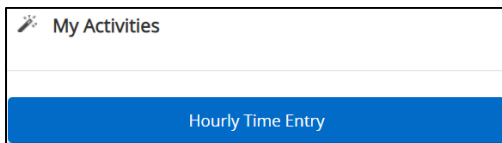


Completing a Timesheet

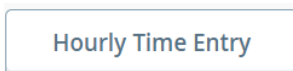
Step 1: Log into [InsideTrack](#) and then select the Employee tab.



Step 2: Click on Employee Self-Service and then go to the **My Activities** section on the right and click on **Hourly Time Entry**.



Step 3: You will now see the open pay periods to complete a timesheet. Click on the correct dates for the appropriate timesheet and then click on **Hourly Time Entry**.



The detailed view showing the daily calendar will appear. Time must be entered on each day worked for the entire 2-week pay period. The day of the week defaults to the start of the pay period, which is every other Saturday.

- Click on the date to begin entering a Start and End Time for hours worked. Scroll to the correct day of the week to begin entering time.
- On the top right of the screen, the status of the timesheet, as well as the submission deadline, will be visible.

A screenshot of the detailed timesheet view. At the top, it shows the pay period '05/04/2024 - 05/17/2024' and '37.50 Hours'. On the right, it says 'In Progress' (circled in red) and 'Submit By 05/17/2024'. Below this is a calendar grid with days from Saturday to Friday. The 6th of the month (Monday) is highlighted in blue and has a red arrow pointing to it with the text 'CLICK!'. Other days have red arrows pointing to them with 'CLICK!' text. A red circle highlights a left arrow and '(SCROLL)' text on the left side of the calendar. Below the calendar is an 'Add Earn Code' form with fields for 'Earn Code' (set to 'Regular'), 'Start Time*' (hh:mm a), 'End Time*' (hh:mm a), and 'Hours' (0.00). There is also an 'Add More Time' button.

To begin entering time, select an **Earn Code** from the drop-down menu.

- The **Earn Code** for daily worked time is **Regular**.
- Note that **Floating Holiday** can only be applied to YU-designated days that are listed on the YU Holiday Schedule. Any usage on an unauthorized day will be applied to Vacation time without notice.
- **University Approved Time** may be used only for HR-approved time (e.g., voting hours).
- Holidays are no longer automatically populated on the timesheets. Use the **Holiday** earn code and enter in-and-out time to come up with the proper hours for that day. (No need to enter break time.)
- An "Insufficient Balance" warning message may occur on some earn codes where there are no accruals in place. You may ignore these warnings. However, if the warning refers to either **Vacation** or **Sick** time, reach out to your supervisor for prior approval.

IMPORTANT: Click **Save** after each entry that is added, edited, or deleted.

03/09/2024 - 03/22/2024

SATURDAY 16 SUNDAY 17 MONDAY 18 TUESDAY 19 20

+ Add Earn Code

Earn Code Start Time* End Time* Hours

Regular hh:mm a 0.00

Regular

Sick Pay

+ Add More Time

Earn Code Start Time End Time

Regular Pay 08:00 AM hh:mm a

After an **Earn code** has been selected, use the next set of drop-down boxes to select a **Start Time** and **End Time**.

The **Start Time** and **End Time** can be typed into the field using the format provided (hh:mm a). Note: The format only shows “a”, but the full AM or PM must be entered for the entry to be accepted.

- You may also click on the clock icon so that it is highlighted and use the wheel of the mouse to scroll through or use the up and down arrow on the keyboard. Once the correct hour has been selected, tab or click on the Minutes and AM/PM boxes and follow the same steps.

Since there are no break schedules in place, lunch breaks would have to be recorded. Therefore, place an **End Time** prior to going on a lunch break. When returning from your break, use the **Add More Time** button to report additional Start and End times for the rest of the day.

Example: Below is an employee who works from 8 am-4:30 pm (with a one-hour break).

Earn Code Start Time End Time Time left for lunch break Hours

Regular Pay 08:00 AM 12:00 PM 4.00

Time returned from lunch break Start Time End Time Hours

01:00 PM 04:30 PM 3.50


+ Add More Time

Utilize the below features as needed:

- Edit entry
- Delete entry
- Copy entry onto other days (see below)

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7 7.50 Hours	8	9	10

⊕ Add Earn Code

✎  ⌵

Copy

Copy Time Entry ✕

Regular: 7.50 Hours (05/07/2024, TUESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 05/04/2024 - 05/17/2024 ?

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7 7.50 Hours	8	9	10	11
12	13	14	15	16	17	18


Cancel Save

COMMON ERRORS:

Ensure that you are using AM and PM correctly. If your Hours total shows a negative amount, then fix.

Ensure that entries are not overlapping.



A Warning or Error message needs to be resolved **PRIOR** to submitting the timesheet for approval.

Check your  Leave Balances on the top-right of your screen to ensure that you have enough time off to use.

Submitting Completed Timesheet for Approval

The timesheet must be submitted on time to the approver for review and approval. Except during holidays, the general deadline for employee submission is **Monday 10 a.m. following the end of the pay period. After this time, employee time entry access will be cut off systemically.**

1. Note that you would need to select the correct pay period if two timesheets are visible due to timing - one to begin adding entries for the current pay period, and the other one for the prior pay period which is due for submission.

