

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.

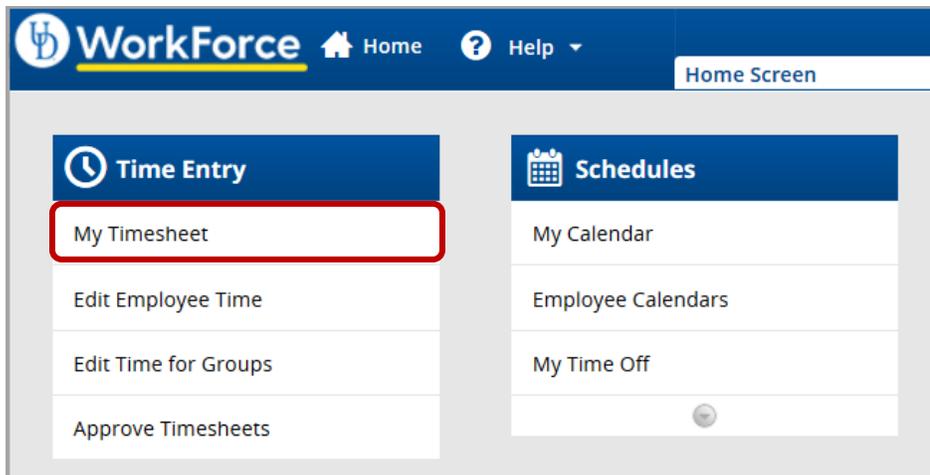
Use the timesheet for recording and payment of Overtime. (Overtime was previously paid by s-contract.)

- When a Non-Exempt employee works more than 40 hours in a week, any hours worked over 40 will be 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 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).
 - 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

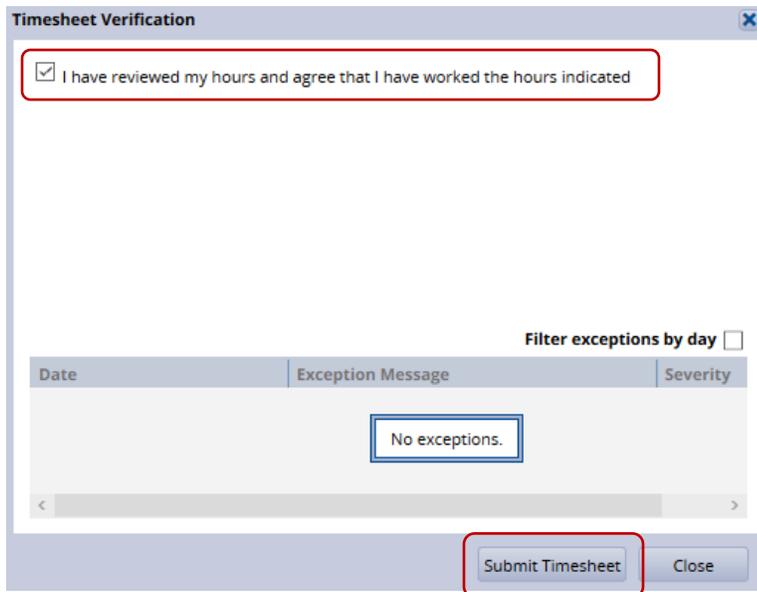
Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Mon 03/09	Regular Time					
	Holiday	7.50	0.00			7.50
Tue 03/10	Regular Time	08:00 am - 12:00 pm	0.00			4.00
	Regular Time	01:00 pm - 04:30 pm	0.00			3.50
Wed 03/11	Regular Time	08:00 am - 12:00 pm	0.00			4.00
	Regular Time	02:30 pm - 06:00 pm	0.00		2.5 lunch, left at 6pm	3.50
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.



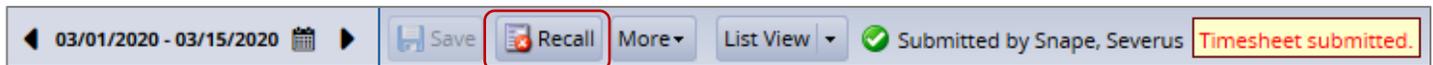


a. After clicking **Submit**, a message will pop-up to certify that you have worked the hours listed on your timesheet.

b. Check the box and click **Submit Timesheet** button.

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

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 <<	

Click **Hide Details** to close.

7. **Results** tab shows 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
03/02/2020	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
03/10/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/11/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
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

- a. 3/9 has 7.5 hours of **Holiday** pay
- b. 3/11 reflects 7.5 hours of time worked with different schedule
- 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.

Exceptions Schedule Time Off Results														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mar 1, 2020 <input checked="" type="checkbox"/> Show All Weeks														
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 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 be 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)

- 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.
- Click the **Save** button after making changes.

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments
Mon 08/09	Regular Time	08:00 am	0.00		
		12:00 pm			
		01:00 pm			
Tue 08/10	Regular Time	04:30 pm	0.00		
		08:00 am			
		12:00 pm			
Wed 08/11	Regular Time	01:00 pm	0.00		Worked at event to 8
		08:00 pm			
		08:00 am			
Thu 08/12	Regular Time	12:00 pm	0.00		
		01:00 pm			
		04:30 pm			
Fri 08/13	Regular Time	08:00 am	0.00		
		12:00 pm			
		01:00 pm			

- 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:
 - **OT1 Straight Time** of 2.5 hours (to reach 40.0 weekly hours)
 - **OT5 Overtime NEX** of 1.0 hour (time above 40.0 weekly hours). The **Rate** is 70.50 (1.5 X 47.00)

Exceptions Schedule Time Off Results							
Day ▲	Work Date	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
Mon	08/09/2021	Head of Ma...	Regular Time	7.50	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 hours = 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	0.00	188.00	47.00
Fri	08/13/2021	Head of Ma...	OT1 Straight Time	2.50	Total hours = 40.0	7.50	47.00
Fri	08/13/2021	Head of Ma...	OT5 Overtime NEX	1.00	Total hours = 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.

◀ 03/01/2020 - 03/15/2020 📅 ▶
📄 Save
✔ Submit
More ▾
List View ▾

Entering Overtime for a Prior Pay Period (Amended Timesheet)

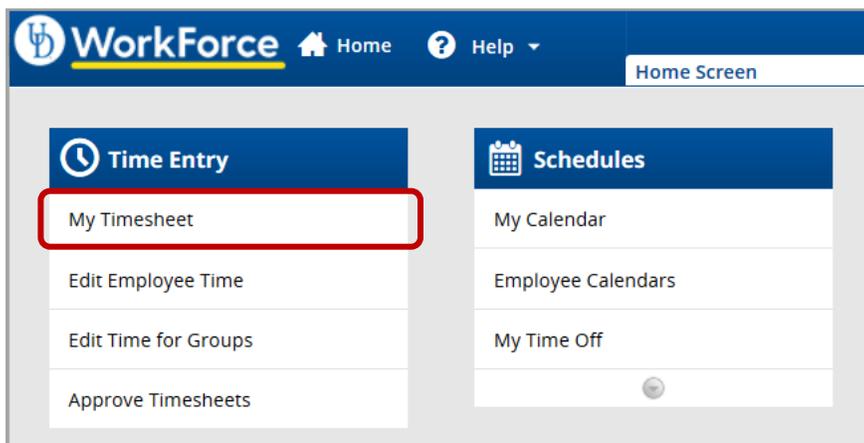
Before entering Overtime on a Timesheet from a prior pay period, a manager or timekeeper must open the timesheet to make changes. This is called amending a timesheet.

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**.



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.

Date	Entry Code	Hours	Override Rate
Wed 06/16	Regular Time		
Wed 06/16	Vacation	3.50	0.00
Thu 06/17	Regular Time	08:00 am 12:00 pm	0.00
Thu 06/17	Regular Time	01:00 pm 04:30 pm	0.00
Fri 06/18	Regular Time		
Fri 06/18	Holiday	7.50	0.00

