HR/CMS 9.2 Core User Training Webcast Questions
March/April 2015

Timesheet

1. Is the **Timesheet** for self-service only? What does it look like for non-SSTA employees?

   Answer: The **Timesheet** can be viewed by non-SSTA employees so that they may see their leave accruals, the time entry grid will be greyed out.

2. It was my understanding that the **Save for Later** button may go away on the **Timesheet**, is it going to stay?

   Answer: Yes, it is going to stay.

3. Are there changes to the **Timesheet** panels for agencies that post time from employee **Timesheets**?

   Answer: The **Timesheets** will no longer be expanded and will display a summary grid with tabbed pages at the bottom.

4. Why was personal time dropped from Leave Balances?

   Answer: Personal time is still available on the **Timesheet** and on **the T&L WorkCenter** under the **Leave Balances** tab.

5. With the new 9.2 version, when we look back at a prior week, will it show what the leave balance was, or will it show the current balance?

   Answer: The **Timesheet** will still show the real-time leave balances. However, all users can view details on the Leave/Compensatory Time tab.

6. Will comp time be updated in real time or will it continue to be batch processed?

   Answer: It will continue to be batch processed as current state.

7. When does comp time get updated?

Answer: Comp time gets updated overnight.

8. If comp time exceeds the amount allowed by CBA will it be flagged?

Answer: There are too many CBAs to be able to code this in the system.

9. Will employees be able to see Exceptions noted on their **Timesheet**?

Answer: Yes they will be able to see the exceptions. Clicking on the clock on the row will open the Exception tab at the bottom of the page so that they may see the defined exception.

10. Will changes to reports also happen in real time?

Answer: Changes to "reports to" have to run overnight.

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T&L WorkCenter

13. Is the **T&L WorkCenter** for manager and time approvers or just managers?

Answer: The **T&L WorkCenter** is for time approvers.

14. So, Group ID and Time Reporter Group are one in the same? Will the approver's current Group ID be the same in **HR/CMS** 9.2?

Answer: The Group ID should remain the same. The field name has changed.

15. Will the Pending Reported Time and Pending Payable Time for Approvals go back beyond the current payroll period? If a student employee or work study enters time for a previous payroll period, will it show up in the

Approvals section without the Supervisor/Manager needing to enter older periods to double-check like they do now?

Answer: Yes. The **T&L WorkCenter** goes back to 7/1 of the current fiscal year.

16. So we now have to view available balances in two different places?

    Answer: No. You still view them on the timesheet, but you can also view them in the **T&L WorkCenter** and on the **My Team** page.

17. We do not use SSTA. Is this information for SSTA only? All employees have self-service access. Though they do not report time through self service , there is a lot of other information available to them like paycheck, leave accruals, personal information summary, and employee profile.

18. Can they see when time is approved? SSTA employees can see their reported time status on timesheet. Non-SSTA employees do not have their time approved.

19. Can this be expounded on?

Approving Time

20. Will non-SSTA managers be able to approve SSTA employees?

    Answer: No. Only SSTA employees can approve.

21. DUPLICATEWill the Pending Reported Time and Pending Payable Time for Approvals go back beyond the current payroll period? If a student employee or work study enters time for a previous payroll period, will it show up in the Approvals section without the Supervisor/Manager needing to enter older periods to double-check like they do now?

Answer: Yes. The **T&L WorkCenter** goes back to 7/1 of the current fiscal year.

22. Will there be changes in Time and Attendance entering?

    Answer: No. SSTA employees still report time in the Timesheet, TCD employees still clock in, and non-SSTA employees still report exceptions to whomever enters their time.

23. We currently have two supervisors that approve a large number of student employees. One supervisor is set up as a delegate so that they both can approve. They work different hours/days and approve the same student employees in a large department (both are approving). This was a work-around because we couldn't have both set as supervisors in **HR/CMS**. How can we handle this going forward with the new delegation?

    Answer: We are still working policy on this issue.

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Delegation

24. How does the proxy get notification of the delegation?

    Answer: The proxy is notified via e-mail and on **My Page.**

25. Can Core Users help with delegation on behalf of managers/time approvers?

    Answer: TBD

26. How does the proxy hand it back to the manager? Is the delegation timed?

    Answer: There is an end date, which should be specified. If not, the delegator can revoke the delegation.

27. Can you future date a delegation? For example, a manager is going on vacation in a couple weeks, and you want to set that future date in the system?

    Answer: Yes.

28. There are two check boxes on the delegation page. If you only check the **Manage Reported Time only** check box, will the delegator still be able to approve?

    Answer: Yes.

29. How long can you delegate for?

    Answer: Delegation is intended to temporarily assign time approval actions to another employee in the event of an absence. Best practice is to assign delegation for a defined period and should not be assigned for longer than six months. Delegations will be monitored by control agencies for excessive use.

