

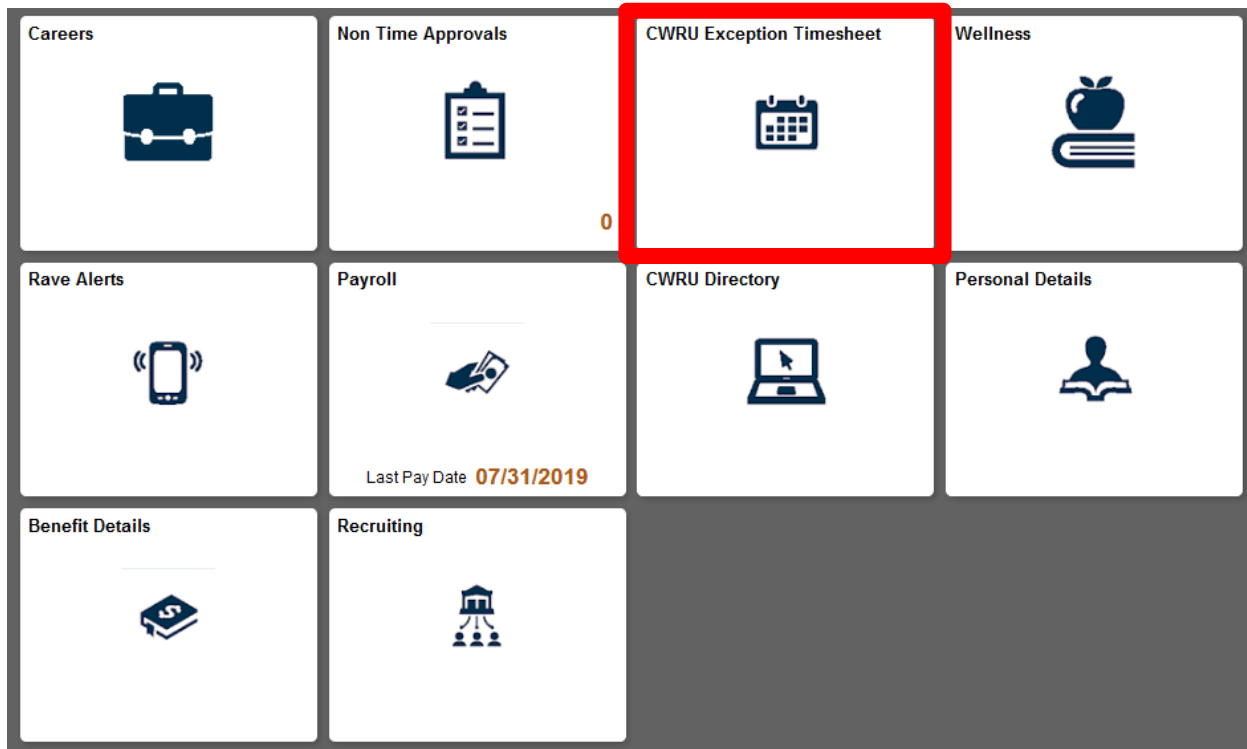
Case Exception Timesheet Non-exempt Staff for Hybrid Work Program

Procedure

Non-Exempt (hourly) employees can follow these directions to create timesheet entries in the Human Capital Management (HCM) system specifically related to the Staff Hybrid Work Program.

The 1st section of the document provides information for individuals that will be working remotely. The 2nd section provides details about individuals that have been granted flex days instead of working remotely.

<https://case.edu/hr/worklife/staff-hybrid-work-program>



Step	Action – Entering Remote Work Days
1.	Select the CWRU Exception Timesheet tile.


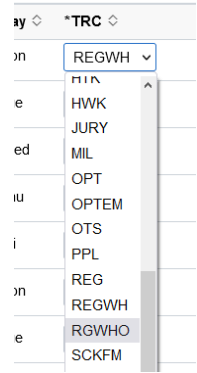
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Employee ID		Title
Rcd 0		
Empl Class Staff Nonexempt 37.5 hr wk	Department Dean - Arts & Sciences	FLSA Status Nonexempt

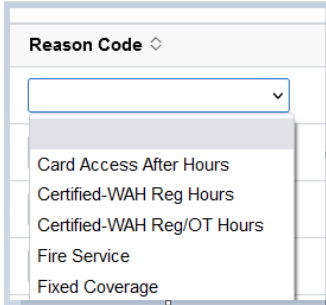
Available Leave Hours		
Sick 338.25	Vacation 176.12	Last Updated 10/18/2021

Current Pay Period		
Start 11/16/2021	End 11/30/2021	Std Weekly Hours 37.50

Exception Time Entries									
*Date	Day	*TRC	Hours	Default Speed Type	Override Speed Type	Reason Code	Comments		
09/13/2021	Mon	REG	7.50	OPR123456	No			Add	Delete
09/14/2021	Tue	REG	7.50	OPR123456	No			Add	Delete
09/15/2021	Wed	REG	7.50	OPR123456	No			Add	Delete
09/16/2021	Thu	REG	7.50	OPR123456	No			Add	Delete
09/17/2021	Fri	REG	7.50	OPR123456	No			Add	Delete

Step	Action – Entering Remote Work Days	
2.	<p>The Exception Time Entry page appears. By default, each row on the timesheet represents one work day and the type of hours worked for that 7.5 or 8 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 Add or Delete buttons.</p> <div style="text-align: center;">  </div>	
3.	Locate the Date that was worked remotely	
4.	<p>Update Time Reporting Code (TRC) to the Remote Work Codes:</p> <p>REGWH -- Use for days where overtime is not worked</p> <p>RGWHO -- Use for days where overtime is worked (OT requires prior supervisor approval).</p>	

