ELECTRONIC TIME SHEETS

GUIDE FOR EMPLOYEES

Table of Contents

UPDATES:

Page 3: 'Update' section (Adjunct Faculty & Graduate Assistants);

Pages 5 & 8: 'Note' section (Preference Page)

IMPORTANT NOTES & BUSINESS PRACTICES

For confidentiality purposes, Empl IDs have been removed from the screenshots in this manual.

BUSINESS PRACTICES:

1. **Time sheet Timeline:**

   Availability - Employee time sheets will be available beginning the **first day of the pay period**.

   Submission - An employee should submit his/her time sheet to the supervisor by the **Monday after the pay period has ended**.

   Approval - Supervisors should approve time sheets by the **Thursday after the pay period has ended**.

2. **Telework -** Specific areas of this manual will refer to a field named Optional Code. Some employees and supervisors may choose to use this field to document when an employee works off site. This is not to be confused with telework. Employees reporting telework on the time sheet **must** have an approved and active telework agreement on file with Human Resources. If an employee works off site but does not have an approved and active telework agreement on file and is required to use the Optional Code to specify the alternate work location, the Optional Code field **must not** reflect TELEWORK. As a standard business practice, employees are strongly encouraged to use OFF SITE as the code and document additional details in the comments section of the time sheet if required.

UPDATE: Upon implementation of electronic time sheets, Graduate Assistants and Adjunct Faculty are excluded from the electronic time sheet process. Incorporating this population in ETS may be revisited at a later date.

- For more information regarding time and/or effort reporting for Graduate Assistants, please contact the Graduate School.

- For more information regarding time and/or effort reporting for Adjunct Faculty, please contact the Office of the Provost.

What is a Preference Page?

A preference page is for an employee who work the same schedule each pay cycle and doesn't want to continuously enter repetitive information each week. The preference set-up page allows an employee to create a standardized schedule that will automatically populate each pay cycle.

A preference page is specific to a position. If an employee has more than one position, a preference page may be set up for each position. If an employee transfers to a new position or makes a change in their work schedule, the preference page will need to be updated.

Preference Page for Duty Day Employees

Duty Day Employees: Exempt and Faculty

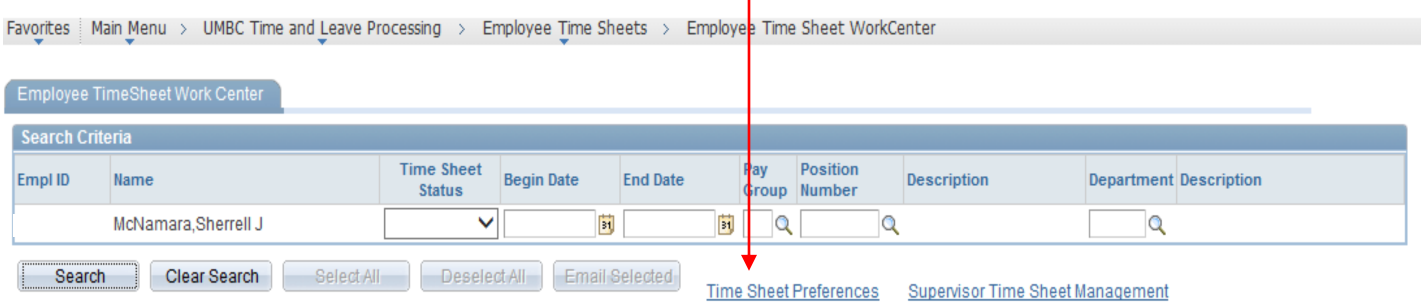
Employees on a duty day schedule are expected to work the necessary hours to satisfy the requirements of the job. The verification that employees have performed the required work is shown by the designation of “Duty Day” on the time sheet. Duty Day employees do not report time in/time out on timekeeping records. To access the preference page within the electronic time sheet component, following the steps below.

NOTE: Please disable your browser’s Pop-Up Blocker as this will prevent the Preference Page from opening.

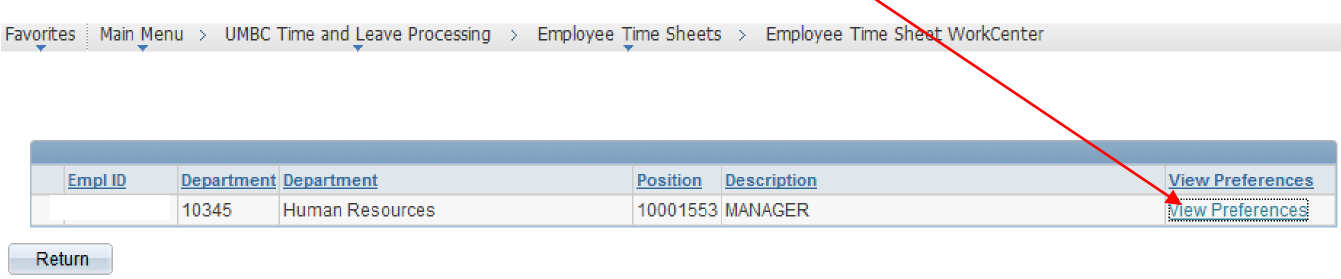
1. Log into myUMBC.

2. Within the Profile area of the employee account, there is a Personal section. Click on the Employee Time Sheets link.

3. The system will direct the employee into Employee Time Sheet WorkCenter. Once in the WorkCenter, click on the Time Sheet Preferences link.



4. The Time Sheet Preferences link will forward the employee to the preferences component. The component will display a list of all active positions, excluding Student positions, which an employee has. The page displays the employee’s Empl ID, Department ID, Department name, Position Number, Job Title (position description), and a link to View Preferences. The employee may click on the View Preferences link to access the preference page for the correlating position.

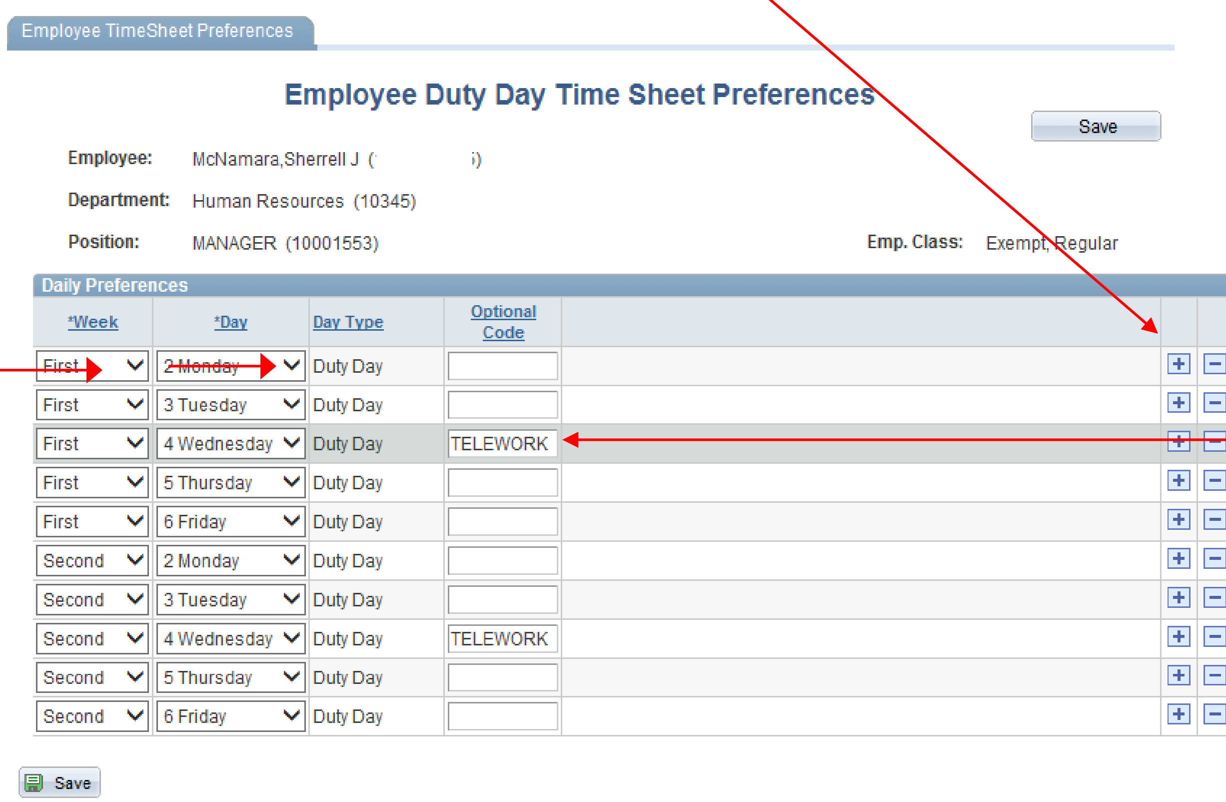


5. A new window that displays the preference settings will open. The preference page shows the employee's name with empl id; department name and id; position name and code as well as the employee's classification.

   Below the employee information is a grid identifying the work schedule: the Week (first and second week of the pay period); Day of the week; Day Type (the only option is Duty Day) and an Optional Code. The Optional Code field is used to indicate a code or phrase specific to the schedule for a particular day (ie. TELEWORK) and is limited to 8 characters. The information entered in Optional Code field is meaningful to the employee, supervisor and department and not necessarily meaningful to Human Resources.

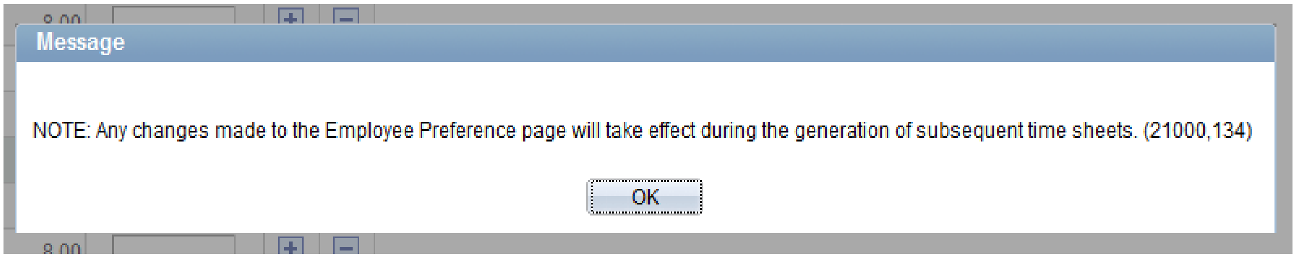
Setting Up Duty Day Preferences:

1. The system defaults the duty day preferences to a work schedule of Duty Day for Monday through Friday for the first and second week; this is a one-time system setup. The employee may modify the preference settings to accurately capture the employee's standard work by clicking on the drop down box for Week and Day. The employee may also add or delete rows by clicking on the + and – buttons accordingly.



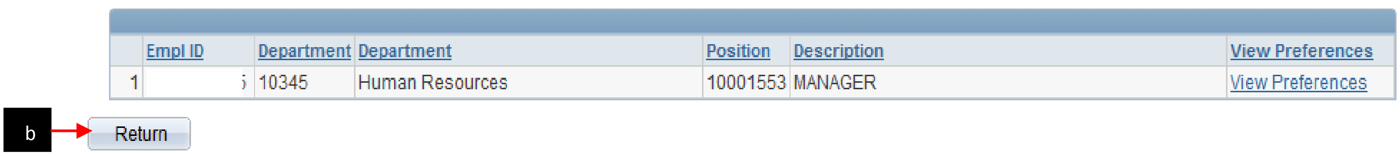
If the employee does not modify the default settings, the time sheets will generate with the default schedule.

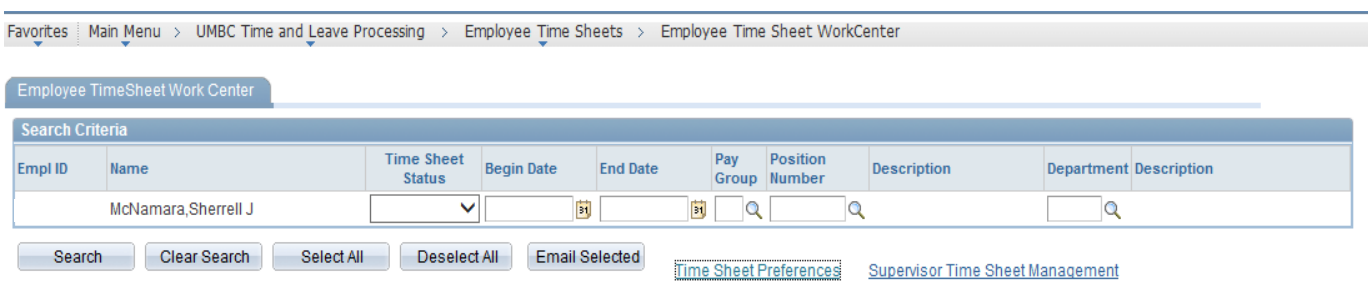
2. The employee must click on the Save button to save any changes made to the preferences/work schedule. Once the preferences have been saved, a message will appear to notify the employee that the changes will take affect beginning with the next time sheet.

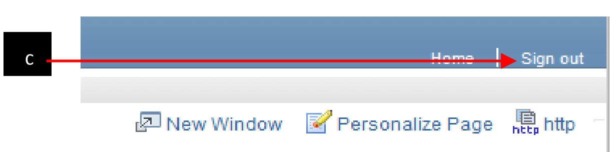


3. After saving the changes, the employee may exit the page by clicking on the X on the tab in the browser. This will take the employee back to the position listing page.

4. The employee may: (a) repeat steps 4-5 in the prior section for accessing another duty day position and steps 1-2 above to set new preferences; (b) click on the Return button to revisit the Time Sheet WorkCenter; or (c) click on the Sign Out link in the upper right corner of the page to exit the electronic time sheet.







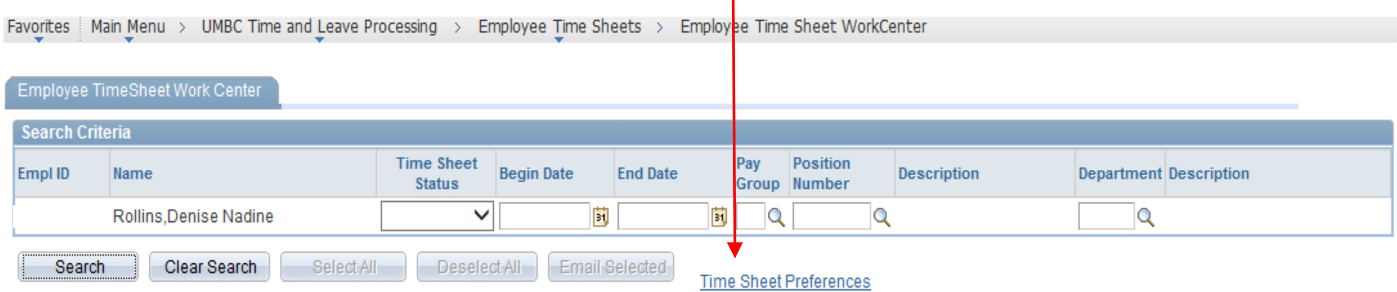
Preference Page for Time In/Time Out Employees

Time In/Time Out Employees: Nonexempt and Student Employees

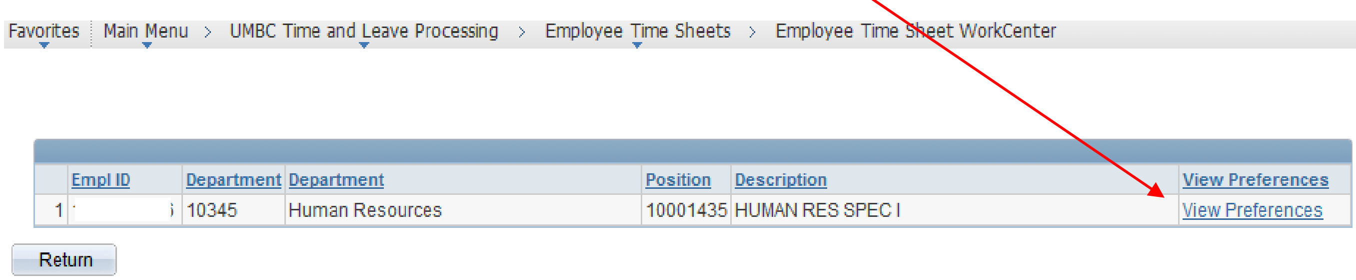
Employees on a Time In/Time Out reporting schedule are expected to account for each hour of their daily work schedule. Therefore, these employees are required to report Time In and Time Out on timekeeping records. To access the preference page within the electronic time sheet component, follow the steps below.

NOTE: Please disable your browser's Pop-Up Blocker as this will prevent the Preference Page from opening.

1. Log into myUMBC.
2. Within the Profile area of the employee account, there is a Personal section. Click on the Employee Time Sheets link.
3. The system will direct the employee into Employee Time Sheet WorkCenter. Once in the WorkCenter, click on the Time Sheet Preferences link.



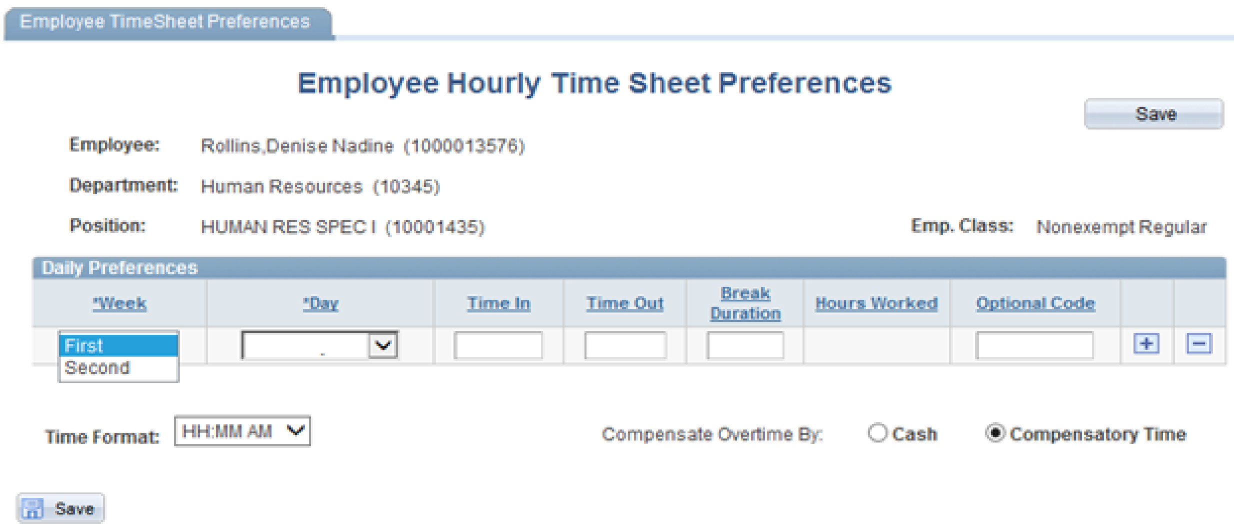
4. The Time Sheet Preferences link will forward the employee to the preferences component. The component will display a list of all active positions, excluding Student positions*, which an employee has. The page displays the employee's Empl ID, Department ID, Department name, Position Number, Job Title (position description), and a link to View Preferences. The employee may click on the View Preferences link to access the preference page for the correlating position.



******Due to the lack of stability in a student employee's work schedule, student employees are not authorized to establish a preference page for any student position.*

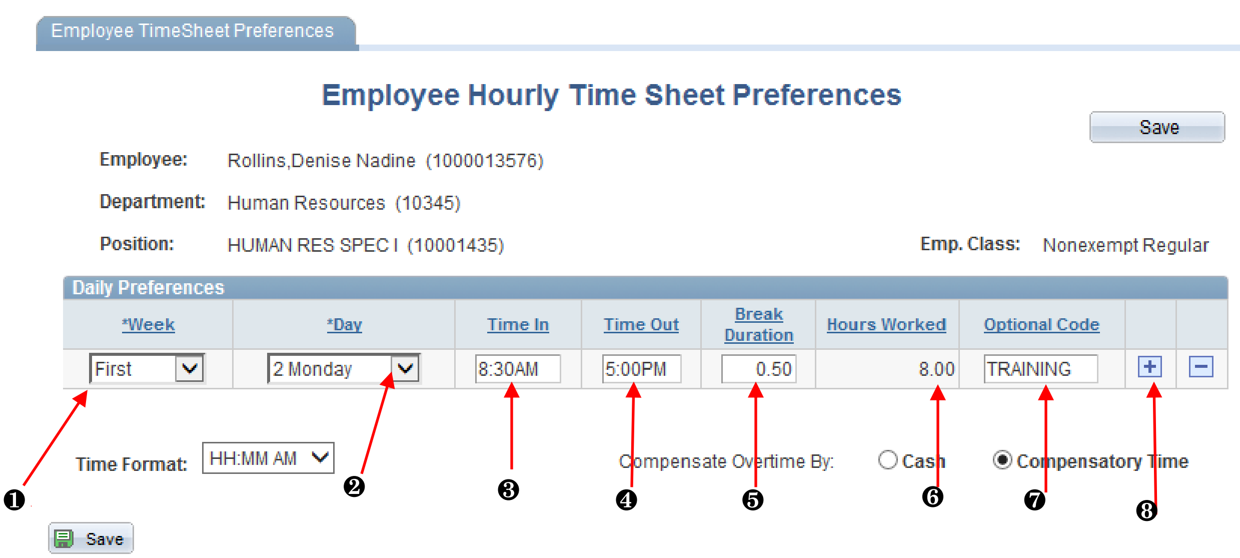
5. A new window that displays the preference settings will open. The preference page shows the employee's name with empl id; department name and id; position name and code as well as the employee's classification.

   Below the employee information is a grid presenting fields for a work schedule: the Week (first and second week of the pay period); Day of the week; Time In; Time Out; Break Duration; and Optional Code. Following the grid are two field indicators: Time Format and Compensate Overtime. The employee is now ready to begin the setup process for time sheet preferences.



Setting Up Time In/Time Out Preferences

Unlike a duty day preference page, there are no default settings for a time in/time out preference page. Therefore, the employee will need to set up the work schedule from a blank page.



1. Click on the drop down box under Week and select First. This represents the first week of the pay period.

2. Click on the drop down box under "Day" and select the first workday of Week 1.

3. In the Time In field, enter the start time for the workday. The system defaults to AM, so specify PM where necessary.

4. In the Time Out field, enter the end time for the workday. Again, the system defaults to AM, so specify PM where necessary.

5. In the Break Duration field, enter the **unpaid** break hours (must be in decimal format—ie. 30 minutes = 0.50). This would be equivalent to the employee's unpaid lunch break (nonexempt employees should **not** include the two paid 15-minute breaks).

6. Based on the data entered in the time in, time out and break fields (steps 3, 4 and 5 above), the Hours Worked field will automatically populate the hours for the day.

7. The Optional Code field is used to indicate a code or phrase specific to the schedule for a particular day (ie. TRAINING) and is limited to 8 characters. The Optional Code field is a code that is meaningful to the employee and department and not meaningful to the electronic time sheet program.
8. Click the + button to add a new row to record the next workday and proceed with steps 1 through 7 above. When setting up the schedule for Week 2, remember to select Second in the Week field, then proceed with the remaining steps.

   The + and - buttons at the end of each row gives the employee the ability to add or delete a row when creating, modifying or correcting a schedule.

9. The Time Format field at the bottom of the page allows the employee to set the preference of entering time in and time out in hours/minutes format or in 24-hour time format.

10. Employees who are required to account hour-for-hour for each workday (time in/time out) are eligible for overtime for hours in excess of 40. Nonexempt Regular and Contingent II employees may be compensated via Cash Overtime or Compensatory Time. An employee may select which option of compensation they prefer by clicking on the corresponding radio button for 'Compensate Overtime By:' field.

