

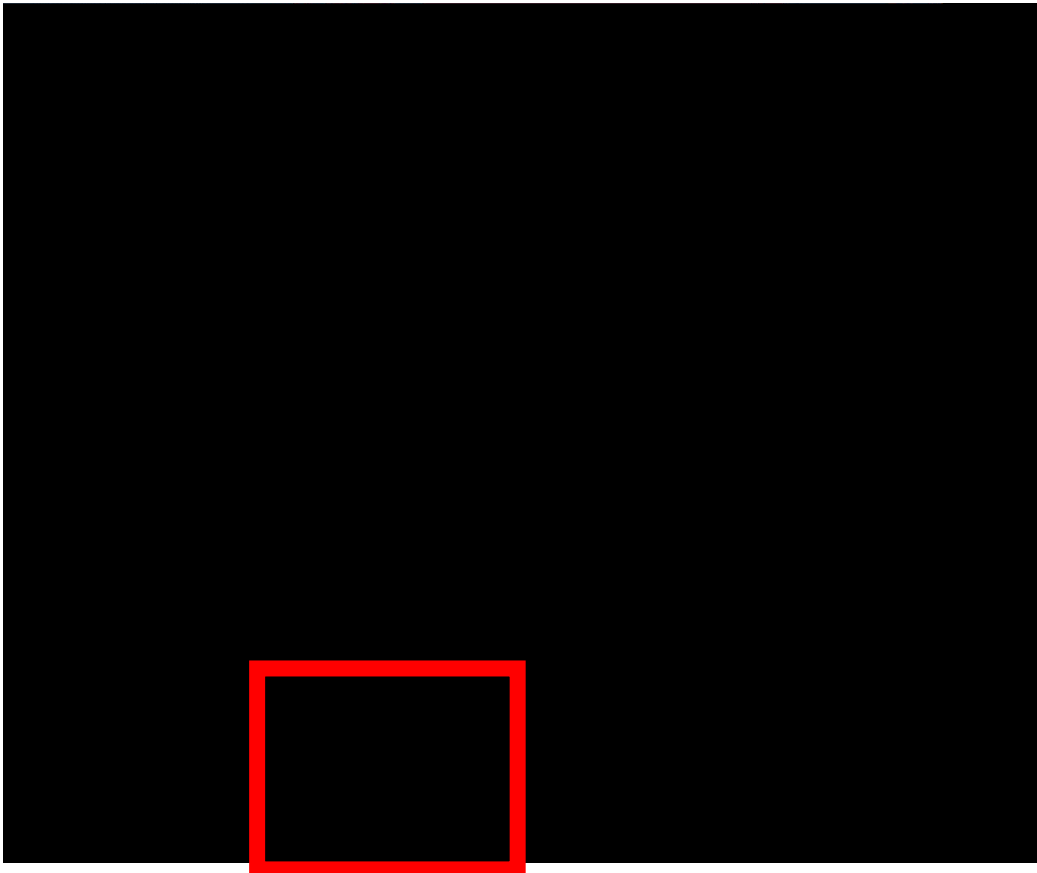
# OFFICE OF POSTDOCTORAL AFFAIRS

## Time Entry

The Post Doc Exception Time Entry Sheet in [Human Capital Management \(HCM\)](#) is used for tracking time (i.e., sick, vacation, jury duty, bereavement, FMLA, paid parental leave, or floating holiday), for all postdocs appointed through the Office of Postdoctoral Affairs.

Postdocs need to enter information only when they are taking a leave. What the Time Entry should not be used for: logging daily work hours, weekends, or CWRU Holidays.

**Step 1:** Click on Post Doc Exception Time Entry on the main dashboard.



# OFFICE OF POSTDOCTORAL AFFAIRS

The Time Entry displays the postdoc's title, department, available sick and vacation hours, and standard hours per week (i.e., full or part time).

Sick and vacation days should only be taken in half or full day increments (e.g., 4 hours or 8 hours).

Employee Self Service | Post Doc Exception Time Entry

Post Doc Exception Time Entry

Empl ID: [REDACTED]

Empl Class: Post Doctoral Sch [REDACTED]

Available Leave Hours: Sick 150.00 [REDACTED]

Current Pay Period: 01/01/2024 [REDACTED] Pay End: 01/31/2024 [REDACTED] Standard: 8.00 [REDACTED]

Exception Time Entry

| Transaction | Day Name       | TRC | Total Hours | Comment |
|-------------|----------------|-----|-------------|---------|
| 1           | 01/03/2024 Wed |     |             |         |

Total Entries: 1 Total Hours: [REDACTED]

Save





**OFFICE OF POSTDOCTORAL AFFAIRS**

**Step 3:**

S-451p 3: