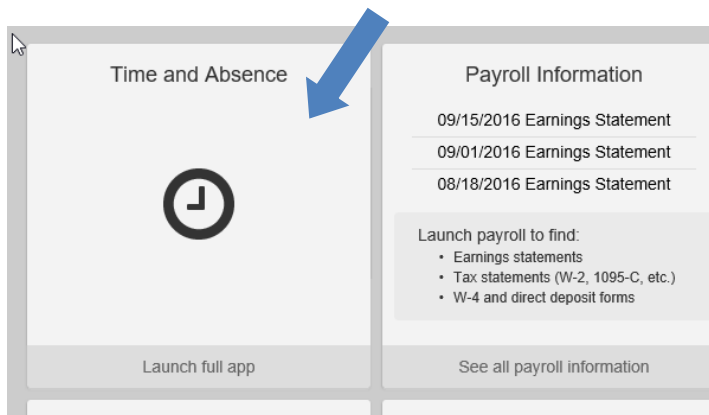


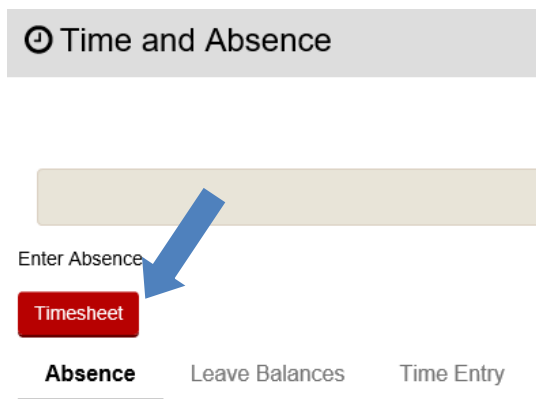
Where Do I Go to Enter Time on the Timesheet?

Employees and Supervisors will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

Click on Time and Absence App (box)



Click on "Timesheet"



Timesheet Entry Method

If you are starting in the middle of a pay period, to enter time you must **view the timesheet by day**. The following pay period will automatically show for a two week period.

- **Standard Time Entry:**
- Need Colons
 - Need AM/PM or A/P indicator

- **24 Hour Clock Entry:**
- Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

Example of missed punch: **WRONG**

Should really look like this: **CORRECT**



To Avoid Not Being Paid, Please Note the Following Best Practices:

- Employees should enter and submit their time each day.
- Employees must at least enter and submit their time weekly, on the last day worked in the week.
- Supervisors should review time for exceptions and approve time weekly.
- On the last day of the pay period, ALL time entries must be submitted for timely payroll processing.

Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.
- Supervisors must fix exceptions and approve all time by 12noon on Tuesday after the pay period ends.

Biweekly Entry and Pay Schedule: <https://uwservice.wisc.edu/employee/payroll.php>

NOTE: Supervisor may have different deadline than System requires. Check with your Supervisor so data entry deadlines are not missed.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day	Week 1 of Pay Period			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 1	
	EE: Enter time and submit each day	Week 2 of Pay Period			EE: Enter time and submit for the whole week if not already completed. SUPV: Correct Exceptions; Approve time for Week 2	END of Pay Period
First day of pay period	EE: BY 12Midnight LAST day to submit time for previous pay period.	SUPV: BY 12NOON LAST morning to approve exceptions and time for previous pay period.				

Multiple Jobs creates multiple timesheets

You can not be in two places at once so each timesheet must show different shift times. Shifts cannot cross over between timesheets.

Job 1

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New							
Mon	3/23	Submitted		7:00:00AM			11:00:00AM	4.00	

Job 2

	Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New							
	Mon	3/23	Submitted		11:01:00AM			3:00:00PM	3.98	

System will round punch total to 4.0 hours

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

<https://kb.wisc.edu/hrs/page.php?id=48921>

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Time Entry Examples:

One Shift in a Day

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New						
	Mon	3/23	Submitted	7:30:00AM			10:00:00AM	2.50	
	Tue	3/24	Submitted	9:00:00AM			10:15:00AM	1.25	

If you do not put your last out in the last out column the system will think you are coming back and will not process that time.

