eUMB Electronic Timesheets

Non-Exempt Timesheet Processing

Created on 3/4/2011 8:40:00 AMMarch 2, 2011

COPYRIGHT & TRADEMARKS

Table of Contents

eUMB Electronic Timesheets

Supervisors

Non-Exempt Processing (022211)

This topic covers **Non-Exempt Timesheet Processing** and introduces you to processing topics that are specific to non-exempt employee timesheets. While similar to exempt timesheets, there are also some differences that are important for supervisors and payroll reps to be familiar with. This topic focuses on the differences of the non-exempt timesheet. This includes the employee profile, the non-exempt timesheet, and how to review/change/add data such as shift pay, overtime, account codes on the timesheet.

Procedure

This topic is for supervisors and payroll reps (T&L Initiators).

This topic introduces you to processing non-exempt employee timesheets. While similar to exempt timesheets, there are also some differences that are important for supervisors and payroll reps to be familiar with. This topic focuses on the differences of the non-exempt timesheet. This includes the employee profile, the non-exempt timesheet, and how to review/change/add data such as shift pay, overtime, account codes on the timesheet.

***** IMPORTANT *****

Please review the **Non-Exempt Electronic Timesheet** topic first (found under the Non-Exempt Employee folder). There are certain steps/details that are reviewed in that topic which will assist you in fully understanding the steps/details covered in this topic.

In total, there are **four** topics that supervisors and payroll reps should take in order to understand all aspects of the Electronic Timesheet process.

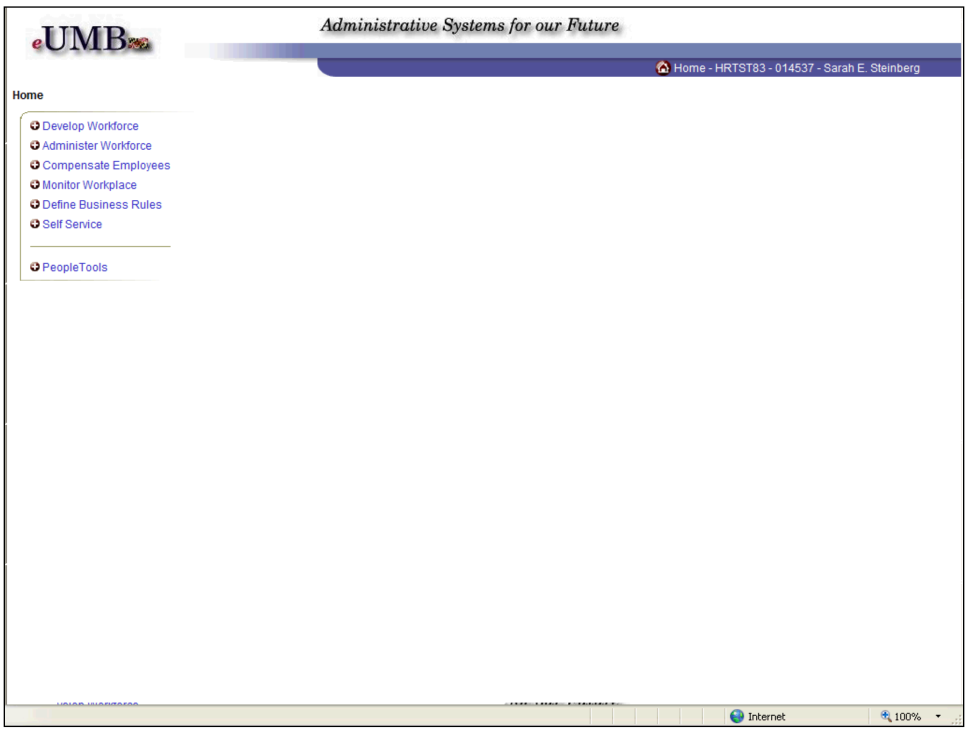
For supervisors, the topics are:

1 - Electronic Timesheets (under the Exempt Employees folder)
2 - Non-exempt Electronic Timesheets (under the Non-Exempt Employees folder)
3 - Non-exempt Processing (this topic)
4 - Timesheet Processing (under Supervisors folder)

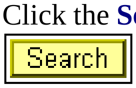
For payroll reps (T&L Initiators), the topics are:

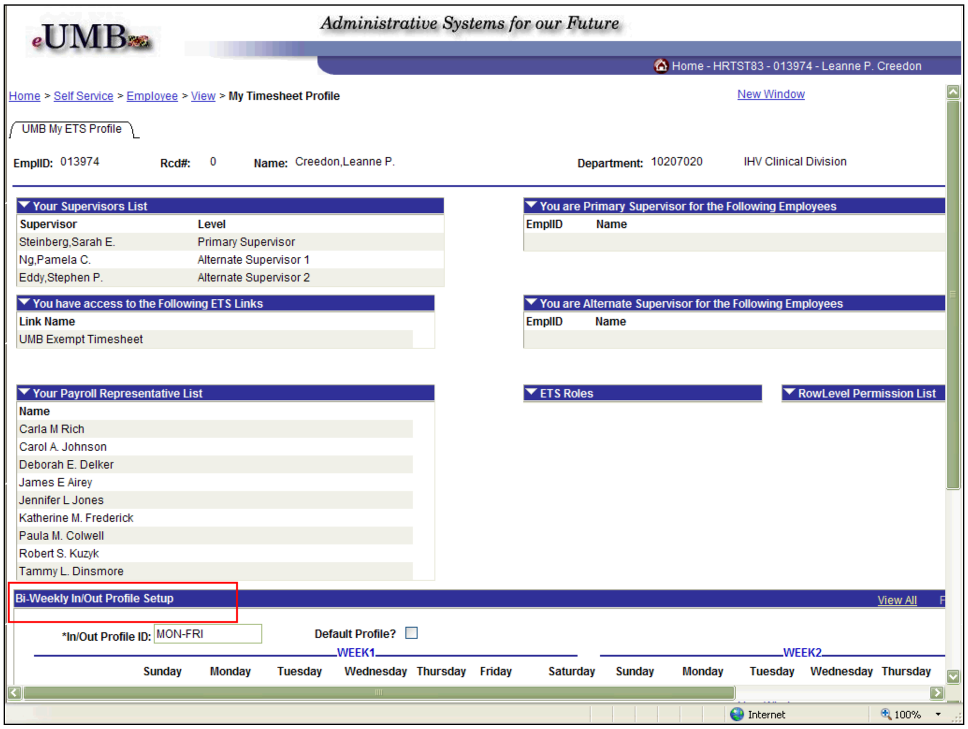
1 - Electronic Timesheets (under the Exempt Employees folder)
2 - Non-exempt Electronic Timesheets (under the Non-Exempt Employees folder)
3 - Non-exempt Processing (this topic)
4 - Approval Process (under T&L Initiators folder)

Step	Action
1.	**Bi-weekly In/Out Profile Setup** The first feature we are going to review is the **In/Out Profile Setup**, which is available to all non-exempt employees. It is located on the **UMB Employee Timesheet Profile** page. As most non-exempt employees must record the specific time of day that they started and ended work, the profile is a tool to facilitate time entry. It allows employees and/or their supervisors and payroll reps to record the common times and days that they work which can then be easily populated on the timesheet itself.

