Employee Guidelines for Precinct Manager
April 2018

Employees are held accountable for the following time and attendance procedures in Precinct Manager. Any questions regarding use of the system may be directed to your payroll officer.

SCHEDULES

The My Calendar view in Precinct Manager drives the system's functionality as the system is designed to compensate employees based on their scheduled hours. In order for a full time employee to be paid for 40 hours in a workweek, the employee must be scheduled for 40 hours during that week.

Employees must view their scheduled work hours in My Calendar prior to the beginning of the pay period as the supervisor may adjust hours based on workload. Questions regarding your schedule may be directed to your supervisor.

Employees shall not adjust the beginning or ending times listed under My Calendar. Instead, employees must complete forms to request leave. Forms may only be submitted to request leave for times you are scheduled to work.

Prior to submitting a form, make sure the schedule will permit you to submit the request based on the following:

Full Day of Leave: No changes to the My Calendar are needed.

More than Two hours of Leave, but Less than a Full Day: Edit the schedule in My Calendar to remove the lunch period <u>before</u> submitting a request for leave.

Leave During Normally Scheduled Lunch Period: Remove the lunch period from the schedule in My Calendar <u>before</u> submitting a form.

When removing the lunch period from the schedule in My Calendar, remember there are two steps:

1. Adjust the schedule itself; <u>and</u>

2. Reduce the lunch period to 0.

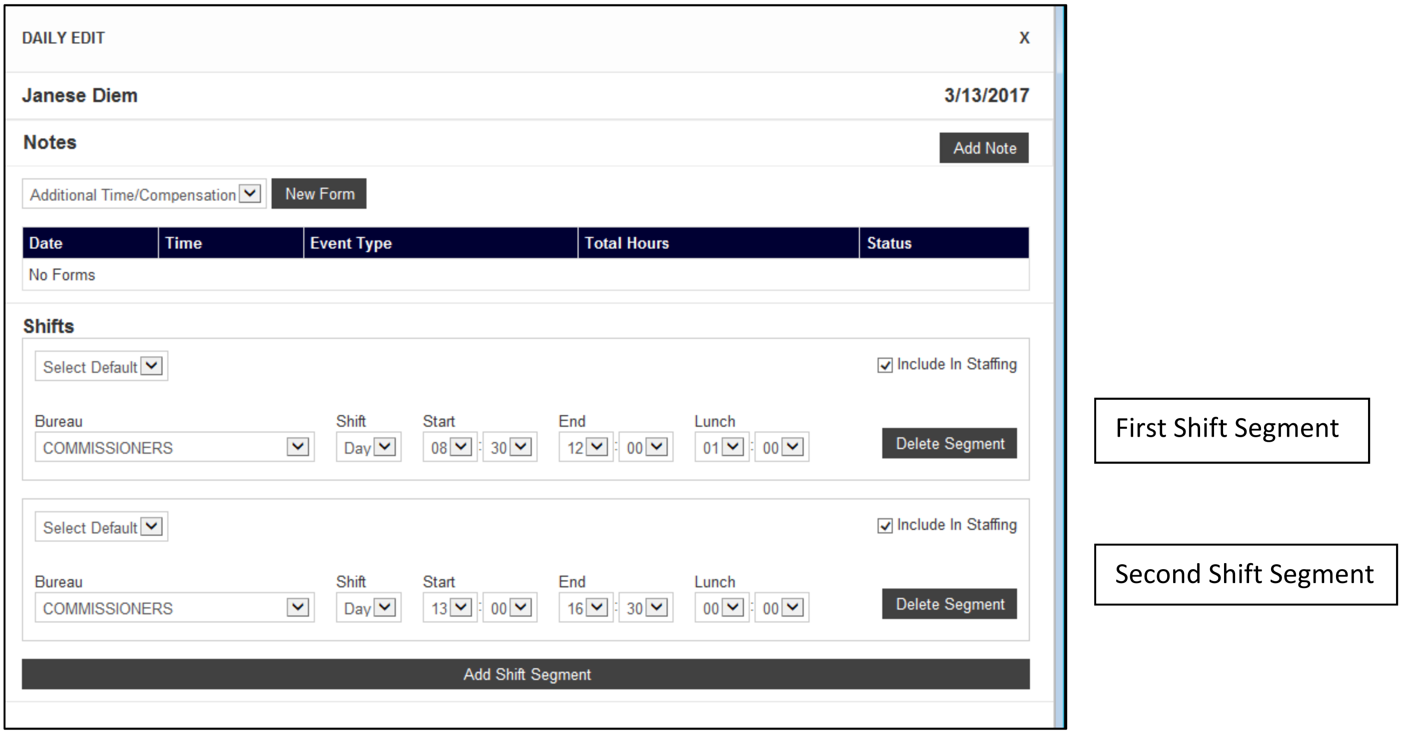
   Refer to *Editing the Schedule for Lunch Periods and Leave of More than Two Hours* as found on the next page for more information.

