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The duties of the NDSU Budget Office and Ag Budget Office include the funding and budget portions of payroll forms. They are responsible for processing funding changes, budget adjustments and retroactive distributions in relation to payroll. They are also responsible for the activation and/or inactivation of Combination Codes.
INTRODUCTION

Time & Labor is a module in Oracle/PeopleSoft HRMS used to record time worked, including Overtime and Compensatory Time (Comp Time). Only employees in benefited, non-exempt positions will use this module to record overtime or comp time. Non-benefited, non-exempt positions will have overtime calculate automatically when they work over 40.0 hours in a week.

- Benefited, non-exempt employees who are paid on a salary basis will only need to report time in the module if hours worked for the week exceed forty (40.0) hours. This means the employee is required to receive overtime or comp time. Select employees will have time worked interface into Oracle/PeopleSoft via another system, FAMIS, and will not need to use this module to record overtime or comp time hours.

Benefited, non-exempt employees will access their Timesheet to report all hours for weeks they work over forty (40.0). The time entered on the Timesheet will be submitted to the supervisor in order to reflect on the following payday.

Remember that working overtime or comp time during a week must be approved by the supervisor before the hours are worked.

Employees must enter their pre-approved overtime or comp time within 1-2 business days after the pay period ends. Supervisors must approve or deny the overtime or comp time worked within 2-3 business days after the pay period ends. If the time isn’t entered, or isn’t approved prior to the deadlines, the employee will not get paid for those overtime or comp time hours until a subsequent pay period.

The business process is as follows:

1. Employee enters and submits hours worked on the Timesheet when they exceeded forty (40.0) hours for the work week.
2. Supervisor approves reported time.
3. Approved time is sent to payroll and paid the next payday.
REPORTING TIME USING TIMESHEET (BENEFITED, NON-EXEMPT EMPLOYEES)

Benefited, non-exempt employees are expected to enter time **only for work weeks in which they actively work over forty (40.0) hours.** This is not needed for weeks when the employee does not work over 40.0 hours.

**Navigation:** Main Menu > Self Service > Time Reporting > Report Time > Timesheet
Benefited, non-exempt employees will need to submit time on this page only for work weeks in which they actively work over 40.0 hours. The employee must enter ALL hours worked for the work week on this page, not just the overtime hours worked. Remember that sick, annual and other forms of paid leave do not count as time worked for overtime purposes and should not be entered on this page.

**Example:** Mon 8.0 hours, Tues 8.0 hours, Wed 10.0 hours, Thurs 8.0 hours, Fri 8.0 hours = 42.0 hours worked, 2.0 hours of overtime. The employee must enter all the hours for each day, not just the hours on the day worked overtime.

<table>
<thead>
<tr>
<th>Timesheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong> Building Services/Supply Clerk</td>
</tr>
<tr>
<td><strong>Employee ID:</strong></td>
</tr>
<tr>
<td><strong>View By:</strong> Calendar Period</td>
</tr>
<tr>
<td><strong>Reported Hours:</strong> 0.00</td>
</tr>
<tr>
<td><strong>Scheduled Hours:</strong> 72.00</td>
</tr>
<tr>
<td><strong>Previous Period</strong></td>
</tr>
</tbody>
</table>

![Timesheet Image]

The hours entered will automatically pay out as overtime. If the employee wishes to have comp time instead of overtime, the employee will have the option to choose comp time. Click the lookup glass to select COMPTIME.

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Override Rate</th>
<th>Comp Time</th>
<th>Override Combo Cd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours - H01</td>
<td>COMPTIME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Hours - H01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Hours - H01</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The employee can override the combo code (funding source) if required by using the drop down. For questions contact the supervisor. This field will not normally be used. The override combo code would only be applicable for the overtime for the week. It would not apply for the regular hours.
Select **Submit** button to send hours to supervisor. The **Save for Later** button does not submit the Timesheet to the supervisor. If Save for Later is selected, the Timesheet remains at the employee level. The employee will need to go back to the Timesheet page to Submit by the end of the pay period/deadline date in order to receive supervisor approval and eventually be paid/banked.

The following page displays after the hours are submitted:

![Timesheet Submission Confirmation](image)

*Note that the above screen can be used to record not only current pay period overtime or comp time hours, but previous pay period overtime or comp time hours as well. Late overtime or comp time hours worked will no longer be sent to HR/Payroll for entry, they will be entered by the employee, approved by the supervisor and paid on the next payday.*

**SCENARIOS**

**Scenario 1: Pay Period Has Ended and Hours Need to be Entered**

Benefited, non-exempt employees are able to access the Timesheet and make additions and/or changes to overtime or comp time for current or previous pay periods. Work weeks that employees work more than 40.0 hours are required for entry. Work weeks where the employee only works 40.0 hours are not required for entry. The Timesheet will need to be approved each time it’s submitted.

**Scenario 2: Timesheet was Submitted with Incorrect Hours/Combo Code**

In the event a Timesheet is incorrect, the employee should make the updates and submit the Timesheet again for supervisor approval. The new approval will override any previous entry approval, provided the payroll deadline has not passed. If the payroll deadline has passed, the employee should still make the updates. The supervisor must contact the HR/Payroll office for assistance with approving.

**Scenario 3: Supervisor Pushes Back or Denies Timesheet**

When a Timesheet is denied or pushed back from the supervisor, work with the supervisor on the issue. Comments may be entered by the supervisor for reasons why it was denied or pushed back. Supervisors will need to communicate with the employee to discuss concerns. Employee can make the corrections and submit for approval again.