

Exception Time Entry

Full-time employees will be entering exceptions to their regular hours. Part-time, temporary, and student employees will be entering their time for hours worked.

Chapter Objectives

This Chapter explains:

- The steps involved in entering time.
- How to access the history of time entered.

Chapter Contents

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Lesson 1:

Overview of Exception Time Entry

As an employee , you must keep track of the hours you work. This lesson explains entering time at Case and provides an overview of the pages you will use to enter your time.

Features of the Exception Time Entry Screen

Every employee will have certain information at the top of the exception time entry screen.

Exception Time Entry

Employee ID: 1012852	Dyme,Nicole N	Title: Administrative	Rcd: 0
Empl Class: Staff - Executive		Department: University Development	FLSA Status: Professional
Available Leave Hours	Sick:	Vacation:	Std Weekly Hours: 40.00
Current Pay Period	Start: 03/01/2005	End: 03/31/2005	

Below is a description of the fields:

Employee ID: This number is automatically assigned by the system and is unique to each employee.

Title: The title of the position held (as listed with Human Resources).

Record (Rcd): The job for which the employee is entering time. A person's first job is Rcd 0, the second job is Rcd 1, etc.

Employee Class (Empl Class): Describes how the position is listed in Human Resources (based on the old Benefits Category).

Department: The employee's home department.

FLSA Status: Fair Labor Standard Act Status

Available Leave Hours (Sick; Vacation): The number of hours the employee has available for sick and vacation time.

Standard Weekly Hours (Std Weekly Hours): The number of hours the employee works during a standard week.

Current Pay Period (Start; End): The dates of the current pay period.



Vacation time will be updated on a monthly basis when salary distribution is run.

PeopleSoft Exception Time Entry

The following information is divided by the type of time entry:

- Full-time employees working regular hours
- Full-time employees with exceptions to regular hours
- Part-time/temporary/student employees working regular hours
- Part-time/temporary/student employees with exceptions to regular hours

Page Navigation

The **exception timesheet** page can be located by following this path:

Menu Group	Employee Self Service
Menu	Time Reporting
Component	Case Exception Timesheet

Lesson 2: Exception Time Entry for Full-Time Employees

Full-Time Employees Working Regular Hours

A full-time employee's regular hours and University holidays will be automatically pre-populated in PeopleSoft. The employee simply needs to check these hours, make sure they are correct, and click

 in the bottom left corner of the screen.

Full-Time Employees with Exceptions to Regular Hours

Overtime

Overtime is entered after the standard weekly hours have been worked. Below is an example of an overtime-eligible employee with a standard work week of 37.5 hours who worked 6.5 hours overtime:

	<u>Date</u>		<u>Day</u>	<u>TRC</u>	<u>Hours</u>
1	01/10/2005		Mon	REG 	10.00
2	01/11/2005		Tue	REG 	10.00
3	01/12/2005		Wed	REG 	9.00
4	01/13/2005		Thu	REG 	7.50
5	01/14/2005		Fri	REG 	1.00
6	01/14/2005		Fri	OTS 	2.50
7	01/14/2005		Fri	OPT 	4.00

Below is an example of an overtime-eligible employee who with a standard work week of 40 hours who worked 7 hours overtime:

	<u>Date</u>		<u>Day</u>	<u>TRC</u>	<u>Hours</u>
1	01/10/2005		Mon	REG	8.00
2	01/11/2005		Tue	REG	10.00
3	01/12/2005		Wed	REG	12.00
4	01/13/2005		Thu	REG	9.00
5	01/14/2005		Fri	REG	1.00
6	01/14/2005		Fri	OPT	7.00

Below is an example of an overtime-eligible employee with a standard work week of 37.5 hours who worked 6.5 hours overtime during a week that included a University holiday:

	<u>Date</u>		<u>Day</u>	<u>TRC</u>	<u>Hours</u>
1	01/10/2005		Mon	HOL	7.50
2	01/11/2005		Tue	REG	10.50
3	01/12/2005		Wed	REG	10.00
4	01/13/2005		Thu	REG	8.50
5	01/14/2005		Fri	REG	1.00
6	01/14/2005		Fri	OTS	2.50
7	01/14/2005		Fri	OPT	4.00

Below is an example of an overtime-eligible employee with a standard work week of 37.5 hours who worked 7.5 hours overtime during a week that included a sick day:

	<u>*Date</u>	<u>Day</u>	<u>*TRC</u>	<u>Hours</u>
1	01/10/2005	Mon	REG	10.50
2	01/11/2005	Tue	REG	10.50
3	01/12/2005	Wed	SICK	7.50
4	01/13/2005	Thu	REG	8.50
5	01/14/2005	Fri	REG	0.50
6	01/14/2005	Fri	OTS	7.00


Below is an example of an overtime-eligible employee with a standard work week of 40 hours who worked 10 hours overtime during a week that included a vacation day:

	<u>*Date</u>	<u>Day</u>	<u>*TRC</u>	<u>Hours</u>
1	01/10/2005	Mon	REG	12.50
2	01/11/2005	Tue	VAC	8.00
3	01/12/2005	Wed	REG	12.50
4	01/13/2005	Thu	REG	7.00
5	01/13/2005	Thu	OTS	5.00
6	01/14/2005	Fri	OTS	3.00
7	01/14/2005	Fri	OPT	2.00

Sick/Vacation Time

Sick and vacation time is entered by changing the TRC. Below is an example of an employee with a standard work week of 37.5 hours who took two vacation days:

	<u>Date</u>	<u>Day</u>	<u>TRC</u>	<u>Hours</u>
1	01/10/2005	Mon	REG	7.50
2	01/11/2005	Tue	REG	7.50
3	01/12/2005	Wed	REG	7.50
4	01/13/2005	Thu	VAC	7.50
5	01/14/2005	Fri	VAC	7.50

In order to split a day, the employee will need to click the  button. When splitting a day, please note that the employee must edit the hours for the entry that already exists. Below is an example of an employee with a standard work week of 37.5 hours who needed to record 3.75 hours of sick time:

	<u>Date</u>	<u>Day</u>	<u>TRC</u>	<u>Hours</u>
1	01/10/2005	Mon	REG	3.75
2	01/10/2005	Mon	SICK	3.75
3	01/11/2005	Tue	REG	7.50
4	01/12/2005	Wed	REG	7.50
5	01/13/2005	Thu	REG	7.50
6	01/14/2005	Fri	REG	7.50

Unpaid Leave of Absence

When an employee takes an unpaid leave of absence, the approver or the employee should delete those days from the exception time entry screen. If the days are not deleted, overdistribution may result. This process is managed by the Records Department.



If an employee is out for five or more days, the Records Department needs to be contacted.

Paid Medical Leave of Absence

If an employee is on a paid medical leave of absence, the time needs to be recorded on the exception time entry screen. The TRC should be VAC (vacation) or SICK (sick). These entries will deduct the time from available vacation or sick hours.

Unpaid Medical Leave of Absence

If an employee is on an unpaid leave of absence, the time will be managed by the Records Department.

New Employees Who Start During the Month

Full-time employees who are hired midway through a pay cycle will not have their hours pre-populated until the next pay cycle.

Terminated Employees

If an employee is terminated midway through a pay cycle, the approver will need to delete the time entries for the dates not worked. For example, if an employee is terminated on April 14, the approver would delete any entries dated after April 14.

Making Corrections to Approved Entries

If the pay period has not been processed, there are two ways to make a correction. 1. An approver may make the correction for the employee. 2. The approver can unapprove an entry. This will allow the employee to make the correction.

Lesson 3: Time Entry for Part-Time/Temporary/Student Employees

Part-Time Employees Working Regular Hours

Employees with this status will need to enter their hours for each day worked. Click on the **Add** button to insert additional days. For example:

	Date	Day	TRC	Hours	Default Speed Type	Override Speed Type	Reason Code	
1	01/10/2005	Mon	REG	7.50		<input type="checkbox"/>		<input type="button" value="Add"/> <input type="button" value="Delete"/>

Part-Time Employees with Exceptions to Regular Hours

Employees with this status will enter exceptions in the same manner as full-time employees.

Temporary/Student Employees Working Regular Hours

Employees with this status will need to enter their hours for each date worked; breaks should also be recorded. Click on the **Add** button to insert additional days. For example:

	Date	Day	TRC	Hours	Start Time	Break 1 Out	Break 1 Return	Break 2 Out	Break 2 Return	End Time	
1	04/13/2005	Wed									<input type="button" value="Add"/>

Lesson 4: Accessing Time Entry History

PeopleSoft Time Entry History

The time entry history gives the employee access to all time entries that have been recorded.

Page Navigation

The **exception time entry history** page can be located by following this path:

Menu Group	Employee Self Service
Menu	Time Reporting
Component	Employee Time Entry History

Employee Time History Review

EmplID: 1012852 Rcd#: 0 Name: Dyme,Nicole N Dept: University Development Title: Administrative

Search Options TRC: From Date: To Date:

Employee Time History

Date	TRC	Hours	Status	Default Speed Type	Reason Code	Paid Date	Approver	Comments
1 01/03/2005	Holiday	8.00	Needs Aprv					
2 01/04/2005	Reg Hours	8.00	Needs Aprv					
3 01/05/2005	Reg Hours	8.00	Needs Aprv					
4 01/06/2005	Reg Hours	8.00	Needs Aprv					

Status	Definition
Needs Aprv	Supervisor has not approved the entry
Supv Apprv	Supervisor has approved the entry
Payroll	The entry has been sent to Payroll
Closed	The distribution for that month has been closed