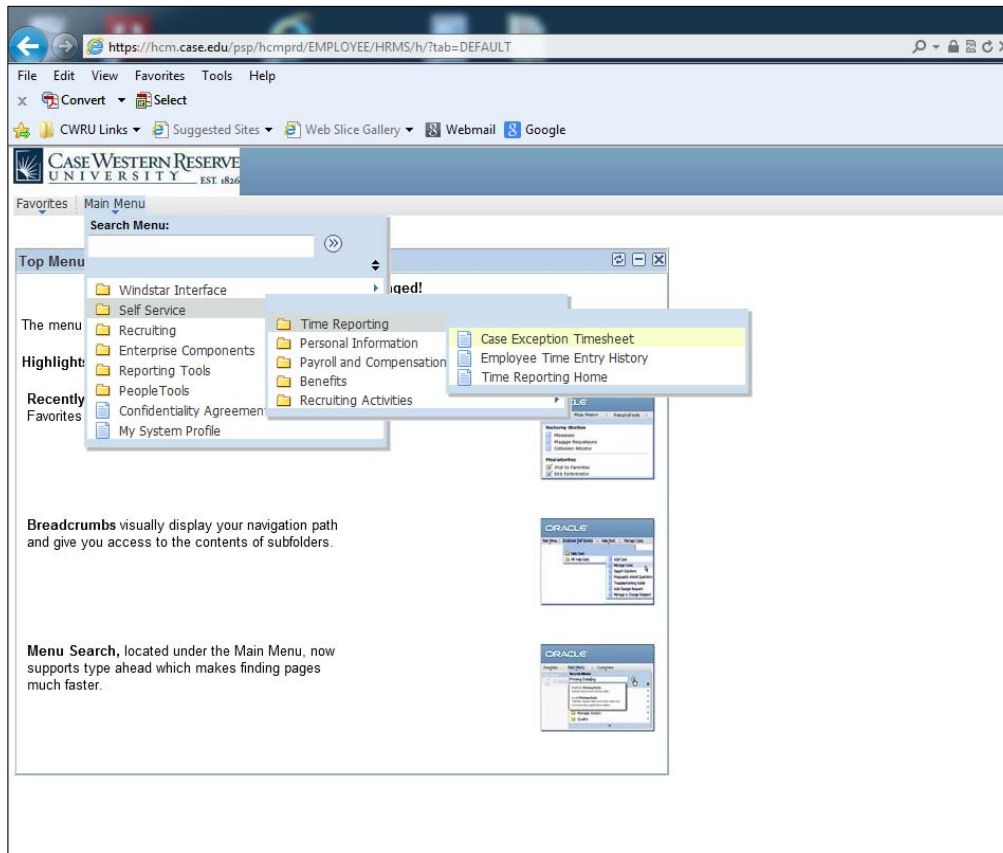
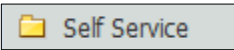
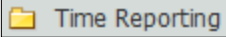


