Add Hours for Non-Exempt Employees Job Aid

The purpose of this job aid is to explain how add hours (punches) for non-exempt employees, including how to add a lunch break to a time segment.

Time Entry Rounding

When adding or editing time, it is necessary to input the employee's time according to the University's rounding standard. The standard involves rounding down if the actual time is within seven minutes of the nearest 15-minute increment, or quarter hour. Alternatively, round up if the employee's time is within 8 minutes of the nearest 15-minutes, or quarter hour.

Actual Punch	Rounded Time
8:07	8:00
8:08	8:15
8:34	8:30
8:38	8:45

This standard applies for all time entries; start in time, lunch out time, lunch in time, and out time for day.

Adding Hours for Employee

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the hours need to be entered.

2. Adjust the Start and Stop dates if necessary to find the date on which the punches need to be added.

3. Click on the green Add button.

Individual Hours Screen
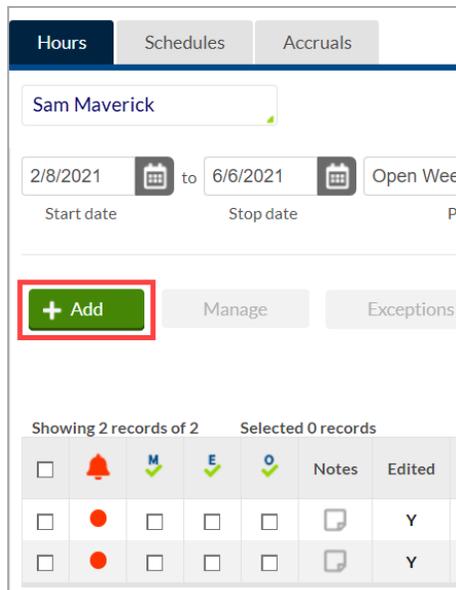
Group Hours Screen
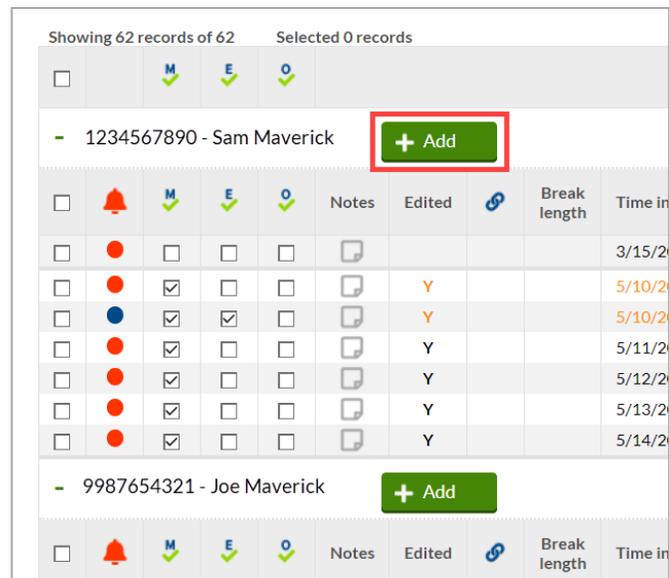
4. Enter the date and time in the fields for Time in and Time out.

5. If you are clocking in an employee on their behalf, check Individual is clocked in and click Save.

This will update the employee's current status to Clocked In. Use this option only if the employee is currently working and will clock out for the shift.

6. Specify the position worked for this shift by clicking the Position drop-down and selecting the appropriate position.

7. If the segment was the result of a missed punch, you can indicate this by selecting Missed in punch and/or Missed out punch.

8. Enter a note for the added segment if in the Note field.

Note: *Anytime a timekeeper adds time on an employee's behalf, a note should be entered.*

9. If you are adding segments for multiple days in a row with the same Time In and Time Out, you can change the number of days using the Days drop down menu.

10. Click Save.
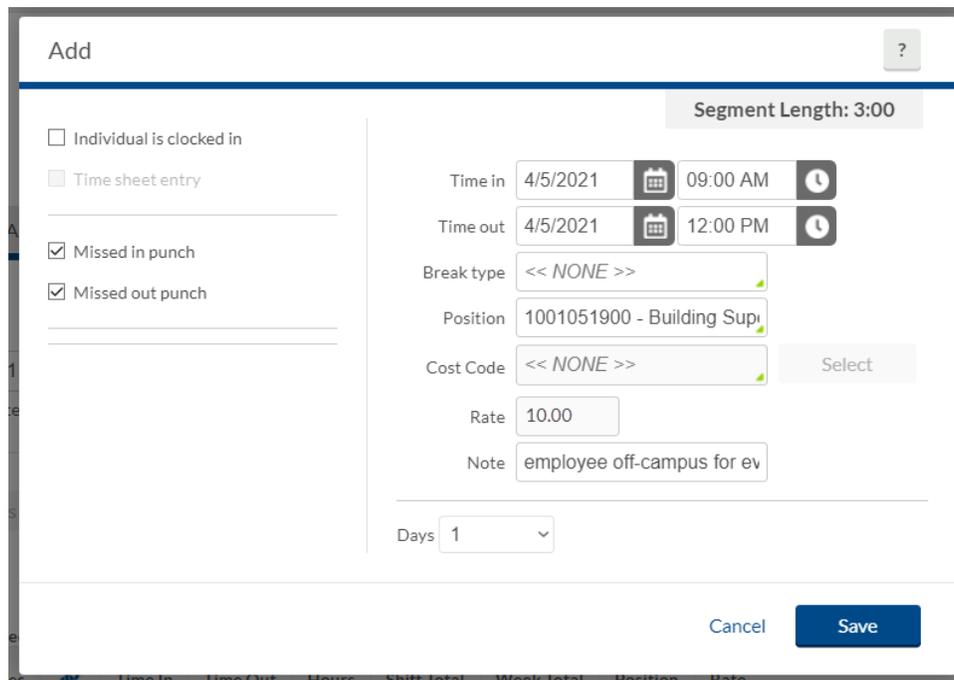
The hours will now appear as a row for the employee. The added hours will require an approval by the employee and manager.

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Adding Lunch Break to Employee Hours

When adding hours to an employee that includes a lunch break, add the hours following the above instructions, Adding Hours for Employee, then use the steps below to add the break to the hours.

1. Select the hours segment needing the break using the checkbox.

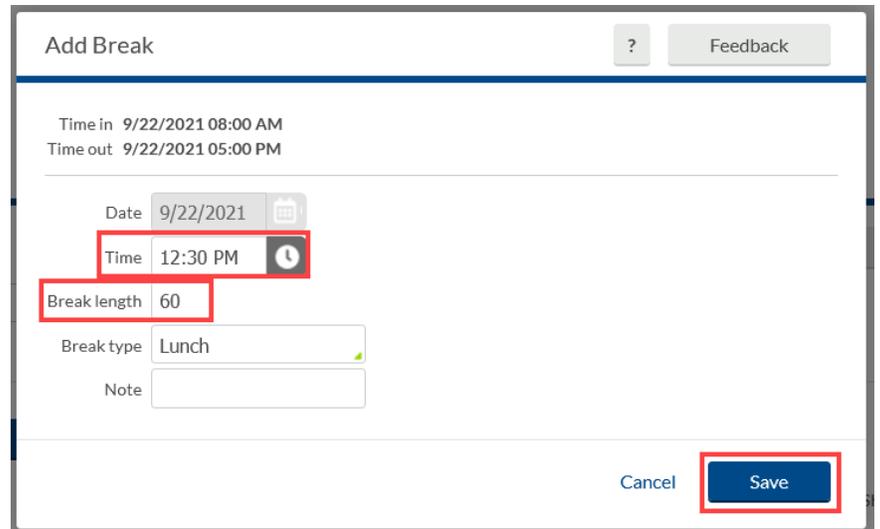2. Click on the blue Manage button

3. Click Add break.

4. If necessary, adjust the time the break started.

5. Enter the Break length as the number of minutes to be recorded for the break.

6. Click Save.

7. There will now be two rows for the day, separated by the indicated break.