

TIME & ATTENDANCE REPORTING

The City of Jacksonville uses a Time and Attendance System known as **TAS** to record employees' work and leave hours. Using **MS Edge**, employees submit Leave Requests, Overtime Requests, and Timesheets electronically. Supervisors are notified via a system-generated email of pending requests from subordinates. Once supervisors approve, deny, or reject these requests, employees are notified of the status via a system-generated email. Employees are required to submit their completed Timesheets by the established payroll deadlines. The TAS system is disabled on Monday of pay weeks at 10:00 AM, meaning access to TAS is suspended. However, earlier deadlines are sometimes imposed to accommodate holidays. **The deadline to submit and approve requests and timesheets for the Office of City Council is Friday on non-pay weeks by 5:00 PM.** This deadline allows time for review and/or to resolve any issues by the Executive Administrator before TAS is disabled by Central Payroll.

NOTE: Always use MS Edge when using TAS. Other browsers are not always compatible with TAS applications and will produce errors.

WORK HOURS & OVERTIME

Appointed Officials and Employees of the Office of City Council are covered by the City's *Appointed Officials & Employees Salary & Employment Plan*. This plan is an instrument used to outline certain policies and benefits for Appointed Officials and Appointed Employees of the City. All sections of this plan apply to the employees of the Office of City Council, except where otherwise noted in these procedures.

NON-EXEMPT EMPLOYEES - Covered by the Fair Labor Standards Act (FLSA)

Classifications: *Administrative Assistant to the Director/Council Secretary, Administrative Assistant I & II to the Chief of Administrative Services, Legislative Services Manager, Legislative Assistant I & II, and Research Assistant*

Non-Exempt employees are covered by the FLSA. These employees are required to work (and/or charge personal leave for) a minimum of forty (40.00) hours each week (Saturday through Friday). For the Office of City Council, City-observed holidays are considered hours worked.

These employees, if authorized by their supervisor to work overtime hours, may be compensated in the form of cash payment or compensatory time (at a rate of 1.50 per 1.00 hour worked) for hours worked in excess of forty (40.00) within a work week. In accordance with the *Appointed Officials & Employees Salary & Employment Plan*, hours "worked" for the purposes of overtime calculation exclude leave of any type. However, City-observed holidays are considered as hours worked for the purposes of overtime calculation.

Employees cannot earn overtime and use leave within the same work week. Any overtime hours worked during a week that the employee has also used leave will be deducted from the employee's approved leave hours until the 40-hour work requirement has been met. Employees may flex their work hours within the same work week, providing they have prior approval from their supervisor. (Please see ***Flexing Work Schedules*** section below.)

EXEMPT EMPLOYEES - Not Covered by the Fair Labor Standards Act (FLSA)

Classifications: *Director/Council Secretary, Chief of Administrative Services, Chief of Legislative Services, Chief of Research, VAB Operations Manager, Executive Administrator, Information Systems Manager, Information Systems Administrator, Secretary to the Council President, and Executive Council Assistant*

Exempt employees are not covered by the FLSA. These employees are required to work (and/or charge personal leave for) a minimum of eighty (80.00) hours per pay period. For the Office of City Council, City-observed holidays are considered hours worked.

These employees, if authorized by their supervisor to work additional hours, may be compensated in the form of straight time compensatory time (at a rate of 1.00 hour per 1.00 hour worked) for hours worked in excess of eighty (80.00) within a two-week pay period. In accordance with the *Appointed Officials & Employees Salary & Employment Plan*, hours “worked” for the purposes of compensatory time calculation exclude leave of any type. However, City-observed holidays are considered as hours worked for the purposes of compensatory time calculation. Employees should only be authorized to work additional hours if it is required to complete tasks within a limited period of time. Exempt employees may not receive cash payment for excess hours worked.

Employees may flex their work hours within the two-week pay period, providing they have prior approval from their supervisor and meet the 80-hour requirement. (Please see ***Flexing Work Schedules*** section below.)