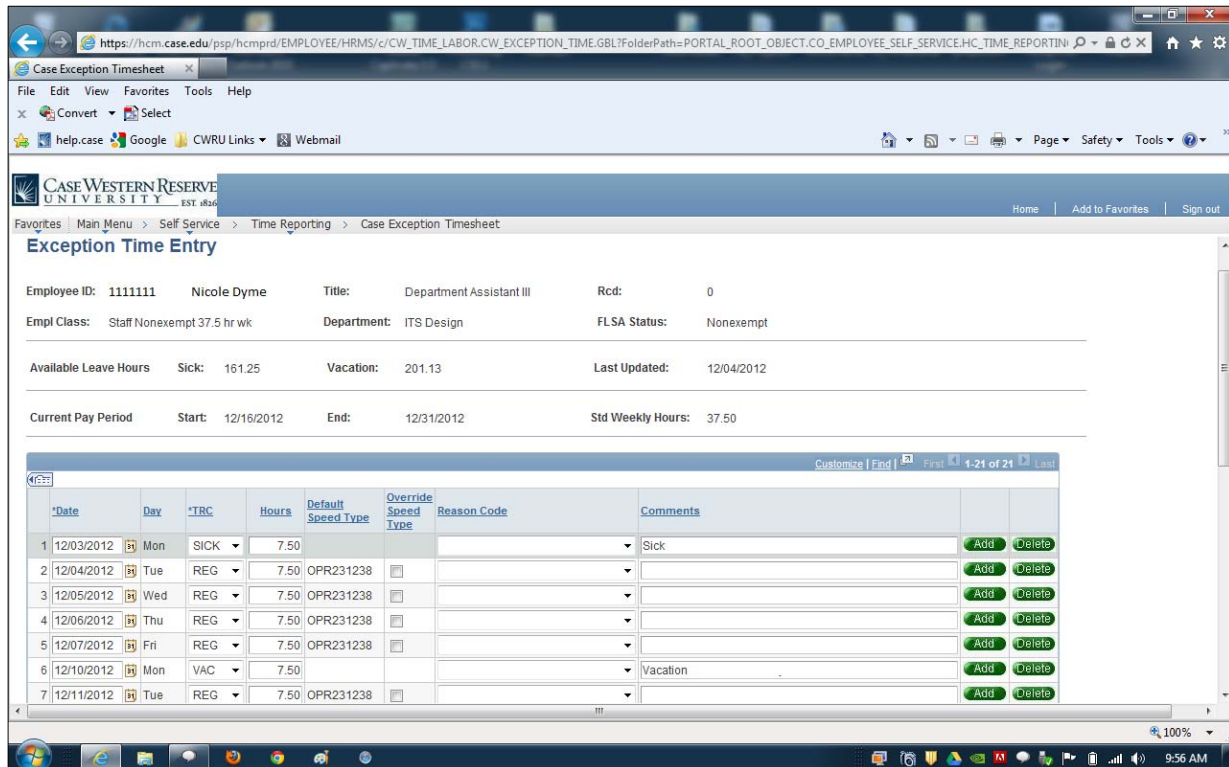
Case Exception Timesheet Non-exempt Staff (Hourly)


Procedure

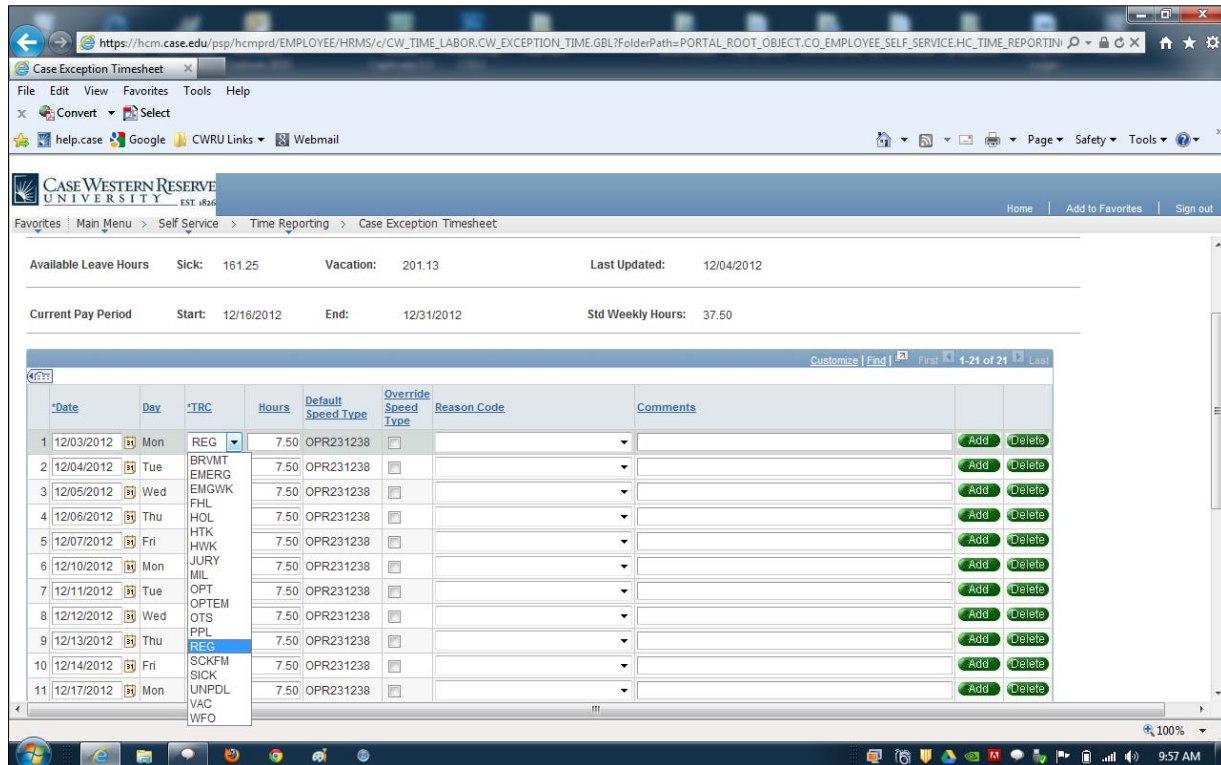
Non-exempt (hourly) employees can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

