

Employee Instructions

eTime Entry Workflow Process via Employee Self Service/HRIS

The eTime entry page in Employee Self Service/HRIS replaces the hard copy time document for non-exempt employees and allows on-line entry each day, week, or pay period. To record time and leave on-line, follow these steps:

1. Access Employee Self Service/HRIS: <https://hris.k-state.edu/> and login using your K-State eID and password. Access eTime Document (On-line Entry Page):

Employee Self Service > Time Reporting > Time Entry

2. Enter time and/or leave hours. *To add a row for another earn type/earning code (i.e., DDY (Discretionary Day) SCK (sick leave), VAC (vacation leave), etc.), select the “+” button.*

Popular Earn Types/Earning Codes:

<http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/hris-codes.html>

3. After recording hours, click on

Save for Later: Saves the recorded hours and allows user further access to add and/or update hours. This button does not forward hours to supervisor/approver for approval.

OR

Submit for Approval: This button saves the hours recorded and forwards hours for approval. After selecting **Submit for Approval**, HRIS sends an e-mail notification to the supervisor and the employee and hours become permanent unless supervisor rejects the submitted hours.

The screenshot shows the 'eTime Document' entry page. At the top, there's a breadcrumb trail: 'Favorites | Main Menu > Employee Self Service > Time Reporting > Time Entry'. Below this is a 'Time Entry' tab. The main section is titled 'eTime Document' and contains employee information: Name (Lname.Fname), Empl ID (W0000012302), Red# (0), Job Title (Human Cap Spec IV-Central), Pos Nbr (W0006101), Supr (Lname.Fname), Dept (Human Capital Services), and Sub-Unit. There's a link for 'Click for Instructions' and a search bar for 'View Other Pay Period' with '11/04/2017' entered. Below this is a date range 'From Sunday 10/22/2017 to Saturday 11/4/2017'. A 'Timesheet' table follows, with columns for days of the week and hours. The 'Regular Earnings' row shows 8.00 hours for each day from Sunday to Saturday, totaling 80.00 hours. At the bottom, there are two buttons: 'Save For Later' and 'Submit for Approval'.

	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29	Mon 10/30	Tue 10/31	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Total Hrs
Regular Earnings		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00

Total Hours Paid: 80.00

4. Sign out **Sign out** of Employee Self Service/HRIS before closing browser.

On-Line Entry Timelines

On-line entry will be limited to one pay period at a time to avoid confusion. **The first Monday of each pay period the eTime Document (on-line entry page) for the prior pay period will close at 5:00 p.m. and the eTime Document for the current pay period will open at 5:01 p.m.**

eTime Timelines:

<http://www.k-state.edu/hcs/work-life/ess/recordetime.html>

Approval and Rejection Process: The supervisor is responsible for approving or rejecting the recorded hours. Approved hours advance to payroll queue and HRIS sends an e-mail notification to the employee and the supervisor. Rejected hours will reactivate the employee's eTime document for correction and HRIS sends an e-mail notification to the employee and supervisor. **If the supervisor rejects time entry, the employee is responsible for making the adjustment quickly and resubmitting for approval prior to the deadline for a timely paycheck.**

Late Time Entries: Those who miss the deadline for entering hours for the current pay period will need to contact their supervisor and/or department timekeeper for instructions.

Multiple Positions: For those who have multiple positions, a page with all available positions will appear. Select the appropriate position and record hours. If multiple positions should be present and only one position appears, please contact your supervisor or department timekeeper for instructions.

Recording Time and Leave: Hours are identified using earn types (earning codes) and are recorded in quarter hour increments. Regular hours automatically display if employee has an identified work schedule.

Regular Hours: *Used to record the first 40 hours worked each week.*

Recording hours worked in quarter hour increments.

<u>Minutes Worked</u>	<u>Minutes/Hours Recorded</u>
0-07	.00
08-22	.25
23-37	.50
38-52	.75
53-67	1.00

Examples:

Worked 4 hours plus 5 minutes ... record 4.00.
Worked 4 hours plus 20 minutes ... record 4.25.
Worked 4 hours plus 27 minutes ... record 4.50.
Worked 4 hours plus 45 minutes ... record 4.75.

Compensatory Time Earned/ Overtime Hours: *Used to record any hours worked that exceed 40 hours for the workweek. Always secure prior approval from your supervisor before working any hours that exceed 40 hours for the week.*

Resources:

K-State Policies and Procedures: <http://www.k-state.edu/policies/ppm/>

Chapter 4220, Hours of Work, Overtime and Compensatory Time
Chapter 4720, Hourly Student Employees

View Other Pay Period

View previous pay period eTime documents by accessing the drop down edit box at the top of the page.

A rectangular button with a light blue border. On the left, the text "View Other Pay Period" is displayed in a dark font. To the right of the text is a small, empty rectangular box with a downward-pointing arrow on its right side, indicating a dropdown menu.

Error Messages:

Edits have been built-in to prevent errors.

The following messages appear when **Fair Labor Standards Act (FLSA) rules do not match recorded hours.**

Message: Regular hours not over 40. You may not add overtime hours prior to being in work status over 40 hours.

Message: Hours entered over 40. To record any hours worked greater than 40 within the workweek, add a row (+) and select Compensatory Time Earned (CME) or Overtime Hours (OTP).

The following message appears when **greater than 24 hours/day or hours do not appear in quarter hour increments.**

Message: Time must be entered in quarter hour increments between 0 – 24.

Questions:

Please contact your supervisor and/or department timekeeper for instructions.