

# Time & Labor / Absence Management Overview

Fiscal Management Council

September 16, 2012



# Agenda

- **Time and Labor**
  - What is Time and Labor?
  - What is included in Time and Labor?
  - Time and Labor Process Steps
- **Absence Management**
  - What is Absence Management?
  - What is included in Absence Management?
  - Absence Management Process Steps
- Time & Labor / Absence Management FAQs
- Questions / Demo



# Time and Labor

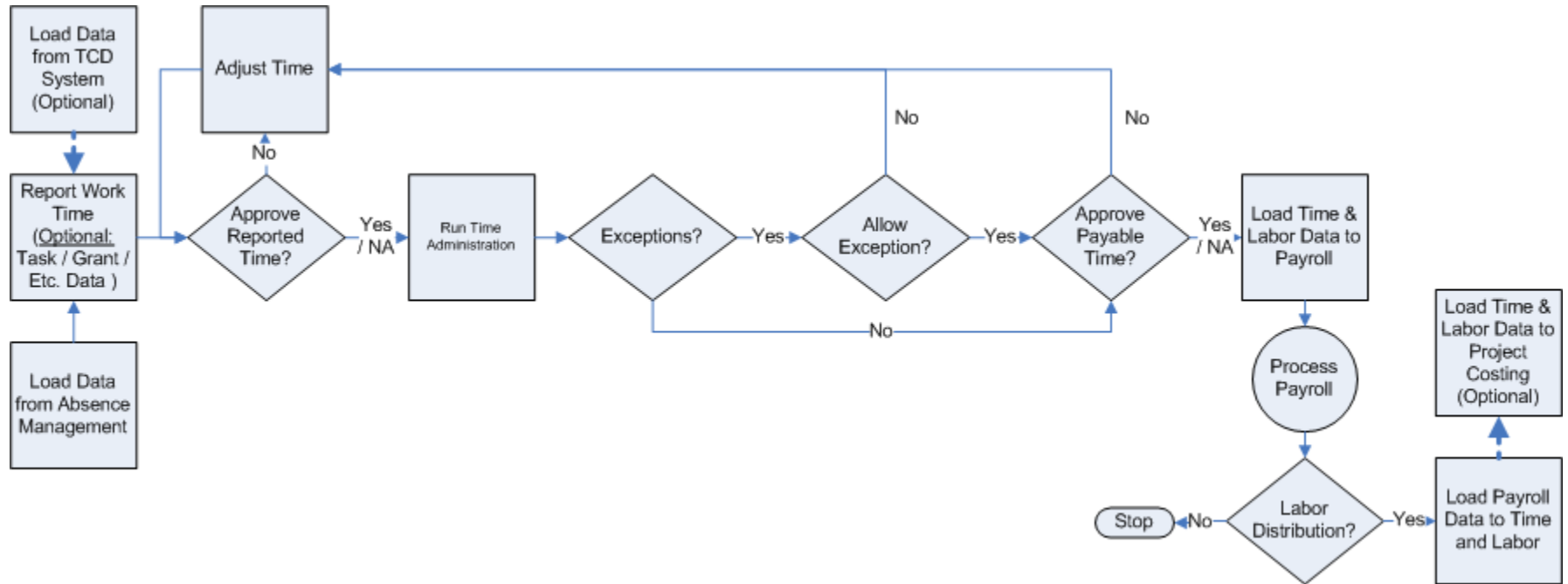
# What is Time and Labor?

- Time and Labor is a rules-based PeopleSoft Enterprise HCM application which allows an organization to control the reporting, planning, approving and processing of worked and non-worked time
- Time and Labor allows organizations to create rules that determine eligibility and create time for Overtime, Holidays, Shift Premiums, etc.
- Time and Labor utilizes Manager Self Service and Employee Self Service capabilities to enter, approve and track worked and non-worked time

# What is Included in Time and Labor?

- Multiple formats to report and view time
- Ability to approve time
- Ability to create and assign schedules
- Time Administration and the ability to build pay rules
- Tardiness tracking and required managerial actions
- Employee and Manager Self Service
- Integration
  - North American Payroll
  - Absence Management
  - Project Costing

