

Logging In

1. Go to <http://uchicagotime.uchicago.edu>
2. Click the **Login** link.
3. Enter your CNetID and CNet password, and click the **Login** button.

Monthly Absence Reports

Submitting Your Own:

1. In the Who field, select **Me**.
2. In the What field, select **Monthly Absence Report**.
3. In the From and To fields select any dates within the month you want to report.
4. Click **Go**.
5. For each absent day, click the magnifying glass icon and select an absence code from the Dashboard.
6. Type the number of hours in the HH:MM format (example: 07:30 for most Monthly employees).
7. Click **Save & Submit**.

Approving:

1. In the Who field, select an employee.
2. In the What field, select **Monthly Absence Report**.
3. In the From and To fields select any date within the month you want to approve.
4. Click **Go**.
5. Read over and edit as necessary.
6. When ready to approve, click **Approve**.

Viewing and Approving Employee Timesheet

Use this feature when you want to view one or more days at one time. You can drill down to edit each day as necessary.

Use to—

- See an overview of an employee's time record.
- Quickly view and approve a range of days.
- View and approve multiple time records by selecting **My Team** in the Who field.
- Bank holidays for eligible employees.
- Insert Worked Day Off and Full-Day Premiums for time worked.

1. In the Who field, select an employee, or select **My Team** to view all employees.
2. In the What field, select **View & Approve Employee Timesheet**.
3. In the From and To fields, select a single date or range of dates.
4. Click **Go**.
5. Click the employee name link on the left of a row to edit details for that shift. Click **Back** to return to the timesheet view.
6. Click **View All Clock Data** to compare time entries to the clock data.
7. To approve the time, click individual check boxes next to each row or click **Approve All** to approve all the records.
8. Click **Save All**.

Editing and Approving Employee Time

Use this feature to quickly edit the in and out times for an employee.

Use to—

- Adjust in and out times when an employee was unable for any reason to clock in or out during time actually worked.
- Correct mispunches when an employee punches in or out at the wrong time.
- Edit Unexpected Absences and Late codes by assigning an appropriate absence code for absence time during scheduled work hours.
- Bank holidays for eligible employees.
- Select the **No Lunch** option.

To use this feature:

1. In the Who field, select an employee.
2. In the What field, select **Edit & Approve Employee Time**.
3. In the From and To fields, select a range of dates.
4. Click **Go**.
5. Edit time segments and make any other changes.
6. Click on a date link at the left of each row to drill down to segment details for that date.
7. Click **Apply Changes** or **Save All** when you are done editing.

Editing and Approving by Job Assignment

Use to—

- Adjust in and out times when an employee was unable for any reason to clock in or out during time actually worked.
- Adjust lunch break (BRK) time by turning off the **Use System Breaks** option and editing the in and out times.
- Correct mispunches when an employee clocks in or out at the wrong time.
- Edit Unexpected Absences (UA codes) by assigning an appropriate absence code for an employee absence during scheduled work hours.
- Assign Worked Day Off and Full Day Premium overrides.
- Bank a holiday.
- Provide a lump sum payment.

To use this feature:

1. In the Who field, select the name of the employee you want to edit.
2. In the What field, select **Edit & Approve by Job Assignment**.
3. In the From and To fields, select a date range for the period of time you wish to view.
4. Click **Go**.
5. Edit time segments and make any other changes as necessary.
6. Click **Show Payroll Details** to access additional options such as premiums.
7. Click **Apply Changes** or **Save All** when you are done editing.

Viewing Employee Clock Data

1. In the Who field, select an employee.
2. In the What field, select **View Employee Clock Data**.
3. In the From and To fields, select the date range you want to view.
4. Click **Go**.

Viewing Accruals

1. In the Who field, select an employee. Select **Me** to view your own accruals.
2. In the What field, select **View Accruals**.
3. Click **Go**.

Approving Pending Absence Requests

1. In the Who field, select an employee.
2. In the What field, select **View Pending Absence Requests**.
3. Click **Go**.
4. In the Dashboard, click the **Absence Queue** link.
5. At this point:
 - To approve a single request, click the **Approve** option next to the request.
 - To reject a single absence request, click the **Reject** option next to the request.
 - To approve and/or reject multiple requests at one time, click either the **Approve** or **Reject** option for each request in the list.
 - To approve all absence requests at one time, click the **Approve All** button.
 - To reject all absence requests at one time, click the **Reject All** button.
6. Click the **Save** button to save your selections.

