

LEAVE AND TIME ENTRY BEST PRACTICES

New and helpful changes are on their way! We have prepared a Best Practices Job Aid in addition to explaining the initiative which benefits employees, timekeepers and approvers with regard to accurately entering and reporting time.

TIME ENTRY BEST PRACTICES

EMPLOYEES PAID ON A BIWEEKLY PAY CYCLE:

- Banner Time Entry:
 - Employees are responsible for tracking their time worked, and signing and submitting their timesheets to their supervisor.
 - Employees should confirm with their supervisor that their timecard has been approved.
 - Failure to do both of the above steps may result in a delay in pay.
- LoboTime:
 - Employees are responsible for timestamping and reviewing their timecards regularly.
 - If your timesheet is incorrect it is your responsibility to notify your supervisor immediately. Waiting to notify your supervisor until the payroll deadline day will result in a delay in your pay.
 - For assistance using LoboTime as a biweekly non-exempt hourly employee, contact your Supervisor or Departmental LoboTime Agent. You may also refer to existing Job Aids located on the [LoboTime Info](#) site.

EMPLOYEES PAID ON A MONTHLY PAY CYCLE:

- Banner Time Entry:
 - Sick and Annual Leave (exception time) should be submitted to your department according to their internal departmental deadlines.
 - As an example, leave taken in November will be submitted and entered in Banner in December.
 - Employees can use the [Monthly Leave Usage Report](#) for tracking and all should be collected by the Timekeeper.
- LoboTime:
 - LoboTime employees should request all leave time in advance of taking. All Leave time should be entered via the "Request Time Off" feature within "My Calendar" for both monthly and biweekly employees.

NEW EMAIL NOTIFICATIONS for Banner Department Time Entry in PHATIME:

The emails listed below the Key, are for departments using Banner Department Time Entry in PHATIME and LoboWeb Self Service Approvals process only. This type of email functionality is not available for departments using LoboTime.

KEY (UNM/Banner terminology used within Time Entry reports and email notifications):

- **REGULAR** employee = This category includes all regular staff and benefits eligible temporary employees.
- **OTHER** employee = This category includes other temporary positions. (i.e. students, on-call, non-benefits eligible temporary employees)
- **COMPLETED** time = All REGULAR employees must have time keyed, submitted, and approved. OTHER employees do not require that time be keyed, but if any time is keyed, it must be submitted and approved.

EMAIL TYPES:

- 1 – Biweekly REGULAR employees will receive an email around 2pm on a payroll deadline day if no time has been keyed in Banner.
 - This email is meant to encourage employees to submit their timesheet to their supervisor. A copy will also be sent to their Supervisor-of-Record in Banner.
- 2 – Supervisors will receive an email around 4pm on a payroll deadline day if any of their employees' time has not been COMPLETED.
- 3 – Timekeeping STATUS email:
 - The existing STATUS email, which is currently sent to Timekeepers and Time Approvers via the PZRTNOT process will continue to be sent at the same intervals.
 - These emails will no longer be sent once all time has been COMPLETED. (see KUDOS email below)
 - The PZRTNOT ePrint Report has been modified to include additional information. See below for details regarding the report revisions. The report can still be accessed by logging in to My.UNM.edu > Reporting > ePrint > hrp_banp – HR/Payroll Reports – Production (banp) > PZRTNOT
- 4 – KUDOS Email:
 - One final email will be sent to Timekeepers and Time Approvers once all time has been COMPLETED for Org's for which they are responsible.
 - After receipt of the KUDOS email the new process will no longer send emails.
 - Please verify that time has been received for any employees in the OTHER category who have worked during this pay period.

Timekeepers, Approvers, and Supervisors Best Practices

PRIMARY ROLES

- If you currently hold the primary Timekeeper or Time Approver role it is your responsibility to ensure that all time is COMPLETED each pay period.
- Additionally it is your responsibility to coordinate with or appoint a back-up in the event you are not able to fulfill your duty.
- A back-up is NOT JUST intended to assist in timekeeping and approving while you are on Leave, they also need to take action if you are tied up in a meeting, for example, and are unable to complete the required duties before a deadline.

