

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

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

Actions
Select Another Timesheet

*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

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

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

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

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 payment**
- 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

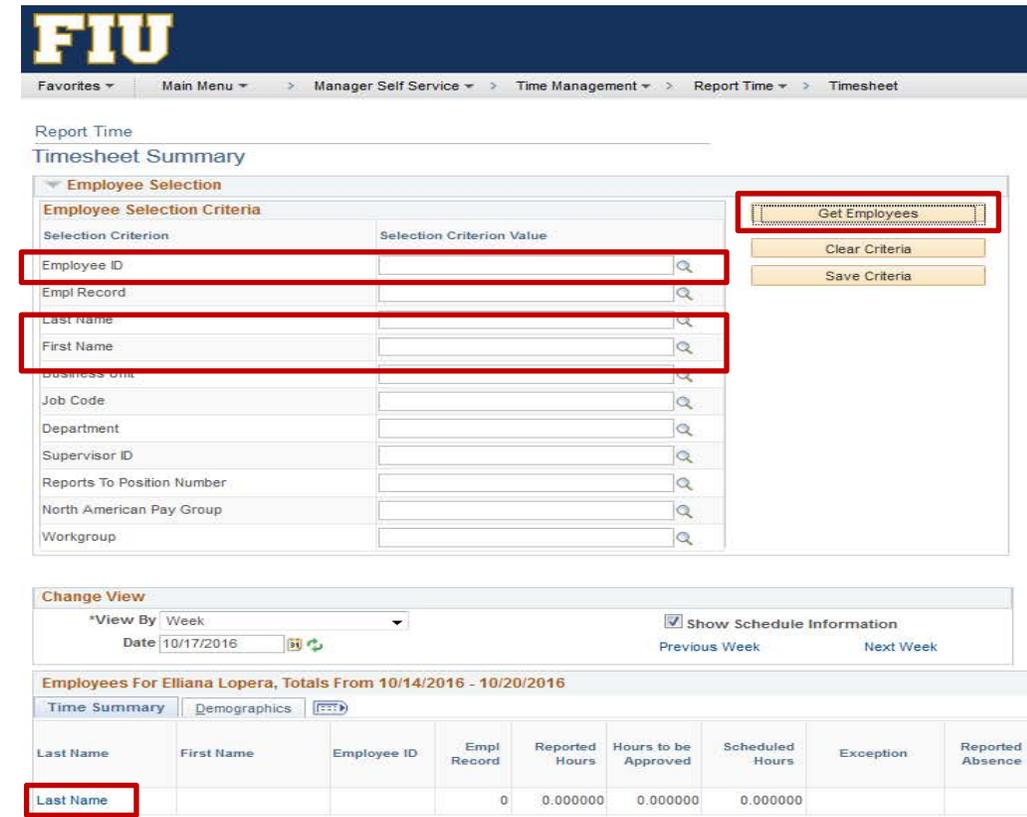
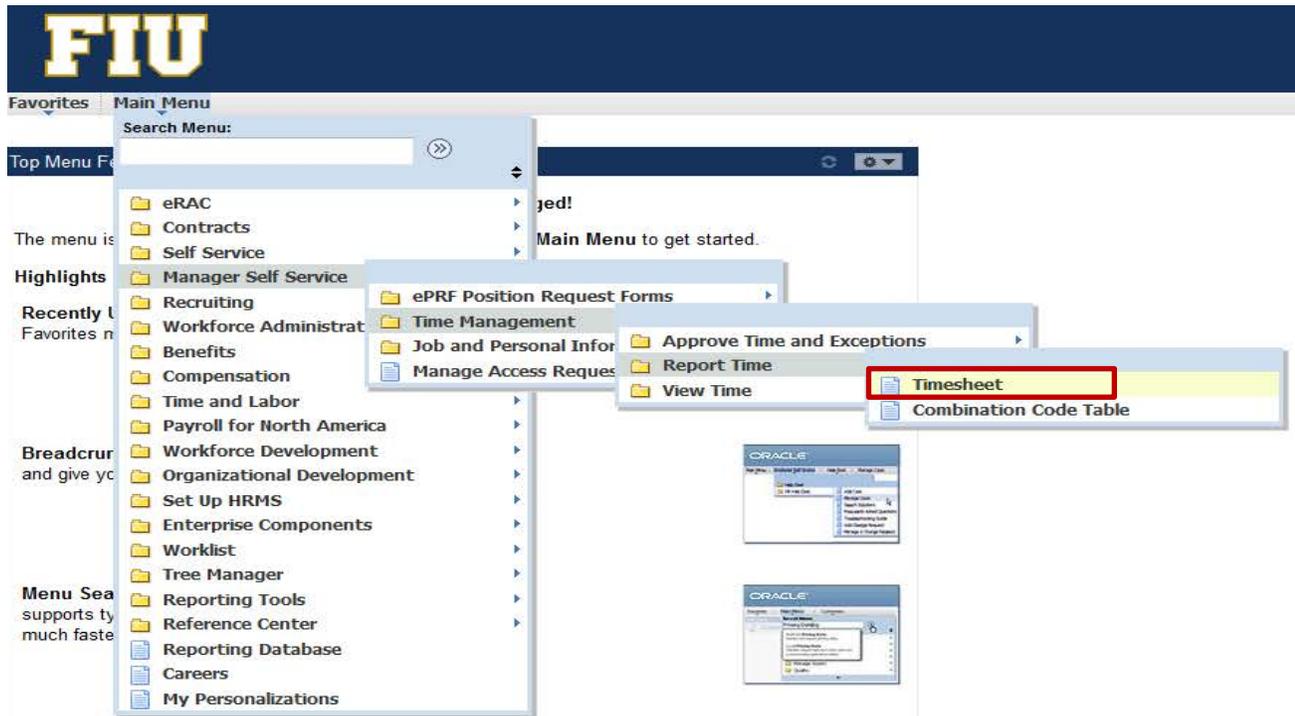
Date	Exception ID	Exception Source	Status	Exception Severity
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Update Exception

