Human Resource Management System

Manager Self Service Guide

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Shared Services Customer Engagement Contact

For questions related to your Time, Labor, and Absence Management entries (i.e. – accruals, balances, leave requests, etc.), please contact your agency's HR Department. Other questions can be directed to the SSC Customer Engagement.

SSC Customer Engagement Phone: 877-340-5577

1. An agent will answer the call and attempt to answer your question.
2. If the question cannot be answered at that time, it will be escalated for research, and you will be given a ticket number.
3. You will be contacted with a resolution

SSC Customer Engagement Email: help@ssc.vccs.edu

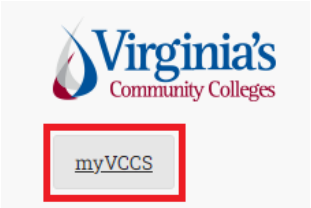
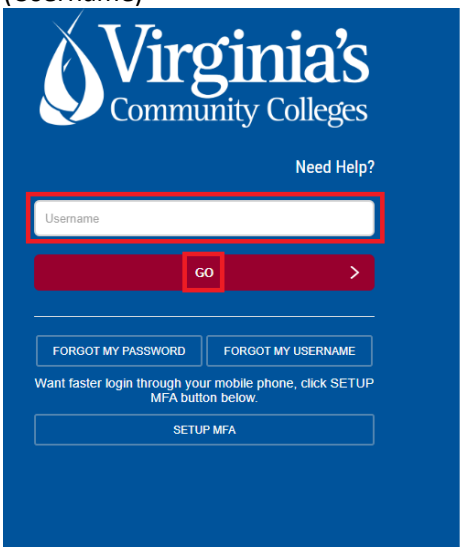
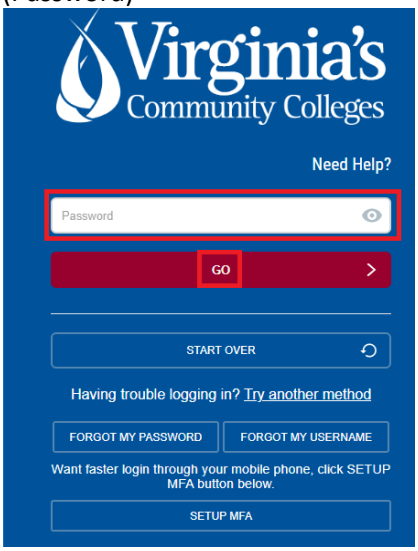
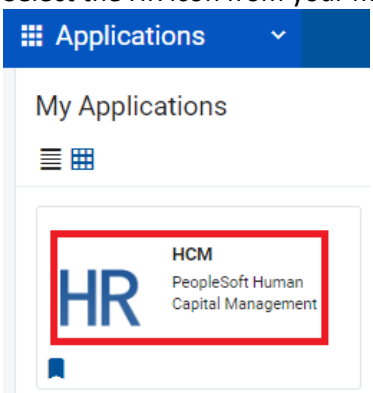
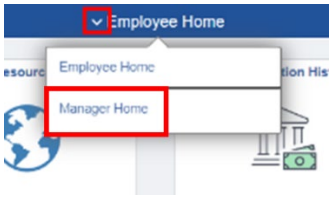
1. You will get an immediate response via email that the ticket is being worked.
2. You will be contacted with a resolution

Glossary of Terms

Term	Definition
Absence Request	Currently known as Leave or Absence Request. Requests for leave shall be approved by an employee's manager. Refer to Appendix A for more information on VCCS Leave Plans.
Exceptions	Warnings generated by the system to inform employee and manager of possible Time & Labor errors. Exceptions will appear as a clock on the timesheet. Refer to Appendix C for more information on Time and Labor Exceptions.
Exempt Employee	Exempt employees are not covered by FLSA rules and regulations. Exempt employees are required to record absence requests in PeopleSoft HCM. They are exempt from the overtime requirement.
Non-Exempt Employee	Non-Exempt employees are covered by FLSA rules and regulations. Non-Exempt employees are required to document all hours worked on their timesheet in PeopleSoft HCM. Additionally, non-exempt employees must record absence requests in PeopleSoft HCM.
Pay Period	A pay period is a recurring length of time that an employee's time is recorded, processed, and paid. VCCS pay periods for Salaried employees are the 10th-24th and 25th-9th. Wage time periods run every other Friday – Thursday.
Payable Time	Summary of time worked by an employee to be processed through Time and Labor. The hours worked have been validated by the scheduled Time Administration process and have been checked for errors that impact PeopleSoft HCM processing. Refer to Appendix B for more information about the Time Administration process.
Workweek	A workweek is a fixed and regularly scheduled period of seven consecutive 24-hour periods. Wage employees follow a Friday – Thursday workweek.

Log-In Information

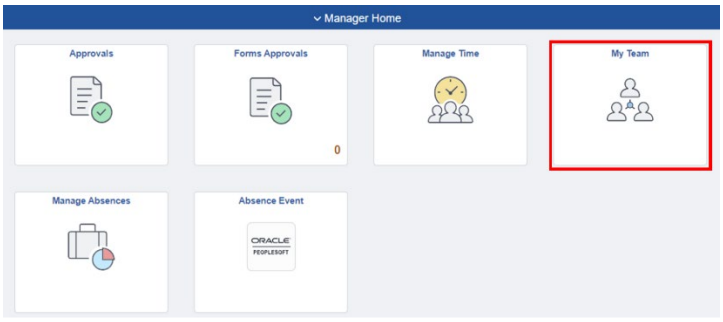
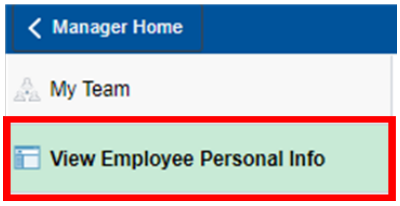
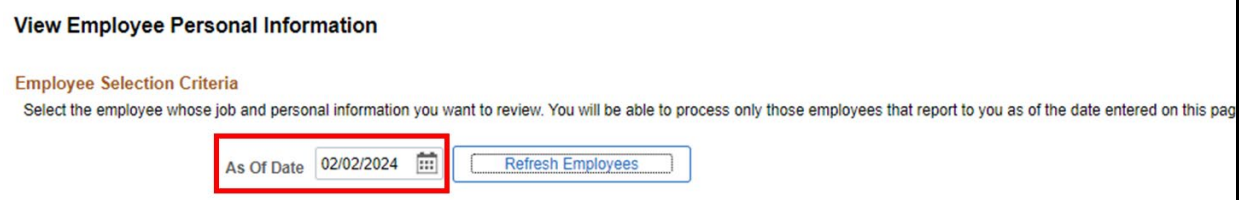
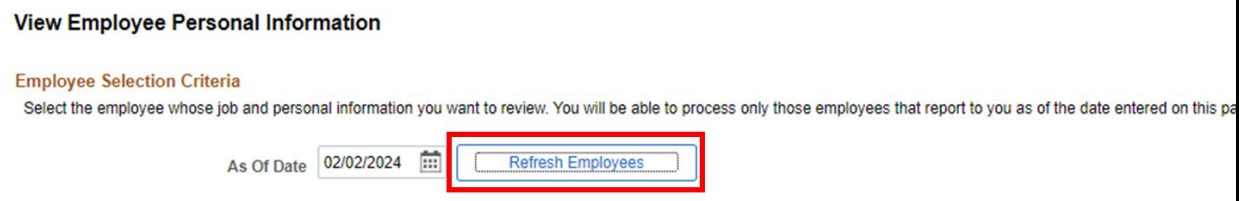
Log-In using your agency's login portal. Example MyBRCC, MyCVCC, etc.
Alternative Method to using agency's login portal:

Step 1	Log-in to PeopleSoft from the VCCS link, located at the bottom of the VCCS.edu Home Page 
Step 2	Log in using your PeopleSoft credentials (Username) (Password)  
Step 3	Select the HR Icon from your menu of tiles. 
Step 4	Click the drop-down arrow located to the left of Employee Home and select **Manager Home**. 
End of Procedure	

IMPORTANT NOTICE:

In PeopleSoft HCM you must use the program navigation buttons; the browser back and forward buttons should not be used! The use of HR on smartphones, tablets and other mobile devices is not supported.

View and verify employee Job and Personal Information

Step 1	At **Manager Home**, click the **My Team** tile. 
Step 2	Click the **View Employee Personal Info** link. 
Step 3	Enter the date to view information. The default is always the current date. 
Step 4	Click the **Refresh Employees** button. 
Step 5	**Note:** A list of all employees that report to you will appear. This list will provide the employee's name, EMPLID, employee record number, pay status, and position number.
Step 6	Click the **Select** button beside the employee's name. **Note**: Here you can view the employee's information. You **cannot change** any information in the employee record.
Step 7	Click the **Return to Select Employees** hyperlink to return to the **View Employee Personal Info** page. Select another employee or click the **My Team** link on the upper left-hand side to return to **Manager**
End of Procedure	

Additional Information:

Each manager should periodically verify that all their current employees are listed in PeopleSoft HCM under their respective reporting structure. Please contact your agency's Human Resources Office if you cannot view your employee's information or if corrections need to be made.

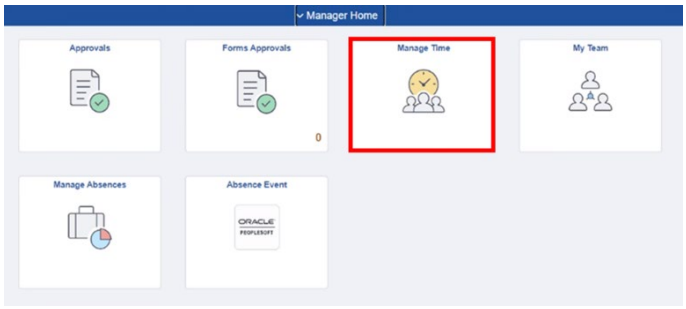
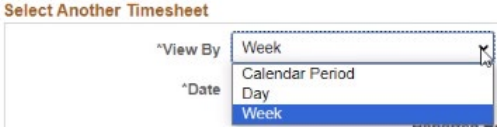
Managers should be able to view the following data elements for each employee assigned to their respective work unit:

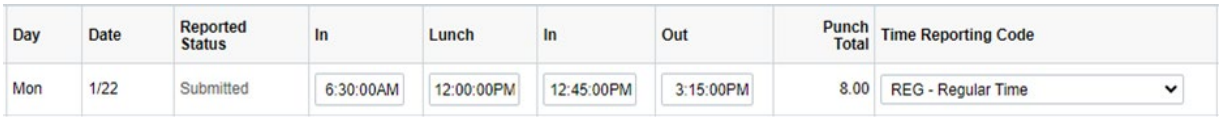
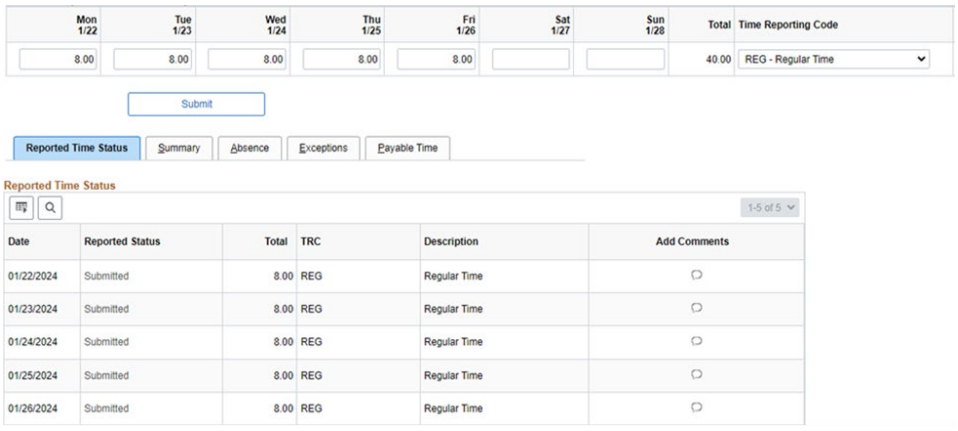
- *Name*
- *Job (official job title)*
- *Location Code (main work location)*
- *Home and mailing addresses*
- *Email addresses*
- *Phone numbers*
- *Emergency contacts*
- *Birthday*
- *Compensation History (annual salary amount, hourly rate, or adjunct rate*

Managing Salary Employee Work Schedules

NOTE: Please refer to your agency's internal policy for modifying work schedules or designating alternate work schedules.

