Anatomy of a Page: Punch Timesheet

Employees Reporting Hourly Time

Two types of timesheets exist in HRMS: punch and elapsed. One or the other is assigned to a time reporter. Employees who would not otherwise be paid unless they turn in their work hours must complete an electronic timesheet in HRMS to be paid for their work. Unit time administrators can assist employees without access to computers.

Navigate to: MyU > My Time > Submit Timesheet.

A: TIME REPORTER DATA
- Name of employee, job title, employee ID, and empl record.

B: CALENDAR DETAILS REGARDING THE TIMESHEET
- **View By** defaults to “Week” but time reporters can select “Day” or “Calendar Period” for viewing. Best practice is to view by “Calendar Period.”
- **Date** reflects the payroll period begin date.
- **Scheduled Hours** defaults to the work calendar of the employee. Schedules can range from “0.0” hours to “40.00” hours.
- **Reported Hours** reflects the number of timesheet reported hours for the employee.
- **Previous Week** and **Next Week** allow the time reporter to report time for past pay periods or enter time for future pay periods.
C: DAYS, HOURS FIELDS AND TIME REPORTING CODE

- Dates display in column format with singular field for total amount of exception work on a given day.
- Time for hourly employees must be entered as actual “Punch Time” (e.g., 8:10 am). Times in and out should be entered.
- Time Reporting Code (TRC) must be selected. Available TRC’s vary depending on the employee classification. Selection is usually “REG,” regular hours. System calculations will convert overtime pay during processing. See the “Time Reporting Codes” job aid for more information.
- Quantity – Use this as an alternative to the actual punch “in” and punch “out” for the day. Populate the total number of hours worked for the day in quarter hour increments.
- Scheduled Hrs – Time reports using a punch timesheet will always reflect 0.0 scheduled hours.
- Taskgroup defaults to “PSNONCATSK” reflecting the use of payroll accounting funding source defaults. Time reporters should only change this code if overriding the assigned fund source for the employee. The plus icon can be used to add an additional row if multiple TRC’s need to be reported. See your supervisor or unit time administrator for instructions on when and how to override.

- <Submit> saves and submits the timesheet for approval processing.
- Absence requests will display on the timesheet if the absence date falls within the calendar period.
- <Clear> clears out entries on the timesheet.

D: MULTIPLE TABS WITH TIMESHEET DATA

- Summary reflects total hours reported on timesheet.
- Exception flags exceptions on timesheet entries that need to be resolved. Levels are ranked as low, medium, or high exceptions.
- Payable Time reflects status of payment to employee and amount paid to employee. Entered time is rounded to nearest quarter hour.

⚠️ Time reporters should report work time DAILY.