

Report Your Time

This document lists important information you need to know about reporting your time. It also

- Displays how to navigate to the Timesheet page, where you will report your time.
- Provides descriptions of areas and fields on the Timesheet page.
- Displays step-by-step instructions for reporting your time.

Important Information

You will enter the appropriate time reporting codes and hours for each work day.

- A time reporting code (TRC) is a three-character code used to designate the type of time associated with your work and off-work hours. A complete list of TRCs is available via a drop-down menu on the Timesheet page. For help determining the appropriate TRCs and/or hours to report, contact your supervisor or departmental timekeeper.
- Biweekly employees must report regular (REG) hours plus any variations from REG (e.g., vacation, sick time, or overtime).
- Monthly employees do NOT report regular (REG) hours. They ONLY report variations from REG (e.g., vacation or sick time). If a monthly employee has no variations to report, they will check the “No variation from normal work schedule” checkbox.

Some biweekly employees may be required to enter a Combo (Combination) Code (ShortCode) in addition to hours and TRCs, as shown on page 7. Only do this if directed to do so by your supervisor. Monthly employees who report their exception time one-month in arrears should never enter a Combo Code.

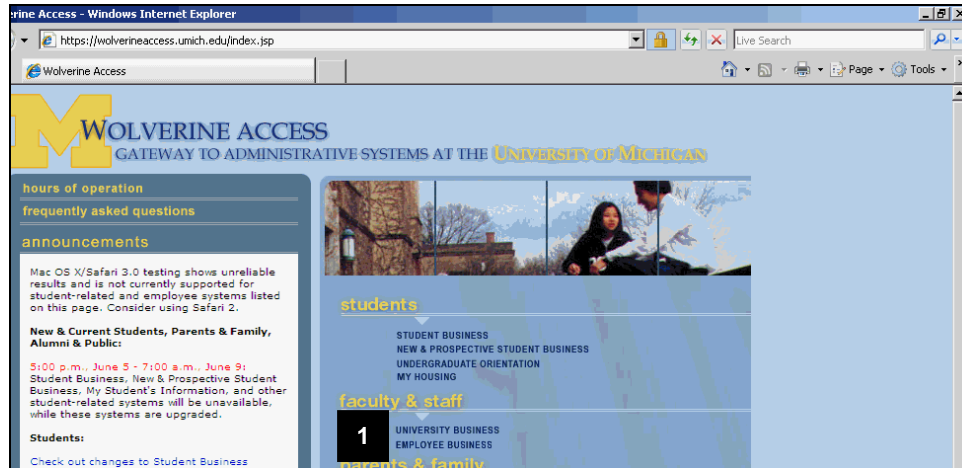
Check with your departmental timekeeper or supervisor for departmental guidelines on when you should complete your time entry.

- In general, biweekly employees must report both their regular time and their variations to regular time by 7:00 p.m. on the Monday of a pay week.
- In general, monthly employees must report their variations to regular time (or turn on the “no variations from normal work schedule” checkbox) approximately 3-5 business days into the next month.
 - Note: For monthly employees, variations to their normal work schedule are paid in the following month (i.e., June exception time is paid in the month of July).
- It is OK for employees to report time as the pay period progresses or for a future time period.
- Employees will not be able to change time reported in a previous time period. If you have a change to a previously reported time period, print a screen shot of the Timesheet page displaying the appropriate time period. Note the changes on the printed copy, then sign and submit to your supervisor. For monthly time, use the Print Preview function to change the orientation to Landscape and the size to 60%.

Navigation

Go to Wolverine Access Gateway at <http://wolverineaccess.umich.edu>.

