

Herbert Wertheim College of Medicine

Time & Labor Training for Non-Exempt Employees (PantherSoft Procedures)

Human Resources

Herbert Wertheim College of Medicine

Time & Labor

AGENDA



- Payroll Deadlines
- Types of Timesheets
- Steps to Enter/Edit Time
- How to View Overtime
- How to View Compensatory Time
- How Designate Compensatory Time
- How to Add Lunch Time
- Steps to View Leave Balances
- Steps to Request eLEAVE
- Steps to Review eLEAVE
- Steps to Cancel eLEAVE
- Steps to Manually Enter Leave Time
- Types of Time Reporting Codes
- 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

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
		8													HOL - Holiday Salaried
			8	8											VAU - Vacation Leave Salaried
												4			SKU - Sick Leave Salaried

*Taskgroup: PSNONCATSK (+) (-)

Submit

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	-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
Emp Record 0
Earliest Change Date 10/08/2016

Actions
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	11.88	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
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Update Exception

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

TYPES OF TIMESHEETS

Non-Exempt Employees (Temporary/Student Assistant)

CLERICAL Empl Record 0
Actions * Earliest Change Date 09/24/2016

Select Another Timesheet
*View By Calendar Period
*Date 09/24/2016
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

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

Date	Exception ID	Exception Source	Status	Exception Severity
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Update Exception

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

STEPS TO ENTER/EDIT TIME

1. Navigate to Self Service > Time Reporting > Report Time > Timesheet
2. Enter/Edit time punches
3. Select “Submit”

Office Associate
 Actions ▾
 Select Another Timesheet

Empl Record 0
 Earliest Change Date 10/08/2016

*View By Calendar 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

HOW TO VIEW OVERTIME

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

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

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
 *Date: 10/08/2016 Previous Employee

Reported Hours: 81.18

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		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						8.00	PSNONCATSK	EST	10/21	+	-

Submit Clear

Summary Leave / Compensatory Time Exceptions Dayable Time

Reported Time Summary

Category	Total	Week 1 (10/8-10/14)	Week 2 (10/15-10/21)
Total Reported Hours	81.18	42.13	39.05
No category Displayed	81.18	42.13	39.05

Summary Leave / Compensatory Time Exceptions Dayable Time

Exceptions

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
	10/14/2016	FUXOTC	Time Administration	Unresolved	Medium	Medium Severity: Overtime and/or Comp. Accrued TRC Reported - Affecting Pay	

Select All Deselect All

Update Exception

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
 Reported Hours 83.18

Previous Period Next Period
 Previous Employee

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

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

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 Empl Record 0
Actions ▾ Earliest Change Date 03/11/2017

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 03/11/2017 Reported Hours: 8.10

