Employees
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Distribution
Chief Human Resource Officer
HRMS Timekeeper

Ownership
The Chief Human Resource Officer is responsible for ensuring that this document is necessary, reflects actual practice, and supports University policy.

Section Objectives
At the end of this section, you should be able to:
- Assist employees in SSTL.
Non-Exempt Employees

There are two types of employees using SSTL – Non-exempt employees and Exempt employees. The status of Non-exempt or Exempt is established based on the information in the HRMS Assignment record which is determined by criteria set forth in the Federal Fair Labor Standards Act (FLSA, 1938).

Non-Exempt Employees

- **Definition:** A non-exempt employee does not occupy a bona fide executive, administrative, professional or academically related salaried staff position. A non-exempt employee must receive overtime compensation for all hours physically worked over 40 hours in a workweek. A workweek consists of an established seven consecutive day period as governed by the Fair Labor Standards Act of 1938 (FLSA).

The SSTL timecard template is pre-populated with the number of hours per day (each week) that the employee is required to work. (i.e., a full-time employee (40 hours per week), will have a timecard template pre-populated with 8 hours, Monday – Friday; a part-time employee (32 hours per week), will have a timecard template pre-populated with 6.4 hours, Monday – Friday.) Holidays are also pre-populated in the SSTL timecard template.

If a non-exempt employee works a flex-schedule of four ten-hour days with Monday or Friday off, and if the rotation plan has been set up in the HRMS Assignment record, the timecard template will pre-populate with the appropriate 4 10-hour days.

- If the flex schedule rotation plan has not been set up, the timecard template will pre-populate Monday – Friday at 8 hours per day. However, the employee can change the pre-populated hours in the timecard to indicate the actual hours worked each day.

Non-exempt employees (excluding wage employees) are required to enter both hours worked and leave hours taken. **Each week in the pay period must balance to the required goal hours** (hours worked plus hours taken) as established in the HRMS Assignment record. (i.e., a full time employee is required to account for 40 hours each week in the pay period, while a 32-hour per week part-time employee is required to account for 32 hours each week in the pay period.) If the required hours are not recorded, the employee’s leave will be applied to make up the difference in the required hours.

**It is the employee’s responsibility to complete and submit the timecard for the current pay period in a timely manner.**

- Prior pay periods (retro-active) cannot be entered into SSTL. A UVA Time Management form must be completed (refer to Chapter 7, Best Business Practice for entry requirements), and submitted to the departmental Timekeeper. The form, along with a letter of explanation, will be faxed to the Central HR/Leave Center or Central HR/Payroll as appropriate. **Retro-active requests should be minimal.**

- If the employee cannot complete the timecard, the employee must contact his/her Manager so that the entries can be made prior to the deadline.

- If the employee does not submit the timecard (and does not notify the Manager or Timekeeper to complete the timecard) prior to the 5 p.m. Monday deadline, the employee is in danger of not being paid. The Timekeeper is authorized to enter the hours for the pay period, using the employee’s annual/university leave so that payment can be made. However, if the non-exempt employee is paid wages, the employee will not be paid.
Assist Non-Exempt employees in SSTL

Salaried non-exempt employees are required to account for a certain number of hours each week in the SSTL bi-weekly pay period. An employee cannot work less than the required hours in one week, and then make up the hours in the next week. The hours an employee is required to work (or account for, hours worked plus leave taken) are defined in the HRMS Assignment record. The standard work week is Monday, 12:00 a.m. and goes through Sunday, 11:59 p.m.

EXAMPLE:

1. If the employee is full-time, he/she is required to report time worked and leave taken that will total to 40 hours for each week in the pay period.

2. If the employee is a 20-hr week employee, he/she is required to report time worked and leave taken that will total 20 hours for each week in the pay period.

3. IF THE EMPLOYEE DOES NOT REPORT THE REQUIRED HOURS FOR EACH WEEK, leave (annual or university leave) will be charged for the missing hours in week that is short hours. If the employee does not have appropriate leave to charge, he/she will be docked.

