What is Time Summary Tile

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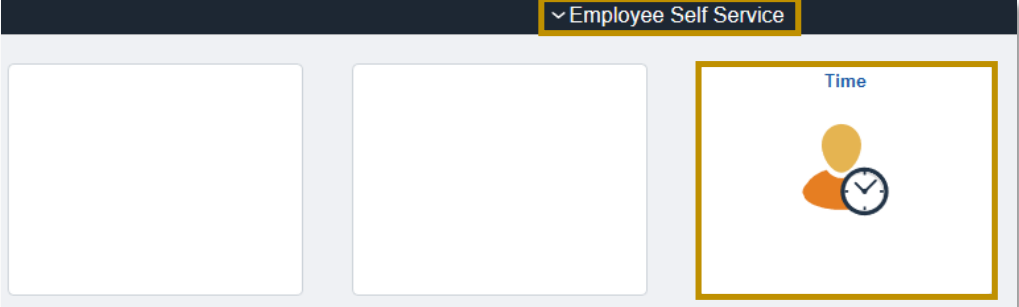
Definitions

- **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.
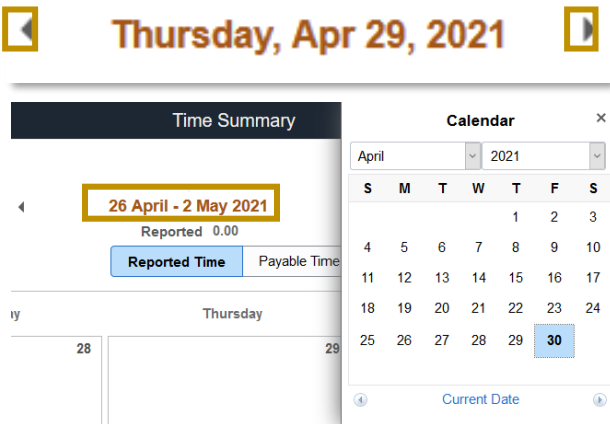
End User – Report Time Tile

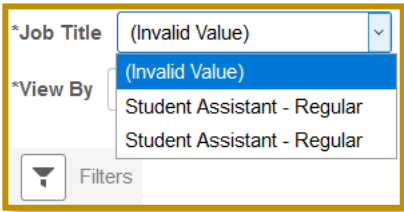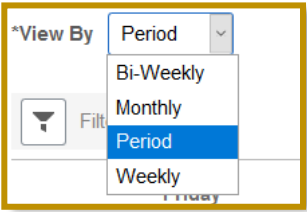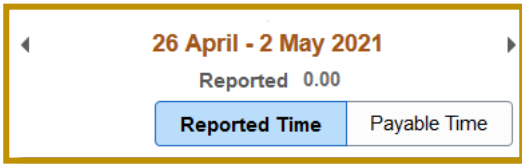## Navigating to Time Summary Tile:

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.	
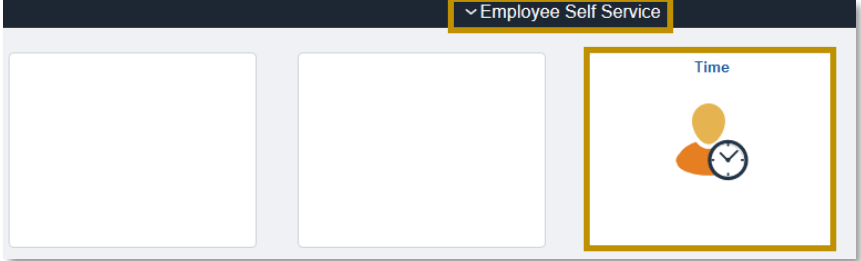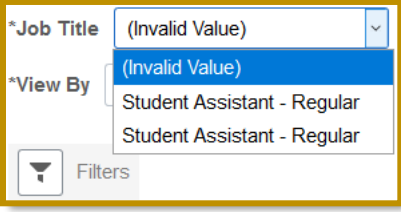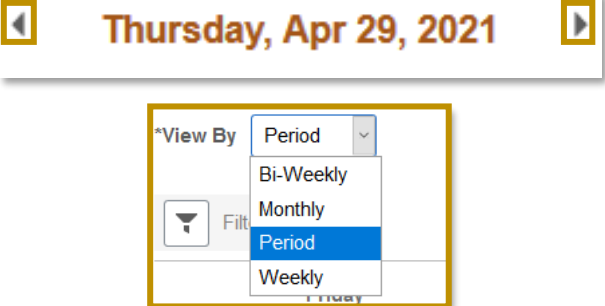
Functions of Time Summary:

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 you have 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	Under Employee Self Service option, select "Time" Tile.	
Step 2	Select "Time Summary" Tile.	
Step 2.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 you have multiple jobs.	
Step 3	Select the time period in which you wish to review. • You can change the View By setting if needing. This is located on the left side of screen.	
Step 4	Select Reported Time.	

Step 5	Select the day that needs to be edited. Select "Actions" button, and "Edit Time". • You cannot edit approved time entries.	**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 6	• 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: | Time Reporting Code / Time Details	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-Saturday	
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	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 7	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
Step 8	Select "Submit" to submit timesheet for approval.	Submit 14-Friday 15-Saturday Scheduled 0 Reported 0 Scheduled 0 Reported 0 8.0 + − 💬 💬

Step 9	Your timesheet is now pending approval.	

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