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Definitions

**Timesheet** – Electronic timesheet.

**Supervisor** – The individual that can update, change, return, or approve the timesheet. This is usually the employee’s supervisor.

**Leave Time or Exception Time** – Time off work such as sick leave or annual leave, etc.

**Earn Code** – The code used to identify the type of pay. Regular hours, sick leave, annual leave.

**Timesheet Employees** – Also known as hourly or non-exempt employees. Employees that record all hours worked and absences (if eligible) on their timesheets (time in and time out).

**Exception Time Only Employees** – Also known as salaried or exempt employees. Employees that enter only exceptions to normal hours worked for the pay period on a timesheet. Examples of exception time include sick leave, annual leave, jury duty, etc.

**Proxy** – Someone who can act on a supervisor’s behalf to approve a timesheet

**Pay period** – The two-week segment of time that will be paid on a specified pay date.

### FY 2021 Deadlines

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Effective Dates</th>
<th>Pay Date (Friday)</th>
<th><strong>EPAF Deadline (Tuesday) @ 5:00 pm</strong></th>
<th>Timesheets Available (Sunday) @ 12:01 AM</th>
<th><strong>Approval Deadline (Tuesday) @ 5:00pm</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>06/28/20 - 07/11/20</td>
<td>07/24/20</td>
<td>07/07/20</td>
<td>06/28/20</td>
<td>07/14/20</td>
</tr>
<tr>
<td>16</td>
<td>07/12/20 - 07/25/20</td>
<td>08/07/20</td>
<td>07/21/20</td>
<td>07/12/20</td>
<td>07/28/20</td>
</tr>
<tr>
<td>17</td>
<td>07/26/20 - 08/08/20</td>
<td>08/21/20</td>
<td>08/04/20</td>
<td>07/26/20</td>
<td>08/11/20</td>
</tr>
<tr>
<td>18</td>
<td>08/09/20 - 08/22/20</td>
<td>09/04/20</td>
<td>08/18/20</td>
<td>08/09/20</td>
<td>08/25/20</td>
</tr>
<tr>
<td>19</td>
<td>08/23/20 - 09/05/20</td>
<td>09/18/20</td>
<td>09/01/20</td>
<td>08/23/20</td>
<td>09/08/20</td>
</tr>
<tr>
<td>20</td>
<td>09/06/20 - 09/19/20</td>
<td>10/02/20</td>
<td>09/15/20</td>
<td>09/06/20</td>
<td>09/22/20</td>
</tr>
<tr>
<td>21</td>
<td>09/20/20 - 10/03/20</td>
<td>10/16/20</td>
<td>09/29/20</td>
<td>09/20/20</td>
<td>10/06/20</td>
</tr>
</tbody>
</table>

### Timesheet Status Types

**Not Started** – User has not initiated the timesheet to add hours.

**In Progress** – User has begun preparing a timesheet but has not yet submitted.

**Pending** – User has submitted time and it is pending approval by a supervisor

**Returned for Correction** – Timesheet has been returned to a user by a supervisor.

**Error** – Timesheet is in error. This normally requires a Superuser to correct (Payroll Services)

**Approved** – The timesheet has been approved and is ready for payroll to process.

**Completed** – Payroll has been processed using the submitted and approved timesheet.
Common Timesheet Errors

Time Transaction Already Exists – This error occurs when the back/forward buttons are used while entering time. It will not hold up the timesheet; it can be submitted and approved normally.

Submit/Approval not allowed – This error occurs when the system registers a double-click on the submit or approval buttons. It will not cause any problems with the timesheet if the transaction status is Pending or Approved.

Supervisor not assigned – The approver is not assigned to the timesheet. The department must assign a supervisor using the supervisor setup page (https://www.uidaho.edu/human-resources/managers/supervisor-assignment).

Supervisor’s position is vacant – The approver has changed positions or left the university. The department must assign a new supervisor or change the approver’s PCN in the supervisor setup page (see above link).

Commonly Used Earn Codes

Regular Hours – Time worked on a normal workday.

Sick Leave – Leave taken due to an illness in accordance with the Sick Leave policy. FSH3710.C

Medical Appointment Leave – Leave taken due to medical appointments FSH3710.C-7 e.

Annual Leave – Leave taken for annual leave FSH3710.B

Holiday – Paid hours for a University designated holiday. See University Holiday schedule at https://www.uidaho.edu/finance/holidays


Military Leave – Leave taken while reporting for military duty. FSH3710.F

Family Medical Leave – Leave taken under Family Medical Leave Act. FSH3710.M

Emergency Closure – Leave taken while the University of Idaho is officially closed for an emergency. FSH3710.I
**Deadlines**

**Employee Hourly Timesheets or Exception Time Reports:** Due to be submitted for approval at the end of the pay period, but no later than *5:00 pm the Tuesday following pay day*. Keep in mind that the supervisor must have time to review and approve the timesheet no later than 5:00 pm Tuesday after the pay period ends also.

