RUTGERS

New Jersey Earned Sick Leave
For Timekeepers and Approvers

Guide for Type 4 and Type 5 employees
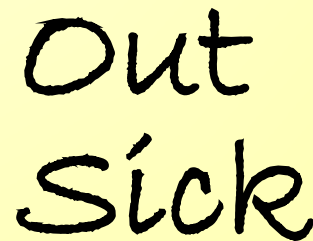
✓Please keep side conversations to a minimum
✓Cell phones silenced
✓Ask questions!

Earned Sick Leave Law

Act became effective October 29, 2018

Requires that virtually all employees receive a minimum amount of paid sick leave each benefit year, including those who did not previously receive paid sick leave under existing policies.
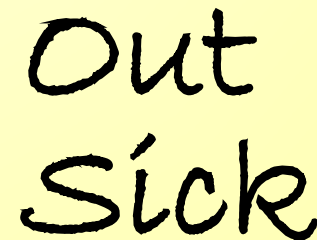
Out Sick

Earned Sick Leave Law

Methods of Providing Earned Sick Leave Will Vary By Employee Class:

– Employee may accrue paid sick leave at a rate of one hour per thirty hours worked, up to 40 hours in a benefit year (Class 4 and 5 Employees)

– Employee may be advanced the amount of paid sick leave the employee would have accrued under the above method at the beginning of the benefit year, up to 40 hours (e.g. salaried/non-hourly employees who do not currently accrue paid sick time)

– Employer may rely on existing PTO policy provided that it meets the minimum requirements of the NJ ESLL (e.g. employees currently accruing paid sick time pursuant to Policy and collective negotiations agreements)

Earned Sick Leave Law

Employees can use up to 40 hours of accrued paid sick leave per benefit year for the purposes listed in the NJ ESLL.

Up to 40 hours of accrued and unused paid sick leave may be carried over to the next benefit year.
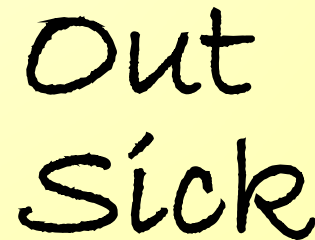
Earned Sick Leave Law

Class 4 and 5 employees began accruing paid sick time on October 29, 2018. They may begin using accrued earned sick time on February 26, 2019.

New Class 4 and 5 employees begin accruing time upon commencement of employment and may use accrued paid sick time starting on the 120th day after their start date.

Earned Sick Leave Law

New Jersey Earned Sick Leave (NJ ESL) can be used for:

- An employee's or employee's family member's medical condition or preventive care

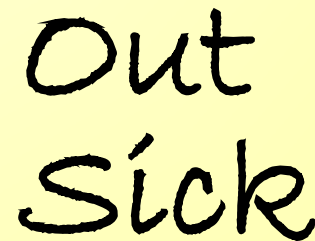- Absences due to circumstances related to domestic or sexual violence

Out Sick

Earned Sick Leave Law

New Jersey Earned Sick Leave (NJ ESL) can be used for:

- Closure of the employee's workplace, or employee's child's school/daycare, by order of a public health official

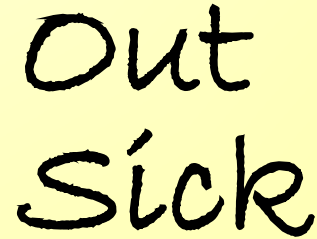- Time to attend employee's child school meetings/functions

Out Sick

Earned Sick Leave Law

Out Sick

The NJ ESLL restricts:

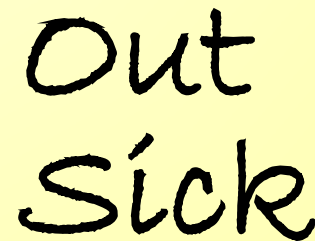- The circumstances in which employers can require employees to provide advance notice of the need to use paid sick leave and/or documentation,

- The days on which an employer may prohibit the foreseeable use of paid sick leave (black out days),

- The amount of advance notice that employers may require, and

- The types of documentation employers may require employees to provide to verify the need to use paid sick leave.

Earned Sick Leave Law

Employer cannot retaliate against employees for use of paid sick leave. Earned sick leave taken under the NJ ESLL cannot be counted as an absence for disciplinary purposes.

