Time & Labor FAQ

UPDATED: Version 2 – May 27, 2022

When will the fluid timesheet go live?

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

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. The timesheet only has a weekly view. The **Time Summary** page has a month view, which is the default, as well both weekly and bi-weekly views. The **Time Calendar** also 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 entering time.

Will there ever be a time when these timesheets 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 the **Payable Time Summary** page.

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 on the **Manager Self Service** view.

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. CAPPS Production Support is working with agencies to get all unapproved leave approved or cleared prior to go live. SR tickets are being opened for agencies that require cleanup. This will be performed in 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 the **Hours 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 changes.

For example:

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

Where will LAC's go?

The area for entering Labor Account Codes (LAC) will remain on the right-hand side of the timesheet where it's currently displayed. The LACs are codes 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. The schedule override process has not changed.

With potential colorblindness, will 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 as 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 mark located in the information box. If the exception is not in the current week, the employee can see the exceptions by day on the **Time Summary** page.

Do these exceptions hold up payroll until they are cleared?

The exception process remains the same. Please continue to follow your current business process to clear exceptions.

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

The manager timesheet view for 2nd level reports to did not change. The manager can view the 2nd level reports to with the icon that displays by their direct reports' managers.

Can you still look up users by name?

Yes. Look up users by first and last name.

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

Yes. CAPPS Production Support is working with the agencies to get this task completed.

Is there a plan to have the timesheet functionality available on mobile device in the future?

The mobile timesheet will not be implemented at this time and is not currently on any planned future implementation. If this changes, it will be announced in CAPPS User Group meetings.

What happens if the agency has multiple FLSA workweeks?

Timesheets default to the employee's FLSA workweek based on the Workgroup the employee is in.

TRCs are still based on security/role of user?

Yes. TRC set up will stay as it is currently.

Will our current TRC list carry over to Fluid?

Yes. The agency's current TRC list will carry over.

Will there no longer be a total number of hours shown for each day.

The total reported hours will be reflected under Reported in the Day/Date box.

We have some employees that have a work week that starts on a Sunday, does it show that on the timesheet like the timesheet does now?

The demographics of the employees continues to be the same, dependent on agency's current configuration.

What are the steps for saving a leave entry and then returning to that entry and officially submitting? What are the cues that let you know the entry is in a saved status and which users (employee, manager, time admin) can see the saved entry?

Time entries can't be saved, only submitted. Once a user clicks on **Submit**, the entry is saved/submitted.

Has this timesheet been tested with JAWS?

Yes. It has been tested with JAWS.

Are Superusers still able to approve time or only enter?

Yes. Superusers will be able to approve time and enter time on behalf of employee.

If employees have work schedules other than 8 hours Mon-Fri, will those work schedules come over or will we need to read them?

The current assigned schedules will come over, no need to re-assign schedules.

If an employee has partial LWOP, the bottom of current timesheet only shows payable hours. Is it different now?

It is not different. No payable hours will show for LWOP reported hours.

With save functionality removed now, what will happen to unapproved leave entries when the timesheet changes are pushed to prod?

Employees need to resubmit the entries so that they will go thru AWE for approvals.

Have there been any consideration of showing telecommuting work schedules codes?

Currently, we do not have Time Reporting Codes (TRC's) that correspond to telecommuting schedules. This would be considered a new request and would need further CPA internal discussions.

If we do control z could we be able to get the timesheet on one screen?

No. The screen will continue to be split and users need to scroll to the right.

Currently, if a new Task is created with a date other than the first of the month, the user must enter the timesheet with a date no less than the effective start date of the new Task to see/use it. Has this changed?

No, it has not changed. Functionality remains the same.

Is there a more user-friendly way for employees to enter their time if they enter it on a monthly basis (and not a weekly basis)?

The timesheet is only configured to have a weekly view only for time entry.

If there are multiple rows of time entries in N/A, it may be very difficult for the employee to know which row to enter applicable ORC/FMLA ID/comments with having to scroll back and forth. Is there a way to view all without scrolling?

As the employee adds a new row for each timesheet entry, scrolling to the right allows the employee to enter ORC/FMLA ID/Comments before adding another row.

Will the employee still receive an email when the manager approves the timesheet entries?

Yes. The employee will continue to receive the email notifications.

In efforts to view the timesheet as whole, using the CRTL key only makes the page smaller and the right side does not show up even at a small %. Is there any enhancement to allow viewing the whole screen without scrolling back and forth?

