Exempt Staff and Faculty – Timesheet State of DE Employment Reporting

Exempt Staff and Faculty who hold any type of employee, elected, or appointed position with the State of Delaware or a political subdivision are required to submit their hours worked for UD within their timesheets to ensure compliance with state reporting, timekeeping, and payroll requirements. The UD WorkForce timesheet is the **required** method; it requires manager approval.

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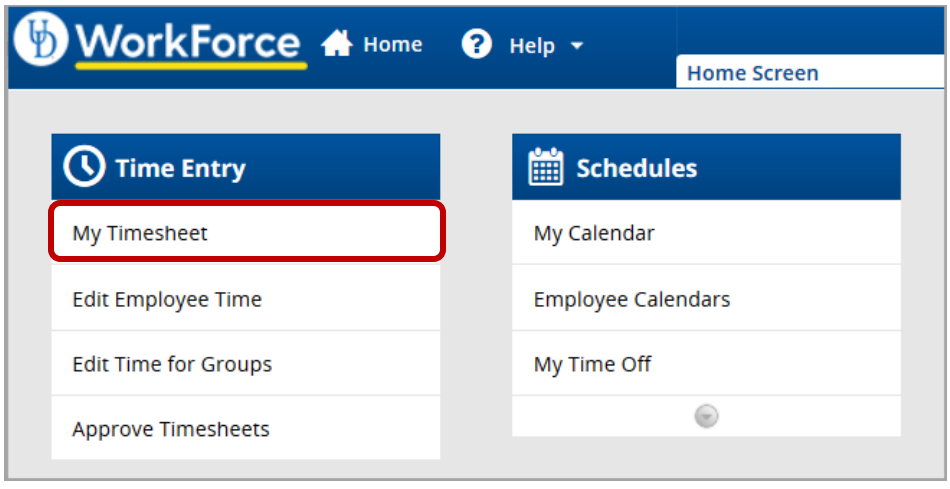
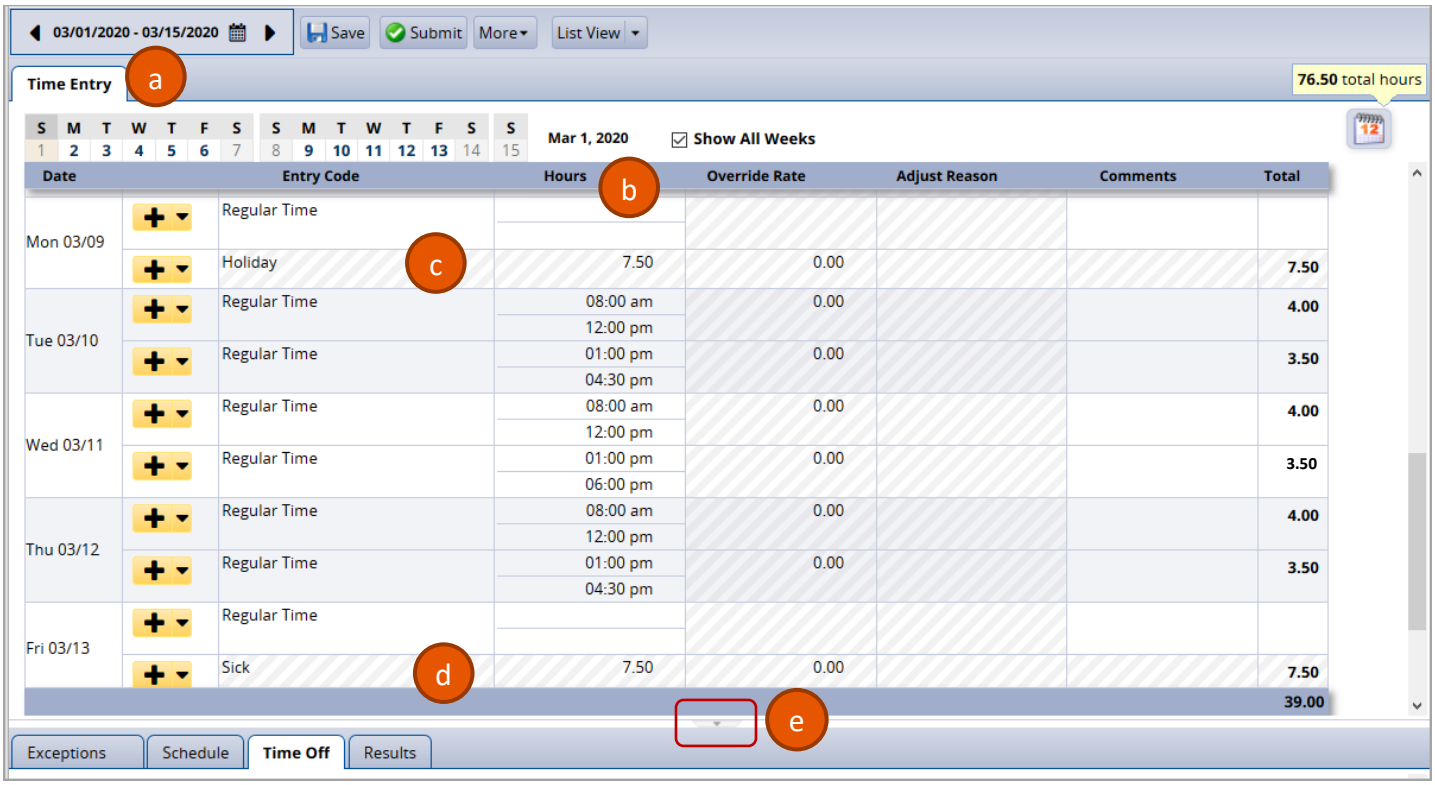
Timesheet Basics

1. Access your timesheet by going to www.udel.edu/udworkforce, click **Login** button and then log in with CAS.
2. On the Home Screen, click **My Timesheet**.



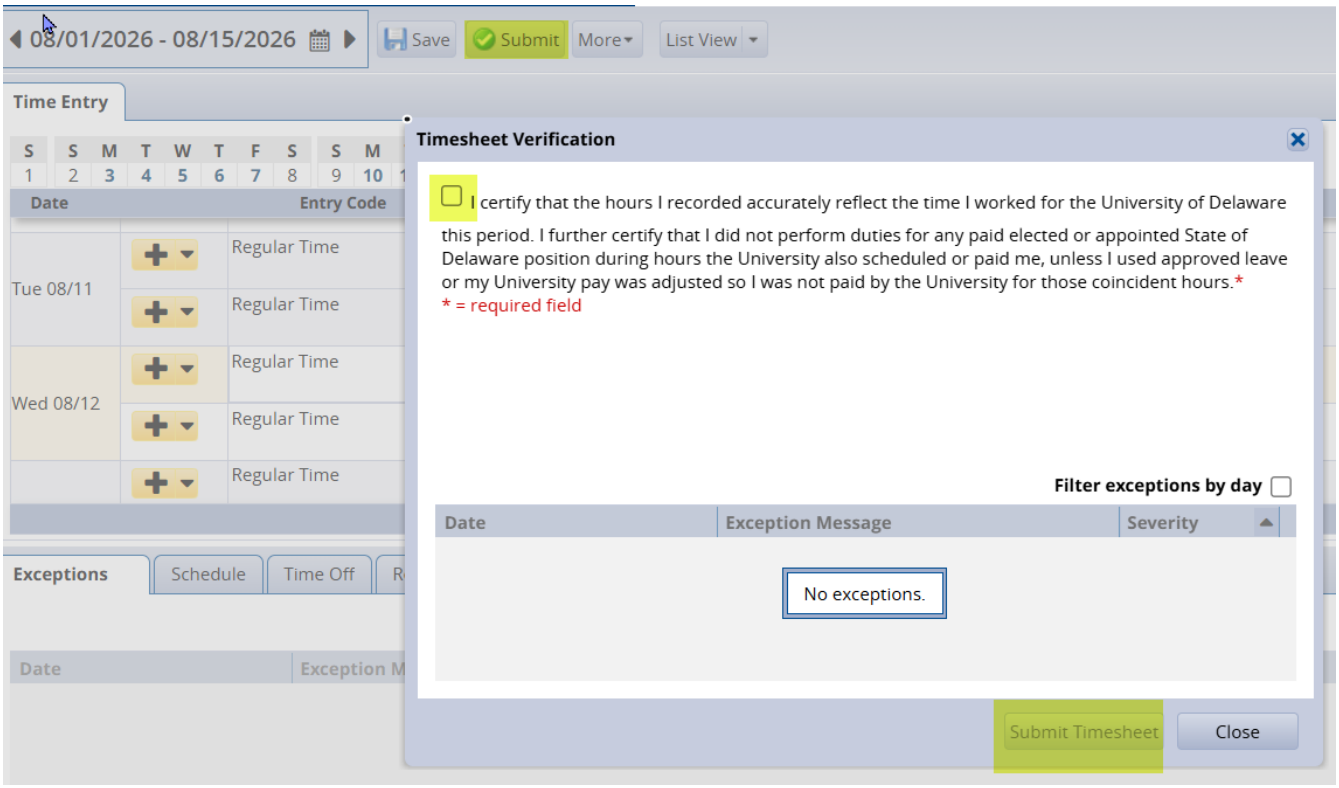
3. This opens your timesheet for the current pay period
    a. You can view past or future timesheets (use the calendar icon or left and right arrows)
    b. Hours column - your regular work times are auto-populated based on your schedule (including lunch hour).
    c. Holidays auto-populate on your timesheet
    d. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
    e. The small grey arrow hides or reveals the tabs at the bottom



Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Mon 03/09	Regular Time					
	Holiday	7.50	0.00			7.50
Tue 03/10	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 04:30 pm	0.00			3.50
Wed 03/11	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 06:00 pm	0.00			3.50
Thu 03/12	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 04:30 pm	0.00			3.50
Fri 03/13	Regular Time					
	Sick	7.50	0.00			7.50
						39.00

Recording Hours Worked

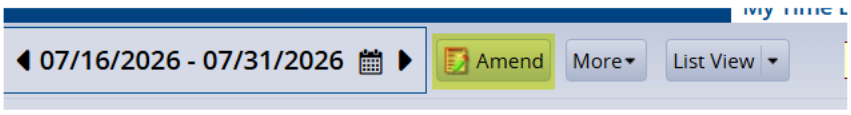
1. To submit your hours for the weeks shown:
   a. Click the **Submit** button as highlighted below
   b. Click the **Checkbox** to acknowledge you have worked the hours indicated
   c. Then click the **Submit Timesheet** button

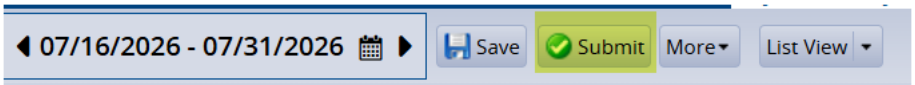


Submitting Time for Prior Pay Periods

1. Before recording time on a Timesheet from a prior pay period, a manager or timekeeper must open the timesheet to make changes. This is called amending a timesheet.

   a. FIRST, create the amended timesheet for the pay period to be adjusted
   b. Navigate to the appropriate **Timesheet** (refer to Timesheet Basics, 3a above)
   c. Click the **Amend** Button first, then click the **Submit** Button

