Human Resource Management System

Salary Employee Self Service Guide

(Exempt and Non-Exempt Employees)

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Shared Services Customer Engagement Contact

For questions related to your Time, Labor, and Absence Management entries (i.e. – accruals, balances, leave requests, etc.), please contact your agency's HR Department. Other questions can be directed to the SSC Customer Engagement.

SSC Customer Engagement Phone: 877-340-5577

1. An agent will answer the call and attempt to answer your question.
2. If the question cannot be answered at that time, it will be escalated for research and you will be given a ticket number.
3. You will be contacted with a resolution

SSC Customer Engagement Email: help@ssc.vccs.edu

1. You will get an immediate response via email that the ticket is being worked.
2. You will be contacted with a resolution

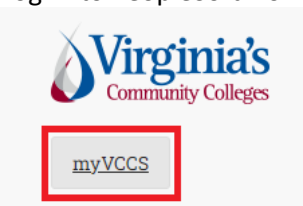
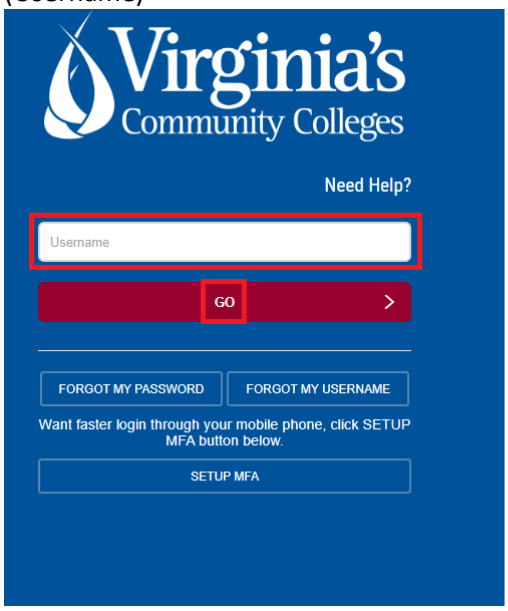
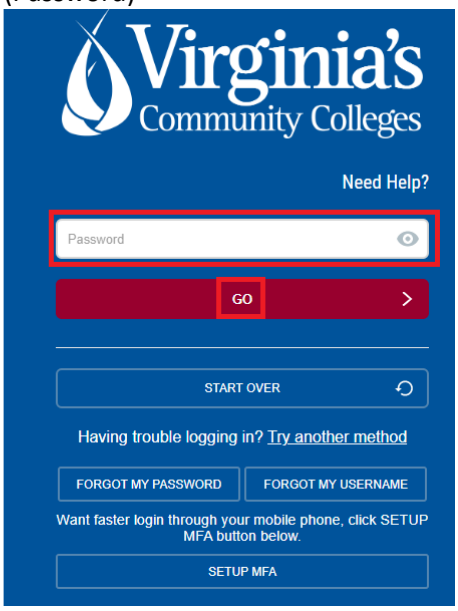
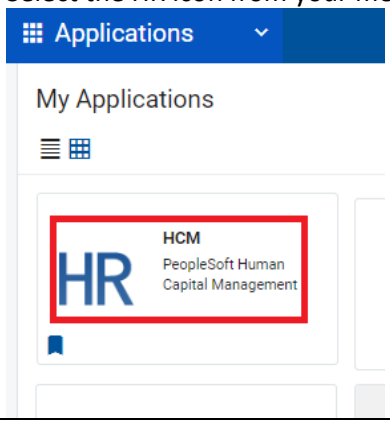
Glossary of Terms

Term	Definition
Absence Request	Currently known as Leave or Absence Request. Requests for leave shall be approved by an employee's manager. Refer to Appendix A for more information on VCCS Leave Plans.
Exceptions	Warnings generated by the system to inform employee and manager of possible Time & Labor errors. Exceptions will appear as a clock on the timesheet. Refer to Appendix C for more information on Time and Labor Exceptions.
Exempt Employee	Exempt employees are not covered by FLSA rules and regulations. Exempt employees are required to record absence requests in PeopleSoft HCM. They are exempt from the overtime requirement. Guidance to be used by an Exempt Employee will be marked with: E
Non-Exempt Employee	Non-Exempt employees are covered by FLSA rules and regulations. Non-Exempt employees are required to document all hours worked on their timesheet in PeopleSoft HCM. Additionally, non-exempt employees must record absence requests in PeopleSoft HCM. Guidance to be used by a Non-Exempt Employee will be marked with: N
Pay Period	A pay period is a recurring length of time that an employee's time is recorded, processed, and paid. VCCS pay periods for Salaried employees are the **10th-24th** and **25th-9th**.
Payable Time	Summary of time worked by an employee to be processed through Time and Labor. The hours worked have been validated by the scheduled Time Administration process and have been checked for errors that impact PeopleSoft HCM processing. Refer to Appendix B for more information about the Time Administration process.
Workweek	A workweek is a period of 168 hours during 7 consecutive 24-hour periods. *(Friday - Thursday, Sunday-Saturday, Monday-Sunday).*

Log-In Information (N) (E)

Log-In using your agency's login portal. Example MyBRCC, MyCVCC, etc.

Alternative Method to using agency's login portal:

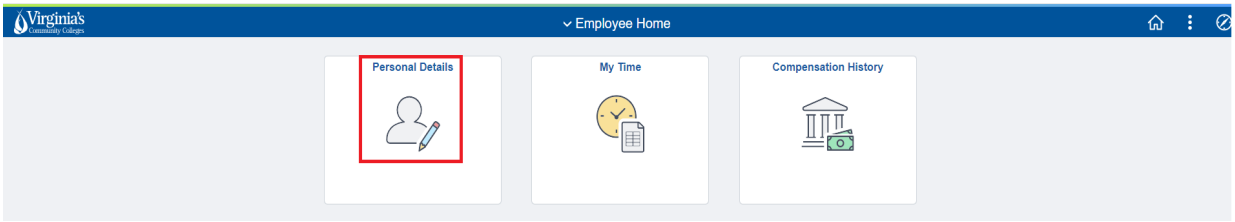
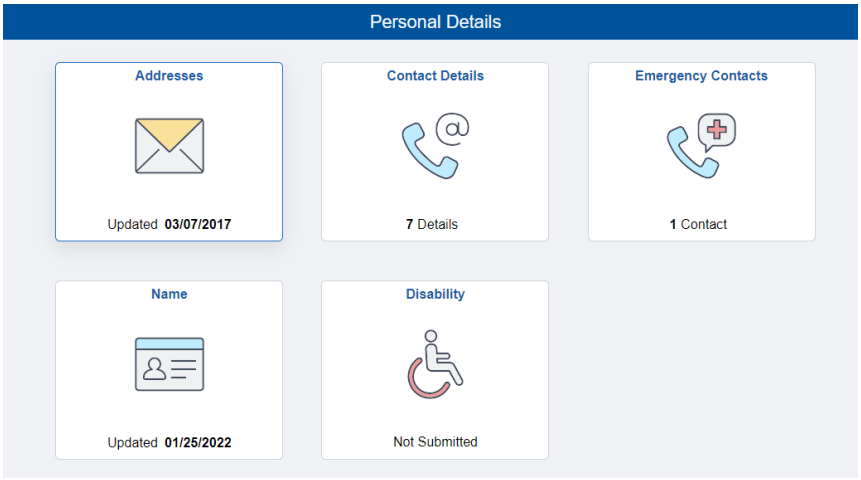
Step 1	Log-in to PeopleSoft from the VCCS link, located at the bottom of the VCCS.edu Home Page 
Step 2	Log in using your PeopleSoft credentials (Username)  (Password) 
Step 3	Select the HR Icon from your menu of tiles. 
End of Procedure	

IMPORTANT NOTICE:

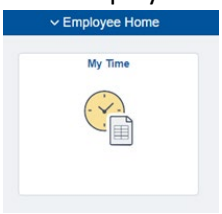
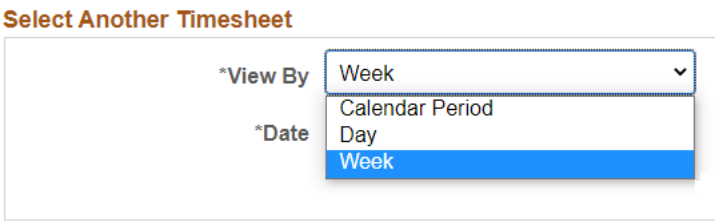
In PeopleSoft HCM you must use the program navigation buttons; the browser back and forward buttons should not be used! The use of HR on smartphones, tablets and other mobile devices is not supported.

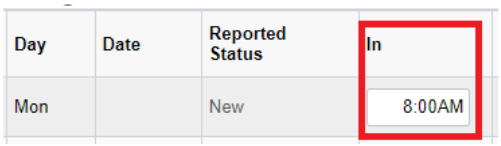
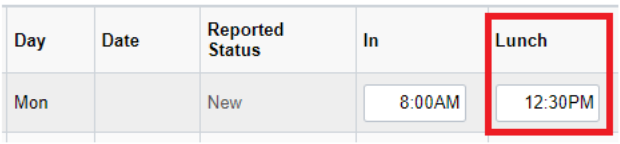
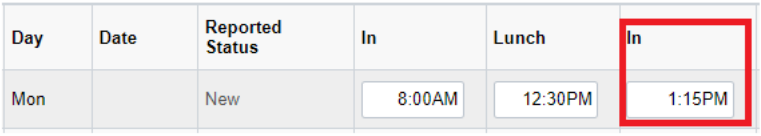
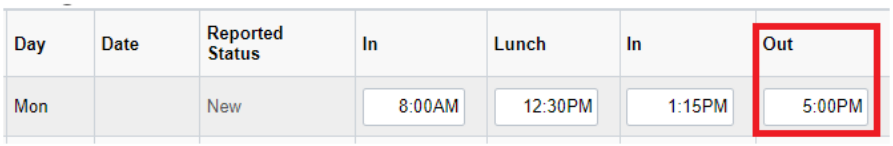
View Your Personal Details in HCM (N) (E)

Please contact your Human Resource Office if any changes are needed to your personal information. (Change in marital status, name, residence, telephone number, etc.)

Step 1	Click **Personal Details** 
Step 2	Will display tiles relating to personal information such as: Addresses, Contact Details, Emergency Contacts, Name, and Disability ***** Please do not make any changes to this data. Instead contact your Human Resource Office if any changes are needed to your personal information. ****** 
End of Procedure	

Employee Time Entry Using a Punch Timesheet (N)

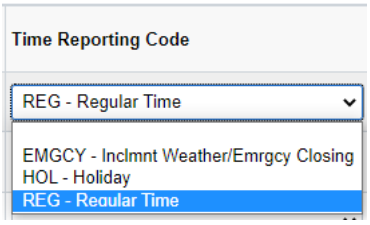
Step 1	From Employee Home, click **My Time** 
Step 2	Selecting an option on the **View By** dropdown allows you to view your timesheet by **Calendar Period, Day**, or **Week.**  • Selecting **Week** shows a week. Enter the month, day and year or select the day from the calendar. By selecting Previous Week and Next Week, you can view previous or future weeks. • Selecting **Day** shows a day. Enter the month, day and year or select the day from the calendar. By selecting Previous Day and Next Day, you can view previous or future days. • Selecting **Calendar Period** shows a pay period. Enter the month, day and year or select the day from the calendar. By selecting Previous Calendar Period and Next Calendar Period you can view previous or future pay periods. **NOTE:** You cannot enter future hours, but you can view the future.
Step 3	Click **Refresh Timesheet** Icon to update Select Another Timesheet *View By *Date
Step 4	Best practice is to enter time daily. You can revise any previously submitted punch time entries within the current pay period. Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to your timesheet.

Step 5	Enter the desired **In** time into the **In** field for the appropriate date. Enter a valid value e.g. 8:00AM. **Note:** It is critical to enter AM or PM, or the PeopleSoft HCM system will not calculate the work hours properly. 
Step 6	Enter the time you left for your meal break into the **Lunch** field (if a lunch break was taken). 
Step 7	Enter the time you came back in from Lunch into the **In** field (if a lunch break was taken). 
Step 8	Enter the time you left for the day in the **Out** field.  You must report 40.0 per workweek with hours worked (T&L), leave taken (AM), or a combination of both (unless your classification specifies another amount, Ex. Quasi full-time or Part-Time Salaried). Failure to do so may cause you to enter into a Leave Without Pay (LWOP) docking situation. **Note:** It is your responsibility to ensure your timesheet is reflecting the correct and required number of hours per workweek.

Step 9

Select the correct **Time Reporting Code** (TRC) from the drop-down menu.

Click the **REG - Regular Time** list item for all hours actually worked, regardless if the hours were worked on Saturday or Sunday, or if you worked longer than your scheduled shift. The system will automatically calculate overtime. For more information, see Overtime.



Recording Additional Hours other than REG

- The Shared Service Center records **Holiday** hours per the agency's holiday schedule.
- Please refer to your agency's Human Resources Office regarding **Inclement Weather** internal policy.
- In the event you need to record hours using more than one **Time Reporting Code** (TRC), click the **Add a new row** button. + For example, if there is a holiday loaded to your timesheet, add a new row to record REG hours.

Out	Punch Total	Time Reporting Code	Quantity	Date		
5:00:00PM	8.00	REG - Regular Time		3/13	+	−
5:00:00PM	8.00	HOL - Holiday		3/14	+	−
5:00:00PM	8.00	REG - Regular Time		3/15	+	−

Step 10

If you wish to enter a comment about your work activities for a particular day, click on the comment icon 🗩 and enter your comment. Your manager will be able to view these comments and the information may be useful to explain the punch time entries that you made on that day. Additionally, these comments will remain as part of the official timesheet record.

Step 11

WORKING WITH NO MEAL BREAK

In the event you are working with no meal break, you must put the end time in the **Out** field. Do not put your end time in the Lunch field; PeopleSoft HCM will NOT calculate your work hours properly.

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
🗩	Wed		Submitted	9:00:00AM			2:00:00PM	5.00	REG - Regular Time

Note: The Department of Human Resources Management's (DHRM) Policy #1.25 – Hours of Work, states that all employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 30 minutes. The lunch period shall not be included in the count of hours worked per day.

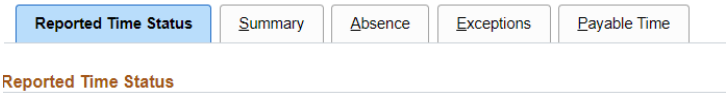
Step 12	After entering all hours worked, select the **Submit** button. The timesheet will show absence requests and work hours submitted by the employee directly on the timesheet. In the **Status** column, Absence Requests will show as approved, denied, or pushed back for rework. NOTE: Absence Requests are view only on the timesheet. Employees must use the Absence Management Request function to submit absence requests.
Step 13	Click the **OK** button.
End of Procedure	

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
Mon	3/20	Submitted	8:00:00AM	11:00:00AM	12:00:00PM	1:00:00PM	4.00	REG - Regular Time
		Approved						SP06 - SCK Personal VSDP

Additional Information:

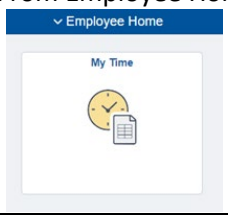
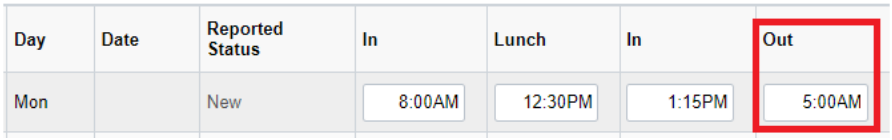
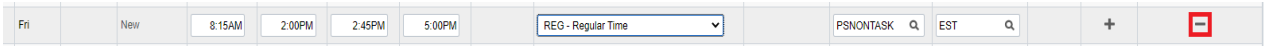
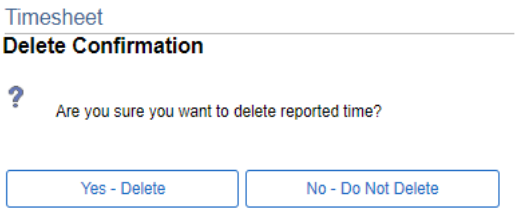
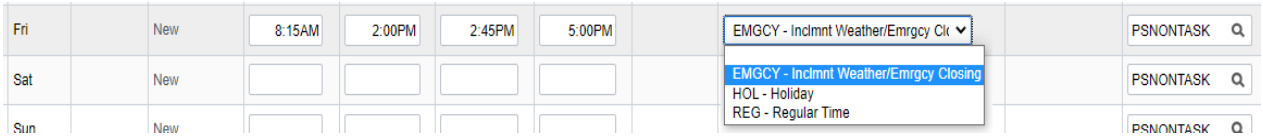
- At the end of the pay period, employees should review their entire timesheet for possible changes/corrections including punch times, accurate absence requests and reported hours. Once this final re-examination of the timesheet is completed, then click the **Submit** button. This allows the final timesheet to be viewed by the manager for approval using the Approve Payable Time function.
    - If you see an **exception** icon next to a particular day, determine the cause of the issue and take appropriate action to make necessary corrections if needed. Once the corrections have been made, the automated Time Administration process should eliminate the exception. In the event that exceptions are not eliminated by correcting the timesheet, contact your manager for resolution.

- The following information will be displayed below the timesheet (tab format):

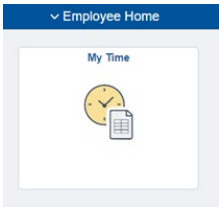
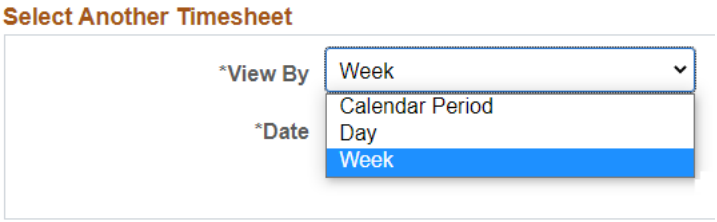
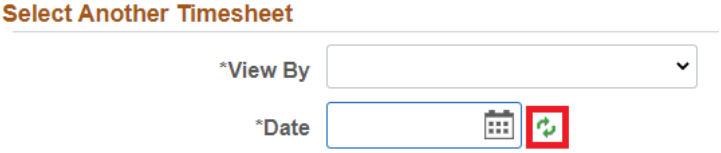


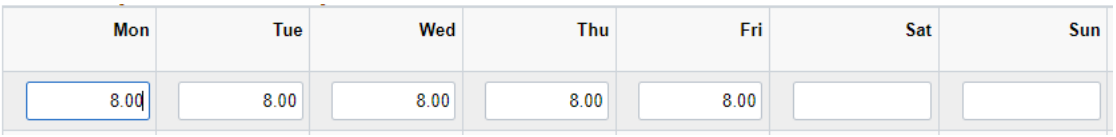
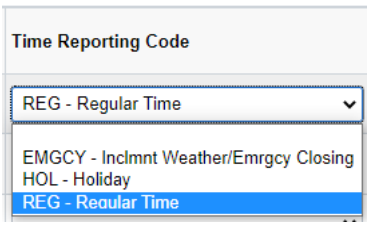
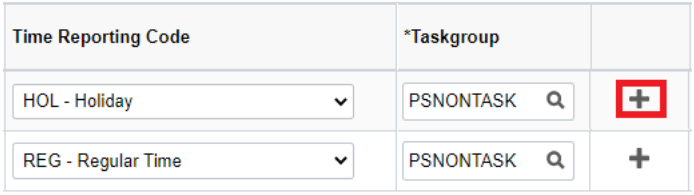
- Reported Time Status
  This tab will allow you to see the reported status, Time Reporting Code (TRC code), description and any comments for the hours worked based on the timesheet period.
- Summary
  This tab will allow you to see the weekly summary of the timesheet period.
- Absence
  This tab provides a view of any absence request actions for the timesheet period.
- Exceptions
  This tab displays any exceptions that occurred within the timesheet period and the associated recommended actions.
- Payable Time
  This tab displays any existing payable time within the date range specified for this timesheet period.

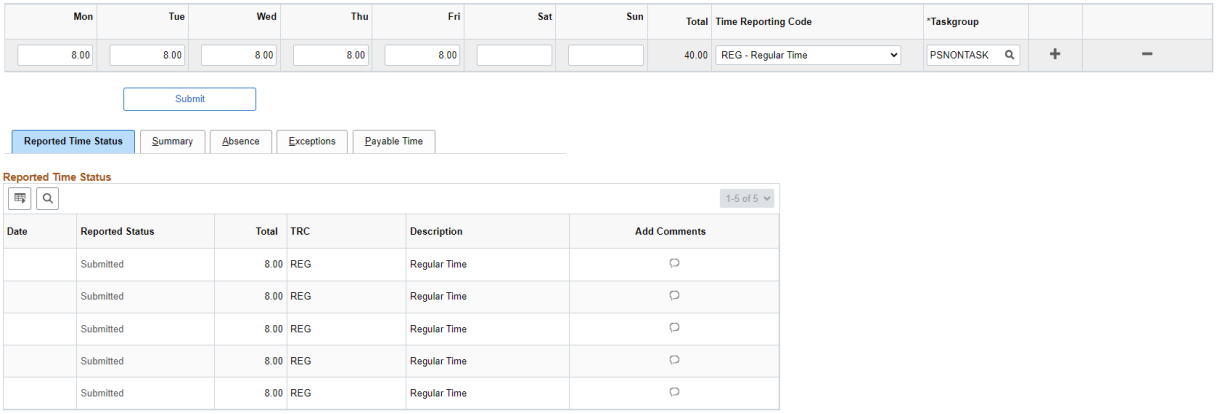
Making Changes to a Punch Timesheet (N)

Step 1	From Employee Home, click **My Time** 
Option A	If the hours worked or AM/PM were entered incorrectly:  1. Click in the cell with the wrong value 2. Remove the value 3. Enter the correct value 4. Click **Submit**
Option B	If the entire day needs to be deleted:  1. Click the **Minus** Button at the end of the row 2. Confirm the deletion  3. Click **Submit**
Option C	If the wrong Time Reporting Code (TRC) was selected: 1. Click the dropdown under Time Reporting Code  2. Select the appropriate TRC from the list 3. Click **Submit**
End of Procedure	

Employee Time Entry using an Elapsed Timesheet (N)

Step 1	From Employee Home, click **My Time** 
Step 2	Selecting an option on the **View By** dropdown allows you to view your timesheet by **Day**, **Week**, or **Calendar Period.**  • Selecting **Week** shows a week. Enter the month, day and year or select the day from the calendar. By selecting Previous Week and Next Week, you can view previous or future weeks. • Selecting **Day** shows a day. Enter the month, day and year or select the day from the calendar. By selecting Previous Day and Next Day, you can view previous or future days. • Selecting **Calendar Period** shows a pay period. Enter the month, day and year or select the day from the calendar. By selecting Previous Calendar Period and Next Calendar Period you can view previous or future pay periods. **NOTE:** You cannot enter future hours, but you can view the future.
Step 3	Click **Refresh Timesheet** Icon to update 
Step 4	Best practice is to enter time daily. You can revise any previously submitted time entries within the current pay period. Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to your timesheet.

Step 5	Enter the total number of hours worked for each day in the box underneath the corresponding date. Enter a valid value, e.g. **8.0**.  You must report 40.0 per workweek with hours worked (T&L), leave taken (AM), or a combination of both (unless your classification specifies another amount, Ex. Quasi full-time or Part-Time Salaried). Failure to do so may cause you to enter into a Leave Without Pay (LWOP) docking situation. **Note:** It is your responsibility to ensure your timesheet is reflecting the correct and required number of hours per workweek.
Step 6	Select the correct **Time Reporting Code** (TRC) from the drop-down menu. Click the **REG - Regular Time** list item for all hours actually worked, regardless if the hours were worked on Saturday or Sunday, or if you worked longer than your scheduled shift. The system will automatically calculate overtime. For more information, see Overtime. Do not enter "0.00" (zero hours) on the timesheet. If there are no hours to report, the field should be left blank for that day. Entering a zero on a timesheet could cause a Time & Labor Exception, which could result in the prevention of hours transferring to Payable Time.  **Recording Additional Hours other than REG** • The Shared Services Center records **Holiday** hours per the agency's holiday schedule. • Please refer to your agency's Human Resources Office regarding Inclement Weather internal policy. • In the event you need to record hours using more than one **Time Reporting Code** (TRC), click the **Add a new row** button. + For example, if there is a holiday loaded to your timesheet, add a new row to record REG hours. 
Step 7	If you wish to enter a comment about your work activities for a particular day, click on the comment icon 🗨 and enter your comment. Your manager will be able to view these comments and the information may be useful to explain the entry you made on that day. Additionally, these comments will remain as part of the official timesheet record.

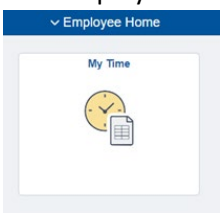
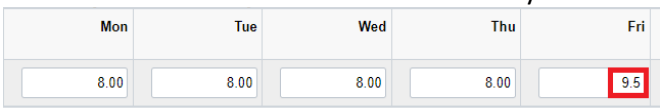
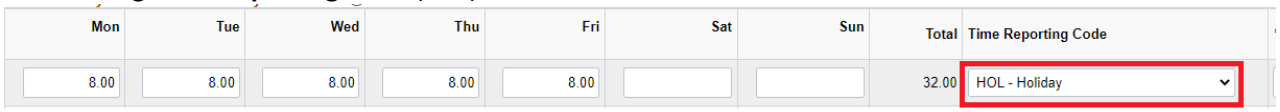
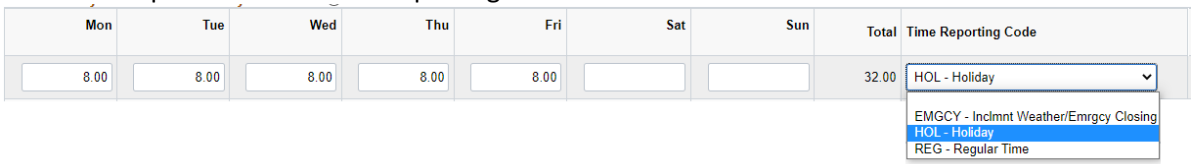
Step 8	After entering all hours worked, select the **Submit** button. **Note:** The Department of Human Resources Management's (DHRM) Policy #1.25 – Hours of Work, states that all employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 30 minutes. The lunch period shall not be included in the count of hours worked per day. The timesheet will show absence requests and work hours submitted directly on the timesheet. In the **Status** column, Absence Requests will show as approved, denied, or canceled for rework.  **Note:** Absence Requests are view only on the timesheet. Employees must use the Absence Management Request function to submit the absence request.
Step 9	Click the **OK** button
End of Procedure	

Additional Information:

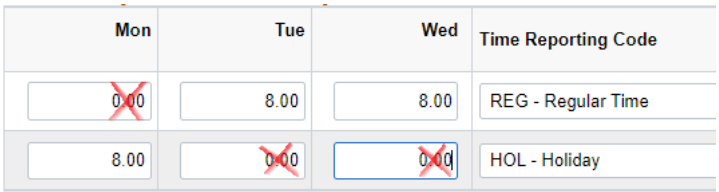
- At the end of the pay period, employees should review their entire timesheet for possible changes/corrections including accurate absence requests and reported hours. Once this final re-examination of the timesheet is completed, then click the **Submit** button. This allows the final timesheet to be viewed by the manager for approval using the Approve Payable Time function.
    - If you see an **exception** icon next to a particular day, determine the cause of the issue and take appropriate action to make necessary corrections if needed. Once the corrections have been made, the automated Time Administration process should eliminate the exception. In the event that exceptions are not eliminated by correcting the timesheet, contact your manager for resolution.

- The following information will be displayed below the timesheet:
    - Absence Event - click to view
      Employee and manager can view all of the specific absence request actions for the 14-day timesheet period.
    - Reported Hours Summary – click to view
      Clicking this link will allow you to see the weekly summary of the work hours.
    - Balances – click to view
      The current balances **do not** reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed.

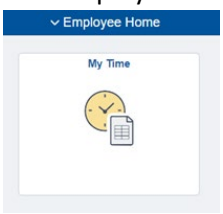
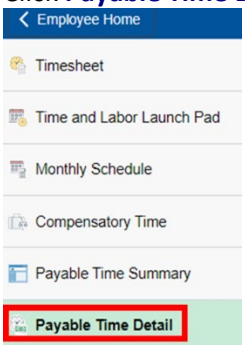
Making Changes to an Elapsed Timesheet (N)

Step 1	From Employee Home, click **My Time** 
Option A	If the hours worked were entered incorrectly:  1. Click in the cell with the wrong value 2. Remove the value 3. Enter the correct value 4. Click **Submit**
Option B	If the wrong **Time Reporting Code** (TRC) was selected:  1. Click the dropdown under Time Reporting Code  2. Select the appropriate TRC from the list 3. Click **Submit**
End of Procedure	

Do not enter "0.00" (zero hours) using the REG TRC on your timesheet for full day absences.



Viewing Payable Time Detail

Step 1	From Employee Home, click **My Time** 
Step 2	Click **Payable Time Detail** located on the left side of the screen. 
Step 3	Enter the start date and end date of the time period and click **Refresh**.
Step 4	Payable time and approval status will display for each day of the **pay** period. **Note:** Hours will not show in Payable Time Detail until the Time Administration process successfully runs after hours have been entered on the timesheet. Refer to Appendix B: Time Administration Information for more details. Payable Time Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval **REMINDER**: Approved absence requests are **NOT** reflected in the **Payable Time Detail**, only the actual hours worked.

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
	Needs Approval		REG	8.00	Hours
	Needs Approval		REG	8.00	Hours

End of Procedure

Overtime (N)

Overtime is calculated through Time and Labor which is based on the definition of a workweek. The system does not allow users to enter Overtime for themselves.

Each college has designated one of the below as a default workweek, which could be Friday – Thursday, Monday – Sunday, or Sunday – Saturday.

Overtime Payment Configuration

When Overtime is calculated, it results in one of the following **Time Reporting Codes** (TRC):

Note: Overtime is calculated on the last day of the workweek according to your work schedule.

- OT1 – Comp Time Straight Time, considered Comp Time Pay. Comp Time Pay is calculated when an employee reports more than 40 hours during a workweek with a combination of TRC REG hours worked and another TRC, (ex. EMGCY, HOL). The employee does not physically work more than 40 hours during the workweek (Workweek is Sunday – Saturday in this example)

  - Timesheet

Mon	Tue	Wed	Thu	Fri	Total	Time Reporting Code
8.00						EMGCY - Inclmnt Weather/Emrgcy Clo
	8.00	8.00	8.00	9.00		REG - Regular Time

  - Payable Time Detail

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
01/02/2023	Approved		HOL	8.00	Hours
01/03/2023	Approved		REG	9.20	Hours
01/04/2023	Approved		REG	8.00	Hours
01/05/2023	Approved		REG	8.00	Hours
01/06/2023	Approved		OT1	1.20	Hours
01/06/2023	Approved		REG	6.80	Hours

- OT2 – Overtime Pay, considered 1.5 times the hours. Overtime Pay is calculated when an employee physically works over 40 hours per workweek. (Workweek is Friday – Thursday in this example)

  - Timesheet

Reported Hours 44.00

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quan
	Fri		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Sat		Submitted	8:00:00AM			12:00:00PM	4.00	REG - Regular Time	
	Sun		New							
	Mon		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Tue		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Wed		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	
	Thu		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time	

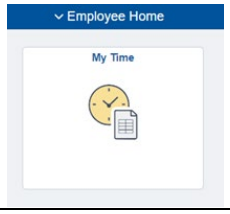
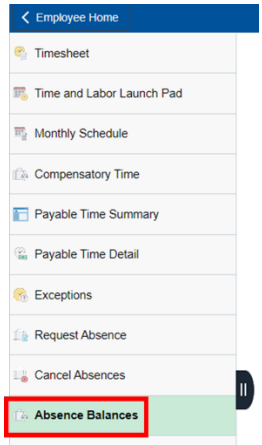
  - Payable Time Detail

Payable Time

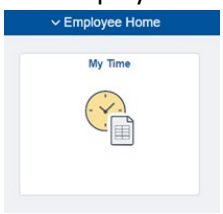
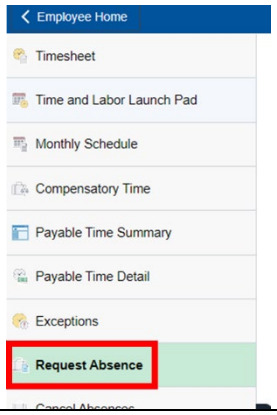
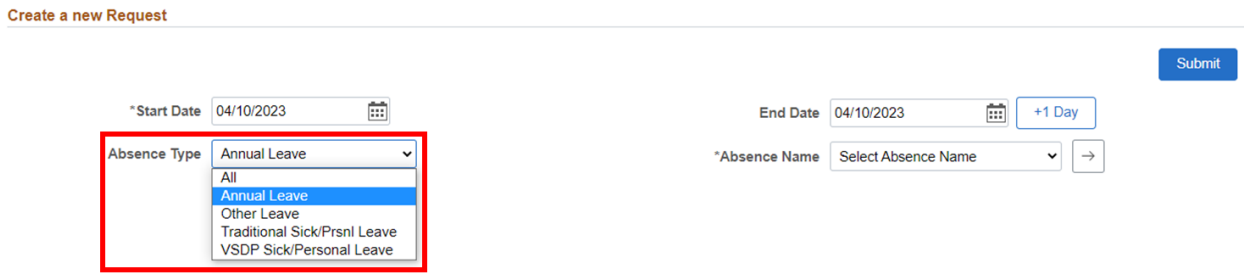
Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

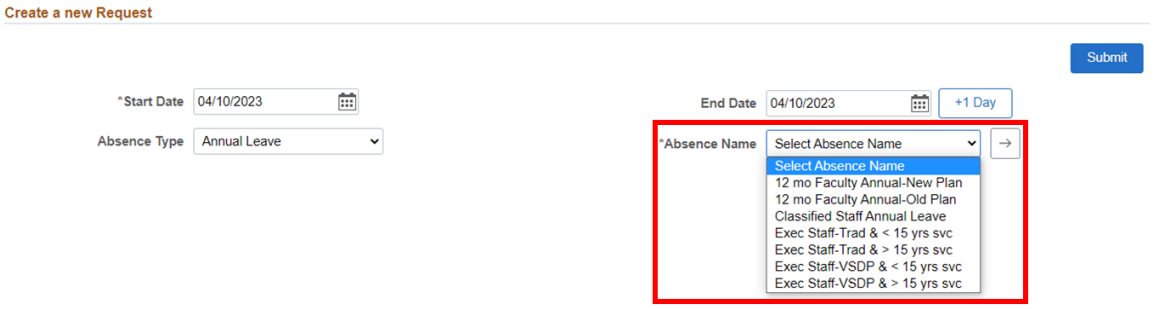
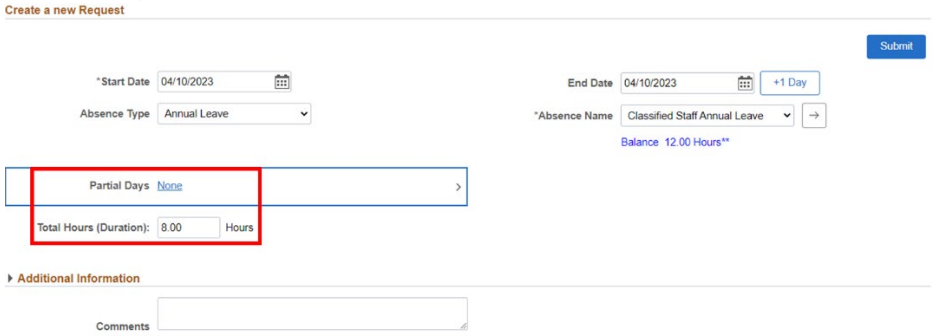
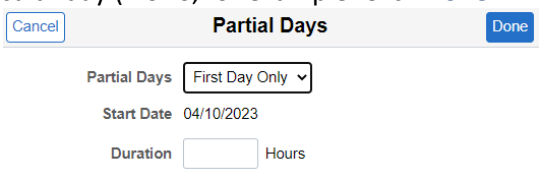
Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
02/10/2023	Needs Approval		REG	8.00	Hours
02/13/2023	Needs Approval		REG	8.00	Hours
02/14/2023	Needs Approval		REG	8.60	Hours
02/15/2023	Needs Approval		REG	8.00	Hours
02/16/2023	Needs Approval		REG	8.00	Hours
02/17/2023	Needs Approval		OT2	0.60	Hours
02/17/2023	Needs Approval		REG	7.40	Hours

