

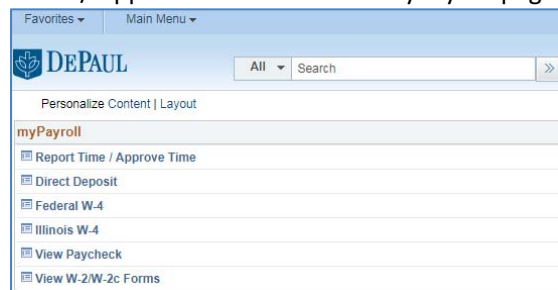
## Time and Labor WorkCenter in myHR: Full-time Hourly Employees (Non-Exempt)

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.

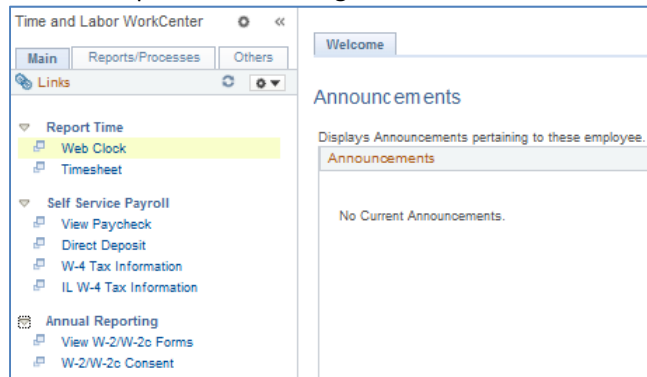
Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws and the University's [Time Reporting Policy](#). Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

### 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



- 1) Click on Timesheet under the Report Time Heading



- 2) Enter hours for each applicable time reporting code – Click Submit and review confirmation of 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			
7.00	7.00	7.00	7.00				REG - Regular Earnings	+	-
				7.00			V70 - Vacation Hourly	+	-
<input type="button" value="Submit"/>									

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

Reported Time Status					Summary	Leave / Compensatory Time	Exceptions
Date	Reported Status	Total TRC	Description	Add Comments			
08/06/2018	Approval In Process	7.00 REG	Regular Earnings				
08/07/2018	Approval In Process	7.00 REG	Regular Earnings				
08/08/2018	Approval In Process	7.00 REG	Regular Earnings				
08/09/2018	Approval In Process	7.00 REG	Regular Earnings				
08/10/2018	Approval In Process	7.00 V70	Vacation Hourly				

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- 4) Review the approval status of your timesheet and view a list of available approvers by clicking on the reported status for a specific date
  - a. For areas with multiple approvers, only one approval is required in order for the hours to be processed by Payroll
  - b. 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 REG on 2018-08-06: Pending

Timesheet Approval

Pending  
Multiple Approvers  
Time Approvers

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

Timesheet Approval

Pending  
Multiple Approvers  
Time Approvers

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

Timesheet Approval

Pending  
Multiple Approvers  
Time Approvers

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

Timesheet Approval

Pending  
Multiple Approvers  
Time Approvers

Reported Time Approval for V70 on 2018-08-10: Pending

Timesheet Approval

Pending  
Multiple Approvers  
Time Approvers

[Return to Timesheet](#)

### Additional 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](#)
- Full-time staff are required to report all Paid Time Off and Paid Absences as detailed in 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
- 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 paid leave accrual balances
  - 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		
<b>Leave and Compensatory Time Balances</b>		Personalize   Find   1-4 of 4			
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	65.57	0	280	
Leave	Vacation	43.57	0	175	
Leave	Summer Hours	24.00	0	24	
Leave	Floating Holiday	14.00	0	14	