



Human Resource Management System

Wage Employee Self Service Guide

(Wage, Hourly, and Work-Study Employees)

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Shared Services Help Center Contact

For questions related to Time and Labor and Absence Management, contact the SSC Help Center.

SSC Help Center Phone: 877-340-5577

1. An agent will answer the call and attempt to answer your question.
2. If the question cannot be answered at that time, it will be escalated for research and you will be given a ticket number.
3. You will be contacted with a resolution

SSC Help Center Email: help@ssc.vccs.edu

1. You will get an immediate response via email that the ticket is being worked.
2. You will be contacted with a resolution

Glossary of Terms



Term	Definition
Absence Request	Currently known as Leave or Absence Request. Requests for leave shall be approved by an employee's manager.
Exceptions	Warnings generated by the system to inform employee and manager of possible Time & Labor errors. Exceptions will appear as a clock on the timesheet. Refer to Appendix B for more information about the Time and Labor Exceptions.
Exempt Employee	Exempt employees are not covered by FLSA rules and regulations. Exempt employees are required to record absence requests in PeopleSoft HRMS. They are exempt from the overtime requirement.
Non-Exempt Employee	Non-Exempt employees are covered by FLSA rules and regulations. Non-Exempt employees are required to document all hours worked on their timesheet in PeopleSoft HRMS. Additionally, non-exempt employees must record absence requests in PeopleSoft HRMS.
Pay Period	A pay period is a recurring length of time that an employee's time is recorded, processed, and paid. Wage time periods run every other Friday – Thursday.
Payable Time	Summary of time worked by an employee to be processed through Time and Labor. The hours worked have been validated by the scheduled Time Administration process and have been checked for errors that impact PeopleSoft HRMS processing. Refer to Appendix A for more information about the Time Administration process.
Workweek	A workweek is a fixed and regularly scheduled period of seven consecutive 24-hour periods. Wage employees follow a Friday – Thursday workweek.

Log-In Information

Log-In using your agency's login portal.

- Example MyBRCC, MyCVCC, etc.

Alternative Method to using agency's login portal:

<p>Step 1</p>	<p>Log-in to PeopleSoft HRMS from the VCCS link, located at the bottom of the VCCS.edu Home Page</p> 
<p>Step 2</p>	<p>Log in using your PeopleSoft HRMS credentials</p> 
<p>Step 3</p>	<p>Select the HR Icon from your menu of tiles.</p> 

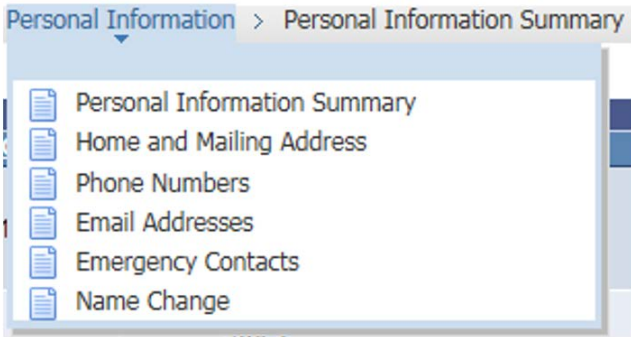
IMPORTANT NOTICE:

In PeopleSoft HRMS you must use the program navigation buttons; the browser back and forward buttons should not be used! The use of HR on smartphones, tablets and other mobile devices is not supported.

View Your Personal Information in HRMS

Please contact your Human Resource Office if any changes are needed to your personal information. (Change in marital status, name, residence, telephone number, etc.)

