# Time Reporter Data (TRD)

Agency HR Specialist or Time & Labor Specialist

* Time Reporter Data is an essential component of setting up employees and contractors who will be reporting their work time in our STAR HCM Time & Labor system. It tells the system how to set up the timesheet, what compensation rules we want applied for that employee’s work and absence time, and what funding the salary expenses should be applied to in the STAR Finance system.
* The information contained in this document provides framework for most situations, but it should be recognized that there are exceptions to this framework that may be excluded in this document.

**IMPORTANT NOTES ON COMPENSATION RULES IN THE SYSTEM:**

* General Rule based on FLSA Dept of Labor Regulations: FLSA Nonexempt get paid overtime for working over 40 hours in a week.
* FLSA Exempt employees are salaried and hours over FTE default to unpaid.
* FLSA Exempt employees can get paid for over FTE hours, including overtime, if appointing authority or the current compensation plan allows it by using an override TRC.
* Some Compensation Rules are hardcoded into the system and aren’t visible (or set up) anywhere in Job Data, TRD, or Additional Pay.
* Night, Weekend, Holiday Differentials
* Supervising Officers 1 and 2 – paid for all hours
* Nursing Rules - various
* Weekend Nurses/Certified Nursing Assistant Rules – weekend add-on pay for hours worked.
* Critical Vacancy & Security Add-on Pay – specific add-on pay requirements for rate, location, etc. based on DPM Memoranda for that add-on.
* Security Add-on Pay – add-on paid for all hours in pay status

Agency HR Specialists







**Effective Dating - Adding an Active row**

* If a rehire in the system (not necessarily “rehire” in Job Data HR action) with existing Time Reporter Data, must use first day of the pay period as the effective date.
* If brand new in the system, must use “hire” date used in Job Data

ERRORS: Incorrect effective dates can result in one or more days of the timesheet being greyed out for the pay period in which the effective date is entered. You will need to create a Time & Labor JIRA ticket to request correction to the current record.

**Effective Dating - Adding an Inactive row**

* **Before keying**, make sure all hours have been entered already for dates earlier than the inactivation date. Adding an inactivation row will prevent additional time from being added in the final week in pay status.
* Should usually be the same date as the term effective date in Job Data
* Always needs to be the day after the last reported/payable time entry.
	+ If there was approved payable time (either positive or negative hours) after the term date, the inactivation date needs to be after the last date with hours in Payable Time.
* **Don’t add a TRD Inactive row** when an employee is on “exhaust leave” reason in Job Data. TRD needs to remain active until termination for entries or in case the Timesheet needs to be re-submitted.
* EXCEPTION TIME REPORTERS BEST PRACTICE:
	+ Before system adds exception hours to payable time for the pay period (end of Week 1), change them to Positive Exempt Workgroup effective the beginning of their final pay period in pay status.
	+ This can be done beginning in an earlier pay period if they are going on pre-term sabbatical to use up leave balances.

ERRORS: If there was approved payable time (either positive or negative hours) after the term date, the inactivation date needs to be after the last date with hours in Payable Time.

**Status**

* **Active**
* **Inactive** (see above under “Effective Dating”)

**Send Time to Payroll**

* **Checked** – for all employees
* **Unchecked** – for all contractors who need TRD set up to record work times in STAR for task reporting. Corrections to this field should be future dated by agency payroll staff to prevent project costing issues.

**Time Reporter Type**

Time Reporter type should match the type of Time Template chosen. This is what sets up the timesheet to either show In/Out boxes for “punching” or an entry box for entering “quantity”.

* **Punch** – Use when you want your FLSA non-exempt or exempt employee to enter actual work times into their timesheet or they qualify to earn differentials.
* **Elapsed** – Should only be used for FLSA exempt employees (either positive exempt or exception time reporters)

ERRORS: If you discover this set up is wrong, we recommend only changing this prospectively. If you need it corrected retroactively, once the TRD is updated the agency will need to manually remove all timesheet entries and then re-key the entries with the information needed.

Agency staff can enter the new retroactive row themselves as long as there isn’t a newer effective-dated row blocking that entry. Agencies will have to create a ticket if there is a row blocking agency entry.

**Elapsed/Punch Time Templates**

Used to determine what level of task reporting you want the employee to do.

