UD WORKFORCE OPEN FORUM FOR MANAGERS & TIMEKEEPERS
UD WorkForce—time and attendance system

The system is used to collect hours for hourly employees (AFSCME, students and misc. wage), record benefited non-exempt employees’ overtime and track/maintain sick and vacation balances for all benefited employees.

Overtime for Non-Exempt Staff

Beginning on March 1, 2022, UD WorkForce System will be the required method to track time for benefited non-exempt employees (with the exception of the UD Police Department). Managers and timekeepers will be required to review and approve timesheets for this population every pay period. Payment of regular and supplemental earnings remain unchanged; only overtime will be extracted for payment from UD WorkForce. Payment via S-Contract form for overtime will be discontinued. For additional details, view our training materials.

UD WorkForce recent updates/enhancements

- Updated—new vacation and sick accrual logic for Exempt, Non Exempt and Faculty with an effective date 12/31/2022
- Updated—non-exempt holiday pay to allow overtime if worked more than standard daily rate
You can explore your own role and other’s roles on the UD WorkForce Home Page so you know who can do what in the system!
FAQ’s
## UD WORKFORCE-ROLES AND TRAINING

### WORKING AT UD
- BENEFITS
- CAREERS
- COMPENSATION
- NEW EMPLOYEES
- CURRENT RETIREES
- TALENT AND ORGANIZATIONAL DEVELOPMENT
- EMPLOYEE AND LABOR RELATIONS
- INFORMATION SYSTEMS (HRIS)
- PAYROLL
- UD WORKFORCE
  - Training
  - FAQs
- FORMS
- ABOUT HR
- FLEXIBLE WORK

### EMPLOYEE
- AFSCME 3472
- AFSCME 439
- Non-Exempt Staff
- Exempt Staff and Fiscal Faculty
- Part-time Hourly Staff (Students and Misc. Wage)

### MANAGER
- AFSCME
- Staff and Fiscal Faculty
- Part-time Hourly (Students and Misc. Wage)
Job Aids provide specific instructions on how to perform a task. They are available for most functions of a Role. Many Job Aids are available in desktop or mobile format.
JOB AID - Manage Other Situations on a Non-Exempt Timesheet

- Funding Changes
- Split Funding
- Flex Time
- Variable Contract Working Outside of Contract Period
- Unpaid Leave
- Timesheet Amendments
- Partial Day Leave Requests

Managers and Timekeepers have access to employee timesheets in their Assignment Groups. There are a few situations that require updates to an employee’s Timesheet. Schedule and/or Schedule Template to be paid correctly.

Hours must be reviewed and approved before the end of each pay period. Overtime will be paid in a subsequent pay according to pay period cut-off times. Overtime hours on the current pay period will be paid in the next semi-monthly pay.

Contents:
- Funding Change for Overtime Pay...
- Split Funding: Overtime Cannot be Charged to a Grant...
- Flex Time in Lieu of Overtime...
- Variable Contract Employee Working Outside Contract Period...
- Unpaid Leave...
- Time Off Request for a Partial Day Requires Reg. Time Entry...
- Approving Timesheets...

1. Access employee timesheet by going to www.udel.edu/udeworkforce
   a. Click Login button
   b. On CAS screen, enter UDNet ID and password, then click Log in button

2. Access employee timesheet by going to www.udel.edu/udeworkforce
   a. Click Login button
   b. On CAS screen, enter UDNet ID and password, then click Log in button

3. On Home Screen, click Edit Employee Time.

4. 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
JOB AID - Review and Edit a Non-Exempt Timesheet

