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eUMB Electronic Timesheets

Non-Exempt Employees

Non-Exempt Electronic Timesheet (022311)

This topic covers Electronic Timesheets for Non-Exempt Employees. Starting with the pay period that runs March 27 - April 9, 2011, non-exempt employees will enter their time electronically using the eUMB electronic timesheet.

Non-exempt employees includes all hourly employees. Students are not included at this time.

- eUMB is the name that the University of Maryland, Baltimore, calls PeopleSoft. PeopleSoft is an internet-based application that is used at UMB for Payroll, Human Resources, and Financial System functions.

Procedure

This topic introduces you to eUMB and electronic timesheet's for non-exempt employees. This includes an overview of the process, how to access the timesheet, how to navigate to a page, enter time, submit time for approval, and make corrections. We will walk through a number of scenarios as different employees to learn about the full functionality of the electronic timesheet.

For this topic, we will primarily be working with the pay period that runs January 16 - 29, 2011. For most of the exercises in this topic, it is assumed that we are completing the timesheets during this pay period.

*** IMPORTANT *** In order to access the electronic timesheet, you will have to go through the myUMB Portal. This topic shows you how to access and enter the Portal. However, if you are a new user to the Portal and need more information, the following links may help you:

1 - To set up a new myUMB ID, please view the Creating a myUMB ID and Password (http://www.umaryland.edu/helpdesk/products/myumblogin/doc/setupmyumbpassword.pdf) instructions.

2 - For more details on the Campus Portal in general, there are myUMB Campus Portal UPKs (https://devfinweb.umaryland.edu/upk/player/toc.html) available.
## Step 1: Timesheets for Non-Exempt Employees: What does this mean?

- Entered on-line and automatically routed to your supervisor.
- Can be done from any computer with an internet connection. eUMB is available from 6 am to 8 pm daily.
- Can be done ahead of time if necessary.
- You can enter your time on a daily basis or at the end of the pay period.

**Time Parameters for Timesheets in eUMB**

- **Past Pay Periods** – Timesheets will be accessible to you up to 60 days (approximately 4 pay periods) to either enter or correct. For timesheets older than 60 days, you will need to contact your payroll rep. Timesheets will be available indefinitely to view.

- **Future Pay Periods** – You can enter and submit time for up to 6 pay periods into the future.
### Timesheet Process

<table>
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<tbody>
<tr>
<td>2.</td>
<td><strong>Timesheet Process</strong>&lt;br&gt;This diagram depicts the process that a timesheet goes through electronically. To start, the employee is responsible for entering his or her time and submitting it for approval.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Timesheet Process</strong>&lt;br&gt;Then, the supervisor is responsible for reviewing the timesheet and either approving it or returning it to the employee for any necessary corrections.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Timesheet Process</strong>&lt;br&gt;Once the supervisor approves, it is then the department's Payroll Representative's (in eUMB, they are called &quot;T&amp;L Initiators&quot;) role to give 2nd level approval or recycle it back to the employee and supervisor.</td>
</tr>
</tbody>
</table>
### Step 5

You can access eUMB through the myUMB Campus Portal. We are going to access the Portal through the UMB home page (www.umaryland.edu).

Click the **myUMB** link in the upper right-hand corner.

**Note:** The Portal instructions in this topic are only to review how to access your timesheet in eUMB.

If you are a new user of the Portal, please view the Creating a myUMB ID and Password ([http://www.umaryland.edu/helpdesk/products/myumbllogin/doc/setupmyumbpassword.pdf](http://www.umaryland.edu/helpdesk/products/myumbllogin/doc/setupmyumbpassword.pdf)) instructions for details on setting up a new ID.

For more details on the Campus Portal in general, there are myUMB Campus Portal UPKs ([https://devfinweb.umaryland.edu/upk/player/toc.html](https://devfinweb.umaryland.edu/upk/player/toc.html)) available.
6. In this exercise, you are Joshua Myers and your myUMBID is JMyers.

Enter "JMyers" into the myUMBID field.

