

UDTime

AFSCME 3472 Employees



Welcome to UDTime

a new online system

You will enter your time at
work in UDTime

It will accurately capture
and calculate earned
time off



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UDTime by Employee Group:

| Employee Groups | UDTime Web Forms & Web Views | UDTime system |
|---|------------------------------|--|
| Academic Faculty | Limited | No Yes, only if supervisor of misc. wage or undergraduate student employees |
| Fiscal Faculty | Yes | No Yes, only if supervisor of misc. wage or undergraduate student employees |
| Non-exempt and Exempt Staff | Yes | |
| Senior Leadership | Yes | |
| FOP (Public Safety) | Yes | |
| AFSCME 3472 Employees | Yes | Time Entry including Work Orders |
| AFSCME 439 Employees | Yes | Clock in/out |
| Undergraduate Student Employees | No | Clock in/out |
| Misc. Wage Employees | No | Clock in/out |
| Supervisors, Managers, and Timekeepers for above 4 groups | Yes | Approve or Sign-off on Timesheets |
| Graduate Students | No | No |
| Supplemental Faculty and Professionals | No | No |

Why UDTime?

- Replacing 20+ year old system (Scheer Time & Attendance)
- Tracking paid leave balances online
 - Vacation
 - Sick Pay
 - Dependent Sick Leave
 - Comp Time (not working as of 12/20/2013)
 - Long-Term Illness
 - FMLA (if approved)



Training Agenda

- Uptime system
 - Logging into Uptime
 - Enter work time on your timesheet with Work Orders
 - Viewing your timesheet
- Leaves
 - Accessing webforms
 - Request for Leave webform
 - Time-off Balance webview



Using the **UDTime** system

Logging-in to UDTime
Entering work time on timesheets
Features of a timesheet
Logging-out

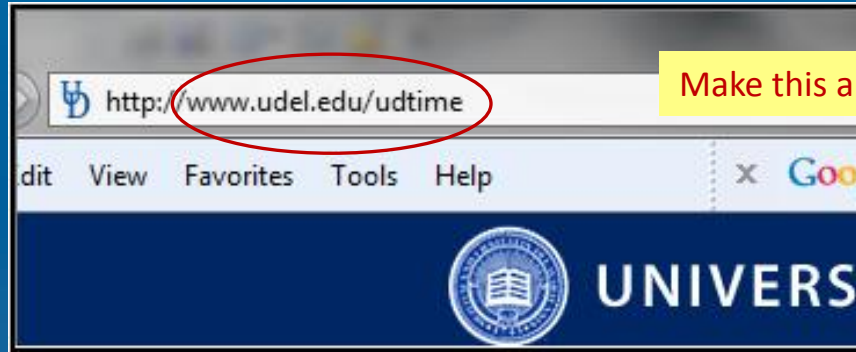


LOGGING IN TO UDTIME



Entering Hours in UDTime

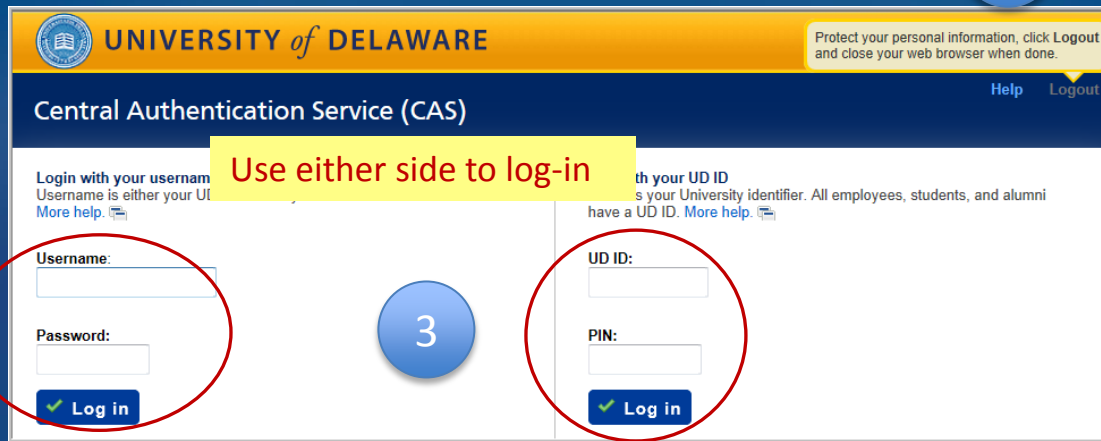
1



Make this a **Favorite**



2



Use either side to log-in

3

UDTime Dashboard

The screenshot shows the UDTime Dashboard interface. At the top, there is a navigation bar with the UDTime logo (9.1.0.1), a Home icon, and a Help icon. The main content area is divided into several sections:

- Time Entry**: Contains links for [Leave Balances](#) and [Enter My Hours](#).
- Schedules**: Contains a link for [My Calendar](#), which is crossed out with a red 'X'.
- Reports**: Contains a link for [View General Reports](#).

A welcome message box is displayed at the bottom, titled "Welcome to the Customizable Dashboard!". It provides instructions on how to customize the dashboard using icons (a star for favorites and a star with a slash for removing from favorites) and how to reorder links by dragging and dropping them.

This is called the **Dashboard**, it's your UDTime home page

Click to go to the **Leave Balances View**

Ignore this, schedules are maintained outside of UDTime

You will **ONLY** see this message the first time logging-in, click **OK**



ENTERING WORK TIME



Entering Work Time

The screenshot shows the UDTIME 9.1.0.1 dashboard. The top navigation bar includes a home icon, 'Home', a help icon, and 'Help'. The main content area is titled 'Dashboard' and contains three widget groups: 'Time Entry', 'Schedules', and 'Reports'. The 'Time Entry' widget has two links: 'Leave Balances' and 'Enter My Hours', with the latter circled in red. The 'Schedules' widget has a 'My Calendar' link. The 'Reports' widget has a 'View General Reports' link. A yellow callout box with a blue arrow pointing to the 'Enter My Hours' link contains the text: 'Click to Enter My Hours to go to your timesheet'.

