Self-Service Time Entry - General Instructions

Non-Exempt Employees

- All managers and supervisors of non-exempt employees should be approving timecards by 11:00 a.m. every other Monday morning (the Monday of a pay week).
  - Exception time is any time other than regular hours, i.e. vacation, sick, earned time, etc.
  - It is recommended that you approve your timecard on the previous Friday whenever possible (if it’s not pay day, it’s approval day).
  - For Non-Exempt office employees: A full day of exception time is 7.25 hours. Otherwise, it is your normal scheduled work day.
  - Before approving your time card, check that the hours in the totals section reflects 72.50.
  - Make sure to click save when changes are made to your time card.

- You will need to enter in the time for any Discretionary days or Holidays that the University is closed for. They will be indicated as discretionary or holiday but the hours will not be defaulted in.
  - For example, the University is closed for Labor Day. That Monday should be indicated as such but will have 0 hours for the day. Under “additional time” select “Holiday” and enter in your normal scheduled hours for that day.

- To record exception time for less than a full day, adjust the in or out time to reflect the time you came in late or left early. Next, insert a line and add the pay code and the number of hours taken.
  - For example, you choose to take vacation time on Friday by leaving at noon. Change your out time to 12:00 p.m., insert a new line for Friday, add the “Vacation” pay code under Additonal Time, and the number of hours in the amount column. *the time is recorded correctly if the total hours for the day are 7.25 for office employees and 8 hours for hourly employees.*

- Once an employee has approved his/her time card, it is the responsibility of the manager/supervisor to review it for accuracy and errors. The manager/supervisor is then required to approve the timecard of each direct report.

- If you require any assistance, or have any questions regarding WFC timecard maintenance, please contact the Payroll Office at ext. 2284, 1762, or 1799.

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