

TECHTIME

QUICK REFERENCE GUIDE

To comply with FLSA guidelines and ensure you are fairly compensated for the hours you work, Georgia Tech has built a new online time entry application.

TechTime allows you to record the hours you work each day and submit them for approval at the end of each bi-weekly pay period.

STOP!

Overtime must be approved prior to working. If you believe your hours from Thursday to Wednesday may total more than 40, talk to your manager right away.

ATTENTION!

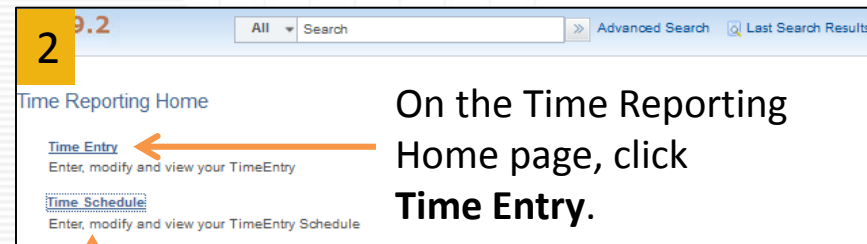
To ensure timely payment, submit your hours by **4 p.m. on the Thursday** after the end of the pay period.

1 Log into TechWorks, and visit the **My Home** tab. Click the **Time Reporting** icon.



The screenshot shows a grid of icons for various services: Employment Opportunities, Learning & Professional Development, Travel & Expense Reimbursement, Concur Travel Booking, Electronic Workload Assignment Form (eWAF), TimeOut, Time Reporting (highlighted), and Perks & Programs.

2 On the Time Reporting Home page, click **Time Entry**.



The screenshot shows the 'Time Reporting Home' page with a search bar and navigation links. An orange arrow points to the 'Time Entry' link, which is described as 'Enter, modify and view your TimeEntry'. Another orange arrow points to the 'Time Schedule' link, described as 'Enter, modify and view your TimeEntry Schedule'.

Work the same schedule every week?

Save time by creating a recurring schedule. Click **Time Schedule**, and follow the steps in this guide to enter and save your typical hours. The schedule will appear on all future timesheets, so you only need to edit exceptions before routing for approval.

3 Select the Job and Reporting Period for which you wish to report time, and click

| Job Title | Rec. No | Work Dept | Work Department Description | Hourly Rate | Reporting Period | |
|-------------------|---------|-----------|--------------------------------|-------------|-------------------------|----------|
| Student Assistant | 0 | 627 | HRIS(Human Rsrces Info System) | 15.000000 | 09/01/2016 - 09/14/2016 | Continue |

QUESTIONS?
FLSA@gatech.edu

4 Time Entry Instruction

<< Prior Period 09/01/2016 - 09/14/2016 Next Period >>

Time Entry ?

| Day | Date | Hour Type | In | Meal | In | Out | Hours | Project | Description | Comment | | |
|-------|------------|-----------|-------------|-------------|-------------|-------------|-------|---------|--------------------------------|---------|--|--|
| 1 Thu | 09/01/2016 | REG | 10:00:00 AM | 12:00:00 PM | 12:30:00 PM | 03:00:00 PM | 4.50 | 6271100 | HRIS | | | |
| 2 Thu | 09/01/2016 | REG | 03:00:00 PM | | | 05:00:00 PM | 2.00 | 6531115 | Oit-Enterprise Information Sys | | | |
| 3 Fri | 09/02/2016 | REG | 08:30:00 AM | 12:00:00 PM | 01:00:00 PM | 05:30:00 PM | 8.50 | 6531115 | Oit-Enterprise Information Sys | | | |
| 4 Sat | 09/03/2016 | REG | | | | | | | | | | |
| 5 Sun | 09/04/2016 | REG | | | | | | | | | | |
| 6 Mon | 09/05/2016 | REG | | | | | | | | | | |
| 7 Tue | 09/06/2016 | REG | | | | | | | | | | |
| 8 Wed | 09/07/2016 | REG | | | | | | | | | | |
| 9 Thu | 09/08/2016 | REG | | | | | 4.50 | 6271100 | HRIS | | | |

(condensed sample time sheet)

By default, all hours are regular (REG). Click the magnifying glass and select a new **Hour Type** to enter other kinds of paid hours like vacation, sick, or jury duty.

For each day worked, enter a time **In**, a **Meal** time out for lunch, a time back **In** from lunch, and a time **Out** at the end of the day.

If you charge hours to different projects, you may need to change the default ID in the **Project** column for a given row. Click the magnifying glass to select available **Project IDs** for each time entry line.

Need to split hours between projects or hour types? Click the **plus** icon to create another entry row for the selected date. Click the **minus** icon to delete a row.

5 Click **Save for Later** before leaving the site.

Week 1 Hours: 0.00 Vacation Balance: 0.00 Week 2 Hours: 0.00 Sick Balance: 0.00

Save for Later Submit Return to Time

6 Click **Submit** at end of pay period to certify your hours.

Week 1 Hours: 0.00 Vacation Balance: 0.00 Week 2 Hours: 0.00 Sick Balance: 0.00

Save for Later Submit Return to Time

Did You Know?

- Time entry fields include an auto-complete function. Try typing **8:30a** or **5p** into an In, Out or Meal field to save time.
- If you've created a schedule, just edit the pre-populated hours on your bi-weekly timesheets to indicate changes.
- Don't forget to enter time on vacation, holiday and sick days.