



Human Resources

Timekeeper Job Aid

Contact information:

Department of Human Resources

Miu Chan, 7-5178

PAYROLL WEEK

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
▶ 10	🕒 11	12	🕒 13	14	15	16
17	18	19	20	21	22	23
▶ 24	🕒 25	26	27	28	29	30
31						

Pay Period Begins

Critical Second Week (all time must enter by Fri and Mon is correction only)

Pay Period Ends

Holiday

Pay date

First date payroll able to input



Timekeeper Facts

You will not be able to enter your own time on the timesheet. Either arrange for a backup timekeeper in your department to submit your time or deliver a paper timesheet to HR.

You need to submit in the timesheet only for those employees who are reporting Sick, Vacation, Personal, Comp time used or earned, Overtime, etc... during the pay period.

Second week Friday is the deadline for submitting time is 5:00 p.m. and the following Monday is to make correction.

You cannot make any changes to the schedule for the current week in the timesheet. For permanent or long-term schedule changes, please submit Work Schedule Form to HR.

The Time and Labor Detail Report is divided into separate reports for each supervisor. The department head will appear on the report of his/her supervisor. The report cannot be sign by the timekeeper unless you are the supervisor on the report. Once signed by the Department Head or Supervisor, return to HR as soon as possible but no later than pay week Friday at Noon. All timesheets and TL Detail report need to keep for 3 years.

Although you may view a timesheet for a prior period, you may enter time only for the current pay period and 180 days forward. Follow the current procedure to submit prior-period adjustments on paper to HR. Fill out timesheet with employee's official name.

Things to Remember #1

Hourly Employees

Hourly employees should have no scheduled hours in the system. If you notice that scheduled hours appear when you click Apply Schedule on the Timesheet of an hourly employee, please contact Human Resources.

Exception holiday Reporting

If the employee *does not work* on the holiday, you do not need to enter any time on the day.

If the employee *works* on the holiday, you would add a row on the timesheet and enter the number of hours worked, with the Time Reporting Code of HCTES or HPS(with non-state account#).

Entering Overtime with a different Combo Code (account)

All overtime, shift differentials or meal money cannot be paid from a state fund account. If the employee's regular salary is paid from a state fund account, you must enter a Trust or Grant account in the **Shift Combo Code** and **Combination Code** field. The field labeled "**Shift Combo Code**" should be filled in **only** when **shift differential** earn applies to the employee.

Things to Remember #2

For Exception Employees, Report Only Exception Time

There is no need to bring up a timesheet for an exception time reporter who is not taking any vacation, sick, personal, or comp time or is not earning overtime.

Remember to Click Apply Schedules

When you bring up an employee's timesheet, the first thing you need to do is **click the Apply Schedules button**. The employee's scheduled hours will be displayed for each day of the week, with the Time Reporting Code of REG. Click the + to add a new row for each different Time Reporting Code.

Employees on Leave with Pay

If you have an employee on Leave with Pay (Maternity, Medical, FMLA Leave or sabbatical) and you do not see that employee listed as one of your active employees, change the Payroll Status field from **A** to **P**.

Time Reporting Codes

Don't Use the Codes with a + or –

The Time Reporting Codes that are followed by a + or – cause problems and should not be used on the Timesheet. Please choose the appropriate TRC as indicated below:

Instead of:

CTA+

CTA-

HCTA+

HCTA-

Use:

CES

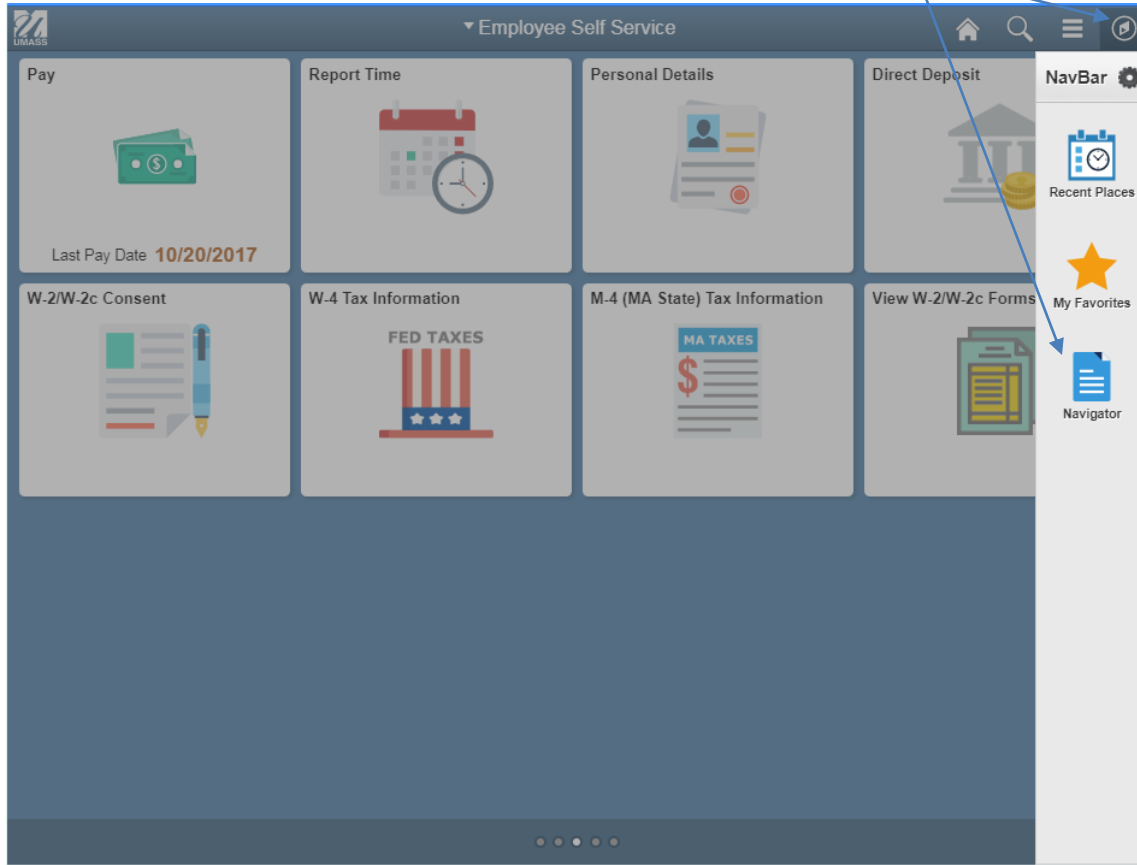
CTU

HCTES

HCTU

Navigate to Main Menu

Go: 1.Navbar 2. Navigator



How to Navigate to Timesheet

Go to **1. Manager Self Service** **2. Time Management**
3. Report Time **4. Timesheet**

You can search by
EmplID, First & Last
Name or DeptID

Employee type of (H)
Hourly or (E) Exception

Select a Payroll
Status: (A) Active or
(P) Leave with Pay

Date: always default on
Today's date, also default
to current week

Click Get Employees

Employees shown

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	10033260
Empl Record	
Last Name	smith
First Name	john
Business Unit	
Job Code	
Department	B004000
Supervisor ID	
Reports To Position Number	
Workgroup	
Employee Type	E/H
Payroll Status	A/P

Get Employees
Clear Criteria
Save Criteria

Change View

View By: Week Show Schedule Information

Date: 10/23/2017

Previous Week Next Week

Employees For Gina Chan, Totals From 10/22/2017 - 10/28/2017 Personalize | Find | 1-3 of 3

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Smith	John	10033260	0	Professional - Hourly	0.000	0.000	0.000		0.000	0.000

Pop-up Job Info; curser over Name and Title

Name [Redacted]
Person ID [Redacted]
Department [Redacted]
Manager [Redacted]
Pay Status: Active
Business Unit: Univ of Mass Boston
Location: Quinn Administration Building

Job Information
Department: [Redacted]
Location Code: QUINN Quinn Administration Building
Pay Group: UMB UMass Boston
HR Status: Active
Employee Type: Exception Hourly
Standard Hours: 40.00
Union Code: MTA/NEA Classified
Workgroup: B_SEIUCL40 CSU 40 hr
Time Period ID: BIWEEKLY 10/15/2017 10/28/2017

To enter time use Next, Previous Week or the Date option to go to the desired week.

