

SD Board of Regents  
Web Timekeeping System

**Update in Timesheets**

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# Timesheet Updates

- Implementation of Change
    - Why is this change occurring?
    - The change will occur on *October 22<sup>nd</sup>*
    - Web Timekeeping System: Down from October 22<sup>nd</sup> through November 1<sup>st</sup>
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# Timesheet Updates

## □ Web Timekeeping Reminders:

- SNAP Portal (<http://snap.sdbor.edu>) Entry for Web Timekeeping
  - ID's and Passwords
  - Reset Passwords
-

## Secure Access Login

User Name:

Password:

Login

Cancel

[Having problems logging in? Click here.](#)

How do I get a user name and password?  
How do I reset my password?

[CLICK HERE](#)

## Timesheet Questions?

Many employees have experienced challenges with the new system in relation to their time sheets. We have compiled some documents that may help you if you are also experiencing problems.

[Additional Information](#)

## Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

## Welcome to the South Dakota System Navigation Access Portal (SNAP).

This secure site provides faculty and staff with world-class Intranet and Internet services. This Portal is the single point of entry to all HR and Finance systems that are implemented centrally, as well as a communications medium to users. It will serve information to all users throughout the state on a state-wide level, as well as a campus-wide level.

## What's Inside?



**Access:** Access Banner, e-Print, SDezBuy and more from one spot.



**Information:** View up to date Campus and System information delivered to your screen



**Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

**and much more...**

## Do you have a SNAP related issue?



**FogBugz:** We have implemented a new program to allow users to report errors and allow us to track and communicate with users the status of those errors. FogBugz can be accessed without a login at this URL (<https://help.sdbor.edu>) To report a problem click on the "**Enter a New Case**" link and follow the onscreen directions.



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# Focus Groups

- Here is what we heard:
    - Have to enter in the time for all earnings recorded. i.e., regular, comp, OT, etc.
    - This means we have to calculate the right bucket for comp and OT
    - Supervisors and Employees work hard to review and calculate
    - Timesheets do not calculate with past timesheets for split workweeks
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## Focus Group: #1

### #1 Complaint by most staff: Current Methodology Entering Time

- Entered hours worked up to 40 under “Regular Pay”
  - Hours worked over 40 were entered as Comp Time or OT paid out
    - Straight Time 1.0; or
    - Overtime 1.5
-

# Lines Matters

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## Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Jul 22, 2007	Monday, Jul 23, 2007	Tuesday, Jul 24, 2007	Wednesday, Jul 25, 2007	Thursday, Jul 26, 2007	Friday, Jul 27, 2007	Saturday, Jul 28, 2007	Sunday, Jul 29, 2007	Monday, Jul 30, 2007	Tuesday, Jul 31, 2007
Regular pay	1		140			10.5	10		10	9.5				10.2
Overtime paid at .5 times	1		5.5											
Annual leave taken	1		40											
Sick leave taken	1		1											
<b>Total Hours:</b>			186.5			10.5	10		10	9.5				10.2
<b>Total Units:</b>				0										

