ENTER AND VIEW TIME FOR SALARIED EXEMPT EMPLOYEES

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Overview

This document contains information about:

- The way time is handled for exempt salaried staff in PeopleSoft

- Viewing exception time and exception time balances

This document is not meant to provide guidance wage employees or nonexempt salaried employees. Complete information regarding these employees can be found in Enter/View Time – Wage Employees User Guide (PDF) and Enter/View Time - Salary Nonexempt Employees User Guide (PDF).

General Information

Information specific to salaried exempt employees is listed below. Consult the appropriate document for information regarding other types of employees. (See above.)

Exempt staff is not paid through the time and labor module. Time entered into the timesheet does not affect the amount of the paycheck. Exempt salaried exempt employees need only enter exception time. Exception Time is defined as any time worked that is outside of the regular work week. Examples of Exception Time include: a sick day, a vacation day, a cultural holiday.

Kinds of time entered into PeopleSoft:

- Vacation

- Sick/Medical Time

- Cultural Holiday

- Personal Days

Kinds of time NOT entered into PeopleSoft:

- Holiday time

- A full day of regular time worked

- Additional Pay

Enter Time into PeopleSoft

General Guidelines:

- Consult the beginning of this document for a complete list of what is/ is not entered into the timesheet system.

- The employee's available time reporting codes will be in the drop-down menu.

- If the employee works the regularly scheduled hours for the entire day, the employee does not need to report for that day.

- If the employee takes an entire day off, report that day under the correct reporting code.

- If the employee works a partial day and takes time off (sick, vacation, personal, cultural holiday, etc.) report only the time off using the correct reporting code.

- Employees have access to timesheets up to 2 weeks in arrears. Time older than 2 weeks that needs to be entered should be emailed to Payroll@uvm.edu and it can be entered by an administrator.

Entering Time: Step-by-Step Instructions

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

2. Navigation: Select **UVM Time Entry** from tile selection and your timesheet will appear.
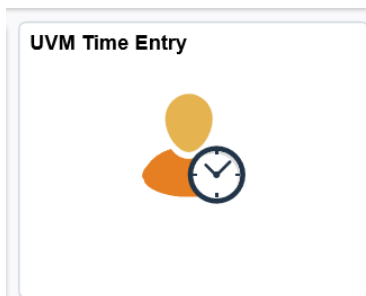
3. View **Start Date** and **End Date** fields to make sure the correct time reporting period is displayed.

4. Click in the day/date fields and type the exception time in hours for that date. Enter the time as appropriate. See specific examples and instructions in the sections below.

From Monday 06/08/2020 to Sunday 06/14/2020 ⑦

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
7.500	7.500						15.000	340 - Vacation Pay

5. From the drop down box choose the correct type of exception time from the drop down menu.

   Note: Time Reporting Codes available in the drop down box will be tailored to the job classification.

6. Do not change the **TaskGroup** field**.**

7. Click the **Submit** button.

8. Click the **OK** button.

9. Report more than one week by clicking on **Previous Week** or **Next Week** link and repeat the steps. To report more than one kind of time in a week or a day each kind must be recorded on a separate line. Click the plus sign to add rows. Days can be split the same way by splitting the correct number of hours in the day between the appropriate Time Reporting Codes.

Specific Examples

Vacation, Sick, and Cultural Holiday

To report an entire day off, report the hours taken under the correct reporting code. To report more than one kind of time in a week or a day, record each kind on a separate line. Click the plus sign to add rows.

From Monday 06/08/2020 to Sunday 06/14/2020 ⑦

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
7.500							7.500	340 - Vacation Pay
		7.500					7.500	345 - Sick Pay
	7.500						7.500	355 - Cultural Holiday

Partial Day of Exception Time

When reporting a **partial day** of exception time (sick, vacation, personal, cultural holiday, etc.) the balance of the day must be reported as regular time.

From Monday 06/08/2020 to Sunday 06/14/2020 ⑦

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
		3.250					3.250	011 - Regular Pay
		4.250					4.250	345 - Sick Pay

Non-Traditional Schedules

This information is specific to salaried exempt employees who maintain a regular schedule that is outside of the standard work day. This information also applies to salaried exempt employees working reduced a FTE.

General Information:

- When the employee works a reduced FTE, the employee's holidays are prorated based on the employee's FTE (See Prorated Holiday Allotment Table).

- An employee who generally works a non-standard UVM day (e.g. working a 40-hour week in 4 days or 10 hours per day) must compensate for the additional 2 hours of holiday time if taking the full day off.

- If the holiday falls on the regular day off, the employee is eligible to take the allowed holiday amount at another time within the same work week.

  - Non-represented employees should defer to Staff Handbook and represented employees should defer to applicable bargaining agreement for details surrounding non-traditional schedules and when is permitted to take the allowed holiday amount.

- If the holiday falls on a day the employee normally works the employee is responsible for supplementing the extra hours off with vacation or other time.

Examples

Holiday Time Taken Within the Same Work Week (reduced FTE)

Employee X works 80% FTE or 30 hours. Employee X is entitled to 6.0 hours of holiday time. They normally work Monday, Tuesday and Thursday. The University is closed on Thursday and Friday for the Thanksgiving holiday. For Employee X this represents 12 hours of holiday time. During Thanksgiving week, they choose to work on Monday and flex the Friday holiday to a day they normally work during the week, in this case Tuesday.

Because Employee X 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.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Cod
10.000							10.000	011 - Regular Pay
	4.000		4.000				8.000	340 - Vacation Pay
	6.000		6.000				12.000	351 - Holiday

Full-time flexible schedule

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

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Cod
10.000	10.000						20.000	011 - Regular Pay
		2.000	2.000				4.000	340 - Vacation Pay
		8.000	8.000				16.000	351 - Holiday

Making Corrections to the Timesheet

Corrections are easy to make on the employee's timesheet. The system will understand the changes and override previous entries. The corrections go to the employee's supervisor for approval after being processed through the system in an overnight process. Any time that has not changed and has already been submitted will not be re-submitted.

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

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

2. Navigation: Select **NavBar: Navigator** compass icon in upper right corner.
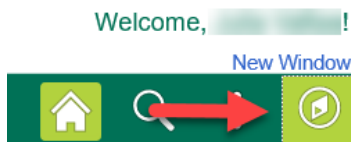
3. Select **Navigator** and then select **Manager Self Service > Time Management > Report Time > Timesheet**

Recent Places	* UVM ePARs >
	* UVM Interfaces >
	* UVM Modifications >
My Favorites	* UVM Reports >
Navigator	* UVM System >
	Self Service >
Process Monitor	Manager Self Service >
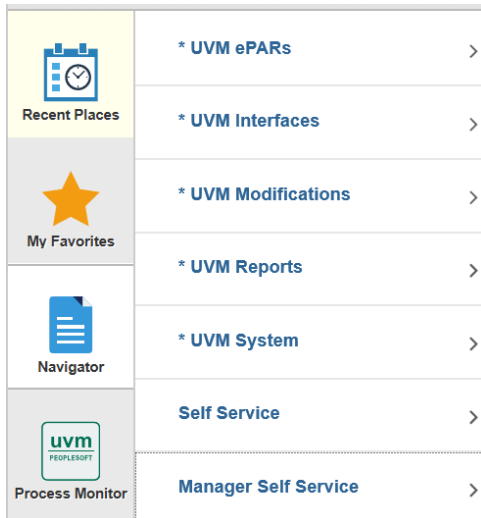
4. Enter search criteria and click **Get Employees.**

5. Select the employee for which corrections are necessary by clicking on their name.

6. The timesheet will open and default to the current week. Select the appropriate week by typing the date in the date field or by using the calendar icon to the right of the date field to select the date. Click **Refresh** (green arrows next to the date field) to change the timesheet to the selected date.

Select Another Timesheet

*View By	Week		Previous Week Next Week
*Date	06/08/2020		Previous Employee
	Reported Hours	0.000	Punch Timesheet

7. Correct the time entered by resubmitting the correct time

Examples

Add regular hours to a partial day taken

Click the plus sign to the right of the timesheet to add a new line. Add the balance of the employee's regular time into this new line. Then hit **Submit**.

From Monday 06/08/2020 to Sunday 06/14/2020 ?

Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total	Time Reporting Code
	3.750						3.750	011 - Regular Pay ⌄
	3.750						3.750	345 - Sick Pay ⌄

Correct Amount of Hours Submitted

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

Note: <u>Do not use negative numbers or zeros to subtract time</u>. To delete a value, click the hours that need deleting and an **X** will appear. Click the **X** and the hours will disappear.

From Monday 06/08/2020 to Sunday 06/14/2020 ⓘ

	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sun 6/14	Total
		3.750 ×						3.750
		3.750						3.750

Correct the Time Reporting Code

If the hours are correctly submitted, correct an incorrect Time Reporting Code by selecting the correct Time Reporting Code from the drop down menu and click **Submit**.

Note: It is not necessary to add a new line or make any other changes to the timesheet. Simply change the code and resubmit.

View Time Submitted

There are two summaries to assist with accuracy of reported time. After the time for the week has been submitted and the submit button is clicked the two review dialog boxes will appear below the timesheet.

Reported Time Status

The first review dialog box is called the **Reported Time Status**. This area breaks down each day of the reported period by hours and Time Reporting Code. It is an easy way to check for accurate reporting.

Reported Time Status

Date	Reported Status	Total	TRC	Description	Add Comments
02/17/2020	Submitted	7.500	351	Holiday	💬
02/18/2020	Submitted	7.500	011	Regular Pay	💬
02/19/2020	Submitted	7.500	011	Regular Pay	💬
02/20/2020	Submitted	7.500	011	Regular Pay	💬
02/21/2020	Submitted	7.500	011	Regular Pay	💬

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Reported Hours Summary

The **Reported Hours Summary** displays the period in total hours so that the employee can easily check the accuracy of the reported period to insure that the correct number of hours are accounted for each day.

Select Another Timesheet

*View By	Week		Previous Week Next Week
*Date	05/18/2020		
	Reported Hours 37.500		Punch Timesheet

View Exception Time Balances

General Information:

- Due to processing order, the view on paycheck will be at least a full pay cycle behind.

- The most up to date place to view exception time balances is on the timesheet.

- When entering time into the timesheet, the balances in this box update automatically once submit is hit.

- The kind of time an employee is eligible for will appear in the balance summary.

- When submitting time taken, balances will automatically decrement when submit is hit.

- A blank value means the employee does not currently have a balance of that particular kind of time. In the case of personal time, it can also mean an employee is eligible for personal time, but have not reached full eligibility.

- It will not be possible to take time that does not appear in the balance summary.

Viewing Exception Time Balances: Step by step Instructions

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

2. Navigation: Select **UVM Time Entry** from tile selection.

UVM Time Entry
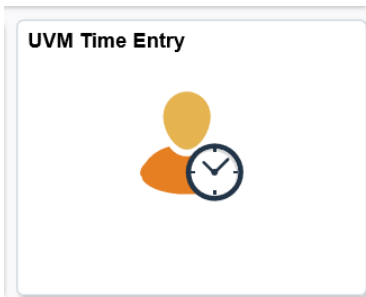
3. The timesheet will appear.

4. At the bottom of the timesheet, click on the Balances **Leave/Compensatory Time** tab.

5. Current balances will appear.

Reported Time Status	Leave / Compensatory Time	Payable Time
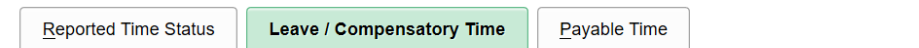
Leave and Compensatory Time Balances ⓘ

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Plan	Recorded Balance
Sick	90.750
Vacation	63.500
Personal	0.000
Cultural Holiday	7.500
COMP1	0.750

Appendix

How Time Flows Through the System

All time reported follows these basic steps:

1. **Time Entered:** Time is entered into the 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 daily. It 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 rejects or approves all time. The supervisor may also correct the time. If the changes are made, 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.

Prorated Holiday Allotment Table

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

What is exception time?

Exception time includes vacation, sick, personal, cultural holidays, and in some cases, compensatory time. Exception time reporting affects all salaried employees.

When does my exception time accumulate in PeopleSoft?

Exception time accrual generally occurs in concert with the payroll process in PeopleSoft. Vacation and sick time accrual takes place during the middle of the month semi-monthly payroll process. This accrual is for one entire month at a time. Personal days accrue on the 15th of the anniversary month. Cultural holidays for those eligible accrue on the first payroll of the calendar year (mid-January).

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

The leave balances that appear on the paystub are at a point in time when the paystub is generated. If exception 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.

Given that the time approval process involves a number of steps, when should I submit my time to be sure it makes the next payroll?

As a guide, time needs to be submitted as worked, and approved by a supervisor/manager no later than the Tuesday of the following week after it is worked, or taken in the instance of exception time.

Where can I find my monthly accrual amount?

The system does not actually show a separate field where monthly hours accrued can be seen. If no time has been taken in the last pay period, it is possible to calculate the amount by looking at the balances on the paycheck immediately before the 15th payroll and then again shortly after. Otherwise, consult the staff handbook for guidelines.

I believe that my accrued leave balances are inaccurate. What should I do?

Let a business manager or HR Rep know if you believe your leave balances are not correct.

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

Once the maximum number of leave days is reached, accruing additional time will stop. Although timsheets are available for 30 days, it is important that if the maximum accrual limit is nearing that you report exception time as soon as possible. If this is not done, 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 exception time is reported; the system will not go back and recalculate accrued time based on the date exception time was actually taken. Reach out to Payroll@uvm.edu if you have questions.

What time should faculty be reporting?

For faculty covered by the UA/UVM CBA and who work 9 and 10 months, periods of medical leave should be reported. For faculty working 12 months, both vacation and medical leave should be reported.

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

Yes, once 37.5 hours have been worked in a week Compensatory Time Earned can be reported. Enter time as worked each day with a time reporting code of regular, and once 37.5 hours have been worked, enter the overtime hours worked as CTE – Comp Time Earned. The system will calculate the premium hours at a rate of 1.5 X. For example, if an extra 2 hours is worked on Monday and you leave work two hours early on Friday then there is no comp time earned and no premium hours either. If an extra 2 hours is worked on Monday and you DO NOT leave early on Friday, then enter 2 hours of CTE and the system will calculate comp time as 2 hours x 1.5. Once the hours have been run through the Time Administration process, 3.5 hours of CTE will be added to your Leave Accruals.

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

Related Policies

- Staff Handbook
- University Policies and Operating Procedures