

Fluid Timesheet Training Guide

Exempt and Non-Exempt
Employees Elapsed Timesheets



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Timesheet Entry

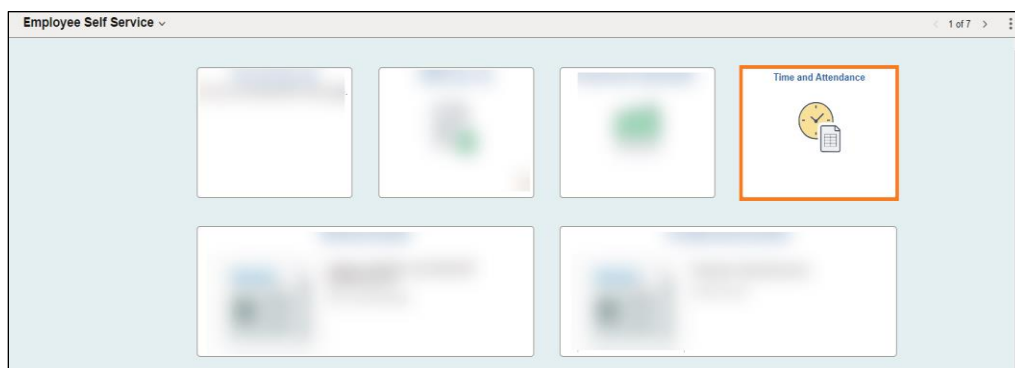
Employees will now enter and submit time with the new Fluid Timesheet which provides ease of access for entering time and absences on smartphones, tablets, and personal computers.

The new layout provides a centralized location that allows the Employee to easily enter time, request an absence, enter comments, and submit their timesheets.

Submit Timesheets

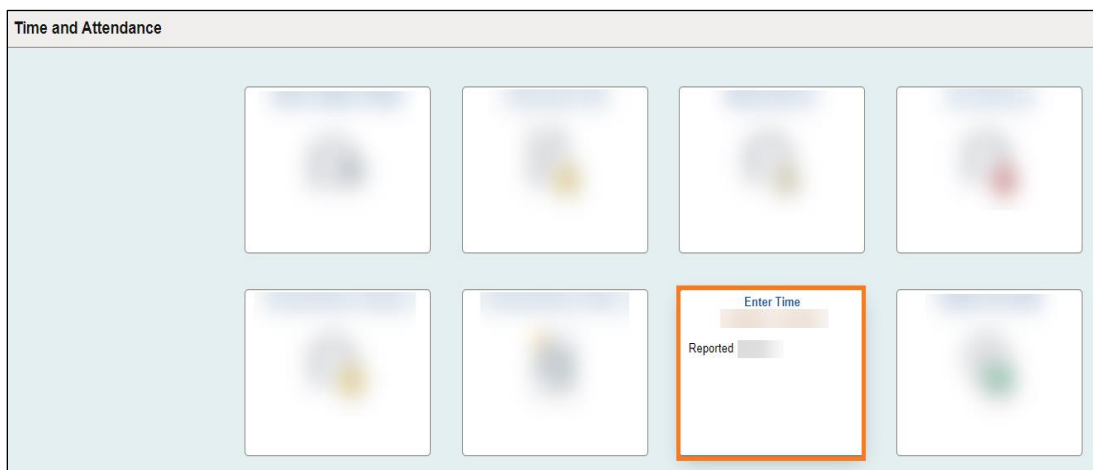
Step 1 of 7 - Time and Attendance Tile

From the Employee Self Service page, click the **Time and Attendance** Tile.



Step 2 of 7 - Enter Time Tile

Click the **Enter Time** tile to access the Timesheet.





Step 3 of 7 – Timesheet information

The Timesheet displays **Employee Information** in the top left of the page.

