Herbert Wertheim College of Medicine

Time & Labor
Training for Supervisors
(PantherSoft Procedures)

Human Resources

Herbert Wertheim College of Medicine

Time & Labor

AGENDA

- Payroll Deadlines
- Types of Timesheets
- Steps to Access and Edit a Timesheet
- How to View Overtime
- How to View Compensatory Time
- How to Designate Compensatory Time
- How to Add Lunch Time
- Steps to View Leave Balances
- Steps to Approve/Deny eLEAVE
- Steps to Enter/Approve Retro Time
- Steps to Assign a Proxy Delegation
- Steps to Accept a Proxy Delegation
- Steps for Approval Days
- Web Clock
- Resources and Contacts

PAYROLL DEADLINES

2018 Payroll Deadlines

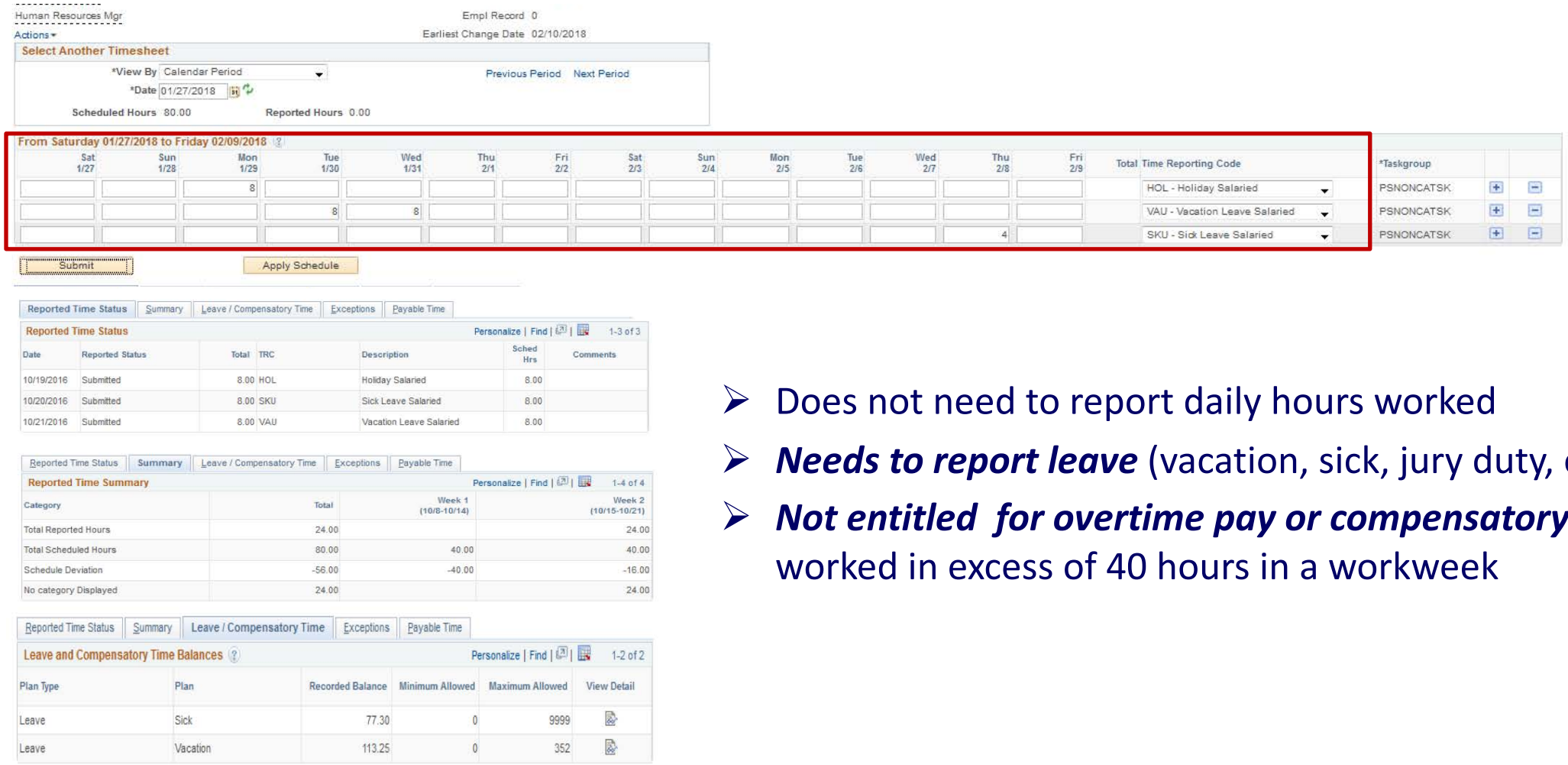
PAY PERIOD DATES		PP	CHANGE FORM/SIGN-ON SUBMISSION DEADLINE BY 5:00PM	FIRST LEVEL CONTRACT APPROVAL DEADLINE BY 5:00PM	EMPLOYEE TIME/LEAVE SUBMISSION DEADLINE BY 5:00PM	SUPERVISOR APPROVAL DEADLINE BY 2:00PM	PAY DAY
12/30/17	01/12/18	15	01/03/18*	01/05/18*	01/11/18*	01/12/18*	01/19/18
01/13/18	01/26/18	16	01/18/18	01/22/18	01/26/18	01/29/18	02/02/18
01/27/18	02/09/18	17	02/01/18	02/05/18	02/09/18	02/12/18	02/16/18
02/10/18	02/23/18	18	02/15/18	02/19/18	02/23/18	02/26/18	03/02/18
02/24/18	03/09/18	19	03/01/18	03/05/18	03/09/18	03/12/18	03/16/18
03/10/18	03/23/18	20	03/15/18	03/19/18	03/23/18	03/26/18	03/30/18
03/24/18	04/06/18	21	03/29/18	04/02/18	04/06/18	04/09/18	04/13/18
04/07/18	04/20/18	22	04/12/18	04/16/18	04/20/18	04/23/18	04/27/18
04/21/18	05/04/18	23	04/26/18	04/30/18	05/04/18	05/07/18	05/11/18
05/05/18	05/18/18	24	05/10/18	05/14/18	05/18/18	05/21/18	05/25/18
05/19/18	06/01/18	25	05/23/18^	05/25/18^	06/01/18	06/04/18	06/08/18
06/02/18	06/15/18	26	06/07/18	06/11/18	06/15/18	06/18/18	06/22/18
06/16/18	06/29/18	1	06/20/18*	06/22/18*	06/28/18*	06/29/18*	07/06/18
06/30/18	07/13/18	2	07/05/18	07/09/18	07/13/18	07/16/18	07/20/18
07/14/18	07/27/18	3	07/19/18	07/23/18	07/27/18	07/30/18	08/03/18
07/28/18	08/10/18	4	08/02/18	08/06/18	08/10/18	08/13/18	08/17/18
08/11/18	08/24/18	5	08/16/18	08/20/18	08/24/18	08/27/18	08/31/18
08/25/18	09/07/18	6	08/29/18†	08/31/18†	09/07/18	09/10/18	09/14/18
09/08/18	09/21/18	7	09/13/18	09/17/18	09/21/18	09/24/18	09/28/18
09/22/18	10/05/18	8	09/27/18	10/01/18	10/05/18	10/08/18	10/12/18
10/06/18	10/19/18	9	10/11/18	10/15/18	10/19/18	10/22/18	10/26/18
10/20/18	11/02/18	10	10/25/18	10/29/18	11/02/18	11/05/18	11/09/18
11/03/18	11/16/18	11	11/05/18Δ	11/07/18Δ	11/14/18Δ	11/15/18Δ	11/21/18Δ
11/17/18	11/30/18	12	11/21/18	11/26/18	11/30/18	12/03/18	12/07/18
12/01/18	12/14/18	13	12/06/18	12/10/18	12/14/18	12/17/18	12/21/18
12/15/18	12/28/18	14	12/14/18	12/18/18	12/26/18	12/27/18	01/04/19

* Deadlines revised due to Martin Luther King Jr. Holiday.
^ Deadlines revised due to Memorial Day Holiday.
* Deadlines and Pay Day revised due to July 4th Holiday.
† Deadlines revised due to Labor Day Holiday.
Δ Deadlines revised due to Thanksgiving Holiday.
Deadlines revised due to Christmas Day Holiday.

- Employee deadline to submit hours is usually Fridays at 5:00pm
- Approver deadline to approve hours is usually Mondays at 2:00pm
- Pay Day is usually on a Friday
- **Deadlines are moved up when highlighted**

TYPES OF TIMESHEETS

Exempt Employees


Human Resources Mgr

Empl Record 0

Actions

Earliest Change Date 02/10/2018

Select Another Timesheet

*View By Calendar Period

Previous Period Next Period

*Date 01/27/2018

Scheduled Hours 80.00 Reported Hours 0.00

From Saturday 01/27/2018 to Friday 02/09/2018

Sat 1/27	Sun 1/28	Mon 1/29	Tue 1/30	Wed 1/31	Thu 2/1	Fri 2/2	Sat 2/3	Sun 2/4	Mon 2/5	Tue 2/6	Wed 2/7	Thu 2/8	Fri 2/9	Total	Time Reporting Code	*Taskgroup
		8													HOL - Holiday Salaried	PSNONCATSK
			8	8											VAU - Vacation Leave Salaried	PSNONCATSK
												4			SKU - Sick Leave Salaried	PSNONCATSK

Submit Apply Schedule

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Personalize | Find | 1-3 of 3

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/19/2016	Submitted	8.00	HOL	Holiday Salaried	8.00	
10/20/2016	Submitted	8.00	SKU	Sick Leave Salaried	8.00	
10/21/2016	Submitted	8.00	VAU	Vacation Leave Salaried	8.00	

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

Personalize | Find | 1-4 of 4

Category	Total	Week 1 (10/8-10/14)	Week 2 (10/15-10/21)
Total Reported Hours	24.00		24.00
Total Scheduled Hours	80.00	40.00	40.00
Schedule Deviation	-56.00	-40.00	-16.00
No category Displayed	24.00		24.00

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances

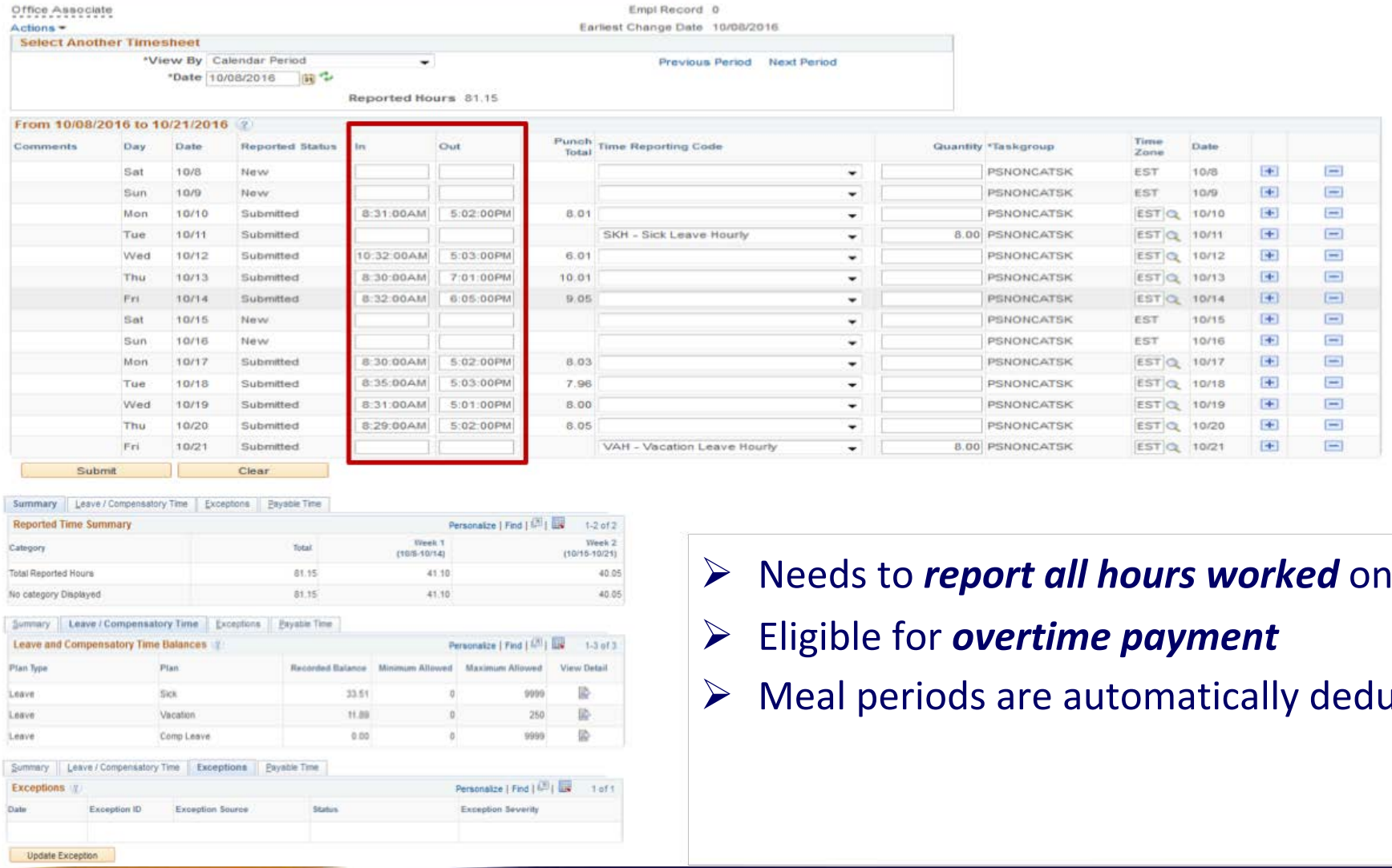
Personalize | Find | 1-2 of 2

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	77.30	0	9999	
Leave	Vacation	113.25	0	352	

- Does not need to report daily hours worked
- ***Needs to report leave*** (vacation, sick, jury duty, etc.)
- ***Not entitled for overtime pay or compensatory time*** for hours worked in excess of 40 hours in a workweek

TYPES OF TIMESHEETS

Non-Exempt Employees (Benefit Eligible)



Office Associate
Actions
Empl Record 0
Earliest Change Date 10/08/2016
Select Another Timesheet
*View By Calendar Period
*Date 10/08/2016
Previous Period Next Period
Reported Hours 81.15

