DPW CityTime Adjustments

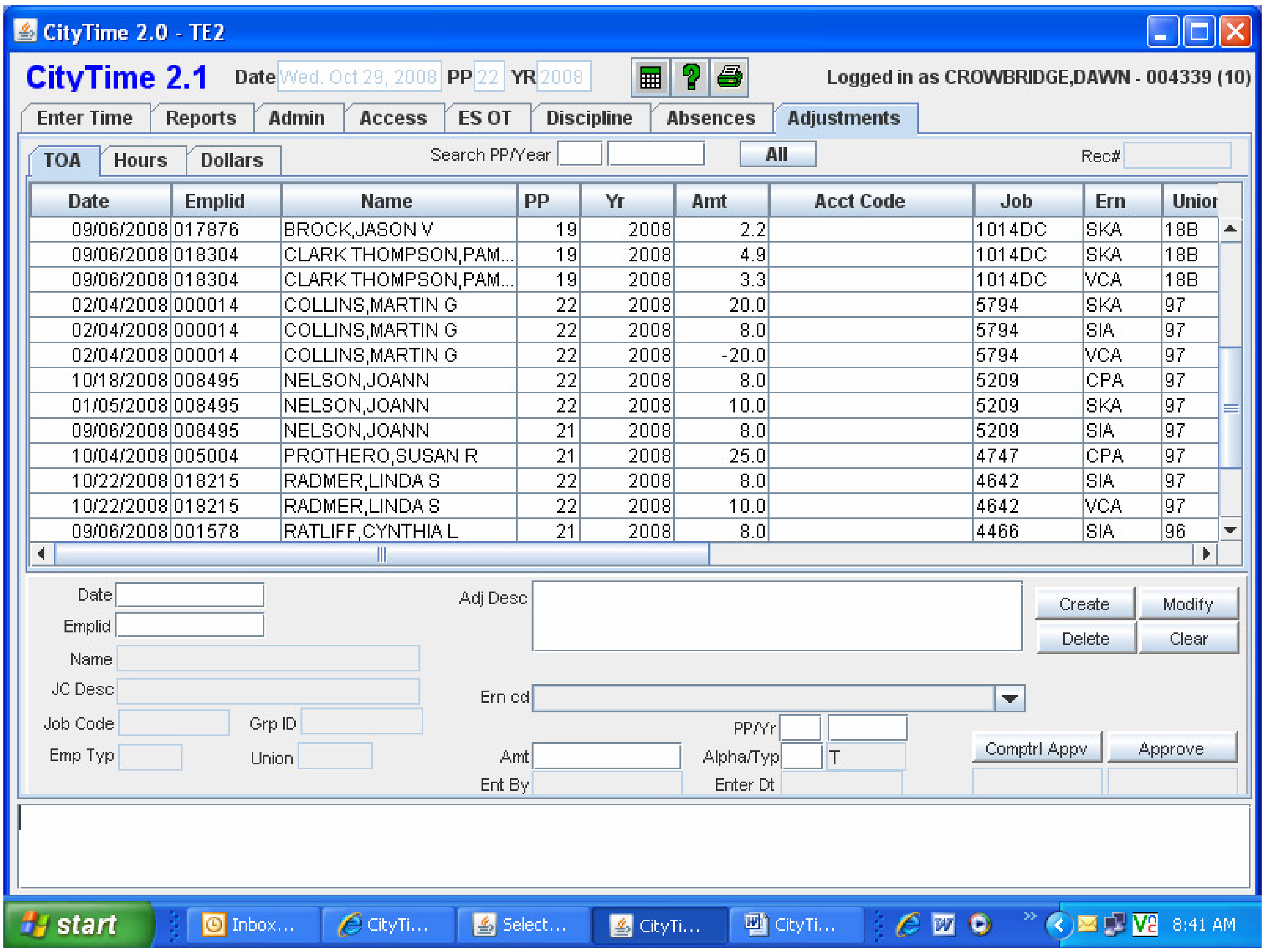
Overview

Online DPW CityTime Adjustments is a custom front-end adjustment recording system that provides users with electronic access to the Adjustment screen based on their authorized security level.

