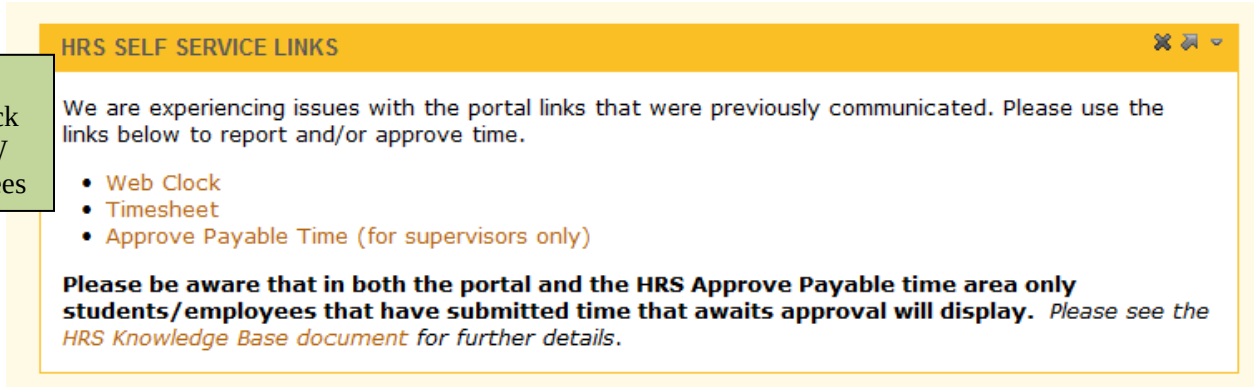
Employee Self-Service (ESS) and Manager Self-Service (MSS) Timesheet and Approval Quick Guide

Logging into the Timesheet

- Employees and Supervisors will log in to the *My UW System portal* at https://my.wisconsin.edu/.

Do **Not** use Web Clock – Web Clock is **not** used by UW Oshkosh Employees



Timesheet Entry Methods

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

Best Practice for Logging Out of Systems:

- Be sure to "sign out" in the upper right hand corner of the HRS and close the browser via the **red X**.
- Be sure to "log out" in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

Best Practices for Entering and Approving Time Worked

To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should enter and submit their time each day.
- Employees must at least enter and submit their time weekly, on the last day worked in the week.
- Supervisors should review time for exceptions and approve time weekly.
- On the last day of the pay period, ALL time entries must be submitted for timely payroll processing.

Remain Aware of the Time Administration Process (TA)

- Rules are checked and system processes the reported time entered
- TA runs 5 times every day, 7 days a week -
    - 9:00am, 11:00am, 1:00pm, 3:00pm, and overnight
- TA process can take up to 2-3 hours to complete
- Some TA will not run due to processing time
- Follow TA process on Twitter (with supervisor approval): www.twitter.com; Twitter name: HRSProcessing

Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors must fix exceptions and approve all time by 12noon on Tuesday after the pay period ends.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	**EE:** Enter time and submit each day →	Week 1 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day →	Week 2 of Pay Period			**EE:** Enter time and submit for the whole week if not already completed. **SUPV:** Correct Exceptions; Approve time for Week 2	**END of Pay Period**
First day of pay period	**EE:** **BY 12Midnight** **LAST day to submit** time **for previous pay period.**	**SUPV:** **BY 12NOON** **LAST morning to approve** exceptions and time **for previous pay period.**				

Flex Schedules

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.
- The regular pay shortage affects the amount contributed to WRS, vacation allocation and sick leave accrual.

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

What are Exceptions?

- Time is entered by employees. Time Administration processes nightly to analyze the entered time according to UW System rules. Exceptions are created for time which meets specific criteria, such as a missed punch or if a shift is longer than twelve hours. Examples are listed below.

- **There are Three Types of Exceptions:**
    - **Low** – early or late IN punch; early or late OUT punch (assumes a pre-populated schedule exists in system; only applies to classified permanent and project employees); can be allowed and will push directly to payable time if not allowed by supervisor

    - **Medium** – Worked over 40 hours in a week; can be allowed by supervisor

    - **High** – **<u>must</u> be corrected or allowed** on the timesheet and re-approved in order for the employee to be paid for that time; example: Missed Punch must be corrected on timesheet; Worked over 12 hours in a shift must be allowed by supervisor or corrected

- **Missed Punch**
    - An "Out" Punch does not follow an "In" punch
    - An "Out" Punch follows an "Out" punch
    - An "In" Punch follows an "In" punch
    - High Exception; Missed punches must be fixed or the hours will not be paid

- **Missed Punch Greater Than 12**
    - There is a punch longer than 12 hours in a shift
    - Medium Exception; This punch may be accurate. If exception is accurate, supervisors can allow this exception

Time Reporting Codes (TRC)

Tells system how those hours will be paid.

<u>TRC options:</u>

HOLWK – Holiday Worked – must indicate if working on holiday in order to be paid for holiday pay

OT050 – Overtime .5*

OT100 – Overtime 1.0*

OT 150 – Overtime 1.5*

*__NOTE: For LTEs, only have to indicate overtime TRC if work multiple jobs__

REG00 – Regular Hours - do not need to use; automatically assigned

SD225 – Standby (2.25 per hour) – applies only to those required to be available to report to work for emergencies; Example: Facilities Maintenance employee

Helpful Views for Employees and Supervisors

- **Payable Time Summary –**
  After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day.

  Supervisors: Manager Self Service > View Time > Payable Time Summary

  Employees: Self Service > Time Reporting > View Time > Payable Time Summary

- **Payable Time Detail -**
  After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval.

  Supervisors: Manager Self Service > View Time > Payable Time Detail

  Employees: Self Service > Time Reporting > View Time > Payable Time Detail

- **Exceptions -**
  This view helps you see if there are any exceptions that need to be reviewed, corrected, and/or approved by the supervisor. Supervisors are the only ones that can approve an exception. Employees can correct exceptions on his/her own timesheet.

  Supervisors: Manager Self Service > Time Management >
  Approve Time and Exceptions > Exceptions

  Employees: Self Service > Time Reporting > View Time > Exceptions

NOTE: When viewing these pages, be aware of when employee or supervisor may have made changes to timesheet. These changes will not clear out the exception “time bomb” until after the time administration process has run.

Types of Time Reporters

- **Punch Positive** - Limited Term Employees (classified)
- **Punch Exception** – Non-exempt classified permanent
  ex: Custodian, USA, ADA
- **Elapsed Exception** – Exempt classified permanent
  ex: IS Network Spec, classified supervisors

For Step-by-Step Timesheet Entry Directions
Visit the Knowledge Base's (KB) online directions at: http://kb.doit.wisc.edu/hrs

- Punch Positive Timesheet (LTE): KB# 17200
- Entering Time with Multiple Jobs: KB# 17188
- Punch Exception Timesheet: KB# 17198
- Elapsed Exception Timesheet: KB# 17189

For Step-By-Step Approval Directions and Additional Support Documents
Visit the Knowledge Base's (KB) online directions at: http://kb.doit.wisc.edu/hrs

- Approve Payable Time: KB# 15628
- Approve Time with no Exceptions: KB# 17186
- Review and Approve Exceptions: KB# 15567
- Approve Time with Exceptions: KB# 17168
- Verifying That You Can Approve Time for Your Employees: KB# 18196
- Filtering Students and LTEs Into Individual Groupings for Approval: KB# 18195

For "How To" Videos, Visit the UW Service Center Training Webpage:
https://uwservice.wisc.edu/administration/training.php