



RESEARCH
FOUNDATION CUNY

Time and Leave

User's Guide for PI/GO/PD/Admin



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How to Access the Time and Leave System

All the Research Foundation's e-Services are accessible through the Research Foundation website. Features, information, and services are made available based on the access level attached to a user's ID. To sign into the RF website, go to www.rfcuny.org.

Principle Investigator (PI)/Authorized Approver Access: Sign in using your 3-digit Web access I.D. and password.

Timekeeper Access: There are two ways a timekeeper may access the system,

1. Sign in using the Employee I.D. number and password. Select the timekeeper role when prompted.
2. Sign in using a pre-assigned web access 3-digit Timekeeper I.D. and password.
(This is for timekeepers who are not encumbered to the project, such as an administrator who is encumbered on another project funding the program).

Employee Access: Go to the Research Foundation Web site, www.rfcuny.org and sign in using your Employee I.D. number and password.

For questions regarding User ID and Log on matters, PI's /Authorized Approvers.
Please contact the Web Access Security Team at webloginid@rfcuny.org or 212-417-8450.

Employees, please contact your [Human Resources Payroll Department](#) and follow prompts at 212-417-8600 or email at hrpayroll@rfcuny.org.

Important: Do Not Share your User ID and Password with anyone.

How to Access the Time and Leave System

The first step is to login using your Username and Password ❶. After logging in hover over Electronic Tools ❷ scroll down to Time & Leave ❸ and select it. After clicking on the link, figure 2 on page 8 will appear.

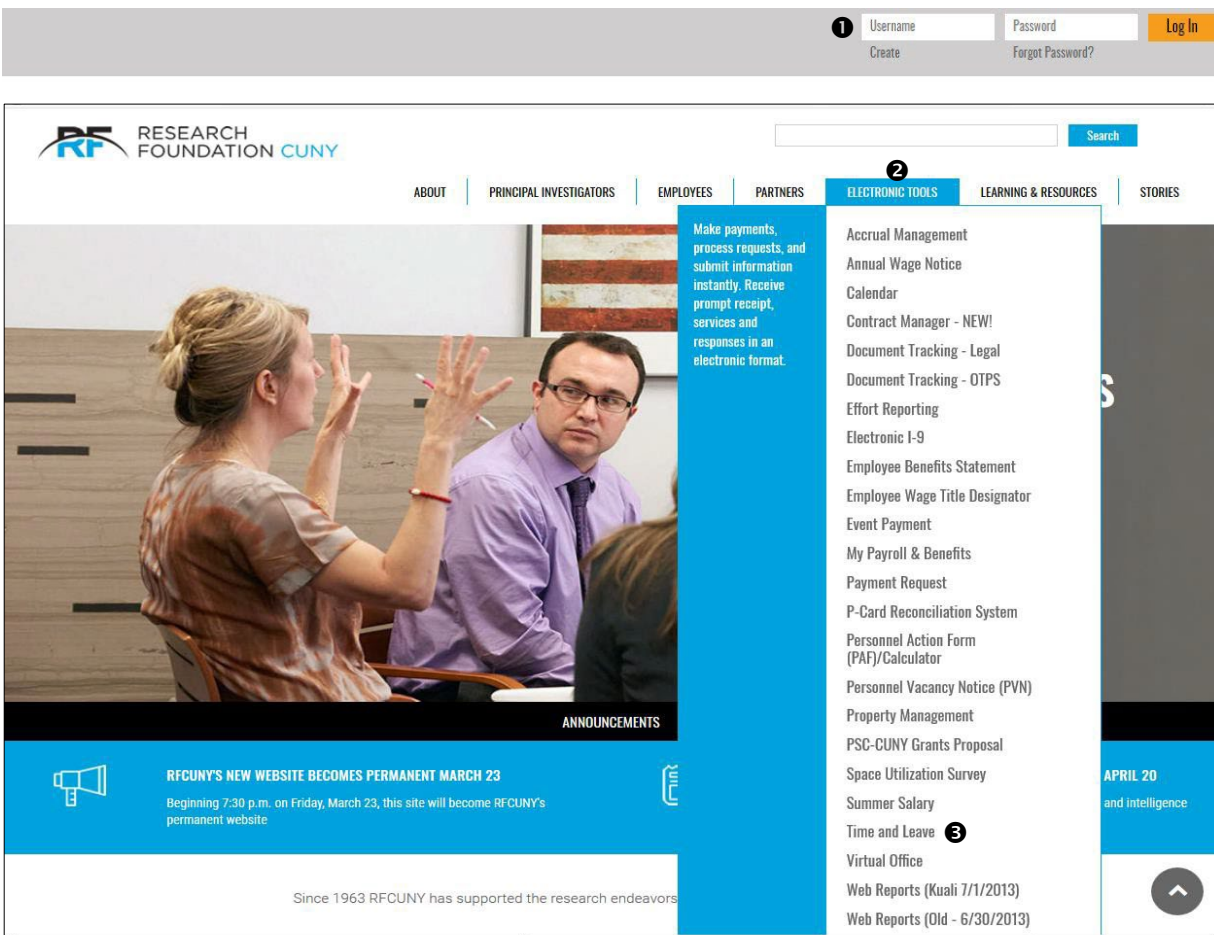


Figure 1

Timesheet Entry and Submission

The Research Foundation generates payroll for project employees biweekly in accordance with a published **payroll calendar**. Pay periods begin on a Monday and end on a Sunday. Timesheets are due on Monday following the pay period's end date. The regular payday is The second Wednesday following a pay period's end date. Occasionally, you will be notified that payday is being designated a day early to accommodate a holiday schedule.

All employees are required to be paid on the regular payroll for the period in which they worked. The project Director is responsible for ensuring that all timesheets are completed and submitted to the Research Foundation no later than the pay period's timesheet due date(s).

Electronic entry of time and leave is limited to the current pay period and up to four retroactive pay periods, and all pay periods already paid or before the four available retroactive ones are for viewing only.

Submission of retroactive timesheets that are greater than four pay periods from a current pay period must be submitted on an **RF Paper Timesheet**, signed by the employee and the PI. In addition, a written justification for the delayed submission must be included on the paper timesheets.

Timesheet Submission Options

Each Principal Investigator will determine who will input and approve bi-weekly timesheets for the project(s).

The three roles are:

1. **Employee**, employees should create their own timesheets and submit them for approval by a Timekeeper, Authorized Approver or PI. This access level *does not* have the authority to submit timesheets to the RF.
2. **Please Note**, that all employees paid through the Research Foundation for work on a sponsored project can at any time create and/or view their timesheets and track their time and leave balances electronically through the Time and Leave program.
3. **Timekeeper**, a designated person assigned to enter timesheets for all or some employees on a project or to verify and edit timesheets previously **created** by employees. This access level **does not** have the authority to submit timesheets to the RF.

The PI can use the Groups feature to designate a timekeeper from among the project's employees. To designate a person who is not encumbered on the project, the PI must contact the Web Access Security Team at weblogonid@rfcuny.org or 212-417-8450.

Please Note: Timekeeper access must be requested each time the project is renewed (when the project number's last two digits change [PPPPP SS YY]).

Principal Investigator or Authorized Approver (PI/AA) – The project's PI and/or a designated person (Authorized Approver) assigned to approve timesheets and submit them to the RF for payroll processing. This access level may also enter timesheets for employees and/or verify and edit entries made by employees and/or timekeepers.

The project's PI automatically has access to the system. To designate another person as an Authorized Approver, the PI must contact the Web Access Security Team at weblogonid@rfcuny.org or 212-417-8450.

How to Navigate the Time and Leave System

This is the Time and Leave system cover page.

The screenshot shows the Time and Leave system interface. At the top right, it says "Signed in as PI TesterPI | [Log Out](#)" and "Role: Principal Investigator | [Change](#)". Below this are links for "RF Homepage", "ePAF", and "Help". On the top left, there are "Function Tabs" labeled "Manage Timesheets", "Manage Groups", "View Accruals", and "View Reports". The main heading is "To Create/Edit/Approve Timesheets Please Select a Period". Below this is a calendar for September 2010. A date drop-down menu shows "Aug" and "2010". The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Days 1, 8, 15, and 22 are highlighted in green and labeled "Pay Day". Days 6 and 27 are highlighted in yellow and labeled "Labor Day". Days 12 and 26 are highlighted in blue and labeled "Period Ending". A blue box on day 13 says "PAFs Due Timesheets Due". A blue box on day 27 says "PAFs Due Timesheets Due". On the right, the "Notices" section has a "Welcome" message: "There are 14 day(s) left before timesheets are due on 3/15/2021 for Pay Period ending 3/14/2021." It also includes contact information for Human Resources and a reminder about annual leave carryover. Numbered callouts are: 1 points to the blue "Period Ending" box on day 12; 2 points to the "Notices" section; 3 points to the "RF Homepage" link; 4 points to the "Change" link; 5 points to the "Function Tabs".

Figure 2

On the left is the payroll calendar. A blue highlighted day indicates a pay period end date where the user clicks ❶ to enter or view timesheets for the pay period. A green highlighted day indicates a payday. A yellow highlighted day indicates an RF Holiday. To navigate from month to month, the user may click the preceding and following months at the top of the grid or change the month and year using the date drop-down menu above the calendar grid.

On the right is a **Notices** ❷ area where the RF posts important information pertaining to payroll such as an early timesheet due date submission request.

A link to the **RF Homepage** ❸ and e-PAF system is located at the top right of the screen.

Also located at the top right is the **Change** ❹ link which allows a user to switch to another role such as from Timekeeper to Employee or Principal Investigator to Timekeeper, or vice versa.

Located at the top left of the screen are **Function Tabs** ❺ which allow the user to access different features of the Time and Leave system. These tabs will change depending on the user access level. To view or enter a timesheet, select the corresponding pay period by clicking on the pay period end date.

The Employee Option

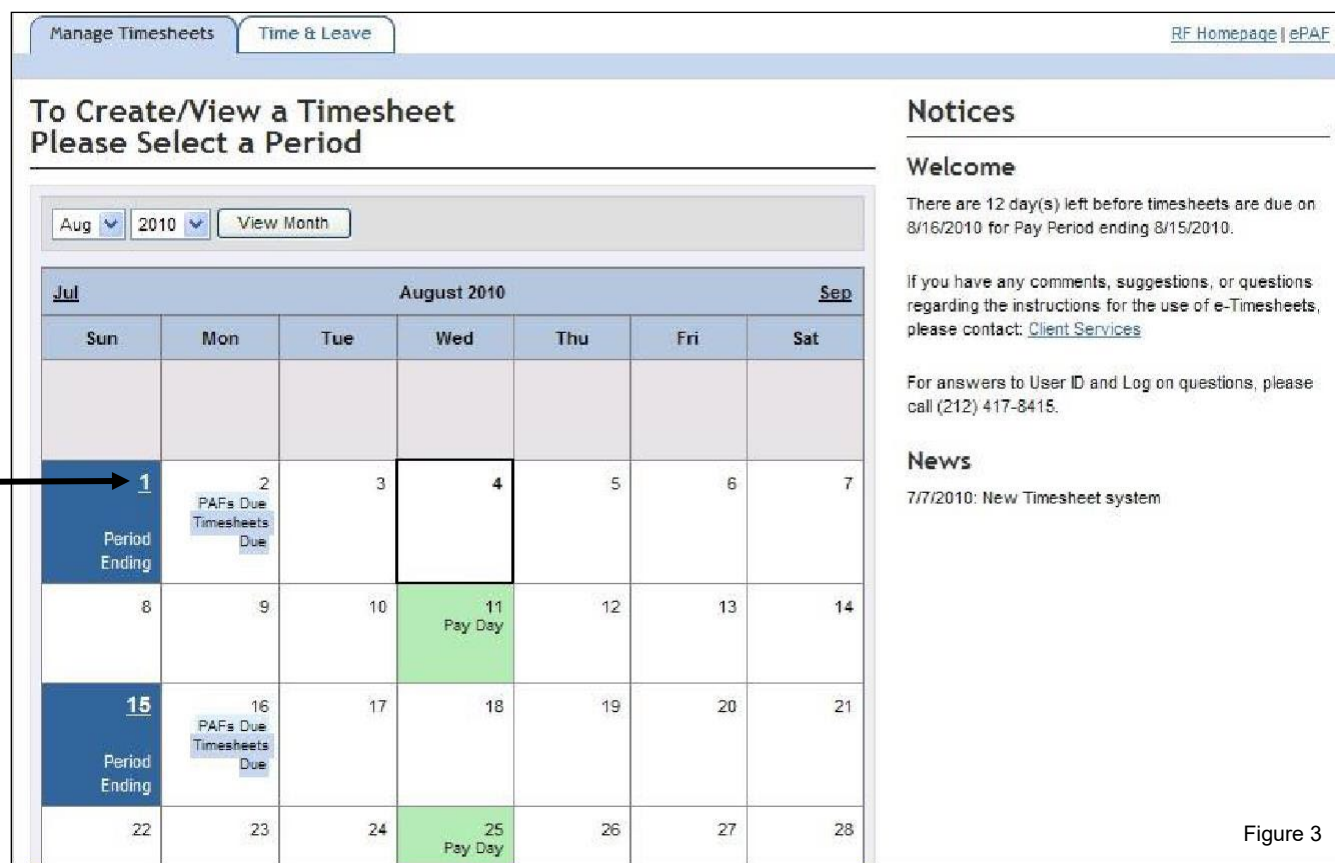
When a user accesses the Time and Leave System as an employee, the two tabs that are available are displayed at the top of the screen as separate tabs.

1. Manage Timesheets (Default display)

This feature is where the employee selects a pay period and enters or views a timesheet.

2. Time and Leave

This is where the employee can view his or her leave accrual balances and work schedule.



The screenshot shows the 'Manage Timesheets' tab selected. At the top, there are two tabs: 'Manage Timesheets' and 'Time & Leave'. Below the tabs, the text 'To Create/View a Timesheet Please Select a Period' is displayed. A calendar for August 2010 is shown, with a dropdown menu for the month (Aug) and year (2010). The calendar grid shows days from Sunday to Saturday. A blue box highlights the period from August 1st to August 15th, with a callout '1' pointing to the start of the period. The calendar also shows 'PAFs Due Timesheets Due' for August 2nd and 16th, and 'Pay Day' for August 11th and 25th. On the right side, there is a 'Notices' section with a 'Welcome' message and a 'News' section with a '7/7/2010: New Timesheet system' announcement.

Manage Timesheets **Time & Leave** [RF Homepage](#) | [ePAF](#)

**To Create/View a Timesheet
Please Select a Period**

Aug 2010 View Month

Jul	August 2010						Sep
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 Period Ending	2 PAFs Due Timesheets Due	3	4	5	6	7	
8	9	10	11 Pay Day	12	13	14	
15 Period Ending	16 PAFs Due Timesheets Due	17	18	19	20	21	
22	23	24	25 Pay Day	26	27	28	

Notices

Welcome

There are 12 day(s) left before timesheets are due on 8/16/2010 for Pay Period ending 8/15/2010.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Client Services](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

News

7/7/2010: New Timesheet system

Figure 3

Manage Timesheets

Creating or Viewing Timesheets

The employee must choose the appropriate pay period. To select a pay period, click the pay **Period Ending ❶** date.

The current pay period and up to 4 retroactive pay periods will be available for entry. All previous pay periods which have already been paid are for view only. Submission of timesheets for periods before the four available e-retroactive pay periods must be submitted on a **Retroactive Payment Timesheet Form**, signed by the employee and PI.

This is the View/Edit Timesheet screen. Listed at the top are all the **Projects Tabs ❶** that the employee is currently appointed to, covering the selected pay period. Each tab represents a separate timesheet.

Manage Timesheets
Manage Groups
View Accruals
View Reports

[RF Homepage](#) | [ePAF](#) | [Help](#)

[Select Period](#) > [View Summary Page](#) > [Edit a Timesheet](#)

Editing Employee Timesheet

99999-00 01 ❶

Timesheet Status: **New**
[History](#)

Employee: Duck, Daisy | 000392
Project: 99999-00 01
Pay Period: 12/16/2013 - 12/29/2013

Pay Rate: \$2,500.00
Hours/Period: 70.00
Appt Period: 12/16/2013-12/31/2014

Remaining Work Hours: 1800.75
Remaining Annual Hours: 110.25
Remaining Total Hours: 1911.00

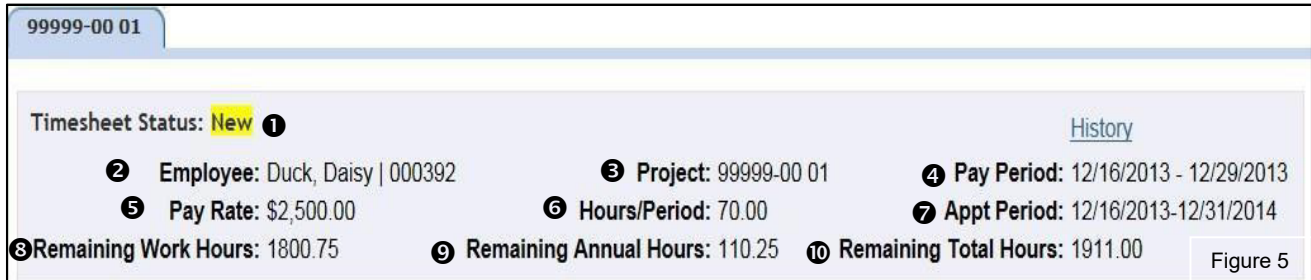
[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	PI Comments View: Emp , PI , Tkeeper	Total
Monday	12/16/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	7.00
Tuesday	12/17/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	7.00
Wednesday	12/18/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	7.00
Thursday	12/19/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	7.00
Friday	12/20/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	7.00
Saturday	12/21/2013	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	0.00
Sunday	12/22/2013	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	0.00
Week 1 Subtotals:		35.00	0.00	0.00	0.00	0.00		35.00

Figure 4

Understanding the Timesheet Header

The Timesheet Header displays the appointment information as per the submitted PAF.



The screenshot shows a web form titled "99999-00 01". Below the title, there is a section for "Timesheet Status: New ❶" with a "History" link. The form contains several fields with values: ❷ Employee: Duck, Daisy | 000392; ❸ Project: 99999-00 01; ❹ Pay Period: 12/16/2013 - 12/29/2013; ❺ Pay Rate: \$2,500.00; ❻ Hours/Period: 70.00; ❼ Appt Period: 12/16/2013-12/31/2014; ❽ Remaining Work Hours: 1800.75; ❾ Remaining Annual Hours: 110.25; ❿ Remaining Total Hours: 1911.00. A "Figure 5" label is in the bottom right corner.

Timesheet Status ❶, this field will change to the following descriptions & colors as the timesheet progresses through the payroll process.

