



ENTER AND VIEW TIME FOR SALARIED NON-EXEMPT EMPLOYEES

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Time Reporting Quick Step Overview

If you are used to reporting time in the PeopleSoft system and work fulltime on a standard Monday through Friday schedule, the following overview may be sufficient to understand what is required. If you work part-time, have a non-standard schedule, or have questions after reading this overview, read the more detailed explanations which begin on the next page.

Basic Instructions:

1. Log into PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigate as follows: **Self Service > Time Reporting > Report Time > Timesheet**
3. It is the responsibility of the employee to record time that accurately reflects the work week. Refer to the list of [Kinds of Time Entered into PeopleSoft](#) for specifics.
4. *All* time worked and *all* exception time (vacation, sick, holiday, comp time, etc.) for each work week must be reported. The work week is defined as the period from Monday at 12:00 midnight through Sunday at 11:59 PM.
5. *All* time must be entered on the PeopleSoft Timesheet by Noon on the Monday following the work week being recorded.



6. New Time Reporting Codes are available from the drop down menu in the timesheet.
7. If regularly-scheduled hours for the entire day were worked, then enter regular hours for that day. (Similarly, record holidays, vacation, sick time, etc., as appropriate.)
8. If a UVM designated Holiday is worked, do not enter reporting code 351 Holiday time, only enter the hours worked that day.
9. The system will automatically calculate overtime based on the standard work hours of 37.5 or 40 hours a week.
10. For examples and more information, read the appropriate sections in this document.

Overview

UVM is committed to ensuring that salaried, nonexempt staff are paid fairly for all time worked and that employee records adhere to Department of Labor time reporting requirements. To ensure that these goals are met several changes have been made to the timesheet process for nonexempt salaried staff.

With the exception of overtime pay and compensatory time paid, there is no direct link to pay or benefits at this time.

This document is a reference to assist salaried nonexempt employees of the University of Vermont with accurately tracking their work hours; for more in depth information refer to the [Staff Handbook](#).

Note: Averaging time – the practice of working more hours than authorized to “store-up” for more time off at a later date – cannot be practiced. According to Vermont and federal Labor Law the practice is illegal. Individual hours worked must be paid according to a payroll schedule and within a reasonable time of when the hours were worked.

Example: a part-time nonexempt employee works a full schedule (37.5 hours a week) during the school year (Sept-May) and “adjusts” the work schedule to 1 or 2 days a week during the summer.

All supervisors and nonexempt employees should be fully aware of what the work schedule is and work the hours that have been agreed to.



General Guidelines

Kinds of Time Entered into PeopleSoft

Salaried nonexempt employees should enter all time for which they are being compensated.

This includes the following:

- Regular Time Worked
- Vacation Time
- Sick/Medical Time
- Cultural Holiday
- Personal Days
- Compensatory Time (Earned, Taken or Paid)
- Overtime – Time is entered as regular time, the system will generate Overtime.
- Holiday time – (UVM designated Holidays)
- Bereavement Leave
- Jury Duty
- Educational/Professional Development Leave
- Military Leave (paid)
- University Closing – (Reserved for unusual events when the University closes; hurricanes or ice storms are a few examples)
- Winter Break Days – (The additional days off between Christmas and New Years)
- Blood Drive
- Volunteer Emergency Services
- Community/Professional Service
- Town Meeting