Click **Apply Schedule** to display REG scheduled hrs

Employee's current vacation, sick, personal, and comp time accruals
Tab

If searched by Dept ID, click **Next Employee** to bring up next employee in your list or click **Return to Select Employee** to go back to the list of employees

The screenshot shows the 'Timesheet' application interface. At the top, there are navigation icons and a search bar. Below that, the employee's name and title are displayed. The main area shows the 'Daily' timesheet for the week of 10/22/2017 to 10/28/2017. The 'View By' dropdown is set to 'Week'. The 'Apply Schedule' button is highlighted. Below the timesheet, there is a table for 'Leave and Compensatory Time Balances' with columns for Plan Type, Plan, Recorded Balance, Minimum Allowed, and Maximum Allowed. The table lists various leave plans such as Sick, Vacation, Personal, and Comp Time.

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	68.155	0	900	[Icon]
Leave	Vacation	70.965	0	375	[Icon]
Leave	Personal	20.000	0	38	[Icon]
Comp Time	H120DAYEXP	15.000	0		
Comp Time	OTNOEXP	67.000	0		

Click "Apply Schedule" button before entering time

The Reported Hours & Schedule Hours NEED to match. Unless earn Comp or Over time.

To report time click + sign to add a row

Select the day, report the number of hours and select the appropriate TRC (Time Reporting Code)

REG hrs are required to be filled in when take a partial day

Repeat these steps if more than one TRC is need

Once you are done, click "Submit"

NOTE: Each row is associated with only one TRC

Timesheet

Employee ID

Empl Record: 0

Earliest Change Date: 08/10/2014

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 10/05/2014 Previous Employee Next Employee

Scheduled Hours 37.500 **Reported Hours 37.500**

From Sunday 10/05/2014 to Saturday 10/11/2014

Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
	7.500	7.500					15.000	PER - Personal Time	UM_EXP		UMBOS				ChartFields + -
			7.500	7.500	6.000		21.000	REG - Regular Pay SERS Eligible	UM_EXP		UMBOS				ChartFields + -
					1.500		1.500	SIC - Sick Time	UM_EXP		UMBOS				ChartFields + -

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	423.792	0	900	
Leave	Vacation	141.286	0	900	
Leave	Personal	7.500	0	9999	
Comp Time	OTNOEXP	60.000	0		
Comp Time	H120DAYEXP	0.000	0		

[Return to Select Employee](#)

[Manage Schedules](#)
[Manager Self Service](#)


[Time Management](#)

Confirmation that time was entered successfully.

Timesheet

New Window | Help

Submit Confirmation

 The Submit was successful.

Time for the Week of 2014-10-05 to 2014-10-11 is submitted

Tabs

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
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Reported Time Status-Show all the time & attendance that submit

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
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Reported Time Status				Personalize	Find			1-7 of 7
Date	Reported Status	Total	TRC	Description	Comments			
10/06/2014	Submitted	1.000	CES	Compensatory Ovt Straight				
10/06/2014	Submitted	7.500	REG	Regular Pay SERS Eligible				
10/07/2014	Submitted	7.500	REG	Regular Pay SERS Eligible				
10/08/2014	Submitted	7.500	REG	Regular Pay SERS Eligible				
10/09/2014	Submitted	7.500	REG	Regular Pay SERS Eligible				
10/10/2014	Submitted	2.000	OVS	Overtime Pay Straight Time				
10/10/2014	Submitted	7.500	REG	Regular Pay SERS Eligible				




Summary-shows the differences between the submitted and scheduled hours

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
--------------------------------------	-------------------------	---	----------------------------	------------------------------

Reported Time Summary		Personalize	Find			1-4 of 4		
Category	Total	Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11
Total Reported Hours	40.500		8.500	7.500	7.500	7.500	9.500	
No category Displayed	40.500		8.500	7.500	7.500	7.500	9.500	
Total Scheduled Hours	37.500		7.500	7.500	7.500	7.500	7.500	
Schedule Deviation	3.000		1.000				2.000	

Tab continue.....