Entering Work Orders

Work Orders
All numbers are available, you do not need to have them assigned to you.

Find the date:

1. Click on the **Work Order** box (the row turns green):
2. Enter the number if you know it

OR

- Use the **Search** feature

Search feature:

1. Start typing the number and a list appears of
2. Select a **Work Order** by clicking on it

Or you can also search for work orders that contain the number you typed, click here.

Entering Additional Work Orders and Hours

03/17/2013 - 03/30/2013 Save More List View

Timesheet

S M T W T F S S M T W T F S Mar 18, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|------------|--------------------|--|-------------|-------|-------------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | | | | | | | |
| Mon 03/18 | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | 2.50 | | | | 0.00 |
| Tue 03/19 | Regular Hours_3472 | | | | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | | | |
| | | | | | | | | 0.00 |
| Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total | | |
| Mon 03/25 | Regular Hours_3472 | | | | | | | |
| Tue 03/26 | Regular Hours_3472 | | | | | | | |
| Wed 03/27 | Regular Hours_3472 | | | | | | | |
| Thu 03/28 | Regular Hours_3472 | | | | | | | |
| Fri 03/29 | Regular Hours_3472 | | | | | | | |
| Sat 03/30 | Regular Hours_3472 | | | | | | | 0.00 |



Click on the **Hours** box and enter the number of hours (two decimal points.)

To add more **Work Orders /Hours** for the same date, Click the **Plus** button.
Be careful to click on the *correct date!*

Entering Additional Work Orders and Hours This is List View

03/17/2013 - 03/30/2013 Save More **List View**

Timesheet

S M T W T F S S M T W T F S Mar 18, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|-----------|--------------------|--|------------|-------|-------------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | | | | | | | |
| Mon 03/18 | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | 2.50 | | | 0.00 | 0.00 |
| | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | | 1.25 | | | 0.00 | 0.00 |
| | Regular Hours_3472 | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | | 3.50 | | | 0.00 | 0.00 |
| | Regular Hours_3472 | 10997 ROOM 140 IS TOO COLD | | 0.75 | | | | 0.00 |
| Tue 03/19 | Regular Hours_3472 | | | | | | | |
| Wed 03/20 | | | | | | | | |
| Thu 03/21 | | | | | | | | |
| Fri 03/22 | | | | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | | | |

You can add as many "time slices" on one date as you need.

Entering Additional Work Orders and Hours This is Day View

Day View may be easier because it allows you to enter hours for one day at a time.

10/27/2013 - 11/09/2013 Save More **Day View**

Timesheet

Worked Time

| | Pay Code | Work Order | Rate O... | Adj Reason | Hours | Units | Total |
|--|--------------------|---|-----------|------------|-------|-------|-------|
| | Regular Hours_3472 | 111703 SINK LEAKING FROM PIPES | 0.00 | | 2.50 | | 2.50 |
| | Regular Hours_3472 | 10996 CHILLER 1 IN ALARM | 0.00 | | 2.75 | | 2.75 |
| | Regular Hours_3472 | 187613 MONTHLY DIESEL FIRE PUMP INSPECTION | 0.00 | | 1.75 | | 1.75 |
| | Regular Hours_3472 | 10992 REPAIRS HOLES IN ROOF OVER RM 423 | 0.00 | | 1.00 | | 1.00 |
| | | | | | | | 8.00 |

You can add as many "time slices" on one date as you need.





DELETING INCORRECT ENTRIES



Deleting Work Orders/Hours

03/17/2013 - 03/30/2013 Save More List View

Timesheet

S M T W T F S S M T W T F S Mar 19, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj R | Units | Rate O... | Total |
|-----------|--------------------|--|-------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | | | | | |
| | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | | | 0.00 |
| Mon 03/18 | Regular Hours_3472 | 22504 OPERATOR IS MISSING | | 1.25 | | 0.00 |
| | Regular H | 5 BROKE AND MISSING | | 3.50 | | 0.00 |
| | Regular Hours_3472 | 10997 ROOM 140 IS TOO COLD | | 0.75 | | 0.00 |
| Tue 03/19 | Regular Hours_3472 | | | | | |
| Wed 03/20 | | | | | | |
| Thu 03/21 | | | | | | |
| Fri 03/22 | | | | | | |
| Sat 03/23 | | | | | | |
| Sun 03/24 | | | | | | |
| Mon 03/25 | | | | | | |

1. Click the down arrow to reveal a list of actions.

2. Click on **Delete Row**

3. This message appears, click **Yes**.

You may accidentally add hours on the wrong date. This is easily fixed. For example: This last entry should have been entered on 3/18, not on 3/19.

Are you sure you want to delete this row?

Yes No

Saving Your Time Entries

Save your time entries!
The orange color indicates you have changes that need to be saved.

If you forget to save, one of these messages will pop-up. Click:

- **Cancel** button
- **Stay on this Page**

Then go back and click the **Save** button

Notice on 3/19, the **Work Order** and **Hours** are gone, just a blank row remains

Message from webpage: You have unsaved changes. Click OK to discard them.

Windows Internet Explorer: Are you sure you want to leave this page? Message from webpage: You have unsaved changes. Click OK to discard them.

Buttons: Leave this page, Stay on this page

| Date | Work Order | Hours |
|-----------|--|-------|
| Sun 03/17 | | |
| Mon 03/18 | 22503 ROOM HAMMER WALL OF OIL | 2.50 |
| | 22504 GENERATOR IS RUNNING | 1.25 |
| | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | 3.50 |
| | 10997 ROOM 140 IS TOO COLD | 0.75 |
| Tue 03/19 | | |
| Wed 03/20 | | |
| Thu 03/21 | | |
| Fri 03/22 | | |

Saved Timesheet

Once, you save the timesheet, the hours display in the **Total** column.

You will see this message after saving.
And the **Save** button is blue, indicating you may safely logout of Uptime.

| 03/17/2013 - 03/30/2013 | | | | Save | More | List View | Data saved. | | | | | | | |
|-------------------------|--------------------|--|-------|-------------|-------|-----------|-------------|----|----|----|----|----|----|--------|
| Timesheet | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | Mar 19 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| Date | Pay Code | Work | Hours | Start Ti... | Units | Rate O... | Total | | | | | | | |
| Sun 03/17 | Regular Hours_3472 | | | | | | | | | | | | | |
| | Regular Hours_3472 | 22503 ROOM HAMME WALL A OF OIL | 2.50 | | | 0.00 | 2.50 | | | | | | | |
| Mon 03/18 | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | 1.25 | | | 0.00 | 1.25 | | | | | | | |
| | Regular Hours_3472 | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | 3.50 | | | 0.00 | 3.50 | | | | | | | |
| | Regular Hours 3472 | 10997 ROOM 140 IS TOO COLD | 0.75 | | | 0.00 | 0.75 | | | | | | | |
| Tue 03/19 | Regular Hours_3472 | | | | | | | | | | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | | | | | | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | | | | | | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | | | | | | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | | | | | | | | | |
| | | | | | | | 8.00 | | | | | | | |



OVERTIME AND COMP TIME



Overtime

Overtime is paid for any hours worked over 8 hours in a day.

The system has been programmed to follow the union contract and will calculate overtime automatically when the timesheet is processed.

03/17/2013 - 03/30/2013 Save More List View

Timesheet

S M T W T F S S M T W T F S Mar 30, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... |
|-----------|--------------------|--|------------|-------|-------------|
| Sun 03/17 | Regular Hours_3472 | | | | |
| | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | 2.50 | |
| | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | | | 0.00 |
| Mon 03/18 | Regular Hours_3472 | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | | | 0.00 |
| | Regular Hours_3472 | 10997 ROOM 140 IS TOO COLD | | | 0.75 |
| | Regular Hours_3472 | 10993 HOT WATER TANK LEAKING RM 206 | | | 2.25 |
| Tue 03/19 | Regular Hours_3472 | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | |
| | | | | | 10.25 |
| | | | | | 0.00 |

For example, the hours on 3/18 total 10.25 hours should be paid as overtime.

To be paid overtime, change the Pay Code to Overtime Premium and enter hours as usual.

A message in the Exceptions tab and a push pin on the date indicate when the hours exceed 8 hours.


This is just a warning about the extra hours, leave as is to be PAID overtime.

Exceptions Results Time-Off Balances Schedule

Filter exceptions by day

| Date | Exception Message | Severity |
|-----------|--|----------|
| Mon 03/18 | 10.25 hours exceed 8.0 Standard Daily Hours for the day. | Warning |

Comp Time Earned

03/17/2013 - 03/30/2013  More List View

Timesheet

S M T W T F S S M T W T F S Mar 18, 2013 Show A

| Date | Pay Code | Work Order | | | | |
|-----------|--------------------|--|------|------|------|-------|
| Sun 03/17 | Regular Hours_3472 | | | | | |
| Mon 03/18 | Regular Hours_3472 | 03 ROOM 121 - LOUD SMELLING IN ALL AND SMELL OIL | | | | |
| | Regular Hours_3472 | 04 OPERATOR IS MISSING | 1.25 | 0.00 | 1.25 | |
| | Regular Hours_3472 | 95 BROKE AND RODING IRWELL PRANCE | 3.50 | | 3.50 | |
| | Regular Hours_3472 | 97 ROOM 140 IS TOO COLD | 0.75 | 0.00 | 0.75 | |
| Mon 03/18 | Regular Hours_3472 | 10993 HOT WATER TANK LEAKING RM 206 | 2.25 | 0.00 | 2.25 | |
| | Regular Hours_3472 | | | | | |
| | Comp Time Earned | | | | | |
| Tue 03/19 | | | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | |
| | | | | | | 10.25 |

- Click on the **Regular Hours_3472**
- Comp Time Earned** is the other choice, move your mouse down until it becomes blue, click to select it.
- Click the **Save** button

In this example, the 2.25 extra hours on 3/18 will be changed to **Comp Time Earned**.

Other times you may want to choose **Comp Time** instead of paid overtime.

- You will enter **Comp Time Earned** on your timesheet.
- Currently (as of Dec. 2013), this is a manual process that tracks your comp time (by your timekeeper)
- To use Comp Time, alert your manager, who will notify your timekeeper to make the change on your timesheet.
- Comp Time is earned at the same rate overtime would have been paid.



EMPLOYEE COMMENTS BOX



Employee Comments Box

03/17/2013 - 03/30/2013
Save
More
List View

4. Click the **Save button (it will turn from orange to blue)**

1. Open the Comment box:

- Click on the date row (it turns green)
- Click the **Comments** tab.

Employee Comments box:

- Document changing Pay Code to *Comp Time Earned* (from Regular Hours)
- Alert your supervisor about a problem on your timesheet.
- Use for miscellaneous comments.

This text box opens:

- Type your message to your supervisor with the relevant details.
- Click the **Comments** tab to close it.

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|-----------|--------------------|--|------------|-------|-------------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | 3.50 | | | | 0.00 |
| Mon | | 22504 GENERATOR IS RUNNING | | | | | | 0.00 |
| | | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | | | | | | 0.00 |
| Tue 03/19 | Comp time Earned | 10997 ROOM 140 IS TOO COLD | | 0.75 | | | | 0.00 |
| Wed 03/20 | Regular Hours_3472 | | | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | | | 0.00 |

COMMENTS 67/255

I'm changing this .75 hr on 3/19 to comp time instead of getting paid OT.



LEAVE TIME

Vacation, Sick Pay, etc.



Leave Time is NOT Entered on Your Timesheet

Leave time is not entered directly on your timesheet!

Leave time such as Vacation, Sick Pay, or Dependent Sick Leave (not currently working) comes from submitting a **Request for Leave** webform.

Complete **Request for Leave** forms promptly to get paid your full 80 hours.

| Timesheet | | | | | | | | | | | | | | | | |
|-----------|----------|--------------------|--|------------|-------------|-------------|-----------|-----------|-------|---|---|---|---|--------------|--|--|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | Mar 17, 2013 | | <input checked="" type="checkbox"/> Show All Weeks |
| Date | | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total | | | | | | | |
| Sun | 03/17 | Regular Hours_3472 | | | | | | | | | | | | | | |
| | | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | | | | | | | | | | | | |
| | | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | | | | | | | | | | | | | |
| Mon | 03/18 | Regular Hours_3472 | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | | 3.50 | | | 0.00 | 3.50 | | | | | | | |
| | | Regular Hours_3472 | | | 0.75 | | | 0.00 | 0.75 | | | | | | | |
| | | Regular Hours_3472 | | | 2.25 | | | 0.00 | 2.25 | | | | | | | |
| Tue | 03/19 | Regular Hours_3472 | | | | | | | | | | | | | | |
| Wed | 03/20 | Regular Hours_3472 | | | | | | | | | | | | | | |
| Thu | 03/21 | Regular Hours_3472 | | | | | | | | | | | | | | |
| Fri | 03/22 | Regular Hours_3472 | | | | | | | | | | | | | | |
| Sat | 03/23 | Regular Hours_3472 | | | | | | | | | | | | | | |
| | | | | | | | | | 10.25 | | | | | | | |
| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total | | | | | | | | |
| | | | | | | | | | 0.00 | | | | | | | |

Leave time will display on your timesheet, but cannot be updated on the timesheet.

Modifications are done on the **Leave Balances** webview (covered later in this training.)



EXCEPTIONS TAB



Exceptions tab

03/17/2013 - 03/30/2013 Save More List View Your data cannot be saved because one or more exceptions must be corrected first.

Timesheet

S M T W T F S S M T W T F S Mar 21, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|-----------|--------------------|--|------------|-------|-------------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | | | | | | | |
| | Regular Hours_3472 | 22503 ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL | | | | | | |
| | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | | | | | | |
| Mon 03/18 | Regular Hours_3472 | 10995 PIPE BROKE AND FLOODING STAIRWELL ENTRANCE | | 2.25 | | | 0.00 | 2.25 |
| | Regular Hours_3472 | | | | | | | |
| | Regular Hours_3472 | | | | | | | |
| Tue 03/19 | Regular Hours_3472 | CHECK HVAC EQUIPMENT ...DUE TO CONDENSATION | | | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | | | |

| SEVERITY LEVEL | MESSAGE |
|----------------|--|
| Least Severe | No Exceptions |
| | Informational message – no action required |
| | Informational message – action may be required |
| | Warning |
| | Warning – paid differently than entered |
| | Error (not paid) |
| Most Severe | Error – entire time sheet not paid / held |

Dates with problems are marked with a pin.

Exceptions tab

Red ones show hours that have errors—either you or your supervisor must fix the problem.

Red errors will **stop your entire timesheet from being paid!**

Yellow messages concerning Comp time can also effect the your pay.

white

yellow

red

Exceptions results Time-Off Balances Schedule

Filter exceptions by day

| Date | Exception Message | Severity |
|-----------|--|------------------|
| Tue 03/19 | More than 24 hours reported in a day. | Error (not paid) |
| Mon 03/18 | 10.25 hours exceed 8.0 Standard Daily Hours for the day. | Warning |



RESULTS TAB



03/17/2013 - 03/30/2013 Save More List View Data saved.

Timesheet

S M T W T F S S M T W T F S Mar 27, 2013 Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|-----------|--------------------|---|------------|-------|-------------|-------|-----------|-----------------|
| Sun 03/17 | Regular Hours_3472 | 22504 GENERATOR IS RUNNING | | 12.00 | | | 0.00 | 12.00 |
| Mon 03/18 | Regular Hours_3472 | 10996 CHILLER 1 IN ALARM | | 8.00 | | | 0.00 | 8.00 |
| Tue 03/19 | Regular Hours_3472 | 10998 1ST FLR MENS RM TOILET IS CLOGGED | | 8.00 | | | 0.00 | 8.00 |
| | Comp Time Earned | | | | | | 0.00 | 0.00 |
| Wed 03/20 | Regular Hours_3472 | 10999 FAN FAILURE ALARM | | 8.00 | | | 0.00 | 8.00 |
| Thu 03/21 | Regular Hours_3472 | 22500 RM 118 - OUTLETS HAVE NO POWER ON LEFT SIDE OF ROOM | | 8.00 | | | 0.00 | 8.00 |
| | Comp time Earned | | | | | | 0.00 | 0.00 |
| | | 22502 CHANGE FILTERS | | 8.00 | | | 0.00 | 8.00 |
| | | | | | | | | 52.00 |
| | | | | | | | | Rate O... Total |
| | | | | | | | | 0.00 10.00 |
| | | | | | | | | 0.00 10.00 |
| | | | | | | | | 50.00 |

Results tab displays a summary of your timesheet for this pay period.

Overtime hours display in the Paid Hours column

Comp Time Earned hours display in the Unpaid Hours column

Hourly rate This is your hourly pay rate

Scroll down to see:

- Rest of your timesheet
- Rest of your hours in the Results tab

Results tab

This is a timesheet for someone who has worked:

80.00 Regular Hrs
22.00 Overtime Hrs

102.00 Total Hrs

1.50 Comp Time

Results tab displays a summary of your timesheet for this pay period.

Overtime hours display in the Paid Hours column

Comp Time Earned hours display in the Unpaid Hours column

Hourly rate This is your hourly pay rate

Total hours 102.00

1.50

2,260.00

| Work Date | Assignment... | Pay Code | Work Order | Paid Hours | Unpaid Hours | Est Gross Pay | Rate |
|--------------|------------------|-------------------|------------|---------------|--------------|-----------------|-------|
| 03/19/2013 | Certified HVA... | Regular Hours_... | 10998 | 8.00 | 0.00 | 160.00 | 20.00 |
| 03/19/2013 | Certified HVA... | Comp Time Ear... | 22611 | 0.00 | 1.50 | 0.00 | 0.00 |
| 03/20/2013 | Certified HVA... | Regular Hours_... | 10999 | 8.00 | 0.00 | 160.00 | 20.00 |
| 03/21/2013 | Certified HVA... | Overtime Premi... | 22500 | 4.00 | 0.00 | 120.00 | 30.00 |
| 03/21/2013 | Certified HVA... | Regular Hours_... | 22500 | 4.00 | 0.00 | 80.00 | 20.00 |
| Total | | | | 102.00 | 1.50 | 2,260.00 | |



TIME-OFF BALANCES TAB



Timesheet

S M T W T F S S | S M T W T F S S | Mar 29, 2013 Show All Weeks

| Date | Pay Code | Work... | Adj Reas... | Hours | Start... | Units | Rate O... | Total |
|-----------|------------------|---------|-------------|-------|----------------------|-------|-----------|-------|
| Sun 03/24 | Comp Time Earned | | | | | | | |
| Mon 03/25 | Comp Time Earned | | | | | | | |
| | Regular Time | | | | 04:55 am 01:00 pm | | 0.00 | 8.00 |
| Tue 03/26 | Comp Time Earned | | | | | | | |
| | Regular Time | | | | 04:58 am 01:00 pm | | 0.00 | 8.00 |
| Wed 03/27 | Comp Time Earned | | | | | | | |
| | Regular Time | | | | 04:59 am 01:00 pm | | 0.00 | 8.00 |
| Thu 03/28 | Comp Time Earned | | | | | | | |
| | Regular Time | | | | 05:00 am 01:00 pm | | 0.00 | 8.00 |
| Fri 03/29 | Comp Time Earned | | | | | | | |
| | Regular Time | | | | 05:00 am 01:00 pm | | 0.00 | 8.00 |
| Sat 03/30 | Comp Time Earned | | | | | | | |
| | | | | | | | | 40.00 |

Exceptions | Results | **Time-Off Balances** | Schedule

Sick Hours

| | |
|---------------------------|-------|
| Initial Balance Sun 03/17 | 40.00 |
| Credits | 0.00 |
| Debits | 0.00 |
| Ending Balance Sat 03/30 | 40.00 |

No Details

Comp Time Hours

| | |
|---------------------------|------|
| Initial Balance Sun 03/17 | 0.00 |
| Credits | 0.00 |
| Debits | 0.00 |
| Ending Balance Sat 03/30 | 0.00 |

No Details

Vacation Hours

| | |
|---------------------------|-------|
| Initial Balance Sun 03/17 | 50.00 |
| Credits | 0.00 |
| Debits | 0.00 |
| Ending Balance Sat 03/30 | 50.00 |

No Details

Long Term Illness Hours

| | |
|---------------------------|-------|
| Initial Balance Sun 03/17 | 10.00 |
| Credits | 0.00 |
| Debits | 0.00 |
| Ending Balance Sat 03/30 | 10.00 |

No Details

Time-Off Balances tab

Time-Off Balances tab displays a summary of your **current** balances for Sick, Vacation, Comp Time and Long-Term Illness.



FEATURES OF YOUR TIMESHEET



Other features of your timesheet

Home button takes you to the UDTime Dashboard and a link to Leave Balances

Show all weeks checkbox allows you to view one or both weeks of the pay period.

Log Off to leave UDTime

View prior period timesheet by clicking the arrow.

Click **Log Off** to leave UDTime

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate | |
|-----------|--------------------|----------------------------|------------|-------|-------------|-------|-----------|-------|
| Sun 03/17 | Regular Hours_3472 | 22503 | | | | | | |
| Mon 03/18 | Regular Hours_3472 | STAIRWELL ENTRANCE | | | | | | |
| | Regular Hours_3472 | 10997 ROOM 140 IS TOO COLD | | 0.75 | | | 0.00 0.75 | |
| | Regular Hours_3472 | 10997 ROOM 140 IS TOO COLD | | 2.25 | | | 0.00 2.25 | |
| Tue 03/19 | Regular Hours_3472 | | | | | | | |
| Wed 03/20 | Regular Hours_3472 | | | | | | | |
| Thu 03/21 | Regular Hours_3472 | | | | | | | |
| Fri 03/22 | Regular Hours_3472 | | | | | | | |
| Sat 03/23 | Regular Hours_3472 | | | | | | | |
| | | | | | | | 10.25 | |
| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
| | | | | | | | 0.00 | |

Exceptions | Results | Time-Off Balances | Schedule

Filter exceptions by day

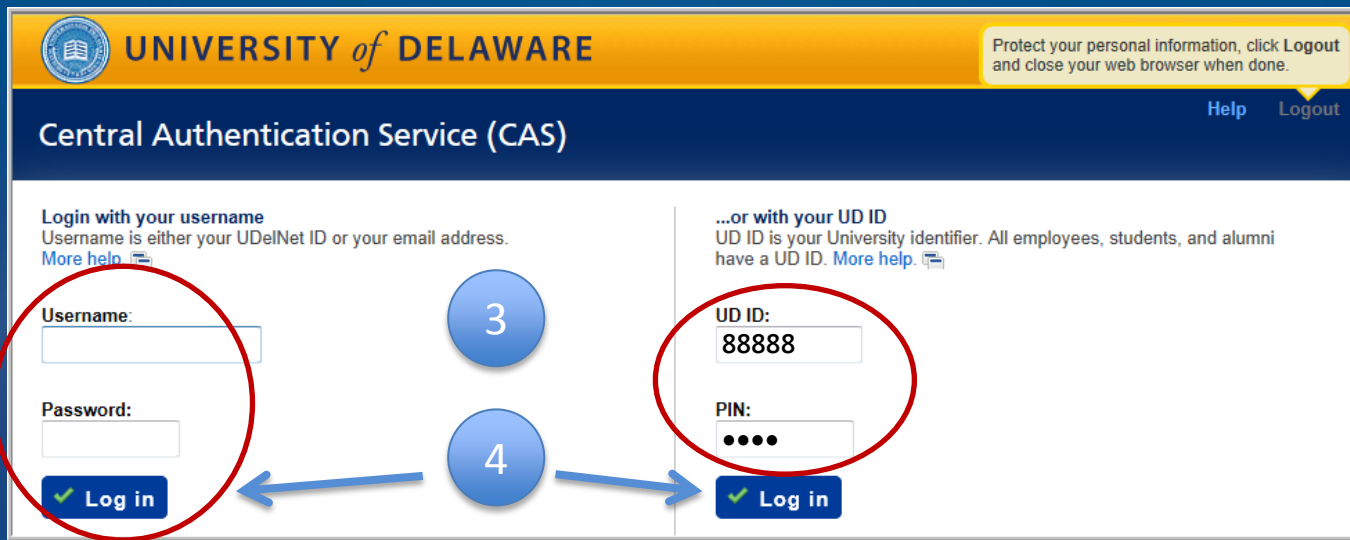
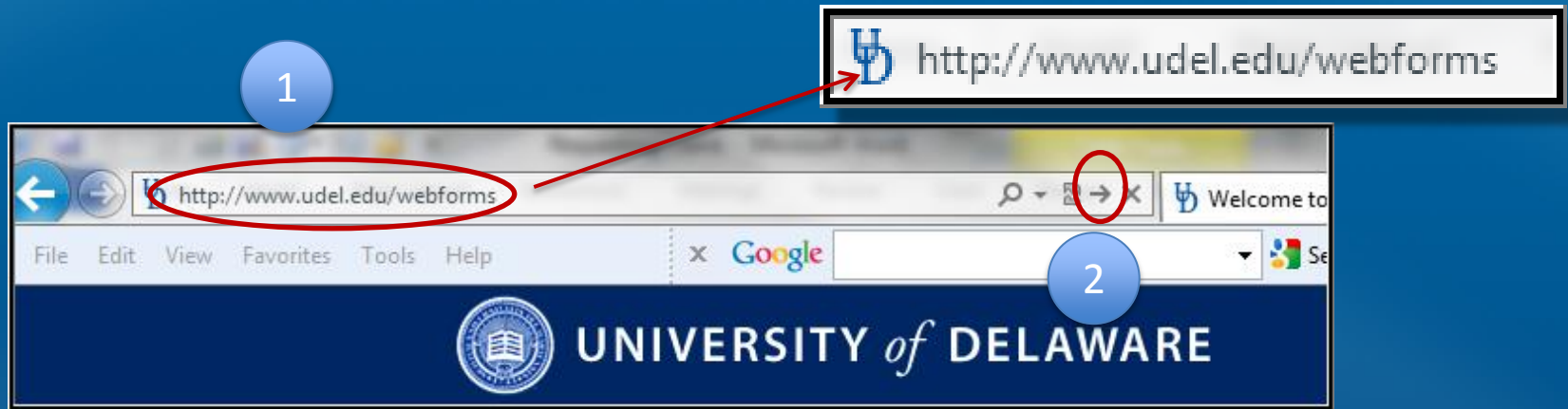
| Date | Exception Message | Severity |
|-----------|--|----------|
| Mon 03/18 | 10.25 hours exceed 8.0 Standard Daily Hours for the day. | Warning |



ACCESSING WEBFORMS



Accessing Webforms



Accessing Webforms

5

HELP **BLANKS** IN BASKET OUT BASKET ARCHIVE FOLDERS DRAFTS LOG OUT

My Accounting Shortcuts | Feedback | Help

Blank Forms

| Form Name |
|---|
| Access Request: CashNet |
| Access Request: Graduate Prospect and Applicant Records |
| QA Change Request Form |
| Request for Central Authentication Service (CAS) |
| Request for Leave |
| Request for Service - Academic Technology Services |
| Request for Service - Bus Service |

6

Scroll down

7





REQUEST FOR LEAVE

Request for Leave webform

Usage required for all employees

- **Updates vacation and sick pay on your timesheet!**
 - Fill out form **PROMPTLY** to get paid your full 80 hours!
 - Your supervisor must approve the form promptly also
- Sample of requests types:
 - Vacation
 - Sick Leave
 - Dependent Sick Leave (not working as of Dec. 2013)
 - **Long-Term Illness (LTI)**
- Updates your leave balances automatically after approval



Request for Leave webform

Leave Request Menu Help Log

Req ID: 1000x

If you have any questions about this form, contact Records Management at (302) 831-8677 or hrrsystemsadmin@udel.edu.

Symbol key: * Required information, ! Error

Originator

Originated by: Cynthia Doucette (700099999)
IT - Web Development
cindi@udel.edu

Start a new request

Vacation
 Sick Leave
 Leave Without Pay
 Bereavement
 Jury Duty
 Military
 Dependent Sick

Submit one request for each contiguous block of days. For example, submit one request covering June 1 through June 8; submit two requests for June 1 and June 8.

Type: *

Start date: *

End date: *

Choose Type from list

Start and End Dates

- Consecutive (work) dates – submit one form
- Non-consecutive dates – submit additional forms

Click Next Step

Request for Leave webform – full day

Type:
defaults to **Vacation** from previous page; change if needed

Requesting entire day?
Leave **Hours requested** as your standard hours

Request details

Add day before

| Date | Type | Hours requested | All day | Hours |
|---------------|----------|-----------------|-------------------------------------|-------|
| Mon 7/2/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Tue 7/3/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Wed 7/4/2012 | Holiday | 0.0 | <input checked="" type="checkbox"/> | |
| Thur 7/5/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Fri 7/6/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Sat 7/7/2012 | Vacation | 0.0 | <input checked="" type="checkbox"/> | |
| Sun 7/8/2012 | Vacation | 0.0 | <input checked="" type="checkbox"/> | |
| Mon 7/9/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |

Note:
Your **Work Schedule** populates this form 0.0 hours for non-work days such as holidays and weekends.

Add day after



Previous step

Exit without Saving

Next step

Click Next Step

Request for Leave webform – partial day

Requesting partial day?

- Change to **Hours requested**
- Click *off* the **All day** box
- Enter to/from **Hours** you will be away

Request details

Add day before

| Date | Type | Hours requested | All day | Hours |
|---------------|----------|-----------------|-------------------------------------|------------------|
| Mon 7/2/2012 | Vacation | 4 | <input type="checkbox"/> | 5:00am to 9:00am |
| Tue 7/3/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Wed 7/4/2012 | Holiday | 0.0 | <input checked="" type="checkbox"/> | |
| Thur 7/5/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Fri 7/6/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |
| Sat 7/7/2012 | Vacation | 0.0 | <input checked="" type="checkbox"/> | |
| Sun 7/8/2012 | Vacation | 0.0 | <input checked="" type="checkbox"/> | |
| Mon 7/9/2012 | Vacation | 8.0 | <input checked="" type="checkbox"/> | |

Add day after

For a split day with two or more leave types, click the Add button +

Previous step Exit without Saving Next step

Click **Next Step**

Request for Leave webform

Request details

| Date | Type | Hours requested | Time range |
|---------------|----------|-----------------|-----------------|
| Mon 7/2/2012 | Vacation | 4 | 1:00 PM–5:30 PM |
| Tue 7/3/2012 | Vacation | 8.0 | All day |
| Wed 7/4/2012 | Holiday | 0.0 | |
| Thur 7/5/2012 | Vacation | 8.0 | All day |
| Fri 7/6/2012 | Vacation | 8.0 | All day |
| Sat 7/7/2012 | N/A | 0.0 | |
| Sun 7/8/2012 | N/A | 0.0 | |
| Mon 7/9/2012 | Vacation | 8.0 | All day |

Click **Previous step** (bottom of page) to make corrections

Notice that the dates in gray are non-work days.

Emergency contact information: Provide a phone number or email address where you can be reached in case of an emergency. Or provide contact information for your backup.

Emergency contact information is optional

Request for Leave webform

Bank balances reflect your current leave balances before and after this request.

Future requests include the future accrual amounts in the calculations.

Bank balances

Your initial balance reflects the amount of leave time you will have accrued by the start date of this request. Your ending balance includes your time off from this request.

| Bank | Initial balance (hours) | Initial balance (days) | Ending balance (hours) | Ending balance (days) | |
|----------|-------------------------|------------------------|------------------------|-----------------------|-------------------------|
| Vacation | 92.42 Hours | 13.69 Days | 58.42 Hours | 8.65 Days | Details |

Balances **before** this request

Balances **including** this request.

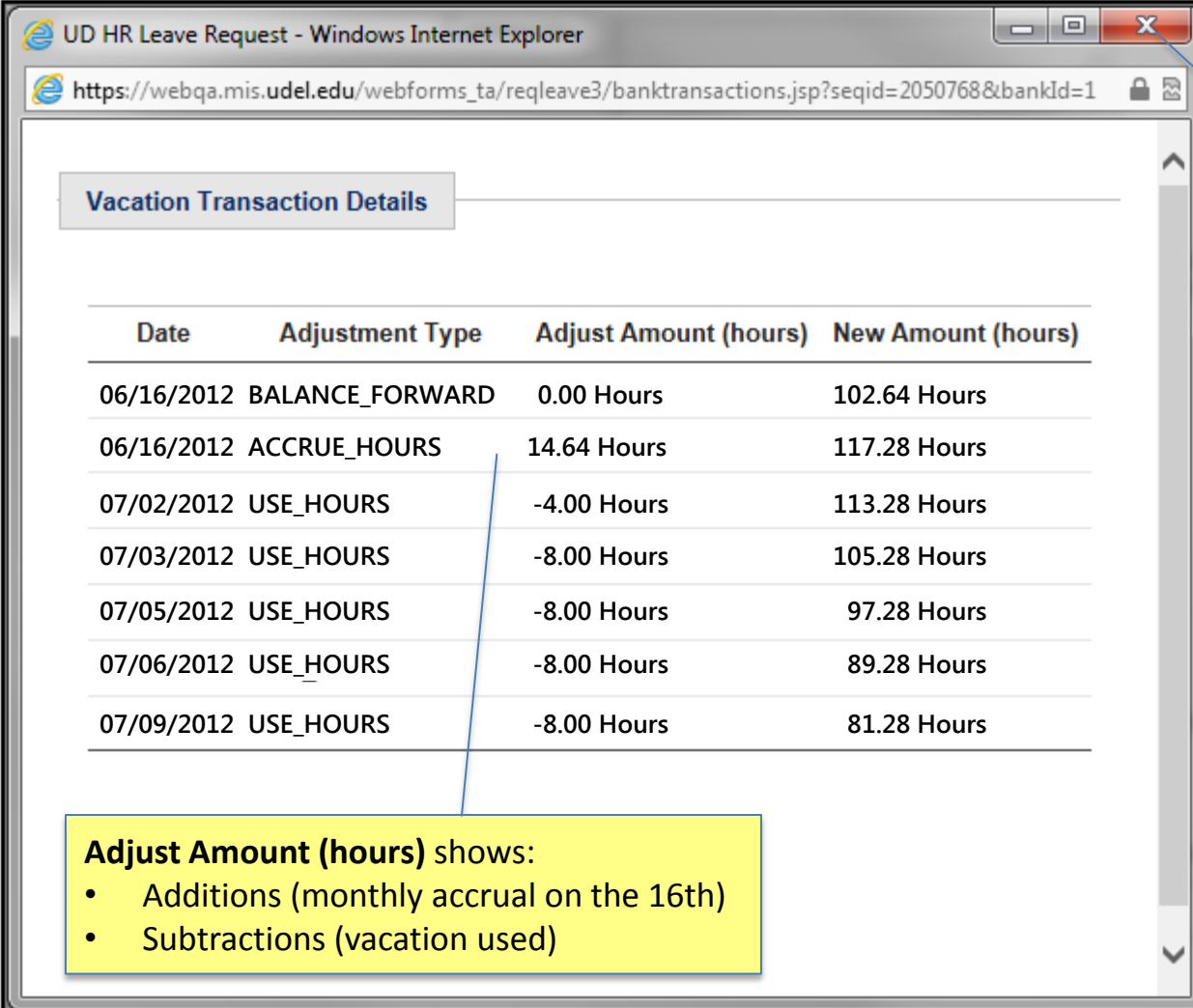
Click **Details** to see the **Transaction Details** that shows the math behind the totals.

Notes:

Balances only appear for leave type(s) you requested on this form. The **Bank balances** take into consideration your maximum vacation and sick leave accrual amounts.



Request for Leave webform



UD HR Leave Request - Windows Internet Explorer

https://webqa.mis.udel.edu/webforms_ta/reqleave3/banktransactions.jsp?seqid=2050768&bankId=1

Vacation Transaction Details

| Date | Adjustment Type | Adjust Amount (hours) | New Amount (hours) |
|------------|-----------------|-----------------------|--------------------|
| 06/16/2012 | BALANCE_FORWARD | 0.00 Hours | 102.64 Hours |
| 06/16/2012 | ACCRUE_HOURS | 14.64 Hours | 117.28 Hours |
| 07/02/2012 | USE_HOURS | -4.00 Hours | 113.28 Hours |
| 07/03/2012 | USE_HOURS | -8.00 Hours | 105.28 Hours |
| 07/05/2012 | USE_HOURS | -8.00 Hours | 97.28 Hours |
| 07/06/2012 | USE_HOURS | -8.00 Hours | 89.28 Hours |
| 07/09/2012 | USE_HOURS | -8.00 Hours | 81.28 Hours |

Adjust Amount (hours) shows:

- Additions (monthly accrual on the 16th)
- Subtractions (vacation used)

Click the X to close the window.

Request for Leave webform

NOTE:
Later, if you need to modify or cancel a Leave Request, you'll go to the **Time-off Balance** webview.

Routing and authorization

| Role | Holder | Completed on |
|------------|--|--------------|
| Originator | Cynthia Doucette | |
| Supervisor | Choose one... <input type="button" value="v"/> | |
| | <input type="text"/> (lookup) | |
| | <input type="text"/> (lookup) | |
| | <input type="text"/> (lookup) | |
| Timekeeper | Cynthia Doucette | |
| Copy | Maria Mullin | |
| Copy | Christopher Petrilla | |

Select your **Supervisor**

Add up to three people as **Approver** or **Copy**; type full email or use lookup

Click **Request time off** to send the request to your supervisor.

NOTE:
Your balances get adjusted once your supervisor approves the **Request for Leave** form.



TIME-OFF BALANCE VIEW



Time-off Balance webview

- Current balances - **anywhere/anytime** with internet access
- Includes these balances:
 - Vacation
 - Sick leave
 - Dependent sick leave (not working as of Dec. 2013)
 - Comp Time (if any)
 - Long-Term Illness
 - FMLA (if approved)
- **Modify or cancel a Leave Request** on this webview



Leave Balances webview

Menu Help

Leave Balances View

This page displays your pending, approved, and canceled leave requests and current bank balances.

Recent requests

Date range: Start date: End date: Go

| Req ID | Leave type | Start date | End date | Request type | Status | Action |
|---------|------------|------------|----------|--------------|----------|---|
| 1005485 | Vacation | 7/3/2012 | 7/3/2012 | New | Approved | <input type="button" value="Modify"/> <input type="button" value="Cancel"/> |
| 2201585 | Vacation | 7/1/2012 | 7/1/2012 | Change | Pending | |
| 2241025 | Vacation | 7/1/2012 | 7/1/2012 | | Canceled | |

Bank Balances

| Bank | Current balance (hours) | Current balance |
|----------------|-------------------------|-----------------|
| Vacation | 81.28 hours | 10.16 days |
| Sick leave | 960.00 hours | 120.00 days |
| Dependent sick | 12.0 hours | 1.50 days |

To see leave requests for a different time period than the next month, enter dates here and click **GO**.

Recent requests
This displays any leave requests for the *next month*, including:

- Approved
- Pending
- Canceled

Use the **Modify** and **Cancel** buttons change/cancel an *approved* Leave Request form. This will create a copy of the original form for you to change, which will then go through the normal approval process.

Bank Balances
The balances are calculated with your current balances less any future approved time off.

Questions?

Email: time-attend-users@udel.edu

Website: www.udel.edu/udtime

