

Hourly Part Time Lecturer (PTL) and Graduate Student Instructor (GSI) Timekeeping FAQs

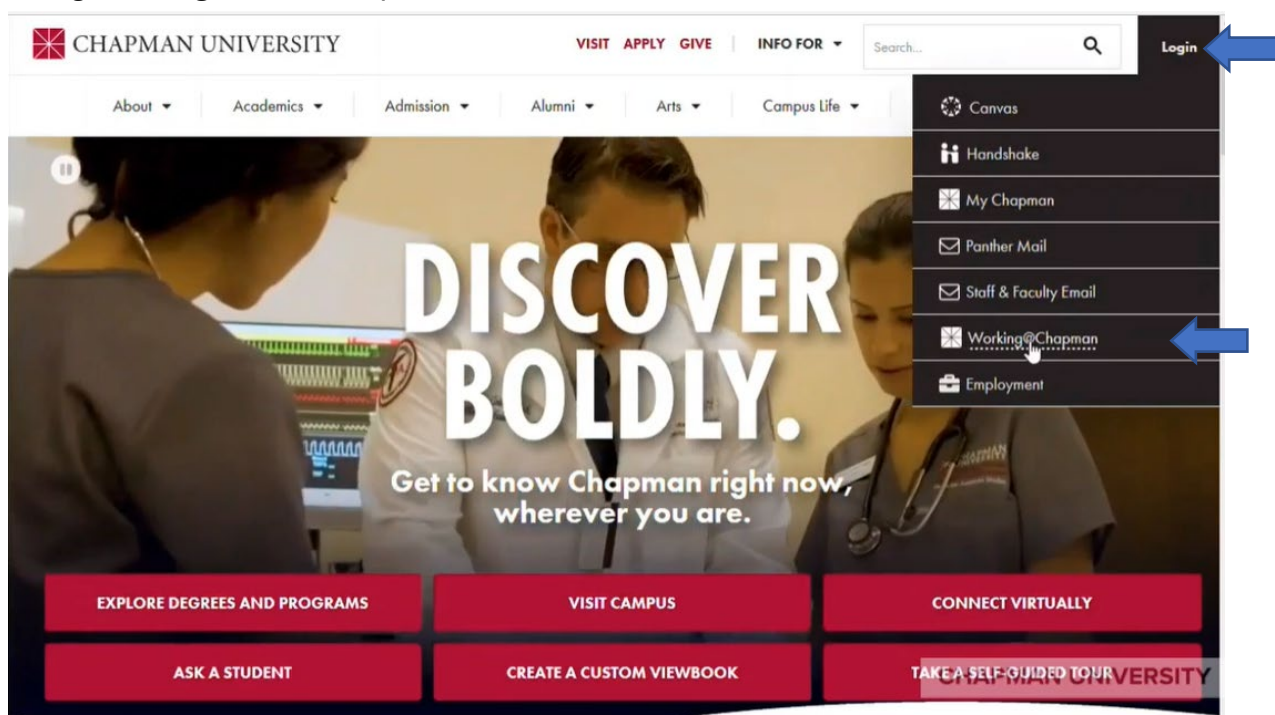
Hourly Part Time Lecturer/ Hourly GSI Contract

Details regarding the terms of employment are listed in this agreement.

