



People and Money system

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Employee Guide- How to generate a Timecard

This guide should be used to support the process of inputting any time type for payment that People & Money can be used for. These are:

- Guaranteed Hours
- Overtime
- Call Out hours
- Additional Hours
- Premium Band Overtime
- Intern Hours
- Union Duties

Please read the [Guide to Time Recording](#). This provides detailed guidance on the end to end Timecard process.

Timecards are available to all employees who are eligible to claim for hourly based time based on the [Conditions of Service](#) for the assignment. If there are no Time Types available to you, you will not be able to access the Timecard screen.

New employees should familiarise themselves with the timecard entry process for their area as this differs across the University. Specifically, check whether you are expected to enter your hours worked into People and Money personally, or if this will be done on your behalf. This guide provides guidance where you will submit the Timecard. Speak to your line manager, timekeeper for your area or school/department administrator for guidance.

Notes

Employees must submit the hours they wish to claim by the last working day of the month to ensure they are paid on the following month's pay day, as per the University's Payroll policy. Please see further information on the Finance Specialist Services - [Payments to Staff SharePoint](#)

Employees will receive email notification to their University email address once a Timecard submission has been approved or rejected.

An employee can save a Timecard (rather than submitting) if they wish to input their time as they work throughout the month. However, they must submit the timecard by the last working day of the month, to leave enough time for manager approval before the payroll deadline. Managers receive notification to approve each time a Timecard is submitted so by saving throughout the month then finally submitting once this would save line managers from receiving so many notifications.

Line Managers and Timekeepers can review and edit your Timecard. They can also submit on your behalf on the rare occasion you cannot do it yourself.

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

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

A timecard freeze on editing has been put in place between 11th and 20th inclusive of each month (apart from December when this will be earlier). This means employees, line managers and timekeeper must not edit the approved timecard for that month before it has been transferred for payment. For example, January timecards approved/submitted by cut-off on 10th February, should not be edited between the 11th and 20th February inclusive to ensure payment on 28th February.

If you are ending your employment with the University, you must submit your Timecard and have this approved by your manager before your last day of employment, to make sure you are paid correctly.

In Brief

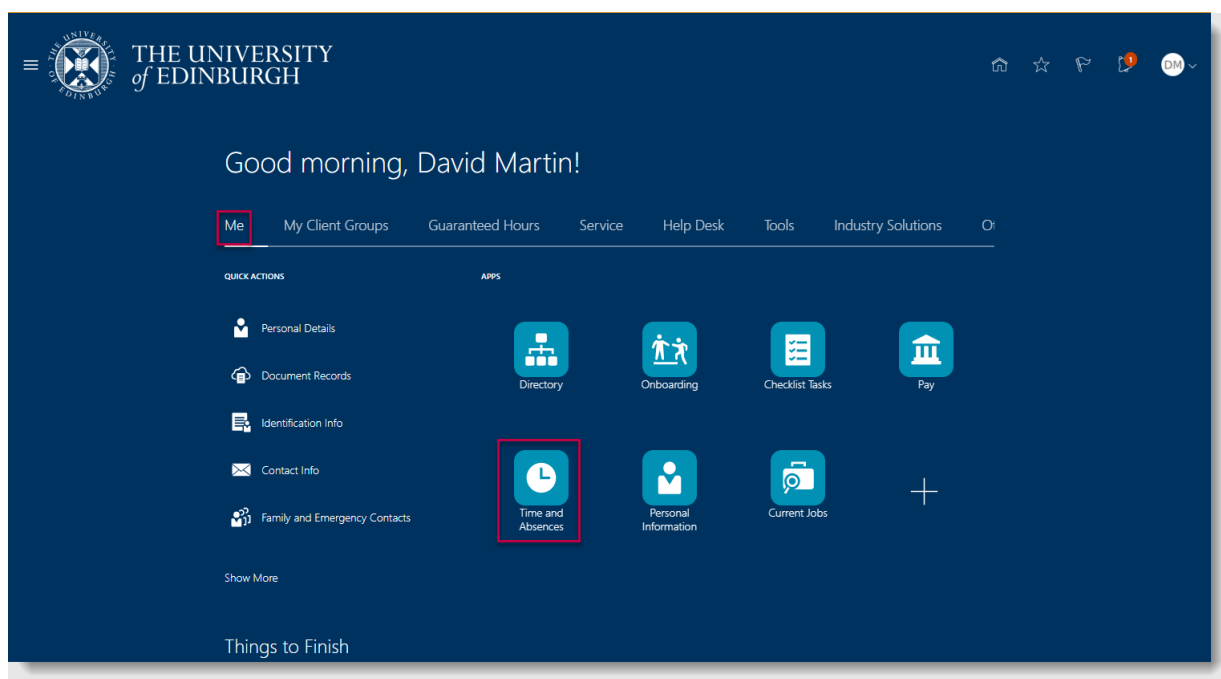
This is a simple overview of the process.

