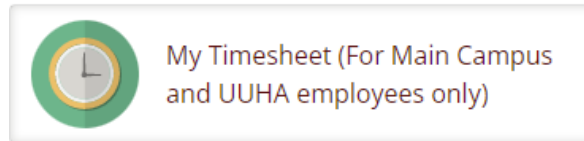


Time Entry Instructions for Managers

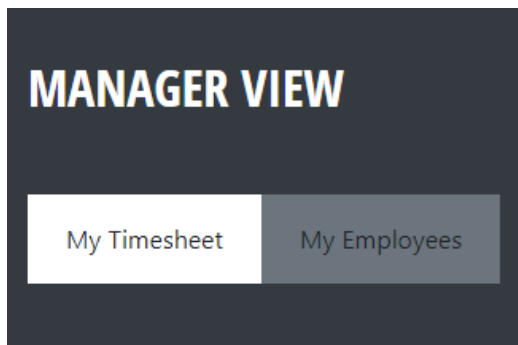
(For best experience, please use Chrome or Edge browser. Some Firefox and Safari browsers may experience issues with this application.)

- 1) Log in to CIS with your UNID and password. Search for My Timesheet tile.

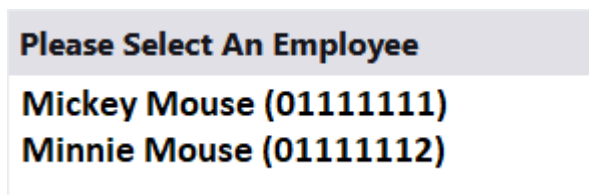


Click on the tile to open. You will see your name and ID displayed at the top of the page.

- 2) A Manager View area is on the left side of your screen.



- 3) The My Timesheet button will take you to your timesheet where you can make any necessary edits.
- 4) The My Employees button is used to view/edit your employees' timesheets.
- 5) When you click on the My Employees button, the Select Employee field will now appear. Click the down arrow to view all of your direct reports (based on PeopleSoft data).



- 6) Click on the employee you would like to view/edit. That employee's timesheet will now appear and you can make the appropriate edits in the Punch Time and Other Hours areas.

◀

Current Pay Period

2021-12-16 thru 2021-12-31

▶

OA Study Coordinator | Orthopaedic Surgery Operations

Tutor | Academic Success Program

Punch Time

Tutor
StudInst-Academic122430010676

Begin Date and Time	End Date and Time
12/21/2021 05:00 PM ⋮	12/22/2021 05:00 AM ⋮
12/22/2021 06:00 PM ⋮	12/22/2021 07:00 PM ⋮
12/31/2021 06:00 PM ⋮	01/01/2022 05:00 AM ⋮

+ ADD ROW

SAVE PUNCH TIME

Other Hours

Tutor
StudInst-Academic122430010676

Paycode	Date	Hours
Holiday (HOL) ▼	12/25/2021 ⋮	8
CC Performance Pay (UHP) ▼	12/26/2021 ⋮	6
Unpaid Lv of Absence - Excused (UIPE) ▼	12/dd/2021 ⋮	

7) The default view is Current Pay Period. You may need to change the view to the Previous Pay Period.

8) Employees with Multiple Jobs

- a. If your employee has multiple jobs, you will have access to all jobs. You will need to click on the tab of the correct job that you supervise. Below is an example of an employee with two jobs. If I am the supervisor for the Tutor job, I need to click on the Tutor job tab to edit punches and other hours for that job.



Punch Time

Tutor

StudInst-Academic122430010676

Begin Date and Time

12/21/2021 05:00 PM



12/22/2021 06:00 PM



12/31/2021 06:00 PM



End Date and Time

12/22/2021 05:00 AM

12/22/2021 07:00 PM

01/01/2022 05:00 AM

9) Punch Time

- a. Hourly employees should enter in/out punches each day they are working.
- b. As the Manager, please enter missed punches, missed shifts, and/or missed meal punches for your employee. Please be careful not to change or delete an employee's punches unless there is an obvious mistake.
- c. There is no auto deduction for meals. If a meal is taken, the hourly employee will need to punch out and back in for the meal period.
- d. This tool will calculate hours for each row. There is no rounding of punches.
- e. There will be no calculation for weekly totals.
- f. The employee will be paid STRAIGHT (Regular) pay for all hours worked within the week even if there is overtime. OVERTIME will be reconciled at a future date.

