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
Additional Tabs:

**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**