Departments considering discipline for reasons related to an employee's use of sick leave must contact Office of Labor Relations and Academic Labor Relations.

What we'll be covering in this course:

❑ NJ Earned Sick Leave (NJ ESL)

❑ NJ ESL Roster for 4s/5s

❑ Time Entry

❑ Time Reporting Code

❑ Exceptions/Rules

❑ Additional Resources

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Basic Facts
New Jersey Earned Sick Leave (NJ ESL)

❑ Rate of accrual

    ❑ The accrual rate of the NJ ESL is 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year.

❑ Benefit year

    ❑ The benefit year begins July 1 through June 30

❑ Start date of accrual

    ❑ Employees begin to accrue NJ ESL on October 29, 2018, or on the first day of their employment, whichever is later.

❑ Date available for use

    ❑ Employees can begin using accrued NJ ESL under this law 120 days after you begin employment

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Time Entry & Approval
By Employee Type (Type 4 and/or Type 5)

Hourly, Non-Exempt

➢ Per Diem
➢ Student Workers
➢ Casual Worker (Temp)

Main Menu > Absence Reporting > NJ ESL Roster for 4s/5s

Main Menu > Absence Reporting > NJ ESL Roster for 4s/5s

Employee Details

New Window | Help | Customize Page | http

NJ Earned Sick Leave 4s/5s Employee Details

Empl ID: 00004321   Leach, Archibald   NJ ESL Accrual Date: 10/29/2018   NJ ESL Eligibility Date: 02/26/2019

Customize | Find | ☒ | ⊞   First ◁ 1-9 of 9 ▷ Last

	Pay Period End Date	Empl Record	Department	Dept Description	Empl Class	Empl Class Description	Job Code	Job Code Description	Earnings Code	Earnings Code Description	Earnings Begin Date	Earnings End Date	Hours Worked by Pay Period Week
1	11/02/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	10/27/2018	11/02/2018	7.55
2	11/16/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/03/2018	11/09/2018	7.90
3	11/16/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/10/2018	11/16/2018	3.80
4	11/30/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/10/2018	11/16/2018	3.95
5	11/30/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/17/2018	11/23/2018	2.45
6	11/30/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/24/2018	11/30/2018	3.65
7	12/14/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	11/24/2018	11/30/2018	3.95
8	12/14/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	12/01/2018	12/07/2018	7.35
9	12/28/2018	0	10492	Dining Services	5	Student	05200	STUDENT CWS	R02	Hourly Regular	12/08/2018	12/14/2018	8.00

Cancel

Employee Self Service View

Main Menu > Self Service > Benefits > Employee NJ ESL Totals

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Favorites | Main Menu > Self Service > Benefits > Employee NJ ESL Totals

Click here for full details

NJ Earned Sick Leave Information

NJ ESL Hours Earned Details

Leach, Archibald

NJ ESL Accrual Date 10/29/2018   **NJ ESL Eligibility Date** 02/26/2019

Fiscal Year NJ Earned Sick Leave Summary

	Earned	Taken	Balance
NJ ESL	3.00	1.00	2.00

Fiscal Year NJ ESL Absence Details

Date	Length (Hours)
01/02/2019	1.00

Employee Self Service View

NJ Earned Sick Leave 4s/5s Employee Details

Empl ID: 00004321   Leach, Archibald   NJ ESL Accrual Date: 10/29/2018   NJ ESL Eligibility Date: 02/26/2019

Customize | Find | | First ◄ 1-18 of 18 ► Last

	Pay Period End Date	Empl Record	Department	Dept Description	Empl Class	Empl Class Description	Job Code	Job Code Description	Earnings Code	Earnings Code Description	Earnings Begin Date	Earnings End Date	Hours Worked by Pay Period Week
1	11/02/2018	0	10005	NB Summer Session	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	10/27/2018	11/02/2018	6.00
2	11/16/2018	0	10005	NB Summer Session	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/03/2018	11/09/2018	3.00
3	11/16/2018	0	10005	NB Summer Session	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/10/2018	11/16/2018	6.00
4	11/16/2018	1	10929	Off-Campus & Comm Partnership	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/03/2018	11/09/2018	13.00
5	11/30/2018	1	10929	Off-Campus & Comm Partnership	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/10/2018	11/16/2018	6.50
6	11/30/2018	1	10929	Off-Campus & Comm Partnership	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/17/2018	11/23/2018	6.50
7	12/14/2018	0	10005	NB Summer Session	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	12/01/2018	12/07/2018	1.00
8	12/14/2018	1	10929	Off-Campus & Comm Partnership	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	11/24/2018	11/30/2018	13.00
9	01/11/2019	0	10005	NB Summer Session	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	01/05/2019	01/11/2019	9.00
10	01/11/2019	1	10929	Off-Campus & Comm Partnership	5	Student	05100	STUDENT WORKER	R02	Hourly Regular	12/22/2018	12/28/2018	6.50