Viewing the Employee's Timesheet

Step 1	At **Manager Home**, click the **Manage Time** tile. 
Step 2	The **Timesheet Summary** page allows you to make a selection for employees that are assigned to you. Enter the desired information into the **Selection Criterion Value** field. You can click on the **Get Employees** button to see ALL employees assigned to your work unit. **or** You can apply a filter (i.e., a 6-digit department number) in the Selection Criteria area and narrow down your search **or** You can enter a single **Employee ID** to view one employee.
Step 3	Click the **Get Employees** button.
Step 4	Click the blue hyperlink of the employee's last name to select the employee's timesheet that you would like to view.
Step 5	The **View By** field allows you to view the employee's timesheet by **Calendar Period, Day, or Week**.  • Selecting **Calendar Period** always begins with the first day of the pay period. • Selecting **Day** allows you to view any particular day of the week. Enter the month, day and year or select the date from the calendar. • Selecting **Week** shows the week defaulting to begin on Monday.

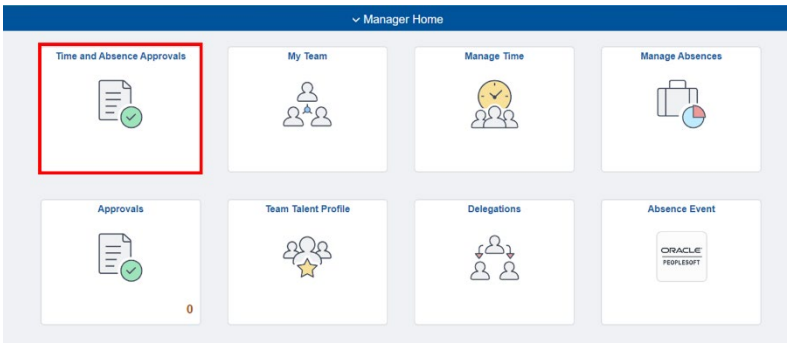
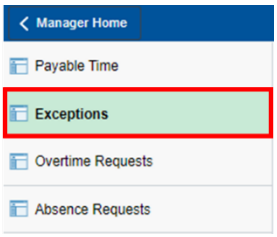
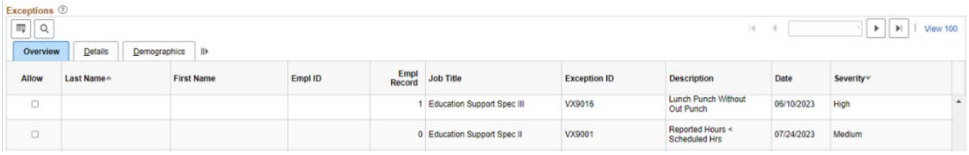
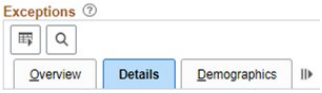
Step 6	If you wish to see a **Calendar Period,** enter the begin date of the Calendar period or select Calendar Period from the drop-down arrow beside **View By** and select the refresh button. By selecting the hyperlinks **Previous Period** or **Next Period** you can view prior or future timesheets of the employee.
Step 7	The timesheet results will show: For Elapsed Time Reporters: the daily entries inserted by the employee, the total number of hours worked and the **Time Reporting Code** (TRC). For Punch Time Reporters: the punch time entries inserted by the employee, the total number of hours worked, and the **Time Reporting Code** (TRC).  **Note:** Best practice is to have employees enter time daily. Employees should not enter "0.00" (zero hours), on their timesheet. Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to employee timesheets. **Note:** All time worked should be recorded as **REG – Regular Time**. The Shared Services Center records **Holiday** hours per the agency's holiday schedule. Please refer to your agency's Human Resources Office internal policy regarding **Inclement Weather**. **Note:** For Punch Time Reporters, if the employee works without a lunch break, the employee must put the end time in the **Out** field. Entering time in the **Lunch** field will **NOT** calculate your work time properly.
Step 8	The results will show absence requests submitted by the employee directly on the timesheet. In the **Status** column, it will also show approved, denied, or push back. To take action on the employee's absence request, you will need to follow the Absence Management instructions. Punch Time Sheet: Elapsed Time Sheet: 

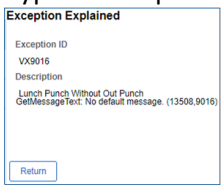
Step 9	If you see an **exception** icon next to a particular day, please refer to Reviewing and Resolving Time and Labor Exceptions for more details.
Step 10	To review employee's comments, click on the **Comment** icon .
Step 11	The following information will be displayed below the timesheet by selecting the tab: • Summary Tab - Reported Time Summary Selecting this tab will allow you to see the weekly summary of the employee's work hours. • Absence Tab – Absence Events Employee and Manager can view the specific absence request actions for the 14-day timesheet cycle. • Exceptions Tab – Exceptions Employee and Manager can view any reported time exceptions which are generated when reported time is either incorrect, or the time does not comply with a defined rule. The exceptions displayed occurred within the timesheet dates and the associated recommended actions. • Payable Time Tab – Payable Time The fields on this tab display any existing payable time within the date range specified for this
Step 12	After reviewing the employee's timesheet you can return to: Return to Select Employee Request Absence Approve Absence Manager Self Service Time Management
End of Procedure	

Additional Information:

- *Wage, student, and work-study employees scheduled to work at least six consecutive hours, **must be afforded a lunch period (meal break) of at least 30 minutes a day** as determined by the immediate manager. Therefore, the 30-minute lunch break must be incorporated into the work schedule.*