Editing the Schedule for Lunch Periods and Leave of More than Two Hours

Employee View: My Calendar — Supervisor View: Monthly Detail

Right click on day to update. The Daily Edit box will appear as shown below.

NOTE: Employees are not to adjust their schedules with the exception of the lunch periods as noted below.



To adjust the beginning and ending time of the lunch period:

Edit the first shift segment END time to reflect the time you left for lunch.

Edit the second shift segment START time to reflect the time you returned from lunch.

If taking less than one hour for lunch:

Change the Lunch in the first shift segment to the appropriate duration. Do not list a lunch in the second shift segment.

Adjust the actual time taken as noted above.

If no lunch was taken, or requesting more than two hours off:

Change the Lunch to 00:00

Change the second shift segment START time to the same time as the first shift segment END time.

To request leave that begins during your normally scheduled lunch period:

Remove the lunch period from your schedule as noted above then proceed to create the form for requested leave.

FORMS

The employee must complete a form to request leave for time the employee is scheduled to work or to record time worked outside of scheduled hours.

Requests for Leave (e.g., Sick, Vacation, Comp, Court Leave, etc.) require prior approval (with the exception of immediate sick leave requests). Forms must be submitted as soon as the employee's need for leave is known. Check the Monthly Schedule to make sure there is sufficient coverage before submitting requests for leave.

If an immediate leave is needed for sick leave purposes, the employee must complete the Sick Form to document the use of sick leave on the first day back from the leave.

It may be necessary to maximize the window or scroll down on the page to view the full form. Often times the Submit for Approval button is not visible unless modifying the page view.

When submitting a form, there is a slight delay from the time a form is submitted until the form closes. **Be careful not to double click on the submit button as this may result in the creation of a duplicate form.** If a duplicate form is created, notify your supervisor so the duplicate can be deleted from the system.

If requesting leave for time that includes a holiday, full time employees must submit one form for the time before the holiday and a second form for the time after the holiday. (e.g., To request the week that includes New Year's Day, submit one form that ends on December 31 and submit a second form that begins on January 2.)

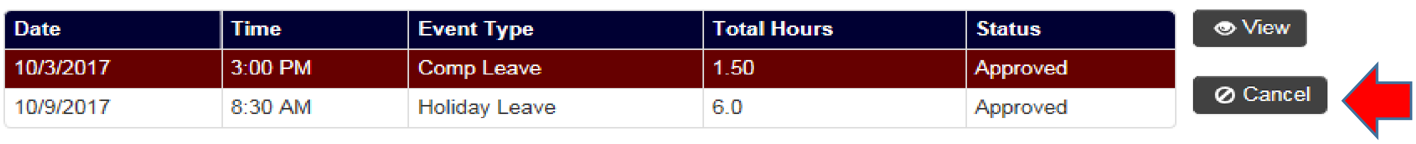
Employees must review the Forms list weekly. This view shows the status of submitted forms and any FMLA notices provided. (Note: The Total Hours reflected in the Forms list may not accurately reflect actual leave requested. View the Timesheet to see amount of leave charged.)

To see if a form has already been submitted, use the Forms view. The Forms view will provide a list of forms that have been created along with the status of the form. The list defaults to show forms for the current pay period. To view all of your future forms, check the Show All Future Forms box.

Part time employees should use the appropriate form to report additional time worked or leave of absences without pay.

Cancelling Forms

To cancel a previously approved request, employees can select the cancel button to the right of the forms listing. **This should be used only if a request was made and the time was not taken.** If only the times or dates need adjusted on the form, contact the supervisor to modify the original form.



Date	Time	Event Type	Total Hours	Status
10/3/2017	3:00 PM	Comp Leave	1.50	Approved
10/9/2017	8:30 AM	Holiday Leave	6.0	Approved

Modifying Forms (Adjusting Times and Types)

Employees cannot edit forms once they are submitted. To modify a form once submitted, employees must contact their supervisor to advise him/her of the corrected dates and times. **Do not cancel a form and create a new form to adjust dates and times.**

If changing a request type (vacation to comp, comp to vacation, etc.), cancel the form and create a new form. In the remark, note what type of leave was previously requested (e.g., Request replaces previously submitted request for vacation).

