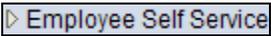
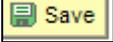
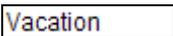


Time Reporting

Step	Action
1.	Click the Employee Self Service link. 
2.	Click the Time Reporting link.
3.	Click the Case Exception Timesheet link. 
4.	<p>This is the Exception Timesheet screen. The purpose of this screen is to record an employee's work time.</p> <p>An employee needs to verify or enter hours for each pay period. For exempt employees this is once a month and for non-exempt employees it is twice monthly. For payroll cutoff dates when time needs to be entered please use the link below: http://www.case.edu/finadmin/controller/deadlines.html</p> <p>Full time employees Exception Time Entry screen will pre-populate with their regular hours as well as University holidays.</p> <p>Part time employees will need to complete their Exception Time Entry screen for each pay period as their time does not pre-populate.</p>
5.	At the top of the screen is the employee's ID , Employment Class (exempt or nonexempt and regular weekly hours), Title , and Department .
6.	If the employee has sick or vacation time available, it will populate in hours in the Sick and Vacation fields. The Last Updated field will display the date the System last updated sick and vacation balances.
7.	The Current Pay Period's Start and End dates, as well as the employee's Standard Weekly Hours , are indicated below. The Current Pay Period will be in two week periods for all employees.
8.	<p>Each row on the <u>Exception Time Entries</u> tab indicates a day and/or type of hours worked.</p> <p>The Default Speed Type column shows the Speed Type that pays Ronald's salary. The speed type can be overwritten using the Override Speed Type checkbox. This option is only available for non-exempt employees. For exempt employees this is taken care of on another screen by the department.</p>
9.	The type of hours an employee works is indicated in the TRC field. TRC stands for Time Reporting Control code. Payroll is driven by the TRC.
10.	You can see that Ronald worked 7.5 <i>REG</i> (regular) hours on the first three days of the pay period. Then, on May 4th, he took vacation time. To report his vacation time, Ron changed the TRC for May 4th to <i>VAC</i> .

Step	Action
11.	During the second week of the pay period, Ronald had more exceptions to his regular time. Because he worked more than his standard 37.5 hour week, he was approved by his supervisor to work 2.5 hours of Standard Overtime (OTS) and 2.5 hours of Premium Overtime (OPT) on Friday.
12.	Reason Code is an optional field that can be used to help explain time entry exceptions. The dropdown box contains a list of valid values.
13.	Now, Ronald needs to change his Timesheet to show another exception. On Tuesday, May 15th, he took half a day of vacation.
14.	Click the Add a new row button to add Ron's 3.75 vacation hours. 
15.	Click the TRC list. 
16.	Only the TRC items available to you via your employment class will appear in the TRC list. Click the VAC list item. 
17.	Notice that the Default Speed Type field has disappeared. This is because the VAC code was chosen.
18.	Some supervisors prefer that their employees leave notes about any exceptions to their regular time. Click the Comments tab. 
19.	The other "half" of the screen appears. Click the Show all columns button to see the Comments column at the same time as the Time Entries tab. 
20.	Enter a note that will help explain the exception into the Comments field.
21.	Click the Save button. The changes made to Ronald's Timesheet will be saved so that his supervisor can approve it later. 
22.	Click the Time Reporting Home link. 
23.	This screen is simply an alternate view to the menu you used to get to the <u>Exception Timesheet</u> . Click the Time Entry History link. 

Step	Action
24.	<p>The Employee Time History Review page allows user to see all the time that has been recorded by them.</p> <p>The Time History Review page is intended to help employees manage and review the amounts and types of time they have recorded. To help sort through a year of time history, you can search Time Entries by TRC or Date.</p> <p>For example, if Ronald wants to check on the amount of vacation he has taken, he can sort his time entry history by TRC. Click the TRC list.</p> 
25.	<p>Click the Vacation list item.</p> 
26.	<p>Click the Search button.</p> 
27.	<p>The time entry rows with a TRC of <i>VAC</i> appear in the search results.</p>
28.	<p>This completes the Time Reporting process. End of Procedure.</p>