Viewing Schedule Calendars

1. In the Who field, select an employee.
2. In the What field, select **View Schedule Calendar**.
3. In the From and To fields, indicate which range of calendar dates you wish to view. The calendar will only show the work schedule for the days you select in this range.
4. Click **Go**.

Scheduling Temporary Shift Changes

1. In the Who field, select an employee.
2. In the What field, select **Schedule a Temporary Shift Change**.
3. In the From and To fields, select a single date or a date range.
4. Click **Go**.
5. In the **Start Time** and **End Time** fields, type a new start and end time using the HH:MM AM/PM format.
6. If you like, you may type a reason for the time change in the **Reason** text box.
7. Click the **Schedule Shift Changes** button.

System Codes

Code	Description
A	Absence
BRK	Break
(D)	Day off
H	Holiday
LE	Left Early
LL	Long Lunch
LT	Arrived Late
O	Off Day
P	Permanent Shift Change
UA	Unexpected Absence (unpaid)
T	Temporary Schedule Change
W	Work day

Action Codes

These are used in the system to differentiate categories of Earnings Codes.

Code	Description
WRK	Worked Time
ABP	Absence Paid
ABU	Absence Unpaid
OFF	Off Work (not a scheduled work day)
BNS	Bonus
UNP	Unpaid Time
BNK	Banked Time (i.e., banked holiday)
BRK	Break Time (usually lunch)
JOB	Unused
WTH	Unused
ENT	Accrual Entitlement Award

Earnings Codes

Note: All codes are not available to all employees. Earnings Codes are available according to an employee's Earnings Calc Code. Code availability is determined by University Policy and union contracts.

Code	Description
AAP	Additional Pay Actors
ADP	Active Duty Pay
AFU	Accrual Failed - Unpaid
AHL	Holiday Pay Advance
APH	Personal Holiday Advance
APR	Additional Pay - Regular - BW
ARS	Actors - Regular Pay
ASA	Acting Supervisor - Reg - \$.75
ASO	Acting Supervisor - Overtime
ASR	Acting Supervisor - Reg - \$.50
AVC	Vacation paid in advance
BRP	Bereavement - Paid
BRU	Bereavement - Unpaid
BSO	BSD Snow Removal - OT
BSR	BSD Snow Removal
CBD	Call Back - Days
CBE	Call Back - Evenings
CBN	Call Back - Nights
CDD	Call Back - Double Time
CLT	Certification / Licensure Training
CRT	Court Appearance
CWD	On Call - Day Worked
CWE	On Call - Evening Worked
CWN	On Call - Night Worked
D2	Dispatcher - OT
DDC	Darien Data Center
DLO	Directing / Leading Pay Overtime
DLR	Directing / Leading Pay Regular
DOD	Day Off Worked - Days
DOE	Day Off Worked - Evenings
DON	Day Off Worked - Nights
DS2	Dispatcher - OT - Evenings

Code	Description
D53	Dispatcher - OT - Nights
DSE	Dispatcher - Evenings
DSO	Dispatcher - Overtime
DSP	Dispatcher - Part Time
E1D	Early Start - Days
E1E	Early Start - Evenings
E1N	Early Start - Nights
E2D	Early Start - Days - OT
E2E	Early Start - Evenings - OT
E2N	Early Start - Nights - OT
EAU	Excused Absence Unpaid
FAP	Floating Holiday Accrual Payout
FF	FMLA Floating Holiday
FML	FMLA Unpaid
FTO	Initial Police Training
GLO	Grass / Leaf Maintenance - OT
GLR	Grass / Leaf Maintenance
HB	Holiday Bank Paid
HBB	University Holiday Banked
HCC	Haircut Commission
HGD	Higher Grade Differential
HLA	Holiday Pay Advanced
HLD	Holiday Pay - Days
HLE	Holiday Pay - Evenings
HLN	Holiday Pay - Nights
HOD	Holiday Worked - Unscheduled Days
HOE	Holiday Worked - Unscheduled Eve
HON	Holiday Worked - Unscheduled Night
HRM	Holiday Lost
HWD	Hol Work Sched Work Day - Days
HWE	Hol Work Sched Work Day - Eve
HWN	Hol Work Sched Work Day - Night
JDP	Jury Duty
LBO	Lunch Bonus - OT
LBR	Lunch Bonus - Regular
LIB	Premium for Regenstein / Crerar
LOA	Leave of Absence
LOD	Line of Duty - Days
LOE	Line of Duty - Evenings
LON	Line of Duty - Nights
LRD	Lead Rotation - Days
LSP	Lump Sum Premium
MLP	Military Reserve / Leave Paid
MLU	Military Reserve / Leave Unpaid
O2D	Overtime Double - Days
O2E	Overtime Double - Evenings
O2N	Overtime Double - Nights
OAP	Other Absence Paid
OCS	On Call
ODP	Occupational Disability - Paid
ODU	Occupational Disability - Unpaid
OSW	Off site Work
OTD	Overtime - Day
OTE	Overtime - Evening
OTN	Overtime - Nights
PD	Public Safety Coordinator - OT
PF	FMLA Personal Holiday
PHA	Personal Accrued
PHD	Personal Holiday - Days
PHE	Personal Holiday - Evenings
PHN	Personal Holiday - Nights
PHR	Removal Personal Holiday
PRA	Premium AM Rate - Required by Sys.
PRP	Premium PM Rate - Required by Sys.
PS2	Public Safety Coordinator - OT - Eve
PS3	Public Safety Coordinator - OT - Night
PSC	Public Safety Coordinator - Part Time
PSE	Public Safety Coordinator - Evenings
PSN	Public Safety Coordinator - Nights
PSO	Public Safety Coordinator - OT

Code Description

PWD	Personal Holiday Work - Days - OT
PWE	Personal Holiday Work - Eve - OT
PWN	Personal Holiday Work - Nights - OT
REG	Regular Pay - Monthly
RPD	Regular Pay - Days
RPE	Regular Pay - Evenings
RPN	Regular Pay - Nights
SCL	Sales Commission
SKA	Sick Accrued
SKF	FMLA Sick Pay
SKP	Sick Pay
SKR	Removal Sick Award
SKU	Personal Illness / Sick Leave
SNO	Snow Removal Overtime
SNR	Snow Removal
SPF	Sick FMLA
STD	Short Term Disability
SUO	Sunday Premium with OT
SUP	Suspension Paid
SUR	Sunday Premium
SUU	Suspension - Unpaid
TDU	Tardiness
TOD	Training - Days - OT
TOE	Training - Evenings - OT
TON	Training - Nights - OT
TPO	Training - OT
TPR	Training - Regular
TRD	Training - Regular - Day
TRE	Training - Regular - Evening
TRN	Training - Regular - Nights
TSS	Summer Shutdown
UAU	Unexcused
URP	Union Related Pay
URU	Union Related Unpaid
VCA	Vacation Accrued
VCD	Vacation Pay - Days
VCE	Vacation Pay - Evenings
VCN	Vacation Pay - Nights
VCR	Removal Vacation Award
VF	FMLA Vacation
VPP	Voting Privileges - Paid
VPU	Voting Privileges - Unpaid
VWD	Vacation Worked - Days
VWE	Vacation Worked - Evenings
VWN	Vacation Worked - Nights
WEA	Excused Weather Related
WRD	Work / Study - Regular
WSC	Work / Study - Community Service
WSL	Work / Study - Lump Sum
WSM	Work / Study - Math Tutor
WST	Work / Study - Reading Tutor

Premiums

Premium	Eligible Unions
Call In Early	L134, L73, L134-Telec.
Call Back	L743, L134, L73, L134
Interrupted Vacation	L743
Interrupted Personal Holiday	L743, L73, L134-Telec., L701
Doubletime	L73, L701
Holiday Banked	L743, L134, L73 REO, L134-Telec., L701
Evening and Night Premiums	L1, L743, L134, L73 SEIU, L134-Telec.
Holiday Worked	L1, L743, L134, L73 REO, L399, L73 SEIU, L134-Telec., L701