

Department Time Administrators Questions and Answers from DTA OASIS Training Sessions

Q: How will a person be able to record time for special circumstances (off-site meetings, called in to work on weekends for emergency repair work, events worked off campus, just to name a few).

A: If an employee is working in a situation where they can't login to a computer, they can fill out a Timesheet (found under "T" at <http://www.asu.edu/hr/forms>). The employee fills out the time sheet, signs it and turns it into the DTA. The DTA then enters the hours into the timesheet and saves the form for 5 years (for audit purposes).

Q: Lunch time – What if I want to work through lunch and be paid for it? If I forget to punch in and out for lunch, will the 30 minutes automatically be deducted only if a minimum number of hours have been worked that day?

A: It is Federal law that employees who work 6 or more hours per day are "relieved of their duties" for 30 minutes to accommodate lunch or breaks. If an employee does not record a meal break and works 6 or more hours in a day, an automatic 30 minute deduction will be made, which cannot be recovered. Student workers are exempt from this 30 minute reduction. .

Q: Can a DTA click on the "Approved Reported Time" at the bottom of a list of employees in the timesheet summary and approve everyone's hours with one click? (When I try that it says I'm not authorized to access that component)

A: This link does not work at this time, but the OASIS project is working to see if it can be activated.

Q: For those departments that shift pay as various grants and sponsored accounts come and go each quarter, will they keep using HRMS for a while? Does commitment accounting relate to this? If so when will it be ready?

A: This is a position management question. Arrange to attend that training.

Q: Do DTAs use a Time Adjustment form sent directly to Payroll to make corrections on the recorded times for prior pay periods?

A: Yes

Q: If a DTA does not approve any or part of reported time does it generate a time exception?

A: No, it does not. Time exceptions are generated off of approved recorded time.

Q: Should those applying for DTA roles email HR's Customer Service with questions or UTO Helpdesk?

A: Questions about current access (like adding or removing a department) can be submitted with a help desk ticket at <Http://www.asu.edu/support> - Use the PeopleSoft category.

New DTA access can be requested at <http://www.asu.edu/interactive/oasis/AddSecurityRequest>

Q: Is it legal for a DTA to approve their own time?

A: No, that is why departments should have multiple DTA's

Q: In the time reporting codes how are 200 hours of comp time indicated? Is there a list of definitions for these codes somewhere? Eg Had a semantic difference – old system uses compensatory time earned.

A: There is no Time Reporting Code for Comp Time Earned because people cannot just give someone comp time. Comp time is calculated when the rules are applied to reported hours. There is a time reporting code of comp time taken to use when an employee uses comp time instead of working.

Q: Do we have definitions for search criteria? Eg Group ID, Workgroup? Taskgroup?

A: Group ID is your department. We will research the others and update soon.

Q: Is there a “gross to net” deadline date to report Time Exceptions?

A: Except for the first three pay periods post 07/02 go live, deadline for ALL payroll and time and labor entries is Monday at noon following the end of the pay period.

Q: Is 3 months the most one can report time in advance?

A: 3 months is the most one can request paid time off in advance. .

Q: Are accrued balances calculated by the time administration process daily or weekly?

A: Per pay period

Q: How does the employee and/or DTA indicate which project a worker is being paid for?

A: If non exempt, an employee chooses which job they are clocking in for when they access the web clock.

Q: Is there a failsafe in place in case a DTA doesn't approve reported time for a non-exempt employee? Can a non-exempt miss a week's pay this way?

A: Only approved hours will process and load to payroll. If a DTA does not approve time by the deadline, the non-exempt employee will not be paid. Non exempt employees are responsible for using the web clock and DTAs are responsible for approving the time. Without these two things taking place, non exempt employees will not be paid.

Q: I noticed that the DTA deadline is several days before the end of the pay period. Will the DTA be entering estimated time?

A: Starting with the August 15th pay period, the DTA deadline will be the Monday after the pay period has ended.

Q: If a non-exempt employee who has no vacation or sick leave left, does not report time (and really didn't come in to work) does the DTA need to designate those hours as non paid in the TRC? Or does the system automatically do this?

A: Non-exempt employees will only be paid for what is in the system. Therefore, if they only logged 45 hours in for the payperiod - that is all they will get paid for. The system does not automatically designate anything.

Q: Can Managers see what DTAs see?

A: No they cannot see the same thing - they would need to be a DTA to see it.

Q: Does a student need to use the webclock if they are on a stipend? Or does the DTA need to enter hours into the system?

A: We will address this - not sure.

Q: Does a student worker position number tell the PeopleSoft system that they are only to work 19 hours per/week? Eg a time exception will occur if they report more than half time?

A: No exception will appear.