Employee TimeSheet Preferences

Employee Hourly Time Sheet Preferences

Save

Employee: Rollins,Denise Nadine ( )

Department: Human Resources (10345)

Position: HUMAN RES SPEC I (10001435) **Emp. Class:** Nonexempt Regular

Daily Preferences

*Week	*Day	Time In	Time Out	Break Duration	Hours Worked	Optional Code
First	2 Monday	8:30AM	5:00PM	0.50	8.00	TRAINING
First	3 Tuesday	8:30AM	5:00PM	0.50	8.00	
First	4 Wednesday	8:30AM	5:00PM	0.50	8.00	
First	5 Thursday	8:30AM	5:00PM	0.50	8.00	
First	6 Friday	8:30AM	5:00PM	0.50	8.00	
Second	2 Monday	8:30AM	5:00PM	0.50	8.00	TRAINING
Second	3 Tuesday	8:30AM	5:00PM	0.50	8.00	
Second	4 Wednesday	8:30AM	5:00PM	0.50	8.00	
Second	5 Thursday	8:30AM	5:00PM	0.50	8.00	
Second	6 Friday	8:30AM	5:00PM	0.50	8.00	

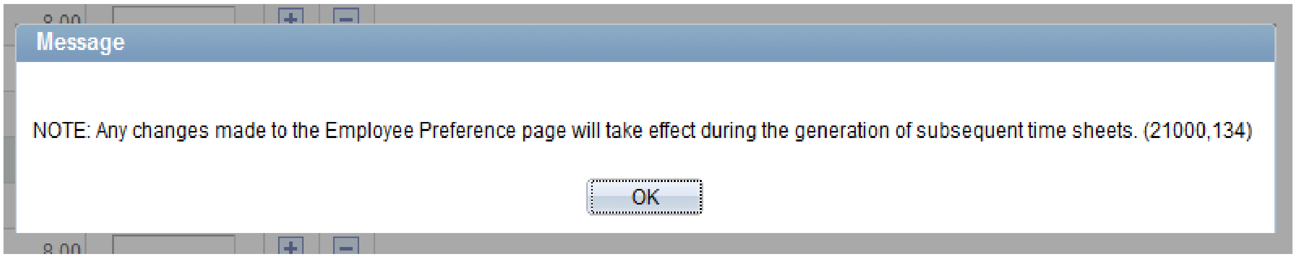
Time Format: HH:MM AM ❾

10 Compensate Overtime By: ○ Cash ◉ Compensatory Time

11 Save

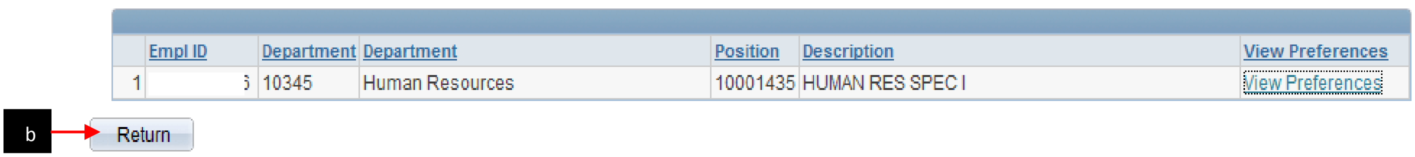
Nonexempt Contingent I and Student employees are not eligible for Compensatory Time; therefore, they will not have the option to select Compensatory Time.

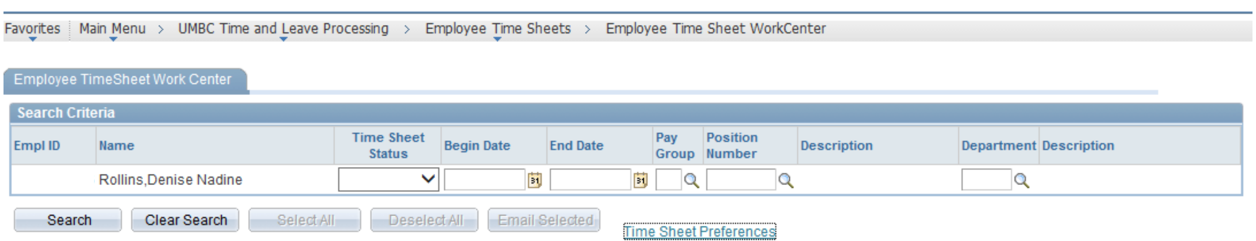
11. The employee must click on the Save button to save any the preferences. Once the preferences have been saved, a message will appear to notify the employee that the changes will take affect beginning with the next time sheet.

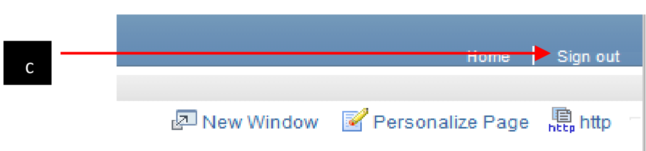


After saving the changes, the employee may exit the page by clicking on the X on the tab in the browser. This will take the employee back to the position listing page.

The employee may: (a) repeat steps 4-5 in the prior section for accessing another time in/time out position and steps 1-11 above to set new preferences; (b) click on the Return button to revisit the Time Sheet WorkCenter; or (c) click on the Sign Out link in the upper right corner of the page to exit the electronic time sheet.







Email Notification for Time Sheet Availability

On the first day of each pay period, employees receive an email notification indicating the availability of the time sheet for the pay period. Below is a sample notification that an employee receives. The employee may access the time sheet by clicking on the active link within the notification or by logging into his/her myUMBC account.

Electronic Time Sheets for Pay Period 2015012 (Ending 12/13/14) Are Now Available

1 message

UMBC-ETS@umbc.edu <UMBC-ETS@umbc.edu> Fri, Nov 28, 2014 at 4:00 PM
To: HX87169@umbc.edu

Your time sheet for pay period 2015012 (11/30/14 thru 12/13/14) is now available and will be due to your supervisor for review and approval immediately following the close of the pay period. Failure to submit your time sheet may result in not being paid and/or inaccurate leave processing. All employees may access the time sheet menu by using the following navigation (Faculty employees may also access time sheets within the Faculty Center of the myUMBC account):

1. Log into your myUMBC account.
2. Click on the profile link under your name.
3. There will be a Personal section. Within the Personal section, click on the link for 'Employee Time Sheets' (Clicking on the star next to the link will add the link as a Favorite).
4. Once the link for 'Employee Time Sheets' has been clicked, you will be forwarded to the electronic time sheet menu.

- Or -

To access electronic time sheets click: http://my.umbc.edu/go/timesheets

For instructions and more information on setting up a Preference Page as well as retrieving, completing and submitting electronic time sheets, please visit the Electronic Time Sheet Workgroup website and review the instruction documents in the Documents section of the site. Employees are encouraged to join the Electronic Time Sheet Workgroup to keep abreast of current information and training resources.

To access the Electronic Workgroup site, use the following navigation:
1. Click on the 'Group' header within myUMBC.
2. Click on 'Browse/Search Groups'.
3. In the search box for Find a Group, type Electronic Time Sheet.
4. The link for the work group will appear. Click on the link and you will be forwarded to the work group.
5. Click on the Documents tab to access the instruction guides.

If you encounter any issues in accessing, completing and/or submitting your time sheet, please submit a RT ticket to the HR queue so it may be reviewed and addressed.

*** Automated Email, Do Not Reply ***

Selecting, Completing and Submitting a Duty Day Time sheet

Exempt Regular, Exempt Contingent I, Contingent II and Regular Faculty

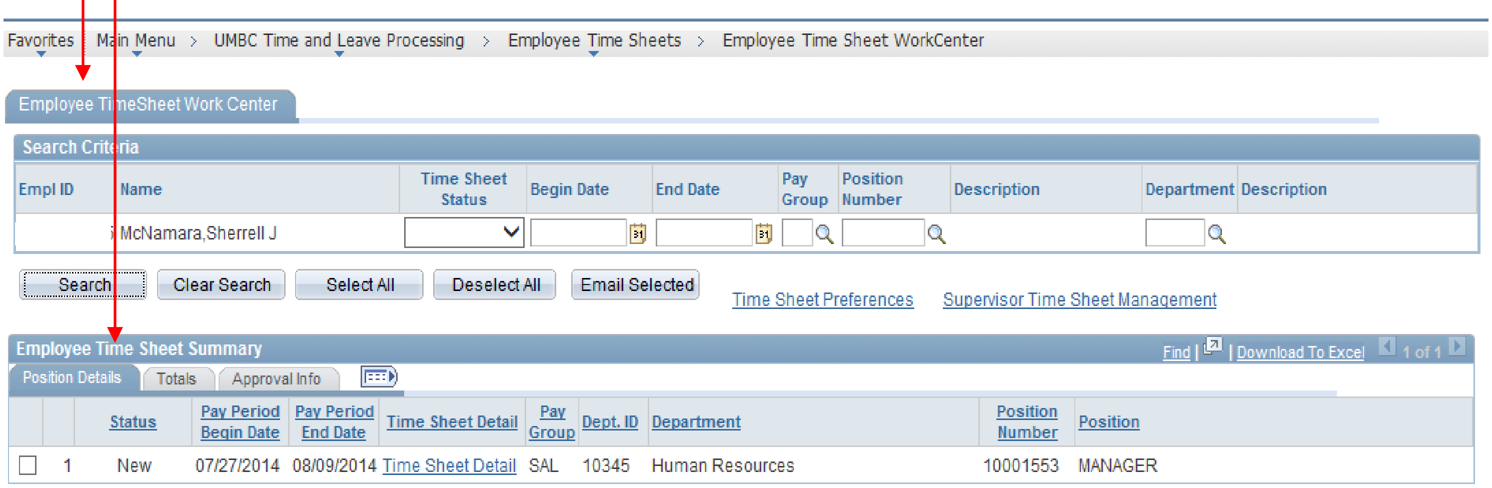
Employees on a duty day schedule are expected to work the necessary hours to complete assignments on a schedule that satisfies the requirements of the job. The verification that employees have performed the required work is shown by the designation of "Duty Day" on the time sheet. Employees who fit into this category are: *Exempt Regular, Exempt Contingent I, Exempt Contingent II, Faculty and Graduate Assistants*.

1. After logging into myUMBC and clicking on the Employee Time Sheet link, the employee will be forwarded to the Employee Time Sheet WorkCenter. The WorkCenter is designed as a centralized page where an employee may access various time sheet information and is divided into two sections: (1) Search Criteria; and (2) Employee Time Sheet Summary.

    a. The Search Criteria is used to locate a time sheet based on specific data elements such as time sheet status, begin and end date, pay group, position number and/or department id number.

    b. The Employee Time Sheet Summary section displays the results from the Search Criteria and/or any time sheet in a New or Rejected status.

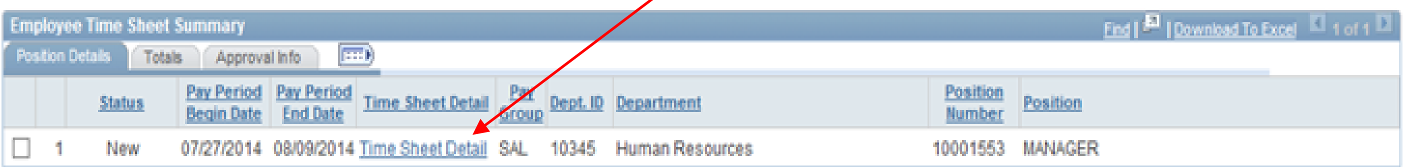
    The Employee Time Sheet Summary section is comprised of 3 tabs: Position Details, Totals and Approval Info. Refer to the Employee Time Sheet Summary in the Addedum section of this manual for more detailed information relating to these tabs.



