ADP Solution Design

Time Management

Business Blueprint Vietnam

RMIT Vietnam

Commercial in Confidence

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| **Author** | Bre Dawson |
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##### Release Notice

This document applies to the ECC6 SAP R/3 version of the GlobalView® product solution. It is valid for ECC6-upgraded projects as well as new implementations done on the ECC6 template. It includes documentation of template enhancements from January 2011 and forward. Check the Document Attributes panel for reference to the ECC5 version.

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Table of Contents

[1. Purpose of Time Management Blueprint 5](#_Toc20467998)

[2. Scope of Country Implementation 6](#_Toc20467999)

[2.1 Time Management Solution 6](#_Toc20468000)

[3. Configuration Definitions 8](#_Toc20468001)

[3.1 Enterprise Structure 8](#_Toc20468002)

[3.2 Personnel Structure 8](#_Toc20468003)

[3.3 Groupings 8](#_Toc20468004)

[3.4 Work Contract 9](#_Toc20468005)

[3.5 International Assignees 9](#_Toc20468006)

[3.5.1 Expat (VN Home Country) 9](#_Toc20468007)

[3.5.2 Inpat (VN Host Country) 9](#_Toc20468008)

[3.6 Date Specifications 10](#_Toc20468009)

[3.7 Planned Working Time 10](#_Toc20468010)

[3.7.1 Public Holiday Calendar 10](#_Toc20468011)

[3.7.2 Work Schedules 11](#_Toc20468012)

[3.7.3 Shift Loadings 13](#_Toc20468013)

[3.8 Substitutions 13](#_Toc20468014)

[3.9 Attendances 14](#_Toc20468015)

[3.9.1 Casual Hours 15](#_Toc20468016)

[3.9.2 Maximum Hours 15](#_Toc20468017)

[3.9.3 Eligibility Restrictions 16](#_Toc20468018)

[3.10 Absences 16](#_Toc20468019)

[3.10.1 Absence Impacts 19](#_Toc20468020)

[3.10.2 Absence Valuation 20](#_Toc20468021)

[3.11 Absence Quotas 20](#_Toc20468022)

[3.11.1 Annual Leave 21](#_Toc20468023)

[3.11.2 Sick Leave 22](#_Toc20468024)

[3.11.3 Long Service Leave 22](#_Toc20468025)

[3.11.4 Time in Lieu 26](#_Toc20468026)

[3.12 Leave Encashment 26](#_Toc20468027)

[3.13 Time Transfer Specifications 27](#_Toc20468028)

[3.14 Collision Between Time Infotypes 27](#_Toc20468029)

[4. Time Management Reports 28](#_Toc20468030)

[4.1 GlobalView](#_Toc20468031)[®](#_Toc20468031) [Standard Reports 28](#_Toc20468031)

[5. Configuration Worksheet 30](#_Toc20468032)

[6. Integration 31](#_Toc20468033)

[6.1 Payroll 31](#_Toc20468034)

[6.2 WorkDay 31](#_Toc20468035)

[6.3 Other 31](#_Toc20468036)

[7. Assumptions / Risks 32](#_Toc20468037)

[7.1 Assumptions 32](#_Toc20468038)

[7.2 Risks 32](#_Toc20468039)

[8. Gap Analysis and Resolution 33](#_Toc20468040)

[8.1 Solution Gaps 33](#_Toc20468041)

[8.2 Missing Functionality 33](#_Toc20468042)

[9. Appendices 34](#_Toc20468043)

[9.1 ADP Reference Documents 34](#_Toc20468044)

# Purpose of Time Management Blueprint

The ADP Time Management Blueprint provides the basis for setup and testing of the GlobalView® Time Management solution during realisation and subsequent phases of project implementation. It will also document the terminology, definitions, groupings and other categorisations required for the successful implementation of the GlobalView® service for the benefit of both parties.

The Time Management Blueprint will not include all of the details described in subsequent ADP documentation including the Implementation Plan, Data Conversion Plan, etc, which are generally developed later in the implementation process, on the basis of details provided in the Blueprint.

The complete list of entries referred to in this document is documented in the Time Management Blueprint Configuration Worksheet (CWS), a copy of which is included in the [Appendix](#_Appendices). Generally speaking, the section headings in this document will correspond with Worksheet Tabs in the Configuration Worksheet.

# Scope of Country Implementation

The purpose of this document is to detail the business requirements provided by and determined with RMIT Vietnam for the implementation of the ADP GlobalView® Time Management solution.

The modules of ADP GlobalView® solution that are in scope for this country Managed Service (MS) implementation are as follows:

* Personnel Administration
* Payroll (country)
* Time Management (Level 3 – Award Interpretation and Leave Management)

The modules that are out of scope for this country are:

* Human Resources
* External Clock-In / Out Time Recording System
* Employee Self Service (including myPay Service)

Both HR and ESS functionality will be delivered via Workday and time/payroll relevant information integrated into GlobalView®.

The Payroll component of this implementation will be documented in a separate Payroll Blueprint which should be read in conjunction with this Time Management Blueprint to form a complete business requirement. A copy is included in the [Appendix](#_Appendices).