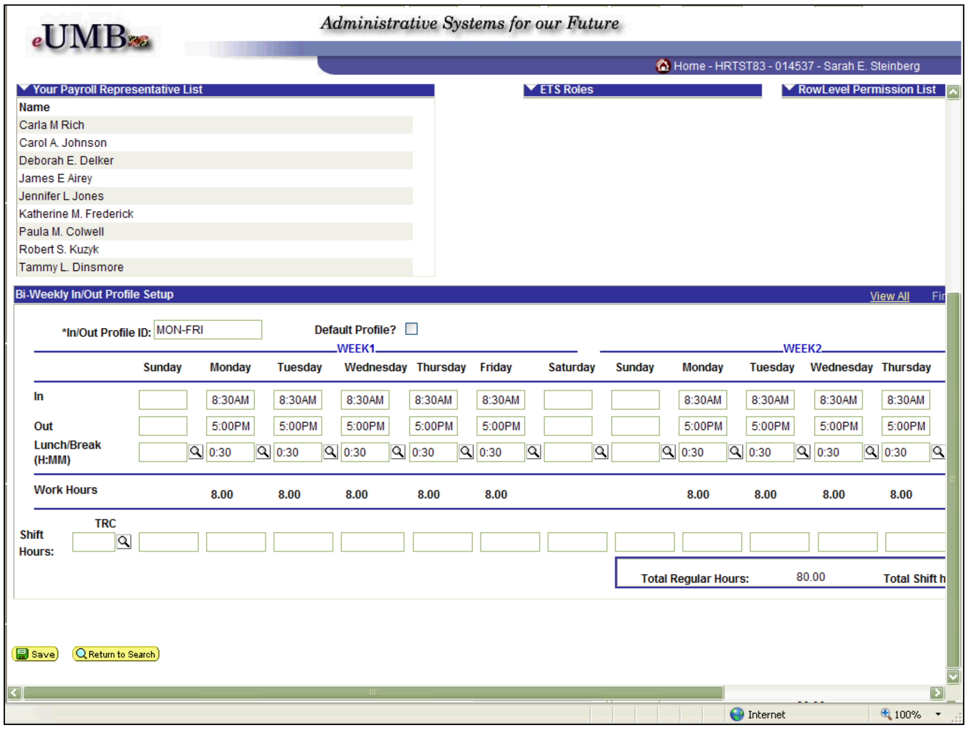


Step	Action
2.	To access the **UMB Employee Timesheet Profile,** click the **Self Service** link. Self Service
3.	Click the **Manager** link. Manager
4.	Click the **View** link. View
5.	Click the **UMB Employee Timesheet Profile** link. UMB Employee Timesheet Profile

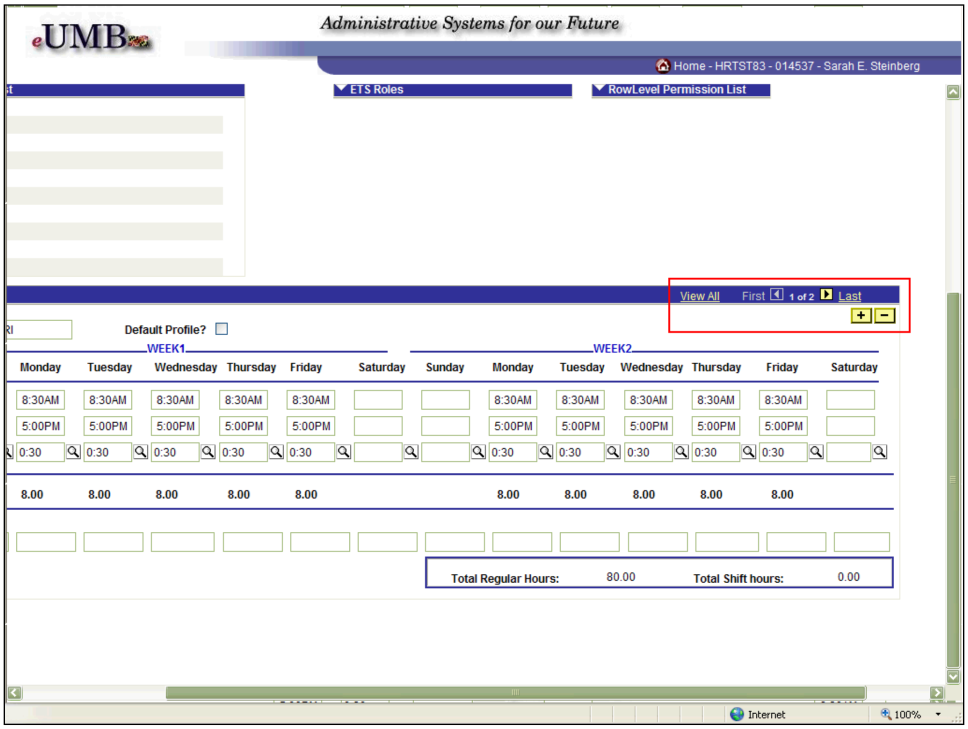
Step	Action
6.	Enter the EmplID or name for the employee whose profile you want to access. We are going to enter the ID for Leanne Creedon. Enter "**013974**" into the **EmplID** field.
7.	Click the **Search** button. 