7. Enter "Test123!" into the Password field.

8. Click the Sign In button.
<table>
<thead>
<tr>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>9.</td>
<td>In the upper left-hand corner, click the <strong>My UMB Employee Info and Tasks</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>10.</td>
<td>This page allows you to access many features, including Campus Contact information, Leave Balances, and Paycheck information. The two features we are going to look at in this topic are <strong>Enter Timesheet Data</strong> and <strong>My Timesheet Profile</strong>. Before accessing your timesheet for the first time, it is recommended that you review <strong>My Timesheet Profile</strong>. Click the <strong>My Timesheet Profile</strong> link. <strong>Note</strong>: If either of these icons don't appear, contact your payroll rep.</td>
</tr>
</tbody>
</table>

**My Timesheet Profile**
### Step 11. My Timesheet Profile

It is recommended that you review the following information to make sure it is accurate. If you see anything that you feel is wrong, contact your department payroll representative.

1 - **Your Supervisors List** - You will have a **Primary Supervisor** and an **Alternate Supervisor 1**. You may also have a second Alternate Supervisor depending on the needs of the department.

2 - **You are Primary/Alternate Supervisor for the Following Employees** - If you are recorded as a Primary or Alternate supervisor for any employees, those employees will be listed on the right side of the page.

3 - **Bi-Weekly In/Out Profile Setup** - This section allows you, your supervisor or your payroll rep the ability to create a bi-weekly in/out profile to assist with data entry on your timesheet.

Let's look at the Profile Setup in more detail.

### Step 12. Scroll to the bottom of the page.
<table>
<thead>
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</tr>
</thead>
</table>
| 13.  | **Exercise 1 - Bi-Weekly In/Out Profile Setup**  
This is a tool to facilitate time entry. It allows you to enter the common hours/shifts that you work to make data entry on the actual timesheet easier.  
This is an optional feature. You can create as many profiles as you want, or you don't have to use it at all. |
| 14.  | If you scroll to the far right, the remainder of the 2nd week is in view along with the buttons needed to add more Profiles.  
The "First" and "Last" arrows allow you to scroll through any additional profiles you have. By clicking on the yellow "+", you can add additional profiles.  
Let's look at how to create a new profile. |
<p>| 15.  | Click in the <strong>In/Out Profile ID</strong> field. |</p>
<table>
<thead>
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</tr>
</thead>
</table>
| 16.  | Enter a name for the profile. We recommend that you make it descriptive of the hours you are entering.  
For example:  
**Regular** - your regular hours that you work the most often  
**Shift** - if you are working shift  
**Weekend** - the hours include a weekend  
Enter **"Regular"** into the **In/Out Profile ID** field. |
| 17.  | Whichever profile you expect you'll use the most often, you can choose to have the name automatically populate on the electronic timesheet. This is optional.  
To make a profile the default, click the **Default Profile?** option. |
| 18.  | **Formatting for In/Out Time**  
* The system will accept many variations of hours and minutes, but if both are entered, a colon (:) must be used (i.e. 8:30).  
* Enter at least an "a" for A.M. or a "p" for P.M. The system will automatically assume the time as A.M. If you work 8 - 5 and only enter a 5 or 5:00 for your Out time, it will be recorded as 5:00 A.M.  
* "In/Out" times must be in 15 minute increments.  
Click in the **In** field for **Monday**. |
| 19.  | For this example, we are entering a very basic 40 hour work week schedule where the employee's day starts at 9:00AM and ends at either 5:30PM or 6:00PM.  
We will see a few variations of how the time can be entered.  
Enter **"9:00am"** into the **In** field. |
| 20.  | Press [Tab]. |
| 21.  | Enter **"9am"** into the **In** field. |
| 22.  | Press [Tab]. |
| 23.  | Enter **"9 am"** into the **In** field. |
| 24.  | Press [Tab]. |
| 25.  | This is the simplest and quickest format.  
Enter **"9a"** into the **In** field. |
<p>| 26.  | Press [Tab]. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Enter &quot;9a&quot; into the <strong>In</strong> field.</td>
</tr>
<tr>
<td>28.</td>
<td>Click in the <strong>Out</strong> field for <strong>Monday</strong>.</td>
</tr>
<tr>
<td>29.</td>
<td>Enter &quot;6p&quot; into the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>30.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>31.</td>
<td>Enter &quot;6:00p&quot; into the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>32.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>33.</td>
<td>Enter &quot;6 pm&quot; into the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>34.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>35.</td>
<td>If minutes (15, 30, 45) are entered, a colon (:) must be used. For this example, we are purposely forgetting to enter an &quot;a&quot; or a &quot;p&quot;. Enter &quot;5:30&quot; into the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>36.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>37.</td>
<td>Enter &quot;5:3 p&quot; into the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>38.</td>
<td>The formatting for the Lunch/Break fields is more specific. The break time must be entered as H:MM. For example - 0:30 for 30 minutes 1:00 for 1 hour Entering just a 1 or :30 will not be accepted. You can manually type in the break time or you can click on the eyeglass &quot;Search&quot; icon to the right of the field to see a full list. Click the <strong>Lookup</strong> button.</td>
</tr>
<tr>
<td>39.</td>
<td>A list of acceptable entries will appear. Click the <strong>1:00</strong> link.</td>
</tr>
<tr>
<td>40.</td>
<td><strong>1:00</strong> now appears in the field. Press [Tab].</td>
</tr>
<tr>
<td>41.</td>
<td>Enter &quot;1:00&quot; into the <strong>Lunch/Break</strong> field.</td>
</tr>
<tr>
<td>42.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>43.</td>
<td>To see what will happen if the wrong format is used, enter &quot;1&quot; into the <strong>Lunch/Break</strong> field.</td>
</tr>
</tbody>
</table>
### Step 44.
Press [Tab].

