



Time and Labor Absence System

Frequently Asked Questions

This page is a work in progress, however you will still be able to review the Q's and A's.

Some questions are repeated if they apply to each subject.

If you have any other questions, feel free to contact your payroll specialist.

Timecard (T/C) Punch Time Transactions

- If an employee forgets to punch in or out, how can they get it corrected?
- If an employee continues to neglect to punch IN & OUT, does a manager have a legal right to let the time lapse to the next pay period?
- If a T/C employee is at an off site conference or seminar, how do they account for their punch time?
- If a T/C employee is at a lunch meeting, how do they account for their time?
- What if a T/C employee is at a site where they cannot punch in or out?
- Does a T/C employee have to punch IN and OUT for a meal, if not taken as a meal? For example - a student works 7:00a - 9:00a, then goes to class from 9:00a - 11:00a, then punches back in to work.
- Does an RPS have to be completed for overtime, on - call, pager, and comp time?
- Are temporary employees able to use compensatory time instead of overtime?
- If the payroll deadline is Thursday, how will employees be able to punch their time on Friday?
- If an employee works overtime at another campus, how do they submit for that time?
- If an employee works overtime for another department other than their own dept., will they be able to override the account in the Time and Labor system?
- If a nonexempt employee works overtime without prior approval, do I still have to pay the employee for the overtime they worked?
- If an employee does not have an e-mail account and does not have an enterprise ID, how will they record their time?
- Will all temporary timecard employees report their time in Time and Labor?
- Are temporary time card employees required to attend the training session? If so, who is going to pay them?

Accessing the Time and Labor System

- Can employees access the Time and Labor system from home?
- Can employees access Time and Labor via VPN?
- If an employee working for Maricopa resides out of state, how do they access Time and Labor?
- Can the rollout of Time and Labor be rolled out by individual departments?

Reporting Exception Absence Time for Board-Approved Employees

- Does an RPS have to be completed for overtime, on call, pager and comp time?
- If an employee works overtime at another campus, how do they submit that time?
- If an employee works overtime for another department other than their own, will they be able to override the account in the Time and Labor system?
- If an employee doesn't take off any time from work or work any overtime, do they need to go into Time and Labor?

- If an employee planned on taking time off, such as a vacation day etc, entered it in advance, and then didn't take it, what should they do?
- How far in advance can leave time be entered?
- If an employee is sick on a Friday and can't input their time off, how will that time be entered?
- If an employee is on an approved FMLA leave, how do they report their time?
- Can a supervisor dock an employee's pay if they're late?
- How current are the accrued leave balances?
- If employees change jobs in the middle of the pay period which results in a supervisory change, who will approve the time off?
- If an employee changes jobs in the middle of a pay period which results in a policy group change, who will enter and approve the time?
- If a newly hired employee is absent prior to their Board approval, how do I report the time absent?

Management Reporting and Approvals

- If the manager or dept chair are not available on Monday mornings to approve time, who should approve the time?
- If a manager approves time, can the employee still make changes?
- If a manager makes a change right at the manager cut off time, what happens?
- What if no one is available to approve time in a dept?
- Can the manager time reporting deadlines be extended?
- Can a manager assign a "designee" to more than one person?
- Once a designee(s) is selected and entered, can the manager still access their account?
- Can a designee assign other employees to be their designee?
- Can a designee's access be canceled?
- What does a supervisor's designee see?
- What is the maximum character count for creating a run control ID?
- Will managers be able to run the Time Administration process to create the time to be approved?
- Why don't we want to advertise VPN for managers?
- I am not listed as a manager for one of my employees (either timecard or board approved). How can this get corrected?
- Where is the form to request a change to a department or department manager?

Accrued Time (vacation, sick, personal, comp)

- What happens if an employee enters more vacation time than they have in their available vacation balance?
- If an employee is sick on Friday and can't modify their absence reporting, what should they do?
- Is there a process to inform an employee they are about to lose vacation time at the end of the calendar year?
- What if a supervisor does not approve time prior to the supervisor cut off time.
- Can employees make corrections to their absence input if the pay period has not ended?
- What if an employee exceeds their personal leave time, sick time, or banked vacation time?
- What if employees do not use their comp time within 90 days.
- Can employees report or correct time for a prior pay period?