The screenshot shows the 'Enter Time' interface. The 'Employee Information' section is highlighted with an orange box. It includes fields for Name, FTE, MANAGER, Empl ID, Type, Salaried, Manager, Empl Recd, 0, FLSA Status, Exempt, Manager ID, Empl Class, Earliest Change Date, and Job Title. To the right of this section are three blue links: 'View Comp Time Balances', 'View Absence Balances', and 'Payable Time'. Below the employee information is a calendar for August 7, 2023 - August 13, 2023, with a 'View By' dropdown set to 'Weekly'. There are buttons for 'Elapsed', 'Punch', 'Save for Later', 'Submit', 'Request Absence', and 'Print Timesheet'. At the bottom, there is a table with columns for days of the week (7 Mon, 8 Tue, 9 Wed, 10 Thu, 11 Fri, 12 Sat, 13 Sun) and a 'Row Totals' column. The 'Row Totals' column shows '8 of 8' for Mon, Tue, Wed, and Thu, and '0 of 0' for Fri, Sat, and Sun. Below the table are input fields for 'WRKS - Salaried Worked' with a value of 40.00 and several other input fields with values of 8.00.

Step 4 of 7 - View Balances

Employees may view their leave balances and payable time by clicking on the blue links in the **Employee Information** section of the timesheet.

This screenshot is similar to the previous one, but with an orange box around the 'View Comp Time Balances' link and a blue arrow pointing to it from the right. To the right of the arrow is the text: 'Each link opens a pop up window to display the employees balances or payable time.'

When an employee clicks on **View Comp Time Balances**, the following window pops up where the employee can click on the **View Detail** icon to obtain a more detailed view of their **Leave/Compensatory Time** based on dates and designated plans.

The screenshot shows a pop-up window titled 'Leave/Compensatory Time Balances'. It displays the following information: Empl ID 1001130066, Empl Record 0, Start Date 07/03/2023, End Date 07/09/2023. Below this is a table with the following data:

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
1	Comp Time STRAIGHT	10.00			

At the bottom of the window is a 'Close' button. A blue arrow points to the 'View Detail' icon in the table row.



The **Details** window opens with the number of rows an employee has filled with leave information. Click the **Close** button at the bottom of the window to return to the **Leave/Compensatory Time Balances** pop-up and click the **Close** button to return to the timesheet.

Details						
Compensatory Time Off Plan STRAIGHT Start Date 07/03/2023						
Accrual Process Date 11/13/2022						
Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported						
Leave and Compensatory Time						
15 rows						
Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
1 Hours	11/13/2022 Leave and Compensatory Time	8.500000	4.000000	0.000	12.500	11/13/2022
2 Hours	11/12/2023	2.500000	6.000000	0.000	8.500	11/12/2022
3 Hours		10.500000	0.000000	8.000	2.500	07/08/2022
4 Hours		18.500000	0.000000	8.000	10.500	07/07/2022
5 Hours		26.500000	0.000000	8.000	18.500	07/06/2022
6 Hours		34.500000	0.000000	8.000	26.500	07/05/2022
7 Hours		37.000000	0.000000	2.500	34.500	05/20/2022
8 Hours		39.500000	0.000000	2.500	37.000	05/19/2022
9 Hours	05/15/2023	39.500000	1.000000	0.000	39.500	05/15/2022
10 Hours	05/14/2023	27.500000	11.000000	0.000	38.500	05/14/2022
11 Hours	04/10/2023	25.000000	2.500000	0.000	27.500	04/10/2022
12 Hours	04/09/2023	22.000000	3.000000	0.000	25.000	04/09/2022
13 Hours		24.000000	0.000000	2.000	22.000	01/27/2022
14 Hours	12/12/2022	19.000000	5.000000	0.000	24.000	12/12/2021
15 Hours	12/11/2022	0.000000	6.000000	0.000	19.000	12/11/2021

[Close](#)

If the employee wants a quick view of the **Leave/Compensatory Time Balances**, click on the blue **Plan** name link and a new pop-up opens to display a quick view of the earned and dates the time for the plan expire.

Leave/Compensatory Time Balances					
Empl ID [REDACTED] Empl Record 0 Start Date 07/03/2023 End Date 07/09/2023					
Leave and Compensatory Time Balances					
1 row					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
1 Comp Time	STRAIGHT	10.00			

[Close](#)



The employee selects the increment to view the time from the **Show Time Expiring in** drop-down box and the information is displayed. To return to the **Leave/Compensatory Time Balances** pop-up, click **Close** at the bottom of the pop-up. To return to the timesheet, click **Close** on the **Leave/Compensatory Times Balances** pop-up.

Compensatory Balances

Compensatory Time Off Plan STRAIGHT
 Date 07/03/2023
 Balance at Start of Day 10.000000
 Expiration Period Days
 Period Count 365

Select the increment to view time expiring. → *Show Time Expiring in Next 30 Dy ▼

Next 30 Dy
 Next 90 Dy
 One Year
 Show All

Expiring Time Earned 1 row

	Expiration Date	Quantity	Ending Balance
1	11/13/2022	0	

Close

To view **Absence Balances**, click on the **View Absence Balances** link and an **Absence Balances** pop-up window opens. The employee can view their accrued balances and click the **Close** button to return to the timesheet.

Absence Balances ×

Empl ID
 Empl Record 0

Absence requests those have not been processed by payroll are not considered for the balance calculation. Unprocessed absences are shown in a separate grid.

Absence Entitlement Balances 3 rows

	Description	Balance as of 02/28/2023**	From	Through	Accumulator Period
1	Floating Holiday	8.00 Hours	09/01/2022	08/31/2023	Year to Date
2	Sick Leave	1265.50 Hours	09/01/2022	08/31/2023	Year to Date
3	Vacation Leave	328.00 Hours	09/01/2022	08/31/2023	Year to Date

Close



The **View Payable Time** link opens a new page providing a view of payable time for a specific date range. The information can be viewed in **Summary** or **Detail**. The **Summary** displays the information by **Time Reporting Code** and the **Quantity** of hours per code for the date range. To return to the timesheet, click the back arrow in the top left of the page just above **Payable Time**.

Payable Time

*From: 01/01/2023
*Through: 02/28/2023

Select the **From** and **Through** dates. The calendar icon can also be used to select the dates.

Payable Time Summary

Summary Detail

Time Reporting Code	Quantity (Hours)
State Comp Taken Salaried	8.00
Holiday Salaried	8.00
Sick - Salaried	8.00
Regular	312.00
Total	336.00

The **Detail** button displays the information by each day within the date range and the **Time Reporting Code**, **Quantity**, and the **Payable Status**. To return to the timesheet, click the back arrow in the top left of the page just above **Payable Time**.

Payable Time


*From: 01/01/2023
*Through: 07/31/2023

Payable Time Details

Summary Detail

Date	Time Reporting Code	Quantity (Hours)	Payable Status
01/02/2023	State Comp Taken Salaried	8.00	Taken by Payroll
01/03/2023	Sick - Salaried	8.00	Taken by Payroll
01/04/2023	Regular	8.00	Taken by Payroll
01/05/2023	Regular	8.00	Taken by Payroll
01/06/2023	Regular	8.00	Taken by Payroll
01/09/2023	Regular	8.00	Taken by Payroll
01/10/2023	Regular	8.00	Taken by Payroll
01/11/2023	Regular	8.00	Taken by Payroll
01/12/2023	Regular	8.00	Taken by Payroll
01/13/2023	Regular	8.00	Taken by Payroll
01/16/2023	Holiday Salaried	8.00	Taken by Payroll
01/17/2023	Regular	8.00	Taken by Payroll
01/18/2023	Regular	8.00	Taken by Payroll



To view information for each icon on the page, click the  icon, and a **Legend** pop-up window opens.



Enter Time

Employee Information

Name: FTE 1.000000 MANAGER View Comp Time Balances
 Empl ID Type Salaried Manager View Absence Balances
 Empl Rcd 0 FLSA Status Exempt Manager ID Payable Time
 Empl Class Classified Earliest Change Date
 Job Title Lead Business Analyst













August 7, 2023 - August 13, 2023 *View By Weekly

Scheduled 40.00 | Reported 40.00

 Elapsed  Punch

The **Legend** provides a description for the icons used throughout. To close the window and return to the active timesheet, click the **x** on the pop-up.

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day

Step 5 of 7 - Select Time Period

Verify the time period listed on the timesheet is for the correct dates. The calendar icon as well as the arrows can be used to change the date range for the time period.



Enter Time

Employee Information

Name: FTE 1.000000 MANAGER View Comp Time Balances
 Empl ID Type Salaried Manager View Absence Balances
 Empl Rcd 0 FLSA Status Exempt Manager ID Payable Time
 Empl Class Classified Earliest Change Date
 Job Title Lead Business Analyst

August 7, 2023 - August 13, 2023 *View By Weekly

Scheduled 40.00 | Reported 40.00

 Elapsed  Punch

Reported time on or after 08/01/2023 is for a future period.

Time Reporting Code / Time Details	Row Totals	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun
WK03 - Salaried Worked	E 40.00	8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0

Time period: Click the calendar icon to select a new date range, or click the arrows beside the date to move forward or back one week.



Step 6 of 7 - Enter Time

For salaried employees, the **Time Reporting Code** along with the schedule for the hours worked is pre-populated for the timesheet. Verify the hours are correct. The time reporter may **Save for Later** if they are not ready to **Submit** their time.

Employee Information: Name: FTE 1.000000, MANAGER, View Comp Time Balances, View Absence Balances, Payable Time

Scheduled: 40.00 | Reported: 40.00

Time Reporting Code / Time Details

Row Totals	7 Mon	8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun
WRS - Salaried Worker	40.00	8.00	8.00	8.00	8.00	8.00	

Step 7 of 7 – Review and Submit

Review all entries and click the **Submit** button to route for manager approval. The time reporter must click **Submit** once they have verified the entries are correct to route for manager approval.



Submit Absence Request

Fluid timesheets allow the employee to enter absences in two ways: Through the **Manage Absence** Tile and directly through the **Timesheet**.

Submit Absence Request through Timesheet

Step 1 of 6 – Timesheet Request Absence

While on the timesheet, click on the **Request Absence** button beside the Submit button.

The screenshot shows the 'Enter Time' interface. At the top, there is a navigation bar with 'Request Absence' highlighted in orange. Below the navigation bar, there is a form for entering time. The form includes fields for Employee Information (Name, EmpID, EmpID 2, EmpID 3, EmpID 4, Job Title), Manager Information (Manager, Manager ID), and a calendar for selecting dates. The calendar shows the week of August 7, 2023, to August 13, 2023. At the bottom of the form, there is a table for entering time for each day of the week. The 'Request Absence' button is highlighted in orange.

Step 2 of 6 - Request Absence Event

A pop-up window opens to begin the **Request Absence**. The date fields default to the current date. Enter the **Start Date**, **End Date**, and select the **Absence Name** from the drop-down menu. Then click the **Apply Absence** arrow.

The screenshot shows the 'Request Absence' pop-up window. The window has a title bar with 'Request Absence' and a close button. Below the title bar, there is a form for entering absence information. The form includes fields for Job Title, Start Date (08/10/2023), End Date (08/10/2023), and Absence Name (Select Absence Name). There is a 'Submit' button and a '+1 Day' button. The 'Apply Absence' arrow is highlighted in orange.

The screenshot shows the 'Request Absence' pop-up window. The window has a title bar with 'Request Absence' and a close button. Below the title bar, there is a form for entering absence information. The form includes fields for Job Title, Start Date (08/10/2023), End Date (08/11/2023), and Absence Name (Bereavement). There is a 'Submit' button and a '+1 Day' button. The 'Apply Absence' button is highlighted in orange.



Step 3 of 6 - Absence Details

Additional fields open and the balance, if one is associated with the **Absence Name**, displays under the **Absence Name**. When taking less than 8 hours, click on **Partial Days** and enter the **Duration Hours** and click **Done**; otherwise review the **Duration Hours** of the absence and add any **Comments** to the box.

Request Absence

Partial Days is used if not taking a full 8 hours.

*Start Date 05/25/2023 End Date 05/26/2023 +1 Day

*Absence Name Vacation Leave →

Balance 288.00 Hours**

Current Balance based on processed absences for the Absence Name

Partial Days None >

Duration 16.00 Hours

Duration Hours field is populated based on the Start and End Date of the Absence

Comments

Comments can be added to provide additional information on absence [not required]

Attachments

You have not added any Attachments.

Add Attachment

Partial Days

Cancel Done

Partial Days All Days

Duration 4 Hours

Step 4 of 6 – Add Attachment

If an attachment needs to be included to provide more information related to the absence, select the **Add Attachment** button.

Request Absence

Job Title

*Start Date 05/25/2023 End Date 05/26/2023 +1 Day

*Absence Name Vacation Leave →

Balance 288.00 Hours**

Partial Days None >

Duration 16.00 Hours

Comments

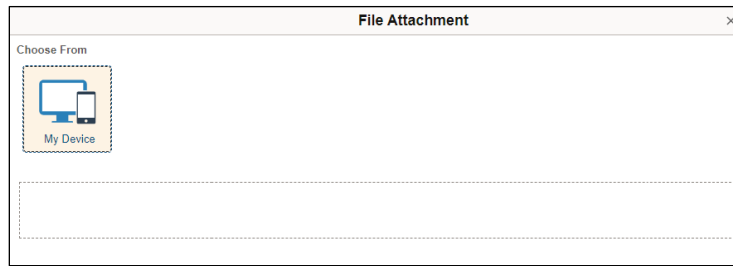
Attachments

You have not added any Attachments.

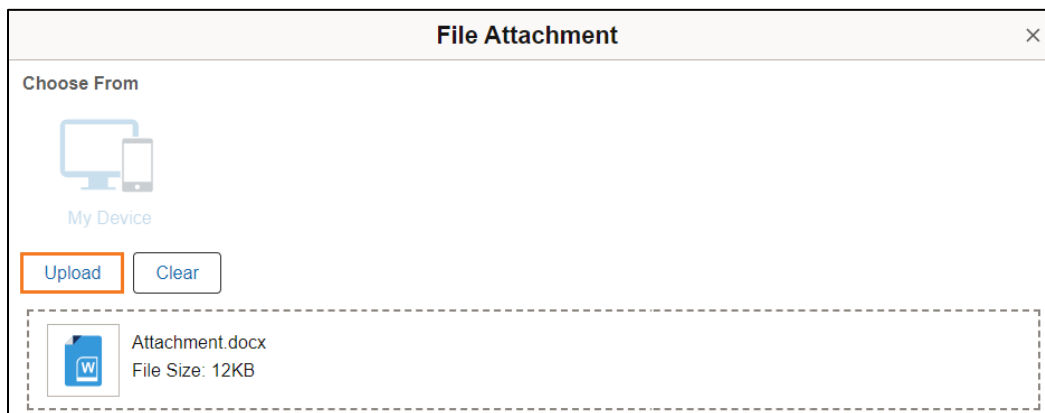
Add Attachment



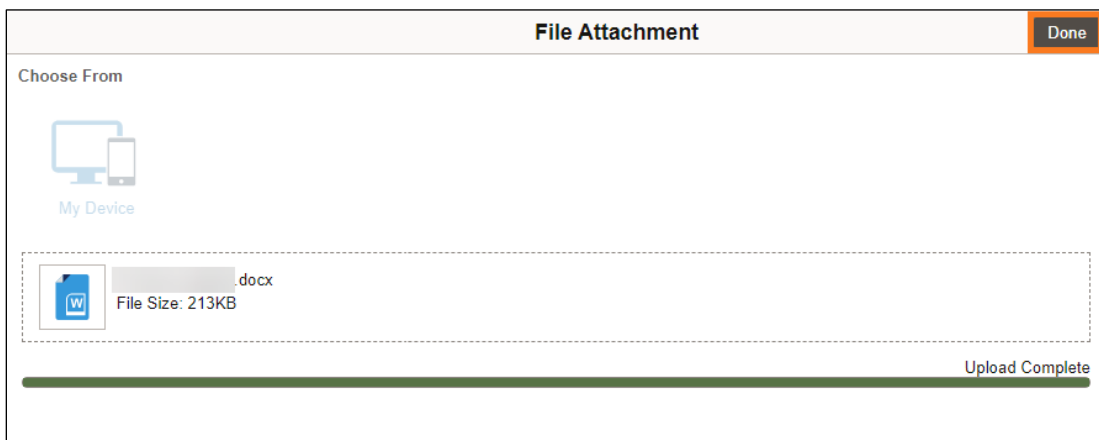
A **File Attachment** pop-up window opens. Click **My Device** and search for the document to attach.



The file manager opens on the selected device enabling the user to select the appropriate file. Click on the file to attach to the Absence Request. The file will display with the file name. Click **Upload**.



Once Upload is Complete, click **Done**.





The Attachment is added to the Request Absence, and a **Description** of the document may be added but is not required. More than one attachment may be added if needed, and a file can be deleted if it is not needed or if it is not the correct document. A variety of files may be attached including: .doc, .docx, .xls, .xlsx, .pdf, .txt, .png, .jpg.

Attachments

[Add Attachment](#) Use the Delete button to remove an attachment.

Attachments	Description	Attached By	Attached	Status	
.docx			07/07/23 10:47:45 AM	Active	
.xlsx			07/07/23 10:52:38 AM	Active	
.pdf			07/07/23 10:52:50 AM	Active	
.png			07/07/23 10:54:10 AM	Active	

4 rows

Click **Submit** to route for manager approval.

Request Absence

Job Title: _____

*Start Date: 07/10/2023

End Date: 07/11/2023 [+1 Day](#)

*Absence Name: Sick Leave

Balance 97.00 Hours**

Partial Days: None

Duration: 16.00 Hours

Comments:

Attachments

[Add Attachment](#)

Attachments	Description	Attached By	Attached	Status	
.docx			07/07/23 01:27:07 PM	Active	
.pdf			07/07/23 01:34:36 PM	Active	

2 rows

Submit



Step 5 of 6 - Review and Submit Request

Review all the information. Spell check any comments typed in the **Comments** field and click **Submit** to route the Absence Request for manager approval.

Request Absence

*Job Title [Redacted]

*Start Date 08/10/2023 End Date 08/11/2023 +1 Day

*Absence Name Vacation Leave →
Balance 328.00 Hours*

Partial Days None >

Duration 16.00 Hours

Comments Moving child into college dorm.

Spell checks comments

Submit

Select **Yes** to confirm you want to submit the Absence Request.

Submit Confirmation

Are you sure you want to Submit this Absence Request?

Yes No

Click **OK** to the Submitted Successfully message.

Submitted Successfully

OK

Next click the **x** to return to the timesheet.

Request Absence

Job Title [Redacted]

Start Date 08/17/2023 End Date 08/18/2023

Absence Name Vacation Leave
Balance 328.00

Partial Days None >

Duration 16.00 Hours

Comments Moving child into college housing.

Status Submitted

x



Step 6 of 6 – Timesheet Update and Submit Time

The timesheet is automatically updated with the information from the **Request Absence** that was submitted, and rows are inserted into the timesheet. The time is adjusted for regular hours worked based on the Absence that has been submitted. Review the information and **Submit** the timesheet for approval.

Enter Time

Employee Information

Name: FTE 1.000000 MANAGER View Comp Time Balances
Empl ID: Type: Salaried Manager: View Absence Balances
Empl Fld: 0 FLSA Status: Exempt Manager ID: Possible Time
Empl Class: ClassFed Earliest Change Date: Manager ID:
Job Title:

August 14, 2023 - August 20, 2023 *View By: Weekly

Scheduled: 48.00 | Reported: 48.00

Elapsed Punch

Save for Later Submit Request Absence Print Timesheet

Time Reporting Code / Time Details	Row Totals	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat	20 Sun
SICKS - Sick - Salaried	4.00	4.00						
VACS - Vacation - Salaried	16.00				8.00	8.00		
WRKS - Salaried Worked	30.00	4.00	8.00	8.00				

The suitcase icon  under the dates indicates an Absence has been requested on those days.



Appendix Information

Alternate View of the Timesheet by View By Period

If an employee selects View By 'Period' instead of 'Weekly', see the screenshot below. All other entries function the same as View By 'Weekly' as detailed in the preceding steps.

Enter Time

Employee Information

Name: [REDACTED] ISTE 1.000000 MANAGER View Comp Time Balances
Empl ID: [REDACTED] Type: Salaried View Absence Balances
Empl Fnd: 0 FLSA Status: Exempt Manager ID: [REDACTED] Possible Time
Empl Class: Class/Prof Earliest Change Date: [REDACTED]
Job Title: Lead Business Analyst

Scheduled: 158.00 Reported: 158.00

Elapsed Punch

Save for Later Submit Request Absence Print Timesheet

View By: **Period** (selected)
Weekly

Displays the specific Week in the Period. The time reporter moves to the next week by selecting the chevron or inverted chevron to go back within the Period.

Displays a month range when View By 'Period' is selected, and when the forward and backward chevrons are clicked, it jumps to the next or previous monthly period.

Change from 'Weekly' to 'Period' to changes the view of the time sheet.

Week 1 of 5
Scheduled 40.00 Reported 40.00 Hours

Time Reporting Code / Time Details	Row Totals	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon
		8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8

WIKS - Salaried Worked 40.00 + - 8.00 8.00 8.00 8.00 8.00 8.00 8.00