Accessing your Timesheet

Your timesheet is available in myHR.

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

![](image)

Reporting Time

Hours worked and absences are recorded on an electronic timesheet in myHR.

1. Time worked and absences should be recorded daily and submitted at least weekly.
2. Enter time in the punch boxes. For each shift you work you must enter a minimum of an In and an Out punch time. If you take a lunch you must enter the time you left for and returned from lunch. You must indicate whether the time you are entering is AM or PM. You can abbreviate the format for time. For example, you can enter **8a** or **12:30p**. When your timesheet page refreshes, 8a will display as 8:00:00AM and 12:30p will display as 12:30:00PM. Please see page 5 for a timesheet example.

Key Items to Remember When Entering Your Time:

a. If you choose to view your Timesheet by week and submit the Timesheet, any time worked and absences saved in a previous or subsequent week will not be submitted. Only the time showing will be submitted.
b. If the status for your time shows “Saved” it indicates you have saved your entries, but that time will not be processed to payable time. A status of Submitted indicates that the time is available for your supervisor to approve. Only approved time will be processed to payable time. You can make changes to time that has been saved or submitted up until the end of the pay period. After that, your Time Approver or Time Keeper will need to make any adjustments.

c. A minimum of an In and Out punch is required for each shift.

d. Entering a time in the Lunch field does not qualify as an Out punch.

e. If an Out punch occurs on a different day (e.g., the employee works over midnight), it is important to make sure the Out punch is entered on the correct date. In this case the Out punch should not occur on the same day that the employee entered the In punch.

f. Hourly Time Reporters do not need to enter time on a holiday in order to receive holiday pay. Only enter time on a holiday if you actually work on the holiday.

**Reporting Absences**

Hours worked and absences are recorded on an electronic timesheet in myHR.

1. Time Reporting Codes (TRC) are used to report absences such as vacation and sick, as well as special circumstances such as call pay or unit pay. Below is the list of TRCs that are available from your timesheet:
   - AWP-Absent without Pay Nonexempt
   - CAL-Call Shift
   - CMB-Pay Per Unit
   - CTU-Comp Time Used
   - DTH-Bereavement Nonexempt
   - FSC-Family Sick Leave Nonexempt
   - INJ-Work Incurred Injury/Illness
   - LGL-Legal Proceedings
   - MIL-Military Duty
   - PDY-Personal Day Nonexempt
   - SBY-Stand By Pay
   - SCK-Sick Leave Nonexempt
   - VAC-Vacation nonexempt
   - VOT-Voting Nonexempt

2. Absences are entered in quantities of time (number of hours). Hours worked (time entries) and absences (quantities of time) cannot be entered on the same row. If you work some hours and take some hours off on the same day, you must use the “add a row” button to add a row for that day. Then record hours worked on one line and your absence code (TRC) and quantity on the additional line for that day. Please see page 5 for a timesheet example.
Key Items to Remember When Entering Your Time:

a. When determining Payable Time, punch totals and Paid Time Off quantities are rounded to the nearest tenth. For example, if you work 6.75 hours and enter 1.25 hours of vacation, Time and Labor will round 6.75 hours to 6.8 and the 1.25 hours will round to 1.3, resulting in 8.1 hours. Therefore, you should enter only 1.2 hours vacation (6.8 + 1.2 = 8 hours). Note that the hours on the timesheet will not show as rounded. See page 4 for a rounding example.

b. 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. If you do not delete the row and click the submit button, it could result in an inaccurate display of leave balance totals for that TRC in the timesheet Balances area.

Viewing Time and Absences in myHR

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 time 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
Rounding
The first screen shot shows how employees would think they should report time off: they worked 3.75 hours (automatically calculated by timesheet) and 4.25 hours of vacation to equal a total of 8 hours for the day. However, the Time Administration process rounds hours worked to 3.8 and the vacation rounds to 4.3, which totals 8.1 hours for the day.

Instead, the employee should enter the paid time off as 4.2 (as shown below) so that after the rounding takes place the daily total is 8.
Timesheet Example

### Timesheet

**Doe, Jane G**
Job Title: HUMAN RESOURCE AST

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Lunch</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>10/4</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>10/5</td>
<td>Submitted</td>
<td>8:00:00 AM</td>
<td>12:00:00 PM</td>
<td>1:00:00 PM</td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>10/6</td>
<td>Submitted</td>
<td>8:00:00 AM</td>
<td>12:00:00 PM</td>
<td>1:00:00 PM</td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>10/7</td>
<td>Submitted</td>
<td>8:00:00 AM</td>
<td>12:30:00 PM</td>
<td>1:30:00 PM</td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>10/8</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SCK - Sick Leave Nonexempt</td>
<td>Hours</td>
<td>8.000</td>
</tr>
<tr>
<td>Fri</td>
<td>10/9</td>
<td>Submitted</td>
<td>8:00:00 AM</td>
<td>12:00:00 PM</td>
<td>1:00:00 PM</td>
<td>5:00:00 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>10/10</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>10/11</td>
<td>New</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Mon</td>
<td>10/12</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VAC - Vacation Nonexempt</td>
<td>Hours</td>
<td>4.700</td>
</tr>
<tr>
<td>Tue</td>
<td>10/13</td>
<td>Submitted</td>
<td>8:00:00 AM</td>
<td></td>
<td>11:15:00 AM</td>
<td>3.250</td>
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</tr>
<tr>
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<td>10/14</td>
<td>Submitted</td>
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<td>12:30:00 PM</td>
<td>1:30:00 PM</td>
<td>5:00:00 PM</td>
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<tr>
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<td>10/15</td>
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<td>5:00:00 PM</td>
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<tr>
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<td>10/16</td>
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<td>1:30:00 PM</td>
<td>5:00:00 PM</td>
<td></td>
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</tr>
<tr>
<td>Sat</td>
<td>10/17</td>
<td>New</td>
<td></td>
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</tr>
</tbody>
</table>

**Reported Hours will round to 80.0 for payable hours.**

From 10/04/2009 to 10/17/2009

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**Time and Labor: Hourly Time Reporter**

**Timesheet Example**

Reported Hours: 78.960 Hours

Scheduled Hours: 0.000 Hours

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**Click for instructions**

View By: Time Period
Date: 10/04/2009

Previous Time Period
Next Time Period

Save for Later  [Submit]  [Clear]
Training Aids

You can access online self-paced tutorials, training guides and quick reference guides at the Time and Labor help website. 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 Hourly Time Reporters section and select a link to review a guide or the 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.