TAL

Time, Attendance and Leave

Quick Reference Guide for Employees

June 22, 2016

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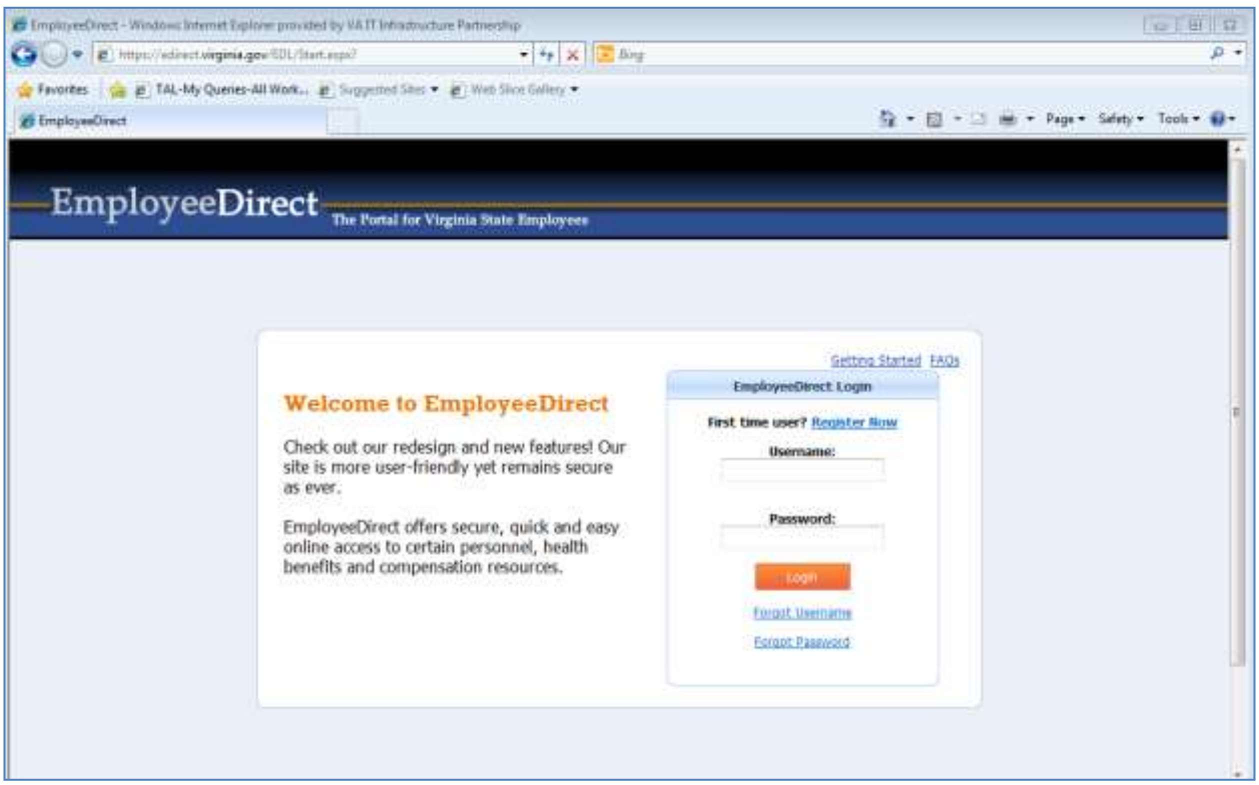
Online TAL Training is available via the Knowledge Center, and should be completed by all employees prior to using the TAL application. This document is intended as a quick reference guide for employees.

Employee Direct Login

To access TAL, you must first login to Employee Direct using the website shown below. If you do not have a username and password for Employee Direct, click the “Register Now” link on the right and follow the steps to create a username and a password.

If have an existing account, enter your Username and Password.

https://edirect.virginia.gov



Note: If you forget your User Name or your Password, please use the Links provided. DHRM’s Employee Direct allows three log-in attempts before your account is locked out.

Accessing TAL

Once you have logged in to Employee Direct, you will see a main menu with several options. Click on the option that says, "Time, Attendance, and Leave."

You will be directed to the home screen as shown below.

Note: You may also want to explore the other menu items available to you in the Main Menu.

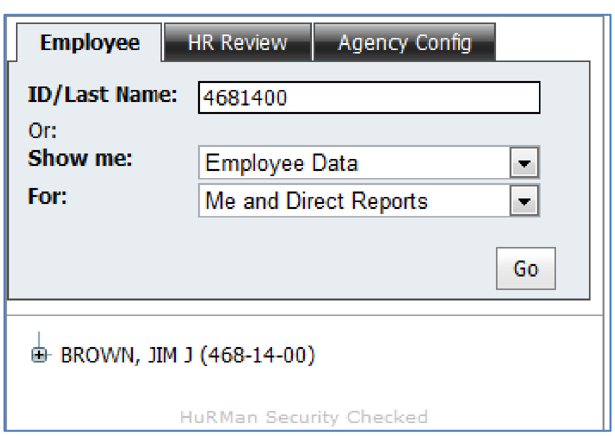
Notifications

If you have any notifications, they will be displayed in the space to the right. Notifications could include timesheet due, timesheet or leave request have been approved, or that a timesheet or leave request was modified, or opened for revision. If a Take Action link appears next to the notification, clicking on this link will open the associated screen and allow you to take action.

Notifications are sent both in TAL and also as an email.

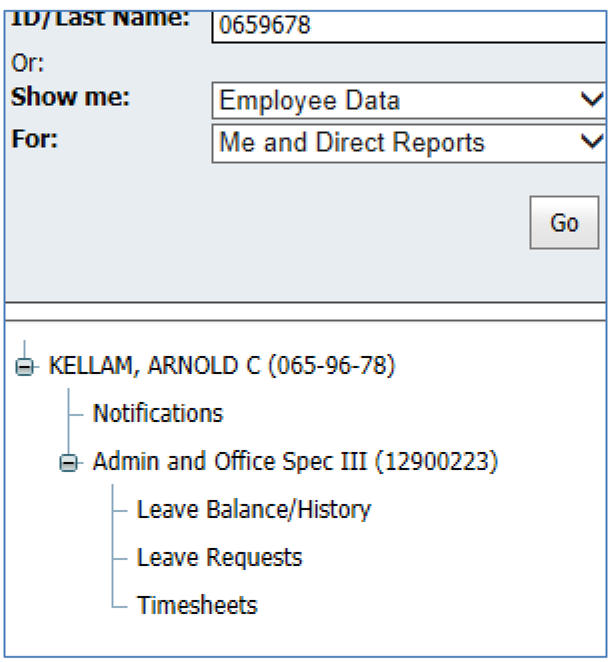
Employee Position Screen

In the tree view section, click on the “+” icon next to your name which will display your job title.



Clicking on the job title will display the Employee Position and TAL Setup screens as shown below.

Next, click on the "+" icon next to your job title. The tree view will expand to display Leave (if applicable) and Timesheets.

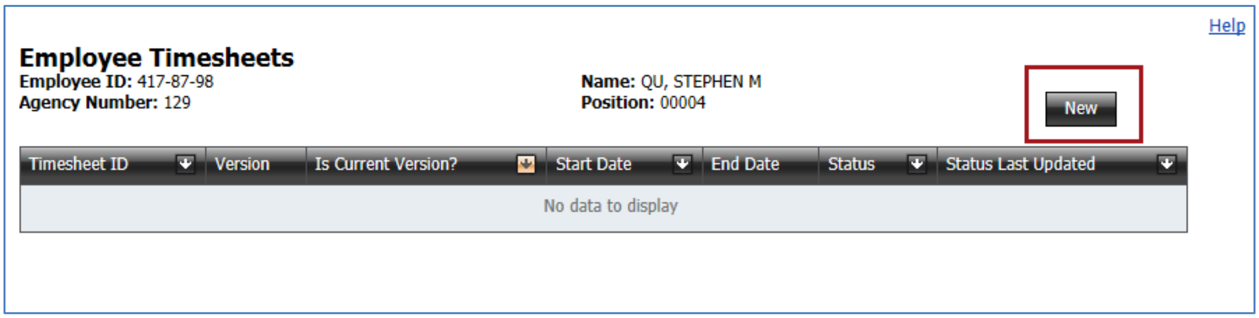


Creating a New Timesheet

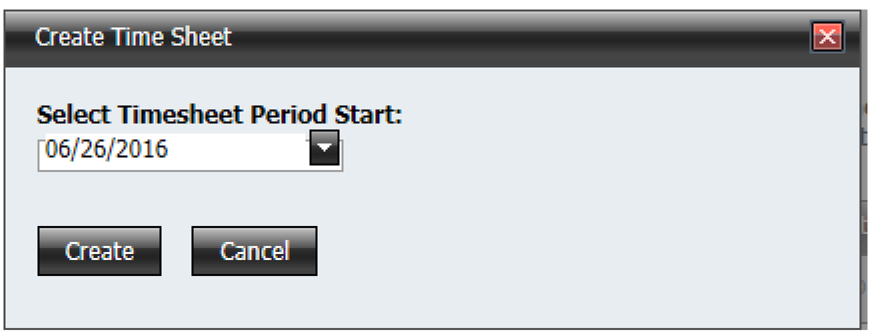
Click on “Timesheet” from the menu below your job title.

