Human Resource Management System

Wage Employee Self Service Guide

(Wage, Hourly, and Work-Study Employees)

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Shared Services Customer Engagement Contact

For questions related to your Time, Labor, and Absence Management entries (i.e. – accruals, balances, leave requests, etc.), please contact your agency's HR Department. Other questions can be directed to the SSC Customer Engagement.

SSC Customer Engagement Phone: 877-340-5577

1. An agent will answer the call and attempt to answer your question.
2. If the question cannot be answered at that time, it will be escalated for research, and you will be given a ticket number.
3. You will be contacted with a resolution

SSC Customer Engagement Email: help@ssc.vccs.edu

1. You will get an immediate response via email that the ticket is being worked.
2. You will be contacted with a resolution

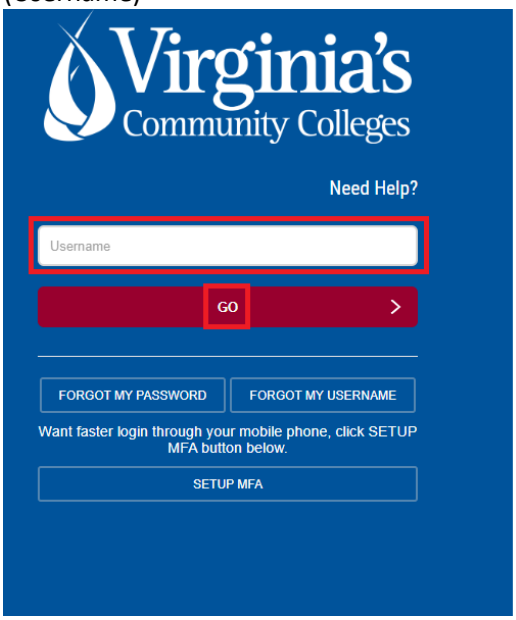
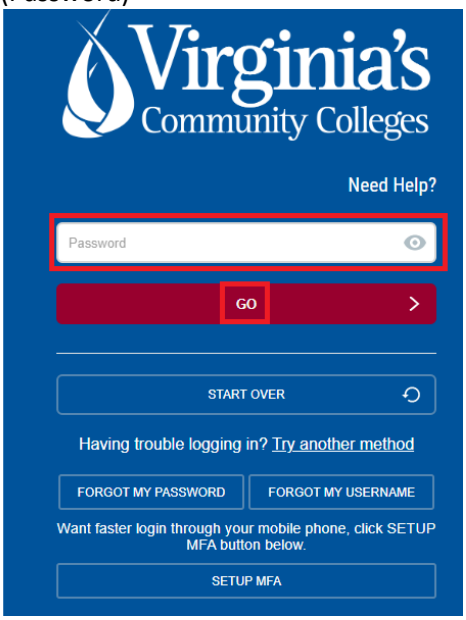
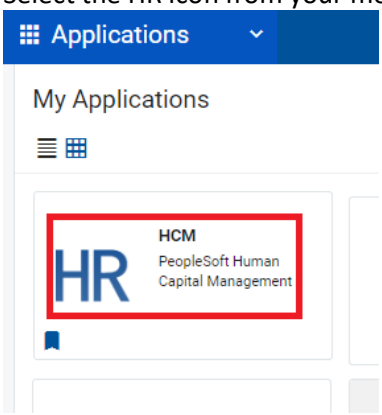
Glossary of Terms

