

SERS Act 5-Pension Reform Timekeeper Guide

This guide is designed to assist timekeepers with the new process, effective January 1, 2019, of coding mandated overtime in CATS using the Overtime Compensation (OC) field.

Tips and Tricks – below are some reminders to keep in mind when reviewing and coding timesheet entries:

- 1. Mandatory overtime (known as "Mandated" in SAP) must be coded in CATS using the Overtime Compensation (OC) field. A list of the reason codes is included in the appendix at the end of this guide. Overtime not coded with the "X Mandated OT" reason code will be assumed voluntary.
- 2. If an employee works more than one overtime assignment in a day, and one assignment is mandated, and the other is not, it will be necessary to code the assignments separately.
- 3. Effective January 1, 2019, any attendance types associated with the employee's regular shift are considered mandated (100% retirement covered). In some cases, the system will generate the mandated wage type even if the OC indicator is not coded with the "X".
 - a. HT6 (Hol .50-Mandated) wage type 2643
 - b. IT6 (Insuff Time .50-Mandated) wage type 2655

In other cases, it may be necessary to code the attendance type as "Mandated". For example:

- a. DIFF-S1 (SDiff 1.0/PSP SD-5%-Mandated) wage type 2680/2485
- b. DIFF-S2 (PSP SD-6%-Mandated) wage type 2686
- c. DIFF-P3 (SDiff-1.0 Prem) wage type 2681

Therefore, except for HT6 and IT6, our recommendation is to code any other attendance types associated with the regular shift as mandated.

4. Walk Time (DOC) is always considered to be mandated and must be manually coded.

Included in this guide are examples of overtime scenarios showing a completed timesheet (CATS) and the resulting wage types (PT_BAL00) that generated:

Scenario 1 - Cutover Mandated & Voluntary OT

Scenario 2 – Mandated OT

Scenario 3 – Mandated & Voluntary OT

Scenario 4 - Higher Class without OT

Scenario 5 - Higher Class with Mandated & Voluntary OT

Scenario 6 - Work on a Holiday

Scenario 7 - Insufficient Return Time (also known as Lap Time) - IT6

Scenario 8 - Mandated & Voluntary OT with Walk Time (DOC)

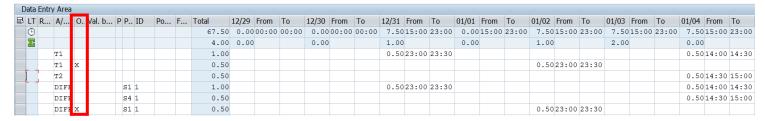
Scenario 9 - FTE Mandated & Voluntary OT

Scenario 10 - FTE Higher Class with OT

Scenario 11 - Kronos Voluntary & Mandated OT

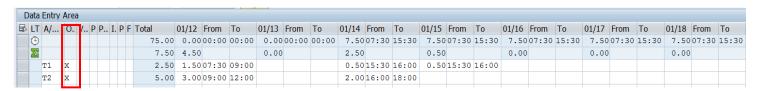
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Scenario 1 - Cutover Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 1500-2300 works OT on 12/31/18, 1/2/19 and 1/4/19. The OT hours worked on 1/2/19 are mandated, and the OT hours worked on 1/4/19 are voluntary.





Scenario 2 - Mandated OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 0730-1530 works mandated OT outside scheduled work shift and on a scheduled day off.





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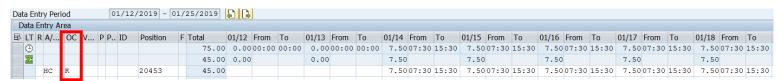
Scenario 3 - Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is 0730-1530 works both mandated and voluntary OT. OT hours worked on 1/12/19 are voluntary, and the OT hours worked on 1/14/19, 1/15/19 and 1/16/19 are mandated.

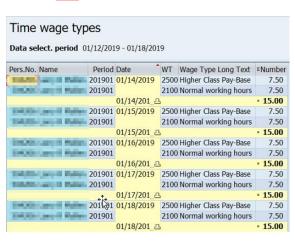




Scenario 4 - Higher Class without OT: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0730-1530 works higher-class* during their scheduled work shift.

