

Human Resources Management System 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 MCCCDC, 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. 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 your Work Schedule electronically in the HRMS Time and Labor system on the same screen as Time Reporting (exceptions). Please note that the Work Schedule and Time Reporting are not related in any way. You must save your Work Schedule separately.

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

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.

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 entering your work schedule in the HRMS Time and Labor on-line system.

Sign In to HRMS

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.



Accessing the Employee Time Reporting Page

- From the Menu, select the path
Employee Self Service >> Time Reporting >> Report Time/Punch Web Clock.
 - If you have multiple jobs or Assignments, click on the employee name link for the appropriate job or Assignment to enter a Work Schedule.
 - If you do not have multiple jobs or Assignments, you will be taken directly to the Time Reporting screen below.

Employee: EMP00001 **SUSAN JONES** Available Leave Time (Hours)
 Sick 431.50
 Vacation 22.76
 Personal 32.00
 Banked Vacation 95.77

Job 0 Job Title: Administrative Secretary II Location: District Support Services Cntr
 Department: VC for Academic Affairs Supervisor: Miller,Robert

WEEK BEGINNING 09/08/2007
 ** Week 1 of Reporting Period Ending 09/21/07 **

Official Time
3:24:41 PM

Deadline for Reporting Time for this Period is: 09/22/2007 12:00PM

Time Reporting Code	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	-- Total --
								0.00

ADD LINE SUBMIT TIME

Time Reported for Other Jobs This Week

Total Time Reported for all Jobs This Reporting Period									
Week 1	Time Reporting Code	9/8	9/9	9/10	9/11	9/12	9/13	9/14	-- Total --
									0.00
									0.00
Week 2	Time Reporting Code	9/15	9/16	9/17	9/18	9/19	9/20	9/21	-- Total --
									0.00
									0.00

OPEN WORK SCHEDULE
 OPEN MESSAGE BOARD
 OPEN AUDIT LOG

Entering an On-line Work Schedule

- Click the **Open Work Schedule** button at the bottom of the screen.

Total Time Reported for all Jobs This Reporting Period									
Week 1	Time Reporting Code	9/22	9/23	9/24	9/25	9/26	9/27	9/28	-- Total --
									0.00
									0.00
Week 2	Time Reporting Code	9/29	9/30	10/1	10/2	10/3	10/4	10/5	-- Total --
									0.00
									0.00

OPEN WORK SCHEDULE
 OPEN MESSAGE BOARD
 OPEN AUDIT LOG

Click Here to Open Work Schedule



- The Online Work Schedule displays. You may have to scroll down.

If working a 9/80 work schedule, click here.

CLOSE WORK SCHEDULE


Non-Exempt Work Schedule Week 1							
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					0.00	+
<input type="checkbox"/>	10/09/2007 Tuesday					0.00	+
<input type="checkbox"/>	10/10/2007 Wednesday					0.00	+
<input type="checkbox"/>	10/11/2007 Thursday					0.00	+
<input type="checkbox"/>	10/12/2007 Friday					0.00	+
						Weekly Total	0.00
						Accountable Hours	40.00
						Extended Hours	0.00
						Overtime/Comp time Hours	0.00

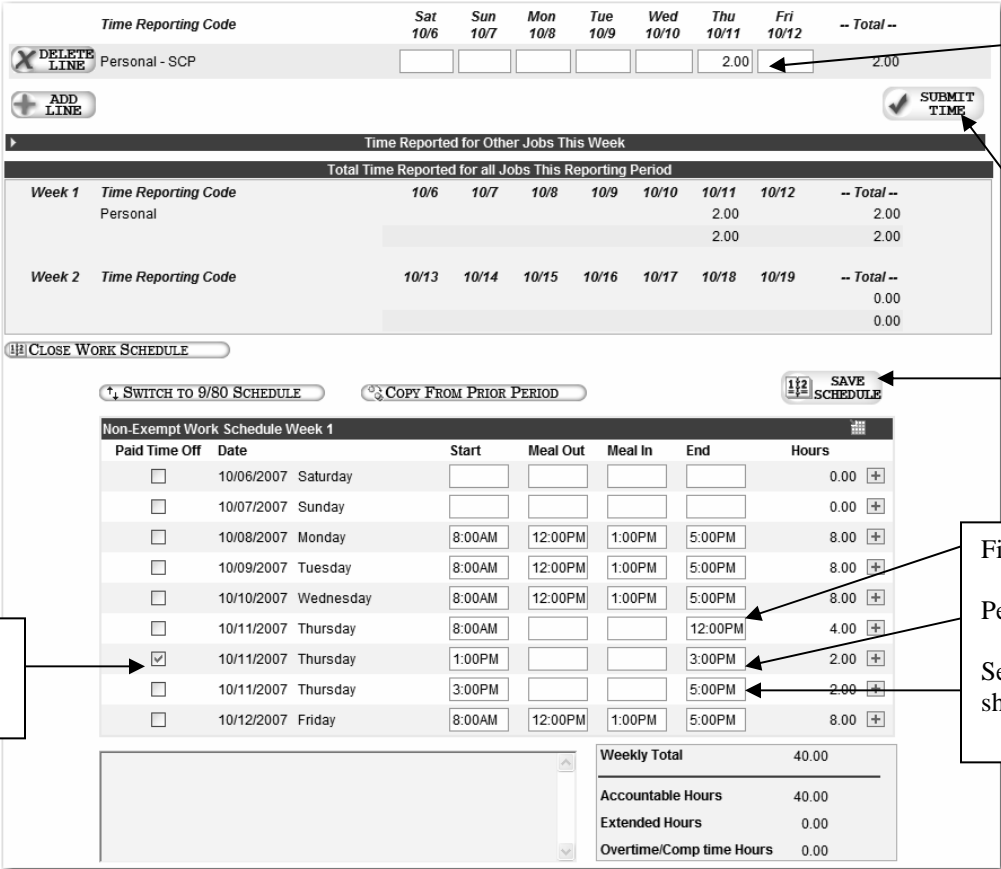
Non-Exempt Work Schedule Week 2							
Paid Time Off	Date	Start	Meal Out	Meal In	End	Hours	
<input type="checkbox"/>	10/13/2007 Saturday					0.00	+
<input type="checkbox"/>	10/14/2007 Sunday					0.00	+
<input type="checkbox"/>	10/15/2007 Monday					0.00	+
<input type="checkbox"/>	10/16/2007 Tuesday					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

