ACT. Evaluated OT codes, if entered, will only compensate at code (ZA03 or ZA05).

Employee at a 1.5 OT rate, you must use an override OT.

LaGov HCM Absence Type rolls (automatic):

- ZA01: K-Earned (Sys Calcs)
- ZA02: Exc-Pay OT @ 1.5 Base rate (DPS)
- ZA03: Exc-Pay OT @ 1.5 rate
- ZA04: Exc-K Earned @ 1.5 rate
- ZA05: Exc-K Earned @ ST rate
- ZA06: K-Earned @ 1.5 rate
- ZA07: K-Earned @ ST rate

Employee Time Mgmt status:

1 = Positive Time Entry
Employee is only paid for hours entered.

9 = Negative Time Entry
Only exceptions to the employee’s Work Schedule must be entered (e.g., absences, overtime hours worked, shift differential, on-call and special pay hours).

Daily Work Schedule
In accordance with the work schedule, the number of planned hours for the day.

Work Schedule Rule
Repeating work schedule. Reflected are the planned hours by day, as well as the days that the employee is not scheduled to work.

How to Access On-Line Help:
Within LaGov HCM, follow the menu path: Help => StLA Help

Enroll in Time Administrator List Serv:
http://www.doa.louisiana.gov/ois/electronicnotifications.htm

LaGov HCM Bulletin Board:
http://www.doa.louisiana.gov/ois/LaGov/LaGov HR_BB.htm

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Make sure to check the ABSENCE Type Codes for any relevant codes.

Employee is exempt from Fair Labor Standards under 40 hours worked

OT Straight time Pay

KO Straight time Pay after 40 hours worked.

When determining overtime compensation and eligible retirement hours. Also defines 1.5 hour cap (e.g., 240 or 480 hrs).

Time-related Infotype records

0001: Organization Assignment
0007: Planning Working Time
0008: Basic Pay
0040: Objects on Loan
2003: Substitutions
2006: Absence Quotas

Note: Multiple header options are available in Time Manager’s Workplace that display pertinent information from many of these infotypes.
Holidays on LaGov HCM Holiday Calendar

- New Years Day
- Labor Day
- Martin Luther King Day
- Veterans’ Day
- Mardi Gras
- Thanksgiving Day
- Good Friday
- Christmas Day
- Independence Day

IT2003 Substitution Guidelines
If necessary to reduce or cancel “automatic” holiday hours, you must create an IT2003 record to temporarily change the employee’s work schedule.

- TO and FROM date must be the same if substituting for a single date.
- FROM date should never be 12/31/9999.
- Subst Type should be “4” if substitution is for Daily Work Schedule.
- Day Type – Select or enter “0” if substitution is being done to override automatic Holiday hours and to designate the day as a work day.

Reminder: Anytime you wish to compensate an Exempt or Non-Exempt employee at a 1.5 rate for hours worked on a holiday (designated holiday date), you must use an OT override code.

Reports/transactions of interest:
PT03 Display Work Schedule
ZT01 Planned Working Time Report
ZT02 Time Entry Audit Report
ZT06 Absence Quota Report
ZT11 Time Evaluation Error Messages (Also available through PTMW/Process Msgs)
ZT12 Leave Compensation/Reduction Report
ZT20 Time Workflow Audit Report
ZT33 Absence and Attendance Detail
ZP97 Employee Variance Report
ZP106 Remuneration Statements
ZP136 Total Attendance/Absence Report
ZP09 Default/Override Cost Distribution Report

Objects on Loan
InfoType 0040 (Objects on Loan) is available to track property or equipment issued to an employee. ZP134 reports on loaned items.

PTMW (Time Manager’s Workplace)

PTMW Icon Legend

**Graphic**
- Employee List – used for selecting employees for time entry in PTMW
- Copy Selected Records – copies employees to team view or multi-person view
- Temporarily insert Employee – access an employee not on your employee list
- Colliding Time Data – highlights the line containing an error
- Cut – removes entry from time entry line
- Insert – inserts copied or cut data for individual days
- Expand – opens individual lines of time entry
- Collapse – collapses individual lines of time entry
- Show All – shows all lines in time entry
- Hide All – hides all lines in time entry
- Print/Change Mode – allows you to print or export
- Views – allows access to Word or Excel
- Lockable Error Message – errors that must be corrected
- All Messages Completed – changes status to complete
- Confirm Messages Completed – removes messages from Process Messages folder
- Load Selection ID – allows maintenance of multiple lists
- HI List – generates employees for your employee list

**Results**

- Time Manager’s Workplace
- LaGov Time Manager’s Workplace provides a task-oriented interface for maintaining daily data and processing time evaluation messages.

Screen Views Available:
- Multi-Day (default view)
  - One employee, multiple days.
- Multi-Person
  - Multiple employees for a single day.
- One-Day
  - One employee for one day.

Team
- Full Day time entries (only) for multiple employees for multiple days. An option is available, to also view all entries for a particular day.

Process Messages
- Through the Process Messages option, users are able to process time evaluation messages.
- Both Informational and Error messages are displayed. Time Evaluation errors are identified by the Stop sign in the Category column. Informational messages are identified by a Blue I in the Category column.
- Time Evaluation Errors must be resolved or the employee will not be paid.