button to exit the screen without submitting the request.

Click the “Reset” button to clear all the information entered on the screen and start over.

Once the request has been completed, click the “Review and Submit” button to review the information entered for the request.

New Previous Period Request Summary

Employee: FTNonSplit, Patricia R
 Absence Type: FMLA Sick Leave
 Absence Reason: N/A
 Start Date: 07/23/2008
 End Date: 07/25/2008
 Start Time: 07:00 AM
 End Time: 08:00 AM
 Hours: 0.0
 Comments: test

The New Previous Period Request Summary box is displayed.

Click the “Submit” button to submit the request to the employee’s Supervisor for review.

Note: the employee’s Supervisor will automatically be notified by an email from HRMS that the request has been submitted and needs to be reviewed.

Click the “Back” button to return to the Previous Pay Period Request screen without submitting the request.

Reverse Submitted Request

If “Reverse Submitted Request” is selected, the “Reverse Submitted” screen will be displayed.

All fields marked with a red asterisk (*) must be completed.

Home > HRMS

HRMS - Previous Pay Period Request

Employee: FTNonSplit, Patricia R

OAKS Leave Balances as of 10/25/2008
Personal: 26.50 Sick: 122.20 Vacation: 160.30

Add New Request Reverse Submitted Request

Reverse Submitted

*Select Pay Period: 07/06/2008 - 07/19/2008

*Select A Leave Request to Reverse: No Requests for selected Pay Period.

Absence Type: N/A
Absence Reason: N/A
Combo Code: N/A
Start Date: N/A
End Date: N/A
Start Time: N/A
End Time: N/A
Hours: N/A
Comments: N/A

*Comments:

Review and Submit Cancel

Select a Pay Period from the list.

For the Pay Period selected, all leave requests in HRMS will be displayed in the “Select a Leave Request to Reverse” dropdown list. Select the request to be reversed from the list.

Note: the list will display a “No Requests for selected Pay Period” message if no requests are found.

Enter the reason for requesting the reversal in the Comments field.

Click the “Cancel” button to exit the screen without submitting the request.

Once the request has been completed, click the “Review and Submit” button to review the information entered for the request.

The **Summary** box is displayed.

Click the “Submit” button to submit the request to the employee’s Supervisor for review.

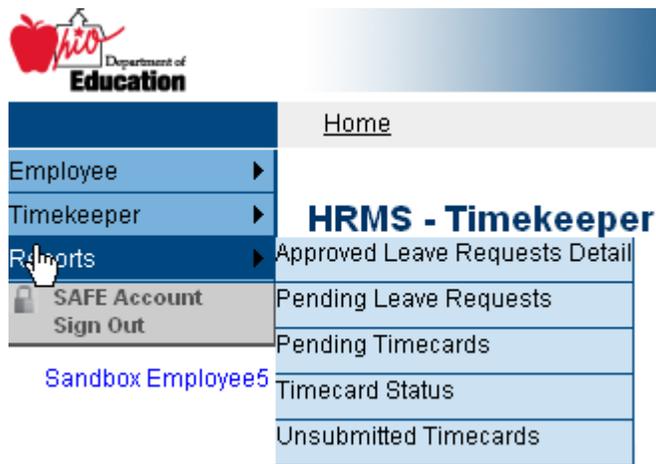
Note: the employee’s Supervisor will automatically be notified by an email from HRMS that the request has been submitted and needs to be reviewed.

Click the “Back” button to return to the Previous Pay Period Request screen without submitting the request.

Reports Menu

Supervisors also have additional menu options for reports that are not available to employees. These screens can be accessed using the Reports menu. It is located on the left side of the screen below the Supervisor menu

1. In the left menu, mouse over the “Reports” arrow. 
2. The list of available screens is displayed in the drop-down list.



3. Click on the name of the screen you want to access to open it.
4. To exit the system, click on the “SAFE Account Sign Out” menu option.

The default Begin and End Dates for all reports are set to the current Pay Period. To change the range of time to be included in the report, enter a new Begin and/or End Date or select a new Pay Period from the list and click the  “Refresh” button. The report will be rerun using the new dates specified.

Approved Leave Requests Detail

The Approved Leave Requests Detail Report lists all leave requests for all employees that report to the Supervisor for the time period specified that were approved.

