Banner Leave Reporting
and Timekeeping Manual

A Resource for Timekeepers

For detailed information regarding classified and faculty leave, please refer to Leave Types and Guidelines: A Resource for Faculty, Classified Employees, and Timekeepers, which includes the following topics:

- Faculty and classified eligibility for each leave type.
- Accrual rates.
- Maximum annual carryover amounts.
- Leave payments upon separation.
- VSDP accrual rates for part-time employees.

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For assistance, timekeepers may contact VCU Leave Administration at leave@vcu.edu or 828-1712.

INTRODUCTION TO THE BANNER TIME AND ATTENDANCE SYSTEM

Virginia Commonwealth University (VCU) maintains a decentralized time and attendance system that updates both the VCU Payroll and Leave Administration Banner systems. See the instructions for keying into PHATIME.

Timekeepers are responsible for updating the time and attendance system in accordance with schedules published by VCU Payroll Services. **Timekeepers who do not meet established deadlines may cause employees to not receive pay. Failure to meet deadlines also will require timekeepers to key amended leave or use the on-line leave adjustment system to submit this information and your department may incur late fees.** Information submitted after established deadlines will be reflected in employees' records the next pay period.

TIMESHEET ORGANIZATION (ORG) – *formerly, Job Department*

Timesheet Organization (ORG) defines the organization where an employee's work time and leave taken/accrued is recorded. The Timesheet ORG receives all documentation pertaining to the employee's job (Leave Balances, Labor Expenses, etc). Typically, it is the same ORG number as the Home ORG number of the department.

In some cases, the Timesheet ORG may be a sub-department ORG that is represented by the department's four-digit Home ORG number plus the letter "T" and an alpha character (i.e., 1111TA). A sub-department ORG is approved only on an exception basis. To request an exception, the department must provide VCU Human Resources with justification describing the business reasons. The justification should include data concerning high volume or logistical issues that the department cannot handle by internal process changes.

You can update Timesheet ORGs for all employee types, including faculty, classified staff, hourly employees and student workers. The effective date to update a Timesheet ORG **MUST** be the first day of a pay period (i.e., 10th or 25th) and the transaction **CANNOT** be retroactive.

See the instructions on how to use the NOAEPAF Banner form.

In the rare occurrence you would need to create a new Timesheet ORG, follow these steps:
- Email hrsecurity@vcu.edu to request approval for a new Timesheet ORG. Include the reason for the request and the hierarchy of the Timesheet ORG; also list the new ORG's Personnel Administrator, Labor Distributor and two Timekeepers (primary and proxy).
- HR Security will notify you when the ORG is set up.
- You will then complete the ePAF to move the employee(s) to the new Timesheet ORG.

TIMEKEEPERS, PROXIES, AND APPROVAL AUTHORITY

Each department designates the following roles and responsibilities:

All timekeepers and proxies (back-up timekeepers) must have their own proxies.

- At least one timekeeper and one proxy (back-up timekeeper) to report time. A department may designate up to five timekeepers with proxies, as necessary, to provide adequate coverage.

A proxy is a person who performs an activity in place of someone else. When completing a form to request a proxy, you are requesting the same timekeeping and organization (ORG) security access for this individual as for yourself. Your proxy must

be in the Banner system and designated with timekeeper access and ORG level access identical to the person for whom he/she is the proxy. This action must be completed before the proxy can perform any timekeeping activities or serve as a proxy.

Example:
    Jane Doe is timekeeper with Sally Smith and Tom Brown as her proxies.
    Sally has full access and designates Jane and Tom as her proxies.
    Tom has full access and designates Jane and Sally as his proxies.

- The Certifying Officer (or designee) to verify all time entered into Banner and to approve all leave and pay amendments. *Note:* This individual does not have access to the on-line time entry and amendment functions in Banner. Therefore, the timekeeper must (1) print copies of the time entry submissions and amendments each pay period; and (2) have the Certifying Officer (or designee) review and sign to verify and approve the submissions. The department must maintain this documentation for five years.

These individuals may not act in more than one capacity on any given payroll.

Each of these individuals plays an important role in fulfilling the university's commitment to sound financial, operational and administrative practices. This manual is one tool to help those involved understand and comply with VCU's pay and leave policies and to avoid any penalties for noncompliance. For more information, see "Timekeeping and Payroll Roles and Responsibilities."

OBTAINING ACCESS TO THE TIME AND ATTENDANCE SYSTEM

To obtain access to the Banner time and attendance system, visit http://hr.vcu.edu/learning-and-development/banner.html.

