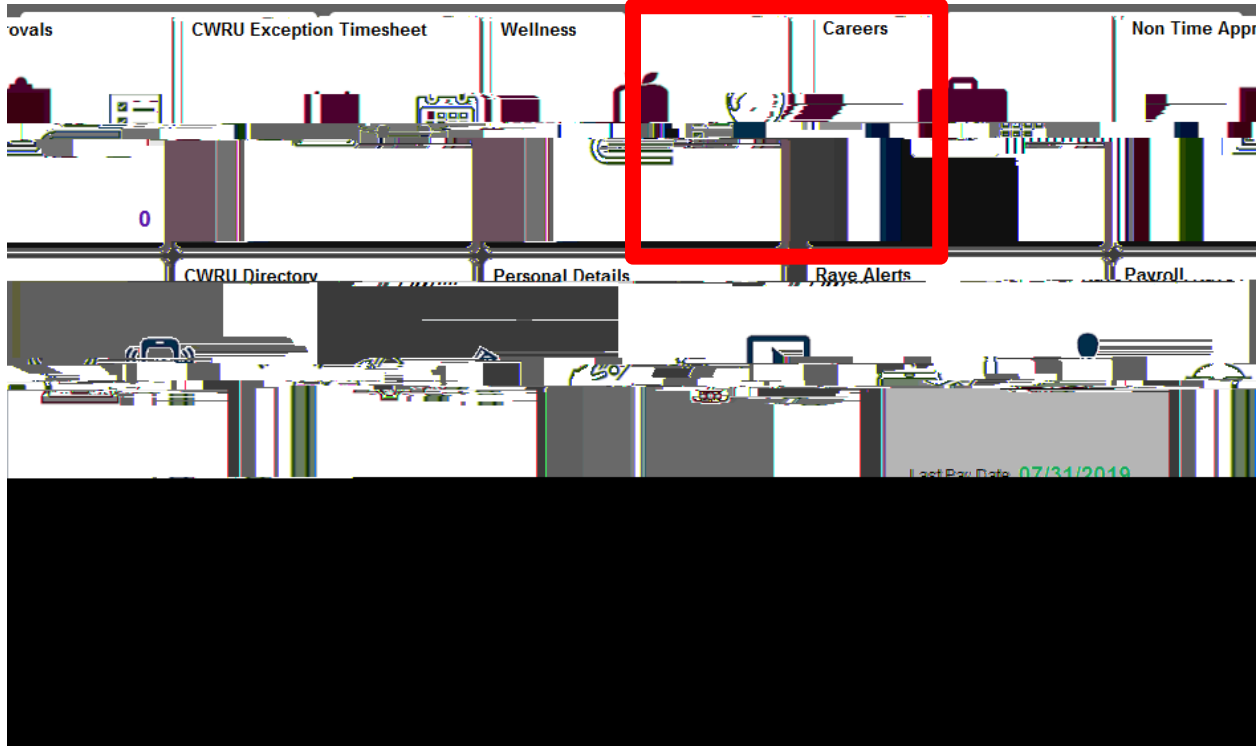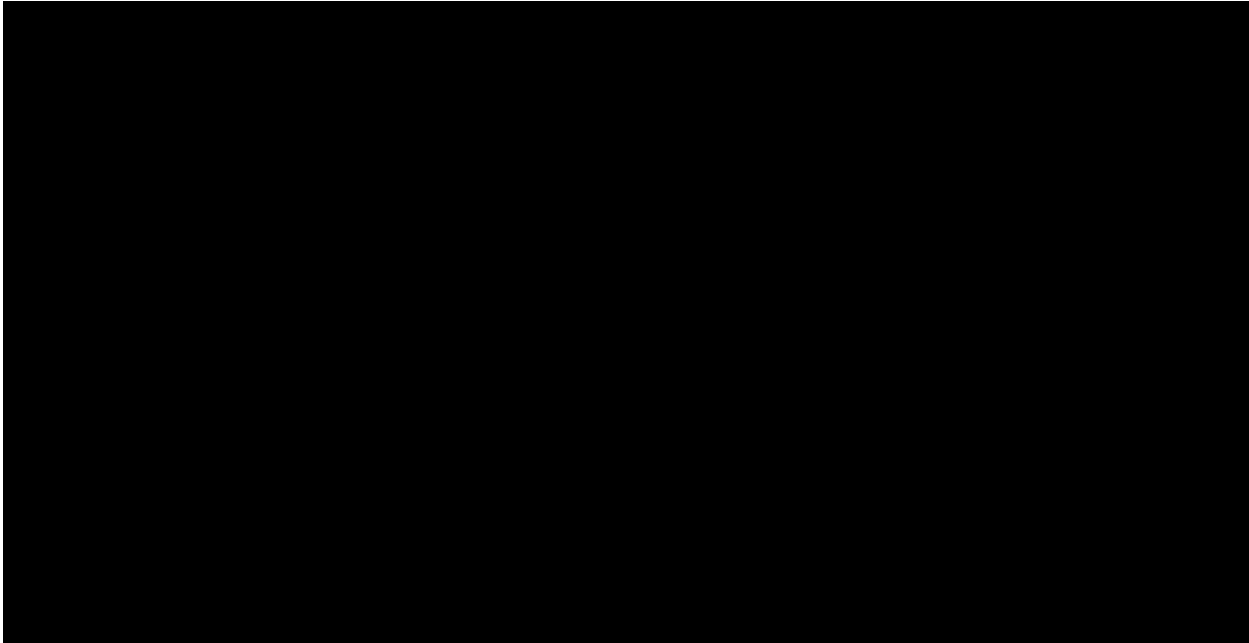# Case Exception Timesheet Exempt Staff (Salary)

