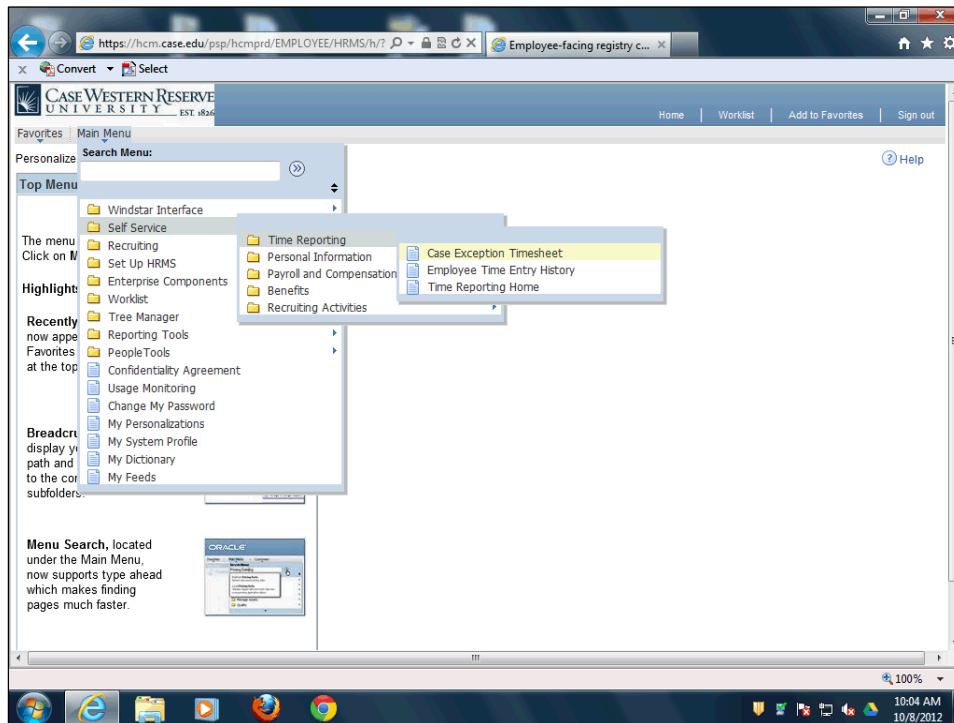
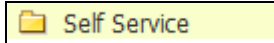
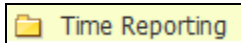
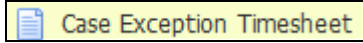


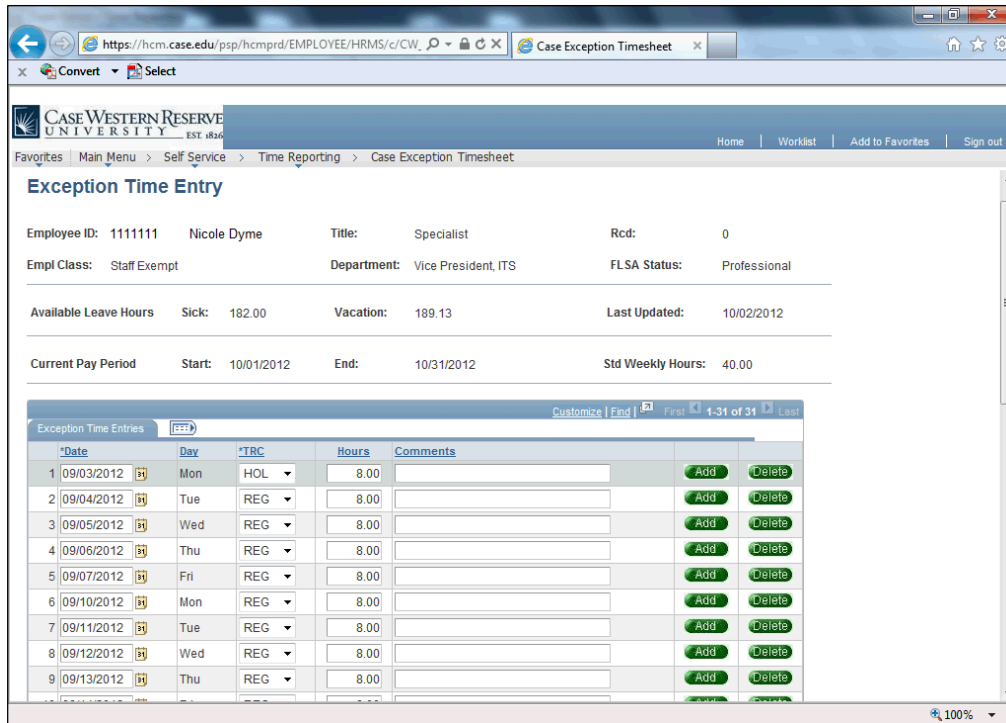
## Case Exception Timesheet Exempt Staff (Salary)


