

New Mexico State University
Web Time and Leave Entry Business Rules
November 29, 2004

Overview

The Banner Web Time and Leave Entry System (T&L) will replace all current time and leave entry and reporting systems in place at NMSU. All time and leave processing is currently performed via paper forms, augmented for initial data collection or ultimate reporting to employees in many cases by departmental stand-alone systems. Below is a list indicating the Current NMSU Central form for the collection, approval and entry of time and leave, the T& L web-based Banner Self Service form that will replace it, and the NMSU Employee Category that will use each form.

Banner Self Service Form	Current NMSU Central Form	NMSU Employee Category
Time Sheet	Payroll Requisition; Departmental Leave Form for Annual and Sick Leave; Departmental Leave Form for Compensatory Time; Compensation Report for Overtime (Individual Employee Time Sheets/Cards are used to prepare these forms)	<ul style="list-style-type: none"> • Regular Non-Exempt (will use to report both time worked and leave taken) • Temporary Non-Exempt • All Student Employees excluding Graduate Assistants
Leave Request	None	<ul style="list-style-type: none"> • Regular Non-Exempt • Regular Exempt Earning Leave
Leave Report	Departmental Leave Form for Annual and Sick Leave; (Individual Employee Leave Sheets/Cards are used to prepare these forms)	<ul style="list-style-type: none"> • Regular Exempt Earning Leave

All non-exempt employees will be paid on an hourly basis. Exempt employees who do not earn leave will not access the T&L system, except potentially as approvers. Only regular employees may serve as an approver.

Departments will arrange for employees to enter time and leave information directly into Banner, eliminating the need for maintaining paper department level time and leave collection and reporting systems. Starting with FY06, departments will no longer be required to submit any leave information at time of employee termination as Banner will be the official system of record. . In Phase 1 Banner T & L, there will be no feed of time

clock data; departments may elect to maintain time clock systems as a check upon T & L entry, but the time cards will remain at the department level and will not be considered source documents for audit or retention.

System Set Up Supporting Time and Leave Reporting

1. All time and leave will be entered by the employee, except in the following cases:
 - a. The Business and Finance Office has approved in writing a central departmental time and leave processor for the employee in question. In this case, employee(s) will submit a time card or paper time sheet to the departmental processor, who will be responsible for time entry on behalf of the employee. The departmental time processor cannot serve as the approver of time and leave entered.
 - b. The Payroll Office must process centrally a retroactive correction to time or leave submitted in a prior pay period. All retroactive corrections will be submitted via the Time & Leave Correction Form (See the Business and Finance Web page, Forms).
 - c. For non-exempt employees who are absent during the pay period and have not submitted that pay period's Time Sheet for approval, the department may complete a paper time sheet (See the Business and Finance Web page, Forms) and submit to the Payroll Office via the appropriate approver for manual approval and central entry into Banner. This time sheet must be submitted within the four day window set aside for web time entry, discussed below. These actions should be reserved for emergency situations resulting in an employee's unexpected or prolonged absence from work.
2. All employees will enter the T& L system via the Banner HR Employee Self Service menu, from which they may elect to access for inquiry or update one of the following three T&L forms: Time Sheet, Leave Report or Leave Request. Throughout this document, these three forms will be addressed collectively as the "T&L forms", unless separately referenced. The system will display to each employee all of the T&L form(s), but will only allow them to access those for which they are eligible, based upon the table in the Overview section.
3. Employees may continue to update their T&L forms until one of the following actions occurs; in each case, the T&L forms will reflect the last action taken by the employee:
 - a. The active pay period closes. Each pay period will close **four business days** following the end of the pay cycle for that semi-monthly pay period, through 11 PM on the final day. This is business days. The pay cycle calendar for all employee types is attached. After the close of the pay period, the Payroll Office may still access the time record for adjustment. This applies to the Timesheet for non-exempt only. Leave reports close 10 days after the last day of the month. Exempt employees will report leave on a **monthly basis** instead of a per pay period basis.
 - b. The T&L form is approved by the designated approver(s). The Position Control Installation Rule Form (NTRINST) will be set to retain all

corrections to the Time Sheet and Leave Report forms at the approver level, so that corrected forms affecting pay are not rerouted to the employee, in the interest of the short time for payroll processing allowed. Corrected Leave Request forms will be automatically rerouted to the employee for resubmission until the Approver has approved, per baseline system design. The four days mentioned above in a, includes approvals as well. Time must be entered and approved within the four day period after the pay period ends.

