

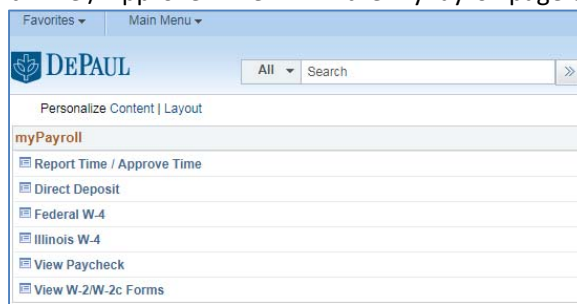
Time and Labor WorkCenter in myHR: Full-time Salaried Employees (Exempt)

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 are paid by stipend. This requirement is necessary for the university to monitor for compliance with regulatory responsibilities such as the Affordable Care Act.

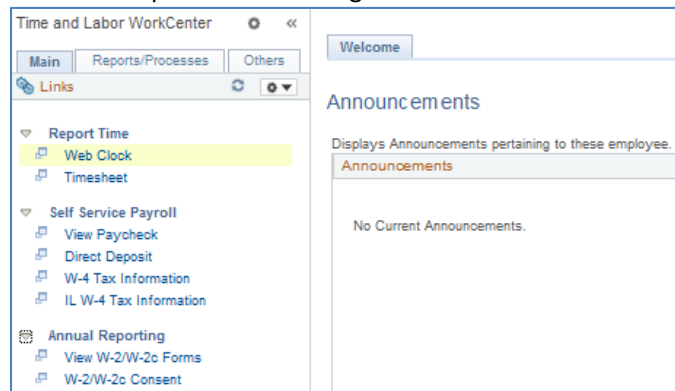
Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws and the University's [Time Reporting Policy](#). Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

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

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	SIK - Sick Leave	+	-
7.00							7.00	VAC - Vacation	+	-
Submit										

- 4) Click Submit and review confirmation of timesheet submission

Reported Time Status				
Date	Reported Status	Total TRC	Description	Add Comments
08/06/2018	Submitted	7.00 VAC	Vacation	
08/10/2018	Submitted	7.00 SIK	Sick Leave	

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Important Notes for Timesheet Reporting

- The standard work week is Monday through Sunday
- Full-time exempt staff are required to report all Paid Time Off and Paid Absences as detailed in the University's [Time Reporting Policy](#)
- 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	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	Vacation	27.59	0	175	