Overtime, Breaks, Lunchtime

- Do nonexempt employees have to submit their daily and weekly hours to their supervisor on a timesheet similar to the one distributed at Time & Labor training?
- Is it mandatory to take a lunch break?
- Does my supervisor have to enter my comp time in the system? Why can't I continue to keep track of the totals on paper?
- Do employees enter the actual hours of comp time or enter comp time as time and one half?
- How can an employee tell if their supervisor has changed the time that was reported on their own?
- If a nonexempt employee works overtime without prior approval, do I still have to pay the employee for the overtime they worked?

General Questions

- How does the end user know they have a message when they log into Time and Labor?
- Will the deadline calendar be on the Web?
- Will deadlines be on corporate time?
- Are managers prompted by the Time and Labor system to approve when cut off times are near? If they don't approve, what happens?
- Will all employees report their time in the Time and Labor system?

The following are helpful links if you have additional questions:

The HRMS Training Page

<http://www.maricopa.edu/training/hrusersupport.htm>

The HRMS Login Page

<http://www.maricopa.edu/>

Payroll staff phone and e-mail extensions

<http://www.maricopa.edu/hrweb/payroll/Payroll%20Staff.htm>

Time and Labor Forms

<http://www.maricopa.edu/hrweb/payroll/TimeLabor.htm>

--or--

<http://www.maricopa.edu/hrweb/payroll/FormPage.html>

Timecard (T/C) Punch Time Transactions

If an employee forgets to punch in or out, how can they get it corrected?

The web clock is real time and cannot be modified by the employee. The employee must contact their supervisor or supervisor's designee to modify the time entry either using the message board, by phone or verbal contact. Timecard employees can only punch in or out on the current day.

If an employee continues to neglect to punch IN & OUT, does a manager have a legal right to let the time lapse to the next pay period?

No - The supervisor will have to enter the punches for the employee up until the manager cutoff time if the employee neglects to do so. If necessary, a paper timecard can be submitted if the cutoff time is missed. By law we have to pay an employee for their time worked. Corrective action or possibly termination is another option. It is recommended the message board be utilized for communications.

If a T/C employee is at an off site conference or seminar, how do they account for their punch time?

The supervisor or supervisor's designee will have to enter their punches for them. If the seminar or conference is at another MCCCCD college, the T/C employee can punch in from a computer at that college.

If a T/C employee is at a lunch meeting, how do they account for their time?

Non-exempt employees who work through their lunch hour must be paid for it. Please discuss in advance with the supervisor if the employee will need to be paid the additional hours, or will reduce their remaining work hours during that workweek to compensate for the time worked during the lunch break so as not to create an overtime issue.

What if a T/C employee is at a site where they cannot punch in or out?

The supervisor or supervisor's designee will have to enter their punches for them.

Does a T/C employee have to punch IN and OUT for a meal, if not taken as a meal? For example - a student works 7:00a - 9:00a, then goes to class from 9:00a - 11:00a, then punches back in to work.

Meal IN and OUT is there for FLSA purposes. T/C employees are not required to punch in and out for meals, if not taking a meal break. They can use the regular IN & OUT punch buttons.

Does an RPS have to be completed for overtime, on - call, pager, and comp time?

Departments must prove they have the budget to pay the employee for these services. Contact your fiscal office to determine what paperwork they require for pre-approval.

Are temporary employees able to use compensatory time instead of overtime?

Compensatory time may be used for temporary employees with approval from a Dean/Director or above. In order to be in compliance with federal regulations it is necessary for comp time to be tracked manually for temporary employees. Employees must be permitted to use accrued comp time within 60 days from when it was earned. If 60 days has passed and the supervisor has not granted compensatory time off then overtime pay will be awarded.

