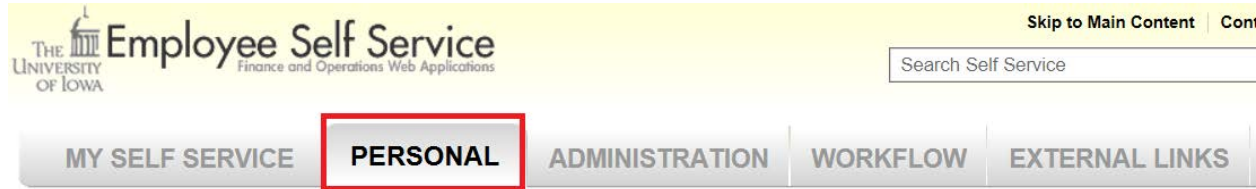# Employee – Online Time Reporting Guide

P&S Non-Exempt employees

# On-Line Time Reporting

- On the *Employee Self Service* page, click on the *Personal* tab at the top of the page.



- Under the *Time Reporting* section, select *Employee Time Records*.

# On-Line Time Reporting - Recording Time

- Use the Calendar view to record extra hours worked (overtime), comp time and holiday comp time using the appropriate reason code. Use the code numbers in the 70 and 80 series:

Time Entry for 9/20/2016 ✕

**Job** | Comm Infrastructure Engineer (PIB2) ▾

Reason ▾ | Hours | ➕ ➖

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20

Click on the day and select *"Record Time"* for hours worked on that date.

**Request Absence**

**Record Time**

Cancel

Save Changes

FMLA Workers Comp-Vacation [55]
FMLA Workers Comp - Sick [56]
FMLA Sick Leave - Adoption [57]
FMLA Hours of Absence Without Pay [59]
FMLA Vacation - Military Exigency [60]
FMLA Unpaid - Military Exigency [62]
FMLA FCL Sick - Military Family Care [63]
FMLA Vacation - Military Family Care [64]
FMLA Unpaid - Military Family Care [66]
Hours In Excess of Reg Sched - 1.5 Times Reg Hrly Rate [70]
Hours In Excess of Reg Sched - Regular Hrly Rate [71]
FMLA P&S Non-Ex Regular Comp Hours [73]
Hours of Absence Without Pay [74]
Compensatory Hours Earned [75]
Compensatory Hours Taken [76]
Compensatory Time Paid [77]
P&S Non-Exempt Holiday Compensatory Time Earned [78]
P&S Non-Exempt Holiday Compensatory Time taken [79]
P&S Non-Exempt Holiday Compensatory Time Paid [80]
FMLA P&S Non-Ex Holiday Comp Hours [83]

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# On-Line Time Reporting - Recording Time

- All entries are made in hours or tenths of an hour using the following schedule:
  - 06 minutes = .1
    12 minutes = .2
    18 minutes = .3
    24 minutes = .4
    30 minutes = .5
    36 minutes = .6
    42 minutes = .7
    48 minutes = .8
    54 minutes = .9

 *** If the time worked is not exactly even in tenths of an hour, "round" to the nearest tenth of an hour.*

# Examples
## P&S Non-Exempt: Monday thru Friday schedule 8am – 5pm (Full –time)

**Scenario #1** –Work 40 hours Monday – Friday, worked 3 hours Saturday (same week). Record 3 hours code 70 – Hours in Excess of Reg Sched -1.5 Time Reg Hrly Rate on Saturday. **Total hours worked = 41 Hours (40 hours regular pay, 1 hour 1.5x hourly rate)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0    | 8.0     | 8.0       | 8.0      | 8.0    | 3.0 *(Code 70 – 1.5x Hrly Rate)* |

**Scenario #2** – Work 32 hours Monday – Thursday, took vacation Friday, work 8 hours Saturday (same week). Record 8 hours code 01 - Vacation on Friday and record 8 hours - code 71 Hours in Excess of Reg Sched – Hourly Rate on Saturday. **Total hours worked = 40 Hours (48 hours regular pay)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0    | 8.0     | 8.0       | 8.0      | 8.0 *(Code 01 – Vacation)* | 8.0 *(Code 71 – Reg Hrly Rate)* |

*__No time entries needed on ETR for regular hours worked__.*

# Examples
## P&S Non-Exempt: Monday thru Friday schedule 8am – 5pm (Full –time)

**Scenario #3** –Work 32 hours Monday – Thursday, took vacation Friday, work 10 hours Saturday (same week). Record 8 hours code 01 - Vacation on Friday; record 8 hours code 71 - Hours in Excess of Reg Sched – Hourly Rate and 2 hours code 70 (1.5 hourly rate) on Saturday. **Total hours worked = 42 Hours (48 hours regular pay, 2 hours 1.5x hourly rate)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 *(Code 01 – Vacation)* | 8.0 *(Code 71 – Reg Hrly Rate)* 2.0 *(Code 70 – 1.5x Hrly Rate)* |

**Scenario #4** – Work 32 hours Monday –Thursday, use vacation Friday, work 2 hours Saturday (same week). Record 8 hours code 01 – Vacation on Friday and 2 hours - code 75 P&S Non-Exempt Compensatory Hours Earned on Saturday. **Total hours worked = 34 Hours (40 hours regular pay, 2 hours comp time earned - entered at regular rate *before* 40 worked in week)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 *(Code 01 – Vacation)* | 2.0 *(Code 75 - P&S Non-Ex Comp Hrs Earned)* |

