



THE UNIVERSITY OF  
CHICAGO

UCHICAGO  
TIME

# Employee Training Guide



Human Resource Services

Learning & Organizational Effectiveness

6054 S. Drexel Ave.

Human Resource Services – Learning & Organizational Effectiveness

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Chicago, IL 60637

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# Table of Contents

<b>Before You Begin</b> .....	<b>5</b>
<b>Module 1: Introduction to UChicago Time</b> .....	<b>7</b>
Objectives .....	7
What is UChicago Time? .....	7
Why is UChicago Time Important? .....	8
Benefits to Departments .....	8
Benefits to You .....	9
Your Role and Responsibilities .....	10
Logging In .....	10
Exploring the Screen .....	12
Using the Selection Area .....	14
Selecting <i>What You Want to Do</i> .....	14
Selecting Dates .....	15
Shortcuts .....	17
Logging Out .....	18
Summary .....	18
<b>Module 2: Entering Time and Absences</b> .....	<b>21</b>
Objectives .....	21
Introduction .....	21
Using the Web Clock .....	22
Using the Time Clock Swiping Device .....	23
Viewing Clock Data .....	25
Viewing Your Timesheet .....	25
Viewing Your Worked Calendar .....	27
Reporting Absences .....	27
Partial Day Absences .....	30
Summary .....	31
<b>Module 3: Requesting Absences</b> .....	<b>33</b>
Objectives .....	33
Introduction .....	33
Accrual Awards .....	34
Viewing Accruals .....	35
Scheduling Time Off .....	36
Time Limit on Requests .....	38

Requesting a Vacation Pay Advance .....	39
Viewing Your Schedule Calendar .....	40
Viewing Absence Requests .....	41
Summary .....	43
For further assistance.....	44
<b>Module 4: Using Monthly Absence Reports.....</b>	<b>45</b>
Objectives.....	45
Introduction.....	45
Reporting Unpaid Absences on Paper .....	46
Viewing Accruals .....	46
Reporting Monthly Absences .....	47
Splitting a Day into Two Absence Types .....	50
Deleting an Absence .....	51
Summary .....	51
For further assistance.....	52
<b>Appendix A: Resources.....</b>	<b>53</b>
<b>Appendix B: System and Earnings Codes.....</b>	<b>55</b>
System Codes.....	55
Action Codes .....	55
Earnings Codes .....	55
Absence Codes .....	58
<b>Glossary .....</b>	<b>61</b>

## Before You Begin

This training guide will show you how to use the time and attendance system called UChicago Time. You can also use this guide as a reference.

### Web-based Training

While this guide provides the basic information you need as an employee, we strongly encourage you to complete one of the web-based training modules for employees. The modules are available at:

<http://uchicagotime.uchicago.edu/training>

Select the Employee Training link.

The web-based modules give you a chance to learn the UChicago Time system by viewing demonstrations and completing hands-on practice activities. Which module you take depends on how you plan to use the system. Use the following as a guideline:

- If you are a biweekly employee who will clock your time using the UChicago Time web application, take **UChicago Time for Biweekly Paid Web Clock Employees**.
- If you are a biweekly employee who will use a time clock swiping device to clock your time, take **UChicago Time for Biweekly Paid Time Clock Employees**.
- If you are a monthly staff employee, take **UChicago Time for Monthly Paid Staff**.
- If you are a student or a temporary employee, take **UChicago Time for Student and Temporary Employees**.

Also, if you need any further assistance beyond the training offerings, please make use of the information on the website <http://uchicagotime.uchicago.edu>.



# Module 1: Introduction to UChicago Time

## Objectives

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After completing this module, you will be able to—

- State the purpose of UChicago Time.
- Identify your role and responsibilities in using the system.
- Access the UChicago Time system by using a Web browser to log in.
- Identify parts of the UChicago Time screen by pointing to and naming each part.
- Execute tasks in the Selection Area by selecting “What” options and date ranges.

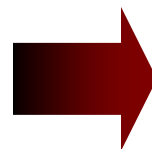
## What is UChicago Time?

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*UChicago Time* is the University of Chicago’s new time and attendance system. It is the University’s method for reporting time for all hourly, biweekly-paid employees. It also allows monthly-paid employees to report absences.

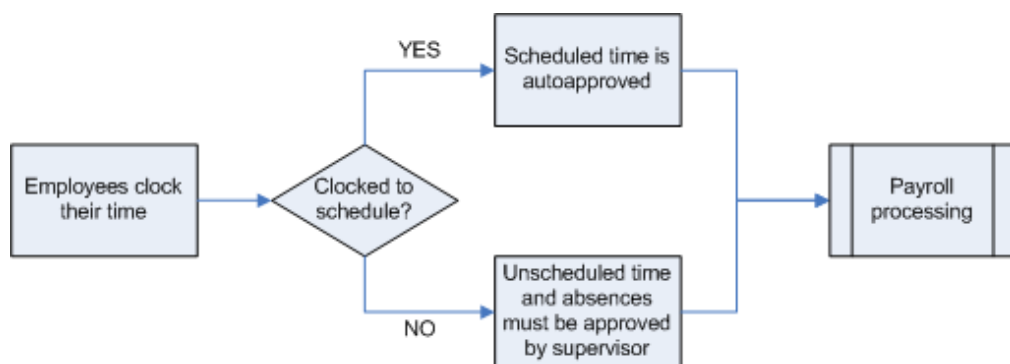


Old System: Manual Timecards



New System: Computer Tracking

If you are a biweekly-paid employee, the old system required you to fill out a biweekly time card and submit it to your supervisor for approval. With the new system, you will enter your time on a daily basis either by using a Web application or a time clock. If you clock to schedule, the system will automatically approve your time. On days when you did not clock to schedule, your supervisor will need to approve your time. Once time is approved, the information will be sent to the payroll system to begin processing your paycheck. The following chart illustrates the workflow for time reporting:



If you are a monthly staff employee, you will use UChicago Time to record your absences at the end of each month. *You will **not** record your work hours.*

Biweekly employees who use UChicago Time also have the ability to schedule future absences (e.g., vacation time, personal holidays, etc.) and view time schedules. All employees—biweekly and monthly—can view their accruals at any time.

## Why is UChicago Time Important?

UChicago Time has several advantages over a paper timecard method.

### Benefits to Departments

- Eliminates processing of paper time cards
- Assists in FMLA compliance



- Provides ability to view and approve time online
- Offers ability to approve vacation and personal holiday time online
- Increases accuracy of time input
- Offers enhanced reporting by
  - displaying accrual balances online
  - tracking patterns of absenteeism
  - tracking types of pay (such as overtime)
  - maintaining equalization of overtime opportunities

## Benefits to You

- Provides real-time, online time reporting
- Offers self-service features that allow you to
  - check daily entries
  - check available paid time-off balances
  - request vacation and personal holiday time off online
- Eliminates hand submission of time cards to supervisor for approval
- Reduces potential for errors in payroll data entry
- Accurately and consistently interprets earnings codes using a rule-based system
- Provides automatic coding for University holidays

UChicago Time is easy to use. The tasks you perform will depend on your particular position. This course will take you through the basic steps needed for *employees* to use UChicago Time.

**Note: It is extremely important that you report your time according to the**

**requirements of your job assignment. Your pay will depend on it!**

## *Your Role and Responsibilities*

---

As a non-academic employee at the University of Chicago, you are responsible for reporting your time using one of the approved methods.

- Most of you will report time by logging into UChicago Time and starting and stopping a Web clock.
- Some of you will report time by swiping your University ID card through a time clock swiping device.
- Monthly, non-academic employees will report absences only.

The method you will use depends on your particular position and department. Your supervisor will provide you with directions on which method to use.

## *Logging In*

---

Most biweekly employees will use the Web Clock. To access the clock you must first login to the UChicago Time web application.

The UChicago Time application requires a computer and access to the internet. You must have a CNetID and password to login.

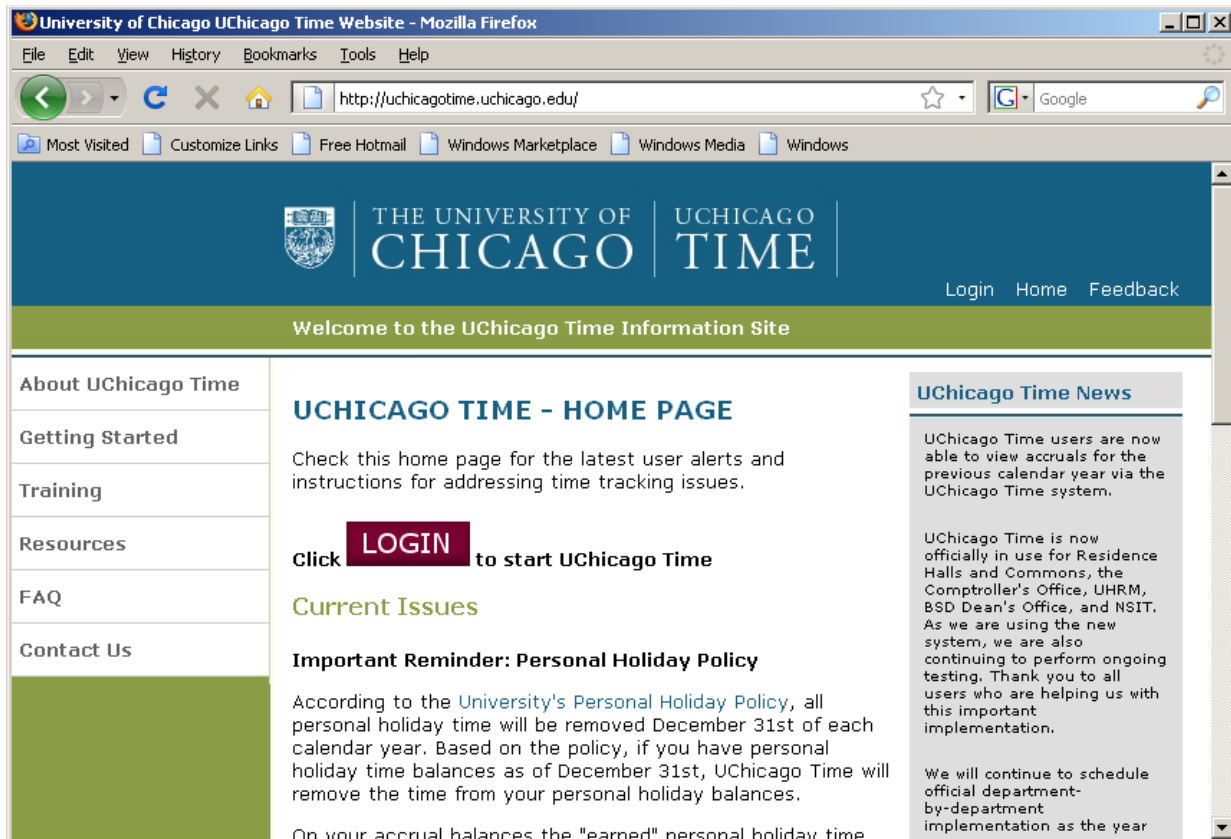
**Important: If you do not have a CNetID, you must obtain one. Go to <http://cnet.uchicago.edu> and follow the instructions for obtaining a CNetID.**

To login to UChicago Time—

1. Open a web browser window (Internet Explorer, Firefox, or Safari).
2. In your web browser, go to the following url:

<http://uchicagotime.uchicago.edu>

*The UChicago Time website appears:*

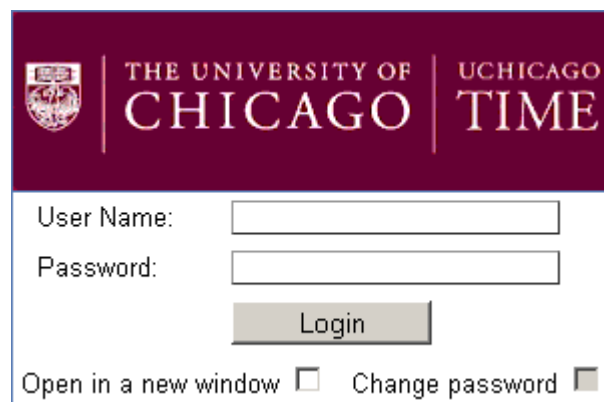


The screenshot shows a Mozilla Firefox browser window displaying the UChicago Time website. The address bar shows the URL <http://uchicago.uchicago.edu/>. The website header features the University of Chicago logo and the text "THE UNIVERSITY OF CHICAGO | UCHICAGO TIME". Navigation links for "Login", "Home", and "Feedback" are visible. A green banner below the header reads "Welcome to the UChicago Time Information Site".

