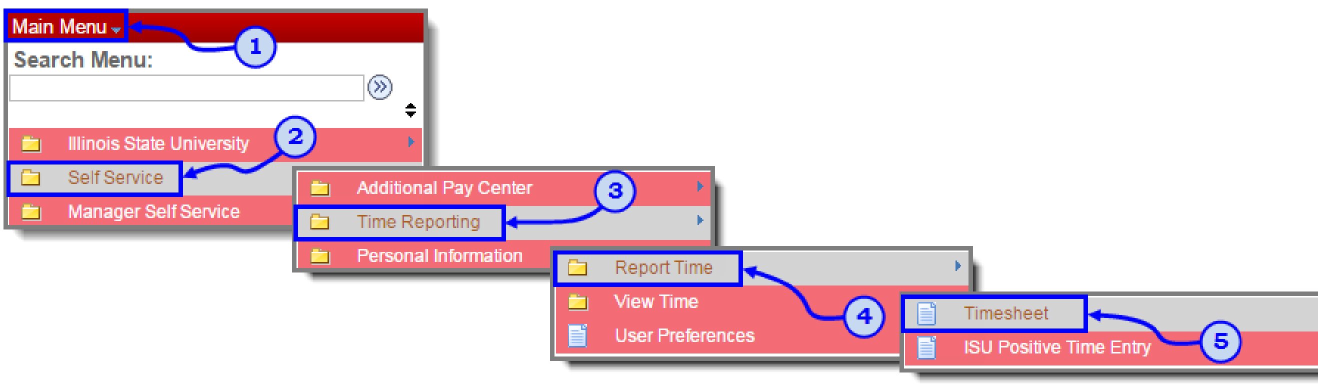
How to Report Time for Hourly Non-Exempt Employees

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

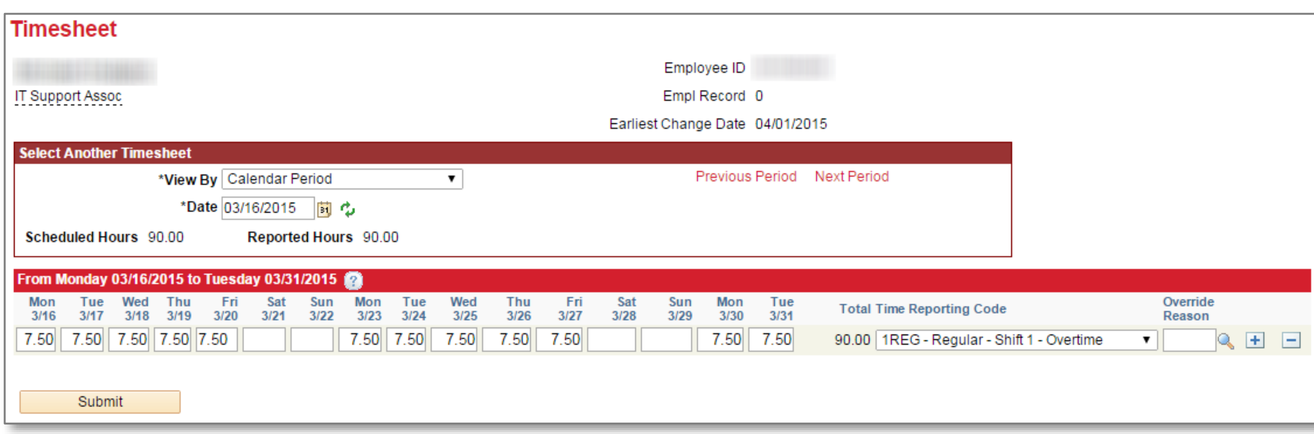
1) Regular time worked (which may include overtime)
2) Compensatory time (to bank and to use)
3) Benefits time (e.g. Sick, Vacation, FMLA)
4) Holiday or Administrative Closure (AC) time
5) Other types of non-worked time (e.g., Bereavement, Jury)