There are built-in edits that allow for accurate recording of adjustments to various job codes, account codes and earn codes. CityTime Adjustments is an electronic replacement for the current C-260 TOA Leave Balance Adjustment Time Card - Hours, C-257 Adjustments/Corrections Time Card – Hours, and C-255 Adjustments/Corrections – Dollars paper forms.

Security

Below is the panel to submit adjustments. When set up with the correct security, you should see this additional folder tab when you have logged in to CityTime Time Entry.



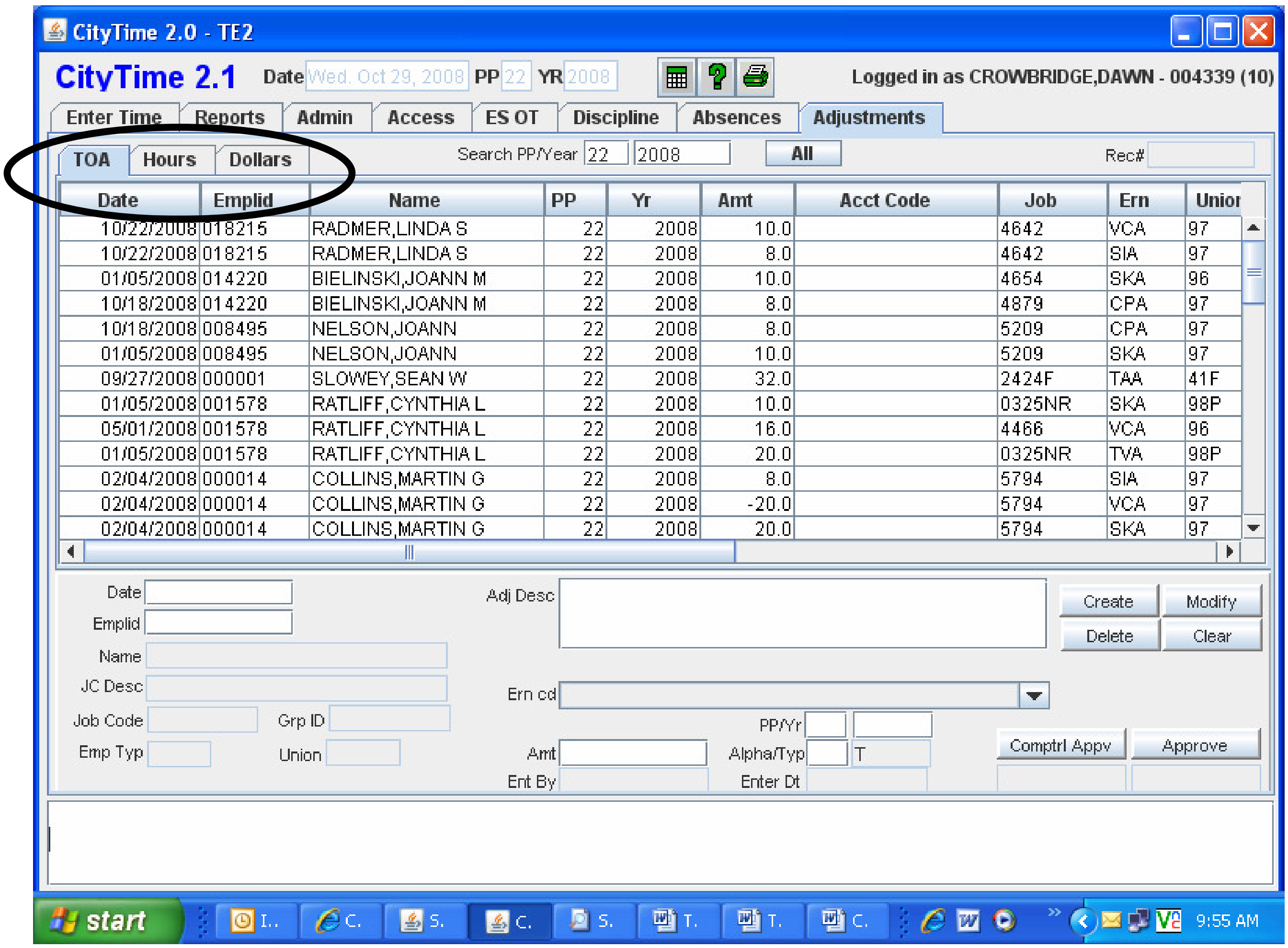
Security to access your employee group is identified by Crew ID, same as CityTime Time Entry. To obtain the correct security setup send the signed access form to Comptroller's Office, Payroll Administration. Departments should request setup for users who will create the adjustments and users who will approve the adjustments.