The main content area is titled "UCHICAGO TIME - HOME PAGE" and includes the following sections:

- About UChicago Time**: A sidebar menu with links for "Getting Started", "Training", "Resources", "FAQ", and "Contact Us".
- Check this home page for the latest user alerts and instructions for addressing time tracking issues.**
- Click LOGIN to start UChicago Time**: A prominent red button labeled "LOGIN".
- Current Issues**: A section with the heading "Important Reminder: Personal Holiday Policy".
- Important Reminder: Personal Holiday Policy**: A text block stating that personal holiday time will be removed as of December 31st of each year.
- UChicago Time News**: A sidebar with two news items. The first mentions that users can now view accruals for the previous calendar year. The second mentions that the system is now officially in use for various departments and that testing is ongoing.

1. Click the **LOGIN** button to open the UChicago Time login window:

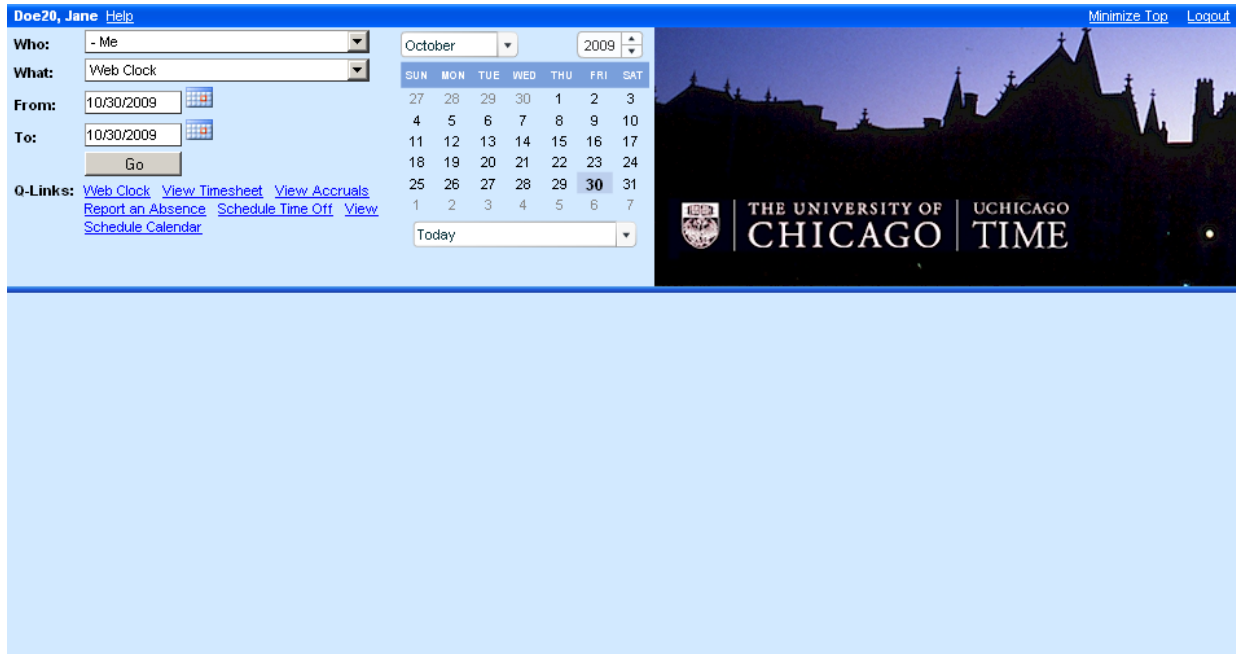


The login window has a dark red header with the University of Chicago logo and the text "THE UNIVERSITY OF CHICAGO | UCHICAGO TIME". Below the header are two input fields: "User Name:" and "Password:". A "Login" button is centered below the fields. At the bottom, there are two checkboxes: "Open in a new window" (unchecked) and "Change password" (checked).

**Note:** You can check the “Open a new window” check box if you want the UChicago Time application to appear in a different browser window.

2. Type your CNetID and password, and then press **Enter** or click the **Login** button.

The UChicago Time Workspace window appears:



## Exploring the Screen

When you first log into UChicago Time, you will see the workspace window. This is where you will conduct all of your activity. There are three panels in this window:

- The *Selection Area* in the upper left.
- The *Work Area* across the lower portion of the window.
- The *Dashboard* in the upper right.

**Selection Area** **Dashboard**

The screenshot shows the UChicago Time interface for user Jane Doe20. The **Selection Area** (top left) includes fields for 'Who' (- Me), 'What' (View Timesheet), 'From' (10/04/2009), and 'To' (10/10/2009), along with a calendar for October 2009 and a 'Go' button. The **Dashboard** (top right) features a 'Minimize Top' link and a 'Logout' link, with a background image of a building and the text 'THE UNIVERSITY OF CHICAGO UCHICAGO TIME'. The **Work Area** (bottom) displays a 'View Timesheet' table for Jane Doe20, showing dates, times, and codes. At the bottom of the Work Area are 'Save All' and 'View All Clock Data' buttons.

Uname	Approval Status	Pay Date	Start Date and Time	End Date and Time	Code	Absence Hours	Total Hrs	Shift Indicator
Doe20, Jane	<input checked="" type="checkbox"/> Autopoll	Sun - 10/04/2009	Sun - 10/04/2009 00:00	Sun - 10/04/2009 00:00	(D)	00:00	00:00	
Doe20, Jane	<input checked="" type="checkbox"/> Autopoll	Mon - 10/05/2009	Mon - 10/05/2009 08:30	Mon - 10/05/2009 17:00	(W),BRK	00:00	07:30	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Tue - 10/06/2009	Tue - 10/06/2009 08:30	Tue - 10/06/2009 17:15	(W),BRK	00:00	07:45	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Wed - 10/07/2009	Wed - 10/07/2009 08:30	Wed - 10/07/2009 17:00	(W),BRK	00:00	07:30	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Thu - 10/08/2009	Thu - 10/08/2009 09:45	Thu - 10/08/2009 17:00	(W),BRK,LT	01:15	06:15	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Fri - 10/09/2009	Fri - 10/09/2009 00:00	Fri - 10/09/2009 00:00	UA	07:30	00:00	
Doe20, Jane	<input checked="" type="checkbox"/> Autopoll	Sat - 10/10/2009	Sat - 10/10/2009 00:00	Sat - 10/10/2009 00:00	(D)	00:00	00:00	
<b>Employee Grand Totals:</b>						<b>08:45</b>	<b>29:00</b>	

**Work Area**

You will select what you want to do in the Selection Area, you will view and enter time related information in the Work Area, and you will view data and select options in the Dashboard.

In addition to the three areas, there are three links across the top:

**Help** – click this link to display a list of help topics in the Dashboard. You can select any topic to get further step-by-step help on a specific procedure.

**Minimize Top** – click this link to hide the Selection Area and the Dashboard. Hiding these top panels gives you more room to work in the Work Area. You should only use this option when you need additional screen space to work on a task. After you click the link, it will change to Maximize Top. Clicking **Maximize Top** will redisplay the Selection Area and the Dashboard.

**Logout** – click this link to log out of UChicago Time.

## Using the Selection Area

The Selection Area allows you to select options you want to use to perform a time management task. You conduct tasks by selecting a Who-What pair. The **Who** field only allows you to select “Me.” This means, as an employee, all actions you perform will be on your own time record. For some tasks you will also need to select a date range in the From and To fields.

The contents of both the Work Area and the Dashboard are determined by the selections you make in the Selection Area.

## Selecting *What* You Want to Do

To perform an action, select one of the tasks from the **What** drop-down menu. Some of these tasks require you to select a range of *From* and *To* dates.

For a biweekly employee, the available tasks include:

Employee Task	Select dates?
Web Clock	No
View Timesheet	Yes
Report an Absence	Yes
View Clock Data	Yes
View Worked Calendar	Yes
View Accruals	No
View Last Year's Accruals	No
Schedule Time Off	Yes

View All Absence Requests	No
View Schedule Calendar	Yes

For a monthly employee, the available actions are:

Employee Task	Select dates?
Monthly Absence Report	Select any day in the month
View Accruals	No
View Last Year's Accruals	No

### Selecting Dates

For actions that are time dependent, you must select a date range in the **From** and **To** fields. There are several methods for selecting dates:

- Type the From and To dates directly in the text field in a MM/DD/YYYY format. Do not type the slashes.



- Click on any single date on the calendar to select that date in both the From and To fields. Often you will only want to select a single date for your range.



- If you wish to select a range of dates, first click the date on the calendar you wish to select for the From field. Then, select the calendar icon next to the To field, and then click a later day on the calendar.

Click icon

Then click date

Who: - Me

What: Report an Absence

From: 10/07/2009

To: 10/07/2009

Go

Q-Links: [Web Clock](#) [View Timesheet](#) [View Accruals](#)  
[Report an Absence](#) [Schedule Time Off](#) [View Schedule Calendar](#)

October 2009

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Selected Date Range

- To select a date range directly from the calendar, click and drag the mouse pointer across the days you wish to select. This click-and-drag selection method will only work for dates shown on the calendar.

Click-and-drag from here...

April 2007

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today

...to here to select From and To dates

- The calendar also allows you to select the month, year, and predefined date ranges for Today, This Week, This Month, This Year, Pay Period, and so forth.

April 2007

SUN	MON	TUE	WED	THU	FRI	SAT
1	Prev Pay P					
8	Pay Period					
1	Next Pay P					
2	Next Week					
6	Prev Week					
	Pay Period					

Select a predefined range of dates from the calendar menu

Use the method that is most convenient for the task at hand. As you make selections on the calendar, always pay attention to the dates that appear in the



From and To fields. These dates will determine the results of your selections.

After you have selected a What task and a date range (if necessary), click the **Go** button. Depending on the task, the information you requested will display either in the Work Area below or in the Dashboard on the upper right side of the screen.

## Shortcuts

At the bottom of the selection area, there are some quick links (Q-Links) available to give you a shortcut to commonly used tasks.

The Q-Links for biweekly employees do the following:

- Web Clock (only if you use a Web clock)
- View Timesheet
- View Accruals
- Report an Absence
- Schedule Time Off
- View Schedule Calendar

The Q-Links for monthly employees do the following:

- Monthly Absence Report
- View Accruals

Clicking on a Q-Link automatically executes the What action. If dates are needed for the task, be sure to first select the desired date range.

## Logging Out

---

When you have finished using UChicago Time, *always* be sure to log out. If you do not log out, another person may knowingly or unknowingly have access to your information and may compromise your time reports.

**Note:** If you do not log out and are not using the application, the system may automatically log you out after a period of inactivity.

To log out—

1. Click the **Logout** link in the upper right corner of the screen:



2. Click **OK** to confirm your logout.

*The system displays the Login dialog again.*

Once you log out, you can log in again or leave the login box displayed for another user.

## Summary

---

In this module, you were introduced to UChicago Time, the University's system for reporting time for *staff and student* workers. You learned—

- Why the system is important to your job and wages.
- What your role and responsibilities are in using the system.
- How to log in and out of the system.
- How to navigate the screen.

At this point in the training, you should complete those modules that apply to your role:

- If you are a biweekly employee, complete modules 2 and 3.
- If you are a monthly staff employee, complete Module 4.



# Module 2: Entering Time and Absences

## *Objectives*

---

After completing this module, you will be able to—

- Record your daily work time by using either the Web Clock or a time clock swiping device.
- View your clock data by selecting the task and a date range.
- View your timesheet by selecting the task and a date range.
- View your worked calendar by selecting the task and a date range.
- Report an absence by selecting an absence code on your timesheet.

## *Introduction*

---

UChicago Time allows you to easily record your work time.

- If you are a Web clock user, you must start and stop your Web clock at the beginning and end of each work session.
- If you are a time clock device user, you must swipe your Chicago Card at the beginning and end of each work session.

It is very important that you clock in and out every day. Clock times are used to determine your pay. Your work record is accurately processed so that you can be assured of receiving the correct pay for regular work hours as well as overtime and any premiums.

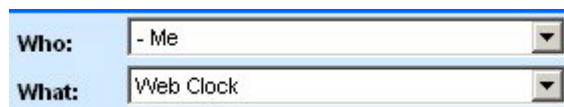
If you have any questions on using this system, or if you believe your pay check is not accurate, please see your supervisor.

## Using the Web Clock

**Note:** This section is only for those biweekly employees who use the Web Clock.

To start the Web Clock at the beginning of your work period:

1. Log into UChicago Time.
2. In the What field, make sure **Web Clock** is selected. It should be selected by default after login.

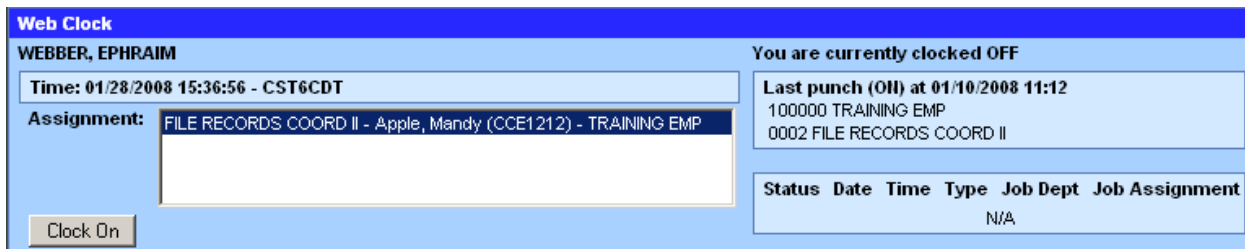


Who: - Me  
What: Web Clock

*There is no need to select dates for the Web clock.*

3. Click **Go**.

*The Web clock appears in the Work Area:*



**Web Clock**  
WEBBER, EPHRAIM

Time: 01/28/2008 15:36:56 - CST6CDT

Assignment: FILE RECORDS COORD II - Apple, Mandy (CCE1212) - TRAINING EMP

Click On

You are currently clocked OFF

Last punch (OII) at 01/10/2008 11:12  
100000 TRAINING EMP  
0002 FILE RECORDS COORD II

Status	Date	Time	Type	Job Dept	Job Assignment
				N/A	

4. If you have more than one job assignment listed in the Assignment box, make sure you select the job you want to clock to.
5. Click **Clock On**.
6. Click **Logout** in the upper right corner of the window.

To turn off the Web clock at the end of your work period:

1. Log into the system.
2. In the What field, make sure **Web Clock** is selected.

3. Click **Go**.
4. Click **Clock Off**.
5. Click **Logout** in the upper right corner of the window.

### *Using the Time Clock Swiping Device*

---

**Note:** This section is only for biweekly employees who use the time clock swiping device.

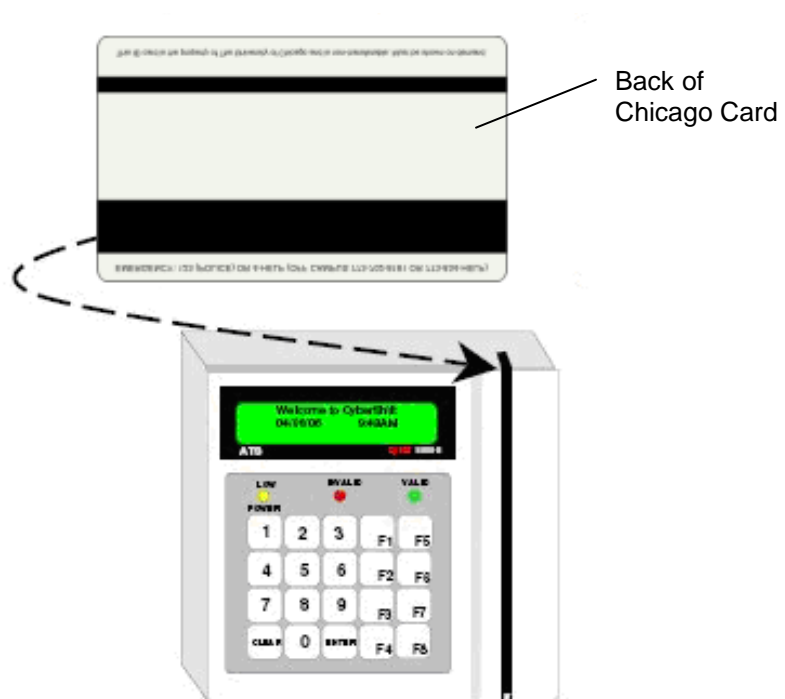
The time clock swiping device consists of a small display area, a keypad, and a slot for sliding your Chicago Card. The display area shows “Univ. of Chicago” along with the date and time.

To clock in for the day—

1. Press the **F1** key on the time clock keypad.

*The clock beeps. The display reads “Punch On” and asks for a PIN. Ignore the PIN request.*

2. Swipe your Chicago Card in a downward motion with the magnetic strip facing away from the keypad.



*The display reads: “Hello {your name}.” You are now clocked in.*

To clock out for the day—

1. Press the **F5** key on the time clock device keypad.

*Again, the clock beeps. The display reads “Punch Out” and asks for a PIN. Ignore the PIN request.*

2. Swipe your Chicago Card with the magnetic strip facing away from the keypad.

*The display reads “Goodbye {your name}.” You are now clocked out.*

If you have access to a computer and the internet at your job, continue to the section in this module titled “Viewing Clock Data.”

If you do not have computer access, please follow your departmental procedures for reporting absences and scheduling future absences such as vacations. See your supervisor for any assistance.



## Viewing Clock Data

Whether you use the Web Clock or a time clock swiping device, you may want to check your clock data for accuracy. The View Clock Data task displays a report of your clock data for the days you select.

To view clock data—

1. Log into UChicago Time.
2. In the What field, select **View Clock Data**.
3. On the calendar, click-and-drag across the range of dates you wish to view. The dates you select will appear in the From and To fields.
4. Click **Go**.

*Your clock data appears in the Work Area. ON means clock on time; OF means clock off time.*

View Clock Data					
Employee: Doe20, Jane:					
From: Mon - 06/15/2009			To: Fri - 06/19/2009		
Status	Clock Date	Clock Time	Type	Department	Job Assignment
0	Tue - 06/16/2009	08:32 AM	ON		
0	Tue - 06/16/2009	05:00 PM	OF		
0	Wed - 06/17/2009	08:32 AM	ON		
0	Thu - 06/18/2009	09:45 AM	ON		
0	Thu - 06/18/2009	04:56 PM	OF		
0	Fri - 06/19/2009	01:04 PM	ON		
0	Fri - 06/19/2009	05:04 PM	OF		

**Note:** You can also view clock data from the View Timesheet screen.

## Viewing Your Timesheet

The timesheet allows you to see the time you have logged for the current pay period. As you clock on and off for work, your clock data time is loaded into the timesheet. At the end of the pay period, the payroll system receives the timesheet

data for processing your pay check.

If you work on a schedule, you will be given a six minute grace period on either side of you start and end times. For instance, if you are scheduled to work from 8:30 am to 5:00 pm, and you clock in at 8:24 and clock out at 4:54, your work time will still be reported as 8:30 to 5:00.

If you are on an open schedule, you will not have a six minute grace period. Also, on an open schedule, you will have to clock in and out for lunch.

**IMPORTANT:** You are paid according to the data on the timesheet, not directly off the clock data. There may be slight differences between time shown in the clock data versus the timesheet due to a six minute grace period at the beginning and end of your scheduled work time.

To view your timesheet:

1. In the What field, select **View Timesheet**.
2. Click-and-drag the mouse across the dates on the calendar you wish to view. We suggest selecting a Sun-Sat work week. (Tip: You may also select “Pay Period” from the Calendar menu to fill in the From and To fields with the current pay period.)
3. Click **Go**.

*The timesheet appears in the Work Area.*

View Timesheet								
- Me:								
Name	Approval Status	Pay Date	Start Date and Time	End Date and Time	Code	Absence Hours	Total Hrs	Shift Indicator
Doe20, Jane	<input type="checkbox"/> Autopoll	Sun - 01/31/2010	Sun - 01/31/2010 08:00	Sun - 01/31/2010 16:00	(W),SUO,SUR	00:00	08:00	D
Doe20, Jane	<input checked="" type="checkbox"/> Autopoll	Mon - 02/01/2010	Mon - 02/01/2010 08:30	Mon - 02/01/2010 17:00	(W),BRK	00:00	07:30	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Tue - 02/02/2010	Tue - 02/02/2010 08:30	Tue - 02/02/2010 17:15	(W),BRK	00:00	07:45	D
Doe20, Jane	<input type="checkbox"/> A. TWENTY	Wed - 02/03/2010	Wed - 02/03/2010 08:30	Wed - 02/03/2010 17:30	(W),BRK	00:00	08:00	D
Doe20, Jane	<input type="checkbox"/> Autopoll	Thu - 02/04/2010	Thu - 02/04/2010 09:45	Thu - 02/04/2010 17:00	(W),BRK,LT	01:15	06:15	D
Doe20, Jane	<input checked="" type="checkbox"/> A. TWENTY	Fri - 02/05/2010	Fri - 02/05/2010 00:00	Fri - 02/05/2010 00:00	SKP	07:30	07:30	D
Doe20, Jane	<input checked="" type="checkbox"/> Autopoll	Sat - 02/06/2010	Sat - 02/06/2010 00:00	Sat - 02/06/2010 00:00	(D)	00:00	00:00	
<b>Employee Grand Totals:</b>						<b>08:45</b>	<b>45:00</b>	
Save All		View All Clock Data						

The timesheet shows approved time in black and unapproved time in red. You cannot alter any time data.

- If you want to compare the timesheet to your clock data, click the **View All Clock Data** button. The clock data will appear in the Dashboard.

If you see a problem with any of the time reported on your timesheet, please notify your approver. Your approver can make adjustments to your time, if appropriate.

## Viewing Your Worked Calendar

The worked calendar shows your work history in a calendar format.

To view a worked calendar—

- In the What field, select **View Worked Calendar**.
- In the From and To fields, select the range of dates you want to see.
- Click **Go**.

*The Worked Calendar appears in the Work Area. It shows the time actually worked for each selected date as well as the system worked codes and bonus codes.*

View Worked Calendar						
<b>Employee: Doe20, Jane:</b>						
Sun - 01/31/2010 to Sat - 02/06/2010						
<b>Legend:</b>						
<b>W</b> Worked	<b>O</b> Day Off					
<b>H</b> Holiday	<b>A</b> Absence					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1/31/2010 (W), SUO, SUR 08:00 AM-04:00 PM Time: 08:00	<b>W</b> 2/1/2010 (W), BRK 08:30 AM-05:00 PM Time: 07:30	<b>W</b> 2/2/2010 (W), BRK 08:30 AM-05:15 PM Time: 07:45	<b>W</b> 2/3/2010 (W), BRK 08:30 AM-05:30 PM Time: 08:00	<b>W</b> 2/4/2010 (W), BRK, LT 09:45 AM-05:00 PM Time: 06:15	<b>A</b> 2/5/2010 SKP - Time: 00:00	<b>O</b> 2/6/2010 Day Off

*Worked Calendar*

## Reporting Absences

If you miss scheduled work days because of illness or another reason, you will need to report these absences. All employees except students and temporaries are responsible for reporting unscheduled absences. In most cases unscheduled absences will be for unforeseen sick time and emergencies. Other absences such

as vacations and personal holidays should be scheduled in advance using the Schedule an Absence task (see Module 3).

**Note:** Student and temporary employees are not required to report absence time.

To report an absence—

1. Log into UChicago Time.
2. In the What field, select **Report an Absence**.
3. Select the date range in the From and To fields for the date(s) you want to report. For a single day, select the same date in both fields by clicking a single date on the calendar.
4. Click **Go**.

*The Report an Absence form appears in the Work Area.*

Report an Absence									
Employee: Doe20, Jane:									
Mon - 03/08/2010									
Payroll Shift Detail									
Select	<input type="radio"/>	Start Date:	<input type="text" value="03/08/2010"/>						
		End Date:	<input type="text" value="03/08/2010"/>						
Select	Action	Code	Job Dept	Job Assignment	Start Time	End Time	Hours	Earnings Code	
<input type="radio"/>	ABU	UA	100000	999999999			07:30	UA	
Employee Totals: 00:00 ABS 07:30									
Approval Status: <input type="checkbox"/> Autopoll									
Totals: 00:00 ABS 07:30									

As an employee, you can only insert absence codes and edit absence time where appropriate. You are not permitted to change work or break time. If you do attempt to change work time, you will see an error message when you try to save. After you dismiss the error message, the unallowable edit remains in the time record, but is not saved. If you leave the view and return, you will see that the change is no longer there.

Where absent time appears on the sheet, you may insert a paid or unpaid absent code. For a full day unscheduled absence, the absence code is usually UA, which means unexpected absence. UA is a system code, not a payroll code. You should always change UA to a payroll code.

- Click the down arrow for the Action field.

**Payroll Shift Detail**

Select  Start Date: 03/08/2010  
End Date: 03/08/2010

Select	Action	Code	Job Dept
<input type="radio"/>	ABP	JA	100000

**Employee Totals: 00:00 ABS 07:30**

- From the drop-down list, select the code **ABP** which means “absence paid.”
- Click the magnifying glass next to the **Code** field.

**Payroll Shift Detail**

Select  Start Date: 03/08/2010  
End Date: 03/08/2010

Select	Action	Code	Job Dept
<input type="radio"/>	ABP		00000

**Employee Totals: 00:00 ABS 07:30**

*The available absence codes appear in the Dashboard.*

**Code**

Search

Select	Code	Description
<input type="radio"/>	ADP	Active Duty Paid
<input type="radio"/>	ASA	Acting Supervisor - Regular \$.75
<input type="radio"/>	AVC	VACATION PAID IN ADVANCE
<input type="radio"/>	BRP	BEREAVEMENT
<input type="radio"/>	BRU	BEREAVEMENT - UNPAID

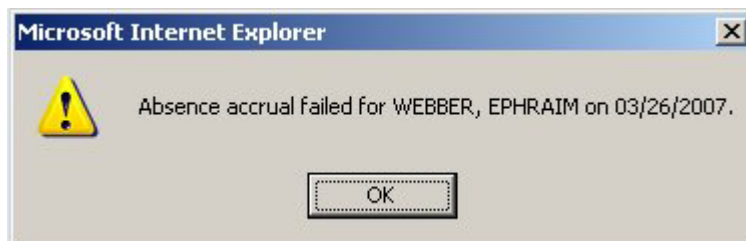
**Note:** Only five codes are shown per page in the Dashboard. Click additional page links to find more codes; or, type all or part of the code or a word such as “sick” in the Search box and then click the **Search** button.

- Locate the absence code you want to apply. The most common ones are VC for vacation, PH for personal holiday, SKP for sick pay, JDP for jury duty pay, and MLP for military reserve pay.

9. Select an absence code by clicking on the option button.
10. In the Hours field, be sure the hours entered reflect the number of hours you want to take for the absence. If not, change the hours using the **HH:MM** format.  
  
**Note:** Employees on open schedules will always need to input the hours for the absence.
11. Click the **Save All** button in the Work Area to save the change.

Your approver will receive an email notification that you inserted an absence code on your timesheet.

**Note:** For accrued absences, such as sick and vacation, an employee will only be able to assign an absence code if she/he has accrued enough hours. If the hours are unavailable, the employee will see this warning:



If you see this message, change the absence code to something else, either another type of paid absence or an unpaid absence.

## Partial Day Absences

You may also insert absence codes in place of partial day absences. These are absences that occur in the morning or afternoon. When you do not clock part of your scheduled work day, you will see a partial day absence code on your work record. These codes are defined as follows:

**LT** – Late arrival. This means you clocked in late, after the start of your work schedule.

**LE** – Left early. This means you clocked out early, before the end of your work schedule.

As employee, you may change the LT or LE codes to a paid absence as long as

you have the accruals or the absence is normally paid (for example, voting time, bereavement, or other absence paid).

### **IMPORTANT!**

You may not insert absence time during a scheduled lunch break. If a partial day absence occurs over your scheduled lunch period, you must ask your approver to report the absence for you.

For example, suppose your work day is 8:30 am to 5:00 pm with a scheduled one hour lunch at 12:00 pm to 1:00 pm. If you come into work late at 12:30 pm and intend to skip lunch and work until 5:00 pm, you will not be able insert an absence to cover the morning period. This is because your absence time includes part of your lunch break time. In this instance, ask your approver to edit your time to show that you worked for 4.5 hours (12:30 to 5:00) and want to take a paid absence for 3 hours.

## *Summary*

---

In this module you learned how to—

- Clock in and out each day using either the Web clock or a time clock device.
- View your clock data.
- View your timesheet to see how your time will be reported to the payroll system.
- View your worked calendar which shows your work history in a calendar format.
- Report your absences.





# Module 3: Requesting Absences

## *Objectives*

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After completing this module, you will be able to—

- Identify which types of absences should be scheduled in advance by picking them from a list.
- View your own accrued vacation time, personal holidays, and sick time by using the View Accruals option.
- Schedule time off by using the Schedule Time Off option.
- View your scheduled absences and scheduled work time by using the View Scheduled Calendar task.

## *Introduction*

---

Absences are any normally scheduled work days on which you did not report to work. If you are a permanent biweekly employee, you must schedule or report all absences if you expect to get paid. Student and temporary employees do not report or schedule absences.

There are three categories of absences that will appear on your time report:

**Unexpected absences** – these are absences that occur when you do not clock in on a scheduled work day. These are system codes, not payroll codes. These should be changed to one of the acceptable payroll absence codes.

**Unpaid absences** – these include days where you either choose not to use your accruals or you do not have enough accruals to cover the absences. These may include FMLA (Family Medical Leave Act) absences.

**Paid absences** – these are absences such as sick, vacation, or personal holiday where you are paid for a full work day provided you have

accrued enough time.

Paid absences may include:

- Vacation – accrued
- Sick pay – accrued
- Personal holiday – awarded and accrued
- Bereavement leave
- Jury duty
- University holidays

## *Accrual Awards*

---

Paid absences are available to eligible employees according to their accrued time. At the University of Chicago, employees can accrue paid time off in three banks:

- Vacation time
- Sick time
- Personal holidays

Accruals are automatically calculated by UChicago Time based on your employment history. They are awarded on the first day of each month. You will be able to view (**but not edit**) the vacation and sick accrual awards on the **Report an Absence** screen for the first day of the month:

**Edit & Approve by Job Assignment**

**Doe1, Jane (JD01):**  
**Mon - 02/01/2010**

**Payroll Shift Detail**

Select  Sched Shift: 8005  Start Date: 02/01/2010  
 Actual Shift: 8005 End Date: 02/01/2010

Select	Action	Code	Job Dept	Job Assignment	Start Time	End Time	Hours
<input type="radio"/>	WRK	(W)	100000	999999999	08:30 AM	12:00 PM	03:30
<input type="radio"/>	BRK	BRK	100000	999999999	12:00 PM	01:00 PM	01:00
<input type="radio"/>	WRK	(W)	100000	999999999	01:00 PM	05:00 PM	04:00
<input type="radio"/>	ENT	VCA	AUTO	AUTO			09:23
<input type="radio"/>	ENT	SKA	AUTO	AUTO			05:37

REG 07:30 OT 00:00 DT 00:00 ABS 00:00 EHT 15:00 WRK BRK Total

Accrual awards VCA for vacation award and SKA for sick award. These cannot be changed or removed.

Accrual award hours. These cannot be edited or removed.

In addition, on January 1, April 1, July 1, and September 1, you will also see a PHA (personal holiday award) appear on the time record if you are eligible.

Once the accrual is awarded, your accrual bank will be updated to reflect the earned accrual. Use the View Accruals task to see these.

## Viewing Accruals

Paid absences are available to you according to your accrued time or as described by University policy (for example, jury duty).

Viewing accruals allows you to see how many days are available to you for vacation, personal holidays, and sick time. You should check your available accruals before requesting time off for one of these three types of absences.

To view your accruals—

1. In the What field, select **View Accruals**.
2. Click **Go**.

There is no need to select a date range for this task.

Your accruals are listed in the Work Area:

The University of Chicago Accrual History Report												
Who: Me #41870030X				Report Generated on: 02/02/09 11:43								
Vacation Activity Actual Balances To Date				Personal Holiday Activity Actual Balances To Date				Sick Time Activity Actual Balances To Date				
	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance
JAN	83:02	09:23	00:00	92:25	00:00	15:00	00:00	15:00	120:57	06:15	00:00	127:12
FEB	92:25	09:23	00:00	101:48	15:00	00:00	00:00	15:00	127:12	06:15	00:00	133:27

The information contained in this report is based on information provided by the employee and the approver, who are responsible for maintaining and reporting accurate and truthful accrual information. Note this report might reflect recorded time that is still subject to approval. This report supersedes any report from any other system or source in the University. The "Projected Future Balances" is a tool for management for planning time off and is in no way a guarantee of an accrual entitlement.

You can also view your accruals for the previous calendar year:

1. In the What field, select **View Last Year's Accruals**.
2. Click **Go**.

The accrual report will show vacation, personal holiday, and sick accrual awards, usage, and totals for the previous year.

## Scheduling Time Off

In addition to reporting past absences, biweekly employees who are on a fixed schedule (other than students and temporaries) can schedule future absences. Planned absences include vacation time and personal holidays.

**IMPORTANT: Employees on an open schedule cannot request time off in advance.**

To schedule a future absence—

1. In the What field, select **Schedule Time Off**.
2. Select the dates you are requesting by entering dates in the From and To

fields.

- If you are only requesting one day, you should enter the same date in both the From and To fields.
- If you are requesting a series of consecutive days, enter a date range in the From and To fields.

3. Click **Go**.

*A Request a Future Absence form will appear in the Work Area:*

**Schedule Time Off**  
Employee: Doe20, Jane:  
From: Wed - 11/04/2009 To: Fri - 11/06/2009  
Absence Type: Paid  
Absence Code: ----- Select One -----  
Full Day Absence:   
Hours:   
Reason (Optional):   
Request Absence View Calendar

4. Select the Absence Type: either **Paid** or **Unpaid**.
5. Select an Absence Code from the drop-down menu.
6. *If you plan to be out for the whole day*, select the **Full Day Absence** check box.
7. *If you plan to only take part of a day off*, type number of hours you plan to be absent in the Hours field.

**IMPORTANT:** Partial day scheduled absences will not appear on your timesheet until you clock in on the day of the absence. Full day scheduled absences will appear automatically on the timesheet at the beginning of the day of the absence.

8. In the **Reason** text field, type a brief description of the reason for your absence. As noted on the form, this field is optional.

9. Click the **Request Absence** button and click **OK** to confirm.

If you would like to see a schedule for the period of time you are requesting, select the **View Calendar** button.

*The Schedule Calendar appears in the Work Area.*

View Schedule Calendar							
Information displayed is schedule only - no worked information is included in this display. If you would like to see worked information please select the enter time function in your what list.							
Employee: Doe20, Jane:							
From: Mon - 02/01/2010 To: Fri - 02/05/2010							
<b>Legend:</b> W Worked                      O Day Off H Holiday                      A Absence P Permanent Shift Change    T Temporary Shift Change							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs
	Mon - 02/01/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Tue - 02/02/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Wed - 02/03/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Thu - 02/04/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Fri - 02/05/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30		37:30
<b>Total Scheduled Hours:</b>							37:30

Click the **Back** button to return to the Schedule Time Off form.

After you request time off, your approver will receive an email notification. Your approver will then review your request and either approve it or reject it. You will receive an email notification that your absence is approved or rejected.

When your time off is approved, it will automatically appear on your schedule.

## Time Limit on Requests

Requests for absences will expire if not approved within a specific time limit. The time limit is dependent on the future date of the requested absence day(s).

- Requests submitted less than 3 days in advance expire in 8 hours, if not approved. *This means you should submit the request early enough in the day for your approver to have time to approve it on the **same day**.*
- Requests submitted 3 up to 7 days in advance expire in 2 days, if not approved.
- Requests submitted 7 to 30 days in advance expire in 6 days, if not approved.
- Requests for more than 30 or more days ahead expire in 29 days, if not approved.

approved.

## Requesting a Vacation Pay Advance

---

Some employees who are on a fixed schedule (all full-time biweekly employees except those in the Actor's Equity Association and United Scenic Artists) are permitted to request and receive an advance on their vacation pay before taking the actual vacation time. If you receive an advance for vacation days, *you will not be paid during the actual days you take.*

**IMPORTANT: Employees on an open schedule cannot request vacation pay in advance through the system. Please contact your HR Administrator to request pay advances.**

You can only request a vacation advance for five consecutive days or more. You must request the vacation advance *at least ten days* before the actual vacation.

To request an advance on your vacation pay:

1. In the What field, select **Schedule Time Off**.
2. Select the dates you are requesting by entering dates in the From and To fields. *You must select at least five consecutive work days and they must begin at least ten days after today's date.*
3. Click **Go**.
4. On the Request a Future Absence form, select the Absence Type **Paid**.
5. Select the Absence Code **VACATION PAID IN ADVANCE** from the drop-down menu.
6. Select the **Full Day Absence** check box.
7. In the **Reason** text field, type a brief description of the reason for your absence. This field is optional.
8. Click the **Request Absence** button and click **OK** to confirm.

An email with the request will be sent to the Payroll Department. You will

receive a check for the advance amount prior to the beginning of your vacation.

## Viewing Your Schedule Calendar

You can view your schedule in a calendar format. The schedule calendar shows you which days have already been scheduled as work days, off days, absences, and holidays.

To see your scheduled absences for a specified period of time—

1. In the What field, select **View Schedule Calendar**.
2. Select a range of dates you wish to view.
3. Click **Go**.

*A calendar displays in the Work Area.*

View Schedule Calendar													
Information displayed is schedule only - no worked information is included in this display. If you would like to see worked information please select the enter time function in your what list.													
Employee: Doe20, Jane:													
From: Mon - 02/01/2010 To: Fri - 02/05/2010													
<b>Legend:</b> <table border="0"> <tr> <td>W Worked</td> <td>O Day Off</td> </tr> <tr> <td>H Holiday</td> <td>A Absence</td> </tr> <tr> <td>P Permanent Shift Change</td> <td>T Temporary Shift Change</td> </tr> </table>								W Worked	O Day Off	H Holiday	A Absence	P Permanent Shift Change	T Temporary Shift Change
W Worked	O Day Off												
H Holiday	A Absence												
P Permanent Shift Change	T Temporary Shift Change												
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs						
	Mon - 02/01/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Tue - 02/02/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Wed - 02/03/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Thu - 02/04/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30	W Fri - 02/05/2010 Time: 08:30 AM - 05:00 PM Hours: 07:30		37:30						
<b>Total Scheduled Hours:</b>							37:30						

The calendar shows you which days have already been scheduled. Refer to the letter key at the top of the calendar to see how each day on the calendar has been scheduled. The calendar also shows the normally scheduled work hours and duration.

Legend:	
W Worked	O Day Off
H Holiday	A Absence
P Permanent Shift Change	T Temporary Shift Change



## Viewing Absence Requests

Another way to check the status of absences you've requested is to use the View All Absence Requests option.

1. In the What field, select **View All Absence Requests**.
2. Click **Go**.

*Absence requests selections appear in the Dashboard.*

Requestor	Request Type	Request Status
Doe20, Jane	Absence Request Approval	Approved Pending Rejected Expired Error

Buttons: Show Request, Close Window

Notice the three columns. Your name is selected as the *Requestor*. The only *Request Type* available is “Absence Request Approval.” The *Request Status* column shows five options. You can choose to see requests that are approved, pending, rejected, expired, or in error. You can also select any combination or all requests by holding down the Ctrl key and clicking on each request status type.

Try viewing all approved and pending requests—

1. With Pending already selected, hold down the **Ctrl** key and click on **Approved**.

*Both Approved and Pending should now be selected:*

**Request Status**

- Approved
- Pending
- Rejected
- Expired
- Error

2. Click the **Show Request** button.

*All approved and pending absence requests will appear in the Work Area.*

Approval Request Summary											
Select	Type	Status	Requestor	Pay Date	Shift	Start Date	End Date	Current Requested	Code	Hours	Reason
<input type="radio"/>	Absence Approval Request	approved	Doe20, Jane	n/a	n/a	Tue - 06/23/2009 00:00	Tue - 06/23/2009 00:00	Tue - 05/19/2009 11:22	VC	07:30	n/a
<input type="radio"/>	Absence Approval Request	approved	Doe20, Jane	n/a	n/a	Mon - 08/10/2009 00:00	Wed - 08/12/2009 00:00	Tue - 06/23/2009 14:15	VC	07:30	n/a
<input type="radio"/>	Absence Approval Request	pending	Doe20, Jane	n/a	n/a	Tue - 09/08/2009 00:00	Tue - 09/08/2009 00:00	Tue - 06/23/2009 14:10	VC	07:30	n/a
<input type="radio"/>	Absence Approval Request	pending	Doe20, Jane	n/a	n/a	Thu - 08/27/2009 00:00	Fri - 08/28/2009 00:00	Tue - 06/23/2009 14:16	PH	07:30	n/a

[Details](#)

The table shows all the information on the absence requests including which ones are approved and which are pending. Notice in this example only one of the requests, the last one, is pending.

To see more detail on any of the requests—

1. Select the option button next to the request you want to view.
2. Click the **Details** button.

*The Approver Details appear in the Work Area.*

Approver Details											
Approver: TWENTY, APPROVER											
Status: approved											
Approved: 2009-06-23 14:17:37.0											
Reason:											
Approver: SEVENTEEN, APPROVER											
Status: expired											
Approved:											
Reason:											
Approval Request Details											
Type	Status	Requestor	Pay Date	Shift	Start Date	End Date	Current Requested	Code	Hours	Reason	
	approved	Doe20, Jane	n/a	n/a	Mon - 08/10/2009 00:00	Wed - 08/12/2009 00:00	Tue - 06/23/2009 14:15	VC	07:30	n/a	

[Back](#)

At this point, if the request has not yet been approved, you can select the **Cancel Request** button to cancel it. You can also select the **Back** button to return to the previous list of approved and pending absence requests.

**Remember:** Partial day scheduled absences will not appear on your timesheet until you clock in on the day of the absence. Full day scheduled absences will appear automatically on the timesheet at the beginning of the day of the

absence.

## *Summary*

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In this module you learned how to—

- View accruals.
- Request time off.
- View scheduled absences and work time on the Schedule Calendar.
- View absence requests.

### *For further assistance*

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This completes the training for biweekly employees.

You should now know how to perform nine basic tasks with UChicago Time:

1. Clocking your time
2. Viewing your clock data
3. Viewing your timesheet
4. Viewing your worked calendar
5. Reporting your absences
6. Viewing your accruals
7. Scheduling time off
8. Viewing your schedule calendar
9. Viewing all absence requests

For further assistance, please consult the following:

- The UChicago Time web site: <http://uchicagotime.uchicago.edu>
- UChicago Time web-based training courses on the UChicago Time website: <http://uchicagotime.uchicago.edu/training> (select Employee Training)

To report problems with using UChicago Time, contact [uchicagotimesupport@uchicago.edu](mailto:uchicagotimesupport@uchicago.edu)

# Module 4: Using Monthly Absence Reports

## *Objectives*

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**Note:** This module is for monthly employees only.

After completing this module, you will be able to—

- Identify the types of absences you must report on a monthly basis.
- View your available paid absences by using the View Accruals option.
- Report all your absences (paid and unpaid) before the end of the month by completing and submitting a Monthly Absence Report.

## *Introduction*

---

Your Monthly Absence Report is an electronic form available in the UChicago Time application. You must submit a completed report by the end of each month.

There are two categories of absences you must report on your Monthly Absence Report:

**Unpaid absences** – these include days where you either choose not to use your accruals or you do not have enough accruals to cover the absences. These can also include FMLA (Family Medical Leave Act) absences.

**Paid absences** – these are absences where you are paid for a full work day provided you have accrued enough time.

Paid absences may include:

- Vacation – accrued
- Sick pay – accrued

- Personal holiday – accrued
- Bereavement leave
- Jury duty
- University holidays

University holidays will appear automatically on your Monthly Absence Report.

## Reporting Unpaid Absences on Paper

Unpaid absences should also be reported using a *paper* Monthly Absence form available at:

[http://adminet.uchicago.edu/adminforms/pdfs/monthly\\_absence.pdf](http://adminet.uchicago.edu/adminforms/pdfs/monthly_absence.pdf)

After you complete the paper form, submit it to your supervisor. Your supervisor will forward the form to Payroll.

## Viewing Accruals

---

Some paid absences are available to you according to your accrued time. At the University of Chicago, monthly employees can accrue paid time off in three banks:

- Vacation time
- Sick time
- Personal holidays

Accruals are automatically calculated by UChicago Time based on your work history. Viewing accruals allows you to see how many hours are available to you for vacation, personal holidays, and sick time. You should check your available accruals before reporting an absence.

To view your accruals—

1. Log into UChicago Time.

## 2. Click the **View Accruals** Q-Link.

*There is no need to select a date range for this function.*

*Your accruals display in the Work Area:*

**The University of Chicago**  
*Accrual History Report*

Who: Me #41870030X Report Generated on: 02/02/09 11:43

	Vacation Activity Actual Balances To Date				Personal Holiday Activity Actual Balances To Date				Sick Time Activity Actual Balances To Date			
	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance	Beginning Balance	Earned	Used	Ending Balance
JAN	83:02	09:23	00:00	92:25	00:00	15:00	00:00	15:00	120:57	06:15	00:00	127:12
FEB	92:25	09:23	00:00	101:48	15:00	00:00	00:00	15:00	127:12	06:15	00:00	133:27

The information contained in this report is based on information provided by the employee and the approver, who are responsible for maintaining and reporting accurate and truthful accrual information. Note this report might reflect recorded time that is still subject to approval. This report supersedes any report from any other system or source in the University. The "Projected Future Balances" is a tool for management for planning time off and is in no way a guarantee of an accrual entitlement.

## Reporting Monthly Absences

All monthly, non-academic employees are responsible for reporting paid and unpaid absences. Report paid and unpaid absences using the *electronic* Monthly Absence Report in UChicago Time. The system will force you to complete all reports in order from month to month. For example, if you try to complete this month's report, when you have not yet submitted last month's report, the system will force you to complete last month's report first.

**Important:** Monthly Absence Reports must be completed and submitted by the last day of the month.

**Important:** In accord with the University Vacation Policy, you are allowed a maximum vacation accrual of 1.5 times your full-year award. If you are at or near the capping point for vacation accruals, failure to record a vacation day by the last day of the month can result in loss of a full accrual award. Also failure to report your personal holidays by the end of the year will result in losing those personal holiday accruals. *If you fail to report a vacation or personal holiday before the end of the month, your accrual award may be in jeopardy. If so, loss of awards will not be restored.*

To report an absence—

1. Log into UChicago Time.
2. In the What field, select **Monthly Absence Report**. It should be selected by default.
3. Click **Go**.

*A Monthly Absence Report for the current month appears in the Work Area. This report form is similar to the paper form that used to be required.*

Monthly Absence Report: June 2009					
Doe20, John (JHD20)					OUTSTANDING / OUTSTANDING
Select	Date	Code	Hours	Approved By	
<input type="radio"/>	06/01/2009		00:00		
<input type="radio"/>	06/02/2009		00:00		
<input type="radio"/>	06/03/2009		00:00		
<input type="radio"/>	06/04/2009		00:00		
<input type="radio"/>	06/05/2009		00:00		
<input type="radio"/>	06/06/2009		00:00		
<input type="radio"/>	06/07/2009		00:00		
<input type="radio"/>	06/08/2009		00:00		
<input type="radio"/>	06/09/2009		00:00		
<input type="radio"/>	06/10/2009		00:00		
<input type="radio"/>	06/11/2009		00:00		
<input type="radio"/>	06/12/2009		00:00		
<input type="radio"/>	06/13/2009		00:00		
<input type="radio"/>	06/14/2009		00:00		
<input type="radio"/>	06/15/2009		00:00		
<input type="radio"/>	06/16/2009		00:00		
<input type="radio"/>	06/17/2009		00:00		
<input type="radio"/>	06/18/2009		00:00		
<input type="radio"/>	06/19/2009		00:00		

4. If you were **not** absent any days in the month and there were no University holidays that month, click the **Submit No Absences** button

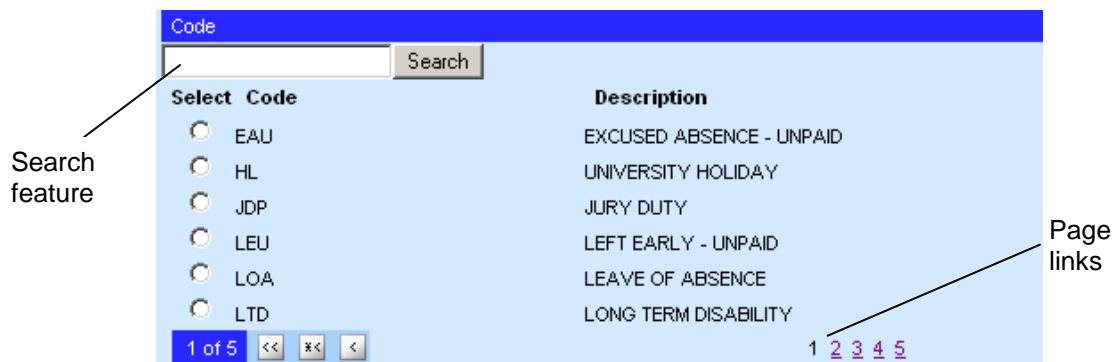


at the bottom.

**Note:** You cannot select this button if there is a paid University holiday within the month.

- If you were absent one or more days, excluding any paid holidays, for each day absent select the magnifying glass icon next to the day you were absent.

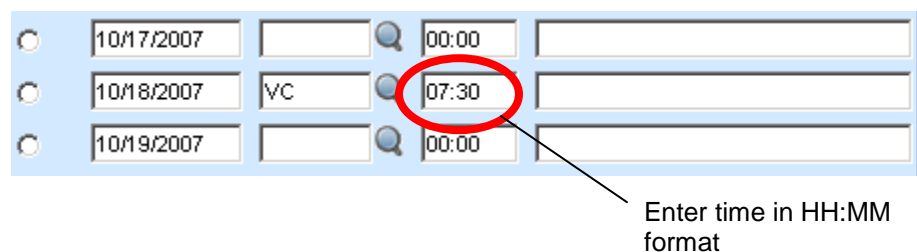
*A code select list appears in the Dashboard.*



- Locate the code you want to use. Click the page links to see additional pages of codes. Use the Search feature to search for a code by entering the first one or two letters such as “V” for Vacation, and then clicking the **Search** button. When you find the code you want, click the option button next to it.

*The code you select will appear in the code field for the date.*

- In the hours field, type the number of hours you were absent that day using the HH:MM format. For instance, for a full day absence, type 07:30 or 08:00 depending on the hours you are scheduled to work.



**IMPORTANT:** On the Monthly Absence Report, always enter the time in the hours and minutes format (HH:MM), not in decimal format. For example, for seven and a half hours, always enter **07:30**, *not* 7.5 or 07:50.

8. Repeat steps 6 through 8 for each day you were absent.

Click **Save** to save your changes, or click the **Save & Submit** button if you are finished with the report for the month and are ready to submit it to your approver.

After you submit your Monthly Absence Report, you and your approver will receive email notification that the report has been submitted and is awaiting approval. Once your supervisor approves your report, you will receive another email confirmation.

### *Splitting a Day into Two Absence Types*

---

It is possible to split an absence day into two types of absences. This might be useful when you have less than a full day accrual of one type of absence such as sick leave, and you want to use another absence such as vacation time to cover the rest of the day. Be sure to perform this procedure *before* you submit the Monthly Absence Report.

To split a day into two absence types—

1. Click the option button next to the day you want to split.
2. Click the **Add Row Below** button at the bottom of the form.

*There should now be two rows for the date that you selected.*

3. In the first row for the date you selected click the magnifying glass icon and select a code from the Dashboard. Type in the hours you want to use for this absence type. For instance, select **SKP** and type in **04:00** hours for part of a day.
4. In the second row for the same date, click the magnifying glass icon and select a different code from the Dashboard. Type in the hours you want to use for this absence type. For instance, select **VC** and type in **03:30** hours. Your time for both entries should add up to a full day's work time.
5. Click **Save** to save your changes, or click the **Save & Submit** button if you are finished with the report for the month and are ready to submit

it to your approver.

---

## Deleting an Absence

---

If you should select an absence by mistake and want to remove it from the Monthly Absence Report, you may do so as long as the report has not been approved. If it has already been approved, you must ask your approver to make the correction.

To delete an absence from the report—

1. Click the option button next to the date that contains the absence you want to delete.
2. Click the **Delete Row** button at the bottom of the form.

*The absence is now removed from the form. The date you selected remains, but is now blank.*

3. Click **Save** to save your changes, or click **Save & Submit** if you are finished with the report for the month and are ready to submit it to your approver.

Note that your absence reports must be submitted in sequence. For instance, you must submit May's report before June's. The system will warn you and force you to submit earlier, unsubmitted reports before it will allow you to submit the current month's report.

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## Summary

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In this module you learned how to—

- Report your paid and unpaid absences using the electronic Monthly Absence Report in UChicago Time.
- Report your unpaid absences to your supervisor using the paper Monthly Absence Report.
- Select absence codes for the days you were absent and type in the absent

hours.

- Split a day into two different types of absences.
- Delete an absence that was mistakenly reported.

### *For further assistance*

---

You have come to the end of this training and should be ready to use UChicago Time in your work. If you need any further assistance, please consult the following:

- The UChicago Time Web site: <http://uchicagotime.uchicago.edu>
- UChicago Time Web-based Training courses on the UChicago Time website: <http://uchicagotime.uchicago.edu/training> (select Employee Training).

To report problems with using UChicago Time, contact [uchicagotimesupport@uchicago.edu](mailto:uchicagotimesupport@uchicago.edu)

## Appendix A: Resources

**UChicago Time website:**

<http://uchicagotime.uchicago.edu>

**UChicago Time login page:**

<https://uchicago.cybershift.net>

**UChicagoTime support email:**

[uchicagotimesupport@uchicago.edu](mailto:uchicagotimesupport@uchicago.edu)

**Admin.net:**

<http://adminet.uchicago.edu/>

**Paying Employees Correctly:**

[http://hr.uchicago.edu/publications/paying\\_employees\\_correctly.pdf](http://hr.uchicago.edu/publications/paying_employees_correctly.pdf)



## Appendix B: System and Earnings Codes

### System Codes

<b>Code</b>	<b>Description</b>
A	Absence
BRK	Break
(D)	Day off
H	Holiday
LE	Left Early
LL	Long Lunch
LT	Arrived Late
O	Off Day
P	Permanent Schedule Change
UA	Unexpected Absence
T	Temporary Shift Change
W	Work day

### Action Codes

<b>Code</b>	<b>Description</b>
WRK	Worked Time
ABP	Absence Paid
ABU	Absence Unpaid
OFF	Off work (not a scheduled work day)
BNS	Bonus
UNP	Unpaid time
BNK	Banked time (i.e., banked holiday)
BRK	Lunch Break time, unpaid
JOB	Unused
WTH	Unused
ENT	Entitlement Award

### Earnings Codes

<b>Code</b>	<b>Description</b>
AAP	Additional Pay Actors
ADP	Active Duty Pay
AFU	Accrual Failed - Unpaid
AHL	Holiday Pay Advance
APH	Personal Holiday Advance
APR	Additional Pay - Regular - BW

<b>Code</b>	<b>Description</b>
ARS	Actors - Regular Pay
ASA	Acting Supervisor - Reg - \$.75
ASO	Acting Supervisor - Overtime
ASR	Acting Supervisor - Reg - \$.50
AVC	Vacation paid in advance
BRP	Bereavement - Paid
BRU	Bereavement - Unpaid
BSO	BSD Snow Removal - OT
BSR	BSD Snow Removal
CBD	Call Back - Days
CBE	Call Back - Evenings
CBN	Call Back - Nights
CDD	Call Back - Double Time
CLT	Certification / Licensure Training
CRT	Court Appearance
CWD	On Call - Day Worked
CWE	On Call - Evening Worked
CWN	On Call - Night Worked
D2	Dispatcher - OT
DDC	Darien Data Center
DLO	Directing / Leading Pay Overtime
DLR	Directing / Leading Pay Regular
DOD	Day Off Worked - Days
DOE	Day Off Worked - Evenings
DON	Day Off Worked - Nights
DS2	Dispatcher - OT - Evenings
DS3	Dispatcher - OT - Nights
DSE	Dispatcher - Evenings
DSO	Dispatcher - Overtime
DSP	Dispatcher - Part Time
E1D	Early Start - Days
E1E	Early Start - Evenings
E1N	Early Start - Nights
E2D	Early Start - Days - OT
E2E	Early Start - Evenings - OT
E2N	Early Start - Nights - OT
EAU	Excused Absence Unpaid
FAP	Floating Holiday Accrual Payout
FF	FMLA Floating Holiday
FML	FMLA Unpaid
FTO	Initial Police Training
GLO	Grass / Leaf Maintenance - OT
GLR	Grass / Leaf Maintenance
HB	Holiday Bank Paid
HBB	University Holiday Banked
HCC	Haircut Commission
HGD	Higher Grade Differential
HLA	Holiday Pay Advanced
HLD	Holiday Pay - Days
HLE	Holiday Pay - Evenings
HLN	Holiday Pay - Nights
HOD	Holiday Worked - Unscheduled Days
HOE	Holiday Worked - Unscheduled Eve
HON	Holiday Worked - Unscheduled Night
HRM	Holiday Lost



<b>Code</b>	<b>Description</b>
<b>HWD</b>	Hol Work Sched Work Day - Days
<b>HWE</b>	Hol Work Sched Work Day - Eve
<b>HWN</b>	Hol Work Sched Work Day - Night
<b>JDP</b>	Jury Duty
<b>LBO</b>	Lunch Bonus - OT
<b>LBR</b>	Lunch Bonus - Regular
<b>LIB</b>	Premium for Regenstein / Crerar
<b>LOA</b>	Leave of Absence
<b>LOD</b>	Line of Duty - Days
<b>LOE</b>	Line of Duty - Evenings
<b>LON</b>	Line of Duty - Nights
<b>LRD</b>	Lead Rotation - Days
<b>LSP</b>	Lump Sum Premium
<b>MLP</b>	Military Reserve / Leave Paid
<b>MLU</b>	Military Reserve / Leave Unpaid
<b>O2D</b>	Overtime Double - Days
<b>O2E</b>	Overtime Double - Evenings
<b>O2N</b>	Overtime Double - Nights
<b>OAP</b>	Other Absence Paid
<b>OCS</b>	On Call
<b>ODP</b>	Occupational Disability - Paid
<b>ODU</b>	Occupational Disability - Unpaid
<b>OSW</b>	Off site Work
<b>OTD</b>	Overtime - Day
<b>OTE</b>	Overtime - Evening
<b>OTN</b>	Overtime - Nights
<b>PD</b>	Public Safety Coordinator - OT
<b>PF</b>	FMLA Personal Holiday
<b>PHA</b>	Personal Accrued
<b>PHD</b>	Personal Holiday - Days
<b>PHE</b>	Personal Holiday - Evenings
<b>PHN</b>	Personal Holiday - Nights
<b>PHR</b>	Removal Personal Holiday
<b>PRA</b>	Premium AM Rate - Required by System
<b>PRP</b>	Premium PM Rate - Required by System
<b>PS2</b>	Public Safety Coordinator - OT - Eve
<b>PS3</b>	Public Safety Coordinator - OT - Night
<b>PSC</b>	Public Safety Coordinator - Part Time
<b>PSE</b>	Public Safety Coordinator - Evenings
<b>PSN</b>	Public Safety Coordinator - Nights
<b>PSO</b>	Public Safety Coordinator - OT
<b>PWD</b>	Personal Holiday Work - Days - OT
<b>PWE</b>	Personal Holiday Work - Eve - OT
<b>PWN</b>	Personal Holiday Work - Nights - OT
<b>REG</b>	Regular Pay - Monthly
<b>RPD</b>	Regular Pay - Days
<b>RPE</b>	Regular Pay - Evenings
<b>RPN</b>	Regular Pay - Nights
<b>SCL</b>	Sales Commission
<b>SKA</b>	Sick Accrued
<b>SKF</b>	FMLA Sick Pay
<b>SKP</b>	Sick Pay
<b>SKR</b>	Sick Award Removal
<b>SKU</b>	Personal Illness / Sick Leave
<b>SNO</b>	Snow Removal Overtime

<b>Code</b>	<b>Description</b>
<b>SNR</b>	Snow Removal
<b>SPF</b>	Sick FMLA
<b>STD</b>	Short Term Disability
<b>SUO</b>	Sunday Premium with OT
<b>SUP</b>	Suspension Paid
<b>SUR</b>	Sunday Premium
<b>SUU</b>	Suspension - Unpaid
<b>TDU</b>	Tardiness
<b>TOD</b>	Training - Days - OT
<b>TOE</b>	Training - Evenings - OT
<b>TON</b>	Training - Nights - OT
<b>TPO</b>	Training - OT
<b>TPR</b>	Training - Regular
<b>TRD</b>	Training - Regular - Day
<b>TRE</b>	Training - Regular - Evening
<b>TRN</b>	Training - Regular - Nights
<b>TSS</b>	Summer Shutdown
<b>UAU</b>	Unexcused
<b>URP</b>	Union Related Pay
<b>URU</b>	Union Related Unpaid
<b>VCA</b>	Vacation Accrued
<b>VCD</b>	Vacation Pay - Days
<b>VCE</b>	Vacation Pay - Evenings
<b>VCN</b>	Vacation Pay - Nights
<b>VCR</b>	Vacation Award Removal
<b>VF</b>	FMLA Vacation
<b>VPP</b>	Voting Privileges - Paid
<b>VPU</b>	Voting Privileges - Unpaid
<b>VWD</b>	Vacation Worked - Days
<b>VWE</b>	Vacation Worked - Evenings
<b>VWN</b>	Vacation Worked - Nights
<b>WEA</b>	Excused Weather Related
<b>WRD</b>	Work / Study - Regular
<b>WSC</b>	Work / Study - Community Service
<b>WSL</b>	Work / Study - Lump Sum
<b>WSM</b>	Work / Study - Math Tutor
<b>WST</b>	Work / Study - Reading Tutor

## Absence Codes

Some earnings codes that can be used for Absences, depending on employee group (or union):

<b>Code</b>	<b>Description</b>
<b>ADP</b>	Active Duty Pay
<b>AFU</b>	Accrual Failed - Unpaid
<b>AHL</b>	Holiday Pay Advance
<b>APH</b>	Personal Holiday Advance
<b>AVC</b>	Vacation paid in advance
<b>BRP</b>	Bereavement - Paid
<b>BRU</b>	Bereavement - Unpaid
<b>EAU</b>	Excused Absence Unpaid

<b>Code</b>	<b>Description</b>
<b>FAP</b>	Floating Holiday Accrual Payout
<b>FF</b>	FMLA Floating Holiday
<b>FML</b>	FMLA Unpaid
<b>HB</b>	Holiday Bank Paid
<b>HBB</b>	University Holiday Banked
<b>JDP</b>	Jury Duty
<b>LOA</b>	Leave of Absence
<b>MLP</b>	Military Reserve / Leave Paid
<b>MLU</b>	Military Reserve / Leave Unpaid
<b>OAP</b>	Other Absence Paid
<b>ODP</b>	Occupational Disability - Paid
<b>ODU</b>	Occupational Disability - Unpaid
<b>PF</b>	FMLA Personal Holiday
<b>PHD</b>	Personal Holiday - Days
<b>PHE</b>	Personal Holiday - Evenings
<b>PHN</b>	Personal Holiday - Nights
<b>SKF</b>	FMLA Sick Pay
<b>SKP</b>	Sick Pay
<b>SKU</b>	Personal Illness / Sick Leave
<b>SPF</b>	Sick FMLA
<b>STD</b>	Short Term Disability
<b>SUP</b>	Suspension Paid
<b>SUU</b>	Suspension - Unpaid
<b>TSS</b>	Summer Shutdown
<b>UAU</b>	Unexcused
<b>URP</b>	Union Related Pay
<b>URU</b>	Union Related Unpaid
<b>VCD</b>	Vacation Pay - Days
<b>VCE</b>	Vacation Pay - Evenings
<b>VCN</b>	Vacation Pay - Nights
<b>VF</b>	FMLA Vacation
<b>VPP</b>	Voting Privileges - Paid
<b>VPU</b>	Voting Privileges - Unpaid



# Glossary

**Absence.** The hours an employee is not working on a scheduled day and is not receiving any other type of payment for those absent hours.

**Accrual Absence.** An absence code that decrements or increments the associated accrual for vacation, sick, and personal holidays.

**Accrual.** Based on University policy or union contract, an employee who is benefit eligible will accrue vacation, sick, and personal holidays. When this time is taken or scheduled, the system will debit the employee's associated accrual.

**Actual Shift.** The shift that an employee was assigned to work. The Actual Shift may be different than the Default Shift.

**Approver.** A staff or faculty employee who has approver access to UChicago Time. This person will have permission to approve time for any employee job numbers assigned to them. They will also be able to approve absences and absence requests for employee IDs assigned to them. Each UChicago Time employee must have an Approver and a Backup Approver. The Backup Approver has the same permissions as the Approver and can serve as a delegate for the Approver when the Approver is absent or unable to approve time.

**Backup Approver.** See Approver.

**Banking Holidays.** Some employees who work on a University holiday have the option to either bank the paid absence time or receive payment for it. If the employee chooses to 'bank' those hours, the hours will be set aside as an absence accrual which can be used during a limited period before or after the actual holiday. All banked hours must be used as defined by University policy or union contract.

**Bonus.** A payment based on University policy or union contracts. It is calculated separately from the base rate and can be a—

- Percentage based on hours worked
- Lump sum amount
- Specific number of hours

**Bonus Code.** A code that indicates the reason for the Bonus payment and type of Bonus.

**Break.** A time assigned for unpaid meal breaks indicated by the BRK code. A break code (BRK) should never be used to indicate a 15-minute paid break.

**Calc Code.** See Earnings Calc Code.

**Call Back:** When an employee is asked to come back into work after the scheduled shift has ended or on a scheduled off day. A Call Back should be recorded as a separate shift. For some groups, the CB premium will apply.

**Call In.** A request for an employee to work unscheduled shift. If the request is mandatory, the call-in time should be recorded as a Call Back for all eligible calc codes.

**Call In Early.** A request for an employee to work unscheduled hours before their scheduled shift. Some groups are eligible for a call in early premium.

**Clock Data.** The record that is created when an employee clocks in using the Web or swipes at a physical time clock device.

**Clock Processing.** The transfer of clock data into the UChicago Time system for further processing.

**Clocking Off.** The action of an employee registering, with a time recording device, the end of an activity or shift. Clocking out at the end of the shift.

**Clocking On.** The action of an employee registering, with a time recording device, the start of an activity or shift. Clocking on at the beginning of the shift.

**Daily Attendance.** The system reports a day-by-day listing of an employee's attendance. The system will show what was paid, days off, tardiness, and so forth.

**Database.** An organized collection of information coded in such a way that different categories of data can be accessed. UChicago Time is a database-driven application.

**Day Cutoff Time.** Indicates a 24 hour period of time which is considered a work day for payroll purposes. Payroll records this worked time each day or shift.

**Day Off Code.** A code that describes the reason an employee was not scheduled to work. UChicago Time assigns a Day Off Code to employees who are not scheduled

to work based on the schedule which is assigned to the employee.

**Decimal Hours.** A method of viewing time in which minutes are converted to decimal fractions of an hour—for example, 1 hour and 45 minutes displays as 1.75 hours.

**Default Job Assignment.** A “home” primary position, or activity, that is assigned to every employee. The job assignment is derived from the information that has been supplied by the University’s payroll system.

**Default Job Department.** An account assigned to every employee where their salary is charged.

**Delegate.** A Backup Approver. See Approver.

**Department Group.** A collection or grouping of Departments in the hierarchy of departments and divisions within the University.

**Department.** A grouping of employees defined by the University organizational structure.

**Duration.** A view of time in gross hours instead of start and end times—for example, “worked 08:00 hours” in contrast to “started at 08:00 AM.”

**Earnings Calc Code.** An employee grouping, which may be defined by union contract, that determines what pay rules will be applied to the employee’s worked time. Also known as Calc Code.

**Earnings Codes.** Codes sent to the Payroll System that determine how an employee is to be paid for worked time, bonuses, and absences.

**Effective Date.** The date in the system when the current information changed.

**Employee ID.** A unique numeric identification called ChicagoID assigned by the University to each employee.

**Employee Class.** An employee grouping that shares the attributes of hire status, payroll status, and clocking type.

**Exceptions.** Employee clockings that do not match scheduled shift times. Examples include arrived late (LT), unexpected absences (UA), left early (LE), and long lunches (LL). Exceptions require approver authorization or adjustments.

**Field.** A single entry or setting—for example, an employee’s name in the Who field. The terms setting and field mean the same in the UChicago Time documentation.

**Filter.** A feature that provides a means of grouping on specific codes or record types in the time entry screens.

**Form.** A window, or screen of information, containing grouped fields of data.

**Freeze Date.** See Protect Date.

**From and To.** The date range context for applying the selected *What* and *Who* criteria in the UChicago Time application.

**Global Variables.** Database settings that control parameters within UChicago Time.

**Grace Period.** Up to six minutes before or six minutes after a scheduled start or end time is rounded to the exact start or end time. For instance, if an employee clocks in at 7:54 for an 8:00 start, the start time is rounded to 8:00.

**Group.** An employee grouping created to simplify scheduling and selection.

**Hour Allocation Rule.** A rule that describes how to divide the total time worked during a shift between the regular hours and the overtime hours. It also describes how to apply the rounding and grace rules to clockings.

**Hour Type.** Determines how to pay the charged hours. Examples of hour types include Regular, Overtime, unpaid, and others.

**ID Card.** An employee identification card that enables swiping at readers for clocking records and for access control. Same as University of Chicago ID card.

**Job Assignment.** A job number that identifies what type of job or activity an employee performs. The Job Assignment ties in all the attributes of an active job that an employee holds. It has certain attributes such as job department, job code, scheduled hours per week, benefit eligibility, rate of pay, and so forth.

**Job Departments.** Job Departments describe where an employee’s time is being charged. This information is derived from the University payroll system.

**Locations.** The Location code identifies an employee’s access to different parts of the system, such as absence codes and bonus codes. A Location can be a group, a specific Calc Code or union, or an individual. Employees are assigned to locations and



locations are given access to system data and functionality.

**Multiple - Rounding.** See Round Multiple.

**Overtime.** Time worked over and above an employee's daily or weekly maximum regular hours based on University policy or union contract.

**Paid Absence Code.** A code for an employee who did not work their scheduled hours but are paid for the time by other means such as vacation, personal holiday, bereavement, or sick pay. The code identifies the reason an employee was absent and creates the appropriate payment records.

**Pay Adjustment.** A change to a record for a previous pay period that can result in more or less pay for the employee. All adjustments are done outside the UChicago Time system.

**Pay Group.** An employee grouping with common dates in their pay period. It is based on the payroll cycle and the work week start date. Includes Monthly, Biweekly, and Monday groups.

**Payroll Date.** The date for the payroll record.

**Payroll Summary.** A form that summarizes the events of a day to enable editing and approving the records. Accessed by using the View and Approve Employee Time task in UChicago Time.

**Premium.** A payment that is applied for working designated hours that are specified by University policy and/or union contract.

**Protect Date.** UChicago Time has different 'protect dates' established within the system. This date sets the last date an employee, supervisor/approver, or administrator can make changes before the information is sent to The University's Payroll system for processing. Also known as Freeze Date.

**Public Holiday.** Paid day off for eligible employees such as New Years Day, Memorial Day, or Labor Day. A public holiday is defined by either University policy or union contract.

**Record.** An entry in a data file.

**Record - Payroll.** A summary of the worked (or absence) records during a day for an employee. A payroll record contains worked records.

**Record - Worked.** A record that characterizes a unit of work (or absence) by an employee.

**Round Multiple.** Determines the interval for rounding of time in minutes when an employee starts or ends a shift. Rounding intervals are 6, 10, 12, and 15 minutes.

**Round Split.** Is the point in the round multiple setting that the time is rounded up to the next round multiple instead of down. For example, round multiple 00:06, round split 00:04 with a scheduled end time of 5:00 pm. The following rounding and splits occur:

- 4:56 rounded to 4:54; 4:57 rounded to 4:54
- 4:58 rounded to 5:00; 4:59 rounded to 5:00

**Rounding.** The defined rules for changing the number of minutes to the nearest defined multiple.

**Schedule.** A grouping of shifts spread over a given number of days such as a week. Schedules automate assigning of employees to shifts. Most employees are assigned a schedule; some employees are assigned a 'flex' schedule. UChicago Time uses schedules and shifts as a way of defining a day, scheduled off day, lunch breaks, and so forth.

**Scheduled Shift.** The start and end time of work that is scheduled for an employee.

**Shift.** The hours of a work period that has a start and stop time, and a lunch break time.

**Shift Rules.** A ranked or prioritized list of hour allocation rules that are attached to a shift. These rules affect how overtime hours will be paid.

**Split.** See Round Split.

**Swipe.** The action of an employee clocking in or out using a time clock swiping device.

**Time Clock Swiping Device.** A mechanical ID Reader (Data Collection Device) that enables users to clock on and clock off. Employees who are time clock swiping device users will record on and off times by swiping their ID cards. To clock on, press F1 and swipe. To clock off, press F5 and swipe.

**Time Pairs.** A view of time in start and end times instead of gross hours for a day or

shift—for example, “started at 08:00 AM and ended at 04:00 PM” in contrast to “worked 08:00 hours.”

**Unexpected Absence (UA) Code.** A code created for an employee who did not work any of their scheduled hours for the day. The code registers the absence and does not generate an earnings code. All UA should be changed to either work time or an absence code.

**User.** Identification assigned to an employee who has controlled access to UChicago Time.

**UWI.** Unified Workforce Interface. The CyberShift WMG3G term for the UChicago Time application interface. It provides screens used by the employee to clock in, schedule time off, and view previous absences, and used by approvers to approve time and absences

**Web Clock.** A virtual ID Reader (Data Collection Device) accessed through UChicago Time that enables users to clock on and clock off as well as book time against job departments and job assignments. Employees who are Web Clock users will use the UChicago Time system to clock on and off. Employees who are time clock swiping device users will use an ID reader, which is a mechanical clock that records time when an employee swipes his/her ID card.

**What.** A selection of actions or tasks available to the UChicago Time user. The What list will vary depending on the user type. For instance, approvers, monthly employees, and biweekly employees all have different What lists.

**When.** See From and To.

**Who.** The employee or user context in which an action can be applied or data displayed in UChicago Time. For employees, this field is always set to “Me.” For approvers it can be “Me,” “My Team,” another group, or an employee’s name.

**Work Code.** In UChicago Time this is a (W) system code. It generates an earnings code which is sent to the Payroll system. See also Earnings Code.

**Workflow.** A sequence of routing through which a request is passed from employee to approver/supervisor. Examples of this are Absence Requests or submission of Monthly Absence Reports.