There are 6 timesheet statuses:

1. **New:** This status indicates that the timesheet has not been generated and is ready for entry.
2. **Submitted:** This status indicates that the timesheet has been closed to entries by an employee or timekeeper. The PI or Authorized Approver may still edit the timesheet.
3. **Approved:** This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI/AA require the submission to be revoked and once edits have been made, re-approved. See the PI section of this manual for further instructions.
4. **Uploaded:** This status indicates that the timesheet has been processed and payroll has been generated by the RF.
5. **Manual:** This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.
6. **Created:** This status indicates that the timesheet has been generated & saved by an employee.

Employee ❷, this is the employee's Name and the Employee ID number. Timekeeper and is available for further input at a later time.

Project ❸, this is the appointment's project number.

Pay Period ❹, this is the selected pay period.

Pay Rate ❺, this is the employee's pay rate, stated as an hourly wage or biweekly salary.

Hours/Period ❻, The number of hours the employee is expected to work each period is based upon the PAF.


Appointment Period ❼, start and end dates of the appointment.

Remaining Work Hours ❽, the number of remaining work hours on the appointment (including regular, sick, unscheduled holidays and other hours).

Remaining Annual Hours ❾, the number of remaining annual hours on the appointment (including accrued hours and a projection of hours to be earned by the end of the appointment).

Remaining Total Hours ❿, the total hours remaining (on the specific appointment) since the last payroll.

Please Note: Employees must use the Remaining Annual Hours by the end of the appointment period indicated in the timesheet header. Three pay periods before the encumbrance end date, the e-Timesheet system will generate a pop-up message (figure 6 on page 12) indicating that work hours are soon coming to an end and advises the employee to schedule annual leave.


Work Hour Limit Approaching

Based on this employee's work schedule, this appointment is projected to use its remaining 57.88 work hours in the next 3 pay periods. After Work Hours have been exhausted, annual leave must be charged for the remaining appointment period. Please schedule your leave accordingly.

If you have any questions, please contact your Human Resources representative.

Click **OK** to continue.

Figure 6

Editing the Timesheet

The timesheet body is pre-populated according to the scheduled entered in the E-PAF system or changed in the Time and Leave system.

99999-00 01

Timesheet Status: **New**
History

Employee: Smith, Anna | 035329
Project: 99999-00 01
Pay Period: 1/27/2014 - 2/9/2014

Pay Rate: \$2,000.00
Hours/Period: 70.00
Appt Period: 1/13/2014-6/30/2014

Remaining Work Hours: 798.13
Remaining Annual Hours: 48.87
Remaining Total Hours: 847.00

show/hide time & leave

Day	Date	2 Reg	3 Annual	4 Sick	5 Uns	6 Other Paid	7 Pi Comments View: Emp, PJ, Tkeeper	8 Total
Monday	01/27/2014	7.00	0	0		0.00		7.00
Tuesday	01/28/2014	7.00	0	0		0.00		7.00
Wednesday	01/29/2014	7.00	0	0		0.00		7.00
Thursday	01/30/2014	7.00	0	0		0.00		7.00
Friday	01/31/2014	7.00	0	0		0.00		7.00
Saturday	02/01/2014	0.00	0	0		0.00		0.00
Sunday	02/02/2014	0.00	0	0		0.00		0.00
Week 1 Subtotals:		35.00	0.00	0.00	0.00	0.00		35.00

Figure 7

Each row, reading from left to right, is one day. Days that are outside of the appointment period will appear blank and are closed for entry ❶. RF Holidays are highlighted in yellow.

Each column represents a charge type. They are:

Reg (Regular) ❷, time worked by the employee on that day.

Annual ❸, hours charged by the employee for time off as annual leave.

Sick ❹, hours are charged by the employee for time off as sick leave. Sick leave may be used for the employee's care, and up to 56 hours may be used for the care of a qualifying family member (Parent, Child, Spouse, Domestic partner, Sibling (including a half, adopted, or step-sibling), Grandchild, Grandparent, Child or parent of an employee's spouse or domestic partner). Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Uns (Unscheduled Holiday) ⑤, for full time employees only - This type of leave requires that time be taken in a whole day block. The number of hours charged is determined by the employee's pre-defined schedule for that day. For part-time employees, this box will be grayed out and unavailable for entry.

Other Paid ⑥, hours charged for other miscellaneous reasons. They are: Mandatory Court Attendance, Death in Family, Health Department Order, Holiday pay, Jury Duty, and Other Authorized time off.

PI Comments ⑦, are made in this section that can be viewed by Employee, PI and Timekeeper.

Total ⑧, are the number of hours worked each day and totaled at the bottom of the column where it states 35 hours.

History ⑨, will allow you to view the audit trail for this timesheet.

Please Note: Eligibility for these types of miscellaneous leaves is limited to and dependent upon the employee's status (FT, PT A, PT B, etc.) and FLSA classification.

Important

The pre-defined weekly schedule set up by the PI in the PAF (or changed by the PI/AA in the Time & Leave system) will automatically populate each timesheet in the Regular column.

Non-exempt employees with a predefined schedule could change the prepopulated hours if the actual hours worked differ. The employee will enter the corrected charges in the appropriate column on each day of the week worked. Employees should input a comment in the box to the right for the timekeeper or PI/AA explaining why they have made changes to the predefined schedule. If an employee worked on a holiday, a comment must be in the comment box.

Non-Exempt employees will be paid for all hours charged, regardless of the predefined schedule. Hours worked (charged in the Regular column) more than 40 hours in any week will be paid at 1.5 times the regular pay rate.

Exempt employees whose days worked differ from their pre-defined schedule must ask their PI or AA to amend the schedule before correcting entries can be accepted by the system.

Exempt employees who charge fewer or more hours (Regular, Annual, Annual Leave Reserve, Sick, Unscheduled Holiday, or Other Paid) than what is in the pre-defined schedule will be paid only for the scheduled hours for that day.

Exempt employees who do not charge any time (including any applicable leave accruals) on any scheduled day will not be paid for that day.

The employee enters or edits the time (if different from the pre-populated entries) and any applicable comments by clicking on the corresponding field next to the day.

Please Note: An employee cannot submit a timesheet charging more regular hours than the Remaining Work Hours on the Timesheet Header. When the employee exhausts the Remaining Work Hours, the **Regular** column on the timesheet will not permit entry (grey-out). The employee should have taken time off as annual leave and be charged annual leave.

Once the employee has finished entering the timesheet, he or she clicks on the Preview Timesheet(s) **1** button at the bottom left of the page to proceed.

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	12/23/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>		7.00
Tuesday	12/24/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	7.00 Holiday <input type="button" value="v"/>		7.00
Wednesday	12/25/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	7.00 Holiday <input type="button" value="v"/>		7.00
Thursday	12/26/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>		7.00
Friday	12/27/2013	<input type="text" value="7.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>		7.00
Saturday	12/28/2013	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>		0.00
Sunday	12/29/2013	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>		0.00
Week 2 Subtotals:		21.00	0.00	0.00	0.00	14.00		35.00
Total Charges		56.00	0.00	0.00	0.00	14.00		70.00

☐ By checking this box, I certify that this employee will no longer work for any Research Foundation project under my supervision and that the employee is terminated from this project as of the last day entered on this timesheet. Please submit proper documentation to Human Resources.

1

Figure 8

After clicking the 'Preview Timesheet(s)' button, the system will generate a review screen, figure 9 below.

Week 1 Subtotals:							35.00	0.00	0.00	0.00	0.00	35.00
Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total				
Monday	12/23/2013	7.00	0	0	<input type="checkbox"/>	0.00		7.00				
Tuesday	12/24/2013	0	0	0	<input type="checkbox"/>	7.00		7.00				
Wednesday	12/25/2013	0	0	0	<input type="checkbox"/>	7.00		7.00				
Thursday	12/26/2013	7.00	0	0	<input type="checkbox"/>	0.00		7.00				
Friday	12/27/2013	7.00	0	0	<input type="checkbox"/>	0.00		7.00				
Saturday	12/28/2013	0.00	0	0	<input type="checkbox"/>	0.00		0.00				
Sunday	12/29/2013	0.00	0	0	<input type="checkbox"/>	0.00		0.00				
Week 2 Subtotals:							21.00	0.00	0.00	0.00	14.00	35.00
Total Charges							56.00	0.00	0.00	0.00	14.00	70.00
<input type="checkbox"/> By checking this box, I certify that this employee will no longer work for any Research Foundation project under my supervision and that the employee is terminated from this project as of the last day entered on this timesheet. Please submit proper documentation to Human Resources.												
<input type="button" value="Save"/> <input type="button" value="Save & Approve"/> <input type="button" value="Edit"/> <input type="button" value="Void Only This Timesheet"/>												

Figure 9

The **Total** column ❶ denotes the total hours entered for the day. At the end of each week, there is a weekly subtotal, and at the end of the two-week pay period, there is a grand total for the timesheet. If the employee is appointed to more than one appointment and therefore completes a timesheet for each appointment, these totals take into account hours from all timesheets for the period.

The employee may preview each timesheet separately by clicking on the **Preview Only This Timesheet** button, which is located next to the **Void Only This Timesheet** button when required. The totals will then only correspond to the one timesheet on display. When a user clicks either of the Preview buttons (Figure 8, page 14), the timesheet is displayed for review.

Error messages, if any, will display at the top of the screen. An error message prevents the timesheet from being submitted. Errors can occur when an employee exceeds the remaining work hours or when the remaining encumbrance is insufficient to cover the timesheet charges.

Warning messages, if any, will display in the status box at the top and bottom of the screen. If the employee notes, at any time during the timesheet process, that time or encumbrance is nearing an end earlier than expected, s/he should immediately notify the PI/AA.

If the employee agrees with the information in the timesheet, s/he clicks either the **Save ②** or **Save & Submit button ③** to conclude the process. This will move the timesheet status to Created.

While the **Preview** functionality allowed the user to view all timesheet totals as one, each timesheet must be saved and submitted individually. Clicking the save button allows the employee to make edits and additional entries to a timesheet at a later time.

Clicking the Save and Submit button prevents an employee from making any further changes. This will move the timesheet status to submitted. If changes need to be made after the timesheet is submitted, the employee must contact the PI or AA.

If the employee does not agree with the displayed information, s/he can click **Edit ④** to change the information. To completely cancel a timesheet, click the **Void Only This Timesheet ⑤** button.

Once a timesheet is submitted, the employee may log off or click the Time and Leave tab at the top of the page.

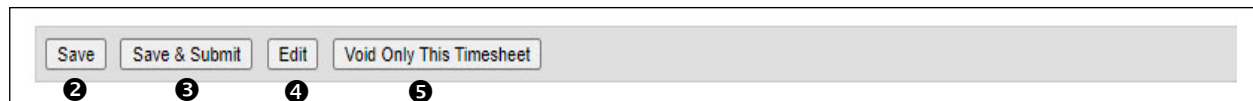


Figure 9

Accrual Balance and Work Schedule

Employees Accrual Balances and Work Schedule are in separate sub tabs under the Time & Leave main tab in figure 10 below.

Time & Leave Accrual Screen

The screen below shows the Employee Profile and the Time and Leave Accrual balances in figure 10.

Time & Leave/Schedule

Active Projects: 99999-00 View

Employee Profile

Name: Mouse, Minnie Emp No: 000358 Annual Leave Rate: 0.05769200

	Current	Charged	Accrued	Initial
Annual Leave:	1.15	0.00	1.15	0.00
Accrued Reserve:	0.00 \$0.00	0.00 \$0.00		0.00 \$0.00
Sick Leave:	1.57	0.00	1.57	0.00
Unscheduled Holiday:	0.00	0.00	0.00	0.00

[View Accrual Details](#)

* Sick Leave Accrual Maximum is 1120 Hours, subject to existing collective bargaining agreements.

Figure 10

To view the employee's Accrual, click the **Time and Leave** ① tab then click on the **Accrual** ② sub tab. An employee can choose which of their appointments to view by selecting a project from the drop-down list of **Active Projects** ③. **Employee Profile** ④ displays the Name, Emp No. and Annual Leave rate. The Accrual tab will display the employee's Accrual information. The Accrual tab displays the employee's **Current** ⑤, **Charged** ⑥, **Accrued** ⑦, and the **Initial** ⑧ balances for: Annual Leave, Accrued Reserve, Sick Leave and Unscheduled Holiday.

Accrued Reserve will never have an amount under the Accrued column, because employees cannot accrue on time charged to Accrued Reserve.

Accruals are earned based upon the number of hours submitted in a timesheet for a specific project. Please see the **RF Time Off and Leave policy 506** for more information.

Under the Charged ⑥ column in figure 10 above. The employee can click on the hours which are underlined to see more information about the used accruals such as when and in which pay period the time was used.

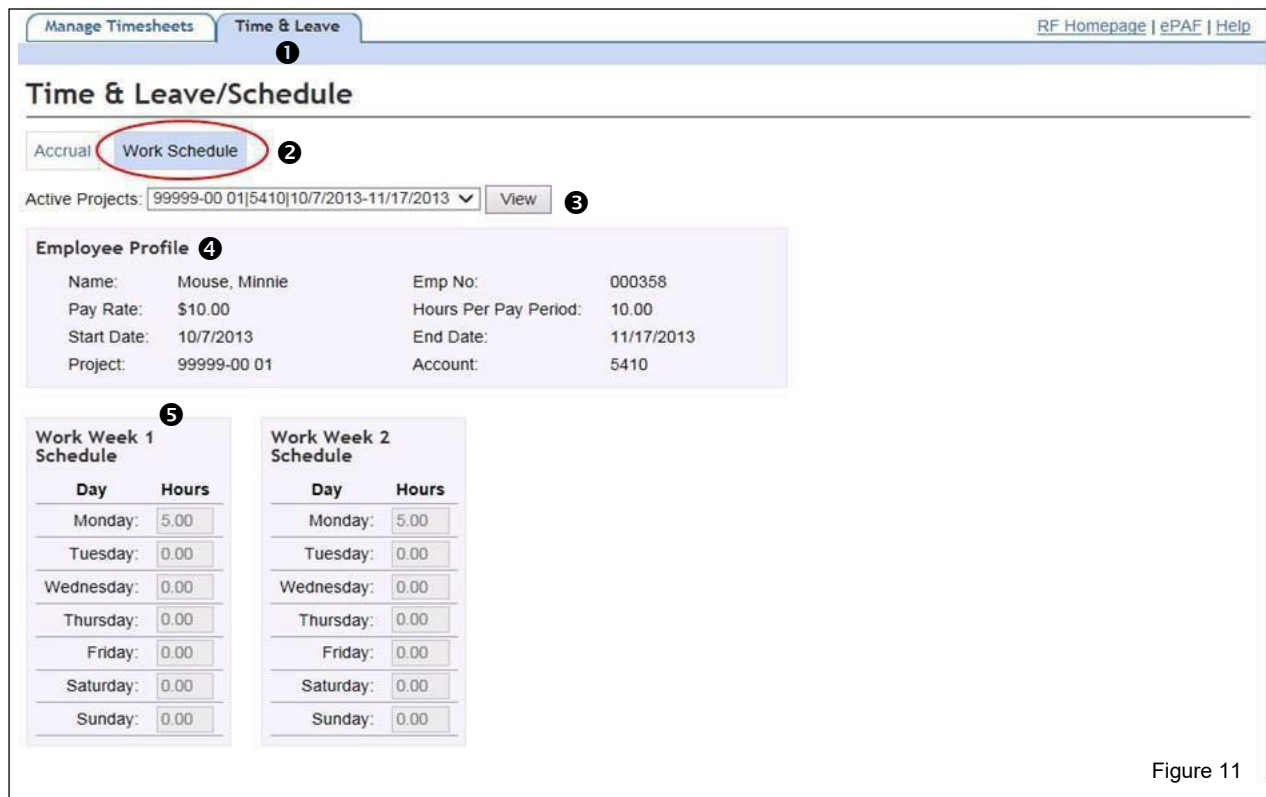
Work Schedule

The screen in figure 11 below shows the Employee Profile and Work Schedule.

To view the employee's Work Schedule, click the **Time and Leave** ❶ tab at then click on the **Work Schedule** ❷ tab. An employee can choose which of their appointments to view by selecting a project from the drop-down list of **Active Projects** ❸.

Employee Profile ❹ displays the Name, Emp No., Pay rate, Hours Per Pay Period, Start Date, End Date, Project number and Account number. Clicking the Work Schedule tab will display the employee's **Work Week Schedule** ❺ profile which includes the appointment's information and predefined work schedule.

The schedule area displays the employee's pre-defined schedule as inputted by the employee's Project Director or Principal Investigator in the E-PAF system or changed in the Time and Leave system. Each week is listed separately.



Manage Timesheets Time & Leave ❶

RF Homepage | ePAF | Help

Time & Leave/Schedule

Accrual Work Schedule ❷

Active Projects: 99999-00 01|5410|10/7/2013-11/17/2013 View ❸

Employee Profile ❹

Name:	Mouse, Minnie	Emp No:	000358
Pay Rate:	\$10.00	Hours Per Pay Period:	10.00
Start Date:	10/7/2013	End Date:	11/17/2013
Project:	99999-00 01	Account:	5410

Work Week 1 Schedule ❺

Day	Hours
Monday:	5.00
Tuesday:	0.00
Wednesday:	0.00
Thursday:	0.00
Friday:	0.00
Saturday:	0.00
Sunday:	0.00

Work Week 2 Schedule

Day	Hours
Monday:	5.00
Tuesday:	0.00
Wednesday:	0.00
Thursday:	0.00
Friday:	0.00
Saturday:	0.00
Sunday:	0.00

Figure 11

The Timekeeper Option

A Timekeeper is a PI designated person assigned to enter timesheets or to verify and edit ones previously created (by employees or themselves) for all or some employees on a project.

Timesheets submitted by employees can be viewed but not edited. Once submitted, a timesheet may only be edited by the PI/AA.

The timekeeper access level **does not** have authority to submit timesheets to the RF.

Please Note: Timekeeper access must be granted for each project and each time the project is renewed (when the project number's last 2 digits change PPPP SS YY).

To access the Time and Leave System, Timekeeper's must access the RF Website via their Employee ID number and password and when prompted, choose Timekeeper as the role.

