ESS On-Line Time Entry/Leave Request FAQ's

Q: If you work overtime, does it get recorded on the same line as regular hours worked?
A: Yes

Q: Do supervisors get emails for all time worked entries?
A: At this time, supervisors only receive an email (once every 24 hours) for outstanding leave requests. They may find it helpful to put a recurring reminder on their Outlook calendar to approve work time every other Thursday afternoon.

Q: Is retroactivity still available?
A: Yes

Q: When will time administrators lose CAT2, etc.?
A: At this time, there is no set date for CAT2 to go away.

Q: How are holiday entries handled?
A: Regular Staff (biweekly and monthly) will need to enter a leave request for holidays. Time administrators might find it helpful to send an email reminder during pay periods when holidays fall.

Q: Can departmental time administrators enter holidays on behalf of their monthly staff?
A: At this time, it is still possible through the use of CAT2, but we want to encourage employees to get in the habit of doing it themselves.

Q: What happens in the event of employee illness and someone can't enter their time? Can time administrators enter on their behalf?
A: At this time, CAT2 is still available.

Q: How does delegation work?
A: Instructions on delegation have been distributed.

Q: Can delegation always be active in the background, or is it only done on an as-needed basis?
A: Both options are available.

Q: Do supervisors need to approve each individual work day or can they approve the whole pay period at one time?
A: Both options are available.

Q: Do approved leave days that later get cancelled go back to the supervisor's workflow?
A: Yes

Q: Timing – how far ahead can you request leave?
A: It is advisable to stay within the same fiscal year, at least until current year balances are depleted.

Q: How far ahead can you enter working time?
A: 2 pay periods

Q: What message is displayed when you enter more hours than expected?
A: The employee would receive a similar "yellow" informational message, similar to CAT2.

Q: Does leave show up in CAT2?
A: Not at this time. It might be helpful to utilize zhr_leaveusage.

Q: Do any emails get sent to employees to remind them to do their time worked entry?
A: Not at this time. However, the department time administrator can send a reminder (similar to the reminders that were generally sent when paper timesheets were due).

Q: Can there be a link to the leave approval workflow in the reminder email to the supervisor? (Similar to shopping carts).
A: Not at this time, but will look into.

Q: Does unapproved leave time show up in CATS_APPR_ LITE?
A: Not at this time. However, unapproved hours worked will show up. EAG is working on this. We will keep you updated as we hear more.

Q: Does approved time appear in the Verify Transfer transaction?
A: Yes, approved hours worked (not leave) will show up in *z_timerpt*

Q: How can the employee check the status of their leave request/hours worked?
A: For leave requests, go back to *create leave request*, and view the "status" column. For working time, go back to *record working time*, and click the icon in the "det" column.

Q: Can a "timesheet" still be printed?
A: It could be. After all work hours/leave are processed for the period, there is a print icon (top right) available on the *record working time* screen. You can also just click on the icon to "preview" without printing.

Q: What if the "planned" hours column looks incorrect on the *record working time* screen?
A: The *planned* hours column pulls from the *work schedule rule* entered in SAP. Also, if a leave request has already been approved for the period, the planned work hours column should update accordingly.

Q: What if an employee has multiple hourly assignments?
A: On the "Record Working Time" screen, they would want to choose the correct assignment under "personnel assignment."

Q: Will *STEPS* employees use the on-line time entry system?
A: There are no plans for this, at this time.

Q: Where do supervisors go to see an entire list of their direct reports?
A: From *MSS*, click on the "Team" page, and then click on "employee info"

Note: Make sure the drop down box says "direct reports"

Q: Can departments still put multiple employees into student/temporary staff positions?
A: Yes, as long as they all have the <u>same supervisor</u>. The position supervisor relationship should be verified (via PP01) <u>prior</u> to entering the personnel action.

Q: Can department directors see all of the employees in their department, not just their direct reports?

A: If the director wants to see everyone in their down line reporting structure, there is a drop down box on the Team page/team viewer that they can select “direct reports” or “all employees”. If they want to see their entire structure, have them click on the All employees selection in that drop down box.

Q: Can multiple supervisors be assigned to the same position?
A: At this time, only one supervisor can be assigned to a given position number. However, please see delegation instructions for more information.

Q: Will there be training?
A: At this time there are plans for Quick Reference Cards and Web Based Training.

Q: Will this replace *Webpay* for the county offices?
A: Yes

Q: How will supervisors know when there is something that they need to approve?
A: Via the Work Overview, and an email reminder is sent every 24 hours when there is a pending leave request. Supervisors might also find it helpful to create a recurring *Outlook* reminder to approve time prior to the biweekly preliminary payroll run (every other Thursday afternoon).

Q: What if a supervisor is going to be off work for an extended period of time. An example might be for maternity leave?
A: There is a delegation option available. Prior to going on leave the supervisor could set up a delegation, so that their workflow would be sent to someone else for review/approval. The person chosen as the delegate should be informed in advance, so they can log in to accept the delegation.