



# **Time and Labor in Bear Trax: Time Entry & Time Approvals**

For All Staff (Non-exempt Employees)  
& Direct Managers

# Terminology

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- **Time Card**—The electronic timesheet submitted by the employee to document time worked.
- **Non-Exempt**—An employment status that indicates the employee is covered by the Fair Labor Standards Act and is entitled to overtime pay.



# Key Concepts

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- **Timely employee pay is directly related to timely employee time submission and manager time approval.**

- The Bear Trax time approval process includes an **automatic workflow** that forwards employee time submissions to the appropriate manager or time verifier.

There is no need for hard copy signatures and employees do not need to determine where to route the time card.

Time Entry & Time Approval processes are streamlined and transparent. Employees and Managers can see where time cards are at any point in the workflow.

- **Work schedules and overtime calculations are pre-configured into the system.** Overtime automatically calculates after an employee enters more than 40 hours of work in a single work week.



# Key Concepts

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- **It is the employee's responsibility to ensure time reported is accurate.**
- **It is the manager's responsibility to confirm employee time reported is accurate.**
- **Comments on time cards made by employees, managers and verifiers will remain part of the Bear Trax record indefinitely.**



# Key Concepts

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- **Absence Management and Time & Labor data are integrated.**
  - Employee time worked drives absence accruals
  - Absences submitted appear in Time & Labor time cards
- **Comp Time Earned and Comp Time Used are entered through Time & Labor.**



# Fast Facts: Employee Time Entry

- **Time & Labor Tracking is a Bear Trax function used by all SSU staff/non-exempt employees, their direct managers and time verifiers.**
  - **New! Both *salaried* and *hourly* non-exempt employees must submit time cards. This is a new process for most employees in the Police / Security force.**
- **Time submittals and time approvals occur bi-weekly. Steps include...**
  - **Employees submit absence requests through absence management.**
  - **Employees enter and submit time worked through time card.**
  - **Managers review and approve time or reject the submission with comments, for employee revision.**
- **Bear Trax Electronic Time Cards replace the excel Time Entry Spreadsheet. Use of the Time Entry spreadsheet will be discontinued.**
- **Managers cannot create, edit or submit time cards on employees' behalf.**



# The Time Entry & Time Approval Process: Employee

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**The Time Entry process begins with the Employee.**  
*Managers are unable to enter time on behalf of employees.*

- **Employees enter time worked on a daily basis. (Best Practice!)**
  - **Enter time in  $\frac{1}{4}$  hour increments using this format: 7:45 AM**
    - \*You must include the space between the time and the AM or PM
  - **Include a lunch break by entering time worked before lunch on one line, and time worked after lunch on a second line.**
- **Employees review and submit time bi-weekly in accordance with the Payroll calendar.**
  - **Time card submissions must be completed by Friday at 1:00 PM.**
  - **The time card is routed automatically to the direct manager for review and approval.**



# The Time Entry & Time Approval Process: Manager

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**The Time Approval process continues with the Manager.**

- **The Primary Direct Manager reviews employee time submissions and Approves or Rejects with comments for employee revision.**
  - **Managers must approve the time card by Monday at 9:00 AM. *Begin review Friday afternoon in case revisions are necessary.* This turn around for timely payment makes it critical to act swiftly in this case.**
  - **For employees with multiple assignments, the Primary Line Manager *must* approve the time card by Friday at 3:00 PM to provide time for the Secondary Line Manager to review and approve.**





# Fast Facts: Lunch Time

- Lunch breaks are indicated by entering your work time *only*.
  - Times worked are entered on two lines, one line for before-lunch hours and one for after-lunch hours.
  - Shorter breaks (less than 30 minutes) are not recorded in Bear Trax.

**Time Entry**

Actions ▾ View ▾ Format ▾ [Print] [Close] [Grid] [Edit] + Add Row Below ▾ [Print] [Freeze]

	* Position	* Hours Type	Saturday, April 08		Sunday, April 09	
			Start	Stop	Start	Stop
			1	Lead Spec ▾	Regular ▾	8:00 AM
2	Lead Spec ▾	Regular ▾	1:00 PM	5:00 PM	post-lunch worktime	
<b>Daily Total</b>			8.00		8.00	

Rows Selected 1



# Fast Facts: Overtime

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- Employees do not need to enter Overtime. Overtime is *auto-calculated* by Bear Trax.
- Overtime hours are calculated as a separate time category. These may be viewed by saving your entry and clicking Next **or** from the View Summary on the Manage Time Cards screen.
- Overtime calculations are made on a **weekly** calculation basis rather than a *daily* basis (ie: anything over 40hr/wk is overtime). This aligns with Federal Labor Standards and Management Best Practices.



# Fast Facts: Comp Time

**All Comp Time must be pre-approved by your manager before entering in Bear Trax.**

- Use the Time icon to enter:
  - **Comp Time Earned**
    - Search for hours type: Comp Time Earned.
    - **Important!** Enter the actual hours that you worked, not the accrual conversion.
    - Enter comments to justify comp time accruals.
      - **Note!** Comp Time Earned can only be entered if the employee has worked over 40 hours in a week. Employees must note their hours worked throughout the week to know when they are eligible to enter Comp Time Earned.
  - **Comp Time Used**
    - Search for hours type: Comp Time Used.
    - No comments are necessary.
    - This is the *only* Absence entered directly in the Time Card. All other absences are made in Absence management and will flow automatically into your time card.

**Important!** Do not enter Comp Time Used in the Absence module;  
Comp time is entered in the **Time module only.**



# Fast Facts: Holidays Worked

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- All non-exempt employees working on an official SSU holiday will be paid 2.5X for holiday hours worked.
  - **Important!** Employees must select **Holiday 2.5 hours type** to be paid at the Holiday Worked rate.
  - Bear Trax will *automatically* make the time calculation to be seen in your pay check.



