What is Enter Time

Enter Time is your employee's electronic timesheet. The Enter Time is the location where you can enter hours worked on your employee's behalf in the system. You can also make timesheet corrections from this screen.

Definitions

- **Elapsed Time Reporter:** Employee will log the quantity of hours worked on a given day.
- **Punch Time Reporter:** Employee will log their In time and Out time worked on a given day.

Navigating to Employee Timesheet (Enter Time):

Step 1	Log into your employee portal. (MyUNTSystem.edu)	
Step 2	Select Manager Self Service. Select "Team Time" Tile.	
Step 3	Select "Enter Time".	
Step 4	Select "Get Employees" **Pro Tip:** Use the filter to filter by your supervisor ID and position number to quickly filter for your employees.	

Entering Time for an Elapsed Time Reporter:

Step 1	Select the week you wish to enter time for by selecting the arrows. • Left Arrow = go back in time. • Right Arrow = go forward in time. Or click the date for a calendar pop-up to apprear.	
Step 1.A	If your employee has multiple jobs, select the position in which you need to enter time for.	
Step 2	Select the Time Reporting Code (TRC) needed for the time entry.	
Step 3	Enter the quanity of hours worked.	

Step 3.A	• Select the Plus sign to add an additional row of data for the day, such as dock time. • Select the Minus sign to remove a row of data for the day.	
Step 3.B	Select the comment icon to add a comment on a specific day.	
Step 4	Select "Submit" and "OK" to submit timesheet for approval.	
Step 5	The timesheet is now pending approval.	

Entering Dock Time for an Elapsed Time Reporter:

Step 1	Navigate to the employee's timesheet. Select the week you wish to report time for by selecting the arrows. • Left Arrow = go back in time. • Right Arrow = go forward in time. Or click the date for a calendar pop-up to apprear.	**Enter Time** ◄ **31 January - 6 February 2021** ► Weekly Reported 0.00 Time Summary — Calendar April 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 **26 April - 2 May 2021** Reported 0.00 Reported Time / Payable Time Thursday 28 29 Current Date
Step 1.A	If your employee has multiple jobs, select the position in which you need to enter time for.	‹ Time *Job Title (Invalid Value) (Invalid Value) **Graduate Services Assistant L3** Student Assistant - Regular
Step 2	Select the appropriate Dock Time Reporting Code (TRC) you need to enter on the timesheet. • Contact HR Benefits to confirm the employee is approved for FMLA.	*Time Reporting Code / Time Details DOC - Dock DOCF - Dock FML
Step 3	Enter the quanity of hours for each day dock time is needed. • If the employee is needing dock time for 10+ days, a leave of absence epar is required. Contact HR Records for epar help.	*Time Reporting Code / Time Details — 2-Sunday — 3-Monday — 4-Tuesd Scheduled 0 / Scheduled 0 / Scheduled 0 Reported 0 / Reported 8 / Reported 8 DOC - Dock — 8.0 — 8.0

Step 3.A	• Select the Plus sign to add an additional row of data for the day. • Select the Minus sign to remove a row of data for the day.	
Step 3.B	Select the comment icon to add a comment on a specific day.	
Step 4	Select time details button to enter the dock override rate.	
Step 4.A	To calculate the DOC override rate you will need to use the following formula: **Monthly Salary / Work Hours in Month.** • **Pro tip:** You can see how many hours are worked in the month at the bottom right corner of the monthly payroll deadline calendar. https://finance.untsystem.edu/payroll-deadlines	**Example:** Dock time is needed in January 2021. • Refer to the payroll deadline calandar for January 2021 to find how many hours are worked in the month. Employee has a monthly salary of $2,300. The formula would look like this: $2,300.00 /168 days = $13.69. $13.69 is the override rate.
Step 5	Select "Submit" and "OK" to submit timesheet for approval.	

		Certification of Accurate Reported Time submitted by Employee I certify that the time I have entered and submitted is correct. OK
Step 6	The timesheet is now pending approval.	19-Monday 20-Tuesday 21-Wednesday 22-Thursday 23-Friday Reported 8 Reported 8 Reported 8 Reported 8 Reported 8

You have now successfully entered time on your employee's timesheet!

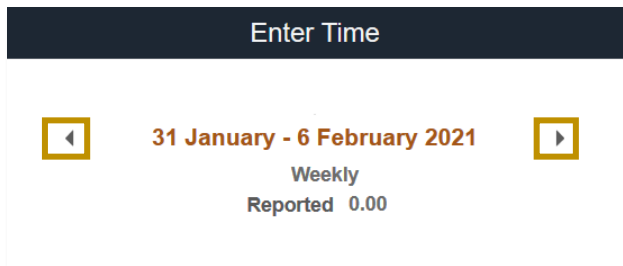If you have any questions or issues, please contact timeandlabor@untsystem.edu.

