

Time, Attendance and Leave (TAL) Training Guide For Employees

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1 Overview

The purpose of the Time, Attendance and Leave (TAL) system is to ensure employee's time and attendance are recorded properly and routed through the appropriate channels for approval.

NOTE: Emails to the user regarding TAL notifications and updates will come from EcotimeAlert@hbscorp.com.

2 Employee's Responsibility

1. Time Reporting: Hourly employees will enter time by using either the web clock (<https://ouhsc.ecotimebyhbs.com/ecotimeWCsso>) or the wall clock. Salaried employees will only need to enter exception time (i.e., leave time) using the TAL website (<https://ouhsc.ecotimebyhbs.com/ecotimesso>).
2. Leave Requests: Submit leave requests to his/her supervisor for approval.
3. Reviewing Timesheet: Review time and leave entry on his/her timesheet prior to, but no later than, the last working day of the pay period.
4. Requesting Corrections: Inform his/her supervisor or payroll coordinator of any edits and/or corrections prior to the end of the pay period or as soon as possible.
5. Completing Timesheet: Electronically approve the timesheet by marking it as complete. This will allow the timesheet to be reviewed and approved by the employee's designated supervisor and payroll coordinator. Employees without computer access will have an alternate procedure outlined by the department.

NOTE: Hourly employees that do not have access to the TAL system (due to not having computer access or not being on the OUHSC network) should use a paper timesheet to log hours. The paper timesheet can be found on the Payroll Services page under Forms & Tools at <http://www.ouhsc.edu/financialservices/Payroll/default.asp> named "Timesheet for Hourly Employees – Paper Form." Supervisors must enter this time in TAL. Employees with computer access off the campus network can approve the timesheet in TAL, otherwise they can sign and approve the paper timesheet. The final paper timesheet should be attached in TAL to the relevant pay period. Salary employees that are a <.75 FTE that do not have access to the TAL system will be asked by their department to use a paper timesheet to track ACA (Affordable Care

Act) hours. The paper timesheet for tracking ACA hours can be found on the TAL Resources page at <http://www.ouhsc.edu/financialservices/Payroll/default.asp> named “ACA Tracking (Excel)” or “ACA Tracking (PDF).” This completed form should be scanned and attached to the relevant timesheet in TAL.

NOTE: Temporary employees will use the TAL system to record time worked. If they do not have access to the TAL system, they may utilize a paper timesheet where the supervisor or payroll coordinator will need to record their hours. Supervisors or payroll coordinators should scan and attach this paper timesheet to the relevant timesheet in TAL. Temporary employees will be paid on the same bi-weekly cycle as all other University employees.

3 Signing into the Web Clock (Hourly Employees Only)

Hourly employees with web access will utilize the web clock to clock in and clock out daily via <https://ouhsc.ecotimebyhbs.com/ecotimeWCsso>.

NOTE:

- An hourly employee must use the same method to clock out as they used to clock in. (Example: The TAL system will not recognize a clock out punch on the web clock if the clock in punch was done on a wall clock, and vice-versa.)
- The web clock link CANNOT be accessed outside of the OUHSC network.
- University policy for time rounding rules can be located at <http://www.ouhsc.edu/policy/#300>, Section 313.

1. Go to <https://ouhsc.ecotimebyhbs.com/ecotimeWCsso>.
2. Enter ID and password: Enter your OUHSC User ID and password, click Log On or press enter. If you do not know your OUHSC User ID and/or password, contact the IT Service Desk at (405) 271-2203.

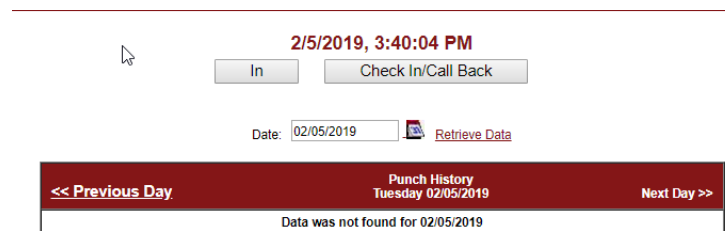


Ecotime Web Clock

Please enter your User ID and Password

User ID:	<input type="text"/>	*
Password:	<input type="password"/>	*
<input type="button" value="Log On"/>		

- Clock In/Out: Click In or Out button.



4 Signing into a Wall Clock (Hourly Employees Only)

Wall clocks are available for employees who do not have computer access. The wall clock is a touchscreen device mounted on the wall that communicates with the TAL system. All wall clocks are touchscreen devices.

NOTE:

- An hourly employee must use the same method to clock out as they used to clock in. (Example: The TAL system will not recognize a clock out punch on the web clock if the clock in punch was done on a wall clock, and vice-versa.) Employees *may* choose to clock in and clock out on two or more wall clocks throughout any given day without any errors.
- University policy for time rounding rules can be located at <http://www.ouhsc.edu/policy/#300>, Section 313.

- Sign In:

- Swipe ID: Swipe the black strip of your OUHSC OneCard (with the picture side up) along the bottom slot of the wall clock.

OR

- Enter ID: If you do not have your OneCard, enter your OUHSC employee ID (six-digit HR employee number). If you type the number incorrectly, it can be corrected by using the ← arrow.



- Clock In/Out: Verify your name and click the relevant button, for example, In, Out, Exit, and More. Definitions of each button on the wall clock are below.

Wall clock button definitions:

Display	Definition
In	This button is used to clock in at the beginning of a shift, including returning from meal breaks.
Out	This button is used to clock out at the end of a shift, including the start of meal breaks.
Exit	This button gives the ability to cancel the operation and go back to the beginning or back to the previous screen.
More	This button gives access to additional items, outlined below. Employees should not utilize the buttons outlined below unless instructed to do so.
In With	This button is used only for employees who are clocking in as a standardized patient. The next screen will prompt the user to select which standardized patient code to use for his/her shift in a drop down menu.
Transfer	This button is used to add or change a job code during a shift.
In Call Back	This button is used only when a user is clocking in while on call.

5 Standardized Patients

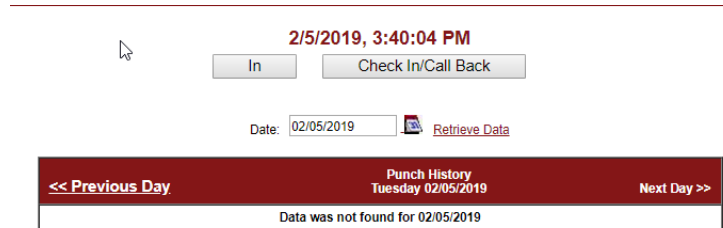
Standardized Patients can access TAL using the **Web Clock** link <https://ouhsc.ecotimebyhbs.com/ecotimeWCsso> or the wall clock.

Web Clock Instructions

1. Go to <https://ouhsc.ecotimebyhbs.com/ecotimeWCsso>.
2. Enter your OUHSC User ID and password, click Log On or press enter. If you do not know your OUHSC User ID and/or password, contact the IT Service Desk at (405) 271-2203.



3. Clock In/Out: Click In or Out button.

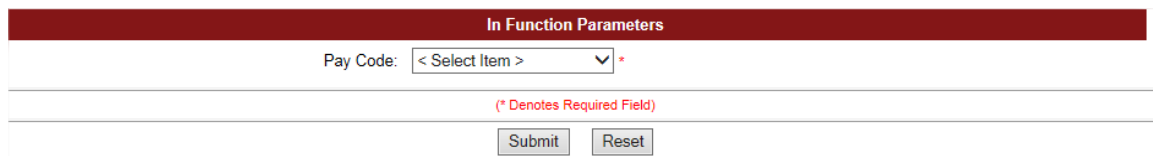


2/5/2019, 3:40:04 PM

Date:

<< Previous Day	Punch History Tuesday 02/05/2019	Next Day >>
Data was not found for 02/05/2019		

4. Pay Code: This screen will allow you to select the correct pay code from a drop down list.



In Function Parameters

Pay Code: *

(* Denotes Required Field)

Wall Clock Instructions

1. Sign In:
 - a. Swipe ID: Swipe the black strip of your OUHSC OneCard (with the picture side up) along the bottom slot of the wall clock.

