

[http://www.utexas.edu/hr/documents/electronic\\_timekeeping\\_manual.pdf](http://www.utexas.edu/hr/documents/electronic_timekeeping_manual.pdf)

# Timekeeping Manual

Web-based Time Report System  
&  
**\*DEFINE ETM/EGM**

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## Part One: The Electronic Timekeeping System

### University Time Reporting

Employees who are assigned to a monthly or hourly assignment in HRMS use the web based Time Report System (<https://utdirect.utexas.edu/apps/hr/time/home/>). This includes:

- Classified staff
- A&P
- Postdoctoral fellows
- Work-study

### Academic Employees

Faculty, graduate assistants, teaching assistants, and assistant instructors are not required to complete timesheets. Faculty leave is reported through the Provost's Office.

Student employees in academic titles other than GA, TA, AI should be assigned on an hourly basis wherever possible and complete an hourly electronic timesheet. When it is necessary to assign an academic student employee on a monthly basis, such as for tuition remission processing, the paper timesheet below may be used.

### Paper Time Reports

Employees are required to complete timesheets electronically, with the exception of certain academic employees as noted above. If you have employees who may not be able to complete electronic timesheets, contact Human Resources to discuss possible solutions. **With Human Resources approval**, the following paper timesheets may be used

- [Time Report Form](#)—use this form for salaried employees who do not have access to or are unable to use the online timesheet
- [Time Report Form for Hourly Employees](#)—use this form for hourly employees, UTemps, and work-study students

### Navigating the Electronic Time Report System

A – Time Report Home	F – Group Assignment
B – Weekly Time Report	G – Work Schedule
C – Document Inbox	H – Leave Policies
D – Monthly Summary	I – Reports
E – Monthly Report Tracking	

#### A) Time Report Home

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THE UNIVERSITY OF TEXAS AT AUSTIN

My Bookmarks | My Classes | My Finances | My Job | My 40 Acres | UT Direct Help

TIME SHEET

### Time Report Home Page for Tina Trainer

You have 8 timesheets in your inbox.

Edit Time Report for Month:  Day:  Year:

List of Time Reports for Tina Trainer:  (search by UT EID)

starting from date: Month:  Day:  Year:

Week	Group	Status	Hours Worked	Sick Leave	Vacation	Other
02/28/11	SCM MANAGER	Approved	39.00	0.00	1.00	0.00
03/07/11	SCM MANAGER	Approved	26.50	0.00	13.50	0.00
03/14/11	SCM MANAGER	Created	39.00	0.00	1.00	0.00
03/21/11		No Report				
03/28/11		No Report				

<Previous time reports | Next time reports>

Visiting the link for the electronic timekeeping system (<https://utdirect.utexas.edu/apps/hr/time/home/>) will bring you to the Time Report Home Page.

Whenever you click on Time Report Home in the Navigation Menu you will be taken back to the Time Report Home Page. This page allows you to go right to a timesheet by using the 'Edit Time Report for Month' part of the page. The Time Report Home Page also provides a summary table of your timesheets in which you can see summary information about timesheets for several weeks at a time and access those timesheets. Clicking on the 'Previous' and 'Next' links below the summary table on the home page is a way to page forward or backward in time through your time reports. If the Status of a week shows "No Report" it means that a timesheet has not yet been created for that week.

## B) Weekly Time Report

Clicking on the date under "Week" will create a timesheet (Weekly Time Report) for the week beginning with that date. An hourly employee will click the position title next to the particular week to begin filling out a timesheet for that position in that week. You may also enter any date within the week you are reporting after the words "Start list from." Next, click on 'Submit Request' and your Time Report will be created.

\*Note: If you happen to be a member of more than one Time Report group, you will see a time report listed for each group in each week. Please note that it is generally not recommended that an employee be in more than one timesheet group at a time. Part II, Define ETM/EGM in this handbook has information about maintaining timesheet groups.

The screenshot displays the 'Weekly Time Report' page for Tina Trainer, SCM MANAGER, for the week of 04/11/2011 to 04/17/2011. The interface includes a navigation menu on the left with options like 'Time Sheet Home', 'Inbox', and 'Monthly Summary'. The main content area features a table for recording hours worked and leave types for each day of the week. The table has columns for days (Mon-Sun) and rows for 'Hours Worked', 'Vacation', 'Sick Leave', and 'Leave Type for This Row'. A 'Total' row is at the bottom of the table. Below the table, there are fields for 'State Comp Time Hours Earned', 'FLSA Over Time Hours Earned', and 'Effective State Comp Time Bal'. A certification statement and a 'Submit Request' button are also present.

At the top of the Weekly Time Report page you can see the dates of the week for which the timesheet was created. Immediately below that you can see what timesheet group this timesheet has been created in.

This block shows a cropped view of the 'Weekly Time Report' header. It includes the title 'Weekly Time Report', the user information 'Time Report for Tina Trainer -- week of 04/11/2011 thru 04/17/2011', the group 'SCM MANAGER', and navigation links for '<Previous Week', 'Hours Appointed:20.00', 'FLSA Status: Non-exempt', and 'Next Week>'.

- **Navigating** – Clicking on the links 'Previous' and 'Next' is an easy way to navigate forward or backward in time through your time reports.
- **Hours Appointed** – Check the hours appointed when completing your timesheet and/or especially before approving others. If the hours appointed are not correct it is possible the system will not allow the timesheet to be submitted (hours appointed are too many) or will incorrectly award compensatory time (hours appointed are too few).
  - If the hours appointed are incorrect it means the timesheet system is not recognizing the correct assignment(s) or there is a reporting unit issue in DEFINE. If timesheets are not created in a timely manner expired salary codes on DEFINE ET1 can cause the hours appointed to be incorrect.
- **FLSA Status** – This field is auto-populated depending on job code. The Fair Labor Standards Act (FLSA) deals primarily with federal overtime, minimum wage and child labor laws.
  - **Exempt** employees are those employees exempt from the Fair Labor Standards Act under an Executive, Professional or Administrative exemption. Exempt employees do not earn FLSA overtime
  - **Non-exempt** employees are those employees who do not fall under any of the exemptions and are therefore covered by the Fair Labor Standards Act. FLSA overtime is earned when a non-exempt employee actually physically works over 40 hours in a workweek. This time is earned at time and a half.
- **Recording Time**
  - **Entering hours worked** - If you are a monthly paid employee who is scheduled to work 8 hours per day, 5 days a week, you will see the 'Enter 8 Hours Per Day' button. Clicking on it will automatically enter '8.00' in your first 5 boxes going across. You can then make whatever adjustments to this auto-entry that you need to make, if needed.

If you don't see the 'Enter 8 Hours Per Day' button or you choose not to use it, type in the number of hours you worked for each day of the week moving across the Hours Worked row. You may enter 0 on days you did not work, if you choose to or if your departmental timekeeper has asked you to do so.

- Report your time to the nearest quarter hour. Fractions should be reported as .25, .50, and .75. (NOTE: Break time is work time; meal periods are not.)

You may either save this Time Report for later or electronically sign it and send it to your supervisor by selecting the appropriate radio button and clicking on 'Submit Request'. If you are paid monthly, the weekly total of hours worked and time absent must equal at least the number of hours assigned.

