



Time and Labor

Detailed Instructions for Monthly Employees

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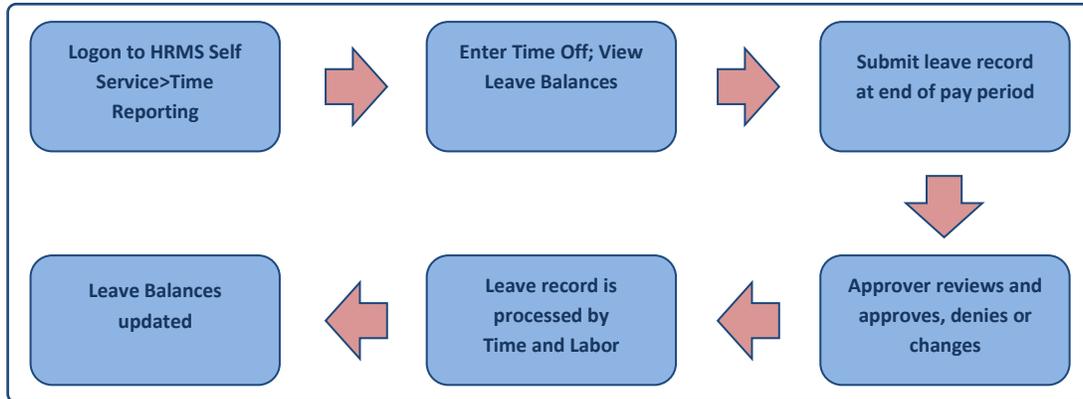
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Overview

All exempt (monthly) employees are required to report all time not worked (e.g., Vacation, Sick, Holiday, Jury Duty, etc.). Reported time must be reviewed and approved by the supervisor. In the event a monthly employee has no time-off to report during the month, they must select the “No Leave Taken This Month” checkbox on the leave record and submit for approval. This allows the employee to declare they used no time-off during the month. Approvers are still required to review and approve a leave record even if no time-off is reported.

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

Time Reporting Process:



Logging Into HRMS

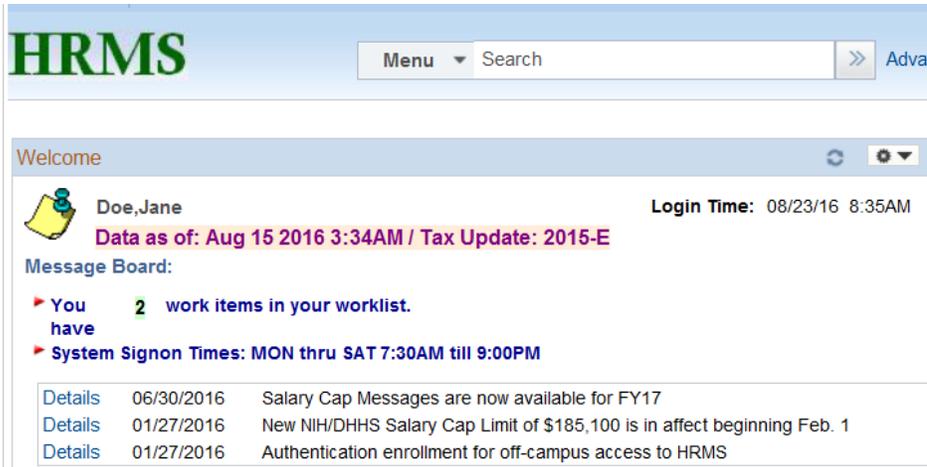
1. Go to the Human Resources website (<http://hr.wustl.edu/>) and find the “Login to HRMS” link.



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.

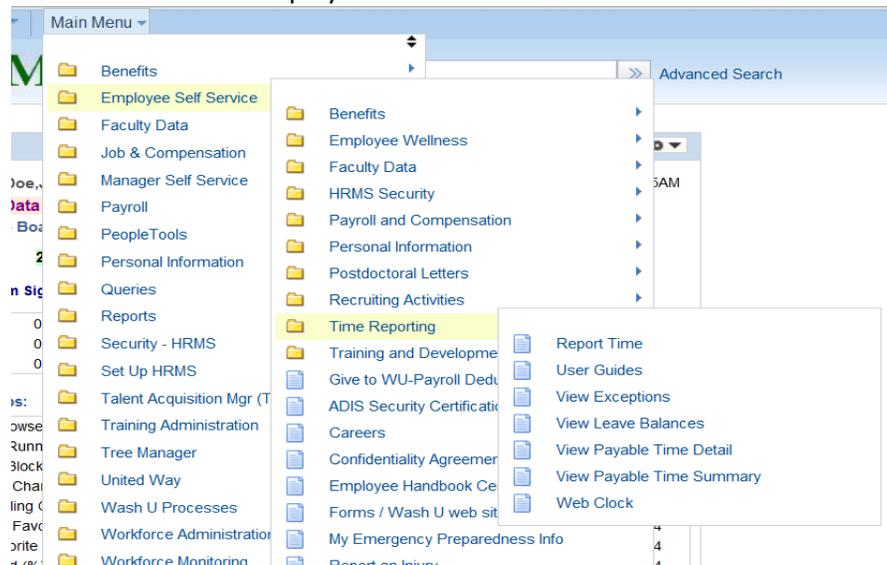
The screenshot shows the WUSTL Key Login page. At the top, it features the WUSTL connect logo and the Washington University in St. Louis logo. The main heading is “WUSTL Key Login”. Below this, there are two input fields: “Username” and “Password”. To the right of the Username field is a link that says “Forgot WUSTL Key ID?”. To the right of the Password field is a link that says “Forgot WUSTL Key Password?”. Below the input fields is a “Login” button with a dropdown arrow. To the right of the button is the WUSTL Key logo. At the bottom of the page, there is a small disclaimer: “This is a private network of Washington University in St. Louis. Unauthorized access is prohibited. Use of this website constitutes agreement to this Privacy Statement. V 2.1 BUILD 20790”.

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-Off 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 leave record page. You'll notice the entire month is displayed with the exception of weekend days. To access weekend days, click the "Show Weekends" button. Below your leave record, your leave balances (Vacation, Sick and Personal) will display. These balances are as of the end of the prior month 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 month's leave record.

You can also enter comments on your leave record, either by using the comments box at the bottom of the leave record page or by using the comment link in the Reported Time Status section (described later in this guide). 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.

Leave Record

Doe, Jane

Employee ID 077241

Job Title HR/Faculty Records Manager

Empl Rcd Nbr 0

Department 000339 - Human Resources

Standard Hours 37.50

Select Another Leave Record

*Date 08/01/2016

Reported Hours 0.00

Status **New**

From Monday 08/01/2016 to Wednesday 08/31/2016 ?

Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Mon 8/29	Tue 8/30	Wed 8/31	Total				
<input type="text"/>																										<input type="button" value="+"/>	<input type="button" value="-"/>	
<input type="text"/>																											<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>																											<input type="button" value="+"/>	<input type="button" value="-"/>

No Leave Taken This Month

Leave Balances As Of 07/31/2016		
Plan Type	Hours	Days
Sick	606.48	80.86
Vacation	178.28	23.77
Personal	0.00	0.00

Comments

Reported Time Audit		
Name	Date/Time	Action

Approvers

Primary John Doe

Attachments

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

- To enter time *not worked* (or time-off) during the month:
 - Select the Leave Type drop down list and choose the appropriate value
 - Enter the number of hours for this type of time-off under the appropriate date column(s)

From Monday 08/01/2016 to Wednesday 08/31/2016 ?

Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11
Vacation <input type="text"/>		8.00							
<input type="text"/>									
<input type="text"/>									

- If you have time not worked for another reason, go to the 2nd row, select the appropriate type, and enter the number of hours for this type under the appropriate date column(s). If you use the 3 available lines, you can click the button to the far right of each line to add additional lines. Note: you should enter all days for a specific type on one line. For example, if you took two days of vacation, enter both days on the same line, not on two separate lines.

From Monday 08/01/2016 to Wednesday 08/31/2016 ?																									
Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Mon 8/29	Tue 8/30	Wed 8/31	Total	
Vacation	8.00	8.00	8.00	8.00	8.00																				
Jury Duty										8.00															
Funeral Leave																		8							

5. It is recommended that you report time-off as it happens or before it happens. When going through the month and periodically entering time-off use the “Save For Later” button to save what you’ve entered on your leave record. Once the month is complete, you can use the “Submit For Approval” button to submit your leave record to your approver for review and approval. After saving or submitting your leave record, the hours you recorded in the monthly view will be displayed in the Reported Time Status section.

In this section you can click on the  link to record comments for a specific day. These comments should be for your own purpose, not to communicate something to your approver. Keep in mind that comments entered on a specific day are still accessible by anyone that has access to view your leave record.

The status of each individual entry is also visible in this section. The possible statuses are Saved, Needs Approval, Denied or Approved.

