Hourly Time Reports
Introduction for Timekeepers and OV1 Processors

Human Resources
hrsc-records@utlists.utexas.edu

Hourly Timekeeping “Lite”

• Expand current electronic timesheet system
  – Hourly employees including work-study
  – Monthly non-benefit eligible employees
• Automated creation of OV1 voucher
• Facilitate ACA reporting and other compliance requirements
Release Date and Timing

• First week in March
  — Exact date to be announced by email
• Departments set up time reports groups once opened
• Employees use hourly time reports after groups are set up
• Work sessions for timekeepers
  — Thursday March 6, 1:00-2:30, NOA 3.212
  — Wednesday March 12, 3:00-4:30, NOA 3.212

Resources

• Human Resources, Timesheets
  http://www.utexas.edu/hr/hrpro/timekeeping/timesheets.html
  — Employee Instructions for Hourly Timesheets (pdf)
  — Signer/Supervisor Instructions for Hourly Timesheets (pdf)
  — Hourly Time Report System Training for Timekeepers (archived presentation)
  — Hourly Payroll System Training for OV1 Processors (archived presentation)
Getting Started

- Each employee must have
  - HRMS Position ID on *DEFINE EG1
  - HRMS assignment final approved
  - Upgraded EID (high assurance)
  - Paycheck Profile complete
- New employees load **overnight** after above is in place

Maintaining Groups on EG1

- Setup for hourly will be the same as for monthly employees
- Group Assignment page will be removed
  - Employee cannot add himself/herself to a group
  - All group maintenance to be done on EG1
- Requires access to *DEFINE EGM and ETM commands
  - Timekeeper, Leave Maintainer access
Maintaining Groups on EG1

- **NEW** use Position ID to put employee into a group
- EIDs already in EG1 can remain
- Add/change Signer or Contact using EID

Maintaining Groups on EG1

- Use an existing group or create a new one?
  - Hourly and monthly can be in same group
  - Everyone in the group has the same signers
  - Everyone in a pooled position has the same signers
  - Consider ability of signers to meet hourly payroll deadlines
Maintaining Groups on EG1

- Best practices
  - Direct supervisor should be a signer (S1, S2, etc.)
  - Timesheet should have at least two signers
  - Department “timekeeper” as signor or contact (C1, C2, etc.)
  - OV1 Payroll processor should have view access (C1, C2, etc.)
Maintaining Groups on EG1

- Is this employee in a timesheet group?  
  - Check EG2
- Is this Position in a timesheet group?  
  - Check EG5 *NEW*

![Timesheet Group Example](image1)

Maintaining Groups on EG1

- Sweep that populates ET1 will run nightly
- ET1 must match EG1  
  - If necessary, change the Reporting Unit on ET1 to match the timesheet group unit on EG1/EG2

![Employee Group Example](image2)
Time Report Home

- Employee is paid monthly

![Time Report Home Page for Robin R Jarman (jarmanrr)](image)

Time Report Home

- Employee is paid hourly

![Employee Time Reports](image)
Time Report Home

- Employee has both monthly and hourly

My Hourly Time Report List

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Week</th>
<th>Position</th>
<th>Supervisor</th>
<th>Shared</th>
<th>Hours Assigned</th>
<th>HoursLoggedIn</th>
<th>Total Hours Standard for Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/29/13</td>
<td>2013</td>
<td>HRB Engineer</td>
<td>Human Resources</td>
<td>Yes</td>
<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
</tr>
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<td>2013</td>
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<td>40.00</td>
<td>40.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

Total Hours Worked in Period: 156.30

My Monthly Time Report List

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Hours Worked</th>
<th>Hours Overtime</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2014</td>
<td>Yes</td>
<td>8.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1/3/2014</td>
<td>Yes</td>
<td>8.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1/4/2014</td>
<td>Yes</td>
<td>8.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Time Report Home

- Click Position Title to open timesheet
- Click Status to view routing history
Hourly Time Report

- Color shading for holidays & work-study

Locating Timesheets

- Enter employee EID on Time Report Home
- Or use Electronic Inbox (ETH documents)
Reviewing Timesheets

- Hourly pay periods
  - 1<sup>st</sup> through 15<sup>th</sup>
  - 16<sup>th</sup> through last day of the month
- May have two timesheets for one week

![Timesheet Example]

Grayed dates are in another pay period

Final Review

- Are timesheets for this pay period complete?

![Time Report Example]
Final Review

- More than 40 hours for any week?
- Overtime and Compensatory time must be calculated and recorded 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
- Adjust accruals using *DEFINE ETA as needed
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
General Enhancements

- Access timesheets *after* assignment ends
  - Employee has 30 days
  - Signers have 90 days
- Sweep that populates ET1 will run nightly
- Using Position ID on EG1
  - No need to update EG1 with every new hire
  - Reduces “0%” problem with monthly timesheets

Questions?
Need Help?

- Hourly Time Reports
  - hrsc-records@utlists.utexas.edu
- Hourly Payroll
  - payroll@austin.utexas.edu