Time & Labor – Time/Leave Entry Guidelines

In the PantherSoft HR system, the Time & Labor module serves to track and maintain employees' time and/or leave. Faculty, Staff and Temporary Employees will receive access to Time & Labor through the on-boarding process via MyFIU.

Employee Guidelines:

- Employees are strongly encouraged to submit their time/leave on a daily basis
- Always make sure you are entering time on the ***actual*** day in which it was worked
- Do not report more than 24 hours in a workday using TRC's and/or time worked
- Ensure that you have an "In" punch ***and*** an "Out" punch on each day worked
- Review and address any "Exceptions" 🕑 on your timesheet

Time Reporting Codes (TRC's): TRC's are three letter codes used to report specific time/leave entries on your timesheet(s). TRC's are made available for use based on the employee type (ie: Hourly or Salaried, 12 month or 9 month Faculty, Regular or Temporary)

- **AMH and AML:** Administrative Leave - Only to be used when an employee is placed on Leave Pending Investigation as defined by university policy or for unique circumstances with prior approval from Employee and Labor relations
- **BRH and BRV:** Bereavement Leave – Leave with pay granted for up to three (3) days for a death in the immediate family as defined by University Policy.
- **CAH and CAT**: Catastrophic Leave Pool – Only available to employees who have received hours donated from the Catastrophic Pool after an employee has been placed on an approved leave of absence
- **CMA and CMU**– Compensatory Leave Accrued (CMA) is accrued in lieu of overtime by staff, non-exempt employees. Compensatory time is credited at the rate of one –half times the number of hours in excess of 40, physically worked in a work week. CMA may only be used once overtime is available as payable time on the employee timesheet. Compensatory Leave Used (CMU) is used to report accumulated CMA in lieu of using vacation or sick leave.
- **ECH and EMC** – Emergency Closing – Leave will be automatically populated for our Faculty, Staff and Administrative employees during periods of severe inclement weather, public emergency or other crisis as necessary once an official announcement has been made by the President or a designated executive officer of the University.
- **FLH, FMC, FML, FMS, FMV,FSH,FVH** – Only available to employees who are placed on an FMLA approved leave of absence.
- **GRE and GRN** – Grant in Aid – Only to be used when an employee is on an approved Professional Development Leave to further his/her education
- **HLH and HOL** – Holiday Leave – Leave will be automatically populated for our Faculty, Staff and Administrative employees posted in the posted University Holiday Schedule
- **JRW and JWH** – Jury Duty/Witness – Leave with pay when an employee is summoned as a member of a jury panel or subpoenaed to appear in court for a case that is ***not*** in connection to any of the employee's personal matters
- **LCM, LPH, LSH, LSK, LVA, LVH, LWA, LWH -** Only available to employees who are placed on a *Non-FMLA* approved leave of absence.
- **MIH and MIL –** Military Leave – Leave granted when an employee, except an employee in a temporary position, is drafted, volunteers for active military service, or who is ordered to active duty

- **OCI and OCO** – On-Call Hours – TRC should be reported when a non-exempt, eligible employee has been instructed in writing to be available for work outside the regular work schedule, be at a fixed location, and be ready to be back at the work station when needed
- **OTN and OTP** – Overtime hours – Overtime is automatically calculated by the system when a non-exempt employee reports hours actually worked in excess of 40 hours in a work week.
- **REG and REN** – Regular Hours – TRC used to report the regular hours (non-overtime hours) an employee reports on a daily basis. It is assumed that all hours reported are regular hours and an employee *does not* need to select the TRC each day
- **RHE** – Regular Hours Emergency – Only reported when the University is closed for an official Emergency Closing situation and an essential employee is required to report to work.
- **SKH and SKU** – Sick Leave – Accrued sick leave may be reported using these codes for any recognized medical, illness or injury situation as defined by University Policy
- **VAH and VAU** – Vacation Leave - Accrued vacation leave may be reported using these codes for time taken off of work as approved by the employee's supervisor
- **WCA and WCH** – Administrative Leave/Worker Comp – Only to be used when an employee has been granted leave with pay due to an injury incurred while on the job and approved under Workers Compensation. This codes will allow an employee to continue to accrue their sick and vacation leave in full for the duration of their absence

Exceptions: Reflected on your timesheet as ⏱ notify you and your manager that there is an entry that may require further review. Some of the most common exceptions are:
- Low Exceptions: Created when uncommonly used TRC's are reported, ***will __not affect pay__***
  - FIU Bereavement Leave
  - FIU Jury Duty/Witness Leave
  - FIU Compensatory Leave
  - FIU Military Leave
- Medium Exceptions: Created when commonly used TRC's are reported, ***which __will affect pay__***
  - FIU Overtime & Comp TRC's
  - FIU Administrative Leave TRC
  - Excessive REG or REN time > 16 hrs
- High Exceptions: Created when a TRC or time is reported which will ***__STOP__*** all processing of payment
  - FIU OUT punch requires IN Punch
  - Invalid Time Reporter
  - Inactive Time Reporter Status
  - Quantity exceeds TRC limits
  - More than 24 hours reported

Payable Time Detail Page: This page enables employees and managers to review the time and leave that can be processed for payment each pay period, along with the status of each entry
  - ***Status Definition:***
    - Needs Approval: Pending Manager's Approval
    - Approved: Approved by Manager and ready to be processed for payment
    - Closed: Approved by Manager, not sent to Payroll for processing (ie: Unpaid Lunch Breaks)
    - Denied: Manager has denied the reported time and it will **not** be processed for payment
    - Distributed: Payroll has been confirmed & the entry will be/has been paid in the following pay date
    - Taken by Payroll: Reported time has been approved and is currently being processed by Payroll

➢ Rejected by Payroll: Reported time was approved however an issue has occurred which resulted in the Payable time being rejected without processing for payment

Navigation: Employee Self Service > Time Tile > Payable Time Tile

Payable Time Detail

Roary Panther

Parking Transportation Aide

Actions ▾

Employee ID 1234567

Employment Record 0

Start Date 11/05/2016

End Date 11/22/2016

▶ **Payable Status Filter**

Payable Time ?

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval |

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
11/07/2016	Closed	Not Sent to Payroll	LUN	0.50	Hours	
11/07/2016	Distributed		REG	8.00	Hours	$160.735744
11/08/2016	Closed	Not Sent to Payroll	LUN	0.50	Hours	
11/08/2016	Distributed		REG	8.00	Hours	$160.735744
11/21/2016	Needs Approval		REG		Hours	$160.735744
11/23/2016	Needs Approval		REG		Hours	$ 160.735744