

LETSLite Timekeeper Training

Overview of the LETS System	2
LETS Roles.....	3
How Roles are Assigned and Removed:.....	4
Backup Roles	6
LETS Roles and Views	7
LETS Roles and Responsibilities.....	8
LETS System Data Flow	12
LETS System Timeline	15
Getting Access to LETSLite.....	16
Requesting an LDAP Login for LETSLite	16
Logging into LETSLite:	16
LETSLite Timekeeper Functions	18
Employee Information	18
Employee Information Fields.....	19
Time Entry	21
Overview	21
Selecting Employees by different criteria	21
Monthly Time Entry	22
Overview	22
Entering Monthly Time.....	23
Entering Weekly Time.....	23
Time Approval.....	23
Overview	23
Signature Required Reports, Timesheets, Timekeeper Checklists and Time Certification Reports	24
Overview	24
Timesheets vs. Employee Signature Required Reports	26
Employee Signature Required Reports for Late and Corrected Time	28
Approver Signature Required Reports	29
Timesheet Checklist Screen.....	30
Employee Signature Report Checklist Screen.....	35
Approver Signature Report Checklist Screen	41
Procedures For Submission of Time Corrections	48
Project-to-project Corrections for All Employees	48
Corrections for No Time Reported For Monthly Employees – instructions for Timekeepers	49

LETSLite Timekeeper Training

Overview of the LETS System

LETS is a computer system for Berkeley Lab employees to enter their hours and the projects they charge, transferring data to the Payroll and Labor Distribution systems. The LETS System also allows the employee's supervisor (the Approver) to review the employee's time, to make changes to it, and/or to approve it electronically

LETS provides information such as leave balances, active projects and pay policies. All time entered into LETS is checked for validity. The time records, once transmitted to Payroll, effect the Payroll System, the Labor Distribution System (LDRS) and the Financial Management System (FMS).

The LETS system provides for electronic signatures for employees and for approvers, called "employee release" and "Approval" respectively, which do away with the necessity of keeping paper records of the time entered.

The LETS system has a single user interface, **LETSLite**, a web-based user interface for entry and approval of employee time.

LETSLite Timekeeper Training

LETS Roles

LETSLite allows a user to access its functions and view time data based on the LETS Role(s) granted to the user. To use LETSLite, a user selects from his/her roles, and while using the selected role, can only access data and functionality available to that role.

ROLE	Responsibility / Data Access
EMPLOYEE	"Self-Input" - Responsible for own time entry. Can view and/or enter data only for self
INPUTTER (or Backup Inputter)	Responsible for entering time data for a defined group or employees. Can view and/or enter data only for their group
APPROVER (or Backup Approver)	Responsible for approving time data for direct-report employees. Can view and/or enter data only for direct report employees.
TIMEKEEPER (or Backup Timekeeper)	Responsible for ensuring that all time is entered for their defined group (based on the organization codes assigned to the timekeeper) for each reporting period, resolving time entry problems for their group, assigning backup approvers and inputters, assigning employees to inputters as necessary. Can view and/or enter data only for their group
PAYROLL	Responsible for assigning Timekeepers and Backup Timekeepers, and assigning organization codes to Timekeepers at the direction of the Divisions. Responsible for ensuring overall that time has been entered. Responsible for LETSLite training of employees, approvers and inputters, and for troubleshooting problems Can view data for all employees
DIVISION BUSINESS MANAGER DESIGNEE OR	Responsible for deciding for their division the Timekeeper and backup Timekeeper assignments, assignments of division org_codes to Timekeepers, and notifying the LETS team to effect these decisions.
LETS TEAM	Responsible for troubleshooting technical problems

LETSLite Timekeeper Training

How Roles are Assigned and Removed:

Timekeeper and backup Timekeeper roles are given to employees by the Payroll Department at the direction of each division Business Manager. The Business Manager (or a designee) is responsible for informing the Payroll Department who should be the Timekeeper(s) for the division, who should be backup Timekeepers to each Timekeeper for the division, and which of the division's organization codes should be assigned to each Timekeeper. Timekeeper and backup Timekeeper roles are removed by the Payroll Department upon notification of job assignment changes or termination. Note that a contract worker cannot be a Timekeeper or a backup Timekeeper.

An Approver role is given to an employee automatically by the LETS system when it detects that the employee has been set up in the HR system (HRIS) as the Supervisor of another employee. The supervised employee is automatically assigned to the LETS Approver at the same time. Timekeepers can neither set up Approver roles nor assign employees to Approvers. When an employee's Supervisor is changed in HRIS, the employee will also be automatically re-assigned to the Approver who is his new Supervisor in HRIS. Approver roles are removed by the LETS Team upon notification of job assignment changes or termination.

