

Bi-Weekly Timesheet Edits

Bi-Weekly Timesheets	Level 1	Level 2	Level 3
Complexity / Frequency	Easy / Often	Moderate / Sometimes	Complex / Rare
Timesheets	<ul style="list-style-type: none"> • Non-Exempt Restricted • Non-Exempt Unrestricted • Exempt Unrestricted 	<ul style="list-style-type: none"> • Non-Exempt Unrestricted • Exempt Unrestricted 	<ul style="list-style-type: none"> • Non-Exempt Restricted • Non-Exempt Unrestricted
Fields	<ul style="list-style-type: none"> • Hours • Meal Breaks • Pay Codes 	<ul style="list-style-type: none"> • DPA-Funds <ul style="list-style-type: none"> • Cost Center Favorites • Other Funds • Program Codes • Title Codes 	<ul style="list-style-type: none"> • Extra Unscheduled • Exception Hours • Exclude Consecutive Day Premium • Overnight • Override Scheduled Shift • Shift
Who has Field Access on Timesheet	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins 	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins 	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins
Recommended	Employees edit fields while completing timesheets.	Only users familiar with funding sources should edit. HR Admins determine on case-by-case basis.	Only users familiar with bargaining agreements, pay rules, and timesheet calculations should edit. HR Admins determine on case-by-case basis.
Training	<ul style="list-style-type: none"> • HR Admin Intro Training <p>Online/Webinar courses:</p> <ul style="list-style-type: none"> • Non-Exempt Employees • Exempt Employees • Approvers 	<ul style="list-style-type: none"> • HR Admin Computer Class <p>Job Aids incl Cost Center Favorites:</p> <ul style="list-style-type: none"> • Non-Exempt Employees • Exempt Employees • Approvers <p>Job Aids incl Other Funds provided to/by HR Admins as needed.</p>	<ul style="list-style-type: none"> • HR Admin Computer Class ONLY <p>Hands-on training provided by HR Admins as needed.</p>

Level 1 Edits

Bi-Weekly Timesheets	Level 1
Complexity / Frequency	Easy / Often
Timesheets	<ul style="list-style-type: none"> • Non-Exempt Restricted • Non-Exempt Unrestricted • Exempt Unrestricted
Fields	<ul style="list-style-type: none"> • Hours • Meal Breaks • Pay Codes
Who has Field Access on Timesheet	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins
Recommended	Employees edit fields while completing timesheets.
Training	<ul style="list-style-type: none"> • HR Admin Intro Training <p>Online/Webinar courses:</p> <ul style="list-style-type: none"> • Non-Exempt Employees • Exempt Employees • Approvers

◆ Time In/Out for Non-Exempt

- Round to quarter hour

◆ Whole Hours for Exempt

- Report in 'whole day' increments

◆ Meal Break

- Unpaid time; should not include PAID break time
- Round to quarter hour
- Required for non-exempt shifts that exceed 6 hours

◆ Pay Codes

- Differ by bargaining groups
- Definitions/charts in Job Aids
- Time on START must always be added to the Timesheet when applicable!

Review: Level 1 Edits on Non-Exempt Timesheet

- ◆ Select the day to edit from the *Input Summary*.

Click
Monday
12/14

Input Summary															Hide
Hours	<u>Sun</u> 12/13	<u>Mon</u> 12/14	<u>Tue</u> 12/15	<u>Wed</u> 12/16	<u>Thu</u> 12/17	<u>Fri</u> 12/18	<u>Sat</u> 12/19	<u>Sun</u> 12/20	<u>Mon</u> 12/21	<u>Tue</u> 12/22	<u>Wed</u> 12/23	<u>Thu</u> 12/24	<u>Fri</u> 12/25	<u>Sat</u> 12/26	Total
Normal Hours Work		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				64.00
Holiday												8.00	8.00		16.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Review: Level 1 Edits on Non-Exempt Timesheet

◆ Example: 2 hours sick leave (o800-1000) on 12/14.

1. Select *o800 Time In* and *1000 Time Out*

2. Select *Sick Personal*



**Important! Always
SAVE data**

<input type="checkbox"/> Exclude CDP		Worked Hours on Monday 12/14/09				
Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift
Time In: 08 00 Time Out: 10 00	2	00	0	Sick Personal	<DPA - Fund> <Program>	<Project> <Shift>
Time In: 10 00 Time Out: 17 00	6	00	60	Normal Hours Work	<DPA - Fund> <Program>	<Project> <Shift>
Total:		8	00			

3. Select *1000 Time In* and *1700 Time Out*

4. Include *Meal Break*

5. Select *Normal Hours Work*

6. Click *Save* in upper right toolbar when you are done



Review: Level 1 Edits on Non-Exempt Timesheet

◆ Example: 2 extra hours (1700-1900) on 12/17.

