

Herbert Wertheim College of Medicine

Time & Labor Web Clock Training for Employees

Human Resources

Herbert Wertheim College of Medicine

Time & Labor

AGENDA



- 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

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
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

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 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”

The screenshot shows the 'Web Clock' interface with the 'Enter Punch' section highlighted. A red box highlights the 'In' option in the 'Punch Type' dropdown menu. A red arrow points from the 'Enter Punch' button to the 'In' option. Another red box highlights the 'Enter Punch' button. The form includes fields for Employee Name, Job Title (EXECUTIVE), Employee ID (00000000), and Empl Record (0). The 'Time Zone' is set to EST (Eastern Time (US)). The 'Time Reporting Elements' section shows the Day as Thursday, Taskgroup as 0_1647089, and a Comments field. There are two 'Enter Punch' buttons: one next to the 'Punch Type' dropdown and one at the bottom right of the form.

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”

Web Clock

Enter Punch

Jamileth Alvarez Employee ID: 1647089
Job Title: EXECUTIVE Empl Record: 0

Enter Punch

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

*Punch Type: Meal

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:

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”

Web Clock

Enter Punch

Jamileth Alvarez Employee ID: 1647089
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: Eastern Time (US)

Time Reporting Elements

Day: Thursday

Taskgroup: 0 Alvarez Jamileth Socorro

Task Profile ID:

Time Reporting Code:

Comments:

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”

Web Clock

Enter Punch

Jamileth Alvarez Employee ID: 1647089
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: Eastern Time (US)

Time Reporting Elements

Day: Friday

Taskgroup: 0 Alvarez Jamileth Socorro

Task Profile ID:

Time Reporting Code:

Comments:

STEPS TO REVIEW TIME

1. Navigate to [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)
2. Review time

Office Associate Empl Record 0

Actions Earliest Change Date 02/10/2018

Select Another Timesheet

*View By: Previous Period Next Period

*Date:

Reported Hours 79.56

Reported time on or before 01/12/2018 is for a prior period.

From 12/30/2017 to 01/12/2018 (?)

Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date
	Sat	12/30	New						PSNONCATSK	EST	12/30
	Sun	12/31	New						PSNONCATSK	EST	12/31
	Mon	1/1	Submitted				HLH - Holiday Hourly	8.00	PSNONCATSK	EST	1/1
	Tue	1/2	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/2
	Wed	1/3	Submitted				SKH - Sick Leave Hourly	3.00	PSNONCATSK	EST	1/3
			Submitted	12:00:00PM	5:00:00PM	5.00			PSNONCATSK	EST	1/3
	Thu	1/4	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	1/4
	Fri	1/5	Submitted	8:40:00AM	5:00:00PM	7.83			PSNONCATSK	EST	1/5
	Sat	1/6	New						PSNONCATSK	EST	1/6
	Sun	1/7	New						PSNONCATSK	EST	1/7
	Mon	1/8	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/8
	Tue	1/9	Submitted	8:33:00AM	5:00:00PM	7.95			PSNONCATSK	EST	1/9
	Wed	1/10	Submitted	8:28:00AM	5:00:00PM	8.03			PSNONCATSK	EST	1/10
	Thu	1/11	Submitted	8:35:00AM	5:00:00PM	7.91			PSNONCATSK	EST	1/11
	Fri	1/12	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	1/12

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. 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

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

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		
	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	+	-

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	81.18	42.13	39.05
No category Displayed	81.18	42.13	39.05

Exceptions | Leave / Compensatory Time | Payable Time

Exceptions

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
	10/14/2016	FIJXOTC	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