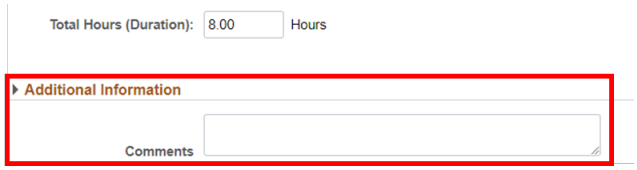
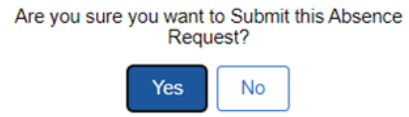
Verify Leave Balances (N) (E)

Step 1	From Employee Home, click **My Time** 
Step 2	Click **Absence Balances** located on the left side of the screen. 
Step 3	The current balances **do not** reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. Please refer to Appendix A for more information about Employee Leave Types. **Absence Balances** **Classified Staff Annual Leave** — As Of 03/24/2023 — 20.00 Hours **VSDP-Personal** — As Of 03/24/2023 — 24.00 Hours **VSDP-Sick** — As Of 03/24/2023 — 64.00 Hours **School Assist/Volunteer Servic** — As Of 03/24/2023 — 16.00 Hours **Disclaimer The current balance does not reflect absences that have not been processed.
End of Procedure	

Entering an Absence Request (N) (E)

Step 1	From Employee Home, click **My Time** 
Step 2	Click the **Request Absence** located on the left side of the screen. 
Step 3	Enter the leave start date into the **Start Date** field. If date range is more than one day, you can enter leave stop date into the **End Date** (or selected **+1 Day**). You can either manually enter this date or click on the calendar icon in the start date field and select a date.
Step 4	Select the leave type from the **Absence Type** drop-down menu.  The following leave types will appear under **Absence Type**: **All** – This choice does not utilize the filter feature and displays all types of leave. **Annual Leave** – Displays only annual leave. **Other leave** – Displays Other Leave plans that do not fit into one of the above categories. **Traditional Sick/Prsnl Leave** – Displays the Sick and Personal Leave choices available to employees in Faculty and Traditional Leave Plans. **VSDP Sick/Personal Leave** – Displays the Sick and Personal Leave choices available to employees in the VSDP (Virginia Sickness and Disability Program) Leave Plan.

Step 5	Select the correct **Absence Name** from the drop-down menu. **NOTE:** Under **Absence Name**, the items available for selection will be filtered based on the **Absence Type** previously selected in Step 4. 
Step 6	Click the apply arrow located to the right of the **Absence Name** drop-down menu. • If you are requesting a **FULL/ENTIRE day of leave**, leave the default **None** next to **Partial Days**, and enter the **Total Hours (Duration)** as 8 (or the total number of hours you were scheduled to work that particular day). ○ Absence requests for multiple consecutive days may be submitted as a range by entering in a begin and end date (see Step 3 above). Do not submit an absence request that crosses over consecutive semi-monthly pay periods. If submitting leave for multiple days, the duration should be the total number of hours (ex. three 8-hour days, enter 24 in Duration).  • If you are requesting a **PARTIAL DAY OF LEAVE** (partial days refers to any hours less than your regularly scheduled hours for that day), click on **None** next to **Partial Days**, and select **First Day Only** from Partial Days dropdown. Then enter the **Duration** as the total number of hours of leave you took on that particular day (4 or 6, for example. Click **Done**.  **Note:** If you are a 9-month Teaching Faculty, you **MUST** take leave in increments of four (4) hours. **Please contact your agency Human Resource Office if you are unsure of which leave types are available or if you have questions about leave policies.** **Note:** The balance shown is as of the last processed date. The current balances do not reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. Balances should not be off by more than one semi-monthly payroll periods.

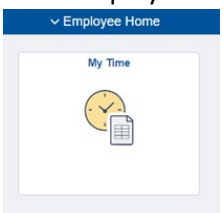
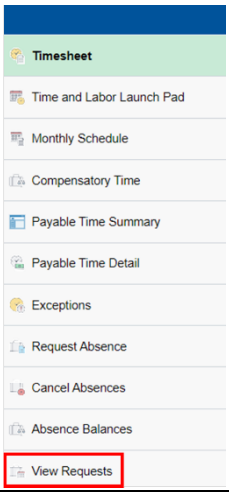
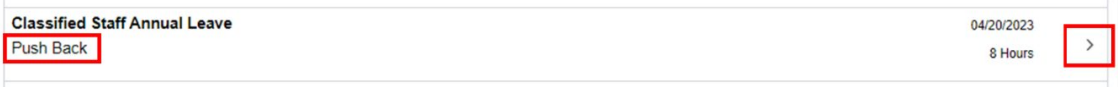
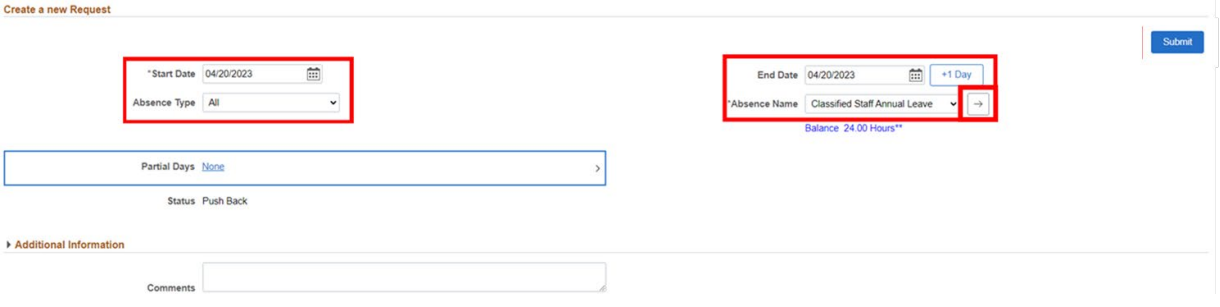
Step 7	The **End Date** is calculated automatically by PeopleSoft based on **Duration**. Please ensure your Start Date and End Date are correct. **CHECK YOUR DATES**: If you have entered leave on a date that is designated in HCM as a holiday, the system may not count your leave on that holiday. If you enter leave on a weekend or non-working day, HCM will calculate the **next working day**.
Step 8	Enter any appropriate information into the **Additional Comments** field. Enter a valid value, for example: *Requesting vacation day, going to LA, or daughter's graduation, etc.* It is important to provide the appropriate reason by entering a comment. This way the Manager approving your request will have the necessary information to make a decision. 
Step 9	Click the **Submit** button. A confirmation box will appear. If everything is correct, select **Yes**.  This will generate an email to your manager to approve, deny, cancel, or push back the leave. You will also get an email confirming the request that was entered.
End of Procedure	

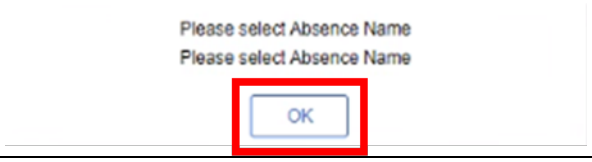
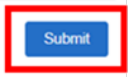
For employees who complete timesheets (and accrue leave)**,** if your manager has denied or pushed back the absence request for re-work, the manager will enter a comment on the absence request explaining their action. You will then need to go to the **View Request** and either **CANCEL** the denied or reworked the pushed back request.