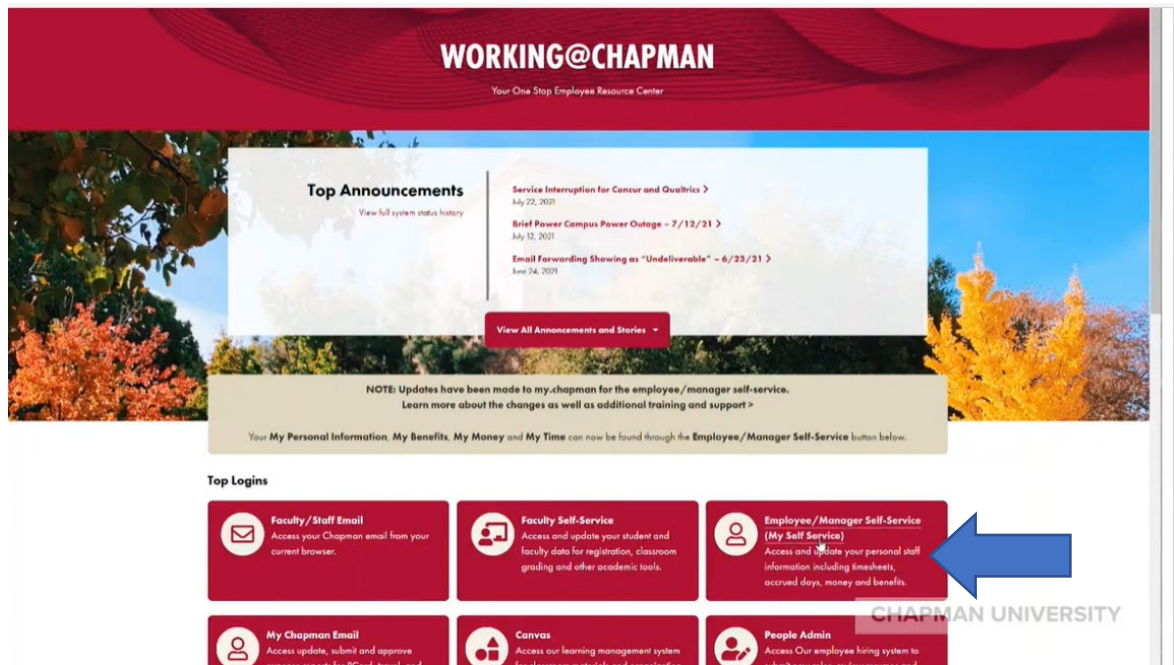
For details on the assignment, period of appointment, conditions of employment, class assignments, compensation and more, please review your course contract.

Where do I access my timesheet?

To access your timesheet, please log into working.chapman.edu or you may access it through the **‘Login’** link on chapman.edu.

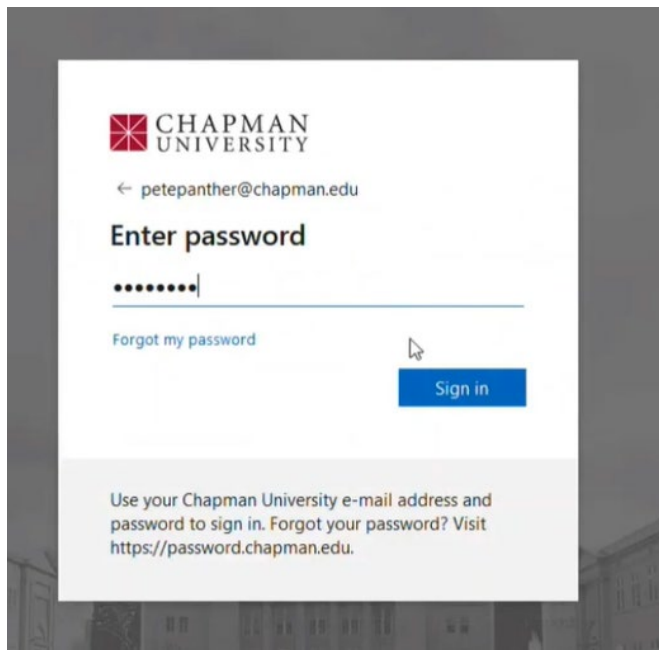


Once on **Working@Chapman**, click on the **Employee/Manager Self Service** button.



Enter your full Chapman University email address, then click **'Next'** and enter your Chapman University password and click **'Next'**

The screenshot shows the Chapman University Sign in page. At the top is the Chapman University logo. Below it is the "Sign in" heading. A text input field contains the email address "petepanther@chapman.edu". Below the input field is a link that says "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign-in options" with a magnifying glass icon.



