Payroll Procedures Manual

FANS/Building Services Manager

Revised September 2015

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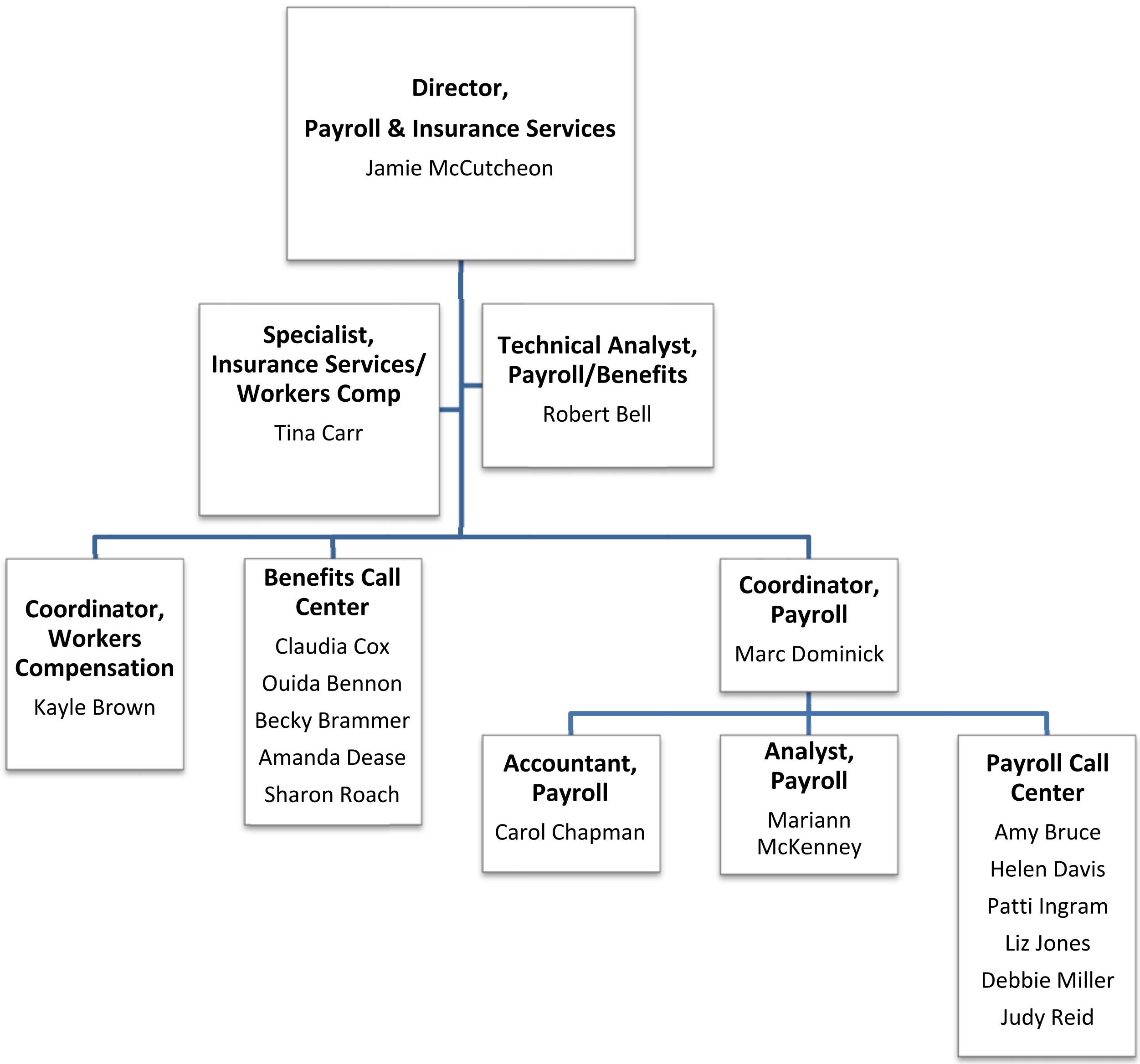
Section 1

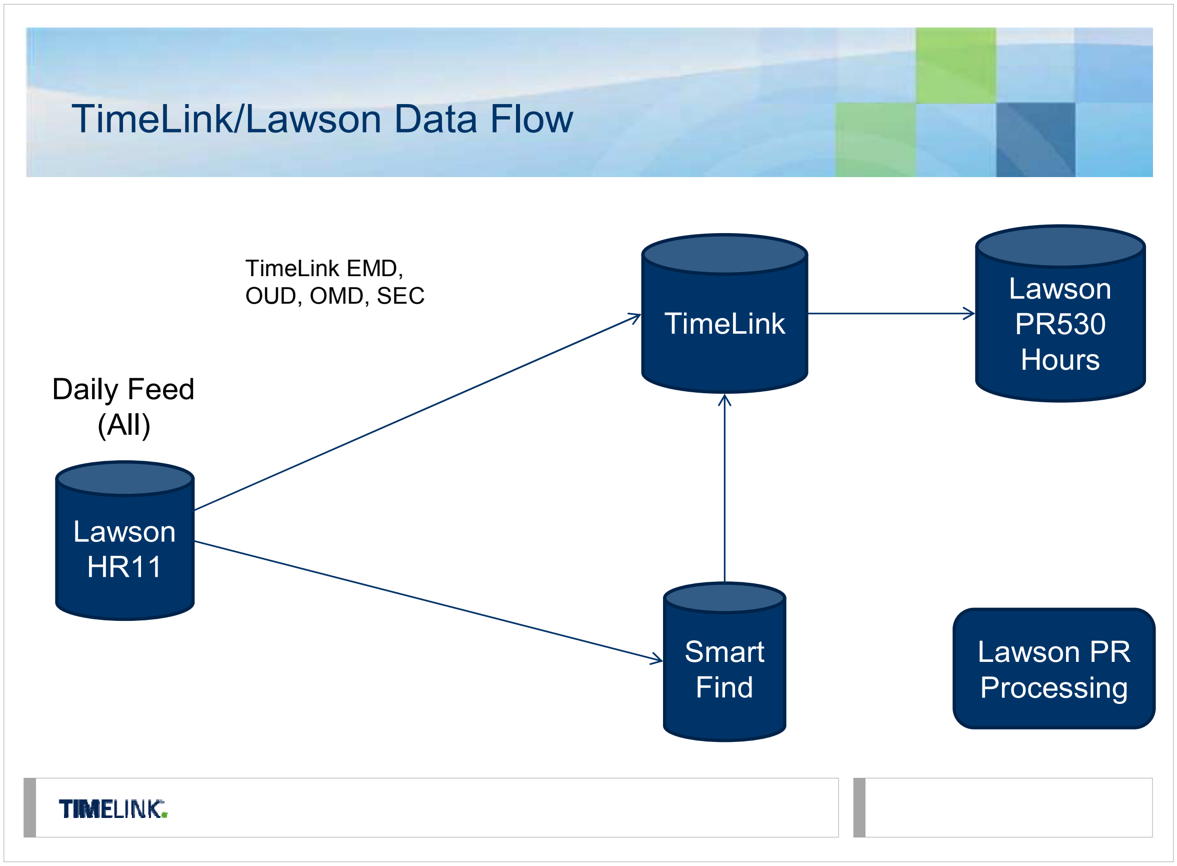
Overview

Payroll & Insurance Services Department

Payroll & Insurance Services Mission Statement and Organization Chart:

Our department provides service and support to employees of the District by processing employee paychecks. We also assist employees with insurance benefits, retirement and Workers' Compensation and support a safe work environment.





The above illustration depicts the data flow between the District's Time & Attendance System (TimeLink), the Substitute Management System (Smart Find Express), and the Payroll Processing System (Lawson).

1. Daily Feed: New employees, changes to employee records, and terminations are entered by the Human Resources Department into the Lawson HR system.
2. Nightly data transfers are sent to TimeLink and SmartFind from Lawson HR data.
3. Nightly data transfers are sent to TimeLink from the Smart Find Substitute Management System (employee absences and substitute time records).
4. Data is transferred from TimeLink to the Lawson payroll system on the Time Entry close date.
5. Payroll is processed by Lawson and employees are paid according to the District's published payroll calendar.

SEMIMONTHLY PAYROLL PERIODS
CHECK DATES FOR 2015-2016
SUBSTITUTES / HOURLY EMPLOYEES

	Pay Period Beginning	Ending	Weeks in Pay Period*	Time Entry Closed		Check Date
1	6/8/2015	6/21/2015	2	06/25/15		7/15/2015
2	6/22/2015	7/5/2015	2	07/09/15	1	7/30/2015
3	7/6/2015	7/19/2015	2	07/27/15		8/14/2015
4	7/20/2015	8/9/2015	*3*	08/14/15		8/28/2015
5	8/10/2015	8/30/2015	*3*	09/04/15		9/15/2015
6	8/31/2015	9/13/2015	2	09/18/15		9/30/2015
7	9/14/2015	9/27/2015	2	10/02/15		10/15/2015
8	9/28/2015	10/11/2015	2	10/16/14		10/30/2015
9	10/12/2015	10/25/2015	2	10/30/15		11/13/2015
10	10/26/2015	11/8/2015	2	11/13/15		11/30/2015
11	11/9/2015	11/22/2015	2	12/03/15		12/15/2015
12	11/23/2015	12/6/2015	2	12/11/15		12/30/2015
13	12/7/2015	12/27/2015	*3*	01/06/16		1/15/2016
14	12/28/2015	1/10/2016	2	01/15/16		1/29/2016
15	1/11/2016	1/24/2016	2	01/29/16		2/12/2016
16	1/25/2016	2/7/2016	2	02/12/16		2/29/2016
17	2/8/2016	2/21/2016	2	02/26/16		3/15/2016
18	2/22/2016	3/6/2016	2	03/11/16		3/30/2016
19	3/7/2016	3/20/2016	2	03/25/16		4/15/2016
20	3/21/2016	4/10/2016	*3*	04/15/16		4/29/2016
21	4/11/2016	4/24/2016	2	04/29/16		5/13/2016
22	4/25/2016	5/8/2016	2	05/13/16		5/27/2016
23	5/9/2016	5/22/2016	2	05/27/16		6/15/2016
24	5/23/2016	6/5/2016	2	06/13/16		6/30/2016
	1	245 Day Hourly starts				

Time entry closes at 4:00 pm on the close date. Time may not be approved after the close date.

* Weeks in pay period are subject to change based on the approved District calendar each year.

SEMIMONTHLY PAYROLL & LEAVE REPORTING PERIODS
CHECK DATES FOR 2015-2016
SALARIED EMPLOYEES

Salaried employees schedule are paid 1/24th of their annual salary each check date.

	Leave Reporting Period Beginning	Leave Reporting Period Ending	Payroll Period Beginning	Payroll Period Ending	Time Entry Closed	Check Date	
1	6/8/2015	6/21/2015	7/1/2015	7/15/2015	06/25/15	7/15/2015	1
2	6/22/2015	7/5/2015	7/16/2015	7/31/2015	07/09/15	7/30/2015	
3	7/6/2015	7/19/2015	8/1/2015	8/15/2015	07/27/15	8/14/2015	2
4	7/20/2015	8/9/2015	8/16/2015	8/31/2015	08/14/15	8/28/2015	3
5	8/10/2015	8/30/2015	9/1/2015	9/15/2015	09/04/15	9/15/2015	
6	8/31/2015	9/13/2015	9/16/2015	9/30/2015	09/18/15	9/30/2015	
7	9/14/2015	9/27/2015	10/1/2015	10/15/2015	10/02/15	10/15/2015	
8	9/28/2015	10/11/2015	10/16/2015	10/31/2015	10/16/14	10/30/2015	
9	10/12/2015	10/25/2015	11/1/2015	11/15/2015	10/30/15	11/13/2015	
10	10/26/2015	11/8/2015	11/16/2015	11/30/2015	11/13/15	11/30/2015	
11	11/9/2015	11/22/2015	12/1/2015	12/15/2015	12/03/15	12/15/2015	
12	11/23/2015	12/6/2015	12/16/2015	12/31/2015	12/11/15	12/30/2015	
13	12/7/2015	12/27/2015	1/1/2016	1/15/2016	01/06/16	1/15/2016	
14	12/28/2015	1/10/2016	1/16/2016	1/31/2016	01/15/16	1/29/2016	
15	1/11/2016	1/24/2016	2/1/2016	2/15/2016	01/29/16	2/12/2016	
16	1/25/2016	2/7/2016	2/16/2016	2/28/2016	02/12/16	2/29/2016	
17	2/8/2016	2/21/2016	3/1/2016	3/15/2016	02/26/16	3/15/2016	
18	2/22/2016	3/6/2016	3/16/2016	3/31/2016	03/11/16	3/30/2016	
19	3/7/2016	3/20/2016	4/1/2016	4/15/2016	03/25/16	4/15/2016	
20	3/21/2016	4/10/2016	4/16/2016	4/30/2016	04/15/16	4/29/2016	
21	4/11/2016	4/24/2016	5/1/2016	5/15/2016	04/29/16	5/13/2016	
22	4/25/2016	5/8/2016	5/16/2016	5/31/2016	05/13/16	5/27/2016	
23	5/9/2016	5/22/2016	6/1/2016	6/15/2016	05/27/16	6/15/2016	
24	5/23/2016	6/5/2016	6/16/2016	6/30/2016	06/13/16	6/30/2016	
	TBD		7/1/2016	7/15/2016	TBD	7/15/2016	
	TBD		7/16/2016	7/31/2016	TBD	7/29/2016	4
	TBD		8/1/2016	8/15/2016	TBD	8/15/2016	5

1	245 Day Work Schedule starts
2	200, 205, 210, 215, 220 Day Work Schedule starts
3	185, 190 Day Work Schedule starts
4	Final 2015-16 check - 200, 205, 210, 215, 220 Day Work Schedule
5	Final 2015-16 check - 185, 190 Work Schedule

Time entry closes at 4:00 pm on the close date. Time may not be approved after the close date.

12 Month Employee Payroll FAQSheet

I am a salaried employee and started work after the first day of the regular, fiscal year contract period. How is my total salary calculated?
Your pay will be calculated based on the number of days that you are expected to work. (example shown below)

Employee:	John Employee	
Date of Hire:	7-7-2014	
Salary based on 245 days	47,407.00	
Daily Rate	salary/245 days	193.50
Days Paid	7/7/14 – 6/30/15	241
Total salary earned fiscal year	Total days worked x daily rate	46,633.01
1st check – July 15, 2014: **7 days pay (July 7 – July 15)**		1,354.50
Remaining Pay		45,278.51

Gross Pay per check (Remaining Salary/23)	1,483.34

How do I use personal leave days?
Two (2) sick leave days may be used for personal leave each fiscal year, with advance approval by your supervisor. If you use more than 2 personal leave days, your pay will be docked your daily rate of pay for each additional personal leave day. You cannot carry over unused personal leave days. If personal days are not used, the days remain in your available sick leave balance.

What if I run out of leave time and cannot report to work because of medical reasons?
If you expect to run out of accrued sick leave, your supervisor should let Payroll know immediately. You will be removed from payroll. Upon notification by your supervisor of your return, your salary will be re-calculated based on the number of days you will be paid for the remainder of the fiscal year. Talk to your supervisor about the District's Leave of Absence process.

I transferred from another S.C. school district or S.C. State Agency. Can I transfer my unpaid/unused sick leave days to Greenville County?
Yes. If you begin employment with the District within 30 days of leaving your previous S.C. school district or S.C. state agency, we will accept your unused/unpaid sick leave days. Your previous S.C. employer must send verification of this information on business letterhead. Transferred leave will be added to your District sick leave balance.

How many sick leave days do I receive?
12 Month Employees earn 18 days of sick leave per fiscal year. Sick leave balances carry over from year to year with no limit. If you are a new employee to Greenville County Schools, your days (or pro-rated portion if you start after July 1st) will be advanced with your first paycheck. Beginning with your first check of the next fiscal year, you will accrue sick leave each semi-monthly pay date. If required sick leave exceeds accrued days, your pay will be reduced as necessary.

What is the Pre-tax adjustment I see on my paycheck?
Greenville County Schools pays State Employee Insurance Program premiums each month. The “pre-tax adjustment” is the difference between the total amount owed for the benefit year (January – December) and what will be collected through regular payroll deductions. The adjustment deduction is spread out over a short period of time to prevent one paycheck from absorbing the entire adjustment amount. An example is shown below:

Health Savings Account pretax premiums	
(September - December, 4 months)	
(108.56/month, full family coverage)	434.24
Regular payroll deduction for 6 checks	
(October 15 - December 30, 2010)	
(54.28/check)	325.68
Total adjustment needed:	108.56

In this scenario, an additional $27.14 is taken from 4 checks to collect the adjustment ($108.56 / 4).

How many checks do I receive?
There are 24 paychecks in our fiscal year pay cycle. If you are a new employee to the District, and start after the first day of the fiscal year (July 1), your salary will be calculated over the remaining number of checks in the fiscal year that ends on June 30.

If I leave the District, will I be paid for unused sick leave?
In accordance with District Policy GBQ, payment is made only to retiring employees for unused sick leave.

If I leave the District, will I be paid for my unused, accrued vacation time?
In accordance with District Rule GBRK, employees with unused, accrued vacation time will be paid for any unused vacation days at separation. The location should key any vacation time taken up to the last day worked, and payroll will deduct these days from the unused, accrued vacation balance.

Will I receive a step increase each fiscal year like a teacher?
Salary increases are approved by the Board of Trustees during the Budget process each fiscal year. Step and cost of living increases are part of this process.

How do I know how many sick and vacation days I have available?
Absences are entered in TimeLink by your supervisor and loaded into the Lawson payroll system when each paycheck is processed. You may check your available balances using the Review Balance screen in TimeLink ESS. Vacation balances must be taken within 7 months of the end of each fiscal year (by January 31st) if the balance is not banked. These balances are displayed in a separate total in the Lawson ESS system. Vacation days may be banked if you meet eligibility requirements found in District Policy GBRK.

What is my employee number?
An employee number is provided to all newly hired employees. Your location's payroll time editor or your supervisor can assist you with identifying your number. The ETS Help Desk will assign your email and network user ID.

I signed up for Direct Deposit, but my first check was not sent to my bank?
The District is required to send a test "pre-note" to your bank to validate your account and routing information before money is actively transmitted. The District sends pre-notified file several days before each pay date. Changes to direct deposit information are made via Lawson Employee Self Service. Any time a change is made to your direct deposit information, the "pre-note" process will occur. This option is removed from the self service system during payroll processing and you cannot make changes.

I am a new employee. When will I receive my first paycheck?
The district processes payroll for a specific pay period each paycheck date. Refer to the "Semi-Monthly Payroll Periods and Check Dates" calendar, find the 1st day you are employed in the Pay Period range, and the corresponding check date.

Hourly Employee Payroll FAQSheet

I am a new employee. When will I receive my first paycheck?
The district processes payroll for a specific pay period each paycheck date. Refer to the "Semi-monthly Payroll Periods and Check Dates" calendar, find the 1st day you are employed in the Pay Period range, and the corresponding check date.

How do I use personal leave days?
Two (2) sick leave days may be used for personal leave each fiscal year with advance approval by your supervisor. If you use more than 2 personal leave days, your pay will be docked. You cannot carry over unused personal leave days. If personal days are not used, the days remain in your available sick leave balance.

What if I run out of leave time and cannot report to work because of medical reasons?
If you expect to run out of accrued sick leave, your supervisor should let Payroll know immediately. Talk to your supervisor about the District's Leave of Absence process.

I transferred from another S.C. school district or S.C. State Agency. Can I transfer my unpaid/unused sick leave days to Greenville County?
Yes. If you begin employment with the District within 30 days of leaving your previous S.C. school district or S.C. state agency, we will accept your unused/unpaid sick leave days. Your previous S.C. employer must send a letter of verification stating your unused days. The unused days will be added to your District sick leave balance on a later paycheck.

How many sick leave days do I receive?
Employees earn 15 - 18 days of sick leave per fiscal year depending on how many days you work each year. Sick leave balances carry over from year to year with no limit. If you are a new employee to Greenville County Schools, your days (or pro-rated portion if you start after July 1st) will be advanced with your first paycheck. Beginning with your first check of the next fiscal year, you will accrue sick leave each semi-monthly pay date. If required sick leave exceeds accrued days, your pay will be reduced as necessary.

What is my employee number?
An employee number is provided to all newly hired employees. Your location's payroll time editor or your supervisor can assist with identifying your number. The ETS Help Desk will assign your email and network user ID.

What is the Pre-tax adjustment I see on my paycheck?
Greenville County Schools pays State Employee Insurance Program premiums each month. The "pre-tax adjustment" is the difference between the total amount owed for the benefit year (January – December) and what will be collected through regular payroll deductions. The adjustment deduction is spread out over a short period of time so that one paycheck will not absorb the entire adjustment amount. An example is shown below:

Health Savings Account pretax premiums	
(September - December, 4 months)	
(108.56/month, full family coverage)	434.24
Regular payroll deduction for 6 checks	
(October 15 - December 30)	
(54.28/check)	325.68
Total adjustment needed:	108.56

In this scenario, an additional $27.14 is taken from 4 checks to collect the adjustment ($108.56 / 4).

I worked 12 hours in one day. Will I be paid overtime?
Overtime is calculated based on a seven day pay week (Monday - Sunday). If your worked time, not including sick leave or vacation time, exceeds 40 hours in your primary position, you will be eligible for compensatory time earned at the rate of 1.5 hours for each hour worked over 40. Your supervisor has the option of paying out the compensatory time or you may use it in lieu of leave time for paid time off. When the multiple job hours + primary job hours exceed 40 in a work week, the District pays overtime.

If I leave the District, will I be paid for my unused sick leave?
In accordance with District Policy GBQ, payment is made only to retiring employees for unused sick leave.

If I leave the District, will I be paid for my unused, accrued vacation time?
In accordance with District Rule GBRK, employees with unused, accrued vacation time will be paid for any unused vacation days at separation. The location should key any vacation time taken up to the last day worked, and payroll will deduct these days from the unused, accrued vacation balance.

How do I know how many sick and vacation days I have available?
Absences are entered in TimeLink by your supervisor and loaded into the Lawson payroll system during payroll processing. You may check your available balances using the Review Balance screen in TimeLink ESS. Vacation balances must be taken within 7 months of the end of each fiscal year (by January 31st) if the balance is not banked. These balances are displayed in a separate total in the Lawson ESS system. Vacation days may be banked if you meet eligibility requirements found in District Policy GBRK.

Will I receive a step increase each fiscal year like a teacher?
Salary increases are approved by the Board of Trustees during the Budget process each fiscal year. Step and cost of living increases are part of this process.

I signed up for Direct Deposit, but my first check was not sent to my bank?
The District is required to send a test “pre-note” to your bank to validate your account and routing information before money is actively transmitted. The District sends a pre-notified file several days before each pay date. Changes to direct deposit information are made via Lawson Employee Self Service. Any time a change is made to your direct deposit information, the "pre-note" process will occur. This option is removed from the self service system during payroll processing and you cannot make changes.

I did not work enough hours to cover my benefit deductions. Will more money be withheld from my checks to catch up my premiums?
Payroll is notified after each check date of employees who did not have benefit deductions. Additional amounts will be withheld from future checks to make up the missed amounts. If you are working in a benefits eligible position, it is important that you work the required number of hours each pay period. This will ensure that your earnings are sufficient to deduct benefit premiums. Failure to work the required number of hours each year may jeopardize your benefits eligibility.

When am I paid?
The District processes payroll twice monthly; the pay dates are on the 15th and 30th of each month. The pay calendar is published with check dates and pay periods. Your paycheck is based on the number of hours worked in each pay period and the hourly rate approved by Human Resources. The hours you work are entered and imported into the payroll system from the TimeLink Time & Attendance system. You must clock in and out to record your hours worked. If you are out of work on leave, you must notify your supervisor so that leave time may be entered and you will be paid accurately on time.

GREENVILLE COUNTY SCHOOLS

Where enlightening strikes

Teacher/Non-12 Month Payroll FAQSheet

I am a salaried employee and started work after the first day of the regular contract period. How is my total salary calculated?

Your pay will be calculated based on the number of days that you are expected to work (example shown below)

Employee:	John Employee	
Date of Hire:	9-13-2010	
Salary based on 190 days		32,595.00
Daily Rate	Salary/190 days	171.55
Days Paid	9/13/10 – 6/3/11	165
Total salary earned school year	Total days worked x daily rate	28,305.75
Remaining number of pay checks in year	09/30/10 – 8/15/11	22.00
Gross Pay / Check	09/30/10 – 8/15/11	1,286.63

How many sick leave days do I receive?

Employees earn 15-18 days of sick leave per year. Sick leave balances carry over from year to year with no limit. If you are a new employee to Greenville County Schools, your days (or pro-rated portion if you start after the first day of school) will be advanced with your first paycheck. Beginning with your first check of the next year, you will accrue sick leave each semi-monthly pay (20 checks for employees working 185-190 days). If required sick leave exceeds accrued days, your pay will be reduced as necessary. Absences are imported to TimeLink by the Smart Find system and are loaded into the Lawson payroll system when each paycheck is processed. You may check your available balances using the Review Balance screen in TimeLink ESS.

How do I use personal leave days?

Two (2) sick leave days may be used for personal leave each year, with advance approval by your supervisor. If you use more than 2 personal leave days, your pay will be docked by your daily rate of pay for each additional day. You cannot carry over unused personal leave days. If personal days are not used, the days remain in your available sick leave balance.

What if I run out of leave time and cannot report to work because of medical reasons?

If you expect to run out of accrued sick leave, your supervisor should let Payroll know immediately. You will be removed from payroll. Upon notification by your supervisor of your return, your salary will be re-calculated based on the number of days you will be paid for the remainder of the school year. Talk to your supervisor about the District's Leave of Absence process.

I transferred from another S.C. school district or S.C. State Agency. Can I transfer my unpaid/unused sick leave days to Greenville County?

Yes. If you begin employment with the District within 30 days of leaving your previous S.C. school district or S.C. state agency, we will accept your unused/unpaid sick leave days. Your previous S.C. employer must send verification of this information on business letterhead. Transferred leave will be added to your District sick leave balance on your first paycheck, if received before payroll is processed.

What is the Pre-tax adjustment I see on my paycheck?

Greenville County Schools pays State Employee Insurance Program premiums each month. The “pre-tax adjustment” is the difference between the total amount owed for the benefit year (January – December) and what will be collected through regular payroll deductions. The adjustment deduction is spread out over a short period of time to prevent one paycheck from absorbing the entire adjustment amount. An example is shown below:

Health Savings Account pretax premiums (September - December, 4 months) (108.56/month, full family coverage)	434.24
Regular payroll deduction for 6 checks (October 15 - December 30, 2010) (54.28/check)	325.68
Total adjustment needed:	108.56

In this scenario, an additional $27.14 is taken from 4 checks to collect the adjustment ($108.56 / 4).

Will I receive paychecks during the summer?
Salaried employees are scheduled to be paid during the summer months. However, if you leave employment during or at the end of the school year, your final earnings will be calculated and paid in one check. Supplemental earnings are paid according to the District's Supplemental Pay Schedule and are not paid on summer checks.

If I leave the District, will I be paid for my unused sick leave?
In accordance with District Policy GBQ, payment is made only to retiring employees for unused sick leave.

How many checks do I receive?
There are 24 paychecks in your pay cycle. If you are a new employee to the District, and do not begin employment on the first day of your work schedule, your salary will be calculated over less than 24 checks. Salaried employees are paid $1/24^{th}$ of their annual salary, regardless of the number of work days in the period. The leave reporting period is used to record any absences.

I received my new certificate with a valid date of July 1. Why do my summer checks not reflect the retroactive pay for my increase?
July 1 is the beginning of the fiscal year. The checks you receive in the summer are for money you earned prior to July 1. Your new salary will be effective with your first check of the new school year.

I have teaching experience in another state or at a private school, but I am only being paid on 0 years. Why?
Greenville County Schools pays you based on the experience on your S.C. teaching certificate. In order to be paid for your experience, you will need to have your prior employer complete a "Verification of Teaching Experience" form and submit it to the SDE, Office of Certification. The form will be evaluated and approved experience added to your S.C. certificate. In order for the SDE to make a change on your certificate, you will also need to complete and submit the "Request for Change Action" form. Both forms are available at www.ed.sc.gov. Send your updated certificate to the Human Resources Department. Your records will be updated, payroll will be notified to change your salary and any retroactive pay will be processed based on the effective date of the certificate.

How do I get paid for summer school or receive the money I earned for extra work?
If you are doing work different from your primary job, you will clock in on the TimeLink system to record hours worked for additional pay. Your location is responsible for submitting pay information for any worked performed for a stipend (flat amount regardless of the number of hours worked). Time should be entered when you perform the service, and the additional wages will be processed with your regular paycheck. Refer to the "Semi-Monthly Payroll Periods and Check Dates for Hourly/Substitute Pay" to determine when you will be paid.

