THE UNIVERSITY *of* EDINBURGH

System User Guide

Employee - Guide to Time Cards

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Contents

Introduction

This guide covers key tasks for employees in the 'How to Generate a Time Card' system process. It is related to the Process User Guide for Time Recording which is linked below.

Guide to Time Recording

The Guide to Time Recording provides detailed guidance on the end-to-end Time Card process.

This guide should be used to support the process of inputting any time type for payment that People & Money can be used for. These are:

- Guaranteed Hours
- Overtime
- Call Out hours
- Additional Hours
- Premium Band Overtime
- Intern Hours
- Union Duties

Time Cards are available to all employees who are eligible to claim for hourly based time based on the Conditions of Service for the assignment. If there are no Time Types available to you, you will not be able to access the Time Card screen.

New employees should familiarise themselves with the Time Card entry process for their area as this differs across the University. Specifically, check whether you are expected to enter your hours worked into People and Money personally, or if this will be done on your behalf. This guide provides guidance where you will enter and submit the Time Card yourself. Speak to your line manager, timekeeper for your area or school/department administrator for guidance.

Employees must submit the hours they wish to claim by the last working day of the month to ensure they are paid on the following month's pay day, as per the University's Payroll policy. Please see further information on the Finance Specialist Services - Payments to Staff SharePoint.

A new Time Card must be submitted for each month, employees cannot copy existing Time Cards.

Employees will receive email notification to their University email address once a Time Card submission has been approved or rejected.

An employee can save a Time Card (rather than submitting) if they wish to input their time as they work throughout the month. However, they must submit the Time Card by the last working day of the month, to leave enough time for manager approval before the payroll deadline. Managers receive an email and in-system notification to approve each time a Time Card is submitted so by saving throughout the month then finally submitting once this would save line managers from receiving so many emails and notifications.

Line Managers and Timekeepers can review and edit your Time Card. They can also submit on your behalf on the rare occasion you cannot do it yourself.

It is not possible to submit a Time Card with a negative number of hours on it. If you need to do this because you have previously submitted too many hours and been overpaid, you will need to go back to the month which had the overpayment and edit this to reflect the correct amount.

If a Time Card is rejected by the approver, the same Time Card can be amended and resubmitted without starting the process again.

A Time Card freeze on editing has been put in place between 11th and 20th inclusive of each month (apart from December when this will be earlier). This means employees, line managers and timekeeper must not edit Time Cards which have been approved for that month before it has been transferred for payment. For example, January Time Cards approved/submitted by cut-off on 10th February, should not be edited between the 11th and 20th February inclusive to ensure payment on 28th February.

If you are ending your employment with the University, you must submit your Time Card and have this approved by your manager before your last working day , to make sure you are paid correctly.

In Brief

This section is a **simple overview** of how to navigate and take action within Time Cards and should be used as a reminder. More detailed information, screen shots and tips s provided within the In Detail section.

How to Generate a Time Card

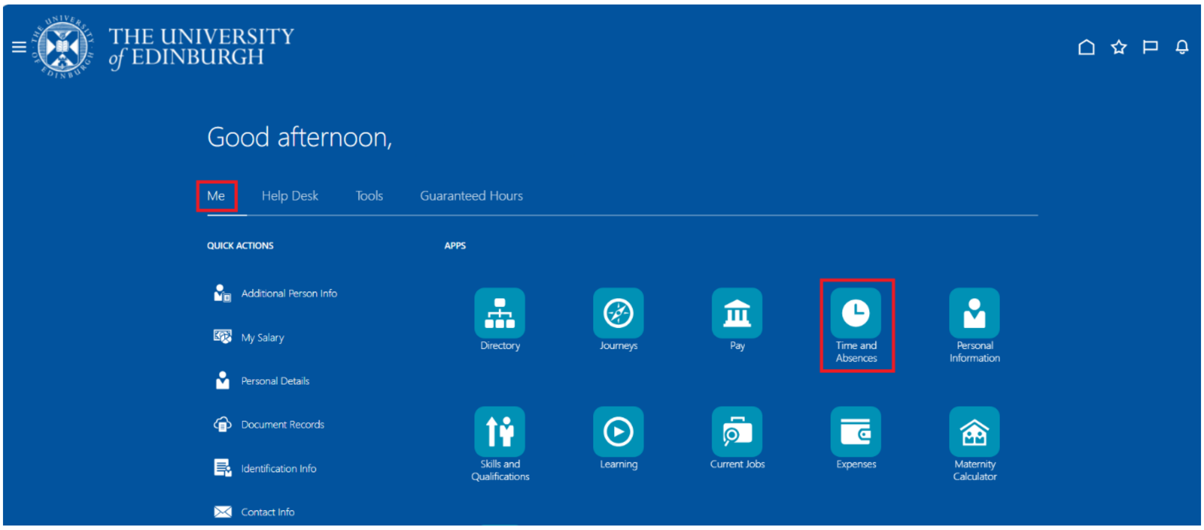
1. From the Home navigate to the **Me** tab and choose the **Time and Absences** app.
2. Choose the **Current or Existing Time Cards** tile.
3. For Current Time Cards: The Time Card for the current month will appear.
4. For Existing Time Card: Click **Add** to create a time entry. Enter the start date of the Time Card and click **Add**.
5. Enter the time entry then **Submit** or **Save**.