OR

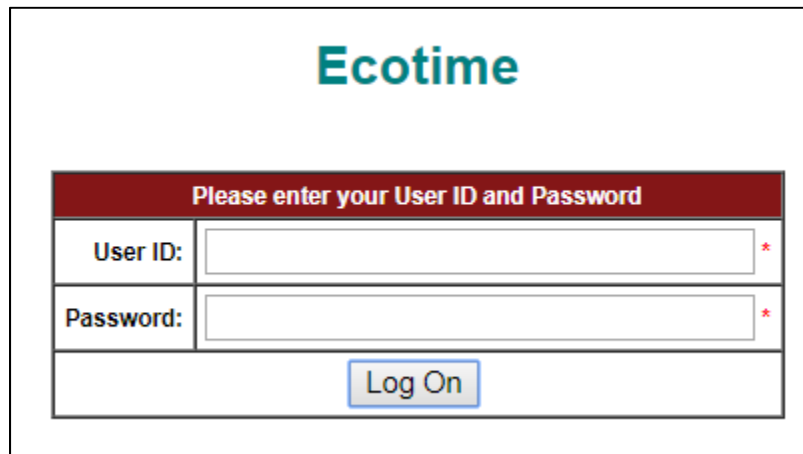
 - b. Enter ID: If you do not have your OneCard, enter your OUHSC employee ID (six-digit HR employee number). If you type the number incorrectly, it can be corrected by using the ← arrow.
2. Clock In/Out: Verify your name and click the relevant button, for example, In, Out, Exit, and More. Do not use In button to clock in. ONLY use the **More** button when clocking in.
3. **In With:** Select the correct pay code from a list and then click **OK**. The **Transfer** button will allow the user to transfer from one pay code to another without having to clock out. Employees also have the option to push the **Back** button and **Cancel** button.

6 General Navigation of TAL Website

6.1 Signing In

All employees (hourly and salary) can sign into TAL using his/her OUHSC User ID and password from any location (on/off campus).

- Go to <https://ouhsc.ecotimebyhbs.com/ecotimesso/>.
- Enter your OUHSC Network ID and Password, click Log On or press enter.

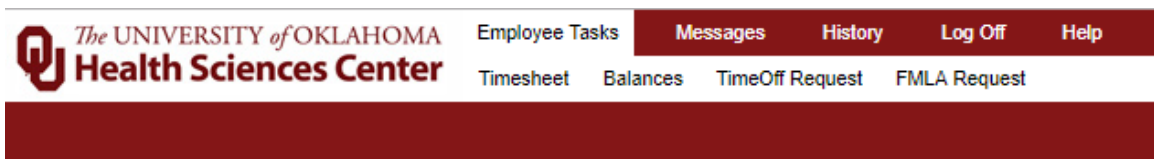


The screenshot shows the Ecotime login interface. At the top, the word "Ecotime" is displayed in a teal font. Below it is a dark red header box with the text "Please enter your User ID and Password" in white. Underneath the header are two input fields: "User ID:" and "Password:", each followed by a white text box with a red asterisk on the right. Below the input fields is a blue "Log On" button.

6.2 Menu Bar











A menu bar is located at the top of the screen. Each tab allows you to perform particular functions. Click on a tab to display those functions (see screenshot below).

Employees have access to the tasks listed in the screenshot below: **Timesheet**, **Balances**, **TimeOff Request**, and **FMLA Request**.




6.3 General Navigation: Buttons

Buttons with icons give the user quick access to commands, procedures, and functions. Below is a table that defines the actions/description of each button.

Icon	Action
	Save & Calculate – Saves and calculates the data on the timesheet.
	Reset – Resets all changes.
	Notes – View, add and edit notes.
	Attachment – add an attachment to a timesheet. Attachments can be added by employees, supervisors, or payroll coordinators. They are viewable by all who have access to the timesheet, but can only be deleted by the person who added them.
	Complete – Certifies that timesheet is complete and ready for supervisor to review and approve. This is done at the end of the pay period.
	Remove Complete – Removes completion status from timesheet. Do this when changes are needed.
	Calculate Timesheet – Calculates any balance adjustments that may apply. Shows how time entered will cascade.
	Balances – Displays current leave balances up to the present day.
	Timesheet Audit – Shows all changes made to the selected timesheet.
	Print – Prints the timesheet.

6.4 Errors/Warnings on Timesheet

Warnings/Errors can be seen on the timesheet as an icon  next to the day in which they occur.

Warning: Review the timesheet and ensure it is accurate.

Error: Must be corrected before timesheets are locked.

List of Warnings

Warning Flag	Description
I	FMLA Exceed Planned Hours
C	Paid Leave Shift > Shift
G	Hours/Day > 12
H	Hours/Week > 70
J	Invalid Holiday
K	< Hours/Week
O	Insufficient PTO
P	Insufficient Sick
Q	Insufficient Vacation
R	Insufficient ESL
S	Insufficient Comp

List of Errors

Error Flag	Definition
2	FMLA Exceed Yearly Hours
3	FMLA Outside of Interval
6	Activity Required
B	Time In = Time Out
D	Employee Not Active
E	Employee Not Found
F	> 24 Hours/Day
I	Notes Required
M	Hours Before Hire Date

7 Employee Tasks

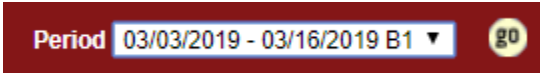
Timesheet and web clock options will differ for hourly (non-exempt) and salaried (exempt) employees.

7.1 Correcting timesheet entries as an Exempt Employee

Exempt employees:

- Allowed to review and edit all parts within their own timesheet
- Will only record exception time on their timesheet


1. Access the Timesheet: Click **Timesheet** under the **Employee Tasks** tab
2. Select pay period and click go:



3. Add exception time:
 - a. **Reason** – Chose the reason for the absence from the drop down menu.
 - b. **Enter** – Enter the exception time on the relevant day.

		← Week 2: Hours							
Pay Code	Message	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Leave Taken Unscheduled ▼	.				8.00				8.00
<Select Pay Code> ▼	.								0.00
<Select Pay Code> ▼	.								0.00
<Select Pay Code> ▼	.								0.00
Totals:		0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00



4. Save: Click on the  button. View updated timesheet.


7.2 Timesheets for Hourly Employees

Hourly Employees:

- Allowed to review and complete their own timesheet
- Can add Notes or Attachments
- Should clock in using the web or wall clocks to record work time
- Leave is logged by approval of a **TimeOff Request** or entered by a supervisor

Viewing a Timesheet

1. Access the Timesheet: Click **Timesheet** under the **Employee Tasks** tab.
2. Select pay period and click go to display a timesheet:

Period 

3. A timesheet has two sections: **input summary** and **worked hours**.
 - a. Input Summary: Summary of time submitted for each day during the pay period.
 - **Worked** row shows the hours/minutes that an employee worked by clocking in/out via the web clock and/or wall clock for that particular day.
 - **Exceptions** row shows the exception hours recorded for an employee on that particular day. Examples of exception time are Leave Taken Scheduled, Leave Taken Unscheduled, Admin Leave, etc.

[Show Pay Period Details](#)

Timesheet Summary																	Hide
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Week Total	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Week Total	Total
Worked								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		

- b. Worked Hours: Displays the actual time recorded from the web clock and/or wall clock.