Navigation

Click on the “Adjustments” tab at the top of the page.

When in CityTime Adjustments, you will use a combination of mouse and keyboard entries to select the type of adjustment, identify employees and earn codes and to enter dates, hours (or dollars) and account codes.

There are three folder tabs within the Adjustments panel: “TOA”, “Hours”, and “Dollars”. The TOA folder should be used for Time Owed and Allowed balance adjustments; the Hours folder should be used to submit hourly adjustments; and the Dollars folder should be used to submit adjustments by dollars/cents.



You can tab to each field or use your mouse. The earn code field is selected by drop-down menu.

<u>**Entry Overview**</u>

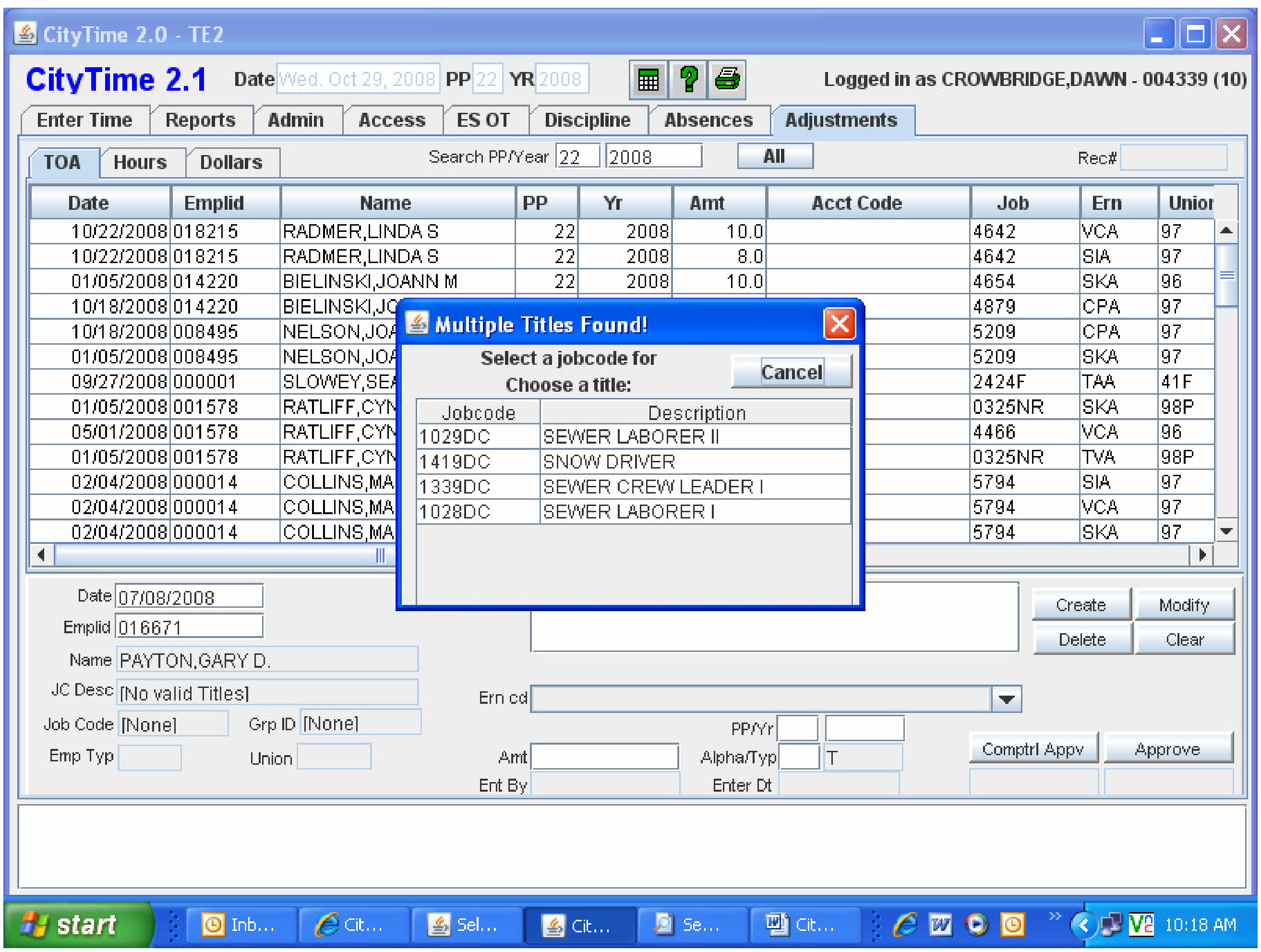
Fields

Date The date field should be the effective date of your adjustment. If the adjustment is for one day, enter that date. If the adjustment is for more than one day in the pay period, use the week ending date. Note: If the adjustment is for the entire pay period, you must separate the entries by week for FLSA purposes.

It is not necessary to place separators between month, day and year. The system will do that for you. The system will also populate the four-digit year. For instance, July 8, 2008 can be entered by keying in 070808 - - the system will then convert it to 07/08/2008.

Emplid This is the PeopleSoft employee ID number for your employee. Once you tab or click out of this field, the name, job title, job code, crew id, employee type and union code for that employee will populate.

Note: If your employee has multiple active job codes, a dialog box will pop up. Click on the appropriate job code and the information for that job code will populate.



Adj Desc This field should be populated with an adequate description of the adjustment that is understandable to Payroll Administration of the Comptroller's Office. Understandable abbreviations may be used when necessary. Calculations must be included, where applicable.

