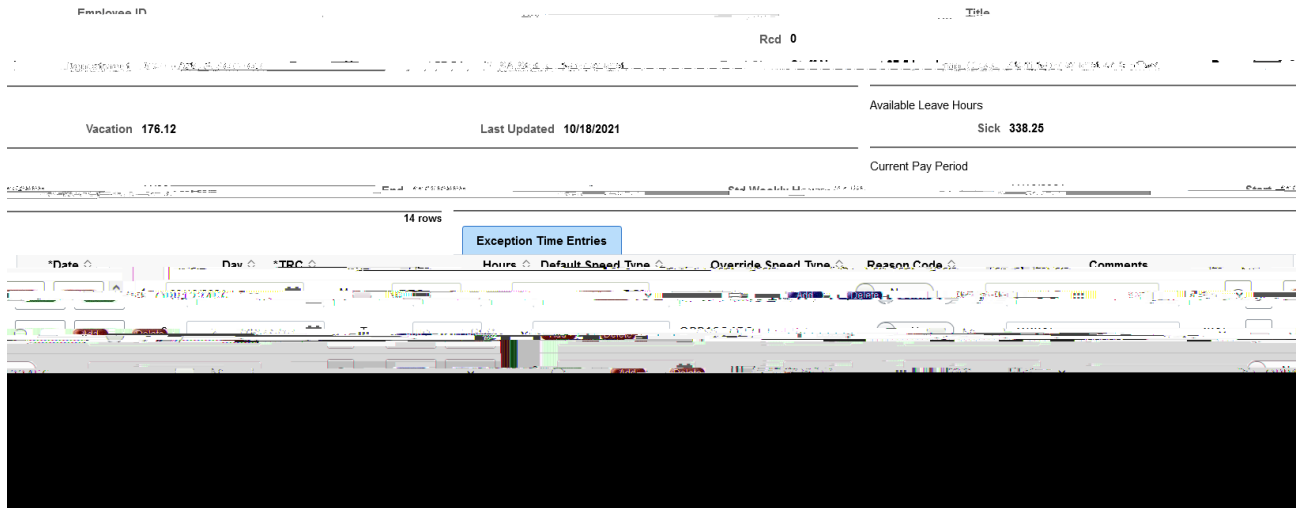

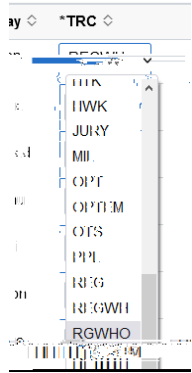


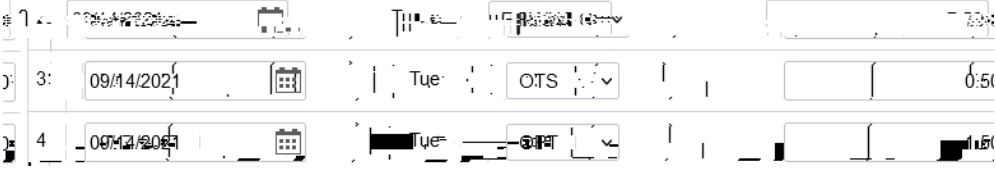
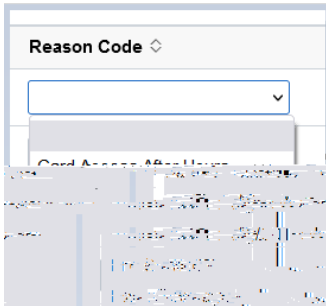


Case Exception Timesheet Non-exempt Staff for Hybrid Work Program



Step	Action – Entering Remote Work Days	
2.	<p>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.</p> <p>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.</p> 	
3.	Locate the Date that was worked remotely	
4.	<p>Update Time Reporting Code (TRC) to the Remote Work Codes:</p> <p>REGWH -- Use for days where overtime is not worked</p> <p>RGWHO -- Use for days where overtime is worked (OT requires prior supervisor approval).</p>	

Case Exception Timesheet Non-exempt Staff for Hybrid Work Program

Step	Action – Entering Remote Work Days
5.	<p>When RGWHO is used enter the Overtime as normal.</p> 
6.	<p>Update the Reason Code drop down box to certify the hours worked remotely.</p> <p>Certified-WAH Reg Hours — Use when working just normal hours</p> <p>Certified-WAH Reg/OT Hours – Use when working OT hours remotely</p> 



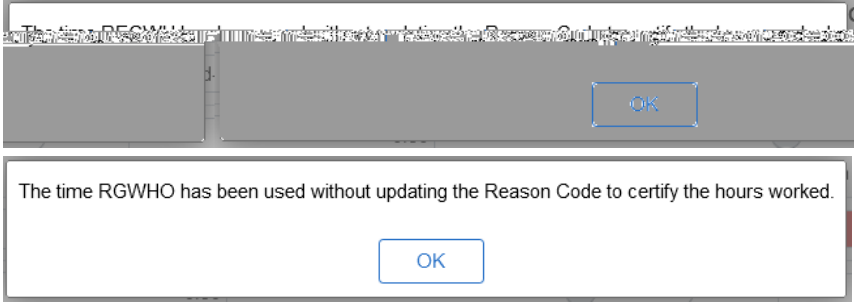
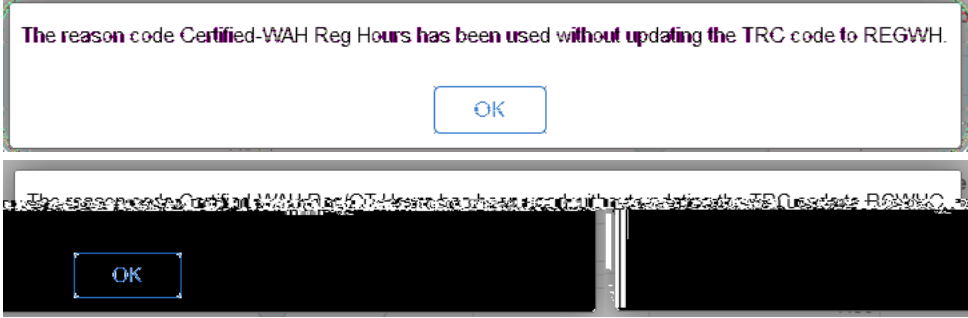
Employee ID: [redacted] Title: [redacted]

Current Pay Period: Start 11/16/2021, End 11/30/2021, Std Weekly Hours 37.50

Reason Code: Certified-WAH Reg Hours

Grid: 16 rows, columns for dates and hours.

Case Exception Timesheet Non-exempt Staff for Hybrid Work Program

Step	Action – Entering Remote Work Days
7.	<p>Error messages will be generated if the Reason Code drop down box is not updated when using the Remote Work TRC codes.</p> 
8.	<p>Error messages will be generated if the Reason Code drop down box is updated but the Remote Work TRC codes are not used.</p> 

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)/ (; FDQ EH XVHG IRU WRDHLPXRWIDODGD\ IRU WKH \HDU 7KH PLQLPRQ WRDQWDLWLD KDOI DGD\	

FLEX time is not eligible if the user is participating in the Staff Hybrid Work Program. The foll

