

# Non-exempt Timesheet: Telework Reporting

## Regular and CII Exempt Staff

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August 30, 2021

### Timesheet Update Overview

Employees can access an adobe sign version of the Telework Agreement on the [UHR Website](#)

As a result of state reporting requirements, the following updates will occur on all regular and CII Exempt and Non-exempt Staff timesheets starting pay period 5 of FY22, 8/29/2021 – 9/11/2021. UMD timesheets for exempt and non-exempt salaried staff employees will include a telework section.

- This update allows salaried staff to check a box on days they telework.
- If the employee worked any portion of the day on campus, the telework checkbox would remain unchecked
- This update will **not** impact how duty days and time-in/time-out is recorded.
  - Exempt employees would continue using the 'duty day' check box on days they work.
  - Non-exempt employees will continue to record time-in and time-out entries on days worked.
- This update will **not** impact the way leave is reported.
- Employees who do not telework can leave the telework checkboxes unchecked and do not need to complete this section. Hourly employees and faculty will see no changes to their timesheets.

Please refer to the current [time entry guidance](#) for duty day, time-in/time-out, and leave reporting guidance.

# Non-exempt Employee Telework Reporting Tips

The non-exempt timesheet beginning 8/29/2021 will now show a Telework section for each week, as shown below:

Pay Period: 2022-04 From: 08/01/21 To: 08/14/21

WEEK 1							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	8/1	8/2	8/3	8/4	8/5	8/6	8/7
TimeIn		8:00	8:00	8:00	8:00	8:00	
TimeOut		5:00	5:00	5:00	5:00	5:00	
(-)Meal Break Mins		60	60	60	60	60	
Daily Tot Hrs Worked	0:00	8:00	8:00	8:00	8:00	8:00	0:00
Paid Leave:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv							
Sick Lv							
Personal Lv							
Comp Time Used							
Select Addtl LV Cds							
Select Family Medical LV Cds							
Daily Tot Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Total Paid Hours	0:00	8:00	8:00	8:00	8:00	8:00	0:00
UNPAID Leave:							
Select UnPaid LV Cds							
WEEK 1 Telework							
Telework Days	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Week 1: Total Hours Paid: 40 hours 00 Minutes.  
Week 1: Total Unpaid Leave Hours: 0 hours 00 minutes

## Scenario: Work Day performed on-campus:

The employee would enter their time-in and time-out; the employee would leave the telework checkbox unchecked.

## Scenario: Work Day performed off-Campus (Telework Day):

The employee would enter their time-in and time-out; the employee would check the telework check box for that day.

## Scenario: Work performed on-campus and employee works off-campus for a partial day:

The employee would record the full day of work by entering their time-in and time-out for work; the telework checkbox would remain unchecked.

## Scenario: Work performed off-campus (Telework) and partial day of Leave:

The employee's would record time-in/time-out for the work they performed for part of the day; the leave time would be accurately recorded under the leave section; the telework checkbox would be checked. The employee worked a partial day but did not report to campus for that day.

In all cases, the employee must remember to **Save** and **Submit** the timesheet before the timesheet deadlines for each period. **Telework reporting does not affect the pay or leave balances of the employee.**

## Supervisor

Supervisors should continue accurate review and approval of timesheets before Timesheet deadlines. Please see more information on the timesheet approval for supervisors here:

[Time Record Approval for Supervisors](#)

Supervisors with questions can contact the UHR Support Center at [UHRconnect@umd.edu](mailto:UHRconnect@umd.edu)