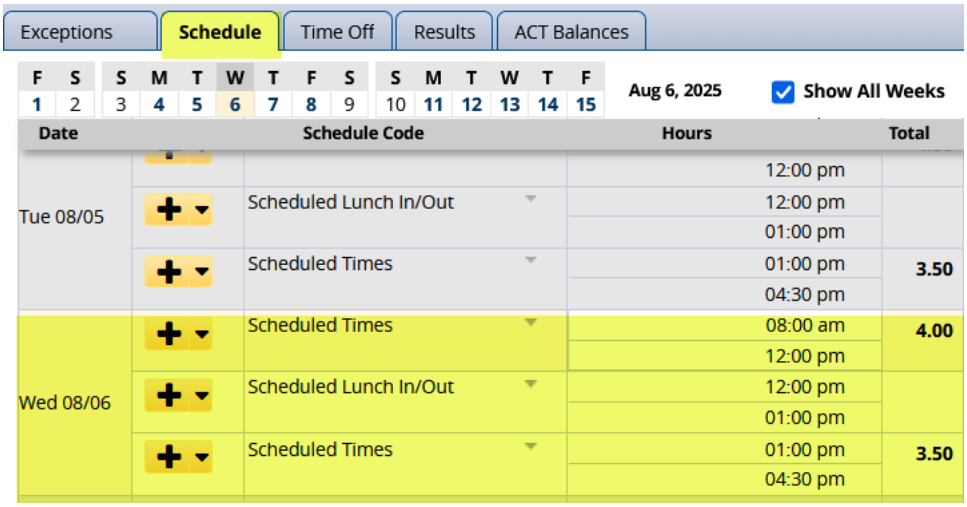




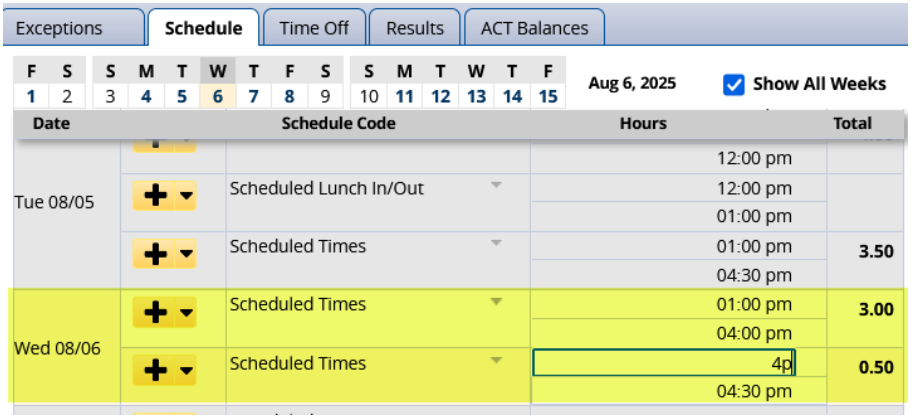
Adjusting Scheduled Hours

1. In some cases, it may be necessary to adjust the hours which have been worked. To make these adjustments, an update to the default Scheduled Hours is required.

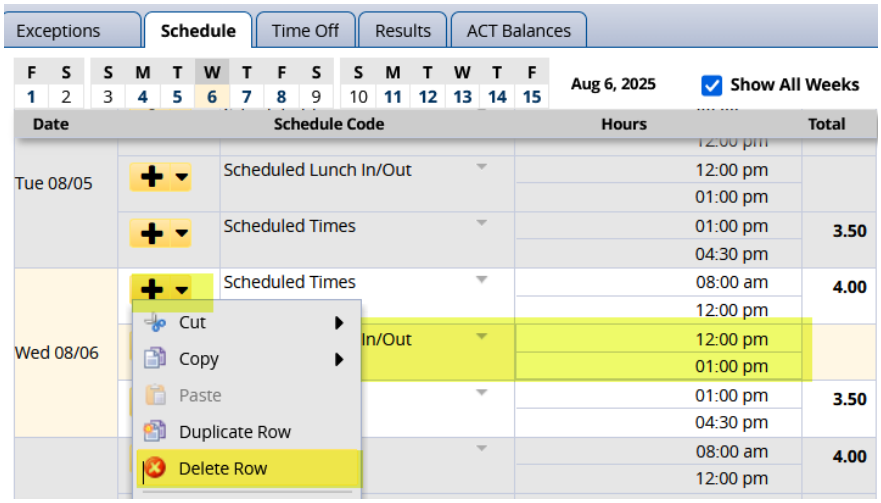
    a. Navigate to the appropriate **Timesheet** (as documented above in prior steps)
    b. Click the **Schedule Tab** as highlighted below



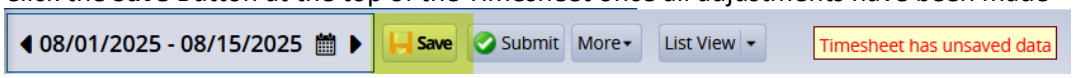
    d. Scroll to the day(s) of the week for which scheduled times need to be adjusted
    a. Double click the times within the **Hours Column** to make the needed adjustments
    b. Change the times by making entries such as; 10a and enter to denote a 10:00 am time, 4p and enter to denote a 4:00 pm time, then hit Enter