Home > Reports Printer Friendly Version

HRMS - Approved Leave Requests Detail Report
Employee: Supervisor1, Patricia M

Report Begin Date: Report End Date:

Business Objects

ODE Approved Time Request Detail Report
Department of Education
State of Ohio

Begin Date : 02/15/2009
End Date : 02/28/2009

Date: 02/18/2009
Time: 02:51 PM
Page: Page 1 of 1

Employee Name	Request Type	Absence Reason	Start Date	Start Time	End Date	End Time	Total Hours
FTNonSplit, Patricia R	Holiday Leave	N/A	02/16/2009	08:00 am	02/16/2009	05:00 pm	8.00
FTSplit, Patricia A	Holiday Leave	N/A	02/16/2009	08:00 am	02/16/2009	05:00 pm	8.00

***** End of Report *****

Report Navigation

If the report contains multiple pages, use the arrow buttons  to navigate through the pages.

To navigate directly to a specific page number, enter the page number in the box

and click the "Go To" button.

Pending Leave Requests

The Pending Leave Request Report lists all leave requests for all employees that report to the Supervisor for the time period specified that have not been approved.

Home > Reports

Employee5
QA

SAFE Account Sign Out

HRMS - Pending Leave Requests Report
Employee: Employee5, Sandbox A

Report Begin Date: 03/29/2009 Report End Date: 04/11/2009

Your Timekeeper Groups:
Sandbox Timekeepers

Business Objects

ODE Pending Leave Request Report
Department of Education
State of Ohio

Begin Date : 03/29/2009
End Date : 04/11/2009

Full Name	Supervisor	Next Supervisor	Request Type	Absence Reason	Begin Date	Start Time
Employee20, Sandbox A	Supervisor1, Sandbox A	Supervisor2, Sandbox A	Accrue Compensatory Time Request	N/A	04/01/2009	12:00AM

***** End of Report *****

Pending Timecards

The Pending Timecards Report lists all timecards for all employees that report to the Supervisor for the time period specified that have not been approved.

Home > Reports

HRMS - Pending Timecards Report
Employee: Supervisor1, Patricia M

Select a Pay Period to report on: 02/01/2009 - 02/14/2009

Business Objects

ODE Pending Timecards Report
Department of Education
State of Ohio

Pay Period Begin Date : 02/01/2009
Pay Period End Date : 02/14/2009
Date : 02/18/2009
Time : 02:51 PM
Page : Page 1 of 1

Timecards submitted and awaiting approval:

Employee	Supervisor	Next Supervisor	Start Date	End Date	Status
FTSPitt, Patricia A	Supervisor1, Patricia M	Supervisor2, Patricia L	02/01/2009	02/14/2009	Submitted

***** End of Report *****

Timecard Status

The Timecard Status Report lists all timecards for all employees that report to the Supervisor for the time period specified.

Home > Reports Printer Friendly View

HRMS - Timecard Status Report

Employee: Supervisor1, Patricia M

Select a Pay Period to report on: 02/15/2009 - 02/28/2009

Business Objects

ODE Timecard Status Report

Pay Period Begin Date : 02/15/2009 Date: 02/18/2009
 Pay Period End Date : 02/28/2009 Time: 02:51 PM
Page: Page 1 of 1

Full Name	Supervisor Name	Status	Request Type	Hours	Primary Timekeeper	Secondary Timekeeper
FTNonSplit, Patricia R	Supervisor1, Patricia M	Not Submitted	Holiday Leave	8.0		
			Regular Hours	72.0		
FTSplit, Patricia A	Supervisor1, Patricia M	Not Submitted	Holiday Leave	8.0	Supervisor1, Pamela M	Supervisor2, Ed L
			Regular Hours	72.0		
PTNonSplit, Patricia K	Supervisor1, Patricia M	Not Submitted	Regular Hours	0.0		
PTSplit, Patricia S	Supervisor1, Patricia M	Not Submitted	Regular Hours	0.0		

***** End of Report*****

Unsubmitted Timecards

The Unsubmitted Timecards Report lists all timecards for all employees that report to the Supervisor for the time period specified that have not been submitted.