1. Click *Thu 12/17*

Input Summary

Hide

	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Total
Normal Hours Work		6.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00				62.00
Sick Personal		2.00													2.00
Holiday												8.00	8.00		16.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00



Overtime is automatically calculated by HBS

2. Select 1900 Time Out

3. Include Meal Break

4. Confirm/select Normal Hours Work

5. Click Save in upper right toolbar when you are done



■ Exclude CDP

Worked Hours on Thursday 12/17/09

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift
Time In: 08:00 Time Out: 19:00	10	00	60	<Title Code> Normal Hours Work	<DPA - Fund> <Program>	<Project> <Shift>
Total:	10	00				

Review: Level 1 Edits on Non-Exempt Timesheet

- Hours will update in the *Input Summary* and pay will display in the *Paid Summary*, including Holiday, Leave and Overtime.

Input Summary															Hide
Hours	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Fri 12/25	Sat 12/26	Total
Normal Hours Work		6.00	8.00	8.00	10.00	8.00			8.00	8.00					56.00
Vacation											8.00				8.00
Sick Personal		2.00													2.00
Holiday												8.00	8.00		16.00
Totals:	0.00	8.00	8.00	8.00	10.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	82.00
Paid Summary															
Regular Time (REG)		6.00	8.00	8.00	10.00	6.00			8.00	8.00					54.00
Holiday Pay (REG)												8.00	8.00		16.00
Sick Leave (REG)		2.00													2.00
Vacation (REG)											8.00				8.00
O/T Straight (OTS)						2.00									2.00

Employee will need to re-complete timesheet due to edits.



Review: Level 1 Edits -START Hours

- ◆ If you are on START, you will need to correctly enter TIME ON START hours to record your START time away from work.



START time is unpaid!

Use your regularly scheduled *Time In*, *Time Out* and *Meal Break* to record START

TIME ON START must be selected from *Pay Code* dropdown



Do not edit *Title Code*, *DPA-Fund*, *Program*, *Project* or *Shift*!

■ Exclude CDP		Worked Hours on Monday 12/14/09								Show Exceptions
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Over night	Message
Time In:	08 ▾ 00 ▾	8	00	60 ▾	<Title Code> ▾ TIME ON START ▾	<DPA - Fund> ▾ <Program> ▾	<Project> ▾ <Shift> ▾	<input type="checkbox"/>	<input type="checkbox"/>	
Time Out:	17 ▾ 00 ▾									
Time In:	▾ ▾	0	00	0 ▾	<Title Code> ▾ <Pay Code> ▾	<DPA - Fund> ▾ <Program> ▾	<Project> ▾ <Shift> ▾	<input type="checkbox"/>	<input type="checkbox"/>	
Time Out:	▾ ▾									
Time In:	▾ ▾	0	00	0 ▾	<Title Code> ▾ <Pay Code> ▾	<DPA - Fund> ▾ <Program> ▾	<Project> ▾ <Shift> ▾	<input type="checkbox"/>	<input type="checkbox"/>	
Time Out:	▾ ▾									
Total:		8	00							



Time on START must always be added to your Timesheet when applicable! Review [HBS Non-Exempt Employee Job Aid](#) or see your [HR Admin](#) for guidance on *Pay Codes*.

START refers to the Staff and Academic Reduction in Time program.

Level 2 Edits

Bi-Weekly Timesheets	Level 2
Complexity / Frequency	Moderate / Sometimes
Timesheets	<ul style="list-style-type: none"> • Non-Exempt Unrestricted • Exempt Unrestricted
Fields	<ul style="list-style-type: none"> • DPA-Funds <ul style="list-style-type: none"> • Cost Center Favorites • Other Funds • Program Codes • Title Codes
Who has Field Access on Timesheet	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins
Recommended	Only users familiar with funding sources should edit. HR Admins determine on case-by-case basis.
Training	<ul style="list-style-type: none"> • HR Admin Computer Class <p>Job Aids incl Cost Center Favorites:</p> <ul style="list-style-type: none"> • Non-Exempt Employees • Exempt Employees • Approvers <p>Job Aids incl Other Funds provided to/by HR Admins as needed.</p>

◆ DPA-Funds

- Cost Center Favorites updated nightly from Employee's EDB records
- Can lookup other DPA-Funds

◆ Program Codes

- Cost Center Favorites updated nightly from Employee's EDB records
- Edits only available if DPA-Fund has an associated Program Code

◆ Title Codes

- Title Codes updated nightly from Employee's EDB records
- Edits only available if > 1 Title Code