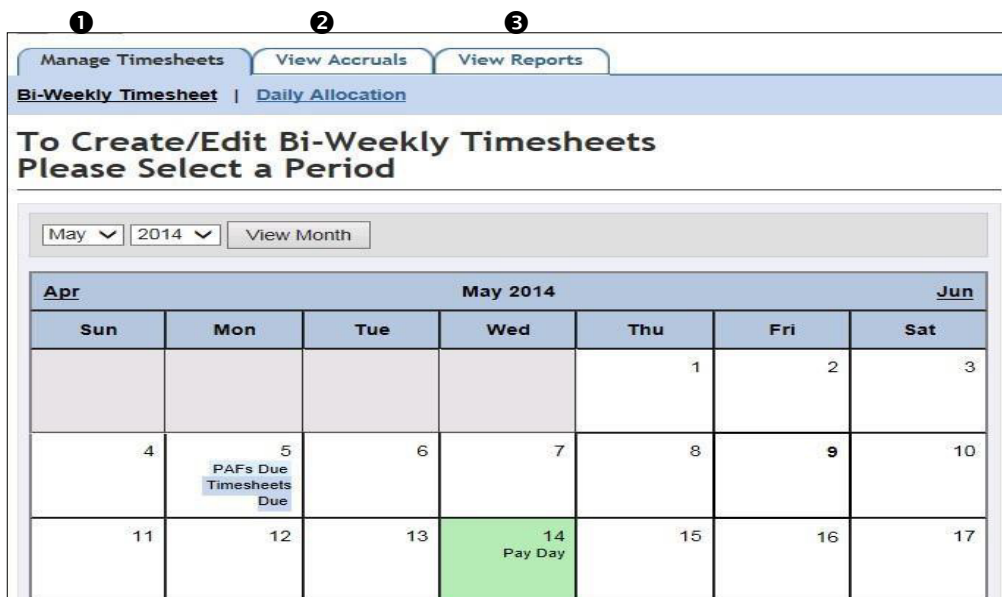
The PI can use the Groups feature (See description in The PI/Authorized Approver Option on page 38) to designate a timekeeper from among the project's employees. To designate a person who is not encumbered on the project, the PI must contact the Web Access Security Team at weblogonid@rfcuny.org or 212-417-8450. This person must access the website using the assigned 3-digit code and accompanying password received by email from the Web Access Security Team.

When a user accesses the Time and Leave System as a Timekeeper, the features that are available are displayed at the top of the screen as separate tabs. They are:

Manage Timesheets (Default display) ❶, This feature is where the timekeeper selects a pay period and enters or views a timesheet.

View Accruals ❷, This feature allows the timekeeper to view the leave accrual balances for all employees assigned to him or her.

View Reports ❸, This is where the Timekeeper can view timesheet reports for a selected period and view the PRSY's annual leave liability report.



❶ ❷ ❸

Manage Timesheets View Accruals View Reports

Bi-Weekly Timesheet | Daily Allocation

To Create/Edit Bi-Weekly Timesheets
Please Select a Period

May ▼ 2014 ▼ View Month

Apr		May 2014					Jun
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5 PAFs Due Timesheets Due	6	7	8	9	10	
11	12	13	14 Pay Day	15	16	17	

Figure 12

Manage Timesheet

Timekeepers have 2 methods of timesheet management:

Biweekly Timesheet ❶, this method is used to enter and submit the timesheet for the entire pay period.

Daily Allocation ❷, this method is used to enter and save entries for a particular day of the timesheet.

To select an entry method, click on one of the two links.

Manage Timesheets
View Accruals
View Reports

[RF Homepage](#) | [ePAF](#) | [Help](#)

❶ [Bi-Weekly Timesheet](#) | [Daily Allocation](#) ❷

To Create/Edit Bi-Weekly Timesheets Please Select a Period

May
2014
View Month

January 2014								
Dec	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Feb
			1 New Year's Holiday	2		3 PAFs Due	4	
	5	6	7	8 Pay Day	9	10	11	
	12 Period Ending	13 PAFs Due Timesheets Due	14	15	16	17	18	
	19	20 Martin L. King, Jr.'s Birthday	21	22 Pay Day	23	24	25	
	26 Period Ending	27 PAFs Due Timesheets Due	28	29	30	31		

Notices

Welcome

There are 12 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Human Resources](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

[Annual Wage Notice](#) (For Employees Only)

[Accrued Reserve FAQ](#)

Figure 13

Biweekly Timesheet Method

To create or view timesheets, the Timekeeper must choose the appropriate pay period. The current pay period and up to 4 retroactive pay periods will be available for entry. All previous pay periods which have already been paid are for view only. Submission of timesheets for periods prior to the 4 available e-retroactive pay periods must be submitted via an RF paper timesheet, signed by the employee and PI.

To select a pay period, click the pay **Period Ending** ❶ date.

[Manage Timesheets](#)
[View Accruals](#)
[View Reports](#)

[RF Homepage](#) | [ePAF](#) | [Help](#)

[Bi-Weekly Timesheet](#) | [Daily Allocation](#)

To Create/Edit Bi-Weekly Timesheets

Please Select a Period

May ▾ 2014 ▾

View Month

Dec		January 2014					Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1 New Year's Holiday	2	3 PAFs Due	4	
5	6	7	8 Pay Day	9	10	11	
❶ → 12 Period Ending	13 PAFs Due Timesheets Due	14	15	16	17	18	
19	20 Martin L. King, Jr.'s Birthday	21	22 Pay Day	23	24	25	
26 Period Ending	27 PAFs Due Timesheets Due	28	29	30	31		

Notices

Welcome

There are 12 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Human Resources](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

[Annual Wage Notice](#) (For Employees Only)

[Accrued Reserve FAQ](#)

Figure 14

Next, the Timekeeper selects a **Group ❶** from the drop-down menu for which entries are desired and clicks **Continue ❷** to proceed in figure 15 below.

A group is a set of employees from a particular project that has been assigned by the PI to a timekeeper. This allows the PI to name several timekeepers, each for a specific set of employees.



Figure 15

This is the Employee Timesheet Summary page in figure 16. The employees in the selected group are listed alphabetically. At the top of the page is the **Timekeeper Group number ❶**, Group description and selected pay period dates.

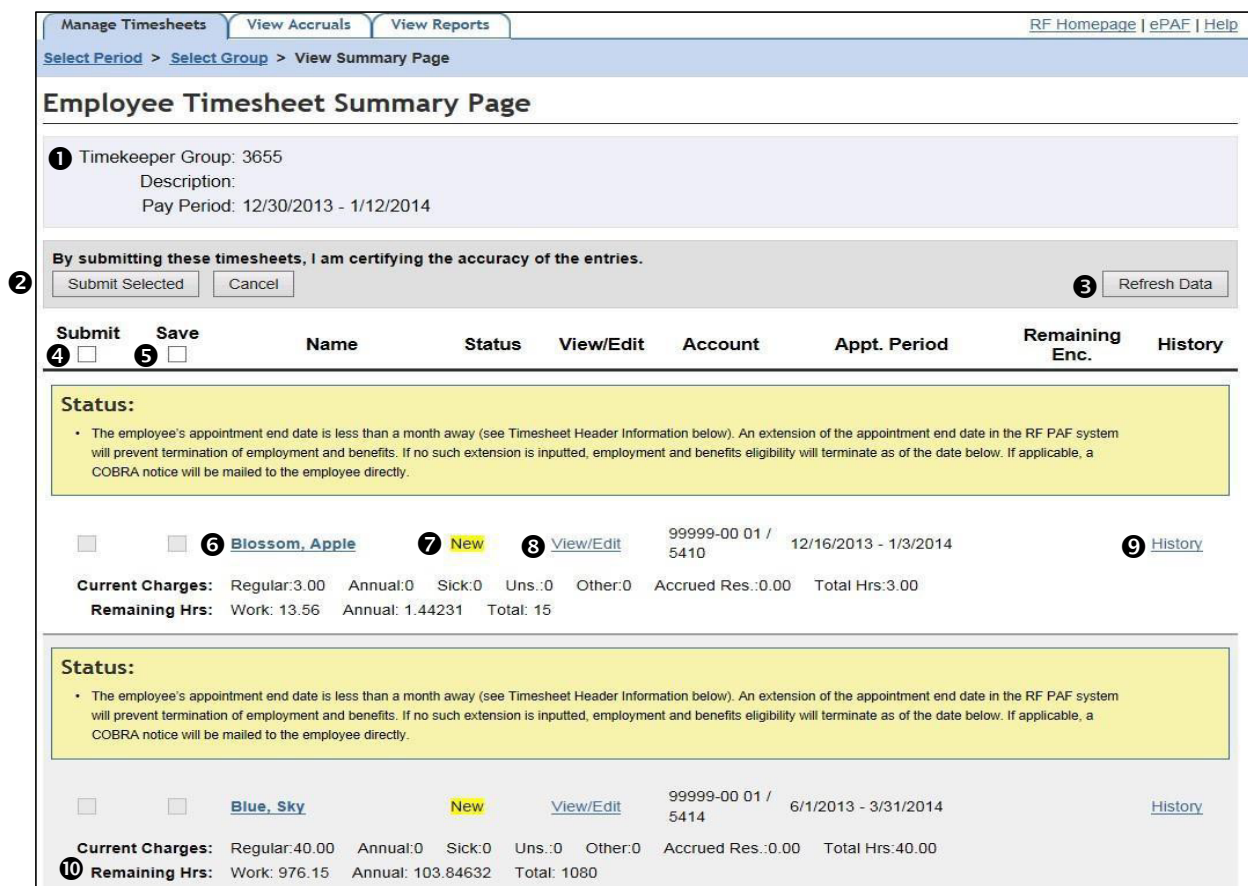


Figure 16

Reading across each employee section from left to right, the following information regarding the employee's appointment and timesheet that is pre-populated based on the pre-defined schedule from the PAF is displayed in figure 16 on page 22.

Submit Selected/Cancel ②, by checking the box, it allows you mass approve timesheets. The RF highly recommends that you do not do this. Review each timesheet. You do not want to inadvertently overpay an employee.

Refresh Data ③, this will automatically refresh the summary page. This should be used after you have approved an employee's timesheet. If an employee has made any changes, by refreshing the page, the system will update the information in case there are any edits that need to be made.

Submit ④, by clicking on the box, it will allow you to approve a timesheet without reviewing it. The RF recommends that this is not done without you reviewing each timesheet separately.

Save ⑤, allows you to save the timesheet for future submission or edits.

Employee Name ⑥, by clicking on the Employee's name, it will allow you to view the employee's profile page where detailed information regarding the employee's appointment, the employee's pre-defined schedule, and accruals can be found.

Timesheet Status ⑦, this field will change to the following descriptions & colors as the timesheet progresses through the payroll process.

View/Edit ⑧, clicking on this field allows access to the actual timesheet.

Start-End Dates ⑨, the appointment's start and end dates.

History ⑩, you can view the audit trail for this timesheet.

The last two rows consist of the employees **Current Charges** and **Remaining Hours ⑪**. Current Charges displays the number of hours charged on the timesheet.

There are 6 timesheet statuses:

New: This status indicates that the timesheet has not been generated and is ready for entry.

Submitted: This status indicates that the timesheet has been closed to entries by an employee or timekeeper. The PI or Authorized Approver may still edit the timesheet.

Approved: This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI/AA require the submission to be revoked and once edits have been made, re-approved. See the PI section of this manual for further instructions.

Uploaded: This status indicates that the timesheet has been processed and payroll has been generated by the RF.

Manual: This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.

Created: This status indicates that the timesheet has been generated & saved by an employee.

Reg (Regular): The number of hours inputted in the 'Regular column of the timesheet that reflects actual hours worked. For timesheets with a status of New, the Regular hours will be pre-populated with the PAF's pre-defined schedule.

Annual: The number of hours inputted in the Annual column of the timesheet.

Sick: The number of hours inputted in the Sick column of the timesheet.

Uns (Unscheduled Holiday): The number of hours inputted in the Unscheduled Holiday column of the timesheet.

Other: The number of hours inputted in the other column of the timesheet.

Accrued Res: The number of accrued reserve hours charged on the timesheet.

Total Hrs: The overall number of hours to be paid for the entire timesheet.

Remaining Hours: The total hours remaining (on the specific appointment) since the last payroll.

Work: Remaining work hours on the appointment.

Annual: Remaining annual hours on the appointment.

Total: The total hours remaining on the appointment.

Please Note: These numbers do not represent any retroactive pay period timesheets (paper or electronic) that are pending for the payroll.

To enter or view a timesheet, click on **View/Edit**  in figure 16 on page 22.

To return to the main pay period calendar selection page, click on the select period link at the top of the page right under **Manage Timesheets ❶**.

To select a different Group, click **Select Group ❷** link at the top of the page right under Manage Timesheets.

Viewing/Editing a Timesheet

This is the View/Edit Timesheet screen. All the appointments are listed at the top as tabs. Each tab represents a separate timesheet for the employee currently appointed to the selected project and which covers the selected pay period.

❶ Manage Timesheets View Accruals View Reports RF Homepage | ePAF | Help

Select Period > Select Group > View Summary Page > Edit a Timesheet

❷

Editing Employee Timesheet

99999-00 01

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Timesheet Status: New [History](#)

Employee: Blossom, Apple | **Project:** 99999-00 01 **Pay Period:** 12/30/2013 - 1/12/2014
Pay Rate: -- **Hours/Period:** 10.00 **Appt Period:** 12/16/2013-1/3/2014
Remaining Work Hours: 13.56 [\(More Info\)](#) ⚠ **Remaining Annual Hours:** 1.44 **Remaining Total Hours:** 15.00

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Tkeeper Comments View: Emp , Pl , Tkeeper	Total
Monday	12/30/2013	1.00	0	0		0.00		1.00
Tuesday	12/31/2013	0	0	0		0.00		0.00
Wednesday	01/01/2014	0	0	0		0.00		0.00
Thursday	01/02/2014	1.00	0	0		0.00		1.00
Friday	01/03/2014	1.00	0	0		0.00		1.00

Figure 17

Beginning at the top left and reading across is the Timesheet Header Information section which displays information from the employee's PAF for this appointment. (for full numbered details see figure 7 on page 12)

Timesheet Status, this field will change to the following descriptions & colors as the timesheet progresses through the payroll process.

There are 6 timesheet statuses:

New: This status indicates that the timesheet has not been generated and is ready for entry.

Submitted: This status indicates that the timesheet has been closed to entries by an employee or timekeeper. The PI or Authorized Approver may still edit the timesheet.

Approved: This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI / AA require the submission to be revoked and once edits have been made, re-approved. See the PI section of this manual for further instructions.

Uploaded: This status indicates that the timesheet has been processed and payroll has been generated by the RF.

Manual: This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.

Created: This status indicates that the timesheet has been generated & saved by an employee an employee.

Employee: This is the employee's name and the Employee ID number

Project: This is the appointment's project number.

Pay Period: This is the selected pay period.

Pay Rate: This is the employee's pay rate, stated as an hourly wage or biweekly salary.

Hours/Period: The number of hours the employee is expected to work each period based upon the PAF.

Appointment Period: Start and end dates of the appointment.

Remaining Work Hours: The number of remaining work hours on the appointment (hours charged to Regular, Sick, and Other Paid will be deducted from the Remaining Work Hours).

Remaining Annual Hours: The number of remaining annual hours on the appointment (including accrued hours and a projection of hours to be earned by the end of the appointment).

Remaining Total Hours: The total hours remaining (on the specific appointment) since the last payroll.

Please Note: Employees must use the Remaining Annual Hours by the end of the appointment period indicated in the timesheet header. Three pay periods before the encumbrance end date, the e-Timesheet system will generate a pop-up message in figure 18 below, indicating that work hours are soon coming to an end and advises the employee to schedule annual leave.

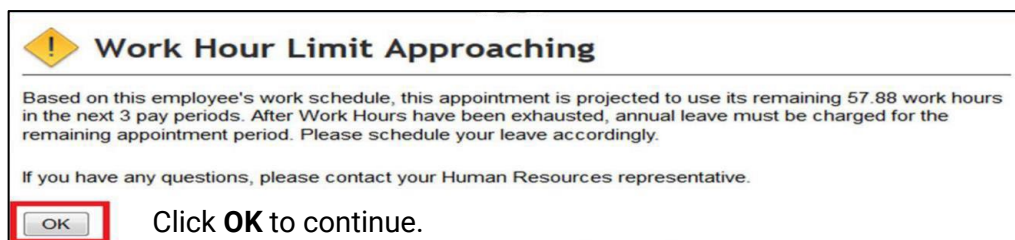


Figure 18

The timesheet body is pre-populated according to the schedule entered in the PAF system or changed in the e-Timesheet system. In this screen, the Timekeeper enters or edits the time (if different from the pre-populated entries) and may add any applicable comments.

Editing Employee Timesheet

99999-00 01

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Timesheet Status: New

Employee: Blossom, Apple | 043338 **Project:** 99999-00 01 **Pay Period:** 12/30/2013 - 1/12/2014

Pay Rate: -- **Hours/Period:** 10.00 **Appt Period:** 12/16/2013-1/3/2014

Remaining Work Hours: 13.56 (More Info) **Remaining Annual Hours:** 1.44 **Remaining Total Hours:** 15.00

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Tkeeper Comments View: Emp, Pl, Tkeeper	Total
Monday	12/30/2013	1.00	0	0		0.00		1.00
Tuesday	12/31/2013	0	0	0		0.00		0.00
Wednesday	01/01/2014	0	0	0		0.00		0.00
Thursday	01/02/2014	1.00	0	0		0.00		1.00
Friday	01/03/2014	1.00	0	0		0.00		1.00

Figure 19

Each row, reading from left to right, is one day. Days that are outside of the appointment period will appear blank and are closed for entry. RF Holidays are highlighted in yellow. (for full numbered details see figure 7 on page 12)

Each column represents a charge type which are:

Reg (Regular): Time worked by the employee on that day.

Annual: Hours charged by the employee for time off as annual leave

Sick: Hours charged by the employee for time off as sick leave. Sick leave may be used for the employee's own care and up to 56 hours may be used for the care of a qualifying family member (Parent, Child, Spouse, Domestic partner, Sibling (including a half, adopted, or step sibling), Grandchild, Grandparent, Child or parent of an employee's spouse or domestic partner). Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Uns (Unscheduled Holiday): For full-time employees only - This type of leave requires that time be taken in a whole day block. The employee's pre-defined schedule for that day determines the number of hours charged. For part-time employees, this box will be grayed out and unavailable for entry.

Other Paid: Hours charged for other miscellaneous reasons.

They are: Mandatory Court Attendance, Death in Family, Health Department Order, Holiday pay, Jury Duty, and Other Authorized time off.

Please Note: Eligibility for these types of miscellaneous leaves is limited to and dependent upon the employee's status (FT, PT A, PT B, etc.) and FLSA classification.

Please Note: The employee, the Timekeeper, and the PI will not be able to submit a timesheet charging more regular hours than the Remaining Work Hours on the Timesheet Header. When the employee exhausts the Remaining Work Hours, the “Regular” column on the timesheet will not permit entry (grey-out). The employee should charge annual leave.

Important

The pre-defined weekly schedule set up by the PI in the PAF (or changed by the PI/AA in the Time & Leave system) will automatically populate each timesheet in the ‘Regular column.

