

# Timesheet Online User Guide

## To access Timesheet Online

- Go to your **Employee Dashboard** and Click **Timesheet Online**



## Steps to get started and complete your Timesheet ([Quick Start Video link](#))

The initial screen is your **Timesheet View** and will show your active Pay Period.

**Pay Period: 11/16/2020 - 11/30/2020**

**Default Daily Schedule:** 8:00 am - 4:30 pm ← **1**

**Lunch:** 1:00 pm - 2:00 pm

**Status:** Setup - You have no timesheet for this pay period. Click the 'Setup Timesheet' button to create one.

Schuster, Douglas (E007952) - **2**

11/16/2020 - 11/30/2020

**Print Timesheet** **Setup Timesheet** ← **3** **Submit Timesheet** ← **5**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26 Working Day WH: 7.50 hrs	27 Working Day WH: 7.50 hrs	28 Working Day WH: 11.00 hrs	29 Working Day WH: 7.50 hrs	30 Working Day WH: 7.50 hrs	31 Non-Working Day	1 Non-Working Day
2 Working Day WH: 7.50 hrs	3 Working Day WH: 7.50 hrs	4 Working Day WH: 7.50 hrs	5 Working Day WH: 7.50 hrs	6 Working Day WH: 7.50 hrs	7 Non-Working Day	8 Non-Working Day
9 Working Day WH: 7.50 hrs	10 Working Day WH: 7.50 hrs	11 Working Day WH: 7.50 hrs	12 Working Day WH: 7.50 hrs	13 Working Day WH: 7.50 hrs	14 Non-Working Day	15 Non-Working Day
16 Working Day	17 Working Day	18 Working Day	19 Working Day	20 Working Day	21 Non-Working Day	22 Non-Working Day
23 Working Day	24 Working Day	25 Working Day	26 Paid Holiday	27 Paid Holiday	28 Non-Working Day	29 Non-Working Day
30 Working Day	1 Working Day	2 Working Day	3 Working Day	4 Working Day	5 Non-Working Day	6 Non-Working Day

Working Hours: 41.00  
Non-Working Hours: 0.00  
Extra Hours: 2.50  
Overtime Hours: 1.00

Working Hours: 37.50  
Non-Working Hours: 0.00  
Extra Hours: 0.00  
Overtime Hours: 0.00

Working Hours: 37.50  
Non-Working Hours: 0.00  
Extra Hours: 0.00  
Overtime Hours: 0.00

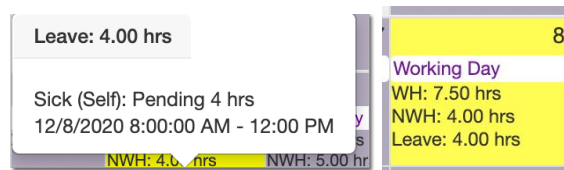
Working Hours: 0.00  
Non-Working Hours: 0.00  
Extra Hours: 0.00  
Overtime Hours: 0.00

Working Hours: 0.00  
Non-Working Hours: 0.00  
Extra Hours: 0.00  
Overtime Hours: 0.00

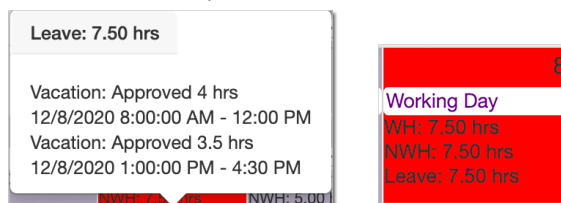
Working Hours: 0.00  
Non-Working Hours: 0.00  
Extra Hours: 0.00  
Overtime Hours: 0.00

**Delete Timesheet**

1. The **Daily Default Schedule** (Full Time Only) will be used to determine the begin, end, lunch times for your timesheet and duration for your leave requests. Any change you make to the Daily Default Schedule must be approved by your supervisor.
2. The **Status** line will show the stage of your Timesheet. You will initially see the message ~ “You have no Timesheet for this Pay Period. Click the ‘SetUp Timesheet’ to create one.”
3. Click **SetUp Timesheet**
  - a. Your Daily Default Hours (for Full Time employees) and any leave transactions will prefill to the **Timesheet View**
  - b. A day highlighted in Yellow indicates a leave/or calendar request has been submitted but not yet Approved. Hover the cursor over your Leave to see the request details. This is informational only and no action is required on your part.



