

Auditing Essential Time in EmpCenter – Business Center

Employees that are designated “essential” and are required to work during a University closure record those hours in EmpCenter using the Essential Time pay code. After the supervisor approval of the timesheet, the business center needs to determine if the employee is already being paid overtime for the hours entered as Essential Time and make any corrections as needed.

Reminder: since the supervisor approval of the timesheet is the indication that the employee is eligible for essential time, you do need to wait until the supervisor has completed the approval process before auditing. Supervisors have until 5pm on the 6th of each month to approve salaried employee timesheets and until noon on the 17th of each month to approve hourly employee timesheets – or the next business day if the deadline falls on a holiday or weekend.

Check for Unapproved Timesheets

There are two report options to check for unapproved timesheets in EmpCenter:

- Run the Unapproved Time Sheets Report
 - This report will only list unapproved timesheets for the pay period and assignment group(s) selected. The report also includes the supervisor’s email.
 - Report Parameters:
 - Pay Period End Date – be sure to use the last day of the pay period you are auditing (e.g., 8/31/17, 9/15/17)
 - Assignment Group List – check the box next to the assignment groups you are auditing. Please note that each assignment group selected will be included on the report (if you select Classified Hourly and Timesheet Org 475000 employees from BOTH groups will be included on the report).
- Run the OSU Time Sheet Approval History Report
 - This report will list all employees in the assignment group(s) selected and includes if the supervisor has approved the timesheet or not.
 - Report Parameters:
 - Start Date and End Date: best practice is to use the last day of the pay period you are auditing for both the start and end date.
 - Assignment Group List – check the box next to the assignment groups you are auditing. Please note that each assignment group selected will be included on the report (if you select Classified Hourly and Timesheet Org 475000 employees from BOTH groups will be included on the report).

If there are unapproved timesheets for the assignment group you are auditing, contact the supervisor to let them know they need to approve the timesheet as soon as possible.

Check for Essential Time Exception

Run the Time Sheet Exceptions or Time Sheet Exceptions Within Date Range report to find all timesheets with the Essential Time exception that has not been approved by the business center.

Report parameters:

- Pay Period End Date (Time Sheet Exceptions report – should be the last day of the pay period) or Start and End Date (Time Sheet Exceptions Within Date Range report – should be the entire pay period).
- Assignment Group List – check the box next to the assignment groups you are auditing.
- Choose Exception Codes – Essential Time Entered
- Lowest Severity Code to Report – Error (not paid)

Note: Running the Hours Worked by Pay Code report will **NOT** show results for any Essential Time that still has the red exception; the pay code will only display on the report once the exception has been resolved.

Verify Essential Time Pay

For each Essential Time red exception, complete the following audit steps – these steps will need to be completed for EACH Essential Time entry on the employee’s timesheet:

1. Was there a campus closure on the date the Essential Time pay code was entered?
 - If yes, continue to the next step.
 - If no, change the hours for the Essential Time pay code to zero and enter comments. Once the timesheet is saved, the red exception will be cleared and no further action is required.
2. Were the hours worked by the employee during the campus closure?
 - If yes, continue to the next step (see the What if the employee worked an overnight shift? section for instructions on determining if they are eligible for hours worked that are not on the actual day of the closure).
 - If no, change the hours for the Essential Time pay code to zero and enter comments. Once the timesheet is saved, the red exception will be cleared and no further action is required.
3. Did the employee earn any overtime for the week Essential Time was entered? This should include any overtime the employee requested to convert to Comp Time.
 - If no, continue to the next step.
 - If yes, was the overtime earned at the same time that Essential Time was worked?
 - If no, continue to the next step.
 - If yes, reduce the Essential time by the number of hours the employee is already being paid overtime and enter comments.
 - If the hours are now zero, once the timesheet is saved the red exception will be cleared and no further action is required.
 - If there are still Essential Time hours, continue to the next step.
4. Acknowledge the Essential Time exception:
 - a. Click on the Exception tab at the bottom of the timesheet.
 - b. Check the box in the Acknowledge column:

The screenshot shows a timesheet interface for the week of September 16, 2017. The timesheet table includes columns for Date, Pay Code, Hours, L, C, Comments, and Total. An entry for Tuesday, 09/12, shows 2.00 hours of Essential Time with a comment 'power outage 7-9am'. Below the timesheet is an 'Exceptions' section with a table:

Date	Exception Message	Severity	Acknowledge
Tue 09/12	Essential Time has been entered. The Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.	Error (not paid)	<input checked="" type="checkbox"/>

A red arrow points to the checked 'Acknowledge' checkbox in the exception table.

Note: if there are several days with the Essential Time pay code, you will need to expand the list to see the Acknowledge box.

c. Save the timesheet:

The screenshot shows a 'Timesheet' application interface. At the top, there are buttons for 'Save', 'More', and 'List View', along with a 'Data saved.' notification. Below this is a calendar for September 2017, with the date 'Sep 16, 2017' and a 'Show All Weeks' checkbox. The main table displays timesheet entries for Tuesday, 09/12. The entries are:

Date	Pay Code	Hours	L	C	Comments	Total
Tue 09/12	Work In/Out	07:00 am				8.00
		04:00 pm				
Tue 09/12	Meal	1.00				0.00
Tue 09/12	Essential Time	2.00			power outage 7-9am	0.00

Below the timesheet is an 'Exceptions' section with tabs for 'Leave Balances', 'Results', 'Schedule', and 'Timesheet Comments'. A 'Filter exceptions by day' checkbox is present. The exceptions table shows:

Date	Exception Message	Severity	Acknowledge
Tue 09/12	This Essential Time has been reviewed and approved by the Business Center.	Info.	<input checked="" type="checkbox"/>

The exception will change to informational.

Complete the steps above for any other dates with the Essential Time pay code for the employee.

What if the employee worked an overnight shift?

When the University is closed early in the day an employee could have work hours that should be paid as Essential Time on the day **before** the closure.

For example, on August 21st, the University closed at 12:01am. If an employee was required to work starting Sunday, August 20th at 10pm through Monday, August 21st at 6:30am, they are eligible for Essential Time for worked hours between 12:01am and 6:30am. All of the hours worked, however, will show on the timesheet on Sunday.

In this case, the Essential Time could be added to the timesheet on the day before the closure:

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Sun 08/20	Clock	10:00 pm		128.193.8.44		8.00
		06:30 am		128.193.8.44		
Sun 08/20	Meal	0.50				0.00
Sun 08/20	Essential Time	6.00			12am-6:30am Monday campus closure	0.00

Or added to the timesheet on the day of the closure even if no other hours are worked on that day:

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Sun 08/20	Clock	10:00 pm		128.193.8.44		8.00
		06:30 am		128.193.8.44		
Sun 08/20	Meal	0.50				0.00
Mon 08/21	Essential Time	6.00			12am-6:30am Monday campus closure	0.00

Reminder: the + sign on the out time for Sunday indicates the shift ended on the next day.

Additional Resources

Closure information on OHR Website:

<http://hr.oregonstate.edu/manual/closures-or-curtailment-operations-including-inclement-weather>

Inclement weather matrix:

http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf

Recording time in EmpCenter:

<http://mytime.oregonstate.edu/enter-time-inclement-weather>

<http://mytime.oregonstate.edu/add-essential-time>

Supervisor review of Essential Time:

<http://mytime.oregonstate.edu/approve-change-essential-time>