Reviewing and Resolving Time and Labor Exceptions

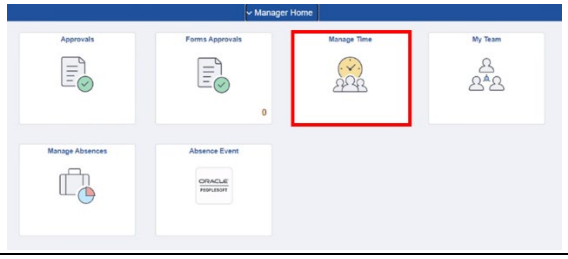
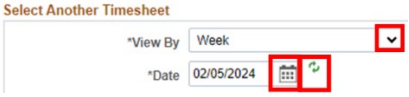
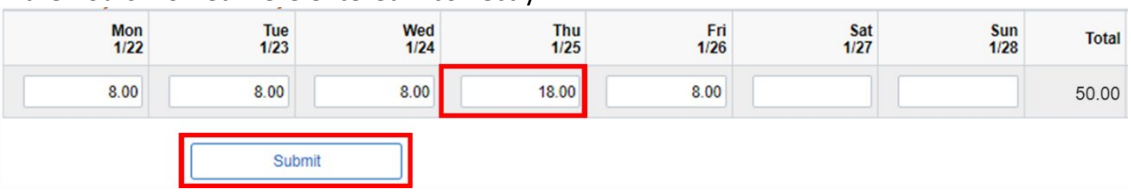
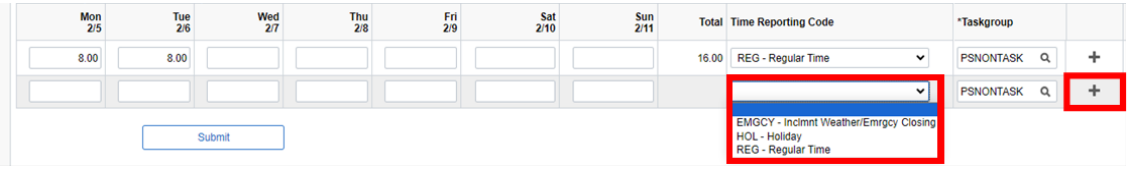
Step 1	At **Manager Home**, click the **Time and Absence Approvals** tile. 
Step 2	Click the **Exceptions** link located on the left-hand side. 
Step 3	This page allows you to make a selection for the employees that are assigned to you. Enter the desired information into the **Value** field. • You can click on the **Get Employees** button to see ALL employees assigned to your work unit. **- OR -** • You can apply a filter (i.e., a 6-digit department number) in the Selection Criteria area and narrow down your search **- OR -** • You can enter a single **EMPLID** to view one employee. Entering a **Group ID** will show all employees within that group but not necessarily ALL employees that are assigned to you.
Step 4	Click the **Get Employees** button.
Step 5	**Note:** Employees with outstanding exceptions will be displayed. Time that has an exception with a **Low or Medium** severity level will still create payable time. Time that has an exception with a **High** severity level will not create payable time and must be resolved. Refer to Appendix C for a listing of all Exceptions. 
Step 6	Click the **Details** tab. This will allow you view additional information/columns. 

Step 7	Slide the scroll bar to the right until the column titled Explanation appears. Click the **Explanation** hyperlink to provide additional information related to this exception.  **Note:** Please contact your agency's Human Resource Office for more information regarding exception VX9013, Work-Study Auth Amt Exceeded.
Step 8	Review the explanation and click the **Return** button.
Step 9	Some exceptions are allowable, but others require corrections to the timesheet. Review the timesheet to determine the cause of the issue and take appropriate action to make necessary corrections if needed. Once corrections have been made, the automated Time Administration process should eliminate the exception. If the timesheet does not require corrections, the exception can be allowed by clicking and placing a check mark in the **Allow** check box.
Step 10	Click the **Save** button. This will clear this exception from the employee's timesheet.
End of Procedure.	

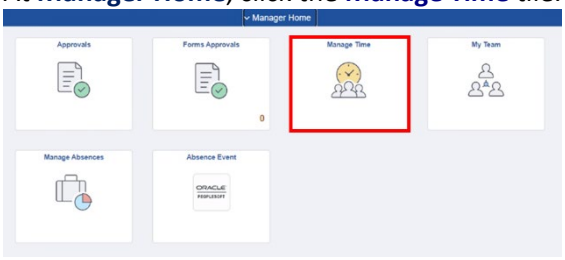
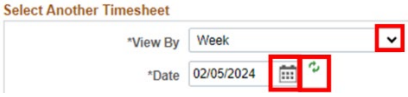
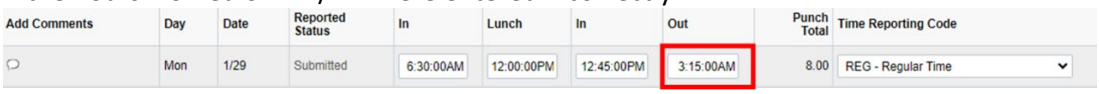
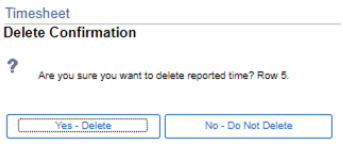
Modifying an Employee's Timesheet

Please refer to your agency's internal policy on modifying an employee's timesheet before making any changes.

Making Changes to an Elapsed Timesheet

Step 1	At **Manager Home**, click the **Manage Time** tile. 
Step 2	The **Timesheet Summary** page allows you to select the employee(s) timesheet(s) that need modification by entering the desired information into the **Selection Criterion Value** field. • You can click on the **Get Employees** button to see ALL employees assigned to your work unit. **- OR -** • You can apply a filter (i.e., a 6-digit department number) in the Selection Criteria area and narrow down your search **- OR -** • You can enter a single **EMPLID** to view one employee. Entering a **Group ID** will show all employees within that group but not necessarily ALL employees that are assigned to you.
Step 3	Click the **Get Employees** button.
Step 4	Click the blue hyperlink of the employee's last name to select the employee's timesheet that you would like to view.
Step 5	Check to see that the **View By** and **Date** are correct. If not, make adjustments to **View By** using the drop-down arrow to the right or use the calendar to the right if **Date**. Select the refresh button. 
Step 6	If the hours worked were entered incorrectly:  1. Click in the cell with the wrong value 2. Remove the value 3. Enter the correct value 4. Click **Submit**
Step 7	In the event that the employee needs to record hours using more than one TRC, click the **Add a new row** button. For example, if there is a holiday loaded to the timesheet, a new row is needed to record REG hours. 

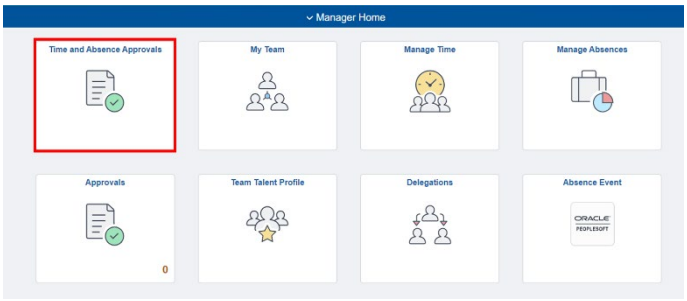
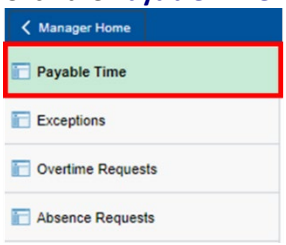
Making Changes to a Punch Timesheet

