# Staff Hours: Variance & Round-up

## User Guide

**Last update January 31, 2017**

This User Guide explains the processing of staff hours for payroll purposes in OnCare.

**Standard Hours (Std Hrs)** - Total hours per day that the staff is supposed/scheduled to work as documented in the Staff Schedule section of the staff record.

**Staff Schedule**

Select from a template  [Select here...  ▼]   To add/edit Staff Schedule Template,  Click here.

Staff Schedule Name  [Full Day Schedule (Default)]   ☐ Do not check for absence

| Day | Time In | | | Time Out | | | Time In | | | Time Out | | | Std Hrs |
|-----|---------|--|--|----------|--|--|---------|--|--|----------|--|--|---------|
| MON | 08 : 00 | am ▼ | 12 : 00 | pm ▼ | 01 : 00 | pm ▼ | 05 : 00 | pm ▼ | 8.00 |
| TUE | 08 : 00 | am ▼ | 12 : 00 | pm ▼ | 01 : 00 | pm ▼ | 05 : 00 | pm ▼ | 8.00 |
| WED | 08 : 00 | am ▼ | 12 : 00 | pm ▼ | 01 : 00 | pm ▼ | 05 : 00 | pm ▼ | 8.00 |
| THU | 08 : 00 | am ▼ | 12 : 00 | pm ▼ | 01 : 00 | pm ▼ | 05 : 00 | pm ▼ | 8.00 |
| FRI | 08 : 00 | am ▼ | 12 : 00 | pm ▼ | 01 : 00 | pm ▼ | 05 : 00 | pm ▼ | 8.00 |
| SAT | : | am ▼ | : | am ▼ | : | pm ▼ | : | pm ▼ | |
| SUN | : | am ▼ | : | am ▼ | : | pm ▼ | : | pm ▼ | |

**Actual Hours** - The sign in-out time by staff as captured on staff time card.

| No. | Date | Day | Time In | Time Out | Hrs | Total Hrs / Day | Std Hrs | Variance | | Payroll Hrs | | Action |
|-----|------|-----|---------|----------|-----|------|---------|-----|-----------|-----|----|--------|
| | | | | | | | | Hrs | Treatment | Reg | OT | |
| 1 | 01/23/2017 | Mon | 08:58 am | 12:52 pm | 3.90 | | | | | | | Edit  Del |
| 2 | | | 01:48 pm | 06:03 pm | 4.25 | 8.15 | 8.00 | 0.15 | Do not add | 8.00 | | Edit  Del |
| 3 | 01/24/2017 | Tue | 09:00 am | 01:05 pm | 4.08 | | | | | | | Edit  Del |
| 4 | | | 01:58 pm | 06:02 pm | 4.07 | 8.15 | 8.00 | 0.15 | Do not add | 8.00 | | Edit  Del |
| 5 | 01/25/2017 | Wed | 08:58 am | 12:51 pm | 3.88 | | | | | | | Edit  Del |
| 6 | | | 01:49 pm | 06:05 pm | 4.27 | 8.15 | 8.00 | 0.15 | Do not add | 8.00 | | Edit  Del |
| 7 | 01/26/2017 | Thu | 08:57 am | 01:00 pm | 4.05 | | | | | | | Edit  Del |
| 8 | | | 01:58 pm | 06:03 pm | 4.08 | 8.13 | 8.00 | 0.13 | Do not add | 8.00 | | Edit  Del |
| 9 | 01/27/2017 | Fri | 08:59 am | 12:54 pm | 3.92 | | | | | | | Edit  Del |
| 10 | | | 01:49 pm | 06:06 pm | 4.28 | 8.20 | 8.00 | 0.20 | Do not add | 8.00 | | Edit  Del |
| | | | | | Total Hrs | 40.78 | 40.00 | 0.78 | | 40.00 | | |

The difference between Actual Hours and Standard Hours is called a variance.

There are two settings that user can configure in OnCare on how to process this variance automatically in calculating the payroll hours.

