myTime

Manager Training Guide

Department of Payroll

Introduction

Welcome to the new and improved **myTime**! The upgraded system provides many benefits, including:

- A modern, intuitive user interface that will make it easier to navigate and use the system;
- Greater flexibility in managing different types of work arrangements, allowing us to adapt to the University's needs;
- Robust reporting and analytics tools; and
- Updated technology for optimal system performance.

Important Changes

While our primary objective is to ensure a smooth transition with limited disruption, it is crucial for you to take note of some significant changes. Aside from the look and feel of the new **myTime**, we will discuss the following changes in this training guide:

- Rounding and grace rules;
- Creating and assigning schedules;
- Approving unapproved overtime and the new Holiday Worked code;
- Editing and approving time;
- Processing timecards for students with multiple jobs;
- Delegation; and
- Running Reports

Important Note: the screenshots included in this training guide were obtained from a test database, therefore, may look slightly different after go-live.

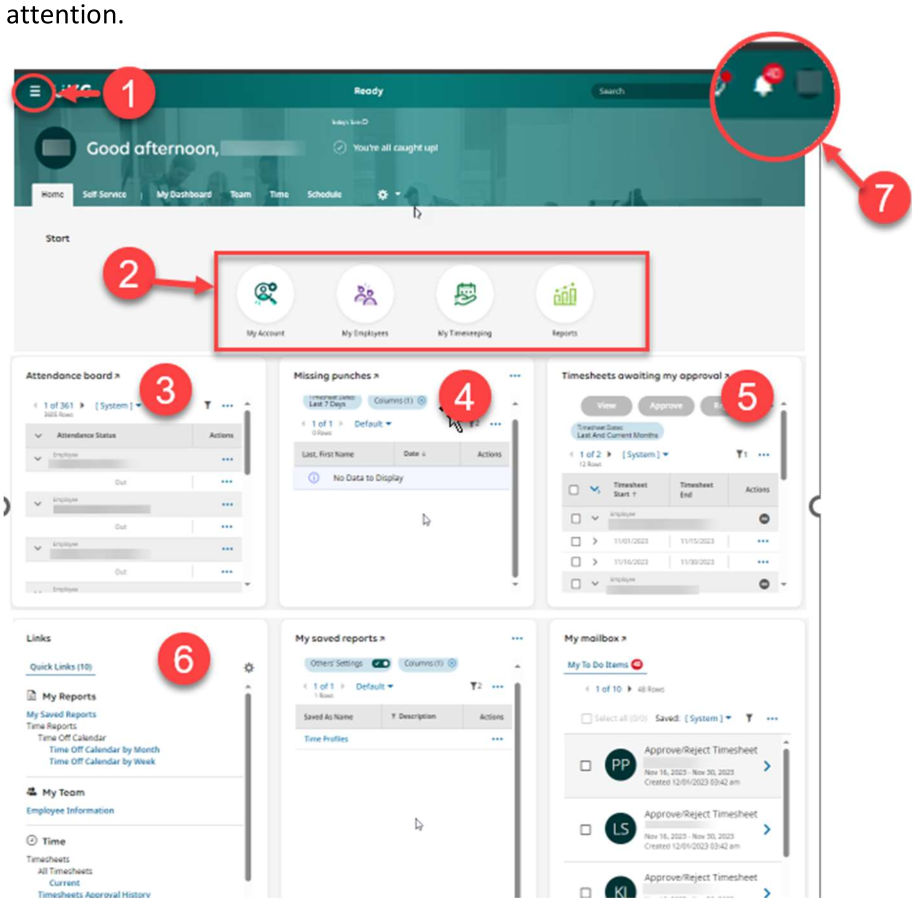
Log on to myTime

1. Open your web browser, navigate to **CSUOHIO.EDU**, and select the MYCSU tab.
2. Select **Employee Self-Service** in the blue column and select **myTime**.
3. Enter your CSU ID and password, then click the **Login** box.

Use the myTime Dashboard & Navigation Menu

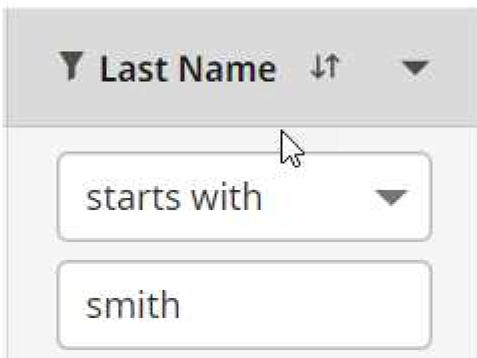
When you log in to myTime, you will see the Home Dashboard. The Home Dashboard contains menus and widgets for easy access to whatever task you need to perform. As a manager, your Home Dashboard contains the following:

1. **Navigation Menu** – contains links to everything you can access within the application.
2. **Shortcuts –** provides a quick way to get to your most common pages.
3. **Attendance board widget –** Easily view the clocked in status of your employees.
4. **Missing punches widget -** View your employees' missed punches so you take the necessary action to resolve.
5. **Timesheets awaiting my approval widget –** View employee timesheets waiting for approval. You can navigate directly to the employee's timesheet from here to approve.
6. **Links –** Contains quick links to your saved reports, your team's information, timesheets and other commonly used reports.
7. **Notification Center** – Click on the notification icon to view all notifications that need your attention.



View Employee Information and Timesheets

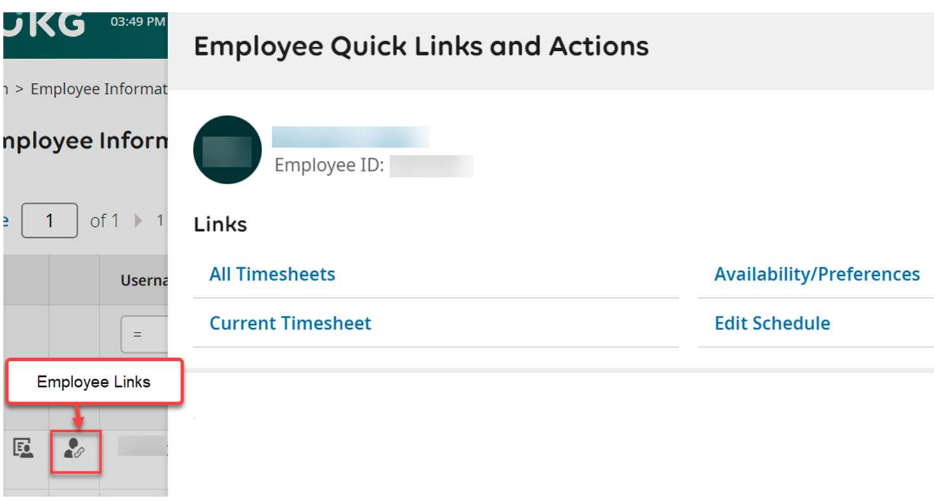
To view an employee's information, navigate to My Info > Favorites > My Employees > Employee Information.



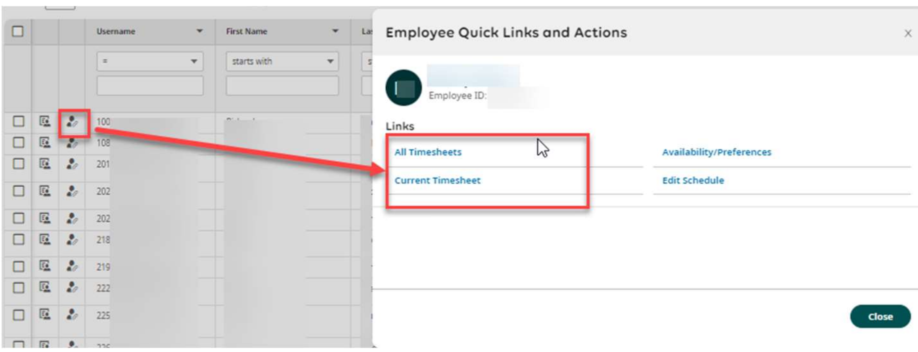
To search for an employee, enter the employee's last name in the search criteria box. You may also enter other criteria to narrow down the search. Hit enter to see your search results.

Once you have found the employee you wish to view, you will see two icons to the left of the username. Select the first icon to view the employee's information. NOTE: this is view only access and you will not be able to change information on this screen.

You can also navigate to the employee's timesheets, and edit their schedule for the employee from the Employee Information screen. Select the second icon, and a window will open with links to these pages.