* **Elapsed Time Templates:**
	+ WIS\_ELAPS1 – For employees that are non-task time reporters.
	+ WIS\_ELAPS(2-5) – For employees that are task time reporters (e.g. Task Profile, Taskgroup, Speed Type, Combo Code).
	+ WI\_ELPS1C –– For contractors that are not associated with the Knowledge Services interface and do not report tasks.
	+ WI\_ELPS2C– For contractors that report User Field 3 for the Knowledge Services interface and/or report tasks.
* **Punch Time Templates:**
	+ WIS\_PUNCH1 – For employees that are non-task time reporters.
	+ WIS\_PUNCH(2-5) – For employees that are task time reporters (e.g. Task Profile, Taskgroup, Speed Type, Combo Code).
	+ WIS\_PNCH1C – For contractors that are not associated with the Knowledge Services interface and do not report tasks.
	+ WIS\_PNCH3C – For contractors that report User Field 3 for the Knowledge Services interface and/or report tasks.

**Time Period ID**

* **PSDAY** – Day Time Period
	+ - Used for all positive time reporters (punch and positive exempt)
* **WISBIWEEK** – Biweekly Time Period
	+ - only used if Workgroup is an Exception reporter
* All others aren’t used, don’t select them

**Workgroup**

* CONTRACTOR – For contractors.
* FIRE\_EXEMP – For Fire/Crash Rescue FLSA exempt classifications.
* FIRE\_RESCU – For Fire/Crash Rescue FLSA non-exempt classifications.
* PATIENTCAR – For patient care-specific classifications.
* SFP\_1.5XOT – For State Fair Park-specific classifications.
* WIS\_EXCEPT – For employees not required to enter hours worked on the timesheet. Hours load biweekly and must be approved by the supervisor.
* WIS\_EXCEPT1 – For employees not required to enter hours worked on the timesheet. Hours load biweekly and do not require approval.
* WISEXMPTPT – For LTE’s that are FLSA exempt to ensure hours entered are paid as an override of the FTE percentage. If your agency desires, this can also be used for part-time FLSA exempt employees who are allowed to work over their FTE (not to exceed 80 hours per pay period) without additional/ad-hoc approval.
* WISPOEXM – For FLSA exempt employees that have hours over FTE in a pay period default to unpaid.
* WISPONEX – For FLSA non-exempt employees that have hours over 40 in a week paid as overtime or earned as comp time depending on Rule Element 1 setup.

NOTE: In most instances, if the employee has NonExempt FLSA status you should select one of the NonExempt Workgroup options, and if the employee has Exempt FLSA status you should select one of the Exempt Workgroup options.

**Taskgroup**

Used to define earnings for commitment accounting for task time reporters. PSNONCATSK is the standard Taskgroup for non-task time reporters.

**Task Profile ID**

Used to define earnings for commitment accounting for task time reporters. This field is blank for non-task time reporters.

**TCD Group** – Do not use unless your agency uses a separate T&L system interface with STAR HCM.

**Restriction Profile ID** – Do not use.

**Rule Element 1** – Default Overtime indicator for non-exempt time reporters that can be overridden on the timesheet.

* **Cash** – Hours over 40 in a week are converted to time and a half overtime.
* **Combo** – Hours over 40 in a week are converted to straight pay overtime and additional half time to comp time earned.
* **Comp** – Hours over 40 in a week are converted to time and a half comp time earned.

**Rule Element 2** – Differential Eligibility

* **C** – Shift Differential Critical Vacancy
	+ This is only to be used if you have a corresponding DPM Critical Vacancy Memo and it includes those specific classifications. It creates an addition to what the normal “D” option would provide.
* **D** – Shift Differential
	+ Used to turn on night/weekend differentials for any FLSA exempt employees or FLSA non-exempt LTE’s.
* **X** – Ineligible for Nights and Weekend Shift Differential
	+ Shuts off night/weekend differentials for employees with voluntary work schedules.
	+ This follows Comp Plan 2021-2023. Before adding this for dates that fall outside of the referenced Comp Plan coverage dates, review current Comp Plan to confirm eligible instances where this may or may not be allowed.

