

## How to Enter Hours Worked into the Timesheet (Elapsed Timesheet)



(This is for those who do not use clock devices to report time worked.)

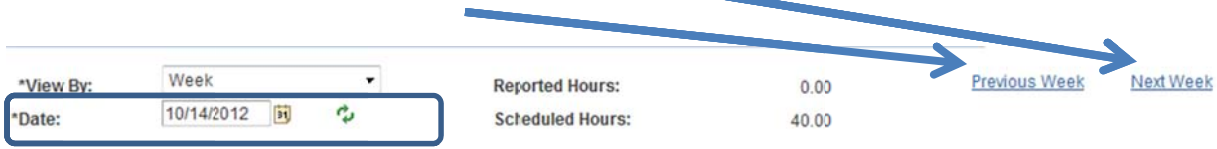
**Employee Navigation:** *Self Service>Time Reporting>Report Time>Timesheet*



**(Manager/Departmental Time Reviewer Navigation:** *Manager Self Service>Time Management>Report Time>Timesheet*)

- Hourly employees are responsible for reporting actual hours worked on the actual day he/she worked and reporting with the correct Time Reporting Code (TRC). Each time an employee signs into the system, the employee is agreeing to this statement:  
 “By clicking "Sign in", I agree to conduct business electronically with the University of Kansas. In addition, all time entered and approved reflects actual work and/or leave time, and is true and correct to the best of my knowledge.”
- It is recommended that employees submit their timesheet at the end of each work week unless he/she will be gone and then it is recommended to submit before leaving.
- Absences are just a display on the Timesheet, they are not actually stored here but rather a view from Absence Management.

**Date:** Validate that you are on the correct week. The delivered system defaults to Monday of the current week. The KU work week is defined as Sunday through Saturday.

You will likely need to change the default by typing in or using the calendar icon  then selecting the 2 green arrows  or you may use Previous Week or Next Week



\*View By: Week  
 \*Date: 10/14/2012    
 Reported Hours: 0.00  
 Scheduled Hours: 40.00  
[Previous Week](#) [Next Week](#)

**Hours Worked:** The employee should enter the total number of hours worked each day. There should be only one row for each Time Reporting Code (TRC).

The system calculates the time and the appropriate earnings codes by the Time Reporting Code entered along with the Time and Labor rules.

To add rows select the + at the right end of each row. To delete a row select the - at the right end of the row you wish to delete.

If an absence is displayed, you may need to enter a + to add in a row to enter in time worked.

Below are samples of accurate entry. All examples are based on the Employee who works M-F 8 hours a day.

- Employee who worked 8 hours a day for M-F



\*View By: Week  
 \*Date: 10/4/2012    
 Reported Hours: 0.00  
 Scheduled Hours: 40.00  
[Previous Week](#) [Next Week](#)

From Sunday 10/14/2012 to Saturday 10/20/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20			
	8	8	8	8	8			REG - Regular Earns	PSNONCATS  + -

- Employee who worked an extra hour on Wednesday and worked their regular hours all other days. (Reminder: working extra hours are to be approved in advance by the Supervisor but even if the hours are not approved, total hours worked must still be reported.)



\*View By: Week  
 \*Date: 10/14/2012    
 Reported Hours: 0.00  
 Scheduled Hours: 40.00  
[Previous Week](#) [Next Week](#)

From Sunday 10/14/2012 to Saturday 10/20/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20			
	8.00	8.00	9.00	8.00	8.00			REG - Regular Earns	PSNONCATS  + -

- Employee who is taking off Friday either paid or unpaid leave and worked their regular hours all other days.



\*View By: Week  
 \*Date: 10/14/2012    
 Reported Hours: 0.00  
 Scheduled Hours: 40.00  
[Previous Week](#) [Next Week](#)

From Sunday 10/14/2012 to Saturday 10/20/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20			
	8	8	8	8				REG - Regular Earns	PSNONCATS  + -

4. Employee who is taking off Friday either paid or unpaid leave and worked 2 extra hours on Monday, all other days, employee worked as scheduled.