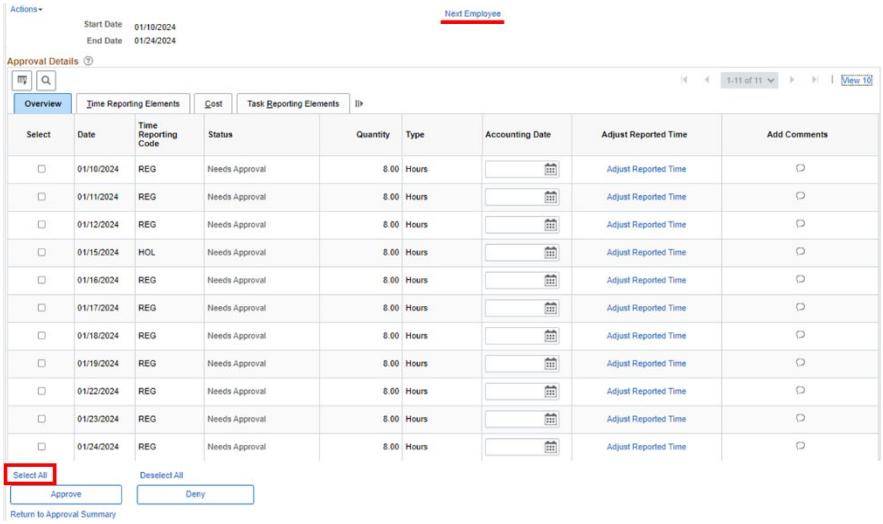
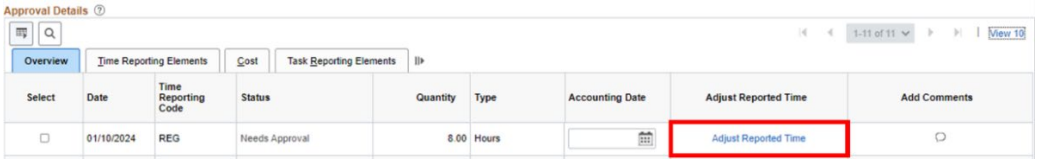
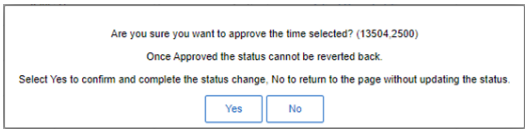
Step 1	At **Manager Home**, click the **Manage Time** tile. 
Step 2	The **Timesheet Summary** page allows you to select the employee(s) timesheet(s) that need modification by entering the desired information into the **Selection Criterion Value** field. • You can click on the **Get Employees** button to see ALL employees assigned to your work unit. **- OR -** • You can apply a filter (i.e., a 6-digit department number) in the Selection Criteria area and narrow down your search **- OR -** • You can enter a single **EMPLID** to view one employee. Entering a **Group ID** will show all employees within that group but not necessarily ALL employees that are assigned to you.
Step 3	Click the **Get Employees** button.
Step 4	Click the blue hyperlink of the employee's last name to select the employee's timesheet that you would like to view.
Step 5	Check to see that the **View By** and **Date** are correct. If not, make adjustments to **View By** using the drop-down arrow to the right or use the calendar to the right if **Date**. Select the refresh button. 
Step 6	If the hours worked or AM/PM were entered incorrectly:  1. Click in the cell with the wrong value 2. Remove the value 3. Enter the correct value 4. Click **Submit**
Step 7	If the entire day needs to be adjusted: 1. Click the **Minus** Button at the end of the row 2. Confirm the deletion  3. Enter the correct hours 4. Click **Submit**
Step 8	In the event that the employee needs to record hours using more than one TRC, click the **Add a new row** button. For example, if there is a holiday loaded to the timesheet, a new row is needed to record REG hours.

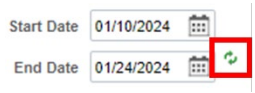
Approving Payable Time

NOTES:

- Payable time is defined as punch or elapsed time entries representing actual hours worked by the employee (REG hours) and previously submitted by the employee via the timesheet process.
- Payable time does not include leave requested and approved through the absence management process.
- Managers will not be able to view or approve all payable time until all exceptions have been resolved.
- Payable time is generated as the pre-scheduled Time Administration process runs. Please refer to the schedule in Appendix B for additional information.

Step 1	At **Manager Home**, click the **Time and Absence Approvals** tile. 
Step2	Click the **Payable Time** link located on the left-hand side. 
Step 3	The **Approve Payable Time** page allows you to select the employee(s) timesheet(s) that need modification by entering the desired information into the **Selection Criterion Value** field. • You can click on the **Get Employees** button to see ALL employees assigned to your work unit. **- OR -** • You can apply a filter (i.e., a 6-digit department number) in the Selection Criteria area and narrow down your search **- OR -** • You can enter a single **EMPLID** to view one employee. Entering a **Group ID** will show all
Step 4	Enter the desired information into the **Value** field.
Step 5	Enter the desired information into the **Start Date** field. **Note:** This is the start of the pay period requiring approval.
Step 6	Enter the desired information into the **End Date** field. **Note:** This is the end of the pay period requiring approval.
Step 7	Click the **Get Employees** button. All employees that report to you will appear.
Step 8	Click the blue hyperlink of the employee's name to view their Payable Time.

Step 9	Click the **Select All** link at the bottom left.  This will allow you to select and approve time for the dates listed. **Please refer to your agency's internal policy for timesheet and absence request submission and approval deadlines.** **Note: Select All** *only if all time reported is accurate*. If a negative (-) number shows in the payable time summary, it indicates that the employee made a change to their timesheet at some point during the current pay period. As long as the number of hours is the same, the positive and negative hours cancel each other out. The manager must make sure the employee's timesheet is an accurate representation of hours worked for each day of the current time period. **Note:** You can select the **Return to Approval Summary** hyperlink (located under the **Approve** button) to return to the previous page or select the **Next Employee** hyperlink located to the right of the **Start**/**End Date** (underlined in red in screenshot above).
Step 10	**However,** if the time reported on the payable time screen is inaccurate, you will need to review the employee's timesheet to determine the discrepancy. To access the employee's timesheet, click on the **Adjust Reported Time** hyperlink. 
Step 11	If the time reported on the payable time screen is correct, click the **Approve** button. A message box will appear. To confirm the approval, click the **Yes** button. Otherwise, click the **No** button to return to the previous page without updating the payable time status.  **Note**: Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to employee timesheets.

Step 12	To review what you have just approved, review the **Payable Time Detail** Use the following steps to access the **Payable Time Detail** screen: 1. Manager Home 2. Manage Time tile 3. View Time 4. Payable Time Detail 5. Enter employee's EMPLID # under **Value** and click **Get Employees**. 5. Click on the hyperlink under the employee's last name. 6. Enter in the **Start Date** of the pay period and the **End Date** of the pay period and press **Refresh**.  7. The number of payable work hours will appear for each day of the pay period; make sure there is a positive (+) number for each day worked under **Quantity**. 8. Return to **Approve Payable Time** to approve the appropriate entries to result in the correct work time for each day for this employee.
Step 13	Click the hyperlink **Return to Select Employee**.
End of Procedure.	

