# Limited Term and Student Employees Self-Service (ESS) Timesheet Entry Reference Guide

## Where Do I Go to Enter Time on the Timesheet?

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

Scroll down to TIME AND ABSENCE section
Click on "Timesheet"

## Timesheet Entry Methods

**If you are starting in the middle of a pay period,** to enter time you must **view the timesheet by *day*.** The following pay period will automatically show for a two week period.

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

Example of missed punch:

| | | | | |
|---|---|---|---|---|
| 7:45:00AM | 4:30:00PM | | | **WRONG** |

Should really look like this:

| | | | | |
|---|---|---|---|---|
| 7:45:00AM | | | 4:30:00PM | **CORRECT** |

## 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.

## 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.

***Biweekly* Entry and Pay Schedule: https://uwservice.wisc.edu/employee/payroll.php**

**NOTE:** Supervisor may have different deadline than System requires. Check with your Supervisor so data entry deadlines are not missed.

| 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:**<br>**BY 12Midnight**<br><br>**LAST day to submit** time **for previous pay period.** | **SUPV:**<br>**BY 12NOON**<br><br>**LAST morning to approve** exceptions and time **for previous pay period.** | | | | |

**Multiple Jobs** creates multiple timesheets

You can not be in two places at once so each timesheet must show different shift times.

Shifts cannot cross over between timesheets.

## Job 1

| Day | Date | Status | Exception | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|
| Sun | 3/22 | New | | | | | | | |
| Mon | 3/23 | Submitted | | 7:00:00AM | | | 11:00:00AM | 4.00 | |

## Job 2

| | Day | Date | Status | Exception | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|---|
| | Sun | 3/22 | New | | | | | | | |
| | Mon | 3/23 | Submitted | | 11:01:00AM | | | 3:00:00PM | 3.98 | |

System will round punch total to 4.0 hours

## 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 |

# Time Entry Examples:

## One Shift in a Day

First IN

Last OUT

| | Day | Date | Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|
| | Sun | 3/22 | New | | | | | | |
| | Mon | 3/23 | Submitted | 7:30:00AM | | | 10:00:00AM | 2.50 | |
| | Tue | 3/24 | Submitted | 9:00:00AM | | | 10:15:00AM | 1.25 | |

If you do not put your last out in the last out column the system will think you are coming back and will not process that time.

| | | | | | |
|---|---|---|---|---|---|
| Example of missed punch: | 7:45:00AM | 4:30:00PM | | | **WRONG** |
| Should really look like this: | 7:45:00AM | | | 4:30:00PM | **CORRECT** |

*Enter time and click Submit to lock it into the system*

## Two Shifts in a Day

| | Day | Date | Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|---|
| | Sun | 3/22 | New | | | | | | |
| | Mon | 3/23 | Submitted | 7:00:00AM | 11:00:00AM | 1:00:00PM | 5:00:00PM | 8.00 | |
| | Tue | 3/24 | Submitted | 8:00:00AM | 10:00:00AM | 3:45:00PM | 4:30:00PM | 2.75 | |

*Enter time and click Submit to lock it into the system*

## Three Shifts in a Day

| Day | Date | Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|
| Sun | 3/22 | New | | | | | | |
| Mon | 3/23 | Submitted | 7:00:00AM | 11:00:00AM | 2:30:00PM | 3:30:00PM | 5.00 | |
| | | Submitted | 6:00:00PM | | | 7:00:00PM | 1.00 | |

**Scroll Right ➔**

| Rule Element 2 | Date |
|---|---|
| | 3/22 |
| | 3/23 |

Scroll to the Right ➔ and click on the "plus" sign ⊞ to add a row to that date

*Enter time and click Submit to lock it into the system*

## Shift Spans Overnight

| Day | Date | Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|---|---|---|---|---|---|---|---|---|
| Sun | 3/22 | New | | | | | | |
| Mon | 3/23 | Submitted | 7:00:00AM | 11:00:00AM | 2:30:00PM | 3:30:00PM | 5.00 | |
| | | Submitted | 6:00:00PM | | | | 7.00 | |
| Tue | 3/24 | Submitted | | | | 1:00:00AM | | |

*Enter time and click Submit to lock it into the system*

## Log Out of HRS and *My UW System Portal*:

- 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

## Tips About Timesheets

- **The Timesheet itself does not show total hours you enter. You must go to "Summary of Hours" link** below in/out times on timesheet to view this data for accuracy.

- **The timesheet itself does not show you night or weekend differential, or overtime earned** (if applicable). Must click on the Summary of Hours to view the total hours for accuracy.

## 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.

## 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 |

## Time Reporting Codes (TRC)

- Tells system how those hours will be paid.
- **You do not need to indicate TRC of REG00 – Regular Hours; System automatically defaults hours entered as regular hours**

<u>TRC options:</u>

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

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

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

# Review Data Entry (the timesheet)

Review Data Entry on the timesheet and View the Summary of Hours.

You may notice "time bombs" on the timesheet.

