



# **Time and Labor**

**Detailed Instructions for Bi-Weekly Employees**

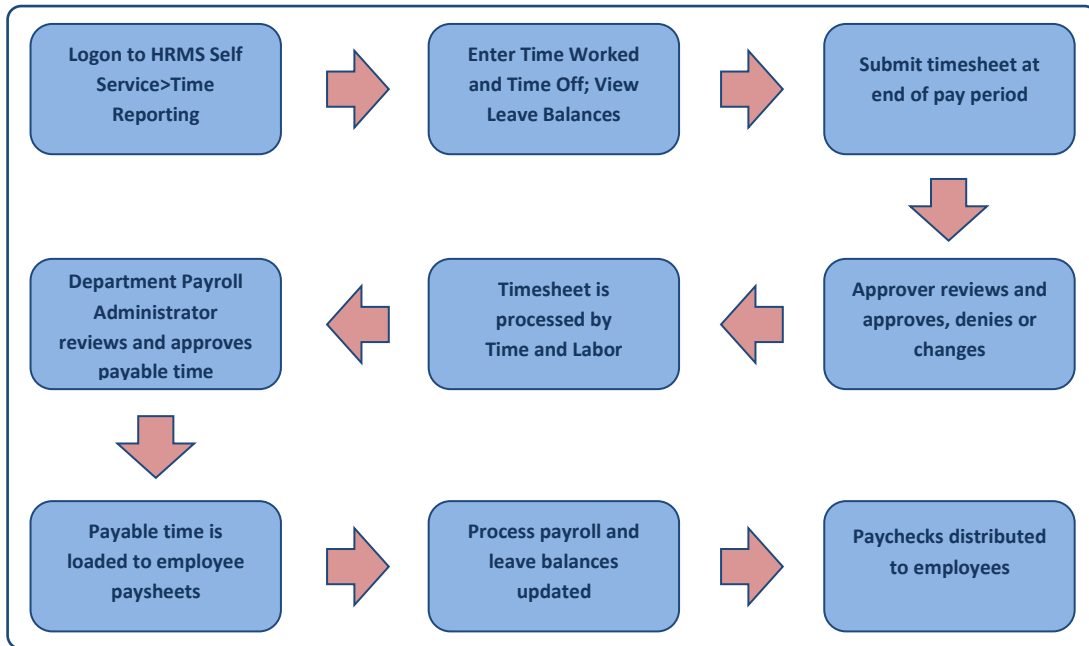
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## Overview

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.

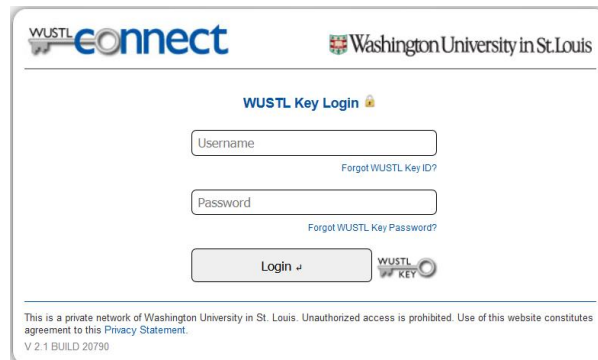


## Logging Into HRMS

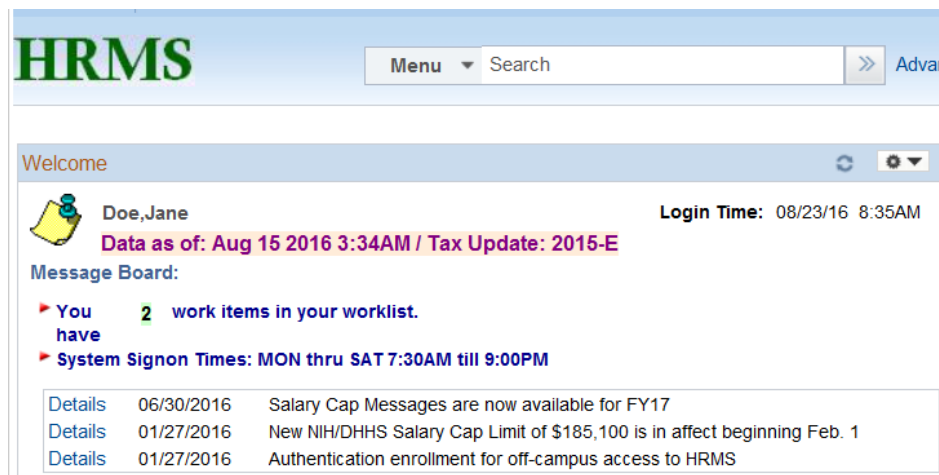
1. Go to the Human Resources website (<http://hr.wustl.edu/>) and find the “Login to HRMS” link.



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.