- 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

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

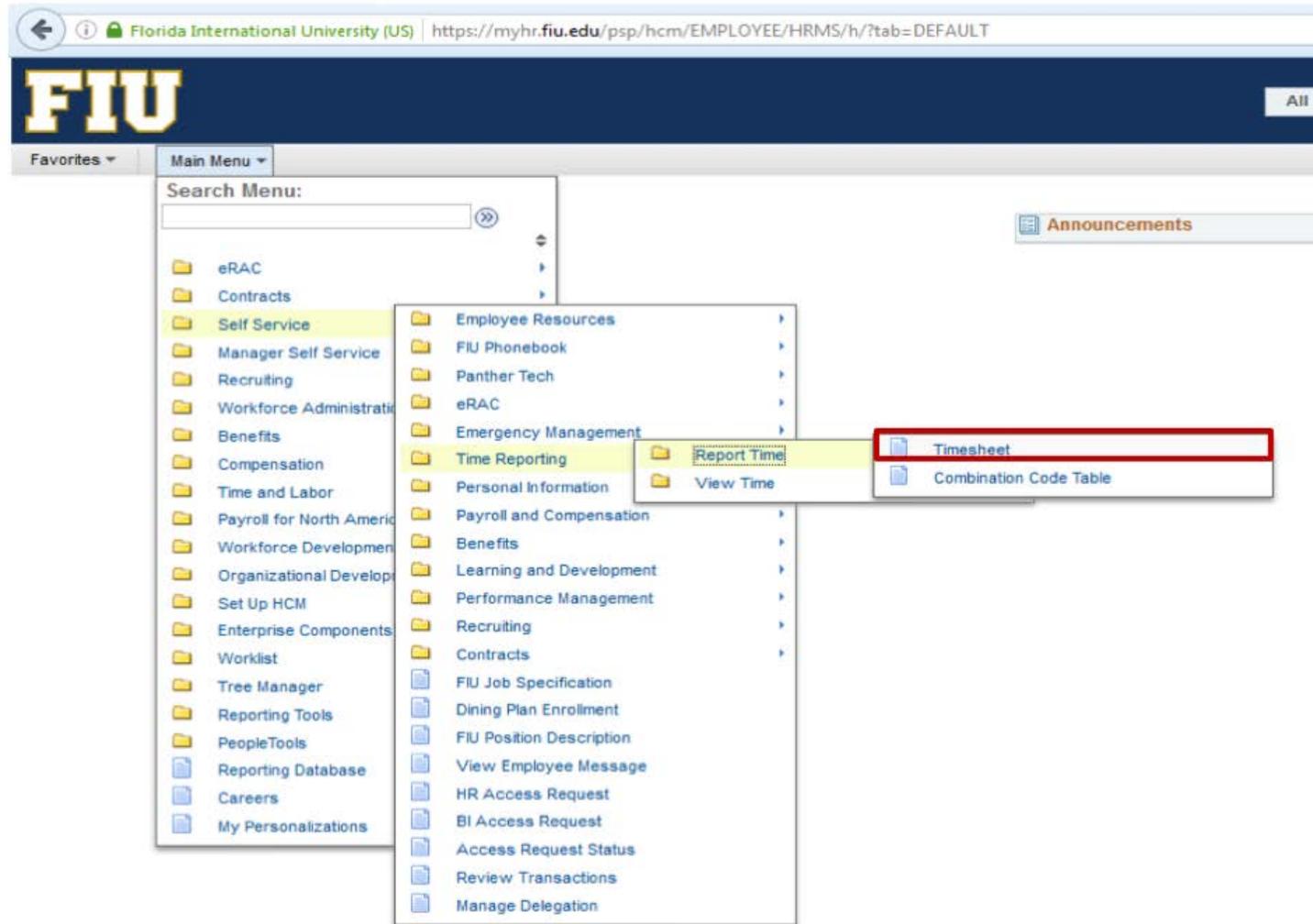
From 10/08/2016 to 10/21/2016

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

STEPS TO VIEW LEAVE BALANCES

1. Navigate to [Myhr.fiu.edu](https://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
Actions
Empl Record 0
Earliest Change Date 10/08/2016

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
	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

