

## Time and Labor: Salaried Time Reporter

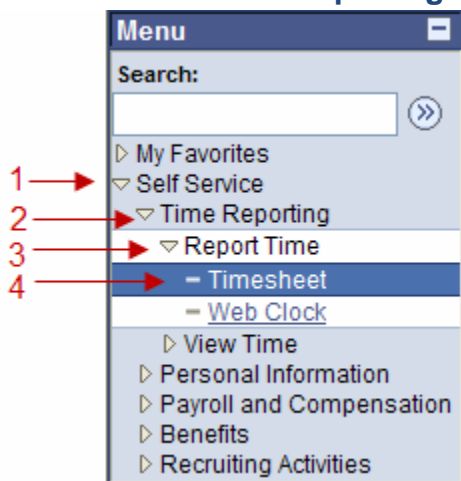
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The following information is intended as a supplement to the material covered in the online *Salaried Time Reporters* tutorial. For information on accessing this tutorial and other online material, please see the Training Aids section on page 4.

### Accessing your Timesheet

Your timesheet is available in myHR.

1. Login to MyHR: <https://myhr.umsystem.edu/>
2. Open your timesheet by clicking on the following menu items:  
**Self Service > Time Reporting > Report Time > Timesheet**



### Reporting Absences

Salaried employees record their absences on an electronic timesheet in myHR. See page 2 for an example of recording absences.

1. Employees should record, save and submit absences as they are incurred.
2. Time Reporting Codes (TRC) are used to report absences such as vacation and sick. Below is the list of TRCs that are available from your timesheet.
  - DTM-Bereavement Monthly
  - FSM-Family Sick Leave Exempt
  - INM-Work Incurred Injury/Ill Mon
  - LGM-Legal Proceedings Monthly
  - MIM-Military Duty Monthly
  - PDM-Personal Days Monthly
  - SKM-Sick Leave Salaried
  - UNI-Pay per Unit
  - VAM-Vacation Monthly
  - VTM-Voting Monthly


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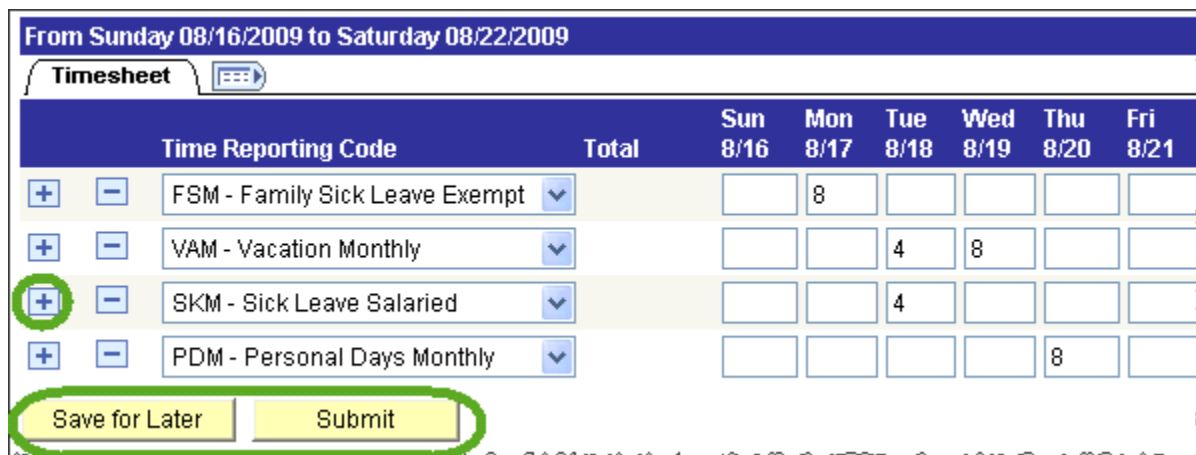
- Absences are entered in quantities of time (number of hours). Quantities should be rounded to the nearest tenth. For example 2.25 hours of time off should be recorded as 2.2.







### Key Items to Remember When Entering Your Absences

- If you choose to view your Timesheet by week and submit the Timesheet, any absences saved in a previous or subsequent week will not be submitted. Only the time showing will be submitted. It is best to view by Time Period.
- Salaried Time Reporters do not need to enter hours for a holiday in order to receive holiday pay.
- When determining Payable Time, absences are rounded to the nearest tenth. (e.g., If the employee indicates 6.75 hours vacation, it will round to 6.8)
- If there are no absences for the current period no information will be entered in Time and Labor and no submission is required.
- Employees can enter absences up to 60 days in the future. Contact your department's Time Keeper to adjust absences reported for a previous time period.


### Example of Reporting Absences in MyHR

When you are entering absences on your timesheet, you must use a different row for each Time Reporting Code (type of absence). By default, 3 TRC rows display on the Timesheet. Use the add row  button to add additional rows. Save and submit your absences each time you make a change.



Time Reporting Code		Total	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21
	 FSM - Family Sick Leave Exempt			8				
	 VAM - Vacation Monthly				4	8		
	 SKM - Sick Leave Salaried				4			
	 PDM - Personal Days Monthly						8	

Save for Later      Submit

**IMPORTANT:** If you need to change a TRC (say you recorded an absence as a Personal Day, but meant to record it as Bereavement) first **DELETE** the incorrect TRC row using the delete row button . Then **SUBMIT** the Timesheet, then re-enter the correct TRC row, adding a new row if necessary. Not submitting the timesheet after you delete the row will result in an inaccurate display of the leave balance total for that TRC in the timesheet Balances area.

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## Viewing Payable Time and Absences

Use the View Time options to see details about your payable time.

1. Time and Labor Launch Pad - You can view historic as well as current pay information and your schedule, if one is necessary. Use the launch pad to view which days in the specified month have payable time, reported absences and exceptions (errors). Menu navigation is:  
**Self Service > Time Reporting > View Time > Time and Labor Launch Pad**
2. Payable Time Summary – You can view weekly summaries of payable time summarized by Time Reporting Code. Menu navigation is:  
**Self Service > Time Reporting > View Time > Payable Time Summary**
3. Payable Time Detail - Allows you to view the details of your submitted time, such as who approved and status of time. Menu navigation is:  
**Self Service > Time Reporting > View Time > Payable Time Detail**

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## Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the following address. Copy and paste this link into your web browser.  
<http://www.umsystem.edu/ums/departments/hr/isr/tl.shtml>

On the Time and Labor web page, scroll down to the Salaried Time Reporters section and select a link to review a guide or the Interactive Tutorial.

- [Salaried Quick Reference Guides](#)
- [Salaried Training Guide](#)
- [Salaried Interactive Tutorial](#)

### To access an online tutorial:

1. Click on the plus sign to the left of an Outline item to expand that section.
2. Select a topic by clicking on it to highlight it.
3. Start the tutorial by clicking on the “Try It!” button.

