



# PTMW TIMEKEEPING QUICK REFERENCE GUIDE

DESIGNED FOR OLG/DCRT TIME ADMINISTRATORS

HUMAN RESOURCES DIVISION ● (225) 342-0880

ISSUED 3/27/2013

REVISED 3/4/2015; 2/1/2016; 7/1/2019; 2/19/2021

## Pre-Requisite Training Courses




**PRE-REQUISITE TRAINING COURSES:** These courses must be completed prior to beginning time entry into the LaGov HCM system and/or PTMW.

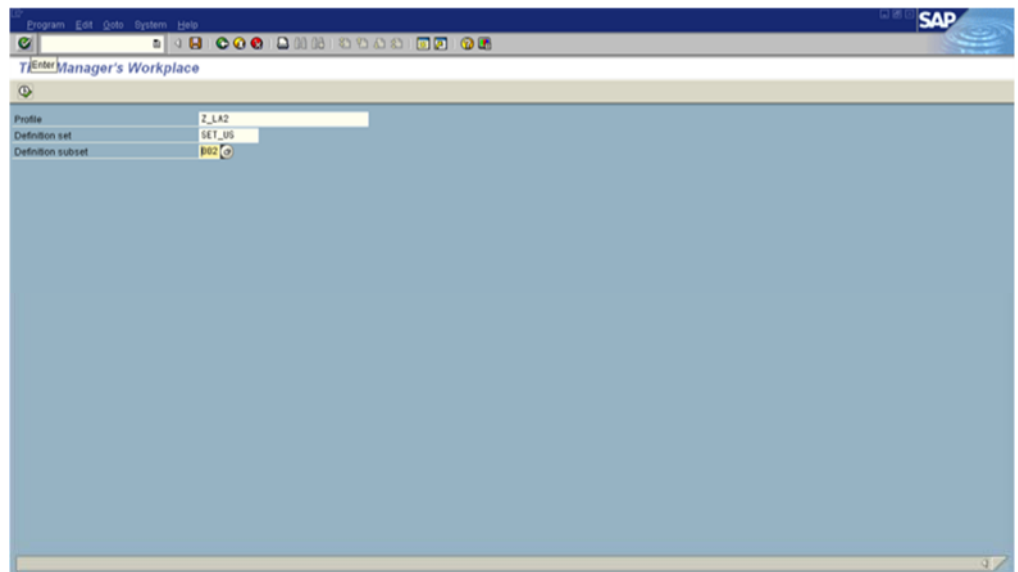
1. LaGov HCM Basic Navigation – web course designed to familiarize you with the LaGov HCM System and how to move within the system; and
2. LaGov HCM Basics of Time Administration – web course designed to familiarize you with the PTMW process for logging in, creating employee lists, entering attendance and leave entries, etc. into the system

*Note: The above mentioned courses must be scheduled and taken directly through LEO. For assistance in registering and/or obtaining credit for course completion, contact Jeanice Clarke at (225) 342-0880.*

## PTMW FIRST TIME LOG ON

**FIRST TIME LOG ON PROCESS:** Profile set up will appear during the first time log on only. Once established, this profile set up will never appear again.

- Log into the LaGov HCM system (using the same username and password as required for the LEO system). At home screen “SAP Easy Access – User menu for “Employee’s Name”, enter the transaction code “PTMW” in the Command Field and then click 
- The Profile Set up screen appears. Each field has ONLY one selection available. You **must** select the option in each field for PTMW to function correctly. You will use the following to establish your profile.
  1. Profile – **Z\_LA**
  2. Definition set – **SET\_US**
  3. Definition subset – **002**
- Click  to validate the selections.
- Click  to execute the profile.