From 10/08/2016 to 10/21/2016

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	10/8	New						PSNONCATSK	EST	10/8
	Sun	10/9	New						PSNONCATSK	EST	10/9
	Mon	10/10	Submitted	8:31:00AM	5:02:00PM	8.01			PSNONCATSK	EST	10/10
	Tue	10/11	Submitted				SKH - Sick Leave Hourly	8.00	PSNONCATSK	EST	10/11
	Wed	10/12	Submitted	10:32:00AM	5:03:00PM	6.01			PSNONCATSK	EST	10/12
	Thu	10/13	Submitted	8:30:00AM	7:01:00PM	10.01			PSNONCATSK	EST	10/13
	Fri	10/14	Submitted	8:32:00AM	6:05:00PM	9.05			PSNONCATSK	EST	10/14
	Sat	10/15	New						PSNONCATSK	EST	10/15
	Sun	10/16	New						PSNONCATSK	EST	10/16
	Mon	10/17	Submitted	8:30:00AM	5:02:00PM	8.03			PSNONCATSK	EST	10/17
	Tue	10/18	Submitted	8:35:00AM	5:03:00PM	7.96			PSNONCATSK	EST	10/18
	Wed	10/19	Submitted	8:31:00AM	5:01:00PM	8.00			PSNONCATSK	EST	10/19
	Thu	10/20	Submitted	8:29:00AM	5:02:00PM	8.05			PSNONCATSK	EST	10/20
	Fri	10/21	Submitted				VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST	10/21

Submit Clear

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary — Personalize | Find | 1-2 of 2

Category	Total	Week 1 (10/8-10/14)	Week 2 (10/15-10/21)
Total Reported Hours	81.15	41.10	40.05
No category Displayed	81.15	41.10	40.05

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances — Personalize | Find | 1-3 of 3

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	33.51	0	9999	
Leave	Vacation	11.89	0	250	
Leave	Comp Leave	0.00	0	9999	

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Exceptions — Personalize | Find | 1 of 1

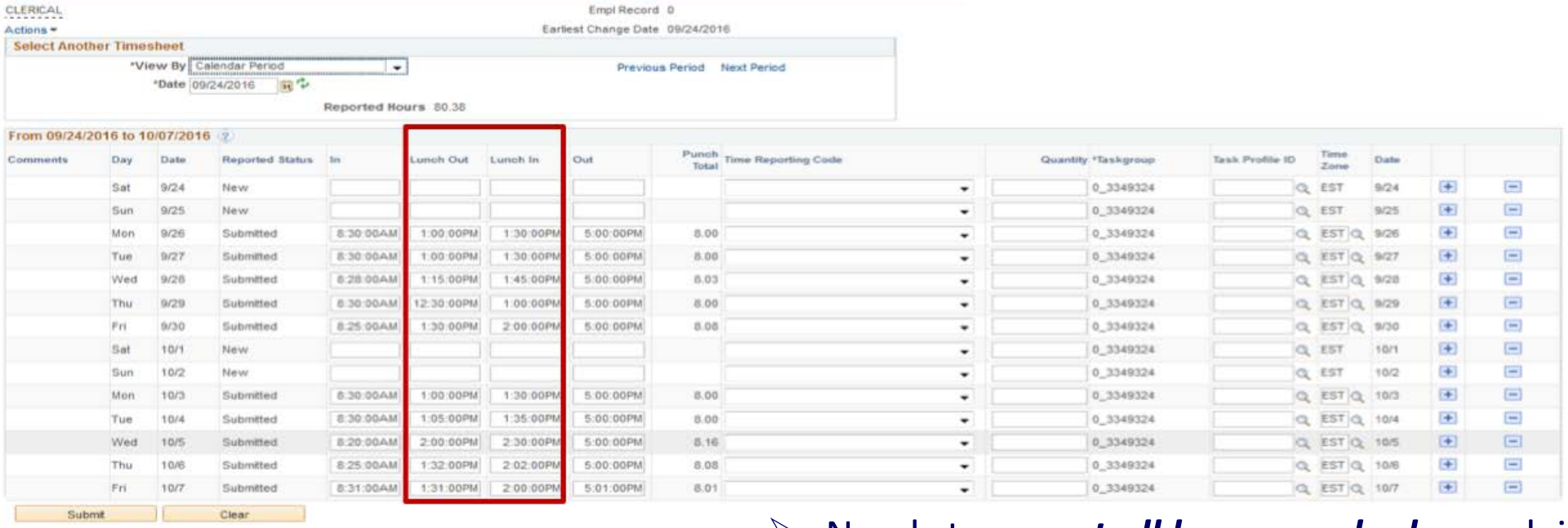
Date	Exception ID	Exception Source	Status	Exception Severity

Update Exception

- Needs to ***report all hours worked*** on a daily basis
- Eligible for ***overtime payment***
- Meal periods are automatically deducted

TYPES OF TIMESHEETS

Non-Exempt Employees (Temporary/Student Assistant)



CLERICAL
Actions
Empl Record 0
Earliest Change Date 09/24/2016
Select Another Timesheet
*View By Calendar Period
*Date 09/24/2016
Previous Period Next Period
Reported Hours 80.38
From 09/24/2016 to 10/07/2016

Comments	Day	Date	Reported Status	In	Lunch Out	Lunch In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Task Profile ID	Time Zone	Date
	Sat	9/24	New								0_3349324		EST	9/24
	Sun	9/25	New								0_3349324		EST	9/25
	Mon	9/26	Submitted	8:30:00AM	1:00:00PM	1:30:00PM	5:00:00PM	8.00			0_3349324		EST	9/26
	Tue	9/27	Submitted	8:30:00AM	1:00:00PM	1:30:00PM	5:00:00PM	8.00			0_3349324		EST	9/27
	Wed	9/28	Submitted	8:28:00AM	1:15:00PM	1:45:00PM	5:00:00PM	8.03			0_3349324		EST	9/28
	Thu	9/29	Submitted	8:30:00AM	12:30:00PM	1:00:00PM	5:00:00PM	8.00			0_3349324		EST	9/29
	Fri	9/30	Submitted	8:25:00AM	1:30:00PM	2:00:00PM	5:00:00PM	8.08			0_3349324		EST	9/30
	Sat	10/1	New								0_3349324		EST	10/1
	Sun	10/2	New								0_3349324		EST	10/2
	Mon	10/3	Submitted	8:30:00AM	1:00:00PM	1:30:00PM	5:00:00PM	8.00			0_3349324		EST	10/3
	Tue	10/4	Submitted	8:30:00AM	1:05:00PM	1:35:00PM	5:00:00PM	8.00			0_3349324		EST	10/4
	Wed	10/5	Submitted	8:20:00AM	2:00:00PM	2:30:00PM	5:00:00PM	8.16			0_3349324		EST	10/5
	Thu	10/6	Submitted	8:25:00AM	1:32:00PM	2:02:00PM	5:00:00PM	8.08			0_3349324		EST	10/6
	Fri	10/7	Submitted	8:31:00AM	1:31:00PM	2:00:00PM	5:01:00PM	8.01			0_3349324		EST	10/7

Submit Clear

Summary Exceptions Payable Time
Reported Time Summary
Personalize | Find | 1-2 of 2

Category	Total	Week 1 (9/24-9/30)	Week 2 (10/1-10/7)
Total Reported Hours	80.38	40.11	40.26
No category Displayed	80.38	40.11	40.26

Summary Exceptions Payable Time
Exceptions
Personalize | Find | 1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

Update Exception

- Needs to ***report all hours worked*** on a daily basis
- Temporary employees are eligible for ***overtime payment***
- Student Assistants ***cannot*** work more then 20 hours per week during fall and spring semesters. They may work up to 30 hours during the summer semester.
- Meal periods (clock out and in) must be entered on a daily basis (Only need to report 30 minute un-paid break)

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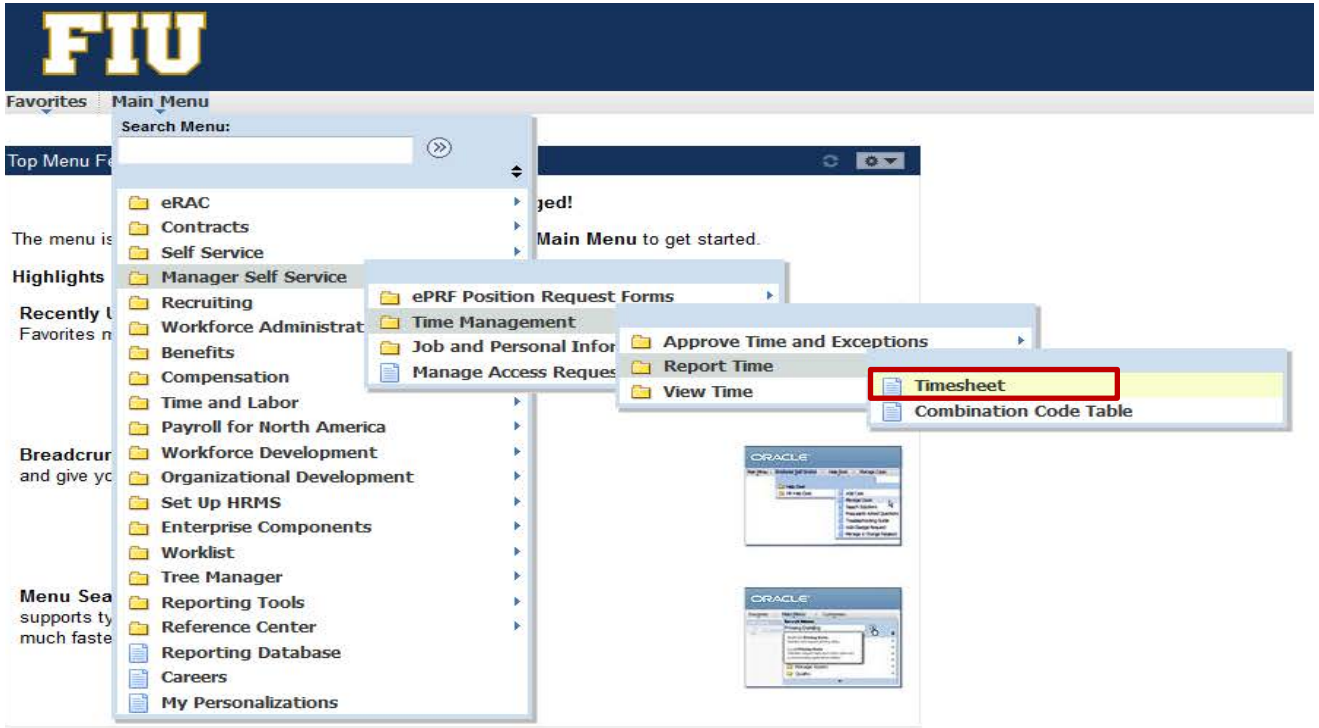
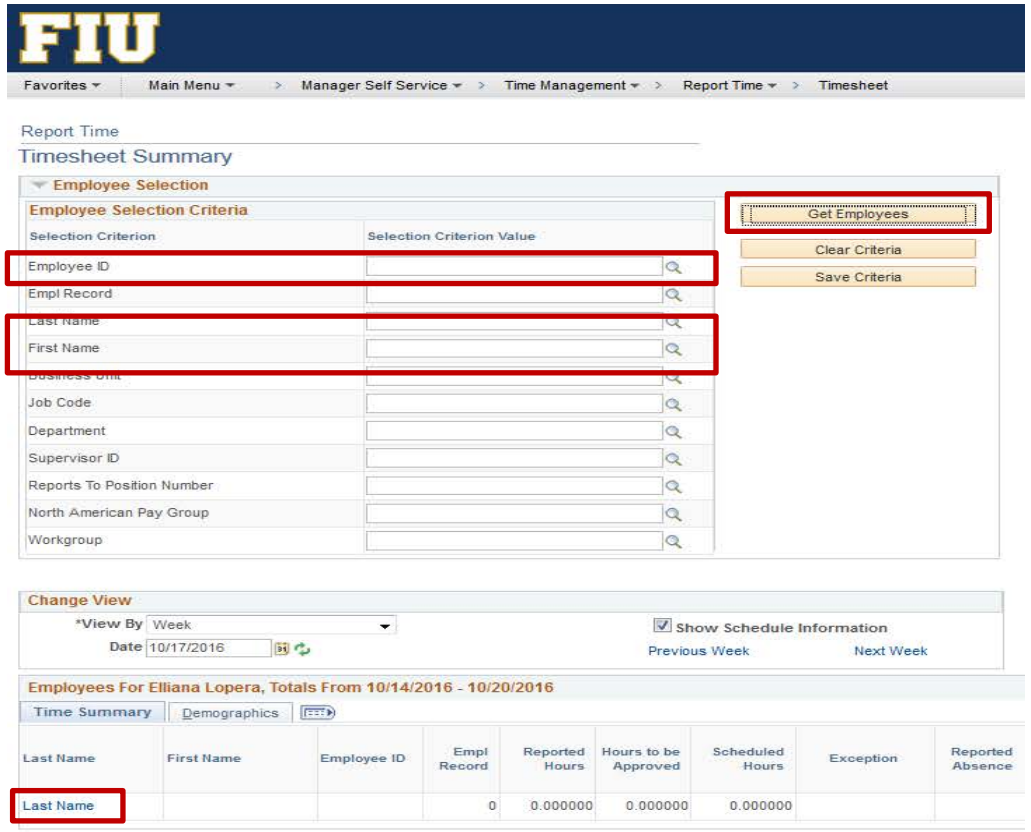
STEPS TO ACCESS AND EDIT A TIMESHEET

1. Navigate to Manager Self Service > Time Management > Report Time > Timesheet
2. Enter employee ID or name
3. Click “Get Employees”
4. Click on employee name





