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.

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.

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

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.

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.

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.)

3. Click the **Save** button.
4. The **Results** tab reflects only the **Outside of Contract Pay** hours entered.

5. The **Schedule** tab reflects the “blank” schedule.
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.
Non-Exempt Staff Timesheets: Other Situations

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.

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

![Time Off Request Example]

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

![Time Off Request Example]

3. Click the Save button
4. The Results tab reflects the correct Regular Time hours:

![Results Tab Example]