



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Entering or Accessing My Time and Leave

**Note:** This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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# Entering or Accessing My Time and Leave

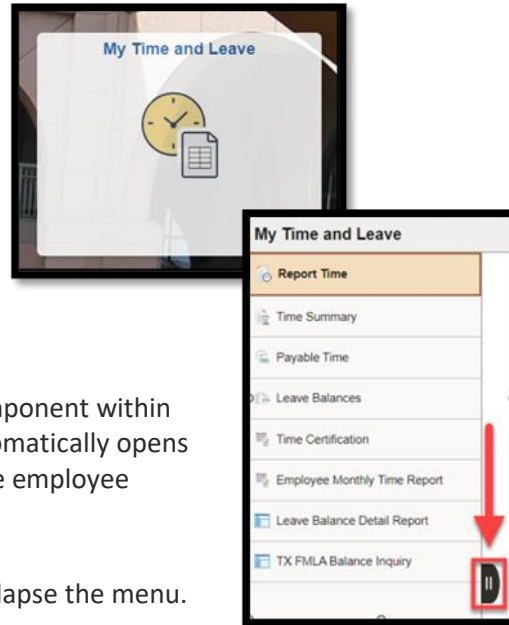
## Overview

The CAPPS **Employee Self Service** (ESS) dashboard includes the **My Time and Leave** tile for employees and users with Time and Labor (T&L) functions, which allows access to all of the employee components of time and leave.

## My Time and Leave Tile

The **My Time and Leave** tile on the ESS dashboard provides the ability to **Report Time** (employee timesheet) and the ability to access/view:

- Time Summary
- Payable Time
- Leave Balances
- Time Certification
- Employee Monthly Time Report
- Leave Balance Detail Report
- TX FMLA Balance Inquiry



Select the **My Time and Leave** tile to access each component within your personal CAPPS time and leave page, which automatically opens the default menu option of the **Report Time** page, the employee timesheet.

Use the tab icon in the lower right-hand corner to collapse the menu.

## Information Located in My Time and Leave

### Employee Information

Basic employee information displayed at the top of the timesheet. The *Employee Information* section of the timesheet is customizable by the agency and may include:

- Name
- Empl ID (employee ID)
- Job Title
- Company/Paygroup
- Business Unit
- Department
- State Service Effective Date
- Position Number
- Manager
- Workgroup

|            |                   |                               |
|------------|-------------------|-------------------------------|
| Name:      | Company/Paygroup: | State Service Effective Date: |
| Empl ID:   | Department:       | Manager:                      |
| Job Title: |                   |                               |

## Leave Balance Summary

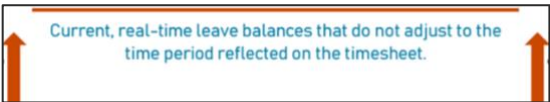
The *Leave Balance Summary* displays under the *Employee Information* section and provides leave information for all leave plans that carry a balance. Examples of leave a leave balance include:

- **Current** — total current balance (does not include pending timesheet entries)
- **Pending Approval** — balance of pending entries that have not yet been approved
- **Available** — balance of available leave (current minus pending entries)The timesheet reflects real-time leave balances based on work and leave hours entered on the timesheet. The timesheet always reflects current balances; it is not based on the time period opened on the timesheet. Navigating to a different time period will not affect how the *Leave Balance Summary* is displayed.

| Leave Balances   | Annual Leave | Sick Leave | FLSA Overtime | Regular Comptime | Holiday Comptime | Optional Holiday | Sick Leave Pool | Extended Sick Leave | Administrative Leave | Fitness Leave | Wellness Leave | Special Leave | Military Leave | Disaster Comp Exp in 12 Months | Disaster Comp Exp in 18 Months | Employee Donated Sick Leave | Family Leave Pool | Paid Parental Leave | Veteran Medical Health Leave |
|------------------|--------------|------------|---------------|------------------|------------------|------------------|-----------------|---------------------|----------------------|---------------|----------------|---------------|----------------|--------------------------------|--------------------------------|-----------------------------|-------------------|---------------------|------------------------------|
| Current          | 365.00       | 429.02     | 0.00          | 0.00             | 7.25             | 0.00             | 0.00            | 0.00                | 0.00                 | 0.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |
| Pending Approval | 0.00         | 0.00       | 0.00          | 0.00             | 0.00             | 0.00             | 0.00            | 0.00                | 0.00                 | 0.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |
| Available        | 365.00       | 429.02     | 0.00          | 0.00             | 7.25             | 0.00             | 0.00            | 0.00                | 0.00                 | 0.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |

## Navigation Within the Timesheet

The timesheet defaults to the current Fair Labor Standards Act (FLSA) workweek specific to the employee’s agency.



Select the forward or backward arrow (located next to the date range) to access to the previous or next FLSA workweek.