Q: Similarly, will Graduate Assistants be salaried? If not will their position number alert the system to the percentage of hours they are allowed to work?

A: They are exempt.

Q: Do Faculty use the system like exempts do?

A: Yes

Q: How far into the future will the system let a DTA report vacation hours? One person said 3 months?

A: 3 months

Q: Will the rounding rule be applied by the Time Administration process so that the DTA sees the rounded numbers? Or does that just happen when reported time is uploaded to payroll?

A: Yes, they will show as payable hours. The rounding rule is applied to each click and rounds to the nearest quarter hour. The rounded time will show as payable time. Reported hours is what is clocked.

Q: Are emails for approval of time off from supervisors per policy? Or do you need a form with signatures? (are Faxes the only means of doing this?)

A: Yes, they can use emails as approval. Departments are responsible for keeping the documentation.

Q: Can DTAs within a department view only their employees? EG Educational Development has Mobility, Testing, Computer Lab Aides, ACTcrn.Format, Academic Tutors. Do all DTAs have to see all of these categories, or can they be viewed individually?

A: DTA rights are assigned for a department when they request their access. DTA's have approval, correction and entry rights for everyone in their department.

Q: Are holidays automatically entered into the system?

A: Yes, they are.

Q: Can an employee view their hours through ESS (Employee Self-Service)?

A: They can see their payable hours.

Q: Can a DTA choose a vacation or sick time reporting code for student hourly workers in the system?

A: No

Q: How exactly does the DTA enter both comp time and regular hours for a non-exempt employee for the same day? Do they enter in and out for comp time? How does that work?

A: The hours worked will have punches in a out. The comp time would be entered like vacation and sick – as a number of hours.

Q: What if the DTA is out of the office (i.e., sick or on vacation)?

A: Departments need to have multiple DTAs

Q: How many DTA can one department have?

A: As many as they like.

Q: Who sees and approves time exceptions entered by exempt employees. I have heard 2 very different things:

A: 1. The DTAs are the only ones who see and approve time in the system, including time entries and paid time-off for both exempt and non-exempt staff. (not that they approve the time records or time off itself in place of the manager, but they do this in the system)

Q: Can non-exempt workers (like students) report in and out several times a day in the system? It appears to only want in, out for lunch, in from lunch, then out again.

A: You can punch in and out as many times during a day as necessary. Just use IN and OUT. The only time you use MEAL and IN is when you are actually taking a lunch break. So an employee record could look like this 08:04 IN 10:25 OUT 11:04 IN 12:30 MEAL 13:00 IN 16:05 OUT 16:45 IN 17:15 OUT

Q: What happens if a time adjustment needs to be made after a pay period has passed, EG if an exempt employee returns after three weeks with a needed change

A: The employee would need to complete an Adjustment Form and submit to their supervisor/DTA. This form would then be submitted to payroll for payment.

Q: Is this an accurate statement: Manager Self Service roles are dynamically assigned to Managers automatically. DTA roles must be requested. Managers however MAY request having a DTA role as well.

A: This is correct. Manager Self Service is dynamically assigned. DTA roles must be requested. ANYONE can request a DTA role. Employees can have both the manager self service and DTA roles.

Q: One thing I am not clear on is do Exempt employees have to get a paper approval to request vacation time? Do they just go in and request it in the system and that's it? Does a supervisor have any say about it?

A: Exempt employees request paid time using the online time sheet. When they click on the submit button, the DTA then has the ability to approve the time. Departments must decide how to include the manager "in the loop". Some options include having the manager be a DTA, using an email communication system or using a paper based system. The DTA is the only one with access in the software to approve hours.

Q: For those departments that shift pay as various grants and sponsored accounts come and go each quarter, will they keep using HRMS for a while? Does commitment accounting relate to this? If so when will it be ready?

A: Maintenance of position accounting is associated with Position Management. Please attend training for Position Management.

Q: What if a non-exempt worker has multiple jobs in different departments? The DTAs will only see the jobs in their departments. Who will monitor how many hours the non-exempt is allowed to work per week?

A: Departments will see time for their own employees and the system will calculate OT/Comp time

Q: Are Time Adjustment forms and Request for Paid Time Off forms meant to be on file for 3 or 5 years? We have heard conflicting reports from OHR people in class.

A: 5 years

Q: If Faculty do not want to monitor hours of student workers, do DTAs still need for them to approve their hours on a Timesheet?

A: Each department needs to figure out their business processes. We will not tell them who has to approve the hours but someone in the department needs to be designated as that person. For a student worker to be paid, they must record their hours and a DTA must approve them.

Q: When our hourly student workers clock into the Web-clock, will it then require their immediate supervisor's (faculty) approval? Or can the DTA approve on behalf of faculty?

A: DTAs are the only people who have access in the system to approve time.