Herbert Wertheim College of Medicine

Time & Labor
Web Clock Training
for Employees

Human Resources

Herbert Wertheim College of Medicine

Time & Labor

AGENDA

- Payroll Deadlines
- Types of Timesheets
- Steps to Enter Time
- Steps to Review Time
- Steps to Edit Time
- How to View Overtime
- How to View Compensatory Time
- How to Designate Compensatory Time
- Steps to View Leave Balances
- Steps to Request eLEAVE
- Steps to Review eLEAVE
- Steps to Cancel eLEAVE
- Steps to Enter Retro Time
- Resources and Contacts

PAYROLL DEADLINES

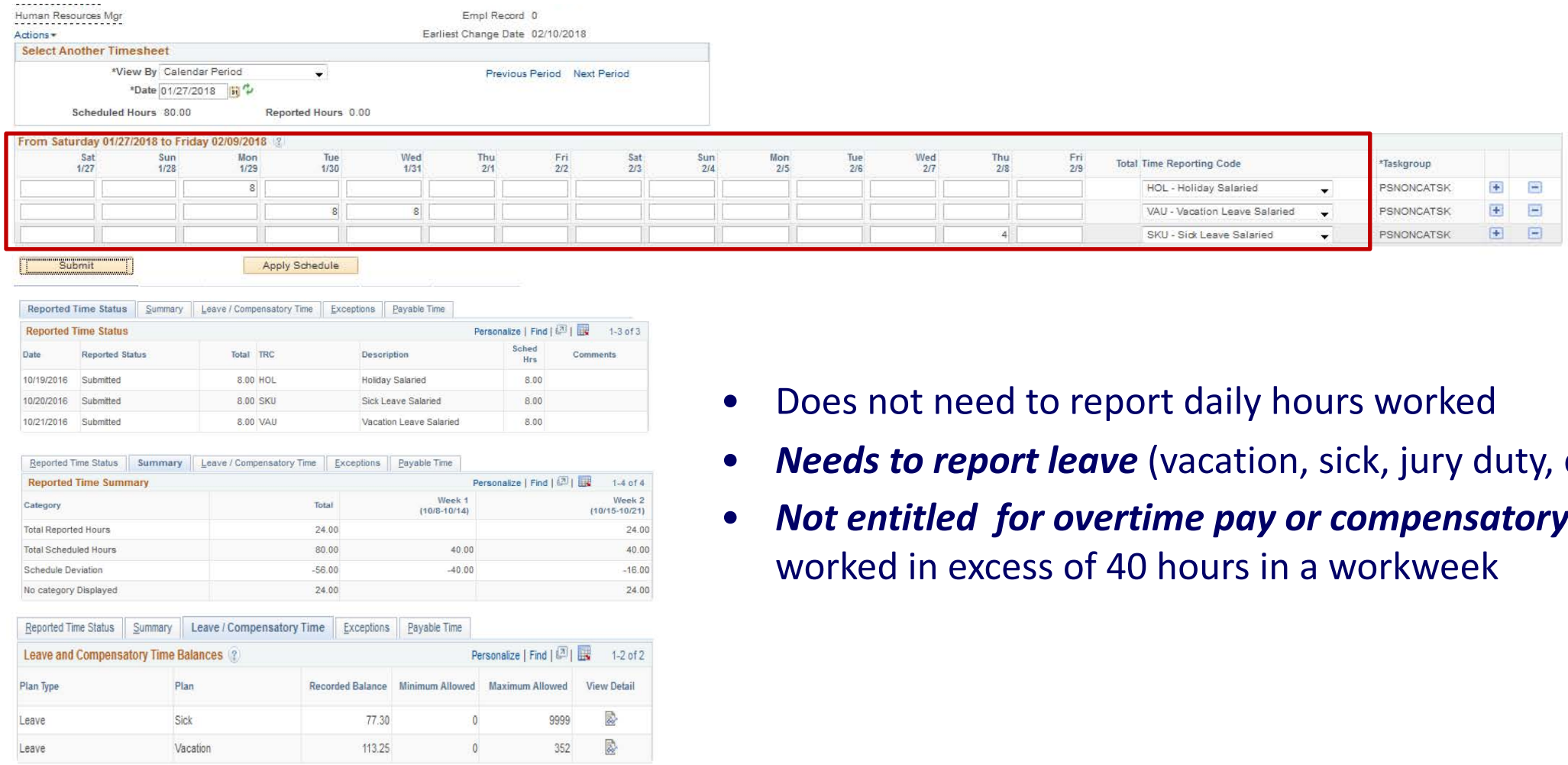
2018 Payroll Deadlines							
PAY PERIOD DATES		PP	CHANGE FORM/SIGN-ON SUBMISSION DEADLINE BY 5:00PM	FIRST LEVEL CONTRACT APPROVAL DEADLINE BY 5:00PM	EMPLOYEE TIME/LEAVE SUBMISSION DEADLINE BY 5:00PM	SUPERVISOR APPROVAL DEADLINE BY 2:00PM	PAY DAY
12/30/17	01/12/18	15	01/03/18*	01/05/18*	01/11/18*	01/12/18*	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

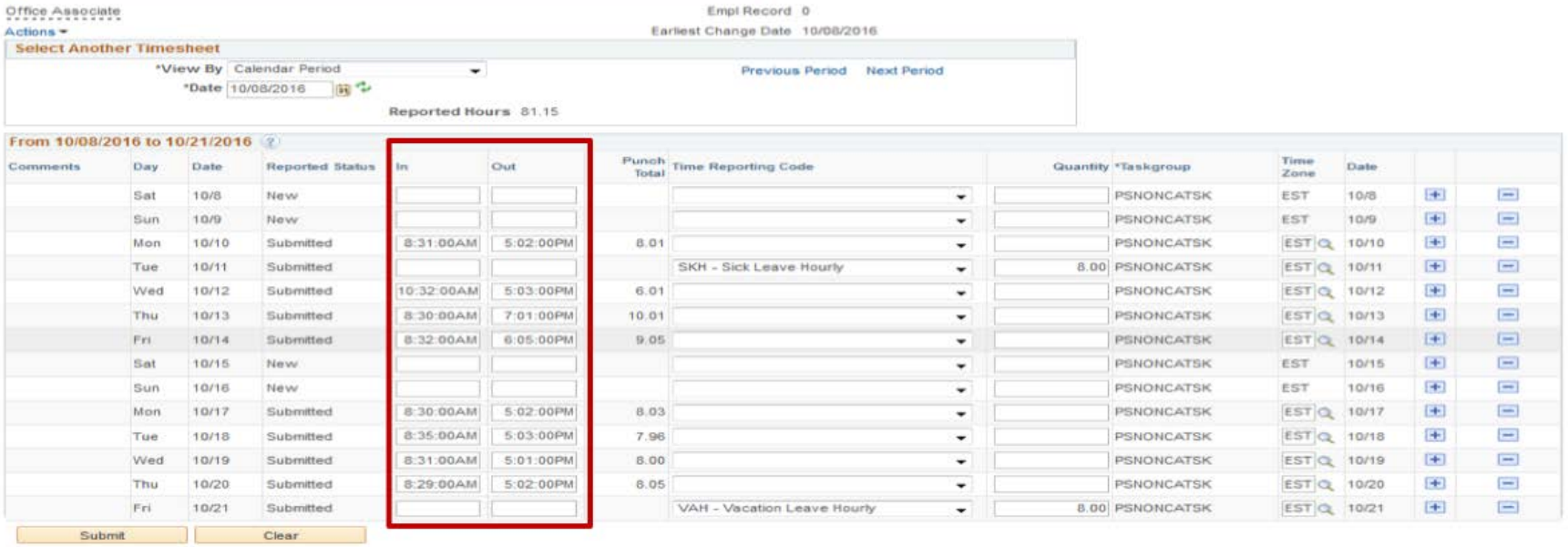
Exempt Employees



- 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

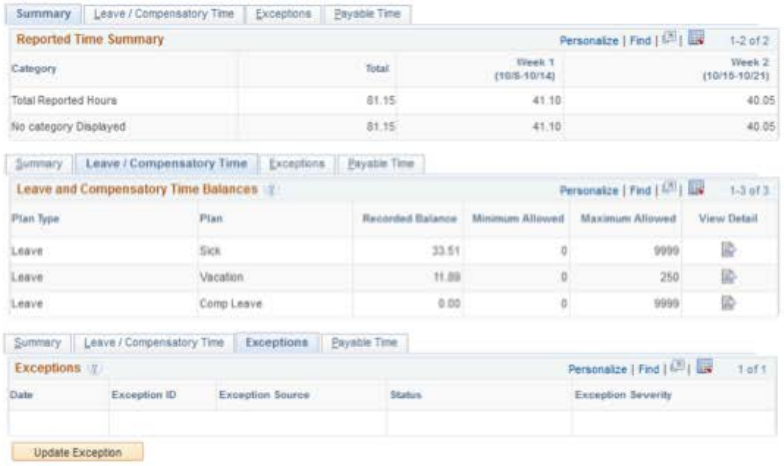
TYPES OF TIMESHEETS

Non-Exempt Employees (Benefit Eligible)


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

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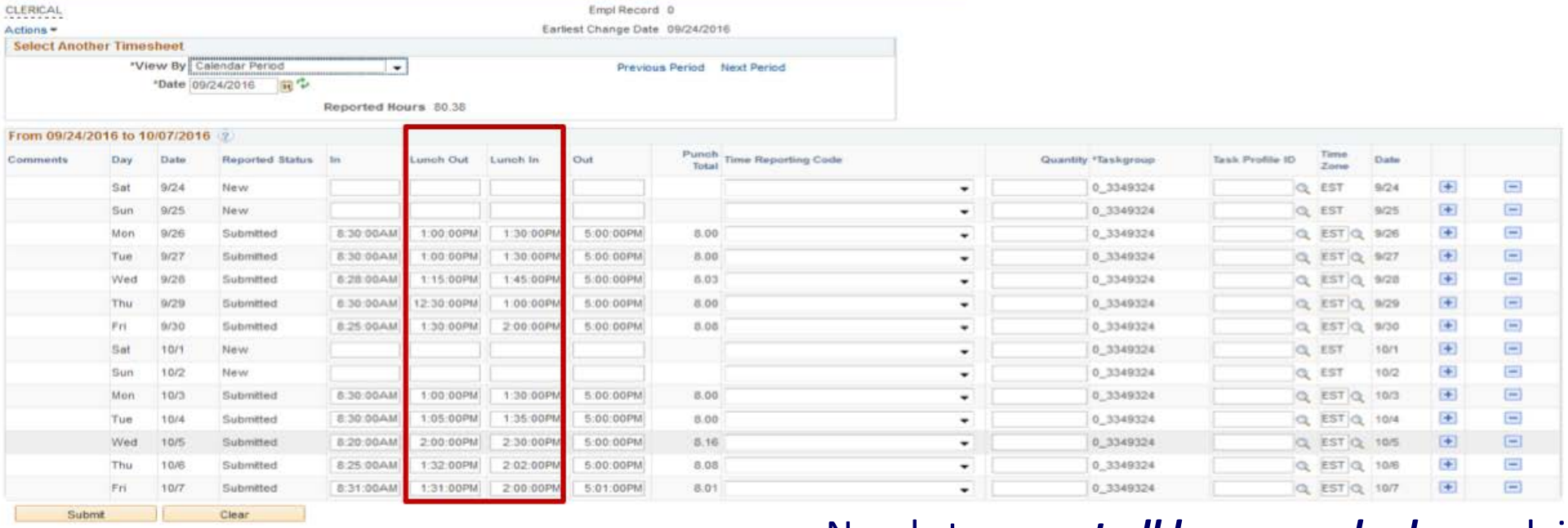
TYPES OF TIMESHEETS

