WorkForce — Manager/Timekeeper: Non-Exempt Staff Timesheets – Review & Edit

Managers, Timekeepers, HR Managers, Business Officers and Reporters have access to employee timesheets in their Assignment Groups. Non-Exempt Staff are in the **Other Assignment Group**. All these roles can edit employee timesheets, except Reporters who have "view only" access.

- Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the mandatory method.
- Non-exempt employees will submit their timesheets at the end of the pay period. This allows a manager to review and approve the timesheets.
- **Non-exempt timesheets are required to record and pay overtime. (OT was previously paid by s-contract.)**
- 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.

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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
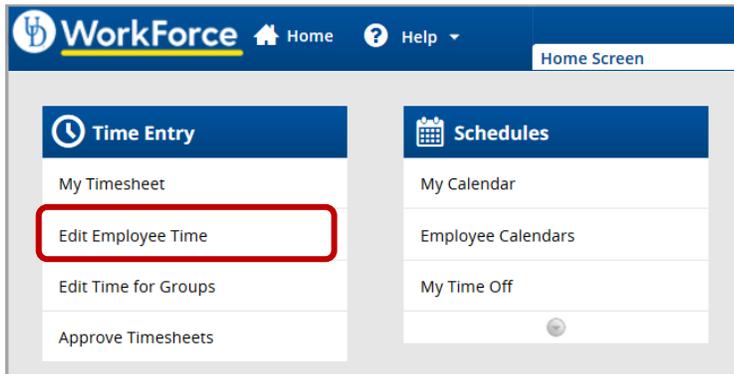
2. On the Home Screen, click **Edit Employee Time**.

3. 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
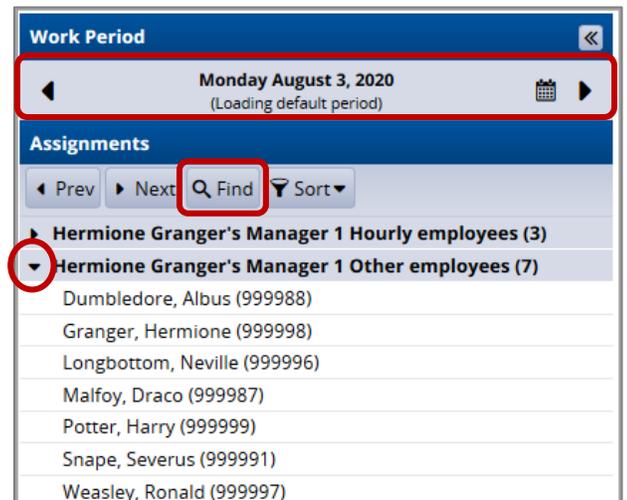
4. This opens the employee's timesheet for the current pay period
   a. **Hours** column – the employee's regular work times are auto-populated based on their schedule (including lunch hour).
      - *Employees should update the in/out times to reflect actual work time, especially if they work hours different from their scheduled time, for example the times on 3/11.* *(For Overtime entries, see pages 4-7)*
      - *Managers and timekeepers can also edit the in/out times as needed.*
   b. Holidays auto-populate on the timesheet
   c. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
   d. **Comments** can be added on any **Regular Time** row by the employee, manager, or timekeeper
   e. The small grey arrow hides or reveals the tabs at the bottom
   f. The **More** button gives you access to **Employee Reports** for that specific pay period and provides print-friendly options to print the full timesheet.

5. If you made changes to the timesheet, click the **Save** button
   a. It will be orange if you must save and turns blue after saving

6. At the end of the pay period, the employee clicks the **Submit** button on their timesheet. Then the manager will see this message at the top of the timesheet. (After reviewing the timesheet, it is ready to be approved.)

The tabs are located below the timesheet and contain important information.

Results tab shows details for each date of the pay period.

Work Da... ▲	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/02/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/03/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/04/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/05/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/06/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/09/2020	Head of Ma...	Holiday	7.50	0.00	0.00	0.00
03/10/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/11/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/12/2020	Head of Ma...	Regular Time	7.50	0.00	0.00	0.00
03/13/2020	Head of Ma...	Sick	7.50	0.00	0.00	0.00

Tabs shown: Exceptions | Schedule | Time Off | **Results**

a. 3/9 has 7.5 hrs. of **Holiday** pay
b. 3/11 reflects 7.5 hours of time worked with different schedule
c. 3/13 has 8.0 hrs of **Sick** pay (from an approved Time Off Request)

7. **Exceptions** tab shows any errors on the timesheet, such as a missing in or out time.

Tabs shown: **Exceptions** | Schedule | Time Off | Results
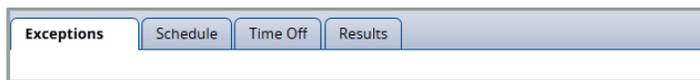
8. **Schedule** tab shows the employee's work schedule for each day of the pay period, including the lunch break.

