

Recording Time for an Exception Time Reporter

Consider this scenario:

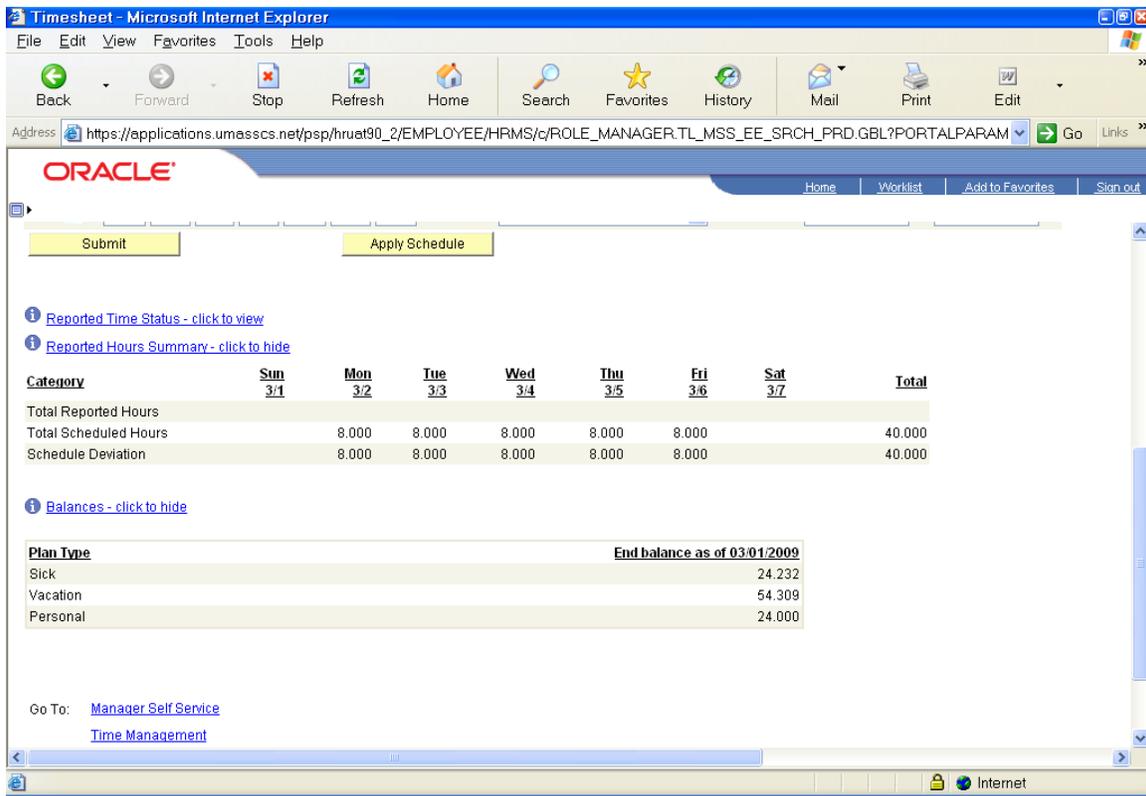
You will record time for an exception time reporter who has used eight hours of sick time.