What is my employee number?
An employee number is provided to all newly hired employees. Your location's payroll time editor or your supervisor can assist you with identifying your number. The ETS Help Desk will assign your email and network user ID.

I signed up for Direct Deposit, but my first check was not sent to my bank?
The District is required to send a test "pre-note" to your bank to validate your account and routing information before money is actively transmitted. The District sends a pre-notified file several days before each pay date. Changes to direct deposit information are made via Lawson Employee Self Service. Any time a change is made to your direct deposit information, the "pre-note" process will occur. This option is removed from the self service system during payroll processing and you cannot make changes.

I am a new employee. When will I receive my first paycheck?
The district processes payroll for a specific pay period each paycheck date. Pay dates for non-12 month work schedules are as follows:

185/190 days – Semi-monthly (24 checks)
Beginning August 28, 2015 Ending August 15, 2016

200/205/210/215/220 days – Semi-monthly (24 checks)
Beginning August 14, 2015 Ending July 29, 2016

PayrollFAQTeacherNon12MonthEmployee rev 6-2015

How do we calculate and reconcile pay for Salaried Employees?

Each fiscal year (July 1 – June 30), employees are assigned an annual salary according to their position and the District's salary schedule. Salaried positions in the District are assigned a work calendar: 185, 190, 200, 205, 210, 220 or 245 days. Each work calendar is paid on a payroll cycle that corresponds to the start date of the position for the fiscal year. The work calendar defines the number of days in the fiscal year that the employee is scheduled to work. When an employee is hired after the first day of his work calendar, he will not work the total annual number of days in his work calendar and the salary will be prorated.

During payroll processing, the payroll system calculates the amount earned for the payroll period (days worked x daily rate) and the amount paid (1/24 of annual salary). The difference is tracked by the system and defined as the employee's reserve balance. The reserve balance is used to maintain an employee's pay when he does not work during a payroll period. The reserve balance is depleted when the employee's 24th check is issued. The following calculations illustrate how this process works for employees in each of the District's 3 fiscal year payroll cycles.

12 month (245 Day) employee - salary based on $50,000 annually

Payroll Period				Daily Rate	Salary Earned	Salary Paid		
Beginning	**Ending**	**Check Date**	**Days Worked**	(annual salary / 245)	(Days Worked * Daily Rate)	(1/24th of annual salary)	**Reserve Activity This Check**	**Reserve Balance**
7/1/2014	7/15/2014	7/15/2014	11	204.08	2,244.90	2,083.33	161.56	161.56
7/16/2014	7/31/2014	7/30/2014	11	204.08	2,244.90	2,083.33	161.56	323.13
8/1/2014	8/15/2014	8/15/2014	12	204.08	2,448.98	2,083.33	365.65	688.78
8/16/2014	8/31/2014	8/29/2014	10	204.08	2,040.82	2,083.33	(42.52)	646.26
9/1/2014	9/15/2014	9/15/2014	10	204.08	2,040.82	2,083.33	(42.52)	603.74
9/16/2014	9/30/2014	9/30/2014	11	204.08	2,244.90	2,083.33	161.56	765.31
10/1/2014	10/15/2014	10/15/2014	11	204.08	2,244.90	2,083.33	161.56	926.87
10/16/2014	10/31/2014	10/30/2014	12	204.08	2,448.98	2,083.33	365.65	1,292.52
11/1/2014	11/15/2014	11/14/2014	10	204.08	2,040.82	2,083.33	(42.52)	1,250.00
11/16/2014	11/30/2014	11/28/2014	7	204.08	1,428.57	2,083.33	(654.76)	595.24
12/1/2014	12/15/2014	12/15/2014	11	204.08	2,244.90	2,083.33	161.56	756.80
12/16/2014	12/31/2014	12/30/2014	6	204.08	1,224.49	2,083.33	(858.84)	(102.04)
1/1/2015	1/15/2015	1/15/2015	9	204.08	1,836.73	2,083.33	(246.60)	(348.64)
1/16/2015	1/31/2015	1/30/2015	11	204.08	2,244.90	2,083.33	161.56	(187.07)
2/1/2015	2/15/2015	2/13/2015	10	204.08	2,040.82	2,083.33	(42.52)	(229.59)
2/16/2015	2/28/2015	2/27/2015	9	204.08	1,836.73	2,083.33	(246.60)	(476.19)
3/1/2015	3/15/2015	3/13/2015	10	204.08	2,040.82	2,083.33	(42.52)	(518.71)
3/16/2015	3/31/2015	3/30/2015	10	204.08	2,040.82	2,083.33	(42.52)	(561.22)
4/1/2015	4/15/2015	4/15/2015	10	204.08	2,040.82	2,083.33	(42.52)	(603.74)
4/16/2015	4/30/2015	4/30/2015	11	204.08	2,244.90	2,083.33	161.56	(442.18)
5/1/2015	5/15/2015	5/15/2015	11	204.08	2,244.90	2,083.33	161.56	(280.61)
5/16/2015	5/31/2015	5/29/2015	10	204.08	2,040.82	2,083.33	(42.52)	(323.13)
6/1/2015	6/15/2015	6/15/2015	11	204.08	2,244.90	2,083.33	161.56	(161.56)
6/16/2015	6/30/2015	6/30/2015	11	204.08	2,244.90	2,083.33	161.56	-
			245		50,000.00	50,000.00	-	

10 month (200 Day) employee - salary based on $40,000 annually

Payroll Period				Daily Rate	Salary Earned	Salary Paid		
Beginning	Ending	Check Date	Days Worked	(annual salary / 200)	(Days Worked * Daily Rate)	(1/24th of annual salary)	Reserve Activity This Check	Reserve Balance
7/1/2014	7/15/2014	7/15/2014						
7/16/2014	7/31/2014	7/30/2014			*2013-2014 Salary Payments*			
8/1/2014	8/15/2014	8/15/2014	10	200.00	2,000.00	1,666.67	333.33	333.33
8/16/2014	8/31/2014	8/29/2014	12	200.00	2,400.00	1,666.67	733.33	1,066.67
9/1/2014	9/15/2014	9/15/2014	10	200.00	2,000.00	1,666.67	333.33	1,400.00
9/16/2014	9/30/2014	9/30/2014	11	200.00	2,200.00	1,666.67	533.33	1,933.33
10/1/2014	10/15/2014	10/15/2014	11	200.00	2,200.00	1,666.67	533.33	2,466.67
10/16/2014	10/31/2014	10/30/2014	10	200.00	2,000.00	1,666.67	333.33	2,800.00
11/1/2014	11/15/2014	11/14/2014	10	200.00	2,000.00	1,666.67	333.33	3,133.33
11/16/2014	11/30/2014	11/28/2014	8	200.00	1,600.00	1,666.67	(66.67)	3,066.67
12/1/2014	12/15/2014	12/15/2014	11	200.00	2,200.00	1,666.67	533.33	3,600.00
12/16/2014	12/31/2014	12/30/2014	2	200.00	400.00	1,666.67	(1,266.67)	2,333.33
1/1/2015	1/15/2015	1/15/2015	10	200.00	2,000.00	1,666.67	333.33	2,666.67
1/16/2015	1/31/2015	1/30/2015	10	200.00	2,000.00	1,666.67	333.33	3,000.00
2/1/2015	2/15/2015	2/13/2015	11	200.00	2,200.00	1,666.67	533.33	3,533.33
2/16/2015	2/28/2015	2/27/2015	8	200.00	1,600.00	1,666.67	(66.67)	3,466.67
3/1/2015	3/15/2015	3/13/2015	11	200.00	2,200.00	1,666.67	533.33	4,000.00
3/16/2015	3/31/2015	3/30/2015	12	200.00	2,400.00	1,666.67	733.33	4,733.33
4/1/2015	4/15/2015	4/15/2015	9	200.00	1,800.00	1,666.67	133.33	4,866.67
4/16/2015	4/30/2015	4/30/2015	5	200.00	1,000.00	1,666.67	(666.67)	4,200.00
5/1/2015	5/15/2015	5/15/2015	10	200.00	2,000.00	1,666.67	333.33	4,533.33
5/16/2015	5/31/2015	5/29/2015	12	200.00	2,400.00	1,666.67	733.33	5,266.67
6/1/2015	6/15/2015	6/15/2015	7	200.00	1,400.00	1,666.67	(266.67)	5,000.00
6/16/2015	6/30/2015	6/30/2015	-	200.00	-	1,666.67	(1,666.67)	3,333.33
7/1/2015	7/15/2015	7/15/2015	-	200.00	-	1,666.67	(1,666.67)	1,666.67
7/16/2015	7/31/2015	7/30/2015	-	200.00	-	1,666.67	(1,666.67)	(0.00)
			200		40,000.00	40,000.00	(0.00)	

9.5 month (190 Day) Employee - salary based on $38,000 annually

Payroll Period				Daily Rate	Salary Earned	Salary Paid		
Beginning	Ending	Check Date	Days Worked	(annual salary / 190)	(Days Worked * Daily Rate)	(1/24th of annual salary)	Reserve Activity This Check	Reserve Balance
7/1/2014	7/15/2014	7/15/2014						
7/16/2014	7/31/2014	7/30/2014			*2013-2014 Salary Payments*			
8/1/2014	8/15/2014	8/15/2014	4	200.00	800.00	-	800.00	800.00
8/16/2014	8/31/2014	8/29/2014	10	200.00	2,000.00	1,583.33	416.67	1,216.67
9/1/2014	9/15/2014	9/15/2014	10	200.00	2,000.00	1,583.33	416.67	1,633.33
9/16/2014	9/30/2014	9/30/2014	11	200.00	2,200.00	1,583.33	616.67	2,250.00
10/1/2014	10/15/2014	10/15/2014	11	200.00	2,200.00	1,583.33	616.67	2,866.67
10/16/2014	10/31/2014	10/30/2014	12	200.00	2,400.00	1,583.33	816.67	3,683.33
11/1/2014	11/15/2014	11/14/2014	9	200.00	1,800.00	1,583.33	216.67	3,900.00
11/16/2014	11/30/2014	11/28/2014	7	200.00	1,400.00	1,583.33	(183.33)	3,716.67
12/1/2014	12/15/2014	12/15/2014	11	200.00	2,200.00	1,583.33	616.67	4,333.33
12/16/2014	12/31/2014	12/30/2014	4	200.00	800.00	1,583.33	(783.33)	3,550.00
1/1/2015	1/15/2015	1/15/2015	9	200.00	1,800.00	1,583.33	216.67	3,766.67
1/16/2015	1/31/2015	1/30/2015	10	200.00	2,000.00	1,583.33	416.67	4,183.33
2/1/2015	2/15/2015	2/13/2015	10	200.00	2,000.00	1,583.33	416.67	4,600.00
2/16/2015	2/28/2015	2/27/2015	9	200.00	1,800.00	1,583.33	216.67	4,816.67
3/1/2015	3/15/2015	3/13/2015	9	200.00	1,800.00	1,583.33	216.67	5,033.33
3/16/2015	3/31/2015	3/30/2015	10	200.00	2,000.00	1,583.33	416.67	5,450.00
4/1/2015	4/15/2015	4/15/2015	7	200.00	1,400.00	1,583.33	(183.33)	5,266.67
4/16/2015	4/30/2015	4/30/2015	11	200.00	2,200.00	1,583.33	616.67	5,883.33
5/1/2015	5/15/2015	5/15/2015	11	200.00	2,200.00	1,583.33	616.67	6,500.00
5/16/2015	5/31/2015	5/29/2015	9	200.00	1,800.00	1,583.33	216.67	6,716.67
6/1/2015	6/15/2015	6/15/2015	6	200.00	1,200.00	1,583.33	(383.33)	6,333.33
6/16/2015	6/30/2015	6/30/2015	-	200.00	-	1,583.33	(1,583.33)	4,750.00
7/1/2015	7/15/2015	7/15/2015	-	200.00	-	1,583.33	(1,583.33)	3,166.67
7/16/2015	7/31/2015	7/30/2015	-	200.00	-	1,583.33	(1,583.33)	1,583.33
8/1/2015	8/15/2015	8/14/2015	-	200.00	-	1,583.33	(1,583.33)	0.00
			190		38,000.00	38,000.00	0.00	

GREENVILLE COUNTY SCHOOLS
Where enlightening strikes

TO ALL NEW GREENVILLE COUNTY SCHOOLS EMPLOYEES

Important New Hire Payroll & Benefits Information

- ✓ Form W4 – This form is used for your paycheck tax withholding. The District will default your withholding to Single status, zero (0) exemptions if this form is not returned. Please submit a separate form if your State withholding differs from your Federal withholding. Only the original form can be accepted with no corrections or alterations; we do not accept faxed or emailed copies. Your W4 can be changed at any time using the District's Employee Self Service module on the Lawson system. Click http://www.greenville.k12.sc.us/Employees/docs/finance/ess_guide.pdf for instructions.

- ✓ Direct Deposit Enrollment – Participation in Direct Deposit is **MANDATORY** for **ALL** employees – regardless of classification or status. Changes to your direct deposit information may be made no later than 1 week before the effective pay date via the District's Employee Self Service module on the Lawson system. Click http://www.greenville.k12.sc.us/Employees/docs/finance/ess_guide.pdf for instructions.

- ✓ Pay stubs are available on pay day via the Employee Portal – Please review your pay stub each pay day and notify your supervisor immediately if there are discrepancies. From the portal (portal.greenville.k12.sc.us) select
  $ Online Pay Stub Check Your Pay Stub Information Online

- ✓ Employees may elect to receive their W-2 Wage and Tax Statement electronically – for instructions, visit
  http://www.greenville.k12.sc.us/Departments/main.asp?titleid=fin_w2

- ✓ New employees, eligible for health, dental, and other benefits, will be contacted to attend a Benefits Orientation Session. The District's employee benefits package and specific plans will be discussed. The employee is given the opportunity to enroll in or waive coverage.

- ✓ Please take a moment to familiarize yourself with the District's Employee websites:
  http://www.greenville.k12.sc.us/Employees/

  These areas contain useful information to guide you throughout your employment with Greenville County Schools. Be sure to read the Payroll FAQSheets and review the District's payroll schedules.

- ✓ Initial retirement contributions are assigned pending status. Once a retirement plan decision is made, the contributions will be processed to the retirement plan or refunded, if applicable. The Payroll Department defaults employees into the regular SC Retirement Systems Defined Benefit program if an election has not been received within sixty (60) days of employment. ***You MUST complete either an enrollment form or Notice of Non-Election (if applicable) form to prevent default enrollment into the regular SC Retirement Systems Defined Benefit Program.*** Retired workers must notify the Benefits Department of their working retiree status.

We hope you find this information useful as you begin your new position with Greenville County Schools. If you have questions, please contact us:

- Payroll: 864.355.0920 fax 864.355.1192 email: Payroll@greenville.k12.sc.us
- Benefits: 864.355.0960 fax 864.355.0490 email: benefits@greenville.k12.sc.us

Section 2

TimeLink

Time & Attendance System

Request for TimeLink Access

To be completed by Employees Needing New/Temporary/Updated Access

Date:__________ Employee Name_______________________________________Employee ID ____________

Employee requesting new/temporary/updated access

Position Title: ____

Location(s): ____

Add Access   Change Access   Remove Access   Delegate Access

Effective Date _______________________ If Delegate Access, please provide the End Date of access ___________________

Time Editor: Yes   No   Time Approver: Yes   No

Does this person replace someone? Yes   No   If yes, who? ___________________________________

Name of employee

Confidentiality Notice

The TimeLink system contains information that may deemed sensitive in nature and confidential. Each employee with access to this system is expected to protect the confidential and sensitive data you are exposed to.

Employee Signature: ____

Supervisor Signature: ____

Forward completed form to: Payroll@greenville.k12.sc.us

For Payroll & Insurance Services Use Only

Date Received:__________ Date Processed:__________ Role Assigned:____________________________________ User type Assigned:__________

Delegate Assigned:__________Processed By: __________

TIMELINK Important Information

- Please enter a HEAT request under Payroll/TimeLink if you have employees with Low (less than 40) template scores – provide the Employee ID, Name, and most recent scores from enrollment – these employees will be setup with special access and you will receive confirmation from Payroll with clock in instructions

- Please enter a HEAT request for technical assistance with TimeLink. Allow 2 business days for your call to be closed. You will receive an acknowledgement email when the call has been closed and the resolution.

- All missed time for hourly paid employees must be submitted on a Missed Time spreadsheet. Time entry spreadsheets are due to payroll by the time entry close date for each payroll period. Building Services managers should contact Allison Farmer for assistance with Missed Time.

- Missed punches or failed punches must be time based. When correcting these punches, the entries must be time based.

- Leave/Absence entries should always be duration based
  Example: Full time FANS operators would have duration of 6 hours entered for 1 day's leave

- All critical exceptions must be cleared each week before time cards are approved

- All timecards for the pay period must be approved by the time entry close date

- Please make sure employees record the correct position titles for punches – the position information includes the G/L account number and pay rate; correct positions are necessary for accurate pay

- The supervisor is responsible for any edits made to an employee's time record. An employee's time record must never be altered to misrepresent the hours worked.

- Employee MUST have a position assigned to them by Human Resources before they begin work. Time editors will only be able to select positions assigned to the employee.

- All overtime (hours worked in excess of 40 in a work week) earned for the primary position will be allocated to the comp time bucket. The manager may elect to pay time from the comp time bucket using the Comp Time Code. Complete instructions regarding accrual and payment of comp time are found in the "GCS Comp Time Procedures."

- Lawson payroll calculates 2nd job overtime for employees working multiple positions.

- Do not use time codes DOCK PAY, SUSPENSION WITHOUT PAY for hourly employees. To document an unpaid absence, use the UNPAID HOURLY ABSENCE time code.

- Ensure that all employees who are to be paid have work or leave time entered. If no time is entered, the employee will not be paid.

TimeLink Troubleshooting Tips
Critical Exceptions

Critical exceptions are shown in TimeLink with the symbol.
Edits to time records must be documented in the “Comment” section
All critical exceptions must be cleared before payroll is closed.

Exception:	Resolution:
Extra Days Pay should be primary position only. Please correct	Check the position for the Extra Days Pay entry. The position must be for the employee’s primary position. If another position is used, the time code must be REG pay.
Employee is not eligible for holiday pay.	Active, 12 month, hourly paid employees with an FTE of 0.8 or greater are eligible for holiday pay. If the employee FTE is not correct, please contact Human Resources.
Vacancy – account Number cannot be blank. Please correct.	Substitutes for vacant positions must have a valid account number entered in TimeLink. Please enter the account number, using the proper format.
Employee not assigned to this position or location. Please correct.	The position entered on the time record is not valid. The position must match the employee’s position set up in Lawson for the time record date. Click on the “Work Information” tab on the time record, and select a valid position from the drop down list.
Employee not assigned to this cost center. Please correct.	The cost center (GCSD for primary positions, SUBXXX for substitute positions) is not valid. The cost center must match the employee’s position set up in Lawson for the time record date. Click on the “Labor Account” tab on the time record, and select a valid cost center from the drop down list.
Employee assigned to a sub position without location. Please correct.	Substitute custodians and FANS operators must have the three digit location number at the beginning of the position – for example, 441SUBCUST, 389SUBFANSROV. Click on the “Work Information” tab on the time record, and correct the position as necessary.
Labor Acct Profile cannot be blank. Please correct.	The Labor Account Profile cannot display “none.” Click on the “Labor Account” tab on the time record, and select a valid Labor Account Profile from the drop down list.
Person has a missed punch.	Time-based records must have an IN and OUT punch. Add the missing punch.
Person time is the wrong record type. Please correct.	REG pay records must be entered as time-based. All leave records must be duration based ***NOTE: Professional/Business Leave entries for non-exempt employees must be time based (hours are included in worked time for this group.)***

TimeLink Troubleshooting Tips
Warning Exceptions

Warning exceptions are shown in TimeLink with the symbol.
Warning exceptions should be reviewed by the Time Editor/Approver to determine if further action is necessary.

Exception:	Resolution:
Person has exceeded available Comp Balance.	The employee does not have enough comp time. Reduce the comp hours entered or choose another leave time code.
Person has exceeded available personal balance.	The employee has taken more than his allowed personal leave hours. Salaried employees will be docked for hours that exceed the allowance. Hourly employees will not be paid for hours that exceed the allowance. NOTE: Payroll will review exceptions for summer schedule entries.
Person has taken more than 3 consecutive days of bereavement.	Employee has taken more than the allowed time for bereavement. Salaried employees will be docked for hours that exceed the allowance. Hourly employees will not be paid for hours that exceed the allowance. NOTE: If time is for multiple occurrences, please note in the Comment section on the “Other” tab of the time record.
Person has taken more than 5 consecutive days of illness.	Review absences and follow GCS Leave Procedures.
Person has exceeded available sick leave balance.	The employee does not have enough sick time. Reduce the hours entered and/or choose another leave time code. Employees will be docked for leave time that exceeds their available balance.
Person has exceeded available vacation balance.	The employee does not have enough vacation time. Reduce the hours entered and/or choose another leave time code. Employees will be docked for leave time that exceeds their available balance.
Person is not eligible for vacation pay.	Active, 12 month, employees with an FTE of 0.8 or greater are eligible to accrue vacation time. Choose another leave time code, or if the employee is not set up correctly, please contact Human Resources.

Greenville County Schools
Checklist
FANS/Building Services Manager Role

Time records must be verified for accuracy. The supervisor reviews and approves the records in TimeLink. The manager must follow these steps prior to the supervisor's approval:

______ Verify leave entries and enter leave as necessary.

_____ Review any informational exceptions using TA235. Informational exceptions include:

Employees exceeding personal leave limit of 2 days	Employees with >5 consecutive personal illness days
Employees with >3 consecutive bereavement days	Employees exceeding sick leave balance

_____ Run RPT4040 (Hours by Work Information) for the payroll period.

1. Verify position for each time record is correct.
2. Review time for employees working multiple jobs. The position determines the rate of pay, overtime eligibility, and account number for the time worked. If the position is incorrect, the employee will be paid wrong.

______ Run RPT111 (Timecard Exceptions) for the payroll period. All critical exceptions must be removed to close payroll.

______ Submit Missed Pay spreadsheets to payroll@greenville.k12.sc.us prior to time entry closing.

_____ Approve time records

_____ Run RPT4040 after approval to verify all time records have been approved.

PAYROLL PROCEDURES FOR REPORTING NON-EXEMPT EMPLOYEE OVERTIME AND COMPENSATORY (COMP) TIME

A. Definitions

1**. Non-exempt employees**: Nonexempt employees are covered under the Fair Labor Standards Act (FLSA). They must be paid at least the minimum wage for all hours worked and an overtime premium for hours worked over 40 in a 7 day workweek. Sample positions include aides, secretaries, custodians, clerks, food service operators, and bus drivers. The status of exempt or non-exempt is listed on the Lawson location list report.

2**. Exempt employees**: Exempt employees work in positions that meet the FLSA definition of exempt from the requirement to be paid overtime for hours worked in excess of 40 per workweek; job duties and pay must meet the tests of the exemption. Exempt positions include executive, administrative and professional employees such as school and department administrators or supervisors; teachers and other instructional positions requiring certification, and highly skilled computer professionals. The status of exempt or non-exempt is listed on the Lawson location list report.

3. **Volunteering**: Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer. Non-exempt employees must be paid for all additional time performing duties while in the employ of the District. They cannot be considered volunteers. Before allowing an employee to volunteer, please verify with Human Resources that the job duties are sufficiently dissimilar to qualify the employee as a volunteer.

4**. Overtime**: Payment for hours worked over 40 in a given workweek. Sick leave, personal leave, vacation, and other paid absences are not considered hours worked for overtime purposes. The rate for overtime is 1½ times the regular hourly rate of pay.

5. **Compensatory Time (Comp.Time):** Compensatory time off, instead of cash overtime pay, must be granted at a rate of not less than 1 ½ hours for each overtime hour worked.

B. Non-Exempt Employees Working at Two or More Jobs

1. Two regular positions:

> Employees may work in two or more regularly established positions with no overtime compensation provided the sum of their work hours does not exceed 40 hours in the workweek. If an employee works more than 40 hours in the workweek, Comp. Time will be earned at 1 ½ times the number of overtime hours worked.

2. Regular, Salaried (or hourly) position and hourly 2nd job

> Employees may work in a primary salaried or hourly paid position. Comp. Time will be earned if an employee works more than 40 hours in his/her primary position. Employees may also work in an hourly 2nd job. If an employee works more than 40 hours combined, in both positions, overtime will be paid. The overtime rate is based on the weighted average of all jobs.

For Example:

Aide - regular, salaried position 7.5 hours per day	$13.77 hourly rate
After School Caregiver - works 4 hours per day -	$9.13 hourly rate

In one week, the employee works 37.50 hours in the aide position and 20 hours as an after school caregiver.

37.50 hours x	$13.77 =	$516.38
20.00 hours x	$ 9.13 =	$182.60
57.50 hours		$698.98 divided by 57.50 total hours = $12.16 average rate

Overtime = (average rate x hours > 40) divided by 2
$106.40 = ($12.16 x 17.50 hours) / 2

C. Conditions for Comp. Time Use and Accrual

The TimeLink Time & Attendance System will accrue Comp. Time for all hours worked over 40 in a non-exempt employee's primary position. The supervisor has the option of approving overtime pay for hourly employees each work week. Salaried, non-exempt employees must accrue Comp. Time. Employees must be informed at the start of every year that all work in excess of scheduled hours must be authorized in writing by the employee's supervisor.

Reasonable period of time to take Comp. Time - Once they accrue Comp. Time, employees must be allowed to take it within a reasonable period of time, considering the employer's work schedule, emergency staffing requirements, and available substitutes.

Employees can be required to use Comp. Time - Employees shall consider Comp. Time before using regular leave time for an approved absence. Comp. Time shall be used within a reasonable period of time, preferably during the pay period immediately following when it was earned.

Payment on termination - If employment is terminated for any reason, the employee must be paid for all Comp. Time owed at the rate of pay in effect for the employee at termination. If an employee is paid for accrued Comp. Time at any other time, the pay must be based on the employee's current, regular rate when the payment is made.

Transfers within District – an employee who is transferred within the District retains all earned but unused Comp. Time.

Maximum Comp. Time accrual – employees' Comp. Time accrual balance shall not exceed 75 hours. Any overtime hours worked beyond that point must be approved for pay.

Time off in the same workweek - If, due to the additional time worked, the employee is given time off within the same workweek, then the time off is one hour for each extra hour worked. This is permissible, as opposed to an hour and a half for each extra hour worked, because it is within the same workweek and the employee will not work over forty hours during that week. If this arrangement (flex time) is to be used, the employee and supervisor shall agree and it is documented, authorized, by the employee's time record.

D. Timekeeping Requirements

1. All non-exempt employees must punch in and out daily on a TimeLink device, are expected to arrive and depart based on their work schedule, and shall complete the appropriate leave request forms for absences.

2. TimeLink will document non-exempt employees' exact time of arrival and departure from work, the hours worked during each week, and all overtime or Comp. Time. For compensation calculations, exact time will be rounded to the nearest quarter of an hour.

3. Overtime or Comp. Time hours must be approved in advance of actual time worked. If a supervisor sees an employee working past his or her regular stop time without approval, the supervisor should discuss their expectations with the employee.

