

Employee
Time &
Attendance

System User's Guide



Office of Accounting Services
Payroll Division

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Introduction

The primary objective of the **Employee Time and Attendance System (ETA)** is to provide departments with an on-line method of entering employee work and leave time data. The system is composed of on-line screens which allow departmental representatives to enter and verify the time data for each Classified, Transient (same as Contingent), and Student employee in the department. The department will use the on-line facility to verify, print, and release employee time data to the Payroll Office.

Every department with hourly paid employees is required to use the ETA System. Hourly paid employees are classified, restricted, contingent (transient) or student employees. Departments must be connected to LSU's mainframe, have a printer or have access to one that is connected to the mainframe, and currently be on the Leave Tracking System. Restricted employees are included with classified employees on the ETA System.

The ETA System consists of several database tables, one of which includes each employee's record and the standard work schedule for classified and restricted employees. For each hourly-paid employee, the timekeeper for the department is required to add the employee's record to ETA and to set up a standard work week schedule for the employee if applicable. (Student and contingent employees do not have a standard work week.) The system will report the standard work week schedule for a classified or restricted employee to the Payroll Office every pay period unless the timekeeper reports any differences that may occur during that pay period (i.e., annual leave, sick leave, etc.). In this manner, ETA uses the concept of exception processing/reporting for classified and restricted employees to minimize timekeeper effort.

Student employee records are added to ETA when student appointment or change-in-source-of-funds forms become current on HRM. The program adds a new student record if the effective date of the form is within the current pay period or any time during the prior two pay periods. Verify that your new students are on ETA and call Payroll if there are any questions. Do not submit student work hours on handwritten time sheets when these hours should be added to ETA. For students no longer working in your department, be sure to process separation forms and delete the student records from ETA.

The timekeeper is required to make the necessary changes on the screens available for the pay period. Editing the data to be transmitted to Payroll may continue until the Monday morning following the end of the pay period. At that point, the timekeeper must release the departmental time to the Payroll Office to be processed for payment. The release mechanism will lock the information being transmitted, preventing the data from being further edited.

To Logon to the IMS System Enter a "S" next to IMS and press Ctrl (enter key). You will receive the Logonid/Password Screen. Enter your logonid and password, then press Ctrl. You will see "sign-on successful, session ready for input" message. Then press PF1 and you will receive the System Menu. Enter ETA and press Ctrl. The ETA-Employee Time & Attendance System Menu will appear (see example below).

EMPLOYEE TIME & ATTENDANCE SYSTEM MENU		04/21/03	
DEPARTMENT CODE: 18435	EMPL TYPE: C	* C=Classified	VOUCHER NBR:
		* S=Student	
		* T=Transient	
FUNCTION KEY	DESCRIPTION		
PF1	Help		
PF2	Dept Select Employees From Department List		
PF3	Return to System Menu		
PF4	Dept Check Status of Data Released to Payroll		
PF5	Dept Release Employee Time to Payroll		
PF6	Payroll Employee Time Release By Dept		
PF7	Payroll Dept Release Status Menu		
PF10	LVT Menu	EEEEEEE	TTTTTTTTT AAAAA
PF11	HRM Menu	EE	TT AA AA
PF12	Logoff	EEEEEE	TT AAAAAA
		EE	TT AA AA
		EEEEEEEE	TT AA AA

The PF4 option from the Department Selection Menu is used to create an employee's record and their standard work week schedule: an employee's regular work hours in a two-week period. When a new employee is entered in ETA, this is the option that will add/ create the new employee record and his/her standard work schedule. The following fields must be entered.

