Hourly Time Report Instructions for Timesheet Signers

Human Resources

Getting Started

• The employee must have
  — Upgraded EID (high assurance)
  — Paycheck Profile complete

• Departmental timekeeper ensures that
  — Employee’s position is in a time report group
    • HRMS Position ID on *DEFINE EG1
  — HRMS assignment is final approved

• New employees load overnight after above is in place
Accessing Employee Timesheets

- Go to the Time Report Home page
  https://utdirect.utexas.edu/apps/hr/time/home/
- Enter the employee’s EID in “View Time Reports for” field

Accessing Employee Timesheets

- Click Previous Pay Period or Next Pay Period to navigate back and forth
- Click Position Title to open a timesheet
Accessing Employee Timesheets

- When approving timesheets for several employees
- Click “Inbox” in the left navigation bar

![Time Report Home Page](image1)

My Hourly Time Report List

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Week</th>
<th>Position Title</th>
<th>Supervisor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/16/2014</td>
<td>06/13/2014</td>
<td>Social Science/Humanities Research Associate III (102279)</td>
<td>Robin R. Zeman</td>
<td>No Report</td>
</tr>
<tr>
<td>06/23/2014</td>
<td>06/20/2014</td>
<td>Social Science/Humanities Research Associate III (102279)</td>
<td>Robin R. Zeman</td>
<td>No Report</td>
</tr>
<tr>
<td>06/27/2014</td>
<td>06/24/2014</td>
<td>Social Science/Humanities Research Associate III (102279)</td>
<td>Robin R. Zeman</td>
<td>No Report</td>
</tr>
</tbody>
</table>

Total Hours Worked in Pay Period: 0

Previous pay period

Next pay period

Accessing Employee Timesheets

- Select each timesheet you want to review
- Click the “Process Selected Documents” button

![Process Selected Documents](image2)
Reviewing Timesheets

- Is the timesheet for the correct assignment?
  - Check employee name, position title, supervisor, etc.
- Is the timesheet for the current pay period?
  - If for a past pay period, work with departmental timekeeper to ensure payment is processed

![Weekly Time Report for I](image)

Reviewing Timesheets

- Do the hours reported match the hours worked?
- Are the hours worked recorded on the correct days?
Reviewing Timesheets

- Hourly pay periods
  - 1st through 15th
  - 16th through last day of the month
- If the pay period changes mid-week, there will be two timesheets for that week

Approving a Timesheet

- If you are ready to sign, select “Approve” then click “Submit Request”
Returning a Timesheet

- If corrections are needed, explain in the Notes, click “Return to Employee” and “Submit Request”
- Notify the employee that you have returned a timesheet
- He/she can go to Time Report Home to find the returned timesheet

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>2.00</td>
<td>3.00</td>
<td>2.00</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Absent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify this is an accurate record of hours worked and absent. I understand the intentional falsification of time records violates university policy and will result in disciplinary action, which may include termination.

Prepare: Return to Employee

Note: Check if worked on 125

Final Review

- Return to Time Report Home, enter the employee’s EID
- Are all timesheets for this pay period complete?
Final Review

- Has the employee reported more than 40 hours for any week?
  - If yes, contact your departmental timekeeper
  - Overtime must be calculated, recorded, and paid manually

Final Review

- Final approved timesheets can’t be adjusted electronically
- Manually adjusting an electronic timesheet
  - Print the timesheet
  - Make changes and note reason for changes
  - Employee and supervisor sign
  - Retain printout in the employee file
- Notify departmental timekeeper and OV1 processor
Timesheet Deadlines

- Hourly pay periods
  - 1st through 15th
  - 16th through last day of the month
- Employees submit timesheets weekly and on last day of the pay period
- Approve timesheets weekly and after last day of pay period
- Approving timesheets late can delay the employee’s paycheck!

Hourly Timesheet Report for Unit

- Go to “Reports” in the left navigation bar
- Submit Jobgroup
- Receive a link to report via email
Hourly Timesheet Report for Unit

- Email will have link to Secure Report System (SRS)
- Report downloaded in Excel will have
  - Employee Name, Email, EID
  - Position ID, Assign ID, Position Title
  - Time Report Group
  - Timesheet status for each week requested
    - Created, Pending (signer name), Approved

Need Help?

- Ask your departmental timekeeper
- Contact Human Resources Records
  - Hrsc-records@utlists.utexas.edu
  - 512-471-5127