- c. The time period designated for a Leave Request to be approved, **2 months prior** to the proposed leave period, elapse without an approval being entered; these unapproved Leave Requests will be automatically purged from the system.
4. There is no notice to employees/approvers that they must enter/approve time or leave transactions. Employees and approvers must be trained to access the T&L forms within the time window reflected on the attached schedule. Employees and approvers can reference the transaction status via the T&L form.
5. Employees/approvers may view T&L forms for the two months past the pay period end date. Those wishing to obtain T&L information from prior pay periods must contact the Payroll Office to request older T&L form information.
6. Employees can complete a Leave Request form up to two months in advance of the proposed leave period
7. Once an employee enters time or leave, he/she may select one of the following options: enter time or leave for another position; preview hours entered; restart the entry process; leave as is for further processing; or submit for approval. Once the employee submits the pay period Time Sheet to the approver, he/she cannot change the Time Sheet, and the entry process for him/her is over; an extra certification step is not required. The employee will not receive notification of any changes made by the approver; any approver changes may be viewed by the employee in inquiry mode after the close of the pay period.
8. Employee can view annual, sick and compensatory time leave balances, by employee, via the T&L menu. Departments will receive an NMSU-generated report summarizing employee leave balances for all employees within a department.
9. The Other Leave category should be used for leave such as Military leave, Jury Duty, Voting, Compassionate, etc.

Rules for System Access by Employees and Approvers

1. Access Internet Explorer or Netscape and enter the following URL to reach the T&L menu : my.nmsu.edu
2. Employees will click on the Employee options from the menu; if an employee is acting as an approver, click on the Approver options. All options will be presented, but only valid options will be accessible (including those of Proxy or Superuser).
3. Select the T&L form required to complete the desired transaction, as addressed above.

Rules for Approvers of Time and Leave for All Employee Types

1. Approvers or their proxies need to be trained to (a) access the system within the **approval period** following the pay period to look for T&L forms requiring approval, and (b) track all expected time and leave records to be submitted for approval during a pay period, to identify any missing records that will result in an employee failing to be paid or having leave incorrectly reported. There is a summary screen accessible to approvers showing all employees expected to enter T&L information for the pay period to aid in this latter task.
2. The Payroll Office will automatically pay all Time Sheets submitted for approval that remain unapproved after the cut off date for approval. Approvers are responsible for disapproving or correcting Time Sheets within the approval time window to prevent this from happening. Approvers with a pattern of missed approval deadlines will be subject to administrative review.
3. Approver/proxy selects the T&L form type he/she wishes to approve, and the time sheet organization(s) (Approval Groups) he/she is approving for.
4. For Time Sheets, the approver indicates if he/she wishes to view all pending records first, or all employees by name, regardless of transaction status. The Departmental Summary page will be displayed; the approver must approve each employee individually, and may access individual detail records by clicking on an employee name.
5. For Leave Requests, the approver must approve each individual employee's request.
6. Approvers can make changes to hours entered. If there is a hierarchical approval sequence established by the department for the employee in question, all changes must be re-certified by the first approver in the queue.
7. If labor distribution is incorrect, the approver may change it on the Time Sheet for Temp and Student employees only. There will be no labor distribution on the Leave Report or the Leave Request; there will be no accounting entry for leave transactions of Exempt Employees.
8. The Approver may change the distribution of hours between Earnings Codes associated with an employee's time or leave on a Time Sheet submitted for approval. This equates to the legacy system Earnings Type (in HRMS) and Object Code (in FRS), with one important exception: all "regular pay" is recorded in one Earnings Code, even though there may be multiple types of regular pay (faculty, staff, student, etc.). Only those Earnings Codes valid for the employee's position will appear on the Time Sheet; a list of valid Earnings Codes by Employee Type is attached.

Rules for Time and Leave Reporting for Regular Non-Exempt Employees

1. Time and leave will be entered on an hourly basis, by day for each working day in the pay period, in the row for the correct earnings code. The time reporting unit used will be hours in quarter-hour increments; time will be paid based on the hour increment entered. Employees may copy time entered for one day to subsequent days in the pay period.