In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

How to Generate a Time Card

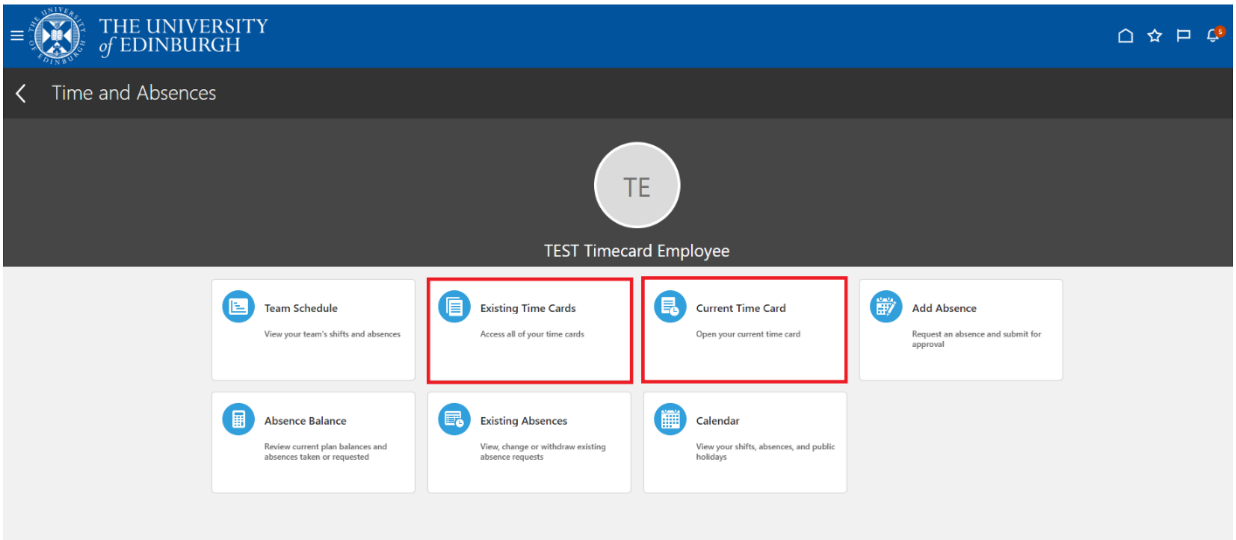
1. From the Home page navigate to the **Me** tab and choose **Time and Absences** app.



2. Then choose the **Current or Existing Time Cards** tile.

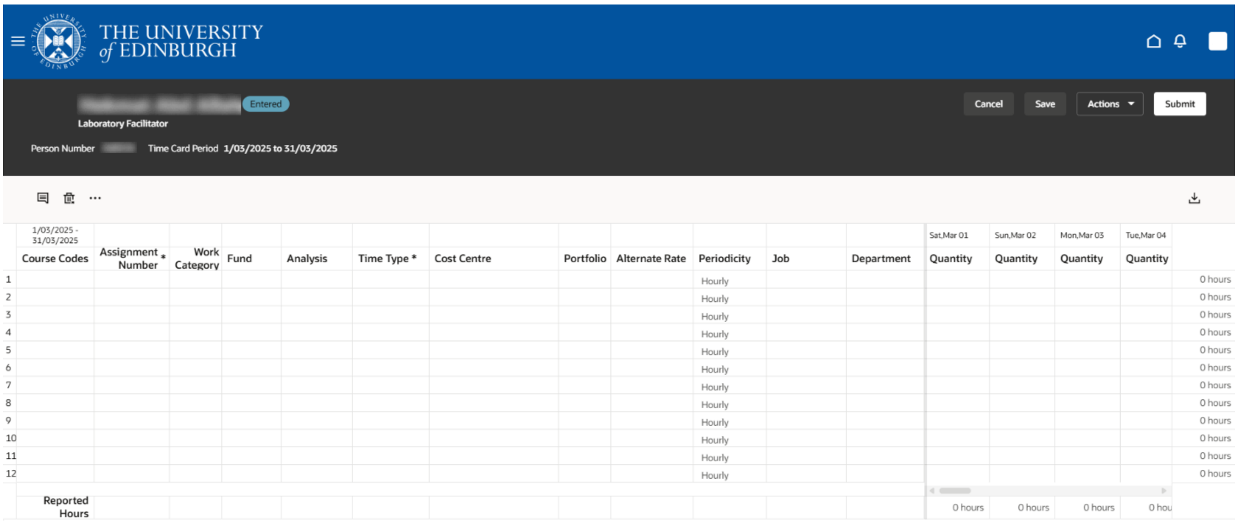
    1. **Current Time Card** – will take you to the Time Card for the current month you are in
    2. **Existing Time Cards** – will show a list of all previously created Time Cards, use this to add to or amend any Time Card you have previously entered or to add a new Time Card.

Any time added to a previously submitted or paid Time Card will be reflected in the following month's pay.