Remarks

Remarks are encouraged for all forms, especially the Additional Time Form. This helps Supervisors make sure the correct 'Type' is selected. To add a remark to a form, you must click the "Add Remarks" button.

Do not list specific medical conditions in the remarks field on any form.

<u>Additional Time/Compensation</u>

Working additional time requires prior approval by the supervisor. Employees working outside their normal scheduled hours must complete an Additional Time/Compensation form to document the hours worked within 24 hours of the time worked.

If reporting to work early, the end time reported on the form should match their regularly scheduled start time. If working late, the start time should match the regular end time.

If flexing hours, the employee must complete an Additional Time/ Compensation form to document the time worked outside the schedule along with a Comp or Vacation form to note the time not worked during their normal schedule. (The comp or vacation time used will not show on the timesheet unless the additional time worked is less that the comp or vacation time requested.)

Sick Leave

In efforts to provide confidentiality in regards to sick leave use, the Reason/Condition noted on Sick Leave requests is only visible by the payroll officer. This assists with invoking of FMLA as necessary. The reason/condition must meet the definition under the Sick Leave policy.

While the supervisor may approve the leave, the payroll officer may request additional information if sufficient information is not communicated on the initial request. Leave requests may be denied if the reason for leave does not meet the policy definition.

The system is set up to reduce sick leave used by the number of additional hours worked during the week. If you wish to not have the sick leave reduced, uncheck this box prior to submitting the form.

☑ Reduce sick leave by the number of hours worked in excess of regularly scheduled work hours

Leave For:

Review selection.

Note difference between Spouse and Significant Other. Significant Other may require additional verification per policy. Check to make sure correct person is checked.

Aunt/Uncle only available for death of family member.

Leave Type:

Exam/Treatment: Leave is for a doctor's appointment or treatment. – List the reason for the appointment i.e., wellness check, ear pain, blood pressure issue, etc.

Sick leave for doctor's appointments shall be limited to a reasonable amount of time to cover the length of the appointment and necessary travel time. Request should not be 8 hours unless extenuating circumstances.

Employees are encouraged to add a Remark to clarify the need for 8 hours if requested (i.e., appointment in Columbus, multiple appointments, extensive testing, etc.).

Illness/Injury/Pregnancy Related Condition: Leave is due to illness/injury that does not involve a doctor visit.

Illness/Injury & Exam/Treatment: Leave is due to illness/injury and includes a visit to the doctor or treatment by health care provider.

Death of Family Member: – Should not list 'Leave For: Self'

Reason/Condition: This section is only visible by the payroll officer.

The specific nature of the illness/injury shall be provided to justify the use of sick leave.

The following <u>are not acceptable to list under the reasons/condition</u> for sick leave and will result in disapproval or additional questioning by the FMLA Administrator:

Exam – Already implied if you request sick leave for exam/treatment
Doctor appointment – Already implied as well by the type of request made
Follow-up – Note the actual reason for the follow-up appointment to assist in identification of "chronic" condition under FMLA
Sick – More specific information needed e.g., cold, stomach issues, fever, etc.
Fatigue/Malaise/Lethargy – Unless certified as FMLA
Mental Health Day – Unless certified as FMLA - That is what vacation is for.

FMLA:

For FMLA leave that is foreseeable - scheduled surgery/birth, etc. - employees are to provide notice at least 30 days prior to taking the leave. Requests for unforeseeable leave must comply with the normal call-in procedure/policy. Refer to the FMLA policy for additional information.

Even if not specifically requested as FMLA leave by the employee, the FMLA Administrator will initiate the FMLA process for any qualifying health condition or event as the Employer has an obligation to designate qualifying leave as FMLA even though an employee may not want to use FMLA leave. Failure to comply with requests may be considered insubordination and subject the employee to disciplinary action.

The FMLA Notice of Eligibility and FMLA Notice of Designation notices are added to the employee's forms list as needed. (Employees may need to look back at prior periods and check the 'show future forms' box to view the forms in this view.)

Employees with approved FMLA must check the "This request is taken for a FMLA Qualifying Condition" box on the Sick Leave or other applicable form. The FMLA Administrator will review the request and mark the "FMLA Qualifying Condition" box if applicable.