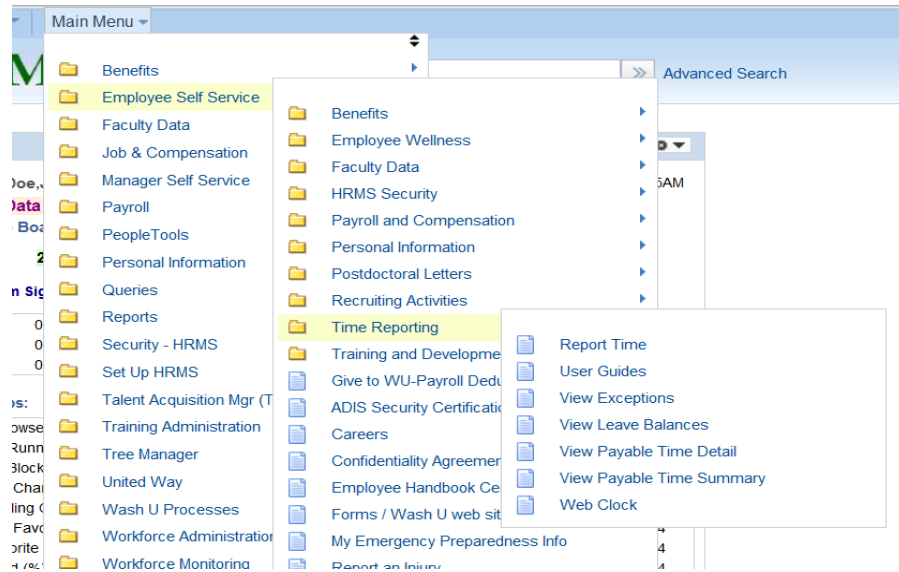
3. Your HRMS homepage will be displayed. Your HRMS menu may look different than what is displayed in the screenshot below. However, your homepage should have the same general look as the one below.



Details	06/30/2016	Salary Cap Messages are now available for FY17
Details	01/27/2016	New NIH/DHHS Salary Cap Limit of \$185,100 is in affect beginning Feb. 1
Details	01/27/2016	Authentication enrollment for off-campus access to HRMS

## 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.

Timesheet

Doe, Jane

Employee 314259

Job Title WU Employee

ID

Department 000339 - Human Resources

Empl Rcd Nbr 0

Standard Hours 37.50

Select Another Timesheet

\*Date 08/14/2016

Reported Hours 0.00

Status **New**

Previous Period Next Period

[View Leave Record](#)

From 08/14/2016 to 08/27/2016 ?													
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked			
	Sun	8/14	New									+	-
	Mon	8/15	New									+	-
	Tue	8/16	New									+	-
	Wed	8/17	New									+	-
	Thu	8/18	New									+	-
	Fri	8/19	New									+	-
	Sat	8/20	New									+	-
	Sun	8/21	New									+	-
	Mon	8/22	New									+	-
	Tue	8/23	New									+	-
	Wed	8/24	New									+	-
	Thu	8/25	New									+	-
	Fri	8/26	New									+	-
	Sat	8/27	New									+	-

Leave Balances As Of 08/13/2016		
Plan Type	Hours	Days
Sick	035.09	84.08
Vacation	158.16	21.09
Personal	0.00	0.00

Comments

Timesheet Totals - Payable Hours			
	Week 1	Week 2	Total
Hours Worked	0.00	0.00	0.00
Time Off	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Reported Time Audit		
Name	DateTime	Action

Approvers	
Primary	John Doe
Backup	Jennifer Doe

Attachments		
Documents		
Document Type	View	Delete
	<input type="button" value="View"/>	<input type="button" value="Delete"/>

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

From 08/14/2016 to 08/27/2016 ?													
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked			
	Sun	8/14	New									+	-
	Mon	8/15	New	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			+	-
	Tue	8/16	New									+	-

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)

From 08/14/2016 to 08/27/2016 ?												
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked		
	Sun	8/14	New									
	Mon	8/15	New	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Tue	8/16	New						Vacation	8.00		

- 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.

From 08/14/2016 to 08/27/2016 ?												
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked		
	Sun	8/14	New									
	Mon	8/15	Saved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Tue	8/16	Saved						Vacation	8.00		
	Wed	8/17	Saved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			

- 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.

Timesheet Totals - Payable Hours			
	Week 1	Week 2	Total
Hours Worked	16.00	0.00	16.00
Time Off	8.00	0.00	8.00
<b>Total</b>	<b>24.00</b>	<b>0.00</b>	<b>24.00</b>

- 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.

From 08/14/2016 to 08/27/2016 ?												
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked		
	Sun	8/14	New									
	Mon	8/15	Needs Approval	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Tue	8/16	Needs Approval						Vacation	8.00		
	Wed	8/17	Needs Approval	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Thu	8/18	Needs Approval	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Fri	8/19	Needs Approval	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Sat	8/20	New									
	Sun	8/21	New									
	Mon	8/22	Needs Approval						Vacation	8.00		
	Tue	8/23	Needs Approval						Vacation	8.00		
	Wed	8/24	Needs Approval						Vacation	8.00		
	Thu	8/25	Needs Approval						Vacation	8.00		
	Fri	8/26	Needs Approval						Vacation	8.00		
	Sat	8/27	New									

- 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".