LETSLite Timekeeper Training

A Supervisor must be a Lab employee in order to be a LETS Approver. Exceptions to this include non-LBNL supervisors at the Joint Genome Institute who are responsible for funding. Requests for exceptions must be in writing and approved, in advance, by the Chief Financial Officer or designee.

Also, a Supervisor must have a "heera code" of 2 or 3 (supervisor or manager) in the HR system (HRIS) to be set up as a LETS Approver.

A backup Approver role can be given to an employee by a Timekeeper at the direction of Division management. The employee must have a "heera code" of 2 or 3 (supervisor or manager) in the HR system to be set up as a backup Approver. Backup Approver roles are removed by Timekeepers upon notification of job assignment changes, or by the system upon termination.

A Backup Approver must be a Lab employee. Exceptions to this include non-LBNL supervisors at the Joint Genome Institute who are responsible for funding, and ISS/Paryoll personnel who provide technical support to Approvers. Requests for exceptions must be in writing and approved, in advance, by the Chief Financial Officer or designee.

An Inputter or backup Inputter role can be assigned to an employee by a Timekeeper.

LETSLite Timekeeper Training

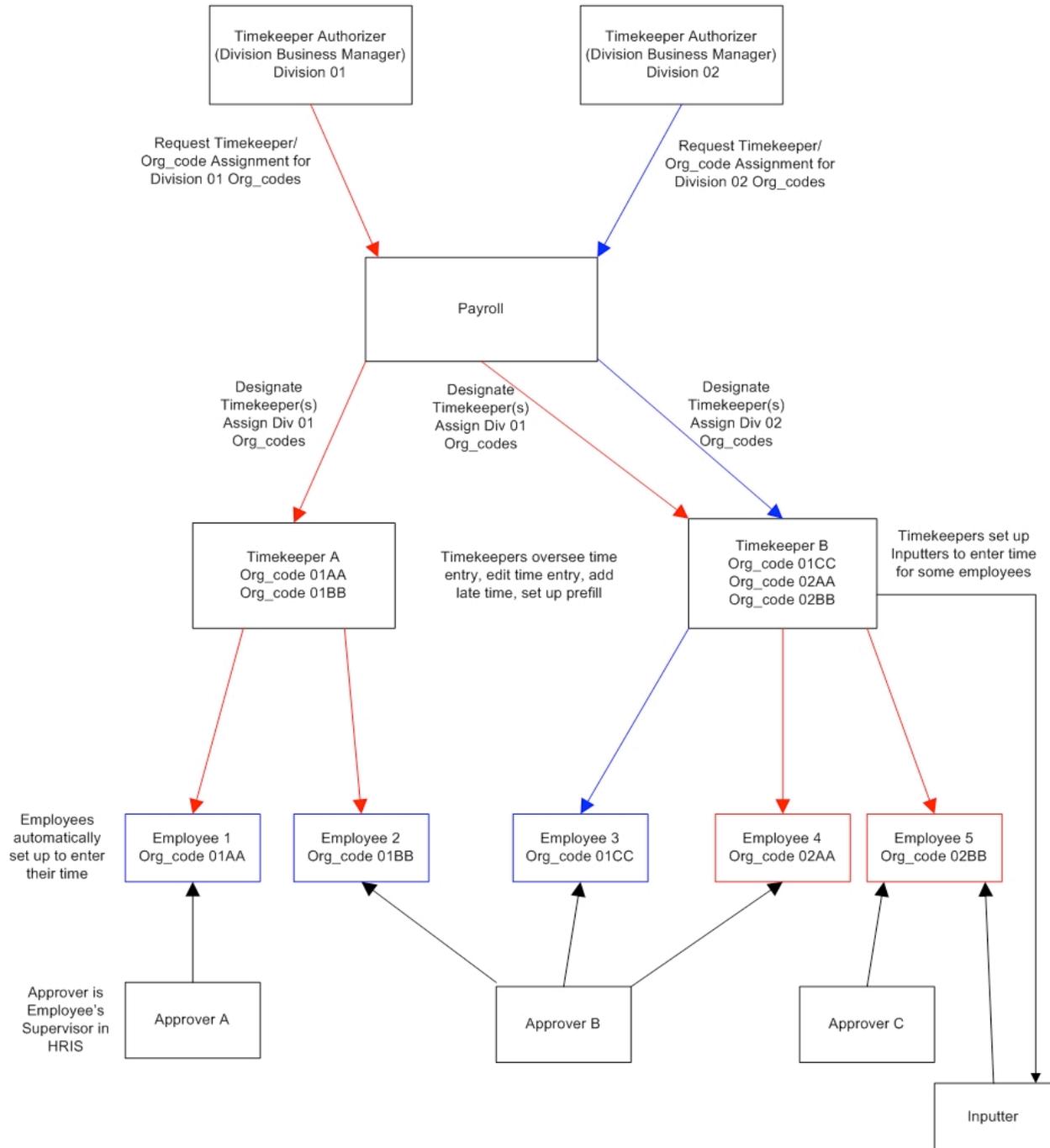
Backup Roles

When acting in a backup role, all the information available to the role being backed up can be accessed. For example, a backup Timekeeper can access all of the Timekeeper's employees' time data.