**<mark>Setting #1: Variance Treatment</mark>**
Applicable when Actual Hours are <u>GREATER</u> than Standard Hours.
(Note: Not Applicable when Actual Hours are less than Standard Hours)

Variance treatment can be set to:
- <u>Do Not Add</u> - When actual hours are greater than the standard hours, the system does not consider the time in addition to the standard hours. It simply takes the standard hours as the payroll hours.  This is applicable to programs that have clear, consistent policies about work hours for employees.
- <u>Pay Actual Hrs</u> - When actual hours is greather than the standard hours, the system considers actual hours as the payroll hours

**>> Variance Treatment Setup**

**Variance Treatment Default:** Pay actual hrs ⬍

**Over Time (OT) Hours Setup:** ◉ Daily Hours > 8 Hours
◯ Weekly Hours > 40 Hours

**<mark>Setting #2: Round-Up Hours</mark>**
Applicable when Actual Hours are <u>LESS</u> than Standard Hours.
(Note: Not Applicable when Actual Hours are greater than Standard Hours)
The user can setup the amount of time to round up in decimal (not in minutes).

Following are 3 scenarios that demonstrate how the system works:

## Scenario #1
Variance Treatment = Pay Actual Hrs
Round-up Hours = 0.25

**>> Variance Treatment Setup**

**Variance Treatment Default:** Pay actual hrs ⇕

**Over Time (OT) Hours Setup:**
- ⦿ Daily Hours > 8 Hours
- ◯ Weekly Hours > 40 Hours

**>> Round-up Hours Setup**

**Automatic round-up hours** 0.25

**Results:**

On 1/25/2017 Actual Hours > Standard ⇒ Payroll Hours = Actual Hours
On 1/24/2017 Actual Hours < Standard and the difference is within the round-up (0.25) ⇒ Payroll hours round up to standard hours

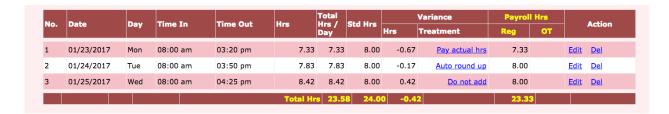| No. | Date | Day | Time In | Time Out | Hrs | Total Hrs / Day | Std Hrs | Variance Hrs | Variance Treatment | Payroll Hrs Reg | Payroll Hrs OT | Action |
|-----|------|-----|---------|----------|-----|------|------|-----|-----------|------|----|--------|
| 1 | 01/23/2017 | Mon | 08:00 am | 03:20 pm | 7.33 | 7.33 | 8.00 | -0.67 | Pay actual hrs | 7.33 | | Edit Del |
| 2 | 01/24/2017 | Tue | 08:00 am | 03:50 pm | 7.83 | 7.83 | 8.00 | -0.17 | Auto round up | 8.00 | | Edit Del |
| 3 | 01/25/2017 | Wed | 08:00 am | 04:25 pm | 8.42 | 8.42 | 8.00 | 0.42 | Pay actual hrs | 8.42 | | Edit Del |
| | | | | | **Total Hrs** | **23.58** | **24.00** | **-0.42** | | **23.75** | | |

## Scenario #2

Variance Treatment = Do Not Add
Round-up Hours = 0.25

### >> Variance Treatment Setup

**Variance Treatment Default:** Do not add ⇕

**Over Time (OT) Hours Setup:**
⦿ Daily Hours > 8 Hours
◯ Weekly Hours > 40 Hours

### >> Round-up Hours Setup

**Automatic round-up hours** 0.25

## Results:

On 1/25/2017 Actual Hours > Standard ⇒ Payroll Hours = Standard Hours (Do Not Add extra hours to payroll hours)
On 1/24/2017 Actual Hours < Standard and the difference is within the round-up (0.25) ⇒ Payroll hours round up to standard hours