From 08/14/2016 to 08/27/2016 ?												
Comments	Day	Date	Status	In	Start Meal	End Meal	Out	Total	Time Category	Hours Not Worked		
	Sun	8/14	New									
	Mon	8/15	Approved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Tue	8/16	Approved						Vacation	8.00		
	Wed	8/17	Approved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Thu	8/18	Approved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Fri	8/19	Approved	8:00AM	12:00PM	12:30PM	4:30PM	8.00	Regular			
	Sat	8/20	New									
	Sun	8/21	New									
	Mon	8/22	Approved						Vacation	8.00		
	Tue	8/23	Approved						Vacation	8.00		
	Wed	8/24	Approved						Vacation	8.00		
	Thu	8/25	Approved						Vacation	8.00		
	Fri	8/26	Approved						Vacation	8.00		
	Sat	8/27	New									

- 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.



**Attachments**

Documents

Document Type	View	Delete
Doctor's Note	<span style="border: 1px solid #ccc; padding: 2px 10px;">View</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Delete</span>

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Attachments

**Doe, Jane** Employee ID 314259  
 Job Title WU Employee Empl Rcd Nbr 0  
 Department 000339 - Human Resources Standard Hours 37.50

**Documents**

Attachment Type Doctor's Note Upload

Document Type	Filename	View	Delete
1	Doctor's Note TL_314259_DN_08-23-2016_TEST.pdf	<span style="border: 1px solid #ccc; padding: 2px 10px;">View</span>	<span style="border: 1px solid #ccc; padding: 2px 10px;">Delete</span>

OK Cancel

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.

### Leave Balance Information For: Jennifer Doe

Empl ID: 312425 Department: 000217 - WashU IT-Enterprise Apps

Vacation	Sick	Personal	<< FY 2016				FY 2017	FY 2018 >>
<b>Vacation Details</b>								
End Date	Service Hours	Earned	Taken	Adjusted	Balance (Hours)	Balance (Days)		
10/31/2016	168.000	14.16			98.19	12.27		
09/30/2016	176.000	14.84			84.03	10.50		
08/31/2016	144.000	12.14	3.75		69.19	8.65		
08/07/2016	37.500	3.16			60.80	8.11		
07/31/2016	157.500	13.28	18.75		57.64	7.69		
07/01/2016					63.12	8.42		
<b>Totals:</b>	<b>683.000</b>	<b>57.58</b>	<b>22.50</b>	<b>0.00</b>				

Information As Of: 11/03/16 2:56PM

**Helpful Information**

**Maximum Balances**

Vacation: 176.00 Sick: 960.00

**Scheduled / Unscheduled Counts**

	Scheduled	Unscheduled
Sick	0	0
Vacation	0	0

**Calculating Accruals**

Vacation Accrual Rate: 0.084292  
Sick Accrual Rate: 0.045978

**Accrual Formula**

Service Hours x Accrual Rate = Hours Earned

**Employee Handbook**

[Employee Handbook](#)

## 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.

Situation	Recipient	When
1. Bi-weekly employees with standard hours who have not reported or submitted their timesheet for approval	Employee	<b>Scheduled</b> 9:00AM the day before bi-weekly payroll is processed.
2. Approver has denied an employee's timesheet	Employee	<b>Event-Driven</b> When the approver clicks the Deny Timesheet button.
3. Approver (or Department Payroll Administrator) reviews a timesheet , makes a change and re-submits	Employee	<b>Event-Driven</b> When the user (which is not the employee) clicks the Save For Later or Submit For Approval button after making a change to the employee's timesheet.

## Deadlines

In order for a paycheck to generate, biweekly employees must submit their timesheet before 12:00PM on the day before payroll runs. The approver must approve the timesheet before 12:00AM (midnight) on the day payroll runs. Deadlines may change due to holidays throughout the year. On a holiday payroll schedule, employees must submit their timesheet before 12:00AM (midnight) on the day before payroll runs. Approvers must approve the timesheet before 11:00AM on the day payroll runs.

## Other Self Service Functions

As you can see from the Employee Self Service>Time Reporting menu, there are other options besides Report Time and View Leave Balances. These other functions are rarely used by employees. Therefore, we don't go into a lot of detail on them. This section will briefly describe what each function is used for.

### **View Exceptions**

Once your timesheet is approved, additional edits are performed by a program that runs in the background. When the program finds an issue with any time that you reported, it will generate an exception. An exception can be a warning (medium severity) or an error (high severity). If an exception is generated on your timesheet and it requires your attention, your payroll administrator or your approver will contact you. To review any exceptions that have been generated on your timesheet you can use the View Exceptions function.

### **View Payable Time Detail**

The same program that performs the edits (mentioned above) also creates "payable" time. Payable time has a real value for bi-weekly employee. In the event you want to view your payable time, you can use the View Payable Time Detail or View Payable Time Summary (below)

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.