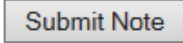
Worked Hours on Wednesday 03/13/19					Show Exceptions
Time In/Out	Overnight	Hours	Minutes	Pay Code	Message
Total:		0	0		

Adding Notes to a Timesheet:



1. Click the note icon:



Notes for 02/08/2015 - 02/21/2015 - B1

- Type a note: Notes can be seen by the employee, their Supervisor and Payroll Coordinator. Protected Health Information does not belong in the notes section.
- Submit the note: All notes submitted are permanent. Click . The system confirms submission of the note by displaying it below the text box:

Entered By/Date	Notes
Kinser, Lisa Christine 3/6/2015 5:36:27 PM	Testing timesheet notes.

- Close the note window: Click on the  button when finished.

Attaching a Document to a Timesheet:

- Click the attachment icon: 
- Click the add new icon: 
- Enter the document title and description in the spaces provided.



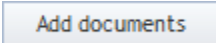
Drag a column header here to group by that column

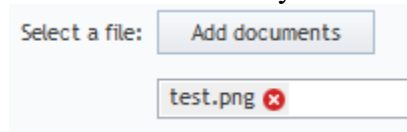
Title	File Name	Description	Action User	Action Date
Title:* Type Title Here		Description: Type description of attachment here		

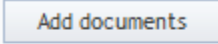
Select a file: 


Allowed file extensions: .jpg, .jpeg, .gif, .png, .pdf
Maximum file size: 4 MB.



[Upload](#) [Cancel](#)

- Click Add Documents icon: 
- Navigate to and select the document to be uploaded.
- The document will upload and show in the system window:



Select a file: 

test.png 


7. Click upload in the bottom right of the window: 
8. Click the save icon at the top of the window: 

Compensatory Time Functionality


Employees who are eligible for overtime may choose to accumulate compensatory hours in lieu of overtime payments. Compensatory hours are earned at the time the hours are worked and used as leave hours at another time. Employees should discuss these options with their supervisor. A Comp Time Agreement must be signed by the employee to earn compensatory hours. If approved, the supervisor must change the employee in the TAL system to a compensatory time-earning employee.

Marking a Timesheet as Complete

Employees are required to mark timesheets as complete at the end of each pay period.

1. Review timesheet: Look over hours, and add notes or attachments if needed.
2. Mark timesheet as complete: Once correct click  in the upper right hand corner of the screen. The system will display the following message:

By pressing the Complete button I certify that I have accurately recorded all hours that I have worked or taken as time off in accordance with applicable OUHSC Policy and guidelines. I understand that I am subject to discipline up to and including termination if I have failed to record or have misrepresented any information on my timesheet.

Read the message, click  .



NOTE: Hourly employees must inform your supervisor or payroll coordinator of any edits and/or corrections before the end of the pay period. Changes must be made, timesheet completed and approved before timesheets are locked.

7.3 Timesheets for Salaried Employees

Salaried employees do not enter regular work hours and do not clock in/out via web clocks or wall clocks. Salaried employees working more than .75 FTE only need to add/edit/view exception time in the TAL system before submitting timesheets.

Exception time includes: Leave Taken Unscheduled, Admin Leave, Jury Duty, Professional Leave, Holiday Pay, Leave Taken Scheduled, etc.


Exception Time Reporting:

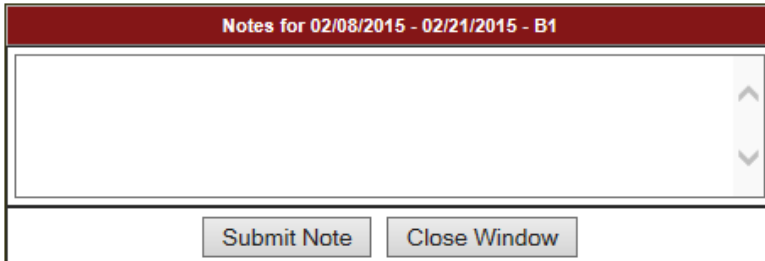
1. Click **Timesheet** under the **Employee Tasks** tab, select the appropriate pay period from the drop down menu and click Go.
2. Use the drop down list under **Hours Type** to select the type of leave used.
3. Enter the hours in the appropriate day column. Hours can be entered in quarter hour increments.
4. Save the exceptions, click  at the top of the timesheet screen.
5. If invalid time was entered into a field, the system will mark the day with the error by displaying an icon like this: . The warnings/errors will also be described in the **Message Descriptions** area at the bottom.

NOTE: Error letter K should be ignored by salaried employees.


Adding Timesheet Notes:

Employees have the ability to add notes to a timesheet that are pertinent to time reporting. All notes entered are permanent.

1. Click the note icon:  A screen is then displayed which allows the user to add a note as shown below:





2. Type the text in the box provided. Notes can be seen by the employee, their Supervisor and Payroll Coordinator. Protected Health Information (PHI) does not belong in the notes section.

3. Click on the  button. The system confirms submission of the note by displaying it below the text box:

Entered By/Date	Notes
Kinser, Lisa Christine 3/6/2015 5:36:27 PM	Testing timesheet notes.

4. Click on .

Attaching a Document to a Timesheet:

1. Click the attachment icon: 
2. Click the add new icon: 
3. Enter the document title and description in the spaces provided.

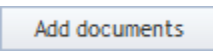


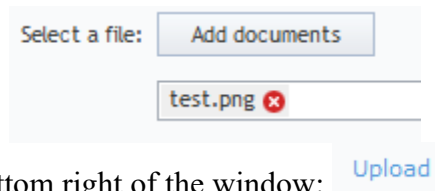
The screenshot shows a window titled "Drag a column header here to group by that column". It contains a table with columns: Title, File Name, Description, Action User, and Action Date. Below the table, there is a form with the following fields:


- Title:*
- Description:
- Select a file:

Allowed file extensions: .jpg, .jpeg, .gif, .png, .pdf
Maximum file size: 4 MB.

[Upload](#) [Cancel](#)


4. Click Add Documents icon: 
5. Navigate to and select the document to be uploaded.
6. The document will upload and show in the system window:

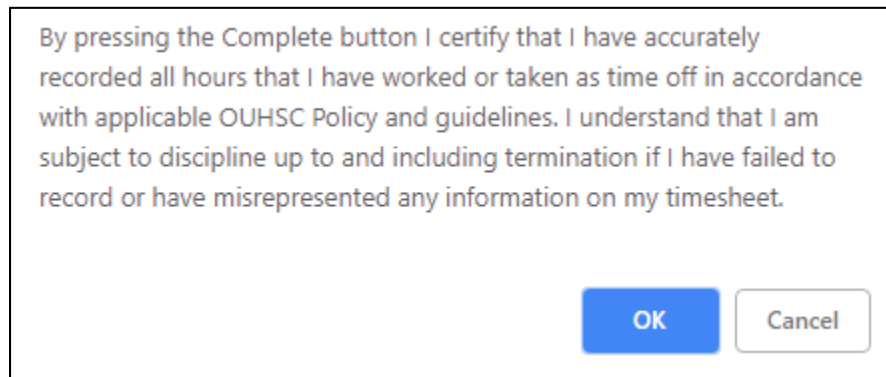



7. Click upload in the bottom right of the window:
8. Click the save icon at the top of the window: 

Marking a Timesheet Complete

Employees are required to mark timesheets as complete at the end of each pay period.


1. Review timesheet: Look over hours, and add notes or attachments if needed.
2. Mark timesheet as complete: Once correct click  in the upper right hand corner of the screen. The system will display the following message:



Read the message, click  .

Changing a Timesheet

If an employee marks a timesheet as complete, but later determines that changes are needed, the timesheet can be changed; however, the steps he/she takes to change the timesheet depend on the following scenarios.

Scenario 1 – Changing an unapproved completed timesheet: Click the  button. The timesheet reverts from **(Not Approved, Completed)** to **(Not Approved Not Completed)**. Make the necessary changes, save and click complete so that the timesheet is once again complete and awaiting approval.

Scenario 2 – Changing an approved timesheet: The save and complete buttons will not be available if the timesheet has been reviewed and approved by the supervisor and/or payroll coordinator. The timesheet will display the following message: “**Approved timesheet is Read only.**” In this case, contact your supervisor and/or payroll coordinator so they can unapprove the timesheet. After it is unapproved, follow the steps in **Scenario 1**.

Scenario 3 – Supervisor or Payroll Coordinator changes an employee’s timesheet: If the supervisor or payroll coordinator makes changes to a timesheet, the approval (if previously approved) is removed and the timesheet is returned to you. In this situation, the timesheet displays the following message: “**You must complete timesheet again because changes have been made.**” The TAL system changes the status from (**Approved, Completed**) to (**Not Approved Not Completed**). After reviewing changes, save the

timesheet and click  to complete.

7.4 Leave Requests Submitted by an Employee

Submitting a Leave Request

An employee can request leave in advance for FMLA or Regular time. When supervisors approve leave requests, the hours will automatically populate to the relevant timesheet.

1. Click on the **TimeOff Request** tab located on the **Employee Tasks** tab. The screen will list any previously submitted requests along with the following submission tool:

2. Enter From and To dates for leave period: Click to select a date from the calendar; the calendar highlights today’s date by default. Or type the date in the field using the format mm/dd/yyyy.
3. Select **Leave Taken Scheduled** in the drop down menu under **Type**. If you have a pre-approved FMLA event, you will have the option in the drop down to request time off for this event.

NOTE: The TAL system cascades leave balances properly. The system will first check to see if you have any hours in your Banked holiday balance. If you have a balance available, the system will use it until it is forced to move to the next option. Supervisors and Payroll Coordinators will not have to track this time outside the TAL system. Cascading leave keeps all employees compliant with the staff handbook guidelines.



- Click the button. A leave request detail screen will be displayed.

Time Off Request Details							
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Taken Scheduled							
03/24/2019 - 03/30/2019				8.00			
Total Days:	1		Total Hours:		8.00		
Notes							
<input type="button" value="Submit"/>				<input type="button" value="Return to Time Off Summary"/>			

- The system defaults hours based on the employees FTE, but employees can adjust the number of hours as needed. If a partial day is requested, the system will not show the hours the employee will be out (i.e., 8am-noon) but the employee can put the number of hours needed and add the time to the notes section of the request.

NOTE: If an employee’s schedule is on a weekend the system will not default the number of hours in the leave request. The employee must fill them in before submitting.

- If a note is required, the user can add one at this time. This note will be seen by the supervisor and payroll coordinator, Personal Health Information does not belong in the notes section.

- Click . Next, click on where it will display your pending request as seen below:

Time Off Requests from 02/28/2019 to 07/01/2020									
Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Review Status	Process Status	Action
Regular	03/29/2019 - 03/29/2019	1	8.00	Leave Taken Scheduled			Requested By: Pending on 14 Mar 2019 4:43PM Central Time	Pending	Delete

The display indicates that the leave request is pending approval and can be deleted if necessary prior to supervisor approval.

NOTE: Clicking without first clicking will take you back to the **TimeOff Request** page without submitting your request, and you will need to re-enter your request details.

8. Supervisors will receive notification from the TAL system that a request is awaiting approval. Emails to the supervisor may be delayed as much as an hour. Once the leave request is approved or denied, the employee will receive notification via email and on the **Messages** tab in the TAL system.

Viewing and Editing Leave Requests

The user can view and edit submitted leave requests on the **TimeOff Request** screen.

1. **View or edit a pending request**, click the date hyperlink and review, edit, and read/submit notes

Time Off Requests from 02/28/2019 to 07/01/2020									
Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Review Status	Process Status	Action
Regula	03/29/2019 - 03/29/2019		8.00	Leave Taken Scheduled			Requested By: Pending on 14 Mar 2019 4:43PM Central Tim	Pending	Delete

2. **Edit an approved or denied request**, the employee needs to contact their supervisor and request the supervisor change the leave request status back to “Pending” so the employee can edit it.

NOTE: Leave requests for future pay periods will remain in processing status until the pay period occurs. Leave requests for the current pay period will immediately be processed and cannot be changed by an hourly employee.

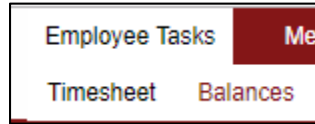
7.5 Balances

Balance Screen Definitions:

Column	Definition
Category	Type of leave.
Starting Balance	Beginning balance for the period.
Earned	Total amount of leave earned to date.
Taken	Amount of time employee has used or has been paid for, which has not been previously deducted from the starting balance.
Current Balance	Current amount for the period to which the employee is entitled. This would reflect the starting balance + leave earned – leave taken.
Future Approved Leave Requests	Leave that has been approved by supervisor for a future period not yet populated on a timesheet.

Viewing Balances

To view balances, click on the **Balances** tab located on the **Employee Tasks** bar. The TAL system displays all balances by category.



1. Click on the specific leave type under **Category** to see leave details. The categories shown above will vary depending on the employee.
2. To see leave balances as of a previous date, enter a date in the box “Please select a date to calculate balances” and click GO. The results will be the balances as of the chosen date.

Please select a date to calculate balances:

Future Approved Leave Requests (Calculated to 3/16/2019)	
Category	Hours Approved
Leave Cascading	0.00

Accrual Balances (Calculated to 3/16/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
PTO	279.00	695.70	655.25	319.45
ESL	140.25	278.70	0.00	418.95
Holiday	0.00	344.00	344.00	0.00

3. The user may also access balances from a timesheet by clicking the icon from the toolbar.

The screenshot shows the 'Timesheet Summary' table with columns for days of the week and totals. The 'Totals' row shows 0.00 for all categories.

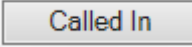
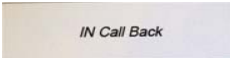
Timesheet Summary																	Hide
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Week Total	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Week Total	Total
Worked							0.00									0.00	0.00
Exceptions							0.00									0.00	0.00
Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Accruals

Accruals are run after every pay period or annually based on the accrual type. Employees that are benefit/paid leave eligible can see the accrual calculations at the [Leave Accrual for Health Sciences Center Programs](#) on the HR website. Postdoctoral Research Fellows and/or Residents, please see your relative handbook for leave policies and schedules. General employee paid leave balances that are accrued biweekly are posted around Wednesday following the pay period for which they are accrued. Leave is accrued after a period. Leave is available for use as soon as it is posted to the balance tables.

7.6 On Call

This section shows the employee how to record time when On Call.

1. Employee is placed “on call” by their supervisor.
2. Employee is called into work during on call hours the TAL system will then record these hours as Call Back Worked (CBW) and show this time on the timesheet. Employees must clock in one of the following ways:
 - a. **Web Clock Call Back** - use the  button
 - b. **Wall Clock Call Back** - use the  button which is found under the **More** section of the Wall Clock

Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Regular			8.00	8.00	8.00	8.00		32.00		8.00	8.00	8.25	8.25	8.00		40.50	72.50
Call Back Entry							9.00	9.00								0.00	9.00
Holiday Pay		8.00						8.00								0.00	8.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	9.00	49.00	0.00	8.00	8.00	8.25	8.25	8.00	0.00	40.50	89.50
Stand-By	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Regular			8.00	8.00	7.00			23.00		8.00	8.00	8.25	8.25	7.50		40.00	63.00
Addl Straight Time					1.00	7.00		8.00								0.00	8.00
Overtime 1.5						1.00		1.00						0.50		0.50	1.50
On Call Schedule (OC1)								0.00	1.50							1.50	1.50
Holiday Pay		8.00						8.00								0.00	8.00
Call Back Worked (CBW)							9.00	9.00								0.00	9.00

Saturday 01/26/19									
Scheduled Shift				Actual Time Clock Hours					
Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Duration
					US0503-7/US0503-7	3:11PM (ST)		10:52PM (ST)	7:50

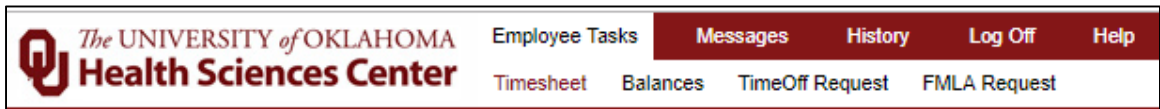
Worked Hours on Saturday 01/26/19						Show Exceptions	
Time In/Out	Overnight	Hours	Minutes	Hours Type	Message	Delete	
Time In: 2:00 P.M. Time Out: 11:00 P.M.	<input type="checkbox"/>	9	00	Call Back Entry		<input type="checkbox"/>	

7.7 Banked Holiday

The TAL system allows you to bank holiday hours for hours that you work on a University defined holiday.