NOTE: If the employee takes time off, but does not have a leave balance to use for that time, the employee must select the leave type that would have been appropriate for the time off. The system will validate the leave (or lack of leave), and if there is no leave balance, the employee will be docked.

**Only one timecard can be created for a pay period.**

If the employee has a default page set up as a Preference in UVa Employee Self-Service, the employee will need to select [Home] (upper right side of the page) to navigate to the SSTL form.

All SSTL employees must have a registered UVA e-mail account. (Notifications to employees regarding timecard approvals and rejections require a registered e-mail account @UVA.)

If the SSTL timecard does not display through the second Friday in the pay period, go into Control Panel, Display (Settings tab) and change the setting to 1280 X 1024 pixels and save the new setting.

The SSTL timecard always defaults to the current pay period. IF the employee is entering time on the deadline Monday that follows the pay period end date of Sunday, 11:59 pm, it is necessary to click the arrow to change the pay period date back to the current period to be entered. (The deadline Monday, following the Sunday 11:59 pm pay period closing, is actually the first day of the next pay period.)

Employees may enter time and leave for the current pay period and for two future pay periods. Timecards should only be entered for future pay periods if planned leave has been approved. Employees may not enter retroactive time in SSTL.
Report all hours worked on the day the work was performed. The system will automatically calculate the premium compensation.

If leave was taken on a day, remember to change the pre-populated hours to the correct number of hours worked, and add a row to record the leave taken. (If the pre-populated hours are not changed, this will result in overcompensation.)

Certain leave types require a comment in the SSTL timecard Comment field. (The employee will be prompted in the timecard to enter a comment.)

Certain leave types require a comment in the SSTL timecard Comment field AND paper documentation. (The employee will be prompted in the timecard to enter a comment and that paper documentation is required.) The paper documentation should be given to the departmental Timekeeper.

Do not select any premium pay elements although they can be viewed in the Hours Type list. (The system automatically calculates all premium pay.)

The default for premium hours in OTL is for the non-exempt employee to receive pay. If the department elects to compensate with leave instead of pay, the HRMS Specialist must change the Time Information in the HRMS Assignment Record prior to the pay period.

Employees may enter their own time for all leave taken except STD (Short Term Disability), Worker’s Compensation and FMLA leave.

To view the timecard detail that shows the premium calculated, scroll down to the Time Detail Information (referred to as the Timecard explosion) towards the bottom of the timecard.

If the Assignment/Manager field in the SSTL timecard is only one (1) character and contains no information, either a Manager has not been assigned or the primary assignment is a goal pay assignment. The HRMS Specialist must correct the Assignment record.

After time (or time and leave) is entered in the SSTL timecard, the buttons on the timecard are: [Cancel], [Save], [Continue]. Always encourage the employee to [Save] before selecting [Continue]. If the employee does not [Save] before selecting the [Continue] button, it will be necessary to use the [Back] button to save the timecard if the employee decides to not yet submit the entries.

The buttons on the right side of the timecard are duplicated – top and bottom. It makes no difference whether you use the top or the bottom row of buttons; they are the same.
A SAVED timecard (Working status) is not a submitted timecard. A saved timecard is shown as being in Working status. The timecard must be in Submitted status in order for the hours to be processed.

If a timecard is in REJECTED status, the employee, the manager and the Timekeeper each have the capability in the system to correct the timecard. If the employee is unavailable, preferably the manager will make the correction. The Timekeeper can also make the correction using the Timekeeper Entry form. Timekeepers should follow Best Business Practice to document the entries submitted.

A timecard submitted after the 5 pm deadline is the same as not submitting a timecard. You will see a prompt on the screen that the timecard was submitted after the deadline. The timecard does not go anywhere; therefore, it is the same as not submitting a timecard.

Prior pay periods (retro-active) cannot be entered into SSTL. A UVA Time Management form must be completed and submitted for processing. Follow instructions in Chapter 7.

Non-Exempt Employee with a Salaried Assignment (Academic side) PLUS a Temp Wage Assignment.

