



COMPASS Impact to HRIS

Changes to Previous Procedures
4-17-2009

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COMPASS Impacts to HRIS

Areas impacted by new Financial System 1-01-2008

- ▶ Dept ID’s remapped and converted
- ▶ Business Units expanded
- ▶ Switch exempt hourly to “salaried” employees
- ▶ Employee Classifications
 - Single Job
 - Multiple Jobs
- ▶ New Finance Chart of Accounts (HRIS funding strings)

- ▶ Default Combination Codes (earning distribution funding strings)
- ▶ Payroll Schedule
- ▶ Retroactive Pay Calculations
- Use Time & Labor 'timesheets' to capture employee hours and earnings
 - ▶ Using Timesheets
 - ▶ Reporting
 - ▶ Prior Period Adjustments

Introduction

The new Finance COMPASS system is electronically integrated with the City's Human Resource Information System (HRIS). The combined system is known as the Enterprise Resource Planning system (ERP), and is the City's system of record.

The revised HRIS software will incorporate the Finance Department's new Chart of Accounts, Department IDs, Project Costing, and vendor IDs. **Finance staff will create these tables in the Finance system which will then be electronically transferred to corresponding tables in HRIS.**

The new Time and Labor module, used for payroll time entry was implemented in HRIS to provide data support for the Finance Project Costing (labor costs) module. Eventually, we plan to add the Time and Labor 'Self Service' module that will allow employees to document their own time.

Changes resulting from the integration of HRIS and Finance will include:

- **More Data Entry Time:** HRIS representatives from City Departments, Park, Youth, MPHA, NRP, MBC will have six business days to enter job related changes in their employee's job records.
- Payroll representatives will have those **same days and a few more**, to enter time. Payroll will be run every other Friday at 10 AM, moving time entered in timesheets to paylines where paychecks are calculated and created.
- **No Payline Access:** Access to paylines will be limited to HRIS and Central Payroll Staff for any necessary adjustments and/or overrides.
- The **new COMPASS chart of accounts** will be used to ensure accurate accounting and budget data. (Example: (acct) 400001 (fund) 00100 (dept) 8150300). 400001 represents wages and salaries.
- **New Paper Timesheets:** Central payroll designs the standard paper timesheet for the City to accommodate the new Finance payroll accounting codes for the general ledger and project costing. (Park Board and MPHA will design their own timesheets, based on the City's base template.)

- **New Department IDs** are numerical department indicators rather than the alpha/numeric format previously used in HRIS and FISCOL. (Agency & Org - Example: 8150000 formerly MPLS815)
- All regular full- and part-time **exempt** employees will be coded as '**salaried**' rather than hourly, and paid according to the standard hours entered in their job records, e.g., 40/week.
- **Hourly 'positive pay'** employees will receive pay for all hours worked.
- **Project Costing:** When salaried employees work more than 80 hours, all hours will be distributed to COMPASS project costing, but wages paid to the employee will be limited to their standard, scheduled hours as either a full time or part time exempt employee.

New Vocabulary

The COMPASS project has introduced a number of **new terms** that HRIS users should become familiar with. They include:

Combination Codes (Combo Codes)

Combo Codes will replace what was previously known as Account Codes or job earnings distribution. A Combo code is a condensed version of the City's chart of account string that includes Account (or object), Fund, Dept ID, and if applicable for project costing, an identifier for Project/Grant, and/or Task.

Exception Pay Employees

Exception employees are all of the exempt employees and *some non-exempt* who will be paid based on the standard hours on their job records. Exception employees are those employees who are regularly scheduled to receive a standard 80 hours of pay every two weeks with few, if any exceptions. The Payroll Rep does not have to enter time for an exception employee unless the employee used 'exception time', e.g., sick and vacation or other leave time during the pay cycle.

NOTE: Some exception employees who have additional jobs (details and concurrent jobs) will have to be changed to hourly for correct time entry.

Payable Time

Recorded time tied to individual time reporting codes (TRCs) and computed by the system.

Positive Pay Employees

Positive pay employees are hourly employees whose daily time **must** be keyed into the timesheets. Most of the time these are hourly, non-exempt employees, but can also be exception employees who have additional jobs with employee records numbered greater than 0.

Reported Time

Time that has been entered by the Payroll Representative.

Salaried

HRIS will now track and treat salaried employees differently. Salaried employees receive 1/26th (1/27th in 2009 when there are 27 paycycles) of their stated

compensation each pay period regardless of the number of hours reported. Payroll reps need only key time that is an exception, e.g., sick and vacation.

Schedules

An automated biweekly time schedule will be created for every active employee, based on the standard hours stated in their job record. When the HRIS Timesheet is accessed in Time & Labor, the payroll rep can click [Apply Schedule](#) to view the employee's scheduled salary or exception time. Any differences in time usage or account coding will have to be adjusted by the Payroll Rep.

If there are no standard hours in the job record, the Payroll Reps will have to manually enter time based on the time submitted.

Time Admin

The process that HRIS or Central Payroll runs to pick up and forward entered time to the paysheets where the actual processing of payroll occurs. Time recorded in online timesheets does not calculate wages. Only time forwarded to paysheets will 'calculate' wages, deductions and taxes during the final payroll process.

Time Reporting Codes (TRC's)

TRC's are used within the Time and Labor module in HRIS and match the Earnings Codes used in paylines.

Workgroups

Each Paygroup has a corresponding Workgroup tied to a TRC Program. Workgroup is a way of grouping similarly situated employees, e.g., exempt and hourly exception employees with access to only those TRC's applicable to that group.

Change to Dept ID

The City's new chart of accounts now includes a value for Dept ID. Following are examples of how Dept ID is used in the City's chart of accounts and we will focus on how the new Dept ID impacts the employee's home Dept ID as defined on the HRIS Job Data panel.

Examples of Changes

Most Dept IDs used previously in HRIS reflect an employee's home department and will be mapped to a new value as shown in the examples below:

The image displays two side-by-side screenshots of the HRIS Job Data panel for an employee with ID 060163. The left screenshot, labeled 'Current', shows the 'Department' field as 'MPLS815' (Human Resources). The right screenshot, labeled 'New', shows the 'Department' field as '815000' (HUMAN RESOURCES). A red box highlights the new department ID, and a red arrow points from the text 'MPLS815 becomes 815000' to this box. Other fields like 'Position Number' (00003494) and 'Location' (C8156) remain consistent between the two views.

This example applies to most Departments, Boards and Agencies across the City. The 1st four alpha characters have been removed and '0000' has been added to the end. Other examples are shown in the list below:

Department	Description	Company
1000000	ASSESSOR	MPL
1400000	ATTORNEY	MPL
1750000	GENERAL FUND CONTINGENCY	MPL
2200000	YOUTH COORDINATING BOARD	YCB
2600000	CITY CLERK	MPL
2800000	FIRE DEPARTMENT	MPL
2900000	PUBLIC HOUSING	MPH
3000000	CIVIL RIGHTS	MPL
3750000	MAYOR	MPL
4000000	POLICE DEPARTMENT	MPL
5000000	ESTIMATE & TAXATION	MPL
5200000	BUILDING COMMISSION	MPI

In HRIS, you will see new Job Data rows for each active employee with an effective date of 01/06/2008. This row represents the change in the employee's Dept ID and went into effect for the first pay check in February, 2008 which was the first full pay period in 2008.

Effective Date:	01/06/2008	Sequence:	0
Action / Reason:	Transfer		Reorganization

Biggest Dept ID Changes

Department descriptions have changed slightly – Department IDs are no longer established and maintained by HRIS Admin. **Finance Staff will now have ownership of all Dept IDs and descriptions.**

New Dept ID	New Description	Current Dept ID	Current Description
1750000	General Fund Contingency	MPLS175	Job Bank Payroll
2600000	City Clerk	MPLS240 MPLS260 MPLS264	City Council City Clerk Elections
8410000	Intergovernmental Relations	MPLS800 MPLS841	Grants & Special Projects Intergovernmental Relations
9010000	Capitol Improvements	MPLS932 MPLS937 MPLS943 MPLS950	PW Field Services & Sewer PW Field Services & Streets PW Transportation Capitol PW Water Treatment & Dist

Where are Dept IDs used in HRIS

Dept IDs are used throughout HRIS. The previous example highlights the Dept ID value on the Job Data page, accessed more frequently by HRIS users. Other pages that may be impacted include:

Creating new and viewing existing job openings

Job Opening

Posting Title: HR Consultant-C
Job Opening Status: 005 Draft
Job Title: HR Consultant-C
Position Number: 00001775
Business Unit: MPLMN Minneapolis MN

Job Code:

Job Details **Qualifications** Job Posting Screening Options

Save & Submit Save as Draft Cancel Previous

Opening Information

Job Opening Type: Standard Requisition
Created By: 060163 Sandra Allshouse
Date Opened: 11/23/2007
***Openings to Fill:** Limited
Target Openings: 1
Available Openings: 1
Business Unit: MPLMN Minneapolis MN
Company: MPL City of Minneapolis
Department: 8150000 HUMAN RESOURCES
Location: C8156 HR Enterprise Services

Recording grievance details

Grievance **Grievance Steps** Grievance Resolution

Grievance ID: 0000000408

Filed By:

Employee ID: 060163 Sandra Allshouse
Union Code: CAP Appointed-City

Security

Business Unit: MPLMN Mpls MN **Department:** 8150000 HUMAN RESR

***Grievance Date:** 11/23/2007 ***Type:** SUS Suspension
Description: Grievance details entered for testing/training purposes.