- Timesheet Basics
- Entering Overtime - Current Pay Period & Results Tab
- Entering Overtime - Prior Pay Period & Results Tab
- Approving Timesheets
Payroll Deadlines can be found on the Payroll Department Home Page.
• Bi-Weekly
• Semi-Monthly
• Semi-Monthly Non-Exempt
• Semi-Monthly Variable Hour

```
Payroll Deadlines

<table>
<thead>
<tr>
<th>Group</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly</td>
<td>Schedule</td>
<td>Schedule</td>
<td>Schedule</td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td>Schedule</td>
<td>Schedule</td>
<td>Schedule</td>
</tr>
<tr>
<td>Semi-Monthly Non-Exempt Timesheet Schedule</td>
<td>Schedule</td>
<td>Schedule</td>
<td>Schedule</td>
</tr>
<tr>
<td>Semi-monthly Variable Hour Employees ***</td>
<td>Schedule</td>
<td>Schedule</td>
<td>Schedule</td>
</tr>
</tbody>
</table>

*** These employees (which include Graduate Student Labor, Resident Assistant, and Student Prof. Development) are paid on a semi-monthly schedule but the hours are extracted on a bi-weekly schedule.
```
Semi Monthly Variable Hour Pay Periods

*** These employees (which include Graduate Student Labor, Resident Assistant, and Student Professional Development) are paid on a semi-monthly schedule but the hours are extracted on a bi-weekly schedule.

Bi-weekly pay period that is paid on the semi-monthly pay schedule

The payroll deadlines page will show which pay periods are being paid in any given payroll

*There are two pays during the year that two pay periods are paid in the same payroll*
Note the hours deadline, this is for hours only not paperwork or LAM entry.

LAM identifies funding for the primary assignment.

Be aware that deadlines are subject to change due to holidays and closures.
Supervisor Code and Timesheet Approval Reminders

UDWorkForce roles are driven by Supervisor Code Table and UD Department table

Timesheet Approval reminders are sent to Timekeeper 1, Timekeeper 2, Manager 1, Manager 2 and Manager 3 on the Supervisor Code for an employee whose timesheet has not been approved. If you believe you received one in error, reach out to your department HR Liaison

If the designation on the Supervisor Code of Timekeeper or Manager is wrong, it can be corrected by submitting an HR Supervisor Update web form

If the Supervisor Code assigned to the employee is wrong, it can be corrected by submitting a JED or Additional Assignment

Please ensure that if you are unavailable to approve a timesheet that you have notified your back up or delegated your authority
To update a Supervisor Code submit an HR Supervisor Update Webform

To do a mass Supervisor Code Update submit an HRIS Help Request
The Supervisor Table can be found on the HRIS home page
UD WorkForce Timesheet Approval Reminder Email
Sent to Timekeeper 1, Timekeeper 2, Manager 1 and Manager 2

The first Bi-Weekly reminder is sent on the pay period end date (Saturday) at 5PM
The second Bi-Weekly reminder is sent two days after the pay period end date (Monday) at 10AM

The first non-exempt reminder is sent one day after the pay period ends (16th & 1st) at 9AM
The second non-exempt reminder is sent on the same day at 1PM

-----Original Message-----
From: UD Workforce <udworkforce@udel.edu>
Sent: Monday, May 29, 2023 10:06 AM
To: Dumbledore, Albus <adumbledore@udel.edu>
Subject: Timesheets not approved. 2nd Notice.

This is your second reminder.
Timesheets for the following employee have not been approved.
Timesheets must be submitted and approved before the payroll deadline https://www1.udel.edu/prm/payroll/paydead.html

Job Aids can be found: https://www.udel.edu/faculty-staff/human-resources/payroll/udworkforce/training/

... 
... EmployeeID: 93473207
... Employee: POTTER, HARRY
... Pay Period End: 05/27/2023
... Link to timesheet: https://udel-prod.wfsaas.com/workforce/ShowPage.do?id=19393969949
Payroll Timesheet Approval Reminder Emails

Pre Deadline Timesheet Approval Email
Sent to Timekeeper 1 & Manager 1 mid to late morning on the day timesheet approvals are due for ANY unapproved timesheet for the current pay period

Deadline Timesheet Approval Email
Sent to Timekeeper 1, Timekeeper 2, Manager 1, Manager 2 and HR Manager

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From: Hurley, Beth
Sent: Monday, January 8, 2024 3:10 PM
To: Albus Dumbledore
Subject: Unapproved TS Pay Period 1/6/2024

Dear Albus Dumbledore,

Employee time sheets were due to be approved today by 3:00 PM. The department has not approved the time sheet for Harry Potter 53473207 Custodial Technician* Facilities-Cust Svc Academic-UD_BW_421 (Manager: Severus Snape). We ask that please approve this time sheet by 3:30 PM, otherwise this employee will not receive pay for the 11.489999999999999 hours that they worked.

If this employee did not work for your department or clocked into the wrong assignment, please notify the employee. If you have any additional questions or concerns, please contact us at udfworkforce@udel.edu.

Thank you.

UDWorkforce Team
UDWorkForce@udel.edu

***If you are receiving this email, you are designated as either a timekeeper or a supervisor on a supervisor code for your department. If that is not the case, the department will need to work with HR to remove you from the supervisor code table.
• All current bi-weekly timesheets and amended timesheets must be approved – these hours export to payroll

• All current Non – Exempt timesheets and amended timesheets must be approved – only overtime hours export to payroll (hours that have overtime pay code)

• Exempt timesheets do not require approval – no hours export to payroll
Non - Exempt Employees

Base salary (regular time) is paid by JED, which is why the hours do not export from UDWF to the payroll.

Overtime will not calculate correctly if regular time is not added when partial days of leave are taken. *(Refer to Job Aid)*

Overtime calculations will also look at the employee’s schedule, therefore the schedule must be correct.
Non-Exempt Promoted to Exempt

Termination of the non-exempt assignment in UDWF is when the JED is approved, not the effective date on the JED. Therefore, hours could overlap on the timesheets.

Approval of the non-exempt timesheet is not necessary unless there is overtime on the timesheet that needs to be paid.

You will continue to get approval reminder notices until the pay process is complete, you can disregard them for these cases.
Which roles **CAN** approve a timesheet?

- Timekeeper 1 & Timekeeper 2
- Manager 1 & Manager 2
- HR Manager
- Chief Business Officer

Who **SHOULD** approve a timesheet?

Each department determines who has the primary responsibility of approving timesheets, and who is a back up for approving timesheets
Delegating Authority

There is a Job Aid for Managing Delegations

You can assign your authority to another user when you will be unavailable, such as when going on leave.
Employee Submission of Timesheet

It is recommended that Employees submit their timesheet, however it is not required.

Are employees required to submit timesheets every pay period?

Employees are recommended to submit their timesheets by the deadline for every pay period. Please refer to the Payroll Deadlines for further details. Unsubmitted timesheets will be reviewed and approved by managers as is.
Timesheet Review - You should review any timesheet prior to approving it

You can use the Find button or use your list based on the Assignment Group.
Click the Find button then enter employee ID OR name then click the Search button

TIP: If you don’t know the full name add a star * to search

This is a good tool to use when you have a large number of employees in your Assignment Groups
Verify Accuracy of Hours

- Verify total hours are correct
- Verify the schedule has been adjusted correctly when Flex Time is used
- Verify that regular hours have been entered when partial day leave has been taken

(Refer to the Manage Other Situations on a Non-Exempt Timesheet Job Aid)
Review Errors & Exceptions

A **Red Exception** does affect pay, it will not be paid
A Yellow Exception is a warning - it does not affect pay but should be reviewed

**Time Entry**

<table>
<thead>
<tr>
<th>Date</th>
<th>Entry Code</th>
<th>Hours</th>
<th>Override Rate</th>
<th>Adjust Reason</th>
<th>Comments</th>
<th>Speed Type</th>
<th>Account</th>
<th>Class</th>
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</thead>
<tbody>
<tr>
<td>Sun 05/14</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>125200</td>
<td>MISC WAGE-INCL</td>
<td>00</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>PRT-TIME NON UD</td>
<td>000</td>
<td>CLASS 0000</td>
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<tr>
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<td>+</td>
<td></td>
<td></td>
<td></td>
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<td>125200</td>
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<td>PRT-TIME NON UD</td>
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<td>CLASS 0000</td>
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<tr>
<td>Tue 05/16</td>
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<td></td>
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<td>125200</td>
<td>MISC WAGE-INCL</td>
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<td></td>
<td></td>
<td>PRT-TIME NON UD</td>
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<td>CLASS 0000</td>
</tr>
<tr>
<td>Wed 05/17</td>
<td>+</td>
<td></td>
<td></td>
<td></td>
<td>08:00 am</td>
<td>126000</td>
<td>STUDENT LABOR</td>
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<tr>
<td></td>
<td></td>
<td>10:00 am</td>
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<td></td>
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</tr>
<tr>
<td>Thu 05/18</td>
<td>+</td>
<td></td>
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<td>125200</td>
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<td>00</td>
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<td></td>
<td>PRT-TIME NON UD</td>
<td>000</td>
<td>CLASS 0000</td>
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</tbody>
</table>

**Exceptions**

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
<th>Severity</th>
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</thead>
<tbody>
<tr>
<td>Wed 05/17</td>
<td>Employee has a mismatch between either the Job Code, Pay Code, and or Account. For Misc Wage job codes, pay code would be Misc Wage and account would be 125200. Please use JED or Additional Assignment or LAM to correct the mismatch.</td>
<td>Warning</td>
</tr>
</tbody>
</table>
Common Exceptions

Missing Punches

The employee cannot add a missing punch, a manager or timekeeper will have to add it.
Missing Account – Account field cannot be blank, add the missing account number

Project / Grant not valid - Check the project end date on the Finance side
If the employee’s primary assignment is a stipend assignment, **hours cannot be entered on the timesheet**

(For example, Research Assistants, Teaching Assistants, etc.)
Account Mismatch (Yellow exception – will be paid)
Make sure the student’s job codes, pay codes and account are all correct for the assignment.
Account Mismatch Corrections

In most cases…

For Grad Student Hourly Job Codes, the pay code would be Student Hours and the account would be 126900

For Students, the pay code would be Student Hours and the account would be 126000

For Misc Wage, the pay code would be Misc Wage and the account would be 125200

Use a JED (for primary assignment), Additional Assignment (for additional assignment), or LAM (primary assignment's account) to correct the mismatch.
JOB AID - Approving Employee Timesheets

Note: You can always unapprove a timesheet by unchecking the Approval Box, click Save, then make the change to the timesheet.

Don’t forget to re-approve it!

You can view approval history by clicking on the scroll icon next to the approval box (check here to confirm approval).
Amended Timesheets

- There is a [Job Aid for Amended and Retro Timesheets](#).

- Managers can edit previous 6 months timesheets. If older edits are required we will amend them, then you will approve the amended timesheet.

- All amended timesheets require approval, even if there are no changes to the timesheet. If you click amend and save, there is an amendment that has to be approved. If you click amend but navigate away from the timesheet without saving, there will be no amendment and no approval required.

- When amending multiple pay periods, we recommend amending all necessary pay periods first, then approve all amendments.

- Amendments that result in negative hours, which indicate an overpayment, should only be entered by Payroll, an Overpayment form has to be submitted.
Negative Hours / Overpayments

• DO NOT AMEND A TIMESHEET IF THERE IS AN OVERPAYMENT. Submit an overpayment form, Payroll will amend the timesheet and reach out to you regarding collection of the overpayment

• If there are sufficient hours the overpayment can be deducted from the next pay with the employee’s authorization

• If there are insufficient hours or other situations, payment arrangements will be made

• Employee’s authorization must always be received prior to collecting the overpayment
Job Aid - Time Off Requests (TOR’s)

TOR Actions
● Approve
● Edit
● Cancel
● Submit on Behalf of an Employee

If you or an employee unable to submit or approve a TOR, either data is locked from changes due to payroll processing or the timesheet has already been approved / submitted.

Please make sure TOR’s are submitted and approved in a timely fashion.

Refer to the job aid for more details.
Leave Banks

Vacation and sick accruals occur at the end of the month if an employee is active on the last day of the month.

