Managers and Timekeepers have access to employee timesheets in their Assignment Groups. There are a few situations that require updates to an employee’s Timesheet, Schedule and/or Schedule Template to be paid correctly.

Hours must be reviewed and approved 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.

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. 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

3. On Home Screen, click Edit Employee Time.

4. On the Manager Time Entry screen, locate the employee timesheet(s) you want to review:
   a. Click the Find button, OR
   b. Click the left arrow to expand the list of Other employees (Non-Exempt Staff are in this Assignment Group)
   c. The Work Period defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets
   d. Click the employee’s name to open the timesheet
Funding Change for Overtime Pay
If updates to Funding are required, they are to be made within the timesheet on the date the extra Straight Time or Overtime is calculated.

This example shows an employee whose standard weekly schedule is for 37.5 hours.
- The first week was Mon. to Fri. for 37.5 hours
- The second week was M to F for 41.0 hours (8/11 – worked 11.0 hours which is 3.5 extra hours)

1. Check the Results tab first to verify which date or dates have the overtime.
2. In this example the overtime was calculated on Fri. 8/16.

3. The Timesheet show the extra time was worked on 8/11.
4. The overtime was calculated in 8/13, so that is the date that where the funding will be changed.

NOTE: If Overtime appears on days other than Friday in the Results tab, you must update the Funding (Speedtype) on each of those days.
5. In the Speedtype column, enter a full Speedtype (Purpose code)
6. If you want to use the search feature, enter a partial Speedtype and click **Search for...**

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Entry Code</th>
<th>Regular Time</th>
<th>Hours</th>
<th>Overrid...</th>
<th>Adjust Re...</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 08/13</td>
<td>+</td>
<td>08:00 am</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 pm</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 08/14</td>
<td>+</td>
<td>01:00 pm</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>04:30 pm</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 08/15</td>
<td>+</td>
<td>Regular Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

7. Click the correct **Speedtype**.

```
Search For: ADMIN
ID            Description
ADMN112114  RETIRED FACULTY ASSOC
ADMN112119  EMPLOYEE DEV ADMIN
ADMN112134  DIVERSITY EDICATION & OUTREACH
ADMN175112  DEF-MENTAL HEALTH
ADMN177777  00646 1-7 BUDGETING
ADMN222111  DE STATE-ADMIN
ADMN412113  UD RETIRED FACULTY ASSOCIATION
ADMN412114  CBC MENTOR PROG BLUE HEN STR...
ADMN417777  00680 41-45 GIFT BUDGETING
```

8. The 2nd time slice on 8/13 reflects the new funding.

```
Fri 08/13
+            Regular Time | 08:00 am | 0.00 |          |
+            Regular Time   | 01:00 pm | 0.00 |          |
|             | 04:30 pm | 0.00 |          |
```

9. Since you made changes to the timesheet, click the **Save** button
   a. The button will be orange and will turn blue after saving.
Split Funding: Overtime Cannot be Charged to a Grant
1. If a person is paid with a grant Speedtype and the timesheet has overtime, the timesheet funding (Speedtype) must be adjusted because **overtime cannot be expensed to any grant or sponsored program**.
2. The default funding (Speedtype) on a timesheet comes from the Labor Allocation Module (LAM) funding with the greatest percentage. Managers and Timekeeper have the ability to change the Speedtype if needed.
3. Follow the instructions on pages 2 – 3 to (Change Funding for Overtime).
4. Reminder – You must change the overtime time slices to a different Speedtype other than the Grant.

**Flex Time in Lieu of Overtime**
An employee can use **Flex Time** instead of being paid Overtime within the **same week** in which Overtime is calculated. This is done by adjusting the employee’s schedule and timesheet to accommodate the Flex Time. Non-Exempt employees can also make these Flex Time adjustments themselves. (Flex Time is determined by your department’s policy and usually requires the employee to get their 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. The **Schedule** tab displays the person’s 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
For a Variable Contract Employee who works outside of their contract period, the Manager or Timekeeper must update the employee’s schedule temporarily to a ‘blank’ schedule template. Then the Manager, Timekeeper or Employee can enter the time on the Timesheet.

Change Employee’s Schedule Template to “Blank”
1. On the UD WorkForce home page, click the Assign Schedules

2. In the pop-up menu, under Temporary Changes, click Assign Schedule Templates.

3. The default is the Current Period. To change the pay period, use the calendar icon.
4. In the Assignments area, click Other employees to open the list of employees
5. Click the box for the employee whose schedule you want to change
6. Click the **Manager Override** box on that row

7. In the **Schedule Template** box, change to “Empty” or “None”

8. Update the **Effective Date** and **End Effective**

9. Make sure the dates are within the **Valid Date Range**

10. Click the **Save** button

**Enter Employee’s Hours on Timesheet**

11. Locate the Employee’s Timesheet in the correct pay period
12. On the Timesheet, find the correct date (time slice), select the Entry Code – **Outside of Contract Pay**

<table>
<thead>
<tr>
<th>Date</th>
<th>Entry Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 07/18</td>
<td>Regular Time</td>
<td></td>
</tr>
<tr>
<td>Mon 07/19</td>
<td>Outside of Contract Pay</td>
<td>08:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01:00 pm</td>
</tr>
<tr>
<td>Tue 07/20</td>
<td>Regular Time</td>
<td></td>
</tr>
<tr>
<td>Wed 07/21</td>
<td>Outside of Contract Pay</td>
<td>09:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 pm</td>
</tr>
<tr>
<td>Thu 07/22</td>
<td>Outside of Contract Pay</td>
<td>11:00 am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03:00 pm</td>
</tr>
<tr>
<td>Fri 07/23</td>
<td>Regular Time</td>
<td></td>
</tr>
</tbody>
</table>

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

14. Click the **Save** button.

15. The **Results** tab reflects only the hours entered.

16. 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 to enter 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.

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.
4. 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.

Approving Timesheets
See video and job aids on the UD WorkForce training website for more details about approving Non-Exempt timesheets (MANAGER section/Staff and Fiscal Faculty heading).

These are the direct links:
Desktop–Video
Desktop–Job Aid
Mobile–Job Aid
Time Off Request for a Partial Day Requires Regular Time Entry

When a Non-Exempt Employee submits a partial day Time Off Request (TOR), the Employee (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 missing.

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

3. Click the Save button

4. The Results tab reflects the correct Regular Time hours: