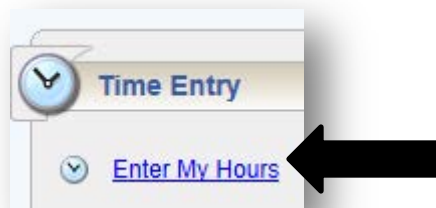


ENTER MY HOURS – PAGE 1

VIEW A TIME SHEET

1. 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. Optional: If you have more than one job assignment, you will be prompted to choose an assignment.

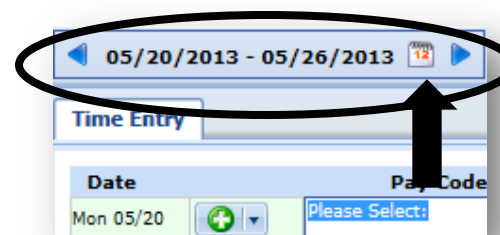


3. The time sheet appears.

A screenshot of the 'Time Entry' table. The table has a header row with columns: Date, Pay Code, Combo Code, Hours, and Total. The data rows show dates from Mon 05/20 to Sun 05/26. Each date row has a green plus icon in a dropdown menu next to the date, and a 'Please Select:' dropdown for the Pay Code. The Combo Code, Hours, and Total columns are currently empty or shaded. The total for the period is 0.00.

Date	Pay Code	Combo Code	Hours	Total
Mon 05/20	Please Select:			
Tue 05/21	Please Select:			
Wed 05/22	Please Select:			
Thu 05/23	Please Select:			
Fri 05/24	Please Select:			
Sat 05/25	Please Select:			
Sun 05/26	Please Select:			
				0.00

4. Make sure you are on the pay period for which you wish to view/edit 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.



ENTER MY HOURS – PAGE 2

ENTER HOURS

1. Open the time sheet (following the steps on the previous page).
2. Select the appropriate **pay code** from the drop down for the day you wish to edit. For example, **Student Regular Earnings** for a student assistant. A pay code is required for every transaction on a time sheet.
3. The **Case ID** column is only used when taking FMLA time, or other long term leave. It refers to the leave case number. In most instances, this will be left blank. NOTE: Depending upon your policy profile, you may not have the Case ID column.
4. The **Combo Code** is used for employees that have multiple assignments. Managers/Timekeepers may use this field to change the combo code to one that is not already available to the employee in EmpCenter. Hours will not be paid until a PAF is submitted to Human Resources for staff or a Student Employment Form is submitted to Student Employment adding this as a valid combo code in PeopleSoft.
5. Enter the time in the **Hours** column.

- a. For pay codes with elapsed time (i.e. Sick and Vacation for Salary employees), simply enter the number of hours.

Tue 08/06	Sick				4.00
	Please Select:				

- b. For pay codes associated with in/out times, enter the time **In** on the first row of the **Hours** column and the **Out** time on the second row.

Date	Pay Code	Case ID	Combo Code	Hours
Mon 08/05	Staff Regular Earnings			08:00 am 05:00 pm
	Please Select:			
Tue 08/06	Hourly Sick			07:00 am 03:00 pm

- c. **In/Out** times can be entered a number of ways:
 - i. Key in "7" on the first row and click outside the cell. This will be automatically entered as 7:00 a.m.
 - ii. To enter p.m. times, enter a "p" after the number. For example, 5p for 5:00 p.m.
 - iii. Military time may also be used. For example, "17" will convert to 5:00 p.m.
 - iv. For shifts which start on the previous day, type in "-" (minus sign) before the time.
 - v. For shifts that end the next day, type in "+" (plus sign) before the time.

LUNCH

- For **full-time** employees the following adjustment will be made automatically to account for lunch:
 - If 8.50 or 8.75 hours is entered for a day, **30 minutes** will be automatically deducted for lunch
 - If 9.0 hours or more is entered for a day, **1 hour** will be automatically deducted for lunch
 - If there is more than 1 in and 1 out punch for the day, **NO** lunch will be taken. For example, if an employee clocks **in** for the morning, then **out** for a doctor appointment, then back **in** upon returning from the appointment, then **out** for the day – this is 2 in/out punches and therefore, NO lunch will be deducted.
- **All other hourly employees – except for CWA and FOP, will have to clock in and out for lunch.**

If the employee did not take the 30 minutes or 1 hour for lunch, the supervisor will need to adjust the hours on the time sheet to reflect actual hours worked.

ENTER MY HOURS – PAGE 3

EXCEPTION HANDLING

An exception is a conflict noted between time and attendance information and the rules under which the time sheet is processed. Exceptions generate messages which appear in the Exceptions tab on the Time Entry window. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted. **Error level exceptions MUST be corrected before the respective time period is paid.**

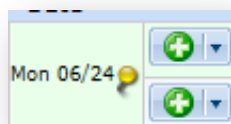
Severity Level	Field Options
<div style="font-size: 2em; color: black; margin: 0 auto;">↓</div> <p>Most Severe</p> <p>Least Severe</p>	Error – entire time sheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be needed
	Informational 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.



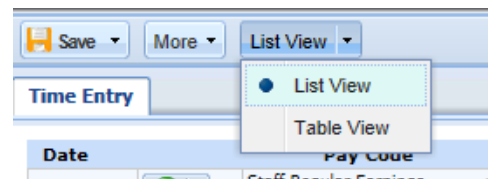
Click the pin to display the exception message.

4.0 hours reported exceed 2.0 Standard Daily Hours for the day. *

DELETE A TIME ENTRY

You can delete a row of time, called a slice, in Table View.

1. If necessary, switch to Table View by clicking the down arrow to the right of List View and select **Table View**.



2. Select the time slice to delete by clicking on the time slice.
3. Right-click and select **Delete Entry**.