Term	Definition
Exceptions	Warnings generated by the system to inform employee and manager of possible Time & Labor errors. Exceptions will appear as a clock on the timesheet. Refer to Appendix B for more information about the Time and Labor Exceptions.
Exempt Employee	Exempt employees are not covered by FLSA rules and regulations. Exempt employees are required to record absence requests in PeopleSoft HCM. They are exempt from the overtime requirement.
Non-Exempt Employee	Non-Exempt employees are covered by FLSA rules and regulations. Non-Exempt employees are required to document all hours worked on their timesheet in PeopleSoft HCM. Additionally, non-exempt employees must record absence requests in PeopleSoft HCM.
Pay Period	A pay period is a recurring length of time that an employee's time is recorded, processed, and paid. Wage time periods run every other Friday – Thursday.
Payable Time	Summary of time worked by an employee to be processed through Time and Labor. The hours worked have been validated by the scheduled Time Administration process and have been checked for errors that impact PeopleSoft HCM processing. Refer to Appendix A for more information about the Time Administration process.
Workweek	A workweek is a period of 168 hours during 7 consecutive 24-hour periods. *(Friday - Thursday, Sunday-Saturday, Monday-Sunday)*.

Log-In Information

Log-In using your agency's login portal. Example MyBRCC, MyCVCC, etc.

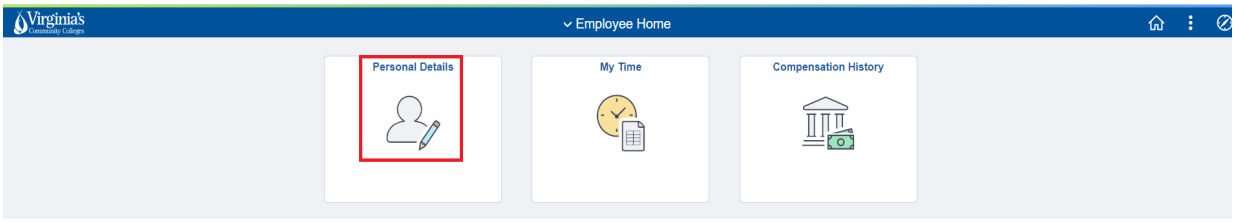
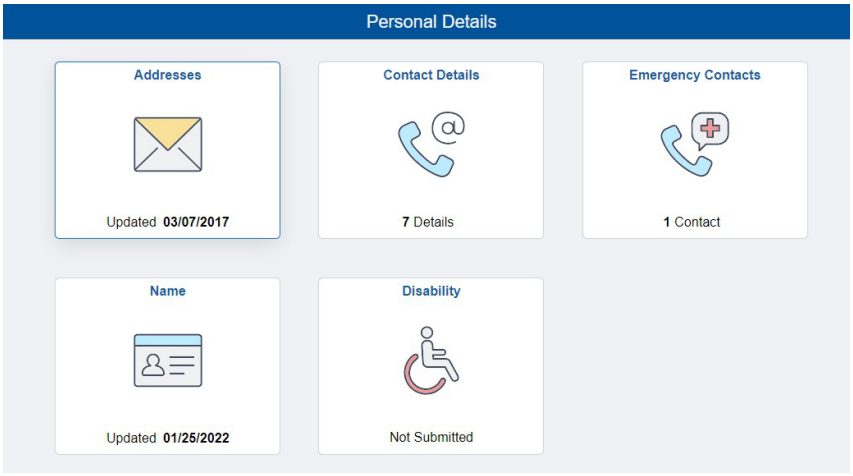
Alternative Method to using agency's login portal:

Step 1	Log-in to PeopleSoft from the VCCS link, located at the bottom of the VCCS.edu Home Page
Step 2	Log in using your PeopleSoft credentials (Username)  (Password) 
Step 3	Select the HR Icon from your menu of tiles. 
End of Procedure	

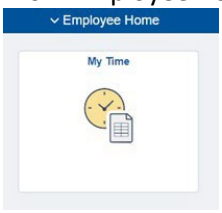
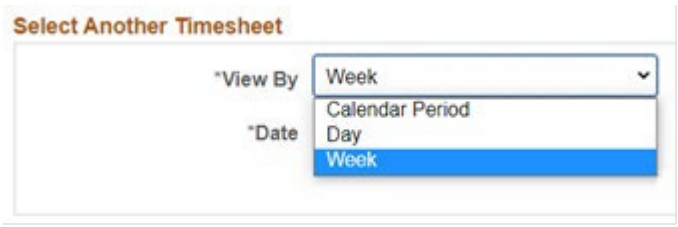
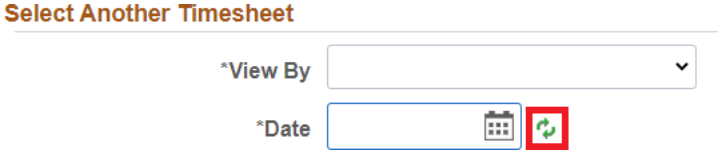
IMPORTANT NOTICE: In PeopleSoft HCM you must use the program navigation buttons; the browser back and forward buttons should not be used! The use of HR on smartphones, tablets and other mobile devices is not supported.

