

## Instant HR – October 26, 2009

### TOPIC: New Timekeeping Charges Effective January 25, 2010

To Timekeepers:

I am writing to let you know that we are implementing new targeted timekeeping charges on January 25, 2010 (pay period January 10-24) because we continue to receive too many late leave submissions. This action also follows a periodic review of the adjustment process for overuse and the need for corrective action.

Specifically, the following charges may apply **as determined by HR on a case-by-case basis where a pattern or other problem is demonstrated:**

- \$30: Submitting an amended timesheet **for more than four previous pay periods** (for example, we are currently in payroll 20, and the timekeeper sends an amendment for payroll 15).
- \$30: Submitting an amended timesheet **for the same employee for more than one pay period** (for example, amending time for an employee for payroll 12, 13, and 14).
- \$75: Late leave is **not keyed by the timekeeper once he/she is notified by HR to do so**. (Currently, HR notifies the timekeeper if the amended timesheet can be keyed as late leave on the next payroll.)

One of the major efficiencies anticipated with Banner and in moving all employees to a semi-monthly pay cycle was reducing the number of payrolls, deadlines, and departmental time and effort. We expected fewer retroactive adjustments as everyone became familiar with the new system. Despite renewed communication, training, and outreach efforts, we continue to receive too many late leave adjustments.

With everyone's assistance, we should be able to achieve a reduction in timekeeping adjustments. Here are some tips to keep handy:

- Frequently remind employees of deadlines for receiving approved hours worked and leave taken/accrued (and supervisors of their responsibility to approve or deny, as applicable, these requests) for timely input into the Banner system. If employees are not making submissions in a timely manner, work with your manager to hold them accountable so you can avoid future charges.
- The Banner time files are usually open for the entire pay period. Enter hours worked and leave taken on a daily basis - don't wait until the last day to enter timekeeping data for the entire period. In this way, only a partial pay period adjustment should be necessary if unforeseen circumstances cause an inability to key time at the end of the pay period.
- Remember to click "Submit" for every employee with hours to be reported/paid.
- Report adjustments on the web-based payroll and leave forms at <https://www.pubapps.vcu.edu/hr/arf/default.asp>.
- Avoid delays, angry employees, more work, and costly fees! Check out these additional tips at [www.hr.vcu.edu/forms/TimekeepingTips.pdf](http://www.hr.vcu.edu/forms/TimekeepingTips.pdf).
- Take advantage of timekeeping training as it becomes available at [www.hr.vcu.edu/training/](http://www.hr.vcu.edu/training/) (click on "Classroom Sessions"). We offer periodic refresher courses for seasoned timekeepers (next one is Nov. 4) and full training for new timekeepers (next one is Nov. 17).

We appreciate your help in complying with timekeeping policy and procedure and in adhering to associated deadlines. Your support is critical, especially with the University's ongoing initiatives to strengthen compliance activities and streamline processing functions.

Questions? Contact [leave@vcu.edu](mailto:leave@vcu.edu).

Thank you.

Cindy H. Andrews  
Executive Director for Human Resources  
Virginia Commonwealth University

Copy: Personnel Administrators  
Certifying Officers

VCU Human Resources