- c. A day highlighted in Red is due to a Leave/or Calendar request that was Approved for a day prior to today's date. These will need your attention to correct entries on the **Timesheet Detail** (Reference **Correcting Prior Leave or Calendar Exchange** below).



4. **Update Working hours:** To modify your working hours click on a work day to view your **Timesheet Detail**. For staff using a Daily Default Calendar the day will be broken into morning, lunch and afternoon hours.

**Transactions for: 12/02/2020 (Working Day)**

Job Title	Type	Begin	End	Duration	Notes	
FACILITIES MAINTENANCE	Regular Work	8:00 am	12:00 pm	4.00		Delete
FACILITIES MAINTENANCE	Lunch	12:00 pm	1:00 pm	1.00		Delete
FACILITIES MAINTENANCE	Regular Work	1:00 pm	4:30 pm	3.50		Delete
<b>Total Working Hours:</b>				<b>7.50</b>		

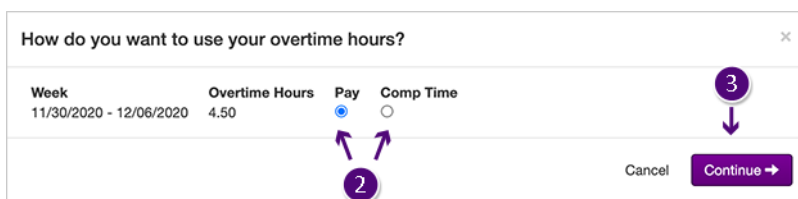
[Update Transactions](#)
[Add Transaction](#)
[Return to Timesheet](#)

- a. **Job Title:** Will default to your primary assignment. When you have more than one assignment they will show in the drop down.
  - b. Adjust your Begin and End times by updating or adding a transaction to complete your work day.
  - c. Click **Update Transactions** to Save any changes.
  - d. Click **Return to Timesheet**
5. **Ready to Submit:** Once you have come to the end of the Pay Period you are ready to finish and submit your Timesheet.

## Finish and Submit Your Timesheet

When you are finished entering working hours and all Leave Requests and Calendar Exchanges have been Approved, you are ready to Submit your Timesheet for Approval.

1. Click **Submit Timesheet** from on the **Timesheet View** to review your timesheet.
2. If you have Overtime hours for a week you will be prompted to receive these hours as Comp Time or Pay.



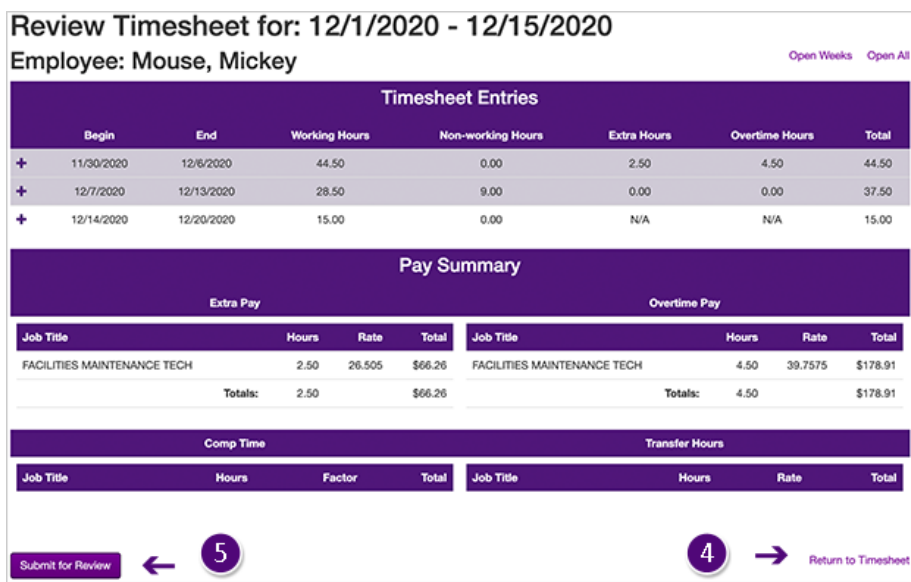
How do you want to use your overtime hours?