Return to Select Employee

Current FLSA Workweek Date Range

Scheduled 40.00 | Reported 0.00 Hours

\*Time Reporting Code

Row Totals

| Mon    | Tue    | Wed    | Thu    | Fri    | Sat    |
|--------|--------|--------|--------|--------|--------|
| 0 of 8 | 0 of 8 | 0 of 8 | 0 of 8 | 0 of 8 | 0 of 0 |

–OR–  
You may access a different FLSA workweek by selecting the calendar icon (that opens a pop-up calendar) and selecting the desired date as the opening date parameter for the timesheet.

Return to Select Employee

Calendar

Month Year

S M T W T F S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Return to

Scheduled 40.00 | Reported 0.00 Hours

\*Time Reporting Code

Row Totals

| Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|------|------|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

The timesheet defaults to the *Weekly* view. Users can select the **View By** dropdown menu and select *Monthly* for a monthly view of the timesheet.

| Leave Balances   | Annual Leave | Sick Leave | FLSA Overtime | Regular Comptime | Holiday Comptime | Optional Holiday | Sick Leave Pool | Extended Sick Leave | Administrative Leave | Fitness Leave | Wellness Leave | Special Leave | Military Leave | Disaster Comp Exp in 12 Months | Disaster Comp Exp in 18 Months | Employee Donated Sick Leave | Family Leave Pool | Paid Parental Leave | Veteran Medical Health Leave |
|------------------|--------------|------------|---------------|------------------|------------------|------------------|-----------------|---------------------|----------------------|---------------|----------------|---------------|----------------|--------------------------------|--------------------------------|-----------------------------|-------------------|---------------------|------------------------------|
| Current          | 295.00       | 570.50     | 0.00          | 1.00             | 8.00             | 0.00             | 0.00            | 0.00                | 0.00                 | 6.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |
| Pending Approval | 0.00         | 0.00       | 0.00          | 0.00             | 0.00             | 0.00             | 0.00            | 0.00                | 0.00                 | 0.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |
| Available        | 295.00       | 570.50     | 0.00          | 1.00             | 8.00             | 0.00             | 0.00            | 0.00                | 0.00                 | 6.00          | 0.00           | 0.00          | 0.00           | 0.00                           | 0.00                           | 0.00                        | 0.00              | 0.00                | 0.00                         |

View By: Weekly (dropdown menu open showing Monthly and Weekly options)

### Salaried Employees

Salaried employees are automatically assigned a schedule in CAPPS to match their weekly scheduled hours and the timesheet displays a weekly total for the employee’s **Scheduled and Reported** hours under the selected **Current FLSA Workweek Date Range**.

- Scheduled hours —the number of hours the employee is scheduled to work each week based on their assigned schedule in T&L.
- Reported hours — the number of work and leave hours entered on the timesheet for the week.

Each day of the week displays the employee’s assigned hours to work (based on their assigned schedule). The hours that the employee reported display directly under the employee’s assigned hours.

### Hourly Employees

Hourly employees are automatically assigned a zero-hour schedule in CAPPS because they do not have a set number of weekly scheduled hours. The weekly total for hours that the employee reported display under the under the selected **Current FLSA Workweek Date Range**.

- Reported hours — the number of work and leave hours entered on the timesheet for the week.
- CAPPS pays hourly employees based on timesheet entry.
- Hourly employees are **REQUIRED** to enter all of their time worked and leave taken.

The employee’s actual reported hours display under each day of the week.

| Time Reporting Code          | Row Totals | Sat    | Sun    | Mon     | Tue     | Wed    | Thu    | Fri    | Status |
|------------------------------|------------|--------|--------|---------|---------|--------|--------|--------|--------|
| REGHR - Regular Hours Worked | 17.00      | 0 of 0 | 0 of 0 | 10 of 0 | 10 of 0 | 0 of 0 | 0 of 0 | 0 of 0 | SB     |
| SICKT - Sick Leave Taken     | 3.00       |        |        | 1.50    | 1.50    |        |        |        | SB     |

**Important:** The hourly employee’s reported **work** and **leave** hours are not automatically ready for payroll processing. After entry, the hours must be *approved* and *processed* by time administration. Entries that are ready to load to payroll display an **SB** status on the timesheet.

## Timesheet Entry

The **Time Reporting Code** (TRC) identifies the type of time being entered (*such as: work hours, leave hours, flexed hours or LWOP hours*).

Open the **Time Reporting Code** drop-down menu for a list of possible TRCs and select the appropriate TRC.