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Step	Action – Entering Remote Work Days															
5.	<p>When RGWHO is used enter the Overtime as normal.</p> <table border="1"> <tr> <td>2</td> <td>09/14/2021</td> <td>Tue</td> <td>RGWHO</td> <td>7.50</td> </tr> <tr> <td>3</td> <td>09/14/2021</td> <td>Tue</td> <td>OTS</td> <td>0.50</td> </tr> <tr> <td>4</td> <td>09/14/2021</td> <td>Tue</td> <td>OPT</td> <td>1.50</td> </tr> </table>	2	09/14/2021	Tue	RGWHO	7.50	3	09/14/2021	Tue	OTS	0.50	4	09/14/2021	Tue	OPT	1.50
2	09/14/2021	Tue	RGWHO	7.50												
3	09/14/2021	Tue	OTS	0.50												
4	09/14/2021	Tue	OPT	1.50												
6.	<p>Update the Reason Code drop down box to certify the hours worked remotely.</p> <p>Certified-WAH Reg Hours — Use when working just normal hours Certified-WAH Reg/OT Hours – Use when working OT hours remotely</p> 															

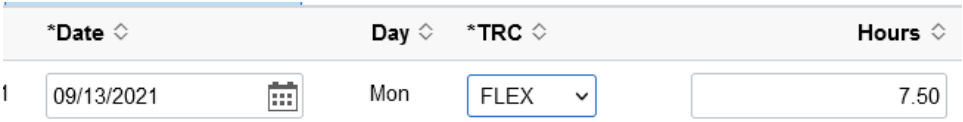
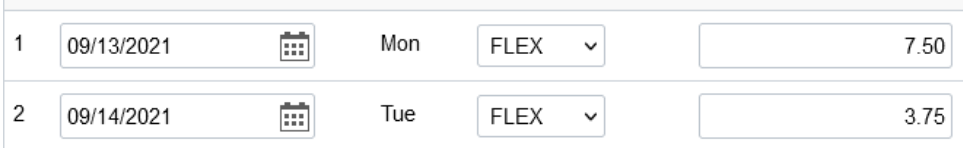
Employee ID: _____ Title: _____
 Rcd: _____
 Empl Class: **Staff Nonexempt 37.5 hr wk** Department: _____ FLSA Status: **Nonexempt**
 Available Leave Hours: Sick **338.25** Vacation **176.12** Last Updated: **10/18/2021**
 Current Pay Period: Start **11/16/2021** End **11/30/2021** Std Weekly Hours **37.50**

Exception Time Entries									
#	Date	Day	TRC	Hours	Default Speed Type	Override Speed Type	Reason Code	Comments	
1	09/13/2021	Mon	REGWH	7.50	OPR123456	No	Certified-WAH Reg Hours		ADD CLEAR
2	09/14/2021	Tue	RGWHO	7.50	OPR123456	No	Certified-WAH Reg/OT Hours		ADD CLEAR
3	09/14/2021	Tue	OTS	0.50	OPR123456	No			ADD CLEAR
4	09/14/2021	Tue	OPT	1.50	OPR123456	No			ADD CLEAR
5	09/15/2021	Wed	REG	7.50	OPR123456	No			ADD CLEAR
6	09/16/2021	Thu	REG	7.50	OPR123456	No			ADD CLEAR
7	09/17/2021	Fri	REG	7.50	OPR123456	No			ADD CLEAR

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Step	Action – Entering Remote Work Days
7.	<p>Error messages will be generated if the Reason Code drop down box is not updated when using the Remote Work TRC codes.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>The time REGWH has been used without updating the Reason Code to certify the hours worked.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>The time RGWHO has been used without updating the Reason Code to certify the hours worked.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
8.	<p>Error messages will be generated if the Reason Code drop down box is updated but the Remote Work TRC codes are not used.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>The reason code Certified-WAH Reg Hours has been used without updating the TRC code to REGWH.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>The reason code Certified-WAH Reg/OT Hours has been used without updating the TRC code to RGWHO.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

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Step	Action – Entering Flex Days
1.	Locate the Date that was taken for Flex.
2.	Update Time Reporting Code (TRC) to FLEX 
3.	FLEX can be used for a maximum of three total days for the fiscal year. The minimum transaction amount is a half a day. 
4.	<p><i>FLEX time is not eligible if the user is participating in the Staff Hybrid Work Program. The following error message will be displayed.</i></p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>FLEX not allowed due to remote work during fiscal year from 2021-07-01 thru 2022-06-30 (See Time History) The TRC of FLEX is not allowed if you have used REGWH, RGWHO, or REGEH during the fiscal year.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>


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5. If the equivalent of more than three days are taken then an error message is displayed

Your maximum hours 24 for FLEX has been exceeded by 8 from 2021-07-01 thru 2022-06-30 (See Time History)
The number of hours used for the time code FLEX has exceeded the maximum allowed for the fiscal year. The maximum is the equivalent of three days of regular hours.

OK

Users can view their **Time Entry History** from the **Employee Self Service** page.



The screenshot shows a rectangular window with a dark border. At the top, the text "Time Entry History" is displayed in blue. In the center of the window is a blue icon of a calendar with a checkmark on one of the dates.