## Time Management Solution

GlobalView® will be responsible for Award Interpretation as well as the source of truth for the accrual of Leave Entitlements.

The Time solution will be based on conditions as per RMIT University Vietnam Internal Labour Rules 2016.

For Award Interpretation, this will be calculated in GlobalView® based on Work Schedule (Infotype 0007 and Infotype 2003) and Attendance (Infotype 2002) data integrated from Workday.

Work schedules will be configured in GlobalView® with the employee assignment received via Workday integration. It is expected that any short term change in rostered working pattern will have the new scheduled start and end times sent through as a Substitution record for the day. This will ensure correct calculation of shift penalties, used for leave deductions as well as payroll factoring calculations. Long term changes in an employee’s rostered working pattern should be performed via a change to the employee’s assigned work schedule. Any new work schedules will require a ticket to ADP to configure.

Attendance data will be stored in Infotype 2002, which for permanent employees will contain exception times such as overtime and time in lieu entered into the timesheet. For casual employees this will contain all timesheet entered casual hours. For both groups, any activity based cost assignment which varies from the employee’s home account is expected to be provided with the attendance. In addition to this, specifically for casuals, it’s also expected that the hourly rate (as a dollar value) will be provided with the attendance.

For Leave Management, the accrual data will be calculated in GlobalView® based on work schedule hours (for permanent employees only). The leave entitlement balances will be integrated back to Workday at the end of each pay period for employee display and absence entry purposes. Absence entries will be integrated through from Workday in the current payroll period and stored in Infotype 2001.

Unless specifically documented in this Blueprint, there will be no input checks or validations built into GlobalView® as its assumed any eligibility restrictions required will be handled by Workday as the system of entry and only valid and approved entries will be integrated through to GlobalView®.

# Configuration Definitions

## Enterprise Structure

The Enterprise Structure (‘Personnel Area’, ‘Personnel Subarea’) corresponds to the company’s physical branch structure. It controls elements such as Public Holiday groupings, applicable work schedules, wage-type groupings, absence/leave groupings and business place, state and territory specific on-costs.

The structure for RMIT Vietnam will be setup to represent the Entity (‘Personnel Area’) and Location (‘Personnel Subarea’) the employee resides in.

Please refer to the GlobalView® [Payroll Blueprint](#_Appendices) for further details.

## Personnel Structure

The Personnel Structure (‘Employee Group’, ‘Employee Subgroup’) represents categories of employment within the company – e.g. Continuing Employment, Fixed Term, Part Time, etc. It controls payroll calculations.

The structure for RMIT Vietnam will be setup with the ADP Global Template employment groupings (‘Employee Group’) and subgroups relevant to the different time and payroll conditions (‘Employee Subgroup’).

Please refer to the GlobalView® [Payroll Blueprint](#_Appendices) for further details.

## Groupings

Groupings are used in GlobalView® to classify groups of employees with similar characteristics and may be used to configure both data input and payroll calculations based on that input. Every employee will be in both a PS Group and ES Group. Accurate classification of all employees in terms of both Groupings will ensure that wage types are correctly aligned with company requirements and employee entitlements.

**Personnel Sub-area Grouping [PSG]**

This describes division of personnel sub-areas into groups to which the same Attendance and Absence types apply –

* Daily work schedules, period work schedules, and break schedules
* Work Schedule rules
* Time quota types
* Time types, time transfer specifications, access control groups and error descriptions

**Employee Subgroup Grouping [ESG]**

Employees are grouped in payroll subgroups for the following purposes –

* Work schedule
* Personnel calculation rules
* Primary wage types
* Collective agreement rules
* Time quota types
* Account determination

These groupings have both Time and Payroll impacts so for reference will be detailed in both the Time Management and Payroll Blueprints.

Please refer to the Time Management [Configuration Worksheet](#_Configuration_Worksheet) ‘Config\_Groupings’ tab for details.

## Work Contract

There is no requirement for additional work contract values to be recorded for RMIT Vietnam.

## International Assignees

### Expat (VN Home Country)

There are currently no requirements for local Vietnam employees to be on international assignment on a short or long term basis outside of Vietnam.

The template ‘Expat’ Employee Group will not be applicable for Vietnam.

### Inpat (VN Host Country)

The template ‘Inpat’ Employee Group will be applicable for Vietnam and will be used to identify international employees (currently referred to as ‘Expats’) who are in Vietnam from Australia on Secondment. These employees will still be entitled to certain conditions from Australia (such as superannuation), however this will be managed on their Expat AU Home record.

High level requirements on their Vietnam record are –

* Paid by VN host record (in US dollars)
* Treated like a VN foreign employee for Award Interpretation payments based on local grouping / work schedule assigned to
* Treated like a VN foreign employee for leave accruals based on local grouping / work schedule assigned to
* Treated like a VN foreign employee for absence entry and payment

## Date Specifications

Date Specifications (Infotype 0041) are used to record information regarding dates specific to an employee’s employment such as hire date or seniority date. Each date has a unique 2 digit code.

