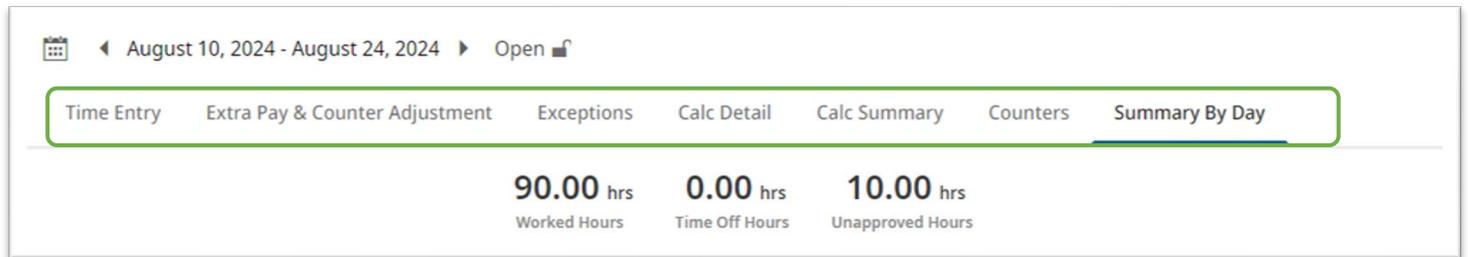University of Mary Washington

MyTime

Quick Guide: Timesheet Tabs

Overview: There are various tabs across the top of your timesheet based on your role in MyTime. This document explains the functionality and purpose of each tab.

The **Time Entry tab** is the baseline tab for editing, timesheet submission and change requests. Data entered on this form is summarized on other timesheet tabs to provide in depth and alternate review of daily and weekly employee working, holiday and time off hours, holidays, pay codes and approved/unapproved hours.

The **Extra Pay & Counter Adjustment tab** is available <u>only to supervisors</u> to edit the timesheet for Alternate Shift Pay, Emergency Closing Worked, and Restricted on Call Exempt for those who qualify.

The remaining tabs are for viewing timesheet exceptions, daily and weekly calculations in detail and summary fashion.

Quick Navigation to the timesheet header and all timesheet tabs:

- The Timesheet Header
- The Time Entry tab includes video on approving Unapproved Hours.
- The Extra Pay & Counter Adjustment tab
- The 3 viewing tabs of Calc Detail/Calc Summary/Counter tabs to ensure minimum hours worked
- The Summary by Day Tab

The Timesheet Header

Each timesheet header is consistent in look and navigation. Supervisors view of their employee's timesheet will have minor changes as noted in each section below.

The Calendar is used to view current, past and future pay periods. Scheduled period is not available on the timesheet. Navigate to *My saved reports* > UMW Schedule Period Report, to view this information.

Timesheet Icons	
Open 🔓	The lock icon displays current timesheet status of *Open*, *Submitted*, *Approved*, or *Rejected*.
ⓘ	Timesheet Information (Cost center, accumulated time, timesheet status)
📎	Supporting documentation- !!**Do not upload any sensitive information in attachments such as health information and social security numbers**!!
💬1	Timesheet Notes. If there are no timesheet notes, this icon will not be visible

Action Buttons:

Save   Submit   Change Request   ...
                              → Transfer

Save MyTime Ready will require that this button be clicked on **twice** for full calculation processing and timesheet exception notification.

Submit Employees do not approve their timesheet, they *Submit* for supervisor approval. Timesheets not submitted to the supervisor by the 9am calendar deadline will be automatically submitted by the system to the supervisor.

Change Request employees unable to edit the timesheet will use this action to communicate timesheet edit requests to the supervisor.

Transfer those with multiple positions can use this action button, edit the Cost Center field directly, or use the *Transfer* option on the Dashboard *Clock* widget.

Supervisors will not see the *Change Request* Action button and will see Action buttons for *Approving* or *Rejecting* the timesheet once submitted.

Save   Approve   Reject

Horizonal ellipsis to link to other views or submit a Request for Time Off. Supervisors will see an additional *Timesheet Audit trail.*

Below each timesheet tab is the current view of Worked, Time Off or Unapproved Hours.