- Enter the employee's SSN
- Depress: PF4. The following screen will appear.

```

                                EMPL STANDARD WORK WEEK SCHEDULE                                04/21/03

UPDATE EMPLOYEES  WORK HOURS
SSN: XXX-XX-XXXX          NAME: Up, Follow          STANDARD WORK WEEK: 40.00
CHECK DISTRIB CODE : 18435      TITLE CODE: 160180      FLSA OVERTIME RATE: 1.50
FLSA STATUS CODE   : E (E=EXEMPT, N=NON-EXEMPT)      PREM/HAZARD RATE:
EMPLOYEE TYPE      : C (C=CLASS, T=TRANS, S=STUD)      ON-CALL RATE:

ENTER 'D' TO DELETE EMPLOYEE :                                VOUCHER NBR:

***** WEEK 1 TIME SCHEDULE ***** WEEK 2 TIME SCHEDULE *****
                                *
WEEKDAY  REG HRS                *   WEEKDAY  REG HRS
SAT                               *   SAT
SUN                               *   SUN
MON           8.00                *   MON           8.00
TUE           8.00                *   TUE           8.00
WED           8.00                *   WED           8.00
THU           8.00                *   THU           8.00
FRI           8.00                *   FRI           8.00

PF1 = ( HELP )                PF5 = ( UPDT STANDARD WORK SCHEDULE )
PF2 = ( EMPLOYEE SELECT SCREEN ) PF8 = ( DELT STANDARD WORK SCHEDULE )
PF3 = ( ETA MENU )            PF11 = ( NEXT EMPLOYEE RECORD )
PF4 = ( ADD NEW WORK SCHEDULE )

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A standard work schedule must be entered for all classified and restricted employees. Students and contingents will not have standard work hours entered because they do not work a regular schedule. Part-time classified employees must have their standard work schedule adjusted to reflect their reduced work schedule of less than the standard 40 hours.

After entering hours for classified and/or restricted employees or verifying the student and/or contingent information, depress **PF4** to add the new record.

The employee has been successfully added to the ETA system if you receive an "add successful" message at the top left side of the screen.

To return to the ETA Main Menu, depress **PF3**.

To return to the Department Selection Menu, depress **PF2**.

Updating the Classified/Restricted Work Schedule

The classified standard work schedule can be updated to reflect a temporary or permanent change in an employee's standard work week as follows:

From the ETA System Menu (see page 1), chose **PF2** which displays the ETA Department Selection Menu. The following data must be entered:

- The first five digits of the department account number
- Enter in the EMPL TYPE field one of the following:
 - C for Classified employees
 - S for Student employees
 - T for Contingent employees
- Depress: PF2
- The Department Selection Menu will display. This screen displays each employee and their social security number.
- Enter a "S" next to the desired social security number(s) and depress: **Ctrl(enter key)** You may make as many selections as necessary to update or view the employees' records.

**(Note: This is the only occasion when the Ctrl(enter key) is used.
All other transactions are performed via use of the PF keys.)**

- After selecting the desired employee(s), depress **PF5** to update the standard work schedule. The first selected employee will appear.
- Change the standard work schedule for classified or restricted employees only. Remember students and contingents do not have standard work week schedules; therefore, no updates are possible.
- Depress **PF5** to update any changes. An "update successful" message will appear in the upper left corner.

PF11 will bring up the next selected employee.

PF2 will return you to the Department Selection Menu.

- Enter the appropriate time and/or leave updates. Manual adjustments are only made to the work hours column if the employee worked overtime or is a restricted employee working less than their standard work week. When leave time is entered, work time is automatically adjusted. Leave time for the current pay period cannot be greater than the leave balance shown at the bottom of the screen.
- After entering changes, depress **PF6** to update. This will bring you directly into the leave tracking system to post beginning and ending time comments. **Note: ETA “update successful” message will appear in upper left corner of the leave tracking posting screen.**
