

**Information Technology Services Reference Sheet**

**Your HCM Time Sheet**

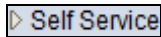


**Concept**

All staff members at Case Western Reserve University are required to enter the time they work into a time sheet in the HCM system.

- Full time staff have their regular hours entered for them at the beginning of each payroll period. They must review their time sheet before each payroll to ensure that hours such as overtime, vacation and sick time are recorded correctly.
- Part time staff must enter their hours manually before each payroll date.

**Procedure**

These directions will show you how to make entries on your Time Sheet in HCM.

<b>Step</b>	<b>Action</b>
1.	Click the <b>Self Service</b> link. 
2.	Click the <b>Time Reporting</b> link. 
3.	Click the <b>Case Exception Timesheet</b> link. 

# Your HCM Time Sheet

### Exception Time Entry

Employee ID: 1020808    Nicole Dyme    Title: Training Analyst    Rcd: 0

Empl Class: Staff Exempt    Department: Customer Support Services    FLSA Status: Professional

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Available Leave Hours    Sick:    Vacation:    Last Updated:

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Current Pay Period    Start: 09/01/2010    End: 09/30/2010    Std Weekly Hours: 40.00

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[Customize](#) | [Find](#) | [First](#) | [1-43 of 43](#) | [Last](#)

Exception Time Entries					
#	*Date	Day	*TRC	Hours	Comments
1	06/01/2009	Mon	REG	8.00	<input type="text"/>
2	06/02/2009	Tue	REG	8.00	<input type="text"/>
3	06/03/2009	Wed	REG	8.00	<input type="text"/>
4	06/04/2009	Thu	REG	8.00	<input type="text"/>
5	06/05/2009	Fri	REG	8.00	<input type="text"/>
6	06/08/2009	Mon	REG	8.00	<input type="text"/>
7	06/09/2009	Tue	REG	8.00	<input type="text"/>
8	06/10/2009	Wed	REG	8.00	<input type="text"/>
9	06/11/2009	Thu	REG	8.00	<input type="text"/>
10	06/12/2009	Fri	REG	8.00	<input type="text"/>
11	06/15/2009	Mon	REG	8.00	<input type="text"/>

Step	Action				
4.	<p>This is the Exception Time Entry screen, also known as the Time Sheet.</p> <p>Each line on the time sheet indicates a day you worked, the type of hours worked, and the total hours you worked of the indicated type.</p>				
5.	<p>The <b>Date</b> field indicates the date worked. The day of the week will appear next to it.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>*Date</b></td> <td style="width: 40%;"><b>Day</b></td> </tr> <tr> <td>06/01/2009 </td> <td>Mon</td> </tr> </table> </div>	<b>*Date</b>	<b>Day</b>	06/01/2009	Mon
<b>*Date</b>	<b>Day</b>				
06/01/2009	Mon				
6.	<p>The <b>TRC</b> field is where you indicate the type of hours worked in a day. There is a TRC (time reporting code) dropdown box for each line. You can click on the dropdown box to choose from a list of TRC's that apply to your job.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;"><b>*TRC</b></td> </tr> <tr> <td>REG ▼</td> </tr> </table> </div>	<b>*TRC</b>	REG ▼		
<b>*TRC</b>					
REG ▼					
7.	<p>The <b>Hours</b> field is where the total amount of hours worked is entered for the day.</p> <p>Sometimes you may have more than one hour type in a day, in which case the Hours column will contain the total hours worked just for the TRC.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;"><b>Hours</b></td> </tr> <tr> <td style="text-align: center;">8.00</td> </tr> </table> </div>	<b>Hours</b>	8.00		
<b>Hours</b>					
8.00					
8.	<p>The <b>TRC</b> field usually shows the code <b>REG</b>, for regular work hours, unless there is a University Holiday, in which case it will show <b>HOL</b>.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;"><b>REG</b> ▼</td> </tr> </table> </div>	<b>REG</b> ▼			
<b>REG</b> ▼					

