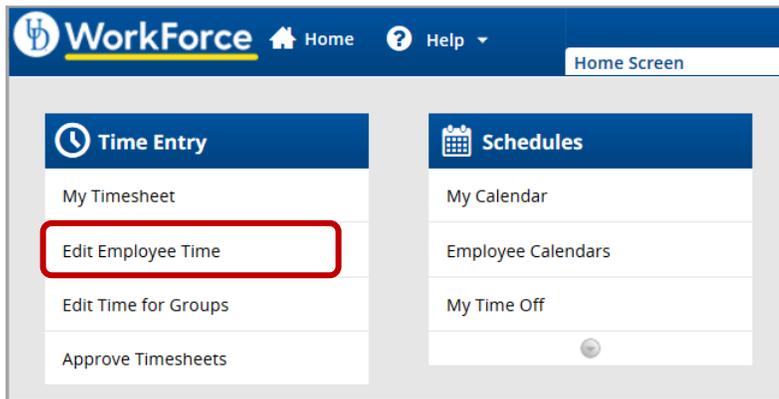




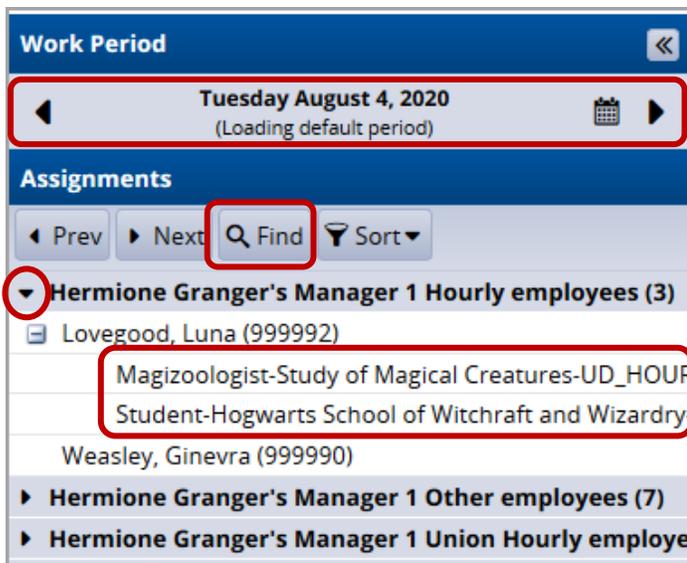
Managers, Timekeepers, HR Managers, Business Officers and **Reporters** have access to employee timesheets in their Assignment Groups. Part-time Hourly employees are in the **Hourly Assignment Group** and include student and misc. wage workers.

All these **Roles** can edit employee timesheets, except **Reporters** who have “view only” access.

1. Access employee timesheets by going to www.udel.edu/udworkforce
 - a. Click the **Login** button
 - b. Log-in with your CAS credentials
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 **Hourly employees** (student and misc. wage 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



Note: If an employee has multiple assignments (as Luna Lovegood does), there will be multiple corresponding timesheets. Select the one you want based on the Assignment Description.

- d. Click the employee’s name to open the timesheet

4. This opens the employee’s timesheet for the current pay period - you can edit* these fields for a specific row:
 - a. **Entry Code** – leave as **Regular Time** and change the code only for these special situations:
 - State of Emergency (See: page 4)
 - Shift Differential (See: page 5)
 - Admin. Adjustment (See: page 6)
 - b. **Hours** are based on the employee’s in/out punches from the Webclock
 - Edit to correct in/out times
 - Enter missing in/out times (marked with red exception pin on 3/11)
 - Holidays auto-populate on the timesheet if an employee works on that holiday (the system converts time worked on a holiday to overtime)
 - c. **Override Rate** – when the situation warrants, enter an hourly rate that is different than the regular rate
 - d. **Adjustment Reason** – type a justification if you are overriding the regular hourly rate
 - e. **Comments** - the employee, manager or timekeeper can add (e.g. when a clock punch is missed, the employee can note the time here)
 - f. **Speedtype** – change if funding has changed and the timesheet has not yet been updated
 - g. **Project and Userfield** – enter values if these optional fields have changed
 - h. **Review box** – (optional) can be used as part of an additional departmental approval practice

