

**1. How should I record time for employees who change schedules often?**

These employees should be placed on positive reporting schedules. Path: RT > RS > SE. Select the appropriate positive reporting schedule and make the schedule change on the PIN. The effective date should be the first date of the next unpaid pay period.

**2. What does the message, “The Emp sche cannot be linked to a different sched num, amend emp sch,” mean?**

The timesheet does not match the schedule for the employee. The mismatch could be due to an employee’s schedule change after the timesheets were created. Select the appropriate positive reporting schedule and make the schedule change on the PIN. The effective date should be the first date of the next unpaid pay period. Go to Maintain Employee schedule (RT > RS > SE) and change to positive reporting. This change should allow time to be entered for this employee.

**3. How do I set up a schedule for a part-time employee/worker?**

Determine if an existing part-time schedule can be used (RT > RS > SD). If not, modify any schedule that closely resembles what is needed. Positive reporting can be used for this purpose also.

If the position is full time but the employee is part time, the timesheet will need to be modified (RT > ET/EL/EE) and ULWOP or RDOFF entered to produce payment for actual hours.

**4. How do I change the existing default schedule on the Maintain Employee Schedule screen?**

If the schedule number on the PIN is correct but you wish to change days off or hours per day, go to the Maintain Employee Schedule and enter the requested information to pull up that person’s schedule. Enter action M to modify the schedule and then make the needed changes. If the schedule number is incorrect, modify the PIN and enter the new schedule number needed.

**5. How do I adjust an employee’s leave balance?**

The Maintain Leave Balance screen (PA > AP > OP > ML) should be used for this purpose. With an action of A for the selected SSN and accrual code, input the Increase in Leave Balance or the Decrease in Leave Balance. Apply approvals. An adjustment can be made for the open month (one in which no actual accrual has been run). Adjustments for balances that require a first occurrence date must be done through Create Leave Balance screen (RT>CL). If a balance exists but the date needs to be reset, the balance must first be purged by entering P in the action. Afterwards, a new record can be added with action A. If Military Leave needs to be added, this must also be done through the Create Leave Balance screen.

**6. How do I accrue leave for employees?**

Choose path PA > PA > AA; enter agency code, accrual date, and Y for submit. Delete the Social Security Number (SSN) to run the accrual for the entire agency. Accruals should run for the prior month end before processing the current month's end final payroll. **Entering a Social Security Number will run the actual accrual only for that person.**

**7. Can I process a leave balance payment in SPAHRS for a terminated employee with my routine payroll processing?**

No. The terminated employee's leave balance will need to be accrued (PA > PA > AA); a separation processed (EM > EP > SE); the leave balance dissolved (PA > AP > SP); and a supplemental payroll produced (PA > PA > AS).

**8. An employee worked on a Holiday, and I am attempting to record this holiday on the timesheet. I am getting an error message of "cannot be HOLFL without HOLID." What does this mean?**

HOLID (Holiday) must be shown in the earnings code field before HOLFL (Hours worked on Holiday) can be recorded on the timesheet (RT > ET/EL/EE).

**9. I am attempting to enter military leave taken, but there is a message of no leave time available. How do I correct this error?**

A military leave balance must be established. (RT > CL)

**10. What is the difference between FLSA comp time and agency comp time?**

Agency comp time is extra time worked earned at straight time. Both exempt and non-exempt employees can earn agency comp time. The non-exempt employee earns agency comp time when extra hours are entered on the timesheet but the total hours worked for the work cycle do not exceed the normal work period hours (usually 40). The employee could earn extra hours that will accrue at time-and-one-half and some that will accrue as agency or straight time. If an employee's regular hours worked are less than 40 but he has extra hours and the total hours worked are over 40, the difference between 40 and the regular hours worked will accrue as agency comp time. The total extra hours less the hours accrued as agency comp will accrue as FLSA comp time.

