SMART TRAINING

HANDBOOK

for

TIME APPROVER

04/11/22

About SMART

■ **System Management for Attendance in Real Time**

■ **All full-time employees' hours are already programmed in the system**

■ **Hours that need to be keyed & approved are:**

- Leave Without Pay
- Part time hourly
- Extra assignments

■ **SAP has to run overnight to reflect** <u>approved</u> **timesheet adjustments**

■ **Keying & Approval must be done in a timely manner to produce an employee's correct gross pay**

Your Role as a Time Approver

- **Approve entries in a timely manner including:**
  - **Absences all including TDE – Employee Self-Service (ESS)**
  - **Attendances - Part Time hours, Extended Day, Community Education, Tutoring, Teacher Sub hours, LWOP, etc. (SAP)**

- **Verify who is working at your School/Department and response to Roster Email.**

- **Monitor leave information for all employees in your org unit**

- **Understand the duties and functions of your Timekeeper**

Payroll Roster

- **Emailed to the Principal / Supervisor.**

- **List all employees within your organizational unit set up by HR in SAP**

- **Payroll Rosters show:**

  - <u>Full-time employees</u>

  - Part-time mainline employees

  - Employees with Multiple Assignments

- **Principal / Supervisor - update any changes on the email.**

  ex. transferred, resigned, retired, new, etc.

- **Reply to email must come from Principal / Supervisor or the Timekeeper with the principal/supervisor cc'd.**

Example of Electronic Payroll Roster via email

PAYROLL ROSTER FOR PAY PERIOD 02/05/2022 - 02/18/2022 & PAY DATE 02/25/2022

Please send this report with any notations back to **PayrollReports@duvalschools.org** by the due date of **02/15/2022** .

If the report is correct as is, please reply back and state "Approved as is". If any of the below notations need to be made, please add them before you reply.

We depend on you or your representative to make the necessary notations on this report of anyone that is not entitled to be paid during this pay-period.

• Add New hires with start date if not listed on report

• Note Resignations/Terminations with last day of work

• Note Retirement with date

• Note Leave of Absence/FMLA and first date out of work

• Note if On the job injury - date of injury and absences

• Note transfer to another work location name and date of transfer

Please notify your Payroll Tech and HR Staffing if there are employees listed who are no longer working at your location to ensure they are not overpaid.

To view an employee's most up to date Leave balance, please go to Employee Leave Overview in ESS (Employee Self-Service) on the Manager Self-Service Tab.

Please Note: If you have a vacant manager's position with direct reports, all employees who would have originally been sent to them are now appearing on this roster email report. This will continue until the vacant position is filled.

Administrators Acknowledgement -

By submitting this roster for the current pay period, I acknowledge all employees listed on this roster are active, in attendance and entitled to a paycheck. I have made the necessary notes in my email to payroll to ensure employees at this work location are not overpaid.

Example of Electronic Payroll Roster via email

FULL TIME EMPLOYEES

OrgUnit	Pernr	EmployeeName	PersonnelArea	CostCenter	HrsPd	SickBal	AnnualBal	PersUsed
1790	0005██████	███████████	CB28-12/8 Civil Serv	0179010000	80.00	35.50000	20.08800	44.50000
1790	00011███ HALL CAROL		AC28-12 mo Admin	0179010000	80.00	334.62600	163.50000	0.00000
1790	00015███ LAWS CAROLYN		TE28-12/8 Spec/Psy	0179010000	80.00	941.50000	529.50000	0.00000
1790	000554██	███████	CB28-12/8 Civil Serv	0179010000	80.00	41.50000	54.40400	0.00000
1790	0001████ ████ HEATHER		AC28-12 mo Admin	0179011140	80.00	30.00000	8.00000	0.00000
1790	0001████ MORRIS ANGELA		CB28-12/8 Civil Serv	0179010000	80.00	174.00000	285.49600	20.00000
1790	00017██ PEARCE ██████		AC28-12 mo Admin	0179010000	80.00	258.00000	369.50000	0.00000
1790	0003████ VAN PH MELISSA		CB28-12/8 Civil Serv	0179010000	80.00	8.25000	18.00000	0.00000

