✓ Please keep side conversations to a minimum
✓ Cell phones silenced
✓ Ask questions!
Earned Sick Leave Law

Act became effective October 29, 2018

Requires that virtually all employees receive a minimum amount of paid sick leave each benefit year, including those who did not previously receive paid sick leave under existing policies.
**Earned Sick Leave Law**

Methods of Providing Earned Sick Leave Will Vary By Employee Class:

- Employee may accrue paid sick leave at a rate of one hour per thirty hours worked, up to 40 hours in a benefit year (Class 4 and 5 Employees)

- Employee may be advanced the amount of paid sick leave the employee would have accrued under the above method at the beginning of the benefit year, up to 40 hours (e.g. salaried/non-hourly employees who do not currently accrue paid sick time)

- Employer may rely on existing PTO policy provided that it meets the minimum requirements of the NJ ESLL (e.g. employees currently accruing paid sick time pursuant to Policy and collective negotiations agreements)
Earned Sick Leave Law

Employees can use up to 40 hours of accrued paid sick leave per benefit year for the purposes listed in the NJ ESLL.

Up to 40 hours of accrued and unused paid sick leave may be carried over to the next benefit year.
**Earned Sick Leave Law**

Class 4 and 5 employees began accruing paid sick time on October 29, 2018. They may begin using accrued earned sick time on February 26, 2019.

New Class 4 and 5 employees begin accruing time upon commencement of employment and may use accrued paid sick time starting on the 120th day after their start date.
Earned Sick Leave Law

New Jersey Earned Sick Leave (NJ ESL) can be used for:

- An employee’s or employee’s family member’s medical condition or preventive care
- Absences due to circumstances related to domestic or sexual violence
Earned Sick Leave Law

New Jersey Earned Sick Leave (NJ ESL) can be used for:

- Closure of the employee’s workplace, or employee’s child’s school/daycare, by order of a public health official
- Time to attend employee’s child school meetings/functions
Earned Sick Leave Law

The NJ ESLL restricts:

• The circumstances in which employers can require employees to provide advance notice of the need to use paid sick leave and/or documentation,

• The days on which an employer may prohibit the foreseeable use of paid sick leave (black out days),

• The amount of advance notice that employers may require, and

• The types of documentation employers may require employees to provide to verify the need to use paid sick leave.
Earned Sick Leave Law

Employer cannot retaliate against employees for use of paid sick leave. Earned sick leave taken under the NJ ESLL cannot be counted as an absence for disciplinary purposes.

Departments considering discipline for reasons related to an employee’s use of sick leave must contact Office of Labor Relations and Academic Labor Relations.
What we’ll be covering in this course:

- NJ Earned Sick Leave (NJ ESL)
- NJ ESL Roster for 4s/5s
- Time Entry
- Time Reporting Code
- Exceptions/Rules
- Additional Resources
Basic Facts
New Jersey Earned Sick Leave (NJ ESL)

- **Rate of accrual**
  - The accrual rate of the NJ ESL is 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year.

- **Benefit year**
  - The benefit year begins July 1 through June 30

- **Start date of accrual**
  - Employees begin to accrue NJ ESL on October 29, 2018, or on the first day of their employment, whichever is later.

- **Date available for use**
  - Employees can begin using accrued NJ ESL under this law 120 days after you begin employment.
Time Entry & Approval

By Employee Type (Type 4 and/or Type 5)

Hourly, Non-Exempt

- Per Diem
- Student Workers
- Casual Worker (Temp)
- To review employees active balances
### NJ Earned Sick Leave 4s/5s Roster

**Department:** 10492  
**Description:** Dining Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Empl ID</th>
<th>Name</th>
<th>Accrual Begin Date</th>
<th>Eligibility Date</th>
<th>Hours Worked in this Dept</th>
<th>Hours Worked in Other Deposits</th>
<th>Total Hours Worked</th>
<th>Total NJ ESL Earned in Cls 45</th>
<th>NJ ESL Hours Taken</th>
<th>NJ ESL Hours Balance</th>
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</thead>
<tbody>
<tr>
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<td>00063840</td>
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**Employee Balance**  
**Employee Detail**  
**Accrual Begin Date**  
**Eligibility Date**
### Employee Details

**NJ Earned Sick Leave 4s/5s Employee Details**

**Empl ID:** 00004321  
**Empl Name:** Leach, Archibald  
**NJ ESL Accrual Date:** 10/29/2018  
**NJ ESL Eligibility Date:** 02/26/2019

