

## 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
<a href="#">Comp Time - H120DAYEXP</a>	10.000

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

Done Internet

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

Timesheet - Microsoft Internet Explorer

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Timesheet

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0 Department: [REDACTED]

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 <b>Apply Schedule</b> button.

Apply Schedule

Timesheet - Microsoft Internet Explorer

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New Window Help

## Timesheet

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0 Department: [REDACTED]

[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

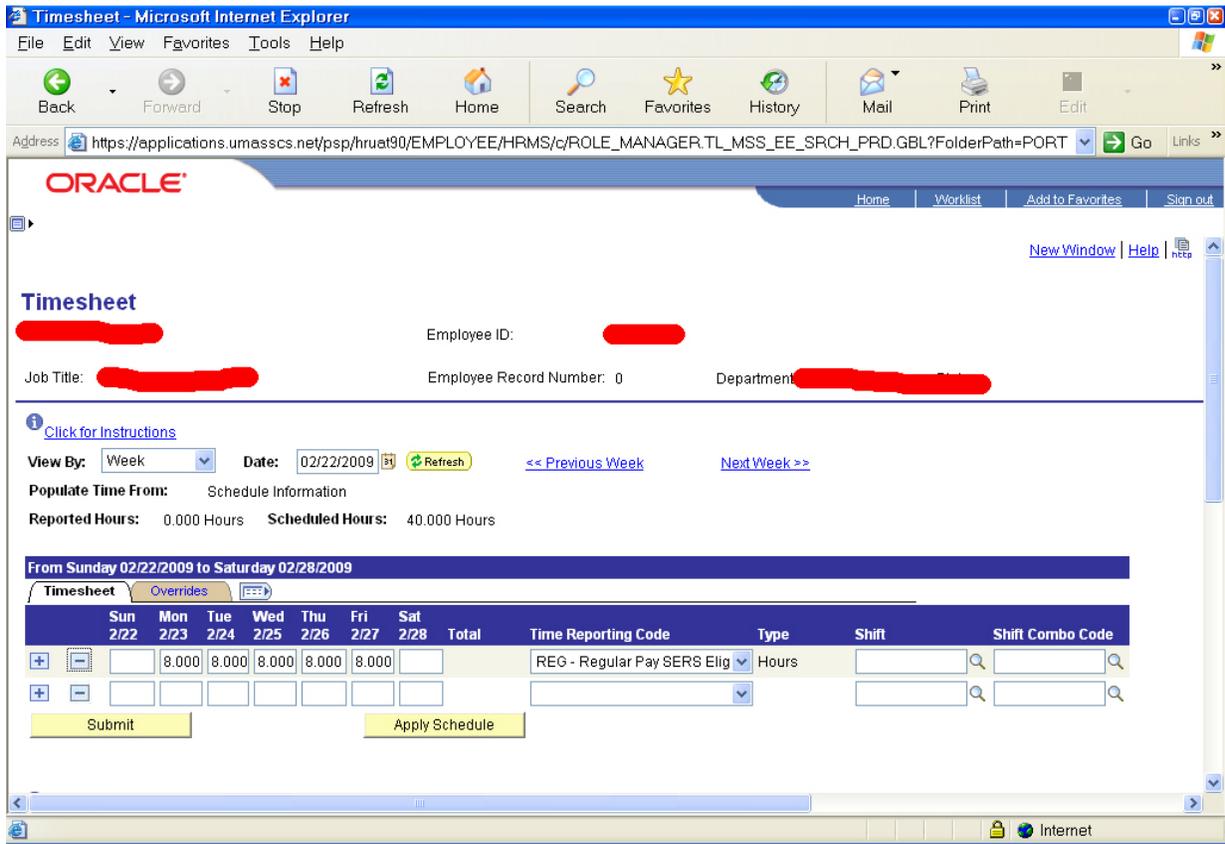
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Shift Combo Code
2/22	2/23	2/24	2/25	2/26	2/27	2/28		REG - Regular Pay SERS Elig	Hours		
+	-	8.000	8.000	8.000	8.000	8.000					

Submit Apply Schedule

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

Internet

Step	Action
3.	<p>The employee's regular schedule displays with the appropriate <b>Time Reporting Code</b>.</p> <p>In this example, the schedule should be adjusted for comp time. To adjust the schedule, click the <b>Add a Row</b> 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 <b>[Delete]</b> .
6.	In the new row that was added, enter the desired information in the <b>Wednesday</b> field.  Enter "8".
7.	Click the <b>Time Reporting Code</b> list.  
8.	Click the <b>HCTU-Holiday Comp Time Used</b> list item.

Timesheet - Microsoft Internet Explorer

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New Window Help

### Timesheet

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0 Department: [REDACTED]

[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 <b>Submit</b> button.

Submit



Timesheet

**Submit Confirmation**



The Submit was successful.

Time for the Week of 2009-02-01 to 2009-02-07 is submitted



Step	Action
10.	Click the <b>OK</b> button. 

Timesheet - Microsoft Internet Explorer

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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 <b>Timesheet</b> page, where the recorded time is displayed in the <b>Reported Hours Summary</b> 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 <b>Reported Time Status - click to view</b> link.  <a href="#">Reported Time Status - click to view</a>

Timesheet - Microsoft Internet Explorer

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**ORACLE** Home Worklist Add to Favorites Sign out

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	8.000	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.000	HCTU - Holiday Comp Time U	Hours	<input type="text"/>	<input type="text"/>
<input type="text"/>	8.000	8.000	<input type="text"/>	8.000	8.000	<input type="text"/>	32.000	REG - Regular Pay SERS Elig	Hours	<input type="text"/>	<input type="text"/>

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.  <b>End of Procedure.</b>