

PHASE II: NH FIRST

DOIT TIME MANAGEMENT



NH FIRST STANDARD TIME & LEAVE FUNCTIONS

DECEMBER 12, 2011



Fundamental **I**mprovement to **R**evitalize **S**ervices & **T**echnology

Prototype Subject to Change

Existing Application for Leave



FORM PD-8 Rev. 7/05 STOCK NO. 4480
STATE OF NEW HAMPSHIRE APPLICATION FOR LEAVE

DEPARTMENT _____ DATE _____

I, _____ (Applicant Signature) request leave as follows:

Social Security Number _____

TYPE OF LEAVE	BEGINNING		ENDING		TOTAL HOURS
	DATE	TIME	DATE	TIME	

TYPE OF LEAVE:	ANNUAL BONUS	COMPENSATORY FLOATING HOLIDAY FMLA	MILITARY WITHOUT PAY SICK	SICK-DEPENDENT SICK-FUNERAL SICK-SUPPLEMENTAL

RESPONSE TO EMPLOYEE REQUESTING LEAVE:

Recommended
 Not Recommended

Approved _____ Immediate Supervisor _____ Date _____
 Not Approved

Unauthorized Use of Leave
 W.P. _____ Officer Authorized to Approve Leave _____ Date _____
 W.O.P. _____ Signature for Audit Purposes Only _____ Date _____

CERTIFICATE REQUIRED FOR SICK LEAVE
 I certify that I was incapacitated or for other reasons specified within the provisions of sick leave benefits, was unable to attend to my official duties for the time indicated.

State Reason for Leave _____

Signature _____ Date _____

SHOULD AN EMPLOYEE BE REQUIRED BY THE EMPLOYER TO FURNISH THE EMPLOYER WITH A CERTIFICATE FROM AN ATTENDING PHYSICIAN OR OTHER LICENSED HEALTH CARE PRACTITIONER, SUCH CERTIFICATE SHALL BE AS FOLLOWS:

I, _____ a physician or other licensed health care practitioner, whose office is located at _____ (Office Address) _____ do hereby certify that _____ above named, was incapacitated from _____ to _____ inclusive and during such time due to _____

 (Signature of Physician or Licensed Health Care Practitioner) (Date)

- Paper Form – duplicate
- Not input to GHRIS until usage/payroll
- Requires hours and time-in/time-out
- Multiple levels of approval
 - Recommended
 - Approved
- Used to certify Doctor notes
- Open-ended Reason for Sick Leave
- Used to certify Unauthorized Leave w/o Pay

New Entry to Application for Leave



Begin by viewing leave balances by for each type of leave.
Add a new request by clicking the **Add Request** link for the selected type of leave.
This screen also enables employee to view historical requests.

LAWSON Absence Plan Balances for Pereira, Lou

Home Region Reset Prev. Next Save

Lou you are in data area DEV [logout] Search...

	Current Pay Period (since as of date)						Future Requests	Add Request
	Reserved	Available	Pending	Rejected	Reported	Balance		
Plan: Annual Leave Pay Position: 1	as of 08-Sep-2011	through 08-Sep-2011						
	0.00	100.00	0.00	0.00	0.00	100.00	Future Requests	Add Request
Plan: Comp Time Pay Position: 1	as of 08-Sep-2011	through 08-Sep-2011						
	0.00	75.00	0.00	0.00	0.00	75.00	Future Requests	Add Request
Plan: Sick Pay Position: 1	as of 08-Sep-2011	through 08-Sep-2011						
	0.00	75.00	0.00	0.00	0.00	75.00	Future Requests	Add Request

Types of Leave (points to sidebar)

View Balances (points to 'Future Requests' link)

Click to See Previous Requests (points to 'Future Requests' link)

Click to Add a Leave Request (points to 'Add Request' link)

Creating an Application for Leave



Clicking the [Add Request](#) link on the previous page will present a new Application for leave to be used to input details. In this example, all entries apply to the Annual leave type because that was the balance selected on the previous page.

The Application for Leave form uses a 24-hour clock format to calculate and record the amount of leave time being requested. One row can be used to report a single day's worth of time or multiple rows can be used to report precise and detailed time away from the office .

Please note: unpaid lunch breaks are not automatically accounted .

Date	HR In	Min In	HR Out	Min Out	Requested	Total Pay Event	Description	Overwrite Timecard
1/2/2011	05	07	10	13	5 hr : 6 min	ANNUAL LEAVE USAGE	Testing Total	<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>
	00	00	00	00	0 hr : 00 min			<input type="checkbox"/>

Click here to Save & Submit to Supervisor online

The system will display the total time of leave requested for each entry/row.

