THE UNIVERSITY OF CHICAGO | UChicago Time

Approver Training Guide

Human Resource Services

Learning & Organizational Effectiveness

6054 S. Drexel Ave

Human Resource Services – Learning & Organizational Effectiveness
6054 S. Drexel Ave
Chicago, Illinois 60637

© 2010 The University of Chicago
All rights reserved.

UChicago Time is powered by CyberShift Workforce Management 3G™.

Table of Contents

Using this Guide

This guide provides a plan for approver training on the University of Chicago's time and attendance system called UChicago Time. The guide may be used in a classroom setting, in small groups, or individually as a help and reference guide.

In the classroom, this guide may be used in conjunction with other materials including a PowerPoint presentation, computer simulations, and the UChicago Time Web application itself.

Notes to Trainer

Present the content in each section using the following method:

- Start by summarizing the objectives.

- Use the PowerPoint slides to guide the learners through the basic concepts of the lesson.

- Switch to the UChicago Time test version and demonstrate the procedures.

- Ask the class to practice the procedures using either—

  o the test interface, prefigured with training IDs; or
  o the practice simulations, which can be launched from the website http://uchicagotime.uchicago.edu/training under the Approver Training link.

- Ask if there are any questions. Assist with any difficulties.

- Summarize the main points of the lesson.

- Allow 10 minutes or so between lessons to discuss any issues or concerns.

- Keep it moving!

Chapter 1: Introduction to UChicago Time

Objectives

After completing this chapter, you will be able to—

- Describe the purpose of the UChicago Time system.

- State your role and responsibilities in using the system.

- Log in and out of the system.

What is UChicago Time?

Welcome to this training guide for the University of Chicago's time and attendance system called *UChicago Time*. This system allows employees to report their work time and absences, and allows approvers to approve time. It also tracks accruals.

UChicago Time is the University's method for reporting time for all biweekly-paid employees including permanent and temporary staff and students. Monthly-paid, non-academic employees use it to report absences. Faculty and other academic employees do not report their time or absences, but may use UChicago Time to approve time and absences for other employees.

In this course you, as an approver, will learn how to use the UChicago Time web application to view, edit, and approve timesheets. In addition, you will learn how to schedule absences, approve Monthly Absence Reports, and run management reports. If you are a non-academic employee, you will also learn how to record your own time and/or report your own absences.

The University requires all biweekly-paid employees to record daily work time and absences, and then submit their time to a supervisor for approval. The old system required these employees to fill out or punch biweekly timecards and turn them in to their supervisors.

Old System: Manual Timecards

New System: Computer Tracking

With the UChicago Time system, biweekly employees enter their time either by using the UChicago Time Web application or by swiping their ID cards through a time clock device. Either way, their time records are instantly available to their supervisors for viewing, editing, and approving online. The system automatically approves any time worked according to the employee's schedule. At the end of the pay period, the time information is transmitted electronically to the Payroll system for processing paychecks.
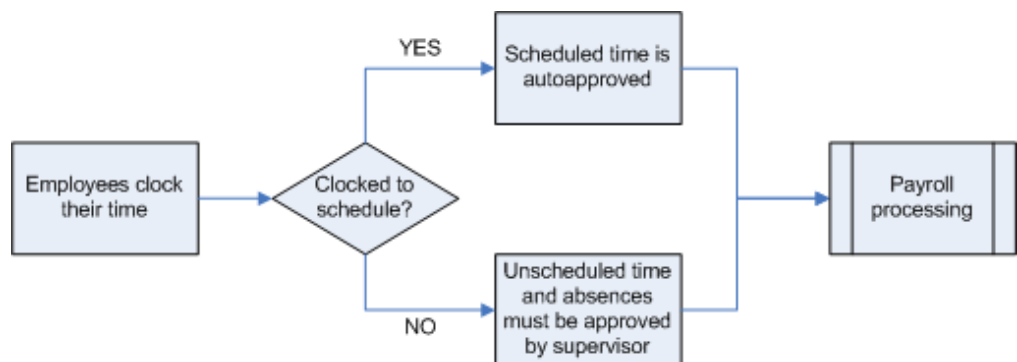
Monthly, non-academic employees are only required to use UChicago Time to report their absences at the end of each month. *These employees are **not** required to record their work hours.*

All biweekly employees who use UChicago Time can schedule time off (e.g., vacations and personal holidays) and view time schedules and accruals. Monthly employees can view their accruals.

Why is UChicago Time Important?

UChicago Time has several advantages over the paper timecard method.

Benefits to University Administration

- Eliminates processing of paper time cards

- Assists in FMLA compliance

- Provides ability to view and approve time online in real time

- Offers ability to approve vacation and personal holiday time online

- Increases accuracy of time input

- Offers enhanced reporting by

  o displaying accrual balances online
  o tracking patterns of absenteeism
  o tracking types of pay (e.g., overtime)
  o maintaining equalization of overtime opportunities (labor contract specification)

Benefits to Employees

- Provides real-time, online time reporting

- Offers self-service features that allow employees to

  o check daily entries
  o check available paid time-off balances
  o request vacation and personal holiday time off online

- Eliminates physical submission of time card to supervisor for approval

- Reduces potential for errors in payroll data entry

- Accurately and consistently interprets earnings codes using a rule-based system

- Provides automatic coding for University holidays

UChicago Time is easy to use. The tasks you perform will depend on your particular position. This course will take you through the basic steps needed for *Approvers* to use UChicago Time. An Approver is anyone who supervises or tracks other employees' work schedules.

Important: **It is extremely important that employees report their time according to the requirements of their job assignments. Their pay will depend on it! It is also important that supervisors approve the work time on a timely basis.**

Roles and Responsibilities

Before using the UChicago Time web application, it is important to understand the different roles and responsibilities of the users. Your job classification and your supervisory responsibilities determine your user type. The application presents different choices depending on the user type.

In general, users of UChicago Time can be classified into three groups:

1) *Employees* – those who enter time and/or days absent.

2) *Approvers* – supervisors who approve time for payroll purposes. Many or most approvers are also employees who use UChicago Time. However, this group can include faculty and other academic employees; so not all approvers are necessarily UChicago Time employees. Local HR Administrators are also in this group.

3) *System and Payroll Administrators* – those in Wage and Salary Administration, the Payroll Department, and NSIT who can correct information and make configuration changes.

Employees

Biweekly-paid employees, including staff, students and temporary employees, are responsible for reporting their time using one of the approved methods.

- Web users login to UChicago Time either from their work PC or from a shared kiosk system. They will see the UChicago Time user interface

which displays their names and ChicagoIDs. The Web Clock task is selected by default. These users will record time by turning the Web clock on and off.

Important: All student employees are required to use the Web Clock.

- Time clock users will punch a function key on a CyberShift clock device and then swipe their cards for clocking on or off.

All biweekly employees can use the application to view their timesheets, edit absences, view accruals, and request time off such as vacation and personal holiday time.

Monthly-paid employees report absences using an electronic Monthly Absence Report in UChicago Time. They can also view accruals. They should submit their Monthly Absence Report for the previous month by the last day of the month.

Approvers

An approver—

- is the employee's direct supervisor, manager, or HR Administrator;

- has first-hand knowledge of the hours the employee actually worked and types of absences incurred in order to accurately verify the hours reported;

- may conduct or participate in the employee's performance review;

- is aware of issues related to charging hours to sponsored awards (if applicable to the employee's position);

- is aware of the legal obligation to accurately complete the time reporting process and abide by appropriate audit rules and internal controls; and,

- is aware of the penalties for falsification of time reporting.

As an approver, you will approve time for all employees who report to you. You may also have to record your own time or monthly absences. The method you use will be determined by your particular position.

- Approvers who are in monthly, non-academic positions only report their own absences and may approve time and absences for both monthly and biweekly employees who report to them.

- Approvers who are biweekly paid need to report their hours using the Web clock.

Important: All approvers are responsible for following University policies on keeping accurate time records. For more information, please read the document "Paying Employees Correctly" available at

 http://hr.uchicago.edu/publications/paying_employees_correctly.pdf

Approvers are only able to view, edit, and approve time for employees assigned to them.

Local, departmental HR Administrators will have greater access to users within their own department. They will be able to approve time and address most of the issues that may arise within their department or group. HR Administrators may serve as back-up approvers for all employees within their departments.

Backup Approvers (or Delegates)

Each employee has two approvers per job position, a *main approver* who is usually a supervisor or administrator and a *backup approver* or *delegate*. The backup approver has the same approval authority as the main approver. When the main approver is not available, the backup approver may approve time for those employees assigned to the main approver.

A backup approver—

- is a back-up to the approver and is assigned to approve the employee's time and attendance records when the approver is not available;

- has first-hand knowledge of the hours the employee actually worked and types of absences incurred in order to accurately verify the work hours reported;

- is aware of issues related to charging hours to sponsored awards (if applicable to the employee's position);

- is aware of the legal obligation to accurately complete the time reporting

process and abide by appropriate audit rules and internal controls; and,

- is aware of the penalties for falsification of time reporting.

System and Payroll Administrators

Wage and Salary Administration, Payroll Department administrators, and NSIT support personnel have special privileges to address all issues and make configuration changes to the system if necessary.

If any issues arise in using the UChicago Time application, please see your local HR Administrator. Your local administrator can work with Human Resource Services or Payroll, if necessary, to resolve any issues.

If you have any questions about using the system, please see the FAQ and Contact information on the uchicagotime.uchicago.edu website.

Problems can also be reported to NSIT support by email at uctimesupport@lists.uchicago.edu . The support team will act quickly to resolve any critical issues that may affect your paycheck or accruals.

Logging In and Out

The first step in using the UChicago Time application is to access the website and login to the system.

To login to the UChicago Time application you must have a computer and access to the Internet. You also must have a **CNetID** and CNet password.

Important: If you do not have a CNetID, you must obtain one. Go to http://cnet.uchicago.edu and follow the instructions for obtaining a CNetID.

1. In your Web browser, access the following url:

    http://uchicagotime.uchicago.edu

    The UChicago Time website appears:
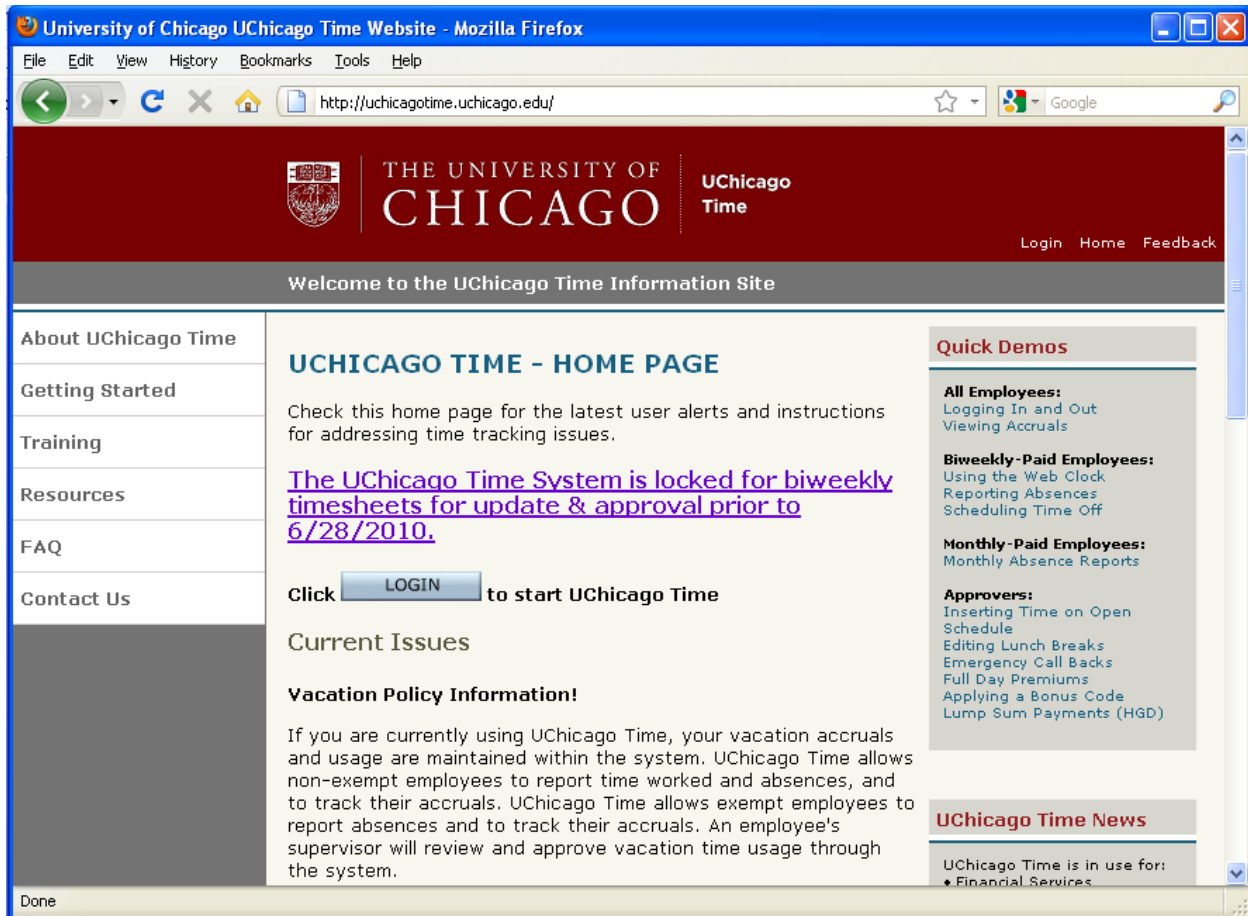
2. Click the **LOGIN** button to open the UChicago Time login window.

The login window appears:

Note: You can check the **Open a new window** check box if you want the UChicago Time application to appear in a different browser window. Please ignore the **Change password** check box; you cannot

change your CNet password from UChicago Time. To change your CNetID password, go to http://cnet.uchicago.edu .

3. Type your CNetID and password, and then press **Enter** or click the **Login** button.

The UChicago Time Workspace appears:

If you've gotten this far, then you're in! You are all set to start using UChicago Time. We will explore the workspace in the next module.

When you have finished your session in UChicago Time, be sure to log out. If you do not log out, another person may knowingly or unknowingly have access to your information and may compromise your time reports.

To log out—

1. Click the **Logout** link in the upper right corner of the screen.

2. Once you log out you can log in again or leave the login box displayed for another user.

Practice: Logging In and Out

Take a moment to practice logging in and out of the system.

- To launch the simulated practice exercise, go to the url http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- Under the heading Approver Practice Activities, click the link labeled **Logging In**.

Summary

This chapter introduced you to UChicago Time, the University's system for reporting time for non-academic staff and student employees.

You learned—

- Why the system is important to an employee's job and wages.

- What your role and responsibilities are in using the system.

- How to log in and out of the system.

In the next chapter, we will explore the UChicago Time screen layout.

Chapter 2: Exploring the System

Objectives

After completing this chapter, you will be able to—

- Identify the main parts of the UChicago Time screen.

- Select Who, What, and When information in the Selection Area.

- View an employee's information.

Introduction

When you first login to UChicago Time, you will see the workspace window. This is where you conduct all of your activity. There are three panels in this window:

- The *Selection Area* in the upper left

- The *Work Area* across the lower portion of the window

- The *Dashboard* in the upper right

Take a look at the following screen.

Selection Area   **Dashboard**

Work Area

As you perform tasks in the system, you will use all three areas. You select what you want to do in the *Selection Area*, you view and enter time related information in the *Work Area*, and you view and select options in the *Dashboard*.

In addition there are link options and a ID/Name search option across the top of the window. These links assist you with searching for your employees, printing information, and accessing Help pages.

Using the Selection Area

The Selection Area lets you pick the criteria you want to use to perform a time management task. Using a *who*, *what*, and *when* approach, you indicate whose information you want to work on, what task you want to perform, and what dates (when) you want to view.

The contents of both the Work Area and the Dashboard are determined by the selections you make in the Selection Area.

You conduct tasks by selecting a Who-What pair in the selection area:

- Select the person whose information you want to view in the **Who** field. The Who field allows you to select—

  o "Me" when you want to act upon your own time records;
  o "My Team" when you want to view or edit time for all employees assigned to you for approval;
  o an employee, when you want to view or edit time for a single employee;
  o an employee group indicated by the double hyphen (- -) in front of the group name.

  The Who selection will default to "Me" which means you. Employees who are not approvers will only be able to select "Me" in the Who field.

- To perform an action select one of the choices from the **What** drop-down menu. For an approver, the available choices include—

  Enter and Edit My Time
  - Monthly Absence Report
  - Web Clock (if you are a biweekly employee)
  - Report an Absence (if you are a biweekly employee)

  Edit and Approve Employee Time
  - View & Approve Employee Timesheet
  - Edit & Approve Employee Time

- Edit & Approve by Job Assignment
- View Clock Data
- View Worked Calendar

Schedule Time
- View Accruals Forecast
- View Accruals
- View Last Year's Accruals
- Schedule Time Off (if you are a biweekly Web Clock employee)
- View Time Off Requests
- Approve Pending Absence Requests
- Add or Remove Scheduled Absences
- View Schedule Calendar
- Schedule a Temporary Shift Change

Reports
- Daily Attendance Report
- Schedule vs. Worked Report
- FMLA/STD Usage Report
- Accrual Status Report
- Monthly Absence Report Summary
- Over Time Hours Report
- Vacation Threshold Report
- Late Arrival/Left Early Report
- Earnings Code Report
- Approval Needed Report

For actions that are time dependent, you must select a date range in the **From** and **To** fields. There are several methods for selecting the date:

- Select the same date for both From and To by clicking a single date on the calendar.

- To select a date range directly from the calendar, click-and-drag the mouse pointer across the days you wish to select. This click-and-drag selection method will only work for dates shown on the calendar.

  Important: clicking and dragging to select dates may not work in all browsers. If it doesn't work for you, use one of the other methods in

this list.

- Type the From and To dates directly in the text field in a MM/DD/YYYY format.

- Click the calendar icon next to the From field, and then click on the calendar day you wish to select. If you wish to select a range of dates, select the calendar icon next to the To field, and then click a day on the calendar.

- The calendar also allows you to select the month, year, and predefined date ranges for Today, This Week, This Month, etc.

As you make selections on the calendar, always pay attention to the dates that appear in the From and To fields. These dates will determine the results of your selections.

After you have selected Who, What, and a date range (if necessary), click the **Go** button. Depending on the task, the information you requested will display either in the Work Area below or in the Dashboard on the upper right side of the screen.

