## WorkForce Manager/Timekeeper: Non-Exempt Staff Timesheets – Review & Edit

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 <u>www.udel.edu/udworkforce</u>
  - 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.

Home Screen
🛗 Schedules
My Calendar
Employee Calendars
My Time Off
۲

- 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

Work Period		<b>«</b>
•	Monday August 3, 2020 🛗	▸
Assignments		
I Prev ► Ne	xt 🔍 Find 🍸 Sort ▼	
Hermione G	iranger's Manager 1 Hourly employees (3)	
👻 Hermione G	iranger's Manager 1 Other employees (7)	
Dumbledor	re, Albus (999988)	
Granger, H	ermione (999998)	
Longbottor	n, Neville (999996)	
Malfoy, Dra	aco (999987)	
Potter, Har	ry (999999)	
Snape, Seve	erus (999991)	
Weasley, Ro	onald (999997)	
Hermione G	iranger's Manager 1 Union Hourly employee	es (4)

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	-	Mor	e 🕶	Lis	st Vie	ew 🔻																		1
Weasle	y, R	onal	d B	lilius	<b>s</b> (99	99997	7)																	
Time En	itry																					77.50	total h	ours
<b>S</b> M 1 2	Т 3	W 4	Т 5	F 6	<b>S</b> 7	<b>S</b> 8	M 9	T 10	W 11	T 12	F 13	<b>S</b> 14	<b>S</b> 15	Mar	10, 2020	Show A	All Weeks						99999 12	
Date					E	ntry	Code						Ho	urs		Override Ra	ite	Adjus	st Reas	on	Co	nment	5	^
Mon	re       Mor         ley, Ronal         Entry         M       T         W       2       3       4         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         +       *       *         *       *       *         *       *       *         *       *       *         *       *       *         *       *       *         *       *       *         *       *       *    <		Regu	lar T	ime					T														
03/09	+	• •		Holid	lay						k				7.50		0.00							7
Save       Weasley, F       Time Entry       S     M       T     2       Date       Mon       03/09       I       03/10       Wed       03/11       Image: Save       Wed       03/12       Fri       03/13       <	-	• •		Regu	lar T	ime					Y	-		08:0	0 am 0 pm		0.00							
	-	• •		Regu	lar T	ime				7	Ŧ			01:0 04:3	D pm D pm		0.00							
Wed	-	• •		Regu	lar T	ime				,	Ŧ			08:0	Dam Dom		0.00							
03/11	-	• •		Regu	lar T	ime				,		a		01:0	) pm ) pm		0.00			d	OK w n	ngr, left	at 6	
Thu	-	• •		Regu	lar T	ime				1	~			08:0	) am ) pm		0.00							
03/12	-	• •		Regu	lar T	ime				,	Ŧ			01:0	) pm		0.00							
Fri	4	• •		Regu	lar T	ime					~			0.10										
03/13	-	• •		Sick								c			7.50		0.00							2
<																								<b>`</b>
Exceptio	ons		Sci	hedu	le	Tim	ne Of	Ť	Res	ults	)					e								

- 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



The tabs are located below the timesheet and contain important information.

6. Results tab shows details for each date of the pay period. (No pay is shown because no pay is generated from the timesheet.)

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	a 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	b 9.00	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	C 7.50	0.00	0.00	0.00

- a. 3/9 has 7.5 hrs. of **Holiday** pay
- b. 3/11 reflects 9.0 hours of time worked (7.5 hrs. of regular time and 1.5 hrs. of overtime).
  Overtime must be submitted on an s-contract for payment.
- c. 3/13 has 8.0 hrs of **Sick** pay (from an approved Time Off Request)
- 7. **Exceptions** tab shows any errors on the timesheet, such as a missing in or out time.



8. **Schedule** tab shows the employee's work schedule for each day of the pay period, including the lunch break.

Exc	eptio	ns		Sch	edu	ıle	Tim	ie Of	ff	Res	sults					
<b>S</b> 1	W 4	Т 5	F 6	S S M T W T F S S 7 8 9 10 11 12 13 14 15 Mar 10, 2020 Show								Show A	II Weeks			
D	ate						Sch	edu	le Co	de				Hours		Total
_				<b>-</b> -		Sche	dule	d Tin	nes				Ŧ		08:00 am	4.00
			-												12:00 pm	
Moi	n 03/	02		<b>-</b> -		Sche	dule	d Lui	nch l	n/Oı	Jt				12:00 pm	
			-												01:00 pm	
				L .		Sche	dule	d Tin	nes				Ŧ		01:00 pm	3.50
			-												04:30 pm	
				+ -	•	Sche	edule	d Ho	urs				Ŧ			
				<b>-</b> -		Sche	dule	d Tin	nes				Ŧ		08:00 am	4.00
τ	02/0														12:00 pm	

- 9. Time Off tab displays the details of the employee's time off balances.
  - a. Credits are the monthly accruals or other adjustments to the time off balances
  - b. Debits are the subtractions when the employee uses time off
    - i. Notice the Sick box reflects the 7.5 hours of sick time taken on 3/13

Exceptions Schedule	Time (	Off	Results				
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 I	Details >>	)	N	o 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			93.7500	Balance Forward								
Fri 03/13		(7.5000)	86.2500	Usage	Sick							
Hours	0.0000	(7.5000)	86.2500	<u>Hide Details &lt;&lt;</u>								

iii. Click Hide Details to close.