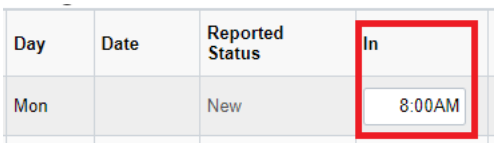
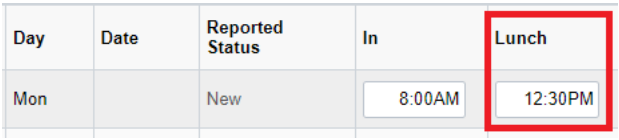
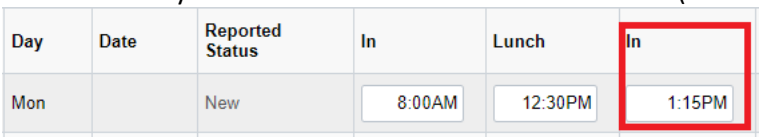
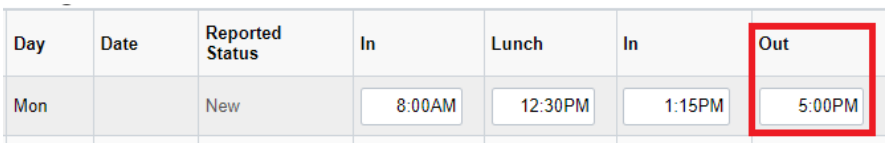
View Your Personal Information in HCM

Please contact your Human Resource Office if any changes are needed to your personal information. (Change in marital status, name, residence, telephone number, etc.)

Step 1	Click **Personal Details** 
Step 2	Will display tiles relating to personal information such as: Addresses, Contact Details, Emergency Contacts, Name, and Disability ***** Please do not make any changes to this data. Please contact your Human Resource Office if any changes are needed to your personal information. ****** 
Step 3	Select tile and edit
End of Procedure	

Employee Time Entry Using a Punch Timesheet

Step 1	From Employee Home, click **My Time** 
Step 2	Click the **Timesheet** link. If you have more than one position, you may see more than one timesheet listed when you login to PeopleSoft HCM. ***You must choose the appropriate timesheet to submit hours worked for each position worked.***
Step 3	Selecting an option on the **View By** dropdown allows you to view your timesheet by **Day**, **Week**, or **Calendar Period.**  • Selecting **Week** shows a week. Enter the month, day and year or select the day from the calendar. By selecting Previous Week and Next Week, you can view previous or future weeks. *(Week is Friday-Thursday)* • Selecting **Day** shows a day. Enter the month, day and year or select the day from the calendar. By selecting Previous Day and Next Day, you can view previous or future days. • Selecting **Calendar Period** shows a pay period. Enter the month, day and year or select the day from the calendar. By selecting Previous Calendar Period and Next Calendar Period you can view previous or future pay periods. **NOTE:** You cannot enter future hours, but you can view the future.
Step 4	Click **Refresh Timesheet** Icon to update  **Note:** Although the **Next Time Period** link is available, you cannot enter future hours, but you can view a future timesheet.

Step 5	Best practice is to enter time daily. You can revise any previously submitted punch time entries within the current pay period. Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to your timesheet.
Step 6	Enter the desired **In** time into the **In** field for the appropriate date. Enter a valid value e.g. 8:00AM. **Note:** It is critical to enter AM or PM or the PeopleSoft HCM system will not calculate the work hours properly. 
Step 7	Enter the time you left for your meal break into the **Lunch** field (if a lunch break was taken). 
Step 8	Enter the time you came back from lunch into the **In** field (if a lunch break was taken). 
Step 9	Enter the time you left for the day in the **Out** field. 
Step 10	Select the **Time Reporting Code** (TRC) **REG - Regular Time** from the drop-down menu for all hours actually worked (regardless of if the hours were worked on Saturday or Sunday, or if you worked longer than your scheduled shift). The system will automatically calculate overtime. For more information, see Overtime Payment Configuration.
Step 11	In the event you must record more than four (4) punch time entries, you will need to add another row. Click the **Add a new row** button. +
Step 12	If you wish to enter a comment about your work activities for a particular day, click on the comment icon 💬 and enter your comment. Your manager will be able to view these comments and the information may be useful to explain the punch time entries that you made on that day. Additionally, these comments will remain as part of the official timesheet record.

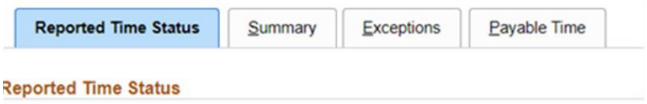
Step 13	**WORKING WITH NO MEAL BREAK** In the event you are working with no meal break, you must put the end time in the **Out** field. Do not put your end time in the Lunch field; PeopleSoft HCM will NOT calculate your work hours properly. **Note:** The Department of Human Resources Management's (DHRM) Policy #1.25 – Hours of Work, states that all employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 30 minutes. The lunch period shall not be included in the count of hours worked per day.
Step 14	After entering all hours worked, select the **Submit** button.
Step 15	Click the **OK** button.
End of Procedure	

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
	Wed		Submitted	9:00:00AM			2:00:00PM	5.00	REG - Regular Time

Additional Information:

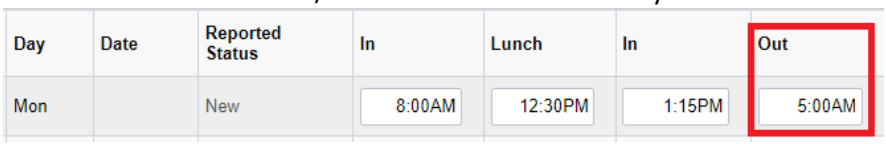
- Part-time employees are restricted to 1500 work hours in a 12-month period. This averages to approximately **29** hours per week (Friday – Thursday).
- At the end of the pay period, employees should review their entire timesheet for possible changes/corrections including punch times, accurate leave requests and reported hours. Once this final re-examination of the timesheet is completed, then the employee is to click the **Submit** button. This allows the final timesheet to be viewed by the manager for approval using the Approve Payable Time function.
    - If you see an **exception** icon next to a particular day, determine the cause of the issue and take appropriate action to make necessary corrections if needed. Once the corrections have been made, the automated Time Administration process should eliminate the exception. In the event that exceptions are not eliminated by correcting the timesheet, contact your manager for resolution.

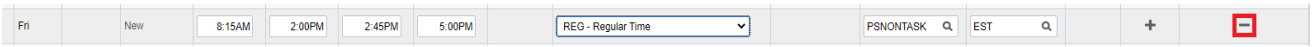
- The following information will be displayed below the timesheet (tab format):

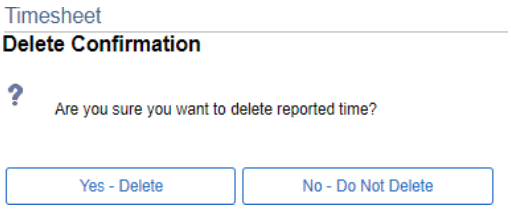


- Reported Time Status
  This tab will allow you to see the reported status, TRC code, description and any comments for the hours worked based on the timesheet period. licking this link will allow you to see the weekly summary of the work hours.
- Summary
  This tab will allow you to see the weekly summary of the timesheet period.
- Exceptions
  This tab displays any exceptions that occurred within the timesheet period and the associated recommended actions.
- Payable Time
  This tab displays any existing payable time within the date range specified for this timesheet period.