The following Date Types will be used by RMIT Vietnam –

| **Date Type** | **Description** | **Purpose** |
| --- | --- | --- |
| 01 | Country Hire date | RMIT VN Hire Date |
| 02 | Company Hire date | RMIT Original Hire Date (will be same as 01 where VN service only; or where no re-hire) |
| VL | Long Service Leave | Long Service Leave anniversary date |
| VZ | Fixed Term End Date | Fixed Term Contract End Date 1 |

1 This will hold the contract end date for a fixed term employee (Employee Groups 3, 4, I as well as any 1 and P employees on >12mth contracts) for the purpose of only generating upfront leave entitlements on a pro-rata basis up to this date where the date ends in the relevant accrual year. It is expected that if the contract is then extended, this date will be updated which will trigger the remaining pro-rata entitlement grant for the balance of the relevant accrual year or revised contract end, whichever is sooner.

## Planned Working Time

### Public Holiday Calendar

A public holiday calendar distinguishes between working days and public holidays. GlobalView® will be setup with a single national holiday calendar for RMIT Vietnam.

Each public holiday within a calendar is assigned a 1 digit holiday class, which specifies the holiday type. The holiday class can be used to determine different payments or different absence counting for different types of holidays.

The RMIT Holiday on 25th December should be treated as a public holiday for the purpose of ensuring they are treated as paid days and in the event another absence is entered on the day, no leave will be deducted. However if the employee works the day, labour rule conditions will be generated based on weekend conditions, not based on Public Holiday conditions. This will be controlled via Daily Work Schedule Classes.

The following Public Holiday classes will be available –

* PH class 0 – Not a Public Holiday
* PH class 1 – Public Holiday

Please refer to the Time Management Configuration Worksheet ‘Config\_Holiday Calendar’ tab for details.

### Work Schedules

A fundamental component of an employee’s master data is their work schedule rule (Infotype 0007). Work schedules act as a top level node for hierarchical structure of components that together describe employee’s working pattern for any given day, taking contractual, employer and legislative requirements into consideration.

In GlobalView® a work pattern consists of a number of ‘building blocks’, these are detailed in below sections.

**Day Types**

Day types define the payment relevancy of a certain calendar day as well as the planned attendance regardless of the daily work schedule. For example, where an absence is entered on a day setup with Day Type 0 – Work / Paid, the associated entitlement for that absence will be reduced by the number of hours the employee is scheduled on that day.

The follow Day Types will be available –

* Day Type 0 – Work / Paid
* Day Type 1 – Off / Paid
* Day Type 2 – Off / Unpaid
* Day Type 7 – Public Holiday

**Time Status**

The Time Status represents how employees are processed through time evaluation.

For RMIT Vietnam everyone will be defaulted to Time Status 9. This means time is entered only for exceptions to the planned work pattern (excluding certain casuals). Time evaluation will be performed to process absences, attendances and create absence quotas. The daily work schedule will be deemed as being worked.

**Work Break Schedule**

A Work Break Schedule stipulates when an employee can take breaks, how long the breaks may last and whether they are paid or unpaid. It can specify any number of breaks within the employee’s planned working time.

**Daily Work Schedule (DWS)**

A Daily Work Schedule defines the scheduled start, end time, work break schedule and total working hours on a particular unspecified day.

**Daily Work Schedule (DWS) Classes**

Daily Work Schedule classes will be used during time evaluation to determine what type of day and shift to process for.

The following DWS classes will be available –

* 1 – Day Shift
* 4 – Night Shift
* 9 – RMIT Holiday

**Period Work Schedule (PWS)**

Period Work Schedules link Daily Work Schedules into repeating patterns using multiples of 7 day weeks. The PWS also defines whether the roster cycle is based on a single week, or a multiple week rotating cycle. This forms the link between the Work Schedule Rule, which describes the general working pattern, and the Daily Work Schedule, which defines each specific day.

**Work Schedule Rule (WSR)**

The Work Schedule Rule represents the final overview of the working pattern. As well as bringing together all of the early mentioned ‘building blocks’, it also holds additional information such as average hours worked on a daily, weekly, monthly and annual basis.

For RMIT Vietnam, accurate work schedule rules will be configured for Permanent employees. Casual employees will be setup with a generic CASUAL work schedule, this will contain all OFF days (0hrs).

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Work Schedules’ tab for details.

### Shift Loadings

By law, any employee who works a night shift between the hours of 10pm and 6am should be entitled to a 30% shift loading for all hours between these times.

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Shift Loadings’ tab for details.

## Substitutions

Substitutions (Infotype 2003) provides a means of adjusting an employee’s working pattern on a temporary basis, although the duration of this may be measured in days, weeks or even months. Where a permanent change to an employee’s working pattern is required, a change to Planned Working Time (Infotype 0007) is advised.

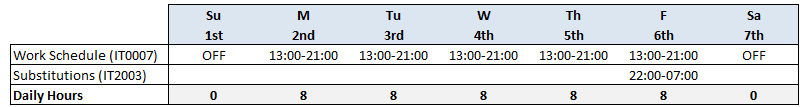
Substitution Type 01 ‘ADP Manual Substitution’ will be available and should be used for occasional changes in planned working time.

