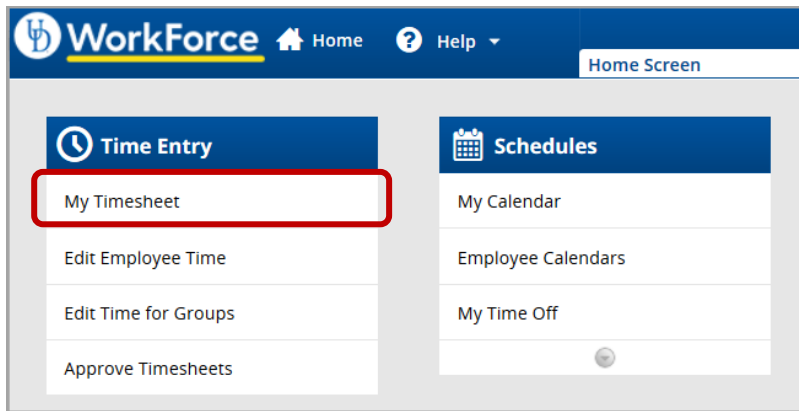


Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the recommended method; it requires manager approval. The timesheet does not generate pay; overtime must be paid by s-contract.

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**.



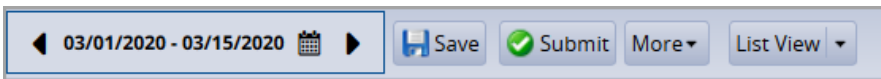
3. This opens your timesheet for the current pay period
 - a. You can view past or future timesheets (use the calendar icon or left and right arrows)
 - b. **Hours** column - your regular work times are auto-populated based on your schedule (including lunch hour).
 - *Update the in/out times to reflect 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

Date		Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Mon 03/09		Regular Time					
		Holiday	7.50	0.00			7.50
Tue 03/10		Regular Time	08:00 am 12:00 pm	0.00			4.00
		Regular Time	01:00 pm 04:30 pm	0.00			3.50
Wed 03/11		Regular Time	08:00 am 12:00 pm	0.00			4.00
		Regular Time	01:00 pm 06:00 pm	0.00		OK w mgr, left at 6	5.00
Thu 03/12		Regular Time	08:00 am 12:00 pm	0.00			4.00
		Regular Time	01:00 pm 04:30 pm	0.00			3.50
Fri 03/13		Regular Time					
		Sick	7.50	0.00			7.50
							39.00

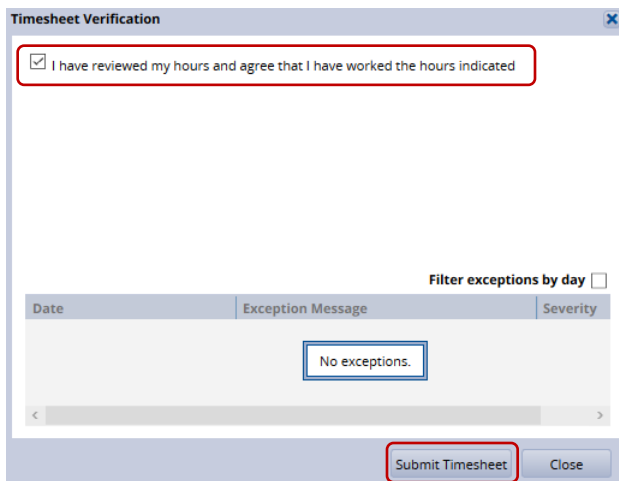
4. If you made changes to your timesheet, click the **Save** button
 - a. It will be orange if you must save and turns blue after saving



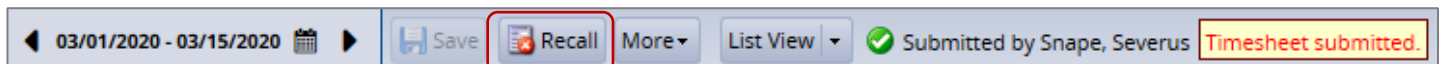
5. By the end of the pay period, click the **Submit** button. This allows your manager to review and approve your timesheet.



- 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.



- 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** you timesheet, make those adjustments and then resubmit.



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

Vacation		Hours	Sick		Hours	Dependent Sick Bank		Hours
Initial Balance Sun 03/01	0.0000		Initial Balance Sun 03/01	93.7500		Initial Balance Sun 03/01	45.0000	
Credits	0.0000		Credits	0.0000		Credits	0.0000	
Debits	0.0000		Debits	(7.5000)		Debits	0.0000	
Ending Balance Sun 03/15	0.0000		Ending Balance Sun 03/15	86.2500		Ending Balance Sun 03/15	45.0000	
No Details			Show Details >>			No Details		

ii. Click the **Show Details** link to see the transaction details for the (7.5000) hours.

Sick					
Date	Credit	Debit	Balance	Action	Source
Sun 03/01			911.2500	Balance Forward	
Fri 03/13		(7.5000)	903.7500	Usage	Sick
Hours	0.0000	(7.5000)	903.7500		Hide Details <<

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

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

Results							
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	
03/02/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/03/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/04/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/05/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/06/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/09/2020	Head of Ma...	Holiday	7.50	0.00	0.00	0.00	a
03/10/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/11/2020	Head of Ma...	Regular Time	9.00	0.00	0.00	0.00	b
03/12/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
03/13/2020	Head of Ma...	Sick	7.50	0.00	0.00	0.00	c

- 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																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mar 1, 2020	<input checked="" type="checkbox"/> Show All Weeks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Date	Schedule Code		Hours		Total											
Mon 03/02	+ Scheduled Times		08:00 am - 12:00 pm		4.00											
	+ Scheduled Lunch In/Out		12:00 pm - 01:00 pm													
	+ Scheduled Times		01:00 pm - 04:30 pm		3.50											
Tue 03/03	+ Scheduled Hours															
	+ Scheduled Times		08:00 am - 12:00 pm		4.00											
	+ Scheduled Lunch In/Out		12:00 pm - 01:00 pm													

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

Exceptions	
Date	Exception Message