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### Overview

**Q.** Who should submit an e-timesheet?

**A.**

#### Reports via Timesheet

<table>
<thead>
<tr>
<th>E-Class</th>
<th>Description</th>
<th>Payroll Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Hourly student workers</td>
<td>SH</td>
</tr>
<tr>
<td>BC</td>
<td>Work-study student workers</td>
<td>SH</td>
</tr>
<tr>
<td>DD</td>
<td>Non-hourly OPE staff</td>
<td>SH</td>
</tr>
<tr>
<td>EE</td>
<td>Hourly OPE staff</td>
<td>SH</td>
</tr>
<tr>
<td>FF</td>
<td>Non-union, non-exempt hourly employees</td>
<td>SH</td>
</tr>
<tr>
<td>HH</td>
<td>Non-union, non-exempt salaried employees</td>
<td>SH</td>
</tr>
<tr>
<td>II</td>
<td>Non-union hourly employees (Reg Campus)</td>
<td>SH</td>
</tr>
<tr>
<td>KK</td>
<td>Hourly Public Safety officers</td>
<td>SH</td>
</tr>
<tr>
<td>NN</td>
<td>Hourly gardeners and laborers</td>
<td>SH</td>
</tr>
</tbody>
</table>

#### Reports via Leave Reports

<table>
<thead>
<tr>
<th>E-Class</th>
<th>Description</th>
<th>Payroll Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>GG</td>
<td>Semi-monthly administrators</td>
<td>SM</td>
</tr>
<tr>
<td>LL</td>
<td>Executive and monthly administrators</td>
<td>MO</td>
</tr>
<tr>
<td>UU</td>
<td>Law librarians</td>
<td>MO</td>
</tr>
</tbody>
</table>
**Q.** Do I need to submit an e-timesheet if I do not have time/leave to report?

**A.** Currently, we are not requiring student or non-union, non-exempt hourly employees to submit an e-timesheet if they have no time to report.

However, if you open your e-timesheet, you should submit it, even if you have no time/leave to report. The system creates a "No hours entered" error if you try to submit an e-timesheet without entering any hours. For employees who report time, the error will prevent the e-timesheet from
being submitted. You should enter a zero for Regular Pay for any day (just once) and try submitting again. Employees who report leave may disregard the error.

All other employees on e-timesheets should submit an e-timesheet every period or a paper timesheet if they miss submitting their e-timesheet.
Submitting

Q. When are the submitter deadlines?

A. By 11:59 pm on the last day of the period (the 5th and 20th for SH employees, the 15th and last day of the month for SM employees, and the last day of the month for MO employees). Please see the payroll schedule. Please note that the "Submit by" date on the e-timesheet is incorrect. It is the approval deadline. The reminder emails have the correct submitter deadlines.

Q. What is the schedule of reminder emails for submitters?

A. Reminder emails are sent at 7 am on the second-to-last business day of the period and 7 am, 1 pm, 3 pm and 5 pm on the last business day of the period.

**Note: To ensure receipt of reminder emails, please add the following addresses to your email client’s list of authorized email addresses: etimesheets@usfca.edu, banjobs@usfca.edu.

Q. How can I access my e-timesheet?

A.

1. Log into MyUSF.
2. Click on the Favs App.
3. Click on Employee Self Service.
5. Click on "Time Sheet" if you should report time and "Leave Report" if you should report leave.

If you cannot log into MyUSF, please contact the ITS Help Desk at x6668 or itshelp@usfca.edu for assistance.

Q. When do e-timesheets for a period become available?

A. E-timesheets for a period become available two calendar days after the approval deadline for the previous period. For example, if the approval deadline was 11:59 pm on the 21st, then e-timesheets for the next period would become available at 12:01 am on the 23rd. This allows Payroll a one-day window to make changes to timesheet org codes and approvers.

Q. How can I enter hours to report time or leave?

A. Enter hours by clicking on "Enter hours" under the appropriate date and earnings category (such as regular pay or sick leave), typing the number of hours in the input box that appears, and clicking Save or hitting Enter/Return. Do not click Submit until you are completely done.
Q. How do I enter hours for USF holidays or mandatory days off?

A. OPE staff:

If a holiday falls on a day that you were scheduled to work, enter your regularly scheduled hours under the "Regular Pay" earnings category. If a holiday falls on a day that you were not scheduled to work, do not enter any hours.

Employees with flex, alternate, part-time or VRT work schedules are entitled to a pro-rated amount of time off for holidays (based on their FTE). For example, if you are 0.8 FTE, you are entitled to six hours (0.8 x 7.5 hours) off when 1.0 FTE employees get 7.5 hours off.

If a holiday falls on a day of the week that you normally work more or less than 7.5 hours, enter your regular hours as "Regular Pay" for that day, calculate what percent of 7.5 hours you are entitled to take off (based on your FTE), and either make up the difference (if you were entitled to take off less than you normally work) or take off the difference (if you were entitled to take off more than you normally work) at a time that your supervisor and you agree to.