Time Entry	Extra Pay & Counter Adjustment	Exceptions	Calc Detail	Calc Summary	Counters	Summary By Day

87.00 hrs   **8.00** hrs   **7.00** hrs
Worked Hours   Time Off Hours   Unapproved Hours

The Time Entry Tab

The Time Entry tab is the default view for non-exempt and hourly employees and is the main tab for editing.

Shift and Lunch Hours

∨ FRI May 10
   4a-1p 8 Hour Shift

Shift hours are indicated under each working day and may include a lunch period.

Shift hours are calculated by the working hours in the *From* and *To* columns and totaled in the Raw Total column. Lunch breaks are deduced from the *RAW* Total. **The *Calc Total* column represents the total working hours minus the lunch break and any rounding calculations.**

From and To Columns

From and To fields represent the daily working hours. Employee profiles determine the view. Employees with schedules (Hour Shifts) will see the *From* and *To* defaulted per the scheduled shift.

Employees who clock in and out will populate the timesheet as the punches occurs.

The *From* and *To* fields can be edited by those supervisors and those employees with edit ability. Editing includes the ability to delete and add additional rows.

Timesheet Exceptions

The Time Entry tab displays a red alert ⊙ when the working schedule differs from the employee's working shift hours, following by a yellow indicator to define the shift work time difference `EO`

Coding:

- EO - Early Out
- EI - Early In
- LO - Late Out
- LI - Late In

- Absent
- In and Out times that cross into the following day are indicated by a double arrow ≫

Supervisors can delete exceptions by clicking on the trashcan icon.
Manual adjustment to time entries is indicted by a lowercase red **e**.

∨ ⊙ FRI Apr 26
   6a-3p 8 Hour Shift

⊙ `LI` 🗑

··· | e 07:00 | am | 🕒 | e 04:00 | pm | 🕒 | 9.00 | 9.00

- Unapproved

Hours that exceeded 80 in the schedule period for Classified Exempt employees are displayed as *UNAPPROVED* hours on the timesheet. Supervisors may approve all hours as compensatory time via the timesheet column dropdown ***Approve Unapproved Hours***. Watch the video on approving hours when the calculation is on a day the employee did not physically work.

From	To	Raw Total	Calc. Total	In Date	Time Off	Cost Center	Cancel Lunch	Approve Unapproved Hours	Activities

THU May 16
8a-430p 8 Hour Shift

UNAPPROVED

08:00 am	04:30 pm	8.50	8.00
		8.50 hrs	8.00 hrs

To approve only a portion of the hours that exceeded 80 in the schedule period as Compensatory time for Classified Exempt employees:

1. Reduce the hours that should not be approved from the UNAPPROVED out punch
2. Insert a line item and enter the partial hours for approval. Approve the exceeded hours on this line via the timesheet column dropdown ***Approve Unapproved Hours***.

THU May 16
9a-5p 8 Hour Shift

08:00 am	03:00 pm	7.00	7.00
03:00 pm	04:00 pm	1.00	1.00
		8.00 hrs	8.00 hrs

Note: Overtime for classified non-exempt, student and wage positions are automatically approved.

The Lunch Break

The lunch break is calculated after 5 hours of work within the shift period. The *Raw Total* column sums the *From* and *To* columns. The *Calc. Total* columns reduces the *Raw Total* by the lunch period.

Timesheet showing working shift hours in the Raw Total Column. Calc Total column shows the 1 hour lunch break deduction.

> Date		From	To	Raw Total	Calc. Total
FRI May 10 4a-1p 8 Hour Shift	•••	e 04:00 am	e 01:00 pm	9.00	8.00
	+			9.00 hrs	8.00 hrs

Timesheet showing lunch deduction within the 4am-1pm Hour Shift

> Date		From		To		Raw Total	Calc. Total
⌄ ❗ FRI May 10 4a-1p 8 Hour Shift	❗ EO 🗑						
	•••	e 04:00 am		e 08:00 am		4.00	3.00
	•••	e 08:00 am		e 09:00 am		1.00	1.00
	+					5.00 hrs	4.00 hrs

A break in the shift equal to or more than the lunch break will inactivate the scheduled lunch break.
This timesheet shows an hour break between 9am and 10am.