4. Supervisors shall review and approve all time sheets, time cards and leave requests for each work week.

5. Comp. Time earned and used shall be reported on the TimeLink system each work week.

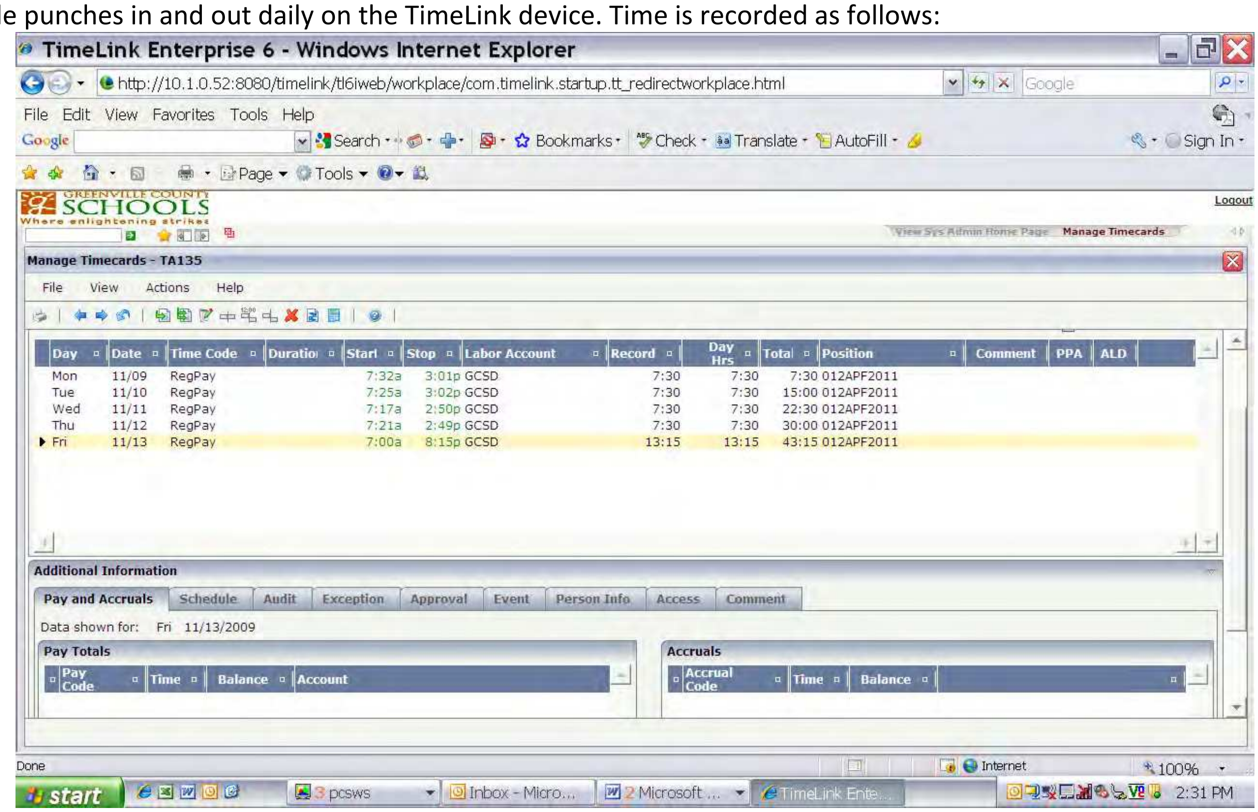
6. The payroll department will review Comp. Time activity and balances for verification.

E. Compensatory Time Data Entry Procedures

A kindergarten aide works 7.5 hours daily. On Friday, November 6, the school hosts a Parent-Teacher Open House. The teacher's aide is required to work extra hours for the event.

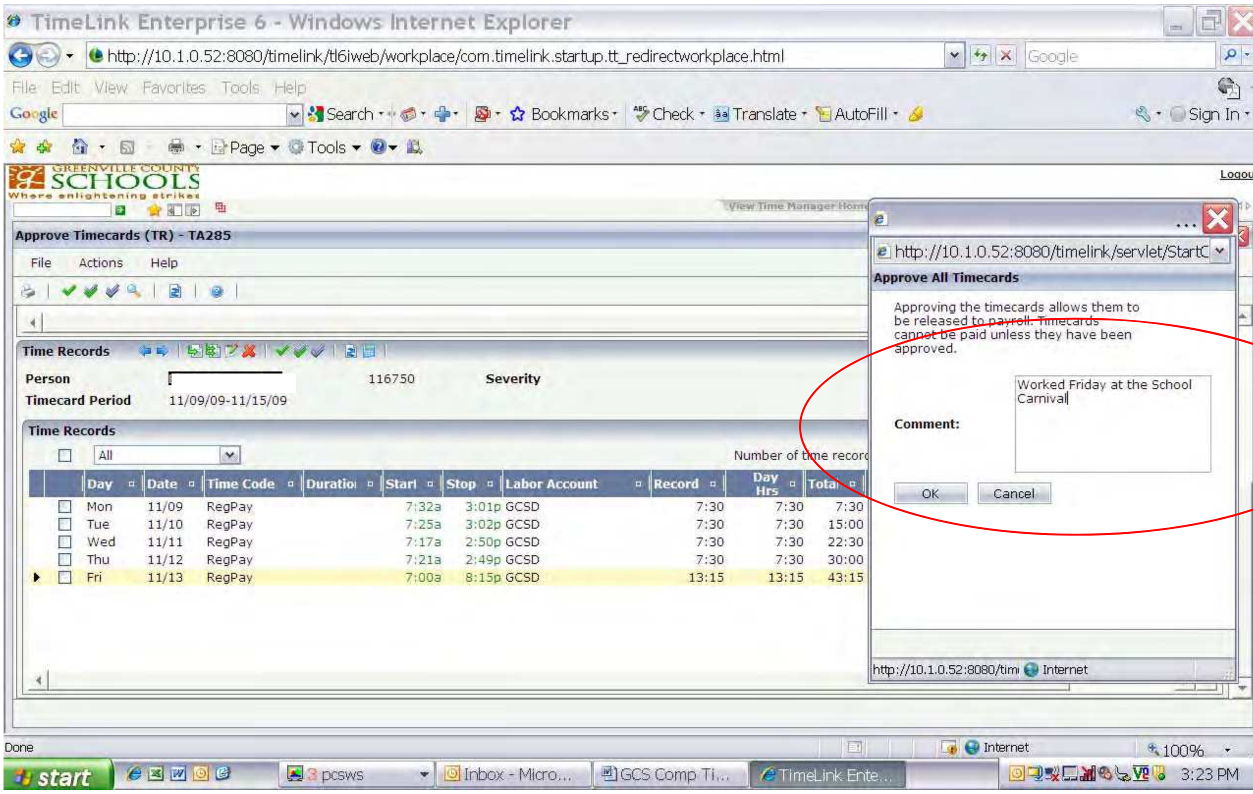
Using the above example, we will illustrate how the TimeLink system accounts for and accrues Comp. Time.

The aide punches in and out daily on the TimeLink device. Time is recorded as follows:



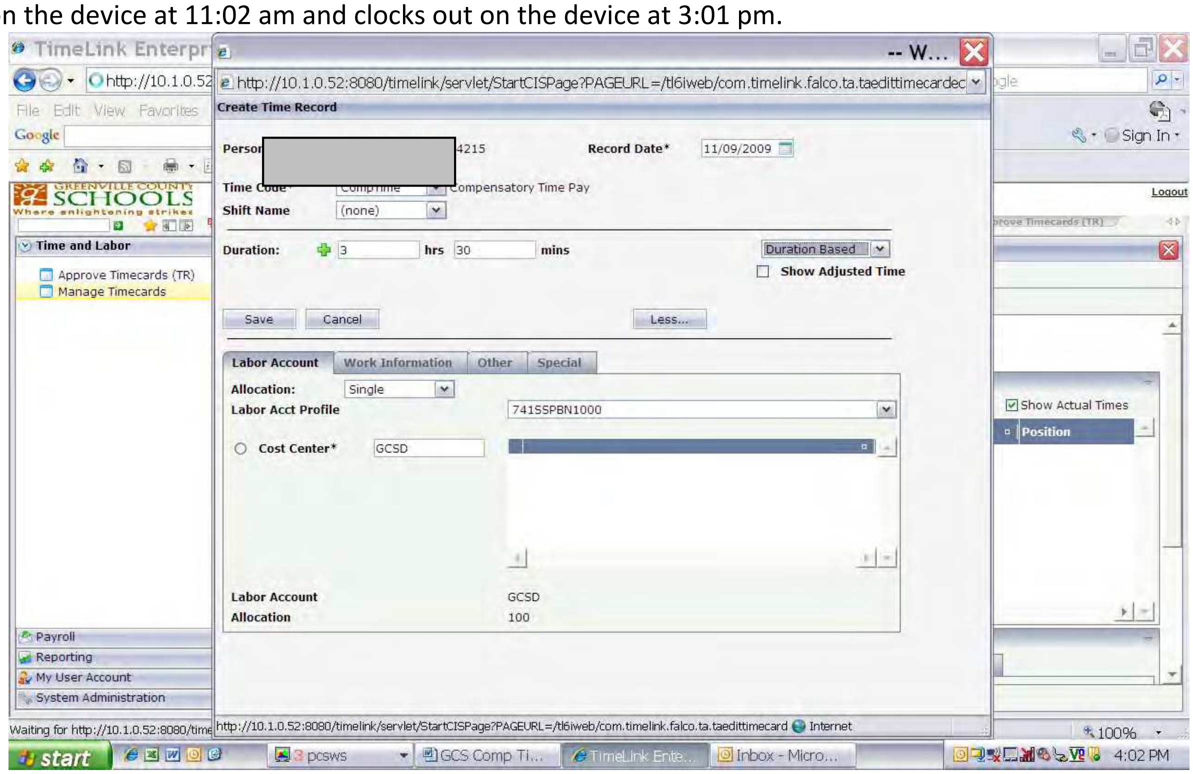
The aide has worked a total of 43 hours and 15 minutes for the work week.

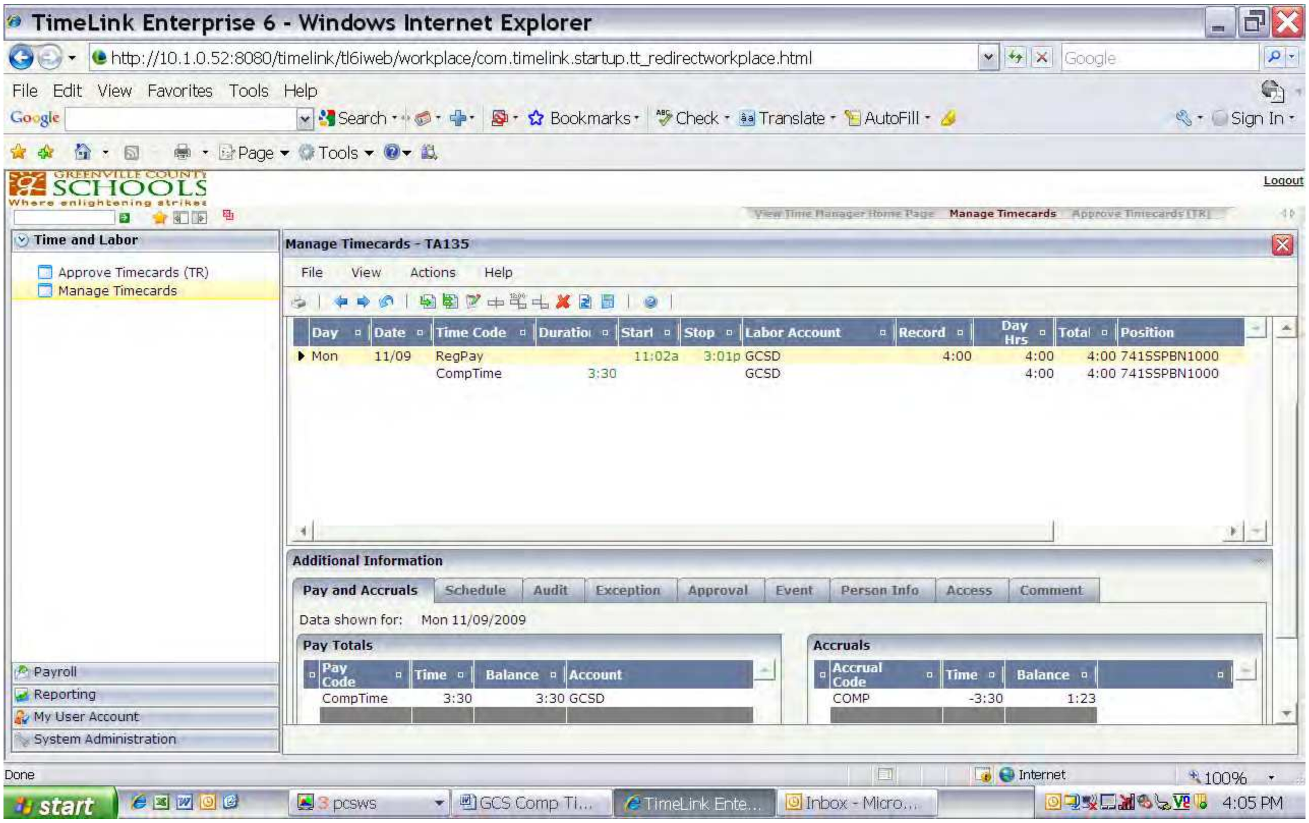
The Supervisor approves the time card, inserting an optional comment about the reason for the additional work time.



The employee's accrued Comp. Time will show as available in the Comp. Time balance.

The employee elects to use 3.5 hours of Comp. Time on Monday, November 9. The supervisor creates a time card in TimeLink, using the Comp. Time pay code and duration of 3 hours, 30 minutes for Monday, November 9. The employee clocks in on the device at 11:02 am and clocks out on the device at 3:01 pm.





The decrement to the Comp. Time balance, and remaining balance, is displayed.

The procedures above are also used to pay out any comp time earned as overtime in a week.

Manual Comp Time Code

1. Used to record hours worked that funds have not been allocated for payment.

2. Hours recorded to this time code will be added to the employee's Comp Time accrual on an hour for hour basis

3. This time code can be used for time worked that is not included in the employee's normal work schedule, and the supervisor has not been provided funding for payment of the hours worked.

4. For example, a guidance clerk works 4 days over the summer and elects to have this time entered into their comp accrual. The employee clocks in on TimeLink, and the supervisor may change the time code to ManualCompTime to add these hours to the employee's comp time accrual.

Questions regarding Comp. Time entry and recordkeeping procedures should be directed to the District's Payroll Department.

Frequently Asked Questions
Time Editor/Principal/Manager/Supervisor

Which employees use the TimeLink Devices?

The following positions are examples of jobs that must use the biometric TimeLink device. If you have questions about a particular position, please contact Payroll.

Hourly Custodial, Food Service, and Maintenance Positions
Custodial & Food Service Substitute

Do employees need to clock in and out for lunch?

Most employees need to clock in and out for lunch. However, it depends on the employee's position. The chart below contains the guidelines for which employees will clock in and out for lunch. Employees do not clock out/in for breaks. An employee must work a minimum of 5 hours for the auto lunch deduction.

Clock Out/In	Do Not Clock Out/In	Do NOT Clock Out/IN (30 Minute Auto Lunch Deduction)
		FANS Operators **FANS Asst Manager** **FANS Hourly Manager** **FANSDriver** **FANS Rover**
		Custodial
		Custodial Substitutes

What happens if the TimeLink Device is down?

The TimeLink device has a six hour battery back-up. If the network goes down, the device will remain active for six hours to allow employees to punch in and out. The punches will be uploaded to the servers when the devices go back online. If the battery dies and the device is no longer functional, the time editor will need to enter the employee's punches manually.

Do employees need to clock out when traveling?

If the employee is on district business, they should not clock out. TimeLink devices are located in every district location . If an employee will end the day at another location, he/she may punch out at that location. Employees may conduct District business after they leave their location at the supervisor's discretion (Deposits on the way home, etc). If the employee is not returning to work after the district business is concluded off site, and there is no access to a device (Bank, etc), the employee may punch out before leaving work and the punch can be edited the following day.

What happens if an employee forgets to punch in or out for work?

If an employee misses a punch, it is considered a critical exception. Time cards cannot be approved if they contain critical exceptions. These must be edited and fixed before approval. If the employee does not punch in or out, the missed punch must be entered. Duration entries should be entered for leave time only. Remember, the TimeLink system is the official record of an employee's work hours and should reflect IN/OUT times for the employee's hours worked. Supervisors are responsible for any edits made to an employee's time card.

What happens if an employee works two jobs for the district?

If an employee works two jobs, they will need to punch in and out for each job. They will be assigned a position code for each job, and they must use the appropriate position code to punch in and out.

Does the system accrue overtime for employees automatically?

Yes; the system will automatically accrue overtime for every hour worked over 40 hours in the employee's primary position. Overtime hours are assigned to a comp time bucket for an employee to use at a later time. The manager may elect to pay time from the comp time bucket using the Comp Time pay code.

Do employees still need to complete the paper leave forms?

12 month employees may request leave using the TimeLink Leave Request system. If they do not request leave using this system, the employee will need to complete leave forms and turn them into their supervisor. The time editor will add the absence to TimeLink. SmartFind may also serve as the leave form for employees calling absences into SmartFind. SmartFind will send all absences into TimeLink each day. For employees who do not use SmartFind, the time editor will need to enter employee absences into TimeLink. All absences should be entered as duration. One day will equal 7 hours and 3o minutes or 8 hours, depending on position. Any employee using more personal leave than allowed by policy will be docked pay.

What if an employee does not work their scheduled hours?

Employees working in a salaried, non-exempt position will not be docked for working less than their scheduled hours. The supervisor is responsible for ensuring the missed time is either made up or accounted for with applicable compensatory or leave time.

How often should I check employee's timecards?

Managers should review timecards daily. This will speed up the approval process and decrease the margin of error on timecards.

When do I need to approve time cards?

All time cards need to be approved, no later than weekly, within the payroll schedule. Changes cannot be made to a time card once it has been closed (approved) for payroll processing.

Do employees sign in on Check In or Premises Management System?

Employee sign in on Premises Management System is determined by the principal as the supervisor of the building. If the principal chooses to have all employees sign in on Premises Management System, hourly and non-exempt employees will need to also clock in on TimeLink.

Do substitutes need to punch in?

Instructional Substitutes, whose time is imported from SmartFind, do not need to use the TimeLink device. However, if the instructional sub is also working an hourly job, they will need to clock in and out for that position. These employees should follow the instructions for clocking IN/OUT in the device manager guide. SmartFind will round substitute time to the nearest ½ or whole day, and Lawson will pay accordingly. Custodial and Food Service substitutes will clock in and out at the device. You will have to enroll a sub on a device if they have never been enrolled.

What do we do if the supervisor, time approver, is away on vacation or out of the office when time cards need to be approved?

The Payroll Department can assign a delegate for a specified time period for approval of time cards. The location supervisor should complete the "Request for TimeLink Access" form found on the Finance Department website to request temporary delegation of their approval access authority.

TimeLink

TimeLink Overview

The TimeLink Time & Attendance system records employee time as they punch in and out using one of the TimeLink devices located in all facilities. All non-exempt employees must use the TimeLink device to sign in each day, sign out for lunch, sign in from lunch, and sign out for the day. Employees will be paid based on punching in and out of the system. All employees with an hourly job must sign in/out on the TimeLink device, including after school workers. The TimeLink system allows employees to track their timecards currently and historically so that timecards are always readily available for viewing on the screen or printing. It is important to understand how time is calculated in the TimeLink system. Greenville County Schools follows U.S Payroll Timekeeping Standards, explained below.

<u>Standard 1:</u> All time should be reported in ¼ hour increments.

15 minutes = ¼ hour (0.25)
30 minutes = ½ hour (0.50)
45 minutes = ¾ hour (0.75)

EXAMPLE: Week of October 5th					
Date	Time In	Time Out Lunch	Time in Lunch	**Time Out**	**Total**
10/5/09	7:45 am	11:30 am	12:30 am	5:00 pm	8.25 hours
10/6/09	8:00 am	12:00 pm	1:00 pm	5:00 pm	8 hours
10/7/09	7:45 am	12:00 pm	1:00 pm	5:00 pm	8.25 hours
10/8/09	8:00 am	11:30 am	12:30 am	5:00 pm	8 hours
10/9/09	8:00 am	11:30 am	12:30 pm	5:00 pm	8 hours
					40.5 hours

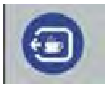
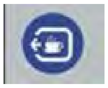
<u>Standard 2:</u> The 7 Minute Rounding Rule is be used to calculate minutes to the nearest ¼ hour.

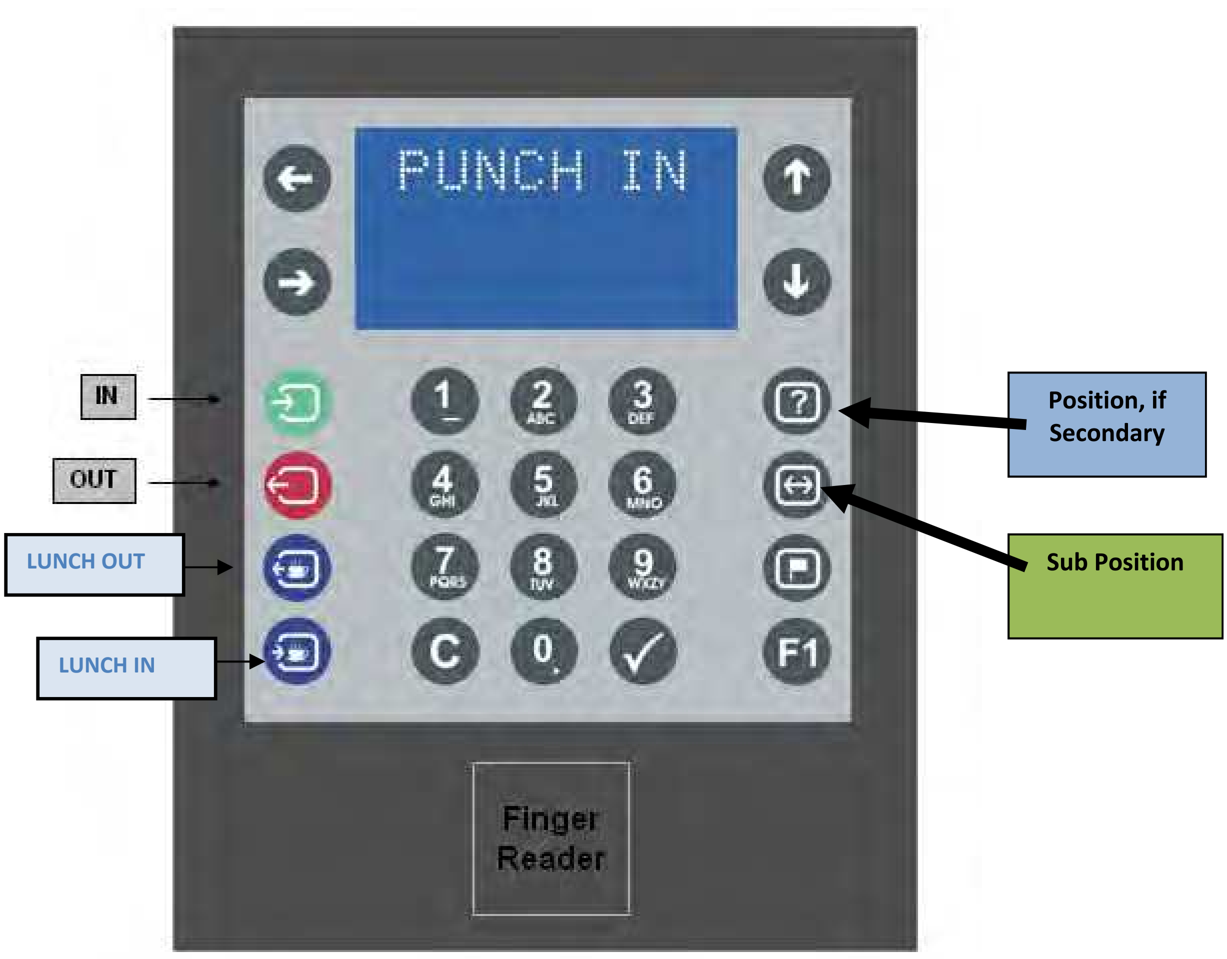
7 minutes (or less) prior to the ¼ hour = round up to the ¼ hour
7 minutes (or less) past the ¼ hour = round back to the ¼ hour

Example		
Time In:	7:52 am	7 minutes past ¾ hour (7:45) round back to 7:45
Time In:	8:25 am	5 minutes prior to ½ hour (8:30) round up to 8:30
Time In:	12:53 pm	7 minutes prior to the hour (1:00) round up to 1:00
Time Out:	5:11 pm	4 minutes prior to ¼ hour (5:15) round up to 5:15
Time Out:	7:18 pm	3 minutes past ¼ hour (7:15) round back to 7:15
Time Out:	6:39 pm	6 minutes prior ¾ hour (6:45) round up to 6:45

EMPLOYEE GUIDE TO USING TIMELINK WORKPOINT DEVICES

FOR PRIMARY POSITION:

1. Press the IN button  to punch in or press the OUT button  to punch out
2. To identify yourself, place your index finger on the fingerprint reader. The device will say "Clock In/Out accepted for employee #
3. If an error occurs during a punch, and you are prompted for your employee ID, press the C – Clear button to reset the device. You can then repeat your punch.
4. Press the  button to clock out for lunch.
5. Press the  button to clock in from lunch. These buttons will override any auto lunch deduction for that day.



EMPLOYEE GUIDE TO USING TIMELINK WORKPOINT DEVICES

For SECONDARY/MULTIPLE position:

1. Follow steps from your primary position punch.
2. Punch out of your primary position.
3. Use the position button to display your position menu.
4. Place finger on reader, eligible positions for you will display.
5. Use up/down arrow to scroll through positions if needed.
6. Select position from by using the up/down arrow key.
7. Place finger on reader. Device will automatically punch you in to your secondary position.
8. Punch out at the end of the shift using the punch out button.

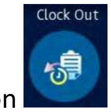
For SUBSTITUTE position:

1. Place finger on reader and eligible sub positions will display.
2. Choose your position by using the up/down arrows .
3. Place finger on the reader. Device will automatically punch you in to your sub position.
4. Punch out at the end of the shift using the punch out button.

EMPLOYEE GUIDE TO USING KRONOS INTOUCH DEVICES

FOR PRIMARY POSITION:

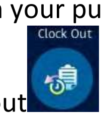
6. Press the Clock In button 

to punch in or press the Clock Out button 

to punch out.
7. To identify yourself, place your index finger on the fingerprint reader. The device will say “Clock In/Out accepted for employee #
8. If an error occurs during a punch, and you are prompted for your employee ID, press the Home  button to reset the device. You can then repeat your punch.

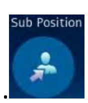
For SECONDARY/MULTIPLE position:

9. Punch out of your primary position and wait 60 seconds before attempting to login to your multiple or secondary position.
10. Use the position button 

to display your position menu.
11. Place finger on reader, eligible positions for you will display.
12. Use the touch screen to select the position you wish to punch in for.
13. After selecting the position, the device will confirm your punch in to your selected position.
14. Punch out at the end of the shift using the punch out 

button.

For SUBSTITUTE position:

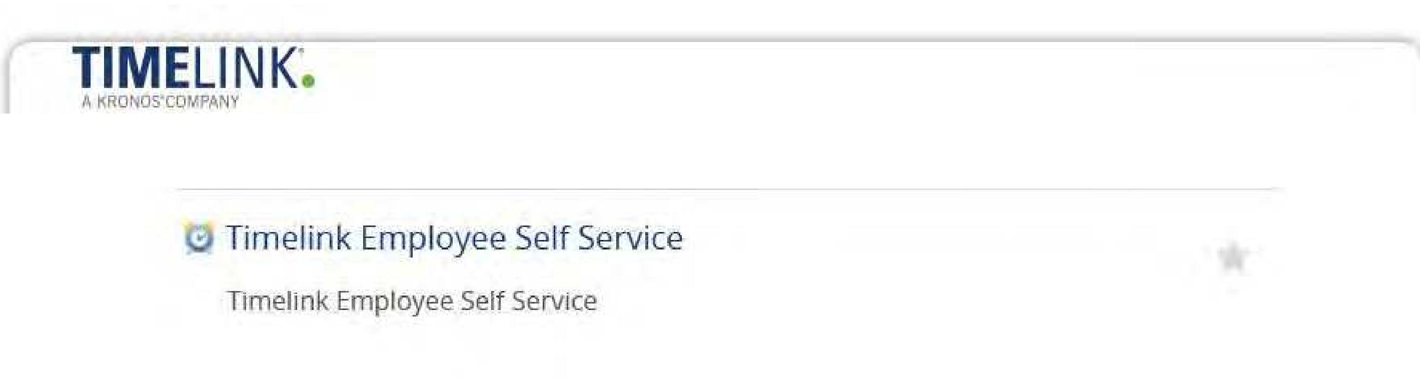
5. Use the Sub Position button to punch in to a substitute position. 

