

SUBMITTING TIME - PAGE 1

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

- 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:

Date	Pay Code	Case ID	Combo Code	Hours	Comments
Mon 07/15	Clock			4.00	
	Please Select:				
Tue 07/16	Clock			9.00	
	Please Select:				
Wed 07/17	Clock			7.00	
	Please Select:				
Thu 07/18	Please Select:				
Fri 07/19	Please Select:				
Sat 07/20	Please Select:				
Sun 07/21	Please Select:				
				20.00	

Date	Exception Message	Severity
Mon 07/15	4.0 hours reported exceeds 0.0 scheduled hours for the day.	Warning
Tue 07/16	9.0 hours reported exceed 4.0 Standard Daily Hours for the day. *	Warning
Tue 07/16	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Warning

- 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.
- Click on the **Submit** button.

I certify that the hours submitted are accurate. *

* = required field

Submitted by PTCF, Sara A. Time sheet submitted.

- Check the box to certify that the hours are accurate and then click on **Submit Time Sheet** button.
- A message will display at the top of the Time Sheet indicating it was submitted.

SUBMITTING TIME: EXCEPTIONS - PAGE 2

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.

Date	Pay Code
Mon 07/15	Clock
Mon 07/15	Please Select:
Tue 07/16	Clock
Tue 07/16	Please Select:
Wed 07/17	Clock
Wed 07/17	Please Select:
Thu 07/18	Monthly Sick Taken
Thu 07/18	Please Select:
Fri 07/19	Please Select:

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.

You can also review Exceptions on the Exceptions tab at the bottom of the Timesheet window:

Date	Exception Message	Severity
Thu 07/18	The remaining balance in the employees Sick Bank is not enough for time entered.	Error (not paid)
Mon 07/15 - Tue 07/16 (2)	9.0 hours reported exceed 4.0 Standard Daily Hours for the day. *	Warning
Mon 07/15 - Tue 07/16 (2)	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Warning
Wed 07/17	7.0 hours reported exceed 4.0 Standard Daily Hours for the day. *	Warning

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