Review: Level 2 Edits on Non-Exempt Timesheet

Charge all work hours on 2/12 to a single fund on DPA-Fund list

1. Click Fri 02/12.

Input Summary															Hide
Hours	Sun 02/07	Mon 02/08	Tue 02/09	Wed 02/10	Thu 02/11	Fri 02/12	Sat 02/13	Sun 02/14	Mon 02/15	Tue 02/16	Wed 02/17	Thu 02/18	Fri 02/19	Sat 02/20	Total
Normal Hours Work		8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00		72.00
Holiday									8.00						8.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

2. Select DPA-Fund from list and click Save. 

<input type="checkbox"/> Exclude CDP		Worked Hours on Friday 02/12/10					
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift
Time In:	08:00	8	00	60	<Title Code> Normal Hours Work	445243 - 86739 (512153) <DPA - Fund> 436272 - 60218 (511109) 444918 - 77754 (511413) 445243 - 86739 (512153) 555789 - 24041 (512379) 556644 - 29423 (512451) 556644 - 84692 (512452) <Lookup>	<Project> <Shift>
Time Out:	17:00						
Time In:		0	00	0	<Title Code> <Pay Code>		<Project> <Shift>
Time Out:							
Time In:		0	00	0	<Title Code> <Pay Code>		<Project> <Shift>
Time Out:							

Review: Level 2 Edits on Non-Exempt Timesheet

Charge all work hours on 2/19 to DPA-Fund (664523-19900) not on list

1. Click Fri 02/19.

Input Summary															Hide
Hours	Sun 02/07	Mon 02/08	Tue 02/09	Wed 02/10	Thu 02/11	Fri 02/12	Sat 02/13	Sun 02/14	Mon 02/15	Tue 02/16	Wed 02/17	Thu 02/18	Fri 02/19	Sat 02/20	Total
Normal Hours Work		8.00	8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00		72.00
Holiday									8.00						8.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

2. Select <Lookup> from DPA-Fund list.

<input type="checkbox"/> Exclude CDP	Worked Hours on Friday 02/19/10					
Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift
Time In: 08 ▾ 00 ▾ Time Out: 17 ▾ 00 ▾	8	00	60 ▾	<Title Code> ▾ Normal Hours Work ▾	<DPA - Fund> ▾ <DPA - Fund> 436272 - 60218 (511109) 444918 - 77754 (511413) 445243 - 86739 (512153) 555789 - 24041 (512379) 556644 - 29423 (512451) 556644 - 84692 (512452) <Lookup> ▾	<Project> ▾ <Shift> ▾
Time In: ▾ ▾ Time Out: ▾ ▾	0	00	0 ▾	<Title Code> ▾ <Pay Code> ▾		<Project> ▾ <Shift> ▾
Time In: ▾ ▾ Time Out: ▾ ▾	0	00	0 ▾	<Title Code> ▾ <Pay Code> ▾		<Project> ▾ <Shift> ▾

Review: Level 2 Edits on Non-Exempt Timesheet

◆ Enter DPA-Fund number in Cost Center Description:



* Be sure to leave a space before and after the dash between the DPA and Fund numbers

A screenshot of a web form titled 'Cost Center Lookup'. The form has a dark blue header bar with the title in white. Below the header, there are two input fields: 'Cost Center Code:' and 'Cost Center Description:'. The 'Cost Center Description' field contains the text '405221 - 19900'. Below these fields is a 'Lookup' button, which is highlighted with a red rectangular border. To the right of the form, there is a light blue box with the text 'Click *Lookup*' and a red arrow pointing from this box to the 'Lookup' button.

Cost Center Lookup	
Cost Center Code:	<input type="text"/>
Cost Center Description:	<input type="text" value="405221 - 19900"/>
<input type="button" value="Lookup"/>	

Review: Level 2 Edits on Non-Exempt Timesheet

◆ You can also search by *DPA* or by *Fund*.

- Enter wild card (%) before and after 6-digit DPA number OR 5-digit Fund number.

Search by *DPA*

Cost Center Lookup	
Cost Center Code:	<input type="text"/>
Cost Center Description:	<input type="text" value="%405221%"/>
<input type="button" value="Lookup"/>	

Search by *Fund*

Cost Center Lookup	
Cost Center Code:	<input type="text"/>
Cost Center Description:	<input type="text" value="%19900%"/>
<input type="button" value="Lookup"/>	

Review: Level 2 Edits on Non-Exempt Timesheet

◆ Search Results display.

The screenshot shows a web application interface for Cost Center Lookup. It includes a form with input fields for 'Cost Center Code' and 'Cost Center Description' (containing '405221 - 19900'), and a 'Lookup' button. Below the form is a 'Close Window' button. The 'Search Results' section displays a table with columns 'Code', 'Description', and 'Favorites'. The first row shows '118154' as the code and '405221 - 19900 (118154)' as the description. A mouse cursor is pointing at the '118154' code. Below the table is an 'Add' button and instructional text. A red arrow points from the instruction box to the code '118154'. Another red arrow points from the instruction box to the 'Close Window' button. A third red arrow points from the instruction box to the 'OK' button in a pop-up window.

