

ATTENDANCE Type Codes

Shaded Type codes have corresponding quotas.

Attendance

ZA01	Regular Attendance
ZCDL	Comm. Drivers License
ZCON	Conference/Convention
ZCRT	Court Appearance
ZDRG	Drug Testing
ZINV	Interview
ZPCR	Post Certification
ZSAB	Sabbatical-Prof & Cult. Dev
ZTEL	Telecommuting
ZTRN	Training
ZTST	Testing/Exam
ZWAE	When Actually Employed

Overtime – Evaluated Codes

Z001	K-Earned (Sys Calcs)
Z002	Overtime Pd (Sys Calcs)
Z003	Evaluated K-time/Overtime

Overtime – Override Codes

ZA02	Exc-Pay OT @ ST rate
ZA03	Exc-Pay OT @ 1.5 rate
ZA04	Exc-K Earned @ ST rate
ZA05	Exc-K Earned @ 1.5 rate
ZA07	Exc-Pay OT @ 1.5 Base rate (DPS)

FLSA Statuses:

Nonexempt – Overtime compensation for employee must comply with Fair Labor Standards Act. When possible, utilize Evaluated OT codes (Z001, Z002 or Z003) and allow system to compute proper OT compensation based on Work Week value and existing att/abs hours.

Exempt – Employee is exempt from Fair Labor Standards Act. Evaluated OT codes, if entered, will only compensate at a straight-time rate. If you desire to compensate Exempt employee at a 1.5 OT rate, you must use an override OT code (ZA03 or ZA05).

Working Week

Defines length of period (7 or 14 days) to be evaluated when determining overtime compensation and eligible retirement hours. Also defines 1.5 hour cap (e.g., 240 or 480 hrs).

LaGov HCM Absence Type rolls (automatic):

If Entered:	Quota reduction order:
LA/LALB/LALM	1.5K > ST K > Annual
LBFM/LDFM	LB > 1.5K > ST K > Annual
LAFM	1.5K > ST K > Annual
LD	LB > 1.5 K > ST K > Annual

Employee Time Mgmt status

1 = Positive Time Entry

Employee is only paid for hours entered.

9 = Negative Time Entry

Only exceptions to the employee's Work Schedule must be entered (e.g., absences, overtime hours worked, shift differential, on-call and special pay hours).

Daily Work Schedule

In accordance with the work schedule, the number of planned hours for the day.

Work Schedule Rule

Repeating work schedule. Reflected are the planned hours by day, as well as the days that the employee is not scheduled to work.

Additional Time ID:

Codes	Exempt EE	NonExempt EE
KT	Straight time K time	1.5 K-time over 40 hours worked. Straight time K-time under 40 hours worked
OT	Straight time Pay	1.5 Pay over 40 hours worked. Straight time Pay under 40 hours worked.
KO	Straight time Pay after 40 hours worked. Straight time K-time under 40 hours worked	1.5 Pay over 40 hours worked. Straight time K-time under 40 hours worked.

Time-related Infotype records

0001	Organizational Assignment
0007	Planning Working Time
0008	Basic Pay
0040	Objects on Loan
2003	Substitutions
2006	Absence Quotas

Note: Multiple header options are available in Time Manager's Workplace that display pertinent information from many of these infotypes.



LaGov HCM TIME ADMINISTRATION QUICK REFERENCE CARD

How to Access On-Line Help:

Within LaGov HCM, follow the menu path:
Help >> StLA Help

Enroll in Time Administrator List Serv:

<http://www.doa.louisiana.gov/ois/electronicnotifications.htm>

LaGov HCM Bulletin Board:

http://www.doa.louisiana.gov/ois/LaGov/LaGovHR_BB.htm



Division of Administration
Office of Information Services
P. O. Box 94095
Baton Rouge, LA 70804-9095
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ABSENCE Type Codes

Shaded Type codes have corresponding quotas.