LEAVE & OVERTIME REQUESTS

Requests for Leave and Overtime must be submitted prior to submitting the Timesheet for the correlating week. Work hours can be entered to Timesheets each day, but the Timesheet must be “SAVED” and not “SUBMITTED” until the end of the work week (Non-Exempt employees) or the end of the pay period (Exempt employees). Do not “SUBMIT” a timesheet until all applicable Leave and Overtime Requests have been submitted (which automatically populates the Leave and Overtime hours to the Timesheet).

ENTERING & SUBMITTING DATA IN TAS

1. Using MS Edge, enter the web address <http://inside.coj.net> (within City Hall), or log in to <http://remote.coj.net> (outside of City Hall) to open the TAS System via the *Employee Portal* application.
2. Once the *Employee Portal* opens, under the **My Info** tab select the **Time and Attendance System** link located in the green banner on the right side of the page.
3. To submit Leave and/or Overtime Requests, under **Submit Requests** at the top left of the page select ***Submit a Leave Request*** or ***Submit an Overtime/Comp Credit Request***.
4. Enter your data to each field and select **Submit** to submit your request. (Detailed instructions below.)

NOTE: For employees who are approved to flex their time within their established flex period, it is beneficial to wait until the end of the work week (Non-Exempt Employees - 40-hour flex) or the end of the pay period (Exempt Employees - 80-hour flex) to determine if a Leave Request or Overtime Request is needed.

Leave Requests

1. To submit a Leave Request, under **Submit Requests** select [Submit a Leave Request](#) (top left).
2. Using your mouse, select the date of your leave from the calendar (click the calendar icon next to the *Leave Date* field).
3. Enter the leave hours for that date in the *Hours* field. All hours are entered with two decimal places in TAS. Personal Leave (i.e. AL, AS) hours may be used in 15-minute increments, **after the 30-minute minimum has been met**. Compensatory Leave (CTL) hours may be used in 15-minute increments. (Please see **Formatting Dates, Hours, & Times** section below.)
4. Using your mouse, select the drop down arrow for the *Leave Type* field to choose the type of leave you are requesting.
5. Enter the time of day for the *Leave Start Time* and *Leave End Time* field. Make sure that AM and PM are shown correctly. All times are entered to TAS in standard format. Military time format is not accepted. If you are requesting a standard 8-hour day off, the Start and End times do not have to be entered.
6. You may combine several dates of leave on one Leave Request, providing the leave dates occur within the same work week.
7. Once a Leave Request has been approved, those leave hours are “reserved” and deducted immediately from your “Available Balance” in TAS (shown on the *Leave Request*). The leave hours are not deducted from your “HR Leave Balance as of ___” (shown on the *Leave Request*) or your Oracle Leave Balance (shown on each Pay Statement) until the pay period during which the leave hours are actually used. Please note that once leave hours are reserved for a future date and deducted from your “Available Balance” in TAS, they are no longer available.
8. Leave Requests that remain pending and are not approved by the Supervisor in TAS will expire after ninety (90) days of the request date and are automatically removed from TAS.
9. Requests for **Bereavement Leave, Civil Duty, or Jury Duty:**
 - a. To request **Bereavement Leave (BL)**, you must enter the relationship of the decedent to you (i.e. Mother, Spouse’s Aunt, First Cousin) in the **Comments** section of the request. Please refer to the *Appointed Officials & Employees Salary & Employment Plan* for a complete list of relatives covered. You are also required to attach an obituary, funeral program, or signed letter from the funeral home that includes the full name and date of death of the decedent. The approved duration for Bereavement Leave is determined by your supervisor (and in accordance with the *Appointed Officials & Employees Salary & Employment Plan*), who will consider the decedent’s relationship to you, required travel time, and other obligations that may be required of you on behalf of the decedent.

