

Frequently Asked Questions for Time & Labor Implementations

Employee Related Questions

1. What is Reported Time vs. Payable Time?

Reported Time:

- a. Time that has been entered onto the timesheet but not yet processed through Time Administration (Rules **have not** been applied)

Payable Time:

- b. Time that is or has been validated by the Time Administration process (Rules **have** been applied)

2. When am I supposed to submit time on my timesheet?

- a. Time should be entered for the previous week by COB Monday.

3. When will managers approve my timesheet?

- a. Time should be approved for the previous week by COB Wednesday.

4. What happens if my manager doesn't approve my time?

- a. For Full Time monthly paid employees your regular pay check is not impacted by Time and Labor.
- b. If you are a Part Time Hourly employee, you are paid for the hours worked and approval is needed for your hours to be sent to payroll. So your paycheck may be impacted.
- c. Time that is not approved on the part-time hourly timesheet does not get processed by the Time and Labor process.

5. What happens if I do not submit my time?

- a. For full time monthly paid employees your regular pay check is not impacted by Time and Labor.
- b. Part Time Hourly Employees will not be paid for hours worked if they do not submit their time.

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6. How many days in the past/future can I report my time?
 - a. The timesheet has been opened for entries 45 days in the past.
 - b. The timesheet has been opened for entries 180 days in the future.

7. What type of email notification will I receive?
 - a. Notifications are not active for Time & Labor.

8. Will my manager receive notification that my time needs approval?
 - a. Yes, reports will be emailed to your manager on a designated day of the week. Reports will be provided for unapproved time and unapproved absences.

9. Does Athens Technical College require employees to use the Combo Code field on the timesheet?
 - a. No. You will not enter any entries in the Combo Code field on the timesheet.

10. When does Time Administration Run?
 - a. Time Administration (Time Admin) runs nightly.

11. What do I do if I need to make a change to the time on my timesheet and the previous entry has been approved?
 - a. Change the entry that needs correcting and submit the timesheet for approval. Your manager will need to approve the change in order for the Time and Labor process to update your results. **Note:** Employee can only make changes in the past up to 45 days.

12. When will my leave balances be available for me to see after Go-Live?
 - a. Leave will be converted from your previous leave system on the 8th of August with a 8/1/2018 effective date.

13. What happens to absence requests that were entered in Absence Management for dates after July 31, 2018? For example, I've already requested to be off the week of Thanksgiving 2018.

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- a. All future dated absence requests beyond the Go-Live date of 8/01/2018 will need to be reentered in Time and Labor. These future dated requests do not automatically transfer from one system to another.