For RMIT Vietnam, both shift loadings and absence deductions are based on the employee’s work schedule rule. Therefore to ensure correct calculations of these elements, it is expected that any shift swaps which may have an impact on these are uploaded into GlobalView®.

**Scenario 1: Substitution Impact on Shift Loadings**

In the below scenario, if an employee works Monday to Friday 13:00-21:00 was to swap a shift on the Friday to 22:00-07:00 (with a 1hr break) they would then become entitled to 7hrs of Shift Loading @ 30% for the Friday.

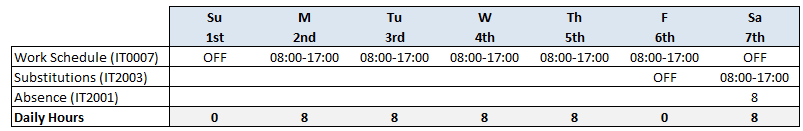
Without the Substitution record loaded, this Shift Loading would not be able to be generated.



**Scenario 2: Substitution Impact on Leave Deductions**

In the below scenario, an employee works Monday to Friday 08:00-17:00 (with a 1hr break) but swaps their Friday work day to Saturday instead. They then subsequently submits Sick Leave for the Saturday shift planned to have been worked.

In this scenario, it would be expected that an OFF day would be loaded on the Friday and hours loaded for their shift on the Saturday. Without this Substitution data, the Sick Leave absence loaded on Saturday would have zero hours and would not deduct any entitlement from their Sick Leave quota.



## Attendances

Attendances (Infotype 2002) are a recording to capture time an employee spent for a specific purpose whether inside or outside of their planned working time.

As Permanent employees are paid by negative time, all attendance entries will be for exception time such as overtime, time in lieu or public holiday worked. These exception attendance claims will be processed in time evaluation to determine payment for the employee.

As Casual employees are paid by positive time all hours worked will be loaded as an attendance. These hours will be processed in time evaluation to pay hours against hourly rate.

The following Attendance types will be available –

| **Attendance Type** | **Attendance text** | **Meaning / Use** |
| --- | --- | --- |
| 9000 | Overtime | Entered where a permanent employee has worked additional hours outside of their planned working time |
| 9012 | Time in Lieu | Entered where an employee has worked additional hours outside of their planned working time and elects to accrue this to Time in Lieu quota in lieu of overtime payment |
| 9014 | Public Holiday Worked | Entered where an employee works any hours on a Public Holiday, rostered hours as well as hours outside of planned working time |
| 9180 | Casual Hours | Entered for all hours worked by a casual |

All attendances will be entered into Workday as a time entry code and will be integrated through to GlobalView®. It is expected that the attendance will be loaded with start and end times, and for casuals will also include the casual hourly rate to be paid at. These input requirements are noted in the Time Blueprint Configuration Worksheet ‘Overview\_Attendances’ tab.

### Casual Hours

Casual attendances will be received into GlobalView® as a single Casual Hours attendance as it is expected that the rate of payment will be received with the attendance from Workday.

### Maximum Hours

Where a time entry claim is greater than the maximum allowed hours (eg. Overtime), the payment generated by GlobalView® will only ever be up to the maximum allowed hours. For example, there is a daily cap of 4hrs for weekday Overtime so if an employee claims 5hrs, GlobalView® will only pay the 4hrs.

The maximum hours for Overtime are –

* Daily Overtime (Weekdays) – max. 4hrs
* Daily Overtime (Weekends) – max. 12hrs
* Monthly Overtime – max. 30hrs (calculated based on a calendar month)
* Annual Overtime – max. 200hrs (calculated based on a calendar year)

The Monthly and Annual Overtime caps will be calculated in time evaluation based on a calendar month / year. Only values to be paid will be sent to payroll. Where Overtime in a period (weekday, weekend, monthly or annually) sends the employee over the cap, the latest worked overtime will be capped first.

For example, if an employee in a month worked –

* 1st – 20th Month – 25hrs Overtime paid at various rates
* 21st Month – 4hrs paid @ 200% Weekend Day rates
* 22nd Month – 2hrs paid @ 150% Weekday Day rates and 2hrs paid @ 195% Weekday Day rates

The 30hr Monthly cap should kick in after the 1st 1 hour paid @ 150% on 22nd of Month. If the employee was to submit a retro change to adjust the OT on 21st from 4hrs to 5hrs, this would recalculate resulting in the cap being reached on 21st so the 1hr overtime paid on 22nd would be recovered.

### Eligibility Restrictions

All eligibility restrictions on what attendances an employee is able to claim will be controlled by Workday, there will be no restrictions built into GlobalView® on entering the attendance.

However although GlobalView® may allow the attendance entry to be loaded, all rules around what payments will be generated for the attendance is based on what has been defined in the ‘Time Rule Overview’ and ‘Overview\_Attendances’ tabs.

This will mean that if an Overtime attendance was received for an Academic staff employee, there are no rules defined for this grouping so no payment would be generated from the attendance entry.