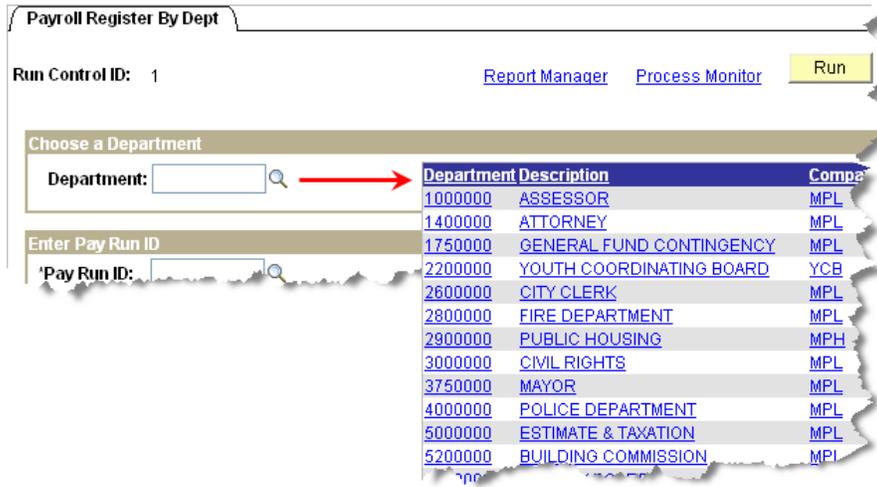
Entering new company property

Company Property **Property Value**

Property Value

Property Code: 8150000001 COMPASS Test Case
Effective Date: 11/06/2007 **Status:** Active
***Business Unit:** MPLMN Minneapolis MN
***Dept Id (Issued To):** 8150000 **Description:** HUMAN RESOURCES
Serial Number: 123456789

Dept ID lookup when running reports or queries



NOTE: Several queries created previous to 2008 using hard coded IDs vs. a prompt for a specific Department, Board or Agency as selection criteria, will have to be adjusted to accommodate the new Department ID format.

HRIS Staff may not get to these changes on a timely basis for your needs. Please contact HRIS Staff if you discover failures when trying to run any HRIS queries and reports.

Business Unit

With the implementation of the new COMPASS Financial system, Finance has requested a new Business Unit be implemented, titled '**OTHER**'. To date, you have seen Business Unit '**MPLMN**' in HRIS. This Business Unit has been applied to all Departments, Boards and Agencies.

The new, 2nd Business Unit used in HRIS and appearing on each applicable employee's job record, will allow the Financial system to maintain a separate set of accounting records for Minneapolis Public Housing Agency, Minneapolis Neighborhood Revitalization and the Youth Board.

The system will automatically maintain the appropriate Business Unit for you, based on the employee's Company and Department in HRIS.

Below is an example of the new 2nd Business Unit.

The screenshot displays the HRIS interface for an employee with ID 060163. The 'Work Location' tab is active, showing various fields for job information. The 'Business Unit' field is highlighted in red and set to 'OTHER'. Other fields include HR Status (Active), Payroll Status (Active), Effective Date (11/23/2007), Sequence (0), Action / Reason (Transfer), Last Start Date (06/29/1987), Termination Date, Expected Job End Date, Position Number, Regulatory Region (USA), Company (MPH), Department (PUBLIC HOUSING), Location (H2900), and Establishment ID (MPLS).

Field	Value
HR Status:	Active
Payroll Status:	Active
'Effective Date:	11/23/2007
Sequence:	0
Action / Reason:	Transfer
Last Start Date:	06/29/1987
Termination Date:	
Expected Job End Date:	
Position Number:	
Regulatory Region:	USA
Company:	MPH
Business Unit:	OTHER
'Department:	2900000
'Location:	H2900
Establishment ID:	MPLS

All employees who are **not** Minneapolis Public Housing Authority (MPHA), Neighborhood Revitalization Program (NRP) or Youth Coordinating Board (YCB), will continue to have Business Unit '**MPLMN**' and Company Code **MPL**.

Salaried Employees

Many HRIS job codes are classified as “exempt” under the Fair Labor Standards Act. As a result, employees working in these jobs are generally considered to be ‘salaried’ and may not be eligible for overtime pay.

Although HRIS does track an employee’s FLSA status, we have never differentiated between salaried and hourly employees. It is important for HRIS users to understand both employee types and how the system will process salaried vs hourly employees.

The Time and Labor module implementation has been a catalyst in the City’s decision to begin coding the employee type as either salaried or hourly. Use of this field provides additional system data to assist with automated payroll processing for ‘exception employees’ and supports the Fair Labor & Standards Act (FLSA).

The screenshot displays the 'Payroll Information' section of an HRIS system. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, the employee's ID is 050560 and the record number is 0. The 'Payroll Information' section includes fields for 'Effective Date' (10/14/2007), 'Effective Sequence' (0), and 'Job Indicator' (Primary Job). The 'Action / Reason' is listed as 'Transfer' and 'Reorganization'. The 'Payroll System' is 'Payroll for North America'. A detailed view of 'Payroll for North America' shows 'Pay Group' as 'CCE' (City Council Exception Empl), 'Employee Type' as 'S' (Salaried), 'Tax Location Code' as 'MPLMN' (MplsMN), and 'FICA Status' as 'Subject'. There are blue arrows pointing to the 'CCE' and 'S' fields. At the bottom, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'Classification Hours'.

When is Salaried Used

An employee’s Job record must meet the following conditions to be considered salaried:

- The Job code is FLSA exempt (as defined by the law)
- The Position is ‘Regular’ (aka permanent); not ‘Temporary or Seasonal’
- The Employee is Full or Part-time, and not Intermittent
- The Employee **does not** have an active additional job such as a concurrent or detail assignment.

- If an employee has more than one active Job record, HRIS Payroll reps must treat all Job records as 'hourly' to ensure the appropriate wage is paid. ***(The next section provides information on how to handle multiple jobs.)***

Multiple Jobs

If an employee works in multiple jobs, they will have more than one employee record. Below is an example of an employee with two active job records.

Find an Existing Value

EmplID:
Empl Rcd Nbr:
Name:
Last Name:
Second Name:
Alternate Character Name:
Middle Name:

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
0664280		Barb		(blank)	(blank)	Ann
0664281		Barb		(blank)	(blank)	Ann

The payroll rep is responsible for ensuring the employee is paid properly when they are in a multiple job status. When an employee has multiple active jobs in HRIS, verify the following to guarantee that the employee is paid properly for the situation:

- The **Company** on both the zero and detail records **MUST match**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **Insert Row**

EMP ID: 064096 Empl Rcd #: 0

Insert Job row in 0 record use 'Action' & Reason as stated

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Active

Effective Date: 12/15/2007 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Change Pay Group Change

Last Start Date: 11/30/1992 Termination Date: Current

Expected Job End Date Position Number: 00003474 Office Support Specialist II-C Position Entry Date: 11/05/2001

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: MPL City of Minneapolis **Verify COMPANY matches with 'detail' record**

Business Unit: MPLMN Minneapolis MN

Department: 6000000 PW - ENGINEERING DESIGN Department Entry Date: 11/05/2001

Location: C6025 PW Eng Dsn Street Design

Establishment ID: MPLS City of Minneapolis

Date Created: 12/15/2007

- **Paygroups on both the zero and detail records MUST be 'Positive Paygroups'.**

(Note: Paygroups ending in 'E' are 'exception' paygroups. Paygroups ending in 'P' or 'K' for the Park Board are positive paygroups.)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: 064096 Empl Rcd #: 0

Payroll Information Find First 1 of 1 Last

Effective Date: 10/14/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Transfer Reorganization Current

Payroll System: Payroll for North America

Both records MUST have a 'Positive Paygroup'

Payroll for North America

Pay Group: PWP Public Wks Positive Employees Holiday Schedule: NONE No Holiday

'Employee Type': H Hourly **Both records MUST be 'Hourly' FICA Status: Subject**

Tax Location Code: MPLMN MplsMN

GL Pay Type: Combination Code: Edit ChartFields

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: 064096 Empl Rcd #: 1

Payroll Information Find First 1 of 1 Last

Effective Date: 10/14/2007 Effective Sequence: 0 Job Indicator: Secondary Job

Action / Reason: Transfer Reorganization Current

Payroll System: Payroll for North America

Both records MUST have a 'Positive Paygroup'

Payroll for North America

Pay Group: PWP Public Wks Positive Employees Holiday Schedule: NONE No Holiday

'Employee Type': H Hourly **Both records MUST have 'Hourly' FICA Status: Subject**

Tax Location Code: MPLMN MplsMN

GL Pay Type: Combination Code: Edit ChartFields

- **Employee Type** MUST be 'Hourly' on all records. Change the 'salaried' employee type to 'hourly' on all job records, regardless of the employee's exempt FLSA status.