- b. To request **Civil Duty (CD – subpoenaed as a witness) or Jury Duty (JD – summoned to serve as a juror)**, a copy of the subpoena/summons must be attached to the request.
 - c. To attach a scanned document to your Leave Request, select **Add Attachment** (located at the bottom of the Leave Request form next to the **Submit** button). In the *Title* field, enter a title for your document. In the *Attach Document* field, enter the name of your scanned document or select the **Browse** button to search for the document. If you select **Browse**, a new window will appear so you can view and select the file. Using your mouse, choose the scanned document you want to attach and select **Open**. Then select **Save** and the document will attach to your Leave Request.
10. Once you have reviewed and confirmed that the data entered is correct and that any required documentation is attached, you may submit your Leave Request by selecting the **Submit** button.

Overtime Requests

1. To submit an Overtime Request, under **Submit Requests** select **Submit an Overtime/Comp Credit Request** (top left).
2. Using your mouse, select the drop down arrow for the *Overtime Types* field to select **Comp Credit** or **Cash Payment**. (The TAS *default* is Comp Credit so if you are eligible (Non-Exempt employees) and want to request Cash Payment, you must change this field to **Cash Payment**.)
3. Using your mouse, select the date you worked overtime from the calendar (click the calendar icon next to the *Date of Overtime* field).
4. Enter the overtime hours for this date in the *Number of Hours* field. All hours are entered with two decimal places in TAS. (Please see **Formatting Dates, Hours, & Times** section below).
5. Select the *Explain Nature of Work or Emergency* field and type a brief statement of the assignment(s) you performed on overtime. Although “brief,” you must include specific information such as “City Council Meeting” instead of “City Council” or just “Meeting,” or “Filing legislative records” instead of “Filing.”
6. Enter the time of day for the *Overtime Start Time* and *Overtime End Time* field. Make sure that AM and PM are shown correctly. All times are entered to TAS in standard format. (Military time format is not accepted.)
7. You may combine several dates of overtime on one Overtime Request, providing the overtime dates occur within the same work week. Overtime hours worked are earned in 15-minute increments.

NOTE: If the overtime hours worked begin on one day and continue to the next day, without interruption, two separate entries must be entered to the Overtime Request. For example:

An employee who worked 8 hours of overtime that began on 5/3 at 5:00 PM and ended on 5/4 at 1:00 AM would add one entry to the Overtime Request as 7 hours on 5/3 from 5:00 PM – 11:59 PM and one entry for 1 hour on 5/4 from 12:00 AM – 1:00 AM.

8. Overtime Requests that remain pending and are not approved by the Supervisor in TAS will expire after ninety (90) days of the request date and are automatically removed from TAS.
9. Once you have reviewed and confirmed that the data entered is correct, you may submit your Overtime Request by selecting the **Submit** button.

FORMATTING DATES, HOURS, & TIMES

When entering dates, hours, and times in TAS, please remember the following:

- a. Always select the correct **Work Week** on your Timesheet – follow the payroll schedule
- b. All **Hours** are entered with two decimal places (8.00)
- c. **Times** are entered in standard format - EXAMPLE: 8:00 AM or 5:00 PM (No military format)
- d. **Work Hours** are entered in 15-minute increments (.25, .50, .75)
- e. **Annual Leave** and **Annual Sick** hours used are restricted to a 30-minute minimum, followed by 15-minute increments once the minimum has been met
- f. **Compensatory Leave** hours earned and used are restricted to 15-minute increments (.25, .50, .75)
- g. **Personal Leave Day** is an 8.00-hour day off and cannot be used in increments
- h. **Bereavement Leave, Civil Duty, Jury Duty, and other types of leave** used are restricted to a 30-minute minimum, followed by 15-minute increments once the minimum has been met
- i. **Overtime Hours** (whether cash payment or comp credit) are earned and recorded in 15-minute increments (.25, .50, .75)

15 minutes = .25 hour
30 minutes = .50 hour
45 minutes = .75 hour

FLEXING WORK SCHEDULES

If you are authorized to **flex your work hours**, you will only submit Leave Requests or Overtime Requests if your total work hours fall short or exceed the designated flex period for your classification. Therefore, you may wish to wait until the end of your designated flex period to submit Leave and Overtime Requests to prevent the need to recall, or have your supervisor reject, requests that are no longer needed. It is the employee's responsibility to maintain a record of their actual start and end times each work day. This record of actual time periods worked is required to support a flexed work schedule. Employees must be able to produce it upon request.

Employees who wish to flex their work hours must have prior approval from their supervisor to do so. Fluctuating work hours that deviate from an employee's regular work schedule should be the exception, not the norm. The intent of flexing work schedules is to reduce overtime hours and/or to ensure work assignments are completed, not to reduce the amount of personal leave charged. It is important that all employees adhere to their normal work schedule unless they receive permission to do otherwise. Supervisors will consider office coverage and work assignments prior to approving an employee's request to flex work hours.

Designated Flex Period

Classification

40.00 hours per week

NON-EXEMPT EMPLOYEES: Administrative Assistant to the Director/Council Secretary, Administrative Assistant I & II to the Chief of Administrative Services, Legislative Services Manager, Legislative Assistant I & II, and Research Assistant

80.00 hours per pay period

EXEMPT EMPLOYEES: Director/Council Secretary, Chief of Administrative Services, Chief of Legislative Services, Chief of Research, VAB Operations Manager, Executive Administrator, Information Systems Manager, Information Systems Administrator, Secretary to the Council President, and Executive Council Assistant

Non-Exempt Employees

Non-exempt employees who are approved to flex their work hours must enter their actual hours worked each day to their timesheet to equal forty (40.00) hours for the work week.

EXAMPLE: Work Week 8.00 10.00 6.00 8.00 8.00 = 40.00

Employees must be directed by or obtain prior approval from their supervisor prior to working any overtime. If an employee’s work hours exceed forty (40.00) in a work week, the employee may request overtime compensation in the form of cash payment or compensatory time for the excess hours (via an Overtime Request in TAS).

If an employee’s work hours (including holidays) total less than forty (40.00) hours in a work week, the employee is required to charge personal leave for hours not worked.

Exempt Employees

Exempt employees who are approved to flex work hours must enter their actual hours worked each day to their timesheet to equal eighty (80.00) hours for the pay period. The sum of their regular Work Hours for Week 1 and Week 2 must equal a minimum of eighty (80.00) hours. (This minimum must also be met prior to requesting any compensatory time for excess hours worked.)

EXAMPLE: Week (1) Work Hours 8.00 10.00 6.00 9.00 8.00 = 41.00
Week (2) Work Hours 9.00 11.00 6.00 8.00 5.00 = 39.00
80.00

If an employee’s work hours exceed eighty (80.00) in a pay period, the employee may enter a request for compensatory time for the excess hours (via an Overtime Request in TAS), if the supervisor approves the additional compensation. (Overtime should only be recorded on dates that the employee worked more than eight (8.00) hours.)

Additional compensation is not required for excess hours for Exempt employees. However, employees are expected to enter all hours worked to their timesheet, regardless of whether they are approved for additional compensation. If the additional hours will not be compensated, no Overtime Request should be submitted, but the hours should be included as **regular Work Hours** in TAS (which does not provide the employee with additional compensation). The employee’s actual work hours are recorded for information purposes only. The example (below) shows the work hours for an Exempt employee who is not compensated for working additional hours; the employee will be compensated for eighty (80.00) hours only.

EXAMPLE:	Week (1) Work Hours	8.00	10.00	8.00	9:00	9:00	=	44.00
	Week (2) Work Hours	9.00	11.00	9.00	8.00	8.00	=	<u>45.00</u>
								89.00

If an employee’s work hours (including holidays) total less than eighty (80.00) hours in a pay period, the employee is required to charge personal leave for hours not worked.

