INTRODUCING
WEB-BASED TIME ENTRY
USING
SMARTTIME
Introducing SmartTime

WCU is taking another step toward becoming more automated in our timekeeping processes.

This automated process is called SmartTime and will allow non-exempt employees (those employees who are subject to overtime and currently fill out a paper timesheet) to now enter time online.
How SmartTime Works

• Employees will enter time through MyCat and supervisors will also approve through MyCat.

• The SmartTime process will look at the approved timesheet and do the following:
  – Ensure that Wage Hour Subject (non police) employees have accounted for 40 hours (prorated for part-time).
  – Handle holiday worked time for comp accrual and premium pay.
How SmartTime Works cont.

- Determine if hours worked in excess of the regular schedule should be:
  - Used to offset leave time taken
  - Compensated at straight time
  - Compensated at 1.5 times

- Handle on-call and call-back pay.

- Handle University Closing Worked.
How SmartTime Works cont.

– Use first available comp time to offset adverse weather negative balances.

– Handle leave-offsetting as required by OSP policy.

– Allow supervisors to direct whether extra hours worked during a work week should be sent directly to Payroll for payment or accrued as comp time.
Why SmartTime?

• To automate payroll and leave processes that are currently completed manually.

• The capability to continue to utilize the current Banner System for Payroll in reporting and processing Time and Leave.

• To meet UNC GA Finance Improvement and Transformation initiatives to strengthen controls and align UNC people and processes.
What Stays the Same

• The SmartTime process will not impact monthly pay. Employees will continue to be paid on a monthly basis.

• There are no changes in Leave policies and Cascading rules.

• Employees will still receive 1 month of Leave accruals even though the timesheet is submitted bi-weekly.
What Will Change

• Timesheets will now be completed online.

• Employees will submit time worked and leave taken through MyCat on a bi-weekly schedule.

• The workweek will now start on Monday and end on Sunday.

• Employees will continue to account for their regular 40 hour schedule; however, any extra hours worked are reported separately.
What Will Change cont.

• SmartTime will determine whether extra hours should be compensated as straight time or time and one-half.

• Supervisors will be able to maintain their Proxy information via MyCat.

• Two bi-weekly periods will be submitted to one monthly payroll.
  – Twice a year, three bi-weekly periods will occur.
## SPA Non-Exempt Timesheet Calendar - 2013

### SPA Non-Exempt

#### SmartTime Calendar for 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Leave Period</th>
<th>Payroll Number</th>
<th>Timesheet Date From</th>
<th>Timesheet Date To</th>
<th>Employee Deadline Submission Date</th>
<th>Approver Deadline Approve by</th>
<th>Time</th>
<th>Vac &amp; Sick Accrual Thru</th>
<th>Comp Accrual &amp; Leave Taken Thru</th>
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</table>
Timesheet Entry

• *Employees* are strongly encouraged to complete their online timesheets on a daily basis.

• *Supervisors* must ensure that deadlines are met and online timesheets are approved and submitted through MyCat by the cut-off dates.
Timesheet Entry cont.

- **Supervisors and Employees** must be familiar with the SmartTime schedule to understand when to submit timesheets and when to check leave balances in MyCat.

- **Paper timesheets** will not be reflected in Self-Service (MyCat); therefore, it is very important that online timesheets are submitted to retain leave balance history.
Timesheet Entry cont.

SmartTime Bi-Weekly Timesheets and Monthly Leave Reports

Access your SmartTime Bi-Weekly Timesheet.

Student Timesheets and Hourly Employee Timesheets
Access your Student Bi-Weekly Timesheet.
Access your Hourly Bi-Weekly Timesheet. (Not for use by Permanent Employees working secondary hourly jobs)

Pay Information
View your Direct Deposit payment details; View your Earnings and Deductions History;
View your Pay Stubs: Establish or change Direct Deposit enrollment.

Tax Forms
View your W-2 Form and W-2 Electronic Consent Options

Time Off Current Balances and History
Salary Planner
EPAF Menu
Timesheet Entry cont.

Select the correct radio button (will be “TS” with Supervisor’s position number).

Select the time period for the Timesheet to be filled out.
## Timesheet Entry Entry cont.

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

### Leave Report

- **Title and Number:**
- **Department and Number:**
- **Leave Report Period:**
- **Submit By Date:**

### Earnings

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Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PASSWORD.

If you agree with the previous sentence, please enter your PASSWORD and select the Submit button. Otherwise, select EXIT and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PASSWORD: 

Submit

RELEASE: 8.6
Email Notifications

We are pleased to announce a new feature regarding the online submission and approval process for time and leave sheets.

As part of an ongoing effort to convert manual processes to automated ones and maximizing business efficiencies, you will begin to receive email notifications in July when Smart-Time timesheets are submitted and approved by supervisors.

- **Timesheet/Leave Report submitted to Supervisor for Approval**
  - Supervisor will receive an email notification with employee name stating that timesheet/Leave report has been submitted for their approval.

- **Timesheet/Leave Report returned to Employee for Correction**
  - Employee will receive an email notification from the supervisor that a correction needs to be made to timesheet/leave report and it has been returned to them for correction. After correction has been made employee will need to resubmit timesheet/leave report.

- **Timesheet/Leave Report approved by Supervisor**
  - Employee will receive an email notifying them that their timesheet or leave report has been approved by their supervisor.
Questions

If you have questions regarding Timesheet Entry or Approval, please contact:

Anne Campbell – acampbell@wcu.edu  ext. 7218
Rhonda Rogers – rrogers@wcu.edu  ext. 2794
Nancy Phillips – nphillips@wcu.edu  ext. 3103
Cindy Williams – williamsc@wcu.edu  ext. 3143