Procedure

Exempt (salary) employees can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

Step	Action
1.	Select the **CWRU Exception Timesheet** tile.

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 eight hour period. Time entry lines can be added or removed as needed to split daily hours into multiple categories, such as sick and vacation time, using the **Add** or **Delete** buttons.
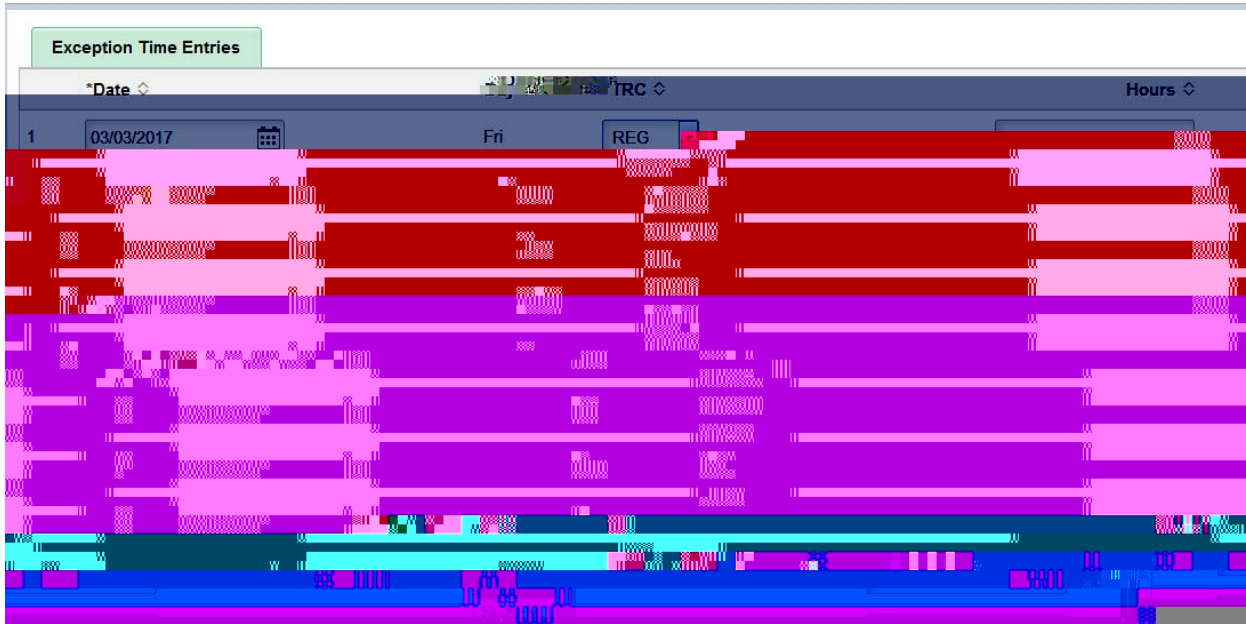
Step	Action
3.	You can enter a **Date** manually or use the calendar icon to select the date from the calendar pop-up menu.
4.	You can select the desired **Time Reporting Code** (**TRC**) from the drop down list.

The following table includes a list of TRCs currently applicable to the HCM system. Codes highlighted in green are typically used for exempt and non-exempt staff. **Note**: The TRC table continues on the next page.

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
7.	Enter the number of hours to report under the selected TRC. To create an additional time entry line, use the **Add** button. In the above example, we split the hours for Monday into four hours of regular time under the TRC **REG** and four hours of vacation time under the TRC **VAC**.
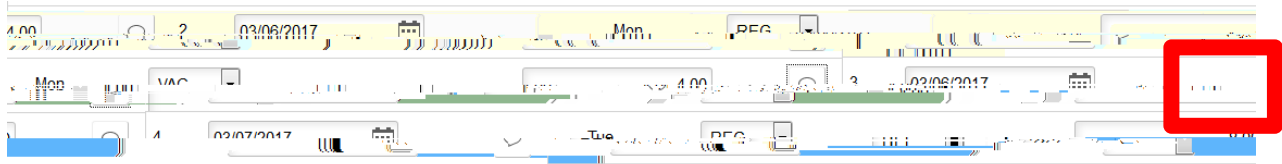
Step	Action
8.	To enter **Comments** select the comment box and enter a description of your time entry that may be relevant to your supervisor or time approver.
9.	When you are finished editing time entries, be sure to scroll to the bottom of the page and click the **Save** button or your updates will not be recorded.