

**IOWA**

# Temporary Fiscal Staff Online Time Reporting Guide

**P&S Non-Exempt Employees**

June 14, 2024



# Temporary Fiscal 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.

Only **exceptions** to the employee's regular schedule should be recorded on the employee time record.

- **Examples**: Overtime, vacation, undertime/partial day of unpaid time
- Regularly scheduled hours worked are not recorded on the employee time record.

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

# Temporary Fiscal Employee Time Reporting

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

- 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.)

Temporary fiscal employees are not eligible for paid leave (i.e. vacation, sick). *\*see exception for PZ50 Research Interns*

# PZ50 – Research Interns

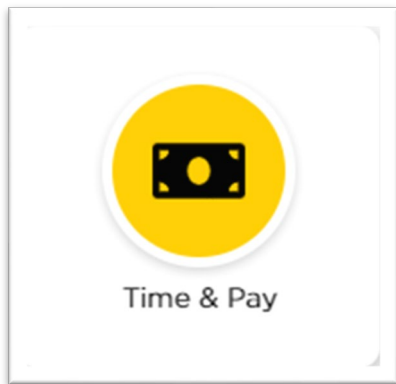
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## PZ50 Research Interns

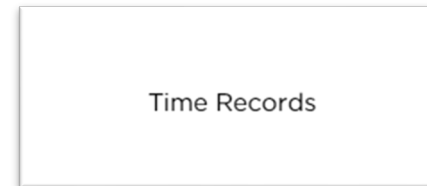
- This group of temporary fiscal employees is unique in that they receive 15 paid working days and University holidays annually.
- Their paid leave does not carry over to the next year and will not be paid out upon leaving the University of Iowa.
- Time off can be reported in Time & Attendance but is for documentation purposes only. The appointing department is responsible for arranging and accounting for leave.

# Employee Self-Service

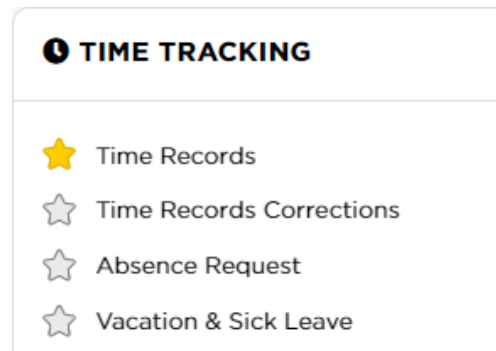
From the Employee Self-Service home page view, select “Time & Pay”



Several tiles will display at the top of the next page, select “Time Records”



The link is also available on the same page under the “Time Tracking” section



# 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*

# 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

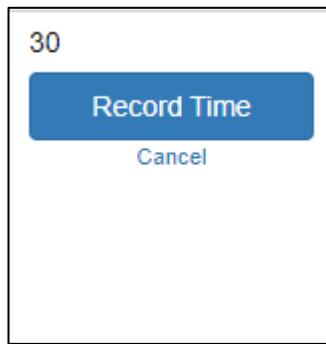
48 minutes = .8

54 minutes = .9

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

# Time & Attendance – Time Entries

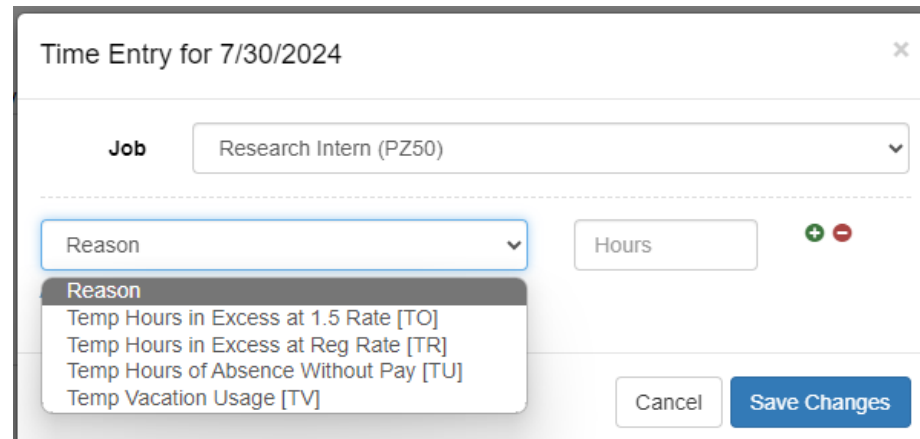
- Temporary Fiscal Employees (including PZ50 Research Interns) will use the Calendar to record exceptions to their regular schedule.
- Select the day and “Record Time”. The applicable time record codes will appear for selection in the drop-down menu. Record the number of hours and then “Save Changes”.



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Record Time

Cancel



Time Entry for 7/30/2024

Job: Research Intern (PZ50)

Reason: [Open 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]

Cancel Save Changes

- When you have finished entering your hours at the end of the biweekly pay period, select *Review Time Record for Submission* at the bottom left of the screen

Review Time Record for Submission

Convert Remaining Absence Requests



# 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*

Comm Infrastructure Engineer (PIB2)  
285 43 5072 20800 00000000 5202 000 60000 00 0000  
October 1 - October 31

⚠ Please submit this time record.

Time Entries	Totals
No Time Recorded	No Time Recorded

Transfer Sick Leave to Vacation

Employees are eligible to transfer sick leave to vacation in any given month where they do not use sick leave for a full calendar month and have accumulated a minimum of 240 hours in their sick leave account.

This Month Only  
 Every Month Possible  
 Cancel my election to transfer sick leave to vacation

Choose Supervisor

Supervisor: Hawk, Ima

[Back to Calendar](#)

# Time & Attendance – Review & Submit

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- 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.

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- 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

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