

Westmoreland County Departmental Hours Guide

8/28/2013

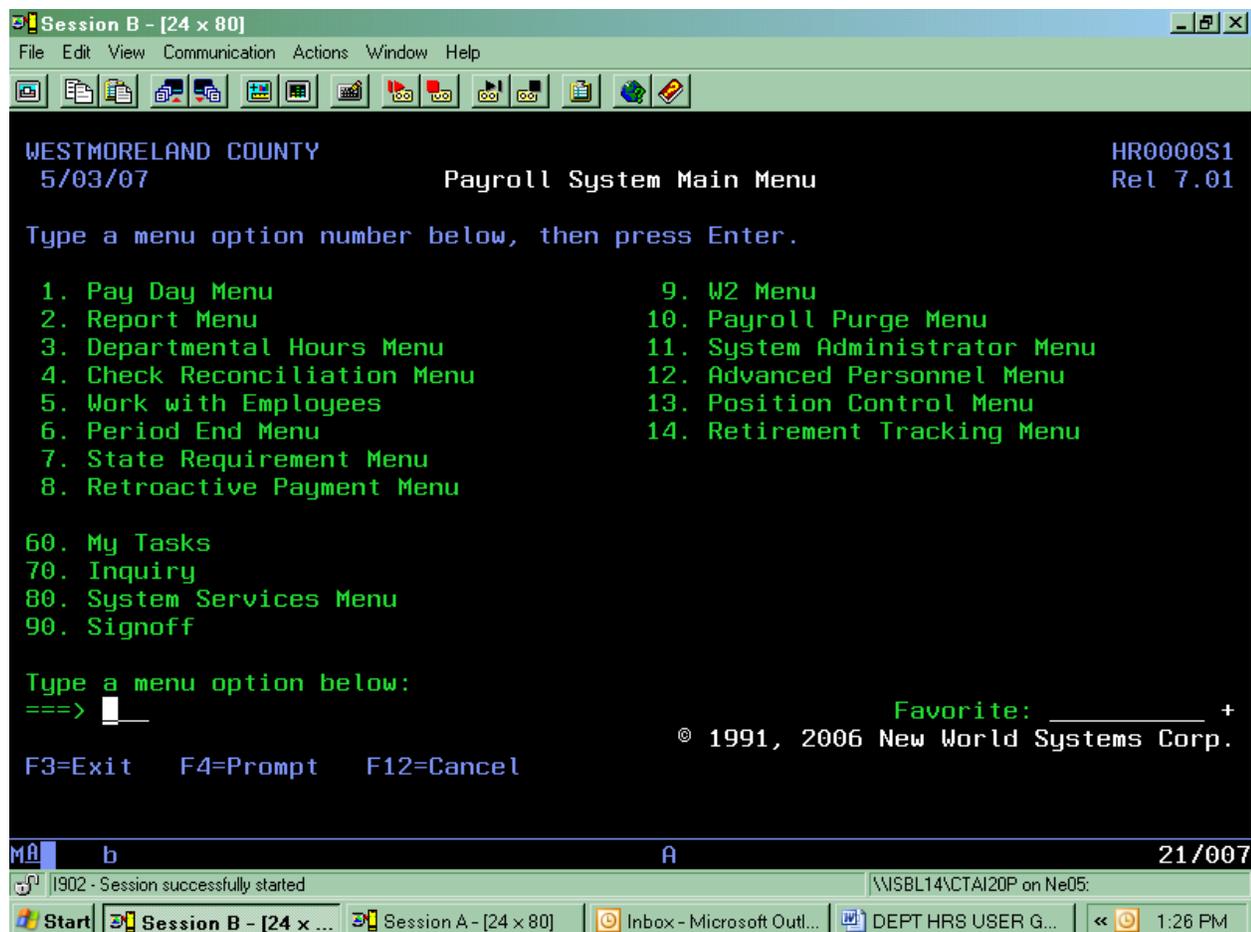
General Guidelines

1. Each department should have at least two (2) employees trained on the departmental hours process to cover for vacations, sickness, leaves of absence, etc.
2. The department user will be sent ten (10) “standard” days for each fulltime employee. The user, on a **DAILY BASIS**, should add, change and/or delete employee hours to accurately reflect the employee’s attendance (i.e. partial days, sick days, vacation days, leave of absence etc.) Doing this on a daily basis will ensure the accuracy and timeliness of payroll reporting.
3. Upon verification of all hours entry, the “Hours Register – Detail” report must be signed by the Department Head and retained in your department for a period of 3 (three) years.
4. The deadline for hour’s submission is 10 am pay week Monday. If there is a Holiday during pay week, the deadline is 3 pm the preceding Friday.
5. The department user is responsible for submitting all information on a timely basis as outlined above. **ANY SUBMISSIONS AFTER THE TIME REQUIREMENTS HAVE PASSED MAY NOT BE PROCESSED UNTIL THE FOLLOWING PAY PERIOD.**
6. Users are encouraged to call or e-mail the payroll department to address any questions/problems they may have on the departmental hour’s process.