- The employee enters hours for both assignments in SSTL. Both assignment hours must be entered prior to submitting the timecard. Once the timecard has been submitted, hours cannot be added unless the timecard is rejected by the Manager.

Medical Center employee with Temp wage position at UVA (Academic side)

- The employee enters hours for the Temp assignment in SSTL.
  - Compensation for the Temp Assignment hours is determined according to the Earning Policy in the HRMS Assignment record.
Employees with Shift Work Designation

Shift work that carries over into Monday morning after the payroll deadline will be included in the current pay period. The carryover will [Stop] when the employee clocks out on Monday morning.

The three shift differential categories are:

- **Day shift** 6:00 am to 2:30 pm with carry over to 5:00 pm
- **Evening shift** 2:30 pm to 11:00 pm, with carry over to 1:30 am
- **Night shift** 11:00 pm to 6:00 am with carry over to 9:00 am

Shift authorized employees must enter time as [Start] and [Stop] in the SSTL timecard. The employee records the time using four digits with a colon, followed by am or pm. (Ie. Midnight is entered as 12:00 am, whereas 5 pm is 05:00 pm.

<table>
<thead>
<tr>
<th>SSTL Timecard Time Entry Examples for Shift Hours Format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midnight       = 12:00 am</td>
</tr>
<tr>
<td>1:00 a.m.      = 01:00 am</td>
</tr>
<tr>
<td>2:15 a.m.      = 02:15 am</td>
</tr>
<tr>
<td>Noon           = 12:00 pm</td>
</tr>
<tr>
<td>9:00 p.m.      = 09:00 pm</td>
</tr>
</tbody>
</table>

Shift authorized employees may enter hours, rather than [Start] and [Stop] times for days when leave is taken.

- **Shift authorized employees cannot use a combination of [Start/Stop] times and hours in the same day.** (Example below shows Monday worked using shift hours format; Tuesday, one day leave taken – hours entered only; Wednesday 4 hours worked and 4 hours taken – shift hours must be entered for all records for the day.)
If a shift authorized employee works on a holiday or agency closing day, the [Start/Stop] times must not overlap. Enter [Start/Stop] times for the holiday or agency closing that was not included in the work hours (Start/Stop) times.

If a shift authorized employee works on a holiday, start/stop times must be entered for the holiday and for the hours worked. The shift differential pay is “triggered” as a pay element associated with Start/Stop times only. A shift employee is compensated with leave (up to 8 hours for a 40-hour per week employee), and is paid shift differential for the hours worked. (Example below.)
Shift premium will be calculated automatically according to the hours worked on the shift.

- To view the timecard detail that shows the shift differential calculated, scroll down to the Time Detail Information (referred to as the Timecard explosion) towards the bottom of the timecard.

Call Back and Stand By hours must be selected as Hours Type in the SSTL timecard.

- If hours exceed 24 in a day due to Call Back or Stand By hours, enter the hours on a different day. No more than 24 hours can be entered for any one day.

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Assign/Mgr</th>
<th>Mon, Apr 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>119391, Frampton</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04:00 PM</td>
</tr>
<tr>
<td>Hours Worked</td>
<td>119391, Frampton</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>05:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09:00 PM</td>
</tr>
<tr>
<td>Holiday</td>
<td>119391, Frampton</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01:00 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09:00 AM</td>
</tr>
</tbody>
</table>
Exempt Employees

There are two types of employees using SSTL – Non-exempt employees and Exempt employees. The status of Non-exempt or Exempt is established based on the information in the HRMS Assignment record which is determined by criteria set forth in the Federal Fair Labor Standards Act (FLSA, 1938)

- **Definition:** An **exempt** employee is working in a bona fide executive, administrative, professional, or academically-related staff position and does not receive overtime compensation as governed by the Fair Labor Standards Act of 1938 (FLSA).

**Exempt employees are required to submit a timecard, **but will be paid if a timecard is not submitted.**

The exempt employee enters only leave taken in the SSTL timecard. **NOTE:** The only time an exempt employee will enter time worked is if the employee worked on a holiday or an Agency Closing day. (Refer to Timekeeper Manual – Third Edition, Chapter 6, Holidays and Agency Closing.)