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

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



STEPS TO ENTER/EDIT TIME

1. Enter/Edit time punches
2. Select "Submit"

Office Associate

 Actions ▾

Empl Record 0
 Earliest Change Date 10/08/2016

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date  

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	<input type="text"/>	<input type="text"/>				PSNONCATSK	EST	10/8		
	Sun	10/9	New	<input type="text"/>	<input type="text"/>				PSNONCATSK	EST	10/9		
	Mon	10/10	Submitted	8:31:00AM	5:02:00PM	8.01			PSNONCATSK	EST 	10/10		
	Tue	10/11	Submitted	<input type="text"/>	<input type="text"/>		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	<input type="text"/>	<input type="text"/>				PSNONCATSK	EST	10/15		
	Sun	10/16	New	<input type="text"/>	<input type="text"/>				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	<input type="text"/>	<input type="text"/>		VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST 	10/21		

HOW TO VIEW OVERTIME

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

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

Select Another Timesheet

*View By: Calendar Period
*Date: 10/08/2016
Reported Hours: 81.18

Previous Period Next Period
Previous Employee

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					VAH - Vacation Leave Hourly	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 TRIC Reported - Affecting Pay	

Select All Deselect All
Update Exception

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
 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

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 Previous Period Next Period
*Date 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	+	-

STEPS TO VIEW LEAVE BALANCES

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

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	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	

