

Supervisor – Online Time Reporting Guide

P&S Non-Exempt employees

Online Time Reporting for P&S Non-Exempt Employees

- Time Records will be submitted by the employee and will route to the supervisor's inbox for review and approval.
 - An email notification will be delivered to the supervisor when a time record has been submitted to them in workflow for approval.
- Corrections or edits to an employee time record should be discussed with the employee prior to editing.
- In order to avoid delayed processing and payments, time records must be approved prior to Payroll deadlines each month
 - Payroll Calendar - <https://hr.uiowa.edu/pay/payroll-services/payroll-calendars>

Reviewing & Approving Employee Time Records

Supervisors will access time records for approval in their Employee Self Service Universal Workflow Inbox. This is also where supervisors can access workflow history if needing to review a previous record.

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Reviewing & Approving Employee Time Records

- Below is the Supervisor's view of the Time Record Details once opened from Workflow Inbox.
- The Time Record Details are an overall summary of hours being submitted for each job. The job information is listed in the green banner and includes the pay period, job code and full MFK. The **Time Entries** section lists the employee's time entries by date listing the number of hours and pay code. The **Totals** section provides a summary of total hours based on the pay code during the month.

Time Record Details

Comm Infrastructure Engineer (PIB2 / MFK 2) Approved 
285 43 5072 20800 00000000 5202 000 60000 00 0000
September 1 - September 30

Time Entries	Deltas	
Mon, Sep. 19	8 hours	Vacation [01]
Thu, Sep. 22	8 hours	Vacation [01]
Fri, Sep. 23	8 hours	Vacation [01]


Totals	
Vacation [01]	24 hours

Reviewing & Approving Employee Time Records

- A link to the Deltas report is located in the upper right corner of the **Time Entries** section for supervisors and Admins. An additional section will open below, comparing the absence requests and the time entries that have been submitted on the time record. If there are discrepancies between what was requested and the time recorded, please speak with the employee before proceeding.

Time Record Details

Comm Infrastructure Engineer (PIB2 / MFK 2)
285 43 5072 20800 00000000 5202 000 60000 00 0000
September 1 - September 30

Time Entries  Deltas

Deltas

Date	Recorded Time	Absence Requests
Sep. 19	8 hours Vacation [01]	8 hours (Approved) Vacation [01]
Sep. 22	8 hours Vacation [01]	8 hours (Approved) Vacation [01]
Sep. 23	8 hours Vacation [01]	8 hours (Approved) Vacation [01]

Reviewing & Approving Employee Time Records

Below the Time Record Details are the Approval and Workflow options. If edits need to be made to the time record, supervisors can either return the record to the employee by selecting **Add Approver**, or make the edits themselves by selecting **Edit in Calendar**. This option will take you to the calendar view where edits can be made. Once finished with edits, select **Time Record Summary** at the bottom of the calendar view screen to return to Time Record Details. If ready to approve, select **Approve Package**.

Choose Supervisor

Supervisor: HILSMAN, KATE M

Workflow History & Options

[✔ Approve Package](#) [Add Approver](#)

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Reviewing & Approving Employee Time Records

Selecting the **Add Approver** button brings up a Search field where another approver can be selected:

Workflow History & Options

Add an Approver

Select an Approver Below

	Name	Person Type	Title
<input type="button" value="Select"/>	Schropp, Daniel L	Faculty/Staff	Dire

Add an Approver

Schropp, Daniel L

▼

- Signature Required**
- Signature Permitted
- Edit Only
- View Only

Once selected, you must assign the signature rights to the approver for that time record. Typically, the rights should be **Edit Only** if returning to an employee. Once the added approver has made their necessary changes, an email notification will be sent to the supervisor notifying them that the package was approved. If the time record was sent to the employee for edits, the supervisor should wait for this email notification and then return to the workflow form, review the time record and approve, as appropriate.

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

Scenario #1 –Work 40 hours Monday – Friday, checked and responded to email 1 hour Saturday (same week). Record 1 hour 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	1.0 (<i>Code 70 – 1.5x Hrly Rate</i>)

Scenario #2 – Work 32 hours Monday – Thursday, took vacation Friday, work 8 hours Saturday (same week). Record 8.0 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 (<i>Code 01 – Vacation</i>)	8.0 (<i>Code 71 – Reg Hrly Rate</i>)

**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 8.0 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 (<i>Code 01 – Vacation</i>)	8.0 (<i>Code 71 – Reg Hrly Rate</i>) 2.0 (<i>Code 70 – 1.5x Hrly Rate</i>)

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 (<i>Code 01 – Vacation</i>)	2.0 (<i>Code 75 - P&S Non-Ex Comp Hrs Earned</i>)

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. Nothing to record unless work is performed on University Holiday.
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 – P&S Non-Exempt Monday thru Friday schedule 8am – 5pm (Full –time)

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

Total hours worked= 37 hours (45 hours regular pay)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8.0 (<i>UI Holiday</i>) <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 code 78 - P&S Non-Exempt Holiday Compensatory Time Earned OR code 71 - Hours in Excess of Reg Sched – Hourly Rate on Friday. **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 (<i>UI Holiday</i>) <u>Not required to work, no ETR entry</u>	8.0 (<i>UI Holiday</i>) 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.

Questions

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 - 335-2382
- Kate Hilsman - Payroll
 - 335-3829
- Rus Schomers - Payroll
 - 335-2378