Recording Time for an Exception Time Reporter

Consider this scenario:

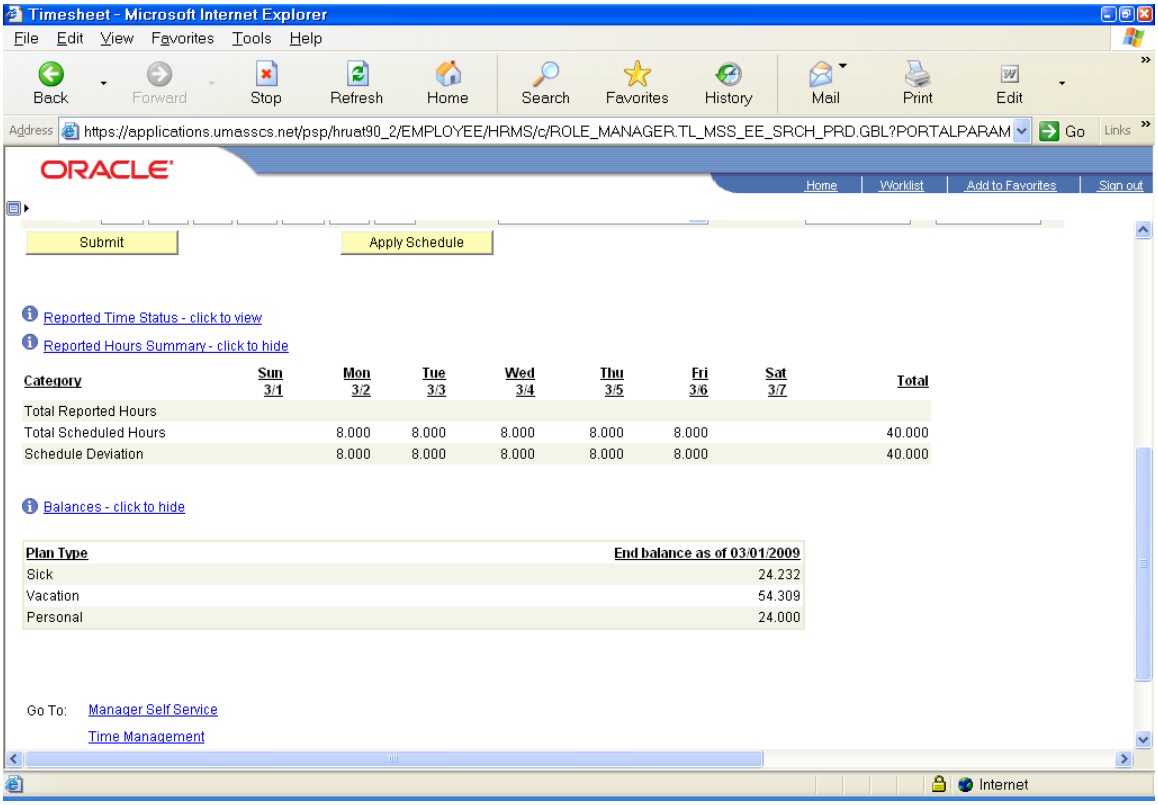
You will record time for an exception time reporter who has used eight hours of sick time.

NOTE: If there are no exceptions to report, no data entry is needed.

