Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the recommended method; it requires manager approval. The timesheet does not generate pay; overtime must be paid by s-contract.

1. Access your timesheet by going to www.udel.edu/udworkforce, click Login button and then log in with CAS.
2. On the Home Screen, click My Timesheet.

3. This opens your timesheet for the current pay period
   a. You can view past or future timesheets (use the calendar icon or left and right arrows)
   b. Hours column - your regular work times are auto-populated based on your schedule (including lunch hour).
   
   • Update the in/out times to reflect actual work time, especially if you work extra time (see: 3/11 6pm out time).
   c. Holidays auto-populate on your timesheet
   d. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
   e. You can add Comments on any Regular Time row (good practice to alert your manager to anything unusual)
   f. The small grey arrow hides or reveals the tabs at the bottom
4. If you made changes to your timesheet, click the **Save** button
   a. It will be orange if you must save and turns blue after saving

5. By the end of the pay period, click the **Submit** button. This allows your manager to review and approve your timesheet.
   a. A message will pop-up to certify that you have worked the hours listed on your timesheet. Check the box and click **Submit Timesheet** button.

   ![Timesheet Verification]

   b. At the top of your timesheet, you will see **Timesheet Submitted**.
   c. If you need to make adjustments at this point, you would need to **Recall** your timesheet, make those adjustments and then resubmit.

   ![Timesheet Submitted]

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

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 7.5 hours of sick time taken on 3/13

   ![Time Off]

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Last Updated: 8/21/2020
ii. Click the **Show Details** link to see the transaction details for the (7.5000) hours.

![Show Details](image)

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

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

![Results](image)

a. 3/9 has 7.5 hours of **Holiday pay**
b. 3/11 reflects 9.0 hours of time worked (7.5 hours of regular time and 1.5 hours of overtime)
c. 3/13 has 7.5 hours of **Sick pay** (from an approved Time Off Request)

8. **Schedule** tab shows your work schedule for each day of the pay period, including the lunch break.

![Schedule](image)

9. **Exceptions** tab shows any errors on your timesheet, such as a missing in or out time.

![Exceptions](image)