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.

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.)

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.

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
      ii. Click the **Show Details** link to see the transaction details for the (7.5000) hours.
      iii. Click **Hide Details** to close.