

## *A few words from Trisha Neely, Director, Division of Accounting...*

I would like to express my sincere gratitude to the staff of the individual Pilot Organizations; the Colonial School District, the Department of Finance and the Department of Technology and Information for being the “pioneers” of the new Time and Labor module. Through your dedicated involvement and hard work, we progressed smoothly through the testing and implementation phases of the project plan. There was a truly collaborative team spirit across Organizations which guaranteed a successful implementation. Once implemented, you worked through the majority of issues on your own and have identified a number of items that need to be resolved before other Organizations are implemented. As you are well aware, we have had three very successful pay periods since the implementation of the T&L module and the new Leave Accrual process which attests to your involvement throughout the planning and implementation phases. You have been more than Pilot Organizations; you have been part of the implementation team and have set the standard for future roll-outs to the remainder of the State.



### Proposed T&L Statewide Roll-Out Strategy

Following the implementation for more than 2400 employees in three Pilot Organizations, the Time & Labor Team is focusing on the DeIDOT (Fall 2005) and statewide roll-out implementation strategy (Winter 2006). A three-prong statewide roll-out strategy was proposed and approved by the ERP Sponsors.

#### 1. **Small Organizations with similar requirements**

- Fast-track approach - Manual data entry (No automated conversion required)
- No impact to Production Calc/Confirm schedule
- Active involvement of Change Management Team

#### 2. **Medium Organizations with varied requirements**

- Automated conversion required
- May impact Production Calc/Confirm schedule
- Active involvement of Change Management Team

#### 3. **Organizations with complex requirements**

A questionnaire will be sent to Organizations that are potential candidates for Categories 1 and 2.

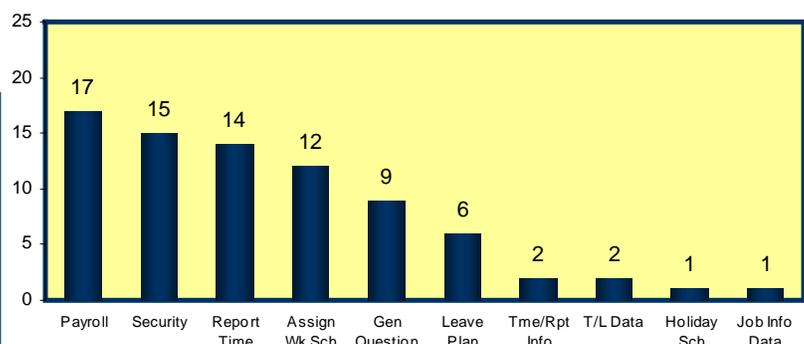
A separate questionnaire will be sent to Organizations that will obviously fall into Category 3. Responses to the questionnaires will be reviewed and analyzed, and requirements will be finalized.

PHRST will conduct Time & Labor demonstrations for all Organizations in the upcoming months.

Depending on the readiness of each State Organization, the current target for Time & Labor statewide implementation is Winter 2006.

Contact PN Narayanan at [pn.narayanan@state.de.us](mailto:pn.narayanan@state.de.us) with any questions.

### **Time & Labor Calls by 'Problem Area'**



This chart represents the number of Help Desk calls received from the Time & Labor Pilot Organizations during their first complete pay cycle.

(Implementation date of April 27<sup>th</sup> through the May 13<sup>th</sup> check date)

## Timekeeper Roles and Responsibilities

In Time & Labor, one of the most important roles is that of the Timekeeper. Whether an Organization is **Centralized**, where all time and leave is entered by a Timekeeper, or **Decentralized**, where employees enter their own time — Timekeepers are an essential part of ensuring the timely entry of accurate data which results in reported time that is processed into correct payable time.

The Timekeeper role combines the responsibilities of a Time Clerk and Leave Administrator to more effectively manage the Time Reporting process. The Timekeeper performs the data entry for both time reporting and leave usage on a single Time & Labor page, **Weekly Elapsed Time**.



