

# Time & Labor for Hourly Employees

Welcome to Staff Training!

# Time & Labor for Hourly Employees

## Accessing Your Time Sheet

# Time & Labor for Hourly Employees

## Accessing Your Time Sheet

- 1) Go to [Working@Chapman](https://working@chapman.edu)
- 2) Click the Employee/Manager Self-Service Tile under Top Logins
- 3) Login

### Top Logins



#### Faculty/Staff Email

Access your Chapman email from your current browser.



#### Faculty Center (Faculty Self-Service in my.chapman)

Access and update your student and faculty data for registration, classroom grading and other academic tools.

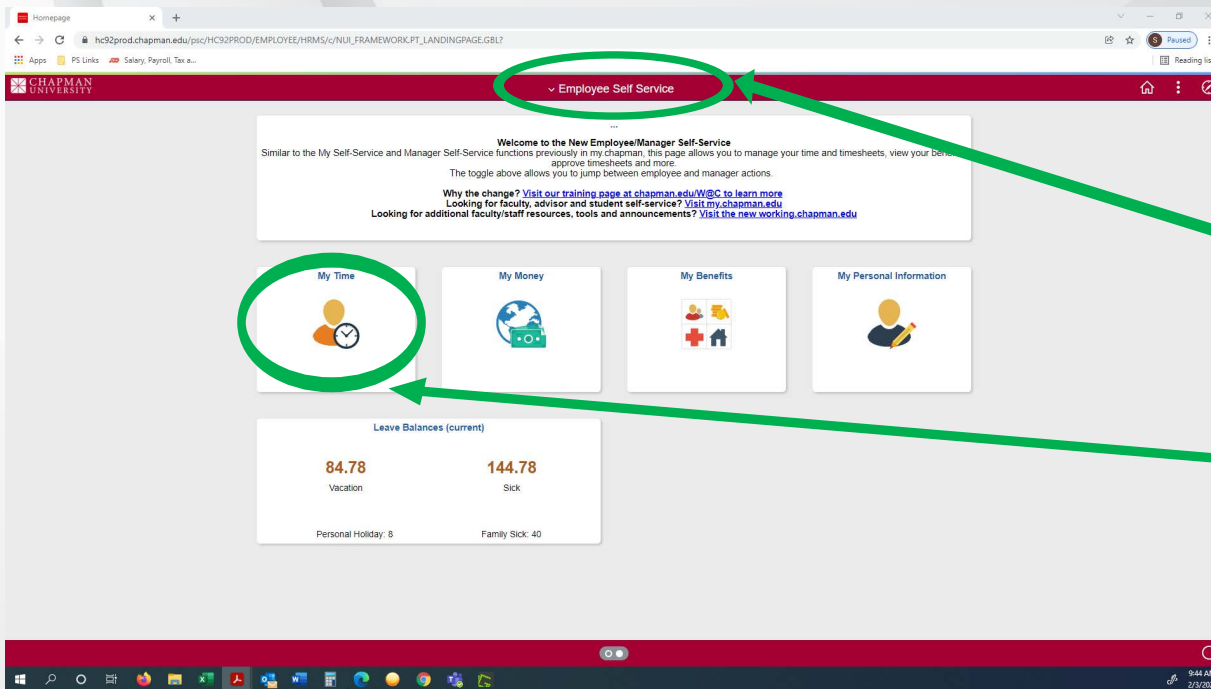


#### Employee/Manager Self-Service (was My Self-Service / Manager Self-Service in my.chapman)

Access and update your personal staff information including timesheets, accrued days, money and benefits.



