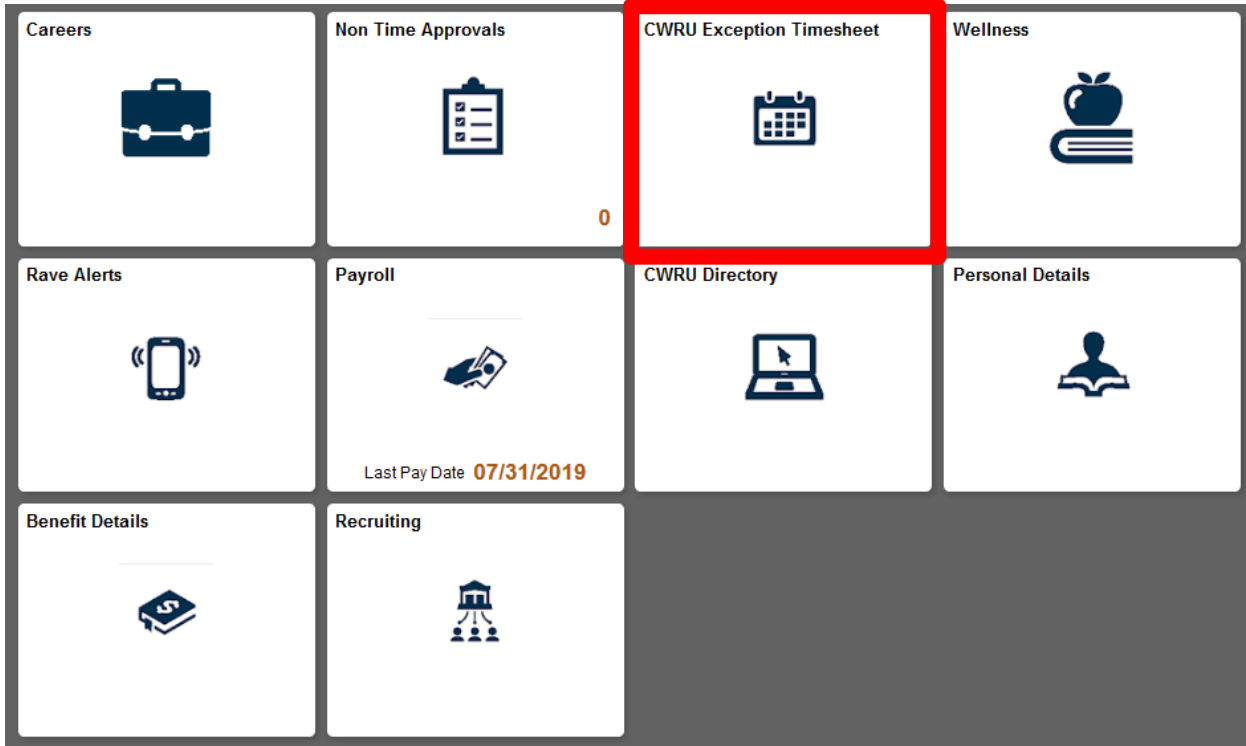


Case Exception Timesheet Exempt Staff (Salary)

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.

Employee Self Service
Case Exception Timesheet - FL

Employee ID: Rcd
Title:


Empl Class:
Department:
FLSA Status: Professional










Available Leave Hours:
Sick:
Vacation:
Last Updated:

Current Pay Period Start: 01/01/2020
End: 01/31/2020
Std Weekly Hours: 40.00

Exception Time Entries 31 rows

#	*Date	Day	*TRC	Hours	Comments	
1	03/03/2017	Fri	REG	8.00		Add Delete
2	03/06/2017	Mon	REG	8.00		Add Delete
3	03/07/2017	Tue	REG	8.00		Add Delete
4	03/08/2017	Wed	REG	8.00		Add Delete
5	03/09/2017	Thu	VAC	8.00		Add Delete
6	03/10/2017	Fri	VAC	8.00		Add Delete
7	03/13/2017	Mon	VAC	8.00		Add Delete

Step	Action
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 eight 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> <div style="text-align: center; margin-top: 10px;">  </div>

Exception Time Entries				
	*Date	Day	*TRC	Hours
1	03/03/2017 	Fri	REG	8.00
2	03/06/2017 	Mon	BRVMT	8.00
3	03/07/2017 	Tue	EMERG	8.00
4	03/08/2017 	Wed	EMGWK	8.00
5	03/09/2017 	Thu	FHL	8.00
6	03/10/2017 	Fri	FMLFS	8.00
7	03/13/2017 	Mon	FMLFU	8.00
8	03/14/2017 	Tue	FMLFV	8.00
9	03/15/2017 	Wed	FMLSS	8.00
			FMLSU	8.00
			FMLSV	8.00
			HOL	8.00
			JURY	8.00
			MIL	8.00
			PPL	8.00
			REG	8.00
			SCKFM	8.00

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.

Case Exception Timesheet Exempt Staff (Salary)










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	Description
AD2	Additional Payment Student
ADJ	Adjustment
ADJSK	Adjust Sick Hours Balance
ADJVC	Adjust Vacation Hours Balance
ADL	Additional Pay
ADR	Additional Pay - Pension Elig
AWD	Award
BRVMT	Sick Leave for Bereavement
CO-OP	Undergraduate CO-OP Program
EMERG	Emergency Closing
EMGWK	Emergency Closing - Worked
FHL	Floating Holiday
GR1	Grad Asst Sumr - Post Doc
GR2	Graduate Assistant
GR3	Graduate Fellow Tuition
GR4	Graduate 14 Percent
HOL	Holiday
HON	Honorarium
HTK	Compensatory Holiday
HWK	Work on Holiday
INT	Student Intern Program
JURY	Jury Duty
MIL	Military Leave
MNT	Moving Expenses Non-Taxable
MOV	Moving Expense Reimbursement
MRT	Lump Sum Merit










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
VACPY	Vacation Pay Out
WFO	Workforce Option Time
WSR	Work Study

Note: The type of TRC available in the drop down list depends on the employment classification of the employee.

2	03/06/2017 	Mon	REG 	<input type="text" value="4.00"/>	
3	03/06/2017 	Mon	VAC 	<input type="text" value="4.00"/>	
4	03/07/2017 	Tue	REG 	<input type="text" value="8.00"/>	

Step	Action
7.	<p>Enter the number of hours to report under the selected TRC. To create an additional time entry line, use the Add button.</p> <p>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.</p>

2	03/06/2017 	Mon	REG 	<input type="text" value="4.00"/>	
3	03/06/2017 	Mon	VAC 	<input type="text" value="4.00"/>	
4	03/07/2017 	Tue	REG 	<input type="text" value="8.00"/>	

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.