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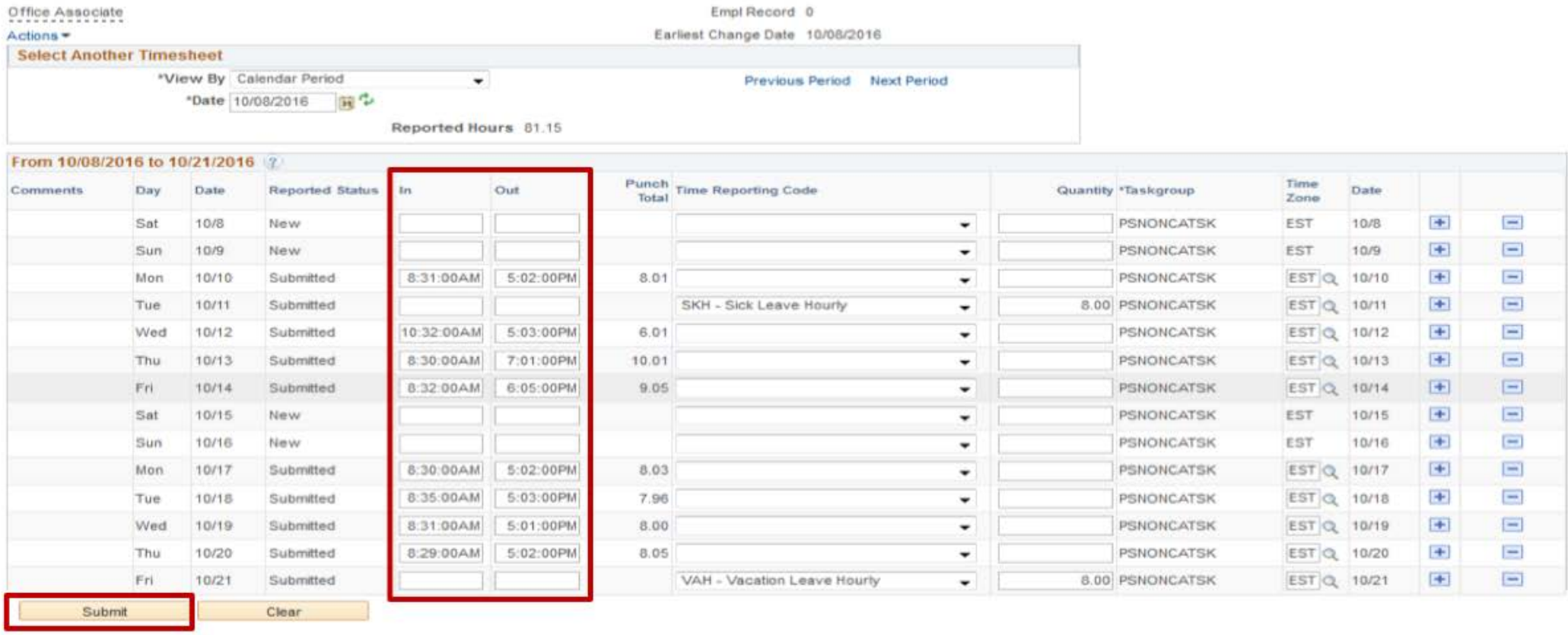
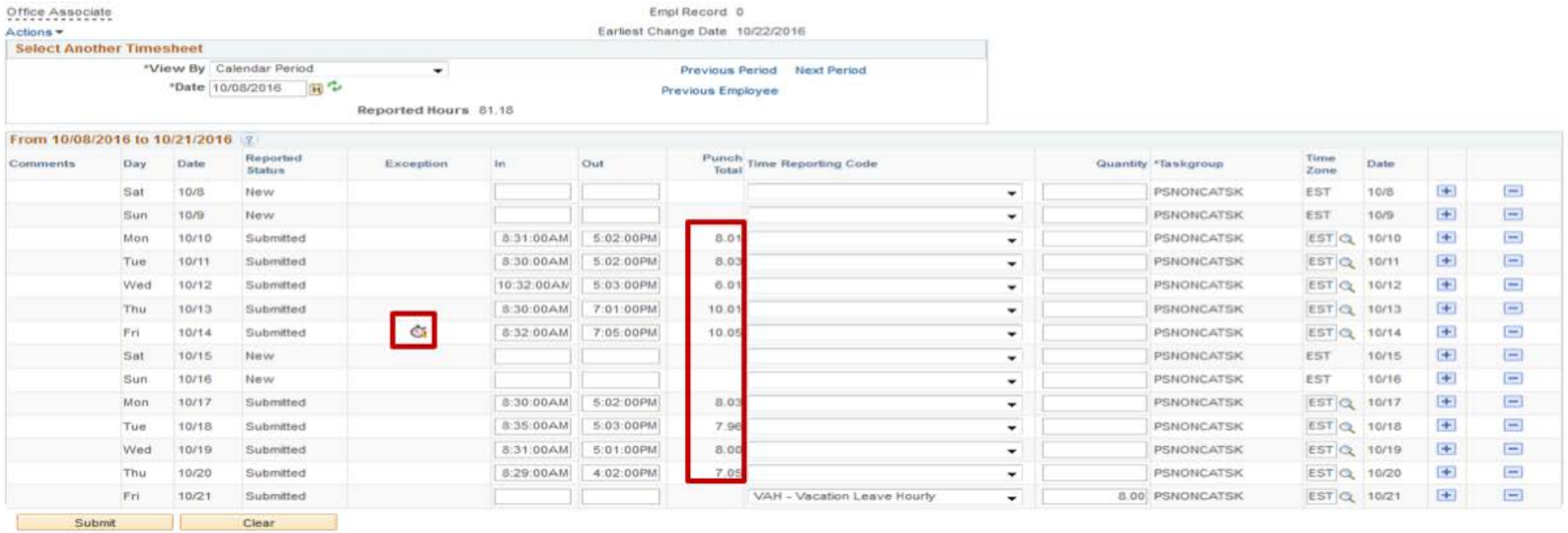
STEPS TO ENTER/EDIT TIME

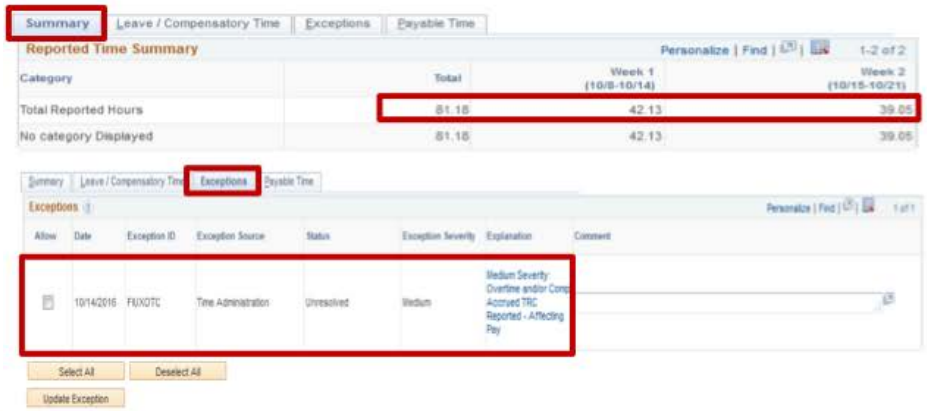
1. Enter/Edit time punches
2. Select “Submit”



HOW TO VIEW OVERTIME

- Navigate to Self Service > Time Reporting > Report Time > Timesheet



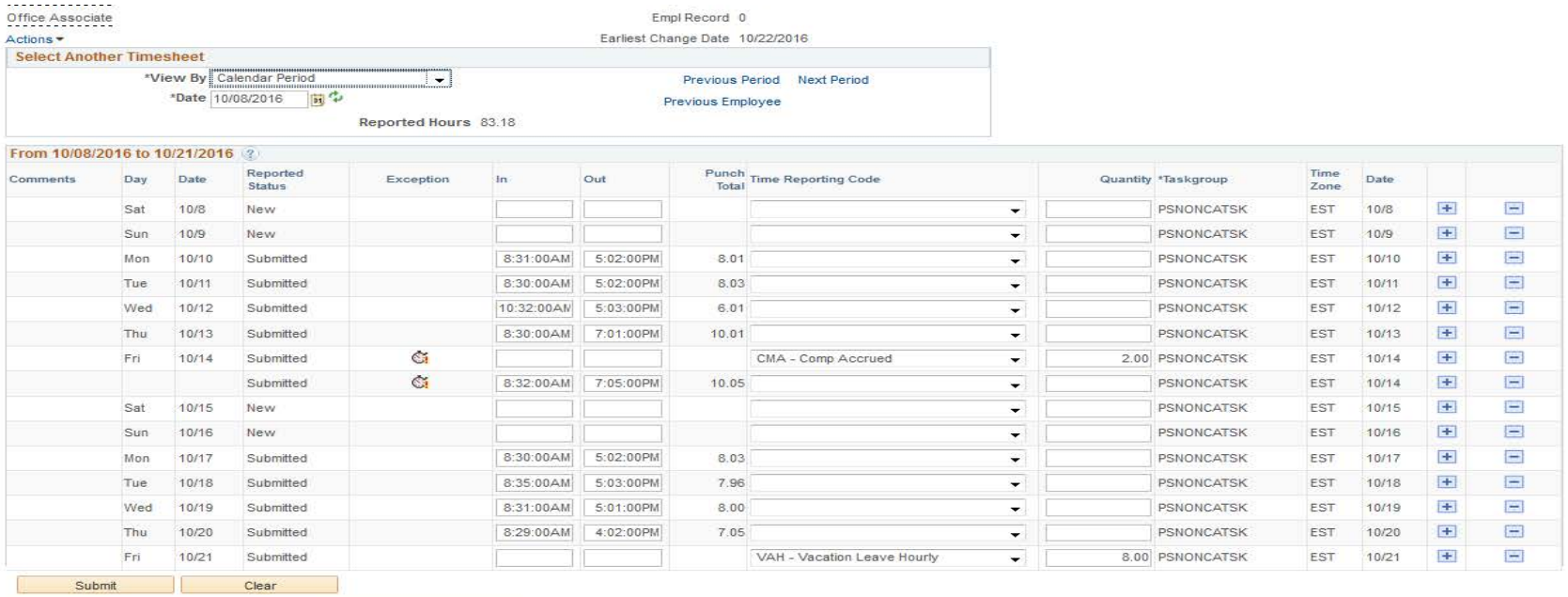


Overtime options:

- Overtime hours are paid out at one and one-half times the regular rate of pay for all hours worked in excess of 40hs in a workweek
- Overtime hours are placed into a compensatory time bank (needs to be used within 180 days)

HOW TO VIEW COMPENSATORY TIME

- Navigate to Self Service > Time Reporting > Report Time > Timesheet



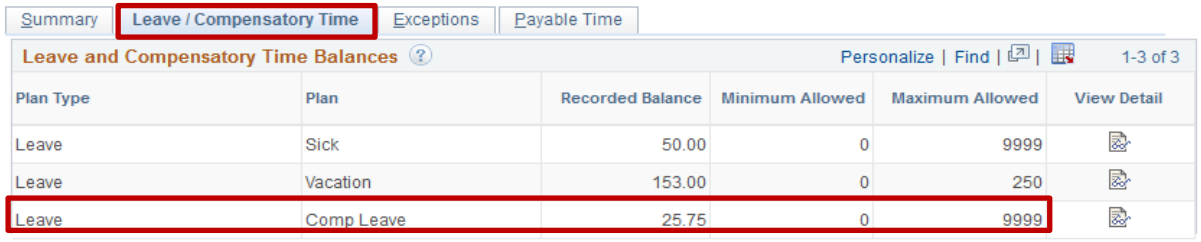
Office Associate
Actions
Empl Record 0
Earliest Change Date 10/22/2016

Select Another Timesheet
*View By Calendar Period
*Date 10/08/2016
Previous Period Next Period
Previous Employee
Reported Hours 83.18

From 10/08/2016 to 10/21/2016

Comments	Day	Date	Reported Status	Exception	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	10/8	New							PSNONCATSK	EST	10/8
	Sun	10/9	New							PSNONCATSK	EST	10/9
	Mon	10/10	Submitted		8:31:00AM	5:02:00PM	8.01			PSNONCATSK	EST	10/10
	Tue	10/11	Submitted		8:30:00AM	5:02:00PM	8.03			PSNONCATSK	EST	10/11
	Wed	10/12	Submitted		10:32:00AM	5:03:00PM	6.01			PSNONCATSK	EST	10/12
	Thu	10/13	Submitted		8:30:00AM	7:01:00PM	10.01			PSNONCATSK	EST	10/13
	Fri	10/14	Submitted					CMA - Comp Accrued	2.00	PSNONCATSK	EST	10/14
			Submitted		8:32:00AM	7:05:00PM	10.05			PSNONCATSK	EST	10/14
	Sat	10/15	New							PSNONCATSK	EST	10/15
	Sun	10/16	New							PSNONCATSK	EST	10/16
	Mon	10/17	Submitted		8:30:00AM	5:02:00PM	8.03			PSNONCATSK	EST	10/17
	Tue	10/18	Submitted		8:35:00AM	5:03:00PM	7.96			PSNONCATSK	EST	10/18
	Wed	10/19	Submitted		8:31:00AM	5:01:00PM	8.00			PSNONCATSK	EST	10/19
	Thu	10/20	Submitted		8:29:00AM	4:02:00PM	7.05			PSNONCATSK	EST	10/20
	Fri	10/21	Submitted					VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST	10/21

Submit Clear



Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances
Personalize | Find | 1-3 of 3

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	50.00	0	9999	
Leave	Vacation	153.00	0	250	
Leave	Comp Leave	25.75	0	9999	

- Employees may choose to place overtime hours in a compensatory time bank with the approval of their supervisor.
- Compensatory time bank needs to be used within 180 days

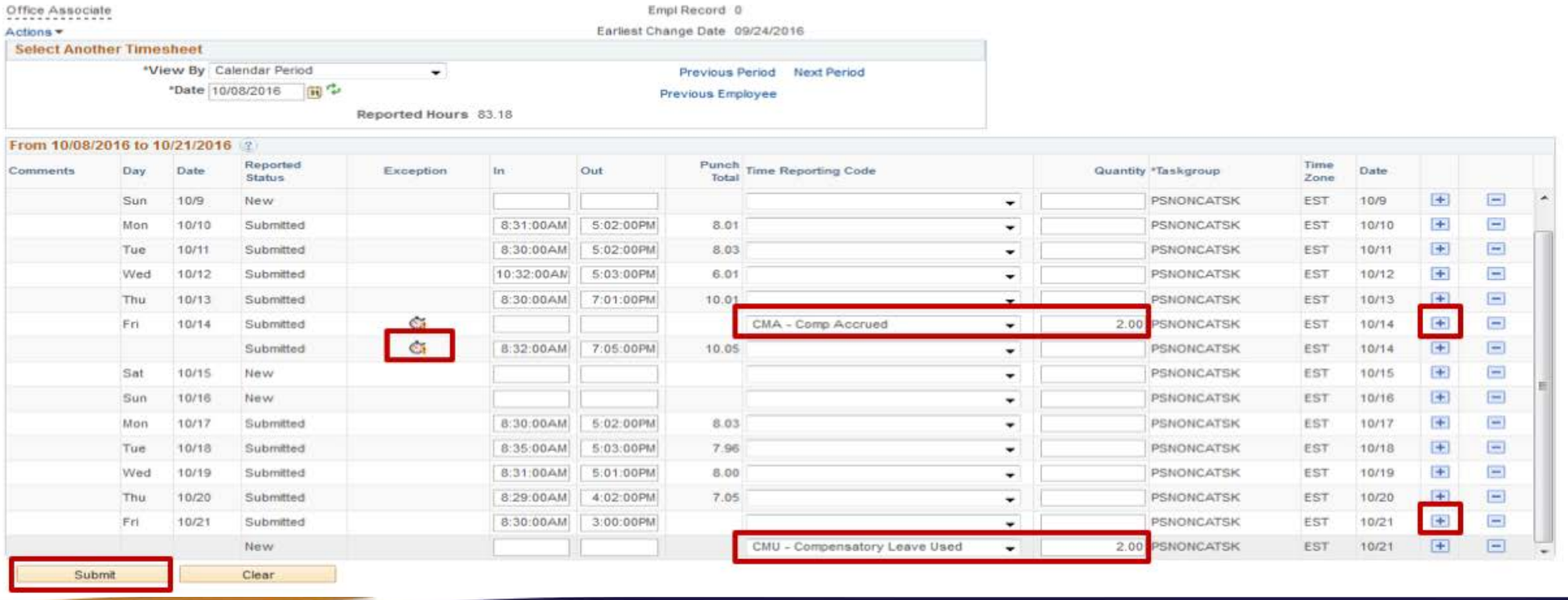
HOW TO DESIGNATE COMPENSATORY TIME

Steps to bank comp hours:

