# Time Reporting Quick Reference
For Non-Exempt Employees

## August 2017

Accessing the Time Reporting System

Navigate to the [ecampus login page](https://ecampus.scu.edu) (https://ecampus.scu.edu).

Log in to ecampus using your SCU User ID and Password. If you are a student, your User ID is "W" followed by the last 7 digits of your Student ID.

Depending on whether you are a faculty member, staff employee, or student, you will see a different menu title at the top of your screen. Within the drop-down menu, select "Employee" to access the Employee homepage.
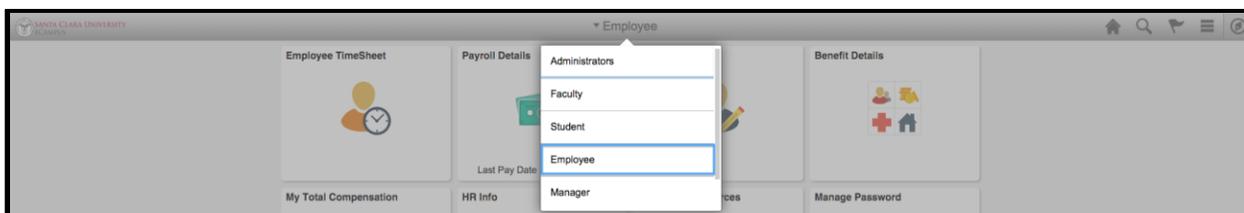
The "Employee Timesheet" tile will appear at the top left of your screen. When you hover your cursor over an item, further descriptive information about that item will appear. To navigate back to the HR Self-Service homepage during your session, click the home icon, and then select "Employee" from the drop down menu again.
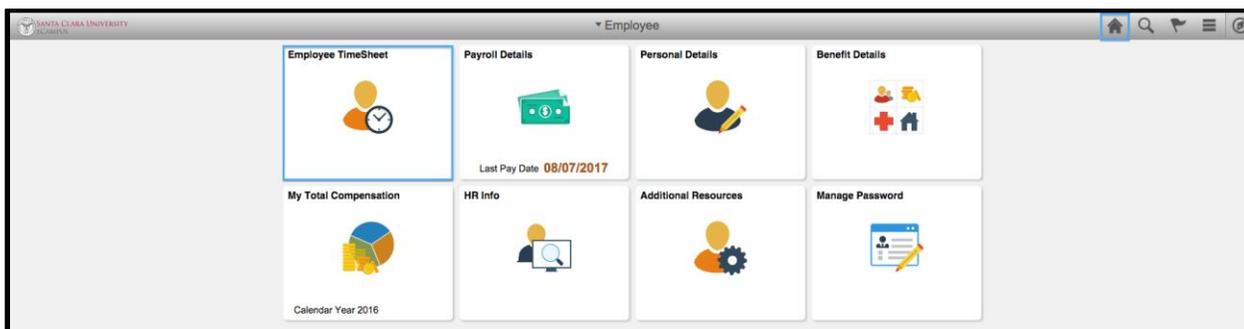
Or, click the back button in the top left corner to return to the previous page.
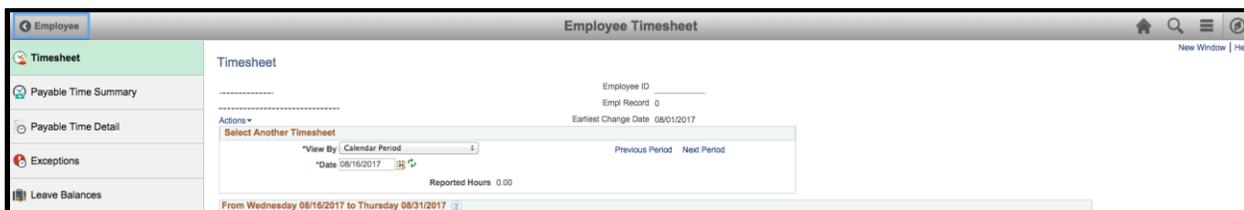
Note:
The term "Punch" is used throughout the application. It is the software provider's term for the Timesheet that contains In and Out times. At Santa Clara University, we are using this timesheet type for Non-Exempt (Hourly) employees.