Making Changes to a Punch Timesheet

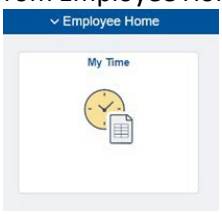
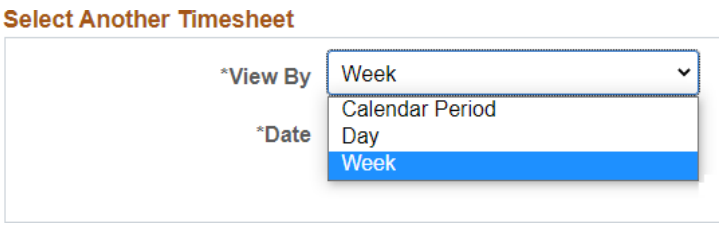
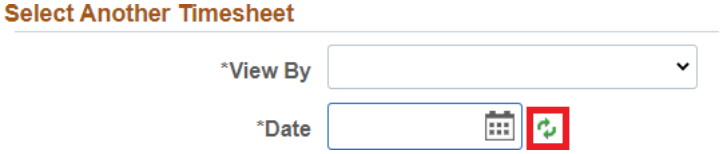
<table>
<tr><td>Step 1</td><td>From Employee Home, click My Time
</td></tr>
<tr><td>Option A</td><td>If the hours worked or AM/PM were entered incorrectly:
 

1. Click in the cell with the wrong value
2. Remove the value
3. Enter the correct value
4. Click Submit</td></tr>
<tr><td>Option B</td><td>If the entire day needs to be deleted:
 

1. Click the Minus Button at the end of the row
2. Confirm the deletion
 

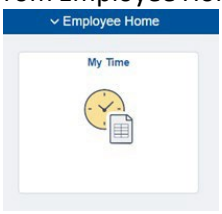
3. Click Submit</td></tr>
<tr><td colspan="2">End of Procedure</td></tr>
</table>

Employee Time Entry using an Elapsed Timesheet

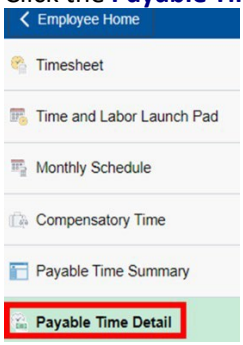
Step 1	From Employee Home, click **My Time** 
Step 2	Selecting an option on the **View By** dropdown allows you to view your timesheet by **Day**, **Week**, or **Calendar Period.**  • Selecting **Week** shows a week. Enter the month, day and year or select the day from the calendar. By selecting Previous Week and Next Week, you can view previous or future weeks. *(Week is Friday-Thursday)* • Selecting **Day** shows a day. Enter the month, day and year or select the day from the calendar. By selecting Previous Day and Next Day, you can view previous or future days. • Selecting **Calendar Period** shows a pay period. Enter the month, day and year or select the day from the calendar. By selecting Previous Calendar Period and Next Calendar Period you can view previous or future pay periods. **NOTE:** You cannot enter future hours, but you can view the future.
Step 3	Click **Refresh Timesheet** Icon to update 
Step 4	Best practice is to enter time daily. You can revise any previously submitted time entries within the current pay period. Once the pay period has closed, please contact your agency's Human Resource Office for any necessary corrections to your timesheet.
Step 5	Enter the total number of hours worked for each day in the box underneath the corresponding date. Enter a valid value, e.g. 4**.0**.

