



**Rensselaer**

**Payroll Time Reporting**

**and**

**The New Paid Time Off Program**

June 2008

# Introduction of Payroll Team

# Time Accruals

Every employee who is eligible to accrue time has two “categories” of hours available to them to record time absent from work.

The number of hours available to each employee varies based on years of service and usage.

# Hours Tracked in Two Categories

## Paid Time Off (PTO)

- Populated with your vacation balance after the last pay in June.

## Reserved Time Off (RTO)

- BW Staff
  - populated with the sick leave balance
- SM Staff
  - populated with 480 hours less time used in FY 2008

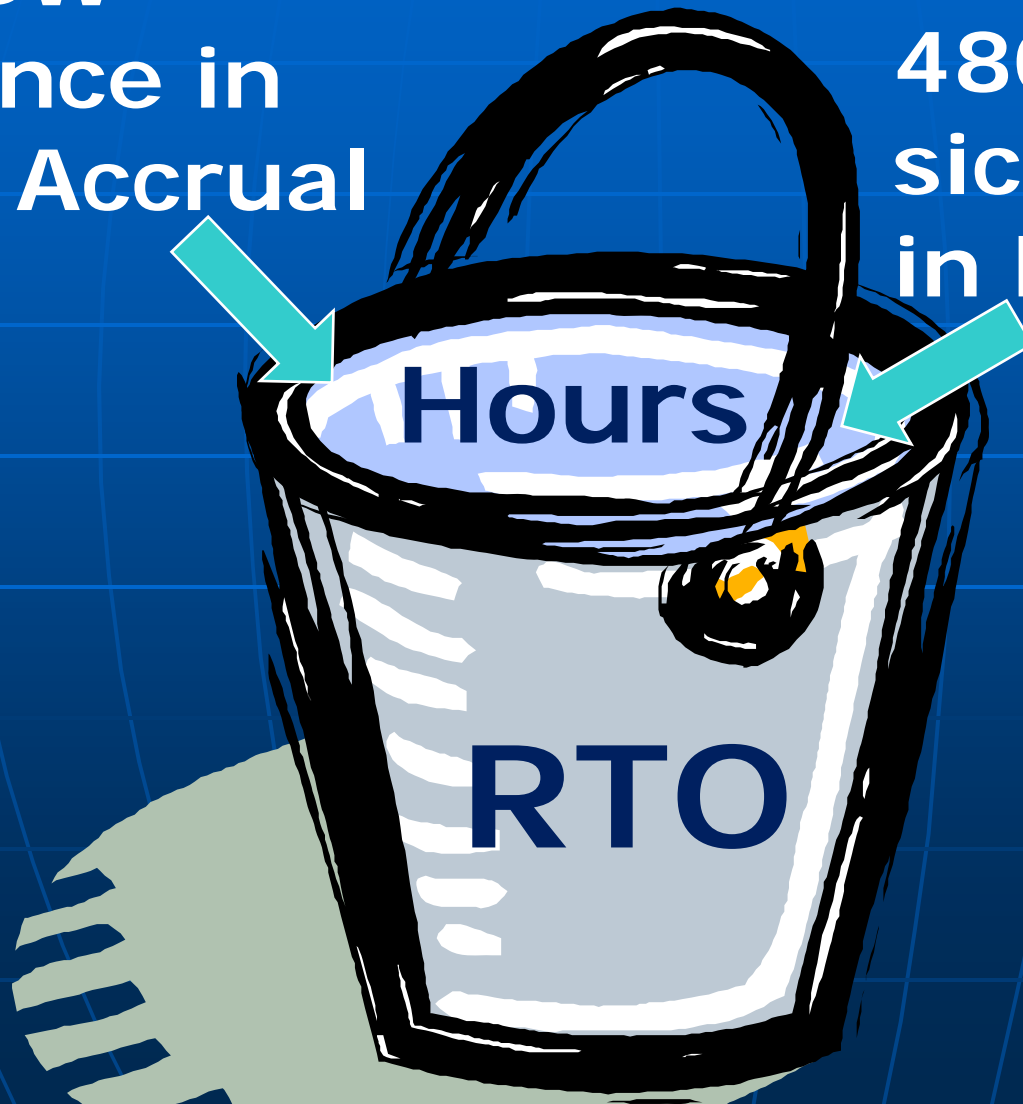
# 7/1/08 Population of RTO Hours

**BW**

**Balance in  
Sick Accrual**

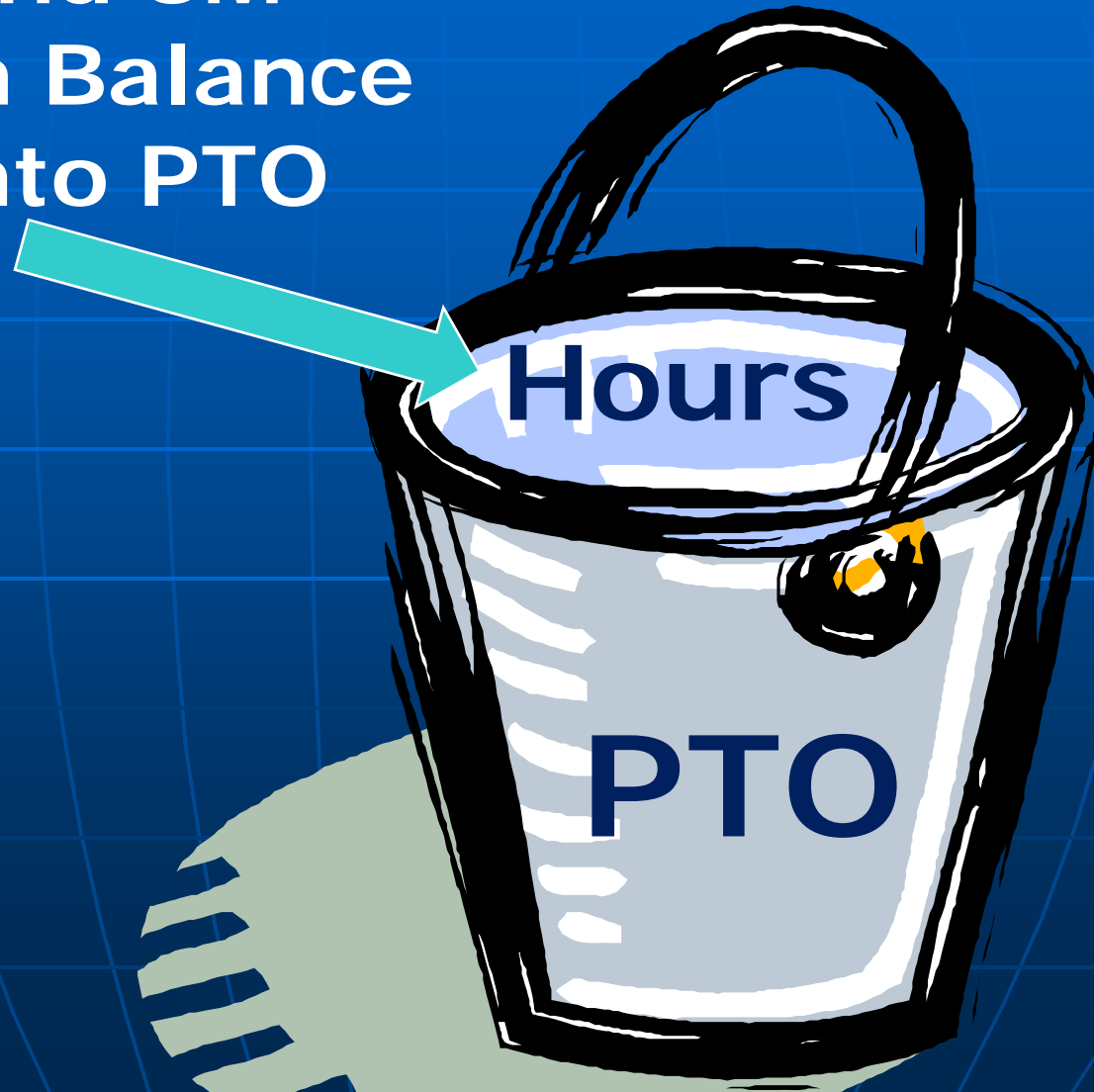
**SM**

**480 Hours less  
sick time used  
in FY 2008**



# 7/1/08 Population of PTO Hours

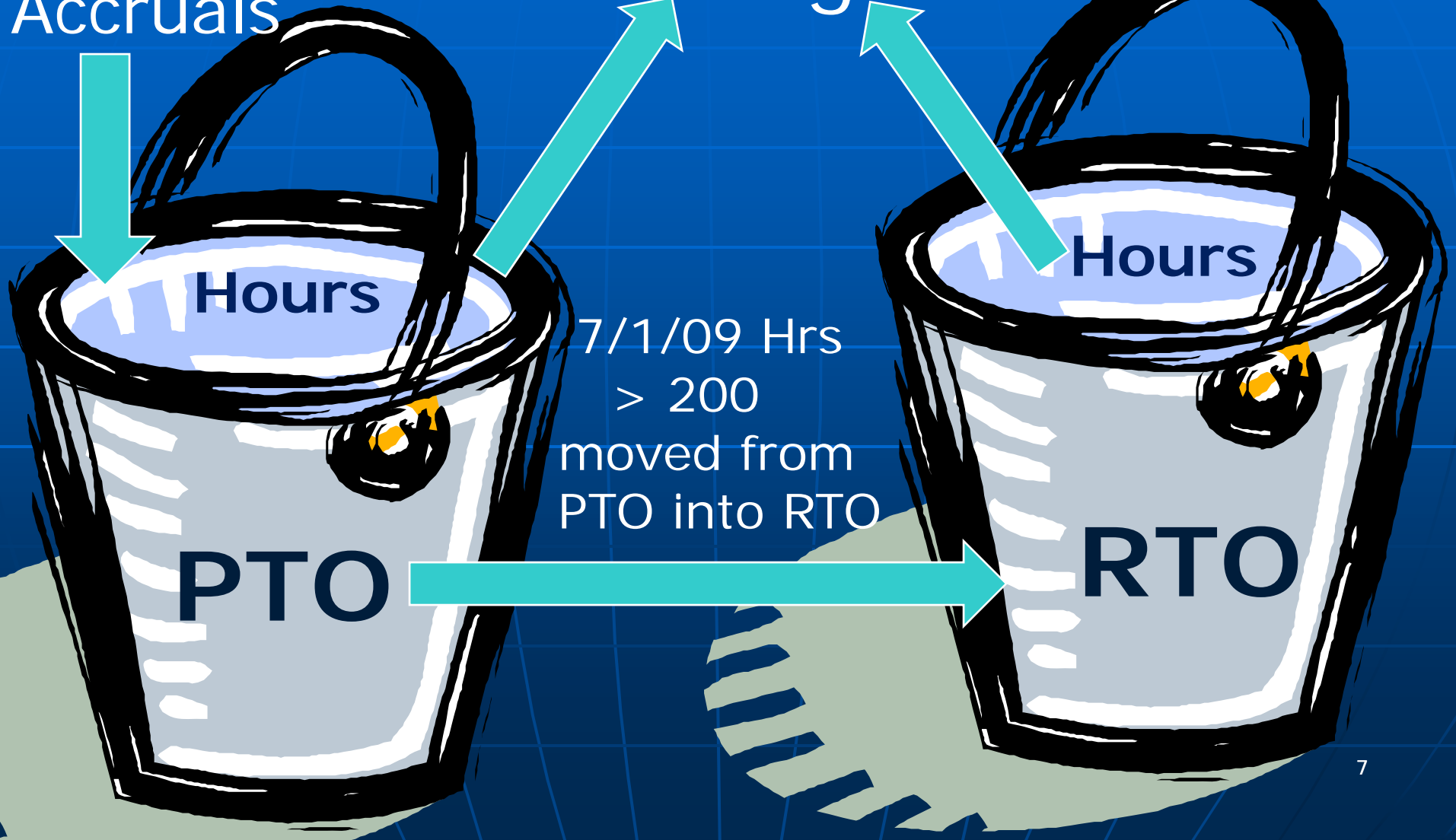
