

Time Tiles

There are three tiles available for time reporting: ENTER TIME, REPORT TIME and CTC TIME.

- ENTER TIME tile: This is tile most employees should use. This tile is part of our Fluid interface.
- CTC TIME tile: Can also be used instead of the ENTER TIME tile. This tile is part of the Classic interface. This tile might be easier for employees who need to select among multiple jobs.
- REPORT TIME tile: Is not to be used unless an employee is using an assistive device like a screen reader. This tile only provides for elapsed time reporting. If the employee using an assistive device is a punch time reporter, that should be escalated to Payroll for guidance on how to report time correctly in this tile. If the punch reporter employee is using a mobile device but not using assistive technology, the employee should be directed to use a computer so they can use either the ENTER TIME or CTC TIME tiles.

Punch Time vs Elapsed Time

- Punch Time: Employees paid on an hourly basis are punch time reporters. Their timesheets should provide for entering a start and end time and a lunch break period. Long break periods that are not a lunch break, or additional break periods in the work day can be reported by adding rows. For example, a student employee who starts work, leaves for 3 hours to attend classes, comes back to work, then leaves for the day would not report the time attending classes as a lunch break, but would clock out then add a new row to clock back in and out again.
 - In the ENTER TIME tile, there is a place to add “quantity” of work hours for the day. Employees paid by the hour (punch time reporters) cannot use this “quantity” field.
- Elapsed Time: Employees paid on a salaried basis are elapsed time reporters. Their timesheets should provide for entering a number of hours worked each day. Elapsed time reporting is not correct for employees paid by the hour. They need to report their start and end time and any unpaid break periods.

Exception Reporter vs Positive Time Reporter

- Overtime-eligible employees are positive time reporters. All hourly and student employees, most classified employees, and several civil service exempt employees are positive time reporters. Those employees who report positive time are paid for all hours worked and are not paid for hours not worked. Positive time reporters must report their work hours every pay period to be paid, even if they are paid on a salaried basis.
- Overtime-exempt employees are exception time reporters. Most civil service exempt employees, a couple of classified employees, all faculty (both full-time and associate) and non-faculty instructors paid by stipend/fee are exempt from overtime. Exception time reporters are considered to be working unless they are reporting absence. Exception time reporters do not report their work hours. They only report their absences (leave).

Time Reporting Codes (TRCs)

- TRCs are a category used to represent a unit of work. They are not associated with budget, meaning the employee selecting a TRC is not choosing which budget account they will be paid from. The budget that pays the employee comes from the job itself (HR enters this into job data). TRCs are connected to earnings codes in Payroll. Earnings codes in payroll determine how employees in those TRCs get paid. The earnings codes are configured for pay rules for things like tax exemptions and pay premiums. In short, when employees choose a

TRC, they are NOT selecting which budget they are paid from, they are categorizing their type of work/earnings so that the applicable pay rules for that type of work/earnings are followed. Employees should work with supervisors for the correct TRC or contact HR/Payroll.

- Workstudy student employees need to choose among FWS, SWS and WFS. Supervisors and the Financial Aid department can help provide the correct TRC for workstudy student employees. Workstudy students who know they are receiving Institutional Work Study should be using the WFS TRC. There isn't a TRC called Institutional Work Study.

Submitting time

Possible issues and errors that could be encountered:

- **Reporting for past pay periods:** Employees can't submit time for pay periods that have passed. If they failed to report time for a past pay period, they need to submit on a paper time sheet and HR/Payroll will create the timesheet for payment. There is an old [paper timesheet](#) (Excel) on the Portal that can be used in a pinch, but this is out of date. HR/Payroll needs to create new versions.
- **Clocking out in the Lunch field:** If an employee enters an out time in the Lunch field but does not enter an in time to return from the lunch, the system believes the employee is on a lunch break; not that the shift has ended. This could span several days. If an employee clocks out at Lunch one day and doesn't return to work until two days later, the system will count all that time off as the lunch break. The work hours will all roll up to be the total for the day the "lunch" was taken once an end time is finally entered in the Out field. This means hours worked for the day the lunch was taken will also include all the hours worked on the day the employee returned to work, and the hours worked on the day the employee returned will not get reported.
- **Wrong Timesheet:** If an employee has the wrong version of the timesheet for how they are paid (punch time vs elapsed time), that is likely something HR needs to fix in Time Reporter Data.
- **Wrong TRCs:** If an employee doesn't see the TRCs they are expecting, that is likely something HR needs to fix in Job Data (Workgroup). An example would be a non-student hourly employee who sees the workstudy student TRCs FWS/SWS/WFS and not the HRY TRC. The images used on the time reporting instructions do not reflect our configuration at SVC so those images should not be used to determine whether an employee has the correct TRCs available. This should be determined by the type of employee they are: hourly, full-time student, part-time student, workstudy student, international student, classified, exempt.
- **Employee can't find job or doesn't have the right job.** If an employee is missing a job or has the wrong job (some job titles changed, see Student Job Titles), that is something HR will likely need to fix in Job Data.

Multiple jobs

Employees who have multiple jobs may need to report time on more than one job. Jobs need to be set-up in HR.

- Workstudy students will likely have two jobs at a minimum. They will have the WORKSTUDY STUDENT job as well as a FICA STUDENT or FICA EXEMPT STUDENT job. If a workstudy student needs to report hours/be paid using the FWS/SWS/WFS TRCs, they need to report on the WORKSTUDY STUDENT job. If they are being paid on the department budget, they will need to report on the student job and the TRC will be either STU or HRY.
- Employees may have two jobs with the same job title. This will be hard to determine which job is which. Multiple job reporting might be easier to do using the CTC Time tile rather than the Enter Time tile.
- Associate faculty with hourly jobs will need to report their work time in their hourly job, but they do not need to report work hours for their faculty contract. They will only see one job, the hourly job.

- Employees who work on multiple budgets cannot report hours/time on each budget individually. If an employee works on more than one budget and needs to report a certain number of hours on a certain budget for the pay period, they will need to have multiple versions of their job created so that each budget is available for time reporting. HR will need to set-up the jobs for that.

Student Job Titles

Student job titles have changed from Legacy. Student employees will no longer see the functional title, e.g. Office Assistant, Sports Equipment Attendant, etc. and will now see one (or more) of the following job titles when they are reporting time:

- FICA STUDENT
- FICA EXEMPT STUDENT
- WORKSTUDY STUDENT
- INTERNATIONAL STUDENT