Allowing negative balances for Vacation and Sick Leave is determined by the department (non-union employees only).

DEPENDENT SICK LEAVE IS NOT IN ADDITION TO SICK LEAVE

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**Why is my Dependent Sick Leave also being deducted from my Sick Leave Bank?**

Dependent sick leave is not leave in addition to sick leave. It allows you to use up to six (6) days of your earned sick leave to provide direct care for an immediate family member unable to provide for themselves due to illness or injury. You can view and track your Dependent Sick Leave usage in UD WorkForce, but your total available Sick Leave is reflected in the Sick Leave Balance only. Immediate family member includes an eligible employee’s spouse (as defined by law), parent or child.
ADDITIONAL ASSIGNMENTS

There is a Job Aid to assist with completing the Additional Assignment Web Form

Job Aid – Additional Assignments

Additional Assignments Web Form

Use this form to manage job assignments for student and miscellaneous wage employees who may be working for multiple departments, or working multiple jobs within a department. If you have any questions, contact Payroll at (302) 831-8677 or email pr-craft@udel.edu.

NOTE – Employees must be hired and in the HR system to be available in the Additional Assignments web form.

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<td>Existing Assignment(s)</td>
<td>2</td>
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<td>Add Assignment</td>
<td>3</td>
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<td>Grad Students</td>
<td>4</td>
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<tr>
<td>Work Study</td>
<td>5</td>
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<td>Funding</td>
<td>5</td>
</tr>
<tr>
<td>Routing</td>
<td>6</td>
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<tr>
<td>Retro Hourly Rate Update (Existing Assignments)</td>
<td>7</td>
</tr>
<tr>
<td>Web Form In-Basket – Copy Now</td>
<td>8</td>
</tr>
</tbody>
</table>

1st screen

Lookup employee
1. Employee
   a. Enter partial name, UD ID or UD Email address
   b. Choose the person from the list that appears below box
2. Click Next step

2nd screen

Employee and Primary Assignment (JED) – displays the employee’s home department and primary job information.
In order for the work study split to calculate correctly in UDWF, the student will have to...

- Meet the eligibility requirements
- Receive their work study funding from Student Financial Services
- Have a work study assignment with a start date in the current semester
What NOT to do in UD WorkForce

• Add hours to employee’s or student’s timesheet to arrive at a flat amount.
  • Hours should represent what the employee worked.
  • If you believe that someone should be exempt from FLSA and paid a flat amount, you will need to complete FLSA Exemption Status (Employee-Employer Relationship) form (for Students) or Position Evaluation Form for Non-Benefited Positions (non-Students) and submit to HR Comp for evaluation. If this is approved you will complete a JED to change the employee’s main assignment

• Collect overpayments
  • as mentioned previously, this should be done by submitting the Overpayment form

• Pay Awards & Participant Support
  • Awards are paid via Supplemental Pay Form for employees in the payroll system. (More info here)
  • Participant Support should be paid through procurement (see Research Office Site for more information)
What NOT to do in UD WorkForce

• Not including certain hours
  • Under FLSA regulations, attendance at lectures, meetings, seminars and training sessions is worktime unless all of the following conditions are met:
    • Attendance is outside of the employee's regular working hours;
    • Attendance is in fact voluntary;
    • The course, lecture, or meeting is not directly related to the employee's job; and
    • The employee does not perform any productive work during such attendance.

• Hours worked during Holiday and OT
  • All non-exempt employees who works on a holiday will be paid for the hours worked at time and one-half in addition to the regular pay
  • When you calculate overtime pay, remember that each workweek stands on its own. For example, if the employee work 35 hours one week and 45 hours the next, you can’t average out these totals (which would be 40 hours) to deny overtime pay. The employee must receive five hours of overtime pay for the extra time they worked during the second week.
What NOT to do in UD WorkForce (cont)

- Pay employees for teaching credit courses
THANK YOU FOR JOINING US!!

Email any questions to udworkforce@udel.edu