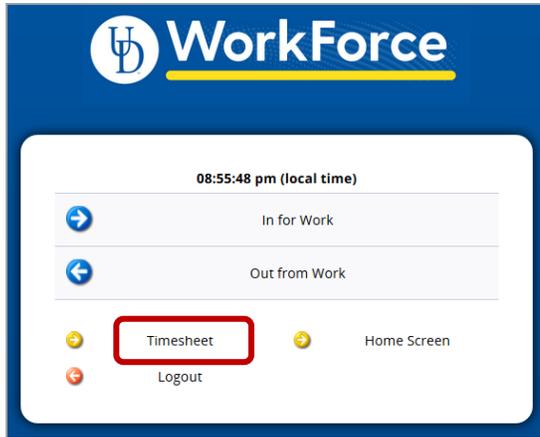


1. Access your timesheet by going to www.udel.edu/udworkforce, click **Login** button and then log in with CAS.
2. You can view your timesheet from the UD WorkForce Web Clock. Click **Timesheet**.



3. This opens your current timesheet
 - a. You can also view past or future timesheets (use the calendar icon or left and right arrows)
 - b. **Hours** column – the times reflect your Webclock punches in and out, as well as your holiday and leave hours.
 - **You cannot change the in/out times.**
 - If you have a missing punch in or out tell your manager – you can use the **Comments** field to do this.
 - c. Holidays auto-populate on your timesheet
 - d. Time off hours (vacation, sick, etc.) come from approved Time Off Requests (TORs)
 - e. You can add **Comments** on any **Regular Time** row. (If you have a missing in or out punch, notify your manager. You may use the Comments filed to do this.)
 - f. If you enter a Comment, click the **Save** button (it will change from orange to blue)
 - g. The small grey arrow hides or reveals the tabs at the bottom

Date		Entry Code	Hours	Override Rate	Adjust Reason	Comments	soe	Total
03/09		Holiday	8.00	0.00			<input type="checkbox"/>	8.00
Tue 03/10		Reporting Pay Eligibility Indicato					<input type="checkbox"/>	
		Regular Time	05:01 am 03:30 pm	0.00		asked to work to 3:30	<input type="checkbox"/>	10.00
Wed 03/11		Reporting Pay Eligibility Indicato					<input type="checkbox"/>	
		Regular Time	05:00 am 01:32 pm	0.00			<input type="checkbox"/>	8.00
Thu 03/12		Reporting Pay Eligibility Indicato					<input type="checkbox"/>	
		Sick	8.00	0.00			<input type="checkbox"/>	8.00
Fri 03/13		Reporting Pay Eligibility Indicato					<input type="checkbox"/>	
		Regular Time	05:00 am 01:33 pm	0.00			<input type="checkbox"/>	8.00

The Tabs are located below the timesheet and contain important information.

4. **Results** tab shows estimated pay details for each date of the pay period.

Exceptions Schedule Time Off Results						
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/09/2020	Order of th...	Holiday	8.00	0.00	440.00	55.00
03/10/2020	Order of th...	Lunch Deducted	0.00	0.00	0.00	0.00
03/10/2020	Order of th...	Overtime Premium	2.00	0.00	165.00	82.50
03/10/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/11/2020	Order of th...	Lunch Deducted	0.00	0.00	0.00	0.00
03/11/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
03/11/2020	Order of th...	State Of Emergency	7.00	0.00	385.00	55.00
03/12/2020	Order of th...	Sick	8.00	0.00	440.00	55.00

- a. **3/9** shows the 8.0 hrs Holiday pay
- b. **3/10** shows the 8.0 hours of Regular Time and 2.0 hours Overtime (1.5x hourly rate) for working 5am to 3:30pm
- c. **3/11** reflects 8 hours of Regular and 7 hours for the State of Emergency pay.
- d. **3/12** shows 8.0 hours of Sick pay.

5. **Exceptions** tab shows any errors on your timesheet, such as missing clock punches.

- a. Use the **Comments** box on that date's time slice to let your manager know the missing punch time.

Exceptions Schedule Time Off Results	
Date	Exception Message
Fri 04/10	Time Entry: Missing In or Out time.

6. **Time Off** tab displays the details of all your time off balances.

- a. **Credits** are the monthly accruals or other adjustments to your time off balances
- b. **Debits** are the subtractions when you use time off
 - i. Notice the **Sick** box reflects the 8.0 hours of sick time taken on 3/12

Exceptions Schedule Time Off Results									
Vacation	Hours	Sick	Hours	Dependent Sick Bank	Hours	Long Term Illness	Hours	Comp Time	Hours
Initial Balance Sun 03/08	45.0000	Initial Balance Sun 03/08	83.6600	Initial Balance Sun 03/08	0.0000	Initial Balance Sun 03/08	20.0000	Initial Balance Sun 03/08	15.0000
Credits	0.0000	Credits	0.0000	Credits	0.0000	Credits	0.0000	Credits	0.0000
Debits	0.0000	Debits	(8.0000)	Debits	0.0000	Debits	0.0000	Debits	0.0000
Ending Balance Sat 03/21	45.0000	Ending Balance Sat 03/21	75.6600	Ending Balance Sat 03/21	0.0000	Ending Balance Sat 03/21	20.0000	Ending Balance Sat 03/21	15.0000
No Details		Show Details >>		No Details		No Details		No Details	

- ii. Click the **Show Details** link to see the transaction details for the (8.0000) hours.

Sick					
Date	Credit	Debit	Balance	Action	Source
Sun 03/08			83.6600	Balance Forward	
Thu 03/12		(8.0000)	75.6600	Usage	Sick
Hours	0.0000	(8.0000)	75.6600	Hide Details <<	

- iii. Click **Hide Details** to close.