## Absences

Absences (Infotype 2001) are the method used to record an employee’s authorised and unauthorised time away from work. They may be paid or unpaid and may or may not require an absence quota to store entitlement.

The following Absence types will be available –

| **Absence Type** | **Absence text** | **Meaning / Use** |
| --- | --- | --- |
| 1000 | Annual Leave | Paid absence  Absence will be valuated based on Base Hourly Rate (/001)  Reduce from Quota 50 Annual Leave  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 2000 | Sick Leave | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  Reduce from Quota 60 Sick Leave  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 5000 | Long Service Leave | Paid absence  Absence will be valuated based on Base Hourly Rate (/001)  Reduce from either Quota 70 LSL Scheme 1 or 71 LSL Scheme 2  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 4000 | Time in Lieu | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  Reduce from Quota 80 Time in Lieu  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 4040 | Foreign Public Holiday | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4013 | Compassionate Leave | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4023 | Study Leave | Leave of Absence (paid)  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4045 | Marriage of Employee | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4046 | Marriage of Employees Child | Paid absence  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4047 | Extended Sick Leave | Leave of Absence (Paid)  Absence will not be valuated, paid as salary  Absence hours/dates will not be shown on payslip  No quota entitlement  Impacts AL, SL, LSL accrual  Not counted/paid on PH |
| 3011 | Leave Without Pay | Unpaid absence  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  Impacts AL, SL, LSL accrual  Not counted/paid on PH except where leave without pay taken for a full calendar month |
| 3040 | Leave Without Pay > 90d | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  Impacts AL, SL, LSL accrual  Not counted/paid on PH except where leave without pay taken for a full calendar month |
| 3041 | Sick Leave Unpaid > 90d | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  Impacts AL, SL, LSL accrual  Not counted/paid on PH except where leave without pay taken for a full calendar month |
| 3057 | Accident Leave | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3042 | Maternity Leave Unpaid | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3043 | Paternity Leave Unpaid | Unpaid absence  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3044 | Prenatal Check-Up | Unpaid absence  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3045 | Childcare Leave | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3046 | Adoption Leave | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3047 | Leave Due to Miscarriage | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |
| 3048 | Sick Leave - SI Comp | Leave of Absence (Unpaid)  Absence will be valuated based on Base Hourly Rate (/001), paid as negative to offset salary  Payslip displays dollars and hours  No quota entitlement  No impact to accruals  Not counted on PH |

### Absence Impacts

Absence entries can have an impact on subsequent calculations, generally related to certain leave accruals being halted when an employee is away on a specific absence type.

For RMIT Vietnam there are 2 types of scenarios in which absences will have an impact on subsequent calculations. These are documented below.

**Leave Without Pay Impact on Accruals**

There are certain unpaid leave types which will stop the accrual of Long Service Leave as well reversing the Annual Leave and Sick Leave entitlement granted upfront until the employee’s next working day.

**Full Calendar Month Leave Without Pay**

Where an employee has taken a full calendar month of Leave Without Pay, they should not be entitled to payment of any Public Holidays which fall in that calendar month.

For RMIT Vietnam there are no absences which impact the employee’s Long Service Leave service date.

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Absences’ tab for details.

### Absence Valuation

There is no requirement to valuate paid absences taken or post this amount to finance. Where an employee takes paid leave, the calculation of the employee’s standard period salary should be unaffected.

The exception to this will be Annual Leave and Long Service Leave which should be valuated and displayed on the payslip with an amount, and should reduce the value of the standard period salary payment. Both absences will be valuated at the Base Hourly Rate (/001).

Unpaid absences should be valuated with base hourly rate (/001) and shown as a negative value so as to reduce the employee’s standard period salary. Hours of the leave as well as the amount should be displayed on the payslip for each unpaid leave type.

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Absences’ tab for details.

## Absence Quotas

Absence Quotas (Infotype 2006) specifies an employee’s entitlement to time off for a particular type of leave and is used to ensure an employee can only claim the absence time according to the terms of employment. Absence hours will be received from Workday and will be validated against an employee’s quota balance to determine whether there is sufficient entitlement to record the absence.

Absence quotas will accrue and be stored for –

| **Absence Quota** | **Absence Quota text** | **Meaning / Use** |
| --- | --- | --- |
| 50 | Annual Leave | 20 days entitlement  Entitlement granted upfront on 1 January each year  Entitlement expires in March the following year |
| 60 | Sick Leave | 10 days entitlement  Entitlement granted upfront on 1 January each year |
| 70 | Long Service Leave – Scheme 1 | 25 days entitlement for 10 years of service  No additional accrual or entitlement after this  Employee can cash out in service and also on termination |
| 71 | Long Service Leave – Scheme 2 | 5 days entitlement granted for each 5 years of service  Additionally receives $300 cash at 5yrs, and $1,000 at each subsequent 5 year milestone  Entitlement expires 1 year after each milestone reached  Employee cannot cash out and is not paid out on termination |
| 80 | Time in Lieu | Accrual received as Time in Lieu attendance entries |

### Annual Leave

Annual Leave accruals –

* 20 days Granted Upfront on 1 January – entitlement is granted upfront on 1 January each year, there is no daily accrual. Part Time employees receive their entitlement as a pro-rata calculation based on their PT average hours at the time of grant, any changes of their average hours during the year will trigger a recalculation of their entitlement. If an employee is hired mid-year, they will receive pro-rata upfront grant on hire

If the employee has not used their annual leave entitlement by March of the following year, it should expire. This expired balance will no longer be visible in the balance send back to Workday post March expiry. Expiry is based on date entry of the absence, so if an employee submits a retro absence in April for March, it will be reducing from the ‘expired’ quota.