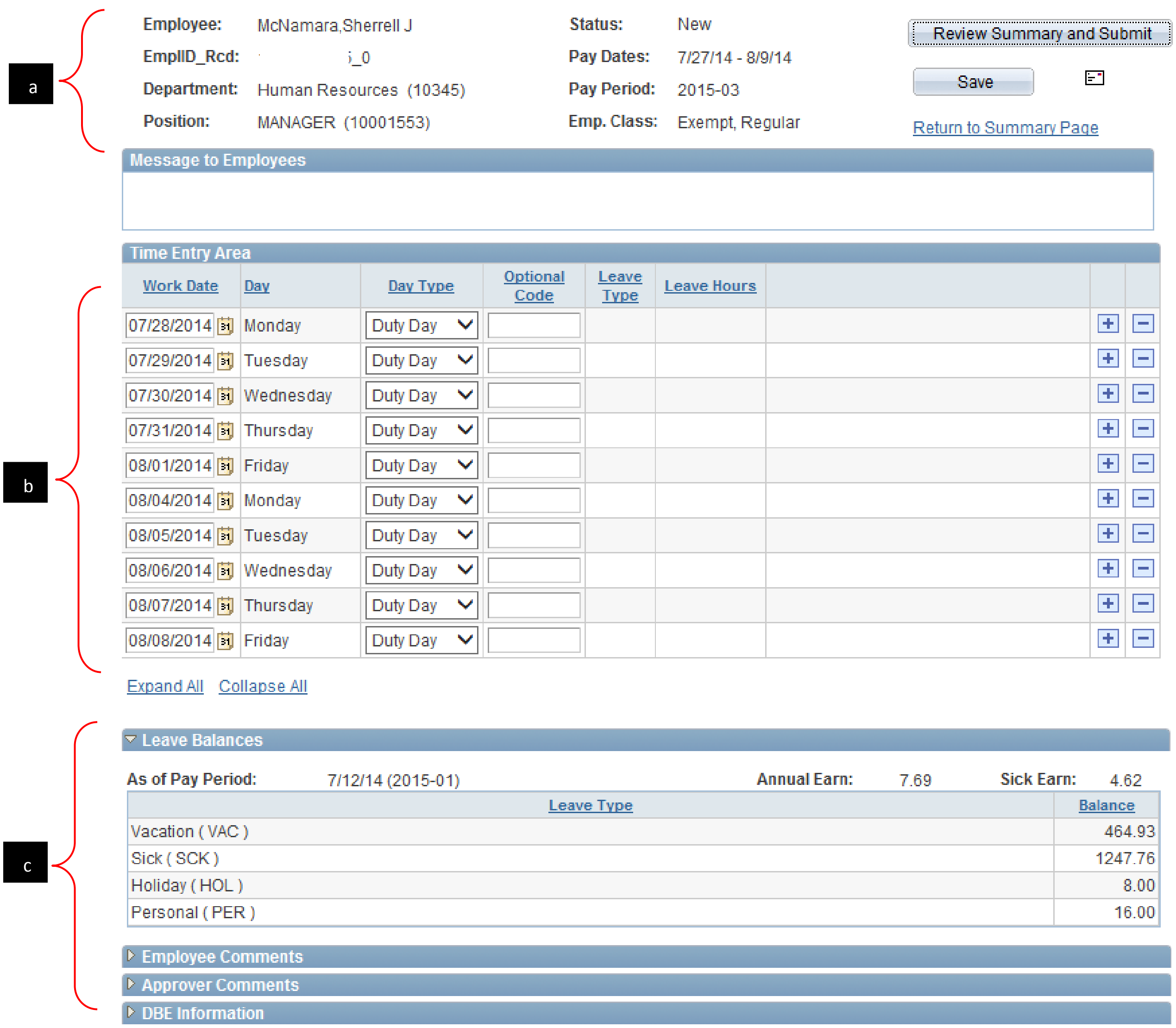
2. If the employee is accessing the electronic time sheet for the first time or if the employee only has one new time sheet available, then the current time sheet will appear. If the employee has multiple time sheets in a New, Rejected or an On-Demand status, each will appear in the Employee Time Sheet Summary section in date order (oldest to newest). The employee will be required to take action on the older and/or rejected time sheets. Current

time sheets may not be modified if outstanding prior time sheets have not been submitted. To access time sheets in a status other than New or Rejected, refer to Archived Time Sheets section in the Addendum section of this manual.

3. To access the current time sheet, click on the Time Sheet Detail link in the Employee Time Sheet Summary section.



4. The time sheet will display.



a. The top section of the time sheet shows the following:

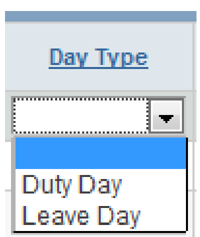
- Employee's Name

- Employee's Empl ID and rcd #
- Department (with department id)
- Position (name and id)
- Time sheet Status
- Pay Dates (pay period begin and end dates—not to be confused with paycheck dates)
- Pay Period # (associated with the pay period dates)
- Employee Classification (Exempt Regular, Exempt Contingent I, Exempt Contingent II and Regular Faculty)
- Review Summary and Submit
- Save
- Email Icon (Clicking on the icon will email the time sheet to the employee)
- Return to Summary link (returns the employee to the WorkCenter page)
- Message to Employees (Messages submitted by HR for informational purposes)

b. The middle section of the time sheet reflects the timekeeping information. Duty Day employees will see the default schedule of Monday through Friday populated with "Duty Day" unless the employee has previously set up and saved a preference page for that specific position (please refer to the instructions for "Preference Page for Duty Day Employees"). If no preference page had been established and saved, the employee will need to update the time sheet each cycle with his/her work schedule.

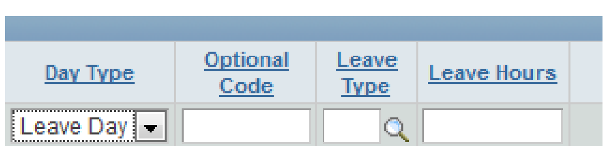
An employee may click on the "-"button to remove a row; click on the "+" button to add a blank row; or override the existing data with the correct data.

When indicating the "Day Type", there are **2** options:



- ***Duty Day*** (represents the employee satisfied the working requirements for the day); and

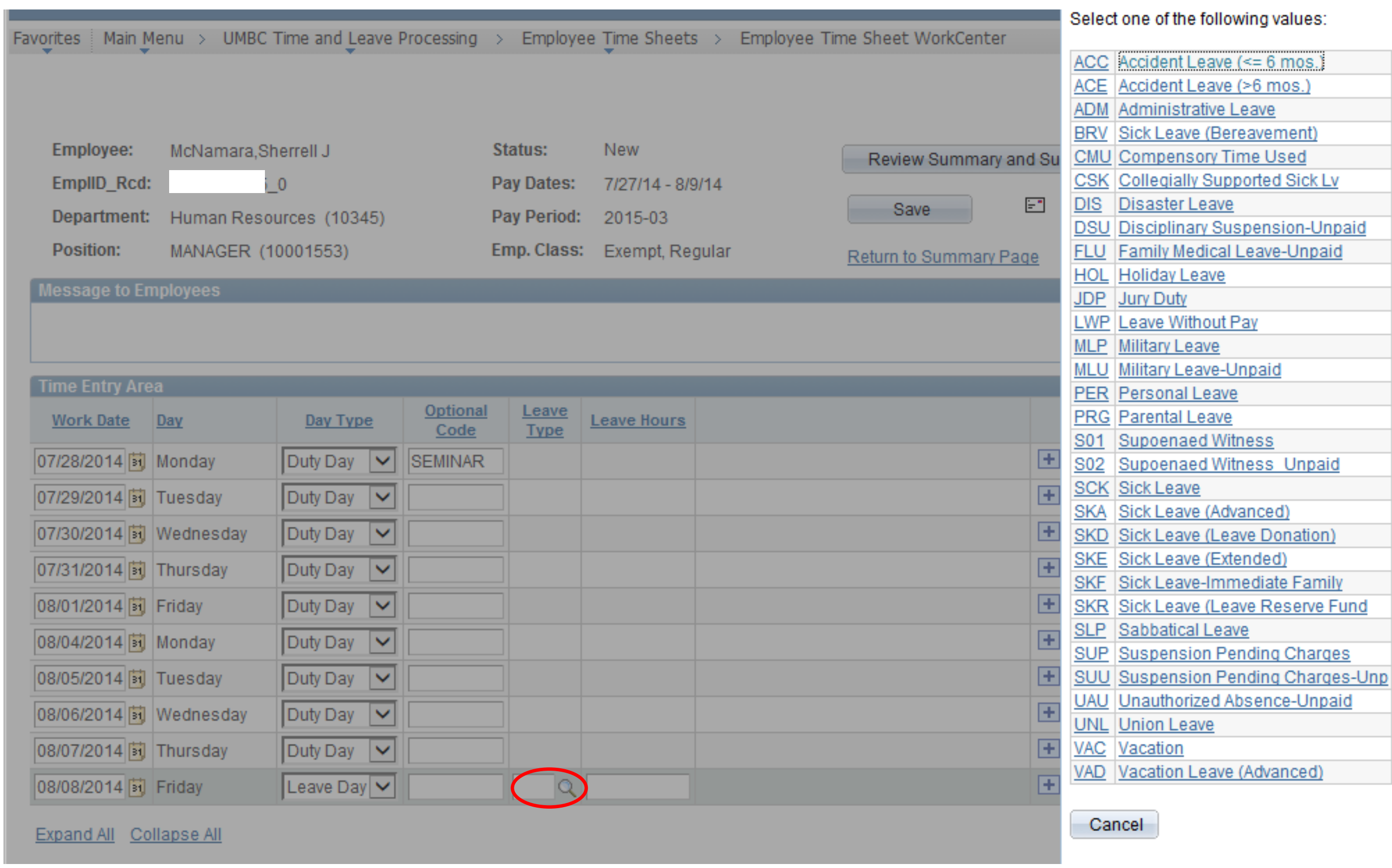
- ***Leave Day*** (this will open the Leave Type field where the employee would record leave usage).



Optional Code is where an employee may indicate a code or identifier to record specific information relating to the day. Example: An employee may have worked on a specific grant for the day and want to record the grant name or number in the optional code field for reference. An employee may have worked an event on campus and want to specify the event name in the optional code field.

The Optional Code field is limited to 8 characters and the information entered in this field is meaningful to the employee and department and not to the time sheet program.

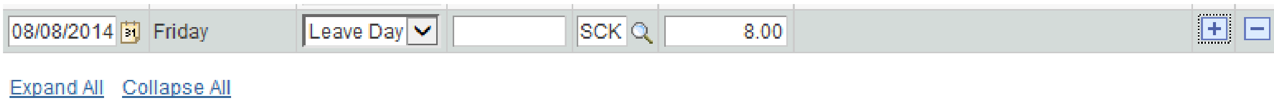
Leave Type is used to record leave exceptions, such as but not limited to, Sick Leave, Jury Duty, Collegially Supported Sick Leave, Leave without Pay, etc. Click on the magnifying glass to see the available leave options.



Exempt Regular, Exempt Contingent II and Regular Faculty employees are leave eligible employees. Exempt Contingent I and Faculty Contractual employees do not receive leave benefits and are not eligible to record leave usage.

Leave Hours is used to report the hours associated with the Leave Type.

Hours must be recorded in hour/decimal format (ie. 8 hours is recorded as 8.00 and 4 hours and 15 minutes would be recorded as 4.25).



c. The bottom portion of the time sheet consists of **4** sections:

- ***Leave Balances*** - Specifies leave balance information as of a specific pay period. The employee's Vacation (annual) and Sick leave accrual earnings are displayed as well as balances for Vacation (annual), Sick, Holiday and Personal leaves. If the employee has balances for other leave types. For example: The leave and balance information for leave plans such as Advanced Sick Leave, Parental Leave, Extended Sick Leave, etc. will appear only if the employee has a balance to display; otherwise, only Vacation (annual), Sick, Holiday and Personal leave information will appear (even if the balance is 0.00).

  Exempt Regular, Exempt Contingent II and Regular Faculty employees are leave eligible employees and will see leave balance information. Exempt Contingent I and Faculty Contractual employees do not receive leave benefits and will not see leave balance information on their time sheets.

Leave Balances

As of Pay Period: 7/12/14 (2015-01) **Annual Earn:** 7.69 **Sick Earn:** 4.62

Leave Type	Balance
Vacation (VAC)	464.93
Sick (SCK)	1247.76
Holiday (HOL)	8.00
Personal (PER)	16.00

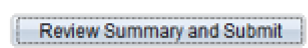
- ***Employee Comments*** - This section is used only by the employee to document important notations or remarks. Only the employee has editable access to this section. The Supervisor and Payroll Preparer may only view the information stored.

- ***Approver Comments*** - This section is used only by the Supervisor or individual approving the time sheet. This field is read-only to the employee.