Minutes into 10th's of an hour Conversion Chart

Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported	Minutes to be reported	Tenth of Hour reported
1 min.	0.0	21 min.	0.4	41 min.	0.7
2 min.	0.0	22 min.	0.4	42 min.	0.7
3 min.	0.1	23 min.	0.4	43 min.	0.7
4 min.	0.1	24 min.	0.4	44 min.	0.7
5 min.	0.1	25 min.	0.4	45 min.	0.8
6 min.	0.1	26 min.	0.4	46 min.	0.8
7 min.	0.1	27 min.	0.5	47 min.	0.8
8 min.	0.1	28 min.	0.5	48 min.	0.8
9 min.	0.2	29 min.	0.5	49 min.	0.8
10 min.	0.2	30 min.	0.5	50 min.	0.8
11 min.	0.2	31 min.	0.5	51 min.	0.9
12 min.	0.2	32 min.	0.5	52 min.	0.9
13 min.	0.2	33 min.	0.6	53 min.	0.9
14 min.	0.2	34 min.	0.6	54 min.	0.9
15 min.	0.3	35 min.	0.6	55 min.	0.9
16 min.	0.3	36 min.	0.6	56 min.	0.9
17 min.	0.3	37 min.	0.6	57 min.	1.0
18 min.	0.3	38 min.	0.6	58 min.	1.0
19 min.	0.3	39 min.	0.7	59 min.	1.0
20 min.	0.3	40 min.	0.7	60 min.	1.0




Enter Time Worked

General Guidelines for Everyone

- It is the employee's responsibility to record time that accurately reflects the work week. Refer to the list of [Kinds of Time Entered into PeopleSoft](#) for specifics.
- Time Reporting Codes are available from the drop down menu in the timesheet.
- The timesheet should reflect all hours worked in the work week. The work week is defined as the period from Monday at 12:00 midnight through Sunday at 11:59 PM.
- Time must be recorded no later than Noon on the Monday following the week being recorded.
- If the employee worked regularly scheduled hours for the entire day, then enter regular hours for that day.
- The system will calculate overtime based on the employee's standard work hours of 37.5 or 40 hours a week.

Entering Time: Step-by-Step Instructions

1. Log into PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: **Self Service > Time Reporting > Report Time > Timesheet**
3. The Timesheet will open to the current week. The timesheet date will display in the solid blue bar at the top of the timesheet. Verify that the date is correct.

*View By:	Week	Reported Hours:	0.000	Previous Week	Next Week
*Date:	09/03/2012				
From Monday 09/03/2012 to Sunday 09/09/2012					

4. To change the dates displayed, type the appropriate dates in the **Date Field** or click on the calendar icon to the right of the **Date Field** to select the desired date. Click Refresh to display the timesheet for the selected dates.
5. Enter all time worked and time off for the entire weekly schedule as it occurred. Select the appropriate Time Reporting Code(s) from the drop down menu. Add additional lines by clicking on the plus sign at the end of the line.



Example:

Multiple kinds of time within one week

Wendy works a 37.5 hour week. She worked regular days on Monday, Tuesday and Thursday. On Wednesday Wendy was granted 1.5 hours to give blood by her supervisor and was called away for 2.5 hours of Volunteer Emergency Service. Friday, Wendy’s son came home sick from school and she left work for 3 hours in the afternoon to care for him. Wendy’s hours are correctly reported in the example below.

From Monday 09/03/2012 to Sunday 09/09/2012									
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Total Hours	Time Reporting Code	Taskgroup
7.500	7.500	3.500	7.500	4.500				011 - Regular Pay	UVMSAL
				3.000				345 - Sick Pay	UVMSAL
		1.500						366 - Blood Drive	UVMSAL
		2.500						367 - Volunteer Emergency	UVMSAL

Entering Holiday Time:

All non-exempt employees are required to enter all time with the appropriate time reporting code for their normal scheduled work week. Holiday time is an available time reporting code on the timesheet. Therefore, on a UVM designated holiday during the normal workweek, the employee must enter 7.5, 8 hours or prorated hours, based on their FTE of Holiday time for that day. If the employee works a full day on a Holiday then the Regular time reporting code should be selected. Should the employee work a part of a Holiday, then two time reporting codes will need to be entered; one showing the amount of hours worked which would be Regular pay, and the second making up the difference in Holiday pay. For example: Catalina is a full time non-exempt employee, her regular schedule is 37.5 hours Monday – Friday. She worked a 5 hour shift at the Book Store on Martin Luther King Day and her normal work schedule the rest of the week. Her time sheet will look like the one in the example below.