The screenshot displays the 'Current FLSA Workweek Date Range' interface. At the top, it shows 'Scheduled 40.00' and 'Reported 0.00 Hours'. Below this is a table with columns for days of the week (10 Sat, 11 Sun, 12 Mon, 13 Tue, 14 Wed, 15 Thu, 16 Fri) and a 'Status' column. A dropdown menu for 'Time Reporting Code' is open, showing a list of codes such as 12CPT, 18CPT, ADMLT, ADOGT, AGYHW, ANLVT, CASAT, COMPT, DNRBL, DNRBM, DNRROG, EDACT, EDLST, EDMLV, EMGDT, EMGFT, EMGNY, EMGWT, and EMTRR. A red arrow points to the dropdown menu. Another red arrow points to the plus (+) icon used to add a new row. The interface also includes a 'Submit' button and a 'View By' dropdown set to 'Weekly'.

Only one TRC is permitted per timesheet row, the selected TRC applies to the entire row. However, during any given week of timesheet entry, the entry of various types of leave is common. If multiple TRCs are necessary for entry, the employee must add new rows to enter hours for each different TRC.

To add a new row, select the **plus (+)** icon and select an additional/different TRC. The Employee can also select the **minus (-)** icon to delete an entire TRC row (*with entry or blank*).

Scrolling the screen horizontally (to the right) allows access to additional (optional) timesheet features:

- Override Reason (ORC)
- Task
- Labor Account Code (LAC)
- FMLA/Parental/MLTY ID
- Comments

The ORC, TASK and LAC fields allow agency-specific codes to be used in combination with TRCs (on the same row) to give additional detail to time entry. Select the magnifying glass icon on the field for a list of possible codes used by the agency.

The FMLA/PARENTAL/MLTY ID field is used in combination with TRCs to code a leave or LWOP entry as *FMLA*, *Parental*, or *Military Caregiver Leave* event. The event ID is provided by the agency's FMLA administrator after the event is created in benefits administration.

The COMMENTS field allows additional notes to be added to the entry (if necessary).

After entries are complete and accurate, the employee must select **Submit** to save timesheet entries for approval. Once submitted, status icons display underneath each day that incurred an entry. There are three possible timesheet entry statuses:

- **NA** — Needs Approval (*entry has not been approved nor processed by time administration*).
- **AP** — Approved (*entry was approved and is ready to be processed by time administration*).
- **SB** — Submitted (*entry was processed by time administration*).

## Salaried Employee — Entering Leave Taken

- Salaried employees reflect **Employee Type E** (exception hourly) on the **Manage Job** page under the HR module.
- Salaried employees are automatically assigned a schedule and are not required to enter hours worked if they work their *scheduled* hours.

**Note:** CAPPS pays salaried employees based on their assigned scheduled hours.

- Salaried employees must record any exception to their assigned schedule (*such as: leave hours, LWOP, flexed hours, hours worked on a holiday or working hours over their scheduled hours*).
- Salaried employees can used/enter leave for a partial or full day:
  - If a **salaried employee** takes a partial day of leave, the remaining scheduled hours for the day are automatically considered hours worked by the employee.
  - Enter only the hours for the leave taken — also entering the hours *worked* is not necessary for salaried employees.
  - Payable hours are created for the employee's full scheduled hours for the day.  
*For example, if the employee is scheduled to work 8 hours and the employee entered 6 hours of available Annual Leave Taken, CAPPS recognizes 8 payable hours is created for the day.*
  - All time entered for salaried employees must be approved by their *reports to manager* and processed by *time administration*.

To enter a **salaried employee's** full or partial day of leave:

1. Select the appropriate TRC for the type of leave taken.

**Note:** Add additional rows if more than one type of leave was taken.

2. Enter the number of hours (for each applicable TRC row) on the date the leave was taken.
3. Select **Submit**.

## Hourly Employees — Entering Hours Worked and Leave Taken

- Hourly employees reflect **Employee Type H** (hourly) on the **Manage Job** page under the HR module.
- Hourly employees are automatically assigned a zero-hour schedule because they do not have a set number of weekly scheduled hours.
- Hourly employees are required to enter ALL their time (both hours worked and leave hours taken).

**Note:** CAPPS pays hourly employees based on timesheet entry.

- If an **hourly employee** takes a partial day of leave, the employee **must enter** both the hours of leave taken AND the remaining hours worked that day.
- Payable hours are only created for the total number of hours (worked and leave taken) that are **entered** on the hourly employee timesheet. *For example, if the hourly employee only records 6 hours of Annual Leave Taken, CAPPS only recognizes 6 payable hours for that day. If the employee also worked 2 hours Regular Hours Worked, those 2 hours must be recorded on the same date in order for CAPPS to recognize 8 payable hours for that day.*
- All time entered for hourly employees **must** be approved by their reports to manager and processed by time administration.

**Important:** The hourly employee's reported **work** and **leave** hours are not automatically ready for payroll processing. After entry, the hours must be *approved* and *processed* by time administration. Entries that are ready to load to payroll display an *SB* status on the timesheet.

