

# TIME REPORTING

## U.S. Employees

### Overview

It is the responsibility of every non-exempt (hourly) employee to record time worked on a daily basis in the Global Self Service Time and Attendance system. Exempt (salaried) employees are required to record their time on an exception basis.

UnitedHealth Group pays its employees for all time worked on a bi-weekly payroll cycle. It is the responsibility of each [non-exempt employee](#) to accurately record all time worked on a daily basis in Global Self Service (GSS).

[Exempt employees](#) are required to record their time on an exception basis, such as PTO, FMLA, jury duty, etc. and this must be recorded in GSS:

Not submitting actual hours worked (for non-exempt employees) every pay period, or time away from work (for all employees) is considered falsification of your timesheet and grounds for disciplinary action, up to and including termination.

Managers are required to approve time sheets on a bi-weekly basis, prior to the payroll deadline, to ensure employees are accurately recording all time worked.

### Why Track Time

The Fair Labor Standards Act (FLSA) requires employers to keep accurate records of all hours worked, wages paid (both regular and overtime pay), and other items specified by the U.S. Department of Labor. As a UnitedHealth Group employee, taking personal accountability for accurately reporting your hours worked on a daily basis is critical to the company's compliance with these requirements and to ensure you receive an accurate paycheck each pay period.

[Non-Exempt Employees](#) are paid for both regular and overtime hours worked, so the reporting requirements are:

- All hours actually worked must be entered each day in Global Self Service (GSS). These entries must include actual start times, end times, and start time and end times for meal periods so that regular pay and overtime pay can be accurately recorded, calculated and paid.
- Any time away from work such as paid time off (PTO), intermittent FMLA, etc., must also be entered each day.
- You may not work before or after your regularly scheduled work hours without prior approval from your manager. In addition, you should not take work home, work through your meal period, or work any overtime without management approval. Doing so may subject you to disciplinary action. It is important to note, however, that you **MUST** record all time worked, even if you have not received prior management approval.

[Exempt Employees](#) are not paid for overtime. They record their time each week on an exception basis.

## Timesheet Deadlines and Approval

- For manager approval, time must be submitted by Monday, noon Central Time each pay week in Global Self Service (GSS).
- Adjustments can be made between noon and 6 PM Central Time, but may not be approved. Time submitted after 6 PM Central Time, Monday of pay week, will be paid at a later date.

## What Is Work Time?

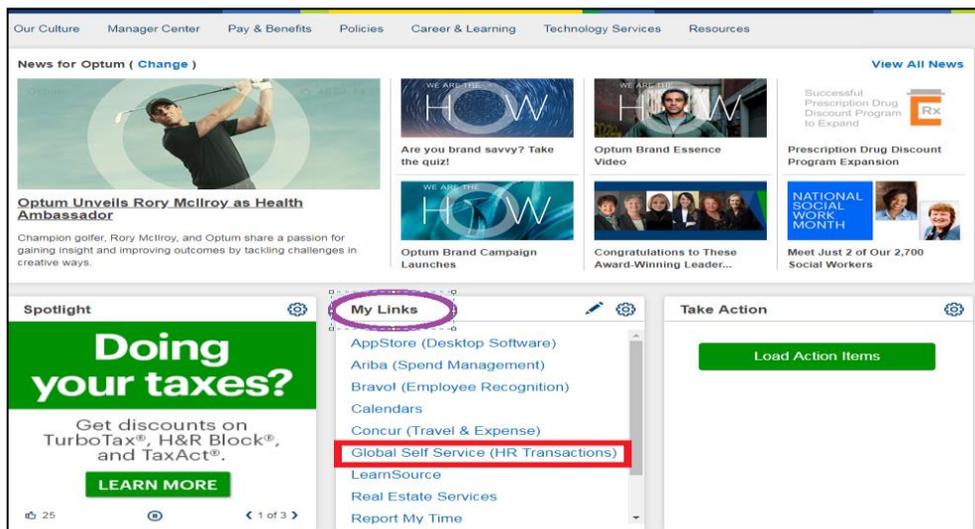
Any activity that is performed in order to complete tasks assigned to you by your management is considered work. Therefore, work includes such activities as:

- Logging on and off your work computer
- Reading work related emails
- Reading policy and procedure updates forwarded by management
- Participating in conference calls
- Participating in training sessions
- Recording time worked in the time and attendance system

Meal breaks are not considered work time and should not be recorded as time worked in your Global Self Service timesheet.

## To access your timesheet:

1. Click on Global Self Service under the My Links section of The Hub- UnitedHealth Groups Intranet home page.



2. Log-in to Global Self-Service using your MS ID and MS Password if logging in with the Intranet link. Otherwise, use your Employee ID.

