

## RECORD TOTAL TIME WORKED – PAGE 1

### General Guidelines

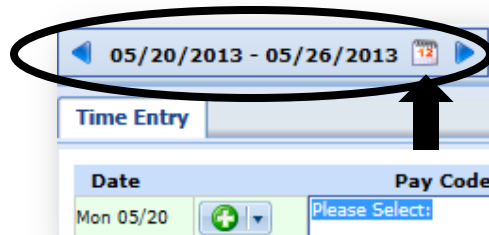
The following job aid will provide instructions on entering the total time worked for a week. Only the total number of hours worked for the day need to be entered. For example, 4 hours for Monday, Wednesday, and Friday.

### TIME ENTRY WINDOW

1. Log in to EmpCenter. On the Dashboard, click on the link in the Time Entry frame for **Enter My Hours**. Note: The exact appearance of the time entry window varies according to your Policy Group.




2. Make sure you are on the pay period for which you wish to update the time sheet. If necessary, use the arrows to move the pay period backward and forward. Selecting the calendar icon allows you to select the date from a calendar.




3. Select the appropriate **Pay Code** from the drop down. For example, part-time employees can use "**Part Time Worked.**" NOTE: A pay code is required for every transaction recorded on a time sheet.
4. The **Case ID** column is only used when taking FMLA time. It refers to the FMLA case number. In most instances, this field will be blank.
5. The **Combo Code** is used for employees that have multiple assignments. The only time a combo code should be selected is at the direction of your Supervisor. Otherwise, no changes should be made to this field.
6. Enter the total hours worked for the day in the **Hours** column and enter the total hours worked for the day.

Date	Pay Code	Case ID	Combo Code	Hours
Mon 07/29	Part Time Worked			4.00
	Please Select:			
Tue 07/30	Please Select:			
Wed 07/31	Part Time Worked			8.00

7. Click the Save  button at the top of the screen to save the information.
8. Reminder: Be sure to submit your time sheet at the end of the week.
9. Review the **Exception** tab for any messages, warnings, or errors that may require attention.

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### EXCEPTIONS

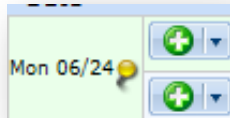
Severity Level	Field Options
Most Severe  Least Severe	Error – entire time sheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be needed
	Informational message – no action needed
	No Exceptions

White = No exceptions or only informational messages

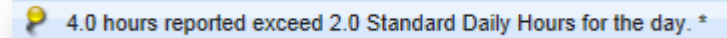
Yellow = Warnings Present

Red = Errors present

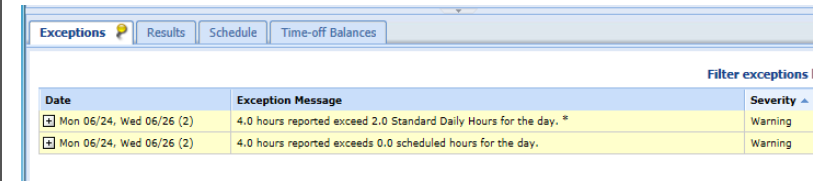
Time entries associated with exceptions appear on the time sheet marked with a colored pin.



Click the pin to display the exception message.



You can also view the messages on the Exception tab (at the bottom of the page):



Date	Exception Message	Severity
Mon 06/24, Wed 06/26 (2)	4.0 hours reported exceed 2.0 Standard Daily Hours for the day. *	Warning
Mon 06/24, Wed 06/26 (2)	4.0 hours reported exceeds 0.0 scheduled hours for the day.	Warning

### ALTERNATIVE VIEW

If preferred, the view can be changed from **List View** to **Table View** by selecting the desired view from the drop down.



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## LIST VIEW

07/29/2013 - 08/04/2013 Save Submit More **List View**

Time Entry

Date	Pay Code	Case ID	Combo Code	Hours	Comments
Mon 07/29	Part Time Worked			4.00	
	Please Select:				
Tue 07/30	Please Select:				
	Please Select:				
Wed 07/31	Part Time Worked			8.00	
	Please Select:				
Thu 08/01	Please Select:				
Fri 08/02	Part Time Worked			8.00	
	Please Select:				

## TABLE VIEW

07/29/2013 - 08/04/2013 Save Submit More **Table View** Data saved.

Time Entry

Pay Code	Case ID	Combo Code	Mon 07/29	Tue 07/30	Wed 07/31	Thu 08/01	Fri 08/02	Sat 08/03	Sun 08/04	Total
Part Time Worked			4.00		8.00		8.00			20.00
Friday										
Comments										
Please Select:										
Total			4.00	0.00	8.00	0.00	8.00	0.00	0.00	20.00