



University of Idaho

Time Entry

EMPLOYEE USER GUIDE

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Definitions

Timesheet – Electronic timesheet.

Supervisor – The individual that can update, change, return, or approve the timesheet. This is usually the employee’s supervisor.

Leave Time or Exception Time – Time off work such as sick leave or annual leave, etc.

Earn Code – The code used to identify the type of pay. Regular hours, sick leave, annual leave.

Timesheet Employees – Also known as hourly or non-exempt employees. Employees that record all hours worked and absences (if eligible) on their timesheets (time in and time out).

Exception Time Only Employees – Also known as salaried or exempt employees. Employees that enter only exceptions to normal hours worked for the pay period on a timesheet. Examples of exception time include sick leave, annual leave, jury duty, etc.

Proxy – Someone who can act on a supervisor’s behalf to approve a timesheet

Pay period – The two-week segment of time that will be paid on a specified pay date.

FY 2021 Deadlines

Pay Period	Effective Dates	Pay Date (Friday)	**EPAF Deadline (Tuesday) 5:00 pm	Timesheets Available (Sunday) 12:01 AM	**Approval Deadline (Tuesday) 5:00pm
15	06/28/20 - 07/11/20	07/24/20	07/07/20	06/28/20	07/14/20
16	07/12/20 - 07/25/20	08/07/20	07/21/20	07/12/20	07/28/20
17	07/26/20 - 08/08/20	08/21/20	08/04/20	07/26/20	08/11/20
18	08/09/20 - 08/22/20	09/04/20	08/18/20	08/09/20	08/25/20
19	08/23/20 - 09/05/20	09/18/20	09/01/20	08/23/20	09/08/20
20	09/06/20 - 09/19/20	10/02/20	09/15/20	09/06/20	09/22/20
21	09/20/20 - 10/03/20	10/16/20	09/29/20	09/20/20	10/06/20

Timesheet Status Types

Not Started – User has not initiated the timesheet to add hours.

In Progress – User has begun preparing a timesheet but has not yet submitted.

Pending – User has submitted time and it is pending approval by a supervisor

Returned for Correction – Timesheet has been returned to a user by a supervisor.

Error – Timesheet is in error. This normally requires a Superuser to correct (Payroll Services)

Approved – The timesheet has been approved and is ready for payroll to process.

Completed – Payroll has been processed using the submitted and approved timesheet.

Common Timesheet Errors

Time Transaction Already Exists – This error occurs when the back/forward buttons are used while entering time. It will not hold up the timesheet; it can be submitted and approved normally.

Submit/Approval not allowed – This error occurs when the system registers a double-click on the submit or approval buttons. It will not cause any problems with the timesheet if the transaction status is Pending or Approved.

Supervisor not assigned – The approver is not assigned to the timesheet. The department must assign a supervisor using the supervisor setup page (<https://www.uidaho.edu/human-resources/managers/supervisor-assignment>).

Supervisor's position is vacant – The approver has changed positions or left the university. The department must assign a new supervisor or change the approver's PCN in the supervisor setup page (see above link).

Commonly Used Earn Codes

Regular Hours – Time worked on a normal workday.

Sick Leave – Leave taken due to an illness in accordance with the Sick Leave policy. [FSH3710.C](#)

Medical Appointment Leave – Leave taken due to medical appointments [FSH3710.C-7 e](#).

Annual Leave – Leave taken for annual leave [FSH3710.B](#)

Holiday – Paid hours for a University designated holiday. See University Holiday schedule at <https://www.uidaho.edu/finance/holidays>

Jury Duty – Leave taken for court appointed Jury Duty via summons.

Military Leave – Leave taken while reporting for military duty. [FSH3710.F](#)

Family Medical Leave – Leave taken under Family Medical Leave Act. [FSH3710.M](#)

Emergency Closure – Leave taken while the University of Idaho is officially closed for an emergency. [FSH3710.I](#)

Deadlines

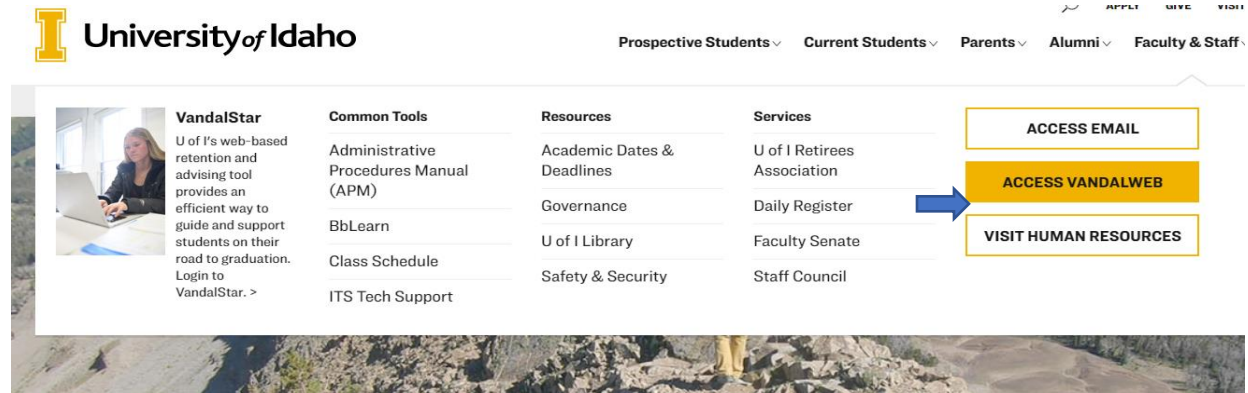
Employee Hourly Timesheets or Exception Time Reports: Due to be submitted for approval at the end of the pay period, but no later than **5:00 pm the Tuesday following pay day**. Keep in mind that the supervisor must have time to review and approve the timesheet no later than 5:00 pm Tuesday after the pay period ends also.

Timesheets will be submitted and approved every two weeks. To assist in deadline tracking, a copy of the Payroll Calendars can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by the Payroll Department. Employees are encouraged to meet the established deadlines. Contact the Payroll or Human Resources Department for additional questions.

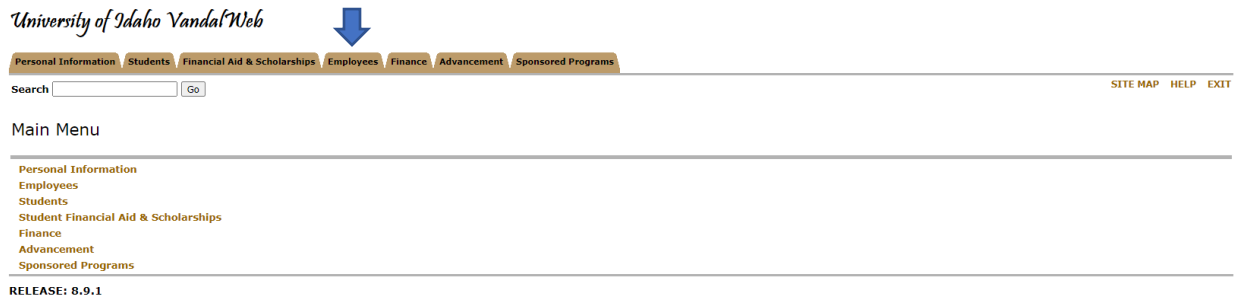
Navigating the Employee Dashboard

The employee dashboard is accessed through vandalweb.uidaho.edu and is the hub to enter a timesheet, view leave balances, view paystubs, and more.

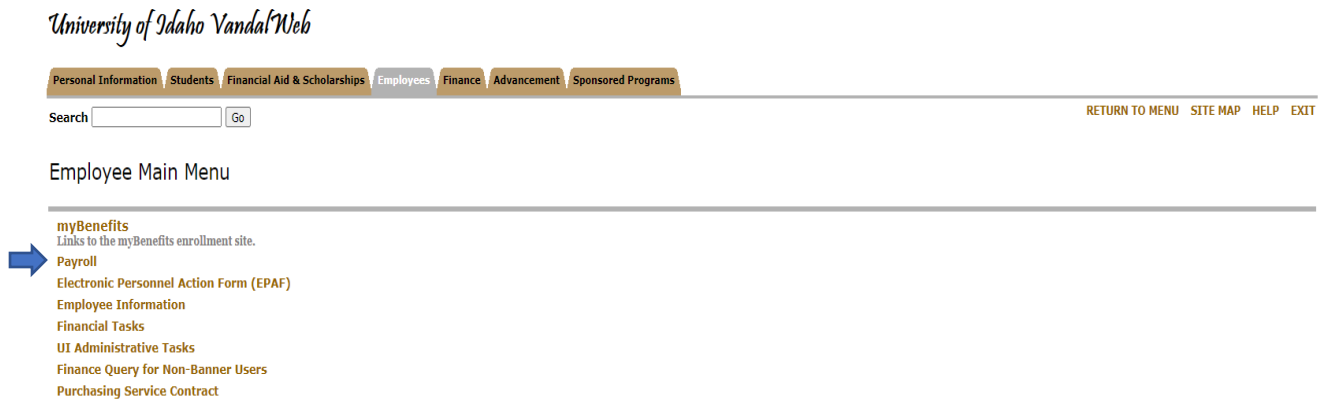
1. Go to uidaho.edu
2. Hover over the "Faculty & Staff" option which will drop a menu down. Select "access Vandalweb."



3. Login in using your Vandal User ID and Password.
4. From the home page, click on the Employees tab.




5. Click on the Payroll link.



6. Next, select Web Time Entry/Supervisor Approvals.

University of Idaho VandalWeb

Payroll Menu

-  **Web Time Entry/Supervisor Approvals**
Enter hours worked, leave taken or approve timesheets for the pay period.
- COVID-19 Time Tracking**
Please provide the UI with information on how much effort was spent on COVID-19 issues.
- Earnings History**
View your earnings amounts for a given period of months, broken down by the various earnings types.
- Deduction History**
View how much has been deducted from your check in which categories for a selected period of months.
- Miscellaneous Deduction History**
View miscellaneous deductions, such as TSA's, Parking Permits, etc.
- Leave Balances and History**
Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.
- Pay Stub**
View your current or past pay stubs here, with links to earnings and deductions histories.
- Direct Deposit Review or Update**
View the accounts into which your paycheck is being directly deposited, and the percentages or amounts involved.
- W-2 Year End Earnings Statement**
View W-2's from past years to view.
- Federal W-4**
View/Update your Federal W-4 information
- Idaho Withholding/Exemptions (Form ID W-4)**
View your Idaho W-4 information (single/married, number of dependents, etc).
- Electronic W-2 Consent Form**
Consent to receive an electronic W2 instead of receiving a paper copy
- Comp Time Employee Elections**
Select overtime compensation plans or review past choices.
- Spread Pay Employee Elections**
Select spread compensation plans or review past choices.

7. Select the Employee tab and click on Employee Dashboard.

8. All employees have access to the employee dashboard.

University of Idaho VandalWeb

Employee Dashboard

Employee Dashboard

My Profile

Leave Balances as of 11/10/2020

Vacation leave in hours	5.76	Employee sick leave in hours	5.76	Comptime Bank 1 - Non Taxed in hours	0.00
Comptime Bank 2 - Taxed in hours	0.00	Furlough Leave in hours	2.00		

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 10/30/2020 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Taxes

Job Summary

Employee Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Effort Certification](#)

[Labor Redistribution](#)

[Campus Directory](#)

[Employee Menu](#)

- a. **Leave Balances:** Displays the current leave balances for all leave categories as of the date of the last paycheck.

Leave Balances as of 11/10/2020

Vacation leave in hours	5.76	Employee sick leave in hours	5.76	Comptime Bank 1 - Non Taxed in hours	0.00
Comptime Bank 2 - Taxed in hours	0.00	Furlough Leave in hours	2.00		

[Full Leave Balance Information](#)

- b. **My Profile:** Update on campus and personal contact information. Displays employee status, hire date and date of birth.
- c. **My Activities:** This section is where the timesheet is accessed. Supervisors access the approval screens for timesheets in this section.
- d. **Pay Information:** View Paystubs, direct deposit copy and deduction history.
- e. **Earnings:** Shows year to date earnings, earnings by date range, and earnings by position.
- f. **Benefits:** View a current summary of all chosen benefits, including a list of beneficiaries and dependents on file.
- g. **Taxes:** Displays filing status for the IRS, electronic regulatory consent to receive W-2s electronically, 1095-C and W-2s.
- h. **Job Summary:** Displays current and previous positions.
- i. **Employee Summary:** Displays detailed information about employment status.

Timesheet Employees (Hourly)

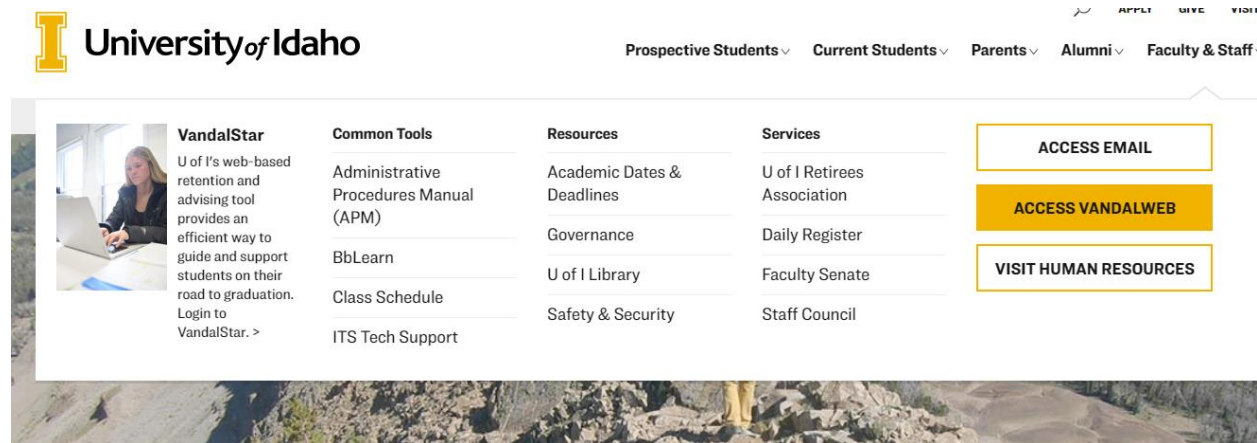
Employee Classes: Classified, Exempt Hourly Temporary PERSI or Non-Student, State, Federal or Non Workstudy Student Help.

Starting a Timesheet

Timesheet employees are to update the timesheet daily and accurately. It is the **responsibility of the employee** to use Earn Codes appropriately, turn in proper documentation and obtain prior approval of leave, and to meet submission deadlines. If an employee has a planned leave of absence and will not be working during the submission deadline, the timesheet needs to be submitted for approval prior to the leave.

Timesheets need to be completed and submitted to an approver no later than 5:00 pm the Tuesday after pay day. To assist in deadline tracking, a copy of the Payroll Calendars can be found at <https://www.uidaho.edu/human-resources/payroll>. A copy can also be provided to you by Payroll Services. Employees are encouraged to meet the established deadlines. Contact Payroll Services for additional training.

1. Log into VandalWeb from <http://www.uidaho.edu>
2. Hover over the “Faculty & Staff” option which will drop a menu down. Select “access Vandalweb.”



The screenshot shows the University of Idaho website navigation menu. At the top left is the University of Idaho logo. To the right are navigation links: Prospective Students, Current Students, Parents, Alumni, and Faculty & Staff. Below these links is a horizontal menu with four columns: VandalStar, Common Tools, Resources, and Services. The VandalStar column includes a photo of a woman at a laptop and text describing the tool. The Common Tools column lists Administrative Procedures Manual (APM), BbLearn, Class Schedule, and ITS Tech Support. The Resources column lists Academic Dates & Deadlines, Governance, U of I Library, and Safety & Security. The Services column lists U of I Retirees Association, Daily Register, Faculty Senate, and Staff Council. To the right of these columns are three yellow buttons: ACCESS EMAIL, ACCESS VANDALWEB, and VISIT HUMAN RESOURCES.

3. Enter your Vandal ID and password to login.
4. Select the Employee tab and click on Employee Dashboard.

- Go to the My Activities section on the bottom right and click on Enter Time.

The screenshot shows the 'Employee Dashboard' with a 'Leave Balances as of 11/12/2020' section. It lists four categories: 'Vacation leave in hours' (0.00), 'Employee sick leave in hours' (0.00), 'Comptime Bank 1 - Non Taxed in hours' (0.00), and 'Comptime Bank 2 - Taxed in hours' (0.00). On the right, the 'My Activities' section is visible with a blue 'Enter Time' button highlighted by a red box.

- On this page you will see the open pay periods to complete a timesheet. Be sure to click on the correct dates for the appropriate timesheet. Click on Start Timesheet.

The screenshot shows the 'Timesheet' tab selected. A table lists open pay periods. The first row is highlighted: '11/01/2020 - 11/14/2020' with a status of 'Not Started' and a 'Start Timesheet' button highlighted by a red box. The user's name 'Payroll Services Technician, 007600-00, 9, 922, University Development, Rate: [REDACTED]' is visible above the table.

7. The detailed view showing the daily calendar will appear. Time needs to be entered on each day worked for the entire pay period (two weeks). Click on the date to enter a start and end time for hours worked. **The day of the week defaults to the start of the pay period, which is on Sunday.** Make sure to scroll to the correct day of the week to begin entering time. On the top right of the screen the status of the timesheet, as well as the submission deadline will be visible.

The screenshot shows a daily calendar view for the pay period '11/01/2020 - 11/14/2020'. The days are Sunday through Saturday. The date '13' (Friday) is highlighted with a red box. A red arrow points from the '13' box to the 'Submit By 11/18/2020, 09:00 AM' deadline. Below the calendar, there is an 'Add Earn Code' section with a dropdown menu set to 'Regular Hours - Classified', and fields for 'Start Time', 'End Time', and 'Hours' (0.00). An 'Add More Time' button is also visible.

8. To begin entering time, select an Earn Code from the drop-down menu. The correct Earn Code must be used. The most common used Earn Code for daily use is Regular Hours. It is the **responsibility of the employee** to use the appropriate Earn Code and follow the specific guidelines for those Earn Codes that require documentation or approval prior to use. For a complete list, refer to the Earn Code section for details.

IMPORTANT: Click **Save** after each entry, edit, deletion or change.

9. After an Earn Code has been selected, use the next set of drop-down boxes to select a Start Time and End Time.
 - a. Click on the hour so that it is highlighted and scroll through or use the up and down arrow on the keyboard. Once the correct hour has been selected, tab or click the minutes and AM/PM and follow the same steps. Click Set after the desired time is reached.

- b. The Start and End time can also be typed into the field using the format provided (hh:mm a). **Note:** The format only shows “a”, but the full AM or PM must be entered for the entry to be accepted.

- c. Click **Save** after each Start and End Time entry.

10. Use the Add More Time button when reporting additional Start and End times for the date and Earn code selected. For example, an End Time will be entered prior to going on a lunch break and Start time needs to be added when returning.

a. Entering start and end time during a day with a lunch break for an 8-hour employee is shown below.

The screenshot shows a calendar view for the week of 11/01/2020 to 11/14/2020. The 'SUNDAY' column is highlighted in blue. Below the calendar is a form titled 'Add Earn Code'. The form has four fields: 'Earn Code' (set to 'Regular Hours - Classified'), 'Start Time' (08:00 AM), 'End Time' (10:00 AM), and 'Hours' (2.00). A red arrow points to a red-bordered button labeled 'Add More Time' located below the 'End Time' field.

The screenshot shows the same time entry interface as above, but with two entries. The first entry has a Start Time of 08:00 AM, End Time of 10:00 AM, and Hours of 2.00. The second entry has a Start Time of 11:00 AM, End Time of 05:00 PM, and Hours of 6.00. A red arrow points from a callout box labeled 'Time returned from lunch break' to the 11:00 AM start time. Another red arrow points from a callout box labeled 'Time left for lunch break' to the 10:00 AM end time. The 'Add More Time' button is still visible below the second entry.

b. Review the hours for each time entered. Negative hours are reflected if incorrect AM/PM time is entered. Time cannot be saved until corrected. Edit the start and end time, as necessary. Once completed, click save on the bottom right of the screen.

Earn Code	Start Time	End Time	Hours
Regular Hours - Classified	07:30 AM	09:00 AM	1.50
	10:00 AM	04:30 AM	-5.50

[Add More Time](#)

c. Once corrected click save.

11. Use Add Earn Code when working a partial day and then taking leave or when using two different leave categories on one day.

a. Choose the first Earn Code Start and End time as shown above and click save. The example below is an 8-hour employee working part of the day and then taking annual leave.

06/13/2021 - 06/26/2021 | 5.00 Hours | In Progress | Submit By 06/29/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15 5.00 Hours	16	17	18	19

[Add Earn Code](#)

Earn Code	Start Time	End Time	Hours
Regular Hours - Classified	08:00 AM	01:00 PM	5.00

[Add More Time](#)

Total: 5.00 Hours | [Account Distribution](#)

[Exit Page](#)

b. Click Add Earn Code.

06/13/2021 - 06/26/2021 | 5.00 Hours | In Progress | Submit By 06/29/2021, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

13 14 15 16 17 18 19

5.00 Hours

⊕ Add Earn Code

Regular Hours - Classified 08:00 AM - 01:00 PM | 5.00 Hours

ed

⊕ Add More Time

Total: 5.00 Hours | Account Distribution

Exit Page Cancel Save Preview

c. Select the appropriate Earn Code for the remaining hours of the day.

06/13/2021 - 06/26/2021 | 5.00 Hours | In Progress | Submit By 06/29/2021, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

13 14 15 16 17 18 19

5.00 Hours

⊕ Add Earn Code

Regular Hours - Classified 08:00 AM - 01:00 PM | 5.00 Hours

ed

⊕ Add More Time

Regular Hours - Classified

Vacation/Annual Leave

Sick Leave

Shared Leave

Board Appointed Holiday

Select Earn Code

Total: 5.00 Hours | Account Distribution

- d. Enter the number of units for each added Earn Code. **Note:** Lunch breaks need to be incorporated in the leave by either starting the leave after a lunch break would have been taken or ending the leave by the amount of time allotted for a lunch break. Click **Save** after each entry.

12. UI Observed Holidays will not prefill.

- a. The employee will enter the applicable hours under the earn code for Board Appointed Holiday.

06/13/2021 - 06/26/2021 In Progress Submit By 06/29/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18	19

[Add Earn Code](#)

Earn Code	Units
Board Appointed Holiday	

Exit Page Cancel Save Preview

- b. If an employee works on an observed Holiday, the employee will need to enter the hours worked with the regular hours worked earn code and the applicable Holiday Hours Worked code (Comp or Cash) with a matching number of units.

06/13/2021 - 06/26/2021 | 5.00 Hours / 13.00 Units In Progress Submit By 06/29/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18	19

[Add Earn Code](#)

Regular Hours - Classified 08:00 AM - 01:00 PM 5.00 Hours	Total: 5.00 Hours Account Distribution
Add More Time	
Board Appointed Holiday 8.00 Units	Total: 8.00 Units Account Distribution
Holiday Hours Worked 5.00 Units	

Exit Page Cancel Save Preview

- c. Continue entering time worked following the instructions above. Click save when done to save all recorded time entries.



13. It is important that times entered for each job on the same date **DO NOT** overlap. Example: Do not enter Regular hours from 8:00 AM – 12:00 PM on PCN 00XXXX.05 and Regular hours from 8:00 AM to 12:00 PM on PCN 00YYYY.05.
- If overlapped time is saved, a timesheet message will appear at the top of the screen with a Warning exclamation mark on the specific date.
 - Click the drop-down arrow on the right of the timesheet messages to view the warning.
 - If the timesheet is saved and closed without making corrections, the warning will still be displayed on the main menu by showing an exclamation point. Click the symbol and it will notate that corrections need to be made. The supervisor will also see these warnings if corrections were not completed. Once the corrections are saved, those warning disappear.



Important: A Warning or Error message needs to be resolved **PRIOR** to submitting the timesheet for approval.

Editing and deleting time entered on a timesheet

All information entered by the employee can be edited prior to submitting the timesheet to the supervisor. There are many scenarios or reasons where edits or deletions may be necessary, prior to submitting time for approval.

1. Open the correct timesheet for the pay period the edit is required. Click on the date to bring up the details of time entered. On the right side click on the pencil. This will allow changes to be made to the earn code. Click save when finished with each edit.

11/15/2020 - 11/28/2020 | 4.00 Hours | In Progress | Submit By 12/02/2020, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

22 23 24 25 26 27 28

4.00 Hours

Add Earn Code

Regular Hours - Classified | 08:00 AM - 12:00 PM | 4.00 Hours

Add More Time

Total: 4.00 Hours | Account Distribution

2. To delete an entry, click on the date to view the details.

- a. Click on the minus “-“ sign on the right of the entry to be deleted.

11/15/2020 - 11/28/2020 | 4.00 Hours | In Progress | Submit By 12/02/2020, 09:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

22 23 24 25 26 27 28

4.00 Hours

Add Earn Code

Earn Code: Regular Hours - Classified | Start Time: 08:00 AM | End Time: 12:00 PM | Hours: 4.00

Add More Time

Total: 4.00 Hours | Account Distribution

- b. Click Yes on the dialogue box to confirm the entry to be deleted and then click save.

⚠ Are you sure you want to delete the earning record?

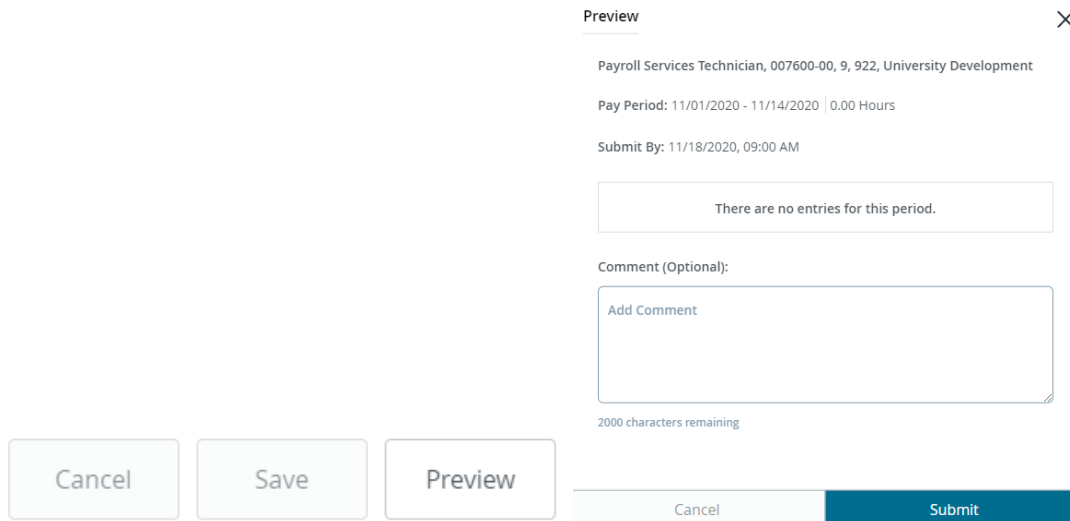
No Yes

Cancel Save Preview

Inserting Comments

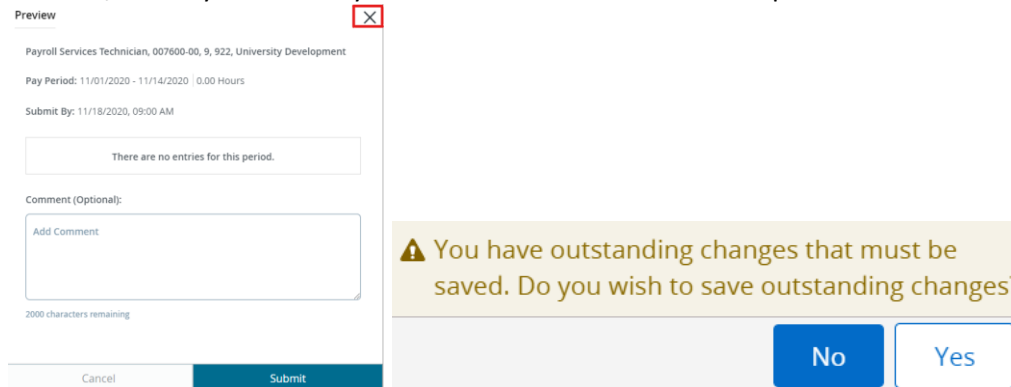
Comments can be entered on a timesheet to explain changes from the normal work schedule. The supervisor will see these comments and may also enter comments for the employee to view. Comments are visible to the user, supervisor, Payroll Services, and Human Resources. Payroll Services and Human Resources **will not** monitor comments on timesheets. Contact those departments directly with questions or concerns. Be advised comments are public record.

1. Click the comments button on the Preview screen.



The screenshot shows a 'Preview' window for a timesheet entry. At the top right, there is a close button (X). The entry details include: 'Payroll Services Technician, 007600-00, 9, 922, University Development', 'Pay Period: 11/01/2020 - 11/14/2020 | 0.00 Hours', and 'Submit By: 11/18/2020, 09:00 AM'. Below this, a message states 'There are no entries for this period.' There is a text area for 'Comment (Optional):' with the placeholder 'Add Comment' and a note '2000 characters remaining'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Preview'. Below these, there are two more buttons: 'Cancel' and 'Submit'.

2. After comments have been entered, click the X on the top right of the Preview screen. A message will appear asking if you would like the changes to be saved. Click Yes. **DO NOT CLICK SUBMIT**, unless you are ready to submit the timesheet to the supervisor.

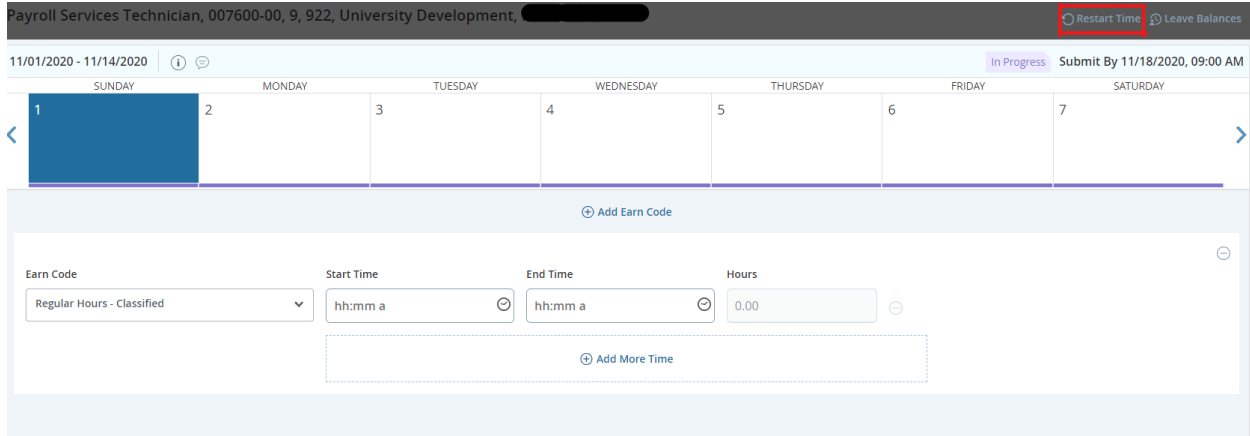


This screenshot shows the same 'Preview' window as above, but with a confirmation message overlaid. The message is a yellow box with a warning icon and the text: 'You have outstanding changes that must be saved. Do you wish to save outstanding changes?'. Below the message are two buttons: 'No' and 'Yes'. The 'X' button at the top right of the preview window is highlighted with a red box.

Restarting a Timesheet in Progress

Restarting a timesheet is useful when an employee has numerous corrections and/or edits.

1. While in the Detail view of the timesheet, click Restart Time at the top right of the screen.



The screenshot shows the top portion of a timesheet interface. At the top, there is a dark header bar with the text "Payroll Services Technician, 007600-00, 9, 922, University Development, [redacted]". To the right of this bar are two buttons: "Restart Time" (highlighted with a red box) and "Leave Balances". Below the header bar, the date range "11/01/2020 - 11/14/2020" is displayed on the left, and "In Progress" and "Submit By 11/18/2020, 09:00 AM" are on the right. The main area shows a calendar grid with days from SUNDAY to SATURDAY. Below the calendar is a section for adding time, with a header "Add Earn Code". Underneath, there are input fields for "Earn Code" (set to "Regular Hours - Classified"), "Start Time" (hh:mm a), "End Time" (hh:mm a), and "Hours" (0.00). An "Add More Time" button is located below these fields.

2. Click Restart Time from the message box to confirm.

⚠ You have requested a restart of your timesheet.
Please note that all previously entered time and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

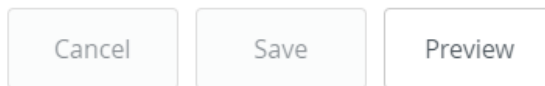
Submitting completed timesheet for approval

At the end of the pay period, but no later than the Tuesday after the pay period ends by 5:00 pm, the timesheet must be submitted to the supervisor for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

1. Select the correct pay period because two timesheets may be visible for selection. One to begin adding entries, and the other due for submission.

Pay Period	Hours/Units	Submitted On	Status
Payroll Services Technician, 007600-00, 9, 922, University Development, [REDACTED] Prior Periods			
11/15/2020 - 11/28/2020			In Progress ⓘ
11/01/2020 - 11/14/2020			In Progress ⓘ

2. After opening the appropriate timesheet click Preview on the bottom right. This step should only be done after entering all time for each day worked in the detail screen.



3. From the preview screen, click Submit.

Preview [Close]

Payroll Services Technician, 007600-00, 9, 922, University Development

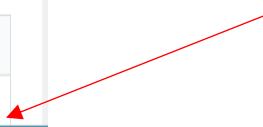
Pay Period: 11/01/2020 - 11/14/2020 | 12.00 Hours

Submit By: 11/18/2020, 09:00 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Hours - Classified	1	12.00
Total Hours		12.00
Total Units		0.00

Weekly Summary	
Week	Total Hours

Cancel **Submit**



- The timesheet will now be in Pending status while it is awaiting the supervisor to review and approve for payroll. The details of submission for approval and the supervisor assigned can be found by clicking the information icon "i" on the right.

Pay Period	Hours/Units	Submitted On	Status	
Payroll Services Technician, 007600-00, 9, 922, University Development, [REDACTED]				Prior Periods
11/15/2020 - 11/28/2020			In Progress	i
11/01/2020 - 11/14/2020	12.00 Hours	11/17/2020	Pending	i

Recalling a Timesheet

After the timesheet has been submitted, it is in Pending status. While in Pending status the timesheet can be recalled so that it can be edited and resubmitted.

- While in the details view of the timesheet, click Recall Timesheet on the bottom of the screen.
Note: The action of recalling a timesheet does not remove any records entered on the timesheet.

11/01/2020 - 11/14/2020		12.00 Hours	i	Pending			Submitted On 11/17/2020, 12:49 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3 4.00 Hours	4	5 8.00 Hours	6	7	

Exit Page [Recall Timesheet](#) [Preview](#)

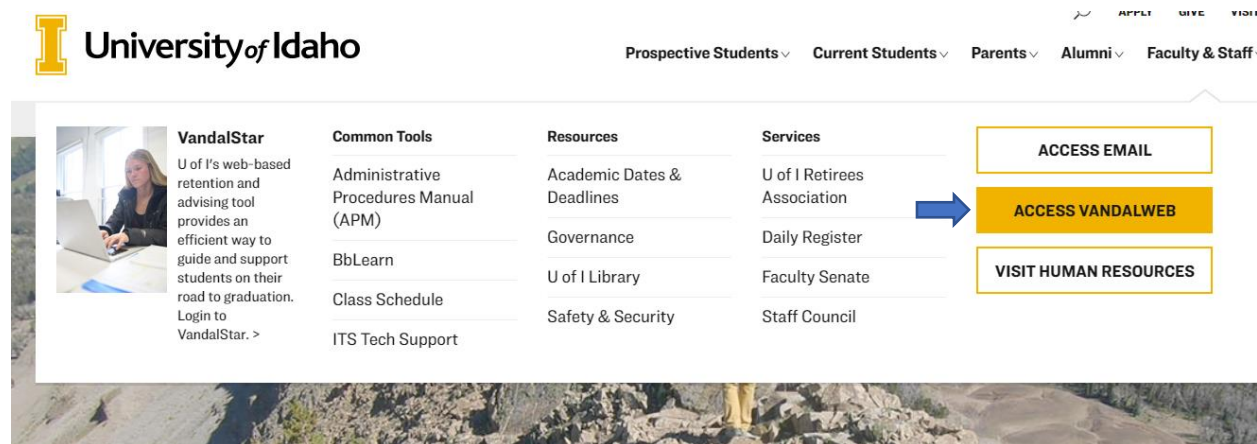
Exception Time Only Employees (Exempt/Faculty)

Employee classes: Faculty, Exempt and Postdoctoral Fellows.

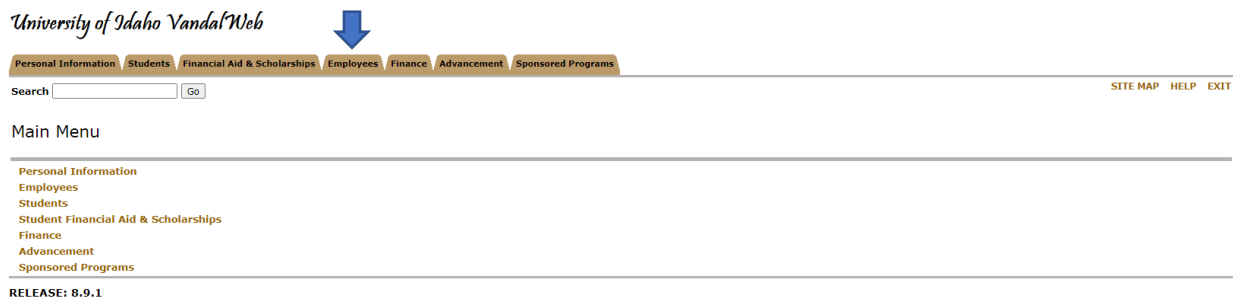
Entering a timesheet

Exception Time Employees only enter time on a timesheet for exception time (hours that leave was taken). Only dates that exception time was taken during the pay period will be completed and submitted. Examples include annual leave (if applicable) or sick leave. Refer to the list of Earn Codes for the appropriate use of each code.

1. Go to uidaho.edu
2. Hover over the “Faculty & Staff” option which will drop a menu down. Select “access Vandalweb.”



3. Login in using your Vandal ID and Password.
4. From the home page, click on the Employees tab.



5. Click on the Payroll link.

Employee Main Menu

- myBenefits
Links to the myBenefits enrollment site.
- Payroll
- Electronic Personnel Action Form (EPAF)
- Employee Information
- Financial Tasks
- UI Administrative Tasks
- Finance Query for Non-Banner Users
- Purchasing Service Contract

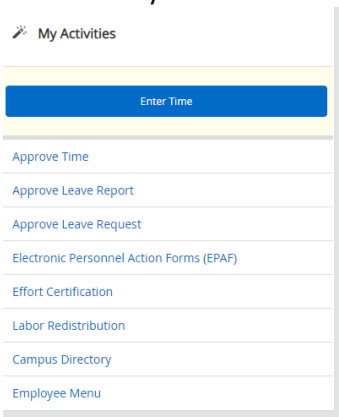
6. Next, select Web Time Entry/Supervisor Approvals.

Payroll Menu

- Web Time Entry/Supervisor Approvals
Enter hours worked, leave taken or approve timesheets for the pay period.
- COVID-19 Time Tracking
Please provide the UI with information on how much effort was spent on COVID-19 issues.
- Earnings History
View your earnings amounts for a given period of months, broken down by the various earnings types.
- Deduction History
View how much has been deducted from your check in which categories for a selected period of months.
- Miscellaneous Deduction History
View miscellaneous deductions, such as TSA's, Parking Permits, etc.
- Leave Balances and History
Balances for Vacation, Sick Leave, Compensatory Time, and Military Leave.
- Pay Stub
View your current or past pay stubs here, with links to earnings and deductions histories.
- Direct Deposit Review or Update
View the accounts into which your paycheck is being directly deposited, and the percentages or amounts involved.
- W-2 Year End Earnings Statement
View W-2's from past years to view.
- Federal W-4
View/Update your Federal W-4 information
- Idaho Withholding/Exemptions (Form ID W-4)
View your Idaho W-4 information (single/married, number of dependents, etc).
- Electronic W-2 Consent Form
Consent to receive an electronic W-2 instead of receiving a paper copy
- Comp Time Employee Elections
Select overtime compensation plans or review past choices.
- Spread Pay Employee Elections
Select spread pay compensation plans or review past choices.

7. Select the Employee tab and click on Employee Dashboard.

8. Go to the My Activities section on the bottom right and click on Enter Time.



- On this page you will see the open pay periods to complete a timesheet. Be sure to click on the correct dates for the appropriate timesheet. When the deadline date overlaps with the opening of a new pay period, two timesheets will be visible. Click on Start Timesheet.

The screenshot shows the 'Timesheet' tab in a software interface. At the top right, there is a 'Pay Period' dropdown menu. Below it is a table with the following columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The first row of the table contains the text 'Payroll Services Technician, 007600-00, 9, 922, University Development, Rate: [REDACTED]' and a 'Prior Periods' icon. The second row shows the date range '11/01/2020 - 11/14/2020', the status 'Not Started', and a 'Start Timesheet' button which is highlighted with a red border.

- The daily calendar view will appear. Exception time needs to be entered using total hours taken. Click on the date to enter the hours of exception time taken.

The screenshot displays a daily calendar view for the period '11/15/2020 - 11/28/2020'. The calendar grid shows days from Sunday (15) to Saturday (21). The date 17 (Tuesday) is highlighted in blue. To the right of the calendar, it says 'In Progress' and 'Submit By 12/02/2020, 09:00 AM'. Below the calendar is an 'Add Earn Code' section. It features a dropdown menu for 'Earn Code' with 'Vacation/Annual Leave' selected, and a text input field for 'Units'.

- From the Earn Code drop down menu, select the applicable Earn Code for the exception time, such as annual leave, sick leave, or medical appointments. It is important to enter all exception time taken on the correct pay period. It is the **responsibility of the employee** to enter time accurately. Before leave time is used, the employee should check all Leave Balances. In the event there is not enough leave balance, the employee should discuss potential non-payment of the leave used with their supervisor.

This is a close-up of the 'Earn Code' dropdown menu. The menu is open, showing several options. 'Regular Hours - Classified' is currently selected and highlighted in blue. Other visible options include 'Vacation/Annual Leave', 'Sick Leave', 'Shared Leave', and 'Board Appointed Holiday'. To the right of the dropdown is the 'Units' text input field.

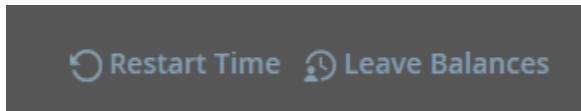
- a. Leave balances can be checked on the main screen of the employee dashboard.

Leave Balances as of 11/17/2020

Vacation leave in hours	0.00	Employee sick leave in hours	0.00	Comptime Bank 1 - Non Taxed in hours	0.00
Comptime Bank 2 - Taxed in hours	0.00				

[Full Leave Balance Information](#)

- b. Leave can also be viewed by clicking Leave balances from the top of the timesheet detail screen.



Employee Leave Balance



Leave Balances as of 11/17/2020

Vacation leave		Employee sick leave	
Beginning Balance	0.00	Beginning Balance	0.00
Earned	0.00	Earned	0.00
Taken	0.00	Taken	0.00
Vacation leave in hours	0.00	Employee sick leave in hours	0.00
Comptime Bank 1 - Non Taxed		Comptime Bank 2 - Taxed	
Beginning Balance	0.00	Beginning Balance	0.00
Earned	0.00	Earned	0.00
Taken	0.00	Taken	0.00
Comptime Bank 1 - Non Taxed in hours	0.00	Comptime Bank 2 - Taxed in hours	0.00

12. After selecting the correct Earn Code enter the hours applicable for the leave taken. Click Save.

The screenshot shows a weekly calendar view from Sunday, 11/15/2020 to Saturday, 11/28/2020. The date 11/17/2020 (Tuesday) is highlighted in blue, with '4.00 Units' entered below it. The top right corner indicates 'In Progress' and 'Submit By 12/02/2020, 09:00 AM'. Below the calendar is a section for adding earn codes, currently showing 'Vacation/Annual Leave' for 4.00 units. A 'Total: 4.00 Units' and 'Account Distribution' link are visible at the bottom right of this section.

13. If additional Earn Codes need to be entered on the same day, click Add Earn Code.

This screenshot is identical to the previous one, but the 'Add Earn Code' button in the earn code section is highlighted with a red rectangular box, indicating where to click to add more codes for the same day.

14. Once all Earn Codes have been entered and saved, click Preview at the bottom right of the screen.

This screenshot shows the interface after the earn code has been saved. The 'Add Earn Code' button is no longer highlighted. At the bottom of the screen, there are three buttons: 'Exit Page', 'Cancel', and 'Preview'. The 'Preview' button is highlighted with a red rectangular box.

