UDTime
Fiscal Faculty
Non-Exempt Staff
Exempt Staff
Welcome to UDTime
a new online system

It will record time at work for those who already clock-in or enter time

It will accurately capture and calculate earned time off
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UDTime will impact:

• Academic faculty - very limited interaction
• Fiscal faculty – limited interaction
• All benefited staff – limited interaction
• Undergraduate student employees – full interaction
• Miscellaneous wage employees – full interaction
• AFSCME employees – full interaction
• Supervisors/timekeepers of AFSCME, misc. wage and student employees – full interaction
### UDTime by Employee Group:

<table>
<thead>
<tr>
<th>Employee Groups</th>
<th>UDTime Web Forms &amp; Web Views</th>
<th>UDTime system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Faculty</td>
<td>Limited</td>
<td>No</td>
</tr>
<tr>
<td>Fiscal Faculty</td>
<td>Yes</td>
<td>Yes, only if supervisor of misc. wage or undergraduate student employees</td>
</tr>
<tr>
<td>Non-exempt and Exempt Staff</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Senior Leadership</td>
<td>Yes</td>
<td>Yes, only if supervisor of misc. wage or undergraduate student employees</td>
</tr>
<tr>
<td>FOP (Public Safety)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AFSCME 3472 Employees</td>
<td>Yes</td>
<td>Time Entry including Work Orders</td>
</tr>
<tr>
<td>AFSCME 439 Employees</td>
<td>Yes</td>
<td>Clock in/out</td>
</tr>
<tr>
<td>Undergraduate Student Employees</td>
<td>No</td>
<td>Clock in/out</td>
</tr>
<tr>
<td>Misc. Wage Employees</td>
<td>No</td>
<td>Clock in/out</td>
</tr>
<tr>
<td>Supervisors, Managers, and Timekeepers for above 4 groups</td>
<td>Yes</td>
<td>Approve or Sign-off on Timesheets</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Supplemental Faculty and Professionals</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Why UDTime?

• All benefited employees - vacation, sick time and comp time
  – Time off balances will be current and online
  – Centralizing time off usage and balances

• Hourly employees
  – Replacing 20-year old system
  – Time worked recorded accurately and paid correctly
  – All bi-weekly pay will be on same pay cycle and use the same system
    • No more TRFs, Excel spreadsheets, or Scheer time & attendance
Training Agenda

• Fiscal Faculty, Exempt and Non-Exempt Staff (approx. 45 minutes)
  – Accessing webforms
  – Comp Time Earned webform
  – Request for Leave webform
  – Leave Balance webview
Accessing Webforms

1. http://www.udel.edu/webforms

2. Central Authentication Service (CAS)

3. Blank Forms:
   - Access Request: CashNet
   - Access Request: Graduate Prospect and Applicant Records
   - QA Change Request Form
   - Request for Central Authentication Service (CAS)
   - Request for Leave
   - Request for Service - Academic Technology Services
   - Request for Service - Bus Service
COMP TIME EARNED
Comp Time - Definition of Terms

• Comp Time
  – Compensation Time
  – Time off in lieu of overtime pay

• Straight time
  – Extra hours paid at employee’s regular hourly rate

• Overtime
  – Extra time worked beyond 40 hours in a week paid at time and a half
Comp Time Earned webform

• WHO
  – Non-Exempt Staff (AFSCME employees will use UDTime system)

• WHAT
  – Adds Comp Time Earned to employee’s leave “bank”
  – Extra hours <40 hrs. in a week: straight time
  – Extra hours >40 hrs. in a week: time and a half
  – Other situations: double time or double time and a half

• HOW
  – Earned CT – webform completed by Employee, HR Liaison, Timekeeper
  – Used CT - Employee records on Request for Leave webform
Comp Time Earned webform

Enter UD ID or use lookup

Start and End Dates
- Consecutive dates – submit one form
  (Note: Friday to Monday is also consecutive)
- Non-consecutive dates – submit additional form(s)

Click Next Step
### Comp Time Earned webform

#### Employee Information
- **Employee:** Fudd, Elmer (99999)
- **Wascaly Wabbit Studies (07777)**
- **Email:** fudd@udel.edu
- **Pay group:** Semi-monthly (SRG)
- **Job code:** Description (41004)
- **Standard hours per week:** 40