### Step 45.
Enter "0:30" into the **Lunch/Break** field.

### Step 46.
Press [Tab].

### Step 47.
Enter "0:30" into the **Lunch/Break** field.

### Step 48.
Click the **Save** button.

![Image of a software interface with highlighted field and error message]

### Step 49.
You are now receiving an error message that the format was incorrect. The field in question will be highlighted in red.

Click the **OK** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>Click in the <strong>Lunch/Break</strong> field.</td>
</tr>
<tr>
<td>51.</td>
<td>Enter the data in the correct format. Enter &quot;1:00&quot; into the <strong>Lunch/Break</strong> field.</td>
</tr>
<tr>
<td>52.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>53.</td>
<td>The In/Out time for Week 1 has been entered and successfully saved. After &quot;Save&quot; is selected, the total number of work hours will be calculated so you can easily determine if you entered the correct times. <strong>Work Hours</strong> are a daily total and <strong>Total Regular Hours</strong> is a total of all days entered. You will notice that the hours for Thursday appear as 20 instead of 8, along with the Total Regular Hours appears as 52 instead of 40. This are both indications that something wasn't entered correctly. When we originally entered the time, we did not enter the &quot;P&quot; for P.M. This doesn't create an error message but if you know it is incorrect, it needs to be fixed.</td>
</tr>
<tr>
<td>54.</td>
<td>Click in the <strong>Out</strong> field for <strong>Thursday</strong>.</td>
</tr>
<tr>
<td>55.</td>
<td>Enter &quot;5:30p&quot; in the <strong>Out</strong> field in place of the AM.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>56.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>
| 57.  | The Out hours for Thursday have been corrected and the **Work Hours** now reflect an 8 and **Total Regular Hours** reflect 40.  
Let's take a brief look at what a completed Profile looks like when both weeks are populated. |
| 58.  | This is how the profile will look once both weeks are complete.  
This example used a standard Monday - Friday work week. However, any combination of days and hours can be set-up.  
The "Shift Hours" line is available for you to complete. If the work hours you are entering fall under the time frame in which shift pay is applicable, you can enter the code and the total number or hours each day that should be paid as shift.  
At this point, we are now going to turn our attention to the actual electronic timesheet and how to complete and submit it. |
<table>
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<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>59.</td>
<td>From the myUMB page, click the <strong>My UMB Non-Exempt Timesheet</strong> link.</td>
</tr>
<tr>
<td>60.</td>
<td>This is the <strong>UMB Non Exempt Timesheet Add a New Value</strong> page. The End Date field will pre-fill with the last day of the present pay period. Let's take a moment to review pay periods.</td>
</tr>
</tbody>
</table>
## Step 61

### Pay Periods

Pay Periods are 2 weeks and run Sunday to Saturday. Timesheets are due the following Monday.