Clerk 2 (AA11) working as a Clerk 3 (AA11) *Threshold met



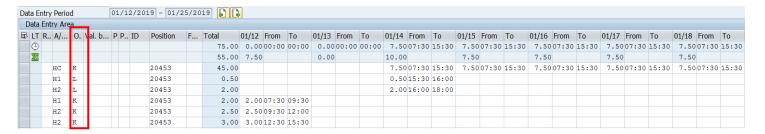


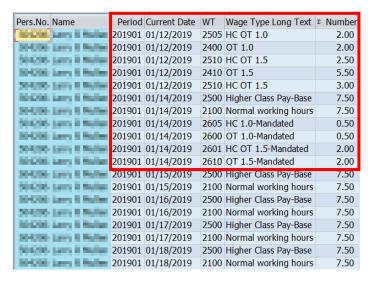
K = <u>Domino Assignment</u> -Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties.

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Scenario 5 - Higher Class with Mandated & Voluntary OT: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0730-1530 works higher class* and OT outside scheduled work shift on 1/12/19 and 1/14/19. OT worked on 1/14/19 is mandated.

Clerk 2 (AA11) working as a Clerk 3 (AA11) *Threshold met



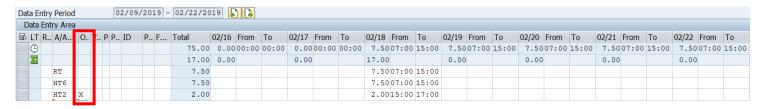


K = <u>Domino Assignment</u> - Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higherlevel duties.

L = <u>Domino Assignment-Mandated</u> -Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties and works mandated overtime.

Scenario 6 - Work on a Holiday: 7.5-hour AFSCME employee (PSA AA11) whose scheduled work shift is 0700-1500 works a holiday, both inside and outside scheduled work shift. Hours outside the scheduled work shift are mandated.

Reminder: HT6 paid for hours worked on a holiday (regular shift).

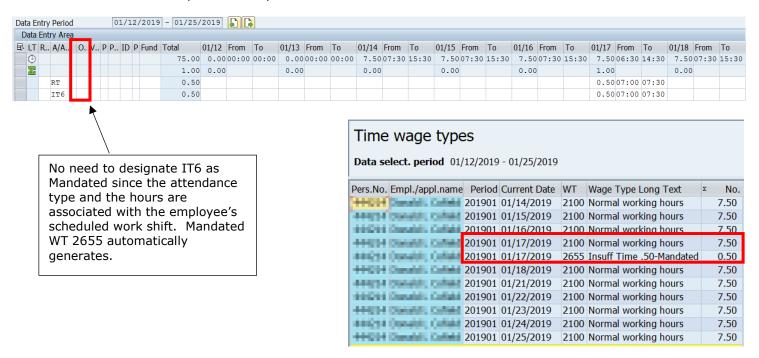


No need to designate HT6 as Mandated since the attendance type and the hours are associated with the employee's scheduled work shift. Mandated WT 2643 automatically generates.

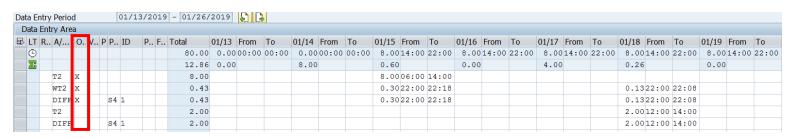
Time wage types							
Data se	Data select. period 02/09/2019 - 02/22/2019						
Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
The same	Othy S. Paul	201902	02/11/2019	2100	Normal working hours		7.50
Linearco	00% R PM	201902	02/12/2019	2100	Normal working hours		7.50
1,0005	Date II Park	201902	02/13/2019	2100	Normal working hours		7.50
Lincoln	Othy S. Paul	201902	02/14/2019	2100	Normal working hours		7.50
1,00000	orby timel	201902	02/15/2019	2100	Normal working hours		7.50
Library	Giby S. Paul	201902	02/18/2019	2643	Hol .50-Mandated		7.50
Linearco	00% R.PM	201902	02/18/2019	2100	Normal working hours		7.50
1,50005	Date 1.7ml	201902	02/18/2019	2646	Hol 1.5-Mandated		2.00
Linearch	Othy S. Prof.	201902	02/19/2019	2100	Normal working hours		7.50
1,00000	serby it most	201902	02/20/2019	2100	Normal working hours		7.50
Library	Othy S. Paul	201902	02/21/2019	2100	Normal working hours		7.50
Description	Office Report	201902	02/22/2019	2100	Normal working hours		7.50