Recording Banked Holiday – Salary Employees

1. Click **Timesheet** located on the **Employee Tasks** tab.



1. Holiday pay is automatically populated to your timesheet. **Holiday Pay hours are earned based on your FTE.** Reduce the number of holiday hours by the number of hours you worked. Click Save.
 - Example: You earn 8.00 hours holiday, but you worked 2. Change the holiday hours on that day to 6. This will put 2 hours toward your Banked Holiday. You will be paid 6 hours holiday and the remaining time as regular work time.

Hours Input Summary																	
	Week 1								Week 2								
Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Holiday Pay		6.00						6.00								0.00	6.00
Totals:	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
Paid Summary																	
Holiday Pay		6.00						6.00								0.00	6.00

Week 1: Hours →									
Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Total	Delete
Holiday Pay ▼		6.00						6.00	<input type="checkbox"/>
<Select Hours Type> ▼								0.00	
<Select Hours Type> ▼								0.00	
Totals:	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00	
Press the button to the right to delete all checked items									Delete

- Once the period is closed, to view the holiday balance, click **Balances** under the **Employee Tasks** bar.
 - NOTE:** the Current Balance for **Holiday** is 2.00, which is what the employee in the example worked that day. Cascading rules will apply when using Holiday balances.

Leave used

Please select a date to calculate balances:

Future Approved Leave Requests (Calculated to 3/30/2019)	
Category	Hours Approved
Leave Cascading	0.00

Accrual Balances (Calculated to 3/30/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
PTO	29.75	974.40	761.75	242.40
ESL	0.00	0.00	0.00	0.00
Holiday	0.00	322.00	320.00	2.00

Bank Holiday –Hourly Employees

The TAL system allows you to bank holiday hours for hours that you work on a University defined holiday.

- Clock in and out for hours worked.
- Supervisors need to reduce the holiday hours by the number of hours worked so the overall hours for the day equals the employees normal working hours.
 - Example: If you generally earn 8 hours a day holiday pay and you work 6 hours, your holiday hours should be reduced to 2 hours for that day so your total hours is 8. The remaining holiday hours will appear in your holiday leave balance and be used by TAL the next time you take leave.

Input Summary																	
Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Week Total	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02	Week Total	Total
Regular		6.00	8.00	8.00	8.00	8.00		38.00		8.00	8.00	8.00	8.00	8.00		40.00	78.00
Holiday Pay		2.00						2.00								0.00	2.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	80.00

Comp. Time Election																	
Comd	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Paid Summary																	
Regular	6.00	8.00	8.00	8.00	8.00	8.00	38.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	78.00
Holiday Pay	2.00						2.00									0.00	2.00

Worked Hours on Monday 01/21/19							Hide Exceptions	
Time In/Out	Overnight	Hours	Minutes	Hours Type	Message	Delete		
Time In: 8:00 A.M. Time Out: 2:00 P.M.	<input type="checkbox"/>	6	00	Regular		<input type="checkbox"/>		
Time In: Time Out: 	<input type="checkbox"/>	0	00	<- Select Hours Type ->				
Total:		6	00	Press the button to the right to delete checked items			<input type="button" value="Delete"/>	

Please Enter Exception Hours Taken, If Any:

Exception Time Monday 01/21/19				
Hours	Minutes	Hours Type	Message	Delete
02	00	Holiday Pay		<input type="checkbox"/>

- Once the period is closed, to view the holiday balance, click **Balances** under on the **Employee Tasks** bar.
 - NOTE:** the Current Balance for **Holiday** is 6.00, which is what the employee in the example worked that day. Cascading rules will apply when using Holiday balances.

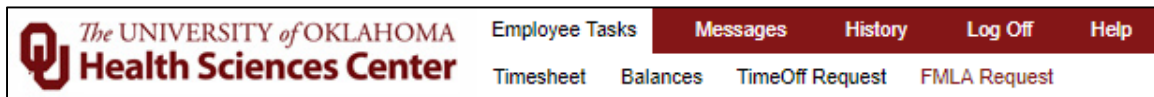
Accrual Balances (Calculated to 2/2/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
<u>PTO</u>	142.20	815.21	767.25	190.16
<u>Comp</u>	0.00	0.00	0.00	0.00
<u>ESL</u>	0.00	0.00	0.00	0.00
<u>Holiday</u>	0.00	344.00	338.00	6.00

8 FMLA Requests

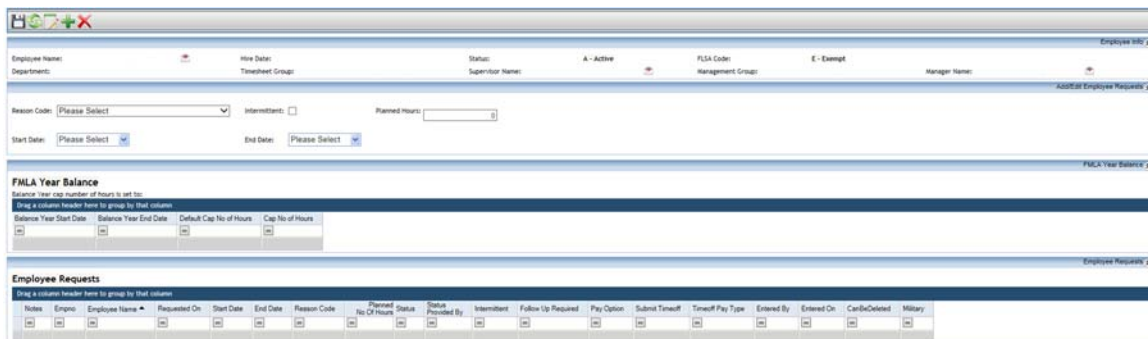
The FMLA section of the system allows employees to request FMLA, review FMLA event statuses, and track FMLA balances.

FMLA Request Page Details:






- Navigate to **Employee Tasks** tab and select the **FMLA Request** tab:



- Selecting the **FMLA Request** tab will take employees to the FMLA Request page. Along the top of the FMLA page is a toolbar that the employee will use to make the request.




3. Toolbars contain buttons that give the user quick access to commands, procedures, and functions. Below is a table that defines the actions/description of each button.

Icon Example	Action
	Save – Saves the data on the page.
	Refresh – Refresh all data on the page.
	Edit – Allows changes to be made to the data.
	Add – Allows an FMLA event to be added.
	Delete – Removes FMLA event(s) from the page.