1. Click Code link next to DPA-Fund

3. Click Close Window

2. Click OK in the pop-up window

Cost Center Lookup

Cost Center Code:

Cost Center Description:

Search Results

Code	Description	Favorites
118154	405221 - 19900 (118154)	<input type="checkbox"/>

Click the above links to add desired items to selection list.
Press the button to the right to add all checked items to favorites list.

Windows Internet Explorer

Item '118154' has been added to list.

Review: Level 2 Edits on Non-Exempt Timesheet

◆ Newly added DPA-Fund appears in list for that specific day.

Remember: DPA-Fund list updates nightly from OLPPS.

■ Exclude CDP		Worked Hours on Mon 12/14/09								Show Exceptions	
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Over night	Message	Delete
Time In:	08 00	10	00	60	<Title Code>	414935 - 60535 (510725)	<Project>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Time Out:	19 00				Normal Hours Work	<Shift>					
Time In:		0	00	0	<Title Code>	404903 - 33276 (510468)	<Project>	<input type="checkbox"/>	<input type="checkbox"/>		
Time Out:					<Pay Code>	405221 - 19900 (118154)	<Shift>				
Time In:		0	00	0	<Title Code>	<DPA - Fund>	<Project>	<input type="checkbox"/>	<input type="checkbox"/>		
Time Out:					<Pay Code>	<Program>	<Shift>				
Total:		10	00	Press the button to the right to delete checked items							

Level 3 Edits

Bi-Weekly Timesheets	Level 3
Complexity / Frequency	Complex / Rare
Timesheets	<ul style="list-style-type: none"> • Non-Exempt Restricted • Non-Exempt Unrestricted
Fields	<ul style="list-style-type: none"> • Extra Unscheduled • Exception Hours • Exclude Consecutive Day Premium • Overnight • Override Scheduled Shift • Shift
Who has Field Access on Timesheet	<ul style="list-style-type: none"> • Employees • Approvers • HR Admins
Recommended	Only users familiar with bargaining agreements, pay rules, and timesheet calculations should edit. HR Admins determine on case-by-case basis.
Training	<ul style="list-style-type: none"> • HR Admin Computer Class ONLY <p>Hands-on training provided by HR Admins as needed.</p>

◆ Extra Unscheduled

- Charge overtime hours to specific funds

◆ Exception Hours

- Record exception hours outside

◆ Exclude Consecutive Day Premium (CPD)

- Exclude premium pay for Employee-initiated schedule change resulting in > 6 consecutive work days

◆ Overnight

- In special cases, include after-midnight hours as extension of previous day's shift

◆ Override Scheduled Shift & Shift

- Used in combination to ensure correct shift payments for temporary schedule changes

Level 3 Edits & Pay Rules

- ◆ Level 3 edits are focused on overriding the HBS pay rules and should only be applied by HR Administrators familiar with policies and contracts
- ◆ HBS applies the pay rules based on the employee's schedule and/or schedule defaults
- ◆ HBS looks for schedule information in this order:
 - Override Scheduled Shift for that day from the override section of the timesheet
 - Assigned Schedule for the pay period from Manager Tasks > Schedule screen
 - Schedule Defaults when no override or schedule exists from Employee Setup > Employee Master screen

Level 3 Edits

Monday 02/15/10									
Override Scheduled Shift									
In:	<input type="text"/>	<input type="text"/>	Out:	<input type="text"/>	<input type="text"/>	Meal:	<input type="text"/>	Duration:	0.00
						<input type="checkbox"/> Not Scheduled	Save Delete		
Scheduled Shift					Actual Time Clock Hours				
Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal
08 Hr Mo-Fr 17:00 60	17:00	02:00	60	8.00	NO TIME CLOCK INFORMATION				

<input type="checkbox"/> Exclude CDP										Worked Hours on Monday 02/15/10										Hide Exceptions
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program		Project/ Shift		Extra Unschd	Over night	Message								
Time In:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Title Code>	<DPA - Fund>		<Project>		<input type="checkbox"/>	<input type="checkbox"/>									
Time Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Pay Code>	<Program>		<Shift>		<input type="checkbox"/>	<input type="checkbox"/>									
Time In:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Title Code>	<DPA - Fund>		<Project>		<input type="checkbox"/>	<input type="checkbox"/>									
Time Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Pay Code>	<Program>		<Shift>		<input type="checkbox"/>	<input type="checkbox"/>									
Time In:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Title Code>	<DPA - Fund>		<Project>		<input type="checkbox"/>	<input type="checkbox"/>									
Time Out:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<Pay Code>	<Program>		<Shift>		<input type="checkbox"/>	<input type="checkbox"/>									
Total:		<input type="text"/>	<input type="text"/>																	

