

### General FAQs

Q. Where can I find the timesheet?

A. [businessops.louisville.edu/timekeeping/timesheet](http://businessops.louisville.edu/timekeeping/timesheet) Use your UofL User ID and password to log in. Additionally a [Quick Start Guide](#) is available.

Q. The supervisor listed is not my supervisor. Can I change this?

A. Yes, you can change your supervisor by clicking on Update Supervisor. This will automatically save once you change the name. You may update supervisor whenever needed. See [Quick Start Guide](#) for additional details.

Q. How do I add my time?

A. By clicking "Add Time" you can begin adding time for the selected date. You can either manually add time or use the clock widget. On the clock widget, the inner numbers represent A.M. hours and the outer numbers represent P.M. hours in military time. Enter "In" time. "Out" time must be entered before a new "+Add Time" can be entered.

Q. Do I have to take a lunch break?

A. The university is obligated by law to provide a 30 minutes uninterrupted lunch break to every employee. Although, missed breaks are not the norm, they can occasionally occur by mutual agreement between the supervisor and employee. NOTE: By mutual agreement between the supervisor and employee, meal periods may be shortened, lengthened or skipped.

Q. My supervisor will be on vacation for this pay period. Will I still get paid?

A. Yes, the university is obligated to pay an employee for all hours worked. The hours reported are available to the timekeeper regardless of supervisor approval. If you know your supervisor is going to be on vacation or out for any other reason, you can use the "Update Supervisor" option on the timesheet to select an alternate supervisor.

Q. I need to change the time on my timesheet for last Thursday. How can I make changes?

A. Depends. If last Thursday is within the current biweekly pay period then the answer is yes. If last Thursday was in a previous biweekly pay period then the necessary adjustment, as approved by the supervisor, will be made by the timekeeper as a retroactive adjustment.

Additionally, to facilitate reporting time worked it is necessary to lock the time entry section of the timesheet. At the end of the biweekly pay period the time sheet locks for editing. The university's regular work week is Friday -Thursday. The time section of the timesheet locks to the employee at 7AM immediately following the end of the biweekly pay period, typically the Friday after week 2 is complete. Your supervisor has until 10AM Friday to make changes to time. The supervisor can approve and add comments after 10AM Friday. If changes are needed after 10AM the timekeeper can edit the time. The timekeeper can edit the timesheet up to 9AM of the Monday following the end of the pay period.

Q. How do I report my Standby time?

A. To report standby time, you must clock in for the length of time you are on standby and select the standby option at the bottom of the clock in window. The STB will calculate 0.125 per hour (totaling 1 hour when 8 hours are reported on standby). [Standby policy](#)

Q. How do I report my call in / call back time?

A. To report call in or call back time, clock in for the time worked and select call-in / call back time. You will be paid the appropriate amount of time in accordance with university policy. [Call-in/Call-back policy](#)

Q. I worked Christmas Day. Do I get straight time for this day?

A. Regular classified employees (benefit eligible) required to work on any of the following seven designated holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) will be paid at a rate of oneand-a-half times their regular straight-time pay rate for the hours worked plus holiday pay at straight-time rate for the time worked on the holiday. [Holidays policy](#)

Q. What are all the codes listed on the timesheet?

A. These codes represent types of leave to use to indicate your time off. Red are new leave elections and associated codes.

- Bereavement (BRV)
- Community Service Leave (CSL)
- Election (ELE)
- Hazardous (HAZ)
- Holiday (HOL)
- Inclement Weather (WEA)
- Jury (JUR)
- Military (MIL)
- No pay (NON)
- Parental (PRN)
- Personal Leave (CPA)
- Sick (SCK)
- Supervisory approved (SLV)
- Vacation (VAC)

Q. I work second shift. Will the timesheet report my Shift Differential?

A. Yes, if you regularly work a shift that qualifies for shift differential, you must select shift differential when entering your time. Simply click the toggle the shift differential option to yes. The timesheet will report the selected differential for you.

Q. Do I need to enter my time when I am coming and leaving?

A. Best practice is to enter time as you come and go from work. This is a web based timesheet, not a time and attendance system. It will allow you to edit your time if needed. [Time and Attendance Records](#)

Q. Can I enter approved leave for future pay periods?

A. Yes, if you know you will be out of the office using approved leave, you can navigate to the appropriate pay period and enter the leave time.

Q. How do I enter time if I have more than one position?

A. If you have more than one position, the timesheet will have a button "Add time for a different position." Click the button

and select the position for which you need to enter time. Also be sure that the supervisors are correct for the respective positions.

Q. How do I send this to my supervisor for approval?

A. Once you have verified your timesheet is complete and hit the submit function, your timesheet will automatically show as submitted on the supervisor dashboard.