Pay Period	Hours/Units	Submitted On	Status	
[Redacted] BW Test Job, CS9769-00, Y, 821201, University Human Resources				
05/04/2024 - 05/17/2024	60.00 Hours		In Progress	 
[Redacted] BW Test Job, MS9205-00, Y, 821201, University Human Resources				
05/04/2024 - 05/17/2024			Not Started	<input type="button" value="Hourly Time Entry"/>

2. After opening the appropriate timesheet, click **Preview** on the bottom right. This step should only be done after entering all time for each day worked in the detail screen. **Review all hours carefully and confirm the weekly totals.**

<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	<input type="button" value="Preview"/>
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3. From the Preview screen click **Submit**.

Preview

SA - Human Resources, SA9937-00, F, 632001, Human Resources

Pay Period: 04/13/2019 - 04/26/2019 | 6.25 Hours

Submit By: 05/02/2019, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay Part-Time Employee	1	6.25
Total Hours		6.25
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	6.25

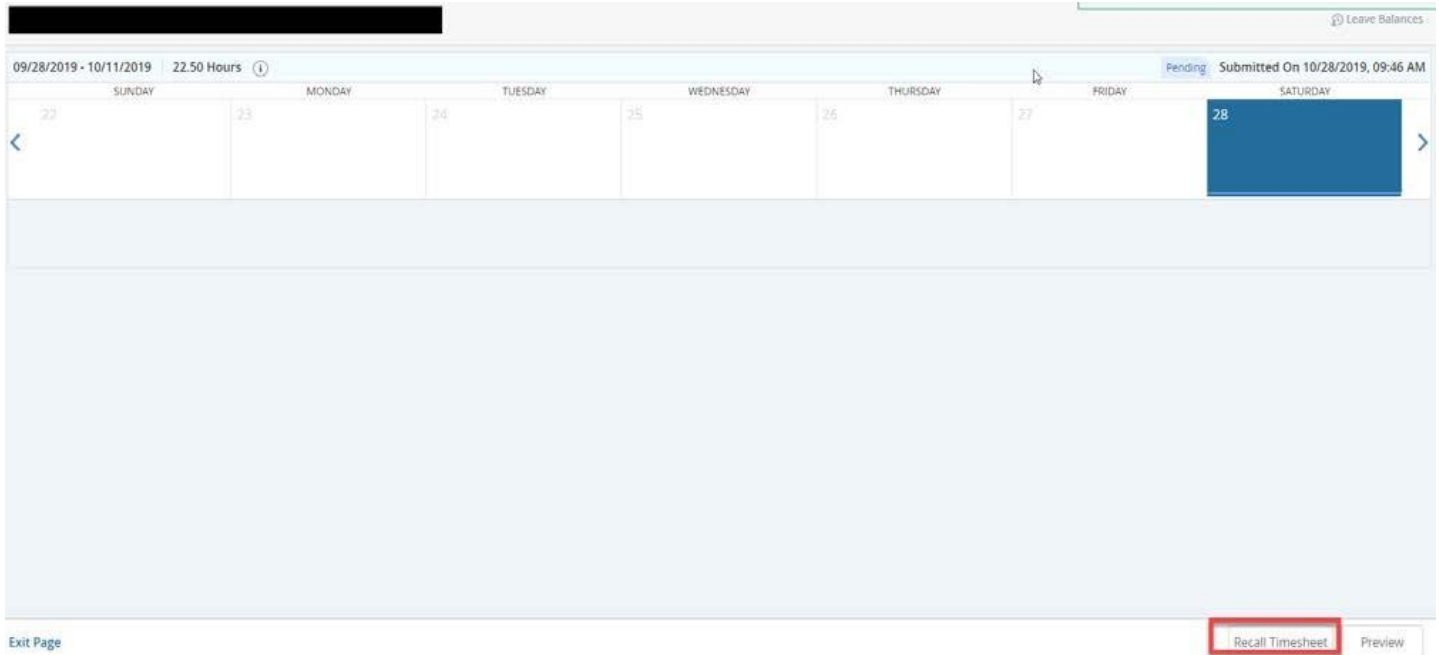
The timesheet will now be in **Pending** status while it is waiting for the approver to review and approve for payroll. The details of submission for approval and the approver assigned can be found by clicking the information icon "i" on the right.

Hours/Units	Submitted On	Status
37.50 Hours	05/13/2024	Pending

Recalling a Submitted Timesheet

While in **Pending** status, the timesheet can still be recalled to make edits and resubmit.

While in the Details view of the timesheet, click **Recall Timesheet** on the bottom of the screen. Note: The action of recalling a timesheet does not remove any records entered on the timesheet.



The timesheet can now be edited. Once it has been edited and then resubmitted for approval, it will go back to **Pending** status.

Once the Approver approves the timesheet, it will be on **Approved** status. Once Payroll processes the timesheets, it will go to **Completed** status. At that point, it will be too late to make any adjustment for that pay period. Therefore, to submit an adjustment, complete a [Time Adjustment Form – TAF](#) send to your Approving Manager for approval, and then email the approved form to payrollservices@yu.edu.

Important: Unless timesheets are duly APPROVED ON TIME, they CANNOT be pulled or processed through the payroll, even if they have been submitted by the employee on time. If this happens, a Time Adjustment Form has to be submitted reporting all of the missed hours. Payroll Services will not be able to process off-cycle checks.