

Physics Temporary Payroll – Self-Entry Timekeeping Instructions

General Information:

- You are responsible for entering your work hours each pay period during your appointment into Wolverine Access (if you have no hours to report, you will indicate zero in each day; notify HR if your appointment has ended)
- Work hours must be entered in Wolverine Access by 5:00 p.m. on Friday or Saturday of the last day of the pay period. The biweekly pay frequency schedule can be found: <http://www.finops.umich.edu/payroll/forms/cutoffsdeadlines>
- To ensure the accuracy of your timesheet when reporting time under 1 hour, a table has been provided with the time conversions:

Minutes	Tenths	Minutes	Tenths
1 – 6	.1	31 – 36	.6
7 – 12	.2	37 – 42	.7
13 – 18	.3	43 – 48	.8
19 – 24	.4	49 – 54	.9
25 – 30	.5	55 – 60	1.0

- It is YOUR responsibility to enter your work hours and advise your supervisor as needed that there are hours to approve. No payments are issued without your supervisor approving your work hours.
- If your hours are not entered and approved, you may have to wait until the next pay period to receive payment. Therefore it is very important that you submit your hours on or before the scheduled due date to allow for required approval time.
- Working on University holidays requires prior authorization from your supervisor. These holidays include: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Black Friday (Friday after Thanksgiving), and Christmas Day.
- Restrictions on hours worked:
 - Actual work hours will NOT exceed 40 in any workweek without prior approval
 - Actual work hours will NOT exceed 29 in any workweek if enrolled at U-M full-time during a school term; will NOT exceed 20 in any workweek for foreign national and/or financial aid students
 - If you are concurrently employed by two or more departments at the university, it is your responsibility to ensure all appointing departments are aware of your work schedule and that total hours, across all departments, do not exceed the maximum that applies to you.
- Paychecks are issued every other Friday (refer to payroll website for biweekly pay dates <http://www.finops.umich.edu/payroll/forms/cutoffsdeadlines>). Direct deposit is encouraged (enroll using Wolverine Access). If you do not set up direct deposit, you must complete the U.S. Mail Authorization form to have your check mailed to you (<http://www.finops.umich.edu/payroll/forms/usmail>).
- If you do not set up direct deposit or complete the mail authorization form, you are responsible for picking up your paycheck at the University Payroll Office, Wolverine Tower. Checks are not distributed within the Physics Department.

Physics Temporary Payroll – Self-Entry Timekeeping Instructions

Time Entry:

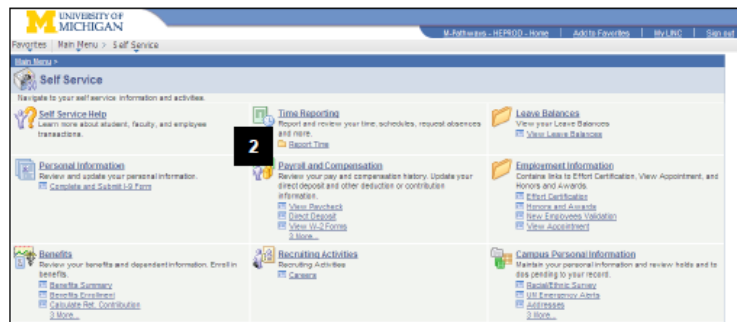
Navigation

Go to Wolverine Access Gateway at <http://wolverineaccess.umich.edu>.

Wolverine Access Gateway



Employee Self Service Page



Access Employee Business

1. Click **Employee Self-Service** on the **Faculty & Staff** tab.

Access Report Time

2. Click **Report Time**.

Note: If you have multiple appointments, you will see an additional screen (not shown here). To be paid correctly, you must enter the appropriate time for each active appointment.

