HR Time Collection System
Agenda Topics

• KABA Time Collection System Overview
  – Time Collection Devices (TCD)

• Employee Responsibilities
  – How to clock In/Out of the Devices
  – Employee Timesheet View
  – Time Keeping Location (TKL) Assignment
  – Direct Supervisor ID

• Supervisor Responsibilities
  – Basic Time Management Hierarchy
  – Supervisors

• Timekeeper Responsibilities
  – Basic Time Management Hierarchy
  – When to get involved with timesheet approval

• Timesheet Responsibilities (Supervisor or Timekeeper)
  » Resolving Punch Exceptions
  » Printable Timesheets
  » Payable Time Details
  » Badge Queries
  » Projected Wages Report

Updated 12/1/2016
Time Collection System Overview

- Types of Time Collection Devices (TCD)

**KABA web clock**

![KABA web clock](image1.png)

**KABA wall clock**

![KABA wall clock](image2.png)
Basic Punch Employee Responsibilities

• Be on time for scheduled work activity
• Clock In/Out on the KABA clock device (specified by the supervisor)

  – Web clock

  and/or

  – Wall clock

• Follow the onscreen instructions to record In/Out punch data
• Follow department guidelines regarding lunch and breaks
• Follow department guidelines regarding missed punches
• Notify the supervisor immediately if unable to punch In/Out of a KABA clock device.

*Please document any errors or messages displayed on the clock screen.*
Time Collection System Overview (cont’d)

• For those utilizing a KABA web clock
  – Accessible through the MYPACK Portal (with a valid unity_ID and password)
    • The portal will reflect a “My Time” option to record time worked through the “Web Time Clock”
    • A short-cut web clock icon can be created on the PC desktop but a valid unity_ID/password are required for shibboleth access/login
    • The web clock will require the employee to log back into shibboleth after 40 minutes of inactivity
    • The web clock can also be accessed through the following navigation path: Main Menu->Employee Self Service->Time Reporting->Report Time->Web Time Clock
  – The web clock requires a valid 9 digit NCSU ID # before the employee can punch In/Out.
  – Convenient for employees with access to a computer, laptop, or personal IP device with access to the internet.

Updated 12/1/2016
Enter your 9 digit employee ID# then click OK.
Click on the "Job Clock In" link at the beginning of your work day or when returning from a break, (i.e: lunch)
If you have multiple jobs, select the appropriate clock location (TKL) from the drop down list then click “Start” at the bottom of the screen.
KABA Web Clock

B-COMM for PeopleSoft Time and Labor 7

12/14/2016

Welcome LOLA BUNNY. (Job Clock Successful)

OK

Successful clock punch.
Click on the “Job Clock Out” link for breaks or the end of your work day. The employee will have to clock out of the current job before clocking “In” on a different job within the same day.
KABA Web Clock

Good Bye LOLA BUNNY. (Job Clock Successful)

Successful clock punch.
Employees can view current or previous punch data by clicking on “Time Record View”.

KABA Web Clock
Select a date to review punch history and click the “Save” button at the bottom to view.
Click “Done” at the bottom when you are finished or the screen will timeout and clear.
Time Collection System Overview (cont’d)

- For those utilizing a KABA wall clock
  - Wall mounted clocks have a proximity ID reader built-in and onscreen instructions to clock In/Out.
  - Employees issued NCSU ID cards on or after May 2010 come equipped with a proximity access ID #
  - Proximity access allows employees to use the card scanning feature to punch In/Out and track time worked.
  - Recommended with employees who have little or no access to computers.
**Clocking In**
- Hold your NCSU ID badge within a few inches of the ID reader.
  - **Note:** The screen will briefly display employee information associated with the badge then provide screen options to select.
- Touch the “Job Clock In” key on the left side of the screen display to clock in.
  - **Note:** If you work multiple jobs you will have to select the scheduled job activity before clocking in.
- Always follow the onscreen or guide by light instructions.

**Clocking Out**
- Hold your NCSU ID badge within a few inches of the ID reader.
- Touch the “Job Clock Out” key on the left side of the screen display to clock out.
- Always follow the onscreen or guide by light instructions.

