Managing Punch Timesheet

The purpose of this job aid is to explain how to enter worked time, absences, and other leave on a non-exempt employee’s timesheet in UTShare.

Non-Exempt Employees include Student Workers, Hourly, and Non-Exempt Classified employees. Examples of non-exempt job titles include: Administrative Assistant I, Accounting Clerk, Support Specialist, hourly Graduate Research Assistant, etc.

Timesheet Summary

To report time on an Elapsed Timesheet, there are two ways to get there.

1. From the UTShare Login Page, Select the Workforce Administrator Homepage from the drop down and select the Time and Attendance tile.

2. Begin by navigating to the: Navigator > HRMS > Manager Self Service > Time Management > Report Time > Timesheet

The Timesheet Summary page is displayed. This page is used to locate a specific employee or group of employees for time entry.

a) Enter your search condition in the Employee Selection Criteria section (e.g. Empl ID, Name or Time Reporter Group).

b) Click the Get Employees button.

c) Select the desired employee from the search results table

Note: If you leave the fields blank and click the Get Employees button, all the employees you are authorized to manage displays.

Punch Timesheet View

The View By field determines the view of the timesheet. You may view the timesheet by Calendar Period (month), Day or Week. The weekly calendar view is recommended. The official workweek at the University is Monday through Sunday. If necessary, update the calendar “View By” field.
a. Change the calendar Date field to the appropriate time reporting period.
b. Click the Refresh page icon to update the page.
c. Apply schedule or enter each day’s in and out times.
d. Click Submit.
e. Click OK on the Submission confirmation page to return to the timesheet.

Entering Full Day Absence
   1) Click the Absence tab.
   2) Click the Add Absence Event button.
   3) Enter the Start and End Date of the absence.
   4) Select the Absence Name (e.g. Vacation, Sick, Jury Duty or Bereavement).
   5) Click the Submit button.

Entering Partial Day Absence
   1) Click the Absence tab. Click the Add Absence Event button.
   2) Enter the Start and End Date of the absence.
   3) Select the Absence Name (e.g. Vacation, Sick, Jury Duty or Bereavement).
4) Click the Details link. The Absence Events Details page is displayed.
5) Select the Partial Days type of “All Days”.
6) Enter the hours of leave being used in the All Days Hours field.
7) Click the Calculate End Date or Duration button. If the Duration calculation is incorrect, verify the absence date(s), the selected partial day type, and the number of All Days Hours entered.
8) If the Duration field is correct, click the OK button to return to the main page of the timesheet.
9) Click Submit.

Modifying an Absence

1) Navigate to the desired employee’s timesheet.
2) Change the calendar Date to the appropriate value and refresh the timesheet.
3) Click the Absence tab.
4) Click the Edit button.
5) Make desired changes.
6) Click Submit.
7) Click OK in Submit Confirmation window to return to timesheet.

Cancelling an Absence Event

Departments must send a request to Leave Management to cancel an Absence Event that has been submitted. The link to the Leave/Absence Management Absence Event Record Modification Request form can be found on Human Resources’ Employee Leave Services page.

1) Complete form (including all required fields):
   a. Section 1 – Collects Submitters Information
   b. Section 2 – Collects Information Regarding what is being requested
2) If requesting a “Electronic Receipt” of your submittal, select the box labeled “Send me an email receipt of my responses”.

3) Click Submit.

   Note: If you are submitting a spreadsheet that contains multiple actions, upload the document using under Question #6 (No separate E-Mail’s accepted).

**Reporting Leave Using Time Reporting Codes**

Time Reporting Codes (TRC) represent an earning type in UT Share. These codes are used to categorize time and labor transactions.

For non-exempt employees the TRCs allow a timekeeper to report other leave time on the timesheet.

**TRCs Used by Departments**

**AGHOL – Agency Holiday.** Should the President or representative call a special holiday just for the university. Do not use unless directed by Payroll.

**CBCMP – Call Back Comp** - If an employee is ‘on call’ and given comp time for compensation.

**EMCL – Weather Closure** - will be used for bad weather closure ONLY.

**EMFIT – Fitness,** per the university policy that an employee can take up to 1.5 hrs./week to work out.

**EMOTH – Emergency leave – Other.** Do not use unless directed by Payroll.

**FACL – Facility Closure** – this would be used if a specific building on campus had some sort of damage or needed to shut down electricity to do work and everyone had to leave the building and go home.

**OCP – Overtime Comp Payout** - should not be used or deleted from the timesheet. Payroll will enter this code to pay an employee overtime. Deleting it will take that pay away from the employee on the next paycheck.

**OTCTH – Overtime Comp Taken Hourly**

**OTCTS - Overtime Comp Taken Salaried** - used when an employee elects to use overtime hours in the place of vacation or sick leave. This code is used on the Punch Timesheet for Classified employees.

**STCTH – State Comp Taken Hourly**

**STCTS - State Comp Taken Salaried** - used when an employee elects to use straight time hours in place of vacation or sick leave.

**Reporting TRC on the Timesheet**

1) Navigate to the timesheet
2) Change the Calendar date if necessary.
3) Enter the number of hours in the Quantity field on the appropriate day.
4) Select the TRC from the drop down.
5) Click Submit.
6) Click OK on Submission Confirmation page to return to the timesheet.