Integrate with Timecard for Pay Period
Check here to have approved leave inserted on its respective timecard.

Details: Date DD-Month-YYYY
Time: Input work time away
24-Hour (Military Time)
See following page for 24 hour conversions

Input Details

Prototype Subject to Change

Converting Analog Time AM-PM to 24-Hour Military Time



<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>	<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>	<i>Analog Time AM-PM</i>	<i>Military Time 24 Hour Clock</i>
12:00 AM	00:00	8:00 AM	08:00	4:00 PM	16:00
12:30 AM	00:30	8:30 AM	08:30	4:30 PM	16:30
1:00 AM	01:00	9:00 AM	09:00	5:00 PM	17:00
1:30 AM	01:30	9:30 AM	09:30	5:30 PM	17:30
2:00 AM	02:00	10:00 AM	10:00	6:00 PM	18:00
2:30 AM	02:30	10:30 AM	10:30	6:30 PM	18:30
3:00 AM	03:00	11:00 AM	11:00	7:00 PM	19:00
3:30 AM	03:30	11:30 AM	11:30	7:30 PM	19:30
4:00 AM	04:00	12:00 PM	12:00	8:00 PM	20:00
4:30 AM	04:30	12:30 PM	12:30	8:30 PM	20:30
5:00 AM	05:00	1:00 PM	13:00	9:00 PM	21:00
5:30 AM	05:30	1:30 PM	13:30	9:30 PM	21:30
6:00 AM	06:00	2:00 PM	14:00	10:00 PM	22:00
6:30 AM	06:30	2:30 PM	14:30	10:30 PM	22:30
7:00 AM	07:00	3:00 PM	15:00	11:00 PM	23:00
7:30 AM	07:30	3:30 PM	15:30	11:30 PM	23:30

Prototype Subject to Change

Approving Applications for Leave



Authorized Approvers are presented with their employees' requests all in one place. Supervisors can review all approved & pending requests to manage coverage.

LAWSON Application for Leave Request Approval List Welcome State Police, Employee
Go To Help Logout

Reset Prev Next Save

Requested By	Plan Name	Position Date	Hours	Recommend	Status	Un-Authorized
State Police, Employee	Annual Leave Plan	30-Sep-2011	from 06:15 to 08:30 for 2.25 hours	Yes	Approve Reject Submitted	
State Police, Employee	Annual Leave Plan	12-Oct-2011	from 08:00 to 04:00 for -4.00 hours	Yes	Approve Reject Submitted	

Annotations:

- This column will list Employee Requests by name for a respective Supervisor.
- The list can be filtered to a specific Employee Name (*Resource Name*) and by Date Range (*From and To Leave Request Dates*)
- Click to Approve or Reject
- Note Recommendation & Unauthorized Use of LWOP

Prototype Subject to Change

New Standard State Hour/Decimal Timecard



Employee can choose to view Timecard by Day, Week, or Pay Period

Time can be input daily & saved by employee without submitting to Supervisor for approval.

LAWSON Timecard for Lou Pereira Lou you are in data area UAT [logout]

Print View Submit Submit and Close Delete Validate Spreadsheet View Copy Last Pay Period Reset Prev Next Save

View: Pay Period ◀ 04-Nov-2011 to 17-Nov-2011 ▶

Date	Hours	Daily Total	Pay Code	Comment	Cost Center	Delete
Fri 4 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sat 5 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sun 6 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Mon 7 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Fri 11 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sat 12 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sun 13 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Mon 14 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Thu 17 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total:		0.00				

Note: System Knows Employee, Date & Pay Period

Click Here for Drop Down List of Pay Codes (e.g. Regular, Annual, Holiday, OT, Sick) See pages that follow for a list of Statewide Pay Codes

Input an override to Cost Center (Accounting Unit) when appropriate.

Click here to Select a row for deletion upon Save/Submit

System Totals employee input by Day and by Week (or Pay Period)

Certain Pay Codes will prompt questions to be answered by employee. (e.g. Overtime will ask for approval information).

Additional Information Save Cancel

Approved?

By Whom?

Is this Disaster related? no yes

If Yes: - Please enter the Disaster

Employee Inputs total Hours* worked for each line of detail (i.e. Day or Pay Code)

Holidays are highlighted in Green

Click the + Button to add more time rows to a day.

Click the Copy and Paste icons to copy and paste a row of detail to another day or row.

*Note: The system operates using standard decimals for hours. 7 hours 30 minutes equals 7.5

See later page for time to decimal conversion details.