**Exception Notification**
If for any reason you are unable to access the clock, **notify your manager immediately and report the issue.** Please note any errors or screen messages. Also check with your manager for alternative Time Collection Devices (TCD) to punch In/Out.
KABA Wall Clock Screen

Employee ID

Updated 12/1/2016
Follow the on screen instructions to Clock In
Successful Clock In
Clocking In/Out (multiple jobs)
Follow the on screen instructions to Clock Out
Successful Clock Out
KABA records the actual time stamp (hh:mm) submitted by the employee then transfers the data directly into the HR System in 15 minute intervals, starting at the top of the hour.

Once the timesheet is approved, the employee In/Out punch combinations are processed, rounded to the nearest quarter hour, and paid biweekly.
Employee Self Service Timesheet View

Employees can view or print recorded timesheet data by clicking on “My Timesheet” from MYPACK Portal.

Employee punch data must be approved by the supervisor before a processed timesheet can be generated. Select a “Check Date” by clicking on the highlighted icon then click “Generate Time Sheet”.

NOTE: Employees have the option to approve their timesheet by checking the box beside the check date if they agree with the supervisor approval.
Employee Self Service Timesheet View (cont’d)

The Display/Print Time Sheet panel (below) allows the user to select a specific check date by clicking on the high-lighted search icon, then choosing one of the biweekly pay periods, (example on the right). After the date is selected then click “Generate Time Sheet” to view and/or print the timesheet.
# Approved and Processed Timesheet

**NC STATE UNIVERSITY**

**Timesheet – Biweekly**

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<th>Employee ID</th>
<th>200075787</th>
</tr>
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<tbody>
<tr>
<td>TKL</td>
<td>699 - HRIM - HR</td>
</tr>
<tr>
<td>Curr Supervisor</td>
<td>Bunny, Bugs</td>
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<td>Department</td>
<td>HR Information Mgmt (HRIM)</td>
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<tr>
<td>Payroll Run ID</td>
<td>20172R12</td>
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<tr>
<td>As Of</td>
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**Pay Period**
11-05-2016 - 11-18-2016

**Pay Day**
12-02-2016

**Exp End Date**
12-03-2016

<table>
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<tr>
<th>Sat 11-05-2016</th>
<th>Sun 11-06-2016</th>
<th>Mon 11-07-2016</th>
<th>Tue 11-08-2016</th>
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<td>In</td>
<td>Out</td>
<td>In</td>
<td>Out</td>
<td>In</td>
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<tr>
<td>In</td>
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<td>2.50</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
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**Week Ending 11-11-2016**
Total Hours Worked 11.00

*Holiday*

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<td>11:29AM</td>
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<td>3.50</td>
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**Week Ending 11-18-2016**
Total Hrs Worked 15.25
Total Hrs for Pay Period 26.25
Total All Jobs = 26.25

I certify that all hours have been recorded accurately

Electronic Signature on File. 11-21-2016 08:10 AM

Employee Signature Date
Supervisor Signature Date

Updated 12/1/2016
# Timesheet Summary with Project IDs

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

<table>
<thead>
<tr>
<th>Date</th>
<th>Project ID</th>
<th>Hours</th>
<th>Hourly Rate</th>
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<td>$20.00</td>
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<td>$10.00</td>
<td>$54.00</td>
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**Period Ending:** 11-18-2016

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</thead>
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<tr>
<td>Employee</td>
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<td></td>
<td>26.25</td>
<td>$262.50</td>
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</tbody>
</table>

**Allocation Totals:**

**Project ID | Hours | Amount**

| 221097     | 5.25  | $52.50 |
| 571106     | 21.00 | $210.00|

---

**Electronic Signature on File.**

11-21-2016 08:10 AM

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**Timesheet Project Override**
If the employee timesheet has not been approved there will be an option for the employee to view/print raw punch data captured on the timesheet. This example reflects unapproved/unprocessed punch data.
Time Keeping Location (TKL) Number

A Time Keeping Location (TKL) is a unique digit/alphanumeric code identifying the primary work unit the employee is assigned to record In/Out punch data.