For example, if a holiday falls on a Friday (such as Good Friday), you are 0.92 FTE and you normally work 8.5 hours on Fridays, enter 8.5 hours under "Regular Pay" for that day. You are entitled to 6.9 hours off (0.92 x 7.5 hours), so you should work an extra 1.6 hours (8.5 - 6.9) on another day.

For the same employee, if a holiday falls on a Thursday and he normally works 4.5 hours on Thursdays, he should enter 4.5 hours under "Regular Pay" for that day. He is entitled to 6.9 hours off, so he can take 2.4 hours (6.9 - 4.5) off on another day.

When you work hours to make up for time off on a holiday that exceeded what you were entitled to, do not record those hours on your e-timesheet. Simply add a comment on your e-timesheet noting that you worked X hours on that day and specify which holiday they were for. From the first example above, when you work the extra 1.6 hours on another day, do not record those hours on your e-timesheet. Just add a comment noting which date you worked the additional 1.6 hours and which holiday they were for.

When you take off hours because you were entitled to take off more hours than you normally work on the day of a holiday, enter those hours as "Regular Pay" for the day that you take them off and note in a comment how many hours you took off, which day that was on and which holiday they were for. From the second example above, when you take off 2.4 hours on another day, enter those hours as "Regular Pay" (just as you report hours for a holiday) and add a comment noting that 2.4 hours on that date were for which holiday.

For 7.5 or fewer hours worked on a holiday, you may take a day off at a time that your supervisor and you agree to. Enter five hours under Compensatory Time Earned. The system will multiply the hours by 1.5 when calculating your comp time balance. For any time exceeding 7.5 hours worked on a holiday, report the hours using the Overtime Premium 1.5 earnings category.
For mandatory days off, enter your regular hours under Vacation or Unpaid Leave.

**Employees who report leave:**

For USF holidays, do not enter any leave.

For mandatory days off, enter the time you took off under Vacation or Unpaid Leave.

**Q. How do I submit my e-timesheet?**

A. Open your e-timesheet, check that you have entered your hours accurately and click Submit.

**Q. How can I make corrections?**

A. If you have already submitted your e-timesheet and your approver has not approved it, your approver can make corrections (and add a comment to explain why he/she is making changes) or delete your e-timesheet, allowing you to start over.

If your approver has already approved your e-timesheet, you must submit a paper timesheet.

**Q. How can I report time or leave for a past period (for which the approval deadline has passed)?**

A. You must submit submit a paper timesheet.

**Q. How can I submit a paper timesheet?**

A. Print a copy of your complete e-timesheet (using 8.5x11-inch paper is preferable), mark the changes, sign the timesheet, have your approver sign it and keep a copy, and then bring it to HR in LM 339.

If you did not start your e-timesheet during the allotted timeframe, it will not be available to view or print. Please pick up a paper timesheet from HR. Include your name, CWID (instead of social security number) and dates of the period when completing it.

OPE staff and exempt employees only need to report time off (vacation, sick leave, etc.).

Student employees should include their job position and suffix (such as B59999-01) or department and pay rate.

Use a single row for each earnings code you would like to report hours for and note the earnings code (listed on the back of the paper timesheet). In each row, write in the hours for the correct days (of the month) and the total hours for the row.

Sign the timesheet, have your e-timesheet approver sign it and keep a copy, and turn it in to HR.
Payroll will accept paper timesheets with only the approver's signature, but submitter and approver signatures are preferred.

**Q. When will I get paid?**

**A.** Please see the pay dates on the payroll schedule.

Salaried employees, including OPE staff, will get paid their regular salary regardless of whether their e-timesheet is approved on time.

Student and other hourly employees will get paid for the hours on their e-timesheets as of the approval deadline, even if they fail to submit their e-timesheet or their e-timesheet is not approved on time.

If you are not able to submit an e-timesheet or need to make corrections to your e-timesheet after the approval deadline, you must submit a paper timesheet. If Payroll receives the paper timesheet before beginning to process the payroll (on the business day after the approval deadline), the hours/corrections should be reflected on your next paycheck.

**Q. What are flex schedules?**

**A.** Non-hourly OPE staff may negotiate flex schedules with supervisors that include shifts of more and/or less than 7.5 hours a day. They are not paid overtime or earn comp time for their scheduled hours. Your supervisor should inform the support line if you have a flex schedule so that overtime and comp time are correctly calculated.
Troubleshooting

Q. Why can't I access my e-timesheet?

A. Some possible reasons:

1. E-timesheets do not become available until two calendar days after the approval deadline for the previous period.
2. Did you choose the correct period from the drop-down list for the correct job?
3. The EPAF setting up the job may not have been approved and applied yet. (For first-time student employees, the Employee Self Service will not be available under Fav Apps in MyUSF.)
4. You or your approver may not be set up correctly in Banner. (When you click on Time or Leave Report, the message “Your records cannot be processed at this time. Please contact the Payroll Department.” appears.) Please contact the support line.