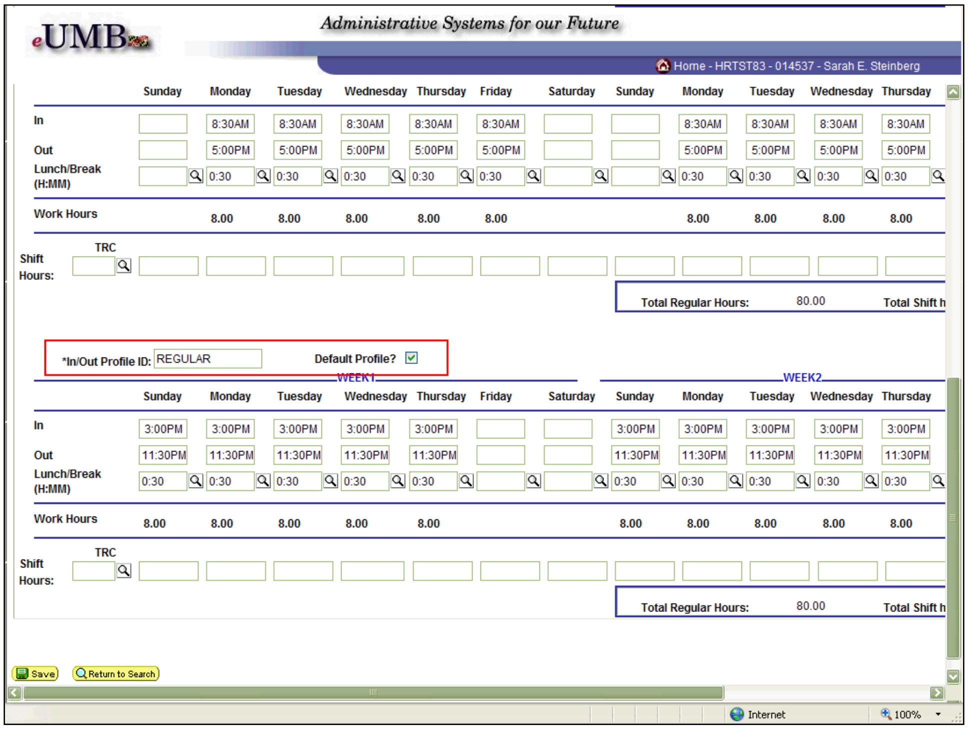
Step	Action
8.	**UMB Employee Timesheet Profile** This page is similar to the profile page available to exempt employees. The employee's supervisors are listed, and if they are a supervisor, who they supervise will be shown. The one difference is the **Bi-Weekly In/Out Profile Setup.** This section allows the employee, their supervisor, or their payroll rep to create a bi-weekly in/out profile to assist with data entry on the timesheet. We looked in detail at how to create and set-up a profile in the **Non-Exempt Electronic Timesheet** topic. For this topic, we're going to review how you can view and update profiles created by the employee.
9.	**Scroll** to the bottom of the page. 



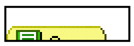
Step	Action
10.	**Viewing Multiple Profiles** Leanne has at least one profile as we can see. This profile has been named "MON-FRI" and is made up of basic hours for a Monday - Friday work week. The profile name, **Profile ID**, is entirely user defined. We recommend that employees give the profile a name that will allow them to easily recognize the work hours it contains (especially if they will be creating multiple profiles).
11.	To determine if Leanne has more than one profile, **scroll** to the right. 

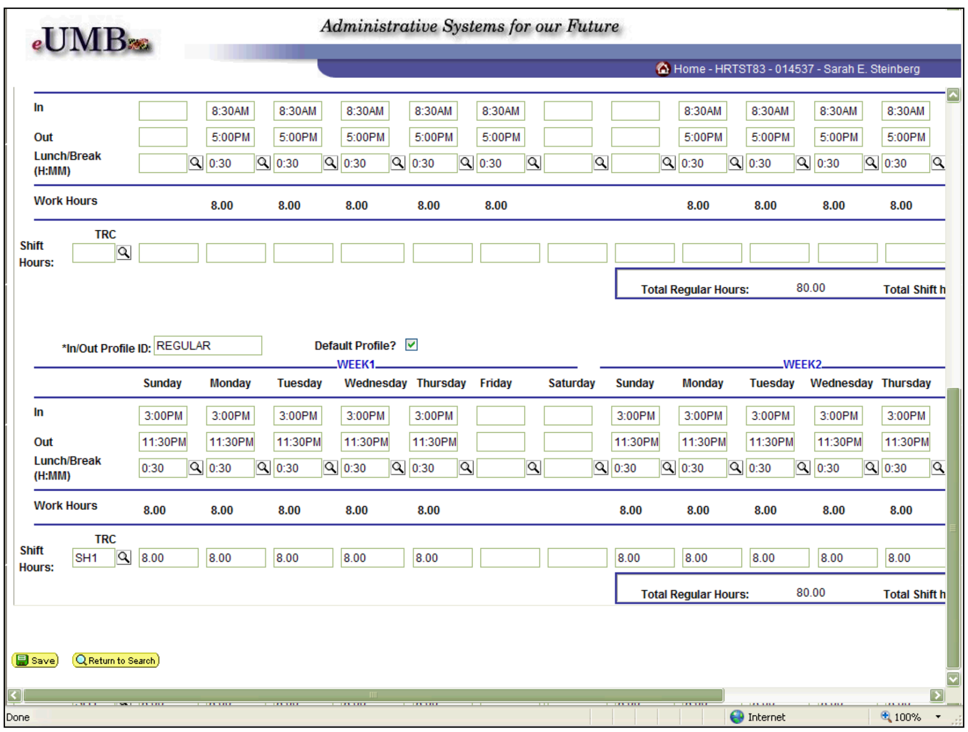


Step	Action
12.	This section shows us that we are looking at "1 of 2" profiles. Leanne has created 2 profiles. To view both of them at once, click the **View All** link. 

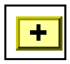
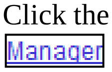