Each job record in the HR System that requires the employee to punch In/Out will be assigned to a specific TKL for the following transactions:

- Hire
- Rehire
- Additional Jobs

It doesn’t matter if the employee utilizes a wall or web clock, the time punch data will be tracked against the TKL associated with the specific job data record.

Updated 12/1/2016
Time Keeping Location (TKL) cont’d

A TKL is a combination of numbers that reflect the division OUC followed by digits or alphanumeric TKL codes

i.e.: 47714 represents
   47 – Campus Enterprises (OUC)
   714 – Case Dining location (TKL)

• Employees are assigned a primary TKL through the Job Action Request (JAR) process
• The **Supervisor ID** is also identified through the JAR process which gives them direct access to the employee timesheet
• Timekeepers must be setup through a Security Access Request (SAR), to manage and approve employee timesheets assigned to a specific TKL. **SAR code = Campus Time & Labor Timekeeper**

Updated 12/1/2016
**TKL and Supervisor Assignment**

- Initiate the JAR transaction and assign a primary Time Keeping Location (TKL) in the appropriate field

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### Hire Temp- Subject to FLSA for AG00009717

#### Initiate Job Request

<table>
<thead>
<tr>
<th>Name Prefix:</th>
<th>Ms</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Shaniqua</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>Monique</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Harris</td>
</tr>
<tr>
<td>Name Suffix:</td>
<td></td>
</tr>
</tbody>
</table>

**Employee's Work Location / Address**

- **On Campus:** On Campus
- **Building #:** 082
- **Room Number:** 00101A
- **Campus Box:** 7307

**UNIVERSITY DINING**

**Employee Details**

- **Candidate Email:** smharris1985@gmail.com
- **HR Hiring Proposal:** 150880TM
- **Temp Category:** Temp SP
- **Time Keeping Location:** 715, Fountain Dining Hall (KASA Punch EE's Only)

**Job**

- **Action:** Hire
- **Effective Date:** 06/09/2016
- **Expected Job End Date:** 05/08/2017
- **Base Compensation:** $10,000.00
- **Location:** NC, North Carolina
- **Department:** 471501
- **Location:** 194
- **FTE:** 0.725 Total FTE: 0.725
Timesheet Approval Hierarchy

Division Payroll Coordinator

Departmental Timekeeper

TKL #100
Supervisor ID
Employee 1
Employee 2
Employee 3
Employee 4
Employee 5

Departmental Timekeeper

TKL #101
Supervisor ID
Employee 1
Employee 2
Employee 3
Employee 4
Employee 5

TKL #102
Supervisor ID
Employee 1
Employee 2
Employee 3
Employee 4
Employee 5

NOTE: HRIM CANNOT approve employee timesheets

Updated 12/1/2016
Supervisor Responsibilities

• Supervisors will be able to review, update, approve and print (if required) all direct report timesheets in the HR system.

• Supervisors are responsible for making sure employee timesheets are accurate, valid and approved for the pay period:
  – Project ID and allocation totals
  – Hours worked each day and total hours each week
  – Hourly rate of pay and total dollar amount
  – Overtime hours
  – Total hours of all jobs worked

• Supervisors have a total of 18 days (from the pay period begin date) to review and approve direct employee timesheets
  – Email notifications will be sent out at the completion of a biweekly pay period IF the supervisor has not approved their direct report timesheets.

• If supervisors does not validate and approve employee timesheets within the 18 day window, they will have to work directly with their timekeeping support personnel to resolve any timesheet issues or approvals.

Updated 12/1/2016
Supervisor Quick Links

“My Temporary Employee Time”
Makes it easy for supervisors to manage biweekly employee timesheets
Click on “My Employees Timesheets” (above) to access your direct reports. The results panel will reflect the names of your employees. It also indicates the “Reported Hours” for the pay week & “Hours to be Approved”. Click on the employee “Last Name” to open and review the timesheet.
The KABA devices transfer employee In/Out punch data directly to their timesheet every quarter hour.

Supervisors have a total of 18 days with each pay period to review, validate, update, and approve employee timesheets.
All biweekly (temp hourly) employee timesheets require “Supervisor Approval” before they can be processed by payroll. If the timesheet is not approved before the biweekly pay period lockout deadline the employee may not be paid correctly for the pay period. (i.e: “Reported Status” indicates if time “Needs Approval”).

