

EmpCenter Less than FTE exception change

EmpCenter programming of the Less than FTE exception error on Classified salaried employees. It has changed from being a yellow warning level error to a red not paid error. It was found that this exception was going unnoticed and not being corrected so the severity was increased to encourage correction and proper pay. Because these employees are salaried employees they are being paid for their full FTE even when it is not being fully documented in EmpCenter. Employees should be meeting their FTE by either reporting hours using the Clock or Work In/Out pay codes, using available appropriate leave, or reporting LWOP (leave without pay) when no leave is available.

There are cases where an employees have reached less than their Banner FTE and it is acceptable and proper reporting, such as when the employee has been newly hired and will not meet their FTE in their first work week or an employee has changed from one appointment to another and the timesheet has changed and does not reflect the continuous reporting of hours. In these cases you will need to work with your business center HR contact who can override the error once they have reviewed to ensure the accuracy.

With this programming change in EmpCenter it has been discovered that there is a quirk to the error. Because the error is programmed to trigger on Saturday when the FTE has not been met the employees total work hours on that day will not report properly until the error has been corrected by adding the proper time, leave, or LWOP or HR has overridden it accepting it.

The screenshot shows a weekly timesheet for the period from October 11 to October 17, 2015. The total hours entered for Saturday are circled in red, and a callout box provides the following explanation:

If the total hours entered for the week (including the time entered on Saturday) are less than the employee's FTE, hours entered on Saturday will not calculate on the timesheet.

The 'Exceptions' tab at the bottom of the screen displays a single entry for Saturday, October 17, with the following details:

Date	Exception Message	Severity
Sat 10/17	Employee has recorded fewer hours than expected for their FTE in a week. Please review for errors, missed punches, etc.	Error (not paid)

Once it has been corrected or accepted by HR the time will total and both report and pay properly.

EmpCenter 9.6.5

Logged in as Beaver, Murali | Log Off

My Time Entry: 631888074 :: Beaver, Murali :: Education

10/01/2015 - 10/31/2015 | Save | Submit | More | List View | Data saved.

Timesheet

I hereby certify each entry of hours I make, each time I enter hours, as being a true and accurate representation of my actual work performed.

T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	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
Oct 12, 2015 <input type="checkbox"/> Show All Weeks																														
Date	Pay Code			Hours			L	Clo...	C	Total																				
Mon 10/12	Work In/Out			08:00 am 03:00 pm						6.00																				
	Meal			1.00						0.00																				
	Sick			2.00						2.00																				
Tue 10/13	Work In/Out			05:00 pm						8.00																				
	Meal			1.00						0.00																				
Wed 10/14	Select Pay Code																													
Thu 10/15	Work In/Out			08:00 am 05:00 pm						8.00																				
	Meal			1.00						0.00																				
Fri 10/16	Work In/Out			08:00 am 05:00 pm						8.00																				
	Meal			1.00						0.00																				
Sat 10/17	Work In/Out			08:00 am 05:00 pm						8.00																				
	Meal			1.00						0.00																				
										40.00																				
Exceptions Leave Balances Results Schedule Timesheet Comments																														
Filter exceptions by day <input type="checkbox"/>																														
Date	Exception Message																													
No exceptions.																														

Entering time to bring the employee up to their FTE hours will solve the issue.

Hopefully this change will make this exception more recognizable and time reporting more accurate. If you have any questions or concerns please feel free to contact your AABC HR team at aabc.hr@oregonstate.edu