1. From the Home navigate to the **Me** tab and choose the **Time and Absences** app.
2. Choose the **Current or Existing Timecards** tile.
3. For Current Timecards: Click the **Add** button in the Entries section.
4. For Existing Timecard: Click **Add** to create a time entry for the chosen date. Then click the **Add** button in the Entries section.
5. Enter the time entry then **Submit** or **Save**.

For detailed guidance, see the next section.

In Detail

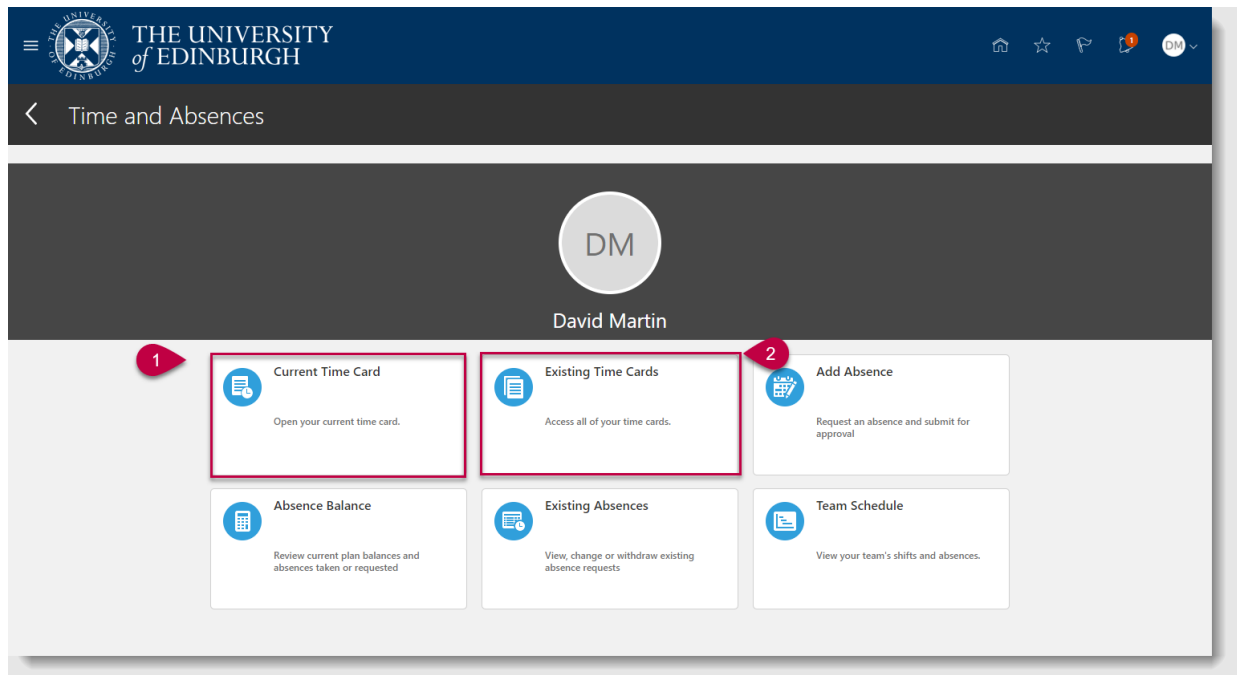
1. From the Home page navigate to the **Me** tab and choose **Time and Absences** app.