Non-Exempt employees with a predefined schedule could make changes to the pre-populated hours if the actual hours worked differ. The employee will enter the corrected charges in the appropriate column on each day of the week worked. Employees should input a comment in the box to the right for the timekeeper or PI/AA as to why they have made changes to the predefined schedule. If an employee worked on a holiday, there must be a comment in the comment box.

Non-Exempt employees will be paid for all hours charged, regardless of the predefined schedule. Hours worked (charged in the ‘Regular column) in excess of 40 hours in any week will be paid at 1.5 times the regular rate of pay.

Exempt employees whose days worked differ from their pre-defined schedule must ask their PI or AA to amend the schedule before correcting entries can be accepted by the system.

Exempt employees who charge fewer or more hours (Reg, Annual, Sick, Uns or Other Paid) than what is in the pre-defined schedule will be paid only for the scheduled hours for that day.

Exempt employees who do not charge any time at all (including any applicable leave accruals) on any scheduled day **will not be paid** for that day at all.

To view comments left by a PI or Employee, click the **Timekeeper Comments|View** link ❶ in figure 19 on page 27.

To view the audit trail for this timesheet, click the **History** link ❷ in figure 19 on page 27.

To have a quick view of accrual balances, click the **show/hide time and leave** link ❸ in figure 19 on page 27.

To return to the summary page to select another employee, click the **View Summary Page** link ❹ in figure 19 on page 27.

To return to the main pay period calendar selection page, click on the **Select Period** link at the top of the page right under **Manage Timesheets** ❺ in figure 19 on page 27.

To the right of the comment box is a total column that denotes the total hours entered for the day. At the end of each week, there is a weekly subtotal, and at the end of the two-week pay period is a **Total Charges ❶** for the timesheet. If the employee is appointed to more than one appointment for the project, and, therefore, completes a timesheet for each appointment, these totals take into account hours from all timesheets for the period.
(for full numbered details, see figure 7 on page 12)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	02/03/2014	7.00	0	0	<input type="checkbox"/>	0.00		7.00
Tuesday	02/04/2014	7.00	0	0	<input type="checkbox"/>	0.00		7.00
Wednesday	02/05/2014	7.00	0	0	<input type="checkbox"/>	0.00		7.00
Thursday	02/06/2014	7.00	0	0	<input type="checkbox"/>	0.00		7.00
Friday	02/07/2014	7.00	0	0	<input type="checkbox"/>	0.00		7.00
Saturday	02/08/2014	0.00	0	0	<input type="checkbox"/>	0.00		0.00
Sunday	02/09/2014	0.00	0	0	<input type="checkbox"/>	0.00		0.00
Week 2 Subtotals:		35.00	0.00	0.00	0.00	0.00		35.00
Total Charges		70.00	0.00	0.00	0.00	0.00		❶ 70.00

❷

Preview Timesheet(s) Cancel

Figure 20

Once the Timekeeper has finished entering the timesheet, he or she clicks on the **Preview Timesheet(s) ❷** button at the bottom of the page to proceed. If the employee is on multiple appointments, the timekeeper can choose to preview each timesheet separately by clicking on the **Preview Only This Timesheet** button. When **Preview Only This Timesheet** is selected, the totals displayed correspond only to the timesheet on display.

When a user clicks either of the Preview buttons, the timesheet is displayed for review.

Error messages, if any, will display at the top of the screen, as shown in figure 18 on page 26. An error message prevents the timesheet from being submitted. Errors can occur when an employee exceeds the remaining work hours or when the encumbrance remaining is not sufficient to cover for the timesheet charges.

Warning messages, if any, will display in the status box at the top and bottom of the screen. If the Timekeeper notes, at any time during the timesheet process, that time or encumbrance(s) are nearing an end earlier than expected, s/he should immediately notify the PI/AA.

If the Timekeeper does not agree with the displayed information, he or she can click **View/Edit** as shown in figure 16 on page 22 number ❸ to change the information. To completely cancel a timesheet, click the **Void Only This Timesheet** button.

If the Timekeeper agrees with the information in the timesheet, s/he clicks either the **Save** or **Save and Submit** button to conclude the process. While the **Preview** functionality allowed the user to view all timesheet totals as one, each timesheet must be saved and submitted individually.

Clicking the **Save** button allows the Timekeeper (and employee) to make edits and additional entries to a timesheet at a later time. This will move the timesheet status to **Created**.

Clicking the **Save and Submit** button prevents the Timekeeper (and an employee) from making any further changes. This will move the timesheet status to **Submitted**.

If changes need to be made after the timesheet is submitted, the Timekeeper must revoke the timesheet's submission or contact the PI or AA.

By submitting the timesheet, the Timekeeper is certifying the accuracy of the entries. Once the timesheet is submitted, the system will generate a **Notifications 1** message.

To make changes to a submitted timesheet, click on the **Continue Working with Timesheets for Employee Name 2**. Then, click on **Revoke Submission** at the bottom of the timesheet page. Return to the **Summary Page** and click **View Edit**. The timesheet is no longer **Submitted** and has reverted back to the status of **Created**.



Manage Timesheets View Accruals View Reports RF Homepage | ePAF | Help

Select Period > Select Group > View Summary Page > Edit a Timesheet > Preview/Confirm Employee Timesheet

Preview/Confirm Employee Timesheet

Notifications 1

Timesheet has been successfully saved and submitted.

2

- Continue Working with Timesheets for Duck, Daisy
- < Go to Summary Page for period ending 1/12/2014
- < Go to Manage Timesheets Home

230 West 41st St. 7th Fl New York, NY 10036-7296 | (212) 417-8300
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Figure 21

Alternative Timesheet Submission

An alternative method of timesheet submission is to use the summary page once the actual timesheet for each employee has been reviewed and Saved.

To the left of each employee name are **Submit ①** and **Save ②** check boxes. For created timesheets, the **Save box ③** is checked, as the timesheet was created via the Save button in the **View/Edit** Timesheet screen as seen in figure 16 on page 22 number ⑧.

To submit the timesheet, check the **Submit box ④** and click the **Submit Selected ⑤** button at the top or bottom of the page.

Please Note: By submitting the timesheets, the Timekeeper is certifying the accuracy of the entries. Therefore, it is important to review each individual timesheet thoroughly before submitting them.

Once a timesheet is **Submitted**, the Timekeeper may log off or click the **View Accruals ⑥** or **View Reports ⑦** tabs at the top of the page.

⑥ ⑦

Manage Timesheets View Accruals View Reports RF Homepage | ePAF | Help

Select Period > Select Group > View Summary Page

Employee Timesheet Summary Page

Timekeeper Group: 3660
Description:
Pay Period: 12/16/2013 - 12/29/2013

By submitting these timesheets, I am certifying the accuracy of the entries.


⑤ Submit Selected Cancel Refresh Data

Submit ①	Save ②	Name	Status	View/Edit	Account	Appt. Period	Remaining Enc.	History
<input type="checkbox"/>	<input checked="" type="checkbox"/> ③	Blue, Sky	Created	View/Edit	99999-00 01 / 5414	6/1/2013 - 3/31/2014		History
Current Charges: Regular:40.00 Annual:0.00 Sick:0.00 Uns.:0.00 Other:0.00 Accrued Res.:0.00 Total Hrs:40.00 Remaining Hrs: Work: 976.15 Annual: 103.84632 Total: 1080								
④ <input type="checkbox"/>	<input type="checkbox"/>	Dough, Jon	New	View/Edit	99999-00 01 / 5414	1/1/2013 - 12/31/2013		History
Current Charges: Regular:18.00 Annual:0 Sick:0 Uns.:0 Other:0 Accrued Res.:0.00 Total Hrs:18.00 Remaining Hrs: Work: 49.00 Annual: 60.000096 Total: 626.4								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duck, Daisy	Created	View/Edit	99999-00 01 / 5410	12/16/2013 - 12/31/2014		History
Current Charges: Regular:56.00 Annual:0.00 Sick:0.00 Uns.:0.00 Other:14.00 Accrued Res.:0.00 Total Hrs:70.00 Remaining Hrs: Work: 1800.75 Annual: 110.249412 Total: 1911								

Figure 22


Daily Time Allocation

Daily Time Allocation is an additional timesheet option for Timekeepers only. This feature allows Timekeepers to input hours for their group(s) on a daily basis rather than at period end. The Daily Allocation method is PRSY and Group specific.

To access the Daily Allocation feature, click on the **Daily Allocation**  link under the **Manage Timesheets** tab.

Manage Timesheets
View Accruals
View Reports

RF Homepage | ePAF | Help

Bi-Weekly Timesheet
Daily Allocation 

To Create/Edit Bi-Weekly Timesheets

Please Select a Period

May
2014
View Month

January 2014								
Dec	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Feb
			1 New Year's Holiday	2		3 PAFs Due	4	
	5	6	7	8 Pay Day	9	10	11	
	12 Period Ending	13 PAFs Due Timesheets Due	14	15	16	17	18	
	19	20 Martin L. King, Jr.'s Birthday	21	22 Pay Day	23	24	25	
	26 Period Ending	27 PAFs Due Timesheets Due	28	29	30	31		

Notices

Welcome

There are 12 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Human Resources](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

[Annual Wage Notice](#) (For Employees Only)

[Accrued Reserve FAQ](#)

Figure 23

Once the **Daily Allocation** feature is selected, a calendar appears that allows the timekeeper to select any specific day which is underlined. Move your cursor to the required date and click on the underlined date **1** to begin the Daily Allocation process.

Manage Timesheets | View Accruals | View Reports | RF Homepage | ePAF | Help

Bi-Weekly Timesheet | **Daily Allocation**

**To Create/Edit Daily Allocation
Please Select a Date**

Jan 2014 View Month

January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Holiday	2	3 PAFs Due	4
5	6	7	8 Pay Day	9	10	11
12 Period Ending	13 PAFs Due Timesheets Due	14	15	16	17	18
19	20 Martin L. King, Jr.'s Birthday	21	22 Pay Day	23	24	25
26 Period Ending	27 PAFs Due Timesheets Due	28	29	30	31	

Notices

Welcome

There are 12 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Human Resources](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

[Annual Wage Notice](#) (For Employees Only)

[Accrued Reserve FAQ](#)

Figure 24

Once a date has been selected, the next screen appears asking the timekeeper to select the **group 2** in the drop-down menu. Groups are created and set up by the PI to assign employees to a particular Timekeeper for timesheet entry or editing purposes. Once the group is selected click **Continue 3**.

Please Note: Using the Daily Allocation method of entering hours does not require that all employees in the group have an entry as not all employees work every day.

Manage Timesheets | View Accruals | View Reports | RF Homepage | ePAF | Help

Select a Date > Select Project/Group

Please Select A Group:

99999-00 01 - **2**

Continue 3

Notes

The groups listed here have been found with appointments for: Sunday, January 12, 2014

230 West 41st St. 7th Fl New York, NY 10036-7296 | (212) 417-8300
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Figure 25

Once the group is selected, the summary page will appear listing every employee in the selected group. The Timekeeper enters the hours for **Regular Hrs, Annual Hrs, Sick Hrs ①** and/or Other Paid Leave if added on the summary page by typing the number into the appropriate fields.

Please Note: The Timekeeper will not be able to submit a timesheet charging more regular hours than the Remaining Work Hours on the Timesheet Header. At the time the employee exhausts the Remaining Work Hours, the **Regular** column on the timesheet will not permit entry (grey-out) ②. The employee should charge annual leave.

Status ③ messages will appear on the summary page directly above the employee's line.

To add a comment to the individual timesheet, click the link **Add ④** under the Comment column. A small **Comments ⑤** box will appear for the Timekeeper to enter in a comment or view other comments left by a second (or backup) Timekeeper, the PI or the employee. Once you complete the comment click on **Add Comment**. To view comments left by others, click on the link **Timekeeper, PI or Employee ⑥** in the comment box.

The screenshot shows the 'Employee Daily Allocation' page. At the top, there are tabs for 'Manage Timesheets', 'View Accruals', and 'View Reports'. Below these are links for 'Select a Date', 'Select Group', and 'Manage Daily Allocation'. The page title is 'Employee Daily Allocation'. Below the title, there is a section for 'Timekeeper Group: 3655', 'Prsy: 99999-00 01 - RF Training Account', 'Description:', 'Pay Period: 12/30/2013 - 1/12/2014', and 'Allocation Date: Sunday, January 12, 2014'. A message states: 'By saving these timesheets, I am certifying the accuracy of the entries.' Below this are buttons for 'Save Selected', 'Cancel', and 'Refresh Data'. A 'Save' checkbox is also present. The main table has columns: 'Name', 'Status', 'Account', 'Start-End Date', 'Fringe Status', 'Comment', and 'History'. The first row is for 'Bide, Sky', with status 'New', account '5414', and dates '6/1/2013 - 3/31/2014'. The second row is for 'Duck, Daisy', with status 'New', account '5410', and dates '12/16/2013 - 12/31/2014'. The third row is for 'Duck, Donald', with status 'Uploaded', account '5410', and dates '12/16/2013 - 1/30/2014'. Each row has input fields for 'Regular Hrs', 'Annual Hrs', 'Sick Hrs', and 'Uns. Hrs'. There are also links for 'Add' and 'History'. A 'Comments' box is open for 'Duck, Daisy', showing a comment 'Left Early' and an 'Add comment' button. Annotations 1-6 point to specific elements: 1 points to the 'Status' message, 2 points to the 'Regular Hrs' field, 3 points to the 'Status' column header, 4 points to the 'Add' link, 5 points to the 'Comments' box, and 6 points to the 'View: TKeeper - PI - Employee' link.

Name	Status	Account	Start-End Date	Fringe Status	Comment	History
Bide, Sky	New	5414	6/1/2013 - 3/31/2014	Part-time A	Add	
Duck, Daisy	New	5410	12/16/2013 - 12/31/2014	Full-time	Add	
Duck, Donald	Uploaded	5410	12/16/2013 - 1/30/2014	Part-time A	Add	History

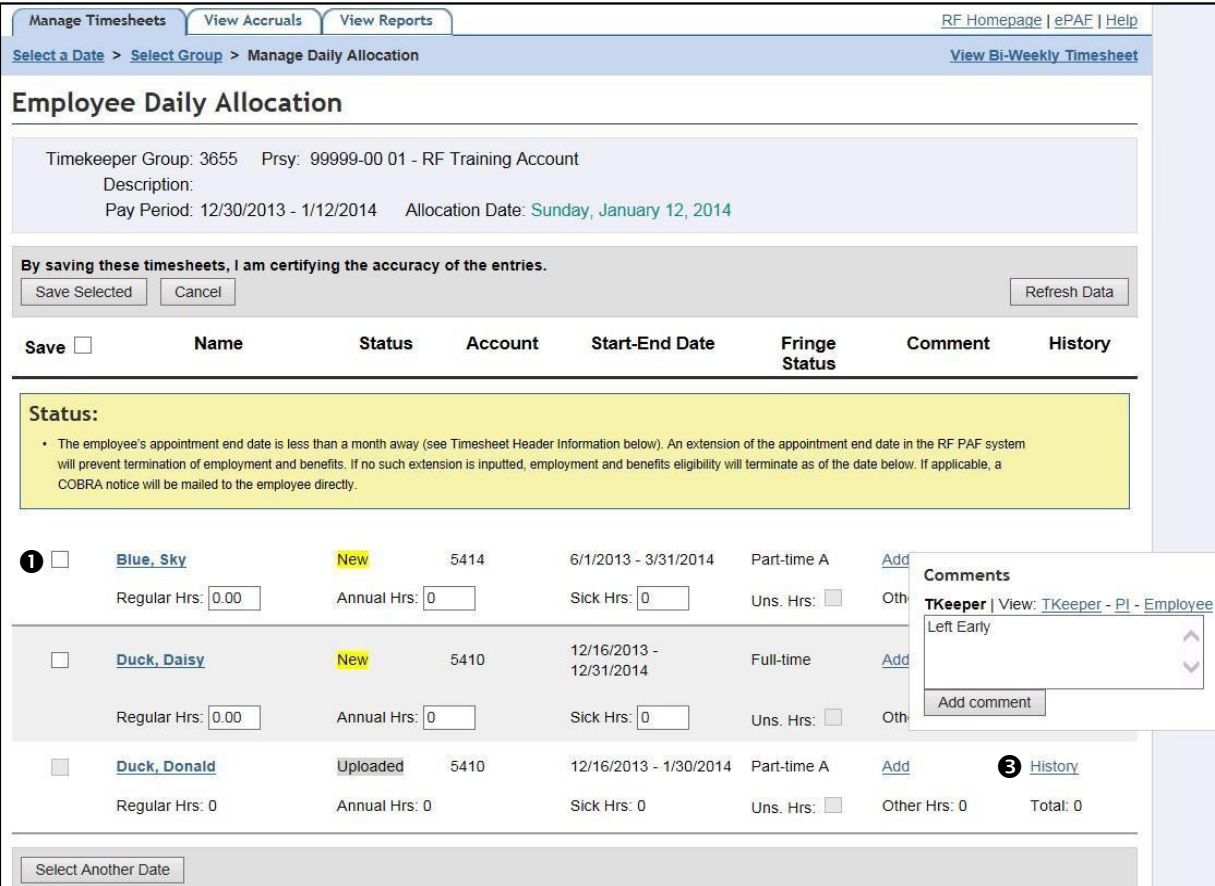
Figure 26

To save the daily entries, select the timesheet by checking the **white box ❶** to the left of the employee's name, then click the **Save Selected ❷** button at the top of the summary page.

Once the time has been saved, there will be a confirmation that says, **your timesheet was successfully processed**. Also, the individual timesheet status will state that it is Created.

To view the activity for this timesheet, click on the **History ❸** link in the Activity column of the summary pages.

After an entry is saved (Created), an employee or another timekeeper can no longer make entries to the timesheet. Once saved, the timesheets are visible to the PI but are not yet submitted by the timekeeper. Therefore, the timesheets are still able to be edited by the Timekeeper. Once submitted the Timekeeper can no longer edit the timesheets.



Manage Timesheets | View Accruals | View Reports | RF Homepage | ePAF | Help

Select a Date > Select Group > Manage Daily Allocation | View Bi-Weekly Timesheet

Employee Daily Allocation

Timekeeper Group: 3655 Prsy: 99999-00 01 - RF Training Account
 Description:
 Pay Period: 12/30/2013 - 1/12/2014 Allocation Date: Sunday, January 12, 2014

By saving these timesheets, I am certifying the accuracy of the entries.

