

**UD WORKFORCE
OPEN FORUM
FOR
MANAGERS &
TIMEKEEPERS**

UD WORKFORCE

[UDWF Home Page](#)

Questions?
Email
udworkforce@udel.edu

This is your resource for training and FAQ's

HUMAN RESOURCES

- CAREERS
- TOTAL REWARDS (COMPENSATION AND BENEFITS)
- PAYROLL/HRIS
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UD WorkForce—time and attendance system

The system is used to collect hours for hourly employees (AFSCME, students and misc wage), record benefited non-exempt employees' overtime and track/maintain sick and vacation balances for all benefited employees.

[UD WORKFORCE LOG-IN >](#)

[VIEW PAYSTUB >](#)

Overtime for Non-Exempt Staff

Beginning on March 1, 2022, UD WorkForce System will be the required method to track time for benefited non-exempt employees (with the exception of the UD Police Department). Managers and timekeepers will be required to review and approve timesheets for this population every pay period. Payment of regular and supplemental earnings remain unchanged; only overtime will be extracted for payment from UD WorkForce. Payment via S-Contract form for overtime will be discontinued. For additional details [view our training materials](#).

UD WorkForce recent updates/enhancements

- Updated—new vacation and sick accrual logic for Exempt, Non Exempt and Faculty with an effective date 12/31/2022
- Updated—non exempt holiday pay to allow overtime if worked more than standard daily

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[VIEW OUR TRAINING MATERIALS >](#)

[VIEW OUR FREQUENTLY ASKED QUESTIONS >](#)

ROLES

As a UD employee, no matter what your role, whether it be a business officer, HR manager, reporter, supervisor, timekeeper, faculty member, benefited employee, union employee, student or misc. wage employee, UD WorkForce will play an important part of your work day.

Explore your role and what you can expect in the new system.

Employees	+
Managers	+
Timekeepers	+
Business Officer	+
HR Manager	+
Reporter	+

Path to the Training
Materials & FAQ'S

View the Roles in
UD WorkForce

You can explore your own
role and other's roles on the
UD WorkForce Home Page
so you know who can do
what in the system!

FAQ's



- Visit
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- Give
- Search

Quick Links

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UD WORKFORCE-FREQUENTLY ASKED QUESTIONS

WORKING AT UD

- BENEFITS +
- CAREERS +
- COMPENSATION
- NEW EMPLOYEES
- CURRENT RETIREES
- TALENT AND ORGANIZATIONAL DEVELOPMENT +
- EMPLOYEE AND LABOR RELATIONS
- INFORMATION SYSTEMS (HRIS)

Filter by Topic

[or search by keyword](#)

- Filter by Topic
- Accessing the System
- Time Off Requests
- Balances
- Timesheet entry and approvals**
- Roles
- Assignments
- Schedules
- Work Study
- Other

WorkForce? +

+

Can I log on from my phone and/or other electronic devices? +

UD WORKFORCE-ROLES AND TRAINING



WORKING AT UD

- BENEFITS +
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- INFORMATION SYSTEMS (HRIS)
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EMPLOYEE

- AFSCME 3472 +
- AFSCME 439 +
- Non-Exempt Staff +
- Exempt Staff and Fiscal Faculty +
- Part-time Hourly Staff (Students and Misc. Wage) +

MANAGER

- AFSCME +
- Staff and Fiscal Faculty +
- Part-time Hourly (Students and Misc. Wage) +

Job Aids provide specific instructions on how to perform a task

They are available for most functions of a Role

Many Job Aids are available in desktop or mobile format

MANAGER

AFSCME



Staff and Fiscal Faculty



[Overview–Staff and Fiscal Faculty Managers/Timekeepers–Video](#)

Time Off Request (TOR)

- [Approving Time Off–TOR Approval \(Manager 1 ONLY\)](#)
 - [Desktop–Video](#)
 - [Desktop–Job Aid](#)
 - [Mobile–Job Aid](#)
- [How to Edit or Cancel a TOR \(Manager 1 ONLY\)](#)
 - [Desktop–Video](#)
 - [Desktop–Job Aid](#)
 - [Mobile–Job Aid](#)
- [Creating a TOR on Behalf of an Employee–\(Manager 1 ONLY\)](#)

Employee Timesheets

- [Review and Edit a Non-Exempt Timesheet \(including Overtime\)–Job Aid](#)
- [Manage Other Situations on a Non-Exempt Timesheet \(Flex Time, etc\)–Job Aid](#)
- [Amend a Timesheet–Video*](#)
- [Retro Timesheets–Video*](#)
- [Amended and Retro Timesheets–Job Aid](#)
- [What to do if You Amended Wrong Timesheet–Video*](#)
- [Approve Timesheets](#)
 - [Desktop–Video](#)
 - [Desktop–Job Aid](#)
 - [Mobile–Job Aid](#)

Other Manager Tasks

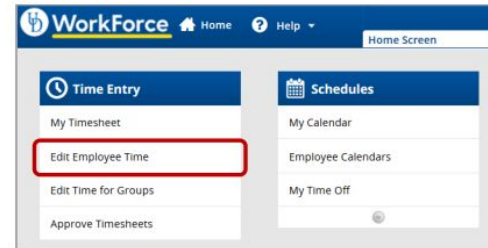


Managers and Timekeepers have access to employee timesheets in their Assignment Groups. There are a few situations that require updates to an employee's Timesheet, Schedule and/or Schedule Template to be paid correctly.

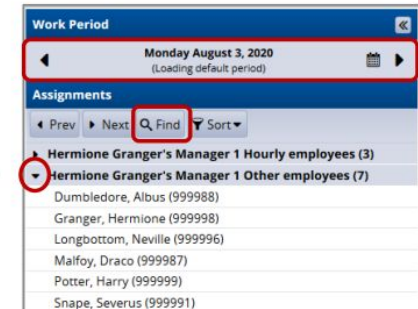
Hours must be reviewed and approved before the end of each pay period. Overtime will be paid in a subsequent pay according to pay period cut-off times. Overtime hours on the current pay period will be paid in the next semi-monthly pay.

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- Access employee timesheet by going to www.udel.edu/udworkforce
 - Click **Login** button
 - On CAS screen, enter **UDelNet ID** and **password**, then click **Log in** button
- Access employee timesheet by going to www.udel.edu/udworkforce
 - Click **Login** button
 - On CAS screen, enter **UDelNet ID** and **password**, then click **Log in** button
- On Home Screen, click **Edit Employee Time**.



- On the **Manager Time Entry** screen, locate the employee timesheet(s) you want to review:
 - Click the **Find** button, OR
 - Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)
 - The **Work Period** defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets
 - Click the employee's name to open the timesheet



JOB AID - Manage Other Situations on a Non-Exempt Timesheet

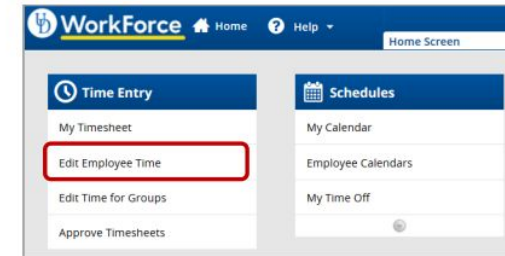
- Funding Changes
- Split Funding
- Flex Time
- Variable Contract Working Outside of Contract Period
- Unpaid Leave
- Timesheet Amendments
- Partial Day Leave Requests

Managers, Timekeepers, HR Managers, Business Officers and Reporters have access to employee timesheets in their Assignment Groups. Non-Exempt Staff are in the **Other Assignment Group**. All these roles can edit employee timesheets, except Reporters who have “view only” access.

