

Time and Labor Tips/Fact Sheet

- Initiate Hires for temporary hourly/student hourly employees at least 5 business days before first day of work so Time & Labor Web Clock and/or Timesheet is available on the first day of work.
- Route Change Form 101's for transfers or pay rate changes the pay period before they are effective so they are entered and paid correctly as they enter their time.
- Initiate Terminations timely so temporary hourly/student hourly employees do not accidentally select a terminated position to punch In/Out on the Web Clock.
- Overtime for temporary hourly/student hourly employees will calculate and pay when the Web Clock or Timesheet is used.
- Overtime and Comp Time for benefited, non-exempt employees is paid and tracked in TLAB. Overtime and Comp Time for benefited, non-exempt employees is entered into the Timesheet by the employee.
 - Comp Time, when being used by the employee, is entered in Absence Management by the employee.
- If time is submitted late, for whatever reason, the Supervisor enters the hours on the date they were worked. Ensure late temporary hourly/student hourly time slips are entered on the actual date the work was performed to be compliant with labor laws and ensure an overtime situation will not occur.
- If funding needs to be overridden for the Web Clock or Timesheet hours, it needs to be overridden for each day in the Combo Code field.
- If the Web Clock is being used, the employee needs to punch Out and punch In for the unpaid lunch period.
- Review punch times for accuracy. Employees can punch the Web Clock from anywhere there is internet/Wi-Fi access.
- When entering missing punches or late time, the Supervisor needs to use the **Submit** button in the Timesheet screen to calculate total hours throughout the pay period.
- When an employee does not show up on your list in the Timesheet screen, search by employee id number and View By: Day and Date: current date. Open Timesheet, verify timesheet is in day mode, which is view by day and one single date. Use previous day hyperlink to move through the timesheet one day at a time. Make any changes/corrections/entries and submit each day.
- After the pay period is finished and all hours and funding are correct. Navigate to the Approve Time and Exceptions screen and use the Select All hyperlink and the **Approve** button.
- Supervisors can delegate Web Clock approval of hours to a proxy. However, Supervisors cannot delegate Timesheet entry to a proxy. Only the direct Supervisor, and the Supervisor's Supervisor, can enter Timesheet hours if the Web Clock will not be used.
- Approval deadline reminders will be sent out by HR/Payroll each pay period. Web Clock hours and/or Timesheet hours not approved by the deadline will not reflect on the next payday.