

## Recording Time for an Exception Time Reporter

### Consider this scenario:

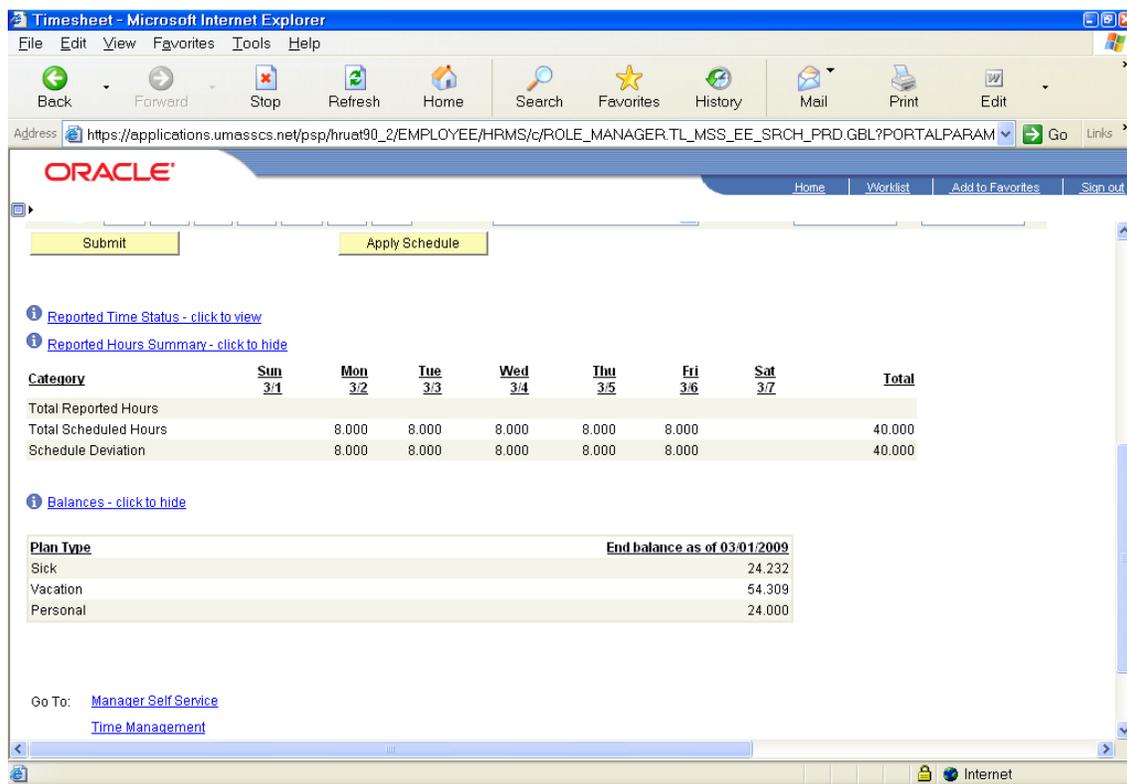
You will record time for an exception time reporter who has used eight hours of sick time.

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](#))