Please Enter Exception Hours Taken, If Any:

Exception Time Monday 02/15/10						
Hours	Mins	Title Code/ Pay Code	DPA - Fund/ Program		Project/ Shift	Extra Unschd
08	00	<Title Code> Holiday	<DPA - Fund> <Program>		<Project> <Shift>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<Title Code> <Pay Code>	<DPA - Fund> <Program>		<Project> <Shift>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<Title Code> <Pay Code>	<DPA - Fund> <Program>		<Project> <Shift>	<input type="checkbox"/>

Extra Unscheduled

- **When used:** Charge specific overtime hours/rate to a selected DPA-Fund.
- **Example:**
 - Employee is scheduled M-F, 8 hrs/day and works an extra 4 hours on Monday.
 - Extra hours on Monday should be charged to a specific project, instead of waiting for the overtime rule to apply later in the week when total weekly hours exceed 40.
- **Action:** Enter extra hours separately, select DPA-Fund, and check box for Extra Unschd. This ensures that 4 hrs of overtime are applied to those hours and charged to appropriate funding.

<input type="checkbox"/> Exclude CDP		Worked Hours on Monday 12/14/09							
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Over night
Time In:	08 ▾ 00 ▾	8	00	60 ▾	<Title Code> ▾ Normal Hours Work ▾	<DPA - Fund> ▾ <Program> ▾	<Project> ▾ <Shift> ▾	<input type="checkbox"/>	<input type="checkbox"/>
Time Out:	17 ▾ 00 ▾								
Time In:	17 ▾ 00 ▾	4	00	0 ▾	<Title Code> ▾ Normal Hours Work ▾	404903 - 33276 (510468) ▾ <Program> ▾	<Project> ▾ <Shift> ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time Out:	21 ▾ 00 ▾								

- **Best Practice:** HR Admin runs BW Exceptions Report to identify employees with premium pay and confirms that hours and funding sources are correct.

Extra Unscheduled

Premium pay appears on Monday, instead of being applied on Friday (after 40-hr week).

Input Summary							
Hours	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
Normal Hours Work		12.00	8.00	8.00	8.00	8.00	
Holiday							
Totals:	0.00	12.00	8.00	8.00	8.00	8.00	0.00
Paid Summary							
Regular Time (REG)		8.00	8.00	8.00	8.00	8.00	
Holiday Pay (REG)							
O/T Premium (OTS + OTP)		4.00					

Exception Hours

- **When used:** Record exception hours outside of Pay Codes in these situations:
 1. NX employee needs to record missed PAID breaks.
 2. Exempt or non-exempt employee needs to record comped holiday hours.
 3. Employees who forgo weekend shift differential

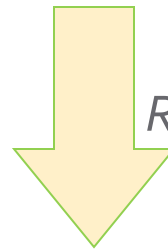
Note: Other functionality associated with this section is currently unavailable.
- **Example 1:**
 - NX employee missed both breaks (30 minutes) due to a hospital emergency, and should be paid for those missed breaks.
- **Action:** Click Show Exceptions link to display Exception Hours section and enter details (see next slide).

Worked Hours on Thursday 02/11/10								Show Exceptions	
Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Over night	Message	Delete
<input type="text" value="8"/>	<input type="text" value="00"/>	<input type="text" value="60"/>	<input type="text" value="Title Code"/> <input type="text" value="Normal Hours Work"/>	<input type="text" value="DPA - Fund"/> <input type="text" value="Program"/>	<input type="text" value="Project"/> <input type="text" value="Shift"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Exception Hours – Example 1

- NX employees need to record missed PAID breaks

Exception Time Monday 02/08/10							
Hours	Mins	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Message	Delete
00	30	<Title Code> Missed Break Pay	<DPA - Fund> <Program>	<Project> <Shift>	<input type="checkbox"/>		<input type="checkbox"/>



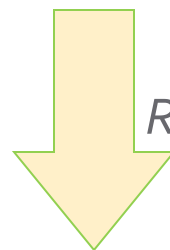
Results in 30 minutes of additional pay

Input Summary															Hide
Hours	Sun 02/07	Mon 02/08	Tue 02/09	Wed 02/10	Thu 02/11	Fri 02/12	Sat 02/13	Sun 02/14	Mon 02/15	Tue 02/16	Wed 02/17	Thu 02/18	Fri 02/19	Sat 02/20	Total
Normal Hours Work		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Missed Break Pay		0.50													0.50
Totals:	0.00	8.50	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.50
Paid Summary															
Regular Time (REG)		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00
Other															
Missed Break Pay		0.50													0.50