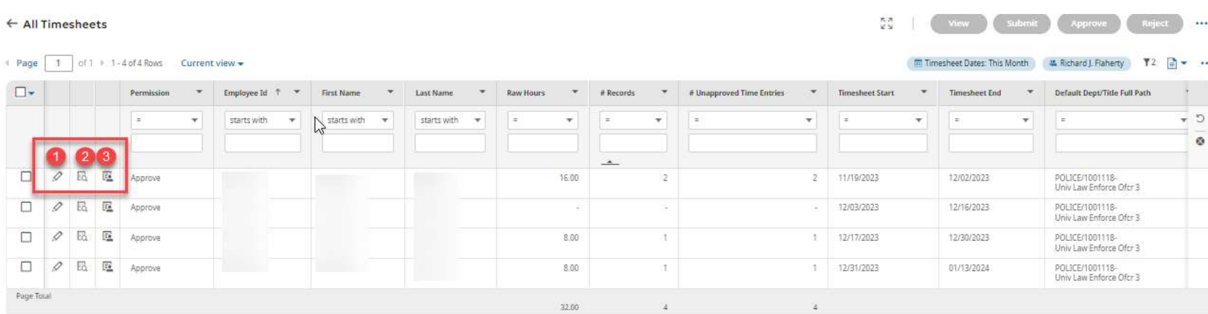


To navigate to an employee's timesheet from this screen, select the Employee Links icon, then select either "All Timesheets" or "Current Timesheet". (See the section below on Reviewing Timesheets for an alternative way to access employee timesheets.)

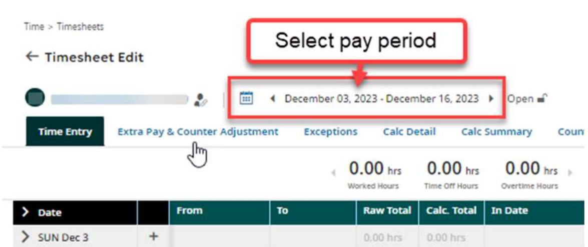


The "All Timesheets" view provides a list of all of the employee's timesheets. The icons next to each timesheet will allow you to:

1. Edit the timesheet;
2. Preview the timesheet;
3. Navigate back to Employee Information.



The "Current Timesheet" view will direct you to the employee's current, open timesheet. Once in the timesheet, if you wish to view a timesheet from a previous pay period, you can change the pay period above the menu.



Overview of Timesheets

Who Must Report Time

In the U.S., the Fair Labor Standards Act (FLSA) makes important distinctions between employees who are “Exempt” from overtime regulations, and those who are “Non-exempt.” Because Non-exempt employees are eligible to earn overtime, we must keep accurate daily time to ensure that they are paid appropriately. Thus, these employees **must** clock in and out **each time** they start and stop working. CSU has more than one method of clocking in and out, based on the departmental needs; some employee’s may clock in and out from their work computer, and some may use a timeclock. This group includes CSU’s Classifed/Student Hourly employees.

Professional Hourly employees do not need to clock in and out. However, they do need to enter their total hours worked on their timesheet, as well as an exception time they may need to record.

Faculty/Professional Salary employees must track exception time, such as PTO or sick, on their timesheet.

Timesheet Formats

The format of an employee’s timesheet will be different depending on if they are exempt or non-exempt. Regardless of the format of the timesheet, the purpose is the same: to accurately capture time so that regular pay and exception time are accurately reflected on pay stubs and in leave balances. Below are examples of the different timesheet formats. A detailed explanation of employee timesheets is provided later in this document.

Classified/Student Hourly (Bi-Weekly) employees:

Date		From	To	Raw Total	Calc. Total	In Date	Out Date	Time Off	Dept/Title	Activities	Overtime	Notes
SUN Dec 17	+			0.00 hrs	0.00 hrs							
MON Dec 18 No Schedule	···	e 07:00 am	e 04:00 pm	9.00	9.00	MON Dec 18	MON Dec 18		POLICE/1001118-Univ Law Enforce Ofcr 3	Choose...	Choose...	
	+			9.00 hrs	9.00 hrs							
TUE Dec 19 No Schedule	···	e 07:59 am	e 04:03 pm	8.07	8.00	TUE Dec 19	TUE Dec 19		POLICE/1001118-Univ Law Enforce Ofcr 3	Choose...	Choose...	
	+			8.07 hrs	8.00 hrs							
WED Dec 20 No Schedule	···	e 08:03 am	e 04:05 pm	8.03	8.10	WED Dec 20	WED Dec 20		POLICE/1001118-Univ Law Enforce Ofcr 3	Choose...	Choose...	
	+			8.03 hrs	8.10 hrs							

Faculty/Professional Salary (Semi-Monthly) and Professional Hourly (Bi-Weekly) employees:

Time Off	Cost Center	FRI Dec 1	SAT Dec 2	SUN Dec 3	MON Dec 4	TUE Dec 5	WED Dec 6	THU Dec 7	FRI Dec 8	SAT Dec 9	SUN Dec 10	MON Dec 11	TUE Dec 12	WED Dec 13	THU	Raw Total
	MATH DEPT/1000007-Chai															0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.	0.00

Timesheet Review and Approval Timeline and Workflow

Bi-Weekly Employees

- Pay periods will always begin on a Sunday and end two Saturdays later.
- Pay dates will always be on the 2nd Friday after the pay period closes for bi-weekly employees.

Semi-Monthly Employees

- Pay periods will always begin on the 1st and the 16th of the month and end on the 15th and the last business day of the month.
- Pay dates will always be on the 15th and the last day of the month. If the pay date falls on a weekend, employees will be paid the Friday before.

Timesheet Approval Deadlines

Managers **must** review and "Approve" timesheets by:

- Bi-weekly: 5:00 p.m. on the Tuesday following the end of the pay period.
- Semi-monthly: 5:00 p.m. 2 business days after the end of the pay period.

Important! If timesheets are not approved by the deadline provided, you will not be able to make any corrections. All corrections will need to be sent to Payroll@CSUOhio.edu.

Timesheet Workflow

Throughout the pay period, employees will:

- **Classified/Student Hourly employees will Clock in and out**: Each workday in the period, Classified/Student Hourly employees will record time by clocking in when they start work and clocking out when they stop work. Some employees may be required to clock in and out on a timeclock, while others will use their computer.
- **Faculty/Professional Salary employees will enter time off and other exception time**: It will not be necessary to enter hours worked, however, the Faculty/Professional Salary employees will enter all time off and other exception time as necessary.
- **Professional Hourly employees will enter time worked, time off, and other exception time**: The Professional Hourly employees will enter their total number of hours worked each day, as well as all time off and other exception time.

Throughout the pay period, Managers will:

- **Monitor Punches:** Managers should keep an eye on their direct reports' timesheet irregularities.
  - Follow up with employees who do not clock in and out or enter time when they should. Accurate timekeeping is their professional responsibility.
  - If an employee realizes that they punched incorrectly, they should let their Manager know immediately. Managers are the 1st stop when addressing timecard issues, timecard escalations should come from a manager, not directly from the employee.

- **Add Exception Time (Time off, bereavement, jury duty) to Timesheets:**.
  - Classified/Student Hourly employees: exception time must be entered by the manager.
  - Faculty/Professional Salary and Professional Hourly employees are responsible for entering their own exception time.
  - Holiday hours will be pre-populated for all **eligible** **full-time** employees, however, employees and managers should review the time for accuracy.
  - Holiday hours will need to be entered for **eligible part-time** employees who are not assigned a schedule. If they are assigned a schedule, the holiday hours will populate, however, the managers are responsible for ensuring the accuracy of the holiday time.

By the timesheet approval deadline, Managers will:

1. Review timesheets for direct reports and students. For each team member, open the timesheet and look for irregularities.
   - Is there a punch in and out on each day that the employee worked? If not, add the punch.
   - Are the punches correct? If not, make a correction.
   - Did an employee take PTO, or other types of time off that are not reflected on the timesheet? If so, add the hours on the correct day. **NOTE: managers of FOP employees must adjust the number of holiday hours populated for their employees.**
2. Approve timesheets for all employees for any pay periods that are now closed.
   - **DO NOT APPROVE TIMESHEETS FOR OPEN PERIODS. IF YOU ACCIDENTIALLY APPROVE A TIMESHEET FOR AN OPEN PERIOD, CONTACT PAYROLL ASAP.**
   - It is easy to mass approve time sheets! You don't need to click through all of them individually. See instructions below in the "Mass Approving Timesheets" section.

Important! Although you can mass approve employee timesheets, managers are still responsible for reviewing each individual timesheet before they are approved.

Reviewing and Editing Timesheets

Adding or Editing Time to Employee Timesheets

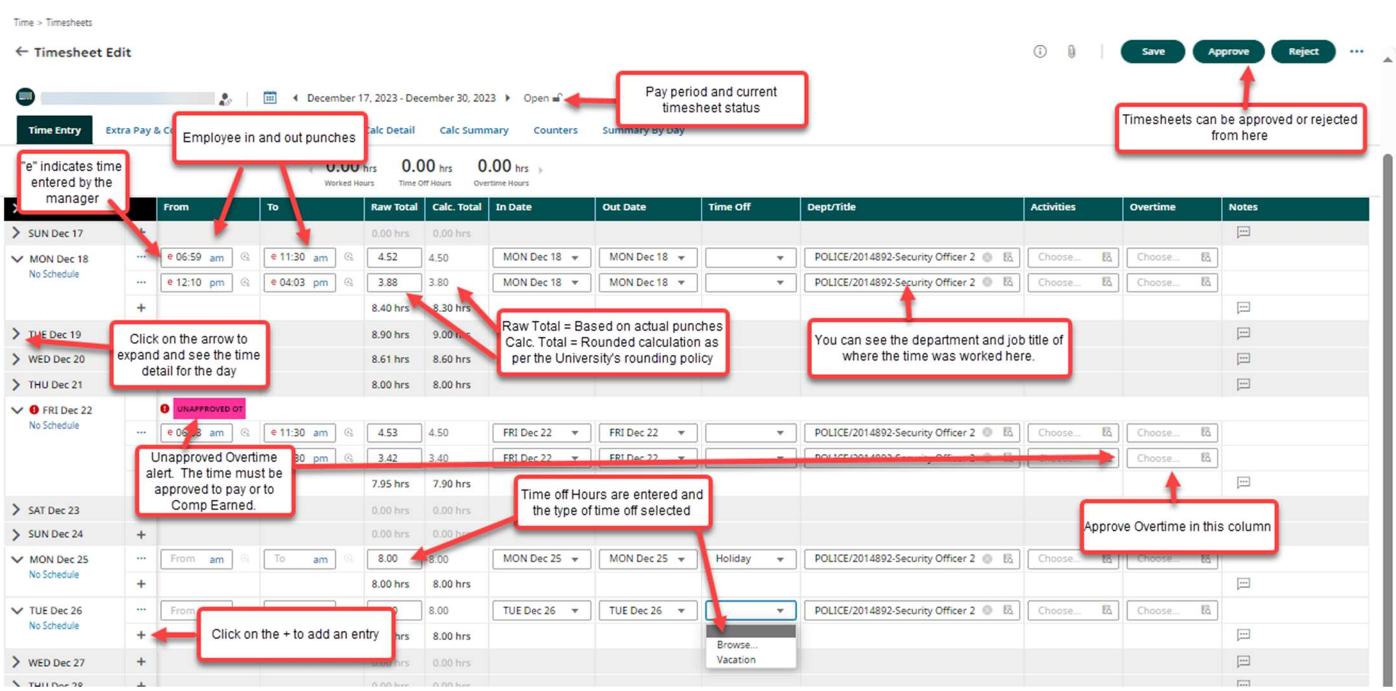
Classified/Student Hourly employees' timesheets are presented differently than the Professional Hourly and Facutly/Professional Salary employees' timesheets, but the basic functions are the same. The sections below show how to add time to each type of employee's timesheets.

When you add punches or time off to a time sheet, you must save your changes. If you try to navigate away from an unsaved timesheet, the system will prompt you to save your changes.

Classified/Student Hourly employees:
The screenshot below shows a non-exempt employee's timesheet and highlights information available to you and actions you can take. On this timesheet you can:

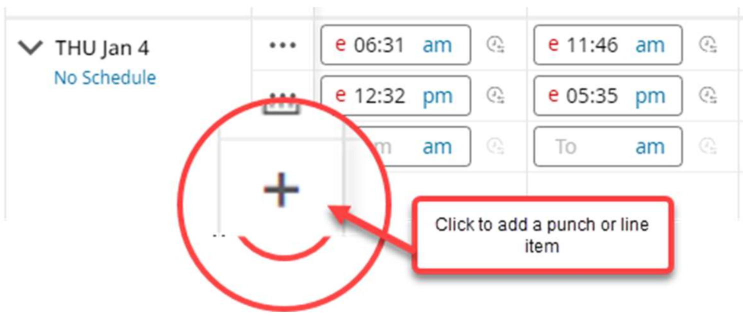
- View punches, time off, and total hours;
- Add or edit punches and time off;
- Approve unapproved overtime;
- Transfer hours; and
- Approve timesheets

> **IMPORTANT CHANGE:**
>
> In the new myTime, in accordance with standard time and labor practices, all employees' hours will be rounded to the nearest 10th of an hour, with a 3-minute grace. Further explanation is provided later in this section.



To add or edit punches (i.e., time worked) to the timesheet:

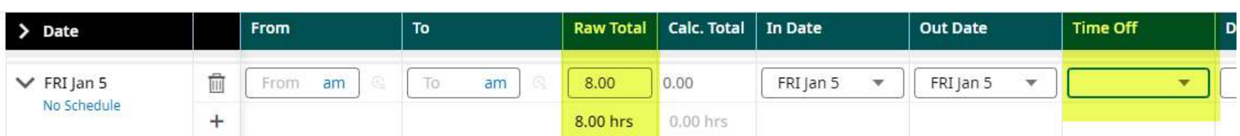
1. Navigate to the day you need to modify time.
2. If correcting a punch, simply update the time of the punch.
3. To add an entry, click the "+" button under the "Date" column



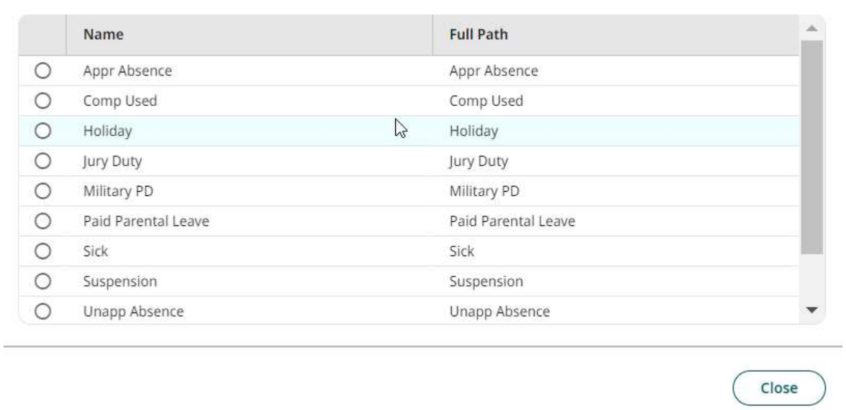
4. In the "From" and "To" columns, add the time the employee started and stopped work.
5. Leave the drop-down menu in the "Time Off" column blank.

To add time off to the timesheet:

1. Navigate to the day you need to add the time off.
2. Enter the total hours of the time off in the "Raw Total" column.



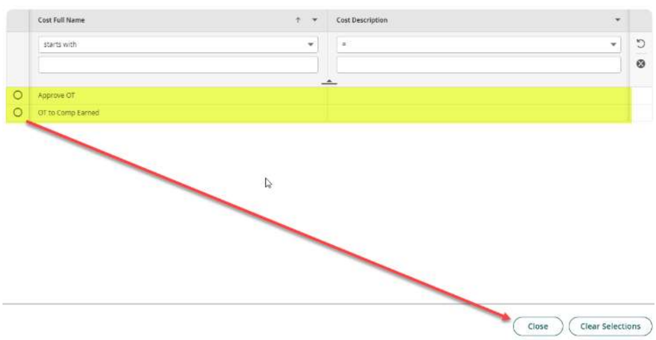
3. From the drop-down menu in the "Time Off" column, click on "Browse", then choose the applicable time off category.



To approve “unapproved overtime”:

1. On the last row of the date the Unapproved OT alert appears, click on the icon in the “Overtime” column to open up the dialogue box.

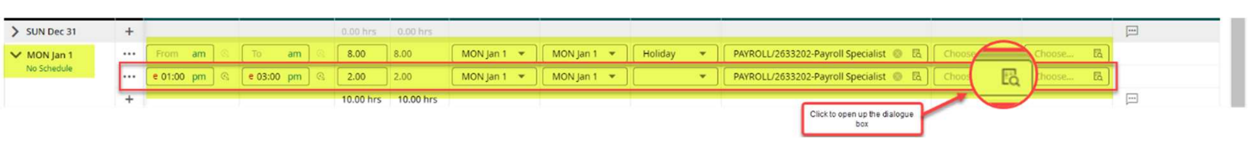
2. Choose “Approve OT” or “OT to Comp Earned”, then click on Close.



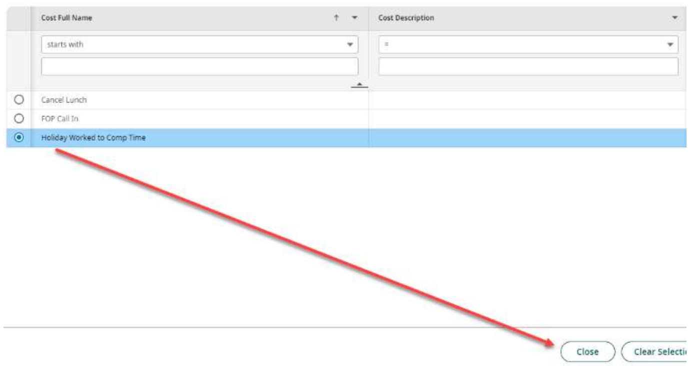
3. Once the timesheet is saved, the Unapproved OT alert disappears, and you will see your selection in the “Overtime” column.

