NOTES ON SUBMITTING TIME

- Depending on your Employee Policy Group, you will either submit your Timesheet weekly or only when exception time is used.

- CWA Union, FOP, Full-Time Staff Non Exempt, Part-Time Non-Exempt, and Students- Paid Hourly MUST submit a Timesheet WEEKLY. If you have multiple assignments, and you have zero hours for a given week you must still submit the timesheet.

- Full-Time Contract Professionals, Full-Time and Full-Time Exempt Staff employees only submit Timesheets on weeks when reporting Exception Time (i.e. sick or vacation time).

- Beginning November 1, 2013: Part-time exempt staff, Part-time Contract Professionals and Part-time Faculty teaching more than 4 credit hours a semester must submit time sheets on a weekly basis to record their total time worked for the week.

- Employees can recall a Timesheet if changes need to be made after submitting. Recalling a Timesheet needs to be done before a Supervisor approves the Timesheet. After approval, the Supervisor would need to unapprove the Timesheet before the employee could recall the Timesheet for changes. See the Job Aid titled "Recall a Timesheet" for more information.

SUBMIT TIMESHEET

1. On the Dashboard, click on the link in the Time Entry frame for Enter My Hours. If you have multiple assignments, select the assignment.

   The Timesheet Displays:

   ![Timesheet Example]

2. Review the Time Sheet and make any necessary adjustments. Review the Exceptions tab at the bottom of the page, if necessary. See reverse side for more information about Exceptions.

3. Click on the button.

4. Check the box to certify that the hours are accurate and then click on Submit Time Sheet button.

5. A message will display at the top of the Time Sheet indicating it was submitted.
EXCEPTIONS
The system will identify Exceptions. Exceptions appear when there is a conflict between time and attendance information and the rules under which the timesheet is processed. You will see white, yellow or red pushpins on the Timesheet for the day with the Exception. You can click on the pin to display the Exception Message.

EXCEPTION PIN COLORS:

WHITE: No exceptions or only informational messages.

YELLOW: Warnings are present.

RED: Errors are present. Data cannot be saved. Pay is affected.

NOTE: Red Errors MUST be fixed prior to saving and submitting your Timesheet.