



Mini-Manual

ENTER AND VIEW TIME- WAGE EMPLOYEES

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “[Getting the Most Out of Mini-Manuals](#)” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psguides@uvm.edu.

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Background

This document contains complete instructions for entering time for:

- Work-study students
- Temporary employees paid by UVM (not an outside temp agency)
- Student employees

This document is not meant to provide guidance for time submitted by exempt or nonexempt salaried employees. Complete information regarding these employees can be found in [Enter/View Time - Salaried Exempt](#) and [Enter/View Time- Salaried Nonexempt](#).

Time Entry Deadlines

In order to ensure that there is enough time for supervisors to approve the time that is entered into the system, a deadline is in place.

Time must be entered prior to 12 Noon on payroll deadline day. At 12 Noon the PeopleSoft Login will be disabled until the approval process is over. After the approval process has been completed, accounts will be reactivated. At this time, time for payment in the next payroll can be entered.

Note: Supervisors may require that time be entered prior to the payroll deadline, in which case these requirements must be followed.

Enter Hours Worked

Entering Hours Worked: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: **Self Service > Time Reporting > Report Time > Timesheet**
3. Multiple jobs will display on the screen. Click the correct **Job Description** link to report hours worked for that particular position (not everyone will have multiple jobs to display).
4. The **Timesheet** will appear.



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From Monday 10/08/2012 to Sunday 10/14/2012								Total Hours	Time Reporting Code	Taskgroup	Business Unit	Combination Code	ChartFields	
Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14								
									UVMHRLY	10			ChartFields	+ -
									UVMHRLY	10			ChartFields	+ -

- The current week will default in. To change the week displayed, click on **Previous Week** or use the **Date Field**. Alternatively, the date can be selected using the calendar icon to the right of the **Date Field**.

*View By:	Week	Reported Hours:	0.000	Previous Week	Next Week
*Date:	10/08/2012				

- Click the drop down arrow in the **View By** field to view hours worked for a day, a week or a calendar period. Actual time worked beyond any full hours is calculated as a fraction of 60 minutes (e.g. if an employee worked 2 hours and 10 minutes, 2.17 would be entered into the Timesheet. See conversion chart on page 5 of this document).

*View By:	Week
*Date:	10/08/2012
	Calendar Period
	Day
	Week

- Choose the correct **Time Reporting Code** from the drop down list. See [Available Time Reporting Codes](#) for a complete list for this employee type.

Time Reporting Code

- Do not change the **TaskGroup** or **Business Unit** fields.
- Click the **magnifying glass icon** button to the right of the **Combo Code** field.
Note: If the Combo Code field is not visible, click the **Overrides** tab.
- A list of Combination Codes will appear. Click on the correct **Combination Code** to populate the field on the timesheet.



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Note: If the red bar appears, the information is not correct. Delete the information and use the magnifying glass to find the correct combination code.

11. Click **Submit**.

12. Click the **OK** button.

13. Repeat the steps to report more than one week.

14. For **more than one job** to report hours against, click the **Return to Select Job** link and repeat the steps



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Conversion Chart - Minutes into Fractional Hour

Actual Minutes Worked	Fractional Hour in PeopleSoft
1 min.	0.02
2 min.	0.03
3 min.	0.05
4 min.	0.07
5 min.	0.08
6 min.	0.10
7 min.	0.12
8 min.	0.13
9 min.	0.15
10 min.	0.17
11 min.	0.18
12 min.	0.20
13 min.	0.22
14 min.	0.23
15 min.	0.25
16 min.	0.27
17 min.	0.28
18 min.	0.30
19 min.	0.32
20 min.	0.33

Actual Minutes Worked	Fractional Hour in PeopleSoft
21 min.	0.35
22 min.	0.37
23 min.	0.38
24 min.	0.40
25 min.	0.42
26 min.	0.43
27 min.	0.45
28 min.	0.47
29 min.	0.48
30 min.	0.50
31 min.	0.52
32 min.	0.53
33 min.	0.55
34 min.	0.57
35 min.	0.58
36 min.	0.60
37 min.	0.62
38 min.	0.63
39 min.	0.65
40 min.	0.67

Actual Minutes Worked	Fractional Hour in PeopleSoft
41 min.	0.68
42 min.	0.70
43 min.	0.72
44 min.	0.73
45 min.	0.75
46 min.	0.77
47 min.	0.78
48 min.	0.80
49 min.	0.82
50 min.	0.83
51 min.	0.85
52 min.	0.87
53 min.	0.88
54 min.	0.90
55 min.	0.92
56 min.	0.93
57 min.	0.95
58 min.	0.97
59 min.	0.98
60 min.	1.0



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Add Multiple Shifts to a Timesheet

Employees who work more than one shift in a day and wish to record multiple shifts on their timesheet should use this recommended procedure to ensure proper submission of hours.

Adding Multiple Shifts to a timesheet: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Access the timesheet and find the week to add time for.
3. Click the plus sign to add an additional line to the timesheet.