<table>
<thead>
<tr>
<th>Select</th>
<th>Add Comments</th>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Out</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sat</td>
<td>11/19</td>
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<td></td>
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<td></td>
<td></td>
<td>Sun</td>
<td>11/20</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>11/21</td>
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<td>1:02:00PM</td>
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<td></td>
<td></td>
<td>Tue</td>
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<tr>
<td></td>
<td></td>
<td>Wed</td>
<td>11/23</td>
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<td></td>
<td></td>
<td>Thu</td>
<td>11/24</td>
<td>New</td>
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<td></td>
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<td>11/25</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
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<td>12/2</td>
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</table>
The supervisor can update the employee timesheet with missing punch data or correct any data field that cannot be validated. Simply click in the appropriate “In or Out” box and enter/update the time stamp: **hh:mm AM or PM**. Click the “Submit” button at the bottom of the timesheet to make the update.
### Timesheet Exceptions

High severity exception alarms cannot be processed by payroll until resolved. To resolve the high exception alarm, click on the employee last name to go directly to the timesheet and review the employee punch data.
In this example the employee did not punch OUT on the date in question. To clear/resolve the alarm the supervisor would need to verify when the employee clocked out, update the OUT punch field with the missing punch data (hh:mm AM or PM) and “Submit” the entry.
In this example the missing OUT punch has been submitted but the alarm will not clear until the supervisor approves the punch data. Once the payroll audit detects the approval the alarm will clear if no other issues are discovered. *(audit cycles run 4x a day)*
Once the timesheet has been approved the supervisor or timekeeper can generate a processed timesheet by selecting the check date they would like to view.

To resolve punch time exceptions go directly to the timesheet summary report. **Please click here to access employee timesheets.**
Approving Reported Time

“View By” can also be changed.

The supervisor can approve “All Time After” a specific date. The HR system will default to the most current biweekly pay period but the supervisor may have to adjust the date if it does not coincide with the time frame they are trying to approve. Click the “Last Name” of the employee to access the timesheet.
Approving Reported Time

Warning: If exception alarms exist they should always be resolved before approving reported time. The supervisor can approve the date later in the pay period.

Supervisors will need to check the boxes in the “Select” column once they validate the dates the employee submitted (In/Out) punch data. Click the “Approve” button (below) after the boxes have been checked to process employee time for the pay period.

Note: “Select All” will place a check in boxes when the employee submitted punch data followed by clicking the “Approve” button. “Deselect All” will remove all checks.
Approving Reported Time

When the employee timesheet has been reviewed/approved the “Reported Status” column will reflect, “Approved”.

If for any reason a specific punch entry needs to be updated, after being approved, the entry must be submitted and RE-APPROVED before it can be processed by Payroll.
An Approval Notification on a Timesheet that has been posted for an Employee(s) that you supervise requires your approval.

**NOTICE:** Temporary staff or student workers that report to you have reported hours worked for the pay period that ended at midnight this past Friday. You MUST approve these reported hours **before they can be paid.** The reported time can be accessed from the link provided below.

[Click here to approve reported time](#)

**Supervisors are responsible for their direct report timesheets!** Please approve employee hours so they can be processed by Payroll. If reported hours are not reviewed, resolved, and approved by 5pm **Date** employees will not be paid correctly. Disregard this notification if you have managed reported hours prior to this email being sent.

If you need further assistance, contact your departmental/divisional timekeeping HR Administrator for assistance. **DO NOT REPLY TO THIS EMAIL.**

If supervisors **DO NOT** approve employee timesheets by the end of a pay period an email notification will be sent the following day, (Saturday).
**Final Timesheet Approval Notification**  
This serves as a final notice for the pay period that temporary staff or student workers that report to you have reported hours worked for the pay period that ended at midnight this past Friday and to provide you with a final opportunity to approve employee reported hours before they can be paid. The reported time can be accessed from the link provided below.

[Click here to approve reported time](#)

Supervisors are responsible for their direct report timesheets! Take this final opportunity to approve employee reported hours so they can be processed by Payroll. Please review, resolve and approve any timesheets by 5pm today. Failure to do so will result in the employee being paid incorrectly or not paid at all if the reported time is not approved.