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

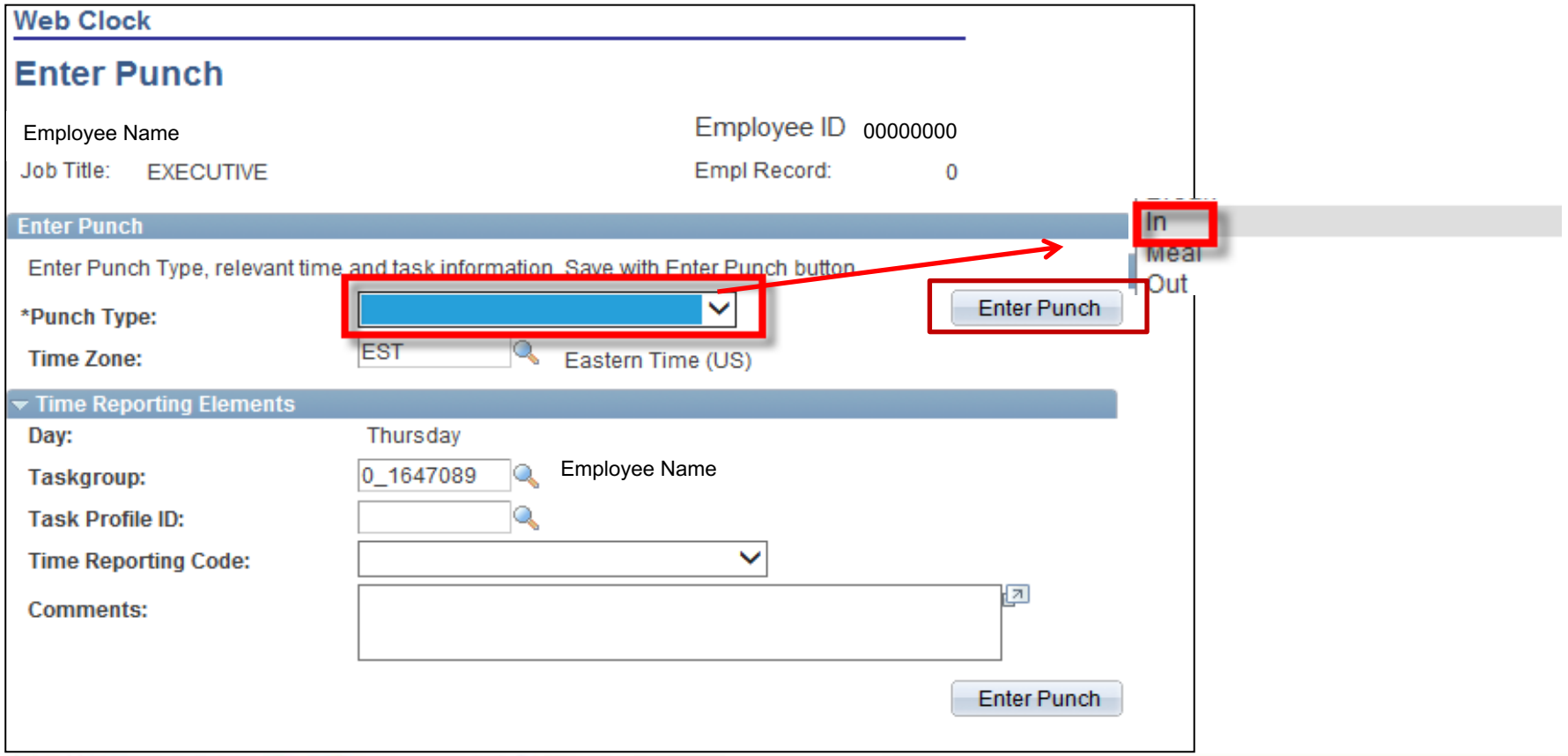
Date	Exception ID	Exception Source	Status	Exception Severity

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)

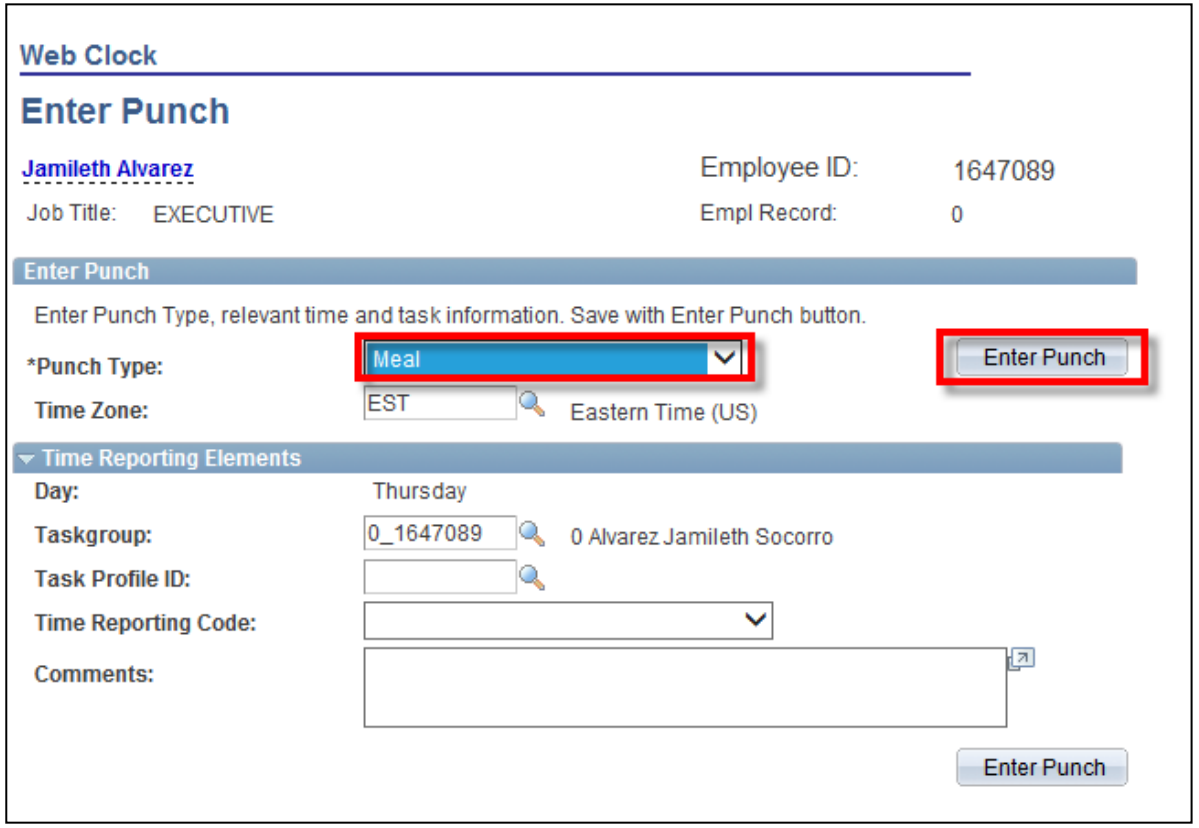
STEPS TO ENTER TIME

1. Navigate to Self Service > Time Reporting > Report Time > Web Clock
2. Select “In” under the “Punch Type” drop down menu at the start of your work day
3. Select “Enter Punch”



STEPS TO ENTER TIME

1. Navigate to Self Service > Time Reporting > Report Time > Web Clock
2. Select “Meal” under the “Punch Type” drop down menu at the start of your lunch break (Temporary Employees ONLY)
3. Select “Enter Punch”



