What is Time Summary Tile

Time Summary Tile is a summary of your employee's electronic timesheet. The Time Summary Tile allows you view a summary of all your employee's reported time and payable time any given week or month.

Definitions

- **Reported Time:** Time reported on timesheet, such as worked time.

- **Payable Time:** Earned payable time, such as comp time earned or holiday pay earned.

- **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 Time Summary Tile:

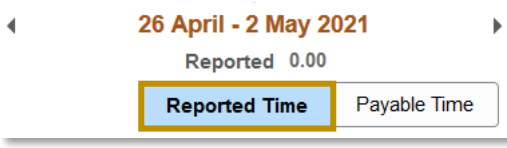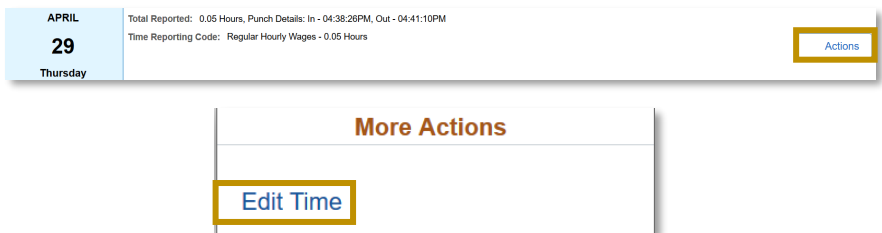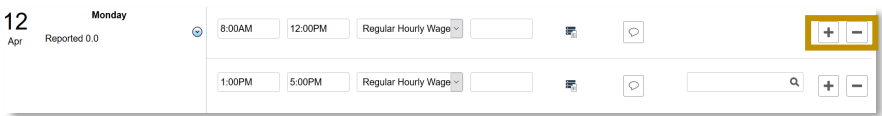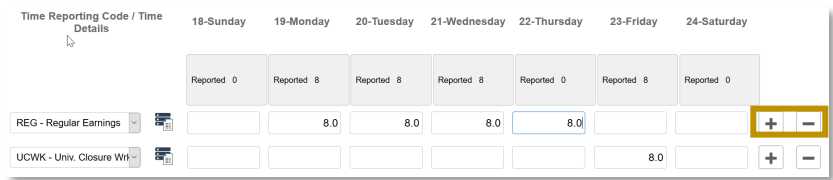| Step 1	Log into your employee portal (MyUNTSystem.edu)	
Step 2	Under Employee Self Service option, select "Time" Tile.	
Step 3	Select "Report Time" Tile.	
Step 4	Select "Get Employees" **Pro Tip:** Use the filter to filter by your supervisor ID and position number to quickly filter for your employees.	
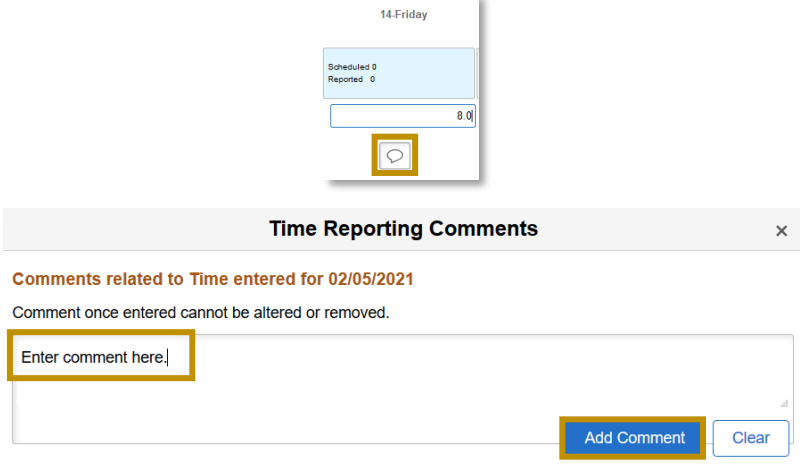
Fuctions of Time Summary:

Step 1	Select the time period in which you wish to review. Or click the date for a calendar pop-up to apprear.	
Step 1.A	Select the Job Tile drop down to select the Job in which the time needs to be correct for. *You will only see this option if your employee has multiple jobs.*	
Step 2	Change the View By setting if needed. This is located on the left side of screen.	
Step 3	Select Reported Time or Payable time, depending on the information you need to view. • Refer to pg. 2 for definitions.	