Prototype Subject to Change

NH FIRST DOIT Timecard



LAWSON

Proxy Timecard for LINCOLN ADAMS

LOU y

Print View Submit Validate Spreadsheet View Reset Prev Next Save

View: Weekly 18-Nov-2011 to 24-Nov-2011

Click the Bubble
Employee can include
a comment on the
whole card or a specific row.

Date	Hours Daily Total	Pay Code	Comment	Lawson Activity	Delete
Fri 18 Nov 2011	7.5	7.50	REGULAR PAY	03740654 - ASD HW/SW FOR ANU - *	<input type="checkbox"/>
Sat 19 Nov 2011		0.00		03890013 - ASD HW/SW FOR BTLA - *	<input type="checkbox"/>
Sun 20 Nov 2011		0.00			<input type="checkbox"/>
Mon 21 Nov 2011	7.5	7.50	REGULAR PAY	03740654 - ASD HW/SW FOR ANU - *	<input type="checkbox"/>
Tue 22 Nov 2011	7.5	7.50	REGULAR PAY	03740654 - ASD HW/SW FOR ANU - *	<input type="checkbox"/>
Wed 23 Nov 2011	7.5	7.50	REGULAR PAY	03740654 - ASD HW/SW FOR ANU - *	<input type="checkbox"/>
Thu 24 Nov 2011	7.5	7.50	REGULAR PAY	03740654 - ASD HW/SW FOR ANU - *	<input type="checkbox"/>

Total: 37.50

Drop Down List offers Employees
the Lawson AC Activity Code
Input of an AC Activity Code DOES NOT
automatically invoke a cost center or
Accounting Unit override in GHRS.

System Totals Employee input by
Day and by Week (or Pay Period)

Employee Inputs total Hours* worked
for each line of detail (i.e. Day or Pay Code)

*Note: The system operates using
standard decimals for hours.
7 hours 30 minutes equals 7.5

Time: Minutes to Decimal Conversions

Timecards Using Hours/Decimal input



<i>minutes</i> <i>H:00-H:15</i>	decimal portion of hour	<i>minutes</i> <i>H:16-H:30</i>	decimal portion of hour	<i>minutes</i> <i>H:31-H:45</i>	decimal portion of hour	<i>minutes</i> <i>H:46-H:59</i>	decimal portion of hour
0	0.00						
:01	0.02	:16	0.27	:31	0.52	:46	0.77
:02	0.03	:17	0.28	:32	0.53	:47	0.78
:03	0.05	:18	0.30	:33	0.55	:48	0.80
:04	0.07	:19	0.32	:34	0.57	:49	0.82
:05	0.08	:20	0.33	:35	0.58	:50	0.83
:06	0.10	:21	0.35	:36	0.60	:51	0.85
:07	0.12	:22	0.37	:37	0.62	:52	0.87
:08	0.13	:23	0.38	:38	0.63	:53	0.88
:09	0.15	:24	0.40	:39	0.65	:54	0.90
:10	0.17	:25	0.42	:40	0.67	:55	0.92
:11	0.18	:26	0.43	:41	0.68	:56	0.93
:12	0.20	:27	0.45	:42	0.70	:57	0.95
:13	0.22	:28	0.47	:43	0.72	:58	0.97
:14	0.23	:29	0.48	:44	0.73	:59	0.98
:15	0.25	:30	0.50	:45	0.75		

Examples:

- Seven and a half hours (**7:30**) equals **7.50** hours input to NH FIRST Timecard
- Two hours and forty-five minutes (**2:45**) equals **2.75** hours input to NH FIRST
- Twenty-four minutes (**0:24**) equals **0.40** hours input to NH FIRST