Home > Reports

HRMS - Unsubmitted Time Report

Employee: Supervisor1, Patricia M

Select a Pay Period to report on: 02/15/2009 - 02/28/2009

Business Objects

ODE Unsubmitted Timecard Report
Department of Education
State of Ohio

Pay Period Begin Date : 02/15/2009 Date: 02/18/2009
 Pay Period End Date : 02/28/2009 Time: 02:52 PM
Page: Page 1 of 1

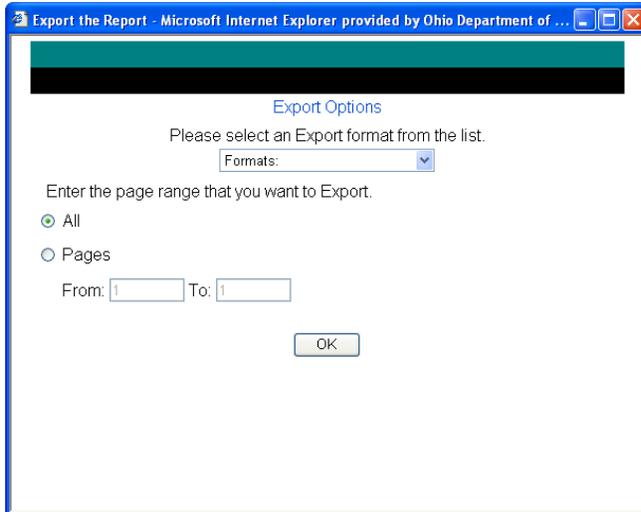
Timecards not yet submitted for the current time period:

Employee	Supervisor	Begin Date	End Date	Status
FTNonSplit, Patricia R	Supervisor1, Patricia M	02/15/2009	02/28/2009	Not Submitted
FTSplit, Patricia A	Supervisor1, Patricia M	02/15/2009	02/28/2009	Not Submitted
PTNonSplit, Patricia K	Supervisor1, Patricia M	02/15/2009	02/28/2009	Not Submitted
PTSplit, Patricia S	Supervisor1, Patricia M	02/15/2009	02/28/2009	Not Submitted

***** End of Report*****

Export Report

To save the report to a file outside of the HRMS system, click the  “Export” button.



The Export Options box will be displayed.

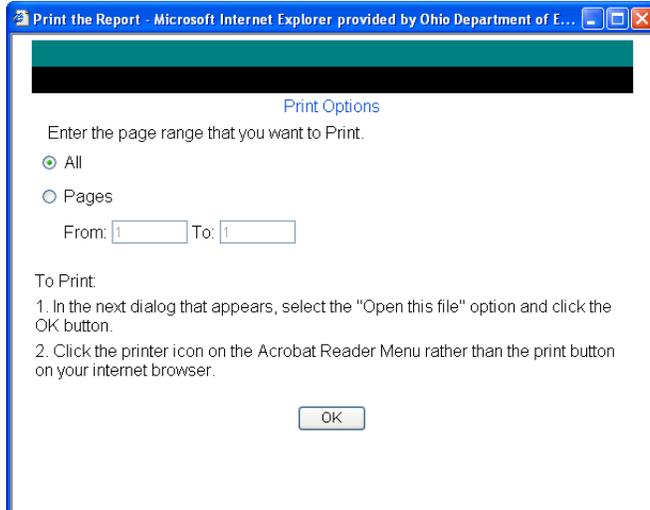
Select the file format to export the report into from the dropdown list.

Select “All” to export the entire report or enter the range of page numbers that will be exported.

Click the “OK” button to export the file in the selected format.

Print Report

To print the report, click the  "Print" button.



The Print Options box will be displayed.

Select "All" to print the entire report or enter the range of page numbers that will be printed.

Click the "OK" button to export the file in the format selected.

Glossary of Terms

Active Pay Status – Conditions under which an employee is eligible to receive pay which includes hours worked, vacation leave, and personal leave. Sick leave is not included for overtime purposes.

Approved – A time request approval status. When an employee submits a leave request, overtime, etc., the request is sent to a manager. Upon review, if the manager approves the request, the employee will receive email notification that the request was approved. In addition, an approval can be viewed on the Employee Dashboard screen.

Approved - Not Recommended – A time request approval status. When an employee submits a leave request, overtime, etc., the request is sent to a manager. Upon review, if the manager approves the request, the employee will receive email notification that the request was approved. In addition, an approval can be viewed on the Employee Dashboard screen.

Compensatory Time – At the option of an eligible, active-pay-status employee, compensatory time is accrued or earned by the employee at 1 ½ times the number of hours over 40 worked in any work week.

Denied – A time request approval status. When an employee submits a leave request, overtime, etc., the request is sent to a manager. Upon review, if the manager approves the request, the employee will receive email notification that the request was approved.

Flexible (Flex) Time – Flexible work schedules can include adjusting the starting and quitting times of the work days and/or the number of hours worked per day and the number of days worked per week. Flex time must be used in the same pay period in which it was accrued and is tracked on the Timecard Entry screen.