1. Add a line to the day the overtime clock appears
2. Enter CMA code and the number of hours
3. Submit

Steps to use accrued comp hours:

1. Add a line to the day comp time will be used
2. Enter CMU code and the number of hours
3. Submit

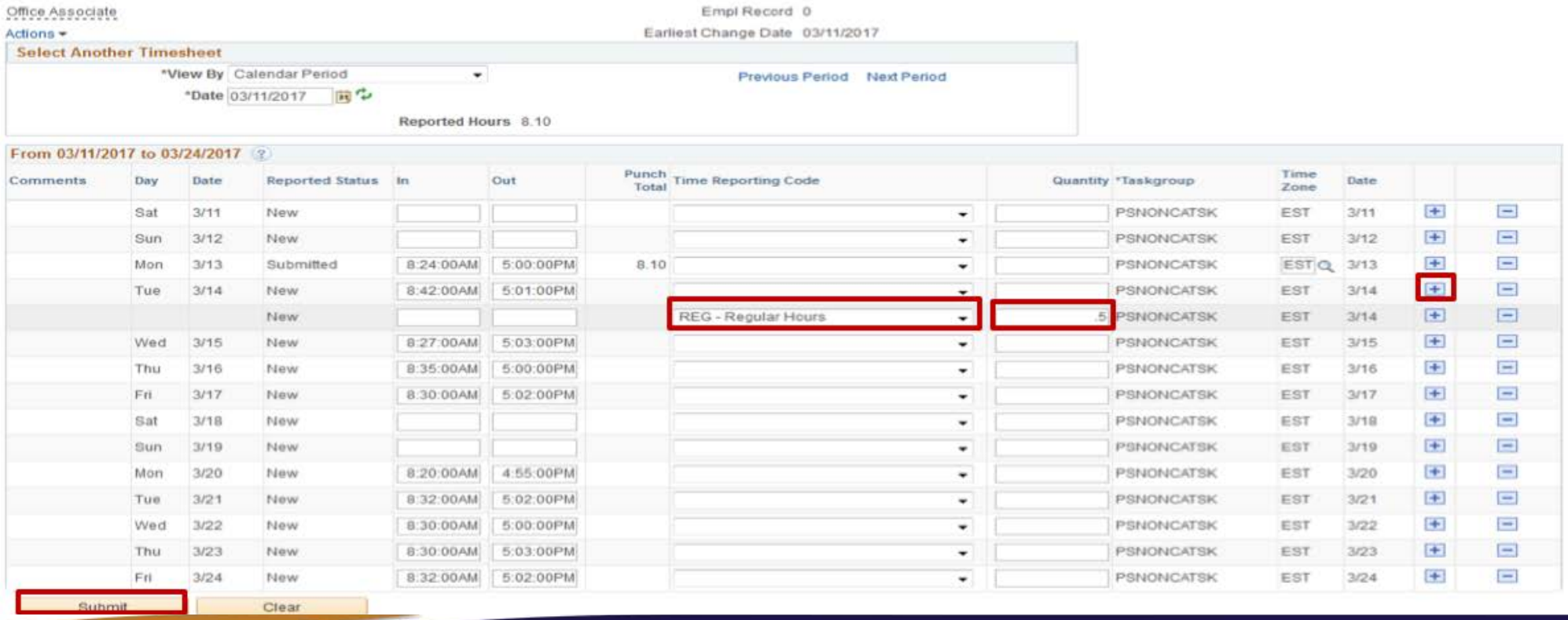


HOW TO ADD LUNCH TIME

- Non-exempt benefit eligible employees are automatically deducted a 30 minute lunch break. Therefore, if a 30 minute lunch break is not taken the employee must add .50 hours to their timesheet.

Steps to add lunch time:

1. Add a line to the day the lunch was not taken
2. Enter the REG code under Time Reporting Code column
3. Enter .50 under the Quantity column
4. Submit



Office Associate

Actions

Empl Record 0

Earliest Change Date 03/11/2017

Select Another Timesheet

*View By Calendar Period

*Date 03/11/2017

Previous Period Next Period

Reported Hours 8.10

From 03/11/2017 to 03/24/2017

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	3/11	New						PSNONCATSK	EST	3/11
	Sun	3/12	New						PSNONCATSK	EST	3/12
	Mon	3/13	Submitted	8:24:00AM	5:00:00PM	8.10			PSNONCATSK	EST	3/13
	Tue	3/14	New	8:42:00AM	5:01:00PM				PSNONCATSK	EST	3/14
			New				REG - Regular Hours	.5	PSNONCATSK	EST	3/14
	Wed	3/15	New	8:27:00AM	5:03:00PM				PSNONCATSK	EST	3/15
	Thu	3/16	New	8:35:00AM	5:00:00PM				PSNONCATSK	EST	3/16
	Fri	3/17	New	8:30:00AM	5:02:00PM				PSNONCATSK	EST	3/17
	Sat	3/18	New						PSNONCATSK	EST	3/18
	Sun	3/19	New						PSNONCATSK	EST	3/19
	Mon	3/20	New	8:20:00AM	4:55:00PM				PSNONCATSK	EST	3/20
	Tue	3/21	New	8:32:00AM	5:02:00PM				PSNONCATSK	EST	3/21
	Wed	3/22	New	8:30:00AM	5:00:00PM				PSNONCATSK	EST	3/22
	Thu	3/23	New	8:30:00AM	5:03:00PM				PSNONCATSK	EST	3/23
	Fri	3/24	New	8:32:00AM	5:02:00PM				PSNONCATSK	EST	3/24

Submit Clear

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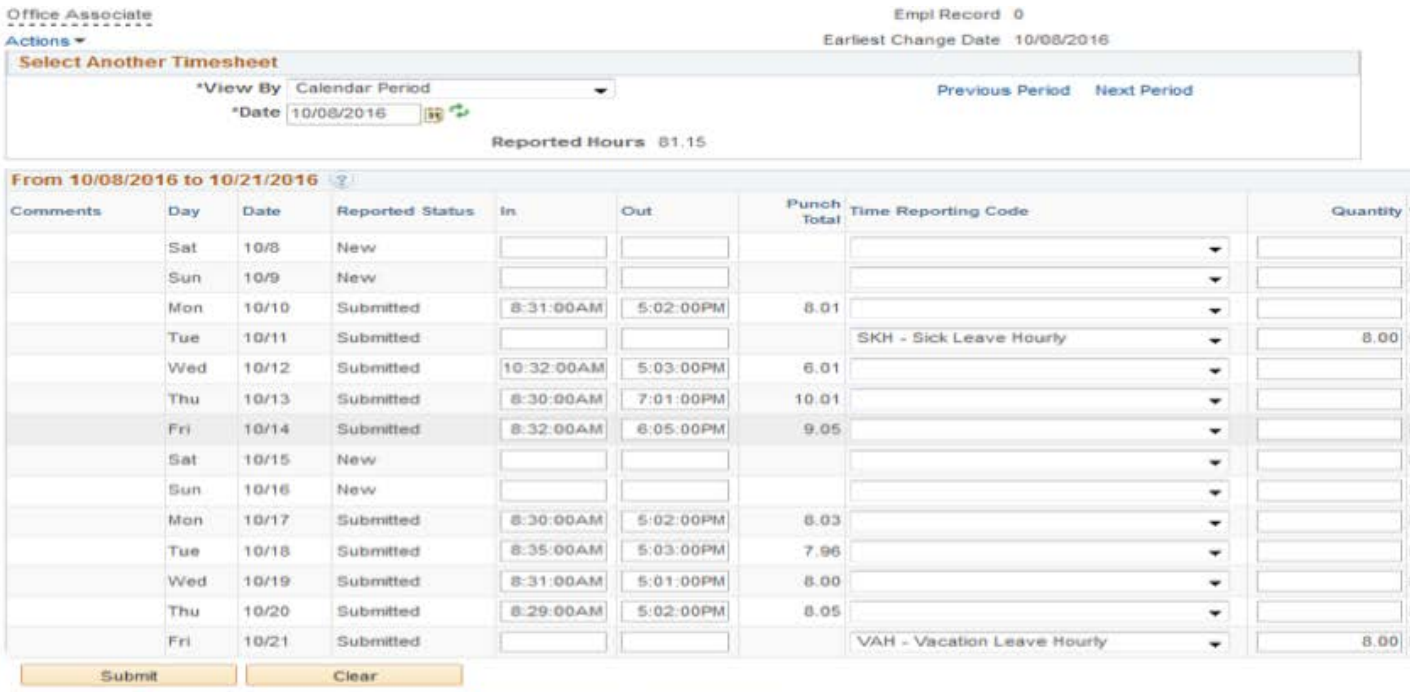
STEPS TO VIEW LEAVE BALANCES

- Navigate to Navigate to Manager Self Service > Time Management > Report Time > Timesheet



Office Associate
Actions
Empl Record 0
Earliest Change Date 10/08/2016
Select Another Timesheet
*View By Calendar Period
*Date 10/08/2016
Previous Period Next Period
Reported Hours 81.15
From 10/08/2016 to 10/21/2016

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity
	Sat	10/8	New					
	Sun	10/9	New					
	Mon	10/10	Submitted	8:31:00AM	5:02:00PM	8.01		
	Tue	10/11	Submitted				SKH - Sick Leave Hourly	8.00
	Wed	10/12	Submitted	10:32:00AM	5:03:00PM	6.01		
	Thu	10/13	Submitted	8:30:00AM	7:01:00PM	10.01		
	Fri	10/14	Submitted	8:32:00AM	6:05:00PM	9.05		
	Sat	10/15	New					
	Sun	10/16	New					
	Mon	10/17	Submitted	8:30:00AM	5:02:00PM	8.03		
	Tue	10/18	Submitted	8:35:00AM	5:03:00PM	7.96		
	Wed	10/19	Submitted	8:31:00AM	5:01:00PM	8.00		
	Thu	10/20	Submitted	8:29:00AM	5:02:00PM	8.05		
	Fri	10/21	Submitted				VAH - Vacation Leave Hourly	8.00

Submit Clear

Summary | Leave / Compensatory Time | Exceptions | Payable Time

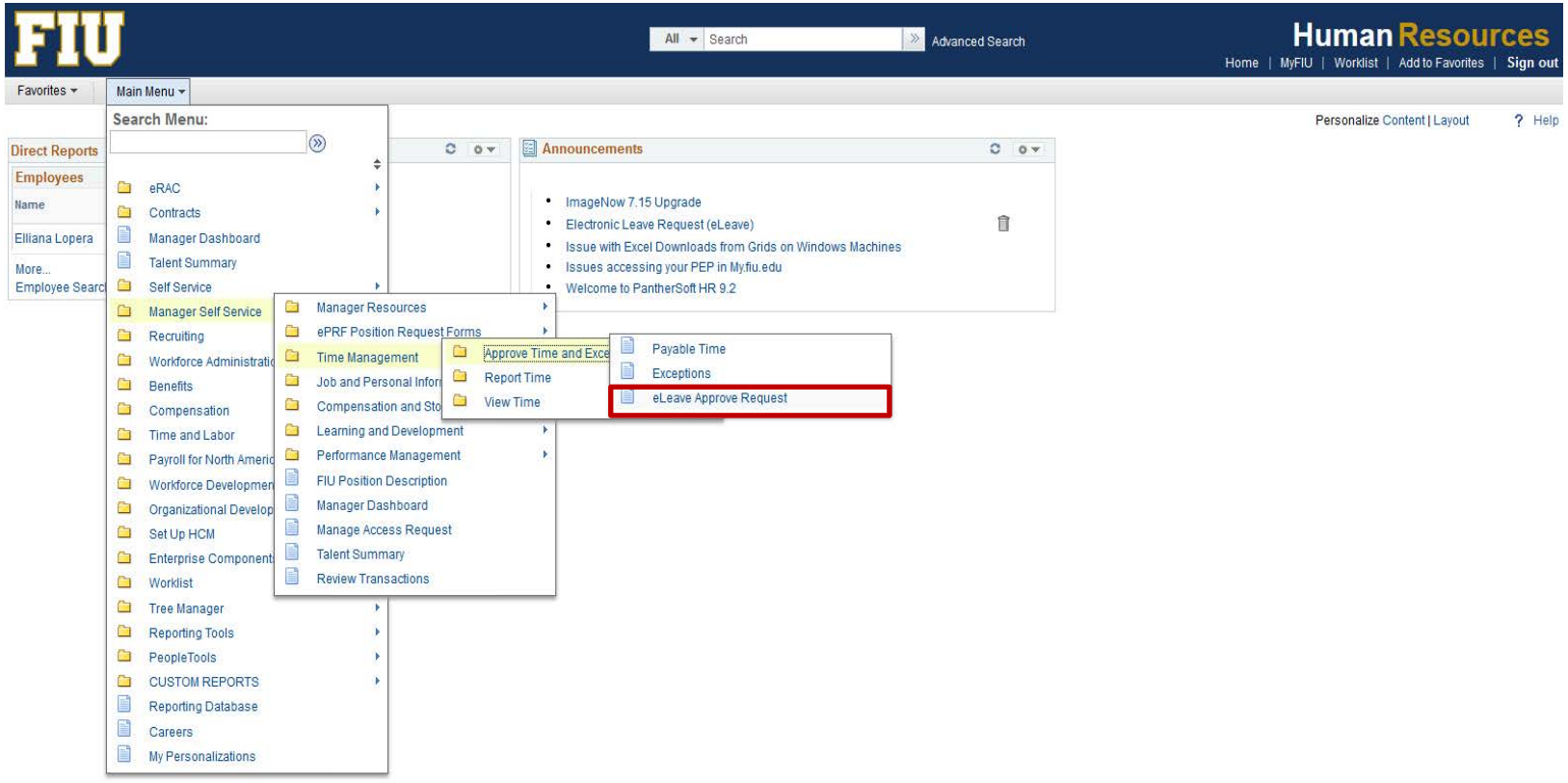
Leave and Compensatory Time Balances
Personalize | Find | 1-3 of 3