If timesheet entries for hourly employees are not approved by the *report to manager* and processed by time administration, those hours will not load for payroll.

To enter an **hourly employee's** full or partial day of leave:

1. Select the appropriate TRC for the type of leave taken.

**Note:** Add additional rows if more than one type of leave was taken.

2. Enter the number of hours (for each applicable TRC row) on the date the leave was taken.
3. Enter the number of hours worked on that day if the entry for leave taken is for a partial day.
4. Select **Submit**.

### Entering Hours Worked Over the Scheduled Hours

1. Select the TRC for **REGHR** (Regular Hours Worked).
2. Enter the total number of hours worked on the appropriate date.

The screenshot shows a time reporting interface with the following elements:

- A dropdown menu on the left is set to "REGHR - Regular Hours Worker".
- Two columns are visible: "15-Sunday" and "16-Monday".
- Under "15-Sunday", there is a box for "Scheduled OFF" with "Reported 0".
- Under "16-Monday", there is a box for "Scheduled 8" with "Reported 10".
- At the bottom right, there is a text input field containing "10.00".

3. Select **Submit** to save the entry and submit for approval.

**FLSA non-exempt employees** — Creates the TRC for **FLSA OT** when the employee exceeds a 40-hour workweek.

**FLSA exempt employees** — Automatically records hours for regular compensatory time (comp time) when the amount of scheduled hours are exceeded.

For more information see:

- [Overtime](#) (information on **FLSA OT** vs. **Comp Time**)
- [Pay as It Applies to Part-Time Employees](#) (how **OT** vs. **Comp Time** is calculated for part-time employees)

### Entering Hours Worked on Federal/State Holidays

Federal/state holidays (statutory holidays) are defined and listed in Texas Government Code, Chapter 662.

- Hours worked on a federal/state holiday (including hours worked on a *skeleton crew* federal/state holiday) must be recorded on the employee's timesheet.
- If no entry is recorded on a federal/state holiday, CAPPS assumes the holiday day was observed and no hours were worked.

**Note:** The current [Holiday Schedule](#) is available on the State Auditor website.

To record hours worked on a federal/state holiday:

1. Select the TRC for **REGHW** (regular hours worked on a holiday). Hours recorded with **REGHW** automatically creates *Holiday Comp Time* — those hours (if not used) expire one year from the date earned.
2. Record the total hours worked, up to the number of hours the employee is eligible for:
  - **Full-time Employees** — eligible for eight hours of compensation on a holiday.
  - **Part-time Employees** — eligible for prorated holiday compensation based on the employee's standard hours in JOB.

**Note:** CAPPS uses the employee standard hours in JOB for prorated holiday hours. However, CAPPS does not determine if hourly employees are eligible to receive holiday compensation — the holiday hours are automatically awarded. If the agency determines a hourly employee is **not** eligible to receive holiday hours, use the **HOLNE** (*Not Eligible for Holiday*) TRC.

3. Select the TRC for **REGHW** to record the **eligible** holiday hours worked –AND– **if the hours worked exceed eligible holiday hours**, record the excess hours over the eligible holiday hours for the remaining regular hours worked (**REGHR**).

For example, if a full-time employee is eligible for 8 hours of holiday pay but they work 10 hours on the holiday, REGHW would be entered for 8 hours and REGHR would be entered for 2 hours.

|                                   |            |              |             |
|-----------------------------------|------------|--------------|-------------|
| Scheduled OFF                     | Reported 0 | Memorial Day | Reported 10 |
| REGHR - Regular Hours Worker      |            |              | 2.00        |
| REGHW - Reg Hrs Worked on Holiday |            |              | 8.00        |

When the scheduled hours exceed the number of hours eligible for holiday pay, CAPPS automatically inserts a leave entry on the timesheet in not applicable (NA) status to account for the extra hours.

For example, if the employee is scheduled to work 10 hours on the date of a holiday, but the holiday pay eligibility is only 8 hours, CAPPS inserts a leave entry on the timesheet for 2 hours.

The automatic entry is indicated as *Holiday cascade rule* in the comments field.

| Override Reason | Labor Account Code | FMLA/ Parental/ Mity ID | Comments             |
|-----------------|--------------------|-------------------------|----------------------|
|                 |                    |                         | Holiday cascade rule |

### Entering Hours for Agency Holidays Worked

Agency holidays are designated by the administrative head of the agency (only observed by that specific agency).

- Agency holidays are considered *Emergency Leave*.
- Hours granted as *Agency Holiday* appears on the annual *Emergency Leave Report*.
- To be eligible for agency holiday hours, the employee must be scheduled to work on the date of the agency holiday.
- Hours worked on an agency holiday (including hours worked on an agency *Skeleton Crew Holiday*) must be recorded on the employee’s timesheet.
- If no entry is recorded on the employee’s timesheet, CAPPS assumes the day was observed as a holiday and no hours were worked.