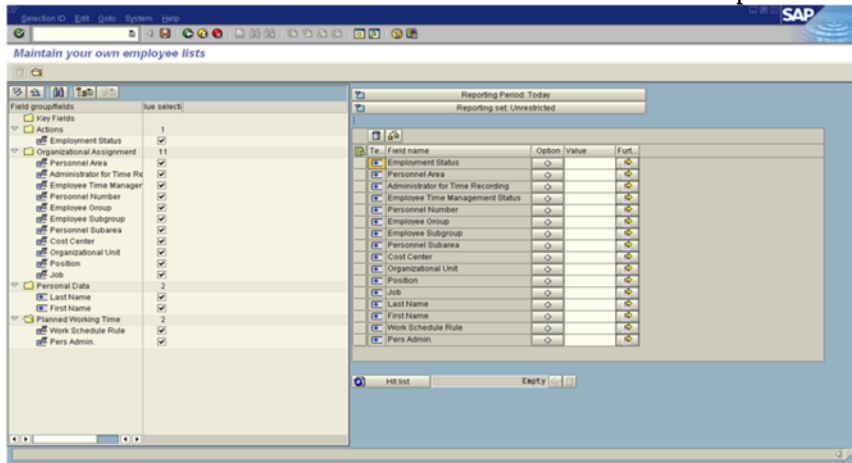
## PTMW – CREATE EMPLOYEE LISTS

**Human Resources recommends timekeepers create two separate employee lists;**

- Negative Time-Entry List - regular leave earning employees with a fixed work schedule; and**
- Positive Time-Entry List – wage and regular leave earning employees on a 24/7 work schedule**

- Click  to create your employee list.


- Click **Maintain your own employee lists** from the drop down list.

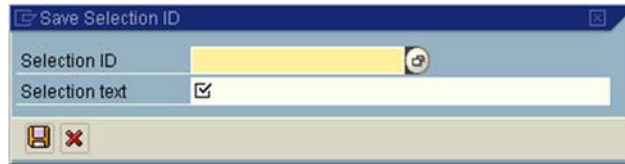





- To set up your employee list, you will need to include the following choices from the Maintain your own employee lists screen

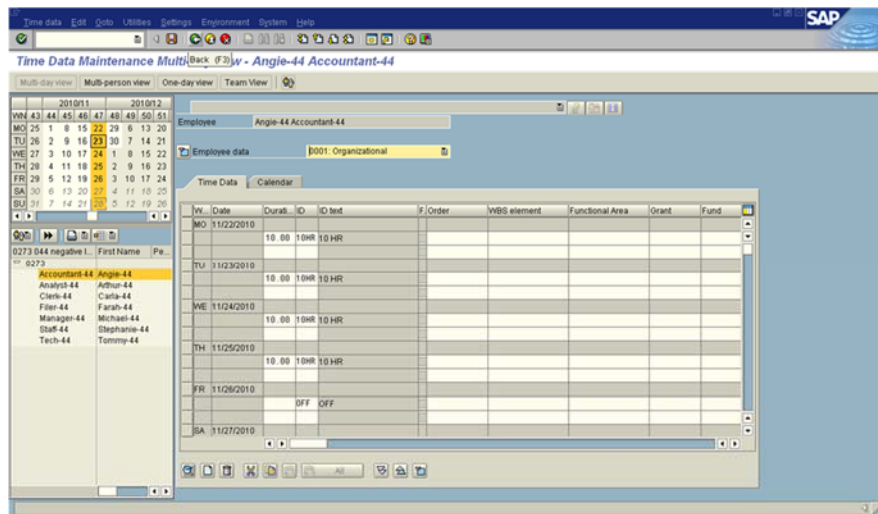
- Employment status – Enter “3” for all active employees.
  - Personnel Area – Enter the four-digit agency number (e.g.: 0261)
  - Administrator for Time Recording – Enter your three-digit time administrator number
    - 001 – Salaried Employees (*All agencies with exception of OSP Field sites*)
    - 002 – Wage Employees
    - 003 – Used by the Office of Tourism only
  - Employee Time Management Status – This is the time management status assigned to the employee (i.e. negative or positive time entry)
    - 1 – Positive Time-Entry Employees
    - 9 – Negative Time-Entry Employees


- Click  **Hit list** to generate the employee list.

- Click  to save your employee list.



- Selection ID - Must begin with "Z" followed by a short description of your list (i.e. z0273 044 neg list)
- Selection text – description of your list (i.e. 0273 044 negative list)
- Click  to save your list name.
- Click  to return to the **Time Data Maintenance Multi-day view**.
- Click  to view the Employee List names.
- Click the **Employee List** you want to view.



- Click  to return to the **SAP Easy Access menu**.

## STATUTORY HOLIDAYS

Statutory holidays do not require an entry into the PTMW system for negative time-entry employees; however, the holiday **must** be entered for those **leave-earning employees on a positive time (24/7) work schedule**.