HOLIDAYS

Holiday pay for City-observed holidays in the amount of eight (8.00) hours will be automatically populated to your Timesheet (entered by Employee Services). Do not enter any data for the Holiday pay element.

TIMESHEETS

1. Once you have submitted your Leave and Overtime Requests, under **Submit Requests** at the top left corner of the page you will select **Submit a Timesheet**. If any Leave Requests and/or Overtime Requests are pending, the hours for those requests will appear on your Timesheet in **blue** font. This is an indication that your request has not been approved in TAS by your supervisor.

NOTE: Notify your supervisor of requests pending for more than 24 hours. Make sure all requests are approved prior to the deadline for approving Timesheets. Although TAS will allow your Timesheets to be submitted to your supervisor with *pending* Leave and Overtime requests, TAS will not allow your supervisor to approve your Timesheets until all pending Leave and/or Overtime Requests for the pay period have been approved first. All Leave Requests and Overtime Requests that coincide with the current pay period must be approved prior to the approval of your Timesheets.

After your requests are approved by your supervisor in TAS, leave and overtime hours on your Timesheet will change to **black** font.

2. In the top left corner of the weekly Timesheet, select the dates for Week 1 of the current pay period. Enter your work hours. This process is repeated to enter work hours for Week 2.

If you submitted leave for a partial day, the actual Work Hours for that day must also be entered to TAS (combined total not to exceed eight (8.00) hours in a day). The exception would be if you are flexing your work hours from another day within your flex period to cover the difference. (NOTE: If approved to flex work hours, all hours must be entered for the actual day they were worked.) Always check the total number of hours at the bottom right corner of your Timesheet before you submit it. Your Timesheet should never reflect more hours than you worked or charged leave for.

NOTE: If you use leave time for an entire work week and you have 0.00 Work Hours to enter to your Timesheet for that week, TAS requires that you select the drop down arrow next to Work Hours in the Activity field and change it from “Work Hours” to “None.” The TAS system will produce an error, preventing you from submitting your Timesheet until you make this change. (Please see **TAS ERRORS – When Submitting Requests & Timesheets section below.)**

3. You may enter your work hours to your Timesheet at anytime during the pay period. It is important to **Save** your Timesheet until you are ready to actually **Submit** it for payroll. **Payroll submission deadlines for the Office of City Council are Fridays before pay weeks by 5:00 PM.** This deadline may be adjusted to an earlier date and time to accommodate holidays. Although you can submit Timesheets early in TAS, it is not recommended unless you will be on leave the remainder of the pay period. Because schedules may change late in the pay period, it is wise to wait to **Submit** your Timesheets (**Non-Exempt employees** submit each Friday by 5:00 PM, **Exempt employees** submit both weeks by Friday before payweeks by 5:00 PM) to prevent errors that may result from early reporting.
4. Your supervisor will be notified via email (automatically generated from TAS) each time you submit a request. As each Leave Request, Overtime Request, and Timesheet is either approved or denied, you will receive an email notification of the status. If your Leave Request or Overtime Request is denied, the reason for the denial will appear in the **Comments** section of the request. You cannot edit a request that was denied, you must enter and submit a new request if applicable.

Once your requests are approved, any leave and overtime hours that were automatically populated to your Timesheet will change from **blue** font to **black** font. (Unlike Leave and Overtime Requests, you can make corrections to a Timesheet that was denied, and resubmit it once the corrections have been made.)

NOTE: Always review your Timesheet at the end of each work week to ensure that the amount of hours shown for each pay element (Work Hours, Leave, Overtime), as well as your Total Hours, are correct.

5. **Non-Exempt** employees are required to work a minimum of forty (40.00) hours by the end of each work week. Personal leave must be charged for any hours not worked. These employees are required to submit their Timesheet weekly (Fridays). With prior approval from their supervisor, these employees are allowed to flex their work hours within the 40-hour work week.