3. Click on **Report My Time** in the Global Self-Service Employee Quick Links box

## Report Your Time (Non-Exempt)

It is the responsibility of every Non-Exempt (hourly) employee to record time worked on a daily basis in the Global Self Service (GSS) Time and Attendance system. Enter your time correctly so your pay will be accurate. The following information is available on time entry:

- [Timesheet Deadlines and Approval](#)
- [Entering Time in a Previous Pay Period](#)
- [Steps to Reporting Time](#)
- [Questions About Entering Time](#)

\*Above links available once employee has access to The Hub

### To enter time worked:

Time and Attendance for non-exempt employees allows you to view and maintain your time worked and time away from work balances.

Access the Time Reporting for U.S. Employees (LearnSource) to learn more about time reporting.

1. Enter your exact **In**, **Meal**, **Return**, and **Out** times daily. You must indicate am or pm on your timesheet. Acceptable formats include - a, am, A, AM.
  - a. End every shift with an **“Out”** entry – even if working a half-day or overnight.
  - b. \*See below for an example of a time entry and examples of overnight time entry.
2. Scroll to the right to use the – or + sign to delete or add a row
3. Submit your entries when done – unsaved entries are marked as **“New”** under the **“Status”** column.

*View By:	Time Period	Reported Hours:	43.36	<a href="#">Previous Period</a>	<a href="#">Next Period</a>							
*Date:	02/08/2015	Scheduled Hours:	0.00									
Add an 'a' for AM or 'p' for PM after your time. Scroll to the right to see [+] buttons to add a row for exception time. Always use the OUT column to record the end of your work day. From 02/08/2015 to 02/21/2015												
Day	Date	Status	In	Meal	Return	Out	Total	Exception Time Reporting Code	Quantity	Date		
Sun	2/8	New								2/8	+	-
Mon	2/9	Submitted	7:30AM	12:05PM	12:35PM	4:00PM	8.00			2/9	+	-
Tue	2/10	Submitted	7:30AM	12:05PM	12:35PM	4:00PM	8.00			2/10	+	-
Wed	2/11	Submitted	7:38AM	11:45AM	12:15PM	4:15PM	8.11			2/11	+	-
Thu	2/12	Submitted						Planned PTO - PPT	3.00	2/12	+	-
		Submitted	7:30AM			12:30PM	5.00			2/12	+	-
Fri	2/13	Submitted	6:00AM	12:00PM	12:45PM	6:00PM	11.25			2/13	+	-
Sat	2/14	New								2/14	+	-
Sun	2/15	New								2/15	+	-
Mon	2/16	New	7:30am	11:30pm	12:00pm	4:00pm				2/16	+	-
Tue	2/17	New								2/17	+	-

\*\*For employees that work an overnight shift, time entry must enter time worked in two separate days.

**Example 1:**

Thu	12/27	Submitted		9:00PM					4.00			
Fri	12/28	Submitted								Nurse Night \$5.25/h - SR		4.00
		Submitted			1:00AM	1:30AM	5:30AM		4.00			

**Example 2:**

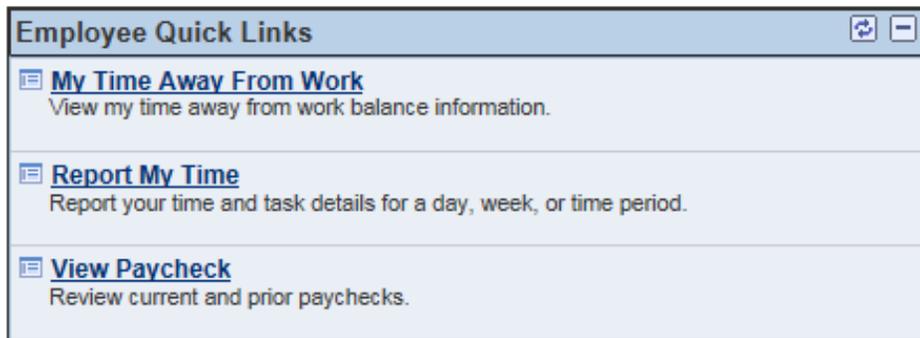
Sun	8/16	Submitted			8:00PM	11:00PM	11:30PM					10.00
Mon	8/17	Submitted								6:30AM		

**Example 3:**

Tue	8/18	Submitted			7:00PM					11:30PM		4.50
Wed	8/19	Submitted			12:00AM					3:30AM		3.50

**To enter your time away from work:**

1. Click on **My Time Away From Work** in the Global Self-Service Employee Quick Links box



2. Locate the date to which the time away from work applies

\*View By:   [Previous Period](#) [Next Period](#)  
 \*Date:

3. Select the **Exception Time Reporting Code** from the drop-down list to represent the type of time off taken

4. Enter the appropriate number of hours in the **Quantity** column
5. If you are using multiple time reporting codes for a single day, you must add a new row for each reporting code
6. Click **Submit**, click the **I So Attest** checkbox, click **Save**, and then click **OK**

Wed	2/15	Submitted							Planned PTO - PPT	4.00
		Submitted	12:00PM			4:00PM	4.00			

### To enter a Prior Period Adjustments:

Please note that employees are able to go back one pay period and your manager is able to go back two pay periods. Any time reporting that is older than the past two pay periods will need to be reported to HRdirect by the manager of the employee.