Correcting a Push Back Absence Requests (N) (E)

If you need to correct a pushed back leave request:

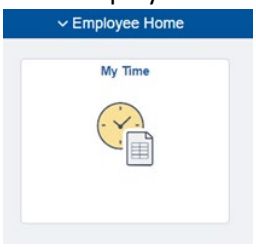
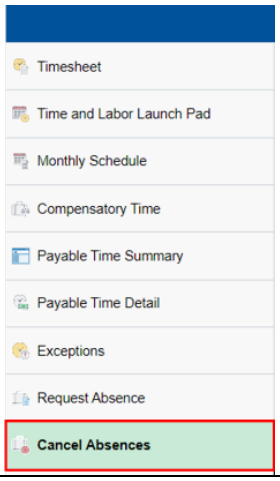
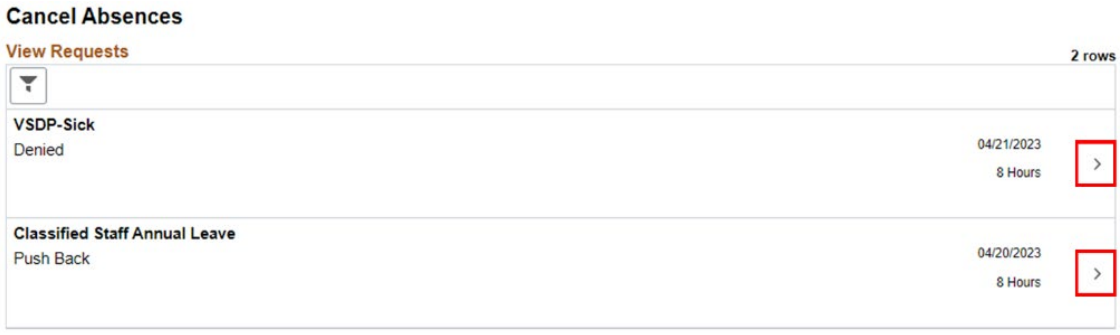
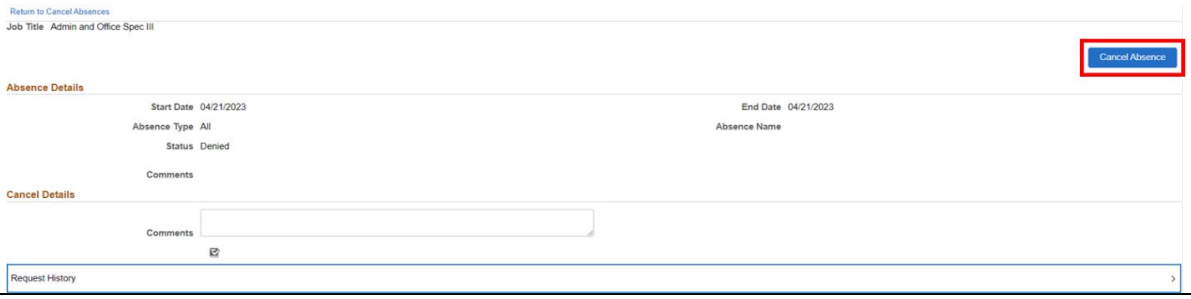
1. If you see an error in your leave request that has not been approved, send an email to your manager to "Push Back" the request.
2. If your manager has approved the absence request, please contact your agency's Human Resource Office.

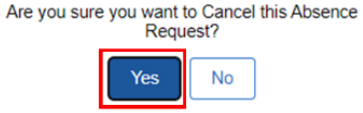
Step 1	From Employee Home, click **My Time** 
Step 2	Click the **View Requests** located on the left side of the screen. 
Step 3	Select the **Push Back** request by clicking the arrow to the right of the appropriate transaction. 
Step 4	Make the appropriate changes and/or corrections (see comments for additional information as to why the request was pushed back). Changes can be made to any of the fields available to edit. 
Step 5	Click the apply arrow located to the right of the **Absence Name** drop-down menu.

Step 6	Click **OK**. 
Step 7	Finally, click the **Submit** button. The updated absence request will appear on your timesheet. 
End of Procedure	

Canceling a Denied or Push Back Absence Requests (N) (E)

If you need to cancel a leave request that was denied or pushed back.
Note: A Denied Absence Request will show on the timesheet until the request has been cancelled.

Step 1	From Employee Home, click **My Time** 
Step 2	Click the **Cancel Absences** located on the left side of the screen. 
Step 3	Select the **Denied** or **Push Back** request to cancel by clicking the arrow to the right of the appropriate transaction. 
Step 4	Select the **Cancel Absence** button on the top right-hand side 

Step 5	Select the **Yes** button to complete the cancelation process. 
End of Procedure	

Policy References

Department of Human Resource Management Policies (DHRM)
DHRM Policy 2.20 Types of Employment
Virginia Community College System Policies
Department of Labor (DOL)
Fair Labor Standards Act (FLSA)
Family & Medical Leave Act (FMLA)
VCCS Code of Ethics

Document Control Information

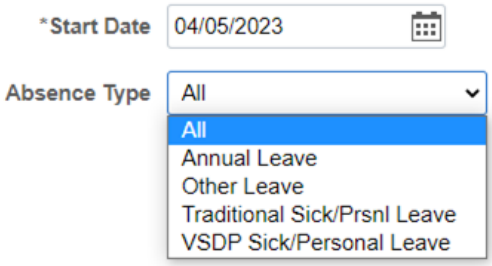
This document will be updated annually unless the change has a high severity or critical impact and requires an off cycle update.

Table 1. Version Information

Version Number	Date	Change Summary	Author	Approver
V1	May 11, 2018	Initial Document	SSC TLAM Team	HR Process Council
V2		Added notes to not enter "0.00" (zero hours) on timesheets. Modified resolution of exception VX9013, Work-Study Auth Amt Exceeded. Updated Pay Periods with 2019 Dates.	SSC TLAM Team	HR Process Council
V3	February 20, 2020	Updated Pay Periods with 2020 Dates and added Parental Leave.	SSC TLAM Team	HR Process Council
V4	May 22, 2023	Updated navigation and screen shots to reflect upgrade to HCM 9.2	SSC TLAM Team	Angie King

Appendix A: Employee Leave Types (N) (E)

Leave Categories-Filter by Type:



Leave Types

Annual Leave

- 12 mo Faculty Annual-New Plan
- 12 mo Faculty Annual-Old Plan
- Classified Staff Annual Leave *(DHRM Policy 4.10)*
- Exec Staff-Trad & < 15yrs srv
- Exec Staff-Trad & > 15yrs srv
- Exec Staff-VSDP & < 15yrs srv
- Exec Staff-VSDP & > 15yrs srv

If you are eligible for and have Excess Annual Leave, those balances are not available as a selection in the Request Absence page but if you select your standard annual leave, HCM will deduct the leave from excess annual leave rather than from standard annual leave.

Other Leave

- Compensatory Leave *(DHRM Policy 3.10)*
- Educational Leave *(DHRM Policy 4.15)*
- Employee Recognition Leave *(DHRM Policy 1.15*
- On Call Leave
- Overtime Leave
- Parental Leave *(DHRM Policy 4.21)*
- School Assist/Volunteer Service *(DHRM Policy 4.40)*

Traditional Sick/Prsnl Leave

- College Personal-9 mo Faculty
- Family Sick-12 mo Clasfd/Faculty
- Trad Sick-12 mo Clasfd/Faculty *(DHRM Policy 4.55)*
- Traditional Sick-9 month

VSDP Sick/Personal Leave

- VSDP-Personal *(DHRM Policy 4.57)*
- VSDP-Sick *(DHRM Policy 4.57)*

FML – Family Medical Leave

Employees will have the opportunity to denote FML when submitting their absence request with certain leave types. An employee should not select the FML field unless they have a qualifying event, approved by your agency's Human Resource Office. The FLM field is located under the **Additional Information** section. Employees should select the right facing arrow ▶ beside **Additional Information**.