**11. What earnings codes are used for an employee entitled to FMLA?**

The earnings codes Personal Family Medical Leave (PLFAM) and Medical Family Leave (MLFAM) are to be used. PLFAM reduces Personal Leave (BAL1) and Family Medical Leave (BAL6). MLFAM reduces Medical Leave (BAL2) and Family Medical Leave (BAL6). When all personal and medical leave is exhausted, use the earnings code UFMLA - unpaid FMLA.

**12. What earnings code is used for donated leave while an employee is on FMLA?**

The code is DNFAM. This code will work the same as PLFAM and MLFAM, reducing both the 480 hours of Family Medical Leave (BAL6) as well as the Donated Leave (BAL10).

**13. I am attempting to adjust a leave balance for a prior month using the Maintain Leave Balances screen; but the error message, “Leave adjustment does not exist,” appears and the system replaces the month end date entered.**

Leave balance cannot be modified for a pay period for which the actual accrual process has been completed. Increase or decrease the leave balance (PA > AP > OP > ML) using the month end date for which the actual accrual process has not yet been performed. The adjustment will be processed during the nightly cycle.

**14. I was able to enter time for myself but cannot enter anything on the other employees.**

To enter time for other employee’s use the RT > ET screen or the RT > EL screen. The RT > EE screen is allowed to enter an employee’s own time only.

**15. I created the timesheets for my agency, but the employees’ timesheets for a different pay frequency did not generate.**

A separate run (RT > CT > CS) must be submitted for each pay frequency.

**16. How do I correct a timesheet that was created prior to changes in the employee’s PIN?**

If final payroll for the pay period has not been processed, go to the Enter Time (RT > ET) screen and purge the timesheet that has the incorrect PIN. Recreate the timesheet with correct PIN by inputting “M” in action on the same RT > ET screen. Press enter.

If final payroll for the pay period has been processed, create a timesheet for the new PIN; enter all time and leave for the employee. Approve any earnings adjustment that is created (PA > AP > AE).

**17. Can I create a timesheet for the next pay period, before closing the current pay period?**

Yes, but if the next pay period contains a holiday, view the Holiday Table (PA > OT > HO) first to verify that the holiday dates for the pay period of timesheets to be created have been set up.

**18. I did not enter the correct start date on the timesheet for which I want to make changes. Will this affect my modifications?**

No. The date only indicates which screen to display. A scroll (F10 or F11) can be performed to modify the date that needs changing.

**19. How do I save timesheets with errors?**

Using an action of “M,” input a “Y” in the Store with Errors field of the timesheet before pressing the enter key.

**20. How do I add a timesheet for an employee hired after the timesheets were created?**

Choose RT > ET and display the employee; the message line will say it does not exist. In the action field input "M," press enter, and the message line will say modified successfully.

**21. When a modification is performed on a timesheet, what does the message, "Adjustment Added," mean?**

Time has been entered after the pay period has closed. The system is recalculating the pay for the pay period based on the modified timesheet. An adjustment is created if a change in pay is detected. Review the Browse Adjustments Not Sent Screen to determine if a supplemental check should be issued.

**22. I submitted the job for timesheet creation. How do I know if the timesheets were created?**

A report listing the timesheets created will be printed, and a browse can be performed from the Report Time Browse by Agency (RT > BR) screen.

**23. When should the codes DOCKA and DOCKH be used?**

They may be used to make adjustments for a prior pay period, usually when an adjustment to the timesheet has been created. If you use these codes on the current time sheet, the system will dock the employee for the number of hours/amount, affecting only the dollar amount to be paid, but will have no effect on the leave accruals run for the month or overtime calculations in the pay period.

**24. When should the earnings code ULWOP be used?**

Use this code when an employee is out during the pay period and has no leave balance or unapproved time away from work. When this code is used, the system will calculate a partial payment based on the hours reported as worked for that pay period. This code is also used to pro-rate leave accruals for that month.