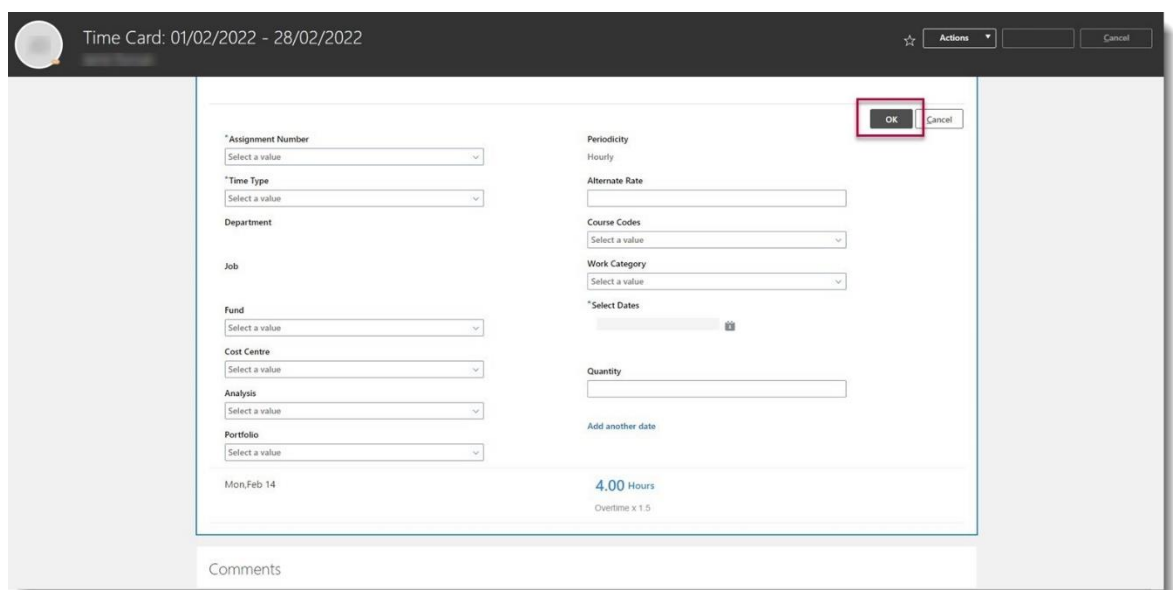
2. Then choose the **Current or Existing Timecards** tile.

1. **Current Timecard** – will take you to the Timecard for the current month you are in
2. **Existing Timecard** – will show a list of all previously created Timecards, use this to add to or amend any Timecard you have previously entered.

Any time added to a previously submitted or paid Timecard will be reflected in the following month's pay. Adding time for a future month will not be processed by payroll until that month is reached.



3. For **Current Timecard** (the current month).
4. Click the **Add** button in the Entries section.
5. Complete the relevant fields and click **OK** button



Assignment Number- Mandatory field that refers to your work assignment (job). If you only hold one assignment with the university this is normally your employee number. If you hold multiple assignments, each assignment has a number (normally your employee number with eg: a – 2 or 3 etc at the end) Please ensure you use the correct number to ensure you are paid at the correct rate of pay. This can be found under Employment Info section in your Personal Info page on People & Money, or on your payslip.

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 Timecard 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. For more information on when each type of Overtime should be applied can be found in the appropriate [Conditions of Service document](#).

Department - Auto-filled field based on Assignment Number.

Job - Auto-filled field based on Assignment Number.

Funds - This field only needs completed if costs are to be allocated to different codes from your assignment, e.g., General unrestricted.

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.

Analysis - With additional information this may be used for local reporting.

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.

Alternate Rate- Optional textbox that is to be used ONLY on the occasion that you complete work where you would be paid at a different rate to your normal rate of pay. Value should be entered as numeric value with 2 decimal places, e.g. enter 10.00 to be paid £10 per hour.