❷ Save Selected Cancel Refresh Data

Save	Name	Status	Account	Start-End Date	Fringe Status	Comment	History
Status: • The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.							
❶	Blue, Sky	New	5414	6/1/2013 - 3/31/2014	Part-time A	Add	
	Regular Hrs: 0.00	Annual Hrs: 0	Sick Hrs: 0	Uns. Hrs:	Oth		
	Duck, Daisy	New	5410	12/16/2013 - 12/31/2014	Full-time	Add	
	Regular Hrs: 0.00	Annual Hrs: 0	Sick Hrs: 0	Uns. Hrs:	Oth		
	Duck, Donald	Uploaded	5410	12/16/2013 - 1/30/2014	Part-time A	Add	❸ History
	Regular Hrs: 0	Annual Hrs: 0	Sick Hrs: 0	Uns. Hrs:	Other Hrs: 0	Total: 0	

Select Another Date

Comments

TKeeper | View: TKeeper - PI - Employee

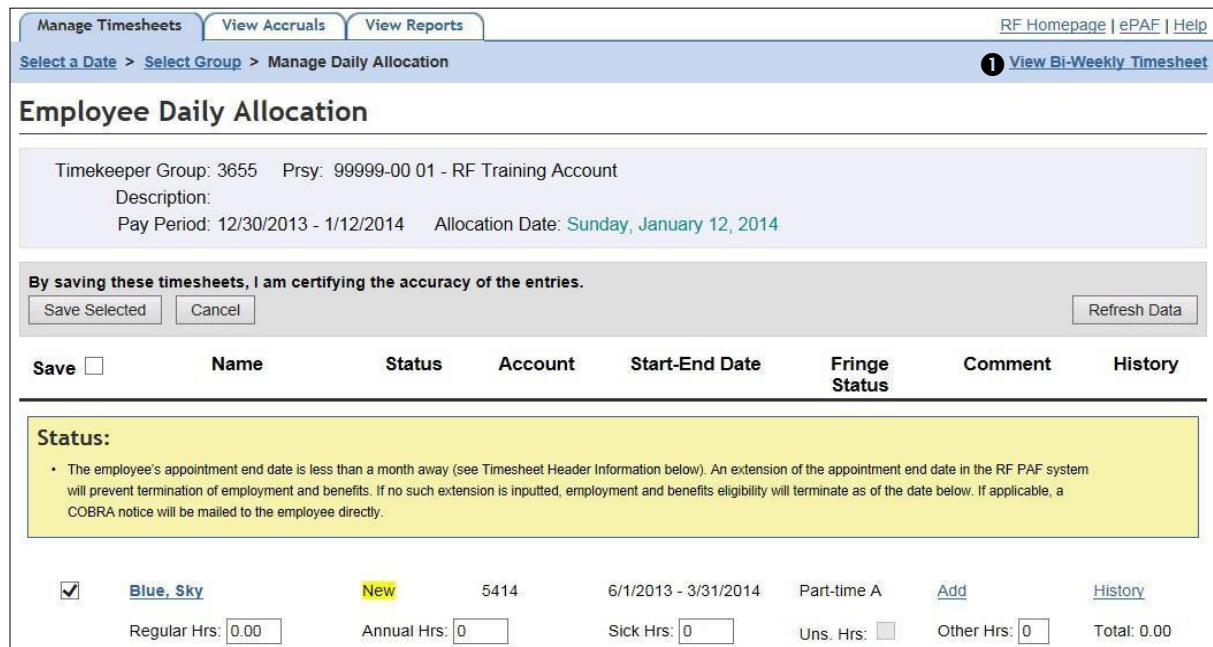
Left Early

Add comment

Figure 27

Please Note: Timesheets should be *submitted* when all the pay period's daily entries, have been processed (at the end of the period, not after each day). If a Timekeeper submits a timesheet before each day's daily allocations is entered (e.g., mid-period), the timekeeper will have to revoke his or her submission for each employee individually to make subsequent daily allocations for that period.

To submit and make changes to the timesheet to the PI, at period end, the Timekeeper must access the Biweekly Timesheet. Click on the link **View Bi-Weekly Timesheet 1** in the upper right-hand corner of the daily Timesheet page.



[Manage Timesheets](#) | [View Accruals](#) | [View Reports](#)
[RF Homepage](#) | [ePAF](#) | [Help](#)

[Select a Date](#) > [Select Group](#) > [Manage Daily Allocation](#)
1 [View Bi-Weekly Timesheet](#)

Employee Daily Allocation

Timekeeper Group: 3655 Prsy: 99999-00 01 - RF Training Account
 Description:
 Pay Period: 12/30/2013 - 1/12/2014 Allocation Date: Sunday, January 12, 2014

By saving these timesheets, I am certifying the accuracy of the entries.
 [Refresh Data](#)

Save	Name	Status	Account	Start-End Date	Fringe Status	Comment	History
Status: <ul style="list-style-type: none"> The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly. 							
<input checked="" type="checkbox"/>	Blue, Sky	New	5414	6/1/2013 - 3/31/2014	Part-time A	Add	History
Regular Hrs: <input type="text" value="0.00"/>		Annual Hrs: <input type="text" value="0"/>		Sick Hrs: <input type="text" value="0"/>	Uns. Hrs: <input type="checkbox"/>	Other Hrs: <input type="text" value="0"/>	Total: 0.00

Figure 28

After clicking on View Bi-Weekly Timesheet, Select the pay period in question from the calendar. Click on **View/Edit** to edit the individual employee's timesheet and click the **Revoke Submission** button at the bottom of the page. Once the submission is revoked, the timekeeper can edit or void the timesheet.

View Accruals

To view accruals for the employees assigned to a specific group, Click the **View Accruals ❶** tab at the top of the screen. Next, the Timekeeper must **Select a Group ❷** of employees from the drop-down menu. Once the group is selected click the **View Accruals ❸** button in figure 29.

What follows is the **Employee Accrual Balances ❶** screen. Each employee assigned to the selected group is listed in alphabetical order by last name. To the right of the employee's name are the accrual balance grid that shows the **Project-Sub ❷** number, **Annual ❸**, **Accrued Reserve ❹**, **Sick ❺**, and **Unscheduled Holiday Leave ❻** earnings. The other columns consist of the **Initial ❷**, **Accrued ❸**, **Charged ❹** and **Current ❺** available balances for all appointments on the same project in figure 30 below.

Under the Charged column, the Timekeeper can click on the **Charged ❹** underlined hour to see more information about the used accruals, such as when and in which period the time was used.

Employee Accrual Balances ❶						
Employee Name	Project-Sub ❷		Initial ❷	Accrued ❸	Charged ❹	Current ❺
Blossom, Apple	99999-00	Annual: 0.00 Accrued Reserve: 0.00 Sick Leave: 0.00 Unscheduled: 0.00	0.00	0.00000000	0.00	0.00
Blue, Sky	99999-00	Annual: 0.00 Accrued Reserve: 0.00 Sick Leave: 0.00 Unscheduled: 0.00	0.00	0.00000000	0.00	0.00
Dough, Jon	99999-00	Annual: 0.00 Accrued Reserve: 0.00 Sick Leave: 0.00 Unscheduled: 0.00	0.00	0.00000000	0.00	0.00
Duck, Donald	99999-00	Annual: 0.00 Accrued Reserve: 0.00 Sick Leave: 0.00 Unscheduled: 0.00	0.00	9.28841200	0.00	9.29
Jones, Bob	99999-00	Annual: 0.00 Accrued Reserve: 0.00 Sick Leave: 0.00 Unscheduled: 0.00	0.00	12.64993100	1.00 ❶	11.65

Figure 30

Accruals are earned based upon the number of hours submitted in a timesheet for a specific project. (Please see the **RF Time Off and Leave policy 506** for more information.)

View Reports

This feature allows the Timekeeper to view two reports. Click on the **View Reports ❶** tab at the top of the screen. Next, select a report, **Attendance Reports by PRSY ❷** or **Annual Leave Projection by Project Report ❸** you wish to generate in figure 31.



Figure 31

Attendance Report by PRSY

To generate the Attendance Report, **Select a Pay Period ❶** and **Select a Group ❷** from the drop-down menu. Then, click **View Report ❸** in figure 32.



Figure 32

The subsequent report is a list of timesheets entered for the selected period. Report information includes the entered time in each of the timesheet's columns, the total number of hours paid, and the status of the timesheet as seen in figure 33 below.

Manage Timesheets

View Accruals

View Reports

RF Homepage | ePAF | Help

View Reports > Attendance Report by PRSY

Attendance Report by PRSY

Select a Period

01/12/2014

Select a Group

99999-00 01 -

View Report

Report Information:

Project: 99999-00 01 -

Pay Period: 1/12/2014

Name	Account	Regular	Annual Leave	Sick Leave	Unsched. Holidays	Other Paid	Total Paid	Approved
Blossom, Apple	5410	3.00	0	0	0	0	3.00	N
Blue, Sky	5414	40.00	0	0	0	0	40.00	N
Dough, Jon	5414	0.00	0	0	0	0	0.00	N
Duck, Daisy	5410	56.00	0	0	0	14.00	70.00	N
Duck, Donald	5410	60.00	0.00	1.00	0.00	0.00	61.00	Y
Jones, Bob	5417	4.00	0	0	0	0	4.00	N

Figure 33

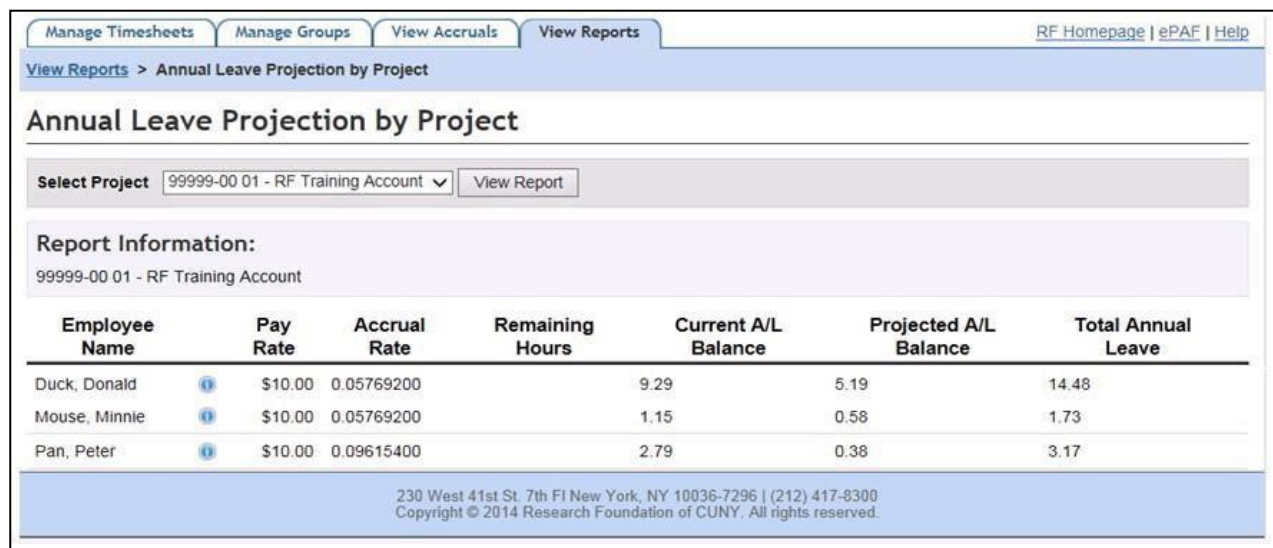
Annual Leave Projection by Project Report

To generate the Annual Leave Projection Report, **Select Project ❶** number from the drop-down menu. Then, click **View Report ❷** in figure 34 below.



Figure 34

This report list the employee's Annual Leave Projection by Project selected in figure 35 list their pay rate, annual leave accrual rate, current annual leave balance on the PRSY, a projection of annual leave hours to be earned by the end of the current appointment, and a total annual leave balance. The report information can be used to assist PIs in planning the use of accrued annual leave.



Employee Name	Pay Rate	Accrual Rate	Remaining Hours	Current A/L Balance	Projected A/L Balance	Total Annual Leave
Duck, Donald	\$10.00	0.05769200		9.29	5.19	14.48
Mouse, Minnie	\$10.00	0.05769200		1.15	0.58	1.73
Pan, Peter	\$10.00	0.09615400		2.79	0.38	3.17

Figure 35

The PI/Authorized Approver Option

This option is for the Project PI or an Authorized Approver (a designated person) responsible for approving timesheets for all employees on all projects under the person's domain. The PI/AA access level has the authority to submit timesheets to the RF.

The PI/AA can initiate, edit, and approve timesheets that are New, created, and/or Submitted by employees or Timekeepers.

The PI can designate an authorized approver among the project's employees or elsewhere. To do so, the PI must contact the Web Access Security Team at weblogonid@rfcuny.org or 212-417-8450.

Please Note: Authorized Approver access must be requested for each project and each time the project is renewed (when the project number's last 2 digits change PPPPP SS YY).

When a user accesses the Time and Leave System as a PI/AA, the features that are available are displayed at the top of the screen as separate tabs. They are,

Manage Timesheets (Default display): This feature is where the PI/AA selects a pay period and enters, edits, approves, and/or views a timesheet.

Manage Groups: This feature allows the PI to assign some or all project employees to one or more timekeepers who are themselves encumbered on the project.

View Accruals: This feature allows the PI/AA to view the leave accrual balances for all employees assigned to him or her.

View Reports: This is where the PI/AA can view timesheet reports for a selected period and view the PRSY's annual leave liability report.

To select a feature, click the appropriate tab at the top of figure 35 on page 39.

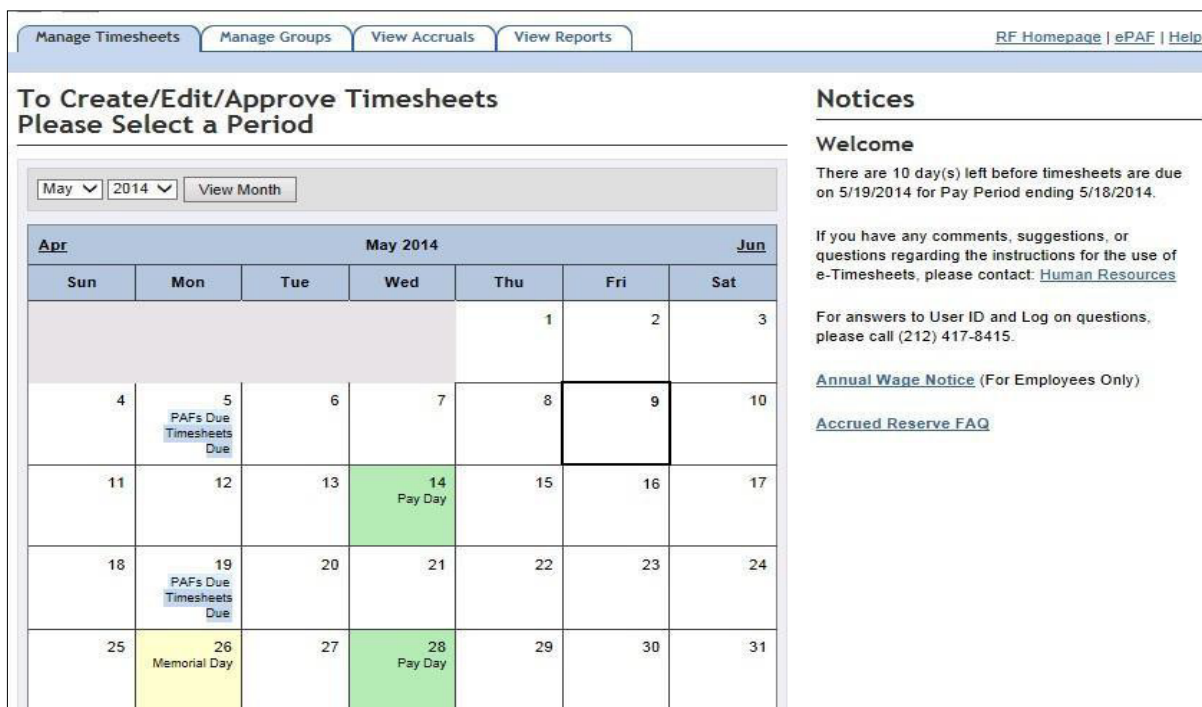
Manage Timesheets

The PI/AA has one method of timesheet management: Biweekly Timesheet. This method is used to enter and submit the timesheet for the entire pay period.

To create, edit, approve, and/or view timesheets. For full details on the process see **Biweekly Timesheet Method** on page 21 and follow the steps.

The PI/AA must choose the appropriate pay period. The current pay period and up to 4 retroactive pay periods will be available for entry. All previous pay periods which have already been paid are for view only. Submission of timesheets for periods prior to the 4 available retroactive pay periods must be submitted via an **RF paper timesheet**, signed by the employee and PI/AA.

To select a pay period, click the pay period end date.



The screenshot displays the 'Manage Timesheets' web application. At the top, there are navigation tabs: 'Manage Timesheets', 'Manage Groups', 'View Accruals', and 'View Reports'. The main heading is 'To Create/Edit/Approve Timesheets Please Select a Period'. Below this, there is a calendar for May 2014. The calendar shows dates from Sunday to Saturday. Key dates are highlighted: May 5th (PAFs Due Timesheets Due), May 14th (Pay Day), May 19th (PAFs Due Timesheets Due), and May 28th (Pay Day). A sidebar on the right contains 'Notices' and a 'Welcome' message. The 'Welcome' message states: 'There are 10 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.' It also provides contact information for Human Resources and links to 'Annual Wage Notice (For Employees Only)' and 'Accrued Reserve FAQ'.

Figure 36

Selecting a pay period end date will display the Employee Timesheet Summary page. The employees on all the PI/AA projects are listed alphabetically, with a maximum of 40 separate appointments. Each line represents a separate timesheet. For those PI/AAs with active appointments for a pay period of more than 40, an intermediate screen will appear, requiring the PI/AA to select a project. This most often happens when a fiscal year-end occurs in the middle of a pay period. Each Fiscal Year's appointment is a separate line, requiring a separate timesheet.

[Manage Timesheets](#)
[Manage Groups](#)
[View Accruals](#)
[View Reports](#)

[RF Homepage](#) | [ePAF](#) | [Help](#)

To Create/Edit/Approve Timesheets

Please Select a Period

Feb

2014

View Month

Jan	February 2014						Mar
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5 Pay Day	6	7	8	
9 Period Ending	10 PAFs Due Timesheets Due	11	12 Lincoln's Birthday	13	14	15	
16	17 President's Day	18	19 Pay Day	20	21	22	
23	24 PAFs Due Timesheets Due	25	26	27	28		

Notices

Welcome

There are 10 day(s) left before timesheets are due on 5/19/2014 for Pay Period ending 5/18/2014.

If you have any comments, suggestions, or questions regarding the instructions for the use of e-Timesheets, please contact: [Human Resources](#)

For answers to User ID and Log on questions, please call (212) 417-8415.