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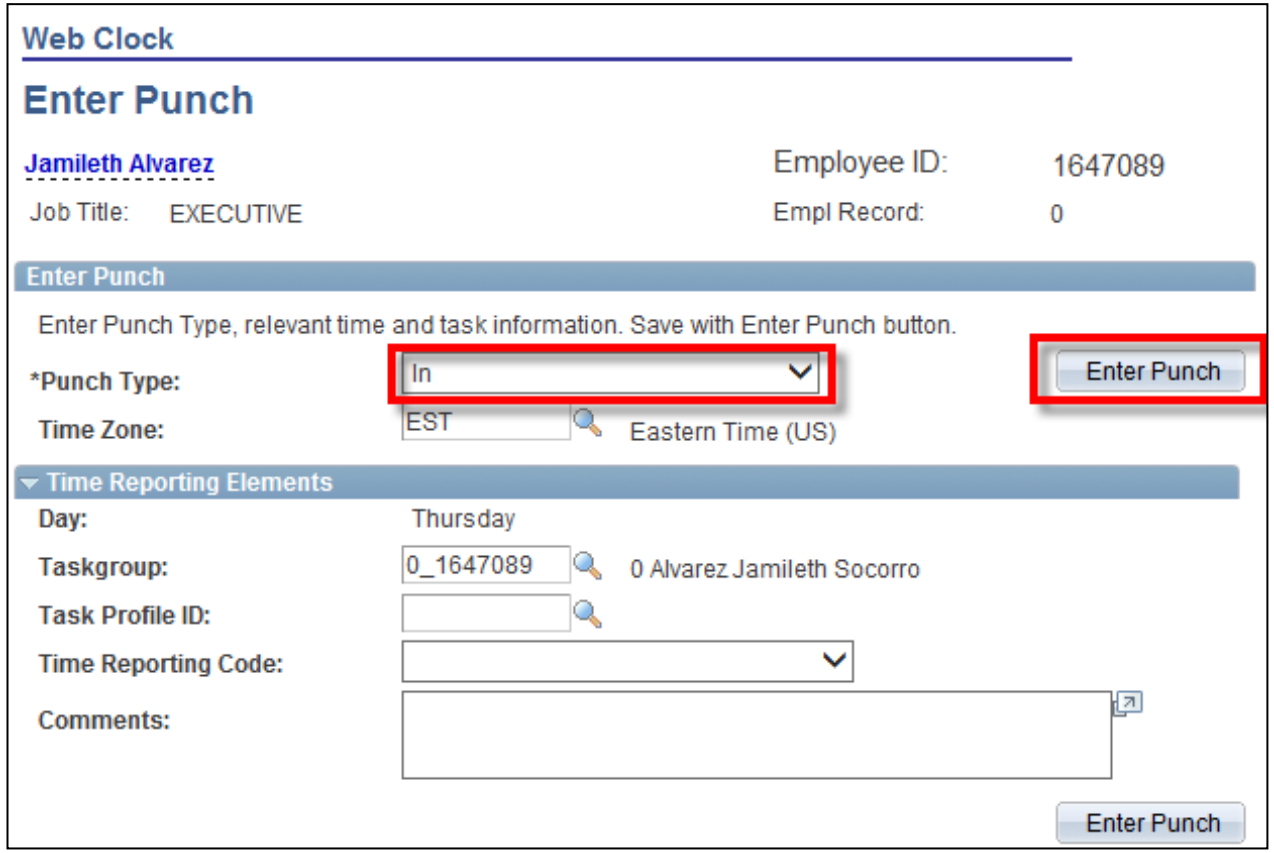
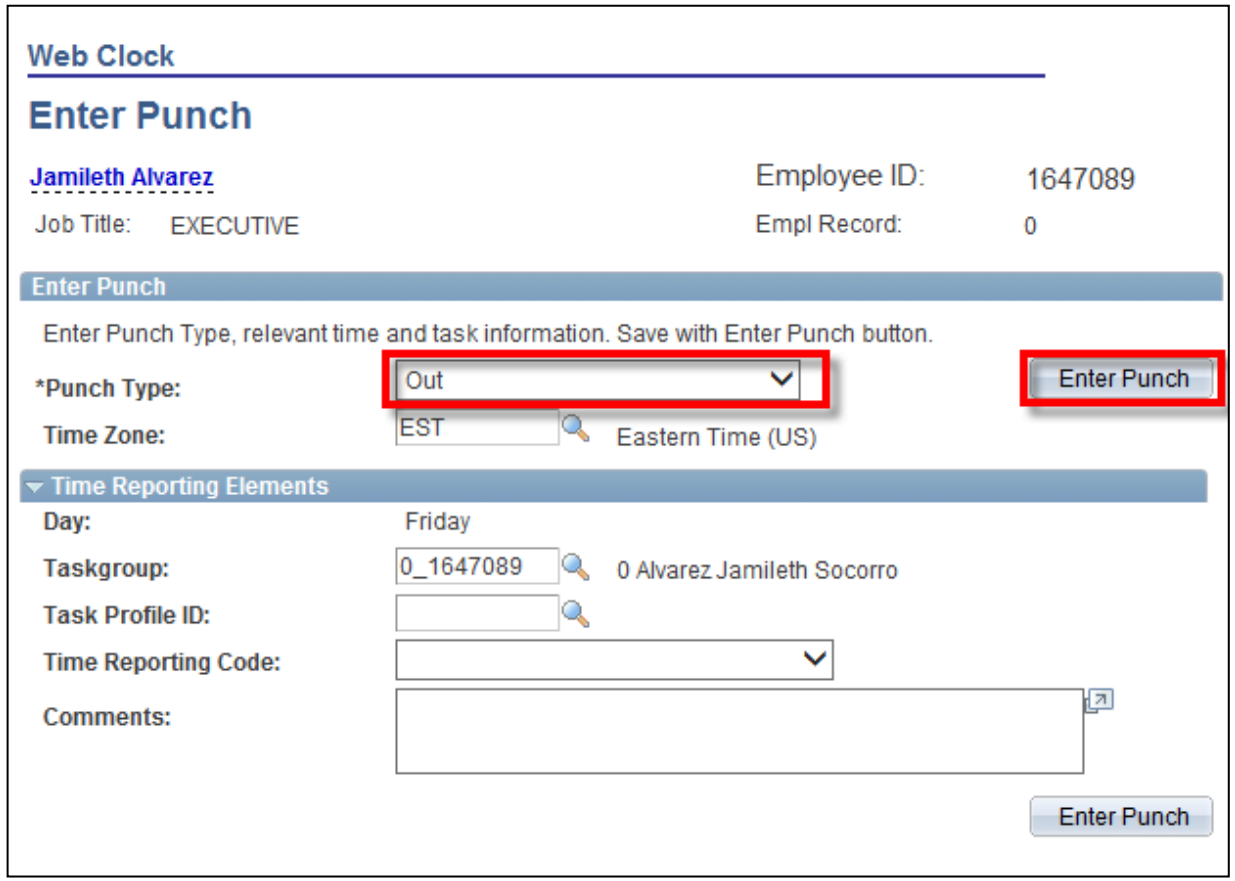
STEPS TO ENTER TIME

1. Navigate to Self Service > Time Reporting > Report Time > Web Clock
2. Select “In” under the “Punch Type” drop down menu at the end of your lunch break (Temporary Employees ONLY)
3. Select “Enter Punch”



STEPS TO ENTER TIME

1. Navigate to Self Service > Time Reporting > Report Time > Web Clock
2. Select “Out” under the “Punch Type” drop down menu at the end of your work day
3. Select “Enter Punch”



STEPS TO REVIEW TIME

1. Navigate to Self Service > Time Reporting > Report Time > Timesheet
2. Review time

Office Associate

Actions

Empl Record 0

Earliest Change Date 02/10/2018

Select Another Timesheet

*View By Calendar Period

*Date 12/30/2017

Previous Period Next Period

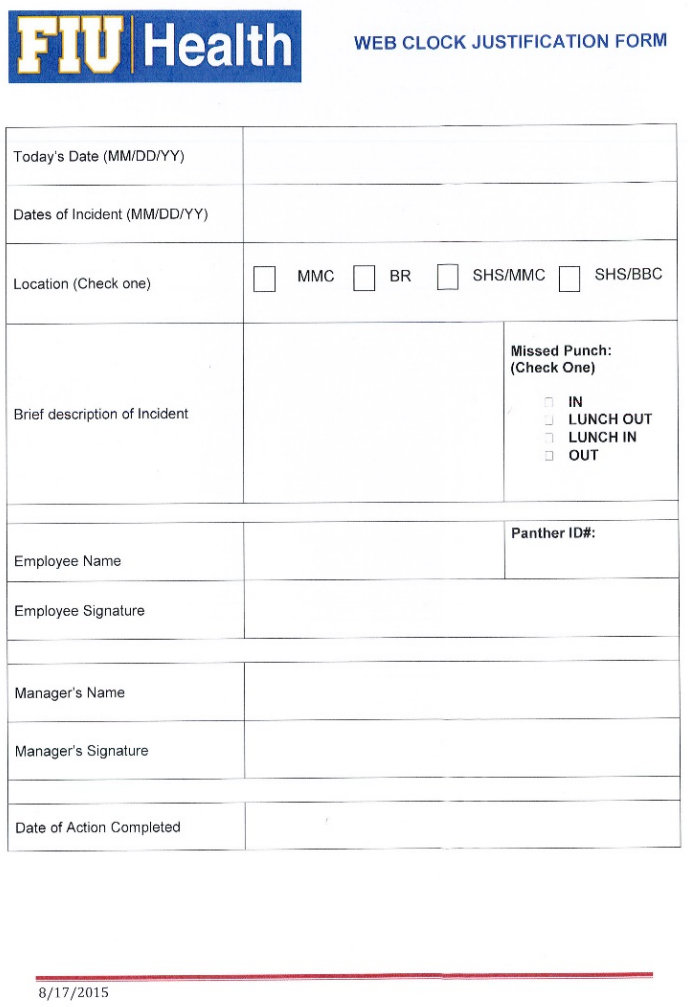
Reported Hours 79.56

Reported time on or before 01/12/2018 is for a prior period.

From 12/30/2017 to 01/12/2018

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	12/30	New						PSNONCATSK	EST	12/30
	Sun	12/31	New						PSNONCATSK	EST	12/31
	Mon	1/1	Submitted				HLH - Holiday Hourly	8.00	PSNONCATSK	EST	1/1
	Tue	1/2	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/2
	Wed	1/3	Submitted				SKH - Sick Leave Hourly	3.00	PSNONCATSK	EST	1/3
			Submitted	12:00:00PM	5:00:00PM	5.00			PSNONCATSK	EST	1/3
	Thu	1/4	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	1/4
	Fri	1/5	Submitted	8:40:00AM	5:00:00PM	7.83			PSNONCATSK	EST	1/5
	Sat	1/6	New						PSNONCATSK	EST	1/6
	Sun	1/7	New						PSNONCATSK	EST	1/7
	Mon	1/8	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/8
	Tue	1/9	Submitted	8:33:00AM	5:00:00PM	7.95			PSNONCATSK	EST	1/9
	Wed	1/10	Submitted	8:28:00AM	5:00:00PM	8.03			PSNONCATSK	EST	1/10
	Thu	1/11	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/11
	Fri	1/12	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	1/12

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

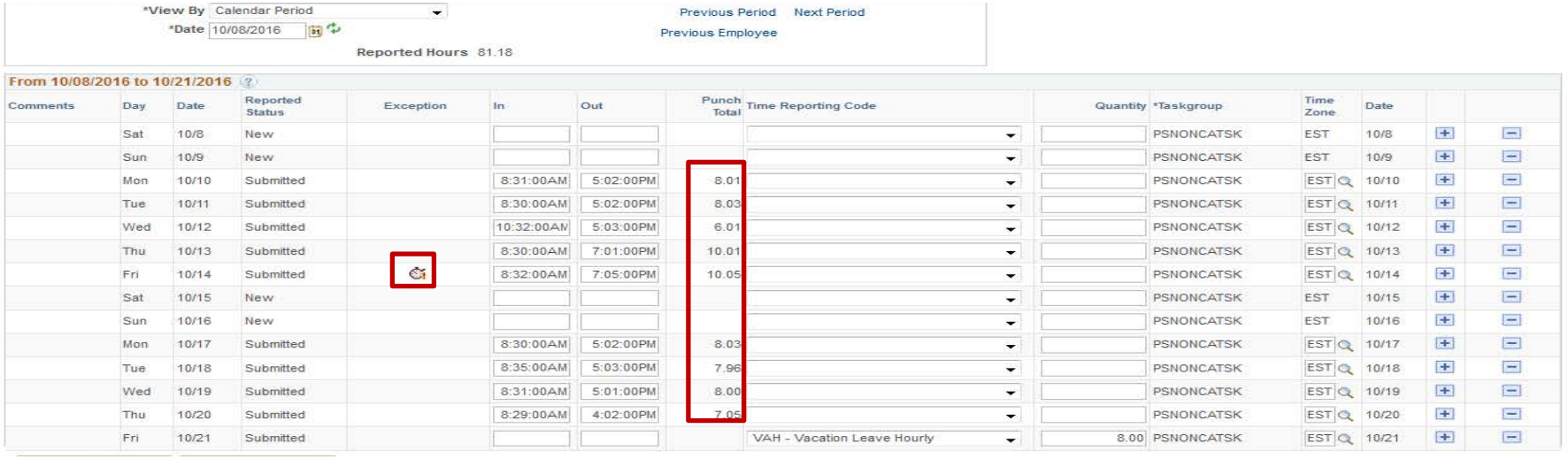
1. Submit the Web Clock Justification Form to your supervisor with ample time prior to a payroll deadline

2. Supervisor edits timesheet according to the information provided

- Leave time must also be entered by your supervisor, **unless utilizing eLeave**. Please ensure to follow the leave time request process for your area.