The pay period in this example runs from **Sunday, January 16th** to **Saturday, January 29th**. The end date is 1/29/11. If you enter your time up to and including the day it is due (Monday the 31st), the correct end date will pre-fill for you. However, if you enter your time after the timesheet is due (i.e. you wait until Tuesday, Feb 1st), you will need to enter the correct end date.

For more information about Pay Periods and Pay Period ID's, click on the light bulb icon below.

---

### Pay Period ID's

All pay periods have **Pay Period ID's**. These ID numbers are 4 digits (10-11, for example) and denote the fiscal year (10) and pay period (the 11th two-week pay period of the fiscal year). You may notice this ID on the electronic timesheets.

A fiscal year is a 12-month period over which a company or institution budgets its spending. A fiscal year does not always begin in January and end in December. The State of Maryland and the University System of Maryland report fiscal activity from July 1 through June 30 of the following year.

The fiscal year is known by the calendar year in which it ends. Thus, fiscal year 2010 begins July 1, 2009 and ends June 30, 2010. Everything between...
July 1, 2009 and June 30, 2010 would be referred to as FY 2010.

In turn, the pay period ID's are based on the fiscal year. Starting with the first pay period that falls in July, the ID would be 10-01—the first pay period in FY 2010. Using November 8 - 21, 2009 as another example, November 2009 is in FY 2010, or "10." Then the two-week time frame of the 8th through the 21st is the 11th pay period. The pay period ID is therefore 10-11.

For a list of all pay periods and dates:

[http://www.fincsvc.umd.edu/payroll/images/Pay-Date-Schedule.xls](http://www.fincsvc.umd.edu/payroll/images/Pay-Date-Schedule.xls)

<table>
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</thead>
</table>
| 62.  | For this topic, it is assumed that we are entering our time *during* the pay period. We do not need to change the End Date.  

**Note:** The *End Date* field will accept the date in a number of different formats, such as 12911 1/29/2011 or 01-29-11. The system will only accept the end date of a pay period. If you enter any other date, the system will not accept it. You can click on the Search (magnifying glass) icon to look for the end date of a specific pay period based on the pay date parameters.  

Click the **Add** button. |
Step | Action
--- | ---
63. | This is the UMB Non-Exempt/ Hourly Timesheet. There are three tabs available at the top of the page. Let's take a moment to look at how the Non-Exempt Timesheet tab is set-up:

**Header** – This section displays the employee’s name, schedule and pay period information as of the last day of the reporting pay period.

**Mark for Deletion?** – Available to the employee and supervisor. Deletes a timesheet that was entered in error. Should only be used by the employee under the direction of the supervisor.

**Corrected** – If checked, a timesheet for the same pay period had previously been processed and this timesheet will override the old one when approved.

**Status** – The stage of processing the timesheet is presently in.

- Not Submitted
- Submitted
- Submitted w/ Warnings
- Supervisor Approved
- TL Initiator Approved
- Time Recycled
- Time Loaded

The different Status categories on an Electronic Timesheet are as follows:

- *Not Submitted* – the initial status, no time has been entered or time has been entered and saved but not submitted
- **Submitted** – the timesheet has been submitted to the supervisor
- **Submitted w/ Warnings** – the timesheet has been submitted with warnings
- **Supervisor Approved** – the supervisor has approved
- **TL Initiator Approved** – the department payroll rep has approved
- **Time Recycled** – the timesheet has been returned by the supervisor or the T&L Initiator (payroll rep) to the employee for correction
- **Time Loaded** – approved time has been loaded for payroll processing

---

**Step 64.**

**UMB Message** - Will display messages important to all employees. For example, a reminder that there is a holiday this pay period.

**In/Out Fields** – Where you will enter the time of day you started and ended work and the duration of your break. This section must be completed in order to calculate your total hours worked. This is also where you can utilize the Profile that we reviewed.