#### Type of Comp Time and When to Use
<table>
<thead>
<tr>
<th>Type of Comp Time</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight time (1.0)</td>
<td>Extra hours are under 40 hrs. per week</td>
</tr>
<tr>
<td>Overtime (1.5)</td>
<td>Extra hours are over 40 hrs. per week</td>
</tr>
<tr>
<td>Double time (2.0)</td>
<td>Working during State of Emergency</td>
</tr>
<tr>
<td>Double time and a half (2.5)</td>
<td>Working on a holiday</td>
</tr>
</tbody>
</table>

#### Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Number of hours</th>
<th>Reason for comp time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 7/2/2012</td>
<td>Straight time (1.0)</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>Mon 7/2/2012</td>
<td>Overtime (1.5)</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td>Tue 7/3/2012</td>
<td>Straight time (1.0)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Wed 7/4/2012</td>
<td>Double time (2.0)</td>
<td>1.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Instructions
- **Enter extra hours worked with two decimal points.** (The next page will show the calculated Comp Time hours.)
- **Enter explanation for Comp Time**
- **Use Add button to enter another Type for the same date**
- **Click Next Step**
- **Previous step**
- **Exit without Saving**
- **Click Next Step**
Comp Time Earned webform

**Dates** recaps the Comp Time Earned request for your review. Click **Previous step** (bottom of page) to make corrections.

This displays the calculated Comp Time Earned based on the Type and number of hours. Total is 11.50 hours.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Number of hours</th>
<th>Calculated comp time (hours)</th>
<th>Reason for comp time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 7/2/2012</td>
<td>Straight time (1.0)</td>
<td>2.50</td>
<td>2.50</td>
<td>Reason</td>
</tr>
<tr>
<td></td>
<td>Overtime (1.5)</td>
<td>2.50</td>
<td>3.75</td>
<td></td>
</tr>
<tr>
<td>Tue 7/3/2012</td>
<td>Overtime (1.5)</td>
<td>1.00</td>
<td>1.50</td>
<td>Reason</td>
</tr>
<tr>
<td>Wed 7/4/2012</td>
<td>Double time &amp; a half (2.5)</td>
<td>1.50</td>
<td>3.75</td>
<td>Reason</td>
</tr>
</tbody>
</table>

Bank balances only shows Comp Time balancing.

The balances below reflect currently approved comp time off Leave Requests

Balances **before** this request

- Balance before this request (hours): 22.5
- Balance before this request (days): 3.00

Comp Time on this webforms in hours and days

- Comp time total (hours): 11.5
- Comp time total (days): 1.53

Balances including this webform and any approved comp time Leave Requests.

- New balance (hours): 34
- New balance (days): 4.53
Comp Time Earned webform

Select a **Supervisor**

Add up to three people as **Approver** or **Copy**; type full email or use lookup

Click **Finish and submit** to send the request to your supervisor.
REQUEST FOR LEAVE
Request for Leave webform

- Usage required for fiscal faculty, exempt & non-exempt staff
- HR Liaisons/Timekeepers can submit on behalf of others
- Timeliness important for leave balance accuracy
- Requests include:
  - Vacation
  - Sick Leave
  - Dependent Sick Leave
  - Comp Time
  - Bereavement
  - Jury Duty

AFSCME employees will have Long-Term Illness (LTI) in their Type list.
Request for Leave webform

Leave Request

If you have any questions about this form, contact Records Management at (302) 831-8677 or hrsystemsadmin@udel.edu

Symbol key: * Required information, ! Error

Choose Type from list

Number of hours... defaults to your standard hours per day

Start and End Dates
- Consecutive dates – submit one form (Note: Friday to Monday is also consecutive)
- Non-consecutive dates – submit additional form(s)

Click Next Step

Note:
If you have un-used Comp Time, you must use it before using Vacation.
### Request for Leave webform

#### Type:
- defaults to **Vacation** from previous page; change if needed

#### Requesting entire day?
- Leave **Hours requested** as your standard hours

#### Requesting partial day?
- Click off the **All day** box
- Change to **Hours requested**
- Enter to/from **Hours** you will be away

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Hours requested</th>
<th>All day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 7/2/2012</td>
<td>Vacation</td>
<td>4</td>
<td></td>
<td>1:00pm to 5:00pm</td>
</tr>
<tr>
<td>Tue 7/3/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Wed 7/4/2012</td>
<td>Holiday</td>
<td>0.0</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Thur 7/5/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fri 7/6/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sat 7/7/2012</td>
<td>Vacation</td>
<td>0.0</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sun 7/8/2012</td>
<td>Vacation</td>
<td>0.0</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mon 7/9/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Note: Your **Work Schedule** populates this form 0.0 hours for non-work days such as holidays and weekends.

