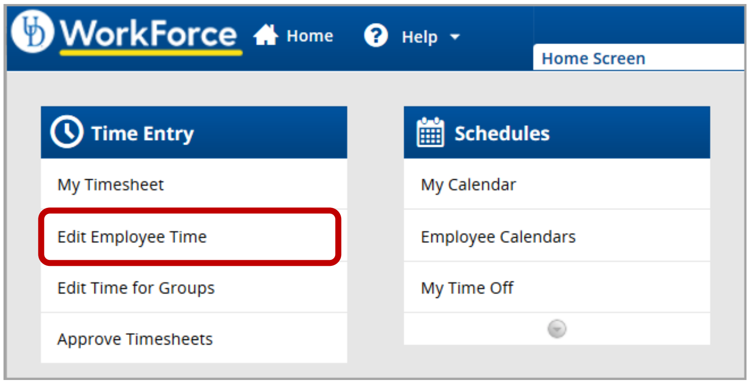
Manager/Timekeeper: Non-Exempt Staff Timesheets – Review & Edit

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.

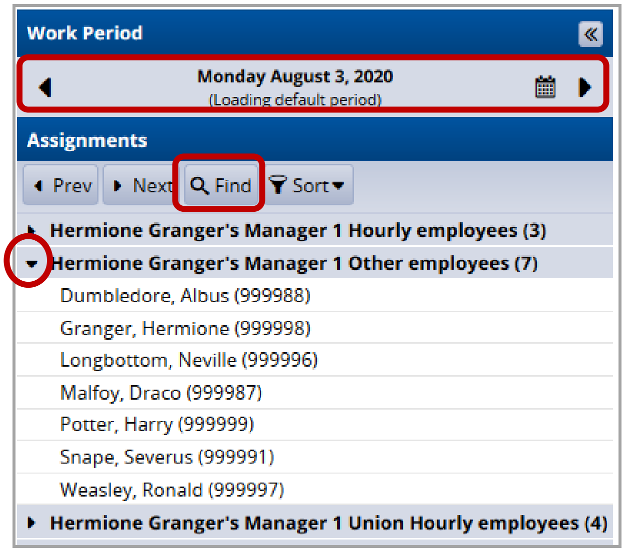
- Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the recommended method.
- If your unit(s) are using the UD WorkForce timesheet to track hours, non-exempt employees will submit their timesheets at the end of the pay period. This allows 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 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**.

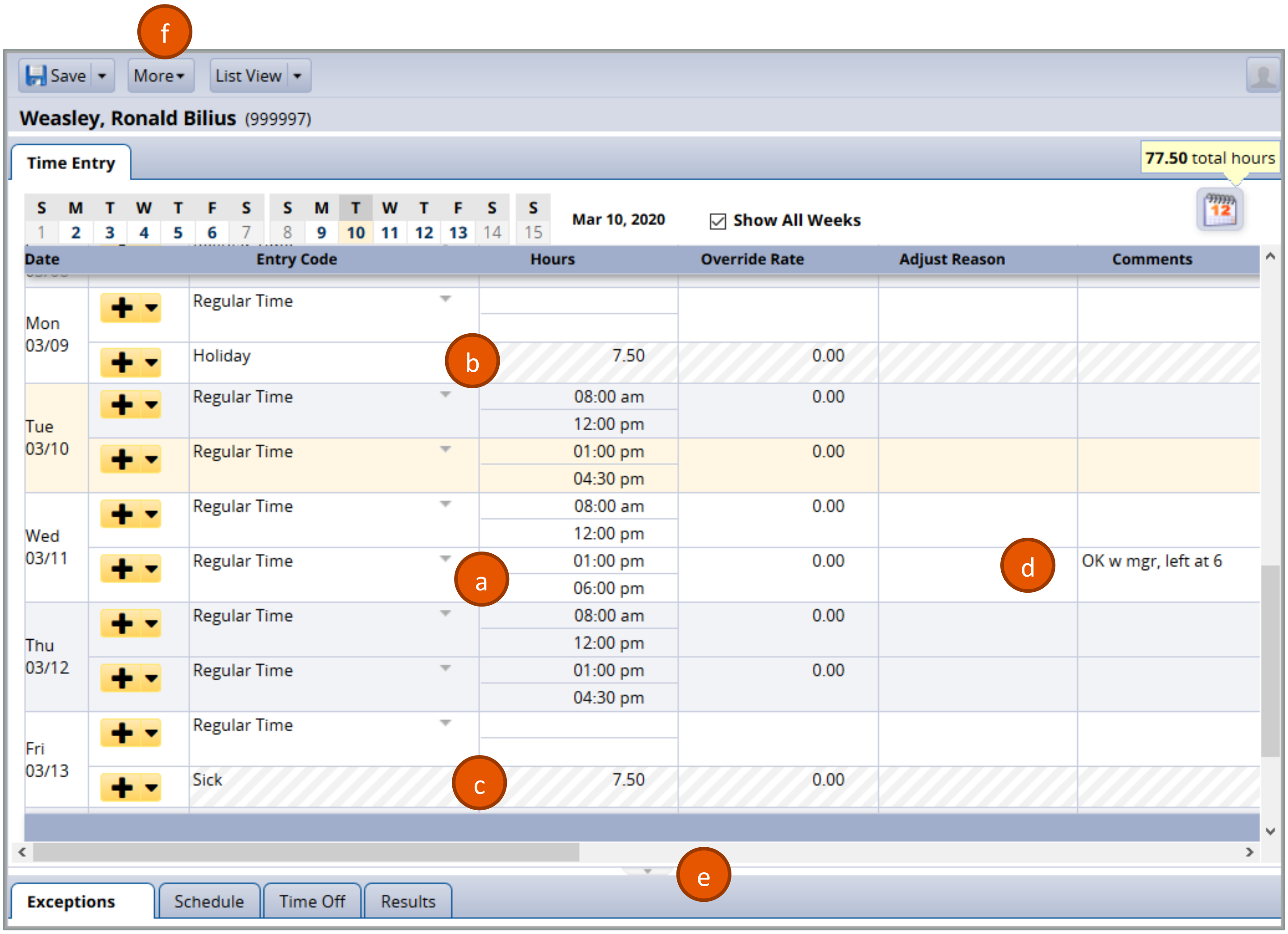


3. On the **Manager Time Entry** screen, locate the employee timesheet(s) you want to review:
   a. Click the **Find** button, OR
   b. Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)
   c. The **Work Period** defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets

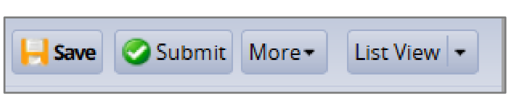


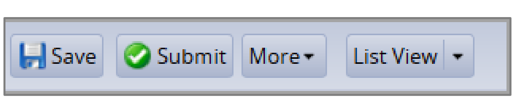
   d. Click the employee's name to open the timesheet

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.

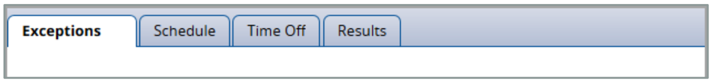
6. **Results** tab shows details for each date of the pay period. (No pay is shown because no pay is generated from the timesheet.)

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

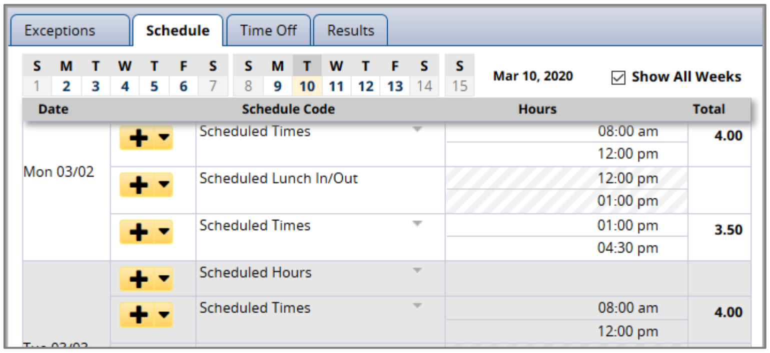
Work Da...	Assignmen...	Pay Code		Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/02/2020	Head of Ma...	Regular Time		7.50	0.00	0.00	0.00
03/03/2020	Head of Ma...	Regular Time		7.50	0.00	0.00	0.00
03/04/2020	Head of Ma...	Regular Time		7.50	0.00	0.00	0.00
03/05/2020	Head of Ma...	Regular Time		7.50	0.00	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.



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
Initial Balance Sun 03/01	0.0000
Credits	0.0000
Debits	0.0000
Ending Balance Sun 03/15	0.0000
	No Details

Sick	Hours
Initial Balance Sun 03/01	93.7500
Credits	0.0000
Debits	(7.5000)
Ending Balance Sun 03/15	86.2500
	Show Details >>

Dependent Sick Bank	Hours
Initial Balance Sun 03/01	45.0000
Credits	0.0000
Debits	0.0000
Ending Balance Sun 03/15	45.0000
	No 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**		Hide Details <<

iii. Click **Hide Details** to close.