

OJJ – PROCEDURES FOR PAYROLL PROCESSING
 (This is a supplement to OJJ Time and Attendance Policy)

- **On morning of 2ND Friday of the payroll period – Run ZT20 Report for TA area(s).**
- **Compare time range in REQUESTOR NOTE 1 column to the hours of leave** in the HRS column. Note discrepancies. Contact employee by e-mail to resolve discrepancies. **Print copy of e-mail response** from employee to be maintained in payroll envelope.
- To correct discrepancies – have employee cancel leave request and re-submit correct request for approval.
- Review **APP DECIS** column. **Blank** indicates no action by supervisor yet. Contact supervisor for status of approval. **D** indicates supervisor failed to take action within 48 hrs. Contact employee to re-submit request. **C** indicates request was cancelled before action taken and **R** indicates rejected by supervisor.
- Note: Supervisors have 48 hours to approve or reject on line leave/overtime request. If no action taken within the 48 hour period, the request is rejected and employee will receive e-mail notification. Employee must re-submit request. If leave/overtime request is entered with 48 hours of pay period end and supervisor fails to approve or reject, leave/overtime **will automatically post** in LAGOV system. Auto posting is indicated with an **X** in the **AUTO P/C** column. E-mail supervisor to verify leave/overtime is correct. Print copy of e-mail response to be maintained in payroll envelope. If supervisor indicates leave/overtime auto post is incorrect, manually override in LAGOV system.
- **On Monday morning following the pay period close, re-run ZT20** report to ensure all leave request are approved, corrections made and to identify auto-posted leave/overtime. **Immediately follow up on any discrepancies found. If leave or overtime must be changed, Time Administrator must make changes in LAGOV system.** Leave and overtime requests CAN NOT be processed using the LEO system on Monday following the pay period close. Employee can still submit paper leave slips to avoid need for Prior Pay Period adjustments.
- When paper leave slips are received, verify number of hours of leave match hours of leave and enter in LAGOV system. Check for duplication of leave that might have been submitted via LEO.
- Review WAE timesheets received, ensure **in/out** times recorded = **# of Hours Worked** column (ensure 30 minute unpaid lunch break is deducted, unless “no lunch taken” is indicated). Check for employee initials and supervisor signature/date. Return to employee/supervisor if errors found or incomplete.
- **All payroll entries must be entered no later than 12:00 noon on Monday following pay period close.**
- **Once all payroll entries are made (and before 4:30 on Monday following pay period close), run ZT02 report** (Payroll Audit Report). Verify that all ZT02 entries match the timesheets (and leave/overtime slips, in the absence of a timesheet). Notify HR immediately of any discrepancies found.
- **Create payroll document folder.**
- **Begin completion of the Payroll Time and Attendance Checklist.**
- If discrepancies are found or reported after 4:30 Monday deadline, prepare a Time & Attendance Adjustment (T & A) for submission to HR.
- Maintain copies of e-mails reporting discrepancies with pay period documents.

ZT02 VERIFICATION
(Replaces payroll envelope)

- It is mandatory that the **ZT02 report be generated and printed on the Tuesday following the pay period close** and reviewed by the Time Administrator, Time Verifier and the Certifying Official, to identify any discrepancies. DO NOT EXPORT the document as this removes the run date, which is needed for audit purposes.
- The **Time Administrator** must perform a self-audit by comparing the entries on the ZT02 report to the timesheets and leave slips. Review all documents for proper completion and signatures. When self-audit is completed, sign and date the Payroll Time and Attendance Checklist form.
- Next the **Time Verifier** performs a secondary audit by comparing the ZT02 report to the timesheets and leave slips. Review all documents for proper completion and signatures. When secondary audit is completed, sign and date the Payroll Time and Attendance Checklist form.
- If discrepancies are found, a Prior Pay Period Adjustment form must be completed for submission to Human Resources.
- The Certifying Official must be the Appointing Authority or their designee (supervisor or manager level).
- **Certifying Official** must sign no later than the Friday following the pay period close (pay day).
- **Finalize the Payroll Time and Attendance Form.**

PAYROLL DOCUMENT FOLDER
(Replaces the payroll envelope)

- The Time Administrator shall create a payroll document folder (letter size manila folder or letter size expanding folder).
- The folder label should include the section name and pay period number (ex. – 16/2012)
- The payroll document folder shall include:
 - Timesheets
 - paper leave slips
 - overtime sheets
 - ZT20 report
 - ZT02 report
 - Completed Payroll Time and Attendance form (including all three signatures)
 - Prior Pay Period Adjustment forms, if applicable.
 - Copies of e-mails documenting payroll activity
- The payroll documents folder must be maintained for a period of five (5) years.

OJJ PRIOR PAY PERIOD ADJUSTMENT FORM

The Prior Pay Period Adjustment Form was designed to adjust incorrect time entries for a pay period. **ONLY** the days that need to be adjusted should be completed. Enter the actual date above the day that needs to be adjusted. Fill in all time entries related to that day, including regular hours, leave taken, etc. as it should have been entered. In the "Reason for Adjustment" section, explain the type and/or reason for the adjustment.

INSTRUCTIONS: At top of form, complete the Agency/Section (ex.-OJJ/Jetson Correctional) and Time Administrator Group# (ex.-0403-017). In the Time Adjustment section, **ONLY** fill in information for dates on which adjustments are necessary. For adjusting entries, record ALL time exactly as it should have been reported for the entire day. This includes all regular hours, leave taken, overtime worked, FMLA, office closures, etc. **DO NOT** include the incorrect information.

