

Web-time Entry Procedures

Salaried Exempt and Non-Exempt Employees

Web Time Entry

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets and leave requests. The Web Time Entry system will allow you to log into a secure website and enter the hours and leave online from any computer, tablet, or phone with access to the Internet. Your time and/or leave is then approved online by your supervisor and sent electronically to Payroll for processing.

Exempt employees will only key in any hours of leave taken each pay period.

Non-exempt employees will enter hours worked per day and any leave taken each pay period. Overtime hours will no longer be recorded on payroll vouchers, but instead will be inputted into the Web Time Entry system. You will also submit sick and vacation leave using this system. Student and hourly Casual Wage employees will also report their hours using Web Time Keeping.

Timeframes and Deadlines

It is critical that you submit your timesheet by the required deadline. You are responsible for submitting your electronic timesheets to your supervisor. Without a timesheet, the supervisor is unable to approve your time and/or leave and could cause a delay in our payroll processing time.

Timesheets must be submitted by the Friday before your pay date no later than 10:00 AM.

Timesheet approvers have until the following Monday by 10:00 AM to approve your timesheet.

*These deadlines are subject to change based on our holiday schedule.

Requesting Leave

Annual Leave

Per policy, annual leave shall be applied for in advance by the employee. Requesting leave can be done electronically only if it is done prior to the pay period in which leave is being requested. If your leave was approved through the electronic process, the hours will automatically populate in your timesheet. If your prior request was not submitted electronically or was not approved electronically, then a paper leave request will need to be completed, approved, and sent to human resources.

If leave is being requested during the current pay period, then a paper leave request will also need to be completed, approved, and sent to human resources.

Supervisors can approve leave requests electronically or by providing a signed paper leave request form. Please note that an electronic time sheet only has an approval button. A supervisor can disapprove an electronic leave request by sending the request back to the employee for correction with a note in the comments section stating that the request for leave was not approved. If an electronic leave request is not approved, but was not sent back for correction, then the hours will automatically populate into the employee's time sheet and will need to be corrected.

Sick Leave

Sick leave requests can be completed through your electronic time sheet. No paper leave requests are required for sick leave. Utilize the comments section between employee and supervisor for all documentation.

Leave Balances

Employees should be checking their leave balances in self-service to verify accuracy of leave balances, and to ensure leave is available when requesting leave.

Supervisors have access to their direct reports leave balances in self-service when approving time. Supervisors should be verifying that leave is available before approving leave.

Overtime/Compensatory Time

Employees are required to receive prior approval to work overtime using the Request for Overtime form. The approved form must be submitted each payroll to HR on or before the due date of your timesheet. All overtime/compensatory time should be included on your timesheet.

Calculating Compensatory Time for Exempt Employees

Compensatory time is earned on an hour-for-hour basis only for work performed in excess of the normal workweek. Please reference the Compensatory Time Policy for Unclassified Exempt Staff for details on how compensatory time can be earned.

Calculating Overtime/Compensatory Time for Non-exempt Employees

Non-exempt employees will earn Fair Labor Standards Act (FLSA) or State overtime based on hours worked within the workweek. FLSA overtime shall be compensated at the time-and one-half rate, and State overtime will be computed at the straight (hour-for-hour) rate. State overtime is granted when an employee is not entitled to overtime under FLSA. Overtime compensation may be granted in the form of cash payment or compensatory leave earned. Please reference the Overtime/Compensatory Time Policy for Non-Exempt Employees regarding details on how overtime can be earned.

Overtime is work performed by an employee at the direction of the appointing authority or his designee for the following:

- **Hours worked in excess of the employee’s regularly scheduled work day.** For example, an employee whose regularly scheduled work day is 8 hours earns State Overtime as soon as he has worked in excess of 8 hours. A non-exempt employee will earn FLSA overtime if this work, at the end of the week, has caused him to work in excess of his normal work period (i.e. 40 hours/week for most employees). For non-exempt employees who took leave during the week or observed a holiday during the week and thus did not work in excess of their regular work period, this time worked in excess of the employee’s regularly scheduled work day will be State Overtime.
- **On a holiday, including a designated holiday.** For example, a non-exempt employee who works on a holiday AND also works in excess of his regularly scheduled work period (40 hours/week for most employees) will earn FLSA overtime after the 40th hour has been worked. A non-exempt employee who works on a holiday, but does NOT work in excess of his regularly scheduled work period, will earn State Overtime only.
- **During official office closures.** For example, an employee required to work during an official closure of his agency on a regular workday earns State Overtime. A non-exempt employee who works in excess of his regularly scheduled work period (40 hours in a week for most employees) will earn FLSA overtime. The non-exempt employee will receive State Overtime for work during an official closure and the exempt employee may receive State Overtime for work during an official closure.

Examples of calculating overtime:

Example 1

Days	Sa	Sun	M	T	W	Th	F	Total
Hrs Worked			9	9	9	9	8	44

4 hours of FLSA Overtime

Example 2

Days	Sa	Sun	M	T	W	Th	F	Total
Hrs Worked			9	9 Annual	9	9	8	44

4 hours of State Overtime

Example 3

Days	Sa	Sun	M	T	W	Th	F	Total
Hrs Worked	8		9	9 Annual	9	9	8	52

9 hours of State Overtime

3 hours of FLSA Overtime

Payroll Vouchers

Payroll vouchers should only be used for the following instances:

- Endowment/Professorship payments
- University Police Department providing services for special events
- Special circumstances approved by Human Resources

Earnings Code Definitions

Earn Codes	Definition
Hours Worked	Hours worked per day for your normal work schedule (for non-exempt employees only)
Comp/Annual Taken	Annual or comp time hours taken <i>*note, Banner will always pull from your comp time bucket first before it takes from your annual leave bucket</i>
Sick Leave	Hours of sick leave taken <i>*note, sick leave can only be used for employee's own personal illness</i>
Overtime 1.5	Overtime earned at time and one half and receiving cash payment in that pay period
Overtime Straight 1.0	Overtime earned at hour for hour and receiving cash payment in that pay period
Comp Time 1.5 Earned	Comp time earned at time and one half
Comp Earned Straight	Comp time earned at hour for hour
Holiday Pay	Hours earned for designated holidays
Leave Without Pay	Temporary non-pay status
Administrative Leave With Pay	When an employee is placed on leave but continues to be paid
Funeral	Funeral leave as designated by ULM policy
Civil	Leave for civil and national services (jury duty, voting, etc.)
Inclement/Office Closure	When the university is closed due to inclement weather
Retroactive Annual/Comp	Annual or comp time taken that was not documented in a previous pay period <i>*note, approved leave requests must be turned in to HR</i>
Retroactive Sick	Sick time taken that was not documented in a previous pay period

****Note: Not all employees will have these earn codes on their time sheets; earn codes are applicable based on an employee's classification (i.e. exempt or non-exempt).***