TIME AND LEAVE INFORMATION TO REPORT

Hourly, Student Worker and Work-Study Employees

Timekeepers enter hours worked on the Banner form called PHATIME. Time is entered for each workday for the semi-monthly period. **If hours are not keyed and submitted, the employee will not be paid.**

> *Refer to "PHATIME" Positive Time Entry Guide for keying instructions.*

Faculty and Classified Employees

Timekeepers enter only leave taken or additional hours worked for employees. This action is called "exception time" processing. If the employee took no leave, nothing is entered and the employee will receive his/her normal semi-monthly pay through the default hours in the system.

Timekeepers must report the following:

- All leave types taken (except regularly scheduled holidays)
- Compensatory time accrued
- Holiday leave accrued
- Overtime leave accrued
- Docks (leave without pay)
- Additional/supplemental time worked (classified only)

Leave Balances

Timekeepers can view current leave balances in PEALEAV.

Employees can view their leave information in eServices/VCU Self Service through the myVCU Portal. The information includes leave balances as of the end of the previous pay period. If an employee has questions regarding the leave balances, he/she should consult with the timekeeper.

> *Encourage faculty and staff to promptly review – and reconcile, as necessary – their leave information in eServices/ VCU Self Service.*

Part-time employees accrue prorated annual leave based on job FTE. See the part-time accrual rates.

Daylight Savings Time - Effect on Hours and Pay

FLSA **non-exempt** employees are paid for all hours <u>actually worked</u>, even when the clock is set forward or back for Daylight Savings Time.
- When Daylight Savings Time goes into effect in the spring, a non-exempt classified employee who works a shift that includes the hour between 2 a.m. and 3 a.m. on Sunday morning must be charged leave for one <u>less</u> hour worked, unless the manager rearranges the work schedule to have the employee work an extra hour during that work week.
  - ○ Non-exempt hourly employees who work during this time will not get paid for this "lost" hour.
- When Daylight Savings Time ends in the fall, a non-exempt classified or hourly employee who works a shift that includes the hour between 2 a.m. and 3 a.m. on Sunday will be paid for one <u>extra</u> hour worked during the work week. If this change results in the employee working more than 40 hours in a work week, the employee will be paid overtime pay for all hours over 40 worked.

FLSA **exempt** employees are paid on a salaried basis, which means the salary and hours worked will not be affected by Daylight Savings Time.
- When Daylight Savings Time goes into effect in the spring, exempt employees should receive their regular pay during the work week.
- When Daylight Savings Time ends in the fall, the additional hour worked should not increase the pay for exempt employees.

TYPES OF LEAVE AND DATA ENTRY CODES

For information about employee eligibility for these leave types, see Faculty Leave and Classified Staff Leave at http://www.hr.vcu.edu/payroll-and-leave/leave/.

Use only approved data entry codes listed in this manual.

TYPE OF LEAVE*	LEAVE/EARN CODES
Annual	ANL
Sick (Traditional and VSDP plans)	SCK
Family Sick (Traditional plan)	FSK
Personal and Family (VSDP)	PFL
Disability Credits (VSDP) – **Keyed by HR only**	DCB
Administrative	ADM
Community and Volunteer Service Leave [called Community Service Leave (CSL) at VCU, from State Policy 4.40: School Assistance and Volunteer Service Leave]	CSL
Compensatory – Accrued Compensatory – Taken	CLA CLT
Disaster Relief	ADM
Family and Medical **You must key the FMLA leave/earn code for the respective leave type used. The FMLA codes will debit the correct leave type and track the FMLA hours used in a calendar year.** For FMLA LWOP: • Under 14 calendar days: Enter FDK code **and** hours. • Over 14 calendar days: Submit a PAF to HR Operations. HR Operations will place employee on LWOP and will adjust FMLA hours used.	FAL – Annual FSL – Sick FCL – Comp FOL – Overtime FHL – Holiday FPF – Pers/Fam FRL – Recognition FDK – LWOP
Holiday – Accrued Holiday – Taken	HLA HLT
Inclement Weather/Office Closing – Taken Inclement Weather/Office Closing – Accrued	OFC CLA
Leave Without Pay (LWOP) – **Submit PAF if over 14 consecutive calendar days**	DOC
Military	MLT
Outside Professional Consulting *(only for medical and clinical staff)*	OPC
TYPE OF LEAVE*	LEAVE/EARN CODES
Overtime Leave – Accrued *(up to 120 hours maximum)* Overtime Leave – Taken	OLA OLT
Predisciplinary Action	PDA
Pre-Layoff Leave	ADM
Recognition Leave	REC
Travel *(only for all faculty in the School of Medicine)*	TRV
Workers' Compensation – **Must be authorized by HR before keying**	WCT

- For information on Bone Marrow and Organ Donation leave codes, contact VCU Leave Administration at leave@vcu.edu or 828-1712.
- For leave and time not keyed in the previous pay period, see the section on "Amendments and Adjustments to Pay and Leave."