Exempt employees are required to work a minimum of eighty (80.00) hours by the end of the last day of each pay period (Friday of Week 2). Personal leave time must be charged for any hours not worked. It is recommended that Timesheets for both Week 1 and Week 2 are “Saved” and not actually “Submitted” until Friday afternoon of Week 2 (Friday before pay week). This will provide employees the opportunity to flex work hours or to submit Leave Requests for the two-week period. With prior approval from their supervisor, these employees are allowed to flex their work hours within the 80-hour pay period.

6. **All access to the TAS System is suspended on Monday of pay weeks at 10:00 AM by Central Payroll. (Observed holidays may require an earlier deadline which is noted on the Payroll Schedule). The Office of City Council’s deadline for submitting and approving all Leave Requests, Overtime Requests, and Timesheets in TAS is Friday afternoon before pay week.** This provides an opportunity for review by the Executive Administrator (and correction if needed) prior to the disabling of the TAS system citywide to run payroll.

CORRECTIONS TO SUBMITTED/APPROVED DATA

1. If an employee discovers an error after they have submitted a Leave Request, Overtime Request, or Timesheet, the employee can recall the transaction if it has not been approved by their supervisor.

If the transaction has been approved, only the supervisor can void it by rejecting it in TAS but the rejection (and resubmission) must take place prior to the 10:00 AM shutdown on Monday of pay weeks.

2. To recall a transaction, go to the TAS home page and under **Manage Requests** select **Manage Requests and Timesheets**. Using your mouse, select the transaction for recall and then select **Recall**. You will receive an email notification that the transaction has been successfully recalled.

NOTE: Once a Leave or Overtime Request has been recalled by the employee or rejected by the Supervisor, it cannot be modified. The employee must submit a new request.

The TAS system will allow rejected *Leave* and *Overtime* Requests to be modified, submitted, and approved, but the data does not transfer to the payroll system; hence, the employee must manually close the rejected Leave or Overtime Request and submit a new one.

3. If the supervisor has already approved the transaction, the supervisor must go to the TAS home page and under **Manage Requests**, select **Reject Approved Requests and Timesheets** in order to reject it. (Please see **Reviewing & Approving Data or Denying/Rejecting Data** section below.)
4. If a Timesheet correction is required after the payroll deadline, it can only be corrected by Employee Services. Corrections will not appear until the following payroll cycle. Please send an email to the Executive Administrator immediately upon discovery with details of the error and the correction requested.

Because the correction process is both labor intensive and time consuming, it is our goal to ensure that all time and attendance data reported by our employees is accurate when submitted and approved for payroll.

TAS ERRORS – When Submitting Requests & Timesheets (shown in red font)

Occasionally TAS will produce errors that appear in red font at the top of your screen. If you receive an error and cannot resolve it, please contact the Executive Administrator (not the IT Staff).

Incorrect **data entry** is the main cause for errors. One of the most common errors occurs when an employee attempts to submit a Timesheet for a work week that contains only leave hours and they fail to change the “Work Hours” pay element in the *Activity* column to “None.” The “Work Hours” pay element is automatically populated to the Timesheet as a default. If an employee has no Work Hours to enter and this pay element row is left blank, TAS interprets this as missing hours. Since no work hours need to be entered to the timesheet, the **Work Hours** field under *Activity* must be changed to “None.”

1. Using your mouse, select the drop down arrow (in the *Activity* column) next to **Work Hours** and change the default (“**Work Hours**”) to “None” (located at the top of the drop down list). Once this field is changed, the error is corrected and the Timesheet can be submitted successfully.

MANAGER'S GUIDE FOR APPROVERS

It is the responsibility of each supervisor to review and approve all time and attendance records submitted by their subordinate(s) for payroll. A supervisor's approval serves as the Certification of Payroll required in *Part 6, Chapter 106, Jacksonville Ordinance Code*. Therefore, supervisors should review the data carefully to ensure the information provided by the employee is correct and complies with all applicable laws, rules, regulations, and policies.

