Anatomy of a Page: Elapsed Timesheet

Exception Hourly Employees

Employee groups that receive pay without filling out a timesheet are on positive pay. Exceptions to their work schedules such as overtime, shift differential, or working on a paid holiday need to be reported on an electronic timesheet in MyU to initiate payment.

Navigate to: MyU > My Time > Submit Timesheet.

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

B: TIMESHEET CALENDAR DETAILS
• 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 defaults to the payroll period begin date.
• Scheduled Hours reflects the work schedule 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 view future 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.
• Elapsed timesheets uses the total amount of exception time worked for a day. Time is recorded in quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).
  Note: Total time = normally scheduled hours + overtime/shift to report.
Anatomy of a Page: Elapsed Timesheet (cont.)

- **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.

- **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.

**D: MULTIPLE TABS WITH TIMESHEET DATA**

- **Reported Time Status** reflects the status of each daily entry on the timesheet.

- **Summary** reflects total hours reported on timesheet.

- **Exceptions** 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.