**Roadmap: Training for the Time Entry Process**

| **Course** | **Purpose** | **Objectives** | **Priority Level** | **Prerequisites** | **Audience** | **Delivery method** | **Status** | **Comments** |
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| Introduction to Time | Introduce time and leave rules and application including how time and leave is recorded in SAP | * Explain overall time and leave process * Describe the roles and responsibilities in the Time Entry process * Explain special pay (shift differential, overtime, etc.) * Explain leave rules * Enter time in SAP * List Time Entry deadlines * Identify and resolve timesheet errors and issues (ability to understand what the warning/error messages mean) * List the available time and leave reports and how to access them * Explain FLSA and PD 1230.2 rules | 1 | SAP Basic Navigation | All new employees | * eLearning * Checklist of follow up tasks and a template for information they need to find (coding, name of Timekeeper). | Not Started (existing materials may be leverage for this class). | We can leverage existing FSLA class but gear toward employees.   * Embed Next Steps/To Do List (in addition to the slide) |
| Managing Time and Leave Approval | Basic introduction to time approval. This course is designed to teach Supervisors the skills required evaluate and approve timesheet entries to ensure their employees are paid correctly. | * Understand the Supervisor’s role within the time entry and approval process, why it is important, and any budgetary impacts * Understand work schedules and their relevance to time approval * Evaluate timesheet entries (attendance, leave, and special pay) to ensure compliance with CDOT time policies and FLSA regulations when approving time * Describe commonly used reports that support time approval (Use or Lose and Leave Summary Balance reports) * Approve and reject time in SAP within applicable deadlines * Resolve common employee time and leave entry errors and issues * Access resources to manage special leave situations and exceptions | 2 | Introduction to Time | Supervisors | * eLearning | In Process | * Planned to replace existing course. Need to decide how to roll out so that supervisors have access to all required content. * Sections 5 and 6 in current course needs to be own course. To discuss how best to proceed * Incorporate a Next Steps document/To Do List? |
| Maintenance Time Entry | Provide maintenance personnel with the skills they need to enter their time to ensure prompt and accurate pay | * Explain how the timesheet and work orders are integrated * Describe special pay and leave rules specific to Maintenance employees * Identify common time entry errors and issues related to the work order | 3 | SAP Basic Navigation  Possibly the Introduction to Time course. | New non-exempt maintenance employees | ILT at MTA (with current course) | Not Started | Should we talk to Kyle and the MTA Curriculum Committee about making the Introduction to Time class as a prerequisite to this course? |
| HR Master Data and Timesheets | This course is designed to teach participants how time management works in SAP and how to find and use HR master data to support the time evaluation process | * Introduction to SAP security * Describe CDOT’s Organizational Structure/Org Data in SAP * Terms related to Organizational Data. * Define timekeeping information found in PA20 Infotypes * List Timesheet Fields and Profiles * Use time and leave tools available in MSS and ESS | 4 | Introduction to Time | Timekeepers | eLearning | Not Started | Org Assignment, A/A, work schedule, time transfer specs, actions, quota  Possibly include an attachment with a glossary of terms based on course content. |
| Introduction to Timekeeping | Able to perform quality assessment and support the time and leave process to ensure employees are paid accurately and on time | * Explain the time entry, leave, and approval process * Timekeeper Roles and Responsibilities * Find HR and Timesheet master data (i.e. comp time eligibility) in PA20 * Explain how and when employees code Overtime, Additional Regular and Special Pay on the timesheet * Able to change a timesheet * Run critical Time Entry Reports/Queries * Understand Payroll error reports and troubleshoot basic time errors | 5 | * HR Master Data and Timesheets | Timekeepers | ILT | Not Started | Add Next Steps document or “To Do” list with Employee, Supervisor and Timekeeper responsibilities and also for supervisors and employees (i.e. remind employees of how to find their information – time statements, coding, expectations)  Exercises to find certain information in PA20. |