Shortcuts

At the bottom of the Selection Area, there are some quick links (Q-Links) available. These give you shortcuts to common tasks. The Q-Links do the following:

- **Monthly Absence Report** – displays a monthly absence report form for the selected month

- **Employee Timesheet** – displays the selected employee's timesheet for the selected dates

- **Clock Data** – displays the clock data for the selected employee on the selected dates

- **View Accruals** – displays accruals for the selected employee

- **Accruals Forecast** – displays past and estimated future accruals for the calendar year

- **Absence Requests** – displays any absence requests submitted by any of your employees

- **Schedule Calendar** – displays a schedule for the selected employee on the selected dates

Clicking on a Q-Link automatically executes the What action. You still must make sure you select the Who and the desired date range, if dates are needed for the task.

Using ID/Name Search and Links

The top of the window displays convenient links and a search option for name or ID.

APPLE, MANDY ID/Name: [   ] View Details of Who   Print   Help   Minimize Top   Logout

Here is a summary of the options across the top:

Link Options	Description
ID/Name	Use this to look up an employee either by name or Chicago ID number. This option is only useful for approvers. Type in all or part of a name. As you type, the Who field will change to match your entry.
View Details of Who	Use to look up employee details on yourself or another employee.
Print	Use this option to print the information shown in the Work Area such as an accrual report.
Help	Provides a list of links to step-by-step help on all system activities.
Minimize Top	Hides the Selection Area and Dashboard and shows only the Work Area. Use this if you want to hide employee details or you want more space in the Work Area.

Maximize Top	If you have chosen Minimize Top, use this option to redisplay the Selection Area and the Dashboard.
Logout	Use this option to log out of UChicago Time. The system will return to the Login window.

Using the Work Area and Dashboard

The Selection Area, Work Area, and Dashboard all work together to help you perform tasks in the system. After you have made a selection in the Selection Area, the Work Area is used to insert information such as hours worked. Some of the selections in the Work Area are made from the Dashboard. For instance, when you select a magnifying glass icon in the Work Area, options will appear in the Dashboard.

To practice using the Work Area, do the following:

1. In the Who field, select an employee.

2. In the What field, select **View Employee Timesheet**.

3. Select From and To dates.

4. Click **Go**.

The timesheet appears in the Work Area.

View & Approve Employee Timesheet
Doe1, Jane:

Name	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Total Hrs
Doe1, Jane	☑ Autopoll	Sun - 05/30/2010	0	0	Sun - 05/30/2010 00:00	Sun - 05/30/2010 00:00	(D)	00:00	00:00
Doe1, Jane	☑ Autopoll	Mon - 05/31/2010	0	0	Mon - 05/31/2010 00:00	Mon - 05/31/2010 00:00	HL	07:30	07:30
Doe1, Jane	☑ Autopoll	Tue - 06/01/2010	8005	8005	Tue - 06/01/2010 08:30	Tue - 06/01/2010 17:00	(W),BRK,SKA,VCA	00:00	07:30
Doe1, Jane	☐ Autopoll	Wed - 06/02/2010	8005	8005	Wed - 06/02/2010 08:30	Wed - 06/02/2010 17:15	(W),BRK	00:00	07:45
Doe1, Jane	☐ Autopoll	Thu - 06/03/2010	8005	8005	Thu - 06/03/2010 08:30	Thu - 06/03/2010 17:00	(W),BRK	00:00	07:30
Doe1, Jane	☐ Autopoll	Fri - 06/04/2010	8005	8005	Fri - 06/04/2010 09:45	Fri - 06/04/2010 17:00	(W),BRK,LT	01:15	06:15
Doe1, Jane	☑ Autopoll	Sat - 06/05/2010	0	0	Sat - 06/05/2010 00:00	Sat - 06/05/2010 00:00	(D)	00:00	00:00
Employee Grand Totals:								**08:45**	**36:30**

Save All	View All Clock Data	Approve All

5. Scroll down, if necessary, and click the **View All Clock Data** button.

Additional data appears in the Dashboard:

View Clock Data						
Employee: Doe1, Jane:						
From: Sun - 05/30/2010		To: Sat - 06/05/2010				
Status	Clock Date	Clock Time	Type	Department	Job Assignment	Termin
0	Tue - 06/01/2010	08:26 AM	ON			
0	Tue - 06/01/2010	05:02 PM	OF			
0	Wed - 06/02/2010	08:32 AM	ON			
0	Wed - 06/02/2010	05:15 PM	OF			
0	Thu - 06/03/2010	08:35 AM	ON			
0	Fri - 06/04/2010	09:45 AM	ON			

To summarize, the Dashboard is used to—

- display information on an employee when View Details of Who is selected;

- display clock data when the View Clock Data button is selected in the Work Area;

- display options for making selections for some of the fields in the Work Area. These options are displayed when you select a magnifying glass icon next to a field; and,

- display Help links on using the system.

Viewing Employee Information

UChicago Time can show you information on yourself or other employees assigned to you.

1. In the Who field, select an employee.

2. Click the **View Details of Who** link near the top of the window.

The employee details display in the Dashboard:

You can view the following types of information:

Field	Description
Employee Name	Your name or the name of the employee you selected in the Who field. If you selected a group, a list of all employees in the group will display.
Payroll	This is the employee ID number.
Status	A = Active F = FMLA – on leave D = Long term disability S = Short term disability P = Paid leave of absence L = Unpaid leave of absence T = Terminated, viewable Z = Terminated, no longer viewable
BenEl Status	Benefits eligible status. F = Full time benefits eligible I = Benefits ineligible P = Part time benefits eligible
Responsible Dept.	Department number
Department Description	Department name
Hire Date	Date person was hired

Pay Group	BIWEEKLY = paid biweekly with Sunday as the first day of the week MONDAY = paid biweekly with Monday as the first day of the week MONTHLY = paid monthly
Schedule	The selected employee's schedule number
Roster Description	A description of the selected employee's schedule
Job Dept/Job Assignment	Two groups of numbers that identify the employee's department and job assignment

Important: Depending on your previous actions, the employee name shown at any time in the Dashboard may not match the employee name shown in the Work Area. Always be sure to verify the employee's name before you commit an action that affects the employee's record.

Practice: Exploring the Screen

Practice selecting a person (Who), an action (What), and a date range (From and To). Select View Accruals for an employee. Also, practice viewing employee information.

- To launch the simulated practice exercise, go to the url http://uchicagotime.uchicago.edu.

- Click the **Training** tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link labeled **Exploring the Screen**.

Summary

In this chapter you learned how to—

- Use the UChicago Time system interface including the three parts of the screen: Selection Area, Work Area, and Dashboard.

- Use the shortcuts, links, and Search Name/ID features.

- View information on an employee.

In the next chapter, you'll learn about how employees record time in the system.

Chapter 3: How Employees Clock Time

Objectives

After completing this chapter, you will be able to—

- State the importance of employees clocking in and out in relation to their pay.

- Describe how the UChicago Time Web Clock is used to start and stop time each work day so that you can explain it to an employee.

- Describe how the time clock is used to clock in and out each work day so that you can explain it to an employee.

- View employee clock data by using UChicago Time.

Introduction

As an approver, it is important for you to understand the way employees are clocking in and out. With this knowledge, you will be able to assist them in the essential task of recording their time.

Monthly-paid employees are exempt and are not required to clock their time. However, they are required to complete a Monthly Absence Report at the end of each month. We will cover the Monthly Absence Report in Module 6.

It is very important that biweekly employees clock in and clock out every work day. Clock times are used to determine their pay. Recorded time is processed so that employees can be assured of receiving the correct pay for regular work hours as well as for overtime and premiums. Timesheets are populated by the clock data. Data from the timesheets is automatically sent to the payroll system for processing.

Using the Web Clock

Most biweekly-paid employees will use a Web Clock to clock their work time. If you are an approver who is paid biweekly, you will also use the Web Clock.

The Web Clock is available from within the UChicago Time application. Web Clock users will start and stop the clock at the beginning and end of their work day.

Web Clock employees use the following steps to start the Web Clock at the beginning of a work period:

1. In the What field, select **Web Clock**.

    You do not have to select yourself in the Who field, and you do not need to select a date. The Web Clock will only clock time for the employee who is logged in and will only track time for the current day.

2. Click **Go**.

    A Web Clock appears in the Work Area.

3. Click **Clock On**.

4. Click **OK** to confirm the starting of the clock.

5. Click **Logout**.

To turn off the Web Clock at the end of a work period, Web Clock users will follow these steps:

1. Log into the system.

2. In the What field, select **Web Clock**.

3. Click **Go**.

4. Click **Clock Off**.

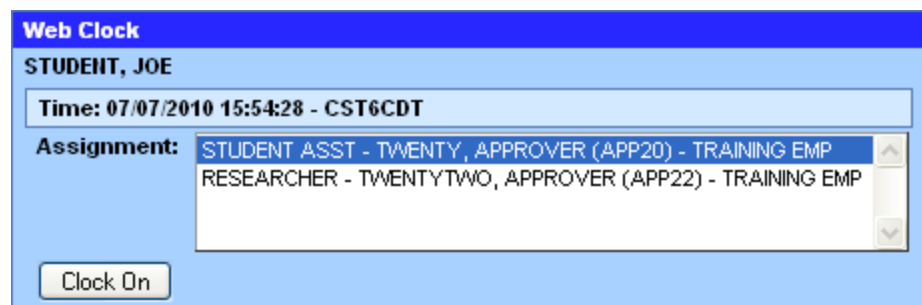5. Click **Logout**.

Employees with Multiple Jobs

In some cases, an employee (usually a student employee) may have more than one job. The jobs may have different approvers and pay at different rates. For this reason, UChicago Time allows workers with multiple jobs to select which job they want to clock to. They must clock to the correct job to get their time approved and to get paid properly. This is very important because the different jobs may pay at different rates.

Employees with multiple jobs have one of the jobs set as the *default job*. When they first access the Web Clock, the default job is selected. If the employee wants to record time to a different job, she can select the job before clicking the Clock On button.

To record time to a different job assignment—

1. On the Web Clock, select the job in the Assignment window.

   Selections for Department and Job will appear:

2. Click the **Clock On** button.

   After clocking on, an employee can change job assignments without clocking out.

3. In the Assignment field, select a different job assignment.

4. Click the **Change Job Assignment** button.

The clock time will begin recording to the second job.

Using the Time Clock Device

Some biweekly-paid employees will use a time clock device to record their work hours. Time clock users will swipe their Chicago Cards through the clock at the beginning and end of each work session.

The time clock device consists of a small display area, a keypad, and a slot for sliding your card. The display area shows "Univ. of Chicago" along with the date and time.

To clock in for the day, the time clock user follows these steps:

1. The employee presses the **F1** key on the time clock device keypad.

    The clock will beep. The display will read "Punch On" and ask for a PIN. **Ignore the PIN request.**

2. The employee swipes his Chicago Card in a downward motion with the magnetic strip facing away from the keypad.
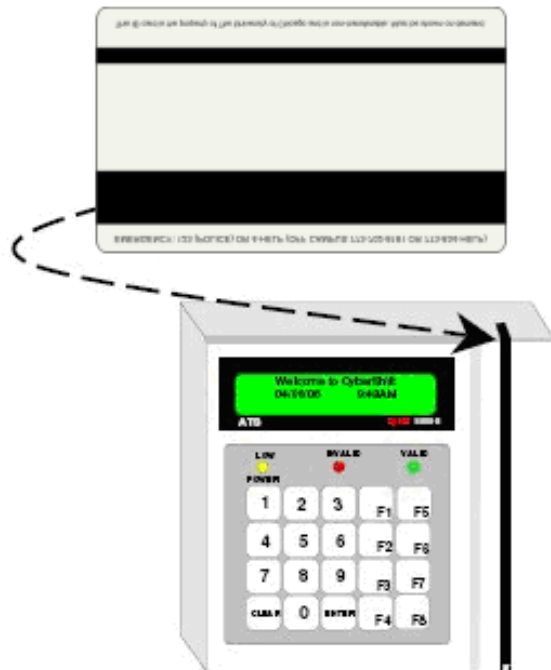
The display reads: "Hello { name}"

To clock out for the day—

1. The employee presses the **F5** key on the time clock keypad.

    Again, the clock will beep. The display reads "Punch Out" and asks for a PIN. **Ignore the PIN request.**

2. The employee swipes his/her Chicago Card.

    The display reads "Goodbye {name}"

Note: Some time clock device employees may also be required to punch out and back in for lunch periods. This requirement is determined by the individual departments.

Viewing Clock Data

You may want to check an employee's clock data to see when the employee is clocking on and off. You may also need to compare the clock data to the timesheet.

To view clock data—

1. In the Who field, select the employee for whom you wish to view clock data.

2. In the What field, select **View Employee Clock Data**.

3. Select the date range you want to view in the From and To fields.

4. Click **Go**.

    The clock data appears in the Work Area.

View Employee Clock Data									
BILECKI, EMERSON (CCE1515):									
From: Sun - 03/04/2007		**To: Sat - 03/10/2007**							
Status	**Clock Date**	**Clock Time**	**Type**	**Department**	**Job Assignment**	**Terminal**	**Work Order**	**Work Item**	**Data**
0	Sun - 03/04/2007	2:00 PM	ON	100000	0007				
0	Sun - 03/04/2007	9:30 PM	OF	100000	0007				
0	Mon - 03/05/2007	2:00 PM	ON	100000	0007				
0	Mon - 03/05/2007	9:30 PM	OF	100000	0007				
0	Thu - 03/08/2007	2:00 PM	ON	100000	0007				
0	Thu - 03/08/2007	9:30 PM	OF	100000	0007				
0	Fri - 03/09/2007	2:00 PM	ON	100000	0007				
0	Fri - 03/09/2007	9:30 PM	OF	100000	0007				
0	Sat - 03/10/2007	2:00 PM	ON	100000	0007				
0	Sat - 03/10/2007	9:30 PM	OF	100000	0007				

Practice: Viewing Clock Data

You try it. Select an employee and view the employee's clock data. Use the following simulation to help you practice.

*   To launch the simulated practice exercise, go to the url http://uchicagotime.uchicago.edu.

*   Click the Training tab on the left and select **Approver Training**.

*   On the Training page, under Approver Practice Activities, click the link labeled **Viewing Clock Data**.

Summary

In this chapter you learned—

- How employees use the Web Clock and the time clock device to clock in and out each work day.

- How to view an employee's clock data.

In the next chapter, you will learn how to edit and approve employee time.

Chapter 4: Editing and Approving Time

Objectives

After completing this chapter, you will be able to—

- Describe the role and responsibilities of the approver in the time and attendance approval process.

- Review and approve an employee's worked hours by using the View and Approve Employee Timesheet task.

- Enter and edit time for an employee by using the Edit & Approve Employee Time and the Edit & Approve by Job Assignment tasks.

- Change an employee's work schedule for a specific day by using the Temporary Schedule Change task.

Time Interpretation

By law, all employees must be paid for all clocked work time including overtime regardless of where work is performed, budgets, and approval by supervisor. With UChicago Time, all clocked time will be reported and paid *even if unapproved*.

Employees should clock in and out accurately according to schedule. Clocking in early or out late will add increments of overtime to the employees' records. To avoid paying unapproved overtime hours, each department will need to establish rules for clocking in and out according to schedule.

When an employee clocks in and out, time segments are loaded into the employee's timesheet. The timesheet does some interpretation of the time entries. For example, the timesheet rounds up to six minutes before or after the scheduled start and end times. Also, as mentioned earlier, scheduled lunch breaks are inserted automatically. Six minute rounding only applies to

biweekly employees that are on a schedule. Open-schedule employees and students will not have the grace periods or scheduled breaks.

Time is interpreted according to university policy and specific union bargaining agreements. Earnings codes are programmed per employee group (union or other) and automatically inserted on timesheet when the clock data is loaded.

Schedules and Shifts

Many biweekly employees are assigned work schedules with shifts. Schedules identify which shifts are worked on what days. For example, schedule number 2001 may include shifts for Monday through Friday. Shifts identify the work hours in a day, such as 8:00 am to 4:00 pm, with a 30 minute lunch.

Some employees may be on open shifts, which means they can clock in and out on a flexible schedule. These employees cannot have rounding of in and out times or scheduled lunch breaks. They cannot schedule absences in advance.

IMPORTANT: **Full day employees who are on an open schedule will need to clock out and in for lunch.**

The Approval Process

As an approver, you will have responsibility for the following tasks:

- Reviewing, editing, and approving clocked time for biweekly employees

- Assigning earnings codes (including absence codes) to time segments where necessary

- Approving absences for biweekly and monthly employees

- Approving absence requests for biweekly employees

- Making temporary schedule changes for biweekly employees

Remember, biweekly-paid employees must record their work hours in the

system. Monthly-paid employees do not record their work hours, only their absences.

You must approve time for all biweekly employees assigned to your supervision. Approving time follows a simple process:

1. Biweekly employees record their time using a Web Clock or time clock device.

2. Clock times are automatically imported into the employee timesheets.

3. Most time related earnings codes are assigned by the system depending on the clocked time. The system uses a rule-based method for determining earnings codes (how time is to be paid).

4. Biweekly employees can edit their own absence hours by inserting absence codes for available accruals and other absence types. *They cannot edit their time.* Monthly employees can indicate absences on their monthly absence reports.

5. You, the approver, access employee time records and review them on a regular basis. You may want to do this daily, weekly, or biweekly, but you must do this within one business day (i.e., Monday, 12:00 pm) after the end of the pay period if you want to make edits. Any entries displayed in red require your attention. Entries displayed in black are already approved.

6. You make edits and assign codes where necessary, and approve the time. Edits may include correcting mispunches, adjusting in and out times, editing absence codes, or indicating premiums and other earnings codes. For monthly employees, you also must approve monthly absence reports.

7. For biweekly employees, you will approve (or reject) pending requests for scheduled time off.

8. You can make temporary schedule changes for biweekly employees.

9. All biweekly approvals for the pay period must be completed by the first Monday after the end of the pay period, at 12:00 pm (noon).

10. Monthly Absence Reports must be approved by the second day

following the end of the month.

UChicago Time gives you three ways to approve timesheets. Which method you use will depend on the level of detail you need to view and edit.

- **View & Approve Employee Timesheet** – the simplest way to view the timesheets and approve any unapproved time.

- **Edit & Approve Employee Time** – use this method if you need to quickly correct mispunches or edit absences on a day-to-day basis.

- **Edit & Approve by Job Assignment** – this is the most detailed view. Use this method if you need to edit time segments within a single day.

In this module, you will have a chance to learn about and practice each method.

View and Approve Time

Use the View & Approve Employee Timesheet task if you want to view the time without necessarily editing it. This task shows all unapproved days in red so you can quickly see which days you may need to edit and approve. If you do need to edit time for any single day, you can drill down to detailed time segments and make your edits there.