# Time and Labor Process





# Absence Management

# What is Absence Management

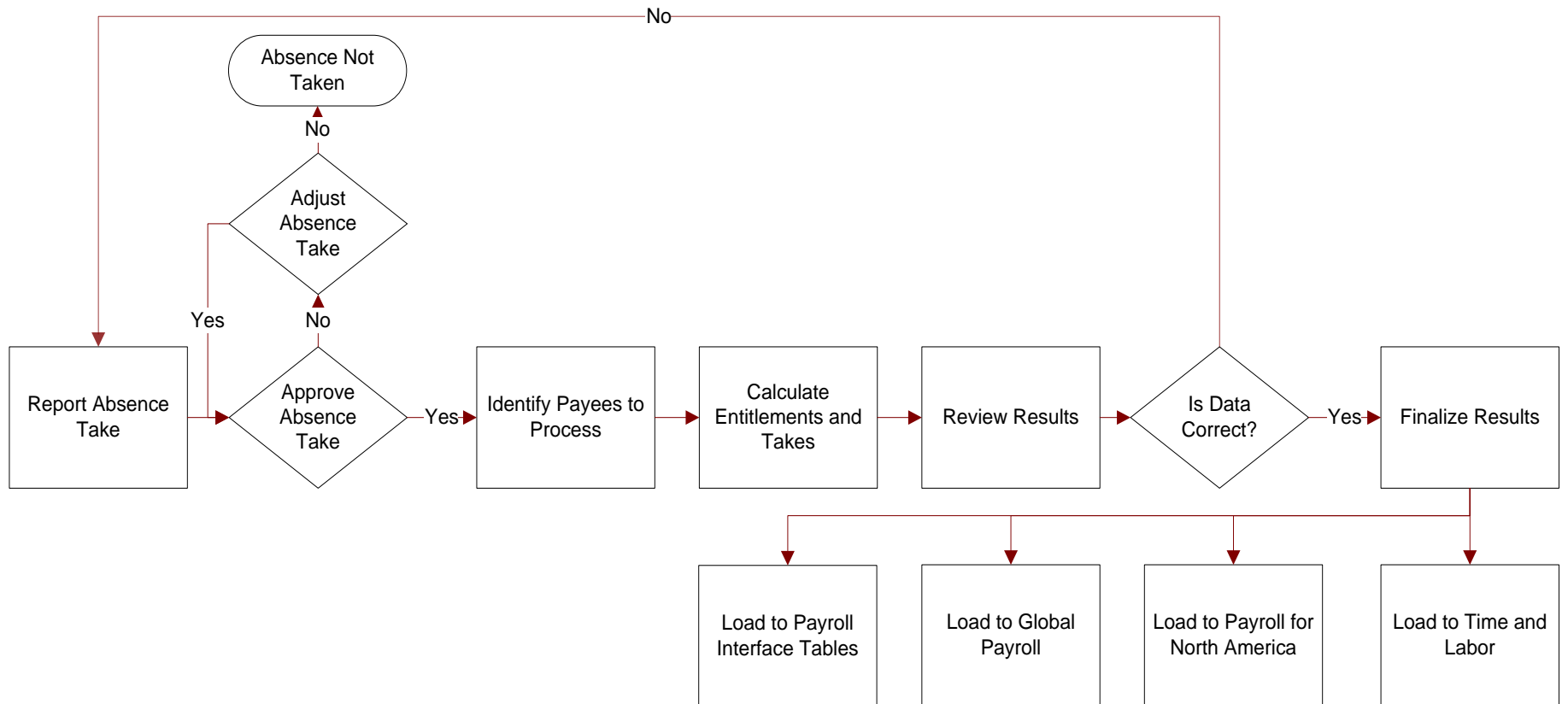
- Absence Management is a rules-based PeopleSoft Enterprise HCM application which allows an organization to control the reporting, planning, approving and processing of absence data
- Absence Management allows organizations to create “elements” to determine eligibility and accrual calculations without a strong knowledge of SQL
- Absence Management utilizes Manager Self Service and Employee Self Service capabilities to enter, approve and track absence data



# What is Included in Absence Management

- Ability to request absences (by employee, manager, or HR)
- Ability approve absence request (by manager or HR)
- Absence rules engine
- Employee and Manager Self Service
- Integration
  - North American Payroll
  - Time and Labor

# Absences Management Process Flow



# Time & Labor / Absence Management FAQs

## 1. Complexity of Pay Rules (i.e. we are different from everyone else)

- If a rule can be documented on paper it can be programmed (assuming there is only one outcome)

## 2. Computer Skill level of Employees and Managers

- Training will be provided to reduce data entry errors and provide an understanding of Employee and Manager Self Service

## 3. Duration of time it takes to report time

- It takes between 30 and 60 seconds to report time or request an absence (less if already logged into Teamworks)
- The current process of completing, approving and auditing a timesheet is still being followed, just in a different format

## 4. What if Teamworks is unavailable?

- SAO is making changes to increase the availability of Teamworks
- Time Collection Devices (TCDs) can be utilized to report time
- Exception time can be reported at anytime in the pay period

Time & Labor / Absence Management

# Questions and Demo