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Timekeeper Guide- How to Manage Timecards

Contents

Introduction ........................................................................................................................................................................... 1
  How to Generate a Timecard on Behalf of an Employee ................................................................................................. 2
Notes ....................................................................................................................................................................................... 2
In Brief .................................................................................................................................................................................... 2
In Detail .................................................................................................................................................................................. 3
  Monitoring Timesheet Data Entry and Submission ........................................................................................................... 9
Notes ....................................................................................................................................................................................... 9
  How to resubmit an employee’s Time Card to pass it on to Payroll .............................................................................. 10
In Brief .................................................................................................................................................................................... 10
In Detail .................................................................................................................................................................................. 11
  How to set up a saved search (filters on Team Time Card’s page) ................................................................................... 15
In Detail .................................................................................................................................................................................. 15

For more detail on the business process around Time Cards including a glossary of terms and an explanation of roles involved in the process, please see the Guide to Time Recording.

Introduction

The Timekeeper role has been created to allow administrators to monitor and intervene in the Time Card process if and when necessary. It is not mandatory for Timekeepers to be involved but they may wish to be to ensure data quality and completeness.
How to Generate a Timecard on Behalf of an Employee

Notes

Timekeepers have access to input Time Cards for employees on an exception basis only. It is only possible for a Timekeeper to enter one Timecard at a time; there is no bulk load functionality. All employees have access to input Time Cards via self-service and should be encouraged to do so.

If a Time Card is rejected by the approver, the same Time Card can be amended and resubmitted without starting the process again.

A Time Card can be saved (rather than submitting) if you wish to input time as you work throughout the month. This can then finally be submitted at the end of the month once work has been completed and is all entered into the Time Card. Remember to submit the Time Card, giving your manager time to approve it before the deadline for payment. Managers do not receive notifications to approve a Time Card that has been submitted by a Timekeeper.

It is not possible to submit a Time Card with a negative number of hours on it. If you need to do this because an employee has previously submitted too many hours and they have been overpaid, you will need to go back to the month which had the overpayment and edit this to reflect the correct amount.

In Brief …

Timekeepers have access to input Time Cards for employees on an exception basis only. It is only possible for a timekeeper to enter one Timecard at a time; there is

1. From the Homepage, under the My Client Groups tab, click Show More at the bottom of the Quick Actions.
2. Under the Time section, click Team Time Cards.
3. Click Add
4. Search for the employee you wish to add a Timecard for, or select one of your direct reports (if you have any)
5. Select the date for the Timecard period and click the Add button in the Entries section
6. Complete the relevant fields and click OK button.
7. On the **Add Time Card** screen, click **Submit** at the top right.

**In Detail ...**

1. From the Homepage, click the **My Client Groups** tab. Scroll down and at the bottom of the **Quick Actions**, click **Show More**.

2. Scroll down until you see the **Time** section, click **Team Time Cards**.
3. Click **Add**.

4. Search for the employee you wish to add a Timecard for or select one of your direct reports (if you have any).
5. Select the date for the Timecard period and click the **Add** button in the Entries section.

6. Complete the relevant fields and click **OK**.
a. **Assignment Number**- Mandatory field that refers to the employee’s work assignment (job). If they only hold one assignment with the university this is their employee number. If they hold multiple assignments, each assignment has a number (normally the employee number with eg: a – 2 or 3 at the end) Please ensure you use the correct number to ensure they are paid at the correct rate of pay for the work completed.

b. **Time Type**- Mandatory field. Refers to the type of hourly based payment to be made. Full list as follows:

- Overtime x0.5
- Overtime x1
- Overtime x1.2
- Overtime x1.5
- Overtime x2
- Guaranteed Hours
- Call Out
- Additional Hours
- Premium Band Overtime
- Intern Hours
- Union Duties

You will only be allowed to submit a Time Card for the type of time which you are eligible (error will appear upon submission). For more information on eligibility please refer to the Guide to Time Recording More information on when each type of Overtime should be applied can be found in the appropriate Conditions of Service document.
c. **Department** - Auto-filled field based on Assignment Number.
d. **Job** - Auto-filled field based on Assignment Number.
e. **Funds** - This field only needs completed if costs are to be allocated to different codes from your assignment, e.g. General unrestricted.
f. **Cost Centre** - Optional field. If you are unsure of what to put, just leave this field blank. Will normally only apply when you have worked in a department that is not the one that your contract of employment relates to.
g. **Analysis** - With additional information this may be used for local reporting.
h. **Portfolio** - Optional field that contains a list of values that refers to buildings where the work has been undertaken. This will only be applicable to non-academic positions, such as catering staff. Please complete this wherever possible.
i. **Alternate Rate** - Optional textbox that is to be used ONLY on the occasion that the employee completes work where they would be paid at a different rate to the normal rate of pay for the assignment. Value should be entered as numeric value with 2 decimal places.