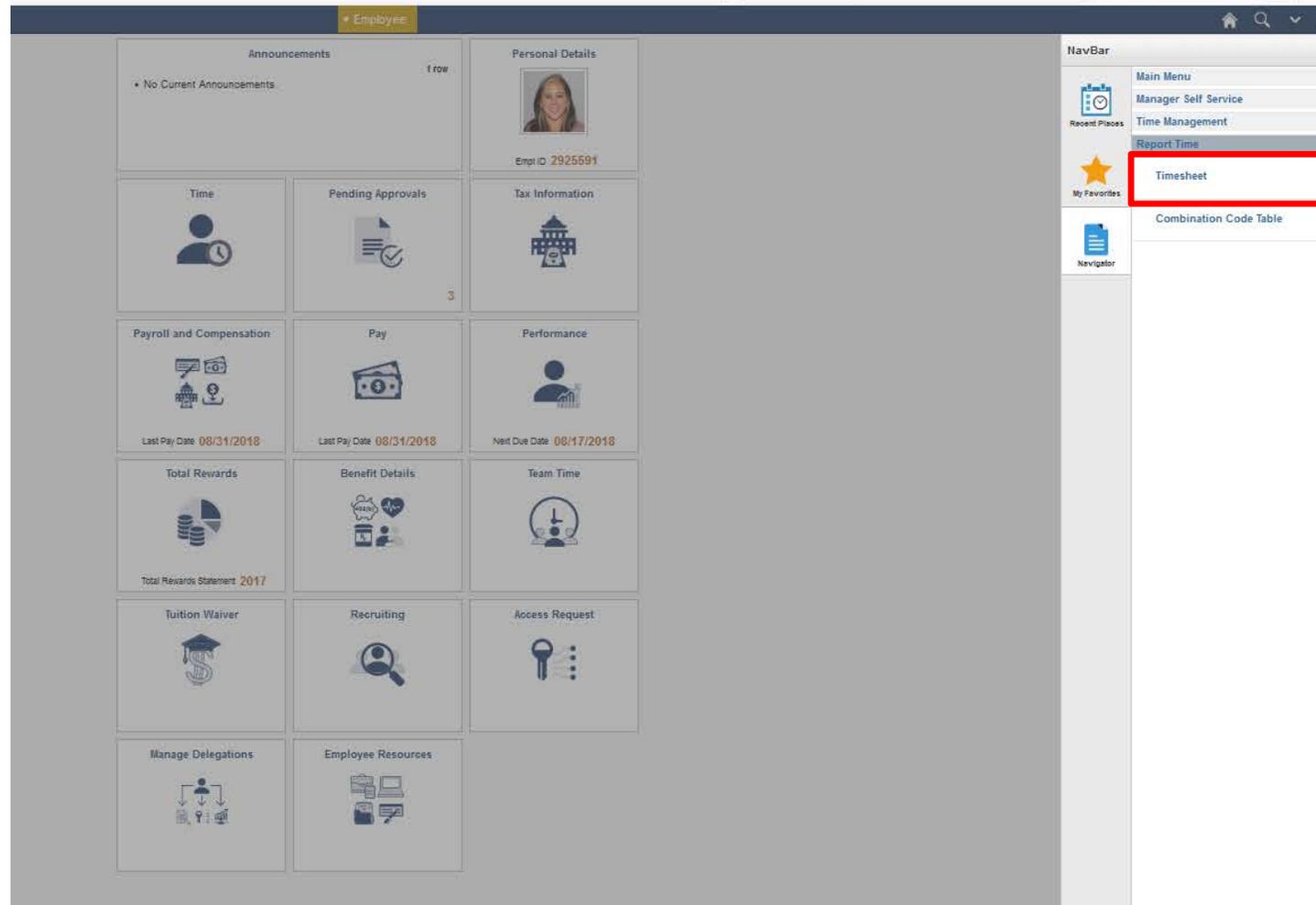
From 03/11/2017 to 03/24/2017

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	.50	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

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

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
	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	6:30:00AM	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

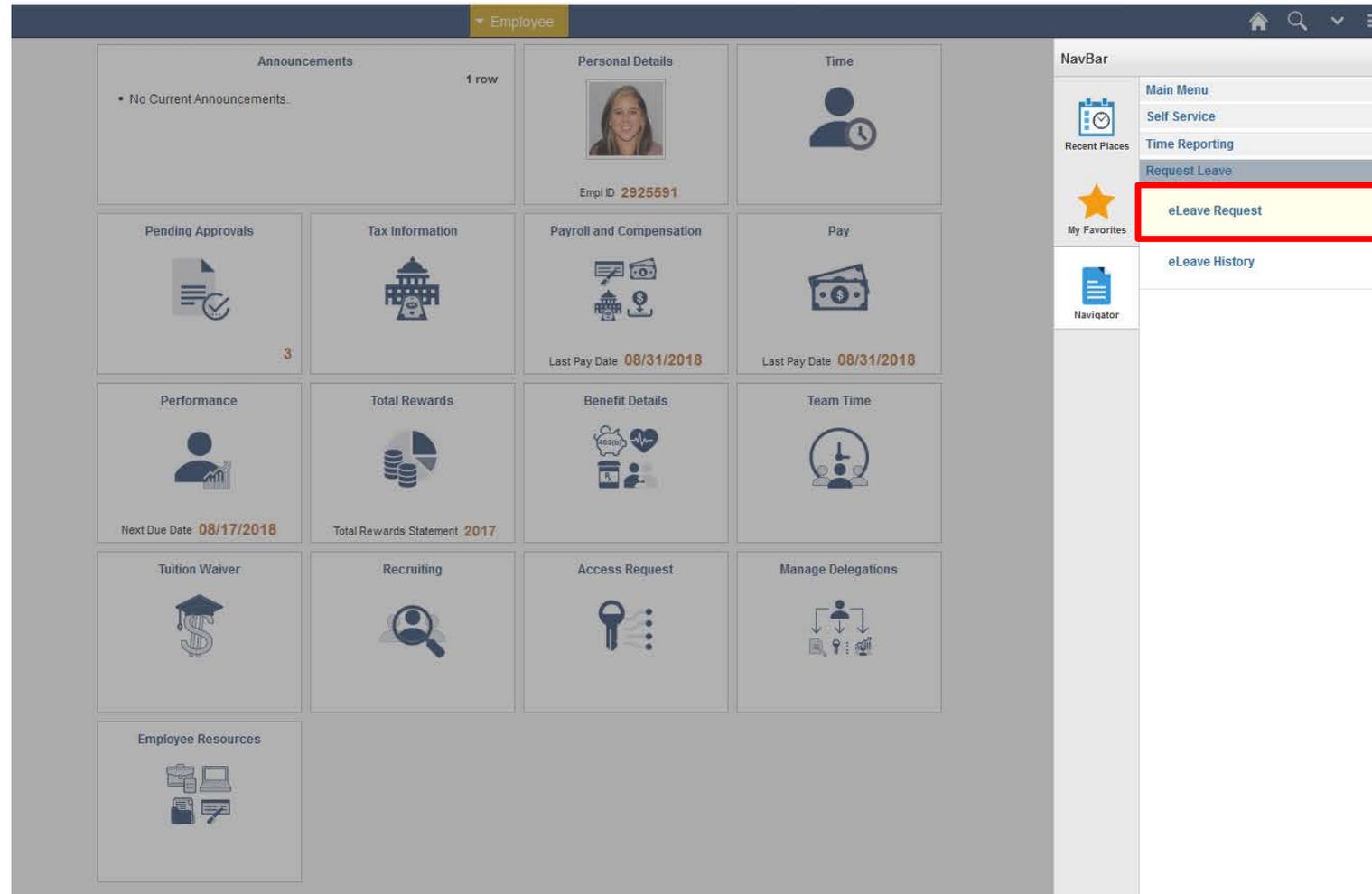
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	33.51	0	9999	
Leave	Vacation	11.89	0	250	
Leave	Comp Leave	0.00	0	9999	

