GullNet Time Sheets

Implementation Date = Wednesday, September 23, 2009

NON-EXEMPT EMPLOYEES: NO CHANGE IN POLICY

- For full-time non-exempt employees, the standard work week is eight hours per day, 40 hours per week, unless otherwise approved by the supervisor and/or administration
- Employees are required to record hours worked on their time sheets
- Employees who work an eight-hour day are required to take at least a 30-minute unpaid lunch break
- All hours in excess of 40 hours must be pre-approved by the employee’s supervisor
- In accordance with the Fair Labor Standards Act, employees shall receive one-and-one-half (1-1/2) time their regular rate of pay for hours worked in excess of 40 hours per week.
- At the request of the employee and subject to management approval, overtime may be compensated in the form of compensatory time off at a rate of one-and-one-half (1-1/2) time
- Subject to management approval, earned compensatory time shall be used no later than two pay periods following the pay period in which the compensatory time off is earned
- All annual, personal, sick and holiday leave must be requested and approved in advance (prior to the work shift/day) by the supervisor
NAVIGATION -TO THE GULLNET TIME SHEET

Log in to GullNet, enter your GroupWise/Network User ID and then navigate to the new time-sheet pages: SU Custom>Time-Sheets

Password:
If you have forgotten your GullNet password, click on the Forgot My Password link on the login page and do the following:
1. Enter your User ID...same as your GroupWise/Network User ID
2. Click the "Continue" button
3. Enter your 2 initials & birth date in the response field; example, ab011272
4. Click the "Email New Password" button
5. Your new password will be emailed to your SU GroupWise E-mail account. If you have forgotten this password, go to http://mypassword.salisbury.edu/ and follow the directions.

If you have any problems logging into GullNet, please contact the HelpDesk at 410-677-5454.
Note: Your screen may appear different because security is in place to permit you to only see the pages you actually need.
Navigational path to Non Exempt Time Sheet: **SU Custom>Time-Sheets>Time Entry>Employee Time Entry**

Enter your Employee ID and press the [Search] button to bring up your current time-sheet (or a list of your current time-sheets if you have more than one job).
NON-EXEMPT TIME SHEET

The 2-week period is displayed in one time sheet. Use the scroll bar on the right to view the entire time-sheet.

- Time **must** be entered with **am/pm** hours **OR** in military time (will automatically convert to am/pm upon saving).
- Time In and Time Out boxes are “linked” to calculate hours worked – do not skip any (there no longer is a start-time and stop-time column).
- Pressing [Enter] will not save your time sheet data entry. **You must click the [Save] button!**

At the top-right hand, the following is displayed:

- Department name
- Job title
- Standard Hours (weekly for NE; bi-weekly for EX)
- Shift (if applicable)
- VP Area
- Supervisor
Non-Exempt Time Sheet

Non Exempt time-sheets include a column for Shift hours (if eligible for shift differential), Times In/Out and Leave taken. Hours Worked (view only) are calculated from time manually entered. There are two separate Leave Code and Leave Hours fields for entering Leave taken on a day. Total Hours (view only) are automatically calculated based on the “Hours Worked” and “Leave Hours” manually entered.

Please remember that your time-sheets are automatically saved in GullNet and can be accessed/viewed at ANY time.

To print your time sheet, click on the drop-down arrow of the printer icon (top right-hand) and select “Print Preview”. In the print bar, change “As Laid Out on the Screen” to “Only the Selected Frame” to remove the left-hand navigation bar and change the page from “Portrait” to “Landscape” if so desired. Then click the printer icon (top left-hand) again to print the page. Please be considerate of the environment, when deciding to print.
IMPORTANT!! Change in Entering Compensatory Time for Non-Exempt Employees:

On the PS time sheet, in the case of overtime, you record the actual hours worked to record the earned time. Enter Time In/Out and Time In/Out (after lunch break), then calculate the number of hours of Compensatory Time Earned and enter with Leave Code of CMPER and number of Leave Hours.

