

MANUALLY ENTER TIME: PART TIME EXEMPT – PAGE 1

PART-TIME EXEMPT DAILY TIME RECORD

There may be times when an employee is unable to enter their time in EmpCenter. In situations such as this the employee should:

1. Obtain the “**Part- Time Exempt Daily Time Record**” from the Payroll web [site](#).

The University of Akron
Part-Time Exempt Daily Time Record

Use this form to record part-time exempt employee time worked for employees who cannot access [EmpCenter](#). Once the employee is able to access [EmpCenter](#), hours are to be entered on the appropriate timesheet. The employee and supervisor will verify the accuracy of the time by completing the submission and approval processes in [EmpCenter](#).

IMPORTANT: When entering hours in [EmpCenter](#), you must start with entering hours in the current week and then work retroactively back week by week.

Name:	EmpId:											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												

2. Use the form to manually record time worked.

3. Once the employee is able to access EmpCenter, enter the hours into the timesheet.
 - a. Refer to the job aid “[Enter Total Time Worked](#)”.
4. **NOTE:** When entering hours in EmpCenter, you must start with entering hours in the current week and then work retroactively back week by week.
 - a. For example, if you need to enter time for 2 weeks, such as the weeks of Nov 11 and Nov 18, enter the time for the week of Nov 18 **first**, and then enter the time for the week of Nov 11.
5. The employee must submit the time sheet for each week.
 - a. Refer to the job aid “[Submit a Time sheet](#)”.
6. The Supervisor will approve the time sheet for each week.
 - a. Refer to the job aid “[Approve a Time sheet](#)”.

The completed “Part-Time Exempt Daily Time Record” should be retained by the department for 30 days following the pay date in which the hours were paid.