TYPES OF ADDITIONAL PAY AND DATA ENTRY CODES

Timekeepers **report** additional work time for classified employees on a semi-monthly basis. [*See also* the section on *Reporting Additional Work Hours* under **ENTERING DATA**.]

However, timekeepers **calculate** additional work time on a workweek basis to determine if it should be paid as straight time or time and one-half (premium) overtime. The VCU workweek is defined as Sunday 12:01 a.m. through Saturday 12:00 midnight. The Payroll Processing Schedule specifies which weeks are reported with each semi-monthly pay period.

> *Faculty do not accrue compensatory time, additional pay time or overtime for extended hours worked.*
>
> *Twelve-month faculty are eligible to accrue holiday or office closing leave if they are approved to work.*

Timekeepers should implement departmental procedures for tracking and verifying the accuracy of additional work time (see "Departmental Record Keeping Requirements"). These procedures should provide the information necessary to verify the accuracy of additional work time submitted by employees in the department.

Note: Premium overtime (time and one-half) and additional paid time (straight time) may be avoided if the supervisor proactively adjusts the employee's work schedule within that same workweek.

Overload Jobs

To determine whether the overload hours should be paid as straight time or overtime, the department in which the overload job occurs must (1) obtain the work and leave hours reported by the employee's primary department, and (2) complete the OT2 form for Classified Primary Job with Overload Job form. Completing the form determines eligibility for and calculation of payment for overtime hours worked, as required by Fair Labor Standards Act (FLSA) regulations. *Note:* Maintain this form for five years as supporting documentation.

Premium Overtime Pay ("Time and One-Half")

Overtime is determined at the end of each workweek and is based on current FLSA regulations. A non-exempt employee must be compensated at time and one-half (OT2) his/her regular rate of pay for all hours physically worked over 40 in a workweek; this compensation may be either time-and-one-half pay or overtime leave. See the overtime leave agreement.

Note: **For employees with multiple wage jobs, the primary department will be charged for overtime hours that exceed 40.**

Straight Overtime Pay ("Straight Time")

Additional paid time is paid to an eligible non-exempt employee at the employee's hourly rate ("straight time" – OT1) when the employee uses leave during a workweek and works more than their regular scheduled time but less than 40 work hours. [*See also* the section on *Reporting Additional Work Hours* under **ENTERING DATA**.]

For example, a non-exempt classified employee normally works Monday through Friday, 8 a.m. to 5 p.m. The employee is on annual leave on Monday, works Tuesday through Friday as scheduled and works four hours on Saturday. Since the employee *physically worked* only 36 hours, the four hours on Saturday would be paid as OT1. Correct time entry for this example is 36 REG, 8 hours ANL and 4 hours OT1.

A classified employee normally works Monday through Friday, 8 a.m. to 5 p.m. The employee is on annual leave on Monday, works 10 hours each day Tuesday through Friday and works four hours on Saturday. That is 44 work hours plus a day of annual leave. Correct time entry for this example is 32 REG, 8 ANL, OT1 and 4 hours OT2.

In rare instances, a department may elect to pay an exempt employee who works excessive amounts of additional hours at straight time (OT1) or accrue compensatory leave. However, exempt employees are not required by law to be compensated in any way for hours worked over 40.

On-Call Pay

Positions that have prior HR approval may receive On-Call Pay. This is a supplemental dollar amount per hour that is paid when an employee is required to be available to return to work. On-Call Pay is not required, but it is used as an incentive to have employees cover service areas in off normal work hours.

For approved standard rates, click here. When processed by published deadlines, On-Call rates will automatically be paid.

Shift Differential

Under certain circumstances, specific positions that have prior HR approval may receive shift differential. This is a supplemental dollar amount per hour that is paid when an employee works a non-normal shift. For approved shift differential titles and rates, click here.

Supplemental Pay Codes for Keying

Code	Supplemental Pay Type
OT1	Straight Overtime – eligible exempt and non-exempt classified employees
OT2	Premium Overtime – eligible non-exempt classified employees
OC1	On-Call Pay – $1.00
OC2	On-Call Pay – $2.00
O25	On-Call Pay – $2.50
OC3	On-Call Pay – $3.00
SD1	Shift Differential – $0.50
SD2	Shift Differential – $0.75
SD3	Shift Differential – $1.00
SD4	Shift Differential – $1.10
SD5	Shift Differential – $1.25
SD6	Shift Differential – $2.50
SD7	Shift Differential – $3.00
SD8	Shift Differential – $4.00
SD9	Shift Differential – $4.75

TYPES OF WAGE EARNINGS CODES

The following earn type is used to identify regular pay and overtime for wage employees. For a full-time student to be FICA exempt, provide HR Operations with a PAF.