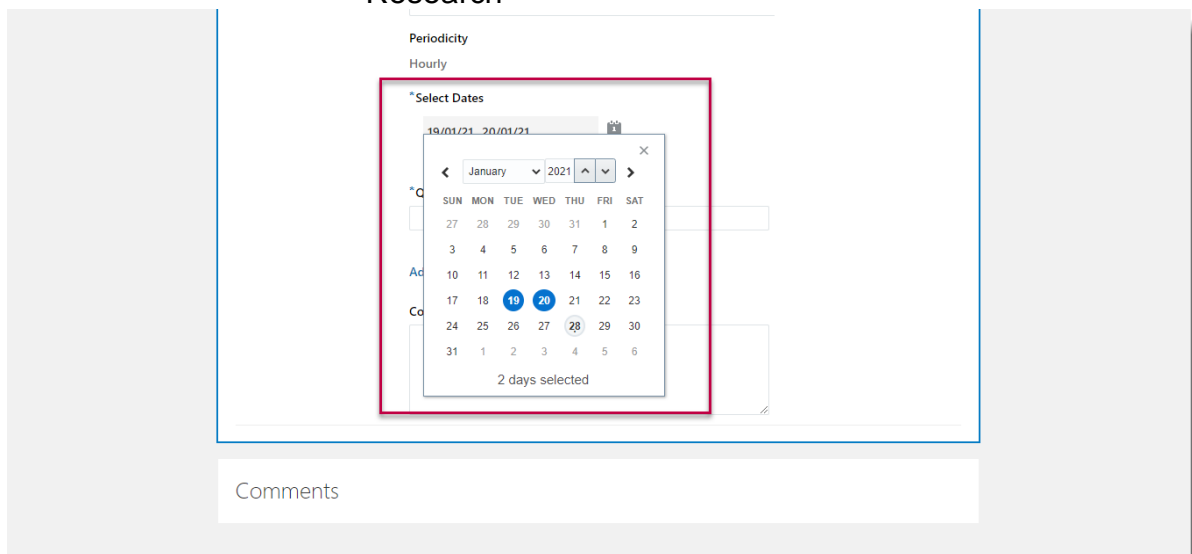
You should only use this field if it has been previously agreed that the work done is to be paid at a rate that is different to the normal contracted rate of your assignment. Otherwise, leave it blank. Refer to

the part time [pay scales on the university website](#) to convert a grade and scale point to a numeric value.

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 you have done was in relation to a specific course, please complete this wherever possible.

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:

- Teaching
- Tutoring
- Tutor: Honours
- Demonstrating
- Lecturing
- Marking
- Other Work Types
- Preparation Time
- Development
- Absence
- Sickness
- Research



The screenshot shows a form with a 'Periodicity' dropdown set to 'Hourly'. Below it is a 'Select Dates' field with a calendar pop-up. The calendar shows the month of January 2021, with the 19th and 20th selected. The text '2 days selected' is visible at the bottom of the calendar. Below the calendar is a 'Comments' text area.

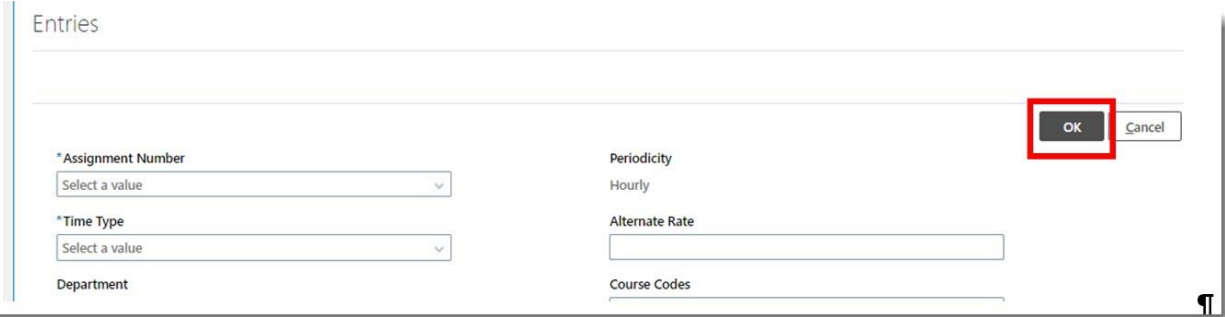
6. **Select Dates** - Mandatory field that refers to the dates you are selecting for this timecard. **Note:** multiple dates can be selected for one timecard as displayed above but the hours field will refer to what was worked on each day of the multiple days selected. E.g.: if 2 days are selected and 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 and must accurately reflect the hours you worked on that day.

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

Comments can be added to a Timecard but there is only one free text box available for each Timecard (i.e. month not per line entry). Any applicable extra information should be added there.