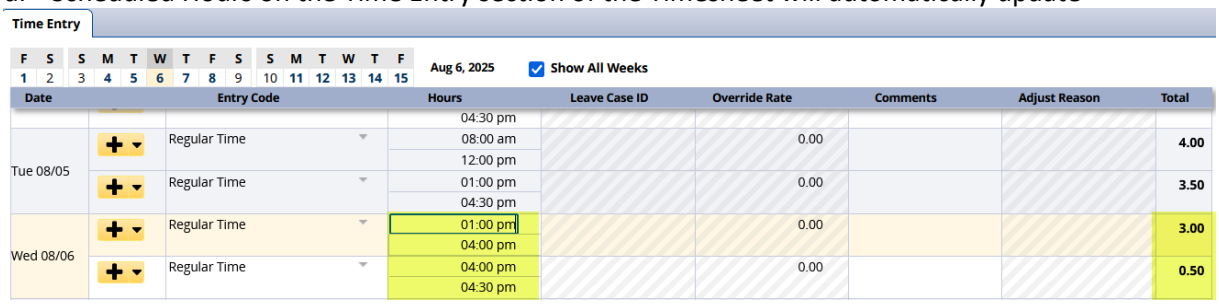
    a. If need be, you can also remove a row from a Schedule (such as a lunch break) by clicking the **Down Arrow** for More Options
    b. Select **Delete Row** and the selected row will be removed from the Scheduled Time.



c. Click the **Save** Button at the top of the Timesheet once all adjustments have been made

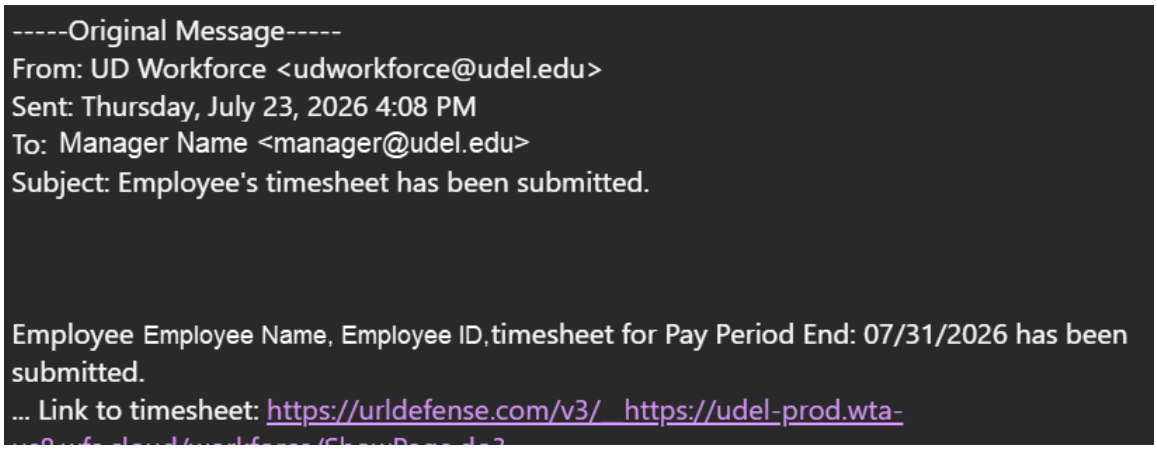


d. Scheduled Hours on the Time Entry section of the Timesheet will automatically update



Timesheet Approvals

1. When an Exempt Staff or Faculty employee submits their timesheet, an email notification is sent to their direct supervisor for approval.


-----Original Message-----
From: UD Workforce <udworkforce@udel.edu>
Sent: Thursday, July 23, 2026 4:08 PM
To: Manager Name <manager@udel.edu>
Subject: Employee's timesheet has been submitted.

Employee Employee Name, Employee ID,timesheet for Pay Period End: 07/31/2026 has been submitted.
... Link to timesheet: https://urldefense.com/v3/__https://udel-prod.wta-

2. Managers, Timekeepers, HR Managers and Business Officers can approve hours submitted by employees. Refer to video and job aids on the UD WorkForce training website for more details about approving timesheets (MANAGER section/Staff and Fiscal Faculty heading).

   Or you can use these are the direct links:
   1. Desktop–Video
   2. Desktop–Job Aid
   3. Mobile–Job Aid