Applying Non-Closure Emergency Leave/Teleworking as the manager:

Punch Timesheet

- 1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time&Absence Approvers: Time Approver > Time Approver > Report/Approve Time
- 2. Enter the hours as punch or elapsed time and choose the correct TRC
 - a. Punch Time:

							Tim	esheet				~	1	6
om 04/05	5/2020 to 04/*	18/2020	?											
Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity Date			
	0	Sun	4/5	New						•	4/5	+	-	
	Q	Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00REG - Regular 🔹	4/6	+	-	
	Q	Tue	4/7	New						T	4/7	+		
	0	Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00REG - Regular	4/8	+	-	
	Q	Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	00REG - Regular 🔻	4/9	+		
	0	Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25		4/10	+	-	
	0	Sat	4/11	New						00ACA - ACA Tracking	4/11	+	-	
	Q	Sun	4/12	New						00ENH - Fed Emerg Leave Hrly Non-Ben 00ENH - Fed Emerg Leave Hrly Non-Ben	4/12	+	-	
	0	Mon	4/13	New						00NHP - BIWK Non-Closure Emer Leave	4/13	+	-	
	0	Tue	4/14	New						00REG - Regular 00TWH - Teleworking Non-Exempt	4/14	+	-	
	Q	Wed	4/15	New						00WSP - Work Study Pymt Non-Closure EM 18S20 - Shift Differential \$2.00	4/15	+	-	
	Q	Thu	4/16	New						18SDR - DAR Holiday 1.5x 18SHO - Housing Holiday 1.5x	4/16	+	-	
	Q	Fri	4/17	New						18SLW - Law Holiday 1.5x 18SRB - Rec Break \$0.50	4/17	+	-	
	Q	Sat	4/18	New						18SRH - Rec Holiday 1.5x 18SVT - Vet Holiday 1.5x	4/18	Ŧ	-	

b. Elapsed Time:

0							Tim	lesheet			Â	۲	:	٢
From 04/0	5/2020 to 04/1	18/2020	(?)											*
Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	00ACA - ACA Tracking 00CIP - Call-in Pay 00ENH - Ead Emerg Leave Hrly Non-Ben	Quantity Date			
	0	Sun	4/5	New						00JDU - Unpaid Jury Duty Non-Exempt	4/5	+		
	0	Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00ONC - On Call Pay 00REG - Regular	4/6	+	-	
	0	Tue	4/7	New						00TWH - Teleworking Non-Exempt	4/7	+	-	
	Q	Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	18S20 - Shift Differential \$2.00 18SDR - DAR Holiday 1.5x	4/8	+	-	
	Q	Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	18SHO - Housing Holiday 1.5x 18SLW - Law Holiday 1.5x	4/9	+	-	
	Q	Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	18SRB - Rec Break \$0.50 18SRH - Rec Holiday 1.5x	4/10	Ŧ		
	Q	Sat	4/11	New						18SVI - Vet Holiday 1.5x 18TAJ - UGA Tip Adjustment Amt	4/11	+	-	
	Q	Sun	4/12	New						TRTIP - OGA TIPS (Cash)	4 <mark>4</mark> /12	Ŧ	-	
	Q	Mon	4/13	New						T	4/13	+		
	Q	Tue	4/14	New						• •	4/14	+	-	
	0	Wed	4/15	New						· · · · · · · · · · · · · · · · · · ·	4/15	+	Ξ.	

3. Press submit

Submit	Clear
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Punch Timesheet

- 1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time&Absence Approvers: Time Approver > Time Approver > Report/Approve Time
- 2. Enter the hours as punch or elapsed time and choose the correct TRC

<					Times	heet				í.	7	:	٢
Timesh HR/EEO/0 Actions •	00ACA - ACA Tracking 00AMN - Administrative Leave NonEx 00CCB - Campus Closure-Non-Exempt 00CIP - Cali-In Pay 00CIP - Deferred Holiday 00HOF - Holiday Non-Exempt 00HWB - Inclement Weather-Non-Exempt	3	E	Employe Empl Re arliest Change	ee ID cord 0 Date 04/05/2	020						New V	Vindow 4
Select	00NHP - BIWK Non-Closure Emer Leave 000NC - On Call Pay 00PAC - Comptime Paid Out 00REG - Regular 00TWH - Teleworking Non-Exempt 00TWH - Teleworking Non-Exempt 19MAR - Marine Pay	Total Reported 0. Hours 0. Reported Hours 0.	00	Timesheet Preside Employee ID Image: State of the sta									
From Su	18S20 - Shift Differential \$2.00 18SDR - DAR Holiday 1.5x	g is complete. Absen	ices are process	ed once each p	ay period.								
	18SEA - UGA Skidaway Sea Pay 18SVT - Vet Holiday 1.5x 18TA I - UGA Tin Adjustment Amt	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Mon 4/13	Tu 4/1	3	ž
+ -			8	8	8	8	8						
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•	T]		
S	ubmit												- 1