- The leave transaction screen will be displayed with the leave time already entered from the work time update screen. You must enter the following fields:

Beginning time, (Example: 8:00a)
 Ending time, (Example: 10:00a)
 and a comment if desired.

ETA LEAVE TRANSACTIONS						04/21/03
ETA UPDTE SUCCESSFUL			ENTER LVT DATA AND PRESS PF6 TO UPDATE			
SSN XXX-XX-XXXX			NAME Report, Timely			
LEAVE TYPE	HOURS RQSTD	BEGINNING DATE	ENDING DATE	BEGINNING TIME	ENDING TIME	COMMENTS
A	3.00	04/07/2003	04/07/2003	8:00a	11:00a	teacher conference
S	2.50	04/10/2003	04/10/2003	2:00p	4:30p	doctor appt

AFTER ENTERING THE INFORMATION FOR LVT PLEASE DEPRESS -- PF6 -- TO UPDATE LVT

- Depress **PF6** to update leave tracking. This will return you to the week 1 work time update screen. “LVT updated successfully” message will display in the upper left corner. Notice how the leave column and work hours column have been updated.
 - Verify that the following totals are correct: paid hours, unpaid hours, and grand totals.
 - To view the second work week of the pay period, depress **PF7**.
 - The second work week will be displayed and updates may be entered in the same manner as week 1.
 - To view the next employee selected, depress **PF11**.
-

Updating Student/ Contingent(Transient) Time

Students and Contingents do not have standard work schedules so their time must be entered on the ETA system each pay period.

PF2 will display the ETA Department Selection Menu. The following data must be entered:

- The first 5 digits of your department account number and “S” in the EMPL Type field to select Student employees, or “T” to select Contingent employees.
- Depress **PF2** to display the ETA Department Selection Menu.
- **PF8** is used to update the student/contingent work time record. The following must be entered:
 Enter a “S” next to the employee(s) you wish to update
 Depress **Ctrl(enter key)**
 Depress **PF8** to update the work time record. The first selected employee record will be displayed (see example below).

STUDENT/TRANSIENT WORK TIME			04/21/2003																				
UPDATE	STU/TRANS	WORK HOURS																					
SSN: XXX-XX-XXXX	PAYROLL VOUCHER: 10527	NAME: Student, Super																					
DEPT ACCOUNT NBR: 184350502	CHECK DISTRIB CODE: 184350500	TITLE CODE: S980																					
MEALS:	EMPL TYPE: S (S=STU, T=TRANS)	STANDARD WORK WEEK:																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">WEEK 1 INFORMATION</th> <th style="text-align: left;">* WEEK 2 INFORMATION</th> </tr> <tr> <th style="text-align: left;">WEEKDAY DATE WORK HRS</th> <th style="text-align: left;">* WEEKDAY DATE WORK HRS</th> </tr> </thead> <tbody> <tr> <td>SAT 03/29/2003</td> <td>* SAT 04/05/2003</td> </tr> <tr> <td>SUN 03/30/2003</td> <td>* SUN 04/06/2003</td> </tr> <tr> <td>MON 03/31/2003 3.00</td> <td>* MON 04/07/2003 3.00</td> </tr> <tr> <td>TUE 04/01/2003 5.00</td> <td>* TUE 04/08/2003 5.00</td> </tr> <tr> <td>WED 04/02/2003 3.00</td> <td>* WED 04/09/2003 3.00</td> </tr> <tr> <td>THU 04/03/2003 5.00</td> <td>* THU 04/10/2003 5.00</td> </tr> <tr> <td>FRI 04/04/2003 4.00</td> <td>* FRI 04/11/2003 4.00</td> </tr> <tr> <td>WEEK 1 TOT WORK HRS: 20.00</td> <td>* WEEK 2 TOT WORK HRS: 20.00</td> </tr> </tbody> </table>		WEEK 1 INFORMATION	* WEEK 2 INFORMATION	WEEKDAY DATE WORK HRS	* WEEKDAY DATE WORK HRS	SAT 03/29/2003	* SAT 04/05/2003	SUN 03/30/2003	* SUN 04/06/2003	MON 03/31/2003 3.00	* MON 04/07/2003 3.00	TUE 04/01/2003 5.00	* TUE 04/08/2003 5.00	WED 04/02/2003 3.00	* WED 04/09/2003 3.00	THU 04/03/2003 5.00	* THU 04/10/2003 5.00	FRI 04/04/2003 4.00	* FRI 04/11/2003 4.00	WEEK 1 TOT WORK HRS: 20.00	* WEEK 2 TOT WORK HRS: 20.00		
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PF1==> (HELP)	PF6==> (UPDATE TIME FOR CURR PAY PERIOD)																						
PF2==> (EMPL SELECT SCREEN)	PF11=> (NEXT EMPLOYEE)																						
PF3==> (ETA MENU)																							

- Enter the work hours for this pay period and verify accuracy.
- Depress **PF6** to update time for the current pay period. Check the computer totals against your manual timesheet totals. Make corrections if necessary.

Depress **PF11** to display the next selected employee or **PF2** for the Department Selection Menu.

Department Work/Leave Summary

Once all of the time is entered for your employees, this screen allows you to check your manual timesheet totals against the computer totals before releasing the time to Payroll.

