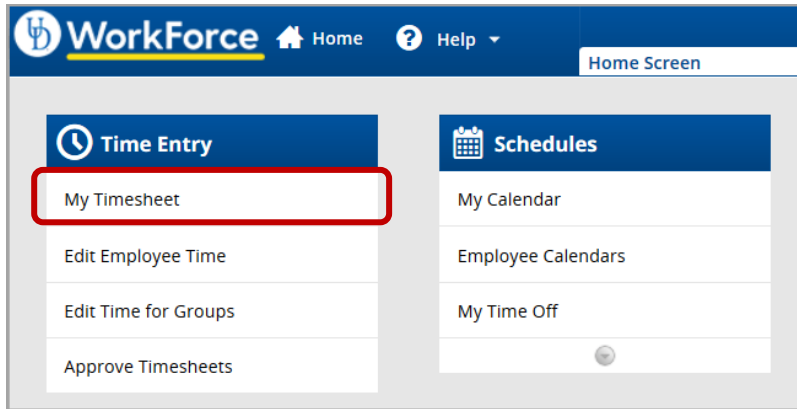
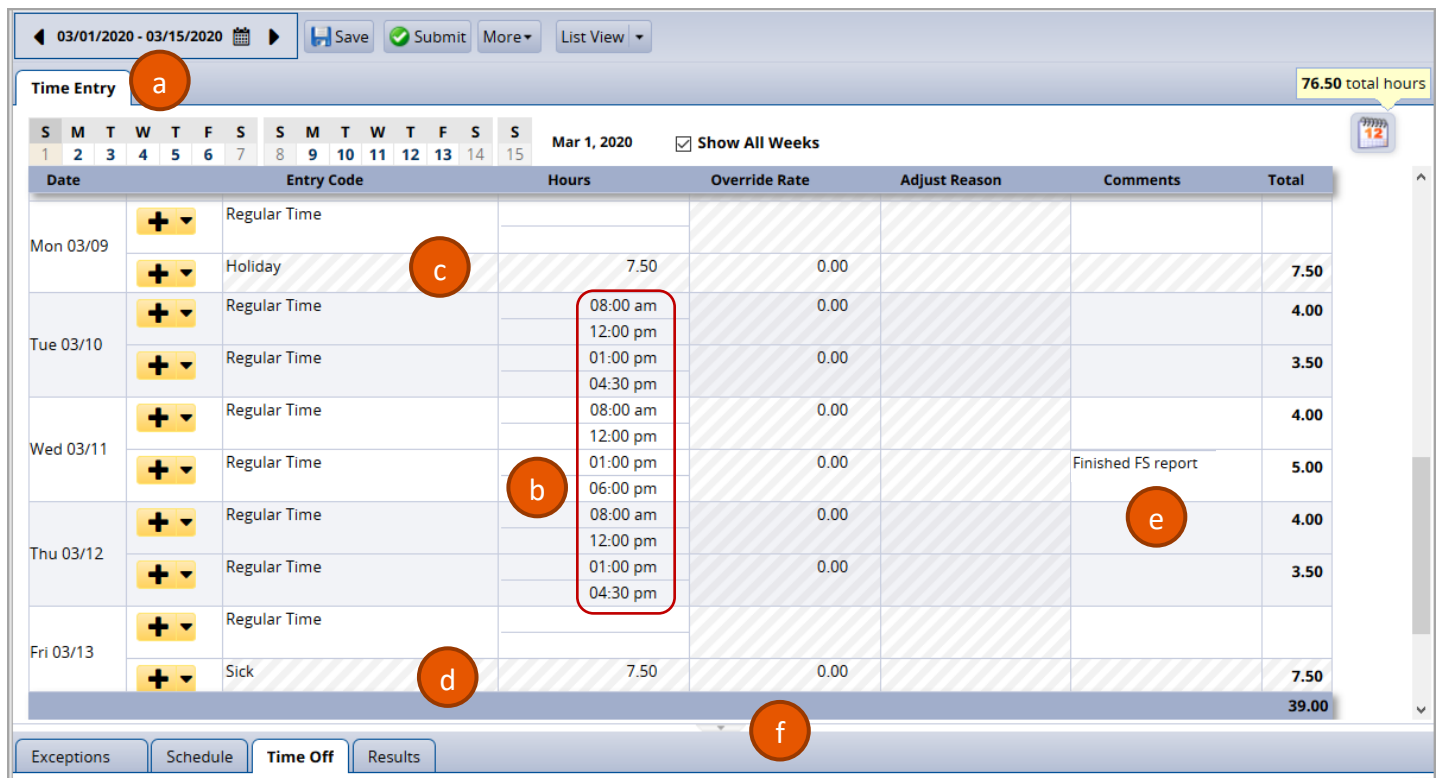


Exempt Staff and Fiscal Faculty timesheets are information and are not required by the Fair Labor Standards Act. The timesheet does not generate pay.

1. Access your timesheet by going to www.udel.edu/udworkforce, click **Login** button and then log in with CAS.
2. On the Home Screen, click **My Timesheet**.

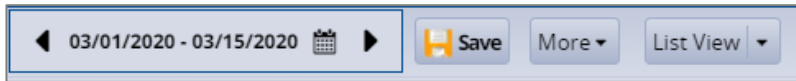


3. This opens your timesheet for the current pay period
 - a. You can also view past or future timesheets (use the calendar icon or left and right arrows)
 - b. **Hours** column - your regular work times are auto-populated based on your schedule in the HR system
 - OPTIONAL - Update the in/out times to reflect actual work time
 - c. Holidays auto-populate on your timesheet
 - d. Time off hours (vacation, sick, etc.) come from approved Time Off Requests
 - e. You can add **Comments** on any **Regular Time** row.
 - f. The small grey arrow hides or reveals the tabs at the bottom



Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Total
Mon 03/09	Regular Time					
	Holiday	7.50	0.00			7.50
Tue 03/10	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 04:30 pm	0.00			3.50
Wed 03/11	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 06:00 pm	0.00		Finished FS report	5.00
Thu 03/12	Regular Time	08:00 am 12:00 pm	0.00			4.00
	Regular Time	01:00 pm 04:30 pm	0.00			3.50
Fri 03/13	Regular Time					
	Sick	7.50	0.00			7.50
						39.00

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



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

5. **Time Off** tab displays the details of all your time off balances.
 - a. **Credits** are the monthly accruals or other adjustments to your time off balances
 - b. **Debits** are the subtractions when you use time off
 - i. Notice the **Sick** box reflects the 7.5 hours of sick time taken on 3/13

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			911.2500	Balance Forward	
Fri 03/13		(7.5000)	903.7500	Usage	Sick
Hours	0.0000	(7.5000)	903.7500		Hide Details <<

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

6. **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	9.00	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

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

7. **Schedule** tab shows your work schedule for each day of the pay period, including the lunch break, based on your HR record.

Exceptions		Schedule	Time Off	Results												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Mar 1, 2020	<input checked="" type="checkbox"/> Show All Weeks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Date	Schedule Code		Hours		Total											
Mon 03/02	+	Scheduled Times	08:00 am	4.00												
			12:00 pm													
	+	Scheduled Lunch In/Out	12:00 pm	3.50												
			01:00 pm													
Tue 03/03	+	Scheduled Times	08:00 am	4.00												
			12:00 pm													
	+	Scheduled Lunch In/Out	12:00 pm													
			01:00 pm													

8. **Exceptions** tab shows timesheet errors (not normally used for exempt staff or faculty)

Exceptions		Schedule	Time Off	Results
Date	Exception Message			