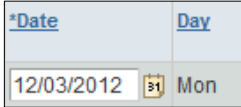



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | From the HCM main menu, click the Self Service link.  |
| 2. | Click the Time Reporting link.  |
| 3. | Click the Case Exception Timesheet link.  |



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. | <p>The Exception Time Entry page appears. By default, each row on the timesheet represents one work day and the type of hours worked for that 7.5 hour period.</p> <p>Time entry lines can be added or removed as needed to split daily hours into multiple categories such as sick time, vacation time and overtime (OT) using the Add or Delete buttons.</p> <div style="text-align: center;">  </div> |



| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | <p>You can enter a Date manually or use the calendar icon to select the date from the calendar pop-up menu.</p>  |
| 6. | <p>You can select the desired Time Reporting Code (TRC) from the drop down list.</p>  |

Case Exception Timesheet Non-exempt Staff (Hourly)

The following table includes a list of TRCs currently applicable to the HCM system. Codes highlighted in green are typically used for exempt and non-exempt staff.

Note: The TRC table continues on the next page.

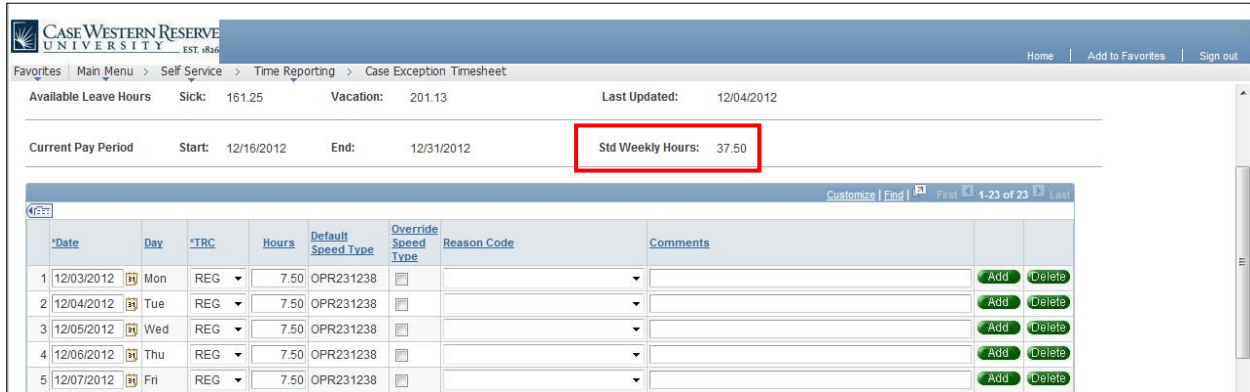
| TRC | Description |
|-------|-------------------------------|
| AD2 | Additional Payment Student |
| ADJ | Adjustment |
| ADJSK | Adjust Sick Hours Balance |
| ADJVC | Adjust Vacation Hours Balance |
| ADL | Additional Pay |
| ADR | Additional Pay - Pension Elig |
| AWD | Award |
| BRVMT | Sick Leave for Bereavement |
| CO-OP | Undergraduate CO-OP Program |
| EMERG | Emergency Closing |
| EMGWK | Emergency Closing - Worked |
| FHL | Floating Holiday |
| GR1 | Grad Asst Sumr - Post Doc |
| GR2 | Graduate Assistant |
| GR3 | Graduate Fellow Tuition |
| GR4 | Graduate 14 Percent |
| HOL | Holiday |
| HON | Honorarium |
| HTK | Compensatory Holiday |
| HWK | Work on Holiday |
| INT | Student Intern Program |
| JURY | Jury Duty |
| MIL | Military Leave |
| MNT | Moving Expenses Non-Taxable |
| MOV | Moving Expense Reimbursement |
| MRT | Lump Sum Merit |

