



Open Your Timesheet

1. Click on “My Timesheet” in the Time Entry box.

Reminder: Verify the appropriate timesheet was opened by checking the Pay Period dates. The most current unsubmitted timesheet is displayed.

2. If you would like to view a timesheet for a prior pay period:
 - a) Click on the Pay Period directional button to find the appropriate pay period.
 - b) The message, “Data is locked from further changes by payroll.” Or “This timesheet was already approved by [mgr name]. Changes not allowed” shows, but you may view all the time in/out entries including time off balances and the pay preview for that pay period.
3. Your time clock swipe in and out times will be displayed on each day of each week in the pay period.

NOTE: Do not change your swiped time in or out entries on your timesheet.

REMINDER: All Paid Time Off (PTO) forms are still required by your department and Human Resources.

Enter PTO

Each department will decide if the employee or the manager will enter the PTO on the WF timesheet. **Please check with your manager.** You should view your available PTO Balances first. For Sick, Vacation, Birthday, and Personal time, only the hours available in the Initial Balance row may be used in the current pay period. The system will not allow you to use hours if they are not available in the Initial Balance column.

Banking Comp Time-AFSCME employees may ‘bank’ their overtime hours as ‘comp earned’ rather than be paid time-and-a-half for those hours. The overage hours banked by the employee are automatically multiplied by 1.5 and added to the employee’s Comp Time bank. They may be used as early as the following day. Comp Time cannot be banked until the total hours for the day exceed 8 or 10, depending on the AFSCME employee’s schedule. Use the pay code Comp Earned when **banking** Comp Time hours on the day the overtime was worked. Use the pay code Comp Paid when **using** the banked comp time hours.

Reminder: You must insert a new row for each type of paid time off taken.

1. Click the black plus sign to add a row.
2. Click on the drop down arrow in the pay code field.
3. Choose the appropriate PTO pay code.
4. Enter the amount of time - Click in the blank field in that same row under the date for which you will enter the PTO. Enter the PTO as an amount of time using 100ths of hours. For example, 1 hr and 15 minutes vacation is entered as 1.25.
5. If you enter PTO in excess of the initial balance, the system will not allow you to save the timesheet (except for comp time balances).
6. Check that totals for each day, each week, and the pay period are accurate.
7. Check PTO balances to verify accruals, comp time banked, and usages.
8. Check Pay Preview to verify all PTO used.

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9. Click the Save icon, then click the Submit timesheet icon.

NOTE: For Birthday PTO, choose Birthday in the drop-down Pay Code and enter 1.0 (for one day) in the row for that date rather than the number of hours. Workforce will add a row with the appropriate number of scheduled hours (8 or 10) for your birthday.

Verify correct number of hours in the TOTAL column.

WARNING: IF YOU ARE ENTERING YOUR OWN PTO, CLICK SAVE and then SUBMIT. IF YOU ARE VIEWING YOUR TIMESHEET HOURS, TIMESHEET BALANCES, PAY PREVIEW, OR SCHEDULE: CLICK LOG OUT. DO NOT CLICK SAVE OR SUBMIT.

Adding Comments

1. To add weekly comments from the Table View, enter in Comments field per Pay Code.
2. To add daily comments change timesheet view to List View. Enter in Comments field for each day.
3. Click Save button.

WARNING: ALL UNSAVED INFORMATION WILL BE LOST.

ALL EMPLOYEES MAY VIEW THEIR PAY PREVIEW IN A TABBED SECTION AT THE BOTTOM OF THE SCREEN.

Timesheet Exception Messages

1. Click on the Exceptions tab (near bottom of screen) to view messages.
2. Three exception messages may appear at the bottom of your timesheet:
 - Info messages, such as “Account Number,” do not require any action.
 - Warning messages, such as “Work on a Holiday,” may or may not require some corrective action.
 - Error messages in red, such as “Missing Punch,” require corrective action. **If the corrective action is not taken, the employee is not paid for the time associated with the error.** (Red push pin displays on day of error.)

Non-Student employees may view their available Paid Time Off balances in a field at the bottom of the timesheet.

View Available Paid Time Off (PTO) Balances

NOTE: Balances for Vacation, Sick, Personal and Comp Time are designated as hours. Birthday balance is 1 day.

1. Click on the Time Off Balances tab at the bottom of the timesheet.
2. The Time Off Balances section displays a separate box for these PTO types: Sick, Vacation, Personal, Birthday, and Comp.
 - a) Initial Balance-Displays the total number of hours available at the beginning of the pay period. For Sick, Vacation, and Personal time, only the hours available in the Initial Balance column may be used in the current pay period. AFSCME employees can earn Comp Time one day and use it the next day.

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- b) Accrued and Used: Displays the detailed activity of usage only for each type of PTO for the current pay period.
- c) Accruals happen with the Payroll run. New Initial Balances are updated on the first Friday of a pay period.

View Pay Preview

1. Click the Pay Preview tab to view your gross pay calculation.
2. Student employees will see the gross calculation for ALL timesheets with hours on their pay preview. No need to check all timesheets for gross pay.
3. AFSCME and FOP employees will see the gross calculation for all pay codes used during the pay period.
4. The Pay Preview table displays:
 - a) Pay Code-Displays any pay codes used in the current pay period; Regular Hourly Pay, Overtime, PTO, Shift Differential, Comp. Earned/Paid, etc.
 - b) Rate-Rate of pay for each specific pay code listed.
 - c) Amount-Flat amount pay, for example, FLSA adjustments.
 - d) Unpaid Hours-Records hours for lunches and banked comp time.
 - e) Shift Hours-Hours paid at 2nd, 3rd, or weekend shift differential rates.
 - f) Paid Hours-Hours by which hourly rate is multiplied.
 - g) Pay-Gross earnings listed for each pay code.

NOTE: Any time from an amended Timesheet will be included on the current pay period pay preview after the current pay period is locked and calculated. Users will see it once the pay period has been processed, and the new pay period is open.

All Employees May Run the Timesheet Audit Report

Every employee can run an audit report for any pay period. It displays a record of all entries/changes saved on a timesheet, and identifies the users OHIO ID.

1. Click on the View Reports link on the Dashboard.
2. Click Reports About Me.
3. Select Time Sheet Reports
4. Select Employee Time Audit.
5. Click the calendar icon in the Pay Period End Date field to select the appropriate pay period end date.
6. Click Run Now
7. Under "Delivery Method," choose one of the formats. (PDF is the default.)
8. Click Run Now.
9. Follow the instructions to view, save, or print including the navigation of pop-up messages that require clicking on open/save or continue to complete task.