Leave/Compensatory Time-balances of all the leave accrual and comp time earned

Reported Time Status		Summary		Leave / Compensatory Time		Exceptions		Payable Time	
Leave and Compensatory Time Balances ? Personalize Find ? 1-5 of 5									
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail				
Leave	Sick	423.792	0	900					
Leave	Vacation	141.286	0	900					
Leave	Personal	7.500	0	9999					
Comp Time	OTNOEXP	60.000	0						
Comp Time	H120DAYEXP	0.000	0						

Click the icon on **View Detail** a pop up window of accrual history will appear

Leave and Compensatory Time ×

[Help](#)

Sick Detail

Employee ID [REDACTED]

Administrative Assistant II

Employment Record 0

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Leave and Compensatory Time								
Plan	Plan Description	Unit Type	Carry Over	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
50	Sick	Hours	439.368950	421.831000	3.461550	0.000	425.292	07/26/2014
50	Sick	Hours		418.369000	3.461550	0.000	421.831	07/12/2014
50	Sick	Hours		429.908000	3.461550	15.000	418.369	06/28/2014
50	Sick	Hours		444.946000	3.461550	18.500	429.908	06/14/2014
50	Sick	Hours		441.484000	3.461550	0.000	444.946	05/31/2014
50	Sick	Hours		442.523000	3.461550	4.500	441.484	05/17/2014
50	Sick	Hours		439.061000	3.461550	0.000	442.523	05/03/2014
50	Sick	Hours		445.100000	3.461550	9.500	439.061	04/19/2014

Exceptions- error message for the time & attendance submitted for the employee

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time						
Exceptions ? Personalize Find 1-5 of 5						
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
10/06/2014	UC0005A0	Time Administration	Unresolved	High	Error: Base hours are not equal to the scheduled hours for the day	<input type="text"/>
10/07/2014	UC0005A0	Time Administration	Unresolved	High	Error: Base hours are not equal to the scheduled hours for the day	<input type="text"/>
10/08/2014	UC0005A0	Time Administration	Unresolved	High	Error: Base hours are not equal to the scheduled hours for the day	<input type="text"/>
10/09/2014	UC0005A0	Time Administration	Unresolved	High	Error: Base hours are not equal to the scheduled hours for the day	<input type="text"/>
10/10/2014	UC0005A0	Time Administration	Unresolved	High	Error: Base hours are not equal to the scheduled hours for the day	<input type="text"/>

[Update Exception](#)

All **High** Exception Severity error message need to be corrected, if not employee will not get pay for the date(s)

Tab continue.....

Payable Time—show exactly what the employee will get paid

[Reported Time Status](#) | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#) | [Payable Time](#)

Payable Time Viewing Option

By TRC and Status

Total Estimated Gross \$1,120.474

By TRC, Status and Day

Show In Detail

[View Full Detail](#)

Payable Time

[Personalize](#) | [Find](#) |  |  1-5 of 5

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
06/30/2014	REG	Regular Pay SERS Eligible	Hours	Distributed	7.500	\$224.094998	USD
07/01/2014	REG	Regular Pay SERS Eligible	Hours	Distributed	7.500	\$224.094998	USD
07/02/2014	REG	Regular Pay SERS Eligible	Hours	Distributed	7.500	\$224.094998	USD
07/03/2014	REG	Regular Pay SERS Eligible	Hours	Distributed	7.500	\$224.094998	USD
07/04/2014	HOL	Holiday	Hours	Distributed	7.500	\$224.094998	USD

Enter Overtime and/or Comp Time

Follow the same steps to access the timesheet, once on the timesheet:

- 1) Click  to add a new row
- 2) Click on the day then add the hours
- 3) Select TRC (Time Reporter Code) OVS
~ When Time Administration batch process runs, it will calculate any premium

All the overtime cannot be paid from state fund account. If the employee's base salary pay account is a state or has a different account to charge; enter the account # in the Combination Code field for the overtime in the Overtime row

Select Another Timesheet

*View By: Week Previous Week Next Week


*Date: 10/05/2014 Previous Employee Next Employee

Scheduled Hours: 37.500 Reported Hours: 40.500

From Sunday 10/05/2014 to Saturday 10/11/2014

Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Shift	Shift-Combo Code	Combination Code	ChartFields
	1.000						1.000	CES - Compensatory Ovt Straight	UM_EXP		UMBOS				ChartFields +
					2.000		2.000	OVS - Overtime Pay Straight Time	UM_EXP		UMBOS			B123456	ChartFields +
	7.500	7.500	7.500	7.500	7.500		37.500	REG - Regular Pay SERS Eligible	UM_EXP		UMBOS				ChartFields +

Submit

- 1) If the employee is earning Comp Time, click the  to add a new row.
- 2) Enter the hours on the appropriate day in the new row and select the Time Reporting Code of **CES**.
-No need to enter an account for comp time.