LETSLite Timekeeper Training

LETS Roles and Views

LETS Roles and Views



LETSLite Timekeeper Training

LETS Roles and Responsibilities

Timely, accurate reporting of effort is a Laboratory requirement used to:

- Monitor actual performance against budget goals
- Ensure labor costs are properly reported by DOE Budget and Reporting classification
- Guarantee Employees are paid correctly, and their leave accumulations are accurate

Employees are responsible to accurately report their effort on a timely basis (see [RPM §3.02 Time Reporting](#)).

Approvers are responsible to certify timely and accurate reporting of time entered by their employees.

Each **Approver** must approve all of his or her employees' time, either electronically or on a (provided by the Division Timekeeper during the reporting period) or Signature Required Report (emailed to Employee or Approver from LETSLite after the reporting period is closed).

In the absence of the Approver, only another designated supervisor or manager may approve time.

Time certification by the Employee or the Approver may be electronic with the use of a personal password accessing LETS or, when not possible electronically, by actual signature on a Time Sheet (provided by the Division Timekeeper during the

LETSLite Timekeeper Training

reporting period) or Signature Required Report (emailed to Employee or Approver from LETSLite after the reporting period is closed).

Employees and Approvers must both concur to changes and corrections to their certified time, whether accomplished through LETSLite or through Labor Resource Adjustments. Documented employee certification and supervisory approval is required for all time and effort corrections.

Special Note: In the event that **exempt** Employees work more than the normal number of hours or days, they must distribute their effort proportionally to each project worked on, based on the total time worked.

LETSLite Timekeeper Training

Timekeeper Responsibilities

- Enter current time for assigned group of employees as necessary
- Enter late time for assigned group of weekly employees
- View current or late time for assigned group of employees
- Modify time data after Employee Release if necessary
- Oversee time entry and approval for assigned group of employees
- Review time entry for assigned group for validity
- Setup and review base data for assigned group of employees
- Setup prefill project data for assigned group of employees
- Request time corrections from Payroll
- Set employees up to input own time as necessary (done automatically in most cases)
- Designate LETS backup Approvers
- Remove LETS backup Approvers
- Designate LETS Inputters and backup Inputters
- Remove LETS Inputters and backup Inputters

LETSLite Timekeeper Training

- Assign employees to Inputters as necessary
- Collect signatures on Employee Signature Required Reports and file the signed reports per division policy
- Collect signatures on Approver Signature Required Reports and file the signed reports per division policy
- Train Employees, Inputters, Approvers and Backups in timekeeping procedures and use of LETSLite
- Assist Employees, Inputters, Approvers and Backups with timekeeping problems
- Liaison between Employees and Approvers and Payroll and the LETS Team
- Interface with Payroll and the LETS Team to resolve timekeeping problems

LETSLite Timekeeper Training

LETS System Data Flow

The source for LETS data about Employees is the Human Resources Information System (HRIS). Data about new hires and personnel changes are input into HRIS. An overnight batch process sends the new data and changes to LETS, and updates the LETS database with the changes. LETS will build a time card for a new hire or rehire, or for someone who transfers from one reporting basis to another.

If you do not see expected changes showing up in LETS, such as the time record for a new hire, it is likely that HRIS has not yet been updated, and you should contact your Division personnel responsible for entering HRIS data.

Time entered into LETS is collected at the end of each reporting period when the reporting period is closed and the time data is "swept" to the Payroll system and to the Labor Distribution system (LDRS). Reporting periods are weekly (Sat-Sun) and month-end for bi-weekly paid employees, and monthly (1st thru month-end) for monthly-paid employees.

For bi-weekly paid employees, the Payroll system processes the entered time and produces paychecks at the end of each 2-week pay period. If time is not entered into LETS for bi-weekly employees (Basis 2), they will not be paid.

A paycheck is created for Monthly-paid employees (Basis 4 & 5) before all time for the month has been entered. Because

LETSLite Timekeeper Training

processing of LETS time for Monthly-paid employees lags behind paycheck creation, it is important for Timekeepers to notify the Payroll Department if they know of UNPAID leave time taken during the month by one of their monthly employees. Timely notification of unpaid leaves enables the Payroll Department to pay employees accurately.