CHAPMAN UNIVERSITY

← petepanther@chapman.edu

Enter password

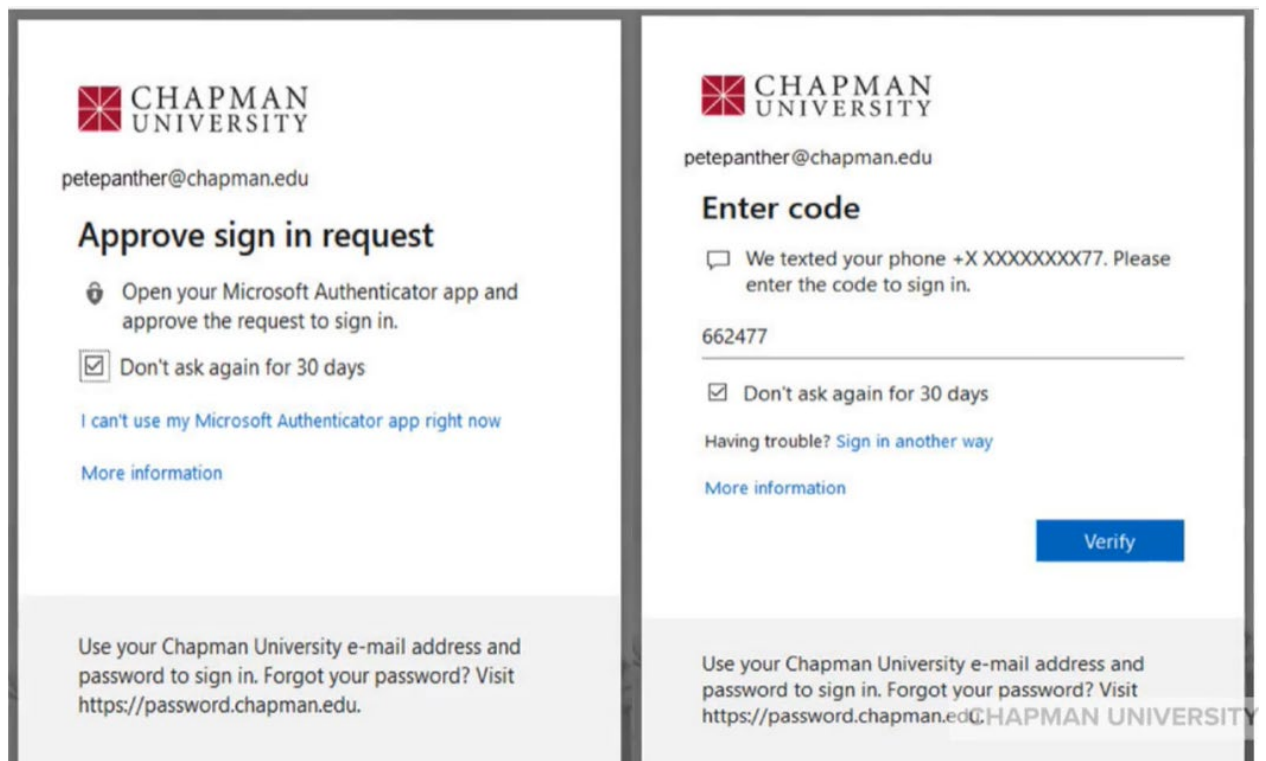
.....|

[Forgot my password](#)

[Sign in](#)

Use your Chapman University e-mail address and password to sign in. Forgot your password? Visit <https://password.chapman.edu>.


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**.



CHAPMAN UNIVERSITY

petepanther@chapman.edu

Approve sign in request

 Open your Microsoft Authenticator app and approve the request to sign in.

☒ Don't ask again for 30 days

[I can't use my Microsoft Authenticator app right now](#)


[More information](#)

Use your Chapman University e-mail address and password to sign in. Forgot your password? Visit <https://password.chapman.edu>.

CHAPMAN UNIVERSITY

petepanther@chapman.edu

Enter code

 We texted your phone +X XXXXXXXX77. Please enter the code to sign in.