If you are required to complete timesheets, follow the steps below to create a new timesheet.

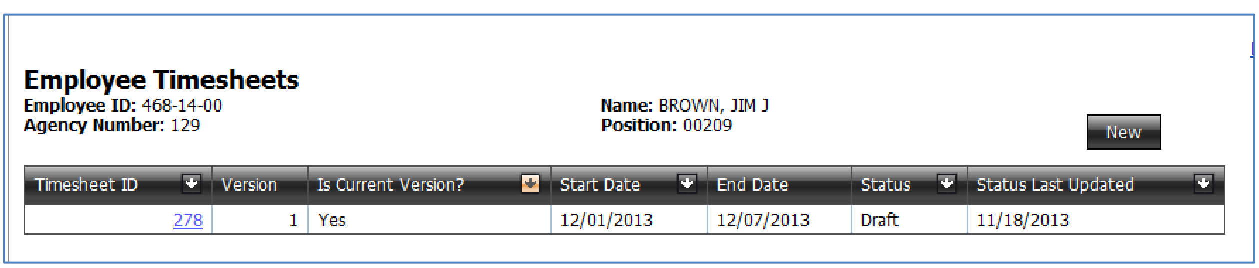
1. Click on the “New” button in the top right-hand corner.   If the New button does not appear, then you are not configured in TAL to complete timesheets.



2. A dropdown containing a list of dates associated with your work cycle or pay period will appear. Select the appropriate start date and click on “Create”. This will create a new timesheet with a unique ID.



3. Click on the timesheet number under “Timesheet ID” to open the timesheet.



4. Select “Edit” next to the appropriate day. A “Time Entry” box will appear that will allow you to select a Type from the dropdown, and enter the number of hours that should be captured for that day.

	Date		Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun	4/3/2016							
Edit	Mon	4/4/2016							
Edit	Tue	4/5/2016							
Edit	Wed	4/6/2016							
Edit	Thu	4/7/2016							
Edit	Fri	4/8/2016							
Edit	Sat	4/9/2016							

Time Entry

Date:	Mon 12/02/2013
Holiday:	
Type:	
Hours:	
Categories:	
Additional Pay:	
Shift:	
Comment	
Created By:	004985321
Creation Date:	11/18/2013 10:57:52 AM
Updated By:	004985321
Last Updated:	11/18/2013 11:08:04 AM

Update Cancel

• For Keying Hours Worked

Under “Type”, select “Hours Worked” and then key the number of hours you worked in the “Hours” field. After the Time Entry has been filled in, click on “Update”. You must key all hours worked in a day under “Hours Worked”.

Time Entry

Date:	Mon 12/02/2013
Holiday:	
Type:	Hours Worked
Hours:	8
Categories:	
Additional Pay:	
Shift:	
Comment	
Created By:	004985321
Creation Date:	11/18/2013 10:57:52 AM
Updated By:	004985321
Last Updated:	11/18/2013 11:08:04 AM

Update Cancel

Your timesheet will then reflect the changes made:

	Date		Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun	12/01/2013							
Edit Add	Mon	12/02/2013		Hours Worked		8			
Edit	Tue	12/03/2013							
Edit	Wed	12/04/2013							
Edit	Thu	12/05/2013							
Edit	Fri	12/06/2013							
Edit	Sat	12/07/2013							

To key leave, select the type of leave you wish to use under “Type.” Then, under “Hours”, enter the appropriate number of leave hours for that day, and select “Update”.

Time Entry

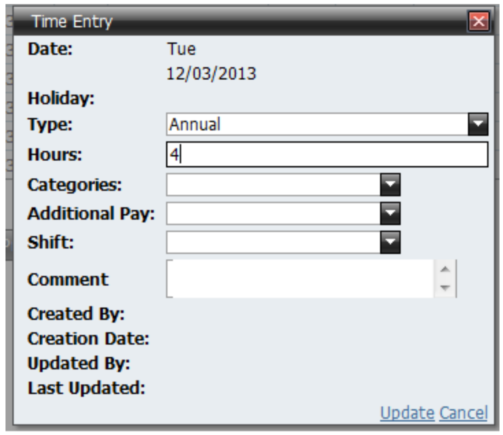
Date:	Mon 10/28/2013
Holiday:	
Type:	Annual
Hours:	8
Categories:	
Additional Pay:	
Shift:	
Comment	
Created By:	004985321
Creation Date:	11/18/2013 1:18:00 PM
Updated By:	004985321
Last Updated:	11/18/2013 1:18:00 PM

Update Cancel

Your timesheet can also reflect work hours and leave hours taken in one day. In this example, you worked 4 hours on Tuesday and need to take 4 hours of leave. Select “Edit’ and enter the Hours Worked, then click on “Update”. Next, select the “Add” link next to Tuesday to create a second transaction for the day.

	Date		Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun	12/01/2013							
Edit Add	Mon	12/02/2013		Hours Worked		8			
Edit Add	Tue	12/03/2013		Hours Worked		4			
Edit	Wed	12/04/2013							
Edit	Thu	12/05/2013							
Edit	Fri	12/06/2013							
Edit	Sat	12/07/2013							

When the Time Entry window appears, select the appropriate type of leave from the “Type” dropdown, and key the number of hours. In this case, we will select 4 hours of Annual Leave.



Click “Update” and your timesheet will reflect the two transactions for the day:

	Date		Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun	12/01/2013							
Edit Add	Mon	12/02/2013		Hours Worked		8			
Edit Add	Tue	12/03/2013		Hours Worked		4			
Edit Delete Add	Tue	12/03/2013		Annual		4			
Edit	Wed	12/04/2013							
Edit	Thu	12/05/2013							
Edit	Fri	12/06/2013							
Edit	Sat	12/07/2013							

You must next select the “Save” button to save your changes. When the timesheet is saved, it will have a status of “Draft”.

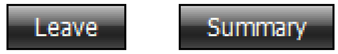
You can continue adding and saving time for each work day using the steps above.

A completed timesheet for a 7-day period should look something like this:

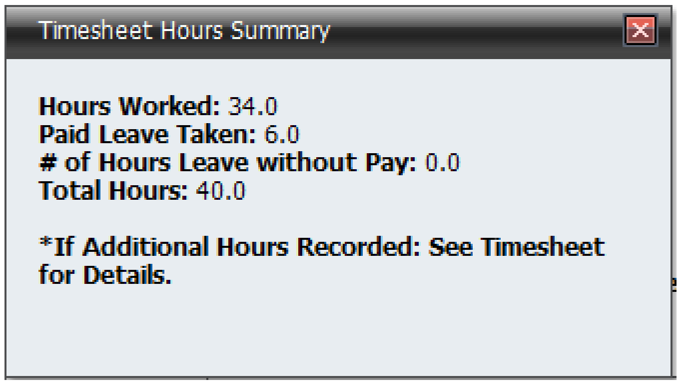
	Date		Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun	12/01/2013							
Edit Add	Mon	12/02/2013		Hours Worked		8			
Edit Add	Tue	12/03/2013		Hours Worked		4			
Edit Delete Add	Tue	12/03/2013		Annual		4			
Edit Add	Wed	12/04/2013		Hours Worked		8			
Edit Add	Thu	12/05/2013		Hours Worked		8			
Edit Add	Fri	12/06/2013		Hours Worked		6			
Edit Delete Add	Fri	12/06/2013		Family / Personal (VSDP)		2			
Edit	Sat	12/07/2013							

In this example, the employee worked 34 hours and took 4 hours of annual leave and 2 hours of family/personal leave for a total of 40 hours.

Before you submit a timesheet to your supervisor, it is a good idea to click on the “Summary” button at the top of the page to confirm that the timesheet contains the total number of hours in the work week. You must select the Save button before clicking on the Summary button.