*View By:	Week	Reported Hours:	37.500	Previous Week	Next Week				
*Date:	01/21/2013								
From Monday 01/21/2013 to Sunday 01/27/2013									
Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Total Hours	Time Reporting Code	Taskgroup
5.000	7.500	7.500	7.500	7.500			35.000	011 - Regular Pay	UVMSAL
2.500							2.500	351 - Holiday	UVMSAL



Overtime and Compensatory Time

All overtime work must be approved by a supervisor in advance, and the method of compensation (compensatory time or payment) will be determined in accordance with the policy in the [Staff Handbook](#). If unauthorized overtime occurs, it may be addressed as a performance issue resulting in corrective discipline.

Examples

Overtime

To report overtime, report the total hours worked for each day, including the normal work hours. The system will calculate the overtime at the end of the week based on the total number of hours to be paid and whether that exceeds the full time standard weekly hours.

From Monday 09/03/2012 to Sunday 09/09/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9						
10.500	7.500	7.500	7.500	7.500				011 - Regular Pay	UVMSAL		+	-
									UVMSAL		+	-

Compensatory Time: Entering Time Earned

Enter compensatory time by selecting CTE from the drop down list and recording the number of hours worked over the regular hours. Record the regular hours as well. The system will calculate the compensatory time and credit the compensatory time balance 1.5 times the hours. Compensatory time earned cannot be entered in the same work week that compensatory time is used. For example, working an extra hour on Monday and entering Compensatory Time Earned and then working one less hour on Friday and using Comp Time Taken is not correct. The appropriate entries are 8.50 hours worked on Monday and 6.50 worked on Friday. For salaried non-exempt employees overtime and comp time are only earned after the work week exceeds 37.5 hours. In this example the 37.5-hour work week has not been exceeded.

From Monday 09/03/2012 to Sunday 09/09/2012								Total Hours	Time Reporting Code	Taskgroup		
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9						
7.500	7.500	7.500	7.500	7.500				011 - Regular Pay	UVMSAL		+	-
3.000								CTE - Compensatory Time E	UVMSAL		+	-



Compensatory Time: Taking Time Earned

To take compensatory time after it is earned, select CTT from the drop down list and record the number of hours of compensatory time taken. If a full day of compensatory time was taken, enter the full 7.5 hours as CTT. If a partial day of compensatory time was taken, account for the remaining work hours. To account for a partial day, enter another kind of time for the balance of the standard hours. Compensatory time earned cannot be entered in the same work week that compensatory time is used. For example, working an extra hour on Monday and entering Compensatory Time Earned and then working one less hour on Friday and using Comp Time Taken is not correct. The appropriate entries are 8.50 hours worked on Monday and 6.50 worked on Friday. For salaried non-exempt employees overtime and comp time are only earned after the work week exceeds 37.5 hours. In this example the 37.5 hour work week has not been exceeded.

Note: The amount of CTT entered must appear in the timesheet balances prior to entering the time.

From Monday 09/03/2012 to Sunday 09/09/2012										
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Total Hours	Time Reporting Code	Taskgroup	
		4.000	7.500	7.500				011 - Regular Pay	UVMSAL	+ -
7.500	3.500	3.500						CTT - Compensatory Time T	UVMSAL	+ -
	4.000							340 - Vacation Pay	UVMSAL	+ -

Considerations for Employees with Non-Traditional Schedules

General Guidelines:

- Report all hours including regular, overtime, compensatory time and paid time off for the work week on the timesheet exactly as they occur, using the correct time reporting code.
- Regardless of how many hours a day normally worked, there is only an allotted fixed amount of holiday time based on the FTE.

Overtime for Reduced FTE Employees

- Overtime is calculated after 37.5 or 40 hours (position dependent) of work per week. All hours worked over the overtime threshold will be paid at the overtime premium.
- The employee is entitled to pay at the regular rate for the hours worked over the regularly scheduled hours up until the overtime threshold of 37.5 or 40 hours. This amount is tracked but not paid in the PeopleSoft system.
- The supervisor should complete and submit the [Additional Pay Form](#) for hours beyond the normal workweek up to the overtime threshold.