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

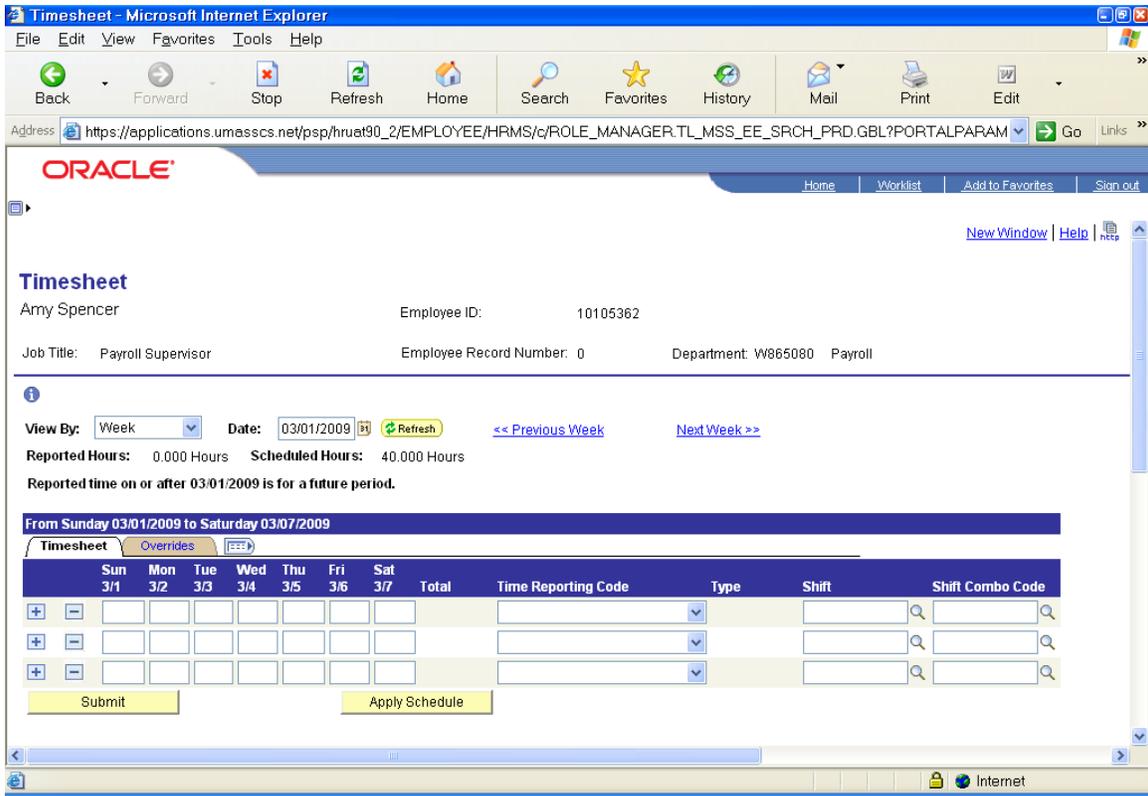
Key Information:

Employee Id #

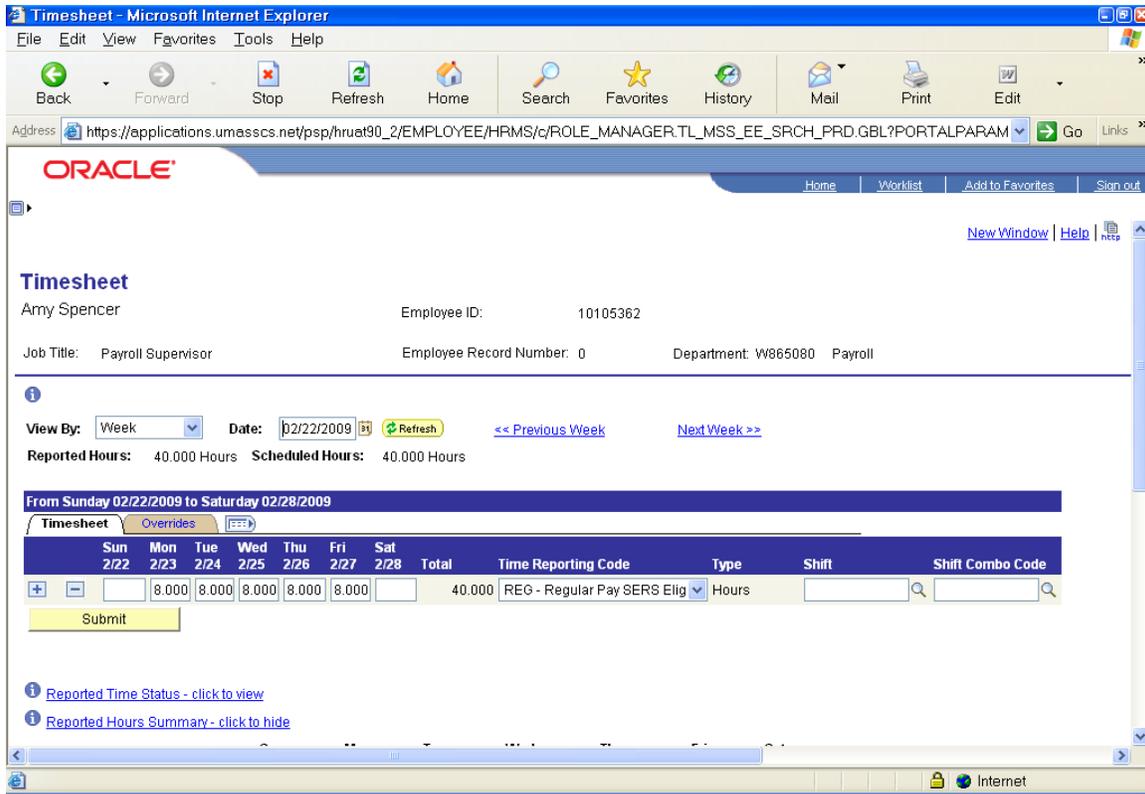
Click link to review procedure for navigating to employee timesheet. [\(Hyperlink\)](#)