OLG/DCRT observes holidays in accordance with Louisiana Revised Statute 1:55, along with any others which may be proclaimed at the discretion of the Governor. Statutory holidays include:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Inauguration Day (every four years in the city of Baton Rouge)
- Mardi Gras Day
- Good Friday
- Independence Day
- Labor Day
- General Election Day (every two years\*)
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Full-time employees required to work on a holiday which falls on a day within their regularly-scheduled workweek will be compensated in accordance with the Fair Labor Standards Act and Civil Service Rule 21.7 and 21.8, which provide overtime options for work on holidays. If any of these holidays falls on a weekend, the nearest weekday is generally proclaimed to be the holiday.

**\*General Election Day must be coded as LH since it only occurs as a holiday every two years.\***

## DECLARED "PROCLAIMED" HOLIDAYS

Declared/proclaimed holidays **do** require an entry into the PTMW system for negative and positive time-entry employees to receive the holiday.

OLG/DCRT observes holidays in accordance with Louisiana Revised Statute 1:55, along which may be proclaimed at the discretion of the Governor. Proclaimed holidays generally include:

- Memorial Day
- Acadiana Day (day after Thanksgiving)
- Christmas Eve
- New Year's Eve

## ATTENDANCE CODES

Regular attendance hours are required to be entered daily for all positive time-entry staff and special pay hours must be entered daily for negative time-entry staff earning on-call pay.

- **ZA01** – Regular Attendance
- **ZWAE** – Regular Attendance for **Classified WAE employees only\***
- **Z001** – KT-Earned (System Calculated)
- **Z002** – Overtime paid (System Calculated)
- **0062** – On Call pay
- **ZARG** – Regular Attendance for **Students employees only**

**\*Classified WAE employees require HR to input an attendance code to cover the 12-month period of 1245 hours before the timekeeper enters time on the employee. ALL time entries for a Classified WAE employee will be coded as ZWAE only.**

## LEAVE CODES

There are various types of leave (paid and unpaid) available to eligible OLG/DCRT employees, including but not limited to: annual, sick, compensatory leave, leave without pay, funeral leave, military leave, etc.

### A. LEAVE FOR WHICH SPECIAL QUOTAS ARE REQUIRED:

**HR will be responsible for creating the quota for these types of leave before you may enter time under these codes.**

#### 1. Family and Medical Leave Act (FMLA) (PPM #13)

The Family and Medical Leave Act (FMLA) requires that eligible employees be provided up to 12 weeks (480 hours) of job-protected time off for certain family and medical reasons. The time off is paid leave when an employee has sick, annual or compensatory leave hours available, as applicable. Otherwise, it is unpaid leave. Specific items covered are birth; adoption; placement of a child; care for an employee's parent, child or spouse with a serious health condition; or an employee's own serious health condition. Leave for military caregivers (up to 26 weeks) and for qualifying exigencies experienced by military families (ranging from 5 days to 12 weeks) are also available to qualified employees.

#### Family and Medical Leave Codes:

**NOTE: FMLB and/or FMLW must be entered daily with the leave code for the quota to be sufficiently reduced.**

- **LBFM** – leave taken from an employee's sick leave balances – to be used for an individual's own serious health condition
- **LAFM** – leave taken from an employee's compensatory and/or annual balances – to be used for a family member's serious health condition
- **LWFM** – Leave without pay when an employee has exhausted all forms of accrued leave
- **FMLB** – deducts from the 480 hours quota – should be used for all leave entries under FMLA
- **FMLM** – deducts from the military caregiver quota

## 2. Crisis Leave (PPM #29)

Crisis leave is a pool of annual leave donated by OLG/DCRT employees that may be used by eligible employees who cannot work because of a catastrophic illness or injury to themselves or an eligible family member. The program is designed to assist employees who have insufficient appropriate paid leave to use during the crisis period. In accordance with Civil Service Rules, an employee utilizing crisis leave may only earn 75% of their regular wages. Therefore, when keying crisis leave, a timekeeper must prorate the leave hours in order to comply with this restriction. For example, if an employee's work schedule includes 8-hour days, the timekeeper must reduce the crisis leave entry to be 6 hours per day (8 hours x 0.75 prorated).

### **Crisis Leave Code:**

- **LCRI** – 75% of normal pay = 6 hours daily for a normal 8-hr workday

## 3. Educational Leave (PPM #37)

In accordance with Civil Service Rule 11.24, educational leave with pay may be granted an employee for a maximum of thirty (30) calendar days in one calendar year if the employee is taking a course of instruction that is pertinent to the work performed by him/her for the Department.