### Procedure

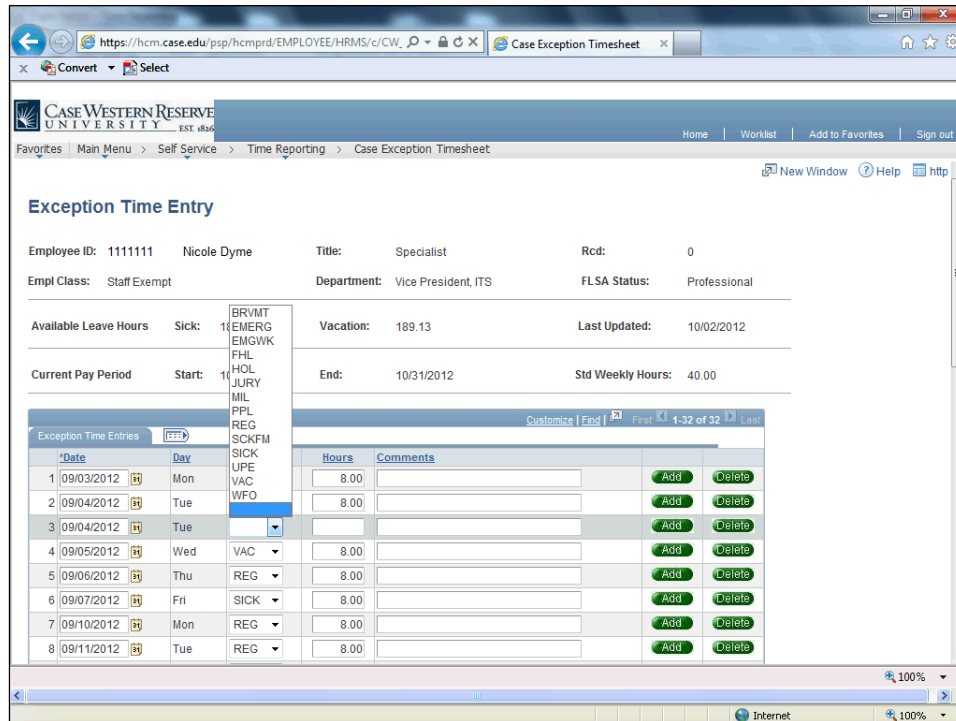
Exempt (salary) employees can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

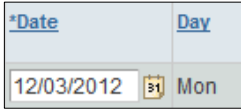



Step	Action
1.	From the HCM main menu, click the <b>Self Service</b> link. 
2.	Click the <b>Time Reporting</b> link. 
3.	Click the <b>Case Exception Timesheet</b> link. 



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



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

## Case Exception Timesheet Exempt Staff (Salary)

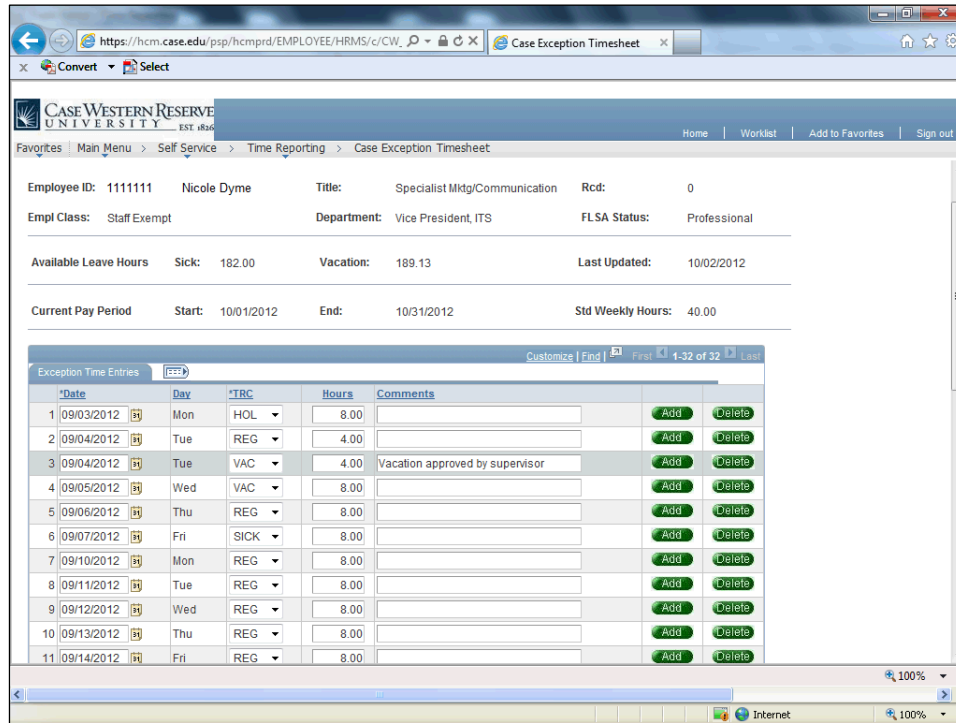
The following table includes a list of TRCs currently applicable to the HCM system. Codes highlighted in green are typically used for exempt and non-exempt staff.  
**Note:** The TRC table continues on the next page.

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

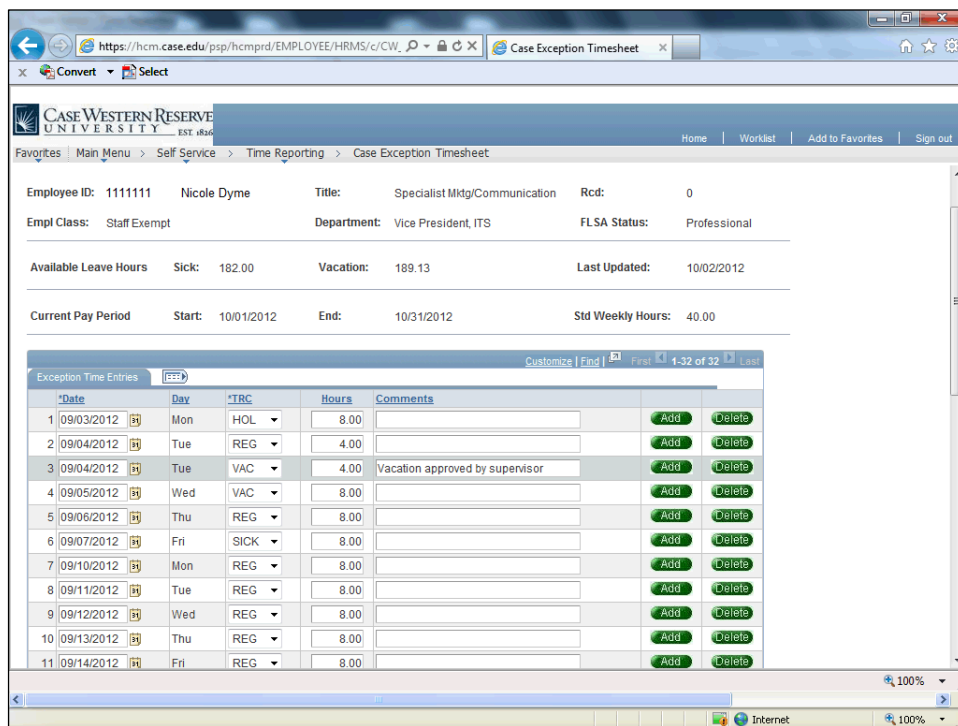
TRC codes continued:

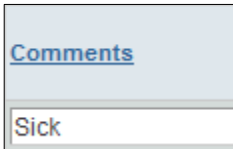
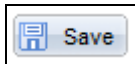
<b>TRC</b>	<b>Description</b>
NWS	Student Non-work-Study
OPT	Overtime Premium
OT2	Overtime at 2.5
OTS	Overtime - Straight Rate
PPL	Paid Parental Leave
REG	Regular Hours
RGAMT	Regular Amount
SUP	Supplemental Pay
SWS	Summer Work Study (not regist)
SCKFM	Sick Leave - Family Member
SEV	Severance Pay
SICK	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

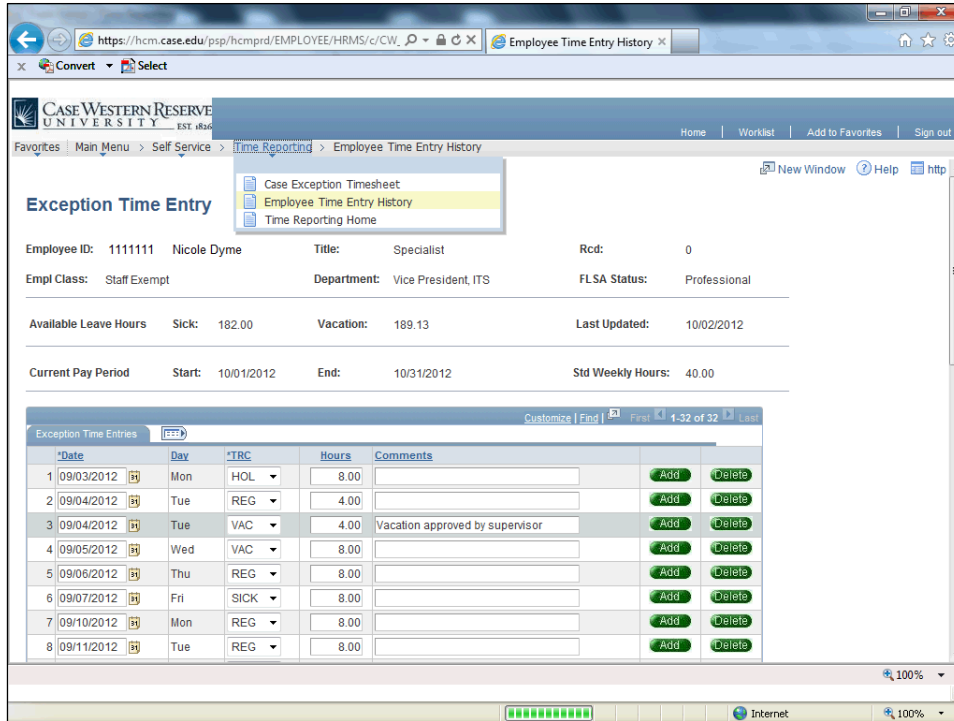
**Note:** The type of TRC available in the drop down list depends on the employment classification of the employee.

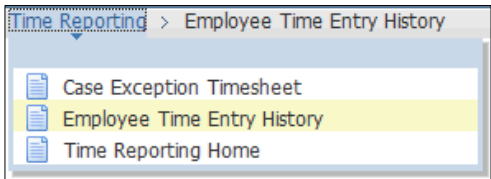


Step	Action										
7.	<p>Enter the number of hours to report under the selected TRC. To create an additional time entry line, use the <b>Add</b> button.</p> <p>In the above example, we split the hours for Tuesday into four hours of regular time under the TRC <b>REG</b> and four hours of vacation time under the TRC <b>VAC</b>.</p> <table border="1" data-bbox="370 1640 1075 1745"> <tbody> <tr> <td>2</td> <td>09/04/2012</td> <td>Tue</td> <td>REG</td> <td>4.00</td> </tr> <tr> <td>3</td> <td>09/04/2012</td> <td>Tue</td> <td>VAC</td> <td>4.00</td> </tr> </tbody> </table>	2	09/04/2012	Tue	REG	4.00	3	09/04/2012	Tue	VAC	4.00
2	09/04/2012	Tue	REG	4.00							
3	09/04/2012	Tue	VAC	4.00							