Example 1:

Time In: 8:00 am; Time Out: 12:30 pm = 4.5 hours
Time In: 1:30 pm; Time Out: 6:30 pm = 5 hours
Total Hours Worked = 9.5 hours
Employee (with supervisory approval) elects Compensatory Time Earned for overtime worked = 9.5 – 8 = 1.5 x 1.5 = 2.3 hours (round to one decimal)
Enter Time In/Out and enter Leave Code = CMPER; Leave Hours = 2.30
Total Hours earned for the day = 10.30 hours

Example 2:

Employee works Saturday (of a regular 5-day workweek)
Saturday Time In: 10:00 am; Time Out: 12:00 pm = 2 hours
Employee (with supervisory approval) elects to Compensatory Time Earned = 2 x 1.5 = 3 hours
Enter Time In/Out and enter Leave Code = CMPER; Leave Hours = 3
Total Hours earned for the day = 3 hours

See next page for data entry of these examples.

Note: Pressing [Enter] will not save your time sheet data entry. You must click the [Save] button!

When using compensatory time earned, enter the Compensatory Time Taken = CMPTK leave code and hours
Non-Exempt Time Sheet with Examples of Compensatory Time from Page 7

2 Week Total: At the bottom of the time sheet page is a “2 Week Total” box showing a tally of hours, including Compensatory Time. You no longer have to enter the OT and Comp Hours in this box, the system will populate this for you based on your data entry.

Notes: The page also includes a Notes box, to enter any pertinent data regarding any overtime hours worked or an absence.

Employee Approved: After you approve your time sheet by clicking the Employee Approved box, the approval date, time and your name are displayed.

Manager Approved: After the supervisor/manager approves your time sheet, the supervisor/manager’s approval date, time and name will be displayed.
Additional Leave Tabs....

**CURRENT LEAVE**

The second “Current Leave” tab on the Time Entry page shows your current leave balance information as of the last completed Pay Period Ending date.

To print your Current Leave page, click on the drop-down arrow of the printer icon (top right-hand) and select “Print Preview”. In the print bar, change “As Laid Out on the Screen” to “Only the Selected Frame” to remove the left-hand navigation bar. Then click the printer icon (top left-hand) again to print the page. *Please be considerate of the environment, when deciding to print.*
The third “Detail Leave” tab on the Time Entry page shows your leave history information for the past 26 pay periods, including Pay Group, Service Date, Department, Job Title, and Leave Balances as of the last processed Pay Period Ending date.
EMPLOYEE LEAVE BALANCES

Current leave balances can also be viewed via: SU Custom>Time-sheets>Leave>Employee Leave Balances

Enter your Employee ID and click [Search]
Navigational path:  **SU Custom>Time-Sheets>History>Employee History**

You can view previously processed time sheets by pay period ending dates but are not able to do any updates or make any changes.
Path to Non Exempt Default Schedule: **SU Custom>Time-Sheets>Setup>Default Schedule Setup**

The default schedule page is available for non-exempt employees to setup their default schedule to be used each time time-sheets are created. Enter your default schedule (standard hours of work) on this page and click [Save]. Each time new time-sheets are created, these hours are written to your time-sheet.

**New!** The default schedule allows you to enter and save leave in the schedule for when you are on a long-term leave.
EXEMPT TIME SHEET

Path to Exempt Time Sheet: SU Custom>Time-Sheets>Time Entry>Employee Time Entry

No change in exempt employees’ work hours: Employees in exempt positions are expected to work the hours necessary to satisfactorily complete the requirements of their job. A full-time position typically requires a minimum of 80 hours per biweekly period; any fewer hours will need to be accounted for in leave. All leave usage requires supervisory approval.

Changes in time sheet and leave increments:

1. No Time In/Out columns
2. Only record Duty Day and/or Leave Hours Taken. Remove the Duty Day check mark when a full day of leave is taken.
3. Permissible to request and take Leave in one-hour increments, except for Holiday Leave (still full day).
4. Time sheet shows Minimum Biweekly Hours instead of Standard Hours per week

The page also includes a Notes box, to enter any pertinent data regarding your hours worked or leave used.
The second “Current Leave” tab on the Time Entry page shows your current leave balance information as of the last completed Payroll Ending date.

To print your Current Leave page, click on the drop-down arrow of the printer icon (top right-hand) and select “Print Preview”. In the print bar, change “As Laid Out on the Screen” to “Only the Selected Frame” to remove the left-hand navigation bar. Then click the printer icon (top left-hand) again to print the page. Please be considerate of the environment, when deciding to print.
The third “Detail Leave” tab on the Time Entry page shows your leave history information for the past 26 pay periods, including Pay Group, Service Date, Department, Job Title, and Leave Balances as of the last completed Payroll Ending date.