**DO NOT REPLY TO THIS EMAIL**

If you have managed direct reports timesheets throughout the pay period and no further verification, modification, and/or approval is required, disregard this notification.

**Any issue discovered with a timesheet that is not resolved and/or approved by 5pm today, must be reported to your departmental/division timekeeper immediately to provide them with the opportunity to correct and/or approve timesheets before payroll is processed.**

A final email notification will be sent if supervisors have still not approved employee timesheets. After the Tuesday lockout deadline the supervisor will not be able to update or approve the employee timesheet. 

*Supervisors must work with the Dept/Divisional timekeeper for assistance after the lockout deadline date.*
Employee Timesheet requiring approval

To see a list of college/division level approvers, click on the “Approval Monitor”.

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<td></td>
<td>Sun</td>
<td>5/25</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>8:00:00 AM</td>
<td>9:00:00 AM</td>
<td>1.00</td>
<td></td>
<td>Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon</td>
<td>5/26</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>8:00:00 AM</td>
<td>11:45:00 AM</td>
<td>3.75</td>
<td></td>
<td>Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tue</td>
<td>5/27</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>8:00:00 AM</td>
<td>10:00:00 AM</td>
<td>2.00</td>
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</tr>
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<td></td>
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<td>Approval Monitor</td>
<td>9:00:00 AM</td>
<td>9:45:00 AM</td>
<td>0.75</td>
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<td>Online</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Thu</td>
<td>5/29</td>
<td>Needs Approval</td>
<td>Approval Monitor</td>
<td>8:00:00 AM</td>
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<td>3.10</td>
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<td></td>
<td></td>
<td>Fri</td>
<td>5/30</td>
<td>Needs Approval</td>
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<tr>
<td></td>
<td></td>
<td>Sat</td>
<td>5/31</td>
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<td>Approval Monitor</td>
<td>11:00:00 AM</td>
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<td>6/1</td>
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<td></td>
<td></td>
<td>Mon</td>
<td>6/2</td>
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<td></td>
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<td>8:00:00 AM</td>
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<td>Approval Monitor</td>
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<td></td>
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</tr>
</tbody>
</table>
Employee Timesheet requiring approval

Click the "Multiple Approvers" link to view a list of college/division level approvers.
Timekeeper Responsibilities

• Manage and support recorded time entries for employees assigned to their specific TKL’s each pay period.
  – Employees will be assigned to a primary TKL and supervisor when hired through the Job Action Request (JAR) process, *(previously covered)*.
  – After supervisor lockout has passed, the timekeeper has two additional days to review, update, or approve employee timesheets.
    • Timekeepers may have to consult with the Division Payroll Coordinator to resolve timesheet issues after the timekeeper lockout deadline.

• Collaborate with the assigned supervisor in job data to verify or resolve any timesheet issues during the pay period including:
  – Missed punches
  – **Exception alarms**
  – Incorrect punch entries
  – Project ID#’s
  – Timesheet approval *(if necessary)*

• If Printed Timesheets are required, work directly with the employee and supervisor to validate the appropriate signatures have been captured.
Timekeeper Responsibilities (cont’d)

Know how to access the biweekly lockout schedule and understand what lockout actually means:
Reference Link, Bi-Weekly Schedule: https://payroll.hr.ncsu.edu/for-payroll-coordinators/

Supervisor Lockout
• Supervisors have 4 days after a pay period ends to manage & approve timesheets
• After the 4th day (Tuesday) supervisors cannot manage or approve employee timesheets
• Employee’s may not be paid correctly if the timesheet has not been validated & approved

Timekeeper Lockout
• Timekeepers have an additional two days after supervisor lockout to manage and/or approve employee timesheets if necessary
• Monitor employee timesheets on a regular basis to manage and clear exception alarms
• Notify the supervisor if you do not see employee timesheets being managed appropriately
  – Makes it easier to resolve issues while it is fresh in everyone's mind
  – Favorably positions the unit to meet payroll deadlines
  – Minimizes human error
  –Eliminates delays in payment