Full-Time Permanent Employee – Is an employee whose regular hours of duty total 80 hours in a pay period in a state agency, and whose appointment is not for a limited period of time (i.e., does not include student help, intermittent, temporary, seasonal, external interim or individuals covered by personal service contracts).

Non-Split Employee – If an employee has one funding source and charges all of his/her time against the one source, the employee is identified as a Non-Split Employee.

Overtime Exempt – Positions that are exempt from the overtime pay provisions of the Fair Labor Standards Act by virtue of the assigned position duties being designated as executive, administrative, or professional in nature.

Overtime Pay – At the option of an eligible, active-pay-status employee, overtime pay is monetary compensation received by the employee at 1 ½ times the employee's total hourly rate of pay for all hours over 40 worked in any work week.

Part-Time Permanent Employee – Is an employee whose regular hours of duty total less than 80 hours in a pay period in a state agency and whose appointment is not for a limited period of time (i.e., does not include student help, intermittent, temporary, seasonal, external interim or individuals covered by personal service contracts).

Pay Period – A 14-day period of time during which the payroll is accumulated

Split Employee – If an employee is funded from multiple sources, the employee is required to enter his/her work hours against the funded sources and is identified as a Split Employee.

Standard Work Week – Forty hours is the standard work week for all full-time employees whose salaries or wages are paid in whole or in part by the state. The work week is the calendar week for purposes of computing overtime/compensatory time. The calendar week starts at 12:01 a.m. Sunday and ends at 11:59 p.m. (midnight) Saturday.

Leave Types

Adoption/Childbirth Leave – Commences on the day the adoptive parent receives custody of the adoptive child. Childbirth leave commences for the natural parent on the day the child is born. The adoption leave benefit grants a six-week leave which includes a two-week waiting period. An employee must use accrued paid leave (sick, vacation, personal, or compensatory) for the two week waiting period, or the employee may elect to work during the waiting period rather than use the accrued time.

Bereavement Leave - A bargaining unit employee will be granted three (3) consecutive days of bereavement leave with pay at his or her regular rate upon the death of a member of his or her immediate family [i.e., spouse or significant other (one who stands in place of a spouse and who resides with the employee), child, step-child, grandchild, parent, step-parent, grandparent, great-grandparent, brother, sister, step-sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or legal guardian or other person who stands in the place of a parent. Bereavement leave will be granted in the case of a stillbirth upon the tendering of a death certificate.

Civic Duty Leave – Can be used for Witness duty, Service on advisory boards or commissions, Soliciting for charities, Appeals before the State Personnel Board of Review or Department of Administrative Services, Disaster service volunteer with the Red Cross, and Emergency service for certified EMT-basic, EMT-1, first responder, paramedic or volunteer firefighter. Prior to taking the leave, the employee must provide the Office of Human Resources with a copy of the respective summons, subpoena, or certificate.

Compensatory (Comp) Time Earned – Employees in overtime exempt position are eligible to receive compensatory time on an hour-for-hour basis for hours worked in excess of 40 in a calendar week. Overtime eligible employees can accrue compensatory time at 1 ½ times the number the hours over 40 worked in any work week. Employees can accrue a maximum 120 hours of compensatory time, and must use the time within six months (13 weeks) of accrual.

Compensatory (Comp) Time Used - Compensatory time can be used in lieu of overtime pay for any overtime worked. It is approved by the employee's administrative superior, at a time mutually convenient to the employee and the administrative superior. Compensatory time may not be used in the same period in which it is earned.

Disability Pending – Is used when an employee has applied for disability.

FMLA – The Family Medical Leave Act is offered to employees who have been employed by the state at least 12 months and have been in active work status for at least 1,250 hours during those 12 months.

FMLA Non Paid Time – An employee is entitled to 12 work weeks of FMLA leave within a rolling 12-month period. Prior to going on non-paid leave, the employee will exhaust all accrued sick, vacation, and personal leave balances.

FMLA Personal Leave – Is a protected leave status. Prior to an employee going out on FMLA Non-Paid Leave, any personal leave balance must be used and should be taken under this leave status.

FMLA Sick Leave – Is a protected leave status. Prior to an employee going out on FMLA Non-Paid Leave, any sick leave balance must be used, and should be taken under this leave status.

FMLA Vacation Leave – Is a protected leave status. Prior to an employee going out on FMLA Non-Paid Leave, any vacation leave balance must be used, and should be taken under this leave status.