2. Employees are responsible for classifying their hours worked per day by the appropriate earnings code, to include regular time, holiday time worked or not worked (holiday leave), annual, sick, or other leave taken, comp time taken, and time worked subject to a specific shift differential. The system will automatically calculate the correct rate of pay for each earnings code or shift selected. If an employee wants to be paid for Overtime in the pay period in which it was earned, they have to fill in hours in the Comp/Overtime hours to be paid row on the Time Sheet. The hours entered have to be the time and ½ hours, for example, if you want to be paid for 4 hours of Comp or Overtime, you must enter 6 hours in this row.
3. Comments may be entered by the employee on the Time Sheet prior to submission.
4. If an employee has multiple positions, he/she will need to choose the position for which the time is being entered. Time and leave hours must be entered separately for each position.
5. Account distribution is initially set at the time of hire. To change an employee's permanent account distribution, contact the Budget Office outside the T&L process. A regular employee or his/her approver may not process a change to labor distribution related to specific hours worked on the Time Sheet. To temporarily change the Labor distribution on a position, use a Labor Redistribution Form (Business and Finance Web page, Forms).
6. Once an employee enters time or leave, he/she may select one of the following options: enter time for another position; preview hours entered; restart the entry process; save as is for further processing; or submit for approval. Once the employee submits the pay period Time Sheet to the approver, he/she cannot change the Time Sheet, and the entry process for him/her is over. The employee will not receive notification of any changes made by the approver, but can track the status of the review/approval process by viewing transaction status; any approver changes may be viewed by the employee in inquiry mode after the close of the pay period.
7. **If an employee does not submit a Time Sheet, he/she will not be paid for that pay period.** If the employee submits hours for approval for only a portion of the pay period days, he/ she will be paid only for the hours entered, even if he/she has sufficient annual or sick leave balances to cover the days for which hours were not entered. **If an employee enters annual, sick or comp time taken hours and any have an insufficient balance, the system will automatically perform three functions:**
 - a. **provide a warning message to both the employee and the approver that will let the transaction continue to be processed if left unchanged;**
 - b. **apply any annual leave hour balances to an overdrawn sick leave balance; and**
 - c. **dock the employee's pay for the remaining net overdrawn hourly amount, for that pay period only.**

To place an employee on LWOP that will extend multiple pay periods, the department will need to process a PAF.

8. If a Leave Request is entered and approved, when the pay period for which leave was requested is started, the requested time off is copied automatically to the employee's time sheet. The employee may change this time on the time sheet, and must submit it again, whether changed or not, for another approval.

Rules for Time and Leave Reporting for Temporary and Student Non-Exempt Employees

1. Time will be entered on a Time In and Time Out basis in 15 minute increments. Employees may copy time entered for one day to subsequent days in the pay period.
2. Employees are responsible for entering their hours worked per day for regular hours and time worked subject to a specific shift differential. The system will automatically calculate the correct rate of pay for each earnings code selected.
3. Comments may be entered by the employee on the Time Sheet prior to submission.
4. If an employee has multiple jobs, he/she will need to choose the job for which the time is being entered. Time hours must be entered separately for each job.
5. If a change is required to account distribution, the employee or approver may make the correction on the Time Sheet.
6. Once an employee enters time hours, he/she may select one of the following options: enter time for another job; preview hours entered; restart the entry process; leave as is for further processing; or submit for approval. Once the employee submits the pay period Time Sheet to the approver, he/she cannot change the Time Sheet, and the entry process for him/her is over. The employee will not receive notification of any changes made by the approver, but can track the status of the review/approval process by viewing transaction status; any approver changes may be viewed by the employee in inquiry mode after the close of the pay period.

Rules for Leave Reporting for Exempt Employees Who Are Eligible for Leave

1. Employees will not report their time worked to the system; all exempt employees will be paid on a salaried basis. If an exempt employee fails to report leave taken in the period in which it was taken, there will be no effect on pay for that pay period; the accuracy of the employee's leave record will be affected. All exempt employees should be trained to enter leave hours taken within the period in which they were actually taken.
2. Employees will enter their annual, sick, and other leave hours taken through the Leave Report form, accessed through the T&L menu. The leave reporting unit used will be hours in quarter hour increments.
3. If a Leave Request is entered and approved, when the pay period for which leave was requested is started, the requested time off is copied automatically to the employee's leave report. The employee may change this time on the Leave Report, and must submit it again, whether changed or not, for another approval.