Example of missed punch: 7:45:00AM 4:30:00PM **WRONG**

Should really look like this: 7:45:00AM 4:30:00PM **CORRECT**

Enter time and click Submit to lock it into the system

Two Shifts in a Day

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
	Sun	3/22	New						
	Mon	3/23	Submitted	7:00:00AM	11:00:00AM	1:00:00PM	5:00:00PM	8.00	
	Tue	3/24	Submitted	8:00:00AM	10:00:00AM	3:45:00PM	4:30:00PM	2.75	


Enter time and click Submit to lock it into the system

Three Shifts in a Day

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New						
Mon	3/23	Submitted	7:00:00AM	11:00:00AM	2:30:00PM	3:30:00PM	5.00	
		Submitted	6:00:00PM			7:00:00PM	1.00	

Scroll
Right
→

Rule Element 2	Date		
	3/22	-	+
	3/23	-	+

Scroll to the Right → and click on the “plus” sign  to add a row to that date




Enter time and click Submit to lock it into the system

Shift Spans Overnight

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	3/22	New						
Mon	3/23	Submitted	7:00:00AM	11:00:00AM	2:30:00PM	3:30:00PM	5.00	
		Submitted	6:00:00PM				7.00	
Tue	3/24	Submitted				1:00:00AM		

Enter time and click Submit to lock it into the system

Log Out of HRS and My UW System Portal:

-  Be sure to “sign out” in the upper right hand corner of the HRS and close the browser via the **red X**.
-  Be sure to “log out” in the upper right hand corner of the My UW System portal and close the browser via the **red X**.
-  Not practicing these steps can cause the next person to login to pull up your personal information and timesheet

Tips About Timesheets

- The Timesheet itself does not show total hours you enter. You must go to “Summary of Hours” link below in/out times on timesheet to view this data for accuracy.
- The timesheet itself does not show you night or weekend differential, or overtime earned (if applicable). Must click on the Summary of Hours to view the total hours for accuracy.

Flex Schedules

- If you flex your schedule from one week to the next, you will receive overtime for any hours over 40 in a week.
- For example, an employee works 42 hours in the first week and 38 hours in the second, the employee will receive 2.0 hours overtime but will be shorted 2.0 hours of regular pay.

Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per time entry, not per shift:

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Time Reporting Codes (TRC)

- Tells system how those hours will be paid.
- **You do not need to indicate TRC of REG00 – Regular Hours; System automatically defaults hours entered as regular hours**

TRC options:

REG00 – Regular Hours - do not need to use; automatically assigned by system

HOLWK – Holiday Worked – must indicate if working on holiday in order to be paid for holiday pay

SD225 – Standby (2.25 per hour) – applies only to those required to be available to report to work for emergencies; Example: Facilities Maintenance employee

Review Data Entry (the timesheet)

Review Data Entry on the timesheet and View the Summary of Hours.

You may notice “clocks 🕒” on the timesheet.

If there is a “clock” 🕒 - Click on the “clock” 🕒 to view the exception description

🕒 Refer to “What Are Exceptions?” in this reference guide for more details on exceptions

🕒 Leave as is if the exception makes sense or return to timesheet to fix time entry issue

See *What are Exceptions?* Section for details

Day	Date	Status	Exception	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs
Sun	7/1	New									0.00
Mon	7/2	Submitted		8:30:00AM			4:30:00PM	8.00			8.00
Tue	7/3	Submitted		8:30:00AM			4:30:00PM	8.00			8.00
Wed	7/4	Submitted	🕒				4:30:00PM				8.00
Thu	7/5	New									8.00

WAIT FOR TIME ADMINISTRATION (TA) PROCESS TO RUN AFTER FIXING TIMESHEET BEFORE VIEWING SUMMARY OF HOURS

Time Administration (TA) process typically takes one (1) hour to evaluate.

- Time Administration (TA) process runs 7 times every day, 7 days a week -
 - 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight

Click on Summary of Hours to see Total Hours to be Paid

Timesheet itself does not show you night or weekend differential, comp time earned, overtime earned, legal holiday generation.

Must click on the Summary of Hours to view the total hours you will be paid.

The Summary of Hours is located below the yellow clear button on the Timesheet

🗨	Tue	6/14	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨	Wed	6/15	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨	Thu	6/16	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨	Fri	6/17	New	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEF.
🗨	Sat	6/18									0.00	UW_DEF.

Clear

[Summary of Hours](#)

[Absence Event - click to view](#)

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Submit Approve Selected Deny Selected



Time Administration (TA) Process

Time is entered by employees; Time Administration processes to analyze entered time according to UW System rules.

Time Administration (TA) process typically takes one (1) hour to evaluate.

- Time Administration (TA) process runs 7 times every day, 7 days a week -
 - 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight
- Track Absence and TA processing: <https://uwservice.wisc.edu/administration/index.php>

Summary of Hours Review

It's all in the timing....If this all makes sense, then time admin has evaluated the absence approvals.