**Report/View Additional In/Out Time** - This section allows you to enter the in and out time if you worked an additional shift in a given day. I.e. Police officers sometimes have to report to court in the morning and then work their regular shift in the afternoon.
Step 65. **Leave & Other fields** – Where you will enter your leave taken. Under *Paid Leave*, the 4 most common types of leave (vacation, holiday, personal, and sick) are always in view and available if you accrue leave. Other types of both paid and unpaid leave are available, and we’ll see an example of how to add another type of leave.

**Note:** The Leave fields will not be available for Hourly employees as they do not accrue leave.

The "Shift/Overtime" line is available for you to complete, but we recommend talking to your payroll rep. They are familiar with entering this data and may wish to continue doing so. If shift hours are set-up on your profile, it will automatically default in.
<table>
<thead>
<tr>
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</tr>
</thead>
</table>
| 66.  | **Comments** – Free form, optional field intended for employee comments in reference to hours entered on the timesheet.  

**Processing Buttons** – Once data has been entered, you can save it, review any applicable edits, or submit the timesheet.  

**Employee E-mail Address** – This is the e-mail address that is in eUMB and where any timesheet related emails will be sent. If it is not correct, you will need to change it on the *My UMB Personal Info* page under "Campus Information." You can do this via the portal or you can access the link that is provided under the "Comments" box on this page. If you do not have an e-mail address, you will not receive timesheet related e-mails.  

**Primary Supervisor** – This is the supervisor that is assigned to review your timesheets and to whom the timesheets will be routed. If you think this is not correct, contact your department’s payroll rep. **Note:** Your timesheet will also be routed to alternate supervisors who also have the authority to approve your timesheet. |
| 67.  | Now we're going to briefly view the other two tabs at the top of the screen.  

Click the **Leave Balance** tab. |
### Step 68

These are your Leave Balances associated with the time period on the timesheet you retrieved. It includes leave earned and any leave taken as of the respective **As of Dates**.

Click the **Workflow Inquiry** tab.
Step | Action
--- | ---
69. | The **Workflow Inquiry** page will display where your timesheet is in the submission/approval process. Once submitted, “Submitted By” and the Date and Time will be filled in. Then, as the timesheet moves through the process, the other columns will fill in with appropriate information and new lines of data will appear.

This can be helpful if you need to determine where your timesheet is in the process.

Also found on this page is a list of those people who are assigned as your supervisors. Your Primary, Alternate 1 and Alternate 2 (if applicable) will be in view. If you think any of these are incorrect, contact your payroll rep.

Let's return to the timesheet and walk through a few examples of how to enter your time and leave.

Click the **Non-Exempt TimeSheet** tab.

![Non-Exempt TimeSheet](image)
<table>
<thead>
<tr>
<th></th>
<th><strong>Exercise 2 - Entering Time Worked via &quot;Profile&quot;</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>70.</td>
<td>For this exercise, you are Joshua Myers. Joshua works a Mon - Fri, 8 hours a day, schedule. You worked the entire 2 weeks of the pay period and have no additional time or leave to record.</td>
</tr>
<tr>
<td>71.</td>
<td>If you filled out a Profile of In/Out hours on the My Timesheet Profile page, you can select it here. &quot;Full Profile&quot; will populate the entire profile for both weeks. &quot;Week1/ Week2&quot; allows you to choose to populate only one of the two weeks from your profile. For example, if you were on vacation and don't need to record In/Out hours for the entire pay period. <strong>Note:</strong> If a profile was selected as the &quot;Default&quot;, the name will automatically pre-fill (i.e. REGULAR). If there isn't a default, or if you wish to select another profile, you can click on the Search icon to the right of the field to select a profile. Click the <strong>Full Profile</strong> button.</td>
</tr>
</tbody>
</table>
### Step 72. Your in/out hours will automatically fill in. You selected "Full Profile" so both weeks were populated.

If you need to make adjustments to any of the hours or breaks, you are able to do so in the "In/Out" section. The formatting rules we reviewed when filling out the profile apply here too.