PF4 from the main ETA menu will display a summary screen showing all employees in a department with their work time and leave time.

Enter the department code, employee type, and depress **PF4**.

This screen should be used to verify that the correct hours/ leave were entered for each employee before the time is released to Payroll (see example below).

DEPT EMPLOYEE TIME RELEASE SUMMARY	04/21/2003
MORE RECORDS FOR THIS DEPARTMENT	
HOME DEPARTMENT CODE:	18435 VOUCHER NBR: 10530
SOCIAL SECURITY NUMBER:	XXX-XX-XXXX NAME: Tower, Memorial
ETA DATA TYPE:	C (C=CLASS TIME, S=STU TIME, T=TRANS TIME)
	P/R
SOCIAL SEC	EMPLOYEE NAME REL WRK-HRS LVE-HRS
XXX-XX-XXXX	Airplanes, Fly 80.00
XXX-XX-XXXX	America, Beautiful 80.00
XXX-XX-XXXX	Apples, Candy 80.00
XXX-XX-XXXX	Baseball, Tiger 77.00 3.00
XXX-XX-XXXX	Basket, Flower 80.00
XXX-XX-XXXX	Beatles, Favorite
XXX-XX-XXXX	Blanket, Charlie 80.00
XXX-XX-XXXX	Break, Spring 80.00
XXX-XX-XXXX	Campus, Gorgeous 74.50 5.50
XXX-XX-XXXX	City, Capital 80.00
XXX-XX-XXXX	Day, Sunny 80.00
XXX-XX-XXXX	Employee, Exceptional 80.00
XXX-XX-XXXX	Fan, LSU 80.00
XXX-XX-XXXX	Holidays, Fall 72.00 8.00
XXX-XX-XXXX	Picture, Paint 80.00
PF1=> (HELP) PF3=> (ETA MENU) PF5=> (RLSE TIME SCR) PF11=> (NEXT PAGE)	

Printing Department Timesheet and Releasing Department Time to Payroll

PF5 on the main ETA menu will display the department release screen.

**Note: At this time please check the printer destination and
print mode to verify where your time is being printed.**

To print timesheets only, enter the department code, employee type, and depress **PF5**. The following screen will display:

PRESS PF6 TO PRINT Timesheet

HOME DEPT NBR: **18435** PRINTER DESTINATION: STMT2 PRINTMODE(P OR L): P
P=PORTRAIT L=LANDSCAPE

ETA DATA TYPE: **CT** * CT=CLASSIFIED TIME, CA=CLASSIFIED ADJUSTMENTS,
* ST=STUDENT TIME, SA=STUDENT ADJUSTMENTS,
* TT=TRANSIENT TIME, TA=TRANSIENT ADJUSTMENTS.

NUMBER OF EMPLOYEES TRANSMITTED	:	20
NUMBER OF EMPLOYEES NOT TRANSMITTED	:	0
TOTAL WORK HOURS	:	1583.50
TOTAL PAID LEAVE HOURS	:	16.50
TOTAL HOLIDAY HOURS	:	0.00

PF1==> (HELP)	PF8==> (RELEASE TIME TO PAYROLL - PRINT TimesheetS)
PF3==> (ETA MENU)	PF9==> (DEPT RELEASE SUMMARY)
PF6==> (PRINT TIMESHEETS ONLY)	PF11==> (NEXT DEPARTMENT)

Verify that the totals are correct and depress **PF6** to print the department timesheet. This timesheet will have daily detail totals and should remain in the department after being initialed/ verified by each employee and their supervisors.

**Note: Civil Service Rule 15.2 requires that all employees and their supervisors
certify hours of attendance and absence from duty.**

You may use the **PF6** as many times as you like. If any errors are found or adjustments are needed, you can go back and make changes before you release the time to Payroll. Check your corrections/adjustments carefully to ensure that the employees will be paid correctly. By using the **PF6** you can also be sure that your printer is functioning properly before you do the final release to Payroll.

To release department time to Payroll and print departmental approval timesheet that is sent to Payroll:

PF5 from the main ETA menu will display the department release screen.

Enter the department code, employee type, and depress **PF5**.

Verify that the totals are correct, then depress **PF8** to release the time to Payroll.

This step also prints the timesheet to be signed/approved by department. This timesheet has weekly totals and grand totals for work and leave hours. After appropriate departmental signatures are obtained, send this timesheet to Payroll for payment. **Payroll cannot pay the employees until we receive signed departmental authorization to do so.** Please submit your payroll in a timely manner so you will not delay the payroll for other employees. **Remember that timesheets are due in Payroll by 10:00 a.m. on Monday before payday. Adherence to this schedule is imperative.**

Note: After the department time is released to Payroll, employee time can not be updated for that payroll. Please check your payroll for accuracy before you release (PF8). You must submit corrections on handwritten vouchers if you find any errors after you have released department time to Payroll.

Additional ETA Information

How To Delete an Employee Record