- **Entering hours absent** – If you are eligible for vacation and sick leave, you will see a separate row in which to record vacation or sick.

For example, if you were on vacation Monday, go down to the second row entitled 'Vacation' and type an '8' in the box for Monday. If you were then sick on Tuesday, you would move down to the next row entitled 'Sick Leave' and type an '8' in the box for Tuesday.

All other leave types will appear in the pull-down menu. You will only see the leave types for which you are eligible.

- You are allowed to have up to 5 types of absences per timesheet (Vacation, Sick Leave, and a different type from each pull-down). In addition, if there is a University Holiday in the week, the top absence pull-down will have University Holiday selected and the appropriate hours are entered for you. If 5 absence types are not enough for a given week notify your departmental timekeeper. Departmental timekeepers can contact Records if additional assistance is needed.
- Emergency leave should be used only in accordance with the University Emergency Leave Policy found at <http://www.policies.utexas.edu/policies/emergency-leave>.
- Leave type “Other” should not be used without specific instructions from HR.

You may either save this Time Report for later or electronically sign it and send it to your signer by selecting the appropriate radio button and clicking on 'Submit Request.'

<b>Total Hours Worked:</b>	0.00	<b>Total Hours Absent:</b>	0.00
<b>State Comp Time Hours Earned:</b>	0.00	<b>FLSA Over Time Hours Earned:</b>	0.00
<b>Maximum State Comp Time Bal:</b>	144.00	<b>Effective State Comp Time Bal:</b>	0.00

I certify to the accuracy of the hours worked and authorized time off as recorded above. I understand that intentional or willful falsification violation of University policy that will result in disciplinary action, including the possibility of immediate discharge.

Save for Later    Sign and Send to Supervisor    Delete  

Notes:


- **Total Hours Worked/ Total Hours Absent** – Will show the total number of hours worked and the number of hours absent from work. For monthly paid employees, these two totals, when added together, should total at least the number of hours for which the employee is assigned (as seen at the top of the timesheet).



- **State Comp Time Hours Earned** – The *state compensatory time* policy applies to both exempt and non-exempt employees, which includes Code 1000 (administrative and professional) and classified employees of the university. The policy does not apply to faculty employees or those positions that require student status as a condition of employment. For more detailed information, guidelines for the earning of state compensatory time, and payment guidelines please refer to the Human Resources webpage at <http://hr.utexas.edu/current/leave/compensatorytime.html>.
- **FLSA Over Time Hours Earned** - Overtime applies only to non-exempt employees of the university. For detailed information about Overtime, FLSA Compensatory time and banking of Overtime, please refer to the Human Resources webpage at <http://hr.utexas.edu/current/leave/compensatorytime.html>.
- **Maximum/Effective State Comp Time Balance** - Whether or not hours are added to your State Comp Time balance depends on how much State Comp Time you already have and the maximum hours you can carry.
  - **The number of hours of State Comp Time** calculated by the electronic timesheet system depends on the difference in hours between your Maximum State Comp Time Balance and your Effective State Comp Time Balance.
    - Maximum State Comp Time Balance is always the higher of 144 hours or your effective sick leave balance, with effective sick leave balance being your actual sick leave balance less any pending uses of sick leave from timesheets still in process.
    - Effective State Comp Time Balance is defined as your actual State Comp Time balance less any pending transactions from timesheets in process.

The following equation determines how many of the hours you actually earn:

$$\text{Maximum State Comp Time Balance} - (\text{minus}) \text{Effective State Comp Time Balance} \\ = \text{Hours of State Comp Time you can add to your balance from the timesheet}$$

- **Save for Later** - After filling out your Time Report (either partially or completely), you have the option to save it. To do this, select the appropriate radio button next to the words 'Save for Later' and then click on the 'Submit Request' button.
- **Sign and Send to Signer** - When you have completely filled out a Time Report for a week and are ready to send it to your supervisor or timesheet signer, select the appropriate radio button next to the words 'Sign and Send to Signer' and then click on the 'Submit Request' button.
- **Delete** - If you have already created a Time Report but decide you want to delete it, click on the circle next to the word 'Delete' and then click on the 'Submit Request' button. Your Time Report will be deleted immediately.

## Electronic Timekeeping and Define ETM / EGM

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- Any signer or contact on a timesheet group can delete the timesheet for any member of that group. The timesheet will be deleted overnight.
- When a person who is also a signer or contact for a timesheet group deletes their own timesheet, they must also wait overnight for the timesheet to be deleted.
- **Submit Request (Button)** - Click on this button when you are ready to either save your Time Report for later, sign it and send it to your supervisor, or delete it. You will also click on this button when you want to save Notes on this electronic Time Report.
- **Notes** – Although they become a permanent part of a timesheet and cannot be deleted, notes are not considered official document data. They are like a 'Post-It Note' and give informal or special instructions about processing or expediting the document.
  - Since notes are permanent be mindful of comments. Do not include medical or personal information
  - When returning a timesheet to an employee type notes before choosing the 'return' button and clicking 'Submit.'
  - Notes should be required any time the employee indicates leave type "Emergency" or "Other."

Balances for Tina Trainer as of: 03/2011 (Outstanding activity is not reflected in the balances below. For effective balances which are adjusted for pending time sheets, see your <a href="#">Monthly Summary</a> )					
Vacation:	93.00	Sick Leave:	51.50	Floating Holiday:	0.00
Non-Exempt State Comp Time:	4.00	Exempt State Comp Time:	0.00	FLSA Overtime:	0.00
Special Holiday:	0.00	Sick Leave Pool:	0.00	Family Medical Leave:	37.00
Exemplary Service:	0.00	Months of State Service:	140		

- **Balances** – The balances section at the bottom of the Weekly Time Report page gives you your current accrual balances. However, be aware that outstanding activity is not reflected in the balances section of the Weekly Time Report page. These balances only take into account timesheets that have been final approved. For effective balances which are adjusted for pending time sheets as well you should visit the Monthly Summary page.
- **Family Medical Leave** – Is governed by the Family Medical Leave Act. FMLA hours are granted and maintained by the Leave Management section of Human Resources. More information is available on the Human Resources website at <http://hr.utexas.edu/current/leave/fmla.html>. Issues regarding FML hours should be addressed by your Leave Management Rep.
  - **Recording FML on the Timesheet** – Once Leave Management has processed the application for Family Medical Leave, the available hours will show on the employee's

timesheet. The employee should choose the proper leave type, such as VAC/FML or Sick/FML from the leave pull-down whenever using accruals for an FML related absence.

- **Use of State Compensatory or Overtime with FML** – There is no option to select Comp/FML or Overtime/FML, so the employee should select Compensatory time or Overtime from the pull-down menu and make a note that the absence was FML related. The departmental timekeeper then uses DEFINE ETA to reduce the FML balance by the appropriate number of hours.
- **Return to Work/Unused FML Hours on Timesheet** - Notify Leave Management when the employee has returned to work or can no longer use FML hours so the Rep can remove any remaining FML hours from the employee's timesheet. If the FML available balance is not removed, the employee will receive incorrect warnings that FML is available and should be selected.