Navigation to timesheet:

1) Click on **Main Menu** on your home page
2) Click on **Self Service**
3) Click on **Time Reporting**
4) Click on **Report Time**
5) Click on **Timesheet**



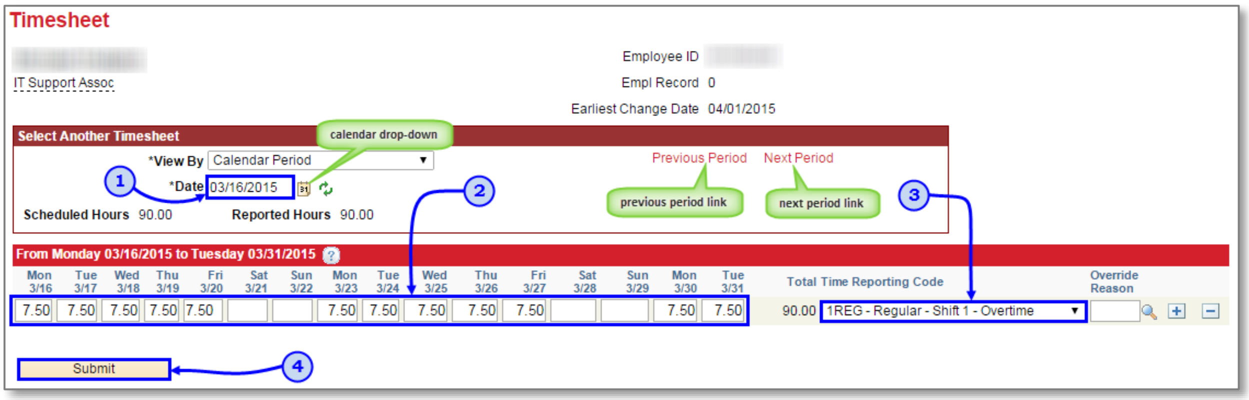
You will now see your timesheet similar to the one illustrated below:



<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 drop-down, 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 here to view more information on how to use TRCs*)
4) Click the **Submit** button

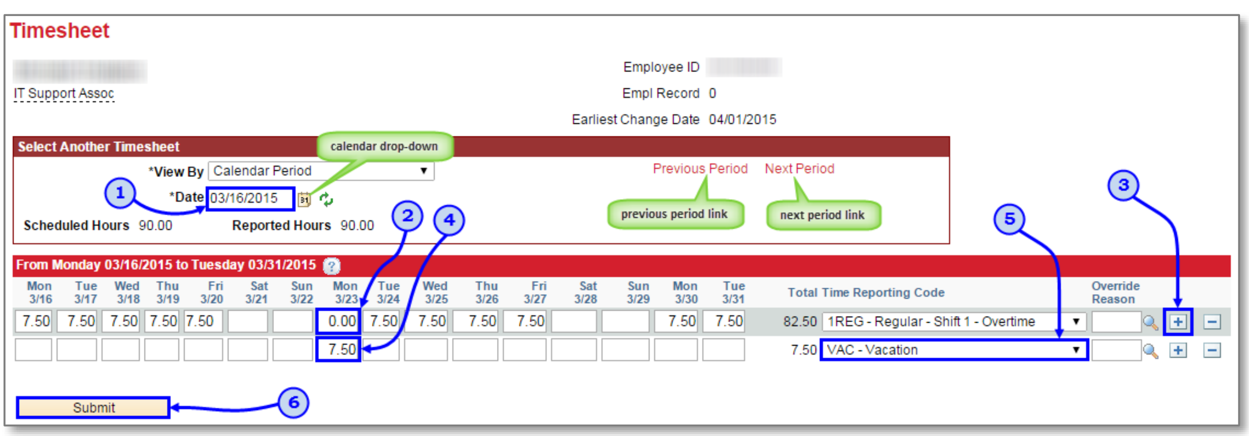


To Report/Submit time on your timesheet and have **multiple** types of time to report for the entire pay period (e.g., Time Worked, Sick, Vacation):