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	33.51	0	9999	
Leave	Vacation	11.89	0	250	
Leave	Comp Leave	0.00	0	9999	

- Navigate to Manager Self Service > Time Management > Report Time > Timesheet
- Actual leave balances will not be updated until payroll has processed the hours submitted for the current pay period and future pay periods.
- Actual leave balances can be viewed by an employees on their paycheck

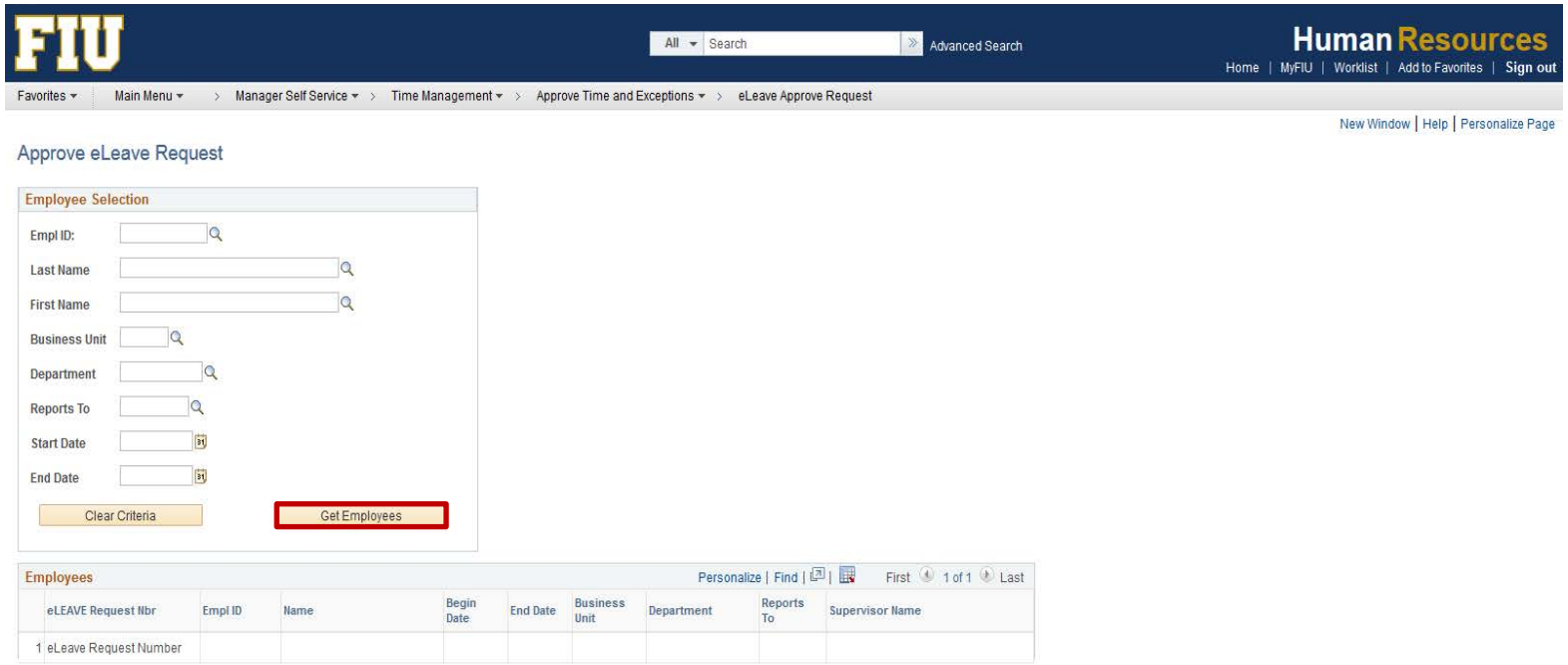
STEPS TO APPROVE/DENY eLEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > eLeave Approve Request

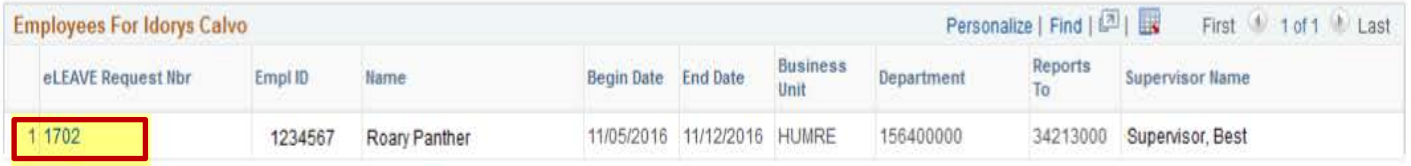


STEPS TO APPROVE/DENY eLEAVE

2. Select “Get Employees” button



3. Select the desired eLeave Request Number to review the details of the



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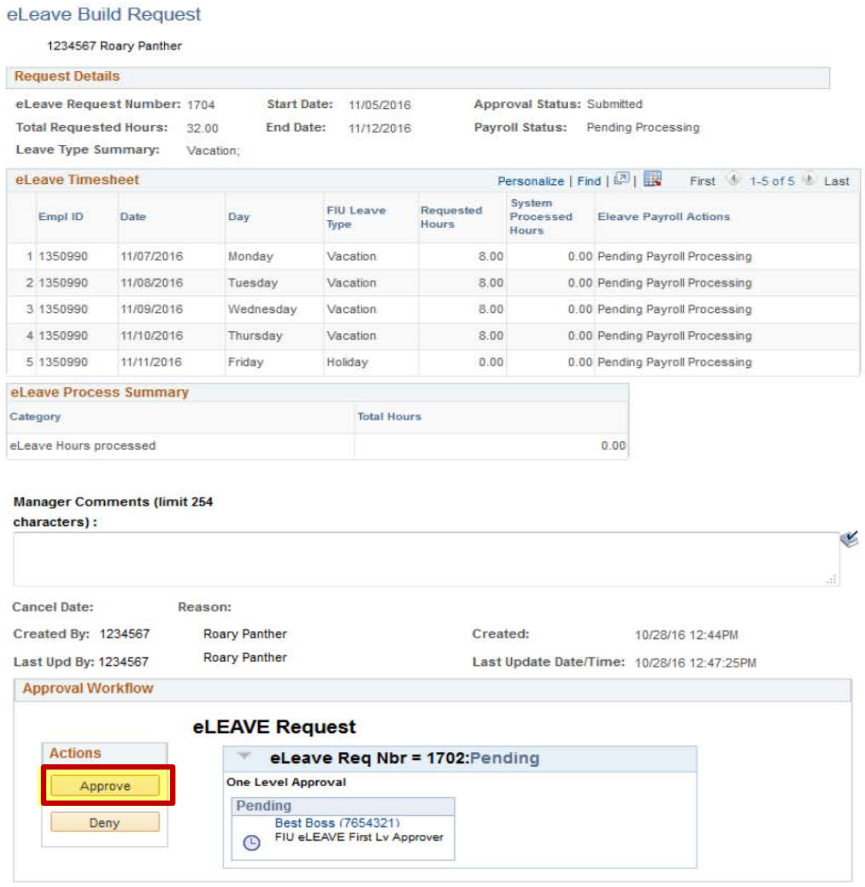
STEPS TO APPROVE/DENY eLEAVE

4. Review the details of the eLeave Request
5. Select “Approve”



- Once the eLeave request is approved, the supervisor will receive an Outlook invitation via email which they can add to their calendar

- If denying the request:
  1. Select “Deny”
  2. Enter reason for denying the request in the comment box. The employee will be notified via email of the denial

STEPS TO ENTER/APPROVE RETRO TIME

- If hours need to be entered or edited for **a previous pay period,** the approver can go back one pay period to edit the timesheet

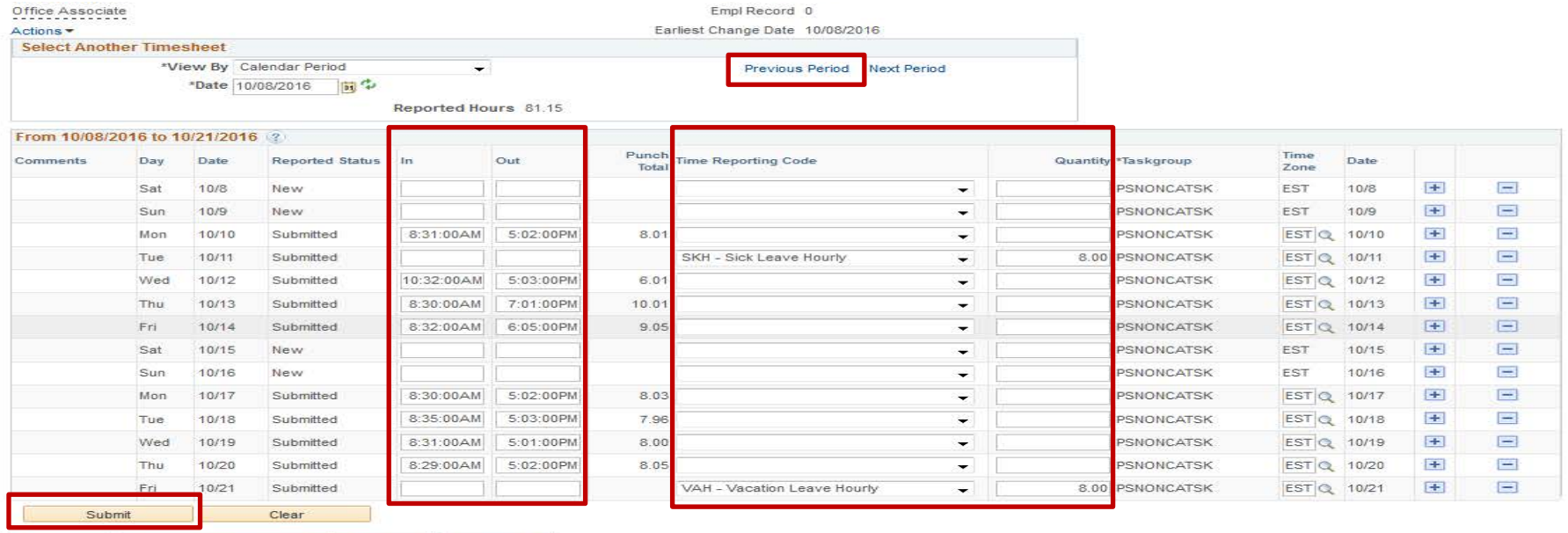
- If hours need to be entered or edited for **more than one previous pay period**, the employee will need to email **comhr@fiu.edu** and copy the Supervisor with the times and dates to edit/enter

STEPS TO ENTER/APPROVE RETRO TIME

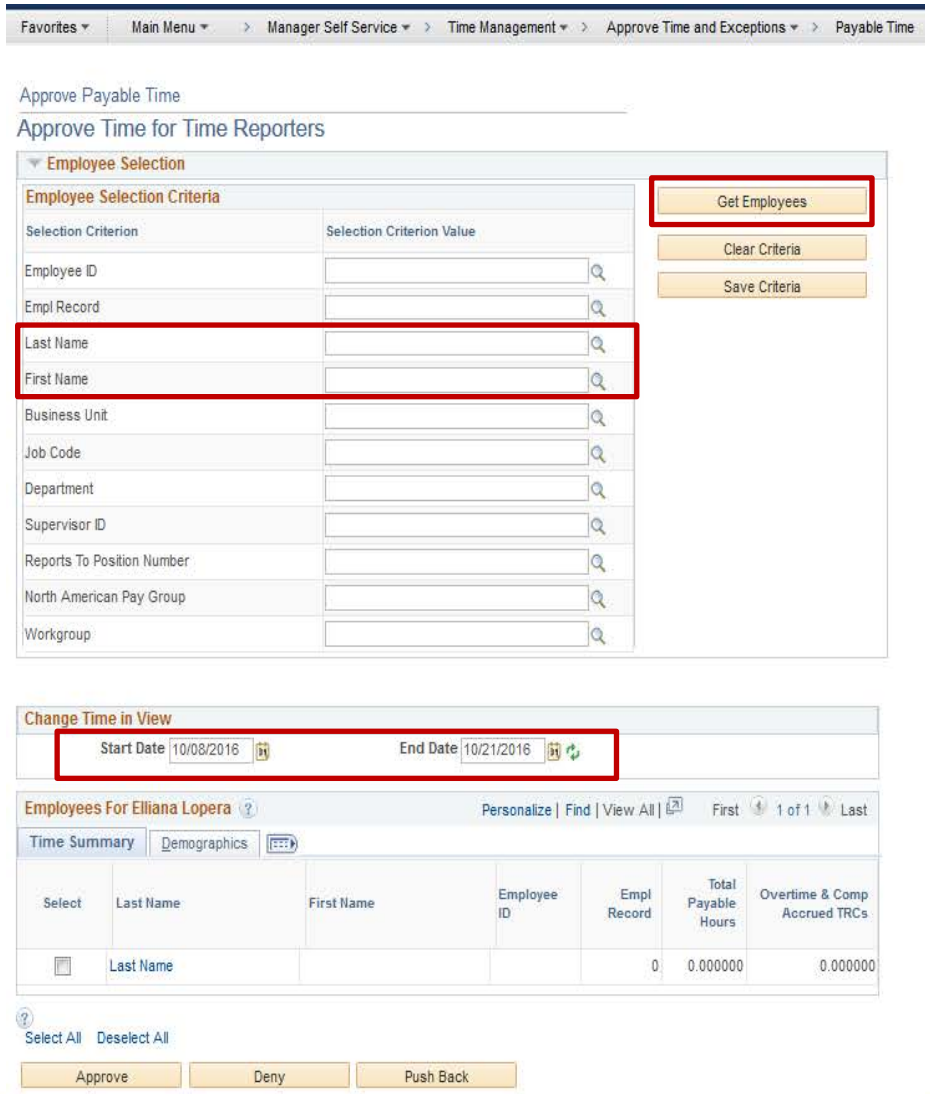
- The approver can go back one pay period to edit the timesheet

1. Navigate to Manager Self Service > Time Management > Report Time > Timesheet
2. Select “Previous Period”
3. Make changes
4. Select “Submit”

- The approver will need to wait approximately an hour after making the changes in order to approve and make the changes effective



STEPS TO ENTER/APPROVE RETRO TIME



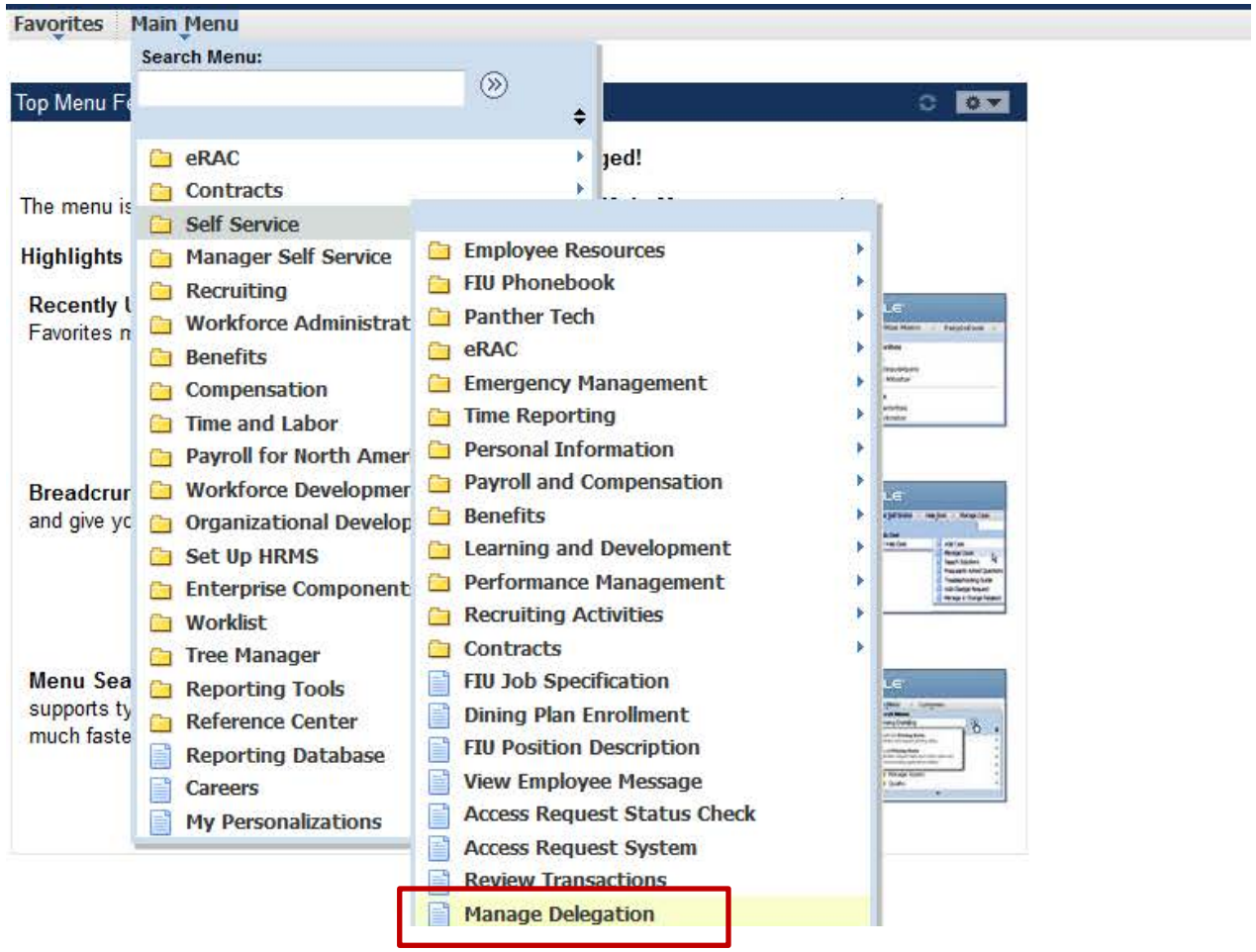
1. Navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time
2. Enter employee name
3. Change the “Start Date” and “End Date” to previous pay period dates
4. Select “Get Employees”
5. Select employee name
6. Select “Approve”

STEPS TO ASSIGN/ACCEPT A PROXY DELEGATION

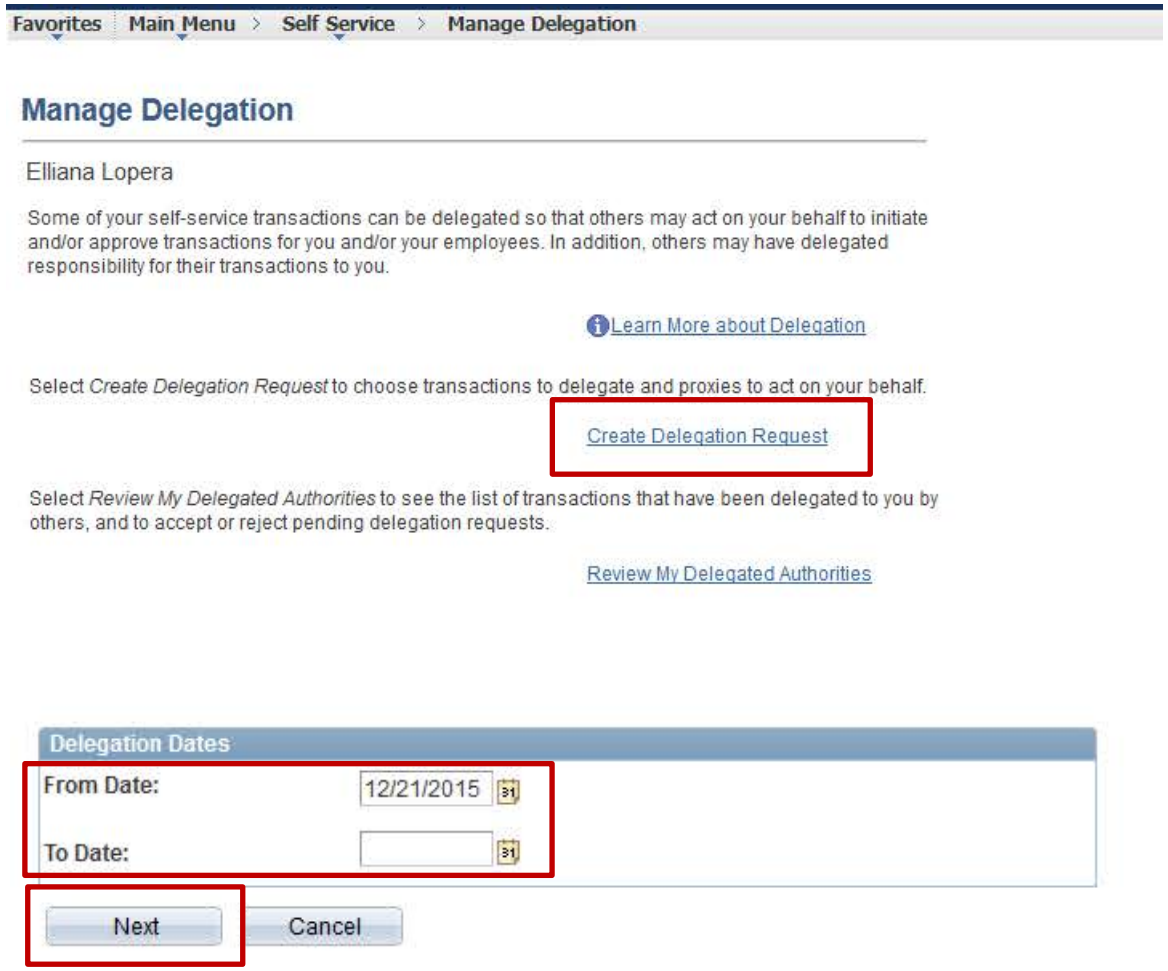
- If a supervisor will be out of the office they may delegate the authority for time approval
- Also, if a supervisor would like to make someone her/his permanent proxy for time approval, they can delegate the authority
- The delegated proxy's time is auto approved in the system

STEPS TO ASSIGN A PROXY DELEGATION

1. Navigate to Self Service > Manage Delegation

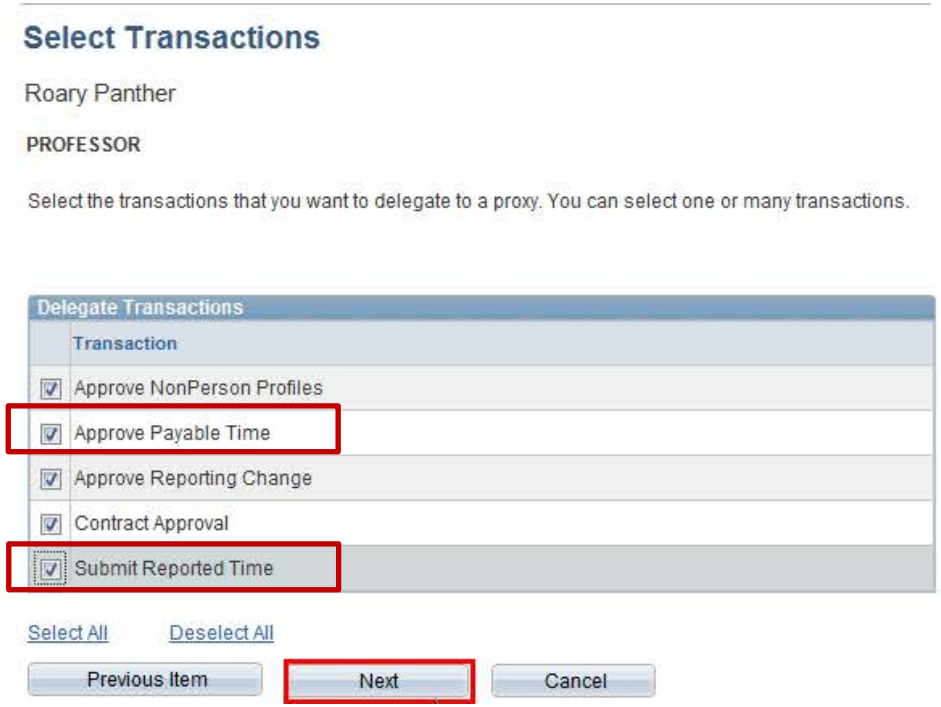


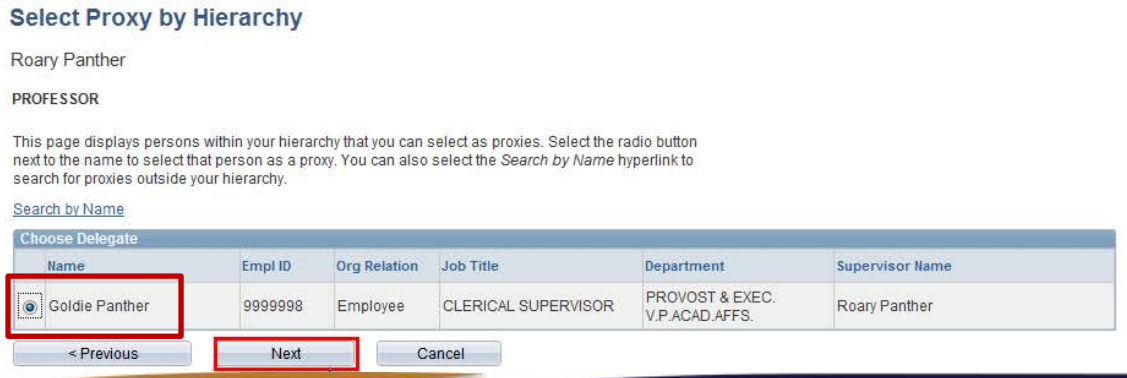
STEPS TO ASSIGN A PROXY DELEGATION



2. Select “Create Delegation Request”
3. Enter “From Date” (cannot back date)
4. Enter “To Date” (leave blank if the delegation has no end date)
5. Select “Next”

STEPS TO ASSIGN A PROXY DELEGATION





6. Select “Approve Payable Time”
7. Select “Submit Reported Time”
8. Select “Next”
9. Select the employee name that will become the proxy
10. Select “Next”

STEPS TO ASSIGN A PROXY DELEGATION

11. Review selected transactions
12. Select “Submit”

You have now delegated your time approval actions to your proxy

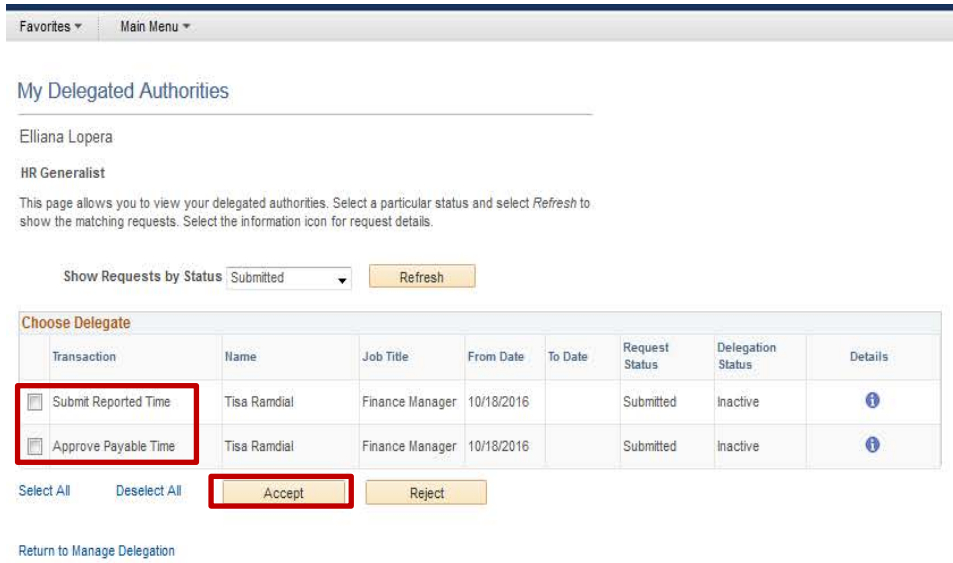
STEPS TO ACCEPT A PROXY DELEGATION

-----Original Message-----
From: jcrrodri@fiu.edu [mailto:jcrrodri@fiu.edu]
Sent: October 18, 2016 10:48 AM
To: Kelly Bouncharеune <sbouncha@fiu.edu>
Subject: A delegation request from Jessica Valencia has been submitted for review and acceptance

Jessica Valencia or an administrator on behalf of Jessica Valencia has submitted a delegation request to you.

