Multiple Department Employees

An employee has the following jobs:

Job10: $18.00/hr
Job20: $15.00/hr

Employee worked the following hours during the current cycle.

Worked a total of 59 hours in the pay cycle.

**Week 1**: 16 hours total. All hours worked on Job10

**Week 2**: 43 hours total. 14 hours worked on Job10 and 29 hours worked on Job20

Job10: 30 hours worked
Job20: 29 hours worked
MTE calculated the following values.

MTE calculates:

Job10:  OTP  0.98
REG 29.02

Job20:  OTP  2.02
REG 26.98

MTE distributes the REG hours based on the key entries made by the employee for each job.
3 hours of overtime are calculated based on the number of hours worked in week 2 from all jobs.
Overtime hours are proportionately applied according to the distribution percentages in PPS.

MTE uses the distribution/appointment percentages basis to determine the assignment of the overtime.
MTE will distribute the hours automatically if the Job and its distributions percentages equal.
Since timekeeping is date driven, due dates and deadlines must be followed. Departments need to coordinate and develop workflow guidelines to reviewing and accepting timecards.

Alternate (secondary) departments can only do a review of timecards in MTE. The Home (primary) department can do a review as well but has the responsibility of accepting the employee’s timecard. This can only be accomplished if all departments involved have agreed to use MTE.

**Alternate (secondary) Department Workflow**

An Alternate timekeeper can view shared employees timecards from the Alternate Reporting option. Any employee who has submitted hours where your department is listed as alternate will show up here. Employee who did not key any hours for your department will not show.

<table>
<thead>
<tr>
<th>Timekeepers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
</tr>
<tr>
<td>Review timecards not yet submitted for each timekeeper code.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
</tr>
<tr>
<td>Submit a review for and/or accept employee timecards.</td>
</tr>
<tr>
<td>Monthly</td>
</tr>
<tr>
<td>Submit a review for employee timecards.</td>
</tr>
</tbody>
</table>

| Monthly | Biweekly | Employee Timekeeper History |
| View historical time entries. |

| Launch Timekeeping |
| Go to the Timekeeping application to enter manual timecards and additional timekeeping functions. |

As an Alternate Timekeeper you will see the same information as the Primary Timekeeper.
Follow the same procedures you follow for your primary department employees. The difference here is that you can only do a review and will not be able to accept the timecard. You are sharing the cost of this employee between 1 or more departments, so coordination and communication is important to determine who will pay what.

When reviewing the timecard keep in mind all hours reported for the week and determine which hours your department will pay. If hours for overtime or holiday need to be modified. Use the Override Totals Summary button, follow the instructions on the Override Worksheet.

In the case above, it was agreed between departments that any extra hours of overtime would be paid by the secondary department (this is you). So you will need to use the Override Totals Summary to edit the hours.

Using the Override Worksheet the 3 OTP hours were moved to Job 20.

Hours will distribute to the desired job and distributions.
Enter some notes in the Override Notes section and hit the Apply button.

Adjustments will transfer to the Calculate Screen for Final Review.

The Print button will show you the details on how the information will transfer to TAR based on your review.

At this point you will click the Review finish. The system will add a note indicating that you have reviewed the document.

The reviewed information will transfer to the Calculate Spread and Timekeeper Report.

Home (Primary) Department Workflow

The Primary Department Timekeeper will view the shared employee on their primary employees section.
The primary department has the same view as the alternate departments have.

Once the alternate department does their review you will see the annotation in the Timekeeper Report.

You will also see comments at the bottom of the Calculate Spread page.

At this point you (primary department) will do your own review on the timecard and accept the timecard.