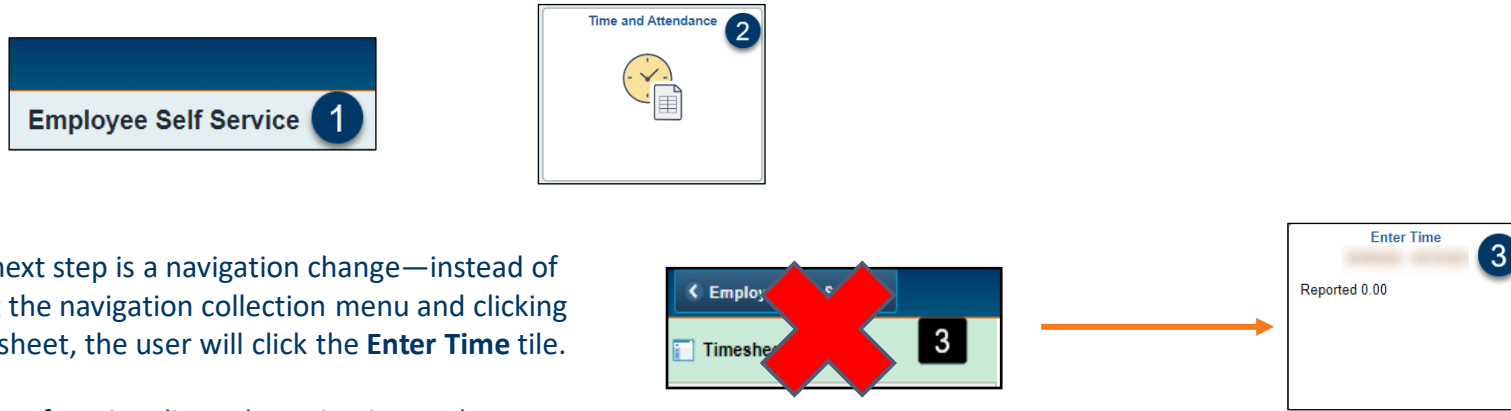# Time and Labor
Timesheet Delta
Comparison (Hourly Employees)

How it looks now

Employees still access the timesheet through >**Employee Self Service>Time and Attendance**.

The next step is a navigation change—instead of using the navigation collection menu and clicking Timesheet, the user will click the **Enter Time** tile.

—Same functionality only navigation update.

The timesheet will open for the punch/hourly time reporter, and they will be able to verify their time, enter changes, enter exceptions, request an absence, check leave balances and payable time all from the timesheet.
The timesheet has a more streamlined look and feel. The time reporter will have fewer clicks to submit time and absence requests.

How to enter time

The Punch / Hourly Timesheet—the top left has the same updates to the Employee Information Section and the Leave Balances and View Payable Time links.

Classic Timesheet

Fluid Timesheet

Employee Information

The Punch / Hourly Timesheet—the top left has the same updates to the **Employee Information** section and the Leave Balances and View Payable Time links. The **View Comp Time Balances/Absence Balances/Payable Time** have been moved to the top with the expanded **Employee Information**. The information is now linked with pop-up windows for ease of viewing.

The punch timesheet has had some layout changes like the elapsed timesheet.

View By is on the right above time entry.

Submit and **Clear** buttons have moved from the bottom of time entry to the top right of the time entry.

Print Timesheet is no longer a link, but a button moved in line with the right of the time entry.

Date still has calendar select option, but instead of entering a date and having to refresh, the time period displays with toggle arrows to move between the period.

UT SHARE

Actions link has been moved to the **Day Summary** as an arrow.

Comments have moved from the front of time entry to the end.

Day/Date have been moved into the Day Summary.

Reported Hours is renamed **Reported** under the date range.

Reported Status has become icons in the Day Summary.

Punch Total has been renamed to **Reported** and moved to the **Day Summary.**

Add/Delete functions are in the same place at the end of time entry. They have been streamlined to be buttons of the same size.

Time Zone has been removed from timesheet. It is set in the configuration tables.

Classic Timesheet

Fluid Timesheet

How to request Absence

Requesting an Absence can now be done in fewer clicks. It is more streamlined and connects to the Manage Absence functionality.

Adding an Absence Event has been moved from the Absence tab at the bottom of the timesheet to the Request Absence button on the right side just above the time entry section.

In the Classic timesheet, after clicking the Absence tab, the user clicks the Add Absence Event button. Then the dates and open to enter the absence and select the absence name.

The absence still must be submitted, and if the employee needs to enter comments, they must click on the Details link in the Details column and a new window pops open to input comments. When comments are entered, click OK to return to timesheet.

