GMS: Time Tracking Processes

On October 15, 2013, Time Tracking will replace the current timesheets system to allow for easier, more flexible and more detailed time entry! For employees that have multiple hourly jobs, each department can record AND approve time (not just the primary department). There is also functionality for Retroactive Time Entry.

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Starting a Timesheet (on behalf of an Hourly Employee)

1. Navigate to the employee’s page.

2. Click the Related Actions button. Hover on Time and Leave, then click Enter Time.

3. The name of the employee and the current date will be listed. Click OK.
Inputting Time (on behalf of an Hourly Employee)

“Calendar View” Method

1. Click on a blank area of the date you wish to add time: A box will appear for Enter Time.

2. Click inside the Enter Time box.

3. The default of Regular Hours Worked will be in the Time Type field. If necessary, click the Time Type prompt button and select the appropriate Time Type:

<table>
<thead>
<tr>
<th>Time Entry Codes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked</td>
<td></td>
</tr>
<tr>
<td>Weekday Shift</td>
<td></td>
</tr>
<tr>
<td>Weekend Shift</td>
<td></td>
</tr>
<tr>
<td>Holiday Allied / Non-Union</td>
<td></td>
</tr>
<tr>
<td>Holiday Compensatory</td>
<td></td>
</tr>
<tr>
<td>Holiday Worked</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather</td>
<td></td>
</tr>
<tr>
<td>Inclement Weather Worked</td>
<td></td>
</tr>
<tr>
<td>Lead Pay</td>
<td></td>
</tr>
</tbody>
</table>

   Note: ONLY the Time Types that are valid for the employee will be displayed.

4. Input the Quantity of hours.

5. If the Employee has multiple positions: click the Position drop-down arrow and choose the Position you are inputting time for.

6. If a Costing Override is necessary for your Time Entry: In the Details section, input the correct Cost Center, Fund, Program, Purpose, Grant, Gift and/or Assignee. This data can be driven from the PeopleSoft to GMS Mapping Table. Input the appropriate PeopleSoft Cost Center in the Comment Field.

   Note: Click the View Related Information button for the current Payroll Costing Worktags.

7. When finished, click OK.

8. Repeat Steps 1-6 for all dates listed for the week.
“Enter Time” Method

1. Click the **Enter Time** button: a **row of dates** will then appear at the top of the screen.

2. The default of **Regular Hours Worked** will be in the Time Type field for the first date. If necessary, click the **Time Type** prompt button and select the appropriate **Time Type**:

<table>
<thead>
<tr>
<th>Time Entry Codes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked</td>
<td>Holiday Worked</td>
</tr>
<tr>
<td>Weekday Shift</td>
<td>Inclement Weather</td>
</tr>
<tr>
<td>Weekend Shift</td>
<td>Inclement Weather Worked</td>
</tr>
<tr>
<td>Holiday Allied / Non-Union</td>
<td>Lead Pay</td>
</tr>
<tr>
<td>Holiday Compensatory</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** ONLY the Time Types that are valid for the employee will be displayed.

3. Input the **Hours**.

4. **If the Employee has multiple positions:** click the **Position drop-down arrow** and choose the **Position** you are inputting time for.

5. **If a Costing Override is necessary for your Time Entry:** In the **Details** section, input the correct **Cost Center**, **Fund**, **Program**, **Purpose**, **Grant**, **Gift** and/or **Assignee**. This data can be driven from the **PeopleSoft to GMS Mapping Table**. Input the appropriate PeopleSoft Cost Center in the **Comment** Field.

   **Note:** Click the **View Related Information** button for the current **Payroll Costing Worktags**.

6. Click to select **each** of the other dates listed. Then, **repeat Steps 2-4**

7. When finished, click **OK**.

   **Note:** Upon completion, you will be returned to the **Calendar View**.
**“Quick Add” Method**

1. Click on the **Enter Time drop-down arrow** – then, select **Quick Add**.
2. The default of **Regular Hours Worked** will be in the Time Type field. If necessary, click the **Time Type** prompt button and select the appropriate **Time Type**:

<table>
<thead>
<tr>
<th>Time Entry Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked</td>
</tr>
<tr>
<td>Weekday Shift</td>
</tr>
<tr>
<td>Weekend Shift</td>
</tr>
<tr>
<td>Holiday Allied / Non-Union</td>
</tr>
<tr>
<td>Holiday Compensatory</td>
</tr>
<tr>
<td>Holiday Worked</td>
</tr>
<tr>
<td>Inclement Weather</td>
</tr>
<tr>
<td>Inclement Weather Worked</td>
</tr>
<tr>
<td>Lead Pay</td>
</tr>
</tbody>
</table>

*Note: ONLY the Time Types that are valid for the employee will be displayed.*

3. **If the Employee has multiple positions**: click the **Position drop-down arrow** and choose the Position you are inputting time for.

4. **If a Costing Override is necessary for your Time Entry**: In the Details section, input the correct **Cost Center**, **Fund**, **Program**, **Purpose**, **Grant**, **Gift** and/or **Assignee**. This data can be driven from the **PeopleSoft to GMS Mapping Table**. Input the appropriate PeopleSoft Cost Center in the **Comment Field**.

   Note: Click the View Related Information button for the current Payroll Costing Worktags.

5. **Review the Time Type and Details**: this information will be inputted for EACH of the dates you will be entering time for. Click **Next**.

6. Input the **Quantity** for each day of the week. When finished, click **OK**.

   Note: Upon completion, you will be returned to the **Calendar View**.

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**“Auto-Fill From Prior Week” Method**

1. Click on the **Enter Time drop-down arrow** – then, select **Auto-fill from Prior Week**.
2. Click on the **Select Week drop-down arrow** and select the **week** you wish to auto-fill. If necessary, check off **Also copy details and comments**.
3. Click **OK**.

   Note: Upon completion, you will be returned to the **Calendar View**.
Submitting a Time Off Request

1. Click on the **Enter Time** drop-down arrow – then, select **Enter Time Off**.

2. Select the **Date**. Click the **Type** prompt button and select the **Type of Time Off** you’re requesting.

   ![List of Time Off Codes](image)
   
   **Note:** ONLY the Time Types that are valid for the employee will be displayed.

3. In the **Requested** field, input the number of **Hours** you are requesting off (you may have to scroll to the right to see the Requested field).

   ![Date Entry](image)

4. **If requesting multiple days off:** click the **button** and **repeat Steps 2-3**.

5. When finished, click the **Submit** button.
   
   **Note:** If the Timekeeper submitted the request, the Time Off Request will be routed to the Manager for Approval. If the Manager submitted the request, the Time Off Request is automatically approved.

6. Click **Close**.
   
   **Note:** Upon completion, you will be returned to the **Calendar View**
Submitting a Timesheet (on behalf of an Hourly Employee)

Review the inputted Time for the Employee.

- If you inputted a **Costing Override** in the **Details** section for ANY of the dates inputted, please compare the current **Payroll Costing Worktags** with the **Costing Override**:
  
  o Click the View Related Information button to view the current Payroll Costing Worktags.

  ![View Related Information button]

  o Hover on the button to view with the **Costing Override** you inputted in the **Details** section.

  ![Costing Override Details]

  o Note: if an employee has more than one job and is due to receive overtime, by default GMS pays overtime via the Primary Dept.

When finished, click **Submit this Week**. When finished, click **Submit**.
Approving an Employee-Submitted Timesheet

Use these steps to Approve or Edit an Employee-submitted Timesheet.

1. Locate the Time entry in your Workfeed and click the Review button.

2. Click on the More hyperlink.

3. Review the inputted Time for the Employee.
   a. To Approve the Timesheet, click Approve.
   b. To Deny the Timesheet, click Deny.
   c. To ask the Employee to make corrections, type an explanation of the changes in the Comments section. Then, click Send Back.
   d. To Revise the Timesheet yourself, click the Related Actions button next to the Employees name, hover on Time and Leave and select Enter Time.

You will be on the Calendar View for the Timesheet. Make the necessary revisions and click Submit this Week when finished.
Editing a Time Entry

“Calendar” View
1. Click on the time entry you wish to Edit.
2. Modify the Time Type, Quantity and/or Details (Costing Override).
3. Click OK.

“Enter Time” View
1. Click on the date you wish to Edit.
2. Modify the Time Type, Hours and/or Details (Costing Override).
3. Click OK.

Note: Upon completion, you will be returned to the Calendar View.

Deleting a Time Entry

“Calendar” View
1. Click on the time entry you wish to Delete.
2. Click .
3. GMS will ask you to confirm the deletion. Click .

“Enter Time” View
1. Click on the date you wish to Delete.
2. Click for the row you wish to Delete.
3. Click OK.

Note: Upon completion, you will be returned to the Calendar View.

Clearing a Timesheet

“Calendar” View
1. Click on the Enter Time drop-down arrow – then, select Clear.
2. To confirm that you wish to clear all time blocks for the selected week, check off the Confirm box.
3. When finished, click .
Enter Retroactive Time

Retroactive Time Entry is ONLY available two pay periods prior to the current pay period.

1. Navigate to the employee’s page.
2. Click the Related Actions button. Hover on Time and Leave, then click Enter Time.
3. The name of the employee and the current date will be listed. Change the date to the date in question and click OK.
4. Modify or Delete the Existing Time Entry – or Input the Hours in a new Time Entry.
5. If the Employee has multiple positions: click the Position drop-down arrow and choose the Position you are inputting time for.
6. If a Costing Override is necessary for your Time Entry: In the Details section, input the correct Cost Center, Fund, Program, Purpose, Grant, Gift and/or Assignee. This data can be driven from the PeopleSoft to GMS Mapping Table. Input the appropriate PeopleSoft Cost Center in the Comment Field.
   
   Note: Click the View Related Information button for the current Payroll Costing Worktags.
7. Click to select each of the other dates listed. Then, repeat Steps 4-6
8. When finished, click OK.

Note: Upon completion, you will be returned to the Calendar View.
Time Codes

When a Timesheet is submitted in GMS, each line on the Timesheet has a Time Code.

Regular Hours

Use one of the following Time Codes to record the Employee's "regular" hours for the week. For most Employees, in most weeks, this is the only line that needs to appear on the Timesheet.

<table>
<thead>
<tr>
<th>Time Code</th>
<th>Use For</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours Worked</td>
<td>Records regular hours (non-Qatar).</td>
<td>Pay the Employee at their base hourly rate.</td>
</tr>
</tbody>
</table>

Holidays

For Employees with 100% FTE, hours will automatically be added to the Timesheet for paid university holidays. **Do not add a line to the Timesheet for a 100% FTE Employee who did not work on a holiday.**

However, if one of the following applies, add a new line to the Timesheet and use one of the following Time Codes:

<table>
<thead>
<tr>
<th>Time Code</th>
<th>Use For</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday hours for Part-time Workers</td>
<td>Record holiday pay for an Employee with less that 100% FTE.</td>
<td>For these hours, pay the Employee at their base hourly rate.</td>
</tr>
<tr>
<td>Holiday Worked</td>
<td>Record hours that an Employee worked on a holiday.</td>
<td>For these hours, pay the Employee at half their base hourly rate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These hours must also be included as holiday hours to pay the base hourly rate.</td>
</tr>
</tbody>
</table>

For example, New Year's Day is a paid university holiday.

For a 100% FTE Employee:

- 8 hours will automatically appear on their Timesheet.
- If the Employee worked hours that day, also add a line of Holiday Worked with the correct quantity of hours.

For an employee with less than 75% FTE, no hours will automatically appear on their Timesheet.

- If the Employee is entitled to hours of pay that day, add a line of Holiday hours for Part-time Workers with the correct quantity of scheduled hours.
- If the Employee worked hours on the holiday, also add a line of Holiday Worked with the correct quantity of hours.
Inclement Weather

Use the following Time Codes if the university is closed due to inclement weather. Add a new line to the Timesheet and use one of the following Time Codes:

<table>
<thead>
<tr>
<th>Time Code</th>
<th>Use For</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclement Weather</td>
<td>The employee did not work during inclement weather, but is entitled to pay</td>
<td>For these hours, pay the Employee at their base hourly rate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Do not include these hours in Regular hours.</td>
</tr>
<tr>
<td>Inclement Weather Worked</td>
<td>Record hours worked during inclement weather</td>
<td>For these hours, pay the Employee at their base hourly rate multiplied by 2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Do not include these hours in Regular hours.</td>
</tr>
</tbody>
</table>

Shifts

To use the following Time Codes, the Employee must have a Unit Allowance Plan as part of their Compensation. The Unit Allowance Plan specifies the amount of shift differential they receive. If it is missing, hours recorded using the following Time Codes will not result in extra pay.

<table>
<thead>
<tr>
<th>Time Code</th>
<th>Use For</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday Night Shift</td>
<td>Record hours worked on a weekday night shift</td>
<td>For these hours, pay the Employee the shift differential recorded in their Unit Allowance Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These hours must also be included in Regular hours to pay the base hourly rate.</td>
</tr>
<tr>
<td>Weekend Night Shift</td>
<td>Record hours worked on a weekend night shift</td>
<td>For these hours, pay the Employee the shift differential recorded in their Unit Allowance Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These hours must also be included in Regular hours to pay the base hourly rate.</td>
</tr>
<tr>
<td>Hours greater than 16</td>
<td>Record hours that an Employee worked continuously over 16 hours, if they are entitled to extra pay</td>
<td>For these hours only, pay the Employee their base hourly rate multiplied by 2.5</td>
</tr>
</tbody>
</table>
Lead Pay

If an hourly Employee takes over for an absent supervisor, they may be entitled to "lead pay." If necessary, add a new line to the Timesheet and use the following Time Code.

<table>
<thead>
<tr>
<th>Time Code</th>
<th>Use For</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Pay</td>
<td>Record hours during which the Employee took over for an absent supervisor</td>
<td>Pay the Employee an additional $1.50 times the number entered on this line. These hours must also be included in Regular hours to pay the base hourly rate.</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

- **If I am the timekeeper/manager for an employee’s secondary job, should I send a timesheet to the timekeeper/manager for the employee’s primary job?**
  - **NO!** You should submit your own timesheets for every employee you record time for.

- **Can an exempt employee have a second, non-exempt job and submit a timesheet for that job?**
  - **No:** in this situation, please utilize the current GPF process to compensate the employee.

- **Who gets notified when an employee holding multiple jobs submits a Time Off Request?**
  - **All Managers are notified.**

- **If an employee has multiple jobs, what details can each Timekeeper/Manager view in GMS?**
  - **Primary Timekeeper/Manager:** Details for the Primary Job plus details for ANY Additional Job
  - **Secondary Timekeeper/Manager:** Details for ONLY their Job

- **What happens if a Timekeeper/Manager enters time for the job they’re not the Timekeeper/Manager for?**
  - **It doesn’t automatically get approved!** The OTHER timekeeper would see it – and then would have the ability to approve/submit that time, make edits, and/or clear it.