PART-TIME EMPLOYEES

OrgUnit	Pernr	EmployeeName	PersonnelArea	CostCenter	PayRate	StartDate	EndDate
1790	00010179█ BATEY JACQUELINE		GBWR-PT hrly w/ret	0179010000	28.33000	02/13/2021	12/31/9999
1790	0004████ ████████		GBWR-PT hrly w/ret	0179010000	28.33000	02/13/2021	12/31/9999
1790	0000████ ████ CYNTHIA		GBWR-PT hrly w/ret	0179010000	28.33000	01/03/2022	12/31/9999
1790	0003517█ ████ REBECCA		GBWR-PT hrly w/ret	0179010000	28.33000	02/13/2021	12/31/9999
1790	0003940█ ████ BARBARA		GBWR-PT hrly w/ret	0179010000	28.33000	07/01/2020	12/31/9999

Timesheets

- **Full-time employees except Administrators & Teachers are required to fill out and sign timesheets.** Timekeeper prints timesheets

- **Part Time employees should fill out timesheets and turn them into the Timekeeper in order to get paid.**

- **Timekeeper - keys part time & multiple assignments hours and LWOP in SAP**

- **Time Approver – signs off timesheets and approves hours keyed in SAP**

Part-time employees will not have a paycheck unless hours are keyed and approved before payroll cutoff.

Multiple Assignments

- **Other work assignments an employee has outside of their main organizational assignment**

- **Submit signed timesheets to the Timekeeper**

- **Timekeeper will key multiple assignment information into CATS**

- **Exception:** If an employee performs a multiple assignment at an organizational unit other than their own:

  - Multiple assignment location will create timesheets, the employee & the principal at the 2nd location will sign the timesheet

  - The timesheet needs to go to employee's home location to be keyed & approved online

- *Payroll will NOT issue a manual check for multiple assignment payments if an employee already has a check on the payday*

Leave forms

- **Board Policy Manual as stated below:**

CHAPTER 6.00 – HUMAN RESOURCES

LEAVE APPLICATION   **6.52**

I.   A leave application shall be in writing on the proper District form and shall be presented for approval prior to the requested date unless otherwise provided herein. Leave requests shall be signed by the employee. If proper leave forms are not submitted within three working days after returning from an absence, a leave without pay will be charged to the employee.

II.   Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

Leave

- **12mo. - 12 days** of **Sick Leave**/school year (Jul-Jun)

- **11mo. - 11 days** of **Sick Leave**/school year (Aug-Jun)

- **10mo. - 10 days** of **Sick Leave**/school year (Aug-May)

<u>Fronted Sick Leave Days</u>

- Teachers, Paras, 10 and 11-Month (March, April, and May)

- 12 Month employees (April, May, and June)

1. To earn the leave for the month, an employee must work or have 5 paid days during that month.

2. Leave cannot be used until it is earned.

- **Annual leave (12 Month employees only)**

- Accrues twice a month – in the middle and end of the month

- Hours accrued depend on years of service

10 Month Administrators	
AA07, AB07	
Accrual Date	SL Acrl
08/31/2021	4
09/30/2021	1
10/29/2021	1
11/30/2021	1
12/17/2021	1
01/31/2022	1
02/28/2022	1

10 Month Teachers, Psychologists	
TA07, TB07, TF08, TG08 NA07	
Accrual Date	SL Acrl
08/03/2021	4
09/30/2021	1
10/29/2021	1
11/30/2021	1
12/17/2021	1
01/31/2022	1
02/28/2022	1

10 Month Teachers Job Share		
TJ3N, TJ3C	TJ2N, TJ2C	
Accrual Date	Accrual Date	SL Acrl
08/03/2021	08/03/2021	2
09/29/2021	09/30/2021	1/2
10/29/2021	10/28/2021	1/2
11/30/2021	11/29/2021	1/2
12/16/2021	12/17/2021	1/2
01/31/2022	01/28/2022	1/2
02/28/2022	02/25/2022	1/2
Note: Job Share Teachers each receive 50% of the normal leave accrual		