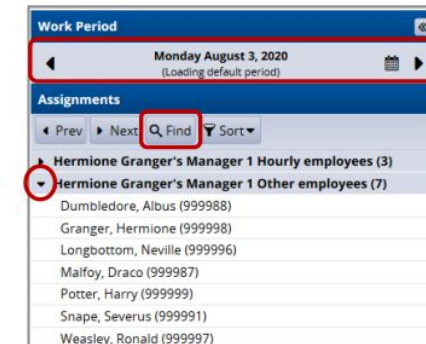
- Non-Exempt Staff are required by the Fair Labor Standards Act to track their hours. The UD WorkForce timesheet is the mandatory method.
- Non-exempt employees will submit their timesheets at the end of the pay period. This allows a manager to review and approve the timesheets.
- **Non-exempt timesheets are required to record and pay overtime. (OT was previously paid by s-contract.)**
- Overtime will be paid in a subsequent pay according to pay period cut-off times. Overtime hours on the current pay period will be paid in the next semi-monthly pay.

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1. Access employee timesheet by going to www.udel.edu/udworkforce
 - a. Click **Login** button
 - b. On CAS screen, enter **UDelNet ID** and **password**, then click **Log in** button



2. On the Home Screen, click **Edit Employee Time**.



3. On the **Manager Time Entry** screen, locate the employee timesheet(s) you want to review:
 - a. Click the **Find** button, OR
 - b. Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)
 - c. The **Work Period** defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets
 - d. Click the employee’s name to open the timesheet

JOB AID - Review and Edit a Non-Exempt Timesheet

- Timesheet Basics
- Entering Overtime - Current Pay Period & Results Tab
- Entering Overtime - Prior Pay Period & Results Tab
- Approving Timesheets

Payroll Deadlines can be found on the [Payroll Department Home Page](#)



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PAYROLL/HRIS

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WORKING AT UD

NEWS

FORMS

Payroll is responsible for the timely and accurate payment of salaries, wages, and withholdings for all University of Delaware employees.

We currently operate on both a bi-weekly and semi-monthly schedule processing approximately 20,000 paychecks a month. We are also responsible for the creation and distribution of the W2, 1042S and 1095C year end forms.



[Payroll Deadlines](#)



[My Paystub](#)



[UD WorkForce](#)

Quick Links

[LAM Login](#)

- Bi-Weekly
- Semi-Monthly
- Semi-Monthly Non-Exempt
- Semi-Monthly Variable Hour

Payroll Deadlines

Group	2022	2023	2024
Bi-Weekly	Schedule	Schedule	Schedule
Semi-Monthly	Schedule	Schedule	Schedule
Semi-Monthly Non-Exempt Timesheet Schedule	Schedule	Schedule	Schedule
Semi-monthly Variable Hour Employees ***	Schedule	Schedule	Schedule

*** These employees (which include Graduate Student Labor, Resident Assistant, and Student Prof. Development) are paid on a semi-monthly schedule but the hours are extracted on a bi-weekly schedule.

Semi Monthly Variable Hour Pay Periods

*** These employees (which include Graduate Student Labor, Resident Assistant, and Student Professional Development) are paid on a semi-monthly schedule but the hours are extracted on a bi-weekly schedule.

Bi-weekly pay period that is paid on the semi-monthly pay schedule

The payroll deadlines page will show which pay periods are being paid in any given payroll

There are two pays during the year that two pay periods are paid in the same payroll

2024 BIWEEKLY PAYROLL DEADLINES

Pay Begin Date	Pay End Date	Paperwork Deadline	Hours Deadline 3 PM unless otherwise noted	5 PM LAM Entry Deadline (AFSCME)	Paydate
12/24/23	01/06/24	12/18/23	01/08/24	01/10/24	01/12/24
01/07/24	01/20/24	01/08/24	01/22/24	01/24/24	01/26/24
01/21/24	02/03/24	01/23/24	02/05/24	02/07/24	02/09/24
02/04/24	02/17/24	02/06/24	02/19/24	02/21/24	02/23/24
02/18/24	03/02/24	02/20/24	03/04/24	03/06/24	03/08/24
03/03/24	03/16/24	03/05/24	03/18/24	03/20/24	03/22/24
03/17/24	03/30/24	03/19/24	04/01/24	04/03/24	04/05/24
03/31/24	04/13/24	04/02/24	04/15/24	04/17/24	04/19/24
04/14/24	04/27/24	04/16/24	04/29/24	05/01/24	05/03/24
04/28/24	05/11/24	04/30/24	05/13/24	05/15/24	05/17/24
05/12/24	05/25/24	05/13/24	05/28/24 10AM	05/29/24	05/31/24
05/26/24	06/08/24	05/28/24	06/10/24	06/12/24	06/14/24

Note the hours deadline, this is for hours only not paperwork or LAM entry

LAM identifies funding for the primary assignment

Be aware that deadlines are subject to change due to holidays and closures

Supervisor Code and Timesheet Approval Reminders

UDWorkForce roles are driven by Supervisor Code Table and UD Department table

Timesheet Approval reminders are sent to Timekeeper 1, Timekeeper 2, Manager 1, Manager 2 and Manager 3 on the Supervisor Code for an employee whose timesheet has not been approved. If you believe you received one in error, reach out to your department HR Liaison

If the designation on the Supervisor Code of Timekeeper or Manager is wrong, it can be corrected by submitting an HR Supervisor Update web form

If the Supervisor Code assigned to the employee is wrong, it can be corrected by submitting a JED or Additional Assignment

Please ensure that if you are unavailable to approve a timesheet that you have notified your back up or delegated your authority

To update a Supervisor Code submit an HR Supervisor Update Webform

The screenshot shows a navigation bar with buttons for HELP, BLANKS, IN BASKET, OUT BASKET, ARCHIVE, FOLDERS, DRAFTS, and LOG OUT. Below this is a section titled "Blank Forms" with a "Form Name" field. A list of forms is displayed below, with "HR Supervisor Update" highlighted in yellow.

Form Name
HR Position
HR Supervisor Update
Incomplete Grade Explanation or Extension

To do a mass Supervisor Code Update submit an HRIS Help Request

The screenshot shows the University of Delaware website header with the logo and navigation menu. The main content area is titled "INFORMATION SYSTEMS (HRIS)" and includes a sidebar with "WORKING AT UD" categories. A yellow button labeled "REQUEST HRIS HELP >" is highlighted.