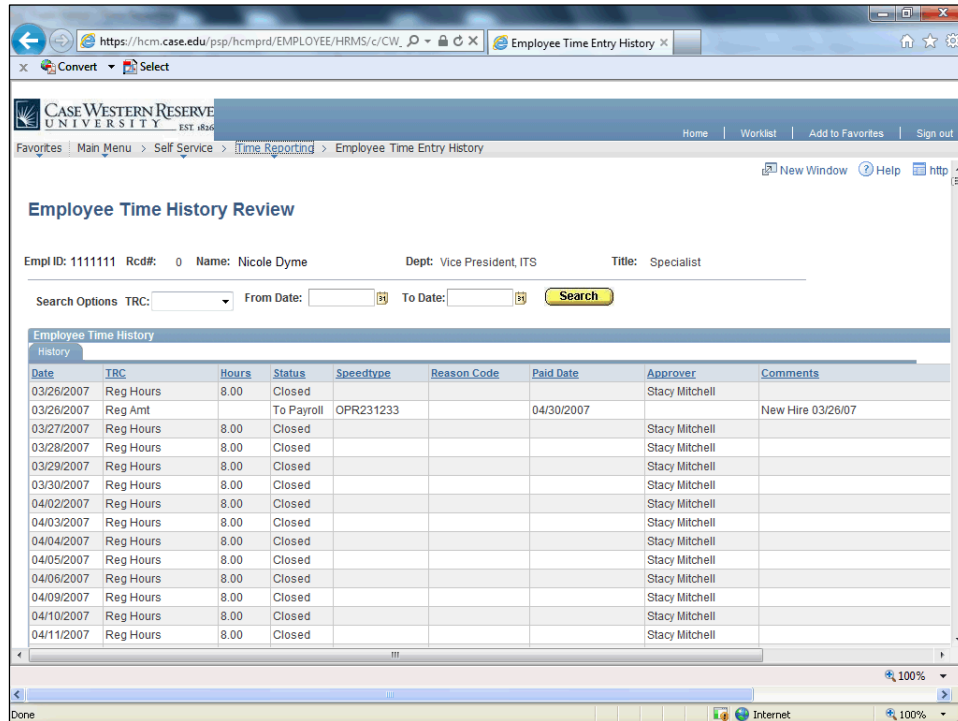


Step	Action
8.	<p>You can use the <b>Comments</b> field to enter a description of your time entry that may be relevant to your supervisor or time approver.</p> 
9.	<p>When you are finished editing time entries, be sure to scroll to the bottom of the page and click the <b>Save</b> button or your updates will not be recorded.</p> 

