

EMPLOYEE'S QUICK GUIDE TO TIME CARDS

COMET Time Reporting enables employees (Time Reporters) to enter their own time directly into the payroll system.


All Non-exempt (hourly) and Exempt (salaried) employees must submit time cards for approval no later than 10:00 AM on the Monday following payday.

ACCESS AND LOGIN

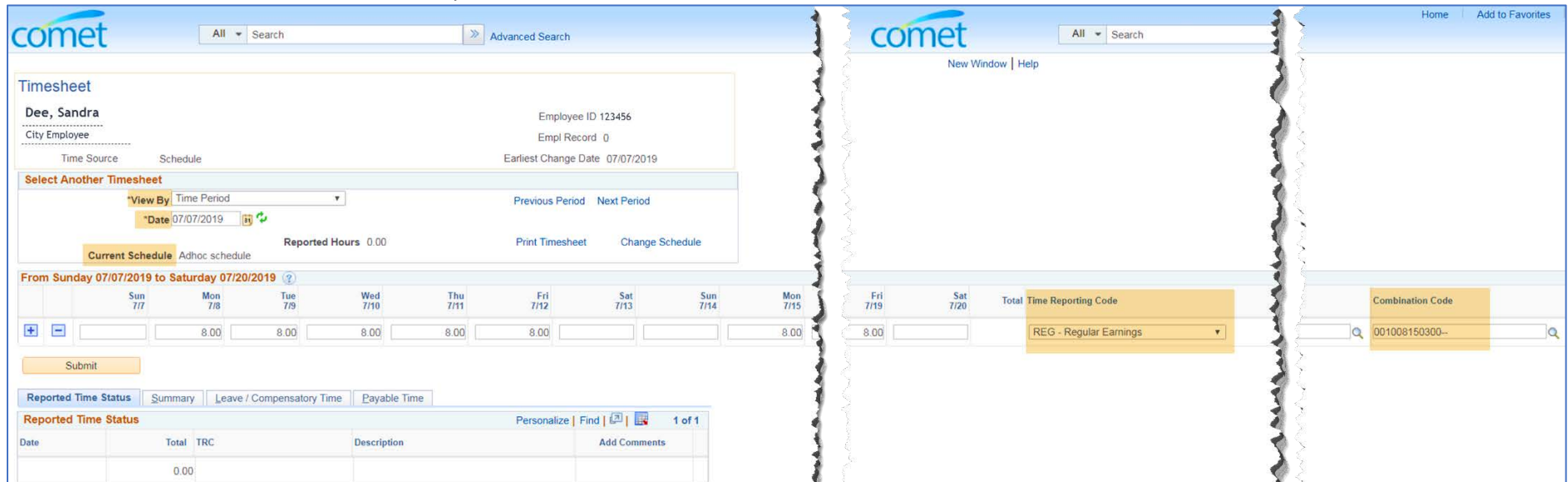
- **From Work** - Access **CityTalk** and click **COMET**
- **From Home** - Go to the City's website www.minneapolismn.gov. Scroll all the way down and click on **For Employees**. Click on **COMET (login)**.
- At the sign in page, enter your User ID (six-digit Employee Number). Enter your Password

1. REVIEW YOUR TIME SHEET

- From the **Employee Self Service Pages**, go to **Time Reporting** and click on **Timesheet**.
- Your computer screen may not be large enough to display the entire time sheet. You will need to scroll back and forth to access various parts of it.

 **Time Reporting**
Report and review your Time, Schedules, request absences and more.

- [Payable Time Detail](#)
- [Timesheet](#)




The screenshot shows the COMET Timesheet interface for employee Sandra Dee. It includes a search bar, navigation links, and a detailed view of the reporting period from Sunday 07/07/2019 to Saturday 07/20/2019. The interface displays a grid for entering time by day and a summary table for reported time status.




Date	Total	TRC	Description	Add Comments
	0.00			

- **View** defaults to Time period,
- **Date** defaults to your current pay period start date.
- **Current Schedule** defaults to your standard work hours.
- **Time Reporting Code** defaults to Regular Earnings
- The **Combination Code** defaults to budget your hours are allocated to. It is a series of the Finance General Ledger Account, Funding Source, and Department ID. If you need to find a Combination Code click on the magnifying glass next to the Combination Code field, or contact your supervisor for assistance.







2. ENTER YOUR TIME

If you have worked your standard hours with no holiday, vacation, sick days, FMLA, military leave, etc., simply click . Now the time card moves to your supervisor for approval.

If you need to enter time other than regular earnings, like vacation, sick, holiday and so on, you need to add a row to your time-sheet for each other category of hours.

- Scroll to the right of the screen. Click the plus sign  to add a new row.
- Enter hours in the appropriate field
- Select the appropriate Time Reporting Code from the drop-down menu. 
- Usually you will use the same Combination code as you did for regular earnings. Copy and paste the combination code into the new row.
- Once you have entered all your hours click . Now the time card moves to your supervisor for approval.

In the example below, the employee used 8 hours of holiday, 8 hours of vacation, and regular earnings for the remainder of the pay period.

	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Total Time Reporting Code	
 		8.00													8.00	HOL - Holiday
 				8.00	8.00	8.00		8.00	8.00	8.00	8.00	8.00	8.00		64.00	REG - Regular Earnings
 			8.00												8.00	VAC - Vacation Earnings

CONFIRM YOUR ENTRY

You will receive a confirmation page after you click the Submit button. Click the OK button to complete the process. **By pressing OK, you certify:**

- The hours reported on this timesheet are true and correct to the best of your knowledge;
- No other unauthorized or unreported hours were worked; and
- All absences were appropriately approved and recorded in accordance with City policy and/or union contract.
- You understand that submission of fraudulent timecard entries may result in discipline up to and including discharge from employment with the City of Minneapolis as well as civil penalties and criminal prosecution.

You can review additional information on the screen.

- **Reported Time Status:** Click the comment bubble to add comments for your supervisor about any of the hours reported
- **Reported Hours Summary:** reported hours summarized by week.
- **Leave/Compensatory time:** Sick, Vacation, and Compensatory Time accrual balances. The balance is as of the begin date of a pay period (e.g., as of the last paycheck) and it is updated only after Central Payroll finalizes their payroll processes.

ADM – Administrative leave (Paid)
BGT – Budgetary leave without pay
BRV – Bereavement/Funeral Leave
CTU – Compensatory time used
FMC – FMLA Leave/Comp time used
FML – FMLA leave w/o pay
FMS – FMLA leave/Sick
FMV – FMLA leave/Vacation
FMW – FMLA leave/Wkrs Comp
HOL - Holiday
JUR – Jury Duty
MIL – Military Leave w/pay 15 days
MIT – Military leave w/o pay
NOWRK – Scheduled day not worked
ONCAL – TL On call
OTH – Other paid leave
PSA – Perfmcce/Safety Award (pd time)
REG – Regular Earnings
SCK – Sick Earnings
SEJ – Serve as Election Judge
VAC – Vacation Earnings
WCP – Wrkrs Comp Pay (paid by WC)

IMPORTANT NOTES:

1. This guide does not address entering time for multiple jobs (e.g. details), coding time for projects and/or grants, or entering shifts and/or premiums.
2. It is your responsibility to report your time correctly, including hours worked, vacation/sick time used, Time Reporting Codes, and Combination Codes.
3. The deadline for submitting your time sheets for approval is 10:00AM on the Monday following our pay day.