If the payroll deadline is Thursday, how will employees be able to punch their time on Friday?

The supervisor or supervisor's designee will need to project and punch in Friday's time.

If an employee works overtime at another campus, how do they submit for that time?

If the overtime work is for that campus, overtime must be submitted on a paper timecard at that campus.

If an employee works overtime for another department other than their own dept., will they be able to override the account in the Time and Labor system?

No, the time will have to be submitted on a paper timecard if they are working overtime or being paid from an account other than their main assignment.

If a nonexempt employee works overtime without prior approval, do I still have to pay the employee for the overtime they worked?

Yes, FLSA requires nonexempt employees be paid for all time actually worked. The overtime can be paid in wages or comp time. Please counsel the employee that all overtime should be pre-approved in advance and if unauthorized overtime continues, they may be subject to disciplinary action.

If an employee does not have an e-mail account and does not have an enterprise ID, how will they record their time?

The employee can use the ease tool at <https://memo2.maricopa.edu/ease/ease.html>. Once an employee has created an Enterprise ID, they can use that to login and enter their time. If further issues arise, please work with your college payroll specialist.

Will all temporary timecard employees report their time in Time and Labor?

No, substitute instructors will continue with paper timecards and employees on special service contracts will continue to get paid from their contracts such as adjunct faculty.

Are temporary time card employees required to attend the training session? If so, who is going to pay them?

No, they are not required to attend. There is a video tutorial and quick reference cards available as alternative training methods.

[Accessing the Time and Labor System](#)

Can employees access the Time and Labor system from home?

No, for security reasons, Time and Labor must be accessed within the Maricopa firewall. However, Time and Labor can be accessed from any college within the Maricopa system.

Can employees access Time and Labor via VPN?

Yes, VPN gets you inside the Maricopa firewall. This access must be at the supervisory level only.

If an employee working for Maricopa resides out of state, how do they access Time and Labor?

They will need to work with their supervisor or supervisor's designee to enter their time each payroll.

Can the rollout of Time and Labor be rolled out by individual departments?

No

[Reporting Exception Absence Time for Board-Approved Employees](#)

Does an RPS have to be completed for overtime, on call, pager and comp time?

Departments must prove they have the budget to pay the employee for these services. Contact your fiscal office to determine what paperwork they require for pre-approval.

If an employee works overtime at another campus, how do they submit that time?

If the overtime work is for that campus, overtime must be submitted on a paper timecard at that campus.

If an employee works overtime for another department other than their own, will they be able to override the account in the Time and Labor system?

No, the time will have to be submitted on a paper timecard if they are working overtime or being paid from an account other than their main assignment.

If an employee doesn't take off any time from work or work any overtime, do they need to go into Time and Labor?

No, they don't but they may want to let their supervisor know they have no entries into Time and Labor for that pay period.

If an employee planned on taking time off, such as a vacation day etc, entered it in advance, and then didn't take it, what should they do?

They can make changes in the current pay period as long as the employee cut off time has not passed for the pay period. If the employee cut off time has passed, the supervisor or supervisor's designee will need to make that correction for you.

How far in advance can leave time be entered?

As far in advance as you want to go. However, your future time off will not appear in the sick/vacation balance box and will not be processed until the pay period in which that time off occurs. Time and Labor does not process your future time off.

If an employee is sick on a Friday and can't input their time off, how will that time be entered?

The supervisor or supervisor's designee will need to input the time off. If the manager's cutoff time has passed, a paper absence adjustment form must be submitted to payroll.

If an employee is on an approved FMLA leave, how do they report their time?

If this is an intermittent FMLA, the employee can report their leave time using the appropriate FMLA codes. If the leave is for a block of time, the supervisor or supervisor's designee will be responsible for entering the time on behalf of the employee as the employee will be locked out of the system.

Can a supervisor dock an employee's pay if they're late?

If employees do not have approved accrued time to cover their absence, their pay can be docked and must follow any guidelines in their employee policy manual.