4
5

Date	Entry Code	Hours	Override...	Adjust Reason	Comments	Speed Type	Account	C	Project	Userfi...	soe	Review...	Total
Sun 03/08	Regular Time					PAYR110000 PAYROLL	126000 STUDENT LABOR				<input type="checkbox"/>	<input type="checkbox"/>	
Mon 03/09	Regular Time	10:10 am 12:30 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>	<input type="checkbox"/>	2.33
	Holiday	2.33	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>	<input type="checkbox"/>	2.33
Tue 03/10	Regular Time	09:35 am 01:15 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>	<input type="checkbox"/>	3.67
Wed 03/11	Regular Time	10:42 am	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR				<input type="checkbox"/>	<input type="checkbox"/>	0.00
Thu 03/12	Regular Time					PAYR110000 PAYROLL	126000 STUDENT LABOR				<input type="checkbox"/>	<input type="checkbox"/>	
Fri 03/13	Regular Time	02:37 pm 04:41 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR				<input type="checkbox"/>	<input type="checkbox"/>	2.07
													10.40

Tip for Time Entry
Use the **+** on a time slice row to add, delete or copy/paste entries.

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



6. The **More** button gives you access to **Employee Reports** for that specific pay period and provides print-friendly options to print the full timesheet.

* The **Reporter** role has “view only” access to employee timesheets and cannot make edits.

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

7. **Results** tab shows details for each date of the pay period. Some tips for viewing the entry rows:

- The column headings can be clicked to change the sort order
- The columns can be moved laterally by clicking a header and moving it to the right or left.
- The filter  (upper right corner) can be used to view specific entries, such as one Speed Type or Assignment.

Work Da...	Assignment Desc...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/09/2020	Magizoologist-Stud...	Holiday	2.33	0.00	35.00	15.00
03/09/2020	Magizoologist-Stud...	Student OT	2.33	0.00	52.50	22.50
03/10/2020	Magizoologist-Stud...	Student Hours	3.67	0.00	55.00	15.00
03/11/2020	Magizoologist-Stud...	Student Hours	1.58	0.00	23.75	15.00
03/13/2020	Magizoologist-Stud...	Student Hours	2.07	0.00	31.00	15.00
03/16/2020	Student-Hogwarts ...	Student Hours	2.03	0.00	20.33	10.00
03/17/2020	Student-Hogwarts ...	Student Hours	2.07	0.00	20.67	10.00
03/18/2020	Student-Hogwarts ...	Student Hours	2.10	0.00	21.00	10.00
Total			18.18	0.00	259.25	

a. Looking at the **Assignment Description** column, notice that hours from both timesheets are included.

b. 3/9 has 2.33 hours of **Holiday** and 2.33 hours of **Student OT** to create double-time and a half pay for the holiday.

8. **Exceptions** tab shows any errors on the timesheet

a. **Red exception** (e.g. missing clock in or out) must be fixed or the affected row will not be paid.

Date	Exception Message	Severity
Wed 03/11	Time Entry: Missing In or Out time.	Error (not paid)

9. **Work Study** tab - If the student has a Work Study **award** and the **Assignment** was also Work Study, the tab shows the student's work study balances and usage for the pay period.

a. In this example, the work study student worked on 3/23 and 3/24 for 1.49 and 2.14 hours respectively.

Date	Credit	Debit	Balance	Action	Source
Sun 03/22			116.7500	Balance Forward	
Mon 03/23		(13.7205)	103.0295	Clear	
Tue 03/24		(19.7330)	83.2965	Clear	
Dollars	0.0000	(33.4536)	83.2965		Hide Details <<

b. The **Results** tab shows the hours and charges split between the Work Study Program and department **Speed Types**.