11 Month - Civil Service	
CD17, CE17, CM18, CN18	
Accrual Date	SL Acrl
07/30/2021	4
08/31/2021	1
09/30/2021	1
10/29/2021	1
11/30/2021	1
12/17/2021	1
01/31/2022	1
02/28/2022	1

10 Month	
CF07, CG07, CQ07, CR07 CK08, CL08, CS08, CT08 FC07, FF07, HS07, HT07 HS08, HT08, PD08, PF08 RB07, RD07, RS07, RT07	
Accrual Date	SL Acrl
08/31/2021	4
09/30/2021	1
10/29/2021	1
11/30/2021	1
12/17/2021	1
01/31/2022	1
02/28/2022	1

You can find this on our website under payment calendar, last page of regular payment calendar

CLASSIFICATION	
AA07	10 Mo Admin
AB07	10 Mo Admin/Opt
AC28	12 Mo Admin
AD28	12 Mo Admin/Alt
BA12 ★	Board Members
CB28	12/8 Civil Service
CC27	12/7 Civil Service
CD17	11/7 Civil Service

12 Month		
AC28, CB28, CC27, FA28, HS27,PD28, TE28		
Accrual Date	SL Acrl	AL Acrl
07/15/2021		1/2
07/30/2021	4	1/2
08/13/2021		1/2
08/31/2021	1	1/2
09/15/2021		1/2
09/30/2021	1	1/2
10/15/2021		1/2
10/29/2021	1	1/2
11/15/2021		1/2
11/30/2021	1	1/2
12/10/2021		1/2
12/17/2021	1	1/2
01/13/2022		1/2
01/31/2022	1	1/2
02/15/2022		1/2
02/28/2022	1	1/2
03/11/2022		1/2
03/31/2022	1	1/2
04/14/2022		1/2
04/29/2022		1/2
05/13/2022		1/2
05/27/2022		1/2
06/15/2022		1/2
06/29/2022		1/2

12 Month - Alt		
AD28, TS28		
Accrual Date	SL Acrl	AL Acrl
07/15/2021		1/2
07/30/2021	4	1/2
08/13/2021		1/2
08/31/2021	1	1/2
09/15/2021		1/2
09/30/2021	1	1/2
10/15/2021		1/2
10/29/2021	1	1/2
11/15/2021		1/2
11/30/2021	1	1/2
12/10/2021		1/2
12/17/2021	1	1/2
01/13/2022		1/2
01/31/2022	1	1/2
02/15/2022		1/2
02/28/2022	1	1/2
03/11/2022		1/2
03/31/2022	1	1/2
04/14/2022		1/2
04/29/2022		1/2
05/13/2022		1/2
05/27/2022		1/2
06/15/2022		1/2
06/29/2022		1/2

12 Month - Alt	
TA27	
Accrual Date	SL Acrl
07/01/2021	4
08/31/2021	1
09/30/2021	1
10/29/2021	1
11/30/2021	1
12/17/2021	1
01/31/2022	1
02/28/2022	1
03/31/2022	1

Code	Description
CE17	11/7 Civil Svc/Opt
CF07	10/7 Civil Service
CG07	10/7 Civil Svc/Opt
CK08	10/8 Civil Service
CL08	10/8 Civil Svc/Opt
CM18	11/8 Civil Service
CN18	11/8 Civil Svc/Opt
CP24 ★	12/4 Physician
CQ07	10/7 Interpreter/Job Coach
CR07	10/7 Interpreter/Job Coach/Opt
CS08	10/8 Truancy Officers
CT08	10/8 Truancy Ofcrs/Opt
FA28	12/8 Food Service
FC07	10/7 Food Service
FF07	10/7 Food Service/Opt
GANR ★	Part Time Hourly / No Retirement
GBWR ★	Part Time Hourly / Retirement
HS07	10/7 Health Services
HT07	10/7 Health Services/Opt
HS08	10/8 Health Services
HT08	10/8 Health Services/Opt
HS27	12/7 Health Services
NA07	10/7.33 Non Certified Teacher
PD08	10/8 School Safety Officer
PD28	12/8 School Safety Officer
PF08	10/8 School Safety Officer/Opt
RB07	Paraprofessional
RD07	Paraprofessional/Opt
RS07	10/7 Child Development Assoc.
RT07	10/7 Child Develop. Assoc./Opt
SCZZ ★	Coach
TA07	10/7.33 Teacher
TA27	12/7 Teachers Alt
TB07	10/7.33 Tch/Opt
TE28	12/8 Specialists/Psychologists
TF08	10/8 Psychologists
TG08	10/8 Psychologists/Opt
TJ2C	Job Share Tch 2/3-Covg
TJ2N	Job Share Tch 2/3-No Covg
TJ3C	Job Share Tch 3/2-Covg
TJ3N	Job Share Tch 3/2-No Covg
TS28	12 month Psychologists Alt