Updated 12/1/2016
Interpreting the Payroll Lockout Schedule

<table>
<thead>
<tr>
<th>Payroll ID</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Flat Rate Request Form Due in HR</th>
<th>Grad Atpts Due</th>
<th>Temporary Time Sheets Due in HR System</th>
<th>Payroll Lockout - Time Records Taken By Payroll</th>
<th>Payday</th>
<th>Off Cycle Check Cutoff Noon</th>
<th>Off Cycle Check Payday</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>20172R01</td>
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<td>Jun 03</td>
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<td>Jun 24</td>
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<td>Jul 08</td>
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<tr>
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<td>Feb 14</td>
<td>Feb 17</td>
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<td>Jan 13</td>
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<td>Feb 13</td>
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<td>Mar 14</td>
<td>Mar 17</td>
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</tr>
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<td>Jun 30</td>
<td>*Jul 03</td>
<td>Jul 07</td>
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</tr>
</tbody>
</table>

Reference Link: [https://payroll.hr.ncsu.edu/for-payroll-coordinators/](https://payroll.hr.ncsu.edu/for-payroll-coordinators/)

Updated 12/1/2016
Timekeepers can enable My Temporary Employees Time “quick links” by checking “My Temporary Employees Time” to utilize the same options as supervisors. The “Payroll Lockout Monitor” is another option very beneficial for timekeepers. Once option have been selected click “Save” at the bottom.
<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Desc. Description</th>
<th>Sev.</th>
<th>Reason</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLX10064</td>
<td>Invalid Punch Order IN/IN</td>
<td>High</td>
<td>Back to back IN punch, potentially a time punch reset of the employees punch in status after 18 hours of not punching OUT.</td>
<td>Verify employee/schedule if required. Enter the appropriate missing punch time before payroll lockout.</td>
</tr>
<tr>
<td>TLX10064</td>
<td>Invalid Punch Order OUT/OUT</td>
<td>High</td>
<td>Back to back OUT punch, rarely happens but potentially the employee failed to verify the information on the screen &amp; punched incorrectly.</td>
<td>Verify employee/schedule if required. Enter the appropriate missing punch time before payroll lockout.</td>
</tr>
<tr>
<td>NC000002</td>
<td>Multiple Job Punch Overlap</td>
<td>High</td>
<td>The employee has multiple jobs and potentially clocked IN on one job before clocking OUT of the other job.</td>
<td>Verify employee/schedule if required. Adjust the punch time to the appropriate In or Out time for each job before payroll lockout.</td>
</tr>
<tr>
<td>TLX00450</td>
<td>More than 24 hours reported</td>
<td>High</td>
<td>The sum of accumulated hours exceed 24 hours. Keep in mind the other exceptions listed could be a contributing factor for this alarm.</td>
<td>Verify employee/schedule if required. Potentially there could be a missed punch. If so correct missed punch before payroll lockout.</td>
</tr>
<tr>
<td>TLX00031</td>
<td>Invalid HR Status</td>
<td>High</td>
<td>The biweekly employees payable status is invalid which means the job data status is Inactive in the HR System. Clock punch data was entered and submitted prior to the inactive date.</td>
<td>Verify employee work status. Update the employee job data and/or verify the employee timesheet if required to match their current job data status before payroll lockout.</td>
</tr>
<tr>
<td>TLX00032</td>
<td>Invalid HR Status</td>
<td>High</td>
<td>The monthly employees payable status is invalid which means the job data status is Inactive in the HR System. Clock punch data was entered and submitted prior to the inactive date.</td>
<td>Verify employee work status. Update the employee job data and/or adjust the employee timesheet if required to match their current job data status before payroll lockout.</td>
</tr>
<tr>
<td>NC000003</td>
<td>Excessive Hours (&gt;14/day)</td>
<td>Low</td>
<td>The employee’s accumulated work time for one day is more than 14 hours total.</td>
<td>Verify employee/schedule if required. Allow the exception if manager approves excessive hours.</td>
</tr>
<tr>
<td>NC000004</td>
<td>Invalid Project ID</td>
<td>High</td>
<td>The Project ID or account information the employee should be paid from is not valid</td>
<td>Verify employee distribution and account information if required. Select a valid Project ID and resubmit payable time.</td>
</tr>
<tr>
<td>NC000005</td>
<td>In Punch Without Out Punch for 24 Hours</td>
<td>High</td>
<td>The employee failed to clock out within a 24 hour timeframe.</td>
<td>Review the timesheet and follow-up with the employee to find out why they missed a punch. Update the timesheet appropriately.</td>
</tr>
</tbody>
</table>

