Hourly / Student Worker Timesheet Entry – Detail Guide

**Hourly / Student Employees**

- Not eligible for: paid sick, vacation, or holiday
- Student employees use Gemini, NOT Orion, for work related information, such as timesheet, direct deposit, W2 consent and home address
- Make sure your home address on Gemini is up to date. Information on Orion does NOT update on Gemini.
Monthly Paid:

- No timesheet required, not eligible for overtime
  - Teaching Assistant
  - Teaching Associate
  - Research Assistant
  - Graduate Assistant

Semi-monthly Paid:

- Submit your timesheet, eligible for overtime compensation if worked more than 40 hours in a week
  - **Temporary employees**
    - Work Schedule
      - less than 4.5 months for up to 40 hours/week, OR
      - Greater than 4.5 months at 19.5 hours/week or less for up to 1 year
    - Extension of Term
      - If you work a regular schedule for more than 4.5 months at more than 19.5 hours/week for up to 1 year.
      - Extension of term must be approved by HR to become a monthly salaried employee for benefits.
  - **Student workers**
    - Work schedule
      - Work 20 hours/week or less in spring and fall semesters, summer hours may be different

Overtime vs. Over Standard Time

- If an hourly employee works over standard weekly time (for example, 20 hours/week), you will be paid at regular rate
- If an hourly employee works overtime with approval (>40 hours/week), overtime rate will be applied

### Example: A part-time employee, standard weekly hours are 20 hours / week

<table>
<thead>
<tr>
<th>Standard Hours</th>
<th>20 hours</th>
<th>Regular Rate</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over standard hours</td>
<td>20 – 40 hours</td>
<td>Over Standard Hours Rate</td>
<td>$10.00</td>
</tr>
<tr>
<td>Overtime Hours</td>
<td>&gt; 40 hours</td>
<td>Overtime Rate</td>
<td>$10.00 * 1.5 = $15.00</td>
</tr>
</tbody>
</table>

### Example: A part-time employee worked 43 hours

<table>
<thead>
<tr>
<th>43 work hours / week</th>
<th>Hours</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>40</td>
<td>$10.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Overtime Hours</td>
<td>3</td>
<td>$15.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Total: $445.00
Report Time

Gemini for Department> Time tile

Department will assign whether to Punch In / Out on Web Clock or Self-Service Time Entry

**Web Clock User**

*Reported Time Tile*

A. Click “IN” to clock in, and “OUT” to clock out
B. Click the “…” menu for more actions
C. Use the “Enter Time” tile to view previously reported time
### Enter Time Tile

**Enter Time**

**Job Title**

**Student Assist. - Management**

**Dates**

July 7, 2019 - July 13, 2019

**Reported Time**

18.78 hours

**View Legend**

*Reported time on or before 06/30/2021 is for a prior period.*

<table>
<thead>
<tr>
<th>Day Summary</th>
<th>IN</th>
<th>OUT</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Jul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 Jul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported 6.25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:07AM</td>
<td>4:23PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09 Jul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported 6.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:06AM</td>
<td>4:22PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Jul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reported 0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Access Gemini for Departments**


*Select a Job*

Work Study Student Assistant ACTV
A. Use View By drop-down to view your reported time by Weekly or Period (semi-monthly)
B. Use arrow to navigate forward and back or click calendar icon to select a week
C. Use Comments button to leave comments

Self-Service Time Entry User

Enter Time Tile

A. Use arrows to navigate forward and back, or calendar icon to select a week
B. Change “View By” to Weekly or Period (semi-monthly)
C. Enter your time in/out in format: 8:15AM, 12:03PM
D. Use “+” to add more than 1 shift, if needed, or use “-” to remove shift
E. Add comments if needed
F. Enter your timesheet daily and submit time weekly. Deadline for employees to submit (not just saved) time to receive payments: 1st and 16th of the month

Switch Timesheet

If you have multiple jobs, click Select Another Job to switch to another timesheet
Check Time Status

Click View Legend to show status of time submitted. Make sure your time has been submitted (reported) and approved before the deadline.