Timesheets will be submitted and approved every two weeks. To assist in deadline tracking, a copy of the Payroll Calendars can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by the Payroll Department. Employees are encouraged to meet the established deadlines. Contact the Payroll or Human Resources Department for additional questions.
Navigating the Employee Dashboard
The employee dashboard is accessed through vandalweb.uidaho.edu and is the hub to enter a timesheet, view leave balances, view paystubs, and more.

1. Go to uidaho.edu
2. Hover over the “Faculty & Staff” option which will drop a menu down. Select “access Vandalweb.”
3. Login in using your Vandal User ID and Password.
4. From the home page, click on the Employees tab.
5. Click on the Payroll link.

7. Select the Employee tab and click on Employee Dashboard.

8. All employees have access to the employee dashboard.
a. **Leave Balances**: Displays the current leave balances for all leave categories as of the date of the last paycheck.

<table>
<thead>
<tr>
<th>Leave Balances as of 11/10/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation leave in hours</td>
</tr>
<tr>
<td>Employee sick leave in hours</td>
</tr>
<tr>
<td>Comptime Bank 1 - Non Taxed in hours</td>
</tr>
<tr>
<td>Comptime Bank 2 - Taxed in hours</td>
</tr>
<tr>
<td>Furlough Leave in hours</td>
</tr>
</tbody>
</table>

b. **My Profile**: Update on campus and personal contact information. Displays employee status, hire date and date of birth.

c. **My Activities**: This section is where the timesheet is accessed. Supervisors access the approval screens for timesheets in this section.

d. **Pay Information**: View Paystubs, direct deposit copy and deduction history.

e. **Earnings**: Shows year to date earnings, earnings by date range, and earnings by position.

f. **Benefits**: View a current summary of all chosen benefits, including a list of beneficiaries and dependents on file.

g. **Taxes**: Displays filing status for the IRS, electronic regulatory consent to receive W-2s electronically, 1095-C and W-2s.

h. **Job Summary**: Displays current and previous positions.

i. **Employee Summary**: Displays detailed information about employment status.
Timesheet Employees (Hourly)
Employee Classes: Classified, Exempt Hourly Temporary PERSI or Non-Student, State, Federal or Non Workstudy Student Help.

Starting a Timesheet
Timesheet employees are to update the timesheet daily and accurately. It is the responsibility of the employee to use Earn Codes appropriately, turn in proper documentation and obtain prior approval of leave, and to meet submission deadlines. If an employee has a planned leave of absence and will not be working during the submission deadline, the timesheet needs to be submitted for approval prior to the leave.

Timesheets need to be completed and submitted to an approver no later than 5:00 pm the Tuesday after pay day. To assist in deadline tracking, a copy of the Payroll Calendars can be found at https://www.uidaho.edu/human-resources/payroll. A copy can also be provided to you by Payroll Services. Employees are encouraged to meet the established deadlines. Contact Payroll Services for additional training.

1. Log into VandalWeb from http://www.uidaho.edu
2. Hover over the “Faculty & Staff” option which will drop a menu down. Select “access Vandalweb.”
3. Enter your Vandal ID and password to login.
4. Select the Employee tab and click on Employee Dashboard.
5. Go to the My Activities section on the bottom right and click on Enter Time.

6. On this page you will see the open pay periods to complete a timesheet. Be sure to click on the correct dates for the appropriate timesheet. Click on Start Timesheet.

7. The detailed view showing the daily calendar will appear. Time needs to be entered on each day worked for the entire pay period (two weeks). Click on the date to enter a start and end time for hours worked. **The day of the week defaults to the start of the pay period, which is on Sunday.** Make sure to 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.
8. To begin entering time, select an Earn Code from the drop-down menu. The correct Earn Code must be used. The most common used Earn Code for daily use is Regular Hours. It is the responsibility of the employee to use the appropriate Earn Code and follow the specific guidelines for those Earn Codes that require documentation or approval prior to use. For a complete list, refer to the Earn Code section for details.

**IMPORTANT:** Click Save after each entry, edit, deletion or change.

9. After an Earn Code has been selected, use the next set of drop-down boxes to select a Start Time and End Time.
   a. Click on the hour so that it is highlighted and scroll through or use the up and down arrow on the keyboard. Once the correct hour has been selected, tab or click the minutes and AM/PM and follow the same steps. Click Set after the desired time is reached.
   b. The Start and End time can also 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.
   c. Click Save after each Start and End Time entry.
10. Use the Add More Time button when reporting additional Start and End times for the date and Earn code selected. For example, an End Time will be entered prior to going on a lunch break and Start time needs to be added when returning.

a. Entering start and end time during a day with a lunch break for an 8-hour employee is shown below.

b. Review the hours for each time entered. Negative hours are reflected if incorrect AM/PM time is entered. Time cannot be saved until corrected. Edit the start and end time, as necessary. Once completed, click save on the bottom right of the screen.
c. Once corrected click save.

11. Use Add Earn Code when working a partial day and then taking leave or when using two different leave categories on one day.

a. Choose the first Earn Code Start and End time as shown above and click save. The example below is an 8-hour employee working part of the day and then taking annual leave.
b. Click Add Earn Code.

c. Select the appropriate Earn Code for the remaining hours of the day.

d. Enter the number of units for each added Earn Code. Note: Lunch breaks need to be incorporated in the leave by either starting the leave after a lunch break would have been taken or ending the leave by the amount of time allotted for a lunch break. Click Save after each entry.

12. UI Observed Holidays will not prefill.

a. The employee will enter the applicable hours under the earn code for Board Appointed Holiday.
b. If an employee works on an observed Holiday, the employee will need to enter the hours worked with the regular hours worked earn code and the applicable Holiday Hours Worked code (Comp or Cash) with a matching number of units.

c. Continue entering time worked following the instructions above. Click save when done to save all recorded time entries.
13. It is important that times entered for each job on the same date **DO NOT** overlap. Example: Do not enter Regular hours from 8:00 AM – 12:00 PM on PCN 00XXXX.05 and Regular hours from 8:00 AM to 12:00 PM on PCN 00YYYY.05.
   a. If overlapped time is saved, a timesheet message will appear at the top of the screen with a Warning exclamation mark on the specific date.
   b. Click the drop-down arrow on the right of the timesheet messages to view the warning.
   c. If the timesheet is saved and closed without making corrections, the warning will still be displayed on the main menu by showing an exclamation point. Click the symbol and it will notate that corrections need to be made. The supervisor will also see these warnings if corrections were not completed. Once the corrections are saved, those warning disappear.

**Important:** A Warning or Error message needs to be resolved **PRIOR** to submitting the timesheet for approval.
**Editing and deleting time entered on a timesheet**

All information entered by the employee can be edited prior to submitting the timesheet to the supervisor. There are many scenarios or reasons where edits or deletions may be necessary, prior to submitting time for approval.

1. Open the correct timesheet for the pay period the edit is required. Click on the date to bring up the details of time entered. One the right side click on the pencil. This will allow changes to be made to the earn code. Click save when finished with each edit.

2. To delete an entry, click on the date to view the details.
   
   a. Click on the minus “-” sign on the right of the entry to be deleted.
   
   b. Click Yes on the dialogue box to confirm the entry to be deleted and then click save.
Inserting Comments
Comments can be entered on a timesheet to explain changes from the normal work schedule. The supervisor will see these comments and may also enter comments for the employee to view. Comments are visible to the user, supervisor, Payroll Services, and Human Resources. Payroll Services and Human Resources will not monitor comments on timesheets. Contact those departments directly with questions or concerns. Be advised comments are public record.

1. Click the comments button on the Preview screen.

2. After comments have been entered, click the X on the top right of the Preview screen. A message will appear asking if you would like the changes to be saved. Click Yes. **DO NOT CLICK SUBMIT**, unless you are ready to submit the timesheet to the supervisor.
Restarting a Timesheet in Progress

Restarting a timesheet is useful when an employee has numerous corrections and/or edits.

1. While in the Detail view of the timesheet, click Restart Time at the top right of the screen.

2. Click Restart Time from the message box to confirm.
Submitting completed timesheet for approval
At the end of the pay period, but no later than the Tuesday after the pay period ends by 5:00 pm, the timesheet must be submitted to the supervisor for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

1. Select the correct pay period because two timesheets may be visible for selection. One to begin adding entries, and the other due for submission.

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.

3. From the preview screen, click Submit.
4. The timesheet will now be in Pending status while it is awaiting the supervisor to review and approve for payroll. The details of submission for approval and the supervisor assigned can be found by clicking the information icon “i” on the right.

Recalling a Timesheet
After the timesheet has been submitted, it is in Pending status. While in Pending status the timesheet can be recalled so that it can be edited and resubmitted.

1. 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.
Exception Time Only Employees (Exempt/Faculty)
Employee classes: Faculty, Exempt and Postdoctoral Fellows.

Entering a timesheet
Exception Time Employees only enter time on a timesheet for exception time (hours that leave was taken). Only dates that exception time was taken during the pay period will be completed and submitted. Examples include annual leave (if applicable) or sick leave. Refer to the list of Earn Codes for the appropriate use of each code.

1. Go to uidaho.edu
2. Hover over the “Faculty & Staff” option which will drop a menu down. Select “access Vandalweb.”
3. Login in using your Vandal ID and Password.
4. From the home page, click on the Employees tab.
5. Click on the Payroll link.

7. Select the Employee tab and click on Employee Dashboard.

8. Go to the My Activities section on the bottom right and click on Enter Time.
9. On this page you will see the open pay periods to complete a timesheet. Be sure to click on the correct dates for the appropriate timesheet. When the deadline date overlaps with the opening of a new pay period, two timesheets will be visible. Click on Start Timesheet.

10. The daily calendar view will appear. Exception time needs to be entered using total hours taken. Click on the date to enter the hours of exception time taken.

11. From the Earn Code drop down menu, select the applicable Earn Code for the exception time, such as annual leave, sick leave, or medical appointments. It is important to enter all exception time taken on the correct pay period. It is the responsibility of the employee to enter time accurately. Before leave time is used, the employee should check all Leave Balances. In the event there is not enough leave balance, the employee should discuss potential non-payment of the leave used with their supervisor.
a. Leave balances can be checked on the main screen of the employee dashboard.

<table>
<thead>
<tr>
<th>Leave Balances as of 11/17/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation leave in hours</td>
</tr>
<tr>
<td>Comptime Bank 1 - Non Taxed in hours</td>
</tr>
<tr>
<td>Comptime Bank 2 - Taxed in hours</td>
</tr>
<tr>
<td>Employee sick leave in hours</td>
</tr>
</tbody>
</table>

b. Leave can also be viewed by clicking Leave balances from the top of the timesheet detail screen.

![Employee Leave Balance](image)
12. After selecting the correct Earn Code enter the hours applicable for the leave taken. Click Save.

13. If additional Earn Codes need to be entered on the same day, click Add Earn Code.

14. Once all Earn Codes have been entered and saved, click Preview at the bottom right of the screen.

15. From the Preview screen, comments can be added if necessary. Click “x” to continue.
Editing and deleting time entered on a timesheet
All information entered by the employee can be edited prior to submitting the timesheet to the supervisor. There are many scenarios or reasons that edits, and deletions may be necessary, prior to submission for approval.

1. Open the correct timesheet for the pay period the edit is required. Click on the date to bring up details of time entered. On the right side, click on the pencil. This will allow changes to be made to the earn code and hours. Click save when finished with each edit.

2. To delete an entry, click on the date to view the details.
c. Click on the minus “-“ sign on the right of the entry to be deleted.

d. Click Yes on the dialogue box to confirm the entry to be deleted and then click save.
Inserting Comments
Comments can be entered on a timesheet to explain changes from the normal work schedule. The supervisor will see these comments and may also enter comments for the timesheet completer to view. Comments are visible to the user, supervisor, Payroll Services, and Human Resources. Payroll Services and Human Resources will not monitor comments on timesheets. Contact those departments directly with questions or concerns. Be advised comments are public record.

1. Enter text in the comments tab on the Preview screen.

2. After comments have been entered, Click the X on the top right of the Preview screen. A message will appear asking if you would like the changes to be saved. Click Yes. **DO NOT CLICK SUBMIT**, unless you are ready to submit the timesheet to the supervisor.
**Restarting a Timesheet in Progress**
Restarting a timesheet is useful when an employee has numerous corrections and/or edits.

3. While in the Detail view of the timesheet, click Restart Time at the top right of the screen.

4. Click Restart Time from the message box to confirm.
Submitting completed timesheet for approval
At the end of the pay period, but no later than the Tuesday after the pay period ends, the timesheet must be submitted to the supervisor for review and approval. It is important to verify accuracy and completeness of the timesheet before submission. Make sure all days are completed, the hours for each entry are correct, and the correct earn code is used.

5. Select the correct pay period because two timesheets may be visible for selection. One to begin adding entries, and the other due for submission.

6. 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.

7. From the preview screen, click Submit.
8. The timesheet will now be in Pending status while it is awaiting the supervisor to review and approve for payroll. The details of submission for approval and the supervisor assigned can be found by clicking the information icon “i” on the right.

Recalling a Timesheet
After the timesheet has been submitted, it is in Pending status. While in Pending status the timesheet can be recalled so that it can be edited and resubmitted.

2. 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.
Frequently Asked Questions

1. **What if I have more than one supervisor?**
   If an employee has more than one supervisor, one supervisor will be designated as the Primary Supervisor and will need to assign the other supervisor as a Proxy. Both will then have access to the timesheet.

2. **How will supervisors know when to approve timesheets?**
   Timesheets can be approved as soon as they have been submitted by the employee. The timesheet is to be submitted for approval at the end of the pay period, but no later than 5:00 pm the Tuesday after pay day. The supervisor must review and approve the timesheet no later than 5:00 pm Tuesday after the pay period ends, or the Tuesday following pay day.

3. **What if my supervisor is on annual leave?**
   All supervisors are required to assign and set up a proxy who is authorized to approve time in their absence. Supervisors must notify the proxy when they need to approve time. If the proxy is not available, the supervisor should contact the Payroll Services.

4. **What if my supervisors job terminates during the pay period?**
   A new supervisor needs to be assigned as the terminating supervisor will not have access during their last pay period.

5. **Am I required to enter hours each day?**
   Yes, it is strongly recommended that employees record all hours daily. By doing so, you will build up a habit of entering time.

6. **UI is closed for a holiday; do I have to enter time on that day of the timesheet?**
   Yes, holidays will notprefill for a classified employee with applicable hours for that day. If you must work on a day that UI is closed for a holiday; regular hours should be recorded for hours worked and the equal number of units recorded on Holiday Hours Worked earn code. If an employee works on a holiday, the timesheet should reflect Board Appointed Holiday earn code, Holiday Hours Worked earn code and the Regular Hours earn code.

7. **I report Exception time only; do I have to do a timesheet every pay period?**
   Exception time only employees, such as exempt, faculty or postdoctoral fellows, only enter time when it is an exception to normal work hours, such as sick leave or annual leave. If there is no exception time during a pay period, then it is not necessary to open a timesheet for submission.

8. **What if I submit my timesheet to my supervisor and need to make edits?**
   If the supervisor has not approved the timesheet, the employee is able to recall the timesheet to make edits and comments for resubmission to the supervisor.

9. **What if an employee is out for an entire pay period and did not submit a timesheet?**
   Contact Payroll Services for assistance.

10. **How do I train new employees on Time Entry?**
    A brief overview will be given during orientation. Departments should include as part of
the onboarding training process.

11. What if I am scheduled to be off on a day that the University must close for an emergency?

When the President, or designee, makes a decision to close, cancel classes, or postpone opening any university facility, emergency closure leave for the affected employees (non-essential personnel) will be determined pursuant to FSH 3470 and 3710 as applicable. Employees already scheduled for approved leave that day will use that approved leave and will not receive Emergency Leave.

12. Is there Bereavement Leave?

Accrued sick leave is used for bereavement. See specific details in FSH 3710 C-7.

13. What happens if an employee takes leave, but doesn’t have enough leave?

A warning will populate in the time record which states ‘Possible Insufficient Leave’. The impact may result in doc pay for the leave taken. It is the responsibility of the supervisor to monitor employee leave balances before leave is taken. For questions on what to do when a leave has a zero balance, contact Payroll Services.

14. An employee turned in a doctor note for return to work, where do I send that in to?

Doctor’s notes are turned into Benefits Services.

15. An employee will be off campus for a conference or training, how should the time be recorded?

An hourly employee is to record hours worked, whether in the office, or at a conference or training. An exempt employee would not record anything on a timesheet because this is not exception time.

16. What happens if an employee is out of leave time? How will I know?

If an employee has no more leave time, the employee will not be paid for the time off. The supervisor will have access to leave time balances at any time in the Employee Dashboard under My Team. The supervisor is to check leave balances before leave is taken, and before approving a timesheet.
**Reminders**

- Refer to the pay schedule which can be found on the uidaho.edu website located under payroll services. A copy can also be provided to you by Payroll Services.
- Timesheets default to Sunday (the start of the pay period).
- Check the daily hours balances in accordance with the employee schedules to check for errors in entering time.
- Submit timesheets within the deadlines, which are always the week after pay day. Employees must meet the established deadlines to be paid timely. Contact Payroll Services for additional questions.
- Monitor timesheet status throughout the pay period.
- Check leave balances and procedures for using the leave, prior to approving a timesheet.

**Contacts**

Human Resources: (208) 885-3638  hr@uidaho.edu

Benefit Services: (208) 885-3697  benefits@uidaho.edu

Payroll Services: (208) 885-3868  payroll@uidaho.edu