NOTE: If the employee type is not 'hourly' on all active records, it is possible for the employee to receive *double pay or wages* from the wrong record. Employee type must be 'hourly' on all active records, so the payroll rep can enter time for the appropriate job record (0, 1, 2, etc.).

- Verify that the **Step** is in the record. If not, add the **Step** and click on **Default Pay Components** to make sure wage information has not disappeared.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: 066428 Empl Rcd #: 0

Salary Plan Find First 1 of 2 Last

Effective Date: 12/17/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg Pay Group Change History

Salary Administration Plan: CNR Grade: 34M Grade Entry Date: 04/22/2007
 Includes Wage Progression Rule: Step: 7 Step Entry Date: 06/09/2007

Make sure Step is still in the record

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Classification Hours

- Standard Hours MUST be 'zero' on the additional job records.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

EMP ID: 064096 Empl Rcd #: 1

Job Information Find First 1 of 1 Last

Effective Date: 10/14/2007 Effective Sequence: 0 Job Indicator: Secondary Job
 Action / Reason: Transfer Reorganization Current

'Job Code: 00350C Administrative Analyst II-C Entry Date: 07/18/2007
 Supervisor Level: Supervisor ID: Reports To:
 'Regular/Temporary: Regular 'Full Part: Full-Time
 Empl Class: Certified 'Officer Code: Non-Sworn
 'Regular Shift: N/A Shift Rate:
 'Classified Indc: Detail

STD Hrs. MUST be 0 on the detail record

Standard Hours

Standard Hours: 0.00 Combined Std Hours / FTE: 40.00 / 1.000000
 Work Period: W Weekly
 FTE: 0.000000

- If the employee’s FLSA status is ‘exempt’ the employee will remain ‘exempt’ on their job record as this field **does not change**.

End Multiple Jobs

When the additional job(s) has ended and you have inserted a row to ‘End Additional Job’, your next steps should be to adjust the employee’s 0 Job record as follows:

- The paygroup should be changed back to an exception **Paygroup ending in ‘E’**.
- Change the **Employee Type back to ‘salaried’**, providing their FLSA code continues to support that status.

Use the following matrix to determine Company, Paygroup and Employee Type that should be selected when multiple jobs are in use.

Employee Classifications Matrix

	1+	Hourly-Positive	Hourly-Exception	Salaried
1+				
0				
Hourly-Positive		Rcd# 0 • No change required Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • No change required Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • No change required Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)
Hourly-Exception		Rcd# 0 • Change Paygroup to Positive Pay Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • Change Paygroup to Positive Pay Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • Change Paygroup to Positive Pay Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)
Salaried		Rcd# 0 • Change Paygroup to Positive Pay • Change Salaried to Hourly Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • Change Paygroup to Positive Pay • Change Salaried to Hourly Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)	Rcd# 0 • Change Paygroup to Positive Pay • Change Salaried to Hourly Rcd# > 0 • Match Company, Paygroup, Hourly • Standard Hours = 0 (no T&L schedule)



When an employee’s multiple job has ended, make sure to **terminate the job** and reset the employee’s primary job back to the original or proper classifications.



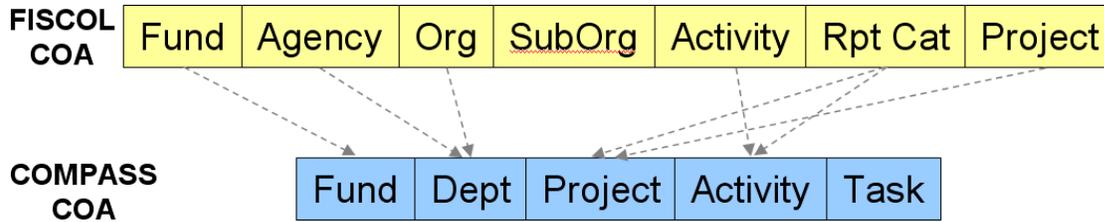
Review Questions

An hourly exception employee is to be detailed to a 'Salaried' position. Fill in the following blanks using the Matrix on the previous page to assist you:

1. Empl Record 0 is paygroup PWP
Empl Record 1 is paygroup PWE
Both paygroups should both be: _____
2. Employee Type on Record 0 is Hourly
Employee Type on Record 1 is Salaried
Both Employee Types should be changed to _____
3. Standard Hours on the 'detail' or 'concurrent' record should always be _____.

City's Chart of Accounts

The City's COA is changing dramatically. The diagram below shows a comparison of the current and new COA and how it is mapped.



COMPASS Chart of Accounts (COA)

Fund: 5 characters
 Dept: 7 characters
 Project: 15 characters (or less)
 Activity: 15 characters (or less)
 Task: 8 characters (or less)

The complete COMBO Code will have 35 characters or less. It will include Fund, Dept, Project and Task (if applicable). It does NOT include the Activity.

Combo Code Examples

Combo Code	Project?	Task?
001008150100--	No	No
001004000100CPV042SW-	Yes	No
001008200210-4001001	No	Yes

For additional detail on each new field, see pages 49 through 52.

Default Combination Codes

HRIS users are accustomed to using the Job Earnings Distribution page in 'Job' to assign employees their default funding string(s). Job Earnings Distribution is changing slightly but will still be used in a similar manner.

Job Earnings Distribution

The current Job Earnings Distribution page breaks down Fund, Agency, Org, Suborg, etc. into separate fields.

Example of a current Earnings Distribution Page

Job Earnings Distribution

EMP ID: 062577 Empl Rcd #: 0

Earnings Distribution Type Find First 1 of 1 Last

Effective Date: 01/07/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Pay Rtg Chg Collective Bargain Agreement Current

Standard Hours: 40.00 Work Period: W Weekly
 Compensation Rate: 65.995673 Comp Freq: H Hourly

*Earnings Distribution Type: By Percent MPL

Job Earnings Distribution Find First 1-2 of 2 Last

Unit: MPLMN 'Earn Code: REG Shift: N/A Regular

Fund	Agency	Org	Suborg	Activity	Rpt Cat	Job/Project	Distrb %
0100	815	8160					95.000

Unit: MPLMN 'Earn Code: REG Shift: N/A Regular

Fund	Agency	Org	Suborg	Activity	Rpt Cat	Job/Project	Distrb %
6900	815	8162				ADR00005	5.000

Job Data Employment Data **Earnings Distribution** Benefits Program Participation Classification Hours

The new Job Earnings Distribution uses a Combination Code that also breaks down into individual components, Account, Department ID, Project, Fund or Task.

Edit or Change Earnings Distribution

1. Locate the employees record

2. Insert a row in 'Job'
3. Click on the Earnings Distribution link to open that page.

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)

EMP ID: 080419 Empl Rcd #: 0

Work Location Find First 1 of 21 Last

HR Status: Active Payroll Status: Active

Effective Date: 11/01/14/2007 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Data Change Earnings Distribution Chg

Last Start Date: 02/13/1974 Termination Date:

Expected Job End Date:

Position Number: 00002878 Manager Accounting-C Position Entry Date: 07/01/1997

Position Management Record

Regulatory Region: USA United States

Company: MPL City of Minneapolis

Business Unit: MPLMN Minneapolis MN

Department: 8200000 FINANCE DEPARTMENT Department Entry Date: 02/13/1974

Location: C8230 Finance Managerial Acctg Bdgt

Establishment ID: MPLS City of Minneapolis

Date Created: 11/14/2007

Next, Click here

Job Data
 [Employment Data](#)
[Earnings Distribution](#)
[Benefits Program Participation](#)
[Classification Hours](#)

Job Earnings Distribution

EMP ID: 080419 Empl Rcd #: 0

Earnings Distribution Type Find First 1 of 2 Last

Effective Date: 12/14/2007 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Data Chg Earnings Distribution Change Current

Standard Hours: 40.00 Work Period: W Weekly
 Compensation Rate: 35.733480 Comp Freq: H Hourly

Earnings Distribution Type: By Percent

Job Earnings Distribution Find First 1.2 of 2 Last

Position	Unit	Department	Job Code	Shift	Compensation Rate	Std Hrs	Distrib %
REG	Regular						100.000

Earnings Chartfields
 Combination Code: 001008200210 Edit ChartFields

Position: MPLMN Department: Job Code: Shift: N/A
 Earn Code: REG GL Pay Type: Compensation Rate: Std Hrs: Distrib %

Earnings Chartfields
 Combination Code: Edit ChartFields

Annotations: Blue arrows point to 'Add a row for a 2nd distribution & codes', 'Change %'s here', and 'Change Codes here'.

ChartField Detail

Combination Code: 01008150100 Search Options Search Combination Codes

Never use a 'Home Level Department' in this area.

Acct	DeptID	Proj/Grt	Fund	Task
400001	8150100		00100	

Ok Cancel

Annotation: Blue arrow points to DeptID 8150100.