To move “Holiday Overtime” to “Comp Earned”:

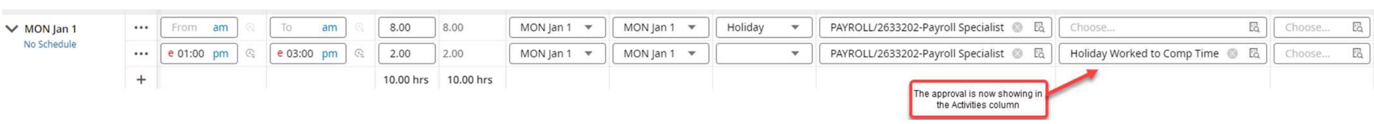
1. On the date of the holiday in which the employee worked, on the row with the time worked, click on the icon in the “Activities” column to open up the dialogue box.



2. Choose "Holiday Worked to Comp Earned", then click on Close.



3. Once the timesheet is saved, you will see your selection in the "Activities" column.



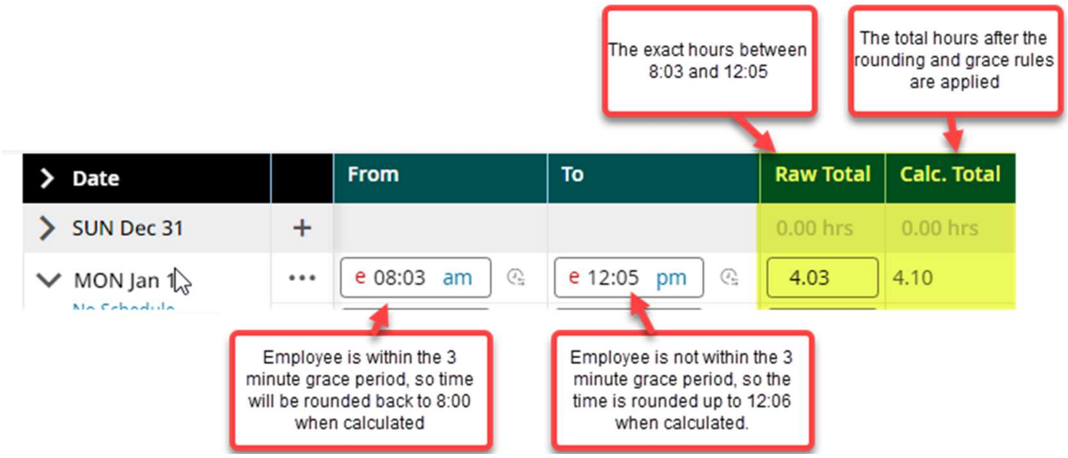
Raw Total vs. Calc. Total:

As mentioned on page 8, all Classified/Student Hourly employees' hours will be rounded to the nearest 10th of an hour (6 minutes), with a 3 minute grace period. This means that for each 6 minute increment (1/10th of an hour), if the employee clocks in at 3 minutes or less after the last 10th of an hour, their time will be rounded back to the last 10th of an hour. If the employee clocks in at 4-5 minutes after the last 10th of an hour, their time is round up to the next 10th of an hour.

The "Raw Total" column represents the actual number of hours the employee worked. The "Calc. Total" column represents the number of hours the employee will be paid after rounding and grace rules are applied.

For example, if an employee clocks in at 8:03, then clocks out at 12:05, the total raw hours is 4.03. However, since the employee clocked in at 3 minutes after 8:00, the time will be rounded back to 8:00.

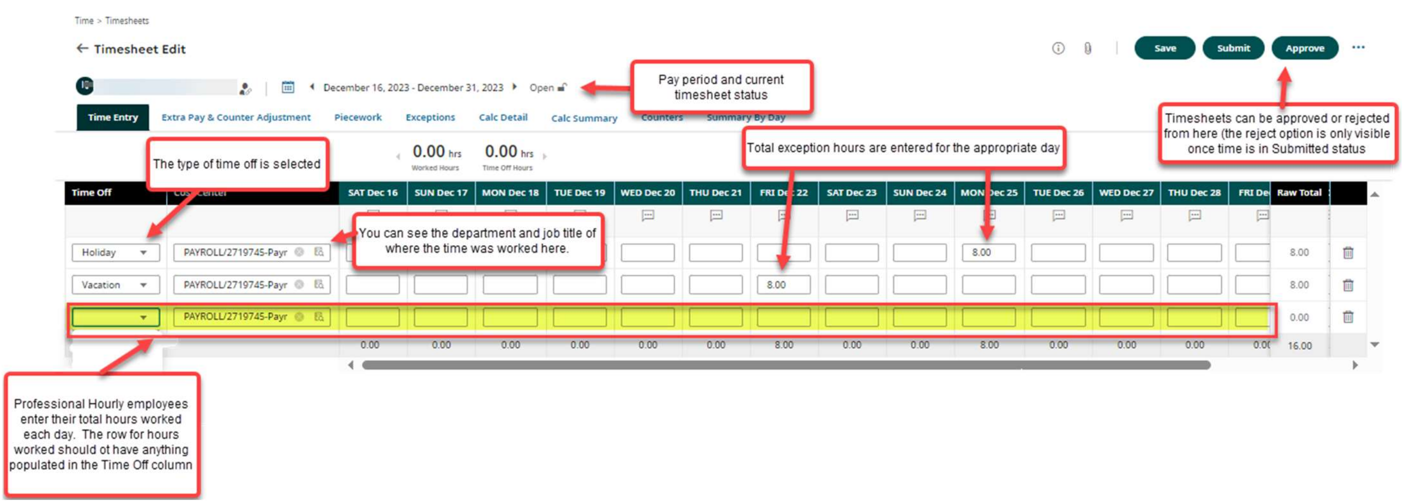
Likewise, since the employee clocked out for lunch at 5 minutes after 12:00, the time will be rounded up to 12:06. Therefore, the Calc. Total equals 4.10; four and one tenths of an hour.



Faculty/Professional Salary and Professional Hourly Employees
The screenshot below shows an exempt employee's timesheet and highlights information available to you and actions you can take. On this timesheet you can:

- View time off and other exception time;
- Add or edit time off and other exception time;
- Approve timesheets.

NOTE: Professional Hourly employees will enter their total hours worked per day on their timesheet.



To enter time worked to the employee's timesheet (Professional Hourly employees only):

1. If an employee forgets to enter their hours worked for a day, simply click on the day, and enter the total hours.
2. The row where the employee's time worked is entered should NOT have anything selected in the Time Off column.

To add time off to the employee's timesheet:

1. Enter the total hours of the time off in the column for the appropriate day.
2. Choose the applicable time off category in the drop-down menu in the "Time Off" column.

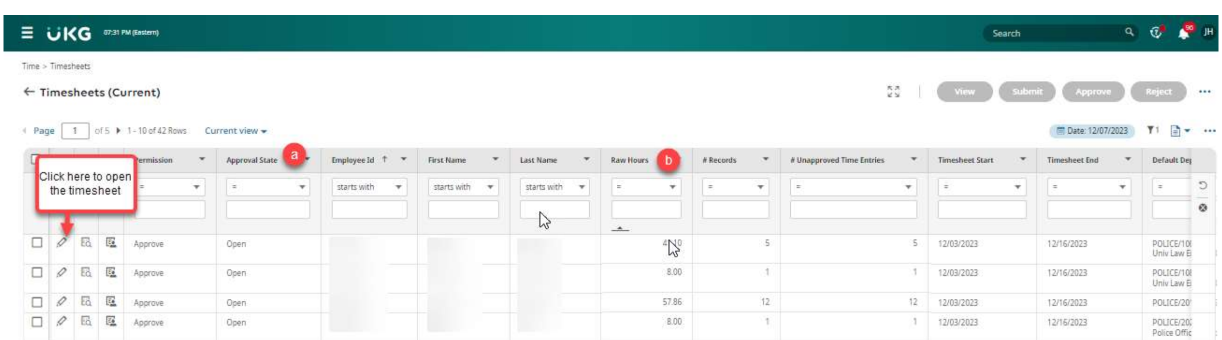
NOTE: Faculty should only be entering sick time in the Time Off column.

Reviewing Timesheets

When completing payroll each period, Managers should review timesheets for all of their direct reports or anyone assigned to them for review and approval.