Where an employee has overused their annual leave as a result of their upfront leave being taken then subsequently either going on unpaid leave or having a reduction in their working hours, this negative balance should be recovered from their next upfront grant in January. This should be rolled to the next entitlement period, and not part of the balance to expire in March.

If the employee terminates before January, this negative leave will be recovered from the employee during the termination payout.

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

### Sick Leave

Sick Leave conditions –

* 10 days Granted Upfront on 1 January – entitlement is granted upfront on 1 January each year, there is no daily accrual. Part Time employees receive their entitlement as a pro-rata calculation based on their PT average hours at the time of grant, any changes of their average hours during the year will trigger a recalculation of their entitlement

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

### Long Service Leave

RMIT Vietnam’s offers two Long Service Leave schemes.

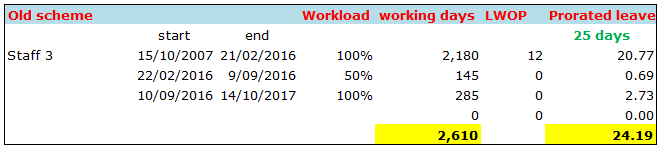
**Scheme 1**

Any employee with a hire date pre 1 June 2016 had a choice of whether they entered into Scheme 1 or Scheme 2. All employees will be defaulted into Scheme 2, and there will be an override flag on the employee’s record which should be used to identify any pre 1 June 2016 hires who elected to be in Scheme 1.

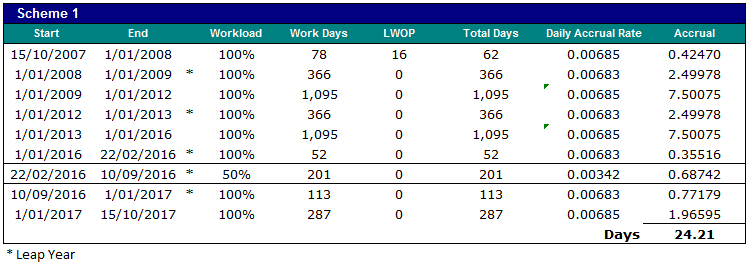
Entitlements for Scheme 1 are that an employee is granted 25 days Long Service Leave after 10 years of service. There are no further entitlements granted. After the employee has reached this milestone, any remaining entitlement at termination will be paid out.

Any periods of part time employment or leave without pay should impact the 25 days entitlement.

Current Calculation:



Proposed Calculation:



This approach will perform a daily accrual which is calculated based on Entitlement / 10yrs x FTE / Days in Year (eg. 25 days / 10 years x 100% / 365 days = 0.0685). This will accrue daily taking into consideration any leave without pay or workload changes, and will transfer to entitlement once the employee hits 10 years of service.

The entitlement balance will be included in the Leave Balance outbound integration to Workday once the employee has reached 10 years of service.

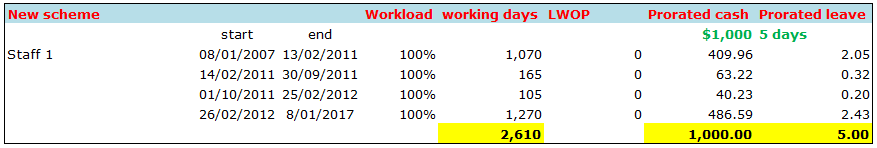
**Scheme 2**

Any employee with a hire date on or after 1 June 2016 should be eligible for Scheme 2.

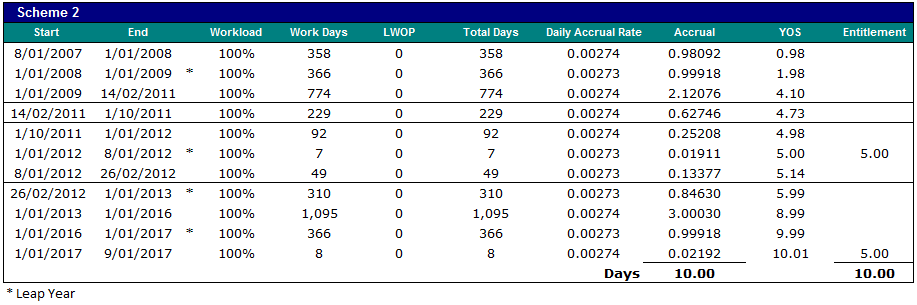
Entitlements for Scheme 2 are that an employee is granted 5 days Long Service Leave after each completed 5 years of service. In addition to this, the employee should be paid $300 VND cash after 5 years, and $1,000 VND cash after each subsequent 5 years. Leave entitlement should expire 1 year after the milestone has been reached. No entitlement should be paid out on termination.

