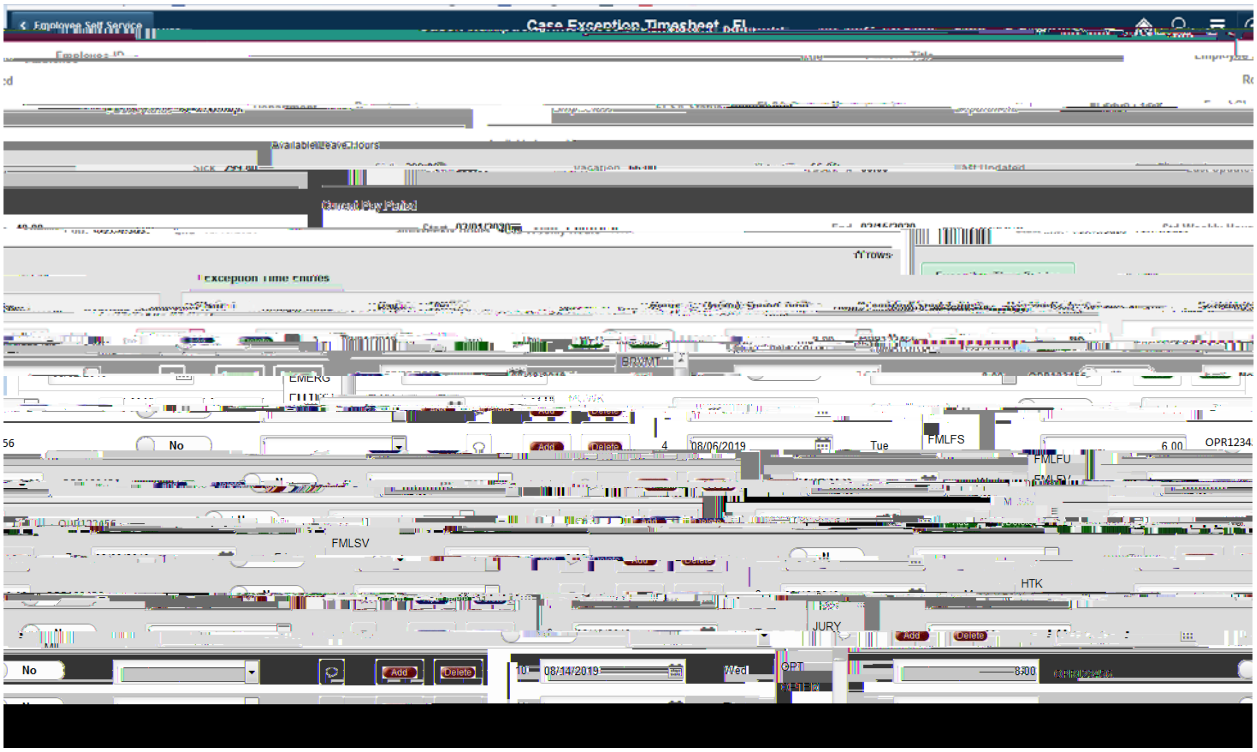
CASE WESTERN RESERVE
UNIVERSITY

Case Exception Timesheet
Non-exempt Staff (Hourly)

Step	Action
2.	The **Exception Time Entry** page appears. By default, each row on the timesheet represents one work day and the type of hours worked for that 7.5 or 8 hour period. Time entry lines can be added or removed as needed to split daily



TRC codes continued:

TRC	Description
NWS	Student Non-work-Study
OPT	Overtime Premium
OT2	Overtime at 2.5
OTS	Overtime - Straight Rate
PPL	Paid Parental Leave
REG	Regular Hours
RGAMT	Regular Amount
SUP	Supplemental Pay
SWS	Summer Work Study (not regist)
SCKFM	Sick Leave - Family Member
SEV	Severance Pay
SICK	Sick Leave
SNW	Summer - Non Work-Study
STUDY	Payment for Study Participant
STX	Non Work Study Addl Payment
SUM	Summer Pay
SUP	Supplemental Pay
SWS	Summer Work Study (not regist)
UNPDL	Unpaid Leave Time
UPE	Unpaid Leave Exempt
VAC	Vacation

Step	Action
6.	**Procedures for Documenting Overtime (OT) Hours**:

a. If you work more than 7.50 hours in a given day, enter the number of hours worked into the **Hours** field and select the corresponding **TRC** to match the time entered. In the picture above, the employee worked 10.00 hours on Monday and 9.50 hours on Tuesday. Those hours are entered using the **REG** TRC because the 37.50 standard weekly hour limit has not yet been reached.

Note: The first 2.5 hours of overtime (from 37.50 to 40.00 hours) will be entered using the **OTS** TRC for **Overtime - Straight Rate**. Hours worked above 40 will be entered using **OPT** TRC for **Overtime - Premium**.

b. Use the **Add** button to create two additional time entry lines for Friday (beneath the 1st line showing the **REG** TRC) and log the following hours:

1. **3.00 hours** under the **REG** TRC on the 1st line.
2. **2.50 hours** under the **OTS** TRC on the 2nd line to cover the OT worked Monday.
3. **2.00 hours** under the **OPT** TRC on the 3rd line to cover the OT worked Tuesday.

Step	Action
7.	To enter **Comments** select the comment box and enter a description of your time entry that may be relevant to your supervisor or time approver.
8.	When you are finished editing time entries, be sure to scroll to the bottom of the page and click the **Save** button or your updates will not be recorded.