



# RECORDING TIME FOR AN POSITIVE TIME REPORTER 9.2 QUICK REFERENCE GUIDE

## Overview and Navigation

For positive time reporters all hours should be entered as REE or STASH if in excess of 8 and the system will redistribute to overtime if necessary. Work study is not eligible for overtime so no hours should be reported in excess of 8 in a day or 40 in the week because it will create an exception. Combo code and Hourly rate are displayed at the top of the timesheet to distinguish differences between active record numbers for time entry purposes. If you are using the manual overtime codes because of multiple record numbers and the need to make sure overtime is charged to the appropriate combo code, please be aware that the time administration process will ignore these codes for redistribution purposes and the hours associated will be paid at the rate defined by the code. For Example: If you enter 5 hours of SMOVP, the employee will be paid at the premium rate for these hours regardless of the number of hours submitted for the balance of the day or week.

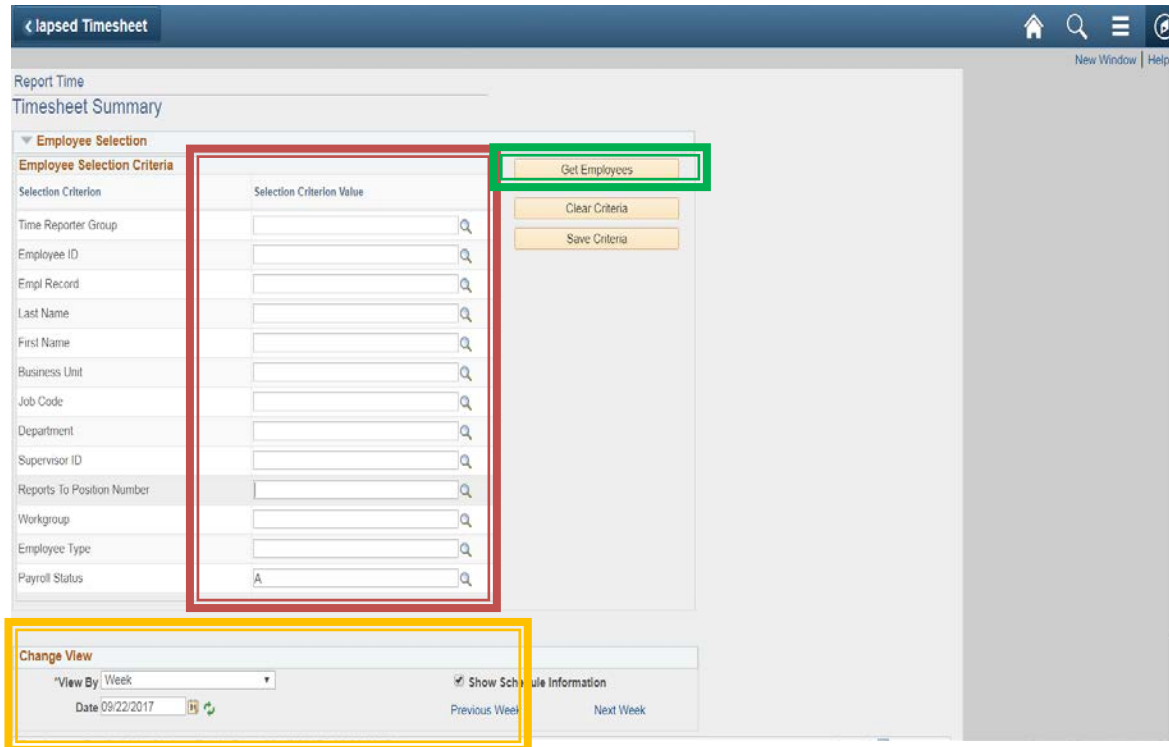
Navigation:

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.








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1. **Enter Employee Selection Criteria:** Enter the criteria to select the employee(s) according to your campus business process. *For optimal performance at least one selection criteria value should be entered.*

**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

## Reporting Time


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). Key elements are highlighted as follows:

- Navigation:** 'employee Self Service' and 'Timesheet' tabs at the top.
- Employee Info:** Name 'John Smith', Employee ID '11000999', Departmental Assistant, Empl Record '25', and Hourly Rate '15.000'.
- Filters:** 'View By' set to 'Week' and 'Date' set to '09/17/2017'. 'Previous Week' and 'Next Week' buttons are highlighted in blue.
- Table:** A table showing reported hours for the week of 9/17/2017 to 9/23/2017. The first row shows 7.000 hours for 'REE - Reg Pay Non Teachg AltRet Elig' (UM\_POS) and 2.000 hours for 'NBONS - Non-Benefitted Ovt Straight Pa' (UM\_POS).
- Buttons:** 'Submit' and 'Apply Schedule' buttons are highlighted in green.
- Footer:** 'Reported Time Status' link is highlighted in purple.



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- Enter Time:** Enter time for each day of the week that the employee worked and use the dropdown menu to select a value for the time entered within the row.
- Add Additional Rows:** Enter the hours you wish to report within a row. You can add or delete rows using the + and - signs to the right of the timesheet grid. Each time reporting code requires a row in the timesheet.
- Click Submit:** Click  to process the timesheet. Once submitted, a confirmation page will display stating your time has been successfully entered.
- 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** - Not applicable for positive time reporters
  - Leave/Compensatory Time** - Not applicable for positive time reporters
- 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.
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