**25. How do I enter overtime hours on the timesheet?**

Modify the timesheet and input a line item for earnings code EXTWK for hours of extra time worked. SPAHRS will calculate if the extra hours are due at time and half or straight time.

**26. What is the earnings code to be used on the timesheet for comp time taken?**

The earnings code CPTIM should be used for agency comp time.  
The earnings code CPTFL should be used for FLSA comp time.

**27. Why does the Report Time Browse by Agency screen (RT > BR) contain multiple employee entries for the same pay period?**

A paid timesheet cannot be replaced; therefore, the paid timesheet is captured as recorded at payment date, and any modification to the timesheet is captured as a separate item.

**28. When an agency's timesheets are uploaded from another time keeping system, is it necessary to send time for every day in the pay period or just the days in exception?**

If an exception is to be reported, time must be uploaded for an entire day. If there is a day when there is no exception, no report time upload is necessary.

**29. How do I determine the due date for payroll submission to DFA?**

You may go to the MMRS website at [www.dfa.ms.gov/mmrs/](http://www.dfa.ms.gov/mmrs/) to determine the deadline for payroll submission. Also, the Browse Pay Date Table (PA > OT > BP) contains a listing of pay dates by pay frequency.

**30. How can I make a note on a timesheet about why or how something was posted?**

Function key PF5 can be used to add notes to the timesheet. To use this function, press the PF5 key while you are in the timesheet, type in the subject line and description, and press Enter. You should receive a message that the note has been added successfully. Later, when you access the timesheet, press the PF5 key and enter "D" to display the note.

**31. Want to use buyout code for FLSA, Holiday, and Agency comp time.**

Buyout codes BUCP, BUYFL and BUYHL have been established for each type of comp time. The employee's PIN must be certified for CALBK to be eligible for Agency comp time leave buyout. The Agency must be certified for HLPAY to be able to pay employee for floating Holiday

**32. Attempting to do a timesheet override for an employee for EXTWK hours on a supplemental payroll.**

You cannot do a timesheet override in this instance. Instead, use the buyout code on the timesheet.

**33. An employee has been terminated. The employee's personal leave balance is incorrect. The actual accrual run has been processed for the month in question.**

Contact the MMRS Call Center for assistance in changing actual leave to estimated leave. After receiving notification from the MMRS Call Center, modify the leave by using the Maintain Leave Balance Screen (PA AP OP ML).

**34. An employee's anniversary date is January 28; on that date she went from one level of earning leave to the next. Employee's personal leave went up, but why did employee lose hours on Medical Leave?**

SPAHRS prorates leave at the different levels when the anniversary of the hire date falls after the first of the month. Personal leave is not a problem because it goes up. However, medical leave accrual caps at the new rate, which is less than the previous leave employees were earning.

**35. Changing some of the non-exempt employees to compressed schedules and wants to know how SPAHRS is going to calculate if the employee is subject to working overtime.**

SPAHRS will look at the two-week period as a whole and will only calculate overtime if the employee works over 80 hours in the two-week period. A compressed work cycle will need to be established in SPAHRS for those employees who will be on a compressed schedule. Compressed work cycles always start on a Monday.

SPAHRS can only look at work cycles that cover an entire day. Work cycles in SPAHRS are considered starting at midnight on a particular day. However, the Department of Labor (DOL) allows work cycles to start at any time of the day. Technically, a compressed work cycle where an employee works 45 hours the first calendar week and 35 hours the second calendar week with Friday off in the second week, has a work cycle that starts around 12 noon on Friday. SPAHRS cannot handle that. If the employee working on a compressed work cycle is subject to working extra hours, the agency will have to determine if any overtime is due from the first week of the compressed schedule. We do not advise placing nonexempt employees who will work extra hours on a compressed work schedule.