> Date		From		To		Raw Total	Calc. Total
⌄ FRI May 10 4a-1p 8 Hour Shift	•••	e 04:00 am		e 08:00 am		4.00	4.00
	•••	e 08:00 am		e 09:00 am		1.00	1.00
	•••	e 10:00 am		e 01:00 pm		3.00	3.00
	+					8.00 hrs	8.00 hrs

Employees returning to work outside their shift will incur a lunch break in the same day if working an additional 5 hours.

Sample Timesheet showing a return to work after the lunch break.

> Date		From		To		Raw Total	Calc. Total
⌄ FRI May 10 4a-1p 8 Hour Shift	•••	e 04:00 am		e 01:00 pm		9.00	8.00
	•••	e 03:00 pm		e 08:00 pm		5.00	4.00
	+					14.00 hrs	12.00 hrs

Employees and supervisors can cancel the lunch via the *Cancel Lunch* option on the timesheet. Open the dropdown in the Cancel Lunch column and choose *Cancel Lunch.*

Cancel Lunch

Cancel Lunch ⊗ 🔍
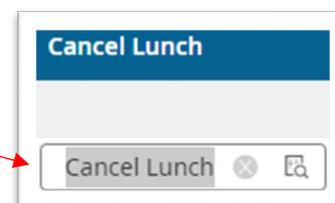
Cost Center

The cost center is the string of information related to the *From* and *To* daily hours. The sequence for all employees' Cost Center string is department, supervisor, position number and department expense code. Additional Cost Centers can be browsed and selected on the timesheet for those working more than one job.

Note for student employees: The cost center will identify if the student has an editable position.

Orientation and Programming/Lillian Lester/SE0057-00/306001/1111-10520

Financial Aid Office Admin/Mark Simpkins/ST0406-00/200200/1111-10550

- SE after the supervisor name = Student Editable
- ST after the supervisor's name = Student Timestamp

Activity Code Definitions

The Activities column is managed by supervisors to adjust pay based for Police, Facilities and Essential personnel.

- Non-exempt employees will clock in and out for time worked.
- Exempt employees will add a row to their timesheet and enter their hours manually.
- Supervisors will may any timesheet adjustments and will insert the appropriate Activity code for classified non-exempt employees.

Event Pay/Event Pay OT: Police Use Only.

Law enforcement officers may be compensated with time and one half pay in lieu of compensatory time or straight time pay for hours worked for special events and unscheduled shift coverage.

- Law enforcement employees must fulfill their 80-hour schedule period requirement in order to be eligible for Event pay.
- Event pay OT is paid at time and one half for hours worked as designated with the Event Pay activity code.

Sample punch from 7 to 10 pm and use of the *Event Pay Activities* code.

From	To	Raw Total	Calc. Total
e 09:58 am	e 05:55 pm	7.95	8.00
e 07:00 pm	e 10:00 pm	3.00	3.00
		10.95 hrs	11.00 hrs

Activities
Choose...
Event Pay

Non-Exempt Restricted On Call non-exempt employees only.

- Is used when an employee is required to be in a specific location waiting for an assignment or is so regulated by management that personal time is not possible and the restricted time must be paid.
- Restricted On Call is paid at Straight time (hourly rate) if working hours do not exceed 40 hours in a work week.
- Restricted on Call OT pays at time and-a-half if physical hours worked exceed 40 hours in a work week.

If the employee is called back to the work location, hours physically worked are tracked via the Call Back Activity code.

Call Back/Call Back OT: For exempt and non-exempt employees only.

- Used when an employee is called back into work by their supervisor due to an emergency or essential job function. Call back Includes a guaranteed minimum of 4 hours of pay.
- The actual hours worked for a Call back counts towards the calculation of overtime for the work week. Call back is paid at Straight time if working hours do not exceed 40 hours in a work week.
- Non-exempt employees: clock in and out to record the actual time worked. The Call Back code guarantees the amount that is the difference between the hours worked and the 4-hour minimum guaranteed time

- If an employee is called back and works 4 hours or more, the Call Back activity code should not be used. A note should be added to the line that the hours were due to a call back and no guarantee is applied.

Move Counter
This field is managed by Payroll Personnel

Notes   🗨2

Employees and supervisors can make notations on the timesheet that can be read by one another within the timesheet and various reports. Click on the icon to open and read the communication exchanges.