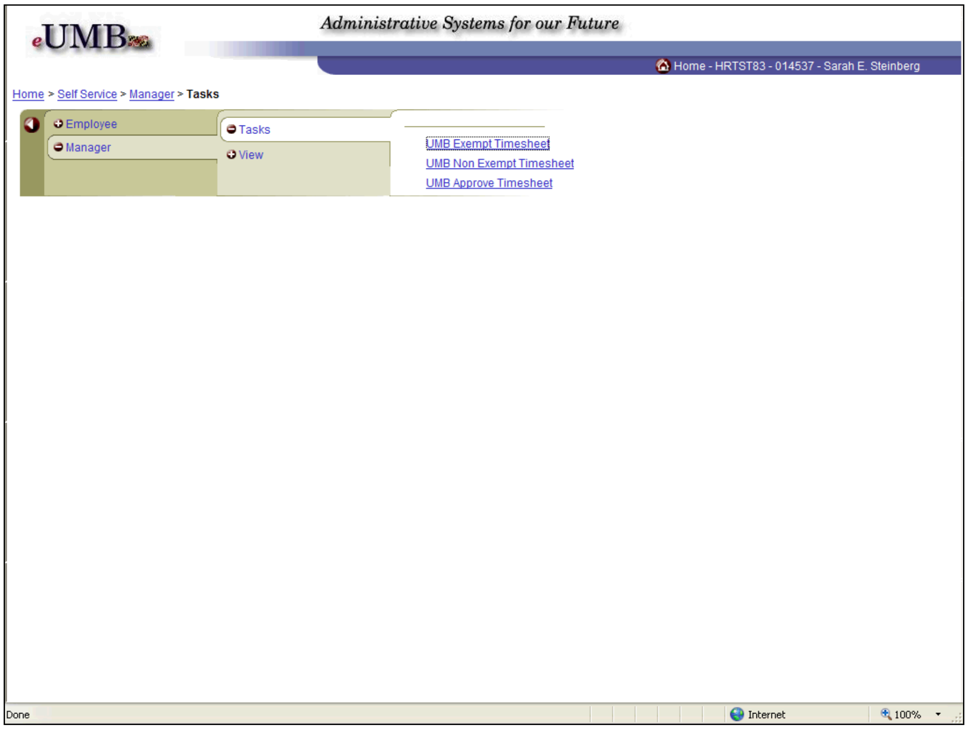
Step	Action
13.	We are now able to see both of Leanne's profiles. The second profile is named "REGULAR" and is also marked as her **Default Profile.** If there is a particular profile that an employee expects to use the most, they can mark it as their default and the name will pre-fill on the electronic timesheet. **Updating a Profile** If you'll notice, her REGULAR profile includes hours that all fall under shift pay, however, she didn't include the shift Time Reporting Code. This is an example of something a supervisor or payroll rep may want to update on an employee's profile.
14.	If you know the Shift code, you can type it into the field or you can choose to search for it. Click the **Lookup Shift Hours** button.
15.	Click the **SH1** link. SH1
16.	Click in the **Shift Hours** field.
17.	Enter "**8**" into the **Shift Hours** field.
18.	Press **[Tab]**.

Step	Action
19.	Enter "**8**" into the **Shift Hours** field.
20.	Press **[Tab]**.
21.	Enter "**8**" into the **Shift Hours** field.
22.	Press **[Tab]**.
23.	Enter "**8**" into the **Shift Hours** field.
24.	Press **[Tab]**.
25.	Enter "**8**" into the **Shift Hours** field.
26.	We're going to assume we filled out the entire bi-weekly schedule. Click the **Save** button. 



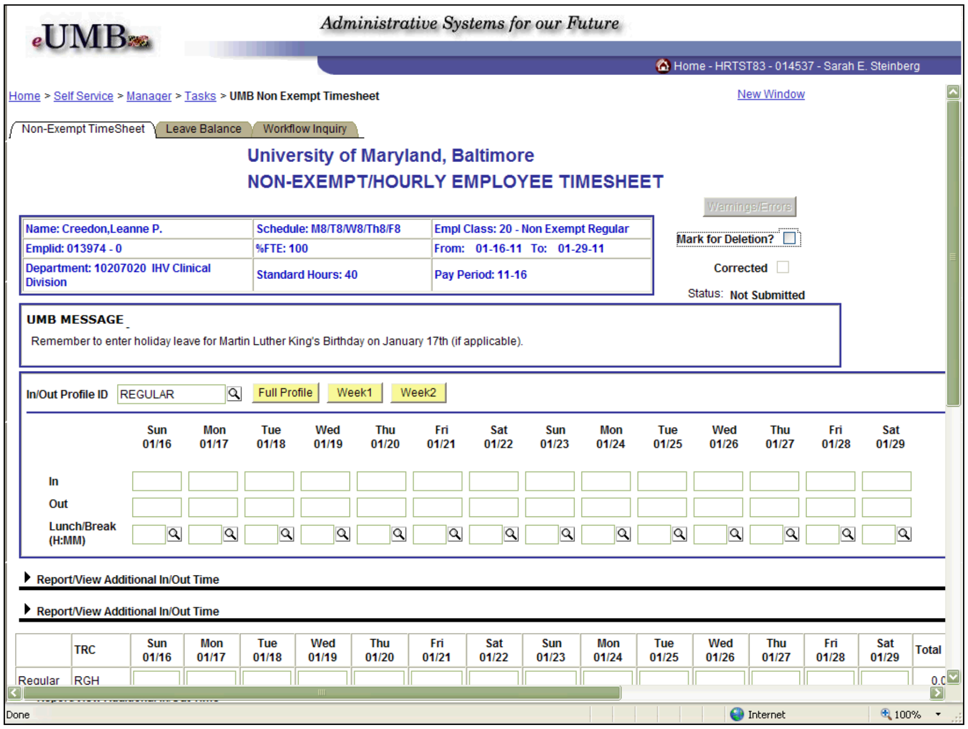
Step	Action
27.	The full bi-weekly profile, including Shift, is now complete. The **REGULAR** profile has been updated to reflect the hours as **Shift Hours**. Whenever the REGUALR profile is used on the electronic timesheet, the Shift Hours will be accounted for and this will be one less thing that the payroll rep has to look for and update as timesheets are submitted.

Step	Action
28.	**Adding an Additional Profile** If you want to add an additional profile for an employee, **scroll** to the right. 
29.	**Note:** At this point we can see both the **Total Regular Hours** and the **Total Shift Hours**. To add more profiles, you would click on the yellow "+" (plus sign). Click the **Yellow Plus** button. 
30.	At this point, you could complete the new profile using the steps previously reviewed in this topic and in the *Non-Exempt Electronic Timesheet* topic. This concludes the **Employee Timesheet Profile** section.
31.	**Non-Exempt Employee Timesheets** Supervisors and payroll reps will have the ability to create a timesheet, along with editing/ updating a timesheet created by a non-exempt employee. This includes changing hours, adding shift pay, adding overtime, and assigning time to HRMS account codes. The next few examples are going to allow you to walk through these different features, starting with creating a timesheet. Click the **Manager** link. 
32.	Click the **Tasks** link. 

