



HUMAN RESOURCES

## Electronic Timesheet Frequently asked Questions

### Setting Up the Timesheet

- 1.Q. Where do I find the electronic timesheet?
  - A. On the UNCW Human Resources Web site <http://www.uncw.edu/hr/>. Click on the link and save it to your computer. Be sure you save the file in the 97 – 2003 version of Excel Microsoft Office. If you rename the file, be sure that you include the file extension (.xls).
- 2.Q. When I try to save the file I get a message asking if I should save this as a macro-free workbook. What should I do?
  - A. If you got this message it means that you saved the timesheet in the most recent version of Excel. If you save the file in the version that is fully compatible with Excel 97-2003 you will not receive this message.
- 3.Q. When I open the file I do not see the timesheet. How do I find it?
  - A. The first thing to do is see if you have a **Security Warning** at the top of the page. If you do, click **Options**, and then **Enable this content**. Then go to the bottom tabs and click on **Header**.
- 4.Q. I am on the Header page but I can not enter my data. What is wrong?
  - A. Click on the space that says **Enter Name Here**. Erase the data and enter your name. This area is free-form and can be different than Banner. If you still can not enter data, look at the top to see if you have a **Security Warning**. If you do, click on **Options**, then **Enable this content**.
- 5.Q. If I work less than full time, how do I enter this on the timesheet?
  - A. This timesheet is not designed for use by employees who are not 1.0 FTE. You should continue to use the paper timesheet for 2010.
- 6.Q. I am an SPA Exempt employee, can I use this timesheet?
  - A. Yes, on the Header page click on the drop down arrow to change the status to exempt. All FLSA Subject employees must enter all hours worked.
- 7.Q. I don't know what my section number is.
  - A. The section number does not apply to all employees and can be left blank.
- 8.Q. What do I enter for Community Service Leave?
  - A. Enter your total CSL entitlement for the year. CSL is granted at 2 hours per month for 1.0 FTE. If you were hired in any month other than January, you should prorate your Community Service Leave. See your leave keeper if you are unsure.

- 9.Q. Can I use the timesheet if I start in a month other than January?
- A. Yes, you can start the timesheet at any point in the year. Choose your starting month on the drop down menu on the bottom of the Header page.
- 10.Q. I entered all of my data on the Header page and clicked **Set Up Timesheet**, but I don't know how to get to the starting month.
- A. Once you click **Set Up Timesheet**, you need to select your beginning month from the tabs at the bottom of the page.
- 11.Q. The Header page didn't ask for my vacation leave accrual. How does the timesheet know what my rate is?
- A. When you select your starting month from the bottom tabs, the first thing you need to do is enter your correct vacation accrual rate in column 10. When you enter your vacation accrual amount once, you do not need to enter it again unless your rate changes.
- 12.Q. What do I do if my leave accrual rate changes mid-year?
- A. You can change your leave accrual rate at any point in the year. Your leave keeper will notify you on your anniversary date. If your accrual rate changes because your FTE changed, then you will need to start a new timesheet.
- 13.Q. The time sheet is really small and I can not read it.
- A. On the lower right part of your screen you can enlarge the screen using the zoom in/zoom out slider.
- 14.Q. Once I have entered all of my leave for the month, what do I do with the timesheet?
- A. Print out the timesheet, sign it, forward to your supervisor for signature, and then give it to your leave keeper. Be sure to save the electronic timesheet every time you enter hours worked or leave taken. Do not rename the timesheet each month.

### **Special Circumstances**

- 15.Q. I put my extra hours worked in column 2 (Extra) but it didn't show up in column 8 (Earned). How is comp time calculated and how will it know to assign time and a half?
- A. The timesheet is formatted to calculate comp time based upon all of the hours actually worked on a weekly basis. Extra earned time for the week will appear in column 8 at the end of the week, and does not populate daily. Subject employees are compensated at straight time for the first 40 hours actually worked. Hours worked in excess of 40 must be compensated at time-and-a half. FLSA exempt employees who track hours worked in excess of their regular schedule are always on a straight-time basis.
- 17.Q. What if my FTE increases to 1.0 mid-year?
- A. You may begin using the electronic timesheet for the month in which you became full time.

- 18.Q. I want to donate shared vacation leave. How do I enter this on the timesheet?
- A. Enter all of the donated leave in one cell of column 10 (Vacation Leave). In column 15 (Comments) write “Voluntary Shared Leave Donation”.
- 19.Q. If I work on a holiday how do I enter that on the timesheet?
- A. If your regular schedule is to work on a holiday, enter hours worked in column 1. If your regular schedule is not to work on a holiday but you were **required to work**, put your hours worked in column 2 and in column 15 click on the cell under Code and choose RH (Required Holiday) in the drop down menu. The hours worked in column 1 and 2 will populate holiday premium (column 4). Holiday premium pay does not apply if you were permitted but not required to work.
- 20.Q. How do I handle Shift Premium?
- A. Shift Premium can be handled three different ways.
- 1) You can select Shift Premium on the timesheet Header page and all hours worked in column 1 will populate in column 3.
  - 2) At the top of each month’s timesheet you can change the status in the Shift Premium section by changing **yes/no**.
  - 3) Or you can manually enter the shift premium amounts in column 3.
- 21.Q. What are gap hours?
- A. Gap hours are extra hours worked outside of the regular work schedule that do not result in the employee physically working more than 40 hours in the workweek.
- 22.Q. Why are there subtotal boxes for gap hours and overtime hours?
- A. Gap hours and overtime hours must be tracked separately in order to correctly calculate compensation for extra hours worked.

**\*\*REMINDER\*\*** Employees must be in a paid status at least half of the days in the month in order to earn leave. If this is not the case you will need to change your leave accrual rates to 0 for that month.