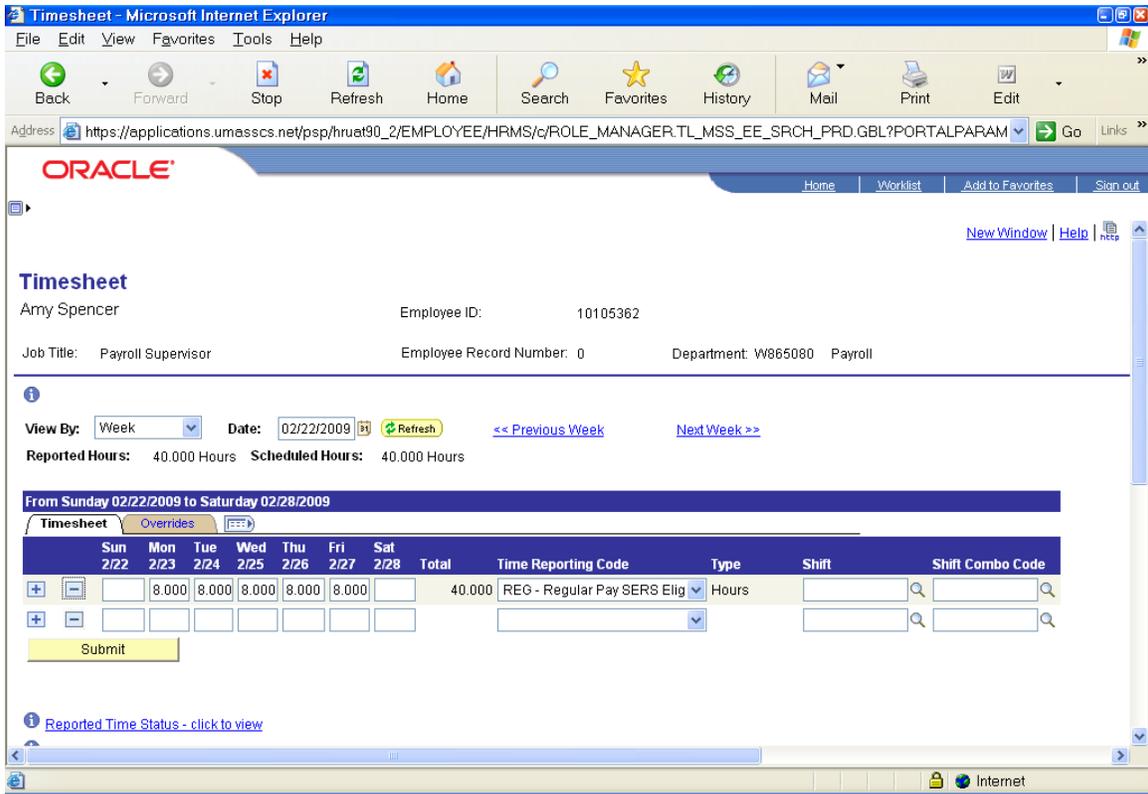
Step	Action
1.	<p>Scroll to the bottom of the page to view the Reported Time Status, the Reported Hours Summary, and Balances for vacation, sick, personal, and comp time.</p> <p>Note the balance of the sick hours.</p>