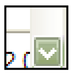


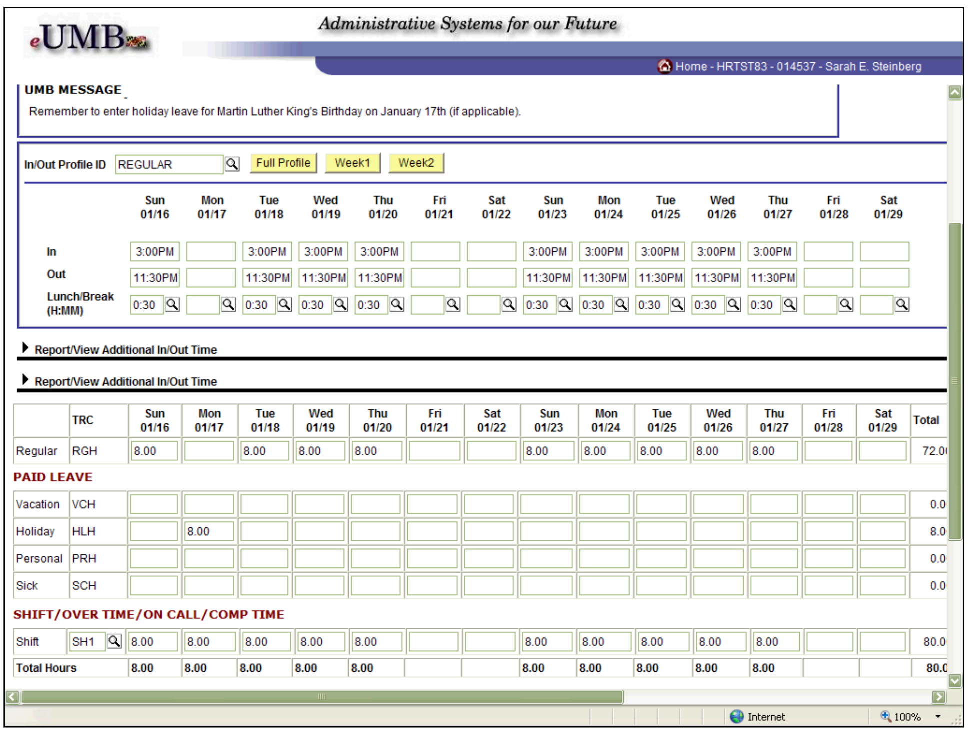
Step	Action
33.	At this point, you have a choice on how to view an employee's timesheet. If you know the timesheet has already been created and you need to review it, you can go through the **UMB Approve Timesheet** link. Once you "Fetch" the employee's timesheet(s), you can click on "Details" to access their timesheet. However, if you don't know if it's been created or you need to create it, you can go through **UMB Non Exempt Timesheet,** which is what we will do for this topic as we are going to create a timesheet. Click the **UMB Non Exempt Timesheet** link. UMB Non Exempt Timesheet
34.	**Exercise 1 - Entering Time Worked via "Profile"** For this exercise, we need to enter the timesheet for the pay period ending January 29, 2011 for Leanne Creedon. During this pay period, Leanne worked January 17th (MLK Birthday) and also worked a few hours that need to be assigned to an account code.
35.	Remember that the **End Date** field will pre-fill with the end date of the present pay period. If you need to access a timesheet for a different pay period, you'll need to change the End Date. Enter "**013974**" into the **EmplID** field.

Step	Action
36.	Click the **Add** button. 



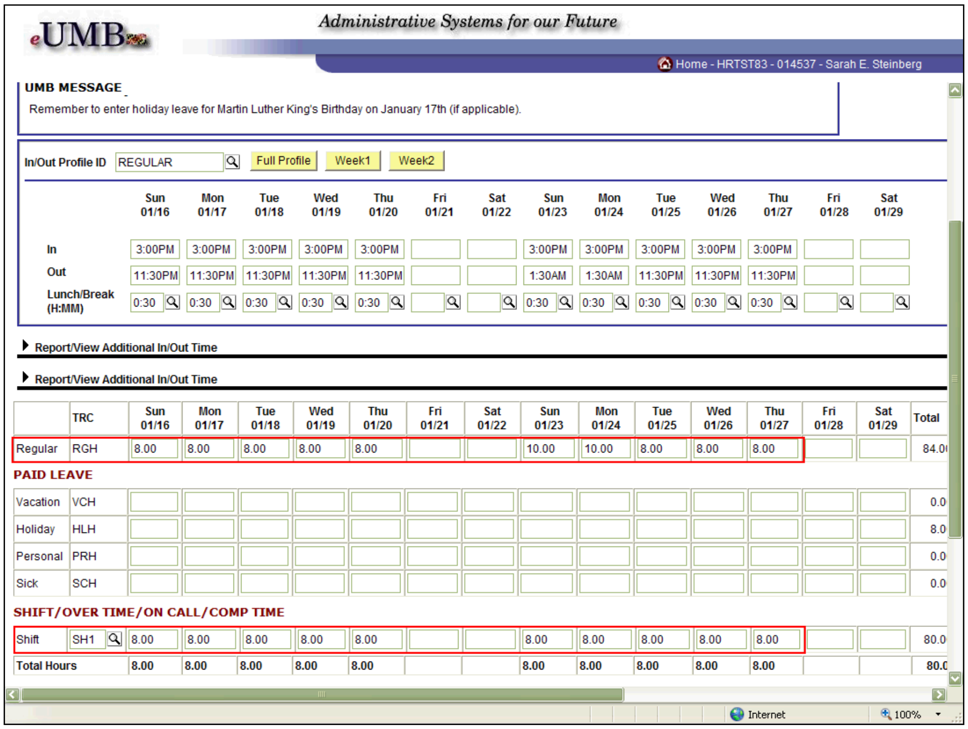
Step	Action
37.	If a profile was selected as the "Default", the name will automatically pre-fill (i.e. REGULAR). If there isn't a default, or if you wish to select another profile, you can click on the Search icon to the right of the field to select a profile. "Full Profile" will populate the entire profile for both weeks. "Week1/ Week2" allows you to choose to populate only one of the two weeks from a profile. For example, if the employee was on vacation one of the weeks, it will probably be quicker to populate their work hours for only the week they actually worked. Click the **Full Profile** button. 

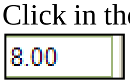
Step	Action
38.	The in/out hours will automatically fill in. You selected "Full Profile" so both weeks were populated. If you need to make adjustments to any of the hours or breaks, you are able to do so in the "In/Out" section. The formatting rules were reviewed in the *Non-Exempt Employee Timesheet* topic. There is an observed holiday (01/17) in this pay period that the system automatically changed to Holiday pay. Leanne actually worked that day, so we will have to adjust the timesheet. (Holiday pay only shows if the employee is scheduled to work that day.) **Scroll** down the page to bring the Paid Leave section into view. 