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](#)

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”

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](#)

eLeave Build Request 1-2-3

2925591 Elliana Lopera

eLeave Request Number: New

eLeave Dates ?
Please enter the dates for your request. You may request up to a maximum of 31 days. The request should contain consecutive days.

*Start Date: *End Date:

Exclude SAT and SUN

eLeave Type ?
Select the type of Leave being requested:

*Leave Type:

*Hours per Day:

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

Plan Type	Description	Total Balance	Effective Date
50	Sick	189.50	12/30/2016
51	Vacation	110.50	12/30/2016

[Return](#) [Next >>](#)

STEPS TO REQUEST eLEAVE

4. Review and make any necessary edits
5. Select “Next”

eLeave Build Request 1-2-3

2925591 Elliana Lopera

eLeave Request Number: New

Based on your entries from the previous page, here is your Timesheet request. Please review the dates and hours and adjust as necessary.

eLeave Timesheet						Personalize	Find	First	1 of 1	Last
Empl ID	*Date	Day	*FIU Leave Type	*Quantity						
1 2925591	01/20/2017	Friday	Vacation	8.00						

Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll.

Leave and Compensatory Time Balances			
Plan Type	Description	Total Balance	Effective Date
50	Sick	189.50	12/30/2016
51	Vacation	110.50	12/30/2016

[Previous](#) [Next >>](#)

STEPS TO REQUEST eLEAVE

6. Enter comments for approver to review
7. Select “Submit”

eLeave Build Request

2925591 Elliana Lopera

1 2 3

Notify

eLeave Request Number: New
Start Date: 01/20/2017 End Date: 01/20/2017
Total Hours: 8.00
Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | First 1 of 1 Last

Empl ID	Date	Day	FIU Leave Type	Quantity
1 2925591	01/20/2017	Friday	Vacation	8.00

Employee Comments (limit 254 characters):

Previous Submit

STEPS TO REQUEST eLEAVE

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

1. Select “Notifv

eLeave Build Request

2925591 Elliana Lopera

1 2 3

Notify

eLeave Request Number: New
Start Date: 01/20/2017 End Date: 01/20/2017
Total Hours: 8.00
Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | [Print] [Calendar] First 1 of 1 Last

Empl ID	Date	Day	FIU Leave Type	Quantity
1 2925591	01/20/2017	Friday	Vacation	8.00

Employee Comments (limit 254 characters):

Previous Submit

2. Enter individual you would like to notify of leave

3. Select “OK”

Add ad-hoc users to be notified

Ad-hoc Notification Personalize | Find | [Print] [Calendar] First 1 of 1 Last

Employee	Name		
1 [Input] [Search]		[+]	[-]

OK Cancel

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	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	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"

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								
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								
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](#)

Navigation: 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

Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	Leave 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):

Cancel Date: Reason:
 Created By: 2925591 Elliana Lopera Created: 11/28/16 11:23AM
 Last Upd By: 1389648 Yasmira Lopez Last Update Date/Time: 12/01/16 11:04:31AM