Code	Supplemental Pay Type
REG	Student Wages, Work-Study and Hourly Employee Wages (in primary or overload jobs) and Overtime Pay

TIME FILES AND DATA ENTRY SCHEDULES

There is one semi-monthly leave and time file in Banner. Timekeepers access PHATIME to report hours worked for hourly, student worker, and work-study employees. Leave taken, additional work time and supplemental pay is reported for faculty and classified employees.

Timekeepers can view the semi-monthly processing schedules on the VCU Payroll Services' web page.

Several times during the year the deadline may need to be amended due to holidays or unforeseen changes. VCU Payroll Services will notify timekeepers of these changes.

Note: Late submission of timesheets:
- **results in no pay for hourly employees, student workers and work-study employees;**
- causes departmental reports and employee leave information to be incorrect (employees may believe they have more leave than they actually do when this occurs); and
- results in late fees charged to departments.

Timekeeping Tips

TIME FILES CLOSE PROMPTLY ON THE PUBLISHED DATES (normally, by 10 a.m.)

- Plan ahead to key all timekeeping before the system locks you out.
- Publish departmental deadlines to all your employees so they can give you leave or work-hour records in time for keying.
- Repeat those deadlines to your employees each pay period as a friendly reminder.

ENTERING DATA

Authorized department timekeepers submit time and leave information by accessing the department semi-monthly time files in the Human Resource Banner System. The time entry system can determine if an employee is eligible for earnings or leave.

- Enter only leave *taken* for faculty and classified employees.
- Enter amended leave for the previous pay period. Hours are entered on the first work day of the current pay period.
- Enter hours *worked* for all hourly, student worker and work-study employees.
  If hours are not keyed, saved and submitted, the employee will not be paid.
- The time entry system automatically records and pays holiday leave for exempt and non-exempt employees according to the holiday calendar. The timekeeper does not need to key any hours if the employee observes the holiday.

If an employee works on the holiday, the timekeeper must enter the appropriate number of HLA hours in the time file. This entry tells the system that the employee did not use holiday leave. The system will then accrue an equivalent amount of holiday leave for future use by the employee. When the employee uses the holiday leave in the future, the timekeeper will enter this leave taken as HLT.

- Generally, timekeepers may enter hours worked and leave taken in .25 of an hour increments (i.e., 0.25, 0.5, 0.75, and 1.0). To report partial hours, enter a decimal after the hour. The system assumes whole hours in the absence of decimals.

    Example:
    - Enter 4 hours and 15 minutes of annual leave as 4.25.

    Exceptions:
    - Employees on a Short-Term Disability Claim may use .10 of an hour increments (i.e. – .10, .12, .15, .20, etc.). This time will be keyed by Human Resources.
    - Nine-month faculty are required to report absences as a whole workday (8-hour) or half workday (4-hour) increments based on each school's or college's procedures.

- Timekeepers cannot change time entries **for the current pay period** once time has been submitted. After the file has been submitted, timekeepers make changes by sending appropriate amended forms to VCU Leave Administration or Payroll Services as described in the section under "Amendments and Adjustments to Leave and Time Worked."

Timekeeping Tips

- Provide a daily or semi-monthly timesheet to all classified and wage (hourly) employees – see the timesheet options at http://hr.vcu.edu/payroll-and-leave/leave/timekeeping-manual-and-resources/.
- Consider asking wage employees to submit their time daily so you can key it daily. Remember - until you "SUBMIT," you can key and save time throughout the pay period.
- Do not "anticipate" or estimate time worked unless directed to do so by Payroll Services due to holiday processing schedules.
- If you know an employee has been out but you have not yet received an approved leave slip, ask the supervisor to tentatively submit the leave for the employee. If you are using the Lotus Notes leave system, key the pending leave request or ask the supervisor to approve it for submission before the deadline.

Using the Transaction Status Drop-Down Box

- If you are starting to enter time in a new timesheet ORG for the **FIRST** time, the Transaction Status must be **Not Started**.
- You can choose transaction status **Not Started** multiple times to extract time records for **NEW** employees added after you opened the time files.
- Do not change the value in the "Shift" field in PHATIME; it *must ALWAYS be* 1 (default). *Important:* If you accidentally key anything other than 1 in this section, change it back to 1 or it will cause a payroll error that will result in non-payment if not caught in time (a labor-intensive process to correct)!
- If you are returning to PHATIME to complete time entry, the Transaction Status must be **ALL** (**Except Not Started**) to see the status of all the records.
- Choose **IN PROGRESS** to see records that have not been submitted.
- Choose **PENDING** to see all time records that were submitted for approval.
- You **MUST** choose the **Return for Correction** transaction status to view and modify those time records that Payroll Services returns to you. *You **MUST** save and resubmit these records a **SECOND** time to Payroll!*

- If you are checking leave balances in PHATIME, the status must be **IN PROGRESS**.
- If you are acting as a Proxy and the time has been extracted, enter the other user's ID or search using the search function icon in the **Proxy for** field.
- To determine the originator of a time transaction, go to the Jobs block and click **OPTIONS > View/Change Routing Queue**. The originator of the transaction is displayed in that window.

