

Time Tracking Terminology

Term	Definition
Auto-fill	A time entry method that copies time blocks from a worker's schedule, or from a previous week into the current week on the time entry calendar.
Exempt Employee	Full time employee paid on an annual salary basis, not hourly. Not entitled to overtime pay.
Micro-edit	The ability to edit existing time blocks or add time blocks directly to a day by double-clicking on the time entry calendar.
Non-Exempt Hourly Employee	Full or part time employee paid on an hourly basis. Entitled to overtime at a rate of 1.5 times their hourly rate.
Quick Add	A time entry method that enables you to create a time block and copy it to multiple days in a week.
Student Employee	USF students enrolled full-time in a degree-granting program who are authorized to work in the United States. There are 3 types of employment: Federal Work-Study (FWS), Campus Job Opportunity (CJOB), and non-work-study student employment.
Time Entry Calendar	A set of self-service pages that you use to enter, edit, and view time.
Time Entry Validation	Errors or warnings that prevent you from entering invalid time. Critical validations prevent you from submitting time. Warnings appear on the time entry calendar, but do not prevent you from submitting time.
Time Off	Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.
Time Type	The time you enter in your time entry calendar. Select the Time Type from a list of Time Off Plans available to you such as Sick, Vacation, etc.