Most importantly, do not delete an employee record from ETA until he/she has received their last paycheck.(not including leave payments). Removing the employee record off your account on HRM does not automatically delete that employee record from ETA. It is your responsibility to delete the employee record from ETA so that the employee will not continue being paid. Go to the Department Selection Menu and enter a "S" next to the employee record you wish to delete. Press enter, then press **PF7**. The employee record will be displayed. Verify that the correct employee name and social security number are shown; then enter "D" in the space labeled "Delete Employee" and press **PF8** to delete the employee record.

Restricted Employees

Restricted employees do not earn leave. However, they are set up for a standard work week on ETA. Therefore, if they do not work the normal 8-hour day, you must adjust their hours in the work hours' column. For example, if the employee only worked 5 hours, tab down to the work hours' column and type "5.00" over the 8.00 so the employee will not be overpaid. Use the PF6 option to update the adjustment.

Overtime

Overtime is adjusted in the work hours' column. If an employee worked 2 hours overtime (more than their regular 8 hours), tab down to the work hours' column and type "10.0". Note: Overtime and adjustments for restricted employees should be the only time you make manual adjustments to the work hours' column.

Comp Time

Comp time is always entered as the **actual hours worked**. The computer will calculate time and a half if the employee is eligible for it. For example, if the employee worked 1 hour overtime, tab down to the COMPE (comp earned) column and enter "1.0" not "1.5". An employee must use all compensatory time before using annual leave. For example, if the system won't let you enter annual leave, check the leave balances on the bottom of the work week update screen. If there is a COMP balance, you must use this amount before you can use annual leave. If you are using COMP in conjunction with annual leave, enter them one at a time, doing the COMP time first. Use the COMPT (comp taken) column to use any comp time already posted. You can not use more than is shown in the balance on the bottom of the work week screen.

Reminders

- If a classified employee transfers from your department to another, you must adjust his/her hours to reflect the hours actually worked in your department for the time period. You must “zero out” the work hours not worked in your department because the new department will have to send in a timesheet for that employee. To “zero out”, place five zeros (00000) in the column to erase the work hours. **Do Not Space Out The Numbers. You Must Use All Zeros.** (If the employee’s new department turned in time on that employee and you did not adjust their hours, then the employee will be overpaid.)
- If a classified or restricted employee **separates**, you must delete him/her from ETA or they will be overpaid if their current form on HRM is not a separation.
- If an employee **separates**, you must delete them from ETA; but just make sure you do not delete them too soon.
- Remember that annual leave is paid from the personnel action form ONLY, not ETA.
- Remember to use only the first five digits of the account number.
- Remember to test your printer before releasing your time to Payroll. Always test by using the **PF6** key. **Once you release, you can not make changes to that released payroll. Corrections or additional hours must be submitted on a handwritten voucher.**
- If you receive a late leave slip after time has been submitted, you must do an adjustment directly to the leave tracking system.
- Remember that you can not add a new employee or add a new account until the form is current on the HRM system. You can check on the status of your form on HRM by viewing the employee on the I DTRN screen.
- **On call, premium, or hazardous duty hours** must be added onto ETA on the week in which the employee actually performed the duty.
- University designated **holidays** are automatically loaded onto ETA when the voucher is loaded. If an employee works that day, then place the number of hours worked in the work hours’ column. Overtime pay will be automatically calculated. If your department has “floating” holidays or a different holiday schedule than defined by the System Office, please call Payroll for assistance.