Procedure 23820: Timekeeping System

Virginia Tech uses Banner Time Entry (BTE) and TimeClock Plus (TCP) as the official systems for recording wage employee hours. All hourly wage employees are expected to record hours worked. Nonexempt salaried employees may be required to use the system to record hours worked at the department's discretion. The payroll department accomplishes central oversight of the systems.

A. Documentation and Approval of Hours Worked

1. Hours worked should be documented by each wage employee by clocking in and out of one of the available electronic timekeeping systems.
2. Employees must review their recorded hours weekly. Departments should recommend that employees review the hours worked by the completion of the pay period.
   a. Employees are encouraged to approve their hours in TimeClock.
   b. For Banner Time Entry (BTE) employees are required to submit their hours to their approver by 11:59 PM on the next business day after the last day of the pay period.
3. All time edits (e.g., missed punches, edited punches, added shifts) require comments and timely resolution. Designated department representatives should review the hours recorded in the system as needed.
4. At the end of the pay period, the approver must review and verify all the hours recorded for each employee for the pay period. All approved hours will be loaded into the payroll system for payment.
5. Unapproved or incorrect punches in TCP or failure to approve the timesheet in BTE will prevent hours from transferring to PHAHOUR for payment.
6. Department representatives having the department lead or department admin role must go to the group hours screen (in TCP) early on the first day of time entry prior to the first scheduled Banner interface to ensure all exceptions (unapproved shifts, missed punches, conflicting segments) are corrected and approvals completed.
7. BTE approvers and superusers should ensure that all time sheets that have been started for the pay period are moved to the completed column before wage payroll is processed. Any issues should be directed to payroll@vt.edu.

B. Entry of Hours into Banner

1. All approved wage hours in the timekeeping systems for the applicable pay period are interfaced into PHAHOUR in accordance with the payroll processing schedule.

2. If hours do not transfer to the time card in PHAHOUR, departments should refer to the Banner Enterer Manual for instructions. Any changes to PHAHOUR after the hours are exported from the timekeeping system should be documented and communicated to the Payroll Office. Any hours worked that are not paid out in the correct pay period should be entered as retro by the Payroll team on the next available timecard

3. Once the timesheet for the current pay period is in the completed column in BTE, hours can no longer be updated for that employee. For audit purposes, any changes made to PHAHOUR after the export must be documented by the department with the reason for the change to the hours between the timekeeping system and PHAHOUR. Documentation should also be sent to the payroll department.

C. Verification of Hours from TCP to Banner

1. The Payroll Office sends an email notification to each department when the TimeClock exports are complete and the Time Card Entry Verification Report (Banner web report) is available. This report is a Banner web report that is obtained by the department. It is recommended that BTE approvers and superusers run reports available in MicroStrategy to verify that all hours have been reviewed and approved for payment before the payroll processing dates. The Reconcile Hours report shows the hours that have been recorded in BTE and the hours that transferred to PHAHOUR.

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 promptly. The two reports should be retained for the reconciliation process.

3. If any TCP hours are manually entered in PHAHOUR after the timekeeping system interface, those hours should be verified using an updated Time Card Entry Verification web report. A second verification report is recommended after any changes are made.

4. Entries/payments in PHAHOUR without supporting entries in TCP or vice versa will result in a reconciliation issue for that pay period.

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 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. There is no rounding when hours are exported from BTE to PHAHOUR.

D. Reconciling Time Records with Payroll

Complete the following steps for each pay period to ensure accurate wage payments. 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 departmental representatives based on Org #.
2. Departments are required to review the PZRTED report and make note of any differences between the hours recorded in the timekeeping system and the REG hours paid. Completed BTE hours will be populated on the report and the department should write in the approved TCP hours. TCP users are required to attach the Time Verification Report. It is recommended that BTE users attach the MicroStrategy Reconcile Hours report.
3. Any difference in REG hours should be identified and corrected as needed. Departments should attach appropriate documentation for corrections. Any non-REG hours should have an explanation attached. FLC is a system-generated overtime calculation. Departments should include a copy of the hours for the weeks when FLC is calculated.
4. Departments should run The Work Study Balance from Legacy web reports, to check the balance of all work-study employee awards.   If their balance is low, the department should follow the student wage hiring process and Banner enterer procedure to establish a student wage position to pay hours that exceed the balance to ensure the employee is paid timely. Additional information can be found at finaid.vt.edu.
5. The reconciler should not be the employee who entered the hours in PHAHOUR or the supervisor who approved the hours worked. Contact the Controller's Office to ensure effective internal controls if a department needs an alternative reconciler.
6. The person responsible for the reconciliation should sign, date, and file the report along with any required backup documentation.
7. If an error is noted, departments should contact the Payroll Office to resolve

discrepancies via a payroll adjustment (to resolve an overpayment) or retroactive payment request. The <mark>Wage Payroll Adjustment Form</mark> and the <mark>Retro Payment Request Form – Wage</mark> are located on the Controller's Office website.

E. Retroactive Edits in TCP and Retroactive Entries into Banner

1. TCP hours should be added and approved prior to submitting the request.   If assistance is needed with Timeclock Plus entry, please email timeclock@vt.edu.
2. BTE hours not recorded in BTE before timesheet completion should be validated by the supervisor and the department should keep a record of the validation for your records.
3. Complete the <mark>Retro Payment Request Form-Wage</mark>.
4. Submit required documentation via the <u>Payroll drop box</u>.

F. Wage Payroll Segregation of Duties

1. If time is added in TCP after the Banner export but before the payroll has been processed, manually update PHAHOUR and retain documentation.
2. Employees with approval access in NOAEPAF in Banner should not have enterer access on NOAEPAF or PHAHOUR in Banner.
3. Employees who can enter wage hours on PHAHOUR should not be the reconciler of wage hours between the timekeeping system and Banner.
4. Employees who approve hours should not be the reconciler of wage hours. This includes individuals assigned to either of the TCP roles, DeptAdmin or DeptSupv, or BTE approvers. These employees can enter the approved hours on PHAHOUR, but they cannot be the reconciler.
5. Reconcilers must not enter or approve hours.

The following table displays allowable functions to be performed by any individual in any 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 / approver or superuser)	TCP / BTE	x	x	
Reconciler	TCP/Banner			x

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