Any hours charged as FMLA will appear on the timesheet and will deduct from the FMLA Leave Bank.

<u>**Holiday Leave and Building Closures**</u>

Forms for holidays are automatically generated in the system. If a holiday does not show up on the timesheet for a particular pay period, close out of the timesheet view and reopen the forms view. The Holiday Leave form should populate.

Building Closure forms will be generated by the payroll officer as needed.

TIMESHEETS

Timesheets are a report that summarize submitted forms and My Calendar information from the pay period. Employees do not enter data on the timesheet. Employees are encouraged to review their timesheets after submitting forms to ensure the data appears correctly.

At the end of the pay period, a full time employee's timesheet should note 40 hours for Week 1 and 40 hours for Week 2 for a Subtotal of 80 hours. Improper changes to the My Calendar information would result in differing amounts as noted below.

Totals

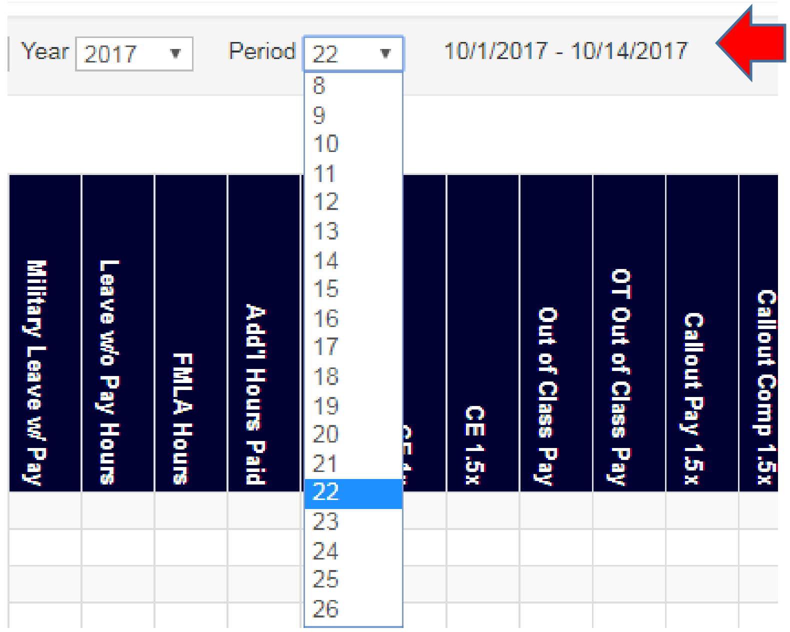
Week 1	Week 2	Subtotal	Hour Adj.	Pay Adj.	Total Paid	SL Used	VAC Used	Comp Used	Comp Earned	SL Accrual Hours
40	39	79	0	0	79	0	0	0	0	79

Most improper totals are a result of submitted forms that require changes to the lunch period. Review the My Calendar to make sure the lunch period is accurately reflected. Also check to make sure the beginning or ending times were not changed in error.

Once everything appears correct, select "Submit for Approval". The timesheet is then forwarded to your supervisor for review. Please note that employees may make changes to the timesheet after submission. See the Payroll Deadlines section for additional information.

If submitting the timesheet after the new pay period has already started, be sure to submit the correct timesheet. You will likely need to select the prior Period to generate the correct timesheet.

To look at prior year timesheets, change the year and select the correct timesheet to view.



PAYROLL DEADLINES

All employee forms and timesheets are due in Precinct Manager by 9 a.m. on the Monday following a pay date.

It is recommended that staff submit timesheets prior to leaving work on Friday, or sooner if you are scheduled off work at the end of the pay period (i.e., scheduled vacation). On-call employees are encouraged to submit their timesheets in this manner as well, as additional forms may be added after a timesheet as been submitted if needed.

Employee timesheets will lock at 4:30 p.m. on the Tuesday following the pay period. This means that employees who may have forgotten to submit or cancel a form, adjusted hours for a lunch period, etc., must submit any final changes, corrections, or additions to their timesheet prior to 4:30 p.m. on the Tuesday following the pay period. After that time, employees will not be able to submit any forms or make any changes for said pay period. Employees will need to work through their supervisor. Supervisors will have until 12:30 p.m. on Wednesday to make/approve any corrections.

This "lockdown" of data will prevent changes to entered data to preserve the data as reported to the Auditor's Office for processing.