Tabs shown: Exceptions | **Schedule** | Time Off | Results

Date	Schedule Code	Hours	Total
Mon 03/02	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
	Scheduled Hours		
	Scheduled Times	08:00 am – 12:00 pm	4.00

Calendar header: S M T W T F S (1 2 3 4 5 6 7) | S M T W T F S S (8 9 10 11 12 13 14 15) | Mar 10, 2020 | ☑ Show All Weeks

9. **Time Off** tab displays the details of the employee's time off balances.
   a. **Credits** are the monthly accruals or other adjustments to the time off balances
   b. **Debits** are the subtractions when the employee uses time off
      i. Notice the **Sick** box reflects the 7.5 hours of sick time taken on 3/13

Tabs shown: Exceptions | Schedule | **Time Off** | Results

Vacation	Hours		Sick	Hours		Dependent Sick Bank	Hours
Initial Balance Sun 03/01	0.0000		Initial Balance Sun 03/01	93.7500		Initial Balance Sun 03/01	45.0000
Credits	0.0000		Credits	0.0000		Credits	0.0000
Debits	0.0000		Debits	(7.5000)		Debits	0.0000
Ending Balance Sun 03/15	0.0000		Ending Balance Sun 03/15	86.2500		Ending Balance Sun 03/15	45.0000
No Details			Show Details >>			No Details	

      ii. Click the **Show Details** link to see the transaction details for the (7.5000) hours.

Sick

Date	Credit	Debit	Balance	Action	Source
Sun 03/01			93.7500	Balance Forward	
Fri 03/13		(7.5000)	86.2500	Usage	Sick
Hours	0.0000	(7.5000)	86.2500	Hide Details <<	

iii. Click **Hide Details** to close.

Entering Non-Exempt Overtime for the Current Pay Period

The Non-Exempt employees (preferred) or Managers, Timekeepers, HR Managers can enter extra time on timesheets for recording and payment of Overtime. (Overtime was previously paid by s-contract.)

- When a Non-Exempt employee works more than 40 hours in a week, any hours worked over 40 will calculated as **Overtime** (1.5 X employee's base hourly rate).
- For a Non-Exempt employee whose standard weekly hours is 37.5, any hours worked that is over 37.5 but less than 40 will be calculated as **Straight Time.**
- Overtime entered in the current pay period (by payroll deadline) will be paid in the next semi-monthly pay.

> 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. Starting on the non-exempt employee's current timesheet, go to the date with the extra work time. Change the **in and out times** to reflect the actual time worked. (OR add a new time slice for the extra hours worked.)
   - In this example, the extra work was on 8/11 where 4:30 pm changed to 8:00 pm.
     - OR add a new time slice for 4:30 pm to 8:00pm for the extra hours worked.
   - The total time worked on 8/11 is 11.0 hours.
   - The Manager or Timekeeper should add a **Comment** to explain the extra time.

2. Click the **Save** button if you made any changes.

3. The **Save** button changes from orange to blue and the message "Data saved." Appears at the top of the screen.

4. Click the **Results** tab to see how the Overtime was calculated.
   - This is the second week of the pay period (the first week was for 37.5 regular hours).
   - The overtime is calculated on Friday, 8/13, because this is when the week's cumulative hours exceeded 37.5.
   - The overtime is split between:
     - **OT1 Straight Time** of 2.5 hours (to reach 40.0 weekly hours)
     - **OT5 Overtime NEX** of 1.0 hour (time above 40.0 weekly hours). The **Rate** is 70.50 (1.5 x 47.00)

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		Total hours = 37.5 7.00	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		Total hours = 40.0 7.50	47.00
Fri	08/13/2021	Head of Ma...	OT5 Overtime NEX	1.00		Total hours = 41.0 70.50	70.50
Total				**78.50**	**0.00**	**3713.00**	

Entering Non-Exempt Overtime for a Prior Pay Period (Amending a Timesheet)

Before an employee (or manager/timekeeper) can enter Overtime, a manager or timekeeper must open the timesheet to make changes. This is called amending a timesheet.

If timesheet has partial Regular Time hours due to a partial day Time Off Request, the empty time slice for Regular Time must also be updated with in/out times to ensure the amended timesheet is calculated correctly.