~Again, the system will calculate any premium time owed and you will be able to view it in Payable Time.
~When you have finished entering time, click **Submit**.

Please **DON'T** use Time Reporting Code (TRC) CTA+ / CTA- **USE** CES / CTU

Holiday Time Reporting

-When there is a holiday in the week, the holiday hrs are not added to the Scheduled Hours, but employees will get Holiday(HOL) pay.

-If the employee does not work on the holiday, you do not need to enter any time on that day.

-If the employee works on the holiday, you would add a row in the timesheet and enter the number of hours worked, with the Time Reporting Code **HCTES or HPS**

--When input HPS, non-state acct # need to enter in the Combination Code field

Select Another Timesheet

*View By: Week Previous Week Next Week
*Date: 10/12/2014 Previous Employee Next Employee

Scheduled Hours 30.000 Reported Hours 37.500

From Sunday 10/12/2014 to Saturday 10/18/2014

Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields		
	5.000						5.000	HCTES - Hol Comp Time Earned Straig	UM_EXP		UMBOS				ChartFields	+	-
	2.500						2.500	HPS - Holiday Paid Straight	UM_EXP		UMBOS			B123456	ChartFields	+	-
		7.500	7.500	7.500	7.500		30.000	REG - Regular Pay SERS Eligible	UM_EXP		UMBOS				ChartFields	+	-

Submit

When you submit any time in a holiday day, warning message will pop up. Click "OK"

Message

Warning -- 2014-10-13 is scheduled as a holiday (13504,3003)

Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK Cancel

Please **DON'T** use Time Reporting Code(TRC) HCTA+ / HCTA-

USE HCTES / HCTU

Error Messages

Report Time
Timesheet Summary

New Window | Help

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group	
Time Reporter Group		
Employee ID		
Empl Record		
Last Name		
First Name		
Business Unit		
Job Code		
Department	B0040	
Supervisor ID		
Reports To Position Number		
Workgroup		
Employee Type	E	
Payroll Status	A	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By Week
Date 10/10/2014
 Show Schedule Information

Employees For Gina Chan, Totals From 10/05/2014 - 10/11/2014 Personalize | Find | 1-19 of 19

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Batherwich	Heather	10003399	0	Business & Operations Mgr	0.000	0.000	40.000		0.000	0.000
Burke	Kimberly	10016788	0	Administrative Assistant II	0.000	0.000	37.500		0.000	0.000
Chin	Amy	10006176	0	Payroll Manager	0.000	0.000	40.000		0.000	0.000
Conneely	Barbara Jean	10059103	0	Benefits Manager	0.000	0.000	40.000		0.000	0.000
Corner-Dolloff	Carol	10174279	0	Director of Employee Relations	0.000	0.000	40.000		0.000	0.000
Fetfatsidis	Kyriaki	10016619	0	Administrative Assistant II	37.500	0.000	37.500		37.500	0.000
Glazomitskaya	Rumiya	10027736	0	Clerk VI	0.000	0.000	37.500		0.000	0.000

If you see this icon  next to any employee, click on the employee's name to check and correct the error(s)

Positive(Hourly) Employee

Timesheet

Employee ID: [REDACTED]
Empl Record: 0
Earliest Change Date: 07/27/2014

Combo Code	PoL
1 B107905	0.000

Hourly Rate: [REDACTED]

Time Source: [REDACTED] Schedule Information

Select Another Timesheet

*View By: Week
*Date: 10/05/2014
Scheduled Hours: 0.000 Reported Hours: 0.000

Previous Week Next Week
Previous Employee Next Employee

From Sunday 10/05/2014 to Saturday 10/11/2014

Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11	Total	Time Reporting Code	*Taskgroup	Override Rate	Business Unit	Combination Code	ChartFields
								REE - Reg Pay Non Teaching AltRet Ellig	UM_POS		UMBOS		ChartFields

Submit Apply Schedule

Name James Brown
Person ID [REDACTED]
Department [REDACTED]
Manager [REDACTED]
Pay Status Active
Business Unit of Mass Boston
Unit
Location Quinn Administration Building

1st move the mouse cursor over the employee's name to make sure the employee is active

