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
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 payment**
- 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.
- Meal periods (clock out and in) must be entered on a daily basis. (Only need to report 30 minute un-paid break.)
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
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

- 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
STEPS TO VIEW LEAVE BALANCES

- 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 employee on their paycheck.
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
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.
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
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”
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

1. Select “Create Delegation Request”
2. Enter “From Date” (cannot back date)
3. Enter “To Date” (leave blank if the delegation has no end date)
4. Select “Next”
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”
11. Review selected transactions
12. Select “Submit”

You have now delegated your time approval actions to your proxy
STEPS TO ACCEPT A PROXY DELEGATION

1. Open delegation email and click on link

2. Select transaction(s)

3. Click “Accept”
**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
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.
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”
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
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

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