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Time Entry & Approval Process Responsibilities

Employee
- Communicates to T&L Preparer

Time & Labor Preparer
- Enters time in the system(elapsed timesheet)
- Sets charging instructions **(*Only* when funding is different from standard salary instructions for position)**
- Makes corrections (up to 90 days back)

Time Admin Runs
- Time Admin runs at 3:00 a.m. and 12:00 p.m. every day

Time & Labor Approver
- Validates and approves time and charging instructions

Central Payroll
- Provides final audit on time entered and charging instructions
- Applies time to system, converting time worked to time paid

Elapsed Timesheet *- Navigation*

Main Menu > Time Management > Report Time > Timesheet

To make navigation simpler, add to Favorites!

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Elapsed Timesheet – *Search for Employee*

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Employee Selection Criteria

Description	Value
Empl ID	
Empl Record	
Last Name	
First Name	
Job Code	
Job Description	
Department	10715
Supervisor ID	
Location Code	
Workgroup	

[Clear Selection Criteria]   [Save Selection Criteria]   [Get Employees]

Search by Employee ID, Last Name, or Department

Timekeeper will only have access to employees they can input time for

Elapsed Timesheet – *Time Entry*

RUTGERS

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

New Window Help

Timesheet

Leach, Archibald

Employee ID: Empl Record: 0

Job Title: Pro/Research/Mgr Casual

Std Hourly Rt: 22.000000   USD

ⓘ **Instructions**

*View By:	Week ▼	Reported Hours:	3.00	Previous Week	Next Week
Date:	12/21/2018 🗓 ↻	Scheduled Hours:	0.00		

From Friday 12/21/2018 to Thursday 12/27/2018

Fri 12/21	Sat 12/22	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Total Hours	Time Reporting Code	Override Rate	Combination Code	ChartFields		
			3.00				3.00	NJESL - NJ Earned Sick Lea ▼			🔍 ChartFields	➕	➖

Submit

Note: Please enter comments if TRC type XPAMT is used. If no comments entered for TRC type XPAMT, then that time will not be processed and will be set as an excep...

▼ **Reported Time Status**

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
12/24/2018	Submitted	Approval Monitor	3.00	NJESL	NJ Earned Sick Leave	○

▶ **Reported Time Summary**

Go To: Manager Self Service

          Time Management

          Punch Timesheet

          Return to Select Employee

Will only see Time Reporting Codes (TRC) relevant to employee

Elapsed Timesheet

You have the option to override the ECI here, however the *preferred method* is to set up the Earning Code in the ECI.
Please note Federal Work Study must use the Combo Code on the Timesheet.

❑ Employee time will charge according to the Employee Charging Instructions (ECI) if no Combo Code is entered.

Employee Charging Instruction (ECI) – *Selecting Earning Code*

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Favorites | Main Menu > Employee Charging Instructions

Employee Charging Instructions

Department: 10470   SA UPSA Business Office   **Fiscal Year:** 2019
Budget Begin Date: 07/01/2018
Budget End Date: 06/30/2019

Level
Find | View All   First ◄ 1 of 4 ► Last

Empl ID: 00004321   Farrokh Bulsara
Empl Record: 0   **Approver** [   ] 🔍   [+] [−]
*Effective Date:** 02/15/2019 📅   **Eff Seq:** 0   *Status:** Active ▼

Date Created: 02/15/2019
Last Updated By:
Last Updated On

Justification (Required) [   ]

R03 - Overtime
R04 - Holiday Worked
Ove   R05 - Extra Pay Flat Amount
Just R09 - Rate Adjustment
R13 - Overtime at Straight
R15 - Extra Pay Hours
R30 - Essential Personnel
Com R50 - Faculty Practice
R51 - Patient Services
R52 - Univ Physician Assoc - UPA
R57 - Faculty Supplemental Pay
R91 - Retro Salary Regular
R92 - Retro Overtime
S01 - Bonus
S04 - Awards and Prizes
S21 - One Time Payment
S23 - Comp Time Payout
S25 - Tuition Reimb Taxable
S26 - NJ ESL
S27 - Extramural Incentives

> Federal Work Study is not eligible to use the Earning Code (S26 – NJ ESL) in ECI

Customize | Find | 🖼 | 🏢   First ◄ 1-3 of 3 ► Last

	Combination Code	Combination Code Description	Funding End Date	Fiscal Year Budget Amount	Distribution %		
1	000494252	3010.3300.0000.823445.800.5306	04/01/2019 📅		50.000	+	−
2	000465517	4210.3100.0000.820028.800.3305	02/13/2020 📅		50.000	+	−
3	▼		📅			+	−

[Submit]

[Return to Search]   [Previous in List]   [Next in List]

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Timesheet

Charlie Brown

Job Title: PEANUT

ⓘ **Instructions**

*View By: We

Date: 08/

From Monday 08/01/2016

Mon 8/1	Tue 8/2	

Submit

Timesheet
Submit Confirmation

✓ The Submit was successful.

OK   Time for the Time Period of 2016-08-01 to 2016-08-07 is submitted.

ⓧ The time will not go through until the preparer selects "OK" on the Confirmation Page

Elapsed Timesheet – *Minutes to Hour Conversion*

❑ When entering NJ ESL time in an elapsed timesheet, time must be entered as fractions of an hour.

Example: 15 minutes would be submitted as 0.25
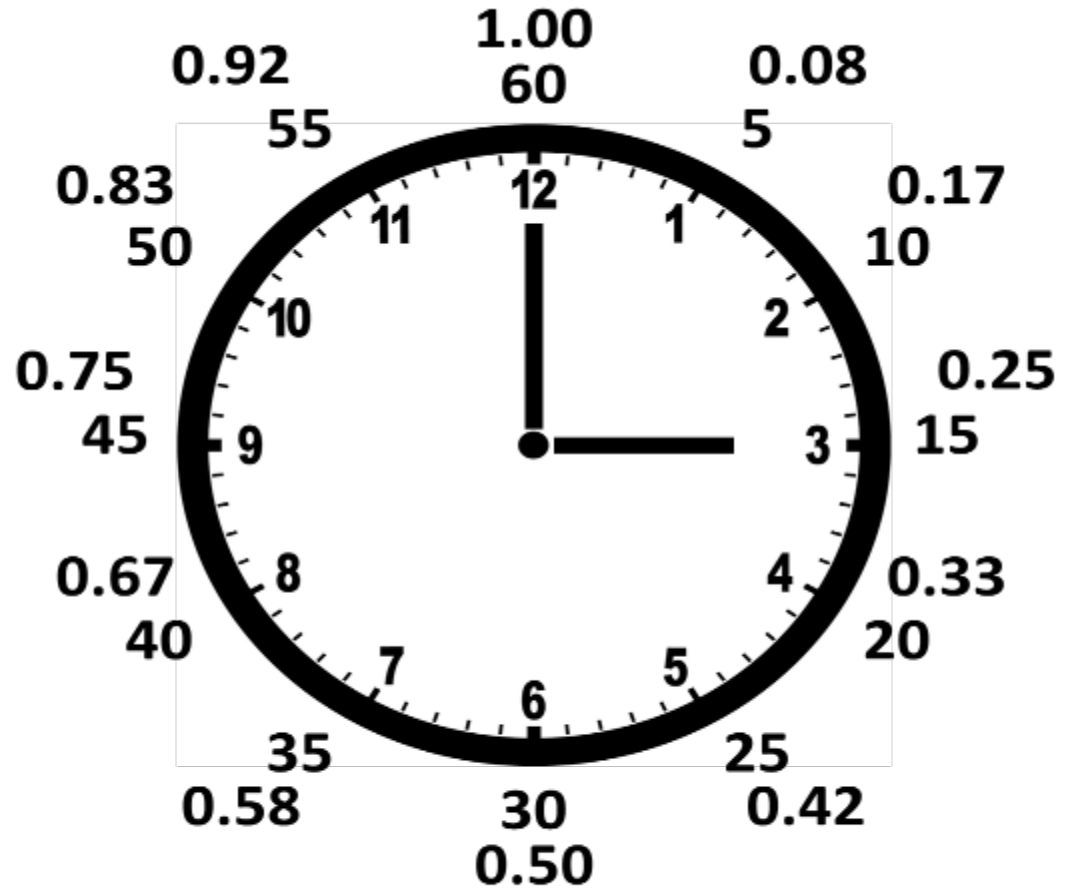
X Minutes = X/60 Fractions of an Hour

