

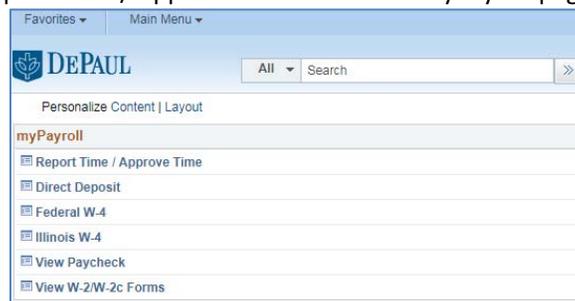
Time and Labor WorkCenter in myHR: Managers and Time Approvers

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.

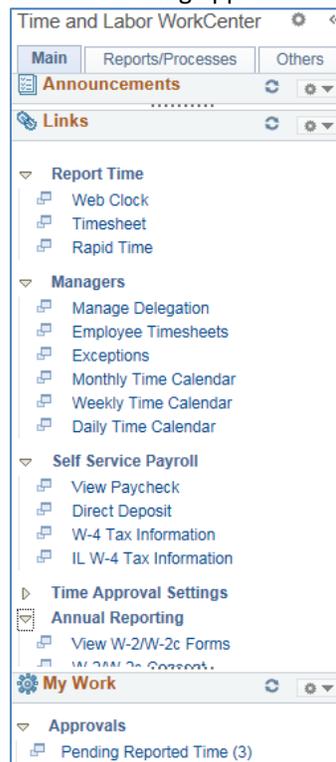
Timely and accurate reporting and approval of hours worked and absences is necessary in complying with federal and state laws and the University's [Time Reporting Policy](#). Any time considered as "hours worked" by federal and state law must be counted toward the total weekly compensable hours.

Reviewing and Approving Hours for Your Employees

- 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. By using the Report Time / Approve Time link in the myPayroll pagelet



- 2) In the My Work section, click on Pending Reporting Time under the Approvals Heading
 - a. The pending reported time link will be activated if there are any timesheets pending approval
 - b. Click the link to view the timesheets needing approval



Time and Labor WorkCenter in myHR: Managers and Time Approvers

- c. Approvers can take action on the hours from the results displayed by clicking the Pending Reported Time Link
 - i. Select the check box next to each employee
 - ii. Click the appropriate workflow button
 1. Approve – mark the hours as approved to be processed by Payroll
 2. Deny and Push Back – reject the submitted hours and follow up with employee. Note that if hours are denied or pushed back. Hours for that day must then be resubmitted on the timesheet before they can be approved and processed by Payroll

The screenshot shows the 'Time Approvers' interface. At the top, there are tabs for 'Approve Reported Time', 'Manage Exceptions', and 'Announcements'. Below this is an 'Employee Selection' section with a 'Change View' dropdown set to 'All Time After' and a date field set to '07/29/2018'. A checkbox for 'Show Schedule Information' is checked. The main section is titled 'Employees For Kristin Melesio, Time Needing Approval After 07/29/2018'. It contains a table with columns: Select, Last Name, First Name, Employee ID, Empl Record, Job Title, Compensation Rate, Position Number, and Hours to be Approved. Three rows are visible, with the first row selected (checkbox checked) and showing 70.00 hours. Below the table is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.

- 3) For thorough review and validation, view the details of an employee's hours needing approval, click the employee's last name

The screenshot shows the 'Select Another Timesheet' interface. It includes fields for 'Employee ID', 'Empl Record', and 'Earliest Change Date'. There is a 'Select Another Timesheet' section with a '*View By' dropdown set to 'Week' and a '*Date' field set to '07/30/2018'. Below this is a 'Reported Hours' section showing '35.00' and a 'Print Timesheet' button. The main section is titled 'From Monday 07/30/2018 to Sunday 08/05/2018' and contains a table with columns: Mon 7/30, Tue 7/31, Wed 8/1, Thu 8/2, Fri 8/3, Sat 8/4, Sun 8/5, Total, Time Reporting Code. The table shows 7.00 hours for each day from Monday to Friday, totaling 35.00 hours, with a 'REG - Regular Earnings' code. Below the table is a 'Submit' button. The 'Reported Time Status' section has tabs for 'Summary', 'Leave / Compensatory Time', and 'Exceptions'. The 'Reported Time Status' table has columns: Select, Date, Reported Status, Total TRC, Description, and Add Comments. It shows five rows of 'Needs Approval' status for dates from 07/30/2018 to 08/03/2018, each with 7.00 REG hours and 'Regular Earnings' description. At the bottom is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back', and a 'Return to Select Employee' link.

