Hourly, non-exempt employees’ time worked and leave without pay are stored in a timesheet. Regular hourly employees may earn compensatory time if work time and holiday credit exceeds 40 hours. There are 2 types of timesheets: Elapsed for regular non-premium pay and Clock (Punch) for temporary and premium pay (eligible for shift, standby and call back) employees.

Salaried, exempt employees do not track or report time worked unless it is required for the Affordable Care Act (ACA) and do not earn compensatory time. If time is required to be reported on the timesheet for ACA, the hours do not go through the approval process and are only viewable on the timesheet as it is not “paid time” just “reported time”.

Absence request (which will include leave without pay for salaried employees) are submitted by the employee for approval by the supervisor. Hourly, non-exempt employees report leave time taken in .25 hour increments. Salaried, exempt employees generally report leave in ½ or full work day increments.

Steps to time reporting and absence:
1. As required, an employee reports the hours worked and non-exempts leave without pay which is reflected in a timesheet.
   a. HR/Pay system processes the time, identifies exceptions to established rules and generates payable time for approval which includes rounding; the process is called Time Admin (Administration).
2. The employee reports Absences by submitting an absence request (this will also include exempt employees’ requests for leave without pay).
3. Supervisors approve time, or if needed modify a timesheet, and absence requests before the biweekly deadline. Supervisors may approve weekly or more frequently if they choose. An email is sent biweekly to current supervisors as a reminder for approvals.
4. Supervisor Steps
   a. Look for Exceptions which may require a change in the timesheet and reprocessing in TimeAdmin
      i. Manager Self Service>Time Management>Approve Time & Exceptions>Exceptions
   b. Timesheet (if supervisor wants to review details (including ACA) or make changes to the timesheet)
      i. Manager Self Service>Time Management>Report Time>Timesheet
         1. If the supervisor makes changes for non ACA time, Time Admin will need to reprocess before approvals are available.
   c. Approve Payable Time:
      i. Manager Self Service>Time Management>Approve Time & Exceptions>Payable Time
         Remove the Default Start and End date and click on the green arrows.
   d. Approve Absence Request – current balance is shown on request page.
      i. Manager Self Service>Time Management>Approve Time & Exceptions>Absence Request

Delegation: If a supervisor is not going to be available to approve, they should delegate.
1. Self Service>Manage Delegation

Favorites: Menu items may be saved as favorites inside the HR/Pay system and will be available wherever you sign on. You may also change the name of the favorite. The 2 locations are:
1. Top right of page - Add to Favorites
2. Top left of page - Favorites> Add to Favorites

Time Admin run times are provided in the biweekly email.

Full training documents are located on the Human Resource Management web site.