NOTE: If you have any questions regarding FML, contact your agency's Human Resource Office.

Other types of Leaves available to full-time employees.

These leave types are **NOT** available through the employee self-service. Please refer to your agency's internal policy for utilizing the following leave types:

- Civil & Work Related Leave *(DHRM Policy 4.05)*
- Emergency/Disaster Leave *(DHRM Policy 4.17)*
- Bone Marrow/Organ Donor Leave *(DHRM Policy 4.37)*
- Military Leave *(DHRM Policy 4.50)*
- Disability Credits Used *(DHRM Policy 4.57)*
- Leave without Pay *(DHRM Policy 4.45)*
- Leaving Sharing *(DHRM Policy 4.35)*
- Short-Term Disability – VSDP *(DHRM Policy 4.57)*

Appendix B: Time Administration Information

- Time and Labor Exceptions – **Background Information:**

  The ***Time Administration*** process (Time Admin) is an automatic process which runs according to the schedule for each agency on the Automated Time Administration schedule. Additionally, the Time Admin process accepts the changes on the timesheets made by the employee. Each time the employee enters punch time entries, or submits changes to those punch time entries on the timesheet, which deviate from the employee's "predefined work schedule", it will create an exception. Also, if the manager has cleared the exceptions, and the employee submits changes to their timesheet after the manager has cleared exceptions, it may create new exceptions.

  The results of Time Administration are either exceptions or payable time that can be approved by the Manager. ***It is important that the manager resolve all exceptions before approving payable time.*** In the process of resolving or clearing the exceptions, the manager is to check the employee's timesheet and absence requests for accuracy. Communication with the employee is essential to correcting punch and elapsed time entries and leave requests. It is the manager's responsibility to ensure that the final timesheet is correct before approving payable time.

  Moreover, a list of the exceptions is listed in Appendix C.

Automated Time Administration Schedule

Institution		Wage Group	Salary Non-Exempt Group	Time Admin Schedule Process Times	Dynamic Group Refresh
291	Blue Ridge Community College	291H1	291N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
292	Central Virginia Community College	292H1	292N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
287	Mountain Gateway Community College	287H1	287N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
279	Danville Community College	279H1	279N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
284	Eastern Virginia Community College	284H1	284N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
297	Germanna Community College	297H1	297N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
283	J. Sargeant Reynolds Community College	283H1	283N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
290	Brightpoint Community College	290H1	290N2, 290S1, 290S2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
298	Laurel Ridge Community College	298H1	298N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
299	Mountain Empire Community College	299H1	299N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
275	New River Community College	275H1, 275W1	275N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
280	Northern Virginia Community College	280H1	280NA, 280NB, 280P1	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
285	Patrick & Henry Community College	285H1	285N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
277	Paul D. Camp Community College	277H1	277N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
282	Piedmont Virginia Community College	282H1	282N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
278	Rappahannock Community College	278H1	278N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
270	Shared Services Center	270H1	270N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
276	Southside Virginia Community College	276H1	276N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
294	Southwest Virginia Community College	294H1	294N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
261	System Office	261H1	261N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
293	Virginia Peninsula Community College	293H1	293N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
295	Tidewater Community College	295H1	295N2	Dly 6:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
296	Virginia Highlands Community College	296H1	296N2	Dly 5:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
286	Virginia Western Community College	286H1	286N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr
288	Wytheville Community College	288H1	288N2	Dly 4:00AM every 3 hrs. pr	Dly: 12:00AM Every 12hrs pr

Appendix C: Time and Labor Exceptions (N) (E)

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	Yes	Employee's hours on timesheet are less than their scheduled hours. This may be a result of the employee not being finished with reporting their time for the week or their leave requests have not been loaded from AM.	Wait until the employee has finished reporting their hours for the week. The approved leave request hours also have to be loaded to the timesheets. Allow the exception if hours are correct.	Medium
VX9002	Hours Worked Greater Than 24	HOURS_OVER24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or allow it if the hours are correct. An example of this would be leave payout.	High
VX9003	Must Report Comp Time	N/A	Yes			High
VX9004	Comp Time Required on Holiday	COMP_TIME	Yes	The employee did not report holiday on their timesheet.	Correct the timesheet to add the holiday or allow the exception.	High
VX9005	Overtime Required	N/A	Yes	Employee must report overtime.	When an employee reports more than 40 working hours in a week, they must report overtime.	High
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled "In" punch.	Correct the timesheet or allow the exception.	High
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled "Out" punch.	Correct the timesheet or allow the exception.	High
VX9008	Missing Punch Type	ODD_PUNCH	Yes	Employee is missing a punch for the day.	Correct the timesheet.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.	Medium
VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.	High
VX9011	Quasi Full-Time Hrs Incorrect	QUASI_PT	Yes	A Quasi full-time employee who works 12 months doesn't report between 32 and 39.9 hours in their workweek.	Correct the timesheet.	High
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	Yes	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in their workweek.	Correct the timesheet.	High
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	Yes	The work-study employee has exceeded their approved amount in the SIS system.	Contact financial aid to increase authorized work-study amount. If employee is not federal work-study, contact HR.	High
VX9014	9,10,11 month Quasi <> 40 hrs.	QUASI_PT	No	A Quasi full time employee who works 9, 10 or 11 months doesn't report 40 hours per workweek.	Correct the timesheet.	High
VX9015	9,10,11 month part-time > 32 hrs.	QUASI_PT	No	A permanent part-time employee who works 9, 10 or 11 months doesn't report less than 32 hours per workweek.	Correct the timesheet.	High
VX9016	Lunch Punch Without Out Punch		Yes	A punch time employee reported a Lunch without an Out punch on the same day.	This employee has reported an odd number of punches. They must correct their timesheet in order to be paid for this day.	High
TLX00030	Inactive Time Reporter Status		No	Time Reporter Status is Inactive and cannot be processed by Time Administration.	Update the Time Reporter Status to Active if processing time for this Time Reporter is needed.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
TLX00440	TRC is not in TRC Program		No	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: XX		High
TLX00830	Invalid Reported Taskgroup		No	The Time Reporter's Department ID is invalid with the reported Taskgroup: PSNONCATSK	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use Distribution Flag on the Time Reporter's Department.	High
TLX01600	Invalid Time Reporter		No	Time Reporter is not enrolled in Time and Labor as of this date.	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	High
TLX01700	Full Absence & Reported time		No	Time is reported for Full day Absence.	Time is reported for Full day Absence.	Low
TLX01780	Reported time in Future Period		No	Reported time is for a future period.	The time reported is for a restricted future period.	High

Appendix D: 2024 Salary Timesheet Periods and Pay Dates

Beginning Period	Ending Period	Pay Date
December 25	January 9	January 16
January 10	January 24	February 1
January 25	February 9	February 16
February 10	February 24	March 1
February 25	March 9	March 15
March 10	March 24	March 29
March 25	April 9	April 16
April 10	April 24	May 1
April 25	May 9	May 16
May 10	May 24	May 31
May 25	June 9	June 14
June 10	June 24	July 1
June 25	July 9	July 16
July 10	July 24	August 1
July 25	August 9	August 16
August 10	August 24	August 30
August 25	September 9	September 16
September 10	September 24	September 30
September 25	October 9	October 16
October 10	October 24	November 1
October 25	November 9	November 15
November 10	November 24	November 29
November 25	December 9	December 16
December 10	December 24	December 31