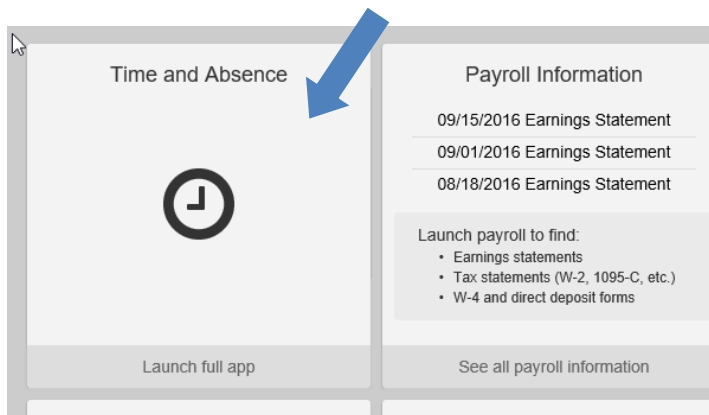


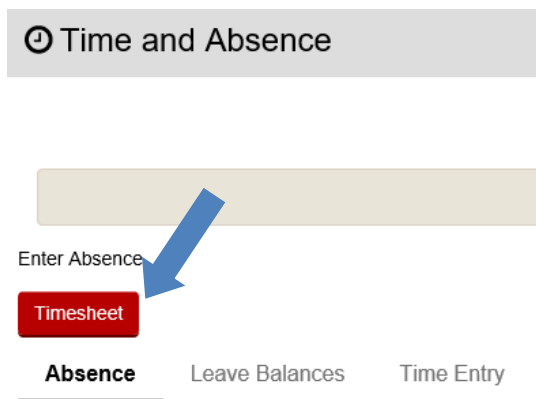
Where Do I Go to Enter Time on the Timesheet?

Employees and Supervisors will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

Click on Time and Absence App (box)



Click on "Timesheet"



Timesheet Entry Method

If you are starting in the middle of a pay period, to enter time you must **view the timesheet by day**. The following pay period will automatically show for a two week period.

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours

(A blue arrow points to the 'View By' dropdown menu, which is open and showing 'Day' selected.)

- **Standard Time Entry:**
 - Need Colons
 - Need AM/PM or A/P indicator
- **24 Hour Clock Entry:**
 - Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

Example of missed punch: **WRONG**

Should really look like this: **CORRECT**

Time Reporting Codes (TRC)

- Tells system how those hours will be paid. **You do not need to indicate TRC of REG00 – Regular Hours; System automatically defaults hours entered as regular hours;**
- **Record in/out times;** do not need to add a row for each Time Reporting Code (TRC); system will automatically generate the appropriate overtime, night differential, etc.
- **Time will automatically be evaluated based on in/out times entered.** Appropriate overtime will be applied unless employee has multiple jobs; **if multiple jobs, supervisor must indicate appropriate overtime code;**





To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should enter and submit their time each day.
- Employees must at least enter and submit their time weekly, on the last day worked in the week.
- Supervisors should review time for exceptions and approve time weekly.
- On the last day of the pay period, ALL time entries must be submitted for timely payroll processing.

Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors must fix exceptions and approve all time by 12noon on Tuesday after the pay period ends.

NOTE: Supervisor may have different deadline than System requires. Check with your Supervisor so data entry deadlines are not missed.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day 	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Week 1 of Pay Period</div>			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day 	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Week 2 of Pay Period</div>			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 2	END of Pay Period
First day of pay period	EE: BY 12Midnight LAST day to submit time for previous pay period.	SUPV: BY 12NOON LAST morning to approve exceptions and time for previous pay period.				

Multiple Jobs creates multiple timesheets

You can not be in two places at once so each timesheet must show different shift times. Shifts cannot cross over between timesheets.

