

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):





Entering Time for an Elapsed Time Reporter:

<u>Step 1</u>	 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 Image: 31 January - 6 February 2021 Weekly Reported 0.00
	Or click the date for a calendar pop-up to apprear.	Time Summary 26 April - 2 May 2021 × Reported 0.00 T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 19 Thursday 29 20 21 22 23 24 28 29 30 0 0 0 0 0 0 0 0 0 14 15 26 27 28 29 30 0
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
<u>Step 2</u>	Select the Time Reporting Code (TRC) needed for the time entry.	*Time Reporting Code / Time Details Regular Earnings
<u>Step 3</u>	Enter the quanity of hours worked.	Time Reporting Code / Time Details 18-Sunday 19-Monday 20-Tuesday 21-Wednesday Reported 0 Reported 8 Reported 8 Reported 0 Reported 8 Reported 0 REG - Regular Earnings The second s



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Step 3.A	 Select the Plus sign to add an 	Time Reporting Code / Time 18-Sunday 19-Monday 20-Tuesday 21-Wednesday 22-Thursday 23-Friday 24-Saturday Details
	additional row of data for the	Her
	day, such as dock time.	
	Select the Minus sign to	REG-Regular Earnings 🖌 📲 8.0 8.0 8.0 8.0 10 10 10 10 10 10 10 10 10 10 10 10 10
	remove a row of data for the	
	day.	
<u>Step 3.B</u>	Select the comment icon to add a comment on a specific day.	14.Friday Standaled 0 Reported 0 8.0 Image: Comments related to Time entered for 02/05/2021 Comment once entered cannot be altered or removed. Enter comment here.
Step 4	Select "Submit" and "OK" to	Add Comment Clear
		Image: Statute of the submitted by Employee Incertify that the time I have entered and submitted is correct.
<u>Step 5</u>	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



Entering Dock Time for an Elapsed Time Reporter:

<u>Step 1</u>	 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. 	Enter Time 31 January - 6 February 2021 Weekly Reported 0.00
	Or click the date for a calendar pop-up to apprear.	Calendar X Image: Colspan="6">Colspan="6">X April 2021 X April 2021 X S M T W T F S Reported 0.00 Payable Time 1 2 3 4 5 6 7 8 9 10 IV Thursday 28 29 20 21 22 23 24 Q Current Date Current Date 0
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
<u>Step 2</u>	 Select the appropritate Dock Time Reporting Code (TRC) you need to enter on the timesheet. Contact <u>HR Benefits</u> to confirm the employee is approved for FMLA. 	*Time Reporting Code / Time Details
<u>Step 3</u>	 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 <u>HR Records</u> for epar help. 	*Time Reporting Code / Time Details 2-Sunday 3-Monday 4-Tuesc Scheduled 0 Reported 0 DOC - Dock Scheduled 0 Reported 8 8.0 8.0 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. Select the comment icon to add a comment on a specific day. 	Time Reporting Code / Time Details	2-Sunday Scheduled 0 Reported 0	3-Monday Scheduled 0 Reported 6 6.0 2.0	4-Tuesday Scheduled 0 Reported 8 8.0 14-Frid	5-Wednesday Scheduled 0 Reported 0	y 6-Thursday Scheduled 0 Reported 0	7-Friday Scheduled 0 Reported 0	8-Saturday Scheduled 0 Reported 0	+ -
		Comments related Comment once entere Enter comment here	to Time en d cannot be	Time R tered for 0 altered or re	eporting 2/05/2021 moved.	Comme	ints	Add Comme	ent Cle	× a var
Step 4	Select time details button to enter the dock override rate.	Override Rate			Time Details	Source	e			Done
<u>Step 4.A</u>	 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/payr oll-deadlines 	Example: Dock time is ne Refer to th how many Employee has The formula w \$13.69 is the o	eeded in ne payr y hours a mont ould loo verride	n Janua oll dead are wo hly sala ok like t <u>e rate</u> .	ry 202: dline ca rked in ry of \$: :his: \$	1. landar the mc 2,300. 62,300.0	for Jan onth. 00 /168	uary 2(3 days =	021 to f = \$13.69	ind Ə.
<u>Step 5</u>	Select "Submit" and "OK" to submit timesheet for approval.			14-Friday Snearce 0 Reporte 0	15.5ata 84904 0 800	α Q Δ I nday	Sadamet			



		Certification of Accurate Reported Time submitted by Employee I certify that the time I have entered and submitted is correct.							
				ОК					
<u>Step 6</u>	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 <u>timeandlabor@untsystem.edu</u>.



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.



- **Step 1.A** If your employee has multiple jobs, select the position in which you need to enter time for.
- **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	\odot			~			Q	+ -
12	Monday Reported 0.0	\odot	8:00AM	12:00PM	×			Q	+ -

Student Assistant - Regular

- Select the Time Reporting Step 3 Day Summary Ou Time Reporting Cod Time Details Comments Code (TRC) you need to enter Sunday 11 + - \odot 5 Reported 0.0 on your timesheet. Apr Monda 12 8:00AM 12:00PM Regular Hourly Wages \odot **F** + -Ren orted 0.0 Apr Step 3.A Select the Plus sign to Monday 12 • 8:00AM 12:00PN + add an additional row for 5:00PM ۹ + -1:00PM Regular Hourly Wage ~ 8 the day, such as dock time.
 - Select the Minus sign to remove a row of data for the day.

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<u>Step 3.B</u>	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.						
<u>Step 4</u>	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.						
		ОК						
<u>Step 5</u>	Your timesheet is now pending approval.	Day Summary						
		11 Sunday Apr Reported 0.0 ⊙						
		12 Monday Apr 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):

leave of absence epar is required. Contact HR Records

for epar help.

Navigate to the employee's Step 1 timesheet. Enter Time Select the week you wish to report time for by selecting the arrows. 31 January - 6 February 2021 • Left Arrow = go back in time. • Weekly Right Arrow = go forward in Reported 0.00 time. **Time Summary** Calendar × April ~ 2021 w s т s Or click the date for a calendar М т F 26 April - 2 May 2021 2 3 pop-up to apprear. Reported 0.00 7 10 Λ 5 6 8 9 Reported Time Payable Time 11 12 13 14 15 16 17 24 18 21 22 23 19 20 ıy Thursday 30 25 26 27 28 29 28 Current Date Step 1.A If your employee has K Time multiple jobs, select the *Job Title (Invalid Value) position in which you need to (Invalid Value) report time for. Graduate Services Assistant L3 Student Assistant - Regular Step 2 Select the appropritate Dock Time Reporting Code (TRC) you need to Time Details In Out **Time Reporting Code** Quantity enter on the timesheet. • Contact HR Benefits to confirm the employee is DOC - Dock approved for FMLA. DOCF - Dock FML Step 3 Enter the quanity of hours for each day dock time is needed. In Out Time Reporting Code Quantity Time Details • If the employee is needing dock time for 10+ days, a

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~ 8.0

DOC - Dock





Select the Plus sign to add an Step 3.A 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.



- Step 4 Select time details button to enter the dock override rate.
- Time Details Source Override Rate ٢
- To calculate the DOC override Step 4.A rate you will need to use the following formula: Monthly Salary / Work Hours in Month.

deadlines

Step 5

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-

Select "Submit" to submit

timesheet for approval.

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 6 The timesheet is now pending approval.



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