Reporting Additional Work Hours

- Determine the number of excess hours the employee worked using the standard workweek (40 hours, Sunday through Saturday).
- Verify eligibility of the employee to receive straight or premium overtime.
- Determine if additional pay or overtime leave is selected.
- Consider the employee's leave usage in the workweek.
- Record the additional work hours on the semi-monthly time file using the appropriate leave/earn code.
- Maintain documentation of additional hours worked by employees.
  Note: **If a non-exempt employee has worked seven additional minutes or less, the time will not be reported. However, if the employee has worked more than seven minutes, but less than 15 minutes, this time must be rounded up to the next 15-minute increment and 15 minutes of additional work time must be counted.**

Reversion Rules

If there are insufficient leave balances available for the leave type submitted on-line, the system will automatically revert to other authorized leave types when there are sufficient leave balances to cover the deficit. The department should amend its internal records to reflect the change.

If an employee has insufficient balances of any kind to cover a particular leave usage, **the reversion process will automatically dock the employee and accruals will stop.**

Following is a description of the reversion rules:

Initial Type of Leave Submitted	Type of Leave System Will Automatically Use If Available						
	First	**Second**	**Third**	**Fourth**	**Fifth**	**Sixth**	**Final**
Annual	Compensatory	*Holiday*	Recognition	Family & Personal (if VSDP)	*Overtime*	*DOC*	
Sick (Traditional)	Compensatory	Holiday	Recognition	Annual	Overtime	*DOC*	
Sick (VSDP)	Family & Personal	Holiday	Compensatory	Recognition	Annual	Overtime	*DOC*
Personal & Family	Compensatory	Holiday	Recognition	Annual	Overtime	*DOC*	
Holiday	Compensatory	Recognition	Family & Personal	Annual	Overtime	*DOC*	
Compensatory	Family & Personal	Holiday	Recognition	Annual	Overtime	*DOC*	
Overtime	Compensatory	Holiday	Family & Personal	Recognition	Annual	*DOC*	
Recognition	Compensatory	Holiday	Family & Personal	Annual	Overtime	*DOC*	
Community Service	Compensatory	Holiday	Family & Personal	Recognition	Annual	Overtime	*DOC*

Emergency Reporting – if System Unavailable

If an emergency situation causes an outage of the university computing system (including the Banner system), the prior period direct deposit file will be duplicated and resent for payment according to instructions on file in VCU Payroll Services. Adjustments to leave and pay records will be made upon restoration of computer services or full staffing.

During the outage, timekeepers will maintain documentation of hours worked and leave taken. Following restoration of computer services or full staffing, timekeepers will use this documentation to report hours worked/leave taken during the outage for non-exempt classified, hourly, student worker and work-study employees on the relevant pay and/or leave adjustment forms at https://www.pubapps.vcu.edu/hr/arf/default.asp.

AMENDMENTS AND ADJUSTMENTS TO PAY AND LEAVE

Timekeepers are **required** to key late leave/pay for **one previous pay period** on PHATIME. However, the on-line adjustment form **must still be used** for amendments **more than one previous pay period**.

Employee Type	Use to Correct	Process
Hourly and Classified	Hours worked or additional work hours to be paid	• Key on PHATIME **for one previous pay period *only*** using retroactive pay codes. • Submit on-line pay adjustment form **for *more than one previous pay period*** at https://www.pubapps.vcu.edu/hr/arf/default.asp. • Obtain Timekeeper and Certifying Officer (or designee) signatures on department copy; maintain documentation for five years.
Classified and Faculty	Leave usage or accrual	• Key on PHATIME **for one previous pay period *only*** using retroactive leave/pay codes. • Submit on-line leave adjustment form **for *more than one previous pay period*** at https://www.pubapps.vcu.edu/hr/arf/default.asp. • Obtain Timekeeper and Certifying Officer (or designee) signatures on department copy; maintain documentation for five years.
Classified and Faculty	Dock situations	• Submit on-line leave and pay adjustment form at https://www.pubapps.vcu.edu/hr/arf/default.asp. • Obtain Timekeeper and Certifying Officer (or designee) signatures on department copy; maintain documentation for five years.