Sick Leave – 2000 - 2002

- **Sick Leave may be used for self, immediate family member or death of a relative**

- **There are absence codes in ESS for each to differentiate**

  - 2000 Sick Leave for Self

  - 2001 Sick Leave for Family Member

  - 2002 Sick Leave – Death of Relative – attach supporting doc.

- **<u>Doctor's Statement is required as of the 6th consecutive day of sick leave per contracts.</u>**

Personal Leave - 2020

- **Each employee may use up to 6 days of "Sick Leave" for Personal Reasons per school year (7/1 – 6/30)**

- **Personal Leave reduces sick leave balance**

- **Personal Leave doesn't roll over every year.**

Annual Leave

- **Annual Leave - 1000**
  - Cannot exceed 30 days per calendar year (1/1 – 12/31)
  - Administrator – can use unlimited, but cannot carry over more than 62 ½ days (500hrs) on December 31st

- **Annual Leave in lieu of Sick – 1020**
  - Should be used when an employee has exhausted all sick leave and is on documented Sick Leave – Must be approved by the Supervisor (Board Policy Chapter 6 Human Resources 6.57)

Bereavement Leave

This is keyed in ESS, and the employee must attach supporting documentation such as a publish obituary or funeral program. The allotted days are per School Year, which is July to June. Bereavement leave can only be taken due to the death of a relative (see below for definition).

In addition, many contracts have language covering Funeral or Bereavement leave allowing employees to take days off due to the death of relative or immediate family member. These days are in addition to the District paid bereavement leave. Please see contracts for exact language and number of days allowed per bargaining group. These additional days are taken from the employee's sick leave balance.

The term "relative" is defined as father, mother, brother, sister, husband, wife, child, grandmother, grandfather, grandson, granddaughter, or other close relative or member of his/her own household (Per State Statute and Board Policy).

Reminder, Bereavement leave does not carry forward to the next school year, so days do not accumulate.

 2 days of bereavement – Teachers, Para, UOPD, AFSCME, Supervisors Assn (JSA), FOP (Police), LINUA, IBEW

Temporary Duty Elsewhere (TDE) 1210 - 1240

■ **TDE is used when employees are absent from their work location but working as a DCPS representative**

■ **Most common reasons for TDE**

- Training 1210
- Conferences 1230
- Field trips/Other 1240

Leave Without Pay (LWOP)

- **Authorized Leave without Pay**

  - Use absence type **1101**

- **Unauthorized Leave without Pay**

  - Use Absence type **1102**

Important to use the correct type of LWOP for documentation with disciplinary issues

➢ Please notify HR if you have any:

    Teachers – consecutive **5** days of Leave without pay

    Others – consecutive **10** days of Leave without pay

Leave without pay 1191
from outstanding ESS Sub Report

■ **1191 Leave Without Pay – payroll keys LWOP for all unprocessed absences from the ESS Sub report**

- Requests for any changes – Complete request form "Request for Adjustment of Days Keyed LWOP" and submit copy of leave form to be adjusted. Leave form and request form must be signed by Principal. Completed forms can be faxed to (904) 858-3570, HR Employee Support department, for their review.

