IOWA

Employee – 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.

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.)

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.

Employee Self-Service

From the Employee Self-Service home page view, select "Time & Pay"
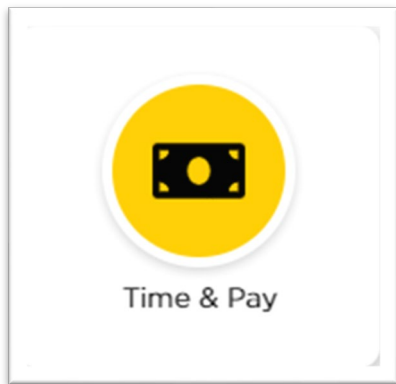
Several tiles will display at the top of the next page, select "Time Records"

Time Records
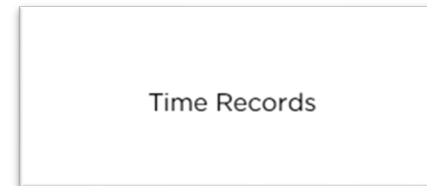
The link is also available on the same page under the "Time Tracking" section

Time & Pay

🕐 **TIME TRACKING**

⭐ Time Records

☆ Time Records Corrections

☆ Absence Request

☆ Vacation & Sick Leave
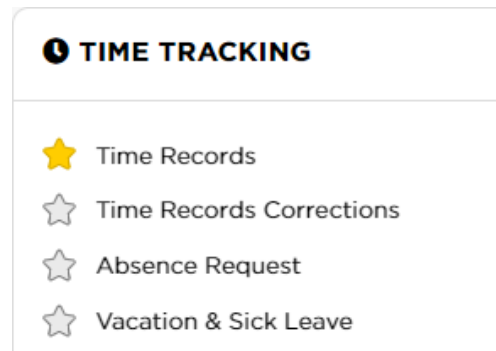
Time & Attendance

- 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:

Online Time Reporting

- 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.

Time & Attendance – Time Entries & Converting Absence Requests

- When you have reviewed your hours and converted all absence requests, select *Review Time Record for Submission* at the bottom left of the screen
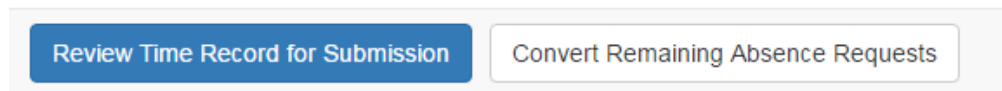
- Be sure that any absence requests for the pay period have been converted so that they appear on the Time Record Details on the following page. Select "Covert Remaining Absence Requests" to enter the actual hours taken for each absence.

Time & Attendance – Review & Submit

- 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.

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

Time & Attendance – Review & Submit

- 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.

- Biweekly time records should be submitted to the supervisor by Tuesday at 5pm following the end of the biweekly pay period.

- 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

Compensatory Time

- Departmental discretion 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

- 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

Hours

Reason
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]

Cancel   Save Changes

University Human Resources

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*	**1.0 hour Code 70 –** *Paid 1.5x Hourly Rate;* **OR** **1.5 hours Code 75** *Comp Hours Earned*
	Total hours worked = 41 Hours **(40 hours regular pay, 1 hour paid at 1.5x hourly rate)**					

*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 <u>OR</u> 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*
(48 hours regular pay or 40		**Total hours worked = 40 Hours** **hours regular pay and 8 hours comp time earned before 40 hours worked)**				

*<u>*No time entries needed on Employee Time Record for regular hours worked</u>.*

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)* **OR** 11.0 *(Code 75 – Comp Hours Earned*
(48 hours regular pay plus 2 hours 1.5x hourly rate or 40 hours regular pay plus 11 hours comp time earned)		**Total hours worked = 42 Hours**				

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