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 1st Payroll in July 2008

Per Pay Accruals

Usage

PTO

RTO

7/1/09 Hrs > 200 moved from PTO into RTO
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

### SM PAYROLL - PTO/RTO BALANCES AS OF 06/15/2008

<table>
<thead>
<tr>
<th>ID NUMBER</th>
<th>PTO HOURS FOR FISCAL YEAR</th>
<th>RTO HOURS FOR FISCAL YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BEGIN</td>
<td>EARNED</td>
</tr>
<tr>
<td>Kirkpatrick, Ginette</td>
<td>660121212</td>
<td>0.00</td>
</tr>
<tr>
<td>Sawyer, Judith E</td>
<td>660001122</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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.
Each individual employee can review their personal balances on Rensselaer Self Service

RSS.RPI.EDU
## Most Common Earn Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG</td>
<td>Regular Pay</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday</td>
</tr>
<tr>
<td>OT</td>
<td>Overtime</td>
</tr>
<tr>
<td>OTH</td>
<td>Other Time Off (i.e snow day)</td>
</tr>
<tr>
<td>BER</td>
<td>Bereavement</td>
</tr>
<tr>
<td>JUR</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>DOC</td>
<td>Docked Pay</td>
</tr>
<tr>
<td>RTO</td>
<td>Reserved Time Off</td>
</tr>
<tr>
<td>DBL</td>
<td>Disability Non-exempt staff</td>
</tr>
<tr>
<td>DIS</td>
<td>Disability Exempt staff</td>
</tr>
<tr>
<td>PXS</td>
<td>Executive Paid Time Off Scheduled</td>
</tr>
<tr>
<td>PXU</td>
<td>Executive Paid Time Off Unscheduled</td>
</tr>
<tr>
<td>PES</td>
<td>Exempt Paid Time Off Scheduled</td>
</tr>
<tr>
<td>PEU</td>
<td>Exempt Paid Time Off Unscheduled</td>
</tr>
<tr>
<td>PNS</td>
<td>Non-exempt Paid Time Off Scheduled</td>
</tr>
<tr>
<td>PNU</td>
<td>Non-exempt Paid Time Off Unscheduled</td>
</tr>
</tbody>
</table>
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** - 2nd Shift (paid $.50/hour)
- **SH3** - 3rd Shift (paid $.75/hour)
- **SH4** - 2nd Shift Overtime (paid $.75/hour)
- **SH5** - 3rd 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

<table>
<thead>
<tr>
<th>Department:</th>
<th>PERIOD START:</th>
<th>PAYROLL ID:</th>
<th>RTN TO PAYROLL:</th>
<th>PERIOD END:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/14/2008</td>
<td>BW</td>
<td></td>
<td>6/27/2008</td>
</tr>
<tr>
<td>DELIVER TO:</td>
<td>PERIOD END:</td>
<td></td>
<td></td>
<td>7/2/08</td>
</tr>
</tbody>
</table>

**PAYROLL ID:** BW  
**Payroll Number:** 14  
**SSN** | **Name**  
--- | ---  
660001111 | Fred Full Time  
0555-00 | 80.00 A  
660002222 | Polly Part Time  
0777-00 | 65.00 A  
660003333 | Holly Hourly  
0888-00 | .00 A  

* - Enter all hours to be paid  
All others – Enter exception hrs

**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

<table>
<thead>
<tr>
<th>RIN</th>
<th>Name</th>
<th>Position #</th>
<th>Default Hrs</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>660001111</td>
<td>Holly Hourly</td>
<td>0555-00</td>
<td>.00</td>
<td>A</td>
</tr>
</tbody>
</table>

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.
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] and Will be developed in TrainCaster in the near future.
Questions / Discussion