**BW and SM  
Vacation Balance  
rolls into PTO**



# Beginning 1<sup>st</sup> Payroll in July 2008

Per Pay  
Accruals

Usage



# Recording Absences as PTO vs. RTO

## ■ PTO - Paid Time Off

- Use for all single days/hours absent
- Use for the first 5 consecutive days of a continued absence due to disability (i.e sick , injured).

## ■ RTO - Reserved Time Off

- Use after the first 5 consecutive days of a continued absence due to illness or injury.



# PTO Time Off

Paid Time Off can be either scheduled or unscheduled.

This provides a tool for managers to track and use for performance evaluations.

# New Earning Codes For Paid Time Off

## Executives – SM Payroll

PXS - PTO Scheduled

PXU - PTO Unscheduled

## Exempt Staff - SM Payroll

PES - PTO Scheduled

PEU - PTO Unscheduled

## Non-exempt - Staff BW Payroll

PNS - PTO Scheduled

PNU - PTO Unscheduled

# New Earning Codes for Reserved Time Off

All employees use the earn code RTO after the first 5 days of consecutive absence due to illness or injury.

Day 6 forward record as follows:

4 hours DBL (for non-exempt staff)

DIS (for exempt staff)

4 hours RTO

What if hours recorded exceed  
the available PTO or RTO  
balance?

The system will automatically DOC  
(reduce pay) by the number of hours  
over the available balance.

# When does time off need to be recorded?

- Each pay period a time sheet is distributed to each department.
- All absences must be recorded on that timesheet and returned to payroll by the due date.
- Refer to the Due Date Schedule

# What happens to sick and vacation time taken thru 6/30/08?

The new policy is effective 7/1/08 therefore, during the transition period (work period in June paid in July) :

- Vacation will be recorded as PTO
- Sick will be recorded as RTO

What if an employee does not have enough time available?  
Can we record the time on a future time sheet?