# Time & Labor for Hourly Employees



Accessing Your Time Sheet

3) Go to **Employee Self Service**

4) Select **My Time**

# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

**View of a blank timesheet.**

Select Another Timesheet


\*View By Week ▾




































Previous Week Next Week

\*Date 01/23/2017  

Reported Hours 0.00

Print Timesheet

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find |  

1-2 of 2

# Time & Labor for Hourly Employees

## Time and Labor Launch Pad

Sally Servicedesk  
Technical Admin I

Employee ID 9999991  
Empl Record 0

January 2017 \*Month  2017

Selection In View Reported Hours Previous Month Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<u>2</u> New Year's	3	4	5	6	7
8	9	10	11	12	13	14
15	9.00 <u>16</u> MLK	9.00 <u>17</u> P\$	9.00 <u>18</u> P\$	7.00 <u>19</u> P\$	10.00 <u>20</u> P\$	21
22	23	24	25	26	27	28
29	<u>30</u> TEST HOLID	31				

Links

## View of the launch pad

# Time & Labor for Hourly Employees

## Navigating Your Reporting Tabs

# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

Select Another Timesheet

\*View By Week

Previous Week Next Week

\*Date 01/23/2017

Reported Hours 0.00

Print Timesheet

## Navigating Your Time Sheet:

**View By** – Lets you chose how to view and submit your Time Sheet (Day, Week, Calendar Period)

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find |

1-2 of 2



# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

Select Another Timesheet

\*View By Week ▾

[Previous Week](#) [Next Week](#)


\*Date 01/23/2017  





























Reported Hours 0.00

[Print Timesheet](#)

## Navigating Your Time Sheet:

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

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

[Personalize](#) | [Find](#) |  

1-2 of 2

# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

Select Another Timesheet

\*View By Week ▾

Previous Week Next Week


\*Date 01/23/2017



Reported Hours 0.00

Print Timesheet

## Navigating Your Time Sheet:

**Date** – If you change the date range, you must refresh the search by clicking on the  icon.

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find |

1-2 of 2

# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

Select Another Timesheet

\*View By Week ▾

\*Date 01/23/2017  

Reported Hours 0.00


[Previous Week](#) [Next Week](#)





























[Print Timesheet](#)

## Navigating Your Time Sheet:

### Previous & Next Week View –

Allows you to move back or forward 1 week at a time.

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find |  

1-2 of 2

# Time & Labor for Hourly Employees

## Timesheet

Sally Servicedesk

Technical Admin I

Actions ▾

Employee ID 9999991

Empl Record 0

Earliest Change Date 02/06/2017

Select Another Timesheet

\*View By Week ▾

[Previous Week](#) [Next Week](#)


\*Date 01/23/2017  




































Reported Hours 0.00

[Print Timesheet](#)

## Navigating Your Time Sheet:

**Print Timesheet** – For printing your timesheet. Used for delegate approvers.

From 01/23/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal 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	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/23		
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/24		
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/25		
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/26		
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/27		
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/28		
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		WAIVE 	1/29		

Submit

Clear

Summary

Exceptions

Payable Time

Reported Time Summary

Personalize | Find |  

1-2 of 2

# Time & Labor for Hourly Employees

## Navigating Your Time Sheet:

**Summary** – Allows you to see each submitted time in a week view

Summary Exceptions Payable Time									
Reported Time Summary									
Category	Total	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Sun 1/22	
Regular-NTO	39.00	8.00	8.00	8.00	6.00	9.00			
Total Reported Hours	39.00	8.00	8.00	8.00	6.00	9.00			
Time with no Category									

# Time & Labor for Hourly Employees



## 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 use “Sick” time directly **before or after** a holiday. (Requires Manager Approval)
- Attempting to submit benefit hours totaling more than 8 hours in a single day. (Must Correct)

[Summary](#) [Exceptions](#) [Payable Time](#)

Exceptions ?

Personalize | Find |   1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

Update Exception

# Time & Labor for Hourly Employees

## Navigating Your Time Sheet:

**Payable Time** – Allows you to see the details of a submitted timesheet.

[Summary](#) | [Exceptions](#) | [Payable Time](#)

Payable Time Viewing Option

☐ By TRC and Status  
☐ By TRC, Status and Day  
☒ Show In Detail

[View Full Detail](#)

Payable Time ?

