


## Quick Reference Guide: Non-Exempt Staff Time and Leave Reporting Process

**Pre-Planned (Future Dated) Leave requests:** please refer to [Initiating eLeave Request Quick Reference Guide](#).

### Reporting Time Worked and/or Leave in the Current Pay Period:

- 1) Login to [Panthersoft HR Employee Self Service](#)
- 2) Navigate to: Human Resources Self Service > Employee Self Service > Time Reporting > Report Time > Timesheet
- 3) Enter the “In” and “Out” Punch for each day worked or select the appropriate TRC (Time Reporting Code) from the drop down menu and report the “Quantity” of leave hours for that day

### Notes:

Report time worked and Leave TRC on the same day: Select the  icon on the specific date and enter the time worked punches on one row and the TRC with the quantity of hours on the next row

Overnight Shifts: Enter the “Out” punch in the “Out” column for the next day (See Online UPK Training - [Report Time – Overnight Shift](#))



- 4) Click “Submit” to process your timesheet and make it available for your manager to approve

#### Timesheet































**Roary Panther** Employee ID 1234567  
 Parking Transportation Aide Empl Record 0  
 Actions ▾ Earliest Change Date 11/19/2016

Select Another Timesheet

\*View By  Previous Period Next Period

\*Date   

Reported Hours 34.50

From 11/19/2016 to 12/02/2016 ?												
Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Time Zone	Date	
	Sat	11/19	New						PSNONCATSK	EST	11/19	 
	Sun	11/20	New						PSNONCATSK	EST	11/20	 
	Mon	11/21	Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	11/21	 
<b>Split Day with Time reported and TRC Quantity</b>	Tue	11/22	Submitted				SKH - Sick Leave Hourly	2.00	PSNONCATSK	EST	11/22	 
			Submitted	8:30:00AM	2:00:00PM	5.50			PSNONCATSK	EST	11/22	 
	Wed	11/23	Submitted				VAH - Vacation Leave Hourly	8.00	PSNONCATSK	EST	11/23	 
	Thu	11/24	Submitted	10:00:00PM		3.00			PSNONCATSK	EST	11/24	 
	Fri	11/25	Submitted		1:00:00AM		<b>Overnight Shift</b>		PSNONCATSK	EST	11/25	 
			Submitted	8:30:00AM	5:00:00PM	8.00			PSNONCATSK	EST	11/25	 
	Sat	11/26	New						PSNONCATSK	EST	11/26	 
	Sun	11/27	New						PSNONCATSK	EST	11/27	 
	Mon	11/28	New						PSNONCATSK	EST	11/28	 
	Tue	11/29	New						PSNONCATSK	EST	11/29	 
	Wed	11/30	New						PSNONCATSK	EST	11/30	 
	Thu	12/1	New						PSNONCATSK	EST	12/1	 

## Reporting Compensatory Time in Lieu of Overtime Worked:

- 1) Login to [Panthersoft HR Employee Self Service](#)
- 2) Navigate to: Human Resources Self Service > Employee Self Service > Time Reporting > View Time > Payable Time Detail
- 3) Validate on what dates the overtime (OTP) exists

Start Date:  End Date:

Payable Statuses to view can be controlled from the expandable Payable Status Filter section.  
Use the Refresh button to refresh the display.  
Time detail can be displayed for a date range up to thirty-one days.

> Payable Status Filter

**Payable Time**

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
04/29/2013	Needs Approval		<a href="#">Approval Monitor</a>	LUN	0.50	Hours
04/29/2013	Needs Approval		<a href="#">Approval Monitor</a>	REG	13.50	Hours
04/30/2013	Needs Approval		<a href="#">Approval Monitor</a>	LUN	0.50	Hours
04/30/2013	Needs Approval		<a href="#">Approval Monitor</a>	REG	13.50	Hours
05/01/2013	Needs Approval		<a href="#">Approval Monitor</a>	LUN	0.50	Hours
05/01/2013	Needs Approval		<a href="#">Approval Monitor</a>	OTP	0.50	Hours
05/01/2013	Needs Approval		<a href="#">Approval Monitor</a>	REG	13.00	Hours
05/02/2013	Needs Approval		<a href="#">Approval Monitor</a>	LUN	0.50	Hours
05/02/2013	Needs Approval		<a href="#">Approval Monitor</a>	OTP	13.50	Hours
05/03/2013	Needs Approval		<a href="#">Approval Monitor</a>	LUN	0.50	Hours
05/03/2013	Needs Approval		<a href="#">Approval Monitor</a>	OTP	13.50	Hours

- 4) Navigate back to the timesheet and enter the Comp Accrued (CMA) time reporting code on the dates that qualify for overtime (as per the 2<sup>nd</sup> screenshot below).

**Note:** The dates that you code as CMA must coincide with the dates where Overtime exists in Payable Time. You may report all the overtime hours as CMA or only a portion of the total hours. Any overtime (OTP) hours not reported as CMA will be paid at the employee's hourly overtime rate



From 04/27/2013 to 05/10/2013

Comments	Day	Date	Status	Approval Monitor	Exception	In	Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Time Zone	Date
	Sat	4/27	New	Approval Monitor							PSNONCATSK	EST	4/27
	Sun	4/28	New	Approval Monitor							PSNONCATSK	EST	4/28
	Mon	4/29	Submitted	Approval Monitor		8:00:00AM	10:00:00PM	13.50			PSNONCATSK	EST	4/29
	Tue	4/30	Submitted	Approval Monitor		8:00:00AM	10:00:00PM	13.50			PSNONCATSK	EST	4/30
	Wed	5/1	Submitted	Approval Monitor		8:00:00AM	10:00:00PM	13.50			PSNONCATSK	EST	5/1
	Thu	5/2	Submitted	Approval Monitor					CMA - Comp Accrued	6.75	PSNONCATSK	EST	5/2
			Submitted	Approval Monitor		8:00:00AM	10:00:00PM	13.50			PSNONCATSK	EST	5/2
	Fri	5/3	Submitted	Approval Monitor					CMA - Comp Accrued	13.50	PSNONCATSK	EST	5/3
			Submitted	Approval Monitor		8:00:00AM	10:00:00PM	13.50			PSNONCATSK	EST	5/3

- 5) Click "Submit" to process your timesheet and make it available for your manager to approve

**Additional Tabs:**

<a href="#">Summary</a>	<a href="#">Leave / Compensatory Time</a>	<a href="#">Exceptions</a>	<a href="#">Payable Time</a>
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<b>Reported Time Summary</b>		Personalize   Find       1-2 of 2		
Category	Total	Week 1 (11/5-11/11)	Week 2 (11/12-11/18)	
Total Reported Hours	16.00	8.00	8.00	
No category Displayed	16.00	8.00	8.00	

Summary: Details all the reported time by FIU work week (Saturday-Friday)

Leave/Compensatory Time: Reflects current leave balances including the unprocessed leave reported in the current pay period

Exceptions: Identifies any Exceptions resulting from the leave reported in the current pay period

**Note:** “High” exceptions must be resolved in order for the time/leave to be processed correctly

Payable Time: Reflects the Payable status of the time/leave submitted in the current pay period (ie: Needs Approval, Approved, Distributed, Denied)

Please view our online UPK Trainings:

[Report Time – Non Exempt Staff](#)

[Report Leave – Non Exempt Staff](#)

[Compensatory Time](#)

[View Exceptions](#)

[Payable Time Summary – Employee Self Service](#)

[Payable Time Detail-Employee Self Service](#)