INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

**TO:** Indiana Department of Workforce Development Employees

**FROM:** Randy Gillespie
Chief Financial Officer

**DATE:** September 7, 2010

**SUBJECT:** DWD Policy 2010-02
DWD Employee Attendance Reporting and Time Distribution via PeopleSoft

**Purpose**
The purpose of this communication is to update the policy regarding completion, submission and approval of biweekly payroll attendance for Indiana Department of Workforce Development (DWD) employees via PeopleSoft.

**Rescission**
DWD Policy 2005-10, Employee Attendance Reporting and Time Distribution via PeopleSoft, issued January 9, 2006

**Contents**
All DWD employees are to report their time to DWD Payroll biweekly via PeopleSoft.

The State Accounting Manual states that "The Employee's Attendance Report (A-4) is to be used for all employees paid through the Auditor of State's payroll system." DWD utilizes the PeopleSoft HR Module for A-4 submission for biweekly attendance reports.

Every employee must submit an attendance report (A-4) for each biweekly pay period. Worked time is not to be submitted before the last day worked in the pay period. If an employee is going to be on vacation or other approved leave on the last regular working day of the biweekly pay period, the employee should submit the attendance report on the last day worked.

In the event worked time is submitted prior to the actual day being worked, appropriate disciplinary action will be taken.

**DWD Employees Must Complete an Online A-4 via PeopleSoft**
DWD employees are solely responsible for reporting their time and tracking their balances via PeopleSoft. Managers are able to view leave balances for their employees, but no other office "payroll clerk" should be utilized or held accountable for tracking balances for their employees.

**Guidelines for Time Reporting Codes**
Following are the PeopleSoft time reporting codes:

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|---|---|
| ALWP | Authorized Leave without Pay (Requires explanation in "Comments")<br>Example: Partial Disability or Workers Comp |
| C2 | Commute Charges State Vehicle |
| CERND | Comp Time Earned **(Not to be reported before day worked)** |
| CSV | Community Service |
| CTKN | Comp Time Taken |
| FUNRL | Funeral Leave |
| HOL | Holiday Leave |
| HOLFM | Holiday Leave Used with FML |
| JURY | Jury Duty Leave |
| LWPFM | Leave without Pay Used with FML |
| MIL | Military Leave |
| MILUP | Unpaid Military Leave |
| OFC | Office Closure |
| OVT | Overtime **(Not to be reported before day worked)** |
| PER | Personal Leave |
| PRFML | Personal Leave Used with FML |
| REG | Regular Time **(Not to be reported before day worked)** |
| SICK | Sick Leave |
| SKFML | Sick Leave Used with FML |
| SPLSR | Special Paid Leave Storm Relief |
| SSL | Special Sick Leave |
| ULWP | Unauthorized Leave without Pay (Requires Explanation in "Comments") |
| VAC | Vacation Leave |
| VAFML | Vacation Leave Used with FML |

Each Time Reporting Code will require additional code annotations for a "Project/Grant" and "Activity." Employees should not use formulas to allocate time to different projects. They should charge time worked to the project codes (programs) that benefit from their work. Time should be entered to the nearest quarter-hour against the program(s) that each staff person supports.

Staff should only charge to the department number to which they are assigned, but if they are asked to work on a special assignment, a different department number may be allowed after review by DWD Payroll Accounting. Staff permanently changing departments during the month are to charge time to both departments for time worked in each department during the month.

Managers should call DWD Budget at 317.233.8348 or 317.232.7751 to request project codes for employees needing to charge projects that are not on their PeopleSoft drop-down list.

**Submission Requirements for DWD Employees to Daily and Biweekly Report Time**
All DWD employees should enter and **save** their time daily into the PeopleSoft system. However, their A-4 should be **submitted** the last day the employee works in the biweekly time period. Time submission in PeopleSoft is considered an electronic signature. Employees whose biweekly pay period ends on Friday should submit their time no later than noon on that Friday. Employees whose biweekly pay period ends on Saturday should submit their time no later than noon on that Saturday. If an employee is going to be on vacation or other approved leave on the last regular working day of the biweekly pay period, the employee should submit the attendance report on the last day worked.

**Submission Requirements for DWD Supervisors to Approve Biweekly Time**
After DWD employees submit their time and it is processed in PeopleSoft's Time Administration (which runs hourly beginning mid-morning), their supervisor should go online and approve their employees' submissions no later than the close of business of that pay period. Supervisors are responsible for ensuring that all employees' attendance forms are completed timely. If an employee is sick or out of the office on the last day of the biweekly payroll period, the supervisor can enter the missing time for the employee from the PeopleSoft Manager Self Service page. If any employee submits his or her time on a Friday or Saturday and then leaves sooner than expected, it is the responsibility of the supervisor to insure that the employee makes the appropriate adjustments to their A-4. If the supervisor has already approved the employee's time, corrections can still be submitted and reapproved.

If a supervisor will not be available to approve the biweekly employees' time, the supervisor must report this to DWD Payroll and name an alternate person who is authorized to approve their employees' time. If no alternate is available, the supervisor must report this to DWD Payroll so other arrangements for timely submission can occur. Please note that the supervisor is still responsible for the accurate reporting of hours on the A-4 for each of his or her employees even if the supervisor does not approve the hours directly. If the alternate person assigned has a problem in approving an employee's A-4, the alternate should contact Payroll by e-mail and report the employee's name, PeopleSoft ID number, and what time is missing, i.e., the date, time reporting code, hours, project code, or activity code with comment.

**Recommendations Regarding the Use of Accrued Leave Time and Other Time Exceptions**
It is recommended that DWD employees do not use accrued leave time until it is reflected in their online PeopleSoft leave balances. Any accrued leave time used prior to being reflected in the PeopleSoft balance will require an exception approval by the employee's immediate supervisor. The supervisor will need to verify that the accrued time is available on the Auditor's system before approving the leave in PeopleSoft. Supervisors should check with Payroll for the time being accrued. The Auditor's system accrued leave balances are updated to PeopleSoft on the Friday evening before the employee receives paychecks or direct deposit information but it would not contain what the employee is accruing for the pay period being submitted.

An employee cannot charge Leave without Pay the first week of the biweekly pay period and then charge Vacation, Sick or Personal Leave hours in the second week in order to obtain Holiday pay. An employee must be in pay status at some time during the week of the holiday to be paid for the holiday.

An employee can be charged Family Medical Leave (FML) on a holiday. If the employee is on FML for the entire calendar week in which a holiday is observed, the employee will use one full week of FML.

A full-time employee starting or separating during the middle of the pay period will require hours not worked annotated as "ALWP" (Authorized Leave without Pay) with a note of explanation in "Comments."

Questions regarding this policy should be addressed to Brian Atkinson, DWD Deputy Controller, at telephone number 317.232.7726 or e-mail BAtkinson@dwd.IN.gov.

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**Review Date**
October 1, 2012

**Ownership**
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**Effective Date**
Immediately

**Action**
Each Indiana Department of Workforce Development employee shall follow the instructions in this policy to properly complete and submit a biweekly attendance report (A-4) in PeopleSoft. Supervisors shall follow the instructions in this policy to properly approve their employees' biweekly attendance reports (A-4) in PeopleSoft.