Step 6	Select the **Time Reporting Code** (TRC) from the drop-down menu. Click the **REG - Regular Time** list item for all hours actually worked, regardless if the hours worked were on Saturday or Sunday, or if you worked longer than your scheduled shift. The system will automatically calculate overtime. For more information, see Overtime Payment Configuration. Do not enter "0.00" (zero hours) on the timesheet. If there are no hours to report, the field should be left blank for that day. Entering a zero on a timesheet could cause a Time & Labor Exception, which could result in the prevention of hours transferring to Payable Time.
Step 7	If you wish to enter a comment about your work activities for a particular day, click on the comment icon and enter your comment. Your manager will be able to view these comments and the information may be useful to explain the entry you made on that day. Additionally, these comments will remain as part of the official timesheet record.
Step 8	After entering all hours worked, select the **Submit** button. **Note:** The Department of Human Resources Management's (DHRM) Policy #1.25 – Hours of Work, states that all employees who work at least six consecutive hours shall be afforded a lunch period (meal break) of at least 30 minutes. The lunch period shall not be included in the count of hours worked per day.
Step 9	Click the **OK** button
End of Procedure	

Making Changes to an Elapsed Timesheet

Step 1	From Employee Home, click **My Time** 
Option A	If the hours worked were entered incorrectly: 1. Click in the cell with the wrong value. 2. Remove the value. 3. Enter the correct value. 4. Click **Submit**
Option B	If the hours need to be deleted: 1. Click in the cell with the wrong value. 2. Remove the value (do not enter 0). 3. Click **Submit**
End of Procedure	

Viewing Payable Time Detail

Step 1	From Employee Home, click **My Time**
Step 2	Click the **Payable Time Detail** located on the left side of the screen. 
Step 3	Enter the start date and end date of the time period and click **Refresh**.
Step 4	Payable time and approval status will display for each day of the pay period. **Note:** Hours will not show in Payable Time Detail until the Time Administration process successfully runs after hours have been entered on the timesheet. Refer to Appendix A : Time Administration Information for more details. Payable Time Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
	Needs Approval		REG	8.00	Hours
	Needs Approval		REG	8.00	Hours

End of Procedure

Overtime Payment Configuration

Note: Overtime is calculated on the last day of the workweek according to the employee's work schedule.

- OT2 – Overtime Pay, considered 1.5 times the hours. Overtime Pay is calculated when an employee physically works over 40 hours per workweek. (Workweek is Friday – Thursday in this example)
    - Timesheet

Reported Hours 44.00

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code
	Fri		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time
	Sat		Submitted	8:00:00AM			12:00:00PM	4.00	REG - Regular Time
	Sun		New						
	Mon		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time
	Tue		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time
	Wed		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time
	Thu		Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	REG - Regular Time

    - Payable Time Detail

Payable Time

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type
02/10/2023	Needs Approval		REG	8.00	Hours
02/13/2023	Needs Approval		REG	8.00	Hours
02/14/2023	Needs Approval		REG	8.60	Hours
02/15/2023	Needs Approval		REG	8.00	Hours
02/16/2023	Needs Approval		REG	8.00	Hours
02/17/2023	Needs Approval		OT2	0.60	Hours
02/17/2023	Needs Approval		REG	7.40	Hours

Policy References

Department of Human Resource Management Policies (DHRM)
DHRM Policy 2.20 Types of Employment
Virginia Community College System Policies
Department of Labor (DOL)
Fair Labor Standards Act (FLSA)
Family & Medical Leave Act (FMLA)
VCCS Code of Ethics

Chancellor's Affordable Care Act (ACA) Directive and Manpower Control Program

The chancellor has issued limits on the amount part-time employees can work in any position or a combination of positions within the VCCS as a whole (at any two or more colleges). The directive applies to all part-time employees and adjunct faculty regardless of the funding source for the employee's pay. There are no exceptions to the limits.

- The year measurement period for all part-time employees is May 1st – April 30th for each year.
- Wage employees shall not work more than 29 hours per week (Friday – Thursday), averaged over a year.
- If you also are an adjunct, in addition to your part-time/wage position, please consult with your school dean for additional guidance on the calculation of work hours.

Managers and employees must ensure, through scheduling and approving of time records, that this requirement is met.