Reporting Your Time

You should report your time each day that you work, rather than waiting until the end of the pay period.

Click on "Employee Timesheet" on the "Employee" page. When you access the Timesheet page for the first time, or after deleting your Internet browser's temporary files, it may take 1-2 minutes for the page to appear.

Before entering any time, make sure that you are looking at the correct job (if you have more than one active job) and at the correct pay period. You will see rows for each day in the pay period, and columns headed "In", "Meal", "In" (return from meal), and "Out". To move from one pay period to another, use the "Previous Time Period" and "Next Time Period" links. You will be allowed to enter and adjust time reported for the current pay period, and for the most recent prior pay period. You can also enter planned vacation time for future pay periods.

As a non-exempt (hourly) employee, you need to record all of your "In" and "Out" work times, as well as the number of hours for any absences, such as Sick, Vacation, Jury Duty, etc. You do not need to enter anything on Holidays and University Closure Days, unless you worked (with your supervisor's approval). The system will calculate any overtime and other premiums based on the times that you enter.

Worked Time

When entering your work times, you will use the "In", "Meal", "In" (return from meal), and "Out" columns. You do not need to enter anything in the "Time Reporting Code" or "Quantity" columns. The system will calculate the number of hours based on the times that you enter.

It is important to specify whether the time is a.m. or p.m. To save keystrokes, you can enter just "a" for "a.m." and just "p" for "p.m.". Both upper and lower case are valid, and you can omit any trailing zeros. Military times are permitted; when neither a.m. nor p.m. are specified, times will be interpreted as military times. You can hit the Enter key at any time during your session to format the times you have entered. Here are some examples of how times can be entered:

Clock Time	Can be entered as any of the following (upper or lower case):
8:30 a.m.	8:30a.m., 8:30am, 8:30a, 8:3am, 8:3a, 8.3am, 8.3a, 0830
4:00 p.m.	4:00p.m., 4:00pm, 4:00p, 4pm, 4p, 1600
12 noon	12:00p.m., 12:00pm, 12:00p, 12pm, 12p, 1200
12 midnight	12:00a.m., 12:00am, 12:00a, 12am, 12a, 000

On most regular workdays, a full-time hourly employee will need to record an "In" time (e.g. 8:00 a.m.), a "Meal" time (e.g. 12:00 p.m.), a return from meal "In" time (e.g. 1:00 p.m.) and an "Out" time (e.g. 5:00 p.m.).

If you are a part-time employee working less than five hours in a day, you may only have an "In" time and an "Out" time. In this case, leave the "Meal" and return from meal "In" columns blank.

It is important that for every "In" time that you report, there is also an "Out" time reported for that day. If you do not return to work after your meal period, record the time in the "Out" column and not in the "Meal" column.

Timesheet

Johny Bronco
SCU Mascot Support
Actions ▾

Employee ID
Empl Record 0
Earliest Change Date 06/01/2015

Select Another Timesheet

*View By	Calendar Period ▾				Previous Period Next Period							

*Date 07/01/2015

Reported Hours 0.00   Print Timesheet

From 07/01/2015 to 07/15/2015 ⑦

Add Comments	Day	Date	Reported Status	In	Meal	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
💬	Wed	7/1	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		▾		7/1	➕	➖
💬	Thu	7/2	New	1:00:00PM			5:00:00PM		▾		7/2	➕	➖
💬	Fri	7/3	New						▾		7/3	➕	➖

Absence Time

When entering any absence time, such as Sick, Vacation, Jury Duty, etc., you will use the "Time Reporting Code" and "Quantity" columns. Select the correct "Time Reporting Code" from the list, then enter the number of absence hours in the "Quantity" field.

If you have worked time as well as absence time on the same day, you will need to insert an additional row for the day. To do this, click on the ➕ icon on the far right side of the page, and enter the absence hours on a separate row from the worked times:

Timesheet

Johny Bronco
SCU Mascot Support
Actions ▾

Employee ID
Empl Record 0
Earliest Change Date 06/01/2015

Select Another Timesheet

*View By	Calendar Period ▾				Previous Period Next Period							

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💬	Wed	7/1	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		▾		7/1	➕	➖
💬	Thu	7/2	New						02 Sick Leave - SKH ▾	3.50	7/2	⊕	➖
			New	12:30:00PM			5:00:00PM		▾		7/2	➕	➖
💬	Fri	7/3	New						▾		7/3	➕	➖
💬	Sat	7/4	New						▾		7/4	➕	➖
💬	Sun	7/5	New						▾		7/5	➕	➖
	Mon	7/6	New						01 Vacation - VCH ▾	8.00	7/6	➕	➖

Submitting Your Time

When you have entered everything that you need to enter within a session, you should check to make sure that you have entered the correct a.m. and p.m. designations. This is important

because the system will interpret any times that do not have designations as military times. After doing so, click the "Submit" button. If you need to enter additional time later in the pay period, you will be able to add data later.

When you click "Submit", you will be asked to certify that your entered time is accurate and true. Click "OK" to continue, and "OK" again to the message indicating that rules have been applied.

When rules are applied, the system processes your reported time in preparation for Payroll. Once it has been processed, you can optionally review the resulting "Payable" Time that is generated from your "Reported" time by clicking on the Payable Time tab. Payable time will include any holidays, as well as any applicable overtime, etc.

You can view any generated exceptions by clicking on the Exceptions tab.

If you need to make any changes to your recorded time in response to the certification message, or any generated exceptions, make your changes, then click "Submit" again.

If you have entered any vacation or sick time that exceeds your balance, an error message will be displayed. Click the "OK" button, adjust the hours you have recorded and click "Submit" again. You can view your available balances on the Leave / Compensatory Time tab.

Logging Out

When you have finished working with your Employee Timesheet, click the "Actions List" icon near the top right of the screen, then select "Sign Out" from the drop-down menu. The system will automatically sign you out after 20 minutes of no activity.
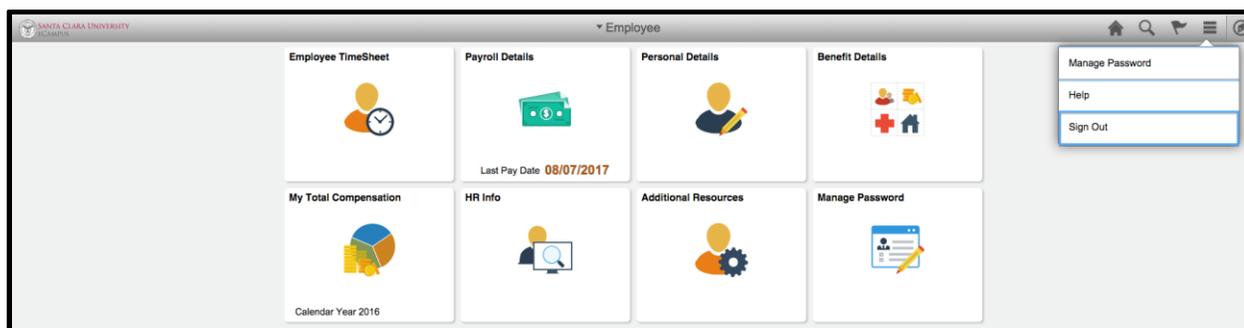
If you have any questions or problems reporting your time, please contact Michelle Brucal at (408) 554-6978 or Georgina Santiago at (408) 551-1860.

For more detailed information, please refer to the Time Reporting User Guide.

If you have questions concerning the university's policies associated with work times or absence time and entitlement, please refer to the Staff Policy Manual.