



Finance and Operations
Human Resources

DEPARTMENT OF PUBLIC SAFETY Payroll Guide

Roles and Responsibilities

Employees: Submit Absence Requests and Workflow form weekly.

Supervisors: Manage Planit and View workflow form to spot check submissions.

HR: Enter exception time and time off weekly in and submit timecards bi-weekly in Time and Attendance.

Payroll Schedule

Starting with the period 3/21/2021 – 4/3/2021, non-exempt staff will submit timecards and be paid on a Bi-weekly schedule for exception time.

<https://hr.uiowa.edu/pay/payroll-services/payroll-calendars/biweekly-payroll-schedule-2020-2021>

- Salary hours will be paid Monthly.
 - Accrual balances will be updated along with monthly salary.
- Employees submit all hours worked outside of their schedule and time off through a workflow form weekly.
 - Workflow form will be due to HR on **Mondays by Noon.**
 - <https://workflow.uiowa.edu/form/dps-time-worked-outside-schedule>

Planit

All DPS staff will utilize Planit for shift and special event scheduling.

- Paper absence requests will be submitted to an employee's supervisor and they will be entered in Planit for HR reference.
- HR will use schedule in Planit to calculate total hours worked, shift differential, and absences.

Workflow Form

Starting 2/21/2021, all employees within DPS will use a workflow form to submit hours worked outside of their schedule and time-off.

<https://workflow.uiowa.edu/form/dps-time-worked-outside-schedule>

- Workflow form must be submitted **Mondays by Noon.**

Step 1: Follow Link and log into workflow system

The screenshot shows the HawkID Login page. At the top, it says 'THE UNIVERSITY OF IOWA' and 'WORKFLOW'. Below this is a 'HawkID Login' section with input fields for 'HawkID:' and 'Password:', and a 'Sign In' button. To the right, there is an 'About HawkID Login Tools' section explaining that the login page is part of a suite of tools available to campus web developers. It provides a URL: <https://workflow.uiowa.edu/auth/login>. Below this, it states that once the correct HawkID and password are provided, the user will be redirected back to the URL. There is also an 'Important information about signing in:' section with three bullet points: 'You are advised to always logout and exit your browser after completing your session.', 'This is a secure site. Your HawkID and password are encrypted as they are sent for authentication.', and '"Par Session" cookies must not be disabled on your web browser. We use temporary cookies to keep you logged in as you navigate UI web sites.'


Step 2: Select Employee Type


The screenshot shows the 'DPS Time Worked Outside of Schedule' form. At the top, it has the 'IOWA' logo and 'Finance and Operations Human Resources'. Below this is a section for 'Employee Name' with the name 'Schaver, Abigail' and her title 'HR Associate | PGA1 VPFO-Finance & University Serv'. There is a 'Change Person' button. Below this is a section for 'Employee Type' with a dropdown menu. The dropdown menu is open, showing options: 'Dispatch', 'Investigator/Outreach', 'Lieutenant', 'Sergeant/Police', and 'Security'. A yellow arrow points to the 'Employee Type' label and another yellow arrow points to the 'Employee Type' dropdown menu.


Step 3: Enter Beginning (Sunday) and End (Saturday) date of the week being submitted.


Step 4: Select Yes or No to determine time off during the week being submitted.

The screenshot shows the reporting period and time off selection section of the form. It has two date input fields: 'Start Date of Reporting Period (Sunday)' and 'End Date of Reporting Period (Saturday)'. Below these is a question: 'Did you have any time off this week?'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected, and a yellow arrow points to it.


Start Date of Reporting Period (Sunday) 


End Date of Reporting Period (Saturday) 

Did you have any time off this week? ☒ Yes  ☐ No

 Time Off List any Dates, Time Taken and Reason for your leave for this week.

This time will be reconciled to PlanIt

Start Date of Reporting Period (Sunday) 

End Date of Reporting Period (Saturday) 

Did you have any time off this week? ☒ Yes ☐ No

Time Off List any Dates, Time Taken and Reason for your leave for this week.

2/12: 2 hours, 2pm-4pm, vacation

This time will be reconciled to PlanIt

***Please include Date, Hours Taken, Time Taken, and reason of absence.**

Step 5: Select Yes or No if you have worked anything outside of your schedule.

Did you work any hours outside of your regular schedule? ☐ Yes ☒ No

Step 6: Enter all time worked outside of your schedule.

- Up to 7 instances of time worked outside of your schedule can be entered per form.


Provide the detail below for each day that additional hours were worked.

Event/Assignment 1

Event 1 Name

Provide event/assignment name or description.

Event 1 Date

Provide date of event

Event 1 Shift Start

Event 1 Shift End

Event 1 Total Hours

All entries are made in hours or tenths of an hour.


06 minutes= .1 | 12 minutes= .2 | 18 minutes= .3 | 24 minutes= .4 |
30 minutes= .5 | 36 minutes= .6 | 42 minutes= .7 | 48 minutes= .8 |
54 minutes= .9

Event 1 Pay Method

Select How you Want to be Paid

-- Select One -- 

Choose from the Dropdown Options:

 Add a 2nd event?

☐ Yes

☒ No

 [Submit to Workflow](#)

Event 1 Shift Start

4:30 PM



Event 1 Shift End

5:00 PM



Event 1 Total Hours

All entries are made in hours or tenths of an hour.

0.5

06 minutes= .1 | 12 minutes= .2 | 18 minutes= .3 | 24 minutes= .4 |
30 minutes= .5 | 36 minutes= .6 | 42 minutes= .7 | 48 minutes= .8 |
54 minutes= .9

*Time and Attendance will only allow entries that are rounded to the nearest 10th.

*Payroll advises rounding to the nearest 6 minutes.

Chart to Convert Minutes to Tenths of An Hour

Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported
1 min.	0.0	21 min.	0.4	41 min.	0.7
2 min.	0.0	22 min.	0.4	42 min.	0.7
3 min.	0.1	23 min.	0.4	43 min.	0.7
4 min.	0.1	24 min.	0.4	44 min.	0.7
5 min.	0.1	25 min.	0.4	45 min.	0.8
6 min.	0.1	26 min.	0.4	46 min.	0.8
7 min.	0.1	27 min.	0.5	47 min.	0.8
8 min.	0.1	28 min.	0.5	48 min.	0.8
9 min.	0.2	29 min.	0.5	49 min.	0.8
10 min.	0.2	30 min.	0.5	50 min.	0.8
11 min.	0.2	31 min.	0.5	51 min.	0.9
12 min.	0.2	32 min.	0.5	52 min.	0.9
13 min.	0.2	33 min.	0.6	53 min.	0.9
14 min.	0.2	34 min.	0.6	54 min.	0.9
15 min.	0.3	35 min.	0.6	55 min.	0.9
16 min.	0.3	36 min.	0.6	56 min.	0.9
17 min.	0.3	37 min.	0.6	57 min.	1.0
18 min.	0.3	38 min.	0.6	58 min.	1.0
19 min.	0.3	39 min.	0.7	59 min.	1.0
20 min.	0.3	40 min.	0.7	60 min.	1.0

Step 7: Once all information for the previous week has been entered, Submit the form.

Form Routing

Dispatch	Security	Lieutenant	Sergeant/Police	Investigator/Community outreach
A. Lumpkin	Visin	Bullock	Hyche/Dohrmann	Bullock/Wiederholt
Schooley	Kennedy/Hartsock	Hyche	Jay/Bloem/Schramm	Hyche
Hyche	Hyche		Trestian/Carlson	

- All forms will be routed directly to HR to process payroll.
- Supervisors will be view only.
- Every form will be routed to Hyche to verify times submitted with times on event sign in sheets.
- If an error has been made and is noticed by an employee or supervisor, please notify HR. \

FAQs

Why will payroll now be process Bi-weekly?

The University is aligning with Iowa Code. The hospital transitioned in November 2020, and the rest of campus is now transitioning March 21, 2021.

Will I need to give HR any paperwork with the new processing change?

No. Starting February 21st all information should be submitted and available electronically.

Do I need to submit the form even if I do not work anything extra hours or time off?

No

Do I need to submit the form if I didn't work any extra hours, but took time off?

Yes

What happens if I do not submit my form by noon on Monday?

It could result in a correction or a delay in pay for the time worked outside of your schedule.

If I am off for an extended time, when should I submit the form?

Please submit the form before you are taking time off or not if scheduled until after the due date.

What should I do if I submit my form, but then get called back to work and have more to submit?

You can submit a second form that includes the new "event/s."

Will I be receiving a copy of my timesheet from HR to sign?

No. The form will act as your signature to confirm time that you worked and/or taken off during the Bi-weekly period. You can view your time record on Wednesdays after payroll has been submitted within Employee Self-Service.

Do I need to submit on-call and shift differential?

No, we will use times submitted and schedule to determine shift differential. We will also reference On-call schedule to process standby.