

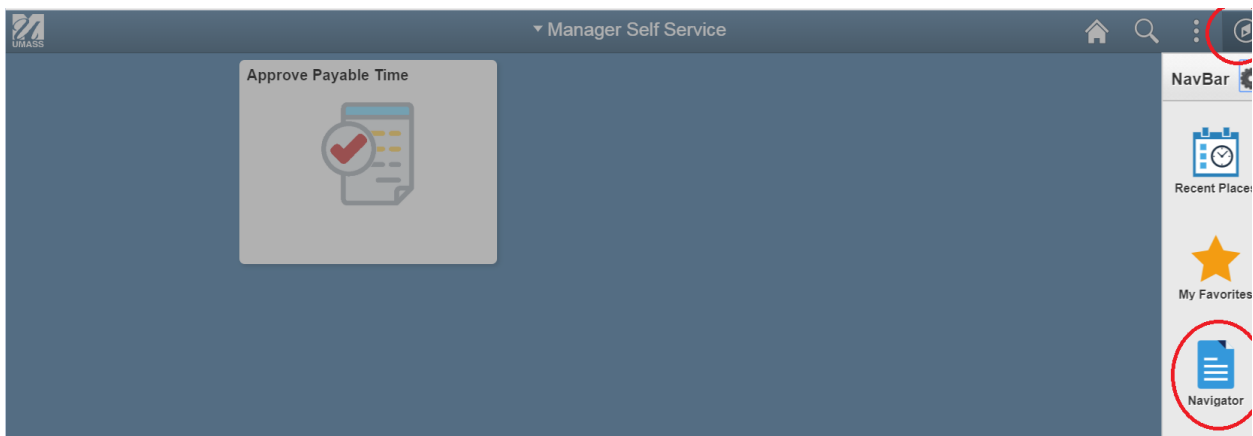
University Timekeeper Roles and Responsibilities

Timekeepers have access to report time for active employees within your department. Having access to report time on behalf of employees within a department benefits the department assisting employees in and assists employees in the following ways:

- **Employee not hired yet** – the timekeeper can hold the timesheets until the employee becomes active and do the prior period time entry as soon as the employee becomes active within HR.
- **Employee is hired, but does not have access to report time** – once an employee is hired it takes 2 to 3 days for HR Direct access to be assigned. Timekeepers can assist the employee with reporting their time for the first pay period while waiting for the employee to receive both HR Direct access and access to their self-service timesheet. If the employee is being hired at the tail end of a payroll the timekeeper can make a big difference in whether the employee is paid or not.
- **Employee failed to report time** – employees only have access to report time for the current payroll. If an employee failed to report time in a prior pay period, HR Direct does not allow the employee to go back and report time to the prior pay period. Timekeepers have access to go back and report time for an employee for up to six weeks (three pay periods).
- **Employee needs to go back into a prior time pay period and make an adjustment to their timesheet** – the timekeeper has access to assist the employee make a late time adjustment.
- **Assist Faculty when they need to be charged time** – faculty do not report time. Timekeepers in the academic departments work with faculty to charge sick time where needed.

HR Direct Navigation to an Employees Timesheet

1. Open the **NavBar**
2. Select the **Navigator**



3. Select **Manager's Self Service > Time Management > Report Time > Timesheet**

4. On the search page search for the employee by Last Name or Employee ID

Manager Self Service Timesheet

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

5. Click **Get Employees**

6. Employees returned in the search are shown at the bottom of the page

7. Click on the last name of the employee and this will pull up the employees' timesheet

Change View

*View By Week

Date 05/01/2019

Show Schedule Information

Previous Week Next Week

Employees For Melissa Sullivan, Totals From 04/28/2019 - 05/04/2019

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Schedul Hou
Sullivan			0	Student Employee	0.000	0.000	0.
Sullivan	Angela	10200627	0	Student Employee	0.000	0.000	0.

Other Important Information

Time Reporting Codes for Non-benefited Hourly Employees:

Employee Type	Time Code that should be used on the Timesheet
Student Hourly Employee	STYSH - Student Yearly Hourly
Student Federal Work Study Employee	STYWS - Student Yearly Work Study
Non-Student Hourly Employees	REE - Reg Pay Non Teaching AltRet Elig

Approval of Time:

If an employee's time is normally approved in HR Direct, then the time entered by the timekeeper will also require manager approval for the time to be processed in the employees' paycheck.

Modifying time for an hourly employee that has already been paid:

If you are modifying time for a prior pay period that has previously paid out, it is important to make sure that the employee has time in the current pay period to offset this retroactive adjustment. For example, if an employee previously reported 5 hours and was paid for these hours and you are now retroactively changing the time to 4 hours, payroll will send a -1 hour and take an hour of pay away from the employee. The employee will need to have a paycheck available to have that hour deducted from it.

For more information or job aids on reporting time in HR Direct:

<https://www.uml.edu/HR/HRDirect/Job-Aids-and-Training/Time-Reporting-And-Approval.aspx>