



Subject: Please Record Only Call Back Attendance Hours (1001) For Call Back Hours Worked

Audience: HR Directors, Time Administrators

The SCEIS Team has been asked to rebroadcast the email message below dated Friday, July 18, 2014 from Sam Wilkins at the State Human Resources Division.

From: Wilkins, Sam
Sent: Friday, July 18, 2014 2:18 PM
To: Wilkins, Sam
Subject: Call Back Communication

Last August, a communication was sent from the State Human Resources Division and SCEIS regarding how to record “Call Back” hours. SHRD requested that agencies using “Call Back” record both the regular attendance hours code (1000) as well as the call back attendance hours code (1001) for any time worked as call back. This process was recommended to avoid missing time for employees as well as to ensure that the system would generate Holiday Comp time for those who worked call back hours on a holiday. If “Call Back” takes an employee into an overtime status, there would, however, be a greater amount of comp time calculated – or an overpayment created if the employee is overtime paid eligible.

Because of the amount of comp time accrual and overtime pay created when using both codes, it is now recommended to key only the call back attendance hours (1001) for any call back hours worked.

Attached are six (6) scenarios that demonstrate what the “Call Back” will look like on the Timesheet, in the Pay Results, and in the Leave Accrual, if applicable.

Below is the link to the email attachment, “Call Back Scenarios.docx.” The attachment is also posted below this message on the Weekly Updates page.

http://sceis.sc.gov/documents/Call_Back_Scenarios.docx

The SCEIS Team is pleased to announce the email automation of the Family Medical Leave Act (FMLA) Exception Report. This FMLA Exception Report is provided to impacted agencies on a weekly basis and includes employee records that have FMLA absence hours recorded, but are not linked to the FMLA Workbench Event. The FMLA Exception Report will now be distributed from the SCEIS AST Email Distribution mailbox instead of by the individual SCEIS Agency Advocates. Also, the file will now come in the .csv format and can be opened by double-clicking the file. Microsoft Excel automatically opens the text file and displays the data in a new workbook.

Benefits for SCEIS Agencies:

- **Simplicity and Flexibility:** Easy for recipients to open .csv file formation. You can open a .csv file in almost any application (e.g., Microsoft Excel, text editor)
- **Trustworthy Communication:** The automated email message will come from SCEIS AST Email Distribution mailbox, not individual team members.
- **Better Control:** All email messages are monitored and tracked until received by agency contact.

You can find the FMLA Workbench Business Process Procedure here:

<https://uperform.sc.gov/gm/folder-1.11.3879>. If you have questions about this report or preparing the FMLA Workbench actions, please contact the SCEIS Help Desk at 803-896-0001 (Option #1 for SCEIS issues) or electronically at <http://sceis.sc.gov/requests>.