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 accidently select a termination 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 HRMS. Overtime and Comp Time for benefited, non-exempt employees is entered in HR/Payroll.
  - Submit (scan/mail/route) Timeslip to HR/Payroll to pay the Overtime or bank the Comp Time.
  - Comp Time, when being used by the employee, is entered in Absence Management by the employee.
- Late temporary hourly/student hourly time slips no longer need to be sent to HR/Payroll for entry. If time is submitted late, for whatever reason, the Supervisor enters the correct date as they submit time on the Timesheet. Ensure late temporary hourly/student hourly time slips are entered on the correct dates/pay period to be compliant with dates 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 over ridden 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/wifi access.

- When entering missing punches or late time, the Supervisor needs to use the Submit button to calculate total hours throughout the pay period; use the Approve button after the pay period is finished and all hours and funding is correct to send it to HR/Payroll for payment on the next payday.
- Supervisors can delegate Web Clock approval of hours to a proxy. However, Supervisors cannot delegate Timesheet approval 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.