

TIMETRAK REFRESHER TRAINING

- **BACK HOURS**
 - Do not under any circumstances add missing past hours into the current pay cycle
 - Hours must be recorded in the payperiod they were worked
 - May result in overtime pay
 - Hours may exceed mandatory limits
 - All back hours need to be verified
 - Run a Time Card Report for the pay period in question to verify that the hours in question have NOT been submitted to RU Payroll
 - Fill out a timesheet with missing dates and hours, sign and send the original copy to Libraries Budget Office
 - If payroll deadline is eminent, fax the timesheet and put the original in campus mail
 - Hours will be submitted to RU Payroll with the next appropriate pay cycle
- **TRANSFERS**
 - Transfers are completed by the employee who is working in more than one library, department, account or pay rate
 - It is imperative that the correct information is provided to the employee or the transfer cannot be completed properly
 - See “Clocktrak Department Transfers” template which can be found at http://www.libraries.rutgers.edu/rul/staff/hourly_payroll/payroll_appendix_03.pdf and also at http://www.libraries.rutgers.edu/rul/staff/hourly_payroll/payroll_IV.pdf
 - All punch information is pulled from the Employee Master Profile so it’s important that the employee knows which information is his “home” information
 - When an employee punches in, he is punching into his “home” account and the information in his punch will exactly match the information in his Master Profile
 - Timetrak only allows for 1 Employee Master Profile or “home” account per person
 - Anytime an employee is working in more than one library, department, account or pay rate, the employee is responsible in entering the correct information in Clocktrac
 - Once an employee has transferred, the remaining of his same day punches will default to the transfer information
- **WORKING PAST MIDNIGHT**
 - If an employee works past midnight and the in and out punches are completed, Clocktrac will automatically make the adjustment from one date to another
 - If you need to edit a timecard, you will need to change the date
 - Pay Date and Punch Date will match on the timecard except when the in punch is before midnight and the out punch is after
 - The Punch Date will need to be changed

- This is the only circumstance in which the Pay Date and Punch Date do NOT match
- “CURRENT” vs. “BACK” HOURS
 - During accelerated pay periods, there are often several open pay periods
 - When editing and signing off on a timecard, you must be sure you are looking in the proper pay cycle
 - You can move through the available pay cycles by using the Back and Forward buttons on the Select Employee screen
 - Use these buttons to locate the correct pay period that you will be signing off on
 - These dates (which are preset by Timetrak) might not exactly match the dates we use so look for the set of dates that includes the dates you are signing off on
- SIGN OFFS
 - There are some pay periods that you will be signing off on more than once
 - Due to the accelerated pay periods we sometimes need to cut off a pay period short of 14 days
 - Timetrak cannot accommodate a shortened pay period
 - Timetrak only recognizes 14 day cycles
 - During these shortened pay cycles you will actually be signing off on the same Timetrak pay period twice
 - When we process a pay cycle less than 14 days that will need to be signed off twice, the Libraries Budget Office removes the original sign offs so you must do a second sign off
 - Early Sign Offs
 - Early sign offs are not permitted
 - Sign offs are to be done on the date indicated on the RUL Payroll Schedule
 - All early sign offs will be deleted and you will be requested to complete your signs offs again
- MISSING INS/OUTS
 - All supervisors must run an approval report to ensure there are no missing ins/outs
 - An Approval Report is run by the Libraries Budget Office at the beginning of processing a pay cycle
 - Many times there are 4 to 5 pages of missing punches
 - It is your employee’s job to punch in and out
 - Talk to your employees about the importance of punching in and out and follow up as necessary
 - If you do need to edit a timecard, use the proper reason code
- REPORTS GENERATED BY LIBRARIES BUDGET OFFICE
 - Time Card Reports are distributed to primary supervisors so they can verify that the hours submitted to RU Payroll are consistent with the hours that were signed off
 - Custom Reports are distributed to Payroll Administrators so they have a record of total hours by Library that were submitted to RU Payroll

- **COVERAGE**
 - Please inform your backup of all scheduled time off
 - Send email to rulpay with the dates you will be out and the name of the backup who will be responsible for sign offs
 - This step saves a lot of time and many phone calls