The TAS System refers to the supervisor as "Manager." When an employee submits a request in TAS, the Manager (supervisor) is notified via email. Likewise, the employee is notified via email when the Manager approves or denies the request.

Upon receipt of an email notification, the Manager will select one of the two links provided within the body of the email. The first link opens the **Mass Approve Requests** option which provides the Manager the option to approve all pending requests at once. The second link opens only the individual pending request that prompted the email; by choosing this link, the Manager's approval response only affects one specific request.

If the links provided within the body of the email fail, or a more comprehensive view of the employee's record is preferred, the Manager can open the TAS System directly from the *Employee Portal*. It is recommended that Approvers not rely solely on email notifications to prompt their approval of pending requests in TAS. As the TAS submission deadline approaches, Approvers are encouraged to view **Mass Approve Requests** in TAS to ensure there are no pending requests. (Please see **Reviewing & Approving Data or Denying/Rejecting Data**, Steps 1 – 3a below.)

REVIEWING & APPROVING DATA OR DENYING/REJECTING DATA

1. Enter the web address <http://inside.coj.net> (within City Hall), or log in to <http://remote.coj.net> (outside of City Hall) to open the TAS System via the *Employee Portal* application.
2. Once the *Employee Portal* opens, under the **My Info** tab select the **Time and Attendance System** link located in the green banner on the right side of the page.
3. To Review and Approve/Deny pending requests:
 - a. To view all pending requests, under **Manage Requests**, select **Mass Approve Requests**. From this page, you can **Select All** or select the checkbox for specific requests and then select **Approve** to approve several requests at once. Likewise, you can select **Deny** or **Reject**. (*Deny & Reject* options vary for different types of requests.) Items not selected will not be affected.
 - b. To view an individual pending request, under **Manage Requests** select **Manage Requests and Timesheets**. Move your mouse to the request you want to review and select the field under *Activity Name*. The request will open in a new tab. Once the data has been reviewed, select **Approve** or **Deny/Reject**. Only the selected item will be affected.
4. To **reject** a request that has already been approved (prior to the TAS deadline), under **Manage Requests** select **Reject Approved Requests and Timesheets**. Select an option (Timesheet, Leave Requests, or Overtime Requests) and if applicable, enter the *Begin Date* (first day of the payweek – Saturday) and *End Date* (last day of the payweek – Friday). Select the request(s) to be rejected,

enter the reason for rejection in the *Comments Section* (required), and **Reject**. The request is now void. If the employee is required to make changes, a new request must be submitted. No modification of recalled or rejected Leave Requests or Overtime Requests is permitted. However, Timesheets that have been recalled or rejected can be corrected and resubmitted.

NOTES: All Leave and Overtime Requests for the pay period must be approved or denied in TAS by the Manager prior to approving Timesheets. Failure to approve or deny these requests first will produce an error when trying to approve the timesheet. (If a request is denied or rejected, TAS requires the supervisor to enter the reason for denial in the *Manager's Comments* field.)

The Executive Administrator has access to approve all pending TAS requests for employees of the Office of City Council (providing that an Approver has not designated an alternate Approver in TAS). To request the Executive Administrator to perform TAS approvals, an email from the supervisor requesting the approval for the affected employee(s) is required.

TAS ERRORS – When Approving Requests & Timesheets (shown in red font)

Occasionally TAS will produce errors that appear in red font at the top of your screen. If you receive an error and cannot resolve it, please contact the Executive Administrator (not the IT Staff).

The most common TAS error occurs when an Approver attempts to approve a Timesheet while there are pending **Leave and/or Overtime Requests** for the correlating work week. All Leave and Overtime Requests must be approved prior to the approval of Timesheets. If the Timesheet contains any hours in blue font, this is an indication that requests related to the Timesheet are pending. Once all Leave and Overtime Requests are approved, all hours on the Timesheet will change to black font.

To review and approve pending requests, please follow Steps 1 – 3a under ***Reviewing & Approving Data or Denying/Rejecting Data*** above.)