**Note:** If there is an observed holiday in the pay period (as there is in this example on 01/17), these hours will automatically fill in on the Holiday (HLS) line based on your schedule. However, they can be changed if necessary (i.e. you actually worked that day).

Scroll to the bottom of the page.

### Step 73. Again, as a Holiday occurred during this pay period (Monday, 01/17), the Holiday Paid Leave field automatically populated with 8 hours. If you actually worked that day, you can clear this field and enter your In/Out time in the In/Out section.

Click the **Submit** button to route your timesheet to your supervisor for approval.
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</thead>
<tbody>
<tr>
<td>74.</td>
<td>The timesheet will run through the edit cycle. For this exercise, there are no problems with the timesheet. The Status has changed to <strong>Submitted</strong>. This is all you have to do! If you didn’t take any leave and only want to submit your regular hours, it’s just a few clicks with your mouse!</td>
</tr>
</tbody>
</table>
| 75.  | **Exercise 3 - Entering Leave and Applying Edits**  
For this exercise, you are Richard Mason. Richard works a Mon - Fri, 8 hours a day, schedule.  
You took 2 days of Vacation leave and 1 day of Holiday leave. You want to review any edits that may apply to your timesheet before you Submit it. |
| 76.  | Click the **Add** button. |
| 77.  | Before proceeding, let's review the **Full Profile** and **Week1/Week2** buttons in more detail.  
As we saw in the last example, it will fill in your profile hours. If you are primarily entering your normal work hours, “Full Profile” is the quickest way to do so. However, you do not have to click this button.  
If you took vacation time, or if you want to record that you worked 10 hour days instead of 8 hours for part of or the entire pay period, it may not save you time. It may be quicker to simply enter your time daily or to fill in only one of the two weeks.  
For this example, we are only going to fill in the 2nd week of our profile.  
**Note:** Once you manually enter time or make changes, if you select any of the profile buttons, it will overwrite what you entered. |
| 78.  | Click the **Week2** button. |
Step | Action
--- | ---
79. | Only the 2nd week populated. The first week is empty and can be populated manually. **Scroll down.**
80. | You are using 1 day of Holiday leave, which pre-filled on the Holiday (HLH) line. You are also taking 2 days of vacation on Tuesday, 1/18 and Wednesday, 1/19. On the Vacation (VCH) line, enter an "8" into the **Tue 01/18** field.
81. | Press [Tab].
82. | Enter an "8" into the VCH field for **Wed 01/19**.
83. | You worked Thursday, 01/20, and Friday, 01/21 as usual and needs to enter those hours. Click in the In field for **Thu 01/20**.
84. | Enter "2:15p" for **Thu 01/20**.
85. | Press [Tab].
86. | Enter "2:15pm" for **Fri 01/21**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>87.</td>
<td>Click in the <strong>Out</strong> field.</td>
</tr>
<tr>
<td>88.</td>
<td>Enter &quot;<strong>10:45pm</strong>&quot; for Thu 01/20.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>89.</td>
<td>Enter &quot;10:40p&quot; for Fri 01/21.</td>
</tr>
<tr>
<td>90.</td>
<td>Let’s take a moment to talk about the edits. At certain points during the timesheet process, the system does an edit check which will result in a warning or error.</td>
</tr>
</tbody>
</table>

**Edit Cycle- Warnings and Errors**

There are two types of edits:

- **Warning** - Changes do not have to necessarily be made to issues that are Warnings.

  An example of a warning is “Total Hours entered is less than Scheduled hours”. For example, if an employee is scheduled to work 80 hours but enters only 70 hours. This may be a valid entry (i.e. the employee is switching from a full-time to part-time schedule) and does not have to be corrected. However, a Warning may bring to attention to the fact that an entry was mis-typed. For example, for a day where the employee meant to enter "10" hours, he/she actually entered "1." This is something that he/she would want to correct before proceeding.

- **ERROR** – An Error **must be corrected** before the timesheet can be Submitted.