To print your Detail Leave page, click on the drop-down arrow of printer icon (top right-hand) and select “Print Preview”. In the print bar, change “As Laid Out on the Screen” to “Only the Selected Frame” to remove the left-hand navigation bar. Then click the printer icon (top left-hand) again to print the page. *Please be considerate of the environment, when deciding to print.*
EMPLOYEE LEAVE BALANCES

Current leave balances can also be viewed via: **SU Custom>Time-sheets>Leave>Employee Leave Balances**

Enter your Employee ID and click [Search]
EXEMPT DEFAULT SCHEDULE

The default schedule page is for exempt employees to enter their standard Duty Days in a pay period. Each time new time-sheets are created, the Duty Days are written to the time-sheet.

**New!** The default schedule allows you to enter and save leave on the schedule for when you are on a long-term leave. The Exempt Default Schedule has Minimum Biweekly Hours listed.
Navigational path:  **SU Custom>Time-Sheets>History>Employee History**

You can view previously processed time sheets by pay period ending dates but are not able to do any updates or make any changes.
SUPERVISOR ACCESS

Time-sheet Approval

Path to Approve Time Sheets: SU Custom>Time-Sheets>Time Entry>Approve Time Sheets

Access is limited to those supervisors set up as an Approver by Payroll. Enter the “Approver Group” or click on the [Search] button.
In the example above, the supervisor was setup as the Approver for ADMCOMP approver group so those employees are displayed. Approval is done by simply checking the box for the Employee. There’s a [Link to Timesheet] button to go to the employee’s actual time-sheet to view the details. When you click on this link, a new page opens up with the employee’s time sheet. To return to the Approve Time Sheets page, close the employee time sheet page.

**Note:** if anything is changed on the employee’s time-sheet by the supervisor and saved, the approval page will need to be refreshed before any of the employees’ time can be approved and saved.

If a supervisor/manager has more than one Approver Group, he/she can click the Link to Other Approver Groups to go to the sub-groups page where he/she can select the approval page for a group.
Additional Approver Groups.....

If a supervisor/manager has more than one Approver Group, the supervisor will be able to click the [Go to Approval Page] button to go to that particular Approval Page.
SUPERVISOR ACCESS

Employees time sheet history, leave balances and leave usage

The supervisor can view each employees’ time sheet history via:
Navigational path:   SU Custom>Time-Sheets>History>Approver View History

Employees’ leave balances can be viewed via:
• Current Leave tab on the employees’ time sheet
• Detail Leave tab on the employees’ time sheet
• Employee Time Sheet History.   Navigational path:   SU Custom>Time-Sheets>History>Approver View History
TIMEKEEPER ACCESS

Access to the Time Keeper Entry page is limited to those employees who have been set up by Payroll as a “Timekeeper”.

Navigation to this page:  SU Custom>Time-sheets>Time Entry>Timekeeper Time Entry

In the example above, this person was setup as the Timekeeper for the Payroll staff; therefore, access is limited to those employees in that office. In the example, the employee IDs have been hidden; as a timekeeper you will see each employee’s Empl ID displayed as a web link. To access an employee’s time-sheet to perform time entry, click on the Employee ID link.

Also, Timekeepers can set up a default schedule for Non-exempt, Exempt and Faculty employees to keep the data entry to a minimum. Navigation to this page: SU Custom>Time-sheets>Setup>Default Schedule Timekpr Setup
TIMEKEEPER ACCESS -- Non-Exempt Time Sheet

The time-sheet is the same as the Employee Time Entry time sheet.

**Note:** Pressing [Enter] will not save the time sheet data entry. You must click the [Save] button!

When you have completed the time entry for an employee, click on the [Return to Search] button to select the next employee to perform time entry for.
### TIMEKEEPER ACCESS – Exempt/Faculty Time Sheet

The Exempt/Faculty time-sheet is the same as the Employee Time Entry time sheet for an Exempt Staff or Faculty employee.

**Changes in time sheet for Exempt Staff and Faculty employees:**

1. No Time In/Out columns
2. Only record Duty Day and/or Leave Hours Taken. Remove the Duty Day check mark when a full day of leave is taken.
3. For **Exempt staff** it is permissible to request and take Leave in **one-hour increments**, except for Holiday Leave (still full day).
   
   For Faculty, either a Duty Day is checked or an 8-hour leave is entered for each work day.

The page also includes a Notes box, to enter any pertinent data regarding the hours worked or absent.

**Note:** Pressing [Enter] will not save the time sheet data entry. You must click the [Save] button!