



Non-Exempt Overtime

Focus Group Meeting

July 20, 2021

Today's Agenda

1. We Heard You
2. Timesheet process for Non-Exempt Benefited Employees
3. We Need Your Opinion
4. Project Timeline
5. Next Steps
6. Q&A

We Heard You

1. Flex Time
2. Variable Contract
3. Unpaid Leave
4. Amendments

Flex Time

- Can be taken within the week for which Overtime is calculated
- Schedules in UD WorkForce will need to be adjusted within the Schedule Tab for that week, which will then make the necessary updates to the Timesheet
- Example on next slide

Flex Time (cont'd)

1

WorkForce Home Help

Manager Time Entry: Wesley, Ronald Bilius (999997) | Department Name: Weasleys' Wiza

Work Period: 03/16/2021 - 03/31/2021

Assignments:

- .All (24846)
- .UD BW Casual Wage (41)
- .UD BW Hourly (17438)
- .UD BW Union 3472 (146)
- .UD BW Union 439 (278)
- .UD SM Faculty (1383)
- .UD SM Other (2139)
- .UD SM Staff EX (2505)
- .UD SM Staff NEX (916)

Time Entry

Mar 19, 2021 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reas
03/16	Regular Time	01:00 pm 04:30 pm	0.00	
Wed 03/17	Regular Time	08:00 am 12:00 pm	0.00	
	Regular Time	01:00 pm 04:30 pm	0.00	
	Regular Time	08:00 am	0.00	
Thu 03/18	Regular Time	12:00 pm 01:00 pm 04:30 pm	0.00	

Exceptions Schedule Time Off Results Admin Banks

Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Speed T
03/16/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/17/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/18/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/19/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/22/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/23/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/24/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/25/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
Total			90.00	0.00	0.00		

2

Exceptions Schedule Time Off Results Admin Banks

Mar 20, 2021 Show All Weeks

Date	Schedule Code	Hours	Total
	Scheduled Times	04:30 pm 08:00 am 12:00 pm	4.00
	Scheduled Lunch In/Out	12:00 pm	
Wed 03/17	Scheduled Times	01:00 pm 04:30 pm	3.50
	Scheduled Times	04:30 pm 07:00 pm	2.50
Thu 03/18	Scheduled Times	08:00 am 12:00 pm	4.00
	Scheduled Lunch In/Out	12:00 pm	
	Scheduled Times	01:00 pm 04:30 pm	3.50
	Scheduled Times	08:00 am 12:00 pm	4.00
Fri 03/19	Scheduled Lunch In/Out	12:00 pm	
	Scheduled Times	01:00 pm 02:00 pm	1.00

3

Exceptions Schedule Time Off Results Admin Banks

Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...
03/16/2021	Head of Ma...	Regular Time	7.50	0.00
03/17/2021	Head of Ma...	Regular Time	10.00	0.00
03/18/2021	Head of Ma...	Regular Time	7.50	0.00
03/19/2021	Head of Ma...	Regular Time	5.00	0.00
03/22/2021	Head of Ma...	Regular Time	7.50	0.00

Variable Contract Employees

- Working outside of recorded Contract Period
- Within UD WorkForce initiate a Temporary Schedule Change

The screenshot shows the WorkForce system interface. On the left, a sidebar titled 'Choose an Action:' has a 'Temporary Changes' section with 'Assign Schedule Templates' highlighted in yellow and a red arrow pointing to the main table. The main table is titled 'Temporary Schedule Template Assignment' and contains the following data:

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	End Effective Date
<input type="checkbox"/>	Malfoy, Draco Lucius (Collector of Dark Artefacts-Malfoy Manor-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 hoi		
<input type="checkbox"/>	Dumbledore, Albus Percival (Supreme Mugwump-International Confederation of Wizard-UD_STAFF_EX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 hoi		
<input type="checkbox"/>	Snape, Severus (Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 hoi		
<input type="checkbox"/>	Longbottom, Neville (professor of Herbology-Department of Herbology-UD_FACULTY (0))	Schedule Template	<input type="checkbox"/>	M_F_830AM_SPM, 1hr lun		
<input checked="" type="checkbox"/>	Weasley, Ronald Bilius (Head of Marketing-Weasleys' Wizard Wheezes-UD_STAFF_NEX (0))	Schedule Template	<input checked="" type="checkbox"/>	Empty	06/01/2021	08/15/2021
<input type="checkbox"/>	Granger, Hermione Jean (Minister for Magic-Minister for Magic-UD_STAFF_EX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 hoi		
<input type="checkbox"/>	Potter, Harry James (Head of the Auror Office-Auror Office-UD_OTHER (0))	Schedule Template	<input type="checkbox"/>	None		