  An example of an Error is “Total Hours for Day X is > 24.” As there are only 24 hours in a day, the system will not let you enter more than 24 hours. The system will not let you submit the timesheet until the error is corrected. However, you can "Save As Draft" with an error.
Step | Action
--- | ---
91. | An **Error** message appears notifying you that you entered your Out time incorrectly. All In and Out times must be in 15 minute increments.

This must be fixed before you will be able to proceed. Regardless if there are other warnings or errors, you will have to fix this error before proceeding.

Click the **OK** button.
Step | Action
--- | ---
92. | For this particular error, the field in question will be highlighted in **RED**.

Click in the **Out** field that contains the error.

10:40p

93. | Replace the **10:40** with **"10:45p"**.

94. | Click in the **Lunch/Break** field for Thu 01/19.

95. | Enter "**0:30**" into the **Lunch/Break** field.

96. | Press **[Tab]**.

97. | Enter "**0:30**" into the **Lunch/Break** field.

98. | **Scroll** to the bottom of the page.
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</table>
| 99.  | You feel you have successfully completed your timesheet and are ready to Submit it. At this point, you can do one of two things:  
  **Apply Edits** – Will run the timesheet through the edit cycle without submitting it.  
  **Submit** – Runs through the edit cycle and if there are no errors, submits the timesheet to your supervisor for review and approval.  
  For this example, we want to review any edits before submitting. Click the **Apply Edits** button. |

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
</table>
| 100. | A **Warning** message appears notifying you that you have reported VCH (Vacation) leave that is in excess of your available balance (12 hours) by 4 hours.  
  As this is a Warning instead of an Error, is it your choice (within department guidelines) as whether to fix this or not. For this example, we are going to leave it as is.  
  Click the **OK** button. |
101. Before we move forward, note that another feature of the timesheet is that the system automatically totals up the number of hours entered.

* Total Hours Worked - will appear below each day.
* Total of each code (regular pay and leave) will appear to the far right, which is slightly off the screen.
* A total representing both of the above will appear in the lower right-hand corner of the data entry fields (80.00).

This information may help you determine if there are any problems with your time entry before applying edits or submitting your timesheet.

102. Click the Submit button.
103. Even though you ran through the edit cycle when you selected "Apply Edits", the system will run through the cycle again once you select "Submit".

Since there are no errors that have to be fixed, we now see only the warning along with the new page behind it.

Click the **OK** button.
Step | Action
--- | ---
104. | Once you've clicked on OK for all warning pop-up boxes, you will come to this page where you have a choice:

**OK** - this means you feel your timesheet is accurate and that you do NOT want to fix the warnings. Your timesheet will be **submitted** once you click on OK.

**Cancel** - you are "canceling" the submission. You want to return to your timesheet and make changes based on the warnings you received.

For this example, we are satisfied with our timesheet and want to Submit it.

Click the **Ok** button.

105. | The timesheet has been submitted. Since there was at least one warning that you chose to not correct, the status appears as **Submitted with Warnings**.

This completes Exercise 3.
<table>
<thead>
<tr>
<th>106.</th>
<th>Exercise 4 - Entering Overtime and Leave and a Comment, Saving as a Draft</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For this exercise, you are Daniel Wiggins. You worked 4 hours of overtime and you took 2 hours of leave due to the University opening late due to snow.</td>
</tr>
<tr>
<td></td>
<td>You are entering your time a day before it is due (Thursday, 01/27) and will need to save the timesheet and then access it at a later time to submit it.</td>
</tr>
</tbody>
</table>

| 107. | Click the **Add** button. |

| 108. | As you expect most of the timesheet to be primarily your hours worked, you decide to use the **Full Profile** feature. |
|      | Click the **Full Profile** button. |

| 109. | You worked 2 additional hours on **Thu 01/20** and **Fri 01/21**. You need to adjust the Out time to reflect this. |
|      | Click in the **Out** field for **Thu 01/20**. |

| 110. | Change the time from 5:00PM to 7:00PM by entering "7p". |

| 111. | Press **[Tab]**. |

| 112. | Change the time from 5:00PM to 7:00PM by entering "7p". |
Step | Action
--- | ---
113. Press [Tab].
114. You now need to change your In time on Thu 01/27 to 10:00AM because the campus opened late due to snow.
   