**Exception Time Entry**

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---

Customize | Find | First 1-43 of 43 | Last

*Date	Day	*TRC	Hours	Comments
1 06/01/2009	Mon	REG	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
2 06/02/2009	Tue	BRVMT	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
3 06/03/2009	Wed	EMERG	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
4 06/04/2009	Thu	EMGWK	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
5 06/05/2009	Fri	HOL	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
6 06/08/2009	Mon	JURY	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
7 06/09/2009	Tue	MIL	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
8 06/10/2009	Wed	PPL	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
9 06/11/2009	Thu	REG	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
10 06/12/2009	Fri	REG	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>
11 06/15/2009	Mon	REG	8.00	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>



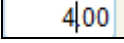

Step	Action
9.	<p>If you worked different types of hours than REG, such as overtime, or if you have taken time off of work, such as vacation or sick time, you must change the TRC code.</p> <p>To change the TRC code, click on the <b>TRC</b> field dropdown box and select the new code from the list that appears.</p> <p><input type="text" value="VAC"/></p>

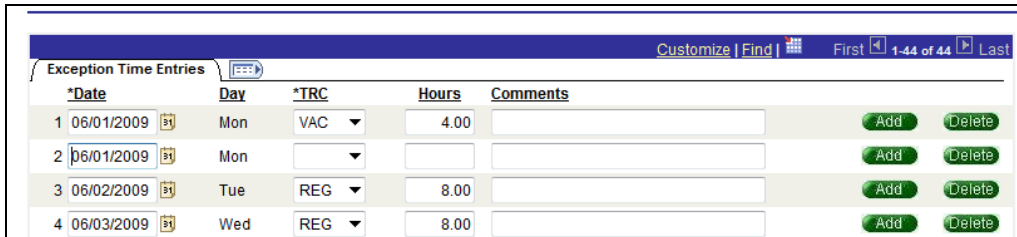
- BRVMT - Bereavement (*will be taken from sick time balance*)
- EMERG - Campus closed due to emergency
- EMGWK - Emergency in which the employee worked
- FHL - Floating Holiday (*employee may use this once per year*)
- HOL - Holiday
- HTK - Holiday Taken (*because the employee previously worked on a holiday*)
- HWK - Holiday in which the employee worked
- JURY - Jury duty
- MIL - Military Leave
- OPT - Overtime Premium (*time worked over 40 hours*)
- OTS - Overtime Straight (*time worked from 37.5 to 40 hours*)
- PPL - Paid Parental Leave
- REG - Regular time
- SCKFM - Family sick leave
- SICK - Sick time

# Your HCM Time Sheet

UNPDL - Unpaid Leave  
 VAC - Vacation  
 WFO - Work Force Option

Questions about the use of TRC codes can be directed to the Payroll Department at 216-368-4290.

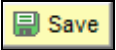
Step	Action
10.	Sometimes you may need to change the total hours worked for a day. Simply change the number in the <b>Hours</b> field by typing over what is currently there. 
11.	Sometimes you may work two or more types of hours in a day; e.g. half a day of vacation and half a day of regular time, or regular time and overtime.  To change the type of hours worked in a day, first pick the appropriate TRC code from the <b>TRC</b> field dropdown box. It doesn't matter which code is entered first. 
12.	Next, enter the total hours worked just for that TRC. 
13.	Next, click the <b>Add</b> button at the end of the line for that day. 



Step	Action
14.	A new line will appear underneath the last. The <b>Date</b> field should show the same date as the previous line.
15.	Click the <b>TRC</b> field dropdown list and select the TRC code that represents the type of time worked.
16.	Enter the hours worked for just the TRC code.

## Your HCM Time Sheet

Exception Time Entries						Customize	Find	First	1-44 of 44	Last
*Date	Day	*TRC	Hours	Comments						
1 06/01/2009	Mon	VAC	4.00		<input type="button" value="Add"/>	<input type="button" value="Delete"/>				
2 06/01/2009	Mon	REG	4.00		<input type="button" value="Add"/>	<input type="button" value="Delete"/>				
3 06/02/2009	Tue	REG	8.00		<input type="button" value="Add"/>	<input type="button" value="Delete"/>				
4 06/03/2009	Wed	REG	8.00		<input type="button" value="Add"/>	<input type="button" value="Delete"/>				

Step	Action
17.	When you are done, you will have a line for each type of hours worked during the selected day.
18.	When you are finished reviewing and/or making changes to your time sheet, click the <b>Save</b> button. 
19.	If you have questions about time entry policy or time reporting codes, please contact the Payroll department at 216-368-4290. <b>End of Procedure.</b>