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Scenario 7 - Insufficient Return Time (also known as Lap Time) - IT6: 7.5-hour AFSCME employee (PSA AJ11) whose schedule change on 1/17/19 requires the employee to report to work earlier than the start time of the previous day's scheduled work shift.



Scenario 8 - Mandated & Voluntary OT with Walk Time (DOC): 8.0-hour PSCOA employee (PSA HH11) whose scheduled work shift is 1400-2200 works both mandated and voluntary OT and has walk time. OT on 1/15/19 is mandated.



Time wage types						
Data select. period 01/12/2019 - 01/26/2019						
Pers.No.	Employee/app.name	Period	Current Date	WT	Wage Type Long Text	Σ Numbe
DESCRIPTION OF	Sichard This lacker (II)	201901	01/14/2019	2610	OT 1.5-Mandated	8.00
HORI	State of T Habitative (II)	201901	01/15/2019	2681	SDiff 1.0 Prem-Mandated	8.00
PERMIT	toched 1 Hestocke to	201901	01/15/2019	2100	Normal working hours	8.00
HOLE	State of Thickness (C)	201901	01/15/2019	2637	WalkTime 1.5-Mandated	0.30
HOUR	SCHOOL SHOWING TO	201901	01/15/2019	2682	SDiff 1.5-Mandated	0.30
NORTH	Rehard This boke ID	201901	01/16/2019	2681	SDiff 1.0 Prem-Mandated	8.00
HOSE	Shifter of T Hebbleshov (E)	201901	01/16/2019	2100	Normal working hours	8.00
HURT	tocherch 1 Heraboker 100	201901	01/17/2019	2681	SDiff 1.0 Prem-Mandated	8.00
HOLE	Michael Thickness III	201901	01/17/2019	2100	Normal working hours	8.00
HOUR	BOND THROUGH BY	201901	01/17/2019	2410	OT 1.5	2.00
NORTH	Richard Thistocker IIII	201901	01/17/2019	2482	SDiff 1.5	2.00
HORE	State of Third leader (III)	201901	01/18/2019	2681	SDiff 1.0 Prem-Mandated	8.00
PERMIT	tocherd 1 Hestocker to	201901	01/18/2019	2100	Normal working hours	8.00
HOURT	Michael Thickness III	201901	01/18/2019	2637	WalkTime 1.5-Mandated	0.13
HOURT	SCHOOL HARDON BY	201901	01/18/2019	2682	SDiff 1.5-Mandated	0.13
NOOR	Richard Thistocker IIII	201901	01/19/2019	2681	SDiff 1.0 Prem-Mandated	8.00
HORE	Shifter of T February (C)	201901	01/19/2019	2100	Normal working hours	8.00

Walk time is always considered mandated.

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Scenario 9 - FTE Mandated & Voluntary OT: 8.0-hour AFSCME employee (PSA BN24) whose scheduled work shift is 0600-1430 works voluntary OT on 1/14/19 and mandated OT on 1/16/19.





Scenario 10 - FTE Higher Class with OT: 7.5-hour AFSCME employee (PSA A11) whose scheduled work shift is 0830-1630 works higher-class* during their scheduled work shift.

Clerk Typist 2 (AA11) working higher class as a Clerk Typist 3 (AA11) *Threshold was met in this pay period