- If a change/removal of leave without pay is approved by HR - the Payroll Department will change the entry and payment will be paid on the next regular paycheck. **Manual checks will not be issued.**

- To obtain a blank request form, contact your payroll tech or go to the Payroll Website and look under forms.

Leave Without Pay Email

Sent to Managers and Employees

Payroll - Leave Without Pay Approved

WB **WF-BATCH@sap.dcps.biz**
To ~~...A: Mcgowan, Jessica~~

↩ Reply   ↩ Reply All   → Forward   ⋯

Fri 8/6/2021 11:46 PM

The following Leave Without Pay (LWOP) has been approved on 08/06/2021:

~~...~~ 07/30/2021 8.00Hours LWOP-Authorized Approved
~~...~~42 08/02/2021 8.00Hours LWOP-Authorized Approved
~~...~~ 08/03/2021 8.00Hours LWOP-Authorized Approved
~~...~~2 08/04/2021 8.00Hours LWOP-Authorized Approved
~~...~~514~~ 08/05/2021 8.00Hours LWOP-Authorized Approved
~~...~~2 08/06/2021 8.00Hours LWOP-Authorized Approved

This is an automatic email generated from SAP (SBP /client- 220) on 08/06/2021 at 23:45.
If you have any questions or believe this may be an error, please contact the timekeeper at your school or your payroll technician within one working day.
If you are a teacher, this action may have been prompted as a result of a leave request being submitted in the substitute vendor portal (Frontline-AESOP), but not entered in the district's Employee Self Service (ESS) portal.
If you are a manager, this email is for informational purposes only.
Please do not reply to this E-Mail. Thank you.

LWOP must be approved before the email send out.

Leave that requires documentation in ESS

- **The following processes are exceptions – needs documentation to support:**

  - **On the Job Injury (OJI)**

  - **Covid Leave**

  - **Court / Jury Duty**

  - Leave Donation to/from a Family Member and a co-worker – see on our website under Payroll Forms for detail. **Send to Payroll**.

  - **Bereavement**

  - Extended leave and Sick leave pool information are under HR website. Any questions, contact HR, Extended leave, Mary Presley 390-2065 presleym@duvalschools.org :

    - Family Medical Leave (FMLA)

    - Military Leave

    - Sick Leave Pool

Attendance and Absence Hours

■ **Attendance (PT work) - Keyed in exact hours**

  ■ can go back to key **60days**

■ **Absences (Leave Time) half hour increments (0.5)**

  ● **Teacher with student contact (using ESS Sub) – Half day (3.67) or Whole day (7.33)**

  ● When Teacher (7.33hrs/day) has 2 different types of leave in one day

    ◆ One leave is **3.67**, the other leave is **3.65**

      ■ can go back to key **180 days in ESS**

Conversion of minutes to decimal

- Check if the timesheets/leave forms are in minutes or decimals
- Remember, **Leave is half hour increment, so 30 minutes = 0.5 minimum**.
- If you receive a **TIMESHEET** that has minutes written on it, use the chart below to convert:

Minutes	Key in SAP
0.05	0.08
0.10	0.17
0.15	0.25
0.20	0.33
0.25	0.42
0.30	0.50
0.35	0.58
0.40	0.67
0.45	0.75
0.50	0.83
0.55	0.92
0.60	1.00

Attendance Type

Attendance Type	Attendance Type Text
MA01	Multiple Assignment
MA05	Multiple Assign-Extended Day
MA10	Community Education
ML01	Part-time hourly - mainline
ML30	Teacher subbing teachers
ML31	Teacher subbing teachers - block school
ML40	Overtime - on call
ML41	Overtime - call back
ML05	Overtime
ML06	Holiday Worked
EP01	Extended Period
SS01	Summer School

- **You can key 60 days in the past**. Older than 60 days, send timesheets to payroll

Absence Types

Employee can go back 180 days and 60 days forward to key leave in ESS.

