

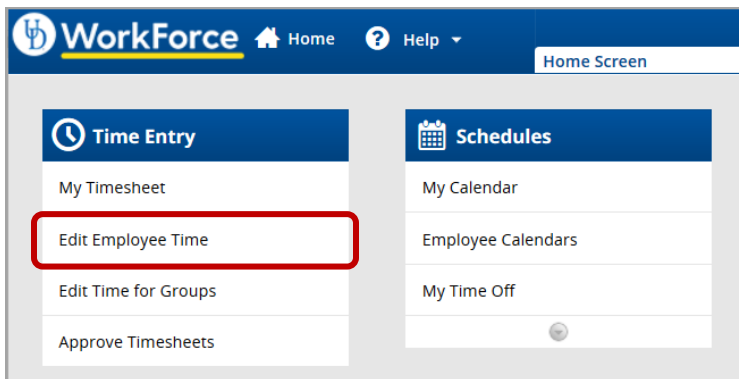


Managers and Timekeepers have access to employee timesheets in their Assignment Groups. There are a few situations that require updates to an employee’s Timesheet, Schedule and/or Schedule Template to be paid correctly.

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 next semi-monthly pay.

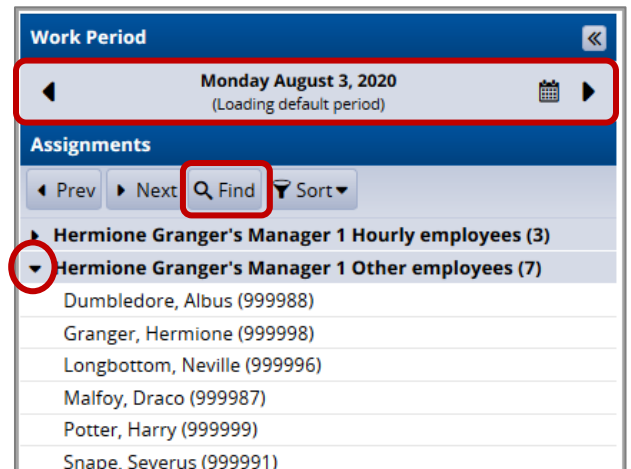
CONTENTS	
	Page
Funding Change for Overtime Pay.....	2-3
Split Funding: Overtime Cannot be Charged to a Grant.....	4
Flex Time in Lieu of Overtime.....	4-5
Variable Contract Employee Working Outside Contract Period.....	6-8
Unpaid Leave.....	9
Timesheet Amendments.....	9
Time Off Request for a Partial Day Requires Reg. Time Entry.....	10
Approving Timesheets.....	9

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.

Exceptions								Schedule								Time Off								Results							
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.

Time Entry															78.50 total hour			
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Aug 13, 2021		Show All Weeks	
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...**

Fri 08/13	+ ▾	Regular Time ▾	08:00 am	0.00			PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME
			12:00 pm					
Fri 08/13	+ ▾	Regular Time ▾	01:00 pm	0.00			ADMN	123000 SALARIED STAFF
			04:30 pm					
Sat 08/14	+ ▾	Regular Time ▾					AGCY912441 NCAA FOOTBALL PLAYOFFS	
							AGCY912452 SIGMA PI ALUMNI ASSOC	
							AGCY912454 PHYSICAL THERAPY CLUB	
							AGCY912455 NURSING ALUMNI NETWORK	
							AGCY912456 ARAMARK ASDR DINING HALL	
							AGCY912457 20TH INTL ZEOLITE CONF	
							AGCY912458 UD HOCKEY ALUMNI ASSOC	
							AGCY912461 AM WATER RESOURCES ASSOC	
							AGCY912466 REVIEW ALUMNI ASSOCIATION	
							Search for 'ADMN' >	

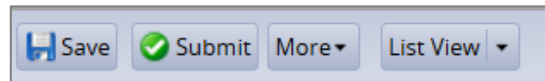
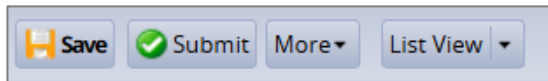
7. Click the correct **Speedtype**.

Search For ADMN	
ID	Description
ADMN112114	RETIRED FACULTY ASSOC
ADMN112117	EMPLOYEE RECOGNITION PROG
ADMN112119	EMPLOYEE DEV ADMN
ADMN112134	DIVERSITY EDUCATION & OUTREACH
ADMN175112	DEF-MENTAL HEALTH
ADMN177777	00646 1-7 BUDGETING
ADMN222111	DE STATE-ADMIN
ADMN412113	UD RETIRED FACULTY ASSOCIATION
ADMN412114	CBC MENTOR PROG BLUE HEN STR...
ADMN417777	00680 41-45 GIFT BUDGETING
Page 1 of 2	

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

Fri 08/13	+ ▾	Regular Time ▾	08:00 am	0.00			PAYR110000 PAYROLL HRIS
			12:00 pm				
Fri 08/13	+ ▾	Regular Time ▾	01:00 pm	0.00			ADMN112117 EMPLOYEE RECOGNITION PROG
			04:30 pm				

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.”

Time Entry												82.50 total ho										
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 22, 2021		<input checked="" type="checkbox"/> Show All Weeks				
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Date																Entry Code	Hours	Overrid...	Adjust Re...	Comments	Speed Type	Account
Mon 07/26		Regular Time	08:00 am	12:00 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
		Regular Time	01:00 pm	04:30 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
Tue 07/27		Regular Time	08:00 am	12:00 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
		Regular Time	01:00 pm	04:30 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
Wed 07/28		Regular Time	08:00 am	12:00 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
		Regular Time	01:00 pm	06:30 pm	1											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
Thu 07/29		Regular Time	08:00 am	12:00 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
		Regular Time	01:00 pm	04:30 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
Fri 07/30		Regular Time	08:00 am	12:00 pm	0.00											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					
		Regular Time	01:00 pm	02:30 pm	2											PAYR110000 PAYROLL HRIS	123000 SALARIED STAFF FULL-TIME					

Exceptions		Schedule	Time Off	Results													
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 28, 2021	<input checked="" type="checkbox"/> Show All Weeks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Date	Schedule Code	Hours	Total														
Wed 07/28	+ Scheduled Times	08:00 am - 12:00 pm	4.00														
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm															
	+ Scheduled Times	01:00 pm - 04:30 pm	3.50														
Thu 07/29	+ Scheduled Times	08:00 am - 12:00 pm	4.00														
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm															
	+ Scheduled Times	01:00 pm - 04:30 pm	3.50														
Fri 07/30	+ Scheduled Times	08:00 am - 12:00 pm	4.00														
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm															
	+ Scheduled Times	01:00 pm - 04:30 pm	3.50														

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

Date	Schedule Code	Hours	Total
Wed 07/28	+ Scheduled Times	08:00 am - 12:00 pm	4.00
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm	
	+ Scheduled Times	01:00 pm - 06:30 pm	5.50
Thu 07/29	+ Scheduled Times	08:00 am - 12:00 pm	4.00
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm	
	+ Scheduled Times	01:00 pm - 04:30 pm	3.50
Fri 07/30	+ Scheduled Times	08:00 am - 12:00 pm	4.00
	+ Scheduled Lunch In/Out	12:00 pm - 01:00 pm	
	+ Scheduled Times	01:00 pm - 02:30 pm	1.50

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

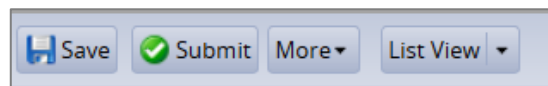
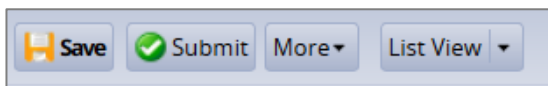
5. Change the “out” time on Fri. 7/30 to **2:30 pm** to match the timesheet.

Exceptions		Schedule	Time Off	Results
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.



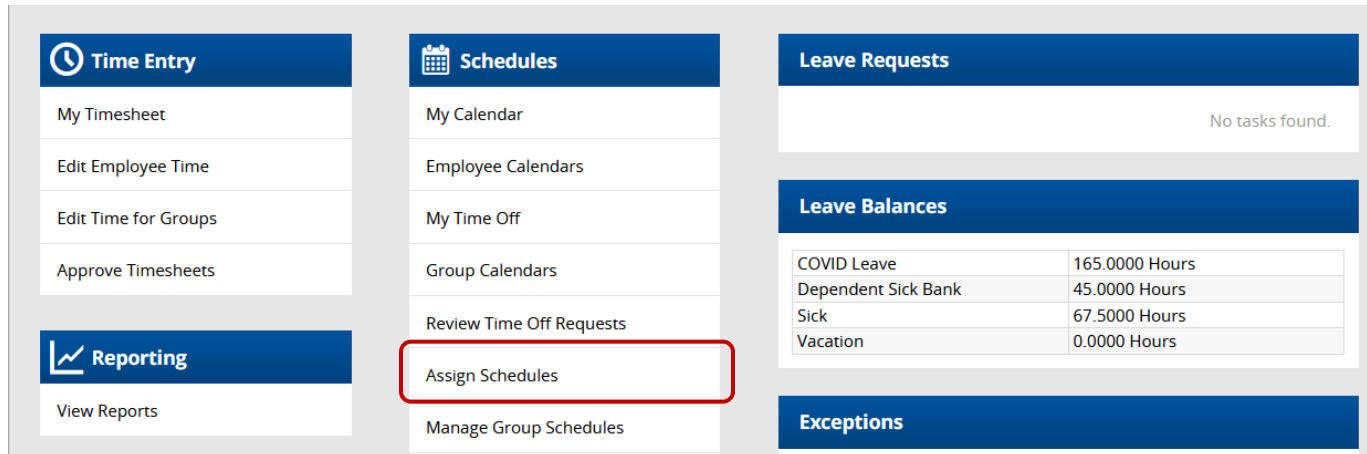
Variable Contract Employee Working Outside Their Contract Period

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.

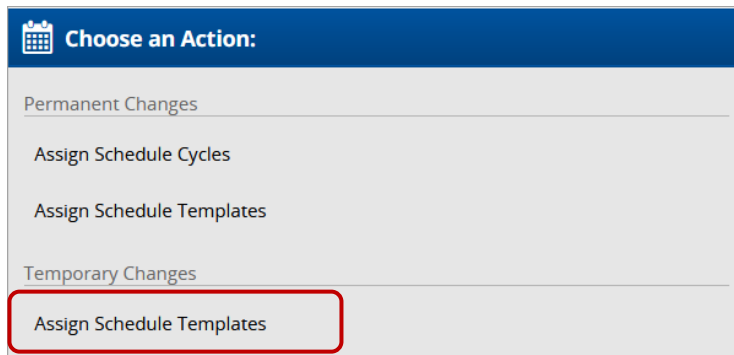
Then the Manager, Timekeeper or Employee can enter the time on the Timesheet.

Change Employee’s Schedule Template to “Blank”

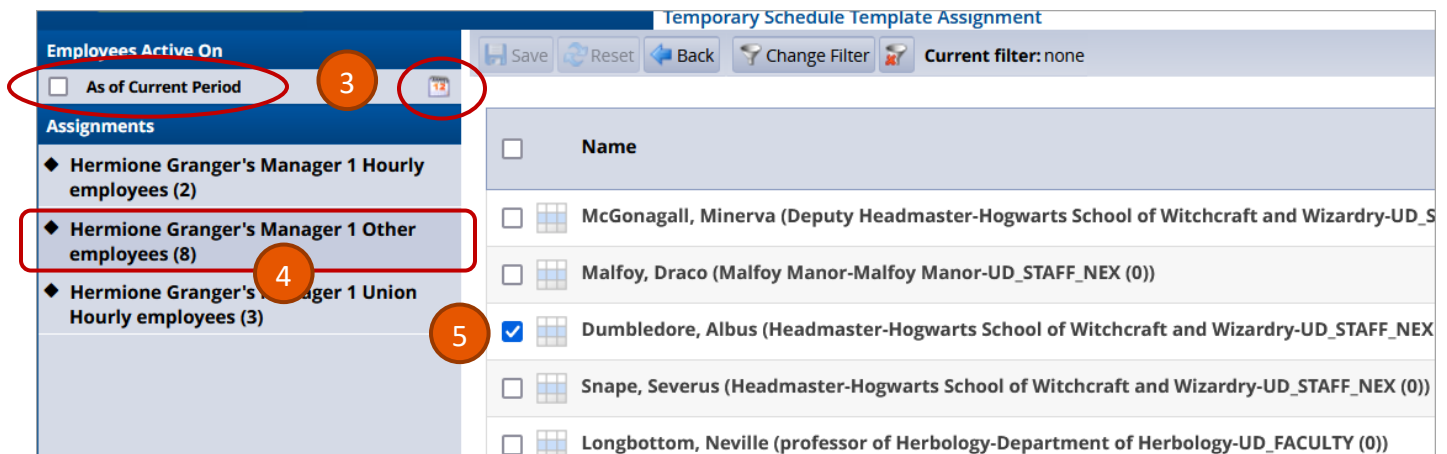
1. On the UD WorkForce home page, click the **Assign Schedules**



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

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	End Effective Date	Valid Date Range
<input type="checkbox"/>	McGonagall, Minerva (Deputy Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Malfoy, Draco (Malfoy Manor-Malfoy Manor-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input checked="" type="checkbox"/>	Dumbledore, Albus (Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template	<input checked="" type="checkbox"/>	M_F_800AM_430PM, 1 ho	MM/dd/yyyy	07/31/2021	07/16/2021 - 07/31/2021
<input type="checkbox"/>	Snape, Severus (Headmaster-Hogwarts School of Witchcraft and Wizardry-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	Empty			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Longbottom, Neville (professor of Herbology-Department of Herbology-UD_FACULTY (0))	Schedule Template	<input type="checkbox"/>	M_F_830AM_5PM, 1hr lun			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Weasley, Ronald Bilius (Head of Marketing-Weasleys' Wizard Wheezes-UD_STAFF_NEX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Granger, Hermione Jean (Minister for Magic-Minister for Magic-UD_STAFF_EX (0))	Schedule Template	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Potter, Harry James (Head of the Auror Office-Auror Office-UD_OTHER (0))	Schedule Template	<input type="checkbox"/>	None			07/16/2021 - 07/31/2021

Mass Edit None MM/dd/yyyy MM/dd/yyyy Apply to all checked rows

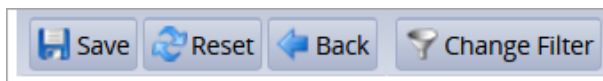
7. In the **Schedule Template** box, change to “Empty” or “None”

8. Update the **Effective Date** and **End Effective**

9. Make sure the dates are within the **Valid Date Range**

<input type="checkbox"/>	Name	Manager Override	Schedule Template	Effective Date	End Effective Date	Valid Date Range
<input type="checkbox"/>	McGonagall, Minerva	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input type="checkbox"/>	Malfoy, Draco (Malfo	<input type="checkbox"/>	M_F_800AM_430PM, 1 ho			07/16/2021 - 07/31/2021
<input checked="" type="checkbox"/>	Dumbledore, Albus (<input checked="" type="checkbox"/>	Empty	07/16/2021	07/31/2021	07/16/2021 - 07/31/2021

10. Click the **Save** button



Enter Employee’s Hours on Timesheet

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

Work Period << Friday July 16, 2021 >>

Assignments

◀ Prev ▶ Next 🔍 Find ⌵ Sort

- ▶ Hermione Granger's Manager 1 Hourly employees (2)
- ▼ Hermione Granger's Manager 1 Other employees (8)
 - Dumbledore, Albus (999931)
 - Granger, Hermione (999998)
 - Longbottom, Neville (999996)
 - Malfoy, Draco (999921)
 - McGonagall, Minerva (999911)
 - Potter, Harry (999999)
 - Snape, Severus (999991)
 - Weasley, Ronald (999997)
- ▶ Hermione Granger's Manager 1 Union Hourly employees (3)

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
Tue 07/20	Shift Diff In/Out

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.

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.

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.

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

Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/04	Regular Time			
Mon 07/05	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		
Tue 07/06	Regular Time			
	Vacation	3.50	0.00	

Exceptions Schedule Time Off Results Admin Banks							
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Sp
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/05/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Vacation	3.50	0.00	0.00	0.00	
07/07/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	

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

Date	Entry Code	Hours	Override Rate	Adjust
Sun 07/04	Regular Time			
Mon 07/05	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		
Tue 07/06	Regular Time	08:00 am	0.00	
		12:00 pm		
	Vacation	3.50	0.00	
Wed 07/07	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		

- Click the **Save** button
- The **Results** tab reflects the correct **Regular Time** hours:

Exceptions Schedule Time Off Results Admin Banks							
Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Sp
07/01/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/02/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/05/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Regular Time	4.00	0.00	0.00	0.00	
07/06/2021	Head of Ma...	Vacation	3.50	0.00	0.00	0.00	
07/07/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/08/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	
07/09/2021	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00	