**If an exempt employee fails to submit a timecard, the UVA Time Management form must be completed for the pay period.** If leave was taken, the timesheet must be faxed as a retro request to the Central HR/Leave Center. If no leave was taken, make a note on the form: “No Leave Taken during this pay period”. After the appropriate approvals, the Timekeeper will retain the paper timesheet in the department for audit purposes.
Assist Exempt Employees in SSTL

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”). If an exempt employee works the holiday, select Comp Special Holiday Worked.

- Exempt employees will be paid for the holiday without making any holiday entry.

If an exempt employee does not complete and submit the timecard for the current pay period in a timely manner, the employee will be paid.

If an exempt employee does not complete and submit the timecard for the current pay period, a UVa Time Management form must be completed for audit purposes. (Follow instructions in Chapter 7.)

Exempt employees enter only leave taken in the SSTL timecard.

The SSTL timecard does not record or show hours worked. Holidays are also auto-paid and cannot be seen in the timecard. The exempt employee enters only leave taken. NOTE: The exception to this rule is if an exempt employee works on a holiday or an agency closing day. (Refer to Chapter 6, Holidays and Agency Closing.)

Exempt employees must use positive confirmation to verify that no leave was taken during the pay period. There is a [No Leave Taken?] field in the upper left portion of the timecard. Press the arrow and select No Leave Taken this Period. Submit the timecard. (Do not select the Manager or make any entries in the lower section of the timecard.)

If an exempt employee fails to submit a timecard, the UVA Time Management form must be completed for the entire pay period. The paper timesheet must be signed by the employee and approved by the manager. If leave was taken, the Timekeeper will fax the timesheet to the Central HR/Leave Center. If no leave was taken, the employee will make a note on the paper timesheet: No Leave Taken during this pay period. The manager approves the paper timesheet, and the Timekeeper will retain the form in the department for audit purposes. (Refer to Requirements for Timesheet Entries, Chapter 7).

Prior pay periods (retro-active) cannot be entered into SSTL. A UVA Time Management form must be completed. Follow instructions in Chapter 7.

Exempt Employee with two or more assignments – (One salaried and one or more wage assignments). The hours for the wage assignment cannot be entered at the departmental level. The hours must be recorded on the UVA Time Management form (the paper timesheet). After the appropriate approval has been obtained, the Timekeeper will fax the timesheet to Central/HR Payroll to be keyed. The cover letter and top left corner of the paper timesheet must be noted as: DUAL EMPLOYMENT. The paper timesheets must be received in a timely manner prior to the payroll deadline.
Wage (Hourly) Employees

Wage employees are non-exempt. Wage employees are paid by the hour for the hours worked, and do not earn leave. The hours worked in a week in excess of 40 hours are calculated by the system at the premium pay rate (Time and a half overtime rate).

Non-Exempt Employees

- **Definition:** A non-exempt employee does not occupy a bona fide executive, administrative, professional or academically related salaried staff position. A non-exempt employee must receive overtime compensation for all hours physically worked over 40 hours in a workweek. A workweek constitutes of an established seven consecutive day period as governed by the Fair Labor Standards Act of 1938 (FLSA).

Wage (hourly) employees are required to submit a timecard for all assignments for all hours worked. Wage (hourly) employees should complete all time entries for all assignments prior to submitting the timecard.

If a wage employee does not complete and submit the timecard for the current pay period in a timely manner, the employee will not be paid.

Prior pay periods (retro-active) cannot be entered into SSTL. A UVA Time Management form must be completed. Follow instructions in the Timekeeper Manual – Third Edition, Best Business Practice, Chapter 7,.

Retro-active requests for payment for prior pay periods will be processed in the next up-coming pay period.
SSTL Timecard ERROR Messages

There is a link on every SSTL timecard that explains the ERROR messages the employee may encounter.

Error messages will appear in red on the timecard. Listed below are some common error messages that you may encounter and what you need to do to fix the error:

Hrs – Need Assignment
Choose the correct assignment from the drop-down list for the Assignment/Manager field. You must always select your assignment number, which will be followed by your Manager’s last name for the hours worked or leave taken, even if you have only one assignment and Manager.