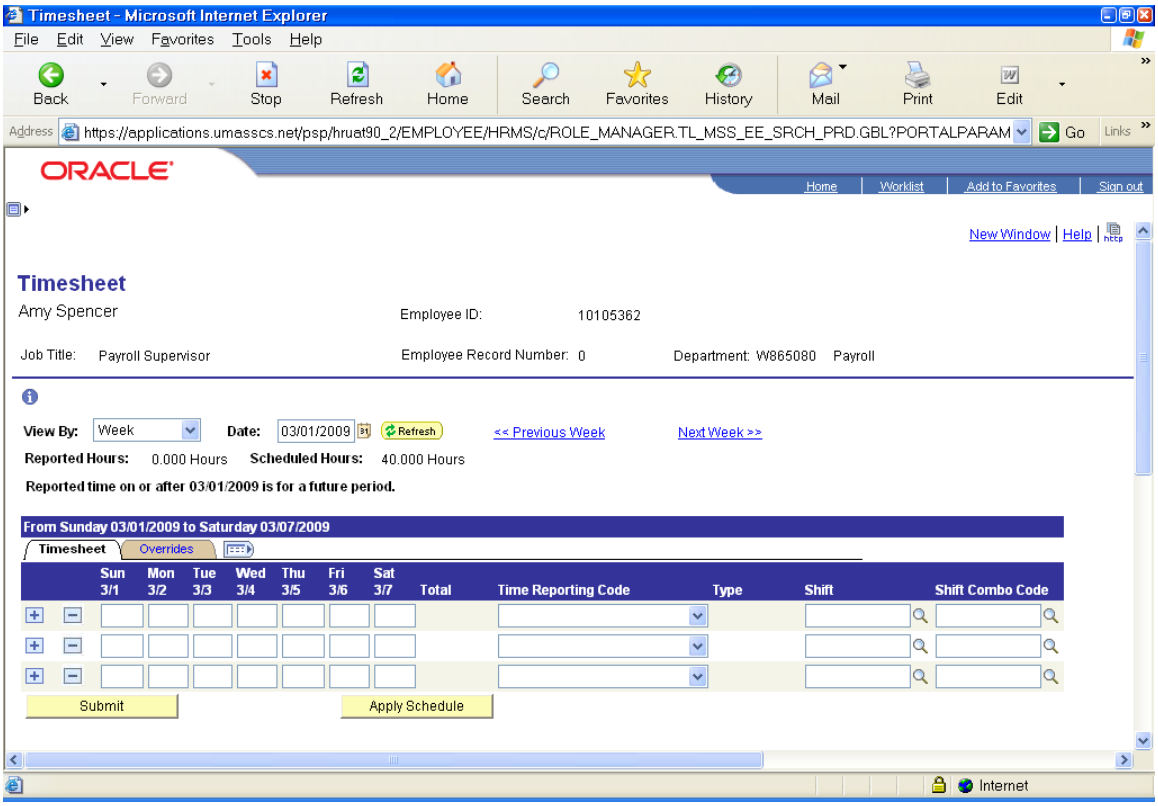
Key Information:

Employee Id #

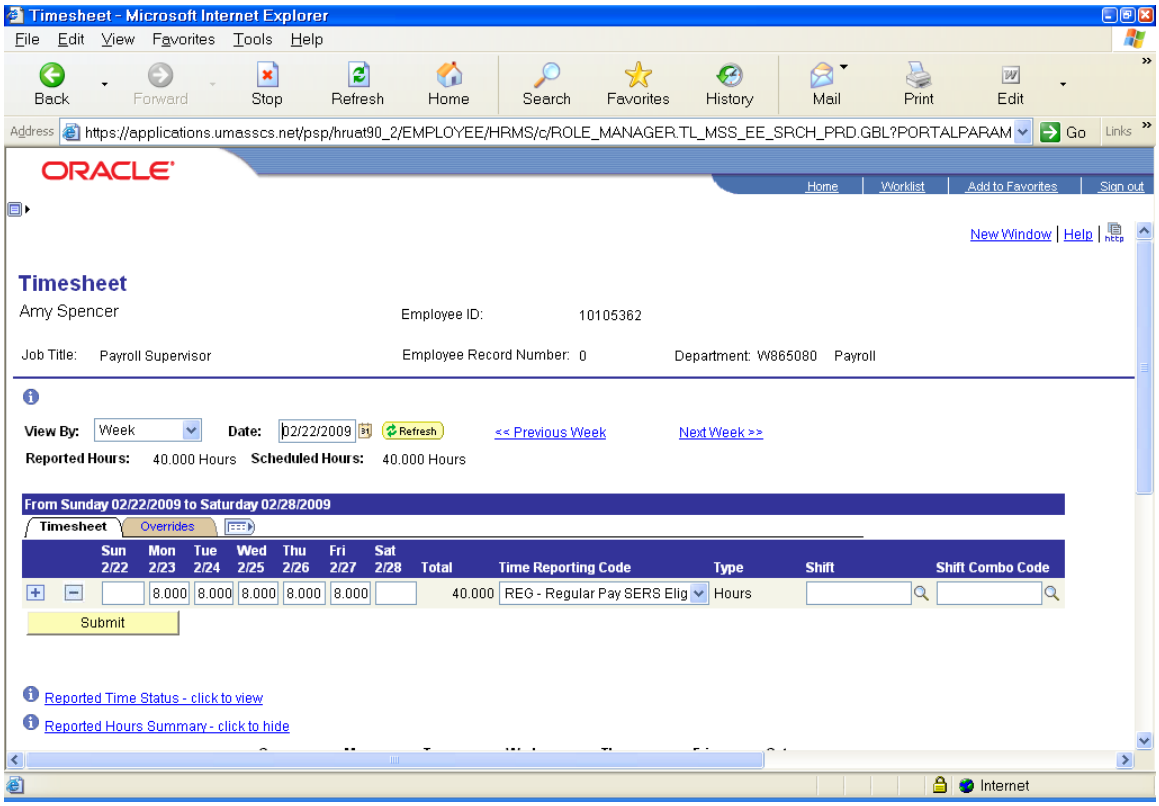
Click link to review procedure for navigating to employee timesheet. **(Hyperlink)**