Entering Time as an Punch Time Reporter:

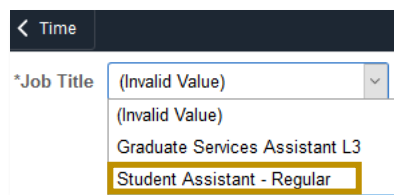**Step 1**   Select the week you wish to enter time for by selecting the arrows.
- Left Arrow = go back in time.
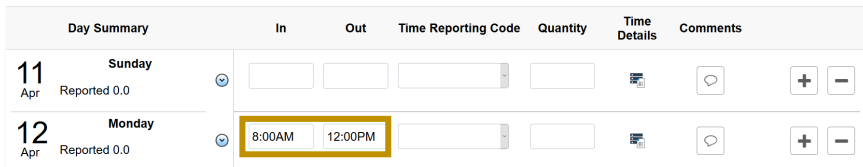- Right Arrow = go forward in time.

Enter Time

◀   **31 January - 6 February 2021**   ▶
Weekly
Reported 0.00

Step 1.A   If your employee has multiple jobs, select the position in which you need to enter time for.

‹ Time

*Job Title   (Invalid Value)   ⌄
(Invalid Value)
Graduate Services Assistant L3
Student Assistant - Regular

Step 2   Enter the **In** and/or **Out** times for the specific day your reporting time for.

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments		
11 Apr	Sunday Reported 0.0 ⌄						○	+	−
12 Apr	Monday Reported 0.0 ⌄	8:00AM	12:00PM				○	+	−

Step 3   Select the Time Reporting Code (TRC) you need to enter on your timesheet.

Day Summary		In	Out	Time Reporting Code	Quantity	Time Details	Comments		
11 Apr	Sunday Reported 0.0 ⌄						○	+	−
12 Apr	Monday Reported 0.0 ⌄	8:00AM	12:00PM	Regular Hourly Wages			○	+	−

Step 3.A
- Select the Plus sign to add an additional row for the day, such as dock time.
- Select the Minus sign to remove a row of data for the day.

		In	Out		Quantity	Time Details	Comments		
12 Apr	Monday Reported 0.0 ⌄	8:00AM	12:00PM	Regular Hourly Wage ⌄			○	+	−
		1:00PM	5:00PM	Regular Hourly Wage ⌄			○	🔍	+	−

Step 3.B Select the comment icon to add a comment on a specific day.

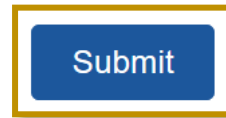**Time Reporting Comments**   ✕

Comments related to Time entered for 02/05/2021

Comment once entered cannot be altered or removed.

Enter comment here.

[Add Comment] [Clear]

Step 4 Select "Submit" and "OK" to submit timesheet for approval.

Submit

Certification of Accurate Reported Time submitted by Employee
I certify that the time I have entered and submitted is correct.

OK

Step 5 Your timesheet is now pending approval.

Day Summary

11 Apr   **Sunday**
Reported 0.0

12 Apr   **Monday**
Reported 8.0

You have now successfully entered time on your employee's timesheet!

Entering Dock Time for a Punch Time Reporter (Non-Hrly Only):