<table>
<thead>
<tr>
<th>Pay Period End Date</th>
<th>Empl Record</th>
<th>Department</th>
<th>Dept Description</th>
<th>Empl Class</th>
<th>Empl Class Description</th>
<th>Job Code</th>
<th>Job Code Description</th>
<th>Earnings Code</th>
<th>Earnings Code Description</th>
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Leach, Archibald

NJ ESL Accrual Date: 10/29/2018
NJ EML Eligibility Date: 02/26/2019

Fiscal Year NJ Earned Sick Leave Summary

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<tr>
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Fiscal Year NJ ESL Absence Details

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Click here for full details
<table>
<thead>
<tr>
<th>Pay Period End Date</th>
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<th>Dept Description</th>
<th>Empl Class</th>
<th>Empl Class Description</th>
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<th>Earnings Begin Date</th>
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<th>Hours Worked by Pay Period Week</th>
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<tr>
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<tr>
<td>11/16/2018</td>
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<td>Off-Campus &amp; Comm Partnership</td>
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<td>05100</td>
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<td>12/22/2018</td>
<td>12/28/2018</td>
<td>6.50</td>
<td></td>
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</tbody>
</table>
Time Entry & Approval Process Responsibilities

**Employee**
- Communicates to T&L Preparer

**Time & Labor Preparer**
- Enters time in the system (elapsed timesheet)
- Sets charging instructions *(Only when funding is different from standard salary instructions for position)*
- Makes corrections (up to 90 days back)

**Time Admin Runs**
- Time Admin runs at 3:00 a.m. and 12:00 p.m. every day

**Time & Labor Approver**
- Validates and approves time and charging instructions

**Central Payroll**
- Provides final audit on time entered and charging instructions
- Applies time to system, converting time worked to time paid
Elapsed Timesheet - Navigation

Main Menu > Time Management > Report Time > Timesheet

To make navigation simpler, add to Favorites!
Elapsed Timesheet – Search for Employee

Search by Employee ID, Last Name, or Department

Timekeeper will only have access to employees they can input time for
### Elapsed Timesheet – Time Entry

**Leach, Archibald**

**Employee ID:**

**Emp Record:**

**Job Title:**

**Std Hourly Rate:** 22.000000 USD

**Instructions**

- **View By:** Week
- **Reported Hours:** 3.00
- **Previous Week:**
- **Next Week:**
- **Date:** 12/21/2018
- **Scheduled Hours:** 0.00

#### From Friday 12/21/2018 to Thursday 12/27/2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Approval Monitor</th>
<th>Total</th>
<th>TRC</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/24/2018</td>
<td>Submitted</td>
<td>Approval Monitor</td>
<td>3.00</td>
<td>NJESL</td>
<td>NJ Earned Sick Leave</td>
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</tr>
</tbody>
</table>

**Reported Time Status**

**Go To:**
- Manager Self Service
- Time Management
- Punch Timesheet
- Return to Select Employee

Will only see Time Reporting Codes (TRC) relevant to employee
Elapsed Timesheet

You have the option to override the ECI here, however the preferred method is to set up the Earning Code in the ECI. Please note Federal Work Study must use the Combo Code on the Timesheet.

Employee time will charge according to the Employee Charging Instructions (ECI) if no Combo Code is entered.
Federal Work Study is not eligible to use the Earning Code (S26 – NJ ESL) in ECI
The time will not go through until the preparer selects “OK” on the Confirmation Page.
When entering NJ ESL time in an elapsed timesheet, time must be entered as fractions of an hour.

Example: 15 minutes would be submitted as 0.25

$X\text{ Minutes} = \frac{X}{60}\text{ Fractions of an Hour}$
Corrections and Adjustments

For timesheet corrections, Timekeepers should enter the **total number of actual hours** (not the adjusted hours).

**Example**

If the timesheet has an entered time of **5 hours** that needs to be corrected to **6 hours**, the Timekeeper should enter the new time of **6 hours** (not 1 hour).

- **X** In the example, entering the adjustment of 1 hour would deduct 4 hours from the original entered time.
- **X** A negative hour should never be entered.
An exception is a system error which prevents Reported Time from transitioning to Payable Time.
NJ ESL RULES

I. An employee must be employed 120 days (4 months) before they are eligible to use the accrued time.

II. An employee may only use up to 40 hours of leave per benefit year.

III. An employee may not use more time than accrued in the benefit year.

Time must be approved, or it will not be paid.
Leach, Archibald

Job Title: Pro/Research/Mgr Casual
Std Hourly R: 22.000000 USD

**Instructions**

*View By:* Week
Reported Hours: 3.00

Date: 12/21/2018
Scheduled Hours: 0.00

**Dates**

<table>
<thead>
<tr>
<th>Fri 12/21</th>
<th>Sat 12/22</th>
<th>Sun 12/23</th>
<th>Mon 12/24</th>
<th>Tue 12/25</th>
<th>Wed 12/26</th>
<th>Thu 12/27</th>
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**Time Reporting Code**