Approval Workflow

eLEAVE Request

eLeave Req Nbr = 2601:Approved

One Level Approval

Approved
 Yasmira Leah Lopez (1389648)
 FIU eLEAVE First Lv Approver
 12/01/16 - 11:04 AM

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								
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								
eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review	
1	2604 2925591	11/29/2016 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 1-2 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):

STEPS TO CANCEL eLEAVE

4. Select "Yes"

The screenshot displays the 'eLeave Build Request' interface. At the top, there are navigation menus: Favorites, Main Menu, Self Service, Time Reporting, Request Leave, and eLeave Request. The main heading is 'eLeave Build Request' with a 'Cancel' button. Below this, the 'Request Details' section shows: eLeave Request Number: 3403, Start Date: 01/20/2017, Approval Status: Submitted, Total Requested Hours: 8.00, End Date: 01/20/2017, and Payroll Status: Pending Processing. The 'Leave Type Summary' is 'Vacation'. The 'eLeave Timesheet' table has one row: Emp ID 2925591, Date 01/20/2017, Day Friday, FIU Leave Type Vacation, Requested Hours 8.00, System Processed Hours 0.00, and Leave Payroll Actions Pending Payroll Processing. The 'eLeave Process Summary' table shows eLeave Hours processed as 0.00. There are text areas for 'Employee Comments' and 'Manager Comments'. The 'Cancel Date' and 'Reason' fields are empty. The 'Created By' and 'Last Upd By' are both Elliana Lopera. The 'Created' date is 12/30/16 1:27PM and the 'Last Update Date/Time' is 12/30/16 1:38:18PM. The 'Approval Workflow' section shows an 'eLEAVE Request' with 'eLeave Req Nbr = 3403:Pending' and a 'One Level Approval' step that is 'Pending' by Yasmira Leah Lopez (1389648), FIU eLEAVE First Lv Approver. A 'Return to Search' button is at the bottom left. A 'Message' dialog box is open on the right, asking 'Would you like to cancel this eLeave request? (0,0)' with 'Yes', 'No', and 'Cancel' buttons. The 'Yes' button is highlighted with a red border.

Message

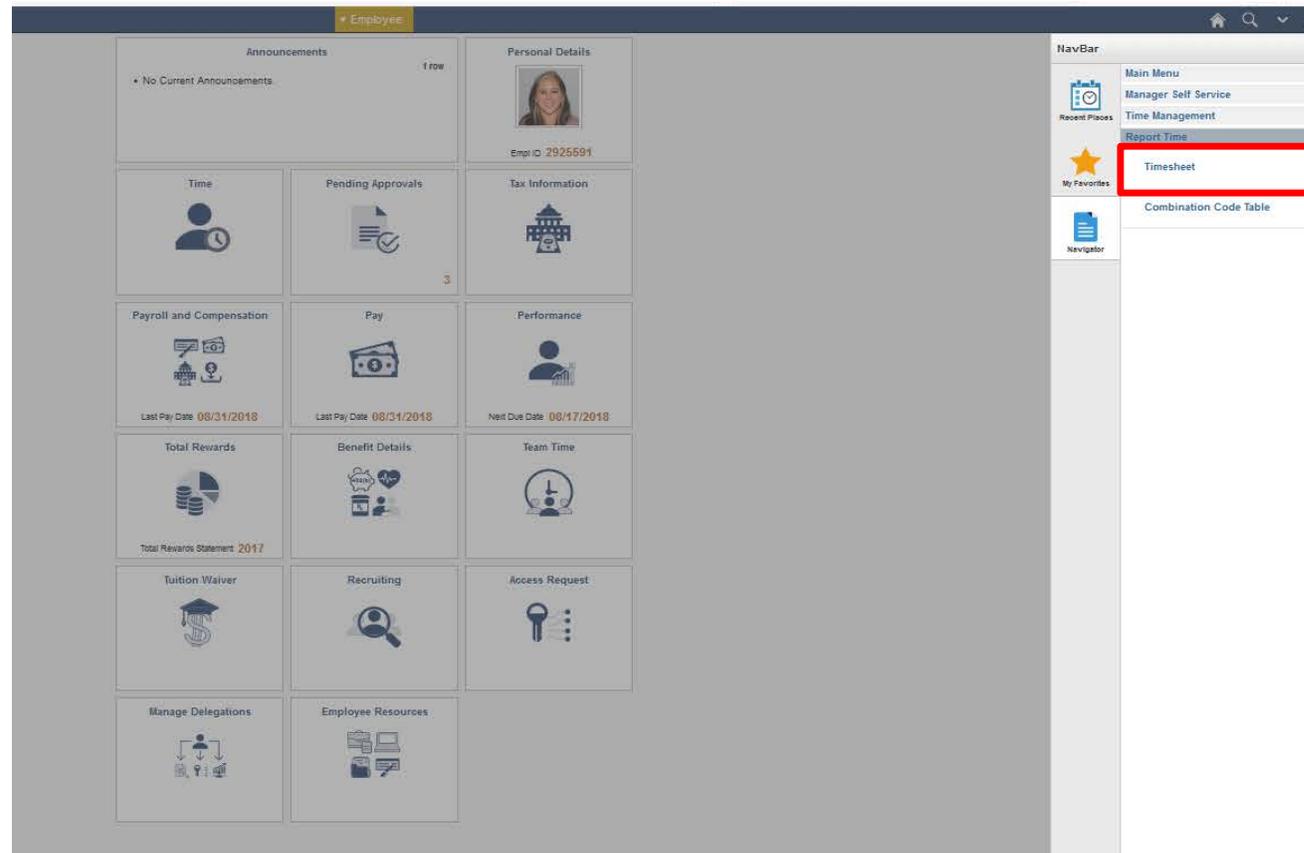
Would you like to cancel this eLeave request? (0,0)