\*View By: Week      Reported Hours: 0.00      Previous Week      Next Week  
 \*Date: 10/14/2012      Scheduled Hours: 40.00

From Sunday 10/14/2012 to Saturday 10/20/2012

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Total Hours	Time Reporting Code	Taskgroup
	10	8	8	8				REG - Regular Earns	PSNONCAT

5. An Employee and Supervisor may agree to reduce the usage of vacation and compensatory time (holiday and regular) by the additional hours worked in the week.
- Refer to the document [Non-Exempt Staff Guidelines for Working Extra Hours www.humanresources.ku.edu/files/documents/NE\\_extrahours.pdf](http://www.humanresources.ku.edu/files/documents/NE_extrahours.pdf)
  - Employees should not be reporting worked time and leave taken to exceed the hours scheduled per day. The leave should be reduced.
  - Employees do not earn compensatory time until the employee has reached the KU FLSA threshold which is a combination of worked and holiday credit of 40 hours in the work week. Generally, this does not happen until later in the week.
  - In the previous example above the supervisor and employee may have agreed that in the case of vacation or compensatory time used (regular and holiday), the employee may report:
    - 6 hours on Friday of the appropriate leave or
    - 8 hours of appropriate leave based on their work schedule

The Time and Labor rules will calculate the additional hours to be paid as straight time for the ii scenario. The additional hours and leave must be agreed upon upfront and the supervisor may deny the approval of the additional work hours or leave taken as the second option (ii) has a budgetary impact.
  - Other Common Scenarios
    - Employee has planned to be gone for 2 hours for leave but then only is gone for 1 hour, the Leave Request should be submitted for 1 hour in Absence Management and the time worked should be reported as 7 Regular hours in Time and Labor. (Not to exceed the schedule hours of 8 per day.)
    - Employee calls in sick but then comes in later and works 3 hours, the Sick Leave should be submitted in Absence Management for 5 hours and the 3 hours would be reported in Time and Labor as Regular hours worked. (Not to exceed the schedule hours of 8 per day.)

**Time Reporting Code (TRC):**

There should only be one row for each Time Reporting Code (TRC) used.

For most timesheets there will be only one row for the TRC of REG-Regular Earns.

- Codes available for employees include codes for central HR purposes. Employee will not use all codes available to them.

Codes Employees will select:

**1. Regular**

- Select REG- Regular Earns for all hours actually worked. This will be the most commonly used and in many cases the only one selected except in the cases of Holiday Pay or Inclement Weather.

**2. Holiday**

- Holiday credit will be loaded 14 days in advance by the system and will show up on the Timesheet with the TRC of HOLHR-Holiday Credit 1.0 KUL. In some cases the “holiday” may need to be moved or removed in accordance with the [Guide to Eligibility for and Reporting of Holidays](http://www.humanresources.ku.edu/files/documents/Holiday_report_guide.pdf) [www.humanresources.ku.edu/files/documents/Holiday\\_report\\_guide.pdf](http://www.humanresources.ku.edu/files/documents/Holiday_report_guide.pdf). Please refer to this guide for any questions regarding holiday pay or holiday compensation. For the examples below, the employee works 8 hours a day M-F and is eligible for the Holiday.

b. Examples of Holiday Load and Reporting

- If the employee is eligible for the holiday but their work schedule does not include the holiday:
  - (1) the system will load on the preceding scheduled work day (i.e. before the holiday) unless this day is in another week, the system will load the holiday credit on the next scheduled work day after the holiday. It is encouraged that the employee takes the holiday in the week it is designated if at all possible.

\*View By: Week      Reported Hours: 0.00      Previous Week      Next Week  
 \*Date: 11/12/2012      Scheduled Hours: 40.00

From Sunday 11/11/2012 to Saturday 11/17/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17			
	8							HOLHR - Holiday Credit 1.0	PSNONCATS

- If an employee works on a Holiday; is eligible for Holiday Pay; and the employee wants to be paid in lieu of Holiday Compensatory time; he/she would select **HDP – Holiday Pay 1.5** from the TRC drop down selection.