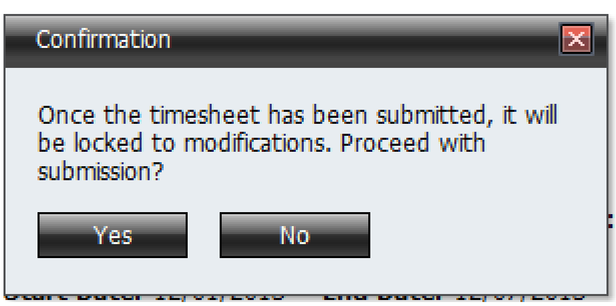
When you click “Summary”, you will get a window that looks like this:



The “Summary” button gives you a quick way to review your hours for the week and see if you need to make any corrections. You should not submit your timesheet to your supervisor until it contains a total number of hours equal to your required hours per week. (Typically 40 hours for non-exempt employees on a day work cycle, or 32 hours for 80% employees).

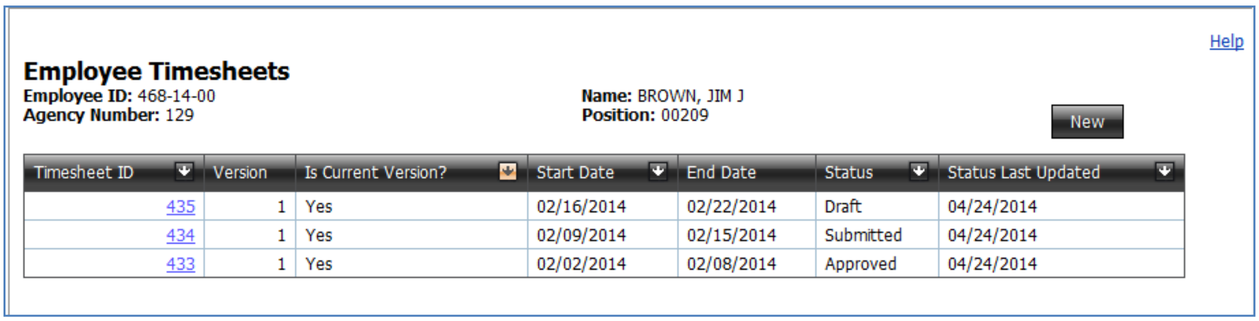
Once your timesheet is complete and you are satisfied with it, click the “Submit” button to send the timesheet to your supervisor for review and approval. Saved timesheets will have a “Draft” status and Submitted timesheets will have a “Submitted” status. Be sure to verify that all timesheets have been submitted when they are complete.

Before your timesheet is submitted, you will receive a prompt to confirm it:



Be sure your timesheet is 100% complete and accurate before you click “Yes.” If you have made any mistakes, your supervisor will need to send the timesheet back to you for corrections.

You can check on the status of a submitted timesheet on the Employee Timesheet screen. Immediately after submitting it, the status of the timesheet will read, “Submitted”. Once it has been approved, the status will change to “Approved.”


Help

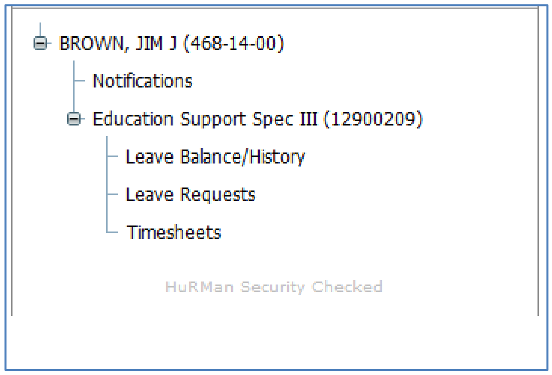
Employee Timesheets
Employee ID: 468-14-00
Agency Number: 129
Name: BROWN, JIM J
Position: 00209
New

Timesheet ID	Version	Is Current Version?	Start Date	End Date	Status	Status Last Updated
435	1	Yes	02/16/2014	02/22/2014	Draft	04/24/2014
434	1	Yes	02/09/2014	02/15/2014	Submitted	04/24/2014
433	1	Yes	02/02/2014	02/08/2014	Approved	04/24/2014

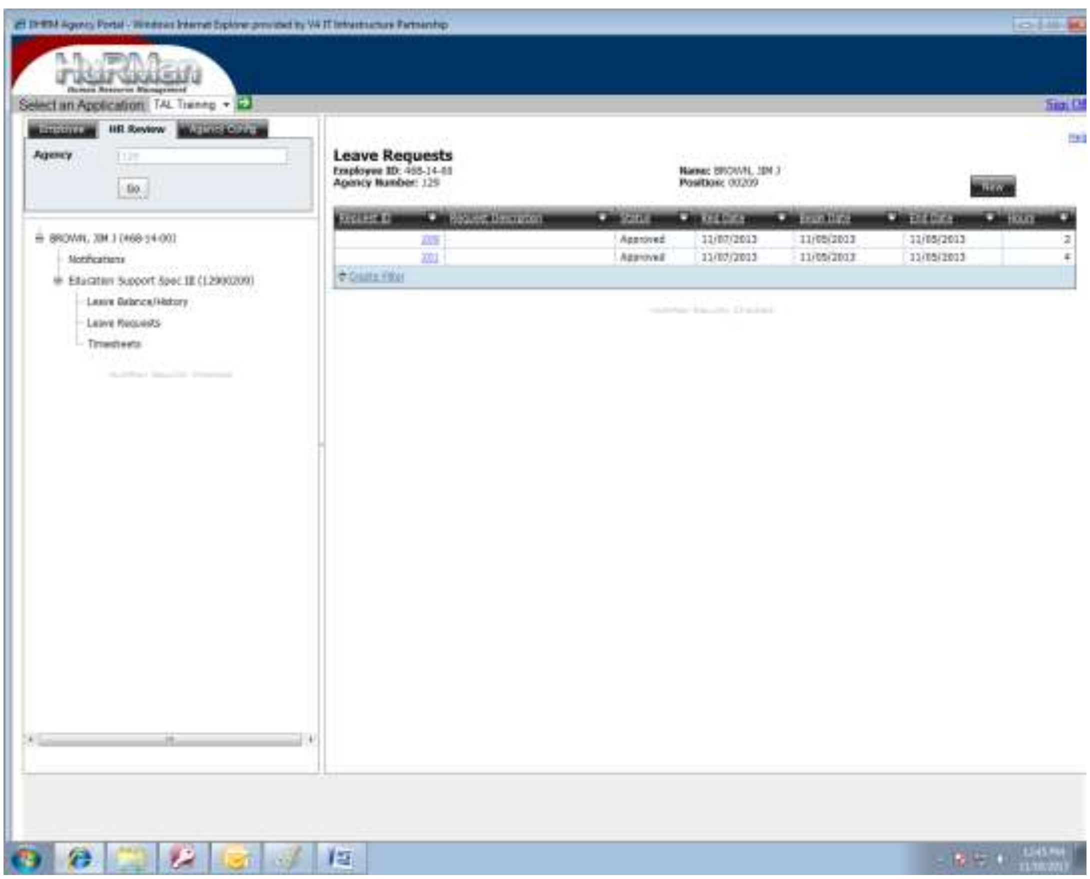
If you need to make a change to the timesheet after it has been submitted, but not approved, ask your supervisor to open the timesheet for revision. Once opened for revision, you will receive a notification and the status of the timesheet will be “Draft”. In this case, make the necessary corrections and resubmit the timesheet for approval.

Completing a Leave Request:

All employees are required to submit a leave request. From the original TAL menu, select "Leave Requests."



Once you click on "Leave Requests," you will be directed to the following screen:

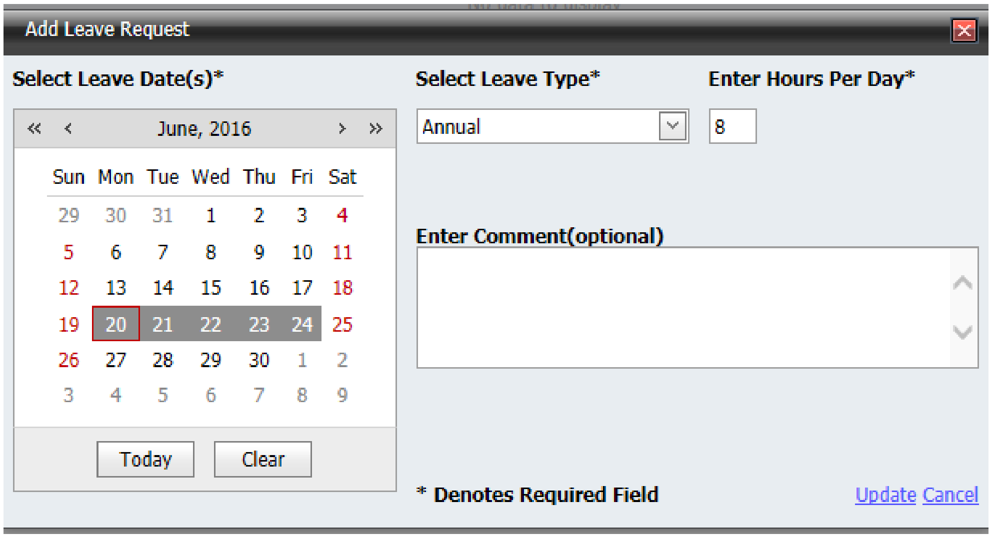


Any prior leave requests will be displayed along with their status. In the example above, you can see two past leave requests that have been approved by the supervisor. A leave status can also be displayed as “Requested,” “Withdrawn,” or “Denied.”

