

Timekeeping Process

Creating Payroll

1. Emails from Employment Process Coordinator regarding new hires, emails from depot secretaries and others regarding employee changes are sent to timekeepers.
2. Timekeeper keeps a folder with all the documents containing actions required before creation of payroll for next pay period.
3. Removing/changing data from the screen of employees in “Transportation Information Management System” (TIMS) due to changes?
4. Terminated, resigned or retired?
5. Print the route summary screen before removing the route for future references general information in TIMS under the route tab.
6. Write the change of status of employee such as resigned, retired or terminated and forward copy to Depot’s Secretary.
7. Remove the route from the employee in employee’s general information screen under the route tab and change the status to resigned, retired or terminated.
8. Is employee taking Long Term Leave (LTL), no more than 60 working days, or being assigned on a higher level assignment (HLA)?
9. In TIMS Employee Module: a) under “Gen Info” tab, change the status to LTL or HLA (as needed), and b) under the “Route” tab, remove the route from employee, then save the changes.
10. Send an email to Transportation Assignment Specialist (TSA) about change on step 9 above.
11. TSA will change the route status to “Open/Do Not Bid”.
12. Is an employee being transferred to another depot?
13. In TIMS Employee Module: a) under “Gen Info” tab, change the “Location” and “Area” to the new depot’s ones, b) under the “Route” tab, remove the route from employee, then save the changes.
14. Notify the secretary and timekeeper of receiving depot. (Preferred by email).

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15. Adding/changing data to the screen of employees in TIMS due to changes?
16. Did a new 2920 (attendant) becoming a 2910 (driver) during the pay period just ended?
17. In TIMS Employee Module, under Gen. Info. Tab, change the class code from 2920 to 2910.
18. Is a substitute employee becoming permanent?
19. In TIMS Employee Module: a) under “Gen Info” tab, change the “Area” from a “Sub” one to a “Reg” one, the “Class” from 2910 to 9210T (drivers) and 2920 to 6510T (attendants), and enter the “Date Perm Empl”; b) under the “Route” tab, assign a Temp route to new employee. Then save changes.
20. Is an employee returning from LTL or HLA?
21. Notify TSA, so he/she can change the status of route from “Open/Do not Bid” to “Open”.
22. In TIMS Employee Module, under the “Route” tab, assign his or her route back.
23. Are there any transferred employees from the other depots?
24. If yes, in TIMS Employee Module, under the “Route” tab, assign a route for the employee.
25. Has TSA asked not to create payroll yet?
26. If yes, wait as instructed.
27. In the TIMS Payroll Module, create the payroll by clicking on the “Create Payroll” button and selecting the pay period to be created.
28. END.