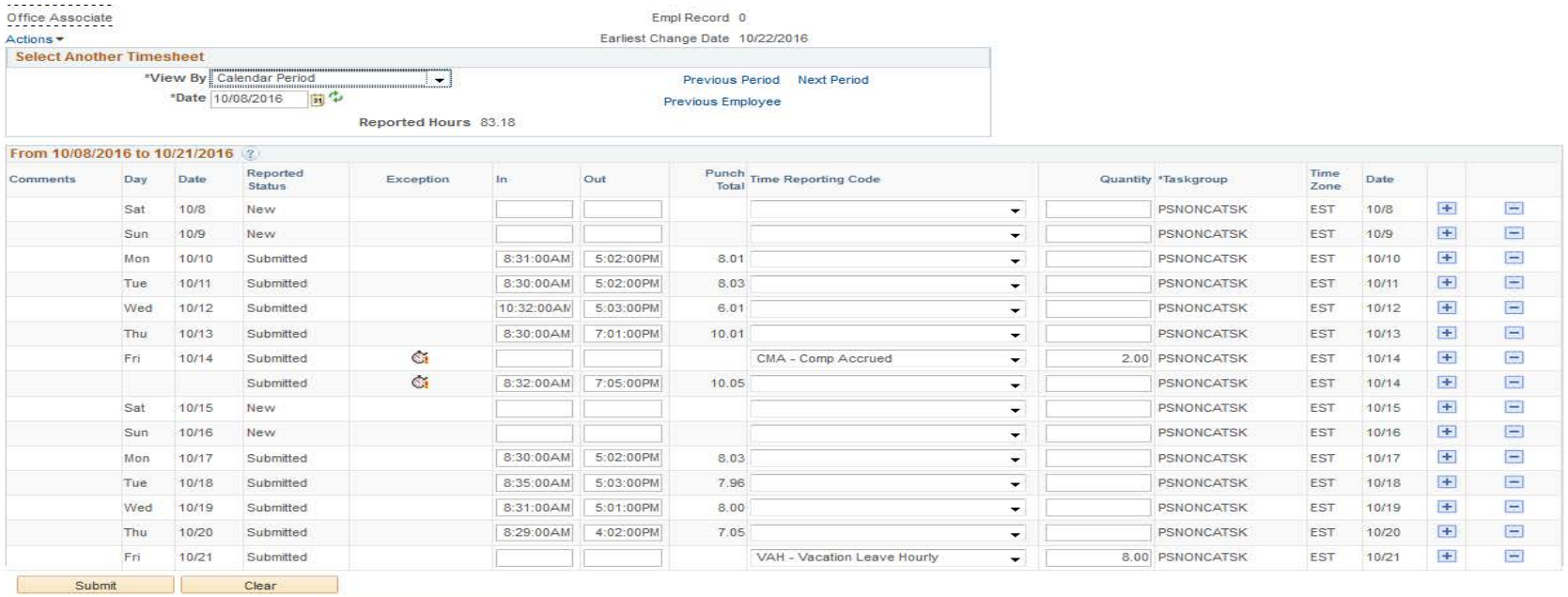
STEPS TO REVIEW OVERTIME

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



HOW TO VIEW COMPENSATORY TIME

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



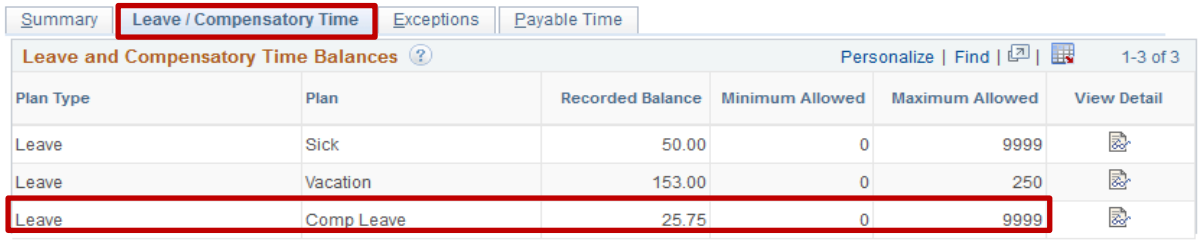
Office Associate
Actions
Empl Record 0
Earliest Change Date 10/22/2016

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

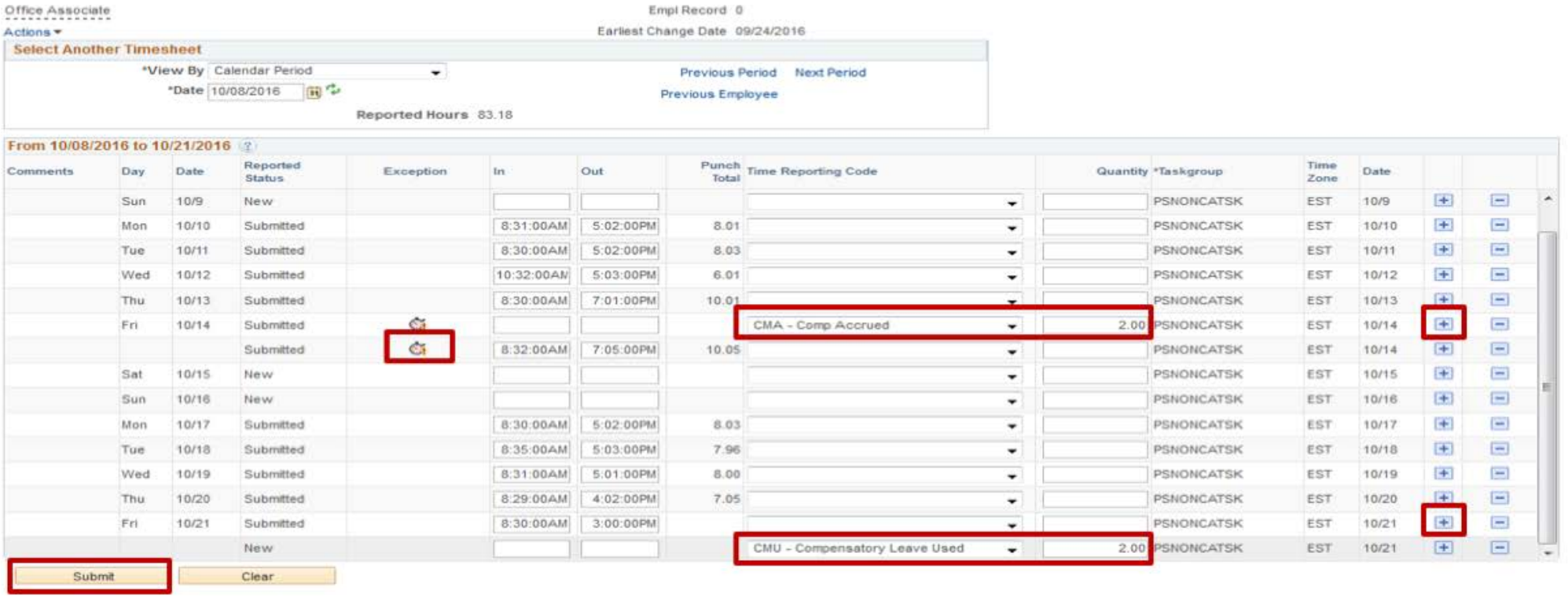
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	50.00	0	9999	
Leave	Vacation	153.00	0	250	
Leave	Comp Leave	25.75	0	9999	

- 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

- Compensatory time must be banked by your supervisor by using the CMA- “Comp Accrued” code in the timesheet on the day overtime occurred

- Once it is decided which day you will use your compensatory time, your supervisor will enter the CMU- “Compensatory Leave Used” code in the timesheet



Office Associate

Empl Record 0

Actions

Earliest Change Date 09/24/2016

Select Another Timesheet

*View By Calendar Period

Previous Period Next Period

*Date 10/08/2016

Previous Employee

Reported Hours 83.18

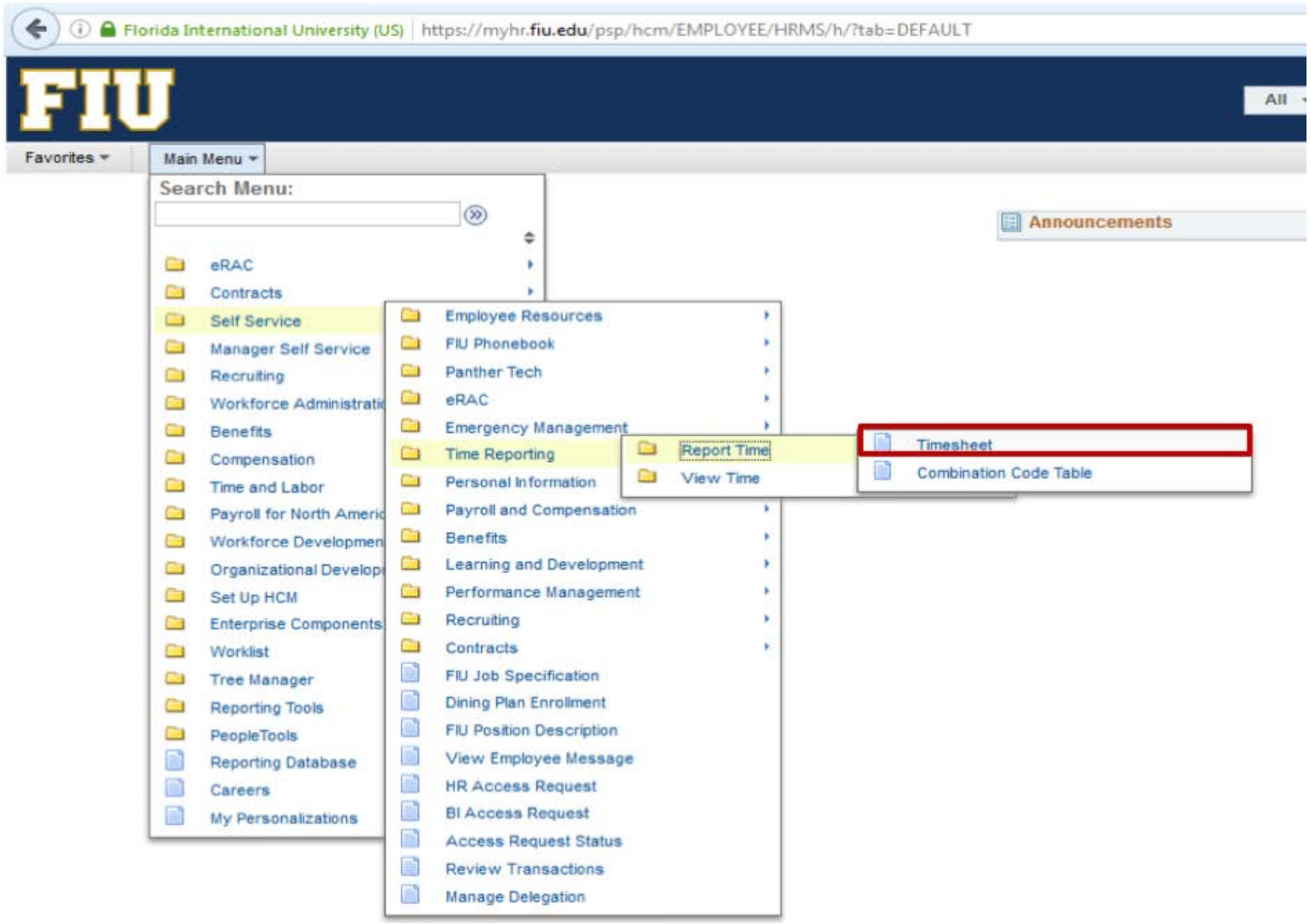
From 10/08/2016 to 10/21/2016

Comments	Day	Date	Reported Status	Exception	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	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		8:30:00AM	3:00:00PM				PSNONCATSK	EST	10/21
			New					CMU - Compensatory Leave Used	2.00	PSNONCATSK	EST	10/21