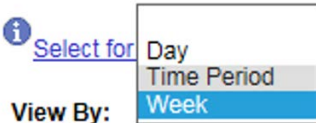
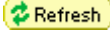
Favorites Main Menu > Self Service > Personal Information > Personal Information Summary



Step 1	Click the Self Service link.
Step 2	Click the Personal Information link.
Step 3	<p>Click the Personal Information Summary link.</p> <p>Clicking on the Personal Information Summary link will display personal information such as name, addresses, phone numbers, emergency contacts, email addresses, marital status, ethnic groups, and employee information.</p>  <p>Alternatively, by clicking on the Personal Information link in the navigation bar, you can access each area separately.</p>

Employee Time Entry Using a Punch Timesheet




Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

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<p>Step 9</p>	<p>Enter the time you left for your meal break into the Lunch field (if a lunch break was taken).</p> <table border="1" data-bbox="240 1171 1008 1241"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Status</th> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>2/5</td> <td>New</td> <td>8:00AM</td> <td>12:30PM</td> <td></td> <td></td> </tr> </tbody> </table>	Day	Date	Status	In	Lunch	In	Out	Mon	2/5	New	8:00AM	12:30PM		
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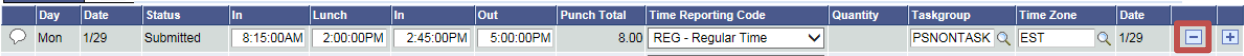
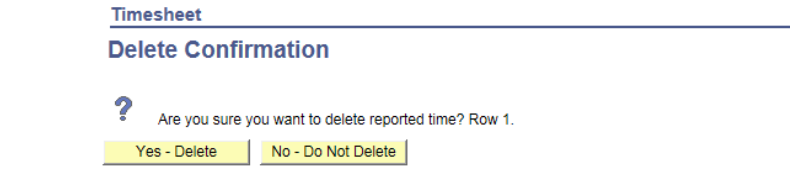
Step 13	<p>In the event you must record more than four (4) punch time entries, you will need to add another row. Click the Add a new row button. </p> <table border="1" data-bbox="245 296 1463 390"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Status</th> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> <th>Punch Total</th> <th>Taskgroup</th> <th>Time Zone</th> <th>Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>2/12</td> <td>New</td> <td>8:00:00AM</td> <td>9:30:00AM</td> <td>10:30:00AM</td> <td>12:30:00PM</td> <td></td> <td>PSNONTASK</td> <td>EST</td> <td>2/12</td> <td>-</td> <td>+</td> </tr> <tr> <td></td> <td></td> <td>New</td> <td>1:15:00PM</td> <td></td> <td></td> <td>5:00:00PM</td> <td></td> <td>PSNONTASK</td> <td>EST</td> <td>2/12</td> <td>-</td> <td>+</td> </tr> </tbody> </table>	Day	Date	Status	In	Lunch	In	Out	Punch Total	Taskgroup	Time Zone	Date			Mon	2/12	New	8:00:00AM	9:30:00AM	10:30:00AM	12:30:00PM		PSNONTASK	EST	2/12	-	+			New	1:15:00PM			5:00:00PM		PSNONTASK	EST	2/12	-	+
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Step 16	<p>After entering all hours worked, select the Submit button.</p>																																							
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Additional Information:

- Part-time employees are restricted to 1500 work hours in a 12-month period. This averages to approximately **29** hours per week (Friday – Thursday).
- At the end of the pay period, employees should review their entire timesheet for possible changes/corrections including punch times, accurate leave requests and reported hours. Once this final re-examination of the timesheet is completed, then the employee is to click the **Submit** button. This allows the final timesheet to be viewed by the manager for approval using the Approve Payable Time function.
 - If you see an **exception**  icon next to a particular day, determine the cause of the issue and take appropriate action to make necessary corrections if needed. Once the corrections have been made, the automated [Time Administration](#) process should eliminate the exception. In the event that exceptions are not eliminated by correcting the timesheet, contact your manager for resolution.
- The following information will be displayed below the timesheet:
 -  [Reported Hours Summary – click to view](#)
Clicking this link will allow you to see the weekly summary of the work hours.
 -  [Balances – click to view](#)
The current balances **do not** reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed.