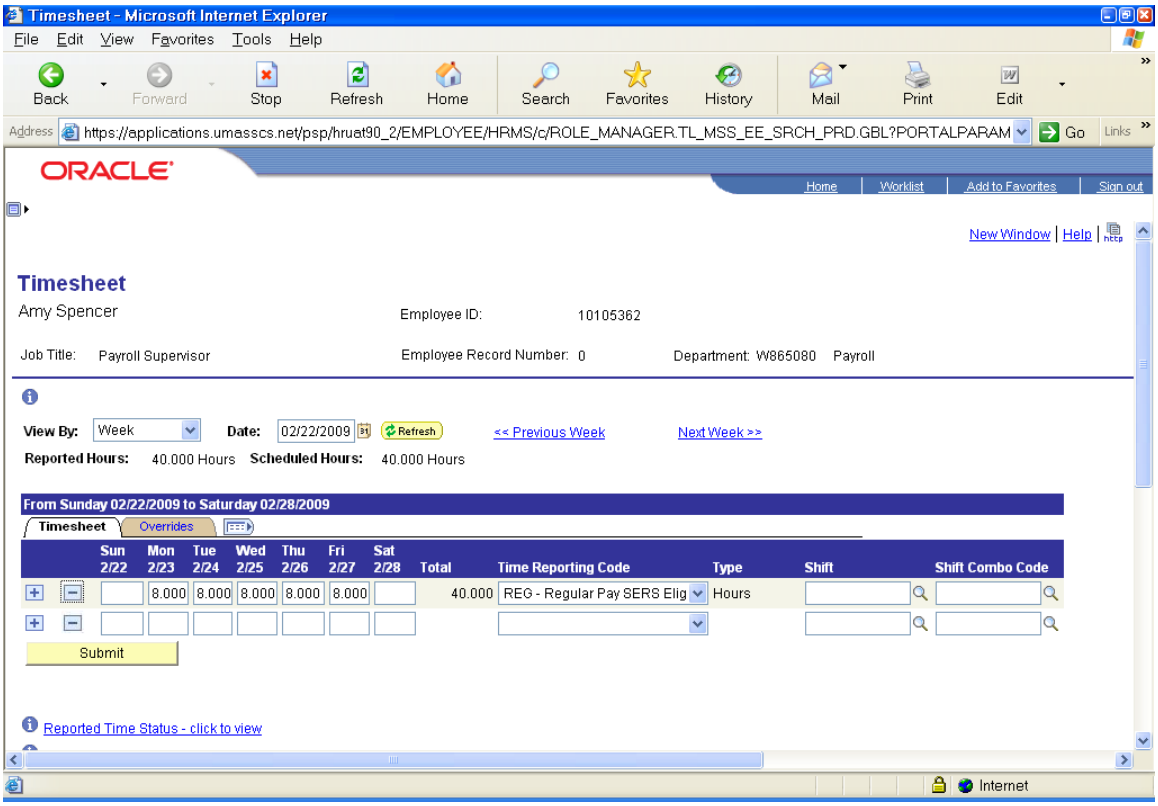
Step	Action
1.	Scroll to the bottom of the page to view the **Reported Time Status**, the **Reported Hours Summary**, and **Balances** for vacation, sick, personal, and comp time. Note the balance of the sick hours.