Note: Required elements in the description of separation tickets are biweekly rate, separation date, what the ticket is for (i.e. 240 hrs of terminal leave), and how many tickets pertain to the separated employee (i.e. tix 1/3). For example: An employee retired on 10/01/08 and should receive 240 hrs terminal leave buyout, 40 hrs vacation buyout, and 10 hours compensatory time buyout. At the time of his retirement he was earning $1,000 biweekly.

First ticket should read, "$1,000 biweekly, retired 10/01/08, 240 hrs terminal leave, ticket 1 of 3".

Second ticket should read, "$1,000 biweekly, retired 10/01/08, 40 hrs vacation, ticket 2 of 3".

Third ticket should read, "$1,000 biweekly, retired 10/01/08, 10 hrs comp time, ticket 3 of 3".

It is a good practice to indicate how many tickets are being submitted for each employee for all adjustments, but especially important for separations.

Ern cd Select the desired earn code from the drop-down menu. Each folder tab (TOA, Hours, Dollars) has earn codes appropriate for that folder tab.

Amt Key in the amount of hours (or dollars) for the adjustment.

PP Key in the current pay period.

Yr Key in the current four-digit year.

Alpha/Typ When you exit the PP/Yr fields, the Alpha designation for the pay period will populate automatically (PP# 1 = A, PP# 2 = B, PP#26 = Z). The Type field identifies a TOA (T), Hours (H) or Dollars (D) adjustment row.

Note: Adjustments are due on the second Thursday of the pay period (payday), unless there is a holiday. This will not change for electronic adjustments. If changes are required after 3:00 p.m. on payday, Comptroller's will provide the authorization.

Buttons

Create When you have completed your adjustment entry (ticket), click on the "Create" button or tab over to the "Create" button and hit the spacebar.

Note: Extreme caution must be exercised when using the "create" button. Every time you choose "create" a new ticket is saved. If you accidentally double click "create", two tickets will be saved resulting in duplicate entries.