Jury Duty Leave – An employee who is selected for jury duty must provide the Office of Human Resources with a copy of the summons. Compensation or reimbursement for jury duty in excess of fifteen dollars per day must be remitted to the agency.

Leave of Absence without Pay – Employees are required to exhaust all applicable leave prior to being in an approved leave of absence. An employee must submit a written request that states the reason(s) and dates for the leave. Such reasons for a leave include: but are not limited to: education, childcare, and family responsibilities. An approved leave of absence may be considered for a maximum duration of one year. For the purposes of education or for voluntary service in any governmentally sponsored program of public betterment, a leave of absence may be considered for a maximum period of two years. Renewal or extension beyond the two-year period shall not be allowed.

Military Leave Pay – Employees, who are members of a reserve unit in the armed forces, are eligible to take military leave with pay for up to 22 days (176 hours) per calendar year. Employees who enter military duty are granted military leave without pay and are entitled to reinstatement to the same or similar position upon satisfactory discharge.

Overtime Hours – Overtime hours are defined as the time worked by an eligible, active-pay-status employee who works in excess of 40 hours, the standard work week.

Personal Leave – Personal leave can be charged in increments of one-tenth (1/10) of an hour and can be utilized only after it appears on the employee's earning statement. When requesting personal leave, an employee should provide his/her supervisor with a 48-hour notice. In an emergency, the request should be made as soon as possible.

Poll Worker Leave – To request to serve time at a polling station, the request should be submitted to the immediate supervisor at least 14 calendar days before the election date. In addition, a copy of the commitment card or certificate of appointment issued by the Board of Elections pursuant to RC 3501.27(A) must be presented as well. On the day following the election, the employee must present his/her immediate supervisor with a completed and signed Poll Worker Leave Verification Form; and within five working days of receiving payment from the Board of Elections, proof of payment should be submitted to the immediate manager. Requests for poll worker leave shall be subject to the operational needs of the employee's work unit. Requests for poll worker leave will be given the lowest priority compared to any other leave requests received from employees within the work unit for the same date.

Sick Leave – Is to be used for, but is not limited to: illness or injury of the employee, or a member of his/her immediate family; medical appointments or other ongoing

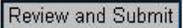
treatments for the employee or his/her immediate family. Sick leave can be charged in increments of 1/10 of an hour.

Union Time Leave – Is defined as any time a steward or representative is unavailable to perform state work for more than 10 minutes, such as off-site meetings, on-site meetings, using e-mail, making phone calls, talking with employees, or completing paperwork. This leave can be charged in increments of 1/10 of an hour.

Vacation Leave – Is taken at a time mutually agreed to by the supervisor and the employee and can be charged in increments of 1/10 of an hour. Full-time, permanent employees earn 80 hours of vacation leave after one year of state service (accruing 3.1 hours per pay period). Employees accrue 4.6 hours per pay period after five years, accrue 6.2 hours per pay period after 10 years, accrue 6.9 hours per pay period after 15 years, accrue 7.7 hours per pay period after 20 years, and accrue 9.2 hours per pay period after 25 years.

Workers' Compensation Pending – Is used when an employee has applied for Workers' Compensation.

Appendix A - Function List

-  - Click to return to the screen previously viewed.
-  - Click to navigate away from a screen, or close a dialog window.
- Cancel Request () – Allows you to remove a leave request. From the Employee Dashboard screen, click the  symbol associated with the leave you wish to cancel to open the Cancel Request dialog box. Enter the reason for canceling the leave in the Comments box and click .
-  - Click to close a screen or dialog window.
- Expand () – Click on the  symbol to fully display the Icon Legend on the Employee Dashboard screen, or an item such as a menu or navigation bar.
- Icon Legend  – Appears on the Employee Dashboard and displays the two functions of the dashboard: to view the details of your schedule and/or leave request, and to cancel a leave request.
- Minimize () – Click on the  symbol to reduce/close the view of the Icon Legend on the Employee Dashboard screen, or an item such as menu or navigation bar.
-  - To clear a screen or remove information in a field, click the  button to erase the information and return the field back to its original settings.
-  - Click to open a Request Summary dialog window to review and verify a time request. If the request is correct, you can complete the request by clicking . If the request is not correct, click the  button to make modifications to your request.
- Request Details () – Allows you to view the specifics of the request. Click the  symbol associated with the schedule details you wish to view.
-  - Click to initiate the time entry request in the system.

Report Navigation

If the report contains multiple pages, use the arrow buttons  to navigate through the pages.

To navigate directly to a specific page number, enter the page number in the box

and click the “Go To” button.