UNIVERSITY OF DELAWARE

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UD Home / Faculty & Staff / Human Resources / Information Systems (HRIS)

INFORMATION SYSTEMS (HRIS)

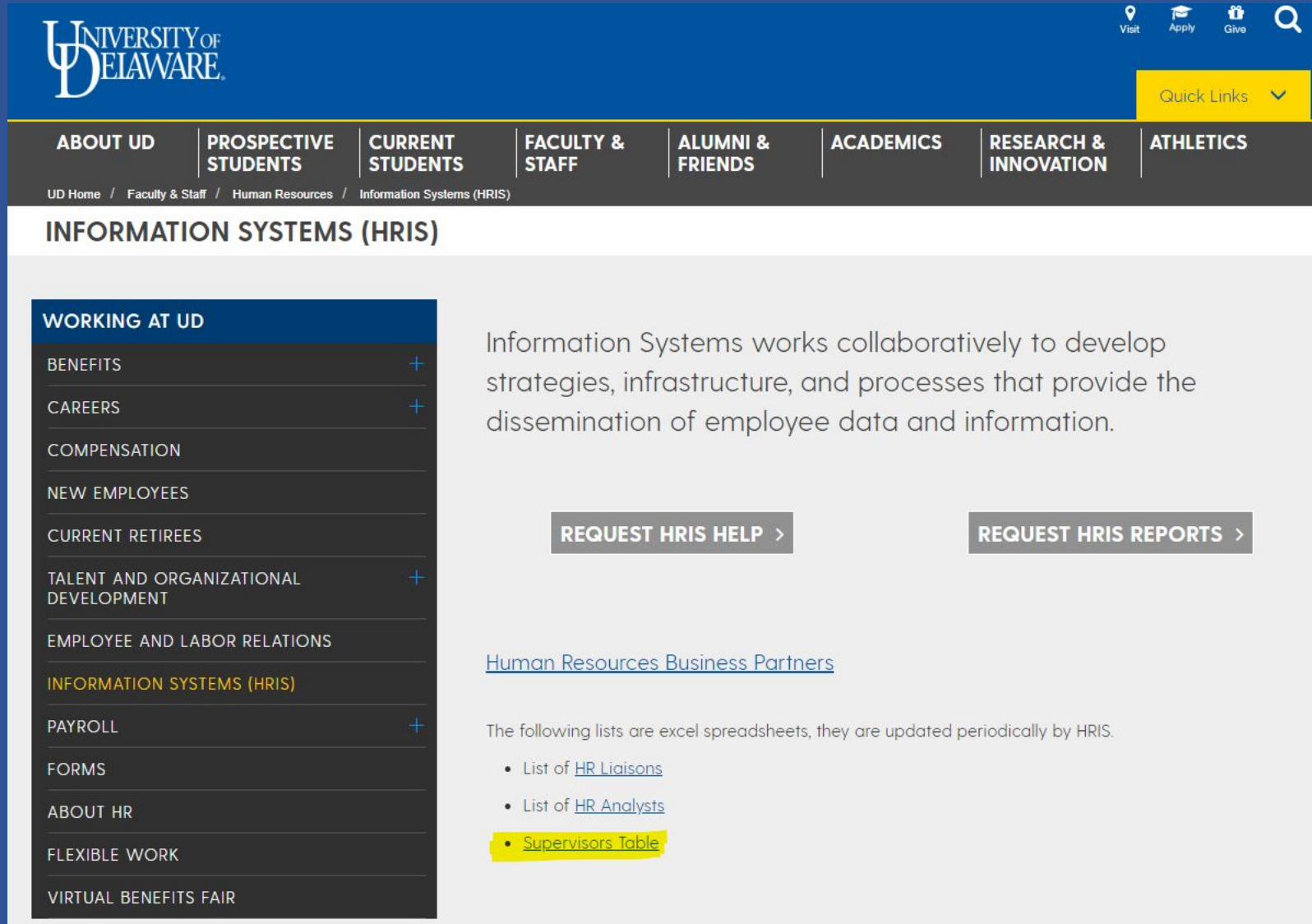
Information Systems works collaboratively to develop strategies, infrastructure, and processes that provide the dissemination of employee data and information.

REQUEST HRIS HELP > REQUEST HRIS REPORTS >

WORKING AT UD

- BENEFITS +
- CAREERS +
- COMPENSATION
- NEW EMPLOYEES
- CURRENT RETIREES

The Supervisor Table can be found on the [HRIS home page](#)



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INFORMATION SYSTEMS (HRIS)

WORKING AT UD

- BENEFITS +
- CAREERS +
- COMPENSATION
- NEW EMPLOYEES
- CURRENT RETIREES
- TALENT AND ORGANIZATIONAL DEVELOPMENT +
- EMPLOYEE AND LABOR RELATIONS
- INFORMATION SYSTEMS (HRIS)**
- PAYROLL +
- FORMS
- ABOUT HR
- FLEXIBLE WORK
- VIRTUAL BENEFITS FAIR

Information Systems works collaboratively to develop strategies, infrastructure, and processes that provide the dissemination of employee data and information.

[REQUEST HRIS HELP >](#) [REQUEST HRIS REPORTS >](#)

[Human Resources Business Partners](#)

The following lists are excel spreadsheets, they are updated periodically by HRIS.

- List of [HR Liaisons](#)
- List of [HR Analysts](#)
- [Supervisors Table](#)

UD WorkForce Timesheet Approval Reminder Email

Sent to Timekeeper 1, Timekeeper 2, Manager 1 and Manager 2

The first Bi-Weekly reminder is sent on the pay period end date (Saturday) at 5PM

The second Bi-Weekly reminder is sent two days after the pay period end date (Monday) at 10AM

The first non-exempt reminder is sent one day after the pay period ends (16th & 1st) at 9AM

The second non-exempt reminder is sent on the same day at 1PM

-----Original Message-----

From: UD Workforce <udworkforce@udel.edu>

Sent: Monday, May 29, 2023 10:06 AM

To: Dumbledore, Albus <adumbledore@udel.edu>

Subject: Timesheets not approved. 2nd Notice.

This is your second reminder.

Timesheets for the following employee have not been approved.

Timesheets must be submitted and approved before the payroll deadline <https://www1.udel.edu/prm/payroll/paydead.html>

Job Aids can be found: <https://www.udel.edu/faculty-staff/human-resources/payroll/udworkforce/training/>

...

... Emplid: 93473207

... Employee: POTTER, HARRY

... Pay Period End: 05/27/2023

... Link to timesheet: <https://udel-prod.wfsaas.com/workforce/ShowPage.do?id=19393969949>

Payroll Timesheet Approval Reminder Emails

Pre Deadline Timesheet Approval Email

Sent to Timekeeper 1 & Manager 1 mid to late morning on the day timesheet approvals are due for ANY unapproved timesheet for the current pay period

Deadline Timesheet Approval Email

Sent to Timekeeper 1, Timekeeper 2, Manager 1, Manager 2 and HR Manager

From: Hurley, Beth
Sent: Monday, January 8, 2024 3:10 PM
To: Albus Dumbledore
Subject: Unapproved TS Pay Period 1/6/2024

Dear Albus Dumbledore,

Employee time sheets were due to be approved today by 3:00 PM. The department has not approved the time sheet for Harry Potter 93473207 Custodial Technician*-Facilities-Cust Svc Academic-UD_BW_439 (0) (Manager: Severus Snape). We ask that please approve this time sheet by 3:30 PM, otherwise this employee will not receive pay for the 113.48999999999999 hours that they worked.

If this employee did not work for your department or clocked into the wrong assignment, please notify the employee. If you have any additional questions or concerns, please contact us at udworkforce@udel.edu.

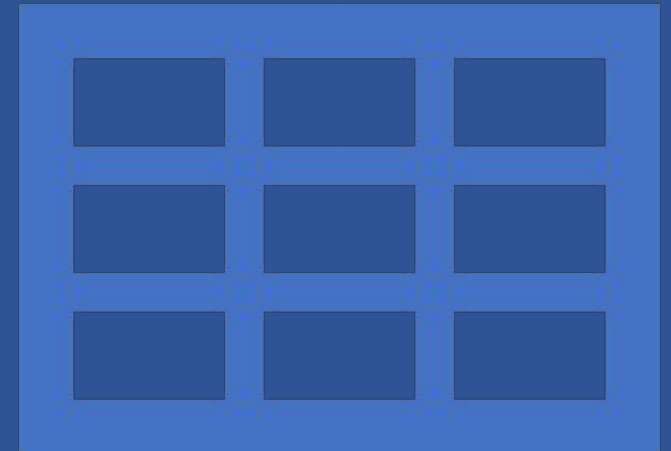
Thank you,

UDWorkForce Team
UDWorkForce@udel.edu

***If you are receiving this email, you are designated as either a timekeeper or a supervisor on a supervisor code for your department. If that is not the case, the department will need to work with HR to remove you from the supervisor code table.

Timesheet Approvals

- All current bi-weekly timesheets and amended timesheets must be approved – these hours export to payroll
- All current Non – Exempt timesheets and amended timesheets must be approved – only overtime hours export to payroll (hours that have overtime pay code)
- Exempt timesheets do not require approval – no hours export to payroll



Non - Exempt Employees

Base salary (regular time) is paid by JED, which is why the hours do not export from UDWF to the payroll

Overtime will not calculate correctly if regular time is not added when partial days of leave are taken. (Refer to Job Aid)

Overtime calculations will also look at the employee's schedule, therefore the schedule must be correct

Time Entry

M T W T F S S M T W T F S S M Jan 10, 2024 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason
Wed 01/10	Regular Time	08:00 am	0.00	
		12:00 pm		
	Regular Time	01:00 pm	0.00	
		04:30 pm		
Thu 01/11	Regular Time	06:00 pm	0.00	
		10:00 pm		
	Regular Time	08:00 am	0.00	
		12:00 pm		
Fri 01/12	Regular Time	01:00 pm	0.00	
		04:30 pm		
	Regular Time	08:00 am	0.00	
		12:00 pm		
Sat	Regular Time	01:00 pm	0.00	
		04:30 pm		

Exceptions Schedule Time Off **Results** Admin Banks

D...	Work Date	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...
Mon	01/01/2024	Academic S...	Holiday	7.50	0.00
Tue	01/02/2024	Academic S...	Regular Time	7.50	0.00
Wed	01/03/2024	Academic S...	Regular Time	7.50	0.00
Thu	01/04/2024	Academic S...	Regular Time	7.50	0.00
Fri	01/05/2024	Academic S...	Regular Time	7.50	0.00
Mon	01/08/2024	Academic S...	Regular Time	7.50	0.00
Tue	01/09/2024	Academic S...	Regular Time	7.50	0.00
Wed	01/10/2024	Academic S...	Regular Time	11.50	0.00
Thu	01/11/2024	Academic S...	Regular Time	7.50	0.00
Fri	01/12/2024	Academic S...	Regular Time	3.50	0.00
Fri	01/12/2024	Academic S...	OT1 Straight Time	2.50	0.00
Fri	01/12/2024	Academic S...	OT5 Overtime	1.50	0.00
Mon	01/15/2024	Academic S...	Holiday	7.50	0.00

Non-Exempt Promoted to Exempt

Termination of the non-exempt assignment in UDWF is when the JED is approved, not the effective date on the JED. Therefore, hours could overlap on the timesheets

Approval of the non-exempt timesheet is not necessary unless there is overtime on the timesheet that needs to be paid

You will continue to get approval reminder notices until the pay process is complete, you can disregard them for these cases

Which roles **CAN** approve a timesheet?

Timekeeper 1 & Timekeeper 2

Manager 1 & Manager 2

HR Manager

Chief Business Officer

Who **SHOULD** approve a timesheet?

Each department determines who has the primary responsibility of approving timesheets, and who is a back up for approving timesheets

Delegating Authority

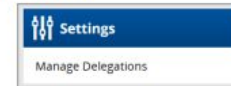
There is a Job Aid for Managing Delegations

You can assign your authority to another user when you will be unavailable, such as when going on leave

Delegating Your Authority

Managers, Timekeepers, HR Managers and Business Officers can assign their authority to another user when they will be unavailable, such as when going on leave.

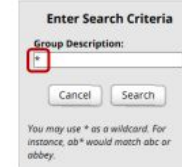
1. On the UD WorkForce Home Screen, select **Manage Delegation** under **Settings**.



2. Click **Delegate Authority**.



3. In the **Search Criteria** box, type * and click **Search** button.



4. You'll see a list of your **Assignment Group(s)** and your **Role**

Assignment Group	Role to Delegate
<input type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)	Manager 1 with TOR, Group
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)	Manager 1 with TOR, Group
<input type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)	Manager 1 with TOR, Group

There are three types of employee **Assignment Groups**:

- **Hourly** – student workers and misc. wage
- **Other** – non-exempt/exempt staff, fiscal faculty, adjunct faculty, supplemental professionals, and non-paid
- **Union Hourly** – AFSCME 439, AFSCME 3472, and casual wage bus drivers

5. Click one or more box to select the **Group** to delegate.

Assignment Group
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)
<input checked="" type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)

6. For each **Group** you choose:
 - a. **Role to Delegate** – if you have multiple roles, use dropdown arrow to select the one you are delegating
 - b. **Effective Date** – use calendar icon to set the begin date
 - c. **End Effective Date** – use calendar icon to set the end date
 - d. **Allow Redelegation** – recommend **not** to check (It allows the delegatee to delegate Group(s) to someone else.)
7. Click **Next** button

Assignment Group	Role to Delegate	Effective Date	End Effective Date
<input type="checkbox"/> Hermione Granger's Manager 1 Hourly employees (3)	Manager 1 with TOR, Group	08/02/2020	08/09/2020
<input type="checkbox"/> Hermione Granger's Manager 1 Other employees (7)	Manager 1 with TOR, Group	08/02/2020	08/09/2020
<input type="checkbox"/> Hermione Granger's Manager 1 Union Hourly employees (4)	Manager 1 with TOR, Group	08/02/2020	08/09/2020

8. Search for the person who you are delegating your authority to. Use one or more of the entry fields and click **Search**

Search for Delegation Recipients

User ID:

First Name:

Last Name:

malfoy

Only those who can receive one of the selected roles will be shown.

Cancel Search

Max Results: 500
You may use * as a wildcard. For instance, ab* would match abc or abby.

9. In the **Search Results**, click the radio button next to the person and click the **Select** button

Name	Last Name
<input checked="" type="radio"/> Malfoy, Draco	Malfoy

10. The **Status Message** confirms the successful delegation(s). Click the **Continue** button.

Status Message

Role(s) successfully delegated to user Malfoy, Draco Larchus
Role Manager 1 with TOR, Group on assignment group Hermione Granger's Manager 1 Hourly employees (3)
Role Manager 1 with TOR, Group on assignment group Hermione Granger's Manager 1 Union Hourly employees (4)

Continue

11. The **Assignment Group(s)** are now visible to the delegatee.

Employee Submission of Timesheet

It is recommended that Employees submit their timesheet, however it is not required.

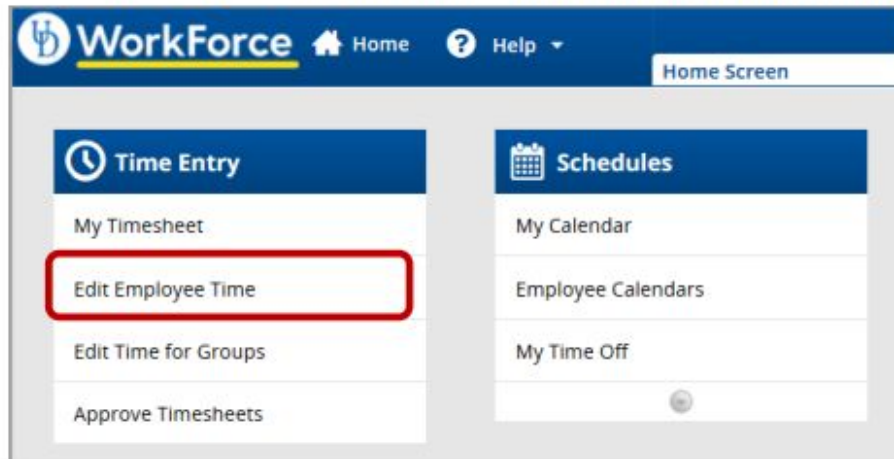
Are employees required to submit timesheets every pay period?

Employees are recommended to submit their timesheets by the deadline for every pay period. Please refer to the [Payroll Deadlines](#) for further details. Unsubmitted timesheets will be reviewed and approved by managers as is.

Timesheet Review - You should review any timesheet prior to approving it

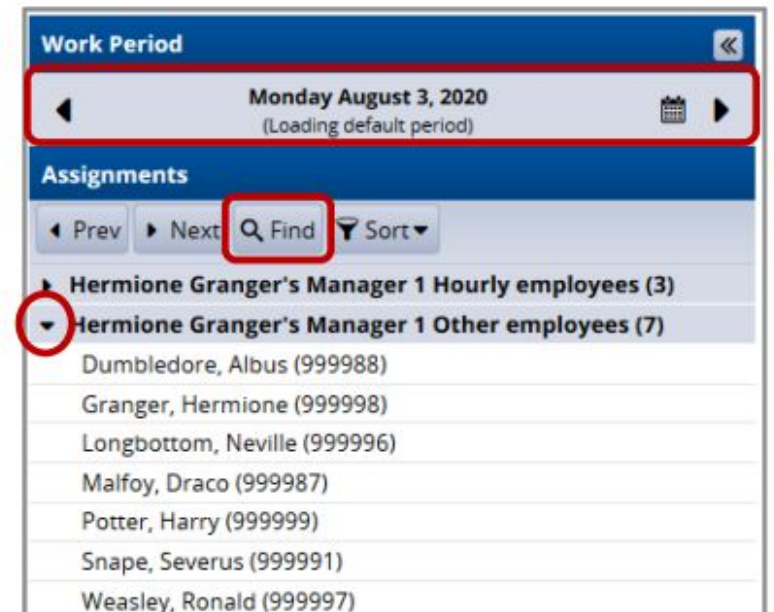
You can use the Find button or use your list based on the Assignment Group

1. Access employee timesheet by going to www.udel.edu/udworkforce
 - a. Click **Login** button
 - b. On CAS screen, enter **UDelNet ID** and **password**, then click **Log in** button



2. On the Home Screen, click **Edit Employee Time**.

3. On the **Manager Time Entry** screen, locate the employee timesheet(s) you want to review:
 - a. Click the **Find** button, OR
 - b. Click the **left arrow** to expand the list of **Other employees** (Non-Exempt Staff are in this Assignment Group)
 - c. The **Work Period** defaults to the current pay period, use the calendar icon or arrows to view past or future timesheets
 - d. Click the employee's name to open the timesheet



Click the Find button then enter employee ID OR name then click the Search button

TIP: If you don't know the full name add a star * to search

Find Employees

Search Criteria

Employee ID: 1234567

First Name: Albus

Middle Name:

Last Name: Dumbledore*

Assignment Description:

Assign End date:

Exclude inactive employees

Search Cancel

Search Results

This is a good tool to use when you have a large number of employees in your Assignment Groups

Verify Accuracy of Hours

- Verify total hours are correct
- Verify the schedule has been adjusted correctly when Flex Time is used
- Verify that regular hours have been entered when partial day leave has been taken

(Refer to the [Manage Other Situations on a Non-Exempt Timesheet Job Aid](#))

Review Errors & Exceptions

A **Red Exception** does affect pay, it will not be paid

Approved Timesheets for .All | Logged in as SU_Yang, Angela | Log Out

Save Approvals | Approve All | Find | Show: All Timesheets

Approve Current Timesheet for Period Ending 12/23/2023

Name	Employee ID	Assign Description	Regular Hours	OT Hours	Absence Hours	Shift Hours	Total Hours	VAP/Comp Payout	Sick Payout	Messages	Submitted	Approval	Off Cycle
Harry Potter	7000000	Graduate Student Labor- UD_HOURLY (0)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Error	No	<input type="checkbox"/> Approve	<input type="checkbox"/> Pay Now

Time Entry

May 17, 2023 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason
Sun 05/14	Regular Time			
Mon 05/15	Regular Time	08:00 am	0.00	
Tue 05/16	Regular Time			
Wed 05/17	Regular Time	08:00 am 10:00 am	0.00	
Thu	Regular Time			

Exceptions

Date	Exception Message	Severity
Mon 05/15	Time Entry: Missing In or Out time.	Error (not paid)

A **Yellow Exception** is a warning - it does not affect pay but should be reviewed

Time Entry

S M T W T F S S M T W T F S May 14, 2023 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Speed Type	Account	Class
Sun 05/14	+ Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Mon 05/15	+ Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Tue 05/16	+ Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Wed 05/17	+ Regular Time	08:00 am 10:00 am	0.00				126000 STUDENT LABOR	000 CLASS 000
Thu 05/18	+ Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000

Exceptions Punch Log Work Study Results

Date	Exception Message	Severity
Wed 05/17	Employee has a mismatch between either the Job Code, Pay Code, and or Account. For Misc Wage job codes, pay code would be Misc Wage and account would be 125200. Please use JED or Additional Assignment or LAM to correct the mismatch.	Warning

Common Exceptions

Missing Punches

The employee cannot add a missing punch, a manager or timekeeper will have to add it

The screenshot displays a 'Time Entry' interface. At the top, there is a calendar for December 2023, with the 14th highlighted. Below the calendar is a table with columns for Date, Entry Code, Hours, and Override R... The table shows two rows for Thursday, 12/14, both with 'Regular Time' as the entry code and '08:00 am' as the start time. The 'Hours' column shows '0.00'. Below the table, there are tabs for 'Exceptions', 'Punch Log', 'Work Study', and 'Results'. The 'Exceptions' tab is active, showing a table with columns for Date, Exception Message, and Severity. The table contains one entry for Thursday, 12/14, with the message 'Time Entry: Missing In or Out time.' and a severity of 'Error (not paid)'.

