

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.

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

Available Leave Hours Sick: Vacation: Last Updated:

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

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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 Date 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: 70%;">*Date</td> <td style="width: 30%;">Day</td> </tr> <tr> <td>06/01/2009 </td> <td>Mon</td> </tr> </table> </div>	*Date	Day	06/01/2009	Mon
*Date	Day				
06/01/2009	Mon				
6.	<p>The TRC 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%;">*TRC</td> </tr> <tr> <td>REG ▼</td> </tr> </table> </div>	*TRC	REG ▼		
*TRC					
REG ▼					
7.	<p>The Hours 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%;">Hours</td> </tr> <tr> <td style="text-align: center;">8.00</td> </tr> </table> </div>	Hours	8.00		
Hours					
8.00					
8.	<p>The TRC field usually shows the code REG, for regular work hours, unless there is a University Holiday, in which case it will show HOL.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">REG ▼</td> </tr> </table> </div>	REG ▼			
REG ▼					

Exception Time Entry

Employee ID: 1020808 Nicole Dyme Title: Training Analyst Rcd: 0
 Empl Class: Staff Exempt Department: Customer Support Services FLSA Status: Professional

Available Leave Hours Sick: Vacation: Last Updated:

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

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

*Date	Day	*TRC	Hours	Comments
1 06/01/2009	Mon	REG	8.00	
2 06/02/2009	Tue	BRVMT	8.00	
3 06/03/2009	Wed	EMERG	8.00	
4 06/04/2009	Thu	EMGWK	8.00	
5 06/05/2009	Fri	HOL	8.00	
6 06/08/2009	Mon	JURY	8.00	
7 06/09/2009	Tue	MIL	8.00	
8 06/10/2009	Wed	PPL	8.00	
9 06/11/2009	Thu	REG	8.00	
10 06/12/2009	Fri	REG	8.00	
11 06/15/2009	Mon	REG	8.00	

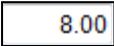
Step	Action
9.	<p>If you worked different types of hours than REG, such as overtime, or if you have taken time off of work, such as vacation or sick time, you must change the TRC code.</p> <p>To change the TRC code, click on the TRC field dropdown box and select the new code from the list that appears.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

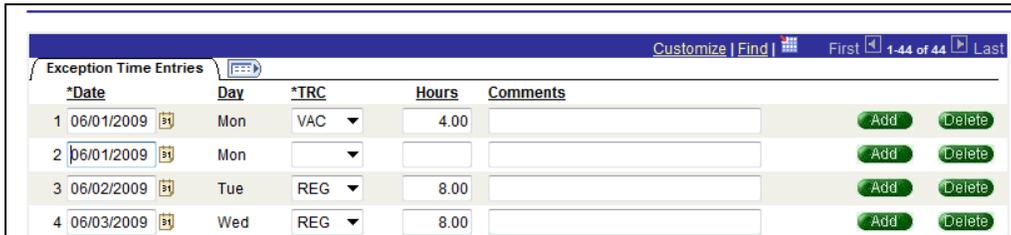
- BRVMT - Bereavement (*will be taken from sick time balance*)
- EMERG - Campus closed due to emergency
- EMGWK - Emergency in which the employee worked
- FHL - Floating Holiday (*employee may use this once per year*)
- HOL - Holiday
- HTK - Holiday Taken (*because the employee previously worked on a 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 Hours 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 TRC 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 Add button at the end of the line for that day. 



Step	Action
14.	A new line will appear underneath the last. The Date field should show the same date as the previous line.
15.	Click the TRC 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 Save button. 
19.	If you have questions about time entry policy or time reporting codes, please contact the Payroll department at 216-368-4290. End of Procedure.