\*View By: Week      Reported Hours: 0.00      Previous Week      Next Week  
 \*Date: 11/12/2012      Scheduled Hours: 40.00

From Sunday 11/11/2012 to Saturday 11/17/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17			
	8							HOLHR - Holiday Credit 1.0	PSNONCATS
	8							HDP - Holiday Pay 1.5	PSNONCATS

- d. If an employee works on a Holiday; and is eligible for Holiday Compensation; or is eligible for Holiday Pay but prefers Holiday Compensation in lieu of Pay; he/she would just report worked hours on the Holiday as **REG-Regular Earns**. The Time and Labor rules will change to Holiday Compensation.

\*View By:       Reported Hours: 0.00      [Previous Week](#)      [Next Week](#)  
 \*Date:       Scheduled Hours: 40.00

From Sunday 11/11/2012 to Saturday 11/17/2012							Total Hours	Time Reporting Code	Taskgroup
Sun 11/11	Mon 11/12	Tue 11/13	Wed 11/14	Thu 11/15	Fri 11/16	Sat 11/17			
	8							HOLHR - Holiday Credit 1.0	PSNONCATS
	8	8	8	8	8			REG - Regular Earns	PSNONCATS

### 3. **Inclement Weather**

- a. When inclement weather is declared, based on the declaration non-weather essential regular employees may be granted permission to arrive late or leave early without harm to their pay. In these cases, the time not worked for their regular scheduled hours are covered under this declaration timeframes are reported under the TRC of Inclement Weather.
- b. Those employees who are required to be at work during the declaration are designated to be weather essential and are eligible to receive Straight Hour for Hour of Compensatory Time for this period and would report using the TRC of CM1-Comp Time Earned (1.0) for time worked during the designated period.
- c. Inclement weather cannot be used outside the designation timeframe.
  - i. If a regular employee who is not declared weather essential works during this entire timeframe, he/she would not report any Inclement Weather.
  - ii. If a regular employee who is not declared weather essential works during part of this timeframe, he/she would only report the time missed under the Inclement Weather TRC.
  - iii. If a regular employee who is not declared weather essential works their full schedule hours for the day, he/she would not report any Inclement Weather.
  - iv. An employee must be scheduled and planned to be at work to be eligible for inclement weather (not on leave). See [Inclement Weather Time & Leave Reporting Guidelines](#), [www.humanresources.ku.edu/files/documents/Inclementweather\\_timereport.pdf](http://www.humanresources.ku.edu/files/documents/Inclementweather_timereport.pdf), The first part of the document will show the last declarations and are updated when a new declaration is made. See below this section for information regarding the process.

**Submit:** Select  to send for processing by Time Admin and for Supervisor approval.

### **After Submission Process**

Time Admin is a process that is scheduled to be run 4 times a day, every day of the week. Time Admin takes the time entered on the timesheet, applies the Time and Labor rules, generates exceptions and errors and creates a Worklist item for the Supervisor. This process also takes the Report Time and turns it into Payable Time. This process also updates the data for the KU TL Heads Up Report that is used by Departmental Time Reviewers and Supervisors.

Time cannot be approved until it has been processed by Time Admin into Payable Time.

### **Modify Submitted Time**

To modify previously submitted Time:

- If a new TRC is needed, add a row.
- If correction to the same TRC is needed type over or add to the prior data and submit again. The system tracks what was previously approved.
  - If hours were entered on an incorrect day remove the hours (delete key) from that day and Submit.
  - If hours were not entered on a day just type in the total hours on the correct day and Submit.
  - If hours were incorrectly entered on a day, just type over with the correct total on the row with the same TRC and Submit.
- If an incorrect TRC was submitted, select the correct TRC and Submit. If hours need to be split between TRCs add a new row and correct hours.
- Do not change the timesheet to just show the additional hours, the timesheet should reflect all hours and all TRCs to be reported whether previously submitted or paid.
- Do not create secondary rows with the same TRC. Only one row per TRC.
- What is submitted is the overall total the employee worked.

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