Note: Amended hours designated as FMLA **cannot be keyed as retroactive leave**. FMLA amendments **must be recorded by using the on-line adjustment form** at https://www.pubapps.vcu.edu/hr/arf/default.asp.

Late Leave Adjustment *– for one previous pay period <u>only</u>*

 ➢ Key the following late leave types/codes, as applicable, on PHATIME.

LATE LEAVE TYPES	LEAVE CODES
Annual	LAN
Sick (Traditional and VSDP plans)	LSK
Family Sick (Traditional)	LFS
Personal and Family (VSDP)	LPF
Administrative	LAD
Community and Volunteer Service [called Community Service Leave (CSL) at VCU, from State Policy 4.40: School Assistance and Volunteer Service Leave]	LCS
Compensatory – Taken	LCT
Holiday – Taken	LHL
Overtime – Taken	LOT
Recognition – Taken	LRC

Example:
The amended hours must be shown on the first work day of the current pay period.
See the example illustrated below: for the pay period ending May 9, the employee took 40 hours of annual leave, which was turned in late. Therefore, the amended 40 hours (LAN) **must show** on Monday, May 12, the first work day of the new pay period, even if the timekeeper waits to key the hours until the end of that pay period.

Note: If the amended hours are for April 9, which is more than one previous pay period, the timekeeper must submit the amendment by using the on-line leave adjustment form at https://www.pubapps.vcu.edu/hr/arf/default.asp.

Retroactive Pay Adjustment *– for one previous pay period <u>only</u>*

 ➢ Key the following retroactive pay types/earn codes, as applicable, on PHATIME.

RETROACTIVE PAY TYPES	EARN CODES
Regular (hourly student and work-study)	RRG
Hourly overtime on an overload job	RO2
On-Call (key rate in the Special Rate field on PHATIME)	ROC
Shift Differential (key rate in the Special Rate field on PHATIME)	RSD

Example:
The amended hours must be shown on the first work day of the current pay period. For the pay period ending May 9, the employee worked 40 hours, which was turned in late. Therefore, the amended 40 hours (RRG) **must show** on Monday, May 12, the first work day of the new pay period, even if the timekeeper waits to key the hours until the end of that pay period.

Note: If the amended hours are for April 9, which is more than one previous pay period, the timekeeper must submit the amendment by using the on-line pay adjustment form at https://www.pubapps.vcu.edu/hr/arf/default.asp.

On-Line Adjustment Form – *for more than one previous pay period*

➢ Instructions for completing the on-line adjustment form are available at https://www.pubapps.vcu.edu/hr/arf/default.asp.

- All fields listed below **must** be completed:
  - Pay Period – *select the pay period for the adjustment*
  - Employee name
  - Department Name – *enter department name*
  - Banner ID
  - EClass – *can be found on PEAEMPL in Banner*
  - Timesheet ORG
- Employee was Originally Reported As – *all hours originally reported must be keyed on the leave adjustment form*
- Employee Should Be Reported As – *enter all hours used*
- Reason for adjustment and explanation
- Submit and print

Note: **Effective January 25, 2010,** HR started implementing new targeted timekeeping charges. Click here for more information. Specifically, the following charges may apply as determined by HR on a case-by-case basis where a pattern or other problem is demonstrated:
- **$30:** Submitting an amended timesheet *for more than four previous pay periods* (for example, we are currently in payroll 7 and the timekeeper sends an amendment for payroll 2).
- **$30:** Submitting an amended timesheet *for the same employee for more than one pay period* (for example, amending time for an employee for payrolls 2, 3 and 4).
- **$75:** Late leave is *not keyed by the timekeeper once he/she is notified by HR to do so.* (Currently, HR notifies the timekeeper if the amended timesheet can be keyed as late leave on the next payroll.)

VIRGINIA SICKNESS AND DISABILITY PROGRAM (VSDP)

The Virginia Sickness and Disability Program (VSDP) provides eligible employees with supplemental or replacement income during periods of partial or total disability. Employees hired on or after July 1, 2009 will be eligible for income replacement after meeting a one-year waiting period.

> **VSDP Reminders:**
> - The employee is responsible for initiating a claim by notifying the Reed Group, the VSDP third-party administrator, at (877) 928-7021.
> - Short-term disability benefits begin *following a one-year waiting period, if hired after July 1, 2009.*
> - Once eligibility has been met, short-term disability benefits begin *after seven calendar days of absence* (the employee must use leave for this period - usually 40 hours).
> - The employee must provide a physician's release to return to work.
> - Notify VCU Human Resources when an employee returns to work.
> - Before making changes to account information or if in doubt, contact VCU Leave Administration at leave@vcu.edu or 828-1712.

