

Recording Comp Time for an Exception Time Reporter

This topic describes the procedure for recording comp time for an exception time reporter.

Note: Comp time balances should be at the bottom of a time sheet. If comp time is not showing there, you can navigate to the comp time panel to review the balances.

The navigation to the comp time panel is:

Time and Labor > View Time > Compensatory Time

NOTE: Some time recording codes have changed, review description when choosing a code.

Procedure

Consider this scenario:

You will record time for an exception time reporter who has used 8 hours of comp 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. [\(Hyperlink\)](#)

Timesheet - Microsoft Internet Explorer

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Submit Apply Schedule

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								
Total Scheduled Hours			11.000		11.000	11.000	7.000	40.000
Schedule Deviation			11.000		11.000	11.000	7.000	40.000

Balances - click to hide

Plan Type	End balance as of 02/22/2009
Sick	604.625
Vacation	320.000
Personal	6.000
Comp Time - H120DAYEXP	10.000

Go To: [Manager Self Service](#)
[Time Management](#)

Done Internet

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.

Timesheet - Microsoft Internet Explorer

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New Window Help

Timesheet

Nicole Hermance Employee ID: 10003562

Job Title: Research Associate I Employee Record Number: 0 Department: W834500 Cancer Biology

[Click for instructions](#)

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

Reported Hours: 0.000 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
+ -												
+ -												
+ -												

Submit Apply Schedule

Done Internet

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

Timesheet - Microsoft Internet Explorer

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Timesheet

Nicole Hermance Employee ID: 10003562

Job Title: Research Associate I Employee Record Number: 0 Department: W834500 Cancer Biology

[Click for Instructions](#)

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

Populate Time From: Schedule Information

Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours

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

Timesheet Overrides

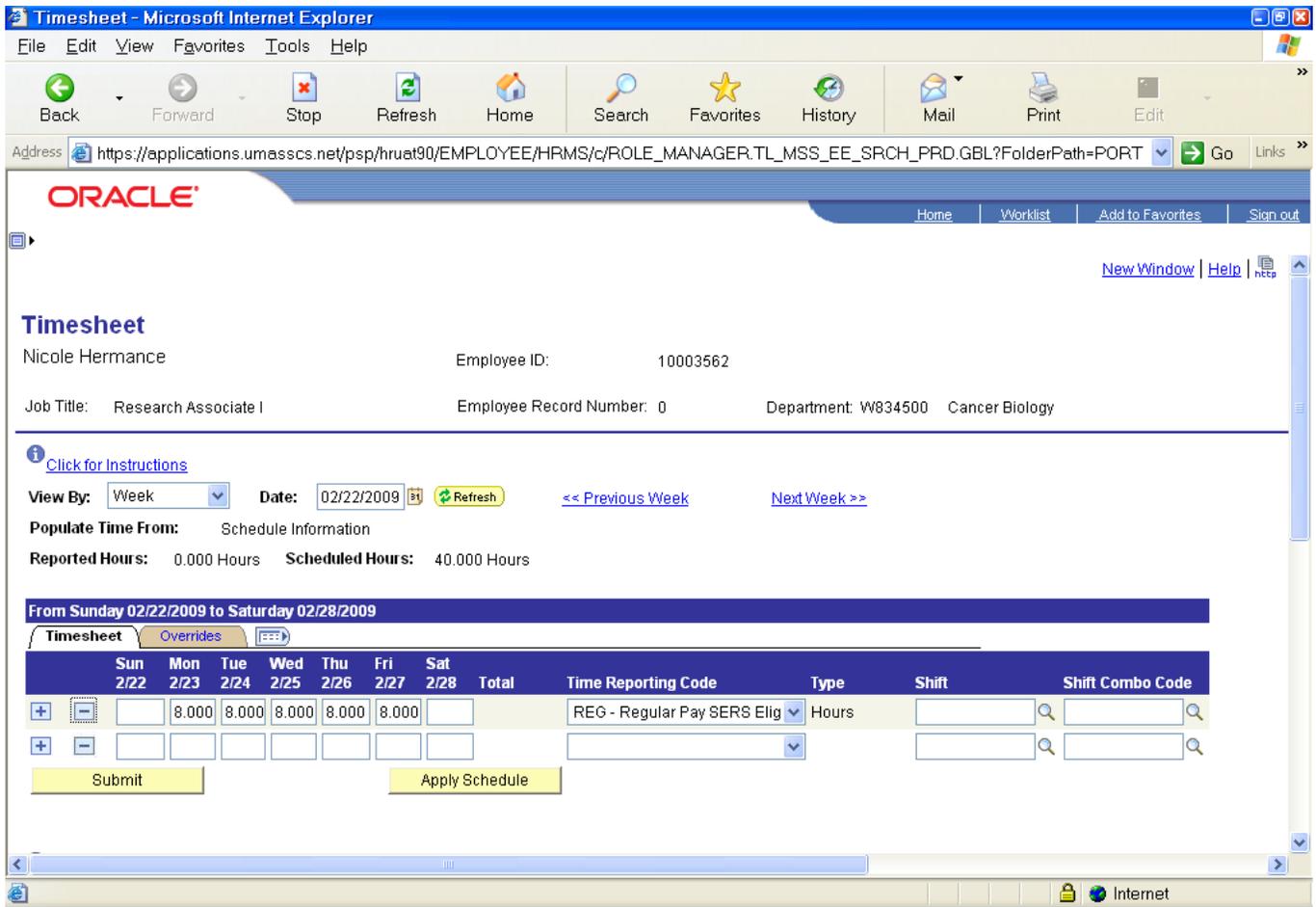
	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		8.000	8.000	8.000	8.000	8.000			REG - Regular Pay SERS Elig	Hours		