### **Educational Leave Code:**

- **LEJR** - Educational leave job related
- **LEMA** – Educational Leave – Mandated

## 4. Leave for Military Purposes

In accordance with Civil Service Rule 11.26, an employee may be granted military leave without loss of pay or accumulated leave when members of a Reserve Component of the Armed Forces of the United States are called to duty for military purposes, and to members of National Guard Units which are called to active duty as a result of a non-local or non-state emergency.

- a) Provided they give advance notice, employees serving on job appointment, probationary or permanent status, shall be entitled to military leave with pay.
- b) No advance notice is required when such notice is either precluded by military necessity, or otherwise impossible or unreasonable.
- c) Maximum military leave with pay for military purposes is 15 working days per calendar year.

### **Military Leave Codes:**

- **LMAL** – Military Active Leave
- **LMPE** – Military Physical Exam
- **LMTL** – Military Training Leave (limited to 15 working days)
- **LWM** – Military Leave w/o pay

## 5. Leave during Investigation

In accordance with Civil Service Rule 12.10(b), a suspension pending investigation must be with pay and cannot exceed 260 work hours. This code should not be utilized unless specifically directed to do so by the HR Director or HR Manager.

**Suspension Leave Code:** **LI** – Suspended with pay

## **B. LEAVE FOR WHICH NO SPECIAL QUOTAS ARE REQUIRED:**

**There are no quotas established for the below types of leave; therefore, you may enter the appropriate leave code without HR having to input a quota.**

### **6. Holiday Leave**

Delegated/proclaimed holidays must have a leave code entered daily for both positive and negative time entry staff in order to receive pay for the holiday. If an employee is required by the Appointing Authority to work on an official and/or proclaimed holiday, he/she shall be entitled to compensatory leave or overtime pay for hours worked on this day.

If a holiday falls on an employee's regular day off, the employee would receive another day as a designated holiday. **Please note: Designated holidays must touch either side of the holiday and be the first working day preceding and/or following a holiday.**

If a holiday falls on an employee's regular scheduled workday, the employee is not eligible to receive another day as a designated holiday. **Please note: The employee would receive holiday pay and k-time for hours worked on the holiday.**

#### **Holiday Leave Codes:**

- **LH** - Holiday
- **LHDH** - Designated Holiday

**If an employee is on scheduled FMLA leave during a holiday, then the FMLB or FMLM code must also be entered** in addition to the leave code so that the quota is sufficiently reduced for hours not worked due to the holiday.

### **7. Funeral Leave**

Funeral leave is applicable to probationary or permanent employees only and is not applicable to employees on temporary appointments (i.e.: job appointment, classified WAE, and unclassified temporary).

In accordance with Civil Service Rule 11.23.1, funeral leave with pay may be granted an employee for a maximum not to exceed two (2) consecutive workdays to make arrangements or attend the funeral or memorial services of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent or grandchild.

In the event of the death of an employee, the Appointing Authority may authorize an employee or employees to attend funeral/memorial services as a representative of OLG/DCRT without loss of pay or use of leave.

The supervisor may require an employee requesting funeral leave to provide proof or documentation of his/her relationship to the deceased.

#### **Funeral Leave Code:**

- **LF** - Funeral Leave



## **8. Leave for Jury Duty or Court Appearance**

In accordance with Civil Service Rule 11.23, an employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when called to serve on jury duty; and when summoned to appear as a witness before a court, grand jury, or other public body or commission, provided that for purposes of this Subsection a plaintiff or defendant shall not be considered a witness, nor shall this Subsection apply to an employee summoned as a witness as a result of employment other than State employment.

### **LEAVE CODES FOR JURY DUTY OR COURT APPEARANCE:**

- **LJ**- Leave for court

## **9. Leave under Act of God or Local Conditions**

In accordance with Civil Service Rule 11.23(g) an employee may be granted special leave without loss of pay or accumulated leave when the appointing authority determines that because of local conditions or celebrations it is impracticable for his employees in such locality to work.

### **Leave Codes:**

- **LSAG** – Special Leave – Act of God
- **LSOC** - Special Leave – Office Closure

## **10. Leave without Pay**

In accordance with Civil Service Rule 11.27, an appointing authority may grant a leave of absence without pay to an employee, provided that such leave shall not prolong the period of the employee's appointment and/or the employee has exhausted all accumulated leave and is unable to perform the essential duties of his/her position.

