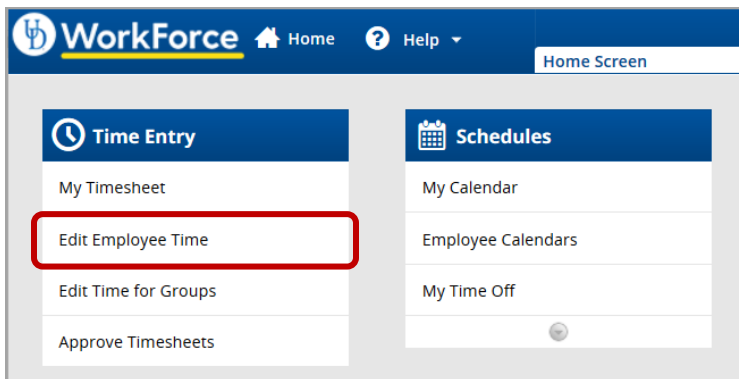**WorkForce**

Managers and Timekeepers have access to employee timesheets in their Assignment Groups. There are a few situations that require updates to an employee's Timesheet, Schedule and/or Schedule Template to be paid correctly.

Hours must be reviewed and approved before the end of each pay period. Overtime will be paid in a subsequent pay according to pay period cut-off times. Overtime hours on the current pay period will be paid in the <u>next</u> semi-monthly pay.

CONTENTS

1. Access employee timesheet by going to www.udel.edu/udworkforce
    a. Click **Login** button
    b. On CAS screen, enter **UDelNet ID** and **password**, then click **Log** in button

2. Access employee timesheet by going to www.udel.edu/udworkforce
    a. Click **Login** button
    b. On CAS screen, enter **UDelNet ID** and **password**, then click **Log** in button

3. On Home Screen, click **Edit Employee Time**.

4. On the **Manager Time Entry** screen, locate the employee timesheet(s) you want to review:
    a. Click the **Find** button, OR
    b. Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)
    c. The **Work Period** defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets
    d. Click the employee's name to open the timesheet
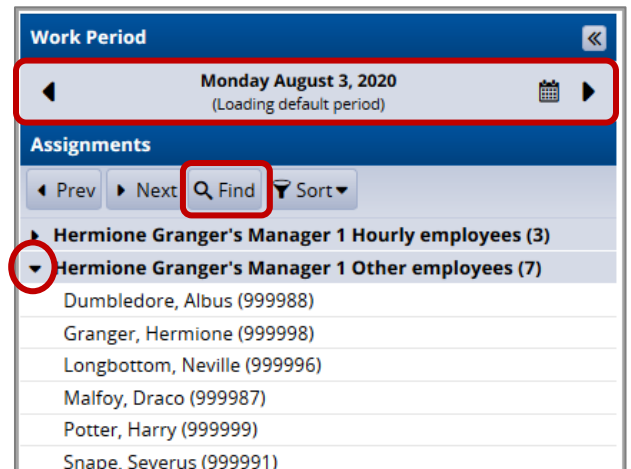
Funding Change for Overtime Pay

If updates to Funding are required, they are to be made within the timesheet on the date the extra **Straight Time** or **Overtime** is calculated.

> This example shows an employee whose standard weekly schedule is for 37.5 hours.
> - The first week was Mon. to Fri. for 37.5 hours
> - The second week was M to F for 41.0 hours (8/11 – worked 11.0 hours which is 3.5 extra hours)

1. Check the **Results** tab first to verify which date or dates have the overtime.
2. In this example the overtime was calculated on Fri. 8/16.

Day ▲	Work Date	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
Mon	08/09/2021	Head of Ma...	Regular Time	7.50	0.00	352.50	47.00
Tue	08/10/2021	Head of Ma...	Regular Time	7.50	0.00	352.50	47.00
Wed	08/11/2021	Head of Ma...	Regular Time	11.00	0.00	517.00	47.00
Thu	08/12/2021	Head of Ma...	Regular Time	7.50	0.00	352.50	47.00
Fri	08/13/2021	Head of Ma...	Regular Time	4.00	0.00	188.00	47.00
Fri	08/13/2021	Head of Ma...	OT1 Straight Time	2.50	0.00	117.50	47.00
Fri	08/13/2021	Head of Ma...	OT5 Overtime NEX	1.00	0.00	70.50	70.50
Total				**78.50**	**0.00**	**3713.00**	

3. The Timesheet show the extra time was worked on 8/11.
4. The overtime was calculated in 8/13, so that is the date that where the funding will be changed.

NOTE: If Overtime appears on days other than Friday in the Results tab, you must update the Funding (Speedtype) on each of those days.

Date		Entry Code		Hours	Override Rate	Adjust Reason	Comments	Speed Type
	➕▾	Regular Time	▾	08:00 am 12:00 pm	0.00			PAYR110000 PAYROLL HRIS
Tue 08/10	➕▾	Regular Time	▾	01:00 pm 04:30 pm	0.00			PAYR110000 PAYROLL HRIS
	➕▾	Regular Time	▾	08:00 am 12:00 pm	0.00			PAYR110000 PAYROLL HRIS
Wed 08/11	➕▾	Regular Time	▾	01:00 pm 08:00 pm	0.00		Worked at event to 8	PAYR110000 PAYROLL HRIS
	➕▾	Regular Time	▾	08:00 am 12:00 pm	0.00			PAYR110000 PAYROLL HRIS
Thu 08/12	➕▾	Regular Time	▾	01:00 pm 04:30 pm	0.00			PAYR110000 PAYROLL HRIS
	➕▾	Regular Time	▾	08:00 am 12:00 pm	0.00			PAYR110000 PAYROLL HRIS
Fri 08/13	➕▾	Regular Time	▾	01:00 pm 04:30 pm	0.00			PAYR110000 PAYROLL HRIS

5. In the Speedtype column, enter a full Speedtype (Purpose code)
6. If you want to use the search feature, enter a partial Speedtype and click **Search for...**

7. Click the correct **Speedtype**.

8. The 2nd time slice on 8/13 reflects the new funding.

9. Since you made changes to the timesheet, click the **Save** button
   a. The button will be orange and will turn blue after saving.
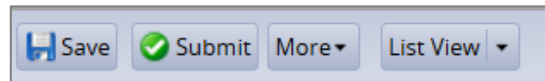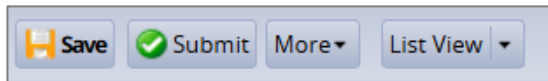
Split Funding: Overtime Cannot be Charged to a Grant

1. If a person is paid with a grant Speedtype and the timesheet has overtime, the timesheet funding (Speedtype) must be adjusted because **overtime cannot be expensed to any grant or sponsored program.**
2. The default funding (Speedtype) on a timesheet comes from the Labor Allocation Module (LAM) funding with the greatest percentage. Managers and Timekeeper have the ability to change the Speedtype if needed.
3. Follow the instructions on pages 2 – 3 to (**Change Funding for Overtime).**
4. Reminder – You must change the overtime time slices to a different Speedtype other than the Grant.

Flex Time in Lieu of Overtime

An employee can use **Flex Time** instead of being paid Overtime within the *same week* in which Overtime is calculated. This is done by adjusting the employee's schedule and timesheet to accommodate the Flex Time. Non-Exempt employees can also make these Flex Time adjustments themselves. (Flex Time is determined by your department's policy and usually requires the employee to get their manager's approval ahead of time.)

> This example shows an employee who worked:
> - Wed. 7/28 – worked 9.5 hours (two extra hours by working until **6:30 pm**)
> - Fri. 7/30 – worked 5.5 hours (two less hours by leaving at **2:30 pm**)

1. On the timesheet, go to the date with the *extra worked hours* and adjust the time slice to the actual time "out."
2. Then go to the date where the employee *worked fewer hours* and adjust the time slice to the actual time "out."

