

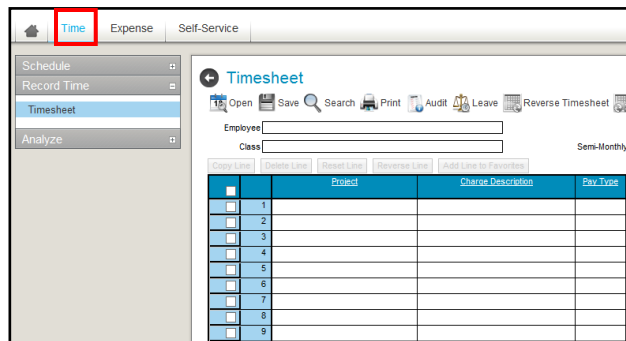
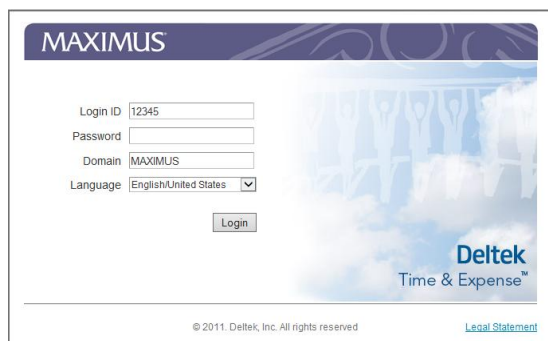
Completing Your Timesheet

Objective: Complete your timesheet using the instructions in this guide.

- A. **Access your timesheet for the current pay period**
- B. **An Introduction to the MAXIMUS Time Collection System**
- C. **Search for charge numbers where your time will be allocated**
 - a. Set up Favorites for frequently used charge codes
- D. **Enter hours**
 - a. If applicable, document overtime accurately
 - b. Check your available PTO (Paid Time Off) hours
- E. **Save and submit your timesheet**
 - a. Respond to timesheet warning messages
- F. **Correct your timesheet (if necessary)**

Access Your Timesheet for the Current Pay Period

1. Go to <https://timesheets.maximus.com> in your browser, and use your employee number and MAXIMUS password to log in. Enter **maximus** in the Domain field. The MyDesktop screen will display.
2. Click **Time** from the top navigation menu to display the left navigation links. Click **Record Time**, then **Timesheet** to access a new timesheet.



An Introduction to the MAXIMUS Time Collection System

New to the MAXIMUS time collection system? Take a moment to become familiar with this tool.

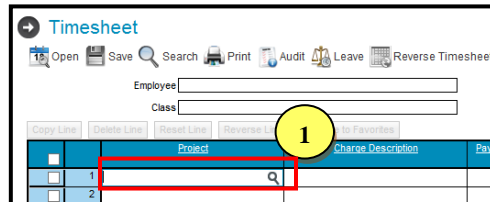


- A. **MyDesktop Icon** – Click the **MyDesktop** icon (looks like a house) at any time to return to the desktop where you can view the tasks waiting for your action (**MyTasks**), notifications (**MyAlerts**), and access your most recent timesheets (**MyTimesheets**).
- B. **Navigation Bar** – Click the links to access your Timesheet, your payroll checks and deductions and Benefits selected.
- C. **Logout Icon** – Click this icon () to exit the application.
- D. **Help Icon** – Click this icon () to access additional instruction guides.

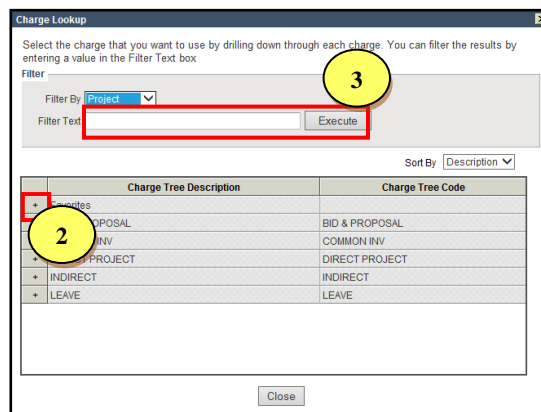


Search for Charge Numbers Where Your Time Will Be Allocated

- On the new Timesheet, click in the first row under Project to show the magnifying icon (Q). Click the icon to search for your charge number. The Charge Lookup screen appears.
- Charge Number:** Click on the + sign next to **Favorites** to find your “pre-populated” charge codes.
- If the Charge Number is not pre-populated, search for the charge code using the Filter options *and the* Charge Tree Description table.



- Charge Number:** In the **Filter By** field, select **Project** and enter your charge code in the **Filter Text** field. Click **Execute**. Check the Charge Description displayed in the table below to confirm this code is correct.
- Charge Name:** In the **Filter By** field, select **Description**, enter the charge name in the **Filter Text** field. Click **Execute**. Check the Charge Description displayed in the table below to confirm this code is correct.
- LEAVE:** In the Charge Tree Description table, click the + next to **LEAVE**. Continue to click the + next to the selection options (example: PAID LEAVE or UNPAID LEAVE) to get to the needed code.
- Favorites:** In the Charge Tree Description table, click the + next to **Favorites**. Refer to the Set Up Favorite Charge Codes box below to add your frequently used charge codes.

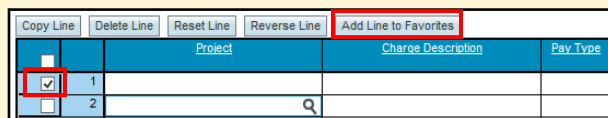


- Select the checkbox next to the **Charge Description** and click **Add to Timesheet**. *The Project, Charge Description, and Pay Type appear on your timesheet.* (Hint: To add a charge number to all future timesheets, click the checkbox in the **Load** column and then click **Update**.)

Setting up Favorites:

The easiest way to set up charge codes to your timesheet is to add the charge codes you use the most to the Favorites selection. Charge numbers you may consider adding to your Favorites include: your project/admin charge code, overtime charge number (for hourly employees), PTO, Holiday – Corp Schedule (for company-wide holidays), and Holiday – Project/Other (for project or state specific holidays, if applicable)

- Once you have added the charge codes to your timesheet, select the checkboxes (in the far left column of the table) next to each of the **Project / Charge Descriptions** you would like to set as Favorites.
- Click **Add Line to Favorites**. *The checkmarks disappear and the items you checked have been added to your Favorites.*
- To make sure you have added your Favorites, click on the magnifying icon on a new row of your timesheet to open the **Charge Lookup** screen and click the + next to **Favorites**. *Your Favorites appear.*



Keep your Favorites up to date. If you are no longer working on a particular project or the project charge code changes remove it from your Favorites. In the Charge Lookup window select the charge description to be removed from the Favorites and click the Delete from Favorites button.

Enter Hours

1. Once you have added a charge number, enter the appropriate number of hours for each day. If you do NOT have overtime hours, skip to the *Submitting Your Timesheet* section of this guide.
2. If you have worked overtime (based on the guidelines in the Overtime Policy in the Employee Manual), select the checkbox next to the **Project / Charge Description** to which you are charging overtime.
3. Click **Copy Line** to copy the **Project / Charge Description** to an additional line on your timesheet.
4. In the new line you just created, tab over to the **Pay Type** field. Click on the magnifying icon to change the **Pay Type**. *The Pay Type Lookup screen appears.*
5. Click the radio button next to the **O / Overtime** Pay Type.
6. Click **OK**. *The Pay Type on your timesheet changes from REG to O.*
7. Enter the number of overtime hours you worked according to the overtime rules summarized in the table below.

Document Overtime Accurately (If applicable)

- These overtime rules apply even if the week spans across two pay periods.
- PTO (Paid Time Off) hours do NOT count toward the 40 regular hours required to be eligible for overtime.

A. Rules for Non-exempt Employees Outside of California:

- Enter any hours worked over 40 in a week as overtime – **Pay Type O** (unless you have taken sick or vacation time during that week).
- Overtime begins on the **day** that you exceed 40 hours. If you work 12 hours in a day, but have not exceeded 40 in that week, it does NOT count as overtime.

		Project	Charge Description	Pay Type	Mon 4/1	Tue 4/2	Wed 4/3	Thu 4/4	Fri 4/5	Sat 4/6	Charge Totals
<input type="checkbox"/>	1			REG	12.00	12.00	12.00	4.00	0.00		40.00
<input type="checkbox"/>	2			O				4.00	8.00		12.00

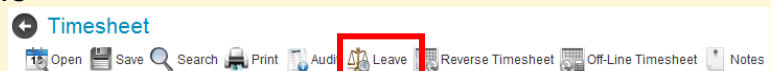
In this example, this employee reaches overtime hours on Thursday because that is when s/he begins to work the 41st hour and beyond. Regular work hours begin again the next work week (even though it is the same pay period).

B. Rules for Non-exempt Employees in California:

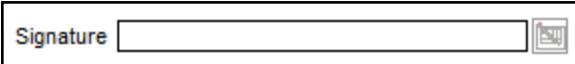


- Enter any hours or fraction of an hour over 8 a single day as overtime - **Pay Type O**.
- Enter any hours worked over 40 in a week as overtime - **Pay Type O** (unless you have taken sick or vacation time during that week).
- If you work more than 12 hours in a single day, enter any hours over the 12th hour as double time – Pay Type **OT2**.
- If you work 7 days or more in a row, enter any hours on the 7th day and beyond (until you have a day off) as double time - **Pay Type OT2**.

Check Your Available PTO (Paid Time Off) Hours

Click **Leave** in menu links at the top of your Timesheet. The Leave screen appears which shows your PTO account balance. Click **Close** when finished.



Save and Submit Your Timesheet

1. Click **Save** in the upper left-hand side of the timesheet to save the hours you entered.
2. Submit your timesheet at the end of the pay period. Click the icon next to the **Signature** box at the bottom of the screen. 
3. Enter your MAXNet password again to confirm your electronic signature and click **OK**.
4. If there are no warning messages, return to your desktop (**MyDesktop** icon ) , or log out (**Logout** icon ).

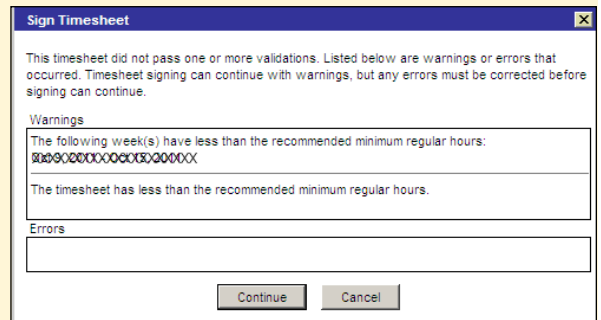
Respond to Timesheet Warning Messages

If there is a problem, you will receive a warning when you sign your timesheet. Reasons for timesheet warnings may include entering work hours during a corporate holiday or entering PTO hours when you do not have enough time accrued.

You must review all warnings before signing your timesheet. If you review a warning and do NOT correct it, your supervisor will see the warning and may reject your timesheet.

If the **Sign Timesheet** window appears with a warning.

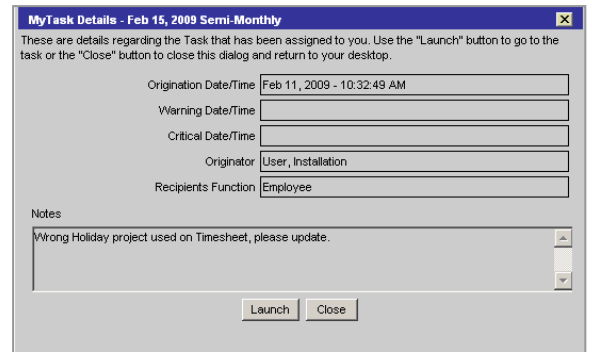
- a. Review the Warnings. Click **Continue** if no corrections are needed.
- b. To correct the timesheet, click **Cancel** in the **Sign Timesheet** window.
- c. Correct your timesheet and follow the steps to **Submit** your timesheet.



Correct Your Timesheet (If Necessary)

If your supervisor identifies an error and rejects your timesheet, you receive an e-mail and notification in the **MyTasks** section of **MyDesktop**. **MyTimesheets** also displays rejected timesheets.

1. Click on the **+** next to **Timesheets Pending Update** on the My Desktop screen..
2. Click on the link of the timesheet that has been rejected.
3. Look at the **Notes** to see why your timesheet was rejected.
4. Click **Launch** to correct your timesheet.
5. When corrections have been made, click the icon next to the **Signature** box to save and submit your timesheet.



If you have selected an incorrect **Project / Charge Description**, select the checkbox next to the Project / Charge Description and click **Delete Line**. This removes the hours you entered for that Project / Charge Description. You cannot delete the Project / Charge Number itself from your timesheet once it has been saved.

Add the new **Project / Charge Description** as you normally would and enter the appropriate hours and Submit your timesheet. Enter the type of change that you made in the Explanation field of the Revision Audit screen when prompted.