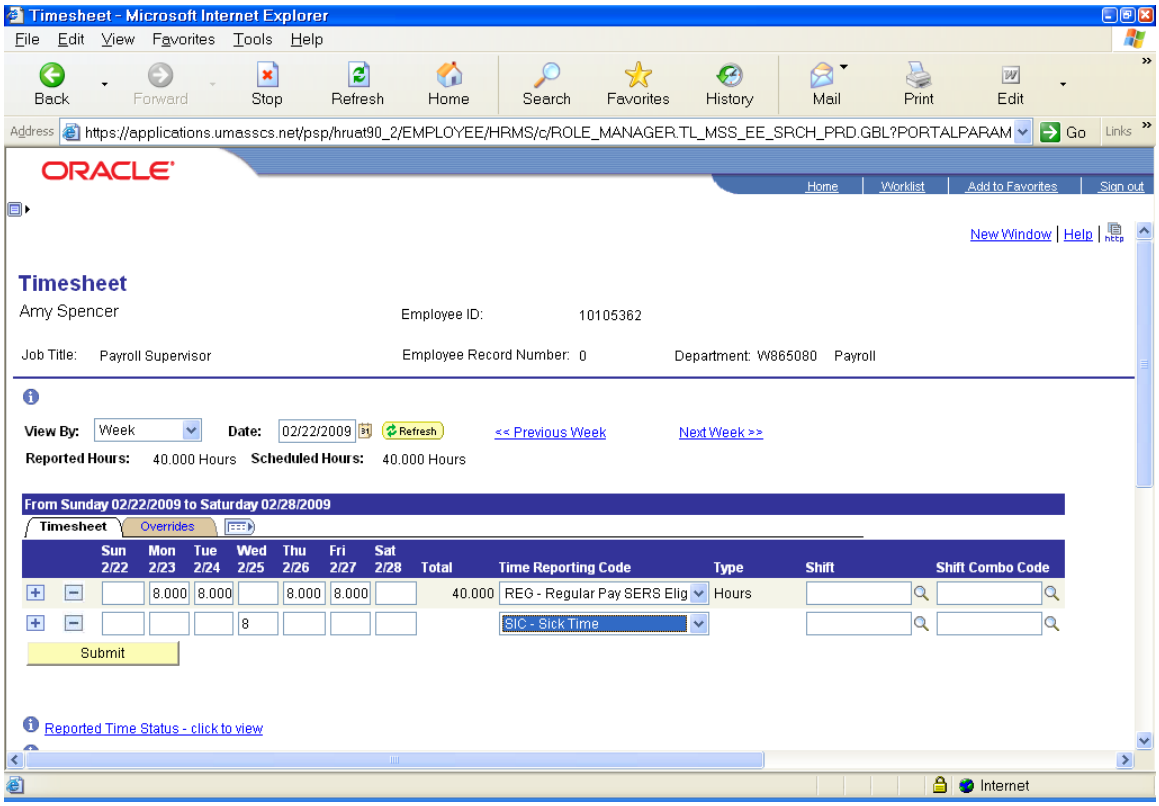
Step	Action
2.	To populate the grid with the employee's scheduled time, click the **Apply Schedule** button. Apply Schedule