- The first highlighted value shown in this example (Acct) is used by the COMPASS Financial system only. The Acct value **will always default to be '400001'** and represents salaries and wages.
- Enter the Department ID (**8150100**).
- Enter **Project ID** if applicable.
- Enter appropriate Fund (**00100** = General Operations Fund).
- If appropriate, enter the **Task**.
- Adjust the **percentage %** of the employee's earnings distribution for each funding string, as previously done.

EMP

ID: 080419

Empl Rcd #: 0

Earnings Distribution Type Find First 1 of 2 Last

Effective Date: 12/14/2007 Effective Sequence: 0 Job Indicator: Primary Job
Action / Reason: Data Chg Earnings Distribution Change Current

Standard Hours: 40.00 Work Period: W Weekly
Compensation Rate: 35.733480 Comp Freq: H Hourly

Earnings Distribution Type: By Percent

Job Earnings Distribution Find First 1-2 of 2 Last

Position Unit Department Job Code Shift % change
MPLMN N/A

Earn Code GL Pay Type Compensation Rate Std Hrs Distrib %
REG Regular 50.000

Earnings Chartfields
Combination Code: 001008200210 Edit ChartFields

Position Unit Department Job Code Shift
MPLMN N/A

Earn Code GL Pay Type Compensation Rate Std Hrs Distrib %
REG Regular 50.000

Earnings Chartfields
Combination Code: 001008150300-- Edit ChartFields

Payroll Schedule

The HRIS payroll schedule is changing slightly with the implementation of the Time & Labor module. HRIS Department Reps have a longer window to process Job Data changes in HRIS. In the past, the typical cut-off for employee data changes affecting payroll was noon on Friday just prior to the pay period end date. The new normal cut-off is now 5pm on the Monday following the pay end date.

Payroll Schedule Overview

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
Pay Period Begin						
	Employee maintenance & Time entry	Employee maintenance & Time entry	Employee maintenance & Time entry	Employee maintenance & Time entry	Employee maintenance & Time entry	Pay Period End
	Employee maintenance & time entry (cut-off 5pm) & Time entry	Time entry only	Time entry only	Time entry only	Time entry only (cut-off 10am)	
					Pay Day	

Retroactive Pay

Retroactive wage payments are required periodically, when a union contract that includes new pay rates and job related changes, occurs long after the previous union contract has expired.

In HRIS, the process to implement the new contract and corresponding wage changes, is called “mass” retro pay. Retro pay is generally required for large groups of bargaining unit employees and is retroactive to an effective date occurring in the past.

Centralized Processing

The City’s Labor Relations department, Board and Agency Labor Relations staff will provide HRIS Staff with signed documentation approving the union contract, along with specific instructions dictating a processing deadline for completion of the retro pay. To request corrections to retro pay for any employee contact HRIS Staff.

HRIS HR Staff will set up and run the required retro pay process on the Tuesday before paysheets are created. Queries of the employee retro pay calculations will be sent to the appropriate payroll supervisors, to allow time for them to audit and request any retro pay corrections for any employee.

The process:

- Compares actual wages paid from previously processed payroll data to the new rate and calculates the difference for payment to each employee.
- Determines the balance due to the employee and adds it, along with an appropriate earnings code, to each affected union employee’s payline.
- Retropay will be charged to each Department’s default coding.

(This process is a tool used to assist the users and avoids the need to complete a manual calculation for each union employee.)

NOTE: Previously, PEIRS users processed retro pay through PEIRS, not HRIS, but with the implementation of Time and Labor, the process will be handled totally by HRIS Staff.

Non-exempt and Exempt with hour tracking (project costing or grants)



CITY OF MINNEAPOLIS
ALL EXEMPT AND NON-EXEMPT EMPLOYEES WHO MUST TRACK HOURS
INCLUDING HOURS FOR GRANT AND/OR PROJECT COSTING PURPOSES

EMPLOYEE NAME:	John Doe	EMPLOYEE ID:	010101
JOB TITLE:	Account Clerk I	BARGAINING UNIT:	CAF
DEPARTMENT:	Finance	DEPARTMENT ID:	8200100
PAY GROUP:	CCP	PAY PERIOD ENDING:	January 5, 2008

For Time and Labor: If given a project code, you must have an activity code. A valid combination code requires at least the fund (5) and department (7) fields, but can also include task (3-8) and project code (up to 15). Example FFFFDDDDDDOTTTTTTPPPPPPPPPPPPP. If no task is given use a dash as a place marker, if no project is given use a dash as a place marker.

														COMPASS CODING (CHART OF ACCOUNTS)							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Fund	Department	Task	Project	Activity ID	TRC	Total	
12/23	12/24	12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5							REG	
																			REG		
																			REG		
																			REG		
																			REG		
																			VAC		
																			SCK		
																			FM*		
																			OTH		
																			CTU		
																			CE2		
																			OT2		
														← Daily Totals			Total				

*FM=with psych leave hours; FM=with psych leave hours; FM=with out pay.

I certify that the above hours are true and correct:

EMPLOYEE SIGNATURE	DATE	SUPERVISOR / MANAGER APPROVAL	DATE	TOTAL

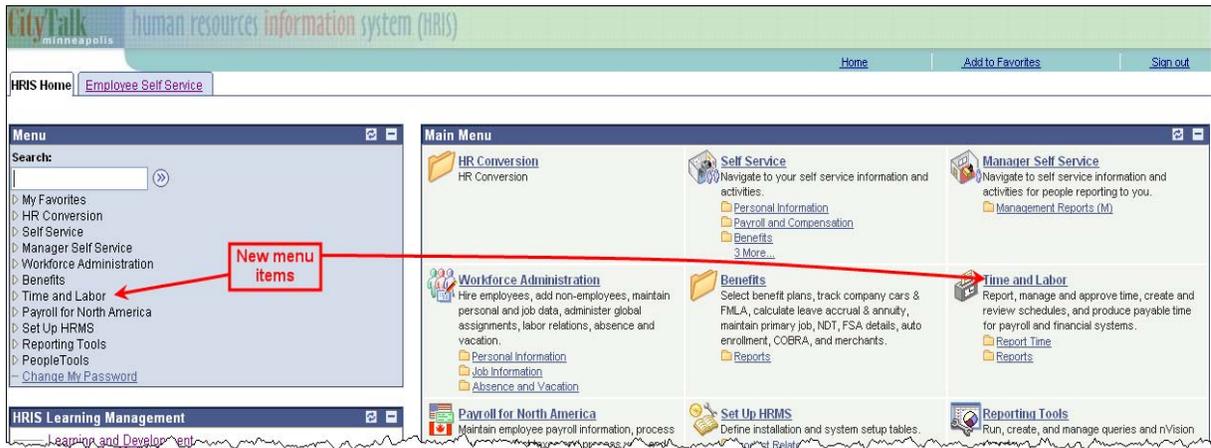
Time & Labor “Bare Bones”

The City has invested in a new software module that will support the City’s long-term time reporting and project costing needs. All of the changes in HRIS are being made to meet COMPASS’ objectives for more efficient business processes and to provide accurate and timely financial information that will better support management decisions.

During Phase II of the COMPASS project, providing there are funds available, the HRIS Time and Labor module will be expanded to include self service features, currently excluded from the Time and Labor implementation (hence ‘Bare Bones’). Full blown Time and Labor will allow City, Board and Agency staff to submit their time online from their desk tops rather than submitting it on paper to department payroll clerks.

Navigation

Payroll users will see a new menu item called Time and Labor. Since we have implemented only “bare bones” functionality, there are limited items you can access and use.



Time and Labor
 Report, manage and approve time, create and review schedules, and produce payable time for payroll and financial systems.

- [Report Time](#)
- [Reports](#)

Even though the menu indicates you can approve time, this is **not** part of “bare bones” functionality. Bare Bones Time and Labor assumes that any time entered by you is already approved by the employee’s supervisor, as is currently the case.

Click Time and Labor > Report Time > Timesheet

Reporting Time

Searching for Timesheets

The user can perform a search for employee online timesheets using multiple parameters on the search page.

Examples:

- You can search for a single employee based on Empl Id or Last Name.
- You can search for all employees within a specific Department.
IMPORTANT NOTE: System security allows you to retrieve only employees within your Department. If you retrieve an entire large Department, the system may slow considerably.
- In addition, you can search by Job Code, Job Description, Location Code, Supervisor ID (*currently used only by the Park Board*) and the Reports To field.
- ***Park Board Supervisors only:*** Enter your **own Employee ID in the Supervisor ID field** to retrieve employees reporting to you who are not in 'position management job'. Additionally, some of the employees who report to you WILL have a 'position', so you should next retrieve any employees in this category by entering your Supervisor Position ID, located in your job record in HRIS. Park payroll staff can assist by giving you the appropriate ID's to use for these searches.

Most Payroll Reps will search by Dept. ID (for groups), or by the Employee ID or Last Name (for individuals).

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	815
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>

Get Employees

Always use this button NOT the enter key

Which pay cycle do you need for time entry?