# Time Entry Actions

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## Time Entry Actions include:

- **Add Row Below**– adds an additional row
  - Can also Add Row Above in the dropdown menu
- **Delete** – deletes the row
  - Can also be done via “x”
- **Export to Excel** – exports a *list* of time entries (not the detail)
  - Can also be done via excel arrow box to right
- **Clear Hours** – removes hours from the highlighted row
  - Can also be done via pencil icon



# Popular Time Entry View Options

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## Time Entry View Options include:

- Columns - adjusts overall page view
- Freeze/Unfreeze - freezes columns to see Position and hours type while scrolling
  - Highlight the column you wish to freeze and click the Freeze icon
- Detach - creates a separate window to maximize time entry
  - **Note!** *Click Detach again after entering time to navigate to the screen where you Save your entry*
  - Can also be done via Detach Icon
- Reorder Columns - reprioritizes columns
  - Can also drag and drop columns to preferred order



# A Note for Salaried Non-Exempt Employees (Police/Security)

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- All non-exempt employees—salaried and hourly—will use Bear Trax to report time worked.
  - **This may be a new process for some employees in the Police & Security force.**
  - For more assistance, consult the BearTrax website for instructions or speak with your Bear Trax Department Coordinator or your manager.
- Police and Security employees working special events outside of regular working hours must select **Special Event hours type**.



# A Note for Second & Third Shift Employees

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Employees working **second or third shifts** are eligible for a pay differential of an additional .50 cents per hour.

- Employees regularly assigned to second or third shift will **automatically** receive the pay differential in their paycheck when they submit their time in Bear Trax. Note! These employees should **not** use the Shift Differential hours type.
- Employees who are *not regularly assigned to*, but who temporarily step in to work a second or third shift, **must select the Shift Differential hours type when completing their time card in Bear Trax.** This designation must be added in order to receive the additional .50 cents per hour pay differential in their paycheck.
- Shift Differential applies to working an entire second or third shift, not an extension of your regular shift.
- Temporary employees do not receive Shift Differential.







# Time Approvals for Managers

Managers of Non-Exempt Direct Reports

# Fast Facts for Managers

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Employee time cards will appear in manager's Notifications where action must be taken.

- Manager actions include Accept or Reject with comments.
  - If time card requires edits, select Reject and add Comments.
  - *It is the employee's responsibility to ensure time reported is accurate.*
  - *It is the manager's responsibility to confirm employee time reported is accurate.*

**Remember!** Managers cannot create, edit or submit time cards on their employees' behalf.

**If an employee is unable to submit their time worked, the Manager *must* notify Payroll to ensure employee is paid.**



# Fast Facts for Managers: Reassigning Approvals

If managers will be away and unable to respond to employee requests, managers must **temporarily reassign approvals to another appropriate employee.**

- Reassignment typically goes to the *next level administrator* or to the individual acting on a managers behalf *with signature authority.*

## Tasks can be reassigned in two ways:

- Reassignment of **all** time/absence submissions during a temporary timeframe.
  - To reassign all submissions: Notification Icon > HCM > Select Name > Select Preferences > Enable Vacation Period > Reassign > Select designee.
- Reassignment of **items one by one.**
  - To reassign items one by one: Open time card > Dropdown menu > Actions > Reassign > Select designee.

**Note!** *Reassign removes you completely from the approval workflow. You will have no visibility on approval status and will lose all access to notifications for all submittals by your direct reports during the reassignment period! All Bear Trax submissions will be seen by the designee.*



# Process for Time Card Approvals for Employees with Multiple Assignments

- Employees with multiple assignments will indicate time worked for each position and submit time card bi-weekly.
  - Must be completed by Friday at 1:00 PM.
  - The time card is routed first to the Primary Line Manager (the manager of the employee's primary assignment).
- Primary Line Manager follows regular approval process and Approves, **adding a comment** indicating the position for which time is being approved.
  - Must be completed by Friday at 3:00 PM.
  - The system automatically routes the time card to the Secondary Line Manager.
- Secondary Line Manager receives notification of time card. Secondary Line Manager follows regular approval process and Approves, **adding a comment** indicating the position for which time is being approved.
  - Must be completed by Monday at 9:00 AM.
  - The system automatically submits time card to Payroll.

**\*Note!** *In the event of a 3<sup>rd</sup> or 4<sup>th</sup> time card assignment, the Secondary Line Manager must "Add Ad Hoc Approval" for each pay approval.*

- Subsequent Manager data can be obtained from HR or Payroll.



# Employee Time Management Best Practice

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- If you reject an employee's time card, you must enter a comment when sending it back for revision.
- Make sure that the employee resubmits the time card and that you approve the time card by the Monday at 9:00 AM deadline.
  - For employees that do not regularly check email, please *reach out to make them aware* that adjustments need to be made.



# Manager Reports for Team Time

**Team Time Reports are available from the Tool Menu.**

**Navigator > Tools > Reports and Analytics > Catalog Icon** 

- **Detailed Time Card Manager Report**

*Lists direct reports who have made time card entries*

- **Best Practice!** *Run the Detail Time Card Manager Report mid-pay to view employee entries.*

- **Missing Time Card Report**

*Lists direct reports who have not submitted time cards*

- **Best Practice!** See Payroll calendar on SSU website for pay period dates.
- **Note:** Report is based on pay period dates, not the payday.



# The End

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Thank you for reviewing this process overview!  
Please contact your Bear Trax Department  
Coordinator or your manager for more information.