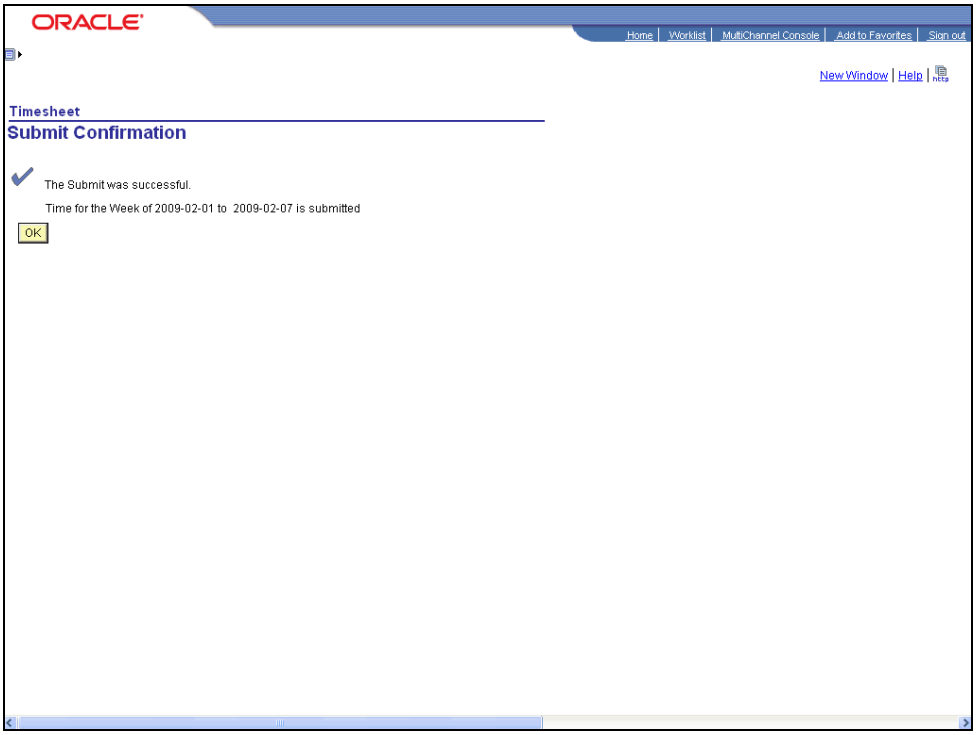
Step	Action
3.	The employee's regular schedule displays with the appropriate **Time Reporting Code**. In this example, the schedule should be adjusted for sick time. To adjust the schedule, click the **Add a Row** button.



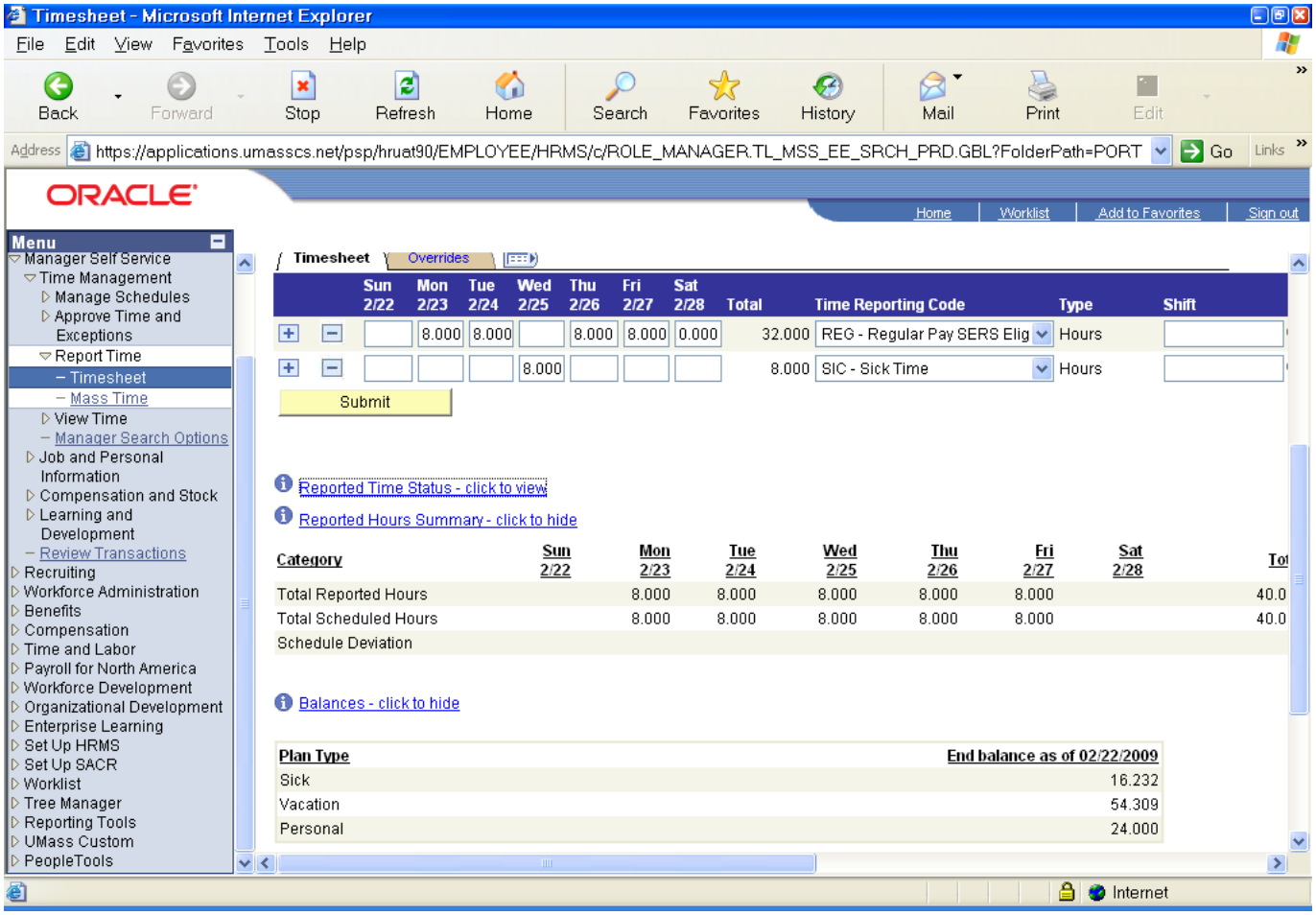
Step	Action
4.	Select the time displayed for the first Wednesday in the first row that has the reported time.
5.	Press **[Delete]**.
6.	In the new row that was added, enter the desired information in the **Wednesday** field. Enter "**8**".
7.	Click the **Time Reporting Code** list.
8.	Click the **SIC - Sick Time** list item. SIC - Sick Time



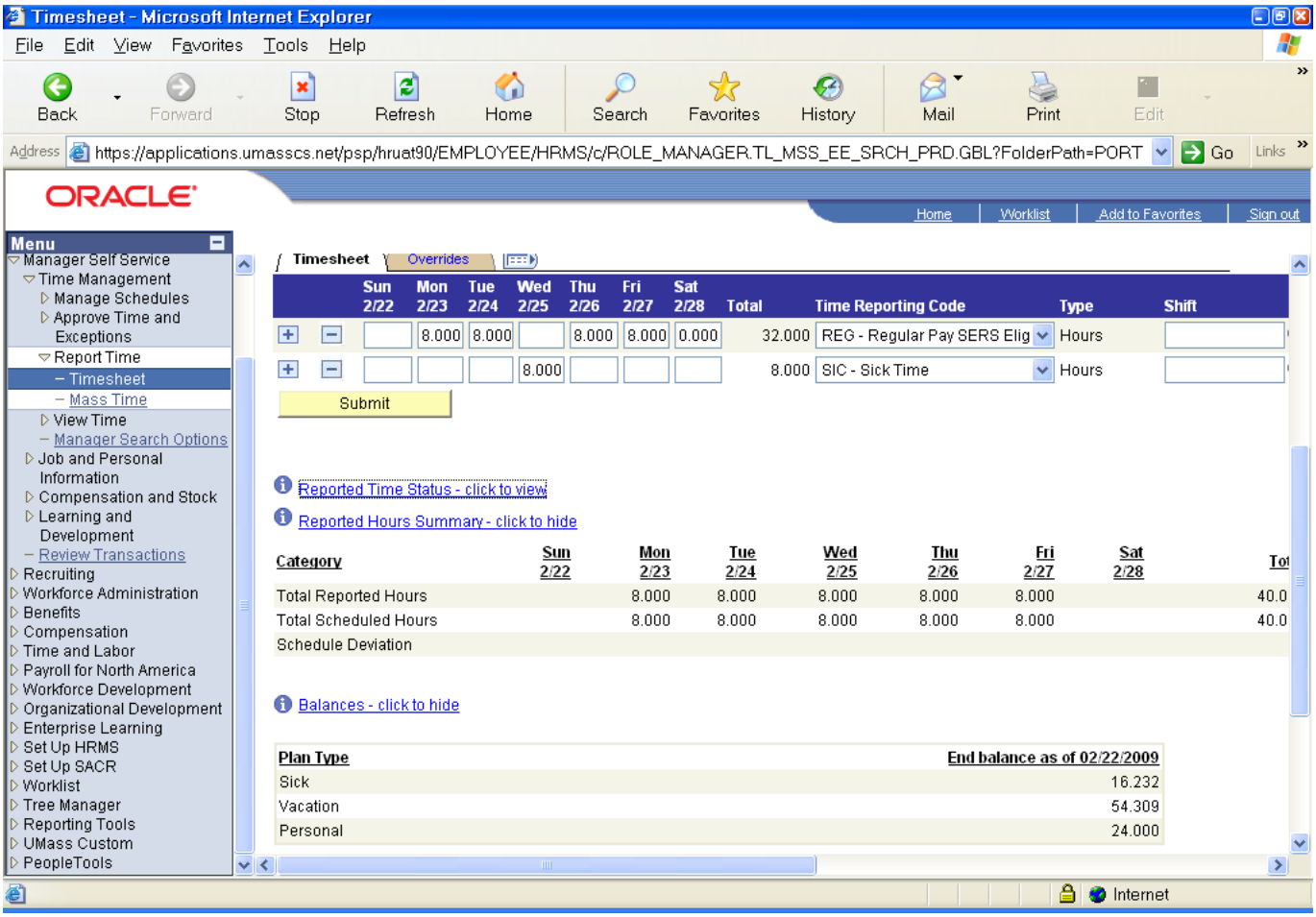
Step	Action
9.	Click the **Submit** button. Submit



