

# TIMECLOCKPLUS AT LEHIGH UNIVERSITY

## The Electronic Timesheet for Nonexempt Staff

### Purpose

The electronic timesheet is for use by Nonexempt salaried staff to confirm and update their hours worked and time off work in an easy-to-use calendar format.

Tip: Contextual help screens can be accessed within TimeClock by clicking on the “?” button found at the upper right of any screen

All Nonexempt staff who are eligible for paid or unpaid leave should also refer to the document “TimeClock Plus - How to Request Leave”.

Please refer to the Office of Human Resources “Time Recordkeeping Policy” for additional information regarding Nonexempt staff responsibilities for the recording of time and requesting approval for time off and overtime.

### Deadlines

It is highly recommended that employees record their time every day so that Approvers can track overtime and other exceptions.

All time entries must be entered and approved:

By Employees by the **second business day following the end of the pay period**

Approvers by the **fourth business day following the end of the pay period**

You can edit your hours up until the time they are approved by your Approver. If hours for a particular day have already been approved but need to be edited, speak with your Approver. If the Approval deadline has not already passed, your Approver will be able to unapprove those hours, make the changes, and reapprove it.

### Confirmation Reports

Automated reports will be emailed to staff at the end of every pay period to confirm the hours reported and edited for them during the time period. Reminder reports will be sent again on the morning of the employee approval due date and morning of the Approval due date if there are any missing approvals. These reports will include the User ID of the person who approved or edited the records and related explanatory notes. Any questions regarding time entries, edits or missing approvals should be directed to the employee’s Approver.

Employees and Approvers should not rely solely on the emailed reports and can view time entries, edits and approvals at any time in the TimeClock system.

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## How to Access the Timesheet

Access TimeClock Plus by logging on via the Connect Lehigh gateway to the Lehigh portal using your Lehigh User ID (your email ID) and password. Select **Employee** and then select **TimeClock Plus**.

You can also use your mobile device to log into the WebClock (“see Configuring and Using TimeClock on Mobile Devices”)

Once in the TimeClock Employee Login, click on the **Manage Timesheet** tab

Navigate between weeks by clicking the **Prev** and **Next** arrows under **Navigate Period**

## How to Enter Time

Hours for your regular work schedule will default in to the calendar at midnight at the end of each working day.

If those hours are accurate for the days under review, click the **Approved Button** for the day or for the week and click **Accept**.

If you need to edit time on weekend days, click on the **Display Weekends** checkbox

If your work hours differed from the default hours or you have leave hours to enter, click on the **Add** button on the appropriate day on the calendar and then Click **Edit** to enter hours and select the appropriate Time Code for those hours. When editing hours:

- If the start time was other than the time shown, click on the clock icon to select the time that the entry started (or type in the start time)
- Enter the length of time as a decimal (the system will automatically change that decimal to hours:minutes format). Hours should be entered in increments of one tenth of an hour.
- You can enter additional information about the time entry in the **Note** field (it is not a required field). Do not enter any personal or confidential information, such as medical information, in that field.
- As you enter each time edit entry, click **Save** in the Pop-up box
- When all of your edits are complete click the blue **Accept Button** that appears under the date range header for the page.

For example, if your normal work day is 8:15 AM to 4:45 PM and you took the 3 hours off in the morning off as vacation, you can leave the default start time as 8:15, and enter 3 hours for vacation, and select 510 – Vacation as the Time Code from the drop down list.

### **If you enter the time on the day it occurs or for a future date:**

The process to download your “regular hours” occurs every night at midnight so you will see those hours on the following day.

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If you enter your leave time (vacation, excused absence, floating personal) for the present or future day, the TimeClock process will automatically deduct any leave time from your regular hours when it runs at night.

## **If you enter time on a day after the day it occurs:**

If your “regular hours” have already defaulted into your timesheet for a prior day, when you enter any leave time, you must also adjust your regular hours. For example, if you regularly work 7.5 hours per day and you take 7.5 hours of vacation that day, change your Regular Hours Time Code to show zero hours.

## **Reporting Additional Hours Worked**

- If you worked additional hours on any given day and you will not be offsetting those hours with Flex (Compensatory) Time within the pay period, select Time Code of 109 “Additional Hours”. The TimeClock system will automatically take these hours into account in calculating your overtime hours and pay rate so it is very important that you enter and approve your time accurately and according to the scheduled payroll deadlines.

## **Flex (Compensatory) Time Reporting for Nonexempt Salaried Staff**

- If, rather than receive overtime pay, you choose to work additional hours in one week and offset those hours by taking time off work later in the same pay period, please note the following guidelines for entering that “Flex Time”:
  - In accordance with federal regulations, additional hours worked in one calendar week that cause an employee to work more than 40 hours must be offset by 1.5 times those hours in the following week. Therefore, enter the Flex Time earned and taken as follows:

If your total hours for the calendar week, including Flex Time, will not exceed 40 hours:

- Enter the additional Flex Hours worked in Time Code 470 “Flex Worked Hr 1.0”.
- In the following pay week (within the same semimonthly pay period), take and report the same number of hours off work using Time Code 475 “Flex Time Off 1.0”

If your total hours for the calendar week, including Flex Time, will exceed 40 hours:

- Enter the additional hours worked up to 40 using Time Code 470 “Flex Worked Hr 1.0” and report the hours worked over 40 using Time Code 471 “Flex Worked Hr 1.5”.
- In the following week (within the same semimonthly pay period), take off and report:
  - The same number of hours reported the previous week in “Flex Worked Hr 1.0”
    - Report the hours in Time Code 475 “Flex Time Off 1.0”AND
  - 1.5 times the number of hours reported the previous week in “Flex Worked 1.5”
    - Report those hours in Time Code 476 “Flex Time Off 1.5”

### An Example:

- If an employee who normally works 37.5 hours per week works 42 hours and would like to take the time off as Flex Time in the following week (within the same semimonthly pay period):

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- For the week in which the extra time was worked, the employee would report:
  - 2.5 hours in “Flex Worked Hr 1.0” Time Code 470
  - 2.0 hours in “Flex Worked Hr 1.5” Time Code 471.
- In the following week (within the same pay period) the employee would take off and report:
  - 2.5 hours as “Flex Time Off 1.0” Time Code 475
  - 3.0 hours (2.0 hrs x 1.5) in “Flex Time Off 1.5” Time Code 476
- Please refer to the Office of Human Resources policy on Compensatory Time Taken for more information regarding the rules for using and reporting this type of work schedule.

## Reporting Leave or Holiday Time

- If you requested leave time (vacation, personal, excused absence, etc) in advance, the approved leave or holiday time will be automatically deducted from your Regular Hours, no additional entry is required except to approve your hours at the end of the week or pay period.
- If you took additional leave time that was not submitted to your Approver in advance and that day’s regular hours have already been posted in TimeClock Plus:
  - Enter that time in your Time Sheet by selecting the appropriate Time Code from the drop down list, and
  - Reduce your Time Code 100 Regular Hours for the leave time taken.
  - For example, if your normal work day is 7.5 hours, and you take a full day of vacation, you can edit the default hours to change the Time Code from Regular Hours to Vacation. If you take a half day of vacation, you can add 3.75 hours of Vacation, but it is important that you reduce your Regular Hours from 7.5 to 3.75 hours as well.

## Navigation Shortcuts

To copy hours from one day to another, click the **Copy** link and in the pop-up calendar click on the day or days to which the hours should be copied, click **Paste** and the click **Accept**.

To copy the previous week’s hours to the current week, click **Autofill** and choose **From Previous Week** and click **Accept**.

Click the **Clear** button to clear hours and Time Codes you have already entered for the day even if you already clicked the **Accept** button.

## Completing your Time Entries

When your edits are complete, **always** click **Accept** to save your changes.

When you have completed entering all of your hours for the week or pay period, click the **Approve** button.

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## Navigation Tips

If your time entry still has the “Edit” link visible on the calendar view, it has not yet been approved.

If you edit time in a particular week’s timesheet, you will not be able to navigate to a different week until you either click the blue **Accept** button or you clear your changes.

As an alternative means to review your time and related approvals, click on **View** in the green ribbon across the top of your screen and select Hours. Your hours for the selected time period will appear in a list format. You can click the box next to the hours to indicate your approval if no edits are required. Notes can also be entered by clicking the icon in the Notes column.

The icons shown under the red bell image indicate whether or not your time has been approved, red dots indicate unapproved hours

On the right side of the timesheet, above the calendar, the number of hours recorded for the week are displayed.

- Total Hours is the total of all types of hours entered for the week
- “OT1” refers to straight time overtime hours up to 40 hours per week
- “OT2” refers to overtime hours over 40 hours per week
- “Leave” displays any approved leave hours requested in the week or leave hours that you have entered on your Timesheet. University holiday hours are included in the Leave total
- “Regular Hours” is the total of all hours entered less overtime and leave