

**IOWA**

# Supervisor – Online Time Reporting Guide

**P&S Non-Exempt Employees**

June 14, 2024



# Employee Time Reporting

Time Records will be submitted by the employee and 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.

Hours worked over 40 in any work week must be paid an overtime premium at 1.5x their regular hourly rate

To avoid delayed processing and payments, time records must be submitted and approved at the end of every biweekly pay period

- Payroll Calendar
- <https://hr.uiowa.edu/pay/payroll-services/payroll-calendars>


Staff with more than one position or funding source will have multiple time records to submit for approval

- Leave codes (i.e. vacation, sick, etc.) can be submitted on one time record
- Pay codes must be reported on the corresponding time record based on where the hours were worked and should be charged (i.e. overtime, comp time, etc.)

# 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			Totals	
Mon, Sep. 19	8 hours	Vacation [01]	Vacation [01]	24 hours
Thu, Sep. 22	8 hours	Vacation [01]		
Fri, Sep. 23	8 hours	Vacation [01]		

# 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**.

The screenshot displays a user interface for reviewing and approving employee time records. At the top, there is a 'Choose Supervisor' dropdown menu with the selected supervisor 'Hawk, Ima' displayed below it. Below this is a yellow header for 'Workflow History & Options'. Underneath, there are two buttons: a green 'Approve Package' button with a checkmark icon, and a white 'Add Approver' button with a person icon. Below these buttons are three tabs: 'Workflow Routing', 'Comments' (with a notification icon), and 'Attachments' (with a document icon). A 'Show Workflow Routing' dropdown menu is visible below the tabs. At the bottom of the interface, there is a blue link 'Return to My Workflow Inbox' and a white button labeled 'Edit in Calendar'.

# 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

Hawk, Ima

Select an Approver Below

	Name	Person Type	Title
<input type="button" value="Select"/>	Hawk, Ima	Faculty/Staff	Dire

## Add an Approver

Hawk, Ima

Signature Required ▼

- 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.

# Time Record Codes and Descriptions

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
75	P&S Non-Exempt Comp Hours Earned	P&S Non-Exempt comp time earned.
76	P&S Non-Exempt Comp Hours Taken	P&S Non-Exempt comp time taken.
77	P&S Non-Exempt Comp Hours Paid	P&S Non-Exempt comp 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.

# Online Time Reporting

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- 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.*

# Compensatory Time

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- Departmental decision on method of compensating staff member
  - Departments can require that additional hours be paid out. Employee requests to earn comp time in lieu of pay, should be reviewed and agreed upon within the department.
- 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 160 hours.
- Comp time earned in excess of 40 hours must be recorded on the Employee Time Record at 1.5 times the additional hours worked
  - Example: 41 hours worked during week
    - Record 1.5 hours of Code 75 – Comp Time Earned for the 1 additional hour worked beyond 40 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.

# Temporary Fiscal Employees

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- Temporary P&S Fiscal employees that are designated as FLSA non-exempt will also need to report any exceptions to their regular schedules.
- Hours worked beyond the regular schedule should be submitted biweekly to a supervisor for approval.
- Temporary fiscal employees are not eligible for paid leave (i.e. vacation, sick). *\*see exception for PZ50 Research Interns*
- PZ50 Research Interns
  - This group of temporary fiscal employees is unique in that they receive 15 paid working days and University holidays annually.
  - Their paid leave does not carry over to the next year and will not be paid out upon leaving the University of Iowa.
  - Time off can be reported in Time & Attendance but is for documentation purposes only. The appointment department is responsible for arranging and accounting for leave.

# Temporary Fiscal Time Reporting Codes

Code	Code Name	Description
TO	Temp Hours in Excess at 1.5 Rate	Temp Fiscal Non-Exempt time worked in excess of regular schedule paid at 1.5 regular hourly rate.
TR	Temp Hours in Excess at Reg Rate	Temp Fiscal Non-Exempt time worked in excess of regular schedule paid at regular hourly rate.
TU	Temp Hours of Absence Without Pay	Temp Fiscal Non-Exempt partial day accommodation
TV	Temp Vacation Usage	*For PZ50 Research Interns Only*

Temporary Fiscal Employees reporting through Time & Attendance will use the Calendar view to record exceptions to their regular schedule. Select the day and “Record Time”. The applicable time record codes will appear for selection.

Time Entry for 7/30/2024

Job: Research Intern (PZ50)

Reason: [Dropdown Menu]

- Temp Hours in Excess at 1.5 Rate [TO]
- Temp Hours in Excess at Reg Rate [TR]
- Temp Hours of Absence Without Pay [TU]
- Temp Vacation Usage [TV]

Hours: [Input Field]

Buttons: Cancel, Save Changes

# EXAMPLES

## MONDAY THROUGH FRIDAY SCHEDULE 8AM – 5PM (FULL-TIME)

**Scenario #1** – Worked regular schedule, worked remotely for **1 hour Saturday** (same week).

- **Record 1.0 hour Code 70** – Hours in Excess of Regular Schedule Paid at 1.5 Time Regular Hourly Rate on Saturday
- **OR**
- **Record 1.5 hour Code 75** – P&S Non-Exempt Comp Hours Earned on Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8.0*	8.0*	8.0*	8.0*	8.0*	<b>1.0 hour Code 70 – Paid 1.5x Hourly Rate;</b> <b>OR</b> <b>1.5 hours Code 75 Comp Hours Earned</b>
<b>Total hours worked = 41 Hours</b> <b>(40 hours regular pay, 1 hour paid at 1.5x hourly rate)</b>						

*\*No time entries needed on Employee Time Record for regular hours worked.*

# EXAMPLES

## MONDAY THROUGH FRIDAY SCHEDULE 8AM – 5PM (FULL-TIME)

**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 8.0 hours - code 71 Hours in Excess of Reg Sched – Hourly Rate on Saturday OR Record 8.0 hours Code 75 – P&S Non-Exempt Comp Hours Earned on Saturday

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) <u>OR</u> 8.0 (Code 75 – Comp Hours Earned)
<b>Total hours worked = 40 Hours</b> <b>(48 hours regular pay or 40 hours regular pay and 8 hours comp time earned before 40 hours worked )</b>						

*\*No time entries needed on Employee Time Record for regular hours worked.*

# EXAMPLES

## MONDAY THROUGH FRIDAY SCHEDULE 8AM – 5PM (FULL-TIME)

### Scenario #3 – Work 32 hours Monday – Thursday, took vacation Friday, work 10 hours Saturday

- Record 8.0 hours code 01 - Vacation on Friday AND
- Record 8 hours - code 71 Hours in Excess of Reg Sched – Hourly Rate plus 2 hours code 70 (1.5 hourly rate) on Saturday OR Record 11 hours Code 75 – P&S Non-Exempt Comp Hours Earned (8 hours earned before 40 at regular rate,
- 2 hours earned at 1.5x – entered as 3 hours - total of 11 hours) on Saturday

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) AND 2.0 (Code 70 – 1.5x Hrly Rate) <u>OR</u> 11.0 (Code 75 – Comp Hours Earned)
<p style="text-align: center;">Total hours worked = 42 Hours (48 hours regular pay plus 2 hours 1.5x hourly rate or 40 hours regular pay plus 11 hours comp time earned)</p>						

*\*No time entries needed on Employee Time Record for regular hours worked.*

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