

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-51

Effective Date: 10/01/2005

Revision Date: 08/15/2006

C. D. [Signature]
County Administrator

SUBJECT: **EMPLOYEE CREATION AND DEFINITION IN SYNERGEN**

DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

I. STATEMENT

The employee record in the Employee module, along with the modules Department, Area, Crew, Leave Request, Business Rules, and Code Tables, determines who can view and change Timesheets, determines default values whenever an employee is entered in any other module, assists with estimating labor costs for work orders, determines actual labor costs for work orders, keeps track of employee training, contains the approved Synergen access forms, can assist in tracking vacation requests, and tracks wage rate changes.

The timesheets and Timekeeping module referred to in this procedure does NOT affect the Payroll system.

A partial employee record is imported from the Payroll system and includes the employee name, EIN, wage rate, department, hire date, pay group, classification, and home fund/center.

This procedure will explain how the employee record is updated and used, how to create and update Business Rules and Code Tables, and how to use the Crew and Leave Request modules.

II. PROCEDURE

A. The employee record in the Employee module must be completed so that default values for the Timekeeping module and labor costs for estimate and actual values in the Work Order module are correctly populated.

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1. The employee's work address, work phone number, supervisor, pay group, department, area, crew, and craft must be verified, corrected, or completed.
- B. The Crew module allows for the creation of crews to which each employee may be designated as a member.
1. The crew code is five characters beginning with the Department code and ending with a departmentally designed code.
 2. The Supervisor code entered as part of the crew definition is also entered in the Timekeeping Authority business rule and designates which individual(s) is allowed to review and change a timesheet.
 3. The shift, hours per shift, work day start, and work day end fields are used in conjunction with the Work Order module in estimating labor costs for work orders.
- C. The Timekeeping Authority business rule lists users who are authorized to access and maintain timesheets. It does not allow timesheet approval, which is maintained in the Approval Limit module. There are three fields within the module.
1. The Username is either the Synergen User Name or DEFAULT (given to all employees).
 2. The Authority value defines the scope of timesheets that a user may have access. The DEFAULT user has an Authority value of Employee, which allows each employee to only access his/her timesheet.
 3. The Org Level widens or narrows the scope of the user's Authority.
- D. The Leave Request module allows employees to request and supervisors to approve requested leave. Upon approval, the request is posted to the employee's record in the Employee module.

This module's use is not required but may assist supervisors and managers in tracking employee leave activity.

Note: The official Pima County leave banks are maintained in MSAS not in the Synergen system.

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- E. The Employee module is used to track wage rate history and Synergen training history and may be used to track leave requests, if the department is using the Leave Request module.
1. The Scheduled Leave View shows all of the Leave Requests that are open for the employee. This information will only be displayed if the Leave Request module is used.
 2. The Leave Summary View shows a summary of the leave an employee has taken to date.
 3. The Wage Rate View shows each of the employee's changes to his/her wage rate since June 2005.
 4. The Training View shows each of the employee's Synergen training; the course taken and the date scheduled and completed.

III. OFFICE OF PRIMARY RESPONSIBILITY

Each Operational Department is responsible for the set-up of employees and the use of the Employee module.

The Department of Finance and Risk Management, Financial Accounting Systems Supervisor is the person responsible for changing the Timekeeping Business Rule.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-51, EMPLOYEE CREATION AND DEFINITION.