Information Technology Services Reference Sheet

Your HCM Time Sheet

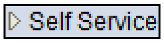
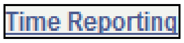
Concept

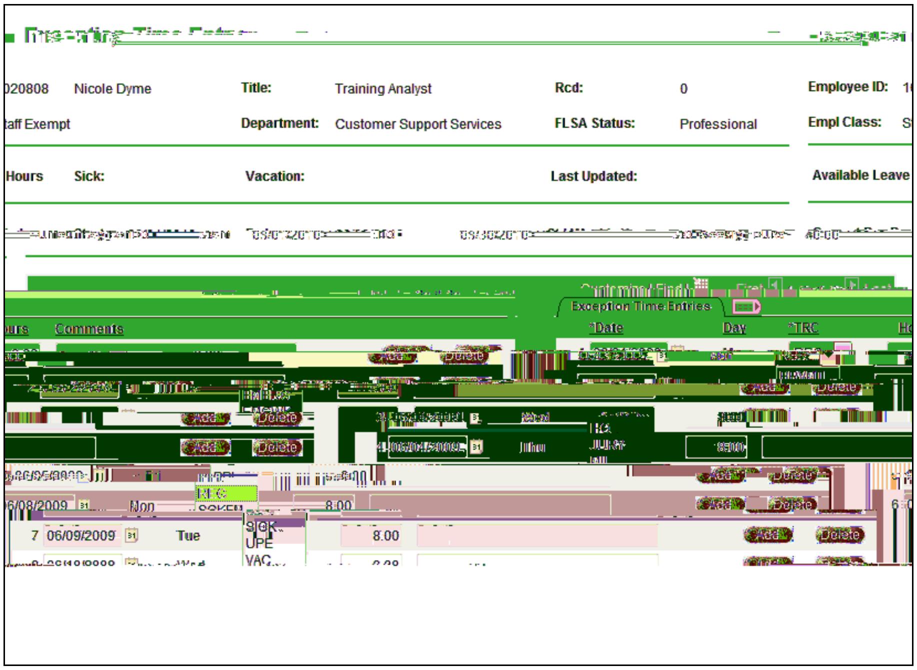
All staff members at Case Western Reserve University are required to enter the time they work into a time sheet in the HCM system.

- Full time staff have their regular hours entered for them at the beginning of each payroll period. They must review their time sheet before each payroll to ensure that hours such as overtime, vacation and sick time are recorded correctly.
- Part time staff must enter their hours manually before each payroll date.

Procedure

These directions will show you how to make entries on your Time Sheet in HCM.

Step	Action
1.	Click the Self Service link. 
	
3.	Click the Case Exception Timesheet link.



020808 Nicole Dyme
Title: Training Analyst
Rcd: 0
Employee ID: 1
taff Exempt
Department: Customer Support Services
FLSA Status: Professional
Empl Class: S

Hours
Sick:
Vacation:
Last Updated:
Available Leave

Exception Time Entries
urs
Comments
Date
Day
TRC
Add
Delete
REG
SICK
UPE
VAC

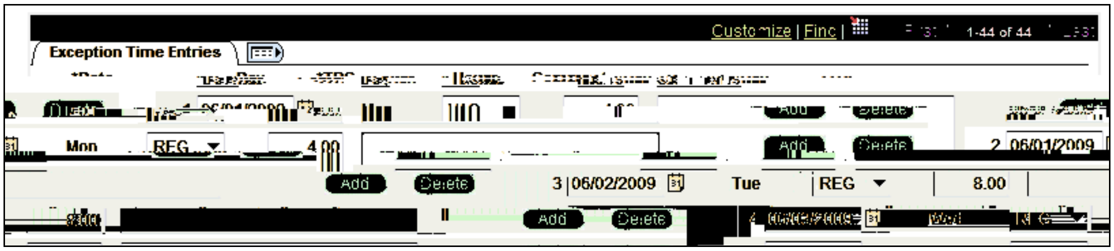
6/08/2009 Mon 8.00
7 06/09/2009 Tue 8.00

Step	Action
9.	Gi4rTf -0.004 Tc -0.0147.644 95.28y q 1(M)-8TJ E wM

UNPDL- Unpaid Leave
VAC- Vacation
WFO- Work Force Option

Questions about the use of TRC codes can be directed to the Payroll Department at 216-368-4290.

Step	Action
10.	Sometimes you may need to change the total hours worked for a day. Simply change the number in the Hours field by typing over what is currently there. 8.00
11.	Sometimes you may work two or more types of hours in a day; e.g. half a day of vacation and half a day of regular time, or regular time and overtime. To change the type of hours worked in a day, first pick the appropriate TRC code from the TRC field dropdown box. It doesn't matter which code is entered first. VAC
12.	Next, enter the total hours worked just for that TRC. 4.00
13.	Next, click the Ad1 Tf4 0.4p.10.0h-0.003 Tw [(Ad1 Tf40u 147.6 43Tj -0.004 (Ad1 Tf40u 1 n BT /


Customize | Find |
1-44 of 44
Exception Time Entries
Add
Delete

2 06/01/2009 Mon REG 4.00

3 06/02/2009 Tue REG 8.00