1. On the Home Screen, click **Edit Employee Time**.
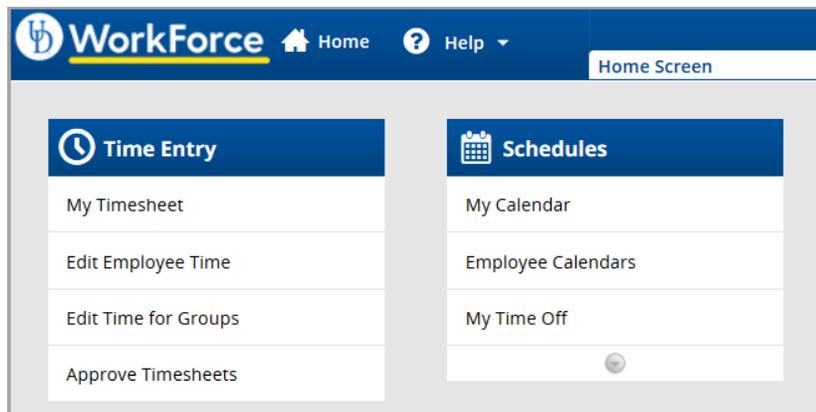
2. On the **Manager Time Entry** screen, locate the pay period and employee timesheet(s) you want to amend:
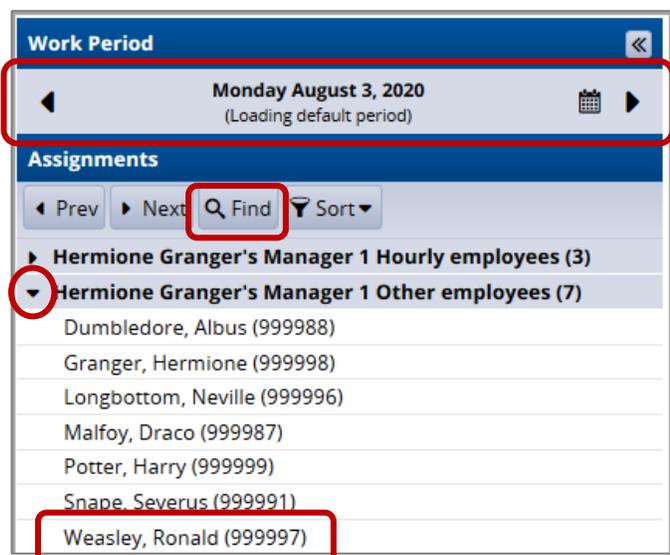
a. The **Work Period** defaults to the current pay period, use the calendar icon or arrows to find the prior pay period

b. Locate the employee's timesheet by click the **Find** button, OR

c. Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)

d. Click the employee's name to open the timesheet

3. At the top of the Timesheet, click the **Amend** button.

NOTE: If this is a Retro Timesheet, the Amend Button will not be present. Instead, there will be a message indicating the Timesheet was created *retroactively***. In this case, click the Save button rather than the Amend button.**
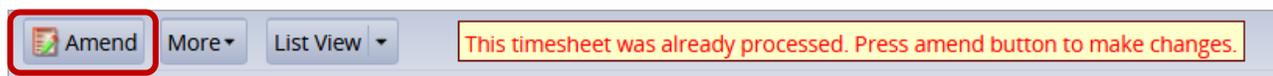
4. You will get this message:

> This example shows an employee (Ronald Weasley) whose standard weekly schedule is for 37.5 hours.
> - Ron worked 4.0 extra hours on 6/17 (prior pay period) that was not paid yet.
> - Ron also has 3.50 hours of Vacation on 6/16 which has missing Regular Time that must be fixed.

5. The manager or timekeeper can make changes to the amended timesheet, as well as the employee.
6. Overtime entry – Click the **Insert Row** button on 6/17

Thu 06/17	**+** ▾	Regular Time ▾	08:00 am / 12:00 pm
	+ ▾	Regular Time ▾	01:00 pm / 04:30 pm

7. On 6/17 on the new **Regular Time** time slice, enter the **Hours** by in/out times for the extra time worked.
8. It is best practice to also add a **Comment** that explains the extra hours.

Wed 06/16	**+** ▾	Regular Time ▾			Missing 4.0 hrs. Regular Time
	+ ▾	Vacation	3.50	0.00	1p-430p
Thu 06/17	**+** ▾	Regular Time ▾	08:00 am / 12:00 pm	0.00	
	+ ▾	Regular Time ▾	01:00 pm / 04:30 pm	0.00	
	+ ▾	Regular Time ▾	05:30 pm / 09:30 pm		worked ABC event
Fri 06/18	**+** ▾	Regular Time ▾			
	+ ▾	Holiday	7.50	0.00	

9. Above, notice that 6/16 has 3.50 hours of **Vacation**, but is missing 4.0 hours of Regular Time
10. Missing hours - Enter **Hours** on the **Regular Time** time slice by in/out times. (Add a **Comment** if desired.)

Wed 06/16	**+** ▾	Regular Time ▾	08:00 am / 12:00 pm		manually added 4.0
	+ ▾	Vacation	3.50	0.00	1p-430p

11. Click **Save** button

12. Click the **Results** tab to see how the added hours were calculated.

	Exceptions	Schedule	Time Off	**Results**	
Day ▲	**Work Date**	**Assignmen...**	**Pay Code**		**Paid Hours**
Wed	06/16/2021	Head of Ma...	Regular Time		4.00
Wed	06/16/2021	Head of Ma...	Vacation		3.50
Thu	06/17/2021	Head of Ma...	Regular Time		7.50
Thu	06/17/2021	Head of Ma...	OT1 Straight Time		2.50
Thu	06/17/2021	Head of Ma...	OT5 Overtime NEX		1.50
Fri	06/18/2021	Head of Ma...	Holiday		7.50

6/16: 4.0 Regular Time + 3.5 Vacation = 7.50

6/17: 7.50 Regular Time + 4.00 extra = 11.50
- **2.50 - OT1 Straight Time** for hours up to 40
- **1.50 - OT5 Overtime NEX** for hours over 40

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).

Or you can use these are the direct links:

      Desktop–Video
      Desktop–Job Aid
      Mobile–Job Aid