Statewide Pay Codes in Drop Down list



GHR CODE	As Displayed on Drop Down Pick List	GHR CODE	As Displayed on Drop Down Pick List	GHR CODE	As Displayed on Drop Down Pick List
<i>REGLR</i>	REGULAR PAY	<i>ANNLV</i>	ANNUAL LEAVE USAGE	<i>SICKS</i>	SICK LEAVE USAGE
<i>OTM18</i>	OVERTIME 1.5 PERM 40 HR	<i>FYBNS</i>	FISCAL YEAR BONUS LEAVE USAGE	<i>SICBU</i>	SICK LEAVE BENEVOLENT USAGE
<i>OTIME</i>	OVERTIME 1.5 PT & TEMP	<i>FLOAT</i>	FLOATING HOLIDAY LEAVE USAGE	<i>SICKD</i>	SICK DEPENDENT LEAVE USAGE
<i>STM18</i>	OVERTIME STRAIGHT PERM	<i>CMPMA</i>	COMPENSATION LEAVE EARNED	<i>SICKB</i>	SICK LEAVE BEREAVEMENT USAGE
<i>STIME</i>	OVERTIME @ STRAIGHT PT & TEMP	<i>COMP</i>	COMPENSATION LEAVE USAGE	<i>SICKM</i>	SICK ADDITIONAL DEP LEAVE FMLA
<i>CLLBO</i>	CALL BACK PAY 1.5	<i>CIVIL</i>	CIVIL LEAVE USAGE	<i>FLAN</i>	FMLA ANNUAL
<i>RCALL</i>	RECALL STATUS PAY	<i>MLTRY</i>	MILITARY LEAVE USAGE	<i>FLCU</i>	FMLA COMPENSATORY USAGE
<i>SHIFT</i>	SECOND SHIFT DIFFERENTIAL	<i>MLWP</i>	MILITARY LEAVE WITHOUT PAY	<i>FLFH</i>	FMLA FLOATING HOLIDAY
<i>SHFT3</i>	THIRD SHIFT DIFFERENTIAL	<i>LWOPP</i>	LEAVE WITHOUT PAY PERSONAL	<i>FLWP</i>	FMLA LEAVE WITHOUT PAY
<i>WKEND</i>	WEEKEND DIFFERENTIAL	<i>LWOPS</i>	LEAVE WITHOUT PAY SICK	<i>FLWD</i>	FMLA LWOP DEPENDENT
<i>NRSFT</i>	SHIFT DIFF. (NOT REG ASSIGNED)	<i>HLDY</i>	HOLIDAY NOT WORKED	<i>FLWE</i>	FMLA LWOP EMPLOYEE
<i>DISRE</i>	DISASTER RELIEF SERVICES	<i>HLDAY</i>	HOLIDAY PAY 1.5 WORKED FT	<i>FLMM</i>	FMLA MILITARY
<i>STDBY</i>	STAND-BY PAY STRAIGHT	<i>HLDPT</i>	HOLIDAY PAY 1.5 WORKED PT	<i>FLAS</i>	FMLA SICK
<i>CP15</i>	COMPENSATION TIME EARNED 1.5	<i>HLD19</i>	HOLIDAY PAY STRAIGHT FLEX SCHD	<i>FLSD</i>	FMLA SICK DEPENDENT USAGE
<i>SWPB</i>	SUSPENDED WITH PAY	<i>HLDNS</i>	HOLIDAY PAY STRAIGHT PT	<i>FLSS</i>	FMLA SICK BENEVOLENT USAGE
		<i>HCMPA</i>	HOLIDAY COMP TIME ACCRUAL	<i>FLMB</i>	FMLA USE OF FISCAL YEAR BONUS
				<i>WCSS</i>	WORKERS COMP SICK LEAVE USAGE

Prototype Subject to Change

Approver's Queue of Individual Timecards



LAWSON Timecard Approval for Manager, DAS (Proxy) Lou you are in data area DEV [logout]

Reset Print Next Save

Resource	Begin Date - End Date	Error	Comments
+ Employee, TIO Example	07-Oct-2011 - 20-Oct-2011		
+ Employee, DAS	21-Oct-2011 - 03-Nov-2011		
+ Employee, DAS	04-Nov-2011 - 17-Nov-2011		
+ Employee, DAS	18-Nov-2011 - 01-Dec-2011		

List Offers Individual Employees
(Clicking the + will open the selected employee's timecard)

Pay Period

View Policy Errors

Approver can add or view comments) to the employee timecard.

New Standard Time Approval: *Individual Timecard*



LAWSON Timecard Approval Lou you are in data area UAT

Reset Prev Next Save

Resource Begin Date - End Date Error Comments

- + PEREIRA, LOU 04-Nov-2011 - 17-Nov-2011
- + PEREIRA, LOU 18-Nov-2011 - 01-Dec-2011
- + LIVINGSTON, JENNIFER F 18-Nov-2011 - 01-Dec-2011
- PEREIRA, LOU 02-Dec-2011 - 15-Dec-2011

