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:

<table>
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<tr>
<th>Step 1</th>
<th>Log into your employee portal (MyUNTSystem.edu)</th>
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<tbody>
<tr>
<td>Step 2</td>
<td>Under Employee Self Service option, select “Time” Tile.</td>
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<tr>
<td>Step 3</td>
<td>Select “Report Time” Tile.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Select “Get Employees” Pro Tip: Use the filter to filter by your supervisor ID and position number to quickly filter for your employees.</td>
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</tbody>
</table>
| **Step 1** | Select the time period in which you wish to review.  
Or click the date for a calendar pop-up to appear. |
| **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 correction. Navigate to the day in which the time needs to be corrected. Select Reported Time.

**Step 2**
Select the day that needs to be edited. Select “Actions” button, and “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.

**Step 6**
Select the comment icon to add a comment about the change.
### Step 4
Select “Submit” to submit timesheet for approval.

![Submit button](image)

### Step 5
The timesheet is now pending approval.

![Day Summary](image)

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