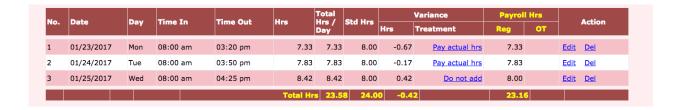| No. | Date | Day | Time In | Time Out | Hrs | Total Hrs / Day | Std Hrs | Variance | | Payroll Hrs | | Action | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Hrs | Treatment | Reg | OT | | |
| 1 | 01/23/2017 | Mon | 08:00 am | 03:20 pm | 7.33 | 7.33 | 8.00 | -0.67 | Pay actual hrs | 7.33 | | Edit | Del |
| 2 | 01/24/2017 | Tue | 08:00 am | 03:50 pm | 7.83 | 7.83 | 8.00 | -0.17 | Auto round up | 8.00 | | Edit | Del |
| 3 | 01/25/2017 | Wed | 08:00 am | 04:25 pm | 8.42 | 8.42 | 8.00 | 0.42 | Do not add | 8.00 | | Edit | Del |
| | | | | | Total Hrs | 23.58 | 24.00 | -0.42 | | 23.33 | | | |

## Scenario #3

Variance Treatment = Do Not Add
Round-up Hours = 0.10

**>> Variance Treatment Setup**

**Variance Treatment Default:** [ Do not add ⬍ ]

**Over Time (OT) Hours Setup:**
◉ Daily Hours > 8 Hours
◯ Weekly Hours > 40 Hours

**>> Round-up Hours Setup**

**Automatic round-up hours** [ 0.10 ]

### Results:

On 1/25/2017 Actual Hours > Standard ⇒ Payroll Hours = Standard Hours (Do Not Add extra hours to payroll hours)

On 1/24/2017 Actual Hours < Standard and the difference is NOT within the round-up (0.10) ⇒ Payroll hours is same as actual hours

| No. | Date | Day | Time In | Time Out | Hrs | Total Hrs / Day | Std Hrs | Variance Hrs | Variance Treatment | Payroll Hrs Reg | Payroll Hrs OT | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 01/23/2017 | Mon | 08:00 am | 03:20 pm | 7.33 | 7.33 | 8.00 | -0.67 | Pay actual hrs | 7.33 | | Edit  Del |
| 2 | 01/24/2017 | Tue | 08:00 am | 03:50 pm | 7.83 | 7.83 | 8.00 | -0.17 | Pay actual hrs | 7.83 | | Edit  Del |
| 3 | 01/25/2017 | Wed | 08:00 am | 04:25 pm | 8.42 | 8.42 | 8.00 | 0.42 | Do not add | 8.00 | | Edit  Del |
| | | | | | **Total Hrs** | **23.58** | **24.00** | **-0.42** | | **23.16** | | |

The treatment of actual staff hours is shown next to each day row. The user can change the treatment by clicking on the treatment hyperlink. For example, when the user clicks on 1/25/2017 treatment of "Do Not Add," they are presented options to change the treatment as shown below:

| No. | Date | Day | Time In | Time Out | Hrs | Total Hrs / Day | Std Hrs | Variance | | Payroll Hrs | | Action | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Hrs | Treatment | Reg | OT | | |
| 1 | 01/23/2017 | Mon | 08:00 am | 03:20 pm | 7.33 | 7.33 | 8.00 | -0.67 | Pay actual hrs | 7.33 | | Edit | Del |
| 2 | 01/24/2017 | Tue | 08:00 am | 03:50 pm | 7.83 | 7.83 | 8.00 | -0.17 | Auto round up | 8.00 | | Edit | Del |
| 3 | 01/25/2017 | Wed | 08:00 am | 04:25 pm | 8.42 | 8.42 | 8.00 | 0.42 | Do not add | 8.00 | | Edit | Del |
| | | | | | Total Hrs | 23.58 | 24.00 | -0.42 | | 23.33 | | | |

**Apply Treatment**

| Date | Variance Treatment |
|---|---|
| 01/25/2017 | ✓ Do not add |
| | Add to Regular |
| | Pay hrs > 8 as OT |
| | Pay hrs as OT |