

Changing Between Exception Time Reporting and Positive Time Reporting

Last Updated: March 2021

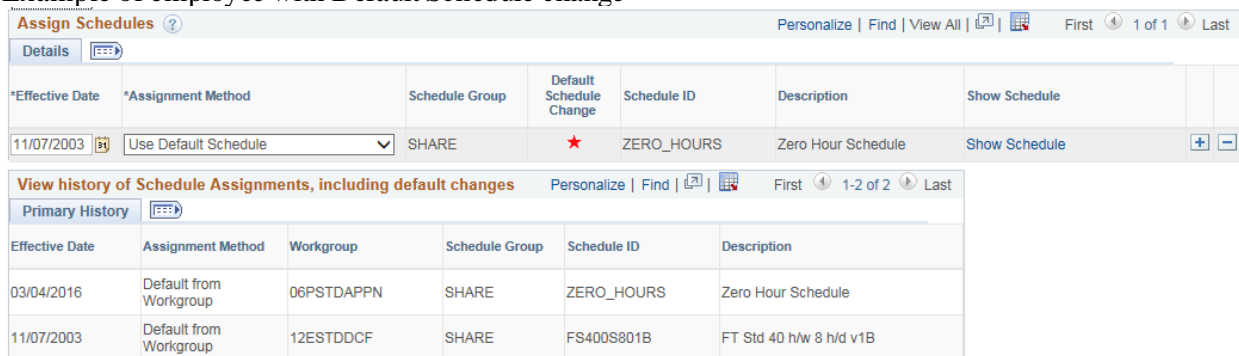
Use this job aid as a checklist to guide you through the process of changing an employee's Time Reporting status between Exception and Positive.

Exception Time Reporters: Paid for defaulted scheduled time unless exceptions to scheduled time are entered.

Positive Time Reporters: Only paid for time entered.

It is important to note what happens on the Assign Work Schedule page when an employee has an Assignment Method of Use Default Schedule and the employee's workgroup is changed. The default schedule of the new workgroup will automatically be assigned but the Effective Date will remain the same. In this instance, a new field is added to the page, Default Schedule Change, and a red star will appear in it. Under the schedule history at the bottom of the Assign Work Schedule page, the original default schedule will be listed with the appropriate effective date and the new default schedule will be listed with the date of the workgroup change.

Example of employee with Default Schedule change



Assign Schedules | Personalize | Find | View All | First 1 of 1 Last

*Effective Date	*Assignment Method	Schedule Group	Default Schedule Change	Schedule ID	Description	Show Schedule
11/07/2003	Use Default Schedule	SHARE	★	ZERO_HOURS	Zero Hour Schedule	Show Schedule

View history of Schedule Assignments, including default changes | Personalize | Find | First 1-2 of 2 Last


Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
03/04/2016	Default from Workgroup	06PSTDAPPN	SHARE	ZERO_HOURS	Zero Hour Schedule
11/07/2003	Default from Workgroup	12ESTDDCF	SHARE	FS400S801B	FT Std 40 h/w 8 h/d v1B

For Kronos Agencies Only:

All employees reporting time in Kronos will be Positive Time Reporters only. All Kronos Time Reporters must be assigned a schedule beginning with KR. KR schedules have zero hours assigned and are used to provide the following information to the Kronos system: hours worked per week, hours worked per day, number of hours before overtime/compensatory time received and indicator of agency alternate schedule.

Updating an Employee's Time Reporter Status from Exception to Positive

Part A – Update Employee Type


Core-CT Module	Step	Step Details
HR	Update Employee Type	<ol style="list-style-type: none"> Navigate to: Main Menu > Core-CT HRMS > Workforce Administration > Job Information > Job Data Enter the Employee ID and then click Search Work Location tab: Click on the  button to Add a Row Effective Date: Enter the date when the new Time Reporting begins Select "Data Change" in the Action field dropdown

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		<ol style="list-style-type: none"> 6. Select “General Data Change” for the Reason field 7. Click on the <u>P</u>ayroll tab 8. Enter “H” (Hourly) for Positive Time Reporter in the Employee Type field 9. Click OK 10. Click Save <p>Important: Use the Comments on Job Data to note the reason for the General Data Change.</p> <p>Important: The effective date of the change must be a Friday and in the current pay period or a future one.</p>
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Part B – Update the Workgroup

Core-CT Module	Step	Step Details
TL	Update Workgroup	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data</i> 2. Enter the Employee ID and then click Search 3. Click on the  button to Add a Row 4. Effective Date: Enter the date when the new Time Reporting begins 5. Enter the appropriate workgroup in the Workgroup field 6. Click Save <p>Important: The new Workgroup will have an ‘P’ as the third character or for 1199 the fifth character.</p> <p>Important: The Time Reporter Effective Date must be a Friday in the current pay period or a future one and the same date used on Job Data.</p> <p>Important: When the workgroup change has been saved, a warning message will be displayed to remind users to verify the employee’s schedule.</p>