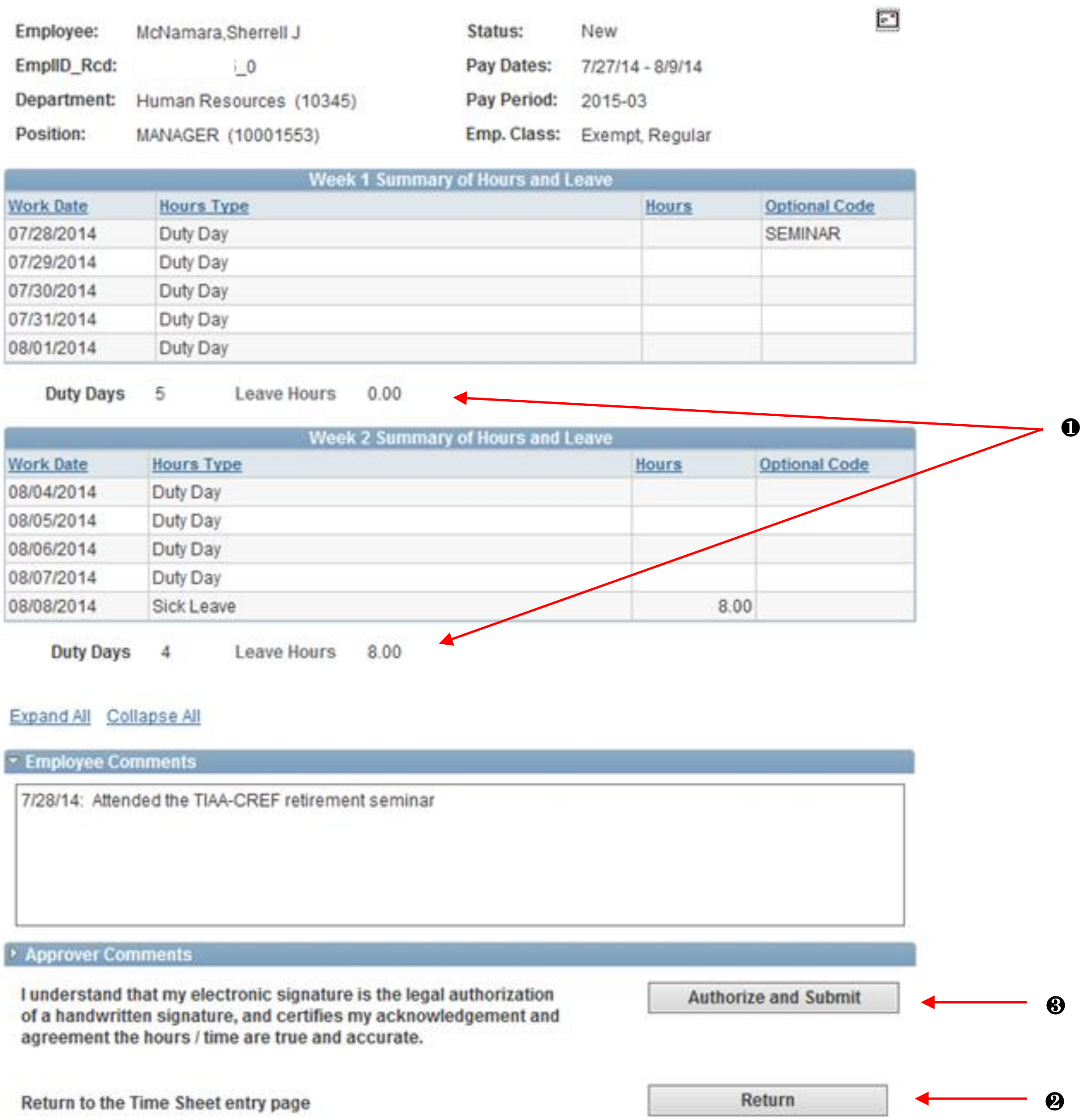
- ***DBE Information*** - Provides funding source information for the employee's position (HR Account Code, HR Account Description, Account Number, Department ID, Department Name, Fund Code, Program Code, Project/Grant, and Percentage).

5. As the employee completes the time sheet on a daily basis, click "Save" to store the data.

6. Once the time sheet has been completed by the employee and is ready for submission, click on the "Review Summary and Submit" button. This will forward the employee to a Summary Page for a final review before submission.



Summary Page



Employee:	McNamara,Sherrell J	Status:	New
EmplID_Rcd:	_0	Pay Dates:	7/27/14 - 8/9/14
Department:	Human Resources (10345)	Pay Period:	2015-03
Position:	MANAGER (10001553)	Emp. Class:	Exempt, Regular

Week 1 Summary of Hours and Leave

Work Date	Hours Type	Hours	Optional Code
07/28/2014	Duty Day		SEMINAR
07/29/2014	Duty Day		
07/30/2014	Duty Day		
07/31/2014	Duty Day		
08/01/2014	Duty Day		

Duty Days 5 Leave Hours 0.00

Week 2 Summary of Hours and Leave

Work Date	Hours Type	Hours	Optional Code
08/04/2014	Duty Day		
08/05/2014	Duty Day		
08/06/2014	Duty Day		
08/07/2014	Duty Day		
08/08/2014	Sick Leave	8.00	

Duty Days 4 Leave Hours 8.00

Expand All Collapse All

Employee Comments

7/28/14: Attended the TIAA-CREF retirement seminar

Approver Comments

I understand that my electronic signature is the legal authorization of a handwritten signature, and certifies my acknowledgement and agreement the hours / time are true and accurate. Authorize and Submit ❸

Return to the Time Sheet entry page Return ❷

❶

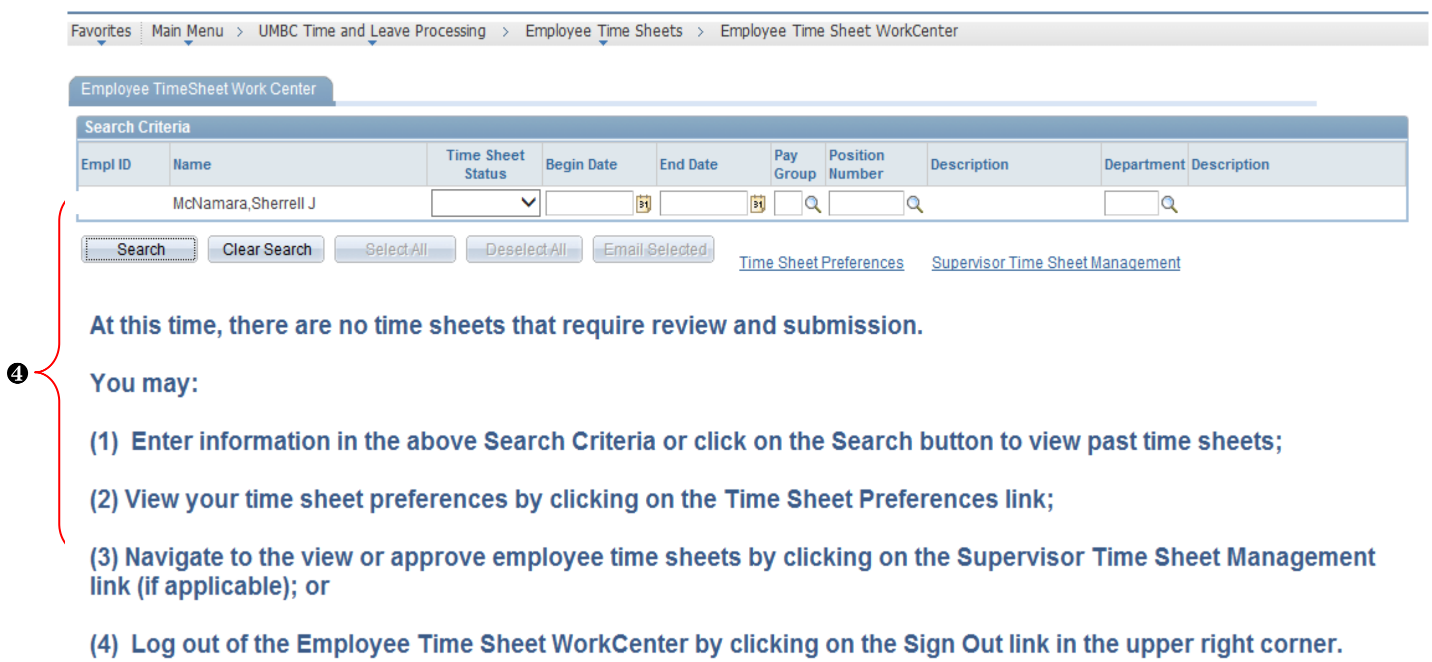
1. The Summary Page reports a breakdown, by week, of the information reported on the time sheet. Each week will summarize the number of Duty Days reported as well as the number of leave hours used.

2. If the employee is not satisfied with the data reflected on the Summary Page and wants to edit the time sheet, click on the “Return” button to return to the time sheet details page to make revisions and/or corrections. Once updates have been made, click on “Review Summary and Submit” button on the detail page (step #6 in the previous section).

3. If the employee is satisfied with the data reported on the Summary Page, click Authorize and Submit to submit the time sheet for supervisory approval. Once the Authorize and Submit button has been clicked, a submission message indicating the time sheet has been submitted for review and approval will appear.

Upon submission, the time sheet status is changed from New to Submitted. The time sheet is no longer editable by the employee but is available for review and approval by the supervisor. (Note: If a supervisor rejects an employee's time sheet, the time sheet will change to Rejected and the employee will receive an email notification for review and action.) The employee may click on the Return button at the bottom of the message to return to the WorkCenter screen.

4. The WorkCenter page will indicate if there are other time sheets that require review and submission or specify functions the employee may perform from the WorkCenter.



Selecting, Completing and Submitting a Time In/Time Out Time sheet

Nonexempt Regular, Nonexempt Contingent I,

Nonexempt Contingent II and Student Employees

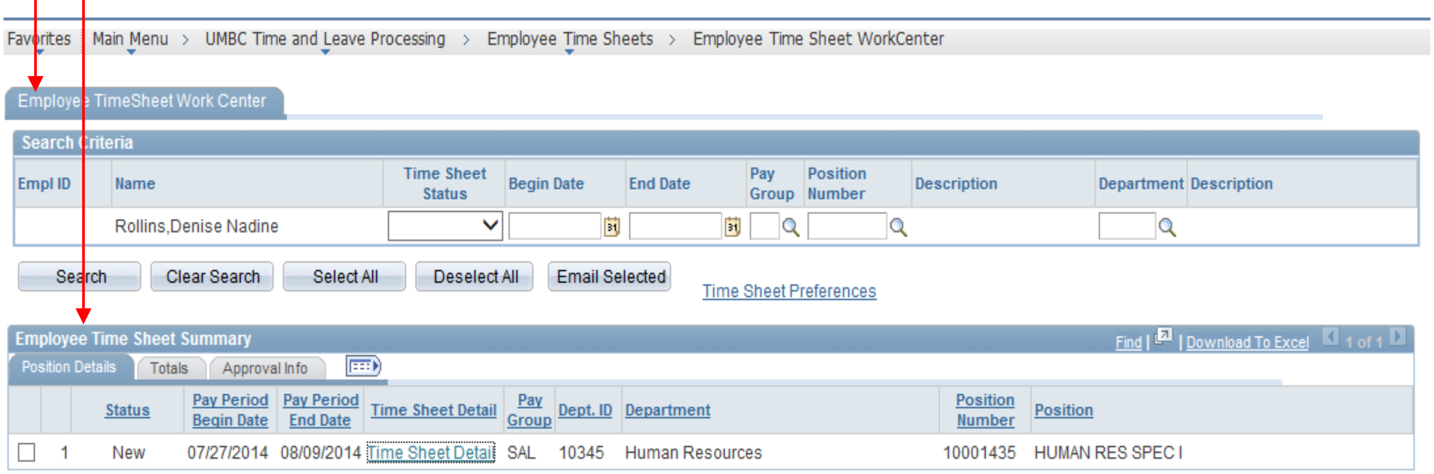
Employees on a Time In/Time Out schedule are expected to work a set schedule. The verification employees have performed the required work is shown by the "Time In" and "Time Out" fields on the time record. Employees who fit into this category are: Non*exempt Regular, Nonexempt Contingent I, Nonexempt Contingent II and Student employees*.

1. After logging into myUMBC and clicking on the employee time sheet link, the employee will be forwarded to the Employee Time Sheet WorkCenter. The WorkCenter is designed as a centralized page where an employee may access various time sheet information and is divided into two sections: (1) Search Criteria; and (2) Employee Time Sheet Summary.

   a. The Search Criteria is used to locate a time sheet based on specific data elements such as time sheet status, begin and end date, pay group, position number and/or department id number.

   b. The Employee Time Sheet Summary section displays the results from the Search Criteria and/or any time sheet in a New or Rejected status.

   The Employee Time Sheet Summary section is comprised of 3 tabs: Position Details, Totals and Approval Info. Refer to the Employee Time Sheet Summary of the Addendum section in this manual for more detailed information relating to these tabs.



2. If the employee is accessing the electronic time sheet for the first time or if the employee only has one new time sheet available, then the current time sheet will appear. If the employee has multiple time sheets in a New, Rejected or an On-Demand status, each will appear in the Employee Time Sheet Summary section in date order (oldest to newest). The employee will be required to take action on the older and/or rejected time sheets. Current

time sheets may not be modified if outstanding prior time sheets have not been submitted. To access time sheets in a status other than New or Rejected, please refer to the Addendum section of this manual.

3. To access the current time sheet, click on the Time Sheet Detail link in the Employee Time Sheet Summary section.

4. The time sheet will display.

a. The top section of the time sheet shows the following:

- Employee’s Name
- Employee’s Empl ID and rcd #
- Department (with department id)
- Position (name and id)
- Time sheet Status
- Pay Dates (pay period begin and end dates—not to be confused with paycheck dates)
- Pay Period # (associated with the pay period dates)
- Employee Classification (Exempt Regular, Exempt Contingent I, Exempt Contingent II and Regular Faculty)
- Review Summary and Submit
- Save
- Email Icon (Clicking on the icon will email the time sheet to the employee)

- Return to Summary link (returns the employee to the WorkCenter page)
- Message to Employees (Messages submitted by HR for informational purposes)

b. The middle section of the time sheet reflects the timekeeping information. Time In/Time Out will have a blank row unless the employee has previously set up and saved a preference page for that specific position (please refer to the instructions for "Preference Page for Time In/Time Out Employees"). If no preference page had been established and saved, the employee will need to update the time sheet each cycle with his/her work schedule.

An employee may click on the "-"button to remove the row; click on the "+" button to add a blank row; or override the existing data with the correct data. The employee may begin the setup process by populating the following fields:

- **Enter the Work Date** –This would be the first date of the First work week.

- **Enter the Time In** – This is the time the employee started the work day.

- **Enter the Time Out** – This is the time the employee completed the work day.

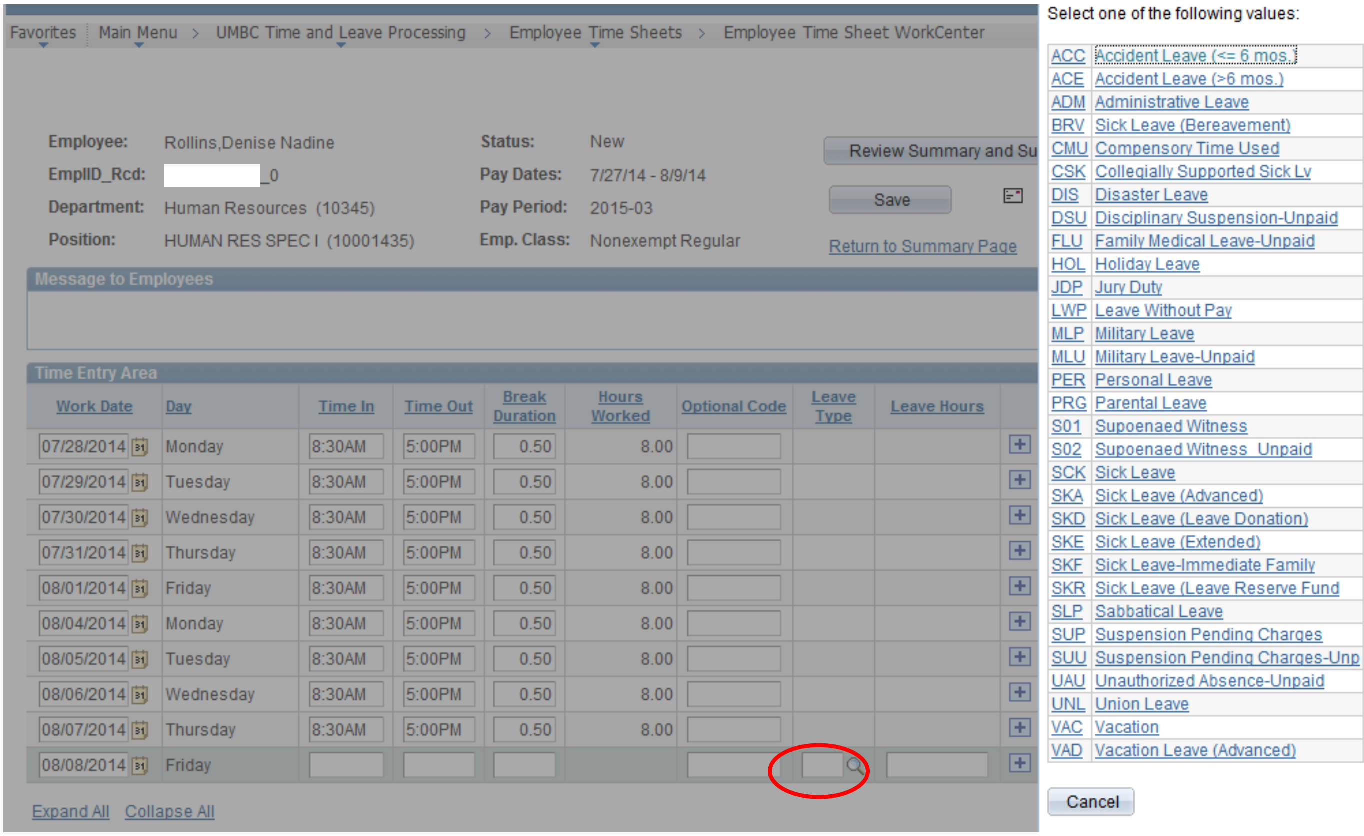
- **Enter Break Duration** – Enter the unpaid break hours (must be in decimal format – i.e. 30 minutes = 0.50). This would be equivalent to the employee's unpaid lunch break (nonexempt employees should not include the two paid fifteen minute breaks).

- **Optional Code** is where an employee may indicate a code or identifier to record specific information relating to the day. Example: An employee may have worked on a specific grant for the day and want to record the grant name or number in the optional code field for reference. An employee may have worked an event on campus and want to specify the event name in the optional code field.

  The Optional Code field is limited to 8 characters and the information entered in this field is meaningful to the employee and department and not to the time sheet program.

- When no Time In and Time Out has been recorded, the **Leave Type** field automatically opens for entry. Leave Type is used to record leave exceptions, such as but not limited to, Sick Leave, Jury Duty, Personal Leave, Leave Without Pay, etc. Click on the magnifying glass to see the available leave options.

Nonexempt Regular, and Nonexempt Contingent II employees are leave eligible employees and will see leave type codes. Nonexempt Contingent I and student employees do not receive leave benefits and will not see leave type codes.

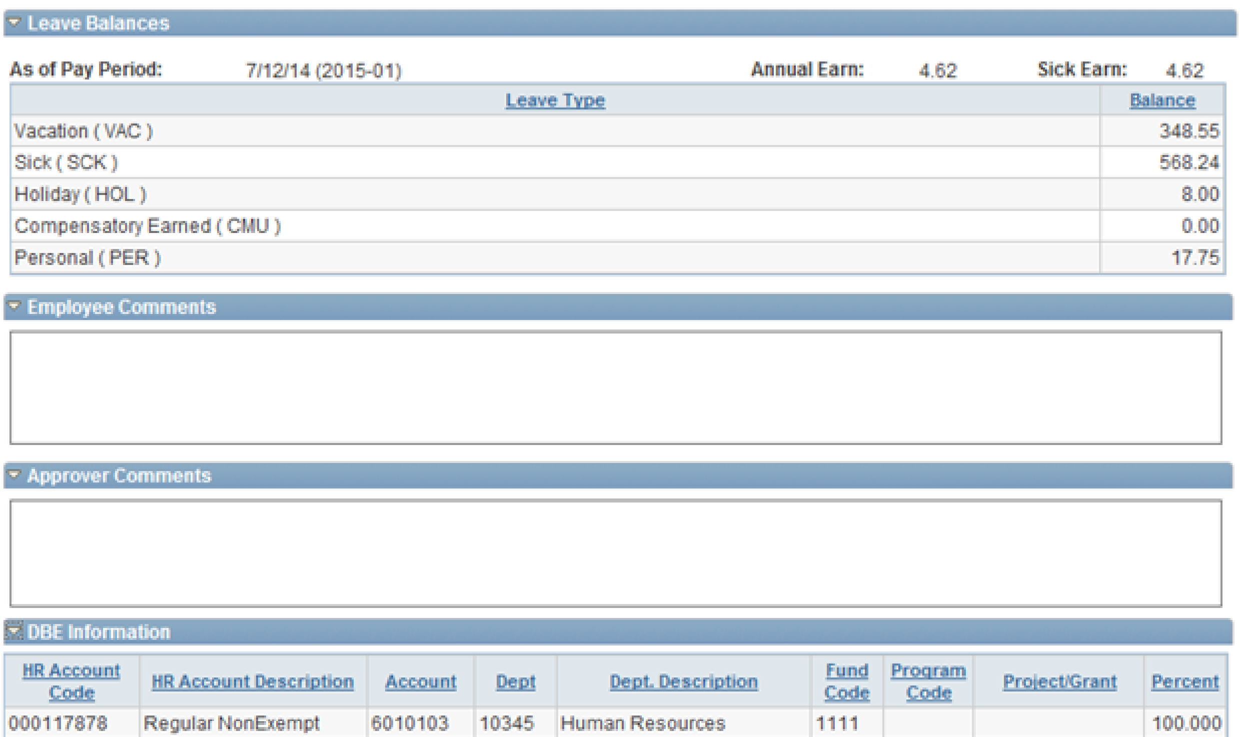


- **Leave Hours** is used to report the hours associated with the Leave Type. *Hours must be recorded in hour/decimal format (ie. 8 hours is recorded as 8.00 and 4 hours and 15 minutes would be recorded as 4.25)*

c. The bottom portion of the time sheet consists of **4** sections:

- ***Leave Balances*** - Specifies leave balance information as of a specific pay period. The employee's Vacation (annual) and Sick leave accrual earnings are displayed as well as balances for Vacation (annual), Sick, Holiday and Personal leaves. If the employee has balances for other leave types. For example: The leave and balance information for leave plans such as Advanced Sick Leave, Parental Leave, Extended Sick Leave, etc. will appear only if the employee has a balance to display; otherwise, only Vacation (annual), Sick, Holiday and Personal leave information will appear (even if the balance is 0.00).

  Nonexempt Regular and Nonexempt Contingent II employees are leave eligible employees and will see leave balance information. Nonexempt Contingent I and student employees do not receive leave benefits and will not see leave balance information on their time sheets.



Leave Balances

As of Pay Period: 7/12/14 (2015-01) Annual Earn: 4.62 Sick Earn: 4.62

Leave Type	Balance
Vacation (VAC)	348.55
Sick (SCK)	568.24
Holiday (HOL)	8.00
Compensatory Earned (CMU)	0.00
Personal (PER)	17.75

Employee Comments

Approver Comments

DBE Information

HR Account Code	HR Account Description	Account	Dept	Dept. Description	Fund Code	Program Code	Project/Grant	Percent
000117878	Regular NonExempt	6010103	10345	Human Resources	1111			100.000

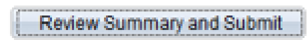
- ***Employee Comments*** - This section is used only by the employee to document important notations or remarks. Only the employee has editable access to this section. The Supervisor and Payroll Preparer may only view the information stored.

- ***Approver Comments*** - This section is used only by the Supervisor or individual approving the time sheet. This field is read-only to the employee.

- ***DBE Information*** - Provides funding source information for the employee's position (HR Account Code, HR Account Description, Account Number, Department ID, Department Name, Fund Code, Program Code, Project/Grant, and Percentage).

5. As the employee completes the time sheet on a daily basis, click "Save" to store the data.

6. Once the time sheet has been completed by the employee and is ready for submission, click on the "Review Summary and Submit" button. This will forward the employee to a Summary Page for a final review before submission.