Time and Labor WorkCenter in myHR: Managers and Time Approvers

- 4) Approve the employee's reported time
 - a. Select the check box next to each day on which you want to take action
 - b. Click the appropriate workflow button
 - i. Approve – mark the hours as approved to be processed by Payroll
 - ii. Deny and Push Back – reject the submitted hours and follow up with employee. Note that if hours are denied or pushed back. Hours for that day must then be resubmitted on the timesheet before they can be approved and processed by Payroll

Employee ID
Empl Record
Earliest Change Date

Select Another Timesheet
 *View By Week Previous Week Next Week
 *Date 07/30/2018 Next Employee
 Reported Hours 35.00 Print Timesheet

From Monday 07/30/2018 to Sunday 08/05/2018

Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Total	Time Reporting Code
7.00	7.00	7.00	7.00	7.00			35.00	REG - Regular Earnings

Reported Time Status | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#)

Reported Time Status Personalize | Find | 1-5 of 5

Select	Date	Reported Status	Total TRC	Description	Add Comments
<input checked="" type="checkbox"/>	07/30/2018	Needs Approval	7.00 REG	Regular Earnings	
<input checked="" type="checkbox"/>	07/31/2018	Needs Approval	7.00 REG	Regular Earnings	
<input checked="" type="checkbox"/>	08/01/2018	Needs Approval	7.00 REG	Regular Earnings	
<input checked="" type="checkbox"/>	08/02/2018	Needs Approval	7.00 REG	Regular Earnings	
<input checked="" type="checkbox"/>	08/03/2018	Needs Approval	7.00 REG	Regular Earnings	

Approval

- 5) Select Next Employee to view the next employee's timesheet with hours needing approval

Employee ID
Empl Record
Earliest Change Date

Select Another Timesheet
 *View By Week Previous Week Next Week
 *Date 07/30/2018 Previous Employee
 Reported Hours 7.40 Print Timesheet

From 07/30/2018 to 08/05/2018

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
<input type="checkbox"/>		Mon	7/30	New						7/30	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Tue	7/31	New						7/31	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Wed	8/1	New						8/1	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Thu	8/2	Needs Approval	11:59:52AM	5:03:47PM	5.06			8/2	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Fri	8/3	Needs Approval	2:13:22PM	4:33:30PM	2.33			8/3	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Sat	8/4	New						8/4	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="checkbox"/>		Sun	8/5	New						8/5	<input type="button" value="+"/>	<input type="button" value="-"/>

Approval

- 6) Approve the employee's reported time by Selecting the check box next to each day on which you want to take action and clicking the appropriate workflow button

Time and Labor WorkCenter in myHR: Managers and Time Approvers

Important Notes for Timesheet Reviewing

- 1) Look for timesheet exceptions and correct or acknowledge and clear the exception
 - a. Timesheet exceptions are generated when there is a processing issue with reported time that needs to be investigated and updated by the time approver.
 - b. Each exception generated has an associated severity level. The High Severity exceptions result in an employee not receiving pay for the reported hours and need to be addressed by the time approver immediately. A High Severity exception includes employees missing a punch in or out:

From 03/12/2018 to 03/25/2018 ?											
Add Comments	Day	Date	Reported Status	Exception	In	Out	Punch Total	Time Reporting Code	Quantity	Date	
	Mon	3/12	Approved			1:29:54PM				3/12	+ -

- c. Click on the clock icon to review the exception explanation or view

Summary Leave / Compensatory Time Exceptions				
Exceptions ?				
Date	Exception ID	Exception Source	Status	Exception Severity
03/12/2018	DUPCHIN	Time Administration	Unresolved	High

- i. In this example, the time approver should confirm with the employee if and when work was completed on Monday. The approver confirmed with the employee that their work began work at approximately 10am on this day. The time approver can correct the time sheet by
 1. Entering 10:00:00AM in the In box for that date, or by
 2. Entering approximately 3.5 hours in the quantity column for that day and removing the punch out (because the hours for that row are now fully accounted for in the Quantity column)
 - ii. After making the timesheet correction, click Submit
 1. The hours will then route for your review/approval again
 2. Review the correction and approve the hours
- d. In this example, a Medium severity exception generated because the employee reported an extended shift exceeding 9 hours

Summary Leave / Compensatory Time Exceptions						
Exceptions ?						
Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
<input type="checkbox"/>	07/30/2018	DUPCHR	Time Administration	Unresolved	Medium	A punch shift exceeding 9 hours was reported. This may occur due to a missing OUT punch.