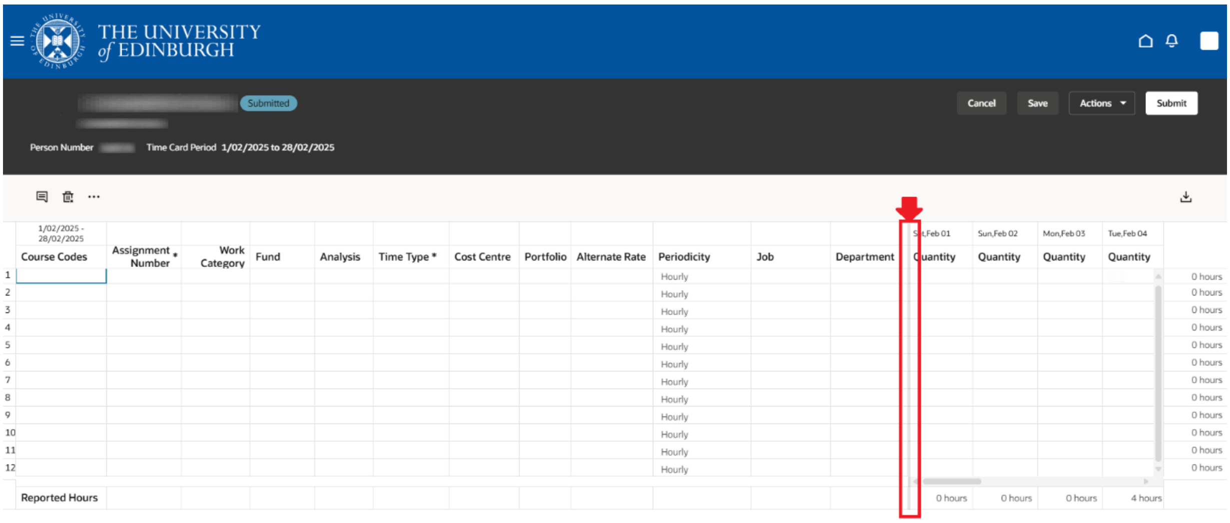
Via Current Time Card

3. Select the **Current Time Card** tile. The Time Card for the current month will be displayed.



4. Reduce the size of each of the column to make the hours columns visible. You may also need to reduce the Zoom percentage to 67% in your browser (press and hold Ctrl on your keyboard and scroll on your mouse).

   You can also move the grey dividing line which appears on the right hand side of the Time Card to the left of the Course Codes column (a hand symbol will appear when you hover your cursor over the line which will allow you to drag it). A scroll bar will then appear at the bottom of the Time Card, making it easier to navigate across the columns.



5. Complete the relevant fields. Double click in each cell to activate the drop-down menus.

   Course Codes – Optional field that contains a searchable list of values that refer to specific academic courses. This will only be applicable to academic positions. If the work you have done was in relation to a specific course, please complete this wherever possible.

   Assignment Number – Mandatory field that refers to your work assignment (job). Double click in the cell to see the drop-down menu and select the correct assignment. If you only hold one assignment with the university this is normally your employee number. If you hold multiple assignments, each assignment has a number (normally your employee number with e.g., a – 2 or 3 etc. at the end). Please ensure you use the correct number to ensure you are paid at the correct rate of pay. This can be found under Employment Info section in your Personal Info page on People & Money, or on your payslip.

Work Category – Optional field that contains a list of values that refer to the type of work done. Please complete this wherever possible. Full list is as follows:

- Demonstrating
- Development
- Lecturing
- Marking
- Maternity/Parental
- Other Absence
- Other Work Types
- Preparation Time
- Research
- Sickness
- Teaching
- Tutor: Honours
- Tutoring

Fund – This field only needs completed if costs are to be allocated to different codes from your assignment, e.g., General unrestricted.

Analysis – With additional information this may be used for local reporting.

Time Type – Mandatory field. Refers to the type of hourly based payment to be made. Only the time types that you are eligible for will appear in the drop-down menu. The full list as follows:

- Additional Hours
- Call Out
- Guaranteed Hours
- Intern Hours
- Overtime x0.5
- Overtime x1
- Overtime x1.2
- Overtime x1.5
- Overtime x2
- Premium Band Overtime
- Union Duties

For more information on eligibility please refer to the Guide to Time Recording. For more information on when each type of Overtime should be applied can be found in the appropriate Conditions of Service document.

Cost Centre – Optional field. If you are unsure of what to put, just leave this field blank. This will normally only apply when you have worked in a department that is not the one that your contract of employment relates to.

Portfolio – Optional field that contains a list of values that refers to buildings where the work has been undertaken. This will only be applicable to non- academic positions, such as catering staff. Please complete this wherever possible.

Alternate Rate – Optional textbox that is to be used ONLY on the occasion that you complete work where you would be paid at a different rate to your normal rate of pay. Value should be entered as numeric value with 2 decimal places, e.g., enter 10.00 to be paid £10 per hour.