Physics Temporary Payroll – Self-Entry Timekeeping Instructions

Timesheet Page – Field Descriptions

Timesheet
Jillian P Strain
Job Title: Admissions Officer Inter

A Employee ID: 12345678
Employee Record Number: 0

B Leave Balances
Vacation: 207.200 PTO: 1056.000
Sick/OTB: 84.700 Extended 100%: 1056.000
Family Care: Extended 50%: 1056.000

C Std Hrs/Wk: 40.00
Hourly Rate: 20.424875
Workgroup: SNONE
Paygroup: BWC

D Missing Time? Y

E View By: Time Period Date: 06/15/2008
Reported Hours: 0.000 Hours

F From Sunday 06/16/2008 to Saturday 06/28/2008

Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29	Total	Time Reporting Code	Type	Combo Code

G Submit

H Delete Row
I Add Row
J Previous Time Period Next Time Period
K Submit

A	Job Title/Employee Record Number	Some employees have multiple job appointments, which are differentiated by the employee record number (Empl Rcd#).
B	Leave Balances	Before entering leave time, check to see if you have enough leave time available. Note: MOR Paygroup (most campus employees' time is reported one-month after it is used, so the leave balance is not current.
C	Job Data/Distribution	Displays job data such as your appointment (standard) hours and your hourly rate as well as departmental/system information such as your paygroup or the account code your pay is distributed to.
D	Missing Time	Y Indicates time was not reported for a previous period. N indicates all past time has been reported. If time is missing, the Leave Balances may not be accurate.
E	Time Reporting Rows	Used to enter hours worked/not-worked. You will enter one time reporting row (line) for each time reporting code.
F	Time Reporting Code	Click the drop-down in the Time Reporting Code (TRC) field to display and select from a list of Time Reporting Codes.
G	Combo Code	Click the magnifying glass in this field to display a list of Combo Codes (a.k.a. ShortCodes or Account Codes). These codes are used by some biweekly employees to charge some of their hours to a different Combo Code. Only use this if instructed to do so by your supervisor. Monthly employees should never use this field.
H	Delete Row	This button is used to delete a time reporting row.
I	Add Row	This button is used to add a new time reporting row. You can add as many as you need.
J	Previous Time Period and Next Time Period	These links are used to move to the previous or next two-week period.
K	Submit	After you enter time for a two week period, you must click Submit. If you don't, your time will NOT be reported.

Deadline for entering hours is 5:00 p.m. on the last day of the pay period that you work
Be careful if you have multiple appointments in the Physics Department and make sure you enter the correct hours for the correct appointment.

Open Grayed-Out Fields for New Employees Hired Mid-Pay Period

The data entry fields on the M-Pathways Self-Service Timesheet are grayed-out for new employees when they are hired on a date that is not the first day of the pay period. To enter their time, they need to switch to a weekly view of their Timesheet. This also needs to be done by the approvers or timekeepers who approve or enter the time.

Steps on the Timesheet Page:

1. Select **Week** in the **View By** field.
2. Type the date the employee first worked in the **Date** field.
3. Click the **Refresh** button.

These steps enable the employees to enter hours for the dates they worked. They are also necessary for approvers to select and approve the employees' reported time.

View By: Week **Date:** 09/04/2013 **Refresh** **Previous Week** **Next Week**

Reported Hours: 0.000 Hours **Scheduled Hours:** 0.000 Hours

Reported time on or after 09/01/2013 is for a future period.

From Wednesday 09/04/2013 to Tuesday 09/10/2013

Wed 9/4	Thu 9/5	Fri 9/6	Sat 9/7	Sun 9/8	Mon 9/9	Tue 9/10	Total	Time Reporting Code	Type	Combo Code
4	4							REG - Regular		

Submit **Apply Schedule**



Read this on how to enter your time if your appointment start date is not on the first day of a pay period.

Physics Temporary Payroll – Self-Entry Timekeeping Instructions

Approvals:

- **If Supervisor will approve hours electronically (check with HR if unsure)**, once hours are submitted, you are finished. Your supervisor will approve the hours in the payroll system

Questions?

Refer to Help Screens in Wolverine Access > Self Service Help or call the IT Help Desk 4-HELP.