eLeave Questions

eTimesheet Questions

eLeave Questions

Q. Why does it allow me to approve a leave request even though it will make the balance go into the negative?

A. The leave balance is checked when a timesheet is submitted, rather than when the leave is requested. If the employee doesn’t have a sufficient balance at that time, an error message will alert the employee to resubmit the leave request. Since employees can submit leave requests in the future, the leave balance isn’t checked when requesting leave because the leave can be accrued by the time it’s taken.

Q. When an employee submits a leave request in advance and changes his or her mind, who deletes the request, the employee or the supervisor?

A: The employee controls the leave request; if he or she changes his mind, the employee deletes the leave request. Supervisors can’t delete a leave request. The supervisor is notified of the deletion (it appears in the worklist like any other leave request), and approves it. Once the supervisor approves the deletion of the leave request, the associated time disappears from the timesheet.

Q. How could a supervisor best manage multiple requests for popular vacation weeks?

A. This is best accomplished using the Search feature to filter for the popular time period so you can identify who has requested that time.

Q. If a person completes a leave request for a date range but one of the days is a holiday, will the tool automatically subtract the holiday hours from the leave requested? Or will it show a holiday in red (similar to the timesheet)?

A. The e-Leave tool automatically removes any holidays and/or weekends for the initial request. IF a BW staff member was scheduled to work the weekend and needed to take leave for Saturday or Sunday, they could just use the Add button to add another row for that day.
eLeave & eTimesheet FAQ - for Supervisors

Scenario - a person forgets to put in a leave request, their supervisor forgets to ask, and they submit and are approved for 80 hours for a specific pay period. What will happen if they submit the leave request a month later? What happens if by that time they do not have a leave balance available but they were already paid the full 80 hours during the PP affected?

A. The answer depends upon if they are bi-weekly or monthly? Assuming biweekly, they would submit the leave form, and once it is approved, they would also have to resubmit their timesheet to be approved as a Prior Period Adjustment; and assuming their leave and pay still adds up to 80 hours, pay would not be affected, balances would be debited. We encourage managers to catch this in the current pay period if they know their employee was not at work. Managers should not sign off on the REG time if they know the employee was not in the office. If they don’t have the time, and they were paid 80 hours, they would submit leave without pay and their next check would be debited to correct for the overpayment. If they are monthly it will just debit their balance.

Q. If a future leave request is approved, but by the time it loads onto the timesheet the balance is negative or less than the original request, how will the employee be notified that their pay will be short? Will it show as an error on the timesheet, or just load fewer or zero leave hours?

A. You can approve future leave requests but you can’t approve future timesheets, so for biweekly (the first group we are rolling out) this shouldn’t be an issue, as approvers cannot approve timesheets with leave requests that will take the employee into a negative balance.

For monthly, there isn’t the opportunity to catch it at the timesheet. Instead it will generate a high severity exception in PeopleSoft, which will show up on the BSC report. The service center will have to adjust the TRC in PeopleSoft to leave without pay if that is what is appropriate and notify the employee of the adjustment. You would want to document this change to explain the discrepancy between what was approved on the leave form and what was entered in PS.

eTimesheet Questions

Q. For students, will it show a warning when they work more than 30 hours in a week?

A. If the employee has worked the actual time, the warning message may discourage him or her from recording the hours worked, causing a labor law violation. Instead, Supervisors should monitor the hours worked by students so no student exceeds the maximum hours permitted.
Q. Does the timesheet show multiple appointments?
A. If the multiple appointments are in departments who participate in eTimesheet and eLeave, they will show. If one department participates in Time and Leave, and the other(s), then only the one appointment will show.

Q. How do I handle a JED change?
A. JED changes will be handled through the Timekeeping component of HR/SIS, although the JED change for overtime will occur automatically.

Q. How will JED overrides be handled? For example, if a student works on multiple research projects or is paid from separate funding sources, who will change the JED?
A. JED overrides are done in PS by the BSC after the file comes over from e-timesheet. E-mail the BSC if you need assistance.

Q. Can an Approver see a timesheet before the employee has submitted?
A. The Approver, Back up Approver and Initiator all have the ability to view any timesheet that has been “created but not yet submitted”. A timesheet is created once an employee has logged in and entered some data and clicked “save for later”, or if a leave request has been approved and populated on the timesheet.

Q. If a supervisor only approves one week of time and no one catches it before time admin runs, then the BW employee will receive approximately half of the pay they were expecting. Will this affect their vacation and sick accruals?
A. Accruals will correct themselves with PPA and will not be negatively impacted.

Q. What will happen if an employee starts employment mid-week?
A. The employee will be able to enter time and leave starting on their hire date and will not be able to enter time for the days before their hire date, even if they start mid-week.

Q. Will it know what type of employee they are (staff, student, federal workstudy student)?
A. Employees can be identified as staff, students, classified civil service, and faculty.

Q. When a supervisor approves and records comments, how does the employee know?
A. A Comments icon displays to the right of the timesheet or leave request on the employee’s home page.
Q. Who should we designate as back up approvers?
A. The designation of approvers and back-up approvers should match your delegation of signature authority document.

Q. What email notifications will we receive?
A. Employees receive email notifications in these instances:
   - When a timesheet or leave request is submitted by the employee or by another person on the employee’s behalf
   - When a supervisor approves or denies a timesheet or leave request
   - When a timesheet or leave request needs to be resubmitted

Supervisors receive email notifications in these instances:
   - When a timesheet or leave request has been submitted
   - When a timesheet or leave request has been resubmitted
   - When a leave request has been deleted

Q. How will access changes be managed?
A. Service Center, Back up Approver and Initiator access are org based and will be managed through Data Security. The Self Service and Supervisor access are managed through PeopleSoft.
   
   For new employees, as soon as their Kerberos ID is created, they have been assigned a SUP ID (their e-Timesheet approver) in PS and their name.# is activated – they will have the ability to enter time.

Q. How the deadlines change when there is a holiday on a Monday?
A. Please review the one page snapshot that has timesheet deadlines for the next six months. Time Admin will also run during the day to pull information into PeopleSoft, so this will help.