### **Leave Codes:**

- **LW** – Leave without pay
- **LWLB** – LWOP in lieu of sick
- **LWFM** – FMLA – unpaid
- **LWM** - Military leave without pay

## **11. Leave during Investigation and/or Suspension**

In accordance with Civil Service Rule 12.10, an appointing authority may suspend a permanent employee who is suspected of conduct that, if confirmed, would warrant discipline or removal and the employee's continued presence at work during the investigation and subsequent administrative proceeding would be contrary to the best interests of state service.

### **Leave Codes:**

- **LILW** - Suspended without pay

# TIMEKEEPING FAQs

## **A. Payroll Calendar**

### ***When can I enter payroll?***

Timekeepers may enter payroll for week one of the pay period no earlier than the first Thursday of the pay period. Payroll for week two of the pay period should be entered no earlier than the second Thursday of the pay period. Timekeepers may only make entries on future dates in an employee's time file for the second weekend of the pay period. Projected time for future dates (weekends) may be entered no earlier than the second Thursday of the pay period. This means that payroll should only be entered on Thursday or Friday, making any necessary corrections on the following Monday. Exceptions to this procedure may only be granted by the Human Resources Division (HR) and will be approved on a case-by-case basis. *Note: when the close of pay period coincides with a holiday, HR will provide guidance on the proper payroll entry date well in advance of the payroll deadline.*

HR urges timekeepers to ensure that any necessary changes are made to the employee's time file no later than 12:00 PM (noon) on the Monday following the close of the pay period.

### ***Who will enter my time if I am out of the office on payroll close or the following Monday?***

When a timekeeper knows in advance that they will not be in the office for payroll entry dates, they should make arrangements for the backup timekeeper to enter the site's payroll. A complete list of timekeepers and their backups is found on pages 12 and 13.

### ***How should I submit a PPA?***

You may scan and email the PPA to the HR analyst in charge of PPA entries or fax it to the HR Division at (225) 342-7928. These are the two preferred methods of submission as they expedite the entry of the adjustment and help to avoid potential errors associated with payroll adjustments. It is not necessary to mail an original copy.

## **B. Holidays**

### ***Who is eligible for paid holidays?***

Leave-earning employees receive paid holidays.

### ***Do I have to manually enter holidays for all employees?***

*(See Section 6 on page 8.)*

### ***How do I enter time if a leave-earning employee works on a holiday?***

When an employee works on a holiday, there will be two entries to their time file for that day:

1. Enter the holiday in accordance with the employee's work schedule.
2. Enter the hours the employee actually worked as k-time.

Example: The employee below worked 8 hours on a holiday. The first entry (8.0 LH) represents the paid holiday. The second entry (8.0 Z001) represents the hours actually worked on the holiday.

	TU	03/04/2014			
			24.00	24HR	24HOUR/7DAY
			8.00	LH	HOLIDAY
			8.00	Z001	K-EARNED (SYS CALC)

**What if a holiday falls on an employee’s regularly scheduled day off?**

If a holiday falls on the employee’s regularly scheduled day off, they will receive a designated holiday on the closest working day (before or after) touching the holiday.

Example 1: The employee normally works Monday through Thursday. A holiday fell on a Friday, which is her regularly scheduled day off. She would receive the closest workday before or after her scheduled day off as a designated holiday. In this example, she will receive the Thursday before the holiday as her designated holiday.

	TH	03/28/2013			
			10.00	10DY	10 HR DAY
			10.00	LHDH	DESIGNATED HOLIDAY
	FR	03/29/2013			
				OFF	OFF

Example 2: If she worked on her designated holiday, she would receive k-time for the hours worked.

	TH	03/28/2013			
			10.00	10DY	10 HR DAY
			10.00	LHDH	DESIGNATED HOLIDAY
			5.00	Z001	K-EARNED (SYS CALC)
	FR	03/29/2013			
				OFF	OFF

**C. Auditing**

**When do I need to run the time entry audit report (ZT02)?**

The time entry audit report (ZT02) should be run and printed no later than 3:00 PM on payroll Monday.

**Who should audit the time entries?**

The timekeeper’s supervisor or a proper designee who does not have time entry security clearance must review the time entry audit report (ZT02). All audit reports must be signed and dated by the person who audited them.

