NOTICE TO ALL ASU NON-EXEMPT (HOURLY) EMPLOYEES

STARTING MONDAY AUGUST 20TH ONLINE TIMESHEET TO REPLACE WEB CLOCK

1Q: What’s happening with the Web clock?
1A: On Monday, non-exempt hourly employees will enter their time using the online timesheet, instead of the Web clock.

2Q: Will the Web clock still exist?
2A: No, the web clock will be disabled on Monday at 12:01 a.m. (midnight).

3Q: How does the timesheet work?
3A: Non-exempt (hourly) employees, will go to ASU interactive asu.edu/interactive, click on Employee Self Service, Time Reporting and then Time Sheet. Employees will enter the number of hours that they worked for each day of that week. They will also request paid time off on the same sheet, just as exempt employees do now.

4Q: Do employees need to input hours daily?
4A: Employees don’t need to record time every day. But they must record their hours on the online timesheet before the end of the pay period and give DTAs enough time to approve them.

5Q: If employees aren’t recording time in and out any more, what about the 30-minute lunch deduction?
5A: The 30 minute lunch deduction has been discontinued. Employees will be paid for the hours that they enter into the on-line timesheet. Departments are strongly encouraged to manage their employees and allow them the required time off each day.

6Q: Can employees see their reported time?
6A: Yes, employees can see their reported time, a time summary and the vacation, sick and comp time that they have accrued from the same page.

7Q: Can departments still use a paper timesheet?
7A: Departments can develop their own time tracking system. However, all time must be entered into an online timesheet by the employee and approved by the DTA.

8Q: Will DTAs still need to approve hours?
8A: Yes, in order for employees to be paid, the DTAs still need to approve hours before the deadline at the end of each pay period.

9Q: What about comp time?
9A: Any hours accrued over 40 hours will be designated as comp time in lieu of overtime.

10Q: Should employees put in summary hours for last week, or just leave it as one week of recorded times and one week of typed in summary hours?
10A: Employees should have punched in their time for last week using the web clock, therefore, employees only need to record the summary of hours for this week on the new web-based timesheet.

11Q: This sounds like a much simpler process?
11A: We are sensitive to the fact that the Web clock was a source of frustration. We hope this is a much easier process to use.

12Q: Where are there instructions for employees on how to fill out the timesheet?
12A: asu.edu/timesheet