6. Place finger on reader and eligible sub positions will display.
7. Choose your position by using the touch screen to select your position.
8. After selecting the position, the device will confirm your punch in to your selected position.
9. Punch out at the end of the shift using the punch out 

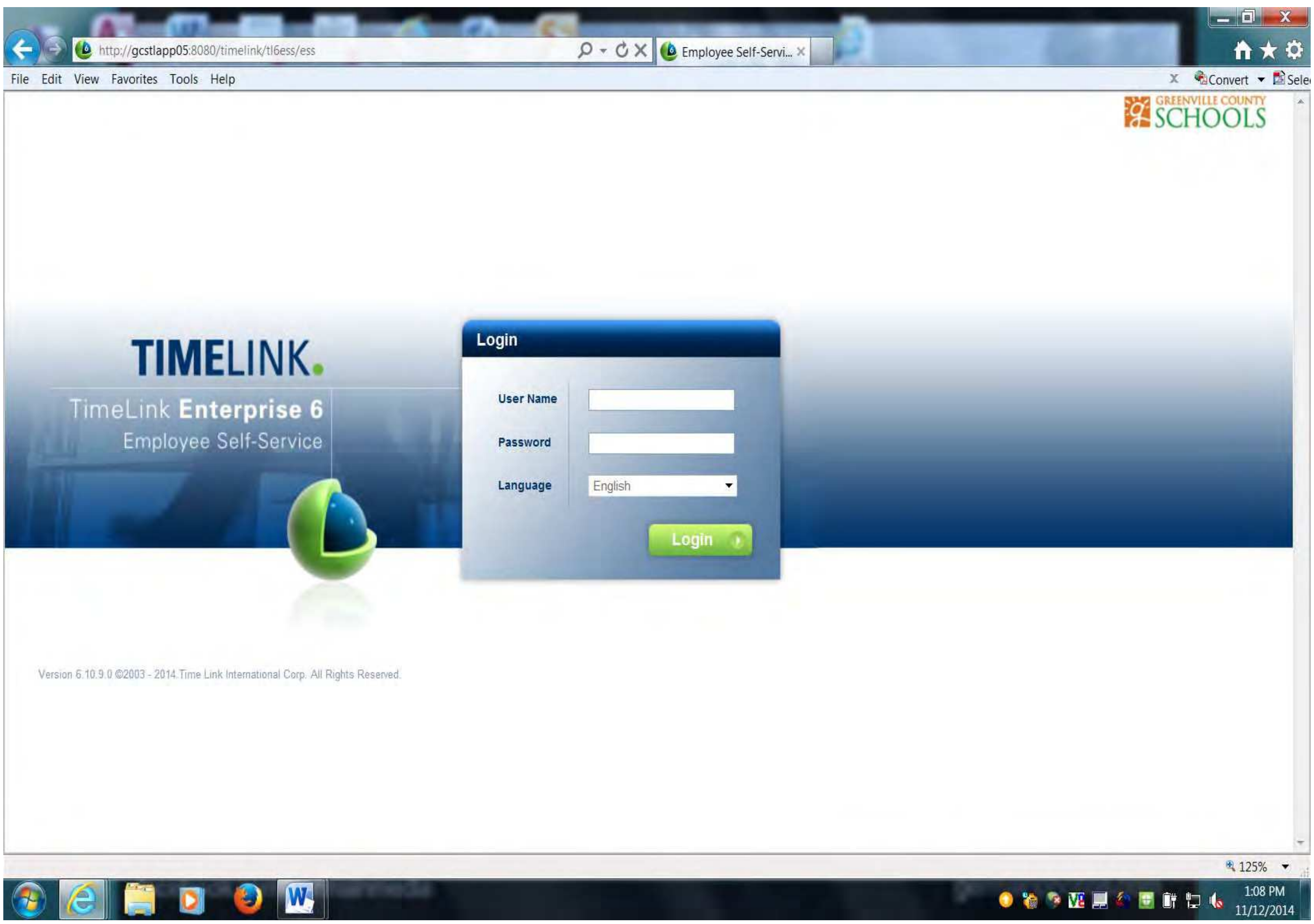
button.

TimeLink Employee Self Service

GREENVILLE COUNTY SCHOOLS
Greenville, South Carolina



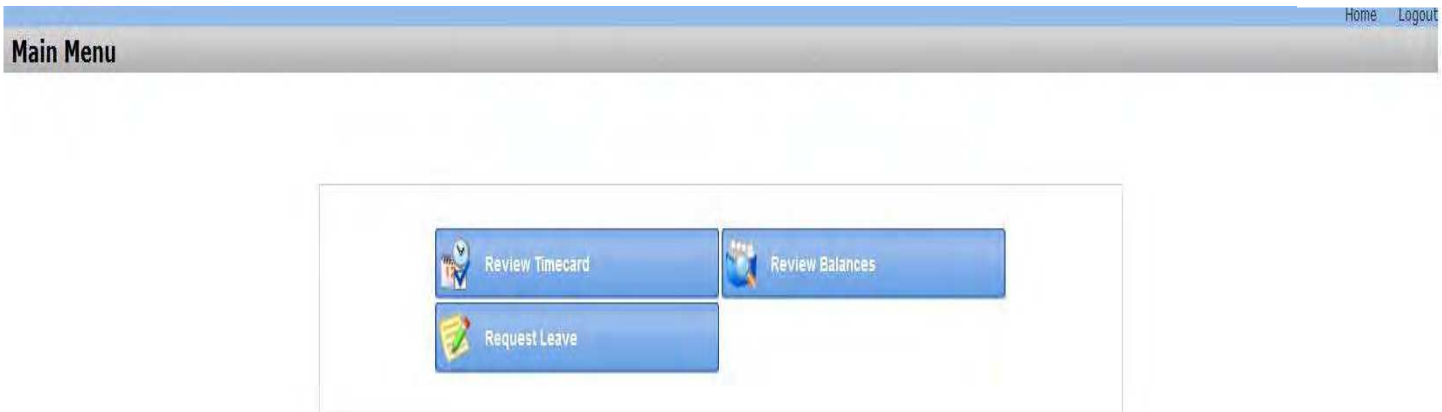
Click on **TimeLink Employee Self Service** from the District Portal (Portal.greenville.k12.sc.us)



Sign on using your **GCSD user name and password.**
If you receive an invalid name/password, please contact the ETS Help Desk (355.4357)

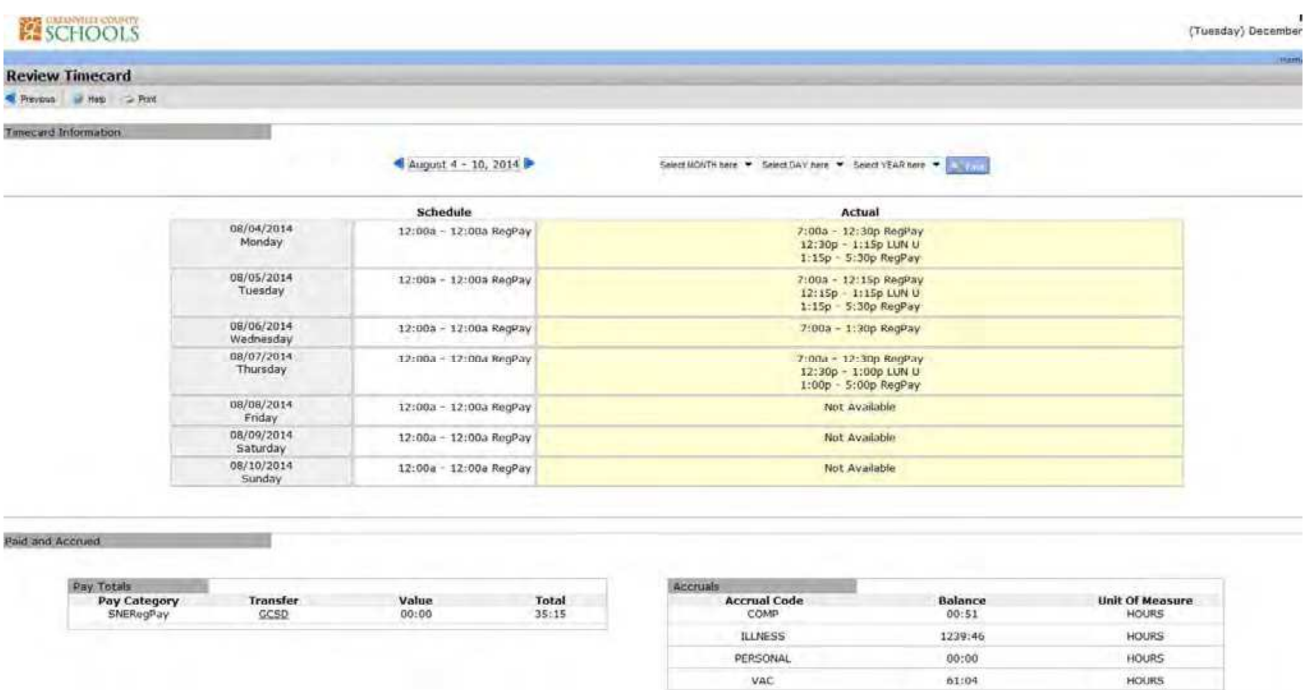
TIMELINK
A KRONOS COMPANY

TimeLink Employee Self Service Menu



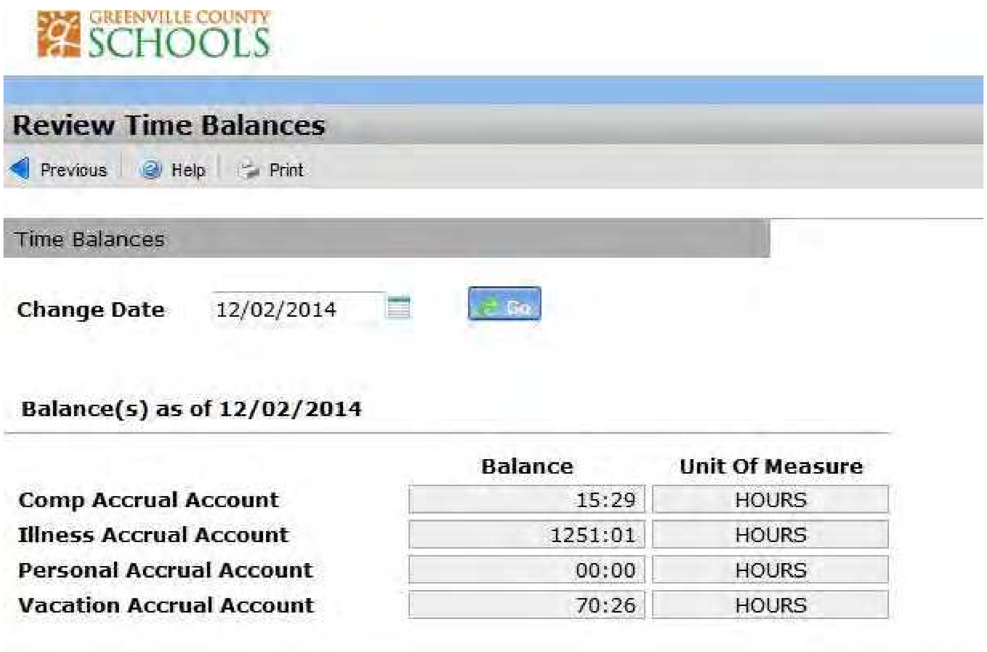
Review Time Cards

Click on **Review Time Card** to see time worked, leave taken, pay totals, and leave accruals for a selected time period.



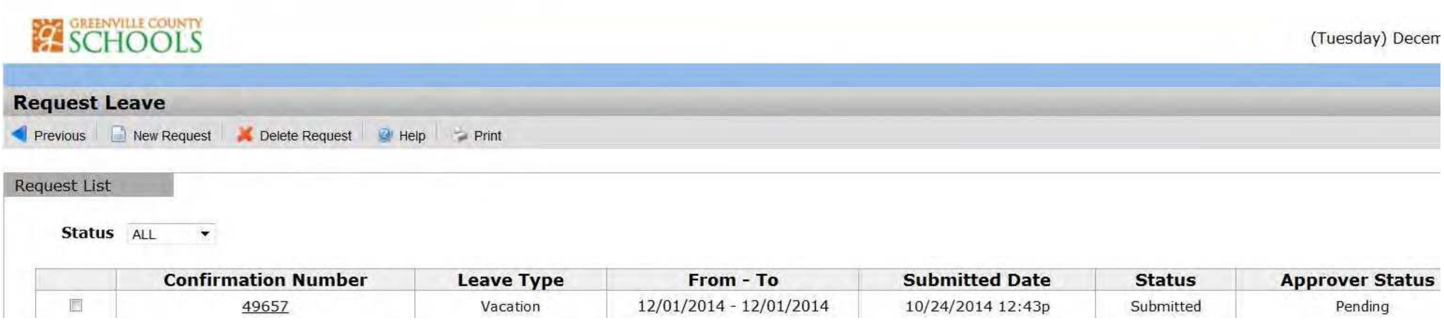
Review Balances

Click on **Review Balances** for leave calculated by the Infor/Lawson Payroll System. Leave in the current payroll period in TimeLink will be included in the adjusted balances. Balances are displayed in hours/minutes format. Personal leave equals total hours taken and is displayed as a negative number.



To Request Leave:

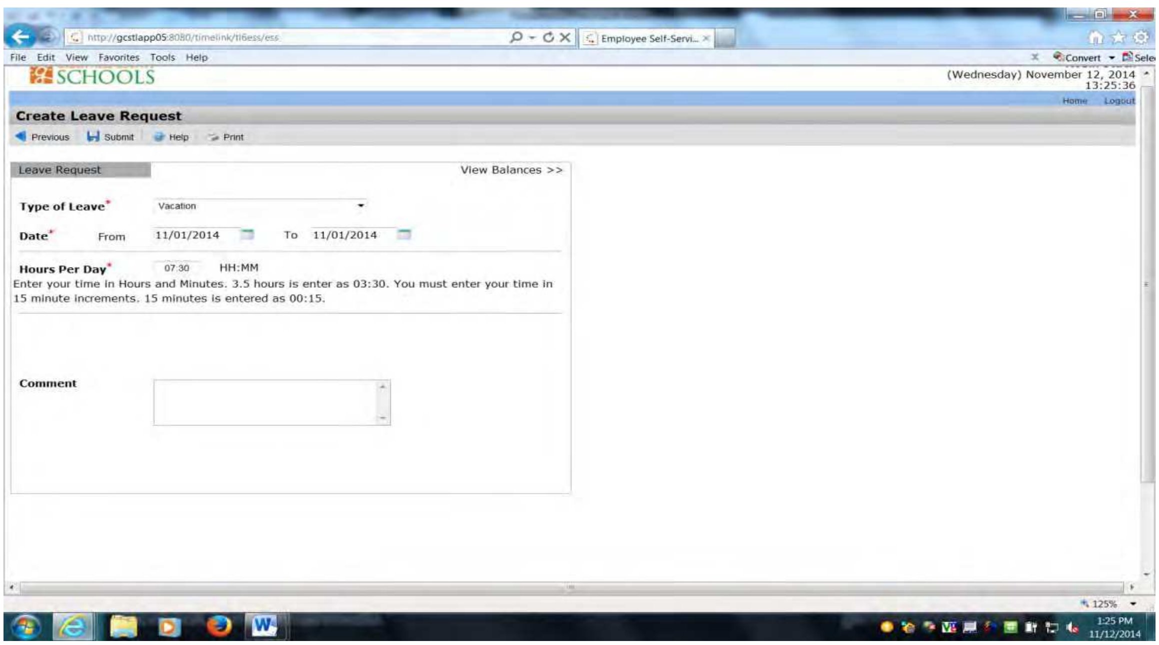
Click on **REQUEST LEAVE** to submit a leave request or view leave request history.



REQUEST LEAVE:

Entering a Leave Request from the TimeLink Employee Self Service Menu:

1. From the Employee Portal, click on **TimeLink Employee Self Service**.
2. Click on **Request Leave**.
3. Click **New Request**.
4. Click **View Balances** to review available leave balances (optional).
5. To select a **Type of Leave**, click on the drop down menu to select a leave time code.
6. For **Date**, enter a **From** and **To** date. For a date range, do not include weekends. For a single day off, enter the same date in both boxes.
7. For **Hours per Day**, enter in HH:MM format, in 15 minute increments. For example: a 7 hour 30 minute work day (7.5 hours) would be entered as **07:30**.
8. If the leave request needs explanation, enter a description in the **Comment** box – comments are optional.
9. Click **Submit** at the top of the “Create Leave Request” page.

   a. 

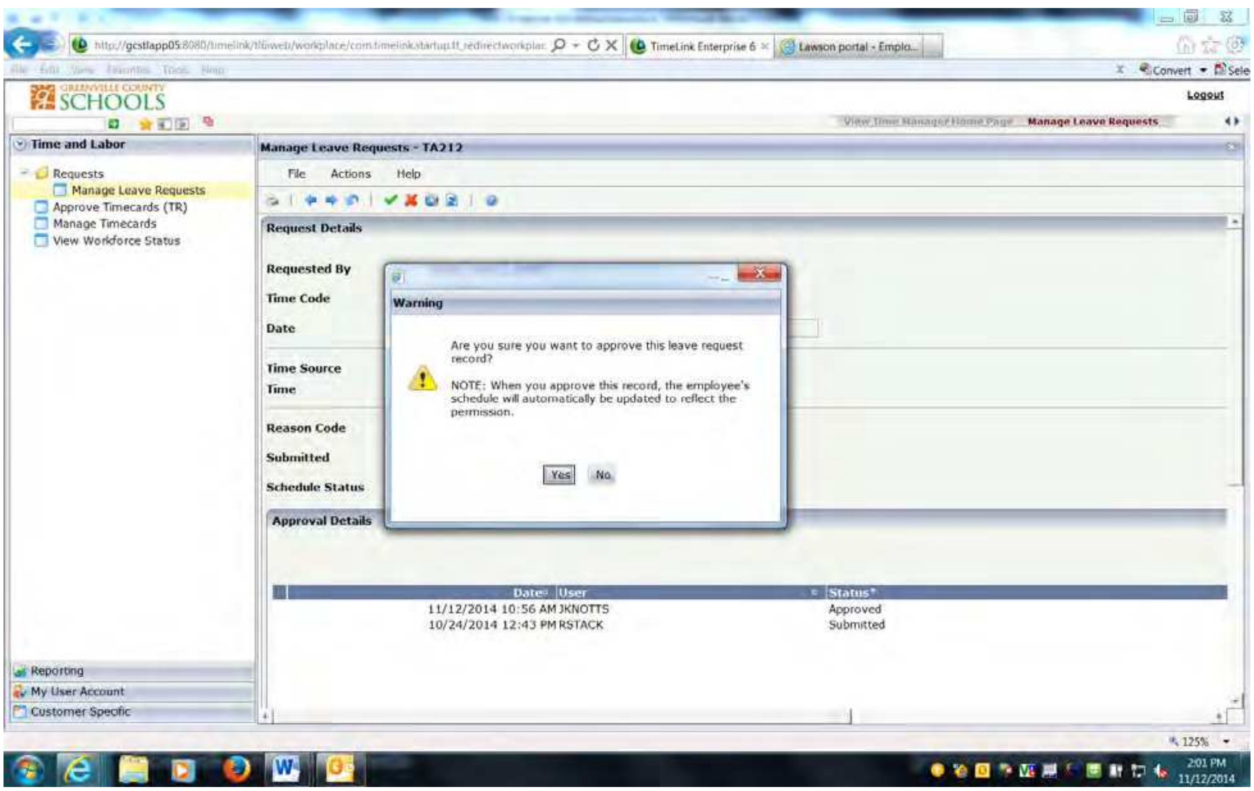
10. To check the **status of your leave request** (approved or rejected), click on **Request Leave** from the TimeLink Employee Self Service Main Menu. All leave request activity will be displayed. If your request is rejected, click on the confirmation number to view the rejection explanation. After a supervisor approves leave time, the absence will not display on your time card until the day of the absence.
11. You may delete a leave request that has not been approved by your supervisor. If the request has been approved, your supervisor/time editor will need to delete the absence from your time card.
12. You cannot use the Leave Request for past dates. If the date has passed, you must complete the District’s Leave Request form and submit the completed form to your Supervisor.

Leave Request – Supervisor

Approving a Leave Request –

Leave Requests must be approved prior to the start date of leave

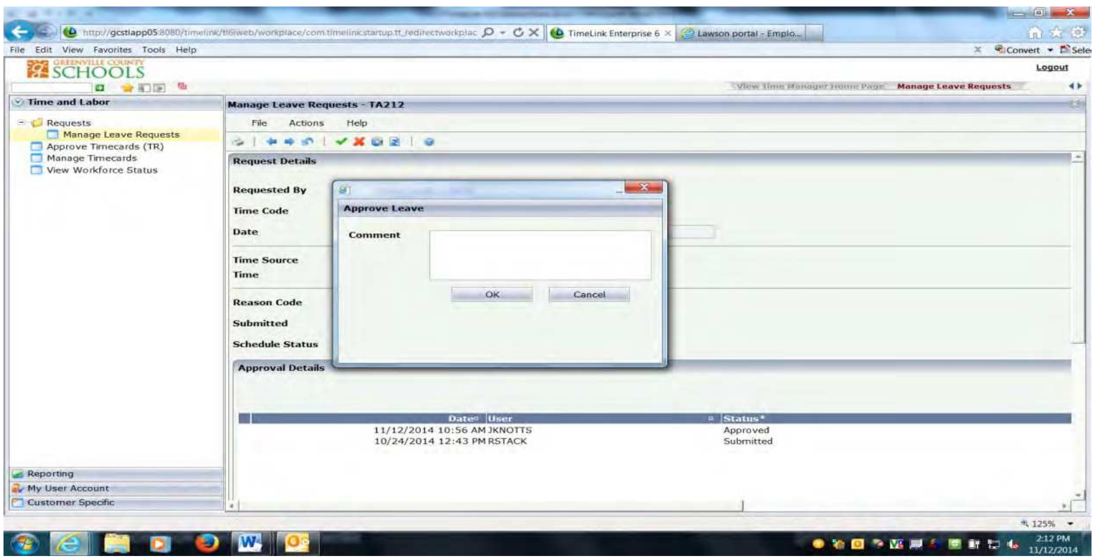
1. Go to the Manage Leave Request screen by clicking on **Requests,** then **Manage Leave Requests** (or type TA212 in the menu box, and click the green arrow).
2. You will see a list of pending requests for your approval. You may sort by name or group in the requestor drop down.
3. To approve a pending request, double click on the request.
4. The leave request details will be displayed.
5. Available options are: Approve Reject View employee's available balances
6. Future leave requests can be approved even if the employee does not have enough leave in their current balance. You are approving the leave request based on the expectation that the employee will accrue enough time prior to the actual date.
7. Click to approve the request. A warning will be displayed to verify the approval. Click YES to continue approval.

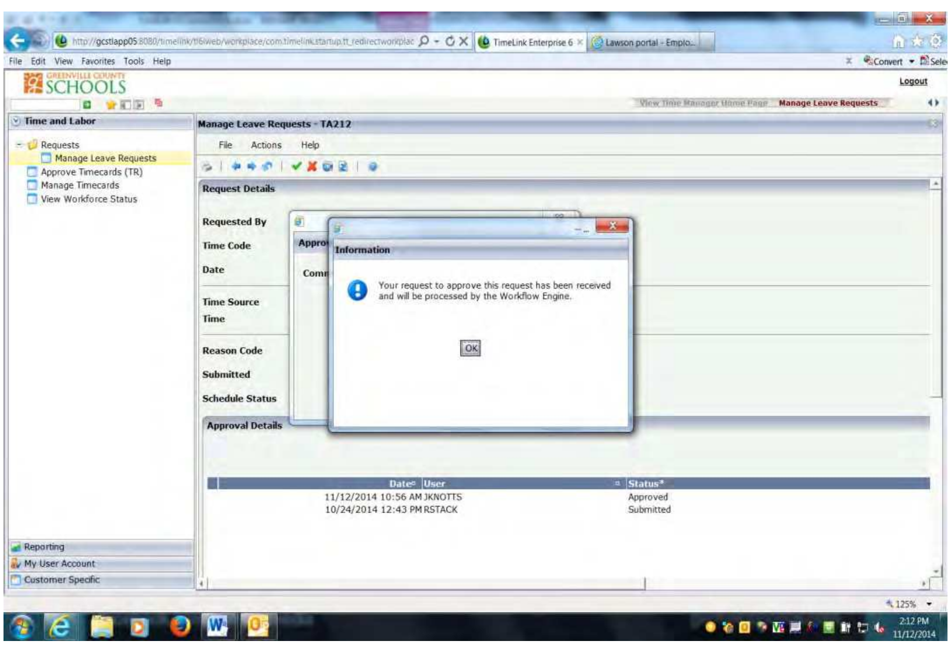


Leave Request – Supervisor

Approving a Leave Request – Continued

8. The approve leave comment box will display. You can click **OK** without adding a comment – comments are optional. 4
9. Information box displays – The leave request has been approved – click **OK**
   Request details screen will display – click on the  to return to the main list.





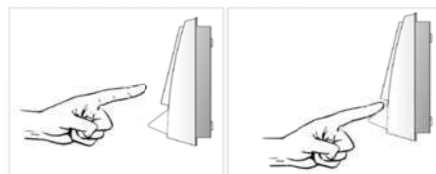
TimeLink/Kronos Device Manager

ENROLLING AN ADMINISTRATOR ON DEVICES

1. Press the F1 (for first admin)/Flag (all other) button.
2. Enter PIN 1234 (first person only) and press “√“.

Please remember that the above is only for the first time enrolling as an administrator.
Please follow enrolling additional administrators in the next section.

3. At the prompt, press “1” to enroll an administrator.
4. Enter the Employee ID and press “√“.
5. Place your right index finger on the illuminated reader and hold it there. Once the first read is complete, the reader light will blink and make a beeping sound. You can remove your finger.
6. Following the prompts, repeat step 5 two more times.
7. Following the prompts, repeat step 6 with the left index finger.
8. Once the read is complete, the device will say “Successfully Enrolled.”



TIP: FOR BEST ACCURACY, PLEASE ENSURE FINGERPRINT IS PLACED CONSISTENTLY IN A CENTRAL LOCATION ON THE READER SURFACE

Note: Salaried, Exempt employees may function as device administrators, but will sign on using their employee ID with a 5 added to the beginning. For example, employee 9999 would sign on as 59999.

ENROLLING YOUR EMPLOYEES ON DEVICES

1. Press the Flag button.
2. Place your finger on the sensor to identify yourself as an administrator.
3. At the prompt, press “2” to enroll a new employee.
4. Enter the Employee ID and press “√“.
5. Have the employee place their right index finger on the illuminated reader and hold it there. Once the first read is complete, the reader light will blink and make a beeping sound. The employee can remove their finger.
6. Following the prompts, repeat step 5 two more times.
7. Following the prompts, repeating step 6 with the left index finger.
8. Once the read is complete, the device will say “Successfully Enrolled.”

REMOVING YOUR EMPLOYEES FROM DEVICES

1. Press the Flag button.
2. Place your finger on the sensor to identify yourself as an administrator.
3. At the prompt, press “3” to delete an employee.
4. Enter the Employee ID and press “√“.
5. A prompt “Template for ID will be deleted. Press OK “√“ or C to cancel.”
6. Press “√“ and the device will display “Template Deleted.”

Instructions for Interactive Voice Response (IVR) Time Entry:

Non-Exempt Positions

Only employees working in approved, active positions in the District's HR/Payroll System (Lawson) will be able to access the system.

Using a cell phone, dial 355 - TIME (8463), listen to the system dialogue and respond to the prompts using your cell phone keypad. The call dialog will be similar to the following:

System: Welcome to the Greenville County Schools Time and Attendance System; please enter your employee number followed by the pound sign (#). *The System will validate your district position(s).*

User: If you only have one position (job), it will prompt you to punch in/out based on that position. If you have more than one position, you will have to select the position.

User: To clock in, start work, you will enter, press, the number 1 on your keypad followed by the pound key (#).

System: Clock in Accepted, thank you, goodbye.

User: To clock out, end work, dial the same number, follow the prompts and you will enter, press, the number 2 on your keypad followed by the pound key (#).

System: Clock out accepted, thank you, goodbye.

Reviewing and Editing Timecards in TimeLink

Documentation Objectives:

- ✓ Participants will understand the timecard approval process
- ✓ Participants will be able to access, review, and edit employee timecards
- ✓ Participants will be able to clear exceptions in unapproved employee timecards
- ✓ Participants will be able to add, edit, and delete absences for both exempt and non-exempt employees

Reviewing and Editing Timecards: Overview

Timecards must be approved by the Time Approver before payroll is processed. Prior to approval, a time record may be edited by the Time Editor. Time Approvers may also edit timecards. Timecard edits are required to:

- Clearing an exception
- Correct a person's activity
- Add or correct an absence
- Add a missing punch (an in punch without an out, or vice versa)
- Correct a failure to punch (a lack of both an in and an out punch)

Understanding Terminology

It is important to understand certain terms used within TimeLink. In this section, you find explanations of terms used when discussing types of system users, time entry and editing, and timecard exceptions.

System Users

Within TimeLink, all staff accessing the system are considered to be (1) a user, (2) a person, or (3) both a user and a person. An individual staff member may perform tasks as both a user and a person.

Users – Users access TimeLink to manage time, run reports, approve timecards, run payroll, manage preferences, assign roles, and create users.

Persons – Persons access TimeLink to punch in and punch out.
Both User and Person – A staff member functioning in both roles would have access to administrative features, but would also punch in and out for work.

