

TRAINING FOR SALARY NON-EXEMPT EMPLOYEES

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Payroll Schedule/Deadlines

Monthly timecards are required to comply with the FLSA overtime rules. The timecard will be available the first day of each month and must be completed and submitted by the timecard deadline. Actual in/out hours worked must be input daily on a monthly timecard.

Salary non-exempt employees will continue to follow the monthly payroll schedule.

Payroll Deadline – Changes to wages, benefits, etc. must still be made by the monthly payroll deadline (usually the 10th of the month). See the Payroll Schedule posted on the [Payroll webpage](#).

Timecard Deadline – Different from the payroll deadline. The timecard submission deadline is no later than the 4th of the following month and supervisors must approve by the 5th of the following month. This ensures overtime calculations are reflected on the following month’s payroll. EX: Timecards for July must be submitted by August 4th and supervisors must approve by August 5th.

How to Complete Timecards in Self-Service

Go to Self-Service: <https://selfservice.wittenberg.edu/>

From the home page, click the **Employee** box.



Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Next, click the **Time Entry** box



Time Entry
Here you can fill out your timecards.

Click into the current week:

Salaried Non-Exempt	
<p>06/01/2024 - 06/02/2024 Due by: 7/2/2024 12:00 PM Total: 0.00 Hours</p>	Salaried Non-Exempt >
<p>06/03/2024 - 06/09/2024 Due by: 7/2/2024 12:00 PM Total: 0.00 Hours</p>	Salaried Non-Exempt >
<p>06/10/2024 - 06/16/2024 Due by: 7/2/2024 12:00 PM Total: 0.00 Hours</p>	Salaried Non-Exempt >
<p>06/17/2024 - 06/23/2024 Due by: 7/2/2024 12:00 PM Total: 0.00 Hours</p>	Salaried Non-Exempt >
<p>06/24/2024 - 06/30/2024 Due by: 7/2/2024 12:00 PM Total: 0.00 Hours</p>	Salaried Non-Exempt >

NOTE: Payroll deadlines will always be displayed under each week next to **Due by:**

Enter in and out times on a daily basis to include lunch breaks. Employees can manually enter the times or click in the box to view the drop-down menu. **Put the actual time in/out – do not round.**

Week 06/03/2024 - 06/09/2024
40.15 Total hours
Saved at 1:32 PM
Save
View Leave Balances

OTHR-M-053 • Salaried Non-Exempt
 Mrs. Carol Nickoson • Human Resources
 40.15

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	8:00 AM	8:06 AM	8:00 AM	7:52 AM	8:00 AM	00:00 AM	00:00 AM	40.15
	12:00 PM	12:30 PM	4:00 PM	11:44 AM	12:00 PM	00:00 AM	00:00 AM	
	1:00 PM	1:24 PM	+	12:30 PM	1:00 PM	+	+	
	5:00 PM	4:45 PM		5:02 PM	5:00 PM			
	- +	- +		- +	☰ +			
Position Total Hours:	8.00	7.75	8.00	8.40	8.00	0.00	0.00	40.15

Comments
Submit for Approval

To add a break period, click the plus sign (+). To remove the break period, click the minus sign (-).

Mo 6/3

8:00 AM

12:00 PM

1:00 PM

5:00 PM

☰ +

Mo 6/3

8:00 AM

12:00 PM

1:00 PM

5:00 PM

☰ +

Example – If an employee takes a lunch break from 12pm-1pm, the timecard should appear as:

Mo 6/3

8:00 AM

12:00 PM

1:00 PM

5:00 PM

☰ +

Timecards will automatically save as changes are made. Double check this by clicking **Save**.

Saved just now
Save

To add a comment for your supervisor to view, click **Comments**, type a comment, and click **Send**. Employees cannot delete comments after they have been sent. Click **Close** to return to the timecard.

ALWAYS ADD A COMMENT FOR ANY OF THE FOLLOWING LEAVE USED – vacation, sick, bereavement, volunteer

Comments

Comments
✕

Salaried Non-Exempt ^

I took a full vacation day on 6/5. Supervisor - I have submitted my Leave Request for that day so please approve my request.

