Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the **required** method; it requires manager approval.

Timesheets should be submitted before the end of each pay period. Overtime will be paid in a subsequent pay according to pay period cut-off times. Overtime hours on the current pay period will be paid in the next semi-monthly pay.

Use the timesheet for recording and payment of Overtime. (Overtime was previously paid by s-contract.)

- When a Non-Exempt employee works more than 40 hours in a week, any hours worked over 40 will calculated as **Overtime** (1.5 X employee's base hourly rate).
- For a Non-Exempt employee whose standard weekly hours is 37.5, any hours worked that is over 37.5 but less than 40 will be calculated as **Straight Time.**

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Timesheet Basics

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

WorkForce

B WorkForce A Home	? Help - Home Screen
() Time Entry	Schedules
My Timesheet	My Calendar
Edit Employee Time	Employee Calendars
Edit Time for Groups	My Time Off
Approve Timesheets	۲

- 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).
 - c. Update the in/out times to reflect actual work time, especially if you work hours different from your scheduled hours, for example on 3/11. (For Overtime entries, see pages 5-8)
 - d. Holidays auto-populate on your timesheet
 - e. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
 - f. You can add **Comments** on any **Regular Time** row (good practice to alert your manager to anything unusual)
 - g. The small grey arrow hides or reveals the tabs at the bottom

€ 03/01/2020	- 03/15/202	0 🛗 🕨 📙 Save 🔗 Submi	t More	▪ List View ▪							
Time Entry	а							76.5	0 total hour		
S M T M	W T F 4 5 6	S M T W T F 7 8 9 10 11 12 13	s s 14 15	Mar 1, 2020	🗹 Show All Weeks				⁹⁹⁹⁹⁹⁰ 12		
Date		Entry Code		Hours	Override Rate	Adjust Reason	Comments	Total	· ·		
	+ -	Regular Time							·		
Mon 03/09	+ •	Holiday		7.50	0.00			7.50			
	+ -	Regular Time		08:00 am	0.00			4.00			
Tuo 03/10	•			12:00 pm							
10003/10	+ -	Regular Time		Regular Time		01:00 pm	0.00			3.50	
				04:30 pm							
	+ -	Regular Time		08:00 am	0.00			4.00			
Wed 03/11				12:00 pm							
Wed 05/11	+ -	Regular Time		02:30 pm	0.00		2.5 lunch, left at 6pm	3.50			
'				06:00 pm	C						
	+ -	Regular Time		08:00 am	0.00		f	4.00			
Thu 03/12	-			12:00 pm							
1110 05/12	+ -	Regular Time		01:00 pm	0.00			3.50			
	-			04:30 pm							
Eri 03/13	+ •	Regular Time	_								
1103/13	+ -	Sick		7.50	0.00			7.50			
								39.00			
Exceptions	Schedu	Ile Time Off Results			B						

- 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

 03/01/2020 - 03/15/2020 	H Save	Submit 📀	More▼	List View 💌

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

 03/01/2020 - 03/15/2020 	📙 Save	📀 Submit	More •	List View 🔻	
--	--------	----------	---------------	-------------	--

Timesheet Verificatio	on	×	
I have reviewed	d my hours and agree that I have worked the hours indicated)	 After clicking Submit, a message will pop-up to certify that you have worked the hours listed on your timesheet.
	Filter exceptior	ns by day 🗌	
Date	Exception Message	Severity	
	No exceptions.		b. Check the box and click Submit Timesheet
<		>	button.
	Submit Timesheet	Close	

c. At the top of your timesheet, you will see Timesheet Submitted.

d. If you need to make adjustments at this point, **Recall** your 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

ſ	Exceptions Schedule	Time (Off	Results			
	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	<u>Details >></u>	N	o 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 De	etails <<

Click Hide Details to close.

3/9 has 7.5 hours of	a.					Time Off Results	Schedule	Exceptions
Holiday pay		Rate	Est Gross P	Unpaid Ho	Paid Hours	Pay Code	Assignmen	Work Da 🔺
3/11 reflects 7 5	b	0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/02/2020
bours of time	<i>.</i>	0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/03/2020
nours of time		0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/04/2020
worked with		0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/05/2020
different schedule		0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/06/2020
3/13 has 7.5 hours	с.	0.00	0.00	0.00	7.50	Holiday a	Head of Ma	03/09/2020
of Sick pay (from an		0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/10/2020
annraved Time Off		0.00	0.00	0.00	7.50	Regular Time b	Head of Ma	03/11/2020
		0.00	0.00	0.00	7.50	Regular Time	Head of Ma	03/12/2020
Request)		0.00	0.00	0.00	7.50	Sick	Head of Ma	03/13/2020

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

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

Exce	ptior	าร		Sch	edu	ıle	Tin	ne Of	ff	Res	ults						
S 1	M 2	Т 3	W 4	T 5	F 6	S 7	S 8	M 9	T 10	W 11	T 12	F 13	S 14	S 15	Mar 1, 2020	🖂 Show A	ll Weeks
Da	ite						Sch	nedu	le Co	de					Hours		Total
				• •		Sche	dule	d Tin	nes							08:00 am	4.00
																12:00 pm	
Mon	03/0)2		- -		Sche	dule	d Lu	nch l	n/Ou	ıt					12:00 pm	
																01:00 pm	
				- -		Sche	dule	d Tin	nes						3.50		
																04:30 pm	
			Η	+ •		Sche	dule	d Ho	urs								
	Scheduled Times									08:00 am	4.00						
																12:00 pm	
Tue 03/03 Scheduled Lun					nch l	n/Ou	ıt					12:00 pm					
									01:00 pm								

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

Exceptions	Schedule Time Off Results
Date	Exception Message

Entering Overtime for the Current Pay Period

Use the timesheet for recording and payment of Overtime. (Overtime was previously paid by s-contract.)