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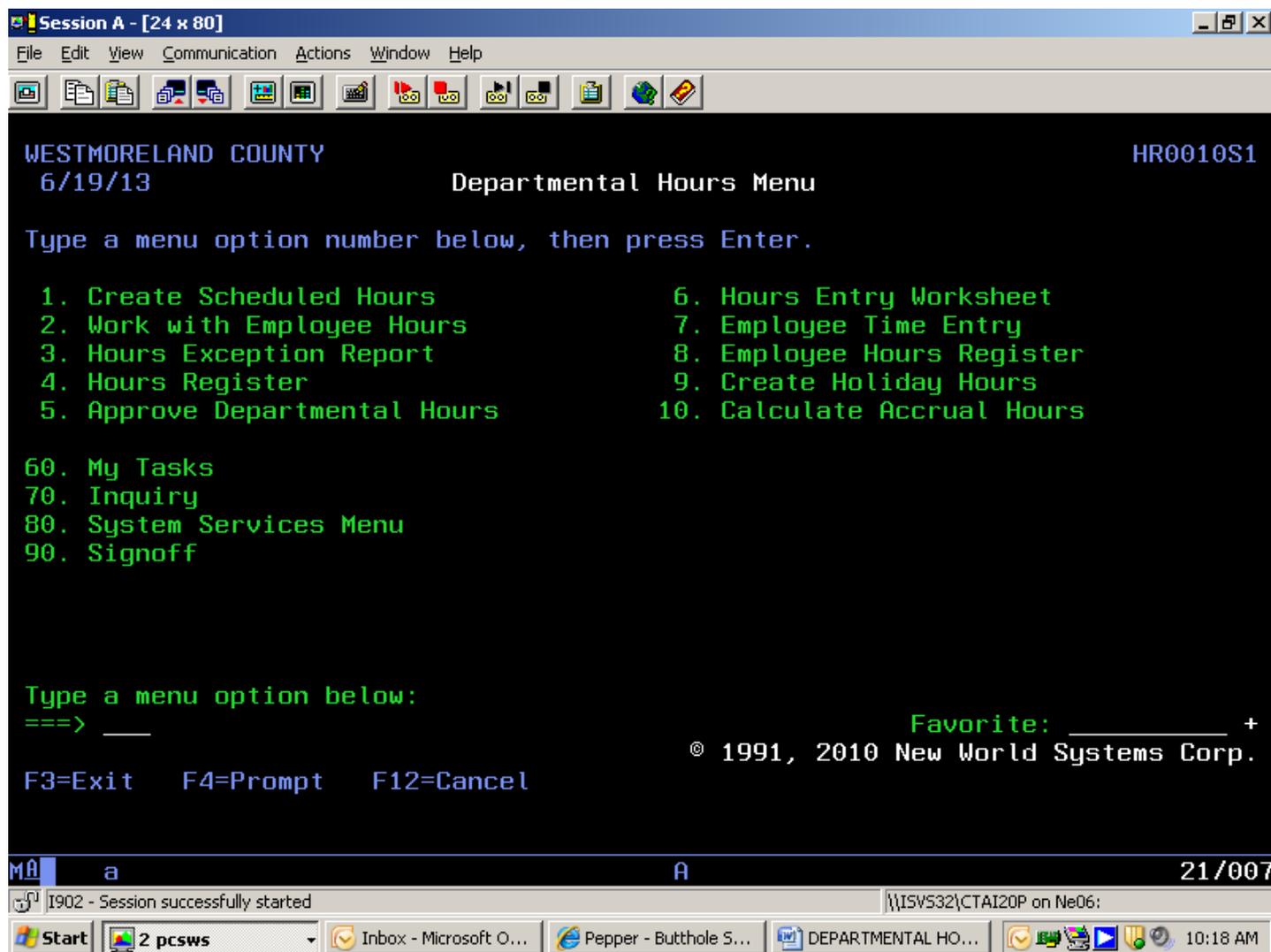
Processing



Select the Departmental Hours Menu option from the Payroll System Main Menu.

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Option 2: This will allow you to begin the hour's entry/edit process for your employees.

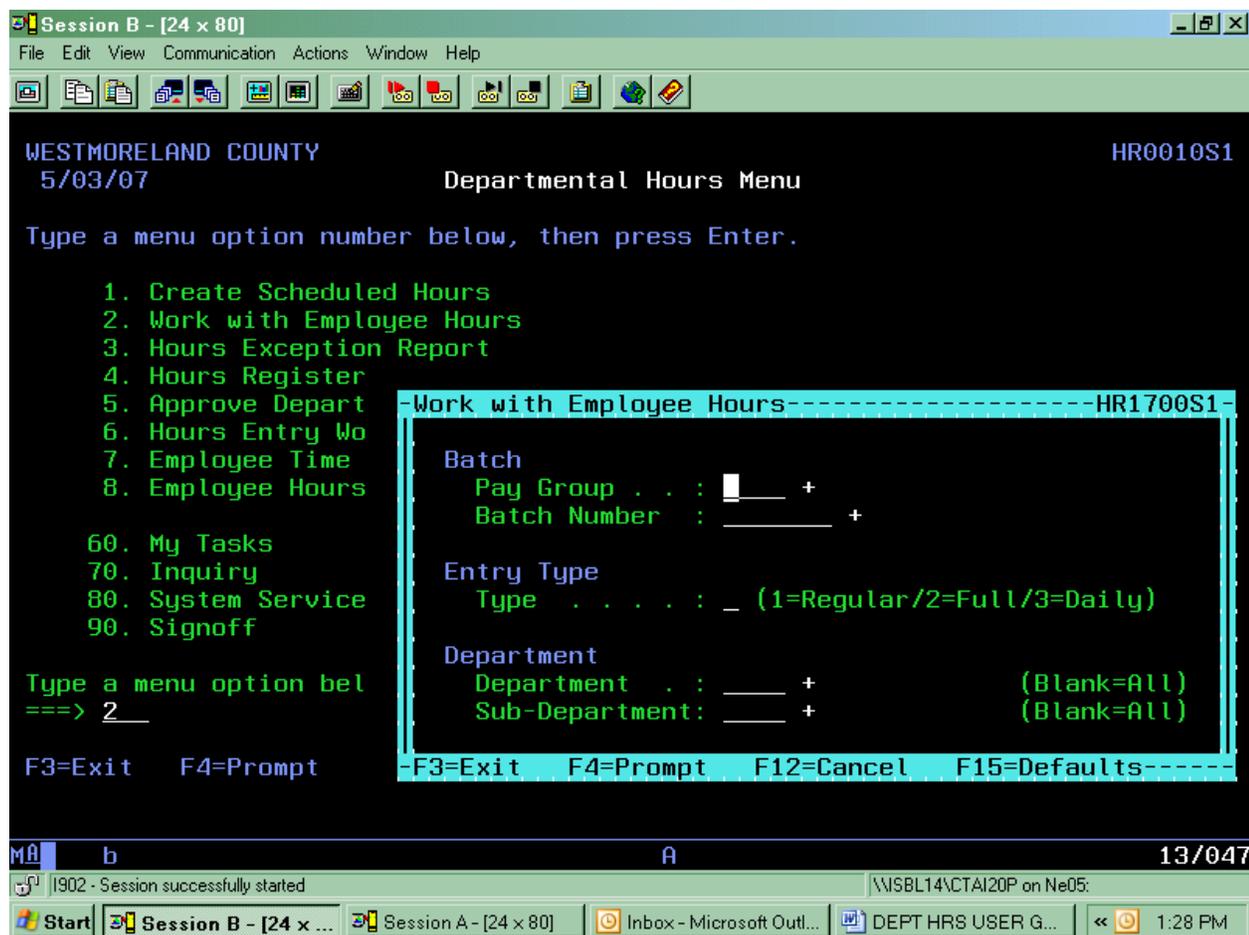
Option 3: The Hours Exception Report contains any discrepancies with the hours entered for the current payroll period. This report **MUST** be run after all hours have been entered. Any errors that appear on this report will need corrected before you move on.

