PeopleSoft Time and Labor Training:
Site Timekeeper Training Questions and Answers

1. Now that employees are grouped by time reporting location, what happens when there is an off-hours or offsite workshop?

Participants in the workshop must complete the C1 card if they are certificated, or L1 card if they are classified, and they must take them back to their respective school sites. Then, the site timekeepers must enter the workshop information. This runs counter to current procedure, but security concerns do not allow for this to continue.

While this seems like a lot of additional work for site timekeepers, they are only responsible for the workshop participants from their respective sites.

2. Is there a way to tell what old time cards have been replaced by the new time cards?

A job aid has been created that lists the new timekeeping cards and documents, and the old cards and documents they will be replacing. Please see the Old/New Timecards Job Aid.

3. It is not uncommon for there to be consecutive days of less than 8 hours of reported sick time. On the Sick/Personal Business/Personal Necessity Card, there is only one space for hours, and one for days. How should sick time be reported in this case?

The overriding rule here is that the correct amount of sick time is entered, so that the leave bank and paycheck are updated correctly. Beyond that, it is up to you. If you want to combine it on to one card, that is acceptable; however, bear in mind that you cannot report more than eight hours of sick time in one day. It is also acceptable to provide one card per day when sick time is reported. This may actually be preferable for accuracy concerns.

4. What's happening with the Request for Absence on District Business form?

Over the past year or so, there has been a lot of confusion about this form. While the district procedure states its purpose and use, in practice, it has not been used as it was intended. Because of changes in procedure, neither the Budget office nor Risk Management needs to see copies of this form; therefore, the form has been recommended for elimination. Alternatives to the form are currently being investigated, and a time reporting code (TRC) is available in Time and Labor for this type of absence. (The TRC in this case is DBS, for District Business.)

5. When do I need to have my time reporting completed?

Until further notice, the time reporting periods will be the same as current practice dictates, which is the 16^{th} to the 15^{th}.

6. **I have employees at my site who will require negative leave balances. Can this be accommodated?**

   If the employee is eligible for negative leave balances per their bargaining union contract, then they will be allowed to go negative on their balances through Time and Labor.

7. **What happens to compensatory time earned after it expires?**

   In Time and Labor, if compensatory time (comp time) is not used within a six month timeframe, it simply expires – it does not automatically convert to overtime. If an employee earns compensatory time, it is up to that employee and that employee's manager to schedule the time off before the six month expiration cutoff. The other alternative is to pay the comp time out as overtime, if it is approved.

   A query in Time and Labor will be available to timekeepers and site administrators to report when comp time will be expiring.

8. **Let's say a teacher arranges for a substitute via SAMS/Web Center, a substitute accepts the job, then doesn't show up. Since that time is interfaced into Time and Labor, what should I do?**

   The best thing to do is to delete the time that was interfaced in from SAMS. You can retrieve the substitute information via Web Center, then go to Manage Weekly Elapsed Time in Time and Labor, retrieve the substitute, and delete the interfaced time.

9. **Now that most of the time cards must be kept on site, how long must they be retained?**

   Time cards and other time reporting documents must be kept for four years. It is recommended that you file them alphabetically, by month, and group them by school year.