**Select an FAQ section by holding the CTRL key and clicking one of the following links:**

* + **Leave**
  + **Timesheets**
  + **Notifications**
  + **Miscellaneous**

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**Leave**

**If an employee transfers to a different position within the same agency, what happens to existing leave requests under the old position that have not yet been processed?**

When an employee separates from a position, neither the employee nor the supervisor can see the leave requests associated with the inactive position. The HR user (as well as the Payroll and Agency Inquirer users) will be able to see these. If there are existing timesheets that haven’t been approved, the HR user will have the ability to approve them.

Any leave requests that have not been processed for the old position will not be processed after the separation date (provided that TAL had received the separation date from PMIS before trying to process the leave requests). The employee must re-submit new leave requests under the new position (even if he/she reports to the same supervisor), which then must be approved by the current supervisor.

**Will TAL apply accruals to leave balances if an employee had unpaid leave during the period?**

* For employees who are not required to complete a timesheet, refer to the [Privileged User Training](http://www.dhrm.virginia.gov/TAL/TALPrivilegedUserRolesTraining.pdf) – Section 3.7 Notes.
* For employees who are required to complete a timesheet, refer to the [Privileged User Training](http://www.dhrm.virginia.gov/TAL/TALPrivilegedUserRolesTraining.pdf) – Section 3.8 (Pay Dock and LWOP)

**Does TAL track FML?**

TAL provides the HR user with the ability to keep a list of dates that an employee used FML via the Leave Adjustment screen. However, there are no limits or maximum being checked. The HR user can enter FML hours using the Leave Balance/History/Adjustment screen for the employee by selecting the New button on the Family Medical Leave Act category, then entering the hours by selecting “Used” as a Leave Action.

**Does TAL automatically add an expiration date to Comp Leave Earned?**

Refer to the following sections in the [Privileged User Training](http://www.dhrm.virginia.gov/TAL/TALPrivilegedUserRolesTraining.pdf):

* Section 3.5 – Notes subsection
* Section 3.7 – Notes subsection
* Section 3.8 – Section on Comp Earned

**If an employee begins employment in the middle of a pay period and the accruals switch is on, will TAL apply the leave accruals?**

If there is no reported pay dock or LWOP in the accrual period then the accrual will be given.  We recommend that the accrual switch on the TAL Employee Position tab be set to no until the employee reaches the first accrual period that they are eligible for.

**How can adjustments be made to the Sick Leave (Traditional) – Family type of Leave? The dropdown selection on the Leave Balance/History screen is blank.**

Adjustments cannot be made in the Sick Leave (Traditional) – Family area of the Balance/History/Adjustment screen. Any adjustments for this leave type must be made from the Sick Leave (Traditional) Adjust Leave screen by selecting the appropriate option from the dropdown

**Why am I getting an Insufficient balance error when I create a leave adjustment for leave that was taken prior to when our agency adopted TAL?**

TAL will not allow you to enter leave used that pre-dates the beginning balances in TAL.  Instead, you should enter a leave adjustment with a date of the beginning balance.  In the comment on the adjustment, add a note specifying the actual date(s) that the leave was used

**When making a leave adjustment that spanned several days, is it okay to lump all the hours together and make a single adjustment?**

Individual adjustments should be made on specific days and for the hours used.  Although this technique will take additional time compared to the lump sum approach, it will accurately reflect the usage of the leave.  In addition, if TAL needs to determine if an employee had sufficient leave on a certain date, it can only do this if the leave is entered as it was actually used.

**Timesheets**

**An employee is required to complete timesheets but doesn’t see the “New” button to create a new timesheet. Why?**

Check the Timesheet Required setting on the TAL Settings tab of the Employee Position screen. This configuration must be set to “Yes” if an employee is required to complete timesheets.

**If a wage employee did not work any days/hours during the Pay Period, should the employee still submit a timesheet?**

Each agency can decide if wage employees should or should not submit a timesheet for weeks that they did not work. Guidance should then be provided to the employees.

If the agency decides that timesheets should not be submitted, then the TAL queries for timesheets will continue to show that the employee did not start/submit a timesheet. Also, the dates of these timesheets will still appear in the dropdown for New timesheets, which could confusion for employees.

If the agency decides to require wage employees to submit timesheets for a period of time that no hours were worked, the employee (or supervisor) should create the timesheet and then submit it without entering any hours (do not enter 0 hours). A comment can be added indicating that there were no hours worked during that period.

**Will leave be processed by TAL from a timesheet for an employee that is now inactive?**

As long as the leave dates are not after the employee’s separation date (assuming the separation data has been entered into PMIS and been communicated to TAL), and the timesheet is not marked as Process Manual=Yes, TAL will process the leave on the night that the timesheet is locked. A timesheet lock occurs when either the timesheet has been included on a CIPPS batch or the start of the blackout for the pay period in which the timesheet was approved has been reached.

There is bug which affects the way that TAL handles leave for an inactive position from a timesheet. Typically, TAL will create a pending transaction and adjust the leave balance when the timesheet is submitted. However, if the employee is separated at the time, the pending transaction is not created nor is the balance adjusted at the time of submittal. TAL will still make the adjustment to the leave balance, but not until the timesheet lock date has been reached.

**Does TAL compute Overtime?**

TAL will determine if overtime has been earned for non-exempt salary and wage employees. Overtime will be distributed to the employee in the form of leave (not available for wage) or pay based on the employee position settings entered by your HR staff.

**Notifications**

**A supervisory position is vacant. What happens to notifications which should go to the supervisor?**

If a supervisor or manager position is vacant in TAL, all TAL notifications that are configured to be sent to the vacant position will be re-routed to the supervisor of the vacant position.

**Supervisors are receiving the notification for “Timesheet Supervisor Review Due” but don’t have any timesheets waiting for review. Why is this notification appearing?**

This is an informational reminder which is sent to all supervisors with direct reports who are required to submit timesheets for a specific pay group. The notification (shown below) is sent regardless of whether or not there are any timesheets that need to be approved. If all timesheets have been reviewed and approved, the notification can be ignored. If a supervisor has direct reports in multiple pay groups, then more than one notification could appear.

FYI: Timesheet Supervisor Review Due! Supervisor review for timesheets associated with Work Cycle: 1 Sun thru Sat (7 day) for the period covering 2013-12-01 to 2013-12-07 are due on 2013-12-11 at 17:00:00.

**Miscellaneous**

**How long will timesheet and leave request data in TAL be retained?**

TAL records will be retained according to Library of Virginia (LVA) retention schedules.

**Will employees be able to check leave balances in Payline after we begin to use TAL?**

No. Leave in Payline will no longer be updated once an agency begins to use TAL. However, you may still access Payline for information related to use of leave in the past (prior to TAL implementation in your agency.) Payroll information will continue to be maintained in Payline.

**An employee that was previously in a wage position is now in a salary position. Is there anything that must be done to ensure that the employee is paid properly?**

If employee goes from Wage to Salaried, the payroll office/technician needs to be notified and/or simply be aware that manual intervention will be required to:

1. Remove the 700 transaction sent by TAL from the pending file and
2. Manually enter a transaction to add those wage hours/rate to the salaried payment (typically done through a special pay transaction)