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

- 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Code Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td>Temp Hours in Excess at 1.5 Rate</td>
<td>Temp Fiscal Non-Exempt time worked in excess of regular schedule paid at 1.5 regular hourly rate.</td>
</tr>
<tr>
<td>TR</td>
<td>Temp Hours in Excess at Reg Rate</td>
<td>Temp Fiscal Non-Exempt time worked in excess of regular schedule paid at regular hourly rate.</td>
</tr>
<tr>
<td>TU</td>
<td>Temp Hours of Absence Without Pay</td>
<td>Temp Fiscal Non-Exempt partial day accommodation</td>
</tr>
<tr>
<td>TV</td>
<td>Temp Vacation Usage</td>
<td><em>For PZ50 Research Interns Only</em></td>
</tr>
</tbody>
</table>
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

• 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”.

• 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.
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.

• 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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