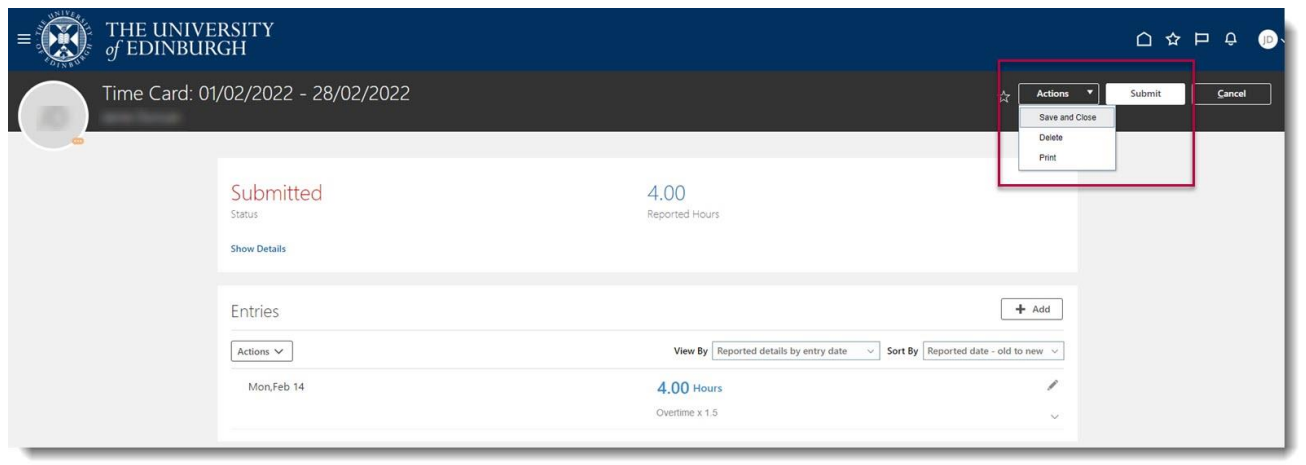
8. Click **OK**



The screenshot shows a form titled 'Entries' with several input fields: '* Assignment Number' (dropdown), '* Time Type' (dropdown), 'Department', 'Periodicity' (dropdown), 'Hourly' (checkbox), 'Alternate Rate' (text box), and 'Course Codes' (text box). The 'OK' button is highlighted with a red box, and a 'Cancel' button is also visible.

9. If you have added all of your time for that month and it is now ready to be approved, click **Submit** in the top right hand corner.

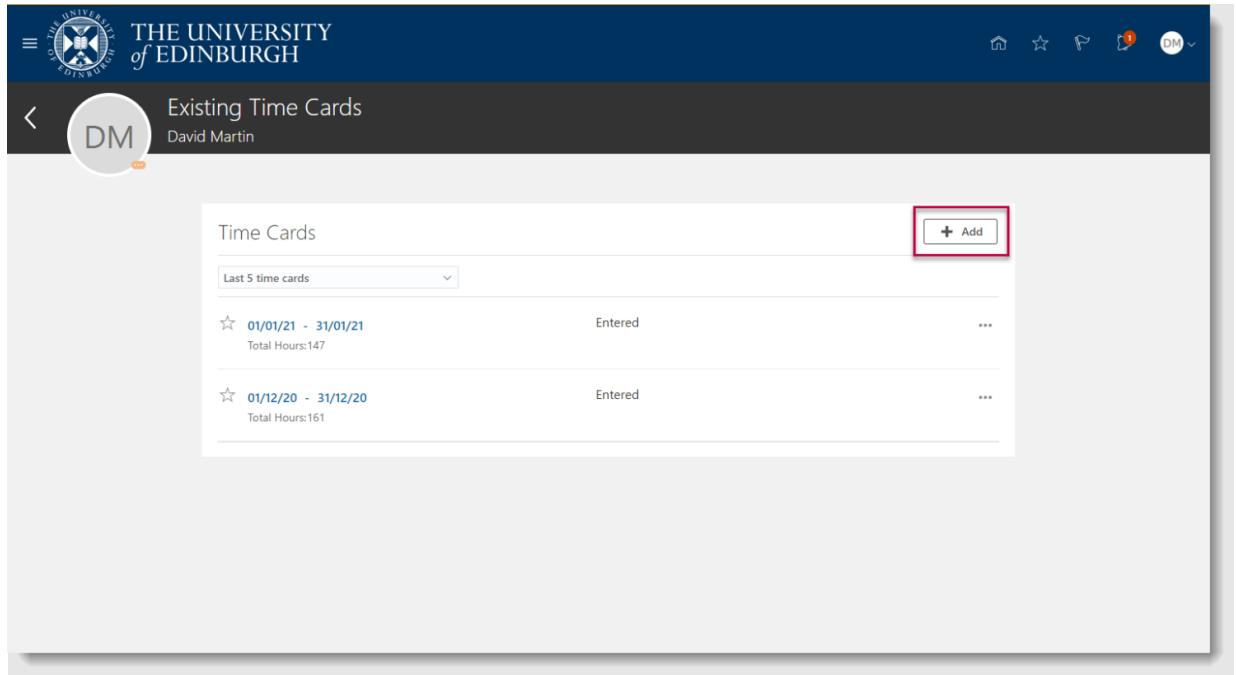
If you wish to **Save** your Timecard, either because you will add more to it later or because your school/department have asked you to, click **Actions**, and then **Save and Close**. Remember to **Submit** once you have finished adding to your Timecard, leaving enough time for your manager to approve before the [payroll deadline](#).