   **Note:** If you take leave (as we are doing in this example), you *must* adjust your in/out time accordingly. If you don't, your hours will be inaccurate and your timesheet will be returned to you by your supervisor or payroll rep.
   
   Click in the **In** field for **Thu 01/27**.
   
   ![8:00AM]
   
115. Enter "10am".
116. Press [Tab].
117. Scroll down.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 118. | To account for the two hours you weren't at work, you decide to record the time as Vacation (VCH).  
   **Note:** This is for the purposes of this example only. Time off due to snow is applied to Administrative Leave, which we will see later in the example.  
   Click in the VCH field. |
| 119. | Enter "2" into the VCH field. |
| 120. | Next, you want to enter a comment in the Comment Text section to remind your supervisor why you took leave (this is optional).  
   Click in the Comment Text field. |
| 121. | Enter "UofM opened late due to snow" into the Comment Text field. |
| 122. | Click the Save As Draft button. |
Step | Action
---|---
123. | The draft has been saved. The Status will remain **Not Submitted**.

The total hours appears as "84". The system will automatically calculate the 4 hours as overtime. You don't have to do anything to force this.

124. | It is now January 27th and your timesheet is due and needs to be submitted.

Click the **Add** button.

125. | Even though you are on the **Add a New Value** page, as you already created the timesheet, a search was conducted and the timesheet has been returned as a Search Result.

Click the **01/29/2011** link.

126. | The timesheet will appear. You don't need to make any updates or changes. You only want to Submit it.

Scroll to the bottom of the page.

127. | Click the **Submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>128.</td>
<td>The timesheet has been submitted and routed to your supervisor.</td>
</tr>
<tr>
<td></td>
<td>This completes Exercise 4.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
129. | **Exercise 5 - Recycled Timesheet & Other Paid Leave**

For this exercise, you are Daniel Wiggins. In Exercise 4, you submitted a timesheet including 2 hours of Vacation leave. Your supervisor has recycled the timesheet to you with a comment that since UMB opened late, you can take administrative leave instead of vacation leave.

If you have an e-mail account in the system, you will receive an automated e-mail informing you that the timesheet has been recycled. The e-mail will include comments from your supervisor as to why it is being returned to you. If the timesheet was recycled by the payroll rep instead, your supervisor would also receive an e-mail.

Additionally, a link is provided in the e-mail that will take you directly to the timesheet or the sign-in page.

130. | Click the **Add** button.

131. | As the timesheet has already been created, the system won't let you "add" it again. However, as can be seen, the system will pull the timesheet for you and you can still access it from this page.

In the **Search Results**, click the **01/29/2011** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>132.</td>
<td>Scroll down the page.</td>
</tr>
<tr>
<td>133.</td>
<td>Scroll to the right of the page.</td>
</tr>
<tr>
<td>134.</td>
<td>To enter time taken due to the University opening late, you are going to use the <strong>Other Paid Leave</strong> code for Administrative Leave. Click the <strong>Add a new row</strong> button.</td>
</tr>
</tbody>
</table>
### Step 135
On the **Other Paid Leave** line, click the **Search** button.

**Note:** If you know the code, you can type it into the field instead of clicking on the Search button.

### Step 136
In the **Search Results**, click the **Administrative Leave Hourly** link.

### Step 137
Click in the **Other paid Leave** field under **Thu 01/27**.

### Step 138
Enter "2" into the **Thu 01/27** field.

### Step 139
You now need to clear out the Vacation (VCH) field.
Click in the **VCH** field.

### Step 140
Press **[Delete]**.

### Step 141
Click the **Submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 142. | The timesheet has been submitted to your supervisor. Even if your payroll rep recycled the timesheet to you, it will go through the normal process again and will go to your supervisor first.  
This completes Exercise 5. |
| 143. | This concludes the topic **NEX Electronic Timesheets**. If you have questions as you begin using the electronic timesheet, we recommend that you contact your department's Payroll Representative first as they are familiar with both timesheets and departmental policies.  
For technical difficulties call the ASC Help Desk at 6-HELP (6-4357).  
**End of Procedure.** |