- Enter the appropriate Pay Codes on the timesheet (further information to follow)

Unpaid Leave

- Ensure the corresponding Time Off Request has been completed
- Will continue to be recovered via the S-Contract Form unless on an Unpaid Leave JED

Timesheet process for Non-Exempt Benefited Employees

- *We'll walk through examples of the following on the next slide*
- Manager or Timekeeper opens the Timesheet for amendment (this step is only necessary if OT hours were in a pay period already processed)
- Employee enters hours
- Hours must be reviewed and approved before end of each pay period
- Overtime entered will be paid in a subsequent pay according to pay period cut-off times
- Be advised: submittal of a NEW Past Time off Requests may require an adjustment to be made to the impacted timesheet if it is less than the employee's Standard Daily Hours. Additionally, this will require manager approval

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Amendments approved Lock & Calc TS's Hours extracted to be paid July 15 th Pay	2	3
4	5	6 TOR submitted 7/21 for 3.5 Hrs. TS must be adjusted to record 4.0 Reg Hrs and approved.	7	8 Emp works OT Hours Scenario 1 - Emp records OT Hours on 7/8 – Paid on 7/30	9	10
11	12	13	14	15 SM Pay 1J1 Scenario 1 - Mgr approves all current & amended timesheets	16 Amendments approved Lock & Calc TS's Hours extracted to be paid July 30 th Pay	17
18	19	20 Scenario 2 - Mgr Amends Timesheet to allow Emp to record OT Hours	21 Scenario 2 - Emp records OT Hours for 7/8 – Paid on 8/15 Emp enters TOR for 7/6	22	23	24
25	26	27	28	29	30 SM Pay 2J1 Scenario 2 - Mgr approves all current & amended timesheets	31
1 Amendments approved Lock & Calc TS's Hours extracted to be paid Aug 15 th Pay	2					

Timesheet TOR Adjustment

Before



Date	Entry Code	Hours	Override Rate
Sun 07/04	Regular Time		
Mon 07/05	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00
Tue 07/06	Regular Time		
Tue 07/06	Vacation	3.50	0.00
Wed 07/07	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00
Thu 07/08	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00
Fri 07/09	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00
Sat 07/10	Regular Time		

Date	Entry Code	Hours	Override Rate
Sun 07/11	Regular Time		

Work D...	Assignment...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00
07/05/2021	Head of Ma...	Regular Time	7.50	0.00	0.00
07/06/2021	Head of Ma...	Vacation	3.50	0.00	0.00
07/07/2021	Head of Ma...	Regular Time	7.50	0.00	0.00
07/08/2021	Head of Ma...	Regular Time	7.50	0.00	0.00
07/09/2021	Head of Ma...	Regular Time	7.50	0.00	0.00

After



Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/04	Regular Time			
Mon 07/05	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00	
Tue 07/06	Regular Time	08:00 am 12:00 pm	0.00	
Tue 07/06	Vacation	3.50	0.00	
Wed 07/07	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00	
Thu 07/08	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00	
Fri 07/09	Regular Time	08:00 am 12:00 pm 01:00 pm 04:30 pm	0.00	
Sat 07/10	Regular Time			

Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/11	Regular Time			

Work D...	Assignment...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Sp
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/05/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Regular Time	4.00	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Vacation	3.50	0.00	0.00	0.00	
07/07/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/08/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/09/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	

We Need Your Opinion

- **Split Funding**
 - Only one line of funding can be provided to UD WorkForce
 - What criteria should we use to determine this?
 - Highest percentage

Timeline

- Design: June 2021
- **Build: July 2021 - September 2021**
- Testing: October 2021 - December 2021
- Deployment: Winter 2021

Next Steps

- Build of Training Job Aid(s)
- Post Focus Group information to the UD WorkForce Website
- Continue to share any additional information regarding current process with us (udworkforce@udel.edu)

Questions?