Date	Entry Code	Hours	Override R...
Thu 12/14	Regular Time	08:00 am	0.00
Thu 12/14	Regular Time		

Date	Exception Message	Severity
Thu 12/14	Time Entry: Missing In or Out time.	Error (not paid)

Missing Account – Account field cannot be blank, add the missing account number

The screenshot shows the 'Time Entry' interface for Jan 3, 2024. The main table lists a time entry for 'Wed 01/03' with 'Regular Time' as the entry code and '08:00 am' to '10:00 am' as hours. The 'Account' field is blank, which triggers an error. Below the table, the 'Exceptions' section shows a message: 'Account cannot be blank' with a severity of 'Error (not paid)'.

Date	Entry Code	Hours	O	C	A	Speed Type	Account	Class
Wed 01/03	Regular Time	08:00 am 10:00 am				PAYR112111 UD TIME		300 CLASS 300

Date	Exception Message	Severity
Wed 01/03	Account cannot be blank	Error (not paid)

Project / Grant not valid - Check the project end date on the Finance side

The screenshot shows the 'Time Entry' interface for Jan 3, 2024. The main table lists a time entry for 'Wed 01/03' with 'Regular Time' as the entry code and '08:00 am' to '10:00 am' as hours. The 'Account' field contains '126900 GRAD STDT-ENROLLED < 1/2 TIME', but the 'Project' field contains an invalid value '000000000029', which triggers an error. Below the table, the 'Exceptions' section shows a message: 'Project/Grant not valid. Please verify usage.' with a severity of 'Error (not paid)'.

Date	Entry Code	Hours	O	C	A	Speed Type	Account	Class	Project	Userfield
Wed 01/03	Regular Time	08:00 am 10:00 am				PAYR112111 UD TIME	126900 GRAD STDT- ENROLLED < 1/2 TIME	300 CLASS 300	000000000029 Invalid value.	

Date	Exception Message	Severity
Wed 01/03	Project/Grant not valid. Please verify usage.	Error (not paid)

Stipend Assignments Cannot Have Hours

If the employee's primary assignment is a stipend assignment, **hours cannot be entered on the timesheet**

(For example, Research Assistants, Teaching Assistants, etc.)

The screenshot shows a 'Time Entry' interface. At the top, there is a calendar for January 2024, with the date 'Jan 9, 2024' selected. Below the calendar is a table with columns: Date, Entry Code, Hours, Override R..., and Comments. The table shows entries for Sun 01/07, Mon 01/08, and Tue 01/09. The entry for Tue 01/09 is highlighted in yellow and shows 'Regular Time' with '08:00 am' and '10:00 am' in the Hours column, and '0.00' in the Override R... column. Below the table, there are tabs for 'Exceptions', 'Punch Log', 'Work Study', and 'Results'. The 'Exceptions' tab is active, showing a table with columns: Date, Exception Message, and Severity. The table contains one entry for Tue 01/09 with the message 'Hours can not be entered on Stipend Assignment. Please use Additional Assignments. For questions, please email udworkforce@udel.edu' and a severity of 'Error (not paid)'.

Date	Entry Code	Hours	Override R...	Comments
Sun 01/07	Regular Time			
Mon 01/08	Regular Time			
Tue 01/09	Regular Time	08:00 am 10:00 am	0.00	

Date	Exception Message	Severity
Tue 01/09	Hours can not be entered on Stipend Assignment. Please use Additional Assignments. For questions, please email udworkforce@udel.edu	Error (not paid)

Account Mismatch (Yellow exception – will be paid)
 Make sure the student's job codes, pay codes and account
 are all correct for the assignment

Time Entry

S M T W T F S S M T W T F S May 14, 2023 Show All Weeks

Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	Speed Type	Account	Class
Sun 05/14	Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Mon 05/15	Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Tue 05/16	Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000
Wed 05/17	Regular Time	08:00 am 10:00 am	0.00				126000 STUDENT LABOR	000 CLASS 000
Thu 05/18	Regular Time						125200 MISC WAGE-INCL PRT-TIME NON UD	000 CLASS 000

Exceptions | Punch Log | Work Study | Results

Date	Exception Message	Severity
Wed 05/17	Employee has a mismatch between either the Job Code, Pay Code, and or Account. For Misc Wage job codes, pay code would be Misc Wage and account would be 125200. Please use JED or Additional Assignment or LAM to correct the mismatch.	Warning

Account Mismatch Corrections

In most cases...

For Grad Student Hourly Job Codes, the pay code would be Student Hours and the account would be 126900

For Students, the pay code would be Student Hours and the account would be 126000

For Misc Wage, the pay code would be Misc Wage and the account would be 125200

Use a JED (for primary assignment), Additional Assignment (for additional assignment), or LAM (primary assignment's account) to correct the mismatch.

JOB AID - Approving Employee Timesheets

Note: You can always unapprove a timesheet by unchecking the Approval Box, click Save, then make the change to the timesheet

Don't forget to re-approve it!

You can view approval history by clicking on the scroll icon next to the approval box (check here to confirm approval)



Approving Employee Timesheets

Approval Tip

All of the headers are sortable – the default sort is employee name in alpha order.

- If you double click on the "Total Hours" header, anyone who has hours will be brought to the top.
- Once sorted, you will see all employees by greatest total hours to least

WorkForce Home Help | Logged in as Granger, Hermione Jean | Log Out

Approve Timesheets for Hermione Granger's Manager 1 Other employees

Employees Active On: As of Current Period

Assignments:

- ◆ Hermione Granger's Manager 1 Hourly employees (3)
- ◆ Hermione Granger's Manager 1 Other employees (7)
- ◆ Hermione Granger's Manager 1 Union Hourly employees (4)

Approve Current Timesheet for Period Ending 02/15/2020

Name	Employee ID	Regular Hours	OT Hours	Absence Hours	Other Hours	Total Hours	Messages	Approval
Dumbledore, Albus	999988	75.0	0.0	0.0	0.0	75.0		<input type="checkbox"/> Approve
Granger, Hermione	999998	75.0	0.0	0.0	0.0	75.0		<input type="checkbox"/> Approve

Approve Current Timesheet for Period Ending 02/15/2020

Name	Employee ID	Regular Hours	OT Hours	Absence Hours	Other Hours	Total Hours	Messages	Approval
Potter, Harry	999999	0.0	0.0	0.0	0.0	0.0		<input type="checkbox"/> Approve

(You can do this for each header – so if you wanted a quick glance to see if anyone had OT or Exceptions, you could sort by that header.)

Amended Timesheets

- There is a [Job Aid for Amended and Retro Timesheets](#)
- Managers can edit previous 6 months timesheets. If older edits are required we will amend them, then you will approve the amended timesheet
- All amended timesheets require approval, even if there are no changes to the timesheet. If you click amend and save, there is an amendment that has to be approved. If you click amend but navigate away from the timesheet without saving, there will be no amendment and no approval required
- When amending multiple pay periods, we recommend amending all necessary pay periods first, then approve all amendments
- Amendments that result in negative hours, which indicate an overpayment, should only be entered by Payroll, an Overpayment form has to be submitted

Negative Hours / Overpayments

- DO NOT AMEND A TIMESHEET IF THERE IS AN OVERPAYMENT. Submit an overpayment form, Payroll will amend the timesheet and reach out to you regarding collection of the overpayment
- If there are sufficient hours the overpayment can be deducted from the next pay with the employee's authorization
- If there are insufficient hours or other situations, payment arrangements will be made
- Employee's authorization must always be received prior to collecting the overpayment

Job Aid - Time Off Requests (TOR's)

TOR Actions

- Approve
- Edit
- Cancel
- Submit on Behalf of an Employee

If you or an employee unable to submit or approve a TOR, either data is locked from changes due to payroll processing or the timesheet has already been approved / submitted

Please make sure TOR's are submitted and approved in a timely fashion

Refer to the job aid for more details

When an employee submits a Time Off Request (TOR), it is forwarded to the employee's manager for review. The manager has four ways to approve a TOR:

- 1) Home Screen – Employee Pending Requests box
- 2) Email notification
- 3) Mobile UD WorkForce – Employees tab
- 4) Home Screen – Review Time Off Requests (shown below)

Approving a Time Off Request (TOR)

1. Select **Review Time Off Requests** on the Home Screen.
 - a. The **Time Off Review Summary** lists pending requests.

Employee ID	Employee Name	Type	Start Date	End Date
999988	Dumbledore, Albus Perciv...	Time off - Vacation	06/22/2020	06/22/2020

2. Click an employee's TOR. The request for that employee appears. It includes the hours requested, remaining bank balances, and history of the request.

Notice the **Request Summary** includes a button called **View Group Calendar**. It displays any other time off requests already approved to ensure you have coverage for the work period.

[View Group Calendar](#)

3. Select **Approve Request**. Use the (optional) **Manager Comments** to forward comments about the TOR to the employee.

Date	Pay Code	Value
Mon 06/22/2020	Vacation	7.5 Hours

Comments

4. Click **Approve Request**.
5. The approved request now appears under the **All Requests** tab with the status of "Approved."

Employee ID	Employee Name	Type	Request Status	Start Date	End Date
999988	Dumbledore, Albus Perciv...	Time off - Vacation	Approved	07/30/2020	07/31/2020

Cancelling an Approved Time Off Request (TOR)

Note – Before cancelling a TOR, a manager should have a discussion with the employee about the reason.

1. To cancel an approved TOR, select it on the **All Requests** tab.

Employee ID	Employee Name	Type	Request St...	Start Date
999995	Black, Sirius (Order of the P...	Time off - Sick	Approved	06/05/2020
999988	Dumbledore, Albus Perciv...	Time off - Vacation	Approved	07/30/2020
999988	Dumbledore, Albus Perciv...	Time off - Vacation	Approved	06/29/2020

2. Click **Cancel Request** button

Date	Pay Code	Value
Thu 07/30/2020	Vacation	7.5 Hours
Fri 07/31/2020	Vacation	7.5 Hours

3. The **Reason for Cancellation** pop-up window appears.
 - a. It is best practice to enter a reason for cancellation.
 - b. Then click **Cancel Request** button

Employee: asked me to cancel the TOR, since their vacation plans changed.

[Cancel Request](#) [Keep Request](#)

4. The status of the request on the **All Requests** tab changes from "Approved" to "Cancelled."
5. To see the history of the TOR, click the cancelled request under the **All Requests**.

Employee ID	Employee Name	Type	Request Status	Start Date
999995	Black, Sirius (Order of the Phoenix)	Time off - Vacation	Pending	09/28/2020
999995	Black, Sirius (Order of the Phoenix)	Time off - Vacation	Cancelled	06/29/2020

6. The **Workflow** tab shows a detailed history of the TOR.

Date	Pay Code	Value
Mon 06/29/2020	Vacation	8.0 Hours
Tue 06/30/2020	Vacation	8.0 Hours
Wed 07/01/2020	Vacation	8.0 Hours
Thu 07/02/2020	Vacation	8.0 Hours

Leave Banks

Vacation and sick accruals occur at the end of the month if an employee is active on the last day of the month

Allowing negative balances for Vacation and Sick Leave is determined by the department (non-union employees only)

DEPENDENT SICK LEAVE IS NOT IN ADDITION TO SICK LEAVE

Why is my Dependent Sick Leave also being deducted from my Sick Leave Bank? —

Dependent sick leave is not leave in addition to sick leave. It allows you to use up to six (6) days of your earned sick leave to provide direct care for an immediate family member unable to provide for themselves due to illness or injury. You can view and track your Dependent Sick Leave usage in UD WorkForce, but your total available Sick Leave is reflected in the Sick Leave Balance only. Immediate family member includes an eligible employee's spouse (as defined by law), parent or child.

ADDITIONAL ASSIGNMENTS

There is a Job Aid to assist with completing the Additional Assignment Web Form

Job Aid – Additional Assignments



Additional Assignments Web Form

Use this form to manage job assignments for student and miscellaneous wage employees who may be working for multiple departments, or working multiple jobs within a department. If you have any questions, contact Payroll at (302) 831-8677 or email pr-staff@udel.edu.

NOTE – Employees must be hired and in the HR system to be available in the Additional Assignments web form.

Contents	page
Employee and Primary Assignment (JED)	1
Existing Assignment(s)	2
Add Assignment	3
Grad Students	4
Work Study	5
Funding	5
Routing	6
Retro Hourly Rate Update (Existing Assignments)	7
Web Form In-Basket - Copy Now	8

1st screen

Lookup employee

1. **Employee**
 - a. Enter partial name, UD ID or UD Email address
 - b. Choose the person from the list that appears below box
2. Click **Next step**

2nd screen

Employee and Primary Assignment (JED) – displays the employee’s home department and primary job information.

Work Study

Check Work Study Browse for eligibility

In order for the work study split to calculate correctly in UDWF, the student will have to...

- Meet the eligibility requirements
- Receive their work study funding from Student Financial Services
- Have a work study assignment with a start date in the current semester

The screenshot shows the 'HR WEB VIEWS' header with navigation links for 'Menu', 'Contact us', and 'Logout'. The main heading is 'Work Study Browse'. Below it, there is contact information for Student Financial Services and Records Management. A paragraph explains that students marked as eligible and in verification are conditionally awarded work study but must meet federal requirements. A note states that students must be enrolled full-time. There is a dropdown for 'Award year' set to '2023-2024'. Below that, it says 'Show 10 entries' and a search box for 'UD ID or student name'. At the bottom, there is a table header with columns: 'UD ID', 'Student name', 'Semester', 'Eligible for work study', 'In verification', and 'HR status'.