Job 1

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New							
Mon	3/23	Submitted		7:00:00AM			11:00:00AM	4.00	

Job 2

	Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New							
	Mon	3/23	Submitted		11:01:00AM			3:00:00PM	3.98	

System will round punch total to 4.0 hours

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

<https://kb.wisc.edu/hrs/page.php?id=48921>

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Time Entry Examples:

One Shift in a Day

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New						
	Mon	3/23	Submitted	7:30:00AM			10:00:00AM	2.50	
	Tue	3/24	Submitted	9:00:00AM			10:15:00AM	1.25	

If you do not put your last out in the last out column the system will think you are coming back and will not process that time.

Example of missed punch: 7:45:00AM 4:30:00PM **WRONG**

Should really look like this: 7:45:00AM 4:30:00PM **CORRECT**

Enter time and click Submit to lock it into the system

Two Shifts in a Day

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New						
	Mon	3/23	Submitted	7:00:00AM	11:00:00AM	1:00:00PM	5:00:00PM	8.00	
	Tue	3/24	Submitted	8:00:00AM	10:00:00AM	3:45:00PM	4:30:00PM	2.75	


Enter time and click Submit to lock it into the system

Three Shifts in a Day

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New						
Mon	3/23	Submitted	7:00:00AM	11:00:00AM	2:30:00PM	3:30:00PM	5.00	
		Submitted	6:00:00PM			7:00:00PM	1.00	

Scroll
Right
→

Rule Element 2	Date		
	3/22	-	+
	3/23	-	+

Scroll to the Right → and click on the “plus” sign  to add a row to that date

Enter time and click Submit to lock it into the system

Shift Spans Overnight

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New						
Mon	3/23	Submitted	7:00:00AM	11:00:00AM	2:30:00PM	3:30:00PM	5.00	
		Submitted	6:00:00PM				7.00	
Tue	3/24	Submitted				1:00:00AM		

Enter time and click Submit to lock it into the system

Log Out of HRS and My UW System Portal:

- Be sure to “sign out” in the upper right hand corner of the HRS and close the browser via the **red X**.
- Be sure to “log out” in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
- Not practicing these steps can cause the next person to login to pull up your personal information and timesheet.

Tips About Timesheets

The Timesheet itself does not show total hours you enter. You must go to “Payable Time” tab below the submit button on timesheet to view this data for accuracy.

The timesheet itself does not show you night or weekend differential, comp time earned, overtime earned; Must click on the Payable Time tab to view the total hours on timesheet.

The Payable Time will not include any absences that have not yet been approved. Absences must be approved and the time administration process must run before Payable Time will recognize the absences.

You must wait for the Time Administration process to run after entering time on the timesheet before viewing Payable Time. Otherwise the time you see in the Payable Time tab and the time to be approved will not be accurate.

Flex Schedules

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.
- The regular pay shortage affects the amount contributed to WRS (if applicable).


Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Review Exceptions and Data Entry (the timesheet)

You may notice “clock🕒” on the timesheet. This is an exception that needs to be evaluated.

From 09/11/2016 to 09/17/2016 ?										
Add Comments	Day	Date	Reported Status	Exception	In	Out	In	Out	Punch Total	Time Rep
	Sun	9/11	New							
	Mon	9/12	New							
	Tue	9/13	Submitted		9:00:00AM			11:30:00PM	14.50	
	Wed	9/14	New							
	Thu	9/15	New							

Click on the exception icon to review the exception. The Exceptions tab at the bottom of the timesheet will be opened.

Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time																
<table border="1"> <thead> <tr> <th>Allow</th> <th>Date</th> <th>Exception ID</th> <th>Exception Source</th> <th>Status</th> <th>Exception Severity</th> <th>Explanation</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>09/13/2016</td> <td>UW_PCH12</td> <td>Time Administration</td> <td>Unresolved</td> <td>High</td> <td>Punch Hours Greater Than 12</td> <td></td> </tr> </tbody> </table>					Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment	<input type="checkbox"/>	09/13/2016	UW_PCH12	Time Administration	Unresolved	High	Punch Hours Greater Than 12	
Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment													
<input type="checkbox"/>	09/13/2016	UW_PCH12	Time Administration	Unresolved	High	Punch Hours Greater Than 12														

If an exception was created due to time that was entered incorrectly, correct the time in the timesheet. Click **Submit** to save any changes made to timesheet.