Hrs – Need Hours Type
Choose the correct hours type (hours worked or the type of leave taken) from the drop-down list for the Hours Type field.

Start – The time format that you have used is incorrect based on your Oracle Time and Labor preference. Enter your time in the correct format. The correct time format is HH:MM AM or PM (i.e., 07:00 AM). Start and Stop times are primarily entered by employees working shift hours.

Stop – The time format that you have used is incorrect based on your Oracle Time and Labor preference. Enter your time in the correct format. The correct time format is HH:MM AM or PM (i.e., 07:00 AM). Start and Stop times are primarily only to be entered by employees working shift hours.

Entry of Premium Hours is not allowed. Enter Hours Worked. The system will calculate Premium Hours (straight overtime, time and a half overtime, etc.). Enter the actual number of hours worked using the Hours type: Hours Worked.

Time/hours entered must be consistent for all entries in a day.
Enter Start and Stop times or number of hours worked (not both) on a day, or remove the line. Start and Stop times are primarily entered by employees working shift hours.

Stop – This time overlaps with another entry.
Correct the Start and Stop time hours where hours overlap, or remove line. Start and Stop times are only primarily entered by employees working shift hours.

Hrs – You are not permitted to enter negative hours. Please specify an hour value that is greater than zero.
Although the message indicates that you cannot enter a zero (0), the timecard will accept a 0 value. If you add a row you do not wish to use, you can enter a 0 value for the hours OR you can delete the row by using the trash can.
You have entered some time information without associating any time with that information. Enter some time for this hours type, or remove the row.

You cannot submit an unchanged timecard. Modify the timecard, for example by adding or updating a comment, and try again. If other error messages are displayed, correct those errors and resubmit the timecard. If a timecard is rejected, you must make a change to resubmit it. If there are no changes to the hours or leave, enter a comment (or change an existing comment) and resubmit.

Hrs – Leave Type selected requires additional information in the Comments box. This warning message will appear if you save or continue a timecard with a leave type selected that requires a comment, without entering a comment. Enter the required comment in the comments field.

Hrs – Error occurred while validating Earning Policy. If you have a primary goal pay assignment as well as other active wage assignments, this error message will appear when you enter your timecard for the Wage assignment. This is because the goal pay assignment is marked as primary, and goal pay assignments do not have associated earnings policies. If you receive this error, contact your HRMS Specialist so that your assignment records can be updated.

ERROR: The following time entry rule has been violated (Error when time Greater than 24) You cannot record more than 24 hours in a day.

NOTE: If the Assignment/Manager field in the SSTL timecard is only one (1) character and contains no information, either a Manager has not been assigned or the primary assignment is a goal pay assignment. The HRMS Specialist must correct the Assignment record.
Login To Self Service

You can login to Self Service from the Human Resources home page OR from the Integrated System home page. Instructions to login to each site follow:

1. Using your web browser, navigate to www.hr.virginia.edu

2. Click on the SSTL link

3. Username: Enter your computing ID without @virginia.edu

4. Password: Enter the password you've created OR Click the TIP for a system generated reset password, if you don’t remember your password.

First time password standard: The generic standard password for first time users is: The word payslip followed immediately (lowercase) with the first letter of your birthday month, followed immediately by the last digit of your social security number. (Example: I am a new employee, born in the month of June, and the last digit of my social security number is 3. My generic password is: payslipj3)

OR
1. Using your web browser, navigate to www.virginia.edu/integratedsystem

2. Click on the Launch Finance/HR And Self/Service button.

3. Username: Enter your computing ID without @virginia.edu

4. Password: Enter the password you’ve created OR Click the TIP for a system generated reset password, if you don’t remember your password.

First time password standard: The generic standard password for first time users is: The word payslip followed immediately (lowercase) with the first letter of your birthday month, followed immediately by the last digit of your social security number. (Example: I am a new employee, born in the month of June, and the last digit of my social security number is 3. My generic password is: payslipj3)