# Examples

## P&S Non-Exempt: Monday thru Friday schedule 8am – 5pm (Full –time)

**Scenario #5** – Work 40 hours Monday –Friday, work 1 hour Saturday (same week). Record 1.5 hours - code 75 P&S Non-Exempt Compensatory Hours Earned on Saturday. **Total hours worked = 41 Hours (40 hours regular pay, 1.5 hour comp time earned = 1 hour worked, entered at 1.5x *after* 40 hours worked in week)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0    | 8.0     | 8.0       | 8.0      | 8.0    | *1.0 worked* 1.5 *(Code 75 - P&S Non-Ex Comp Hrs Earned)* |

**Scenario #6** –University Holiday (Monday), work 32 hours Tuesday – Friday. No work performed on holiday/Monday. <u>Nothing to record unless work is performed on University Holiday.</u> **Total hours worked= 32 hours (40 hours regular pay)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0 *(UI Holiday)* <u>*Not required to work – No ETR entry*</u> | 8.0 | 8.0 | 8.0 | 8.0 | |

# Examples – 100% FTE Monday thru Friday schedule 8am – 5pm

**Scenario #7** –University Holiday (Monday), work 32 hours Tuesday – Friday. No work performed on Holiday/Monday. Work 5 hours Saturday (same week). Record Saturday 5 hours - code 71 Hours in Excess of Reg Sched – Hourly Rate. **Total hours worked= 37 hours (45 hours regular pay)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0 *(UI Holiday)* <u>Not required to work, no ETR entry</u> | 8.0 | 8.0 | 8.0 | 8.0 | 5.0 ***(Code 71 – Reg Hrly Rate)*** |

**Scenario #8** – Univ. Thanksgiving Holidays (Thurs & Friday), work 24 hours Monday – Wednesday. No work performed Thursday, work 4 hours Friday/Holiday. Record 4 hours for Friday code 78 P&S Non-Exempt Holiday Compensatory Time Earned <u>OR</u> code 71 Hours in Excess of Reg Sched – Hourly Rate. **Total hours worked = 28 hours (40 hours regular pay, 4 hours holiday comp time earned at regular rate *before* 40 hours worked in week)**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        | 8.0 | 8.0 | 8.0 | 8.0 *(UI Holiday)* <u>Not required to work, no ETR entry</u> | 8.0 *(UI Holiday)* **4.0 worked** *(Code 78 – P&S Non Ex Holiday Comp Time Earned)* |        |

# Common Pay Codes for Overtime/Undertime

| | P&S NON EXEMPT | |
|---|---|---|
| **Code** | **Code Name** | **Description** |
| 70 | Hours in Excess of Regular Schedule | P&S Non-Exempt time worked in excess of regular schedule paid at 1.5 regular hourly rate |
| 71 | Hours in excess of regular schedule | P&S Non Exempt time worked in excess of regular schedule paid at regular hourly rate |
| 74 | Hours of Absence Without Pay | P&S non-exempt partial day accommodation or at end of appointment |
| 75 | P&S Non-Exempt Compensatory Hours Earned | P&S Non-Exempt compensatory time earned. |
| 76 | P&S Non-Exempt Compensatory Hours Taken | P&S Non-Exempt compensatory time taken. |
| 77 | P&S Non-Exempt Compensatory Hours Paid | P&S Non-Exempt compensatory time paid (at hourly rate) |
| 78 | P&S Non-Exempt Holiday Hours Earned | P&S Non-Exempt holiday time earned. |
| 79 | P&S Non-Exempt Holiday Hours Taken | P&S Non-Exempt holiday time taken. |
| 80 | P&S Non-Exempt Holiday Hours Paid | P&S Non-Exempt holiday time paid. |

# Compensatory Time – P&S Non-Exempt

- Departmental decision on method of compensating staff member
  - Payment vs. Compensatory Time
- Earned at time-and-a-half of the actual overtime hours worked over 40 hours
- Comp time should be scheduled and approved similar to vacation requests.
- Comp hours can be accumulated and carried over each month up to a maximum of 80 hours.
- Unused comp time at the end of the fiscal year must be paid in cash and cannot be carried over into a new fiscal year.

# Submitting Time Record

- When you have reviewed your hours and converted all absence requests, select *Review Time Record for Submission* at the bottom left of the screen.

Review Time Record for Submission | Convert Remaining Absence Requests
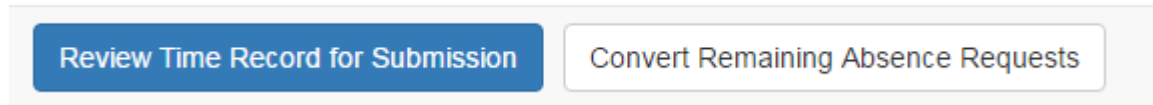
- The next screen will have the Time Record Details. Before submitting, please review the Time Entries section to ensure all entries have been recorded accurately on the correct job, and that the correct Supervisor is listed. If the supervisor is incorrect, select the *Change* option next to the supervisor name to search and select the appropriate person.

Choose Supervisor

**Supervisor:** HILSMAN, KATE M    Change

Submit for Approval    Save    Back to Calendar

# Submitting Time Record

- Once you have confirmed that everything is accurate, select *Submit for Approval*

# Submitting Time Record

- If your time records have been submitted properly, you will receive the following message:

### Time Record Details

Yippee! You don't have any timesheets left to submit.

- Time records should be submitted to a supervisor by Friday of the first full week of the following month.

- If you find that after you have submitted your time record and a correction needs to be made, please contact your supervisor or HR Rep

# Questions

- Dan Schropp - Director, Payroll Operations
  - 335-2382
- Kate Hilsman - Payroll
  - 335-3829
- Rus Schomers - Payroll
  - 335-2378