1. Click the Previous Time Period link
2. Locate the row and make your change to the appropriate In/Out time column
3. Select the Adjustment Reason Code
4. Click **Submit**, click the **I So Attest** checkbox, click **Save**, click **OK**

Punch Total	Exception Time Reporting Code	Quantity	Adjustment Reason Code
	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.00	<input type="text"/>	<input type="text"/>	INCORRECT HOUR

### Helpful Tips – Non-exempt Employees

- Company Holidays are entered for you
- Always use the **Out** column on your timesheet to record the end of your day
- You can go back one pay period to enter time adjustments, your manager can go back two pay periods on your behalf
- Modification or deletion of time for prior pay period dates will be adjusted on your next pay period check
- You can make changes to your timesheet after you submit as long as it is within the Payroll deadline

- Make sure you enter your time accurately and by the Payroll deadline in order to get paid on time
- Changes beyond two pay periods must be completed by HRdirect after being approved and requested by the manager

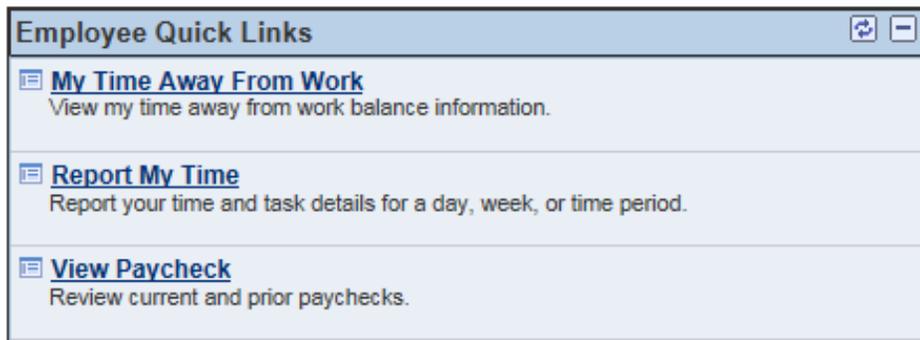
## Report Your Time (Exempt)

Exempt (salaried) employees are required to record their time on an exception basis in Global Self Service (GSS):

In GSS, you only have to log exception time (PTO, etc.); however, you may have a business obligation to log daily time in a separate timekeeping system. Speak with your manager for additional information.

### To enter time away from work:

1. Click on **My Time Away From Work** in the Global Self-Service Employee Quick Links box



2. Locate the date to which the time away from work applies

*View By:	Time Period	Reported Hours:	0.00	<a href="#">Previous Period</a>	<a href="#">Next Period</a>
*Date:	05/12/2019	Scheduled Hours:	0.00		

3. Select the **“Exception Time Reporting Code”** from the drop-down list to represent the type of time off taken

Day	Date	Status	Exception Time Reporting Code	Quantity	Date	
Sun	5/12	New			5/12	+ -
Mon	5/13	New			5/13	+ -
Tue	5/14	New	Pharm On Call @ \$3 ph - POC		5/14	+ -
Wed	5/15	New	Planned PTO - EPP		5/15	+ -
Thu	5/16	New	PremPay Addl Hrs SAmT - PMA		5/16	+ -
Fri	5/17	New	PremPay Alt Sched@10% - P10		5/17	+ -
Sat	5/18	New	PremPay Alt Sched@15% - P15		5/18	+ -

4. Enter the appropriate number of hours in the **“Quantity”** column
5. Use multiple rows if you have more than one type of time for the same day.
  - a. - The + button (to the left) lets you start a new row.

- If you are using multiple time reporting codes for a single day, you must add a new row (+) for each reporting code

Fri	2/26	Submitted	Planned PTO - EPP	8.00	2/26	+	-
Sat	2/27	New			2/27	+	-
Sun	2/28	New			2/28	+	-
Mon	2/29	Submitted	Planned PTO - EPP	8.00	2/29	+	-

- Click **Submit**, click the **I So Attest** checkbox, click **Save**, and then click **OK**

- To view reported hours, open the **Reported Hours Summary** section
- To view PTO balance, open the **Leave Balance** section

**Employee Quick Links**

- [My Time Away From Work](#)  
View my time away from work balance information.
- [Report My Time](#)  
Report your time and task details for a day, week, or time period.
- [View Paycheck](#)  
Review current and prior paychecks.

- [▶ Reported Hours Summary](#)
- [▶ Leave Balance](#)

**Helpful Tips – Exempt Employees:**

- Do not enter Company Holidays
- You can go back one pay period to enter your Time Away From Work (TAFW), your manager can go back two pay periods on your behalf