Personalize | Find | 1-7 of 7

Date	TRC	Description	TRC Type	Payable Status	Quantity
01/16/2017	011	Holiday Pay	Hours	Needs Approval	8.00
01/16/2017	031	Hours Worked	Hours	Needs Approval	8.00
01/17/2017	031	Hours Worked	Hours	Needs Approval	8.00
01/18/2017	031	Hours Worked	Hours	Needs Approval	8.00
01/19/2017	031	Hours Worked	Hours	Needs Approval	6.00
01/20/2017	002	Overtime	Hours	Needs Approval	1.00
01/20/2017	031	Hours Worked	Hours	Needs Approval	8.00



# Time & Labor for Hourly Employees

## Recording a Regularly Scheduled Shift



# Time & Labor for Hourly Employees



Technical Staff IA Office

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Actions ▾















Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/16/2017  

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded


Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out
	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue	1/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Reporting Code

- 016 - Jury Duty
- 021 - Bereavement
- 031 - Hours Worked
- 041 - Special Holiday
- 101 - Vacation Pay
- 119 - Vacation in lieu of Sick
- 121 - Sick Pay
- 126 - Sick-Family Pay
- FCI - Facilities Call-In
- PH8PT - Personal Holiday 8

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find  1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

## What are Time Reporting Codes (TRC)?

TRC is used to classify your hours on your timesheet.

(Ex: Sick, Vacation, Jury duty, etc.)



# Time & Labor for Hourly Employees

Technical Staff IA Office

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Actions ▾















Select Another Timesheet

\*View By Calendar Period ▾  
\*Date 01/16/2017  

Previous Period Next Period


Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Time Reporting Code
	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	016 - Jury Duty
	Tue	1/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	021 - Personalment
	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	031 - Hours Worked
	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	041 - Special Holiday
	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	101 - Vacation Pay
	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	119 - Vacation in lieu of Sick
	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	121 - Sick Pay
	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	126 - Sick-Family Pay
	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FCI - Facilities Call-In
	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PH8PT - Personal Holiday 8
	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find  1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

When recording a normally scheduled shift, you will always use TRC

**031 – Hours Worked**



CHAPMAN  
UNIVERSITY

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/16/2017 31 ↺

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
<input type="text"/>	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/17	New	8a	12p	1p	5p	<input type="text"/>	031 – Hours Worked	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Submit

Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

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)**

# Time & Labor for Hourly Employees

Technical Staff IA Office  
 Actions ▾

Employee ID 4023  
 Empl Record 0  
 Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/16/2017 31 ↺

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
<input type="text"/>	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/17	New	8a	12p	1p	5p		031 – Hours Worked	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/18	New	0800	1200	1300	1700		031 – Hours Worked	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Submit

Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize | Find | |  1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

For those who prefer Military time format, please feel free to do so.

**Remember to select TRC – 031 – Hours Worked**

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 01/16/2017 31 ↺  
Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
<input type="text"/>	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/17	New	8a	12p	1p	5p		031 – Hours Worked	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/18	New	0800	1200	1300	1700		031 – Hours Worked	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Submit** Clear

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

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

# Time & Labor for Hourly Employees

Recording a Shift Without a Meal Period

# Time & Labor for Hourly Employees

Technical Staff IA Office

Actions ▾

Employee ID 4023

Empl Record 0

Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾

\*Date 01/16/2017 📅 ↻

[Previous Period](#) [Next Period](#)

Reported Hours 0.00

[Print Timesheet](#)

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Qua
🗨	Mon	1/16	New						▾	
🗨	Tue	1/17	New						▾	
🗨	Wed	1/18	New						▾	
🗨	Thu	1/19	New						▾	
🗨	Fri	1/20	New						▾	
🗨	Sat	1/21	New						▾	
🗨	Sun	1/22	New						▾	
🗨	Mon	1/23	New						▾	
🗨	Tue	1/24	New						▾	
🗨	Wed	1/25	New						▾	
🗨	Thu	1/26	New						▾	
🗨	Fri	1/27	New						▾	
🗨	Sat	1/28	New						▾	
🗨	Sun	1/29	New						▾	

Submit
Clear

Summary
Leave / Compensatory Time
Exceptions
Payable Time

Reported Time Summary Personalize | Find | 📄 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

When recording a shift without a meal period, you will need to use the following steps.



# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 01/16/2017 31 ↻  
Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Bi
🗨	Mon	1/16	New						▾		
🗨	Tue	1/17	New	8am			12pm		▾		
🗨	Wed	1/18	New						▾		
🗨	Thu	1/19	New						▾		
🗨	Fri	1/20	New						▾		
🗨	Sat	1/21	New						▾		
🗨	Sun	1/22	New						▾		
🗨	Mon	1/23	New						▾		
🗨	Tue	1/24	New						▾		
🗨	Wed	1/25	New						▾		
🗨	Thu	1/26	New						▾		
🗨	Fri	1/27	New						▾		
🗨	Sat	1/28	New						▾		
🗨	Sun	1/29	New						▾		

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

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)



# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By  Previous Period Next Period  
\*Date     
Reported Hours 0.00 [Print Timesheet](#)

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billed
<input type="text"/>	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Tue	1/17	New	8am	<input type="text"/>	<input type="text"/>	12pm		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="031 - Hours Worked"/>	<input type="text"/>	<input type="text"/>

Reported Time Summary [Personalize](#) | [Find](#) |  |  1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

3) Select TRC #031 – Hours Worked

(This will tell the system that you worked during this entire time frame without a meal break.)

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period  
\*Date 01/16/2017 31 ↺

Previous Period Next Period

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
	Mon	1/16	New								<input type="checkbox"/>
	Tue	1/17	New	8am			12pm		031 – Hours Worked		<input type="checkbox"/>
	Wed	1/18	New								<input type="checkbox"/>
	Thu	1/19	New								<input type="checkbox"/>
	Fri	1/20	New								<input type="checkbox"/>
	Sat	1/21	New								<input type="checkbox"/>
	Sun	1/22	New								<input type="checkbox"/>
	Mon	1/23	New								<input type="checkbox"/>
	Tue	1/24	New								<input type="checkbox"/>
	Wed	1/25	New								<input type="checkbox"/>
	Thu	1/26	New								<input type="checkbox"/>
	Fri	1/27	New								<input type="checkbox"/>
	Sat	1/28	New								<input type="checkbox"/>
	Sun	1/29	New								<input type="checkbox"/>

**Submit** Clear

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary

Personalize | Find | 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

- 4) After all information has been entered, Click **Submit.**

# Time & Labor for Hourly Employees

Recording Shifts Without A Meal Period and  
Using Benefit Hours

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 01/16/2017 31 ↺  
Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billa
☐	Mon	1/16	New	<input type="text" value="8am"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="12pm"/>		<input type="text"/>	<input type="text"/>	
☐	Tue	1/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☐	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize | Find | |  1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

- 1) Enter your start time in the **"In"** field
- 2) Enter your ending time in the **"Out"** field

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 01/16/2017 31 ↺  
Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billed
	Mon	1/16	New								
	Tue	1/17	New	8am			12pm		031 – Hours Worked		
	Wed	1/18	New								
	Thu	1/19	New								
	Fri	1/20	New								
	Sat	1/21	New								
	Sun	1/22	New								
	Mon	1/23	New								
	Tue	1/24	New								
	Wed	1/25	New								
	Thu	1/26	New								
	Fri	1/27	New								
	Sat	1/28	New								
	Sun	1/29	New								

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

3) Select TRC #031 – Hours Worked

(This will tell the system that you worked during this time frame only)

# Time & Labor for Hourly Employees



Employee ID 4023  
 Empl Record 0  
 Earliest Change Date 01/23/2017


Previous Period Next Period

Reported Hours 0.00 Print Timesheet

Meal Waiver to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable	Override Reason	Date		
						<input type="checkbox"/>		1/16		-
		12pm		031 – Hours Worked	4.00	<input type="checkbox"/>		1/17	+	-
						<input type="checkbox"/>		1/18		-
						<input type="checkbox"/>		1/19	+	-
						<input type="checkbox"/>		1/20	+	-
						<input type="checkbox"/>		1/21	+	-
						<input type="checkbox"/>		1/22	+	-
						<input type="checkbox"/>		1/23	+	-
						<input type="checkbox"/>		1/24	+	-
						<input type="checkbox"/>		1/25	+	-
						<input type="checkbox"/>		1/26	+	-
						<input type="checkbox"/>		1/27	+	-
						<input type="checkbox"/>		1/28	+	-
						<input type="checkbox"/>		1/29	+	-

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.

