

eTIME – Employee Self Service - Time Reporting
Bi-weekly Non-Exempt

OVERVIEW

UW-Madison employees who are non-exempt are required to report their hours. They can enter their time using Oracle/PeopleSoft Human Resources System (HRS) via the MyUW portal. Before completing this step, STOP and make sure that you have submitted all your absences.

This document will outline instructions on how to access Employee Self Service and how to report time worked for each pay period. You have until the last Friday of each pay period to enter time worked.

Best Practice: Report time at the end of each week (time can be reported before the last Friday of the pay period).

This document is broken into three sections.

[SECTION A - ACCESSING EMPLOYEE SELF-SERVICE](#)

[SECTION B - ENTERING TIME](#)

[SECTION C - SUPPLEMENTAL RESOURCES](#)

TERMINOLOGY

- eTIME – This is the electronic absence and time keeping section in the Employee Self-Service feature on the MyUW Portal.
- Human Resource System (HRS) – this is where employee HR, Payroll, Benefits, Funding, and Time and Labor information is administered.
- Employees Self Service (ESS) – ESS is comprised of three sections; eTIME, ePERSON, and eBENEFITS. For the purposes of this document, eTIME is the only one that is referenced.

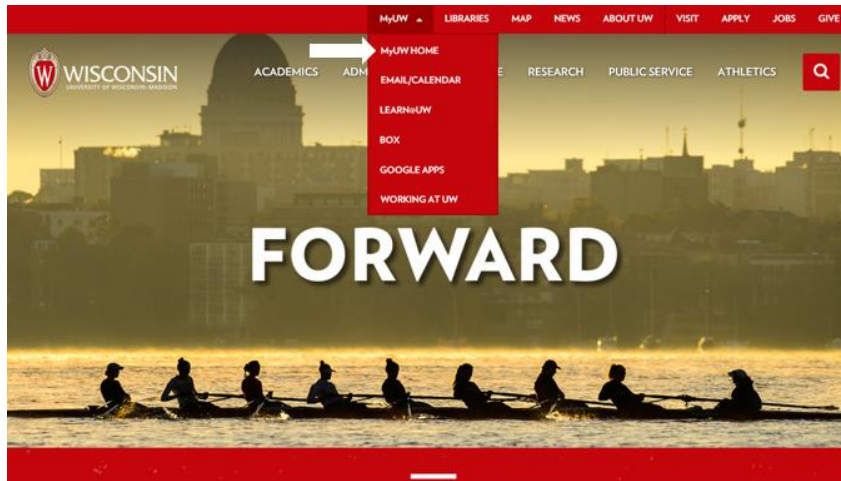
AUDIENCE

Employees who report their time electronically using eTIME – ESS via the MyUW Portal.

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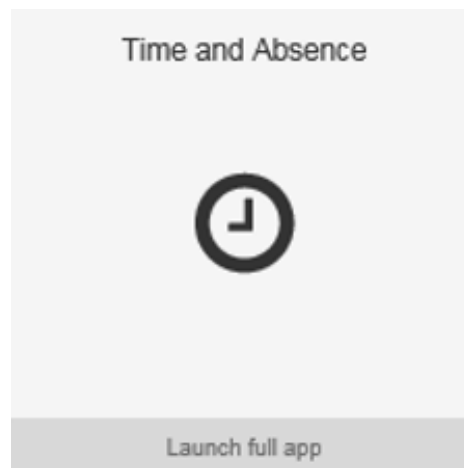
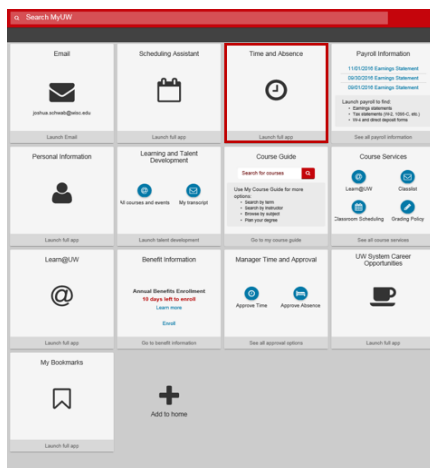
SECTION A – ACCESSING ESS

1. Log in to the MyUW portal at <http://www.wisc.edu>. Click on MyUW dropdown on the menu at the top of the screen and then go to MyUW Home.



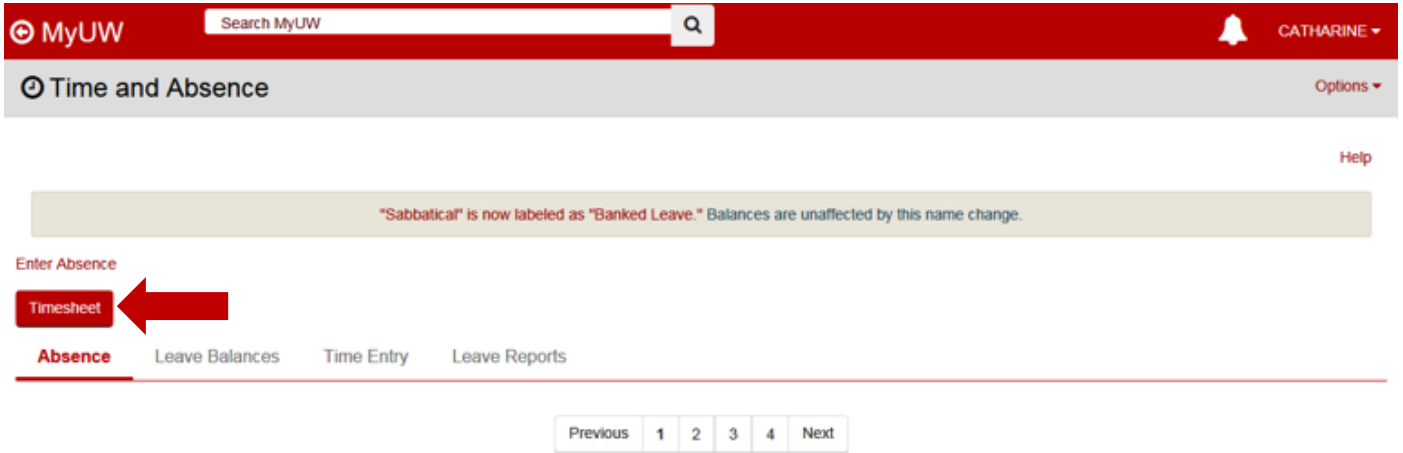
2. Enter your UW NetID and Password. Then click the **Login Button**.

3. Click on **Time and Absence**.

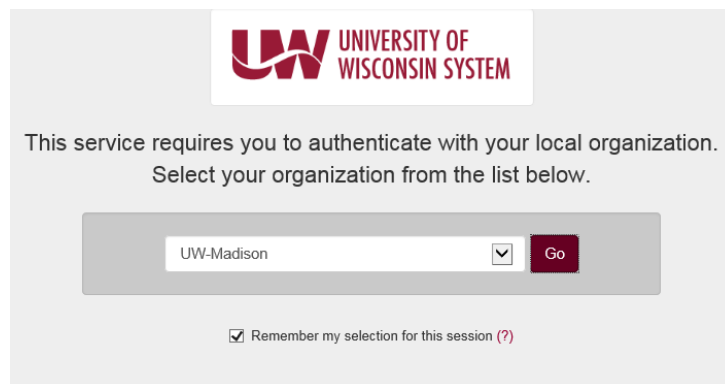


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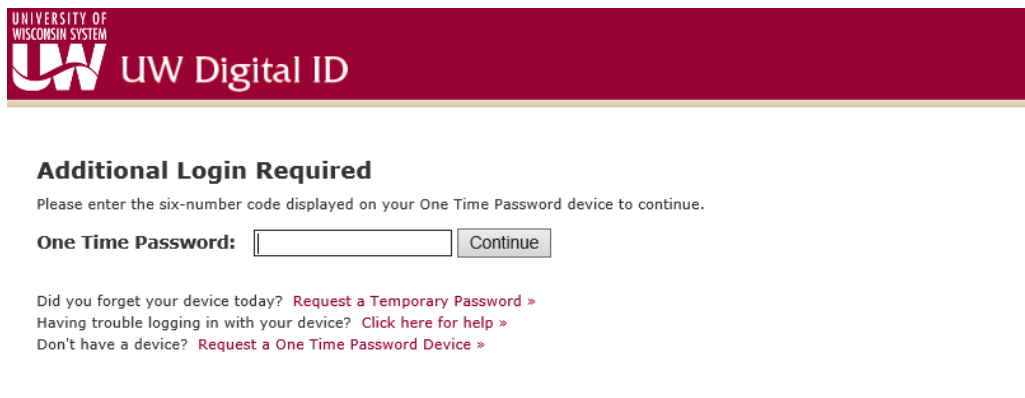
- The Time and Absence page will appear. Click on **Timesheet** to enter hours worked.



- Choose UW-Madison at the local organization and click GO.

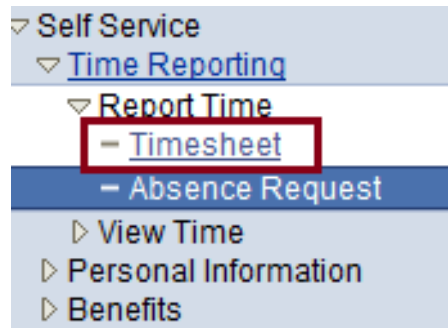


- You may be required to enter your **One-Time Password** if you have HRS access. This screen will only appear if this applies to you.



SECTION B - ENTERING TIME

- 7. Once all absences have been submitted for the pay period, on the left-hand menu, navigate to your timesheet (menu path - Self Service>Report Time>Timesheet).

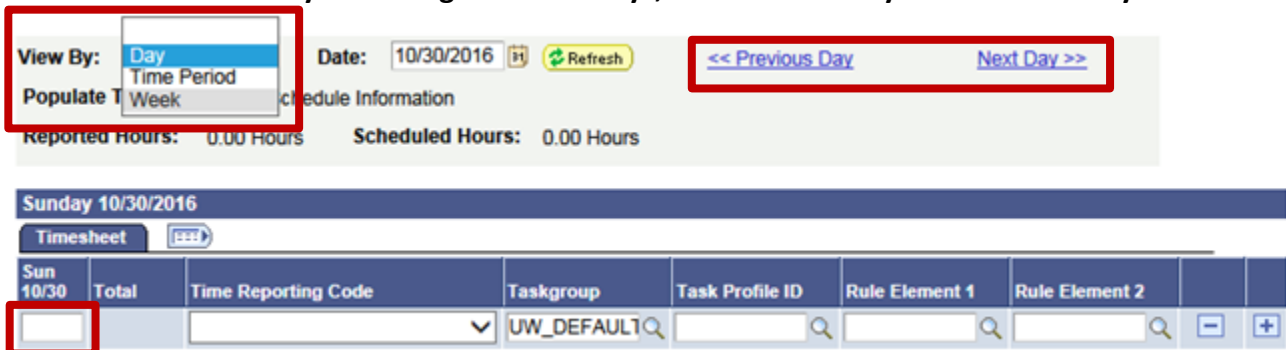


The current pay period timesheet appears. The start date of the pay period being shown will appear in the Date box (to view other timesheets, use the Previous Time Period and Next Time Period navigation links).



NOTE: Due to the date when FLSA changes will occur. The first time that you go to report your hours you will need to change the view by from WEEK to DAY. It will then allow you to enter in the hours for each day. You will need to enter in hours this way for 12/116 - 12/3/16.

Enter the hours into the Day field. To go to other days, use the Next Day and Previous Day buttons.



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8. Enter the number of hours you worked for each day of the pay period.

NOTE: If you have a schedule preassigned, the hours will automatically populate. To correct hours, delete the number in the day field and enter the correct number of hours worked.

NOTE: If you report more than 40 hours in a workweek, HRS will automatically allocate the hours over 40 into overtime that will be reviewed by your supervisor. Check with your Department/Division HR Office regarding specific your unit’s overtime policy.

Rounding of Hours

As a non-exempt bi-weekly employee, you will need to report your hours in 15 minute increments. Bow is a table of how you round your hours for time.

| | | | | | | |
|-------------------|------------|-----|------|-------|-------|-------|
| Rounding of Hours | Minutes | 0-7 | 8-22 | 23-37 | 38-52 | 53-60 |
| | Hundredths | 0.0 | 0.25 | 0.5 | 0.75 | 1.0 |

Once your hours are entered this is what the timesheet will look like.

The screenshot shows the Oracle eTIME interface for a user named John Smith (Employee ID: 12345678). The interface includes a navigation menu on the left and a main content area for the Timesheet. The Timesheet is for the period from Sunday 10/16/2016 to Saturday 10/29/2016. The user's job title is HR SPECIALIST SR. The interface shows a grid of days with reported hours (all 8.00) and a total of 80.00 hours. A 'Reported Time Status' table at the bottom shows a total of 0.000000 hours reported.

| Date | Status | Total | Time Reporting Code | Sched Hrs | Comments |
|------|--------|----------|---------------------|-----------|----------|
| | | 0.000000 | | 0.00 | |

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9. Once your hours worked are entered, click **Submit**. Changes can be made before your supervisor approves your timesheet (correct a mistake and hit Submit again).

NOTE: The **Reported Hours** should equal the total numbers of hours (hours worked and paid leave) you should be paid in the pay period. Legal Holidays will not show up in the Reported Hours number. Review Summary of Hours to verify that Legal Holiday has been added to your timesheet.

The screenshot shows the eTIME interface for time reporting. At the top, there are controls for 'View By: Time Period', 'Date: 02/24/2013', and a 'Refresh' button. Navigation links include '<< Previous Time Period', 'Next Time Period >>', '<< Previous Employee', and 'Next Employee >>'. Below these, there are options to 'Populate Time From: Schedule Information'. A red box highlights the 'Reported Hours: 80.00 Hours' field, with 'Scheduled Hours:' next to it. A blue bar indicates the date range 'From 02/24/2013 to 03/09/2013'. At the bottom, there is a 'Timesheet' button with a calendar icon.

10. If after you submit your timesheet, you need to make corrections, follow the steps below:
 - If your supervisor has not approved your time, make the needed corrections and resubmit.
 - If your supervisor has approved your timesheet, you will need to work with your units the Payroll Coordinator.
11. Once you Submit, Exit HRS

LEGAL HOLIDAYS

If you are eligible for Legal Holidays, they will automatically generate for each State paid legal holiday by HRS. Legal holidays will not show up on your timesheet, however you can click on the **Summary of hours** which will indicate if there is Legal Holiday that will be calculated into the pay period.

e.g. Image of a timesheet that does not show Legal Holiday for July 4th, 2016.

View By: Date: 06/26/2016 << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 72.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or before 07/23/2016 is for a prior period.

From Sunday 06/26/2016 to Saturday 07/09/2016

Timesheet

| Sun 6/26 | Mon 6/27 | Tue 6/28 | Wed 6/29 | Thu 6/30 | Fri 7/1 | Sat 7/2 | Sun 7/3 | Mon 7/4 | Tue 7/5 | Wed 7/6 | Thu 7/7 | Fri 7/8 | Sat 7/9 | Total | Time Reporting Code |
|----------|----------|----------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|---------------------|
| | 8.00 | 8.00 | 8.00 | 4.00 | | | | | | 8.00 | 8.00 | 8.00 | | 52.00 | |
| | | | | | 8.00 | | | | 8.00 | | | | | 16.00 | Vacation - VACTN |
| | | | | 4.00 | | | | | | | | | | 4.00 | Prs Holiday - PSHOL |

Summary of Hours indicates that there is legal holiday that will be paid for this pay period.

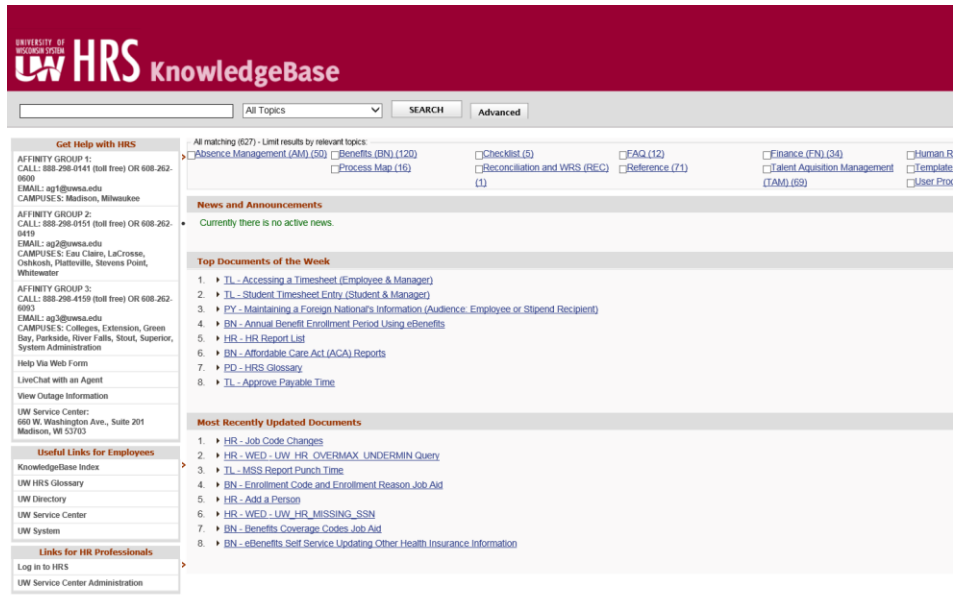
TRC Totals Personalize | Find | | First 1-4 of 4 Last

| | Time Reporting Code | Short Description | Hours |
|---|---------------------|-------------------|-----------|
| 1 | LGHOL | LegalHlday | 8.000000 |
| 2 | PSHOL | Prs Holiday | 4.000000 |
| 3 | REG00 | Reg Hour | 52.000000 |
| 4 | VACTN | Vacation | 16.000000 |

Total80 for Empl_Rcd: 80.000000

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SECTION C - SUPPLEMENTAL RESOURCES



There are several KBs that provide online step by step instructions. Employees can use the below link to access the HRS KnowledgeBase.

<https://kb.wisc.edu/hr>

| KB Name | Link |
|---|---|
| Payroll Calendar | Payroll Calendar Link |
| ESS Report Elapsed Time | https://kb.wisc.edu/hrs/page.php?id=17914 |
| Rounding Reporting Time to Payable Time in HRS | https://kb.wisc.edu/hrs/page.php?id=48921 |
| Entering a Floating Holiday | https://kb.wisc.edu/hrs/page.php?id=17223 |