To record hours worked on an Agency Holiday:

1. Select the TRC for **AGYHW** (hours worked on an agency holiday). Hours recorded with **AGYHW** automatically creates *Regular Comp Time* — those hours (if not used) expire one year from the date earned
2. Record the total hours worked, up to the number of hours eligible for agency holiday pay.
  - **Full-time Employees** — eligible for 8 hours compensation for an agency holiday.
  - **Part-time Employees** — eligible for prorated holiday compensation based on the employee’s standard hours in JOB.

**Note:** Since hourly employees do not have assigned scheduled hours, they are not configured to receive agency holidays.

3. Select the TRC for **AGYHW** to record the **eligible** agency holiday hours –AND– **if the hours worked exceed eligible agency holiday hours**, record the excess hours over the eligible agency holiday hours for the remaining regular hours worked (**REGHR**).

For example, if a full-time employee is eligible for 8 hours of agency holiday pay but they work 10 hours on the holiday, AGYHW would be entered at 8 hours and REGHR would be entered at 2 hours.

The screenshot shows a timesheet interface with two summary boxes at the top: 'Scheduled OFF Reported 0' and 'Scheduled 8 Reported 10'. Below these are two rows of data:

|                              |  |      |
|------------------------------|--|------|
| AGYHW - Hrs Worked on Agency |  | 8.00 |
| REGHR - Regular Hours Worked |  | 2.00 |

When the scheduled hours exceed the number of hours eligible for agency holiday pay, CAPPS automatically inserts a leave entry on the timesheet in not applicable (NA) status to account for the extra hours.

For example, if the employee is scheduled to work 10 hours on the date of an agency holiday, but the agency holiday pay eligibility is only 8 hours, CAPPS inserts a leave entry on the timesheet for 2 hours.

The automatic entry is indicated as *Holiday cascade rule* in the comments field.

The screenshot shows a table with the following columns: 'Override Reason', 'Labor Account Code', 'FMLA/ Parental/ Mity ID', and 'Comments'. Below the columns are three search boxes and a text field containing 'Holiday cascade rule'.

### Entering Hours for Optional Holidays Worked

Optional holidays are defined and listed in Texas Government Code, Chapter 662.

An employee may observe an *Optional Holiday* in lieu of a *Federal/State Skeleton Crew Holiday* in the same fiscal year — meaning the employee can work a *Federal/State Skeleton Crew Holiday* and take an *Optional Holiday* off (instead) if both are in the same fiscal year.

**Note:** The current [Holiday Schedule](#) is available on the State Auditor website.

To record hours worked on a Federal/State Skeleton Crew Holiday in exchange for an optional holiday:

1. Select the TRC for **REGOH** (regular holiday work in lieu of optional holiday).
2. Record the number of hours worked on a Federal/State Skeleton Crew Holiday in lieu of an optional holiday, up to the number of hours eligible for holiday pay.
  - **Full-time Employees** are eligible for 8 hours of holiday pay.
  - **Part-time Employees** are eligible for holiday pay on a prorated rate using the employee’s standard hours on JOB.

**Note:** Hours recorded with **REGOH** adds to the employee’s *Optional Holiday* leave balance.

To record hours used as an optional holiday:

1. Select the TRC for **OHCPT** (optional holiday comp taken).
2. Record the number of hours **NOT** worked in observance of the *Optional Holiday*, up to the number of hours the employee accrued for REGOH (or, if used in smaller increments, up to those hours still available).
  - Hours recorded with **OHCPT** are subtracted from the employee’s *Optional Holiday* leave balance.
  - The *Optional Holiday* leave balance can be negative until a Federal/State *Skeleton Crew Holiday* is worked in its place.

**Note:** If the balance remains negative on the last day of the fiscal year (Aug. 31), a timesheet exception is created on the first day of the following fiscal year (Sept. 1).

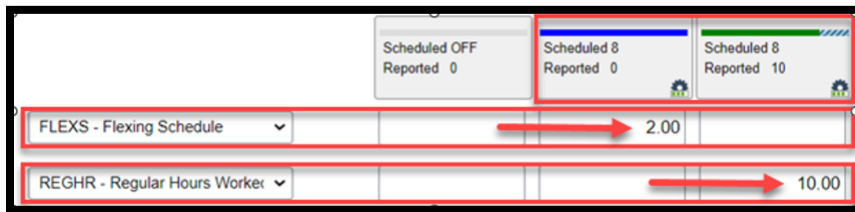
**Entering Hours for a Flexing Schedule**

A *Flexing Schedule* is a one-time alternate schedule when an employee works additional hours over their schedule on one day of a workweek and fewer hours than their schedule on another day in the same workweek. For example, an employee may work two additional hours on Monday and leave two hours early on Friday.