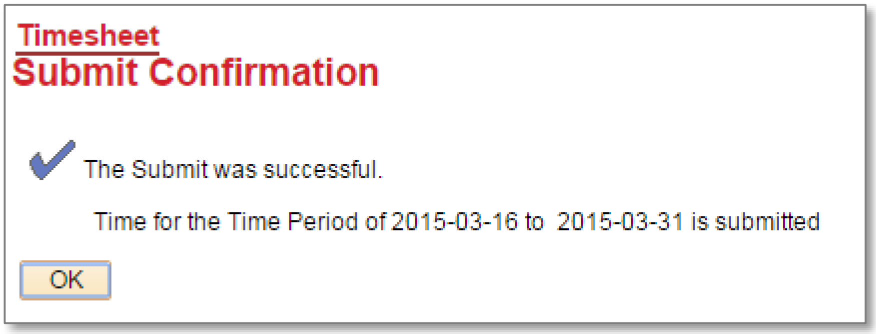
1) Make sure **Date** is for the correct pay period (*type in correct **Date**, select **Date** from calendar drop-down, or use **Previous Period** or **Next Period** links, if necessary*)
2) Enter time under the appropriate date headings for the first type of time to report…If pre-populated, change 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 here to view more information on how to use TRCs*)

   Repeat steps 2-4 for each additional type of time

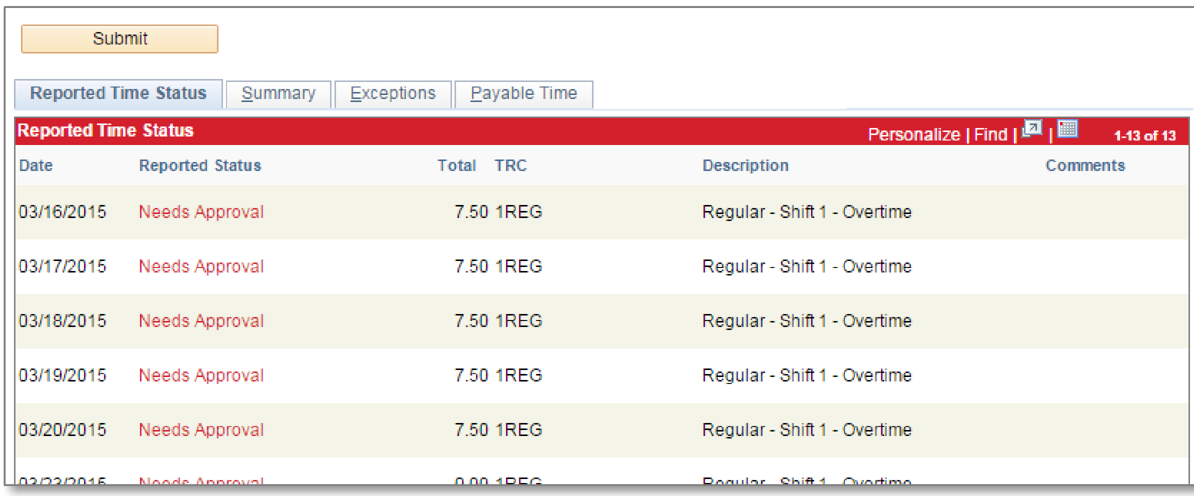
6) Click the **Submit** button



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:



Date	Reported Status	Total	TRC	Description	Comments
03/16/2015	Needs Approval	7.50	1REG	Regular - Shift 1 - 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	
03/23/2015	Needs Approval	0.00	1REG	Regular - Shift 1 - Overtime	

<u>Other things to note when submitting your time for approval</u>:

- ✓ 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 15th 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*)

<u>Contact information</u>:

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