The Manpower Control Program is the law of the Commonwealth, and the Chancellor's Directive sets forth the administration and compliance within this law.

Document Control Information

This document will be updated each quarter unless the change has a high severity or impact and requires an off cycle update.

Table 1. Version Information

Version Number	Date	Change Summary	Author	Approver
V1	May 11, 2018	Initial Document	SSC TLAM Team	HR Process Council
V2		Added note to not enter "0.00" (zero hours) on timesheet. Modified resolution of exception VX9013, Work-Study Auth Amt Exceeded. Updated Pay Periods with 2019 Dates.	SSC TLAM Team	HR Process Council
V3	February 20, 2020	Updated Pay Periods with 2020 Dates	SSC TLAM Team	HR Process Council
V4	May 9, 2023	Updated navigation and screen shots to reflect upgrade to HCM 9.2	SSC TLAM Team	Angie King
V5	November 22,2024	Added exception to Appendix C: Time and Labor Exceptions chart	SSC TLAM Team	Angie King

Appendix A: Time Administration Information

- Time and Labor Exceptions – **Background Information:**

  The ***Time Administration*** process (Time Admin) is an automatic process which runs according to the schedule for each agency on the Automated Time Administration schedule. Additionally, the Time Admin process accepts the changes on the timesheets made by the employee. Each time the employee enters punch time entries or submits changes to those punch time entries on the timesheet, which deviate from the employee's "predefined work schedule", it will create an exception. Also, if the manager has cleared the exceptions, and the employee submits changes to their timesheet after the manager has cleared exceptions, it may create new exceptions.

  The results of Time Administration are either exceptions or payable time that can be approved by the Manager. ***It is important that the manager resolve all exceptions before approving payable time.*** In the process of resolving or clearing the exceptions, the manager is to check the employee's timesheet and absence requests for accuracy. Communication with the employee is essential to correcting punch and elapsed time entries and absence requests. It is the manager's responsibility to ensure that the final timesheet is correct before approving payable time.

  Moreover, a list of the exceptions is listed in Appendix B.

Automated Time Administration Schedule

Institution		Wage Group	Salary-Non Exempt Group	Time Admin Schedule Process Times	Dynamic Group Refresh
291	Blue Ridge Community College	291H1	291N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
292	Central Virginia Community College	292H1	292N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
287	Mountain Gateway Community College	287H1	287N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
279	Danville Community College	279H1	279N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
284	Eastern Virginia Community College	284H1	284N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
297	Germanna Community College	297H1	297N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
283	J. Sargeant Reynolds Community College	283H1	283N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
290	Brightpoint Community College	290H1	290N2, 290S1, 290S2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
298	Laurel Ridge Community College	298H1	298N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
299	Mountain Empire Community College	299H1	299N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
275	New River Community College	275H1, 275W1	275N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
280	Northern Virginia Community College	280H1	280NA, 280NB, 280P1	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
285	Patrick & Henry Community College	285H1	285N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
277	Paul D. Camp Community College	277H1	277N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
282	Piedmont Virginia Community College	282H1	282N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
278	Rappahannock Community College	278H1	278N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
270	Shared Services Center	270H1	270N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
276	Southside Virginia Community College	276H1	276N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
294	Southwest Virginia Community College	294H1	294N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
261	System Office	261H1	261N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
293	Virginia Peninsula Community College	293H1	293N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
295	Tidewater Community College	295H1	295N2	Dly 6:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
296	Virginia Highlands Community College	296H1	296N2	Dly 5:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
286	Virginia Western Community College	286H1	286N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr
288	Wytheville Community College	288H1	288N2	Dly 4:00AM every 3 hrs pr	Dly:12:00AM Every 12hrs pr

