ENTER AND VIEW TIME– WAGE EMPLOYEES

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

For best results with the new "Mini-Manuals" consult the document "Getting the Most Out of Mini-Manuals" prior to using this document.

If there are questions about information in this mini-manual, or, if after reading the entire manual, the information needed is not found, e-mail psguides@uvm.edu.

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Background

This document contains complete instructions for entering time for:

- Work-study students
- Temporary employees paid by UVM (not an outside temp agency)
- Student employees

This document is not meant to provide guidance for time submitted by exempt or nonexempt salaried employees. Complete information regarding these employees can be found in Enter/View Time - Salaried Exempt and Enter/View Time- Salaried Nonexempt.

Time Entry Deadlines

In order to ensure that there is enough time for supervisors to approve the time that is entered into the system, a deadline is in place.

Time must be entered prior to 12 Noon on payroll deadline day. At 12 Noon the PeopleSoft Login will be disabled until the approval process is over. After the approval process has been completed, accounts will be reactivated. At this time, time for payment in the next payroll can be entered.

Note: Supervisors may require that time be entered prior to the payroll deadline, in which case these requirements must be followed.

Enter Hours Worked

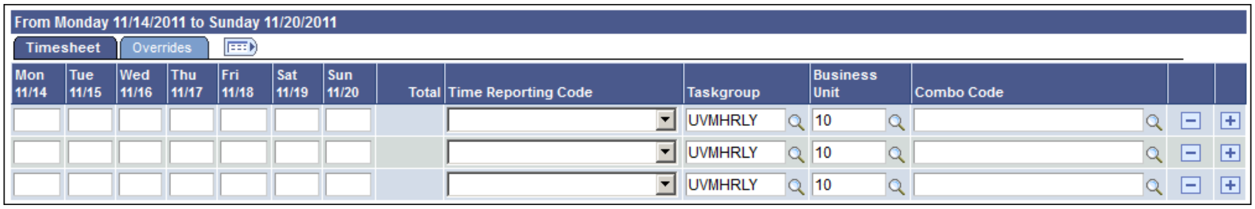
Entering Hours Worked: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).

2. Navigation: **Self Service > Time Reporting > Report Time > Timesheet**

3. Multiple jobs will display at the bottom of the screen. Click the correct **Job Description** link to report hours worked for that particular position:

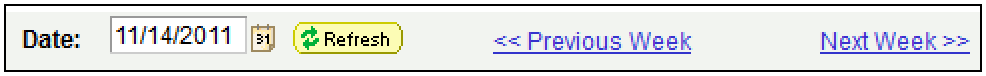
4. The **Timesheet** will appear.



From Monday 11/14/2011 to Sunday 11/20/2011

Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Total	Time Reporting Code	Taskgroup	Business Unit	Combo Code		
									UVMHRLY	10		⊟	⊞
									UVMHRLY	10		⊟	⊞
									UVMHRLY	10		⊟	⊞

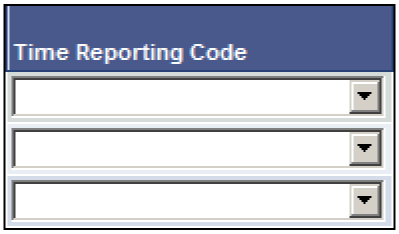
5. The current week will default in. To change the week displayed, click on **Previous Week** or use the **Date Field**. Alterntivaely, the date can be selected using the calendar icon to the right of the **Date Field**.



Date: 11/14/2011

6. Click in the **Day/Date** field to report hours worked for that date. Actual time worked beyond any full hours is calculated as a fraction of 60 minutes (e.g. if an employee worked 2 hours and 10 minutes, 2.17 would be entered into the Timesheet).

7. Choose the correct **Time Reporting Code** from the drop down list. See Available Time Reporting Codes for a complete list for this employee type.