BACK-UP ROLES

- If you are a back-up Timekeeper and Time Approver, it is your responsibility to ensure that all time is COMPLETED each pay period *even* if you are not the Primary. The function of this role is to ensure all employees are paid on time in the event your primary departmental Timekeeper or Time Approver is unable to timely fulfill their task every pay period.
- Review the Timekeeping emails, and if your primary Timekeeper or Approver is not taking action, follow-up to ensure this task will be done by the published deadline.
- Be proactive! If your PRIMARY Time Approver will be *vacating* or *changing* their position, ensure that a secondary Approver request the PRIMARY Time Approver through the BAR, *prior* to extracting any time for a pay period.
- To find out your list of Timekeepers and Time Approvers, log in to My.UNM.edu > Reporting > ePrint > hrp_banp – HR/Payroll Reports – Production (banp) > PZRTKAP

New LWOP process for Timekeepers for REGULAR employees:

- If an employee or supervisor submits a timesheet with ZERO time for a REGULAR employee (no time worked during the pay period and no other paid leave), Leave Without Pay (LWOP) should be entered in PHATIME.
- Timekeepers should enter one day of 8.0 hours using Earn Code 420 (LWOP) in the timesheet as a standard procedure, again only if they receive a timesheet signed by the employee and supervisor with ZERO hours.
- The rationale for this new procedure is so that these REGULAR employees with ZERO hours will enable the signal that the pay period timekeeping is COMPLETE.
- Caveat: Do not enter LWOP in the case that you have not received a signed timesheet for a REGULAR employee or for employees falling into the OTHER category.

CHECKLIST

- Ensure the timekeeping emails are being received in your main Inbox (not being sent to Clutter or Junk)
- Confirm you know who your back-up is and do they know they are your back-up.
- Check your employee list in PHATIME. If you see an employee who has not worked within a certain period of time, take action and contact your department HR representative.

Timekeeping Status ePrint Report- PZRTNOT New Version as of 11/23/16:

Detail Pages

- The Pay Rate column will no longer be on the report.
- There will now be a column that indicates if an employee is considered REGULAR for purposes of timekeeping.
- If the time entry was extracted by a timekeeper as a Proxy for someone else, that will now be indicated on the report.
- The Pending Status will be changed to say "Pending Approval" & The Returned Status will be changed to say "Returned by Approver"

18-NOV-2016 09:35:21 AM		University of New Mexico Time Entry Status For Pay Period 2R14 2016					Page 1 PZRTNOT			
LEVEL 3 ORGN: AAA - President Admin Indpnt Office		PRIMARY APPROVER:								
ORGANIZATION:										
-----		-----								
UNM ID	NAME	ECLS	TYPE	POSN	SUFF	APPT PERCNT	TITLE	---ASSIGNMENT---	STATUS	TIME KEYED
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EXTRACTED BY TIMEKEEPER:										
109876543	Lobo, Louie	UB		UB0008	00	50.00	*University Student Bi-weekly	06/29/15	Completed	Y
109876542	Lobo, Lucy	UB		UB0008	00	50.00	Student Entry Level	06/23/15	Completed	Y

Summary Pages - Summary Counts on all summary pages will now include the following:

- Not Started (employees who have not been extracted and no time keyed in PHATIME)
- In Progress (employee has been extracted, however no time keyed) & In Progress with some time keyed in PHATIME
- Pending Approval
- Error with no time keyed & Error with time keyed
- Returned by Approver with no time keyed & Returned by Approver with time keyed

LEVEL 3 ORGN: ALL - Regular and Other Summary Pages
ORGANIZATION: ALL - Regular and Other Summary Pages

ORGN	DESCRIPTION	EMPL TYPE	NOT STARTED	IN PROG	IN PROG W/ TIME	PENDING APPROVL	ERROR	ERROR W/ TIME	RETURNED	RETURNED W/ TIME	APPROVED
GRAND TOTALS REGULAR:			0	0	0	0	0	0	0	0	0
GRAND TOTALS OTHER:			0	0	0	0	0	0	0	0	0

Approved - The Incomplete Time Summary page will now include all OTHER category employees that have time keyed. This will allow for a one stop view of all departments that have not yet received their KUDOS email.