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

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>Change Form Completion Deadline by</th>
<th>First Level Supervisor Approval Deadline by</th>
<th>Employee Time Card Submission Deadline by</th>
<th>Supervisor Approval Deadline by</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28/17</td>
<td>01/28/17</td>
<td>01/29/17</td>
<td>01/30/17</td>
<td>02/01/17</td>
<td>02/02/17</td>
</tr>
<tr>
<td>2/05/17</td>
<td>02/05/17</td>
<td>02/06/17</td>
<td>02/07/17</td>
<td>03/05/17</td>
<td>03/06/17</td>
</tr>
<tr>
<td>2/19/17</td>
<td>02/19/17</td>
<td>02/20/17</td>
<td>02/21/17</td>
<td>03/05/17</td>
<td>03/06/17</td>
</tr>
<tr>
<td>3/09/17</td>
<td>03/09/17</td>
<td>03/10/17</td>
<td>03/11/17</td>
<td>04/09/17</td>
<td>04/10/17</td>
</tr>
<tr>
<td>3/19/17</td>
<td>03/19/17</td>
<td>03/20/17</td>
<td>03/21/17</td>
<td>04/10/17</td>
<td>04/11/17</td>
</tr>
<tr>
<td>4/06/17</td>
<td>04/06/17</td>
<td>04/07/17</td>
<td>04/08/17</td>
<td>05/06/17</td>
<td>05/07/17</td>
</tr>
<tr>
<td>4/19/17</td>
<td>04/19/17</td>
<td>04/20/17</td>
<td>04/21/17</td>
<td>05/06/17</td>
<td>05/07/17</td>
</tr>
<tr>
<td>5/03/17</td>
<td>05/03/17</td>
<td>05/04/17</td>
<td>05/05/17</td>
<td>06/03/17</td>
<td>06/04/17</td>
</tr>
<tr>
<td>5/16/17</td>
<td>05/16/17</td>
<td>05/17/17</td>
<td>05/18/17</td>
<td>06/03/17</td>
<td>06/04/17</td>
</tr>
<tr>
<td>5/30/17</td>
<td>05/30/17</td>
<td>05/31/17</td>
<td>06/01/17</td>
<td>06/03/17</td>
<td>06/04/17</td>
</tr>
<tr>
<td>6/03/17</td>
<td>06/03/17</td>
<td>06/04/17</td>
<td>06/05/17</td>
<td>07/03/17</td>
<td>07/04/17</td>
</tr>
<tr>
<td>6/27/17</td>
<td>06/27/17</td>
<td>06/28/17</td>
<td>06/29/17</td>
<td>07/03/17</td>
<td>07/04/17</td>
</tr>
<tr>
<td>7/09/17</td>
<td>07/09/17</td>
<td>07/10/17</td>
<td>07/11/17</td>
<td>08/09/17</td>
<td>08/10/17</td>
</tr>
<tr>
<td>7/19/17</td>
<td>07/19/17</td>
<td>07/20/17</td>
<td>07/21/17</td>
<td>08/09/17</td>
<td>08/10/17</td>
</tr>
<tr>
<td>7/29/17</td>
<td>07/29/17</td>
<td>07/30/17</td>
<td>07/31/17</td>
<td>08/09/17</td>
<td>08/10/17</td>
</tr>
<tr>
<td>8/02/17</td>
<td>08/02/17</td>
<td>08/03/17</td>
<td>08/04/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>8/16/17</td>
<td>08/16/17</td>
<td>08/17/17</td>
<td>08/18/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>8/30/17</td>
<td>08/30/17</td>
<td>08/31/17</td>
<td>09/01/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>9/13/17</td>
<td>09/13/17</td>
<td>09/14/17</td>
<td>09/15/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>9/27/17</td>
<td>09/27/17</td>
<td>09/28/17</td>
<td>09/29/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>10/02/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
<td>10/04/17</td>
<td>09/02/17</td>
<td>09/03/17</td>
</tr>
<tr>
<td>10/12/17</td>
<td>10/12/17</td>
<td>10/13/17</td>
<td>10/14/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
</tr>
<tr>
<td>10/26/17</td>
<td>10/26/17</td>
<td>10/27/17</td>
<td>10/28/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
</tr>
<tr>
<td>11/02/17</td>
<td>11/02/17</td>
<td>11/03/17</td>
<td>11/04/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
</tr>
<tr>
<td>11/16/17</td>
<td>11/16/17</td>
<td>11/17/17</td>
<td>11/18/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
</tr>
<tr>
<td>11/30/17</td>
<td>11/30/17</td>
<td>11/31/17</td>
<td>12/01/17</td>
<td>10/02/17</td>
<td>10/03/17</td>
</tr>
<tr>
<td>12/14/18</td>
<td>12/14/18</td>
<td>12/15/18</td>
<td>12/16/18</td>
<td>10/02/18</td>
<td>10/03/18</td>
</tr>
<tr>
<td>12/28/18</td>
<td>12/28/18</td>
<td>12/29/18</td>
<td>12/30/18</td>
<td>10/02/18</td>
<td>10/03/18</td>
</tr>
</tbody>
</table>

* 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.
* 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)

- 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)

- 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”
HOW TO VIEW OVERTIME

- Navigate to Self Service > Time Reporting > Report Time > Timesheet
HOW TO VIEW COMPENSATORY TIME

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

- 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
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
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
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”
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.
STEPS TO REVIEW eLEAVE

To review the full details of the request:

2. Select “Review”
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

   2923591 Elena Lopez

   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.

<table>
<thead>
<tr>
<th>Active eLeave Requests</th>
<th>Personas</th>
<th>Find</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>eLeave Request Number</td>
<td>Emp ID</td>
<td>Created Date/Time</td>
<td>Begin Date</td>
<td>End Date</td>
<td>Approval Status</td>
<td>Payroll Status</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2923591</td>
<td>2016-12-30 1:27PM</td>
<td>01/05/2017</td>
<td>01/05/2017</td>
<td>Submitted</td>
<td>Pending</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2923591</td>
<td>2016-11-23 AM</td>
<td>01/03/2017</td>
<td>01/02/2017</td>
<td>Approved</td>
<td>Pending</td>
<td>Review</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inactive eLeave Requests</th>
<th>Personas</th>
<th>Find</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>eLeave Request Number</td>
<td>Emp ID</td>
<td>Created Date/Time</td>
<td>Begin Date</td>
<td>End Date</td>
<td>Approval Status</td>
<td>Payroll Status</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2923591</td>
<td>2016-11-28 11:48AM</td>
<td>12/12/2016</td>
<td>12/13/2016</td>
<td>Approved</td>
<td>Processed</td>
<td>Review</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2923591</td>
<td>2016-11-23 AM</td>
<td>12/20/2016</td>
<td>12/21/2016</td>
<td>Approved</td>
<td>Processed</td>
<td>Review</td>
<td></td>
</tr>
</tbody>
</table>

3. Select “Cancel”

   eLeave Build Request

   2923591 Elena Lopez

   Request Details

   eLeave Request Number: 2923591
   Start Date: 01/03/2017
   End Date: 01/27/2017
   Approval Status: Approved
   Payroll Status: Pending Processing
   Leave Type Summary: Vacation
   Total Requested Hours: 40.00
   System Processed Hours: 0.00
   Leave Payroll Actions: 0.00

   eLeave Timesheet

<table>
<thead>
<tr>
<th>eLeave Request #</th>
<th>Date</th>
<th>Requested Hours</th>
<th>Approved</th>
<th>System Processed Hours</th>
<th>Leave Payroll Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/03/2017</td>
<td>40.00</td>
<td></td>
<td>1.0</td>
<td>0.0</td>
</tr>
<tr>
<td>2</td>
<td>01/27/2017</td>
<td>40.00</td>
<td></td>
<td>1.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

   eLeave Process Summary

   Category | Total Hours
   ---------|------------
   eLeave Hours processed | 0.00

   Employee Comments (limit 254 characters):

   Manager Comments (limit 254 characters):

   eLeave History

   eLeave History
4. Select “Yes”
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
2. Once in the timesheet, navigate to corresponding date. If date already has time entered, select the plus sign to add a row.

3. In the quantity box insert number of hours (ex: 1 hour-8 hours)

4. Select drop down menu under Time Reporting Code and select appropriate code.

5. Select “Submit”
## Types of Time Reporting Codes

### Reporting Codes:

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

### For HR Use Only:

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECH</td>
<td>Emergency Closing</td>
</tr>
<tr>
<td>HLH</td>
<td>Holiday</td>
</tr>
<tr>
<td>RHE</td>
<td>Regular Hours Emergency</td>
</tr>
<tr>
<td>SPE</td>
<td>Special Comp Acc Emergency</td>
</tr>
</tbody>
</table>

* Must contact HWCOM 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

• 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