Q. Why can't I enter hours?

A. If you can open your e-timesheet but cannot enter hours:

1. Did you open an e-timesheet for an earlier period? Please check the "Time Sheet Period" near the top of the e-timesheet.
2. Did you already submit your e-timesheet? Please see its status near the bottom of the e-timesheet.

Q. Why do I have more than one e-timesheet to choose from?

A. If you have multiple jobs, you will have an e-timesheet for each. If your position number or pay rate has changed in Banner, you will have multiple e-timesheets, which lets you view historical information for about one year. However, you will only be able to submit e-timesheets under your new position.

Q. What does the "Submit not allowed" warning message mean?

A. This message appears if you click on the Submit button more than once, such as by using your browser's Back button and returning to the screen showing the record before it was submitted.

Q. What does the "Time transaction already exists" warning message mean?

A. This message appears if you open an e-timesheet, use your browser's Back button and try to open it again.

Q. Why are old or incorrect jobs listed?
A. Historical data will be available for about one year. We are working on removing incorrect job information.
Leave

Q. How should I report time off for medical appointments?

A. Report medical appointments as sick leave.

Q. What happens if I use more leave than I have accrued?

A. If you exceed your sick leave, the time will be deducted from your vacation leave. For non-exempt employees, if you exceed your vacation leave, your pay will be deducted. For exempt employees, if you take a full day's leave and exceed your vacation leave by the same or more hours, your pay will be deducted.

Q. How can I check my leave balances?

A.

1. Log into MyUSF.
2. Click on the Favs App.
3. Click on Employee Self Service.
4. Click on Leave Balances.

For SM and MO employees, leave taken is updated when your e-timesheet is approved and leave earned (accrued) is updated when the payroll is processed.

For SH employees, leave taken and earned are updated when the payroll is processed.

Leave earned is for pay periods while leave taken is for leave periods.

Example: An SM employee checking on the 15th of a month will see an available balance that reflects leave taken as of the end of the previous month (since the e-timesheet for the second half of the previous month would have been approved by then) and leave earned for working through the first half of the current month (since the payroll processing earlier that month is for the pay period of the first half of that month).

Your Available Balance is carried over to become your Available Beginning Balance near the beginning of each calendar year. It includes one period's accrual from the new year (so the Earned total for the year does not include that first period's accrual).
**Overtime**

**Q.** How should I report overtime?

**A.**

**Students and other non-union hourly workers**

Use the Overtime Premium 1.5 earnings category (for 1.5x regular pay) to report work performed:

1. In excess of eight hours up to and including 12 hours in any work day.
2. In excess of 40 hours per work week.
3. In the first eight hours on the seventh consecutive day of work in a work week.

Use the Overtime 2.0 earnings category (for 2x regular pay) to report work performed:

1. In excess of 12 hours in any work day.
2. In excess of eight hours on the seventh consecutive day of work in a work week.

For students, the work week is defined as Sunday through Saturday.

Be sure to consider hours from all USF jobs. For example, if on the same day you work 5 hours at job A and later 4 hours at job B, report 5 hours of Regular Pay on job A and 3 hours of Regular Pay and 1 hour of Overtime Premium 1.5 on job B (assuming the hours only fall into the first criterion above). If the hours are mistakenly reported as Regular Pay, Payroll will try to contact the supervisors to determine on which job the overtime occurred. If we cannot determine that in time to process the payroll, we will charge the overtime to the higher-paying job.

**Non-hourly OPE staff**

Use the Overtime Premium 1.5 earnings category (for 1.5x regular pay) to report work performed:

1. In excess of 7.5 hours on any work day.
2. In excess of 37.5 hours in any work week.
3. On the sixth consecutive day of work in any work week.

Use the Overtime 2.0 earnings category (for 2x regular pay) to report work performed:

1. On the seventh consecutive day of work in any work week.

For OPE staff without flex schedules, the work week is defined as Monday through Sunday.
For OPE staff with flex schedules, the work week is defined as starting at noon on Friday. Employees with flex schedules are entitled to overtime for any time worked over a standard work day or work week and assigned time worked over 37.5 hours in one week or 75 hours in two weeks.

For more complete information, please click here for the contract.

Q. How should I report comp time?

A. Full-time OPE staff are eligible to earn comp time in lieu of overtime with the agreement of their supervisors. Following the criteria above for overtime, enter the hours worked as Compensatory Time Earned or Comp Time 2x. The system will multiply the hours by 1.5 or 2 when calculating your comp time balance. When you take the time off, enter the hours as Compensatory Time Off.