Payable Time

Personalize Find 1-2 of 2

Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)

# Time & Labor for Hourly Employees

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.

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code
	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Tue	1/17	New	8am	<input type="text"/>	<input type="text"/>	12pm		031 – Hours Worked
			New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		121 – Sick Pay
	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

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

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

(Ex: Sick, vacation, jury duty, etc.)

Reminder:  
(TRCs will determine where benefit hours will be deducted)

# Time & Labor for Hourly Employees

Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity
		12pm		031 – Hours Worked	
				121 – Sick Pay	4

- 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)



# Time & Labor for Hourly Employees

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 period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity
	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Tue	1/17	New	8:00:00AM	<input type="text"/>	<input type="text"/>	12:00:00PM		031 - Hours Worked	<input type="text"/>
			New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		121 - Sick Pay	4.00
	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

**Submit** **Clear**

10) After all information has been entered, Click **Submit.**

# Time & Labor for Hourly Employees

## Recording Time Off

# Time & Labor for Hourly Employees

Technical Staff IA Office

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/16/2017

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out
	Mon	1/16	New				
	Tue	1/17	New				
	Wed	1/18	New				
	Thu	1/19	New				
	Fri	1/20	New				
	Sat	1/21	New				
	Sun	1/22	New				
	Mon	1/23	New				
	Tue	1/24	New				
	Wed	1/25	New				
	Thu	1/26	New				
	Fri	1/27	New				
	Sat	1/28	New				
	Sun	1/29	New				

## Time Reporting Code

016 - Jury Duty  
021 - Bereavement  
031 - Hours Worked  
041 - Special Holiday  
101 - Vacation Pay  
119 - Vacation in lieu of Sick  
121 - Sick Pay  
126 - Sick-Family Pay  
FCI - Facilities Call-In  
PH8PT - Personal Holiday 8

When recording time off for scheduled shift, you will need to use the appropriate TRC in order to receive the correct benefit hours.

Examples:

**016 – Jury Duty**

**101 – Vacation Pay**

**121 – Sick Pay**

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

# Time & Labor for Hourly Employees

Technical Staff IA Office Employee ID 4023  
 Actions Empl Record 0  
 Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
 \*Date 01/16/2017 [31] [↺] [↻]  
 Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
	Mon	1/16	New								<input type="checkbox"/>
	Tue	1/17	New	8am	12pm	1pm	5pm		001 - Hours Worked		<input type="checkbox"/>
	Wed	1/18	New						101 - Vacation Pay		<input type="checkbox"/>
	Thu	1/19	New						101 - Vacation Pay		<input type="checkbox"/>
	Fri	1/20	New								<input type="checkbox"/>
	Sat	1/21	New								<input type="checkbox"/>
	Sun	1/22	New								<input type="checkbox"/>
	Mon	1/23	New								<input type="checkbox"/>
	Tue	1/24	New								<input type="checkbox"/>
	Wed	1/25	New								<input type="checkbox"/>
	Thu	1/26	New								<input type="checkbox"/>
	Fri	1/27	New								<input type="checkbox"/>
	Sat	1/28	New								<input type="checkbox"/>
	Sun	1/29	New								<input type="checkbox"/>

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find [?] [📅] 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

Ex: User was on vacation on Wednesday & Thursday. No time should be entered, however the correct **TRC** is needed

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/16/2017 31 ↺

Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
	Mon	1/16	New								<input type="checkbox"/>
	Tue	1/17	New	8am	12pm	1pm	5pm		031 – Hours Worked		<input type="checkbox"/>
	Wed	1/18	New						101 – Vacation Pay	8	<input type="checkbox"/>
	Thu	1/19	New						101 – Vacation Pay	8	<input type="checkbox"/>
	Fri	1/20	New								<input type="checkbox"/>
	Sat	1/21	New								<input type="checkbox"/>
	Sun	1/22	New								<input type="checkbox"/>
	Mon	1/23	New								<input type="checkbox"/>
	Tue	1/24	New								<input type="checkbox"/>
	Wed	1/25	New								<input type="checkbox"/>
	Thu	1/26	New								<input type="checkbox"/>
	Fri	1/27	New								<input type="checkbox"/>
	Sat	1/28	New								<input type="checkbox"/>
	Sun	1/29	New								<input type="checkbox"/>

Next, you will need to manually enter the number of benefit hours you wish to use.