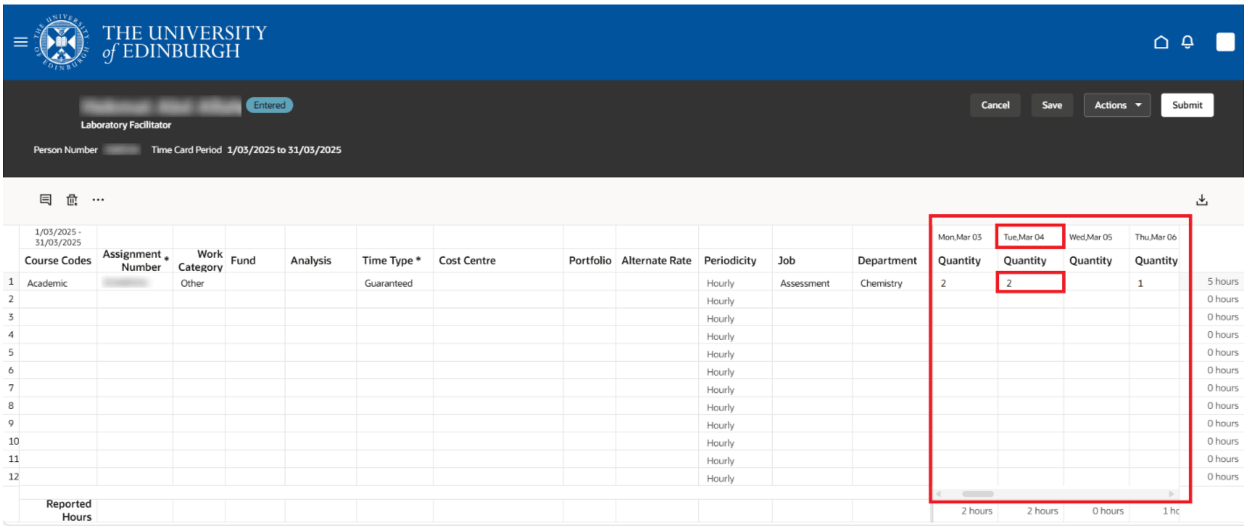
You should only use this field if it has been previously agreed that the work done is to be paid at a rate that is different to the normal contracted rate of your assignment. Otherwise, leave it blank. Refer to the part time pay scales on the university website to convert a grade and scale point to a numeric value.

Periodicity – Auto-filled field with 'Hourly'.

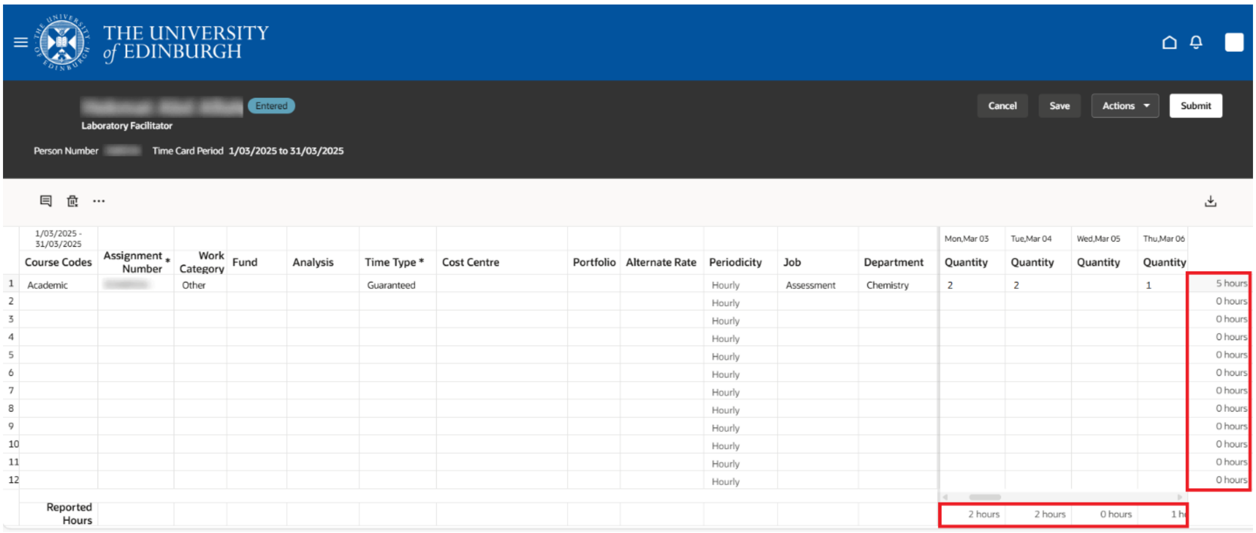
Job – Auto-filled field based on Assignment Number.

Department – Auto-filled field based on Assignment Number.

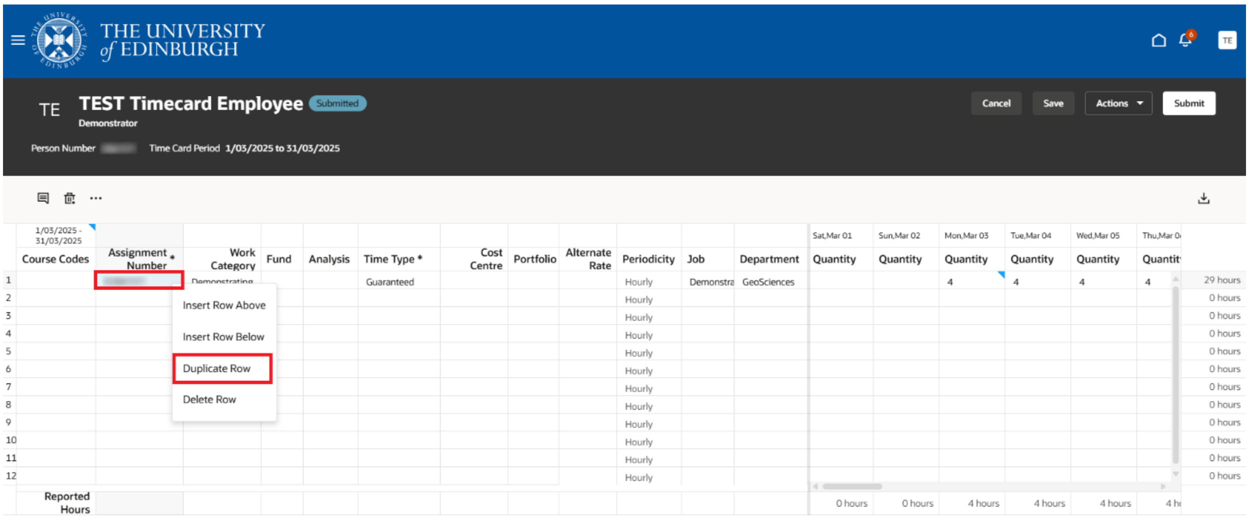
Quantity – The days of the month are shown on the right-hand side of the Time Card. If you cannot see the days of the month, please reduce the column sizes and the Zoom percentage of your browser. For each specific day you worked, enter the number of hours on the Time Card, using the scroll bar to move between the days of the month. Hours can be entered to a maximum of two decimal points (e.g. 4 hours and 30 minutes would be entered as 4.50 hours). It is not possible to enter hours over a time period of more than a day e.g., 20 hours over a week or month. Hours must be allocated to a specific day and must accurately reflect the hours you worked on that day.