Week: 11/30/2020 - 12/06/2020    Overtime Hours: 4.50

☒ Pay    ☐ Comp Time

Cancel    Continue →

3. Click **Continue**



Review Timesheet for: 12/1/2020 - 12/15/2020  
Employee: Mouse, Mickey

Open Weeks    Open All

Timesheet Entries						
Begin	End	Working Hours	Non-working Hours	Extra Hours	Overtime Hours	Total
11/30/2020	12/6/2020	44.50	0.00	2.50	4.50	44.50
12/7/2020	12/13/2020	28.50	9.00	0.00	0.00	37.50
12/14/2020	12/20/2020	15.00	0.00	N/A	N/A	15.00

Extra Pay				Overtime Pay			
Job Title	Hours	Rate	Total	Job Title	Hours	Rate	Total
FACILITIES MAINTENANCE TECH	2.50	26.505	\$66.26	FACILITIES MAINTENANCE TECH	4.50	39.7575	\$178.91
Totals:	2.50		\$66.26	Totals:	4.50		\$178.91

Submit for Review    ←    5    4    →    Return to Timesheet

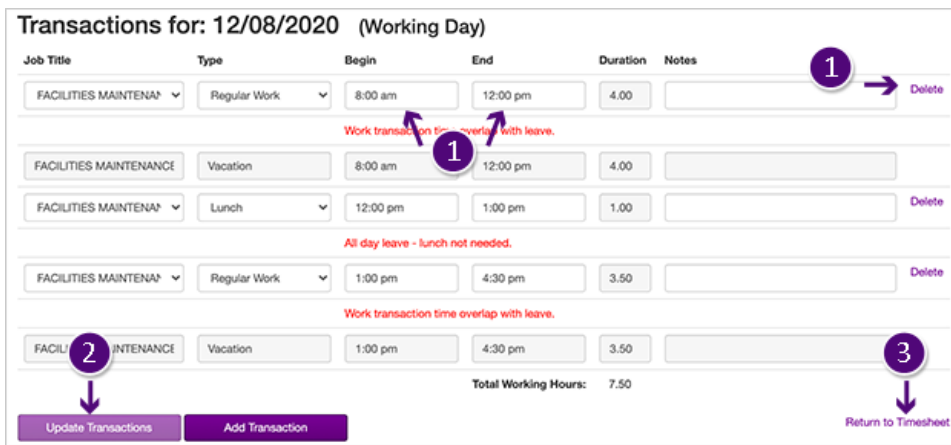
4. Review your timesheet. If you have additional changes click **Return to Timesheet** to complete.
5. When you are ready to send click **Submit for Review** to send to your Supervisor.
6. After submission of your Timesheet your next Pay Period is now available to select on the **Timesheet View**

## Other Situations

### Correcting Prior Leave or Calendar Exchange (*displayed in Red*)

A Leave day may show in red on your Timesheet. This is due to a Leave or Calendar Exchange request that was Approved for a day prior to today's date. This day will need your attention to correct entries on the **Timesheet Detail**. Here is a video showing how to correct this situation ([Correct Prior Leave Video](#)).

Timesheet Online doesn't know how to handle the day because it originally was a normal work day and now there is a request to consider. You will need to fix the detail on the work day as your work hours and the Request cannot have overlapping times.