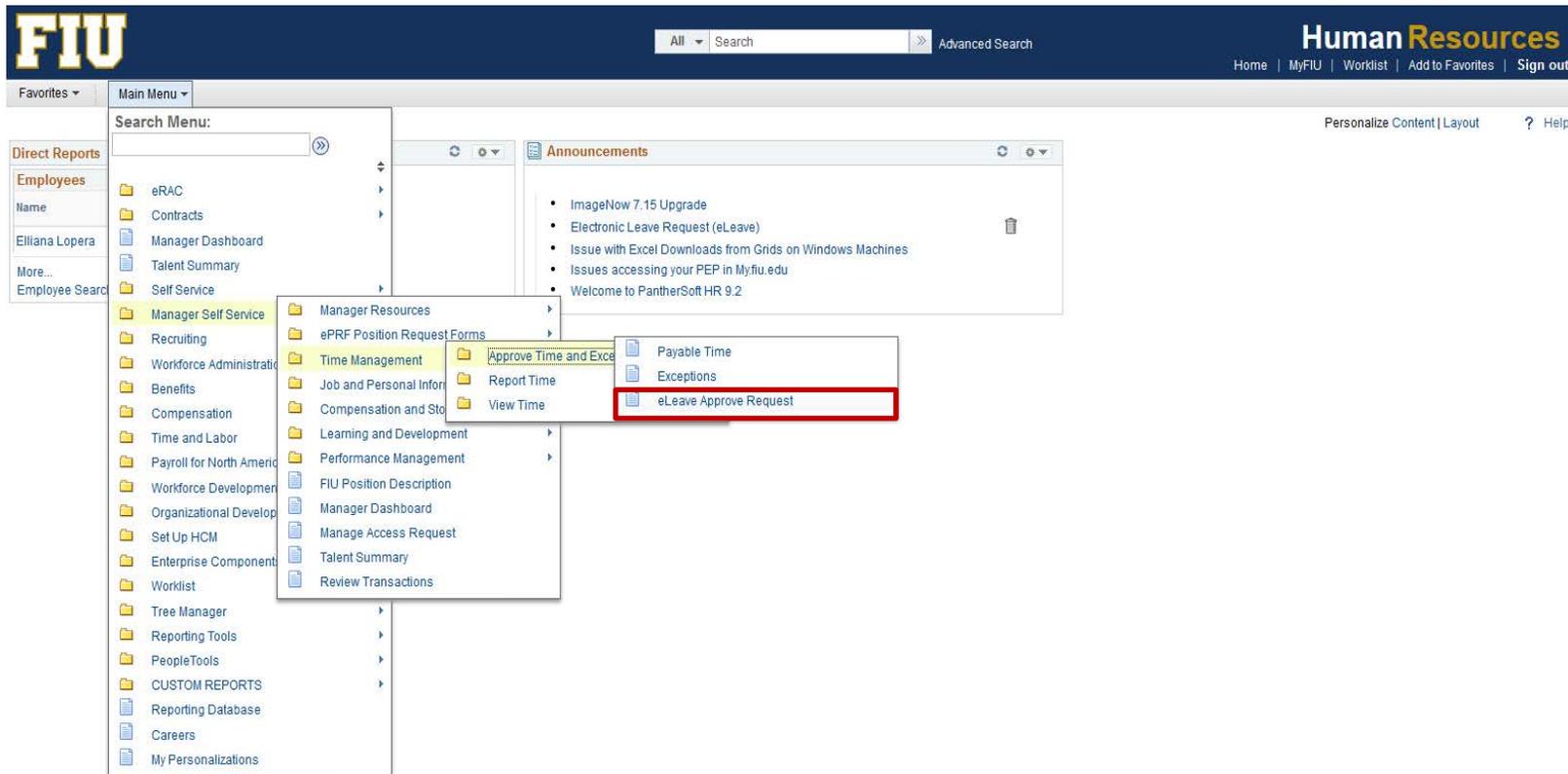
➤ Navigate to Manager Self Service > Time Management > Report Time > Timesheet

➤ 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

The screenshot shows the 'Approve eLeave Request' page. At the top, there is a navigation bar with the FIU logo, a search bar, and the text 'Human Resources'. Below the navigation bar, there is a breadcrumb trail: 'Home > MyFIU > Worklist > Add to Favorites > Sign out'. The main content area is titled 'Approve eLeave Request'. Below this title is the 'Employee Selection' form, which contains several input fields: 'Empl ID', 'Last Name', 'First Name', 'Business Unit', 'Department', 'Reports To', 'Start Date', and 'End Date'. There are also 'Clear Criteria' and 'Get Employees' buttons. The 'Get Employees' button is highlighted with a red border. Below the form is a table titled 'Employees' with columns: 'eLEAVE Request Nbr', 'Empl ID', 'Name', 'Begin Date', 'End Date', 'Business Unit', 'Department', 'Reports To', and 'Supervisor Name'. The table contains one row with the value '1 eLeave Request Number' in the first column.