- All hours recorded with **FLEXS** must be made up in the same workweek or a pay dock occurs.
- The FLEXS TRC is configurable by agency. Not all agencies use *Flexing Schedules*.

To enter a *Flexing Schedule*:

1. Select the TRC for **FLEXS** (flexing schedule).
2. Enter the number of hours **NOT** worked on a day with **scheduled** hours.  
*Using the example above, FLEXS would be recorded for 2 hours on Friday.*
3. Select the TRC for **REGHR** to record the additional (total) number of hours worked that day.  
*Using the example above, the employee was scheduled for 8 hours on Monday, they record 10 hours of REGHR (8 regular hours + 2 additional hours over the scheduled hours) to offset Friday’s FLEXS hours used.*



**Approved Timesheet Entries**

- When timesheet entries are approved, the status changes to **AP**. After the entry is processed by time administration, the status updates to **SB**.
- Entries in **AP** and **SB** status can no longer be edited/changed by the employee. If a correction is needed, a manager, time administrator or superuser can make the correction on behalf of the employee.

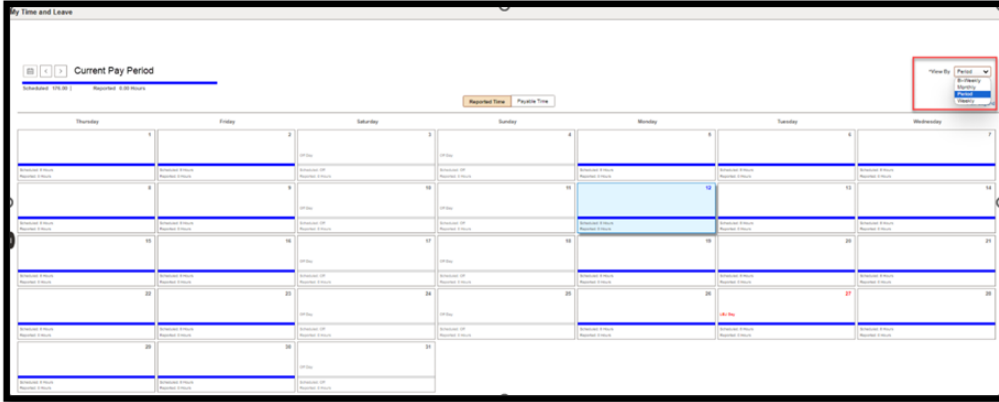
**Timesheet Exceptions**

- Exceptions are errors on reported time and lock the timesheet until a superuser corrects the error.
- An exception icon appears on the lower right-hand corner of the date with the exception. The icon is a hyperlink to **view** the exception, but no action can be taken by the employee.

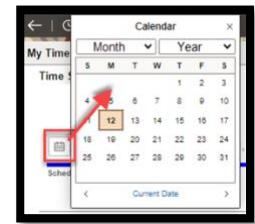
## Time Summary

The *Time Summary* page displays a summary of scheduled and reported time.

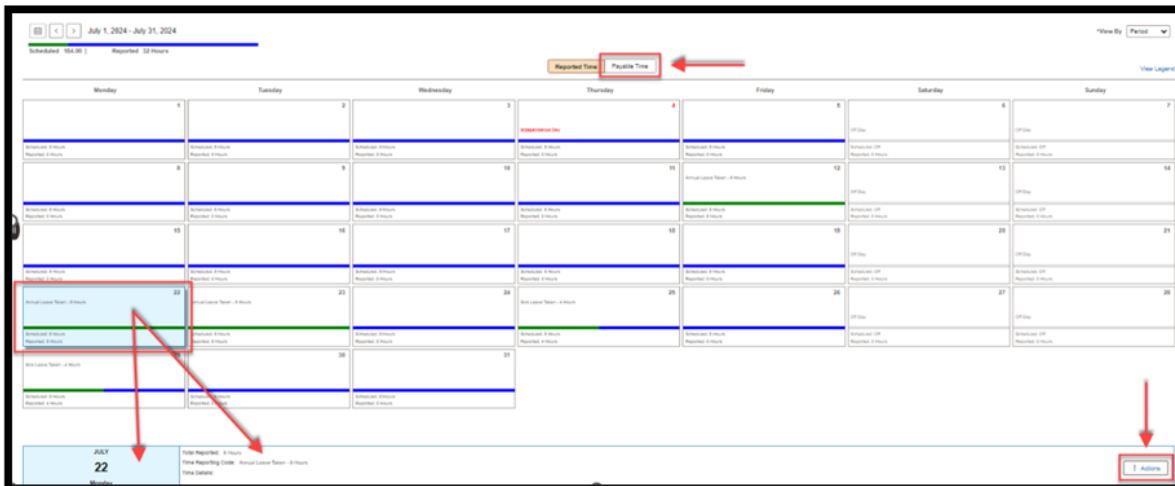
- The *Time Summary* page defaults to a **View By: Pay Period** (same as monthly).
- Select the **View By** drop down menu for additional view options (Bi-Weekly, Monthly and Weekly).



- The calendar defaults to the *Current Pay Period*. For easy navigation, either:
  - Select the previous/next arrows to navigate period by period.
  - Select on the calendar icon next to the date range to access the calendar pop-up.
- Select a date within the period to summarize timesheet entries for the selected date at the bottom of the page (highlighted in blue).
- Select **Actions** for access to applicable actions for the specified date (such as *Edit Time*).



- Select the **Payable Time** tab to show payable time for the specified time period.



## Payable Time

Use the **Payable Time** page to monitor time entered and leave used or awarded.



Only approved timesheet entries that were processed by time administration appear in **Payable Time**.

- The **Payable Time** page defaults to the current FLSA week
- Select the calendar icon on FROM DATE or select the *Previous Week/Next Week* hyperlinks to navigate to a different time period.



- For salaried employees, **Payable Time** shows scheduled hours as **SCHHR** and hours to be paid as **SCHEP**.

**Payable Time**

\*From: 03/02/2024  

\*Through: 03/08/2024 [Previous Week](#) [Next Week](#)



**Payable Time Summary**

Summary | Detail

| Time Reporting Code | Sat 3/2/2024 | Sun 3/3/2024 | Mon 3/4/2024 | Tue 3/5/2024 | Wed 3/6/2024 | Thu 3/7/2024 | Fri 3/8/2024 | Total |
|---------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| SCHEP               |              |              | 8.00         | 8.00         | 8.00         | 8.00         | 8.00         | 40.00 |
| SCHHR               |              |              | 8.00         | 8.00         | 8.00         | 8.00         | 8.00         | 40.00 |

- For hourly employees, because there's no assigned schedule, **Payable Time** shows hours to be paid as **HRLYP**.

**Payable Time**

\*From: 02/24/2024  

\*Through: 03/01/2024 [Previous Week](#) [Next Week](#)

**Payable Time Summary**

Summary | Detail

| Time Reporting Code | Sat 2/24/2024 | Sun 2/25/2024 | Mon 2/26/2024 | Tue 2/27/2024 | Wed 2/28/2024 | Thu 2/29/2024 | Fri 3/1/2024 | Quantity (Hours) |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|------------------|
| HRLYP               |               |               |               |               |               | 6.00          |              | 6.00             |
| REGHR               |               |               |               |               |               | 6.00          |              | 6.00             |

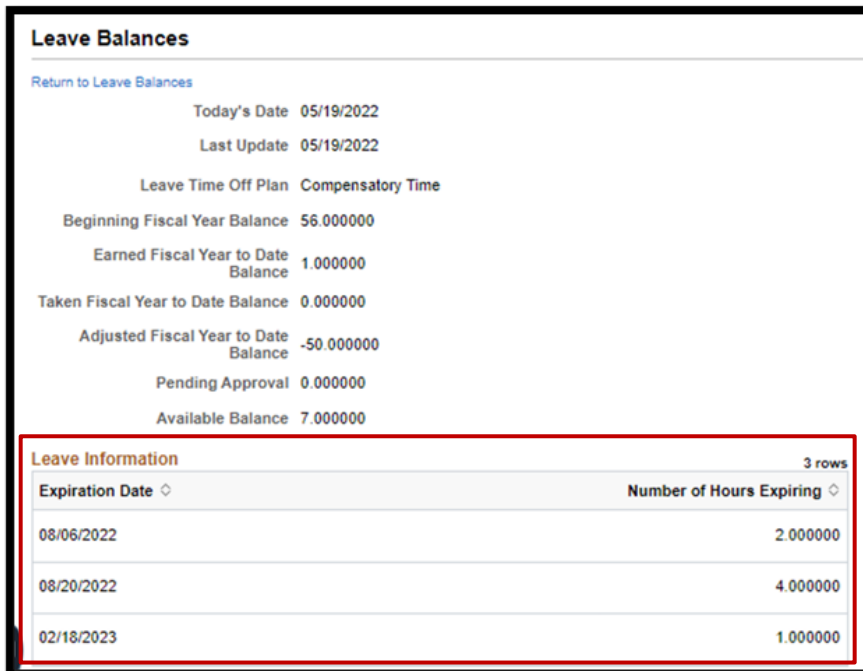
## Leave Balances

The *Leave Balances* page is updated daily, but only approved leave entries that have been processed by time administration are reflected. Each individual tile shows a summary for the leave type.

- Select **View Leave Balances**, located under the daily time entry fields on the timesheet to open the *Leave Balances* page,.



