

# Entering Your Time within NetSuite

## Hourly Time Entry

Login in to your Employee Center

In the *Employee Center – Home Links* section you should see a link for *Track Time*

**Employee Center - Home Links**

Find Link

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## Normal workable hours example:

Primary Information

Custom Form: Regular Time Tracking Form

\*Employee: [Redacted]

\*Date: 4/18/2014

\*Duration: 8:00

Customer: <Type then tab>

Case/Task/Event: [Dropdown]

Service Item: [Dropdown]

Billable:

\*Payroll Item: 01 Regular Hours

Paid Externally:

Memo: [Text Area]

Supervisor Approval:

- The Service Item breaks down the tasks for the day – your supervisor will inform you on departmental procedures
- Enter the duration in whole hours and increments of 15 minutes
  - Example – enter 4.25 to indicate 4 hours and 15 minutes
- You can use the memo section to clarify or explain

## Overtime hours example:

Primary Information

Custom Form: Regular Time Tracking Form

\*Employee: [Redacted]

\*Date: 4/18/2014

\*Duration: 8:00

Customer: <Type then tab>

Case/Task/Event: [Dropdown]

Service Item: [Dropdown]

Billable:

\*Payroll Item: Overtime Hours

Paid Externally:

Memo: [Text Area]

Supervisor Approval:

- NetSuite does not automatically start calculating overtime once you reach 40 hours per week
  - You must enter anything over 40 hours as overtime
- Track your total amounts on the bottom of the Time Entry screen

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## Paid leave hours example:

Primary Information

Custom Form: Regular Time Tracking Form	Customer: <Type then tab>	* Payroll Item: 04 Hourly Paid Leave	Paid Externally: <input type="checkbox"/>
* Employee: [Redacted]	Case/Task/Event: [Redacted]	Memo: [Redacted]	
* Date: 4/18/2014	Service Item: [Redacted]	Supervisor Approval: <input type="checkbox"/>	
* Duration: 8:00	Billable: <input type="checkbox"/>		

- Only **full-time** hourly employees receive paid leave
- Refer to the Icon Enterprises' Employee Handbook for information regarding Paid Leave

## Holiday hours example:

Primary Information

Custom Form: Regular Time Tracking Form	Customer: <Type then tab>	* Payroll Item: 01 Regular Hours	Paid Externally: <input type="checkbox"/>
* Employee: [Redacted]	Case/Task/Event: [Redacted]	Memo: [Redacted]	
* Date: 4/18/2014	Service Item: Holiday	Supervisor Approval: <input type="checkbox"/>	
* Duration: 8:00	Billable: <input type="checkbox"/>		

- Only **full-time** hourly employees receive holiday pay
- Holiday hours do not count toward overtime for the week
  - Example – if a week has 1 paid holiday and you work 10 hours per day on the other 4 days, you will be paid for 48 regular hours

## Bereavement Leave example:

Primary Information

Custom Form: Regular Time Tracking Form	Customer: <Type then tab>	* Payroll Item: 01 Regular Hours	Paid Externally: <input type="checkbox"/>
* Employee: [Redacted]	Case/Task/Event: [Redacted]	Memo: [Redacted]	
* Date: 4/18/2014	Service Item: Personal Leave : Bereavement Leave	Supervisor Approval: <input type="checkbox"/>	
* Duration: 8:00	Billable: <input type="checkbox"/>		

- Only **full-time** hourly employees receive Bereavement Leave
- Refer to the Icon Enterprises' Employee Handbook for the Bereavement Leave policy

## Jury Duty example:

Primary Information

Custom Form: Regular Time Tracking Form	Customer: <Type then tab>	* Payroll Item: 01 Regular Hours	Paid Externally: <input type="checkbox"/>
* Employee: [Redacted]	Case/Task/Event: [Redacted]	Memo: [Redacted]	
* Date: 4/18/2014	Service Item: Personal Leave : Jury Duty	Supervisor Approval: <input type="checkbox"/>	
* Duration: 8:00	Billable: <input type="checkbox"/>		

- Only **full-time** hourly employees receive pay for Jury Duty
- Refer to the Icon Enterprises' Employee Handbook for the Jury Duty policy

## FMLA example:

Primary Information

Custom Form: Regular Time Tracking Form	Customer: <Type then tab>	* Payroll Item: 04 Hourly Paid Leave	Paid Externally: <input type="checkbox"/>
* Employee: [Redacted]	Case/Task/Event: [Redacted]	Memo: [Redacted]	
* Date: 4/18/2014	Service Item: Personal Leave : FMLA	Supervisor Approval: <input type="checkbox"/>	
* Duration: 8:00	Billable: <input type="checkbox"/>		

- Only **full-time** hourly employees receive pay for Jury Duty
- Can be Paid or Unpaid Leave : \* Payroll Item 05 Unpaid Leave
- Refer to the Icon Enterprises' Employee Handbook and your HR Business Partner for the FMLA policy