- The system will automatically calculate the overtime rate for hours entered over the standard work week, 37.5 or 40 hours.

Compensatory Time for Reduced FTE Employees

- Reduced FTE employees are not eligible to earn compensatory time if working additional hours beyond their normal workweek until they exceed 37.5 or 40 hours.
- Reduced FTE employees who work additional hours beyond their normal workweek will be paid straight time up to 37.5 or 40 hours. Hours worked beyond 37.5 or 40 are paid as over time.
- When working a reduced FTE, the time worked over the normal work week up to 37.5 or 40 hours either needs to be paid at straight time via an Additional Pay Form or the schedule needs to be adjusted during that week to ensure that the normal workweek hours are worked within the week. The employee must adjust the work schedule for the week or be paid for the additional hours worked that week. It is not permissible to “average” hours over two weeks.
- Reduced FTE employees should not use the comp time earnings category (CTE) to enter hours beyond their normal workweek up to the 37.5 or 40 hour threshold. This code is not valid in this situation.

Examples

Extra Hours- No Overtime Generated

Robin is an 80% employee who upon request of his supervisor works an additional 7.5 hours in a week. Robin will submit his regular hours plus the additional 7.5 hours on his timesheet for recordkeeping purposes. Since the total number of hours worked does not exceed 37.5 hours, the additional 7.5 hours will be paid at straight time by an Additional Pay Form that Robin’s supervisor will submit. At this time these straight time hours should be entered, but cannot be paid through PeopleSoft.

From Monday 09/03/2012 to Sunday 09/09/2012										
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Total Hours	Time Reporting Code	Taskgroup	
7.500	7.500	7.500	7.500	7.500			37.500	011 - Regular Pay	UVMSAL	+ -



Extra Hours- Overtime Generated

Tzu-Min is an 80% employee who upon request of her supervisor works an additional 15 hours in a week. Tzu-Min will submit her regular hours plus the additional 15 hours on her timesheet. The total number of hours entered exceeds the 37.5 hour per week overtime threshold, so overtime will be generated for 7.5 hours. Additionally, since Tzu-Min is a part-time employee, she is eligible for 7.5 hours straight pay for the hours worked between 30 (her regular FTE) and 37.5 (when the system calculates overtime). The system will automatically pay the overtime hours, but Tzu-Min’s supervisor must submit an Additional Pay Form to have the hours worked over the normal hours paid.

From Monday 09/03/2012 to Sunday 09/09/2012								Total Hours	Time Reporting Code	Taskgroup
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9				
7.500	7.500	7.500	7.500	7.500	7.500		45.000	011 - Regular Pay	UVMSAL	

Schedule Adjustment - No Overtime Generated

Bob is an 80% employee who upon request of his supervisor stays late on Monday to finish an important project. Though he normally works 6 hours on Monday, Bob works 8 hours. He works his regular day on Tuesday. On Wednesday, Bob leaves 2 hours early. He works a normal day on Thursday and Friday. Bob submits his hours exactly as he worked them. In this scenario, Bob is not entitled to any additional pay since he has not worked more than his regularly scheduled hours.

From Monday 09/03/2012 to Sunday 09/09/2012								Total Hours	Time Reporting Code	Taskgroup
Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9				
8.000	6.000	4.000	6.000	6.000			30.000	011 - Regular Pay	UVMSAL	

Entering Holidays When Working a Non-Traditional Schedule

General Information:

- When the employee works a reduced FTE, the employee’s holidays are prorated based on the employee’s FTE. (See the [Prorated Holiday Table](#).)
- If the holiday falls on the regular day off, the employee is eligible to take the allotted holiday hours at another time within the same work week.
- If the holiday falls on a day the employee normally works, and the employee takes the full day off, the employee is responsible for supplementing the extra hours off with vacation or other time.



Examples:

Full-time Flexible Schedule

Susie works a 40 hour week. Typically, she works 10 hours per day Monday through Thursday. Even though she works 10 hours a day, she is entitled to 8 hours of holiday time according to UVM policy. During Thanksgiving week, the University is closed Thursday and Friday. Susie is entitled to a total of 16 holiday hours during this week. Since Susie does not work on Fridays, she and her supervisor agree that she will take Wednesday and Thursday off as her holidays rather than Thursday and Friday. Because she typically works 10 hours a day, she will need to supplement the extra hours taken to ensure she accounts for a full 40 hours that week.

From Monday 11/19/2012 to Sunday 11/25/2012											
Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Total Hours	Time Reporting Code	Taskgroup		
10.000	10.000							011 - Regular Pay	UVMSAL		+ -
		2.000	2.000					340 - Vacation Pay	UVMSAL		+ -
		8.000	8.000					351 - Holiday	UVMSAL		+ -

Holiday Time Taken Within the Same Work Week

Svetlana works an 80% FTE or 30 hours and is thus entitled to 6.0 hours of holiday time. She normally works Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Svetlana this represents 12 hours of holiday time. During Thanksgiving week, she chooses to work on Monday and take the Friday holiday on a day she normally works during the week, in this case Tuesday.

Because Svetlana normally works a 10 hour day and has chosen to take two full days off, 8 additional hours must be compensated for. Below is the timesheet correctly filled out.

From Monday 11/19/2012 to Sunday 11/25/2012											
Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25	Total Hours	Time Reporting Code	Taskgroup		
10.000								011 - Regular Pay	UVMSAL		+ -
	4.000		4.000					340 - Vacation Pay	UVMSAL		+ -
	6.000		6.000					351 - Holiday	UVMSAL		+ -



Additional Hours Worked Within a Week with a Holiday

Yan works 80% FTE or 30 hours, and is thus entitled to 6.0 hours of holiday time. He normally works Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Yan this represents 12 hours of holiday time. Though he had planned to take the Thanksgiving Friday holiday (6 hours) on Tuesday, Yan agrees to work on Tuesday at the request of his supervisor. Yan would enter the hours as he worked them with the Friday holiday remaining as it was originally in the schedule. The supervisor must submit an Additional Pay Form for the 6 hours worked on Tuesday as Yan is entitled to be paid for the time worked over the 30 hours, including the holiday time.

From Monday 11/19/2012 to Sunday 11/25/2012							Total Hours	Time Reporting Code	Taskgroup		
Mon 11/19	Tue 11/20	Wed 11/21	Thu 11/22	Fri 11/23	Sat 11/24	Sun 11/25					
10.000	10.000							011 - Regular Pay	UVMSAL		+ -
			4.000					340 - Vacation Pay	UVMSAL		+ -
			6.000	6.000				351 - Holiday	UVMSAL		+ -

Make Corrections to the Timesheet

Corrections are easy to make on the timesheet. The system will acknowledge the changes and override previous entries. The corrections go to the manager for approval after being processed through the system.

Time that has not changed and has already been submitted will not be re-submitted. See [Understanding How Time Flows Through the System](#) for more information.

Making Corrections to the Timesheet: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: **Self Service > Time Reporting > Report Time > Timesheet**



3. Access the week to be corrected by typing in the date and clicking Refresh.

*View By: Reported Hours: 37.500 [Previous Week](#) [Next Week](#)

*Date:

From Monday 09/10/2012 to Sunday 09/16/2012

Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Total Hours	Time Reporting Code	Taskgroup		
7.500	6.500	7.500	7.500	7.500			36.500	011 - Regular Pay	UVMSAL	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
	1.000						1.000	345 - Sick Pay	UVMSAL	<input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>

By pressing the submit button below, I certify that all hours reported as being worked by me are accurate, and I understand that falsification may result in disciplinary action, up to and including termination of employment.

4. Adjust the time entered by changing the incorrect time to the correct time and clicking **Submit**.

Examples

Add additional time to a day:

Click the plus sign to the right of the timesheet to add a new line. Enter the additional hours using the correct Time Reporting Code and click **Submit**.

Change the amount or type of hours submitted:

Change the incorrect number to the correct number by clearing the box and adding the new value.

Note: Do not use negative numbers to subtract time. Do not use 0 to remove time previously entered. Swipe over the previously entered hours and leave blank to remove the entry entirely.

View Time Submitted

These instructions show how to view time submitted.

Viewing Time Submitted: Step-by-Step Instructions

1. Log in to PeopleSoft using the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: **Self Service > Time Reporting > View Time > Payable Time Summary**



3. The Payable Time Summary page will appear. Type in the start date of the week to be viewed and click Get Rows. (Remember, the UVM work week runs from Monday at 12:00 midnight through Sunday at 11:59 PM.)
4. The transactions for the dates requested will appear.

Explanation of Payable Time Detail Data

A chart similar to the one below will be returned.

Start Date:	<input type="text" value="09/03/2012"/>			Previous Week	Next Week						
End Date:	<input type="text" value="09/09/2012"/>										
Payable Time From 09/03/2012 To 09/09/2012											
Time Reporting Code	Description	Total Quantity	Type	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Currency
011	Regular Pay	30.000	Hours		7.500	7.500	7.500	7.500			
030	Overtime Earnings	2.500	Hours	2.500							
350	Holiday Pay	7.500	Hours	7.500							

An explanation of the data in these fields:

- **Time Reporting Code:** shows the numeric code for the type of time submitted.
- **Description:** names the type of time submitted.
- **Total Quantity:** Adds the time across each row.
- **Type:** The unit that the time is measured in. This field will always say hours.
- **Days Shown:** The chart will always show seven days beginning with the date entered as a Start Date.
- **Currency:** Will be blank.

View Accrual Balances

Notes About Balances:

- The most up-to-date place to view time balances is on the timesheet.
- Due to processing order, the view on Paycheck will be at least a full pay cycle behind.
- When entering time into the timesheet, the balances in this box update automatically once Submit is hit.



- It will not be possible to take time that does not appear in the balance summary.
- When submitting time taken, balances will automatically decrement when the time is submitted.
- A blank value means that there is no current balance of that particular kind of time.
- If eligible for compensatory time, it will appear when time entered into the timesheet has been processed. Make sure there is a comp time balance before taking comp time.

Viewing Time Balances: 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. Timesheet will appear.
4. At the bottom of the Timesheet, click on the arrow for anyone of the three, **Reported Time Status, Reported Time Summary or Leave and Compensatory Time Balances** links



5. Current balances will appear.

Leave and Compensatory Time Balances	
Plan	Recorded Balance
Sick	767.800
Vacation	151.725
Personal	15.000
Cultural Holiday	0.000
COMP1	0.000



Appendix

Understanding How Time Flows through the System

All time entered into the timesheet follows these basic steps:

1. **Time Entered:** Time is entered into the PeopleSoft timesheet system by the employee. 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 overnight. This process applies rules to the entered time and calculates overtime where appropriate. Once this process has completed, the time is ready for supervisor review.
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. Any overtime would be added to the total earnings at this point.
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.



Prorated Holiday Table

Standard Hours	FTE	Holiday Allotment
37.500	100%	7.500
35.625	95%	7.125
33.750	90%	6.750
31.875	85%	6.375
30.000	80%	6.000
28.125	75%	5.625
26.250	70%	5.250
24.375	65%	4.875
22.50	60%	4.500
20.625	55%	4.125
18.750	50%	3.750
16.875	45%	3.375
15.000	40%	3.000
13.125	35%	2.625
11.250	30%	2.250
9.375	25%	1.875
7.5	20%	1.500

Standard Hours	FTE	Holiday Allotment
40	100%	8.0
38.000	95%	7.600
36.000	90%	7.200
34.000	85%	6.800
32.000	80%	6.400
30.000	75%	6.000
28.000	70%	5.600
26.000	65%	5.200
24.000	60%	4.800
22.000	55%	4.400
20.000	50%	4.000
18.000	45%	3.600
16.000	40%	3.200
14.000	35%	2.800
12.000	30%	2.400
10.000	25%	2.000
8.000	20%	1.600



Frequently Asked Questions

Regarding the Changes

Am I an exempt or nonexempt employee?

Status is based on the position for which hired. If unsure, ask a supervisor. This information is also available on the Benefits Summary page of People Soft. Navigation: **Self-Service > Benefits > Benefits Summary**. Exempt or Nonexempt status will appear in the Plan Description for Vacation and Personal.

I am nonexempt and occasionally work overtime. Can I record the overtime as Compensatory Time?

Yes, on the day the overtime is worked, enter the regular work hours with a time category of Regular, and enter the overtime hours worked as CTE – Compensatory Time Earned. The system will calculate the premium hours. Compensatory Time is earned after the work week exceeds 37.5 hours. For example, if an extra two hours is worked on Monday and you leave work two hours early on Friday, then there is no compensatory time earned and no premium hours.

What if I work from home during evening hours?

All overtime must be authorized and approved by a supervisor. All time worked must be entered.

Do I need to enter my own time?

Yes, unless on paid medical leave and incapacitated, in which case a supervisor will enter the time.

When should I submit my time?

You can submit your time as frequently as you want but it should be no later than Monday following the end of the previous work week. Of course you can enter your time more frequently but it should not be any longer than one week previously. You should submit time only after it has been worked. The only exception is scheduled time off (vacation, personal, cultural) which can be entered in advance of the time being taken.



If I enter my hours daily and at the end of the week the hours are beyond 37.5, will overtime automatically be generated?

Yes. Overtime is automatically calculated after entering the standard 37.5 or 40 hours per week.

What if I have elected to take time worked over the normal work week as compensatory time (comp time)?

Continue to enter compensatory time as in the past. See the instructions in [Overtime and Compensatory Time](#). Part-time employees are not eligible for compensatory time in the same way that full time employees are. See [Compensatory Time for Reduced FTE Employees](#) for more information.

General Questions

Why is the leave balance on my paystub not the same as the ones I see online in PeopleSoft?

The leave balances that appear on the paystub reflect the point in time at which the paystub is generated. If time has been reported since the date of the past paystub it will be immediately reflected in the online balance, but it will not appear on the paystub until the next payroll—after the time has been approved. Similarly, accruals are updated only after the payroll is produced.

Is my supervisor/manager notified by the system when I submit time?

Yes, once per week a system-generated e-mail will notify the supervisor when time is ready for approval.

When should I submit my time to be sure it makes the next payroll?

Because we are currently paying non-exempt salaried staff twice a month and we want time submitted on a weekly basis, the payroll and time submission process while connected are separate. Your base compensation will continue to be paid as it is now. Overtime is the one item that will affect your pay. Using the payroll schedule you would need overtime to be in the system and approved approximately five work days before pay day. Even if that time line is missed the overtime will be picked up with the following payroll.



I'm near the maximum number of vacation days I can accrue. What will happen?

Once the maximum number of vacation days is reached, no more additional time will accrue. Although leave time can be entered up to 60 days after the fact, it is important that if the maximum accrual limit is near report the time as soon as possible. If this is not done, the leave time will cease to accrue once the limit is reached and will not begin accruing again until time is taken. The accrual will only start again after the date that time is reported; the system will not go back and recalculate accrued time based on the date the time was actually taken.

Resources

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

Helpful Links

- [Payroll Deadline Schedule](#)
- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Payroll Services](#)
- [Human Resource Services](#)
- [University Financial Services](#)

Related Policies

- [Staff Handbook](#)
- [University Policies and Operating Procedures](#)