



# RECORDING TIME FOR AN EXCEPTION TIME REPORTER 9.2 *QUICK REFERENCE GUIDE*

## *Overview and Navigation*

The timesheet will default in using the current date or you can change the date on the search criteria page to pull up a different timesheet. For example: If you are pulling up a timesheet on the Monday before paychecks are issued, it will default in the timesheet for the first week of the next pay period and you will need to use the previous week link to enter time for the current pay period. Always make sure you are entering time in the correct week!! Only time for the current pay period may be entered by a decentralized timekeeper. For positive time reporters all hours should be entered as REE or STASH if in excess of 8 and the system will redistribute to overtime if necessary. Work study is not eligible for overtime so no hours should be reported in excess of 8 or it will create an exception.

For Exception time reporters, you do not need to enter anything in the timesheet if there is not time beyond their regular shift to report. The employee will get paid based on their job schedule. If you are reporting time you need to account for your entire scheduled work day. For example: If you are entering 2 hours of vacation and you normally work an 8 hour work day you need to enter 6 hours of REG in addition to the 2 hours of VAC to account for the entire work day or it will create an exception and the employee will not get paid for the day unless it is corrected. If you are entering overtime it should all be entered as OVS and the system will redistribute to straight and premium where necessary. If you are reporting overtime on a scheduled work day you will also need to report the REG time. You will not be allowed to enter more time than the employee has in accrual balances. Do not enter any codes that have a + or - after them or any of the manual codes unless instructed to by your manager.

The tabs located in the lower section of the timesheet display information such as time reported by day in the timesheet, job schedule vs time reported in timesheet, leave balances for employees with accrued time and exceptions created by the time administration process. This process typically runs twice daily at 12 noon and 5:00 pm. The first time administration run in the pay period is on Thursday at 5:00 pm of a paycheck week. The Monday prior to paychecks being issued and the last day for decentralized time entry, the time administration process runs at 9:30 am and 1:30 pm. Exceptions are not generated upon submission of the time in the timesheet. The time administration process needs to run once the time has been entered. Please refer to manage exceptions guide for information on viewing exceptions.

Holidays do not appear in the timesheet or as scheduled hours in the tab reflecting the employee's schedule. You do not need to enter HOL in order to pay the employee for the holiday. If you see a HOL row in your timesheet it means that someone has manually entered it and that additional processing is necessary. If you do not understand the entry or how to enter additional time associated with this entry, contact the central time and labor office for instructions.

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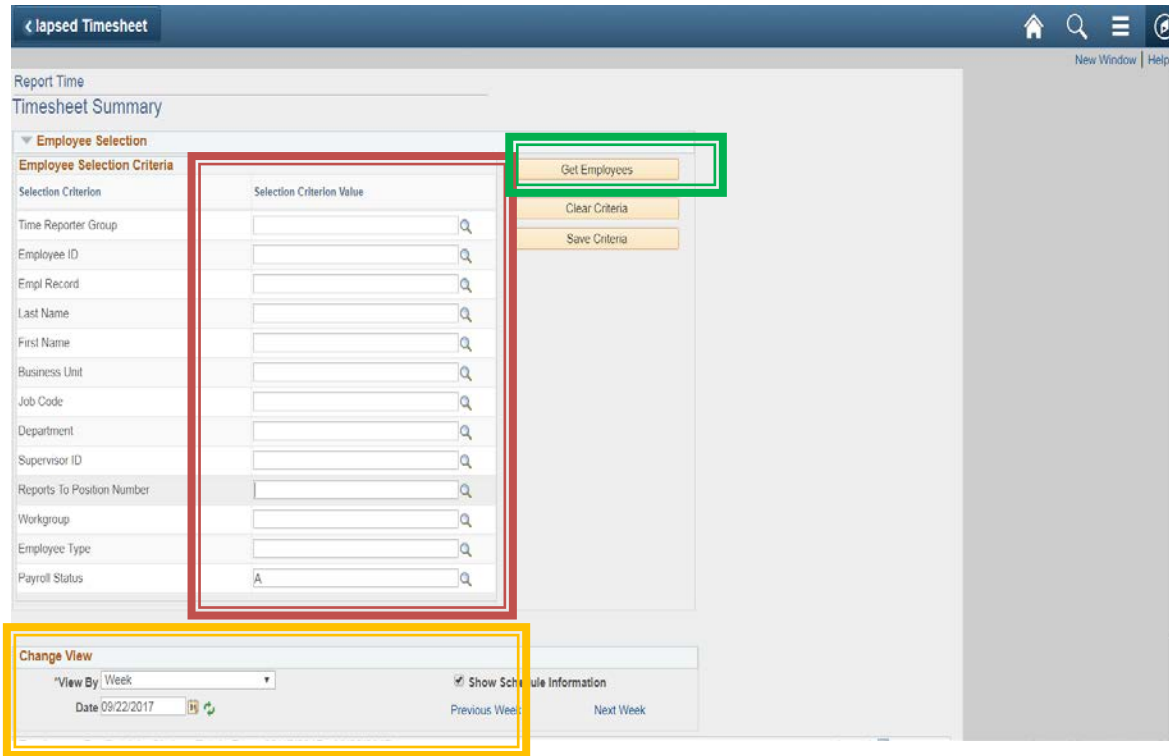
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**Navigation:**

1. Click on the compass icon in the upper right corner of the page to display the NavBar.
2. Click or tap the Navigator button. This presents a menu list.
3. Select the menu item and drill down to Manager Self Service → Time Management → Report Time → Timesheet

### *Selecting Employees*

Use the **Timesheet Summary** page to select a group of employees , or an individual employee, for time entry.





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- 1. Enter Employee Selection Criteria:** Enter the criteria to select the employee(s) according to your campus business process. **For optimal performance at least one selection criteria value should be entered.**

**Example: Employee ID and Payroll Status**

Please note that it is a good idea to enter an A in payroll status so that you retrieve only active records, but understand that it will not pull up any records if the employee is on a paid leave.

- 2. Select the Date:** Change the displayed dates using the  icon. Once the date is set click the  icon to refresh the page.

- 3. Click Get Employees:** Click  to display the employee(s) matching your criteria at the bottom of the page.

- 4. Click Last Name:** Click an entry in the **Last Name** column to access their timesheet.

Last Name	First Name	Employee ID
Smith	John	11000999

## Reporting Time



Use the **Timesheet** page to enter time, adjust reported time, or view time.

The screenshot shows the 'Timesheet' page for John Smith (Employee ID 11000999). Key elements are highlighted as follows:

- Navigation:** A blue box highlights the 'Previous Week' and 'Next Week' buttons.
- Table:** A yellow box highlights the table containing reporting codes (REG - Regular Pay SERS Eligible, SIC - Sick Time) and task groups (UM\_EXP, UMAMH).
- Buttons:** A green box highlights the 'Submit' button, and a red box highlights the 'Apply Schedule' button.
- Menu:** A purple box highlights the 'Reported Time Status' menu item.



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- Enter Time:** To populate the grid with the employee's scheduled time, click . You do not need to do this for the employee to get paid if you are not reporting any exception time such as vacation or sick or overtime etc.....The employee will be paid from his/her job schedule.
- Add Additional Rows:** Enter the hours you wish to report within a row. You can add or delete rows using the + and - signs to the right of the timesheet grid. Each type of time requires a row. For example: An exception based employee using a partial day of vacation will require one row with the VAC hours and one row of the REG hours.
- Click Submit:** Click  to process the timesheet. Once submitted, a confirmation page will display stating your time has been successfully entered requiring you to click OK.
- Use the Tabs:** Use the tabs at the bottom of the page to review:
  - Reported Time Status** – all times reported for the specified period.
  - Summary** – Reported versus Scheduled hours.
  - Leave / Compensatory Time** – available sick, vacation, and personal and comp time remaining.
- Use Links:** Use the previous next week links at the top of the page to enter time for a different week. If you used a deptid or group to retrieve your employees on the search page and got a list of employees you can use the previous or next employee to toggle to a different employee's timesheet. If you retrieved a single employee and have completed the time submission you can click on the return to select employees link at the bottom to return to the search page.