We have explored options to get all fields without scrolling back and forth. But, have found the coding for this change to be highly invasive to the Fluid timesheet stylesheet and make retrofits even more difficult during future Image upgrades. To view/use the additional fields and the **+/-** signs, the users must scroll left and right. It will be a learning curve for users.

How far back can a manager approve? Is it still 90 days?

This functionality remains the same, dependent on the current configuration of the agency.

If the manager had to approve a requisition in addition to the 5 timesheets, will there be a number 6 instead of 5?

Requisition approval will not be in CAPPS HCM. If there are any other AWE approvals, the count is a total of pending approvals and not just reported time pending approval.

Are we still able to run report for manager approval?

Yes. Reports' functionality remains the same.

Has the denial feature been removed? To "deny" a request, is the manager's only method to zero out a time entry and submit?

The denial feature will be removed. A manager can zero out the hours or select the "**-** "symbol to delete the row, then click **Submit**.

Will managers still be able to run leave balances for their staff?

Yes. No changes to reports.

If a manager mistakenly approves an entry, can they go back and correct it after it's been grayed out?

The manager will be able to correct entries as they currently do today.

Is the search button now called *filter*?

Yes. The filter option provides a way to search for an employee.

Is that WorkCenter an alternative to running the report tool for Employees need approval and the exceptions reports?

Yes. It is available to provide an easier navigation for these processes.

Will employees still be able to see their leave balances and see what is about to expire the same way as now or is that process changing as well?

Employees continue to be able to see their leave balances as they currently do today.

Will the tiles remain since the Time & Labor Work Center has been added?

Yes. The tiles will remain.

If the exception is not cleared, how will that impact payroll for payable time?

Time exceptions should be evaluated and cleared prior to processing payroll, there may be an impact to payable time, depending on the type of time used.

Are there still different levels of Exceptions, where Supervisors may also be locked out of the employee's timesheet, like it is now?

Exceptions will work the same way as they do today.

Can we still add a new window for viewing?

Yes. The option to view a new window will be under the three-dot (ellipsis) menu option in the top right-hand corner.

Can the Time Calendar be exported to Excel?

No. An export to excel feature is not available in that page.

What about monthly certification? Can that be done on the first of the month?

Monthly certification will work the same as it does today.

Is there an explanation of the benefit of having a weekly view, opposed to a monthly view?

The upgrade to the PeopleSoft delivered application of Fluid is a functionality that utilizes a weekly view.

Can we also type in the TRC code?

By typing the first letter of the TRC, it will take the user to the TRCs that start with that letter.

When selecting another period/week, will it default to the beginning of the FLSA workweek. *For example, if I select April 1 from the calendar, will it pull of the time for 3/27–4/2 based on a Sunday-Saturday workweek?*

If you manually select a date, the timesheet is pulled up by that specific date selected.

My understanding is that all entries still in the NA status as of 5pm on 6/27 will be deleted from the system and not migrated over. But that CAPPS, as a whole, will still be online and available from June 28 to July 1. Will employees be able to enter leave into their timesheets between June 28 and July 1? If so, what happens to those entries entered during that window?

No. Time entries will not be deleted. To have a clean cutover, we are requesting all NA status entries to be addressed by June 27, 2022 (or the latest July 1st), before system goes down.

Will the behind-the-scenes permissions remain in place as they are now?

Yes. That will not change.

Will you not have a list of time that needs to be approved?

The manager will now have the **Approval Tile** to view a list of employees with NA timesheet entries. Time Administrators and Superusers will have access to these entries under the **Time and Labor WorkCenter**.

For managing exceptions, when I must change coding, do I just add a new line with the correct entry and delete the incorrect entry (as previously instructed) then *submit* and run time admin to clear exception?

To clear exceptions, you will follow the same steps as you do today.

Will approve time be an available option under More Actions?

No.

Are holidays still highlighted?

Yes. Federal/State holidays are displayed in red.

Can you state the difference between Reported Time and Work Time and Payable time? Reported is Reported until it is Paid and then it becomes Payable?

Scheduled Hours are dependent on the assigned work schedule of the employee. **Reported Hours** are the hours submitted on the timesheet by user. Once Time Administration runs, it converts ***Scheduled Hours*** and ***Reported Hours*** to **Payable Hours** accordingly. Users will see total scheduled hours, total reported hours and payable hours for the month.