



# NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM (APRIL 30, 2012 PAYDAY) EMPLOYEE TIMESHEET PROCESSING CHANGES

Auditor-Controller  
Announcement  
Issue 13  
April 2012  
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## Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: <http://mylacounty.gov> or ask your personnel or payroll manager.

### What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). As a result, the County's current eHR Time Collection System will be part of the eHR Personnel and Timekeeping System (eHR). The integration will change how you complete your TIMEI timesheet.

### What Do I Need to Know?

This issue identifies the TIMEI processing changes occurring in April 2012 that you will need to know. If you have specific questions regarding your department's policies and procedures for timesheet processing contact your timekeeper or department's Payroll section.

### eHR Highlights!

- Replacing a 20-year old personnel and timekeeping system (CWTAPPS)
- First Payday: April 30, 2012
- Simplified Salary Calculations
- Greater Access to Personal Information through Employee Self Service (ESS)

### PRE-POPULATION OF HOLIDAY

You will no longer have to zero out the Regular Hours (099) event field on the day of the holiday. The system will no longer pre-populate the scheduled 099 hours on the day of the holiday.

### CHANGING THE PRE-POPULATED 099 LINE

The pre-populated 099 event line on the timesheet can now be changed or deleted. In addition, there is no need to zero out the pre-populated hours on your 099 event line if you will be off the entire pay period. Simply change the 099 event code to a leave code you wish to use.

### DELETING HOURS

Hours can be deleted and left blank on the timesheet. You will no longer get a pop-up error message and the entry defaulting to 0:00.

### MULTIPLE TIMESHEETS (TIMEI) DUE TO JOB CHANGE(S)

In April 2012, the system will create a new timesheet for you if you have the following job changes during the middle of the pay period: DEPARTMENT, TITLE, SUB-TITLE and/or UNIT CODE.

### REAL-TIME LEAVE SUBSTITUTION

When you use a leave event code that does not have hours available to cover the absence, a WARNING message is displayed. With the WARNING message, you have the option to continue to submit the timesheet with that leave event code, or adjust the timesheet with a different leave event code with enough balance for the hours reported.

If you decide to SUBMIT the timesheet without changing the leave event code to one that has enough hours to cover the leave hours you reported, the system will *automatically substitute* to the next leave event code with an available balance after the timesheet is "approved" and finalized. The leave default rules are explained in the FAQs.

For more information on the new eHR System, please visit the LA County Employee Portal at: <http://mylacounty.gov>



# Employee Timesheet Processing Changes

## PRIME EARNINGS VALIDATION - MATCHING YOUR SCHEDULED HOURS

In April 2012, the hours you report for time worked (excluding Overtime) and time taken off (includes absences without pay) must equal your scheduled hours in the semi-monthly pay period before your timesheet can be submitted for approval. For example, if you are scheduled to work 80 hours in the pay period, your reported time for time worked and leave time must equal 80 hours.

## TOTAL PRIME + OVERTIME (OT)

A new Prime + OT total line has been added to the TIMEI timesheet that prevents you from inadvertently entering more than 24 hours of scheduled and overtime hours in a day. The system will send an ERROR message alerting you to the mistake that MUST BE CORRECTED before your timesheet will be accepted.

1 of 11 View All The total hours of the PRIME+OT line have exceeded the TIMES Daily ...

Transaction ID : TIMEI- AU- 0101110000000000172- 1- New- Draft  
Timesheet for pay period June 16, 2011 To June 30, 2011

Empl ID : TMA39\_ACT Name : TMA, 039 Dept/Unit : AU/10741 FLSA : E  
Appt ID : Title/Sub Title : 0004/A-AGRIC INSPR AID Assignment From Date : 01/05/2010 Assignment To Date : 12/31/9999

TIMEI View: Project/Location

Event	Rsn	Unit	Project	Phase	Task Order	Loc	Event Total	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23
1	099						80:00				10:00	10:00	10:00	10:00	
2	701	104					29:00					14:00		15:00	

AMS Advantage Errors - Windows Internet Explorer provided by CGI US  
http://hrapn04.co.la.ca.us/webapp/HRMDSRV2/Advantage.jsessionid=0000DZPVRMnJUMBPA\_hCzLT4q-1

**Error Messages**

Component	Context	Severity	Override	Message
TIMEI_DOC_HDR	Header	Error		The total hours of the PRIME+OT line have exceeded the TIMES Daily Maximum Total of 24:00 for Event Type 701, 099 on 06/22/2011.

Code : FH047  
Explanation : The total of daily hours entered for the day and event type referenced have exceeded the TIMES Daily Maximum. Please make the appropriate correction and validate/submit again.

Prime Earnings: 80:00 00:00 00:00 00:00 10:00 10:00 10:00 10:00 00:00 00:00  
PRIME+OT: 109:00 00:00 00:00 00:00 10:00 24:00 10:00 25:00 00:00  
Scheduled: 80:00 00:00 00:00 00:00 10:00 10:00 10:00 10:00 00:00

## SUPPLEMENTING HOLIDAY TIME — NON-EXEMPT (COVERED) EMPLOYEES

New codes (leave events) will be used to track Holiday time for non-exempt employees. These Leave Events will count the entered hours towards the FLSA hour threshold, which determines your eligibility for overtime.

These new leave events will have the same three digits as the current leave code, but will end in "H". For example, if you wish to use personal sick time on a holiday, you would use the code "112H" instead of the code "112".

If a leave event code is not used to supplement the Holiday leave and you do not have enough leave hours available, then the system will default to Absent Without Pay (AWOP) for these hours.

## TIMESHEET ADJUSTMENTS (TADJ) CAN BE REVIEWED BY THE EMPLOYEE

In April 2012, you will be able to view in Employee Self-Service (ESS) Timesheet Adjustment document(s) (TADJs) that are processed by your departmental payroll/personnel staff.

For additional materials, go to <http://mylacounty.gov> to access training materials including cheat sheets and web-based training courses.