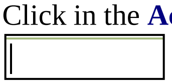
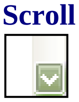


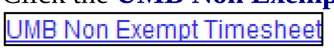
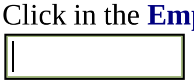
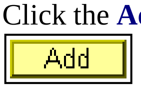
Step	Action
39.	First, we are going to fill in the **In/Out** time for 01/17. Click in the **In** field for **Mon 01/17**. 
40.	Enter "**3p**" into the **In** field.

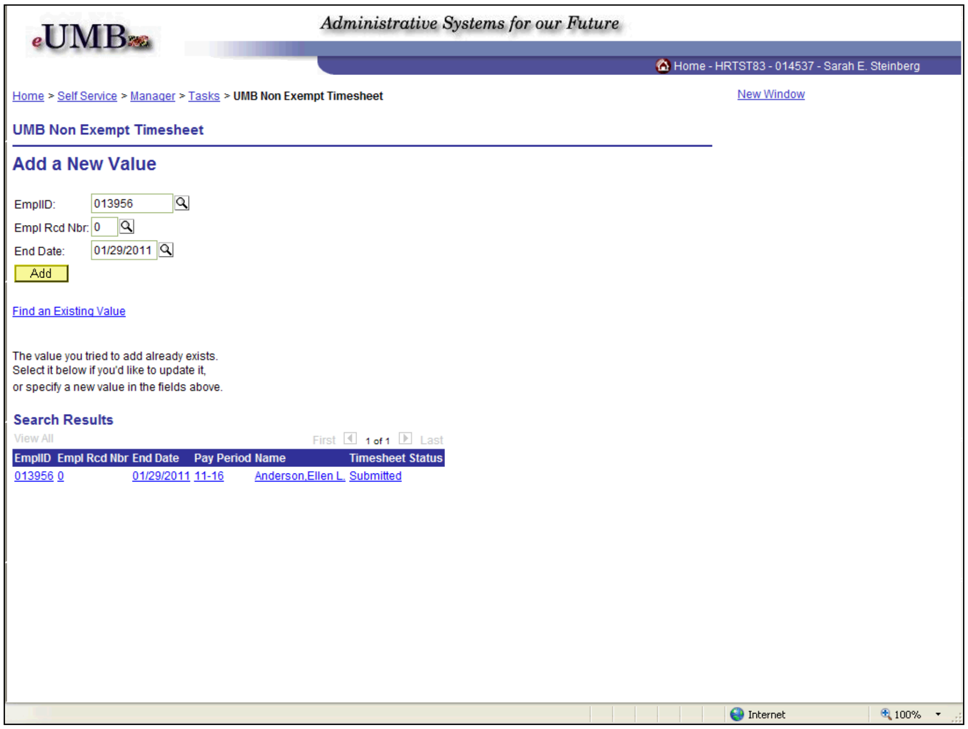
Step	Action
41.	Enter "**11:30p**" into the **Out** field.
42.	Click in the **Lunch/Break** field. 
43.	Enter "**0:30**" into the **Lunch/Break** field.
44.	It is now necessary to clear out the 8 hours from the Holiday (HLH) line under Paid Leave. Click in the **HLH** field. 
45.	Press **[Delete]**.
46.	Now that we've correctly recorded Leanne's time for 01/17, we now need to add overtime for Leanne on 01/23 and 01/24. She worked until 1:30am each of these days. **Note:** In/Out hours need to total Regular + Overtime/ Comp time hours. Enter "**1:30am**" into the **Out** field for **Sun 01/23**.
47.	Press **[Tab]**.
48.	Enter "**1:30a**" into the **Out** field for **Mon 01/24**.
49.	Press **[Tab]**.

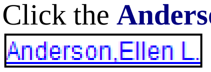


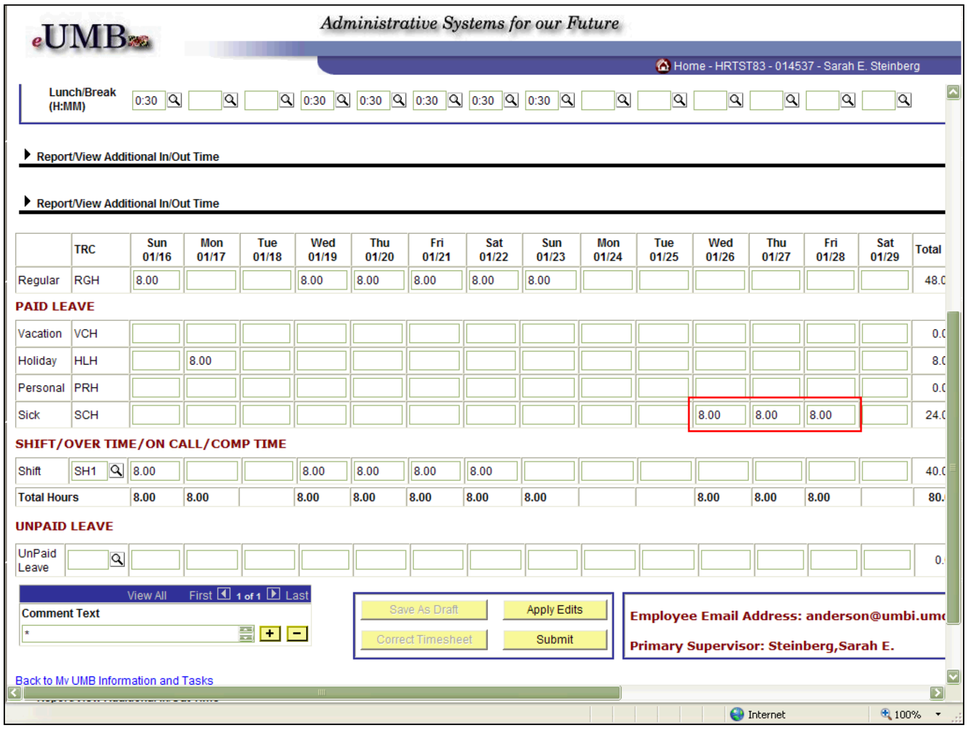
Step	Action
50.	As we move the cursor to another field, the **Regular (RGH)** line will automatically update to reflect the total hours worked for each day. However, the **Shift Hours** do not automatically update. Again, they must be entered/updated manually. Shift Hours can't be more than the **Total Hours** for the day. Total Hours are regular hours + any paid leave. However, Total Hours will not update until one of the Processing buttons is selected.
51.	Click in the **Shift** field for **Sun 01/23**. 
52.	Enter "**10**" into the **Shift** field.
53.	Press **[Tab]**.
54.	Enter "**10**" into the **Shift** field.
55.	**Assigning Hours to an HRMS Account Code** For this next part of the example, we are going to review how to assign hours to an HRMS account code. Leanne spent half of her day on Wed, 01/26, and Thurs, 01/27, working on a project that is to be charged to a specific account. *Only payroll reps have the ability to do this.*
56.	First, we need to change her Regular (RGH) hours to 4 hours each day. Click in the **Regular** field for **Wed 01/26.**

