








Case Exception Timesheet Exempt Staff for Hybrid Work Program

Employee ID			Title	
Rcd				
Empl Class Staff Exempt	Department	FLSA Status	Administrative	
Available Leave Hours		Last Updated 10/18/2021		
Sick 426.50	Vacation 122.55			
End 11/30/2021		Std Weekly Hours 40.00	Start 11/01/2021	
Exception Time Entries				
Date	Day	TRC	Hours	Comments
[Add] [Delete]				

Case Exception Timesheet Exempt Staff for Hybrid Work Program

Step	Action – Entering Flex Days
FÈ	<p>Š[&æc^ c@^ Date c@æc , æ• cæ\^} ~[! Ø ^øÈ</p>
GÈ	<p>W]åæc^ Time Reporting Code ÇTRCD c[ØŠÒÝ</p> <div data-bbox="370 485 1341 548" style="border: 1px solid #ccc; padding: 5px;"> <p>7 09/21/2021  Tue FLEX <input type="text" value="8.00"/></p> </div>
HÈ	<p>ØŠÒÝ &æ} à^ ~•^â ~[! æ { æøâ { ~ { [- c@!^^ c[cæ] áæ^• ÇGI @ [~!•D ~[! c@^ ~â•&æ ^æ!È V@^ { â}â { ~ { c!æ}•æ&câ[] æ { [~ }c â• æ @æ ~ æ áæ^ ÇI @ [~!•DÈ</p> <div data-bbox="370 737 1341 905" style="border: 1px solid #ccc; padding: 5px;"> <p>7 09/21/2021  Tue FLEX <input type="text" value="8.00"/></p> <p> <input type="text" value=""/>  <input type="text" value=""/></p> <p>FLEX <input type="text" value="4.00"/> & 09/22/2021  Wed</p> </div>
IÈ	<p><i>FLEX time is not eligible if the user is participating in the Staff Hybrid Program. The following error message will be displayed.</i></p> <div data-bbox="370 1052 1365 1234" style="background-color: black; height: 87px; width: 100%;"></div>