## Routing Queue

Name	Action and Date



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## Focus Group: #1

### Solution to Complaint: New Methodology for Entering Hours

- Enter all hours worked under the “Hours Worked” earn code
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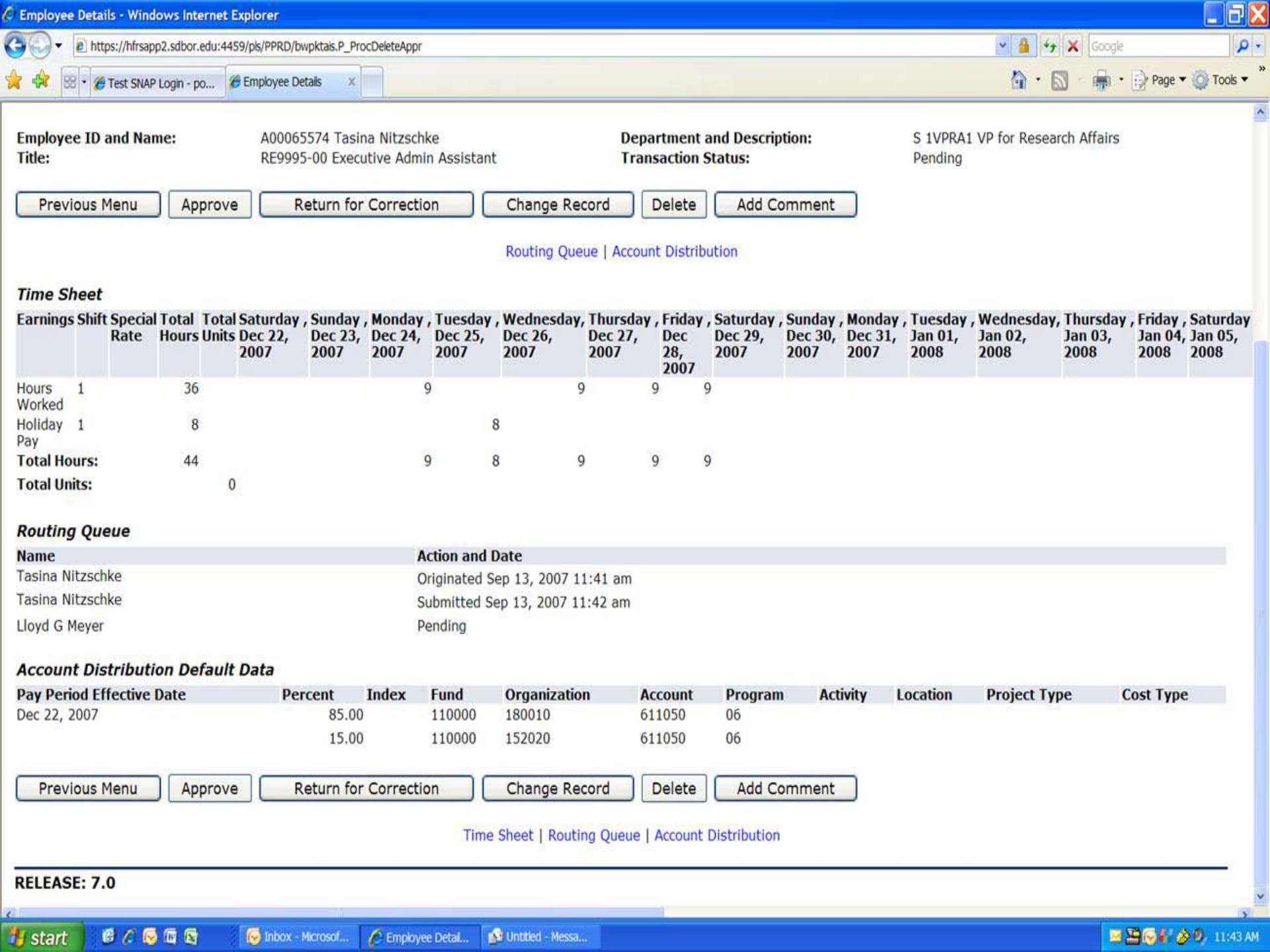


## Example Of Hours Worked

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Worked		8	8	8	8	12	

Employee enters their hours worked into the Hours Work slot. The system will automatically calculate the Comp Time Accrued without any employee or Supervisory intervention.

Hours Worked is defined as any hours the employee works in completion of their workday. This means the employee physically was present and worked for their employment.



Employee ID and Name: A00065574 Tasina Nitzschke  
 Title: RE9995-00 Executive Admin Assistant  
 Department and Description: S 1VPRA1 VP for Research Affairs  
 Transaction Status: Pending

[Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Dec 22, 2007	Sunday, Dec 23, 2007	Monday, Dec 24, 2007	Tuesday, Dec 25, 2007	Wednesday, Dec 26, 2007	Thursday, Dec 27, 2007	Friday, Dec 28, 2007	Saturday, Dec 29, 2007	Sunday, Dec 30, 2007	Monday, Dec 31, 2007	Tuesday, Jan 01, 2008	Wednesday, Jan 02, 2008	Thursday, Jan 03, 2008	Friday, Jan 04, 2008	Saturday, Jan 05, 2008
Hours Worked	1		36				9		9	9	9								
Holiday Pay	1		8					8											
<b>Total Hours:</b>			44				9	8	9	9	9								
<b>Total Units:</b>				0															