Time Entry and Editing

There are three very similar terms used throughout this document: time period, time card, and time record. These terms are defined below:

Time Period – A range of dates for which time cards are being reviewed. The user can define the date range he or she wants to review.

Timecard – Detailed information about punch-ins and punch outs associated with the time period under review. This screen resembles a weekly timesheet.

Time Record – The time record is a set of paired punch outs. Every time a user punches in, he or she should have a corresponding punch out. If the user neglects to punch in or out, an entire time record must be created. If a user punches in, but not out, a record has been created but must be edited before approval.

Employee Position – Account numbers are not displayed in TimeLink. The Lawson position includes the G/L account number and the employee's approved rate of pay. The position ID includes helpful information about that position. For example, 188A4YRK1000 is a position code. The first three characters are the location, the middle an abbreviated description (A for Aide, T for Teacher) and the final four characters include the fund accounting information. On HR11 in Lawson, on the pay tab, you can view the full G/L account for an employee. The position is assigned to the employee by Human Resources.

Transactions

A transaction is a screen in TimeLink that allows you to add, change, and delete information related to a person's time records. Following are TimeLink transactions and their use.

TA285 – Used by Time Approvers for position specific time record edits and approvals.

TA135 – Used by Time Administrators to add, edit, and delete time records.

Exceptions

Timecard exceptions are possible problems flagged in the timecard. The following chart describes the three types of exceptions and the action that must be taken before a timecard can be approved.

Exception Type	Severity Level	Definition	Action Required
Informational (I)	1	Informational Exceptions alert the Time Editor and Time Approver to some unusual activity. Personal leave, sick leave, and vacation show days taken that exceed balance.	No action required for timecard approval. These should be reviewed each time by the Time Approver and by the Time Editor.
Warning (W)	2	“Warnings” include more severe types of unusual activity.	No action required for timecard approval. These should be reviewed each time by the Time Editor and as needed by the Time Approver.
Error (E)	3	“Errors” are the most severe errors and include missed punches, failed to punch, and wrong positions entered.	Must be corrected. Timecard cannot be approved without correction.

All exceptions should be reviewed before timecard approval. Best practice is to review exceptions a least a day prior to the usual timecard approval day to ensure you have ample time to make the corrections. Remember that all critical exceptions must be corrected before a timecard is eligible for approval. This document explains how to review, edit, and approve.

Navigating TimeLink

1. Open Internet Explorer and go to the Portal to access TimeLink. Pop up blockers should be turned off when using TimeLink. Contact the ETS Help Desk for assistance with disabling popup blockers.
2. Enter your User ID and Password. The Time Manager Home Page will be displayed with a navigational bar on the left-hand side of the screen.
3. Transactions, screens that enable you to complete certain tasks, may be accessed either via the navigational bar, or by selecting the link on the View Time Manager Home Page. Each module (gray bar) can be clicked on to display the transactions that you have access to. You can launch a transaction from these menus.
4. To hide the navigational bar, click Hide Nav Bar icon . To show the navigational bar, click the Show Nav Bar icon , located in the upper left corner of the screen.
5. To navigate directly to a transaction, enter the transaction number in the Go To Transaction field: , in the upper left corner of the screen. For example, Manage Timecards is transaction number TA135.
6. Selecting  in the transaction in the upper right corner closes the transaction screen but does not close the application. Transaction screens should be closed every time you finish working with the transaction.
7. To close TimeLink, click 

in the upper right-hand corner of the screen.

Reviewing and Editing Timecards

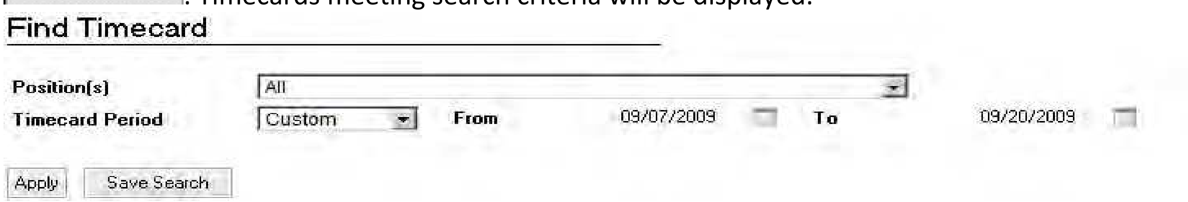
Each timecard must be free of critical exceptions before it can be approved. This section describes how to locate a timecard and correct errors.

Seaching for a Timecard in TA135

1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed.

2. Select Toggle Find Selection from the menu bar.

3. The search will default to All positions for “This Week.” A specific position may be selection. A different date range may be selected by changing Timecard Period to Custom, and selecting a specific date range, or Special, and selecting a period such as LAST WEEK.
4. After defining your search criteria, click Apply to start the search. Search criteria may be saved by clicking Save Search. Timecards meeting search criteria will be displayed.

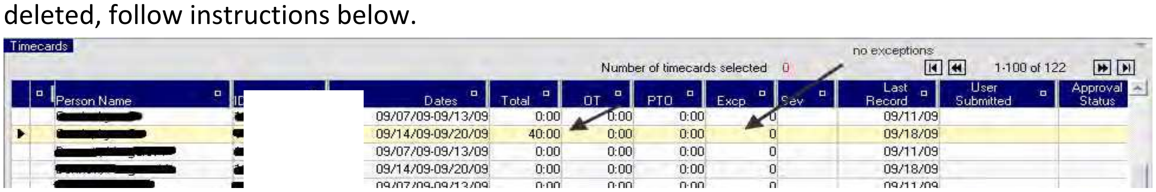


Reviewing Time Records

The screen displays summary information for the time period for the employee. Please make sure that the correct position has been recorded for time records. If there are exceptions, or if the total hours worked do not appear to be accurate, individual time records must be reviewed and corrected. Critical exceptions must be corrected prior to approval. Warning exceptions should be reviewed and referred to the Time Approver as needed.

1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed. To search for a particular timecard or group of timecards, see “Searching for a Timecard.”

2. Review the summary information for the time period for total hours worked and exceptions. If information is accurate, Time Approver may approve the time record(s). If time card information needs to be edited or deleted, follow instructions below.



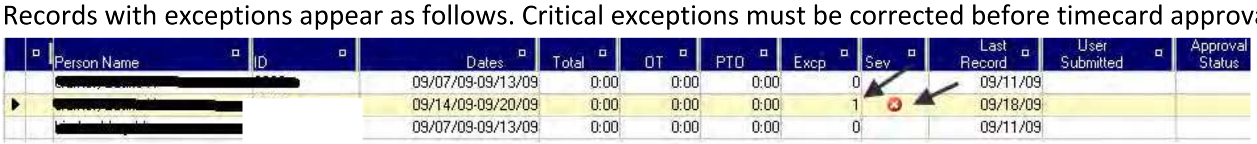
Timecards

no exceptions

Number of timecards selected 0   1-100 of 122

Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status
[redacted]	[redacted]	09/07/09-09/13/09	0:00	0:00	0:00	0		09/11/09		
[redacted]	[redacted]	09/14/09-09/20/09	40:00	0:00	0:00	0		09/18/09		
[redacted]	[redacted]	09/07/09-09/13/09	0:00	0:00	0:00	0		09/11/09		
[redacted]	[redacted]	09/14/09-09/20/09	0:00	0:00	0:00	0		09/18/09		
[redacted]	[redacted]	09/07/09-09/13/09	0:00	0:00	0:00	0		09/11/09		

3. Records with exceptions appear as follows. Critical exceptions must be corrected before timecard approval.



Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status
[redacted]	[redacted]	09/07/09-09/13/09	0:00	0:00	0:00	0		09/11/09		
[redacted]		09/14/09-09/20/09	0:00	0:00	0:00	1		09/18/09		
[redacted]		09/07/09-09/13/09	0:00	0:00	0:00	0		09/11/09		

Adding Missed Punches to Timecards

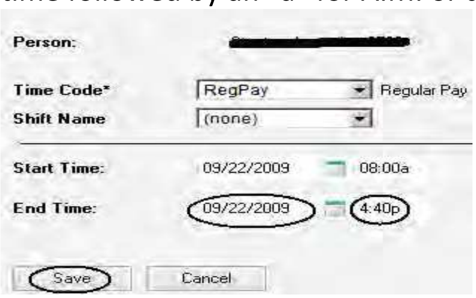
1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed. To search for a particular timecard or group of timecards, see "Searching for a Timecard."
2. Click the employee's name to select the timecard you want to modify. Scroll down to view the employee's daily activity.
   Missing punches will be blank and highlighted.

Time Records

☑ Show Actual Times

Day	Date	Time Code	Duration	Start	Stop	Labor Account	Record	Day Hrs	Total	Position
Tue	09/22	RegPay		8:00a		GCSD	0:00	0:00	0:00	768FACSE1000
Wed	09/23	RegPay		8:00a	4:00p	GCSD	8:00	8:00	8:00	768FACSE1000
Thu	09/24	RegPay		7:45a	4:00p	GCSD	8:15	8:15	16:15	768FACSE1000
Fri	09/25	RegPay			4:30p	GCSD	0:00	0:00	16:15	768FACSE1000

3. To correct, double click the blank field and enter the missing information. Note that you must enter time followed by an "a" for A.M. or a "p" for P.M.



4. Click Save.

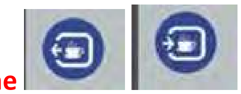
NOTE: If the missing punch is an IN punch, you will need to first add the position to the record, then add the IN time. This must be done in TA135.

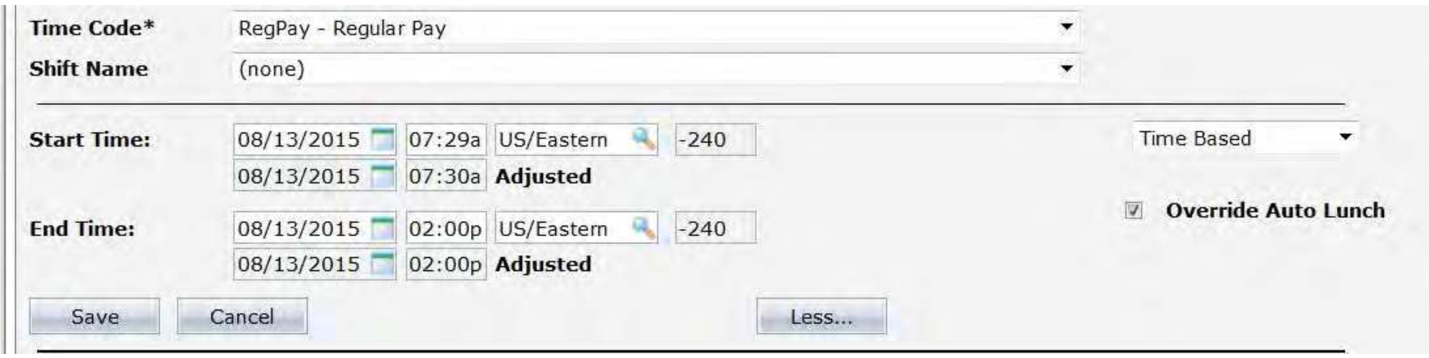
Adding Missed Lunch Punches to Timecards

1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed. To search for a timecard or group of timecards, see "Searching for a Timecard."
2. Click the employee's name to select the timecard you want to modify. Scroll down to view the employee's daily activity.
3. The employee has an IN punch, and OUT punch for the day. They failed to clock out for lunch.
4. Click the time record. Then click the divide record button. 
5. Enter the time that the employee CLOCKED OUT for lunch, and click OK.The record will now be divided into two separate time records.
6. Select the 2nd record, beginning at the time the employee clocked out for lunch, and click the divide record button. Enter the time the employee CLOCKED IN from lunch, and click OK.
7. Three records will now appear. Select the record that includes the times of the lunch hour, double click, and edit the pay code for the record to LUN U. Click SAVE.
8. The edited LUN U record will appear on the time card.

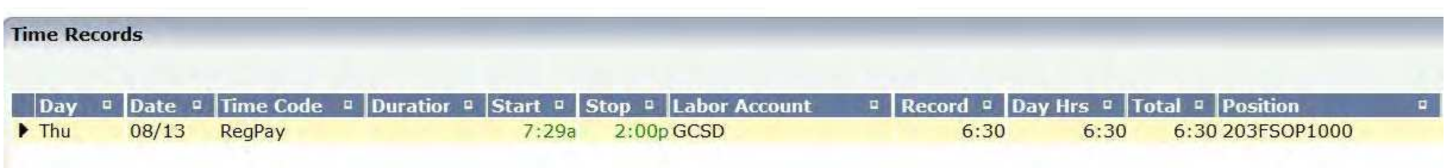
Override Auto Lunch Deduction

1. Click the employee's name to select the timecard you want to modify. Scroll down to view the employee's daily activity.
2. Click the time record for the day that lunch was **not taken.**

   CAUTION: This action will override the 30 minute auto lunch deduction for that day. Supervisors must ensure that the employee did not take lunch. If the employee takes longer than the 30 minute lunch, they should clock out/in for lunch using the  **buttons.**
3. Select the "Override Auto Lunch" button



4. Click Save.
5. Click the calculate button  to recalculate the time card.
6. Click the update time records and tabs button  to refresh the time card.
7. The Auto Lunch record will not be shown for the date of the override.



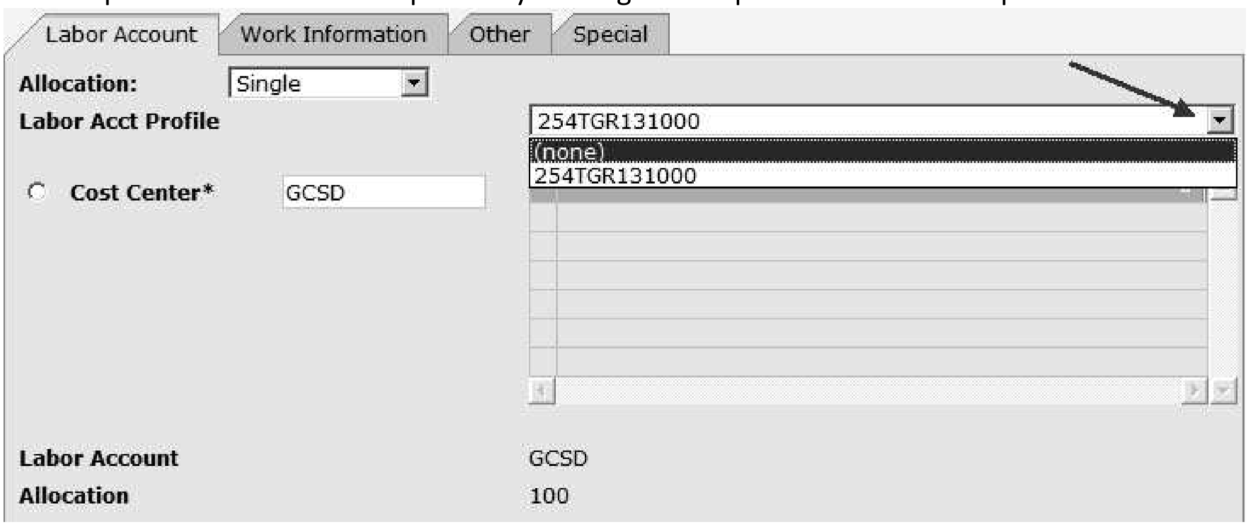
Creating a New Time Record

If an employee neglected to punch either in or out on a particular day, a new time record must be created.

1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed. To search for a particular timecard or group of timecards, see "Searching for a Timecard."
2. Click the employee's name to select the time record you want to modify.
3. Click the Create Time Record icon .
   Enter start time and end time, including date and time. Remember that after the time you must enter an "a" for A.M. and a "p" for P.M.

4. Change the Record Date, as needed.

5. Review the Work Information Tab in the lower half of the Create Time Records screen. Choose the correct position for the missed punch by clicking the dropdown to select the position code.



6. Click Save.

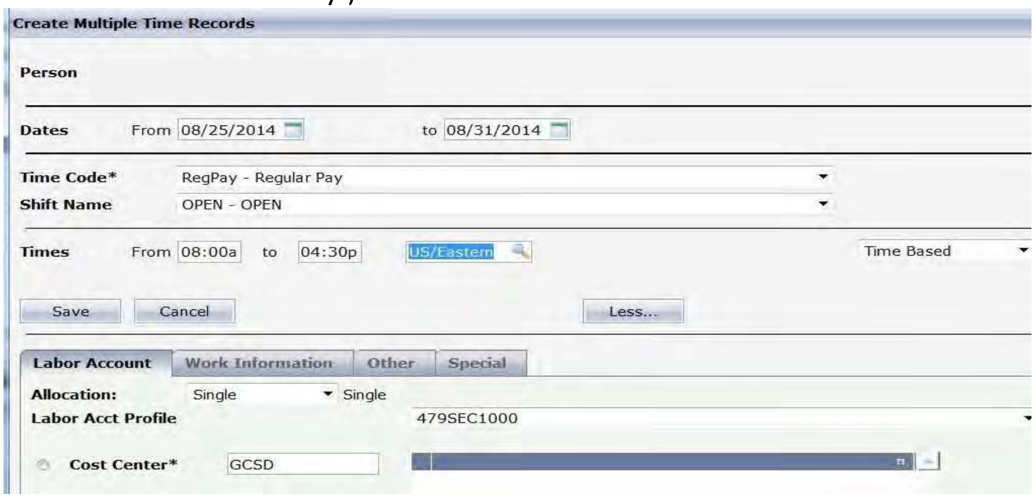
Deleting a Time Record

If an employee punched incorrectly, you may delete the time record.

1. From the Time Manager Home page, click Manage Timecards (TA135). A list of employees will be displayed. To search for a particular timecard or group of timecards, see "Searching for a Timecard."
2. Click to select the timecard you want to delete.
3. Click the Remove Record icon.

Creating Punches for an Entire Week

1. If an employee neglected to punch and out for an entire week, use TA135 to create time records. *TA135 must be used when the employee punches out, but neglects to punch in.*
2. Click to select Manage Timecard (TA135.)
   Double-click the employee name to select the timecard you want to review, or highlight the employee's name and click the edit timecard icon ( ). The employee's daily activity is displayed.
3. Click Create Multiple Time Records .
4. Enter the date range worked in the Date fields.
5. For Time Based entry, enter the Times worked each day in the Time fields. (This assumes they work the exact same time each day.)



6. If the employee has an automatic lunch deduction, this time will be deducted from the new time record entered.
7. Review the WORK INFORMATION tab in the lower half of the Create Multiple Time Records screen. If person worked in another position, click the dropdown to select the correct position code.
8. Click Save.

Managing Absences

While only non-exempt employees use TimeLink to punch in and out for the work day, all employee absences must be entered into TimeLink. These absences include sick days, personal leave, vacation days, and professional leave.

Creating an Absence

If an employee is absent, and neglected to enter their absence in SmartFind Express or Employee Self Service, the Time Editor must manually create an absence. **You must create absences for all employees regardless of whether or not they are required to punch in and out.**

1. Click to select Manage Timecard (TA135.)
2. Search as needed for the employee to create an absence.
3. Click the employee's name to select the timecard you want to modify.
4. Click the Edit Timecard icon.Click the Create Time Record icon .
5. In the Time Code field, click the dropdown to choose the absence time code.
6. Change the Time Based dropdown to Duration Based.

7. In the Duration field, enter the number of hours and minutes the employee was absent.

   Note: Vacation, Sick leave, Personal leave, and Comp Time must be entered as duration based records.

8. Click Save.

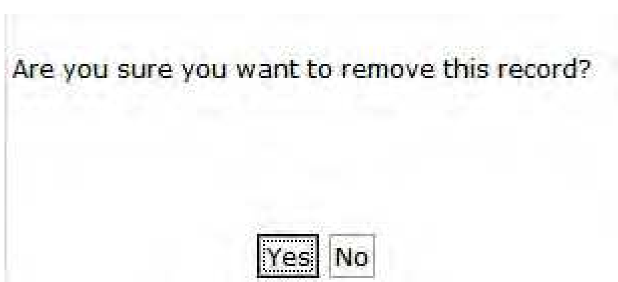
Editing an Absence: You can manually edit an absence prior to approval.

1. Click to select Manage Timecard (TA135.)
2. Search as needed for the employee to create an absence.
3. Double-click to select the employee to create an absence.
4. Click the Edit Time Record icon ( ).
5. Modify the Time Code, Time Range, Start Time, End Time, Duration, or other field as needed.
6. Click Save.

Deleting An Absence

To manually delete an absence prior to approval.

1. Click to select Manage Timecard (TA135.)
2. Search as needed for the employee to delete absence.
3. Double-click to select the employee to delete an absence.
4. Select the time record to delete.
5. Click the Remove Record icon ( ).
6. You will be prompted to acknowledge the removal.

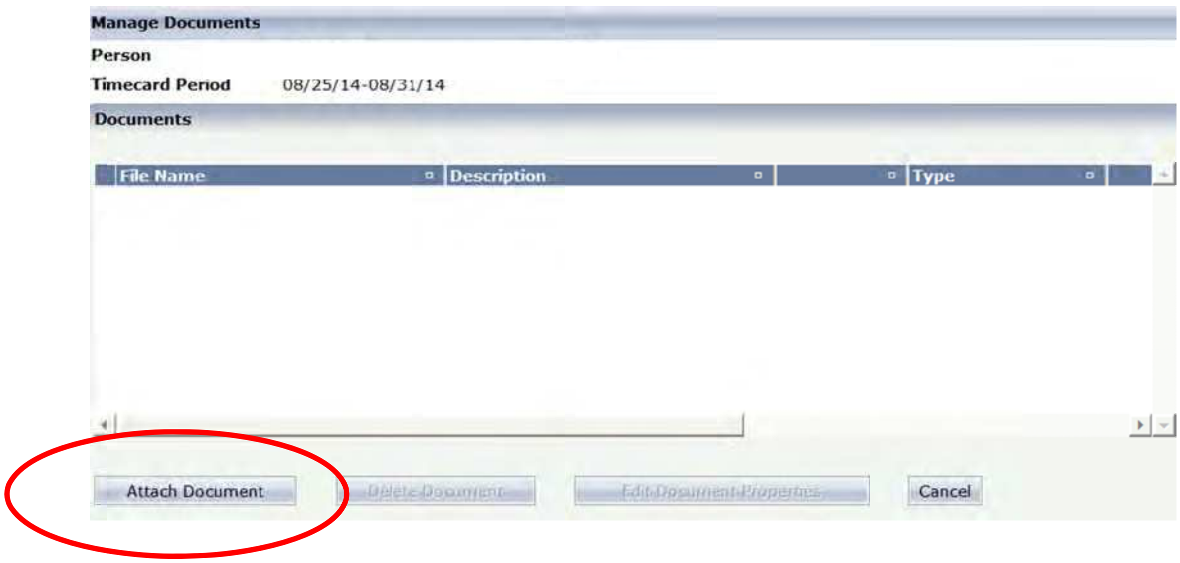


7. Click Yes.

Adding documentation to a Time Record or Absence Record

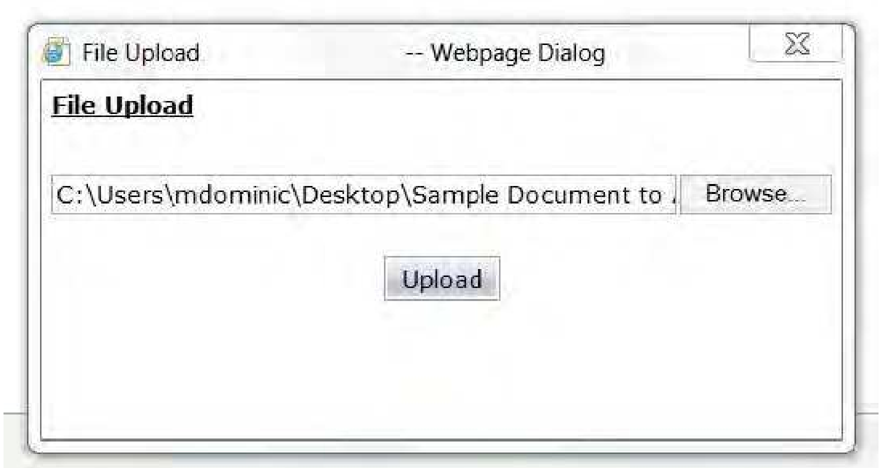
You can add documentation (time adjustment records, doctor's note, manual time sheets, jury/legal summons, military orders) to a time or absence record. You must first scan and save the documentation to attach to the record.

1. Click to select Manage Timecards (TA135.)
2. Search as needed for the employee.
3. Double-click to select the employee.
4. Single click to select the time record to attach documentation.
5. Click the Manage Documents icon .
6. The Manage Documents window will open.
7. Click Attach Document

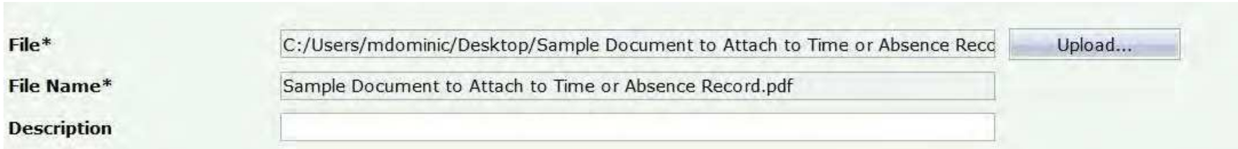


Adding documentation to a Time Record or Absence Record

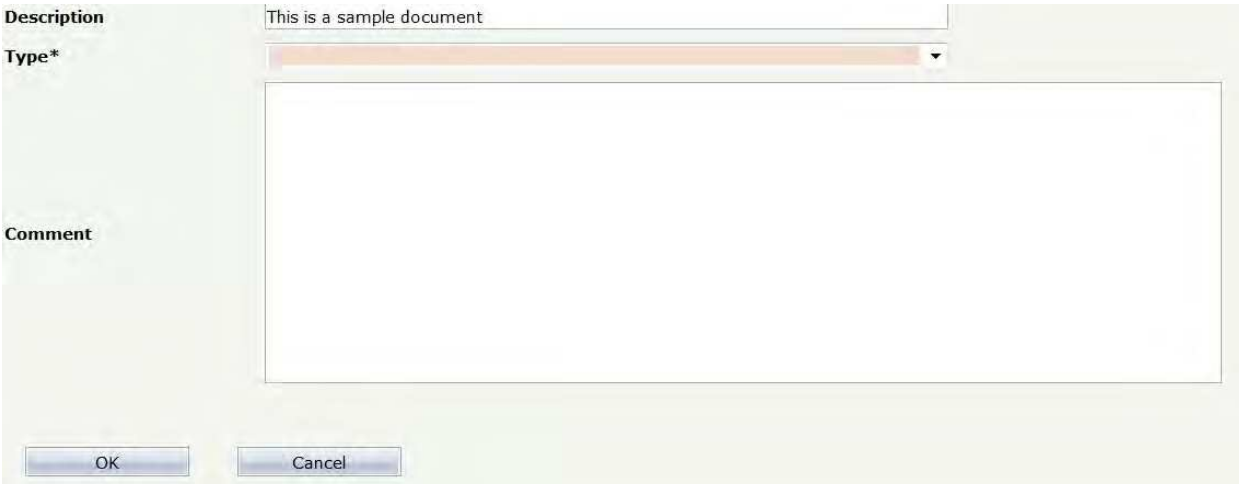
8. Click Upload to add the document to the record.
9. Browse to find the file you wish to attach.
10. Double click on the document name.
11. Click Upload to complete the attachment.



12. Enter a brief description of the document.



13. Select the type of document from the drop down menu.
14. Enter any additional comments.
15. Click OK.



The document is now attached to time/absence record.

You may attach additional documents by repeating this process.