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

The screenshot shows a table titled 'Employees For Idorys Calvo'. The table has columns: 'eLEAVE Request Nbr', 'Empl ID', 'Name', 'Begin Date', 'End Date', 'Business Unit', 'Department', 'Reports To', and 'Supervisor Name'. The first row is highlighted with a red border, showing the following data: eLEAVE Request Nbr: 1 1702, Empl ID: 1234567, Name: Roary Panther, Begin Date: 11/05/2016, End Date: 11/12/2016, Business Unit: HUMRE, Department: 156400000, Reports To: 34213000, Supervisor Name: Supervisor, Best.

eLEAVE Request Nbr	Empl ID	Name	Begin Date	End Date	Business Unit	Department	Reports To	Supervisor Name
1 1702	1234567	Roary Panther	11/05/2016	11/12/2016	HUMRE	156400000	34213000	Supervisor, Best

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

eLeave Build Request
1234567 Roary Panther

Request Details

eLeave Request Number: 1704 Start Date: 11/05/2016 Approval Status: Submitted
Total Requested Hours: 32.00 End Date: 11/12/2016 Payroll Status: Pending Processing
Leave Type Summary: Vacation

eLeave Timesheet

Emp#	Emp ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1	1350990	11/07/2016	Monday	Vacation	8.00	0.00	Pending Payroll Processing
2	1350990	11/08/2016	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
3	1350990	11/09/2016	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing
4	1350990	11/10/2016	Thursday	Vacation	8.00	0.00	Pending Payroll Processing
5	1350990	11/11/2016	Friday	Holiday	0.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	0.00

Manager Comments (limit 254 characters):

Cancel Date: Reason:

Created By: 1234567 Roary Panther Created: 10/28/16 12:44PM
Last Upd By: 1234567 Roary Panther Last Update Date/Time: 10/28/16 12:47:25PM

Approval Workflow

eLEAVE Request

Actions

Approve

Deny

eLeave Req Nbr = 1702:Pending

One Level Approval

Pending

Best Boss (7654321)
FIU eLEAVE First Lv Approver

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

Office Associate Empl Record 0
Earliest Change Date 10/08/2016

Actions ▾

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

STEPS TO ENTER/APPROVE RETRO TIME

Favorites ▾ Main Menu ▾ > Manager Self Service ▾ > Time Management ▾ > Approve Time and Exceptions ▾ > Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

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”

Change Time in View

Start Date 10/08/2016 End Date 10/21/2016

Employees For Eliana Lopera
Personalize | Find | View All | First 1 of 1 Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Overtime & Comp Accrued TRCs
<input type="checkbox"/>	Last Name			0	0.000000	0.000000

Select All Deselect All

Approve Deny Push Back

Employees For Eliana Lopera
Personalize | Find | View All | First 1 of 1 Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Overtime & Comp Accrued TRCs
<input type="checkbox"/>	Brill	Lisa	1331107	0	2.50	0.00