To view time for an employee—

1. In the Who field, select the employee you wish to view.

2. In the What field, select **View & Approve Employee Timesheet**.

3. In the From and To fields, indicate the date range you wish to view such as the current week or the current two week pay period.

4. Click **Go**.

The employee's timesheet appears:

The timesheet in this view shows the employee's name, approval status, date, start and end date and times, and indicator codes. The timesheet also shows total absence hours and worked hours.

Some of the codes you will see in the system are earnings codes such as RPD, OTD, VCD, and SKP. Others are system codes that indicate the type of time recorded on a given day or for a given time segment. System codes include the following:

> (W) – worked time
>
> (D) – scheduled day off
>
> BRK – break time, usually lunch
>
> LT – arrived late
>
> LL – long lunch
>
> LE – left early
>
> UA – unexpected absence

(To see a complete listing of system codes and earnings codes, refer to "Appendix C: System and Earnings Codes" in this training guide.)

Two selectable fields include Full-Day Premium and Worked Day Off. Select an option for these fields when you need to apply these premiums:

Full-Day Premiums:

- Acting Shift Supervisor

- Field Training Officer

- L134 – 046 Lead Pay

- L743 Direct/Lead

- Training Premium

Worked Day Off:

- Call Back (for calc codes 022, 024, 041, 042, 045, 046, 124)

- Call In Early (for calc codes 041, 045, 046)

- Interrupted Vacation (for calc codes 022, 024, 124)

- Worked on Personal Holiday (for calc codes 022, 024, 042, 045, 046, 050, 124)

Only specific employee groups are eligible for each premium. Employee groups are represented by *calc codes*. Many of these groups are unions. (Calc code definitions are listed in Appendix B of this training guide.)

Finally, each day shows a shift indicator, which cannot be changed. The shift indicator shows the shift in which the hours were worked. Possible indicators include:

D – Day Shift

E – Evening Shift

N – Night Shift

M – Mixed, a combination of shifts

F – No shift worked

Shift indicators are determined according to employee groups (calc codes). If an employee works all assigned hours within a shift and has no overtime (OT) hours, the time is automatically approved. You will see the Approval Status checked and the Autopoll indicator next to the check field.

Name	Approval Status	Pay Date	Sched Shift	Actual Shift
Doe1, Jane	☑ Autopoll	Mon - 05/03/2010	8005	8005

Also, any approved time will appear in black. Unapproved time will appear in

red.

Unapproved time must be reviewed, edited if necessary, and approved by the approver. One way to edit and approve time from the View and Approve Employee Timesheet screen is to click on the employee name links one at a time. This will take you to the Edit & Approve by Job Assignment screen which allows you to edit and approve each job segment.

Any time shown in red means the clock time is outside the scheduled work time. The red helps you see which entries you may need to edit. For instance, if an employee missed a scheduled work day and did not report the absence, the timesheet will display that day in red. Remember, time entries shown in black mean that the time is automatically approved because the employee's clock time matches her schedule.

When approval check boxes are grayed out, this means the pay period is beyond the *payroll freeze date* and the time cannot be changed or approved.

Important: As an approver, you can only edit time that is recorded during or prior to one calendar day past the end of the pay period. If the hours for a pay period have already passed to Payroll, you will not be able to edit or approve any of the time or the absences. The payroll freeze date is the first Tuesday after the last day of the pay period. You have until the first Monday noon after the pay period is closed to make any final edits or approve the time.

To approve time—

1. Click the **Approval** check box next to each date you wish to approve, or click the **Approve All** button to approve all the dates.

2. Click **Save All**.

Any previous unapproved time that was shown in red, should now display as approved time in black.

Viewing Multiple Timesheets at One Time

You can view multiple timesheets by selecting a group in the Who field rather than a single employee. The employees you approve are placed in a default group call "My Team."

To review and approve multiple timesheets—

1. In the Who field, select **My Team**.

2. In the What field, select **View Employee Timesheet**.

3. In the From and To fields, select the date range you wish to view.

4. Click **Go**.

5. All of the timesheets in your group will appear, one timesheet per page. Use the page links below the timesheet or the Next Page/Previous Page links to view other sheets.

6. To approve any unapproved time shown, click the **Approval** check box next to the dates you wish to approve, or click the **Approval All** button to approve all unapproved time. Then click **Save All** to save the changes.

Viewing Your Own Timesheet

If you are an approver and a biweekly-paid employee, you too will have a timesheet. (Note: Monthly-paid employees do not have timesheets.)

To view your own timesheet—

1. In the Who field, select **Me**.

2. In the What field, select **View & Approve Employee Timesheet**.

3. In the From and To fields, select a date range for the time period you wish to view. Select the range of dates for a full week or for any days within a pay period (usually two weeks).

4. Click **Go**.

Note: You *cannot* edit or approve your own time.

Viewing a Worked Calendar Report

The Worked Calendar Report is available to all approvers and employees.

To view a Worked Calendar—

1. In the Who field, select the employee.

2. In the What field, select **Worked Calendar Report**.

3. In the From and To fields, select the range of dates you want to see.

4. Click **Go**.

The Worked Calendar will appear in the work area. It shows the time actually worked for each selected date as well as the system worked codes and bonus codes.

View Worked Calendar						
Employee: Doe1, Jane:						
Sun - 05/02/2010 to Sat - 05/08/2010						
Legend:						
W Worked O Day Off						
H Holiday A Absence						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
5/2/2010 O	5/3/2010 W	5/4/2010 W	5/5/2010 W	5/6/2010 W	5/7/2010 A	5/8/2010 O
Day Off	(W), BRK	(W), BRK	(W), BRK	(W), BRK, LT	UA	Day Off
	08:30 AM-05:00 PM	08:30 AM-05:15 PM	08:30 AM-05:00 PM	09:45 AM-05:00 PM	-	
	Time: 07:30	Time: 07:45	Time: 07:30	Time: 06:15	Time: 00:00	

Practice: Viewing and Approving Employee Time

You try it. Practice viewing and approving a time period for an employee.

- To launch the simulated practice exercise, go to the url
  http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the
  link labeled **Viewing and Approving Employee Time**.

Edit and Approve Time

Use the Edit & Approve Employee Time option if you want to make changes
to the start and end times or to the absence codes. This screen displays the
employee's daily time in time pairs for convenient viewing, editing, and
approving. You can drill down to the daily time segments if necessary.

As an approver you can manually input time entries and you can edit start
and end times. You will need 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 forgets to punch in or out;

- edit unexpected absences and late codes by assigning an appropriate
  absence code for absence time during scheduled work hours; and

- apply premiums and overrides as appropriate.

To edit and approve time for an employee—

1. In the Who field, select the name of the employee you want to edit.

2. In the What field, select **Edit & Approve Employee Time**.

3. In the From and To fields, select a date range for the period of time you wish to view.

4. Click **Go**.

The selected employee's timesheet appears in the Work Area.

The Edit & Approve Employee Time view allows you to edit the start and end times, lunch times, and absence codes. You can click the No Lunch check box to indicate that no lunch was taken on a particular day.

To edit and approve a timesheet—

1. Make any necessary changes to times. Always type in hours in the HH:MM AM/PM format. The system will enter the colon (:), space and the 'M' after the A or P. For instance for 8 am, type 0800A.

2. Edit any Absence Codes for absence hours. You should not leave any UA codes (Unexpected Absences) on the timesheet. First, select the **Absence Type** from the drop down box. ABP means *absence paid* and ABU means *absence unpaid*.

Then, click the magnifying glass next to the **Absence Code** field.

*The available absence codes will appear in the Dashboard. Click on the
page links to see more codes:*

3. Select a code by clicking the option button next to it. The code will
   populate the **Absence Code** field.

4. Edit the **Absence Hours**, if necessary.

5. Click the **Save All** button to save your changes.

   Note: You can also click the **Apply Changes** button to save and see
   the effect of your changes.

6. To approve all the time shown in the timesheet, click the **Approve All**
   button at the bottom of the form, and then click **Save All**.

Note: You can also approve each individual day by clicking the **Approval**
check box at the end of each row, and then clicking the **Save All** button. You
may need to scroll over to the right to see the Approval check boxes.

Here is a summary of the functionality on the Edit & Approve Employee
Time screen:

Field	Description
Dates	Each row begins with a date which is also a link. Clicking on a date link will take you to the Edit & Approve By Job Assignment screen from where you can view and edit more detail on the day's time segments.

Scheduled Shift	Displays the number of the shift that appears on the employee's schedule. The shift defines the hours the employee is expected to work.
Actual Shift	Displays the shift number that the employee actually worked. May display a different number than the scheduled shift number if the employee worked a shift other than the scheduled shift.
Start Time	Clocked time in for the day. You can edit this field if necessary to make a correction.
Lunch In/Lunch Out	Scheduled lunch time. This is entered from the employee's schedule; employees usually will not need to punch in and out for lunch.
End Time	Clocked time out for the day. You can edit this field if necessary to make a correction.
No Lunch	This check box indicates no lunch break was taken. When you select it, the lunch in/out times will disappear and the lunch time will be added to the Worked Hours.
Worked Hours	Total work time for the day.
Absence Type	Select the Absence Type from the drop-down list *before* selecting the Absence Code. ABP = Paid absence ABU = Unpaid absence
Absence Code	Click the magnifying glass icon to display options for Absence Codes. The codes will display in the Dashboard. Select a code from the Dashboard to insert it into the Absence Code field.
Absence Hours	The total hours to apply to the selected Absence

	Code.
Premium Codes	Depending on the employee earnings calc code, the system automatically applies a premium for certain time worked such as on a Sunday. These are the same codes that are used in the Payroll system.
Premium Values	Displays dollar amounts for any lump sum premium
Adjustment Codes	Displays any adjustments made to the time
Adjustment Values	Displays dollar amount for any adjustments
Paid Hrs	Total paid hours for the day
Approval Status	The check box indicates approval status. The name of the approver is shown in gray to the right of the check box. "Autopoll" means that the time is automatically approved. Automatic approval occurs when the employee clocks to their scheduled worked hours.
Employee Totals	The line at the bottom of the list of dates shows total Worked Hours and total Paid Hours.
Apply Changes	This button saves your changes and updates the data on the screen.
View Clock Data	This button displays clock data for the selected employee and selected dates. The data displays in the Dashboard.
Save All	Saves any changes you make and redisplays the data. If the changes you make do not save, this means you are not authorized to make those changes.
View All Clock Data	This button displays clock data in the Dashboard for all employees shown. Use this button when you are editing more than one

	employee at a time.
Approve All	This button approves all time records shown.

New Employees

As an approver, you may have to enter time for newly hired employees for at least the first few days, until their information is in the employee database system and they have access to UChicago Time. Usually, new employees will complete handwritten timecards for any time not recorded in UChicago Time. Once they are in the system, you can manually enter the time from their timecards into the UChicago Time employee timesheets.

Other Employees

You may also have to edit time for existing employees who may have neglected to clock in or out. However, you should keep your edits to a minimum. Also, remember it is against University policy to falsify time records. Only agree to edit a time entry for another employee when you are certain the change accurately reflects the employee's attendance.

Practice: Editing and Approving Time

Now you try it. Make changes to one of the timesheets.

- To launch the simulated practice exercise, go to the url http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link labeled **Editing and Approving Time**.

Edit and Approve by Job Assignment

Use the Edit & Approve by Job Assignment option to make changes to the start and end times or to the absence codes. As an approver you can manually

input time entries and you can edit start and end times.

You may need to use this screen 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 forgets to punch in and out;

- 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; and

- provide a lump sum payment.

To edit and approve by job assignment for an employee—

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. On this screen it is usually easier to select and view a single day at a time.

4. Click **Go**.

   The selected employee's timesheet appears in the Work Area.

This view shows detail for each time segment worked within a single day. You can list a range of days as well, though we recommend viewing one day at a time. If you are viewing more than a single day, it is easy to lose your place. Each segment shows the time code, Job Department, Job Assignment, Start and End times, Hours, Earnings Code, and Shift Indicator. You can edit any of the time segments.

A Segment Status drop-down box allows you to select an approval status for each time segment. You can also approve all time segments within the day by clicking on the Approve All button.

The Edit & Approve by Job Assignment view allows you to edit the Start and End times, break times (typically lunch time), and Absence codes.

To edit and approve a timesheet—

1. Make any necessary changes to times. Always type in hours in the HH:MM AM/PM format. There is no need to type the colon (:), space and the 'M' character following an 'A' or 'P.' These are entered automatically. For instance for 8 am, type **0800A**.

2. Edit any Absence Codes for absence hours. You should not leave any UA codes (Unexpected Absences) on the timesheet. Click the down arrow next to the Action code field and select **ABP** for absence paid or **ABU** for absence unpaid:

Click the magnifying glass next to the **Absence Code** field:

Click here

The available absence codes will appear in the Dashboard. Click on the page links to see more codes or use the Search feature to quickly locate a code by the first few letters:

Type the first one or two letters
of the code and click Search

Or: click Page links to
see more codes

3. Select a code by clicking the option button next to it. The code will populate the **Absence Code** field in the time record below.

4. Edit the **Absence Hours**, if necessary.

5. Click the **Save All** button to save your changes. Note: You can also click the **Apply Changes** button to save and see the effect of your changes.

6. To approve all the time shown in the timesheet, click the **Approve All** button at the bottom of the screen, then click **Save All**.

Note: If you do not click Save All (or Apply Changes), your approval will not stick.

Here is a summary of the button functionality on the Edit & Approve by Job Assignment screen:

Field	Description
Apply Changes	Saves all changes you made
View Clock Data	Displays the clock data for the selected employee and the selected date
Add Row Above	Inserts a new row into the day where you can add a time segment. To insert a row, first select the option button for one of the existing rows. Inserts a new row *above* the selected row
Add Row Below	Inserts a new row into the day where you can add a time segment. To insert a row, first select the option button for one of the existing rows. Inserts a new row *below* the selected row.
Delete Row	Deletes the selected row
Add Shift	Inserts an additional shift for the same day. Use this only if an employee failed to record worked time for a shift assignment.
Delete Shift	Deletes a selected shift. First, you must select the radio button for the shift.
Show Payroll Details	Displays additional details on the work day. Use this option when you want to select a Full-Day Premium or a Worked Day Off premium.

Save All	Saves all the changes you made for all the days shown
View All Clock Data	Displays in the Dashboard the employee's clock data for the selected days
Approval All	Approves all the listed job assignment for which you have approval authority
View All Payroll Details	Shows additional details on all the currently selected days and shifts. Use this option when you want to select a Full-Day Premium or a Worked Day Off premium.

Applying Premiums and Bonuses

In many cases the UChicago Time system will automatically designate overtime and premiums for certain hours and days worked. For instance, some employees will receive a Sunday premium when any time on a shift falls on Sunday. However, some premiums cannot be determined by the time segment, so they must be designated manually by the approver.

As an approver, you can use the Edit & Approve by Job Assignment task to assign certain premiums and bonuses.

Full-Day Premiums

Full-Day Premium codes are reserved for employees who spend all or part of the day serving in a different job role. Eligible employees will be awarded a higher pay grade for the full day worked. Select an option for these fields when you need to apply these premiums:

- Acting Shift Supervisor

- Field Training Officer

- L134-046 Lead Pay

- L743 Direct/Lead

- Training Premium

To apply a Full-Day Premium—

1. In the Who field, select the employee.

2. In the What field, select **Edit & Approve by Job Assignment**.

3. Select the date and click **Go**.

4. Click the **View All Payroll Details** button.

   The Payroll Details appear underneath the Payroll Shift Detail:

5. Click the down arrow for the Full-Day Premium Field.

6. Select one of the applicable premiums on the list such as **Training Premium**.

   Note: The selected employee must be eligible according to union contract for the premium you apply. Otherwise the system will not allow you to complete this task.

7. Click **Apply Changes**.

The premium row for the full-day hours worked will be added to the time segments. If the employee is not eligible for the selected premium, you will

see an alert message and will not be able to save the record as is.

Worked Day Off

Worked Day Off overrides can be assigned to time segments where an eligible employee is asked to come to work during their normal off time. Eligible employees will be awarded a higher pay grade for such hours worked. Select an option for these fields when you need to apply a premium:

- **Call Back** – an employee in union Local 743, Local 134 IBEW, Local 134, or Local 73 (REO or SEIU), is called back into work after his/her shift has ended or called into work on a normal day off, such as a weekend day. If the employee is called back on the same day as a normal work day, this premium should be applied to a separate shift on the same day as the regular shift.

  IMPORTANT: in order to receive this premium, the extra worked time must be mandatory. If the employee voluntarily works extra or voluntarily works on a planned off day, the Call Back premium should not be applied.

- **Call Back Snow Removal** – an employee in Local 73 SEIU is called back to work after his/her shift has ended or called into work on a day off to perform snow removal.

- **Call In Early** – an employee in union Local 73 SEIU or Local 134 is called to work early, for example, for snow removal. This should be applied on the same shift as the regular scheduled worked shift.

- **Interrupted Vacation** – an employee in Local 743 is called to work on a scheduled vacation day.

- **Worked on Personal Holiday** – an employee in Local 743, Local 73 (REO or SEIU), Local 134 IBEW Telecom Techs, or Local 701 is called to work on a scheduled Personal Holiday.

The following chart summarizes which unions receive which overrides.

	L743	L134 IBEW	L73 REO	L73 SEIU	L134 IBEW Telecom	L701
Call in Early		x		x	x	
Call Back	x	x	x	x	x	
Call Back Snow Removal				x		
Interrupted Vacation	x		x	x		
Interrupted Personal Holiday	x		x	x	x	x

To add a Worked Day Off premium—

1. In the Who field, select the employee.

2. In the What field, select **Edit & Approve by Job Assignment**.

3. Select a date and click **Go**.

4. Click the **View All Payroll Details** button.

   The Payroll Details appear underneath the Payroll Shift Detail:

5. In the Payroll Details section, click the down arrow next to the Worked Day Off field.

6. Select the appropriate premium, such as **Call Back**.

   Note: The selected employee must be eligible according to union contract for the premium you apply. Otherwise the system will not allow you to complete this task.

7. Click **Apply Changes**.

The system inserts a row for the premium code and hours.

Editing Lunch Break Time

There may be situations when you want to change lunch break time to work time or even paid absence time. For instance, consider these examples:

- An employee who has a scheduled one-hour lunch break wants to take a half-hour lunch and leave work a half-hour early that day.

- An employee becomes ill at work and clocks out after working four hours. The employee clocks out before a scheduled lunch break and takes the rest of the day off. The employee wants to insert sick pay time for four hours. (**Note:** Employees are not permitted to insert absences that interfere with scheduled lunch breaks. An approver must do this.)

