

Maintain Employee Assignments		Maintain Employee Assignments	
First Name	Tom	First Name	Tom
Last Name	Petty	Last Name	Petty
Assignment	800100174	Assignment	800100174
Effective Date	07/01/2008	Effective Date	07/01/2008
FT/PT Indicator	100.0	FT/PT Indicator	100.0

Schedule Adjustments

[Change Schedule to match their new schedule while participating in the START Program.](#)

Non-Exempt: Use Schedule manager to adjust the months the employee is participating in the program. Note, once you update the schedule with schedule manager, you will place the timesheets on the employees dashboard. You can use the Schedule templates as well, however if you choose to use the schedule templates, once the employee has ceased participation in the START program, you will need to adjust the schedule template back to the original prestart template.

Exempt: Follow the same process as Non-Exempt to update schedules.

Adjusting Accruals

Non-Exempt: You will need to manually adjust the accruals of your non-exempt employees each month because full accruals will not show in the banks automatically the system accrual is based on hours reported. It is recommended to use the last day of the month for the adjustment entry. By using the last day of the month for the accrual adjustment the TOB going forward to the new month will be consistent with full accruals. It is also recommended that you communicate to the employee that manual accrual adjustments are needed and they will see their full accruals reflected in the TOB screen after adjustments have been made by the Timekeeper.

To ADD hours to the vacation bank: Choose the "Vacation Adjust" pay code, enter the number of hours to add to the bank and click save.

To ADD hours to the sick bank: Choose the "Sick Adjust" pay code, enter the number of hours to add to the bank and click save.

Closing the loop and communicating with the employee:

It's important to always close the loop with the employee anytime you have made changes to their timesheet; this includes providing details of the transaction you have made. When you use system resources to close the loop with the employee it also adds a permanent record on the timesheet. We recommend placing comments on the timesheet itself as well as sending the employee an email through the Approval Window. The communication should include details of the changes you made and advise them they can now see their accrual adjustments on the TOB.

Reporting hours on the timesheet:

Exempt and Non Exempt employees should report hours worked and/or leave taken in the amount of their reduced percentage, or to their reduced schedule. If an employee has reported hours outside of their percentage you will need to follow program guidelines to reduce or pay the additional hours via OPTRS transactions.

Auditing timesheets:

Audit timesheets carefully for any needed accrual adjustments:

Non-Exempt: The timekeeper must review the hours entered, validate that they worked to their schedule, note what accruals they received, look to see if they are full time, and use the adjustments pay code to add accruals to the bank to reflect their full accruals.

Exempt: The timekeeper must review the leave taken, validate that they reported leave to their schedule, and confirm they earned their full accruals.