Part C – Update the Schedule




Core-CT Module	Step	Step Details
TL	Update Schedule	<ol style="list-style-type: none"> 1. <i>Navigate to: Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule</i> 2. Enter the Employee ID and then click Search 3. Click on the  button to Add a Row 4. Effective Date: Enter the date when the new Time Reporting

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		<p>begins</p> <ol style="list-style-type: none"> 5. Assignment Method: Select “Use Default Schedule” 6. The default schedule is “ZERO_HOURS” 7. Click Save <p>Important: The Schedule Effective Date must be a Friday in the current or a future pay period.</p> <p>Important: The Effective Date of the schedule should match the Effective Date used on Job Data and Time Reporter Data.</p> <p>Kronos Agencies: Select the appropriate Kronos schedule beginning with KR. See Schedules job aid for more information.</p>
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Part D – Verify the Leave Plans (Part Time Employees Only)


Core-CT Module	Step	Step Details
BN	Verify Leave Plans for Part Time Employees	<ol style="list-style-type: none"> 1. <i>Navigate to: Main Menu > Core-CT HRMS > Benefits > Enroll in Benefits > Leave Plans</i> 2. Enter the Employee ID and then click Search 3. Verify that the Sick and Vacation Plans are not based on scheduled hours 4. Change the Sick and Vacation Plans to ones based on Hours Worked, if necessary, using the steps below. If no change is needed, set up is complete. <p>Important: If the employee is part time, the leave plan cannot be based on scheduled hours for Positive Time Reporters.</p>
	Change Sick and Vacation Plans to Hours Worked	<ol style="list-style-type: none"> 1. Click on the  button to Add a new Effective Dated Sick Plan row 2. Enter the effective date of the 1st of the month following the new Time Reporting date (e.g., if the Time Reporting effective date is 5/26/17, use 6/1/17 as the Sick plan date) 3. Enter the new Sick plan based on Hours Worked 4. Click Save 5. Click on the  button to toggle to the Vacation Plan 6. Click on the  button to Add a new Effective Dated Vacation Plan row 7. Enter the same effective date used for the Sick plan 8. Enter the new Vacation plan based on Hours Worked 9. Click Save <p>Important: The Effective Date of the leave plans should be the first of the month following the effective date of Job Data, Time Reporter and Assign Work Schedule.</p>

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Part A – Update Employee Type

Core-CT Module	Step	Step Details
HR	Update Employee Type	<ol style="list-style-type: none"> 1. <i>Navigate to: Main Menu > Core-CT HRMS > Workforce Administration > Job Information > Job Data</i> 2. Enter the Employee ID and then click Search 3. Work Location tab: Click on the  button to Add a Row 4. Effective Date: Enter the date when the new Time Reporting begins 5. Select “Data Change” for the Action dropdown 6. Select “General Data Change” for the Reason dropdown 7. Click on the Payroll tab 8. Enter “E” (Exception Hourly) for Exception Time Reporter in the Employee Type field 9. Click OK 10. Click Save <p>Important: The Effective Date must be a Friday and in the current pay period or a future one.</p> <p>Important: Use the Comments on Job Data to note the reason for the General Data Change.</p>

Part B – Update the Workgroup


Core-CT Module	Step	Step Details
TL	Update Workgroup	<ol style="list-style-type: none"> 1. <i>Navigate to: Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data</i> 2. Enter the Employee ID and then click Search 3. Click on the  button to Add a Row 4. Effective Date: Enter the date when the new Time Reporting begins 5. Enter the appropriate Exception Workgroup 6. Click Save <p>Important: The new Workgroup will have an ‘E’ as the third character or for 1199 the fifth character.</p> <p>Important: The Time Reporter Effective Date must be a Friday date in the current pay period or a future one and the same date used on Job Data.</p>

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		<p>Important: When the workgroup change has been saved, a warning message will be displayed to remind users to verify the employee's schedule.</p>
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Part C – Update the Schedule

Core-CT Module	Step	Step Details
TL	Update Schedule	<ol style="list-style-type: none"> 1. Navigate to: <i>Main Menu > Core-CT HRMS > Time and Labor > Enroll Time Reporters > Assign Work Schedule</i> 2. Enter the Employee ID and then click Search 3. Click on the  button to Add a Row 4. Effective Date: Enter the date when the new Time Reporting begins 5. Assignment Method: Select “Use Default Schedule” to assign the default schedule for the new Workgroup or Assignment Method: Select “Select Predefined Schedule” to assign a schedule other than the default 6. Select a different schedule, if necessary 7. Click Save <p>Important: The Schedule Effective Date must be a Friday in the current pay period or a future one.</p> <p>Important: The Effective Date of the schedule should match the Effective Date used on Job Data and Time Reporter Data.</p>