

Daily Hours Worked Report Guide for the “myTime” Time and Leave Reporting System


On July 1, 2015 the myTime system replaced the process for reporting time and leave for temporary (*included non-merit*), student employees and community service specialists. myTime will feature many innovations that will streamline the payroll process while at the same time create a uniform method of time reporting for employees.

This document provides instructions for completing the Daily Hours Worked Report which is the first step in using the myTime electronic time and leave reporting system for temporary (*included non-merit*), student employees and community service specialists.

1. Before the first day of a new pay period, print a Daily Hours Worked Report for each of the employees that you supervise. A blank Daily Hours Worked Report is available on the Payroll Website

at: <http://www.smc.edu/BusinessServices/payroll/Pages/For-Faculty-Staff.aspx>

DAILY HOURS WORKED REPORT

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Last Name, First Name, Middle Initial</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Department - Supervisor</td></tr> <tr><td style="padding: 2px;"> </td></tr> <tr><td style="padding: 2px;">Job Title</td></tr> <tr><td style="padding: 2px;"> </td></tr> </table>	Last Name, First Name, Middle Initial		Department - Supervisor		Job Title			<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">Employee Type</th></tr> <tr><td style="padding: 2px;">Student</td></tr> <tr><td style="padding: 2px;">Temporary (incl. non-merit)</td></tr> <tr><td style="padding: 2px;">Community Services Specialist</td></tr> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">Daily Hours Worked Report Type</th></tr> <tr><td style="padding: 2px;">Original</td></tr> <tr><td style="padding: 2px;">Adjusted</td></tr> </table>	Employee Type		Student	Temporary (incl. non-merit)	Community Services Specialist	Daily Hours Worked Report Type		Original	Adjusted
Last Name, First Name, Middle Initial																	
Department - Supervisor																	
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See Attached Report																	
Circle the Month Being Reported:	January February March April May June July August September October November December																
"X" Period Reported																	
1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
16th - EOM	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Employee	Time In																
	Time Out																
	Time In (Split Shift)																
	Time Out (Split Shift)																
	Time In (Split Shift)																
	Time Out (Split Shift)																
	Lunch (0, 30, 60)																
Total Hours Reported																	
Supervisor	Regular																0.00
	Overtime																0.00
	Sick Leave																0.00
Total Hours Reported: 0.00																	
I hereby certify that these hours and dates are a true and accurate representation of time worked by me and approved by my Department. I understand that my paycheck may be delayed if I do not complete this report in a timely manner consistent with the payroll schedules provided to me by my Department.																	
EMPLOYEE SIGNATURE												DATE					

2. Complete the top section of the form, including the Employee Name, Department, Job Title, Employee Type (Student, Temporary (including non-merit), or Community Services Specialist) and the Daily Hours Worked

Report Type (either original or adjusted). Also circle the month that is being reported and indicate whether the report is for the 1st – 15th or the 16th – end of the month (EOM).

DAILY HOURS WORKED REPORT

Last Name, First Name, Middle Initial	
Doe, John	
Department - Supervisor	
Fiscal Services	
Job Title	
Administrative Assistant II	

Employee Type	
	Student
X	Temporary (incl. non-merit)
	Community Services Specialist

Daily Hours Worked Report Type	
X	Original
	Adjusted

See Attached Report

Circle the Month Being Reported: January February March April May June July August September October November December

"X" Period Reported																			
X	1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
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You may find it useful to download a blank form and create a template for your department that you can save and re-use each pay period. There are some fields on the form that you can complete and save so that you don't need to fill these out again each pay period.

For example, in the top left corner of the form is a section for the employee name, department and job title. You may want to type this information in the form and save a copy for each employee where you can easily access it.

When the new pay period starts, you can simply print each employee's form and have it available for them prior to their first shift.

If you only have student workers, or only have temporary employees, you may want to mark the appropriate box in that section and save it on your template as well.

3. Keep the Daily Hours Worked Reports in an area that is accessible and convenient for both you and the employees you supervise during the pay period.

Your employees will need to access their form at least twice each working day to log their time in and time out, and you as the supervisor also need the report available to verify the hours worked each day.

4. Each day the employee works they will locate their Daily Hours Worked Report and note the actual time they are starting their shift in the column that corresponds to the current day of the month.

For example, an employee arrives for work at 8:00am on Wednesday, October 8th. The employee would locate the column on the report labeled "8" and enter 8:00am in the "Time In" box in the column representing the 8th day of the current month.

5. At the end of the work period, the employee returns to their Daily Hours Worked Report and will

- a. Enter the “Time Out” in the appropriate column and box.
- b. Indicate the number of minutes they took for a lunch break (0, 30, or 60).

Circle the Month Being Reported: January February March April May June July August September October November December

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X	1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
	16th - EOM	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Employee	Time In								8:00 AM									
	Time Out								3:30 PM									
	Time In (Split Shift)																	
	Time Out (Split Shift)																	
	Time In (Split Shift)																	
	Time Out (Split Shift)																	
	Lunch (0, 30, 60)								30									
Supervisor	Regular								7.00									Total Hours Reported
	Overtime																	7.00
	Sick Leave																	0.00
																	Total Hours Reported: 7.00	

For example, the same employee took a 30 minute lunch and ends the work day at 3:30pm. The employee would go back to their Daily Hours Worked Report and enter 3:30pm in the “Time Out” box in the column representing the 8th day of the month.

The employee would also indicate that a 30 minute lunch was taken in the box labeled “Lunch” for the 8th day of the month. There is no requirement or place on this report to record the time the employee left for lunch and when they returned. That data is not collected that data on this form, only the length of the lunch period taken.

In summary, each work day the employee will be entering information in one column of the report. The box to record Time In, Time Out and Lunch are all in the same column for each work day.

6. A student working a split shift to accommodate their course schedule will use the boxes labeled Time In (split shift) and Time Out (split shift) to report their second or third in and out times.

This situation will not apply to everyone, if it does not apply, just leave the boxes blank.

Circle the Month Being Reported: January February March April May June July August September **October** November December

"X" Period Reported																		
X	1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
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Employee	Time In								8:00 AM									
	Time Out								1:00 PM									
	Time In (Split Shift)								3:00 PM									
	Time Out (Split Shift)								5:00 PM									
	Time In (Split Shift)																	
	Time Out (Split Shift)																	
	Lunch (0, 30, 60)								30									
	Total Hours Reported																	
Supervisor	Regular								6.50									6.50
	Overtime																	0.00
	Sick Leave																	0.00
Total Hours Reported: 6.50																		

7. Periodically, the supervisor will review the Daily Hours Worked Reports to calculate and report the number of regular and overtime hours worked each day.

8. Any paid sick leave used during the period will also be reported on the Daily Hours Worked Report by the supervisor entering the number of hours used in the Sick Leave box that corresponds to the date that the leave was used.

Circle the Month Being Reported: January February March April May June July August September **October** November December

"X" Period Reported																		
X	1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
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Employee	Time In								8:00 AM									
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	Time In (Split Shift)																	
	Time Out (Split Shift)																	
	Time In (Split Shift)																	
	Time Out (Split Shift)																	
	Lunch (0, 30, 60)								30									
	Total Hours Reported																	
Supervisor	Regular								7.00									7.00
	Overtime																	0.00
	Sick Leave								1.00									1.00
Total Hours Reported: 8.00																		

In addition to reporting paid sick leave hours used in the appropriate box on the report, an approved Report of Absence form needs to be attached to the Daily Hours Worked Report and submitted to the Payroll Department per the appropriate payroll schedules.

9. When the pay period is complete, the employee will sign and date the Daily Hours Worked Report.

I hereby certify that these hours and dates are a true and accurate representation of time worked by me and approved by my Department. I understand that my paycheck may be delayed if I do not complete this report in a timely manner consistent with the payroll schedules provided to me by my Department.

EMPLOYEE SIGNATURE <i>John Doe</i>	DATE October 15, 2015
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10. At the end of the pay period after the employee has signed off on the report, the supervisor will enter the total paid hours of each type (regular, overtime and sick leave) recorded on the Daily Hours Worked Report in the myTime electronic time and leave reporting system.

- a. Please refer to the myTime user manual for information on how to use the myTime system.
- b. Note: You can access myTime off site through any internet connection.

11. After the time and leave is entered and approved by the supervisor or proxy in myTime, send the original Daily Hours Worked Report to the Payroll Department for verification and storage.

ADJUSTED REPORT

Adjusted Daily Hours Worked Reports will be used to correct errors or omissions in the original processing of a pay period. The Daily Hours Worked Report will be required to report the correction and the employee must sign that report. These adjustments will require special handling by the Supervisor and the Payroll Department so it is very important that you make every effort to submit a complete and accurate accounting of time and leave in the myTime system at the time the data is submitted for the original payroll.

If an adjustment to the original payroll is required, fill in the employee information, indicate the employee type and indicate in the Daily Hours Worked Report Type section that this is an “adjusted” report.

DAILY HOURS WORKED REPORT

Last Name, First Name, Middle Initial Doe, John		Employee Type	
Department - Supervisor Fiscal Services		Student	
Job Title Administrative Assistant II		<input checked="" type="checkbox"/> Temporary (incl. non-merit)	
		Community Services Specialist	



Daily Hours Worked Report Type	
<input type="checkbox"/>	Original
<input checked="" type="checkbox"/>	Adjusted

See Attached Report

Circle the Month Being Reported: January February March April May June July August September October November December

"X" Period Reported	<input checked="" type="checkbox"/> 1st - 15th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	<input type="checkbox"/> 16th - EOM	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

- Circle the month the adjusted report is for, and indicate 1st-15th or 16th-EOM.

- Only enter the information that changed from the original report submitted.
- Have the employee sign and date the adjusted report.

Contact the Payroll Manager immediately (x4327) to determine what process to follow for the adjustment. Depending on the timing of the discovery, one of the following will occur:

- The Payroll Manager may be able to reopen the time period in myTime allowing the supervisor to make the correction in the system.
- The Supervisor will enter the correction in myTime as an adjusted payroll.
- A manual adjustment may be required.

Once the adjustment method has been determined by the Payroll Manager and data has been submitted in myTime by the supervisor, forward the adjusted Daily Hours Worked Report to the Payroll Department for reconciliation and storage.

If you have any questions about the Daily Hours Worked Report process, please contact the Payroll Manager, Ian Fraser at x4327. Payroll Department Contact information can also found at the link below.

<http://www.smc.edu/BusinessServices/payroll/Pages/Payroll-Contact.aspx>