FIU | FLORIDA INTERNATIONAL UNIVERSITY
Division of Human Resources

Quick Reference Guide: Non-Exempt Temporary Employee Time Reporting Process

Reporting Time Worked:

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", "Lunch Out", "Lunch In" and "Out" Punch for each day worked

Note: "Lunch Out" and "Lunch In" do not have to be completed if you do not take a break during your shift. You would only enter your "In" punch and "Out" punch at the end of your work shift.

4) Select the corresponding "Task Profile ID" if you are being paid from multiple accounts

Notes:

Reporting time worked for different Task Profile ID's on the same day: Select the ⊞ icon on the specific date and enter your punches then select the corresponding Task Profile ID, do the same on the next row for the same date, but select the secondary Task Profile ID instead.

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

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

Timesheet

Roary Panther
Student Assistant
Actions ▾

Employee ID 1234567
Empl Record 0
Earliest Change Date 09/10/2016

Select Another Timesheet

*View By Calendar Period ▼   Previous Period   Next Period
*Date 11/05/2016 📅 ↻

Reported Hours 27.48

From 11/05/2016 to 11/18/2016 ⓘ

Comments	Day	Date	Reported Status	In	Lunch Out	Lunch In	Out	Punch Total	Time Reporting Code	Quantity	*Taskgroup	Task Profile ID	Time Zone	Date		
	Sat	11/5	New						▼		0_5574781		EST	11/5	➕	➖
	Sun	11/6	New						▼		0_5574781		EST	11/6	➕	➖
	Mon	11/7	Submitted	8:30:00AM	12:00:00PM	1:00:00PM	5:00:00PM	7.50	▼		0_5574781		EST 🔍	11/7	➕	➖
	Tue	11/8	New						▼		0_5574781		EST	11/8	➕	➖
	Wed	11/9	Submitted	9:00:00AM			5:00:00PM	8.00	▼		0_5574781		EST 🔍	11/9	➕	➖
	Thu	11/10	New						▼		0_5574781		EST	11/10	➕	➖
Report time using two different Task Profile ID's	Fri	11/11	Submitted	8:00:00AM			11:00:00AM	3.00	▼		0_5574781	000025072 🔍	EST 🔍	11/11	➕	➖
			Submitted	11:01:00AM			3:00:00PM	3.98	▼		0_5574781 🔍	000034567 🔍	EST 🔍	11/11	➕	➖
	Sat	11/12	New						▼		0_5574781		EST	11/12	➕	➖
	Sun	11/13	Submitted	10:00:00PM				5.00	▼		0_5574781		EST 🔍	11/13	➕	➖
	Mon	11/14	Submitted				3:00:00AM		**Overnight Shift** ▼		0_5574781		EST 🔍	11/14	➕	➖
	Tue	11/15	New						▼		0_5574781		EST	11/15	➕	➖
	Wed	11/16	New						▼		0_5574781		EST	11/16	➕	➖
	Thu	11/17	New						▼		0_5574781		EST	11/17	➕	➖
	Fri	11/18	New						▼		0_5574781		EST	11/18	➕	➖

[Submit]   [Clear]

Additional Tabs:

| Summary | Exceptions | Payable Time |

Reported Time Summary   Personalize | Find | 🗗 | 🖼   1-2 of 2

Category	Total	Week 1 (11/5-11/11)	Week 2 (11/12-11/18)
Total Reported Hours	27.48	22.48	5.00
No category Displayed	27.48	22.48	5.00

Summary: Details all the reported time for the current pay period by week

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 leave submitted in the current pay period (ie: Needs Approval, Approved, Distributed, Denied)

Please view our online UPK Trainings:

Report Time – Temporary Employee

Payable Time Summary – Employee Self Service

Payable Time Detail – Employee Self Service