ESTIMATED TIME: WORKFORCE ‘AUTO AMENDMENT’ WORKAROUND

The workaround process configuration for Benefits Eligible ‘Hourly’ employees is as follows for the Pay Period ending 12/20/2019:

**Week 1:**
12/7/2019 – 12/13/2019 (nothing is different - operate as normal)

**Week 2:**
12/14/2019, 12/15/2019, 12/16/2019 – Timesheets will be open for entries and time punches as normal for all 3 days.

12/17/2019 (Tuesday) we will Lock, Calculate, and Advance the payroll in Workforce at midnight – 12am 12/18/2019. Time clocks will be unable to accept punches from approximately 12:00am – 12:10am of the 18th while the timesheets are calculating.

Be advised that employees utilizing the Web Clock & Time Clock should **NOT** have their timesheets approved prior to payroll processing so that all entries are recorded throughout the day. If a timesheet is submitted or approved, it will inhibit the ability of a time clock or web clock entry to record on the timesheet.

Departments will need to balance worked time and estimated time for employees leading up to the Tuesday 12/17/2019 midnight payroll advancement; most specifically employees that work over the weekend – as these employees may have excess ‘estimated time’ prior to the close of the timesheets due to the combination of worked/estimated time for the week. Updating time totals can be done by adjusting the amount of estimated time in conjunction with completed worked time from 12/14 – 12/17 to balance based on employee FTE.

For example, if a 1.0 FTE employee regularly works Monday – Friday 8am to 5pm for 40 hours each week their estimated time would be as follows: time for Monday and Tuesday would be recorded as normal at 8 hours per day, Wed – Fri would show 24 hours of estimated time to balance to 40 hours for the week. If the employee works more/less than 16 hours for Monday and Tuesday this would need to be adjusted on the timesheet by either adding paid leave or reducing estimated time to balance to 40-hours for the week prior to the close of timesheets at midnight on Tuesday 12/17/2019.

In addition, if an employee is working during the time of the payroll closure and advancement and has *not* had a completed punch for the day the ‘estimated time’ will remain on the timesheet. For instance, employees spanning midnight on 12/17/2019 that have not completed a punch for the day will have estimated time for 12/17 remain on their timesheet for the workday until a completed punch has been recorded; which would be reflected on the ‘amended’ version of the timesheet – as this completion would occur after the timesheets have been advanced post midnight.

12/18/2019, 12/19/2019, 12/20/2019 – timesheets will have been closed and advanced, any employee that is both benefits eligible and has been flagged to use either a Time Clock or Web Clock will receive an ‘automatic’ amendment once timesheets are locked and calculated by payroll at midnight on 12/17/2019. Once the auto amendment occurs all estimated time for the pay period will be cleared and only the worked time will remain on the amended timesheet version.

Please Note: All amended timesheets will need to be reviewed and approved by a departmental representative for processing during subsequent payroll(s) cycles for changes to take effect. Amendment changes will not be processed until they have been approved a departmental representative.

Please let me Payroll know immediately if you have any suggestions, additions, or questions regarding the current configuration process.