

Employee Timesheet Entry

Employee Reduction in Time (ERIT)



Entering Time while on Employee Reduction in Time (ERIT) Program

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks, Timesheet**



4. Select **Period**, defaults to current pay period, click **go**, timesheet displays

The following ERIT example is based on 20% ERIT

5. Select day of the week, e.g. **Mon 7/13**, selection will be highlighted

| Timesheet Summary | | | | | | | | | | | | | | | | | Hide |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours | Sun 07/12 | Mon 07/13 | Tue 07/14 | Wed 07/15 | Thu 07/16 | Fri 07/17 | Sat 07/18 | Week Total | Sun 07/19 | Mon 07/20 | Tue 07/21 | Wed 07/22 | Thu 07/23 | Fri 07/24 | Sat 07/25 | Week Total | Total |
| Worked | | 6.00 | | | | | | 6.00 | | | | | | | | 0.00 | 6.00 |
| Exceptions | | 2.00 | | | | | | 2.00 | | | | | | | | 0.00 | 2.00 |
| Totals: | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| Late Time | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | Select | | |
| Comp. Time Election | | | | | | | | | | | | | | | | | |
| Comp Time | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | 100% | 100% | 100% | 100% | 100% | 100% | 100% | | |
| Paid Summary ? | | | | | | | | | | | | | | | | | |
| Hours Worked | | 6.00 | | | | | | 6.00 | | | | | | | | 0.00 | 6.00 |
| ERIT | | 2.00 | | | | | | 2.00 | | | | | | | | 0.00 | 2.00 |

6. In **Time In** and **Time Out**, enter hours, select **Meal Break**, if applicable, select **Hours Worked** and click **Save**

| Worked Hours on Monday 06/29/20 | | | | | | | | Hide Exceptions | |
|---------------------------------|--------------------------|----------|------------|--------------------|--|--|--------------------------|-----------------|--------------------------|
| Time In/Out | Overnight | Duration | Meal Break | Position Pay Codes | | | Extra Unschd | Message | Delete |
| Time In: 7:00 A.M. | <input type="checkbox"/> | 6.00 | 0 | <Select Position> | | | <input type="checkbox"/> | | <input type="checkbox"/> |
| Time Out: 1:00 P.M. | | | | Hours Worked | | | | | |

7. In **Exception Time**, enter the applicable hours based on your ERIT %, and select **Pay Code: ERIT** and click **Save**

| Exception Time Monday 06/29/20 | | | |
|--------------------------------|---------------------------|---------|--------------------------|
| Duration | Position Pay Codes | Message | Delete |
| 2.00 | <Select Position> ERIT | | <input type="checkbox"/> |

Reminders

- For Exempt employees ERIT is calculated based on the FTE % in UCPath profile
- For employees on ERIT, Holidays are paid out:
 - Exempt: based on your FTE % status in UCPath profile
 - Non-Exempt: based on the quadriweekly (2 pay periods) eligibility of hours on pay status and includes pay codes of hour worked, vacation, sick and other leave types