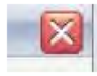
Manage Attached Documents:

1. To view existing files, single click the File Name, and select 

2. To delete the document, select the File Name, and click 

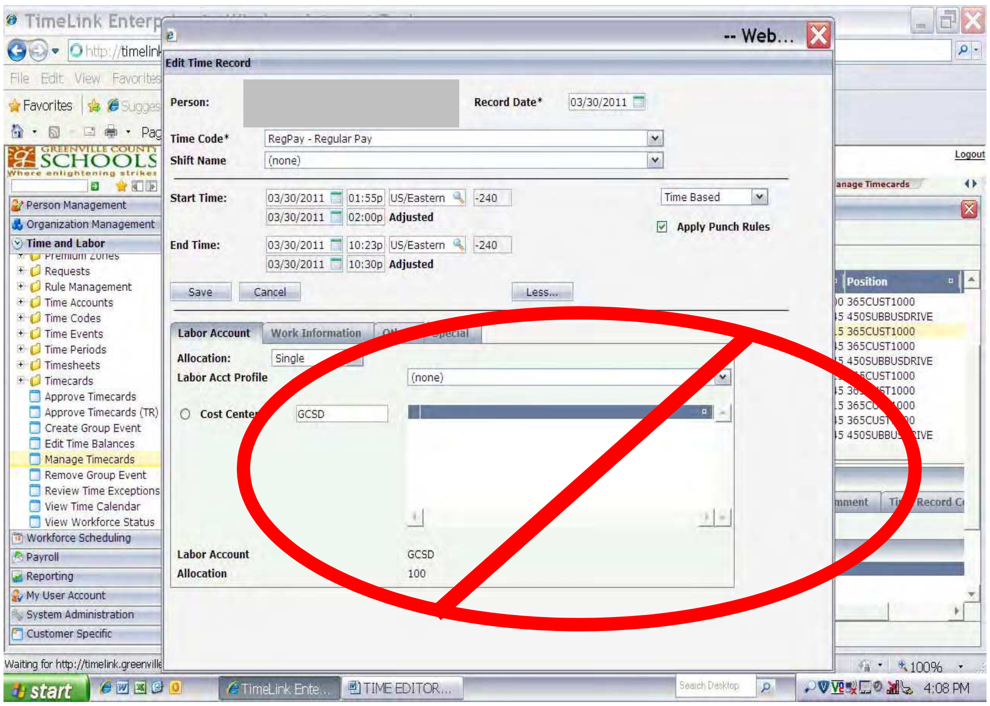
3. To edit the document (add comments, change description), select the File Name, and click


4. To exit the screen, and make no changes to the existing attachments, click 

5. Close this screen by selecting 

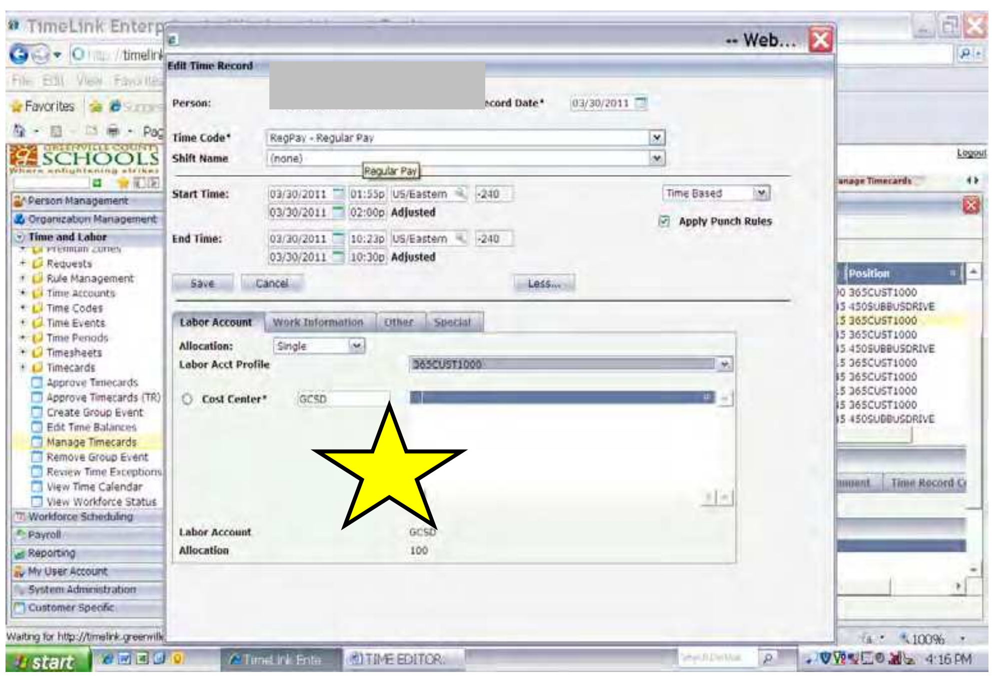
BLANK LABOR ACCOUNT PROFILES

The Labor Account Profile is a required field in TimeLink.
If this field is not populated, you will receive a critical exception “Labor Account Profile Cannot Be Blank – Please Correct.”
This exception MUST be cleared for the employee’s time to be approved and transmitted to Lawson for payment.
The Labor Account Profile should match the employee’s **Primary Position**. Note: the position entered on the Work Information tab determines the account number and rate of pay for the employee.



Example of blank, incorrect labor profile.

Example of completed, correct labor profile.



Approving Timecards in TimeLink

Documentation Objectives:

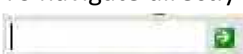
- ✓ Participants will understand the timecard approval process
- ✓ Participants will be able to approve employee timecards

Approving Timecards: Overview

Timecards must be approved by the Time Approver (TA) before payroll is processed. Prior to approval, a time record may be edited by the Time Editor (TE). Time Approvers may also edit timecards. Timecard edits are required to:

- Clearing an exception
- Correct a person's activity
- Add or correct an absence
- Add a missing punch (an in punch without an out, or vice versa)
- Correct a failure to punch (a lack of both an in and an out punch)

Navigating TimeLink

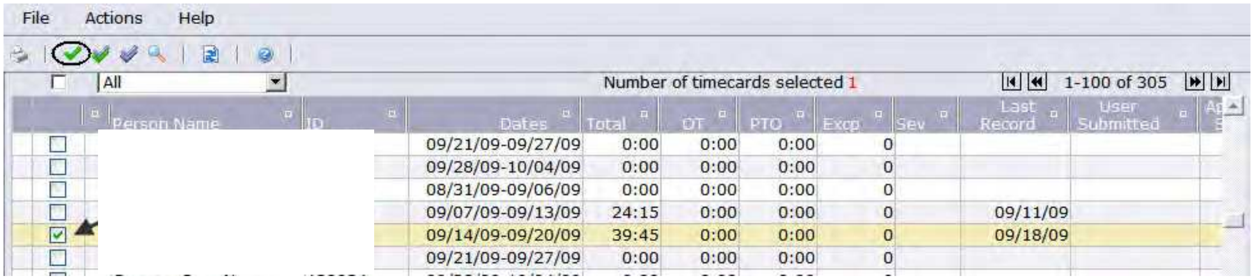
1. Open Internet Explorer and go to the Portal to access TimeLink. Pop up blockers must be turned off when using TimeLink. Contact the ETS Help Desk for assistance with disabling popup blockers.
2. Enter your User ID and Password. The Time Manager Home Page will be displayed with a navigational bar on the left-hand side of the screen.
3. Transactions, screens that enable you to complete certain tasks, may be accessed either via the navigational bar, or by selecting the link on the View Time Manager Home Page. Each module (gray bar) can be clicked on to display the transactions that you have access to. You can launch a transaction from these menus.
4. To hide the navigational bar, click Hide Nav Bar icon . To show the navigational bar, click the Show Nav Bar icon , located in the upper left corner of the screen.
5. To navigate directly to a transaction, enter the transaction number in the Go To Transaction field: , in the upper left corner of the screen. For example, Manage Timecards is transaction number TA135.
6. Selecting  in the transaction in the upper right corner closes the transaction screen but does not close the application. Transaction screens should be closed every time you finish working with the transaction.
7. To close Timelink, click Logout in the upper right-hand corner of the screen

Approving Timecards

After time cards for a time period have been reviewed, they can be approved. The Time Approver is the only person authorized to approve time cards for their staff. While a Time Approver is on leave, they may delegate approval to another user. To delegate authority while on leave, submit the "Request for TimeLink Access" form to Payroll.

Approving a Time Record

1. From the Time and Labor Navigational Bar click Approve Timecards. A list of employees with timecards available for approval will be displayed.
2. To select individual records, click to select the box next to the individual's name. Then, click the Approve/Unapprove Timecard Records icon. You can also select this option from the Actions menu.

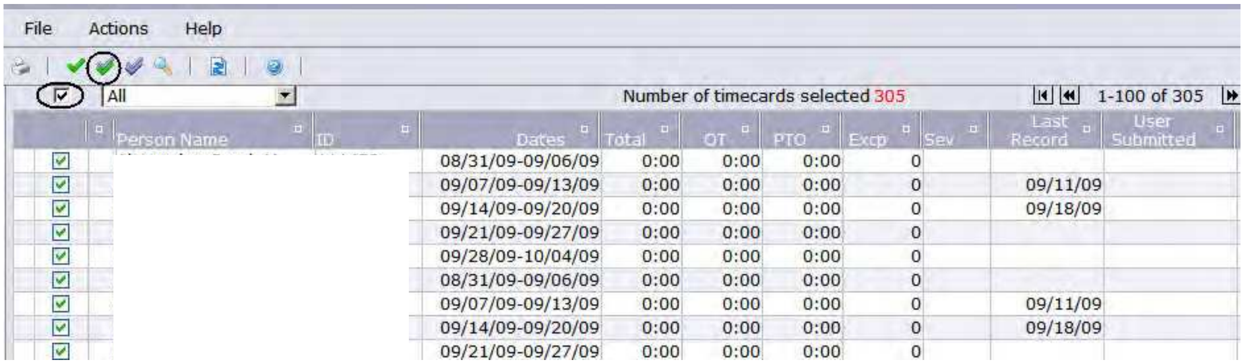


3. The Approve Timecard dialog box will be displayed. Select Approved from the dropdown menu, and enter comments as needed. Then click OK.

4. A screen detailing the time records approved will be displayed. Click OK.

Approving All Time Records

1. From the Time and Labor Navigational Bar click Approve Timecards. A list of employees with time cards available for approval will be displayed. Click the top check box to select all employees.
2. Then, click the Approve All Timecard Time Records icon. You can also select this option from the Actions menu.



3. The Approve Timecard dialog box will be displayed. Select Approved from the dropdown menu, and then click OK. Include comments as needed.

4. A screen detailing the time records approved will be displayed. Click OK.

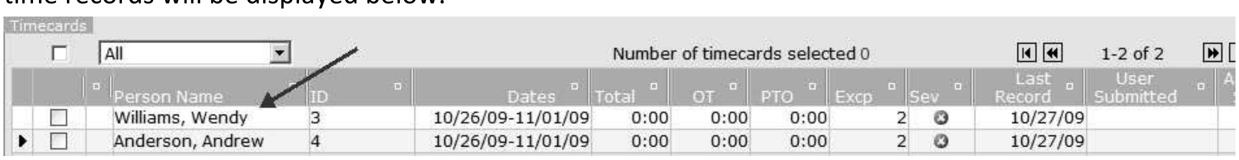
Unapproving Time Records

You may “unapprove” an individual time record or group of time records after they have been marked approved. This will enable the Time Editor or Time Approver to perform additional edits when a time record or group of time records have been approved by mistake.

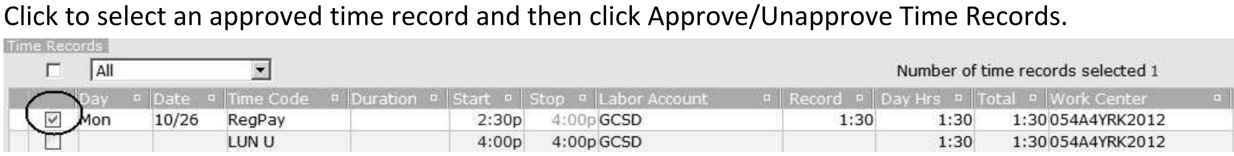
Unapproving a Time Record

1. From the Time and Labor Navigational Bar click Approve Timecards. A list of employees with time cards available for approval/unapproval will be displayed.

2. Click to select the employee with a time record you want to “unapprove.” The employee’s individual time records will be displayed below.



3. Scroll down to view the individual time records.
   Click to select an approved time record and then click Approve/Unapprove Time Records.

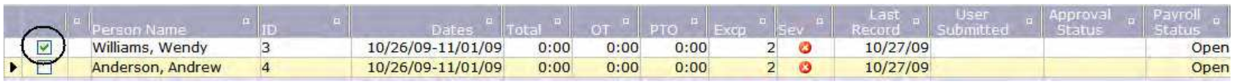


4. Click  to Approve/Unapprove Time Records.

Unapproving a Set of Time Records

1. From the Time and Labor Navigational Bar click Approve Timecards. A list of employees with time cards available for approval/unapproval will be displayed.

2. Click to select the employee with a set of time records you want to “unapprove.”



		Person Name	ID	Dates	Total	OT	PTO	Excp	Sev	Last Record	User Submitted	Approval Status	Payroll Status
	☑	Williams, Wendy	3	10/26/09-11/01/09	0:00	0:00	0:00	2	⊗	10/27/09			Open
▸	☐	Anderson, Andrew	4	10/26/09-11/01/09	0:00	0:00	0:00	2	⊗	10/27/09			Open

3. Click ✔ to Approve/Unapprove Records.

TIMELINK.

Greenville County Schools Reports Guide

Working With Reports

Reports Defined
Reporting Module Overview
    Report Icons
Running a Report
    Viewing a Report
        Hide the Group Tree
        Close the Search Window
        Increase the View Size
        Using Search in Reports to Select What Information Appears
Using Search in Reports to Find Information in a Report
Exporting a Report
Printing a Report

Time and Attendance Reports

Paid Time Reports
    Paid Time Off (PTO) (RPT105) – all absences for a specific date range
    Timecard with Paid Summary (RPT249)
Exception Reports
    Timecard Exceptions (RPT111)
Accrual Reports
    Accrual Activity (RPT231)
Reported Time Reports
    Reported Time by Time Code (RPT257)
    Timecard Signoff (RPT241)

Workforce Scheduling Reports

Workforce Scheduling General Reports
    Approaching Overtime (RPT234)

Customer Specific Reports

Reports for Time Worked
    Hours by Work Center (RPT4122)
Reports for Accruals
    Leave Balances (RPT4133)
Reports for Workforce Scheduling
    Hours by Work Information (RPT4040)

Working With Reports

This section guides you through working with reports.

Reports Defined

The reporting module delivers standardized reporting integrated within TimeLink Enterprise. It provides for viewing reports in PDF format or for exporting them to Word or Excel.

The standard reports available in TimeLink Enterprise are summarized into the following categories:

- Time and Attendance Reports
- Workforce Scheduling Reports
- Customer Specific Reports

You will only have access to reports that are associated with your role. The information youl see on reports reflects your approved access to information in TimeLink.

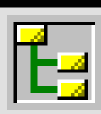
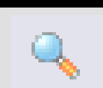
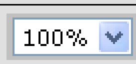
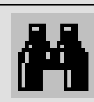
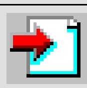
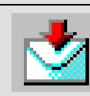
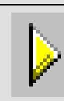
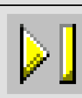
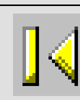
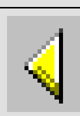
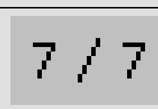
Reporting Module Overview

The TimeLink Enterprise Reporting Module works with an embedded report writer.

This section describes working with the reporting module.

Report Icons

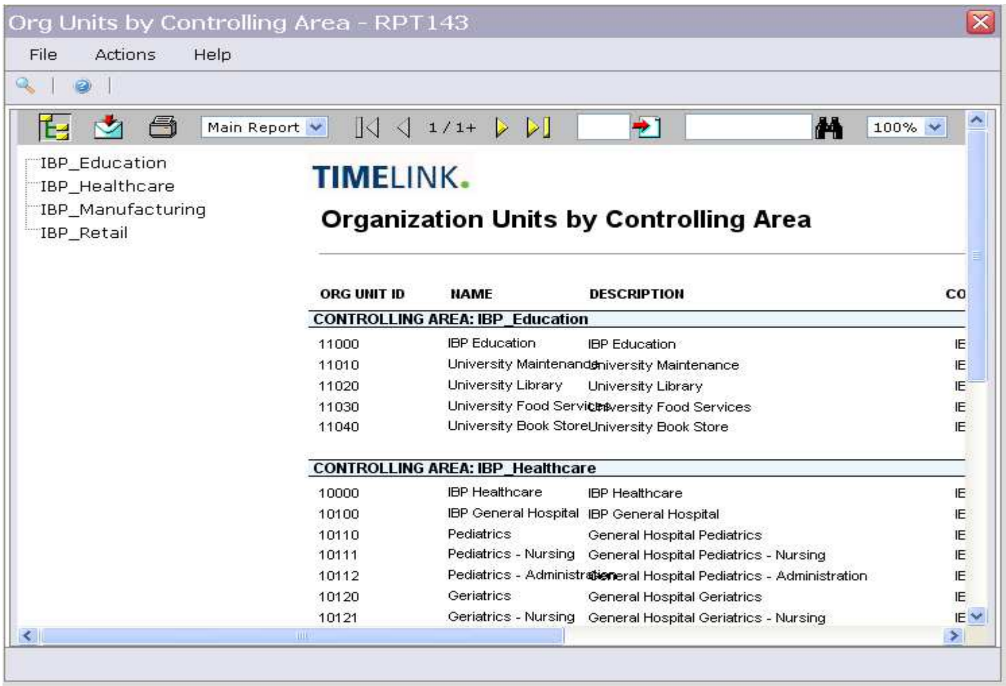
The following table shows you the icons available in the reporting module.

Click This	To Do This	Click This	To Do This
	Show/Hide the Group Tree		Toggle Find section.
	Change the screen size in the reporting window (making the text larger or smaller)		Find a term in the report.
	Go to page…		Export this report.
	Print this report.		Move forward one page in the report.
	Move to the last page of the report.		Move to the first page of the report.
	Move back one page in the report.		See which page of how many pages of the report is currently displayed.

Running a Report

To run a report

1. From the TimeLink Menu Tree, select **Reporting**.
2. Select the name of the module containing the report you want to run (e.g., Time & Attendance Reports.
3. Select the report you want to run. The report screen appears.

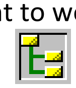


Important
There may be a slight pause before the actual report appears.

Viewing a Report

Reports can contain a lot of information, and the reporting screen can run out of room very quickly for larger reports. There are times when you need to free up as much room on the screen as you can, to enable report viewing. The following sections describe ways of changing the appearance of your reports.

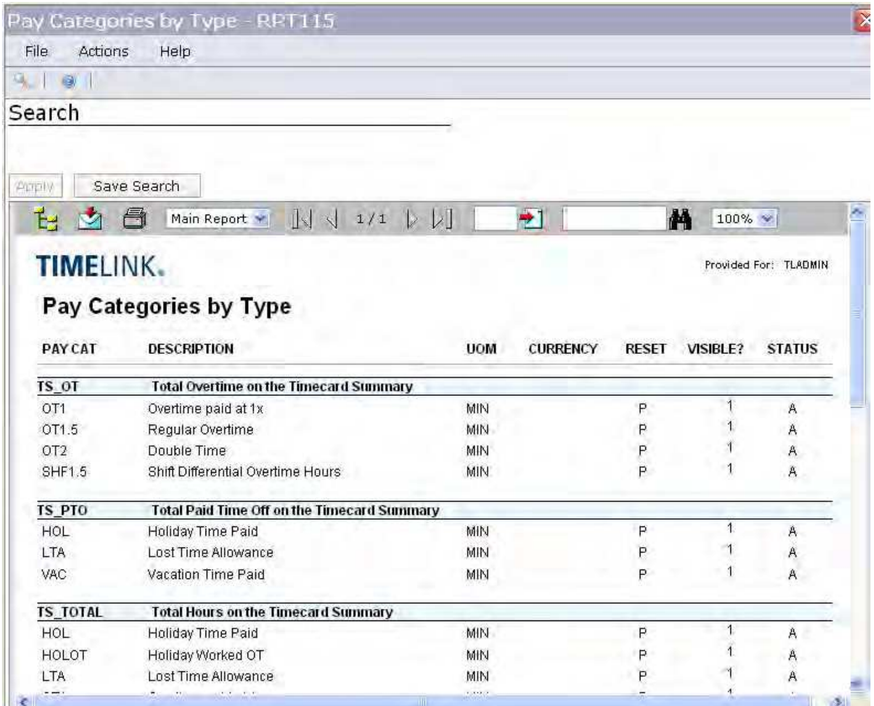
Hide the Group Tree

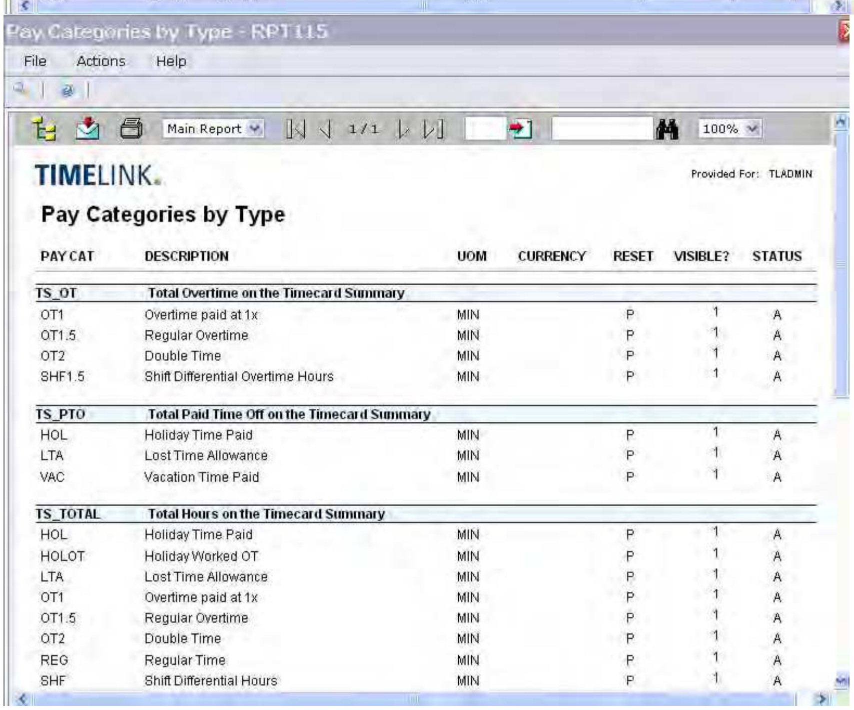
The group tree is a toggle for turning on or off a high level categorization feature. The group tree is hidden by default, but you may turn it on. With the group tree visible, the amount of screen space available for viewing your report is significantly reduced, but you do get to see how the information has been categorized. If you want to work without this categorization, hide the group tree.Click this icon to hide the group tree (or to unhide it if hidden): 

Close the Search Window

If you are finished setting search criteria, or no search criteria are available for a report you're running, closing the search window**Error! Bookmark not defined.** can open up more of your screen for showing your reports.

Click this icon to close the search window, and click again to open the search window: 

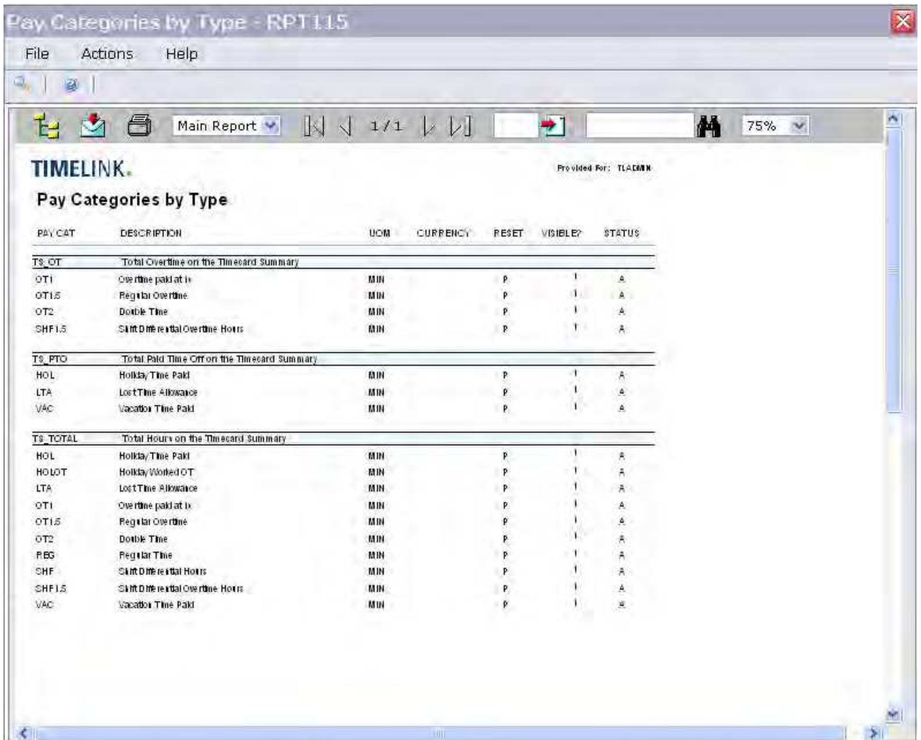


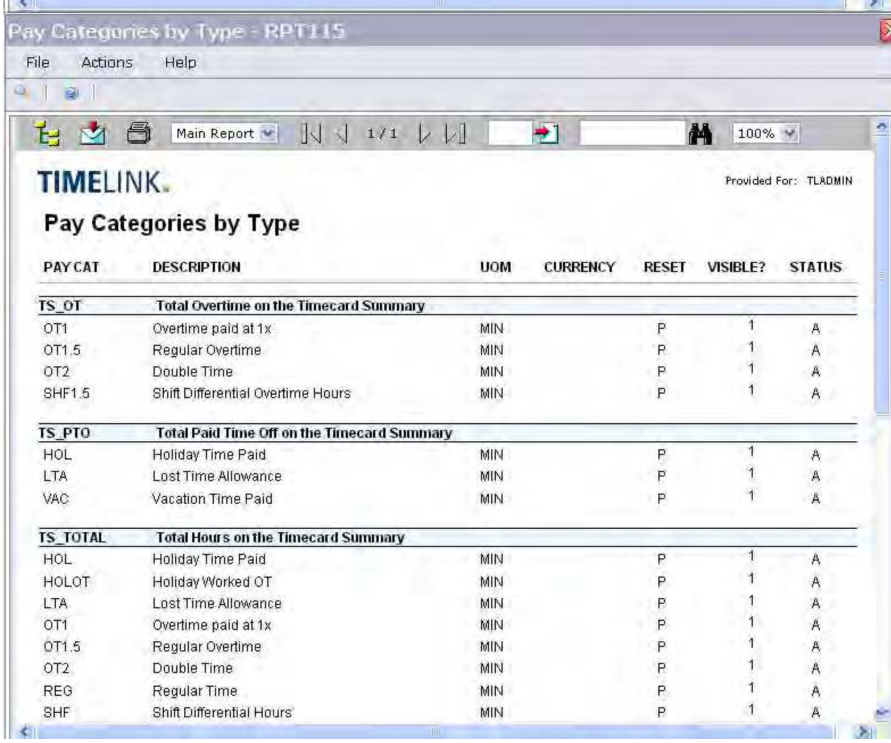


Increase the View Size

Increasing the view size makes the text in your report larger and therefore easier to read.

Click on this icon to increase (or decrease) the view size: 





PAY CAT	DESCRIPTION	UOM	CURRENCY	RESET	VISIBLE?	STATUS
TS_OT	**Total Overtime on the Timecard Summary**					
OT1	Overtime paid at 1x	MIN		P	1	A
OT1.5	Regular Overtime	MIN		P	1	A
OT2	Double Time	MIN		P	1	A
SHF1.5	Shift Differential Overtime Hours	MIN		P	1	A
TS_PTO	**Total Paid Time Off on the Timecard Summary**					
HOL	Holiday Time Paid	MIN		P	1	A
LTA	Lost Time Allowance	MIN		P	1	A
VAC	Vacation Time Paid	MIN		P	1	A
TS_TOTAL	**Total Hours on the Timecard Summary**					
HOL	Holiday Time Paid	MIN		P	1	A
HOLOT	Holiday Worked OT	MIN		P	1	A
LTA	Lost Time Allowance	MIN		P	1	A
OT1	Overtime paid at 1x	MIN		P	1	A
OT1.5	Regular Overtime	MIN		P	1	A
OT2	Double Time	MIN		P	1	A
REG	Regular Time	MIN		P	1	A
SHF	Shift Differential Hours	MIN		P	1	A

Using Search in Reports to Govern What Information Appears

Use the following procedure to determine what information is included in a report. Some reports may not have criteria for filtering search results. If you do not see any items in the search window for a report, then no criteria are available

To Set Search Criteria:

1. Select the report you want to run. If search criteria are available for the report, you'll see dropdown lists at the top of the screen.
2. Select the search criteria for the information you want returned in your report (which will vary based on the report you select) and click **Apply**.

Using Search in Reports to Find Information in a Report

Use the following to search inside a report.

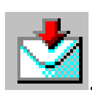
Don't confuse searching inside a report with setting search criteria. Setting search criteria is involved with generating a report. Searching in the report does not generate a report – it searches inside one that has already been generated

To search for a term inside a report

1. Run the report.
2. Enter a search term in  and click .

Exporting a Report

To export a report

1. Run the report you want.
2. Click . The Export Options Screen appears.
3. Choose from the options in the following table.