8. Do not change the **TaskGroup** or **Business Unit** fields.

9. Click the **Look Up Combo Code (Alt+5)** button to the right of the **Combo Code** field.

   Note: If the Combo Code field is not visible, click the **Overrides** tab.

10. A list of accounting codes will appear. Click on the correct **Accounting Information** to populate the field on the timesheet.

    Note: If the red bar appears, the information is not correct. Delete the information and use the magnifying glass to find the correct accounting information.

11. Click **Submit.**

12. Click the **OK** button.

13. Repeat the steps to report more than one week.

14. For **more than one job** to report hours against, click the **Return to Select Job** link and repeat the steps

Add Multiple Shifts to a Timesheet

Employees who work more than one shift in a day and wish to record multiple shifts on their timesheet should use this recommended procedure to ensure proper submission of hours.

Adding Multiple Shifts to a timesheet: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).

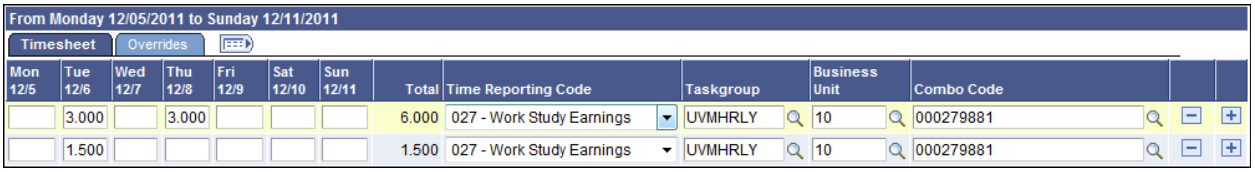
2. Access the timesheet and find the week to add time for.

3. Click the plus sign to add an additional line to the timesheet.

From Monday 12/05/2011 to Sunday 12/11/2011

Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Total	Time Reporting Code	Taskgroup	Business Unit	Combo Code
	3.000		3.000				6.000	027 - Work Study Earnings	UVMHRLY	10	000279881

4. Add additional hours into the additional line and hit submit.



From Monday 12/05/2011 to Sunday 12/11/2011

Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Sun 12/11	Total	Time Reporting Code	Taskgroup	Business Unit	Combo Code
	3.000		3.000				6.000	027 - Work Study Earnings	UVMHRLY	10	000279881
	1.500						1.500	027 - Work Study Earnings	UVMHRLY	10	000279881

5. The system will add the hours together and pay for the total.

   Note: The system will not add hours together unless they are submitted on different lines. If submitted on the same line, the new submission will replace the old submission and may decrement the paycheck.

Making Corrections to the Timesheet

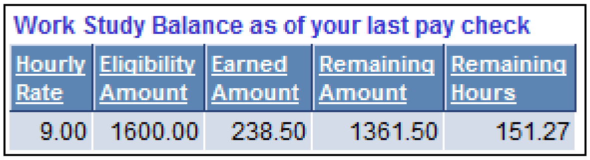
Corrections are easy to make on the timesheet. The system will understand the changes and override previous entries. The corrections go to a manager for approval after being processed through the system overnight. Any time that has not changed and has already been submitted will not be re-submitted. Do not delete previously submitted time.

Important Notes about Corrections:

- Deadlines still apply to corrections.
- All corrections to hours will be re-submitted to a supervisor for approval.
- Even if the time has already been paid, it can still be deleted. When deleting time that has already been paid, the amount will be decremented from the next paycheck.
- Do not use negative numbers to subtract time. To delete a value, enter 0.0 into the timesheet.
- To change the number of hours entered, re-enter the correct number of hours on the day the hours were worked. Simply, replace the original value with the new value and re-submit.

View Work Study Balance

Work Study Students may view their Hourly Rate, Eligibility Amount, Earned Amount, Remaining Amount and Remaining Hours in the bottom, right corner of the Timesheet screen.