How current are the accrued leave balances?

The leave balances shown on the absence/exception page are current real time balances according to payroll records minus any leave time reported in the Time and Labor system for the current pay period.

If employees change jobs in the middle of the pay period which results in a supervisory change, who will approve the time off?

If employees change positions any time within the pay period, only the current supervisor can

approve the time off for the entire pay period. If employees are transferring or moving to new positions, it is best to make the transfer date effective the first day of the pay period.

If an employee changes jobs in the middle of a pay period which results in a policy group change, who will enter and approve the time?

When employees change from one policy group to another in the middle of a pay period, they will be locked out from reporting their time online. The employee will need to submit their time on a paper absence adjustment form to payroll. It is best to make the transfer date effective the first day of the pay period.

If a newly hired employee is absent prior to their Board approval, how do I report the time absent?

The supervisor must enter an LWP in Time and Labor for the employee.

Management Reporting and Approvals

If the manager or dept chair are not available on Monday mornings to approve time, who should approve the time?

Assign a designee or approve it on the preceding Friday. At each college, the college HR Dept will be able to approve time if no one else is available.

If a manager approves time, can the employee still make changes?

Employees can make changes until the employee cut off time.

If a manager makes a change right at the manager cut off time, what happens?

The auto approve process will approve the manager's changes and the time will be sent to payroll.

What if no one is available to approve time in a dept?

The college HR Dept will have access to approve time for all employees at each college.

Can the manager time reporting deadlines be extended?

The manager cut off time has been set to allow managers the maximum amount of time to review and approve time. The processing of payroll has multiple manual and programmatic steps which need to be completed in a specific sequence. These steps cannot be started until all the time has been downloaded from Time and Labor and manual processes. There are also deadlines as to when direct deposit information must be submitted to banks to ensure the funds are in the employee's accounts by payday. If these programmatic and manual steps are delayed, the entire payroll could be delayed as well.

Can a manager assign a "designee" to more than one person?

Yes, put in the first EMPL ID and click submit, then put in the 2nd EMPL ID and click submit. If you leave the end date blank, the designee's access is indefinite.

Once a designee(s) is selected and entered, can the manager still access their account?

Yes, the manager will always have access to their direct reports.

Can a designee assign other employees to be their designee?

No, only the manager can assign a designee.

Can a designee's access be canceled?

Yes, either the manager granting access or the person being granted the access can cancel by clicking the "cancel" button.

What does a supervisor's designee see?

A designee sees the Manager Self Service option, like their manager. However, they will not see the manager's personal information.

What is the maximum character count for creating a run control ID?

30

Will managers be able to run the Time Administration process to create the time to be approved?

No, this will be run by payroll. The Time Administration process will run every hour during the week and every half hour on the morning managers are locked out starting at 7:00a.m.

Why don't we want to advertise VPN for managers?

Manager access is not the issue. Students don't have VPN access.

I am not listed as a manager for one of my employees (either timecard or board approved). How can this get corrected?

The first thing to check is to make sure that your Empl ID is in the supervisor field of the Filter box:

Process Time & Labor Reporters

FILTER	EMPLOYEE:	<input type="text"/>	<input type="button" value="Q"/>
	SUPERVISOR:	<input type="text" value="15012612"/>	<input type="button" value="Q"/> Ryan, Merle K.

If you still cannot see an employee, check with the Payroll Dept so they can see how the person is set up in the system. If there are employees in your list who do not report to you, contact the payroll department to determine who the employee should be reporting to.

Where is the form to request a change to a department or department manager?

The form is on the payroll form page under Department Table Change Form and should be turned into the Wage/Salary Dept in Compensation.

<http://www.maricopa.edu/hrweb/payroll/FormPage.html>

Accrued Time (vacation, sick, personal, comp)

What happens if an employee enters more vacation time than they have in their available vacation balance?

If employees exceed their regular vacation balance, it will show as a negative balance and time will automatically be subtracted from their banked vacation balance. If there is no banked vacation time to subtract from, their paycheck will be docked.