Select All Deselect All

Approve Deny

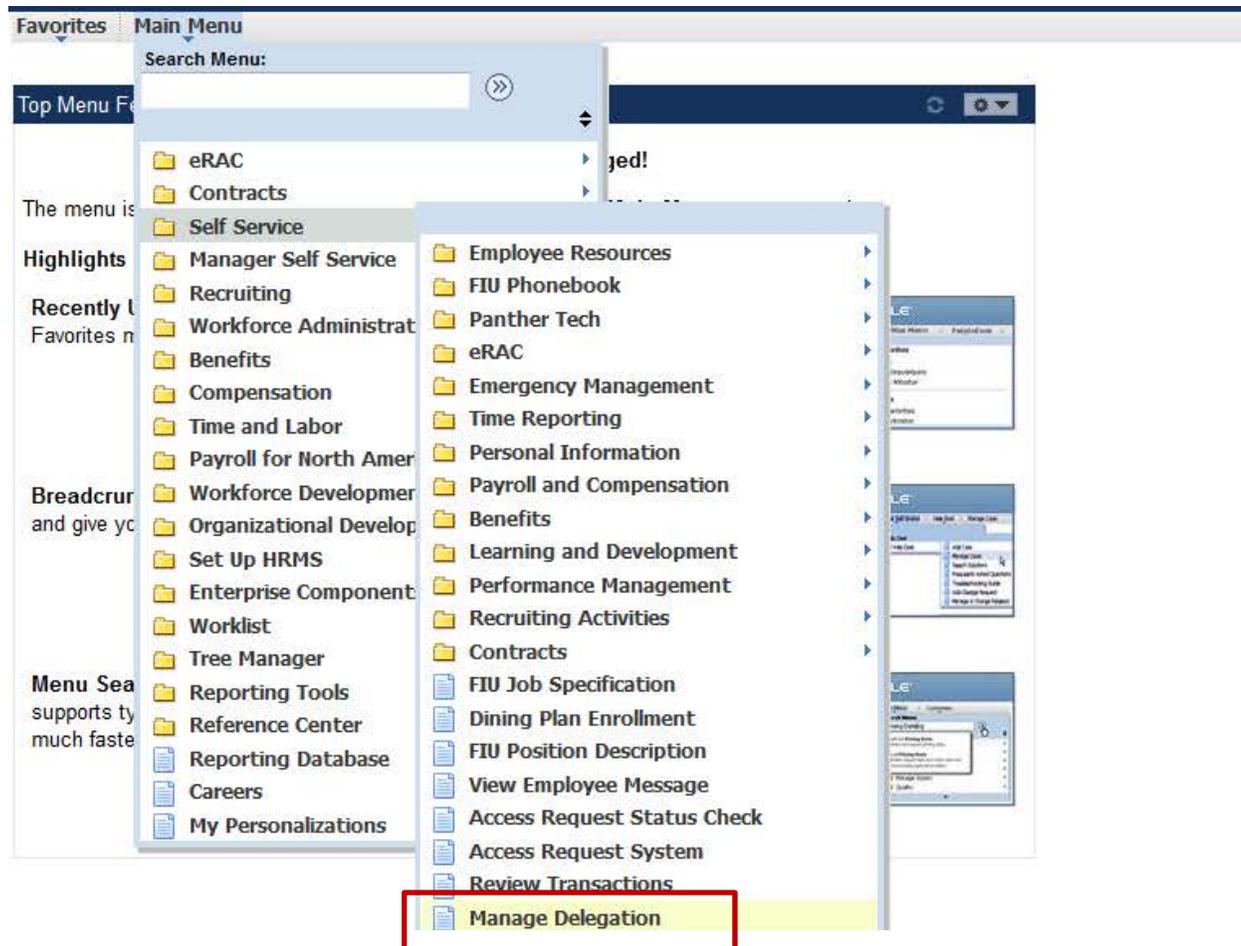
STEPS TO ASSIGN/ACCEPT A PROXY DELEGATION



- 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

[Favorites](#) [Main Menu](#) > [Self Service](#) > [Manage Delegation](#)

Manage Delegation

Elliana Lopera

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

Delegation Dates

From Date:

To Date:

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

Select Transactions

Roary Panther

PROFESSOR

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
Transaction	
<input checked="" type="checkbox"/> Approve NonPerson Profiles	
<input checked="" type="checkbox"/> Approve Payable Time	
<input checked="" type="checkbox"/> Approve Reporting Change	
<input checked="" type="checkbox"/> Contract Approval	
<input checked="" type="checkbox"/> Submit Reported Time	

[Select All](#) [Deselect All](#)

[Previous Item](#) [Next](#) [Cancel](#)

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”

Select Proxy by Hierarchy

Roary Panther

PROFESSOR

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate					
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Goldie Panther	9999998	Employee	CLERICAL SUPERVISOR	PROVOST & EXEC. V.P.ACAD.AFFS.	Roary Panther

[< Previous](#) [Next](#) [Cancel](#)

STEPS TO ASSIGN A PROXY DELEGATION

11. Review selected transactions
12. Select "Submit"

You have now delegated your time approval actions to your proxy

Proxy: Goldie Panther
From Date: 11/29/2011
To Date: 11/30/2011

Transactions
Approve NonPerson Profiles
Approve Payable Time
Approve Reporting Change
Contract Approval
Submit Reported Time

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 Bouchareune <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?](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)

[Page=HCDL_MGR_DLGT&Action=U&DELEGATOR_ID=1404852&DELEGATOR_RCD=0&TRANSACTION_NAME=TLPayableTime&TRANS_ALLOWED=A&FROM_DATE=2016-10-18](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"