15. From the Preview screen, comments can be added if necessary. Click "x" to continue.

Preview

Total Units 4.00

Weekly Summary

Week	Total Hours
Week 1	
Week 2	

Comment (Optional):

Add Comment

2000 characters remaining

Cancel Submit

Editing and deleting time entered on a timesheet

All information entered by the employee can be edited prior to submitting the timesheet to the supervisor. There are many scenarios or reasons that edits, and deletions may be necessary, prior to submission for approval.

1. Open the correct timesheet for the pay period the edit is required. Click on the date to bring up details of time entered. On the right side, click on the pencil. This will allow changes to be made to the earn code and hours. Click save when finished with each edit.

11/15/2020 - 11/28/2020 | 4.00 Hours | In Progress | Submit By 12/02/2020, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 4.00 Hours	26	27	28

Add Earn Code

Regular Hours - Classifi 08:00 AM - 12:00 PM | 4.00 Hours

ed

Add More Time

Total: 4.00 Hours | Account Distribution

2. To delete an entry, click on the date to view the details.

c. Click on the minus “-“sign on the right of the entry to be deleted.

11/15/2020 - 11/28/2020 | 4.00 Hours | In Progress | Submit By 12/02/2020, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 4.00 Hours	26	27	28

+ Add Earn Code

Earn Code: Regular Hours - Classified | Start Time: 08:00 AM | End Time: 12:00 PM | Hours: 4.00

+ Add More Time

Total: 4.00 Hours | Account Distribution

d. Click Yes on the dialogue box to confirm the entry to be deleted and then click save.

⚠ Are you sure you want to delete the earning record?

No Yes

Cancel Save Preview

Inserting Comments

Comments can be entered on a timesheet to explain changes from the normal work schedule. The supervisor will see these comments and may also enter comments for the timesheet completer to view. Comments are visible to the user, supervisor, Payroll Services, and Human Resources. Payroll Services and

Human Resources **will not** monitor comments on timesheets. Contact those departments directly with questions or concerns. Be advised comments are public record.

1. Enter text in the comments tab on the Preview screen.

Preview

Payroll Services Technician, 007600-00, 9, 922, University Development

Pay Period: 11/01/2020 - 11/14/2020 | 0.00 Hours

Submit By: 11/18/2020, 09:00 AM

There are no entries for this period.

Comment (Optional):

Add Comment

2000 characters remaining

Cancel Save Preview

Cancel Submit

2. After comments have been entered, Click the X on the top right of the Preview screen. A message will appear asking if you would like the changes to be saved. Click Yes. **DO NOT CLICK SUBMIT**, unless you are ready to submit the timesheet to the supervisor.

Preview

Payroll Services Technician, 007600-00, 9, 922, University Development

Pay Period: 11/01/2020 - 11/14/2020 | 0.00 Hours

Submit By: 11/18/2020, 09:00 AM

There are no entries for this period.

Comment (Optional):

Add Comment

2000 characters remaining

Cancel Submit

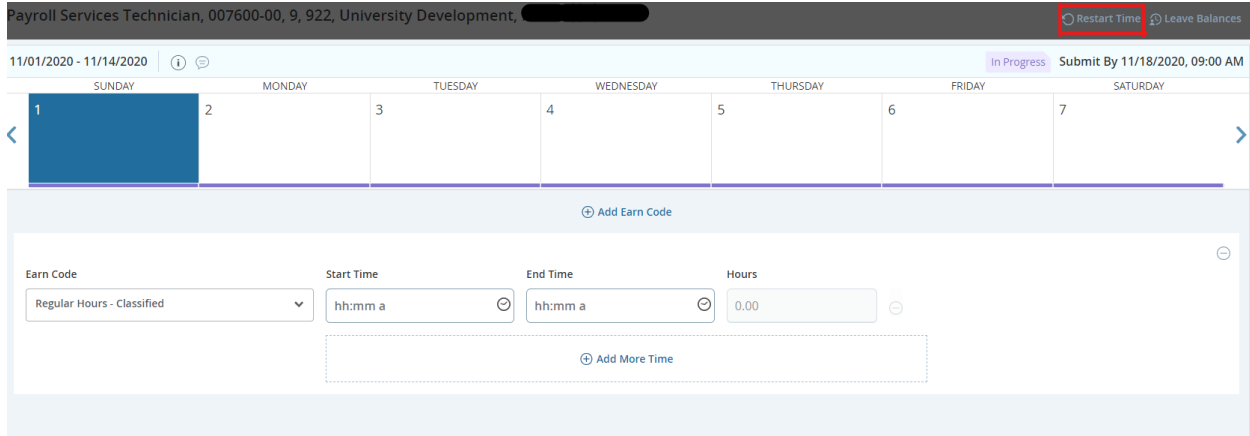
⚠ You have outstanding changes that must be saved. Do you wish to save outstanding changes?

No Yes

Restarting a Timesheet in Progress

Restarting a timesheet is useful when an employee has numerous corrections and/or edits.

3. While in the Detail view of the timesheet, click Restart Time at the top right of the screen.



The screenshot shows the top of a timesheet interface. At the top right, there is a dark grey bar with a red box around the 'Restart Time' button and a 'Leave Balances' link. Below this, the date range '11/01/2020 - 11/14/2020' is displayed. The main area shows a calendar grid with days from SUNDAY to SATURDAY. Below the calendar is a form for adding time entries, with fields for 'Earn Code' (set to 'Regular Hours - Classified'), 'Start Time', 'End Time', and 'Hours' (set to '0.00'). An 'Add More Time' button is visible below the form.

4. Click Restart Time from the message box to confirm.

⚠ You have requested a restart of your timesheet.
Please note that all previously entered time and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your timesheet, select the Cancel button.

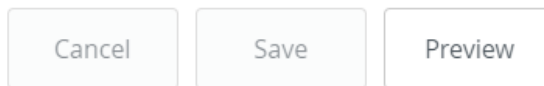
Submitting completed timesheet for approval

At the end of the pay period, but no later than the Tuesday after the pay period ends, the timesheet must be submitted to the supervisor for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

5. Select the correct pay period because two timesheets may be visible for selection. One to begin adding entries, and the other due for submission.

Pay Period	Hours/Units	Submitted On	Status
Payroll Services Technician, 007600-00, 9, 922, University Development, Prior Periods			
11/15/2020 - 11/28/2020			In Progress ⓘ
11/01/2020 - 11/14/2020			In Progress ⓘ

6. After opening the appropriate timesheet click Preview on the bottom right. This step should only be done after entering all time for each day worked in the detail screen.



7. From the preview screen, click Submit.

Preview

Payroll Services Technician, 007600-00, 9, 922, University Development

Pay Period: 11/01/2020 - 11/14/2020 | 12.00 Hours

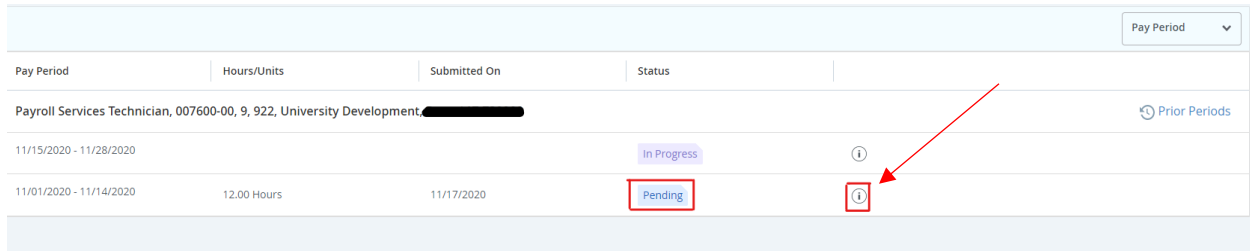
Submit By: 11/18/2020, 09:00 AM

Earning Distribution		
Earn Code	Shift	Total
Regular Hours - Classified	1	12.00
Total Hours		12.00
Total Units		0.00

Weekly Summary	
Week	Total Hours

Cancel **Submit**

- The timesheet will now be in Pending status while it is awaiting the supervisor to review and approve for payroll. The details of submission for approval and the supervisor assigned can be found by clicking the information icon “i” on the right.