From Monday 08/01/2016 to Wednesday 08/31/2016 ?																									
Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Mon 8/29	Tue 8/30	Wed 8/31	Total	
Funeral Leave																		8.00							8.00
Jury Duty										8.00															8.00
Vacation	8.00	8.00	8.00	8.00	8.00																				40.00

No Leave Taken This Month

Reported Time Status					
Date	Reported Status	Total	TRC	Description	Comments
08/01/2016	Needs Approval	8.00	VRM	Vacation	
08/02/2016	Needs Approval	8.00	VRM	Vacation	
08/03/2016	Needs Approval	8.00	VRM	Vacation	
08/04/2016	Needs Approval	8.00	VRM	Vacation	
08/05/2016	Needs Approval	8.00	VRM	Vacation	
08/12/2016	Needs Approval	8.00	JLM	Jury Duty	
08/24/2016	Needs Approval	8.00	FLM	Funeral Leave	

6. At the end of the month (or by the 5th business day of the next month) you must submit your leave record for approval. The status column in “Reported Time Status” will show “Needs Approval”. Your leave record will be routed to your primary approver (name is listed below the monthly view). When your approver has reviewed and approved your leave record, the status of your time will change to “Approved.”

From Monday 08/01/2016 to Wednesday 08/31/2016 ?																									
Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Mon 8/29	Tue 8/30	Wed 8/31	Total	
Funeral Leave																									8.00
Jury Duty										8.00															8.00
Vacation	8.00	8.00	8.00	8.00	8.00																				40.00

No Leave Taken This Month

Save for Later Submit

Reported Time Status						Personalize	Find	1-7 of 7
Date	Reported Status	Total	TRC	Description	Comments			
08/01/2016	Approved	8.00	VRM	Vacation				
08/02/2016	Approved	8.00	VRM	Vacation				
08/03/2016	Approved	8.00	VRM	Vacation				
08/04/2016	Approved	8.00	VRM	Vacation				
08/05/2016	Approved	8.00	VRM	Vacation				
08/12/2016	Approved	8.00	JLM	Jury Duty				
08/24/2016	Approved	8.00	FLM	Funeral Leave				

- If your leave record 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 leave record that explains the reason(s) for changing your leave record. The email notification will contain a link to your leave record where you can review the comment and proceed as necessary.
- If your leave record is denied by your approver, you will receive an email to notify you that 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 leave record where you can review the comment and proceed as necessary. If you correct the mistake on your leave record after it is denied, the system will send an automatic email to your approver to notify them of you correction.

No Leave Taken

If you have no time-off to report for a month, you must check the “No Leave Taken This Month” checkbox on your leave record. Checking this box will indicate to your approver that you are reporting no time-off for the month, rather than forgetting to record your leave record.

When reporting no leave taken, it is not possible to have reported any other time-off during the month. You also cannot click the “Save For Later” button when selecting this option. You can only submit a leave record with no leave taken.

From Monday 08/01/2016 to Wednesday 08/31/2016 ?													
Time Reporting Code	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Mon 8/15	Tue 8/16	

No Leave Taken This Month

Save for Later Submit

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 leave record are as of the end of the prior month, 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 month, including any hours you accrue, will be displayed on the next month's leave record.

As you saw in the leave record 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 month. If you navigate to a past leave record, the balances that display at the bottom of that page will be as of the end of the month 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 month to month. 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, you'll also have 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 >>			
Vacation Details						
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
Totals:	683.000	57.58	22.50	0.00		

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
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1. Monthly employee has not reported any time-off on their leave record <u>and</u> has not checked the No Leave Taken This Month checkbox	Employee	Scheduled 10:00AM on the 1 st , 3 rd and 5 th business day after the month.
2. Monthly employee has reported time-off but has not submitted leave record for approval	Employee	Scheduled 10:00AM on the 1 st , 3 rd and 5 th business day after the month.
3. Approver has denied an employee's leave record	Employee	Event-Driven When the approver clicks the Deny Leave Record button.
4. Approver (or Department Payroll Administrator) reviews a leave record, makes a change and re-submits	Employee	Event-Driven 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 leave record.

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, especially monthly 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 leave record 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 leave record and it requires your attention, your payroll administrator or your approver will contact you. To review any exceptions that have been generated on your leave records, 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, but not for the monthly employee. Even though you have payable time generated from your leave record, the time is never sent to your paycheck information and therefore has no effect on your pay. 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 month.

View Payable Time Summary

The View Payable Time Summary function allows you to view payable time in a summary form for the month. As mentioned above, there isn't much value in viewing your payable time as a monthly employee. However, if you choose to look at it, 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.