Procedure 23820: Timekeeping System

TimeClock Plus (TCP) is the electronic timekeeping system for Virginia Tech and the system of record for documenting hours worked by wage employees. All hourly wage employees are expected to record hours worked in TCP. Exceptions are rare and must be approved by the Payroll Department. Nonexempt salaried employees can optionally use the system to record hours worked at the discretion of the department. Central oversight of the system is accomplished by the Payroll Department.

A. Documentation and Approval of Hours Worked

1. Hours worked should be documented by each wage employee by clocking in and out of the electronic timekeeping system or by entering the total number of hours worked in the electronic time sheet.

2. Employees that clock in and out of the timekeeping system should be paid for the exact minutes worked. Rounding the start and end times is no longer proper procedure for wage employees.

3. Employees should verify the hours are correct each work week by viewing the hours recorded in the system for the period. Employees can review hours worked at any time using a terminal or web clock. Departments should recommend that employees review hours worked by the completion of the pay period. Departments can optionally require employees to approve their own hours in the system.

4. Employees should notify their supervisor or other designated department representative of any edits needed. Adjustments to time such as missed punch, edited punch, or added shift should be promptly addressed and the edit approved when correction is made. A comment is required for any adjustment explaining why the manual adjustment was needed. Designated department representatives should review hours recorded in the system on a daily or periodic basis (at least weekly and again at the end of the pay period).

5. At the end of the pay period, the supervisor must review and electronically approve all hours recorded for each employee for the pay period in order for the hours to be loaded into the payroll system for payment. The recommendation is that supervisors review and approve hours at least weekly.

6. Failure to correct and approve every missed punch and approve every segment of hours for a position will prevent all of the employee's hours for that position from interfacing with Banner.

7. Department representatives having the department lead or department admin role must go to the *Missed Punches* and *Approval Manager* screens (in TCP) early on the first day of time entry prior to the first scheduled Banner interface to ensure all exceptions are

corrected and approvals completed. Running the *Conflicting Segments Report* is also recommended

B. Entry of Hours into Banner HRIS

1. All approved wage hours in the timekeeping system for the applicable pay period are interfaced into the Banner system in accordance with the payroll processing schedule.
2. When there are exceptions that prevent the hours from properly interfacing by the final day of time entry, a department representative must manually enter the hours into Banner using PHAHOUR (please refer to the [Banner Enterer Manual](#) for instructions). Exceptions can include unapproved hours or missed punches, hours manually keyed in Banner before the interface, and hours clocked in TCP before or after the start and end dates of the Banner position.
3. Manually entering hours in PHAHOUR for payment of documented hours that are not yet approved in the timekeeping system is appropriate in order to comply with Department of Labor Timekeeping Procedure.docx Page 2 Revised 6/30/2015 requirements. These hours must be approved by the supervisor in the timekeeping system as soon as possible.

C. Retroactive Edits in TCP and Retroactive Entries into Banner HRIS

TCP is the system of record for documenting wage hours and must correctly reflect hours worked and paid.

1. If edits occur or segments of time are added in TCP after the employee's hours have interfaced from TCP to Banner, a corresponding manual entry in PHAHOUR is required. If a manual PHAHOUR entry cannot be made by the time entry deadline for the current pay period, the hours should be manually entered the next available pay period as retroactive hours using the appropriate earning code on PHAHOUR or a manual check request issued, if eligible.
2. If manual edits are made in PHAHOUR for hours that are not already entered in or different from the timekeeping system, the appropriate edits must be made in TCP to properly support the manual entries or payments.

D. Verification of Hours from TCP to Banner

1. The Payroll Office sends a notification (email) to each department when the interface has completed and the *Time Card Entry Verification Report* is ready for review (Banner web report obtained by the department).
2. The person responsible for time entry verification should promptly compare the *Time Card Entry Verification Report* to the timekeeping system using the TCP *Payroll Summary Report*. Any discrepancies should be resolved in a timely manner. The two reports should be retained for the reconciliation process.

3. If any hours are manually entered in Banner after the timekeeping system interface, those hours should be verified using an updated *Time Card Entry Verification* web report. Running a new verification report is considered the best practice.

4. Entries/payments in Banner without supporting entries in TCP or vice versa will result in a reconciliation issue for that pay period. If the issue is resolved in a following pay period, the two reconciliations will offset.

5. Discrepancies due to rounding might be identified when comparing the *Time Card Entry Verification Report* (Banner) to the *Payroll Summary Report* (TCP). For example, a workweek or pay period total may reflect 14.28 in TCP, which may actually round to 14.29 or 14.27 during the interface to Banner. The recommendation is to leave the hours as they imported into Banner. Hundredths of minute rounding discrepancies are acceptable.

E. Reconciling Time Records with Payroll

The steps listed below to reconcile what was paid to wage employees should be completed each pay period in a timely manner. This will assist with ensuring that payments to employees are correct and errors are identified and addressed timely.

1. The Payroll Office sends the *Wage Payroll Reconciliation Report (PZRTED)* to each department.

2. The person responsible for the reconciliation compares the timekeeping system hours (using the TCP *Payroll Summary Report*) to the *Wage Payroll Reconciliation Report*. It is recommended that this reconciliation be performed promptly upon receipt of the report.

3. **The reconciler should not be the employee that entered the hours in Banner (PHAHOUR) or the supervisor who approved the hours worked (in TCP).** If a department needs an alternative reconciliation, contact the Controller's Office to ensure effective internal controls.

4. If no errors are noted, the person responsible for the reconciliation signs, dates, and files the report along with a copy of the TCP *Payroll Summary* and the *Time Card Entry Verification Report*.

5. If an error is noted, the person responsible for the reconciliation works with the department head and Payroll Office to resolve discrepancies.

F. Wage Payroll Segregation of Duties for Timekeeping System and Banner

1. Employees with approval access to NOAEPAF in Banner should not have access to enter on NOAEPAF or PHAHOUR in Banner.

2. Employees who can enter wage hours on PHAHOUR should not be the reconciler of wage hours between TCP and Banner.

3. Employees who approve hours in TCP should not be the reconciler of wage hours between TCP and Banner. This includes individuals assigned to either of the TCP roles, DeptAdmin

> or DeptSupv. These employees can enter the approved hours on PHAHOUR but they cannot be the reconciler.

4. In summary, the reconciler should not enter hours in PHAHOUR, approve appointments on NOAEPAF, or approve hours in TCP during the period being reconciled.

The following table displays allowable functions to be performed by any individual during a given pay period.

Role	System	Employee 1	Employee 2	Employee 3
Enter Appointment (NOAEPAF)	Banner	x		x
Approve Appointment (NOAEPAF)	Banner		x	
Enter wage Hours (PHAHOUR)	Banner	x		
Approver (Dept Admin or Supervisor Role)	TCP	x	x	
Reconciler	TCP/Banner			x