TRC codes continued:

| TRC | Description |
|------------|--------------------------------|
| NWS | Student Non-work-Study |
| OPT | Overtime Premium |
| OT2 | Overtime at 2.5 |
| OTS | Overtime - Straight Rate |
| PPL | Paid Parental Leave |
| REG | Regular Hours |
| RGAMT | Regular Amount |
| SUP | Supplemental Pay |
| SWS | Summer Work Study (not regist) |
| SCKFM | Sick Leave - Family Member |
| SEV | Severance Pay |
| SICK | Sick Leave |
| SNW | Summer - Non Work-Study |
| STUDY | Payment for Study Participant |
| STX | Non Work Study Addl Payment |
| SUM | Summer Pay |
| SUP | Supplemental Pay |
| SWS | Summer Work Study (not regist) |
| UNPDL | Unpaid Leave Time |
| UPE | Unpaid Leave Exempt |
| VAC | Vacation |
| VACPY | Vacation Pay Out |
| WFO | Workforce Option Time |
| WSR | Work Study |


Note: The type of TRC available in the drop down list depends on the employment classification of the employee.

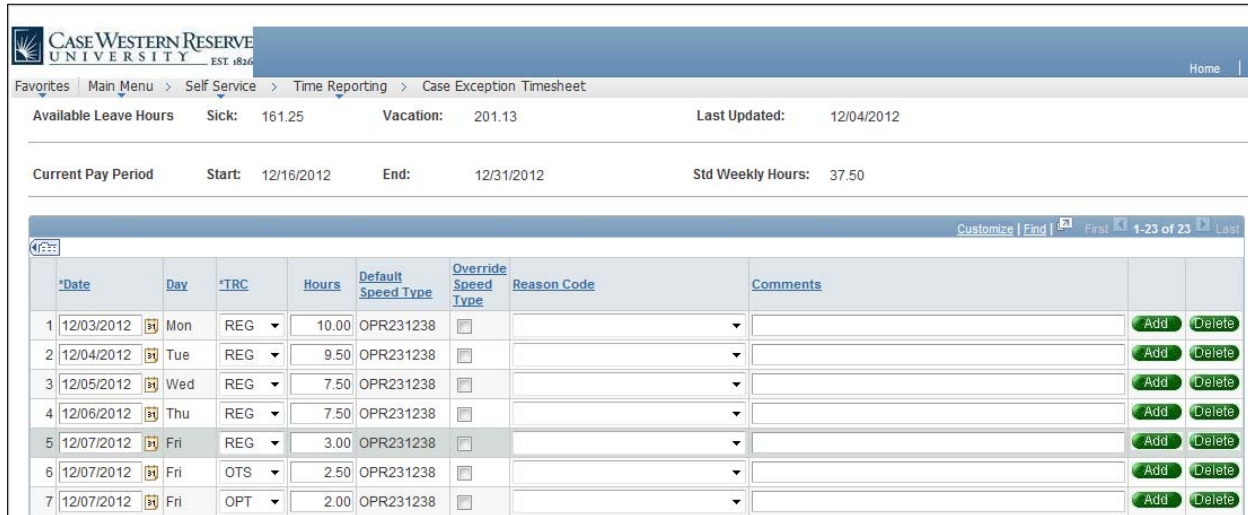
Case Exception Timesheet Non-exempt Staff (Hourly)



Available Leave Hours Sick: 161.25 Vacation: 201.13 Last Updated: 12/04/2012
 Current Pay Period Start: 12/16/2012 End: 12/31/2012 **Std Weekly Hours: 37.50**

| ID | Date | Day | TRC | Hours | Default Speed Type | Override Speed Type | Reason Code | Comments | Add | Delete |
|----|------------|-----|-----|-------|--------------------|--------------------------|-------------|----------|-----|--------|
| 1 | 12/03/2012 | Mon | REG | 7.50 | OPR231238 | <input type="checkbox"/> | | | Add | Delete |
| 2 | 12/04/2012 | Tue | REG | 7.50 | OPR231238 | <input type="checkbox"/> | | | Add | Delete |
| 3 | 12/05/2012 | Wed | REG | 7.50 | OPR231238 | <input type="checkbox"/> | | | Add | Delete |
| 4 | 12/06/2012 | Thu | REG | 7.50 | OPR231238 | <input type="checkbox"/> | | | Add | Delete |
| 5 | 12/07/2012 | Fri | REG | 7.50 | OPR231238 | <input type="checkbox"/> | | | Add | Delete |

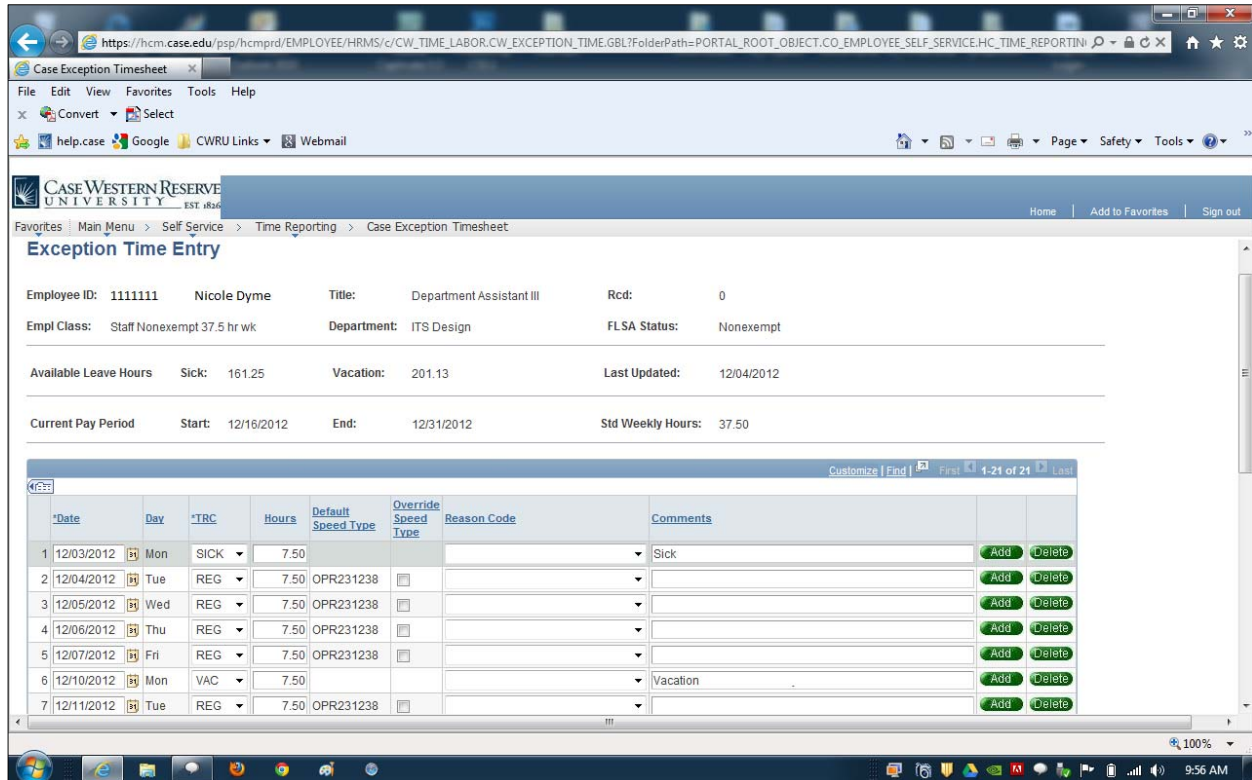
| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | <p>By default, the Hours field will pre-populate with 7.50 hours, Monday through Friday, and the total standard weekly hours will be 37.50 for full-time personnel.</p> <p>Note: Part-time employees will have less than 37.50 total standard hours.</p> <p>To Add or Delete a time entry line, use the buttons to the right of the Comments column.</p> <div style="text-align: center;">  </div> |



Available Leave Hours Sick: 161.25 Vacation: 201.13 Last Updated: 12/04/2012
 Current Pay Period Start: 12/16/2012 End: 12/31/2012 Std Weekly Hours: 37.50

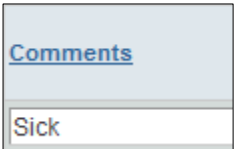
| # | Date | Day | TRC | Hours | Default Speed Type | Override Speed Type | Reason Code | Comments | Add | Delete |
|---|------------|-----|-----|-------|--------------------|---------------------|-------------|----------|-----|--------|
| 1 | 12/03/2012 | Mon | REG | 10.00 | OPR231238 | | | | + | - |
| 2 | 12/04/2012 | Tue | REG | 9.50 | OPR231238 | | | | + | - |
| 3 | 12/05/2012 | Wed | REG | 7.50 | OPR231238 | | | | + | - |
| 4 | 12/06/2012 | Thu | REG | 7.50 | OPR231238 | | | | + | - |
| 5 | 12/07/2012 | Fri | REG | 3.00 | OPR231238 | | | | + | - |
| 6 | 12/07/2012 | Fri | OTS | 2.50 | OPR231238 | | | | + | - |
| 7 | 12/07/2012 | Fri | OPT | 2.00 | OPR231238 | | | | + | - |