662477

☒ Don't ask again for 30 days

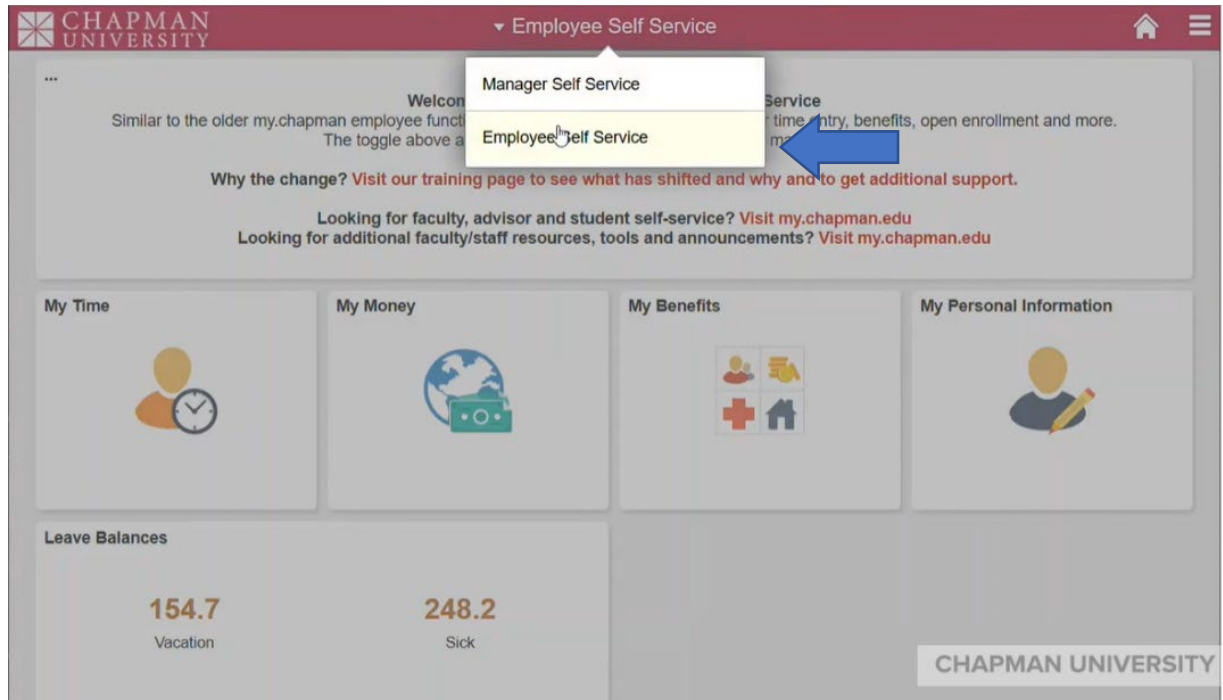
[Having trouble? Sign in another way](#)

[More information](#)

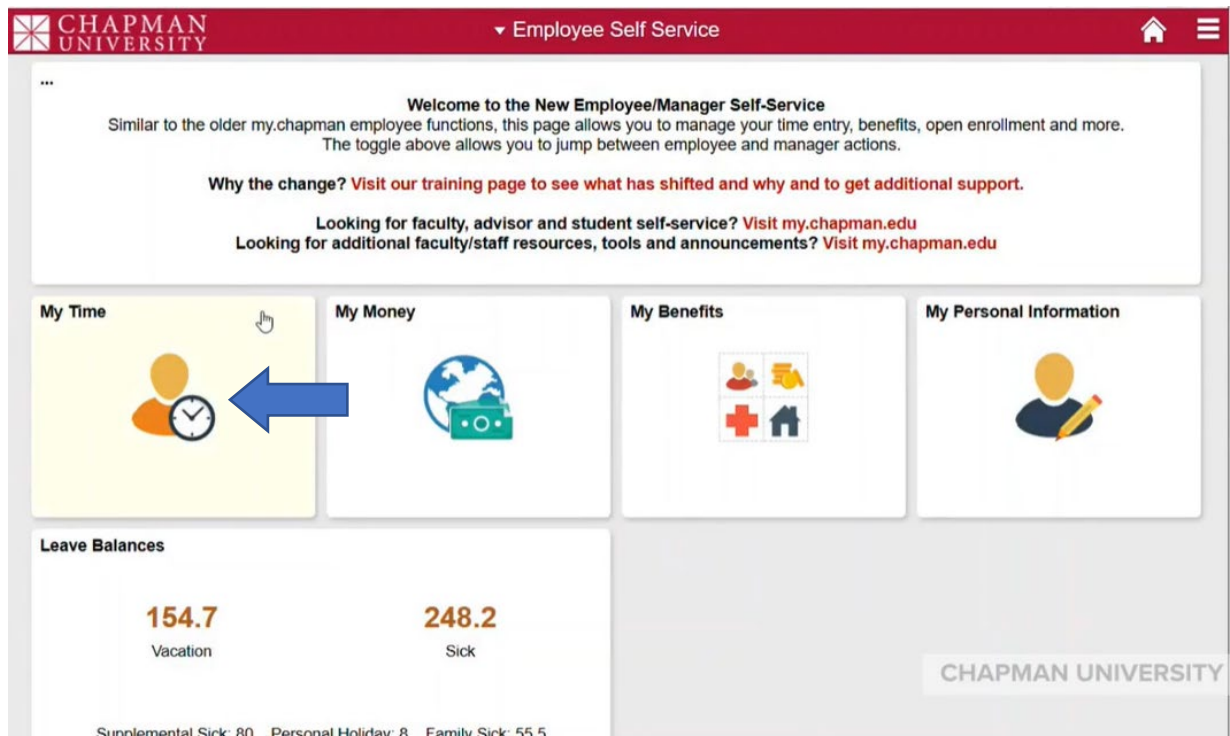
[Verify](#)

