Split Time Entry Overview

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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

Warning: The Split Time Entry program only affects those agencies that have Labor Distribution established on their employees. If your agency does not utilize Labor Distribution, this functionality has no affect on you. You will not see any changes when you enter time cards, and you do not need to run the Time Card Allocation program after entering your time cards.

Agencies can verify whether they have Labor Distribution established on their employees. If you have employees with Labor Distribution that is no longer valid, you will need to correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If you have Labor Distribution, the system will allocate time entered based on the Labor Distribution.

If Labor Distribution is established using the percentage method, the hours will be distributed based on the percentages in Labor Distribution. If Labor Distribution is established using the Hours method, hours will be distributed based on the percentage of hours on each line of Labor Distribution to the total hours in Labor Distribution.

There will no longer be a need for agencies to copy in their Labor Distribution, as the allocation will take place automatically. However, if an agency has a need to copy in Labor Distribution they can continue to do so.

If necessary, Split Time Entry can be overridden by entering a business unit/object code or lump sum amount when entering a time card. Agencies currently utilizing spreadsheets to calculate their Labor Distribution can continue to import time card data in the future. As long as the spreadsheets contain the business units/object codes, the Split Time Entry function will be overridden.

The Pay Types are allocated based on Labor Distribution, and as a result, the object codes assigned to the Pay Types are 511100. Therefore, a Time Card Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. A report showing the changes is also created (see screen shot below). Remember, you must run this program after time cards have been entered, but before you run pre-payroll.