Work Study Balance as of your last pay check

Hourly Rate	Eligibility Amount	Earned Amount	Remaining Amount	Remaining Hours
9.00	1600.00	238.50	1361.50	151.27

View Hours Submitted

Viewing Hours Submitted: Step-by-Step Instructions

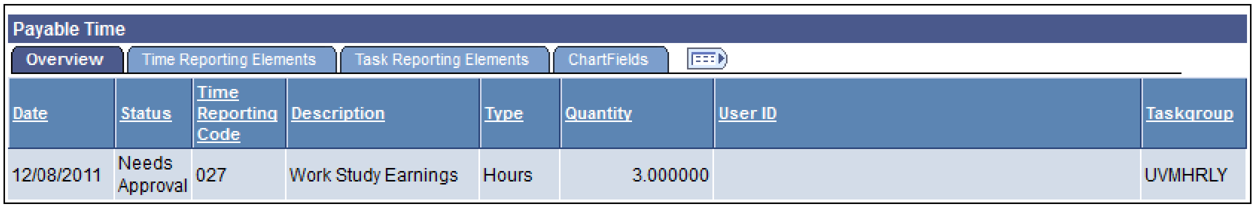
1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).

2. Navigation: **Self Service > Time Reporting > View Time > Payable Time Detail**

3. The Payable Time Detail Page will appear. Type in the dates to view and click **Get Rows**.

   Note: The date range must be 31 days or fewer.

4. The transactions for the dates requested will appear.



Date	Status	Time Reporting Code	Description	Type	Quantity	User ID	Taskgroup
12/08/2011	Needs Approval	027	Work Study Earnings	Hours	3.000000		UVMHRLY

How to Interpret the Data In Payable Time Detail

The following fields are returned. See below for a detailed explanation of the data contained in each field.

Date	Status	Time Reporting Code	Type	Quantity	User ID	Taskgroup

An explanation of the data in these fields:

Date: shows the date of the time entered

Status: field shows the current status of the time submitted

- **Needs Approval**: The time is ready for a supervisor to approve.
- **Approved Goes to Payroll**: The time has been approved by a supervisor and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when they load the checks.
- **Closed**: The time has been fully processed by payroll and has been included in a paycheck.

Time Reporting Code refers to the type of time submitted. Overtime Earnings (030) are system generated.

Type: The unit that the time is measured in. This field will always say hours.

Quantity: refers to the amount of time entered. Negative numbers may be visible here. The negative sign before hours means that the hours that were originally submitted on that day have been deleted or replaced.

User ID: generally is only populated when the status of the time is either **approved goes to payroll** or **closed**. The **User ID** in this field is the person who approved the time

Taskgroup: shows the taskgroup. Taskgroups serve to group individuals according to the set of general rules that govern their timesheets. Only UVMHRLY appears here because you are in the hourly taskgroup.

Appendix

Available Time Reporting Codes

027 Work Study Earnings

051 Temporary Hourly Earnings

The Way Time Flows Through the System

All paid hours follow these basic steps:

1. **Time Entered:** Time is entered into the PeopleSoft timesheet system by the employee or the supervisor. After hitting the submit button, the time is ready for system processing. (Time Administration)

2. **Time Administration:** Time Administration is an automatic process that runs three times daily at 6AM, Noon and 6PM. This process applies rules to the entered time and calculates overtime where appropriate. Once this process has completed, the time is ready for supervisor approval.

3. **Supervisor Review:** The supervisor reviews and either rejects or approves all time. If the supervisor makes changes to time in this step, the time that has been changed will be returned to **Step 2**. All other approved time moves to **Step 4**.

4. **Payroll Runs:** All time that has been entered, processed and approved by the payroll deadline will be picked up for inclusion in the payroll.

5. **Paycheck:** All time that has been picked up by payroll will be included in the paycheck. Any time not processed in the current payroll run will be processed in the following paycheck provided it has completed all of the steps.

Helpful Links

- Open Lab Schedule
- Payroll Deadline Schedule

Relevant UVM Departments

- Human Resource Services

Suggestions? Updates? Send an e-mail to psguides@uvm.edu

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