

RPS and Time & Labor “HOT SHEET”

- RPS should use the start date assigned by Employee Resources.
- Employee may NOT begin work until the RPS has been approved and the status says "Job Created".
- The RPS originator should monitor the RPS through the approval process to ensure it is not delayed at an approver's workstation.
- Once an RPS is approved originator will receive a "job created" message and the job should appear in the supervisor's time and labor account.
- Be sure to use the right job codes. Click on the magnifying glass and it will pop up eligible codes.
- Up to 20 names may be entered on one RPS page when doing the same job.
- Job Responsibilities: This field needs more than the brief description that automatically pops up. Please add detail describing the job duties.
- RPS's may be cloned for ease of duplication. Fields can be updated in the Cloned RPS. Remember to Save the document and then Submit.
- RPS's for board approved employees:
 - When an employee is working overtime and paid out of a different account, use a paper RPS.
 - When a half-time or three-quarter time employee is working extended time (more than regular scheduled hours but less than 40 hours a week) use the 4137 code (PS Ext Time on Time Card) on the online RPS.
 - Shift differentials use a paper RPS (until October 2007).
 - Blended time for working different types of jobs use a paper RPS.
- If the RPS is for a currently board approved employee, working other than their regular job, the RPS must describe how the work is outside of the normal hours of accountability.
- An RPS for a part-time assignment should not be listed for more than 19.5 hours a week because if 20 hours or more are listed ASRS will be automatically deducted. If 19.5 hours are listed, ASRS won't be deducted until the 20/20 rule is met. 20 weeks with 20 hours or more per week within the fiscal year meets the "20/20" rule.
- To change a department ID, you must cancel the RPS and create a new one.
- When a manager or designee does not approve time, the employee does get paid. The time is "auto approved" and a report is generated reporting the manager's mishap. Auto Approved time is designated with a red dot on the reporters' page. To cancel the red dot the manager must go back and "acknowledge time". If the time is not correct an absence adjustment form or time card will be needed to have the hours manually updated.
- Supervisor must assign to designee after the Job is created and shows up on Supervisor's list as job created.
- To terminate an RPS, the originator must go in and revise the end date. Then save and click the submit revision button.