

# CEHS Time Entry Manual

Updated 2024

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# Time Entry for Employees with One Position

## Important Information

Timesheet Entry in Employee Self Service allows entry of hours worked for a week (Friday to Thursday) and serves as the official timesheet for UNL hourly employees. Hours must be entered daily or as worked and released for approval for hours to be paid to employees.

## Overview of Time Sheet



The screenshot displays the 'firefly Timesheet Entry - Create & Release' interface. At the top, there is a navigation bar with a menu icon, the 'firefly' logo, and the title 'Timesheet Entry - Create & Release'. On the right side of the navigation bar, there are icons for refresh, power (Log out), and a user profile for 'Dave Green'. Below the navigation bar, there is a breadcrumb trail showing 'LONG REGLV B1'. The main content area is divided into two sections. The left section shows a calendar for April 2017, with dates 23, 24, 25, 26, and 27 selected. The right section is titled 'Leave Balance' and contains a table with the following data:

Type	Current Balance	Planned	Available Balance
Sick leave	1040.00	0.00	1,040.00
Vacation	128.00	0.00	128.00
Floating Holiday	16.00	0.00	16.00

Below the table, there is a legend for the status of the time entries: Leave Request (grey), Approved (green), Released (blue), Unreleased (yellow), Rejected (orange), Selected (light blue), and Multiple Status (red). At the bottom of the interface, there is a table for entering time entries with the following columns: Date, Att./Absence type, Start time, End time, Hours, Cctr./ WBS, Position, and Approver Name. The table is currently empty, and the total hours are shown as 0.00. A 'Save' button is located at the bottom right of the interface.

## Entering Time

1. Select the Attendance (Att)/Absence (abs) type using the drop down provided or type the first letter of the Att/Abs type needed
  - a. Student Workers: use Temp Work Hours (Tmp/Std Work Hrs)
  - b. Temporary Workers: use Temp Work Hours (Tmp/Std Work Hrs)
  - c. On Call Workers: use On Call Hours
  - d. Regular Workers (earning leave): use Regular Hours
2. Enter hours worked into the 'Start time' and 'End time' fields using military time (i.e. 09:00 to 17:00 for hours worked 9:00am – 5:00pm)

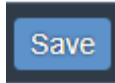
- a. If multiple rows are needed per day, click the  button at the far-right end of the rows needing additional rows
3. Optional: Enter a comment by clicking the  icon to the right of the 'Hours' column. Type the comment and click anywhere outside the comment box to save and close
  - a. Note: comments have a 40-character limit
4. Select the checkbox next to all hours that need to be released.

<input type="checkbox"/>	Date	Att./Absence type
<input checked="" type="checkbox"/>	10/18 Friday	Temp Work Hours
<input type="checkbox"/>	10/19 Saturday	
<input type="checkbox"/>	10/20 Sunday	
<input checked="" type="checkbox"/>	10/21 Monday	Temp Work Hours
<input type="checkbox"/>	10/22 Tuesday	
<input checked="" type="checkbox"/>	10/23 Wednesday	Temp Work Hours
<input checked="" type="checkbox"/>	10/24 Thursday	Temp Work Hours
<b>Hours worked 11.75</b>		<b>Leave taken 0.00</b>
<b>Total Hours 11.75</b>		

5. Click the 'Worklist' button above the checkboxes and select your current position. Make sure the correct position and supervisor are listed
  - a. If the position number and/or Approver Name are not correct, please send an email to [CEHS-HR@unl.edu](mailto:CEHS-HR@unl.edu) and your supervisor

<input type="checkbox"/>	Date	Att./Absence type
<input checked="" type="checkbox"/>	10/18 Frid:	Temp Work Ho
<input type="checkbox"/>	10/19 Sat	

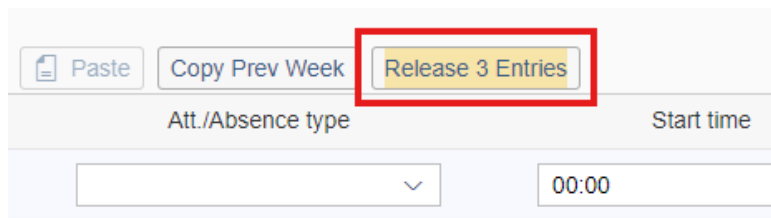


6. Select the  button in the bottom right corner of the screen to save the entries.

### Releasing Time Entries for Approval

Hours entered must be released to supervisors every Thursday night (or Friday morning) for approval or they will not be included in the next paycheck.