To review a summary of all employee timesheets:

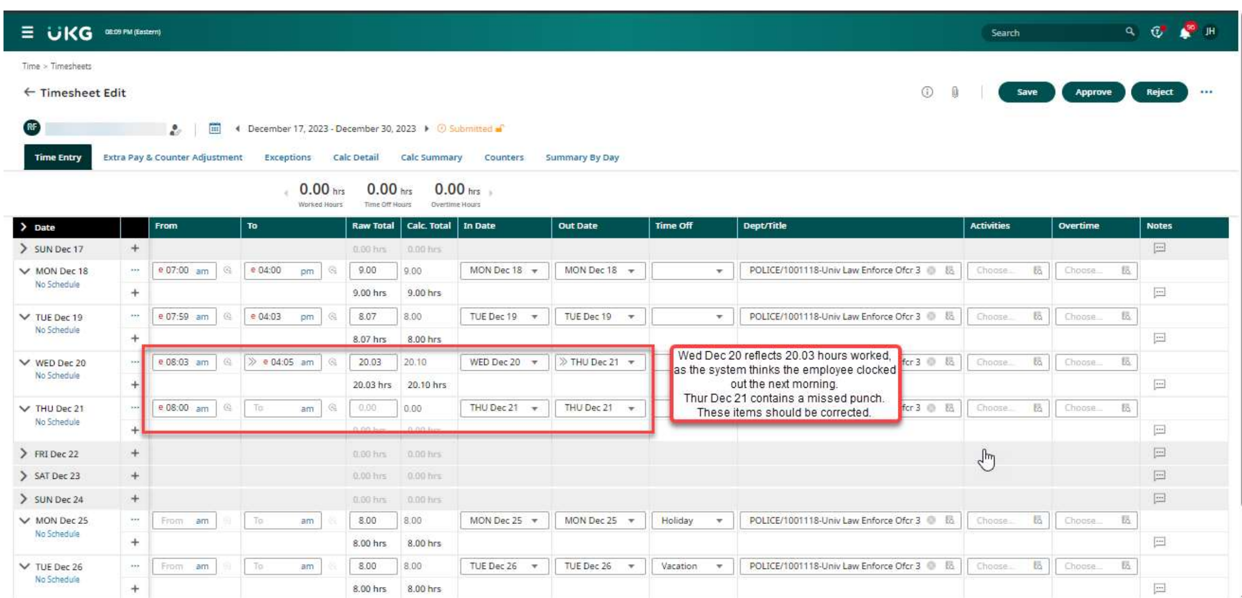
1. On the Home Dashboard, hover over the My Timekeeping icon and select "All Current Timesheets". You can also select "Timesheets Pending Approval" if you only want to see the timesheets you have not yet approved.
2. You will be directed to the Timesheet Summary Page.
3. This page does not contain enough information to do a thorough review of your employees' timesheets, however, you can see the following information that is useful:
   a. The current Approval State of the timesheets.
   b. The Raw Hours on the timesheet. Remember that the Raw Hours are the total hours *prior* to the application of rounding and grace rules, and are not the hours that an employee will be paid.
4. Select the edit icon to open the employee's timesheet for a more thorough review. (*Note that this screenshot shows testing data; so the values shown there do not reflect real world scenarios*).



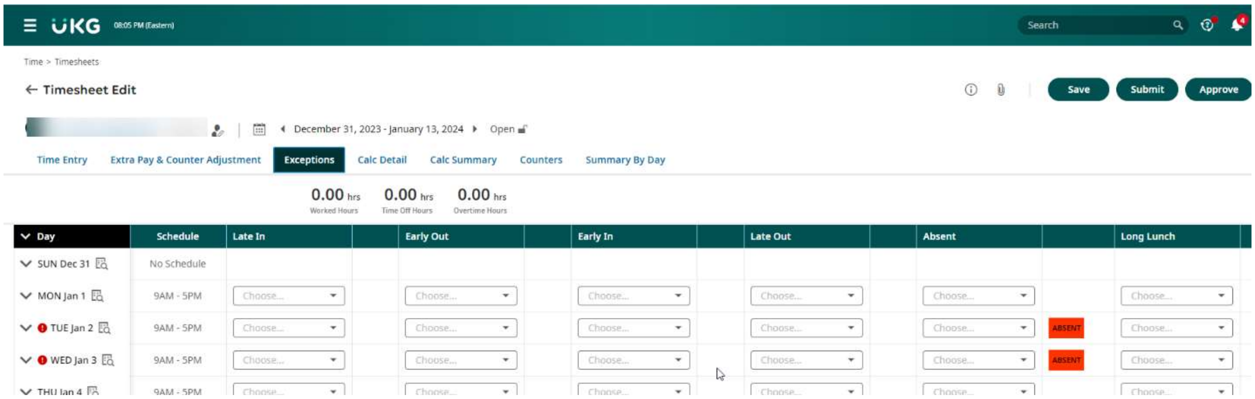
Reviewing each employee's timesheet:

1. Open the employee's timesheet.
2. There are a number of tabs at the top of the page to allow you to review the employee's time detail and totals. The timesheet defaults to the Time Entry tab.
3. Select the Exception tab to review exceptions to scheduled time.
4. Select the Calc Detail tab to review the employee's detailed time with totals. You can also see if the employee's time was eligible for shift premium.
5. Select the Calc Summary tab to review the employee's totals by the type of time.
6. Select the Summary by Day tab to see the employee's total by day.
7. Items you should verify on the timesheet:
   - There are no missed punches;
   - Time off taken has been entered;
   - Hours are reported accurately based on the employee's time worked;
   - The shift is correct; and
   - There is no unapproved overtime.