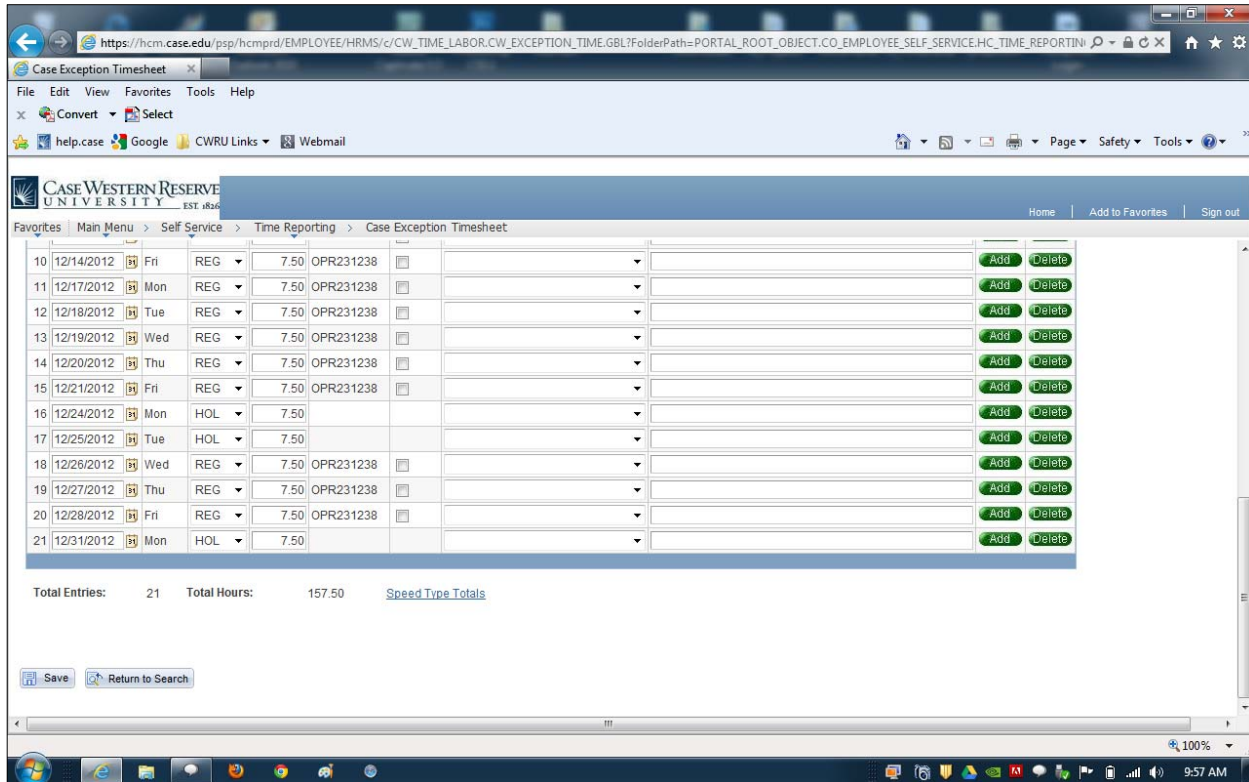
| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | <p>Procedures for Documenting Overtime (OT) Hours:</p> <p>a. If you work more than 7.50 hours in a given day, enter the number of hours worked into the Hours field and select the corresponding TRC to match the time entered. In the picture above, the employee worked 10.00 hours on Monday and 9.50 hours on Tuesday. Those hours are entered using the REG TRC because the 37.50 standard weekly hour limit has not yet been reached.</p> <p>Note: The first 2.5 hours of overtime (from 37.50 to 40.00 hours) will be entered using the OTS TRC for Overtime - Straight Rate. Hours worked above 40 will be entered using OPT TRC for Overtime - Premium.</p> <p>b. Use the Add button to create two additional time entry lines for Friday (beneath the 1st line showing the REG TRC) and log the following hours:</p> <ol style="list-style-type: none"> 3.00 hours under the REG TRC on the 1st line. 2.50 hours under the OTS TRC on the 2nd line to cover the OT worked Monday. 2.00 hours under the OPT TRC on the 3rd line to cover the OT worked Tuesday. <p>The total time entered for Friday adds up to 7.50 hours.</p> |

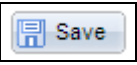
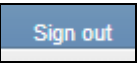


Employee ID: 1111111 Nicole Dyme Title: Department Assistant III Rcd: 0
 Empl Class: Staff Nonexempt 37.5 hr wk Department: ITS Design FLSA Status: Nonexempt
 Available Leave Hours Sick: 161.25 Vacation: 201.13 Last Updated: 12/04/2012
 Current Pay Period Start: 12/16/2012 End: 12/31/2012 Std Weekly Hours: 37.50

| Date | Day | *TRC | Hours | Default Speed Type | Override Speed Type | Reason Code | Comments |
|------------|-----|------|-------|--------------------|---------------------|-------------|----------|
| 12/03/2012 | Mon | SICK | 7.50 | | | | Sick |
| 12/04/2012 | Tue | REG | 7.50 | OPR231238 | | | |
| 12/05/2012 | Wed | REG | 7.50 | OPR231238 | | | |
| 12/06/2012 | Thu | REG | 7.50 | OPR231238 | | | |
| 12/07/2012 | Fri | REG | 7.50 | OPR231238 | | | |
| 12/10/2012 | Mon | VAC | 7.50 | | | | Vacation |
| 12/11/2012 | Tue | REG | 7.50 | OPR231238 | | | |

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | You can use the Comments field to enter a description of your time entry that may be relevant to your supervisor or time approver.  |



| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | When you are finished editing time entries, be sure to click the Save button or your updates will not be recorded.  |
| 11. | Please remember to use the Sign out link at the top, right corner of the screen to end your session.  |
| 12. | End of Procedure. |