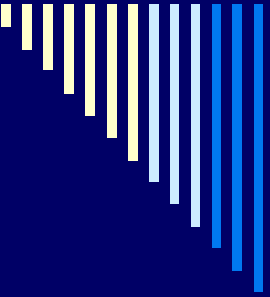
**Routing Queue**

Name	Action and Date
Tasina Nitzschke	Originated Sep 13, 2007 11:41 am
Tasina Nitzschke	Submitted Sep 13, 2007 11:42 am
Lloyd G Meyer	Pending

**Account Distribution Default Data**

Pay Period	Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Dec 22, 2007		85.00		110000	180010	611050	06				
		15.00		110000	152020	611050	06				

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)



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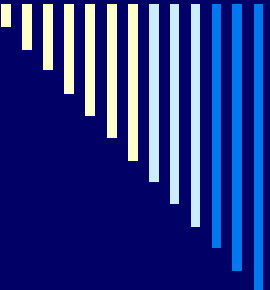
## Change in Calculating Overtime & Compensatory Hours

### ■ Calculation of Hours

- Hours Worked = 100% Straight Time
- System Calculates Comp Time at 50%

### Example of 100%

- \$10.00 Per Hour
  - Hours Worked = 44
  - Paid  $10.00 * 44 = \$440.00$
-



# Change in Calculating Overtime & Compensatory Hours

- Calculation of Hours

- Hours Worked = 100% Straight Time
- System Calculates Comp Time at 50%

## Example

- $44 - 40 = 4$
  - $4 * 1.5 = 6$
  - 4 hours paid 100%
  - $6 - 4 = 2$  Hours Accrued
  - Total hours paid/accrued 6
  - Comp Time 50% of 4 Hours = 2
-



# Summary #1

## □ Summary

- Employees will now be paid 100% at straight time.
    - Hours worked 44
    - Paid  $44 * \$10 = \$440.00$
  - Employees will accrue comp time at 50%
    - Hours Worked 44, Hours Paid 44 = Straight
    - Hours Accrued 2 = Comp Balance
    - Totals 6 hours paid/accrued
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## Focus Group: #2

Number two Complaint by most staff:  
Timesheet does not communicate with  
past pay period

- When a split workweek occurs during the pay period one must open both timesheets to calculate hours
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# When Two Pay Cycles COLLIDE During One Work-Week . . .

<u>January 2007</u>							<u>February 2007</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

Work Week = Sunday 12:00 am through Saturday 11:59 pm



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## Focus Group: #2

### Solution to Complaint: New Methodology for Entering Hours

- Enter all hours worked under the “Hours Worked”  
earn code
  - System automatically can calculate the hours in the  
workweek
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## Focus Group: #3

Number three Complaint by some staff:  
Timesheet does not communicate with  
past pay period for Leave Accrual

- If an employee flexes their work time during a pay period which shortens their work time in the next pay period, this may impact their leave calculation.
-



# Example

- Employees Accrue Leave based on Standard Hours Worked per Month. I.e., to accrue 10 hours must work full hours.
  - Month 1 Hours Worked 176
    - Worked 180, flexing 4 from the next
  - Month 2 Hours worked 176
    - Worked 172 due to flexing 4 in the previous
  - Consequence Currently:
    - Employee does not accrue the total 10 or 13.34 in month 2 due to their flexing of Hours Worked in Month 1
    - 9.77 hours accrued instead of 10.00
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## Focus Group: #3

### Solution to Complaint: New Methodology for Entering Flexible Hours

- A Flexible Schedule Earnings has been added to the timesheet.
  - This earnings supplies the system programming to include the employee's full pay cycle leave accrual.
  - Use as a “placeholder” to help the system understand that the full leave accrual should be awarded based on the fact that they will be working the remainder of their work week after the pay cycle ends.
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## Example Of Flexible

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Hours Worked		8	8	8	6		
Flexible					2	8	

In this example, the employee worked 10 hours on Sunday, January the 21<sup>st</sup>

Employee would simply enter the 2 hours on Thursday they flexed and 8 hours on Friday they flexed so the workweek is intact.

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# Timesheet Summary

#1 Hours Worked

#2 Calculation OT Cross Pay  
Periods

#3 Leave Accrual

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# Timesheet Update

Questions?

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