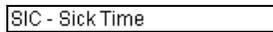


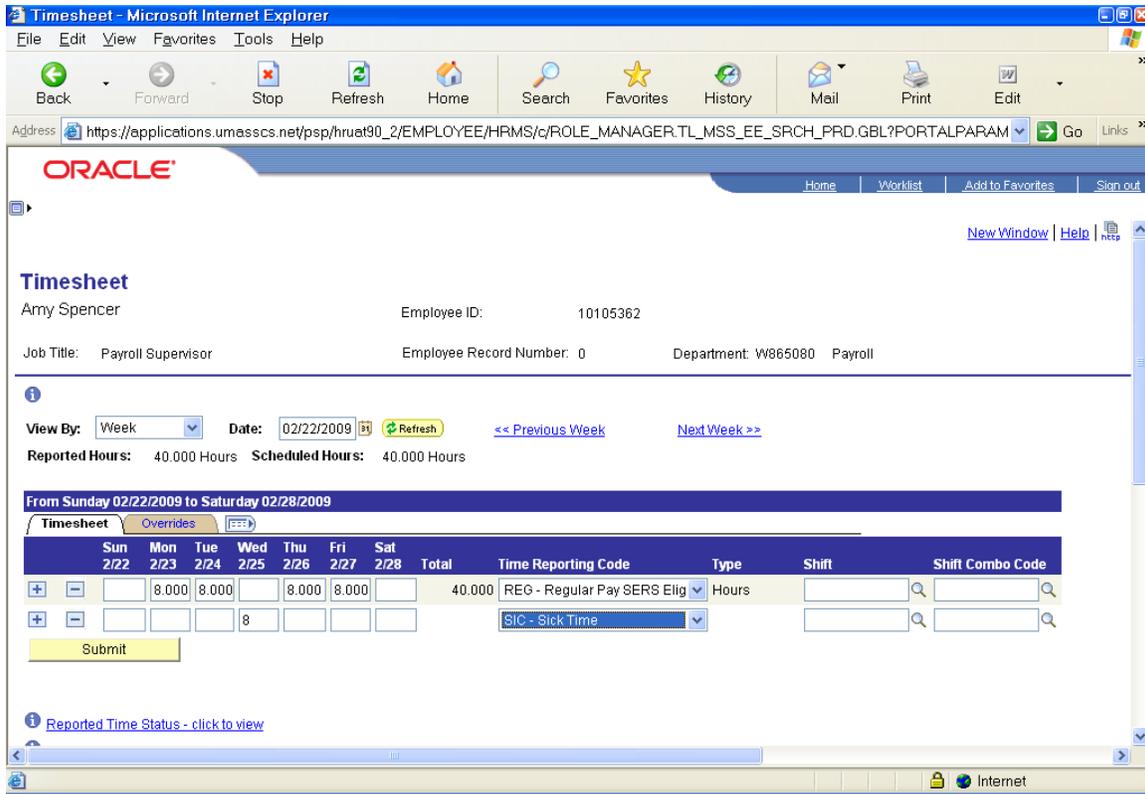
Step	Action
2.	To populate the grid with the employee's scheduled time, click the Apply Schedule button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Apply Schedule</div>