[Annual Wage Notice](#) (For Employees Only)

[Accrued Reserve FAQ](#)

Figure 37

This is the Project Employees Summary Page. At the top of the page is the selected Project number. The employee's in the selected project are listed alphabetically.

[Manage Timesheets](#)
[Manage Groups](#)
[View Accruals](#)
[View Reports](#)

[RF Homepage](#) | [ePAF](#) | [Help](#)

[Select Period](#) > [View Summary Page](#)

Project Employees Summary Page

Project Sub Year: --
Project Title: --
Pay Period: 8/25/2013 - 9/8/2013

By submitting these timesheets, I am certifying the accuracy of the entries.

Approve	Save	Name	Status	View/Edit	Account	Appt. Period	Remaining Enc.	History
<input type="checkbox"/>	<input type="checkbox"/>							
Status: <ul style="list-style-type: none"> The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly. 								
<input type="checkbox"/>	<input type="checkbox"/>	Blue, Sky	New	View/Edit	99999-00 01 / 5414	6/1/2013 - 3/31/2014	\$21,600.00	History
Current Charges: Regular:45.00 Annual:0 Sick:0 Uns.:0 Other:0 Accrued Res.:0.00 Total Hrs:45.00 Remaining Hrs: Work: 976.15 Annual: 103.85 Total: 1080.00								

Figure 38

Reading across each employee section from left to right, the following information regarding the employee's appointment and timesheet that is pre-populated based on the pre-defined schedule from the PAF is displayed. (for full numbered details see figure 16 on page 22)

Employee Name: Click on the Employee's name to view the employee's profile page where detailed information regarding the employee's appointment, the employee's pre-defined schedule, and accruals can be found.

Status (of the timesheet): This field will change color as the timesheet progresses through the payroll process.

New: This status indicates that the timesheet has not been generated and is ready for entry.

Created: This status indicates that the timesheet has been generated & saved by an employee or timekeeper and is available for further input at a later time.

Submitted: This status indicates that the timesheet has been closed to entries by an employee or timekeeper. The PI or Authorized Approver may still edit the timesheet.

Approved: This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI / AA require the submission to be revoked and once edits have been made, re-approved.

Uploaded: This status indicates that the timesheet has been processed and payroll has been generated by the RF.

Manual: This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.

View/Edit: Click on this field to access the actual timesheet.

PRSY/Account: The Project # for this appointment.

Start-End Dates: The appointment's start and end dates.

History: Click here to view the audit trail for this timesheet.

The next lines down within each employee section displays information about the timesheet.

Current Charges: Displays the number of hours charged on the timesheet.

Regular Hours: The number of hours inputted in the 'Regular' column of the timesheet that reflects actual hours worked. For timesheets with a status of New, the Regular hours will be pre-populated with the PAF's pre-defined schedule.

Annual Hrs: The number of hours inputted in the Annual column of the timesheet.

Sick Hrs: The number of hours inputted in the Sick column of the timesheet.

Uns Hrs: The number of hours inputted in the Unscheduled Holiday column of the timesheet.

Other Hrs: The number of hours inputted in the other column of the timesheet.

Accrued Res: The number of accrued reserve hours charged on the timesheet.

Total Hrs: The overall number of hours to be paid for the entire timesheet.

Remaining Hours: The total hours remaining (on the specific appointment) since the last payroll.

Work: Remaining work hours on the appointment.

Annual: Remaining annual hours on the appointment.

Total: The total hours remaining on the appointment.

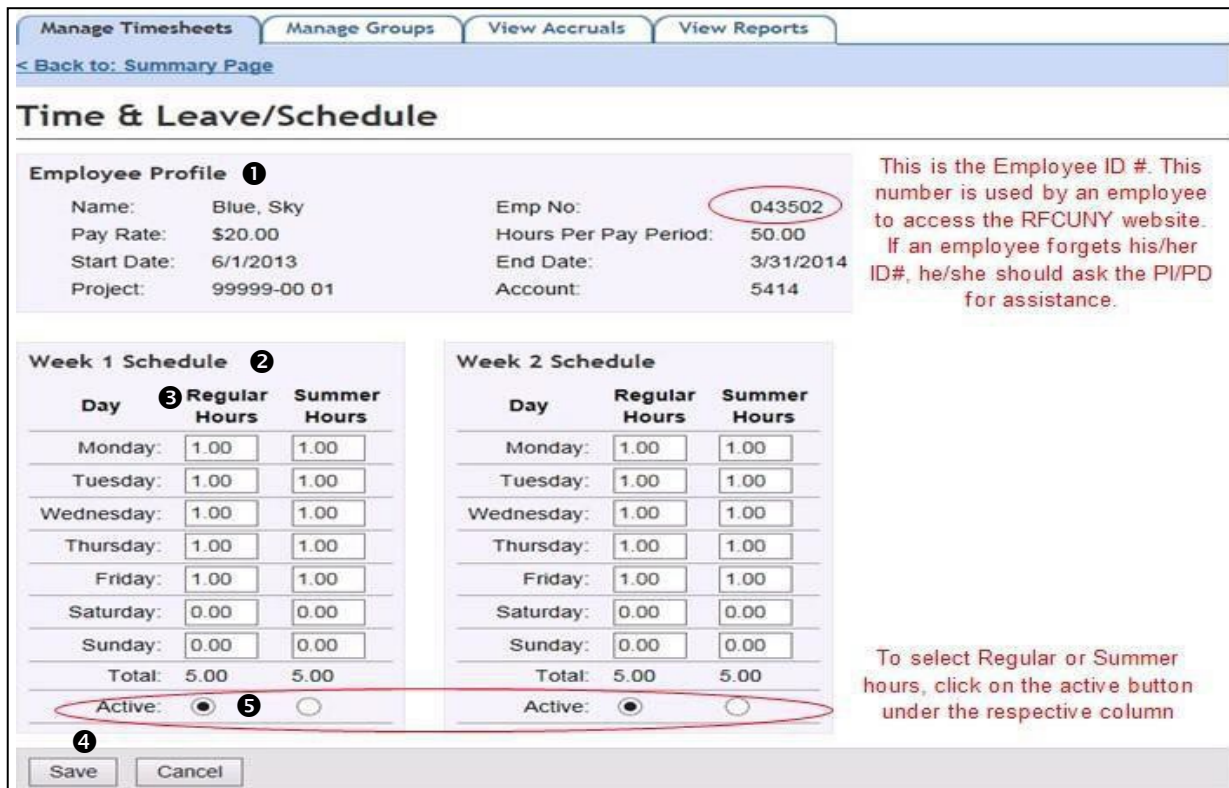
Please Note: These numbers do not represent any retroactive pay period timesheets (paper or electronic) that are pending for the payroll.

The Employee Profile Page

Clicking on the Employee's Name in the Summary Page in figure 38 on page 43 will bring the PI/AA to the **Employee's Profile ❶** which includes the appointment's information and predefined schedule.

The schedule area displays the employee's pre-defined schedule as inputted by the PI in the PAF system or changed in the timesheet system. Each week is listed separately as **Week 1 Schedule ❷** and so forth.

To change the predefined schedule, the PI/AA enters the new schedule's hours for each week in the **Regular Hours ❸** column and clicks **Save ❹**. To switch from Regular to Summer hours (or vice versa), select the **Active Button ❺** under the respective column, then click Save. A message will appear confirming the updated schedule. The total number of hours in the updated schedule must match the hours per Period from the appointment's PAF.



The screenshot displays the 'Time & Leave/Schedule' page for an employee. At the top are navigation tabs: 'Manage Timesheets', 'Manage Groups', 'View Accruals', and 'View Reports'. Below them is a link '< Back to: Summary Page'.

The main section is titled 'Time & Leave/Schedule'. It contains an 'Employee Profile ❶' section with the following details:

Name:	Blue, Sky	Emp No:	043502
Pay Rate:	\$20.00	Hours Per Pay Period:	50.00
Start Date:	6/1/2013	End Date:	3/31/2014
Project:	99999-00 01	Account:	5414

To the right of the profile information is a red text box: 'This is the Employee ID #. This number is used by an employee to access the RFCUNY website. If an employee forgets his/her ID#, he/she should ask the PI/PD for assistance.'

Below the profile are two schedule sections: 'Week 1 Schedule ❷' and 'Week 2 Schedule'. Each section has a table with columns for 'Day', 'Regular Hours ❸', and 'Summer Hours'.

Day	Regular Hours ❸	Summer Hours
Monday:	1.00	1.00
Tuesday:	1.00	1.00
Wednesday:	1.00	1.00
Thursday:	1.00	1.00
Friday:	1.00	1.00
Saturday:	0.00	0.00
Sunday:	0.00	0.00
Total:	5.00	5.00

Below each schedule table is an 'Active:' section with two radio buttons. In the 'Week 1 Schedule', the 'Regular Hours' radio button is selected and circled with a red line and labeled '❺'. In the 'Week 2 Schedule', the 'Regular Hours' radio button is also selected and circled with a red line. A red text box to the right of the Week 2 schedule says: 'To select Regular or Summer hours, click on the active button under the respective column'.

At the bottom of the page are 'Save' and 'Cancel' buttons. The 'Save' button is circled with a red line and labeled '❹'.

Figure 39

Important

The pre-defined weekly schedule set up by the PI in the PAF (or changed by the PI/AA in the Time & Leave system) will automatically populate each timesheet in the Regular column.

Non-exempt employees with a predefined schedule could change the prepopulated hours if the actual hours worked differ. The employee will enter the corrected charges in the appropriate column on each day of the week worked. Employees should input a comment in the box to the right for the timekeeper or PI/AA explaining why they have made changes to the predefined schedule. If an employee worked on a holiday, there must be a comment in the comment box.

Non-Exempt employees will be paid for all hours charged, regardless of the predefined schedule. Hours actually worked (charged in the Regular column) in excess of 40 hours in any week will be paid at 1.5 times the regular rate of pay.

Exempt employees whose days worked differ from their pre-defined schedule must ask their PI or AA to amend the schedule before correcting entries can be accepted by the system.

Exempt employees who charge fewer or more hours (Reg, Annual, Sick, Uns, or Other Paid) than what is in the pre-defined schedule will be paid only for the scheduled hours for that day.

Exempt employees who do not charge any time at all (including any applicable leave accruals) on any scheduled day **will not be paid** for that day at all.

View/Edit Timesheets

This is the View/Edit Timesheet screen. Listed at the top, as tabs, are all the appointments that the employee is currently appointed to for the selected project, and which cover the selected pay period. Each tab represents a separate timesheet.

Manage Timesheets View Accruals View Reports RF Homepage | ePAF | Help

Select Period > Select Group > View Summary Page > Edit a Timesheet

Editing Employee Timesheet

99999-00 01

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Timesheet Status: New [History](#)

Employee: Blossom, Apple | **Project:** 99999-00 01 **Pay Period:** 12/30/2013 - 1/12/2014

Pay Rate: -- **Hours/Period:** 10.00 **Appt Period:** 12/16/2013-1/3/2014

Remaining Work Hours: 13.56 [\(More Info\)](#) **Remaining Annual Hours:** 1.44 **Remaining Total Hours:** 15.00

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Tkeeper Comments View: Emp, PI, Tkeeper	Total
Monday	12/30/2013	1.00	0	0		0.00		1.00
Tuesday	12/31/2013	0	0	0		0.00		0.00
Wednesday	01/01/2014	0	0	0		0.00		0.00
Thursday	01/02/2014	1.00	0	0		0.00		1.00
Friday	01/03/2014	1.00	0	0		0.00		1.00

Figure 40

The Timesheet Header Information section begins at the top left and reads across, displaying information from the employee's PAF for this appointment. (full numbered details see figure 7 on page 12)

Timesheet Status: This field will change to the following descriptions & colors as the timesheet progresses through the payroll process.

New: This status indicates that the timesheet has not been generated and is ready for entry.

Created: This status indicates that the timesheet has been generated & saved by an

Submitted: This status indicates that the timesheet has been closed to entries by an employee or timekeeper. The PI or Authorized Approver may still edit the timesheet.

Approved: This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI / AA require the submission to be revoked and once edits have been made, re-approved.

Uploaded: This status indicates that the timesheet has been processed and payroll has been generated by the RF.

Manual: This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.

Employee Name and Employee ID #.

Project: This is the appointment's project number.

Pay Period: This is the selected pay period.

Approved: This status indicates that the PI or Authorized Approver has submitted the timesheet to the RF for processing. Further efforts by a PI / AA require the submission to be revoked and once edits have been made, re-approved.

Uploaded: This status indicates that the timesheet has been processed and payroll has been generated by the RF.

Manual: This status indicates that a paper timesheet and manual paycheck have already been generated for this pay period for the specific appointment line.

Employee Name and Employee ID #.

Project: This is the appointment's project number. **Pay Period:** This is the selected pay period.

Pay Rate: This is the employee's pay rate, stated as an hourly wage or biweekly salary.

Hours per period (the number of hours the employee is expected to work each period based upon the PAF).

- Appointment Period- Start and end dates of the appointment.
- Remaining Work Hours- The number of remaining work hours on the appointment (including regular, sick, and other hours).
- Remaining Annual Hours- The number of remaining annual hours on the appointment (including accrued hours and a projection of hours to be earned by the end of the appointment).
- Remaining Total Hours: The total hours remaining (on the specific appointment) since the last payroll.

Please Note: Employees must use the Remaining Annual Hours by the end of the appointment period indicated in the timesheet header. Three pay periods before the encumbrance end date, the e-Timesheet system will generate a pop-up message in figure 41 below indicating that work hours are soon coming to an end and advises the employee to schedule annual leave.



Figure 41

The timesheet body is pre-populated according to the schedule entered in the E-PAF system or changed in the Time and Leave system. In this screen, the PI/AA enters or edits the time (if different from the pre-populated entries) and may add any applicable comments. (for full numbered details see figure 7 on page 12)

Manage Timesheets
View Accruals
View Reports

[RF Homepage](#) | [ePAF](#) | [Help](#)

[Select Period](#) > [Select Group](#) > [View Summary Page](#) > [Edit a Timesheet](#)

Editing Employee Timesheet

99999-00 01

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Timesheet Status: New
[History](#)

Employee: Blossom, Apple | 043338
Pay Rate: --
Remaining Work Hours: 13.56 ([More Info](#))

Project: 99999-00 01
Hours/Period: 10.00
Remaining Annual Hours: 1.44

Pay Period: 12/30/2013 - 1/12/2014
Appt Period: 12/16/2013-1/3/2014
Remaining Total Hours: 15.00

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Tkeeper Comments View: Emp , PI , Tkeeper	Total
Monday	12/30/2013	<input type="text" value="1.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	1.00
Tuesday	12/31/2013	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	0.00
Wednesday	01/01/2014	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	0.00
Thursday	01/02/2014	<input type="text" value="1.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	1.00
Friday	01/03/2014	<input type="text" value="1.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0.00"/>	<input type="text"/>	1.00

Figure 42

Each row, reading from left to right, is one day. Days that are outside of the appointment period will appear blank and are closed for entry. RF Holidays are highlighted in yellow.

Each column represents a charge type. They are:

Reg (Regular) Time worked by the employee on that day.

Annual Hours charged by the employee for time off as annual leave.

Sick Hours charged by the employee for time off as sick leave. Sick leave may be used for the employee's own care and up to 56 hours may be used for the care of a qualifying family member (Parent, Child, Spouse, Domestic partner, Sibling (including a half, adopted, or step sibling), Grandchild, Grandparent, Child or parent of an employee's spouse or domestic partner). When charging sick leave, employees are required to designate the leave as 'Self' or 'Family Member'. The 'Family Member' option should be selected when sick leave time taken is for the care of a qualifying family member.

Uns (Unscheduled Holiday): For full-time employees only - This type of leave requires that time be taken in a whole day block. The number of hours charged is determined by the employee's pre-defined schedule for that day. For part-time employees, this box will be grayed out and unavailable for entry.

Other Paid: Hours charged for other miscellaneous reasons.

They are: Mandatory Court Attendance, Death in Family, Health Department Order, Holiday pay, Jury Duty, and Other Authorized time off.

Please Note: Eligibility for these types of miscellaneous leaves is limited to and dependent upon the employee's status (FT, PT A, PT B, etc.) and FLSA classification.

The employee, the Timekeeper, and the PI will not be able to submit a timesheet charging more regular hours than the Remaining Work Hours on the Timesheet Header. When the employee exhausts the Remaining Work Hours, the 'Regular' column on the timesheet will not permit entry (grey-out). The employee should charge annual leave.

Important

The pre-defined weekly schedule set up by the PI in the PAF (or changed by the PI/AA in the Time & Leave system) will automatically populate each timesheet in the *Regular* column.

Non-exempt employees with a predefined schedule could change the prepopulated hours if the actual hours worked differ. The employee will enter the corrected charges in the appropriate column on each day of the week worked. Employees should input a comment in the box to the right for the timekeeper or PI/AA explaining why they have made changes to the predefined schedule. If an employee worked on a holiday, there must be a comment in the comment box.

Non-Exempt employees will be paid for all hours charged, regardless of the predefined schedule. Hours worked (charged in the 'Regular column) more than 40 hours in any week will be paid at 1.5 times the regular rate of pay.

Exempt employees whose days worked differ from their pre-defined schedule must ask their PI or AA to amend the schedule before the system can accept correcting entries.

Exempt employees who charge fewer or more hours (Reg, Annual, Sick, Uns or Other Paid) than what is in the pre-defined schedule will be paid only for the scheduled hours for that day.

Exempt employees who do not charge any time (including any applicable leave accruals) on any scheduled day will not be paid for that day.

To the right of the comment box is a total column that denotes the total hours entered for the day. At the end of each week there is a weekly subtotal and at the end of the 2 weeks' pay period is a **Total Charges ①** for the timesheet. If the employee is appointed to more than one appointment for the project, and therefore completes a timesheet for each appointment, these totals take into account hours from all timesheets for the period.

Editing Employee Timesheet

99999-00 01

Status:

- The employee's appointment end date is less than a month away (see Timesheet Header Information below). An extension of the appointment end date in the RF PAF system will prevent termination of employment and benefits. If no such extension is inputted, employment and benefits eligibility will terminate as of the date below. If applicable, a COBRA notice will be mailed to the employee directly.