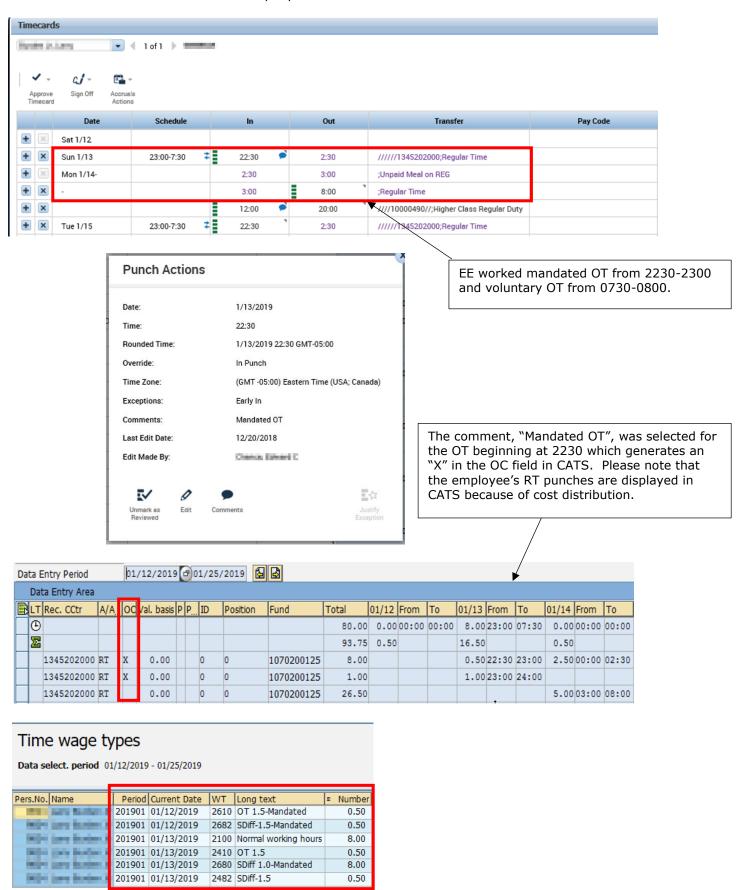




I = Scheduled Day Off -Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.

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Scenario 11 - Kronos Voluntary & Mandated OT: 8.0-hour AFSCME employee (PSA AN11) whose scheduled work shift is 2300-0730 worked voluntary OT before the scheduled work shift and mandated OT after the scheduled work shift on 1/13/19.



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Appendix CATS Overtime Compensation (OC) Reason Codes

ос	Text	Description
С	Nonscheduled Leave	Used when an employee is on non-scheduled leave and another employee is temporarily assigned to perform the duties of that employee's position.
D	Nonscheduled Leave-Mandated	Used when an employee is on non-scheduled leave and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime.
Е	Other	Used when an employee is assigned to perform a temporary special project that involves duties not assigned to a specific, permanent position.
F	Other-Mandated	Used when an employee is assigned to perform a temporary special project that involves duties not assigned to a specific, permanent position and works mandated overtime.
G	Prescheduled Leave	Used when an employee is on prescheduled leave and another employee is temporarily assigned to perform the duties of that employee's position.
Н	Prescheduled Leave-Mandated	Used when an employee is on prescheduled leave and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime.
I	Scheduled Day Off	Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.
J	Scheduled Day Off-Mandated	Used when an employee is on a regularly scheduled day off and another employee is temporarily assigned to perform the duties of that employee's position and works mandated overtime. This is different from an employee being on leave. This reason code would most frequently be used in 24x7 operations.
К	Domino Assignment	Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties.
L	Domino Assignment–Mandated	Used when an employee is performing the higher-level duties of another position, where the employee of that position is also performing higher-level duties and works mandated overtime.
М	Training	Used when an employee is receiving TWOC compensation to perform training duties. It is not related to attending training.
N	Training-Mandated	Used when an employee is receiving TWOC compensation to perform training duties. It is not related to attending training and works mandated overtime.
0	Vacancy	Used when an employee is assigned to perform the duties of a vacant position.
Р	Vacancy-Mandated	Used when an employee is assigned to perform the duties of a vacant position and works mandated overtime.
Q	Winter Service Assignment	Used when a PennDOT employee is assigned a winter service assignment in accordance with the Maintenance and Trades Unit Appendix of the AFSCME Master Agreement.
R	Winter Srvc Asgnmt-Mandated	Used when a PennDOT employee is assigned a winter service assignment in accordance with the Maintenance and Trades Unit Appendix of the AFSCME Master Agreement and works mandated overtime.
Х	Mandated OT	Used to identify mandated overtime.

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