LA	Annual Leave
LAFM	FMLA - Family
LALB	Annual Lv in Lieu of Sick
LALM	Annual for Military Leave
LB	Sick Leave
LBFM	FMLA - Self
LCRI	Crisis Leave
LD	Worker's Compensation
LDFM	Worker's Comp/FMLA
LDLE	Worker's Comp Law Enforce
LDWC	Workers Comp Lv BuyBack
LDLW	Worker's Comp Lv W/O Pay
LEJR	Educational Lv-Job Relate
LEMA	Educational Lv-Mandated
LF	Funeral Leave
LH	Holiday
LHDH	Designated Holiday
LI	Suspended W/Pay
LILW	Suspended Without Pay
LJ	Court
LMAL	Military Active Leave
LMPE	Military Physical Exam
LMTL	Military Training Leave
LSAG	Spec Lv-Act of God
LSCA	Spec Lv-Civil Air Patrol
LSEC	Spec Lv-Emergency Civilian
LSNG	Spec Lv-National Guard
LSOC	Spec Lv-Office Closure
LSRC	Spec Lv-Am Red Cross
LSVT	Spec Lv-Voting
LW	Leave Without Pay
LWFM	FMLA - Unpaid
LWLB	LWOP in Lieu of Sick
LWM	Military Leave W/O Pay
LWRF	LWOP Retire Furlough
LWRH	LWOP-Reduction in Hours
LZLE	HAZ Duty (Law Enf)
UNSC	Unscheduled Absence
WSAD	Work Sched Adjustment
FMLB	FMLA 12 Week
FMLM	FMLA Military Caregiver

When entering FMLA absences, first enter the appropriate absence code and hours (LBFM, LAFM, LDFM etc.) and then enter FMLB or FMLM hours (FMLA quota). FMLB/FMLM hours must be equal to or less than corresponding absence hours.

Non Leave Earning Emps and St. Police Only	
LK	K-Time OT 1.5x Leave
LKLB	K-Time OT In Lieu of Sick
LL	K-Time ST Leave
LLLB	K-Time ST in Lieu of Sick

Holidays on LaGov HCM Holiday Calendar

New Years Day	Labor Day
Martin Luther King Day	Veterans' Day
Mardi Gras	Thanksgiving Day
Good Friday	Christmas Day
Independence Day	

IT2003 Substitution Guidelines

If necessary to reduce or cancel "automatic" holiday hours, you must create an IT2003 record to temporarily change the employee's work schedule.

- TO and FROM date must be the same if substituting for a single date.
- FROM date should never be 12/31/9999.
- Subst Type should be "4" if substitution is for Daily Work Schedule.
- Day Type – Select or enter "0" if substitution is being done to override automatic Holiday hours and to designate the day as a work day.

Reminder: Anytime you wish to compensate an Exempt or Non-Exempt employee at a 1.5 rate for hours worked on a holiday (or designated holiday date), you must use an OT override code.

Reports/transactions of interest:

PT03	Display Work Schedule
ZT01	Planned Working Time Report
ZT02	Time Entry Audit Report
ZT06	Absence Quota Report
ZT11	Time Evaluation Error Messages (Also available through PTMW/Process Msgs)
ZT12	Leave Compensation/Reduction Report
ZT20	Time Workflow Audit Report
ZT33	Absence and Attendance Detail
ZP97	Employee Variance Report
ZP106	Remuneration Statements
ZP136	Total Attendance/Absence Report
ZF09	Default/Override Cost Distribution Report

Objects on Loan

Infotype 0040 (Objects on Loan) is available to track property or equipment issued to an employee. ZP134 reports on loaned items.

