Time & Labor for Lecturers & GSIs
Welcome to Training!

Updated 07/18/22
Time & Labor for Lecturers & GSIs

What’s new?

- Entries made for non-course now require comments be added regarding what training was completed
- New job title for the non-course position to help differentiate from hourly course timesheets.
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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.

<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>
<th>Quantity</th>
<th>Override Reason</th>
<th>2nd Meal Waiver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>7/18</td>
<td>New</td>
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</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.
Time & Labor for Lecturers & GSIs

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.
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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 choose the date range for your time sheet search.

### Timesheet Table

<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>
<th>Quantity</th>
<th>Overdue Reason</th>
<th>2nd Meal Waiver</th>
<th>Date</th>
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</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)
For those who prefer Military time format, please feel free to do so.

Remember to select TRC – 031 – Hours Worked

OR

090 – Gship Student
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Click **Submit** when you have completed your time entry.
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Recording a Shift Without a Meal Period
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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
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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 time frame only)
## Time & Labor for Lecturers & GSIs

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Billable</th>
<th>Override Reason</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>031 – Hours Worked</td>
<td>4.00</td>
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<td>1/16</td>
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<td>1/29</td>
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</tbody>
</table>

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

From 01/16/2017 to 01/22/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal.

<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>
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</thead>
<tbody>
<tr>
<td></td>
<td>Mon</td>
<td>1/16</td>
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<td>Tue</td>
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<td>New</td>
<td>8am</td>
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<td></td>
<td>12pm</td>
<td></td>
<td>031 – Hours Worked</td>
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<td></td>
<td>Wed</td>
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<td>New</td>
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</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

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.
Time & Labor for Lecturers & GSIs

Upon navigating to your non-course timesheet a pop-up window will notify you that comments are required for non-course time entered. Click ok to proceed to your timesheet.
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Step 1 Enter your times
Step 2 Select TRC code 031
Step 3 Click the bubble to add comments
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Enter your description

Click Apply
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Click Ok to return to timesheet
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Note the comment bubble is now filled with dots.

Click Submit.
Time & Labor for Lecturers & GSIs

Questions?

Post Training Questions:
Payroll@chapman.edu