Job Title	Type	Begin	End	Duration	Notes
FACILITIES MAINTENANCE	Regular Work	8:00 am	12:00 pm	4.00	
FACILITIES MAINTENANCE	Vacation	8:00 am	12:00 pm	4.00	
FACILITIES MAINTENANCE	Lunch	12:00 pm	1:00 pm	1.00	
FACILITIES MAINTENANCE	Regular Work	1:00 pm	4:30 pm	3.50	
FACILITIES MAINTENANCE	Vacation	1:00 pm	4:30 pm	3.50	

Total Working Hours: 7.50

1. Click on the day to update to view the Timesheet Detail.
2. Delete or update your work times until there are no overlapping times.
3. Click Update Transactions.
4. Click Return to Timesheet.

### RESET Your Timesheet

**RESET Timesheet:** On your **Timesheet View** click here to delete any detail entries you have made and return back to the starting point of your timesheet.

Reset Timesheet

## Printing Your Timesheet

**Print Timesheet:** Will be available once you have Submitted your Timesheet. A PDF will be downloaded to your Download folder.

[Print Timesheet](#)

## Delete Your Timesheet

**Delete Timesheet:** This will permanently delete your Timesheet. This is only enabled on an Open timesheet. If you have accidentally deleted just choose the Pay Period from the dropdown and start over.

[Delete Timesheet](#)

## Glossary

Approved Status	A submitted Timesheet that has been Reviewed and Approved by a Supervisor.
Comp Time	Hours earned working more than 40 hours in a week.
Daily Default Schedule (DDS)	The Daily and Lunch - Start and End Times from an Employee's current baseline schedule.
Extra Hours	Those Working hours between 37.5 and 40 hours (FT employees ONLY)
Fiscal Year, a.k.a. FY	An accounting year that starts on the first day of a designated month for 12 consecutive months. Used for tax, accounting, budget, and financial reporting purposes. Fiscal Year usually differs from the normal calendar year that starts January 1. HAEA uses July 1 - June 30.
Full Time (a.k.a. FT)	Employee designated as a 1.0 FTE

Non-Working Days/hours	<p>Designation of days/hours that are NOT used in pay calculations.</p> <ul style="list-style-type: none"> <li>• Vacation</li> <li>• Comp Time</li> <li>• OPL</li> <li>• Sick</li> <li>• Off contract</li> <li>• Unpaid Holiday</li> <li>• Volunteer</li> <li>• Unpaid leave</li> <li>• Parental</li> <li>• Military</li> </ul>
Open Status	Your current timesheet where you are entering hours worked
PEID	a.k.a. Personal Employee ID
Personal Calendar	Employee calendar for the Fiscal Year that shows their working and non-working days.
Primary Assignment	Main Job Assignment designated for the employee.
Off Calendar	Employee Personal Calendar shows time off.
Off Contract	Employee Personal Calendar shows day as Non-Working day
Overtime Pay	When Working hours exceed 40 hours for the week.
Paid Leave Hours	Designated hours for Leave that is paid.
Rejected Status	A submitted Timesheet that was Rejected by the Supervisor or Payroll.
Reset Timesheet	Will prefill the timesheet using the Daily Default Hours, personal calendar and Leave dates/hours.
Reviewed Status	A submitted Timesheet that has been Reviewed by a Supervisor and waiting Payroll Approval.
Setup Timesheet	Will prefill the timesheet using the Daily Default Hours, personal calendar and Leave dates/hours.
Transfer Hours	Hours designated that were worked on a job different from their Primary job assignment
Working Days/Hours	<p>Designation of days/hours that are used in pay calculations.</p> <ul style="list-style-type: none"> <li>• Regular hours - time entered</li> </ul>

	<ul style="list-style-type: none"><li>• Bereavement</li><li>• Jury Duty</li><li>• Prof Dev</li><li>• Paid Holiday</li></ul>
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