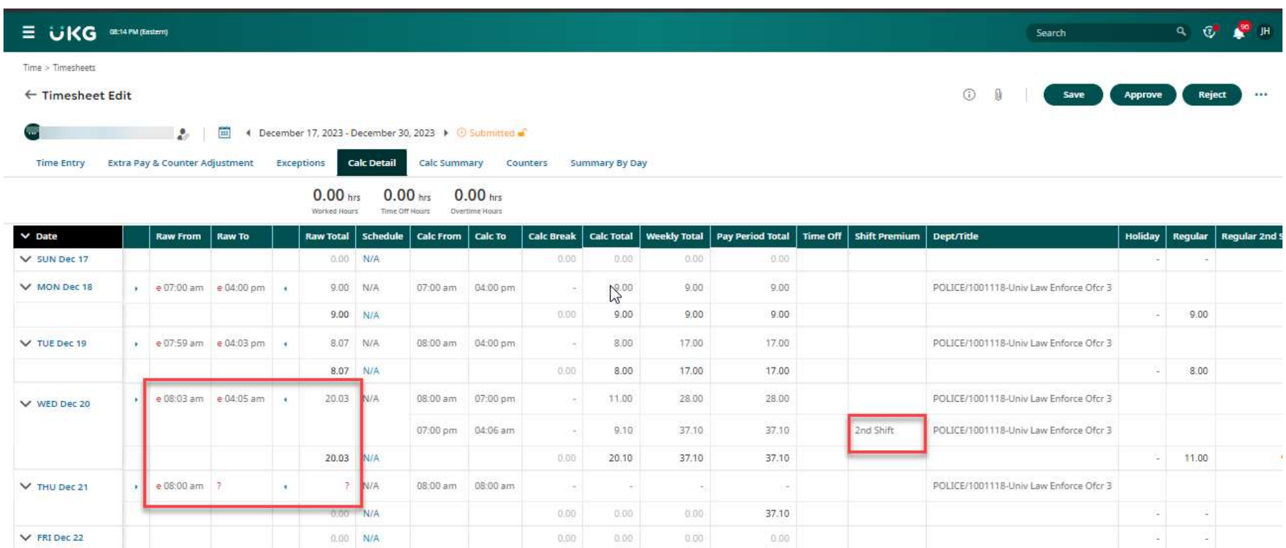
Time Entry tab



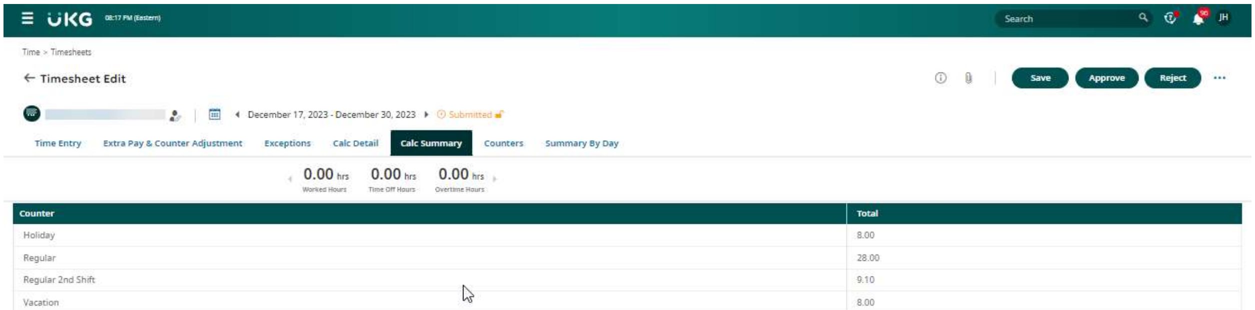
Exceptions tab



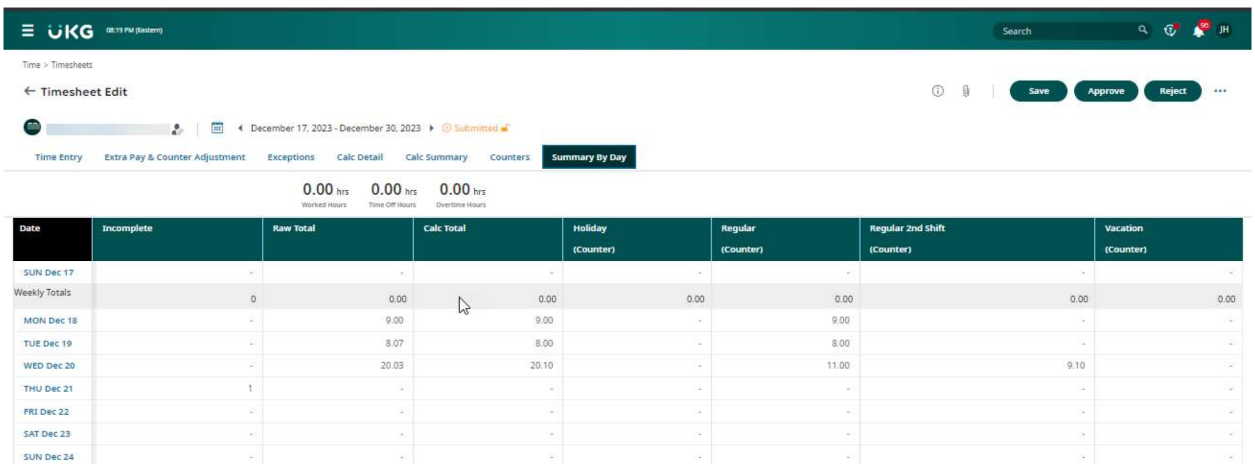
Calc Detail tab



Calc Summary tab

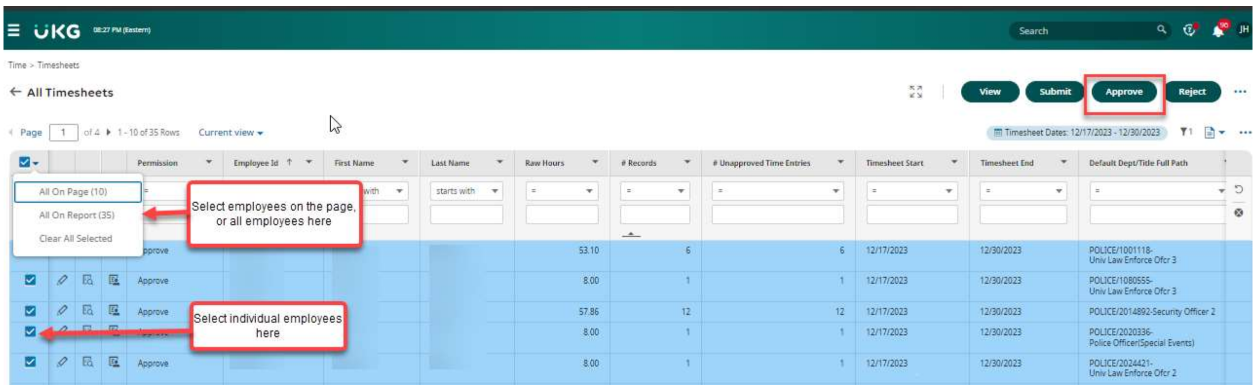


Summary by Day tab



Approving Timesheets

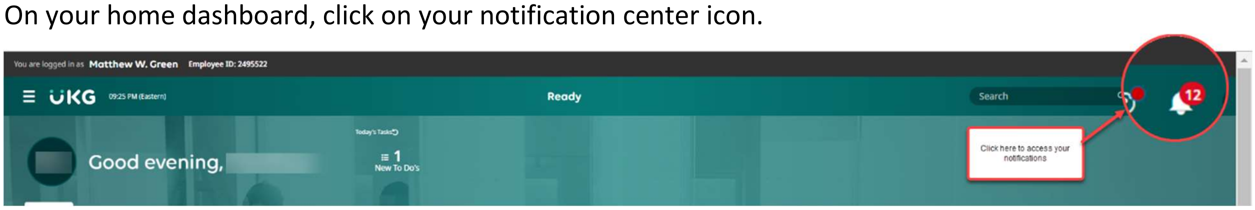
1. To approve an individual timesheet, select “Approve” in the upper right corner.
2. Once you have reviewed all employee timesheets, if you wish to mass approve your employees’ timesheets, from the Timesheet Summary page, select the checkboxes on the left of each employee’s row, make a selection from the drop down menu, and select “Approve” in the upper right corner.



Approvals for Students with multiple jobs

If you have a student employee who works multiple jobs, and you are not the only time approver, you will need to approve the student’s time in a different way. Because you only have access to approve the time that was worked in your department, if you open the employee’s timesheet, you will not be able to approve it. The best way to approve a timesheet for a student with multiple jobs:

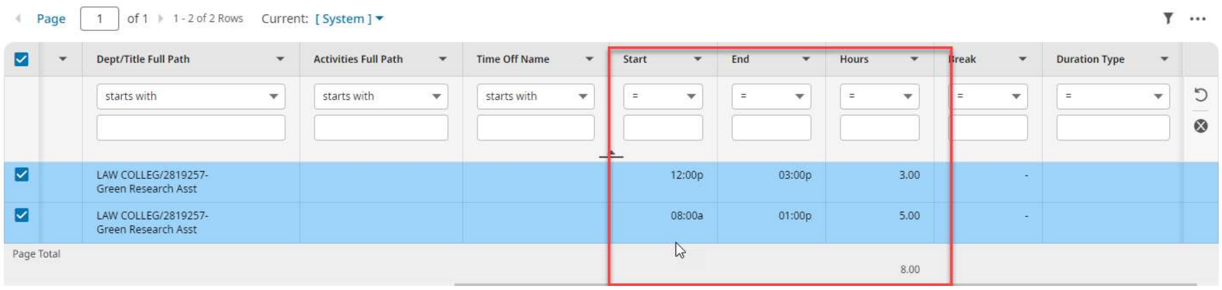
1. On your home dashboard, click on your notification center icon.



2. In the left column, you should scroll down until you see the “Approve/Reject Time Entries” for the employee. Click on the notification.
3. Scroll down the page until you see the dates and time entries that require your approval. You will only see the entries for the student’s hours worked in your department. If the student also has hours for time worked for another manager, that manager will see the entries for the time worked in their department, and is responsible for approving them.

NOTE: You can use this navigation to approve any of your employee’s time, but you are required to use this navigation to approve the students with multiple jobs.

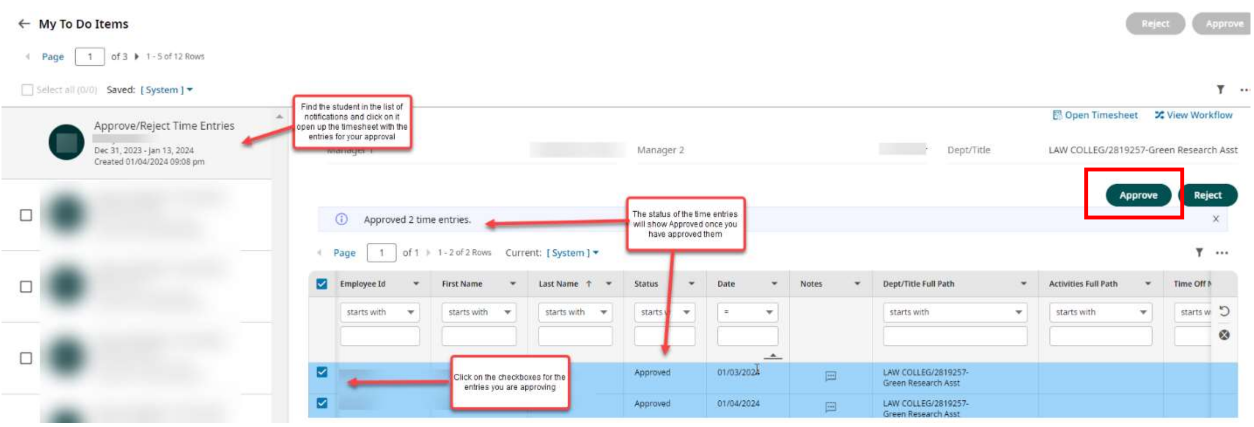
4. Scroll over to the right to see the start/end times and the hours.



5. Click on the checkbox next to each entry you will be approving.

6. Click on "Approve".

7. You will see a message that the time entries have been approved.



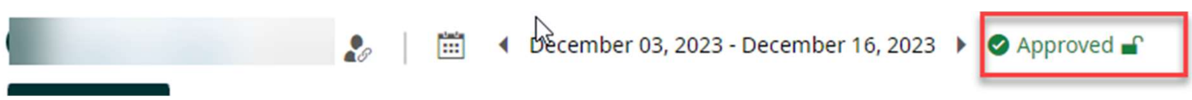
Corrections for a Closed Pay Period

There are times when you may need a correction made for a previously closed pay period. For example:

- An employee's punch was incorrect on the timesheet and was not caught during your review.
- Time off needs to be added to a previously approved timesheet.

