HR Assisting Employees with SSTL

UHR Employee Development
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Finance/HR

HR-Timekeeper

The process for Time and Leave Management is as follows:

1. Each bi-weekly pay period, exempt and non-exempt employees enter time (hours worked) or time and leave (paid time off with pay, such as vacation, sick, administrative, etc.) in SSTL (Self Service Time and Leave) and submits the timecard. The timecard is automatically routed to the supervisor (referred to as the manager in SSTL (Self-Service Time and Leave)) who is designated in the employee’s HRMS assignment record. If the employee is unable to submit a timecard, the manager or timekeeper may submit on behalf of the employee. Audit requirements must be met when someone other than the employee submits a timecard.

2. Manager approves or rejects the timecard.

3. Timekeepers run reports to identify missing and rejected timecards on the payroll deadline day, and notify employees/managers that an action is required. Employees who have rejected timecards should be notified by e-mail and phone that they have a rejected timecard that must be corrected and re-submitted.

Click here to print the links for this online class.
Click here to print the HRMS Timekeeper manual.

By the end of this module, you will be able to:

- understand timekeeper deadlines, notifications, schedules and reports
- be familiar with special payroll and leave policies for Classified staff and University staff
- assist different types of employees and managers with timecard entry and corrections
- be familiar with the Central HR/Payroll office responsibility on 'Deadline Monday'
- manage timecards during holidays
- add, manage and delete a group
- view the employee’s record in HRMS
- use reports and views

To navigate to a training topic:

1. Double-click on "HR-Timekeeper."
2. Double-click on the section(s).
3. Click on the topic.
4. Click "Try-it" to interact with the simulation. Click "Print it" to print out a job aid. Click here to print out a PDF training guide.

Assisting Employees and Managers with Timecards

As timekeeper, you assist employees with their timecard entries. You also assist managers with their SSTL approvals as needed.

**First time password standard**

If an employee wishes to access the Integrated System and they have not received their
system-generated password, the generic standard password for the Integrated System is:

- the word 'payslip'
- the first character in the employee's birth month
- the last digit of the employee's social security number

Example: A new employee has a June birthday and the last digit of their Social Security number is 3. The generic password is "payslipJ3"

Record retention

UVa Time Management forms must be kept on file in the department for a minimum of four years plus the current year for record retention purposes. Federally funded awards may require the records be retained for a longer period of time. Prior to purging and records, contact UVa Records Management—records@virginia.edu—for information on storage and best practices for record retention.

Assisting Employees with SSTL

As timekeeper you assist employees with their timecard entries. All paid employee types use SSTL. The status is based on the information in the HRMS assignment record which is determined criteria set forth in the Federal Fair Labor Standards Act (http://www.dol.gov/whd/regs/compliance/hrg.htm) (FLSA, 1938).

All non-exempt employees who work over 40 hours in a week must be compensated for all hours over 40.

The two types of employees are:

- Non-exempt
- Exempt

Special handling is required for the following:

- Non-exempt employee with a salaried assignment (Academic side) plus a temp wage assignment. The employee enters hours for salaried assignment in SSTL. The paper timesheet must be submitted to the timekeeper for the Temp Wage assignment. The timekeeper will mark the paper timesheet "Dual Appointment" and fax it to payroll for processing.
- Medical Center employee with a temp wage position at UVa (Academic side). The employee enters hours for the temp assignment in SSTL. Compensation for the temp assignment is automatically calculated at the overtime rate (time and a half).
- Employees with Shift Designation
- Wage Hourly Employees
- Agency Closing

Self Service Time and Leave (SSTL) will display a time card error message if the employee enters something incorrectly on their timecard or if their HRMS record is incorrect.

At the end of this section, you will be able to:

- assist an employee with SSTL
- assist a non-exempt employee with holiday entries
- assist an exempt employee with holiday entries
• assist a shift worker with holiday entries

Accessing Employee Self-Service Time and Leave Procedure

This simulation will show you how to access UVA Employee Self-Service to enter your time and/or leave.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on <strong>Launch Finance/HR and Self/Service</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
2. | Click on the **Login** button.

Enter your Integrated System Username (your Computing ID) and password.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Click on <strong>UVA Employee Self-Service</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Click on <strong>Time Entry</strong>.</td>
</tr>
</tbody>
</table>
| 5.   | You will see a list of your recently created Timecards.  
A status of **Rejected** means that your supervisor has rejected the timecard and you need to make changes and resubmit. **Working** status is given to timecards that you have created and saved, but not yet submitted for approval. **Submitted** timecards are those that have been created and submitted for approval.  
You will also see the pay period starting and ending dates, the number of Recorded Hours (for Exempt this will be the number of leave hours *taken*, if any) and the date that you submitted the timecard. |
| 6.   | Click on any of these links, or the **Important Updates and Notices** link at the top for assistance when entering time and/or leave. |
| 7.   | Click on the **Create Timecard** button. |
Exempt Employee: Entering Leave Taken

Exempt employee's only record leave taken in the Self-Service Time and Leave timecard.

An exempt employee's timecard does not show hours worked. Holidays are also auto-paid and cannot be seen in the timecard.

Exempt employees must use positive confirmation to verify they employee did not use any leave during the pay period. If no leave was taken, the exempt employee will submit a blank timecard. (Do not select the manager’s name or any other entries in the lower section of the timecard.)

Procedure

In this example you will enter leave taken for an exempt employee.
## Step 2
Click the **UVA Employee Self-Service** link.

### UVA Employee Self-Service

## Step 3
Click the **Time Entry** link.

### Time Entry
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Create Timecard</strong> button.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the drop-down arrow to display the list for <strong>Hours Type</strong>.</td>
</tr>
</tbody>
</table>

**Image:**
![Timecard screenshot](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Your eligible leave types will display, followed by your leave balance. Select the leave type you wish to use from the list. Click on <strong>University Leave / 428.217</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the drop-down arrow in the <strong>Assign/Mgr</strong> field.</td>
</tr>
<tr>
<td>8.</td>
<td>Click your <strong>supervisor's name</strong>. If you have more than one assignment and supervisor, select the correct assignment number and supervisor in which the leave was taken.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
9. | Find the day/date and enter the number of leave hours you are taking. You can enter leave for more than one day/date on the same row as long as it is the same type of leave.

Enter "8" for Mon, Mar 11.

10. | To enter a different leave type (for the same day or a different day) you must click on the **Add Another Row** button, select the leave type, supervisor's name, and day/date and enter the number of hours.

11. | Click the **Continue** button.

Note: Continue does not save the timecard. The timecard will not be saved until it has been submitted. If you wish to save your entries to submit at a later time, click the **Save** button.

12. | Once all your leave is recorded click the **Submit** button.

13. | Congratulations! You have completed the simulation for Entering Leave Taken (for Exempt Employees).

**End of Procedure.**
Exempt Employee: Holiday Hours Worked

Exempt employees are not compensated for hours worked in excess of 40 hours in the work week. (Exempt employees are referred to as being 'auto-paid). However, if an exempt employee works on a holiday, the employee will be compensated with the leave type Comp Special Holiday Worked. This provides the employee with comp leave earned and allows the employee to take the leave at a different time of their choosing.

**Important note:** For employees who work an Alternate Work Schedule (AWS): It is recommended that for the holiday week, you work a regular work schedule, as holiday pay will be calculated based on an 8 hour work day (adjusted for part-time employees.) However, as an exempt employee, there is nothing you need to do in the system to accommodate the change in work schedule.

**Procedure**

In this exercise you will enter hours worked on a holiday as an exempt employee.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by entering your user name and password. Click the <strong>Login</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>UVA Employee Self Service</strong> link.</td>
</tr>
<tr>
<td></td>
<td><a href="#">UVA Employee Self-Service</a></td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Time Entry</strong> link.</td>
</tr>
<tr>
<td></td>
<td><a href="#">Time Entry</a></td>
</tr>
</tbody>
</table>
Step | Action
---|---
4. | Click the **Create Timecard** button.

5. | Note the timecard does not automatically include the holiday (which, for this example, is Mon, Sep 2.) If you did not work the holiday, you will submit a blank timecard. If you worked the holiday, follow the next few slides.

6. | Click the arrow for the drop-down list for the **Hours Type / Hours Balance** field.

7. | If you worked the holiday, select the Hours Type **Comp Special Holiday Worked** from the Hours Type list and enter the number of hours you worked.
8. Exempt Employees only:
Select **Comp Special Holiday Worked** from the list.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>Click the drop-down to select your <strong>Assignment/Manager</strong>.</td>
</tr>
<tr>
<td>10.</td>
<td>Click your <strong>assignment number, manager name</strong>. <strong>112870-2, Marbury</strong></td>
</tr>
<tr>
<td>11.</td>
<td>In this exercise, the employee worked four (4) hours on the holiday. The hours are entered for you.</td>
</tr>
</tbody>
</table>
12. Click the **Continue** button.

**Please note:** **Continue** does *not save* the timecard. The timecard will not be saved until it has been submitted. If you wish to save your entries and submit at a later time, click the **Save** button.

13. Click the **Submit** button.

14. You will see a confirmation that the timecard has been submitted successfully.

15. Congratulations! You have completed the simulation for entering hours worked on a holiday (for an exempt employee).

**End of Procedure.**

**Exempt Employee: Submitting a Blank Timecard (No Leave Taken)**

If you are an Exempt Employee, you will not record hours worked, but you must record leave taken. If you do not take any leave in the pay period, you must submit a blank timecard to your manager for approval.

**Procedure**

In this exercise you will submit a blank timecard for approval.
### Step 1

- **Action:** Begin by entering your Integrated System User Name (your computing ID) and your Password.

  Click the **Login** button.

```plaintext
[Image of the login page]
```
### Step 2
Your E-Business Suite home page will display.

Click the **UVA Employee Self-Service** link.

[UVA Employee Self-Service](#)

### Step 3
Click the **Time Entry** link.

[Time Entry](#)

### Step 4
To create a timecard, click the **Create Timecard** button.

### Step 5
The pay period will default to the current pay period. If needed, select the drop-down to change the date to a different pay period.

### Step 6
If you did not take any leave or you did not work on a holiday during the pay period, then you must submit your timecard as is.

### Step 7
Click the **Continue** button.

### Step 8
You can ignore this warning.
9. A summary of the pay period will display. Click the Submit button.

10. You will see a confirmation that the timecard has been submitted successfully.

11. Congratulations! You have completed the simulation for submitting a blank timecard.

End of Procedure.

Non-Exempt Employee: Entering Hours Worked and Leave Taken

Non-Exempt Employees are required to enter hours worked as well as leave taken for the pay period. The system will automatically calculate overtime hours.

**Important Note:** If you are full-time, each week must reflect the expected amount of hours each week (40 hours). If you are part-time each week must equal the amount of hours for each week. Example: A part-time employee, who works 25 hours per week, must reflect 25 hours for each Monday through Sunday in the bi-weekly timecard.

You may not take off a day in one week and add it to the next week.

**Procedure**

In this exercise, you will enter hours worked and leave taken for a non-exempt employee.
### Step 1
Begin by logging into the Integrated System.

Enter your Integrated System Username (your computing ID) and your Password.

Click on the **Login** button.

```
kf
```

### Step 2
Click the **UVA Employee Self-Service** link.

[Link to UVA Employee Self-Service]

### Step 3
Click the **Time Entry** link.

[Link to Time Entry]
Step 4. To create a timecard for the current pay period, click the Create Timecard button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>arrow for the drop down menu</strong> in the <strong>Assign/Mgr</strong> field.</td>
</tr>
</tbody>
</table>
| 6.   | Click your **assignment number/manager** to confirm.  
     | 189062-3, Lorenz |
| 7.   | Notice your regular work schedule will be pre-populated for you. |
### Step 8
Enter all hours worked. Overtime hours are entered by changing the number of hours you actually worked on the day/date. The system will automatically calculate the hours worked as overtime pay or straight pay.

Enter the number of hours worked into the **Hrs** field.

Enter "8" for Sat, Oct 12.

### Step 9
In this exercise, you worked 4 hours on Oct 13th. Enter the number of hours worked into the **Hrs** field.

Enter "4" for Sun, Oct 13.

### Step 10
To enter leave taken, click the **arrow for the drop down menu** for Hours Type/Hours Balance.

You will see the leave types you are eligible followed by your leave balance.
Step 11. Click the **leave type** you wish to use.

In this exercise, you will use University Leave.

<p>| University Leave / 72.461 |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>arrow for the drop down menu</strong> for the <strong>Assign/Mgr</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>assignment number/manager</strong> to confirm. <strong>189062-3, Lorenz</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>14.</td>
<td>Scroll to the right to see the second week in the pay period.</td>
</tr>
</tbody>
</table>
| 15.  | To enter leave, remember to change the number of hours worked.  
      Enter the desired information into the Hrs field. In this exercise, you did not work on Oct 17th. Enter "0" for Thu, Oct 17. You may also leave the field blank. |
| 16.  | Enter the number of hours of leave you are taking into the Hrs field.  
      Enter "8" for Thu, Oct 17. |
| 17.  | If you need to add another leave type, or you need to enter a combination of hours worked and leave taken for a given day, you will click on the Add Another Row button, and continue with the steps to enter the leave taken. |
| 18.  | Click the Continue button.  
      **Please note:** Continue does **not save** the timecard. The timecard will not be saved until it has been submitted. If you wish to save your entries and submit at a later time, you must click the Save button. |
| 19.  | A summary of the hours worked and leave taken will display. Scroll down to see the time detail which displays the calculation of overtime. |
20. Click the **Submit** button.

   Note: Do not submit the timecard until all of the hours have been entered. Once you submit a timecard, you cannot make changes to it. Confirm that you have submitted at least the required hours for each week.

21. You will see a confirmation that the timecard has been submitted successfully.

22. Congratulations! You have completed the simulation for entering hours worked and leave taken (for non-exempt employee).

   **End of Procedure.**

Non-Exempt Employee: Holiday Hours

Note: Employees who work an Alternate Work Schedule (AWS): It is recommended that for the holiday week, you work a regular work schedule, as holiday pay will be calculated based on an 8 hour work day (adjusted for part-time employees.) If you work your AWS for the week, recognize that you may end up in a situation where you either need to take leave (to reach 40 hours in the week) or where you will be entitled to overtime pay (straight pay).

**Procedure**

In this exercise you will enter hours worked on a holiday as a non-exempt, regular schedule, Monday-Friday employee.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by entering your Integrated System <strong>User Name</strong> (your computing ID) and your <strong>Password</strong>. Click on the <strong>Login</strong> button.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>UVA Employee Self Service</strong> link. <strong>UVA Employee Self-Service</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Time Entry</strong> link. <strong>Time Entry</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>To create a timecard, click the <strong>Create Timecard</strong> button.</td>
</tr>
</tbody>
</table>
| 5.   | Notice the timecard includes the holiday. You do not have to enter the holiday hours.  
The holiday hours pre-populated on the timesheet is what pays you for the holiday, whether or not you worked on the holiday. **Important:** Deleting or removing the pre-populated holiday hours will reduce the amount of your paycheck. |
| 6.   | Click the drop-down arrow in the **Assign/Mgr** field. |
Step | Action
--- | ---
7. | Click the assignment number, manager name to select your manager.

183035, Mikell
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8.   | Enter the number of hours you worked on the holiday in the **Hrs** field.  
In this example you worked 4 hours.  
Enter "4". |

![Image of the interface showing the holiday schedule and hours worked.](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | Click the drop-down arrow in the **Assign/Mgr** field, and click on the **assignment number, manager name** to select your manager.  
↓ |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>Continue</strong> button. <strong>Please note:</strong> Continue does <em>not</em> save the timecard. The timecard will not be saved until it has been submitted. If you wish to save your entries and submit at a later time, you must click on the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>11.</td>
<td>Scroll down the page to see the <strong>Time Detail</strong> information.</td>
</tr>
<tr>
<td>12.</td>
<td>Notice that the time was captured as <strong>Comp Special Holiday Worked</strong>.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>14.</td>
<td>You will see a confirmation that the timecard has been submitted successfully.</td>
</tr>
<tr>
<td>15.</td>
<td>Congratulations! You have completed the simulation for entering hours worked on a holiday (for non-exempt employees). <strong>End of Procedure</strong>.</td>
</tr>
</tbody>
</table>