Favorites ▾ Main Menu ▾

My Delegated Authorities

Elliana Lopera

HR Generalist

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status Submitted ▾

Refresh

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Submit Reported Time	Tisa Ramdial	Finance Manager	10/18/2016		Submitted	Inactive	i
<input checked="" type="checkbox"/> Approve Payable Time	Tisa Ramdial	Finance Manager	10/18/2016		Submitted	Inactive	i

Select All Deselect All

Accept

Reject

[Return to Manage Delegation](#)

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

The screenshot displays the FIU Manager Self Service interface. The left sidebar contains a navigation menu with 'Timesheet' highlighted. The main content area shows the 'Employee Selection' form with fields for Employee ID, Last Name, and First Name, and a 'Get Employees' button. Below the form is a table with columns for Last Name, First Name, Employee ID, Empl Record, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, and Reporte Absence.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reporte Absence
Last Name			0	0.000000	0.000000	0.000000		

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

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

Select Another Timesheet
*View By Calendar Period
*Date 10/08/2016
Reported Hours 81.18
Previous Period Next Period
Previous Employee

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					VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST	10/21	+	-

Submit Clear

Summary Leave / Compensatory Time **Exceptions** Payable Time

Exceptions 1 of 1

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	10/14/2016	FIUXOTC	Time Administration	Unresolved	Medium	Medium Severity: Overtime and/or Comp Accrued TRC Reported - Affecting Pay	

Select All Deselect All
Update Exception

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 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						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						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

The screenshot shows the Oracle HRMS Main Menu with the following navigation path highlighted:

- Manager Self Service
- Time Management
- Approve Time and Exceptions
- Payable Time

The 'Payable Time' option is highlighted in yellow and enclosed in a red box. The menu also includes other options such as eRAC, Contracts, Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Time and Labor, Payroll for North America, Workforce Development, Organizational Development, Set Up HRMS, Enterprise Components, Worklist, Tree Manager, Reporting Tools, Reference Center, Reporting Database, Careers, and My Personalizations.

STEPS FOR APPROVAL DAYS

Approve Time (Continued)

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

Favorites > Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change Time in View

Start Date: 10/08/2016 End Date: 10/21/2016

Employees For Eliana Lopera Personalize | Find | View All | 1 of 1 | Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Overtime & Comp Accrued TRCs
<input type="checkbox"/>	Last Name			0	0.000000	0.000000

Select All Deselect All

Approve Deny Push Back

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

The screenshot shows a web interface for managing employee time. At the top, it says 'Employees For Elliana Lopera' with a help icon. There are navigation options: 'Personalize | Find | View All |' and 'First 1 of 1 Last'. Below this are two tabs: 'Time Summary' (selected) and 'Demographics'. The main area is a table with the following columns: 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Total Payable Hours', and 'Overtime & Comp Accrued TRCs'. The table contains one row for 'Lisa Brill' with Employee ID '1331107' and 'Empl Record' '0'. The 'Total Payable Hours' column for this row is highlighted with a red box and contains the value '2.50'. Below the table, there are 'Select All' and 'Deselect All' links. At the bottom, there are two buttons: 'Approve' (highlighted with a red box) and 'Deny'.

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Overtime & Comp Accrued TRCs
<input type="checkbox"/>	Brill	Lisa	1331107	0	2.50	0.00

Select All Deselect All

Approve Deny

WEB CLOCK-SUMMARY

Web Clock

Enter Punch

Employee Name _____ Employee ID: 00000000
Job Title: EXECUTIVE Empl Record: 0

Enter Punch

Enter Punch Type, relevant time, and task information. Save with Enter Punch button.

*Punch Type:

Time Zone: EST Eastern Time (US)

Time Reporting Elements

Day: Thursday

Taskgroup: 0_1647089 0 Alvarez Jamileth Socorro

Task Profile ID:

Time Reporting Code:

Comments:

- 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



WEB CLOCK JUSTIFICATION FORM

Today's Date (MM/DD/YY)			
Dates of Incident (MM/DD/YY)			
Location (Check one)	<input type="checkbox"/> MMC	<input type="checkbox"/> BR	<input type="checkbox"/> SHS/MMC <input type="checkbox"/> SHS/BBC
Brief description of Incident		Missed Punch: (Check One) <input type="checkbox"/> IN <input type="checkbox"/> LUNCH OUT <input type="checkbox"/> LUNCH IN <input type="checkbox"/> 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

- HWCOR 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