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 select NOV from the Time Reporting Code drop-down list.

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 select NOV from the Time Reporting Code drop-down list) 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 are able to change time reported in a previous time period. Check with your departmental timekeeper or approver to determine if this applies to you.
Navigation


Wolverine Access Gateway

Employee Self Service Page

Access Employee Business

1. Click Employee Self-Service on the Faculty & Staff tab.

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

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Job Title/Employee Record Number</td>
</tr>
<tr>
<td></td>
<td>Some employees have multiple job appointments, which are differentiated by the employee record number (Empl Rcd#).</td>
</tr>
<tr>
<td>B</td>
<td>Leave Balances</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>C</td>
<td>Job Data/Distribution</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>D</td>
<td>Missing Time</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>E</td>
<td>Time Reporting Rows</td>
</tr>
<tr>
<td></td>
<td>Used to enter hours worked/not-worked. You will enter one time reporting row (line) for each time reporting code.</td>
</tr>
<tr>
<td>F</td>
<td>Time Reporting Code</td>
</tr>
<tr>
<td></td>
<td>Click the drop-down in the Time Reporting Code (TRC) field to display and select from a list of Time Reporting Codes.</td>
</tr>
<tr>
<td>G</td>
<td>Combo Code</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>H</td>
<td>Delete Row</td>
</tr>
<tr>
<td></td>
<td>This button is used to delete a time reporting row.</td>
</tr>
<tr>
<td>I</td>
<td>Add Row</td>
</tr>
<tr>
<td></td>
<td>This button is used to add a new time reporting row. You can add as many as you need.</td>
</tr>
<tr>
<td>J</td>
<td>Previous Time Period and Next Time Period</td>
</tr>
<tr>
<td></td>
<td>These links are used to move to the previous or next two-week period.</td>
</tr>
<tr>
<td>K</td>
<td>Submit</td>
</tr>
<tr>
<td></td>
<td>After you enter time for a two week period, you must click Submit. If you don’t, your time will NOT be reported.</td>
</tr>
</tbody>
</table>
Step-by-Step Procedures for Entering Time

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

9. As needed, overwrite or delete the hours or TRCs in existing Time Reporting Rows.

10. For each additional TRC, click and enter appropriate values in the TRC and date fields.

11. To delete a row, which includes all hours or amounts for a TRC, click .

12. After changing your reported time, you must click Submit.

**Notes:**

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

- Timekeepers and approvers can enter a comment for a specific date and TRC by clicking the button in the Reported Time Status list. This is typically used with prior period adjustments and exception reporting.
13. If you are a monthly employee with no variations to report for the month, select Nov from the Time Reporting Code drop-down list.

14. Click Submit.

Note: Clicking Submit adds 1.000 to the first day of the month to save the NOV code. It is not processed as an actual hour of reported time.

15. A screen will display confirming that your time entry submission was successful. Click OK to return to the Timesheet page.
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.