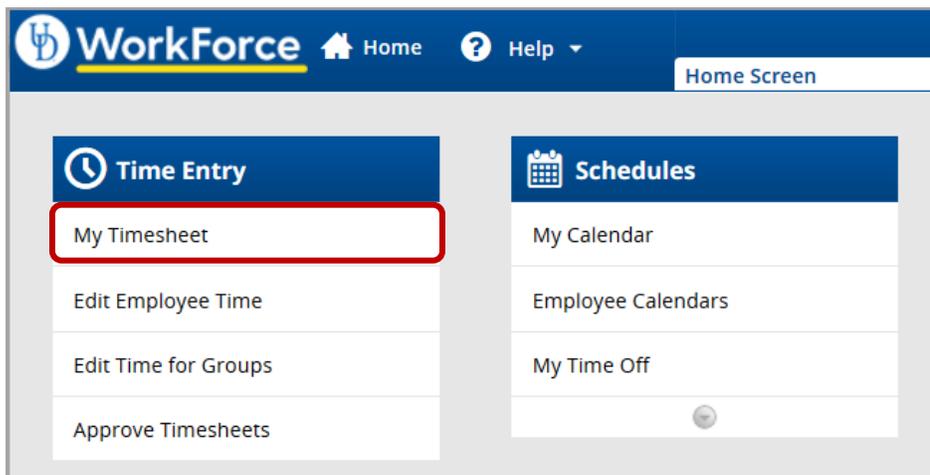


Non-Exempt Staff have a few situations that require updates to their Timesheets to be paid correctly.

Timesheets must 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-mo. pay.

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1. Access employee timesheet by going to www.udel.edu/udworkforce
 - a. Click **Login** button
 - b. On CAS screen, enter **UDelNet ID** and **password**, then click **Log in** button
2. On the Home Screen, click **My Timesheet**.



Flex Time in Lieu of Overtime

As a Non-Exempt Employee, you can use **Flex Time** instead of being paid Overtime within the **same week** in which Overtime is calculated. This is done by adjusting your schedule and timesheet to accommodate the Flex Time. (Flex Time depends on your department’s policy and probably your manager’s approval ahead of time.)

This example shows an employee who worked:

- Wed. 7/28 – worked 9.5 hours (two extra hours by working until **6:30 pm**)
- Fri. 7/30 – worked 5.5 hours (two less hours by leaving at **2:30 pm**)

1. On the timesheet, go to the date with the **extra worked hours** and adjust the time slice to the actual time “out.”
2. Then go to the date where the employee **worked fewer hours** and adjust the time slice to the actual time “out.”
3. Or you can enter a new time slice for the extra time.

Time Entry														82.50 total ho				
														12				
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 22, 2021		<input checked="" type="checkbox"/> Show All Weeks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Date	Entry Code		Hours		Overrid...	Adjust Re...	Comments	Speed Type		Account								
Mon 07/26		Regular Time	08:00 am	12:00 pm	0.00			PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
		Regular Time	01:00 pm	04:30 pm				PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
Tue 07/27		Regular Time	08:00 am	12:00 pm	0.00			PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
		Regular Time	01:00 pm	04:30 pm				PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
Wed 07/28		Regular Time	08:00 am	12:00 pm	0.00			PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
		Regular Time	01:00 pm	06:30 pm					PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME						
Thu 07/29		Regular Time	08:00 am	12:00 pm	0.00			PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
		Regular Time	01:00 pm	04:30 pm				PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
Fri 07/30		Regular Time	08:00 am	12:00 pm	0.00			PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME							
		Regular Time	01:00 pm	02:30 pm					PAYR110000	PAYROLL HRIS	123000	SALARIED STAFF FULL-TIME						

4. Click the **Schedule** tab

Exceptions														Schedule		Time Off		Results			
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 28, 2021		<input checked="" type="checkbox"/> Show All Weeks			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

Exceptions		Schedule	Time Off	Results													
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 28, 2021	<input checked="" type="checkbox"/> Show All Weeks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Date	Schedule Code	Hours	Total														
Wed 07/28	+ 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														
Thu 07/29	+ 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														
Fri 07/30	+ 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														

5. The **Schedule** tab displays your standard schedule before any changes are made on 7/28 and 7/30.

Date	Schedule Code	Hours	Total
Wed 07/28	+ 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 - 06:30 pm	5.50
Thu 07/29	+ 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
Fri 07/30	+ 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 - 02:30 pm	1.50

4. Change the “out” time on Wed. 7/28 to **6:30 pm** to match the timesheet.

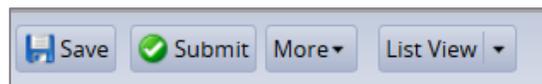
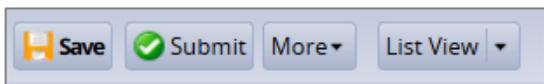
5. Change the “out” time on Fri. 7/30 to **2:30 pm** to match the timesheet.

Exceptions		Schedule	Time Off	Results
Day	Work Date	Assignmen...	Pay Code	Paid Hours
Tue	07/27/2021	Head of Ma...	Regular Time	7.50
Wed	07/28/2021	Head of Ma...	Regular Time	9.50
Thu	07/29/2021	Head of Ma...	Regular Time	7.50
Fri	07/30/2021	Head of Ma...	Regular Time	5.50
Total				82.50

6. On the **Results** tab, the **Paid Hours** reflect the changes made on the timesheet and **Schedule** tab.

(Notice the **Pay Code** stays as **Regular Time**, and no overtime is calculated.)

7. Since you made changes to the timesheet, click the **Save** button. It will turn from orange to blue.



Variable Contract Employee Working Outside Their Contract Period

If you are a Variable Contract Employee and work outside of your contract period, there are two steps:

- Manager/Timekeeper **must update** the employee’s schedule temporarily to a ‘blank’ schedule template **FIRST**.
- Then you (or Manager/Timekeeper) must enter the time on a Timesheet.

Date	Entry Code
Sun 07/18	Regular Time
Mon 07/19	Regular Time
Tue 07/20	Shift Diff In/Out

1. On the Timesheet, find the correct date (time slice), change the Entry Code to **Outside of Contract Pay**.

2. Enter the **Hours** worked with in/out times. (If more than 40 hours, extra hours are subject to Overtime.)

Date	Entry Code	Hours	Overrid...	Adjust Re...	Comments	Speed Type
Sun 07/18	Regular Time					PAYR112111 UD TIME
Mon 07/19	Outside of Contract Pay	08:00 am 01:00 pm				PAYR112111 UD TIME
Tue 07/20	Regular Time					PAYR112111 UD TIME
Wed 07/21	Outside of Contract Pay	09:00 am 12:00 pm				PAYR112111 UD TIME
Thu 07/22	Outside of Contract Pay	11:00 am 03:00 pm				PAYR112111 UD TIME
Fri	Regular Time					PAYR112111 UD TIME

3. Click the **Save** button.

4. The **Results** tab reflects only the **Outside of Contract Pay** hours entered.

Day	Work Date	Assignmen...	Pay Code	Paid Hours
Mon	07/19/2021	Headmaste...	Outside of Contract Pay	5.00
Wed	07/21/2021	Headmaste...	Outside of Contract Pay	3.00
Thu	07/22/2021	Headmaste...	Outside of Contract Pay	4.00

5. The **Schedule** tab reflects the “blank” schedule.

Date	Schedule Code	Hours	Total
Mon 07/19	Scheduled Lunch In/Out		
Tue 07/20	Scheduled Lunch In/Out		
Wed 07/21	Scheduled Lunch In/Out		

Unpaid Leave

When an employee is on Unpaid Leave status, a **Time Off Request** (TOR) must be submitted by a Manager or Timekeeper, along with JED and/or S contract.

- The TOR will use the Pay Code of **UnPaid time** for the time not worked.

Timesheet Amendments

1. When a prior period Timesheet is updated by an Employee, Manager or Timekeeper for missing hours, the Timesheet requires approval by a Manager or Timekeeper.
2. If Amended Timesheets are not reviewed and approved, the time will be captured by the Mass Approval process which runs as part of payroll processing.
3. When a timesheet is amended, an email will be sent to employee and manager 1.
4. An email will be sent to employee, manager 1, timekeeper 1 during the nightly calc 2 days prior to the current pay period if the amended timesheet remains unapproved and has overtime hours.
5. Example:
 - a. Current pay period ends 9/15/2021
 - b. Overtime was entered for pay period ending on 3/15/2021
 - c. Manager amends the timesheet for pay period 3/15/2021
 - d. Employee enters the overtime hours for 3/1/2021
 - e. Both Amended Timesheet and current pay period must be approved by deadline for 9/15/2021 pay.
 - f. Overtime will be paid in 9/30/2021 pay.

Time Off Request for a Partial Day Requires Regular Time Entry

When you, as a Non-Exempt Employee, submits a partial day Time Off Request (TOR), you or Manager/Timekeeper must update the time slice with remaining missing hours.

- Both **Timesheet** and **Results** tab reflect ONLY the **Vacation** hours from the TOR on 7/6. The **Regular Time** is blank.

Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/04	Regular Time			
Mon 07/05	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		
Tue 07/06	Regular Time			
	Vacation	3.50	0.00	

Exceptions		Schedule	Time Off	Results	Admin Banks		
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Sp
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/05/2021	Head of Ma...	Regular Time	7.50			0.00	
07/06/2021	Head of Ma...	Vacation	3.50			0.00	
07/07/2021	Head of Ma...	Regular Time	7.50			0.00	

7/6 only reflects the 3.5 hours of Vacation

- Employee, Manager, or Timekeeper must enter the **Regular Time** hours on the day with partial day TOR.

Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/04	Regular Time			
Mon 07/05	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		
Tue 07/06	Regular Time	08:00 am	0.00	
		12:00 pm		
	Vacation	3.50	0.00	
Wed 07/07	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		

- Click the **Save** button
- The **Results** tab reflects the correct Regular Time hours:

Exceptions		Schedule	Time Off	Results	Admin Banks		
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Sp
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/05/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Regular Time	4.00	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Vacation	3.50	0.00	0.00	0.00	
07/07/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/08/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/09/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	