Option 4: The Hours Register is a report of your employee's hours for the current payroll period. This report is run after the Hours Exception Report has been run and any errors corrected.

Option 5: This is where the supervisor/department head will approve their departments' entries for the current pay period.

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Option 2: Work with Employee Hours

- You will need to right justify your entries on all screens throughout the Payroll System. Using your field exit key (right “Ctrl” key) or a Tab key does this. **Caution:** the field exit key will also delete all information that is located on or to the right of the cursor. The Tab key will let you skip over entries without altering them.
- Pay Group will always be “B”.
- Batch Number will be the current Pay Date preceded by a space (MMDDYY).
- Entry Type is a matter of personal preference. Try each one and use the one you are the most comfortable with.
- Enter the department number for the department you are working in. If you enter hours for more than one department, enter the department number you wish to begin with, it doesn’t matter which one it is.
- Sub-department will be left blank unless you are specifically instructed otherwise.
- Press the Enter key after all fields have been filled out.

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WESTMORELAND COUNTY - T E S T HR2020S1
 6/19/13 Work with Departmental Hours Favorite: _____ +
 Pay Group : B Bi-Weekly Batch Number: 021513
 Department/Sub-Dept: 0020 Controller

Type options, press Enter. Reset: _____ More: +
 1=Select

Opt	Employee Name	Employee Number	Cycle	Reg.	Prem.	Other Pay
_	Balzer, Jeffrey, P	7907	65.00	65.0000	.0000	.00
_	Barbero, Nancy, J	1638	65.00	65.0000	.0000	.00
_	Bayura, Amy, E	7853	65.00	65.0000	.0000	.00
_	Celesnik, Debra, A	2802	65.00	65.0000	.0000	.00
_	Dodd, Lisa, M	5421	65.00	65.0000	.0000	.00
_	Doe, Jane, K	7900	65.00	65.0000	.0000	.00
_	Garris, Regis, P, JR	529	65.00	65.0000	.0000	.00
_	Gibbon, Jonathan, M	7513	65.00	65.0000	.0000	.00
_	Haley, Donna, L	7996	65.00	65.0000	.0000	.00
_	Hartman, Mary, K	715	65.00	65.0000	.0000	.00
_	Helman, Monica, S	2755	65.00	65.0000	.0000	.00
_	Highberger, Casey, D	7643	65.00	65.0000	.0000	.00

F3=Exit F12=Cancel F18=Prev Dept F19=Next Dept F22=More Keys More...

MA a MW 14/003

I902 - Session successfully started \\ISV532\CTAI20P on Ne06:

Start 2 pcsws Inbox - Microsoft O... 105.9 The X - Wind... DEPARTMENTAL H... 10:59 AM

Work with Departmental Hours

- This is a list of all active employees in the department you entered of the previous screen.
- When department hours are sent to you, the cycle hours and regular hour's columns should be equal.
- You can move around on this screen by using either the Tab key or the arrow keys.
- To see additional employees in this department, use the page up/down keys **or** tab your cursor to the field next to the word "Reset" area at the top of this screen. You can position this screen by typing the first few letters of the employee's last name that you want to work with and pressing <Enter>.
- Put a "1" next to employee you want to work with and press <Enter>.
- The <F18> and <F19> keys will allow you to move between the departments you are responsible for. If you are responsible for one department only, this does not apply to you.
- The <F17> key will bring up the "Hours Register" screen.