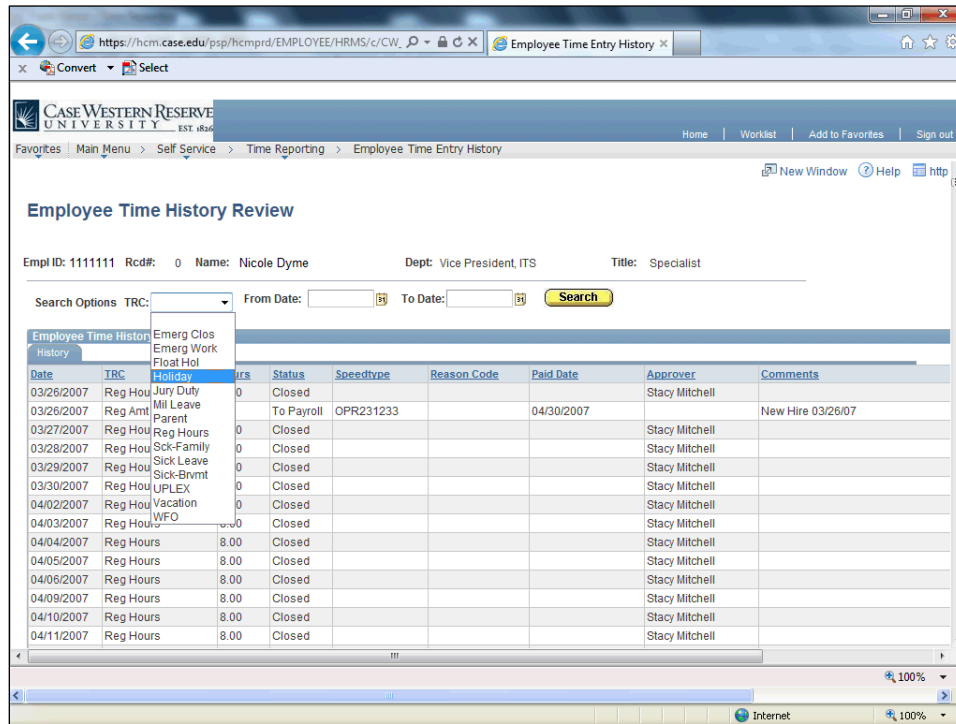


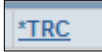


Step	Action
10.	<p>You can use the links at the top of the <b>Exception Time Entry</b> page to navigate to the <b>Employee Time Entry History</b> page.</p> 

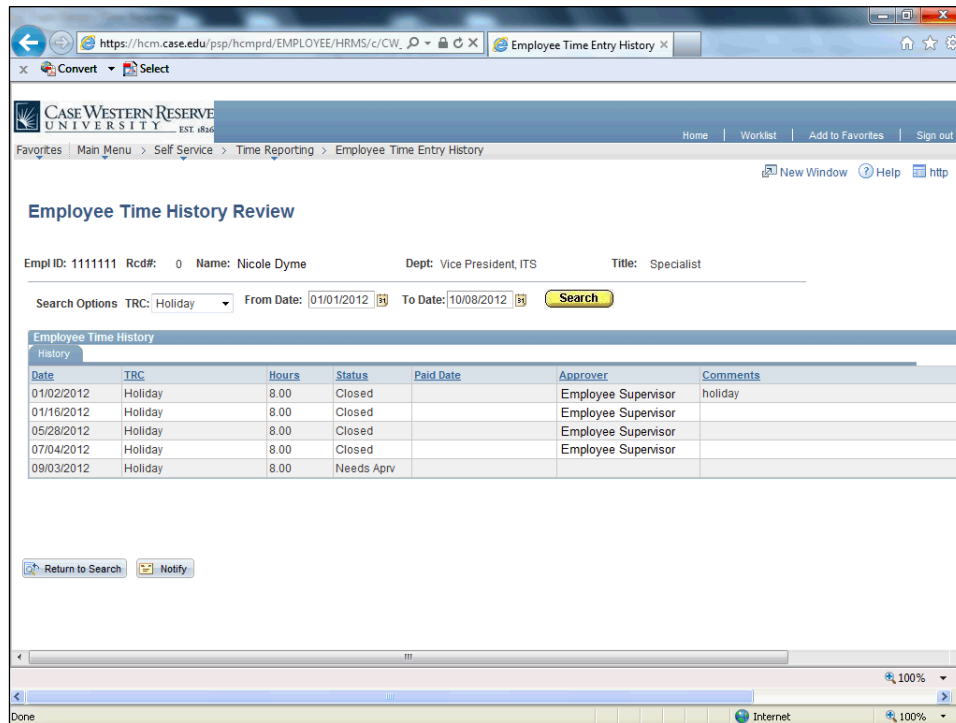


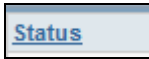
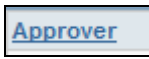
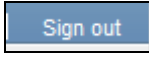


Step	Action
11.	<p>From the <b>Employee Time History Review</b> page, you can view your previously recorded and approved time entries.</p> <p>Employees can use the <b>Search Options</b> to determine how much time they have reported to individual TRCs.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> <b>Search Options</b> </div>



Step	Action
12.	For example, to determine how much Holiday time you have reported for a specific time period, select the <b>Holiday</b> TRC from the drop down list.  
13.	Enter the <b>From</b> and <b>To</b> dates manually or use the calendar icons to select the dates from the calendar pop-up menu.  
14.	Click the <b>Search</b> button.  



Step	Action
15.	The <b>Status</b> column shows the time entry approval status.  
16.	The <b>Approver</b> column shows the name of the Supervisor that approved the time entry.  
17.	Please remember to use the <b>Sign out</b> link at the top, right corner of the screen to end your session.  
18.	<b>End of Procedure.</b>