



ITS guide

Time sheet instructions for regular employees

ITS-HR TIME ENTRY STANDARDS

1. All hourly employees must submit time entries through the ESS Time tile in FIREFLY.
2. Leave requests (of any type) for a full-time or part-time employee must be made through FIREFLY prior to submitting time for a week.
3. All time entries must be submitted and approved by noon on the Friday following each biweekly pay day (Thursday). Exceptions may apply (holidays).

IMPORTANT INFORMATION

If timesheets are not submitted and approved by the deadline, there may be a delay in accurate payment.

If there is a discrepancy of any kind with the timesheet, ITS-HR will contact the employee and/or the supervisor regarding the issue.

Prompt resolution is necessary to avoid any delay in payment to the employee.

Regular employees are paid 40 hours a week, 8 work hours a day in Firefly. This is considered their CORE hours. Employees may alter their 8 hour workdays by submitting leave requests through Firefly. Leave requests that must be submitted through Firefly include: sick, vacation, funeral, and CMU. **IT IS THE SUPERVISOR'S RESPONSIBILITY TO ENSURE EMPLOYEES' TIMESHEETS ARE ACCURATE AND CORRECTLY COMPLETED.**

All hourly paid employees physically working more than 40 hours in one work week shall receive overtime compensation. This may be in the form of overtime pay or compensatory time, both granted at one and one-half hours for every hour worked above 40.

WAGE TYPES

Each line of time entry needs to have a Wage type. Wage types are broken down into 2 types:

COMMON SAP ATTENDANCE CODES - additions to planned work time

CODE	DESCRIPTION
OTD	Overtime hours at time and a half. Employee must WORK 40 hours before earning overtime
CME	Comp time earned. Use in lieu of overtime creating a balance available for future use. Comp time must be used before VAC.
BHOL	Banked Holiday earned. If a bi-weekly employee works during a holiday, this wage type will pay the hours worked & create a balance available for future use.

COMMON SAP ABSENCE CODES- reductions to planned working time

CODE	DESCRIPTION
VAC	Vacation leave. Employee must have a vacation leave balance created.
SCK	Sick leave. Employee must have a sick leave balance created.
HOL	Holiday pay
FNL	Funeral leave
MIL	Military Leave
UNPL	Unpaid leave. Will reduce hours/pay by amount entered. If a full day of unpaid leave is posted, it will also stop vacation and sick leave accruals on that day.
CMU	Comp time used. Employee must have a comp time balance created.
BKUS	Banked holiday used. Employee must have a banked holiday balance created.
ADM	Administrative leave may be granted to allow employees to participate in committee work, leadership roles in campus organizations, interviews for campus jobs, seminars & inclement weather situations.

REGULAR employees assigned to work outside of normal business hours are given additional compensation. A shift differential of 10% of the employee's base hourly rate shall be paid to an eligible hourly paid employee whose work shift includes 4 or more hours outside normal UNL hours (8:00 a.m. to 5:00 p.m. Shift differential shall be paid for the entire work shift, not just for the 4 or more hours outside normal hours. This applies to work shifts on every day of the week.