Modify	If you need to make a correction to a ticket, click on the ticket in question from the rows in the top half of the screen. The bottom half of the screen will populate with the information from that row. Update your field(s) and click the "Modify" button. Like CityTime, approvals previously affixed will disappear upon any modification. Again, if you click "Create" instead of "Modify", you have just created an additional ticket.
Delete	If you want to withdraw an adjustment (ticket) before it is submitted to the Comptroller's Office, click on the ticket in question from the rows in the top half of the screen. The fields at the bottom half of the screen will then populate with the information from that ticket. Click on the "Delete" button and the adjustment will be removed.
Clear	Clicking on this button clears the bottom half of the screen so that you can enter a new ticket. It will not delete a previously saved ticket. To delete a ticket, see previous paragraph.
Approve	A department user who has the authority to approve adjustments must approve each ticket. The login name will populate in the space provided and will serve as the official electronic signature.
Comptr Appv	Comptroller's staff in Payroll Administration will approve each ticket before the adjustments are loaded into PeopleSoft. Payroll Administration staff may contact the preparer or approver for corrections at anytime after the original deadline.

User Tips

Decimal places	The Dollar adjustment amounts are submitted with two decimal places. If you do not enter the decimal places, the system will do it for you. For instance, if the amount should be $13.00 and you key in "13", the system will create your entry as 13.00. If the amount should be $13.10 and you enter "13.1", the system will create your entry as 13.10. The Hour and TOA adjustment amounts are submitted with one decimal place. If you do not key in the decimal place, the system will do it for you.
Creation	A payroll professional may create one ticket from another ticket. However, caution must be exercised. It is recommended that a payroll professional clear the screen prior to entering a ticket for a different employee.

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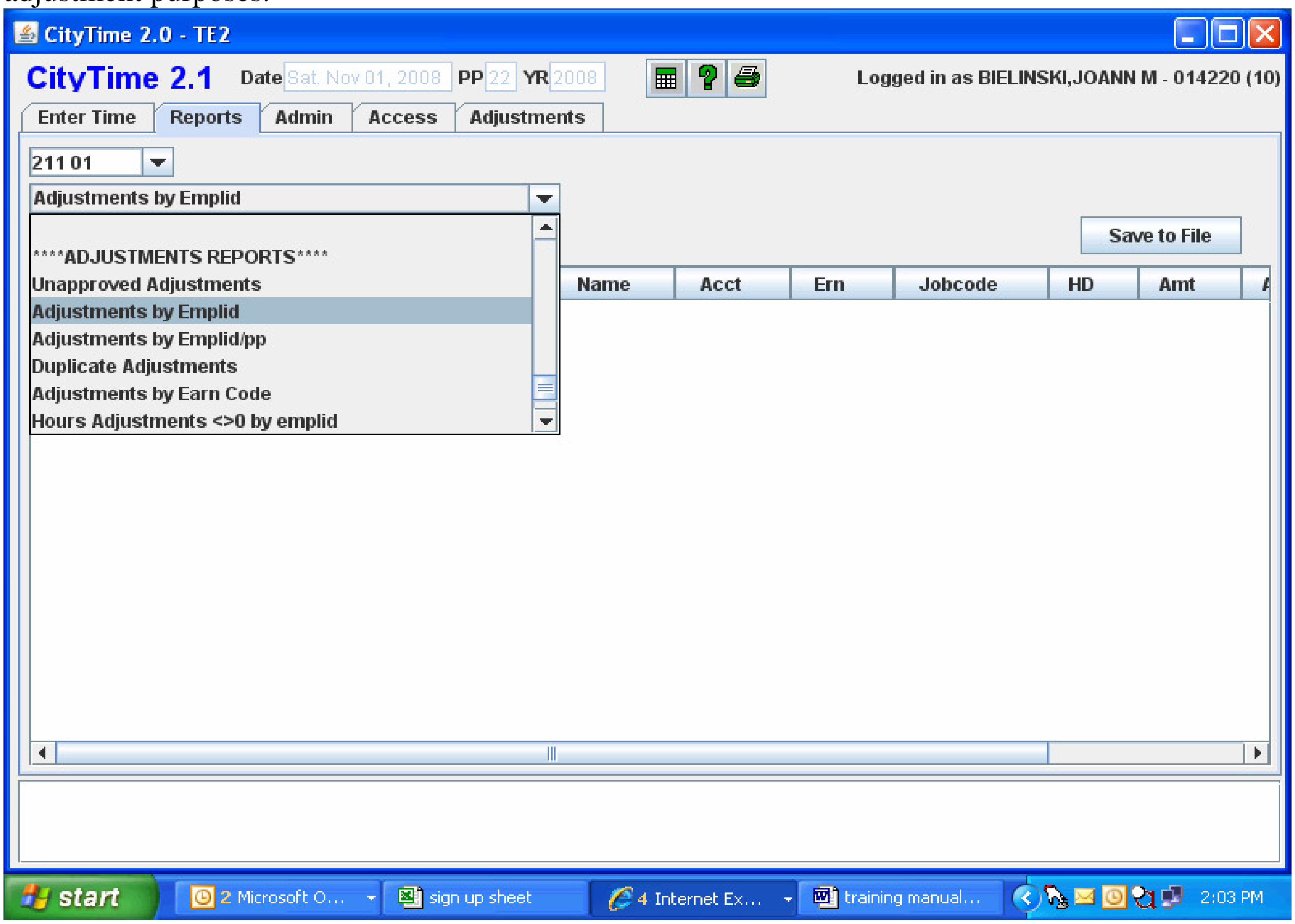
Queries