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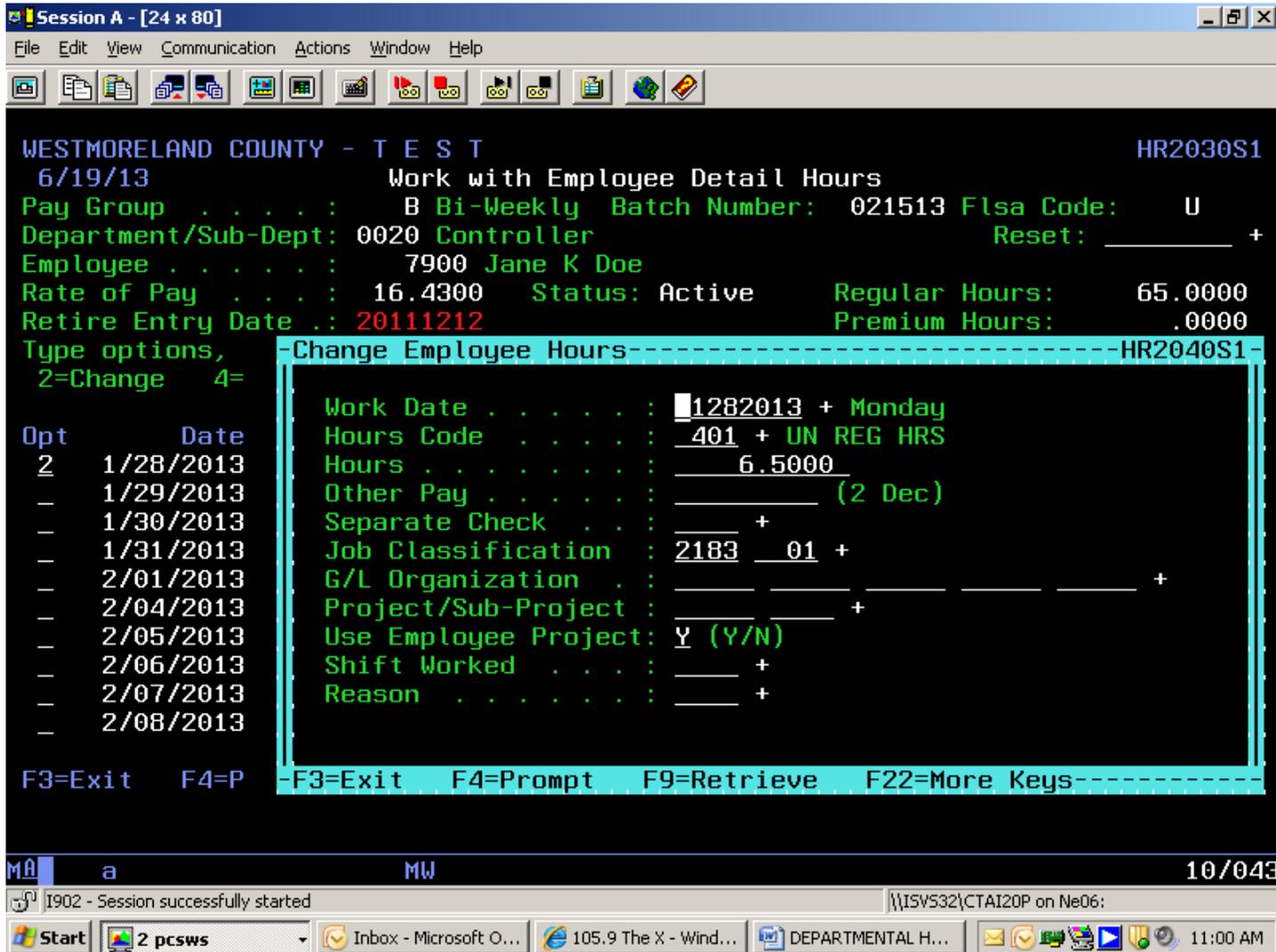
WESTMORELAND COUNTY - T E S T                                HR2030S1
6/19/13                Work with Employee Detail Hours
Pay Group . . . . . :   B Bi-Weekly  Batch Number:  021513 Flsa Code:    U
Department/Sub-Dept: 0020 Controller                    Reset: _____ +
Employee . . . . . :   7900 Jane K Doe
Rate of Pay . . . . . : 16.4300  Status: Active        Regular Hours:    65.0000
Retire Entry Date . : 20111212                          Premium Hours:     .0000
Type options, press Enter.                               Other Pay . . :    .00
2=Change  4=Delete  5=Display