Select the 'Release Entries' button located above the 'Attd/Absence type' column



Note: The rows of time entry will change color as they entry status changes.

- Selected
- Approved
- Multiple Status
- Rejected
- Unreleased
- Released
- Leave Request

# Time Entry for Employees with Multiple Positions

## Important Information

Timesheet Entry in Employee Self Service allows entry of hours worked for a week (Friday to Thursday) and serves as the official timesheet for UNL hourly employees. Hours must be entered daily or as worked and released for approval for hours to be paid to employees.


## Overview of Time Sheet

The screenshot shows the Firefly Timesheet Entry interface. At the top, there is a navigation bar with the Firefly logo, the title "Timesheet Entry - Create & Release", and user information "Dave Green". Below the navigation bar, there is a calendar view for April 2017. The calendar shows days from Sunday to Saturday, with some days highlighted in blue. To the right of the calendar is a "Leave Balance" table. Below the calendar and leave balance table, there is a table for time entry with columns for Date, Absence type, Start time, End time, Hours, Cctr./WBS, Position, and Approver Name. The table has rows for dates from 04/21 Fri to 04/27 Thu. At the bottom right of the interface, there is a "Save" button.

Type	Current Balance	Planned	Available Balance
Sick leave	1040.00	0.00	1,040.00
Vacation	128.00	0.00	128.00
Floating Holiday	16.00	0.00	16.00

Date	Alt./Absence type	Start time	End time	Hours	Cctr./WBS	Position	Approver Name
<input type="checkbox"/> 04/21 Fri		00:00	00:00	0.00			
<input type="checkbox"/> 04/22 Sat		00:00	00:00	0.00			
<input type="checkbox"/> 04/23 Sun		00:00	00:00	0.00			
<input type="checkbox"/> 04/24 Mon		00:00	00:00	0.00			
<input type="checkbox"/> 04/25 Tue		00:00	00:00	0.00			
<input type="checkbox"/> 04/26 Wed		00:00	00:00	0.00			
<input type="checkbox"/> 04/27 Thu		00:00	00:00	0.00			

## Entering Time


1. Select the checkbox next to all rows to enter time on. Click the  button at the far-right end of the row if additional rows are needed.

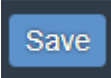
<input type="checkbox"/>	Date	Att./Absence type
<input checked="" type="checkbox"/>	10/18 Friday	OnCall Hours
<input checked="" type="checkbox"/>	10/18 Friday	OnCall Hours
<input type="checkbox"/>	10/19 Saturday	
<input type="checkbox"/>	10/20 Sunday	
<input checked="" type="checkbox"/>	10/21 Monday	OnCall Hours
<input type="checkbox"/>	10/22 Tuesday	
<input checked="" type="checkbox"/>	10/23 Wednesday	OnCall Hours
<input checked="" type="checkbox"/>	10/24 Thursday	OnCall Hours
<b>Hours worked 11.50</b>		<b>Leave taken 0.00</b>
<b>Total Hours 11.50</b>		

2. Click 'Worklist'. From the pop-up, select the position for which you are entering hours. The cost object, position, and approver name will populate in the row.
  - a. If a position number and/or Approver Name is not correct or not showing up, please send an email to [CEHS-HR@unl.edu](mailto:CEHS-HR@unl.edu).

<input type="checkbox"/>	Date
<input checked="" type="checkbox"/>	10/18 Friday
<input checked="" type="checkbox"/>	10/18 Friday
<input type="checkbox"/>	10/19 Saturday

3. Select the Attendance (Att)/Absence (abs) type using the drop down provided or type the first letter of the Att/Abs type needed
  - a. Student Workers: use Temp Work Hours (Tmp/Std Work Hrs)
  - b. Temporary Workers: use Temp Work Hours (Tmp/Std Work Hrs)
  - c. On Call Workers: use On Call Hours
  - d. Regular Workers (earning leave): use Regular Hours
4. Enter hours worked into the 'Start time' and 'End time' fields using military time (i.e. 09:00 to 17:00 for hours worked 9:00am – 5:00pm)

