

## How to Report Time for Hourly Non-Exempt Employees

This tutorial will be helpful for *hourly* employees who need to report the following:

- 1) Regular time worked (which may include overtime)
- 2) Compensatory time (to bank and to use)
- 3) Benefits time (e.g. Sick, Vacation, FMLA)
- 4) Holiday or Administrative Closure (AC) time
- 5) Other types of non-worked time (e.g., Bereavement, Jury)

To navigate to your summary of employee timesheets, click on the TILE "Submit Time" from your Employee page:



You will now see your timesheet similar to the one illustrated below:

Timesheet	
	Employee ID
IT Support Assoc	Empl Record 0
	Earliest Change Date 04/01/2015
Select Another Timesheet	
*View By Calendar Period	Previous Period Next Period
*Date 03/16/2015 🛐 🍫	
Scheduled Hours 90.00 Reported Hours 90.00	
From Monday 03/16/2015 to Tuesday 03/31/2015 👔	
Mon     Tue     Wed     Thu     Fri     Sat     Sun     Mon     Tue     Wed     Thu     Fri       3/16     3/17     3/18     3/19     3/20     3/21     3/22     3/23     3/24     3/25     3/26     3/27	Sat Sun Mon Tue Override 3/28 3/29 3/30 3/31 Total Time Reporting Code Reason
7.50 7.50 7.50 7.50 7.50 7.50 7.50 7.50	7.50 7.50 90.00 1REG - Regular - Shift 1 - Overtime 🔻 🔍 🛨 🗖
Submit	

<u>Please Note</u>: Your timesheet may or may not be "pre-populated" with your standard work hours, depending on your timesheet settings.

To Report/Submit time on your timesheet and have **only one** type of time to report for the entire pay period (e.g., Time Worked, Sick, Vacation):

- 1) Make sure **Date** is for the correct pay period (*type in correct Date*, select *Date from calendar dropdown, or use Previous Period or Next Period links, if necessary*)
- 2) Enter time under the appropriate date headings (*if pre-populated, skip to step 2*)
- 3) Make sure the correct **Time Reporting Code** (TRC) is listed in the drop-down (*Click <u>here</u> to view more information on how to use TRCs*)
- 4) Click the **Submit** button

Timesheet						
	Employee ID					
IT Support Assoc	Empl Record 0					
	Earliest Change Date 04/01/2015					
Select Another Timesheet calendar drop						
*View By Calendar Period	Previous Period Next Period					
*Date 03/16/2015 🛐 🍫	2 previous period link next period link 3					
Scheduled Hours 90.00 Reported Hours 90.00						
From Monday 03/16/2015 to Tuesday 03/31/2015 👩						
Mon Tue Wed Thu Fri Sat Sun Mon Tue 3/16 3/17 3/18 3/19 3/20 3/21 3/22 3/23 3/24						
7.50 7.50 7.50 7.50 7.50 7.50 7.50	7.50 7.50 7.50 7.50 7.50 7.50 90.00 1REG - Regular - Shift 1 - Overtime 🔻 🔍 🕀 🖃					
Submit 4						
From Monday 03/16/2015 to Tuesday 03/31/2015       Mon     Tue     Wed     Thu     Fri     Sat     Sun     Mon     Tue       3/16     3/17     3/18     3/19     3/20     3/21     3/22     3/23     3/24       7.50     7.50     7.50     7.50     7.50     7.50     7.50     7.50	9 Wed Thu Fri Sat Sun Mon Tue 1 ✔ 3/25 3/26 3/27 3/28 3/29 3/30 3/31 Total Time Reporting Code Reason					

To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Time Worked, Sick, Vacation):

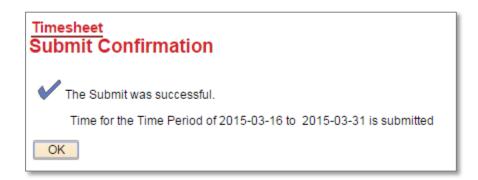
- 1) Make sure **Date** is for the correct pay period (*type in correct Date*, select *Date from calendar dropdown, or use Previous Period or Next Period links, if necessary*)
- 2) Enter time under the appropriate date headings for the first type of time to report... If pre-populated, change any time that will be reduced by adding a new type of time (*this example is zeroing out the regular worked time and adding a day of vacation*)
- 3) Click the "plus" sign to add a new row, if necessary (*if submitting time for the first time for the current pay period, you should have 3 blank rows to start with*)
- 4) Add the next type of time to report on the next available row
- 5) Make sure the correct **Time Reporting Code** (TRC) is listed in the drop-down for the newly added row (*VAC for this example*) (*Click <u>here</u> to view more information on how to use TRCs*)

\*\*\*Repeat steps 2-4 for each additional type of time\*\*\*

6) Click the **Submit** button

Timesheet					
Employee ID					
IT Support Assoc Empl Record 0					
Earliest Change Date 04/01/2015					
Select Another Timesheet calendar drop-down					
View By Calendar Period Previous Period Next Period	3				
	Q				
Scheduled Hours 90.00 Reported Hours 90.00 2 4 previous period link next period link 5					
From Monday 03/16/2015 to Tuesday 03/31/2015 👔					
Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Total Time Deporting Code	Override Reason				
7.50 7.50 7.50 7.50 7.50 7.50 0.00 7.50 7.5	🔍 <mark>+</mark> –				
7.50 VAC-Vacation	• •				
Submit 6					

After clicking **Submit**, you will see a confirmation similar to the one illustrated below:



Click **OK** and you will return to your timesheet. Your reported status (*found below the Submit button*) will now be "Needs Approval" and will be ready for your supervisor to approve your reported time. See below for example:

Sub	mit			
Reported T	1 1 -	Exceptions Payable Time		
Reported Tin	ne Status		Personalize   I	Find   🗖   📕 🛛 1-13 of 13
Date	Reported Status	Total TRC	Description	Comments
03/16/2015	Needs Approval	7.50 1REG	Regular - Shift <mark>1</mark> - Overtime	
03/17/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/18/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/19/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
03/20/2015	Needs Approval	7.50 1REG	Regular - Shift 1 - Overtime	
3+000000	Noode Approval	0.00 1PEC	Popular Shift 1 Quartima	

Other things to note when submitting your time for approval:

- Reported time that is pre-populated is initially in "Saved" Reported Status and is not payable...only time that has been both *submitted* and *approved* is payable
- ✓ Timesheets are due at the end of the pay period to give the manager time to review and approve the reported (*pay periods end on the 15<sup>th</sup> and last day of each month*)
- ✓ You can make as many changes to your timesheet as necessary during the pay period
- ✓ If you make changes to time that has already been approved, please notify your manager so they can re-approve the time that was changed (you have up to 2 calendar days past the end of the pay period to make any last-minute adjustments as an employee, then only the supervisor can make the changes)

## Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at 438-8870
- ✓ If you are having access issues, please contact **438-4357**