| Advanced Timekeeping: Flex Schedules | This course is designed to provide an overview of Flex Schedules at CDOT, the impacts to an employees work schedule and special pay, and how to code Special Leave Types for employees with a Flex Schedule. | * Describe how Flex schedules work * Code Special leave types (i.e. Injury, FML) on the timesheet * Identify and resolve common errors that impact timesheets for employees with Flex Schedules | 6A | * Introduction to Timekeeping | * Employee, Timekeeper and Supervisor. | * eLearning with Intro material | Not Started | Current priority levels for Advanced Timekeeping classes are a best guess and may need to shift when we’re ready to develop.  eLearning could be a pre-requisite for workshops. |
| Advanced Timekeeping: Troubleshooting | Provide additional knowledge and skills to identify, prevent and resolve timesheet errors to support quality of the time entry process. | * Ability to complete leave reconciliations * Troubleshoot complex errors (application of info learned re: running reports) * Define best practices for avoiding errors * Complete hard copy timesheet revisions | 6B | * Introduction to Timekeeping | * Timekeeper and Supervisor. | * eLearning | Not Started | eLearning could be a pre-requisite for workshops. |
| Advanced Timekeeping: Special Leave Types | This course is designed to provide instruction about Special Leave types including timesheet coding, common errors and resolutions and resources for each Special Leave type. | * Explain * Able to code Special leave types (injury, FML, etc.) on the timesheet | 6C | * Introduction to Timekeeping | * Employee, Timekeeper and Supervisor. | * eLearning | Not Started |  |
| Advanced Timekeeping: Work Orders and Timesheet Integration | Provide | * Understand how Work orders and the timesheet are integrated * Identify and resolve common timesheet errors related to work orders | 6D | * Introduction to Timekeeping | * Employee, Timekeeper and Supervisor. | * eLearning | Not Started |  |
| Supervisor Advanced Time and Leave: Tools and Reports | Provide tools and reports to evaluate timesheet entries in compliance with applicable time and leave rules and troubleshoot timesheet errors | * Describe the tools and reports that support time approval * Identify and resolve timesheet errors and issues * Create, find and use variants * Display employee’s timesheet (ZCAT3) * MSS Report with Work Schedules and TK - possibility | 7A | * Managing Time and Leave Approval | Supervisors | * eLearning * online resources | Not Started |  |
| Supervisor Advanced Time and Leave: Timesheet Approval Delegation | Provide knowledge and skills needed to delegate timesheet approval and to act as a delegated approver | * Explain the role and responsibilities of a delegate approver * Assign and unassign delegate approver * Approve time as a delegate approver | 7B | * Managing Time and Leave Approval | Supervisors | * eLearning |  |  |
| Family Medical Leave for Employees | This course introduces employees to the Family Medical Leave Act, how it may impact them and who is involved in this process. | * Describe the Family Medical Leave Act and how it is used at CDOT * Explain the roles and responsibilities of the people involved in the FML process * List the myths about common FML issues at CDOT and how to address them * Find FML resources at CDOT | 8 | N/A | Employees (as needed) | * eLearning |  | Group suggests that the course doesn’t replace the information that the liaison provides/role that they play. High level overview.  12/8/16, Christine is interested in an eLearning for employees regarding FML. Important but not time sensitive.  Christine – include info about coding? Or keep with the FML Liaison. |

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| Special Leave Types | Utilize and record special leave types appropriately | * Describe the special, less common leave types available   + FML   + Jury   + Administrative Leave   + Military Leave   + Victim Protection   + Leave Grant   + Injury * Explain applicable eligibility requirements and business processes necessary for using special leave types * Able to accurately input special leaves into the timesheet | 2 | N/A | All employees | Online resources |  | Drafted document is available for the group to review.  Group suggests that the course doesn’t replace the information that the liaison provides/role that they play. High level overview.  Rachel to share job aide with the group. |