**Reported Hours Summary**

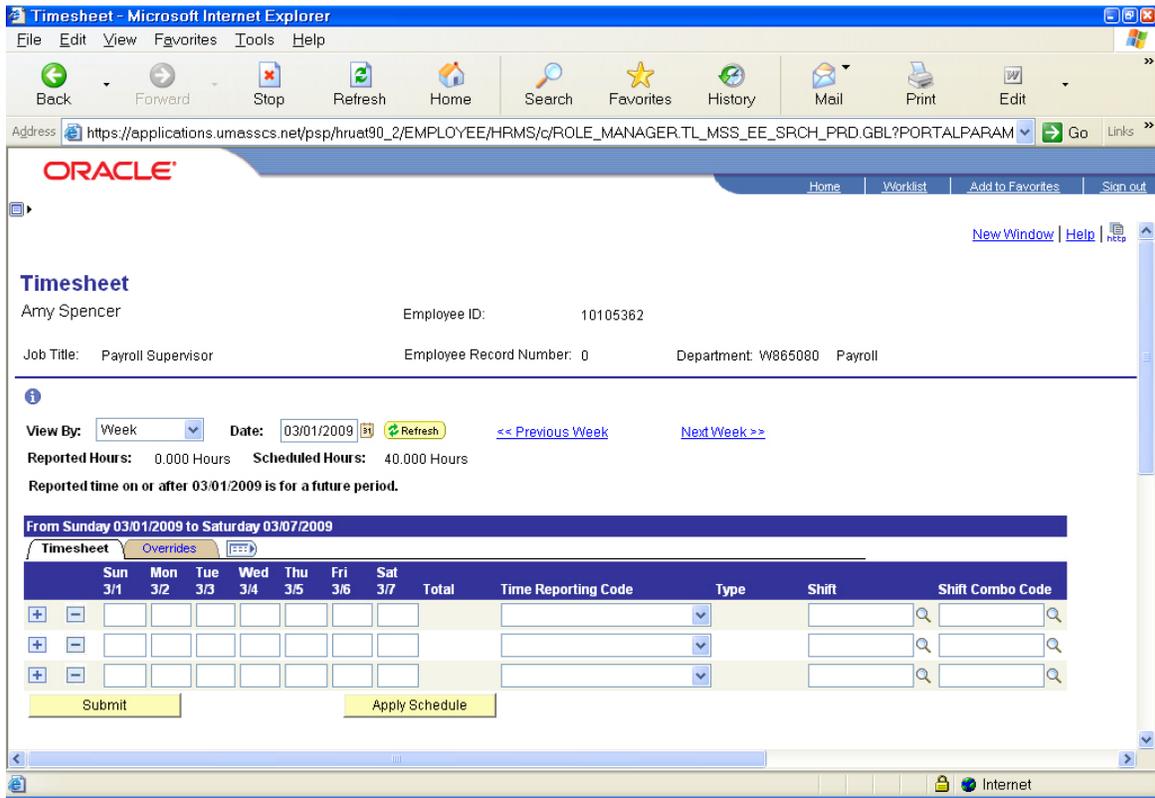
Category	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Total
Total Reported Hours								
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation		8.000	8.000	8.000	8.000	8.000		40.000