Making Changes to a Punch Timesheet

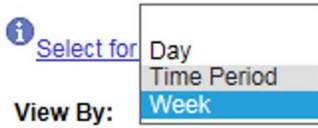

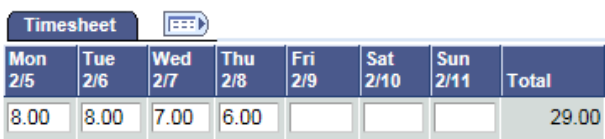

Favorites Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Step 1	Click the Self Service link.
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Step 4	Click the Timesheet link.
Step 5	<p>If the hours worked or AM/PM were entered incorrectly:</p>  <ol style="list-style-type: none"> 1. Click in the cell with the wrong value 2. Remove the value 3. Enter the correct value 4. Click Submit
Step 6	<p>If the entire day needs to be adjusted:</p>  <ol style="list-style-type: none"> 1. Click the Minus Button at the end of the row 2. Confirm the deletion  3. Enter correct hours 4. Click Submit


Employee Time Entry using an Elapsed Timesheet

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-  [Reported Hours Summary – click to view](#)

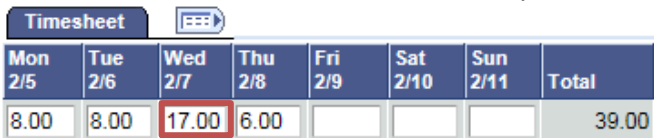
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-  [Balances – click to view](#)

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Making Changes to an Elapsed Timesheet

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
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Step 3	Click the Report Time link.																
Step 4	Click the Timesheet link.																
Step 5	<p>If the hours worked were entered incorrectly:</p>  <table border="1"> <thead> <tr> <th>Mon 2/5</th> <th>Tue 2/6</th> <th>Wed 2/7</th> <th>Thu 2/8</th> <th>Fri 2/9</th> <th>Sat 2/10</th> <th>Sun 2/11</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>8.00</td> <td>8.00</td> <td>17.00</td> <td>6.00</td> <td></td> <td></td> <td></td> <td>39.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> Click in the cell with the wrong value Remove the value Enter the correct value Click Submit 	Mon 2/5	Tue 2/6	Wed 2/7	Thu 2/8	Fri 2/9	Sat 2/10	Sun 2/11	Total	8.00	8.00	17.00	6.00				39.00
Mon 2/5	Tue 2/6	Wed 2/7	Thu 2/8	Fri 2/9	Sat 2/10	Sun 2/11	Total										
8.00	8.00	17.00	6.00				39.00										

Viewing Payable Time Detail

Favorites : Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

Step 1	Click the Self Service link.
Step 2	Click the Time Reporting link.
Step 3	Click the View Time link.
Step 4	Click the Payable Time Detail link.

Step 5 Enter the start date and end date of the time period and click **Refresh**.

Start Date:  End Date:  

Step 6 The number of payable work hours will appear for each day of the pay period with the approval status.

Note: Hours will not show in Payable Time Detail until the Time Administration process successfully runs after hours have been entered on the timesheet. Refer to [Appendix A : Time Administration Information](#) for more details.

Payable Time						
Overview	Time Reporting Elements		Task Reporting Elements			
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
04/10/2018	Approved		REG	Hours	8.000000	PSNONTASK
04/11/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
04/12/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
04/13/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK

REMINDER: Approved absence requests are **NOT** reflected in the **Payable Time Detail**, only the actual hours worked.

Overtime Payment Configuration

Note: overtime is calculated on the last day of the workweek according to the employee’s work schedule.

- OT2 – Overtime Pay, considered 1.5 times the hours. Overtime Pay is calculated when an employee physically works over 40 hours per workweek.
 - Timesheet

Reported Hours: 44.00 Hours Scheduled Hours: 40.00 Hours [Show all Punch Types](#)

From 02/16/2018 to 02/22/2018

Day	Date	Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Time Zone	Date		
Fri	2/16	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK	EST	2/16	-	+
Sat	2/17	Submitted	8:00:00AM			12:00:00PM	4.00	REG - Regular Time		PSNONTASK	EST	2/17	-	+
Sun	2/18	New								PSNONTASK	EST	2/18	-	+
Mon	2/19	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK	EST	2/19	-	+
Tue	2/20	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK	EST	2/20	-	+
Wed	2/21	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK	EST	2/21	-	+
Thu	2/22	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time		PSNONTASK	EST	2/22	-	+

o Payable Time Detail

Start Date: End Date:

Payable Status Filter						
Payable Time						
Overview	Time Reporting Elements		Task Reporting Elements		EBB	
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
02/16/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
02/17/2018	Needs Approval		REG	Hours	4.000000	PSNONTASK
02/19/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
02/20/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
02/21/2018	Needs Approval		REG	Hours	8.000000	PSNONTASK
02/22/2018	Needs Approval		OT2	Hours	4.000000	PSNONTASK
02/22/2018	Needs Approval		REG	Hours	4.000000	PSNONTASK

Policy References

[Department of Human Resource Management Policies \(DHRM\)](#)

[DHRM Policy 2.20 Types of Employment](#)

[Virginia's Community Colleges System Policies](#)

[Department of Labor \(DOL\)](#)

[Fair Labor Standards Act \(FLSA\)](#)

[Family & Medical Leave Act \(FMLA\)](#)

[VCCS Code of Ethics](#)

Chancellor's Affordable Care Act (ACA) Directive and Manpower Control Program

The chancellor has issued limits on the amount part-time employees can work in any position or a combination of positions within the VCCS as a whole (at any two or more colleges). The directive applies to all part-time employees and adjunct faculty regardless of the funding source for the employee's pay. There are no exceptions to the limits.

- The year measurement period for all part-time employees is May 1st – April 30th for each year.
- Wage employees shall not work more than 29 hours per week (Friday – Thursday), averaged over a year.
- If you also are an adjunct, in addition to your part-time/wage position, please consult with your school dean for additional guidance on the calculation of work hours.

Managers and employees must ensure, through scheduling and approving of time records, that this requirement is met.

The Manpower Control Program is the law of the Commonwealth, and the Chancellor's Directive sets forth the administration and compliance within this law.

Document Control Information

This document will be updated each quarter unless the change has a high severity or impact and requires an off cycle update.

Table 1. Version Information

Version Number	Date	Change Summary	Author	Approver
V1	May 11, 2018	Initial Document	SSC TLAM Team	HR Process Council
V2		Added note to not enter "0.00" (zero hours) on timesheet. Modified resolution of exception VX9013, Work-Study Auth Amt Exceeded. Updated Pay Periods with 2019 Dates.	SSC TLAM Team	HR Process Council
V3	February 20, 2020	Updated Pay Periods with 2020 Dates	SSC TLAM Team	HR Process Council

Appendix A: Time Administration Information

- Time and Labor Exceptions – **Background Information:**

The **Time Administration** process (Time Admin) is an automatic process which runs according to the schedule for each agency on the [Automated Time Administration schedule](#). Additionally, the Time Admin process accepts the changes on the timesheets made by the employee. Each time the employee enters punch time entries, or submits changes to those punch time entries on the timesheet, which deviate from the employee's "predefined work schedule", it will create an exception. Also, if the manager has cleared the exceptions, and the employee submits changes to their timesheet after the manager has cleared exceptions, it may create new exceptions.

The results of Time Administration are either exceptions or payable time that can be approved by the Manager. ***It is important that the manager resolve all exceptions before approving payable time.*** In the process of resolving or clearing the exceptions, the manager is to check the employee's timesheet and absence requests for accuracy. Communication with the employee is essential to correcting punch and elapsed time entries and absence requests. It is the manager's responsibility to ensure that the final timesheet is correct before approving payable time.

Moreover, a list of the exceptions is listed in [Appendix B](#).