- **General Info on Absence Types**

- **Military Leave** - Military leave does not have its own absence type to choose from in the timesheet system. The way to enter military leave taken is to select 'Other' as the absence type, and then in the notes explain that you were on military leave for that time. For more info see the HRS Military Leave page - <http://hr.utexas.edu/current/leave/military.html>
- **Exemplary Service** – When an employee has been awarded administrative leave for Exemplary Service, the departmental timekeeper must manually enter the awarded hours into the employee's record using DEFINE ETA. Once the hours have been entered, they will be available for the employee to choose on the timesheet. For more info visit the Handbook of Operating Procedures page - <http://www.policies.utexas.edu/policies/president%E2%80%99s-exemplary-service-award>
- **Sick Leave Pool** - This selection is available only when the employee has been approved for Sick Leave Pool. For more information, refer to HR Sick Leave Pool page - <http://hr.utexas.edu/current/leave/pool.html>.
- **Vacation (for Sick Leave)** – If an employee no longer has sick leave but is absent due to illness they should choose this leave type from the pull-down menu.

### C) Document Inbox and Time Report Signers

- Document Inbox - Your inbox is the place you can go to see a list of all the electronic documents currently in need of your attention. A Weekly Time Report is an example of an electronic document. When you create a Time Report for yourself, this Time Report appears in your inbox.

It stays in your inbox until you electronically sign it and send it to your timesheet signer. When you do so, your Time Report is taken out of your inbox and put into the inbox of your signer. It is a good idea to check your inbox frequently to see what electronic documents might be waiting for you.

The screenshot shows the 'Electronic Document Inbox' page. At the top right, there are links for 'help' and 'bookmark'. Below the title, a message states: 'Displaying documents for S Elizabeth Johnson (PNSEJ) at The University of Texas at Austin'. The interface includes a search bar for 'UT EID:' with a 'GO' button. A 'Layout:' dropdown menu is set to 'Type | Summary | Date Created | Creator | ID | Status'. The 'Display:' section has a radio button for 'All Documents' and an option to 'Enter Document Type: ETS' with a 'GO' button. A notification indicates that only ETS documents are displayed. A 'Process Selected Documents' button is present, with a note that up to the first 100 documents will be processed. Below this, there are tabs for 'For Your Approval', 'Created Documents', and 'Review And Notification'. The 'For Your Approval' tab is active, showing a total document count of 7 and a 'Documents per page' dropdown set to 100. At the bottom, there is a table header with columns: 'Select All/None', 'Type', 'Summary', 'Date Created', 'Creator', 'ID', and 'Status'.

The Inbox is the easiest way for signers to access timesheets for approval.

- **Time Report Signers** – Timesheets for monthly employees should always have two signers. It is highly recommended that timesheets for hourly employees have two signers for each timesheet. When the constraints of payroll processing make it difficult to have two signers on hourly timesheets, the employing department must have processes in place to ensure employee time is being reported and tracked properly.
  - **Signer 1** - The first signer is most likely the immediate supervisor of the employee. This signer should verify the accuracy of the Time Report and send it back to the employee if there are any changes that need to be made. This is done by clicking on the 'Return to Employee' button followed by 'Submit Request' button. There is a 'Notes' section that can be used to indicate what the problem or question is. If there are no changes required, or after it has been re-edited, the first signer will approve the time report by clicking on the 'Approve' and 'Submit Request' buttons. It will then be routed to Signer 2 for final approval. The 'Skip' option may be used if the first signer wants to skip that time report for some reason. More specifically, Signer 1 should be checking timesheets for:
    - Correct appointed hours on timesheet – and whether hours worked and hours absent add up to appointed hours.
    - Authorization for employee to use leave time.
    - Whether or not employee has leave hours available to use.
    - Whether the employee worked any overtime.

- When an hourly employee works over 40 hours in a week, be sure the departmental timekeeper is notified to pay the overtime.
- ~~Correct use of FMLA hours.~~
- **Signer 2** – The second signer is typically a departmental “timekeeper” or person who understands departmental and University policies around accruals and the use of time. This is likely, though not always, the final approver of the Time Report. Time Reports at this stage would theoretically have all questions or problems resolved so that Signer 2 is only reviewing the mechanics of the timesheet (i.e. appointed hours are correct, hours worked and hours absent equal appointed hours, whether any special leave types have been recorded correctly.)

If the final approver has a question or catches a problem that the first approver missed, the Time Report can be returned to its creator for resolution and resubmission to the first signer, who can approve it and send it on to the final approver. Signer 2 can approve it by clicking on the 'Approve' and 'Submit Request' buttons. The 'Skip' and 'Delete' options are also available.

- **All Signers** – Anyone who is a signer on a timesheet group has access to delete a timesheet in an overnight process.

### D) Monthly Summary

The Monthly Summary is a great source of information and for troubleshooting both for the employee and the approver. This screen summarizes your monthly leave activity, displaying monthly accruals, timesheet transactions, adjustments, and resulting current monthly leave balances. Your current ‘Balances’ at any time will not reflect any outstanding transactions on timesheets that have not reached final approval. Therefore, the summary page goes on to display any ‘Pending (timesheet) Transactions’ you may have and then incorporates your current balances to reveal your current ‘Effective Balances’ for the month.

The Monthly Summary defaults to the current month. It can go back 15 months on a rolling basis. Timesheets over 15 months old cannot be processed electronically.

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My Bookmarks | My Classes | My Finances | My Job | My 40 Acres | UT Direct Help | Logoff

TIME SHEET

help | bookmark

### Monthly Leave Summary for Tina Trainer

Summary for Tina Trainer (search by UT EID)

for the month of 03/2011

**Monthly Accruals:** These are the amounts of leave time that have been accrued for the selected month as determined by employment status, percent time, months of state service (140), and the Vacation Schedule.

Date Posted	Amount	Type
03/03/2011	11.00	Vacation
03/03/2011	8.00	Sick Leave

**Timesheet Transactions:** These are transactions from timesheets from the month indicated that have already reached final approval. They include any time taken off from work, as well as any comp time or overtime earned. Note: Comp time and overtime hours are posted in the month containing the last day of the week in which they are earned.

Week Date	Amount	Type	Date Posted
03/07/2011	-13.50	Vacation	03/23/2011
02/28/2011	-1.00	Vacation	03/23/2011

The sections on the Monthly Summary page are as follows:

- **Monthly Accruals** – Shows the date the accruals posted along with the amount of hours that posted and the type. In this section you can verify the accruals and also see the number of months of state service an employee has. It also includes a link to the UT Vacation Schedule - <http://hr.utexas.edu/current/leave/annual.html>
- **Timesheet Transactions** – Shows timesheets that have been final approved for the month.
- **Adjustments** – Shows any manual adjustments entered through DEFINE for that month.
- **Balances** – These balances reflect the balance after timesheets that have been final approved and any adjustments made, but before any pending timesheets.
- **Pending Transactions** – This shows all timesheets that have been created but which have not reached final approval and have not been deducted from your Balances. Ideally, the list of timesheets here should be small and recent. When completing an electronic payment voucher (OV6) for a terminated or separated employee the system will audit for Pending Transactions and will not allow you to pay out an employee who has any. If a timesheet is older than 3 months (not including the current month) but less than 15 months, the month will have to be reopened in DEFINE (see the section on DEFINE ET4). If the timesheets are older than 15 months they cannot be processed in the system
  - If you have timesheets that cannot be processed electronically you will need to print them out and treat them like paper timesheets. If possible, have the employee and all signers on the timesheet group sign off on the paper timesheet. Manual adjustments must then be made in DEFINE (see section on DEFINE ETA). Once this has been done the paper timesheet should be put in the employee record and the electronic version should be deleted from the system by either the employee or one of the signers on the group.

- **Effective Balances** - These totals represent your current balances as of the end of the month indicated, adjusted to reflect any pending transactions listed above that fall within or prior to the selected month.

### E) Monthly Report Tracking

#### Time Report Tracking

Show me:  and start with last name (optional):

or, ignore above option and just show employee:  (Search by UT EID)

**(To quit using this EID option, remove the EID and click the Submit Request button)**

Start with Month:  Day:  Year:

Employee	UT EID	Current Group	2/28	3/07	3/14	3/21	3/28	4/04	4/11	4/18	4/25	5/02
TRAINER, TINA	nf79	SCM MANAGER	*	*	*	X	C					
TRAINER, TINA	nf79	SCM MANAGER	*	*	*	P CHAMBERL	P CHAMBERL	P CHAMBERL				
TRAINER, TINA	nf79	SCM MANAGER	*	*	C							
TRAINER, TINA	nf79	SCM MANAGER	*	*	*	*	P CHAMBERL	P CHAMBERL	P CHAMBERL	C		

\* = approved C = created P = pending signer named X = returned/recalled empty cell = no report found  
(timesheets with C, P, and X statuses can be accessed by clicking the C, P, or X in the grid above)

[<Previous weeks](#)

[Next weeks>](#)

Click this link to view the status of timesheets for all monthly employees in groups for whom you are a signer or a contact, or see status of your own time reports. Timesheet signers will see a pull-down menu near the top of the page that lists all of the units and groups you have access to. If you are not a timesheet signer you will only see the status of your own timesheets. Or, if you prefer to look at a single person's entry, you can enter a UT EID or Position ID of that person in the designated field and see only their timesheet information. To change the dates used on the page just enter a new date in the Start date fields. Symbols appear on the page to represent statuses, as follows:

- \* = approved
- C = created
- P = pending (portion of next signer last name also shown)
- X = returned/recalled
- empty cell = no report found

Timesheets with C, P, and X statuses can be accessed by clicking the C, P, or X on the report tracking grid. To see whose approval the timesheet is awaiting, float your cursor over the P and the person's name will pop up. Clicking on an employee's name will open a new email addressed to them. At the bottom of the page are two links that allow you to see the next eight weeks or the previous eight weeks.

Please keep in mind that timesheets are only open for a rolling 3 month period up to 15 months. It's a good idea to check for outstanding timesheets before a month closes and especially before a month falls out of the 15 month range.

## F) Group Assignment

This screen allows authorized departmental timekeepers to add or delete members from the Time Report Groups which have been created using DEFINE EG1.

## G) Work Schedule

This page displays a monthly employee's current work schedule and a history of any work schedule changes the employee has had. Hourly employees always have a Monday through Sunday Time Report schedule.

### Work Schedule for Tina Trainer

Work Schedule history for Tina Trainer  (search by UT EID)

Schedule Code	Description	Effective Date	Status (expired if blank)	Added By	Added On
1	Monday thru Friday	12/04/2006	Current		

Work schedule is used by the timesheet system to display a work week accurately. For example, an employee on a schedule 2 (work Tuesday through Saturday, off Sunday and Monday) would see Tuesday as the left-most day displayed on the timesheet.

---

You may add a work schedule record for Tina Trainer. After making your selection, click the Save Changes button below. **Please note: if you add a schedule record for an employee and discover that it is incorrect, you should make a correcting entry putting the employee on the correct schedule for that same day.**

	Schedule Code	Description
<input type="radio"/>	B	Work Friday noon to Friday noon, off Saturday, Sunday, and every other Friday
<input type="radio"/>	C	Work Monday noon to Monday noon, off Saturday, Sunday, and every other Monday
<input type="radio"/>	D	Work Tuesday noon to Tuesday noon, off Saturday, Sunday, and every other Tuesday

A user with a proper authorization has the ability to see this information for other employees and change the employee's schedule. A schedule change becomes effective on the date provided by the user. The timesheet system adjusts the timesheet page to reflect the employee's schedule so their actual work week is represented accurately by the system

If you add a schedule record for an employee and discover that it is incorrect, you should make a correcting entry putting the employee on the correct schedule for that same day. For example, if you put



an employee on a schedule 2 on 5/2/2010 and realize that the effective date for this change should be 6/2/2010, you will need to put the employee back on the schedule they should have been on and make that change also effective 5/2/2010, thus overlaying the incorrect change. In this example another entry would then need to be made to put the employee on a schedule 2 on 6/2/2010.

In each schedule, the first day of the schedule determines which day is displayed as the left-most day on a timesheet. Most employees are currently on a code 1 schedule (M-F). Please contact your [Records](#) representative to find out whether a particular schedule is supported by the system.

### **H) Leave Policies**

Clicking on 'Leave Policies' will take you to a screen with links to many of the leave policies UT Austin. Many of these links go directly to the Handbook of Operating Procedures

### **I) Reports**

This selection in the left navigation bar is only visible to timesheet signers. The Unit Reports page is used to create and download report of the members of a timesheet group. The current status of the Time Report for the selected week is shown (it defaults to the current week). If the timesheet is still awaiting approval, you can float your cursor over the status and see whose box the timesheet is in. This report is useful for keeping track of the status of hourly time reports as well as indicating who has or has not submitted one.

## Part Two: DEFINE ETM/EGM

### QUICK REFERENCE – DEFINE ETM/EGM

- ET1 –to view salary/reporting units
- ET4 –to open a month for processing
- ETA –to make manual adjustments to balances/accruals
- ET3 –to view accrual balances
- ETB –to view detailed information on transactions
- ETD –to print detailed reports
- EG1 –to add/remove employees from time report groups
- EG2 – to view which group(s) an employee is in
- EG5 – to view which group the position ID is in

### ETM Screens and Unit Code Authorizations

The following information should help you view ETM screens and understand unit codes. Note: you can display your unit code at any time in \*DEFINE's unit field—just use the YI5, YI6, or YI7 commands.

```
>>Please enter your next command<<
*DEFINE          EMPLOYEE TIME MENU - ETM          Year: 09 10
Command: ETM    Account: _____ Misc: _____ Month: APR
              EID: _____ Unit: _____
=====
COMMAND      FUNCTION:                                MISCELLANEOUS
-----
1.  ET1      EMPLOYEE TRANSFERS AND BALANCES
2.  ET2      EMPLOYEE BALANCES BY DEPARTMENT      SUB-GROUP
3.  ET3      EMPLOYEE ACTIVITY AND BALANCES
4.  ET4      MONTH CLOSURE OR RE-OPENING FOR UNIT  SUB-GROUP
5.  ETA      ENTRY OF MANUAL ADJUSTMENTS          SUB-GROUP/NAME
6.  ETB      EMPLOYEE TIME ACTIVITY
7.  ETD      REPORT PRINT MENU                    SUB-GROUP
8.  ETE      PRINT TIME SHEETS
9.  ETF      PRINT INDIVIDUAL TIME SHEETS
10. ETN      LIST OF EMPLOYEES IN UNIT ORDER
11. ETT      SUB-GROUP MAINTENANCE
12. ETU      EMPLOYEE CHANGES FOR YOUR AREA

-- 0 UT Austin  ----- Pfl=Options ----- PF8=Exit ----- 4/18/10 12:02 AM --
```

```
>>Please enter your next command<<
*DEFINE      EMPLOYEE GROUPS & CONTACTS MENU - EGM      Year: 09 10
Command: EGM  Account: _____ Misc: _____      Month: APR
            EID: _____ Unit: _____
=====
COMMAND      FUNCTION:                                     MISCELLANEOUS
-----
1.  EG1      UPDATE EMPLOYEE GROUPS AND CONTACTS          GROUP FUNCTION/TYPE
2.  EG2      LIST OF GROUPS FOR EMPLOYEE
3.  EG3      LIST OF GROUPS FOR UNIT

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 4/18/10 12:12 AM --
```

- **Viewing ETM Screens**

If you get a \*DEFINE error message whenever you try to access ETM, saying something along the lines of, "You are not authorized for command in your current view," the \*DEFINE desk you're using isn't authorized for the ETM commands.

To view your \*DEFINE authorizations, follow these steps:

- Enter YS1 in the command field. YS1 displays all the \*DEFINE desk/view authorizations you have.
- To view the command authorizations for a particular desk, enter that desk's number in the number field and an "X" in the selection field. This lists all \*DEFINE commands for which the selected Desk is authorized.
- Type "ETM" in the starting-point field to start the listing from the ETM commands. Do you see a "U" (for Update) in the status field next to the ETM commands?
  - If you see a "U," this desk is authorized for the ETM commands.
  - If you don't see a "U," this desk is not authorized for the ETM commands.
- Continue viewing the authorizations for your desks, taking note of the ones that are authorized for the ETM commands.
- When you've found all authorized desks, complete your desk/view set up by following the below instructions about unit codes.

- **Unit Codes**

You're able to update your—and *only* your—department's employee time information in the ETM commands. In order to access your department's information, the view you're using must

contain the first four digits of your department's unit code. For example, if your department's unit code was 5060000, your view would need to have "5060..." in its name.

If you get a \*DEFINE message that tells you, "*Your current Office/View is not authorized for this Unit Code,*" whenever you try to access your unit in ETM, your current view is not authorized for your unit code. To figure out whether or not you have any authorized views, follow these steps:

- Enter YS1 in the command field. YS1 displays all the \*DEFINE desk/view authorizations you have.
- Check whether or not you see a view listed on YS1 (under ADMIN.VIEW) that contains the first four digits of your department's unit code.
- If you see your department's unit code, this view is authorized to access your department's employees. If the unit code is associated with (located next to) a desk that is authorized for the ETM commands, this combination will allow you to access your unit code's information in \*DEFINE-ETM.
  - To select this combination, enter its number in the Number field and an 'S' in the action field.
  - You should now be able to use ETM for your unit.
- If you don't see your department's unit code listed on YS1, your \*DEFINE office manager will need to set up an authorized view for you before you can effectively use the ETM commands.

### **ET1 – Employee Transfers and Balances**

This screen is designed to display an employee's hours and the units related to this information. The screen will also allow the reporting unit to be changed.

#### **HOW TO USE**

1. To view information, type the employee's EID in the command line, and press ENTER.
2. To change a reporting unit (or its subgroup), type the new information in the Reporting field (center left of screen), and press ENTER. Note: When a reporting unit is changed, a new office will be responsible for the employee's time records. The old office will no longer be able to access these records.

## Electronic Timekeeping and Define ETM / EGM

```
*DEQUAL          EMPLOYEE TRANSFERS AND BALANCES - ET1          Year: 10 11
Command: ET1  EID:          Unit:          Misc:          Month: APR
=====
Name: TRAINER, TINA          State Service Months Through 04/30/2011 : 141
                               State Service Accrued: YES
No EID changes since 3/21/05          *** Employee Balances ***
Current Employee Units/Subs:          Vacation: 104.00
  Salary      Reporting
  -----
  5060000    5060000 000
                               Sick Leave: 59.50
                               Sick Leave Pool --
                               10-11 Contribution:
                               Unused Allocation:
                               Family Medical Leave: 37.00
                               Floating Holiday:
                               Holiday:
                               Overtime:
                               Military Training:
                               Exemplary Service:
                               Compensatory Time --
                               Non-Exempt: 4.00
                               Exempt:
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/11/11 10:52 AM --
```

### ADDITIONAL INFORMATION

1. You can ignore the middle lines in the example above. These sections are used by HR to re-enter expired salary and unit codes which allow employees to complete older timesheets (timesheets that are showing an incorrect number of hours appointed).
2. Salary unit codes are assigned by payroll to the account numbers on which the employee is paid and cannot be changed.
3. Each salary unit code must have the correct reporting unit code in order for electronic timesheets to show the correct number of hours appointed.
4. In order for the ET1 screen to populate with the salary unit codes and reporting unit codes, an employee's assignment must have reached final approval, his I-9 information must be entered, and his paycheck profile must be complete.
  - o Once all of this information is complete the ET1 screen will auto-populate the salary and reporting unit codes when the system runs the accrual program. The accrual program for UT Austin runs on Tuesday, Thursday, and Saturday nights.
5. The ET1 screen must be populated through the batch process before the employee can be added to a group on the EG1 screen.
6. Incorrect hours appointed on an electronic timesheet is usually the result of an incorrect reporting unit code in ET1. The reporting unit code can be changed on this screen.
  - o If an employee is appointed on more than 4 salary unit codes they will have to be placed on an exception table by HR Employee Records. Contact your HR timekeeping rep for assistance in this matter.
  - o If an employee has two separate appointments in different departments the reporting unit codes can be changed so that 40 hours (or a total of the number of hours in each department) will be shown on an employee's timesheet so they can complete one timesheet rather than two.

- It is recommended that employees only do one timesheet. Your HR timekeeping rep can walk you through the process of consolidating from two groups to one.
7. Do not use ET1 to check an employee's leave balances. The balances shown on this screen are the employee's balances as of the first day of the month of which you are viewing.
  8. Transfer on Funding Change – “Y” or “N”  
Choosing “N” freezes the reporting unit code which is a good idea if accounts for funding are changed frequently. However, it can become a problem if it isn't changed to “Y” when an employee transfers to a new department.

## ET4 – Month Closure or Re-Opening for Unit

This screen allows you to open or close a unit for a given month/year to make manual adjustments to balances. A month that has been reopened is open for anyone in your department who has the same access. The reopened month(s) will close again the next time accruals run. The current month plus 2 additional months are always open. You may reopen months going as far back as 15 months. If a timesheet crosses two months you must reopen both months to make adjustments to that week.

```
*DEQUAL          MONTH CLOSURE OR RE-OPENING FOR UNIT - ET4          Year: 10 11
Command: ET4  EID: _____ Unit: 5060000 Misc: 000 _____ Month: APR
=====
This screen allows you to close a unit or unit/sub-group for a given month/
year to all future processing; accruals, deductions, and adjustments. Once
a month has been closed for a unit or unit/sub-group, you will be able to
re-open that month, but the next time that accruals run it will be closed
once again. Also, you will NOT be able to close the current month.

Unit Number: 5060000          Unit Title: HUMAN RESOURCE SERVICE
Sub-Group: 000              Sub-Group Title: OFF OF HUMAN RESOURCES
Month/Year: APRIL 2011      Number of Employees: 57

Verify Closure of This Month/Year, for This
Unit or Unit and Sub-Group

Type 'Close' to Close: _____
or 'Open' to re-open a month
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/11/11 10:53 AM --
```

## ETA – Entry of Manual Adjustments

```
>>Make deductions here or Select detailed list for EID<<
*DEQUAL          ENTRY OF MANUAL ADJUSTMENTS - ETA          Year: 10 11
Command: ETA  EID: _____ Unit: 5060000 Misc: 000 _____ Month: FEB
=====
Unit Name: HUMAN RESOURCE SERVICE  Sub-Group Title: OFF OF HUMAN RESOURCES
Adjustments for: FEB 2011
Sel      Name/UT EID          Vac/FH      SL/SLP      Comp Time      OT      CL
-----
-   TRACYS, TRACY          _____  -30.00
    trays                  NON-EXEMPT
-----
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/12/11 9:29 AM --
```

This screen is used to adjust an employee's time records by adding or deleting balances.

### HOW TO USE

1. When you go to ETA, the system will prompt you to enter the month and fiscal year in which you'd like to make an adjustment. (NOTE: If you need to make an adjustment in a month more than three months old, you must first reopen that month on ET4.) In most cases, it's fine to enter the adjustment in the current month of the current fiscal year. When the month and year are selected, hit enter to access the screen that lists the names of the employees in your unit.
2. On this screen, verify that the Reporting Unit, the year, and the month across the top of the page are accurate. Tab down until you find the name of the employee you need, then put an "X" in the field to the left of their name. Hit enter, and you will be taken to the screen where you will actually enter the hours to be adjusted.
3. On this screen you will see several columns (Vacation, Sick Leave, Floating Holiday, etc). Under each column are three fields: Hrs, D/A, and F. Using the line under the "Hrs" field, enter the number of hours to be adjusted. In the next field, type "D" for deduct, if you need to deduct hours from their balance, or "A" for add, if you need to return hours to their balance. If the time was or needs to be designated as FML time, then put an "X" on the line under the "F" field.
4. Once you have completed that adjustment, hit the enter key, and the system will ask you to enter a reason for the adjustment (i.e., employee took 3 hrs vac, not 3 hrs sick). Next, hit the F5 key to update. You should receive a message across the top of the screen, letting you know that your adjustment was made successfully.
5. If you have several adjustments to make on an employee, we advise you to do each adjustment separately, following the steps above for each.





4. Pressing “Enter” or “F2” after making adjustments will result in a pop-up box appearing which will provide you an opportunity to leave notes. This space should be used to explain why the adjustment was made and to reference the week for which you are making an adjustment.
5. You must press “F5” in order to update the record.

### BALANCES TO ADJUST IN ETA

You can enter deductions and adjustments to employee balances in the ETA screen. The following list explains which transactions you’ll need to enter and which happen automatically in the \*DEFINE-ETM system:

- **Compensatory Time** (EX, NE) - You add/subtract EX or NE hours as the employee earns/uses them. EX stands for exempt compensatory time; NE stands for non-exempt compensatory time.
- **Floating Holiday** (FH) - \*DEFINE-ETM automatically adds FH hours at the beginning of the fiscal year. You subtract FH hours as the employee uses them.
- **Funeral Leave** (FN) - You subtract FN hours as the employee uses them. No balance of FN hours is kept, so you only need to track transactions. FN deductions must be made using the daily screen in ETA.
- **Jury Duty** (JD) - You subtract JD hours as the employee uses them. No balance of JD hours is kept, so you only need to track transactions. JD deductions must be made using the daily screen in ETA.
- **Military Leave** (MT) - You subtract MT hours as the employee uses them. An MT balance is added automatically by \*DEFINE-ETM the first time you subtract hours from the employee's MT balance. MT adjustments must be made using the daily screen in ETA.
- **Over Time** (OT) - You add/subtract OT hours as the employee earns/uses them. OT hours are earned when a non-exempt employee works more than 40 hours in a week, and credited at time and a half. If a non-exempt employee worked 41 hours in a week, you would add 1.5 hours to their overtime balance. When employees are paid for their overtime or when they use their overtime hours, you’ll need to deduct the hours from their overtime balance.
- **Sick Leave Pool** (SP) - When an employee is allocated Sick Leave Pool hours, Human Resources enters those hours into the employee's SP balance. As the employee uses those hours, you subtract them from his or her SP balance.
- **Special Holiday** (SH) - If an employee works a holiday, you add those hours worked to his SH hours. As the employee uses those hours, you subtract them from his or her SH hours. SH adjustments must be made using the daily screen in ETA.
- **Sick Leave** (SL) - \*DEFINE-ETM automatically accrues SL hours each month for eligible employees. You subtract SL hours as the employee uses them.
- **Vacation** (VA) - \*DEFINE-ETM automatically accrues VA hours each month for eligible employees. You subtract VA hours as the employee uses them.

### ET3 – Employee Activity and Balances

This screen displays the balances for an employee's time records as well as their beginning and ending balances for the current period. You can view balances going back 15 months.

The accrual balances shown on this screen are not completely accurate as they do not reflect any pending documents that have not yet been final approved. It is recommended that you use the Monthly Summary page on web to view this information.

This screen also shows the employee's total state service months (which is also available to view on the Monthly Summary page on the web).

```

*DEQUAL          EMPLOYEE ACTIVITY AND BALANCES - ET3          Year: 10 11
Command: ET3  EID: trays    Unit: 5060000  Misc: 000          Month: APR
=====
Name: TRACYS, TRACY          State Service Months through 04/30/2011 146
Type Balance          Begin Balance    Accruals    Adjustments    End Balance
-----
Vacation              26.75           11.00           37.75
Sick Leave            1.00            8.00            9.00
SLP Contributed
SLP Received
Family Medical Leave  60.50           60.50
Floating Holiday
Holiday
Overtime
Military Training
Exemplary Service
Non-Exempt Comp Time
Exempt Comp Time

*** Balances are approximate. Outstanding activity not reflected ***
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 5/12/11 9:45 AM --
    
```



The “Added by:” section will show “BATCH” if the adjustment was made by the system. If the adjustment was made by someone else in DEFINE their logon ID will show here. If the adjustment was made due to an electronic timesheet this section will show the employee’s own logon ID.

## ETD – Report Print Menu

This menu displays a number of reports which you may order.

### HOW TO USE

1. Type the unit code in the unit field of the command line (and the subgroup in the misc field, if you wish), and press ENTER.
2. Select the option you wish printed, and the number of copies. Press ENTER.

```
>>Select an Option for Printing Reports<<
*DEFINE          REPORT PRINT MENU - ETD          Year: 14 15
Command: ETD  EID: _____ Unit: 5060000 Misc: 002_____ Month: OCT
=====
Unit Title: HUMAN RESOURCES          Sub-Group Title: BENEFIT SERVICES
Name:
      Select an Option: _          Number of Copies: 1
Option_  Description
-----  -----
A        Print Unit Report - Alphabetic within Unit
B        Print Unit Report - Alphabetic within Unit/Sub-Group
C        Print Sub-Group Report

D        Print Human Resources Report for Whole Unit
E        Print Human Resources Report for One Sub-Group

F        Print Individual Employee Reports for Unit
G        Print Individual Employee Reports for One Sub-Group
I        Print Individual Employee Report for One Employee

H        Print Manual on How to Use The Vacation/Sick Leave System
J        Print Component-Wide Unit Report - Alphabetic within Unit

K        Leave Usage Text File by Unit/Sub (press PF6 for important info)
-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/30/14  2:31 PM --
```

## EG1 – Maintain Time Report Groups, Signers, and Contacts

This screen allows authorized individuals to create a new timesheet group, add or delete employees to an existing timesheet group for their department, delete existing groups, and add or change signers or contacts for timesheet groups.

To access EG1 you must type EG1 in the ‘Command:’ field and the correct unit code in the ‘Unit:’ field. If there are more than one timesheet groups in the unit code, you must then select the timesheet group you wish to access from a popup window.

```

*DEQUAL          EMPLOYEE TRANSFERS AND BALANCES - ET1          Year: 10 1
Command: eg1    EID: nf79          Unit: 5060000  Misc: 000          Month: AP
=====
Name: TRAINER, TINA  +-----+
                        PLEASE SELECT A GROUP FOR DISPLAY/UPDATE
                        =====
                        'Sel'ect Desired Group From List Below
                        =====
                        Group Type: R          Group Function: TIM
Sel  Group Name      Fnc Typ  Beg Date  End Date
-----
-   ADMIN             TIM  R
-   ASPIRE            TIM  R
-   AVP               TIM  R
-   CALL CENTER      TIM  R
-   COMMUNICATIONS   TIM  R
-   EMP RELATIONS    TIM  R
-   EMPLOYEE RECORD  TIM  R
-   EMS              TIM  R
-   HEALTHPOINT      TIM  R
-   HRS CENTER       TIM  R
=====
No EID changes since
Current Employee Unit
Salary      Reporting
-----
5060000    5060000  0
-----
Transfer on Funding C
-----
Accruals Have Run: Y
Month Is closed :
    
```

```

*DEQUAL          UPDATE EMPLOYEE GROUPS AND CONTACTS - EG1      Year: 10 1
Command: EG1    EID:          Unit: 5060000  Misc: 000          Month: AP
=====
Action: ___ (Add/Del/Blank)          Group Function: TIM  TIME SHEETS
      Group Type: R  ROUTING          Group Name: WFP/TR
-----
Unit: HUMAN RESOURCE SERVICE
Group Description:
-----
Contact ID      Role      Name
SEJ             S2       RAMIREZ, ELIZABETH
DEE             C1       DODGE, JOHN
-----
More Contacts: >
Member ID      Name
DOD             KRESS, BETH
MR1            JOHNSON, MARI
-----
More Members: +
    
```

### HOW TO USE

- **How to Set Up Electronic Timesheets**

If you're taking on a new employee or you have created a new position, you or someone else in your office will need to set up the timesheet group in \*DEFINE. You'll need to log in to a \*DEFINE desk and view that can access EG1 for your department and either create a new timesheet group or add the new employee to an existing timesheet group by taking the following steps:

- **Setting up new timesheet groups in \*DEFINE EG1**

1. Enter \*DEFINE and go into command EG1.
2. On the EG1 screen, type "ADD" in the action field and then press the enter key. (Note: as you do this, make sure that the group function is TIM, and the group type is R.)
3. Type up to a 15-character name in the group name field. (**Remember:** this is what the group will be referred to in future applications, so make it something logical. Names of groups cannot be changed – all members of the group would have to be taken before deleting the group and creating a new one, naming it something different, then adding employees back in. It is usually best to not use a person's name as the name of a timesheet group as that person could always leave or move to another department).
4. Enter an optional description for this group in the group description field.
5. Next, define the routing scheme for this group by entering the signers in the contact ID field and typing their role in the role field. Consider the following when designating signers:
  - Identify signers by their UT EIDs.
  - If you need to change the signer, it is VERY important to type the new EID over the EID of the previous signer. Do not erase the old EID! This may cause pending time reports to be lost.
  - The role for a signer is simply where they are in the timesheet routing path. For example, a timesheet will route to the first signer (S1) first, and then to the second signer (S2). S1 is typically the supervisor, and S2 is the final department timesheet approver or timesheet maintainer.
  - Though it is strongly recommended, it is not absolutely necessary to have more than one signer on a timesheet group (mostly applies to smaller departments).
  - Signers show up on EG1 in alphabetical order.
  - Since all audits for a timesheet have not been automated in the electronic timesheet, it's VERY important that the vacation/sick leave maintainer is a signer, preferably the final signer, for all groups he/she maintains.
6. After entering the routing scheme for this group, press the enter key.
7. To add a group member simply input the HRMS Position ID on a blank line and then press the ENTER key.
8. If you're adding numerous group members and run out of lines, hold the cursor above the "More Members" icon and press the SPACE BAR and then ENTER.
9. To create another group, simply repeat steps 2-8 above. To view groups for your unit, press the PF3 key.

- **Adding new employees to an existing timesheet group**

If the HRMS Position ID is already in the group on EG1, you do not need to make any changes when a new employee is assigned to that position.

1. Enter \*DEFINE and go into command EG1.
2. On the popup screen select the timesheet group within your unit to which you wish to add the new employee.
3. Add the Position ID to that group, and then press the enter key.
4. If you're adding numerous group members and run out of lines, hold the cursor above the "More Members" icon and press the SPACE BAR and then ENTER.

### ADDITIONAL INFORMATION

1. To see more signers, contacts or members than what is shown on the default screen of EG1 you can space over the moreable (the ">" symbol) and press ENTER and it will show you the additional people.
2. To change signers on a timesheet group it is very important to do it the correct way. Failure to do so can result in timesheets that no one can access.
  - o The correct method of changing signers is to type over the EID of the previous signer with the EID of the new signer. This will cause any timesheets in the previous signer's Inbox to reroute to the Inbox of the new signer.
3. Signer 1 cannot be a member of the group for which they are signer 1. It is sometimes necessary to place a signer in a timesheet group by themselves in order to get around this issue.
4. Contacts (C1, C2, etc.) on timesheet groups will be able to view the time reports of any person in that group – they are not in the timesheet routing and do not have to approve the timesheets.
5. You cannot remove a member from a timesheet group if the employee has pending or outstanding timesheets (this includes members who are no longer employed).

### EG2 – List of Groups for Employee

This screen will show you all the timesheet groups to which an employee belongs – either as a member or as a contact or signer. Referring to this screen can be helpful when trying to determine the correct reporting unit code to use in ET1. The listing on this screen is based upon EID, not reporting unit.

```
Command: EG2  EID:          Unit: 5060000  Misc: 000      Month: APR
=====
Name: TINA TRAINER
  Group Name      Type      Group Role  Func   Unit      ** Effective Dates **
ADMIN            ROUTING   CONTACT    TIM    5060000
ASPIRE           ROUTING   CONTACT    TIM    5060000
AVP              ROUTING   CONTACT    TIM    5060000
CALL CENTER     ROUTING   CONTACT    TIM    5060000
COMMUNICATIONS  ROUTING   CONTACT    TIM    5060000
EMP RELATIONS   ROUTING   CONTACT    TIM    5060000
EMPLOYEE RECORD ROUTING   CONTACT    TIM    5060000
EMS              ROUTING   CONTACT    TIM    5060000
```

### EG5 – Time Reporting Group for Position ID

Electronic Timekeeping and Define ETM / EGM

---

```
*DEFINE          TIME SHEET GROUP(S) FOR POS ID - EG5          Year: 14 15
Command: EG5  EID: _____ Unit: _____ Misc: 1064TR _____ Month: OCT
```

```
=====
Title: Records and Onboarding Representative
```

Group Name	Type	Group Role	Func	Unit	** Effective Dates **
EMPLOYEE RECORD	ROUTING	MEMBER	TIM	5060000	



## Part Three – General Timekeeping

### Before an Employee Can Complete Time Reports

- HRMS Position ID must be in a time reporting group on \*DEFINE EG1.
- HRMS assignment must be final approved.
- Upgraded UT EID (a.k.a. High Assurance EID).
- Paycheck Profile must be complete.
- Once the above items are in place, you will see this message at the top of the ET1 screen creenll see this message at t.” The employee record will load into ETM overnight.

Urgent updates – If all of the above items are in place, but it is not feasible to wait overnight due to payroll or other urgent processing needs, please contact Records and Onboarding for assistance.

### Maintaining Time Report Groups

If you're taking on new employees, you or someone else in your office will need to ensure the employee is in a time reporting group in \*DEFINE. Log in to a \*DEFINE desk and view that can access EG1 for your department, and either create a new timesheet group or add the new employee to an existing timesheet group by taking the following steps.

#### A) Setting up new Time Report Group in \*DEFINE-EG1

1. Enter \*DEFINE and go into command EG1.
2. On the EG1 screen, type "ADD" in the action field and then press the "Enter" key. (Note: as you do this, make sure that the group function is TIM, and the group type is R.)
3. Type up to a 15-character name in the group name field. (Remember: this is what the group will be referred to in future applications, so make it something logical.)
4. Enter an optional description for this group in the group description field.
5. Next, define the routing scheme for this group by entering the signers in the contact ID field and typing their role in the role field. Consider the following when designating signers:
  - Identify signers by their UT EIDs.
  - The role for a signer is simply where they are in the timesheet routing path. For example, a timesheet will route to the first signer (S1) first, and then to the second signer (S2). S1 is typically the supervisor, and S2 is the final department timesheet approver or timesheet maintainer.
  - To give an individual view access to the timesheets, without making them a signer in the routing path, enter the person's EID with C1, C2, etc. as the role.
  - It is VERY important that the timesheet maintainer is a signer, preferably the final signer, for all groups he/she maintains. The online Time Report System does not have automated audits for every scenario.
6. After entering the routing scheme for this group, press the "Enter" key.

7. To add a group member, simply, input the employee's HRMS Position ID, and then press the "Enter" key.
8. If you're adding numerous group members and run out of lines, hold the cursor above the "More Members" icon and press the space bar and then press the "Enter" key.
9. To create another group, simply repeat steps 2-8 above. To view groups for your unit, press the PF3 key.

### **B) Adding New Employees to an Existing Time Report Group**

It is not necessary to follow these steps every time a new employee is hired. Once the HRMS Position ID has been entered into a group, you do not need to make any change when an employee separates and another is hired into the position. However, if the Position ID has never been entered into a timesheet group, follow these steps.

1. Enter \*DEFINE and go into command EG1.
2. Select the timesheet group within your unit to which you want to add the new employee.
3. Add the employee's HRMS Position ID to that group, and then press the "Enter" key.
4. If you're adding numerous group members and run out of lines, hold the cursor above the "More Members" icon and press the space bar and then press the "Enter" key.

Note that you can add a Position ID to a group at any time, even when the position is vacant. However, the individual employee will not be able to complete timesheets until the salary and reporting unit codes appear on ET1.

### **How to Approve Time Reports**

1. Go to the [Time Report System](#) and login with your EID.
2. Enter the employee's EID in the "View Time Reports for" field to view the Time Report Home page for that employee.
3. If you prefer to access the timesheets through your Electronic Inbox, click "Inbox" in the left side navigation bar.
  1. From your inbox, select timesheets to sign and then click the "Select Documents" button. (You could also click the "Select All Documents" button to approve them all, in which case you wouldn't need to mark the box next to the individual timesheets.)
4. Once you've selected the time report to review, audit the information.
  1. Check if the Hours Appointed are correct. If the hours appointed are not correct a monthly paid employee will accrue compensatory time and overtime incorrectly.
  2. If the employee is using any leave time, verify that the employee has the balance to cover the time. Did the employee work more than 40 hours in the week?
    1. For a monthly employee, new leave balances will be posted in \*DEFINE-ET3 once the timesheet receives final approval.
    2. If the employee is paid hourly, overtime must be paid manually using an OV5 payroll voucher.
5. After auditing a time report, sign it by clicking on the "Approve" button, then click "Submit Request". If the time report needs to be corrected, explain the corrections needed in the notes

section and click "Return to Employee" then click "Submit Request." Be sure to tell the employee that you have returned the timesheet for correction.

6. If you don't want to approve the timesheet yet and don't want to return it, click the "Skip" button, then "Submit Request."

## Correcting a Time Report after Final Approval

If mistakes are discovered on a timesheet that has already been final approved, corrections should be made to a paper printout of the timesheet by following these steps:

1. Print out the electronic timesheet for the week in question from the Time Report System.
2. Note in writing any corrections on the paper copy of the timesheet.
3. The employee should sign the corrected copy of the timesheet.
4. All signers on the timesheet group should sign the corrected copy of the timesheet.
5. As necessary, the timesheet maintainer for the department should make manual adjustments to the employee's balances using the ETA command in DEFINE.
6. The paper version of the correction timesheet should be filed in the departmental employee file.

## Resources for Hourly Employee Time Reports

The following resources are available specifically for hourly employees, signers, supervisors, and timekeepers who are new to electronic timesheets and payroll processing for hourly employees.

- [Employee Instructions for Hourly Timesheets](#) (PDF)
- [Signer/Supervisor Instructions for Hourly Timesheets](#) (PDF)
- Hourly Time Report System Training for Timekeepers ([archived presentation \[mediasite\]](#)) [EID required] ([handout PDF](#))
- Hourly Payroll System Training for OV1 Processors ([archived presentation \[mediasite\]](#)) [EID required] ([handout PDF](#))

## Understanding Automated Accruals

The automated accruals program runs nightly to evaluate which employees should accrue vacation (VA), sick leave (SL), or floating holiday (FH) hours for the month. As the program runs, it factors in whether an employee has an approved appointment that is earnings eligible, and whether an employee has already accrued hours for that month. If the employee should accrue hours, they are added, otherwise not.

If the accruals program discovers that an employee should have accrued hours in a previous month, the program will retroactively assign hours for up to three months in the past. This is a common occurrence when assignments are approved very late.

When you need to correct an employee's accrued hours for more than three months in the past, follow the instructions above for making manual adjustments using DEFINE ETA.

