

Human Resources Management System Approving & Modifying Non-Exempt Work Schedules

The Fair Labor Standards Act (FLSA) has guidelines established to determine which employees are paid overtime after working 40 hours in a workweek. Here at MCCC, PSA, M&O, Crafts, College Safety and Temporary Employees must be given comp time or paid overtime after working 40 hours in a work week. These Non exempt employees are required to fill out, sign and submit to their supervisor a Non Exempt work schedule that accounts for DAILY and WEEKLY hours worked.

Currently all non-exempt employees are recording their FLSA Work Schedule in various formats. There is now a convenient option to record the Work Schedule electronically in the HRMS Time and Labor system on the same screen as Time Reporting (exceptions).

Note: Web clock employees do not have to complete a Non Exempt work schedule form because the Web Clock records the exact clock hours worked.

For more information on the Fair Labor Standards Act, visit the US Department of Labor site at <http://www.dol.gov/esa/whd/flsa/>.

The instructions in this training guide take you through approving and modifying a non-exempt Work Schedule in the HRMS Time and Labor on-line system.

1. Start Internet Explorer.
2. In the **Address** field, type <http://www.maricopa.edu/hrms> and press **Enter**.
3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID, press **Tab**.
4. In the **Password** field, enter your MEMO password.
5. Press **Enter** or click the **Sign In** button.
6. From the Menu, select the path.
Manager Self Service >> Time Management >> Process T&L Reporters.



Process Time & Labor Reporters

EXPAND HEADER SEARCH AREA

Include Non-Direct Reports in List
 Include Inactive Jobs in List

Payroll Ready	Employee / Status	Job	Account / Job Title / Type / Loc	Supervisor	Department						
<input type="checkbox"/>	Jones, Susan EMP00018 Active	0	110-700-151700-51230 Administrative Secretary II Elapsed Time Reporter DSSC	MGR00018 Miller, Robert	700-151240 VC for Academic Affairs						
<table border="1" style="width: 100%;"> <tr> <td>Time Reporting Code</td> <td>Hours</td> </tr> <tr> <td>-- Total Hours</td> <td>0.00</td> </tr> <tr> <td>-- Work Schedule Hours</td> <td>7.00 <input checked="" type="checkbox"/></td> </tr> </table>						Time Reporting Code	Hours	-- Total Hours	0.00	-- Work Schedule Hours	7.00 <input checked="" type="checkbox"/>
Time Reporting Code	Hours										
-- Total Hours	0.00										
-- Work Schedule Hours	7.00 <input checked="" type="checkbox"/>										
<input type="checkbox"/> OPEN MESSAGE BOARD											
<input type="checkbox"/>	Jones, Susan EMP00018 Active	1	110-700-151700-51316 Student - Level 2 Punch Time Reporter DSSC	MGR00018 Miller, Robert	700-151700 Compensation Payroll						
<table border="1" style="width: 100%;"> <tr> <td>Time Reporting Code</td> <td>Hours</td> </tr> <tr> <td>-- Total Hours</td> <td>0.00</td> </tr> <tr> <td>-- Work Schedule Hours</td> <td>0.00</td> </tr> </table>						Time Reporting Code	Hours	-- Total Hours	0.00	-- Work Schedule Hours	0.00
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-- Total Hours	0.00										
-- Work Schedule Hours	0.00										
<input type="checkbox"/> OPEN MESSAGE BOARD											
<input type="checkbox"/>	Jones, Susan EMP00018 Active	2	110-700-151240-51121 Adj Fac Fitness Center Day Elapsed Time Reporter DSSC	MGR00018 Miller, Robert	700-151240 VC for Academic Affairs						
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-- Total Hours	0.00										
-- Work Schedule Hours	0.00										
<input type="checkbox"/> OPEN MESSAGE BOARD											

*** Note - The Approve All Time button does not approve Non-Exempt Work Schedule hours.

Work Schedule Hours link.

Note to Approvers: The "Approve All Time" button in Time and Labor does not approve Non-Exempt Work Schedule hours. The Non-Exempt Work Schedule requires separate approval. See Below.

The check box shows whether or not the Work Schedule was approved.

- To review the Work Schedule, click the Work Schedule Hours link on the right.
 - A check in the box next to the Work Schedule Hours total indicates the Work Schedule is approved.
 - The employee's Time Report summary page displays. This shows any exception time reported in the top half of the page, and the non-exempt Work Schedule hours in the bottom half.

Employee ID: EMP00018 **SUSAN JONES**

Job 0 Job Code: 2910 Administrative Secretary II Location: 700 District Support Services Cntr
 Department: 700-151240 VC for Academic Affairs Supervisor: MGR00018 Miller, Robert

RETURN TO JOB SEARCH Week Beginning 10/06/2007

Official Time
10:35:19 AM

Deadline for Administering Time for this Period is: 10/22/2007 1:00PM

Date	TRC - Description	Hours Reported	Status	Approving	Previously Approved	Daily Total	Weekly Total
Thursday 10/11/2007	VAC Vacation	8.00	Approved - Goes to Payroll		8.00	8.00	
Friday 10/12/2007	VAC Vacation	8.00	Approved - Goes to Payroll		8.00	8.00	16.00

Select All Clear All

Date	Start	Meal Out	Meal In	End	Daily Hours	Weekly Hours
Monday 10/08/2007	8:00AM	12:00PM	1:00PM	5:00PM	8.00	
Tuesday 10/09/2007	8:00AM	12:00PM	1:00PM	5:00PM	8.00	
Wednesday 10/10/2007	8:00AM	12:00PM	1:00PM	5:00PM	8.00	24.00

Exceptions


Work Schedule



8. Review Exceptions reported on the top half of the screen. If modifications are needed, click the Return To Job Search button and click the Employee Name link.
9. Click the Approve Time button, if no modifications are needed.
10. Review Non-Exempt Work Schedule on the bottom half of the screen. If modifications are needed, click the Return To Job Search button and click the Employee Name link. Please see instructions below starting with #3.
11. Click the Approve Schedule button, if no modifications are needed.
12. To return to the Time and Labor Reporters page, click the Return to Job Search button.
 - If you approved a work schedule, there will now be a check mark next to the Work Schedule Hours.