Reference Link: [https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/exception_alrms.pdf](https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/exception_alrms.pdf)
Exceptions alarms will appear for any employee who has an exception alarms on their timesheet.
- Supervisor automatically see employee names with exception alarms, reflected in this example.
- Timekeepers have Filtering Options to help narrow down the search results.
- Timekeepers should monitor exception alarms on a regular basis, daily or weekly.
- Once the exception is resolved the punch entry needs to be approved and one of the system audit cycles need to pick up the change.
Additional Filtering Options to help narrow down search results. Select the criteria and click “Get Employee” to retrieve the results.

### Employee Selection Criteria

<table>
<thead>
<tr>
<th>Description</th>
<th>Time Reporter Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td>0002827</td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Location Code</td>
<td></td>
</tr>
<tr>
<td>North American Pay Group</td>
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</tr>
</tbody>
</table>

### Filtering Options

- **Date Filter**: equal to
- **Employee Filter**: equal to
- **Exception Filter**: equal to
- **Severity**: Low
- **Run Control ID**: 

**Start Date**: 

**Employee ID**:  

**Exception ID**: 
• **High** severity exception alarms cannot be processed for payment until resolved.
• High exceptions have to be resolved directly on the employee timesheet, (click on employee last name)
• **Low** exception alarms can be cleared by checking the “Allow” box and saving.
  (However, make sure the time is valid before clearing any low exception alarm.)
Resolving Timesheet Exceptions

- When the employee “Last Name” is selected from the exception panel it will land on the timesheet.
- In this example the high exception is due to a missing “OUT” punch and must be resolved before the hours can be calculated correctly.
- Simply enter the missing out punch data on the timesheet and click Submit.
- The next time the audit runs the system will detect the updated entry and the alarm will clear.
Manager Search Options

By default “Manager Search Options” are setup to view any direct reports as illustrated in this example.

Timekeepers supporting one or more TKLs will have to select different criteria to see the majority of employees showing up in the results.

The instructor will cover various option during the class. Once the criteria has been selected click the “Save” button at the bottom.
Timekeepers can try using the quick link option (right) discussed earlier or follow the navigation path above to view/print processed timesheets for biweekly & monthly employees utilizing KABA.

Processed timesheet will be rounded to the nearest quarter hour and contain an electronic signature if approved.
Viewing/Printing Timesheets

Timekeepers can view/print timesheets by updating the following fields:

- **Department**: partial (recommended) or full
- **Check Date**: select from the icon drop down
- **Empl_ID**: enter 9 digit ID#
- **Time Group**: select a time keeping location (TKL) from the icon drop down
- **Ledger 5 Only**: If you only need timesheets paid from “grant funded” five accounts
## Monthly Employee Timesheet Example

### Time Sheet - Monthly

**Employee ID:** 001021130  
**Name:**

**Department ID:**

**TKL:** 792-HR/Payroll  
**Pay Begin Dt:** 07/01/2011  
**Pay End Dt:** 07/31/2011  
**Check Dt:** 07/29/2011

**Week Of:** 07/16/2011 - 07/22/2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Clock In</th>
<th>Clock Out</th>
<th>Total Hours</th>
</tr>
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<tbody>
<tr>
<td>07/19/2011</td>
<td>11:54 AM</td>
<td>05:29 PM</td>
<td>5.50</td>
</tr>
<tr>
<td><strong>Total Hrs 07/19/2011</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>07/20/2011</td>
<td>10:00 AM</td>
<td>11:37 AM</td>
<td>4.25</td>
</tr>
<tr>
<td><strong>Total Hrs 07/20/2011</strong></td>
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<td></td>
</tr>
<tr>
<td>07/21/2011</td>
<td>10:00 AM</td>
<td>08:50 AM</td>
<td>22.75</td>
</tr>
<tr>
<td><strong>Total Hrs 07/21/2011</strong></td>
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<td></td>
</tr>
</tbody>
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<table>
<thead>
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<th>Overtime Hours</th>
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</thead>
<tbody>
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<td>32.50</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Total Hours Sum</th>
<th>Total Overtime Sum</th>
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</thead>
<tbody>
<tr>
<td>32.50</td>
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</tr>
</tbody>
</table>