Timesheet Status: **New** [History](#)

Employee: Blossom, Apple | 043338 **Project:** 99999-00 01 **Pay Period:** 12/30/2013 - 1/12/2014

Pay Rate: --- **Hours/Period:** 10.00 **Appt Period:** 12/16/2013-1/3/2014

Remaining Work Hours: 13.56 [\(More Info\)](#) **Remaining Annual Hours:** 1.44 **Remaining Total Hours:** 15.00

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Tkeeper Comments View: Emp , PI , Tkeeper	Total
Monday	12/30/2013	1.00	0	0		0.00		1.00
Tuesday	12/31/2013	0	0	0		0.00		0.00
Wednesday	01/01/2014	0	0	0		0.00		0.00
Thursday	01/02/2014	1.00	0	0		0.00		1.00
Friday	01/03/2014	1.00	0	0		0.00		1.00

Figure 43

Once the PI has finished entering the timesheet, he or she clicks on the **Preview Timesheet(s) ②** button at the bottom of the page to proceed. If the employee has multiple appointments, the timekeeper can choose to preview each timesheet separately by clicking on the **Preview Only This Timesheet** button. When **Preview Only This Timesheet** is selected, the totals displayed correspond only to the timesheet on display.

When a user clicks either of the **Preview** buttons, the timesheet is displayed for review.

Error messages, if any, will display at the top of the screen as shown in figure 41 on page 49. An error message prevents the timesheet from being submitted. Errors can occur when an employee exceeds the remaining work hours or when the encumbrance remaining is not sufficient to cover for the timesheet charges.

Warning messages, if any, will display in the status box at the top and bottom of the screen. If the PI/AA notes, at any time during the timesheet process, that time or encumbrance(s) are nearing an end earlier than expected, s/he should immediately amend the PAF to add additional funds to the appointment.

(Please refer to the e-PAF User's Guide for a detailed description of the system.)

If the PI/AA does not agree with the displayed information, he or she can click **Edit** as shown in figure 16 on page 22 ③ to change the information. To completely cancel a timesheet, click the **Void Only This Timesheet** button.

If the PI/AA agrees with the information in the timesheet, s/he clicks either the **Save** or **Save and Approve** button to conclude the process. While the Preview Timesheets functionality allowed the user to view all timesheet totals as one, each timesheet must be saved and submitted individually.

Clicking the **Save** button allows the PI/AA to make edits and additional entries to a timesheet at a later time. This will move the timesheet status to **Submitted**.

Clicking the **Save and Approve** button prevents the PI/AA, Timekeeper, and employee from making any further changes. Furthermore, the timekeeper will not be able to revoke a prior submission. This action will move the timesheet status to **Approved**. If changes need to be made after the timesheet is submitted, the PI/AA must revoke the timesheet's submission or contact the RF for assistance.

By approving the timesheet, the PI/AA is certifying the accuracy of the entries. Once the timesheet is submitted, the system will generate a **Notification** message ❶.

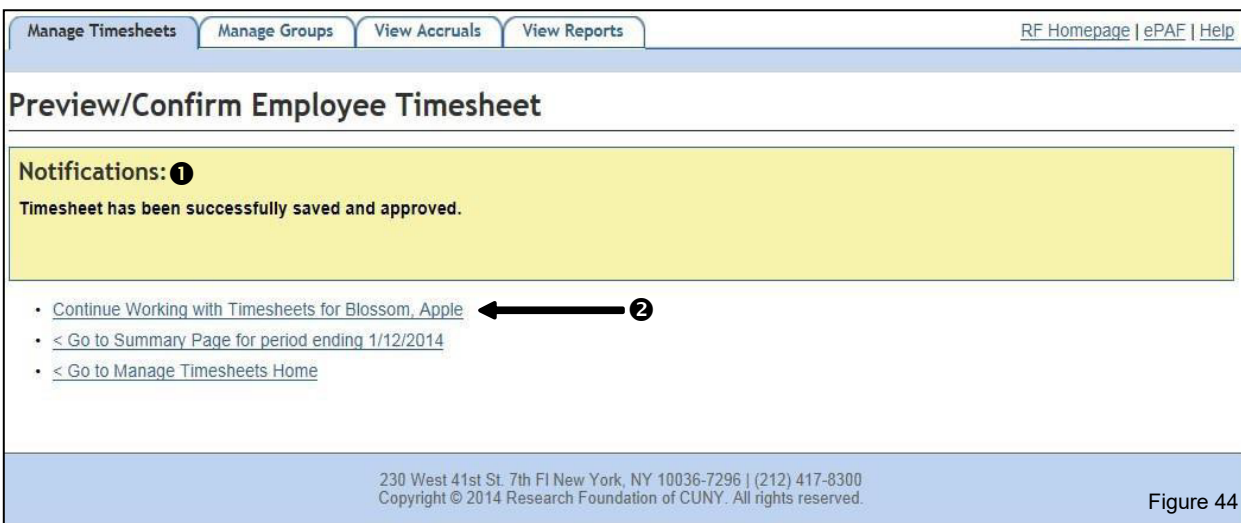


Figure 44

To make changes to a submitted timesheet, click on the **Continue Working with Timesheets for Employee Name** ❷. Then, click on **Revoke Submission** at the bottom of the timesheet page. Return to the Summary Page and Click **View Edit**. The timesheet is no longer submitted and has reverted back to the status of **Created**.

To make a change after a timesheet is approved, click on the **Continue Working with Timesheets for Employee Name**. Then, click on **Revoke Approval** at the bottom of the timesheet page. Return to the Summary Page and click **View Edit**. The timesheet is no longer approved and has reverted back to the status of submitted.

Alternative Timesheet Submission

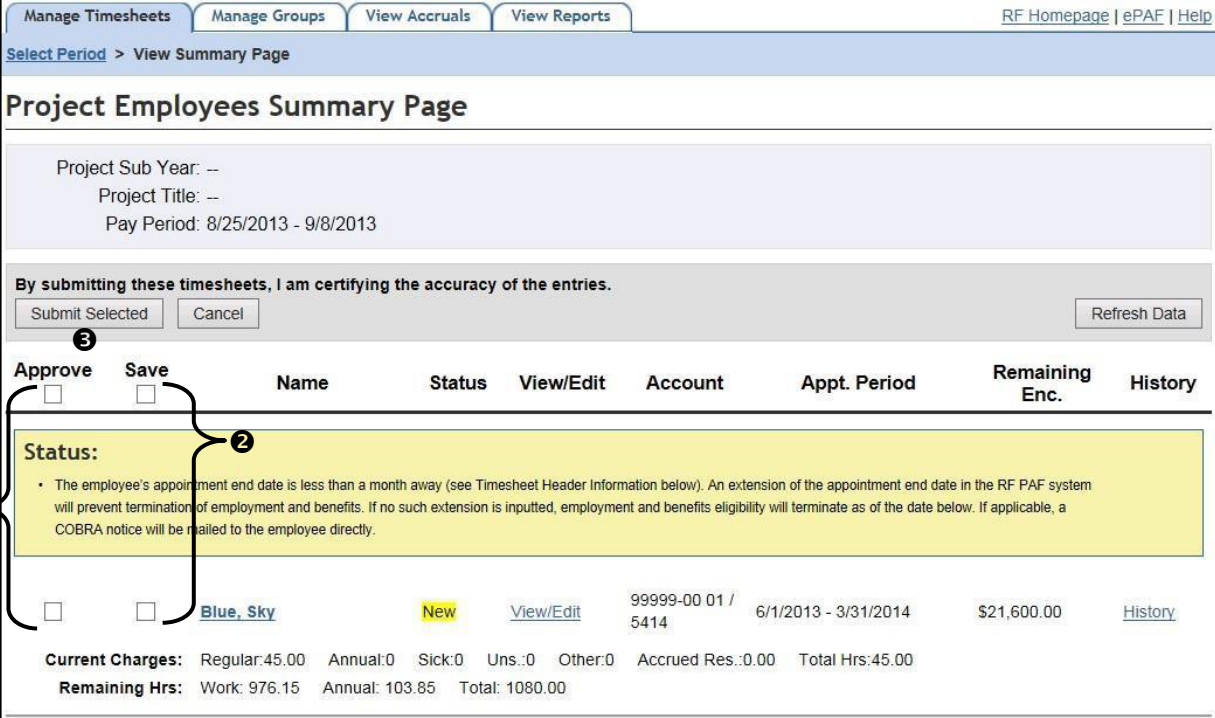
An alternative method of timesheet approval is to use the summary page once the actual timesheet for each employee has been reviewed and saved.

To the left of each employee name are **Approve ❶** and **Save ❷** check boxes. For timesheets with a status of Submitted, the Save box is checked, as the timesheet was Submitted via the Save button in the View/Edit Timesheet screen.

To approve the timesheet, check the approved box and click the **Submit Selected ❸** button.

Please Note: By submitting the timesheets, the PI/AA is certifying the accuracy of the entries. Therefore, it is important to review each individual timesheet thoroughly before submitting them.

Once a timesheet is Approved, it is ready for payroll. No further action by the Project's management is required. The PI/AA may log off or click the Manage Groups, View Accruals or View Reports tabs at the top of the page.



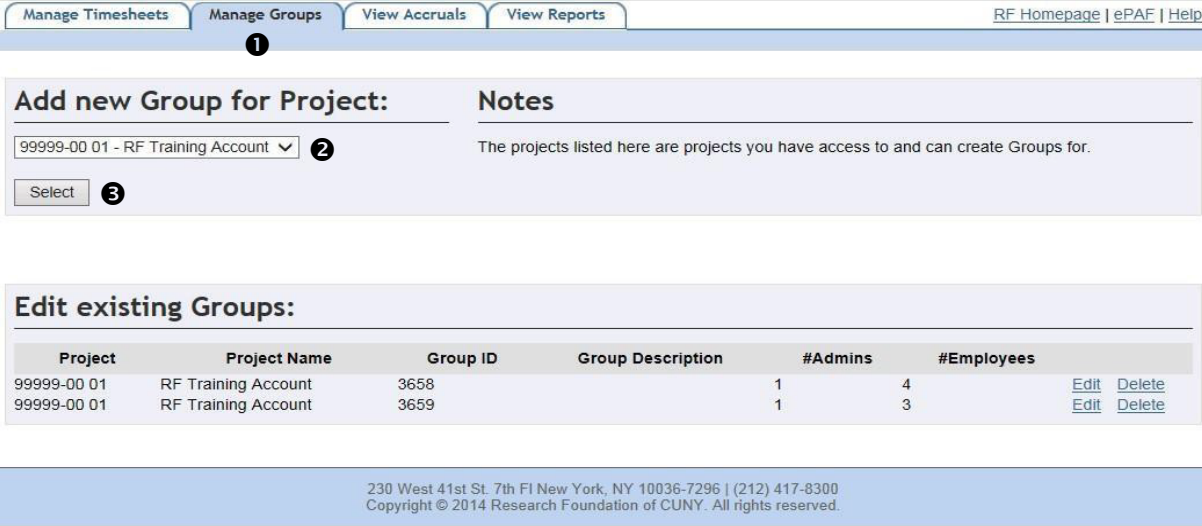
The screenshot shows the 'Project Employees Summary Page' with the following elements:

- Navigation Tabs:** Manage Timesheets, Manage Groups, View Accruals, View Reports.
- Page Header:** RF Homepage | ePAF | Help
- Breadcrumbs:** Select Period > View Summary Page
- Project Information:**
 - Project Sub Year: --
 - Project Title: --
 - Pay Period: 8/25/2013 - 9/8/2013
- Disclaimer:** By submitting these timesheets, I am certifying the accuracy of the entries.
- Buttons:** Submit Selected (labeled ❸), Cancel, Refresh Data.
- Table Headers:** Approve, Save, Name, Status, View/Edit, Account, Appt. Period, Remaining Enc., History.
- Employee Row (Blue, Sky):**
 - Approve:** ☐ (labeled ❶)
 - Save:** ☐ (labeled ❷)
 - Name:** Blue, Sky
 - Status:** New (labeled ❷)
 - View/Edit:** [View/Edit](#)
 - Account:** 99999-00 01 / 5414
 - Appt. Period:** 6/1/2013 - 3/31/2014
 - Remaining Enc.:** \$21,600.00
 - History:** [History](#)
- Summary:**
 - Current Charges:** Regular: 45.00, Annual: 0, Sick: 0, Uns.: 0, Other: 0, Accrued Res.: 0.00, Total Hrs: 45.00
 - Remaining Hrs:** Work: 976.15, Annual: 103.85, Total: 1080.00

Figure 45

Manage Groups

The **Manage Groups ❶** feature allows a PI to set up all or some of a project's employees into groups and assign a project employee or other person to act as a timekeeper for the employees in the group.



[Manage Timesheets](#)
[Manage Groups](#)
[View Accruals](#)
[View Reports](#)
[RF Homepage](#) | [ePAF](#) | [Help](#)

❶

Add new Group for Project:

99999-00 01 - RF Training Account **❷**
 Select **❸**

Notes

The projects listed here are projects you have access to and can create Groups for.

Edit existing Groups:

Project	Project Name	Group ID	Group Description	#Admins	#Employees	
99999-00 01	RF Training Account	3658		1	4	Edit Delete
99999-00 01	RF Training Account	3659		1	3	Edit Delete

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Figure 46

To create a new Group for Project, select the desired project from the **drop-down menu ❷**. Then click on **Select ❸**. You will be directed to the administrator and employee selection screen in figure 47 on page 57.

First, add a Description **①** of the group in this section. Then select the timekeepers from among the available **Administrators or Timekeepers** list **②**. Listed there will be all the project's employees as well as any other non-appointed persons granted Timekeeper access to the project by the Web Access Security Team.
(See the Timekeeper Option on page 19 for more information)

To assign a person to be a timekeeper, highlight the person's name and click the forward arrow. This will bring the person over to the top right box selected.

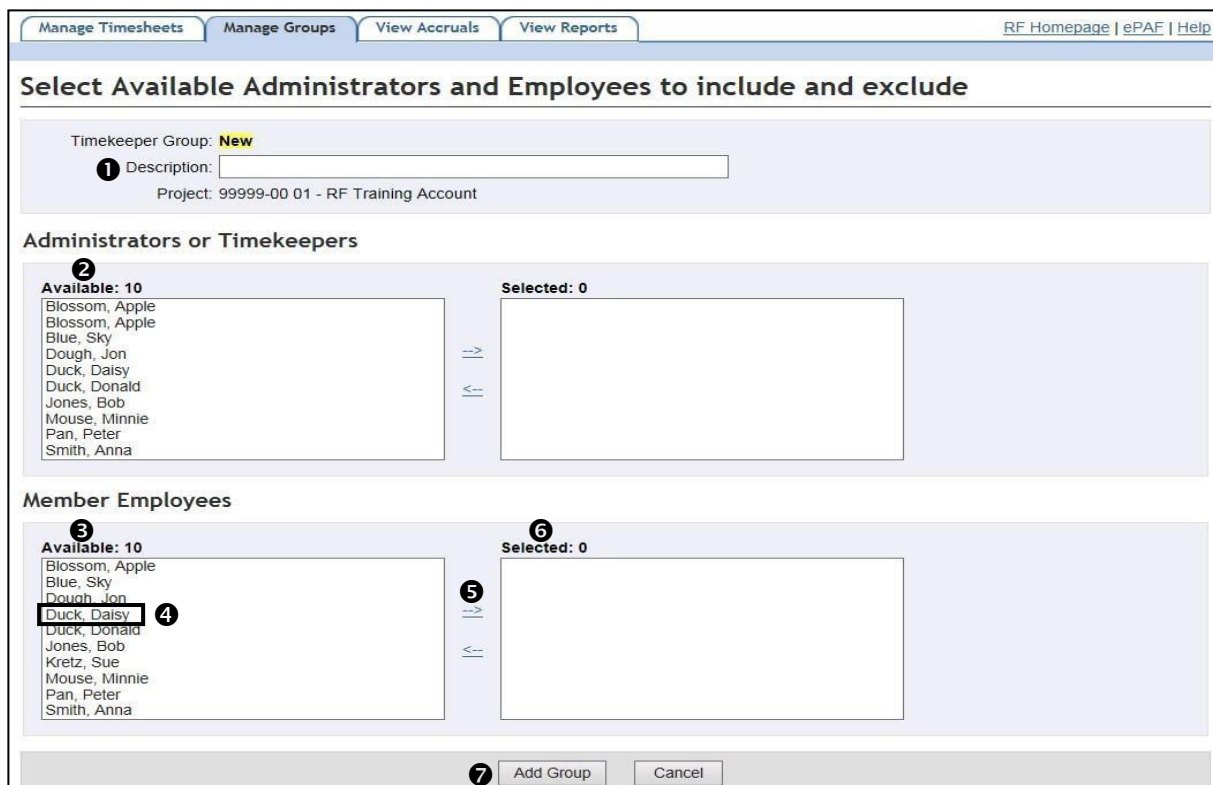


Figure 47

Please Note: If a person has a 3-digit code next to his or her name, he or she must use the code to access the RF website to perform Timekeeper responsibilities.

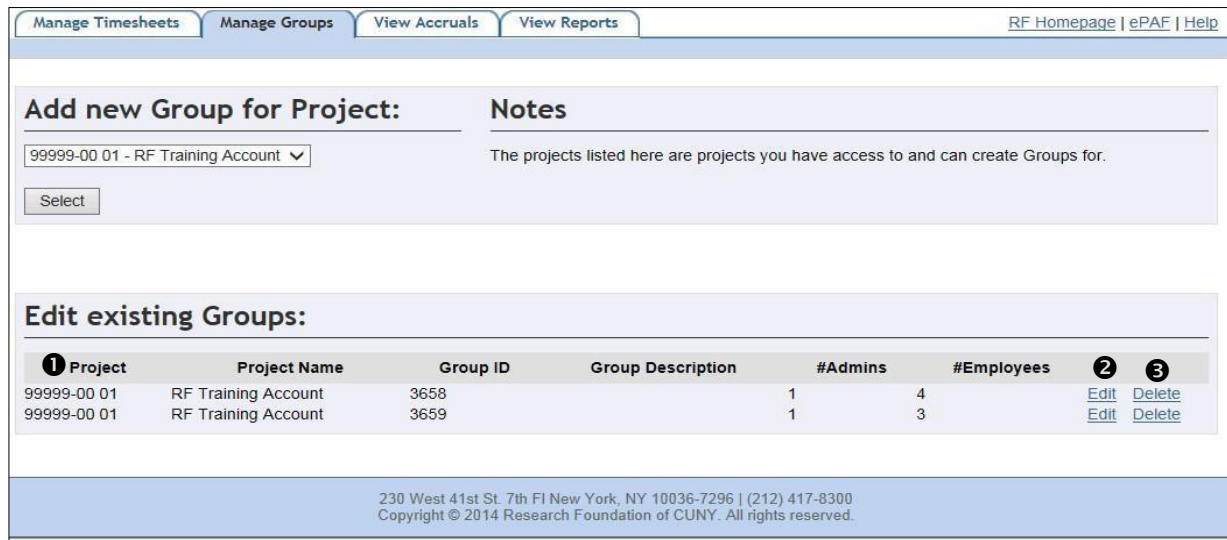
Next, select the group's employees from the **Member Employees Available** list **③**. The PI can opt to select only a few or all of the employees.