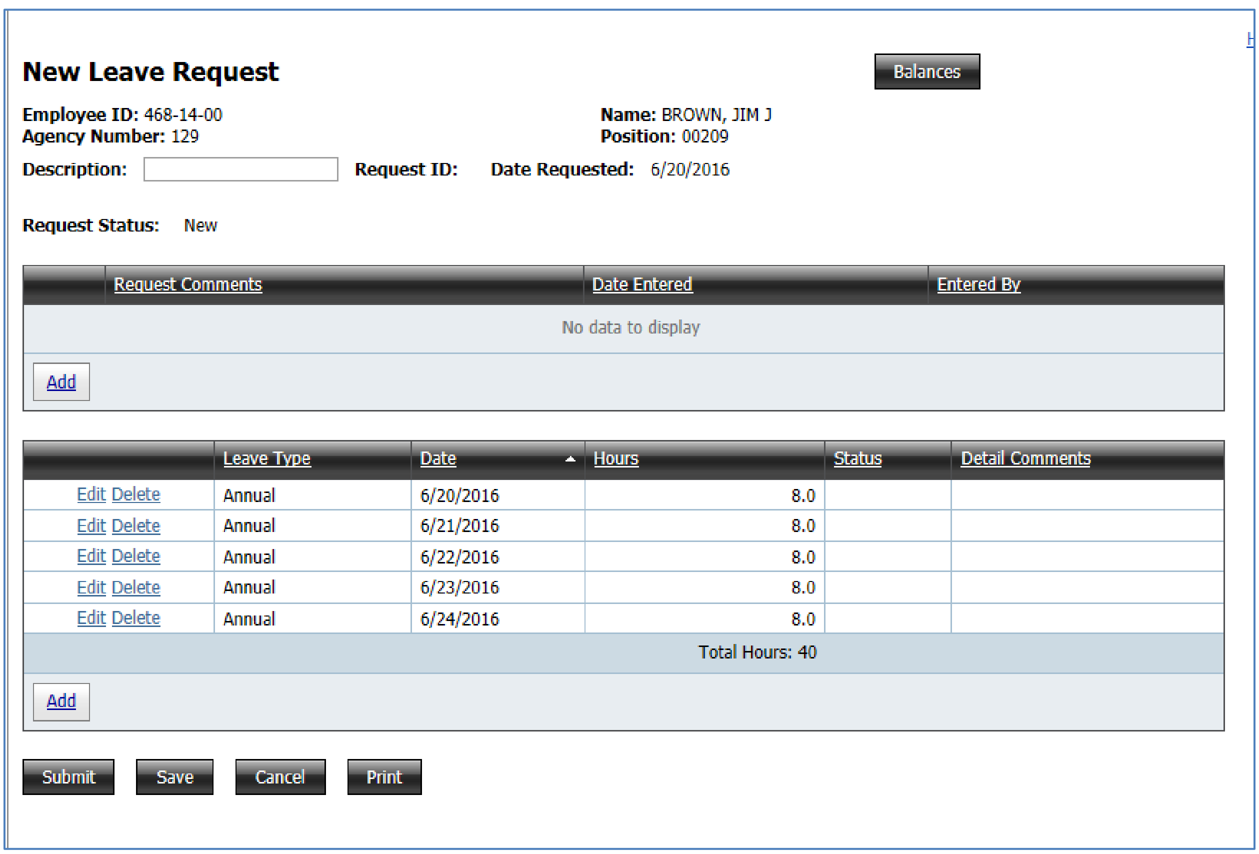
To create a new leave request, click on “New” in the top right side of the page. You will then see this screen:

Under “Description”, you have the option to fill in a description of the leave. For example, if you are using the leave for a vacation, you can key “beach trip” as the description.

The leave request screen includes two boxes. The first box is for adding comments to your leave request. You do not have to add any comments, but it is a good way to remember how you used your leave. The second box is for making your leave request. Click on “Add” under the “Leave Type” box. Once you click “Add,” the screen below appears. You can select a single date from the calendar, or can select multiple dates as needed. From the “Select Leave Type” dropdown, you can select the type of leave to be requested and then enter the number of hours per Day. In this example, we will request 8 hours of Annual Leave on 5 days.



Next click "Update" to populate the leave request with the dates and type of leave selected.



If needed the dates and hours of leave can be modified or deleted by selecting the Edit or Delete link next to the date to be modified. Before submitting the leave request, click on Balances button and verify that you have sufficient leave available for the leave being requested. Next click on the “Submit” button to submit the leave request.

Your leave request will appear on the home screen with a status of “Requested.” Once your supervisor reviews the request and approves it, the status will change to “Approved.”

Help

Leave Requests

Employee ID: 468-14-00 **Name:** BROWN, JIM J

Agency Number: 129 **Position:** 00209

New

Request ID	Request Description	Status	Req Date	Begin Date	End Date	Hours
701		Requested	06/20/2016	06/20/2016	06/24/2016	40
682		Approved	06/15/2016	04/18/2016	04/22/2016	40

Create Filter

HuRMan Security Checked

Non-Exempt Employees:

Leave requests are required and must be submitted and approved by your supervisor. Leave hours reported in an approved leave request will not be deducted from your leave balances. Only the leave hours reported on a timesheet will be deducted from your leave balances after it has been submitted/approved by your supervisor. Non-Exempt employees are required to complete a timesheet.

Exempt Employees:

Leave hours reported in an approved leave request will be deducted from your leave balances the day after the leave date occurs. If leave hours have been deducted from your balances incorrectly, please notify the Human Resources Department via email and copy your supervisor so HR staff can make corrections to your leave balances. Exempt employees will not complete timesheets.

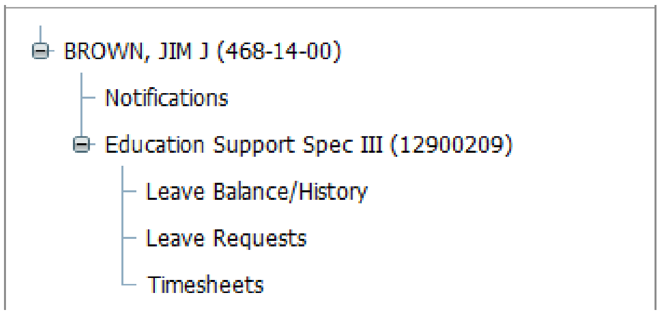
Withdrawing or Changing a Leave Request

Leave Requests can be modified or withdrawn by an employee or the supervisor as long as the leave requests contains one or more dates which have not yet occurred and the Status column for one or more of the requested dates of the requested leave shows “Open”. For instance, if an employee requests leave for June 1, 2 and 3 but later determines that they need to work on June 3rd: The employee (or the supervisor) opens the leave request and selects “Revision needed” to place the leave request in Draft Status. Any dates with an Open Status can be modified and saved. Using the example, the employee can withdraw or cancel June 3rd and re-submit the leave request for supervisory approval. If a leave request needs to be modified, click on the "Revision Needed" button. This will place the leave request in Draft Status. Any dates with an Open Status can be modified and saved. The request must be resubmitted and approved by the supervisor.

