



Miami-Dade County

Non-Bargaining Salaried Job Basis Employee Timesheet

Version 1.0

TABLE OF CONTENTS

Purpose.....	3
Non-Bargaining Salaried Employee Timesheet.....	4

PURPOSE

This document explains the time reporting process for Non-Bargaining Salaried Job Basis employees.

NON-BARGAINING SALARIED JOB BASIS EMPLOYEE TIMESHEET

Timesheets will be automated for non-bargaining job basis employees. Employees will longer have to input the **Regular Time** time reporting code. However, if any other time reporting code must be used, for example, Out of Class, the employee will be responsible for submitting the time. Time that is submitted will go through the original approval process. Absences are still required to be submitted and will also go through the same approval process.

View of Timesheet

Job Title Isd Physical Plant Manager

October 2, 2023 - October 15, 2023 *View By Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence Submit

Non-Bargaining Salaried Employee: Enter exceptions to schedule and/or absence.

*Time Reporting Code	Row Totals	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue
		0 of 8	0 of 0	0 of 0	HOLIDAY 0 of 8	0 of 8				

EMASS Labor and Work Performed

Inputting additional time reporting code

1. Navigate to Timesheet: **Employee Self-Service > Time and Absence > Enter Time.**

Job Title Isd Physical Plant Manager

October 2, 2023 - October 15, 2023 *View By Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence Submit

Non-Bargaining Salaried Employee: Enter exceptions to schedule and/or absence.

*Time Reporting Code	Row Totals	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue
		0 of 8	0 of 0	0 of 0	HOLIDAY 0 of 8	0 of 8				

EMASS Labor and Work Performed

2. Add additional Time Reporting Code.

Time and Absence | Enter Time

Job Title Isd Physical Plant Manager

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Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence | Cancel Absence | Submit

Non-Bargaining Salaried Employee: Enter exceptions to schedule and/or absence.

*Time Reporting Code	Row Totals	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	8 Sun	9 Mon	10 Tue
LEAD - Leadworker	72.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	HOLIDAY 0.00	8.00

EMASS Labor and Work Performed

Note: Adding a time reporting code will require the time to be reviewed and approved by the Manager.

3. For **Out of Class** time reporting code:

- Scroll to the rightmost section of the timesheet.
- Select a corresponding **OCL Jobcode**.

Time and Absence | Enter Time

Job Title Isd Physical Plant Manager

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Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence | Cancel Absence | Submit

Non-Bargaining Salaried Employee: Enter exceptions to schedule and/or absence.

1 Wed	12 Thu	13 Fri	14 Sat	15 Sun	Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	PSNONCATSK	PSNONCATSK	EB	000054	

EMASS Labor and Work Performed

- Default **Taskgroup** will auto-populate.
- Enter the **Task Profile ID**, if applicable.
- Enter the **Assignment**, if applicable.

4. Select **Submit**.

Time and Absence Enter Time

Job Title Isd Physical Plant Manager

October 2, 2023 - October 15, 2023

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence **Submit**

Non-Bargaining Salaried Employee: Enter exceptions to schedule and/or absence.

1 Wed	12 Thu	13 Fri	14 Sat	15 Sun	Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	PSNONCATSK	PSNONCATSK	EB	000054	

EMASS Labor and Work Performed

5. Select **OK** once a confirmation prompt is displayed.

Timesheet Submit Confirmation

By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions.
If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

OK

6. To adjust time, use the arrows to locate the time frame you want to review. If you know the specific date, you can input the date into the date field.

Time and Absence

Job Title Isd Physical Plant Manager

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Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Select the day you wish to make an adjustment. Change the total amount of hours and then select **Submit** to save your changes.