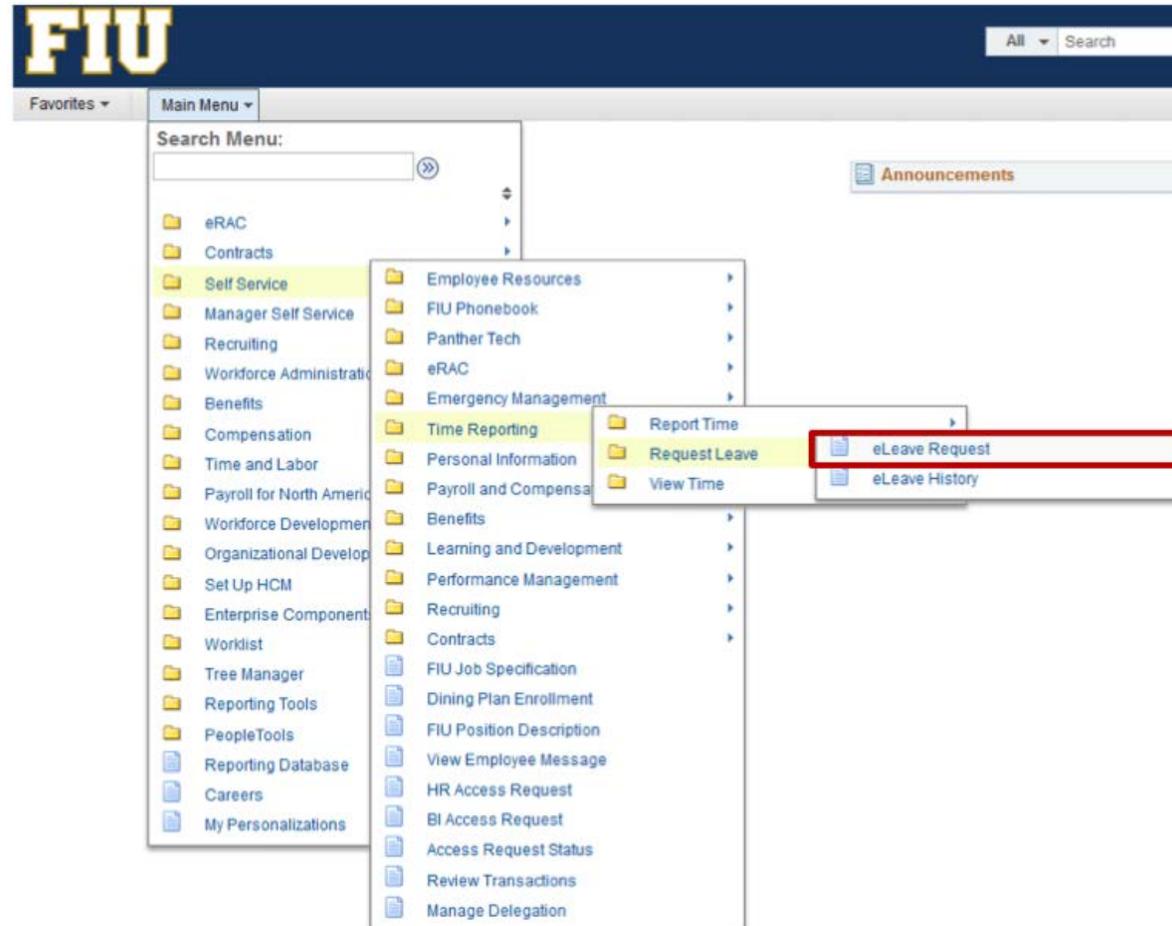
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	33.51	0	9999	
Leave	Vacation	11.89	0	250	
Leave	Comp Leave	0.00	0	9999	

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”



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”

The screenshot shows the FIU eLeave Request system interface. At the top, the FIU logo is displayed in yellow on a dark blue background. Below the logo is a navigation breadcrumb: Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request. The main heading is "eLeave Build Request" with a progress indicator showing three steps, with the second step (2) highlighted in yellow. Below this, the user's ID "2925591" and name "Elliana Lopera" are shown. The "eLeave Request Number" is "New". A message states: "Based on your entries from the previous page, here is your Timesheet request. Please review the dates and hours and adjust as necessary." Below this is the "eLeave Timesheet" table with columns: Empl ID, *Date, Day, *FIU Leave Type, and *Quantity. The table contains one entry: Empl ID 2925591, Date 01/20/2017, Day Friday, Leave Type Vacation, and Quantity 8.00. Below the table is a note: "Note: This request will not deduct from your Leave Balance(s) until after it is Approved (workflow) and then Processed by payroll." Below the note is the "Leave and Compensatory Time Balances" table with columns: Plan Type, Description, Total Balance, and Effective Date. The table contains two entries: Plan Type 50, Description Sick, Total Balance 189.50, Effective Date 12/30/2016; and Plan Type 51, Description Vacation, Total Balance 110.50, Effective Date 12/30/2016. At the bottom, there are two buttons: "Previous" and "Next >>". The "Next >>" button is highlighted with a red border.

FIU

Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request

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”

FIU

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request 1 2 3

2925591 Elliana Lopera 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 “Notify”

FIU

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Request Leave ▾ > eLeave Request

eLeave Build Request ① ② ③

2925591 Elliana Lopera

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

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 | [?] | [📅] First 1 of 1 Last

Employee	Name		
1 [🔍]		[+]	[-]

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							
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 is a breadcrumb trail: Favorites > Main Menu > Self Service > Time Reporting > Request Leave > eLeave Request. The main heading is 'eLeave Build Request' with a 'Cancel' button to its right. Below this, the user ID '2925591' and name 'Eliana Lopera' are shown.

Request Details

eLeave Request Number: 3403 Start Date: 01/20/2017 Approval Status: Submitted
Total Requested Hours: 8.00 End Date: 01/20/2017 Payroll Status: Pending Processing
Leave Type Summary: Vacation

eLeave Timesheet

Emp ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1 2925591	01/20/2017	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 Eliana Lopera Created: 12/30/16 1:27PM
Last Upd By: 2925591 Eliana Lopera Last Update Date/Time: 12/30/16 1:38:18PM

Approval Workflow

eLEAVE Request

eLeave Req Nbr = 3403:Pending

One Level Approval

Pending

Yasmira Leah Lopez (1389648)
FIU eLEAVE First Lv Approver

Message

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

[Return to Search](#)

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