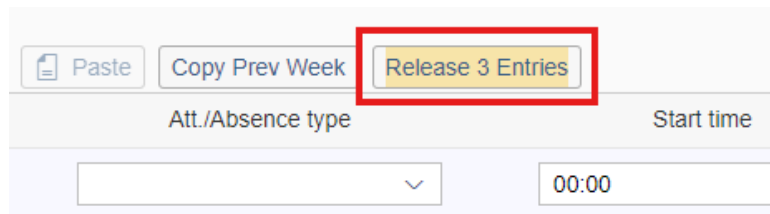
5. Optional: Enter a comment by clicking the  icon to the right of the 'Hours' column. Type the comment and click anywhere outside the comment box to save and close
  - a. Note: comments have a 40-character limit

6. Select the  button in the bottom right corner of the screen to save the entries.

### Releasing Time Entries for Approval

Hours entered should be released to supervisors every Thursday night (or Friday morning) for approval or they will not be included in the next paycheck.

Select the 'Release Entries' button located above the 'Attd/Absence type' column



Note: The rows of time entry will change color as they entry status changes.

- Selected
- Approved
- Multiple Status
- Rejected
- Unreleased
- Released
- Leave Request



# Special Circumstances for Time Entry

## Civil Leave/Jury Duty

Bi-weekly employees will enter Jury Duty/Civil leave into their timecard (including the reason in a comment) while monthly employees request Jury Duty/Civil Leave via ESS Leave for one of the following reasons:

### **Participation in Legal Process**

Civil leave is granted to employees when they are called for participation in the legal process, including jury duty and witness responsibility. Temporary and part-time employees are granted civil leave for regularly scheduled work hours.

- An employee on-call for jury duty will return to work on a daily basis when not serving as a juror. An employee may keep pay for jury duty in addition to receiving university pay
- Time spent by an employee appearing in court as a function of employment shall be considered as hours worked. All witness fees and reimbursements received as a result of these court appearances shall be given to the university.
- An employee attending court as a plaintiff, defendant, or witness on a personal matter is not eligible for civic leave but may use vacation leave or another form of leave (paid or unpaid).
- When an employee is subpoenaed for a court appearance on any matter, the department shall grant civil leave. Any witness fees paid to the employee on civil leave shall be given to the university.

When an employee is called for jury duty, notice must be sent to the current time coordinator and/or [CEHS-HR@unl.edu](mailto:CEHS-HR@unl.edu), and include the summons with your email for documentation.

### **To Serve on an Election Board**

Civil leave will be granted when an employee serves on an election board. To request civil leave, an employee must present written evidence of an appointment to serve as a judge or clerk of election or as a precinct or district inspector. Such an employee may keep pay received from the county for this service.

### **To Vote in Public Elections**

Up to two (2) hours of civil leave may be granted to vote in public elections, only if circumstances prevent an employee from voting at any other time.

### **To Aid in Disaster Relief**

In the event a request is made by a federal agency or other disaster relief organization, i.e., the Red Cross, Federal Emergency Management Agency (FEMA), or other federally designated department, the University President or Chancellor or his/her designee may authorize an employee up to five (5) days civil leave to assist in the request. The five-day limit may be extended upon approval.

Employees who wish to volunteer for disaster relief assistance and other related activities/drills (not requested by a federal agency or disaster relief organization and not designed by the University President or Chancellor) will be required to use vacation or compensatory leave.

### **Family/Medical Leave**

UNL provides eligible employees with up to 12 weeks of unpaid leave for certain family and medical reasons. All regular academic/administrative, managerial/professional, and office/service employees with an FTE of 0.50 or greater are eligible for family/medical leaves of absence.

Employees may use other paid leave (e.g. vacation, sick) concurrently with unpaid FML leave. Any paid leave of five consecutive days or longer taken for any of the reasons listed on the website referenced below will be credited against the 12-week FML entitlement.

If you need to take FML, you must complete the following forms:

- FML Request Form
- Certification of Health Care Provider
- Application for Leave of Absence (Only for Faculty with an academic appointment)
- Leave of Absence IANR (Only for faculty 100% IANR)

These forms and additional information can be found here: <https://hr.unl.edu/er/fmla/>

### **For bi-weekly employees:**

When entering Unpaid Leave, include a comment 'FML' before releasing hours to your approver. When requesting to use sick, vacation, or another form of leave for FML reasons, include 'FML' in the comments before submitting the request to your approver.

### **For monthly employees:**

When requesting leave via ESS Leave, include 'FML' in the comments before submitting the request to your approver.

## Funeral and Bereavement Leave

In the event of death within the immediate family (spouse, child, parent, grandparent, aunt, uncle, sibling, guardian), a regular employee may receive paid leave up to 5 consecutive workdays. In the event of death of friends or other persons not defined as immediate family, paid leave of up to one full day may be granted.

Both BW and Monthly employees will request funeral leave (FNL) through ESS Leave. Employees are not required to provide documentation to accompany funeral/bereavement leave requests.

## Holidays, Banked Holidays, and Floating Holidays

A regular employee is eligible for holiday pay and floating holiday pay if they are in active pay status for the full work shift on the last scheduled workday prior to the holiday **and** the first scheduled workday after the holiday.

Example: Independence Day falls on Thursday, July 4, 2024. An employee must either report hours worked or paid leave on Wednesday, July 3<sup>rd</sup> and Friday, July 5<sup>th</sup> to receive holiday pay on the 4<sup>th</sup>. If an employee enters unpaid leave the day before or after a holiday, the holiday will not be pay-eligible.

## Federal Holidays

Biweekly employees eligible for holiday pay must enter and code holiday pay as *Holiday Pay* (HOL) in ESS Time. Holiday hours entered are based on FTE and must only be entered on a holiday when normal university operations are closed:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	Third Monday of January
Memorial Day	Last Monday of May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving	Fourth Friday of November
Christmas	December 25 <sup>th</sup>

Monthly employees do not need to enter holiday hours. If they are in active payroll status, they will receive pay for the holiday based on FTE.

### Banked Holidays

Essential bi-weekly employees eligible for holiday pay and work on a holiday must be paid for the holiday using one of the following options:

1. Employees enter both holiday pay (based on FTE) and hours worked on the holiday in ESS Time. The holiday must be entered first during normal working hours.
  - a. 1.0 FTE employee works 4 hours on a holiday. Employee will enter 4 Regular Hours and 8 HOL

Regular hours	00:00	00:00	4.00	
Holiday Pay	00:00	00:00	8.00	

- b. 0.8 FTE employee works 2 hours on a holiday. Employee will enter 2 Regular Hours and 6.4 HOL
2. Employees enter hours worked on the holiday in ESS Time and banks the holiday for later use by coding the holiday hours as Banked Holiday Earned (BHOL). The banked holiday earned hours must be entered first during normal working hours.
  - a. 1.0 FTE employee works 8 hours on a holiday. Employee will enter 8 BHOL

Banked Holiday Earned	00:00	00:00	8.00	
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- b. 1.0 FTE employee works 4 hours on a holiday. Employee will enter 4 BHOL and 4 HOL

Banked Holiday Earned	08:30	12:30	4.00	
Holiday Pay	12:30	16:30	4.00	

- c. 0.8 FTE employee works 4 hours on a holiday. Employee will enter 4 BHOL and 2.4 Holiday

When an employee wants to use banked holiday hours for leave, Banked Holiday Used (BKUS) will need to be entered into the timecard. Banked holiday hours must be used within one year.

Monthly employees that work on a federal holiday will request BHOL on the holiday in ESS Leave. (ex: 1.0 FTE monthly employee that works 8 hours on a holiday can request 8 BHOL). Similarly, monthly employees that have earned banked holiday hours and wish to use them as leave at a later date will need to request Banked Holiday Used (BKUS) via ESS Leave.

## Floating Holidays

Because University classes and offices are operational and staffed during these working holidays, employees are expected to work the following floating holidays:

President's Day	Third Monday of February
Arbor Day	Last Friday of April
Juneteenth	June 19 <sup>th</sup>
Columbus Day	Second Monday of October
Veterans Day	November 11 <sup>th</sup>

Bi-weekly and monthly employees wanting to use accrued floating holiday pay as a form of leave must code the hours as Floating Holiday Pay (FLH). Floating holidays are capped so that no more than 40 hours of floating holiday pay may be accrued.

If an employee does not work on a floating holiday but requests a form of paid leave that is not Floating Holiday Pay, floating holiday hours will be accrued. (ex: a full-time, 100% FTE employee has a doctor's appointment on June 19<sup>th</sup>. The employee requests 8 hours of sick leave for that day and earns 8 floating holiday hours that can be used as a form of leave on a later date).

## Holiday Shutdown

During the holiday shutdown, bi-weekly employees must enter holiday, floating holiday, vacation leave, comp time used, banked holiday used, and/or unpaid leave via ESS Time and ESS Leave.

Monthly employees must enter floating holiday, vacation leave, banked holiday used, and/or unpaid leave via ESS Leave. Holiday leave should not be entered for monthly employees.

\*\*Employees may take unpaid leave without having to first use other forms of paid leave.

If an employee works over the holiday shutdown, the immediate supervisor needs to send an approval email in advance to CEHS's current time coordinator with the name(s) of the employee(s) and the estimated days and times worked.

## Incident Weather Closure Pay

When the University of Nebraska-Lincoln declares a bad weather day and the university is "closed" for the day, eligible employees can still be paid for the day. When entering hours, bi-weekly employees will use the Bad Weather Day Att./Absence Type for the applicable number of hours based on FTE. Employees with Alternate Worksite Arrangements allowing

remote work (hybrid or fully remote) are expected to work normally scheduled hours remotely and may not qualify for Bad Weather pay.

If UNL calls for a “late start” due to weather, only the allotted number of hours based on your normal work schedule are allowed to be coded as Bad Weather.

Example: UNL calls for a 10:00AM late start. A full-time BW leave eligible employee starts their day at 8:00AM. The employee would enter 2 BADW and 6 REG

Bad Weather Day	08:00	10:00	2.00	
Regular hours	10:00	16:00	6.00	

### **For UNL Employees with a work location outside of Lincoln**

If UNL declares a bad weather day and the employee’s work location is not in Lincoln, Nebraska (i.e. Pine Ridge, Rapid City, Des Moines, etc.), employees are required to work unless leadership has determined based on the location’s weather conditions that a bad-weather day is permissible.

If a bad weather day has been declared outside of Lincoln, employees at those locations will report Admin Leave (ADM) for that day if they do not work.

## **Overtime Pay vs Compensatory Time**

Overtime pay allows an employee to be paid at time and a half for any hours worked over 40 while compensatory time allows an employee to bank any hours over 40 at time and a half to be used in the future as a form of leave.

### **Overtime Pay**

Overtime pay is automatically calculated by ESS Time. Any hours worked over 40\* will be paid at one and one-half the employee’s hourly rate, and the hours do not need to be coded as OTD for the employee to receive overtime pay.

Overtime requires prior approval to the payroll deadline for which overtime is earned. The supervisor must send the current time coordinator an email including the following information. That email serves as approval for overtime hours worked and is saved to the HR/Timecard file as documentation.

- Employee’s first and last name
- Number of overtime hours

- The day and/or pay week for which overtime is earned (ex: October 7<sup>th</sup>, or the pay week of October 4<sup>th</sup> – 10<sup>th</sup>)
- Brief explanation or reasoning for the overtime hours

## Compensatory Time

Any additional hours worked over 40\* must be coded as Compensatory Time Earned (CME) in ESS Time if an employee wants to bank the hours to be used as leave in the future.

Employees must have a signed compensatory time agreement on file to accept compensatory time in lieu of overtime.

Compensatory time earned that has been banked must be used in a future bi-weekly pay period and the absence hours are coded as Compensatory Time Used (CMU) in ESS Leave. Compensatory time earned does not expire or have to be used within a certain time period.

Bi-weekly employees should report CME at the end of the work week (Thursday), as follows:

Regular hours	00:00	00:00	8.00
	00:00	00:00	
	00:00	00:00	
Regular hours	00:00	00:00	8.25
Regular hours	00:00	00:00	8.25
Regular hours	00:00	00:00	8.50
Regular hours	08:30	15:30	7.00
Comp Time Earned	15:30	16:30	1.00
<b>00 Total Hours 41.00</b>			

\*CME and OTD can only be earned if more than 40 regular hours are worked, excluding any form of leave. If 42 hours are reported, but 4 of those hours are vacation leave, then the employee has only worked 38 hours that week and is not eligible for compensatory time earned or overtime pay. Holidays are not considered hours worked.

## Unpaid Leave

Unpaid leave is coded as UNPL and is entered by bi-weekly employees via ESS Time.

Employees should only use unpaid leave for the following reasons:

1. An employee is absent and has no available paid leave left to use
2. During the holiday shutdown

- Family/Medical Leave – pre-approval is needed, and the employee must comment that UNPL is for FML

Leave is not accrued if a full day of unpaid leave is entered – with this, the Benefits office will reach out to an employee if they do not have sufficient earnings to cover their benefit premiums.

## Workers Compensation

Worker’s compensation should only be used by employees for a job-related injury or sickness. Required forms and more information can be found here:

<https://hr.unl.edu/riskmanagement/workerscomp.shtml/>

When a worker’s compensation claim has been filed on behalf of the employee, they will receive an email from the University’s Work Comp Administrator detailing how to code injury related absences\*.

The first five (5) days or instances of lost time after a work-related injury are covered by the university and coded as Injury Leave (INJ). Five instances of injury leave are allowed with a limit of 40 hours total.

After a seven (7) day waiting period, continued absences due to the work-related injury must be coded as Work Comp/Sick leave (WOCS). In the event an employee has exhausted all their sick leave, Work Comp/Vacation leave (WOCV) may be used.

### Example 1 (1.0 FTE, BW Employee)

Sunday	Monday	Tuesday Employee injured at work; leaves 2 hours early to go to doctor. <b>6hrs REG</b> <b>2hrs INJ Leave (1)</b>	Wednesday Employee unable to work due to injury. <b>8hrs INJ Leave (2)</b>	Thursday Employee unable to work due to injury. <b>8hrs INJ Leave (3)</b>	Friday Employee unable to work due to injury. <b>8hrs INJ Leave (4)</b>	Saturday
← <b>7-Day Waiting Period</b> →						
Sunday	Monday Employee unable to work due to injury. <b>8hrs INJ Leave (5)</b>	Tuesday Employee unable to work due to injury. <b>8hrs WOCS</b>	Wednesday Employee unable to work due to injury. <b>8hrs WOCS</b>	Thursday Employee able to return at 50%. <b>4hrs REG</b> <b>4hrs WOCS</b>	Friday Employee able to return at 100%. <b>8hrs REG</b>	Saturday
← <b>7-Day Waiting Period</b> →						

### Example 2 (1.0 FTE, BW Employee)



<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b> Employee injured at work; leaves 2 hours early to go to doctor. <b>6hrs REG</b> <b>2hrs INJ Leave (1)</b> <b>7-Day Waiting Period (1)</b>	<b>Wednesday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Thursday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Friday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Saturday</b>
<b>Sunday</b>	<b>Monday</b> Employee unable to work due to surgery related to injury. <b>8hrs INJ Leave (2)</b>	<b>Tuesday</b> Employee unable to work due to recovery from surgery. <b>8hrs INJ Leave (3)</b>	<b>Wednesday</b> Employee unable to work due to recovery from surgery. <b>8hrs INJ Leave (4)</b>	<b>Thursday</b> Employee able to return at 50%. <b>4hrs REG</b> <b>4hrs INJ Leave (5)</b>	<b>Friday</b> Employee able to return at 50%. <b>4hrs REG</b> <b>4hrs SCK</b>	<b>Saturday</b>
<b>← 7-Day Waiting Period (2-6) →</b>						
<b>Sunday</b>	<b>Monday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Tuesday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Wednesday</b> Employee is absent 2 hours for physical therapy related to injury. <b>6hrs REG</b> <b>2hrs WOCS</b>	<b>Thursday</b> Employee able to return at 100%. <b>8hrs REG</b>	<b>Friday</b> Employee is absent 1.75 hours for physical therapy related to injury. <b>6.25hrs REG</b> <b>1.75hrs WOCS</b>	<b>Saturday</b>

When WOCS or WOCV is used, 2/3 of the employee’s absence time is paid by the university’s insurance company, and the other 1/3 of the absence time is covered either by the employee’s available sick or vacation leave.

\*Before any injury-related absences are requested and entered, the supervisor and/or employee needs to send documentation of worker’s compensation to Dori Smidt ([dsmidt2@unl.edu](mailto:dsmidt2@unl.edu)). This includes but is not limited to completed signed forms found on UNL-HR’s website and a doctor’s note.