Summary Page

Employee:	Rollins,Denise Nadine	**Status:**	New
EmplID_Rcd:	_0	**Pay Dates:**	7/27/14 - 8/9/14
Department:	Human Resources (10345)	**Pay Period:**	2015-03
Position:	HUMAN RES SPEC I (10001435)	**Emp. Class:**	Nonexempt Regular

Week 1 Summary of Hours and Leave

Work Date	Hours Type	Hours	Optional Code
07/28/2014	Regular	8.00	
07/29/2014	Regular	8.00	
07/30/2014	Regular	8.00	
07/31/2014	Regular	8.00	
08/01/2014	Regular	8.00	

Hours Worked 40.00 Leave Hours 0.00 **Total Hours** 40.00 ❶

Week 2 Summary of Hours and Leave

Work Date	Hours Type	Hours	Optional Code
08/04/2014	Regular	8.00	
08/05/2014	Regular	8.00	
08/06/2014	Regular	8.00	
08/07/2014	Regular	8.00	
08/08/2014	Vacation	8.00	

Hours Worked 32.00 Leave Hours 8.00 **Total Hours** 40.00

Expand All Collapse All

Employee Comments

Approver Comments

I understand that my electronic signature is the legal authorization of a handwritten signature, and certifies my acknowledgement and agreement the hours / time are true and accurate.

Authorize and Submit ❸

Return to the Time Sheet entry page

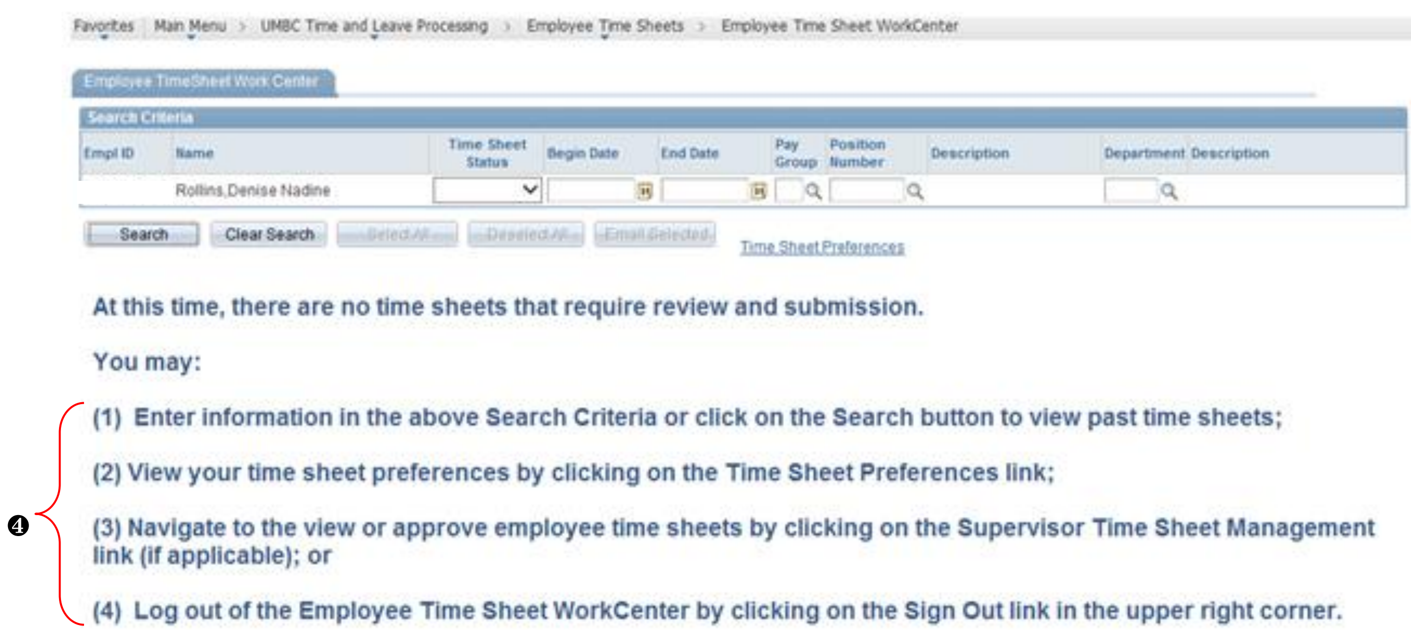
Return ❷

1. The Summary Page reports a breakdown, by week, of the information reported on the time sheet. Each week will summarize the number of hours worked as well as the number of leave hours used. If the employee has unpaid hours within the week, the summary will include a total of 'Unpaid Hours'.

2. If the employee is not satisfied with the data reflected on the Summary Page and wants to edit the time sheet, click on the "Return" button to return to the time sheet details page to make revisions and/or corrections. Once updates have been made, click on Review Summary and Submit button on the detail page (step #6 in the previous section) return to the Summary Page to see the updated information.

3. If the employee is satisfied with the data reported on the Summary Page, click the Authorize and Submit button to submit the time sheet for supervisory approval. Once the Authorize and Submit button has been clicked, a submission message indicating the time sheet has been submitted for review and approval will appear.

Upon submission, the time sheet status is changed from New to Submitted. The time sheet is no longer editable by the employee but is available for review and approval by the supervisor. (Note: If a supervisor rejects an employee's time sheet, the time sheet will change to Rejected and the employee will receive an email notification for review and action.) The employee may click on the Return button at the bottom of the message to return to the WorkCenter screen.



4. The WorkCenter page will indicate if there are other time sheets that require review and submission or specify functions the employee may perform from the WorkCenter.

ADDENDUM: EMPLOYEE TIME SHEET WORKCENTER

I. Employee Time Sheet Summary

The Employee Time Sheet Summary section of the WorkCenter consists of 3 information tabs:

a. Position Details – Provides time sheet information as it relates to the position (time sheet status, pay period begin and end date, link for time sheet detail, pay group, department id, department name, position number and position description [name]). The Employee Time Sheet Summary section of the WorkCenter will default to show the Position Details tab. To see the information on the remaining 2 tabs, the employee will need to click on the desired tab.

(Screenshot for Duty Day details)

Employee Time Sheet Summary

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Pay Group	Dept. ID	Department	Position Number	Position
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	SAL	10345	Human Resources	10001553	MANAGER

(Screenshot for Time In/Time Out details)

Employee Time Sheet Summary

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Pay Group	Dept. ID	Department	Position Number	Position
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	SAL	10345	Human Resources	10001435	HUMAN RES SPEC I

b. Totals – Provides a summarized record of data recorded, per week, on the time sheet for a specific pay period. The summary specifies the time sheet status; pay period begin and end date; time sheet detail link; in addition the number of hours and days worked; leave hours used; unpaid leave hours recorded; and overtime hours recorded.

(Screenshot for Duty Day details)

Employee Time Sheet Summary Find | Download To Excel 1-6 of 6

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Time Worked (Week 1)	Leave Hrs (Week 1)	Total Hrs (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Time Worked (Week 2)	Leave Hrs (Week 2)	Total Hrs (Week 2)	Unpaid Hrs (Week 2)	OT Hrs (Week 2)
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	4 Days	8.00				5 Days				
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	5 Days					4 Days	8.00			
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	2 Days	24.00				4 Days	8.00			
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	5 Days					4 Days	8.00			
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	5 Days					5 Days				
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	5 Days					4 Days	8.00			

(Screenshot for Time In/Time Out details)

Employee Time Sheet Summary Find | Download To Excel 1-6 of 6

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Time Worked (Week 1)	Leave Hrs (Week 1)	Total Hrs (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Time Worked (Week 2)	Leave Hrs (Week 2)	Total Hrs (Week 2)	Unpaid Hrs (Week 2)	OT Hrs (Week 2)
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	32.00 Hrs.	8.00	40.00			40.00 Hrs.		40.00		
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	39.25 Hrs.	0.75	40.00			38.00 Hrs.	2.00	40.00		
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	40.00 Hrs.		40.00			22.75 Hrs.	17.25	40.00		
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	40.00 Hrs.		40.00			24.00 Hrs.	16.00	40.00		
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	39.50 Hrs.	0.50	40.00			40.00 Hrs.		40.00		
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	36.00 Hrs.	4.00	40.00			40.00 Hrs.		40.00		

c. Approval Info – Specifies the individual (supervisor) who approved the recorded time sheet.

(Screenshot for Duty Day details)

Employee Time Sheet Summary Find | Download To Excel 1-6 of 6

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Approval Date	Approver ID	Name
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	07/14/2014	MCNAMARA	Sherrell McNamara
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	07/01/2014	MCNAMARA	Sherrell McNamara
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	06/18/2014	MCNAMARA	Sherrell McNamara
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	06/03/2014	MCNAMARA	Sherrell McNamara
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	05/20/2014	MCNAMARA	Sherrell McNamara
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	05/05/2014	MCNAMARA	Sherrell McNamara

(Screenshot for Time In/Time Out details)

Employee Time Sheet Summary — Find | Download To Excel | 1-6 of 6

Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Approval Date	Approver ID	Name
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	07/11/2014	RSANDERS	Rochelle Sanders
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	07/01/2014	RSANDERS	Rochelle Sanders
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	06/17/2014	RSANDERS	Rochelle Sanders
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	06/02/2014	RSANDERS	Rochelle Sanders
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	05/16/2014	RSANDERS	Rochelle Sanders
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	05/06/2014	RSANDERS	Rochelle Sanders

II. Download Time Sheet Information to Excel

The information displayed on the summary tabs (Position Details, Totals or Approval Info), may be downloaded to an Excel spreadsheet. To download the data, follow the steps below:

a. The employee must be on the tab for the data he/she wants to download. Example: If the employee wants to download the Approval Info, he/she must click on the Approval Info tab must be clicked so the information is displayed on the screen.

b. If data for multiple time sheets is needed, click on the check box for each time sheet.

Employee Time Sheet Summary — Find | Download To Excel | 1-6 of 6 (c)

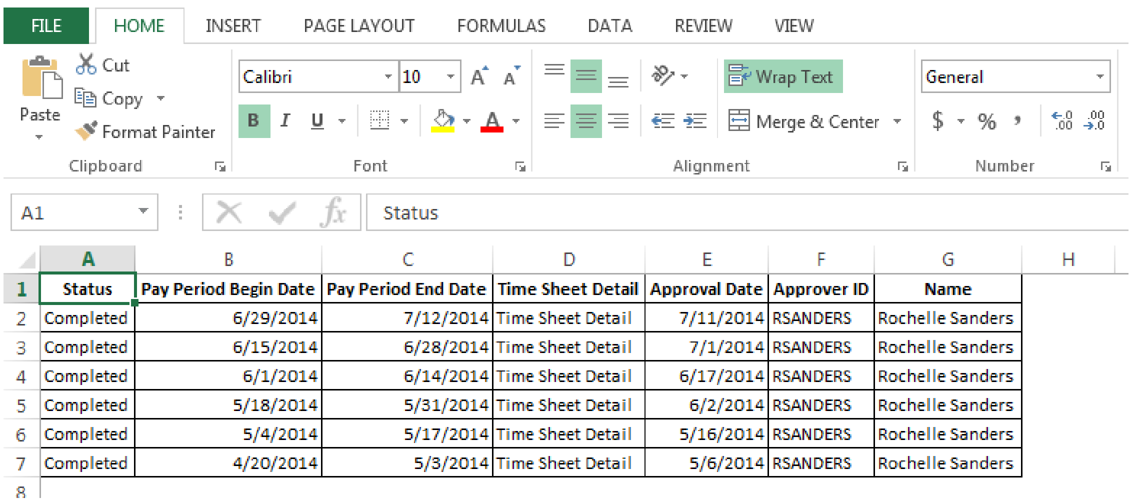
(a) Position Details | Totals | Approval Info

		Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Time Worked (Week 1)	Leave Hrs (Week 1)	Total Hrs (Week 1)	Unpaid Hrs (Week 1)	OT Hrs (Week 1)	Time Worked (Week 2)	Leave Hrs (Week 2)	Total Hrs (Week 2)	Unpaid Hrs (Week 2)	OT Hrs (Week 2)
☐	1	Completed	06/29/2014	07/12/2014	Time Sheet Detail	4 Days	8.00				5 Days				
☐	2	Completed	06/15/2014	06/28/2014	Time Sheet Detail	5 Days					4 Days	8.00			
☐	3	Completed	06/01/2014	06/14/2014	Time Sheet Detail	2 Days	24.00				4 Days	8.00			
☐	4	Completed	05/18/2014	05/31/2014	Time Sheet Detail	5 Days					4 Days	8.00			
☐	5	Completed	05/04/2014	05/17/2014	Time Sheet Detail	5 Days					5 Days				
☐	6	Completed	04/20/2014	05/03/2014	Time Sheet Detail	5 Days					4 Days	8.00			

(b)

c. Click on the 'Download To Excel' link in the upper right corner of the blue header. The system will prompt the employee of the option to Save or Open the document.