If you need a correction made, contact Payroll in writing at Payroll@csuohio.edu. Make sure you provide the employee's name and ID, the date of the correction, and what the time should have been.

> **NOTE:** When you see the "Approved" indicator next to the pay period dates, the timesheet can no longer be edited.



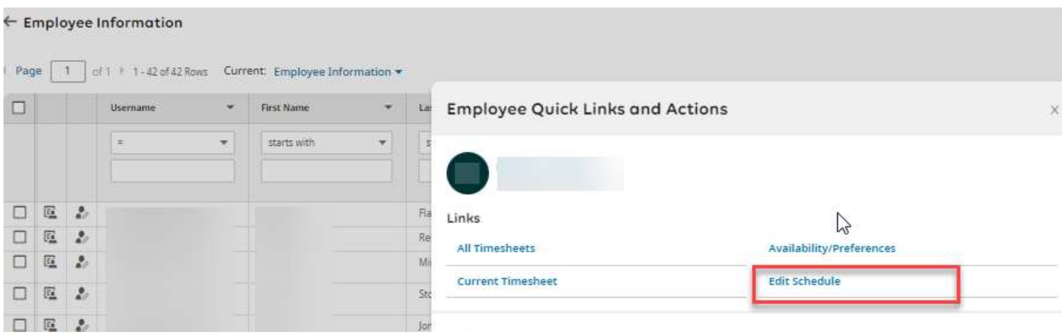
> **IMPORTANT!!** You will no longer be able to override the lunch break defined in the schedule. If the employee will be taking a different lunch break, they will need to clock in and out for lunch.

Employee Schedules

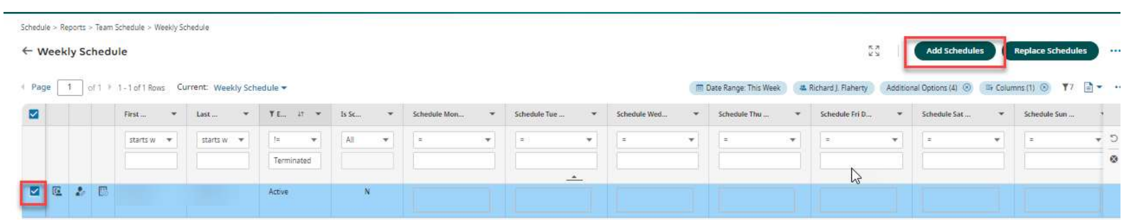
If you have employees who are assigned schedules, this section describes how to assign a schedule to an employee, how to replace an employee's schedule, and how to mass edit schedules for several employees at a time.

Add a Schedule to an Employee

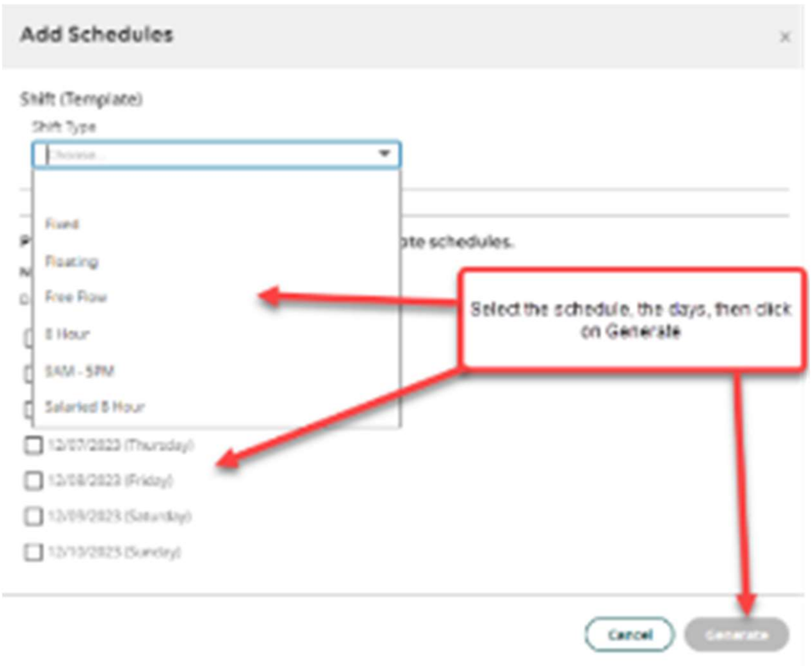
1. From Employee Information, select the Employee Links icon and select "Edit Schedule".



2. Select the checkbox to the left of the employee's row, and then select Add Schedules at the top of the page.

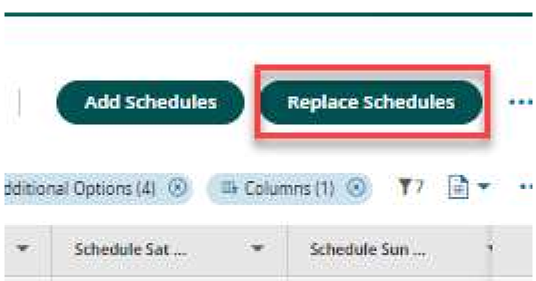


3. From the "Shift Type" drop down box, select the type of schedule, select the days to apply the schedule, then select Generate. NOTE: depending on the Shift Type selected, additional fields to complete will appear.
4. Select "Generate". You will be returned to the Weekly Schedule page.



Replace an Employee's Schedule

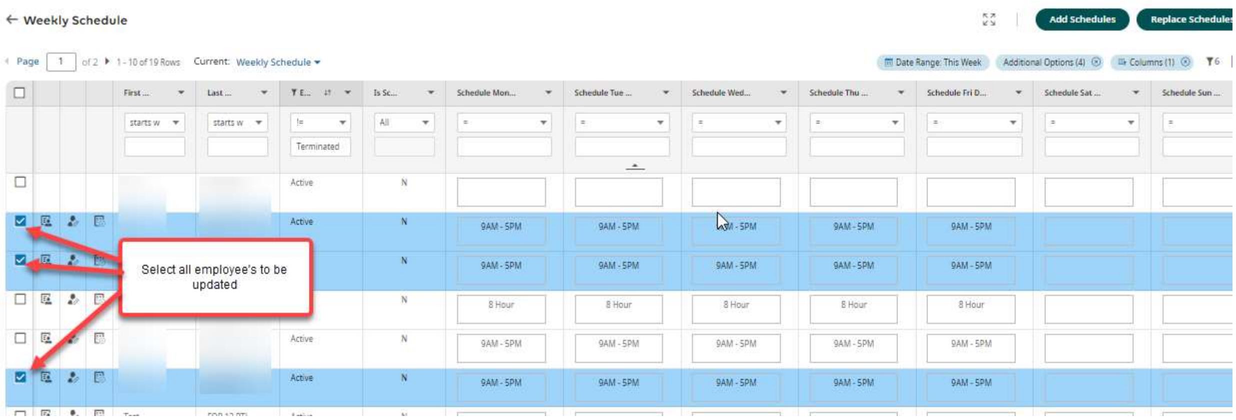
1. Follow the steps to add a schedule, but select "Replace Schedules" instead of add.



2. When you click "Generate", you will return to the Weekly Schedule page and you can see the employee's schedule changed.

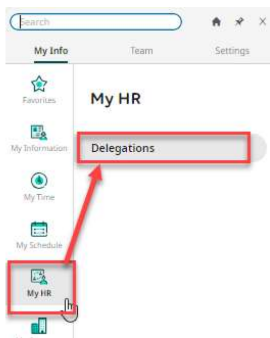
How to Mass Update Employee Schedules

1. Select the check box next to all of the employee's for whom you want to add or replace a schedule and follow the same steps to add or replace an individual's schedule.



Delegate another Approver

1. From the navigation menu in the upper left corner, select My Info -> My HR -> Delegations.



IMPORTANT!! You must assign an end date to a delegation. When the end date occurs, you will need to reassign the delegation. Best practice is to do this annually.