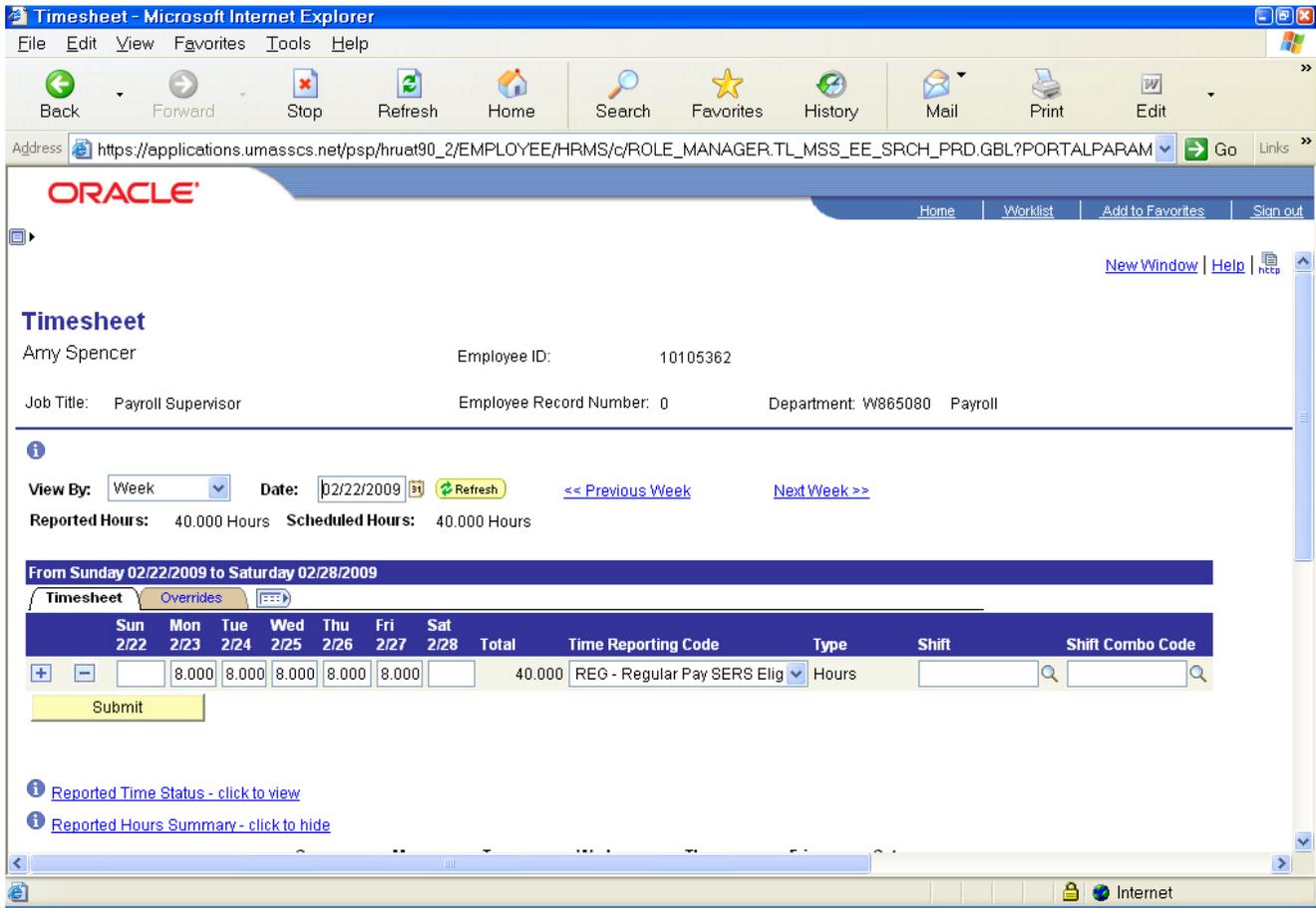
**Balances**

Plan Type	End balance as of 03/01/2009
Sick	24,232
Vacation	54,309
Personal	24,000

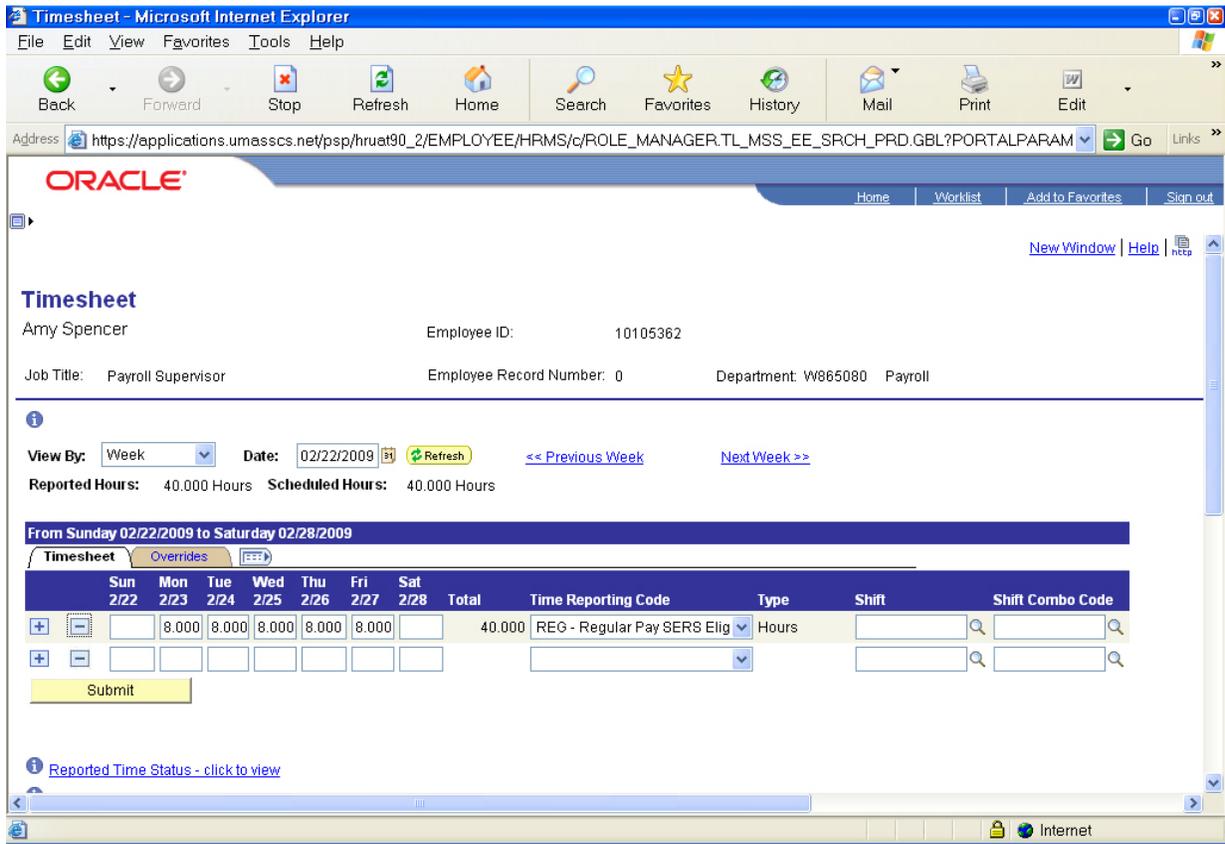
Step	Action
1.	<p>Scroll to the bottom of the page to view the <b>Reported Time Status</b>, the <b>Reported Hours Summary</b>, and <b>Balances</b> for vacation, sick, personal and comp time.</p> <p>Note the balance of the sick hours.</p>



