

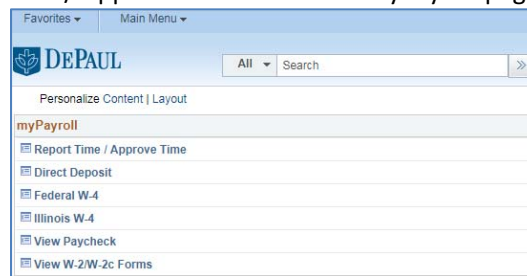
Time and Labor WorkCenter in myHR: Part-time Hourly Employees (Elapsed Timesheet)

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.

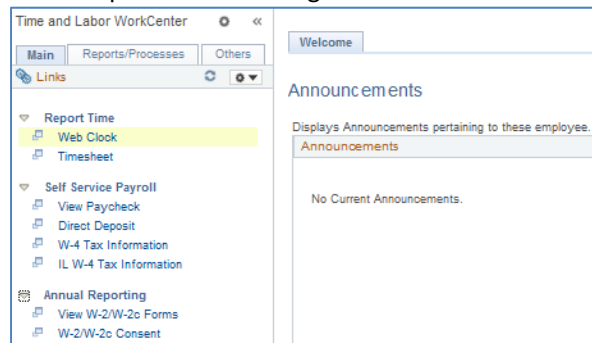
Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws and the University's [Time Reporting Policy](#). Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

Accessing the Timesheet and Entering Hours

- 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 Timesheet under the Report Time Heading



- 3) Enter hours for each applicable time reporting code – Click Submit and review confirmation of timesheet submission

From Monday 08/06/2018 to Sunday 08/12/2018							Total	Time Reporting Code		
Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12				
3.50	3.50	3.50	3.50					APB - Regular Part-Time	+	-
				3.00				S70 - Sick Pay	+	-
Submit										

From Monday 08/06/2018 to Sunday 08/12/2018							Total	Time Reporting Code		
Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12				
	7.00		7.00	4.00				GRD - Graduate Assistant	+	-
Submit										

From Monday 08/06/2018 to Sunday 08/12/2018							Total	Time Reporting Code		
Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12				
5.00		5.00		7.00				00 STD - Student Service	+	-
Submit										

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

Reported Time Status Summary Leave / Compensatory Time Exceptions				
Reported Time Status Personalize Find 1-5 of 5				
Date	Reported Status	Total TRC	Description	Add Comments
08/06/2018	Approval In Process	3.50 APB	Regular Part-Time	
08/07/2018	Approval In Process	3.50 APB	Regular Part-Time	
08/08/2018	Approval In Process	3.50 APB	Regular Part-Time	
08/09/2018	Approval In Process	3.50 APB	Regular Part-Time	
08/10/2018	Approval In Process	3.00 S70	Sick Pay	

Reported Time Status Summary Leave / Compensatory Time Exceptions				
Reported Time Status Personalize Find 1-3 of 3				
Date	Reported Status	Total TRC	Description	Add Comments
08/07/2018	Approval In Process	7.00 GRD	Graduate Assistant	
08/09/2018	Approval In Process	7.00 GRD	Graduate Assistant	
08/10/2018	Approval In Process	4.00 GRD	Graduate Assistant	

Reported Time Status Summary Leave / Compensatory Time Exceptions				
Reported Time Status Personalize Find 1-3 of 3				
Date	Reported Status	Total TRC	Description	Add Comments
08/06/2018	Approval In Process	5.00 STD	Student Service	
08/08/2018	Approval In Process	5.00 STD	Student Service	
08/10/2018	Approval In Process	7.00 STD	Student Service	

- 5) 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

Timesheet

Approval Monitor

Timesheet Approval

Reported Time Approval for APB on 2018-08-06: Pending

Timesheet Approval

Pending Multiple Approvers Time Approvers

Reported Time Approval for APB on 2018-08-07: Pending

Timesheet Approval

Pending Multiple Approvers Time Approvers

Reported Time Approval for APB on 2018-08-08: Pending

Timesheet Approval

Pending Multiple Approvers Time Approvers

Reported Time Approval for APB on 2018-08-09: Pending

Timesheet Approval

Pending Multiple Approvers Time Approvers

Reported Time Approval for S70 on 2018-08-10: Pending

Timesheet Approval

Pending Multiple Approvers Time Approvers

[Return to Timesheet](#)

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Important Notes for Timesheet Reporting

- The standard work week is Monday through Sunday
- Report all hours worked on the timesheet on the dates worked in order to comply with applicable federal and state laws, as well as, the University's [Time Reporting Policy](#)
- Remember to take non-working lunch breaks; these breaks do not count toward payable time and should not be added on the timesheet
- For student employees, 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
- Graduate Assistants are required to report hours worked on the timesheet; this requirement is necessary for the university to monitor for compliance with regulatory responsibilities such as the Affordable Care Act
- 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

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions			
Leave and Compensatory Time Balances ?				Personalize	Find	1 of 1
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail	
Leave	Sick	4.24	0	9999		