SPECIAL TOOLS FOR MANAGERS

View Calendar

There are tools in TAS that are designed to help Managers determine work and leave schedules for their employees. The **View Calendar** tool (located on the Leave Request approval page) is especially helpful when considering Leave Requests submitted by employees. It provides an overall picture of pending and approved Leave Requests for the Manager's subordinate(s) in a calendar view format. **View Calendar** can also be selected under the **Manage Requests** at the top of the page.

Out of Office

The **Out of Office** tool (located under **Manage Requests**) can be used by Managers to reassign their approval rights to another Manager. If a Manager is or will be unavailable to review and approve requests made by their employees before the established payroll deadlines, there are two options available to ensure employees are paid:

1. The Approver can request the Executive Administrator, via email, to approve pending requests made by their subordinate(s) for a specific pay period. (**Recommended** option.)

2. The Approver can set the *Out of Office* tool to designate another Manager (who must also have TAS approval rights) to perform these actions for them. Please note that once another Manager has been designated in TAS to approve the data for the employee, the Executive Administrator's approval access is automatically removed. If the designated Manager fails to approve the data in TAS by the deadline, the Executive Administrator will be unable to serve as a back-up Approver.

Managers have access to TAS remotely via <http://remote/coj.net>. However, if access to a computer is unavailable prior to the established deadline for approvals, requesting the Executive Administrator to approve TAS data or assigning another Manager for a specific time period will be necessary. Requesting assistance with TAS approvals should only be done:

1. if the absent Manager will not have access to a computer prior to established payroll deadlines,
2. after the designated back-up is made aware and has agreed to serve as a back-up approver, and
3. in accordance with the following reassignment structure:
 - a. Council Members may reassign approval authority to the Executive Administrator (recommended) via email request, or to another Council Member (in TAS).
 - b. The Council Director may reassign approval authority to the Executive Administrator (recommended) via email request, or to a Chief (in TAS).
 - c. Chiefs and other Supervisors may reassign approval authority to the Executive Administrator (recommended) via email request, or to another Chief or the Council Director (in TAS).

NOTE: The Executive Administrator has access to approve all pending TAS requests for employees of the Office of City Council. However, if approval authority is reassigned by one Manager to another in TAS, the Executive Administrator's approval access is automatically removed. This means that the Manager assigned to serve as the back-up Approver will be the only Approver with access for the designated period of time (and therefore must be available to approve requests for payroll).

Setting the Out of Office Tool (Temporary Reassignment of Approval Authority)

This action is not required for the Executive Administrator to perform the approval

1. Enter the web address <http://inside.coj.net> (within City Hall), or log in to <http://remote.coj.net> (outside of City Hall) to open the TAS System via the *Employee Portal* application.
2. Once the *Employee Portal* opens, under the **My Info** tab select the **Time and Attendance System** link located in the green banner on the right side of the page.
3. Under **Manage Requests**, select **Out of Office**.
4. In the *From* field, enter the first date that authority will be reassigned. In the *To* field, enter the last date that authority will be reassigned.
5. Enter the name of the Manager you've selected to approve TAS requests during your absence in the Last Name and First Name fields.

6. Using your mouse, select the drop down arrow for the *Department* field and select **CITY COUNCIL**. (Skip the *Division* field.)
7. Select **Save** and then **Return**. Failure to select **Return** at the end of the transaction will void the reassignment request.

QUICK REFERENCE GUIDES

Please review the *Quick Reference Guide for Employees* and the *Quick Reference Guide for Managers* for additional technical guidance if needed.

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2. Once the *Employee Portal* opens, under the **My Info** tab select the **Time and Attendance System** link located in the green banner on the right side of the page.
3. Under **Help** (bottom left), select the guide you want to review. These references provide additional technical instructions for using the TAS System. However, please note that employees and Approvers of the Office of City Council are required to adhere to the procedures established for the department in order to comply with all policies, rules, and regulations of the Legislative Branch.