- NO - If time is taken in excess of accrual balances, the employee must record that time even if it will result in DOC pay (reduced pay).

# New Accrual Balance Report

Run Date: 16-JUN-08  
 Program: phrptor.sqr

Rensselaer Polytechnic Institute  
 HUMAN RESOURCES  
 SM PAYROLL - PTO/RTO BALANCES AS OF 06/15/2008

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 BNRC093

PAMELA ROCHMINSKI  
 RICE  
 ORG NO. - 4060

	ID NUMBER	-----PTO HOURS FOR FISCAL YEAR-----				-----RTO HOURS FOR		
		BEGIN	EARNED	USED	BALANCE	BEGIN	USED	BALANCE
Kirkpatrick, Ginette	660121212	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sawyer, Judith E	660001122	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# Initial Period of Employment Policy

- BW Staff are not allowed to take any time off for the first 90 days (3 months) of employment.
- SM Staff are not allowed to take any time off for the first 180 days (6 months) of employment.
- If an employee is absent prior to the end of the initial period of employment, you must record the absence with the earn code DOC.

# Balances on RSS

Each individual employee can  
review their personal balances  
on  
Rensselaer Self Service

[RSS.RPI.EDU](http://RSS.RPI.EDU)

# Most Common Earn Codes

REG	- Regular Pay
HOL	- Holiday
OT	- Overtime
OTH	- Other Time Off (i.e snow day)
BER	- Bereavement
JUR	- Jury Duty
DOC	- Docked Pay
RTO	- Reserved Time Off
DBL	- Disability Non-exempt staff
DIS	- Disability Exempt staff
PXS	- Executive Paid Time Off Scheduled
PXU	- Executive Paid Time Off Unscheduled
PES	- Exempt Paid Time Off Scheduled
PEU	- Exempt Paid Time Off Unscheduled
PNS	- Non-exempt Paid Time Off Scheduled
PNU	- Non-exempt Paid Time Off Unscheduled

# Other Earn Codes

The individual departments that have shift and on-call staff utilize these earn codes. If you currently do not use these codes do not begin using them without first consulting with Payroll.

- SH2 - 2<sup>nd</sup> Shift (paid \$.50/hour)
- SH3 - 3<sup>rd</sup> Shift (paid \$.75/hour)
- SH4 - 2<sup>nd</sup> Shift Overtime (paid \$.75/hour)
- SH5 - 3<sup>rd</sup> Shift Overtime (paid \$1.125/hour)
- CAL - Call In Pay at straight time rate
- CL1 - Call In Pay at time and one half rate
- ONC - On Call (paid \$1/hour)

# Payroll Time Sheet

Department:	PERIOD START:	6/14/2008	PAYROLL ID:	BW	RTN TO PAYROLL	7/2/08										
DELIVER TO:	PERIOD END:	6/27/2008	Payroll Number:	14												
SSN	Name	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
		Tue	Wed	Th	Fri	Sat	Sun	Mon	Tue	Wed	Th	Fri	Sat	Sun	Mon	Total
<b>660001111</b>	<b>Fred Full Time</b>															
<b>0555-00</b>	<b>80.00 A</b>															
<b>660002222</b>	<b>Polly Part Time</b>															
<b>0777-00</b>	<b>65.00 A</b>															
<b>* 660003333</b>	<b>Holly Hourly</b>															
<b>0888-00</b>	<b>.00 A</b>															
<b>* - Enter all hours to be paid</b>																
<b>All others – Enter exception hrs</b>																
										Authorized Signature _____						

- Default Hours (Ex. 80 or 65)  
Enter Exception Hours Only
- Default Hours is .00  
Must Enter REG Hours To Be Paid

# Time Sheet Decoding

660001111

Holly Hourly

0555-00

.00

A

RIN

Name

Position #

Default Hrs

Status

In this example Holly Hourly will not be paid unless hours are submitted. You need to enter all hours worked and time out (if eligible) on the time sheet.

# Time Sheet Decoding

<b>660001111</b>	<b>Fred Full Time</b>	
<b>1245-03</b>	<b>80.00</b>	<b>A</b>

<b>RIN</b>	<b>Name</b>	
<b>Position #</b>	<b>Default Hrs</b>	<b>Status</b>

In this example Fred Full Time will be paid 80 hours. You need only enter exception hours on the time sheet.

# Authorized Signature

The individual authorizing the time sheet cannot be listed on the time sheet. ***You cannot authorize your own time.***

The Authorized Signature should be the supervisor of the individuals listed on the time sheet.



Please write neatly and  
clearly on the timesheets

Faxes can be difficult to read

# Availability of this Presentation

This presentation will be  
available on the Finance Web  
Site [[finance.rpi.edu](http://finance.rpi.edu)]

and

Will be developed in  
TrainCaster in the near  
future.

# Questions / Discussion