Keyed in ESS	
Absence Code	Absence Code Text
1000	Annual Leave
1020	Annual Leave in lieu of Sick
2000	Sick Leave for self
2001	Sick Leave -Family Member
2002	Sick Leave- Death of Relative
2020	Personal Leave
1210	TDE -Training/Workshop
1230	TDE -Official Travel/Conference
2343	COVID Emergency Payment Incentive
2342	COVID Testing Admin Leave
2340	COVID Sick Leave Emergency Payment Self
1240	TDE- Other
1400	Jury Duty/Court
2400	Bereavement Leave
2040	OJI/Illness in Line of Duty
2010	Sick Leave - OJI/Illness
1030	Annual Leave -OJI/Illness
1301	Military Leave -Active Duty
1300	Military Leave -Training
1011	Annual Leave Military -Active Duty
1010	Annual Leave Military -Training
2031	Personal Leave Military -Active Duty
2030	Personal Leave Military -Training
2110	Sick Leave from Pool
Keyed in SAP	
1101	Leave Without Pay -Authorized
1102	Leave Without Pay -Unauthorized

Keying & Approval cutoff

- **Keying -**

  - **Before the cutoff – 12PM on Pre-Process day**

  - Refer to the **SMART calendar & key daily**

  - **DO NOT KEY on the "DO NOT KEY" day including SAT & SUN after the cutoff!!!**

  - **Do NOT key beyond the pay period**

  - Communicate with your Time Approver

- **Time Approval - should be Approved –**

  - **Before the cutoff – 2PM on pre-process day**

  - Refer to the **SMART calendar**

  - Communicate with your Timekeeper

April 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Mar	28-Mar	29-Mar **PRs DUE IN** **(3/19-4/1)**	30-Mar	31-Mar	1 **PRE-PROCESS** **(3/19-4/1)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	2
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
3	4	5 **PROCESS** **(3/19-4/1)**	6	7	8 **PAYDAY** **(3/19-4/1)**	9
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
10	11 **PRs DUE IN** **(4/2-4/15)**	12	13	14 **PRE-PROCESS** **(4/2-4/15)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	15 **SPRING** **HOLIDAY** **FOR ALL**	16
	KEY DAILY	KEY DAILY	KEY DAILY		DO NOT KEY	
17	18	19 **PROCESS** **(4/2-4/15)**	20	21	22 **PAYDAY** **(4/2-4/15)**	23
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
24	25	26 **PRs DUE IN** **(4/16-4/29)**	27	28	29 **PRE-PROCESS** **(4/16-4/29)** HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm **Key until 12 Noon** Approval cut-off 2 PM	30
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		

May 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 PROCESS (4/16-4/29)	4	5	6 PAYDAY (4/16-4/29)	7
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
8	9	10 PRs DUE IN (4/30-5/13)	11	12	13 PRE-PROCESS (4/30-5/13) HR Staffing cutoff 12:00 pm HR Tech cutoff 2:00 pm Key until 12 Noon Approval cut-off 2 PM	14
	KEY DAILY	KEY DAILY	KEY DAILY	KEY DAILY		
15	16	17 PROCESS (4/30-5/13)	18	19	20 PAYDAY (4/30-5/13) PRs DUE IN (5/14-6/9)	21
	DO NOT KEY	DO NOT KEY	KEY DAILY	KEY DAILY	KEY DAILY	
22	23	24	25 PRE-PROCESS B1-B3,B6,B7(5/14 - 5/27) B5 (5/14-6/9) T1, T2 (5/14-6/3) Key until 12 Noon Approval cut-off 2 PM	26	27 PROCESS B1-B3,B6,B7(5/14 - 5/27) B5 (5/14-6/9) T1, T2 (5/14-6/3)	28
	KEY DAILY	KEY DAILY		DO NOT KEY	DO NOT KEY	
29	30 MEMORIAL DAY HOLIDAY FOR ALL	31 PRE-PROCESS T2, B5-B6 (12) Key until 12 Noon Approval cut-off 2 PM	1-Jun PROCESS T2, B5-B6 (12) PRE-PROCESS T2, B5-B6 (13)	2-Jun PROCESS T2, B5-B6 (13) PRE-PROCESS T2, B5-B6 (14)	3-Jun B1-B3, B6 B7(5/14 - 5/27 B5 (5/14-6/09) PROCESS T2, B5-B6 (14) PRE-PROCESS T2 (15)	4-Jun T1&T2 (5/14-6/03) PAYDAY 06/03/22

IMPORTANT!!!