Ensure all the signatures (employee and supervisor) are on the form prior to faxing to the DPS Human Resources Office. Adjustments will **NOT** be processed unless **all required signatures/information** are included on this form. All signatures must be original.

When a Prior Pay Period Adjustment form is submitted due to incorrect information on a timesheet, the Time Administrator shall correct the timesheet by drawing a line through the incorrect entry and, in different colored ink, show the corrections made. Make a notation on the ZT02 report of the correction. The employee must initial all changes made subsequent to submitting their timesheet. Do not use white out to make corrections on the timesheet.

HELPFUL HINTS

Negative entry (9) – regular hours hardcoded in SAP system. Only need to enter leave and overtime.

Positive entry (1) – All regular hours worked must be entered in SAP system, using code ZA01. Also, must enter leave and overtime, if applicable.

Always ensure you are in the CURRENT PERIOD before entering payroll in SAP system

- Enter paper leave slips and overtime requests as received.
- Ensure all entries on timesheet are initialed by employee and approved by supervisor. Return to supervisor/employee if incomplete.
- WAEs are limited to 64 hours per pay period. If 64 hours exceeded, notify supervisor.
- WAE (temporary) employees are always positive entry. Hours are entered using code ZA01.
- WAE employees do not earn leave or overtime and are not eligible for holiday pay.
- K-time earned is always entered using code Z001.
- Employee should submit all payroll documents (timesheets, leave slips, overtime requests) no later than noon on second Friday of pay period.
- Corrections should be received no later than 10:00 a.m. on Monday following pay period close.
- Any corrections made to ZT02, ZT20 or timesheets/leave slips, should have e-mail to document need for change.
- If leave slips received that cross pay periods, request separate leave slips.

ZT20 Report (Time Workflow Audit)

- In the toolbar blank, type ZT20, then execute.(State of Louisiana Reporting > Time Management > ZT20 – Leave Workflow Audit Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under OTHER SELECTION CRITERIA – ALL REQUESTS should already be selected, do not change
- EXECUTE
- PRINT

Helpful information (found in StLA Help):

Requestor is the personnel number of the employee who created the request.

Request Type indicates the type of time request that the employee submitted.

- **R** – Attendance or Leave request
- **C** –Cancellation request

Approval Decision indicates what action the approver made to the request.

- **Blank** – pending action by approver or it automatically posted
- **A** – approved
- **R** – rejected
- **D** – approver did **not** take any action prior to the deadline
- **C** – cancelled before the approver took any action

Workflow ID is an internal number assigned to each Create/Cancel Time Request that is created through LEO.

Posting Error is populated if a request is approved, but an error occurs during posting. If an employee record cannot be locked by the workflow to post an approved leave request, an L will populate this field. If the employee's record can be locked but an error still occurs during the posting process, a P will populate this field.

Note to Requestor- X indicates that an email was sent to the employee that created the request.

Note to Approver- X indicates that an email was sent to the supervisor of the employee that created the request.

Auto P/C – X indicates that the leave request was automatically posted or the cancellation request was rejected in the Payroll Monday process. In the case of an automatic posting, additional paperwork is required (example: leave slip) since no online approval exists.

ZT02 Report (Time Entry Audit)

- In the toolbar blank, type ZT02, then execute.(State of Louisiana Reporting > Time Management > ZT02 – Time Entry Audit Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under REPORT OPTIONS – Select DISPLAY PLANNED WORKING HOURS FOR ALL EMPLOYEES (Note: If running ZT02 report for one employee, also enter PERSONNEL NUMBER)
- EXECUTE
- If report does not reflect CHANGED BY column, right click on column header area and from drop down, select SHOW...
- CHANGE LAYOUT box will appear. In COLUMN SET column, highlight CHANGED BY, then click left arrow (<). CHANGED BY should move to DISPLAYED COLUMN. Click green check in CHANGE LAYOUT box to save.
- CHANGED BY column will reflect either the Personnel Number of the Time Administrator who entered payroll or the term WF-BATCH. WF-BATCH means posted on payroll from LEO entered leave/overtime request.
- PRINT ZT02 report.
- Use LaGov HR Help, under HR Reporting, for more instructions.

ZP97 Report (Employee Variance)

- In the toolbar blank, type ZP97, then execute.(State of Louisiana Reporting > Time Management > ZP97 – Employee Variance Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR
- Under REPORT OPTIONS – Select all options.
- EXECUTE.
- PRINT.
- Use LaGov HR Help, under HR Reporting, for more instructions.

ZT06 Report (Absence Quota)

- In the toolbar blank, type ZT06, then execute.(State of Louisiana Reporting > Time Management > ZT06 – Absence Quota Report)
- Under DATA SELECTION - Choose appropriate pay period (usually PRESENT PERIOD)
- Under SELECTION CRITERIA – Enter agency number 0403, in PERSONNEL AREA and your 3-digit Time Administrator Area number in TIME ADMINISTRATOR (Note: If running ZT02 report for one employee, also enter PERSONNEL NUMBER)
- Under REPORT OPTIONS – Select type of leave needed (most common selections – Annual, Sick, K-Time ST, K-time 1.5, FMLA, Education, Military)
- EXECUTE
- PRINT
- Use LaGov HR Help, under HR Reporting, for more instructions.