Opt      Date      Hours Code      Hours      Other      Shft  Job Class  G/L/P SCC
- 1/28/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 1/29/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 1/30/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 1/31/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/01/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/04/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/05/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/06/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/07/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
- 2/08/2013 UN REG HRS    6.5000    .00        FIN CLK  NO
Bottom
F3=Exit  F4=Prompt  F6=Add  F18=Previous  F19=Next  F22=More Keys
  
```

On this screen, type the number 2 next to the date you want to change, or hit the F6 function key to add a day. A combination day (ie. part vacation, part worked) will require you to do both a change and an add. The change will be to the worked time to reduce it to the actual hours worked. The add is for the non-worked time. The total of both records must equal the employees standard daily hours.

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If you have selected “2” to change, this screen appears. Make the necessary changes in the Hours Code field or the Hours field. Any field with a + sign following it is prompt able. You can prompt a field by using the F4 function key. You will be given a list of possible entries. Place the number 1 next to the desired hours code and hit enter. Make sure that the first character of the hours code matches the others that have been defaulted in. The first digit (where the * is below) will be a “3” if the employee is non-union, a “4” if the are union and a “6” if the employee is either part-time or temp.

The following are the most commonly used hours codes:

- *01 – regular time
- *27 – sick time
- *30 – sick in family time
- *33 – vacation time
- *48 – personal time

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Session A - [24 x 80]
File Edit View Communication Actions Window Help
WESTMORELAND COUNTY - T E S T                               HR2030S1
6/19/13              Work with Employee Detail Hours
Pay Group . . . . . :   B Bi-Weekly  Batch Number: 021513 Flsa Code:   U
