

## DeVry University – South Florida Electronic Timesheet Process

We are ready to move to the next level of payroll efficiency and effectiveness. Auto calculation of timesheets, starting with timesheets due on December 13, 2005. For most, this change will be relatively minor, and will make completing the timesheet much easier. One won't have to add down or across to get hours to total. It will be done automatically by the spreadsheet function.

However, this requires two changes in the time sheet processes for Non-Exempt employees:

1. **Use a “24 hour clock”** to enter for hours worked. If you have worked with a 24 hour clock (often referred to as “Military time”) previously, you will probably understand how this works. If you have not, it may take a few minutes to understand.

We are now asking that you input your times for hours worked on a 24 hour clock format. If you worked only morning, this would make no difference. However, for anyone who works afternoon, it will require adding 12 to your times in and out.

For example, if you came in at 8:00am and left at 6:00pm, you would record it on the timesheet as coming in at 8:00 and leaving at 18:00. Refer to the “24hourclock” document for more information.

2. **Record the actual Time In and Time Out for lunch.** Before, you would always put in “1” (for one hour) or “.5” (for 30 minutes). Now, in order to get the sheet to automatically add up your hours, you need to record your actual Time In and Out – in 24 hour format. This time can be entered to the nearest quarter hour. (Please refer to quarter-hour rounding document).

In addition, we will be able to make another change that will be of great help to those of you who work variable weekend schedules: If you are not sure of your hours worked for the pay period on Friday, you may forecast your time for the remainder of the week. Changes, additions or reductions in hours, also called “prior week adjustments” can be made on the subsequent pay period. All timesheets must be in HR by 5:00pm on Wednesdays, unless notified otherwise.

3. **Accessing electronic timesheet.** Timesheets will be accessible from our local intranet and will be categorized as follows:
  - Non-Exempt Timesheets (For all hourly employees)
  - Exempt Timesheet (For all employees who are exempt from overtime)
  - Salaried Timesheet (For Admissions Reps)
  - Student Workers Timesheet (For student workers who are not in the Federal Work Study Program).
  - FWS Timesheet (For students working under the Federal Work Study Program).

4. All employees must still print, sign and get your supervisor's signature before submission to HR.

<p style="text-align: center;"><b> DeVry University – South Florida  Non-Exempt Employee Timesheet Instructions</b></p>
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1. Type your **name, department and pay period ending date** on the top of the timesheet. The Period ending date drives the dates in the timesheet boxes, so you must key it in correctly.
2. **Prior Period Adjustment +/- Hours:** This area must be completed when hours worked from the prior pay period need to be adjusted.
3. **Time In and Time Out:** This must be recorded for each day and be done in a “24 hour clock” or “military time” format. (Please refer to the 24 hour clock document).
4. **Lunch Taken:** This will usually be one hour. Record your time out and your time back in – again in 24 hour format.
5. **Hours worked:** This will be automatically calculated by the spreadsheet formulas. Go ahead and check it! Make sure the hours worked are right and that you get paid properly.
6. **Paid Time Off:** Holiday, Jury Duty (must have a court document attached to the sheet), Vacation, Sick/Personal, Bereavement and Sick Carry-Over Hours must be recorded on the days taken as total hours taken. For example holiday for full time employees would be recorded a “8”, part time employees as “4”. Vacation if taken as a full day would be recorded as “8” & Sick/personal if taken as partial day would be recorded as exactly the amount of hours taken. (Note: This does not apply to student employees).
7. **Period Ending Total:** This should automatically be completed and you should not have to do anything other than check to make sure it is correct.
8. **Overtime:** Enter the overtime hours you should be paid. This means either unscheduled hours worked on a weekend or hours WORKED over 40 in a week. All OT must be previously approved by your supervisor.

### **Exempt Employees**

Please review the guidelines for non-exempt employees listed above, but keep in mind the following:

- Exempt employees, by definition, are exempt from (do not get) overtime pay.
- Exempt employees must take paid time off in eight (8) hour blocks.
- **Exempt employees MUST submit a timesheet, with signatures, if you take time off (Vacation, sick/personal time, Jury Duty, etc).**

**Time Sheets are due to the Human Resources Office by 5:00pm on Wednesdays, unless notified otherwise.**

Note: On occasion timesheet due dates may change due to holiday schedule. Should this occur, you will be notified via e-mail.