Appendix B: Time and Labor Exceptions

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9001	Reported Hours < Scheduled Hrs	RPTD<SCHED	Yes	Employee's hours on timesheet are less than their scheduled hours. This may be a result of the employee not being finished with reporting their time for the week or their leave requests have not been loaded	Wait until the employee has finished reporting their hours for the week. The approved leave request hours also have to be loaded to the timesheets. Allow the exception if hours are correct.	Medium
VX9002	Hours Worked Greater Than 24	HOURS_OVER 24	Yes	Employee has more than 24 hours in a day.	Correct the timesheet or allow it if the hours are correct. An example of this would be leave payout.	High
VX9006	Late In Punch	LATE_IN	Yes	Employee punched in 5 minutes or more after their scheduled In punch.	Correct the timesheet or allow the exception.	High
VX9007	Late Out Punch	LATE_OUT	Yes	Employee punched out 5 minutes or more after their scheduled Out punch.	Correct the timesheet or allow the exception.	High
VX9008	Missing Punch Type	ODD_PUNCH	Yes	Employee is missing a punch for the day.	Correct the timesheet.	High
VX9009	Warning - 1200 Hour Limit	1500_HOURS	Yes	Wage employee has reached 1200 hours since their anniversary date.	This is just a warning. You can allow the exception so that it no longer appears in the list.	Medium
VX9010	1500 Hour Limit Reached	1500_HOURS	Yes	Wage employee has reached 1500 hours since their anniversary date.	Correct the timesheet or allow the exception.	High

Exception	Description	Rule	Allowable	Cause	Resolution	Severity
VX9012	Perm Part-Time Hrs Incorrect	QUASI_PT	Yes	A permanent part-time employee who works 12 months doesn't report between 20 and 31.9 hours in their workweek.	Correct the timesheet.	High
VX9013	Work-Study Auth Amt Exceeded	WORKSTUDY	Yes	The work-study employee has exceeded their approved amount in the SIS system.	Contact financial aid to increase authorized work-study amount. If employee is not federal work-study, contact HR.	High
VX9016	Lunch Punch Without Out Punch		Yes	A punch time employee reported a Lunch without an Out punch on the same day.	This employee has reported an odd number of punches. They must correct their timesheet in order to be paid for this day.	High
TLX00030	Inactive Time Reporter Status		No	Time Reporter Status is Inactive and cannot be processed by Time Administration.	Update the Time Reporter Status to Active if processing time for this Time Reporter is needed.	High
TLX00440	TRC is not in TRC Program		No	The Time Reporter's TRC Program is not associated with the reported TRC as of this date: XX		High
TLX00830	Invalid Reported Taskgroup		No	The Time Reporter's Department ID is invalid with the reported Taskgroup: PSNONCATSK	The Commitment Accounting Flag on the reported Taskgroup is not consistent with the Use_Distribution_Flag on the Time Reporter's Department.	High
TLX01560	QTY cannot be zero		No	The employee has entered a zero value for the Time Reported Quantity	Timesheet must be corrected by removing zero(s). The field must reflect positive hours (greater than zero) or be left blank.	High
TLX01600	Invalid Time Reporter		No	Time Reporter is not enrolled in Time and Labor as of this date.	The reported time is not valid for this date, as the date of reported time is earlier than the Time and Labor enrollment date.	High
TLX01780	Reported time in Future Period		No	Reported time is for a future period.	The time reported is for a restricted future period.	High

Appendix C: 2025 Wage Timesheet Periods and Pay Dates

Beginning Period	Ending Period	Pay Date
December 13	December 26	January 10
December 27	January 9	January 24
January 10	January 23	February 7
January 24	February 6	February 21
February 7	February 20	March 7
February 21	March 6	March 21
March 7	March 20	April 4
March 21	April 3	April 18
April 4	April 17	May 2
April 18	May 1	May 16
May 2	May 15	May 30
May 16	May 29	June 13
May 30	June 12	June 27
June 13	June 26	July 11
June 27	July 10	July 25
July 11	July 24	August 8
July 25	August 7	August 22
August 8	August 21	September 5
August 22	September 4	September 19
September 5	September 18	October 3
September 19	October 2	October 17
October 3	October 16	October 31
October 17	October 30	November 14
October 31	November 13	November 28
November 14	November 27	December 12
November 28	December 11	December 26