If an employee is sick on Friday and can't modify their absence reporting, what should they do?

Call their supervisor or supervisor's designee to enter their time before the manager's cutoff time or submit a paper absence adjustment form to payroll.

Is there a process to inform an employee they are about to lose vacation time at the end of the calendar year?

Not in Time and Labor. However a reminder e-mail is sent out every October with calculation instructions. If employees are inputting their accrued time off each pay period, their balance will be accurate so they can project till the end of the year as well.

What if a supervisor does not approve time prior to the supervisor cut off time.

All unapproved time will automatically be approved after the manager deadline.

Can employees make corrections to their absence input if the pay period has not ended?

Yes, this can be done any time before the employee cut off time.

What if an employee exceeds their personal leave time, sick time, or banked vacation time?

They will be docked when the time is processed by the payroll system.

What if employees do not use their comp time within 90 days.

The system will automatically pay any hours which have not been used in the 90 day window.

Can employees report or correct time for a prior pay period?

No, once the time reporting deadlines have passed, any changes to time for that pay period must be submitted on the paper absence adjustment form and submitted to payroll.

Overtime, Breaks, Lunchtime

Do nonexempt employees have to submit their daily and weekly hours to their supervisor on a timesheet similar to the one distributed at Time & Labor training?

Yes, the FLSA recordkeeping guidelines require all non exempt employees track the time and day each workweek begins, the hours worked each day, and the total hours worked each week. This should be given to their supervisor to be kept for a period of 3 years.

Is it mandatory to take a lunch break?

Maricopa practice has been to grant lunch breaks to employees. However, neither federal nor state law requires a lunch break. Dept managers can determine the scheduling of lunch breaks to ensure adequate dept coverage over the lunch times. Break times for nonexempt employees are stipulated in their policy manuals.

Does my supervisor have to enter my comp time in the system? Why can't I continue to keep track of the totals on paper?

To be in compliance with MCCC'D's comp time policies, comp time must be tracked by date earned and date used. The Time and Labor system will do this for regular board-approved employees. If 90 days have passed and some remaining comp time has not been used, it must be paid as overtime.

Do employees enter the actual hours of comp time or enter comp time as time and one half?

If employees are entering comp time earned after their college's "go live" date, they enter actual hours. The system will do the calculation for you when it is paid or when you take the time. If employees are entering previous comp time, they need to do the overtime calculation of 1.5 and enter that total.

If a nonexempt employee works overtime without prior approval, do I still have to pay the employee for the overtime they worked?

Yes, FLSA requires nonexempt employees be paid for all time actually worked. The overtime can be paid in wages or comp time. Please counsel the employee that all overtime should be pre-approved in advance and if unauthorized overtime continues, they may be subject to disciplinary action.

General Questions

How does the end user know they have a message when they log into Time and Labor?

A big bold red message will appear stating "**READ NEW MESSAGES.**" This is only in the Time and Labor system, not in e-mail.

Will the deadline calendar be on the Web?

Yes, <http://www.maricopa.edu/hrweb/payroll/CalendarPage.html>

Will deadlines be on corporate time?

No not at this time. There are at least 2 colleges who don't use Corporate Time.

Are managers prompted by the Time and Labor system to approve when cut off times are near? If they don't approve, what happens?

Managers should utilize the orange payroll deadline chart. In Time and Labor, the cutoff dates for the current pay period are displayed. If supervisors don't approve by cut off dates, the automatic approval process will occur and any revisions will need to be submitted to payroll on the paper adjustment form.

How can an employee tell if their supervisor has changed the time that was reported on their own?

On the bottom of the page is the Exception/Absence Time Audit. This will normally be minimized but by clicking on the maximize icon, the audit detail will be visible. Every change will be recorded as well as the date/time that the change occurred along with who made the change.

Will all employees report their time in the Time and Labor system?

No, substitute instructors will continue with paper timecards and employees on special services contracts will continue to get paid from their contracts such as adjunct faculty.

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