Corrections and Adjustments

For timesheet corrections, Timekeepers should enter the **total number of actual hours** (not the adjusted hours)

Example

If the timesheet has an entered time of **5 hours** that needs to be corrected to **6 hours**, the Timekeeper should enter the new time of **6 hours**
(not 1 hour)

⊗ In the example, entering the adjustment of 1 hour would deduct 4 hours from the original entered time

⊗ A negative hour should never be entered

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EXCEPTIONS/RULES

An **exception** is a system error which prevents Reported Time from transitioning to Payable Time.

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NJ ESL RULES

I.	• An employee must be employed 120 days (4 months) before they are eligible to use the accrued time.
II.	• An employee may only use up to 40 hours of leave per benefit year.
III.	• An employee may not use more time than accrued in the benefit year.

Time **must** be approved, or it will not be paid.

Exceptions – *View Exception*

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

New Window | ? Help

Timesheet

Leach, Archibald

| Employee ID: | 00118066 | Empl Record: | 0 |

Job Title: Pro/Research/Mgr Casual

Std Hourly Rt: 22.000000 USD

ⓘ Instructions

| *View By: | Week ▼ | Reported Hours: | 3.00 | Previous Week | Next Week |
| Date: | 12/21/2018 🗓 ↻ | Scheduled Hours: | 0.00 | | |

From Friday 12/21/2018 to Thursday 12/27/2018

Fri 12/21	Sat 12/22	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Total Hours	Time Reporting Code	Override Rate	Combination Code	ChartFields		
			3.00				3.00	NJESL - NJ Earned Sick Lea ▼			ChartFields	➕	➖

[Submit]

Note: Please enter comments if TRC type XPAMT is used. If no comments entered for TRC type XPAMT, then that time will not be processed and will be set as an exception.

▼ Reported Time Status

Date	Reported Status	Approval Monitor	Total	TRC	Description	Comments
12/24/2018	Submitted	Approval Monitor	3.00	NJESL	NJ Earned Sick Leave	⏱

▶ Reported Time Summary

Go To: Manager Self Service
         Time Management
         Punch Timesheet
         Return to Select Employee

> Trying to use more time that accrued.

> Exception Symbol

Exceptions – *Correct Exception*

Timesheet

Charlie Brown

Job Title:	STUDENT CWS

EmployeeID:	XXXXXXXXXX	Empl Record:	0
Std Hourly Rt:	8.380000 USD		

Instructions

*View By:	Week
Date:	07/15/2016

Reported Hours:	100.30
Scheduled Hours:	0.00

Previous Week   Next We

Show all Punch Types

From 07/15/2016 to 07/21/2016

Comments	Day	Date	Status	Approval Monitor	Exception	In	Meal	In	Out	Punch Total	Time Reporting Code

Exception	In	Meal	In	Out	Punch Total	Time Reporting Code
⏱	9:54:30AM			4:00pm	100.30	NJESL – NJ Earned Sick Leave ▾

Make Correction

Select TRC

Submit	Clear

Click Submit

Reports – *Navigation and List*

- ✓ Payable Time Detail
- ✓ Time & Labor Summary
- ✓ Time Requiring Approval

Main Menu ➤ **Rutgers Reports** ➤ **Time and Labor**

RUTGERS

Payable Time Detail
Summary Report for time entered and approved (for one month at a time)

Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

Payable Time Detail
Select Employee

▼ Employee Selection Criteria

Employee Selection Criteria

Description	Value
Empl ID	00001013 🔍
Empl Record	🔍
Last Name	🔍
First Name	🔍
Job Code	🔍
Job Description	🔍
Department	🔍
Supervisor ID	🔍
Location Code	🔍

[Clear Selection Criteria]   [Save Selection Criteria]   [Get Employees]

Employees For Marie Matusiak   Customize | Find | View All | 🗗 First ◄ 1 of 1 ► Last

Name	Empl ID	Empl Record	Job Code	Job Description	Department	Department Description	Location	Workgroup	Supervisor ID
Max Power	00001013	0	020799	SAFETY INSPCTR	19527	NUCLEAR PWR PLNT	01796		MBURNS

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Payable Time Detail

Employee ID: Empl Record: 0

Job Title: Pro/Research/Mgr Casual   Std Hourly Rt: 22.000000   USD

Start Date: 10/27/2018 📅   End Date: 11/15/2018 📅   **Get Rows**

Payable Statuses to view can be controlled from the expandable Payable Status Filter section.
Use the Refresh button to refresh the display.
Time detail can be displayed for a date range up to thirty-one days.

▶ **Payable Status Filter**

Payable Time

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval |

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
10/29/2018	Taken by Payroll		Approval Monitor	HREG	5.00	Hours
10/30/2018	Taken by Payroll		Approval Monitor	NJESL	5.00	Hours
10/31/2018	Taken by Payroll		Approval Monitor	HREG	5.00	Hours
11/01/2018	Taken by Payroll		Approval Monitor	HREG	5.00	Hours

Time & Labor Summary
Summary Report for time entered and approved, for any period of time

RUTGERS

Favorites | Main Menu > Rutgers Reports > Time and Labor > Time and Labor Summary

Time and Labor Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Search by: Run Control ID begins with mm ✕

☐ Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

On the first time running any report, use "Add a New Value"

RUTGERS

Ru TI Summary Pge

Run Control ID: mm   Report Manager   Process Monitor   [Run]

Process Request Parameter(s)

Enter the values

Department [11122] 🔍

From Date [01/15/2019] 📅

To Date [02/15/2019] 📅

Empl ID [00004321] 🔍

TRC [NJESL] 🔍

When in doubt, leave TRC field blank. This will pull up all the TRCs the employee has earned.

[💾 Save] [🔍 Return to Search] [✉ Notify]   [➕ Add] [🖹 Update/Display]

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Favorites | Main Menu > | Rutgers Reports > | Time and Labor > | Time and Labor Summary

Process Scheduler Request

User ID:	BOBROSS		Run Control ID: rr

Server Name:	[dropdown]	Run Date:	06/10/2016 [📅]
Recurrence:	[dropdown]	Run Time:	9:52:07AM	Reset to Current Date/Time
Time Zone:	[field] 🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Time and Labor Summary	RU_TL103	SQR Report	Web ⌄	PDF ⌄	Distribution

OK   Cancel

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Rutgers, The State University of New Jersey

Time and Labor Summary Report

Report ID:	RU_TL103			Page No.		1							
Run Date	2/26/2019												
Run Time	17:41:41												

Department: 10492   Date: Date: Employee ID: 00004321   TRC:

Employee Name	Employee ID	EMPL RCD#	EMPL Class	Dept ID	Job Code	Job Title	Status	Date	Hours	Hourly Rate	Amount	TRC Description	Override Rate	ComboCode Override
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	21-Dec-18	3.20	31.52	151.28	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	21-Dec-18	3.20	31.52	151.28	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	4-Jan-19	1.75	31.52	82.73	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	9-Jan-19	2.70	31.52	127.64	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	18-Jan-19	3.35	31.52	158.37	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	25-Jan-19	4.10	31.52	193.83	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	1-Feb-19	1.75	31.52	82.73	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	8-Feb-19	1.65	31.52	78.00	Overtime 1.5		478.5500.1129.2200.110.900
Leach, Archibald	22011	0	1	10492	41420	SR ADMIN	Distributed	14-Feb-19	3.15	31.52	148.92	Overtime 1.5		478.5500.1129.2200.110.900

Sub total hours for TRC		21.65
Sub total amount for TRC in $		1,023.50
Dept Total hrs for TRC:	OVT	21.65
Dept Total amt for TRC:	OVT	1,023.50
Department Total in $		1,243.33

If you have any questions about using NJ ESL in Time and Labor, please contact Payroll Services at
(848) 445-2112 or email at payroll@payroll.rutgers.edu.