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



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 sick 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>SIC - Sick Time</b> list item. SIC - Sick Time

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](https://applications.umasscs.net/psp/hruat90_2/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?PORTALPARAM) Go Links

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

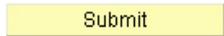
	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		8.000	8.000		8.000	8.000		40.000	REG - Regular Pay SERS Elig	Hours		
				8					SIC - Sick Time			

Submit

Reported Time Status - click to view

Internet

Step	Action
9.	Click the <b>Submit</b> button.





**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

Address: https://applications.umasscs.net/psp/hruat90/EMPLOYEE/HRMS/c/ROLE\_MANAGER.TL\_MSS\_EE\_SRCH\_PRD.GBL?FolderPath=PORT

**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

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

Address: https://applications.umasscs.net/psp/huat90/EMPLOYEE/HRMS/c/ROLE\_MANAGER.TL\_MSS\_EE\_SRCH\_PRD.GBL?FolderPath=PORT

**ORACLE**

Home Worklist Add to Favorites Sign out

**Menu**

- Manager Self Service
  - Time Management
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      - View Time
      - Manager Search Options
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    - 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
+ -		8.000	8.000		8.000	8.000	0.000	32.000	REG - Regular Pay SERS Elig	Hours	
+ -				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
12.	Scroll to the bottom of the page and notice that the sick time has decreased.

- Menu
- Report Time
  - Timesheet
  - Mass Time
  - Absence Request
  - View Time
    - Manager Search Options
  - Job and Personal Information
  - Compensation and Stock
  - Learning and Development
  - Performance Management
    - Review Transactions
  - Recruiting
  - Workforce Administration
  - Benefits
    - Compensation
    - Time and Labor
    - Payroll for North America
    - Global Payroll & Absence Mgmt
    - Payroll Interface
    - Workforce Development
    - Organizational Development
    - Enterprise Learning
    - Workforce Monitoring
    - Pension
    - Campus Community
    - Student Recruiting
    - Student Admissions
    - Records and Enrollment
    - Curriculum Management
    - Financial Aid
    - Student Financials
    - Academic Advisement
    - Contributor Relations
    - Set Up HRMS
    - Set Up SACR
    - Enterprise Components
    - Worklist
    - Application Diagnostics
    - Tree Manager
    - Reporting Tools
    - UMass Custom
    - PeopleTools
    - Data Models
    - PR Unit

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**Report Time**  
**Timesheet Summary**

Employee Selection Criteria	
Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

View By:  Date:   << Previous Week NextWeek >>

Step	Action
13.	Click the <b>Reported Time Status</b> - click to view link.  <a href="#">Reported Time Status - click to view</a>

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>