Department/Sub-Dept: 0020 Controller                      Reset: _____ +
Employee . . . . . :   7900 Jane K Doe
Rate of Pay . . . . : 16.4300  Status: Active      Regular Hours:   65.0000
Retire Entry Date . : 20111212                      Premium Hours:   .0000
Type options, press Enter.                            Other Pay . . :   .00
2=Change  4=Delete  5=Display

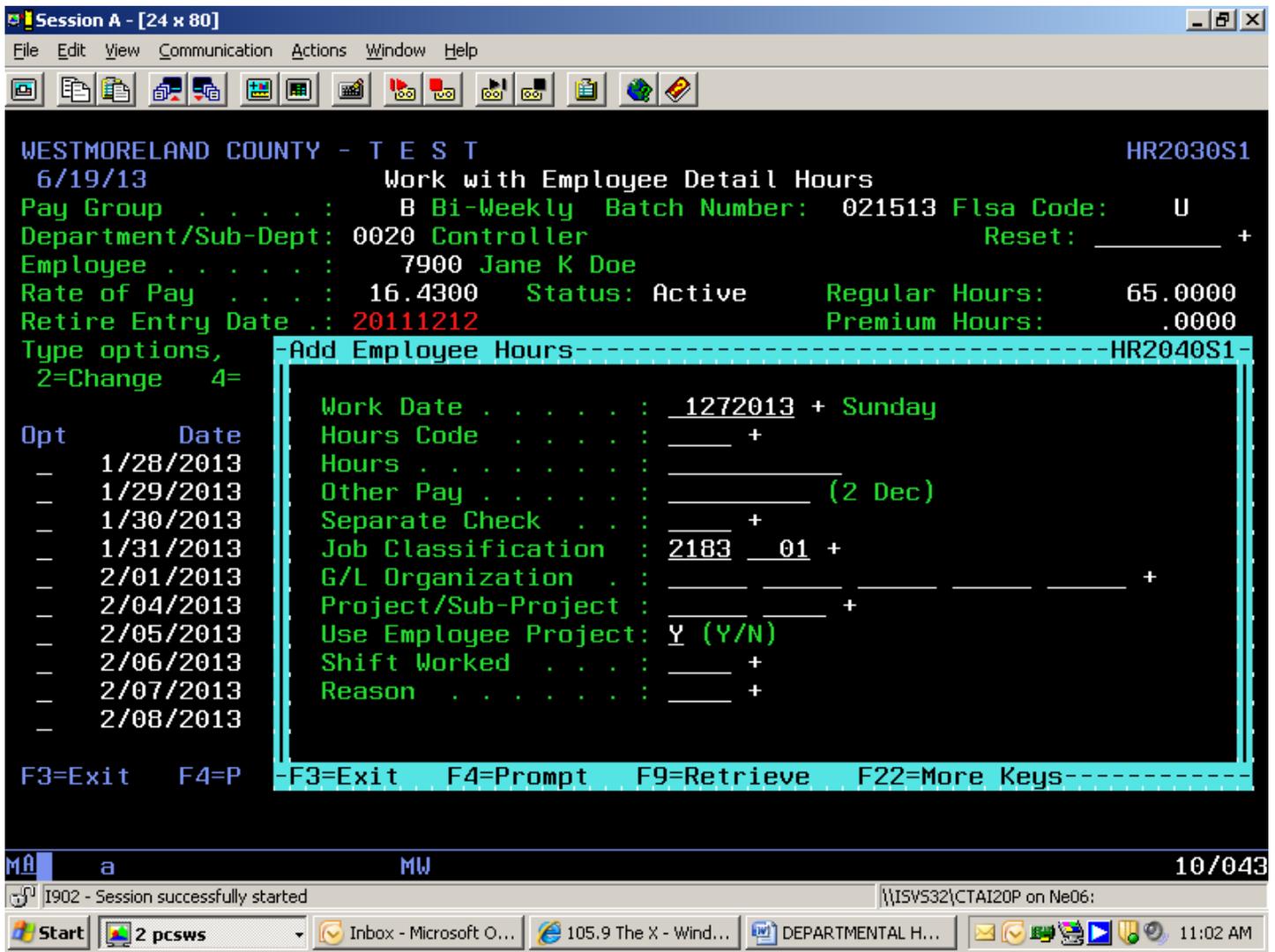
Opt   Date   Hours Code   Hours   Other   Shft   Job Class   G/L/P SCC
 4  1/28/2013 UN REG HRS   6.5000   .00     FIN CLK   NO
_  1/29/2013 UN REG HRS
_  1/30/2013 UN REG HRS
_  1/31/2013 UN REG HRS
_  2/01/2013 UN REG HRS
_  2/04/2013 UN REG HRS
_  2/05/2013 UN REG HRS
_  2/06/2013 UN REG HRS
_  2/07/2013 UN REG HRS
_  2/08/2013 UN REG HRS

F3=Exit  F4=Prompt  F6=Add
Delete Employee Hours-----HR2040S3
Work Date . . . : 1/28/2013 Monday
Hours Code . . . : 401 UN REG HRS
Separate Check:
Hours . . . . . :          6.5000
Other Pay . . . :
** Press F13 to Delete **
F3=Exit  F12=Cancel  F13=Delete
MA a MW 01/001
I902 - Session successfully started  \\ISV532\CTAI20P on Ne06:
Start 2 pcsws  Inbox - Microsoft O... 105.9 The X - Wind... DEPARTMENTAL H... 11:01 AM
    
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If you have selected the number 4 to delete a day, this screen will appear after you have hit enter. You must press the F13 (Shift + F1) to delete the day. Once you hit those keys, the day is gone; there is no other confirmation screen.

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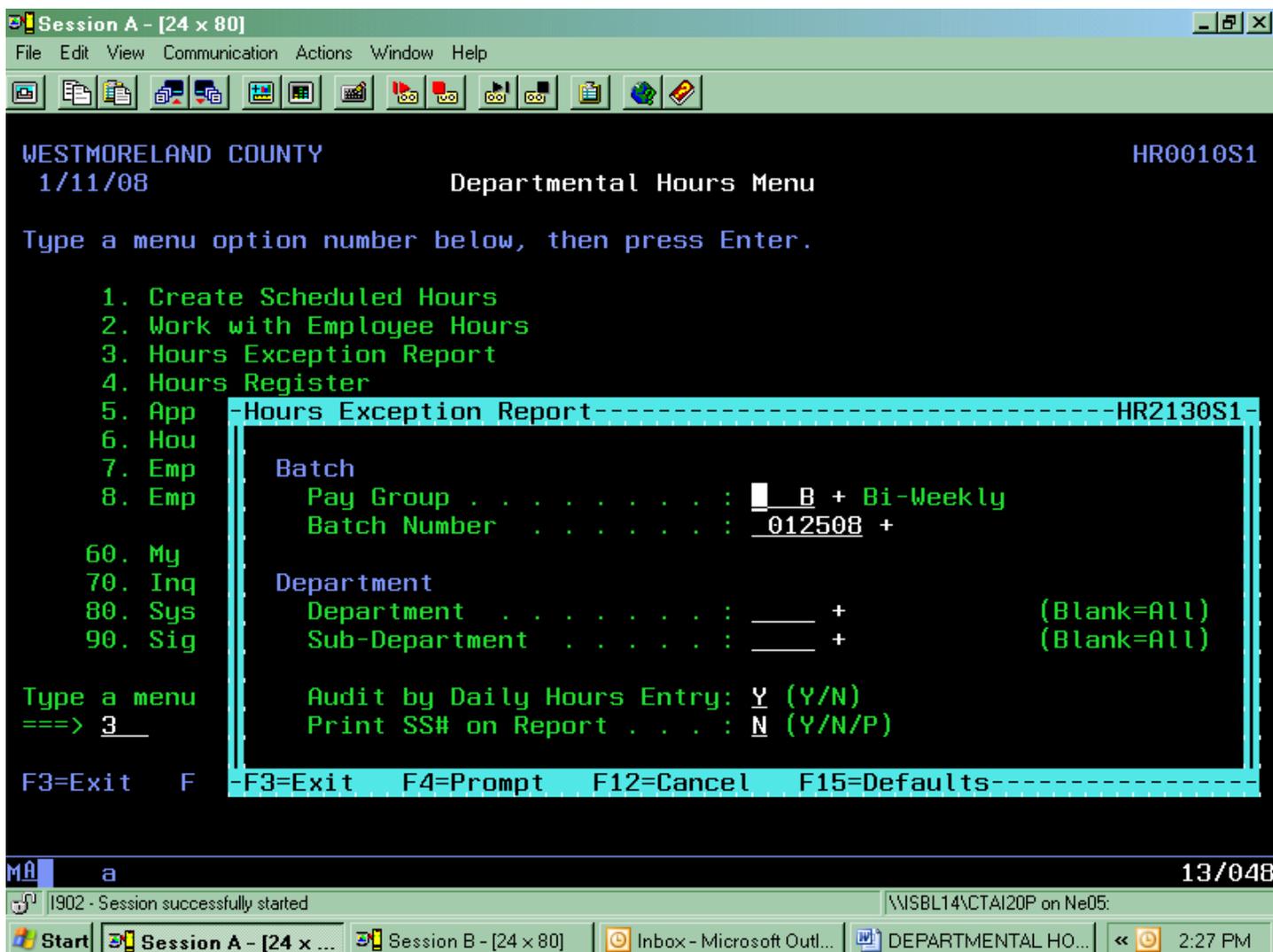


If you selected the F6 function key to add payroll information this screen appears. This screen always defaults to the first day of the current pay period, which is a Sunday. You will need to enter all of the information, including the date, for an added record. Make the necessary additions using the same procedure as when you are changing a record.

After you have made all of the necessary modifications to your employees for the pay period, press F3 until you are back to the Departmental Hours Menu. From this menu select the Hours Exception Report option.

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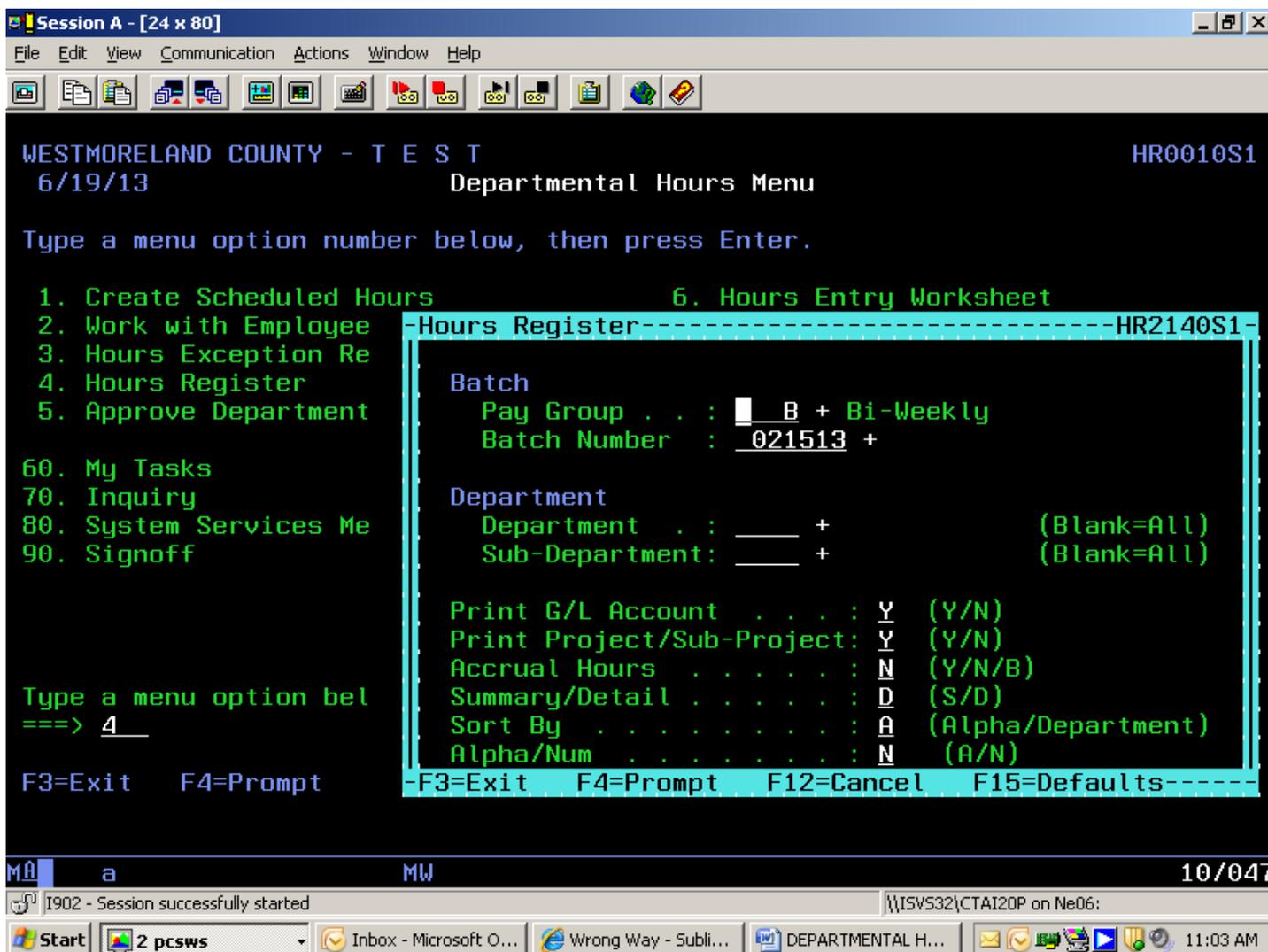
Option 3: Hours Exception Report