Extra Pay and Counter Adjustment Tab

Overview: This tab is available to supervisors when viewing the timesheet of their employee. Payroll uses tab for certain HR approved leave grants and timesheet adjustments.

The Extra Pay & Counter Adjustment timesheet tab is used is coordination with the *Time Entry* tab to record extra pay codes, called *Counters*, that are not options on the *Time Entry tab* as *Activities*. Employee's additional *Time Entry From* and *To* hours recorded on the *Time Entry* tab are re-entered in partial or full by the supervisor on the *Extra Pay & Counter Adjustment* tab for *Alternate Shift Pay*, *Restricted On Call Exempt* and *Emergency Closed Worked* pay codes.

For each *Counter* code

- Non-exempt employees will clock in and out for time worked.
- Exempt employees will add a row to their timesheet and enter their hours manually.
- Supervisors will make any timesheet adjustments when necessary and will insert the appropriate date, Counter code and hours on this Extra Pay & counter Adjustment tab in coordination with the Time Entry hours.

Counter Code Definitions
Alternate Shift Pay is for exempt and non-exempt employees
- Is used for designated essential personnel for inclement weather and emergency related needs.
- Alternate Shift Pay Counter code is only for the hours worked outside the employee's regular shift.

Emergency Closing Worked is for exempt and non-exempt employees
- Is used for designated essential personnel for working on campus during an official campus closure.
- Compensatory time will be given for each hour of work, up to the regularly scheduled hours.

Restricted On Call Exempt is for exempt employees only.
- Is used when an employee is required to be in a specific location waiting for an assignment or is so regulated by management that personal time is not possible and the restricted time must be paid.
- Exempt employees will be compensated at a rate of $3.51 per hour.
- If employee is called back into work, use the Restricted On Call Counter for the restricted time. Record the hours worked using the *Call Back* Activity code on the Time Entry tab.

To apply a *Counter Code* to an individual's timesheet:

- Select the *Add Extra Pay & Counter Adjustment* to open a timesheet row (s)
- Record Date: Use the same date as entered on the *Time Entry* tab by the employee
- Counter: Chose the appropriate *Counter Code* from the dropdown
- Cost Center: Change the defaulted *Cost Center*, if necessary
- Time: Insert the total amount of hours worked
- Use the Action *Save* button and save twice.

Example of additional time entered the *Time Entry* tab for 7 to 10pm and the associated *Counter* of *Alternate Shift Pay* for the total of 3.00 hours on same day.

The Exceptions Tab

The Exceptions tab shows changes (exceptions) to the workday shift schedule and link the user and the supervisor to the day of the exception. The exceptions listed on this tab are the same exceptions as listed on the *Time Entry* tab. The supervisor view allows the clearing of the exception from this tab which also clears the exception from the *Time Entry* tab.

The Calc Detail/Calc Summary/Counter Tabs

These 3 tabs provide summary or detailed views for all timesheet calculations. Calculation include all leave, lunches, overtime or comp time and *Extra Pay* adjustments.

The *Cal Detail* tab *Weekly Total* column can be used to ensure the minimal hours worked for either the 80-hour schedule period for exempt employees or the weekly 40-hour minimum for non-exempt employees.

80-hour Schedule Period View for exempt employees
View the scheduled period included in the *Full-time Semi Monthly Pay Period* calendar:
https://adminfinance.umw.edu/payroll/files/2024/08/2024-My-Time-Full-Time-Semi-monthly-1.pdf

In the timesheet *Calc Detail* tab, review the same two-week time period. The combined *Weekly Total* for the two-week schedule period should meet or exceed 80 hours for the combination of working hours and all *Time Off* taken.

Work Week View for non-exempt employees

Each pay period work week runs Monday to Sunday. In the timesheet *Calc Detail* tab, view the *Weekly Total* column to ensure the 40-hour workday minimum is met each Sunday for the combination of working hours and all *Time Off* taken.

The Summary By Day Tab

The *Summary By Day* is the default tab for exempt classifications. The tab provides an overall pay period view of hours and pay calculations and provides a weekly and pay period total. The 80-hour scheduled view is not accounted for on this tab. Use the Calc Detail tab or navigate to the My saved reports>UMW Schedule Period Report, to view scheduled working hours.