Automated Time Administration Schedule

Institution		Wage Group	Salary-Non Exempt Group	Time Admin Schedule Process Times	Dynamic Group Refresh
291	Blue Ridge Community College	291H1	291N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
292	Central Virginia Community College	292H1	292N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
287	Dabney S. Lancaster Community College	287H1	287N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
279	Danville Community College	279H1	279N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
284	Eastern Virginia Community College	284H1	284N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
297	Germanna Community College	297H1	297N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
283	J. Sargeant Reynolds Community College	283H1	283N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
290	John Tyler Community College	290H1	290N2, 290S1, 290S2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
298	Lord Fairfax Community College	298H1	298N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
299	Mountain Empire Community College	299H1	299N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
275	New River Community College	275H1, 275W1	275N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
280	Northern Virginia Community College	280H1	280NA, 280NB, 280P1	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
285	Patrick Henry Community College	285H1	285N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
277	Paul D. Camp Community College	277H1	277N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
282	Piedmont Virginia Community College	282H1	282N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
278	Rappahannock Community College	278H1	278N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
270	Shared Services Center	270H1	270N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
276	Southside Virginia Community College	276H1	276N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
294	Southwest Virginia Community College	294H1	294N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
261	System Office	261H1	261N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
293	Thomas Nelson Community College	293H1	293N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
295	Tidewater Community College	295H1	295N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
296	Virginia Highlands Community College	296H1	296N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
286	Virginia Western Community College	286H1	286N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
288	Wytheville Community College	288H1	288N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr

Appendix B: Time and Labor Exceptions

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	Yes	Employee's hours on timesheet are less than their scheduled hours. This may be a result of the employee not being finished with reporting their time for the week or their leave requests have not been loaded from AM.	Wait until the employee has finished reporting their hours for the week. The approved leave request hours also have to be loaded to the timesheets. Allow the exception if hours are correct.	Medium
VX9002	Hours Worked Greater Than 24	HOURS_OVE R24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or allow it if the hours are correct. An example of this would be leave payout.	High
VX9005	Overtime Required	N/A	Yes	Employee must report overtime.	When an employee reports more than 40 working hours in a week, they must report overtime.	High
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled In punch.	Correct the timesheet or allow the exception.	High
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled Out punch.	Correct the timesheet or allow the exception.	High
VX9008	Missing Punch Type	ODD_PUNCH	Yes	Employee is missing a punch for the day.	Correct the timesheet.	High
VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.	Medium
VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	Yes	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in their workweek.	Correct the timesheet.	High
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	Yes	The work-study employee has exceeded their approved amount in the SIS system.	Contact financial aid to increase authorized work-study amount. If employee is not federal work-study, contact HR.	High
VX9016	Lunch Punch Without Out Punch		Yes	A punch time employee reported a Lunch without an Out punch on the same day.	This employee has reported an odd number of punches. They must correct their timesheet in order to be paid for this day.	High
TLX00030	Inactive Time Reporter Status		No	Time Reporter Status is Inactive and cannot be processed by Time Administration.	Update the Time Reporter Status to Active if processing time for this Time Reporter is needed.	High
TLX00440	TRC is not in TRC Program		No	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: XX		High
TLX00830	Invalid Reported Taskgroup		No	The Time Reporter's Department ID is invalid with the reported Taskgroup: PSNONCATSK	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use_Distribution_Flag on the Time Reporter's Department.	High
TLX01600	Invalid Time Reporter		No	Time Reporter is not enrolled in Time and Labor as of this date.	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	High
TLX01780	Reported time in Future Period		No	Reported time is for a future period.	The time reported is for a restricted future period.	High

Appendix C: 2020 Wage Timesheet Periods and Pay Dates

Beginning Period	Ending Period	Pay Date
December 06	December 19	January 03
December 20	January 02	January 17
January 03	January 16	January 31
January 17	January 30	February 14
January 31	February 13	February 28
February 14	February 27	March 13
February 28	March 12	March 27
March 13	March 26	April 10
March 27	April 09	April 24
April 10	April 23	May 08
April 24	May 07	May 22
May 08	May 21	June 05
May 22	June 04	June 19
June 05	June 18	July 03
June 19	July 02	July 17
July 03	July 16	July 31
July 17	July 30	August 14
July 31	August 13	August 28
August 14	August 27	September 11
August 28	September 10	September 25
September 11	September 24	October 09
September 25	October 08	October 23
October 09	October 22	November 06
October 23	November 05	November 20
November 06	November 19	December 04
November 20	December 03	December 18
December 04	December 17	December 31