- **If you cannot approve by 2 PM, send an approval request via email with your Org number to payroll:**

Karen Matatall – GajewskiK@duvalschools.org

Bruce Scheeley – ScheeleyB@duvalschools.org

- **Approval request must come from a Time Approver**

- **If you cannot send a request, you need to be copied in the request email.**

SMART FILING PROCEDURES

- File your payroll documentation by pay period.

- Please label your file folder with the pay period and pay date.

  Example:

  Pay Period: 11/27/21 – 12/10/21 Pay Date: 12/17/2021

- All forms keyed during this pay period are kept together alphabetically

RECORD RETENTION SCHEDULE

1. Attendance records (Timesheets)   **5** fiscal years

2. Leave records (Leave Forms)   **5** fiscal years

3. Payroll supporting documentation (Rosters)   **5** fiscal years

4. Audit supporting documentation   3 fiscal years

TRANSACTION CODE
Time Approver

- **PA20 – Display HR Master Data – Employee info**

- **CATS_APPR_LITE – Approve Working Times – Review & Approve entries keyed**

- **CATS_DA – Display Working Time – View entries keyed**

- **PT_QTA10 – Leave Balances**

- **PT_BAL00 – Leave Accruals**

- **Y_SED_95000226 – Timesheets – Print Timesheets**

- **Y_SED_95000329 – PCF Tracking**

- **Y_SD6_95000522 – Leave Requests – For Managers**

- **Y_SD6_ 95000519 – Leave Requests - Bookkeepers**

Approve/Reject Time for Employees

- **Transaction code CATS_APPR_LITE**

- **This transaction is used to approve and reject time for all employees within your organization**

- **The "Show All Employees" box must be checked if you have employees that work multiple assignments in other locations**

- **To see other reports check the "Show All Employees" box and enter the Organizational Key # to be shown if you're responsible for multiple locations**

- **If you have an issue with the entry, do not reject, skip the entry. Go to your timekeeper and ask to change or delete entry.**

Approve Working Times

⊕ 🖿 🚹 🕼 🔏 | ◇ OrgStructure | ◇ Search Help | 🕲 3209

Period
Reporting Period — Other Period — 07/01/2018 ⊕ 12/31/9999

Selection Criteria
Personnel Number ⇨
Employment Status ⇨
Company Code ⇨
Organizational Key — 3209 ⇨
Cost Center ⇨

Selection of Time Sheet

Basic Data		▣
Task Type	to	⇨
Task level	to	⇨
Task component	to	⇨
Activity Type	to	⇨
Stat. key figure	to	⇨
Att./Absence type	to	⇨
Wage Type	to	⇨
Display Unit/Measure	to	⇨
Number (unit)	to	⇨
Processing status	20	to	⇨
Short Text	to	⇨
Receiver account assgmt		◇
Sender Account Assignment		◇
Data Sources		▣

DUVAL
Show All Employees ☑

Approval of Time Sheet
☑ Send notification of rejection
☑ Bundle Messages
☐ Automatic Approval (Cust Exit)

Output
Conversion to Unit of Measure
Layout

Note: when approving payroll, always change start date to beginning of current year (7/1/20XX) and end date to last day of pay period