Work D...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate	Speed Type
03/23/2020	Student Wo...	Work Study	1.19	0.00	10.98	9.25	CWSP222112
03/23/2020	Student Wo...	Work Study	0.30	0.00	2.74	9.25	LIBR112136
03/24/2020	Student Wo...	Work Study	1.71	0.00	15.79	9.25	CWSP222112
03/24/2020	Student Wo...	Work Study	0.43	0.00	3.95	9.25	LIBR112136

3/23 – the student worked 1.49 hours. The two rows show 80% charged to Work Study (CWSP222112) and 20% charged to the department (LIBR112136).

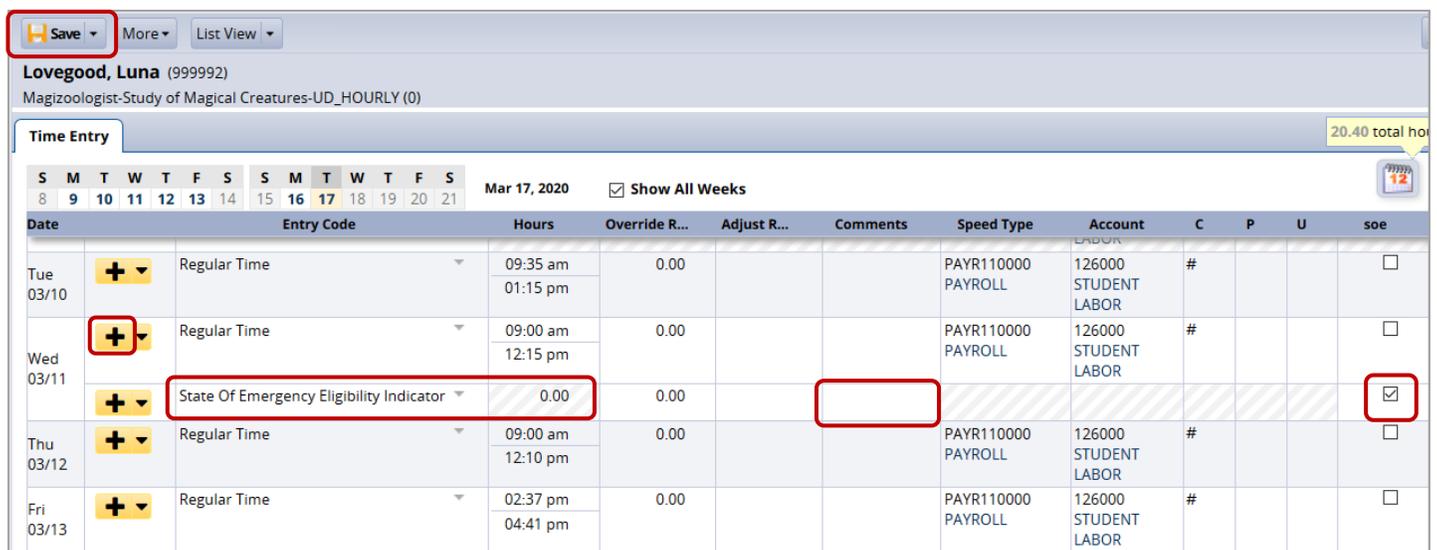
Special Situations – State of Emergency, Shift Differential and Admin. Adjustment Pay

State of Emergency

When UD declares a State of Emergency (SOE), student or misc. wage employees deemed **essential workers** must be paid double-time for hours worked during the SOE.

For this example, an SOE was declared on 3/11 from 7:00am to 5:00pm. The student worker was deemed essential.

1. The employee should clock in and out normally (**Regular Time**)
2. On the 3/16 **Regular Time** row, click the  button to add new row
3. On the new row:
 - a. **Entry Code** - select **State Of Emergency Eligibility Indicator** with the dropdown arrow
 - b. Click the **SOE** checkbox
 - c. Hours will be **0.00**; you cannot update this (the system will adjust the pay automatically)
 - d. **Comments** are optional
4. Click the **Save** button



Date	Entry Code	Hours	Override R...	Adjust R...	Comments	Speed Type	Account	C	P	U	soe
Tue 03/10	Regular Time	09:35 am 01:15 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>
Wed 03/11	Regular Time	09:00 am 12:15 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>
	State Of Emergency Eligibility Indicator	0.00	0.00								<input checked="" type="checkbox"/>
Thu 03/12	Regular Time	09:00 am 12:10 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>
Fri 03/13	Regular Time	02:37 pm 04:41 pm	0.00			PAYR110000 PAYROLL	126000 STUDENT LABOR	#			<input type="checkbox"/>

5. The **Results** tab shows the **Student Hours** and **State of Emergency** pay on 3/11, both with **3.25 hours**. The system added the State of Emergency automatically to give the student double-time pay.

Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/09/2020	Magizoologi...	Holiday	2.33	0.00	35.00	15.00
03/09/2020	Magizoologi...	Student OT	2.33	0.00	52.50	22.50
03/10/2020	Magizoologi...	Student Hours	3.67	0.00	55.00	15.00
03/11/2020	Magizoologi...	State Of Emergency	3.25	0.00	48.75	15.00
03/11/2020	Magizoologi...	Student Hours	3.25	0.00	48.75	15.00
03/12/2020	Magizoologi...	Student Hours	3.17	0.00	47.50	15.00

Shift Differential

This is based on departmental practices. If your department pays employees a premium for working different shifts you can use this Entry Code to do this (2nd shift, 3rd shift, weekend shift, etc). The shift timeframes and pay rates are determined by the department.

For this example, a student employee worked in the evening of 3/17 8:00 to 11:00 pm. The department pays an extra \$1.50 per hour for time worked 6:00 pm to 12:00 am.

1. The employee should clock in and out normally (**Regular Time**)
2. On the 3/17 **Regular Time** row, click the **+** button to add new row
 - a. Add more rows if there are multiple shifts that should be applied
3. On the new row:
 - a. **Entry Code** - select **Shift Diff Hourly In/Out** with the dropdown arrow
 - b. **Hours** – enter the in and out times that are subject to the shift differential pay
 - c. **Override Rate** – enter the hourly rate for the extra pay above the regular rate (in this example: 1.50)
 - d. **Comments** are optional
4. Click the **Save** button

Date	Entry Code	Hours	Override Rate	Adjust R...	Comments	Speed Type
03/15						PAYROLL
Mon 03/16	Regular Time	09:00 am 12:35 pm	0.00			PAYR110000 PAYROLL
Tue 03/17	Regular Time	08:00 pm 11:00 pm				PAYR110000 PAYROLL
	Shift Diff Hourly In/Out	08:00 pm 11:00 pm	1.50			PAYR110000 PAYROLL
Wed 03/18	Regular Time					PAYR110000 PAYROLL

5. The **Results** tab shows 3/17 with **Student Hours** of 3.00 hours paid at the regular **Rate** of 15.00. There is a second row of **Shift Diff Hourly In/Out** with 3.00 hours at the hourly **Rate** of 1.50.

Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/10/2020	Magizoologi...	Student Hours	3.67	0.00	55.00	15.00
03/11/2020	Magizoologi...	State Of Emergency	3.25	0.00	48.75	15.00
03/11/2020	Magizoologi...	Student Hours	3.25	0.00	48.75	15.00
03/12/2020	Magizoologi...	Student Hours	3.17	0.00	47.50	15.00
03/13/2020	Magizoologi...	Student Hours	2.07	0.00	31.00	15.00
03/16/2020	Magizoologi...	Student Hours	3.58	0.00	53.75	15.00
03/17/2020	Magizoologi...	Shift Diff Hourly In/Out	3.00	0.00	4.50	1.50
03/17/2020	Magizoologi...	Student Hours	3.00	0.00	45.00	15.00

Admin. Adjustment

The Entry Code **Admin. Adjustment – Hourly** is only used for special circumstances. Payroll will give instructions when and how it should be used.

Date		Entry Code	Hours	Override...
Sun 03/08	+ ▾	Regular Time		
Mon 03/09	+ ▾	Regular Time		
		Regular Time		
		Admin. Adjustment - Hourly		
Tue	+ ▾			