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):

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log into your employee portal. (MyUNTSystem.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Select Manager Self Service. Select “Team Time” Tile.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Select “Enter Time”.</td>
</tr>
</tbody>
</table>
| 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 appear. |

| **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 quantity 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **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 enter 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 quantity 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 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](https://finance.untsystem.edu/payroll-deadlines)

**Example:**
Dock time is needed in January 2021.
- Refer to the payroll deadline calendar 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.
**End User – Manager Self Service_Enter Time**

<table>
<thead>
<tr>
<th><strong>Step 6</strong></th>
<th>The timesheet is now pending approval.</th>
</tr>
</thead>
</table>

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.

**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.

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

**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]

**Step 4**  Select “Submit” and “OK” to submit timesheet for approval.

![Submit]

![Certification of Accurate Reported Time][I certify that the time I have entered and submitted is correct.]

**Step 5**  Your timesheet is now pending approval.

![Day Summary]

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 quantity 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.

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](https://finance.untsystem.edu/payroll-deadlines)

Example:
Dock time is needed in January 2021.
- Refer to the payroll deadline calendar 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.
Step 6  The timesheet is now pending approval.

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

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