Select This	To Do This
Formats	Select the export format for your report from the following: • Crystal Reports (RPT) • Adobe Acrobat Format (PDF) • MS Word • MS Excel 97-2000 • MS Excel 97-2000 (Data only) • Rich Text Format
All	Include all pages in the report.
Pages From/To	The pages you want to include. Enter a start point and an end point. If you leave either From or To blank, the report will include pages from the beginning or to the end

4. Click **OK**.

Printing a Report

To print a report

1. Run the report.
2. Click . The Print Options Screen appears.
3. Choose from the following.

Select This	To Do This
All	Print all pages in the report.
Pages From/To	The pages you want to print. Enter a start point and an end point. If you leave either From or To blank, the report will print from the beginning or to the end

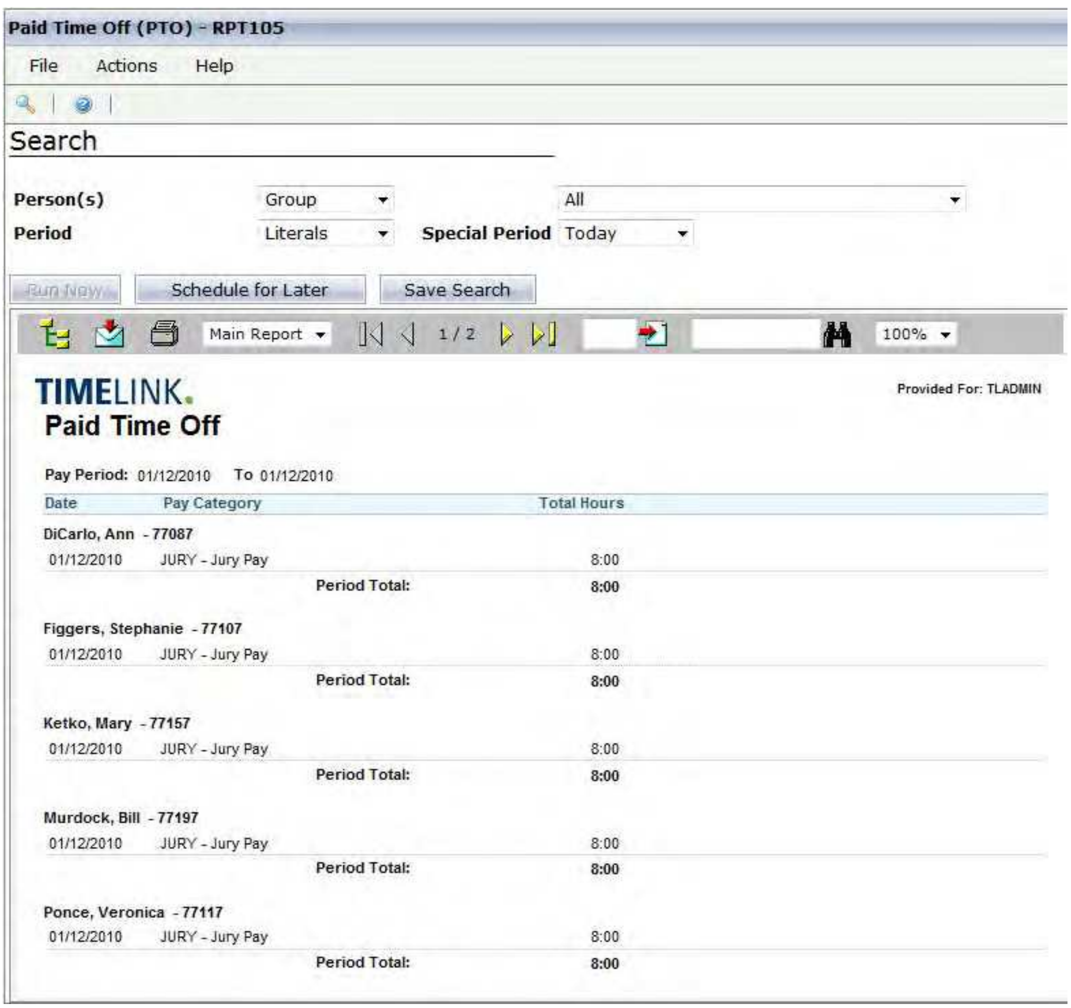
4. Click **OK**. The File Download window appears.
5. Click **Open**. The report appears in your Adobe Acrobat Viewer.
6. Click 

, the Adobe Viewer Print Option. The Print Screen appears.
7. Click **OK**.

Time and Attendance Reports

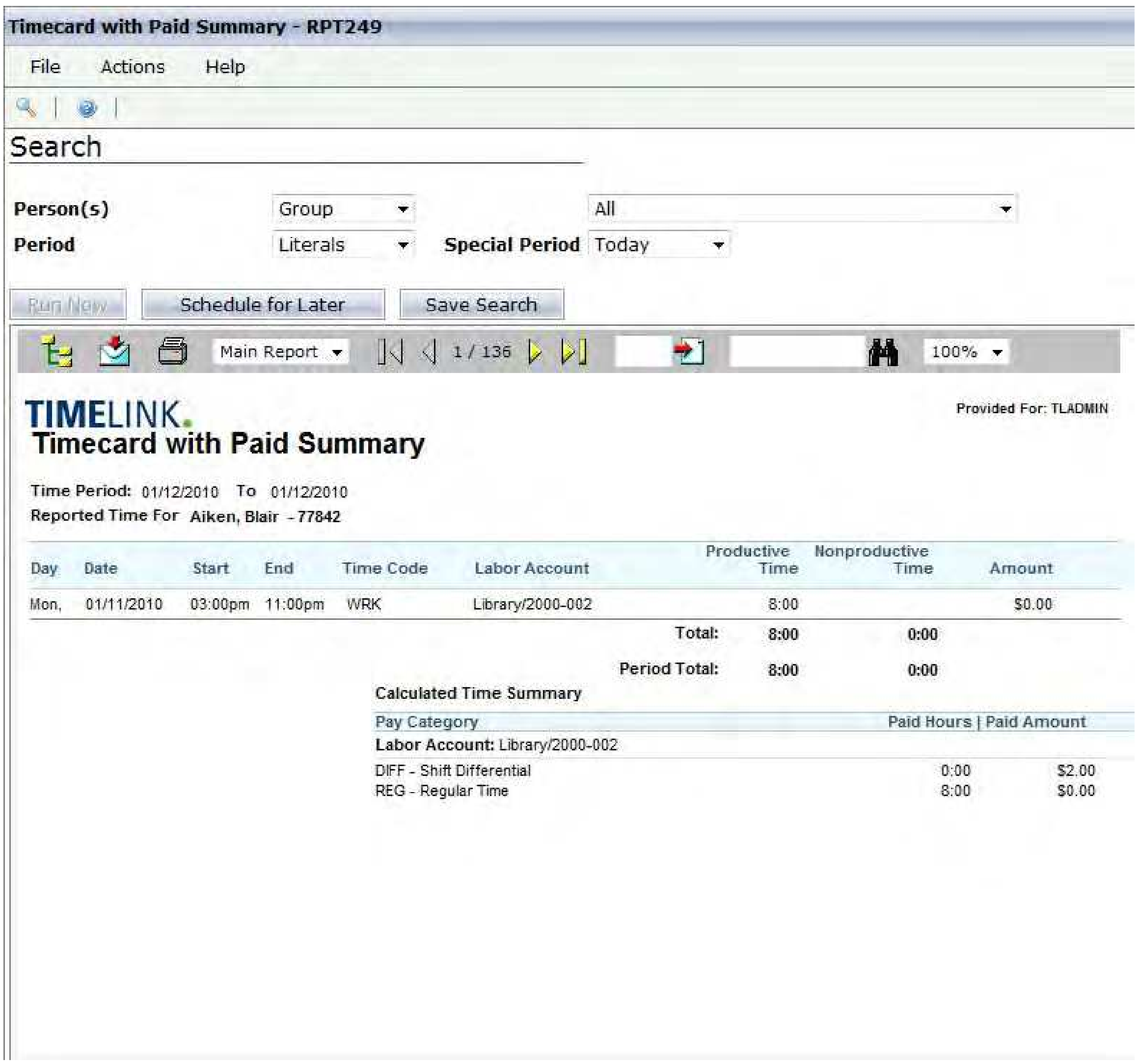
Paid Time Reports

Regarding This Report	You'll Find…
What This Report Tells You	For a specific time period, the date, hours, and leave code for absences Depending on the search criteria selected, you can view the absences for a person or a group.
Available Search Criteria	• Person(s) • Period • Special Period
Grouping Category	None.



Time Card with Paid Summary (RPT249)

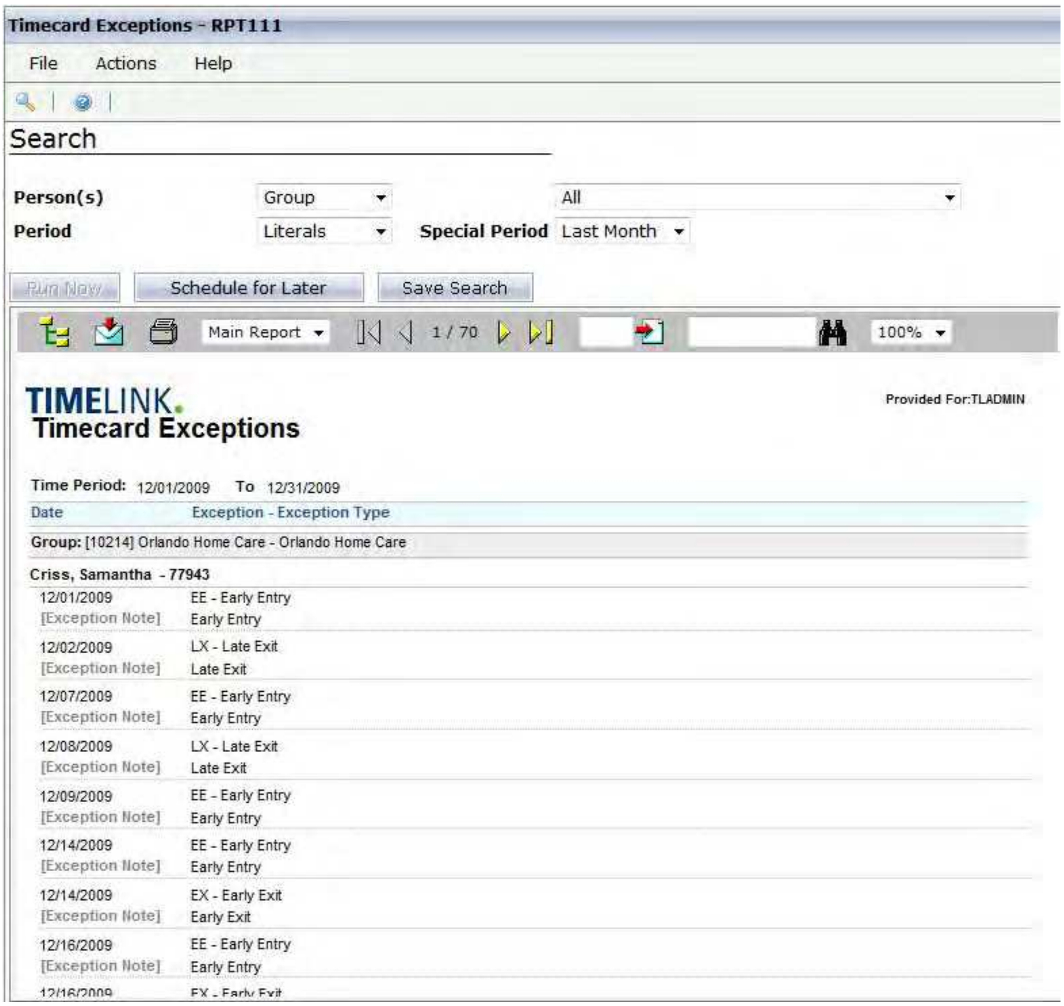
Regarding This Report	You'll Find…
What This Report Tells You	Timecard with paid summary and a signature line for hard copy employee signature.
Available Search Criteria	• Person(s) • Period
Grouping Category	Person Name, Person ID, Time Period



Exception Reports

Timecard Exceptions (RPT111)

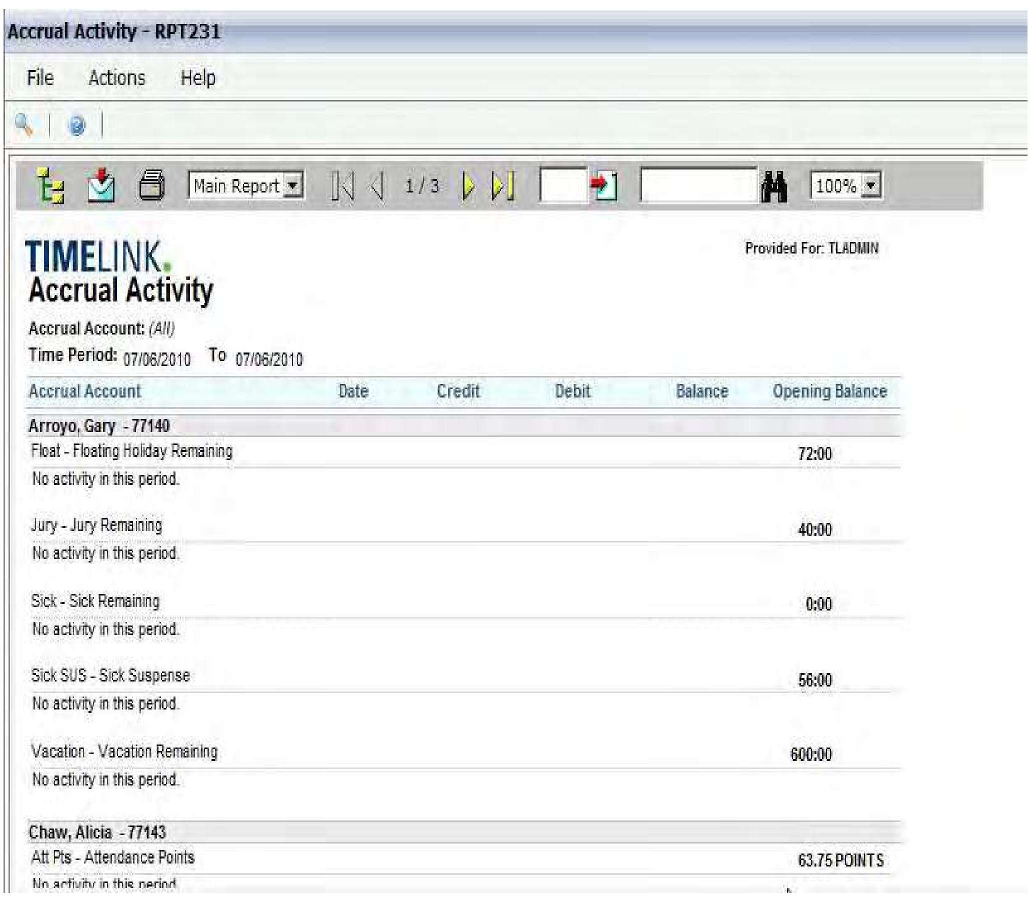
Regarding This Report	You'll Find…
What This Report Tells You	A list of exceptions during a particular time frame.
Available Search Criteria	• Person(s) • Period • Special Period
Grouping Category	Person ID/Person Name.



Accrual Reports

Accrual Activity (RPT231)

Regarding This Report	You'll Find…
What This Report Tells You	The activity and balances of accrual accounts. Information includes: • Person • Date • Activity • Balance
Available Search Criteria	• Person • Period • Special Period • Accrual Account
Grouping Category	Person ID/Person Name



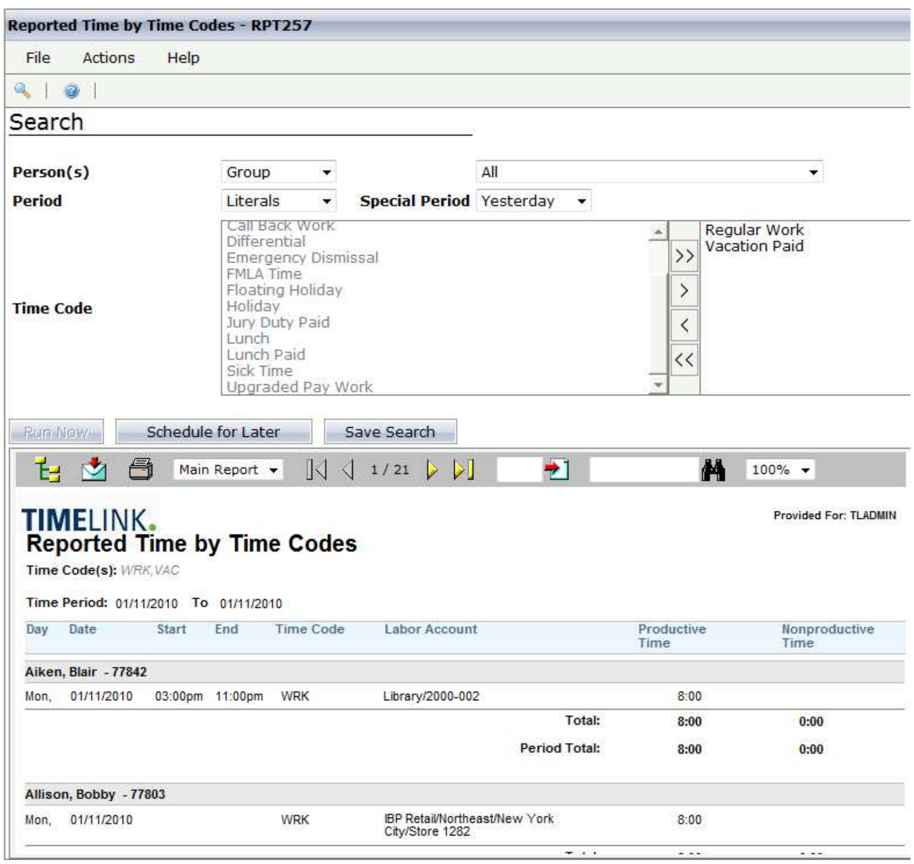
Reported Time Reports

Reported Time by Time Code (RPT257)

Regarding This Report	You'll Find...
What This Report Tells You	Time records arrayed by the reported time codes you select.
Available Search Criteria	• Person(s) • Period • Time Code
Grouping Category	Person Name, Time Period, Date

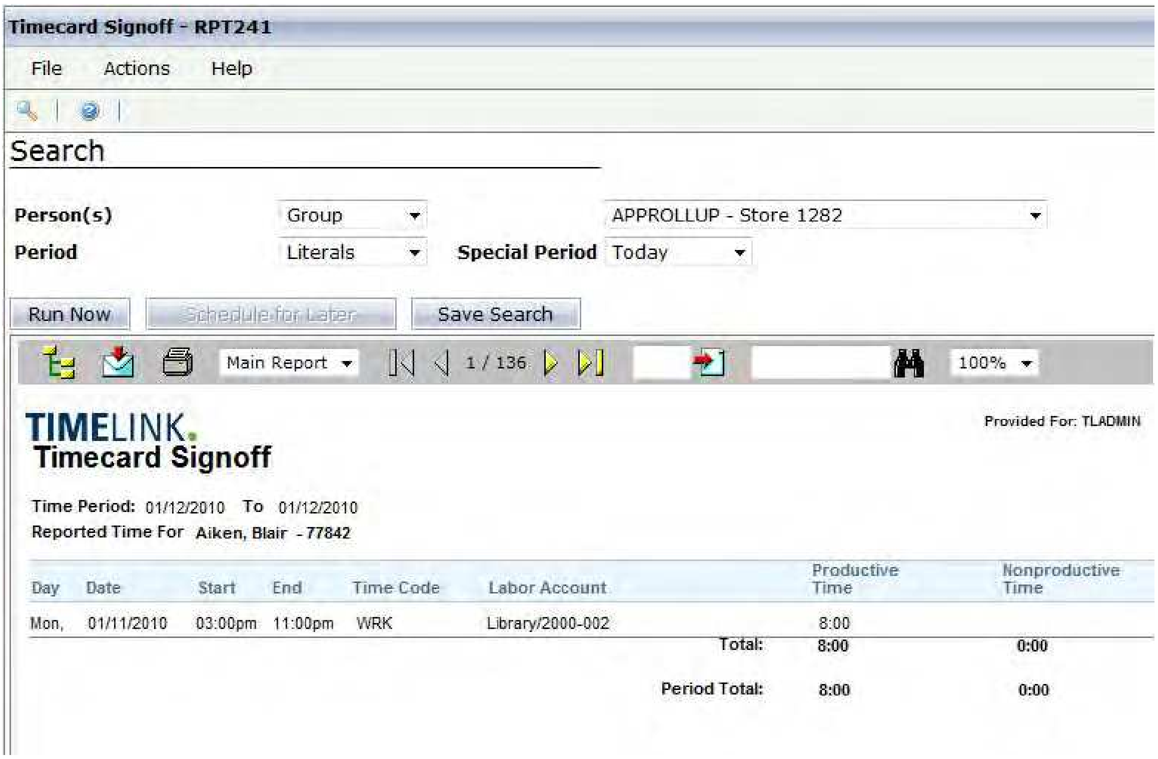
Select the time codes on the left side of the Search window using options described in the following.

Select This	And This	To Do This
Add All	>>	Add All will move all table items from the left to the right.
Add Selection	>	After clicking a selection in the table to the left, Add Selection will add the selection to the right.
Remove Selection	<	After clicking a selection in the table on the right, Remove Selection will remove the selection from the right table and add it to the left.
Remove All	<<	Remove All will remove all table items from the table on the right.



Timecard Signoff (RPT241)

Regarding This Report	You'll Find…
What This Report Tells You	Timecard with a signature line for hard copy employee signature.
Available Search Criteria	• Person(s) • Period
Grouping Category	Person Name, Person ID, Time Period

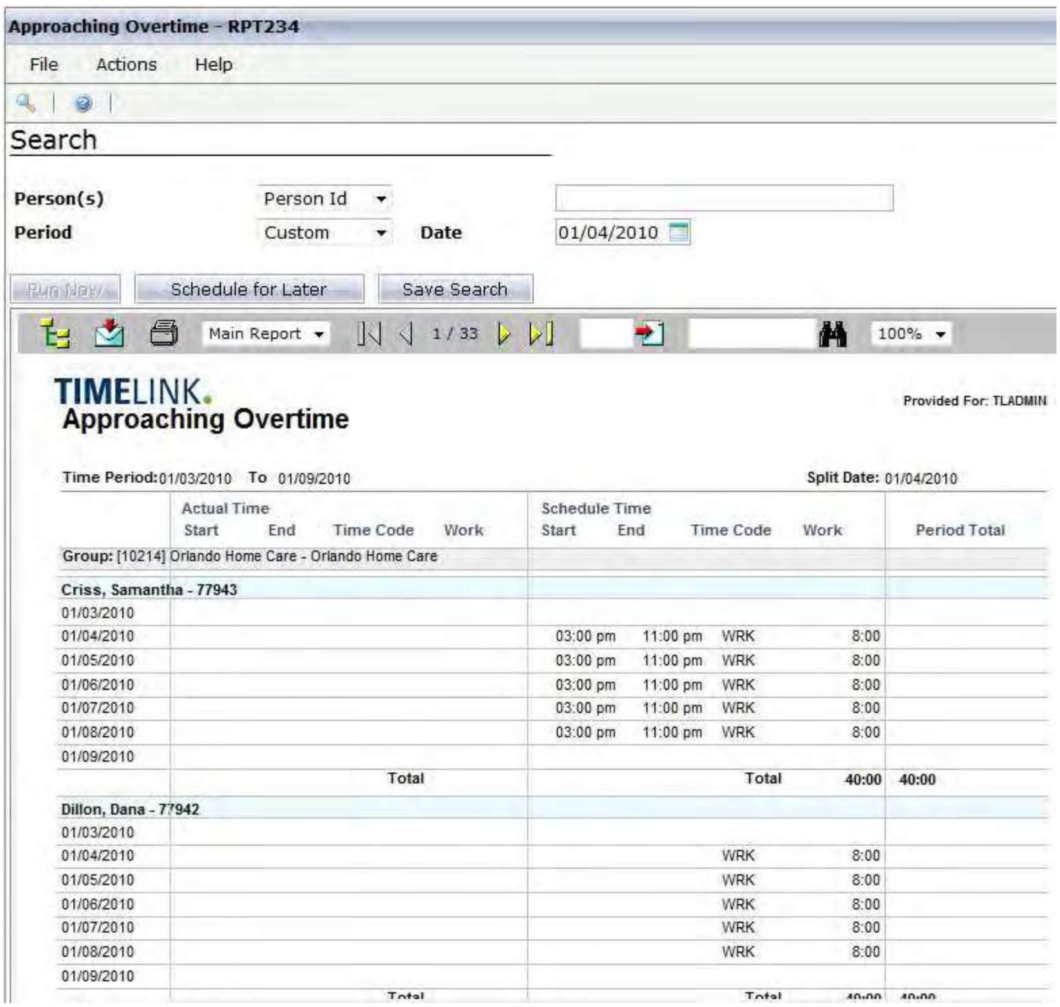


Workforce Scheduling Reports

Workforce Scheduling General Reports

Approaching Overtime (RPT234)

Regarding This Report	You'll Find…
What This Report Tells You	A list of persons and their hours approaching overtime.
Available Search Criteria	• Person (s) • Period
Grouping Category	Person.