## IMPORTANT NOTE!

The Quantity field will only populate when using the “Hours Worked” TRC

Submit Clear

Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

# Time & Labor for Hourly Employees

Technical Staff IA Office  
Actions ▾

Employee ID 4023  
Empl Record 0  
Earliest Change Date 01/23/2017

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
\*Date 01/16/2017 31 ↺  
Reported Hours 0.00 Print Timesheet

From 01/16/2017 to 01/29/2017. NOTE: Set the '2nd Meal Waiver' to WAIVE if you have not exceeded 12 hours of work and wish to waive your second meal period. ?

Add Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	Time Reporting Code	Quantity	Billable
<input type="text"/>	Mon	1/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/17	New	8am	12pm	1pm	5pm	<input type="text"/>	031 – Hours Worked ▾	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	101 – Vacation Pay ▾	8	<input type="checkbox"/>
<input type="text"/>	Thu	1/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	101 – Vacation Pay ▾	8	<input type="checkbox"/>
<input type="text"/>	Fri	1/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Mon	1/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Tue	1/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Wed	1/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Thu	1/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Fri	1/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sat	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	Sun	1/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Submit** Clear

Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-2 of 2

Category	Total	Week 1 (1/16-1/22)	Week 2 (1/23-1/29)
Total Reported Hours			
Time with no Category			

After all information has been entered, Click **Submit.**

# Time & Labor for Hourly Employees

## 2nd Meal Period Waiver

# Time & Labor for Hourly Employees

## The Rules:

- 1) Employees are required by law to take a 30 meal minute meal break for every 5 hours of consecutive work.
- 2) Employees may waive the 2<sup>nd</sup> Meal Period if they have not exceeded 12 hours of labor hours in a day.
- 3) Employees have the right to not waive the 2<sup>nd</sup> Meal Break, which will create a meal period violation.

**Departments are charged a penalty for all meal period violations.**



# Time & Labor for Hourly Employees

## How it works:

- 1) The default setting is set to **“Waive”**
- 2) What does it mean
  - 1) **To Waive** = To not get paid for the second meal period
  - 2) **Not Waived** = Employee will receive a 1 hour meal period penalty pay

have not exceeded 12 hours of work and wish to waive your second meal period. ?















Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	WAIVE	<input type="text"/>

# Time & Labor for Hourly Employees

## How it works:

- 4) To change the default to **“Not Waived”** click on the spy glass icon on the shift you are changing.

have not exceeded 12 hours of work and wish to waive your second meal period. ?

Out	Punch Total	Time Reporting Code	Quantity	Override Reason	2nd Meal Waiver	Date
						
					WAIVE 	
					WAIVE 	
					WAIVE 	
					WAIVE 	
					WAIVE 	
					WAIVE 	

Look Up Rule Element 2

Search by: Rule Element 2 begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last


Rule Element 2	Description
NOT WAIVED	DO NOT Waive 2nd Meal Period
WAIVE	Waive 2nd Meal Period

- 5) Select the **“Not Waived”** option.

# Time & Labor for Hourly Employees

## How it works:

- 6) The shift will now display the **“Not Waived”** status change.
- 7) Click **“Submit”** submit when you are done.



Submit	Clear
--------	-------

period. ?			
Quantity	Override Reason	2nd Meal Waiver	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="NOT_WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="WAIVE"/>	<input type="text"/>

# Time & Labor for Hourly Employees

Questions?

Email [payroll@chapman.edu](mailto:payroll@chapman.edu)