Entering Positive Time (Wage Employees)

1. Navigate to the Timesheet component. Click the Manager Self Service link.

2. Click the Time Management link.

3. Click the Report Time link.

4. Click the Timesheet link.

5. The Timesheet Summary page appears. The first thing you must do is change the date to the first day of the pay period. Click the Choose a date (Alt+5) button.

6. Verify or enter the correct month. Click an entry in the list.

7. Click the desired date.

8. Refresh the date to reset for the current pay period. Click the Refresh button.

9. You are now ready to retrieve your group of employees.

   Note: You may enter criteria for the EmplID, Last Name or First Name field to retrieve a single person not on your list.

   Click the Look up (Alt+5) button.

10. Select your group from the list that displays. All groups in your department will be in the list.

    Note: Groups for FWS and HUSEP students appear for all departments. These will contain students in those programs for whom you may need to enter time.

    Click the Search Results table.

11. Click the Get Employees button.

12. A list of employees appears beneath the search section. Close the search fields for easier access to the employee list. Click the Collapse section button.
13. Click the **Name** hyperlink for the wage employee for whom you want to record time.

14. The timesheet for the employee appears. You must first *change the date* on the timesheet if it does not display the first date of the pay period. Click the **Choose a date (Alt+5)** button.

15. Click the desired date.

16. Click the Refresh button to display the correct date on the timesheet.

17. Enter the hours for the first week that were reported by the employee.

   Report Overtime hours as Regular hours. Add the regular scheduled hours for the day to the overtime hours reported by the employee, $2 + 8 = 10$. When the payroll system processes the time, it will calculate overtime based on the University policy.

18. Enter all wage employee hours as **REG - Regular** hours. Even if there are overtime hours for the week, all time should be entered as regular time.

   Click the **Time Reporting Code** list and select Regular hours.

19. You are now ready to submit the hours for the first week of the pay period. Click the **Submit** button.

20. Click the **OK** button.

   This will return you to the timesheet to enter the second week of time.

21. Go to the next week to enter the time for the second week of the pay period. Click the **Next Week >>** link.

22. Enter the hours for the second week that were reported by the employee.

23. Remember all wage employee time is entered as **Reg - Regular**. Click the **Time Reporting Code** list and select Regular hours.

24. You are now ready to submit the time for the second week. Click the **Submit** button.

25. Click the **OK** button.

26. Congratulations! You have successfully entered time for a wage employee. **End of Procedure.**