

Discussion on Workgroups

What is a Workgroup?

- A group of employees by type that share the same HR characteristics including compensation, FLSA Status, and work week policies.
- North Dakota Time and Labor has several Workgroups defined based the above policies.



Workgroups

How are Workgroups used in Time and Labor?

- The Time Administration batch process uses the Workgroup definitions to process employee payable time.
- It is important to ensure the correct Workgroup is set for each employee because it impacts the payable time which will affect their pay.



Workgroups

Where are Workgroups assigned in Time and Labor?

Workgroups are assigned to an employees **Time Reporter Data** within the **Job Data > Employment Data** page.

Employment Information

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date		First Assignment Start			
Assignment End Date					
Home/Host Classification		Years	Months	Days	Time Reporter Data
Company Seniority Date		1	5	21	
Benefits Service Date	31	1	6	8	
Seniority Pay Calc Date		1	5	21	
Probation Date	31				
Professional Experience Date	31	Last Verification Date		31	
Business Title		Position Phone			

Job Data Employment Data Earnings Distribution Benefits Program Participation

Workgroups

The Workgroup is a required field on Time Reporter Data page.

Time Reporter Data

*Effective Date   *Status

*Time Reporter Type

Elapsed Time Template  Elapsed - Time Dist Task Rptg

Punch Time Template 

Time Period ID 

 *Workgroup  Nonexempt Salaried / Sun - Sat

*Taskgroup   Time Dist Task Rptg

Task Profile ID 

TCD Group 

Restriction Profile ID 

Rule Element 1 

Rule Element 2 

Rule Element 3 

Rule Element 4 

Rule Element 5 

Time Zone  Central Time (US)

Workgroups

How do I ensure I am selecting the correct Workgroup?

- Select based on your agencies policies. The workgroups are defined by FLSA status and work week.

NOTE: The yellow highlighted section lists the primary workgroups.

Workgroup	Description
ADJGEN	Adjutant General
AM	AM Only - No Timesheet Access
ATTGEN	Attorney General BCI Agents
ATTGEN_FM	Attorney General Fire Marshals
DOCR10REG	DOCR 10 HR Regular
DOCR10TMP	DOCR 10 HR Temp
DOCR8REG	DOCR 8 HR Regular
DOCR8TMP	DOCR 8 HR Temp
DOCREXS	Part-time or Full-time Exempt
DOCRNURE	DOCR Nurses Exempt
DOCRNURNE	DOCR Nurses Non-Exempt
DOCRPO-1	DOCR PO cycle 1
DOCRPO-2	DOCR PO cycle 2
DOCRPS	DOCR Plant Services
DOCRSUSA	DOCR Sun to Sat
DOCRTEMPS	DOCR Non-Exempt Hourly
EXS	Exempt Salaried / Sun - Sat
EXS_M-S	Exempt Salaried / Mon - Sun
EXS_S-F	Exempt Salaried / Sat - Fri
NEXH	Nonexempt Hourly / Sun - Sat
NEXH_F-T	Nonexempt Hourly / Fri - Thurs
NEXH_M-S	Nonexempt Hourly / Mon - Sun
NEXH_S-F	Nonexempt Hourly / Sat - Fri
NEXS	Nonexempt Salaried / Sun - Sat
NEXS_M-S	Nonexempt Salaried / Mon - Sun
NEXS_S-F	Nonexempt Salaried / Sat - Fri