30. If a delegator leaves the **To Date** field empty, does the delegation remain open-ended?

    Answer: Yes. However, delegation is intended to temporarily assign time approval actions to another employee in the event of an absence. Best practice is to assign delegation for a defined period and should not be assigned for longer than six months. Delegations will be monitored by control agencies for excessive use.

31. In the Select Delegations page, is there going to be information that explains exactly what happens when a person chooses (or does not choose) Manage Reported Time and/or Manage/Approve Reported Time?

    Answer: TBD

32. Will a delegatee get an email indicating that they are a proxy?
Answer: Yes. They must go in and accept or reject the pending delegation.

33. When a delegation has been submitted, does the email notification to the proxy come from the system or elsewhere?
Answer: It comes from **HR/CMS**, from the system profile e-mail attached to the delegator.

34. Does a delegator need to delegate to another manager?
Answer: This is an agency policy question. It does not relate to the functionality of delegation. Best practice is to delegate laterally or above.

35. Can a supervisor approve a delegator's employee's time?
Answer: To clarify, the supervisor of the delegator will still have access to their direct reports' employees within their hierarchical structure.

36. Can proxies see the delegator's **My Page** information and the information displayed such as compensation?
Answer: No. Proxies will only be able to see the TL WorkCenter.

37. What happens if an approver is out and did not delegate?
Answer: Their manager has the ability to approve. Core users will still have the ability to approve time and the process should be defined in your agency's Time and Attendance Policy.

38. If I delegate to my administrative assistant, who approves their time?
Answer: You or your manager can approve time; employees cannot approve their own time.

39. Do I delegate to another manager?

Answer: This is an agency policy question. It does not relate to the functionality of delegation. Best practice is to delegate laterally or above.

Payroll

40. DUPLICATE

41. Is retirement calculated just on the main job?

Answer: No. Retirement in **HR/CMS** 9.2 is calculated just as it is now, using the Employee Benefit Record.

42. Which agency gets the pay stub when there are multiple earnings?

Answer: The agency with the ***lowest active paid record*** gets the pay stub.

43. Will there be department level security for paycheck information?

Answer: No. Paycheck will show the employee all jobs for which they are receiving compensation.

44. If an employee works on multiple campuses, would a change to tax exemptions affect all income from the different jobs?

Answer: It already does. Employees have only one tax record for all job records (like Direct Deposit).

45. If the paycheck is a live check and they work at multiple colleges what agency will hold the paycheck?

Answer: The ***lowest active paid*** record.

46. How will viewing pay advices on **Document Direct** be done if the employee is working ½ time at DOC and ½ time at DMH? Will I still be able to view the advice?

    Answer: You will see both jobs listed on the same paycheck/pay advice.

47. If the agency with the lowest record of 0 will be the holder of the check, does this assume the record must be active? What if the full time record is not the lowest ***active*** record number, which would be the obvious choice as holder of the check?

    Answer: The holder of the check is the ***lowest active paid*** record. For example, if the employee has a part-time job with a lower record number, the printed advice will go to the owning agency.

48. So if someone is part time at one college and full time at another, the holder of the check will be the part time agency?

    Answer: The holder of the check will be the part time agency if it is the ***lowest active paid*** record.

49. If we have non-SSTA employees, are they to contact the ESC with their questions regarding the tax change?

    Answer: Tax changes will only occur for multiple jobs. The ESC only supports SSTA agencies.

50. DUPLICATEIf there is only one paycheck, how will different agencies see the single check? Will I only see my agency's wages, or will I see the employee's wages from all agencies?

    Answer: All departments will see one paycheck with all earnings included.

51. What if I have an employee that also works at another college? Will they still have two different checks when working for two diff. agencies?
Answer: They will have ***one*** paycheck.

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53. If a (pay) stub is printed where does it get sent to?
Answer: It will be sent to the agency with the ***lowest active paid record***.

54. How will the earnings show on single check?
Answer: They are separated by earnings code and rate. If the earnings code is the same, but the pay rates are different, there will be separate lines. If it is the same earnings code and same rate, the earnings are combined on one line.

Alerts

55. Who loads the initial data for licenses? Can I update it?
Answer: Education, licenses and memberships are maintained by core users. Employees and managers have read-only access.

56. What date does the anniversary alert pull from? This is based on the hire date of the job record which reports to the manager. As a reminder, it is informational only and has no other functionality within the system.

57. What about seasonal agencies? Can they see anniversary information?
Answer: If the employee is active, the manager would likely see the anniversary date in their alerts based on the employees hire date.

58. Why doesn’t it show the start date with the Commonwealth?

The anniversary calculates from the original hire date of that job record.

Miscellaneous

59. What are the system requirements for **HR/CMS** 9.2?

Answer: Your local IT department is aware of the system requirements.

60. How are managers being identified?

Answer: Managers are employees with direct reports.