Additional Attendances (Manual Entry)

0012	Ext Dty Pst Aut Man. Rte1
0013	Ext Dty Pst Aut Man. Rte2
0014	Ext Dty Pst Aut Man. Rte3
0015	Ext Dty Pst Aut Man. Rte4
0016	Ext Dty Pst Aut Man. Rte5
0018	Haz Dty Duties Man. Rte1
0019	Haz Dty Duties Man. Rte2
0020	Haz Dty Duties Man. Rte3
0021	Haz Dty Duties Man. Rte4
0022	Haz Dty Duties Man. Rte5
0035	Ret/Rec Pst Aut Man.Rte1
0036	Ret/Rec Pst Aut Man.Rte2
0037	Ret/Rec Pst Aut Man.Rte3
0038	Ret/Rec Pst Aut Man.Rte4
0039	Ret/Rec Pst Aut Man.Rte5
0044	Ret/Rec Spec Ut Man. Rte1
0045	Ret/Rec Spec Ut Man. Rte2
0046	Ret/Rec Spec Ut Man. Rte3
0047	Ret/Rec Spec Ut Man. Rte4
0048	Ret/Rec Spec Ut Man. Rte5
0051	Shift Diff - 2nd Shift
0052	Shift Diff - 3rd Shift
0053	Weekend Shift Diff
0054	Weekend Shift Diff 2nd
0055	Weekend Shift Diff 3rd
0056	Holiday Shift Diff
0057	Holiday Shift Diff 2nd
0058	Holiday Shift Diff 3rd
0059	Weekend Hol Shift Diff
0060	Weekend Hol Shift Diff 2
0061	Weekend Hol Shift Diff 3
0062	On Call Pay
0063	On Call Weekend/Hol Pay
0064	Shift Diff Regular
0072	DPS Escort Pay 1
0073	DPS Escort Pay 2
0074	Commuter Trip (Automatic)
0075	Commuter Trip (Manual)
0076	Uniform Allowance (Reduction)

EDUCATOR Absence Codes

XELB	Educators Emergcy Sick Lv
XFAC	Educators Faculty (Unpd)
XFAP	Educators Faculty (Paid)
XPER	Educators Personal
XSAM	Educ Med Sabbat 100% Ret
XSAN	Educ Med Sabbat 65% Ret
XSAO	Educators Sabbat 100% Ret
XSAP	Educators Sabbat 65% Ret
XXLB	Educ Ext Sick 100% Ret
XXLC	Educ Ext Sick 65% Ret

PTMW (Time Manager's Workplace)

PTMW Icon Legend

<u>Graphic</u>	<u>Results</u>
	Employee List – used for selecting employees for time entry in PTMW
	Copy Selected Records – copies employees to transfer to team view or multi-person view
	Temporarily Insert Employee – access an employee not on your employee list
	Go to Cause of Message – highlights the line containing an error
	Colliding Time Data – shows multiple entries for a single day
	Cut – removes entry from time entry line
	Insert – inserts copied or cut data for individual days
	Insert for all – inserts copied or cut data for all days selected
	Expand – opens individual lines of time entry
	Collapse – collapses individual lines of time entry
	Show All - shows all lines in time entry
	Hide All – hides all lines in time entry
	Show All Time Data – shows all lines with time entry
	Print/Change Mode – allows you to print or export
	Views – allows access to Word or Excel
	Lockable Error Message – errors that must be corrected
	All Messages Completed – changes status to complete
	Confirm Messages Completed – removes messages from Process Messages folder
	Load Selection ID – allows maintenance of multiple lists
	Hit List – generates employees for your employee list

Time Manager's Workplace

LaGov Time Manager's Workplace provides a task-oriented interface for maintaining daily time data and processing time evaluation messages.

Screen Views Available:

- Multi-Day** (default view)
One employee, multiple days.
- Multi-Person**
Multiple employees for a single day.
- One-Day**
One employee for one day.
- Team**
Full Day time entries (only) for multiple employees for multiple days. An option is available, to also view all entries for a particular day.

Process Messages

Through the Process Messages option, users are able to process time evaluation messages.

Both Informational and Error messages are displayed. Time Evaluation errors are identified by the Stop sign in the Category column. Informational messages are identified by a Blue I in the Category column.

Time Evaluation **Errors must** be resolved or the employee will not be paid.