Exception Hours – Example 2

- Exempt or non-exempt employee needs to record Holiday Comped hours

Exception Time Monday 05/31/10						
Hours	Mins	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Message
08	00	<div><Title Code></div> <div>Holiday Comped</div>	<div><DPA - Fund></div> <div><Program></div>	<div><Project></div> <div><Shift></div>	<input type="checkbox"/>	



Results in 8 hours of Holiday Comped time

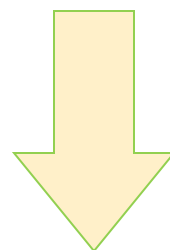
Input Summary															Hide
Hours	Sun 05/30	Mon 05/31	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04	Sat 06/05	Sun 06/06	Mon 06/07	Tue 06/08	Wed 06/09	Thu 06/10	Fri 06/11	Sat 06/12	Total
Holiday Comped		8.00													8.00
Totals:	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00
Comped Summary															
Holiday Comped		8.00													8.00

Note: To use the comped holiday hours, use the CTU – Comped Holiday paycode on the timesheet.

Exception Hours – Example 3

- Non-exempt employee wants to work on a weekend and forgoes weekend shift differential

Exception Time Saturday 10/30/10							
Hours	Mins	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Message	Delete
08	00	<Title Code> Normal Hours Work	<DPA - Fund> <Program>	<Project> <HR/PR ONLY>	<input type="checkbox"/>		<input type="checkbox"/>



Results in 8 hours of REG without weekend shift differential

Input Summary															Hide
Hours	Sun 10/17	Mon 10/18	Tue 10/19	Wed 10/20	Thu 10/21	Fri 10/22	Sat 10/23	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30	Total
Normal Hours Work		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		8.00	80.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	8.00	80.00
Paid Summary															
Regular Time (REG)		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		8.00	80.00

Exclude Consecutive Day Premium

- **When Used:** Exclude premium pay for Employee-initiated schedule change resulting in > 6 consecutive work days.
- **Example:**
 - CX employee normally works Mon-Fri but requests to take off Mon-Tue in exchange for working Sat-Sun.
 - Employee’s timesheet now shows 8 hours of daily work hours for more than 6 consecutive days, triggering eligibility for Consecutive Premium Pay on Day 7.
 - Since Employee initiated change, employee should not be paid premium pay.
- **Action:** Check Exclude CDP box to ensure employee is not paid at Consecutive Day Premium Pay.
- **Best Practice:** HR Admin runs BW Exceptions Report to identify employees with premium pay for consecutive shift and confirms that pay is correct.

<input checked="" type="checkbox"/> Exclude CDP		Worked Hours on Saturday 12/19/09				
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program
Time In:	08 00	10	00	60	<Title Code> Normal Hours Work	<DPA - Fund> <Program>
Time Out:	19 00					

Exclude Consecutive Day Premium

Exclusion appears in Input Summary section.

Input Summary										
Hours	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22
Normal Hours Work				8.00	8.00	8.00	8.00	8.00	8.00	8.00
Holiday										
Totals:	0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00 Excl CDP ✓

Paid Summary										
Regular Time (REG)				8.00	8.00	8.00	8.00	8.00	8.00	8.00
Holiday Pay (REG)										

Tuesday 12/22/09

Override Scheduled Shift

In: Out: Meal:

0

 Duration: 0.00 ☐ Not Scheduled

Scheduled Shift					Actual Time Clock	
Shift	In	Out	Meal	Duration	Location	In/Out
08 Hr Mo-Fr 08:00 60	08:00	17:00	60	8.00	NO TIME CLOCK INFORMATION	

☒ Exclude CDP

Worked Hours on Tuesday 12/22/09

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	
Time In: <div>08</div> <div>00</div>	<div>8</div>	<div>00</div>	<div>60</div>	<div><Title Code></div>	<div><DPA - Fund></div>	<div><Proj</div>
Time Out: <div>17</div> <div>00</div>				<div>Normal Hours Work</div>	<div><Program></div>	<div><Shift</div>

On Day 7, employee is eligible for Consecutive Day Premium pay. Checking the Exclude CDP override treats these hours as REG.

Overnight

- **When used:** In special cases, include after-midnight hours as extension of previous day's shift so overtime rules calculate accurately. Use only when hours listed on separate rows (e.g., due to funding changes).
- **Example:**
 - Employee normally works 3:30pm to midnight.
 - Employee is asked to stay longer to work on another project midnight to 4:00am.
 - All hours should be included as the "same day" so overtime rules can apply appropriately.
- **Action:** Check Overnight box on row with hours starting after midnight that should be included in "previous day" shift. Depending on employee's bargaining group, this could impact the calculation of premium pay.
 - If box is not checked, HBS treats hours as "next day" and may prevent Employee from receiving appropriate overtime pay.