Overtime

Overtime is calculated through Time and Labor which is based on the definition of a workweek. The system does not allow users to enter Overtime for themselves.

Each college has designated one of the below as a default workweek, which could be Friday – Thursday, Monday – Sunday, or Sunday – Saturday.

Overtime Payment Configuration

When Overtime is calculated, it results in one of the following **Time Reporting Codes** (TRC):

Note: Overtime is calculated on the last day of the workweek according to your work schedule.

- OT1 – Comp Time Straight Time, considered Comp Time Pay. Comp Time Pay is calculated when an employee reports more than 40 hours during a workweek with a combination of TRC REG hours worked and another TRC, (ex. EMGCY, HOL). The employee does not physically work more than 40 hours during the workweek (Workweek is Sunday – Saturday in this example)

  - Timesheet

Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code
8.00						EMGCY - Inclmnt Weather/Emrgcy Clo
	8.00	8.00	8.00	9.00		REG - Regular Time

  - Payable Time Detail

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
01/02/2023	Approved		HOL	8.00	Hours
01/03/2023	Approved		REG	9.20	Hours
01/04/2023	Approved		REG	8.00	Hours
01/05/2023	Approved		REG	8.00	Hours
01/06/2023	Approved		OT1	1.20	Hours
01/06/2023	Approved		REG	6.80	Hours

- OT2 – Overtime Pay, considered 1.5 times the hours. Overtime Pay is calculated when an employee physically works over 40 hours per workweek. (Workweek is Friday – Thursday in this example)

    - Timesheet

Reported Hours 44.00

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quan
	Fri		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Sat		Submitted	8:00:00AM			12:00:00PM	4.00	REG - Regular Time	
	Sun		New							
	Mon		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Tue		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Wed		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Thu		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	

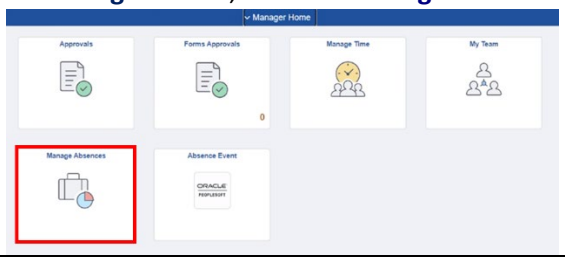
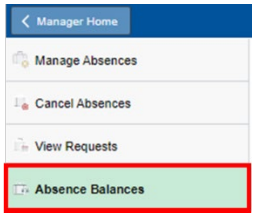
    - Payable Time Detail

Payable Time

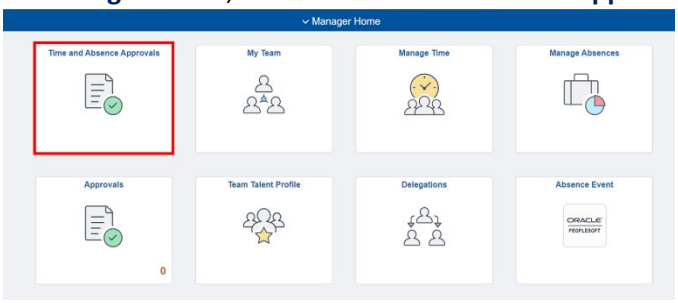
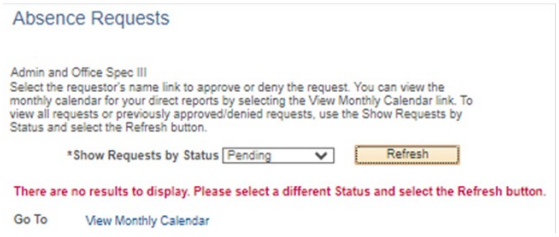
Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

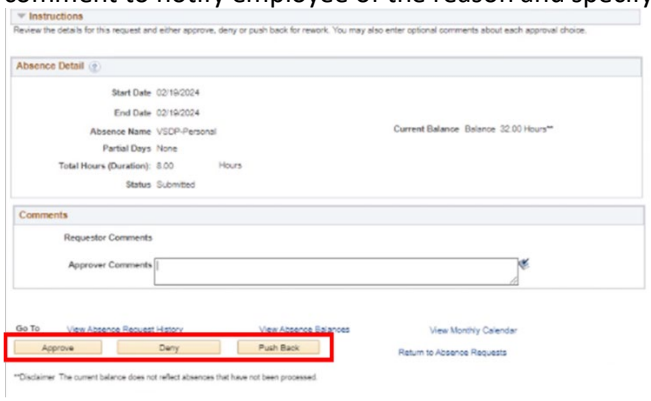
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
02/10/2023	Needs Approval		REG	8.00	Hours
02/13/2023	Needs Approval		REG	8.00	Hours
02/14/2023	Needs Approval		REG	8.60	Hours
02/15/2023	Needs Approval		REG	8.00	Hours
02/16/2023	Needs Approval		REG	8.00	Hours
02/17/2023	Needs Approval		OT2	0.60	Hours
02/17/2023	Needs Approval		REG	7.40	Hours

Reviewing Employee Absence Balances

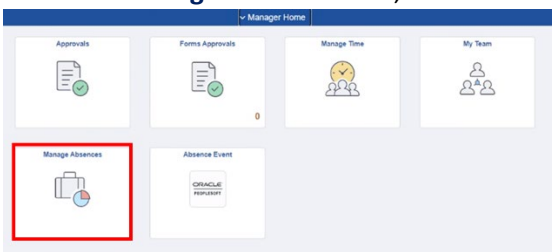
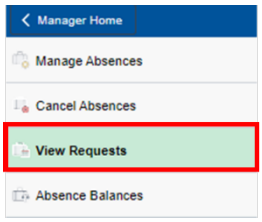
Step 1	At **Manager Home**, click the **Manage Absences** tile. 
Step 2	Click the **Absence Balances** link located on the left-hand side. 
Step 3	List of employees that report to you will appear. Select the arrow located on the right-hand side of the employee's box to view that to view that employee's balances.
Step 4	**Note**: Here you can view the employee's absence balances.
End of Procedure	

Approving, Denying, and Reworking Absence Requests

Step 1	At **Manager Home**, click the **Time and Absence Approvals** tile. 
Step 2	Click the **Absence Requests** link located on the left-hand side.
Step 3	**Note:** You can use the **Show Requests by Status field** to search for leave requests by **Approved**, **Denied**, or **Pending** status. 
Step 5	All employees who have requested leave will be listed here and the manager acting on the request(s) will select an employee name by clicking on the name hyperlink.
Step 6	**Note:** The balance shown is as of the last processed date. The current balances **do not** reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. The employee's balance should not be off by more than one semi-monthly payroll cycle. Managers should validate that the employee has the available absence balances to allow the submitted absence requests to be processed without creating unpaid leave.
Step 7	Enter any appropriate comment into the **Approver Comments** field.