- When a Non-Exempt employee works more than 40 hours in a week, any hours worked over 40 will calculated as **Overtime** (1.5 X employee's base hourly rate).
- For a Non-Exempt employee whose standard weekly hours is 37.5, any hours worked that is over 37.5 but less than 40 will be calculated as **Straight Time.**
- The Overtime hours on the current pay period will be paid in the next semi-monthly pay.

This example shows an employee whose standard weekly schedule is for 37.5 hours.

- The first week was M-F for 37.5 hours
- The second week was M-F for 41.0 hours (8/11 worked 11.0 hours which is 3.5 extra hours)
- 1. Starting on your current timesheet, go to the date you worked extra time. Change the **in and out times** to reflect the actual time worked.
 - In this example, the extra work was on 8/11 where 4:30 pm changed to 8:00 pm. (or add new time slice with extra hours worked)
 - The total time worked on 8/11 is 11.0 hours.
 - A **Comment** was added to explain the extra time.
- 2. Click the Save button after making changes.

4 08/0	1/202	1 - 0	8/15	/2021	i	►		Sav	e (🕗 Su	bmi	t M	ore∓	List View 👻				
Weasle	y, Ro	ona	ld E	Biliu	5 (99	99993	7)	2										
Time Er	ntry																76.	50 total ho
S M 1 2	Т 3	w 4	Т 5	F 6	S 7	S 8	M 9	т 10	W 11	T 12	F 13	S 14	S 15	Aug 11, 2021	🗹 Show All Weeks			⁹⁹⁹⁹⁹⁰ 12
Date					E	Entry	Code						Но	urs	Override Rate	Adjust Reason	Comments	1
Mon	-			Regu	ılar 1	Гime				1	-			08:00 am 12:00 pm	0.00			
08/09	-	• •		Regu	ılar 1	Time								01:00 pm 04:30 pm	0.00			
Tue	-	• •		Regu	ılar T	Time				1				08:00 am 12:00 pm	0.00			
08/10	-			Regu	ılar 1	Time				1				01:00 pm 04:30 pm	0.00			
Wed	-	• •		Regu	ılar 1	Time					~			08:00 am 12:00 pm	11.0 hou	rs		
08/11	-	• •		Regu	ılar 1	Time				1				01:00 pm 08:00 pm	worked		Worked at event	to 8
Thu	4	• •		Regu	ılar 1	Time				`	r			08:00 am 12:00 pm	0.00			
08/12	-	• •		Regu	ılar 1	Time				,				01:00 pm 04:30 pm	0.00			
Fri	-			Regu	ılar T	Time				1	~			08:00 am 12:00 pm	0.00			
08/13	-			Regu	ılar 1	Time				1				01:00 pm 04:30 pm	0.00			

3. The **Save** button changes from orange to blue and the message "Data saved." Appears at the top of the screen.

- 4. Click the **Results** tab to see how the Overtime was calculated.
 - This is the second week of the pay period (the first week was for 37.5 regular hours).
 - The overtime is calculated on Friday, 8/13, because this is when the week's cumulative hours exceeded 37.5.
 - The overtime is split between:
 - o OT1 Straight Time of 2.5 hours (to reach 40.0 weekly hours)
 - o OT5 Overtime NEX of 1.0 hour (time above 40.0 weekly hours). The Rate is 70.50 (1.5 X 47.00)

Exceptio	ons Sche	edule Time C	Off Results						
Day 📥	Work Date	Assignmen	Pay Code	Pai	d Hours	U	Jnpaid Ho	Est Gross P	Rate
Mon	08/09/2021	Head of Ma	Regular Time		7.50	D	0.00	352.50	47.00
Tue	08/10/2021	Head of Ma	Regular Time		7.50		0.00	352.50	47.00
Wed	08/11/2021	Head of Ma	Regular Time		11.00		Total hour	s = 37.5 7.00	47.00
Thu	08/12/2021	Head of Ma	Regular Time		7.50		0.00	352.50	47.00
Fri	08/13/2021	Head of Ma	Regular Time		4.00	IJ	0.00	188.00	47.00
Fri	08/13/2021	Head of Ma	OT1 Straight Time		2.50		Total hour	s = 40.0 7.50	47.00
Fri	08/13/2021	Head of Ma	OT5 Overtime NEX		1.00]	Total hour	s = 41.0 70.50	70.50
Total					78.50		0.00	3713.00	

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



Entering Overtime for a Prior Pay Period (Amended Timesheet)

Before entering Overtime on a Timesheet from a prior pay period, a manager or timekeeper must open the timesheet to make changes. This is called amending a timesheet.

NOTE - If timesheet has partial Regular Time hours due to a partial day Time Off Request (TOR), the empty time slice for Regular Time must also be updated with in/out times to ensure the amended timesheet is calculated correctly.

This example shows an employee (Ronald Weasley) whose standard weekly schedule is for 37.5 hours.

- Ron worked 4.0 extra hours on 6/17 (prior pay period) that was not paid yet.
- Ron also has 3.50 hours of Vacation on 6/16 which has missing Regular Time that must be fixed.
- 1. FIRST, your manager or timekeeper must create the amended timesheet for the prior pay period.
- 2. On the Home Screen, click **My Timesheet**.

Y	WorkForce 🖶 Home	?	Help 🔻	
				Home Screen
	() Time Entry		🛗 Schedul	es
	My Timesheet)	My Calendar	
	Edit Employee Time		Employee Cale	endars
	Edit Time for Groups		My Time Off	
	Approve Timesheets			•

- 3. This opens your timesheet for the *current* pay period.
- 4. At the top, navigate to the prior pay period with use the calendar icon or arrows to find the prior pay period.



3. Verify you are on the correct timesheet. The Hours fields will be open and available for updates.

◀ 06/1	6/202	1 - 06/	/30/20	21 🛗].	Save	2	🕗 Sut	mit	More -	Other Versio	ns List View 🔹 D
Weasle	y, Ro	onalo	d Bili	us (9	99999	7)							
Time Er	ntry												
W T 16 17	F 18	S 19	S 20	M 1 21 2	r W 2 23	Т 24	F 25	S 26	S 27	M 28	T W 29 30	Jun 17, 2021	🗹 Show All Weeks
Date					Entry	Code	•			1	Ho	ours	Override Rate
Wed	+	• •	Re	gular	Time				Ŧ				-
06/16	+	• •	Va	catior	1							3.50	0.00
	-		Re	Regular Time			Ψ.				08:00 am	0.00	
Thu	-											12:00 pm	
06/17		Re	Regular Time					-			01:00 pm	0.00	
	-											04:30 pm	
Fri	+	• •	Re	gular	Time				Ŧ	ŀ			
06/18	+	• •	Ho	oliday								7.58	0.00

4. Overtime entry – Click the Insert Row button on 6/17

	+ -	Regular Time	~	08:00 am
Thu				12:00 pm
06/17	(+)	Regular Time	~	01:00 pm
				04:30 pm

- 5. On 6/17 on the new **Regular Time** time slice, enter the **Hours** by in/out times for the extra time worked.
- 6. It is best practice to also add a **Comment** that explains the extra hours.

+ -	Regular Time	Ŧ		Missing 4.0 hrs. F	Regular Time
+ •	Vacation		3.50	0.00	1p-430p
+ -	Regular Time		08:00 am	0.00	
+ •	Regular Time	· ·	01:00 pm 04:30 pm	0.00	
+ •	Regular Time	v	05:30 pm		worked ABC even
+ •	Regular Time	· _	05.50 pm		
+ •	Holiday		7.50	0.00	
	+ • + • + • + • + • + •	Regular Time Image: state sta	+ • Regular Time + • Vacation + • Regular Time + • Regular Time + • Regular Time + • Regular Time	Regular Time + • Vacation 3.50 + • Regular Time 08:00 am 12:00 pm 12:00 pm + • Regular Time 01:00 pm + • Regular Time 05:30 pm • • Regular Time 05:30 pm • • Regular Time 05:30 pm • • Holiday 7.50	Regular Time Missing 4.0 hrs. F Image: Constraint of the stress of the stres

- 7. Above, notice that 6/16 has 3.50 hours of Vacation, but is missing 4.0 hours of Regular Time
- 8. Missing hours Enter Hours on the Regular Time time slice by in/out times. (Add a Comment if desired.)

Wed	+ •	Regular Time 🔹	08:00 am 12:00 pm		manually added 4.0
06/16	+ •	Vacation	3.50	0.00	1p-430p

- 9. Click Save button
- 10. Click the **Results** tab to see how the added hours were calculated.

Exceptio	ons 🖗 Sche	dule Time C	Off Results	
Day 📥	Work Date	Assignmen	Pay Code	Paid Hours
Wed	06/16/2021	Head of Ma	Regular Time	4.00
Wed	06/16/2021	Head of Ma	Vacation	3.50
Thu	06/17/2021	Head of Ma	Regular Time	7.50
Thu	06/17/2021	Head of Ma	OT1 Straight Time	2.50
Thu	06/17/2021	Head of Ma	OT5 Overtime NEX	1.50
Fri	06/18/2021	Head of Ma	Holiday	7.50

6/16: 4.0 Regular Time + 3.5 Vacation = 7.50
6/17: 7.50 Regular Time + 4.00 extra = 11.50
• 2.50 - OT1 Straight Time for hours up to 40
• 1.50 - OT5 Overtime NEX for hours over 40