

Hourly, overtime eligible (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, overtime ineligible (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 requests (which will include leave without pay for salaried employees) are submitted by the employee for approval by the supervisor. Hourly employees report leave time taken in .25 hour increments. Salaried employees generally report leave in ½ or full work day increments.

Steps to time reporting and absence:

1. As required, an hourly employee reports the hours worked and leave without pay which is reflected in a timesheet by the end of each work week.
  - 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. Employees reports absences by submitting an absence request (this includes salaried 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 more frequently if they choose. An HRM email is sent at the end of the payroll period 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](#)
  - 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* or Top left of page - *Favorites> Add to Favorites*

Time Administration run times are provided in the biweekly email.

Full training documents are located on the [Human Resource Management web site](#).