TIME ADMINISTRATOR (TIME KEEPER) GUIDELINES

Time Administrators are those who enter employees' time into the BEACON system from a supervisor-approved time sheet.

I. **Logging on**

   A. **Access the BEACON web portal at https://mybeacon.its.state.nc.us.**

   B. **In block beside "NCID" enter your assigned NCID (first initial, second initial, last name, such as "jpjones").**

   C. **In block beside "Password" enter your password.**

   D. **Click the block marked "log on" or press the "enter" key. NOTE: Between April 1, 2008 (the first date upon which access to ESS is available for anyone other than temporary or personal services contract employees) and April 5, 2008 (the end of the first week of time reporting in ESS, by which time the first week's entries must be completed), you need to make sure you are able to successfully log on, using your NCID and password.**

II. **Entering Regular Time and Leave Through a Time Administrator (Time Keeper)**

   A. **On the SAP EASY ACCESS screen (initial screen with the picture of the water on the right hand side), enter "CAT2" in the Command field (the block to the right of the green ball with the white check mark in it at the top of the page) and click the green button with the white check mark on it or hit the "Enter" key. <u>NOTE</u>: Refer to the "Time Administration Quick Reference Guide" for a complete list of transaction codes.**

   B. **A screen entitled "Time Sheet: Initial Screen" will pop up with your cursor in the Personnel Number field.**

   C. **For all employees except those who are Temporary or on Personal Services Contracts, move your cursor to the block marked, "Data Entry Profile," type "NORML-SU" (which signifies a work week beginning on Sunday) and click on the green button with white check mark in the top left hand corner or the icon of the pencil just below that.**

   For all Temporary and Personal Services Contract Employees, follow rules for the type of time and leave entry known as "Positive Time/Actual Pay." This means all hours worked for the employee must be recorded by the Time Administrator. Failure to record time will result in the employee NOT BEING PAID. There are no leave or holiday entries for Temporary or Personal Services Contract employees. NOTE: These employees will be paid on a bi-weekly basis and will receive pay two weeks (one pay cycle) after each timesheet has been submitted and approved following the end of the pay cycle. If entering time for these employees who are Temporary or on Personal Services Contracts, the entry will be "NORML-SA" (which signifies a work week beginning on Saturday) instead of "NORML-SU". Either of these profiles ("NORML-SU" or "NORML-SA") may also be selected from a drop down list by clicking the "match code" button.

   D. **Just below the "Data Entry Profile" is a block labeled "Key date." The key date determines the period for which you should enter or display times. Examples:**

      1. <u>**Daily data entry**</u>**: The key date is the first day displayed in the data entry section.**

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2. <u>Weekly data entry</u>: The key date is used to determine the first week displayed.

3. <u>Monthly data entry</u>: The key date is used to determine the first month for which you can maintain or display data.

E. Click on the "Personnel Selectn" button in the bottom left corner.

F. Enter the date range for which time entry is being completed or click the button beside "Today" if entering for the current date only.

G. Either enter a single personnel number in the "Personnel Number" block or click on the yellow arrow key to the right of the block to enter multiple numbers. If entering multiple personnel numbers, enter one number into each block underneath the "Single value" column, and click the Execute button (the square button with the picture of the clock and a green check mark) in the lower left of the pop-up window.

H. Click the Execute button (the square button with the picture of the clock and a green check mark) in the upper left corner of the screen.

I. If entering time for multiple employees at once, you may click on the block to the left of each person for whom you wish to enter time or click the "Select All Persons" button to the right of the pencil icon in the upper left of the screen to select all the employees. If entering time for only one employee, click in the blank box to the left of the employee number.

J. Click the "Enter times" button (pencil icon) in the upper left corner to bring up the "Time Sheet: Data Entry View" for the employee(s) selected.

K. For each employee for whom time is being entered, click on the name of that employee in the second row and then click the "Insert Row" key (icon with graph and green plus sign) at the top of the screen. A new line will be inserted below the name you clicked and be available to enter tines.

L. In the column marked "A/A," enter the type of time being entered (e.g., 9500 is for time worked, 9516 is for emergency call back time, 9000 for approved leave, 9200 for sick leave, etc.). **NOTE: A separate row will need to be entered for each time or leave type (refer to the "Time Administration Quick Reference Guide" for a complete list of time and leave codes). These attendance and absence codes may also be selected from a list using the "match code" key. Please pay special attention to time type 9400! It <u>results in docking</u> and must be used <u>very carefully!</u> According to policy, a leave of absence action (formerly known as Leave Without Pay) is still required if the employee is in non-pay status more than half of the month.**

M. When entering time for a person's regular shift schedule, it is not necessary to enter anything into the column marked "P" just to the right of the "A/A" column. If an employee is substituting on a different shift or if an employee who is entitled to shift premium works on a day which is regularly scheduled as an off day, a specific code must be entered on a separate line into the "P" column just to the right of the "A/A" column in order for the shift pay to be accurately paid. To record the substitution of a first shift employee for an evening shift employee, the entry into the "P" column will be "02"; for working a night shift, the entry will be "01." To reflect the substitution of an employee regularly scheduled for an evening or night shift to work on a day shift, the hours

worked will be put on a separate row and the "P" block entry will be "06", where it is normally "01" or "02" (depending on whether the normal schedule is evening or night shift). The "06" code removes the shift premium. For eligible Probation and Parole classifications on a flex schedule, the appropriate shift designation code will need to be entered to ensure premium pay is correct. NOTE: The system will AUTOMATICALLY pay weekend and/or night shift premium for an employee who is working on his/her REGULAR scheduled day (not "off" day) and whose Work Schedule Rule indicates he/she is assigned to weekend and/or night shift. The system does NOT automatically apply the proper shift designation if an employee works on a regularly scheduled "OFF" day. For example, if the employee's Work Schedule Rule has Wednesday as an OFF day, the employee would not get paid shift premium AUTOMATICALLY if work time is entered on that day. The time entry system requires the work time on that day to be "coded" as evening or night shift to ensure proper premium pay.