Types of Exception:

- **High – needs to be corrected or allowed** on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Examples:

- **Missed Punch**

- An “Out” Punch does not follow an “In” punch; An “Out” Punch follows an “Out” punch; An “In” Punch follows an “In” punch
- **Missed punches must be fixed or hours paid will not be correct**

Example of missed punch: **WRONG**

Should really look like this: **CORRECT**

- **Punch Hours Greater Than 12**

- Punch may be accurate, Approver must allow for hours to be paid
- If punch inaccurate, must be fixed *on timesheet* or hours will not be paid

WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS

Time Administration (TA) process typically takes one (1) hour to evaluate.



- Time Administration (TA) process runs 7 times every day, 7 days a week -
 - 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight

Click on Sections Below Timesheet to See Total Hours to be Paid

Timesheet itself does not show you night or weekend differential, comp time earned, overtime earned, legal holiday generation.

You can click on the tab sections below your timesheet to see what you will be paid and evaluate from there.

If you have high exceptions the hours may not reflect correctly in these sections. The high exception must be corrected or allowed and evaluated by time admin before you will see the correct hours.






Summary Leave / Compensatory Time Absence Exceptions Payable Time				
Reported Time Summary			Personalize Find  	1-4 of 4
Category	Total	Week 1 (6/11-6/17)	Week 2 (6/18-6/24)	
Total Reported Hours	80.00	40.00	40.00	
Total Scheduled Hours	80.00	40.00	40.00	
Schedule Deviation				
No category Displayed	80.00	40.00	40.00	

Has my Supervisor Approved my Timesheet?



- Payable Time Detail -**

After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet										
	Fri	6/9	Submitted		7:45:00AM	12:00:00PM	12:45:00PM	4:30:00PM	8.00	
	Sat	6/10	New							
Submit		Clear								
Summary Leave / Compensatory Time Absence Exceptions Payable Time										
Payable Time Viewing Option										
<input type="radio"/> By TRC and Status <input type="radio"/> By TRC, Status and Day <input checked="" type="radio"/> Show In Detail										
					View Full Detail					
Payable Time  Personalize Find   1-11 of 11										
Date	TRC	Description	TRC Type	Payable Status	Quantity					
05/29/2017	LEGHL	Legal Holiday	Hours	Taken by Payroll	8.00					
05/30/2017	REG00	Regular Hours	Hours	Taken by Payroll	8.00					
05/31/2017	REG00	Regular Hours	Hours	Taken by Payroll	8.00					
06/01/2017	REG00	Regular Hours	Hours	Taken by Payroll	6.00					
06/01/2017	SABBA	Banked Leave	Hours	Taken by Payroll	2.00					

View Your Timesheet Exceptions by Going Directly to Your Timesheet - 🕒

You can see if there are any exceptions that need to be reviewed, corrected, and/or allowed by viewing your timesheet. Supervisors are the only ones that can allow an exception. Employees can view and correct exceptions on their own timesheet.



When viewing these pages, be aware of when employee or supervisor may have made changes to timesheet. These changes will not clear out the exception “clock 🕒” until after the time administration process has run.

Reference Materials and Approval Schedules

Reference materials and payroll schedules can be found on the Human Resources website under the University Staff, Payroll & Leave, Timesheet & Absence Reporting:

<http://hr.uwosh.edu/payroll-leave-university-staff/>

NOTE: There are more references than this timesheet guide.

Human Resources Assistance

Employees and approvers are welcome to stop in the Human Resources office, call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

Phone Support:

920/424-1166, Main Desk Area

920/424-2070, Jodi Anthony (anthonyj@uwosh.edu)

920/424-1412, Brenda Rens (rensb@uwosh.edu)

If you need adjustments made, *email* details to Jodi for biweekly or Brenda for monthly employees