Send

Close

Click the arrow to navigate to the next week:

Pay Period 06/01/2024 - 06/30/2024
[< All Time Sheets](#)

<
Week 06/03/2024 - 06/09/2024
40.15 Total hours
>

Saved at 1:39 PM
Save
View Leave Balances

OTHR-M-053 • Salaried Non-Exempt
 Mrs. Carol Nickoson • Human Resources
 40.15 ^

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	8:00 AM	8:06 AM	8:00 AM	7:52 AM	8:00 AM	00:00 AM	00:00 AM	40.15
	12:00 PM	12:30 PM	4:00 PM	11:44 AM	12:00 PM	00:00 AM	00:00 AM	

IMPORTANT NOTE: OVERTIME HOURS must be approved by senior staff members **prior to** working over 40 hours in a work week (Mon-Sun). In the example above, the 0.15 hours of overtime **MUST** be approved prior to working.

Time must be entered accurately, and timecards must be submitted before the payroll deadline. **Altering, falsifying, tampering with time records, and/or recording time for another employee may result in disciplinary action, up to and including termination of employment without limiting the university's right of reimbursement.** View the Employee Manual for full policies.

Once all in/out times have been entered for the month employees must click **Submit for Approval** on each week to sign off on their timecard.

Best practice: Submit timecards after the last workday has been completed for the month. Supervisors will receive an email when the timecard is submitted.

<
Week 06/03/2024 - 06/09/2024
40.15 Total hours
>

Saved at 1:32 PM
Save
View Leave Balances

OTHR-M-053 • Salaried Non-Exempt
Mrs. Carol Nickoson • Human Resources
40.15

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	8:00 AM	8:06 AM	8:00 AM	7:52 AM	8:00 AM	00:00 AM	00:00 AM	40.15
	12:00 PM	12:30 PM	4:00 PM	11:44 AM	12:00 PM	00:00 AM	00:00 AM	
	1:00 PM	1:24 PM	+	12:30 PM	1:00 PM	+	+	
	5:00 PM	4:45 PM		5:02 PM	5:00 PM			
	- +	- +		- +	- +			
Position Total Hours:	8.00	7.75	8.00	8.40	8.00	0.00	0.00	40.15

Comments
Submit for Approval

Once the employee clicks **Submit for Approval**, the timecard will appear as **Submitted**.

Pay Period 06/01/2024 - 06/30/2024

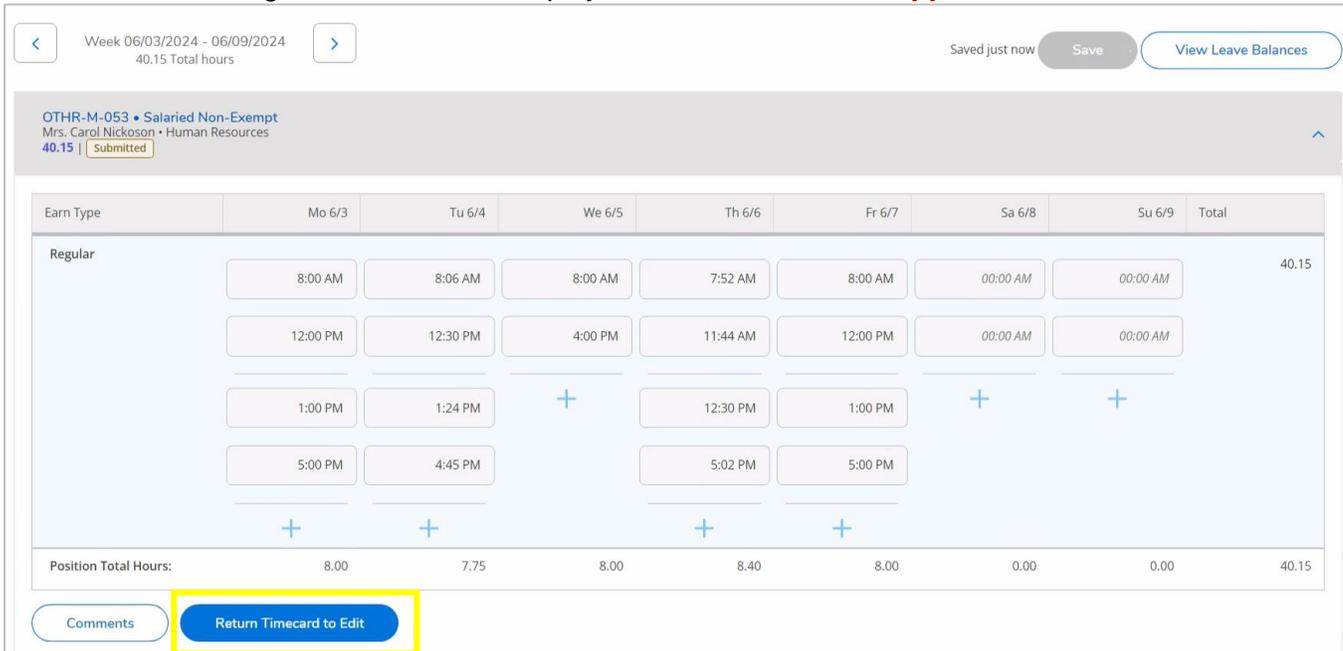
[< All Time Sheets](#)