LEAVE BANKS

Employees may view available balances under the Leave Bank menu.

Employees must report any balance discrepancies between Precinct Manager and their check stub to their payroll officer within seven days of the pay date.

Accruals are updated the Sunday after the pay period ends. As a result, balances listed may be incorrect for those employees who are close to exhausting available leave. Contact HR for accurate balances.

Note: Vacation balance limit information is based on the accrual rate:
3.1 = 160 hours; 4.6 = 240 hours; 6.2 = 320 hours; 7.7 = 400 hours.

The system will not permit accruals over the vacation balance limit and will automatically subtract accruals that exceed the limit.

10/10/2017	-8	309.25	Pending	
10/15/2017	6.2	315.45	Approved	Accrual: 80 * 0.0775 = 6.2
10/29/2017	6.2	321.65	Approved	Accrual: 80 * 0.0775 = 6.2
10/29/2017	-1.65	320	Pending	Exceeds Max of 320 hours

To see future balances, enter the date in ‘Balances as of’ and calculate.

PASSWORDS

Passwords in Precinct Manager expire after six months.

To update your password go to the “Settings” page under “Change Password”.

Employees are encouraged to enable the password reset option. To enable this feature you will need your work email and a cell phone that is able to receive text messages. The information received in the text/email must be entered into Precinct Manager within 10 minutes, so make sure you are able to respond with the requested information in a timely manner.

NOTE: After five unsuccessful login attempts, users are locked out of the system for four hours. Attempting to reset the password will not limit the amount of time you are blocked out of the system.

EMAIL ACCOUNTS

Employees should check their email on a consistent basis (at least two times per week) as this is a means of communicating with staff regarding time and attendance issues, FMLA, balance information, etc. If a staff member does not have access, please notify HR so that information can be relayed promptly and consistently.

Precinct Manager Guidelines Supplement for Buildings and Grounds
Additional Time/Compensation Form

Used in conjunction with On-Call Policy and Procedure - JE 14-1044

Start/End Times

When completing form do not include regular scheduled hours. For example, reporting at 4 a.m. and working until 3 p.m. Start time on form would be 4 a.m., end time would be 7 a.m.

Select Compensation Requested

Note: Payment for time shall only be permitted if electing overtime. Employees electing compensatory time in lieu of overtime pay shall schedule time off per County policy.

Select Appropriate Type	**Building Control Check**
See additional information below	**Call-Out**
	Early In/Holdover/Other
	Scheduled

Building Control Check – 1 hour minimum

Record actual time worked for weekend building control check at Courthouse Complex.

Employee receives 1 hour minimum at one and one half times the employee's rate of pay which shall not be reduced by time taken during the workweek or paid lunch period.

Mileage may be paid per policy if commute exceeds the regular number of commutes in the work week.

Call-Out (On-Site Response Required) – 2 hour minimum

Record actual time worked for emergency call disconnected from regular or pre-scheduled hours of work – Requires the employee to report on site to perform work.

Include remark in reason field.

Initial call must be received by the employee 30 minutes prior to the regular start time (e.g. prior to 6:30 a.m. for 7 a.m. start time) to qualify as call-out; otherwise use early in/holdover/other.

Employee receives 2 hour minimum at one and one half times the employee's rate of pay which shall not be reduced by time taken during the workweek or paid lunch period.

No more than two Call-Outs during same three hour period.

Mileage may be requested per county policies

Early In/Holdover/Other

Record actual time worked for non-emergency work that is in conjunction with normal schedule. Includes arriving early/staying late for meetings, project completion, travel, etc. Can also be used to report schedule adjustments (flex), phone calls, etc.

Include remark in reason field.

Actual hours worked reduce vacation or comp leave taken same week (sick leave also if Reduce sick leave box is checked on sick leave form).

Applies to Custodial Staff cleaning at EGLC. Time is not reduced by paid lunch period, but paid at straight time if other leave is used during workweek, otherwise paid at time and one-half.

Scheduled

Record scheduled time worked outside of and disconnected from normal hours. Scheduled work is time communicated in advance of work to be performed (e.g., prior knowledge of contractor work, hood cleaning, scheduled fire alarm, etc.)

Compensated at a one hour minimum which is treated as regular hours of work (may reduce vacation/comp/sick leave as noted in early in/holdover/other).

Mileage may be paid per policy if commute exceeds the regular number of commutes in the work week.

Include remark in reason field.

Select Complex/Location