

RECORDING OVERTIME 9.2

QUICK REFERENCE GUIDE

Navigation

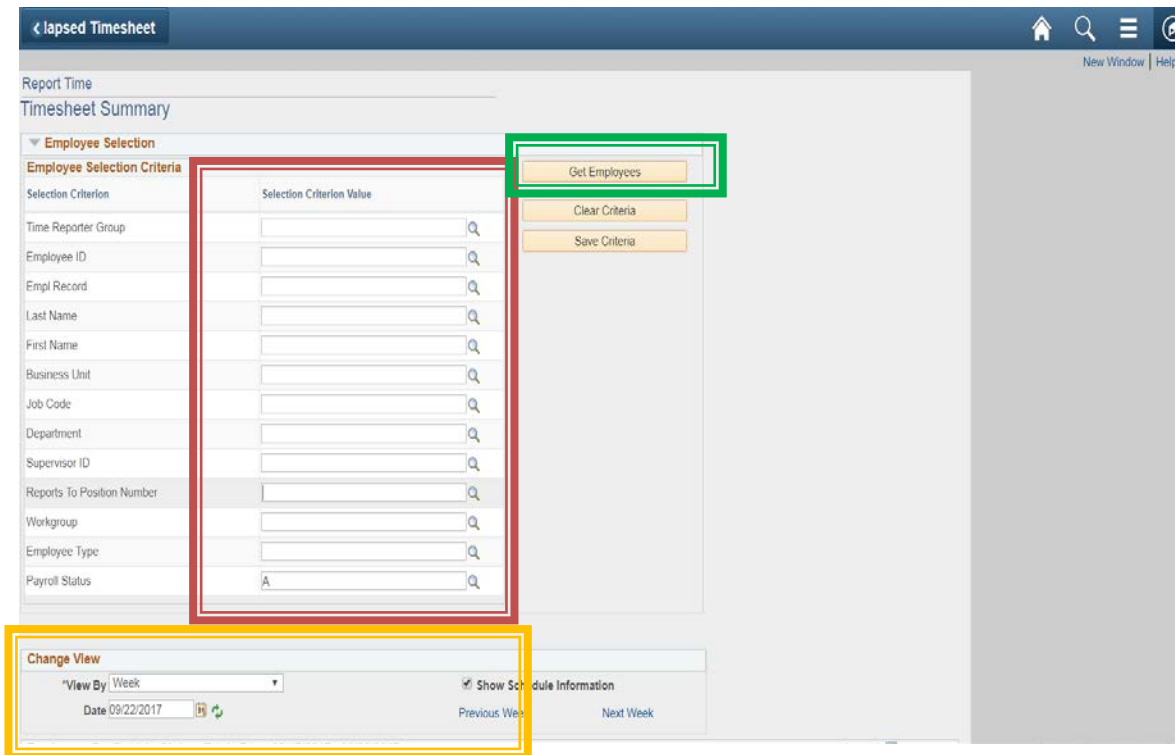
Navigation:

1. Click on the compass icon in the upper right corner of the page to display the NavBar.
2. Click or tap the Navigator button. This presents a menu list.

Select the menu item and drill down to Manager Self Service → Time Management → Report Time → Timesheet

Selecting Employees

Use the **Timesheet Summary** page to select a group of employees , or an individual employee, for time entry.



The screenshot displays the 'lapsed Timesheet' interface. The main section is titled 'Timesheet Summary' and includes an 'Employee Selection' section. This section contains a table with 'Employee Selection Criteria' and 'Selection Criterion Value' columns. The criteria listed are: Time Reporter Group, Employee ID, Empl Record, Last Name, First Name, Business Unit, Job Code, Department, Supervisor ID, Reports To Position Number, Workgroup, Employee Type, and Payroll Status. The 'Get Employees' button is highlighted with a green box. Below the criteria table, the 'Change View' section is highlighted with a yellow box, showing 'View By' set to 'Week' and 'Date' set to '09/22/2017'. The 'Show Schedule Information' checkbox is checked.





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1. **Enter Employee Selection Criteria:** Enter the criteria to select the employee(s) according to your campus business process.

Example: Employee ID and Payroll Status

Please note that it is a good idea to enter an A in payroll status so that you retrieve only active records, but understand that it will not pull up any records if the employee is on a paid leave.

2. **Select the Date:** Change the displayed dates using the  icon. Once the date is set click the  icon to refresh the page.

3. **Click Get Employees:** Click  to display the employee(s) matching your criteria at the bottom of the page.

4. **Click Last Name:** Click an entry in the **Last Name** column to access their timesheet.

Last Name	First Name	Employee ID
Smith	John	11000999

Recording Overtime

Use the **Timesheet** page to enter time, adjust reported time, or view time.

The screenshot shows the 'Timesheet' page for John Smith (Employee ID: 11000999). The interface includes a navigation bar, user information, and a table for reporting time. Key elements are highlighted as follows:



- Blue box:** 'Previous Week' and 'Next Week' buttons.
- Yellow box:** The table rows for 'REG - Regular Pay SERS Eligible' and 'OVS - Overtime Pay Straight Time'.
- Green box:** The 'Shift' dropdown menu.
- Purple box:** The 'Submit' button.
- Red box:** The 'Apply Schedule' button.
- Orange box:** The 'Reported Time Status' button.

Sun 9/17	Mon 9/18	Tue 9/19	Wed 9/20	Thu 9/21	Fri 9/22	Sat 9/23	Total	Time Reporting Code	Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
7.500	7.500	7.500	7.500	7.500				REG - Regular Pay SERS Eligible	UM_EXP		UMAMH				ChartFields + -
				3.0				OVS - Overtime Pay Straight Time	UM_EXP		UMAMH				ChartFields + -



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- Enter Time:** To populate the grid with the employee's scheduled time, click .
- Add Overtime** Use an additional row to add overtime and use the dropdown menu to select **OVS** as the **Time Reporting Code**. You can add or delete rows using the + and - signs to the right of the timesheet grid. If the overtime is on a regular scheduled work day the REG time must be reported as well. If you are entering a combo code in the combo code field to charge an account other than the employee's base account make sure you enter a row for each combo code.
- Enter Shift:** If the employee is eligible for a shift differential enter the appropriate shift in the **Shift** field. Refer to the lookup menu for shift id codes by clicking on the magnifying glass to retrieve the values. You will need to click on the Look Up button to view the values. Click to select appropriate code. If this should be charged to an account other than the employee's base account please enter the combo code in Shift Combo Code field.
- Click Submit:** Click  to process the timesheet. Once submitted, a confirmation page will display stating your time has been successfully entered which will require you to click OK.
- Use the Tabs:** Use the tabs at the bottom of the page to review:
 - Reported Time Status** – all times reported for the specified period.
 - Summary** – Reported versus Scheduled hours.
 - Leave / Compensatory Time** – available sick, vacation, and personal time remaining.
- Use Links:** Use the previous next week links at the top of the page to enter time for a different week. If you used a deptid or group to retrieve your employees on the search page and got a list of employees you can use the previous or next employee to toggle to a different employee's timesheet. If you retrieved a single employee and have completed the time submission you can click on the return to select employees link at the bottom to return to the search page.