Timecard Payroll Status = Not Submitted
 Timecard Project Status = N/A
 Total Timecard Hours = 80.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Duty Code	Add Info	Comment	Task List	Cost Center	Error	Approve	Reject	Pay Status
02-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---		<input type="checkbox"/>	<input type="checkbox"/>	Submitted
05-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---		<input type="checkbox"/>	<input type="checkbox"/>	Submitted
06-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---		<input type="checkbox"/>	<input type="checkbox"/>	Submitted
07-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---		<input type="checkbox"/>	<input type="checkbox"/>	Submitted
08-Dec-2011	8.00	08	0	16	0	ANNUAL LEAVE USAGE			---	---		<input type="checkbox"/>	<input type="checkbox"/>	Submitted
09-Dec-2011	8.00	08	0	16			Comments							Cancel Save Reset
12-Dec-2011	8.00	08	0	16			Approved by Robert Blackman							
13-Dec-2011	8.00	08	0	16			Comments							
14-Dec-2011	8.00	08	0	16			Comments							
15-Dec-2011	8.00	08	0	16			Comments							

Total Hours = 80.00

Type

Check Approve or Reject once for entire timecard or Approve/Reject line by line.

Insert a Comment for the whole timecard or on a specific row.

Prototype Subject to Change

Timecard: Lawson Activity Code A/C



LAWSON Timecard for Lou Pereira Lou you are in data area UAT [logout]

Print View Submit Submit and Close Delete Validate Spreadsheet View Copy Last Pay Period Reset Prev Next Save

View: Pay Period ◀ 04-Nov-2011 to 17-Nov-2011 ▶

Date	Hours	Daily Total	Pay Code	Comment	Lawson Activity	Delete
Fri 4 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sat 5 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Sun 6 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Mon 7 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Tue 8 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Wed 9 Nov 2011	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Drop Down List offers Employees the Lawson AC Activity Code Input of an AC Activity Code DOES NOT automatically invoke a cost center or Accounting Unit override in GHRIS.

Select an Activity

Filter Criteria Filter

Code

Description

Manager

Search Results Next 20

Activity	Role	Start Date	End Date
02SP12BL - 02SP12BL	<input type="text"/>	01-Jul-2005	30-Jun-2025
02SP12TR - 02SP12TR	<input type="text"/>	01-Jul-2005	30-Jun-2025
03200014 - AOS DOJ MANIFEST WITNESS DTASS	<input type="text"/>	01-Jul-2005	30-Jun-2025
02PRA10A - ARRA ARP 10 Grant Posting	<input type="text"/>	01-Jul-2005	30-Jun-2025

Prototype Subject to Change

Payroll Processing: 2 Weeks in Arrears

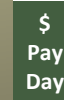
NH FIRST Process for a Single Pay Period



- KEY**
- Time Reported (employee & manager input)
 - Weekly Time Summary Reports
 - Time Approvals
 - Check Date
 - Time Interface to GHRIS

- P1:** GHRIS Payroll Cycle
- S1:** GHRIS 1st Supplemental
- S2:** GHRIS 2nd Supplemental

	Period to be Paid										Processing Period																			
Activities	<p> Employees and Managers are able to Input, Save, Submit and Approval Time cards for the current Pay Period:</p> <p>Employees can Input , Save and Alter Timecards prior to Submitting them for Approval – in NH FIRST</p> <p>Managers can Audit, Approve, Reject and Input/Alter via Proxy prior to Approval – in NH FIRST</p> <p>HR/Payroll Administrators can Audit, and Approve, Reject and Input/Alter all via Proxy – in NH FIRST</p>										<p> Employees cannot input or adjust timecards <u>for the Period</u>.</p> <p>Managers can Audit– in NH FIRST</p> <p>HR/Payroll Administrators can Audit, Reject and make Corrections all via Proxy – in NH FIRST</p>										<p> The Period is Closed in NH FIRST for Timecards.</p> <p> NH FIRST data has uploaded to GHRIS creating CPER & CLEV transactions– some of which may suspend requiring correction in GHRIS.ons</p> <p>HR/Payroll Administrators can Audit, Correct and reprocess in GHRIS using the standard Supplemental 1 and Supplemental 2 cycles.</p>									
	Data & Tools	<p> Individual timecards and leave requests are always viewable in NH FIRST (Current & Historical)</p> <p>Managers’ NH FIRST approval screens list all respective employee timecards or leave requests submitted for approval. Items remain in queue until approved. Leave requests already approved are viewable from within newly received leave requests. A leave request report is under development to present a manager’s employees’ leave activity in a calendar format.</p> <p>Managers and HR/Payroll Administrators can run NH FIRST reports on demand: <i>(insert list of reports)</i></p> <p>GHRIS processing and corrections following P1 GHRIS Payroll Cycle continue per GHRIS operating procedures.</p>										<p> P1</p>										<p> P1</p>								
		F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	S1	S2	T	F								



Prototype Subject to Change