Use your Chapman University e-mail address and password to sign in. Forgot your password? Visit <https://password.chapman.edu>.

Once logged into **employee/manager self-service**, make sure **Employee Self-Service** is selected at the top of the page.



On the **Employee Self-Service** menu, select the **'My Time'** tile to access your timesheet



Are there tools available online to learn how to enter time worked?

Tools are available on the Financial Services webpage via the Training tab → 'Time and Labor' drop down menu.

<https://www.chapman.edu/campus-services/campus-controller/financial-services/training/index.aspx>

When are PTLs and GSIs paid?

Biweekly

All PTLs and GSIs are paid every two weeks. The week ends on a Sunday and the check is provided the following Friday, every other week, in accordance with the pay calendar posted on the [Payroll Website](#)

When are timesheets made available for a PTL/GSI to begin entering their time?

Two Weeks Prior to the start of your course.

If your timesheet is not available, please check with your Department Assistant. They are made available for the "contract term" listed on your contract.

When should time worked be entered and submitted?

DAILY as applicable

It should be entered and submitted whenever worked – *daily or multiple times a day as applicable*. There is no "save" feature in the system. All time must be properly entered and submitted for it to be paid.

When do PTLs/GSIs have to take a required unpaid meal break?

>5 Hours Worked

While paid rest periods of 10 minutes may be taken for every 4 hours worked; **before the start of the 5th consecutive hour** a 30 minute unpaid meal break must be taken and recorded on the time sheet.

What if a PTL/GSI forgot to take a 30 minute meal break?

Use Comment Field

Please note the reason for not taking a break in the comment section of the employee's time submission if necessary. **Please remember to take these meal breaks moving forward.**

What is considered overtime?

Overtime Includes:

- Over 8 hours in a day
- Over 40 hours in a week (Monday-Sunday)
- 7 days in a row (Mon-Sun) ; The first 8 hours worked on the 7th day will be overtime. Anything over 8 hours that day will be double time.

May PTLs or GSIs work overtime?

Dean Approval

Only with prior written approval from your Dean as noted in your contract. Please reference your contract for further details.

What hours will PTLs/GSIs be compensated for?

Hourly Course Timesheet: All time worked and reported related to the assigned course.

During the contract period for the course listed ***PTLs and GSIs on an Hourly Contract will be compensated for all time worked and reported for course related work which includes:***

- Course Preparation - preparing the syllabus, creating assignments, and preparation for each individual class, lab, or lecture.
- Instructional Time - teaching, grading and entering grades.
- Email Correspondence - reading and responding to student emails regarding the course.
- Office Hours - regardless of whether any students attend.
- Answering student questions outside the classroom.
- Proctoring an exam.
- Anything else? Questions regarding whether something should be considered compensable should be directed to the Dean.

Non-Course Related Timesheet: All time worked and reported related to mandatory meetings or trainings

- ***Required Trainings** – required online training such as FERPA, ethics training, and sexual discrimination training as assigned and completed in Canvas. **(These hours must be recorded on your NON-COURSE RELATED TIMESHEET and are considered preapproved by your department)**
- Other pre-approved training/development - Generally any training or professional development time not described above would be considered optional and therefore is unpaid time. However on rare occasions, exceptions may be made when pre-approved by the Office of the Provost. Please speak to your Dean if you wish to pursue approval for additional training/professional development.

Time Entry Examples

1) How to Log a Shift (5 hours or less)

From 01/27/2020 to 02/02/2020. 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. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date		
	Mon	1/27	New	1p			4p		031 - Hours Worked			WAIVE	1/27	+	-

- When logging a shift 5 hours or less (that does not require a meal break), the time you started working will be entered in the “In” box and the time you stopped working will be entered in the “Out” box.
- Time Reporting Code “031” should be used for PTLs and Time Reporting Code “090” should be used for GSIs.
- Nothing should be entered in the “Quantity” box.
- Hit “Submit” button when entry is complete.

2) How to Log a Shift (over 5 hours with required 30-minute meal break)

From 01/27/2020 to 02/02/2020. 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. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date		
	Mon	1/27	New	1p	430p	5p	7p		031 - Hours Worked			WAIVE	1/27	+	-

- When logging a shift longer than 5 hours, a 30-minute meal break is required and must be logged using the “Meal Out” and “Meal In” boxes.
- Time Reporting Code “031” should be used for PTLs and Time Reporting Code “090” should be used for GSIs.
- Nothing should be entered in the “Quantity” box.
- Hit “Submit” button when entry is complete.

3) How to Log Multiple Shifts per Day

From 01/27/2020 to 02/02/2020. 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. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date		
	Mon	1/27	New	1:00:00PM			3:00:00PM		031 - Hours Worked			WAIVE	1/27	+	-
			New	5p			7p		031 - Hours Worked			WAIVE	1/27	+	-

- If an employee works multiple periods throughout the day, they can log these shifts in the same day by entering their “In” and “Out” time for their first shift and THEN clicking on the “+” to the right of the entry to add another line to the day.
- Time Reporting Code “031” should be used for PTLs and Time Reporting Code “090” should be used for GSIs.
- Nothing should be entered in the “Quantity” box.
- Hit “Submit” button when entry is complete.

4) How to Log Accrued Sick Time

From 01/27/2020 to 02/02/2020. 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. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date		
	Mon	1/27	New	3:00:00PM			6:00:00PM		031 - Hours Worked			WAIVE	1/27	+	-
			New						121 - Sick Pay	5		WAIVE	1/27	+	-

- If an employee works a portion of their shift, but decides to use sick time that they have earned for the rest of their shift, the employee should enter the time that they worked in the “In” and “Out” boxes (and “Meal Out/In” boxes if applicable).
- Time Reporting Code “031” should be used for PTLs and Time Reporting Code “090” should be used for GSIs.

should be used for GSIs.

- To use sick time for the remainder of the day, the employee should click the “+” button to the right of the time submission to add another line to the day.
- The employee should not enter anything in the “In/Out” boxes and should choose Time Reporting Code “121 – Sick Pay”.
- The quantity of hours used for sick pay should be entered in the “Quantity” box.
- Hit “Submit” button when entry is complete.

What happens if an hourly employee forgets to enter their time worked?

- ***After the time entry deadline*** - If an employee doesn't enter their time worked, Payroll is not be able to process a paycheck and the employee will not receive any pay for that pay period as scheduled. The University is not able to pay the employee unless they enter and “submit” their time in the University's time keeping system.

Employees Can Enter and Submit Time in Prior Pay Periods

If the employee submits their timesheet late or forgot to enter their time from a prior pay period, they can always enter time **back to 60 days** if it was within their contract period to submit time.

What if a PTL/GSI teaches 2 courses in different schools, or 2 courses with different hourly rates?

Two Hourly Course Timesheets

If this occurs the employee will have to enter their time worked on two different hourly course time- sheets. They are available and easily accessible within the timekeeping system. It is important to track time related to each specific course.

Who to Contact?

Training Tools –Financial Services webpage under the 'Training ' tab → ‘Time and Labor’ drop down menu

<https://www.chapman.edu/campus-services/campus-controller/financial-services/training/index.aspx>

General Time entry questions – payroll@chapman.edu

Contract questions – Chair/Program Director/Associate Dean/Dean's office