Any periods of part time employment or leave without pay should impact both the entitlement and the cash payment.

Current Calculation:



Proposed Calculation:

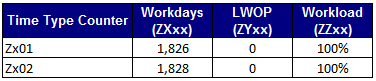


This approach will perform a daily accrual which is calculated based on Entitlement / 5yrs x FTE / Days in Year (eg. 5 days / 5 years x 100% / 365 days = 0.00274). This will accrue daily taking into consideration any leave without pay or workload changes, and will transfer to entitlement every 5 years.

The calculation of the cash payment will need to be handled separately to the quota accrual however will use largely the same logic. This will be calculated in time using time types which will hold Workdays, Leave Without Pay and Workload values. These counters will be created whenever an employee either changes their workload or reaches a milestone.

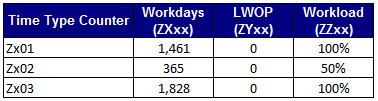
In the below example, the first counters (ZX01, ZY01 and ZZ01) will be used to calculate the calculation of 100% at 5 years of service and this will be sent to payroll against wage type 2375 – LSL Scheme 2 5yrs. This will hold a value of $300, so payment will be based on 100% of $300.

The second counters (ZX02, ZY02 and ZZ02) will be used to calculate the calculation of 100% at 10 years of service and this will be sent to payroll against wage type 2375 – LSL Scheme 2 >5yrs. This will hold a value of $1,000, so payment will be based on 100% of $1,000.



If the scenario was the same as above, except in the first 5 years the employee actually worked a full year at 50% workload, then in the first 5 years there would be two counters. These would result in calculation of 90% being sent to payroll against wage type 2375 – LSL Scheme 2 5yrs. This is based on –

* (ZX01 - ZY01 / 1826 (Total Work Days) x ZZ01) = 80%
* (ZX02 - ZY02 / 1826 (Total Work Days) x ZZ02) = 10%



Only the entitlement balance (no pro-rata accrual) will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

**Data Migration Note**: For both scheme 1 and 2, a pro-rata calculation will need to be performed and this migrated on Go-Live to accrual via a Quota Correction (IT2003). For employee’s who have reached their relevant milestone and have an entitlement balance, this should be migrated as entitlement

Additionally for scheme 2, we will require the various split counters to be migrated since the employee’s last 5 year milestone. For example, if an employee has completed 6.5 years of service, who works at a 50% workload and took 10 days leave without pay in the last year then it would be expected to have the below data migrated –

* ZX01 Workdays – 548 (representing 1.5 years since 5 YOS)
* ZY01 LWOP – 10
* ZZ01 Workload – 50

### Time in Lieu

Time in Lieu can be requested as an Attendance, which depending on the employee will accrue to the TOIL bucket at either 100% or Overtime rates. The accrual rules are detailed against the Attendance, please refer to ‘Overview\_Attendances’ tab for details.

The Time in Lieu balance will expire at the end as at 31 March of the following calendar year (aligned with Annual Leave expiry). If the employee hasn’t taken or cashed out their entitlement it will be forfeited.

For example –

* Employee accrues 4 days in Sept 2019
* Employee accrues 3 days in Nov 2019
* Employee accrues 2 days in Jan 2020

If an employee takes 1 day TOIL in February 2020 the balance as at March 2020 is 8 days. 6 days should expire on 31 March 2020, so the balance as at April 2020 will be reduced to 2 days.

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on quota eligibility and accrual rules.

## Leave Encashment

Leave Encashment (Infotype 0416) will be used to support the manual cash out of leave in service as well as automatically upon termination.

These cash out requests should be requested directly through GlobalView®, this will not be interfaced through from Workday.

| **Compensation Method** | **Absence Quota** | **Comp %’age** | **Leave Payout WT** |
| --- | --- | --- | --- |
| V001 – Leave Encashment (Manual) | 80 – Time in Lieu | 100% | 4280 |
| 9801 – Terminations Quota Comp | 50 – Annual Leave | 100% | 5050 |
| 60 – Sick Leave 2 | 100% | 5060 |
| 70 – Long Service Leave | 100% | 5070 |

2 Sick Leave Quota will be available for cash out on termination only for the purpose of recovering sick leave which has been taken in advance of entitlement. There will be no payout of unused sick leave.

## Time Transfer Specifications

Time Transfer Specifications (Infotype 2012) can be used as flags to alter processing, achieve special outcomes or fulfil complex business requirements.

For RMIT Vietnam there are two requirements for Time Transfer Specs. These should be migrated at Go-Live only, there’s no requirement for ongoing maintenance of these –

* 9LSL LSL Scheme 1 – Used to flag an employee eligible for LSL Scheme 1
* ZX00 Total Workdays – Holds total work days since last 5yr milestone
* ZX01 – ZXxx Workdays – Holds work days for workload split since last 5yr milestone
* ZY01 – ZYxx LWOP – Holds LWOP days for workload split since last 5yr milestone
* ZZ01 – ZZxx Workload – Holds workload percentages since last 5yr milestone

## Collision Between Time Infotypes

For a number of time management infotypes, it is important to determine how the system should react when one record is created that overlaps either partially or completely with an existing record of the same Infotype and Subtype, a different Subtype or an entirely different infotype.