10) Other Hours

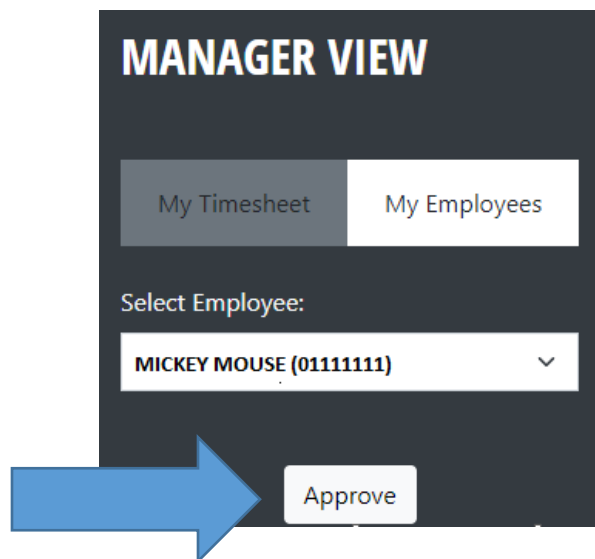
- a. A Manager can enter leave time, unpaid leave time, on call, and callback hours into the Other Hours area. Here are the pay codes that a Manager can add:
 - Holiday (HOL)
 - Admin Leave Pay (ALP)
 - Funeral (FNL)
 - Jury Duty (JUR)
 - Vacation (VAC)
 - Personal Preference Leave (PPL)
 - Sick (SIC)
 - U Closure Day (UCD)
 - Holiday Worked (HWK)
 - CC Performance Pay (UHP)
 - Unpaid Lv of Absence – Excused (UPE)
 - Parental Leave (PRL)
 - On-Call (ONC)

- Callback (CBK)
- University Closure Call-Back (UCC)
- University Closure Worked (UCW)
- Special Event (SPE)
- Special Event \$50 (SP5)

- b. Some of the above listed pay codes are hours worked pay codes which will cause overpayment when the same time worked is recorded in the punch time area. Do not edit the punches. The punch data will be imported back to UKG and used for reconciliation purposes. The overpayment will be reconciled at a future date.
- c. All OTHER additional differentials, overtime, etc. will be reconciled at a future date.
- d. Remember that your salary employees will only need to enter leave and other paid time in the Other Hours area (Vacation, Sick, Personal Preference Leave, Funeral, Jury Duty, Holiday, Admin Leave Pay, and U Closure Day). If they did not have any leave time taken or other paid time for that pay period, it is correct that their timesheet will be blank.

11) Approve Timesheet

- a. To approve an employee's timesheet, make sure you are on the correct pay period that you want to approve, and then click on the Approve button that shows in the Manager View section:



- b. Once the Approve button is clicked, the timesheet is LOCKED from further manager or employee edits.

- c. If the approval needs to be removed to make an additional edit, you can click on the Remove Approval button. This will open the timesheet for editing by Manager and Employee.
- d. If your employee has multiple jobs, all jobs are locked once the approval is done by either manager. If an edit needs to be made, either manager can remove approval and then make the necessary edits. Make sure to approve the timesheet again. Approving and Removing Approval is recorded in the audit record.

Note: All time edits must be made before payroll cutoff. Below are the dates for the next upcoming pay periods.

Pay Period	Payroll cutoff date	Time
12/16/2021 - 12/31/2021	Monday, January 3, 2022	3:00pm
1/1/2022 - 1/15/2022	Tuesday, January 18, 2022	Noon
1/16/2022 - 1/31/2022	Tuesday, February 1, 2022	Noon
2/1/2022 - 2/15/2022	Wednesday, February 16, 2022	Noon
2/16/2022 - 2/28/2022	Tuesday, March 1, 2022	Noon