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
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

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 2nd 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

5) Click “Submit” to process your timesheet and make it available for your manager to approve
**Additional Tabs:**

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**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