The system will proceed to export the data on the screen into an Excel spreadsheet. Excel will open and display the information.



	A	B	C	D	E	F	G	H
1	Status	Pay Period Begin Date	Pay Period End Date	Time Sheet Detail	Approval Date	Approver ID	Name	
2	Completed	6/29/2014	7/12/2014	Time Sheet Detail	7/11/2014	RSANDERS	Rochelle Sanders	
3	Completed	6/15/2014	6/28/2014	Time Sheet Detail	7/1/2014	RSANDERS	Rochelle Sanders	
4	Completed	6/1/2014	6/14/2014	Time Sheet Detail	6/17/2014	RSANDERS	Rochelle Sanders	
5	Completed	5/18/2014	5/31/2014	Time Sheet Detail	6/2/2014	RSANDERS	Rochelle Sanders	
6	Completed	5/4/2014	5/17/2014	Time Sheet Detail	5/16/2014	RSANDERS	Rochelle Sanders	
7	Completed	4/20/2014	5/3/2014	Time Sheet Detail	5/6/2014	RSANDERS	Rochelle Sanders	
8								

II. Archived Time Sheets

Employees have the ability to view historical time sheets through the WorkCenter. To view prior time sheets, follow the steps below:

a. If the employee wants to see all time sheets, regardless of the status, then the Time Sheet Status field should be blank.

A Time Sheets Status may be one of the following:

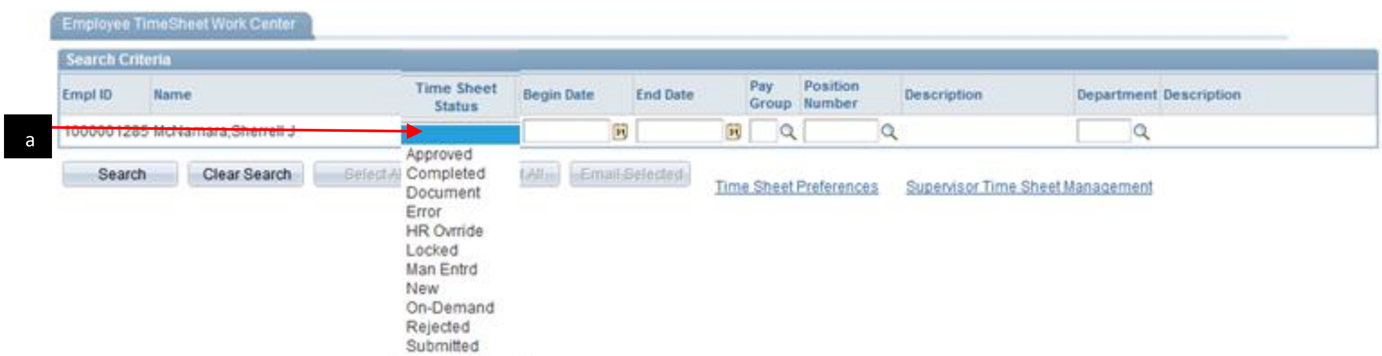
- ***Approved*** – reviewed and authorized by time sheet approver (supervisor);
- ***Completed*** – processed by the system;
- ***Document*** – submitted by no data was loaded into time entry (processed manually by the Payroll Preparer in time entry);
- ***Error*** – time sheet data was not loaded into time entry for payment and needed review and action by Payroll Preparer;
- ***HR Override*** – reviewed and authorized by HR/Payroll;
- ***Locked*** – not editable, pending data load into time entry;
- ***Man Entrd*** – not automatically loaded into time entry but processed by Payroll Preparer;
- ***New*** – ready for the employee to complete and submit;
- ***On-Demand*** – a non-auto generated time sheet for an employee with an inconsistent work schedule where a time sheet is not needed every pay period;

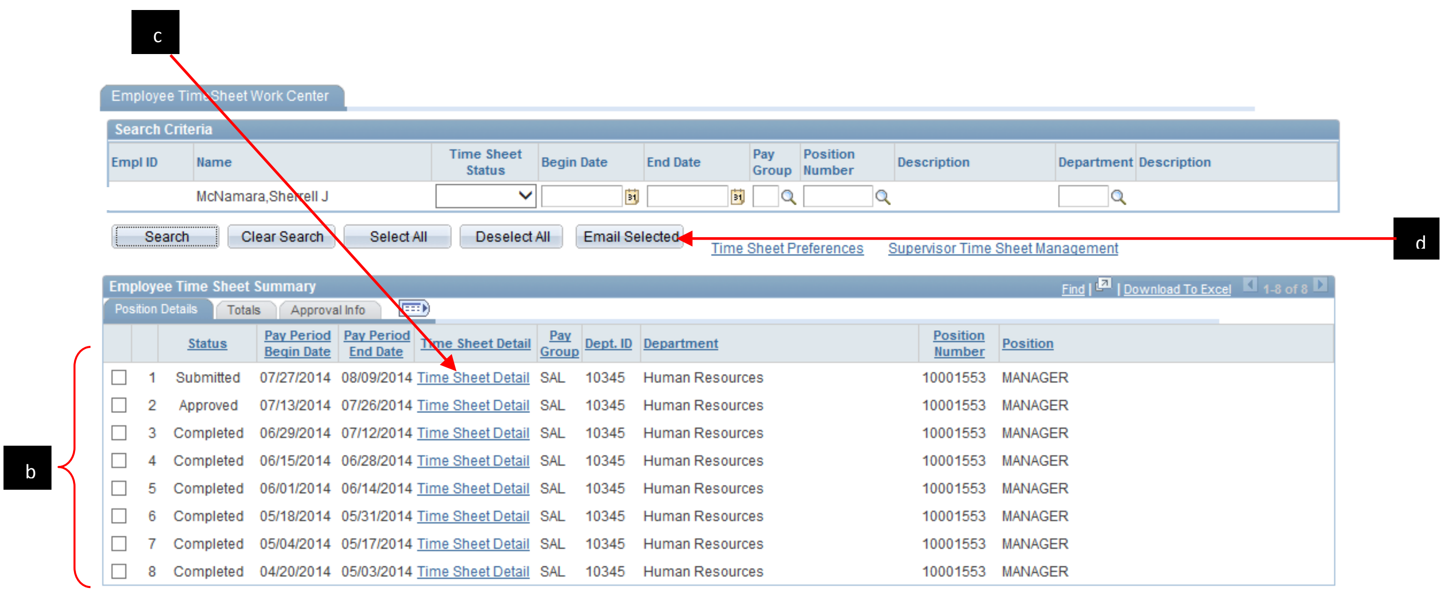
- ***Rejected*** - not approved by the supervisor and returned to the employee for action; and
- ***Submitted*** - completed by the employee and ready for supervisor's approval.

b. Click on the Search button. A list of the time sheets will display in the summary section at the bottom of the page.

Keep in mind, the system can display only a limited number of records at one time without using some type of filter to narrow the results. As the number of saved time sheets increase, an employee will be restricted from seeing a massive number of records in one view. To prevent this limitation, it is highly recommended that the employee uses the Time Sheet Status and/or the Begin and End Date fields to narrow the search results.

c. To view the time sheet details, click on the Time Sheet Detail link.

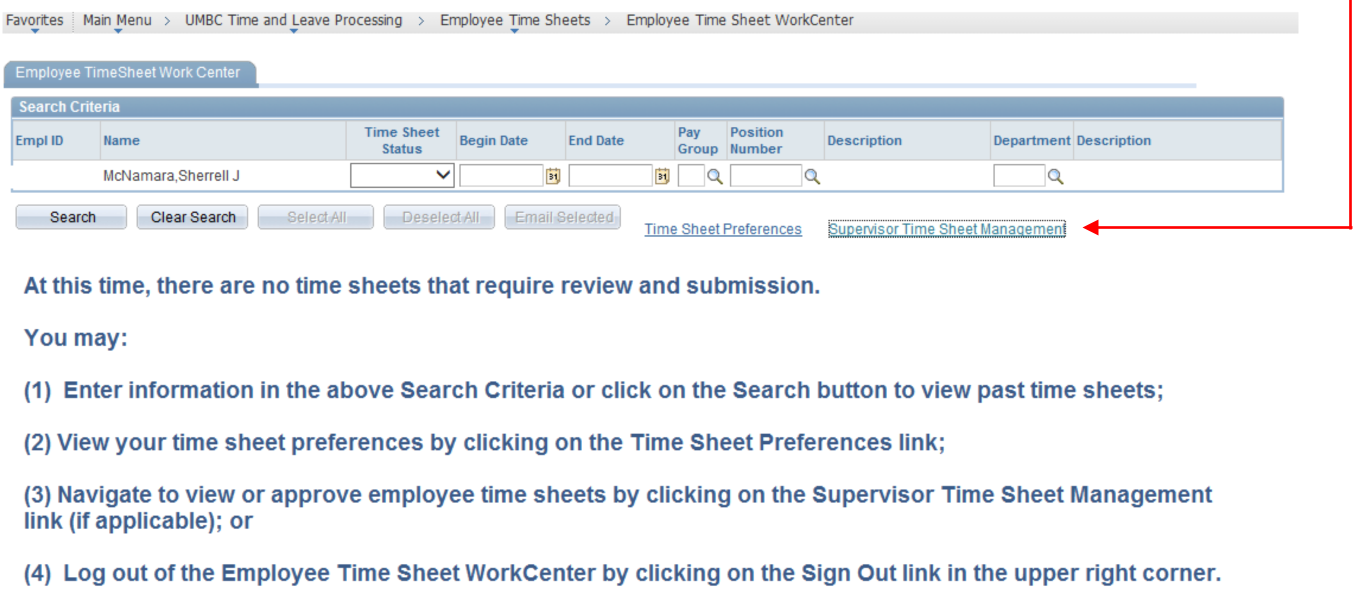




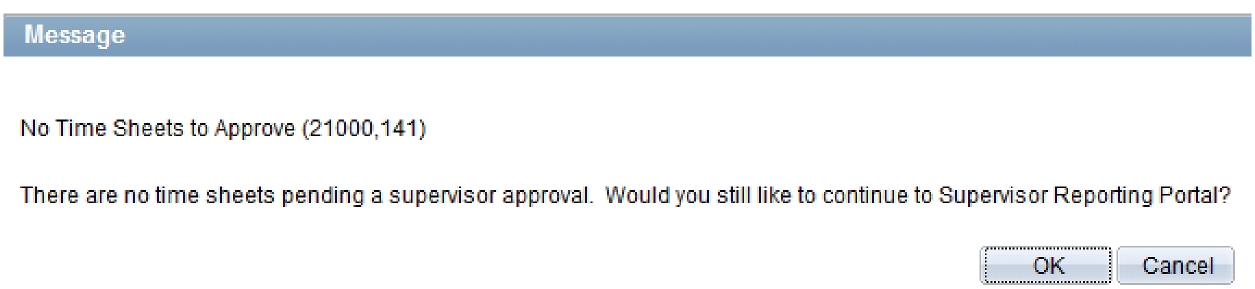
d. The employee may choose to have a copy of the time sheet emailed by checking the checkbox associated with the record and click on the Email Selected button.

III. Supervisor Time Sheet Management

Some employees may notice a link labeled, Supervisor Time Sheet Management, on the Employee Time Sheet WorkCenter. Employees who are identified as supervisors within the electronic time sheet component will see this link.



If a supervisor clicks on the link and there are no time sheets pending review and approval, a message box will appear specifying that there are no time sheets to approve and confirm that the supervisor wants to go to the Supervisor Reporting Portal.



The supervisor will have the option to continue to the reporting portal (by clicking OK) or remain at the Time Sheet WorkCenter (by clicking Cancel). If the supervisor has time sheets awaiting review and approval, then the supervisor will be forwarded directly to the Supervisor Reporting Portal and not receive the above message.

The Supervisor Reporting Portal is the component of the electronic time sheet module that allows a supervisor to access current and past time sheets for his/her employees for review and/or action.