Payroll Timecards and Approvals

Payroll Services Department

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Presentation Overview

• Benefits of Effective Timekeeping
• Hour Types and When to Use Them
• Leave Types and When to Use Them
• Entering Employee Time
• Approving Employee Time
• Contact Information
• Questions
Benefits of Effective Timekeeping

Effective Timekeeping Ensures...

- Employees are Paid Accurately
- Employees are Paid On Time
- Accurate Records → No Audit Findings
- School Budgets Charged Appropriately
- Leave is Correct

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There are several different hours types to use when entering additional time for employees on the OTL Biweekly Timecards. Below are the names and purposes of the Elements.

**Extended Learning Pay**
- For PGCEA employees who are teaching a class of students after school
- Should not be used during the summer when schools are closed

**PGCEA Substitute Coverage**
- Only for PGCEA employees that are covering for another classroom

**Monitor Pay**
- For PGCEA members that are monitoring students during lunch/recess

**PGCEA ILT Extra Days**
- For Instructional Lead Teachers to pay them 10 extra days

**Summer Guidance Hours**
- Only used during the summer for the approved listing of Guidance Counselors
Hours Types and When to Use Them
For Local 2250 Employees

These hour types are for hourly employees in the Local 2250 Union

Local 2250 Secretary Sub Coverage
• For secretaries that cover in emergency situations for teachers and nurses for any time worked over 60 minutes in that capacity

Local 2250 Acting Pay
• For Paraprofessionals who cover for a classroom teacher in emergency situations

Time Entry Wages
• For part-time employees or employees that have been set up with a 2nd assignment at your location

Regular Extra Time
• For employees that have worked beyond their regular scheduled hours at their primary job
• Submit overtime for Custodial Employees to Plant Operations using the Overtime Report Form
# Leave Types and When to Use Them

<table>
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<tr>
<th>Leave Type</th>
<th>Description</th>
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| **Annual Leave**      | - For 12 month employees only  
- Must be entered in hourly increments                                                                                                           |
| **Personal Leave**    | - For teachers and other employees who do not accrue annual leave  
- Must be taken in half-day (3.75 hour) or full day (7.5 hour) increments                                                                         |
| **Sick Leave**        | - Use this Hour Type when the employee takes a sick day  
- Refer to the employee’s union handbook to define sick leave                                                                                     |
| **Other Leave**       | - Use this Hour Type when the employee has taken authorized leave that does not affect their leave balance  
- Examples of Other Leave are Bereavement, Professional Development, or Jury Duty  
- This Hour Type requires that additional information be added in the Reason field                                                                   |
| **Unpaid Leave**      | - Use this Hour Type when the employee cannot use any other type of leave or when the employee has not requested leave                                                                                       |
Entering Employee Time
Step-by-Step Guide
Entering Employee Time
Step-by-Step Guide: Entering Timekeeper Entry Screen

**Step #1**

Log into Oracle and select "PGCPS OTL SUPERVISOR TIMEKEEPER"

This responsibility allows you to enter employee time into the system.
Entering Employee Time

Step-by-Step Guide: Finding Your Organization

Step #2

Click on "OTL TIMEKEEPER ENTRY" and a new window will open

On the line labeled "GROUP NAME", enter your Organization Name

Then Click "FIND"
Entering Employee Time
Step-by-Step Guide: Adding Lines to Timecards

Step #3
A new window will appear that displays the timecards for all of the employees in your Organization.

Regular employees have their regular wages or regular salary time already generated for the current pay period. Do not change these amounts because changes will affect the employee’s regular pay.

If you need to enter additional time (such as Extended Learning Pay or PGCEA Substitute Coverage), then add another line. To add a line, you must select the correct employee and CLICK THE GREEN “+” SIGN at the top. A new blank yellow line will appear.
Entering Employee Time
Step-by-Step Guide: Filling Employee Name and EIN

Step #4
Once you have added a line, you can copy the persons name and EIN number by hitting “SHIFT + F5”

This will copy the name from above

Then TAB TO THE EIN NUMBER
This will automatically insert the EIN number as well
Entering Employee Time

Step-by-Step Guide: Adding the Pay Element

**Step #5**

Then tab to the “Hours Type” column and **CLICK ON THE SMALL BUTTON WITH 3 DOTS AND TYPE A % SIGN ON THE LINE AND HIT “FIND”**