Step	Action
57.	Enter "**4**" into the **Wed 01/26** field.
58.	Press **[Tab]**.
59.	Enter "**4**" into the **Thu 01/27** field.
60.	**Scroll** to the right of the page. 
61.	In order to record the 4 hours to a specific account, it is necessary to add a new row in the **Regular** section. **Note:** If you needed to assign Overtime hours, you would click the *Add a new row button* on the Shift/Overtime line instead. Click the **Add a new row** button. 
62.	A second Regular RGH line is in view. Click in the **RGH** field for **Wed 01/26.** 
63.	Enter "**4**" for **Wed 01/26**.
64.	Press **[Tab]**.
65.	Enter "**4**" for **Thu 01/27**.
66.	Click in the **Account Code Override** field. 
67.	If you need to assign certain hours to an account code, this column will allow you to do so. It's available for every line of hours - regular, paid leave, shift/OT, and unpaid. If you don't know the account code, you can click on the Search icon to find it. For this example, though, we know the code. **Note:** If you don't see the code or the system won't accept the code you are entering, contact FS-Payroll. Enter "**0000000100**" into the **Account Code Override** field.
68.	**Scroll** down to the bottom of the page. 

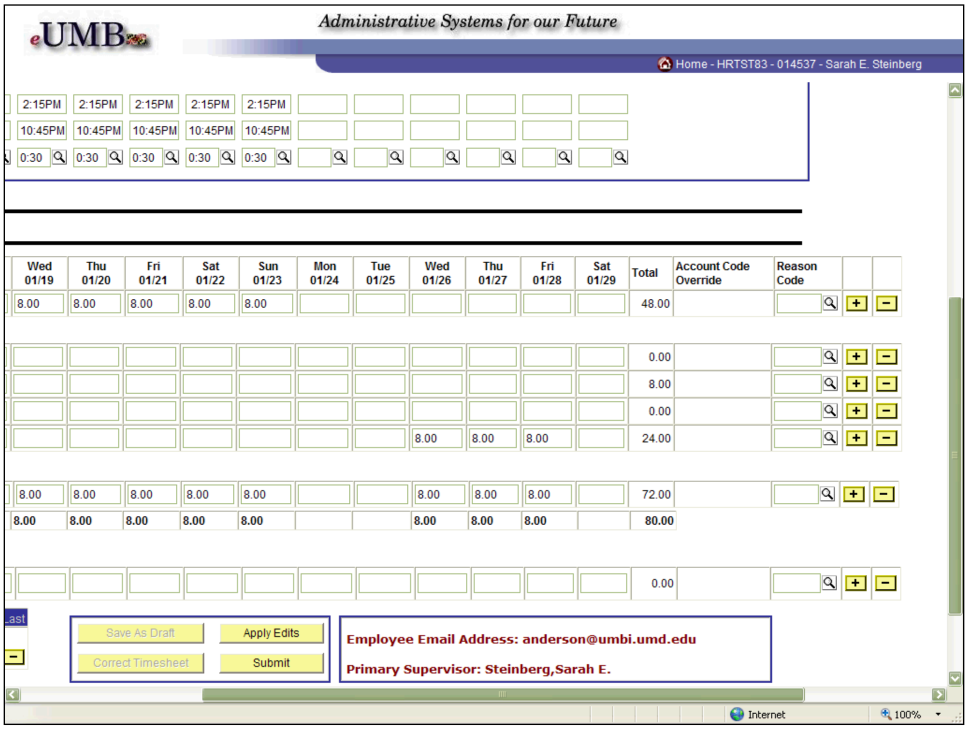
Step	Action
69.	At this point, we have finished entering the data for Leanne Creedon. We are ready to submit the timesheet. **Note:** For audit purposes, if a supervisor creates or changes a timesheet, it is necessary to enter a comment in the **Comment Text** field. Click the **Submit** button. 
70.	Leanne's timesheet has been entered and submitted. **Note:** The timesheet should not be entered and approved by the same person. If the payroll rep enters the timesheet, it will still be routed to the supervisor for approval. This concludes Exercise 1.
71.	**Exercise 2 - Entering an Override Code and Reporting Additional In/Out time** For this exercise, Ellen Anderson submitted her timesheet. However, you need to enter an override code for sick leave that she took that falls under FMLA, and she worked an additional shift that she didn't enter.
72.	Click the **UMB Non Exempt Timesheet** link. 
73.	Click in the **EmplID** field. 
74.	Enter "**013956**" into the **EmplID** field.
75.	Click the **Add** button. 

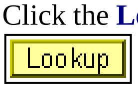
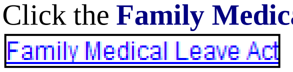


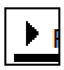
Step	Action
76.	As the timesheet has already been created by Ellen, it appears in the Search Results as an Existing Value. Click the **Anderson,Ellen L.** link. 
77.	Before explaining the timesheet, let's **scroll** down. 