4. The FMLA page has three sections.

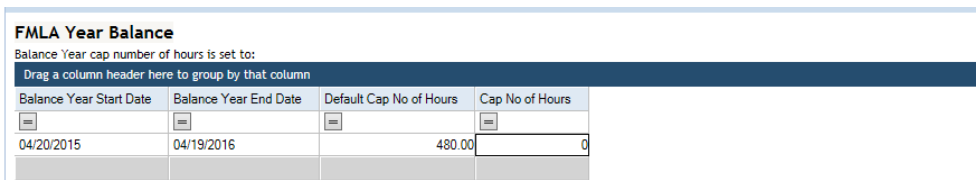
- The first section allows the employee to make an FMLA request:



Reason Code: * Intermittent: Planned Hours:

Start Date: * End Date: *

- The second section, titled **FMLA Balance Year**, allows an employee to view the number of hours allowed in the FMLA year. The employee can also view any cap on the number of hours available:



FMLA Year Balance
Balance Year cap number of hours is set to:

Drag a column header here to group by that column

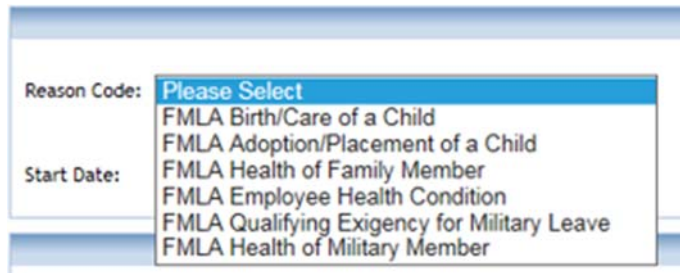
Balance Year Start Date	Balance Year End Date	Default Cap No of Hours	Cap No of Hours
04/20/2015	04/19/2016	480.00	0

- The third section, titled **Employee Requests**, allows an employee to view the data on each FMLA request. The section shows when a request was made, the dates for the FMLA event, the FMLA reason, and the status of the request:

Employee Requests																		
Drag a column header here to group by that column																		
Notes	Empno	Employee Name	Requested On	Start Date	End Date	Reason Code	Planned No Of Hours	Status	Status Provided By	Intermittent	Follow Up Required	Pay Option	Submit Timeoff	Timeoff Pay Type	Entered By	Entered On	CanBeDeleted	Military

To make an FMLA Request:

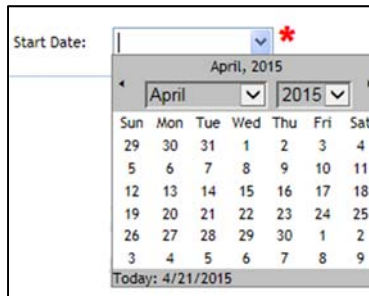
1. Select an FMLA event in the Reason Code dropdown box:



Reason Code: Please Select

- FMLA Birth/Care of a Child
- FMLA Adoption/Placement of a Child
- FMLA Health of Family Member
- FMLA Employee Health Condition
- FMLA Qualifying Exigency for Military Leave
- FMLA Health of Military Member

2. Enter a start date for the FMLA event:



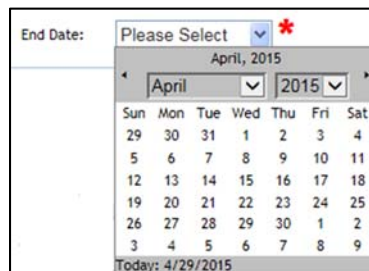
Start Date: []

April, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 4/21/2015

3. Enter an end ate for the FMLA event:



End Date: Please Select

April, 2015


Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 4/29/2015

Note: The employee has the option to choose an intermittent FMLA event by checking the intermittent box:

Reason Code: Please Select Planned Hours:
Intermittent:

Start Date: Please Select
End Date: Please Select

4. Click the  button. **NOTE:** The request cannot be processed if the data is not saved.
5. When a request has been saved, the event will appear in the **Employee Requests** section of the page. The **Status** column will show as Pending until the event is either approved or denied:

Employee Requests																		
Drag & column header here to group by that column																		
Notes	Empno	Employee Name	Requested On	Start Date	End Date	Reason Code	Planned No Of Hours	Status	Status Provided By	Intermittent	Follow Up Required	Pay Option	Submit Timeoff	Timeoff Pay Type	Entered By	Entered On	CanBeDeleted	Military
			04/21/2015	05/01/2015	06/30/2015	FMLA Employee Health Condition	0.00	Pending		<input type="checkbox"/>	<input type="checkbox"/>	0	<input type="checkbox"/>			04/21/2015 09:47:47 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. When the FMLA Coordinator has reviewed the returned the FMLA paperwork, a designation will be made. The designation will be reflected in the **Employee Requests** section of the page. The **Status** column will show as either Approved or Denied:

Employee Requests																		
Drag & column header here to group by that column																		
Notes	Empno	Employee Name	Requested On	Start Date	End Date	Reason Code	Planned No Of Hours	Status	Status Provided By	Intermittent	Follow Up Required	Pay Option	Submit Timeoff	Timeoff Pay Type	Entered By	Entered On	CanBeDeleted	Military
			04/30/2015	04/20/2015	01/13/2015	FMLA Employee Health Condition	480.00	Approved		<input type="checkbox"/>	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	Leave Taken Scheduled		04/30/2015 04:52:42 PM	<input type="checkbox"/>	<input type="checkbox"/>

8.1 Messages

FMLA Request Received:

When an employee has requested FMLA, a web message and email will be sent to the employee as shown below:

Your FMLA request for FMLA Employee Health Condition was received on 05/06/2015.

Your FMLA Representatives are: Jessica Rodriguez, jessica-a-rodriguez@ouhsc.edu

Please complete and return the required forms by the due dates.

In addition, a message will alert the Payroll Coordinator and Leave Coordinator that an employee has requested FMLA. The Leave Coordinator will process and send all FMLA paperwork via email, ensuring that the appropriate Payroll Coordinator is included in all correspondence.

FMLA Paperwork Due:

When an employee requests FMLA, they will receive an initial notification via email and regular mail containing a document that will need to be completed by a healthcare provider. Employees have 15 calendar days to return this paperwork. If paperwork has not been returned by day 10, the employee will receive the following message reminding them of the due date:

This is a reminder that paper work for the FMLA Employee Health Condition request, submitted on 05/06/2015, needs to be processed
Please complete and return the required forms by the due dates.

Designation Made:

When a designation has been made for an FMLA request, the employee will receive the following message:

Designation Notice
To:
Date: 04/29/2015
Your request for FMLA Health of Family Member has been approved on 04/29/2015 by Rodriguez, Jessica Ann. If you have any questions about this decision please contact your HR Representative Jessica Rodriguez (jessica-a.rodriguez@ouhsc.edu)

FMLA Leave Request Submitted:

When a continuous FMLA request has been approved, the Leave Coordinator will submit those approved leave hours. Those hours will automatically appear on an employee’s timesheet. The employee will receive the following message:

Your time off request starting 04/20/2015 and ending 05/02/2015 has been set to **Approved** on 04/30/2015.
Your time off request starting 05/03/2015 and ending 05/16/2015 has been set to **Approved** on 04/30/2015.
Your time off request starting 05/17/2015 and ending 05/30/2015 has been set to **Approved** on 04/30/2015.
Your time off request starting 05/31/2015 and ending 06/13/2015 has been set to **Approved** on 04/30/2015.
Your time off request starting 06/14/2015 and ending 06/27/2015 has been set to **Approved** on 04/30/2015.
Your time off request starting 06/28/2015 and ending 07/11/2015 has been set to **Approved** on 04/30/2015.

FMLA Outside of the Approved Interval:

If an employee attempts to enter FMLA time on a timesheet that is outside of the approved interval, the employee will receive a message as seen below:

FMLA Messages			
Doe, Jane has time charged to an FMLA Incident FMLA Employee Health Condition 12/03/2018 01/16/2019 and that time is no longer valid. The reason it is invalid is because Time Charged Outside of FMLA Timeframe.			
Time Charged Outside of FMLA Timeframe			
Timesheet Date	Pay Code	Duration	Source
01/18/2019	Leave Taken Scheduled	1.75	Open Period Timesheet
Please review the timesheets and take the necessary action.			

This error must be corrected before timesheets are finalized.

