Hourly / Student Worker Timesheet Entry – Detail Guide

Hourly / Student Employees

- Not eligible for: paid sick, vacation, or holiday
- Student employees use Gemini, NOT Orion, for work related information, such as timesheet, direct deposit, W2 consent and home address
- Make sure your home address on Gemini is up to date. Information on Orion does NOT update on Gemini.





Monthly Paid:

- No timesheet required, not eligible for overtime
 - Teaching Assistant
 - Teaching Associate
 - Research Assistant
 - Graduate Assistant

Semi-monthly Paid:

- Submit your timesheet, eligible for overtime compensation if worked more than 40 hours in a week
 - Temporary employees
 - Work Schedule
 - less than 4.5 months for up to 40 hours/ week, OR
 - Greater than 4.5 months at 19.5 hours/ week or less for up to 1 year
 - Extension of Term
 - If you work a regular schedule for more than 4.5 months at more than 19.5 hours/ week for up to 1 year.
 - Extension of term must be approved by HR to become a monthly salaried employee for benefits.
 - Student workers
 - Work schedule
 - Work 20 hours/week or less in spring and fall semesters, summer hours may be different

Overtime vs. Over Standard Time

- If an hourly employee works over standard weekly time (for example, 20 hours/week), you will be paid at regular rate
- If an hourly employee works overtime with approval (>40 hours/week), overtime rate will be applied

Example: A part-time employee, standard weekly hours are 20 hours / week							
Standard Hours	20 hours	Regular Rate	\$10.00				
Over standard hours	20 – 40 hours	Over Standard Hours Rate	\$10.00				
Overtime Hours	> 40 hours	Overtime Rate	\$10.00 * 1.5 = \$15.00				

Example: A part-time employee worked 43 hours							
43 work hours / week	Hours	Rate	Total				
Regular Hours	40	\$10.00	\$400.00				
Overtime Hours	3	\$15.00	\$45.00				
			\$445.00				

Report Time

Gemini for Department> Time tile

Time	

Department will assign whether to Punch In / Out on Web Clock or Self-Service Time Entry

Punch In/Out on Web Clock	Self Service Time Entry					
Imme × + ← → C û ○ ▲ ≅ https://dahr-uat.utshare.utsystem.edu/psc/DAHRUAT/EMPLOYEE/HRMS/c/ < Gemini for Departments Time	Control Al Control					
*Select a Job Work Study Student Assistant_ACTIV Enter Time 03/16/21 - 03/31/21 Reported 0.80 13:50 PM	Natch 5, 2023 - Match 11, 2023 Reported 0.00 View Legend Day Summary IN OUT Comments					
Last action: Out, 01:04 PM 03/16/21	Mar Reported 0.00 Monday Mar Reported 0.00 07 Tuesday					
	Mar Reported 0.00 Image: Constraint of the second					

Web Clock User

Reported Time Tile

- A. Click "IN" to clock in, and "OUT" to clock out
- B. Click the "..." menu for more actions
- C. Use the "Enter Time" tile to view previously reported time



Enter Time Tile

←∣⊙ <	<u>ې</u>		Q Search in G	emini HCM Menu				Û	: @		
Enter Time											
*Job Title Stu	udAsst - Management 🗸]									
Reported	July 7, 2019	July 13, 2019					*View By	Weekly	_		
View Legen	View Legend										
Reported time	on or before 06/30/2021	is for a prior period									
Day	/ Summary	IN	OUT	Comments							
07	Sunday										
Jul Repor	rted 0.00	9		\bigcirc							
08	Monday										
Jul Repor	rted 6.25	○ 10:07AM	4:23PM								
09	Tuesday										
Jul Repor	rted 6.26	○ 10:06AM	4:22PM	0					1		
10	Wednesday										
Jul Repor	rted 0.00	9		\bigcirc							
11	Thursday								~		

- A. Use View By drop-down to view your reported time by Weekly or Period (semi-monthly)
- B. Use arrow to navigate forward and back or click calendar icon to select a week
- C. Use Comments button to leave comments

Self-Service Time Entry User

Enter Time Tile

I	Enter Time			
	*Job Title StudAsst - Management	~		
A	🛗 < > March 5, 202	23 - March 11, 2023		B ∗View By Weekly ∽
	Reported 0.00 View Legend			F Save for Later Submit
	Day Summary	IN OUT	Comments	
	06 Monday Mar Reported 0.00	S C 8:00AM 12:00PM	◦ + −	
	07 Tuesday Mar Reported 0.00	☑ 11:00PM	◦ + −	
	08 Wednesday Mar Reported 0.00	☑ 3:00AM		
		11:00PM	○ D + -	
	09 Thursday Mar Reported 0.00	○ 3:00AM	E • + -	

- A. Use arrows to navigate forward and back, or calendar icon to select a week
- B. Change "View By" to Weekly or Period (semi-monthly)
- C. Enter your time in/out in format: 8:15AM, 12:03PM
- D. Use "+" to add more than 1 shift, if needed, or use "-" to remove shift
- E. Add comments if needed
- F. Enter your timesheet daily and submit time weekly. Deadline for employees to **submit** (not just saved) time to receive payments: 1st and 16th of the month

Switch Timesheet

If you have multiple jobs, click Select Another Job to switch to another timesheet

Student A Select Ar	ssistant nother Job								
November 26, 2023 - December 2, 2023									
Repo	orted 0.00 Hours								
View	/ Legend								
	Day	Summary		IN		OUT	Time Details	Comments	
26		Sunday							
Nov	Reported 0.00			⊘					+ -
27		Monday							
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2 1	a			0					
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Enter 1	Time								
Classified Select Ar	f Temporary nother Job								
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View	v Legend			Classified Tempora	ŋ			Save for Late	Submit
				Classified Tempora	ry				
	Day Summary		IN o	Classified Tempora	ry.				
10 Dec	Sunday Reported 0.00	⊚ [P	+-			Î
11 Dec	Monday Reported 0.00	⊚ [P	+ -			
12	Tuesday	0			p				×

Check Time Status

Click View Legend to show status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.

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