



Case Exception Timesheet Non-exempt Staff (Hourly)

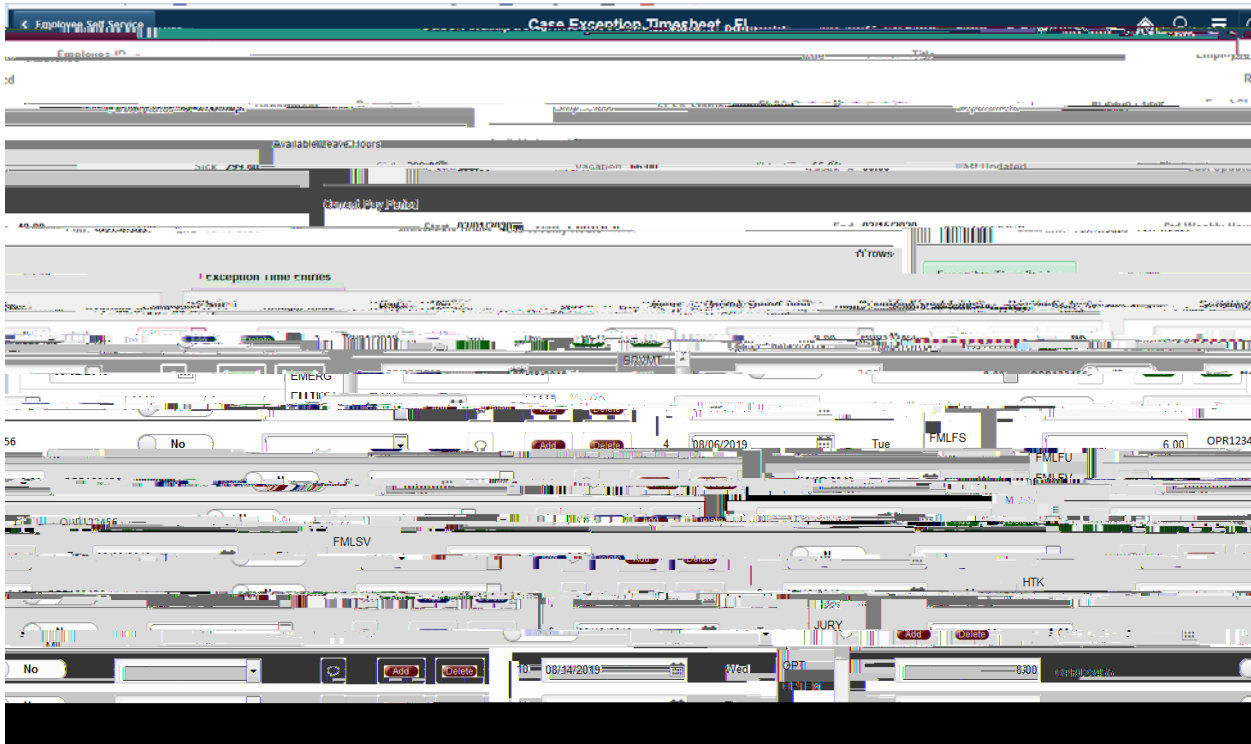
Step	Action
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2. The **Exception Time Entry** page appears. By default, each row on the timesheet represents one work day and the type of hours worked for that 7.5 or 8 hour period.

Time entry lines can be added or removed as needed to split daily



Case Exception Timesheet Exempt Staff (Salary)



The screenshot displays the 'Case Exception Timesheet' application interface. At the top, there is a navigation bar with a back arrow and the text 'Employee Self Service'. Below this, the title 'Case Exception Timesheet' is visible. The main area contains a grid of time entries. The grid has columns for 'Date', 'Day', 'Start Time', 'End Time', and 'Exception Code'. The first row shows an entry for '08/06/2019' on a 'Tue' with a start time of '6:00' and an end time of '8:00'. The exception code is 'FMLFS'. Below this, there are several rows of entries, some with codes like 'FMLSV', 'HTK', and 'JURY'. The interface includes various UI elements like dropdown menus, buttons, and a search bar.

Date	Day	Start Time	End Time	Exception Code
08/06/2019	Tue	6:00	8:00	FMLFS
				FMLFU
				M 3:30
				FMLSV
				HTK
				JURY
08/14/2019	Wed		8:00	OPT

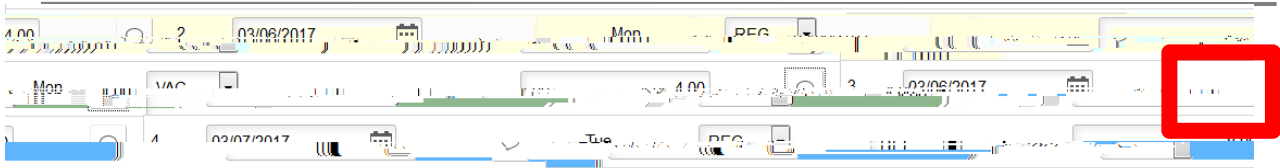
TRC codes continued:

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.	<p data-bbox="358 562 1377 604">Procedures for Documenting Overtime (OT) Hours:</p> <p data-bbox="358 615 1377 867">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.</p> <p data-bbox="358 877 1377 1035">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.</p> <p data-bbox="358 1077 1377 1192">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:</p> <ol data-bbox="415 1245 1128 1459" style="list-style-type: none"> <li data-bbox="415 1245 1128 1287">1. 3.00 hours under the REG TRC on the 1st line. <li data-bbox="415 1287 1128 1371">2. 2.50 hours under the OTS TRC on the 2nd line to cover the OT worked Monday. <li data-bbox="415 1371 1128 1459">3. 2.00 hours under the OPT TRC on the 3rd line to cover the OT worked Tuesday.

Case Exception Timesheet Exempt Staff (Salary)



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.