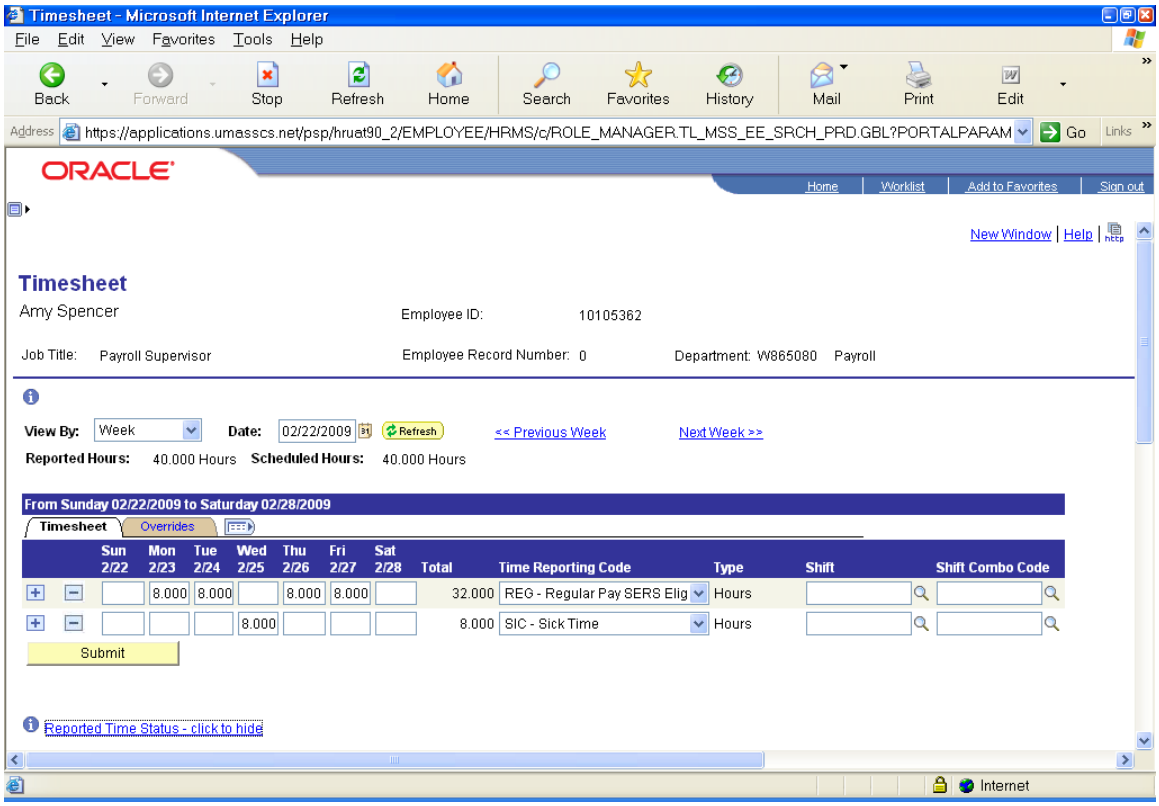
Step	Action
10.	Click the **OK** button. OK



