Time & Labor FAQ

When will the fluid timesheet go live?

On May 9, 2022 agency testing begins for these updates. July 11, 2022 is the go live date.

Will there be a handout with details about the change to the timesheet?

Yes, a Desk Aid will be provided.

Is a month view available for the timesheet?

No, only weekly view. In addition, the Time Summary has a month view as a default as well as weekly and bi-weekly. The Time Calendar defaults to a monthly view but can be changed to weekly.

Does time need to be reported every day?

No. Nothing has changed in the business process for keying time.

Will there ever be a time when these time sheets will show how much time is accrued every month? (Ex: 10 hours vacation, or 11 hours, etc.)

No. That information is available on the Time Summary Payable time tab or Payable Time Summary.

Does the exception banner still show at the top of the timesheet if a correction is needed?

No. There is an icon for the day on which the exception is received.

The Time Summary shows the entire month and displays the same icon to identify the exception when it is not on the current week. The Time Calendar shows the exceptions icon, but this is only for Manager security.

What does the print preview look like?

There are no print features for the Timesheet.

Should all leave be approved by managers prior to this go live?

Yes. Production Support is working with agencies to get all unapproved leave approved/cleared prior to the go live. SR tickets are being opened for agencies that require cleanup. This will be performed four stages.

Can we still add FMLA codes and comments?

Yes. All the current fields are still available on the timesheet.

What does the blue status bar mean?

The blue status bar indicates Reported Under Schedule. The Legend page shows description of legends. The blue bar indicates scheduled hours and the green bar indicates reported time. As time is entered, the bar will change.

For example:
If the employee is scheduled for 8 hours and 4 hours of time has been reported, the line will be half blue and half green.

Where will LAC's go?

Labor Account Codes (LAC) will have no change, at the end of the row. This is a code used for fund distribution/reallocation purposes.

What are the SR numbers relating to this update?

- SR 31678: Fluid Timesheet
- SR 32097: Fluid Reported Time Approvals
- SR 31679: Fluid Time and Labor WorkCenter
- SR 31683: Fluid Manage Exceptions
- SR 32098: Time Summary and Time Calendar Views

Do the details show expired/lost time?

No. All access levels can run the Leave Balance Detail Report to see expired or lost time.

Does this look different for a superuser?

No. All the timesheet views are the same according to your agency-specific configuration for the top demographic information.

Now all managers, time administrators and super-users also have a **Manage Approvals** section at the bottom.

Is there a way to change to see just a Monday through Friday work week?

No. The timesheet always displays according to the employee's FLSA work week.

What will represent approved time?

No changes. The Status is **AP** for Approved and **SB** once it has processed through Time Administration.

Do schedule changes for a week still go through the same process?

Yes. Schedule Overrides have not changed.

With potential colorblindness, are there be options available to change the colors on the timesheet?

This is a global setting and therefore not configurable by individual agency. All settings are being reviewed for ADA 508-compliancy.

How are Skeleton Crew days displayed?

Both federal and skeleton crew days are shown in red on the timesheet, just like before.

Can we add a new time entry line?

The **Add a New Row** button was removed. Now, there is a Plus Sign (+) at the end of the row to add new rows.

Will this new enhancement require employees to input time worked daily?

No. Your current agency business processes remains the same for time entry.

If an employee has an exception, do they get an error message stating the exception?

There is a red triangle with an exclamation point in it, located in the information box. If the exception is not in the current week, the employee can see the day on the **Time Summary** page.

Do these exceptions hold up payroll until they are cleared?

The exceptions are no different than before. Please continue to follow your current business process to clear exceptions.

How do managers see timesheets for their 2nd-level reports?

The same way they did before, with the icon by their direct reports' managers.

Can you still look up users by name?

Yes, by first and last name.

Do managers need to approve all leave prior to this going live?

Yes. Production Support will work with the agencies to get this task completed.