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**Updated 12/1/2016**
Click the timesheet comment bubble (left) to open a comment panel (right) allowing the user to add a comment explaining the entry.

Note: Once comments are saved they cannot be deleted.
Additional Time Management Tools

• Missed Punch Log Report
  – Reference the following go link: [http://go.ncsu.edu/miss-punchlog.pdf](http://go.ncsu.edu/miss-punchlog.pdf)
  – If an employee fails to punch In/Out for work the missed punch log report should be utilized to update the employee timesheet in the HR system.
  – Timekeepers should work with supervisors to better understand why an employee is not utilizing the KABA system and see if KABA is a better option.
  – Direct supervisors to the reference link (above) especially if the timekeeper updates the employee timesheet without any knowledge of the employees work schedule.
  – The missed punch log report should be maintained in the employee file for audit purposes

• NC Time Labor Queries
• Projected Wage Reports
• Payable Time Details
“NC Time Labor Queries” retrieves the following:

- **TCD Badge Info By Division, TKL, and Emplid** – basically provide the same employee information:
  - Employee name, ID#, job record# & TKL#
  - Identifies the 7 digit proximity ID used to log into the KABA wall clock
  - Display “By Division” is based on the users security profile which includes both temp & monthly employees if they utilize KABA.

- **47** is the only division code required with all campus divisions utilizing timesheet approval.

- **Reported Time Audit**
  - Allows timekeepers to review a specific empl_ID# during a specific date range to determine if modifications were made to the timesheet.
  - It also provides the user_ID of the person who made the timesheet modification.
In this example the user provided the TKL# and clicked “View Results in the top left corner. Information about the employee(s) job is displayed along with the 7 digit proximity # under the “Badge Number” column, utilized to clock In/Out on a KABA wall clock.

If employees utilizing the KABA wall clock think they have a damaged ID card the proximity number can be typed in on the wall clock key pad to see if the ID is valid. If the 7 digit proximity number works the employee ID card is probably damaged.
Projected Wages Report

Select the specific start and end date for the report.

Select one of the following Field Criteria:
- Employee ID
- TCD Group
- TCD ID
- TKL

The Input Value options will be based on the Input Field Criteria selection.

Clear button will clear all the fields and you can generate a report with new criteria.

Updated 12/1/2016
Projected Wages Report (Monthly employees)

North Carolina State University
Projected Wages Report (By TKL)
Pay Period - 01/01/2013 to 01/31/2013

TKL : 715 - Lil Dinos

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
<th>Hours</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>021H</td>
<td>Temp Earn</td>
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<td>16583.13</td>
</tr>
<tr>
<td>029</td>
<td>Temp Ovtm</td>
<td>11.00</td>
<td>142.69</td>
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<tr>
<td>030</td>
<td>SPA OT</td>
<td>4.25</td>
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<tr>
<td>033</td>
<td>Prem OT</td>
<td>12.75</td>
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<tr>
<td>040</td>
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<td>133.75</td>
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<tr>
<td>130H</td>
<td>Extra Time</td>
<td>8.25</td>
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<tr>
<td>154</td>
<td>Temp Hol</td>
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<tr>
<td>155</td>
<td>SPA Hol</td>
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</table>

Total: $17,481.94
Employee Timesheets have a “Payable Time” tab option just below the punch data. In this example the Payable Time tab was selected and the timekeeper accessing the timesheet can see the current “Payable Status”.

- **Distributed** – indicates hours already paid
- **Estimated** – indicates hours to be paid when processing begins for the next payroll run_ID, (ie: 20172Rxx)
- **Taken by Payroll** – indicates the hours are currently being processed and NCUS is currently in biweekly lockout.
Questions