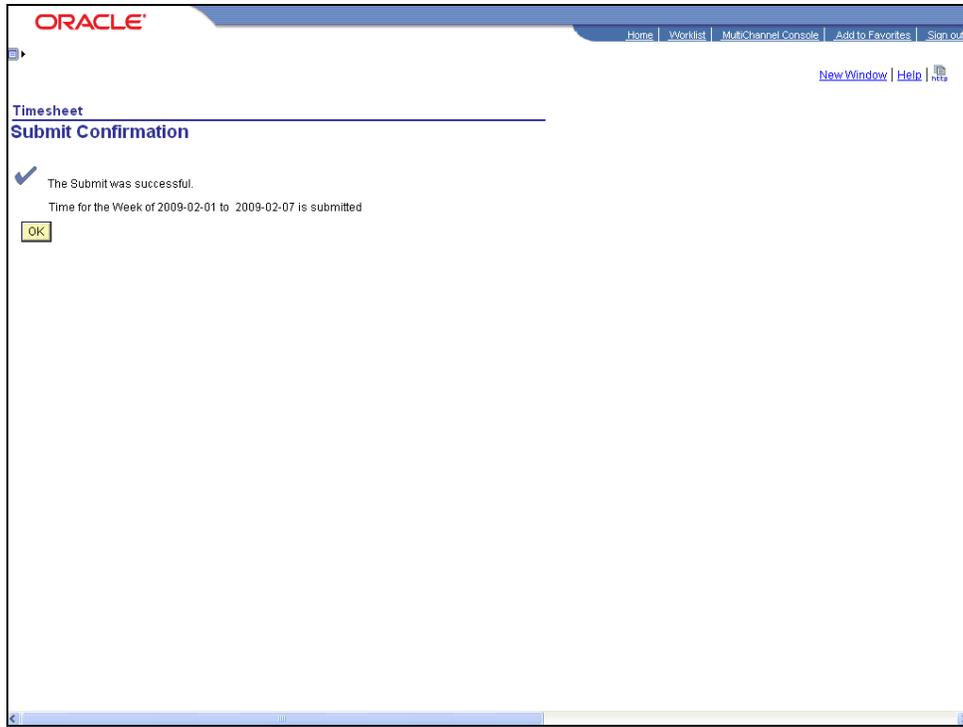
Step	Action
3.	<p>The employee's regular schedule displays with the appropriate Time Reporting Code.</p> <p>In this example, the schedule should be adjusted for sick time. To adjust the schedule, click the Add a Row button.</p> <p></p>



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. 



Step	Action
9.	Click the Submit button. 



Step	Action
10.	Click the OK button. 

Timesheet - Microsoft Internet Explorer

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ORACLE Home Worklist Add to Favorites Sign out

Menu

- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - Mass Time
 - View Time
 - Manager Search Options
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - Review Transactions
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Set Up HRMS
 - Set Up SACR
 - Worklist
 - Tree Manager
 - Reporting Tools
 - UMass Custom
 - PeopleTools

Timesheet Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift
<input type="checkbox"/> + <input type="checkbox"/> -		8.000	8.000		8.000	8.000	0.000	32.000	REG - Regular Pay SERS Elig	Hours	
<input type="checkbox"/> + <input type="checkbox"/> -				8.000				8.000	SIC - Sick Time	Hours	

Submit

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total
Total Reported Hours		8.000	8.000	8.000	8.000	8.000		40.0
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.0
Schedule Deviation								

[Balances - click to hide](#)

Plan Type	End balance as of 02/22/2009
Sick	16.232
Vacation	54.309
Personal	24.000

Internet

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

Timesheet - Microsoft Internet Explorer

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Timesheet Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift
<input type="checkbox"/> + <input type="checkbox"/> -		8.000	8.000		8.000	8.000	0.000	32.000	REG - Regular Pay SERS Elig	Hours	
<input type="checkbox"/> + <input type="checkbox"/> -				8.000				8.000	SIC - Sick Time	Hours	

Submit

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total
Total Reported Hours		8.000	8.000	8.000	8.000	8.000		40.0
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.0
Schedule Deviation								

