

1. Information for Supervisors

Q: What kind of reporting is available?

- A: PeopleSoft provides many types of reports and queries, details on these will be provided at a later date.

Q: How will the approval system work?

- A: Employees' direct supervisor will have access to their timesheet for approvals on-line.

Q: What does the supervisor have to do?

- A: Supervisors must review their employee's timesheets to be sure that all time is accounted for and correct. Supervisors will be able to make adjustments as needed and within labor laws and APU policies.

Q: How does the supervisor know he/she has sometime to approve?

- A: If an employee clocked any time during the week the supervisor will need to approve it at the end of the pay period. Supervisor will be notified of the deadlines to approve time.

Q: What does the interface to supervisor look like?

- A: Supervisors will be using PeopleSoft Manager Self-Service for most of their Time processing tasks. There will be sufficient training provided on how to use this piece.

Q: How long does the supervisor have to process timecards and submit to payroll?

- A schedule will be set up and sent to all supervisors.

Q: Can alerts be sent to the supervisor to alert such things as working more than 6 hours without a break?

- Yes. There will be notification (exceptions) on the employee timesheet when they have worked over 6 hours without a break.

Q: What happens if they clock in 30 minutes before they are scheduled?

- Employees should not clock-in prior to 7 minutes before they are scheduled. If you have an employee that clocks-in before they are scheduled we must pay the person, but the supervisor may work with Human Resources regarding consequences to the employee.

Q: Are their ramifications for people who consistently forget to clock out after 6 hours?

- Ramifications or consequences for employees who forget to clock out after 6 hours for a 30 minute lunch break should be handled by the supervisor and Human Resources. It must be documented that the employee was given the 30 minute break option, but chose not to. The supervisor must make a correction to this time before it is processed.

Q: What happens when there are errors on time cards?

- A: Supervisors must correct an employee's time if needed. The employee is unable to make changes.

Q: Are their restrictions to prevent a student from clocking when they shouldn't?

- No, supervisors need to be aware of schedules and when their employees arrive and leave. If a student clocks in or out when they shouldn't then other supervisory consequences should be taken.

Q: What happens if the "work day" crosses the physical day?

- The PeopleSoft Time & Labor software has all of the time and labor calculation rules built-in so physical days and work days are accounted for properly for payment and in enforcing labor laws for time worked per day.

Q: Does the employee or supervisor receive notification on work restrictions (i.e. International student or a student on academic probation)?

- A: Not from PeopleSoft. This information should come from HR or student employment.

Q: Are there restrictions on when you can clock in?

- A: There are no restrictions on clock-in time.

Q: Does the system differentiate between a break like summer vacation and the academic year, in regards to the number of hours a student can work?

- A: No. This will be done at setup level of the employee in Time & Labor.

Q: How does the system deal with employees who are “on call” and have to report in during that time?

- A: An employee would clock in with a status of “on-call” so pay would be calculated appropriately.

Q: Does the supervisor have to approve working more than 29 hours in a week?

- A: Yes. There will be a notification (exception) on the employee timesheet that tells the supervisor if their employee has worked over 29 hours in week.

Q: What is the process if there is a computer system or power outage?

- Supervisors may correct timesheets when a computer system or power outage occurs.

Q: Is this system accessible off-campus?

- Yes, this system is available off-campus.

Q: Can students clock overtime without approval?

- A: Yes, an employee may clock overtime without approval; but the supervisor must approve overtime before time worked. This would need to be documented by the supervisor. Unapproved overtime may result in some kind of consequence to the employee.

Q: Can a student be set as a student supervisor?

- No. Students should not be set as other student supervisor. A staff or faculty member must be the student's time approver.

2. Information for Employees

Q: How will the employees access it?

- A: Employees will access the Time & Labor software from their department's computer via a web URL. If an employee does not have his/her own assigned computer, it may be accessed from any campus computer.

Q: Does the employee have the ability to make changes or edits to their time?

- A: The employee may make comments on their time or add exception reporting of their time. (Exempt) Employees are unable to adjust or change any of their clocked time. (Punch Type Employees)

Q: What happens when student isn't near the computer at beginning/ending shift?

- A: Any of our employees should return to their primary department for clocking in or out.

Q: What happens when there are errors on time cards?

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3. Information for Student Workers

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