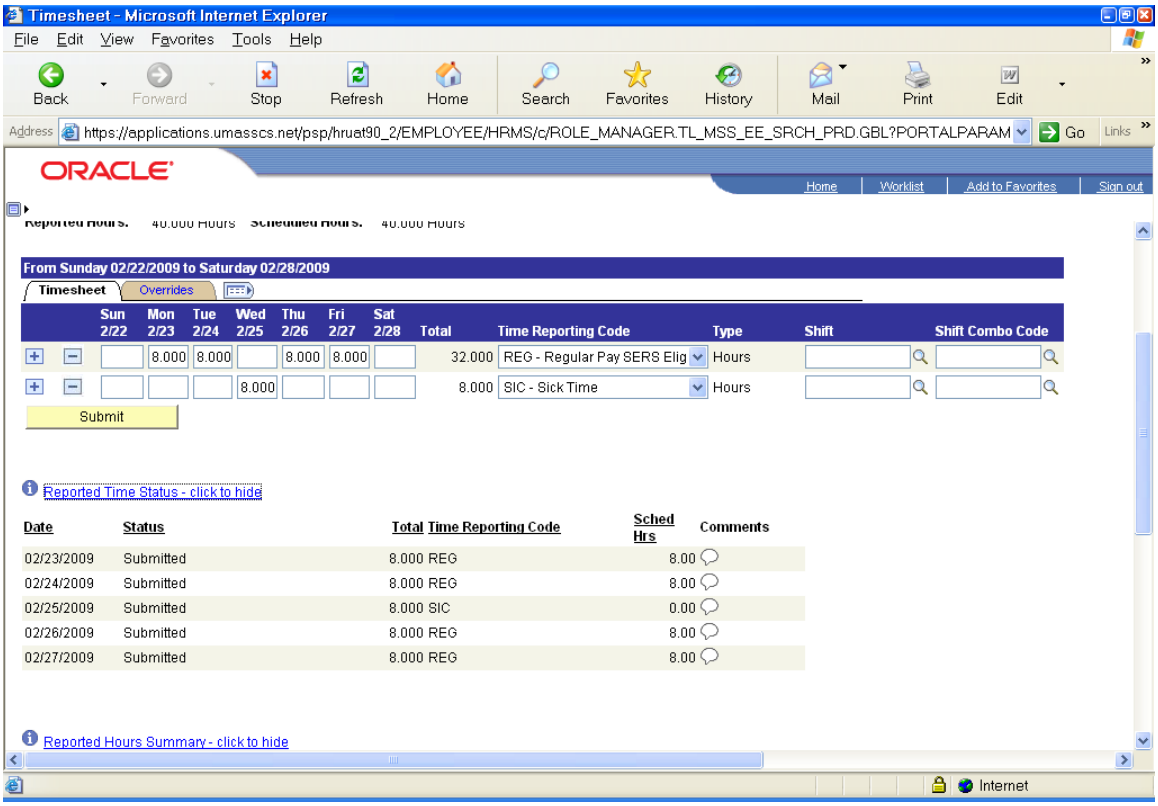
Step	Action
11.	You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section.



Step	Action
13.	Scroll to the bottom of the page and notice that the sick time has decreased.



Step	Action
14.	Click the **Reported Time Status - click to view** link. Reported Time Status - click to view



Step	Action
1.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
2.	To enter time for a different week, click the links at the top of the page. To enter time for another employee, click the “return to select employee” link at the bottom of the page. If you brought up time sheet by a group, you can select next employee.
3.	Congratulations! You have entered time for an exception time reporter. **End of Procedure.**