Reporting Time

Each employee's job is categorized by **Employee Class**. You will see your Employee Class at the top of your timesheet. The screens you see will be customized on the basis of your job classification.

Time Reporting Codes (TRC) are in categories that determine how they affect earnings, leave usage, and credit for time worked.

The chart below shows each employee class and the type of time that can be reported, along with the appropriate Time Reporting Code (TRC).

The matrix indicates which TRC codes can be used by each employee class to report time.

Description	TRC	Exempt Staff	Non-Exempt Staff	Post-Doctoral	Temporary
Holiday	HOL	Y	Y		
Holiday Taken (prev worked)	HTK	Y	Y		
Holiday Worked	HWK	Y	Y		
Jury Duty	JURY	Y	Y		
Military Leave	MIL	Y	Y		
Overtime - Premium	OPT		Y		Y
Overtime at 2.5	OT2		Y		
Overtime at Straight	OTS		Y		
Regular	REG	Y	Y	Y	Y
Sick Leave	SICK	Y	Y		
Unpaid Leave	UNPDL	Y	Y		
Vacation Leave	VAC	Y	Y		
Bereavement	BRVMT	Y	Y		

Procedure Guide

When to report time:
All time must be reported by the cutoff day so supervisors can review and approve reported hours in time for payroll processing. Please visit the payroll website for details:

http://www.cwru.edu/finadmin/controller/payroll.htm

Approvals:
A supervisor may approve your hours at any time after they are entered. If changes occur after approval, contact your supervisor.

Making Corrections:
If the pay period has been processed, ask your supervisor how to make the correction. Your supervisor may need to contact payroll with the date, TRC, and hours to be corrected. If you have been paid for these hours in error, an adjustment will be made to your next check.

Accessing Previous Time Sheets:
From the left-hand menu select **Employee Time Entry History**. This page will allow you to enter date and TRC fields; initiate the search by clicking the yellow Go button.

Future Time Entry:
You may enter time beyond the current pay period if you plan to be away from work. The system will hold these hours and process them at the appropriate time.

Questions?
Please call the Help Desk (x4357).
Specific questions about your hours or payroll amounts should be directed to your supervisor.

CASE WESTERN RESERVE UNIVERSITY — EST. 1826

Staff Time Entry in the PeopleSoft System

Overview
Case will be using the PeopleSoft System for time entry. This will allow employees to enter their time through a web browser; supervisors will be able to view and approve time online.

How to Access the System
You will be using a URL to access the PeopleSoft System.

www.case.edu/erp/hcm

When the sign-on page appears, enter your Case Network ID and password. This is the same information you use to check your e-mail. After you sign in, your PeopleSoft home page appears.

From the left-hand navigation menu select **Employee Self Service**. Next select **Time Reporting**. Then select **Case Exception Timesheet**. Your timesheet will appear. If you have more than one job, a list will appear from which you can select the appropriate job.

For more information on the ERP Project and the PeopleSoft implementation, please visit our website at:
 www.case.edu/projects/erp

Employee Time Entry Page

Information Section:

Once you are in the time entry page, review the top section. It shows your employee ID, department, job title, standard weekly hours, FLSA status, and classification. Your available vacation and sick time balances are listed below this information.

Current Pay Period:

The start and end dates for the current pay period are shown below the employee information. You may enter dates that occur before or after the current period.

Tabs:

Each time line is divided into 2 sections by tabs that look like file folder tabs. Most entries can be completed using the "Exception Time Entries" tab. The "Comments" tab can be used to write additional comments to your supervisor regarding the hours you recorded for that entry.
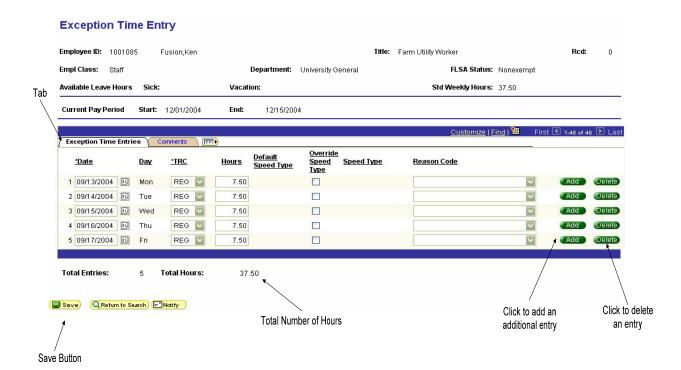
Comments:

If you wish to enter a comment for a set of hours, click on the "Comments" tab. Your supervisor will be able to view the comments when approving the time.

Saving Time Entries:

When you have completed an entry, click the yellow save button in the lower left corner. You must click save for PeopleSoft to keep the entry.

Exception Time Entry

Employee ID: 1001085	Fusion,Ken		Title: Farm Utility Worker	Rcd: 0
Empl Class: Staff		Department: University General	FLSA Status: Nonexempt	
Available Leave Hours: Sick:		Vacation:	Std Weekly Hours: 37.50	

Tab

Current Pay Period Start: 12/01/2004 End: 12/15/2004

Customize | Find | 🎞 First ◀ 1-46 of 46 ▶ Last

Exception Time Entries | Comments | (▦▶)

	*Date	Day	*TRC	Hours	Default Speed Type	Override Speed Type	Speed Type	Reason Code		
1	09/13/2004	Mon	REG ▾	7.50		☐		▾	Add	Delete
2	09/14/2004	Tue	REG ▾	7.50		☐		▾	Add	Delete
3	09/15/2004	Wed	REG ▾	7.50		☐		▾	Add	Delete
4	09/16/2004	Thu	REG ▾	7.50		☐		▾	Add	Delete
5	09/17/2004	Fri	REG ▾	7.50		☐		▾	Add	Delete

Total Entries: 5 **Total Hours:** 37.50

💾 Save 🔍 Return to Search 📧 Notify

Save Button

Total Number of Hours

Click to add an additional entry

Click to delete an entry

💥 Your normal work days will be pre-populated. You must review, make any necessary changes, and save. By saving, you are electronically signing the document and verifying that these entries are correct.

Customize | Find | 🎞 First ◀ 1-47 of 47 ▶ Last

Exception Time Entries | **Comments** | (▦▶)

Comments

1	I worked till the cows came home 5 extra hours!!!!	Add	Delete
2		Add	Delete
3		Add	Delete
4		Add	Delete
5		Add	Delete