3. Press Submit



Applying Teleworking as an employee:

For Pay From Schedule Employees:

- 1. Navigate to your timesheet
 - a. Employee Self Service > Time and Absence > Weekly Timesheet
- 2. Apply schedule

101	i su	110ay 04/12/2020 10 Saturday 04/10/2020					Personalize Fi		First 🐨 1-50	N 2 @ 1
		Time Reporting Code	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
-	-	<u> </u>								
]	-	~ [
-	-	✓								

3. Select the correct Time Reporting Code (TRC)

From Sur	nday 04/12/2020 to Monday 05/11/202	0 👔					Personalize F	Find 🖾 🔣	First 🕚 1 o	of 1 🛞 Last
	Time Reporting Code	Sur 4/12	n 2	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
•		7]	8.00	8.00	8.00	8.00	8.00		
Si	00ACA - ACA Tracking	0								
Reported	00CIP - Call-in Pay 00REG - Regular	pensatory Time	Absence	Exceptions	Payable Time				Image: First	
Reported	00TWH - Teleworking Non-Exempt				Personalize	Find 🖾 🔣	1 of 1			
Date	18TIP - UGA Tips (Cash)	De	escription			Comment	s			

4. Press Submit



For Manual Time Entry Employees:

- 1. Navigate to your timesheet
 - a. Employee Self Service > Time and Absence > Weekly Timesheet
- 2. Enter your hours, and select the correct Time Reporting Code (TRC)

/2020 to	04/18/20	20 ②										
Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
Sun	4/12	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				4/12	+	-
Mon	4/13	New						00ACA - ACA Tracking		4/13	+	-
Tue	4/14	New						00CIP - Call-in Pay		4/14	+	-
Wed	4/15	New						00REG - Regular		4/15	+	-
Thu	4/16	New						18TIP - UGA Tips (Cash)		4/16	+	-
Fri	4/17	New								4/17	+	-
Sat	4/18	New		1	1			~ ·		4/18	+	
	2020 to Day Sun Mon Tue Wed Thu Fri Sat	Z020 to U/18/20 Day Date Sun 4/12 Mon 4/13 Tue 4/14 Wed 4/15 Thu 4/16 Fri 4/17	2020 to 04/18/2020 (g) Day Date Reported Status Sun 4/12 New Mon 4/13 New Tue 4/14 New Wed 4/15 New Thu 4/16 New Fri 4/17 New	Z020 to 04/18/2020 (2) Day Date Reported Status In Sun 4/12 New 8:00:00AM Mon 4/13 New	Z020 to 04/18/2020 (2) Day Date Reported Status In Lunch Sun 4/12 New 8:00:00AM 12:00:00PM Mon 4/13 New	Value Value Reported Status In Lunch In Sun 4/12 New 8:00:00AM 12:00:00PM 1:00:00PM Mon 4/13 New	Z020 to 04/18/2020 (?) Day Date Reported Status In Lunch In Out In Sun 4/12 New 8:00:00AM 12:00:00PM 1:00:00PM 5:00:00PM I Mon 4/13 New	Z020 to 04/18/2020 (?) Day Date Reported Status In Lunch In Out Punch Total Sun 4/12 New 8:00:00AM 12:00:00PM 1:00:00PM 5:00:00PM 1 Mon 4/13 New Image: Comparison of the status Image: Comparison of the status 1 1:00:00PM 5:00:00PM 1 Mon 4/13 New Image: Comparison of the status Image: Comparison of the status<	Z020 to 04/18/2020 (2) Day Date Reported Status In Lunch In Out Punch Total Time Reporting Code Im Sun 4/12 New 8:00:00AM 12:00:00PM 5:00:00PM Out Punch Total Time Reporting Code Im Im Out Punch Total Time Reporting Code Im Im Im Im Out Punch Total Time Reporting Code Im Im Im Im Im Im Im Punch Total Im I	Z020 to 04/18/2020 (?) Day Date Reported Status In Lunch In Out Punch Total Time Reporting Code Quantity Sun 4/12 New 8:00:00AM 12:00:00PM 5:00:00PM Image: Code Code Code Code Code Code Code Code	Z020 to U4/18/2020 (?) Reported Status In Out Punch Time Reporting Code Quantity Date Sun 4/12 New 8:00:00AM 12:00:00PM 5:00:00PM Image: Code Code Code Code Code Code Code Code	Value Reported Status In Lunch In Out Punch Total Time Reporting Code Quantity Date 4/12 Date 4/12 Date 1:00:00PM 1:00:00PM 5:00:00PM Out Punch Total Time Reporting Code Quantity Date 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/12 4/13 4/12 4/13 4/14

3. Press Submit



Web Clock Employees and Kaba employees cannot apply Teleworking to their own timesheets. If these employees are teleworking, the TRC will need to be added by the manager.