This will display a list of elements that can be used for that type of employee

Once you have found the element name you need to add, **HIGHLIGHT THE ELEMENT NAME AND HIT “OK”**

This will populate the element name on that line
Entering Employee Time
Step-by-Step Guide: Adding Hours (and Correcting Errors)

Step #6

Go to the correct date and **ENTER HOURS** that the employee is due for each date worked

To save, **CLICK THE YELLOW DISK** at the top of the screen

If the timecard displays errors (shown below in red), then they need to be corrected

To further examine errors, **CLICK ON THE ERRORED LINE AND HIT THE “MESSAGE” BUTTON**
Entering Employee Time
Step-by-Step Guide: Adding Hours (and Correcting Errors)

Now that you have the message box open, you can **CLICK THE PENCIL** to the right of the red “X” and the message will be displayed so it can be more easily read.

This message says “when you enter Extended Learning Pay” you must enter the “Organization and Costing String” associated with this element.

To hide this message **CLICK “OK”**, then to go to the next error line **CLICK THE PENCIL** to the right of the red “X” for that line.

This next error message says that you have exceeded the maximum hours per day.

Once you are finished with the error messages, **CLICK “OK”**, then **HIT THE “X”** in top corner of the error message page in order to close it.
**Step #6** (Continued)

Now that we know what the errors are, we have to fix them.

In order to fix the message, click on “Extended Learning Pay” line and tab to the Organization column to **TYPE IN YOUR “ORGANIZATION NAME”**.

Go to the “Fund” column and **ENTER THE COSTING STRING** by tabbing to each column.

Then go to the date that the hours have exceeded and **CHANGE THE HOURS**.

**CLICK THE YELLOW DISK** to save.

The timecard will now be back in working status.
Entering Employee Time

Step-by-Step Guide: Submitting Timecards

Step #7

Once you have completed your timecards for this particular responsibility, you must now Submit the timecards to your approver for approval.

And in order for all timecards to be submitted, you must make sure all timecards have a check mark beside the employees name.

To make sure all timecards have check marks before hitting the “Submit Selected Lines” you must **CLICK IN BOX “SELECT/DESELECT” IN THE BOTTOM CORNER.**

This will put check marks beside everyone’s name.

**CLICK “SUBMIT SELECTED LINES”**
Approving Employee Time
Step-by-Step Guide
Approving Employee Time
Step-by-Step Guide: Entering Approvals Screen

**Step #1**
Log into Oracle and select PGCPS OTL Timecard Approval
This responsibility allows you to approve or reject a timecard

**Step #2**
Once you select the responsibility, the window will open and below the title Time, you will see Approvals
Click on Approvals
Approving Employee Time
Step-by-Step Guide: Reviewing Timecards

- After clicking on Approvals, a new window will open and show the first 15 timecards that have been submitted. You will then click on the next button to see the next 15. The timecard status will reflect Pending Approvals.
- This is where you can review the timecards before you approve.
- You will see Total Hours and Non-Worked Hours.
  - Non-Worked Hours reflect leave entered.
  - Total Hours are Regular Hours plus the Non-Worked Hours
- In the Action section to the far right the timecards will show as Approve

Step #3
To see additional details on a timecard, **CLICK THE “DETAILS” BUTTON** in that employee’s row
To Reject or Skip a timecard, **CLICK THE DROP DOWN BUTTON** and select one of those actions
If all timecards are ready to be approved, **CLICK CONTINUE**
Approving Employee Time
Step-by-Step Guide: Approval Review

Step #4

The Next screen will show you the timecards status of Pending Approvals

Review Then CLICK “SUBMIT”
Step #5

Once you have hit the submit button, the Approvals Completed screen will appear.

Even though the Timecard Status still reflects Pending Approvals, the Confirmation reflects that timecards have been approved.

YOU CAN NOW LOG OUT
Reference Materials and Contact Information

Reference Materials

- All Materials Are Available at The Payroll Services Website:
  www.pgcps.org/payroll/

Contacts for Additional Information

Cheryl Cooper-Noble
Payroll Analyst
Cheryl.Cooper@pgcps.org

Wilma Marks
Supervisor – Payroll Operations
Wilma.Marks@pgcps.org

Delfrieda Hudson
Director, Payroll Services
Frieda.Hudson@pgcps.org

Michael Herbstman
Chief Financial Officer
Michael.Herbstman@pgcps.org
Questions and Answers