- All eligible classified employees hired or rehired on or after January 1, 1999 are automatically enrolled in the VSDP. Eligible classified employees hired before January 1, 1999 had the option to convert to the VSDP or retain the Traditional Sick Leave Plan (TSLP).
- New faculty who elect to participate in the Virginia Retirement System (VRS) may enroll in the VSDP. Faculty who elect to participate in the VCU Optional Retirement Plan (ORP) cannot enroll in the VSDP; they are covered under the Traditional Sick Leave Plan (TSLP).
- All eligible classified and faculty employees hired on or after July 1, 2009 will have a one-year waiting period before short-term or long-term disability is available.

VSDP presents a number of timekeeping and leave reporting issues. Due to the complexity of these issues, VCU Human Resources assumes the timekeeper and personnel administrator functions for employees who are out of work on approved VSDP claims.

Departments should remind employees that claim reporting, and subsequent claim modifications, should be done in a timely manner to avoid the possibility of incorrect payment or loss of benefits.

LEAVE ADMINISTRATION REPORTS

Reconcile departmental leave records each pay period by using the Leave Balance Summary and other reports, as indicated below. These HR reports are available in the Timekeeper folder by logging onto the myVCU Portal and then clicking on "VCU Reporting Center" under General Resources.

Report Name	What the Report Shows	How to Use the Report
Leave Balance Summary	Employee leave balances per pay period	Run each pay period and provide a copy with back-up documentation to Certifying Officer (or designee) to determine whether correct usage and accruals have occurred.
Employees by Timesheet Organization	Employees assigned to timesheet ORGs; includes current annual salary data	Review each pay period to verify employees are correctly assigned and should be paid.
Revised Wage Hours Worked YTD	Hours each employee has worked from the beginning of his/her wage determination date	Review each pay period and take proactive steps to end employment by the 1500-work-hour limit or request an exception prior to the 1500-work-hour limit.
Employees Who Separated Employment	Employees who have separated employment within a given timeframe	Use as needed to ensure final timesheet is submitted to HR for all benefited employees.
New Hires Report	Recent hires within a date range	Use as needed.
Job Separations by Date Range	Employees who have separated from their job, within a given timeframe	Use as needed.

DEPARTMENTAL RECORD KEEPING REQUIREMENTS

For each pay period and for each employee, departments are required to maintain accurate and complete records of the following:

- Scheduled hours worked
- Additional time worked
- Compensatory time accrued and used
- Holiday time accrued and used
- Approved leave time used

> *Timekeepers must maintain records of approved **Military** leave (15 days each federal fiscal year: Oct. 1 – Sept. 30) and designated **Family and Medical** leave (up to 480 hours each calendar leave year beginning Jan. 10).*

In compliance with the federal **Fair Labor Standards Act (FLSA)**, departments are required to maintain records of each wage and non-exempt employee's hours worked every work week. Departments also must keep records of authorized leave used each pay period by classified and faculty employees. Records of military leave and Family and Medical Leave (FMLA) also should be maintained.

- Departments can accomplish these requirements by using the Lotus Notes Leave Request system or the standard leave reporting forms for various employees in the different leave plans and VCU amended leave or supplemental pay adjustment reporting form at https://www.pubapps.vcu.edu/hr/arf/default.asp.

- Departments must maintain documentation for five calendar years. It is the department's responsibility to present detailed timekeeping records if requested by auditors or VCU Human Resources.

EVENTS THAT REQUIRE A PAF AND/OR TIMESHEET

- ***Educational and faculty study-research leaves of absence.***

- ***Leave with or without pay over 14 consecutive calendar days.*** **Note:** For employees on leave with pay, their status will remain "active" in Banner. The only indication they are on leave with pay will be a change reason on their NBAJOBS record in Banner.

- ***Separations.*** The final timesheet must be sent to HR Operations once the ePAF has been completed. Payment of leave balances is delayed if the final timesheet is not submitted when an employee terminates employment. **As soon as** the department is notified of an employment termination or other status change that affects pay, the timekeeper is responsible for notifying VCU Payroll Services (at 828-0740 or payroll@vcu.edu) to stop payment.

TIMEKEEPING AND PAYROLL ROLES AND RESPONSIBILITIES

FACULTY AND STAFF ***Note:*** VCU prohibits accruing or carrying leave "off-the-books"	• Submit approved leave requests to timekeeper in a timely manner. Submit requests for leave under the federal **Family and Medical Leave Act (FMLA**) 30 days in advance, if foreseeable, and within two business days of return to work, if unexpected. • Non-exempt employees must give hours worked to the timekeeper by departmental deadlines in order to ensure prompt payment. • Regularly inform your department of absences, an expected return-to-work date and physician-approved medical restrictions. • Review leave advice information every pay period to ensure accuracy of personal leave balances; contact timekeepers promptly to resolve discrepancies. • Notify department promptly of prospective changes in employment status (i.e., for a planned leave of absence or when terminating employment). • (Staff) Obtain prior approval to work and be paid for overtime, to accrue compensatory leave or to adjust work hours as applicable under the federal **Fair Labor Standards Act (FLSA)**.