### Timekeeper Duties:

#### Centralized or Decentralized Organization

Data entry to the **Weekly Elapsed Time** page using appropriate Time Reporting Codes (TRCs)

- Time Reporting for assigned group of employees
  - Data entry of assorted Leave Usage (i.e., Sick and Annual)
  - Report exceptions to Regular Time (i.e., Overtime and Docking)
  - Adjustments to prior pay periods

- Override Account Code or Hourly Rate data

- Review Payable Time and critical Time & Labor reports for errors

#### Decentralized (Self-Service) Organization

Verify Payable Time is accurate for all assigned employees

- Regular Time
- Verify System-calculated Overtime is valid
- Verify appropriate Leave Usage TRC's were used

- Enter Docking or other exceptions

- Enter adjustments to prior pay periods

- Review critical Time & Labor reports for errors

### Questions or Comments:

Contact Michelle Hersey • 302-739-2260 x 343 • [michelle.hersey@state.de.us](mailto:michelle.hersey@state.de.us)

PHRST Time & Labor web page: <https://phrstra.spo.state.de.us/phrst/tandl.shtml>

## Preparing for T & L Implementation

- All Organizations must maintain accurate Service Dates for employees who are eligible for Leave to ensure accurate Leave accrual. School Districts should identify which field is currently used to maintain the correct Service Dates for Leave accrual (Service Date, School Seniority Date, etc.), and confirm the date in that field is accurate for each employee.
- All Organizations must maintain Leave balances, including Annual Leave, Sick Leave, and Comp Time for all employees.
- In Time & Labor, Leave Plans are driven by Employee Classification (Empl Class) values. To ensure that employees are eligible for the appropriate Leave plans, it is important that they are assigned to the correct Empl Class.

For Time & Labor updates, please visit the Time & Labor webpage at: <https://phrster.spo.state.de.us/phrst/tandl.shtml>.

You will find new Policies and Procedures, and by accessing the Training links, you can get a sneak peek at the way Time and Labor works.



### Time and Labor

<div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"><b>Communicator</b></div> <ul style="list-style-type: none"> <li>• March 2005</li> <li>• January 2005</li> <li>• Time and Labor Benefits and Facts</li> </ul> <div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"><b>Presentations</b></div> <p><b>January 2004</b></p> <ul style="list-style-type: none"> <li>• Time &amp; Labor Overview and Demo</li> </ul> <p><b>May 2004</b></p> <ul style="list-style-type: none"> <li>• Time &amp; Labor Workflow Presentation</li> <li>• Time and Labor Workflow Scenarios</li> <li>• Time and Labor Processes</li> </ul> <p><b>May 2003</b></p> <ul style="list-style-type: none"> <li>• What is Time &amp; Labor - Comparison - prior system through future system expectations</li> </ul> <div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"><b>Policies and Procedures</b></div> <ul style="list-style-type: none"> <li>• TLU-001 - Transfers - Non-TL to TL Organization</li> <li>• TLU-002 - TL to Non-TL Organization</li> <li>• TLU-015 - New Hire</li> </ul> <div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"><b>Forms</b></div> <ul style="list-style-type: none"> <li>• Time and Labor Payroll Authorization Form</li> <li>• Security Authorization Form</li> </ul>	<div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"><b>Training</b></div> <ul style="list-style-type: none"> <li>• Using the UPK Training Modules (Read This First)</li> <li>• PHRST PeopleSoft 8.8 Fundamentals                         <ul style="list-style-type: none"> <li>○ UPK Training Module</li> <li>○ Fundamentals Training Manual</li> <li>○ Fundamentals Job Aids</li> </ul> </li> <li>• PHRST PeopleSoft Time and Labor 8.8 Employee Self Service                         <ul style="list-style-type: none"> <li>○ UPK Training Module</li> <li>○ Time and Labor Employee Self Service Training Manual</li> <li>○ Time and Labor Employee Self Service Job Aids</li> </ul> </li> <li>• PHRST PeopleSoft Time and Labor 8.8                         <ul style="list-style-type: none"> <li>○ UPK Training Module</li> <li>○ Time and Labor Training Manual</li> <li>○ Time and Labor Job Aids</li> </ul> </li> <li>• Pop-up Blockers: <i>In the event a user in the UPK training software clicks the link for a module, lesson or topic and nothing happens, the problem may be a result of a feature in computer software known as Pop-up Blocking. Disabling the Pop-up Blocking software will likely solve the problem.</i></li> </ul> <p style="font-size: small; margin-top: 10px;"><i>Users should check the task bar located in the lower right hand corner of the screen, next to the clock. If they do not find a Pop-up Blocking icon there, or have trouble disabling the feature, they should contact their organization's Information Systems Specialist for help.</i></p>
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