Step 8	Approver's can take one of the following three actions by clicking the associated button: **Approve:** The absence request is approved. The employee can view the approval by going back to their Self- Service Absence Request History. **Deny:** The absence request has been denied. The manager should enter an appropriate comment notifying the employee of the reason for denial. • **Note:** A Denied Leave Request will show on the timesheet until the request has been cancelled by the employee. **Push Back**: The request is neither approved nor denied ---- the manager needs additional information, or the request requires a correction. The manager should enter an appropriate comment to notify employee of the reason and specify any additional information or action needed. 
End of Procedure.	

How to View an Employee's Absence Request History

Step 1	From the **Manager Home** screen, click the **Manage Absences** tile. 
Step 2	Click the **View Requests** link located on the left-hand side. 
Step 3	Select the arrow located on the right-hand side of the employee's box and the screen will show the absence request submissions for this employee in chronological order.
Step 4	To exit this page, select **Manager Home**.
End of Procedure.	

Policy References

Department of Human Resource Management Policies (DHRM)
DHRM Policy 2.20 Types of Employment
Virginia Community College System Policies
Department of Labor (DOL)
Fair Labor Standards Act (FLSA)
Family & Medical Leave Act (FMLA)
VCCS Code of Ethics
Chancellor's ACA Directive FAQ

Document Control Information

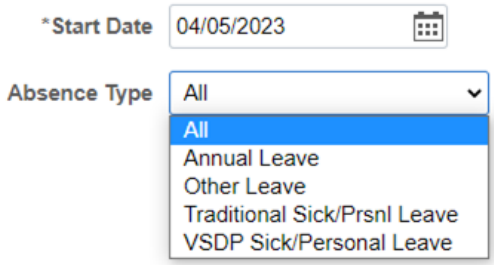
This document will be updated each quarter unless the change has a high severity or impact and requires an off-cycle update.

Table 1. Version Information

Version Number	Date	Change Summary	Author	Approver
V1	May 11, 2018	Initial Document	SSC TLAM Team	HR Process Council
V2		Added notes to not enter "0.00" (zero hours) on timesheets. Modified resolution of exception VX9013, Work-Study Auth Amt Exceeded. Updated Pay Periods with 2019 Dates.	SSC TLAM Team	HR Process Council
V3	February 20, 2020	Updated Pay Periods with 2020 Dates and added Parental Leave	SSC TLAM Team	HR Process Council
V4	February 14, 2024	Updated navigation and screenshots to reflect upgrade to HCM 9.2	SSC TLAM Team	Angie King
V5	July 19, 2024	Corrected navigation and screenshots.	SSC TLAM Team	Angie King
V6	November 22, 2024	Added exception to Appendix C: Time and Labor Exceptions chart	SSC TLAM Team	Angie King

Appendix A: Employee Leave Types

Leave Categories-Filter by Type:



Leave Types

Annual Leave

- 12 mo Faculty Annual-New Plan
- 12 mo Faculty Annual-Old Plan
- Classified Staff Annual Leave *(DHRM Policy 4.10)*
- Exec Staff-Trad & < 15yrs srv
- Exec Staff-Trad & > 15yrs srv
- Exec Staff-VSDP & < 15yrs srv
- Exec Staff-VSDP & > 15yrs srv

If you are eligible for and have Excess Annual Leave, those balances are not available as a selection in the Request Absence page but if you select your standard annual leave, PeopleSoft HCM will deduct the leave from excess annual leave rather than from standard annual leave.

Other Leave

- Compensatory Leave *(DHRM Policy 3.10)*
- Educational Leave *(DHRM Policy 4.15)*
- Employee Recognition Leave *(DHRM Policy 1.15*
- On Call Leave
- Overtime Leave
- Parental Leave *(DHRM Policy 4.21)*
- School Assist/Volunteer Service *(DHRM Policy 4.40)*

Traditional Sick/Prsnl Leave

- College Personal-9 mo Faculty
- Family Sick-12 mo Clasfd/Faculty
- Trad Sick-12 mo Clasfd/Faculty *(DHRM Policy 4.55)*
- Traditional Sick-9 month

VSDP Sick/Personal Leave

- VSDP-Personal *(DHRM Policy 4.57)*
- VSDP-Sick *(DHRM Policy 4.57)*

FML – Family Medical Leave

Employees will have the option to check a FML box when submitting their absence request with certain leave types. An employee should not select the FML field unless they have a qualifying event, approved by your agency's Human Resource Office. If you have any questions regarding FML, contact your agency's Human Resource Office.

Other types of Leaves available to full-time employees.

These leave types are **NOT** available through the employee self-service. Please refer to your agency's internal policy for utilizing the following leave types:

- Civil & Work Related Leave *(DHRM Policy 4.05)*
- Emergency/Disaster Leave *(DHRM Policy 4.17)*
- Bone Marrow/Organ Donor Leave *(DHRM Policy 4.37)*
- Military Leave *(DHRM Policy 4.50)*
- Disability Credits Used *(DHRM Policy 4.57)*
- Leave without Pay *(DHRM Policy 4.45)*
- Leaving Sharing *(DHRM Policy 4.35)*
- Short-Term Disability – VSDP *(DHRM Policy 4.57)*

Appendix B: Time Administration Information

- Time and Labor Exceptions – **Background Information:**

  The ***Time Administration*** process (Time Admin) is an automatic process which runs according to the schedule for each agency on the Automated Time Administration schedule. Additionally, the Time Admin process accepts the changes on the timesheets made by the employee. Each time the employee enters punch time entries or submits changes to those punch time entries on the timesheet, which deviate from the employee's "predefined work schedule", it will create an exception. Also, if the manager has cleared the exceptions, and the employee submits changes to their timesheet after the manager has cleared exceptions, it may create new exceptions.

  The results of Time Administration are either exceptions or payable time that can be approved by the Manager. ***It is important that the manager resolve all exceptions before approving payable time.*** In the process of resolving or clearing the exceptions, the manager is to check the employee's timesheet and absence requests for accuracy. Communication with the employee is essential to correcting punch and elapsed time entries and leave requests. It is the manager's responsibility to ensure that the final timesheet is correct before approving payable time.

