Herbert Wertheim College of Medicine

Time & Labor
Web Clock Training
for Employees

Human Resources
AGENDA

Herbert Wertheim College of Medicine
Time & Labor

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

- 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

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### 2018 Payroll Deadlines

<table>
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<tr>
<th>Pay Period Dates</th>
<th>PP</th>
<th>Change Form Submission Deadline by 5:00PM</th>
<th>First Level Contract Submission Deadline by 5:00PM</th>
<th>Employee Timecard Deadline by 5:00PM</th>
<th>Supervisor Approval Deadline by 2:00pm</th>
<th>Pay Day</th>
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*Deadlines revised due to Martin Luther King, Jr. Holiday.

1. Deadlines revised due to Memorial Day Holiday.
2. Deadlines and Pay Day revised due to July 4th Holiday.
3. Deadlines revised due to Labor Day Holiday.
4. Deadlines revised due to Thanksgiving Holiday.
5. Deadlines revised due to Christmas Day Holiday.
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)
STEPS TO ENTER TIME

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

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

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

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

1. Navigate to Self Service > Time Reporting > Report Time > Timesheet
2. Review time
STEPS TO EDIT TIME

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

2. Supervisor edits timesheet according to the information provided

   ➢ Leave time must also be entered by your supervisor, **unless utilizing eLeave**. Please ensure to follow the leave time request process for your area.
### STEPS TO REVIEW OVERTIME

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

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

- Employees may choose to place overtime hours in a compensatory time bank with the approval of their supervisor.
- Compensatory time bank needs to be used within 180 days
HOW TO DESIGNATE COMPENSATORY TIME

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

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

1. Navigate to Myhr.fiu.edu > Main Menu > Self Service > Time Reporting > Report Time > Timesheet
STEPS TO VIEW LEAVE BALANCES

2. Select the “Leave/Compensatory Time” tab

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

- Actual leave balances will not be updated until payroll has processed the hours submitted for the current pay period and future pay periods.

- Actual leave balances can be viewed on a paycheck by navigating to Myhr.fiu.edu > Main Menu > Self Service > Payroll and Compensation > View Paycheck
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”

3. Select “Cancel”

Create
Click on the following link if you would like to add a new eLeave request:

Review
Click the “Review” hyperlink to look at a request.
4. Select “Yes”
STEPS TO ENTER RETRO TIME

• If hours need to be entered or edited for a previous pay period, the approver can go back one pay period to edit the timesheet.

• If hours need to be entered or edited for more than one previous pay period, the employee will need to email comhr@fiu.edu and copy the Supervisor with the times and dates to edit/enter.
RESOURCES AND CONTACTS

RESOURCES

• FIU Division of Human Resources – Compensation Administration
  ➢ http://hr.fiu.edu/index.php?name=flsa

• U.S. Department of Labor - Wage and Hour Division (WHD)
  ➢ http://www.dol.gov/whd/flsa

CONTACTS

• HWCOM Human Resources Department – 305-348-0621/ comhr@fiu.edu

• FIU Human Resources Service Center – 305-348-2181/ hr@fiu.edu

• Compensation Administration – 305-348-4996/ cmpadmin@fiu.edu

• Payroll – payroll@fiu.edu