[Balances - click to hide](#)

Plan Type	End balance as of 02/22/2009
Sick	16.232
Vacation	54.309
Personal	24.000

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

Timesheet - Microsoft Internet Explorer

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Address: https://applications.umasscs.net/psp/hruat90_2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM

ORACLE Home Worklist Add to Favorites Sign out

New Window Help

Timesheet

Amy Spencer Employee ID: 10105362

Job Title: Payroll Supervisor Employee Record Number: 0 Department: W865080 Payroll

View By: Week Date: 02/22/2009 Refresh << Previous Week Next Week >>

Reported Hours: 40.000 Hours Scheduled Hours: 40.000 Hours

From Sunday 02/22/2009 to Saturday 02/28/2009

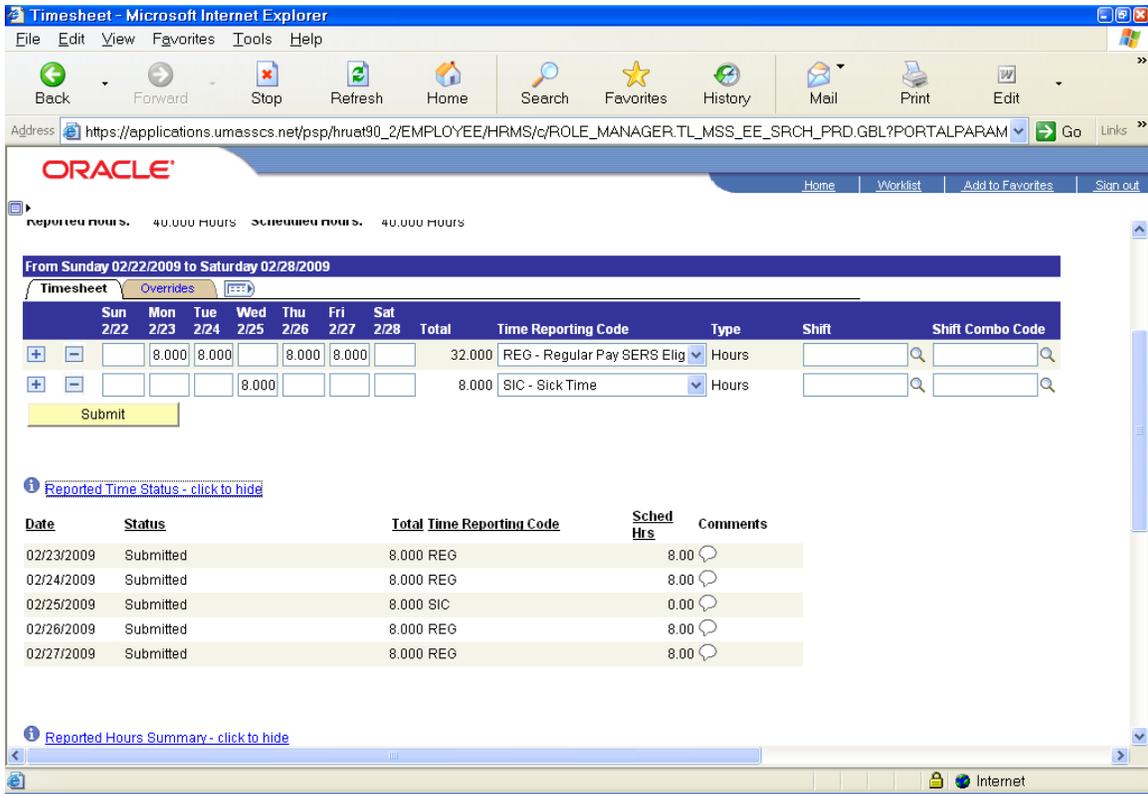
Timesheet Overrides

	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		8.000	8.000		8.000	8.000		32.000	REG - Regular Pay SERS Elig	Hours		
				8.000				8.000	SIC - Sick Time	Hours		

Submit

Reported Time Status - click to hide

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.