Q. How do faculty members that stay home in the morning to grade papers, record their time?

A. We recommend recording as Off Campus. This is in scope of the faculty member’s work. For insurance purposes you need to document. It’s important to show you are working when you are Off Campus and working.

Q. If you are giving a presentation at 7:00 p.m. at night, how do you record this time?

A. You are dedicating part of full-time effort if you are Faculty. We would recommend noting that you are Off Campus for benefit of having documentation.

Q. Is expectation for Faculty to work an 8-5 schedule?

A. It is not the expectation for faculty to work an 8-5 schedule. Faculty members understand their professional obligations regarding office hours to facilitate their classes due to preparation and any research needed. Faculty need to be mindful of their practice to get the work done.

Q. Do we track OPA in hour increments?

A. Any OPA is to be reported in 4 and 8 hour increments. The intent is not to track OPA in one hour increments.

Q. You are at a professional meeting and have a presentation for one hour. How do we track?

A. The expectation is not to report one hour of PLA. If the presentation is a significant part of your day, then you would report in 4 or 8 hour increments.

Q. Tenure track faculty are expected to do presentations according to our own Tenure and Promotion documents. To count that against faculty if they do too many, that seems to go against what we are telling everyone. It is their job to present papers.

A. It all depends on if it is in the scope of their work or not. The objective here is not to penalize, but to track so that folks are not engaging in so much Professional Leadership for the benefit of an outside entity, and not the benefit of the University. This may be a case by
case question and you need to call the University Legal Office to discuss. There is discretion among supervisors to grant more days of PLA so you will be asking your Chair, Dean, Manager, etc.

Q. When do exempt employees start requesting and tracking their leave in TimeNet?
A. Beginning February 1, 2014, exempt employees will start requesting and tracking leave balances in TimeNet.

Q. How many Professional Leadership days will Faculty receive per year?
A. Full-time 12 month faculty are limited to 20 days of Professional Leadership (PLA) per year, Full-time, 9 month faculty are limited to 15 days per year. Exceptions may be approved by the Chair or Dean.

Q. For the Medical Center, can full-time employees go over the 20 day cap for Professional Leadership Activities (PLA)?
A. Full-time Medical Center employees can exceed the 20 day cap for PLA if they obtain written approval from their Vice President (or supervisor if VP).

Q. What is the timeline for tracking OPA leave?
A. Academic Faculty (9 month) – August 1 – May 31 (pay schedule)
   Fiscal Faculty (12 month) and Non-faculty (GRU, GRMC, GRMA) – July 1 – June 30

Q. Is there a cap for Off Campus leave?
A. There is no cap for Off Campus leave.

Q. How do we record leave for Outside Consulting?
A. Use the appropriate pay code for Outside Consulting in the pay code list and the time and attendance system will convert this to Annual leave or PTO (paid time off).

Q. If a faculty member goes off campus to observe a student teach as part of their faculty role. Will this time recorded impact their PLA 12/20 day limit?
A. No, it will be recorded as OC (Off Campus).

Q. An exempt employee is invited to be an expert witness. Will this be reported as PLA?
A. Determine the scope of your work; does department benefit? Are you receiving direct payment? This must be approved by the Chief Integrity Officer (2 approvals). Outcome will determine if OSC (Outside Consulting – use Annual Leave or PTO).
Q. If Professional is invited to speak one day at a conference and receives a complimentary registration to attend all 5 days, how many days are considered PLA?

A. One day is considered PLA for speaking/presenting (counts toward cap). Off Campus (OC) would be reported for the other 4 days.

Q. If a Faculty member is collaborating with faculty at another university on a project, how should they report their leave?

A. Will GRU benefit? If so, you will report as Off Campus (OC).

Q. What is the URL for TimeNet?

A. The URL for TimeNet is https://timenet.gru.edu

Q. What is my login information for TimeNet?

A. Your login and password for TimeNet will be your NETID and password.

Q. How do I find out my password if I cannot remember it?

A. If you have trouble logging into TimeNet, call the help desk at 1-4000.

Q. What if exempt staff work full-time and have a weekend job?

A. You do not need approval for having an outside job on weekends as long as it does not interfere with your regular job.

Q. Some clinicians have night or weekend work.

A. This is considered Outside Professional Practice. You need to let your Dean know.

Q. Is the OPA Policy applicable to part-time faculty?

A. No.

Q. How do you report time if you are attending conference to increase knowledge on the weekend?

A. We recommend reporting as Off Campus (Off Campus) for insurance purposes.

Q. What is the deadline for entering exempt leave?

A. For the University – by the 3rd Tuesday of each month. For GRMC, you must have all leave entered by the 20th of each month.
For GRMA – the monthly payroll date changes each month. GRMA sends out an email to their supervisors every month letting them know when the close date will be.

Q. What do I do if I am a Medical Center employee and need to change my entries after the payroll period is closed?

A. Complete a payroll adjustment form located on the HR forms page. Your supervisor will need to sign this form and forward it to payroll for processing. You will see the entry in the current month’s pay period and it will be easily identified as an adjustment and the entry will appear as a green calendar in your Transactions list on your TCS screen.

Q: Who completes entries for me if I am out on leave and I am a Medical Center employee?

A: If you are out for a week or less, then you should enter PTO for that time. Anything longer than that could be covered by FMLA. Please consult the FMLA policy or contact Frances Toole for questions about FMLA. Either you or your supervisor can contact Melissa Sammons or Tammy Foster with questions on how to enter leave.

Q: For a Medical Center employee, does the system automatically generate PTO for holidays or do I need to enter them?

A: Exempt employees must enter XMPT PTO SCHED for their holidays. The system will not auto-generate a PTO entry because there are no schedules in TimeNet so the system wouldn’t know how much time to generate.