From Monday 08/27/2012 to Sunday 09/02/2012														
Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Sat 9/1	Sun 9/2	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Combination Code	CharFields		
		3.000		3.000				027-Work Study Earnings	UVMHRLY	10	000279881	CharFields	+	-

4. Add additional hours into the additional line and hit submit.

From Monday 08/27/2012 to Sunday 09/02/2012														
Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Sat 9/1	Sun 9/2	Total Hours	Time Reporting Code	Taskgroup	Business Unit	Combination Code	CharFields		
		3.000		3.000				027-Work Study Earnings	UVMHRLY	10	000279881	CharFields	+	-
		1.500						027 - Work Study Earnings	UVMHRLY	10	000279881	CharFields	+	-

5. The system will add the hours together and pay for the total.

Note: If the employee added the 2nd shifts hours to the existing shifts hours on the same line than the check would not be decremented. The system would pay the total hours for the day. For instance if the first shift was 3 hours which were submitted and then they went back in to submit for the second shift hours of 1.5, they could override the 3 hours with 4.5 and it would pay correctly.



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Making Corrections to the Timesheet

Corrections are easy to make on the timesheet. The system will understand the changes and override previous entries. The corrections go to a manager for approval after being processed through the system overnight. Time already submitted but not worked or submitted on the wrong day can be deleted by entering zeros. Avoid using the minus button to delete time.

Important Notes about Corrections:

- Deadlines still apply to corrections.
- All corrections to hours will be re-submitted to a supervisor for approval.
- Even if the time has already been paid, it can still be deleted. When deleting time that has already been paid, the amount will be decremented from the next paycheck.
- Do not use negative numbers to subtract time. To delete a value, enter 0.0 into the timesheet.
- To change the number of hours entered, re-enter the correct number of hours on the day the hours were worked. Simply, replace the original value with the new value and re-submit.

View Work Study Balance

Work Study Students may view their Hourly Rate, Eligibility Amount, Earned Amount, Remaining Amount and Remaining Hours in the bottom, right corner of the Timesheet screen.

Work Study Balance as of your last pay check				
Hourly Rate	Eligibility Amount	Earned Amount	Remaining Amount	Remaining Hours
9.50	1600.00	114.00	1486.00	156.42



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View Hours Submitted

Viewing Hours Submitted: Step-by-Step Instructions

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal).
2. Navigation: **Self Service > Time Reporting > View Time > Payable Time Detail**
3. The Payable Time Detail Page will appear. Select the dates to view and click **Get Rows**.
Note: The date range must be 31 days or fewer.
4. The transactions for the dates requested will appear.

Payable Time						
Overview Time Reporting Elements Task Reporting Elements Cost and Approval						
Date	Payable Status	Time Reporting Code	Description	Quantity	TRC Type	User ID
09/26/2012	Approved	027	Work Study Earnings	2.000	Hours	rlycat
09/28/2012	Approved	027	Work Study Earnings	4.000	Hours	rlycat

How to Interpret the Data In Payable Time Detail

The following fields are returned. See below for a detailed explanation of the data contained in each field.

Date	Payable Status	Time Reporting Code	Description	Quantity	TRC Type	User ID
------	----------------	---------------------	-------------	----------	----------	---------

An explanation of the data in these fields:

Date: shows the date of the time entered

Payable Status: field shows the current status of the time submitted

- **Needs Approval:** The time is ready for a supervisor to approve.
- **Approved:** The time has been approved by a supervisor and is ready to be loaded to paychecks with the next pay run. Only time with this status will be picked up by payroll when they load the checks.
- **Closed:** The time has been fully processed by payroll and has been included in a paycheck.



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- Click the drop down arrow on the Payable Status Filter bar to filter only the time that needs to be viewed.

Time Reporting Code: The code that is used when the time is reported, Overtime Earnings (030) are system generated.

Description: The long description of the reporting code. If the reporting code is 051, the description will be Temporary Hourly Earnings Pay, or 027 Work Study Earnings.

Quantity: Refers to the amount of time entered. Negative numbers may be visible here. The negative sign before hours means that the hours that were originally submitted on that day have been deleted or replaced.

TRC Type: Time Reporting Code Type, refers to the way the timesheet system records time reported. The system is always in hours, so the word Hours will appear in the TRC Type column.

Appendix

Available Time Reporting Codes

027 Work Study Earnings.

051 Temporary Hourly Earnings.

055 Temporary Weekly Earnings.

The Way Time Flows Through the System

All paid hours follow these basic steps:

1. **Time Entered:** Time is entered into the PeopleSoft timesheet system by the employee or the supervisor. After hitting the submit button, the time is ready for system processing. (Time Administration)
2. **Time Administration:** Time Administration is an automatic process that runs three times daily at 6AM, Noon and 6PM. This process applies rules to the entered time and calculates overtime where appropriate. Once this process has completed, the time is ready for supervisor approval.
3. **Supervisor Review:** The supervisor reviews and either rejects or approves all time. If the supervisor makes changes to time in this step, the time that has been changed will be returned to **Step 2**. All other approved time moves to **Step 4**.



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4. **Payroll Runs:** All time that has been entered, processed and approved by the payroll deadline will be picked up for inclusion in the payroll.
5. **Paycheck:** All time that has been picked up by payroll will be included in the paycheck. Any time not processed in the current payroll run will be processed in the following paycheck provided it has completed all of the steps.

Helpful Links

- [Open Lab Schedule](#)
- [Payroll Deadline Schedule](#)

Relevant UVM Departments

- [Human Resource Services](#)

Suggestions? Updates? Send an e-mail to psguides@uvm.edu

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