Handling collisions between time management infotypes is based upon time constraint classes. Infotypes considered include –

* Infotype 2001 – Absences
* Infotype 2002 – Attendances
* Infotype 2003 – Substitutions

All collision rules within GlobalView® will be set to Warning only to allow entries to be loaded from Workday. It is assumed that any restrictions required will be built into Workday as the input system.

# Time Management Reports

## GlobalView® Standard Reports

Below is list of standard Time Management reports available in GlobalView® –

| **Report** | **Transaction Code** | **Description** |
| --- | --- | --- |
| Absence / Attendance Data Overview | ZRADP\_M99\_ABSATTOVR | This report provides an overview of absence and attendance entries |
| Attendances List | ZADP\_M99\_PT\_QATT | This report provides an overview of attendance entries |
| Outstanding Leave Balances Report | ZRADP\_M99\_OLBR | This report provides a detailed listing of absence quota accrual and entitlement balances |
| Absences List | ZADP\_M99\_PT\_QABS | This report provides an overview of absence entries |
| Quota Overview | PT50 | The quota overview transaction provides a useful view of absence and attendance quotas for an employee providing information on both actual entitlements but also on accrued values not yet transferred to entitlement |
| Display Absence Quota Information | PT\_QTA10 | This report creates overviews of employee’s absence quotas according to various aspects. For example, you can display employee’s remaining quota entitlement within a specific interval |
| Attendance / Absence Data Overview | PT64 | This report is used to summarise and classify employee’s absence data from various different points of view. The data is displayed as list/lists showing employee’s attendances and absences |
| Attendance / Absence Data Calendar View | PT90 | This report gives a calendar view of recorded absences and/or attendances. This report supports branching to PA20 display of time data, as well as displaying multiple and extended periods of data and can be used to generate useful statistics on recorded time |
| Attendance / Absence Data Multiple Employee View | PT91 | This report displays absence and/or attendance data for multiple employees in a monthly display from the key date entered in the selection screen |
| Overview of Graphic of Attendances / Absences | PT65 | This report creates a graphical overview of attendances and absences for selected employee’s within the reporting period. The graphic displays the attendances and absences in coloured bars (attendances = yellow; absences = red) |
| Personal Work Schedule | PT63 | This report creates an overview for multiple employees for each day in any given period, which includes all essential planned specifications concerning the working time of an employee |

# Configuration Worksheet

The Configuration Worksheet contains the client specific details of the technical settings for the configuration of the system.

Refer to Time Configuration Blueprint Worksheet included in the [Appendix](#_ADP_Reference_Documents).

# Integration

## Payroll

Time Evaluation will generate wage types based on award interpretation conditions and send this information through to payroll for payment.

For the full list of wage types produced within time please refer to the Time Blueprint Configuration Worksheet ‘Time Wage Types’ tab. This this is also incorporated into the Payroll Blueprint ‘Payments’ tab including all relevant payroll information.

## WorkDay

The below integrations are expected from Workday –

**Inbound**

* Time Tracking – supplemental integration for time entry data and costing information (IT2002, IT2010)
* Time Off – supplemental integration for absence data and costing information (IT2001)
* Leave of Absence – standard connector for leave of absence data (IT2001)

**Outbound**

1. Leave Balances – custom integration to send leave balance data at the end of each pay period

## Other

There are currently no other known integration requirements (inbound or outbound) of time related data.

# Assumptions / Risks

## Assumptions

This Blueprint has been created based on information current at the end of September 2019. Where possible, ADP has taken into account possible policy changes, however it is assumed that what is documented above will be what the User Acceptance Testing and Parallel Runs will be based on.

## Risks

None identified during this Blueprint.

# Gap Analysis and Resolution

## Solution Gaps

Below open items still to be incorporated into the Blueprint –

1. Solution for shift swap data (substitutions)

## Missing Functionality

None identified during this Blueprint.

# Appendices

## ADP Reference Documents

| **ADP GV Document ID** | **Description** | **Document** |
| --- | --- | --- |
| [GV00006546](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048/B.%20Blueprint/BP%20Documents?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048) | RMIT VN – ADP GV Time Blueprint Configuration Worksheet |  |
| [GV00006552](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048/B.%20Blueprint/BP%20Documents?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048) | RMIT VN – ADP GV Payroll Blueprint | [cRoom](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048/B.%20Blueprint/BP%20Documents?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048) |
| [GV00006546](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048/B.%20Blueprint/BP%20Documents?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048) | RMIT VN – ADP GV Payroll Blueprint Configuration Worksheet | [cRoom](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048/B.%20Blueprint/BP%20Documents?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/00ceb2b3-6880-3710-78ab-a348abb83048) |
|  |  |  |