

HR Direct – EXCEPTION TIME REPORTING

1. Navigate to Self Service/Time Reporting/Report Time/Timesheet

2. Timesheet

Employee ID: John Doe
Empl Record: 0
Project Mgr - Admin Sys Integr
Earliest Change Date: 10/19/2014

Select Another Timesheet

*View By: Week Previous Week Next Week
*Date: 10/19/2014
Scheduled Hours: 37.5000 Reported Hours: 0.000

Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Total	Time Reporting Code	*Taskgroup	Business Unit	Shift	Shift Combo Code	Combination Code	ChartFields
									UM_EXP	UMLOW				ChartFields
									UM_EXP	UMLOW				ChartFields
									UM_EXP	UMLOW				ChartFields

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

Roll Back

3. Enter time for each day and select Time Reporting Code from drop down.

From Sunday 10/19/2014 to Saturday 10/25/2014

Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Total	Time Reporting Code
	7.5				7.5			VAC - Vacation Time

4. Click

Timesheet

Submit Confirmation


The Submit was successful.
Time for the Week of 2014-10-19 to 2014-10-25 is submitted

6. Reported time status will show results of submission.

Reported Time Status Summary Leave / Compensatory Time Exceptions



Reported Time Status Personalize Find 1-2 of 2

Date	Reported Status	Total	TRC	Description	Comments
10/20/2014	Submitted	7.500	VAC	Vacation Time	
10/24/2014	Submitted	7.500	VAC	Vacation Time	

7. If you want to include a comment, click in 

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comments will not be able to alter or remove those comments later.

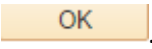
Comments related to time entered for 10/20/2014 Personalize | Find | View All |  |  First 1 of 1

User ID	DateTime Created	Source	Comment
10001621	10/21/2014 8:41AM	Time Reporting	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

Add Comment

OK Cancel Apply

Note: Comments cannot be deleted after being saved. Remember to use business appropriate language.

8. Enter comment and click 

9. To view Leave and Compensatory time, click on tab.



10. Reported Time Status Summary Leave / Compensatory Time Exceptions

Leave and Compensatory Time Balances Personalize | Find |  |  1-5 of 5

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	757.462	0	9999	
Leave	Vacation	438.079	0	9999	
Leave	Personal	17.000	0	45	
Comp Time	OT60DAYEXP	0.000	0		
Comp Time	H60DAYEXP	0.000	0		

11.  will display history.

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Leave and Compensatory Time Personalize | Find | View All |  |  First 1-13 of 13

Plan	Plan Description	Unit Type	Carry Over	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
50	Sick	Hours	739.422530	753.135000	4.326975	0.000	757.462	10/04/2014
50	Sick	Hours		748.808000	4.326975	0.000	753.135	09/20/2014
50	Sick	Hours		744.481000	4.326975	0.000	748.808	09/06/2014
50	Sick	Hours		743.154000	4.326975	3.000	744.481	08/23/2014
50	Sick	Hours		738.827000	4.326975	0.000	743.154	08/09/2014
50	Sick	Hours		734.500000	4.326975	0.000	738.827	07/26/2014
50	Sick	Hours		730.173000	4.326975	0.000	734.500	07/12/2014
50	Sick	Hours		725.846000	4.326975	0.000	730.173	06/28/2014

12. You have successfully completed time entry.