**D. Time Entries for Timekeepers**

**Can a timekeeper enter time into their own time file?**

Under no circumstances should a timekeeper make payroll entries into their own time file. If a backup timekeeper is not available to make the entries, the timekeeper should contact HR at (225) 342-0880 to make appropriate arrangements.

## AGENCY TIMEKEEPERS

AGENCY	TIME ADMIN #	PRIMARY	BACK-UP	HR CONTACT
OLG / OS	001 = SALARIED 002 = WAGE	AMIE BURIEGE	NATALIE FAULK	ALYSON BAUER
OSM / OT (BR) * Certain staff	001 = ALL EMP.	AMIE BURIEGE	NATALIE FAULK	TERRI RUSSELL
OLG / Volunteer LA	001 = SALARIED	JAWONNA MASON	NATALIE FAULK	ALYSON BAUER
AGENCY	TIME ADMIN	PRIMARY	BACK-UP	HR CONTACT
OS / Seafood Promotion & Marketing Board	004 = ALL EMP	AMIE BURIEGE	NATALIE FAULK	ALYSON BAUER
OMF / Fiscal, IS, Undersecretary	001 = SALARIED 002 = WAGE	DANA NAQUIN	NATALIE FAULK	ALYSON BAUER
OMF / HR	001 = SALARIED 002 = WAGE	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
AGENCY	TIME ADMIN	PRIMARY	BACK-UP	HR CONTACT
OSL	001 = SALARIED 002 = WAGE	KATIE MCCLELLAND	TRACY LEDOUX	TERRI RUSSELL
AGENCY	TIME ADMIN	PRIMARY	BACK-UP	HR CONTACT
OSM	001	APRIL AMERSON	YVONNE MACK	TERRI RUSSELL
AGENCY	TIME ADMIN	PRIMARY	BACK-UP	HR CONTACT
OSP – ADMIN. (non-wage)	001	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
OSP – ADMIN. (wage)	002	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
OSP – LOOP – BATON ROUGE	002	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
AGENCY	TIME ADM	PRIMARY	BACK-UP	HR CONTACT
OCD	001 = SALARIED 002 = WAGE	LATOYA DOTSON	SHIRLEY LANG	TERRI RUSSELL
AGENCY	TIME ADM	PRIMARY	BACK-UP	HR CONTACT
OT – ADM	001	DELINDA JOSEPH	JASON MILLER	TERRI RUSSELL
OT – SOUTHERN REGION	002	JACKI GIESEY	JASON MILLER	TERRI RUSSELL
OT – NORTHERN REGION	003	JACKI GIESEY	JASON MILLER	TERRI RUSSELL

## OSP FIELD TIMEKEEPERS

PARK	TIME ADMIN	PRIMARY	BACK-UP	HR CONTACT
<b>DISTRICT 1</b>	004	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
BAYOU SEGNETTE	009	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
ST. BERNARD	010	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
BOGUE CHITTO	011	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
CENTENARY	012	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
FAIRVIEW RIVERSIDE	013	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
FONTAINBLEAU	014	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
GRAND ISLE	015	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
PORT HUDSON	017	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
TICKFAW	018	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
PARK	TIME ADMIN		JONATHAN JOHNSON	ALYSON BAUER
<b>DISTRICT 2</b>	005	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
AUDUBON	019	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
CHICOT	020	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
CYPRE MORT PT.	021	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LAKE FAUSSE	022	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LONGFELLOW EVANGELINE SHS	023	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
PALMETTO	024	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
ROSEDOWN	026	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
SAM HOUSTON JONES	027	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
PARK	TIME ADMIN	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
<b>DISTRICT 3</b>	007	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
BLACK BEAR GOLF CLUB	028	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LAKE BISTINEAU	029	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LAKE BRUIN	030	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
CHEMIN-A-HAUT	031	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LAKE CLAIBORNE	032	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
LAKE D'ARBONNE	033	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
JIMMIE DAVIS	034	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
POV. PT. SHS	035	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
POV. PT. RESERVOIR	036	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
POV. PT. MARINA	036	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
WINTER QUARTERS	037	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
PARK	TIME ADMIN	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
<b>DISTRICT 4</b>	008	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
HODGES GARDEN	038	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
FT. ST. JEAN	039	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
MANSFIELD	041	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
FT. RANDOLPH/BUHLOW	043	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
NORTH TOLEDO BEND	045	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER
SOUTH TOLEDO BEND	046	NATALIE FAULK	JONATHAN JOHNSON	ALYSON BAUER