Key any day within the cycle being worked

View By: Week Date: 12/11/2007 Refresh << Previous Week Next Week >>

Find your returned list below

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department	Location Code	Supervisor
Amr	HR Senior Consultant-C	8.00	0.00	20.00		8.00	0.00	067412	0	05428C	8150000	C8156	

Note: Always use the Get Employees button to access the list of employees.

When the list returns at the bottom of the search page, you will see that the list is sorted by 'first' name. By clicking on the individual headings on the list, you can resort the data by:

- Job Description
- Reported Hours
- Scheduled Hours
- Exceptions (*locates potential errors requiring correction*)
- Employee ID
- Employee Job Record Numbers
- Job Code
- Department
- Location Code
- Supervisor ID (Park only)
- Reports To

NOTE: For initial time entry, sort your paper timesheets to match the sort you select for the online list, e.g., by Employee ID.

You can explore other methods of narrowing your search. Use whatever works best for you.

Sort employees by column headings and sort your paper timesheets in the same manner!

View By: Week Date: 12/07/2007 Refresh << Previous Week Next Week >>

Employees For Sandra Allhouse, Totals From 12/02/2007 - 12/08/2007 Customize | Find

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Emp Rcd Nbr	Job	Department	Location Code	Supervisor ID
Abdirizak Ahmed	Community Organizer-C	0.00	0.00	0.00		0.00	0.00	099039	0	C02316	8150000	C8155	
Adrece Thighman	Student Intern Undergraduate-C	0.00	0.00	40.00		0.00	0.00	099203	0	C09485	8150000	C8155	
Adrienne Wade-Scott	HR Senior Consultant-C	0.00	0.00	40.00		0.00	0.00	112335	0	05428C	8150000	C8155	
Amy Friedman	HR Senior Consultant-C	0.00	0.00	20.00		0.00	0.00	067412	0	05428C	8150000	C8156	
Amy Hirsch	HR Consultant, Confidential-C	0.00	0.00	40.00		0.00	0.00	102425	0	05419C	8150000	C8160	
Anita Williams-Jordan	CityWorks Trainee II AFSCME-C	0.00	0.00	40.00		0.00	0.00	102128	0	C01890	8150000	C8155	
Ann Thompson	Director Human Resources-C	0.00	0.00	40.00		0.00	0.00	067757	0	C03340	8150000	C8154	
Archimedes Carlos	HR Senior Consultant-C	0.00	0.00	40.00		0.00	0.00	102870	0	05428C	8150000	C8155	
Aurelia Spann	HR Consultant-C	0.00	0.00	0.00		0.00	0.00	056651	1	05418C	8150000	C8155	
Barbara Joseph	Clerk Typist II-C	0.00	0.00	40.00		0.00	0.00	099118	0	02200C	8150000	C8155	
Barbara Payton	HR Senior Consultant-C	0.00	0.00	40.00		0.00	0.00	066428	0	05428C	8150000	C8156	
Barbara Payton	HR Senior Consultant-C	0.00	0.00	0.00		0.00	0.00	066428	1	05428C	8150000	C8156	
Betty Stanifer	HR Senior Consultant-C	0.00	0.00	24.00		0.00	0.00	067463	0	05428C	8150000	C8160	
Betty Stanifer	HR Senior Consultant-C	0.00	0.00	0.00		0.00	0.00	067463	1	05428C	8150000	C8162	062577
Bonita Zelazny	HR Consultant-C	0.00	0.00	40.00		0.00	0.00	068411	0	05418C	8150000	C8155	
Bonito Van Dyke	Community Organizer-C	0.00	0.00	0.00		0.00	0.00	102887	0	C02316	8150000	C8155	

HRIS is maintained by Minneapolis Business Information Services. Questions or Comments? Contact (800) 262-3112 or hris@ci.minneapolis.mn.us

NEXT: Click on the highlighted employee's name to open their timesheet for time entry.

NOTE: If an employee has more than one line in the return list, you will know that the employee has more than one job record, e.g., records, 0, 1, 2, etc. for time entry.

View By: Date: << Previous Week Next Week >> [Has a detail or concurrent job](#)

Employees For Sandra Allshouse, Totals From 11/25/2007 - 12/01/2007 [Customize](#) | [E](#)

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Emp. Rec. No.	Job	Department	Location Code	Supervisor ID
William Shroyer	Arborist-P	0.00	0.00	40.00		0.00	0.00	000 100737	0	10680P	7100000	P7329	
William Shroyer	Arborist Crew Leader-P	0.00	0.00	0.00		0.00	0.00	000 100737	1	10670P	7100000	P7329	
William Shroyer	Modified Duty Worker Temp-P	0.00	0.00	0.00		0.00	0.00	000 100737	2	07150P	7100000	P7329	

The multiple records return on the list in order. You will have to make sure you follow the rules for time entry (provided in a later section of this manual) for multiple jobs and enter the time on the correct record, to guarantee accurate payment.

NOTE: You will NOT be able to enter your own time, which is a built in security measure in the software. You will have to have your 'backup' enter the time for your pay check.

The Timesheet

After selecting an employee from the search list, a blank timesheet will appear.

Timesheet

Job Title: HR Consultant-C EmplID: 068411 Empl Rcd Nbr: 0

View By: Time Period Date: 11/25/2007 Refresh

Reported Hours: 0.00 Hours Time Reporting Type: Exception

Scheduled Hours: 80.00 Hours Employee Type: Salaried

From Sunday 11/25/2007 to Saturday 12/08/2007

Timesheet Overrides [FFI]

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8			
																COM
																COM
																COM

Submit Apply Schedule

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

Reported Hours Summary - click to view

Balances - click to view

Click here for instructions on locating a different pay period and 'refreshing' this page

To locate a previous or future pay period

If the exception employee has no projects or tasks, you key only exception time, e.g., sick or vacation.

All employees whether 'exception or positive pay' have a schedule that can be applied to save data entry time.

Timesheet - Time Period (Pay Cycle)

- The timesheet should open to the 'current' pay cycle, ready for data entry. If you wish to review previous time or enter future time, you can do so by selecting a new pay period begin date.

NOTE: The default 'Date' is six (6) days prior to the current date.

- Each timesheet begins with a Sunday, which is the pay period begin date.
- Each pay period ends with a Saturday, which is the pay period end date.
- Three blank lines are defaulted but you can add additional rows by clicking the insert  button at the far right of the page. Blank rows can be left alone as the system will automatically remove them.

Timesheet - Status/Summary/Balance

If you click on **Reported Time Status** you can view a summary of the time you've entered per day for the employee, along with the TRC's and any comments. You can add comments to any date.

If you click on [Reported Hours Summary](#) you can view total hours reported for this employee by the week.

If you click on [Balances](#) you can view Sick and Vacation Leave balances before payroll is processed. This will help you to know if the employee has sick or vacation time to draw on for this current pay check. It **DOES NOT** decrease as you enter exception time. The Balances will adjust only after the current payroll has been confirmed.

NOTE: [Balances](#) will NOT be immediately available in HRIS. They should be available within the First Quarter of 2008.

Timesheet – Links (Go To)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

The first three links are not available with 'Bare Bones' Time & Labor and **we hope to have them taken off of the bottom of the Timesheet for 'Go Live'.**

Add additional time recording fields to the timesheet

This is the second half of the expanded timesheet

To delete rows, click on the - To add rows, click on the +

Business Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Resource Type		
MPLMN	<input type="text"/>						
MPLMN	<input type="text"/>						
MPLMN	<input type="text"/>						

NOTE: There is a log of everyone who is entering time that can be reviewed periodically by HRIS Administration.

Change the Pay Period

To view a timesheet for a different period, change the date at the top of the timesheet and click on [Refresh](#). You can enter any date that falls within the pay period you are interested in working with. You also have the following pay period navigation options:

- [Previous Time Period](#) will go back one cycle.
- [Next Time Period](#) will move ahead one cycle.

NOTE: You can only enter time for the current payroll cycle and one previous pay period (to make 'previous' pay period adjustments). Any adjustments required for an earlier period will be processed by Central Payroll in the paylines.

Navigate to Another Employee's Timesheet

If you performed a search that brought back several employees (e.g. Search for Department), you can move between the employee returned in the search.

- **Previous Employee** to open a timesheet for the employee previous in the search list.
- **Next Employee** to open a timesheet for the employee next in the search list.

NOTES:

- All employees have a schedule based on their Standard Hours on the Job Information page.
- The Time Reporting Type Is either 'Positive' or 'Exception'.
- The Employee Type is 'Hourly' or 'Salaried'.

Apply Schedule

The **Apply Schedule** is a convenience button. It allows you to populate the active timesheet with the standard hours the employee normally works. Once you've applied the schedule, you can make modifications to the hours as necessary.

- A **Positive Pay Hourly employee** will most likely have variable hours and/or projects or tasks to record. You can **Apply Schedule** to save time. You would just need to add Project/Activity or Task coding, if applicable, for Project Costing.
- With the majority of **Exception Hourly employees** they will have only 80 hours, with periodic exceptions for sick, vacation, comp, and overtime hours. You can **Apply Schedule** in these cases, just to see the scheduled 80 hours, and then enter the exceptions or you can save time by entering just the exceptions.
- An **Exception Salaried** employee will always be paid 1/26th of their annual wage. You must enter exceptions for sick or vacation time so their leave balances will be adjusted. You will save time by not using **Apply Schedule** and entering exceptions only. If the **Exception Salaried** employee works on projects or tasks, you will have to enter all time submitted for Project Costing purposes.