■ Exclude CDP		Worked Hours on Monday 02/08/10							
Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift	Extra Unschd	Over night
Time In:	15 30	8	00	30	<Title Code> Normal Hours Work	<DPA - Fund> <Program>	<Project> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>
Time Out:	00 00								
Time In:	00 00	4	00	0	<Title Code> Normal Hours Work	431901 - 64105 (510786) <Program>	<Project> <Shift>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Time Out:	04 00								

Shift Differential

Before looking at the Override Scheduled Shift and Shift information, it is important to understand how Shift Differentials are calculated in HBS.

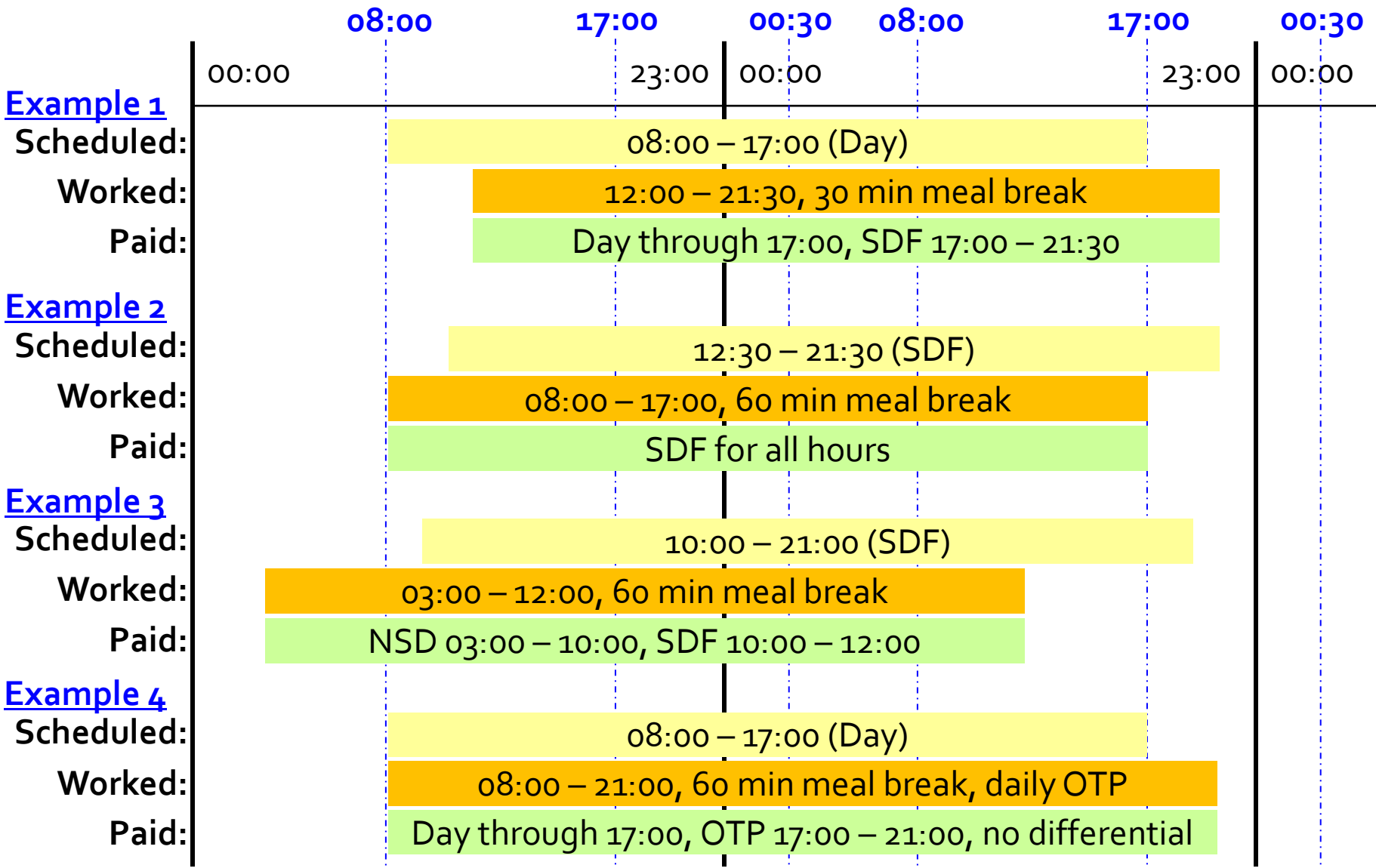
To determine which shift differential to pay, HBS looks at the following information:

- Scheduled shift for the day
 - Based on the hierarchy of Override Scheduled Shift, Assigned Schedule, Schedule Defaults
- Shift differential for which the scheduled hours qualify
 - SDF = 4 hours after 17:00 and before 08:00
 - NSD = 4 hours after 00:30 and before 08:00

Important Considerations:

- Any hours worked falling within the schedule receive the scheduled differential
- Any hours worked falling outside the schedule receive the schedule differential unless they qualify for a higher differential based on the rules above
- Exception: If the scheduled shift is for day, then hours outside of the schedule do not qualify for a differential if they are ALL paid at premium
(if ALL hours paid at premium there is no differential to avoid pyramiding)

Shift Differential Examples



Override Scheduled Shift and Shift

- **When Used:** Used in combination to ensure correct shift payments for temporary schedule changes: Override Scheduled Shift and Shift dropdown.
- **Example:**
 - EX Employee usually works evening shift and earns evening shift differential.
 - Department needs the employee to cover the day shift instead for one day.
 - Since Department initiated shift change, employee should be paid evening shift differential hours for day shift.
- **Actions:**
 1. Override Scheduled Shift by entering Time In/Out and Meal duration to reflect required day shift hours.
 2. Select appropriate Shift from dropdown.
- **Best Practices:**
 - Supervisor emails schedule change to HR Admin who edits HBS or trains Approver to edit.
 - HR Admin runs BW Exception Report to identify employees with premium pay and confirms that pay is correct.

Override Scheduled Shift and Shift

- Actions:
- Select day to override scheduled shift.
 - In Override Scheduled Shift, update Time In/Out and Meal to reflect revised hours of work.
 - In Worked Hours on <Date>, update Time In/Out and Meal Break, AND select Evening Shift for hours worked to ensure employee is paid at REG rate.
Note: Shift drop-down options driven by Title Code and Pay Code.

Monday 12/14/09

Override Scheduled Shift

In: 08

00

Out: 17

00

Meal: 60

Duration: 8.00

☐ Not Scheduled

Save

Delete

Scheduled Shift					Actual Time Clock Hours				
Shift	In	Out	Meal	Duration	Location In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT	08:00	17:00		8.00	NO TIME CLOCK INFORMATION				

■ Exclude CDP

Worked Hours on Wednesday 02/10/10

Time In/Out		Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	DPA - Fund/ Program	Project/ Shift
Time In:	08	8	00	60	<Title Code>	<DPA - Fund>	<Project>
Time Out:	17				Normal Hours Work	<Program>	Evening Shift Differential

Override Scheduled Shift and Shift

Important Considerations:

- The Override Scheduled Shift is used when one day of the schedule needs to be updated as an exception.
- If employee initiated schedule change, add a note documenting the request.

Notes

Employee requested to work evening shift, therefore employee is not entitled to evening shift differential.

- If employee's schedule changes long-term, assign a revised schedule instead of an override.
- Remind employees to NOT update unless instructed to do so by HR Admin or Approver. This field is used for override purposes only.

Additional Uses for Shift drop down:

- Employees who rotate between day/evening/night shifts may not be paid their evening/night differential on paid days off. The Shift drop-down is used to ensure the employee is paid the appropriate differential on those paid days off.
- Example: **Employee's schedule defaults indicate evening shift.** Every week Employee rotates between evening and night shifts. During a night shift rotation, Employee takes vacation leave. In order for night shift rates to be applied to vacation leave hours, the Shift must be updated to 'Night' so Employee is paid correct rate. Otherwise, Employee will be paid the incorrect evening shift differential for the vacation leave hours.

Bi-Weekly Exempt Timesheet Best Practices



Bi-Weekly Exempt Timesheet

◆ Best Practice for recording hours:

- Record daily hours in full-day increments.
 - Example: Full time employee who works 4 days a week records 10 hours/day on timesheet – even if employee worked longer hours.
- Exempt Employees on alternate work schedules may need to supplement holidays with Supplemental Holiday Time.

	Hours														
Total	Sun 05/30	Mon 05/31	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04	Sat 06/05	Sun 06/06	Mon 06/07	Tue 06/08	Wed 06/09	Thu 06/10	Fri 06/11	Sat 06/12	Delete
70.00			10.00 View	10.00 View	10.00 View				10.00 View	10.00 View	10.00 View	10.00 View			<input type="checkbox"/>
<div> <div><DPA - Fund> ▼</div> <div><Title Code> ▼</div> <div>Normal Hours Work ▼</div> <div><Shift> ▼</div> <div><Project> ▼</div> <div><Program> ▼</div> </div>															
8.00		8.00 View													<input type="checkbox"/>
<div> <div><DPA - Fund> ▼</div> <div><Title Code> ▼</div> <div>Holiday ▼</div> <div>Day Shift ▼</div> <div><Project> ▼</div> <div><Program> ▼</div> </div>															
2.00		2.00													
<div> <div><DPA - Fund> ▼</div> <div><Title Code> ▼</div> <div>Supplemental Holiday Time ▼</div> <div><Shift> ▼</div> <div><Project> ▼</div> <div><Program> ▼</div> </div>															
80.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	10.00	10.00	10.00	10.00	0.00	0.00	