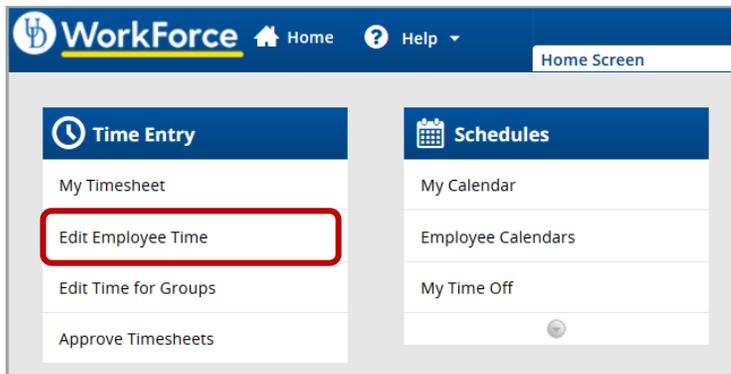




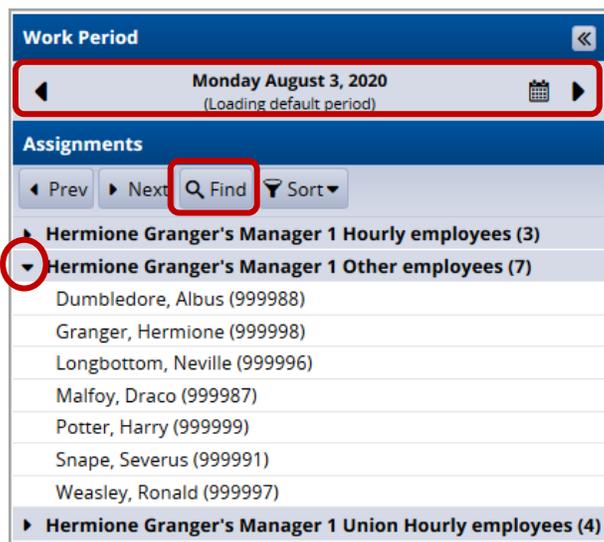
Managers, Timekeepers, HR Managers, Business Officers and Reporters have access to employee timesheets in their Assignment Groups. Non-Exempt Staff are in the **Other Assignment Group**. All these roles can edit employee timesheets, except Reporters who have “view only” access.

- Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the recommended method.
- If your unit(s) are using the UD WorkForce timesheet to track hours, non-exempt employees will submit their timesheets at the end of the pay period. This allows a manager to review and approve the timesheets.
- Timesheets are informational and do not generate pay; overtime must be paid by s-contract.

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 **Edit Employee Time**.



3. 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

4. This opens the employee’s timesheet for the current pay period
 - a. **Hours** column – the employee’s regular work times are auto-populated based on their schedule (including lunch hour).
 - **Employees should update the in/out times to reflect actual work time, especially if they work extra time (see: 3/11 6pm out time).**
 - **Managers and timekeepers can also edit the in/out times as needed.**
 - b. Holidays auto-populate on the timesheet
 - c. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
 - d. **Comments** can be added on any **Regular Time** row by the employee, manager or timekeeper
 - e. The small grey arrow hides or reveals the tabs at the bottom
 - f. The **More** button gives you access to **Employee Reports** for that specific pay period and provides print-friendly options to print the full timesheet.

Save **More** **List View**

Weasley, Ronald Bilius (999997)

Time Entry 77.50 total hours

S M T W T F S S M T W T F S S Mar 10, 2020 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments
Mon 03/09	Regular Time				
	Holiday	7.50	0.00		
Tue 03/10	Regular Time	08:00 am 12:00 pm	0.00		
	Regular Time	01:00 pm 04:30 pm	0.00		
Wed 03/11	Regular Time	08:00 am 12:00 pm	0.00		
	Regular Time	01:00 pm 06:00 pm	0.00		OK w mgr, left at 6
Thu 03/12	Regular Time	08:00 am 12:00 pm	0.00		
	Regular Time	01:00 pm 04:30 pm	0.00		
Fri 03/13	Regular Time				
	Sick	7.50	0.00		

Exceptions **Schedule** **Time Off** **Results**

5. If you made changes to the timesheet, click the **Save** button
 - a. It will be orange if you must save and turns blue after saving