The OK button from the Details and the Save for Later insert a row into the timesheet for the duration of the absence event including the Time Reporting Code; however, it does **not** automatically reduce the number of regular hours worked.

The timesheet will also need to be submitted. Submit will route time and absence request for approval.

From Monday 07/17/2023 to Sunday 07/23/2023

	Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total	Time Reporting Code		
	8.00	8.00	8.00	8.00	8.00			40.00	WRKS - Salaried Worked	+	—
					8.00			8.00	VACS - Vacation - Salaried	+	

Save for Later   Submit

⑨

Reported Time Status   Summary   Leave / Compensatory Time   Absence   Exceptions   Payable Time

Absence Events

Absence Take   ⏵

1-2 of 2

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Edit	Delete
☐	07/21/2023	07/21/2023	Vacation Leave	8.00	Hours	Details	Saved	Approval Monitor	Employee Timesheet	Edit	

Add Absence Event

If the time on the timesheet is not manually adjusted, this warning message appears. It is only a warning because the timesheet is still submitted when the employee clicks OK, and the rules will adjust the time.

Review Time Card   ✕

Help

Time and Labor Error Messages

1	

Time and Labor Warning messages

1	Hours entered more than scheduled hours 8 on 07/19/2023. (32003,7)
2	Hours entered more than scheduled hours 8 on 07/21/2023. (32003,7)

OK

The Fluid Timesheet has fewer clicks to Request Absence directly from the timesheet.

Fluid Timesheet

1. The employee clicks on the Request Absence button, and the Request Absence pop-up window opens.

2. Enter Start and End Dates of absence, select the Absence Name from the drop-down and click the Apply Absence arrow.

3. The Apply Absence arrow opens the bottom of the window with the leave balance displays and additional functionality.

Submit routes the request for manager approval and automatically inserts a row into the timesheet.

Enter Time

Employee Information
Name   FTE 1.000000   Manager   View Comp Time Balances
Empl ID   Type   Manager   View Absence Balances
Empl Rcd 0   FLSA Status   Manager ID   View Payable Time
Empl Class Classified   Earliest Change Date
Job Title

July 24, 2023 - July 30, 2023   *View By Weekly
Scheduled 40.00   Reported 40.00   Request Absence   Print Timesheet

Elapsed

Time Reporting Code / Time

WRKS - Salaried Worked

Request Absence

Job Title
                                                              Submit

*Start Date 07/24/2023   End Date 07/24/2023   +1 Day

*Absence Name Select Absence Name   →
               Bereavement
               Educational Activities
               Jury Duty
               Select Absence Name
               Sick Leave
               Vacation Leave

                                                              Submit

*Start Date 07/24/2023   End Date 07/24/2023   +1 Day

*Absence Name Sick Leave   →

Balance 1084.00 Hours**   Balance, if one is associated with leave, is displayed.

Partial Days None   >   Partial Days can be entered if employee is not taking a full 8 hours.

Duration 8.00 Hours   Duration populates from the start and end dates entered.

Comments   Comments can be added directly on the request.

                         Comments entered can be spell checked.

Attachments
You have not added any Attachments.

Add Attachment   New functionality for time reporters. Employees can add attachment to support the absence request if needed.

Submitted Absence request

Fluid Timesheet

Job Title _____

📅 ◄ ► July 24, 2023 - July 30, 2023   *View By Weekly ▾

Scheduled 40.00 | Reported 40.00

ⓘ | Elapsed | Punch | Save for Later | **Submit** | Request Absence | Print Timesheet

Time Reporting Code / Time Details		Row Totals			24 Mon 8 of 8 🛅	⊙	25 Tue 8 of 8	⊙	26 Wed 8 of 8	⊙	27 Thu 8 of 8	⊙	28 Fri 8 of 8	⊙	29 Sat 0 of 0	⊙	30 Sun 0 of 0	⊙
SICKS - Sick - Salaried ▾	☰	8.00	➕		8.00													
WRKS - Salaried Worked ▾	☰	32.00	➕	➖			8.00		8.00		8.00		8.00					

Multiple Absence Request may be entered if different leave time is being used.

Additional Features

The Reported Time Status has changed from a tab on the Classic Timesheet to icons under each day on the Fluid Timesheet

Classic Timesheet

Fluid Timesheet

UT SHARE

Additional Features

New feature functionality for elapsed/hourly time reporters is the ability to enter comments for any specific day on the timesheet with a click.

Fluid Timesheet

Comment creates an icon under the day it is entered.

UT SHARE

Questions?

For further queries regarding any error while submitting timesheet, please reach out to payroll@uttyler.edu.

Thank you!