3. The **Schedule** tab displays the person's standard schedule before any changes are made on 7/28 and 7/30.

4. Change the "out" time on Wed. 7/28 to **6:30 pm** to match the timesheet.

5. Change the "out" time on Fri. 7/30 to **2:30 pm** to match the timesheet.

Day ▲	Work Date	Assignmen...	Pay Code	Paid Hours
Tue	07/27/2021	Head of Ma...	Regular Time	7.50
Wed	07/28/2021	Head of Ma...	Regular Time	9.50
Thu	07/29/2021	Head of Ma...	Regular Time	7.50
Fri	07/30/2021	Head of Ma...	Regular Time	5.50
Total				82.50

6. On the **Results** tab, the **Paid Hours** reflect the changes made on the timesheet and **Schedule** tab.

(Notice the **Pay Code** stays as **Regular Time**, and no overtime is calculated.)

7. Since you made changes to the timesheet, click the **Save** button. It will turn from orange to blue.
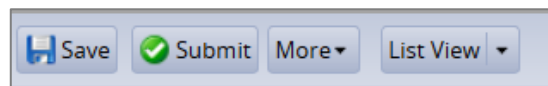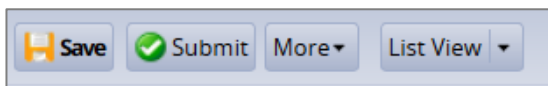
Variable Contract Employee Working Outside Their Contract Period

For a Variable Contract Employee who works outside of their contract period, the Manager or Timekeeper must update the employee's schedule temporarily to a 'blank' schedule template.
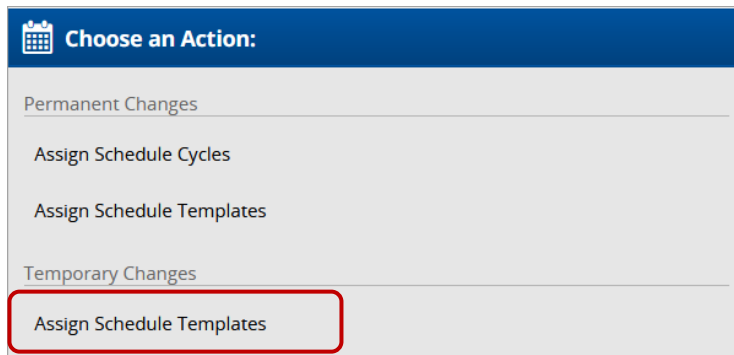
Then the Manager, Timekeeper or Employee can enter the time on the Timesheet.

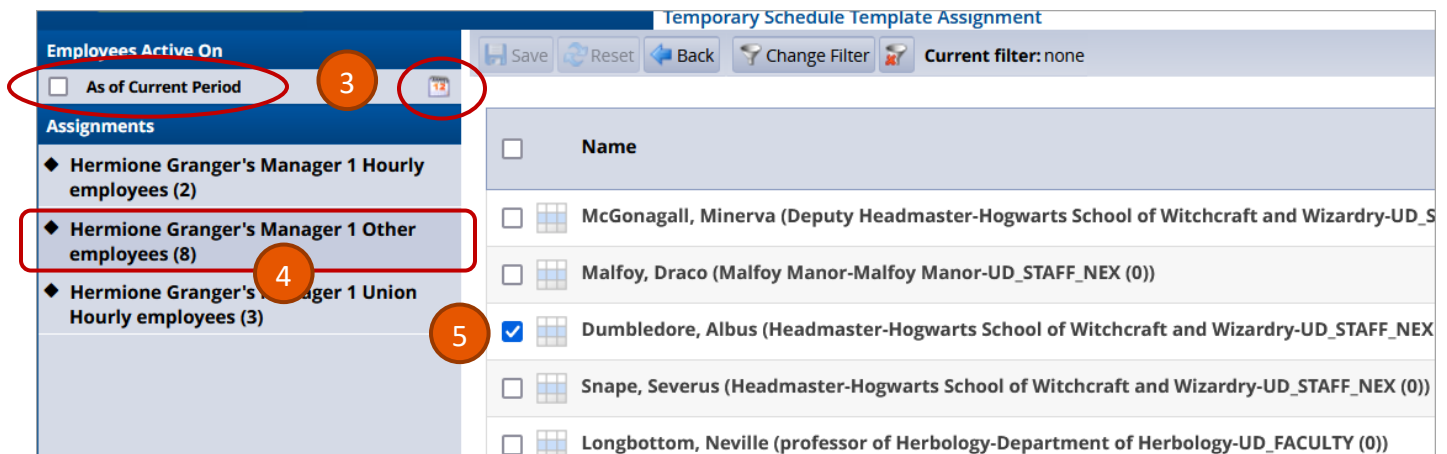### Change Employee's Schedule Template to "Blank"

1. On the UD WorkForce home page, click the **Assign Schedules**
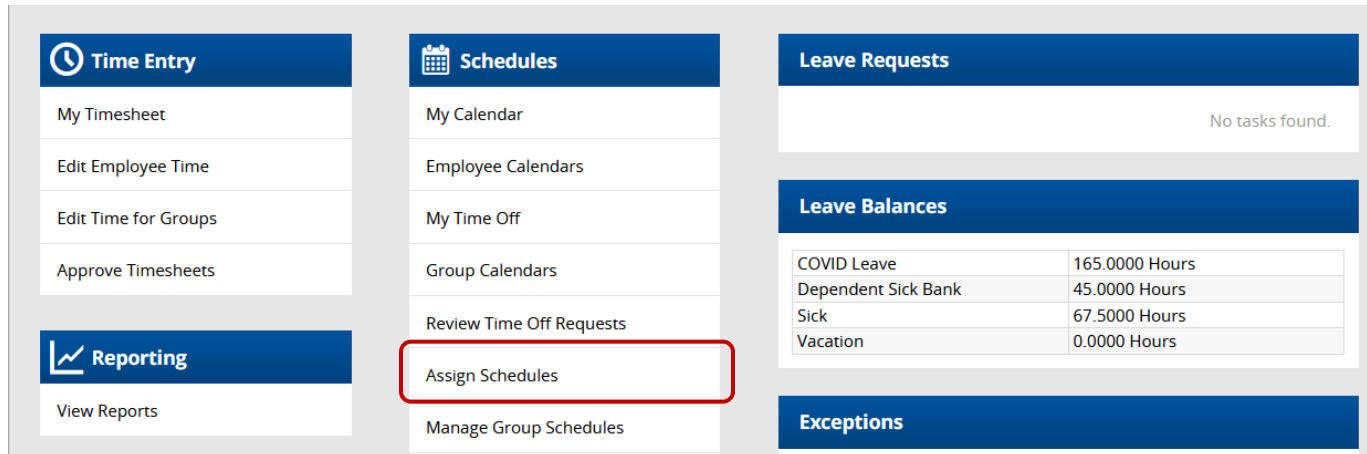
2. In the pop-up menu, under Temporary Changes, click **Assign Schedule Templates**.

3. The default is the **Current Period**. To change the pay period, use the **calendar icon**.
4. In the **Assignments** area, click **Other employees** to open the list of employees
5. Click the box for the employee whose schedule you want to change

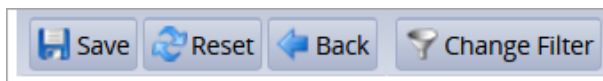6. Click the **Manager Override** box on that row

7. In the **Schedule Template** box, change to "Empty" or "None"
8. Update the **Effective Date** and **End Effective**
9. Make sure the dates are within the **Valid Date Range**

10. Click the **Save** button

Enter Employee's Hours on Timesheet

11. Locate the Employee's Timesheet in the correct pay period

12. On the Timesheet, find the correct date (time slice), select the Entry Code – **Outside of Contract Pay**

Date		Entry Code	
Sun 07/18	✚ ▾	Regular Time	▾
Mon 07/19	✚ ▾	Regular Time Regular Time **Outside of Contract Pay** Shift Diff In/Out	▾
Tue 07/20	✚ ▾		