Submit Clear

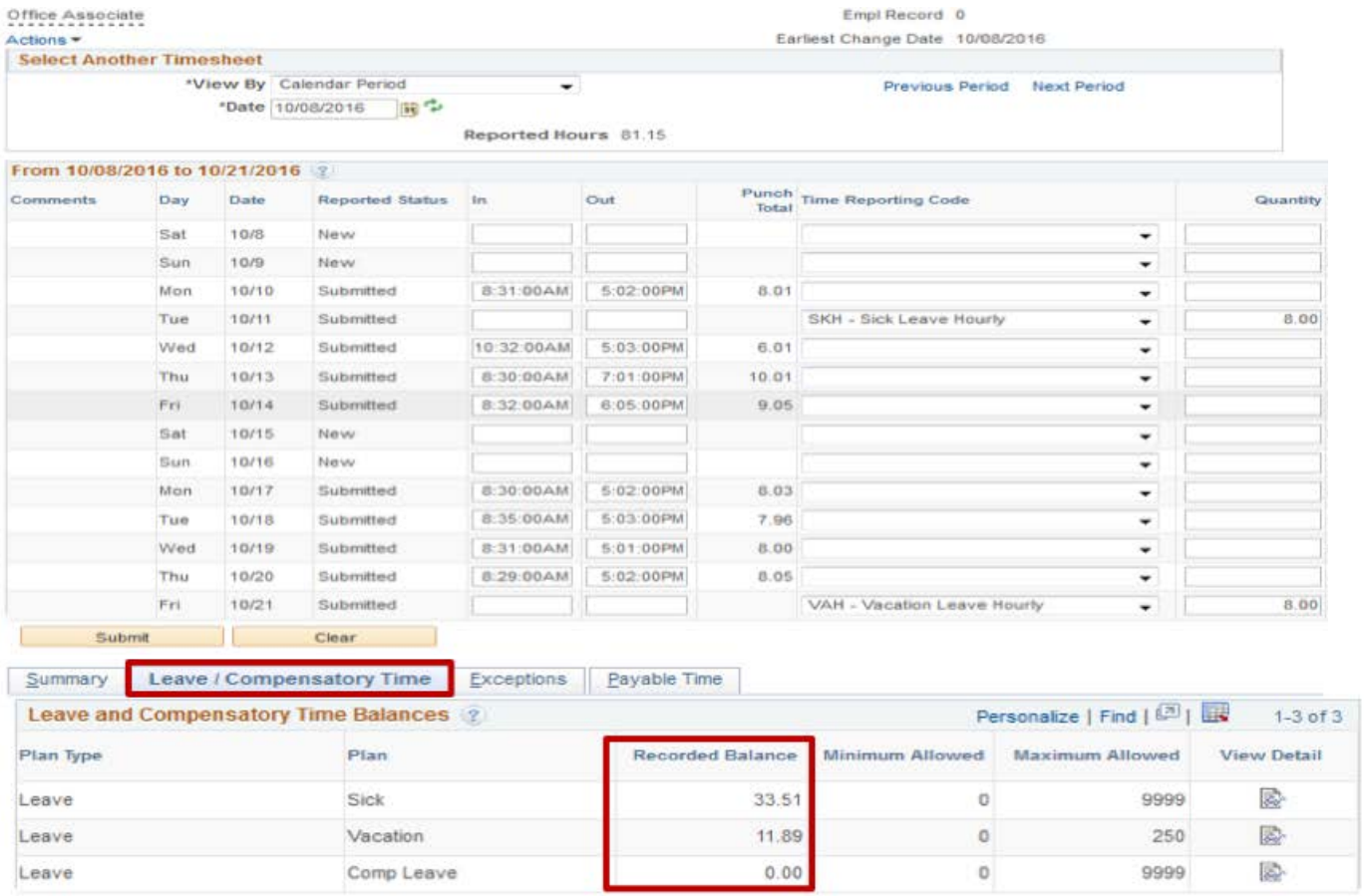
STEPS TO VIEW LEAVE BALANCES

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Report Time > Timesheet



STEPS TO VIEW LEAVE BALANCES

2. Select the "Leave/Compensatory Time" tab



3. View "Recorded Balance" for total amount of Sick Leave and Vacation Leave

- 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 on a paycheck by navigating to Myhr.fiu.edu > Main Menu > Self Service > Payroll and Compensation > View Paycheck

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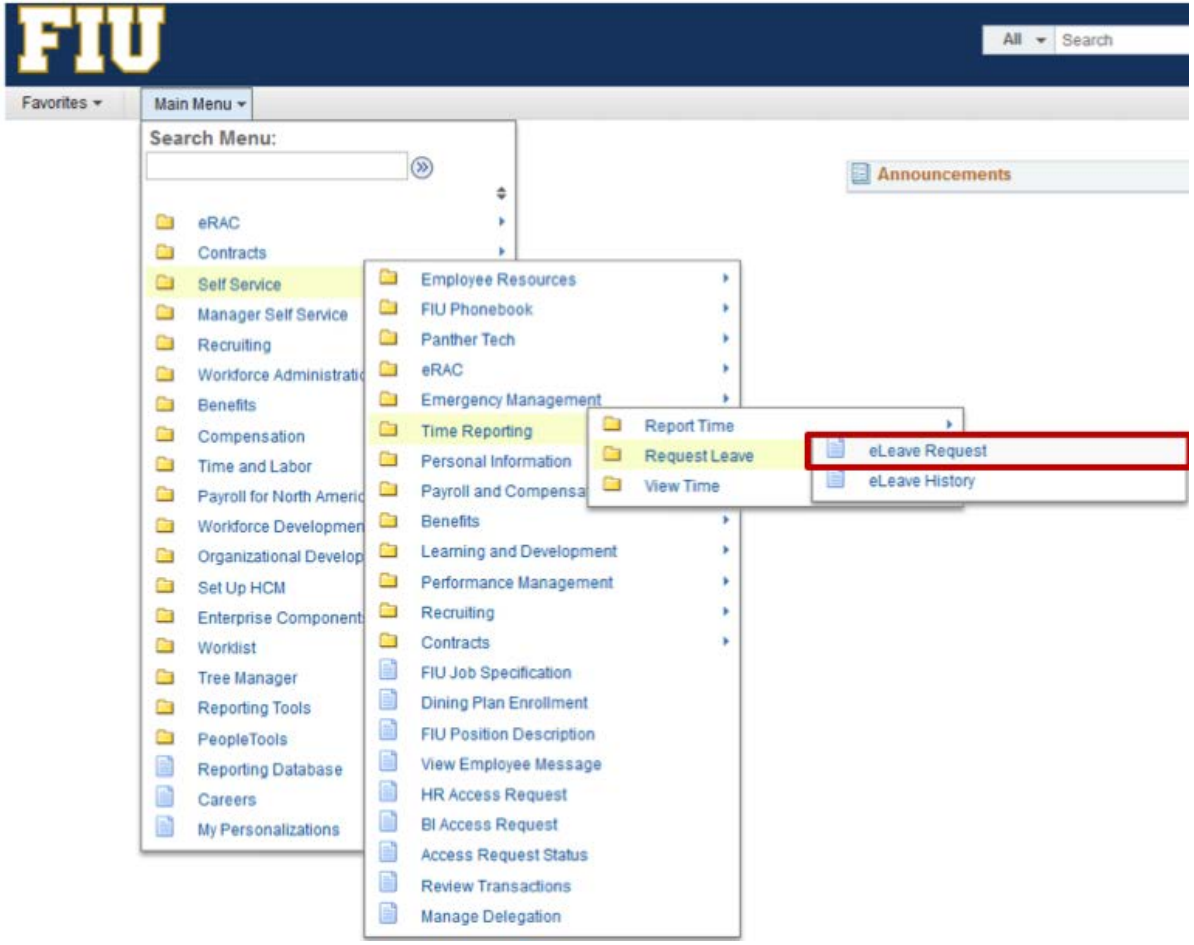
STEPS TO REQUEST eLEAVE

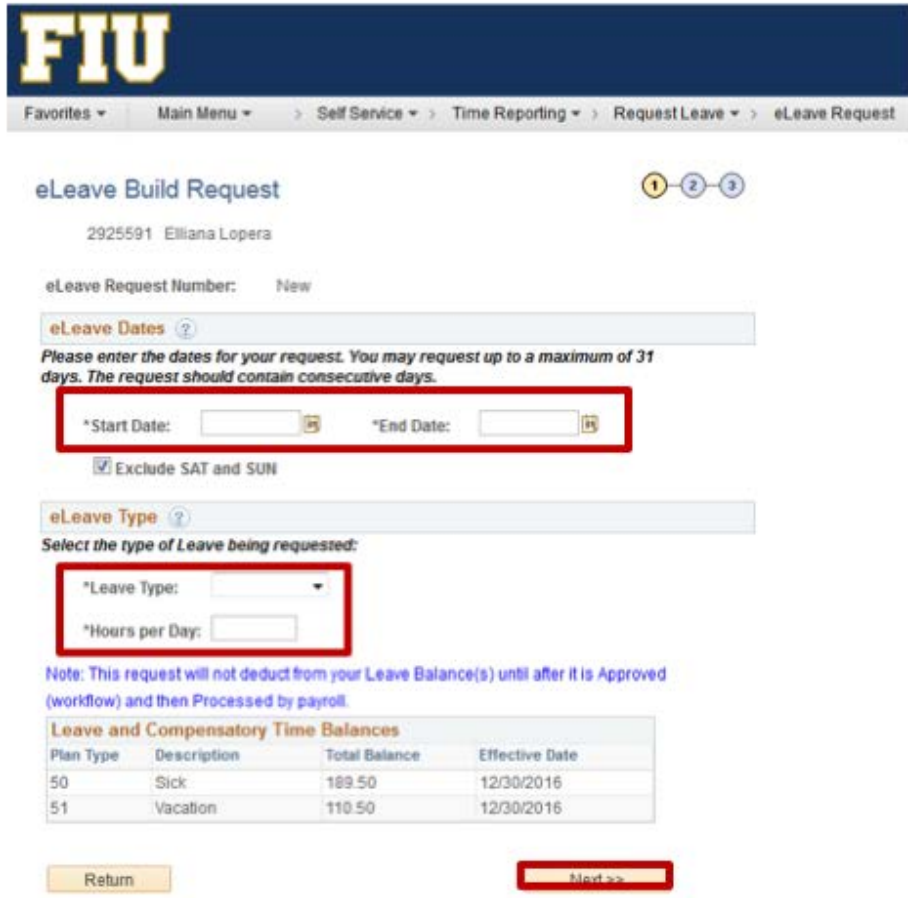
1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request



