**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](https://myHR.depaul.edu) by
   a. Clicking the link under Main Meu> Manager Self Service> Time Management> Time and Labor WorkCenter or
   b. Using the Report Time / Approve Time link in the myPayroll pagelet

   ![Timesheet Link](https://example.com/timesheet-link.png)

2) Click on Timesheet under the Report Time Heading

   ![Timesheet Interface](https://example.com/timesheet-interface.png)

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

![Timesheet Submission](https://example.com/timesheet-submission.png)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total TRC</th>
<th>Description</th>
<th>Add Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/06/18</td>
<td>Approval In Process</td>
<td>3.50 APB</td>
<td>Regular Part-Time</td>
<td></td>
</tr>
<tr>
<td>09/07/18</td>
<td>Approval In Process</td>
<td>3.50 APB</td>
<td>Regular Part-Time</td>
<td></td>
</tr>
<tr>
<td>09/08/18</td>
<td>Approval In Process</td>
<td>3.50 APB</td>
<td>Regular Part-Time</td>
<td></td>
</tr>
<tr>
<td>09/09/18</td>
<td>Approval In Process</td>
<td>3.50 APB</td>
<td>Regular Part-Time</td>
<td></td>
</tr>
<tr>
<td>09/10/18</td>
<td>Approval In Process</td>
<td>3.00 STD</td>
<td>Sick Pay</td>
<td></td>
</tr>
</tbody>
</table>

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
   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

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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

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<table>
<thead>
<tr>
<th>Leave and Compensatory Time Balances</th>
<th>Personalize</th>
<th>Find</th>
<th>Add</th>
<th>1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leave</strong></td>
<td><strong>Sick</strong></td>
<td><strong>Recorded Balance</strong></td>
<td><strong>Minimum Allowed</strong></td>
<td><strong>Maximum Allowed</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.24</td>
<td>0</td>
<td>9999</td>
</tr>
</tbody>
</table>

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