- i. The time approver should follow up with the employee and to confirm the actual time worked
 1. All hours worked should be reported on the timesheet in order to comply with applicable federal and state laws, as well as, the University's [Time Reporting Policy](#)
 2. An employee scheduled to work 7.5 continuous hours or more must be provided a meal break no later than 5 hours after beginning work
 3. The employee should take a non-working meal break; the non-working break does not count toward payable time and should not be reported on the timesheet

Time and Labor WorkCenter in myHR: Managers and Time Approvers

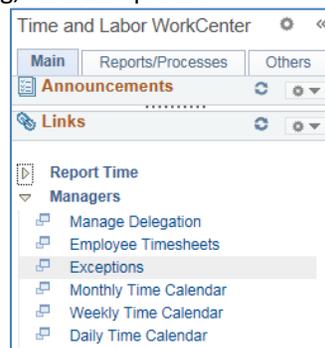
4. Any employee or manager who falsifies a timesheet, participates in the falsification of time records, or fails to report all time worked is subject to Progressive Discipline, as detailed in the University's [Time Reporting Policy](#)
- ii. In this example, the time approver confirmed with the employee that a non-working lunch break was taken from 12PM to 1PM – the time approver reminded the employee to clock out during breaks

From 07/30/2018 to 08/05/2018											
Add Comments	Day	Date	Reported Status	Exception	In	Out	Punch Total	Time Reporting Code	Quantity	Date	
	Mon	7/30	Approval In Process		7:54:56AM	4:57:37PM	9.05			7/30	+ -

1. To record the non-working lunch break, the time approver can insert a new row for that date by clicking the plus sign in the right column
2. Cut and paste the 4:57:37PM to the Out box within the second row
3. Enter 12:00:00PM in the Out box within the first row
4. Enter 1:00:00PM in the In box within the second row
5. A comment can be added by clicking the cloud bubble in the left column

Add Comments	Day	Date	Reported Status	In	Out
	Mon	7/30	New	7:54:56AM	12:00:00PM
			New	1:00:00PM	4:57:37PM

- iii. After making the timesheet correction, click Submit
 1. The hours will then route for your review/approval again
 2. Review the correction and approve the hours
- 2) 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
- 3) Refer back to the Exceptions link in the Time and Labor WorkCenter to review all timesheet exceptions that need to be resolved or simply acknowledged
 - a. From the Manager heading, click Exceptions

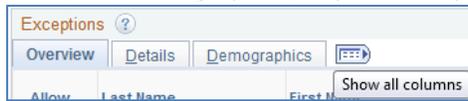


- b. Select Get Employees from Employee Selection

Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria Save Criteria
Time Reporter Group	<input type="text"/>	
Employee ID	<input type="text"/>	

Time and Labor WorkCenter in myHR: Managers and Time Approvers

- c. Filtering Options allow you to filter the results by date, employee, and severity levels. There are tabs for Overview, Details, and Demographics, or you can expand to show all columns.



Exceptions can be downloaded into a Microsoft Excel spreadsheet. This can be a helpful tool when reviewing each exception by employee or exception type.

To resolve an exception, determine if an error exists with the reported time or if there is an invalid value. If a High severity exception is not resolved, the hours will not be paid to the employee. It is important to identify and address any exceptions so that the hours worked can be paid to the employee timely. While reviewing timesheet exceptions, you may identify areas or employees that commonly encounter these errors. The timesheet exceptions can be discussed and resolved together to minimize recurrence of the issue in the future to avoid the need for Progressive Discipline.

In addition to the Exceptions link under the View Time & Exceptions heading, you will also see exceptions directly on the employee's timesheet or in the calendar view when the Show Exceptions box is checked from the Display Options. Exceptions are displayed with the following icon  and can be clicked to display the exception detail.

Contact payroll@depaul.edu or 312-362-8692 for assistance with any timesheet questions.