ELECTRONIC TIME SHEETS (ETS)
Frequently Asked Questions (FAQ's)

1. **Why must I submit time sheets?**
   The University is bound by Federal and audit regulations and policies to incorporate timekeeping requirements for employees providing a service to the University in exchange for compensation. These timekeeping measures help to keep the University in compliance with policies and regulations.

2. **I was unable to attend the user training sessions. Where can I retrieve the training materials?**
   Employees may access all of the user guides, documents and videos through the Human Resources website (http://hr.umbc.edu/hris/electronic-timesheets/).

3. **Why are Adjunct/Part-Time faculty and Graduate Assistants unable to access the Time Sheet WorkCenter?**
   The Provost's Office made the decision to exclude all adjunct/part-time faculty (faculty contractual) from the electronic time sheet process. The Graduate School made the decision to exclude Graduate Assistants from the ETS process as well. Both offices are generating written communication outlining expectations and guidelines as it relates to the timekeeping process for this population.

4. **Why am I unable to access the Preference Page to set up my preferences?**
   If you are a Student employee or an employee who is coded as having On Demand time sheets, you will not have access to set up preferences in the ETS component. All other employees will need to make sure the browser's pop-up blocker is disabled. If the pop-up blocker is not disabled, this will prevent the user from accessing the preference page.

5. **What does On Demand mean?**
   On Demand is an ETS term established to identify employees who do not work a consistent work schedule. Inconsistent work schedules may include the number of consecutive pay periods worked, fluctuating work days and/or times as well as employees going on sabbatical or research leave. Examples of On Demand employees are student workers as well as Contingent I employees (If and When Needed and Temporary workers). If an employee's position is identified as On Demand in ETS, the employee will not receive email notifications/alerts regarding time sheet availability, submission reminders, late notices, etc. The employee will only receive an email notification if a submitted, On Demand time sheet has been rejected by the time sheet approver.

6. **I am a Duty Day employee. Why is my preference page not populated with the default setting of Monday-Friday?**
   The duty day default setting on the preference page populates for full-time, duty day employees. Part-time, duty day employees will need to create the preferences manually.

7. **I edited my preferences but why do I not see my edits on my current time sheet?**
   Edits made to an employee's preference page will go into effect with the next generated time sheet. If the edits are to apply to the current time sheet, as well, the employee will need to manually change the current time sheet to reflect the change(s).

8. **My time sheet WorkCenter shows two time sheets in a 'New' status. I am trying to complete and submit the current time sheet but the program will not allow me to do so—the submission button is 'grayed out'. How can I submit the current time sheet?**
   The ETS program will not allow an employee to submit a current time sheet when a prior time sheet, in a New status, has not been submitted. The ETS program is designed to prohibit employees from submitting new time sheets prior to older time sheets. This logic aids in employees complying with the timekeeping guidelines and regulations.

9. **I am recording my Time In and Time Out for a workday. However, my time out keeps defaulting to AM. How do I change to reflect PM?**
   The Time In and Time Out fields automatically default to an AM time reading. When recording a time that should read PM, simply enter P after the time and the field will change to PM (ie. 04:30P will change to read 04:30 PM).

10. **How do I record time worked and leave usage for the same day?**
    Recording time worked in addition to leave usage only applies to 'Time In/Time Out' employees). The employee will need to record two rows for the day. One row is to reflect the time worked (enter the date, time in, time out and break duration-if applicable) while the other row is to reflect the leave usage (enter the date, leave code and hours used). This approach does <u>not</u> apply to Duty Day employees because Duty Day employees record either Duty Day or a full day of leave usage, not both.

11. **How do I specify the method I wish to be compensated for overtime hours?**
    Compensation for overtime applies to nonexempt employees and hourly employees who work in excess of 40 hours in one week. Regular and Contingent II nonexempt employees have the option of choosing cash overtime or compensatory time for the excess hours. To identify the choice of compensation, this group may make the selection on the preference page (clicking the applicable radio button) or the employee may make the selection on the summary page of the time sheet just before clicking the submit button. Hourly employees are only eligible for cash overtime since they are not eligible for leave benefits.

12. **Do I have the option of combining my overtime compensation in the pay period (one form of compensation for week 1 and another form for week 2)?**
    The system does not allow the combination of overtime compensation. Therefore, one form of compensation is selected and is processed for the entire pay period.