TIMEKEEPERS	• Obtain training and recertification annually.
	• Submit faculty and staff leave according to leave policies, FMLA and FLSA rules and published deadlines.
	• Record **Workers' Compensation** leave only as authorized by VCU's Workers' Compensation office.
	• Coordinate **Virginia Sickness and Disability Program (VSDP)** leave use with VCU Human Resources to ensure accurate pay.
	• Reconcile departmental records with Leave Balance Summary reports and Revised Wage Hours Worked YTD reports.
	• Submit accurate non-exempt employee hours worked according to published deadlines.
	• Submit accurate supplemental pay and amended timesheets according to published deadlines.
	• Key accurate amended leave submitted for the previous pay period.
	• Assist managers in designating and tracking FMLA leave use.
	    ○ Help supervisors determine when a situation qualifies for FMLA and if the employee is eligible.
	    ○ Remind supervisors to designate FMLA leave appropriately and timely.
	    ○ Key designated time as FMLA using the appropriate leave earn code.
	    ○ Notify VCU's VSDP coordinator if FMLA is designated for a VSDP claim.
	• Maintain leave requests, pay sheets, amendments, Leave Balance Summary reports, Revised Wage Hours Worked YTD reports and system documentation for five years.
	• Assist faculty and staff in resolving leave questions.
	• Submit final timesheet for separating employees so that HR can audit the leave records and pay employees for any eligible leave balances.

CERTIFYING OFFICERS (OR DESIGNEES)	• Review on-line leave submissions, amendments and electronic timekeeping audit reports promptly for accuracy and for FLSA compliance. • Reconcile departmental records with Leave Balance Summary reports and Revised Wage Hours Worked YTD reports. • Approve and limit access to the on-line time entry system. • Provide staff with opportunities to train on personnel, timekeeping and fiscal duties and ensure that they comply with related policies.
PERSONNEL AND FISCAL ADMINISTRATORS	• Submit PAFs and required attachments for timely personnel-related transactions. • Notify VCU Payroll Services immediately at 828-0740 or payroll@vcu.edu of an employee's change in status that affects pay, including leave without pay, suspension, demotion and separation. • Review reports regularly and submit PAFs promptly to extend or change job/account end dates or to separate an employee. • Ensure prompt distribution of Instant HR messages to faculty and staff, as appropriate. • Monitor and update Banner access for appropriate staff.
PAYROLL SERVICES **828-0740** payroll@vcu.edu	• Process recorded docks and amendments to previously paid hours and supplemental pay accurately and on time. • Process separation leave payments accurately and on time. • Monitor supplemental pay reports to ensure staff are paid according to FLSA guidelines. • Provide training and assistance to departmental staff performing personnel and timekeeping duties.
LEAVE ADMINISTRATION **828-1712** leave@vcu.edu	• Provide training and assistance to timekeepers to help resolve leave problems. • Process amendments and leave adjustments accurately and on time. • Conduct audits when processing leaves of absence and employment separations to ensure accurate payments. • Provide assistance with leave questions and leave policy interpretations including the appropriate use of leave, overtime issues, VSDP and FMLA. • Process and monitor all VSDP claims and coordinate with department and employee to ensure accurate pay and leave usage. • Provide information to third-party administrator regarding employee eligibility for VSDP benefits. • Coordinate with the VCU Workers' Compensation/VSDP Coordinator on VSDP work-related injuries to ensure accurate leave and pay. • Review overtime and compensatory leave reports for compliance with FLSA. • Extend probation expiration dates for medical leaves of absence. • Administer the leave share program by coordinating donations, calculating leave share payments and preparing appropriate timesheets to document payments. • Process leave payments and leave reductions for employees changing status.

RESOURCES FOR ASSISTANCE

Banner Information:
Visit http://hr.vcu.edu/communications/banner.html

Banner Access and Training:
Visit http://hr.vcu.edu/learning-and-development/banner.html

Banner Questions:
Email hrsecurity@vcu.edu

Leave Administration:
Email leave@vcu.edu; call 828-1712; visit http://hr.vcu.edu/payroll-and-leave/leave/timekeeping-manual-and-resources/

Payroll Services:
Email payroll@vcu.edu; call 828-0740; visit http://hr.vcu.edu/payroll-and-leave/services.html