Modify a Non Exempt Work Schedule

Employees can make changes to their Work Schedule any time **prior to** the employee deadline. Managers can make changes any time **before and/or after** the manager deadline.

- Changes to Exceptions after the manager deadline must be made on an Absence Adjustment paper form and submitted to HR.
 - Changes to the Non-Exempt Work Schedule can be made in the Time and Labor system any time before or after the manager deadline by the manager.
1. At the Process Time & Labor Reports screen, click the Employee Name link.
 2. At the employee Time Reporter page, select the appropriate Week Beginning date.
 3. Click on the Open Work Schedule  button to view the employee's Work Schedule. You may have to scroll down.



- To modify a field – Click in the field and enter the appropriate information.
 - Include AM or PM when entering the time.

Paid Time Off	Date	Start	Meal Out	Meal In	End	Hours
<input type="checkbox"/>	10/06/2007 Saturday					0.00
<input type="checkbox"/>	10/07/2007 Sunday					0.00
<input type="checkbox"/>	10/08/2007 Monday	8:00AM	12:00PM	1:00PM	5:00PM	8.00
<input type="checkbox"/>	10/09/2007 Tuesday	8:00AM	12:00PM	1:00PM	5:00PM	8.00
<input type="checkbox"/>	10/10/2007 Wednesday	8:00AM	12:00PM	1:00PM	5:00PM	8.00
<input type="checkbox"/>	10/11/2007 Thursday					0.00
<input type="checkbox"/>	10/12/2007 Friday					0.00
Weekly Total						24.00
Accountable Hours						40.00
Extended Hours						0.00
Overtime/Comp time Hours						0.00

Paid Time Off	Date	Start	Meal Out	Meal In	End	Hours
<input type="checkbox"/>	10/13/2007 Saturday					0.00
<input type="checkbox"/>	10/14/2007 Sunday					0.00
<input type="checkbox"/>	10/15/2007 Monday					0.00
<input type="checkbox"/>	10/16/2007 Tuesday					0.00
<input type="checkbox"/>	10/17/2007 Wednesday					0.00
<input type="checkbox"/>	10/18/2007 Thursday					0.00
<input type="checkbox"/>	10/19/2007 Friday					0.00
Weekly Total						0.00
Accountable Hours						40.00
Extended Hours						0.00
Overtime/Comp time Hours						0.00

- Click the plus sign on the right to add a line to report additional time worked, record paid time off, or record overtime hours on the same date. For example if an employee had to leave for a doctor's appointment and return to work.


- Paid time off includes Vacation, Sick Time, Personal, etc.
- Once a line is added, it cannot be deleted. However, the time entered in the field can be deleted. The empty, additional line will be removed after the Work Schedule is saved.

- Click the box in the **Paid Time Off** column next to the **Date** to indicate the use of paid leave in your Work Schedule.

- A separate line must be added for paid time off by clicking the plus sign for each entry. Enter the start and end time for each line. For example: Start 1:00 PM (vacation), End 3:00 PM (vacation).
- The employee or supervisor will enter, for example, the two (2) hours of Vacation (VAC) time taken in their time reporting page.



The screenshot shows the HRMS interface for reporting time and managing work schedules. At the top, there is a table for 'Time Reporting Code' with columns for days of the week (Sat 10/20 to Fri 10/26) and a total column. A row for 'Vacation - VAC' shows 2.00 hours reported on Friday. A 'SUBMIT TIME' button is located to the right of this row. Below this is a section for 'Time Reported for Other Jobs This Week' with a similar table. At the bottom, there is a 'Non-Exempt Work Schedule Week 1' table with columns for 'Paid Time Off', 'Date', 'Start', 'Meal Out', 'Meal In', 'End', and 'Hours'. A checkbox is checked for the entry on Thursday, 10/25/2007, from 1:00PM to 3:00PM. A 'CHECK BOX FOR PAID TIME OFF' callout points to this checkbox. Other callouts point to the 'SUBMIT TIME' button, the 'First part of shift' (8:00AM to 12:00PM), and the 'Second part of shift' (1:00PM to 5:00PM). A 'SAVE SCHEDULE' button is also visible.

7. Click the **Save Schedule** button after all modifications are made, then click OK.
8. Click the **Return To Job Search** button.
9. Click the **Work Schedule Hours** link.
10. Click the **Approve Schedule** button  .
11. Click the **Return To Job Search** button to return to the Time and Labor Reporters page.
 - If you approved a work schedule, there will now be a check mark next to the Work Schedule Hours.
12. Sign Out of HRMS.

HRMS Questions: Email time.labor@domail.maricopa.edu or call 480-731-8416.