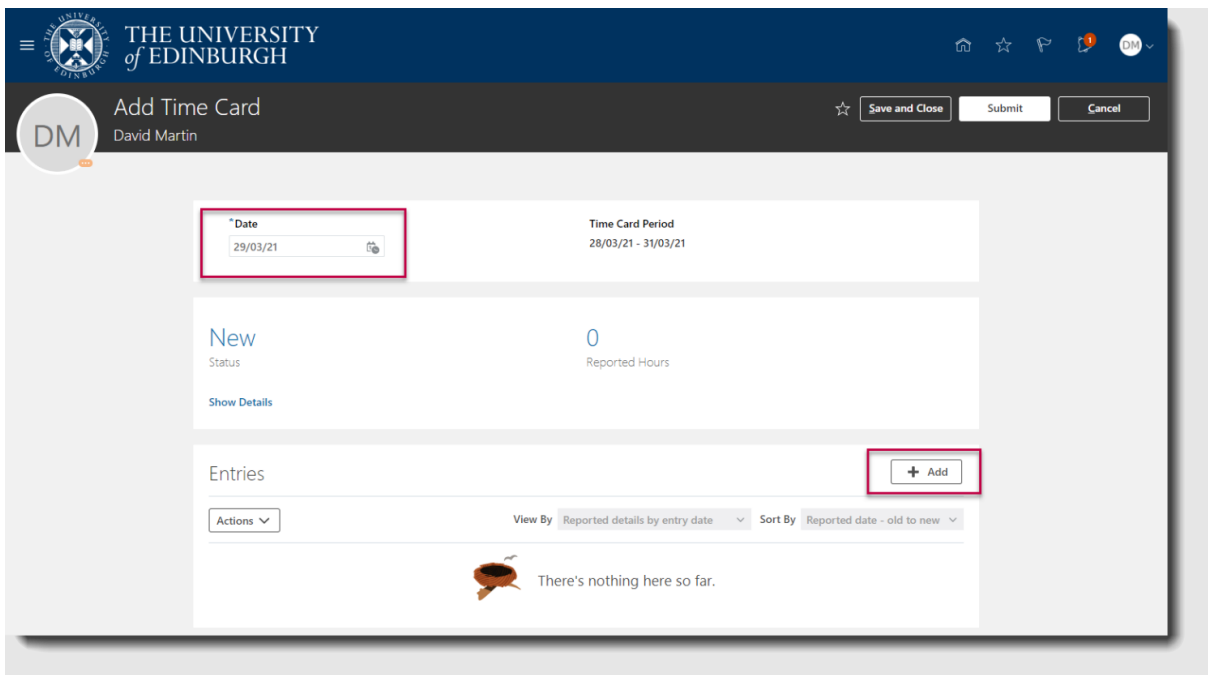
The screenshot shows the University of Edinburgh Timecard interface. The top navigation bar includes the university logo and the text 'THE UNIVERSITY of EDINBURGH'. Below this, the title 'Time Card: 01/02/2022 - 28/02/2022' is displayed. The main content area shows a 'Submitted' status with '4.00 Reported Hours'. An 'Entries' table is visible with one entry for 'Mon, Feb 14' showing '4.00 Hours' and 'Overtime x 1.5'. The 'Actions' dropdown menu is open, showing options: 'Save and Close', 'Delete', and 'Print'. The 'Submit' button is also visible in the top right corner.