- Right justify your entries on all screens throughout the Payroll System by using your field exit key.
- Pay Group will always be "B".
- Batch Number will be the current Pay Date preceded by a space (MMDDYY).
- Enter the department number for the department you are working in. If you enter hours for more than one department, you will need to run this option for each of those departments.
- Sub-department will always be left blank unless you have been told otherwise.
- Audit by Daily Hours Entry should be a "Y".
- Print SS# on Report should be a "N".
- Press <Enter> after all fields have been filled out.

This report should be blank. If there is anything on it you will need to go back into the listed employee(s) and correct whatever is wrong. Rerun this report when finished.

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Option 4: Hours Register

- Right justify your entries on all screens throughout the Payroll System by using your field exit key.
- Pay Group will always be “B”.
- Batch Number will be the current Pay Date preceded by a space (MMDDYY).
- Enter the department number for the department you are working in. If you enter hours for more than one department, you will need to run this option for each of those departments.
- Sub-department will always be left blank unless you have been told otherwise.
- Print G/L Account should be a “Y”.
- Print Project/Sub-Project should be a “Y”.
- Accrual Hours should be an “N”.
- Summary/Detail should be a “D”.
- Sort By should be an “A”.
- Alpha/Num should be “N”.
- Press <Enter> after all fields have been filled out.

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This will produce a report of all of the hours that will be included in the current pay for all of your employees. The department head needs to review/sign this report and it will need retained in your office for a period of 3 years.

The screenshot shows a terminal window titled 'Session A - [24 x 80]'. The main menu is titled 'WESTMORELAND COUNTY 1/11/08 Departmental Hours Menu HR0010S1'. It lists options 1 through 90. Option 5, 'Approve Departmental Hours', is selected, and a sub-menu is displayed. The sub-menu title is '-Approve Departmental Hours-----HR1870S1-'. It contains the following fields: 'Batch', 'Pay Group . : ___B +', 'Batch Number: 