If this does not make sense, return to timesheet and determine whether there is a time entry error or if the absence approvals have not been recognized by the timesheet yet OR

You may have a high exception where the data entry is correct, but the system is waiting for the supervisor to allow the exception. This will also affect how the Summary of Hours calculates.

Empl Rcd Nbr: 0 Working Title: UNIV SERVICES ASSOC 2
 Pay End Date: 07/27/2013

TRC Totals		
<u>Time Reporting Code</u>	<u>Short Description</u>	<u>Hours</u>
1 PSHOL	Prs Holiday	0.500000
2 REG00	Reg Hour	55.000000
3 SCKLV	Sick Leave	3.500000

Total80 for Empl_Rcd: 59.000000

Look at TRC Totals section to see the regular hours, overtime, night and weekend differentials (if applicable) for accuracy.

Total80 for Employee: 59.000000

Return



Click Return to return to the timesheet

🕒 What are Exceptions?

- 🕒 **Occur and can view on the *timesheet*** after Time Administration runs
- 🕒 **Click on the “clock” 🕒 on the timesheet to view the exception description**
- 🕒 **Once click on 🕒 then can allow exception or return to timesheet to fix time entry**
- 🕒 Time entered by employees; Time Administration processes to analyze entered time according to UW System rules. Exceptions created for time which meets specific criteria.

WAIT FOR TIME ADMINISTRATION PROCESS TO RUN AFTER MAKING ANY CHANGES TO TIMESHEET – THEN REVIEW SUMMARY OF HOURS FOR ACCURACY

Type of Exception May See on Your Timesheet:

- **High – needs to be corrected or allowed** on the timesheet and approved by the Approver on Approve Payable Time in order for the employee to be paid for that time. Example:
 - **Missed Punch**
 - An “Out” Punch does not follow an “In” punch; An “Out” Punch follows an “Out” punch; An “In” Punch follows an “In” punch
 - **Missed punches must be fixed or hours paid will not be correct**
 -

Example of missed punch: **WRONG**

Should really look like this: **CORRECT**


Exceptions View

Allow	Exception ID	Description	Date	Name	Job Description	Severity
<input type="checkbox"/>	UW_TLAM	TLAM Rptd hr more than sch hrs				High
<input type="checkbox"/>	UW_PCHMS	Missed Punch			SSOC-ADV	High
<input type="checkbox"/>	UW_PCH12	Punch Hours Greater Than 12			ER	High
<input type="checkbox"/>	UW_TLAM	TLAM Rptd hr more than sch hrs			ES ASSOC 2	High

Go To: [Self Service](#)

[Time Reporting](#)

[Return to Previous Page](#)

 Refresh

 **Click on Return to Previous Page to return to the timesheet**

Has my Supervisor Approved my Timesheet?

- **Payable Time Detail -**

After Time Administration has run, Payable Time Detail helps you find out if your employee's time has been approved or if it still needs approval. It includes leave.

My UW System Portal > HRS Self Service Links > Timesheet > Self Service > Time Reporting > View Time > Payable Time Detail



- **View Your Timesheet Exceptions by Going Directly to Your Timesheet - 🕒**

You can see if there are any exceptions that need to be reviewed, corrected, and/or allowed by viewing your timesheet. Supervisors are the only ones that can allow an exception. Employees can view and correct exceptions on their own timesheet.

Helpful View of Hours

- **Payable Time Summary –**

After Time Administration has run, the Payable Time Summary is a nice screen to visit to see the employee's time split out by day and into different time reporting codes, overtime, and differentials. The screen will give you a weekly view split out day by day. It includes leave.

My UW System Portal > HRS Self Service Links > Timesheet > Self Service > Time Reporting > View Time > Payable Time Summary



When viewing these pages, be aware of when employee or supervisor may have made changes to timesheet. These changes will not clear out the exception “clock 🕒” until after the time administration process has run.

Reference Materials, How-To Videos, Pay, Etc.

The HRS Self-Service webpage provides how-to handouts for employees and approvers as well as pay and approval schedules and video references.

HRS Self-Service Website: <http://www.uwosh.edu/hr/hrs-self-service>

Human Resources Assistance

Employees and approvers are welcome to stop in the Human Resources office, call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

Phone Support:

920/424-1166, Main Desk Area

920/424-2070, Jodi Anthony (anthonyj@uwosh.edu)

920/424-1412, Brenda Rens (rensb@uwosh.edu)

If you need adjustments made, *email* details to Jodi for biweekly or Brenda for monthly employees