UDTime

Misc. Wage and UG Students

Employees paid by the hour
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
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 (\text{Yes, only if supervisor of misc. wage or undergraduate student employees})</td>
</tr>
<tr>
<td>Fiscal Faculty</td>
<td>Yes</td>
<td>No (\text{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></td>
</tr>
<tr>
<td>Senior Leadership</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>FOP (Public Safety)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>AFSCME 3472 Employees</td>
<td>Yes</td>
<td>(\text{Time Entry including Work Orders})</td>
</tr>
<tr>
<td>AFSCME 439 Employees</td>
<td>Yes</td>
<td>(\text{Clock in/out})</td>
</tr>
<tr>
<td>Undergraduate Student Employees</td>
<td>No</td>
<td>(\text{Clock in/out})</td>
</tr>
<tr>
<td>Misc. Wage Employees</td>
<td>No</td>
<td>(\text{Clock in/out})</td>
</tr>
<tr>
<td>Supervisors, Managers, and Timekeepers for above 4 groups</td>
<td>Yes</td>
<td>(\text{Approve or Sign-off on Timesheets})</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Supplemental Faculty and Professionals</td>
<td>No</td>
<td>No</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

• Misc. Wage/UG Student employees (15 minutes)
  – Clocking-in/out
  – Multiple Assignments
  – Viewing timesheets
  – Alternative when a computer is unavailable
Clocking in and out of UDTime

1. Click on the link: http://www.udel.edu/udtime

2. Click on the Log-In button.

3. Enter your Username, UD ID, Password, and PIN to log in.
Start of work:
- Click **In**
- Click **Logout** to leave UDTIME

NOTE: System will log you out automatically after 30 seconds of inactivity.
Clocking **OUT** of UDTime

End of work:
- Log-in to UDTime
- Click **Out**
- Click **Logout** to leave UDTime
If you have multiple assignments, you will see this box before clocking-in or out.

This is a list of your active jobs. Click the one for you which want to clock-in.
FYI

Additional jobs are added by the **Additional Assignments webform** completed by your HR Liaison.

Additional Assignments

Use this form to manage job assignments for student and miscellaneous wage employees who may be working for multiple departments, or working multiple jobs within a department. If you have any questions, contact Records Management at (302) 831-8577 or email hr system admin@udel.edu.

Symbol key: * Required information, ! Error

**Form originator**

Originated by: Sam, Yosemite (88888)
Wascaly Wabbit Studies (07777)
3028319999

**Lookup employee**

Employee: *

Enter employee’s UD ID and click Next Step.
FYI
Additional Assignments webform

This is the text that will appear in the Choose Assignment window, along with department. (Limit is 30 characters)
Viewing your timesheet*

1. Log-in at the CAS screen as usual

2. **WebClock**
   - In: 11/07/2012 12:00:13 pm
   - Out: 11/07/2012 12:00:31 pm
   - **Timesheet**

3. **Hours** shows in/out times
   - Sun 10/28: Admin. Adjustment - Student
   - Mon 10/29: Admin. Adjustment - Student
   - Tue 10/30: Regular Time
     - 02:00 pm
     - 05:00 pm
   - Wed 10/31: Admin. Adjustment - Student
   - Thu 11/01: Regular Time
     - 10:00 am
     - 12:00 pm
   - Fri 11/02: Admin. Adjustment - Student
   - Sat 11/03: Regular Time
     - 08:00 am
     - 11:00 am
   - **Total** shows calculated hours
     - 3.00
     - 2.00
     - 3.00

* If you work multiple assignments, you will have a timesheet for each job.
**Checking your hours on your timesheet**

FYI - You cannot edit your own timesheet (hours, rate, etc.). You must alert your supervisor about any problems.

For example:
No hours are showing for Sun. 10/28 because you **forgot to clock-in and -out**.

Finally, click the **Save** button if you added a Comment.

Note: The Comment tab arrow turns **green** to indicate a comment is present.

Click the **Employee Comments box** tab.

Type your message to your supervisor with the relevant details, then click the comment tab to close it.
### Misc. Wage and Students

#### Other helpful information on your timesheet

- **Home button**: Takes you to the UDTime Dashboard and a link to the WebClock.
- **List View button**: Allows you to select to see your timesheet by: List, Day or Table.
- **Show all weeks checkbox**: Allows you to view one or both weeks of the pay period.

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#### Timesheet

- **Date**: 06/09/2013 - 06/22/2013
- **List View**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Rate</th>
<th>Rate of</th>
<th>Total Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 06/12</td>
<td>03:10 pm</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Tue 06/18</td>
<td>12:01 pm</td>
<td>0.00</td>
<td>4.40</td>
<td>4.70</td>
</tr>
<tr>
<td>Wed 06/19</td>
<td>01:26 pm</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Thu 06/20</td>
<td>04:45 pm</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Fri 06/21</td>
<td>04:45 pm</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Sat 06/22</td>
<td>04:45 pm</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Exceptions

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**View prior period timesheet by clicking the arrow.**
Home Page - Dashboard

- Click **Enter My Hours** to go to your timesheet
- Click **Go to Web Clock** to clock-in or clock-out.
Dates with problems are marked with a pin. The color corresponds to the severity of the issue. See the Exceptions tab for details about the issue.

Exceptions tab
Red ones indicate hours that won’t be paid – you must contact your supervisor.

6/18 and 6/19 are both missing Clock-out times.

### SEVERITY LEVEL
- Least Severe:
  - No Exceptions
  - Informational message – no action required
  - Informational message – action may be required
- Most Severe:
  - Warning
  - Warning – paid differently than entered
  - Error (not paid)
  - Error – entire time sheet not paid/held
Results tab displays a summary of your timesheet for this pay period.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Rate</th>
<th>Adj Reason</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 06/16</td>
<td>Admin. Adjustment - Student</td>
<td>02:10 pm</td>
<td>00:00</td>
<td></td>
<td>2.10</td>
</tr>
<tr>
<td>Mon 06/17</td>
<td>Admin. Adjustment - Student</td>
<td>12:55 pm</td>
<td>00:00</td>
<td></td>
<td>4.40</td>
</tr>
<tr>
<td>Tue 06/18</td>
<td>Admin. Adjustment - Student</td>
<td>12:01 pm</td>
<td>00:00</td>
<td></td>
<td>4.70</td>
</tr>
<tr>
<td>Wed 06/19</td>
<td>Admin. Adjustment - Student</td>
<td>01:26 pm</td>
<td>00:00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11.20</td>
</tr>
</tbody>
</table>

**Hourly rate**: This rate defaults from the rate set on the JED or Additional Assignment form.

<table>
<thead>
<tr>
<th>Work Date</th>
<th>Assignment...</th>
<th>Pay Code</th>
<th>Work...</th>
<th>Paid Hours</th>
<th>Unpaid Hours</th>
<th>Estimated Amount</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/16/2013</td>
<td>Student Work...</td>
<td>Regular Time</td>
<td></td>
<td>2.10</td>
<td>0.00</td>
<td>15.75</td>
<td>7.50</td>
</tr>
<tr>
<td>06/17/2013</td>
<td>Student Work...</td>
<td>Regular Time</td>
<td></td>
<td>4.40</td>
<td>0.00</td>
<td>33.00</td>
<td>7.50</td>
</tr>
<tr>
<td>06/18/2013</td>
<td>Student Work...</td>
<td>Regular Time</td>
<td></td>
<td>4.70</td>
<td>0.00</td>
<td>35.25</td>
<td>7.50</td>
</tr>
<tr>
<td>06/19/2013</td>
<td>Student Work...</td>
<td>Regular Time</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7.50</td>
</tr>
</tbody>
</table>

| Total      |               |             |         | 11.20      | 0.00         | 84.00            |      |

**Total hours**: 11.20

**Estimated pay amount**: 84.00
Work Study tab

Work Study tab shows (if any) your work study award balance

Work Study Bank
- **Initial Balance** – award amount at the beginning of the current pay period
- **Credits** – additions to your award
- **Debits** – current pay amount deducted for this pay period (so far)
- **Ending Balance** – estimated award balance at the end of the current pay period
Alternative when a computer is unavailable

1. Employee records In and Out Times *manually* on a paper timesheet
   
<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Time In</th>
<th>Time Out</th>
<th>Meal Break</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 6/23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 6/24</td>
<td>9:05 AM</td>
<td>12:00 PM</td>
<td>12:30 PM</td>
<td>5:45 PM</td>
<td></td>
</tr>
<tr>
<td>Tue 6/25</td>
<td>9:00 AM</td>
<td>11:45 AM</td>
<td>12:30 PM</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>Wed 6/26</td>
<td>9:00 AM</td>
<td>12:00 PM</td>
<td>12:45 PM</td>
<td>6:30 PM</td>
<td></td>
</tr>
<tr>
<td>Thu 6/27</td>
<td>9:00 AM</td>
<td>11:45 AM</td>
<td>12:25 PM</td>
<td>4:45 PM</td>
<td></td>
</tr>
<tr>
<td>Fri 6/28</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 6/29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Supervisor/Timekeeper
   a) Log-in to UDTime
   b) Enter In and Out Times
   c) Example – Mon. 6/24
   d) Save
Questions?

Email: time-attend-users@udel.edu

Website: www.udel.edu/udtime