Approve Working Times

Name of Employee or Applicant	Date	Status Σ	Number	MU	Crcy	A/A type	MFA	Created on	Time	Created by	Last change	Time	By	Full-day	Main CC	I	Las
CAROLYN R ABBOTT	08/27/2018	△	7.000	H	USDN	2020	5100150	08/30/2018	15:33:23	GRIMESM	08/30/2018	15:33:23	GRIMESM	☑	320910000		ABI
Personnel Number 3778		🖨▪	**7.000**	**H**													
CRYSTAL G BOOTH	09/18/2018	△	7.330	H	USDN	2000	5200120	08/22/2018	10:41:15	GRIMESM	08/22/2018	10:41:15	GRIMESM	☑	320910000		BO
	09/17/2018	△	7.330	H	USDN	2000	5200120	08/22/2018	10:41:15	GRIMESM	08/22/2018	10:41:15	GRIMESM	☑	320910000		
	09/14/2018	△	7.330	H	USDN	2000	5200120	08/22/2018	10:41:15	GRIMESM	08/22/2018	10:41:15	GRIMESM	☑	320910000		
Personnel Number 45939		🖨▪	**21.990**	**H**													
MICHELE RENEE FLEMING	08/27/2018	△	7.330	H	USDN	2001	6400130	08/30/2018	09:40:26	GRIMESM	08/30/2018	09:40:26	GRIMESM	☑	320948822		FLE
Personnel Number 90008466		🖨▪	**7.330**	**H**													
MICHELLE MARIE GERSTEN	09/04/2018	△	7.330	H	USDN	2020	6400130	08/30/2018	09:45:21	GRIMESM	08/30/2018	09:45:21	GRIMESM	☑	320948817		GEI
	08/28/2018	△	7.330	H	USDN	2000	6400130	08/30/2018	09:44:39	GRIMESM	08/30/2018	09:44:39	GRIMESM	☑	320948817		
Personnel Number 90017631		🖨▪	**14.660**	**H**													
KATHRINE LOUISE KAHLER	08/27/2018	△	7.000	H	USDN	1101	5200150	08/30/2018	09:42:51	GRIMESM	08/30/2018	09:42:51	GRIMESM	☑	320910000		KAI
	08/24/2018	△	7.000	H	USDN	1101	5200150	08/30/2018	09:42:51	GRIMESM	08/30/2018	09:42:51	GRIMESM	☑	320910000		
Personnel Number 54383		🖨▪	**14.000**	**H**													
KIMBERLY DALE MCSWAIN	08/30/2018	△	7.330	H	USDN	1210	5100120	08/30/2018	10:34:17	GRIMESM	08/30/2018	10:34:17	GRIMESM	☑	320910000		MC
Personnel Number 33692		🖨▪	**7.330**	**H**													
LAUREN ELIZABETH PUMPHREY	10/26/2018	△	7.330	H	USDN	2000	5100120	08/30/2018	09:43:53	GRIMESM	08/30/2018	09:43:53	GRIMESM	☑	320910000		PUI
Personnel Number 51619		🖨▪	**7.330**	**H**													
JESSICA LYNN REEHL	09/04/2018	△	7.330	H	USDN	2020	5200120	08/24/2018	09:16:53	GRIMESM	08/24/2018	09:16:53	GRIMESM	☑	320910000		REI
	08/28/2018	△	3.670	H	USDN	2000	5200120	08/30/2018	09:39:44	GRIMESM	08/30/2018	09:39:44	GRIMESM	☐	320910000		
	08/27/2018	△	7.330	H	USDN	2000	5200120	08/30/2018	09:39:44	GRIMESM	08/30/2018	09:39:44	GRIMESM	☑	320910000		
Personnel Number 45768		🖨▪	**18.330**	**H**													
CARLENE STALNECKER-JONES	08/29/2018	△	7.330	H	USDN	2002	5200120	08/30/2018	15:34:24	GRIMESM	08/30/2018	15:34:24	GRIMESM	☑	320910000		ST/
Personnel Number 9335		🖨▪	**7.330**	**H**													
🖨			**▪▪ 105.300**	**H**													

Collapse Selection

Display All Attendances and LWOP

- **Display working Time(CATS_DA) let you view entries keyed on CAT2(maintain)**

- **Use Display Working Times(CATS_DA to double check your entries after you keyed to CAT2**

- **Display Working Times(CATS_DA) display of all the attendances and LWOP that have been keyed by:**

- **organization Number**

- **dates**

- **employee**

- **attendance type/LWOP**

Note: Display Working Times entries can be sorted, filtered, and exported to Excel.