NOTE: Anyone submitting time for identified Projects and Activities or Tasks **MUST** have their time entered on the Timesheet in order for the Project and Task expense records to load in the Project Costing Finance module.

Submit Time (Save)

is the button you click to SAVE the time and exceptions you have entered in the timesheet. Even after you you can return to the timesheet at a later time and enter corrections for re-submission.

NOTE: You can use [Return to Select Employee](#) at the bottom of the page to return to your timesheet search page OR click [Next Employee](#) at the top of the timesheet if your last search returned multiple employees.

Entering Time in the 1st Half of the Timesheet

Timesheet

EmpID: 068411
 Job Title: HR Consultant-C Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)
[<< Previous Employee](#) [Next Employee >>](#)

Reported Hours: 0.00 Hours Time Reporting Type: Exception
 Scheduled Hours: 80.00 Hours Employee Type: Salaried

From Sunday 11/25/2007 to Saturday 12/08/2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8			
<input type="text"/>		<input type="text"/>	COM													
<input type="text"/>		<input type="text"/>	COM													
<input type="text"/>		<input type="text"/>	COM													

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)
[Balances - click to view](#)

- Enter time worked for each day, as reported on the paper timesheet.

Note: If entering SK1, SK2, SK3 (Annual Sick Leave payout) VAP (Vacation payoff), VAB, VAS, SKB, SKS, SKR (Vac. & Sick time bought, sold, retirement pay plan), CPP (adjust sick, vac. Or comp payout) enter the time on a day the employee did not work and was not scheduled to work (e.g. Saturday for a Monday through Friday employee). ADS and ADV (adjustments **MUST** be done on paylines only in order to impact leave balances as these are retro-adjustments!),

- Click the drop down for the 'Time Reporting Code' (they match current Earning Codes) for the proper time description code. The drop down will provide you with only those TRC's applicable to your workgroups.

NOTE: New TRC's can be added to Workgroups as needed.

- 'Time Reporting Type' indicates if the employee is designated as exception or positive pay employee (which is based on paygroup).
- You will need one line for each 'type' of time or expense reimbursement reported via TRC code. Examples: REG (regular worked **hrs**), SCK (sick time **hrs**), EPK (parking \$expense\$ **dollars**), EMR (mileage **miles units**), LLR or LLT (premium for **hrs**).

Note: TRC's are set up as hours, dollars and units depending upon the type of TRC/Earnings code they have been designated. This allows the TRC to calculate reimbursements appropriately.

- You can add or delete additional time reporting rows by using the   buttons to the far right of the online timesheet.
- 'Taskgroup' will always default to 'COM' (City of Mpls).
- If this is a **salaried (no overtime) or hourly (working basically the same hours every week)**, 'exception' employee you need only enter exception time, e.g., hours for sick, vacation, etc. The earnings distribution coding from the job record should default into the timesheet.
- If you have an **hourly exception employee** or **hourly positive employee** with unpaid leave, this can be recorded by **entering a day's hours** using TRC code **NOWRK** (no work) on that line. You can either enter just the one line exception or  so you can view the whole pay period and then enter the 'unpaid' hours with TRC NOWRK.
- If are entering time for an...
 - **hourly employee,**
 - **salaried employee reporting project or task work, or**
 - **employee with a detail or concurrent job,**

The employee must be treated as a 'positive pay' employee. Time should be entered with the Combo Code, Project ID & Activity OR the Account, Department, Fund & Task on the 2nd half of the timesheet. If there is no Project or Task, use either the Combo Code or Account, Department ID and Fund.

- If you click on **Apply Schedule** you will view time estimated by the system, based on standard hours in the Job record with a default funding string from Earnings Distribution. You need only review for accuracy against the paper timesheet, make any adjustments necessary, including TRC's and funding strings and then click **Submit** to 'save' the time for that employee. The 'schedule' is a **time saving convenience only, saving you time with data entry**, but you still have to apply your 'audit skills' to verify accuracy.

The following example shows a part-time employee. The employee's standard hours on the Job Data record is 20 hours. As a result, the employee's scheduled hours for the pay period are 40 hours. By clicking the Apply Schedule button, the system will preload the employee's hours based on their standard hours and their default funding string (Combo Code) on Job Earnings Distribution.

Timesheet

EmpID: 067412
 Job Title: HR Senior Consultant-C Empl Rcd Nbr: 0

[Click for Instructions](#)
 View By: Date: 12/09/2007 << Previous Time Period Next Time Period >>
 << Previous Employee Next Employee >>

Populate Time From: Schedule Information
 Reported Hours: 0.00 Hours Time Reporting Type: Exception
 Scheduled Hours: 40.00 Hours Employee Type: Salaried

From Sunday 12/09/2007 to Saturday 12/22/2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Business Unit
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00			(Invalid Value)	COM	MPLMN

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

Click on Apply Schedule and use the drop down to select the TRC.

NOTE: If you have an hourly positive pay employee that will have unpaid time recorded, enter the unpaid hours in the appropriate day and use TRC code NOWRK (no work) on that line. You can either enter just the one line exception or **Apply Schedule** so you can view the whole pay period, insert a line for the unpaid days, selecting the 'NOWRK' TRC.

Timesheet

EmplID: 067463

Job Title: HR Senior Consultant-C

Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)

[<< Previous Employee](#) [Next Employee >>](#)

Populate Time From: Schedule Information

Reported Hours: 0.00 Hours

Time Reporting Type: Positive

Scheduled Hours: 48.00 Hours

Employee Type: Hourly

From Sunday 12/09/2007 to Saturday 12/22/2007

Timesheet														Overrides			
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Business Unit
12/9	12/10	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22				
	4.80	4.80	4.80					4.80	4.80	4.80					REG - Regular Earnings	COM	MPLMN
				4.80	4.80						4.80	4.80			NOWRK - Scheduled Day not	COM	MPLMN

Schedule is based on STD hrs in Job, but employee did not work Thurs. or Fri.

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

Completing the 2nd Half of the Timesheet (to the right)

Business Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Resource Type
MPLMN	001008200210-4001000	MPLMN			LABOR
MPLMN					
MPLMN					

- The Business Unit will always be **MPLMN** for all employees **except** Minneapolis Public Housing (MPHA), Neighborhood Revitalization (NRP) and the Youth Coordinating Board. The Business Unit for these three agencies will be **OTHER**.
- The Combo Code (maximum of 35 characters) is a condensed version of the City's new chart of accounts funding string, an example would be:
 - Account 6 characters (400001 for payroll)
 - Dept/Org 7 characters (HR is 8150100)
 - Fund 5 characters (00100 City Operations Fund)
 - If applicable, the Project ID up to 15 characters
 - If applicable, a Task up to 8 characters (8151000).

Look Up Combo Code

Search by: begins with

[Advanced Lookup](#)

Search Results

[View All](#)

Comprised of.

Combination Code	Description	Account	Department	Project/Grant	Product	Fund Code	Program Code	Class Field	Affiliate	Operating Unit	Alternate Account	Budget Reference	Task	Chartfield 2
001008200210	COMPASS Test- Compass Default	400001	8200210	(blank)	(blank)	00100	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
001008200210-4001000	COMPASS TestTask 4001000	400001	8200210	(blank)	(blank)	00100	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	4001000	(blank)
001008200210-4001001	COMPASS TestTask 4001001	400001	8200210	(blank)	(blank)	00100	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	4001001	(blank)

- If you know the **Combo Code**, and do not require a Project ID or Task, enter the time and Submit. The individual funding string fields will automatically fill in on the 'Override' tab of the online Timesheet.
- If the time you are entering is tied to a Project, you **can enter a Combo Code (or individual Account, Dept. ID & Fund on the Override tab page) and you MUST enter a PC (Project Costing) Business Unit**, which will always be **MPLMN** but ONLY if you are using a Project ID and Activity Code.
- **Project ID** will be either available on the paper timesheet or in the drop down list as provided to HRIS by Finance.
- **Activity ID** will be either available on the paper timesheet or in a drop down list as provided to HRIS by Finance.
- If the time you are entering is tied to a Project, you **MUST enter a Resource Type** which will always be 'Labor', but ONLY if you are using a PC Business Unit, Project ID, and Activity Code.

NOTE: If you are entering time tied to a 'Task' on the Override page, you DO NOT have to enter a PC Business Unit, Project ID, Activity or Resource code.

NOTE: If you are entering time for a Project, you MUST enter a PC Business Unit, Project ID, Activity Code and Resource Type, but NO 'Task' on the override page.

If you are entering time that is not tied to a Project or Task, enter either the COMBO Code or the Account, Department ID (can't use the home level Dept. ID) and Fund.