Q. My timesheet is not showing the hours I just entered correctly, have I done something wrong?

A. You may have inadvertently selected the shift differential, stand by or call in/call back flag. First review your time clock session for the day and correct if the wrong selection was made. If it still is not correct, please contact business operations at [businessops@louisville.edu](mailto:businessops@louisville.edu) or 502-852-7549.

Q. Comp time is listed in the leave section. I thought this was no longer available?

A. Any existing comp balances may be used through the end of the fiscal year, June 30, 2017. Comp time may no longer be earned.

Q. If my shift crosses days (over midnight, how do I enter?

A. You will start and end the time session on the day your shift begins. The system will know how to calculate this appropriately.

Q. Will the timesheet tell me my leave balances?

A. No, not at this time. We understand this would be valuable and have it on a list for future enhancements. Please view your pay check stub for leave balances.

### Supervisor Questions

Q. How do I access the website to approve my employees' time?

A. You will access the approval functionality by logging in with your UofL User ID and password at this site [businessops.louisville.edu/timekeeping/approve](https://businessops.louisville.edu/timekeeping/approve)

Q. How do I approve the timesheet?

A. All of your employees that have you listed as a supervisor will show in your dashboard. Select by clicking the employee's name, review the time worked and approve by clicking the "approve timesheet" button. If you need to correct the time, select the "view/edit timesheet."

Q. How long do I have to approve?

A. Supervisors approve timesheets at any time in the biweekly cycle. Best practice is to approve after all time has been worked. If you approve time early the employee is then locked from changing the time and will have to work with you or the timekeeper to make additional changes. Supervisors may edit time until 10AM on the morning of timesheet entry (typically the Friday immediately following the end of the pay period. After 10AM supervisors can still approve and add comments to timesheets. If changes are needed after 10AM then the timekeeper can still make corrections.

Q. What do I do if the timesheet is not correct?

A. If the timesheet is not correct, you will have the ability to correct the timesheet and notify the employee for their review and agreement of the change. Supervisors may edit time until 10AM on the morning of timesheet entry (typically the Friday immediately following the end of the pay period. If changes are needed after 10AM then the timekeeper can still make corrections. Additionally, we suggest noting any changes in the comment field.

Q. Can a supervisor enter time for an employee?

A. Yes, as long as the employee has started the timesheet, the supervisor may edit and add time as appropriate. A notification of any changes will be sent to the employee.

Q. Can a supervisor create a timesheet for an employee?

A. No, an employee must log in to create the timesheet. Once created the supervisor and timekeepers will be able to edit.

Q. Does the supervisor appear on the timekeeper report?

A. Yes

Q. If a supervisor is away from the office and cannot approve time, what happens?

A. The timekeeper will proceed with reporting time entered on the time sheet as time reported as worked and should be paid. For the approval, an employee can either a reassign the timesheet to a different supervisor; or b wait until the supervisor returns to have the time approved after the fact.

Q. If an employee is on Family Medical Leave (FML), can the supervisor create the timesheet?

A. No, an employee will need to create timesheets in advance for known issues. In cases of unexpected situations please contact Business Operations for assistance (at [businessops@louisville.edu](mailto:businessops@louisville.edu) or 852-7549)

### Department timekeeper Questions

Q. How do I access the timekeeper report?

A. You will access by logging in with your UofL User ID and password at this site [businessops.louisville.edu/timekeeping/report](https://businessops.louisville.edu/timekeeping/report)

Q. How will I know what needs to be entered into PeopleSoft?

A. The timesheet will automatically calculate all time worked, leave codes and applicable premiums and differentials. These calculations and codes will automatically be summarized on your timekeeper report, allowing you to then enter to PeopleSoft.

Q. If I have a timekeeper report summary, will I still be able to review individual timesheets?

A. Yes, click the "view/edit timesheet" button to review and/or edit the full timesheet.

Q. Will I be able to see the submission and approval functions?

A. Yes, you will be able to see if the employee submitted their time and if the supervisor approved it.

Q. Is this web based timesheet optional?

A. This tool has been built as an enterprise-wide solution. If you feel this tool does not meet your needs, or your department is currently using a time clock to record time, we ask that you contact Business Operations at 502-852-7549 or [businessops@louisville.edu](mailto:businessops@louisville.edu) to review your departmental needs.

Q. Will there be a notice when an employee submits a timesheet?

A. No, currently there are not notifications sent when an employee submits time. The data is available to the employee, supervisor and timekeeper throughout the pay period. Business Ops will send central communications to employees, supervisor and timekeepers to remind them of the web-based timesheet deadlines.

Q. Will there be a calendar similar to the payroll calendar?

A. The Payroll department calendar guides the timekeeping process. [Payroll calendars](#)