Time & Labor for Lecturers & GSIs

Welcome to Training!

Updated 12/8/22
Time & Labor for Lecturers & GSIs

What’s new?

- Entries made for non-course now have drop down lists for type and activity
Time & Labor for Lecturers & GSIs

Accessing Your Time Sheet
Time & Labor for Lecturers & GSIs

How to Access Employee Timesheet Entry on Working@Chapman

1) On any internet browser, go to working.chapman.edu.
2) Once on the Working@Chapman site, select the Employee/Manager Self-Service button.
3) You will be asked to enter your full Chapman email address and click ‘Next’.
4) Enter your Chapman password and click ‘Sign In’.
5) You will be required to authenticate your sign in either by using the Microsoft Authenticator app or a six-digit code via text message or phone call.
6) Once logged into employee/manager self-service, make sure Employee Self-Service is selected at the top of the page.
7) On the Employee Self-Service menu, select the ‘My Time’ tile to access your timesheet.
8) You can now enter and submit your timesheet.
Time & Labor for Lecturers & GSIs

How to Access Employee Timesheet Entry on Working@Chapman

- For a video tutorial on how to access your timesheet, click here:
  https://chapman.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=4c4ac408-eb7a-42ed-b3f9-ad80004c1883v
Time & Labor for Lecturers & GSIs

View of a blank timesheet.
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Navigating Your Reporting Tabs
Time & Labor for Lecturers & GSIs

Select the timesheet you wish to access (if you have more than one). All lecturers will have a non-course timesheet to record time spent on required training. You will have another timesheet ONLY if you have an hourly contract for a course, fieldwork, or private instruction. Please refer to your contract to verify.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department ID</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Hrly Non Course</td>
<td>3790</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Adjunct Faculty Course</td>
<td>3790</td>
<td>Philosophy</td>
</tr>
</tbody>
</table>

Return to Timesheet
Navigating Your Time Sheet:

**View By** – Lets you choose how to view and submit your Time Sheet (Day, Week, Calendar Period)
# Time & Labor for Lecturers & GSIs

## Navigating Your Time Sheet:

- **Date** – Lets you chose the date range for your time sheet search.

### Timesheet

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Another Timesheet</td>
<td>Calculates the total hours worked for each day.</td>
</tr>
<tr>
<td>Date 07/18/2022</td>
<td>Shows the selected date range for the timesheet search.</td>
</tr>
</tbody>
</table>

From 07/18/2022 to 07/24/2022. **NOTE:** Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period.
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Navigating Your Time Sheet:

**Date** – If you change the date range, you must refresh the search by clicking on the icon.
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Navigating Your Time Sheet:

Previous & Next Week View – Allows you to move back or forward 1 week at a time.
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Navigating Your Time Sheet:

Previous & Next Jobs View – Allows you to easily move multiple jobs.
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Navigating Your Time Sheet:

**Summary** – Allows you to see each submitted time in a week view
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Navigating Your Time Sheet:

**Leave/Compensatory Time** – Allows you to see your available benefit hours.
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Navigating Your Time Sheet:

Exceptions – Allows you to see if any system alerts were generated after submitting times.

- Attempting to use benefit hours during the first 90 days of employment (Not Eligible)
- Attempting to submit benefit hours totaling more than 8 hours in a single day. (Must Correct)
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Navigating Your Time Sheet:

**Payable Time** – Allows you to see the details of a submitted timesheet.
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Recording Time for an Hourly Contract: Coursework, Fieldwork, or Private Instruction
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What are Time Reporting Codes (TRC)?

TRC is used to classify your hours on your timesheet.

(Ex: Hours worked, sick etc.)
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When recording a normally scheduled shift, you will always use TRC 031 – Hours Worked (Lecturers)
090 – Gship Student (GSIs)
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When recording a “New” time on your time sheet, simply enter the number and A or P after.

Select the correct TRC
031 - Hours Worked
(Normally Scheduled Shift)

OR

090 – Gship Student
(Normally Scheduled Shift)
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For those who prefer Military time format, please feel free to do so.

Remember to select TRC – 031 – Hours Worked

OR

090 – Gship Student
**Time & Labor for Lecturers & GSIs**

Click **Submit** when you have completed your time entry.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Billable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1/16</td>
<td>8a</td>
<td>12p</td>
<td>1p</td>
<td>5p</td>
<td>031 – Hours Worked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>1/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>1/18</td>
<td>0800</td>
<td>1200</td>
<td>1300</td>
<td>1700</td>
<td>031 – Hours Worked</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>1/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>1/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>1/21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>1/22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time & Labor for Lecturers & GSIs

Recording a Shift Without a Meal Period
# Time & Labor for Lecturers & GSIs

1) Enter your start time in the “In” field

2) Enter your ending time in the “Out” field

(No “meal out” or “in” needs to be entered unless you work more than 5 consecutive hours)
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3) Select TRC #031 – Hours Worked OR TRC #090 – Gship Student

(This will tell the system that you worked during this entire time frame without a meal break.)
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4) After all information has been entered, Click Submit.
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Recording Shifts Without A Meal Period and Using Benefit Hours
Time & Labor for Lecturers & GSIs

1) Enter your start time in the “In” field
2) Enter your ending time in the “Out” field
Time & Labor for Lecturers & GSIs

3) Select TRC #031 – Hours Worked OR TRC #090 – Gship Student

(This will tell the system that you worked during this time frame only)
## Time & Labor for Lecturers & GSIs

<table>
<thead>
<tr>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Billable</th>
<th>Override Reason</th>
<th>Date</th>
<th>Payable Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>12pm</td>
<td></td>
<td></td>
<td></td>
<td>031 - Hours Worked</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions:**

4) Scroll all the way over to the right until you see the

5) Click on the **+** to have another row added to the same day.
### Time & Labor for Lecturers & GSIs

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>1/16</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>031 - Hours Worked</td>
</tr>
<tr>
<td>Tue</td>
<td>1/17</td>
<td>New</td>
<td>8am</td>
<td></td>
<td></td>
<td>12pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>1/18</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>1/19</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>1/20</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>1/21</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>1/22</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6) On the newly created row, leave all of the fields blank.

7) Select the correct **TRC** to record the absence.

(Ex: Sick)

Reminder:

**(TRCs will determine where benefit hours will be deducted)**
8) Enter the amount of benefit hours you wish to use, in the "Quantity" field.

The quantity field will only autofill when using the "Hours Worked" TRC

(Note: You will only be allowed what ever remaining hours are left within the 8 hour day)
10) After all information has been entered, Click **Submit**.
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Recording Non-Course Time

Examples Non-Course time

• New hire orientation - Attendance required of all PTLs and GSIs who are teaching at Chapman for the first time
• FERPA Training (one time)
• Annual Ethics Training
• Bi-Annual Sexual Harassment Training
• Information Security as assigned by IS&T

Any additional non-course time must be pre-approved by your Dean and the Office of the Provost before completing the work and recording the hours on your timesheet.
Welcome to the Employee/Manager Self-Service Homepage
This page allows you to manage your time and timesheets, view your benefits, approve timesheets and more.
The toggle above allows you to jump between employee and manager actions.

Looking for additional faculty/staff resources, tools and announcements? Visit working.chapman.edu

Report Time
Timesheet

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department ID</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty Hrly</td>
<td></td>
<td>Music Academic</td>
</tr>
<tr>
<td>Adjunct Hrly Non Course</td>
<td></td>
<td>Music Academic</td>
</tr>
</tbody>
</table>

Leave Balances (current)

0 Vacation
24 Sick
Supplemental Sick: 19.5  Personal Holiday: 0  Family Sick: 0

My Time
My Money
My Benefits
My Personal Information
Training: Time & Labor for Lecturers & GSIs

Step 1 Enter your times
Step 2 Select TRC code 031
Step 3 Under Type > Select Training
Step 4 Under Activity > Select Training Type
Step 5 If you selected “Other” a comment is required
Other: Time & Labor for Lecturers & GSIs; Requires pre-approval from College Dean and Provost
From 12/05/2022 to 12/11/2022. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to be reimbursed.

Add Comments | Day | Date | Reported Status | In | Meal Out | Meal In | Out
---|---|---|---|---|---|---|---
Mon | 12/5 | New | 8:00:00AM | 10:00:00AM
Tue | 12/6 | New |
Wed | 12/7 | New |
Thu | 12/8 | New |
Fri | 12/9 | New |
Sat | 12/10 | New |
Sun | 12/11 | New |

Comment Required for 12/05 - Activity Other
Please describe the activity and list the names and dates of Dean, Provost approvers in the comments section.

OK
### Timesheet

**Select Another Timesheet**
- View By: Week
- Date: 12/05/2022
- Previous Week
- Next Week
- Previous Job
- Next Timesheet

**Date Range:**
From 12/05/2022 to 12/11/2022. NOTE: Set the "2nd Meal Waiver" to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period.

<table>
<thead>
<tr>
<th>Add Comments</th>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Meal Out</th>
<th>Meal In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Override Reason</th>
<th>Type</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon</td>
<td>12/5</td>
<td>New</td>
<td>8:00:00AM</td>
<td></td>
<td></td>
<td>10:00:00AM</td>
<td></td>
<td>031 - Hours Worked</td>
<td></td>
<td>OTHER</td>
<td>OTR_OTHER</td>
<td></td>
</tr>
</tbody>
</table>

### Comments

**Note:**
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

**Comments related to time entered for 12/06/2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>User ID</th>
<th>DateTime Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>andersson</td>
<td>12/06/2022 1:15PM</td>
<td>Time Reporting</td>
<td>Faculty meeting attendance preapproved by the VP of Operations and Finance and the dean on 12/1/22</td>
</tr>
</tbody>
</table>

**Actions**
- Add Comment
- OK
- Cancel
- Apply
Time & Labor for Lecturers & GSIs

Note the comment bubble is now filled with dots

Click Submit
Time & Labor for Lecturers & GSIs

Questions?

Post Training Questions:

Payroll@chapman.edu