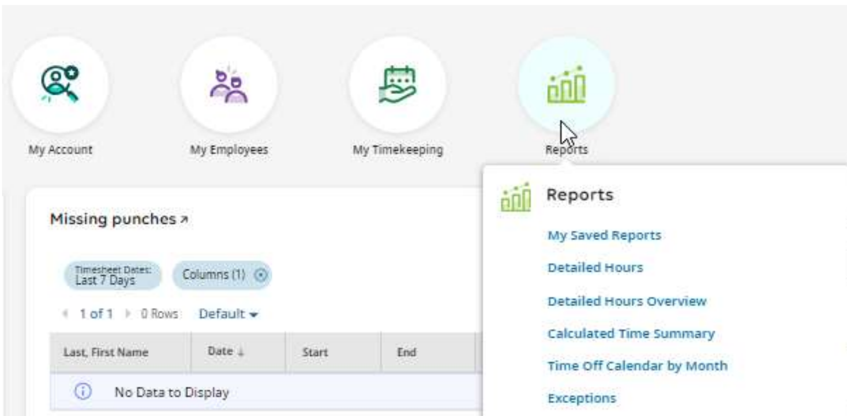
2. From the Delegations page, select "Add New". The Workflow Delegation window appears.
3. At the "Delegate To" field, select the Browse icon.
4. Select the employee(s) to delegate, then select Apply.
5. From the Workflow Type drop-down list, select "Timesheet". (NOTE: none of the other workflow types apply).
6. At the "Date From" and "Date To" fields, select the dates that the assigned user completes the delegated tasks.
7. Select Add.

REMEMBER Your delegate must have a manager role assigned to them. You can assign multiple managers as your delegate. Make you're your delegate is aware that they have been assigned as your delegate.

IMPORTANT!! You must reassign your delegate after myTime is updated on January 15th. The existing delegation will not carry over.

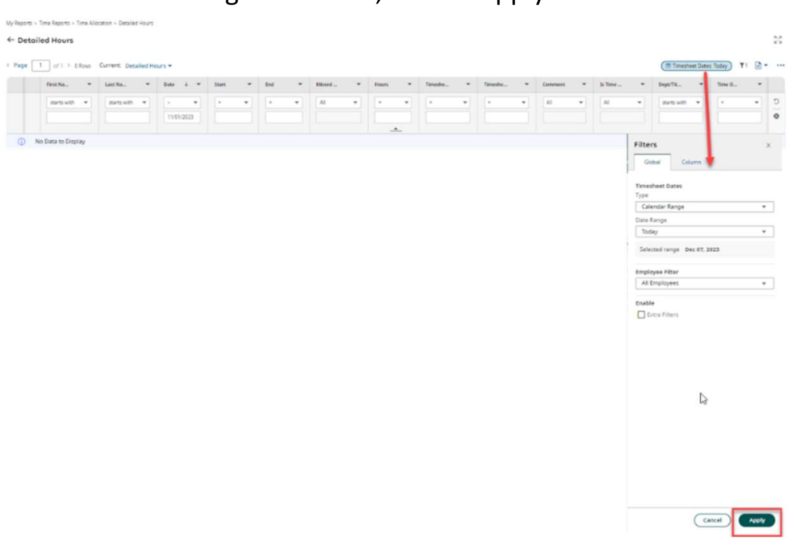
Reports

The new myTime contains basic reports you may need to run for reporting on your employees' time. To access the reports, select the Reports icon, then select the report you wish to run.

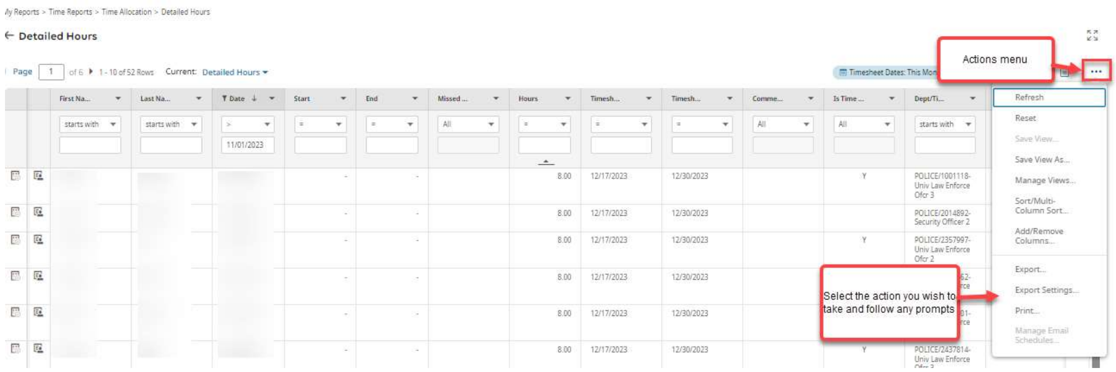


Running a Report

1. Select the report you want to run.
2. You will be directed to a page to choose your report parameters. This page may look different for each report.
3. Select all the applicable parameters and filters. Below is an example of the report parameters page for the Detailed Hours report.
   - Enter filter criteria in the columns applicable to what you want to filter.
   - In the upper right corner, select "Timesheet Dates" and choose the date range.
   - Once the date range is defined, select "Apply"

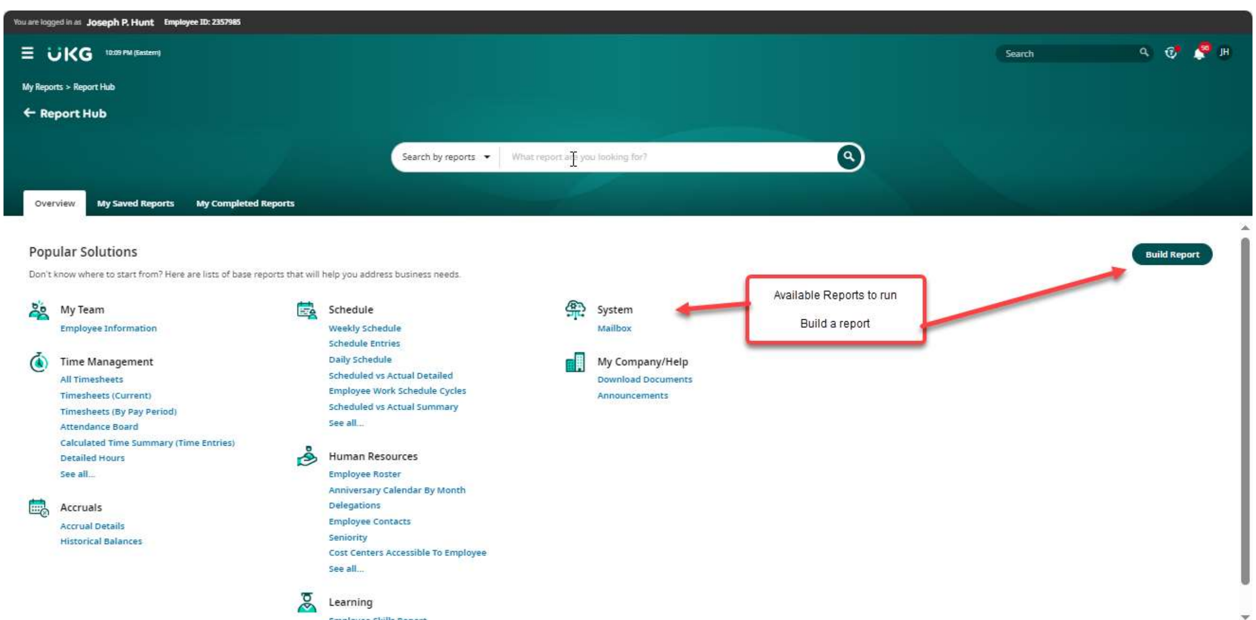


4. Your report results will appear on the page. To print your report or export it to Excel, select the Actions icon in the upper right corner, and choose the action you want to take.

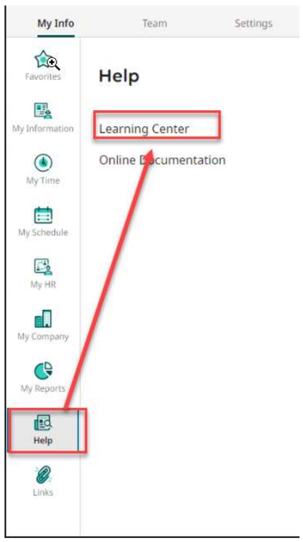


5. While the most common reports are available via shortcut from your Reports menu, there are more reports available to you. When you select the Reports icon, select "My Saved Reports".

6. Select the "Overview" tab, which contains a list of reports you can run. You can also build a report from here.



7. If you would like to get more information on how to build reports in the new myTime, go to the menu in the upper left corner, click on Help, then Learning Center. **Please note:** you will not be able to access the Learning Center until 24 hours after the first time you log in. After that, if you experience any issues, please contact Payroll in writing at Payroll@csuohio.edu.



myTime Resources

There are many resources available if you or your employees need assistance. Log in to MyCSU, then navigate to Blue Column for Faculty/Staff -> Financial Services -> Payroll. You can find many of the following quick reference guides available immediately, and the rest will be available in the upcoming weeks.

1. Classified / Student Hourly
2. CSU Time Clock
3. Emergency Closing Instructions
4. Faulty/Professional Salary
5. Professional Hourly
6. myTime FAQs
7. Moving Unapproved Overtime
8. Schedule Changes
9. KRONOS Delegation
10. Multiple Job/Multiple Approver FAQs
11. myTime Recorded Training