Yes No Cancel

STEPS TO MANUALLY ENTER LEAVE TIME

➤ Leave should be entered manually if it is within the current pay period and cannot be submitted using eLeave.

1. Navigate to Myhr.fiu.edu > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)



STEPS TO MANUALLY ENTER LEAVE TIME

Office Associate Empl Record 0
 Actions ▾ Earliest Change Date 02/10/2018

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
 *Date: 01/13/2018 Reported Hours 79.78

From 01/13/2018 to 01/26/2018

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date		
	Sat	1/13	New						PSNONCATSK	EST	1/13	+	-
	Sun	1/14	New						PSNONCATSK	EST	1/14	+	-
	Mon	1/15	Submitted				HLH - Holiday Hourly	8.00	PSNONCATSK	EST	1/15	+	-
	Tue	1/16	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	1/16	+	-
	Wed	1/17	Submitted	8:33:00AM	5:00:00PM	7.95			PSNONCATSK	EST	1/17	+	-
	Thu	1/18	Submitted	8:32:00AM	5:06:00PM	8.06			PSNONCATSK	EST	1/18	+	-
	Fri	1/19	Submitted				VAH - Vacation Leave Hourly	4.50	PSNONCATSK	EST	1/19	+	-
			Submitted	8:33:00AM	12:00:00PM	3.45			PSNONCATSK	EST	1/19	+	-
	Sat	1/20	New						PSNONCATSK	EST	1/20	+	-
	Sun	1/21	New						PSNONCATSK	EST	1/21	+	-
	Mon	1/22	Submitted	8:29:00AM	5:00:00PM	8.01			PSNONCATSK	EST	1/22	+	-
	Tue	1/23	Submitted	8:31:00AM	5:00:00PM	7.98			PSNONCATSK	EST	1/23	+	-
	Wed	1/24	Submitted	8:33:00AM	5:00:00PM	7.95			PSNONCATSK	EST	1/24	+	-
	Thu	1/25	Submitted	8:34:00AM	5:00:00PM	7.93			PSNONCATSK	EST	1/25	+	-
	Fri	1/26	Submitted	8:34:00AM	5:00:00PM	7.93			PSNONCATSK	EST	1/26	+	-

Submit Clear

- Once in the timesheet, navigate to corresponding date. If date already has time entered, select the plus sign to add a row.
- In the quantity box insert number of hours (ex: 1 hour-8 hours)
- Select drop down menu under Time Reporting Code and select appropriate code.
- Select "Submit"

TYPES OF TIME REPORTING CODES

Reporting Codes:

Time Reporting Code	Definition
AML*	Administrative Leave
BRV	Bereavement Leave
CMA	Comp Accrued
CMU	Compensatory Leave Used
GRE*	Grant-in-Aid
JRW	Jury Duty/Witness
MIL*	Military Leave
OCI	On Call Hours- In Unit
OCO	On Call Hours- Out of Unit
OTP*	Overtime Hours
REG	Regular Hours
SKU	Sick Leave
VAU	Vacation Leave
SPC*	Special Comp Accrued
WCH*	Admin Leave Workers Comp Hourly

For HR Use Only:

Time Reporting Code	Definition
ECH	Emergency Closing
HLH	Holiday
RHE	Regular Hours Emergency
SPE	Special Comp Acc Emergency

* Must contact HWCOR HR (7-0621) prior to utilizing these codes.

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

- HWCAM 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