



# Washington University in St. Louis

## Time and Labor

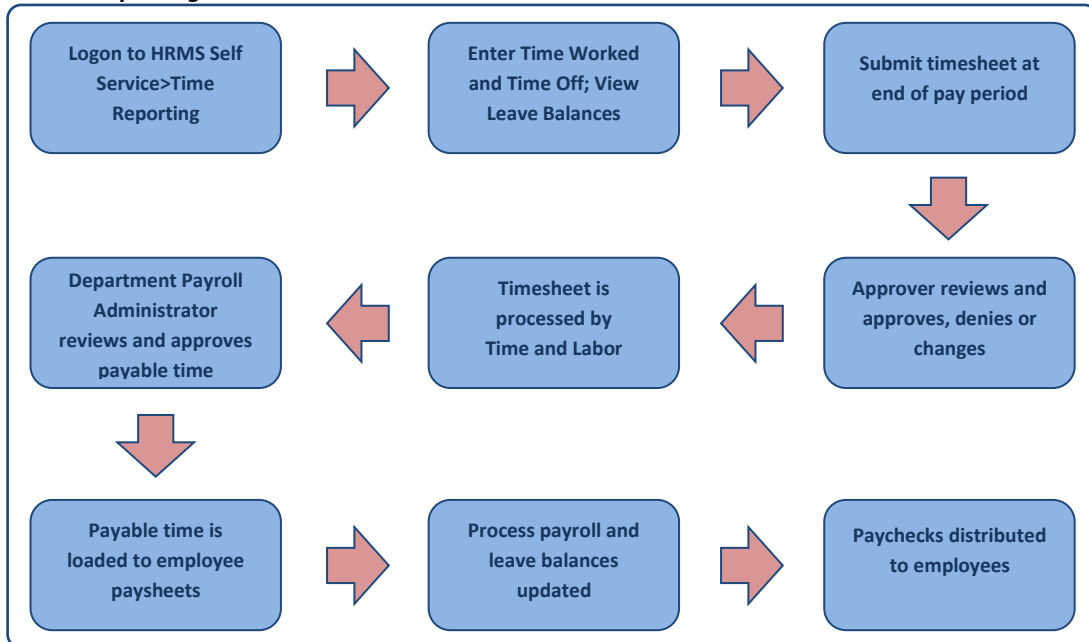
### Bi-Weekly Employee Quick Start Guide

#### Overview:

All non-exempt (bi-weekly) employees are required to report all time worked, as well as time not worked (e.g., Vacation, Sick, Holiday, Jury Duty, etc.). Reported time must be reviewed and approved by the supervisor before being paid.

The University's Human Resource Management System (HRMS) is used to report employee time.

#### ***Time Reporting Process:***



#### Instructions:

- 1) Logon to HRMS using your WUSTL Key ID and password
- 2) Open your timesheet (*Employee Self Service>Time Reporting>Report Time*)
- 3) The current pay period is displayed; find the row containing the appropriate date
- 4) Enter your time beginning with your actual start time (e.g., 8:30AM), the time you started your meal break, the time you returned from your meal break and the time you left work
- 5) Enter time not worked (e.g., Vacation, Sick, Holiday) in the "Hours Not Worked" column
- 6) Your hours worked and not worked will be totaled by week and pay period at the bottom of the page
- 7) When all days in the pay period have been entered, click the "Submit For Approval" button. Your timesheet will be routed to your approver for review and approval. If your timesheet is denied or changed, you will receive an email
- 8) Your timesheet must be submitted for approval by the deadline set forth by your department; the system default deadline is 12:00PM the day before payroll runs
- 9) Your pay for the current pay period will be based upon the hours reported on your timesheet. Leave balances will be updated when your timesheet is approved and the payroll has been processed
- 10) Questions should be directed to your department payroll administrator