For a split day with two or more leave types, click the Add button ✈️

Click **Next Step**
Request for Leave webform

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Hours requested</th>
<th>Time range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 7/2/2012</td>
<td>Vacation</td>
<td>4</td>
<td>1:00 PM–5:30 PM</td>
</tr>
<tr>
<td>Tue 7/3/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Wed 7/4/2012</td>
<td>Holiday</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Thur 7/5/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Fri 7/6/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Sat 7/7/2012</td>
<td>N/A</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Sun 7/8/2012</td>
<td>N/A</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Mon 7/9/2012</td>
<td>Vacation</td>
<td>4</td>
<td>9:00 AM–1:00 PM</td>
</tr>
</tbody>
</table>

Notice that the dates in gray are non-work days.

Emergency contact information is optional

Click Previous step (bottom of page) to make corrections
Click **Yes** if you are requesting continuation of benefits during your leave.

Enter any **Comments** if needed.

<table>
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<th>Hours requested</th>
<th>Time range</th>
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<tbody>
<tr>
<td>Mon 7/2/2012</td>
<td>Vacation</td>
<td>4</td>
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<tr>
<td>Tue 7/3/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Wed 7/4/2012</td>
<td>Holiday</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Thur 7/5/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Fri 7/6/2012</td>
<td>Vacation</td>
<td>7.5</td>
<td>All day</td>
</tr>
<tr>
<td>Sat 7/7/2012</td>
<td>N/A</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Sun 7/8/2012</td>
<td>N/A</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Mon 7/9/2012</td>
<td>Vacation</td>
<td>4</td>
<td>9:00 AM–1:00 PM</td>
</tr>
</tbody>
</table>

**Emergency contact information:** Provide a phone number or email address where you can be reached in case of an emergency. Or provide contact information for your backup.
**Bank balances** reflect your current leave totals less any future approved time off. Future requests include the future accrual amounts in the calculations.

Managers and Supervisors:
You will see the balances when a Leave Request comes to you to approve.
The form allows the balances to go into negative territory. You or your department must decide if this acceptable.

Balances **before** this request

Balances **including** this request.

Click **Details** to see the Transaction Details that shows the math behind the totals.

Notes:
Balances only appear for leave type(s) you requested on this form.
The **Bank balances** take into consideration your maximum vacation and sick leave accrual amounts.
Vacation Transaction Detail shows the calculation of your updated vacation balance called **New Amount**.

Adjust Amount (hours) shows:
- Additions (monthly accrual on the 16th)
- Subtractions (vacation used)

Click the X to close the window.
Request for Leave webform

NOTE: Later, if you need to modify or cancel a Leave Request, you’ll go to the Leave Balances webview.

Select a Supervisor

Add up to three people as Approver or Copy; type full email or use lookup

Click Request time off to send the request to your supervisor.

NOTE: Your balances get adjusted once your supervisor approves the Request for Leave form.
LEAVE BALANCES VIEW
Leave Balances webview

- Current balances - anywhere/anytime with internet access
- Includes these balances:
  - Vacation
  - Sick leave
  - Dependent sick leave
  - Comp time (if any)
  - FMLA (if approved)
- Modify or cancel a Leave Request on this webview
Leave Balances webview

Recent requests
This displays any leave requests for the next month, including:
• Approved
• Pending
• Canceled

Bank Balances
The balances are calculated with your current balances less any future approved time off.

To see leave requests for a different time period than the next month, enter dates here and click GO.

Use the Modify and Cancel buttons change/cancel an approved Leave Request form. This will create a copy of the original form for you to change, which will then go through the normal approval process.
Request for Leave/Balances - additional info

• Any Leave Requests approved for time after August 4\textsuperscript{th}
  – Must be resubmitted on new form
  – HRIS will run report to “find” these Leave Requests and notify employees or departments

• HRIS will be requesting employee leave balances from departments in late July
Questions?

Email: time-attend-users@udel.edu

Website: www.udel.edu/udtime