# Entering Exception Time (Salaried Staff)

1. Begin by navigating to the Timesheet. Click the Manager Self Service link.

2. Click the Time Management link.

3. Click the Report Time link.

4. Click the Timesheet link.

5. The Timesheet Summary page appears. The first thing you must do is change the date to correspond to the first day of the pay period. Click the Choose a date (Alt+5) button.

6. Verify or enter the correct month from the calendar drop-down list.

7. Click the desired date.

8. Refresh the date to reset for the current pay period. Click the Refresh button.

9. You are now ready to retrieve your group of employees.

   Note: You may enter criteria for the EmplID, Last Name or First Name field to retrieve a single person not on your list.

   Click the Look up Group ID Value (Alt+5) button.

10. Select your group from the list that displays. All groups in your department will be in the list.

   Note: Groups for FWS and HUSEP students appear for all departments. These will contain students in those programs for whom you may need to enter time.

   Click the hyperlink for your group from the Search Results table.

11. Click the Get Employees button.

12. A list of employees appears beneath the search section. Close the search fields for easier access to the employee list. Click the Collapse section button.
13. Select the employee for whom you want to enter exception hours. Click the **Name** link.

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14. The timesheet for the employee appears. Verify or change the date so that the timesheet displays the first day of the pay period for which you are entering time. Click the **Choose a date (Alt+5)** button.

15. **Click the desired date.**

16. **Click the Refresh button to refresh the timesheet dates.**

17. Enter the correct hours for each day into the corresponding date. In this example, the employee has reported 8 sick leave hours on Monday, June 25.

   Enter the desired information into the field. Enter a valid value e.g. "8".

18. **Click the Time Reporting Code list and select the entry that corresponds to the type of hours that the employee is reporting.**

   | SICKL - Scheduled Sick Leave |

19. If the employee works a partial day and takes off part of the day charged against leave, only enter the part of the day that the employee missed.

   Group hours related to the same Time Reporting Code on the same line.

   Report Overtime hours as Regular hours. Add the regular scheduled hours for the day to the overtime hours reported by the employee, $2 + 8 = 10$. When the payroll system processes the time, it will calculate overtime based on the University policy.

   Hours worked on a holiday are reported as **HOLPD**.

20. When all of the time for the first week is entered, submit your entries for approval. Click the **Submit** button.

21. A message will appear with the status of the submission and a verification of the dates for which the time was entered. Verify the information and click the **OK** button.

22. To enter exceptions for the second week, go to that week. If no exceptions are reported, your entry is complete.

   In this example, we will enter additional exception hours for the second week of the pay period. Click the **Next Time Period >>** link.

23. Enter all exception hours reported by the employee for this week using the steps shown above.
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| **24.** | Submit your hours for the second week.  
   Click the **Submit** button. |
| **25.** | Verification of the submission is displayed.  
   Click the **OK** button. |
| **26.** | Click the **Balances - click to view** link. |
| **27.** | If the employee has balances entered, they will be displayed. These balances reflect the updates prior to this timesheet entry.  
   When you are finished, you may return to the Select Employees page to retrieve another employee for time entry.  
   Click the **Return to Select Employee** link. |
| **28.** | Congratulations! You have successfully completed the process to enter exception time for salaried employees.  
   **End of Procedure.** |