You should only use this field if it has been previously agreed that the work done is to be paid at a rate that is different to the normal contracted rate of your assignment. Refer to the part time pay scales on the university website to convert a grade and scale point to a numeric value.
j. **Course Code** - Optional field that contains a searchable list of values that refer to specific academic courses. This will only be applicable to academic positions. If the work done was in relation to a specific course, please complete this wherever possible.
k. **Work Category** - Optional field that contains a list of values that refer to the type of work done. Please complete this wherever possible. Full list is as follows:

   i. Teaching
   ii. Tutoring
   iii. Tutor: Honours
   iv. Demonstrating
   v. Lecturing
   vi. Marking
   vii. Other Work Types
   viii. Preparation Time
   ix. Development
   x. Absence
   xi. Sickness
   xii. Research
Select Dates - Mandatory field that refers to the dates you are selecting for this Timecard. **Note**: multiple dates can be selected for one Timecard as displayed above but the hours field will refer to what was worked on one day of the multiple days selected. E.g.: if 2 days are selected and 4 hours entered into the quantity box, 4 hours will appear on each of those 2 days.

It is not possible to enter hours over a time period of more than a day eg: 20 hours over a week or a month. Hours must be allocated to a specific day.

I. Quantity - Required field that refers to the number of hours worked per day on the selected date(s).

7. Comments can be added to a Time Card but there is only one free text box available for each Time Card (ie: month). Any applicable extra information should be added there to aid with reporting.

8. On the Add Time Card screen, click Submit at the top right.
Monitoring Timesheet Data Entry and Submission

**Notes**

Timekeepers will not receive any system generated notifications or email in regards to Time Cards.

Timekeepers can edit Time Cards however, Approved Time Cards should only ever be edited if there are extra hours to be added to it, i.e.: if someone forgot to submit all of their hours for the previous month(s). You can also edit a Time Card after it had been rejected by Payroll.

If an employee saves a Time Card instead of submitting it, this will allow Timekeepers to review, edit, and submit it on their behalf. If a school/department wishes for their employees to do this, they will need to communicate this in advance.

Likewise, a Timekeeper can enter and save a Time Card to allow someone else (another Timekeeper) to double check before it is submitted and flows through the process to payroll.

If a Time Card is submitted then rejected by the approver, the employee will receive a notification of this. This same Time Card can be amended and resubmitted by either the employee or the Timekeeper without starting the process again.

If a Timekeeper becomes aware that a Time Card has been approved but it has errors in it, they can ask the line manager or employee to delete the Time Card then they can start the...
process again. **Note** that Time Cards should never be deleted if the employee has already been paid for the time. If the Time Card has the status ‘Approved’ this means it has already been through payroll approval and may have already been processed for payment. In this situation Timekeepers may need to contact Payroll by submitting an SR to the Help Desk.

As a Time Keeper you must make sure you **regularly** monitor Time Cards, particularly in the run up to the Payroll cut off date to ensure employees get paid on time.

Timekeepers will need to resubmit an employee’s Time Card. This is because there is no way of filtering on which ones have just been submitted by the employee and which ones have also been approved by the line manager, as they will show as a status of submitted in both these situations. To ensure ALL Time Cards have been approved and passed onto Payroll you must follow the steps in the next section. (How to resubmit an employee’s Time Card to pass it on to Payroll.) to resubmit the Time Cards.

**How to resubmit an employee’s Time Card to pass it on to Payroll**

**In Brief**

1. From the Homepage, under the My Client Groups tab, click **Show More** at the bottom of the Quick Actions
2. Under the Time section, click **Team Time Cards**
3. Click on **Show Filters**
4. Select **date range** and status of **Submitted**. Can specify a Line Manager or/and Department
5. Click on the **+Add** button then search for the employee
6. Change date for the 1\textsuperscript{st} of the previous month
7. Click on **Submit**
8. If you want to edit you can click on the **Pencil icon**
9. If you want to reject it, add a comment and click on **Actions** and **Save and Close**. Contact the employee to let them know that they need to correct the Time Card as per your comments, as the system will not notify them.
1. From the Homepage, under the **My Client Groups** tab, click **Show More** at the bottom of the Quick Actions.

2. Under the **Time** section, click **Team Time Cards**.
3. Click on **Show Filters**

4. Under **Time Card Period**, select **Range**. Use calendar icons to select date range (first and last date of previous month) click on **OK**.
5. Select status of **Submitted**. Can specify a Line Manager or/and Department.

5. Click on the **+Add** button
6. Search for the employee

7. Change date for any date of the month the Time Card is for.

8. Click on Submit
9. If you want to edit you can click on the Pencil icon. If you want to reject it you can click on Actions and Save and Close. If you are rejecting it, make sure you add a comment as to why, and let the employee know so that they can rectify it. The employee will not receive a notification.

How to set up a saved search (filters on Team Time Card’s page)

In Detail ...

It is possible to set up saved searches on Timecards if you have things to look out for on a monthly basis.

Navigate to Team Time Cards: by following steps 1-3 from previous section.
4. Select all of the filters that you would like to have within your search. There are numerous values such as line manager name, department, time period, Time Card status and more.

5. Click on Save

6. The Create Saved Search box will appear – give your search a name (it won’t appear for anyone else, it’s just yours). And click OK.

7. The search will then appear on the drop down list under Saved Search so you can easily select this each time you visit this page.
Please note that different filter views will appear depending on whether you access them as a manager or as a timekeeper (if you hold both of these roles).