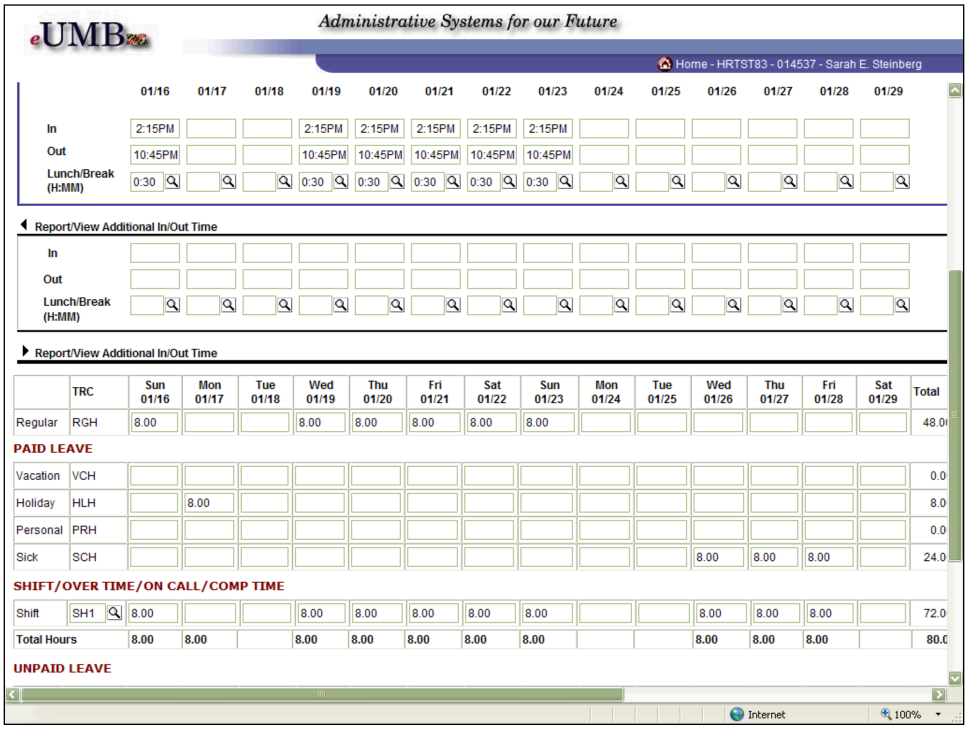


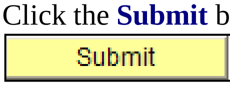
Step	Action
78.	Ellen entered her hours worked and then recorded 3 days in the second week as Sick (SCH) leave. These 3 days fall under FMLA as she was out due to minor surgery. We need to record the time with an FMLA override code.
79.	**Scroll** to the right. 



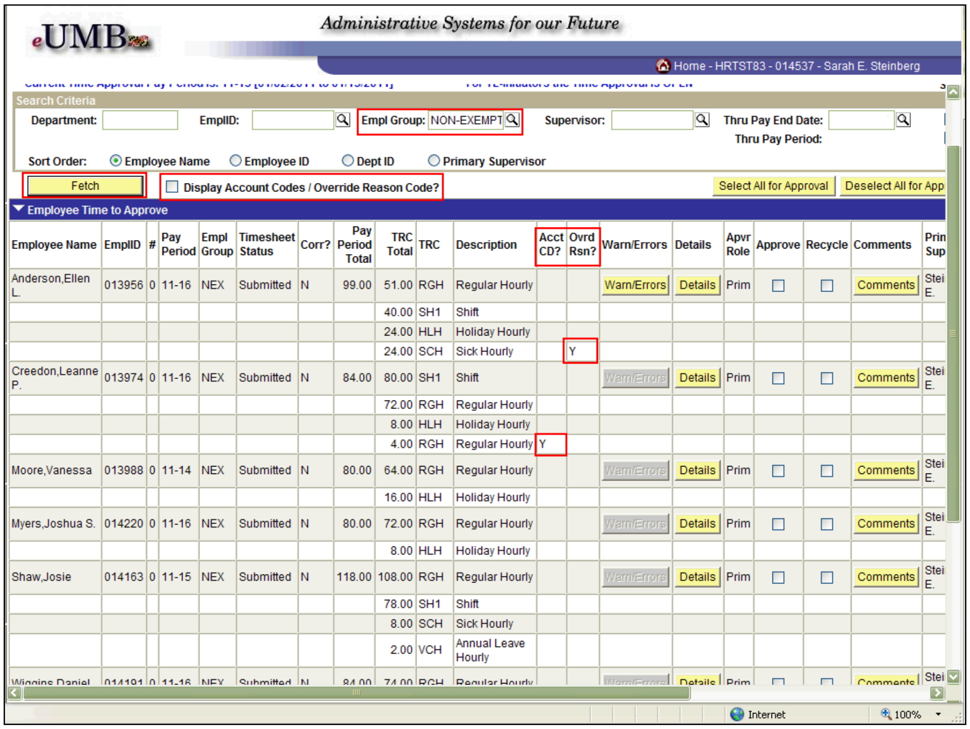
Step	Action
80.	To the far right of page is the **Override Reason Code** column. To enter a code, you can click on the Search icon or enter it directly into the field. Click the **Lookup Override Reason Code** button. 
81.	Click the **Lookup** button. 
82.	Locate the correct code. **Note:** For departments who track scheduled and unscheduled leave, this is where you will select the code. Click the **Family Medical Leave Act** link. 
83.	Those 3 days are now listed as FMLA. At this point, we also need to enter that Ellen worked additional hours on **Wed 01/19**. **Scroll** to the left. 

Step	Action
84.	If Ellen had come into work early or stayed late, we could, as we did in our last example for Leanne, adjust her In/Out hours accordingly. However, for this example, we're going to look at the **Report/View Additional In/Out Time** feature. This allows an employee to record the In/Out hours if they worked an additional shift. For example, UMB Police officers will sometimes have to go to court in the morning and then report to work in the afternoon for their regular shift. The **Additional In/Out** time allows an employee to record this kind of additional shift.
85.	Click the **Arrow** to the left of the **Additional In/Out Time** section. 



Step	Action
86.	A new set of **In/Out** fields is now available. Ellen worked from 8 am to 11 am on Wed 01/19. Click in the **In** field.
87.	Enter "**8am**" into the **In** field.
88.	Click in the **Out** field.
89.	Enter "**11am**" into the **Out** field.
90.	Press **[Tab]**.
91.	**Note:** Once [Tab] was pressed, the Regular RGH field automatically updated to reflect the additional hours. **Scroll** down to the bottom of the page.
92.	Click the **Submit** button. 

Step	Action
93.	Ellen's timesheet has been submitted with the updated information - the FMLA override for her sick days and her additional hours worked on 01/19. This concludes Exercise 2.



Step	Action
94.	**UMB Approve Timesheet** This is the Approve Timesheet page that is available to supervisors and payroll reps. We want to highlight a couple of changes to this page. 1 - The **Fetch** button has been moved to the far left. You no longer have to scroll to the right to locate it. 2 - You can search by Empl Group (Exempt or Non-Exempt). 3 - The **Acct CD?** and **Ovrd Rsn?** columns. If an account code or override reason was used on a non-exempt timesheet, a "Y" will appear in this column. To view these codes, select the **Display Account Codes/ Override Reason Code?** checkbox to the right of the Fetch button. **Note:** If you are not familiar with the approval process, please view **Timesheet Processing** if you are a supervisor or **Approval Process** if you are a payroll rep. Those topics go over the approval process in detail.
95.	This concludes the topic **Non-Exempt Processing**. If you have questions as you begin using the electronic timesheet and approval pages, we recommend that you contact your department's Payroll Representative first as they are familiar with both timesheets and departmental policies. FS-Payroll can also be of assistance. For technical difficulties call the ASC Help Desk at 6-HELP (6-4357). **End of Procedure.**