

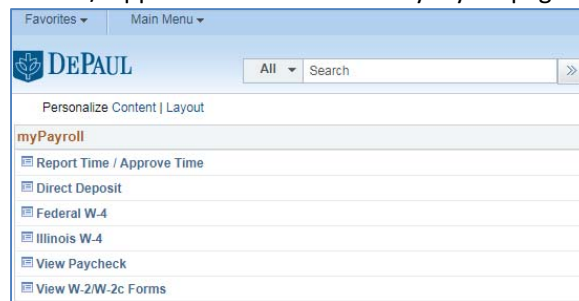
## Time and Labor WorkCenter in myHR: Part-Time Hourly Employees (Web Clock Timesheets)

In accordance with applicable law, all jobs are classified as either non-exempt or exempt from overtime provisions. Employees who work in jobs classified as non-exempt, including student employees paid on an hourly basis, must report their hours worked. Graduate Assistants are required to report hours worked on the timesheet although they are paid by stipend. This requirement is necessary for the university to monitor for compliance with regulatory responsibilities such as the Affordable Care Act.

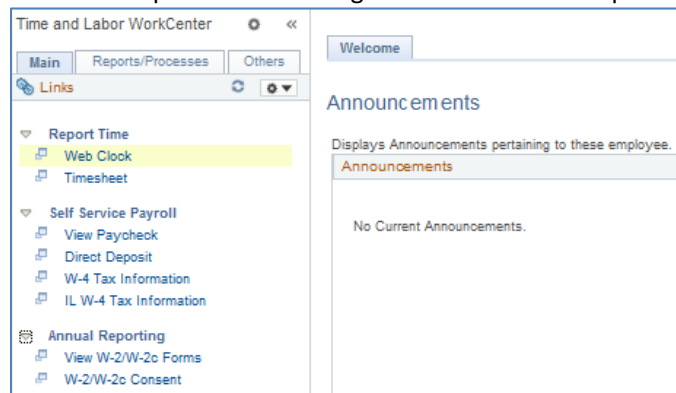
Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws and the University's [Time Reporting Policy](#). Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

### Accessing the Web Clock and Viewing Timesheet

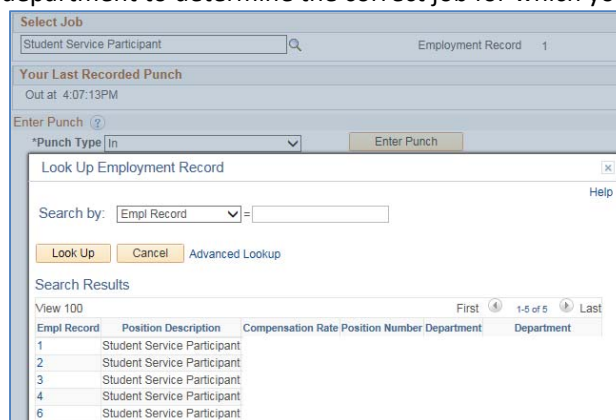
- 1) Navigate to the Time and Labor WorkCenter at <https://myHR.depaul.edu> by
  - a. Clicking the link under Main Menu> Manager Self Service> Time Management> Time and Labor WorkCenter or
  - b. Using the Report Time / Approve Time link in the myPayroll pagelet



- 2) Click on Web Clock under the Report Time Heading to enter an In or Out punch



- 3) Select the Job for which you are entering a punch by clicking the magnifying glass next to your job
  - a. If you have multiple jobs, use the magnifying glass and refer to compensation rate, position number, and department to determine the correct job for which you are punching in or out



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- 4) When recording a punch, you will be able to view your last recorded punch type and time

- 5) Review the successful punch message

- 6) If you missed a punch in our punch out, you will receive a message indicating the missed punch
- Select OK to continue with the appropriate punch; contact your time approver(s), so that he or she can record the missed punch on your timesheet
  - Select Cancel if you entered the incorrect type of punch so that you can return to the Web Clock screen and enter the correct punch

- 7) Review your hours on the Timesheet by using the Report Time / Approve Time link in the myPayroll pagelet or by navigating to Manager Self Service> Time Management> Time and Labor Work Center

- 8) Track the status of your hours pending approval in the Reported Time Status section

From 08/09/2018 to 08/15/2018									
Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Thu	8/9	Needs Approval	2:03:24PM	4:07:13PM	2.06			8/9
	Fri	8/10	Needs Approval	8:21:45AM	11:27:51AM	3.10			8/10

- 9) Review the approval status of your timesheet and view a list of available approvers by clicking on the reported status for a specific date
- For areas with multiple approvers, only one approval is required in order for the hours to be processed by Payroll
  - Hours must be approved by the Sunday prior to pay day in order for the hours to be processed by Payroll

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Timesheet

Approval Monitor

**Timesheet Approval**

▼ Reported Time Approval entry on 2018-08-10 08.21.45 (In):Pending

Timesheet Approval

Pending

Multiple Approvers  
Time Approvers

▼ Reported Time Approval entry on 2018-08-10 11.27.51 (Out):Pending

Timesheet Approval

Pending

Multiple Approvers  
Time Approvers

Return to Timesheet

### Important Notes for Web Clock Reporting

- The standard work week is Monday through Sunday
- Remember to clock out for lunch breaks; these non-working breaks do not count toward payable time and should not be added on the timesheet
- If you miss a punch, contact your supervisor to correct your timesheet
- For student employees using the Web Clock, please note the University's [Student Employment Eligibility – Work Hours policy](#) and the employment eligibility section of the [Office of Student Employment's website](#) hiring and managing page
- Explore other timesheet information at the bottom of the Timesheet
  - Summary – review a summary of hours for the displayed period
  - Leave/Compensatory Time – review your sick leave accrual balance
  - Exceptions – review any system-generated timesheet exceptions and follow up with your supervisor so that the exception can be corrected or acknowledged and cleared
  - Payable Time – review the status and type of payable time for the displayed period

Summary	Leave / Compensatory Time	Exceptions	Payable Time		
<b>Leave and Compensatory Time Balances</b> ?					
Personalize   Find   1 of 1					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	5.36	0	9999	