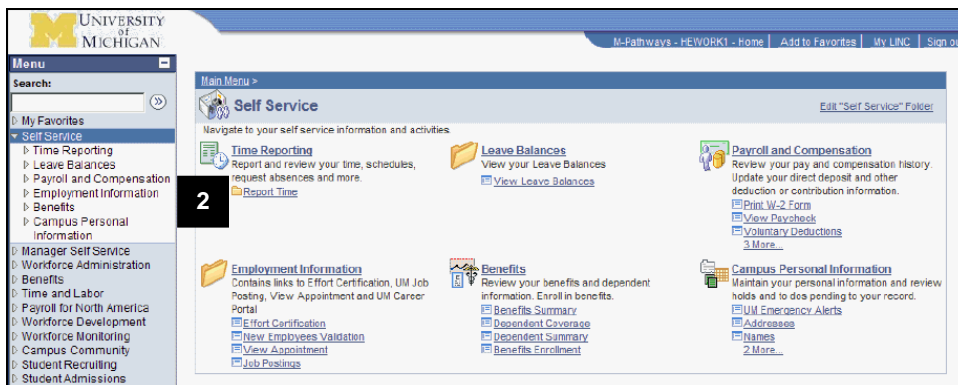
Wolverine Access Gateway



Access Employee Business

1. Click **EMPLOYEE BUSINESS** under **faculty & staff**.

Employee Self Service Page



Access Report Time

2. Click **Report Time**.

Note: If you have multiple appointments, you will see an additional screen (not shown here). To be paid correctly, you must enter the appropriate time for each active appointment.

Timesheet Page – Field Descriptions

Timesheet
 Jillian Pstrain Employee ID: 12345678
 Job Title: Admissions Officer Inter Employee Record Number: 0

Leave Balances		Std Hrs/Wk: 40.00	Distribution First 1 of 1 Last				
Vacation: 207.200	PTO: 1056.000	Hourly Rate: 20.424875	<table border="1" style="width: 100%;"><tr><th>Combo Code</th><th>Pct</th></tr><tr><td>123456</td><td>100.000</td></tr></table>	Combo Code	Pct	123456	100.000
Combo Code	Pct						
123456	100.000						
Sick/OTB: 64.700	Extended 100%: 1056.000	Workgroup: SNONE					
Family Care:	Extended 50%: 1056.000	Paygroup: BWC					

Missing Time? Y

View By: Time Period Date: 06/15/2008 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 0.000 Hours

From Sunday 06/15/2008 to Saturday 06/28/2008

Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Total	Time Reporting Code	Type	Combo Code	H	I
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

A	Job Title/Employee Record Number	Some employees have multiple job appointments, which are differentiated by the employee record number (Empl Rcd#).
B	Leave Balances	Before entering leave time, check to see if you have enough leave time available. Note: MOR Paygroup (most campus) employees' time is reported one-month after it is used, so the leave balance is not current.
C	Job Data/Distribution	Displays job data such as your appointment (standard) hours and your hourly rate as well as departmental/system information such as your paygroup or the account code your pay is distributed to.
D	Missing Time	Y Indicates time was not reported for a previous period. N indicates all past time has been reported. If time is missing, the Leave Balances may not be accurate.
E	Time Reporting Rows	Used to enter hours worked/not-worked. You will enter one time reporting row (line) for each time reporting code.
F	Time Reporting Code	Click the drop-down in the Time Reporting Code (TRC) field to display and select from a list of Time Reporting Codes.
G	Combo Code	Click the magnifying glass in this field to display a list of Combo Codes (a.k.a. ShortCodes or Account Codes). These codes are used by some biweekly employees to charge some of their hours to a different Combo Code. Only use this if instructed to do so by your supervisor. Monthly employees should never use this field.
H	Delete Row	This button is used to delete a time reporting row.
I	Add Row	This button is used to add a new time reporting row. You can add as many as you need.
J	Previous Time Period and Next Time Period	These links are used to move to the previous or next two-week period.
K	Submit	After you enter time for a two week period, you must click Submit. If you don't, your time will NOT be reported.

Step-by-Step Procedures for Entering Time

Timesheet Page

The screenshot shows a timesheet interface with the following elements:

- 3**: Date range header: "from Sunday 06/15/2008 to Saturday 06/28/2008"
- 4**: Date headers for each day from Sun 6/15 to Sat 6/28.
- 5**: "Time Reporting Code" dropdown menu in the first row.
- 6**: "Type" and "Combo Code" columns.
- 7**: "Submit" button at the bottom left.

Report Your Time

3. Check to make sure the dates displaying in the Time Reporting Row area are for the appropriate pay period.
4. For the first Time Reporting Code (TRC) you will report, enter the hours in the appropriate date fields and the TRC in the **Time Reporting Code** field.
5. If necessary, click the drop-down list in the **Time Reporting Code** field to select a TRC from list of valid values.
6. Three rows display initially. To add additional rows, click **+**. You do not need to delete blank rows before submitting your time.
7. After completing your time entry you must click **Submit**. If you do NOT click **Submit**, your time will **NOT** be reported.
8. A screen will display confirming that your time entry submission was successful. Click **OK** to return to the Timesheet page.

Timesheet Page

from Sunday 06/15/2008 to Saturday 06/28/2008

Sun 6/15	Mon 6/16	Tue 6/17	Wed 6/18	Thu 6/19	Fri 6/20	Sat 6/21	Sun 6/22	Mon 6/23	Tue 6/24	Wed 6/25	Thu 6/26	Fri 6/27	Sat 6/28	Total	Time Reporting Code	Type	Combo Code
	8.000	8.000	8.000					8.000	8.000		8.000	8.000			REG - Regular	Hours	
										8.000					SCL - Sick - Illness, Injury	Hours	
				8.000	8.000										VAC - Vacation	Hours	

Submit

Make Changes to Your Reported Time

Note: If you need to change the time reported for the current period, you can do so up to the data entry deadline and submit again.

- As needed, overwrite or delete the hours or TRCs in existing Time Reporting Rows.
- For each additional TRC, click **+** and enter appropriate values in the TRC and date fields.
- To delete a row, which includes all hours or amounts for a TRC, click **-**.
- After changing your reported time, you must click **Submit**.

Note: Monthly employees are not required to report regular (REG) hours. Monthly employees only report variations to their normal work schedule.

Timesheet Page – No Exception Time for a Monthly Employee

View By: Time Period Date: 12/01/2007 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 0.000 Hours << Previous Employee Next Employee >>

Check here if no variation from normal work schedule for the pay period ending 2007-12-31.

from Saturday 12/01/2007 to Monday 12/31/2007

Sat 12/1	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Fri 12/28	Sat 12/29	Sun 12/30	Mon 12/31	Total	Time Reporting Code	Type	Combo Code

Submit Apply Schedule

Note: Monthly employees are not required to report regular (REG) hours. Monthly employees only report variations to their normal work schedule following the same steps as above.

- If you are a monthly employee with no variations to report for the month, select the **Check here if no variation from normal work schedule** checkbox.
- Click **Submit**.
- A screen will display confirming that your time entry submission was successful. Click **OK** to return to the Timesheet page.

Timesheet Page - Biweekly Employees Only

Timesheet
 Jillian Pstrain167 Employee ID: 12345678
 Job Title: Administrative Assistant Employee Record Number: 0

Leave Balances: Vacation: 207.200 PTO: Sick/OTB: 64.700 Extended 100%: 1056.000 Family Care: Extended 50%: 1056.000
 Std Hrs/Wk: 40.00 Hourly Rate: 20.424875 Distribution: 187992 100.000
 Workgroup: SNONE/C-AMP Combo Code: 187992
 Paygroup: B/W/C

Missing Time? Y

View By: Time Period Date: 06/01/2008 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 80.000 Hours

From Sunday 06/01/2008 to Saturday 06/14/2008														Total	Time Reporting Code	Type	Combo Code
Sun 6/1	Mon 6/2	Tue 6/3	Wed 6/4	Thu 6/5	Fri 6/6	Sat 6/7	Sun 6/8	Mon 6/9	Tue 6/10	Wed 6/11	Thu 6/12	Fri 6/13	Sat 6/14				
			8.000	8.000	8.000				2.000					2.000	ONC - On Call Hours	Hours	170215
										6.000	8.000	8.000		46.000	REG - Regular	Hours	
	8.000	8.000						8.000	8.000					32.000	REG - Regular	Hours	170215

Submit

Example - Enter Combo Codes

Some biweekly employees may be required to enter a Combo Code (ShortCode) in addition to hours and TRCs. Only do this if directed to do so by your supervisor.

Guidelines:

- Temporary biweekly employees can enter a Combo Code for both their REG and other types of hours.
- Regular biweekly employees should not enter a Combo Code for their REG hours, but can for other hours such as ESA, ONC, or OTP.
- Monthly employees who report their exception time one-month in arrears should never enter a Combo Code.

In this example:

- A Combo Code designates the department fund that this temporary employee's hours will be charged to.
 - The account code this employee's hours default to is 187992 (displayed in the **Distribution** box). All hours will be charged to this unless a different code is entered.
- The supervisor instructed this employee to enter a different Combo Code for the regular (REG) hours worked on Monday and Tuesday of each week. To do this the employee:
 - Added a New Line to enter the REG hours to be charged to a different Combo Code.
 - On the second row, reported the REG hours for his default Combo Code.
 - In addition to entering the hours and the time reporting code, Luis entered the codes given to him by his supervisor in the Combo Code fields.
- Though not shown in this example, some temporary biweekly employees have several different Combo Codes they must charge hours against. They would use one time reporting line for each TRC/Combo Code combination they need to enter.