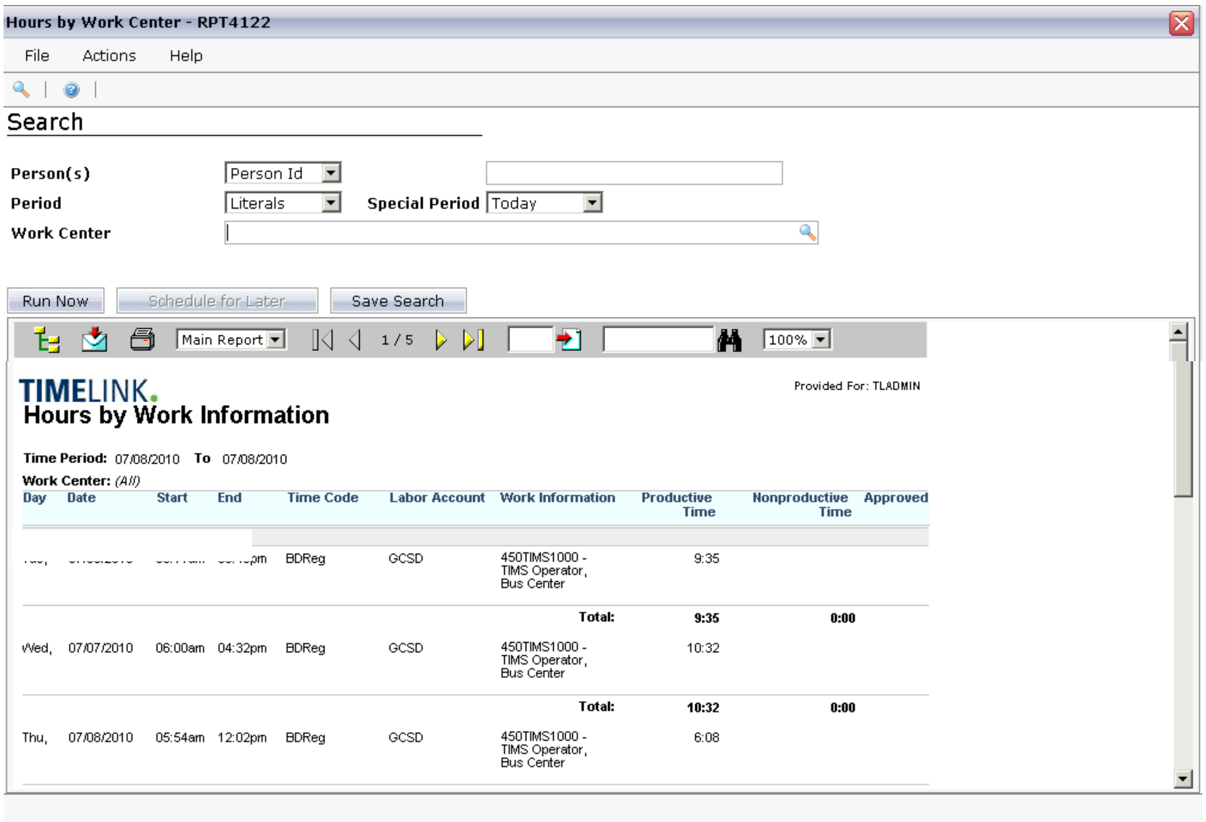


Customer Specific Report

Reports for Time Worked

Hours by Work Center (RPT4122)

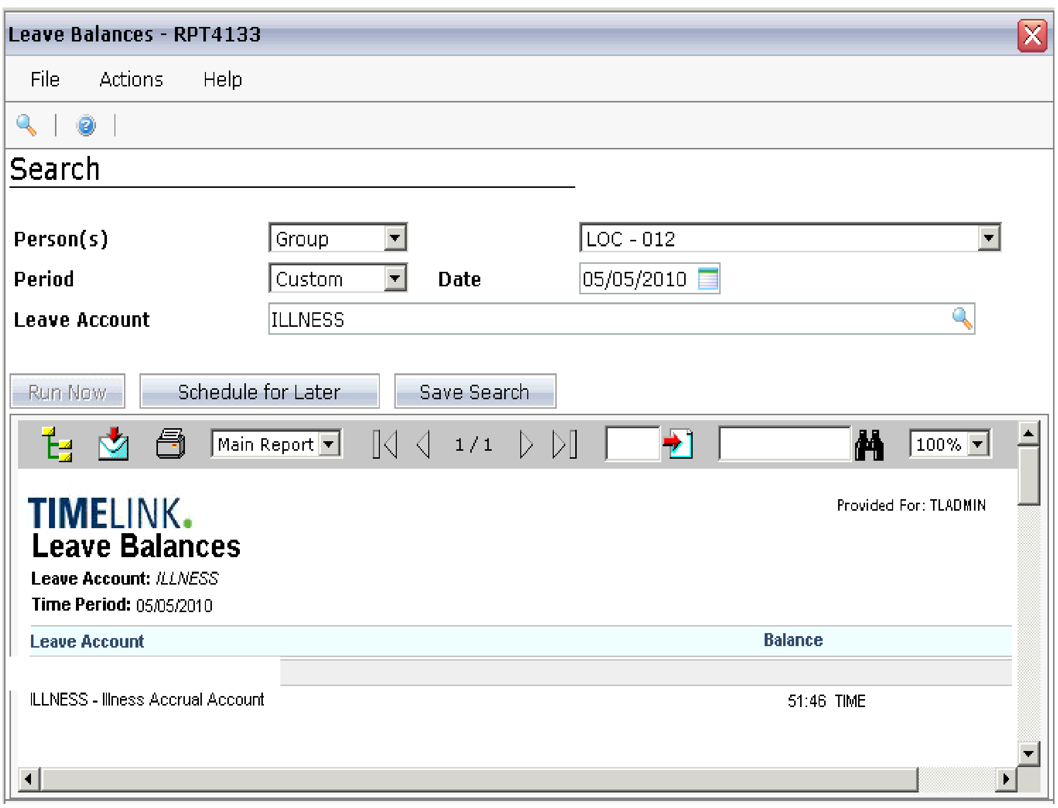
Regarding This Report	You'll Find…
What This Report Tells You	Time records arrayed by the work center you select.
Available Search Criteria	• Person (s) • Period • Work Center
Grouping Category	Person



Reports for Accruals

Leave Balances (RPT4133)

Regarding This Report	You'll Find…
What This Report Tells You	The activity and balances of accrual accounts. Information includes: • Person • Date • Accrual Account • Balance
Available Search Criteria	• Person (s) • Period • Leave Account
Grouping Category	Person



Reports for Workforce Scheduling

Hours by Work Information (RPT4040)

Regarding This Report	You'll Find…
What This Report Tells You	All hours worked by employee and by their position.
Available Search Criteria	• Person (s) • Period
Grouping Category	Group

Payroll Entry Procedure - Missed Pay - Hourly Paid Time

- To verify Payroll Department's receipt of your spreadsheet, you should enable tracking and delivery receipts on emails. If you need assistance with setting this feature in Outlook, please contact the ETS Help Desk.
- Payroll will notify you once the spreadsheet has been successfully loaded to Lawson. If you do not receive a confirmation, please e-mail payroll@greenville.k12.sc.us.
- Respond to Payroll emails asap. If errors are not fixed, employees will not be paid.
- All spreadsheets are due by the published time entry close date.
- Please do not submit this spreadsheet for extra days pay.
- Please submit only one form each pay period.

Using the Time Entry Batch form for Hourly Missed Pay, in excel format, fill in the following:

Batch Number – your school or department's 3 digit location code
Employee – the employee's valid Employee ID number
Hours Worked – The hours worked on this date
Pay Code – the applicable pay code – 001 = Regular Pay (Primary Position) 002 = 2nd job Pay
Note: Do not submit leave time on this spreadsheet
Do not submit missed punches for a salaried employee on this spreadsheet
Date – the date the work was completed
NOTE: This date MUST be the ORIGINAL date worked
Position – The position assigned to the work completed
Justification – Please explain the reason you are submitting the missed pay sheet

The completed form must be emailed to Payroll, in electronic format, by the close of business on the last day of the time entry period; Payroll@greenville.k12.sc.us. The sending location should retain a copy, signed by the supervisor, for documentation. This form is not to be used for reporting missed leave time for employees. Do not send handwritten, fax, or .pdf documents. The excel file will be uploaded into the Lawson system.

Miscellaneous Payroll Entry Procedures

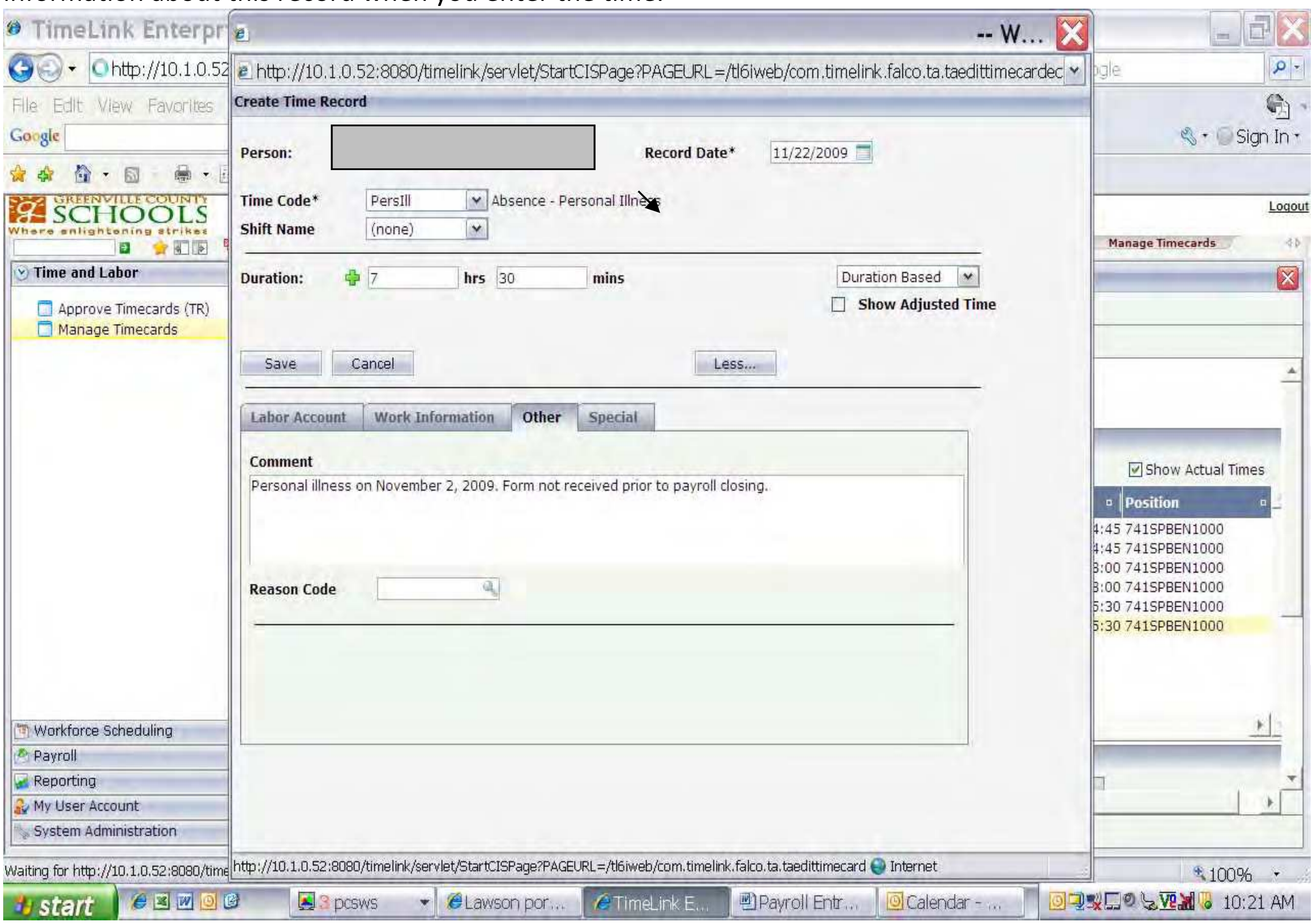
Changing a processed leave entry from one leave type to another

A processed leave entry is an entry that has already been reflected on an employee's check. If a leave code is reported incorrectly, and a change must be made, the location must submit the following information to payroll within 30 days of the check date.

Employee ID Number
Date worked
Original Pay Code; Number of hours
Corrected Pay Code; Number of hours
Supervisor Approval

Entering missed leave time in TimeLink

All leave time must be entered as duration based in TimeLink during the time entry dates for the leave reporting period. In the event leave is not entered during the correct period, the missed leave time should be entered on the date of the last day of the pay period when it is entered. For example, an employee is out sick on Monday, November 2, 2009. The absence is not entered before November 16, 2009. The absence should be entered on Sunday, November 22, 2009. Click the "Other" tab to insert a comment with additional information about this record when you enter the time.



Employee Gift Reporting

IRS Publication 17 provides specific guidance regarding the reporting and taxation of gifts given to employees, paid for by District funds. Gifts to employees from District funds must be given for a specific purpose. Examples of approved purposes for employee gifts include, but are not limited to:

- Employee Illness
- Employee retirement
- Bereavement
- Measurable employee achievement

Reportable gifts are in the form of cash, gift cards, gift certificates, or other items of cash equivalent value. Reportable gifts presented to employees may be subject to applicable Federal and State taxes. All taxable amounts must be added to the employee's taxable wages, are subject to applicable withholding taxes, and are included on the employee's W-2 form. All locations must immediately report employee gifts to payroll using the "Employee Gifts Payroll Reporting Form" for processing upon receipt. Forms are processed on the next scheduled payroll check, following the Payroll Time Entry close schedule. Blank forms are found on the Finance Department's "Finance Forms" website.

GREENVILLE COUNTY SCHOOLS
Where enlightening strikes

Employee Gifts
Payroll Reporting Form

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- Employee Illness
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Forms are processed on the next scheduled payroll check, following the Payroll Time Entry Close schedule.

Employee Name: ____________________ **Employee ID #:** __________

Date Received by Employee: ____________________ **Amount:** __________

Type of Gift: ____ **Cash** ____ **Cash-Equivalent (gift card, gift certificate)** ____ **Other** ________ **(description)**

Account number for Employer Fringe to be Charged: ____________________
(must be District payroll account or school local funds payroll account)

Justification: ____________________

____

____

____

Employee Signature: ____________________ **Date:** __________

Supervisor Signature: ____________________ **Date:** __________

For Payroll Use Only

Entered by: __________ Check Date: __________ Location Number: ______

GREENVILLE COUNTY SCHOOLS

Greenville, South Carolina

Section 3

Infor/Lawson Payroll System

INFOR Lawson

GREENVILLE COUNTY
SCHOOLS
Where enlightening strikes

Infor/Lawson Employee Self Service (ESS)

A Guide for Employees

Employee Self Service (ESS) Overview

ESS is only available inside the GCSD network

ESS allows employees to update certain personal information in the District's Lawson HR system. Employees can perform the following actions in the system:

Benefits

- New Hire Enrollment — Newly hired employees may elect benefit coverage within 45 days of their adjusted hire date
- Beneficiary — View Beneficiaries on file (Add/Update function does not change retirement or insurance records); contact Benefits Department for changes
- Current Benefits — View Current Benefits (supplemental insurance coverage is not listed)

Employment

- Job Profile — View your current job profile
- Staff Email — Access the District's employee email system
- Enroll Self Service or Reset Password — Change your User ID password
- Safety Training — Complete annual required online safety courses

Pay

****Direct Deposit and Tax Withholding are not available to view or make changes during payroll processing***

- Direct Deposit — Create, Edit and View Direct Deposit information
- Tax Withholding — View, Model and Edit Tax Withholding Information
- Online Pay Stub — View, Print payroll check stubs
- GCS Document Self Service — Elect to receive electronic copies of W2 forms; print copies of previously issued W2 forms

Personal Information

- TimeLink Employee Self Service — View time cards and leave balances, request leave (12 month employees only)
- Home Address — View/Update your home address information
- Dependents — View dependents on file (Add/Update function does not change retirement or insurance records); contact Benefits Department
- Emergency Contacts — Create, edit and view emergency contacts
- Lawson Leave Balances — View Banked Vacation balance; vacation days to use by January 31 (12 month employees only). Current Sick Leave and Vacation balances are available in TimeLink ESS
- Personal Profile — View Personal Profile (SSNO, Birth date, etc)

Logging Into Infor/Lawson Employee Self Service

The ESS module allows employees to manage their employment information online. Employees can update personal information; view insurance plans, view/ change direct deposit information, and view/change tax withholding status. **ESS is accessible from anywhere inside the GCSD network.**

1. Go to the Employee Portal.
2. Click on Lawson Live/Production.
3. Sign on using your email username and password.

Benefits

The Benefits module allows employees to view their current beneficiary information and benefit plans.

New Hire Enrollment

Beneficiary

1. Once you are logged on to ESS, the Employee Self Service dashboard is displayed.
2. Click on **Beneficiary**. You can view current beneficiaries for the various plans you have with the district.
3. To add a new beneficiary, click Add Individual under the plan you want to add the new beneficiary. **If you add a beneficiary, you must notify the Benefits Department.**
4. The detail information screen will open for you to enter the information on the new beneficiary
   NOTE: In the Distribution Type field, you can add an amount for the person to receive or a percentage of the amount.
5. Click Update at the bottom of the screen to save the changes. The screen will refresh and take you back to the main benefits screen.
6. You may also add a Trust to your plan by clicking Add Trust under the appropriate plan. You must have the appropriate legal name of the trust(s) you want set up before you begin.

IMPORTANT NOTE: Beneficiary changes only affect district records. To change South Carolina Retirement System (SCRS), Optional Retirement Plan (ORP) or PEBA Insurance Benefits beneficiaries, you must submit changes directly to SCRS, ORP Providers and PEBA.

Current Benefits

Current Benefits allows employees to view their current benefit plans. This is a view only screen. For changes to insurance coverage, **you must contact the Benefits Department**.

1. Click on the **Current Benefits** Menu.
2. You can view current plan coverage and benefits.
3. Click Print to print the benefits screen.

Important Note: Supplemental insurance coverage is not displayed.

Benefit Plans and Coverage

Type of Plan	Plan	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Dental					5.40
Dependent Life					
Dependent Life		5,000.00		0.81	
Dependent Life		40,000.00		2.33	
Disability		68,587.50		5.78	
Disability		68,587.50			1.49
Employee Life					
Employee Life		3,000.00			0.15
Health			147.82		170.37
Health			0.13		
Spending Account					
Spending Account					
Spending Account			12.50		

Print

Employment

Job Profile

The Job Profile Tab allows you to view your current job information.

1. Click on **Job Profile**.
2. Information about your current position will be displayed on the screen. This information is maintained by the Human Resources department.

Staff Email (Available Outside the District)

The Staff Email Tab allows you to access your District email account.

Enroll Self Service or Reset Password (Available Outside the District)

The Enroll Self Service or Reset Password tab allows you to change or update the password for your District email account. This password is also used to access Online Pay Stubs, Lawson and TimeLink Employee Self Service.

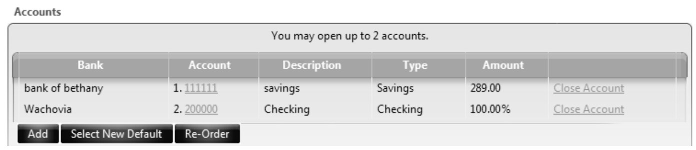
Safety Training (Available Outside the District)

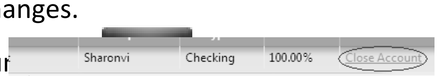
The Safety Training Tab allows you to access the District's Online Safety Training system.

Pay

Direct Deposit

The Direct Deposit module allows employees to view/change their direct deposit information. You can set up a single account or multiple accounts. **You cannot view or make changes to Direct Deposit information during payroll processing.**

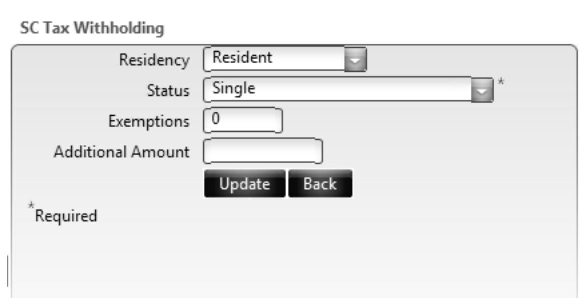


1. Click on **Direct Deposit.**
2. You will see your current direct deposit information on the screen. You can add additional bank accounts (up to 4) in which your net pay will be deposited. A total of 5 bank accounts can be active for direct deposit.
3. To view your current account setup, click on the Account Number to view the information about that Account.
4. You will need to agree to the authorization message at the bottom of the screen.
5. The direct deposit information for that account will appear. You can change the Account Description, and the amount to be deposited.
6. Click  to save changes.
7. To add an additional accour 
8. Again, agree to the authorization at the bottom of the screen and go through the screens to set up the account information.
9. If you are transferring all of your check into a new account, be sure to click the "Close Account" link to the right of the old account.
10. The Default account is always on top. To re-order your accounts, click  .

Important Note: An employee may not cancel their participation in Direct Deposit. Participation is mandatory. If the employee only has one account, they cannot cancel the primary Direct Deposit account without adding a new one. You MUST close any accounts you are no longer using to ensure your check is deposited in the old account. Upon separation of employment, Direct Deposit information is removed from the system.

Tax Withholding

Within Tax Withholding, employees can view and update their current tax withholding information for federal and state taxes. By selecting Federal Tax Withholding EE, you can update federal tax withholding information. By selecting SC Tax Withholding EE, you can update state withholding information. **Changing federal withholding information does not update state information; state withholding must be updated separately.** This module also includes a "model" to estimate how changing W4 elections will affect net pay. **You cannot view or make changes to Tax Withholding information during payroll processing.**



State Tax Withholding

1. Click on **Tax Withholding**.
2. You will notice a tax withholding line for both SC Tax and Federal Tax.
3. Click on the **SC Tax Withholding** link.
4. You can change your status and your exemptions on the screen. You can also add additional amounts to be taken out of each paycheck.
5. Click  to make the changes.

Federal Tax Withholding

1. Click on the **Federal Tax Withholding** link
2. A copy of the current tax year W-4 form will appear on the screen. You can change your tax marital status (line 3) as well as your allowances (line 5) and any additional amounts to be withheld (line 6).
3. Click Model at the bottom of the page
    a. The model will pull in standard information and display gross wage amount, hours worked, etc. You can edit fields as necessary. For example, you may need to change hours from 76.56 to 86.67. (see online pay stub to determine your hours basis)
    b. You can change your exemptions and marital status and then click Calculate.
    c. The new changes display in the results page and show you how the changes will affect your net pay.
    d. Click Back to go back to the main screen.
4. Click continue. The verify W4 acknowledgment message will appear. Click update to approve the change.
5. Note: Before you make changes to your W-4, you may want to consult your tax advisor.

Online Pay Stub

- The Online pay stub details the following information:

- Employee Name
- Employee ID Number/li>
- Primary Location/Department
- Federal/State Tax Withholding (W4) Information
- Detail/Total Gross Pay (pay codes, hours, rate)
- Detail/Total Deductions (taxes, insurance, elective deferrals, other deductions)
- Salary Schedule/Salary Grade/Salary Step Assignment (Primary position only) – refer to the salary schedules posted on the District website. Salary schedule includes the employee's work schedule as the last three digits. For example:
    - ADMSPV245 = Administrative/Supervisory salary schedule, 245 day work schedule
    - TEACH190 = Teacher salary schedule, 190 day work schedule

Employees may also choose to receive an encrypted, password protected .pdf copy of their pay stub via email.

Instructions for Viewing Your Pay Stub Online:

You must have Adobe Reader installed on your device to view pay stubs.

1. Log in to Greenville County Schools Online Pay Stub via the Employee Portal using your GCS User ID and password **Online Pay Stub**
2. On the left hand side of your screen, click **"My Paystubs"** under View My Documents.
3. A list of available documents is displayed. Click the **View icon** to display the selected pay stub.
4. The pay stub is displayed as an Adobe .pdf document.
5. *To view pay stubs prior to August 29, 2014, click* **"My Historical Paystubs" under View My Documents.**
6. Click **"Logout"** to exit Document Self Service

Instructions for Receiving an Email Copy of Your Paystubs (Optional):

You must have Adobe Reader installed on your device to view pay stubs.

- Log in to Greenville County Schools Document Self Service via the Employee Portal using your GCS User ID and password
  Online Pay Stub
- On the left hand side of your screen, click **"Paystubs"** under My Delivery Settings.
- Employees are defaulted to the Web Delivery setting. You cannot change this setting.
- Click **"Yes"** next to Email Delivery setting. A green check in the left menu will indicate your acceptance.
- The primary email address to deliver pay stubs is your district email. You may enter a secondary email address to receive pay stubs.
- A .pdf password is required to open your email attachment. Please make note of this password.
- **Enter** your selected **.pdf password** in the space provided.
- **Confirm** your selected **.pdf password** in the space provided.
- Click **"Submit"** to setup your .pdf password.
- You will receive an email copy of the next published pay stub.
- To cancel this feature, click "**No**" next to the Email Delivery setting at any time.
- Click **"Logout"** to exit Document Self Service.

GCS Document Self Service

Greenville County Schools provides all employees an IRS Form W-2 Wage and Tax Statement each calendar year. The Form W-2 details the employee's taxable wages, tax withholding and other important payroll information. In previous years, employees received paper copies of their Form W-2.

As an alternative to the paper Form W-2, Greenville County Schools' employees may elect to receive their Form W-2 electronically through the GCS Document Self Service System. Please read this notice and provide your consent to receive all future W-2 statements exclusively in electronic format. If you do not wish to receive your documents electronically, no action is necessary.

All active GCS employees can consent to receive their W-2 statements online through Document Self Service. The District will mail paper copies to employees who have not provided their consent. Paper copies are mailed to the home address on file by January 31 of each year, as required by the IRS. Employees who request reprints or additional copies are required to use GCS Document Self Service.

Greenville County Schools Document Self Service is designed to give employees the opportunity to securely receive their W-2 document via the District's Intranet. Each W-2 is encrypted and stored on a secure district server used to deliver employees' documents. To provide additional security, access is limited to computers/tablets connected to the District's wide area network. This allows employees to access their electronic W-2 and maintains information security from outside threat.

Benefits of Receiving a W-2 Form Online:

- **Convenience** - access the District’s secure Web portal from a District networked computer
- Earlier access to your W-2; you don’t have to wait for mail delivery
- Eliminates the chance that your W-2 will be lost, stolen, or misplaced during or after delivery
- Online format is accepted by the IRS
- You can print multiple copies as needed
- No need to consent each year; consent is effective until you change it or leave employment
- Most importantly – you are supporting cost savings for forms; printing, distribution, and postage

Instructions for Consenting to Receive Your W-2 Online:

*Note: You only need to consent one time – remains in effect until withdrawn

- Log in to Greenville County Schools Document Self Service via the Employee Portal using your GCS User ID and password
- On the left hand side of your screen, click **“My W-2”** under View My Documents.
- The **“My Delivery Settings”** screen is displayed. You must first be authorized to view your documents. Choose **“Click Here to Get Authorized”**
- The IRS Required Disclosure Notice is displayed. You must successfully print a test page to agree with the Disclosure Notice. Click **“Print Test”** to print a test page.
- Click **“W-2 in PDF Format”** in the Print Test box.
- The Sample W-2 in PDF Format is displayed. Print this sample to test your printer setup. Close the .pdf window.
- Click **YES** to the question “*Were you able to print it successfully”* on the Print Test box.
- After reading the required IRS Disclosure on the My Delivery Settings – W-2s – Authorization screen, click **“I Agree”**. You are now authorized, and consent, to web delivery of your W-2 documents.
- Click **“Apply”** to access available documents.
- On the left hand side of your screen, click “**My W-2**”. 3a.7 Under *View My Documents*
- Click **“View”** next to the tax year document you want to display. You may view or print the document from this screen.
- Click **“Logout”** to exit Document Self Service.

Instructions for Viewing/Printing W-2 Online:

- Log in to Greenville County Schools Document Self Service via the Employee Portal using your GCS User ID and password
- On the left hand side of your screen, click **“My W-2”** under View My Documents.
- Click **“View”** next to the tax year document you want to display. You may view or print the document from this screen.
- Click **“Logout”** to exit Document Self Service

Instructions for Canceling Your Consent to Receive Your W-2 Online:

- Log in to Greenville County Schools Document Self Service via the Employee Portal using your GCS User ID and password
- On the left hand side of your screen, click **“W-2”** under My Delivery Settings.
- Click **“NO”** to Web Delivery on the My Delivery Settings screen.
- Click **“Apply”** for the change to be effective.
- Click **“Logout”** to exit Document Self Service.

Disclosure Notice:

IRS rules require that you provide the District with your consent in order to receive your W-2 in electronic format. An employee who consents to receiving his/her W-2 Form online will not receive a paper copy. If an employee does not consent, he/she will continue to receive a paper copy of the W-2. Paper copies will be distributed by January 31 of each calendar year, as required by the IRS. Paper copies are mailed to the employee's home address on file. Consent to receive the W-2 online can be withdrawn by checking the NO box on Greenville County Schools Document Self Service. Withdrawing consent must be done prior to December 31 and is applicable only to W-2s not yet issued. The option to receive a W-2 form online is valid for the duration of your employment and ends when you leave employment.

The Form W-2 Wage and Tax Statement, even when provided electronically, should be printed for personal record keeping.

Personal Information

The personal information module allows employees to view information such as address on file, dependents, emergency contacts, leave balances, and personal profile. It is critical that employees keep their address and emergency contact information current. This is the official District source for this information.

TimeLink Employee Self Service

The TimeLink Employee Self Service Guide contains complete instructions for this system.

Home Address

The Home Address link allows users to change their address.

1. Click on **Home Address.**
2. The current address on file will display. If any of the information is wrong, change the information, then click Update .

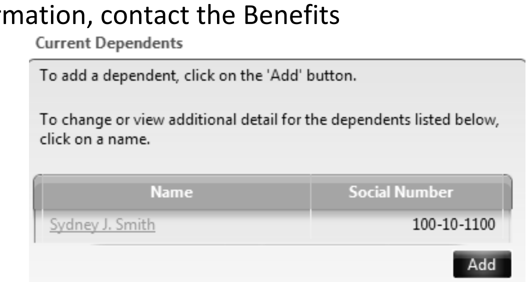
Important Note: SCRS, ORP Vendors & PEBA require separate notification. For W2 purposes, former employees need to e-mail their new address to the HR Processing Center (include your district employee #): HRProcessingCenter@greenville.k12.sc.us

Dependents

ESS allows employees to view their dependent information including spouse, children, and legal dependents.

Important Note: Do not use ESS to update dependent records. ESS will not update retirement or insurance records. Contact the Benefits Department to update dependent records.

1. Click on **Dependents**.
2. Your current dependents will display on the screen. To edit or add information, contact the Benefits Department.



Emergency Contacts

The Emergency Contacts module allows employees to add and update emergency contact information.

1. Click on ***Emergency Contacts***.
2. Your current emergency contacts will appear on the screen. To edit an existing emergency contact, click on the contacts name.
3. To add a new contact, click Add .
4. Fill out the information on the emergency contact and click Update to save the changes.

Important Note: Employees who do not have emergency contacts in Lawson will not have contact information available in case of an emergency.

Lawson Leave Balances

The Lawson Leave Balances module allows users to check their banked vacation and vacation days to use by January 31 (12 month employees only). Sick leave and regular vacation balances are checked through TimeLink ESS.

1. Click on **Lawson Leave Balances.**
2. The first tab will display your current banked vacation time (12 month employees only).
3. The second tab will display your current Lawson vacation balance, and the vacation days to use by January 31 (12 month employees only).

Personal Profile

The Personal Profile module lists personal information such as name, SSNO, Birth Date, etc. as it is recorded by Human Resources.

1. Click on **Personal Profile.**
2. View your personal information.