**36. When is leave balance updated with leave taken, comp accrued?**

A leave balance is updated with leave taken, comp accrued when the **first** timesheet for the pay period is paid. After that, every modification to a timesheet is supposed to update the leave balance when the enter button is pressed. It does not have to wait until an adjustment is paid. Payment of an adjust earnings, taxes, and deductions adjustment does not update the leave balance file.

**37. Does running leave accruals read the timesheet?**

Running leave accruals does **not** read the timesheet. If the leave is not posted to the leave balance record, running accruals will not correct any issues.

**38. When should RCDCK earnings code be used?**

When an employee is overpaid for a pay period and returns the overpayment in net pay, enter this code into the timesheet to show the employee refunded the overpayment. The adjustment is then processed to update the employee's records to show less pay was earned and received. *This code should never be used to show an employee paid for their pretax deductions with a personal check.*

**39. How can an agency correct the leave balances for an employee who has been on educational leave and has now returned to show the amounts employee had at the time they left?**

If the employee had a remaining balance when they were placed on educational leave, the agency will need to manually add the leave to the balances for the month the employee returns. This will include any holiday, FLSA comp, and agency comp time. This is done through the Maintain Leave Balance screen (PA AP OP ML).

#### **40. Leave without Pay versus DOCK**

Employees who actually worked fewer hours than the work month, but received the same rate of pay and leave, were not pro-rated even though leave without pay was entered on the timesheet. SPAHRS will calculate the employee's pay by the hour; but, if the amount calculated is greater than the employee's salary, the system will pay the regular pay period salary amount.

When the leave without pay earnings code in SPAHRS is used, the system calculates a partial payment based on the hours reported as worked for that pay period. These codes are also used to pro-rate leave accruals for that month.

If you use the DOCKH or DOCKA code on the current time sheet, the system will dock the employee for the number of hours/amount, affecting only the dollar amount to be paid, but will have no effect on the leave or overtime calculations.

#### **41. Employee recently submitted an FMLA certification on 11/XX/XXXX and the employee did not use until 1/XX/XXXX. When does the FMLA balance get created in SPHARS?**

Since employee did not request to use the leave until Jan., that is when the first occurrence and when the 12 month period should start.

Dept. of Labor lists in their Handbook for Employees on FMLA what the 12 month period can be based on:

A definition of the 12-month period the employer uses to keep track of FMLA usage. It can be a calendar year, 12 months from the first time you take leave, a fixed year such as your anniversary\_date, or a rolling 12-month period measured backward from\_the date you use FMLA leave. You need to know which way your employer measures the 12-month window so that you can be sure\_of how much FMLA leave you have available when you need it.

This is where the state gets the first time you take leave that qualifies as FMLA as the beginning of a 12 month period.

#### **42. How do you certify an employee that always works the same shift?**

If the employee works the same shift every week, CALEN or CALNT can be certified on the pin. This prevents the timekeeper from having to enter the shift worked each week on the timesheet. The employee will always be paid for whatever shift they are certified for, even when paid leave is taken. The shift certified on the pin should be the shift the employee is going to work.

#### **43. How do you certify an employee that does not always work the same shift?**

When you have employees who work different shifts, it is not feasible to only have them certified to work a particular shift. Shift codes DAY, EVENG, and NIGHT are used to allow an employee to work any shift. Whatever the employee works most is what should be certified on the pin. The code entered is used in budget projections but do not enter NIGHT on all of them. If someone rarely works a shift other than the day shift, certify them for DAY. When the employee works the evening shift or night shift the shift works must be entered on the timesheet in order for shift pay to be paid. Unlike CALEN and CALNT, shift pay is only paid for the hours entered on shift pay. For example, if the employee works the day shift on Monday, only REGSH and the number of hours is entered. If the employee works the evening shift for Tues. for 8 hours, then REGSH 8 and EVENG 8 must be entered on the timesheet. Being certified for one of this group of shift codes (DAY, EVENG, or NIGHT) allows for any to be entered on the timesheet.