Note: The Time Card will automatically calculate the total number of hours worked for each assignment in the column at the end as shown below. The total number of hours worked per day for all assignments is shown at the bottom of the Time Card.

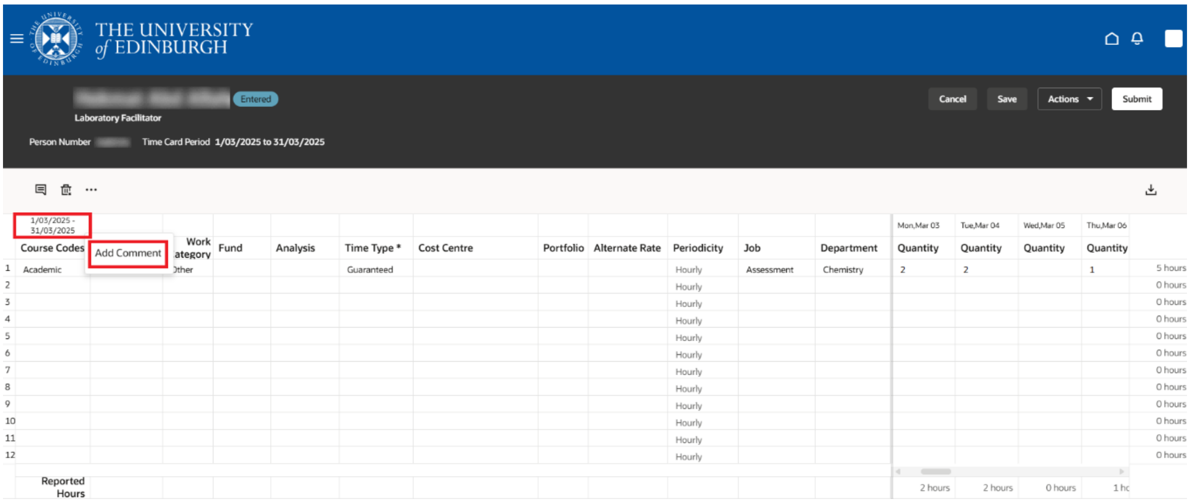


6. If you hold multiple assignments, move down to the next row and repeat step 4. Alternatively, you can copy the information you have just entered in row 1 by right clicking on any of the fields in row 1 and selecting **Duplicate Row**. Please ensure the hours claimed on each row is correct.

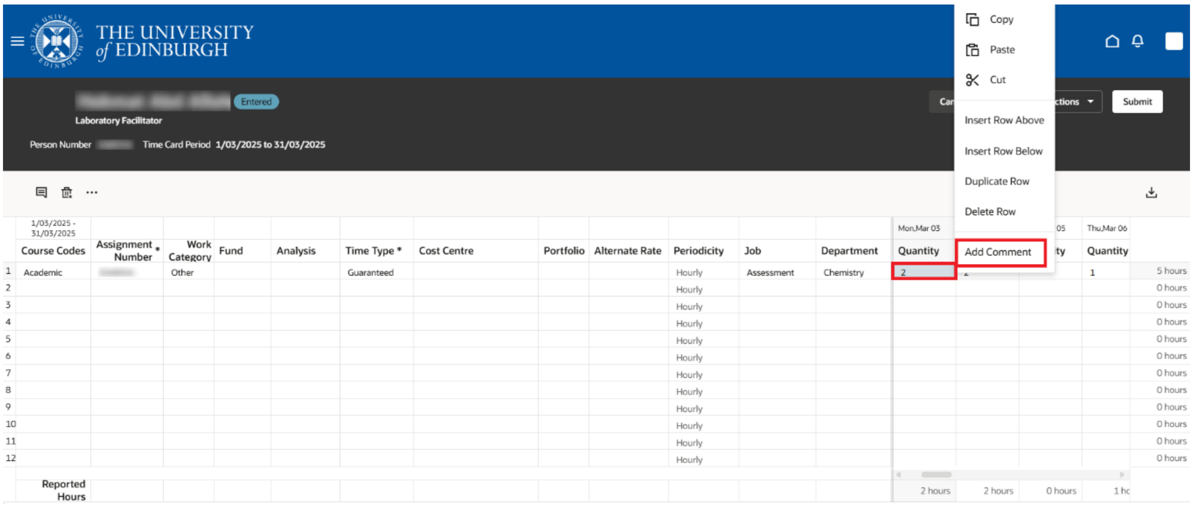


Similarly, if some of the hours need to be charged to a specific course code, costing codes or a different time type these can be recorded on the row(s) below (e.g. if the employee worked 5 hours of overtime, you would record the first 2 hours in row 1 using the Time Type ‘Overtime 1.0’ and the remaining 3 hours in row 2 using the Time Type ‘Overtime 1.5’).

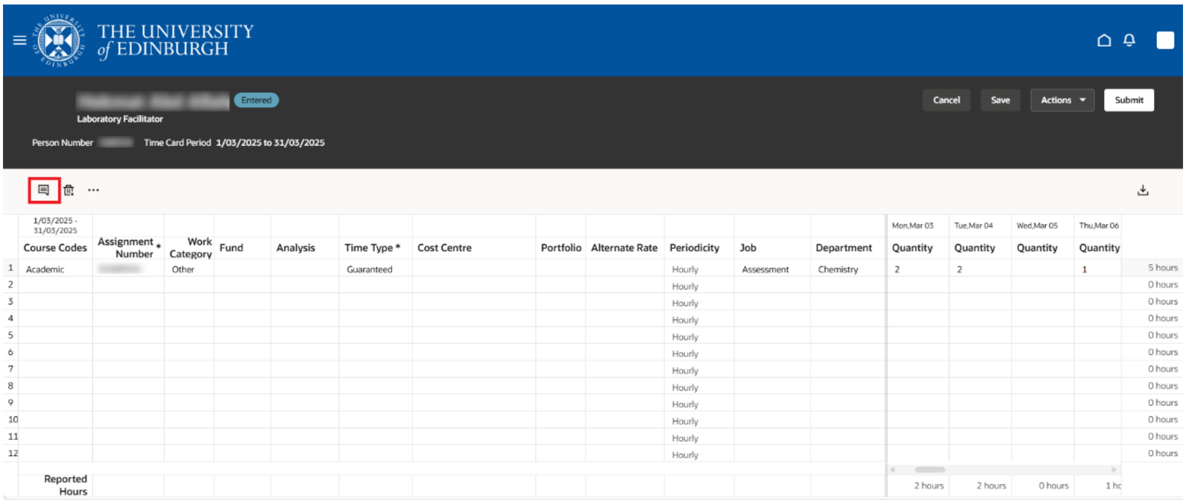
7. Comments can either be added to the overall timecard or for a specific day within the Time Card.
   a) To add a comment to the overall Time Card, right click on the time period dates field and select **Add Comment**. Click **Save**.



   b) To add a comment to a specific date on the Time Card, right click on the hours you have entered for that day and select **Add Comment**. Please note, you cannot add comments to blank fields. Click **Save**.



c) To view all of the comments you have made, select the **View Comments** icon.



8. If you have added all of your time for that month and it is now ready to be approved, click **Submit** in the top right-hand corner.

   If you wish to **Save** your Time Card, either because you will add more to it later or because your school/department have asked you to, click **Save**. Remember to **Submit** once you have finished adding to your Time Card, leaving enough time for your manager to approve before the payroll deadline.

   Appendix 1 shows an example of a completed Time Card.

Via Existing Time Cards

9. From the Home page navigate to the **Me** tab and choose **Time and Absences** app.

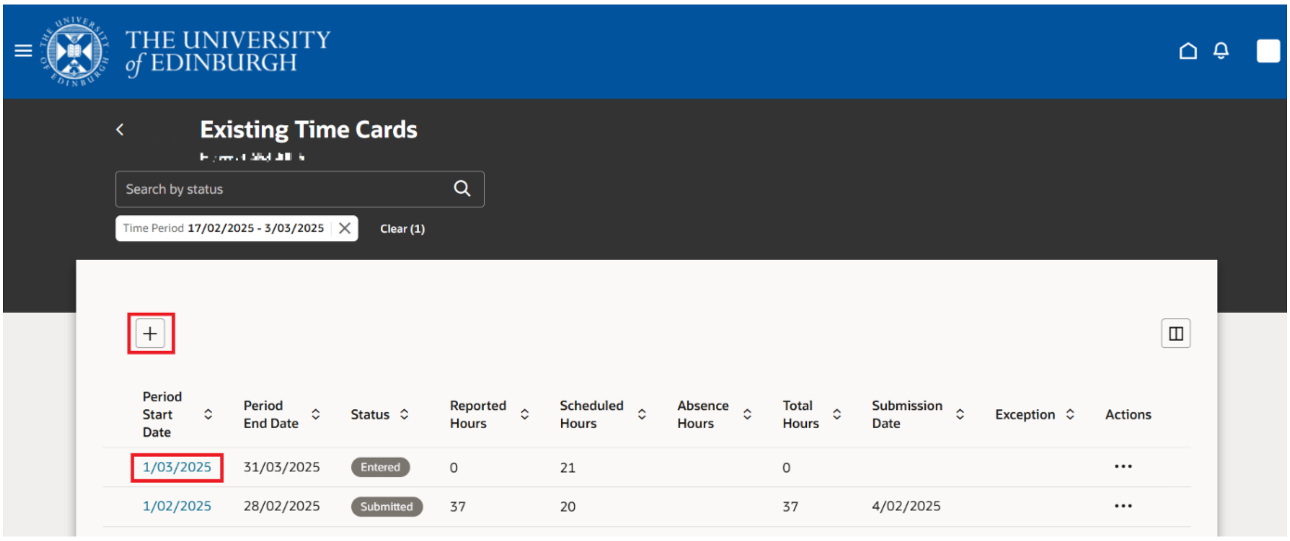
10. Select the **Existing Time Cards** tile.

11. To view all of your existing or previous Time Cards, remove the default **Time Period filter**

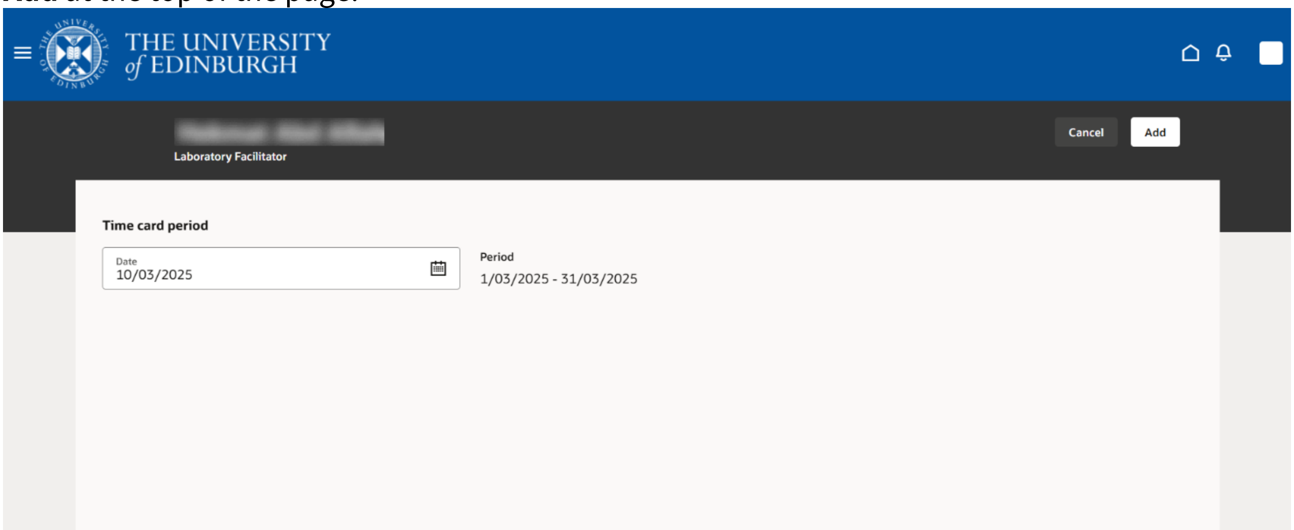
(two weeks) under the search bar by clicking on the cross.

Please note, while there is an option to delete an existing Time Card under Actions, **do not** use this option as the payment you received from that Time Card will be automatically deducted in your next payslip.

12. Either click on the date of the Time Card that you wish to add to or amend, or click on the **+ Add button** to start a new Time Card.



13. If you chose to **+ Add** a Time Card, select the date for the Timecard period and click on **Add** at the top of the page.



14. Follow steps 4 to 8 above.

What happens after you submit your Time Card

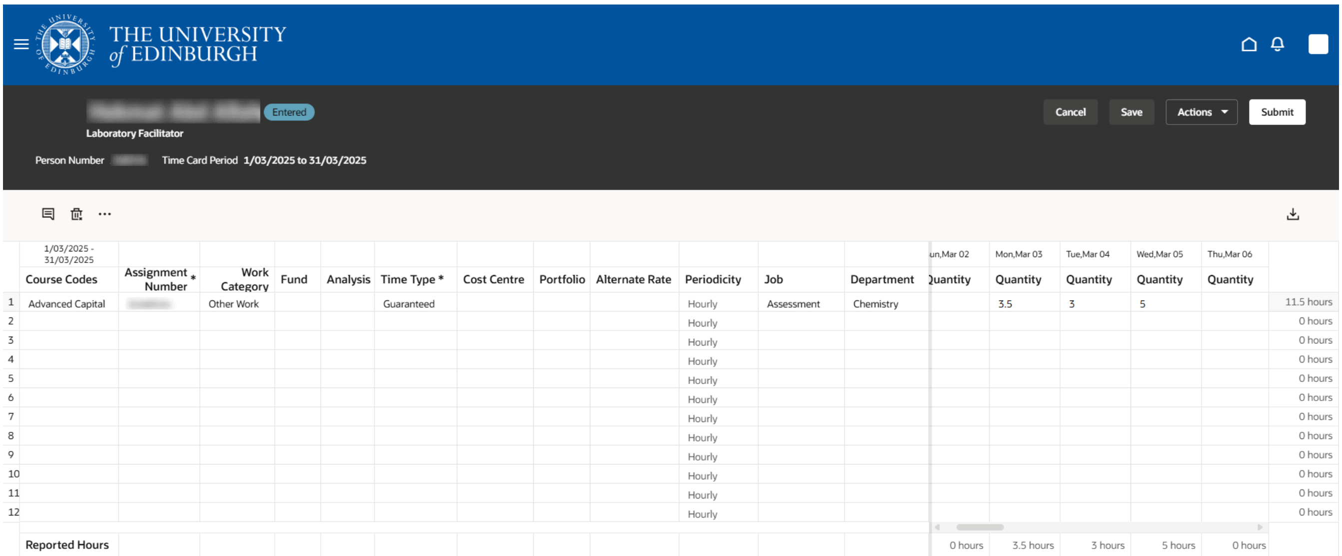
- Your Time Card will go to your line manager or timekeeper for approval/submission (depending on local process)
- It may be amended by a 'timekeeper' (administrator) within your school/department or

your line manager if there are details such as the costings where the payment is charged to that need to be added/changed.

- If there is information missing, the Time Card may be rejected. If a Time Card is rejected by the approver, the employee must go into the same Time Card, make the necessary amendments and resubmit the Time Card again.
- Once the Time Card has been approved by your line manager or timekeeper, it will then progress to the payroll team for payment. Monthly pay dates can be found on the [Pay Dates and Payroll Deadlines webpage].
- **A Time Card freeze on editing has been put in place between 11th and 20th inclusive of each month** (apart from December when this will be earlier). This means employees, line managers and timekeeper must not edit the approved Time Card before it has been transferred for payment.

Appendix 1

The following shows an example of a completed Time Card. The employee is claiming for overtime on multiple dates. Fund, Cost Centre, Analysis and Portfolio optional fields have been left blank, meaning the overtime will be charged to the same place as the employee's salary.

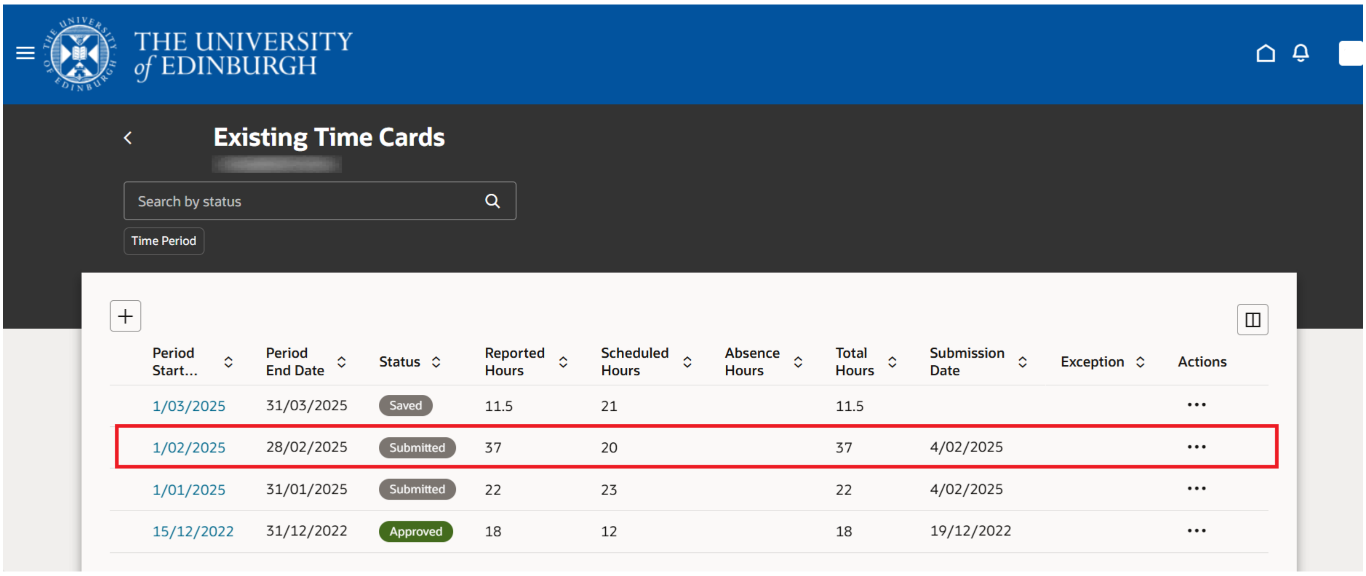


	1/03/2025 - 31/03/2025 Course Codes	Assignment Number *	Work Category	Fund	Analysis	Time Type *	Cost Centre	Portfolio	Alternate Rate	Periodicity	Job	Department	un,Mar 02 Quantity	Mon,Mar 03 Quantity	Tue,Mar 04 Quantity	Wed,Mar 05 Quantity	Thu,Mar 06 Quantity	
1	Advanced Capital		Other Work			Guaranteed				Hourly	Assessment	Chemistry		3.5	3	5		11.5 hours
2										Hourly								0 hours
3										Hourly								0 hours
4										Hourly								0 hours
5										Hourly								0 hours
6										Hourly								0 hours
7										Hourly								0 hours
8										Hourly								0 hours
9										Hourly								0 hours
10										Hourly								0 hours
11										Hourly								0 hours
12										Hourly								0 hours
	Reported Hours												0 hours	3.5 hours	3 hours	5 hours	0 hours	

The employee can continue to add more hours for different days within this pay period, using the scroll bar to navigate between the dates. The Time Card can then click Save at the top of the page to save the Time Card but not submit it.

Once all hours have been added for the month the employee **must click on Submit** to submit the Time Card for manager or timekeeper approval. The Time Card must be submitted and approved to be paid.

Once the employee clicks Submit, the Time Card status will change to Submitted, as shown below:



Version History

Version	Date	Description	Approved By
1.0	20/03/25	• Transferred guide to new template. • Split section 3 of the guide into two clear methods of generating a Time Card: Via Current Time Card and Via Existing Time Cards. • Replaced all screenshots to reflect the new look of the Redwood screens. • Added guidance on how to use the new Redwood screens.	M Easton – Head of Process Improvement

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.