Submit Apply Schedule

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

Internet

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 comp 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 HCTU-Holiday Comp Time Used list item.

Timesheet - Microsoft Internet Explorer

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New Window | Help

Timesheet

Nicole Hermance Employee ID: 10003562

Job Title: Research Associate I Employee Record Number: 0 Department: W834500 Cancer Biology

[Click for Instructions](#)

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

Populate Time From: Schedule Information

Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours

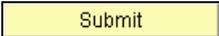
From Sunday 02/22/2009 to Saturday 02/28/2009

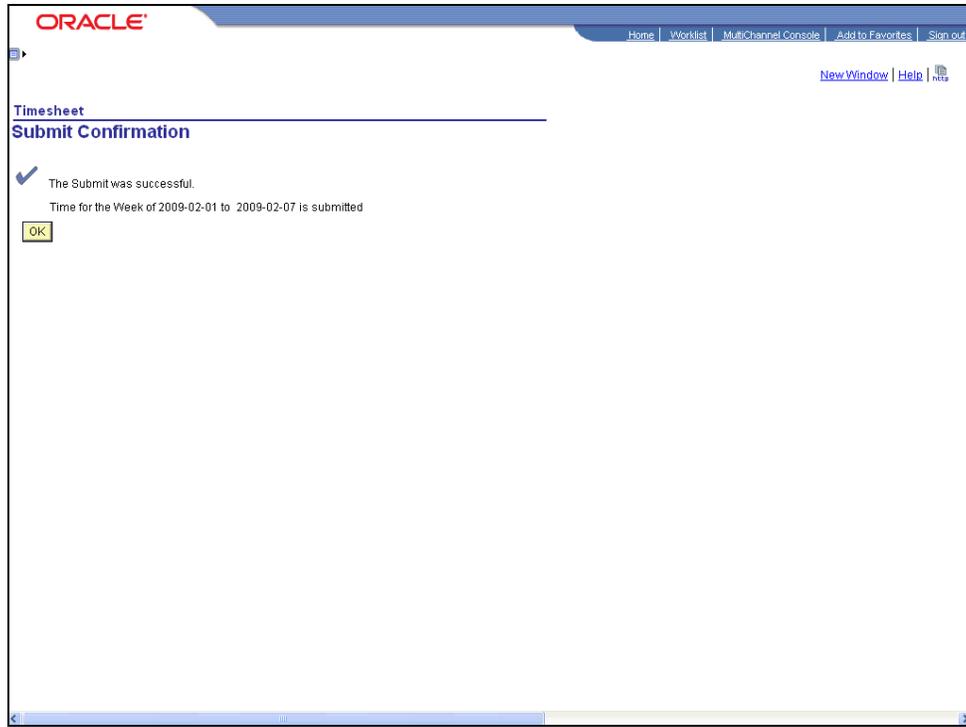
Timesheet Overrides

	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			REG - Regular Pay SERS Elig	Hours		
				8.000					HCTU - Holiday Comp Time L			

Submit Apply Schedule Main Content

Internet

Step	Action
9	Click the Submit button. 



Step	Action
10	Click the OK button. 

Timesheet - Microsoft Internet Explorer

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[Click for Instructions](#)

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	HCTU - Holiday Comp Time L	Hours		
		8.000	8.000		8.000	8.000		32.000	REG - Regular Pay SERS Elig	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		40.000
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation								

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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[Click for instructions](#)

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	HCTU - Holiday Comp Time L	Hours		
		8.000	8.000		8.000	8.000		32.000	REG - Regular Pay SERS Elig	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		40.000
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation								

Internet

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

Timesheet - Microsoft Internet Explorer

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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	HCTU - Holiday Comp Time U	Hours		
+ -	8.000	8.000		8.000	8.000		32.000	REG - Regular Pay SERS Elig	Hours		

Submit

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

Date	Status	Total Time Reporting Code	Sched Hrs	Comments
02/23/2009	Submitted	8.000 REG	8.00	
02/24/2009	Submitted	8.000 REG	8.00	
02/25/2009	Submitted	8.000 HCTU	8.00	
02/26/2009	Submitted	8.000 REG	8.00	
02/27/2009	Submitted	8.000 REG	8.00	

[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		40.000

Step	Action
13.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
14.	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.
15	Congratulations! You have entered time for an exception time reporter. End of Procedure.