8.2 Viewing FMLA Leave on Timesheets


Continuous FMLA Leave – Exempt Employee

When an employee has been approved for continuous FMLA leave, the FMLA Leave Coordinator will submit an approved leave request for that employee. Those FMLA hours will automatically transfer to the employee’s timesheet as shown below:

Input Summary																
Hours Type	Week 1							Week 2							Week Total	Total
	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24		
Holiday Pay							0.00					8.00	8.00		16.00	16.00
Leave Taken Scheduled		8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00				24.00	64.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	8.00	8.00	8.00	8.00	0.00	40.00	80.00
Paid Summary																
Holiday Pay							0.00					8.00	8.00		16.00	16.00
Paid Leave		8.00	8.00	8.00	8.00	8.00	40.00		8.00	8.00	8.00				24.00	64.00

Week 1: Adjustments →									
Hours Type Reason Code	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Total	Delete
Leave Taken Scheduled FMLA (10/24/2018)		8.00	8.00	8.00	8.00	8.00		40.00	<input type="checkbox"/>
<Select Hours Type>								0.00	
<Select Hours Type>								0.00	
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	
Press the button to the right to delete all checked items									<input type="button" value="Delete"/>

The employee will need to ensure that the actual FMLA leave is correct on the timesheet. Any FMLA leave not taken should be deleted from the timesheet.

The user can delete the unnecessary hours and click the  button.

Continuous FMLA Leave - Hourly Employee:

When an employee has been approved for continuous FMLA leave, the Leave Coordinator will submit an approved leave request for that employee. Those FMLA hours will automatically transfer to the employee’s timesheet as shown below:

Input Summary																	
Hours Type	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Week Total	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Week Total	Total
Holiday Pay								0.00					8.00	8.00		16.00	16.00
Leave Taken Scheduled		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00				24.00	64.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	80.00
Comp. Time Election																	
Comp	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Leave Without Pay FMLA			7.85	8.00	8.00	8.00		31.85		8.00	8.00	8.00				24.00	55.85
Holiday Pay								0.00					8.00	8.00		16.00	16.00
Paid Leave		8.00	0.15					8.15								0.00	8.15

Please Enter Exception Hours Taken, If Any:

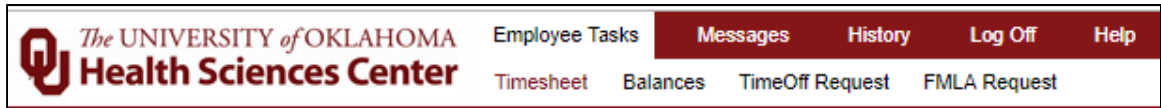
Exception Time Tuesday 11/13/18				
Hours	Minutes	Hours Type Reason Code	Message	Delete
08	00	Leave Taken Scheduled FMLA Birth/Care of a Child (11/08/2018)		<input type="checkbox"/>
		<Select Type>		

The employee will need to ensure that an employee’s actual FMLA leave is correct on the timesheet. Any FMLA leave not taken should be deleted from the timesheet. **The employee will need to notify their supervisor or payroll coordinator immediately to remove unnecessary FMLA for a timesheet.**

Intermittent FMLA Leave

The following steps are used to edit an exempt employee’s timesheet.

Step 1 – Select the correct payroll period. Click on the **Timesheet Tab** under **Employee Tasks**. Select the payroll period.



The system will display the employee’s detailed timesheet:

Input Summary																		
Hours Type	Week 1								Week 2								Week Total	Total
	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Week Total	Sun 11/18	Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Week Total		
Holiday Pay								0.00					8.00	8.00		16.00	16.00	
Leave Taken Scheduled				2.00				2.00								0.00	2.00	
Leave Taken Unscheduled								0.00		8.00	8.00					16.00	16.00	
Totals:	0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	8.00	8.00	0.00	8.00	8.00	0.00	32.00	34.00	


Paid Summary																	
Leave Without Pay FMLA				2.00				2.00								0.00	2.00
Holiday Pay								0.00					8.00	8.00		16.00	16.00
Leave With Out Pay								0.00			7.69					7.69	7.69
Paid Leave								0.00		8.00	0.31					8.31	8.31

Week 1: Adjustments →									
Hours Type Reason Code	Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17	Total	Delete
Leave Taken Scheduled FMLA (08/28/2018)				2.00				2.00	<input type="checkbox"/>
<Select Hours Type>								0.00	
<Select Hours Type>								0.00	
Totals:	0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00	

Press the button to the right to delete all checked items

Step 3 – Make the changes: Make the appropriate changes.

Note: Select **Leave Taken Scheduled** for all FMLA events. If the employee has an approved event, a dropdown box will appear allowing the appropriate event to be selected. The TAL system will cascade to paid or leave without pay based on the employees leave balance.

Step 4 – Save the changes: To save the changes, click on the  button.

NOTE: Hourly employees are not able to enter FMLA intermittent leave to their timesheet and will need to notify their supervisor or payroll coordinator immediately. Salary employees can edit their own timesheets.

8.3 Errors/Warnings

List of Warnings

Data Field	Description
1	FMLA Exceed Planned Hours

Warning 1 – FMLA Exceed Planned Hours. This warning will appear if more hours are input into the timesheet than what was approved.

List of Errors

Data Field	Definition
2	FMLA Exceed Yearly Hours
3	FMLA Outside of Interval

Error 2 – FMLA Exceed Yearly Hours. This error will appear if the more hours are input into the timesheet than what is allotted in an FMLA year.

Error 3 – FMLA outside of Interval. This error will appear if hours are input into the timesheet outside of the approved FMLA time period.

8.4 Balances

Viewing Employee FMLA Balances

Employees can view their own FMLA balances. Click **Balances** under **Employee Tasks**. The TAL system displays all balances (accruals) for employees by category. Only employees on approved FMLA will display an FMLA balance.

Future Approved Leave Requests (Calculated to 3/30/2019)	
Category	Hours Approved
Leave Cascading	0.00

Accrual Balances (Calculated to 3/30/2019)				
Category	Starting Balance	Earned	Taken	Current Balance
PTO	0.00	643.61	643.61	0.00
ESL	0.00	0.00	0.00	0.00
Holiday	0.00	272.00	272.00	0.00

FMLA (Calculated to 3/30/2019)					
Category	FMLA Period	Starting Balance	Earned	Taken	Current
FMLA Employee Health Condition	03/03/2017 - 04/19/2017	200.00	0.00	240.00	-40.00
FMLA Employee Health Condition	08/28/2018 - 02/28/2019	230.00	0.00	18.00	212.00
FMLA Health of Family Member	08/01/2018 - 03/03/2019	112.00	0.00	45.00	67.00
FMLA Year	09/12/2018 - 09/11/2019	480.00	0.00	303.00	177.00

The FMLA balance screen will display the following rows:

Each FMLA event – This displays the beginning and ending dates for each approved event.

FMLA Year – This displays the beginning and ending dates for the FMLA year.

The FMLA balance screen will display the following columns:

FMLA Period – This is the time period for which the employee has an approved FMLA event/year

Starting Balance – This is the number of hours approved for the FMLA event/year

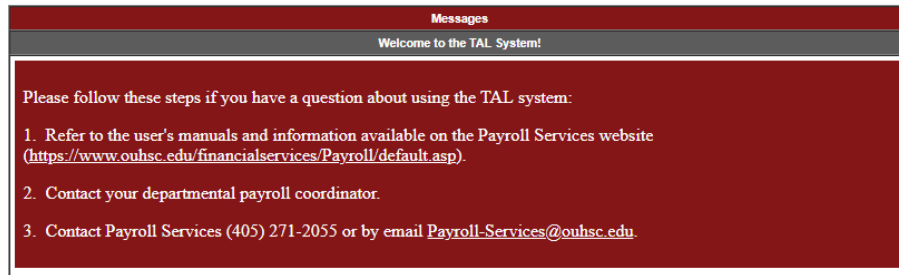
Taken – This is the number of hours used for FMLA event/year

Current – This is the number of hours remaining for the approved FMLA event/year

9 Messages and Emails

The **Messages** tab is seen on the Menu Bar. After successfully signing in, the system will open on the **Messages** tab for all salaried employees.

If the user has any messages, they will appear below the following welcome message:



NOTE: Be sure to read the message(s) for important information and take action, if required. Some messages will expire after a set amount of time and/or once an issue has been resolved.

Messages that appear on this screen will include:

- Potential Overtime
- FMLA request/approved/denied
- FMLA time charged outside of an incident
- Time Off Request/Time Off Request Status Change
- Messages sent by Payroll Services


Emails are generated by the TAL system and sent to users for the following:

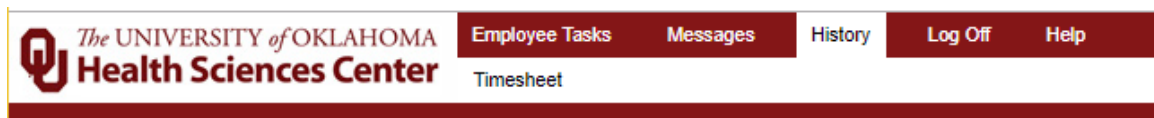
Action	System generates email to
Supervisor/payroll coordinator adjusts an employee's prior period timesheet	Employee
Employee requests leave	Employee's supervisor
Supervisor approves/denies leave request	Employee
Supervisor/payroll coordinator changes employee's completed timesheet	Employee
FMLA request initiated/approved/denied	Employee
FMLA time charged outside of event	Employee and Supervisor
Employee low leave balance	Employee and Supervisor
Reminder to review leave requests	Employee and Supervisor

NOTE: Emails to the user regarding TAL notifications and updates will come from EcotimeAlert@hbcorp.com.

10 History

The system allows the user to review timesheets that have been sent to Payroll Services. These timesheets are from previous periods and are now in a history file.

To review a history timesheet, click on the **History** tab and then **Timesheet**. The TAL system will display a list of prior pay periods that have been moved to history. Find your prior pay period and click . The TAL system will display your prior pay period timesheet.



NOTE: History timesheets are read only and no changes can be made by the employee. If changes need to be made, contact your supervisor or payroll coordinator as soon as possible.

11 ACA Tracking

The Affordable Care Act requires that hours must be tracked and reported for employees that do not qualify for full benefits; consequently, we must track hours for FLSA Exempt (Salaried) employees that are less than .75 FTE.

There are several options for the employee, supervisor, or payroll coordinator to enter hours:

1. Use the “Duration Timesheet” shown below to track actual hours. Enter the total hours worked, not the start and end times. This timesheet is automatically available for all exempt employees who are less than .75 FTE.
2. An Adjunct Professor or Graduate Teaching Assistant who is the instructor of record can use the Safe Harbor formula.
 - Hours will be credited using a safe harbor model. The safe harbor is 2.25 hours credit for each credit hour, plus additional hours required for office hours, meetings, or other required work events. For example, a 3 credit hour class which requires 2 office hours per week would be calculated as follows: $2.25 * 3 + 2 = 8.75$ per week. Other reasonable methods may be used to credit hours.

3. Graduate Assistants can enter the hours as listed in their employment agreement. If they are a .5 FTE they can enter 4 hours per day, .7 FTE can list 5.6 hours per day and so forth.
4. If an employee fails to record hours accurately, the supervisor or payroll coordinator must enter the correct hours.
 - If a person worked on a given day, but the number of hours is not known, 8 hours must be entered for that day.
 - If a person worked during a given week, but the days worked are not known, 40 hours must be entered for the week.
 - If an employee consistently fails to enter hours, 40 hours must be entered for every week causing the person to be a 1.0 FTE with full-time eligibility.

The duration timesheet for exempt employees that are less than .75 FTE is shown below.

Input Summary																	
Hours Type	Week 1							Week 2							Week Total	Total	
	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Sun 01/27	Mon 01/28	Tue 01/29	Wed 01/30	Thu 01/31	Fri 02/01	Sat 02/02			
Regular ACA			8.00	8.00				16.00			8.00	8.00				16.00	32.00
Totals:	0.00	0.00	8.00	8.00	0.00	0.00	0.00	16.00	0.00	0.00	8.00	8.00	0.00	0.00	0.00	16.00	32.00
Paid Summary																	
Regular ACA			8.00	8.00				16.00			8.00	8.00				16.00	32.00


Week 1: →									
Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Total	Delete
Regular ACA ▼			8.00	8.00				16.00	<input type="checkbox"/>
<Select Hours Type> ▼								0.00	
<Select Hours Type> ▼								0.00	
Totals:	0.00	0.00	8.00	8.00	0.00	0.00	0.00	16.00	
Press the button to the right to delete all checked items									<input type="button" value="Delete"/>

The drop menus in the bottom box list the different types of hours worked and leave taken that can be put on the timesheet.

- <Select Hours Type>
- Regular ACA
- Leave Taken Unscheduled
- Admin Leave
- Jury Duty
- Professional Leave
- Holiday Pay
- Leave Taken Scheduled
- Military Leave
- Military Leave W/O Pay
- FMLA PTO 1-5 (Manager Use)
- Extended Sick Leave
- Leave With Out Pay
- Leave Without Pay FMLA

Employees or the supervisor or payroll coordinator must use **Regular ACA** to record hours worked for the purposes of ACA reporting. These hours do not affect pay (will not carry forward to payroll) and are recorded for the purposes of ACA compliance. All other items in the menu are forms of leave that should be used as defined and do affect pay.

An employee in one of the ACA Tracking categories above, that worked 8 hours on Tuesday, would choose “Regular ACA” under **Hours Type** and enter an 8 in the Tuesday column, as shown in Week 1 above.

Click  and repeat for the remainder of the pay period. Duration timesheets must be completed by the employee and approved by the supervisor at the end of each pay period.

NOTE – SHIFT WARNING: If the number of hours in a given day does not match the per day FTE value, a warning will appear. You do not need to correct this warning if the hours are accurate. The system is just showing that the person worked more or less than expected per day. For instance, the system assumes that a .5 FTE employee working 20 hours per week would work 4 hours per day, 5 days per week; however, a person working 10 hours per day, 2 days per week is acceptable. The warning will not prevent the payroll process from running.

NOTE: Multiple types of leave can be entered on the same week by using the other rows under **Hours Type**, as shown in the image below.

Week 1: →									
Hours Type	Sun 01/20	Mon 01/21	Tue 01/22	Wed 01/23	Thu 01/24	Fri 01/25	Sat 01/26	Total	Delete
Regular ACA			5.00	5.00				10.00	<input type="checkbox"/>
Leave Taken Scheduled		2.00						2.00	
<Select Hours Type>								0.00	
Totals:	2.00	5.00	5.00	0.00	0.00	0.00	0.00	12.00	
Press the button to the right to delete all checked items									Delete

Part Time Exempt Employees and LWOP

If a part-time exempt employee only works part of their scheduled hours for a day and has no available leave, they cannot use **leave without pay (LWOP)** hours for the hours not worked. However, if the employee does not work any hours of a scheduled work day, then **LWOP** may be used on the timesheet. The amount of **LWOP** entered should match the number of hours the employee was scheduled to work.

12 Contact Information

Issue/Question	Who to Contact	Phone/Email Address
FMLA Issues/Questions	Human Resources	(405) 271-2180 ext. 44702
TAL Issues/Questions	Payroll Services	(405) 271-2055 or payroll-services@ouhsc.edu
Wall Clock Issues/Repairs	IT Service Desk	(405) 271-2203 or servicedesk@ouhsc.edu
Wall Clock Orders	IT Service Desk	(405) 271-2203 or servicedesk@ouhsc.edu