<table>
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<th>Time Reporting Code</th>
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</thead>
<tbody>
<tr>
<td>12/24/2018</td>
<td>NJESL - NJ Earned Sick Leave</td>
</tr>
</tbody>
</table>

Note: Please enter comments if TRC type XPAMT is used. If no comments entered for TRC type XPAMT, then that time will not be processed and will be set as an exception.

**Reported Time Status**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Approval Monitor</th>
<th>Total TRC</th>
<th>Description</th>
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<td>12/24/2018</td>
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<td>![Exception Symbol]</td>
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**Reported Time Summary**

Go To: Manager Self Service
Time Management
Punch Timesheet
Return to Select Employee

Trying to use more time that accrued.
### Exceptions – Correct Exception

**Timesheet**

**Charlie Brown**  
Job Title: STUDENT CWS

<table>
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<th>Instructions</th>
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<tr>
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<td>Date: 07/15/2016</td>
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**Employee ID:** XXXXXXXXX  
**Empl Record:** 0  
**Std Hourly Rate:** 8.380000 USD  
**Reported Hours:** 100.30  
**Scheduled Hours:** 0.00

**From 07/15/2016 to 07/21/2016**

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<th>Date</th>
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<th>In</th>
<th>Meal</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
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**Buttons:**
- Click Submit  
- Make Correction  
- Select TRC
Reports – Navigation and List

- Payable Time Detail
- Time & Labor Summary
- Time Requiring Approval

Main Menu ➔ Rutgers Reports ➔ Time and Labor
Payable Time Detail
Summary Report for time entered and approved (for one month at a time)

Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

Select Employee

Employee Selection Criteria

- **Description**
  - Empl ID
  - Empl Record
  - Last Name
  - First Name
  - Job Code
  - Job Description
  - Department
  - Supervisor ID
  - Location Code

- **Value**

- **Employee Selection Criteria**

- **Employees For Marie Matusiak**

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<th>Empl ID</th>
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<th>Job Code</th>
<th>Job Description</th>
<th>Department</th>
<th>Department Description</th>
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<th>Workgroup</th>
<th>Supervisor ID</th>
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<tr>
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<td>020799</td>
<td>SAFETY INSPECTOR</td>
<td>19527</td>
<td>NUCLEAR PWR PLNT</td>
<td>01796</td>
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<td>MBURNS</td>
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Payable Time Detail

Job Title: Pro/Research/Mgr Casual

Employee ID: Empl Record: 0
Std Hourly Rt: 22.000000 USD

Start Date: 10/27/2018 End Date: 11/15/2018

Payable Statuses to view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display. Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

<table>
<thead>
<tr>
<th>Date</th>
<th>Payable Status</th>
<th>Reason Code</th>
<th>Approval Monitor</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>TRC Type</th>
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<td>Approval Monitor</td>
<td>HREG</td>
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<td>Hours</td>
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</table>
Time & Labor Summary
Summary Report for time entered and approved, for any period of time

On the first time running any report, use “Add a New Value”
When in doubt, leave TRC field blank. This will pull up all the TRCs the employee has earned.
Process Scheduler Request

User ID: BOBROSS
Run Control ID: rr

Server Name: [Dropdown]
Run Date: 06/10/2016
Recurrence: [Dropdown]
Run Time: 9:52:07AM
Time Zone: [Dropdown]

Reset to Current Date/Time

Process List
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<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td>Time and Labor Summary</td>
<td>RU_TL103</td>
<td>SQR Report</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
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</table>

OK  Cancel
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<tr>
<th>Name</th>
<th>EMPL ID</th>
<th>Date</th>
<th>Job Title</th>
<th>Date</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>Description</th>
<th>Override</th>
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<td>0</td>
<td>1 10492 SR ADMIN</td>
<td>Distributed</td>
<td>21-Dec-18</td>
<td>3.20</td>
<td>31.52</td>
<td>151.28</td>
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Sub total hours for TRC: 21.65
Sub total amount for TRC in $: 1,023.50
Dept Total hrs for TRC: OVT
Dept Total amt for TRC: OVT
Department Total in $: 1,243.33
If you have any questions about using NJ ESL in Time and Labor, please contact Payroll Services at (848) 445-2112 or email at payroll@payroll.rutgers.edu.