STEPS TO REQUEST eLEAVE

2. Select “Create a New eLeave Request”

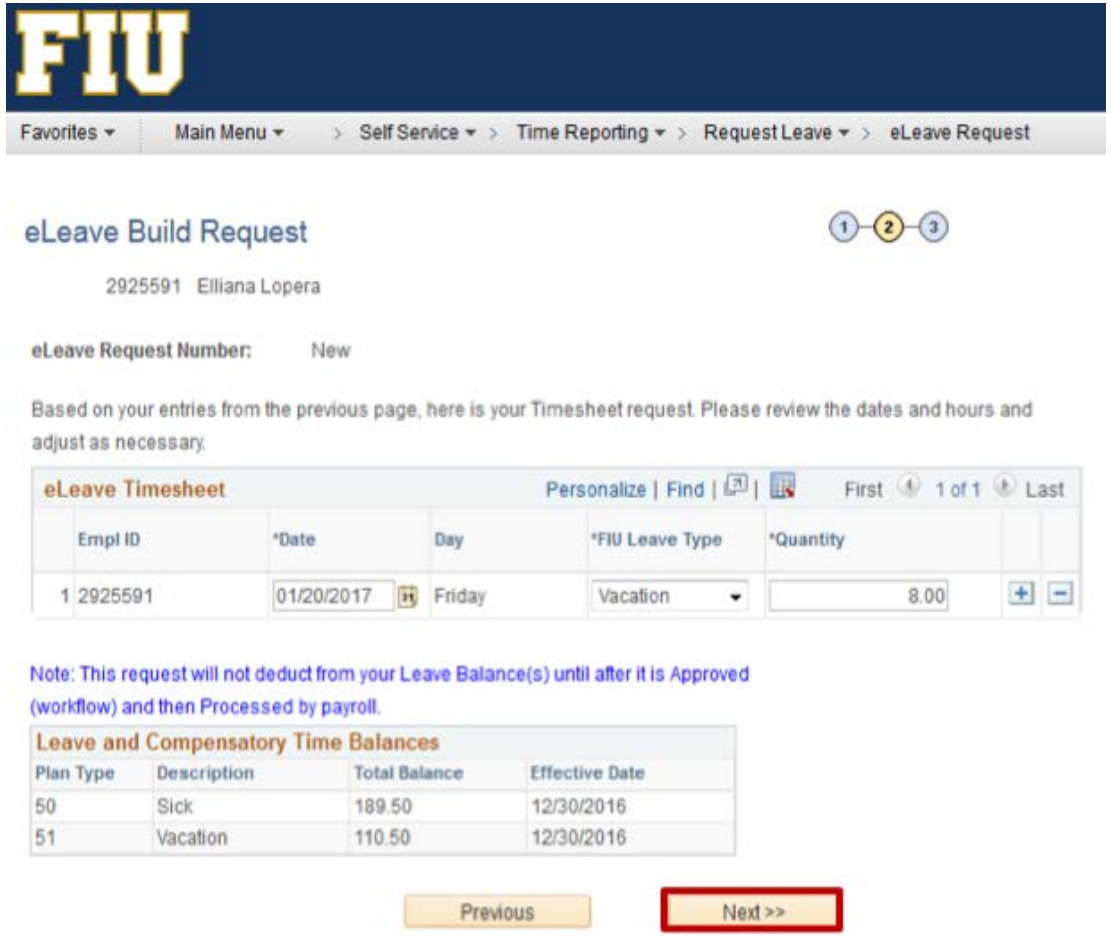
3. Enter: Dates, Leave Type, and Hours per Day. Then select “Next”



STEPS TO REQUEST eLEAVE

4. Review and make any necessary edits

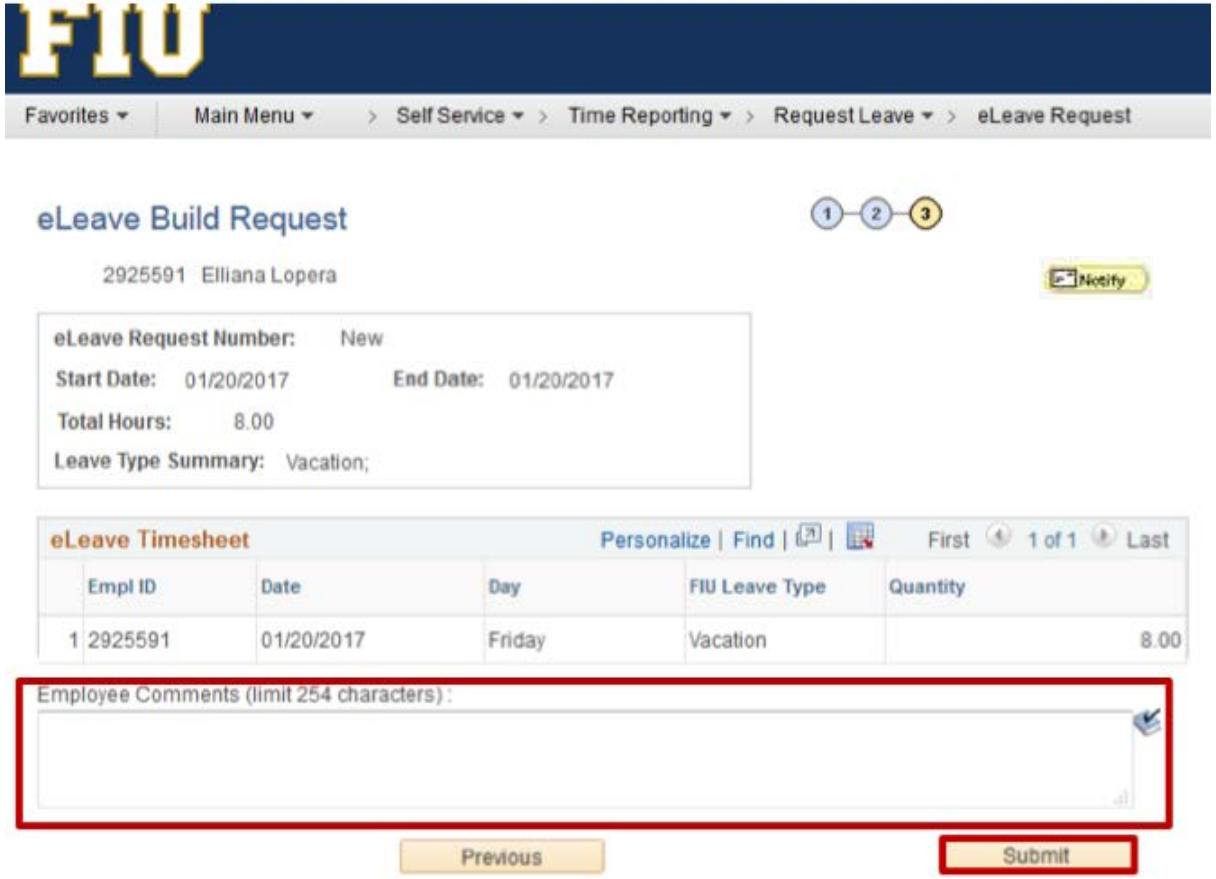
5. Select “Next”



STEPS TO REQUEST eLEAVE

6. Enter comments for approver to review

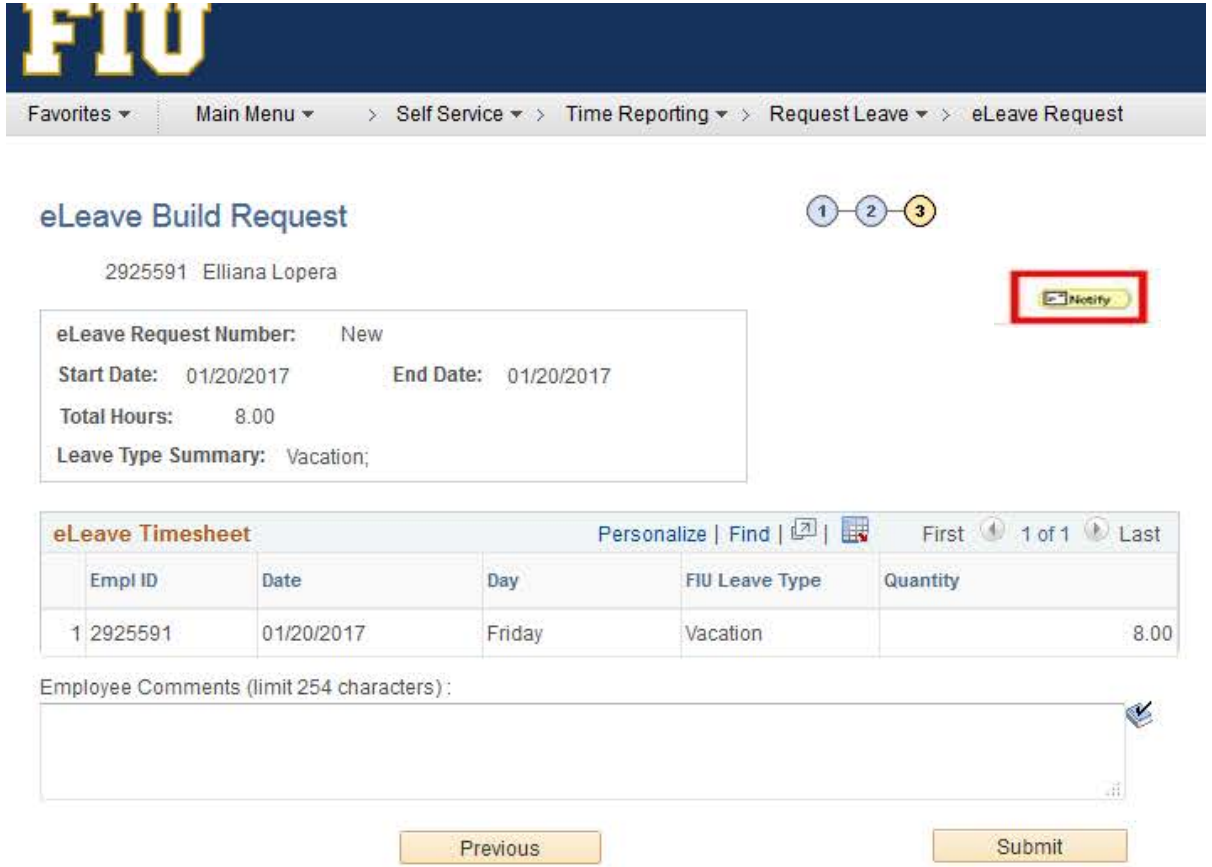
7. Select “Submit”



STEPS TO REQUEST eLEAVE

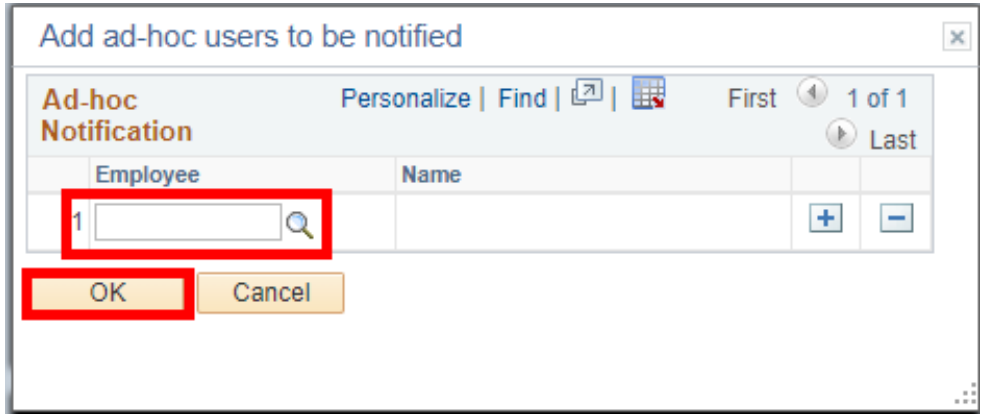
The employee also has the ability to send a notification to additional individuals

1. Select “Notify



2. Enter individual you would like to notify of leave

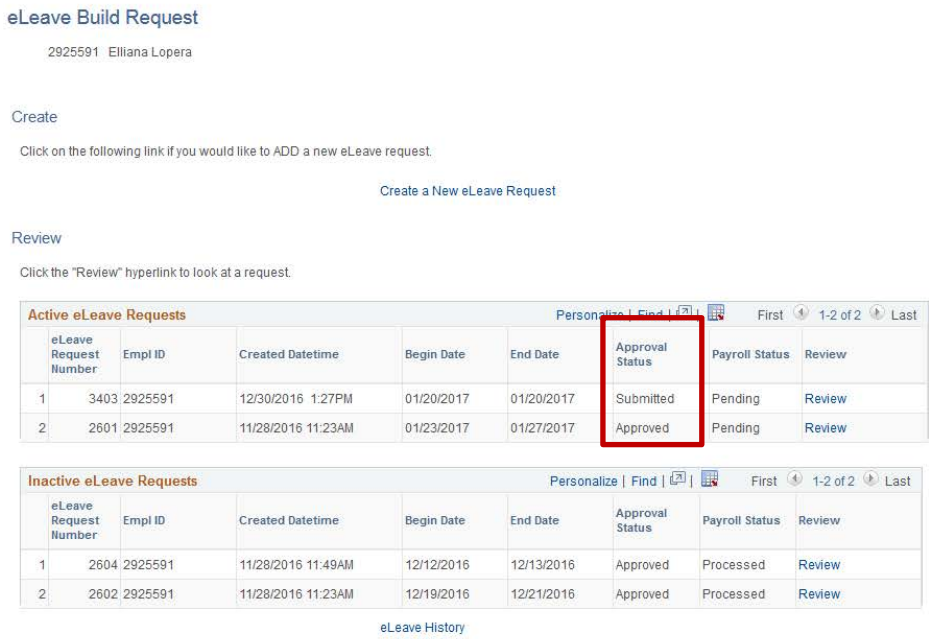
3. Select “OK”



STEPS TO REVIEW eLEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request
   - **Active eLeave Requests**: Displays eLeave request that are within pay periods that have not yet been processed.
   - **Inactive eLeave Requests**: Displays past eLeave request that have already been processed by payroll.

You may view the status of your eLeave request under the "Approval Status" column



eLeave Build Request

2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

Create a New eLeave Request

Review

Click the "Review" hyperlink to look at a request.

Active eLeave Requests — Personalize | Find | First 1-2 of 2 Last

	eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	3403	2925591	12/30/2016 1:27PM	01/20/2017	01/20/2017	Submitted	Pending	Review
2	2601	2925591	11/28/2016 11:23AM	01/23/2017	01/27/2017	Approved	Pending	Review

Inactive eLeave Requests — Personalize | Find | First 1-2 of 2 Last

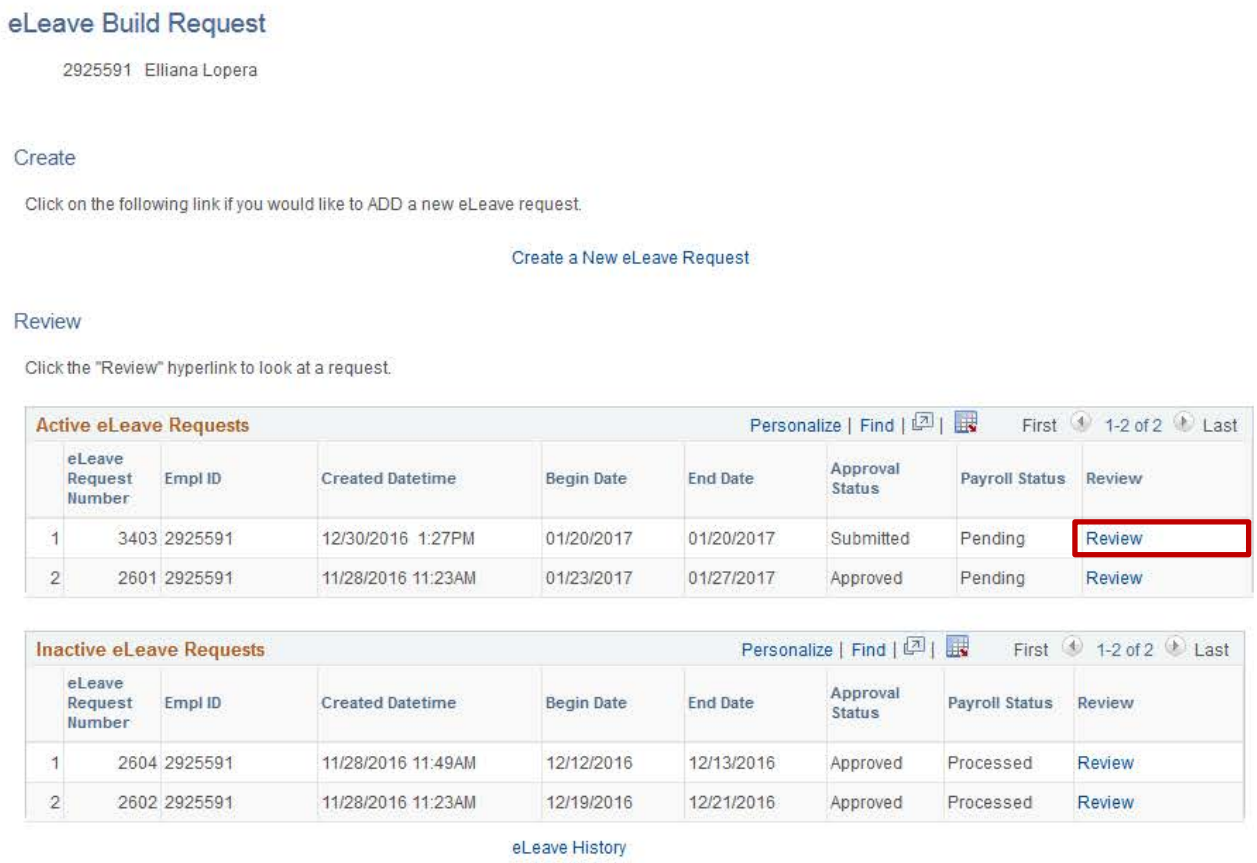
	eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	2604	2925591	11/28/2016 11:49AM	12/12/2016	12/13/2016	Approved	Processed	Review
2	2602	2925591	11/28/2016 11:23AM	12/19/2016	12/21/2016	Approved	Processed	Review

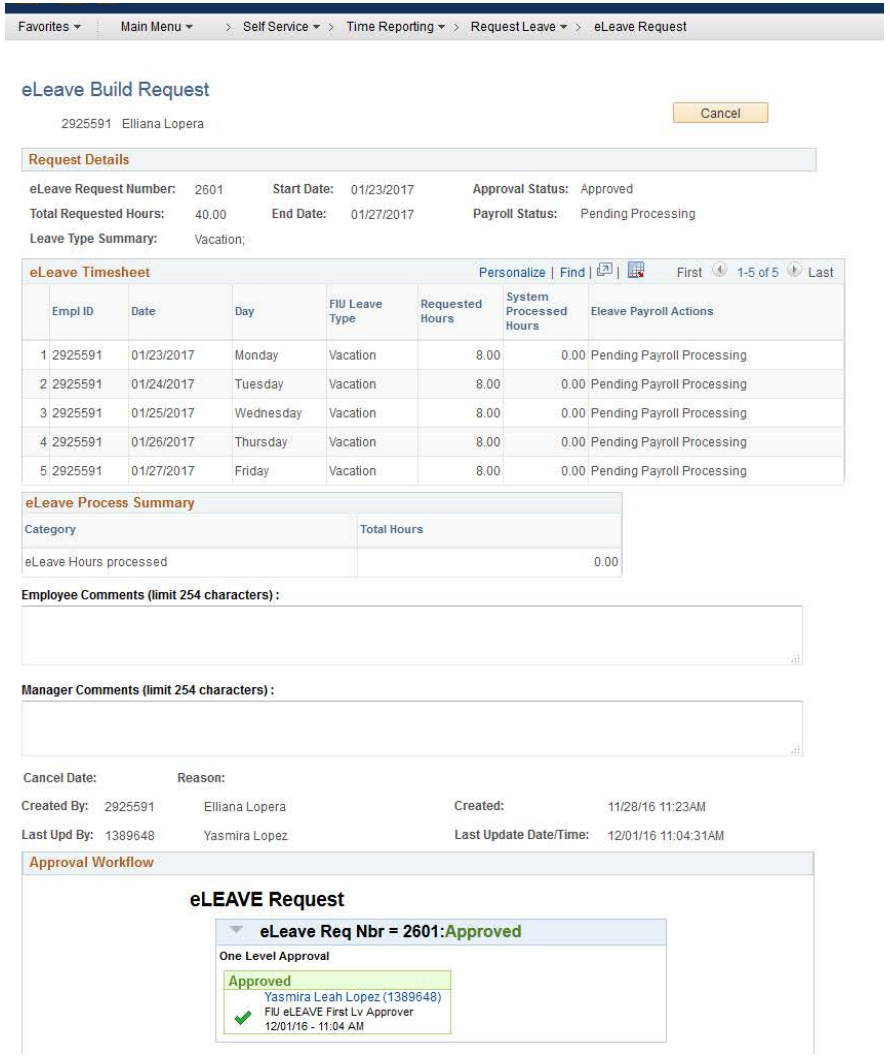
eLeave History

STEPS TO REVIEW eLEAVE

To review the full details of the request:

2. Select “Review”





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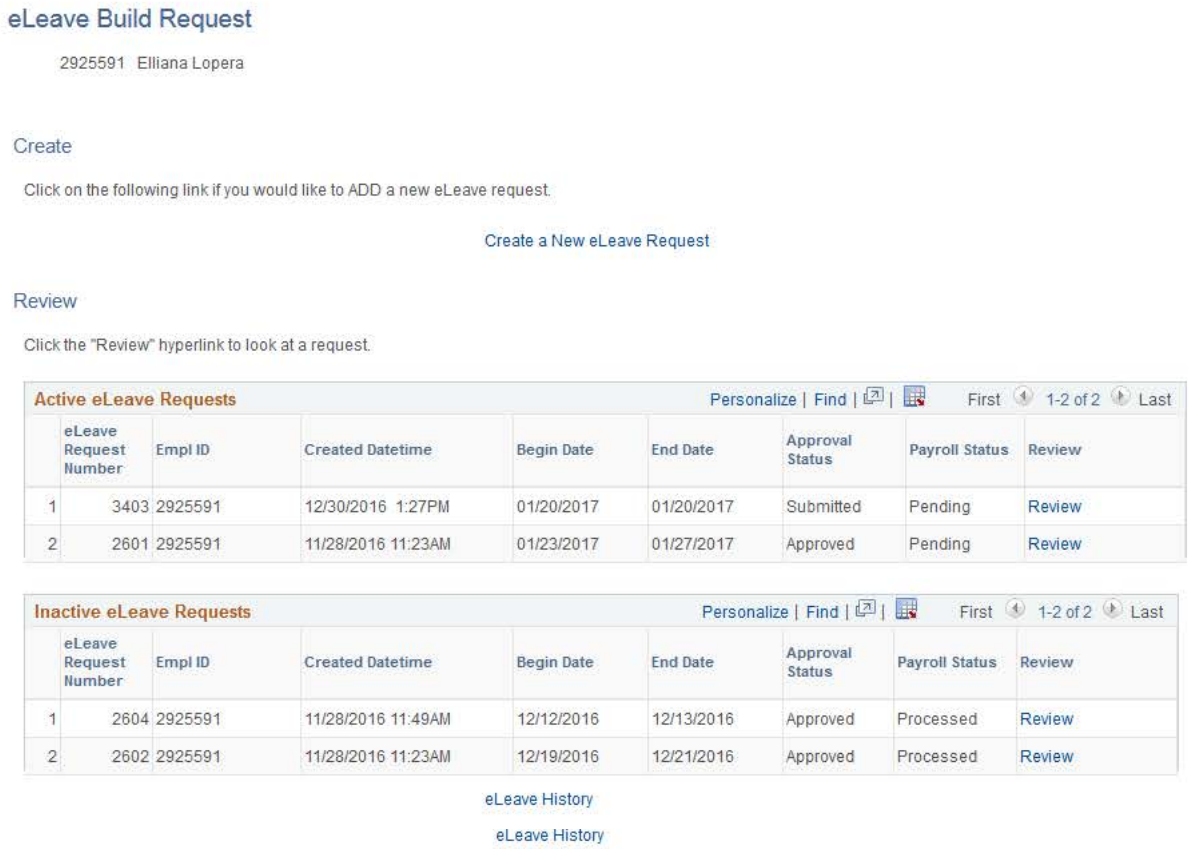
STEPS TO CANCEL eLEAVE

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

2. Select “Review”



eLeave Build Request

2925591 Elliana Lopera

Create

Click on the following link if you would like to ADD a new eLeave request.

Create a New eLeave Request

Review

Click the "Review" hyperlink to look at a request.

Active eLeave Requests — Personalize | Find | First 1-2 of 2 Last

	eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	3403	2925591	12/30/2016 1:27PM	01/20/2017	01/20/2017	Submitted	Pending	Review
2	2601	2925591	11/28/2016 11:23AM	01/23/2017	01/27/2017	Approved	Pending	Review

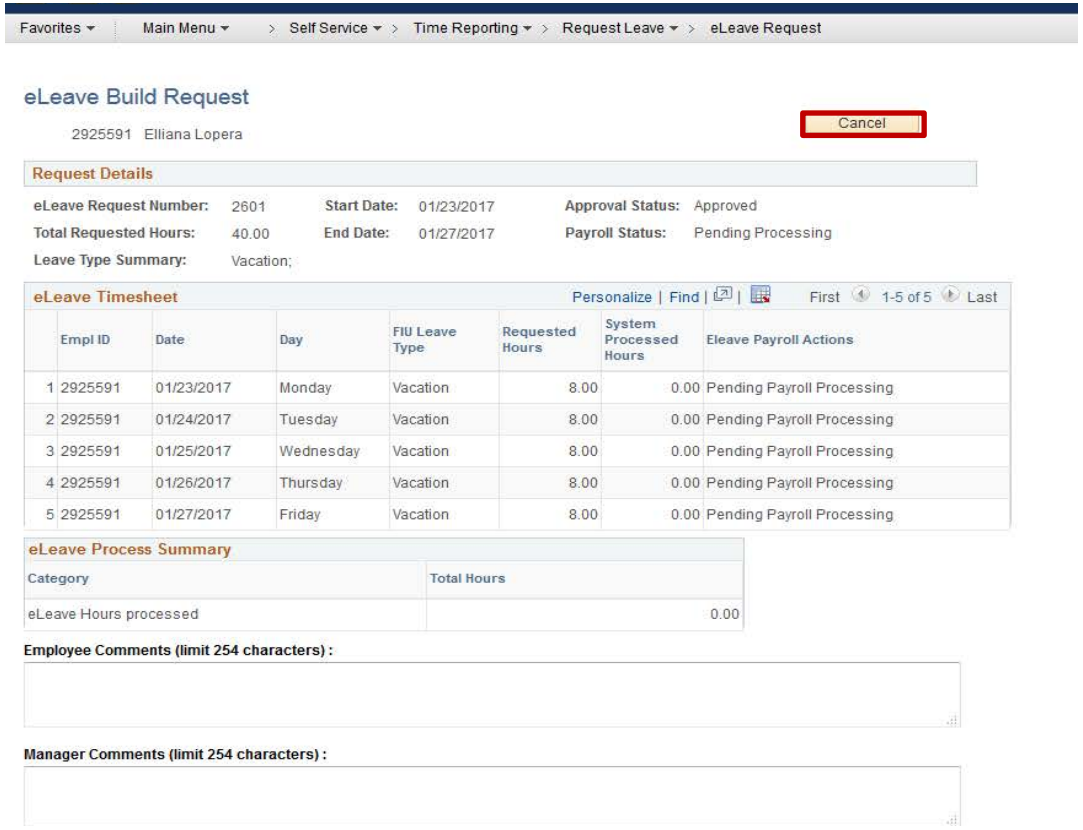
Inactive eLeave Requests — Personalize | Find | First 1-2 of 2 Last

	eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	2604	2925591	11/28/2016 11:49AM	12/12/2016	12/13/2016	Approved	Processed	Review
2	2602	2925591	11/28/2016 11:23AM	12/19/2016	12/21/2016	Approved	Processed	Review

eLeave History

eLeave History

3. Select “Cancel”



Favorites | Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

eLeave Build Request

2925591 Elliana Lopera

Cancel

Request Details

eLeave Request Number:	2601	Start Date:	01/23/2017	Approval Status:	Approved
Total Requested Hours:	40.00	End Date:	01/27/2017	Payroll Status:	Pending Processing
Leave Type Summary:	Vacation;				

eLeave Timesheet — Personalize | Find | First 1-5 of 5 Last

	Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	Eleave Payroll Actions
1	2925591	01/23/2017	Monday	Vacation	8.00	0.00	Pending Payroll Processing
2	2925591	01/24/2017	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
3	2925591	01/25/2017	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing
4	2925591	01/26/2017	Thursday	Vacation	8.00	0.00	Pending Payroll Processing
5	2925591	01/27/2017	Friday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

Manager Comments (limit 254 characters) :

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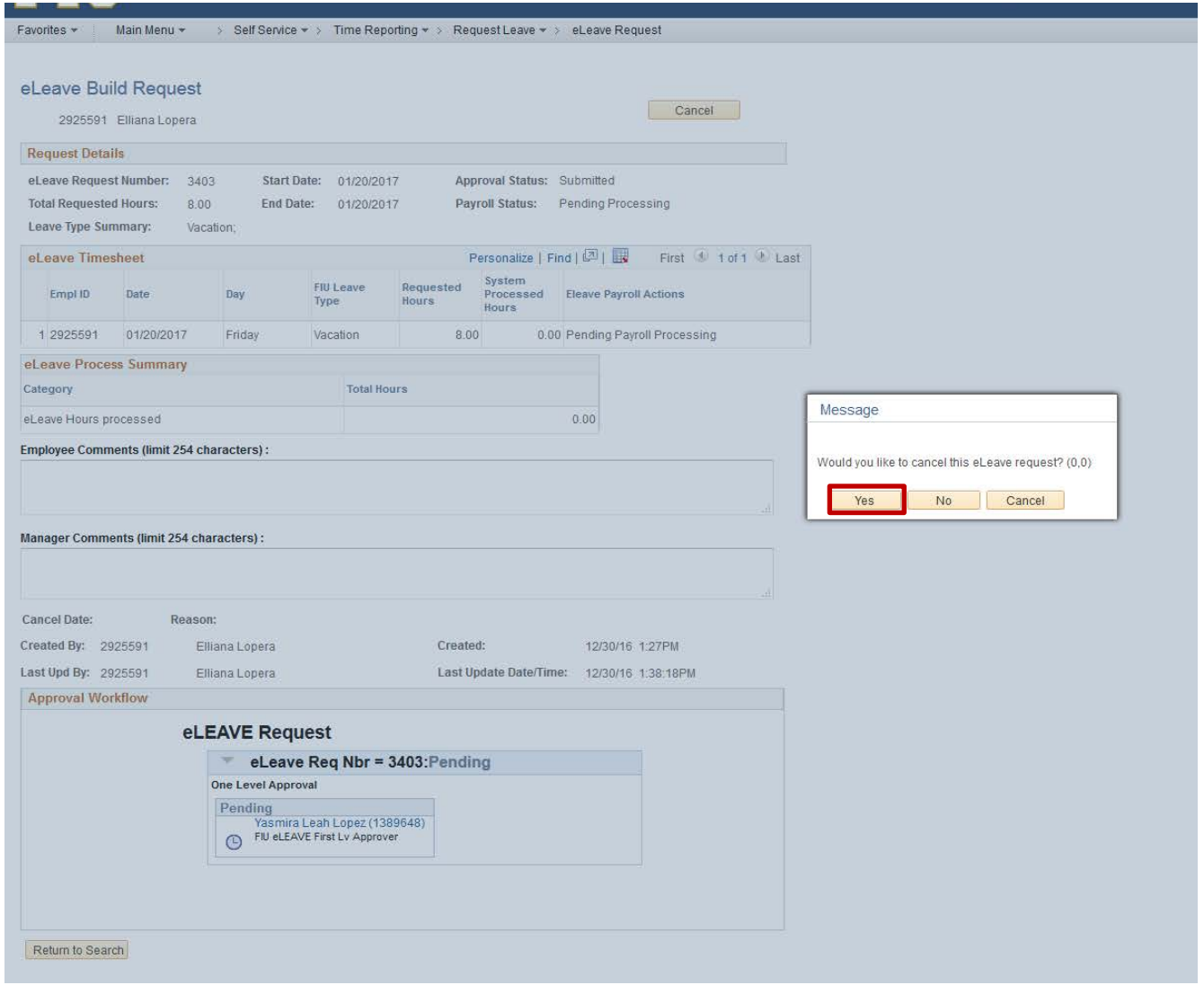
STEPS TO CANCEL eLEAVE

4. Select “Yes”



STEPS TO ENTER 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

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