To assign an employee to a group, **highlight the person's name** **④** and click the **forward arrow** **⑤**. That will bring the person over to the **Selected** box **⑥**.

If an employee is not assigned to a group, only the employee and PI/AA can access his or her timesheet. A Timekeeper will not see the excluded employee's name in the Summary Page.

Click **Add Group** **⑦** button to save the group. A message will appear confirming the action.

Existing Groups are listed by **Project ❶** number. The PI can edit a Group's Timekeepers or the assigned employees, or both. To edit a Group, click **Edit ❷**. To delete a Group, click **Delete ❸**. Once a Group is deleted, the Timekeeper will not be able to access the timesheets for that project unless a new Group is created.



Manage Timesheets | **Manage Groups** | View Accruals | View Reports | [RF Homepage](#) | [ePAF](#) | [Help](#)

Add new Group for Project:

99999-00 01 - RF Training Account ▼

Select

Notes

The projects listed here are projects you have access to and can create Groups for.

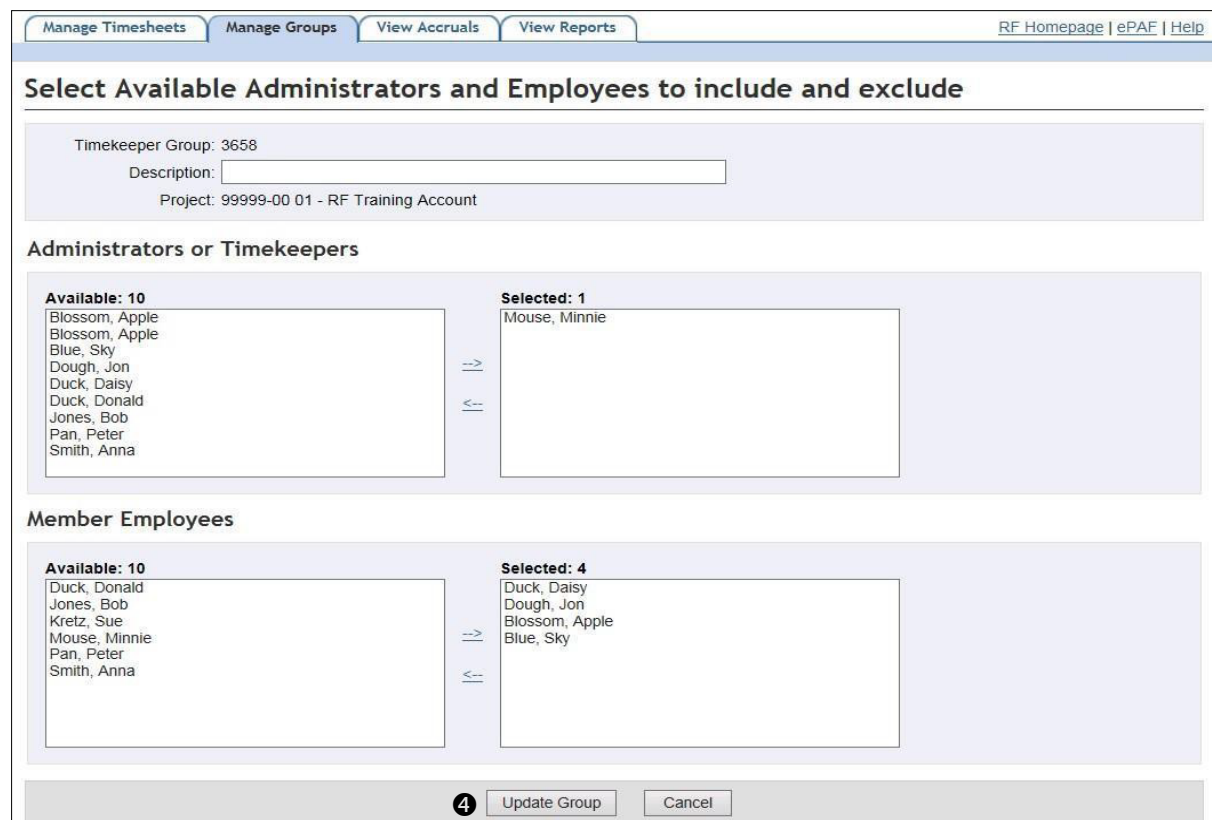
Edit existing Groups:

❶ Project	Project Name	Group ID	Group Description	#Admins	#Employees	❷ Edit	❸ Delete
99999-00 01	RF Training Account	3658		1	4	Edit	Delete
99999-00 01	RF Training Account	3659		1	3	Edit	Delete

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Figure 48

Once the desired changes are made, click the **Update Group ❹** button to save the changes.



Manage Timesheets | **Manage Groups** | View Accruals | View Reports | [RF Homepage](#) | [ePAF](#) | [Help](#)

Select Available Administrators and Employees to include and exclude

Timekeeper Group: 3658

Description:

Project: 99999-00 01 - RF Training Account

Administrators or Timekeepers

Available: 10

- Blossom, Apple
- Blossom, Apple
- Blue, Sky
- Dough, Jon
- Duck, Daisy
- Duck, Donald
- Jones, Bob
- Pan, Peter
- Smith, Anna

Selected: 1

- Mouse, Minnie

Member Employees

Available: 10

- Duck, Donald
- Jones, Bob
- Kretz, Sue
- Mouse, Minnie
- Pan, Peter
- Smith, Anna

Selected: 4

- Duck, Daisy
- Dough, Jon
- Blossom, Apple
- Blue, Sky

4 Update Group Cancel

Figure 49

View Accruals

To view accruals for the employees assigned to a specific group, click the **View Accruals ❶** tab at the top of the screen.

This is the Employee Accrual Balances screen.

Each employee assigned to the PI/AAs is listed in alphabetical order. To the right of the employee's name are the accrual balance grid that show the Annual, Accrued Reserve, Sick, and Unscheduled Holiday Leave earnings, Charged, and current available balances for all appointments on the same project. For employees that are appointed to different projects, separate accruals will be listed for each project.

Under the Charged column, the PI/AA can click on the **Hours ❷** to see more information about the used accruals such as when and in which period the time was used.

Accruals are earned based upon the number of hours submitted in a timesheet for a specific project. (Please see the **RF Time Off and Leave policy 506** for more information)

Manage Timesheets Manage Groups View Accruals ❶ View Reports RF Homepage ePAF Help						
Employee Accrual Balances						
Employee Name	Project-Sub		Initial	Accrued	Charged	Current
Blossom, Apple	99999-00	Annual:	0.00	0.00000000	0.00	0.00
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	0.00000000	0.00	0.00
		Unscheduled:	0.00	0.00000000	0.00	0.00
Blue, Sky	99999-00	Annual:	0.00	0.00000000	0.00	0.00
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	0.00000000	0.00	0.00
		Unscheduled:	0.00	0.00000000	0.00	0.00
Dough, Jon	99999-00	Annual:	0.00	0.00000000	0.00	0.00
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	0.00000000	0.00	0.00
		Unscheduled:	0.00	0.00000000	0.00	0.00
Duck, Donald	99999-00	Annual:	0.00	9.28841200	0.00	9.29
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	12.64993100	1.00 ❷	11.65
		Unscheduled:	0.00	0.00000000	0.00	0.00
Jones, Bob	99999-00	Annual:	0.00	0.00000000	0.00	0.00
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	0.00000000	0.00	0.00
		Unscheduled:	0.00	0.00000000	0.00	0.00
Kretz, Sue	99999-00	Annual:	0.00	0.00000000	0.00	0.00
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	0.00000000	0.00	0.00
		Unscheduled:	0.00	0.00000000	0.00	0.00
Mouse, Minnie	99999-00	Annual:	0.00	1.15384000	0.00	1.15
		Accrued Reserve:	0.00	0.00	0.00	0.00
		Sick Leave:	0.00	1.57142000	0.00	1.57
		Unscheduled:	0.00	0.00000000	0.00	0.00

Figure 50

View Reports

Click on the **View Reports ❶** tab at the top of the screen. Next, select the report you wish to generate.

This feature allows the PI/AA to view **Attendance Report by PRSY ❷** and an **Annual Leave Projection by Project ❸**.

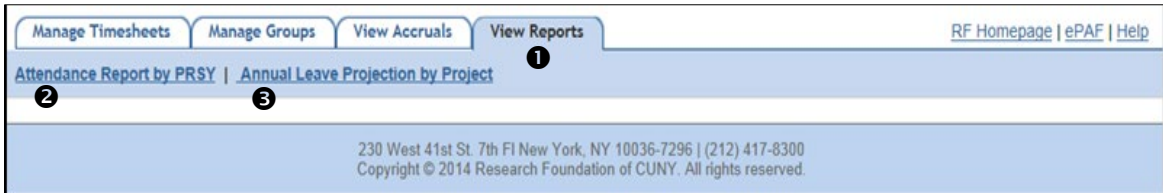
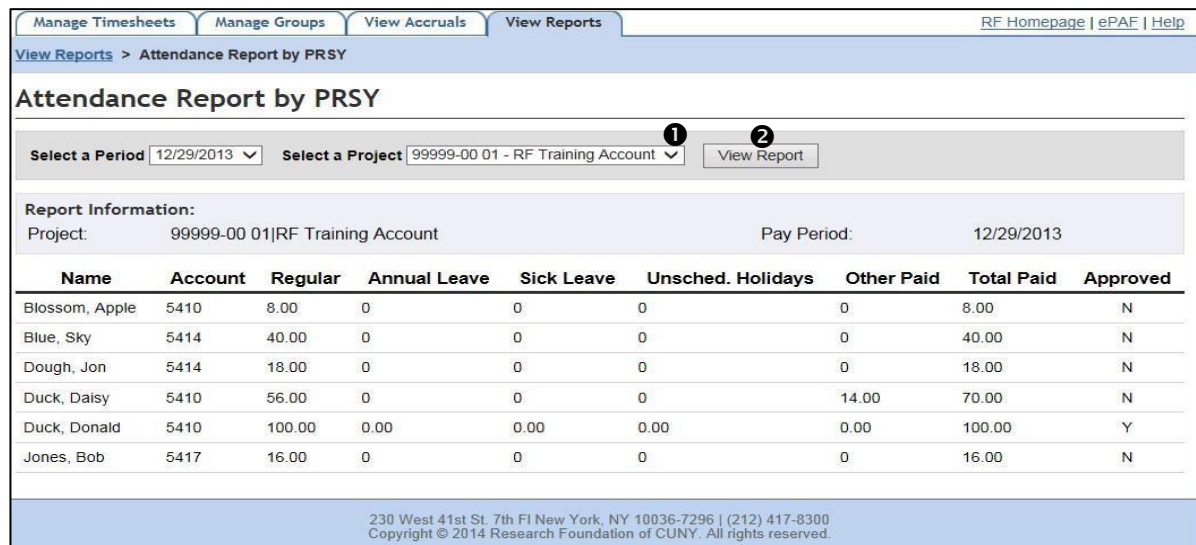


Figure 51

Attendance Report by PRSY

To generate the Attendance Report by PRSY, select the desired pay period and the desired **Project** number ❶ in the drop-down menu. Then, click **View Report ❷** in figure 52 below.

The subsequent report lists timesheets entered for the selected period. Report information includes the entered time in each of the timesheet's columns, the total amount of hours paid, and the status of the timesheet.



The screenshot shows the "Attendance Report by PRSY" interface. At the top, there are tabs: Manage Timesheets, Manage Groups, View Accruals, and View Reports. Below the tabs, there is a breadcrumb trail: View Reports > Attendance Report by PRSY. The main heading is "Attendance Report by PRSY". Below this, there are two drop-down menus: "Select a Period" (set to 12/29/2013) and "Select a Project" (set to 99999-00 01 - RF Training Account), both labeled with circled numbers ❶ and ❷ respectively. To the right of these menus is a "View Report" button. Below the selection area, there is a "Report Information:" section with the following details: Project: 99999-00 01|RF Training Account, Pay Period: 12/29/2013. Below this, there is a table with the following columns: Name, Account, Regular, Annual Leave, Sick Leave, Unsched. Holidays, Other Paid, Total Paid, and Approved. The table contains six rows of data for different employees.

Name	Account	Regular	Annual Leave	Sick Leave	Unsched. Holidays	Other Paid	Total Paid	Approved
Blossom, Apple	5410	8.00	0	0	0	0	8.00	N
Blue, Sky	5414	40.00	0	0	0	0	40.00	N
Dough, Jon	5414	18.00	0	0	0	0	18.00	N
Duck, Daisy	5410	56.00	0	0	0	14.00	70.00	N
Duck, Donald	5410	100.00	0.00	0.00	0.00	0.00	100.00	Y
Jones, Bob	5417	16.00	0	0	0	0	16.00	N

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Figure 52

Annual Leave Projection by Project Report

Select the desired **Project** number ❶ in the drop-down menu to generate the Annual Leave Projection by Project report. Then, click **View Report** ❷.

This report lists the employees on the project selected, their pay rate, annual leave accrual rate, current annual leave balance on the PRSY, a projection of annual leave hours to be earned by the end of the current appointment, and a total annual leave balance. The report information can be used to assist PIs in planning the use of accrued annual leave.

Manage Timesheets
Manage Groups
View Accruals
View Reports

[RF Homepage](#) | [ePAF](#) | [Help](#)

View Reports > Annual Leave Projection by Project

Annual Leave Projection by Project

Select Project
99999-00 01 - RF Training Account
View Report

Report Information:
99999-00 01 - RF Training Account

Employee Name	Pay Rate	Accrual Rate	Remaining Hours	Current A/L Balance	Projected A/L Balance	Total Annual Leave
Duck, Donald	\$10.00	0.05769200		9.29	5.19	14.48
Mouse, Minnie	\$10.00	0.05769200		1.15	0.58	1.73
Pan, Peter	\$10.00	0.09615400		2.79	0.38	3.17

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Figure 53

The Current A/L Balance is the available annual leave on the PRSY. The Projected A/L Balance is the annual leave the employee is expected to earn by the end of the current appointment. The Total Annual Leave is the total annual leave liability per employee.

Accrued Reserve (AR)

The Accrued Reserve (AR) is the total balance of employee's unused annual leave on an appointment that ended on, or prior to, 3/31/13, established on a project-sub by project-sub basis. The AR balance(s) is only available for future use during active employment if the employee is appointed on the project-sub on which it was accrued. Otherwise, the AR balances(s) will be paid out at termination.

Charging Accrued Reserve (AR)

When a timesheet is created, charging annual leave accrual, the Time and Leave system will evaluate whether the annual leave balance on the employee's current appointment can accommodate the time being charged, and perform one of the following actions:


- If the current appointment's existing balance can accommodate the time being charged, the Time and Leave system will allow the timesheet to be processed and submitted.
- If the current appointment's existing annual leave balance cannot accommodate the time being charged, the system will evaluate whether the appointment's existing, plus projected annual leave balance (based on the employee's current appointment end date & accrual rate) can accommodate the charge. If the charge can be accommodated, the timesheet will be processed. The employee's projected annual leave will be used, and a negative charge will appear on the employee's Annual Leave balance.
- If the appointment's existing and projected annual leave balances cannot accommodate the charge, the Time and Leave system will check whether enough AR is available (based on the employee's current pay rate) to accommodate the charge. If the AR balance can accommodate the charge, the timesheet will go through, then the employee's AR will be decremented at his/her current hourly rate. If there isn't sufficient AR to accommodate the charges, the system will generate an error message and will not allow the timesheet to be submitted.

When AR is charged, the system generates a **notification ❶** letting the employee know that Accrued Reserve hours were used.

46255-00 06

Status:

- Please note: the accrued reserve hours are charged.
- Please note: the annual leave charges have exceeded the current available balance.


 Message letting the user know that Accrued Reserve has been charged

Timesheet Header Information:

Name: Paper, Penny
 Pay Rate: \$1,069.25
 Appointment Date: 7/21/2011-4/30/2013

Project: 46255-00 06
 Hours/Period: 70.00
 Status: **New**






Pay Period: 3/11/2013 - 3/24/2013
 Hours Remaining: 266.00
[History](#)

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Emp Comments View: Emp. Pl. Tkeeper	Total
Monday	03/11/2013	0	7	0	<input type="checkbox"/>	0.00		7.00

Figure 54


In addition, an **Information** icon **1** will appear next to the hours charged to let the user know that Accrued Reserve (AR) hours have been used. Clicking on the Information icon (in the red box) will display the number of AR hours charged. The employee's AR balance will be decremented as the hours are charged.

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Comments	Total
Monday	03/18/2013	0	7 	0	<input type="checkbox"/>	0.00		7.00
Tuesday	03/19/2013	0	7 	0	<input type="checkbox"/>	0.00		7.00
Wednesday	03/20/2013	0	7 	0	<input type="checkbox"/>	0.00		7.00
Thursday	03/21/2013	0	7 	0	<input type="checkbox"/>	0.00		7.00
Friday	03/22/2013	0	7 	0	<input type="checkbox"/>	0.00		7.00
Saturday	03/23/2013	0.00	0	0	<input type="checkbox"/>	0.00		0.00
Sunday	03/24/2013	0.00	0	0	<input type="checkbox"/>	0.00		0.00
Week 2 Subtotals:		0.00	35.00	0.00	0.00	0.00		35.00
Total Charges		0.00	70.00	0.00	0.00	0.00		70.00

Information icon letting the user know that AR hours are being used.

Figure 55

If the employee does not have sufficient current Annual Leave, Projected Annual Leave, and the AR balance is not equal or greater than the amount needed to cover the amount of time being charged on the timesheet, the system will generate an **error message 1** and the user will not be able to submit the timesheet


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Signed in as **Austin, Steve** | [Log Out](#)
Role: Employee | [Change](#)

[Manage Timesheets](#)
[Time & Leave](#)
[RF Homepage](#) | [ePAE](#) | [Help](#)


[Select Period](#) > [View/Edit](#)

View/Edit Timesheet

55427-00 03

Status:

- Please note: the annual leave reserve hours are charged.
- Please note: the annual leave charges have exceeded the current available balance.

 **Errors:**

- Your Current Annual Leave Balance is 11.44 hours,
Your projected Annual Leave Accrual is 38.37 hours,
Your Annual Reserve Balance is 0.00 hours,
You have exceeded your available annual balance by 20.19 hours.

Timesheet Header Information:

Name: Austin, Steve	Project: 55427-00 03	Pay Period: 3/11/2013 - 3/24/2013
Pay Rate: \$3,807.69	Hours/Period: 70.00	Hours Remaining: 399.00
Appointment Date: 2/14/2013-5/28/2013	Status: New	History

[show/hide time & leave](#)

Day	Date	Reg	Annual	Sick	Uns	Other Paid	Emp Comments View: Emp, PL, Tkeeper	Total
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Figure 56