<
Week 06/03/2024 - 06/09/2024
40.15 Total hours
>

OTHR-M-053 • Salaried Non-Exempt
Mrs. Carol Nickoson • Human Resources
40.15 | Submitted

How to Make Changes to Timecards

Employees can unsubmit their timecard and make the changes needed by clicking **Return to Timecard to Edit**. Once the changes are made, the employee should **Submit for Approval**.



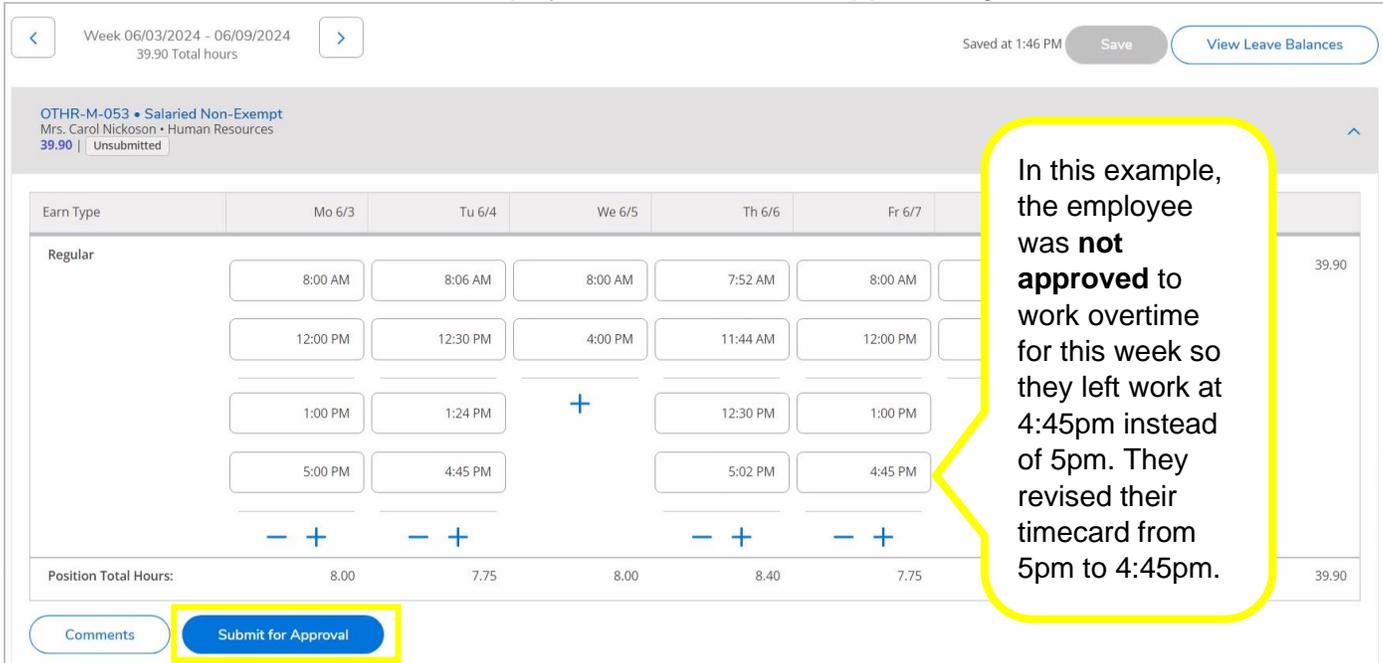
Week 06/03/2024 - 06/09/2024
40.15 Total hours

OTHR-M-053 • Salaried Non-Exempt
Mrs. Carol Nickoson • Human Resources
40.15 | Submitted

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	8:00 AM	8:06 AM	8:00 AM	7:52 AM	8:00 AM	00:00 AM	00:00 AM	40.15
	12:00 PM	12:30 PM	4:00 PM	11:44 AM	12:00 PM	00:00 AM	00:00 AM	
	1:00 PM	1:24 PM	+	12:30 PM	1:00 PM	+	+	
	5:00 PM	4:45 PM		5:02 PM	5:00 PM			
Position Total Hours:	8.00	7.75	8.00	8.40	8.00	0.00	0.00	40.15

Comments | **Return Timecard to Edit**

Once all edits have been made, the employee must **Submit for Approval** again.



Week 06/03/2024 - 06/09/2024
39.90 Total hours

OTHR-M-053 • Salaried Non-Exempt
Mrs. Carol Nickoson • Human Resources
39.90 | Unsubmitted

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	8:00 AM	8:06 AM	8:00 AM	7:52 AM	8:00 AM			39.90
	12:00 PM	12:30 PM	4:00 PM	11:44 AM	12:00 PM			
	1:00 PM	1:24 PM	+	12:30 PM	1:00 PM			
	5:00 PM	4:45 PM		5:02 PM	4:45 PM			
Position Total Hours:	8.00	7.75	8.00	8.40	7.75			39.90

Comments | **Submit for Approval**

In this example, the employee was **not approved** to work overtime for this week so they left work at 4:45pm instead of 5pm. They revised their timecard from 5pm to 4:45pm.

Click **All Time Sheets** to confirm all weeks were **Submitted**. Once your supervisor approves, all weeks will appear as **Approved**.

OTHR-M-053 • Salaried Non-Exempt
Mrs. Carol Nickoson • Human Resources
39.90 | **Approved**

How to Report Leave

Continue to report vacation, sick, bereavement, and volunteer leave using Leave Requests on Self-Service. View the instructions **How to Report Leave for Exempt Employees** on the [Payroll webpage](#).

Additionally, for all leave time – vacation, sick, bereavement, volunteer, holiday, university closing, jury duty – put the hours you would typically work on your timecard for those days. Since vacation, sick, bereavement, and volunteer leave are all recorded in the Leave Request system, please add a comment with the date and the leave time used. See example above for Wednesday 6/5 and the comment. If you typically work 8 hours per day, record 8 hours in the timecard for that day.

For holiday, university closing, or jury duty leave, click **Additional Time**, then **Choose Earn Type**, then select the relevant earn type.

Earn Type	Mo 6/3	Tu 6/4	We 6/5	Th 6/6	Fr 6/7	Sa 6/8	Su 6/9	Total
Regular	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	0.00
	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	
	+	+	+	+	+	+	+	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + Additional Time </div>								
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<div style="display: flex; justify-content: space-between; align-items: center;"> Comments Submit for Approval </div>								

Choose Earn Type ^

Holiday

University Closing

Jury Duty

Earn Type	Mo 6/3
Regular	<input type="text" value="00:00 AM"/>
	<input type="text" value="00:00 AM"/>
	+
Jury Duty	<input type="text" value="8.00"/>
Remove Jury Duty	
+ Additional Time	

Add the number of hours in the box on the corresponding day:
To add another leave type, click Additional Time again, Choose Earn Type, and another line will appear.

Definition of Work Hours

All hours worked are compensable. Please reference the Fact Sheet #22: Hours Worked Under the FLSA for all questions relating to definition of “work hours” and what time gets counted:

<https://www.dol.gov/agencies/whd/fact-sheets/22-flsa-hours-worked>.

Any time an employee responds to a work-related call, text, email, etc. outside normal working hours is considered compensable work and must be recorded on timecards.

Pre-Approval to Work Overtime

The workweek begins at 12am Monday and ends 11:59pm Sunday. All time worked that exceeds 40 hours during that period will be paid as overtime at 1.5 times the equivalent hourly rate of pay. This calculation is based on the number of regular hours expected to be worked annually (i.e., 9-, 10-, 11-, and 12-month employees will all have different hour calculations).

Any overtime must be pre-approved by the senior staff member for each division. If an employee notices they may be close to exceeding the 40-hour limit in a workweek, they need to get approval or flex their schedule in the same work week to stay under 40 hours.

Supervisors may grant time off to salary non-exempt employees rather than authorizing overtime hours in a work week. This time off must be taken in the same Monday to Sunday period in which the employee would have worked more than forty (40) hours.

Holidays and paid leave time shall not be counted as hours worked for the purpose of computing the total hours worked regarding overtime compensation.

Failure to Comply

It is the expectation that all employees follow policies, procedures, practices and performance standards described in all university manuals including those specific to a division, department, program, etc. An employee’s ability to adhere to them is considered a key competency that will be used to assess performance.

The following actions are not all-inclusive and may result in disciplinary action in accordance with the Employee Manual:

- Altering, falsifying, tampering with time records, and/or recording time for another employee
- Failure to record time on monthly timecards and/or submit by the timecard deadline
- Working overtime without approval of the senior staff member of the employee’s division