**Rule Element 3** – Supplemental Pay for specific classifications (e.g. Nurses)

* **T** – Creates RSPNS (Responsibility Pay for Nurses) TRC when view Payable Time
	+ It’s like a special night differential
* **P** – Creates PRMPM (Permanent PM Class & Schedules) TRC when view Payable Time
	+ Incorporates the special night differential from “T” but also adds on an additional differential.

**Rule Element 4** – Holiday Overtime indicator

* **Cash** – Additional half-time for hours worked on a holiday are paid as holiday premium time.
* **Combo** - Additional half-time for hours worked on a holiday are earned as holiday premium comp time.

**Rule Element 5** – Do not use.

**Time Zone**

* Keep as CST (Central Time) even if working in another time zone.
* Since punch employees manually key their work times based on whatever times they are working in their local time zone, choosing something else shouldn’t have any impact based on the way we’re using the system.

# Work Schedule

Agency Time & Labor Specialist

The employee should be assigned a schedule the day after Time and Labor data was entered and the nightly batch process was run. Schedules should be entered for all permanent employees within our Time & Labor module.

**Helpful Information:**

* Schedules assigned in Time and Labor are for the purpose of limiting absence hours so total time for the day does not exceed scheduled hours. The employee will NOT be able to enter any absences until assigned a schedule.
* Agencies should not enter a schedule for LTE’s unless they need to use worker’s comp or FMLA.
* Agencies should not use the WI-DEFAULT schedule because it does not meet scheduling requirements.
* DO NOT add a backdated schedule for a pay period that’s already been fully processed unless 1) you believe the employee was paid incorrectly due to this work schedule and 2) you go back and review to make sure that no absence entries will need to be adjusted due to this schedule change.—The schedule change will alter any full day absence (absence not entered with partial day indicator) from a “full day” amount under the original schedule to a “full day” amount under the newly entered schedule. You need to review for any absence effective dated on or after the backdated schedule date (processed absences and future dated absences)
	+ Employee had an 8-hour schedule when they entered a full vacation day. You backdate a schedule change to a 16-hour (or 24 hour) schedule. The absence take will change from an 8-hour vacation take to a 16 hour (or 24 hour) vacation take.
	+ Employee had an 8-hour schedule when they entered a partial day vacation take for 6 hours (or even 8 hours). You backdate a schedule change to a 16-hour (or 24 hour) schedule. The absence take will remain as a 6-hour (or 8 hour) vacation take despite the schedule change.
* Exception Time Reporters that are full-time should always have a work schedule of WI\_ELAPSED\_EXCP to ensure payable time is generated correctly. Part-time or custom schedule exception employees must be set up as with a personalized schedule using Exempt Shift IDs on workdays.

**STEP 1**: **Navigate to the Assign Work Schedule page and locate the desired new hire/rehire employee**

1. Navigation: Main Menu > Time and Labor > Enroll Time Reporters > Assign Work Schedule

2. Enter the desired search criteria



3. Click Search

4. If multiple employees result, click the desired employee from the Search Results list

**STEP 2: Enter schedule data**

1. Enter the following fields:

a. Effective Date: The effective date of the assigned schedule. **Cannot be older than the current pay period.** For a new hire/rehire, the effective date MUST be the date of hire.

b. Assignment Method:

**Select Predefined Schedule – Most employees**

* After Select Predefined Schedule is selected, the Schedule Group and Schedule ID fields activate
* Refer to the SCHEDULES spreadsheet on Confluence for details

**Select Personal Schedule – This should only be used if no comparable, predefined schedule exists for the employee’s work schedule.**

* Description: Use Empl ID or Last Name
* Definition Type: Flex
* Daylight Savings Time: Fixed Duration
* Days in Schedule: Either 7 or 14 (depending on whether the schedule for both weeks in the pay period is the same or different)
* Task Group for Task Reporting: leave blank
* Shift ID:
	+ Day 1 = Sunday (usually OFF shift)
	+ Day 2 = Monday
	+ Etc.
	+ Confirm total hours showing
	+ View “Calendar View”
* Apply
* Okay
* Save on original schedule screen

c. Schedule Group. Select the appropriate value

d. Schedule ID: Select the appropriate value

* Punch
* Elapsed
* Exception

2. Click Show Schedule to open the Schedule Calendar window



**3. Review the employee’s Sched Hrs**



**4. Click OK**

**5. Click Save**