Moreover, a list of the exceptions is listed in Appendix C.

Automated Time Administration Schedule

Institution		Wage Group	Salary-NonExempt Group	Time Admin Schedule Process Times	Dynamic Group Refresh
291	Blue Ridge Community College	291H1	291N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
292	Central Virginia Community College	292H1	292N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
287	Mountain Gateway Community College	287H1	287N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
279	Danville Community College	279H1	279N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
284	Eastern Virginia Community College	284H1	284N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
297	Germanna Community College	297H1	297N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
283	J. Sargeant Reynolds Community College	283H1	283N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
290	Bright Point Community College	290H1	290N2, 290S1, 290S2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
298	Laurel Ridge Community College	298H1	298N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
299	Mountain Empire Community College	299H1	299N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
275	New River Community College	275H1, 275W1	275N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
280	Northern Virginia Community College	280H1	280NA, 280NB, 280P1	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
285	Patrick & Henry Community College	285H1	285N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
277	Paul D. Camp Community College	277H1	277N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
282	Piedmont Virginia Community College	282H1	282N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
278	Rappahannock Community College	278H1	278N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
270	Shared Services Center	270H1	270N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
276	Southside Virginia Community College	276H1	276N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
294	Southwest Virginia Community College	294H1	294N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
261	System Office	261H1	261N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
293	Virginia Peninsula Community College	293H1	293N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
295	Tidewater Community College	295H1	295N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
296	Virginia Highlands Community College	296H1	296N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
286	Virginia Western Community College	286H1	286N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
288	Wytheville Community College	288H1	288N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr

Appendix C: Time and Labor Exceptions

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	Yes	Employee's hours on timesheet are less than their scheduled hours. This may be a result of the employee not being finished with reporting their time for the week or their leave requests have not been loaded	Wait until the employee has finished reporting their hours for the week. The approved leave request hours also have to be loaded to the timesheets. Allow the exception if hours are correct.	Medium
VX9002	Hours Worked Greater Than 24	HOURS_OVER 24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or allow it if the hours are correct. An example of this would be leave payout.	High
VX9003	Must Report Comp Time	N/A	Yes			High
VX9004	Comp Time Required on Holiday	COMP_TIME	Yes	The employee did not report holiday on their timesheet.	Correct the timesheet to add the holiday or allow the exception.	High
VX9005	Overtime Required	N/A	Yes	Employee must report overtime.	When an employee reports more than 40 working hours in a week, they must report overtime.	High
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled **In** punch.	Correct the timesheet or allow the exception.	High
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled "Out" punch.	Correct the timesheet or allow the exception.	High
VX9008	Missing Punch Type	ODD_PUNCH	Yes	Employee is missing a punch for the day.	Correct the timesheet.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.	Medium
VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.	High
VX9011	Quasi Full-Time Hrs Incorrect	QUASI_PT	Yes	A Quasi full-time employee who works 12 months doesn't report between 32 and 39.9 hours in	Correct the timesheet.	High
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	Yes	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in	Correct the timesheet.	High
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	Yes	The work study employee has exceeded their approved amount in the SIS system.	Contact financial aid to increase authorized work-study amount. If employee is not federal work-study, contact HR.	High
VX9014	9,10,11 month Quasi <> 40 hrs	QUASI_PT	No	A Quasi full time employee who works 9, 10 or 11 months doesn't report 40 hours per work week.	Correct the timesheet.	High
VX9015	9,10,11 month part-time > 32 hrs	QUASI_PT	No	A permanent part-time employee who works 9, 10 or 11 months doesn't report less than 32 hours per work week.	Correct the timesheet.	High
VX9016	Lunch Punch Without Out Punch		Yes	A punch time employee reported a Lunch without an Out punch on the same day.	This employee has reported an odd number of punches. They must correct their timesheet in order to be paid for this day.	High
TLX00030	Inactive Time Reporter Status		No	Time Reporter Status is Inactive and cannot be processed by Time Administration.	Update the Time Reporter Status to Active if processing time for this Time Reporter is needed.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
TLX00440	TRC is not in TRC Program		No	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: XX		High
TLX00830	Invalid Reported Taskgroup		No	The Time Reporter's Department ID is invalid with the reported Taskgroup: PSNONCATSK	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use_Distribution_Flag on the Time Reporter's Department.	High
TLX01560	QTY cannot be zero		No	The employee has entered a zero value for the Time Reported Quantity	Timesheet must be corrected by removing zero(s). The field must reflect positive hours (greater than zero) or be left blank.	High
TLX01600	Invalid Time Reporter		No	Time Reporter is not enrolled in Time and Labor as of this date.	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	High
TLX01700	Full Absence & Reported time		No	Time is reported for Full day Absence.	Time is reported for Full day Absence.	Low
TLX01780	Reported time in Future Period		No	Reported time is for a future period.	The time reported is for a restricted future period.	High

Appendix D: Timesheet Periods and Pay Dates

2024 Wage Timesheet Periods and Pay Dates

Beginning Period	Ending Period	Pay Date
December 15	December 28	January 12
December 29	January 11	January 26
January 12	January 25	February 9
January 26	February 8	February 23
February 9	February 22	March 8
February 23	March 7	March 22
March 8	March 21	April 5
March 22	April 4	April 19
April 5	April 18	May 3
April 19	May 2	May 17
May 3	May 16	May 31
May 17	May 30	June 14
May 31	June 13	June 28
June 14	June 27	July 12
June 28	July 11	July 26
July 12	July 25	August 9
July 26	August 8	August 23
August 9	August 22	September 6
August 23	September 5	September 20
September 6	September 19	October 4
September 20	October 3	October 18
October 4	October 17	November 1
October 18	October 31	November 15
November 1	November 14	November 29
November 15	November 28	December 13
November 29	December 12	December 27

2024 Salary Timesheet Periods and Pay Dates

Beginning Period	Ending Period	Pay Date
December 25	January 9	January 16
January 10	January 24	February 1
January 25	February 9	February 16
February 10	February 24	March 1
February 25	March 9	March 15
March 10	March 24	March 29
March 25	April 9	April 16
April 10	April 24	May 1
April 25	May 9	May 16
May 10	May 24	May 31
May 25	June 9	June 14
June 10	June 24	July 1
June 25	July 9	July 16
July 10	July 24	August 1
July 25	August 9	August 16
August 10	August 24	August 30
August 25	September 9	September 16
September 10	September 24	September 30
September 25	October 9	October 16
October 10	October 24	November 1
October 25	November 9	November 15
November 10	November 24	November 29
November 25	December 9	December 16
December 10	December 24	December 31