13. **Are the leave balances specified at the bottom of the time sheet in real time?**
    No. The processing of leave information did not change from the paper time sheet process.

14. **How should departments handle time sheets for faculty employees going on sabbatical or research leave?**
    Faculty are not required to complete and submit a time sheet while on sabbatical or research leave. Therefore, the departmental payroll preparer will need to go into the Employee-Supervisor Setup Page and check the box for On Demand. The next system generated time sheet will be flagged as On Demand and this will alert the ETS program to NOT require a time sheet submission as well as discontinue the delivery of ETS email notifications. Once the employee returns from leave, the payroll preparer will need to go back into the Employee-Supervisor Setup Page and uncheck the On Demand box so the ETS program will resume generating the required time sheets and email alert notifications.

15. **Do 9-month faculty complete time sheets?**
    Yes. Time sheets will generate for 9-month faculty during the academic year. Therefore, time sheets will <u>not</u> generate during the summer months (payroll 25 through payroll 04). Faculty on 9-month appointments are expected to complete and submit time sheets for the academic period and not the summer months.

16. **If an employee has an On Demand time sheet, are they required to complete and submit the time sheet even if they did not work that pay period?**
    On Demand time sheets are designed to serve as a time sheet 'shell' that requires no action unless the employee has work hours or work days to record and submit. If an employee has an On Demand time sheet and he/she did not work that pay period, no action is required by the employee. Employee should only complete the time sheet(s) for the pay period(s) that they work. The On Demand feature works best for employees with inconsistent work schedules (employees who do not work consecutive pay periods).

17. **If a Time In/Time Out employee has a time sheet in a "New" status but did not work the pay period, what should the employee do?**
    If a time sheet is in a "New" status, the ETS system requires the time sheet to be submitted once the pay period has ended. The employee or departmental Payroll Preparer should retrieve the time sheet and submit it with a blank row (this is called submitting a "0" time sheet). Once the time sheet has been submitted, the time sheet approver will need to approve the time sheet so the time sheet is removed from ETS circulation.

18. **When should an employee submit his/her time sheet to the time sheet approver?**
    The expectation is that time sheets will be submitted to the supervisor or time sheet approver by the Monday following the close of the pay period. However, employees may submit their time sheet prior to the close of the pay period if they know they will not be available to submit in time for the approver to review the time sheet.

19. **When should time sheet approvers review and approve employee time sheets?**
    The expectation is that time sheet approvers will begin the review process as early as possible and approve by 11:59 p.m. on the Thursday following the close of the pay period. Time sheet approvers may begin reviewing time sheet once the time sheet is in a Submitted status. Time sheet approvers do not have the ability to approve time sheets prior to the close of the pay period but they can reject a time sheet before the pay period ends.

20. **How will time sheet approvers know when time sheets are available for review and approval?**
    Time sheet approvers will receive a daily email notification (one daily email alert) identifying the employees whose time sheet are in a submitted status. Note: If the time sheet approver is an alternate approver for an employee, the approver notification will list the alternate employee information as well. If there are no time sheets in a submitted status, no email notification will be delivered.

21. **Are employees notified when their time sheet is rejected?**
    Yes. As soon as the time sheet is rejected by the approver, an email alert is sent to the employee by the ETS program.

22. **If a time sheet approver approves an employee's time sheet but realizes that the time sheet needs to be rejected, can the approver go back into the time sheet and reject the time sheet?**
    Yes. As long as the time sheet data has not loaded into the departmental time entry for payroll processing, the approver may retrieve the time sheet and follow the steps for rejecting a time sheet.

23. **Will a time sheet approver know which employees have not submitted their time sheet?**
    Yes. The time sheet approver will receive a daily notification (one daily email alert) that identifies employees who have not submitted his/her time sheet for the pay period.

24. **If an approver does not approve a submitted time sheet, will the employee receive a paycheck for that time sheet period?**
    Yes and No. If an approver does not approve a submitted time sheet for an hourly employee, hours will not record in the departmental time entry and the hourly employee will not be paid. Salaried employees will receive their normal biweekly but leave balances will not be reflected accurately if leave usage was recorded on the time sheet (leave hours will not flow into the departmental time entry). Point: Time sheets must be approved for data to flow into the departmental time entry for accurate payroll and leave processing.