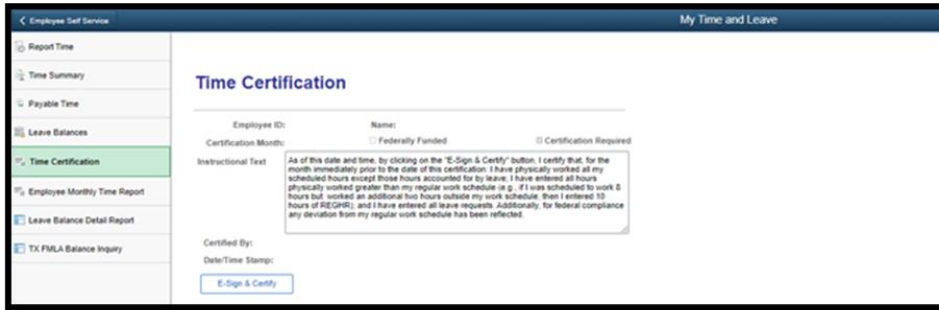
- The *Leave Balances* page includes details of the leave plan:
  - **Today's Date** — current date
  - **Last Update** — date of last system update
  - **Last Accrual Date** — date last accrual was posted (only for *Annual Leave* and *Sick Leave*)
  - **Leave Time Off Plan** — leave type
  - **Beginning Fiscal Year Balance** — balance at beginning of the fiscal year
  - **Earned Fiscal Year to Date Balance** — total hours earned since the beginning of the fiscal year
  - **Taken Fiscal Year to Date Balance** — total hours taken since the beginning of the fiscal year
  - **Adjusted Fiscal Year to Date Balance** — total hours adjusted since the beginning of the fiscal year
  - **Pending Approval** — total hours entered on the timesheet that have not been approved
  - **Available Balance** — available hours that can be taken as of the current date
- For leave types that expire, the expiration date and number of expiring hours displays in the Leave Information section. The leave must be used by the day **BEFORE** the expiration date.



## Time Certification

The *Time Certification* page becomes available after the **Certification Month** ends (on the first day of the following month).

- Not all agencies require time certification.
- Time Certification due dates are agency specific.



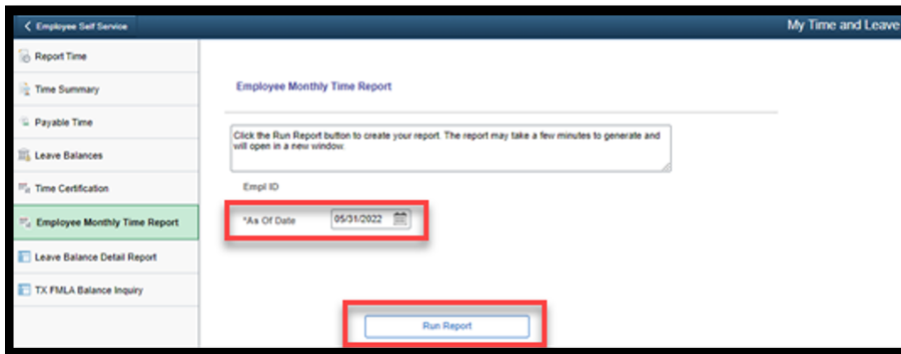
## Employee Monthly Time Report

The *Employee Monthly Time Report* displays timesheet entries and leave plan information for the selected time period. It provides a breakdown by day of time recorded with ORCs, FMLA ID and LACs.

- A *Time Certification* form is included that can be signed by the employee.
- To select the month for the report, enter the last day of the month in the *As Of Date*.

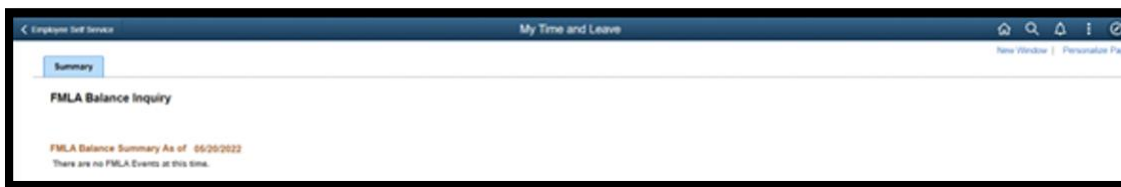
## Leave Balance Detail Report

The Leave Balance Detail Report shows all leave activity, by leave type, within a specified period.



## TX FMLA Balance Inquiry

The *TX FMLA Balance Inquiry* page displays the FMLA balance for each FMLA event. If there are no FMLA events, the page will display no results.



## Revision History

| Date          | Description of Change    | Changed By |
|---------------|--------------------------|------------|
| Oct. 16, 2024 | Initial release.         | M. Spears  |
| Feb. 10, 2025 | Terminology corrections. | T. Ross    |
|               |                          |            |
|               |                          |            |