

PeopleSoft HCM Frequently Asked Questions

Manager Self-Service Topics

- 1. Who should I contact if I cannot see all my direct reports?**
 - Send an e-mail to IT Help Desk ithelp@sdccd.edu. A Track-It work order will be initiated and forwarded to HR Systems for assistance.

- 2. What if there is more than one supervisor/manager who reviews time/leaves for approval?**
 - The HCM Time & Attendance module supports a single approver for time and leave reporting. All positions/jobs are affiliated with a single supervisor/manager.
 - The employee submits their time or requests/reports a leave. This information is sent to the manager/supervisor that is attached to the job (position) as a direct report.
 - The direct manager/supervisor then approves the time or leave and the data goes directly to the Payroll file, where it remains until the payroll processing date for that pay cycle.
 - The campus VPA offices and some timekeepers have access to view approval status for employees in their area. They will be able to assist the managers/supervisor up to the payroll processing date.

- 3. Will my NANC employee be paid overtime if they are scheduled to work more than 8 hours in a day?**
 - Yes, California law requires that anyone who works over 8 hours a day and/or 40 hours a week is entitled to overtime pay. The HCM system is set up to comply with this law. Any FLSA non-exempt employee who enters more than 8 hours a day (unless they are a contract employee with an alternate schedule) will be paid overtime for the additional hours over 8 hours in a day and over 40 hours in a week.

- 4. Will my NANC employee be paid overtime if they work 6 hours and submit sick leave for 3 hours in the same day?**
 - Yes. The above example has the employee scheduled for 9 hours of work for the day, which means they are entitled for the one (1) hour of overtime. If they work 6 (six) hours and submit three (3) hours for sick leave, they will receive 1 hour of overtime.

- 5. The “Deny” button is no longer available on the time approval page. What should I do if I have an employee who did not enter time correctly?**
 - In the event the time entered is not accurate, please communicate with the employee directly to have them update their timesheet accordingly.