1. Weekend shift premium period begins on Friday night and ends on Monday morning.

2. Shift Premium Policy states as follows: *"Regular recurring shall be interpreted to mean a position that requires a daily schedule that is repeated at specified intervals for an indefinite period of time. In addition, an employee required to substitute in a position because of vacancy or the incumbent's absence that is eligible for shift premium shall receive such payment for time worked in that position. Shift premium pay shall not be paid to employees temporarily placed on a shift or to employees temporarily employed to work on a shift that normally receives such pay."* Shift premium will not be paid to a day shift employee for hours held over into the evening or night shift, when it is not the employee's regular schedule, nor is it a substitution. Likewise, no additional premium will be paid to evening shift employees held over to a night shift.

3. The relevant shift premium WILL be paid to an employee substituting for an evening or night shift employee, whose position is normally eligible for evening or night shift premium. This will include employees who are retained or called back for a full shift to substitute for an employee normally entitled to shift premium. Holdovers or call backs for portions of a shift do not meet the definition of "substitution." The premium pay for the substitution is accomplished by entering the same codes ("01" or "02") for evening or night shift premium in the "P" column (as described in item II. M. above) for the specific date(s).

   a. Emergency duty (such as PERT or escapes), where day shift and night shift security personnel are working together simultaneously, will be treated under the substitution rules for the first shift employees, and this time will be eligible for night shift premium.

   b. Transportation Officers who regularly report to the inmate transfer bus terminal site will be considered night shift employees for purposes of shift premium pay.

N. There are several entries which require special care in order to ensure proper entries (e.g., on call, emergency call back, dual employment, etc.). You may wish to review one or more of the "Additional Information and Resources" listed at the end of this guide for help in making correct entries when they are necessary.

O. From the hard copy time sheet, which has been signed by the employee and supervisor, enter the number of hours worked (e.g.,. 12.25, 8.00, 10.00, etc.) for the appropriate time type in the block under each date the time was worked on the row(s) you have just inserted. NOTE: Any leave time entered cannot exceed the difference between hours scheduled to be worked and actual hours

worked (e.g., if an employee is scheduled to work 12.25 hours and actually works 8.00 hours, any leave time entered cannot exceed 4.25 hours; if 10.00 hours are scheduled and the employee works 8.0, leave time cannot exceed 2.0 hours for that day, etc.). If leave is taken, and the employee works greater hours than scheduled during that reporting period, the BEACON system will automatically perform leave offsetting (i.e., if an employee takes 8.0 hours of leave and then works 4.0 hours over the standard hours for that pay period, the system will automatically restore that 4.0 hours to the leave balance from which the original 8.0 hours was charged.

P. After all times have been entered and reviewed for accuracy, click the "Save" icon at the top of your screen (picture of a floppy disk or something that looks like a Honda sign). Once saved, the time entry will have been completed for that period. **NOTE: Check for warning messages as you enter. If you see a warning message, be sure the entry is correct and that the warning does not necessitate altering the entry before moving on.**

Q. Each night, time evaluation is run in the BEACON system, and error reports are available the next day to alert management to the possibility of incorrect entries. Make it a habit to run an error report and review it each day if possible, but at least once a week. The path is as follows: SAP menu >> Human Resources >> Time Management >> Administration >> Time Evaluation >> PT_ERL00 - Time Evaluation Messages

III. Additional Information and Resources

A. Weekly time entry is recommended. Time entry must have been completed prior to payroll cutoff (cutoff dates will be distributed periodically, but generally occur around the end of the third week of the month) in order for the employee to earn service credit, accrue leave, be compensated for supplemental pay, and receive longevity payments on time (based on receiving credit for the added month of service when payment is due).

B. Holiday leave converts to holiday comp time if the employee works on the designated holiday or if the holiday has not been taken within 30 days after the holiday occurs. The Time Administrator will receive notice if a holiday remains unused beyond the 30-day window and must coordinate with the Leave Administrator to have the holiday hours transferred to comp when that occurs.

C. Family Medical Leave (FML) designations are not an absence type entered by the Time Administrator. It is important for the Time Administrator to work closely with the FML Maintainer to ensure that these designations are properly maintained.

D. The Fair Labor Standards Act (FLSA) indicates that trainees must typically be subject to overtime pay provisions, even if the full-class position classification is exempt from overtime. There is an exception for positions which actually perform the exempt duties, even though their appointment type is designated as trainee. The only regular classification which currently meets this exception is the Staff Psych Trainee. Although other exceptions could exist, they must be determined by the DOC Personnel Classification and Compensation Section on an individual basis under the existing regulations at the time of review. The FLSA designation must be changed to not subject (exempt) once the employee in an otherwise exempt position reaches full class.

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E. Additional help and resources can be found at http://help.mybeacon.nc.gov/beaconhelp. Time entry assistance for Time Administrators will be under "Human Resources" > "Time." There are also resources available to assist on topics of time entry overview, recording time, absence and attendance types, and recording holiday time in the BEACON system at the following link: www.beacon.nc.gov/resources/communications.html.

F. You are STRONGLY encouraged to take actual time sheets to be entered to the nearest transition center and have the BEACON representative there assist you in practicing your entries, especially during the first two weeks of April, 2008. You may find locations and times of operation by visiting the following web link: http://www.beacon.nc.gov/training/transition_centers.html.

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