Click "Apply Schedule" the Time Reporting Code will default for the employee

Then enter the number of hours on the day(s) the employee worked

Reports

1. Main Menu
2. Reporting Tools
3. Report Manager

TL Detail Report(UMTL706)

New Window | Help | Personalize Page

List | Explorer | Administration | Archives

View Reports For

Folder: Time and Labor Instance: to: Refresh

Name: UMTL706 Created On: Last 15 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
UMTL706 [7508] - UMTL706 TL Detail Report.pdf	UMTL706 [7508] - UMTL706 TL DETAIL REPORT.PDF	Time and Labor-B	09/25/14 10:59AM	831124	1840026

Personalize | Find | View All | First 1 of 1 Last

Save

List | Explorer | Administration | Archives

Choose
"Time and Labor"

Type **UMTL706**
all in capital

Choose
"Last"

Type in the
number of
days you
need

Choose
"Days"

Click on the report link

After these steps, click [Refresh](#) to access the report(s).

Click [Save](#) to save all the entered criteria permanently

TL Detail Report(UMTL706) Continue.....

New Window | Help | Personalize Page

Report

Report ID: 1083825 Process Instance: 1978224 Message Log
Name: XMLP Process Type: XML Publisher
Run Status: Success

UMTL706 [8185] - UMTL706 TL Detail Report.pdf

Distribution Details


Distribution Node: DEFAULT Expiration Date: 05/04/2016

File List

Name	File Size (bytes)	Datetime Created
UMTL706 TL Detail Report.pdf	2,268,072	05/05/2015 10:20:34.671812PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	10003323



Click on [UMTL706 TL Detail Report.pdf](#) to view the report

Once signed by the Department Head or Supervisor, return to HR as soon as possible but no later than pay week Friday at Noon.

Reports Continue.....

Work Study and Hourly Employees Commitment Reports (UMCA801A) and (UMCA801B)

New Window | Help | Personalize Page

List | Explorer | Administration | Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UMCA801 [2412] - UMCA801B Payroll Commitment Report 706.xlsx	UMCA801 [2412] - UMCA801B PAYROLL COMMITMENT REPORT 706.XLSX	Commitment Acctg-B	08/18/14 12:12PM	825610	1837955
2 UMCA801 [2412] - UMCA801B Payroll Commitment Report 706.pdf	UMCA801 [2412] - UMCA801B PAYROLL COMMITMENT REPORT 706.PDF	Commitment Acctg-B	08/18/14 12:11PM	825456	1837955
3 UMCA801 [1803] - UMCA801A Boston Work Study Report.pdf	UMCA801 [1803] - UMCA801A BOSTON WORK STUDY REPORT.PDF	Commitment Acctg-B	08/18/14 12:09PM	825309	1837954

Save

List | Explorer | Administration | Archives

Choose "Commitment Acctg"

Type **UMCA801** all in capital

Choose "Last"

Type in the number of days you need

Choose "Days"

After these steps, click to access the report(s).

Click on the "Report" link and then click on the "File List, Name" to view the report



Employee Classification	Workgroup	Cascading
CSU Clerical	B_SEIUCL37	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
CSU Supervisors/Maint	B_SEIUCL40	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
IBT Police Local 25	B_IBT	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
Non Unit Classified 37.5	B_NUCLA375	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
Non Unit Classified 40	B_NUCLA40	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
Academic Year Faculty	B_MSPACAD	no sick > no pay(NOP)
MSP Calendar Year Faculty	B_MSPCAL	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
MSP Librarians	B_MSPLIBR	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
PSU Professional	B_SEIUPROF	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>
Non Unit Professional	B_NUPROF	<p>no sick > personal(PER) > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no personal > vacation(VAC) > (Hol)comp time(HCTU/CTU) > no pay(NOP)</p> <p>no vacation > personal(PER) > (Hol)comp timeV > no pay(NOP)</p> <p>no (Hol)comp time > personal(PER) > vacation(VAC) > no pay(NOP)</p>

Time Reporting Codes

TRC	Name	Description
BEV	Bereavement	Used when release time is granted due to death in immediate family. Check with contracts to see if eligible.
CES	Compensatory Ovt Straight	When employee earns compensatory time at the straight rate in lieu of payment for overtime worked.
CRT	* Court Time	Used when in attendance at a court proceeding for which the employee may receive paid release time.
CTU	Comp Overtime Used	When employee utilizes earned compensatory overtime.
FSK	Family Sick Time	Reflecting the use of sick time due to family illness.
HCTES	Hol Comp Time Earned Straight	Used when employee works on a holiday and does not receive HPS, but instead earns compensatory holiday time.
HCTU	Holiday Comp Time Used	Used when employee uses earned holiday compensatory time.
HOL	Holiday	This is a system-generated code indicating an employee's regular work day is a holiday. It does not need to be entered.
HPS	Holiday Paid Straight	Used to pay employee for holiday hours worked, or when an employee's regular day off is on a holiday and the employee will receive an extra day's pay for that week.
JDY	* Jury Duty	Used when a benefited employee is out due to jury duty.
JDYNB	* Jury Duty Non Benefited	Used when a non-benefited employee is out due to jury duty.
MATNP	Maternity Leave NOP	Used when employee is out on maternity leave but will not be paid for hours absent.
MATP	Maternity Leave Personal	Used when employee is out on maternity leave and uses accrued personal time.
MATPD	Maternity Leave Paid	Used when employee is out on maternity leave and a portion of the leave is paid. Check with contracts to see if eligible.
MATS	Maternity Leave Sick	Used when employee is out on maternity leave and uses accrued sick time.
MATV	Maternity Leave Vacation	Used when employee is out on maternity leave and uses accrued vacation time.
MLA	* Med Leave of Absence No Pay	Used to indicate unpaid absence due to illness; no sick time to cover absence; or does not wish to use any accrued time.
NBONP	Non Benefited Ovt Premium Pay	Used when a non-benefited employee is to be paid overtime at time-and-a-half rate.
NBONS	Non Benefited Ovt Straight Pay	Used when a non-benefited employee is to be paid overtime at his/her straight rate.
NOP	** No Pay	Used when employee is authorized to be out but will not be paid for hours absent.
OVS	Overtime Straight Pay	Used when a benefited employee is to be paid overtime at his/her straight rate.
PER	Personal Time	Used when employee uses accrued personal time.
PUT	* Paid Union Time	Used when employee is out due to an authorized union activity.
REE	Regular Time	Used when non-benefited employee is working.
REG	Regular Time	Used when benefited employee is working.
SIB	* Sick Leave Bank	Used when a sick leave bank member is approved to draw on the sick leave bank for a specific amount of time.
SIC	Sick Time	Used when an employee is out due to illness or for doctor's appointment.
UNP	** Unauthorized No Pay	Used when employee takes an unauthorized leave and will not be paid.
VAC	Vacation Time	Used when employee uses accrued vacation time.

* Documentation required. Please contact Human Resources to find out what documentation is needed.

** If an employee is off the payroll for any part of the day before or after a holiday, he/she will not be compensated for the holiday.



UNIVERSITY OF MASSACHUSETTS BOSTON DEPARTMENT OF HUMAN RESOURCES

(WTS - EX) WEEKLY TIME SHEET – EXCEPTION REPORTING

First Name	Middle Name	Last Name	Employee ID**	Record #**
Department Name		Department ID		

Check Appropriate Action:

Hours Used Time Never Submitted Correct Previously Recorded Time Additional Hours Worked:
 Compensatory Time Overtime

Enter the Employee information for week ending: _____

Sun.*	Mon.*	Tue.*	Wed.	Thur.*	Fri.*	Sat.*	Total Reported Hours*	Time Reporting Code	HR Combo Code**

If Correction report the hours below:

Sun.*	Mon.*	Tue.*	Wed.	Thur.*	Fri.*	Sat.*	Total Reported Hours*	Time Reporting Code	HR Combo Code**

*Report time in decimals.

**The correct Employment Record Number, Time Reporting Code (TRC) and HR Combo Code must be entered otherwise it could delay payment.

Timekeeper: _____ Date: ____/____/____ Phone: _____
 Department Head/Supervisor: _____ Date: ____/____/____



(WTS) WEEKLY TIME SHEET – Non-Student Hourly Student Hourly

CHECK APPROPRIATE ACTION:

Hours Used Additional Hours Worked Time Never Submitted Correct Previous Time Recorded

Department Name	Department ID B	Week Ending (Saturday)
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Enter the Employee(s) information below:

Name (First,MI,Last)	Empl. ID	Empl. Rec. #**	Hourly Rate**	Sun.* _____	Mon.* _____	Tue.* _____	Wed.* _____	Thur.* _____	Fri.* _____	Sat.* _____	Total Reported Hours*	Time Reporting Code	HR Combo Code**

*Report hours in decimals.

**The correct Employment Record Number, Hourly Rate, Time Reporting Code (TRC) and HR Combo Code must be entered otherwise it could delay payment.

Timekeeper: _____ Date: ____/____/____ Phone: _____

Department Head/Supervisor: _____ Date: ____/____/____

HR Pay Calendar 2017

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7◀
▶8	9	10	11	12	13	14
15	16	17	18	19	20	21◀
▶22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
▶5	6	7	8	9	10	11
12	13	14	15	16	17	18◀
▶19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
▶5	6	7	8	9	10	11
12	13	14	15	16	17	18◀
▶19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
▶2	3	4	5	6	7	8
9	10	11	12	13	14	15◀
▶16	17	18	19	20	21	22
23	24	25	26	27	28	29◀
▶30						

May						
S	M	T	W	T	F	S
▶1	2	3	4	5	6	
7	8	9	10	11	12	13◀
▶14	15	16	17	18	19	20
21	22	23	24	25	26	27◀
▶28	29	30	31			

June						
S	M	T	W	T	F	S
4	5	6	7	8	9	10◀
▶11	12	13	14	15	16	17
18	19	20	21	22	23	24◀
▶25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
2	3	4	5	6	7	8◀
▶9	10	11	12	13	14	15
16	17	18	19	20	21	22◀
▶23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
▶6	7	8	9	10	11	12
13	14	15	16	17	18	19◀
▶20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
▶3	4	5	6	7	8	9
10	11	12	13	14	15	16◀
▶17	18	19	20	21	22	23
24	25	26	27	28	29	30◀

October						
S	M	T	W	T	F	S
▶1	2	3	4	5	6	7
8	9	10	11	12	13	14◀
▶15	16	17	18	19	20	21
22	23	24	25	26	27	28◀
▶29	30	31				

November						
S	M	T	W	T	F	S
5	6	7	8	9	10	11◀
▶12	13	14	15	16	17	18
19	20	21	22	23	24	25◀
▶26	27	28	29	30		

December						
S	M	T	W	T	F	S
3	4	5	6	7	8	9◀
▶10	11	12	13	14	15	16
17	18	19	20	21	22	23◀
▶24	25	26	27	28	29	30
31						

🕒 By Noon to make correction

Bold Payroll Processing Day

▶ Pay Period Begins

◀ Pay Period Ends

☐ Pay day

■ Holiday/Univ Close

HR Pay Calendar 2018

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6◀
▶7	8	9	10	11	12	13
14	15	16	17	18	19	20◀
▶21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
		1	2	3	4	5
▶4	5	6	7	8	9	10
11	12	13	14	15	16	17◀
▶18	19	20	21	22	23	24
25	26	27	28			

March						
S	M	T	W	T	F	S
			1	2	3	4
▶4	5	6	7	8	9	10
11	12	13	14	15	16	17◀
▶18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
▶1	2	3	4	5	6	7
8	9	10	11	12	13	14◀
▶15	16	17	18	19	20	21
22	23	24	25	26	27	28◀
▶29	30					

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13◀
▶14	15	16	17	18	19	20
21	22	23	24	25	26	27◀
▶28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
▶11	12	13	14	15	16	17
18	19	20	21	22	23	24◀
▶25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7◀
▶8	9	10	11	12	13	14
15	16	17	18	19	20	21◀
▶22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
		1	2	3	4	5
▶6	7	8	9	10	11	12
13	14	15	16	17	18	19◀
▶20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
▶3	4	5	6	7	8	9
10	11	12	13	14	15	16
▶17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13◀
▶14	15	16	17	18	19	20
21	22	23	24	25	26	27◀
▶28	29	30	31			

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
▶13	14	15	16	17	18	19
20	21	22	23	24	25	26
▶27	28	29	30			

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
▶10	11	12	13	14	15	16
17	18	19	20	21	22	23
▶24	25	26	27	28	29	30
						31

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