Transaction(s): Approve Payable Time
From: 2016-10-18
To:

You can review the request, then accept or reject the request, using the link below.
https://myhr.fiu.edu/psp/hcm/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLGT&Action=U&DELEGATOR_ID=1404852&DELEGATOR_RCD=0&TRANSACTION_NAME=TLPayableTime&TRANS_ALLOWED=A&FROM_DATE=2016-10-18



1. Open delegation email and click on link
2. Select transaction(s)
3. Click “Accept”

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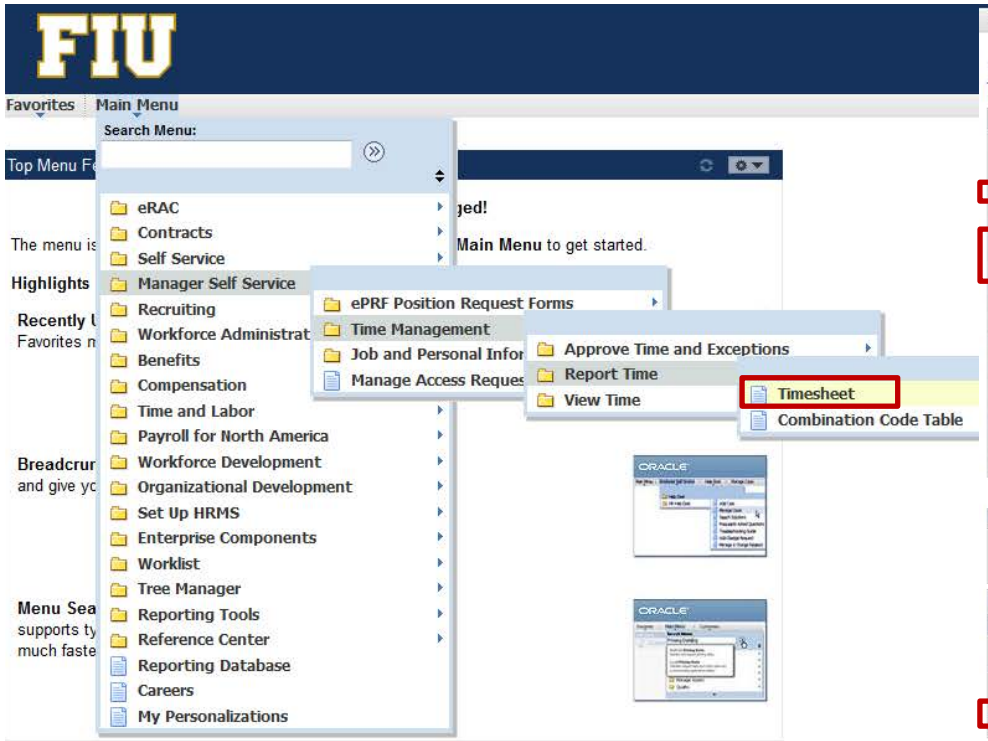
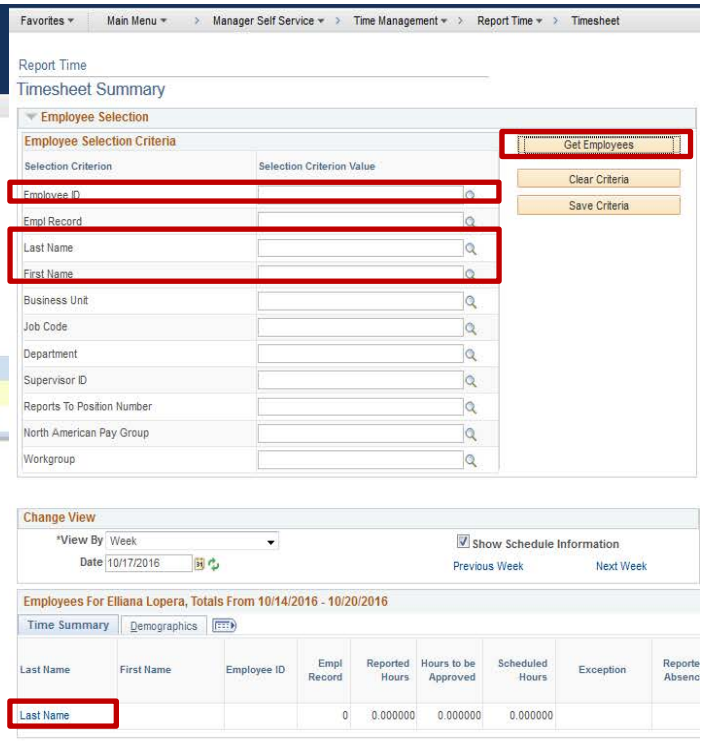
STEPS FOR APPROVAL DAYS

★Review Timesheet

1. Navigate to Manager Self Service > Time Management > Report Time > Timesheet
2. Enter employee ID or name
3. Select “Get Employees”
4. Click on employee name





STEPS FOR APPROVAL DAYS

Review Timesheet (Continued)

When reviewing timesheets make sure:

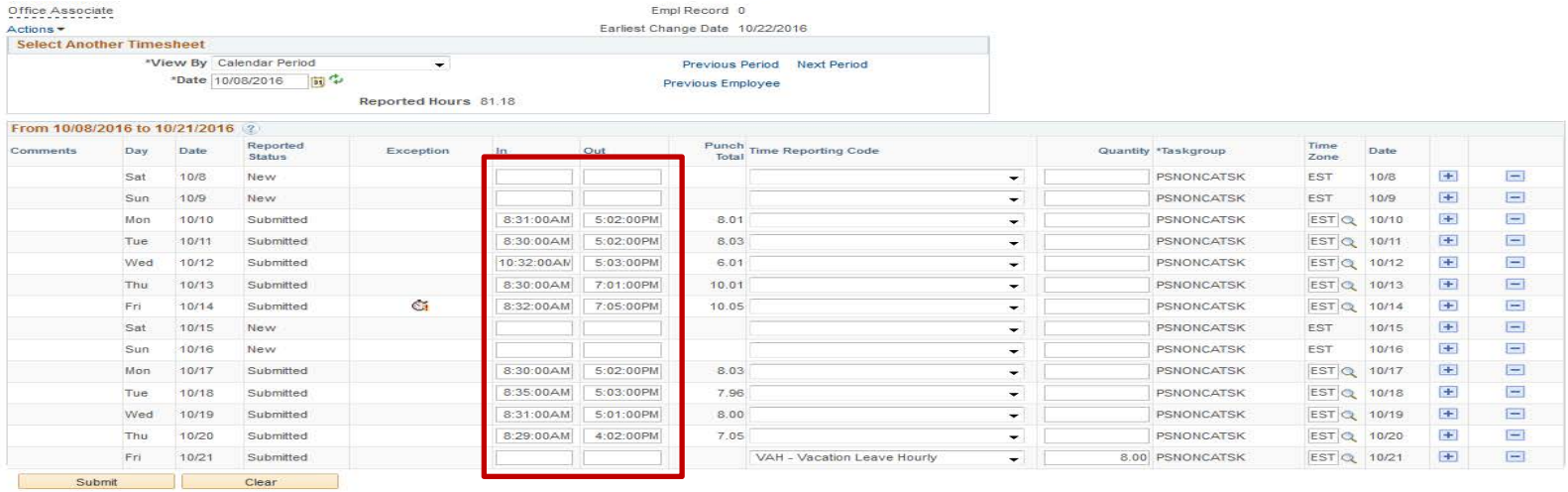
- ✓ Employee entered time correctly
- ✓ Review exceptions which include
    - Overtime
    - Missed punches
    - Long work period

- ✓ All vacation and sick time is entered
- ✓ All hours are **SUBMITTED**

STEPS FOR APPROVAL DAYS

★Review Exceptions

1. Click on “Exceptions” tab
2. Make necessary edits to address exceptions and communicate to the employee



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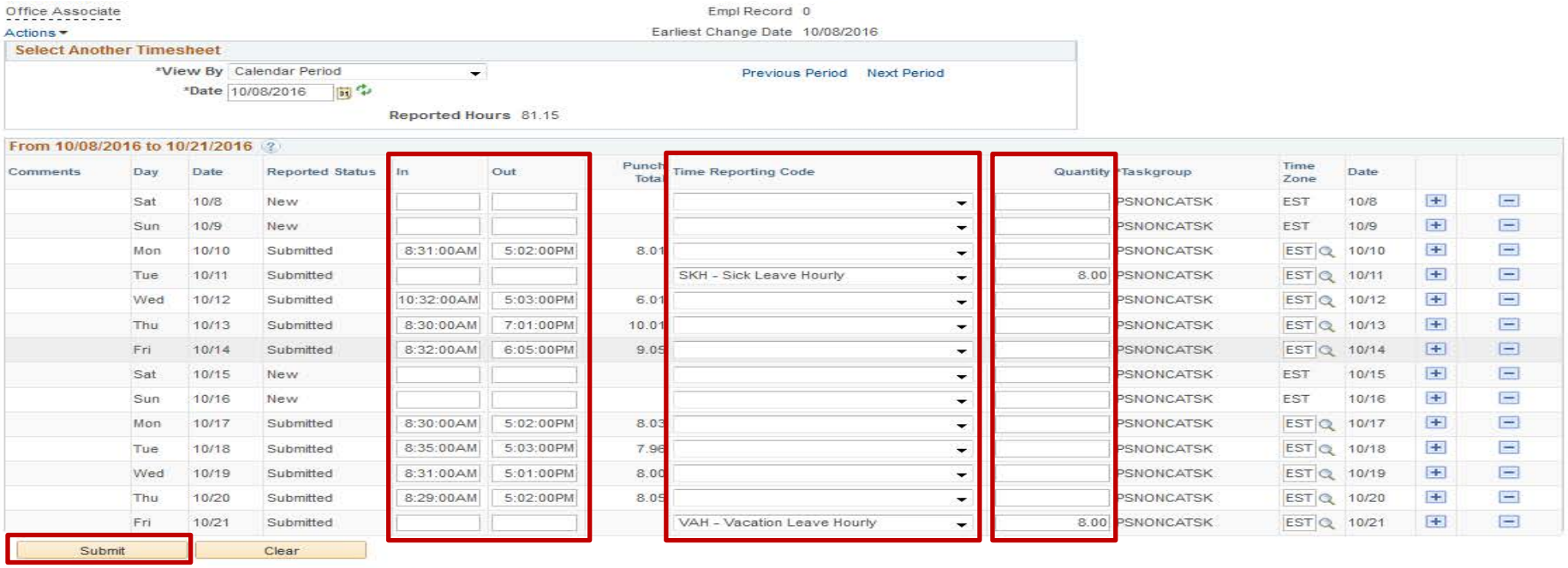
STEPS FOR APPROVAL DAYS

★ Enter/Edit Time

1. For exempt employees, enter amount of leave hours, using the appropriate pay code. For non-exempt employees enter/edit time punches and/or leave hours, using the appropriate pay code.
2. Select “Submit”

➢ The updated time/leave entries will be available for approval approximately one hour from the moment the hours were submitted



Office Associate
Actions
Empl Record 0
Earliest Change Date 10/08/2016
Select Another Timesheet
*View By Calendar Period
*Date 10/08/2016
Previous Period Next Period
Reported Hours 81.15
From 10/08/2016 to 10/21/2016

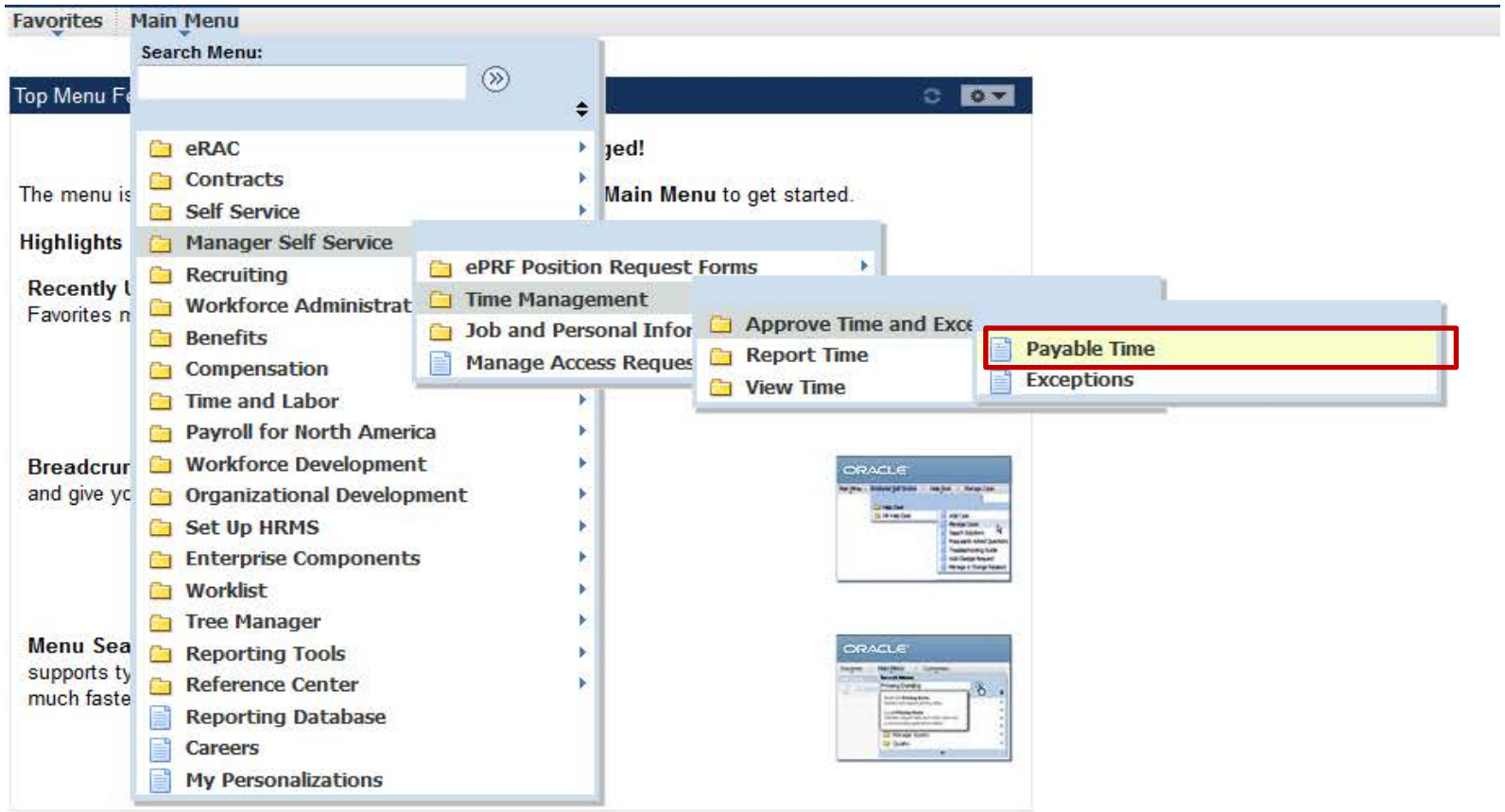
Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	10/8	New						PSNONCATSK	EST	10/8
	Sun	10/9	New						PSNONCATSK	EST	10/9
	Mon	10/10	Submitted	8:31:00AM	5:02:00PM	8.01			PSNONCATSK	EST	10/10
	Tue	10/11	Submitted				SKH - Sick Leave Hourly	8.00	PSNONCATSK	EST	10/11
	Wed	10/12	Submitted	10:32:00AM	5:03:00PM	6.01			PSNONCATSK	EST	10/12
	Thu	10/13	Submitted	8:30:00AM	7:01:00PM	10.01			PSNONCATSK	EST	10/13
	Fri	10/14	Submitted	8:32:00AM	6:05:00PM	9.05			PSNONCATSK	EST	10/14
	Sat	10/15	New						PSNONCATSK	EST	10/15
	Sun	10/16	New						PSNONCATSK	EST	10/16
	Mon	10/17	Submitted	8:30:00AM	5:02:00PM	8.03			PSNONCATSK	EST	10/17
	Tue	10/18	Submitted	8:35:00AM	5:03:00PM	7.96			PSNONCATSK	EST	10/18
	Wed	10/19	Submitted	8:31:00AM	5:01:00PM	8.00			PSNONCATSK	EST	10/19
	Thu	10/20	Submitted	8:29:00AM	5:02:00PM	8.05			PSNONCATSK	EST	10/20
	Fri	10/21	Submitted				VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST	10/21

Submit Clear

STEPS FOR APPROVAL DAYS

★ Approve Time

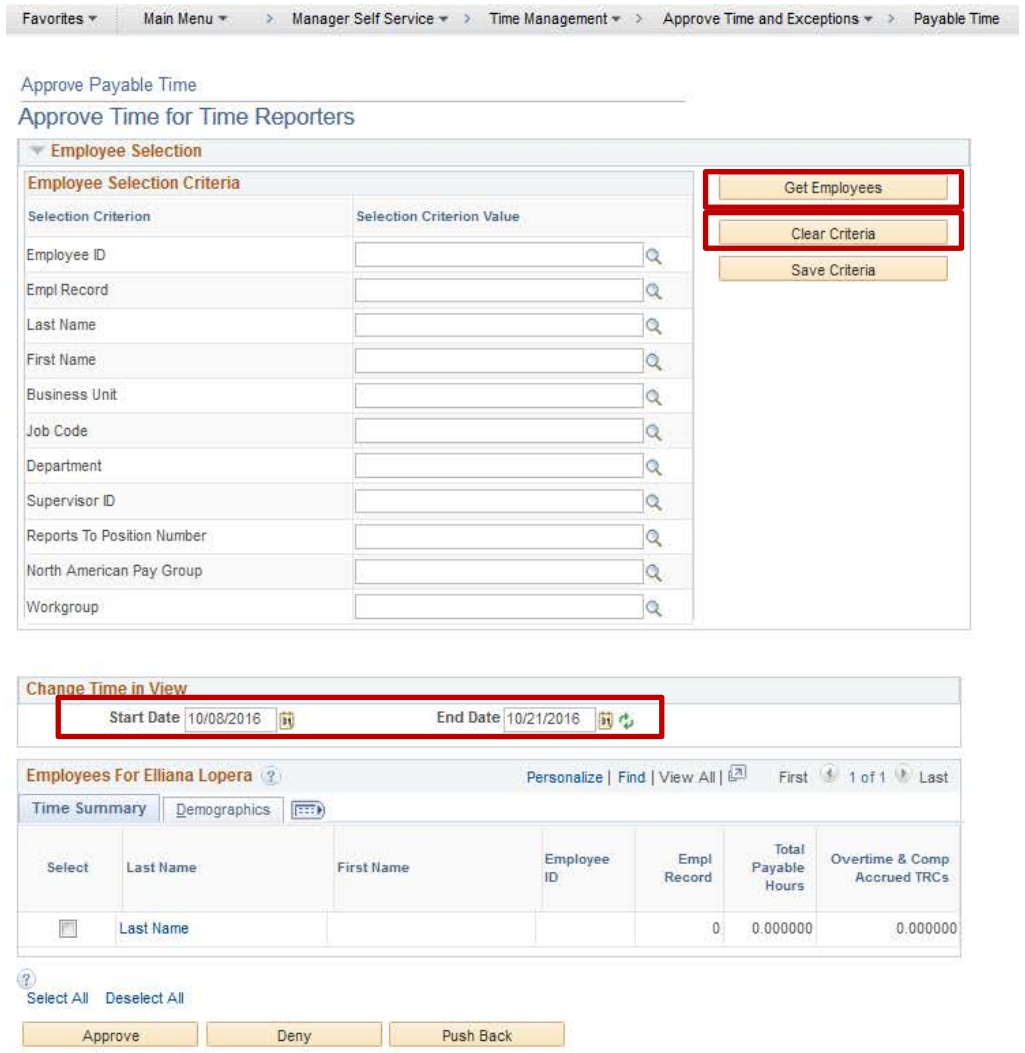
1. Navigate to Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time



STEPS FOR APPROVAL DAYS

Approve Time (Continued)

2. Select “Clear Criteria”
3. Confirm pay period dates are correct
4. Select “Get Employees”



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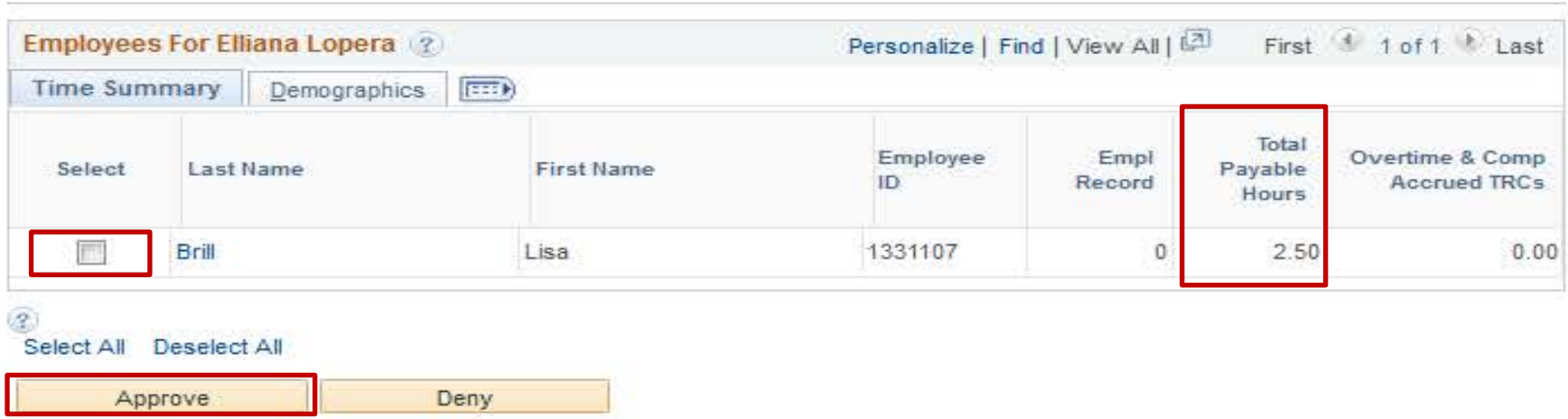
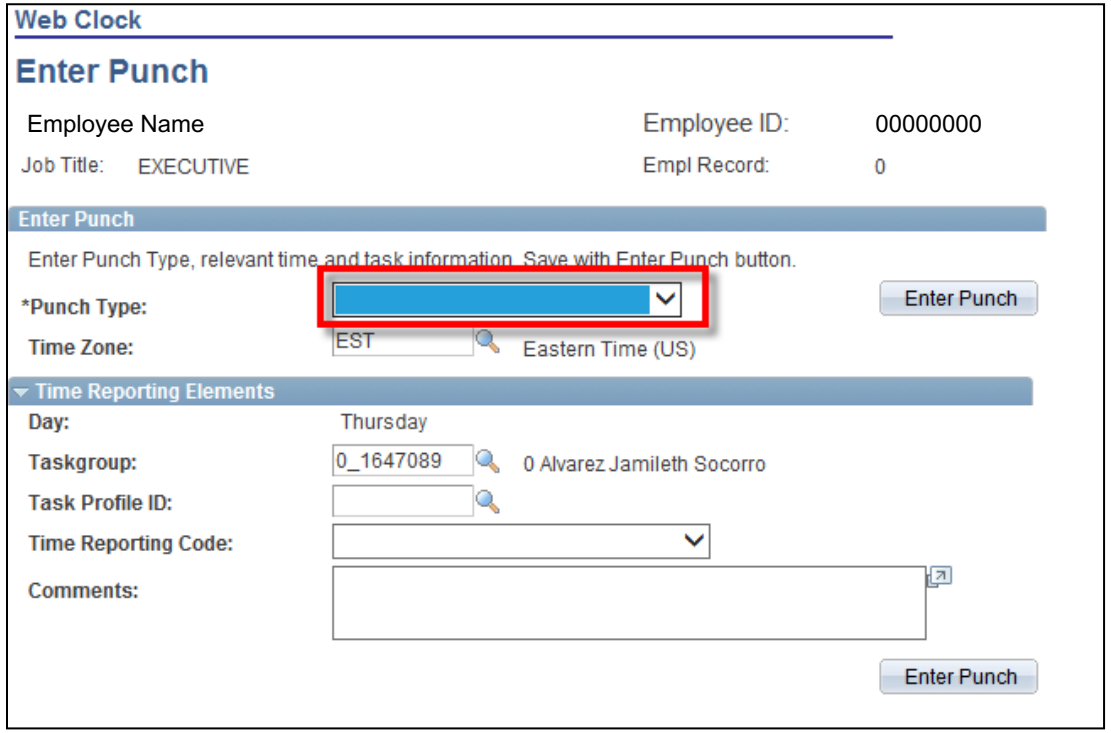
STEPS FOR APPROVAL DAYS

Approve Time (Continued)

5. Select employee name(s)
6. Select “Approve”
   - ➢ Keep in mind “total payable hours” on this screen includes lunch
   - ➢ The approver has until **2:00 pm** to approve

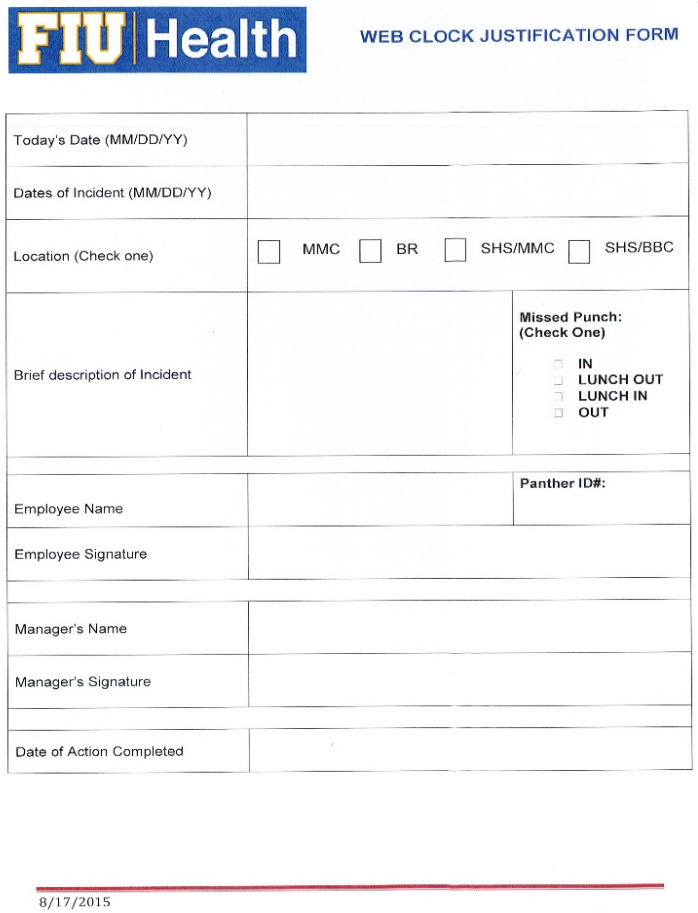


WEB CLOCK-SUMMARY



- Non-Exempt, Temporary and Student Assistant employees within FIU Health utilize the Web Clock to enter time
- The Web Clock records the exact time the employee entered their punch
- Employees do not have access to edit or enter leave on their timesheet

WEB CLOCK-STEPS TO EDIT TIME



FIU Health

WEB CLOCK JUSTIFICATION FORM

Today's Date (MM/DD/YY)		
Dates of Incident (MM/DD/YY)		
Location (Check one)	☐ MMC ☐ BR ☐ SHS/MMC ☐ SHS/BBC	
Brief description of Incident		Missed Punch: (Check One) ☐ IN ☐ LUNCH OUT ☐ LUNCH IN ☐ OUT
Employee Name		Panther ID#:
Employee Signature		
Manager's Name		
Manager's Signature		
Date of Action Completed		

8/17/2015

1. Employee submits Web Clock Justification Form
2. Navigate to Manager Self Service > Time Management > Report Time > Timesheet
3. Make changes
4. Select **"Submit"**

- Approver will also need to enter any requested "Leave Time" on behalf of the employee
- Only applicable to FIU Health Employees on the Web Clock

RESOURCES AND CONTACTS

RESOURCES

- FIU Division of Human Resources – Compensation Administration
  - http://hr.fiu.edu/index.php?name=flsa
- U.S. Department of Labor - Wage and Hour Division (WHD)
  - http://www.dol.gov/whd/flsa

CONTACTS

- HWCOM Human Resources Department – 305-348-0621/ comhr@fiu.edu
- FIU Human Resources Service Center – 305-348-2181/ hr@fiu.edu
- Compensation Administration – 305-348-4996/ cmpadmin@fiu.edu
- Payroll – payroll@fiu.edu