When a student has a Work Study Award, there will be additional fields to complete.

- When the job uses Work Study funding
 - **Work Study Award Type** - select Federal or State
 - **Work Study Job Title** – select one from the list
 - **Earnings code** – select WkStdy AY (WSA)

This form shows three dropdown menus. The first is 'Work Study Award Type' with 'Federal (F)' selected. The second is 'Work Study Job Title' with 'Clerical/Office Assistant (101)' selected. The third is 'Earnings code' with 'WkStdy AY (WSA)' selected.

- When the job does *not* use Work Study funding
 - **Work Study Award Type** - select 'Do not use work study funds'
 - **Work Study Job Title** – leave as 'Choose One'
 - Earnings code – StuHrly (STH)

This form shows three dropdown menus. The first is 'Work Study Award Type' with 'Do not use work study funds' selected. The second is 'Work Study Job Title' with 'Choose one' selected. The third is 'Earnings code' with 'StuHrly Py (STH)' selected.

What NOT to do in UD WorkForce

- Add hours to employee's or student's timesheet to arrive at a flat amount.
 - Hours should represent what the employee worked.
 - If you believe that someone should be exempt from FLSA and paid a flat amount, you will need to complete FLSA Exemption Status (Employee-Employer Relationship) form (for Students) or Position Evaluation Form for Non-Benefited Positions (non-Students) and submit to HR Comp for evaluation. If this is approved you will complete a JED to change the employee's main assignment
- **Collect overpayments**
 - as mentioned previously, this should be done by submitting the Overpayment form
- **Pay Awards & Participant Support**
 - Awards are paid via Supplemental Pay Form for employees in the payroll system. (More info here)
 - Participant Support should be paid through procurement (see Research Office Site for more information)

What NOT to do in UD WorkForce

- **Not including certain hours**

- Under FLSA regulations, attendance at lectures, meetings, seminars and training sessions is worktime unless all of the following conditions are met:
 - Attendance is outside of the employee's regular working hours;
 - Attendance is in fact voluntary;
 - The course, lecture, or meeting is not directly related to the employee's job; and
 - The employee does not perform any productive work during such attendance.
- **Hours worked during Holiday and OT**
 - All non-exempt employees who works on a holiday will be paid for the hours worked at time and one-half in addition to the regular pay
 - When you calculate overtime pay, remember that each workweek stands on its own. For example, if the employee work 35 hours one week and 45 hours the next, you can't average out these totals (which would be 40 hours) to deny overtime pay. The employee must receive five hours of overtime pay for the extra time they worked during the second week.

What NOT to do in UD WorkForce (cont)

- Pay employees for teaching credit courses

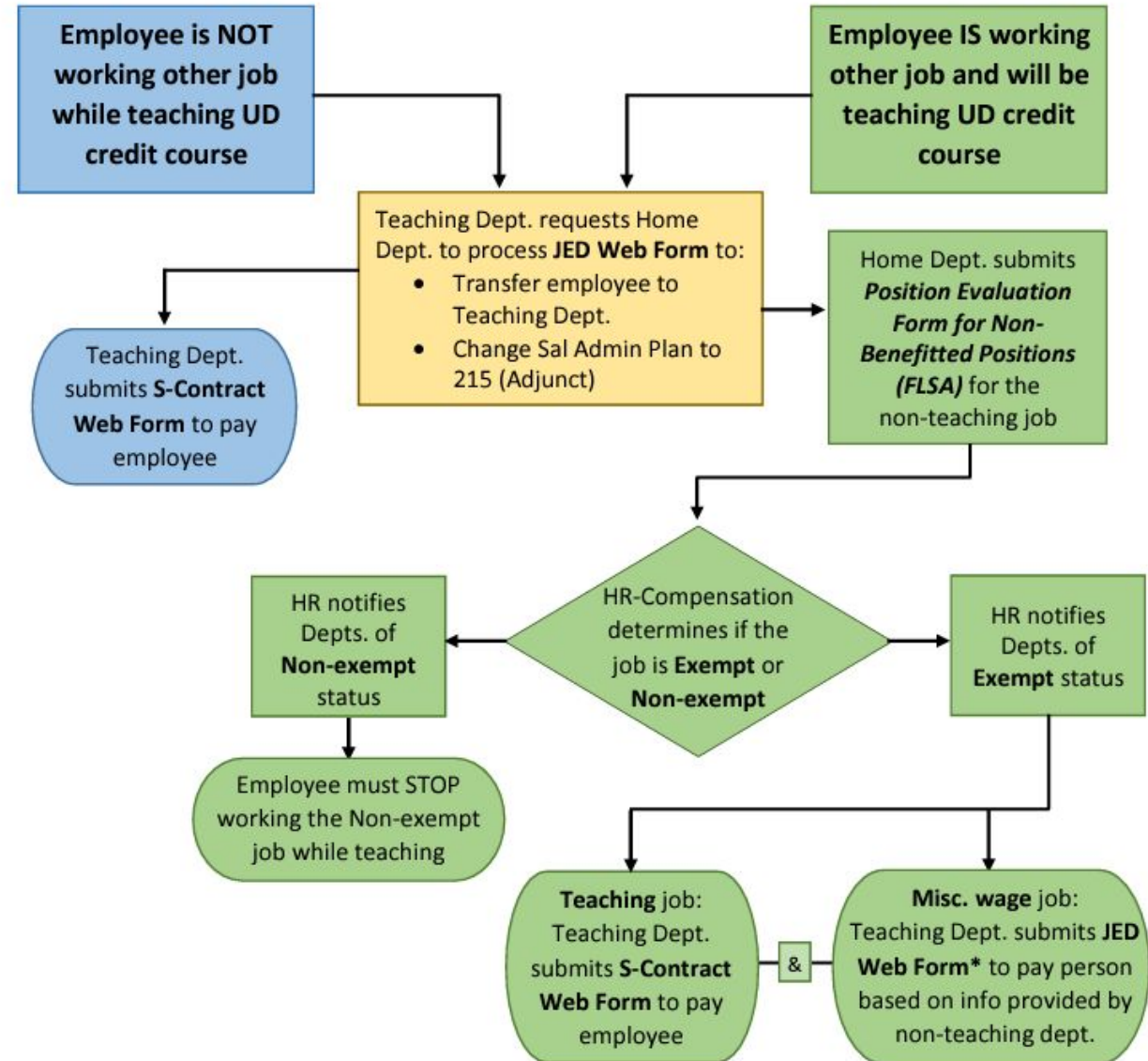
How to Pay a Misc. Wage Employee for Teaching a Credit Course

When a miscellaneous wage employee will be teaching a credit course, the person must be transferred and changed to Adjunct Faculty via a JED Web Form. Use this flow chart to determine the proper actions to take and forms to use. Contact HR at 831-2171 if you have questions about the correct procedures.

Definitions:

Teaching Dept. – where the person will be teaching a UD credit course.

Home Dept. – the primary department in the HR system and where the person has been performing hourly work.



THANK YOU FOR JOINING US!!

Email any questions to udworkforce@udel.edu