012508 +', and 'Department . : ___ + (Blanks=All)'. At the bottom of the sub-menu, it says 'F3=Exit F4=Prompt F12=Cancel F15=Defaults-----'. The terminal also shows 'Type a menu option below, then press Enter.' and 'Type a menu option below ==> 5_'. The taskbar at the bottom shows 'Start', 'Session A - [24 x ...]', 'Session B - [24 x 80]', 'Inbox - Microsoft Out...', 'DEPARTMENTAL HO...', and the time '2:39 PM'.

Option 5: Approve Departmental Hours

This is the final step in the departmental hours process. After you have printed your Hours Register(s), select the Approve Departmental Hours option. Enter the same Pay Group and Batch numbers that you have been entering all along for this pay. Enter the department that you are approving. If you only do payroll for one department, it is not necessary to enter anything in the department field. Press enter, the following screen will appear.

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Session A - [24 x 80]

File Edit View Communication Actions Window Help

WESTMORELAND COUNTY 1/11/08 Departmental Hours Menu HR0010S1

Type a menu option number below, then press Enter.

1. Create Scheduled Hours
2. Work with Employee Hours
3. Hours Exception Report
4. Hours Register
5. Approve Departmental Hours
6. Hours Entry Worksheet
7. Employee Time Entry
8. Employee Hours Register
60. My Tasks
70. Inquiry
80. System Services
90. Signoff

Type a menu option below
==> 5

F3=Exit F4=Prompt F

-App -Add Departmental Hours Approval-----HR1890S1-

B Department: 0020 Controller
Batch . . : B Bi-Weekly 012508
Approval : LSZCZEB 1/11/2008 14:43

** Press F20 to Add Your Approval **

-F3= -F3=Exit F12=Cancel F20=Add Approval-----

MA a 01/001

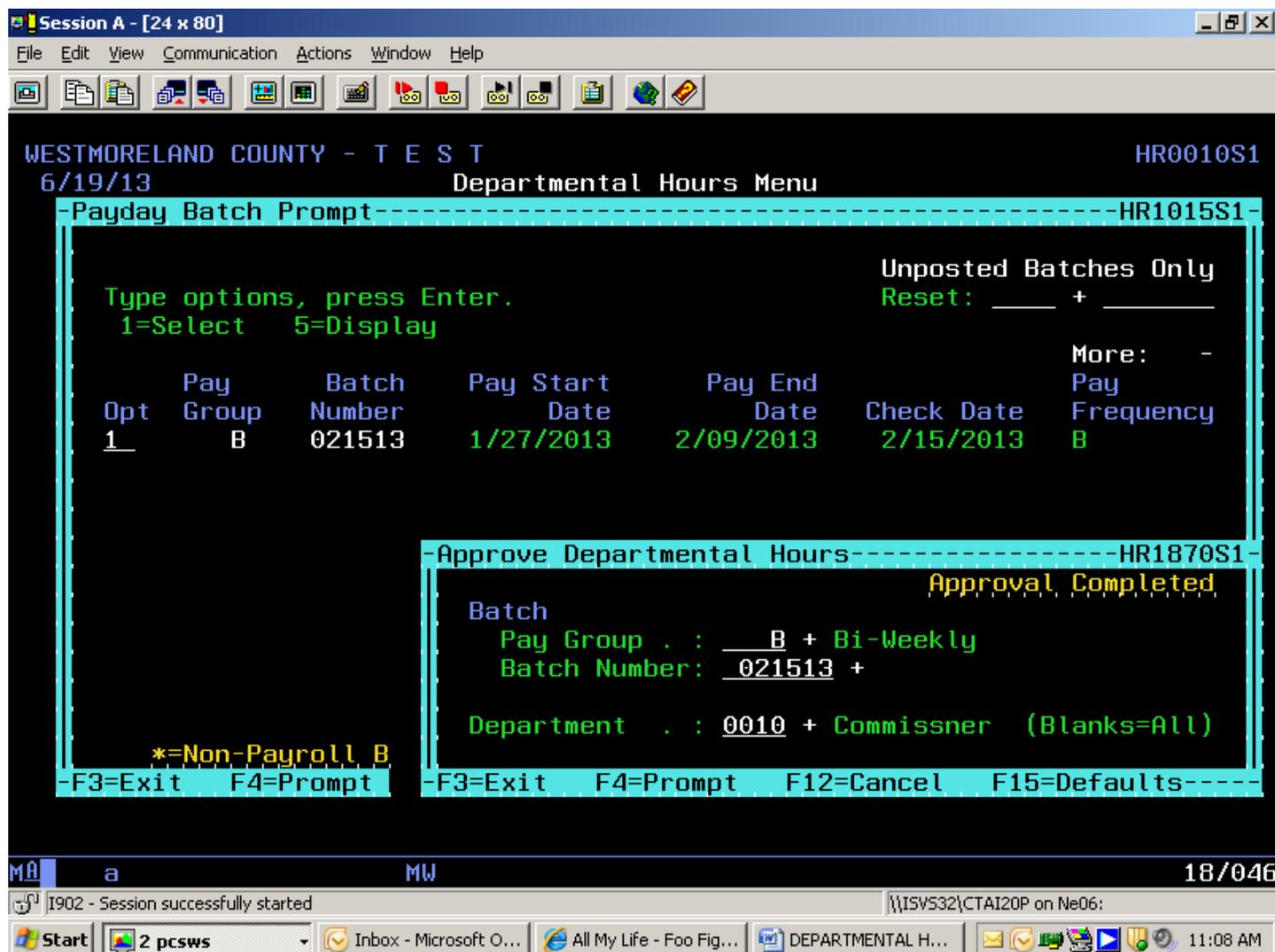
1902 - Session successfully started \\SBL14\CTAI20P on Ne05:

Start Session A - [24 x ... Session B - [24 x 80] Inbox - Microsoft Out... DEPARTMENTAL HO... 2:45 PM

Press F20 (Shift + F8) to add your approval.

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The screen will refresh and in the upper right hand corner you will see the words “Approval Completed”.

***Note: If you need to make any modifications after you have approved your hours, you will need to contact the Payroll department and we will make the modifications for you.