- If working a 9/80 work schedule, click the **Switch to 9/80 Schedule** button. By clicking the “Switch to 9/80 Schedule”, an additional day (Friday) will be added for each week. This will allow the employee working a 9/80 work schedule to enter their work schedule from noon Friday through noon the following Friday. The employee will not be allowed to enter times before noon of the first Friday or after noon of the second Friday.
2. Click in the **Start** field for a particular day and enter the Work Schedule Start time.
 - Include AM or PM when entering the time.
 3. Click in the **Meal Out** field and enter the lunch break start time.
 4. Click in the **Meal In** field and enter the lunch break return time.
 5. Click in the **End** field and enter the Work Schedule End time.
 - Click the plus sign to add another line for Start and End time to report additional time worked or paid time off on the same date. For example if an employee had to leave for a doctor’s appointment and return to work later that day.
 - Paid time off includes Vacation, Sick Time, Personal, etc.



- Once a line is added, it cannot be deleted. However, the time entered can be deleted.
 - When the Work Schedule is saved, the unused added line will be removed.
 - If this is paid time off, go to step six (6).
6. Click the box in the **Paid Time Off** column next to the **Date** to indicate the use of paid leave in your Work Schedule.

- The employee will also enter the leave time reporting code and the hours taken in the time reporting area and click the **Submit Time** button .



The screenshot shows the HRMS Time Reporting interface. Callouts provide the following information:

- Report Exceptions (i.e. Personal Time) here and click the Submit Time button.** Points to the 'Personal - SCP' line and the 'SUBMIT TIME' button.
- Click here to Save the Work Schedule** Points to the 'SAVE SCHEDULE' button.
- Check box for paid time off.** Points to the 'Paid Time Off' checkbox for 10/11/2007.
- First part of shift.** Points to the 8:00AM - 12:00PM shift on 10/11/2007.
- Personal Time.** Points to the 1:00PM - 3:00PM shift on 10/11/2007.
- Second part of shift.** Points to the 3:00PM - 5:00PM shift on 10/11/2007.

Time Reporting Code	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	-- Total --
Personal - SCP						2.00		2.00

Week 1	Time Reporting Code	10/6	10/7	10/8	10/9	10/10	10/11	10/12	-- Total --
	Personal						2.00		2.00


Week 2	Time Reporting Code	10/13	10/14	10/15	10/16	10/17	10/18	10/19	-- Total --
									0.00

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	8:00AM			12:00PM	4.00
<input checked="" type="checkbox"/>	10/11/2007 Thursday	1:00PM			3:00PM	2.00
<input type="checkbox"/>	10/11/2007 Thursday	3:00PM			5:00PM	2.00
<input type="checkbox"/>	10/12/2007 Friday	8:00AM	12:00PM	1:00PM	5:00PM	8.00

Weekly Total	40.00
Accountable Hours	40.00
Extended Hours	0.00
Overtime/Comp time Hours	0.00

For instructions on how to report time, type the following URL in Internet Explorer and press **Enter**:

<http://www.maricopa.edu/training/pdf/TimeReportingBoardApproved.pdf>

7. Click the **Save Schedule** button  to save the Work Schedule.
- You may have to scroll up, if in the Work Schedule section.
8. Click **Sign Out** at the top right corner to sign out of HRMS.



Copy a Previous Work Schedule


The work schedule from the previous pay period can be copied to the current pay period and modified.

1. Log into your HRMS account by following the steps on page one (1) of this training guide, and open your Work Schedule.
 - The **Copy From Prior Period** button will display on the **Work Schedule** screen, if a work schedule was entered for previous pay period.



The screenshot shows the 'Non-Exempt Work Schedule Week 1' interface. At the top, there are buttons for 'CLOSE WORK SCHEDULE', 'SWITCH TO 9/80 SCHEDULE', and 'COPY FROM PRIOR PERIOD'. Below these is a table with columns: 'Paid Time Off', 'Date', 'Start', 'Meal Out', 'Meal In', 'End', and 'Hours'. The table lists dates from 09/22/2007 to 09/28/2007. A callout box with an arrow points to the 'COPY FROM PRIOR PERIOD' button, containing the text: 'Click here to copy the Work Schedule from the previous pay period.' At the bottom right of the table area, there is a summary section with the following data:

Weekly Total	40.00
Accountable Hours	40.00
Extended Hours	0.00
Overtime/Comp time Hours	0.00

2. Click the **Copy From Prior Period** button to copy the Work Schedule from the previous pay period.
3. Modify as necessary.
4. Press the **Save Schedule** button  to save changes.

Sign Out of HRMS

1. At the top right corner, click **Sign Out**.
 - HRMS will automatically sign out after twenty (20) minutes of no activity.
2. From the **File** menu, select **Close** or click on the red X at the top right of your screen.

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