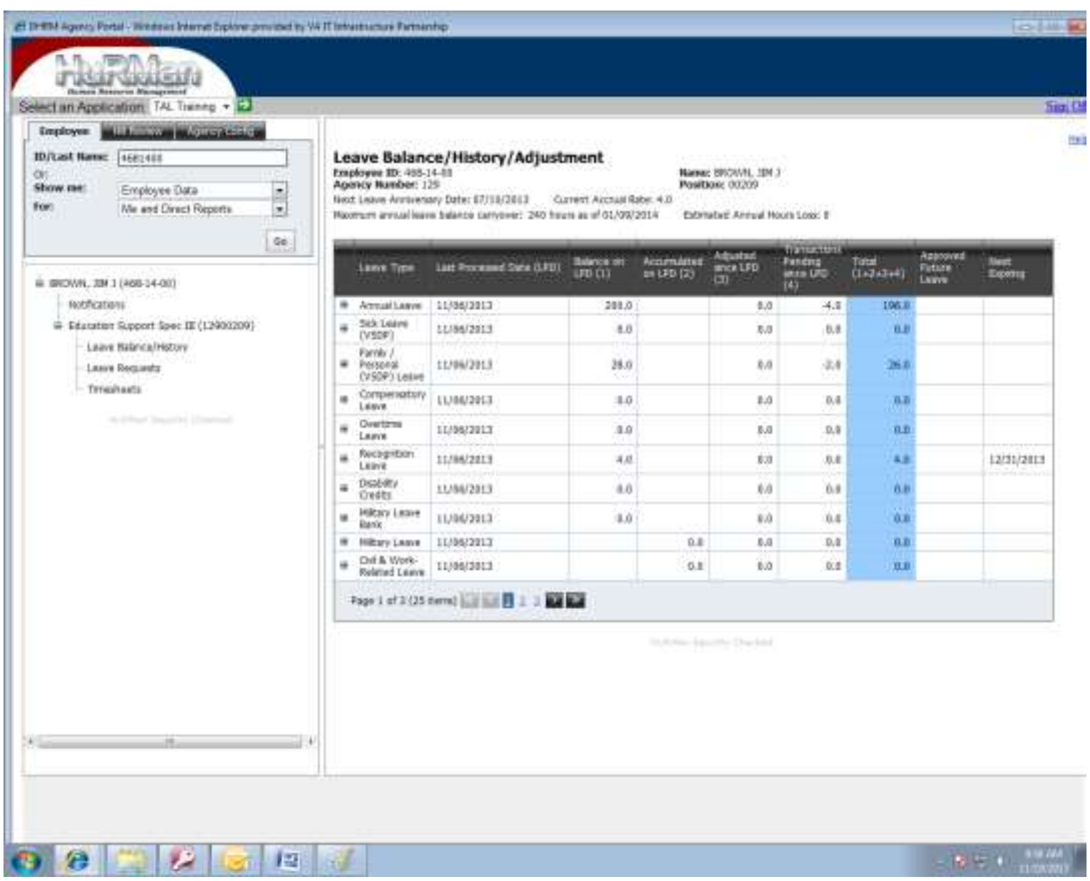
If leave hours have been deducted from your balances incorrectly, please notify the Human Resources Department so that they can correct them.

Checking Leave Balances/Leave History:

To check your leave balances and leave history, select "Leave Balance/History" from the menu:



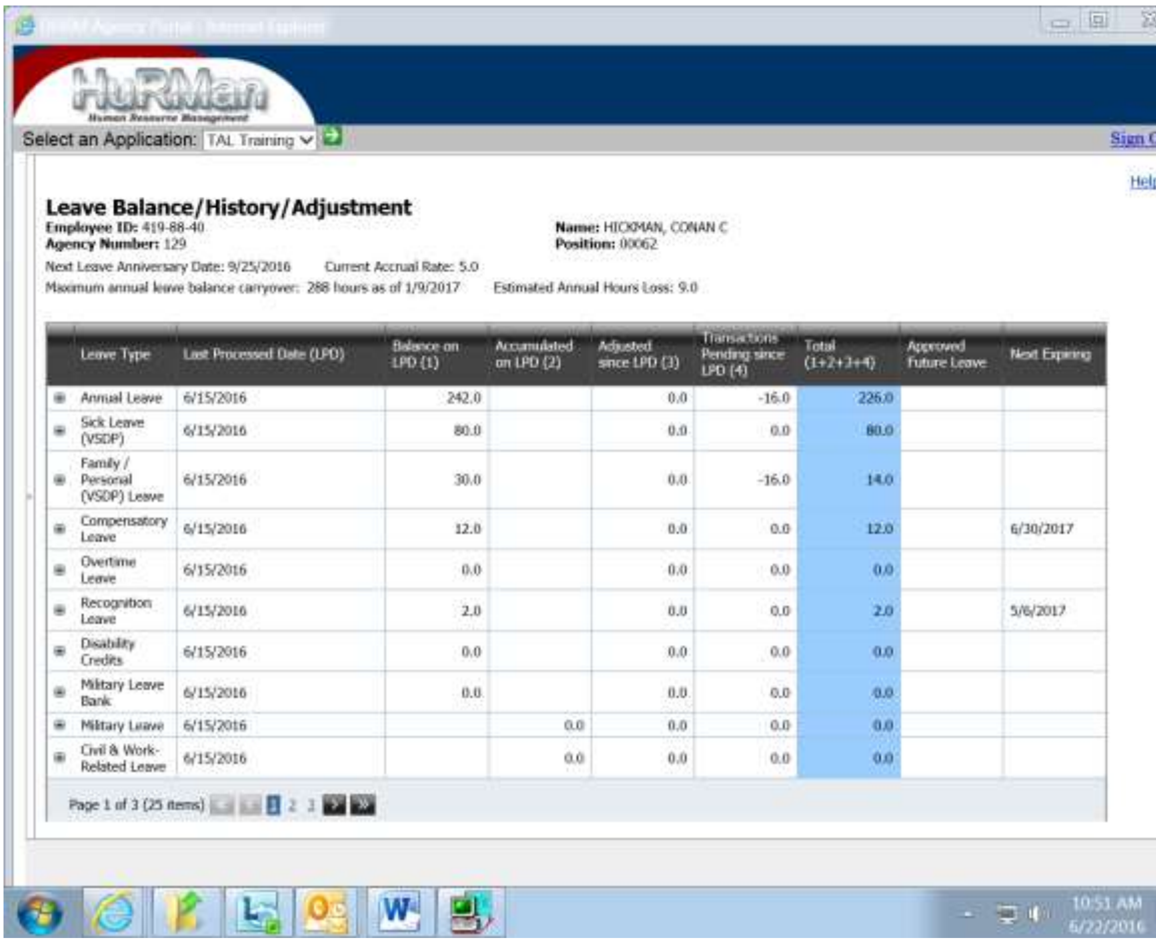
You will then be directed to the following screen where you can check your various leave balances, view leave accruals, and view pending leave transactions:



Leave Balance History Screen

This screen provides both employees and supervisors information regarding:

- Leave Balances
- Eligible Leave Types (VSDP or Traditional Sick Leave)
- Accrual Rate and Anniversary Date
- Leave History
- Maximum Annual Leave Balance Carryover
- Estimated Hours of Annual Leave to be Lost as of January 10th



Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	6/15/2016	242.0		0.0	-16.0	226.0		
Sick Leave (VSDP)	6/15/2016	80.0		0.0	0.0	80.0		
Family / Personal (VSDP) Leave	6/15/2016	30.0		0.0	-16.0	14.0		
Compensatory Leave	6/15/2016	12.0		0.0	0.0	12.0		6/30/2017
Overtime Leave	6/15/2016	0.0		0.0	0.0	0.0		
Recognition Leave	6/15/2016	2.0		0.0	0.0	2.0		5/6/2017
Disability Credits	6/15/2016	0.0		0.0	0.0	0.0		
Military Leave Bank	6/15/2016	0.0		0.0	0.0	0.0		
Military Leave	6/15/2016		0.0	0.0	0.0	0.0		
Civil & Work-Related Leave	6/15/2016		0.0	0.0	0.0	0.0		

Approved Future Leave: Includes leave requested/approved for the following work day up through the next twelve calendar months. The leave balance is not deducted until the date occurs and for those employees who complete timesheets, a completed and approved timesheet is submitted/processed.

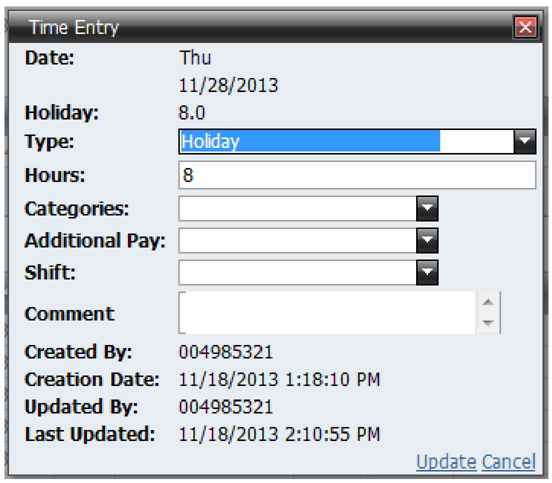
Next Expiring: Notifies employees of the expiration date for leave that is scheduled to expire (Recognition Leave, Comp Leave). Employees are encouraged to monitor their expiring leave.

Holiday Time:

For weeks that contain a holiday, you will notice hours listed under the "Holiday" column of the timesheet:

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun 11/24/2013							
Edit	Mon 11/25/2013							
Edit	Tue 11/26/2013							
Edit	Wed 11/27/2013	4.0						
Edit	Thu 11/28/2013	8.0						
Edit	Fri 11/29/2013	8.0						
Edit	Sat 11/30/2013							

These hours are there <u>only</u> to remind employees about the Holiday Time. <u>They DO NOT count towards the weekly total</u>. To account for the Holiday on your timesheet, you will select "Holiday" for the "Type", then key the number of holiday hours you are eligible for under "Hours":



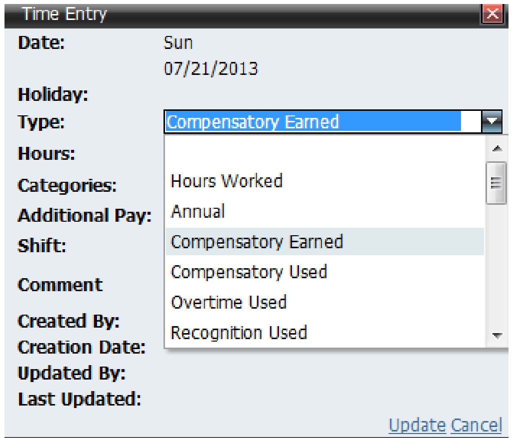
In this example, you see that you have 8.0 hours of Holiday Time listed. Select "Update" to capture the Holiday Time. An accurate timesheet with Holiday Time will look like this:

	Date	Hol	Type	Shift	Hours	Category	Additional Pay	Notes
Edit	Sun 11/24/2013							
Edit Add	Mon 11/25/2013		Hours Worked		8			
Edit Add	Tue 11/26/2013		Hours Worked		8			
Edit Add	Wed 11/27/2013	4.0	Holiday		4			
Edit Delete Add	Wed 11/27/2013		Hours Worked		4			
Edit Add	Thu 11/28/2013	8.0	Holiday		8			
Edit Add	Fri 11/29/2013	8.0	Holiday		8			
Edit	Sat 11/30/2013							

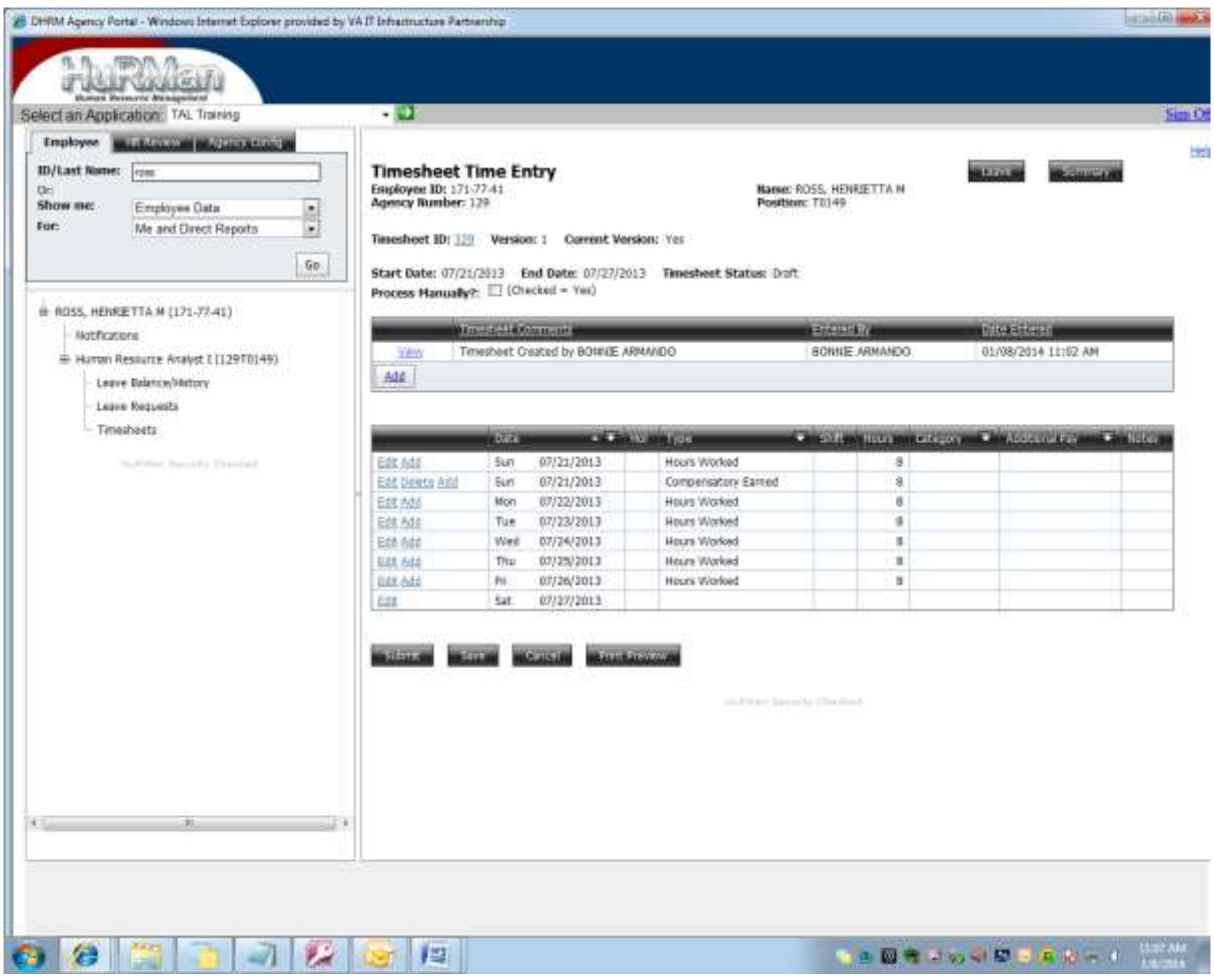
Once the timesheet is finished, it is ready to submit for approval. *NOTE: Non-exempts who work part or all of the holiday; you will select "Holiday" under "Type" and then add a second transaction with the total hours worked under "Hours Worked".

Comp Earned:

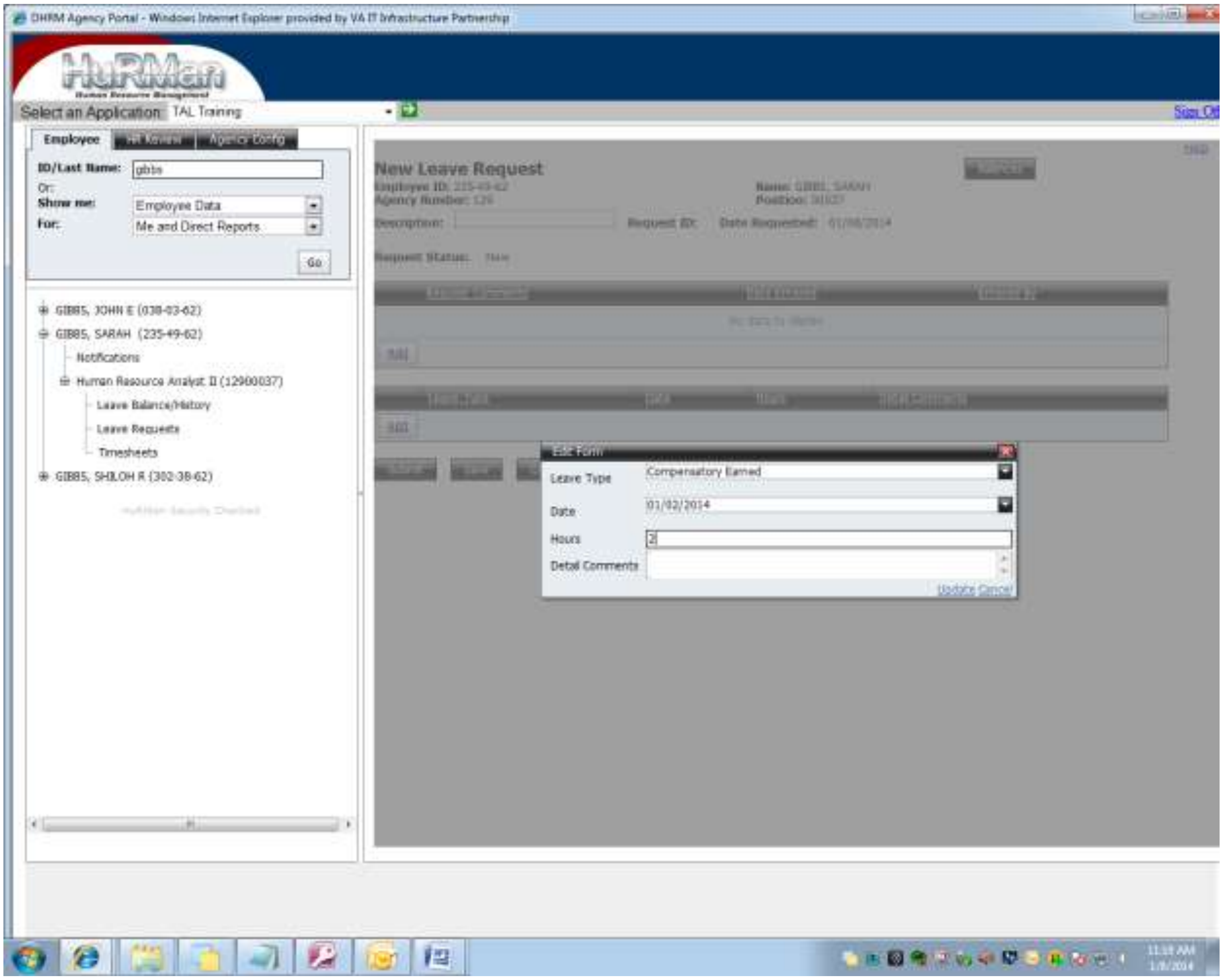
If you earn Comp time, you would record it on the timesheet for the week and under type select "Compensatory Earned"

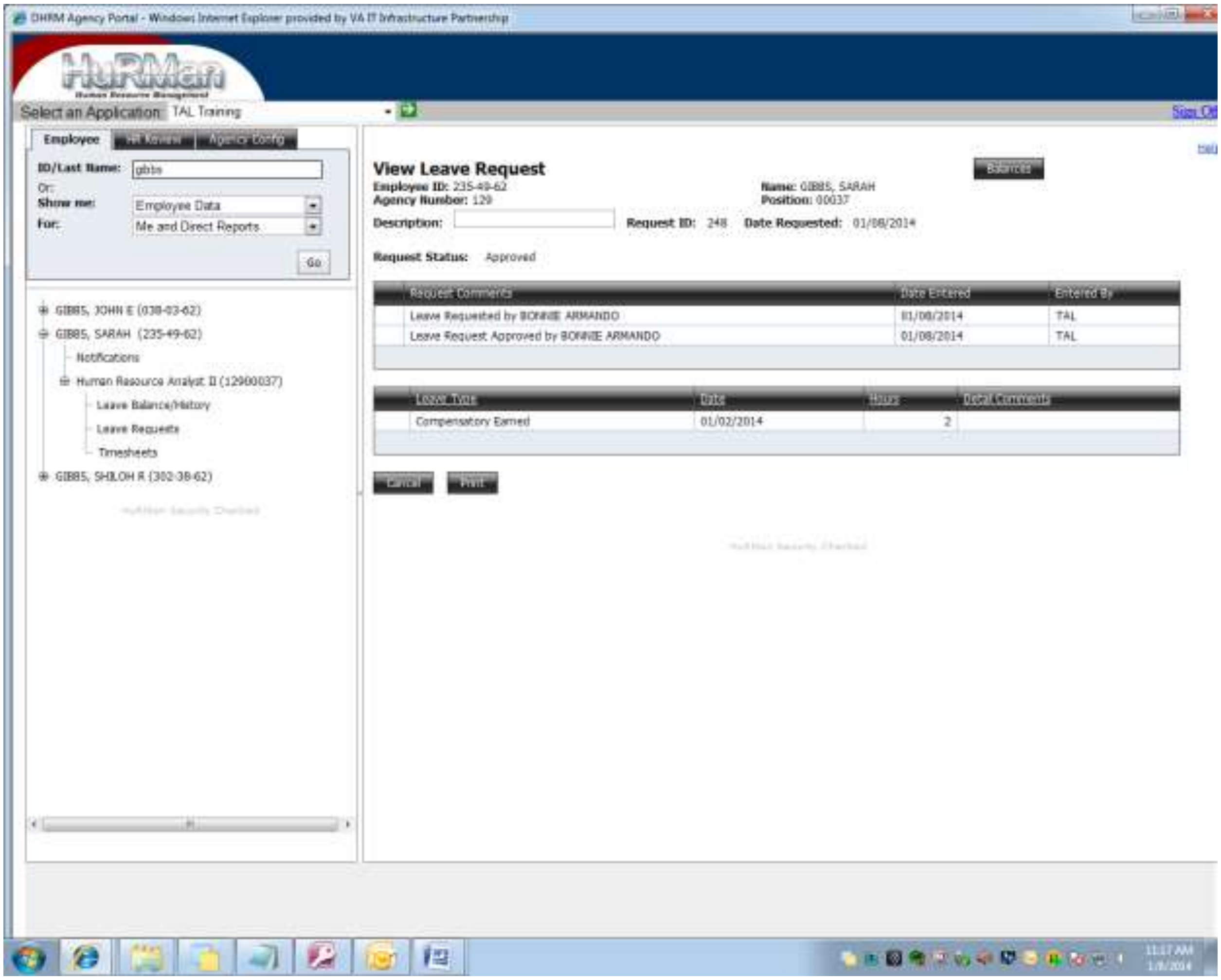


Your time sheet for that week would look like this:



If you are an exempt employee who is eligible to earn Comp Leave, you will record Comp Earned on a Leave Request.

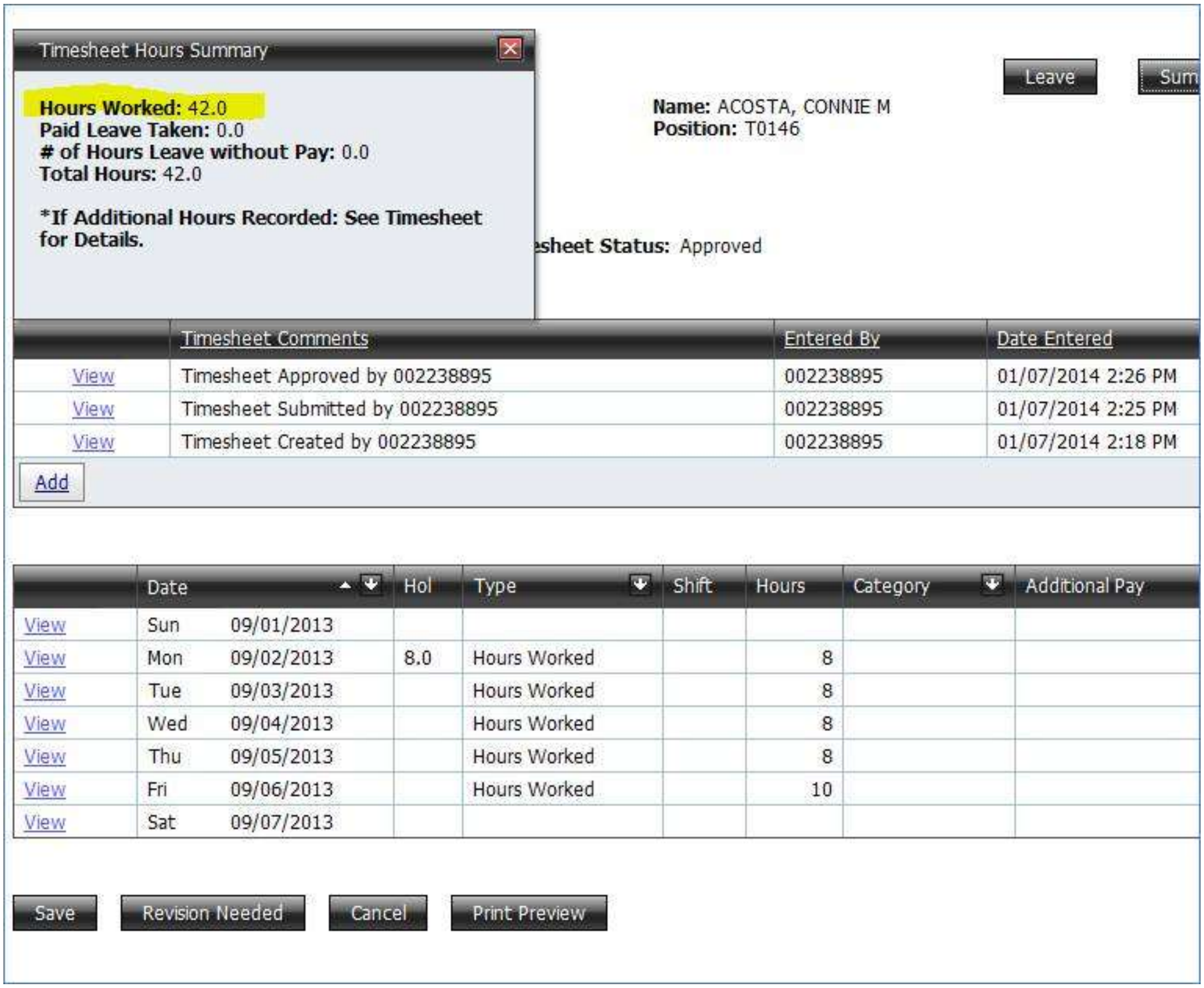



DHRM Agency Portal - Windows Internet Explorer provided by VA IT Infrastructure Partnership
Select an Application: TAL Training
Sign Off
Employee
ID/Last Name: gibbs
Or:
Show me: Employee Data
For: Me and Direct Reports
Go
GIBBS, JOHN E (038-03-62)
GIBBS, SARAH (235-49-62)
Notifications
Human Resource Analyst II (12900037)
Leave Balance/History
Leave Requests
Timesheets
GIBBS, SHILOH R (302-38-62)
View Leave Request
Employee ID: 235-49-62
Agency Number: 129
Name: GIBBS, SARAH
Position: 00037
Description:
Request ID: 248
Date Requested: 01/08/2014
Request Status: Approved
Request Comments
Date Entered
Entered By
Leave Requested by BONNIE ARMANDO
01/08/2014
TAL
Leave Request Approved by BONNIE ARMANDO
01/08/2014
TAL
Leave Type
Date
Hours
Detail Comments
Compensatory Earned
01/02/2014
2
Cancel
Print

Overtime:

Overtime and comp. pay will continue to be processed for payment on the Overtime/Straight time Request for Payment form.

TAL will automatically determine if there is OT on a timesheet and will compensate as Overtime Leave.



Timesheet Hours Summary

Hours Worked: 42.0
Paid Leave Taken: 0.0
# of Hours Leave without Pay: 0.0
Total Hours: 42.0

***If Additional Hours Recorded: See Timesheet for Details.**

Leave | Sum

Name: ACOSTA, CONNIE M
Position: T0146

sheet Status: Approved

	Timesheet Comments	Entered By	Date Entered
View	Timesheet Approved by 002238895	002238895	01/07/2014 2:26 PM
View	Timesheet Submitted by 002238895	002238895	01/07/2014 2:25 PM
View	Timesheet Created by 002238895	002238895	01/07/2014 2:18 PM

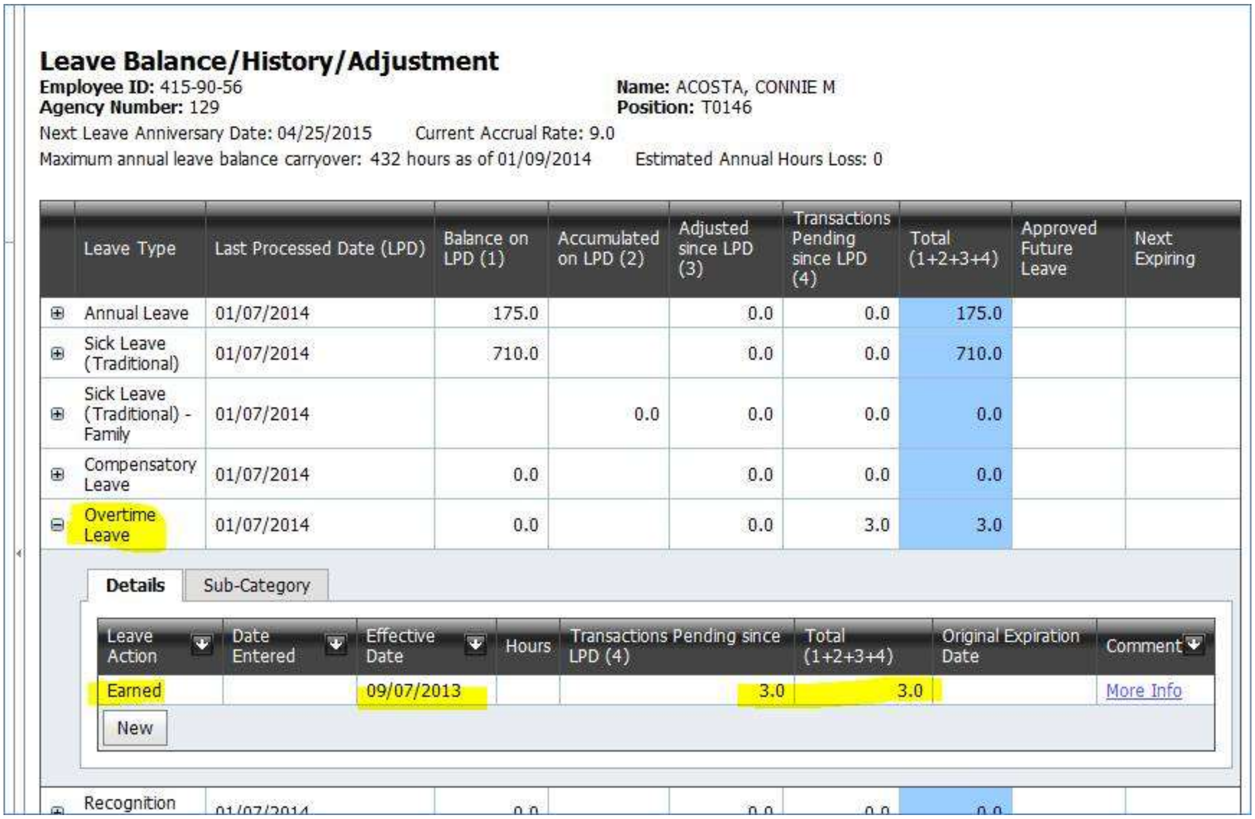
Add

	Date		Hol	Type	Shift	Hours	Category	Additional Pay
View	Sun	09/01/2013						
View	Mon	09/02/2013	8.0	Hours Worked		8		
View	Tue	09/03/2013		Hours Worked		8		
View	Wed	09/04/2013		Hours Worked		8		
View	Thu	09/05/2013		Hours Worked		8		
View	Fri	09/06/2013		Hours Worked		10		
View	Sat	09/07/2013						

Save | Revision Needed | Cancel | Print Preview

In the above example, the employee worked 42 hours. 2 hours are considered as OT and at 1.5 pay rate, the employee will gain 3 hours of OT Leave.

Once an employee submits the timesheet that has OT and it is approved, TAL will create a transaction in the Leave Balance screen for the Overtime Leave.



Leave Balance/History/Adjustment

Employee ID: 415-90-56 **Name:** ACOSTA, CONNIE M
Agency Number: 129 **Position:** T0146
Next Leave Anniversary Date: 04/25/2015 Current Accrual Rate: 9.0
Maximum annual leave balance carryover: 432 hours as of 01/09/2014 Estimated Annual Hours Loss: 0

Leave Type	Last Processed Date (LPD)	Balance on LPD (1)	Accumulated on LPD (2)	Adjusted since LPD (3)	Transactions Pending since LPD (4)	Total (1+2+3+4)	Approved Future Leave	Next Expiring
Annual Leave	01/07/2014	175.0		0.0	0.0	175.0		
Sick Leave (Traditional)	01/07/2014	710.0		0.0	0.0	710.0		
Sick Leave (Traditional) - Family	01/07/2014		0.0	0.0	0.0	0.0		
Compensatory Leave	01/07/2014	0.0		0.0	0.0	0.0		
Overtime Leave	01/07/2014	0.0		0.0	3.0	3.0		
Recognition	01/07/2014	0.0		0.0	0.0	0.0		

Details Sub-Category

Leave Action	Date Entered	Effective Date	Hours	Transactions Pending since LPD (4)	Total (1+2+3+4)	Original Expiration Date	Comment
Earned		09/07/2013		3.0	3.0		More Info

New

FAQs:

Is there a list of TAL FAQs which employees can access?

Yes, the “Help” link on each of the TAL screens will display several frequently asked questions and answers associated with the currently displayed screen. Links to applicable online training are also included in the Help screen.

If I need further assistance with TAL, who should I contact?

If you run into trouble with TAL or have any other questions, please contact:

Della Wickizer wickizerdh@longwood.edu

or Kim Witcher (witcherks@longwood.edu)