Correcting a Time Entry:

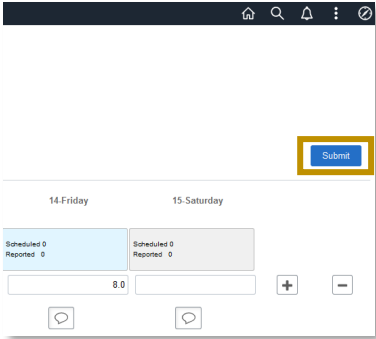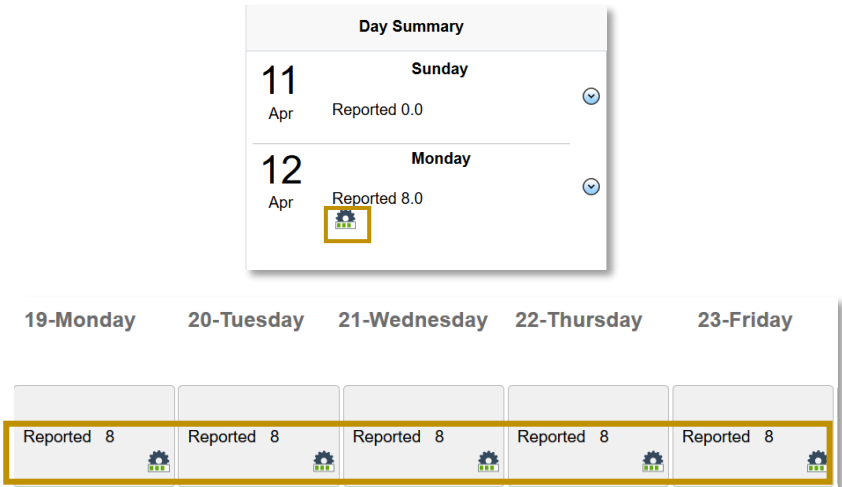| Step 1	Select the employee who needs a correctiom. Navigate to the day in which the time needs to be corrected. Select Reported Time	◄ **26 April - 2 May 2021** ► Reported 0.00 **Reported Time** | Payable Time
Step 2	Select the day that needs to be edited. Select "Actions" button, and "Edit Time".	APRIL **29** Thursday — Total Reported: 0.05 Hours, Punch Details: In - 04:38:26PM, Out - 04:41:10PM — Time Reporting Code: Regular Hourly Wages - 0.05 Hours — Actions **More Actions** **Edit Time**
Step 3	Make the needed timesheet correction. • Select the Plus sign to add an additional row for the day to correct the time entry. • Select the Minus sign to remove a row of data for the day to correct the time entry.	Punch Time Reporter View: 12 Apr Monday Reported 0.0 — 8:00AM 12:00PM Regular Hourly Wage — + − 1:00PM 5:00PM Regular Hourly Wage — + − Elapsed Time Reporter View: (see table below)
Step 6	Select the comment icon to add a comment about the change.	14-Friday Scheduled 0 Reported 0 8.0 💬 **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

Elapsed Time Reporter View:

Time Reporting Code / Time Details	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-Saturday	
	Reported 0	Reported 8	Reported 8	Reported 8	Reported 0	Reported 8	Reported 0	
REG - Regular Earnings		8.0	8.0	8.0	8.0			+ −
UCWK - Univ. Closure Wrk						8.0		+ −

Step 4	Select "Submit" to submit timesheet for approval.	
Step 5	The timesheet is now pending approval.	

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