Timesheet Override Tab

The Timesheet Override tab should be used when you do not know the combo code to assign hours to or you need the hours to be associated with a Task.

Timesheet

EmpID: 068411
 Job Title: HR Consultant-C
 Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)
[<< Previous Employee](#) [Next Employee >>](#)

Reported Hours: 0.00 Hours
 Scheduled Hours: 80.00 Hours

Time Reporting Type: Exception
 Employee Type: Salaried

From Sunday 11/25/2007 to Saturday 12/08/2007

Timesheet Overrides

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time F
11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8		
															REG-
															SCK-
															VAC-

Time Reporting Code: REG - Regular Earnings
 Combo Code: 001008200210-4001000
 Account: 400001
 Department: 8200210
 Fund Code: 00100
 Task: 4001000

Will always be 400001

NOTE: You can use the drop down functionality provided for Department, Fund, and Task or for Project ID and Activity to validate the codes on the paper timesheet.

- **Account Code** will always be 400001, regardless of the drop down list
- **Department ID:** Please utilize the drop down and select your department code from the table list provided to HRIS by Finance.
- **Fund Code:** Please utilize the drop down and select your fund code from the table list provided to HRIS by Finance.
 - **5 Fund Groups - Numeric 1st digit indicates fund owner**
 - 0 City of Minneapolis (includes CPED)
 - 1 Park Board
 - 2 Library Board
 - 3 Municipal Building Commission
 - 4 Non-City Entities: Youth Board, MNRP, MPHA

- **9 Fund Types - Numeric 2nd digit indicates fund types**
 - 0 *General Operating Funds.*
 - 1 *Special Revenue Funds* for each activity or grant
 - 2 *Non-City Funds* – Used by non-city entities
 - 3 ***Not presently used.***
 - 4 *Capital Project* – for asset acquisition & construction
 - 5 *Debt Service* – for long-term debt.
 - 6 *Internal Service* – centralized service costs within gov't
 - 7 *Enterprise* – “Qasi-business” activities of the government.
 - 8 *Agency* - Funds held on behalf of others.
 - 9 *Account Groups*
 - Z *Investment Funds*

- **Task:** Please utilize the drop down and select the appropriate Task from the table list provided to HRIS by Finance.

NOTE: If you are submitting time that is not associated with a ‘Task’, you will leave this field blank.

- Remember, you can copy and paste to enter data in any of the fields when you have multiple lines due to multiple TRC (time reporting) codes.

If you enter an appropriate combination of Acct, Dept ID, Fund, Project, Activity **or** Acct, Dept ID, Fund, Task **or** Acct, Dept ID, Fund, the Combo Code will automatically populate on the ‘Timesheet’ tab. This also occurs in reverse, if the Combo Code is valid, the individual funding string fields will appear on the Override tab page.



NOTE: There is an automatic edit or validation factor tied to each field. If you enter a code that is not in the internal system tables, the system will ‘red out’ the line and give the message that this is not a ‘valid code’.

Submitting Time

Once you have entered all of the recorded time and corresponding Account, Department ID, Fund and if applicable, PC Business Unit, Project ID, Activity and Resource OR ‘Task’ you are ready to ‘SAVE’ the entry. Click  to ‘SAVE’ the time.

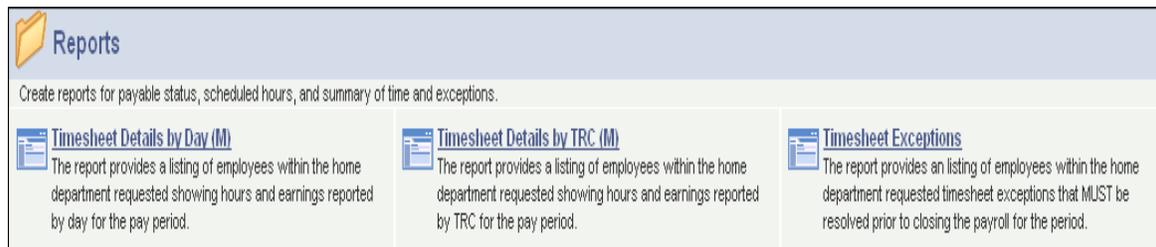
Corrections – Changes - Adjustments

- Deduction Overrides and corrections required on individual paylines will be processed only by HRIS and Central Payroll Staff. Contact either with documentation and your request before Payroll is run Friday.
- Park Board and Public Works time processors, who were able to change an employee's step(s) through PEIRS within the pay cycle can **no longer** continue that process. When a step changes it should be made on the employee's job record with effective dates.
- When you are notified to terminate an employee, please contact the employee's Supervisor to verify that you have all of the 'final' time to be processed for the 'final' payout.
- You will be able to make retroactive changes/corrections to the most recently completed payroll.
- You will be able to enter time for a future payroll, providing you have all of the data. Remember, Exception employees require only 'exception time' entry, otherwise their normal 80 hours of regular time are automatically applied.
- If entering SK1, SK2, SK3 (Annual Sick Leave payout) VAP (Vacation payoff), VAB, VAS, SKB, SKS, SKR (Vac. & Sick time bought, sold, retirement pay plan), CPP (adjust sick, vac. or comp payout) enter the time in a 'non-work day' field. ADS & ADV's must be done on the Paylines by Central payroll.
- With the change to 'salaried' type, negative entries will no longer be necessary since a salaried employee may be submitting more than 80 hrs tied to a project or task, but they will only receive pay for 80 hrs.

Reports

Payroll Registers will not be available for Department/Payroll Reps until Wednesday of the second week in the processing cycle, after Time Admin has been run, creating 'Payable Time' and forwarded to Paysheets.

However, a number of end-user Time and Labor reports **will be available** to assist Payroll and Accounting Staff to review and audit reported time before payroll is finalized and confirmed.



Reports

Create reports for payable status, scheduled hours, and summary of time and exceptions.

- Timesheet Details by Day (M)**
The report provides a listing of employees within the home department requested showing hours and earnings reported by day for the pay period.
- Timesheet Details by TRC (M)**
The report provides a listing of employees within the home department requested showing hours and earnings reported by TRC for the pay period.
- Timesheet Exceptions**
The report provides an listing of employees within the home department requested timesheet exceptions that **MUST** be resolved prior to closing the payroll for the period.

Running the reports requires the user to select specific parameters. All three reports require the same parameters as show in this example:

Department

Pay End Date 11/24/2007

Timesheet Details by Time Reporting Code

Results										
Emplid	Employee Name	TRC	Qty	Rcd#	Jobcode	Fund	Deptid	Task	Project	Activity
1										

- Select the Department employees you want to review. Remember, this is based on the employee's "home department" on the Job Data record, **not the funding string Deptid.**
 - Example: If a Human Resource employee worked all 80 hours on a Finance project, the employee would still be reported under 8150000, Human Resources, rather than 8200000, Finance. Users can only run reports for the Departments they support.
- Select the pay period you want to view. Reports can only be run beginning with the period ending 1/19/08, the **first** payroll processing in the new COMPASS/HRIS system.

Note: Periods prior to this will not be available via these reports.

Timesheet Details by Day

This report will list all employees within the department that have payable time. This includes all time entered on a timesheet as well as scheduled time for "Exception" employees. The report, unlike the previous report, includes daily detail.

Department: PW - EQUIPMENT Generate
 Pay End Date: 10/27/2007

Timesheet Details by Day

EmpId	Employee Name	Rptd Work Date	Rcd#	Jobcode	TRC	Qty	Fund	Deptid	Task	Project	Activity
152 081418	Norbert Scott	2007-10-15	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
153 081418	Norbert Scott	2007-10-16	0	01180C	HXR	7.00	06100	6750300		6078SWEEP	CL25
154 081418	Norbert Scott	2007-10-16	0	01180C	SCK	1.00	06100	6750300			
155 081418	Norbert Scott	2007-10-17	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
156 081418	Norbert Scott	2007-10-18	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
157 081418	Norbert Scott	2007-10-19	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
158 081418	Norbert Scott	2007-10-22	0	01180C	SCK	8.00	06100	6750300			
159 081418	Norbert Scott	2007-10-23	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
160 081418	Norbert Scott	2007-10-24	0	01180C	HXR	5.00	06100	6750300		6078SWEEP	CL25
161 081418	Norbert Scott	2007-10-24	0	01180C	SCK	3.00	06100	6750300			
162 081418	Norbert Scott	2007-10-25	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
163 081418	Norbert Scott	2007-10-26	0	01180C	HXR	8.00	06100	6750300		6078SWEEP	CL25
164 081418	Norbert Scott	2007-10-27	0	01180C	ADJ	8.15	06100	6750300		6078SWEEP	CL25
165 082844	Lynette Charles R	2007-10-15	0	04470C	REG	8.00	06100	6750300			
166 082844	Lynette Charles R	2007-10-16	0	04470C	REG	8.00	06100	6750300			
167 082844	Lynette Charles R	2007-10-17	0	04470C	REG	8.00	06100	6750300			

Timesheet Details by TRC

This report will list all employees within the department that have payable time. This includes all time entered on a timesheet as well as scheduled time for "Exception" employees. The report sums the hours and amounts by Time Reporting Code (TRC) for the applicable pay period.

Department: PW - EQUIPMENT Generate
 Pay End Date: 10/27/2007

Timesheet Details by Time Reporting Code

EmpId	Employee Name	TRC	Qty	Rcd#	Jobcode	Fund	Deptid	Task	Project	Activity
1 030900	Wawa Thomas S	ADJ	26.31	0	10710C	06100	6750300			
2 030900	Wawa Thomas S	REG	71.00	0	10710C	06100	6750300			
3 030900	Wawa Thomas S	RTM	6.00	0	10710C	06100	6750300			
4 030900	Wawa Thomas S	VAC	3.00	0	10710C	06100	6750300			
5 030919	Robert Ward B	REG	60.00	0	10710C	06100	6750300		6078SWEEP	CL20
6 030919	Robert Ward B	SCK	20.00	0	10710C	06100	6750300			
7 030925	Robert Peter Lee	LLR	72.00	0	04150C	06100	6750300		6078SWEEP	CL60
8 030925	Robert Peter Lee	LLT	5.00	0	04150C	06100	6750300		6078SWEEP	CL60
9 030925	Robert Peter Lee	VAC	8.00	0	04150C	06100	6750300			
10 030958	Ernest Paul	ADJ	18.88	0	10710C	06100	6750300		6078SWEEP	CL25
11 030958	Ernest Paul	TSR	80.00	0	10710C	06100	6750300		6078SWEEP	CL25
12 030977	Ernest Paul	TSR	80.00	0	10710C	06100	6750300		6078SWEEP	CL45
13 030982	Ernest Donald	REG	55.00	0	10710C	06100	6750300			
14 030982	Ernest Donald	SCK	31.00	0	10710C	06100	6750300			
15 046704	Ward Steven	REG	66.00	0	10404C	06100	6750300			
16 046704	Ward Steven	VAC	14.00	0	10404C	06100	6750300			
17 053588	Norbert Scott	ADJ	9.20	0	01180C	06100	6750300		6078SWEEP	CL25

Timesheet Exceptions (for correction by you)

This report will list all employees within the department that have issues with their reported time. These errors must be corrected before the payroll can be finalized and confirmed. The report provides some information about the exception. The user will have to access the employee's timesheet to resolve the exception.

Department	POLICE DEPARTMENT	Generate				
Pay End Date	11/10/2007					
Timesheet Exceptions						
Results						
					Find View All 	First 1-2 of 2 Last
Emplid	Employee Name	Work Date	Rcd#	Jobcode	Exception Message	Exception Details
1 002242	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	2007-11-10	0	08170C	More than 24 hours reported	30
2 003871	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	2007-11-10	0	08170C	More than 24 hours reported	30
					Find View All 	First 1-2 of 2 Last

Reporting Features or "Tricks"

- Sort reports by clicking the column title; click a 2nd time to sort in the opposite direction
- Click Find to locate a specific employee, Jobcode, Project Id, etc.
- Download the data to Excel in the same manner as the other City Management Reports for more advanced features, data organizing and sorting.

Additional Reports



The HRIS project team is in the process of developing additional Time and Labor reports. If you have critical reporting needs for auditing reported time, contact Sandy Allshouse or Lisa Brown.

Expanded reports as of 4-17-2009

> [Time and Labor](#) >

 **Reports**

Create reports for payable status, scheduled hours, and summary of time and exceptions.

 Payable Status Review details of payable time sorted by payable status.	 Scheduled Hours View details of scheduled time for a time reporter or group of time reporters.
 Reported Time by Day/TRC (M) The report provides a listing of employees within the requested home department showing hours and earnings entered on the employee's timesheet. This report includes Time Reporting Code details.	 Payable Time by Day/TRC (M) The report provides a listing of employees within the requested home department showing hours and earnings calculated by Time and Labor including all reported time and scheduled time. This report includes Time Reporting Code details.
 Timesheet Errors (M) The report provides a listing of employees within the home department requested timesheet exceptions that MUST be resolved prior to closing the payroll for the period.	 T&L Combo Code Summary (M) This report can be used to review Combo Codes that are being charged during the current payroll. Accounts can run this report to monitor activity against Combo Codes.

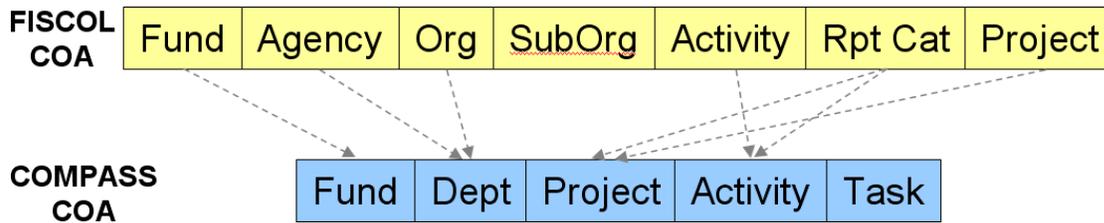
 **[TimeCard](#)**
 Review details of reported and payable time and exceptions for time reporters.

 **[Payable Time by TRC \(M\)](#)**
 This report can be used to review Combo Codes that are being charged during the current payroll. Accountants can run this report to monitor activity against Combo Codes.

More specific query reports have also been created based on need and requests from our customers. If you require additional data, contact HRIS Administration or Central Payroll to inquire about additional data queries.

More Specific Detail on the City's Chart of Accounts

The City's COA is changing dramatically. The diagram below shows a comparison of the current and new COA and how it is mapped.



Fund

This field identifies individual funds. A 'fund' is a fiscal and accounting entity with a separate, self-balancing set of accounts that records cash and other financial resources, as well as all related liabilities, residual equities or balances, along with any changes segregated for specific purposes in accordance with special regulations, restrictions, or limitations.

The City of Minneapolis currently uses a four digit numeric/alpha fund number. In COMPASS, fund will use five characters that will be grouped as follows:

5 Fund Groups

Numeric 1st digit – indicates fund owner - Required

- 0 City of Minneapolis (including CPED)
- 1 Park and Recreation Board
- 2 Library Board
- 3 MBC – Municipal Building Commission
- 4 Other – Non-City Entities, Youth Coordinating Board, Neighborhood Revitalization Policy, Public Housing Authority, Joint Board/MEDC

9 Fund Types

Numeric 2nd digit – fund types – Required

Represents the fund classification into which all individual funds can be categorized:

- 0 General Fund – This is the general operating fund for the entity.

- 1 Special Revenue Funds - These funds segregate monies either that have been raised for a specific purpose or whose use is restricted legally. Each separate activity or grant should have a separate fund number.
- 2 Non-City Funds – Used by non-city entities
- 3 **Not presently used.**
- 4 Capital Project - Funds used for segregating major asset acquisition and construction from the general operations of the government.
- 5 Debt Service – Monies that have been set aside to service current and future general long-term debt.
- 6 Internal Service – Funds used for centralized service costs allocated within the government.
- 7 Enterprise – “Qasi-business” activities of the government.
- 8 Agency - Funds that reflect monies held on behalf of others.
- 9 Account Groups
- Z Investment Funds

Department

The COMPASS system department field is a 7 character combination of Agency and Org that identifies the account owner’s department or division. The first 3 characters represent department/agency. The last 4 characters represent division/organization. This portion of the accounting string identifies a cost center or ‘next lower level’. The 4 digit org can represent an operating or capital division within a department, a Tax Increment district, a bond issue, a program, a Council ward, expense or revenue type, etc. The orgs are also identified by levels 1 through 5 representing roll-up capabilities for reporting.

Example

HUMAN RESOURCES 8150000

HR ADMINISTRATION 8150100

HR EMPLOYMENT SERVICES 8150200

HR ENTERPRISE SERVICES 8150300

HR EMPLOYEE SERVICES 8150400

Reporting

The COMPASS system uses system created “trees” to designate a roll-up to department/agency for reporting on department/agency data. The portion of the accounting string that identifies the cost center is used for reporting within an established department/agency.

Project

A project number identifies a specific project being worked on by employees whose time will be charged against the project.

Activity

When an employee is spending time working on a project the activity code specifies the activity type for accounting purposes, e.g., physical labor, administration, etc.

Task

Task codes identify cost/revenue data in the General Ledger for work activities when a Project/Grant/Job is **not** set up in Project Costing.

- Enter Task ID in CHARTFIELD 1 and designated as 'Task' in Time & Labor
- Tasks will be used to collect cost/revenue data in the General Ledger when there is no need to set up a Project/Grant/Job in Project Costing.
- The first 3 characters are required to be the same as the first 3 characters in Department (Agency), e.g., 815 (HR) or 710 (Park)
- Values are to be determined by the Departments

Example

PARK BOARD

710A01 ADMINISTRATIVE COSTS
710A02 ACCTS PAYABLE
710A03 ACCTS RECEIVABLE
710A04 DUPLICATING MAIL SERVICES
710A05 GENERAL ACCOUNTING
710A06 PAYROLL
710A07 PROJECT ACCOUNTING
710A08 PERSONNEL