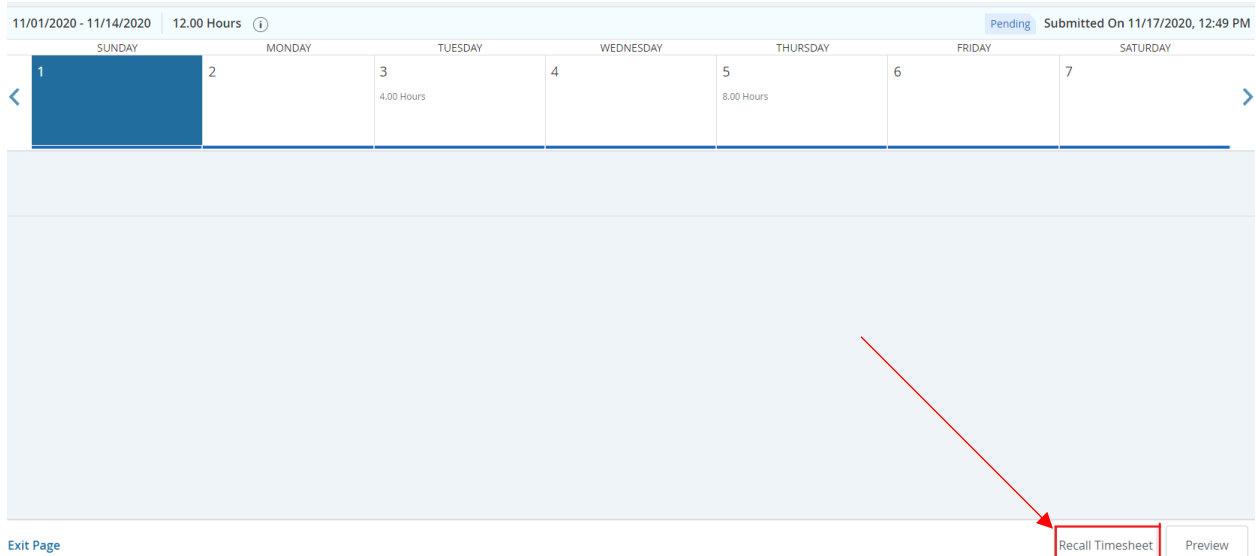


Pay Period	Hours/Units	Submitted On	Status	
Payroll Services Technician, 007600-00, 9, 922, University Development, [REDACTED]				Prior Periods
11/15/2020 - 11/28/2020			In Progress	i
11/01/2020 - 11/14/2020	12.00 Hours	11/17/2020	Pending	i

Recalling a Timesheet

After the timesheet has been submitted, it is in Pending status. While in Pending status the timesheet can be recalled so that it can be edited and resubmitted.

- While in the details view of the timesheet, click Recall Timesheet on the bottom of the screen.
Note: The action of recalling a timesheet does not remove any records entered on the timesheet.



11/01/2020 - 11/14/2020 | 12.00 Hours [i](#) Pending Submitted On 11/17/2020, 12:49 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 4.00 Hours	4	5 8.00 Hours	6	7

Exit Page [Recall Timesheet](#) [Preview](#)

Frequently Asked Questions

1. What if I have more than one supervisor?

If an employee has more than one supervisor, one supervisor will be designated as the Primary Supervisor and will need to assign the other supervisor as a Proxy. Both will then have access to the timesheet.

2. How will supervisors know when to approve timesheets?

Timesheets can be approved as soon as they have been submitted by the employee. The timesheet is to be submitted for approval at the end of the pay period, but no later than 5:00 pm the Tuesday after pay day. The supervisor must review and approve the timesheet no later than 5:00 pm Tuesday after the pay period ends, or the Tuesday following pay day.

3. What if my supervisor is on annual leave?

All supervisors are required to assign and set up a proxy who is authorized to approve time in their absence. Supervisors must notify the proxy when they need to approve time. If the proxy is not available, the supervisor should contact the Payroll Services.

4. What if my supervisors job terminates during the pay period?

A new supervisor needs to be assigned as the terminating supervisor will not have access during their last pay period.

5. Am I required to enter hours each day?

Yes, it is strongly recommended that employees record all hours daily. By doing so, you will build up a habit of entering time.

6. UI is closed for a holiday; do I have to enter time on that day of the timesheet?

Yes, holidays will not prefill for a classified employee with applicable hours for that day. If you must work on a day that UI is closed for a holiday; regular hours should be recorded for hours worked and the equal number of units recorded on Holiday Hours Worked earn code. If an employee works on a holiday, the timesheet should reflect Board Appointed Holiday earn code, Holiday Hours Worked earn code and the Regular Hours earn code.

7. I report Exception time only; do I have to do a timesheet every pay period?

Exception time only employees, such as exempt, faculty or postdoctoral fellows, only enter time when it is an exception to normal work hours, such as sick leave or annual leave. If there is no exception time during a pay period, then it is not necessary to open a timesheet for submission.

8. What if I submit my timesheet to my supervisor and need to make edits?

If the supervisor has not approved the timesheet, the employee is able to recall the timesheet to make edits and comments for resubmission to the supervisor.

9. What if an employee is out for an entire pay period and did not submit a timesheet?

Contact Payroll Services for assistance.

10. How do I train new employees on Time Entry?

A brief overview will be given during orientation. Departments should include as part of

the onboarding training process.

11. What if I am scheduled to be off on a day that the University must close for an emergency?

When the President, or designee, makes a decision to close, cancel classes, or postpone opening any university facility, emergency closure leave for the affected employees (non-essential personnel) will be determined pursuant to FSH 3470 and 3710 as applicable. Employees already scheduled for approved leave that day will use that approved leave and will not receive Emergency Leave

12. Is there Bereavement Leave?

Accrued sick leave is used for bereavement. See specific details in FSH 3710 C-7.

13. What happens if an employee takes leave, but doesn't have enough leave?

A warning will populate in the time record which states '*Possible Insufficient Leave*'. The impact may result in doc pay for the leave taken. It is the **responsibility of the supervisor** to monitor employee leave balances before leave is taken. For questions on what to do when a leave has a zero balance, contact Payroll Services.

14. An employee turned in a doctor note for return to work, where do I send that in to?

Doctor's notes are turned into Benefits Services.

15. An employee will be off campus for a conference or training, how should the time be recorded?

An hourly employee is to record hours worked, whether in the office, or at a conference or training. An exempt employee would not record anything on a timesheet because this is not exception time.

16. What happens if an employee is out of leave time? How will I know?

If an employee has no more leave time, the employee will not be paid for the time off. The supervisor will have access to leave time balances at any time in the Employee Dashboard under My Team. The supervisor is to check leave balances before leave is taken, and before approving a timesheet.

Reminders

- Refer to the pay schedule which can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by Payroll Services.
- Timesheets default to Sunday (the start of the pay period).
- Check the daily hours balances in accordance with the employee schedules to check for errors in entering time.
- Submit timesheets within the deadlines, which are always the week after pay day. Employees must meet the established deadlines to be paid timely. Contact Payroll Services for additional questions.
- Monitor timesheet status throughout the pay period.
- Check leave balances and procedures for using the leave, prior to approving a timesheet.

Contacts

Human Resources: (208) 885-3638 hr@uidaho.edu

Benefit Services: (208) 885-3697 benefits@uidaho.edu

Payroll Services: (208) 885-3868 payroll@uidaho.edu