13. Enter the Hours worked with in/out times. (If more than 40 hours, extra hours are subject to Overtime.)

Date		Entry Code		Hours	Overrid...	Adjust Re...	Comments	Speed Type
Sun 07/18	✚ ▾	Regular Time	▾					PAYR112111 UD TIME
Mon 07/19	✚ ▾	Outside of Contract Pay	▾	08:00 am 01:00 pm				PAYR112111 UD TIME
Tue 07/20	✚ ▾	Regular Time	▾					PAYR112111 UD TIME
Wed 07/21	✚ ▾	Outside of Contract Pay	▾	09:00 am 12:00 pm				PAYR112111 UD TIME
Thu 07/22	✚ ▾	Outside of Contract Pay	▾	11:00 am 03:00 pm				PAYR112111 UD TIME
Fri 07/23	✚ ▾	Regular Time	▾					PAYR112111 UD TIME

14. Click the **Save** button.

15. The **Results** tab reflects only the hours entered.

Exceptions	Schedule	Time Off	**Results**	
Day ▲	**Work Date**	**Assignmen...**	**Pay Code**	**Paid Hours**
Mon	07/19/2021	Headmaste...	Outside of Contract Pay	5.00
Wed	07/21/2021	Headmaste...	Outside of Contract Pay	3.00
Thu	07/22/2021	Headmaste...	Outside of Contract Pay	4.00

16. The **Schedule** tab reflects the "blank" schedule.

Exceptions	**Schedule**	Time Off	Results	

	F 16	S 17	S 18	M 19	T 20	W 21	T 22	F 23	S 24	S 25	M 26	T 27	W 28	T 29	F 30	S 31	Jul 18, 2021	☐ Show All Weeks

Date		Schedule Code		Hours	Total
Mon 07/19	✚ ▾	Scheduled Lunch In/Out	▾		
Tue 07/20	✚ ▾	Scheduled Lunch In/Out	▾		
Wed 07/21	✚ ▾	Scheduled Lunch In/Out	▾		

Unpaid Leave

When an employee is on Unpaid Leave status, a **Time Off Request** (TOR) must be submitted by a Manager or Timekeeper, along with JED and/or S contract.

- The TOR will use the Pay Code of **UnPaid time** for the time not worked.

Timesheet Amendments

1. When a prior period Timesheet is updated by an Employee, Manager or Timekeeper to enter missing hours, the Timesheet requires approval by a Manager or Timekeeper.

2. If Amended Timesheets are not reviewed and approved, the time will be captured by the Mass Approval process which runs as part of payroll processing.

3. When a timesheet is amended, an email will be sent to employee and manager 1.

An email will be sent to employee, manager 1, timekeeper 1 during the nightly calc 2 days prior to the current pay period if the amended timesheet remains unapproved and has overtime hours.

4. Example:
   a. Current pay period ends 9/15/2021
   b. Overtime was entered for pay period ending on 3/15/2021
   c. Manager amends the timesheet for pay period 3/15/2021
   d. Employee enters the overtime hours for 3/1/2021
   e. Both Amended Timesheet and current pay period must be approved by deadline for 9/15/2021 pay.
   f. Overtime will be paid in 9/30/2021 pay.

Approving Timesheets

See video and job aids on the UD WorkForce training website for more details about approving Non-Exempt timesheets (MANAGER section/Staff and Fiscal Faculty heading).

These are the direct links:

Desktop–Video
Desktop–Job Aid
Mobile–Job Aid

Time Off Request for a Partial Day Requires Regular Time Entry

When a Non-Exempt Employee submits a partial day Time Off Request (TOR), the Employee (or Manager/Timekeeper) must update the time slice with remaining missing hours.

1. Both **Timesheet** and **Results** tab reflect ONLY the **Vacation** hours from the TOR on 7/6. The **Regular Time** is missing.

2. Employee, Manager, or Timekeeper must enter the **Regular Time** hours on the day with partial day TOR.

3. Click the **Save** button
4. The **Results** tab reflects the correct **Regular Time** hours: