# UDTime
## AFSCME 3472 Employees

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# 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

# Contents

# UDTime by Employee Group:

| Employee Groups | UDTime Web Forms & Web Views | UDTime system |
|---|---|---|
| **Academic Faculty** | Limited | No<br>Yes, only if supervisor of misc. wage or undergraduate student employees |
| **Fiscal Faculty** | Yes | No<br>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)

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# Training Agenda

- UDTime system
  - Logging into UDTime
  - Enter work time on your timesheet with Work Orders
  - Viewing your timesheet

- Leaves
  - Accessing webforms
  - Request for Leave webform
  - Time-off Balance webview

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# Using the UDTime system

Logging-in to UDTime
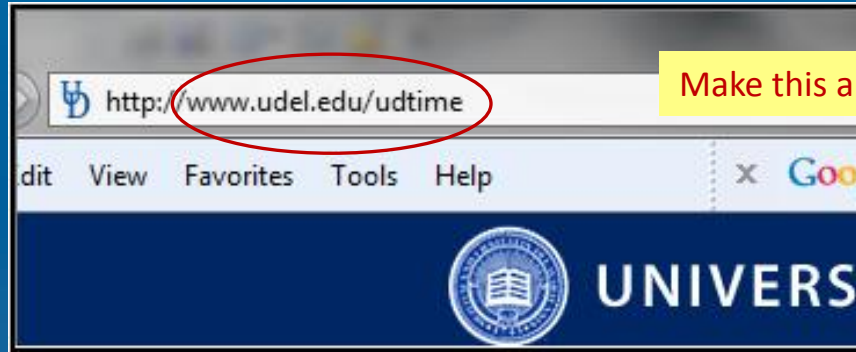Entering work time on timesheets
Features of a timesheet
Logging-out
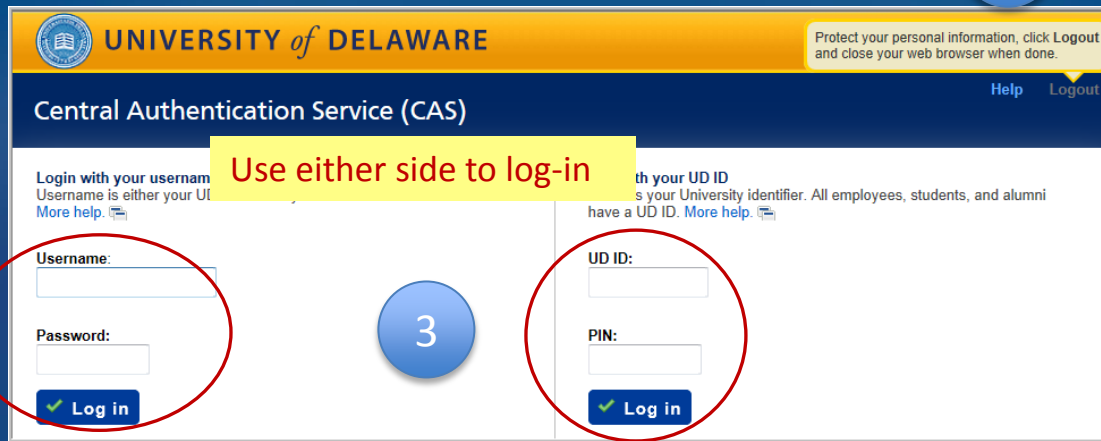
# LOGGING IN TO UDTIME

# Entering Hours in UDTime



**1** http://www.udel.edu/udtime

Make this a **Favorite**

**2** udtime  Log-in

**3**

Central Authentication Service (CAS)

Use either side to log-in

**Username:**

**Password:**

✔ Log in

**UD ID:**

**PIN:**

✔ Log in

# UDTime Dashboard



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**

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# ENTERING WORK TIME

# Entering Work Time



Click to **Enter My Hours** to go to your timesheet

Entering Work Time

# Entering Work Orders

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

**Timesheet**

| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Mar 18, 2013   ☑ Show All Weeks

| Date | Pay Code | Work Order | Adj Reason | Hours | Start Ti... | Units | Ra |
|------|----------|-----------|-----------|-------|------------|-------|-----|
| Sun 03/17 | Regular Hours_3472 | | | | | | |
| | urs_3472 | | | | | | |
| | urs_3472 | | | | | | |
| | urs_3472 | | | | | | |
| | urs_3472 | | | | | | |
| | urs_3472 | | | | | | |
| | urs_3472 | | | | | | |

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

| 225|00 | ✕ |
|---|---|
| 22500 | RM 118 - OUTLETS HAVE NO POWER ON LEFT SIDE OF ROOM |
| 22502 | CHANGE FILTERS ON DIFFUSERS |
| 22503 | ROOM 121 - LOUD HAMMERING IN WALL AND SMELL OF OIL |
| 22504 | GENERATOR IS RUNNING |
| 22505 | TOILET SEAT IS VERY LOOSE |
| 22506 | CLOGGED TOILET |
| 22507 | 1ST FLOOR...BLACK BOX IS ALARMING |
| 22508 | MAIN ENTRANCE DOOR ...HANDLE IS LOOSE |
| 22509 | THREE TOILET SEATS ARE LOOSE, THIRD |
| 22510 | CHECK HVAC EQUIPMENT ...DUE TO CONDENSATION |
| 22511 | THREE TOILET SEATS ARE LOOSE, |
| 22512 | SCREENS MISSING FROM WINDOWS AT EACH END OF HALLWAY |

Search for '225' >

| Date | | | | Ra |
|------|---|---|---|-----|
| Sun 03/24 | | | | |
| Mon 03/25 | | | | |
| Tue 03/26 | | | | |
| Wed 03/27 | | | | |
| Thu 03/28 | | | | |
| Fri 03/29 | | | | |
| Sat 03/30 | | | | |

**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

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# Entering Additional Work Orders and Hours
## This is **List View**

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# 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

# Saving Your Time Entries

# 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 UDTime.

# 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.



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.

# 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.

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

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

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# EMPLOYEE COMMENTS BOX

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# Employee Comments Box

**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.

03/17/2013 - 03/30/2013 ◀ ▶ 💾 Save | More ▼ | List View ▼

**Timesheet**

| S | M | T | W | T | F | S | S | M | T | W | T | F |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |

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

| Date | | Pay Code | | ...Reason | | | |
|------|---|----------|---|-----------|---|---|---|
| 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 |

1. Open the Comment box:
- Click on the date row (it turns green)
- Click the **Comments** tab.

This text box opens:
2. Type your message to your supervisor with the relevant details.
3. Click the **Comments** tab to close it.

**COMMENTS**
I'm changing this .75 hr on 3/19 to comp time instead of getting paid OT.     67/255

| Date | | Pay Code | | Work Order | Adj Reason | Hours | Start Ti... | Units | Rate O... | Total |
|------|---|----------|---|------------|------------|-------|-------------|-------|-----------|-------|
| Sun 03/24 | ➕ ▼ | Regular Hours_3472 | ▼ | | | | | | | |
| Mon 03/25 | ➕ ▼ | Regular Hours_3472 | ▼ | | | | | | | |
| T... 03/26 | ➕ ▼ | Regular Hours_3472 | ▼ | | | | | | | |

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# LEAVE TIME

Vacation, Sick Pay, etc.

# Leave Time is NOT Entered on Your Timesheet

**Timesheet**

| | | Date | Pay Code | Work Order | Adj Reason | Hou... | | | | 0.00 | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|

Mar 17, 2013  ☑ Show All Weeks

| Date | | Pay Code | Work Order | Adj Reason | Hours | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 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.

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



Dates with problems are marked with a pin.

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

**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.

| 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 |

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# 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**

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# TIME-OFF BALANCES TAB

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# Time-Off Balances tab

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

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# FEATURES OF YOUR TIMESHEET

# Other features of your timesheet



Click **Log Off** to leave UDTime

View prior period timesheet by clicking the arrow.

**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.

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# ACCESSING WEBFORMS

# Accessing Webforms

# Accessing Webforms

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# 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

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# Request for Leave webform



**Leave Request**

Menu    Help    Logo

Req ID: 1000x

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

Symbol key: * Required information, ! Error

**Originator**

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

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

**Start a new request**

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: *    Vacation

Choose **Type** from list

Start date: *    07/02/2012

**Start** and **End Dates**
- Consecutive (work) dates – submit one form
- Non-consecutive dates – submit additional forms

End date: *    07/09/2012

Previous step    Next step    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 | ☑ | |
| Tue 7/3/2012 | Vacation | 8.0 | ☑ | |
| Wed 7/4/2012 | Holiday | 0.0 | ☑ | |
| Thur 7/5/2012 | Vacation | 8.0 | ☑ | |
| Fri 7/6/2012 | Vacation | 8.0 | ☑ | |
| Sat 7/7/2012 | Vacation | 0.0 | ☑ | |
| Sun 7/8/2012 | Vacation | 0.0 | ☑ | |
| Mon 7/9/2012 | Vacation | 8.0 | ☑ | |

Add day after

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

Previous step | Exit without Saving | Next step

Click **Next Step**

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# 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 | ☐ | 5:00am to 9:00am |
| Tue 7/3/2012 | Vacation | 8.0 | ☑ | |
| Wed 7/4/2012 | Holiday | 0.0 | ☑ | |
| Thur 7/5/2012 | Vacation | 8.0 | ☑ | |
| Fri 7/6/2012 | Vacation | 8.0 | ☑ | |
| Sat 7/7/2012 | Vacation | 0.0 | ☑ | |
| Sun 7/8/2012 | Vacation | 0.0 | ☑ | |
| Mon 7/9/2012 | Vacation | 8.0 | ☑ | |

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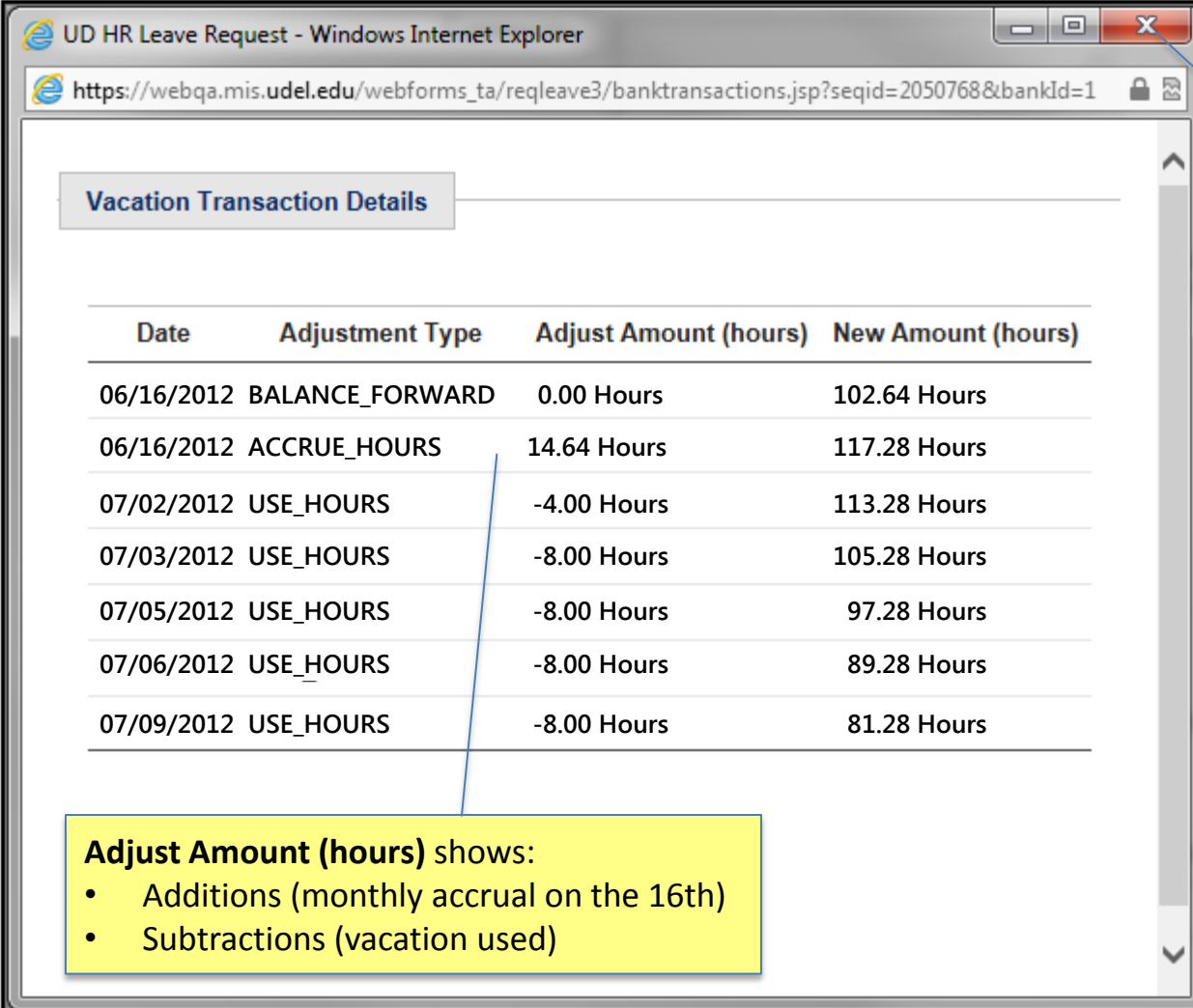
Click **Details** to see the **Transaction Details** that shows the math behind the totals.

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 |

Click the **X** to close the window.

**Adjust Amount (hours)** shows:
- Additions (monthly accrual on the 16th)
- Subtractions (vacation used)

# Request for Leave webform



**Routing and authorization**

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

| Role | Holder | Completed on |
|------|--------|--------------|
| Originator | Cynthia Doucette | |
| Supervisor | Choose one... ▾ | |
| Choose one ▾ | (lookup) | |
| Choose one ▾ | (lookup) | |
| Choose one ▾ | (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.

Previous step | Exit without Saving | Request time off

# 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

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# Leave Balances webview

**Menu    Help**

## Leave Balances View

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

**Recent requests**

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

Date range:    Start date: [          ]    End date: [          ]    [Go]

**Recent requests**
This displays any leave requests for the *next month*, including:
- Approved
- Pending
- Canceled

| Req ID | Leave type | Start date | End date | Request type | Status | Action |
|--------|-----------|-----------|----------|--------------|--------|--------|
| 1005485 | Vacation | 7/3/2012 | 7/3/2012 | New | Approved | Modify  Cancel |
| 2201585 | Vacation | 7/1/2012 | 7/1/2012 | Change | Pending | |
| 2241025 | Vacation | 7/1/2012 | 7/1/2012 | | 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**

current balances and approved time off. Note: some of these balances may not a

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

| 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 |

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# Questions?

## Email: time-attend-users@udel.edu

## Website: www.udel.edu/udtime