Time and Labor

Detailed Instructions for Bi-Weekly Employees
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Overview

All non-exempt (bi-weekly) employees are required to report all time worked as well as all time not worked (e.g., Vacation, Sick, Holiday, Jury Duty, etc.). Reported time must be reviewed and approved by the supervisor before being paid. If the employee has no weekly standard hours and does not work during the pay period, they do not need to fill out a timesheet for that pay period.

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

1. Go to the Human Resources website (http://hr.wustl.edu/) and find the “Login to HRMS” link.

2. On the HRMS logon page, enter your WUSTL Key ID and password. If you don’t yet have a WUSTL Key, enter your Employee ID number and click Sign In. You will be prompted to create your WUSTL Key.

3. Your HRMS homepage will be displayed. Your HRMS menu may look different than what is displayed in the screenshot below. However, your homepage should have the same general look as the one below.
Time Reporting

1. After logging into HRMS, navigate to Main Menu>Employee Self Service>Time Reporting to access the Time and Labor employee menu.

2. Click on the Report Time menu item to access your timesheet page. You’ll notice the entire 2-week is displayed. Below your timesheet, your leave balances (Vacation, Sick and Personal) will display, but only if you are benefit-eligible. These balances are as of the end of the prior pay period and are the hours that are available for you to use during the current pay period. Balances including any leave time you took during the current pay period, plus what you accrue during the period, will display at the bottom of the next pay period’s timesheet.

   You can also enter comments on your timesheet, either by using the comments box at the bottom of the page or by using the comment link on each individual day on your timesheet. Comments that are meant for your approver to see should be entered in the large comments box at the bottom right hand corner of the page.
### 3. To enter time *worked* for a day:
- in the “In” column, enter the actual time you began work
- in the “Start Meal” column, enter the actual time you began your meal break
- in the “End Meal” column, enter the actual time you returned from your meal break
- in the “Out” column, enter the actual time you ended your work day and left work
- the Time Category defaults to “Regular” when you enter in/out times
- the total hours worked for the day are calculated and displayed in the “Total” column
- in/out times can be entered in the following forms: 8:00AM, 8:30a or 0830
- follow these same instructions for any day worked during the pay period

### 4. To report time *not worked* (e.g., Vacation, Sick, Holiday) for a day:
- click on the Time Category drop-down arrow and select the appropriate value
- enter the number of hours in the “Hours Not Worked” column (e.g., 8.00)
5. It is recommended that you report your hours worked and time-off hours as they happen or before it happens (time-off only). When entering hours on your timesheet, use the “Save For Later” button to save entries. Your time will be stored in a “Saved” status.

6. You can review your hours by using the “Timesheet Totals – Payable Hours” section below your timesheet. The hours reported will be totaled by Week 1/Week 2 and Hours Worked/Time-Off.

7. Once the pay period is complete and time for all days has been entered, you can use the “Submit For Approval” button to submit your timesheet to your approver for review and approval. Your time will then be stored in a “Needs Approval” status.
8. Although your department may have defined its own deadline for bi-weekly employees to submit their timesheets, the system default deadline is set at midnight of the day payroll will be processed (typically the Tuesday following the end of the pay period). Once your timesheet has been approved, the status of your hours will change to “Approved”.

9. You have the ability to upload attachments related to your time-off to your timesheet. In the lower right section of your timesheet, click on Documents. You will select the Attachment Type (either Doctor’s Note or Miscellaneous). Click Upload and Browse to find the document. Click Upload again. You will see a line with the document name. You can either View or Delete the document once it is uploaded. Click OK to return to the timesheet.
10. If your timesheet is modified by someone other than yourself, you will receive an email to notify you of the change. The user that has made the change is required to enter a comment on your timesheet that explains their reason(s) for changing your timesheet. The email notification will contain a link to your timesheet where you can review the comment and proceed as necessary.

11. If your timesheet is denied by your approver, you will receive an email to notify you of the denial. Your approver is required to enter a comment to explain why it was denied. The email notification will contain a link to your timesheet where you can review the comment and proceed as necessary. If you correct the mistake on your timesheet after it is denied, the system will send an automatic email to your approver to notify them of your correction.

**Time Reporting Scenarios**

Not every employee at the University works a shift that starts and ends on the same day, or works the entire shift without taking time-off, etc. This section will cover various scenarios that require special instructions for completing a timesheet.

**Night Shift Hours**

Employees working shifts that start on one day and end on the next day, or cross over midnight, must record their in and out times according to the instructions below, based on a shift starting at 8PM on Monday and ending at 5AM on Tuesday:

- in the “In” column on Monday, enter the actual time you began work
- in the “Start Meal” column on Tuesday, enter the actual time you began your meal break
• In the “End Meal” column on Tuesday, enter the actual time you returned from your meal break
• In the “Out” column on Tuesday, enter the actual time you ended your shift and left work

**Leave Balances**

In Time and Labor leave balances are always available to employees. Benefit eligible employees accrue vacation and sick time based upon the University policy. The accruals are processed at the end of each pay period. The balances that are visible on your timesheet are as of the end of the prior pay period, and are what is available to you for use during the current pay period. The time-off you report does not change the values from the end of the prior period. Any activity in the current pay period, including any hours you accrue, will be displayed on the next pay period timesheet.

As you saw in the timesheet screenshot at the beginning of this guide, leave balances are displayed at the bottom left hand corner of the page. This section simply displays your balances as of the end of the prior pay period. If you navigate to a past timesheet, the balances that display at the bottom of that page will be as of the end of the pay period prior to that period.

To view additional detail or find other information regarding your leave balances, you can use the View Leave Balances function (Employee Self Service>Time Reporting>View Leave Balances). This page was created to give employees a historical view of their leave balances. You can view your leave activity and accruals by pay period, as well as see how your balance has increased or decreased from pay period to pay period. On the right side of the page, you can see helpful information like your maximum balances, how many unverified sick instances you’ve reported during the fiscal year and also a formula for how leave accruals are calculated. At the bottom of the section there is a link to the employee handbook which includes the time-off policy.

**Email Notifications**

Time and Labor has several email notifications and reminders that are sent to employees and approvers. Some are sent on a scheduled basis, some are sent only when a certain event happens. Each
email that is sent includes a link to the appropriate page in Time and Labor. When you click on one of
the links you will be asked to log in (if not already logged in) and the system will send you directly to the
page. Below is a listing of the possible email notifications or reminders that you may receive along with
when the emails are sent.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Recipient</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bi-weekly employees with standard</td>
<td>Employee</td>
<td><strong>Scheduled</strong> 9:00AM the day before bi-weekly payrol</td>
</tr>
</tbody>
</table>
functions. View Payable Time Detail will show the details of your payable time for each day in the pay period.

**View Payable Time Summary**

The View Payable Time Summary function allows you to view payable time in a summary form for the pay period. If you choose to look at your payable time you can use this function or View Payable Time Detail.

**Still Need Help?**

If, after looking through this guide, you still have questions, please contact your department’s payroll administrator or your supervisor/approver.