Now that adjustments are electronic and easy to create and approve, the probability for certain types of errors increase. Queries <u>must</u> be run every pay period to assure that one-sided entries and duplicates are captured and addressed. Tolerance for these types of errors will be low. It will be expected that instead of filling out a paper form, signing, copying, and batching that you will spend your time auditing the entries you prepare.

Go to the Reports tab and scroll to the bottom of the drop down to view the queries you can run for adjustment purposes.



There are several reports that must be run every pay period, prior to the adjustment deadline, to assure an accurate submission of adjustments:

Unapproved Adjustments: When you choose this report from the drop down menu, it will prompt you for the letter "M". This will give you all adjustments without manager approval. When all your entries have the required manager approval, this report will show zero lines.

Duplicate Adjustments: This report will show entries where event date, emplid, earn code, hours (or dollars) match. This is one of the most important reports you will run due to the ease of creating entries.

Adjustments by earn code: There are several earn codes that require additional paperwork to be sent to Comptroller's.

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It is recommended that this query be run for each of these earn codes. If you have results, then you must forward the requisite paperwork to Comptroller's Office, Payroll Administration.

Hours Adjustments <>0 by emplid: This report will attempt to prevent one-sided entries. Most of the hour adjustments prepared are changing one earn code to another. These entries should net to zero. This report will add all "Hours" tickets for one employee in one pay period. If the result is greater than or less than zero, the report will display that employee. Every effort should be made to research each employee that appears on this report. If the results are legitimate, a note in the ticket's description should be made (i.e. all hr tix for empl net to +24 hrs due to return from LOA-underpayment due to lack of notification)

Adjustment by type counts: This will show how many TOA, Hour and Dollar tickets were submitted for the pay period. This report is meant to aid each individual department in developing their own controls, as it will be the responsibility of the department to assure the accuracy of their adjustments.

There are several other reports that may be run, depending on the type of information you're seeking:

Adjustments by emplid: This report will return all the tickets in the system for one employee. Simply click on the name of the report from the drop down and enter the employee's employee ID.

Adjustments by emplid/pp: This report will return the tickets in the system for one employee for one pay period.

Dollar Adjustment >$500: This report will show individual tickets that are more than $500. For many, the results will consist of separation entries. If any of the results are not separation entries, additional paperwork may be required by the Comptroller's Office. It is important to include a complete description on each ticket created to avoid unnecessary calls.

Ideas? The Comptroller's and DPW attempted to predict the types of reports that are needed and wanted, however this new functionality is a work in progress. If you have ideas for a report feel free to send those ideas to jmbiel@milwaukee.gov; jnelso@milwaukee.gov; bjames@milwaukee.gov and sproth@milwaukee.gov. Comptroller's will work with DPW to make new reports available for all to use.

Coming soon…Auto Allowance (mileage) tab!

This manual was a collaboration of Dawn Crowbridge, Joann Bielinski, Jo Ann Nelson, Susan Prothero, and Barbara James.

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