Step 1
Navigate to the employee's timesheet.
Select the week you wish to report time for by selecting the arrows.
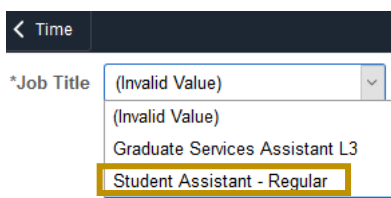- Left Arrow = go back in time.
- Right Arrow = go forward in time.
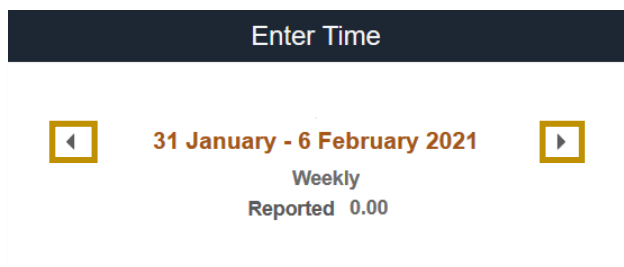
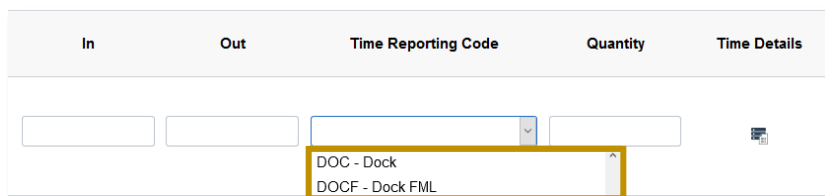Or click the date for a calendar pop-up to appear.
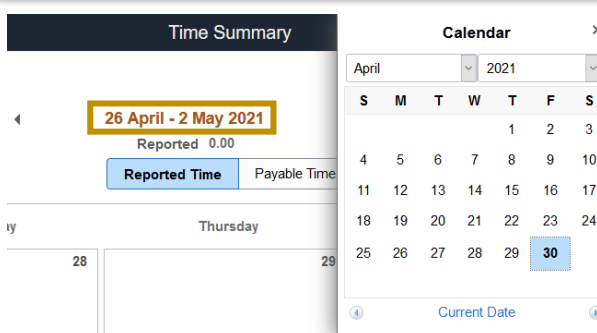
Step 1.A
- If your employee has multiple jobs, select the position in which you need to report time for.

Step 2
Select the appropriate Dock Time Reporting Code (TRC) you need to enter on the timesheet.
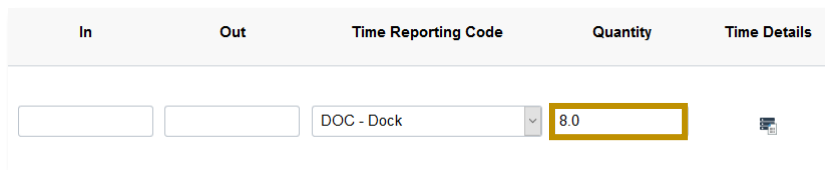- Contact HR Benefits to confirm the employee is approved for FMLA.

Step 3
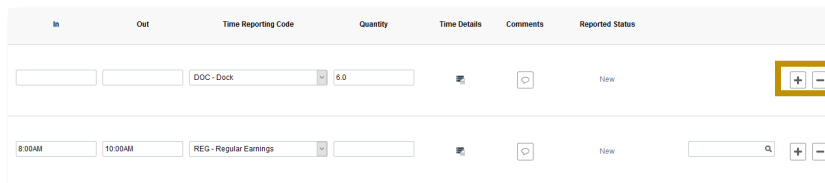Enter the quanity of hours for each day dock time is needed.
- If the employee is needing dock time for 10+ days, a leave of absence epar is required. Contact HR Records for epar help.

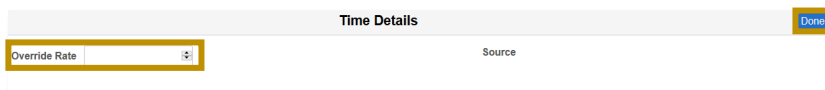**Step 3.A**   Select the Plus sign to add an additional row for the day, such as dock time.

Select the Minus sign to remove a row of data for the day.

Step 3.B   Select the comment icon to add a comment on a specific day.

Time Reporting Comments

Comments related to Time entered for 02/05/2021

Comment once entered cannot be altered or removed.

Enter comment here.

Add Comment   Clear

Step 4   Select time details button to enter the dock override rate.

Time Details   Done

Override Rate   Source

Step 4.A   To calculate the DOC override rate you will need to use the following formula:
Monthly Salary / Work Hours in Month.
   • **Pro tip:** You can see how many hours are worked in the month at the bottom right corner of the monthly payroll deadline calendar. https://finance.untsystem.edu/payroll-deadlines
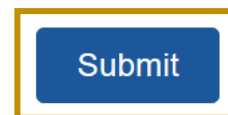
Example:
Dock time is needed in January 2021.
   • Refer to the payroll deadline calandar for January 2021 to find how many hours are worked in the month.
Employee has a monthly salary of $2,300.

The formula would look like this: $2,300.00 /168 days = $13.69.

$13.69 is the override rate.

Step 5   Select "Submit" to submit timesheet for approval.

Submit

Step 6   The timesheet is now pending
approval.

Day Summary
11 Apr **Sunday** Reported 0.0
12 Apr **Monday** Reported 8.0

You have now successfully entered time on your employee's timesheet!

If you have any questions or issues, please contact timeandlabor@untsystem.edu.