Time and Labor

Train-the-Trainer Session

Agenda

- **Welcome!**
  - Introductions
- **Training Fundamentals**
- **Training Content**
- **Question & Answers**

Objective

- Training Fundamentals
- Walk-through the Time and Labor UPK content and course materials

Training Fundamentals

- Presentation
- Understanding your Adult Learners (Students)
- Learner Principle
- Facilitator Principle

“As the Instructor / trainer you deploy the type of learning.”

Traditional Learning

“Jug and Mug" Theory of Learning

The teacher has the jug of knowledge
and pours it into the mug of the waiting student.

vs.

Natural Learning

“Natural Learning Cycle”

Natural Learning encourages learning by doing.
Instructors / trainers guide, coach, facilitate
and otherwise lead the learning experience.

Training Principles

Understanding your

Adult Learners (Students)

Adult Learning Principles

1. Adults must want to learn
2. Adults only learn what they feel a need to learn
3. Adults learn by doing
4. Adult learning centers on realistic problems
5. Experience affects adult learning
6. A variety of methods should be used with adults
7. Adults want guidance, not grades

Learner Principle:
Learning Styles or Preferences

1. **Visual Learners**
   - Prefer written instructions
   - Learn by watching and observing
2. **Auditory Learners**
   - Prefer verbal instructions
   - Learning by listening and speaking
3. **Kinesthetic Learners**
   - Prefer being active or involved in learning
   - Learn by doing
4. **Tactile Learners**
   - Prefer to write instructions down
   - Learn by touching

**

**There will always be a mix of learners in your session. Try to incorporate as many styles as possible.*

Facilitator Principle:
Promote and Guide Interaction

- Prepare an outline for each session
- Ask open-ended questions
- Invite quieter learners to participate
- Open a discussion

Training Content

- Key Points
- Training Material
- Time and Labor Key Terminology
- Training Support Information
- Online Tutorials (UPKs)

Key Points

- Beginning May 1, 2017, North Dakota will implement Time and Labor which facilitates the States ability to plan, track, approve, and record actual hours worked by employees. The implementation will roll-out in two phases:

  - **Phase 1 - May 1 Go Live** – Agencies that are not in the Pilot group
    - Salaried employees will be enrolled in the Absence Management (AM) Workgroup *(AM Only –No Timesheet Access*). This is done so the absence requests will show on the payline. OMB will do this initial enrollment, agencies will need to complete the process for new hires or employees that get enrolled in Absence Management.
    - Hourly employees currently are not enrolled in Absence Management – this will remain the same. They will not be enrolled in any workgroup until the July 1 Go Live.

  - **Phase 2 - July 1 Go Live** – Employees will be enrolled/changed to the workgroup that will allow timesheet access. OMB will do this in the initial enrollment, agencies will need to complete for new hires.

Key Points (continued)

- All timesheets must be completed and approved in a timely manner. All pay is contingent on the completion and approval of the timesheet.

- Salaried and Hourly employee must have timesheets approved.

- Communication is Key
  - Employee
  - Manager
  - Agency Administrators

- Tutorials will be available prior to ‘Go-Live’

Training Material

- **Handouts**
  - Job Aid (Topic Step-by-Step Instructions)
  - Time and Labor Reference Information
    - List of Workgroups
    - Time and Labor Navigation
    - Time and Labor Query Listing

- **Online UPKs**
  - Employee Hub
  - Manager Hub
  - Agency Administrators

- **Supplemental Material:**
  - Agency-specific
  - Example: Identify your process timeline

Key Terminology

Time Reporter	a person that has been enrolled as a time reporter for whom time will be reported or created.
Time Reporting Code (TRC)	Time Reporting Codes (TRCs) represent which method to use for processing the time worked.
Timesheet	Enables employees to view and report time and task details for a day, week, or time period.
Payable Time	Payable time represents the quantity of work performed (hours, dollars or units), the time reporting code that controls how the employee is paid and the tasks to which time was reported, if applicable. The batch process, Time Administration, brings all of these elements together to generate payable

Key Terminology

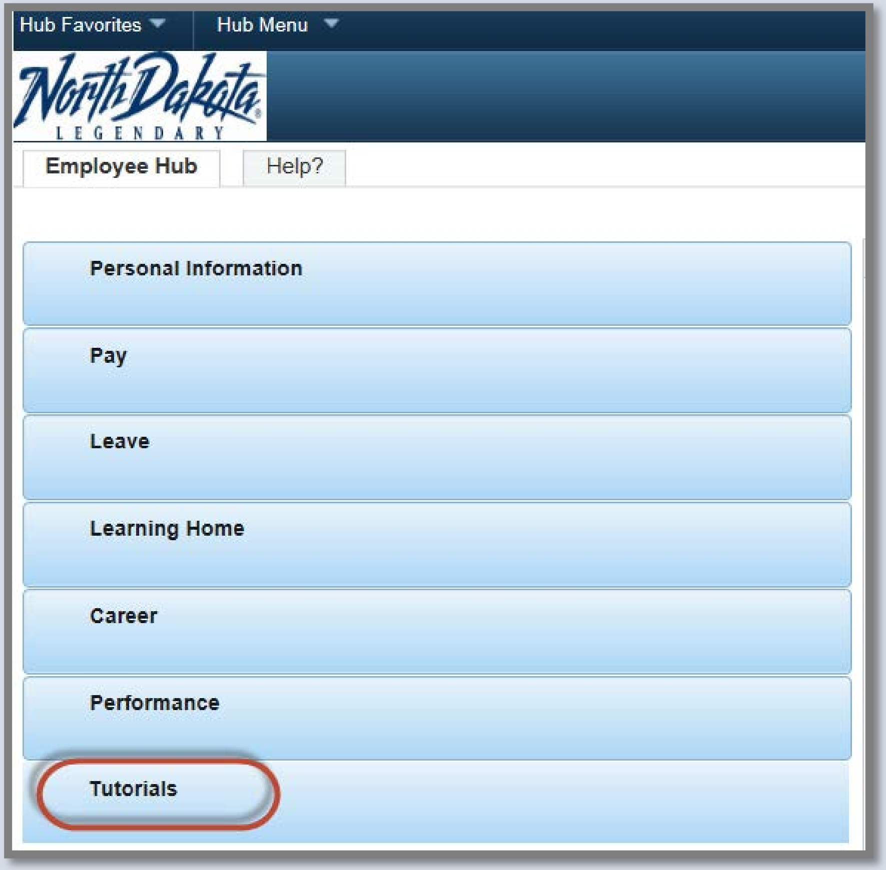
Task	An agency-specific field to capture certain tasks related to the time entered on the timesheet.
Time Administration	Time Administration, the core process in Time and Labor, converts reported, leave and scheduled time into payable time. The payable time is passed to other applications such as Payroll.
Workgroup	Group of time reporters who share common HR characteristics including compensation, FLSA status and work week policies.

Training Support Information

Technical Support:
ITD Help Desk
(701) 328-4470 and place a Time and Labor help request.

Training Materials

- UPK Content: PeopleSoft Employee Hub under 'Tutorials'
- Job Aids: Contact Sheryl Haldorson – shaldorson@ND.GOV



Tutorials (UPK)
Let's Get Started