In both examples, you will have to edit the employee's time. If the employee is assigned a schedule with a built-in lunch break, the system will generate the break automatically when time is entered for the day. To edit time that occurs during a lunch break, you must first turn off the system-generated lunch break. Do the following:

1. Select the employee and the date.

2. Select **Edit and Approve by Job Assignment** and click **Go**.

3. On the Edit and Approve by Job Assignment screen, click the **Show Payroll Details** button.

4. Uncheck the **Use System Breaks** option, if it is checked.

5. Edit and approve the time segments using the steps shown above.

6. In the Reason box at the bottom of the form, type in a reason for the edit.

    Note: Although this step is optional, it is recommended in case time records are audited at a later date.

7. Click **Save All** after you are done editing.

Providing a Lump Sum Payment

UChicago Time gives you a way to indicate when an employee should receive a lump sum payment. A lump sum is a single bonus payment for work performed that is not time based. For instance an actor may get a lump sum payment for a performance in a promotional video. Or an employee might get a Higher Grade Differential (HGD) for performing work at a level above the assigned job.

Note: Use the ARS code instead of AAP for actors in BSD and Court Theater.

To provide a lump sum payment—

1. Select the employee.

2. Select the **Edit & Approve by Job Assignment** option.

3. Select a single day within the pay period and click **Go**.

4. Select the last row of the day by clicking the option button to the left.

5. Click the **Add Row Below** button.

6. In the Action field for the newly added row, select the **BNS** code.

7. In the Code field, select a lump sum code, such as **HGD**.

8. In the Hours field, type **01:00**

   The number of hours should always be set to 1. This way the lump sum will be applied one time.

9. In the Rate field, type the lump sum amount *without dollar signs or commas*, such as **50.00**

10. Click **Apply Changes**.

    The HGD appears in the Earnings Code field. The employee will be compensated for the additional amount shown in the Rate field.

Select	Action	Code	Job Dept	Job Assignment	Start Time	End Time	Hours	Rate Type	Rate	Earnings Code
○	WRK ˅	(W)	100000	999999999	08:30 AM	12:00 PM	03:30	0 ˅	$0.00	RPD
○	BRK ˅	BRK	100000	999999999	12:00 PM	01:00 PM	01:00	U ˅	$0.00	
○	WRK ˅	(W)	100000	999999999	01:00 PM	05:00 PM	04:00	0 ˅	$0.00	RPD
○	BNS ˅	HGD	100000	999999999			01:00	8 ˅	$50.00	HGD

Inserting and Deleting Shifts

The Edit and Approve by Job Assignment screen gives you a way to insert and delete shifts. Each day on the schedule will generate a single shift even if there was no time worked. When you view a single day within the Edit & Approve by Job Assignment screen, you are usually viewing the shift detail for that day. In some cases you may need to insert an additional shift or delete an extra shift. Why would you want to do this?

- If an eligible employee is required to come back into work after her normal shift, you can insert a shift to give her a Call Back bonus. Use the Insert Shift feature.

- If an employee works a shift that does not overlap with his scheduled shift, the system will create two shifts. The shift not worked will show a UA record. The shift worked will show worked time on a flex shift (80). You will need to delete the UA shift. Use the Delete Shift feature.

To insert a shift when an employee is called back in—

1. In the Who field, select the employee.

2. In the What field, select **Edit & Approve by Job Assignment**.

3. Select the appropriate date and click **Go**.

   The screen appears.

In the example shown above, if the employee was required to come back into work between 6:35 PM and 8:45 PM, and the employee is eligible for a Call Back bonus, you must change the time record to add the Call Back on a separate shift.

4. Click the **Select** option button inside the Payroll Shift Detail box.

Click here to select the shift

5. Click the **Add Shift** button along the bottom of the form. You may have to scroll over to find it.

Click here

A new shift appears underneath the original shift:

New Shift

6. In the WRK row for the new shift, enter the start and end times for the extra time worked. In this example the start time was 6:35 PM and the end time was 8:45 PM.

7. Click the **View All Payroll Details** button.

    The Payroll Details will appear for both shifts.

8. Locate the Payroll Details shown above the second shift.

9. In the Worked Day Off field, select the **Call Back - Emergency** bonus.

10. In the first shift, delete any rows that show time for the newly created shift. In our example we will delete the last two rows.

To delete a row(s)—

a. Click the option button next to the row.

b. Click the **Delete Row** button.

c. Repeat for each row you want to delete.

11. Click **Save All**.

Your time record should now look something like the one shown here:

The above example shows two shifts: one shift for regular worked time and a second shift for the Call Back time. Notice that the Call Back bonus generated an addition row of time. This is because according to the union contract the

Call Back must be paid for a minimum of four (4) hours regardless of how long the employee worked.

To delete a shift in the case where the system inserted an extra UA shift—

1. In the Who field, select the employee.

2. In the What field, select **Edit & Approve by Job Assignment**.

3. Select the date and click **Go**.

   A day with an extra blank (UA) shift looks similar to this:

4. Select the top shift, the one with the UA row, by clicking the **Select** option button inside the first Payroll Shift Detail box.

Click here to select the shift

> *The UA should not be on the time record. The only way to remove the UA code is to delete the shift.*

5. Click the **Delete Shift** button along the bottom of the form.

6. Click **Save All**.

> *The shift is now removed.*

Practice: Editing and Approving by Job Assignment

Now you try it. Make changes to one of the timesheets.

- To launch the simulated practice exercise, go to the url
  http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the
  link labeled **Editing and Approving by Job Assignment**.

Scheduling a Temporary Shift Change

An employee's schedule and shifts are defined in the system configuration. Shifts cannot be defined directly in UChicago Time. However, as an approver you can schedule a temporary shift change to accommodate instances where an employee works a different shift.

Scheduling a shift change is mainly an administrative function that allows you to better track your approvals. If you do not schedule a shift change and the employee works a different shift, the employee's time will still be reported properly and the employee will be accurately paid.

To schedule a temporary shift change—

1. In the Who field, select the employee for whom you want to schedule the change.

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**.

   The Schedule a Temporary Shift Change task appears in the Work Area.

You can change the shift either by selecting a different shift in the shift field or by typing in the start and end times directly.

Changing the Scheduled Shift

To select a different shift in the Shift field—

1. Click the magnifying glass icon next to the **Shift** field.

   The available shifts appear in the Dashboard.

2. Select one of the shifts listed in the Dashboard.

   a. Click the page links to see additional shifts or

   b. Use the Search feature to look for another shift not shown in the initial list.

3. Type a reason for the change in the **Reason** text box in the Work

Area.

Note: Giving a reason is optional but recommended in case the time records are audited at a later time.

4. Click the **Schedule Shift Changes** button to put the new shift on the employee's schedule.

Adjusting a Scheduled Shift

In some cases, you may not want to select a different shift, but merely adjust the start and end times for the existing shift. Do the following:

1. In the **Start Time** and **End Time** fields, type a new start and end time using the HH:MM AM/PM format.

2. Type a reason for the time change in the **Reason** text box.

   Note: Although this step is optional, it is recommended in case time records are audited at a later date.

3. If you want to adjust the lunch break also, do the following:

   a. Select the row by clicking the option button next to it, then click the **View Shift Details** button.

   b. Click the option button next to the first break row.

   c. Type in the exact in and out times for the break.

   d. Type in the exact duration of the break in HH:MM format.

   e. Click the **Schedule** button.

   f. Click the **Back** button.

4. Click the **Schedule Shift Changes** button.

   The adjusted shift times will appear on the employee's Schedule Calendar.

Practice: Scheduling a Temporary Shift Change

Now you try it. Make a temporary change to an employee's shift.

- To launch the simulated practice exercise, go to the url
  http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link labeled **Scheduling a Temporary Shift Change**.

Summary

In this chapter, you learned how to—

- View and approve an employee's timesheet.

- Edit time entries in case an employee failed to clock in or out correctly.

- Assign and/or edit absence codes.

- Schedule shift changes.

In the next chpter, we will look at how employees report and request absences, and how you can approve or reject absence requests.

Chapter 5: Managing Absences

Objectives

After completing this chapter, you will be able to—

- Identify which types of absences should be scheduled in advance.

- View accrued vacation time, personal days, and sick time.

- Describe the procedure for requesting future absences in UChicago Time.

- Schedule future absences.

- Remove scheduled absences.

Introduction

Past absences are any normally scheduled work days on which an employee did not report to work. These absences must be reported using UChicago Time.

Excused absences include—

- Sick days

- Any FMLA days

- Jury duty

- Bereavement

- Voting time

Future absences are any vacation days or personal holidays the employee plans in advance. Planned excused absences include—

- Vacation days

- Personal holidays

- Jury Duty

- Any FMLA days

- Sick days (e.g., scheduled medical tests)

Paid absences are drawn from an employee's accruals. UChicago Time tracks and reports accruals. Accrued paid absences include—

- Vacation

- Personal holidays

- Sick time

 In addition, the system allows reporting of both *excused unpaid* and *unexcused unpaid* absences.

How Past Absences Are Reported

All employees are responsible for reporting unscheduled absences. In most cases unscheduled absences will be for unforeseen sick time and emergencies. Other absences such as vacation and personal holidays should be scheduled in advance using UChicago Time.

The procedure for reporting absences is different for biweekly-paid employees and monthly-paid employees. As an approver, it is important that you learn each of the procedures so you can be available to assist others.
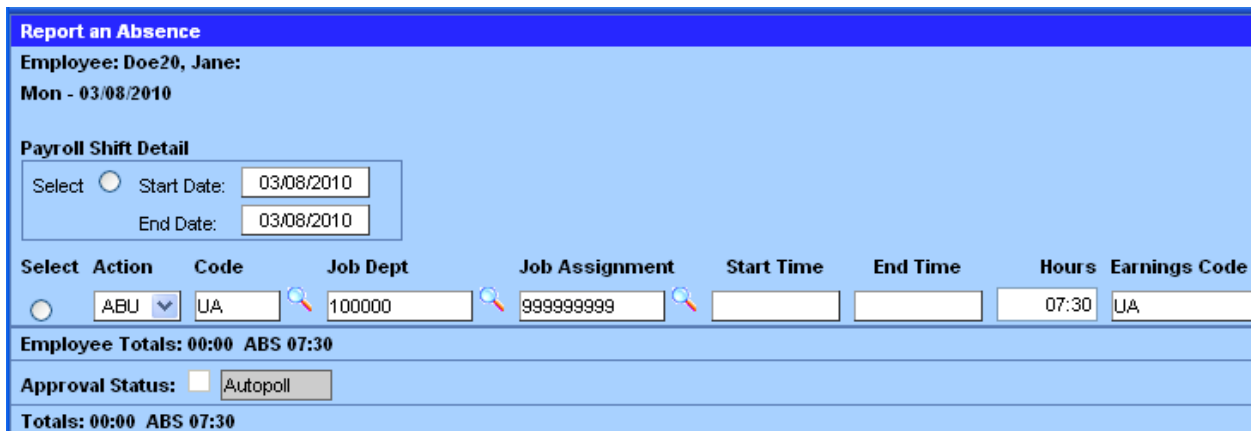
Biweekly-paid Employees

A biweekly-paid employee reports an absence using the following procedure:

1. Log on to UChicago Time.

2. In the Who field, **Me** should be selected.

3. In the What field, select **Report an Absence**.

4. Select the date or date range in the From and To fields.

5. Click **Go**.

The employee's timesheet appears in the Work Area. The only fields on the timesheet that can be edited are the Absence Codes.
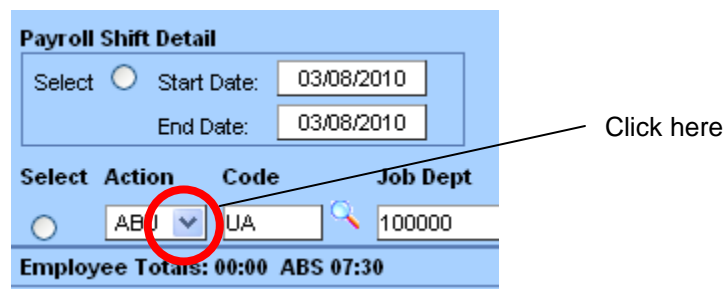
Where absent time appears on the sheet, the employee may change the absent code.

6. Click the down arrow for the Action field.
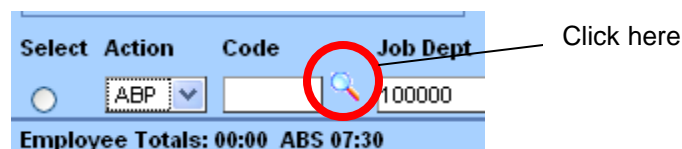
7. From the drop-down list, select the code **ABP** which means "absence paid."

8. Click the magnifying glass next to the Code field.

The available absence codes appear in the Dashboard.

Note: Only five codes are shown per page in the Dashboard. Click additional page links to find more codes; or, type all or part of the code in the Search box and then click the **Search** button.

9. Select an absence code by clicking on the option button.

10. In the Hours field, the hours entered reflect the number of hours for the absence. If not, change the hours using the **HH:MM** format.

    Note: Employees on open schedules will always need to input the hours for the absence.

11. Click the **Apply Changes** button in the Work Area to save the change.

Accrual Failures

For accrued absences, such as sick and vacation, an employee will only be able to assign an absence code if he has accrued enough hours. For a previously scheduled absence, if the hours are unavailable at the start of that day, the employee will see this warning:
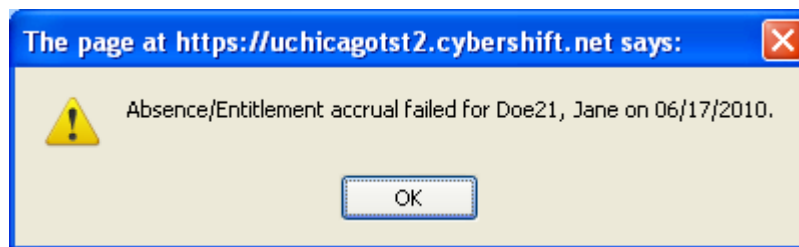
The warning will also appear when the employee or approver attempts to use an

absence when accruals are not available. Clicking OK closes the warning message. An AFU (Accrual Failure Unpaid) code will appear on the employee's time record. The warning message above will appear each time the approver or the employee attempts to save this record until the code is changed to a valid absence. In other words, the AFU should be changed to another accrued absence type for which the employee has enough accruals, or else to an unpaid absence code.

For accrual failures, when the approver attempts to edit that day using View and Approve Employee Timesheet, she will see the following time record:

When the approver attempts to edit the record, she will see the warning message shown above, followed by a detailed time record that appears as follows:

The AFU code must be changed to a valid paid or unpaid absence code before the approver can approve or save the record. Leaving the AFU on the record will result in no pay for the employee for these hours.

Accrual Awards

Paid absences are available to employees according to their accrued time. At the University of Chicago, employees can accrue paid time off in three banks:

- Vacation time

- Sick time

- Personal holidays

Accruals are automatically calculated by UChicago Time based on your employment history. They are awarded on the first day of each month. You will be able to view (**but not edit**) the vacation and sick accrual awards by opening the **View & Approve by Job Assignment** screen for the first day of the month:

Accrual awards VCA for vacation award, PHA for personal holiday award, and SKA for sick award. These cannot be changed or removed.

Accrual award hours. These cannot be edited or removed.

In addition, on January 1, April 1, July 1, and September 1, you will also see a PHA (personal holiday award) appear on the time record for all eligible employees.

Once the accrual is awarded, the employee's accrual bank will be updated to reflect the earned accrual. Use View Accruals to see these.

Viewing Accruals

Viewing accruals allows you to see how many days are available for vacation,

personal holidays, and sick time.

The banked holiday option is also available to some employee groups (calc codes 024, 041, 042, 045, 046, 050, 124, 401, 666, 999). When an employee in such a group works on a holiday, she may choose to bank that holiday (in lieu of extra pay). With the holiday banked, the employee may take the holiday on another day within a limited time period before or after the original holiday date.

Employees should check their available accruals before requesting time off.

As an approver, you can view your own accruals and you can view the accruals of those whose time you approve.

To view your own accruals—

1. In the Who field, select **Me**.

2. In the What field, select **View Accruals**.

3. Click **Go**.

   There is no need to select a date range for this function.

Your accruals are listed in the Work Area:

The University of Chicago

Who: Me #41870030X   Benefits Eligibility Date: 12/04/2006   Report Generated on: 11/18/09 09:14

	Vacation Activity — Actual Balances To Date — Maximum Allowable Balance: 168:45					Personal Holiday Activity — Actual Balances To Date					Sick Time Activity — Actual Balances To Date — Maximum Allowable Balance: 16666:39				
	Prior Month Balance	Earned Accrual	Current Accrual Balance	Used	Available Balance	Prior Month Balance	Earned Accrual	Current Accrual Balance	Used	Available Balance	Prior Month Balance	Earned Accrual	Current Accrual Balance	Used	Available Balance
JAN	83:02	09:23	92:25	00:00	92:25	00:00	15:00	15:00	00:00	15:00	120:57	06:15	127:12	00:00	127:12
FEB	92:25	09:23	101:48	00:00	101:48	15:00	00:00	15:00	07:30	07:30	127:12	06:15	133:27	00:00	133:27
MAR	101:48	09:23	111:11	00:00	111:11	07:30	00:00	07:30	07:30	00:00	133:27	06:15	139:42	07:30	132:12
APR	111:11	09:23	120:34	00:00	120:34	00:00	07:30	07:30	07:30	00:00	132:12	06:15	138:27	00:00	138:27
MAY	120:34	09:23	129:57	00:00	129:57	00:00	00:00	00:00	00:00	00:00	138:27	06:15	144:42	00:00	144:42
JUN	129:57	09:23	139:20	07:30	131:50	00:00	00:00	00:00	00:00	00:00	144:42	06:15	150:57	07:30	143:27
JUL	131:50	09:23	141:13	37:30	103:43	00:00	07:30	07:30	07:30	00:00	143:27	06:15	149:42	00:00	149:42
AUG	103:43	09:23	113:06	30:00	83:06	00:00	00:00	00:00	00:00	00:00	149:42	06:15	155:57	00:00	155:57
SEP	83:06	09:23	92:29	22:30	69:59	00:00	07:30	07:30	07:30	00:00	155:57	06:15	162:12	00:00	162:12
OCT	69:59	09:23	79:22	00:00	79:22	00:00	00:00	00:00	00:00	00:00	162:12	06:15	168:27	00:00	168:27
NOV	79:22	09:23	88:45	00:00	88:45	00:00	00:00	00:00	00:00	00:00	168:27	06:15	174:42	00:00	174:42

The information contained in this report is based on information provided by the employee and the approver, who are responsible for maintaining and reporting accurate and truthful accrual information. Note this report might reflect recorded time that is still subject to approval. This report supersedes any report from any other system or source in the University. Accruals reflected on this report are as of today only. Any future recorded absences are not reflected in your accrual balances. Time is shown as hours and minutes.

To view accruals for another employee—

1. In the Who field, select the employee for whom you wish to check accruals.

2. In the What field, select **View Accruals**.

3. Click **Go**.

The employee's accruals are listed in the Work Area.

You can also view last years accruals for yourself or any of your employees. Simply select the employees, select **View Last Year's Accruals** in the What list, and click **Go**.

In addition, you can view an accruals forecast report to see how many vacation and sick hours the employee will accrue in future months. Note that this report does not take into account future uses of vacation and sick time. To run this report, simply select the employee, select **Accruals Forecast Report** from the What list, and click **Go**.

You will see the predicted accruals for the remainder of the calendar year.

However, ***these are not accrual awards***; they are only an estimate.

Practice: Viewing Accruals

Now you try it. Practice viewing your own accruals and then viewing accruals for another employee.

- To launch the simulated practice exercise, go to the url http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link labeled **Viewing Accruals**.

How Employees Request Time Off

In addition to reporting past absences, biweekly employees *who are on a schedule* can request future time off.

IMPORTANT: Employees on an open schedule cannot request time off in advance.

Planned absences include vacation time, personal holidays, and sick days. Employees should first check their accruals to make sure they have paid time off available.

The steps an employee uses to request a future absence are as follows:

1. In the Who field, **Me** is selected.

2. In the What field, select **Schedule Time Off**.

3. Select a date range in the From and To fields to indicate the days for which you are requesting absences.

4. Click **Go**.

   A Request a Future Absence form will appear in the Work Area.

5. Select an absence type from the drop-down menu: PAID or UNPAID.

6. Select an **Absence Code** from the drop-down menu. An employee must select a code for a PAID absence which would include vacation or personal holiday.

7. If the planned absence is for an entire day or days, select the Full Day Absence check box. If the absence is for part of a day, leave the Full Day Absence check box blank, and in the **Hours** field type the number of hours requested.

   IMPORTANT: Partial day scheduled absences will not appear on the employee's timesheet until the employee clocks in on the day of the absence. Full day scheduled absences will appear automatically on the timesheet.

8. An employee may optionally describe the reason for the absence by typing a brief statement in the **Reason** text field.

9. If you have enough accruals to cover the selected absence type, click the **Request Absence** button, and then click **OK** to confirm.

   Note: For accrued absences, an employee will only be able to schedule time off if he has accrued enough hours. If the hours are unavailable, the employee will see this warning:

The page at https://uchicagotst2.cybershift.net says:

⚠ Absence request cannot be submitted for approval. Employee: JD21 does not have sufficient accrual(s).

[OK]

If the employee has enough accrued hours, then the absence request will be processed by the system. The approver will receive an email notification. In UChicago Time, the approver will also see the absence request in a queue. The approver will then need to review the absence and either accept or reject it.

Time Limit on Requests

Requests for absences will expire if not approved within a specific time limit. The time limit is dependent on the future date of the requested absence day(s).

- Requests submitted less than 3 days in advance expire in 8 hours, if not approved. *This means you should submit the request early enough in the day for your approver to have time to approve it on the* **same day**.

- Requests submitted 3 up to 7 days in advance expire in 2 days, if not approved.

- Requests submitted 7 to 30 days in advance expire in 6 days, if not approved.

- Requests for more than 30 or more days ahead expire in 29 days, if not approved.

Viewing Absence Requests

You can view all absence requests in your queue or in another employee's queue. Viewing all absence requests may help you better plan your schedule.

Viewing Pending Absence Requests

To view pending absence requests—

1. In the Who field, select an employee. If you want to view absence

requests for all of the employees assigned to you, select the **My Team** option in the Who field.

2. In the What field, select **View All Absence Requests**.

Note: This task does not require you to indicate a date range.

3. Click **Go**.

The View All Absence Requests information will appear in the Dashboard:

Notice the Requestor names are selected by default. Also the "Pending" Request Status is selected by default. You can change these selections if you need to; however, the default selections are usually the ones you want to see.

4. Click on the **Show Request** button.

The absence requests for all the selected names will appear in the Work Area:

5. To see more details on an absence request, select the absence request you wish to view by clicking the option button next to the request.

6. Click the **Details** button.

The Approver Details window appears:

Approver Details									
Approver: TWENTYFOUR, APPROVER									
Status: pending									
Approved:									
Reason:									
Approver: TWENTY, APPROVER									
Status: pending									
Approved:									
Reason:									
Approval Request Details									
Type	Status	Requestor	Pay Date	Shift	Start Date	End Date	Current Requested	Code	Hours	Reason
	pending	Doe24, Jane	n/a	n/a	Mon - 08/02/2010 00:00	Fri - 08/06/2010 00:00	Thu - 07/08/2010 17:05	PH	07:30	n/a
[Cancel Request]									[Back]

7. To cancel the request, click the **Cancel Request** button.

8. To return to the Approval Request Summary, click the **Back** button.

Viewing the Scheduled Absence Calendar

Once you have approved an employee's absence request, the scheduled absence will appear on the employee's schedule calendar.

To view an employee's schedule calendar—

1. In the Who field, select the employee whose schedule you want to view.

2. In the What field, select **View Schedule Calendar**.

3. In the From and To fields, indicate the range of calendar dates you wish to view. The calendar will only show the schedule for the days you select in this range.

4. Click **Go**.

The schedule calendar appears in the Work Area:

View Schedule Calendar

Information displayed is schedule only - no worked information is included in this display. If you would like to see worked information please select the enter tin

Employee: Doe21, Jane:

From: Sun - 07/25/2010   To: Sat - 07/31/2010

Legend:	
W Worked	**O** Day Off
H Holiday	**A** Absence
P Permanent Shift Change	**T** Temporary Shift Change

Sunday	Monday	Tuesday	Wednesday	Thursday	
Sun - 07/25/2010 **O**	Mon - 07/26/2010 **A**	Tue - 07/27/2010 **A**	Wed - 07/28/2010 **A**	Thu - 07/29/2010 **W**	F
Schedule: 8005	Schedule: 8005	Schedule: 8005	Schedule: 8005	Schedule: 8005	S
M-F 8:30am - 5:00pm, 60 min lunch	M-F 8:30am - 5:00pm, 60 min lunch	M-F 8:30am - 5:00pm, 60 min lunch	M-F 8:30am - 5:00pm, 60 min lunch	M-F 8:30am - 5:00pm, 60 min lunch	M
Day Off	Absence: VC	Absence: VC	Absence: VC	Shift: 8005	S
	Time: 08:30 AM - 05:00 PM	Time: 08:30 AM - 05:00 PM	Time: 08:30 AM - 05:00 PM	Time: 08:30 AM - 05:00 PM	T
	Duration: 07:30	Duration: 07:30	Duration: 07:30	Hours: 07:30	H

Total Scheduled Hours:

Notice in the above example the schedule shows a day off (Sunday) indicated by the **O**, a scheduled absence (Monday, Tuesday, and Wednesday) indicated by an **A**, and scheduled work time (Thursday) indicated by a **W**.

Note: The Schedule Calendar displayed in the Work Area is a *view only* screen; there is no other functionality or options for making changes on this screen.

Practice: Viewing Absence Requests

Practice viewing absence requests using the method shown above.

- To launch the simulated practice exercise, go to the url
  http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link labeled **Viewing Absence Requests**.

Approving Pending Absence Requests

As an approver, you will need to approve (or reject) future absences for your employees as they request days off. When you approve an absence, the employee's schedule is automatically adjusted to show the absence.

IMPORTANT: Remember, employees on an open schedule cannot request time off in advance.

After an employee requests an absence, you will receive an email notification requesting that you approve the request:

```
You have time and attendance records ready for approval.

Click on the following link to access the CyberShift Time and Attendance system.

https://uchicago.cybershift.net
```

You should approve any absence requests right away or they may expire. As a rule:

- Any unapproved absence requests for time off on the following day will expire in 8 hours.

- Any unapproved absence requests for two days ahead up to a week will expire in 72 hours.

- Any unapproved absence requests for more than a week ahead up to 30 days will expire in 168 hours (1 week).

To approve and schedule a requested absence—

1. In the Who field, select the employee.

2. In the What field, select **View Pending Absence Requests**.

3. Click **Go**.

   The Dashboard displays Workflow Queues:

The Workflow Queues window displays a link to the Absence Queue and shows the number of pending absence requests in the Item Count field.

4. In the Dashboard, click the **Absence Queue** link.

    All pending absence requests will appear in the Work Area:

5. At this point, you have several options for approving or rejecting absences:

    o   To approve a single absence request, click the **Approve** option next to the request.
    o   To reject a single absence request, click the **Reject** option next to the request.
    o   To approve and/or reject multiple requests at one time, click either the **Approve** or **Reject** option for each request in the list.
    o   To approve all absence requests at one time, click the **Approve All** button.
    o   To reject all absence requests at one time, click the **Reject All** button.

6. You may also type a brief reason for an approval or a rejection in the **Approver Reason** text box. This is optional.

7. Click the **Save** button to save your selections.

Once you approve or reject an absence request, it will disappear from the Absence Queue.

IMPORTANT: Partial-day scheduled absences will not appear on the employee's timesheet until the employee clocks in on the day of the absence. Full-day

scheduled absences will appear automatically on the timesheet on the date that the absence occurs.

Scheduling an Absence for an Employee

As an approver, you can also schedule an absence for an employee who is on a fixed schedule.

IMPORTANT: You cannot schedule absences for an employee who is on an open schedule.

To schedule an absence for an employee—

1. In the Who field, select the employee.

2. In the What field, select **Add or Remove Scheduled Absences**.

3. In the From and To fields, select the days for which you want to schedule the absences.

4. Click **Go**.

   The Add or Remove Scheduled Absences box appears:

5. Select the Absence Type, either **PAID** or **UNPAID**.

6. Select the Absence Code (e.g., VACATION).

7. Unless this is a partial day absence for a single day, select the **Full Day**

Absence check box.

8. In the Reason field, type the reason for scheduling the absence.

   Note that this field is optional but recommended.

9. Click the **Schedule Absence** button.

   The absence will go on the employee's schedule. The system will display a report on the scheduled absence usage:

Absence Availability Information for Employee: Doe21, Jane:	
Current Balance:	154:01
Current Requested:	22:30
Already Scheduled:	22:30
Remaining Balance:	109:01
Allowed Balance:	109:01
Available:	Yes
Accrual Enabled:	Yes
Deposit Code:	No
Max Accrual treshold:	99,999:00

Removing a Scheduled Absence

If an employee requests an absence and you approve it, the absence will appear on the employee's schedule. If an employee wishes to cancel a scheduled absence, you, as the approver, can remove the absence from the employee's schedule. An employee cannot remove her own scheduled absences.

To remove a scheduled absence—

1. In the Who field, select the employee.

2. In the What field, select **Add or Remove Scheduled Absences**.

3. In the From and To fields, enter the date range for the dates for when the absence was scheduled.

4. Click **Go**.

   The Add or Remove Scheduled Absences box appears in the Work Area:

Add or Remove Scheduled Absences

Employee: Doe21, Jane:

From: Wed - 07/21/2010   To: Fri - 07/23/2010

Absence Type: PAID

Absence Code: ------ Select One ------

Full Day Absence: ☐

Hours: 00:00

Hour Type: REG

Reason (Optional):

[Schedule Absence]   [Remove Absence]   [View Accruals Availability]   [View Calendar]

5. In the Absence Code field, select the type of absence that was previously scheduled.

6. If the absence day(s) was scheduled as a full day(s), select the **Full Day Absence** check box.

    Note: you can only leave this box unchecked if you are canceling a partial day absence for a single day.

7. In the Reason field, type the reason for canceling the scheduled absence. Although this field is optional, it is a good idea to document a reason for future reference.

8. Click the **Remove Absence** button.

    The absence day(s) will be removed from the employee's schedule and restored to work days. Also, any accruals reserved for future use will be released and available for future scheduling.

Practice: Approving Absence Requests

You try it. Practice approving a pending absence request for an employee.

● To launch the simulated practice exercise, go to the url
    http://uchicagotime.uchicago.edu.

● Click the Training tab on the left and select **Approver Training**.

● On the Training page, under Approver Practice Activities, click the link

labeled **Approving Absence Requests**.

Summary

In this chapter, you learned how to—

- Report past absences for employees.

- Schedule future absences.

- Describe the procedure for reporting and requesting absences.

- View absence requests.

- Approve or reject each request.

- Add or remove scheduled absences.

In the next chapter, we'll look at how to submit absence reports for monthly employees.

Chapter 6: Using Monthly Absence Reports

Objectives

After completing this chapter, you will be able to—

- View, edit, and submit your own Monthly Absence Reports.

- View, edit, and approve your employees' Monthly Absence Reports.

Overview

The Monthly Absence Report is only required of monthly-paid employees. All monthly, non-academic employees must complete and submit a Monthly Absence Report *by the last work day of the month*.

Submitting Your Own Monthly Absence Report

If you, as an approver, are a monthly staff employee, you too are required to submit a Monthly Absence Report. You must complete and submit reports in chronological order. For example, if you have not completed and submitted September's report, the system will not allow you to complete and submit October's report. You must first submit the September report for approval.

The procedure for submitting a Monthly Absence Report is as follows:

1. In the Who field, select **Me**.

2. In the What field, select **Monthly Absence Report**.

3. On the calendar, click on *any day within the month* you want to report.

4. Click **Go**.

   The Monthly Absence Report appears in the Work Area.

You will need to complete this form and then submit it.

- If you did not have any absences in the month including holidays, click the **Submit No Absences** button at the bottom of the form, and you are finished.

- If there is a holiday in the month, it will appear as a Holiday absence. In this case, even if you have no other absences, click **Save & Submit** rather than **Submit No Absences**.

If you had one or more absences in addition to any holidays, follow these steps:

1. Click the magnifying glass next to the day of the absence.

   The available absence codes appear in the Dashboard area.

2. Use the **Search** feature to locate a code, or view additional codes by

clicking the page number links along the bottom of the Dashboard area.

3. Select the appropriate code from the list. The code will be inserted into the report automatically and the list of codes in the Dashboard will disappear.

4. In the Hours field, type in the exact hours that you missed, usually a full day. Be sure to use the HH:MM format. For instance, type 07:30 if your normal work day is seven-and-a-half hours. Type 08:00 if your work day is eight hours.

    IMPORTANT: On the Monthly Absence Report, always enter the time in the hours and minutes format (HH:MM), not in decimal format. For example, for seven and a half hours, always enter **07:30**, *not* 7.5 or 07:50.

    Note: You can split a day between two or more absence codes by clicking on the selection button to the left of the day, and then clicking the **Add Row Below** button. You will then have two rows for the same date. Enter two absences and enter hours for each one so that they add up to a full-day absence.

5. Click the **Save** button at the bottom of the form. (You may have to scroll down to see it.)

6. Repeat the above procedure (steps 1-5) for every absent day you missed.

7. When you are finished marking all of your absences and hours, click the **Save & Submit** button at the bottom of the form.

When you submit a monthly absence report, an automatic email will be sent to your approver notifying him that your report is submitted and needs to be approved:

```
EMMANUEL MONTANA has submitted a Monthly Absence Report for
September 2007.  Please login to UChicago Time
<http://uchicago.cybershift.net> to review and approve this
report.
```

A confirmation of submittal will also be emailed to you:

```
You have successfully submitted your absences for the month
of September 2007.
```

Approving a Monthly Absence Report

If you are an approver, you have the authority and responsibility to review and approve Monthly Absence Reports for any monthly-paid employees assigned to you. *Approvers who are biweekly-paid may in some cases serve as second approvers (delegates) who approve Monthly Absence Reports.*

Important: Monthly Absence Reports must be approved in chronological order. For instance, if September's report for an employee is not approved, the system will not let you approve October's report. You must first go back and review and approve the September report.

To approve a Monthly Absence Report for another employee—

1. In the Who field, select the employee.

2. In the What field, select **Monthly Absence Report**.

3. On the calendar, click any date within the month you wish view.

4. Click **Go**.

    The Monthly Absence Report appears.

5. Review the report:

    o   You can change absence codes by clicking on the magnifying glass icon and selecting the codes from the Dashboard area.
    o   You can change the hours by typing them in directly using the HH:MM format.
    o   You can split a day between two or more absence types by clicking on the selection button to the left of the day, and then clicking the **Add Row Below** button.
    o   Click **Save** after you make any changes.

6. Click **Approve** to approve the report.

When you approve an employee's report, an automatic email will notify the employee that the report is approved:

```
EMMANUEL MONTANA, Your Monthly Absence Report for September
```

```
2007 has been approved by MANDY APPLE
```

Practice: Using Monthly Absence Reports

You try it. Practice submitting and approving a monthly absence report.

- To launch the simulated practice exercise, go to the url
  http://uchicagotime.uchicago.edu.

- Click the Training tab on the left and select **Approver Training**.

- On the Training page, under Approver Practice Activities, click the link
  labeled **Monthly Absence Reports**.

Summary

In this chapter, you learned how to—

- Report your own absences using the Monthly Absence Report.

- Approve monthly absence reports for other employees.

In the next chapter, we'll explore running data reports.

Chapter 7: Running Data Reports

Objectives

After completing this chapter, you will be able to—

- Recognize the purpose of the various data reports available to you as an approver.

- Run data reports in UChicago Time.

Introduction

Why would you need to run reports?

- Reports can help you track information on your employees for your own purposes.

- Reports can also aid you in delivering information to other management and administration personnel.

- In addition, you may need to run a report in order to answer an employee's question regarding time data.

Accruals Forecast Report

This report is very similar to the View Accruals layout, with the exception that it shows possible future accruals for the calendar year. Approvers can use this report to estimate the number of accruals an employee may have available in a future month. Such information can be helpful in staff vacation and holiday planning.

To run the Accruals Forecast Report—

1. In the Who field, select the employee you wish to see.

2. In the What field, select **Accruals Forecast Report**.

3. Click **Go**.

The report appears in the Work Area. The future month are highlighted in green.

The University of Chicago

Who: #41870030X   Report Generated on: 02/20/09 16:49

	Vacation Activity Actual Balances To Date				Personal Holiday Activity Actual Balances To Date				Sick Time Activity Actual Balances To Date			
	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance
JAN	109:16	09:23	00:00	118:39	07:30	07:30	00:00	15:00	108:27	06:15	00:00	114:42
FEB	118:39	09:23	00:00	128:02	15:00	00:00	00:00	15:00	114:42	06:15	00:00	120:57

Projected Future Balances												
	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance
MAR	128:02	09:23	00:00	137:25	15:00	00:00	00:00	15:00	120:57	06:15	00:00	127:12
APR	137:25	09:23	00:00	146:48	15:00	07:30	00:00	22:30	127:12	06:15	00:00	133:27
MAY	146:48	09:23	00:00	156:11	22:30	00:00	00:00	22:30	133:27	06:15	00:00	139:42
JUN	156:11	09:23	00:00	165:34	22:30	00:00	00:00	22:30	139:42	06:15	00:00	145:57
JUL	165:34	03:11	00:00	168:45	22:30	07:30	00:00	30:00	145:57	06:15	00:00	152:12
AUG	168:45	00:00	00:00	168:45	30:00	00:00	00:00	30:00	152:12	06:15	00:00	158:27
SEP	168:45	00:00	00:00	168:45	30:00	07:30	00:00	37:30	158:27	06:15	00:00	164:42
OCT	168:45	00:00	00:00	168:45	37:30	00:00	00:00	37:30	164:42	06:15	00:00	170:57
NOV	168:45	00:00	00:00	168:45	37:30	00:00	00:00	37:30	170:57	06:15	00:00	177:12
DEC	168:45	00:00	00:00	168:45	37:30	00:00	00:00	37:30	177:12	06:15	00:00	183:27

The information contained in this report is based on information provided by the employee and the approver, who are responsible for maintaining and reporting accurate and truthful accrual information. Note this report might reflect recorded time that is still subject to approval. This report supersedes any report from any other system or source in the University. The 'Projected Future Balances' is a tool for management for planning time off and is no way a guarantee of an accrual entitlement. Accruals reflected on this report are as of today only. Any future recorded absences are not reflected in your accrual balances.

Important: Any future accruals shown *are only an estimate* and are not in any way awards to the employee. Future accrual estimates are for planning only.

Daily Attendance Report

The Daily Attendance Report displays which days were worked by selected biweekly employees on selected dates. The report gives you a way to quickly view your employees' attendance during a given period such as the past work week. The report is historical in that it will only report on past work dates and the current date, but not future dates. You can choose to display daily attendance for a single employee or for your entire team.

Use this report to get a bird's eye view of who is at work and who is absent.

To run the Daily Attendance Report—

1. In the Who field, select **My Team** or an individual employee.

2. In the What field, select **Daily Attendance Report**.

3. In the From and To fields, select today or a past date range such as last week.

4. Click **Go**.

    The report displays in the Work Area:

Hours Summary Report							
	Sun - 02/25/2007	Mon - 02/26/2007	Tue - 02/27/2007	Wed - 02/28/2007	Thu - 03/01/2007	Fri - 03/02/2007	Sat - 03/03/2007
Employee: BILECKI, EMERSON:	REG 7.0	REG 7.0			REG 7.0	REG 7.0	REG 7.0
Employee: CLOKEN, APRIL:		REG 8.0	REG 8.0	REG 8.0 OT 1.0	REG 8.0 OT 2.0	REG 8.0 OT 2.0	
Employee: DENT, STUART:		REG 3.0	REG 3.0		REG 3.5	REG 1.0	
Employee: MONTANA, EMMANUEL:							
Employee: PATOS, ANDREW:		REG 8.0	REG 8.0	REG 8.0	REG 8.0	REG 8.0	
Employee: TIMMONS, EMILY:	PF 8.0	REG 8.0	OT 8.5	OT 8.5	REG 8.0	REG 8.0	REG 8.0
Employee: WEBBER, EPHRAIM:		REG 8.0	REG 8.0	REG 6.0	REG 8.0	REG 4.5	

As you can see from the above example, the Daily Attendance Report gives you a snapshot of which employees worked which days and for how many hours. It also reports regular worked hours (REG) and overtime hours (OT). It will also display absence codes (such as VC for vacation or PF for FMLA Personal Holiday) for scheduled work time.

Schedule Vs. Worked Report

The Schedule vs. Worked Report displays a comparison of scheduled time and worked time for selected employees on selected dates. This report will allow you to make a quick assessment of how fully employees are meeting their scheduled hours. The report is historical in that it is only useful for showing past worked time.

To run the report—

1. In the Who field, select one employee or select **My Team** to report on all your employees.

2. In the What field, select **Schedule Vs. Worked Report**.

3. In the From and To fields, select a date range such as the past week.

4. Click **Go**.

The report displays in the Work Area:

Save a Copy	107%	Search Web

Schedule Vs. Worked Report   **(From 03/11/2007 Sun To 03/17/2007 Sat)**
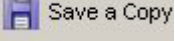
WEBBER, EPHRAIM 555444555   Scheduled

Date	Shift #	On	Off	Hours
03/11/2007 Sun	0	-	-	-
03/12/2007 Mon	24	08:30 AM	05:00 PM	08:00
03/13/2007 Tue	24	08:30 AM	05:00 PM	08:00
03/14/2007 Wed	24	08:30 AM	05:00 PM	08:00
03/15/2007 Thu	24	08:30 AM	05:00 PM	08:00
03/16/2007 Fri	24	08:30 AM	05:00 PM	08:00
03/17/2007 Sat	0	-	-	-
			Tot Sched:	40:00

Worked

Shift #	On	Off	Straight	OT	DT	Paid ABS	Unpaid ABS	Unpaid Time	Unpaid Breaks	BNS $
0	-	-	-	-	-	-	-	-	-	-
24	08:00 AM	04:30 PM	08:00	00:00	00:00	00:00	00:00	00:30	00:30	00.00
24	08:30 AM	05:00 PM	08:00	00:00	00:00	00:00	00:00	00:00	00:30	00.00
24	02:00 PM	05:00 PM	03:00	00:00	00:00	00:00	00:00	05:30	00:00	00.00
24	08:30 AM	05:00 PM	08:00	00:00	00:00	00:00	00:00	00:00	00:30	00.00
24	08:30 AM	12:00 PM	03:30	00:00	00:00	00:00	00:00	05:00	00:00	00.00
0	-	-	-	-	-	-	-	-	-	-
		Total:	30:30	00:00	00:00	00:00	00:00	11:00	01:30	00.00
		Tot Worked:	30:30							

The report displays in an Adobe Acrobat Reader format. This means you can use the Acrobat tool bar to view, search, print, and save the report.

To print the report—

1. Click the Adobe Acrobat Print icon   on the Acrobat toolbar.

2. In the Print dialog box, select any options you want to change.

3. Click **OK** to print.

To save the report to a file—

1. Click the **Save a Copy** icon   on the Acrobat toolbar.

2. In the Save dialog box, select a destination folder.

3. Type a file name of your choice.

4. Click **Save**.

The report will save as a PDF (Portable Document File).

Please refer to the Adobe Acrobat Reader support Website at
http://www.adobe.com/support/documentation/en/reader/ for more
information on using the Acrobat Reader application.

FMLA/STD Usage Report

The FMLA/STD Usage Report gives you a snapshot of an employee's usage of
vacation, sick, personal holiday, FMLA (Family Medical Leave Act), and STD
(Short Term Disability) for the current calendar year. This report will keep you
up to date on employees who have used STD and FLMA time. FMLA can either
be paid (FMLA Sick, FMLA Vacation, and FMLA Personal Holiday) or unpaid.

When an employee opts to go on Family Medical Leave, they are permitted to
use all of their accruals along with the STD entitlement to cover all or part of
their FMLA term. Once all accruals and benefits have been used up, FMLA can
continue for the length of the allowable term as unpaid time off.

To run the report—

1. In the Who field, select one employee or select **My Team** to report on all
   your employees.

2. In the What field, select **Schedule Vs. Worked Report**.

3. In the From and To fields, select a date range such as the past week.

4. Click **Go**.

The report displays in the Work Area:

UChicago Time - FMLA/STD Usage Report
Who: CLOKEN, APRIL   Report Generat

Employee:	CLOKEN, APRIL (CCE1919)	FMLA Entitlement:	480.00	Supervisor Name:	APPLE, MANDY
Weekly Hours:	40.00	FMLA Status:	F	Supervisor e-mail:	rmauney@uchicago.edu
Job Department:	CCE0001	FMLA Status Date:		Report Run Date:	07/13/07

Pay Period Ended	Earn Code Used	FMLA Hours Used	STD Hours Used	Non-FMLA Leave Used
03/24/2007	SKP	0	0	3.00
	VCD	0	0	8.00
04/21/2007	SKP	0	0	16.00
05/05/2007	VCD	0	0	8.00
06/16/2007	VCD	0	0	24.00
Total Time off:		**0.00**	**0.00**	**59.00**

FMLA Total Absences (FMLA +STD):   0.0
FMLA Remaining Balance: 480.00

In this report, the icons in the upper left area allow you to search, view a PDF version, email, view a table of contents, export to a file, and refresh the data.

Search   Email   Export   Refresh
                                to file

Display in   Table of
Adobe   Contents
Acrobat
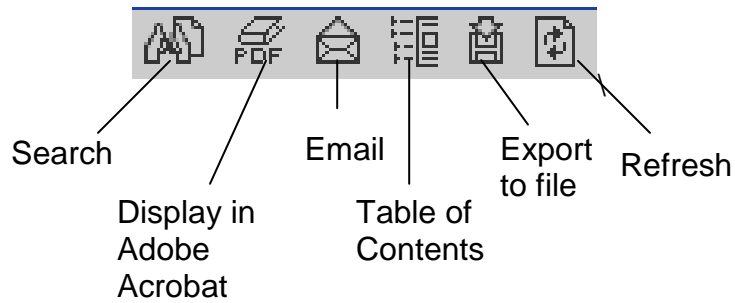
Other Reports

The following reports are also available for approvers:

Accrual Status Report - From left to right the report displays: employee's primary Approver, Employee Name, employee ID, and Accrual balances as they exist right now. Differing from both View Accruals and Accruals Forecast this report does not take scheduled absences, forecasted accruals, or other factors into account.

Monthly Absence Report Summary - From left to right the report displays: the month of the outstanding MAR, Employee Name, Employee Email, Approver Name, Approver Email, and reason for being on the report. When run for either an approver's team or a Super User's department, this report will display all employees that have un-submitted or submitted but unapproved Monthly Absence Reports.

Overtime Hours Report - From left to right the report displays: Employee's primary Approver, Employee Name, Employee ID, and Overtime Hours. This report displays a summary of all overtime hours reported within a selected period of time.

Vacation Threshold Report - From left to right the report displays: Employee's primary Approver, Employee Name, Employee ID, Employee Email, Current Vacation Accrual Balance, 80% of maximum allowed Vacation Accruals, maximum allowed Vacation Accruals, and Employee Status. This report lists any employees whose vacation accruals are within 80% of their allowed maximum.

Late Arrival/Early Departure Report - This report lists biweekly employees who either arrived late (clock time is greater than schedule start time) or left early (clock time is less than schedule end time) for a selected time period. This report does not include employees on an open schedule. From left to right this report displays the employees Scheduled Start and End time, Actual Start and End time, elapsed late time, elapsed early departure time, Worked Hours, and Paid Hours.

Earnings Code Report - Select a range of dates, employee (or approver's group beginning with - -). From left to right this report displays: employee's Approver, Employee name, employee ID, Employee Calc

Code, Job Number, earnings Code, Hours and Amount. The Code and Hours fields total out the number hours for a given earnings code during the time you chose for the report. The Amount field will often read $0.00, as employee hourly rates are handled through the Payroll system. However, there are a few bonus codes that will cause Amount to change from $0.00.

Approval Needed Report – Select ' - Me' in the Who field when running this report. This report has two sections. The first section shows employees for whom you are the Primary Approver and the second section shows employees for whom you are the Secondary Approver (the primary approver is also listed). The two sections are each separated into three sub-sections alphabetically listing Monthly, Biweekly, and Monday employees. If there is no data to display in a section, then that section will not show. If you are a super user, you can run this report on any other approver in your group by selecting the approver's name in the Who field.

- For Monthly Employees, the report shows Monthly Absence Reports that have been submitted but not yet approved.
- For Biweekly Employees, the report shows any unapproved days since the beginning of the current pay period.

The report takes some time to run, often four minutes or more! If you're using a Firefox, 'data loading' message will show on the screen. If you're using IE, it'll flicker for a while before showing the data.

In addition to the approver reports, Super Users (usually HR Administrators) have access to the following report:

Timesheet Audit Report – This report tracks all changes made to a time record. It is best to run this report for a single day and one employee. For more detail on this report, see "Viewing a Timesheet Audit Report," page 112.

Summary

In this chapter you learned how to run reports available to approvers. There are many other types of reports that can be run by HR and Payroll administrators. These approver reports give you an easy way to assess and plan your workforce usage.

Some of the reports display in an Adobe Acrobat Reader format. For these reports, you learned how to save and print. Remember, for more information on using the Acrobat Reader application, refer to the Adobe Acrobat Reader support Website at

http://www.adobe.com/support/documentation/en/reader/

Chapter 8: Additional Information

Super Users

One or more select approvers in each department may be designated as Super User Approvers. These are typically HR administrators. These users have additional functionality available on the What list to help them administer to the department or entity as a whole.

Two additional Super User functions are:

- **Submit a Permanent Schedule Change** – allows an administrator to change an employee's schedule by selecting one of the available schedules in the system. If a desired schedule does not exist, the administrator will need to contact uchicagotimesupport.uchicago.edu to request a new schedule.

- **Timesheet Audit Report** – allows an administrator to view any changes made to timesheets. Each change is noted in the report in a Before/After format with the name stamp of the person who made the change.

- **Reassign Approvers** – if you have access rights to the employee database system (EDB) or i-Trust, you can change an employee's approver(s).

See the following sections for more information on using each of these features.

Applying a Permanent Schedule Change
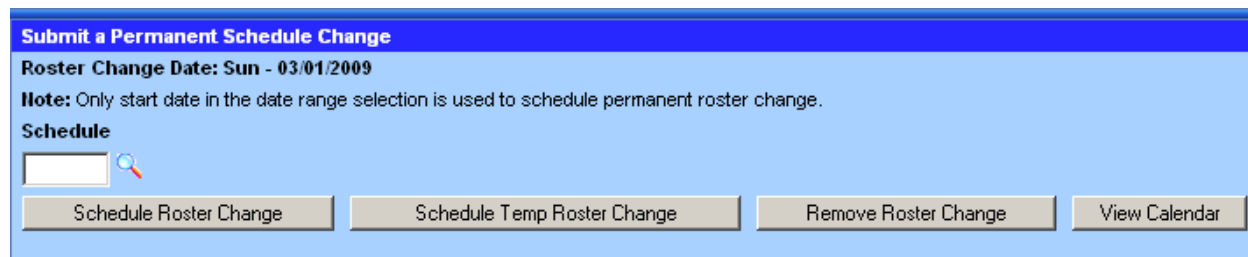
As an approver, you can make a temporary change to an employee's schedule (see "Scheduling a Temporary Shift Change" in Module 4), but you cannot make a permanent schedule change. Permanent changes to schedules must be adjusted by your department administrator with Super User privileges or by uctimesupport@lists.uchicago.edu.

If you are a designated Super User, you can select a different schedule for an employee by using the Submit a Permanent Schedule Change function.

To make a permanent schedule change—

1. In the Who field, select the employee whose schedule you want to change.

2. In the What field, select **Submit a Permanent Schedule Change**.

3. Click **Go**.

    A form appears in the Work Area:

Submit a Permanent Schedule Change
Roster Change Date: Sun - 03/01/2009
Note: Only start date in the date range selection is used to schedule permanent roster change.
Schedule

| Schedule Roster Change | Schedule Temp Roster Change | Remove Roster Change | View Calendar |

4. Click the magnifying glass icon next to the **Schedule** field.

    A list of schedules appears in the Dashboard:

5. You can narrow the list of schedules by using the Search field:

    o   If you are looking for a Monday through Friday schedule, type **M-F**
        in the Search field.
    o   If you are looking for a schedule that is not a Monday through
        Friday schedule, type a three-letter abbreviation for the first day in
        the schedule. For instance if you are looking for a schedule that
        begins on Tuesday, type **Tue** in the Search field.

6. Click the **Search** button.

7. Scan the list using the page links at the bottom to page forward and
    backward until you locate the schedule you want to assign. Click the
    option button next to the desired schedule.

    *Note: if the schedule you want is not included in the list, you will have to
    contact uctimesupport@lists.uchicago.edu to create a new schedule for you.*

8. Click the **Schedule Roster Change** button.

The employees schedule will be changed permanently from the next day forward
unless you schedule another change or remove the change you applied.

To remove a permanent schedule change, use the same steps as above except
click the **Remove Roster Change** button at the end of the procedure.

Viewing a Timesheet Audit Report

The Timesheet Audit Report allows Super Users to view a history of changes made to an employee's timesheet. This feature can help you troubleshoot a timesheet or answer questions about who made what change, and when.

To audit a timesheet—

1. In the Who field, select the employee.

2. In the What field, select **Timesheet Audit Report**.

3. In the From and To fields, select a single date. (Though you can select a date range, we recommend you select one day at a time.)

4. Click **Go**.

    The report appears in the Work Area.

Timesheet Audit Report for WEBBER, EPHRAIM - 03/02/2009 to 03/02/2009

Timesheet Audit History (continued)
Monday (03/02/2009)
Modified By: train1
Timestamp: 03/03/2009 04:29 PM

--- Before ---

Payroll Data

On Time	Off Time	Sch. Shift	Act. Shift	Reason		Approved	Approved By		UDF1		UDF2	UDF3	UDF4	Shift Rule
08:30 AM	05:00 PM	8005	8005			F	M. APPLE					D	F	124

Worked Data

On Time	Off Time	Code Type	Code	Hours	Cost Center	Position	Hour Type	PM Prem Hrs	OT Type	Pay Type	Rate	PM Prem Rate	UDF1	UDF2	UDF3	UDF4	Note
08:30 AM	12:00 PM	WRK	(W)	3.5	100000	0002	0	0.0	NO	0	$0.00	$0.00	RPD	D			
12:00 PM	01:00 PM	BRK	BRK	1.0	100000	0002	0	0.0	NO	U	$0.00	$0.00					
01:00 PM	05:00 PM	WRK	(W)	4.0	100000	0002	0	0.0	NO	0	$0.00	$0.00	RPD	D			

--- After ---

Payroll Data

On Time	Off Time	Sch. Shift	Act. Shift	Reason		Approved	Approved By		UDF1		UDF2	UDF3	UDF4	Shift Rule
08:30 AM	05:00 PM	8005	8005			F	M. APPLE					D	F	124

Worked Data

On Time	Off Time	Code Type	Code	Hours	Cost Center	Position	Hour Type	PM Prem Hrs	OT Type	Pay Type	Rate	PM Prem Rate	UDF1	UDF2	UDF3	UDF4	Note
08:30 AM	12:00 PM	WRK	(W)	3.5	100000	0002	0	0.0	NO	0	$0.00	$0.00	RPD	D			
12:00 PM	01:00 PM	BRK	BRK	1.0	100000	0002	0	0.0	NO	U	$0.00	$0.00					
01:00 PM	05:00 PM	WRK	(W)	4.0	100000	0002	0	0.0	NO	0	$0.00	$0.00	RPD	D			
05:00 PM	07:00 PM	BNS	HGD	2.0	100000	0002	0	0.0	NO	8	$50.00	$0.00	HGD				

By paging through the report, you can locate *Before* and *After* snapshots of the time record (see above example). By comparing before and after, you can detect what was changed, when it was changed, and who made the change. In the

example above, an HGD lump sum of $50.00 was added to the record by train1 on 3/3/2009 at 4:29 PM.

The field definitions for the report are as follows:

Payroll Data Definitions

Field	Description
Time Pairs	Start and end times for a shift.
Scheduled Shift	The start and end time of work that is scheduled for an employee.
Actual Shift	The shift that an employee worked.
Reason	An optional text field on timesheet approval form for clarifying an edit or approval.
Approved	T= Approved / F= Not Approved
Approved By	Displays last name of person who last edited or approved the record. If set to Autopoll, no one has made a change.
UDF1	This field is not used.
UDF2	This field is not used.
UDF3	This field sets the 'Segment Shift Indicator' field on the timesheet such as D (Day), E (Evening) or N (Night).
UDF4	This field displays 'Segment Approver' status on the timesheet which is either T (True) or F (False).
Shift Rules	A ranked or prioritized list of hour allocation rules that are attached to a shift. A shift rule could also be associated with an employee's calc code.

Worked Data Definitions

Field	Description
Hours	The number of hours for a given earnings code (i.e. 8 worked hours, 6 sick hours, etc.).
Cost Center	A system term for 'Job Department,' this field displays the user's Department number.
Position	A system term for 'Job Assignment.' This string of numbers represents the job number, job code and last five digits of the employee's SSN.
Hour Type	Determines how to pay the charged hours. Examples of hour types include Regular (0), Overtime (1), Double Overtime (2), and others.
PM Prem. Hours	This field displays hours for evening or night differential pay.
OT Type	This field indicates if there overtime on his/her shift and whether it is daily or weekly. "NO" means no overtime; "DY" means daily overtime; "WK" means weekly overtime.
Pay Type	This specifies the method of payment. "0" means hourly paid, "U" means hourly unpaid, and "8" means bonus pay.
Rate	This field is reserved for a lump sum payment.
PM Prem Rate	This field is not used.
UDF1	This field stores the Earnings Code. The Earnings Code tells the payroll system how to pay the employee for the time reported.
UDF2	This field displays the 'Segment Shift Indicator' on the timesheet such as D (Day), E (Evening) or N

	(Night).
UDF3	This field is not used.
UDF4	This field is not used.
Note	This field is not used.

Reassigning Approvers

If an employee's approver(s) changes, the super user or HR Admin must implement the change using the employee database or EDB. Instructions for changing approvers are as follows.

Log into the system

1. In your internet browser, go to **hrms.uchicago.edu**

2. Click **HRMS** on the left side of the menu bar.

3. Log in using your HR **operator ID** and password.

   Note: These are not the same as your CNetID and password. If you do not have an operator ID and password, or forgot yours, please contact Wage and Salary Administration (Janice Cobb 2-8909 or Renee Lucido 2-0315).

Locate the employee and job number:

1. Point to the **Academic** menu and select **Academic Inquiry**.

2. In the Employee field, type the employee's Social Security Number or last name.

3. Click **Departmental Inquiry (System 10)**

4. If you typed the person's last name, you may see a list of names. Select the correct person from the list.

   a. *The Job Status screen appears.*

5. On the Job Status screen, locate the correct job number for the employee, usually the most recent job. Write down the job number.

Update the Approver(s):

1. Point to the **Academic** menu, and select **Academic Update**.

      a. *The employee's SSN should appear in the Employee field.*

2. In the Job field, type the correct job number (the one you wrote down).

3. Click **Department Approver**.

      a. *The Departmental Time Approver screen appears.*

4. In the Time Clock User field, select either **Yes** or **No**:

   - If the employee uses a time clock swiping device, select **Yes**.

   - Otherwise, select **No**.

5. If you want to change the *primary* approver, select the **Time Approver 1** field, delete the Chicago ID shown there, and type the new approver's ChicagoID number.

   *Note: If you do not know the approver's ChicagoID, you can look it up using **whoami.uchicago.edu**.*

6. If you want to change the *secondary* approver, select the **Time Approver 2** field, delete the ChicagoID shown there, and type the new approver's ChicagoID number.

7. Click the **Enter** button.

8. Review your entries. Make sure the new approver(s) name(s) and email address(es) are correct.

9. Click the **Enter** button a second time.

   Your change is complete.

Applying a Different Shift to Existing Time

If an employee is working a different time than the planned shift or if the employee shift is an open shift (Shift 80), you can apply a different shift that matches the actual worked time.

Applying a shift that matches worked time will insure that—

- A planned lunch break is inserted into the work day.

- The 6-minute grace period will apply to the clock in and clock out times.

To apply a different shift:

1. In the Who field, select the employee you want to see.

2. In the What field, select **Edit & Approve by Job Assignment**.

3. Select the single date for which you want to change the shift.

4. Click **Go**.

The record appears:

5. In the Payroll Shift Detail section (near the top of the form), click the magnifying glass icon next to the **Actual Shift** field.

The Shift options appear in the Dashboard:
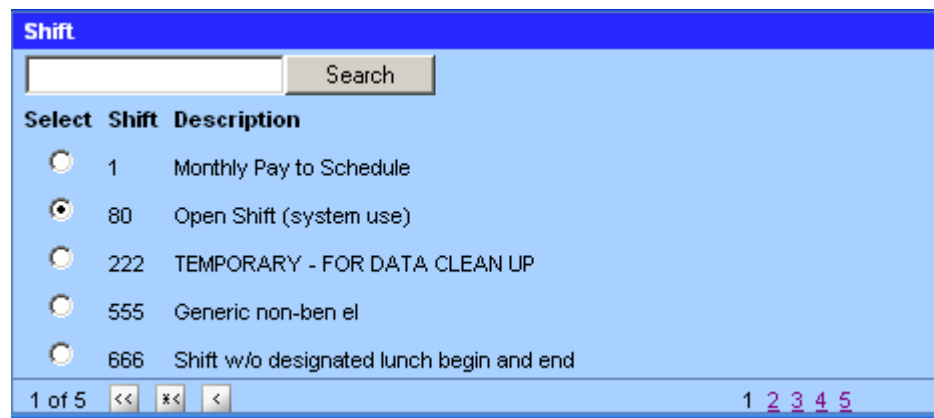
6. In the Search field, type the number that matches the first hour of the shift you want to apply. For instance, if the first hour is 8:00, type an **8**.

7. Click the **Search** button.

All shifts that begin with the number you typed appear:
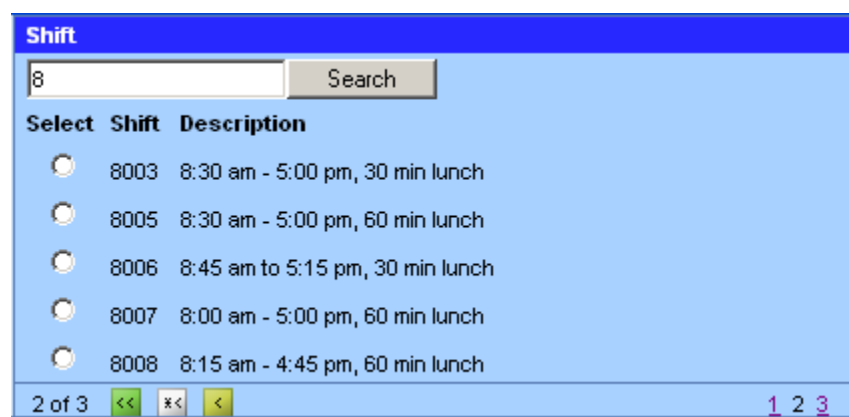
8. Locate the shift that matches the one you want to apply. Use the page number links to view additional pages of shifts.

9. Click the option button next to the shift you want to apply.

The shift number will appear in the Actual Shift field.

10. Click the **Save All** button.

The shift you selected will be applied to the employee's time:

Edit & Approve by Job Assignment

Employee: WEBBER, EPHRAIM:

Mon - 08/11/2008

Payroll Shift Detail

Select ○ Sched Shift: 80 🔍 [Apply Default] Start Date: 08/11/2008

Actual Shift: 8003 🔍 End Date: 08/11/2008

Select	Action	Code	Job Dept	Job Assignment	Start Time	End Time	Hours	Rate Type
○	WRK ▼	(W) 🔍	100000 🔍	0002 🔍	08:30 AM	12:00 PM	3.5	O ▼
○	BRK ▼	BRK 🔍	100000 🔍	0002 🔍	12:00 PM	12:30 PM	0.5	U ▼
○	WRK ▼	(W) 🔍	100000 🔍	0002 🔍	12:30 PM	05:00 PM	4.5	O ▼

Requesting and Approving Vacation Advances

A biweekly employee may request a vacation pay advance using UChicago Time. Vacation advances are only allowed for five consecutive days or greater *within a given pay period*. Advances are not available for personal holidays or sick time.

Important: A vacation advance should be submitted by the approver *ten days prior* to the first vacation day. If the request is submitted within the ten day processing period the advance may not be processed.

The vacation advance code is AVC. When the code is applied to a future series of days (five or greater), the system will—

- Schedule absences on those days.

- Deduct the employee's accruals for those days.

- Prompt Payroll to pay the advance to the employee.

- Indicate to Payroll that the employee has been paid in advance for those days and will not be paid when the actual vacation days occur.

The first step is for the employee to schedule time off.

To request the vacation advance, the employee should—

1. Login to UChicago Time.

2. In the What field, select **Schedule Time Off**.

3. In the From and To fields, select a range of future dates (a minimum of five) when the vacation is to be taken.

4. Click **Go**.

   The Schedule Time Off form appears:

Request an Absence

Employee: WEBBER, EPHRAIM:

From: Mon - 11/03/2008   To: Fri - 11/07/2008

Absence Type: PAID ▼

Absence Code: ------ Select One ------ ▼

Full Day Absence: ☐

Hours: [   ]

Reason (Optional):   [   ]

[Request Absence]   [View Calendar]

5. On the Schedule Time Off form, select the following:

   a. For Absence Type, select **PAID.**

   b. For Absence Code, select **VACATION PAID IN ADVANCE.**

   c. Select the **Full Day Absence** check box

Schedule Time Off

Employee: Doe20, Jane:

From: Fri - 10/30/2009   To: Fri - 10/30/2009

Absence Type: Paid ▼

Absence Code: VACATION PAID IN ADVANCE ▼

Full Day Absence: ☑

Hours: 00:00

Reason (Optional):   [   ]

[Request Absence]   [View Calendar]

6. Click the **Request Absence** button.

As long as the employee has the available accruals, the absence request will be put into the workflow. The approver will receive an email notification indicating the employee has requested an absence:

Absence request for [*employee's name*] from [*mm dd yyyy*] to [*mm dd yyyy*] submitted

```
You have time and attendance records ready for approval.

Click on the following link to access the CyberShift Time and Attendance system.

https://uchicago.cybershift.net
```

To approve the vacation advance, the approver should—

1. Login to UChicago Time.

2. In the What field, select **Approve Pending Absence Requests** and click **Go**.

3. In the Dashboard, click the **Absence Queue** link.

    The queue should show at least 1 absence request.
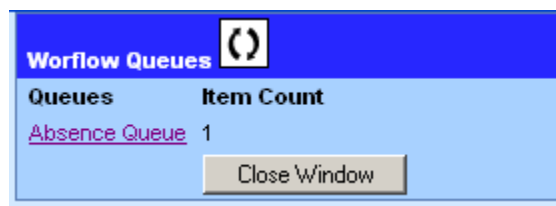
4. Approve the AVC absence request and click **Save**.

At this point the system places the absence on the employee's schedule (see the Schedule Calendar). The system will deduct those vacation hours from the employee's accruals at the time the vacation days actually occur. The approver can use the Accruals Forecast Report to see how future deductions will affect the employee's accruals.

At the time the vacation advance is approved, an email will be sent to the Payroll Department indicating the employee has been approved for a vacation advance. Remember, the approved advance should be submitted by the approver *ten days prior* to the first vacation day. If the request is submitted within the ten day processing period the advance may not be processed. Once an advance request is received and approved by Payroll, a hand typed check will be produced and sent to the employee. When the vacation days occur, Payroll will then use the AVC code to indicate the employee will not be paid on those days since the employee was paid in advance.

Looking Up Information on Employees

If you need to look up an employee's ChicagoID, CNetID, ISO Number, Department ID or Department, you can use the NSIT application called Who Am I Tool.

To look up information, do the following:

1. In a web browser, go to http://whoami.uchicago.edu

2. Login using your CNetID and CNet password.

3. Use the **Search on** drop-down list to select an item to use as your search criterion. You must know one of the following:

   o CNetID
   o Name
   o ChicagoID

4. Enter the information for one of the selected criterion from above. For instance, if you selected Name, type in all or part of an employee's name.

5. Click the **Search** button.

   Note: If more than one employee fits the criterion you selected. You will see a list of names. Select the name of the employee you wish to view.

The employee's information appears:

Richard Mauney	
ChicagoID	41870030X
CNetID	rmauney
Department ID	80704
Department	University Human Resources

Approving Time for Employees with Multiple Jobs

Some employees may have more than one job. Each job will have a unique job number and may have a different pay rate. Each job may require a different approver. In these cases (usually student jobs), you may only be permitted to approve those time segments attached to one of the jobs.

If the employee clocks to more than one job within the same day, and if the jobs have different approvers, the approvers must use the **Edit & Approve by Job Assignment** task on the What list to edit and approve the appropriate job segments.

On the Edit & Approve by Job Assignment screen, you are permitted to make changes to any of the jobs, including jobs that you do not approve. Such functionality allows you to adjust time segments in the event the employee with multiple jobs has clocked some of his time to the wrong job. If you make a change to a job that is not assigned to you, the other approver must still approve the change.

Employees who have more than one job must be sure to clock their time for each job separately. They also must use the Web Clock to clock their time. The Web Clock will allow them to select which job to clock to before selecting Clock On.

Working with Groups

Selecting groups in the Who field allows you to view and act on just the members of the group without affecting the other employees.

If you are an HR administrator for your department, you may be acting as a second approver for a large number of employees. When you log into UChicago Time, you will see all the employees within your department listed in your *Who* list. At the top of the list, you will see groupings of employees by approvers' names. These groups are created automatically by the system.

Each approver assigned to you will have a group for all employees, monthly employees, and biweekly employees. These groups are indicated by a double dash (--) in front of the approver's name.

Consider the following examples. Let's say John Doe is a monthly approver and has logged into the system. The groups he sees on the Who list mean the following:

- - JON DOE is a group for all employees where John Doe is an approver.

- - 1_B_JOHN DOE is a group of biweekly employees where John Doe is first approver (Approver 1).

- - 1_M_JOHN DOE is a group of monthly employees where John Doe is first approver (Approver 1).

- - 2_B_JILL SMITH is a group of biweekly employees where Jill Smith is the first approver (Approver 1) and John Doe is the second approver (Approver 2).

- - 2_M_JILL SMITH is a group of monthly employees where Jill Smith is the first approver (Approver 1) and John Doe is the second approver (Approver 2).

When you select one of the groups and select a What action, you will view information on employees within that group. For example, if John Doe selects **--1_B_JOHN DOE** in the Who field, and **View Accruals** in the What field, the system will display accruals for all biweekly employees who report to John Doe as their first approver.

Creating Your Own Custom Groups

You can also create your own groups of employees, however there is a drawback. Once the group is created, you cannot add any new names to the group. If you want to add more names, you will have to delete the entire group and start over. For this reason, you may not want to create custom groups unless you have a strong reason for it.

If you do decide to create a custom group, here's how:

1. In the Who field, select **My Team**.

2. Click the **View Details of Who** link at the top of the screen.

    Your list of team members appears in the Dashboard area.

3. Unselect the employees you do not want to include in your custom group.

    Alternately, click the **Deselect All** button, and then select only those employees you want to include in your custom group.

Note: The Dashboard will only display five employees at a time. If you need to unselect or select additional employees, scroll down to the bottom of the Dashboard and click the page links to go to the next page.

Scroll down using the scroll bar

Click the page links to see more names

4. After you have made all your selections, scroll down to the bottom of the

Dashboard area.

Select the employees you want
to include in your group

Type the name of your
group here

5. In the **Save Selected to Who List as** field, type the name you want to give to your custom group. For example, type a name such as "Biweekly Only" if you want to create a group of biweekly employees.

6. Click the **Save** button.

Your new group should now display in the Who list.

7. To test out your custom group, select your custom group in the Who list, and then click the **View Details of Who** link at the top of the window. The Dashboard should only show those employees in your custom group.

Worker's Comp Absences

If a worker is off work, and being paid by worker's comp insurance, the approver must report those days as unpaid absence days using ODU (Occupational Disability Unpaid) as the pay code. Otherwise accruals will not be increased. The approver should also approve the timesheet.

To report worker's comp—

1. In the Who box, select the employee.

2. In the What box, select **Edit and Approve Employee Time**.

3. Select a date range for the days you want to change to worker's comp.

4. Click **Go**.

    If the employee did not clock in on the scheduled work days, you should see a UA (unexpected absence) code for each selected work day.

5. For each work day, click the magnifying glass icon next to the Absence Code field. Then select the **ODU** code from the list.

6. When you are finished inserting all the ODU codes, click **Approve All**, and then **Save All**.

Banking a Holiday

Some union employees and non-union University employees who work on a scheduled holiday have a choice of either receiving an extra full day's pay for the holiday or banking the holiday in their accrual bank. If they bank the holiday, they can use those hours as a paid absence on another day prior to or after the actual holiday date.

The following employees may be eligible for the Banked Holiday award:

- Non-union University biweekly employees

- Local 743 – Clerical and Confidential Clerical

- Local 701 – Tool & Die Makers

- Local 134 – IBEW, including Telecom Technicians

- Local 73 – SEIU and Real Estate Operations

In order to bank the holiday, the employee must have worked at least part of the holiday. The employee must tell her approver to bank the holiday. The approver then must use UChicago Time to indicate a banked holiday. The following procedure will guide you through the steps.

To bank a holiday—

1. In the Who field, select the employee's name.

2. In the What field, select **View & Approve Employee Timesheet**.

3. In the From and To fields, enter the date of the holiday.

4. Click **Go**.

    The day appears. If the employee has clocked any hours for this day, the hours will appear as well.

View & Approve Employee Timesheet
Doe21, Jane:

Name	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Total Hrs	Use System Breaks	Bank Holiday
Doe21, Jane ☐ Autopoll		Mon - 07/05/2010	0	0	Mon - 07/05/2010 00:00	Mon - 07/05/2010 00:00	HL	07:30	07:30	☑	☐
Employee Grand Totals:								07:30	07:30		

[Save All]   [View All Clock Data]   [Approve All]

Click here to bank the holiday

5. Click the **Bank Holiday** check box for the holiday date.

6. Click the **Save All** button.

The banked holiday will now be accrued for the employee.

The employee will need to use the paid absence within a predetermined number of days before or after the actual holiday. Please refer to the employee's union contract for the exact number of days allowable for using a Banked Holiday before and after the actual holiday.

Banked holidays can be used by employees in certain groups before or after the actual holiday date according to the following schedule:

For Groups (ECC)…	*a Banked Holiday can be taken…*	*or it can be taken…*
Local 743C (024, 124)	30 days before	30 days after
Local 134 IBEW (041)	7 days before	14 days after
Local 73 REO (042)	21 days before	21 days after
Local 73 SEIU (045)	21 days before	21 days after
Local 134 Tele. Techs (046)	7 days before	14 days after
Local 701(050)	7 days before	14 days after
Barbers (666)	30 days before	30 days after
Generic Biweekly (999)	30 days before	30 days after

Overtime Break Time Information

One Day Rest in Seven Act

Provides for employees a minimum of twenty-four hours of rest in each calendar week and a meal period of 20 minutes for every 7 1/2 hour shift beginning no later than 5 hours after the start of the shift. The law allows employers to secure permits from the Department to work employees the 7th day provided that the employees have voluntarily elected to work.

(Illinois Dept of Labor: http://www.state.il.us/agency/idol/laws/law140.htm)

The law is broken into two sections:

1. Employees must receive a minimum of twenty-four hours of rest in each calendar week, and

7. Employees must receive a meal period of 20 minutes for every 7 1/2 hour shift beginning no later than 5 hours after the start of the shift.

Here is how the law is applied:

- Section 1 (day of rest) does not apply to part-time employees whose total work hours for one employer during a calendar week does not exceed 20 hours.

- Section 2 (meal period) applies to all non-exempt employees.

This law does not apply to employees exempt from both the federal FLSA and Illinois minimum law.

If an employee works six consecutive days from Sunday through Friday, any work time on the following Saturday must be voluntary unless:

- The employee is exempt from this act because of their calc code or for reasons stated above, or

- The situation constitutes an emergency.

University Wage and Salary Administration will be monitoring employees' work records through UChicago Time reports to identify possible violations on this law. In cases where there may be a violation, Wage and Salary Administration will notify your department.

What the Approver Must Do

If the employee works seven consecutive days from Sunday through Saturday, the approver should document the reason in the Reason field of the time record. In other words, the approver should indicate that the work time on Saturday was voluntary or was due to a qualified emergency. Otherwise the seventh day of work in a standard work week is in violation of the One Day Rest in Seven Act.

If an employee works a full day without a scheduled lunch break within the first five hours, the employee must be allowed to take a 20 minute break. Please use the Reason field on that day to document an unscheduled break.

Library Holiday Bonus

For student employees who work for the library (departments beginning with 45), a bonus is given for any hours worked on a holiday. The bonus will be indicated by the LIB code in the employee's UChicago Time records (see below).

This LIB bonus will only apply to library hours in the case where a student may also work a non-library second job on the same holiday. Where applicable, the LIB code will appear automatically on the employee's time record.

Library Bonus Code

Inactive Status

Each employee can have a status of Active or Inactive. Inactive status can include Short Term Disability (STD), Long Term Disability (LTD), Unpaid Leave of Absence (LOA), Paid Leave of Absence (TSS), Family Medical Leave Act (FMLA), and termination. When an employee's status changes, Human Resource Services enters the employee's status in the Employee Database (EDB) and any time-affected records are automatically updated in UChicago Time, in some cases for the duration of the inactive period.

When an employee is on Status L (Leave of Absence), D (Long Term Disability) or T (Termination), the system will no longer populate the employee's timecard with records after the status effective date. The employee should have full functionality through the status effective date. Additionally, 30 days after the Termination, Long Term Disability, or Leave of Absence Date(s), the employee will no longer be viewable by the approver in drop-down lists.

When an employee's status is changed to inactive, there is no need for the local HR Administrator to make any manual adjustments to these time records in UChicago Time.

Be aware that if an employee is terminated, that employee's name may still appear on the Approver's employee list in UChicago Time for up to 30 days after the termination.

Appendix A: Resources

UChicago Time Support:

Email: uctimesupport@lists.uchicago.edu

UChicago Time Website:

http://uchicagotime.uchicago.edu

UChicago Time login page:

https://uchicago.cybershift.net

Admin.net:

http://adminet.uchicago.edu/

Paying Employees Correctly:

http://hr.uchicago.edu/publications/paying_employees_correctly.pdf

Training and Development:

Email: uhrm-training@uchicago.edu

Appendix B: Earnings Calc Codes

Code	Description
020	Local 1 Janitors
022	Local 743S Service Workers
024	Local 743C Clerical Workers
041	Local 134 IBEW
041N	Local 134 IBEW Non-Journeymen
042	Local 73 REO Real Estate Operations
044	Local 399 Operating Engineers
045	Local 73 SEIU Service Employees
046	Local 134 IBEW Telecom Techs
050	Local 701 Tool and Die Makers
052	Local 185 PBPA Police Ben El
080	Actor's Equity Association
082	United Scenic Artists
124	Confidential Clerical (743)
152	Local 185 PBPA Non Ben El
401	Comp Operators and Expediters
452	Police Supervisors
555	Non Ben El workers
666	Barbers
777	Faculty and Academic
888	Monthly
888S	Biweekly Students
999	Biweekly workers (generic)

Appendix C: Codes

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

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, unpaid (lunch break)
JOB	Unused
WTH	Unused
ENT	Entitlement Award

Earnings Codes

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
DS3	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 - Unsched Day
HOE	Holiday Worked – Unsched Eve
HON	Holiday Worked – Unsched 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

Code	Description
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 - Req by System
PRP	Premium PM Rate - Req by System
PS2	Public Safety Coord - OT - Eve
PS3	Public Safety Coord - OT - Night
PSC	Public Safety Coord - Part Time
PSE	Public Safety Coordinator - Evenings
PSN	Public Safety Coordinator - Nights
PSO	Public Safety Coordinator - OT
PWD	Personal Holiday Work - Days - OT
PWE	Personal Holiday Work - Eve - OT

Code	Description
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	Sick Award Removal
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

Code	Description
VCR	Vacation Award Removal
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

Absence Codes

Some earnings codes that can be used for Absences, depending on employee group (or union):

Code	Description
ADP	Active Duty Pay
AFU	Accrual Failed - Unpaid
AHL	Holiday Pay Advance
APH	Personal Holiday Advance
AVC	Vacation paid in advance
BRP	Bereavement - Paid
BRU	Bereavement - Unpaid
EAU	Excused Absence Unpaid
FAP	Floating Holiday Accrual Payout
FF	FMLA Floating Holiday
FML	FMLA Unpaid
HB	Holiday Bank Paid
HBB	University Holiday Banked
JDP	Jury Duty
LOA	Leave of Absence
MLP	Military Reserve / Leave Paid

Code	Description
MLU	Military Reserve / Leave Unpaid
OAP	Other Absence Paid
ODP	Occupational Disability - Paid
ODU	Occupational Disability - Unpaid
PF	FMLA Personal Holiday
PHA	Personal Accrued
PHD	Personal Holiday - Days
PHE	Personal Holiday - Evenings
PHN	Personal Holiday - Nights
SKF	FMLA Sick Pay
SKP	Sick Pay
SKU	Personal Illness / Sick Leave
SPF	Sick FMLA
STD	Short Term Disability
SUP	Suspension Paid
SUR	Sunday Premium
SUU	Suspension - Unpaid
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
VF	FMLA Vacation
VPP	Voting Privileges - Paid
VPU	Voting Privileges - Unpaid

Glossary

Absence. The hours an employee is not working on a scheduled day and is not receiving any other type of payment for those absent hours.

Accrual Absence. An absence code that decrements or increments the associated accrual for vacation, sick, and personal holidays.

Accrual. Based on University policy or union contract, an employee who is benefit eligible will accrue vacation, sick, and personal holidays. When this time is taken or scheduled, the system will debit the employee's associated accrual.

Actual Shift. The shift that an employee was assigned to work. The Actual Shift may be different than the Default Shift.

Approver. A staff or faculty employee who has approver access to UChicago Time. This person will have permission to approve time for any employee job numbers assigned to them. They will also be able to approve absences and absence requests for employee IDs assigned to them. Each UChicago Time employee must have an Approver and a Backup Approver. The Backup Approver has the same permissions as the Approver and can serve as a delegate for the Approver when the Approver is absent or unable to approve time.

Authorized. A record that the time information has been approved by a supervisor.

Backup Approver. See Approver.

Banking Holidays. Based on University policy or union contract an employee who works on a University holiday has the option to either bank the paid absence time or receive payment for it. If the employee chooses to 'bank' those hours, they will be set aside for use during a limited period before or after the actual holiday. All banked hours must be used as defined by University policy or union contract.

Bonus. A payment based on University policy or union contracts. It is calculated separately from the base rate and can be:

- A percentage based on hours worked

- A lump sum amount

- An specific number of hours

Bonus Code. A code that indicates the reason for the Bonus payment and type of Bonus.

Break. A time assigned for rests and meals. Usually a lunch break.

Calc Code. See Earnings Calc Code.

Call Back: When an employee is asked to come back into work after the scheduled shift has ended. A Call Back should be recorded as a separate shift. For some groups, premiums will apply.

Call-in. A request for an employee to work an unscheduled shift. If the request is mandatory, the call-in time should be recorded as a Call Back for all eligible calc codes.

Class. An employee grouping that shares the attributes of hire status, payroll status, and clocking type. Also known as employee class.

Clock Data. The record that is created when an employee clocks in using the Web or swipes at a physical time clock device.

Clock Processing. The transfer of clock data into the UChicago Time system for further processing.

Clocking Off. The action of an employee registering, with a time recording device, the end of an activity or shift. Clocking out at the end of the shift.

Clocking On. The action of an employee registering, with a time recording device, the start of an activity or shift. Clocking on at the beginning of the shift.

Daily Attendance. The system reports a day by day listing of an employee's attendance. The system will show what was paid, days off, tardiness, etc.

Database. An organized collection of information coded in such a way that different categories of data can be accessed. UChicago Time is a database-driven application.

Day Cutoff Time. Indicates a 24 hour period of time which is considered a work day for payroll purposes. Payroll records this worked time each day or shift.

Day Off Code. A code that describes the reason an employee was not scheduled to work. UChicago Time assigns a Day Off Code to employees who are not scheduled

to work based on the schedule which is assigned to the employee.

Decimal Hours. A method of viewing time in which minutes are converted to decimal fractions of an hour – for example, 1 hour and 45 minute's displays as 1.75 hours.

Default Job Assignment. A "home" primary position, or activity, that is assigned to every employee. The job assignment is derived from the information that has been supplied by the University's payroll system.

Default Job Department. An account assigned to every employee where their salary is charged.

Delegate. A Backup Approver. See Approver.

Department Group. A collection or grouping of Departments in the hierarchy of departments and divisions within the University.

Department. A grouping of employees defined by the University organizational structure.

Duration. A view of time in gross hours instead of start and end times (for example, worked 08:00 hours vs. started at 8:00 am and ended at 4:00 pm).

Earnings Calc Code. An employee grouping that determines what pay rules will be applied to the employee's worked time. Also known as Calc Code.

Earnings Code. Codes sent to the Payroll System to determine how an employee is to be paid for worked time, bonuses, and absences.

Effective Date. The date in the system when the current information changed.

Employee ID. A unique numeric identification called ChicagoID assigned by the University to each employee.

Employee Class. An employee grouping that shares the attributes of hire status, payroll status, and clocking type.

Exceptions. Employee clockings that do not match the shift definitions. Examples include arrived late (LT), unexpected absences (UA), left early (LE), and long lunches (LL). Exceptions require approver authorization; otherwise, UChicago Time may not create payment records.

Field. A single entry or setting, for example, an employee's first name on the form that permits entering data. The terms setting and field mean the same in the UChicago Time documentation.

Filter. A feature that provides a means of grouping on specific codes or record types in the time entry screens.

Form. A window, or screen of information, containing grouped fields of data.

Freeze Date. See Protect Date.

From and To. The date range context for applying the selected *What* and *Who* criteria in the UChicago Time application.

Global Variables. Database settings that control parameters within UChicago Time.

Grace Period. Up to six minutes before or six minutes after a scheduled start or end time is rounded to the exact start or end time. For instance, if an employee clocks in at 7:54 for an 8:00 start, the start time is rounded to 8:00.

Group. An employee grouping created to simplify scheduling and selection.

Hour Allocation Rule. A rule that describes how to divide the total time worked during a shift between the regular hours and the overtime hours. It also describes how to apply the rounding and grace rules to clockings.

Hour Type. Determines how to pay the charged hours. Examples of hour types include Regular, Overtime, unpaid, and others.

ID Card. An employee identification card that enables swiping at readers for clocking records and for access control. Same as University of Chicago ID card.

Job Assignment. A job number that identifies what type of job or activity an employee performs. The Job Assignment ties in all the attributes of an active job that an employee holds. It has certain attributes such as job department, job code, scheduled hours per week, benefit eligibility, rate of pay, etc.

Job Departments. Job Departments describe where an employee's time is being charged. This information is derived from the University payroll system.

Locations. The Location code identifies an employee's access to different parts of the system, such as absence codes and bonus codes. A Location can be a group, a specific Calc Code or union, or an individual. Employees are assigned to locations and

locations are given access to system data and functionality.

Multiple - Rounding. Determines the interval for rounding of time, in minutes, when an employee starts or ends a shift.   Also referred to as round multiple rounding times are 6, 10, 12, and 15 minutes.

Overtime. Time worked over and above an employee's daily or weekly maximum regular hours based on University Policy or union contract.

Paid Absence Code. A code for an employee who did not work their scheduled hours but are paid for the time by other means such as vacation, personal holiday, bereavement, or sick pay. The code identifies the reason an employee was absent and creates the appropriate payment records.

Pay Adjustment. A change to a record for a previous pay period that can result in more or less pay for the employee.

Pay Group. An employee grouping with common dates in their pay period. It is based on the payroll cycle and the work week start date. Includes Monthly, Biweekly, and Monday.

Payroll Date. The date for the payroll record.

Payroll Summary. A form that summarizes the events of a day to enable editing and approving the records. Accessed by using the View and Approve Employee Time task in UChicago Time.

Premium. A payment that is applied for working designated hours that are specified by University policy and/or union contract.

Protect Date. UChicago Time has different 'protect dates' established within the system. This date sets the last date an employee, supervisor/approver, administrator can make changes before the information is sent to The University's Payroll system for processing. Also known as Freeze Date.

Public Holiday. Paid day off for eligible employees such as New Years Day, Memorial Day, or Labor Day. A public holiday is defined by either University policy or union contract.

Reader. This device collects employees' clockings and transmits the information to the data collection server.

Record - **Payroll**. A summary of the worked (or absence) records during a day for an employee. A payroll record contains worked records.

Record - **Worked**. A record that characterizes a unit of work (or absence) by an employee.

Record. An entry in a data file.

Round Multiple. Determines the interval, or multiple, for rounding of time when an employee starts or ends a shift. Common times are 6, 10, 12, and 15 minutes.

Round Split. Is the point, in the round multiple setting, that the time is rounded up to the next round multiple instead of down. For example, round multiple 00:06, round split 00:04 with a scheduled end time of 5:00 pm. The following rounding and splits occur:

- 4:54 rounded to 4:54; 4:55 rounded to 4:54

- 4:56 rounded to 4:54; 4:57 rounded to 4:54

- 4:58 rounded to 5:00; 4:59 rounded to 5:00

Rounding. The defined rules for changing the number of minutes to the nearest defined multiple.

Schedule. A grouping of shifts spread over a given number of days such as a week. Schedules automate assigning of employees to shifts. Most employees are assigned a schedule; some employees are assigned a 'flex' schedule. UChicago Time uses schedules and shifts as a way of defining a day, scheduled off day, overtime, etc.

Scheduled Shift. The start and end time of work that is scheduled for an employee.

Shift. The hours of work that has start and stop times, break times, and other defined events.

Shift Rules. A ranked or prioritized list of hour allocation rules that are attached to a shift. A shift rule could also be associated to an employee.

Split. The point in the round multiple setting that the time is rounded up to the next round multiple, instead of down. Refer to round split.

Swipe. The action of an employee clocking in or out using a time clock. The employee slides an ID card through the time clock slot, then selects Punch In or

Punch Out.

Time Pairs. A view of time in start and end times instead of gross hours for a day or shift (for example, started at 08:00 AM and ended at 04:00 PM vs. worked 08:00 hours).

Unexpected Absence (UA) Code. A code created for an employee who did not work any of their scheduled hours for the day. The code registers the absence and does not create payment record(s).

User. Identification assigned to an employee who has controlled access to UChicago Time.

UWI. Unified Workforce Interface; the CyberShift WMG3G term for the UChicago Time application interface. It provides screens used by the employee to clock in, schedule time off, and view previous absences, and used by approvers to approve time and absences

Web Clock. A virtual ID Reader (Data Collection Device) accessed through UChicago Time that enables users to clock on and clock off as well as book time against job departments and job assignments. Employees who are Web clock users will log onto the UChicago Time system in order to clock in and out to record their time. Employees who are time clock users will use a Badge Reader, which is a mechanical clock that records time when an employee swipes his/her ID card.

What. A selection of actions or tasks available to the UChicago Time user. The What list will vary depending on the user type. For instance, Approvers have a different What list than Employees.

When - From and To. The date range used to apply the selected *What* and *Who* criteria in UChicago Time.

Who. The employee or user context in which an action can be applied or data displayed in UChicago Time. Typically, this can be "Me," "My Team," another group, or an employee's name.

Work Code. A code that indicates paid time; this is the same as an Earnings Code.

Workflow. A sequence of routing through which a request is passed from employee to approver/supervisor. Examples of this are Absence Requests or submission of a Monthly Absence Report.