**If there is a "time bomb" - Click on the "time bomb" to view the exception description**

- **Refer to "What Are Exceptions?" in this reference guide for more details on exceptions**
- Leave as is if the exception makes sense or return to timesheet to fix time entry issue

**See *What are Exceptions?* Section for details**

Timesheet

| Day | Date | Status | Exception | In | Out | In | Out | Punch Total | Time Reporting Code | Quantity | Sched Hrs |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Sun | 7/1 | New | | | | | | | | | 0.00 |
| Mon | 7/2 | Submitted | | 8:30:00AM | | | 4:30:00PM | 8.00 | | | 8.00 |
| Tue | 7/3 | Submitted | | 8:30:00AM | | | 4:30:00PM | 8.00 | | | 8.00 |
| Wed | 7/4 | Submitted | | | | | 4:30:00PM | | | | 8.00 |
| Thu | 7/5 | New | | | | | | | | | 8.00 |

**WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS**

**Time Administration (TA) process typically takes one (1) hour to evaluate.**

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

## Click on Summary of Hours to see Total Hours to be Paid

Timesheet itself does not show you night or weekend differential, comp time earned, overtime earned, legal holiday generation.

**Must click on the Summary of Hours to view the total hours you will be paid.**

The Summary of Hours is located below the yellow clear button on the Timesheet

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Tue | 6/14 | New | 5:00:00AM | | | 1:00:00PM | 8.00 | | | 8.00 | UW_DEF |
| Wed | 6/15 | New | 5:00:00AM | | | 1:00:00PM | 8.00 | | | 8.00 | UW_DEF |
| Thu | 6/16 | New | 5:00:00AM | | | 1:00:00PM | 8.00 | | | 8.00 | UW_DEF |
| Fri | 6/17 | New | 5:00:00AM | | | 1:00:00PM | 8.00 | | | 8.00 | UW_DEF |
| Sat | 6/18 | New | | | | | | | | 0.00 | UW_DEF |

Clear

Summary of Hours

Absence Event - click to view

Reported Hours Summary - click to view

Balances - click to view

Submit | Approve Selected | Deny Selected

# Time Administration (TA) Process

Time is entered by employees; Time Administration processes to analyze entered time according to UW System rules.

**Time Administration (TA) process typically takes one (1) hour to evaluate.**

- **Time Administration (TA) process runs 7 times every day, 7 days a week -**
  - **4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight**

- Track Absence and TA processing: https://uwservice.wisc.edu/administration/index.php

## Summary of Hours Review

It's all in the timing….If this all makes sense, then time admin has evaluated the absence approvals.

If this does not make sense, return to timesheet and determine whether there is a time entry error or if the absence approvals have not been recognized by the timesheet yet OR

You may have a high exception where the data entry is correct, but the system is waiting for the supervisor to allow the exception. This will also affect how the Summary of Hours calculates.

**Empl Rcd Nbr:** 0 **Working Title:** UNIV SERVICES ASSOC 2

**Pay End Date:** 07/27/2013

TRC Totals Customize | Find | First 1-3 of 3 Last

| Time Reporting Code | Short Description | Hours |
|---|---|---|
| 1 PSHOL | Prs Holday | 0.500000 |
| 2 REG00 | Reg Hour | 55.000000 |
| 3 SCKLV | Sick Leave | 3.500000 |

**Total80 for Empl_Rcd:** 59.000000

**Total80 for Employee:** 59.000000

Return

**Look at TRC Totals section to see the regular hours, overtime, night and weekend differentials** (*if applicable*) **for accuracy.**

**Click Return to return to the timesheet**

# What are Exceptions?

- **Occur and can view on the *timesheet*** after Time Administration runs
- **Click on the "time bomb" on the timesheet to view the exception description**
- **Once click on then can allow exception or return to timesheet to fix time entry**
- Time entered by employees; Time Administration processes to analyze entered time according to UW System rules. Exceptions created for time which meets specific criteria.

**WAIT FOR TIME ADMINISTRATION PROCESS TO RUN AFTER MAKING ANY CHANGES TO TIMESHEET – THEN REVIEW SUMMARY OF HOURS FOR ACCURACY**

## Type of Exception May See on Your Timesheet:

- **High – needs to be corrected or allowed** on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Example:
  - **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
    - **Missed punches must be fixed or hours paid will not be correct**
    -

Example of missed punch:

| | | | |
|---|---|---|---|
| 7:45:00AM | 4:30:00PM | | |

**WRONG**

Should really look like this:

| | | | |
|---|---|---|---|
| 7:45:00AM | | | 4:30:00PM |

**CORRECT**

# Exceptions View

Go To: Self Service

Time Reporting

Return to Previous Page

Refresh

**Click on Return to Previous Page to return to the timesheet**

## Has my Supervisor Approved my Timesheet?

- **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. It includes leave.

  *My UW System Portal > HRS Self Service Links >Timesheet >*
  *Self Service > Time Reporting > View Time > Payable Time Detail*

- **View Your Timesheet Exceptions by Going Directly to Your Timesheet -**
  You can see if there are any exceptions that need to be reviewed, corrected, and/or allowed by viewing your timesheet. Supervisors are the only ones that can allow an exception. Employees can view and correct exceptions on their own timesheet.

## Helpful View of Hours

- **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. It includes leave.

  *My UW System Portal > HRS Self Service Links >Timesheet >*
  *Self Service > Time Reporting > View Time > Payable Time Summary*

**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.

## Reference Materials, How-To Videos and Handouts, Pay and Approval Schedules, Etc.

The HRS Self-Service webpage provides how-to handouts for employees and approvers as well as pay and approval schedules and video references.

**HRS Self-Service Website: http://www.uwosh.edu/hr/hrs-self-service**