[Appendix 1](#) shows an example of a completed Timecard.

10. For **Existing Timecards**: Click on the Existing Timecard tile
11. Either click on the dates of the Timecard that you wish to add to/amend, or click **Add** to start a new Timecard.



12. If you chose Existing Timecard, select the date for the timecard period at the top. Click the **Add** button in the Entries section.



13. Follow steps 3 to 8 above.

What happens after you submit your Timecard

- Your timecard will go to your line manager or timekeeper for approval/submission (depending on local process)
- It may be amended by a 'timekeeper' (administrator) within your school/department or your line manager if there are details such as the costings where the payment is charged to that need to be added/changed.

- If there is information missing, the Timecard may be rejected. If a Timecard is rejected by the approver, the employee must go into the same Timecard, make the necessary amendments and resubmit the timecard again.
- It will then progress to the payroll team for payment. Monthly pay dates can be found on the payroll section of the University website.
- **A timecard freeze on editing has been put in place between 11th and 20th inclusive of each month** (apart from December when this will be earlier). This means employees, line managers and timekeeper must not edit the approved timecard before it has been transferred for payment.
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Appendix 1

The following shows an example of a completed Timecard. The employee is claiming for overtime on multiple dates. Fund, Cost Centre, Analysis and Portfolio optional fields have been left blank, meaning the overtime will be charged to the same place as the employee's salary.

<p>*Assignment Number <input type="text" value=""/></p> <p>*Time Type <input type="text" value="Overtime x 1"/></p> <p>Department <input type="text" value=""/></p> <p>Job HR Administrator (B1) (PAO - Administration)</p> <p>Fund <input type="text" value="Select a value"/></p> <p>Cost Centre <input type="text" value="Select a value"/></p> <p>Analysis <input type="text" value="Select a value"/></p> <p>Portfolio <input type="text" value="Select a value"/></p> <p>Periodicity Hourly</p>	<p>Alternate Rate <input type="text" value=""/></p> <p>Course Codes <input type="text" value="Select a value"/></p> <p>Work Category <input type="text" value="Other Work Types"/></p> <p>*Select Dates <input type="text" value="3/10/2022 - 7/10/2022"/> <input type="button" value="x"/> 5 days selected</p> <p>Quantity <input type="text" value="1.00"/></p> <p>*Select Dates <input type="text" value="17/10/2022 - 21/10/2022"/> <input type="button" value="x"/> 5 days selected</p> <p>Quantity <input type="text" value="1.50"/></p> <p style="text-align: center;">Add another date</p>
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After clicking on Ok, the employee now sees their completed Timecard, as shown below:

Time Card: 1/10/2022 - 31/10/2022

New
Status

[Show Details](#)

12.50
Reported Hours

Entries + Add

View By
Sort By

Mon, Oct 03	1.00 Hours Overtime x 1	<input type="button" value="edit"/>
Tue, Oct 04	1.00 Hours Overtime x 1	<input type="button" value="edit"/>
Wed, Oct 05	1.00 Hours Overtime x 1	<input type="button" value="edit"/>

The employee can click on Add to add more hours for this pay period, or Save and Close to save the Timecard but not submit it.

Once all hours have been added for the month they **must click on Submit** to submit the Timecard for manager or timekeeper approval. The Timecard must be submitted and approved to be paid.

Once the employee clicks Submit, the Timecard status will change to Submitted, as shown below:

Time Card: 1/10/2022 - 31/10/2022 ☆ Actions Submit

Submitted
Status

12.50
Reported Hours

[Show Details](#)

Entries + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

Mon, Oct 03	1.00 Hours	
	Overtime x 1	
Tue, Oct 04	1.00 Hours	
	Overtime x 1	
Wed, Oct 05	1.00 Hours	