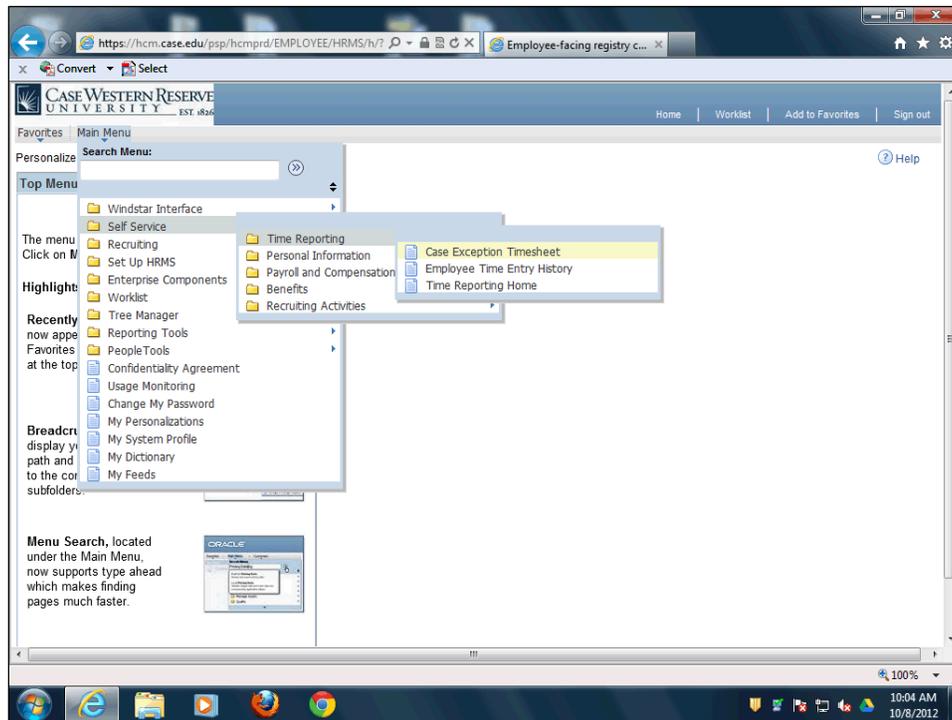
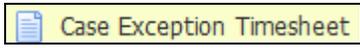


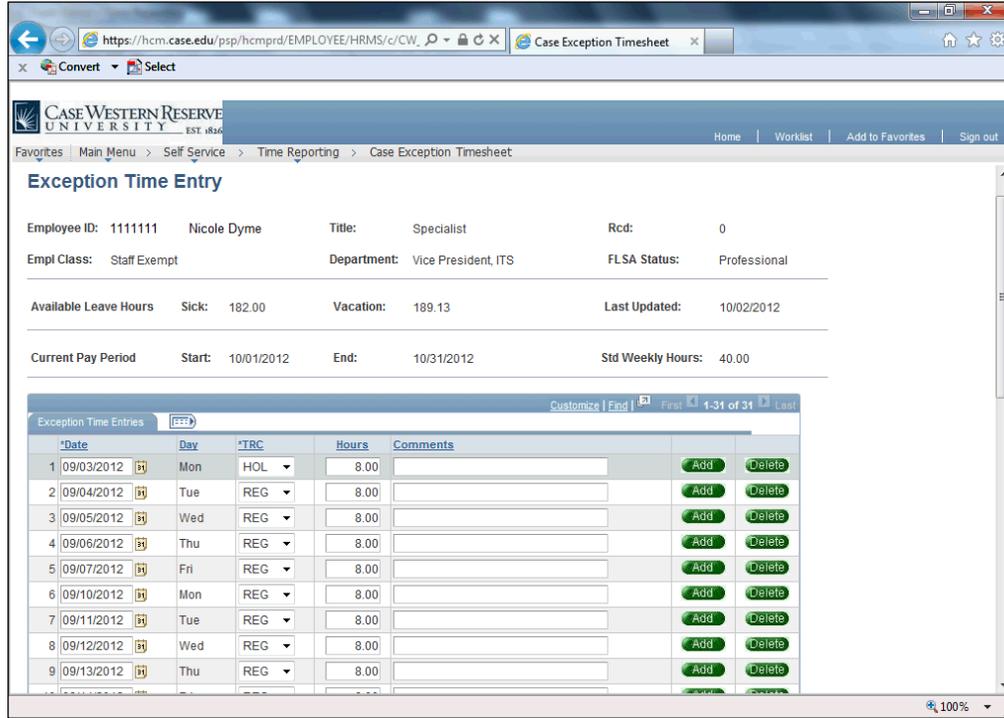
Case Exception Timesheet

Procedure

Employees can follow these directions to create timesheet entries in the HCM system.



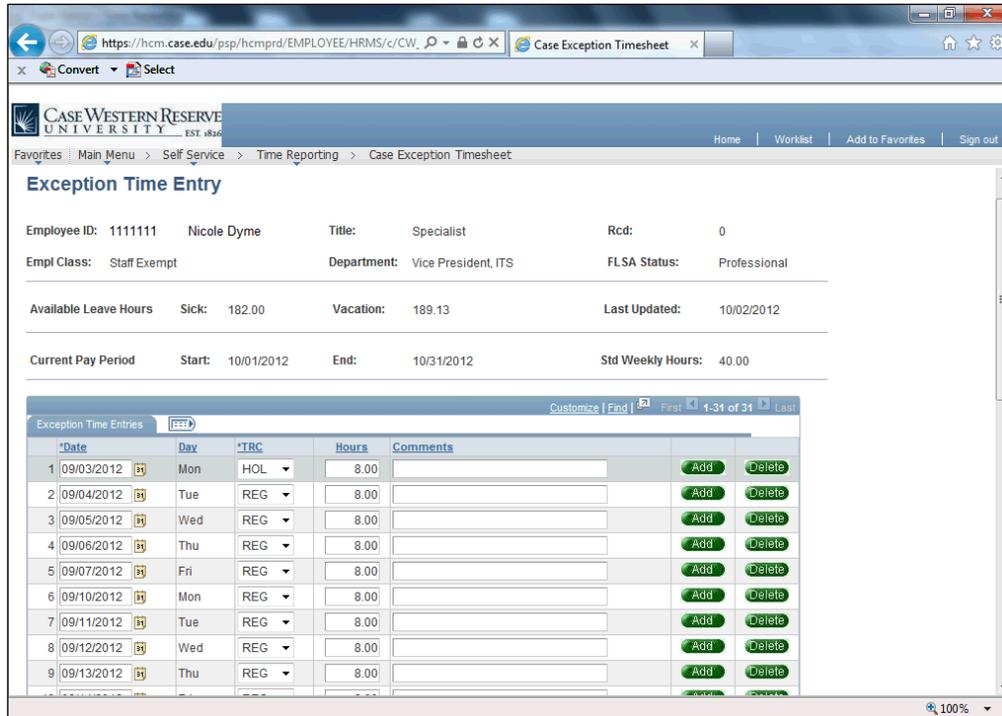
Step	Action
1.	From the HCM main menu, click the Self Service link. 
2.	Click the Time Reporting link. 
3.	Click the Case Exception Timesheet link. 



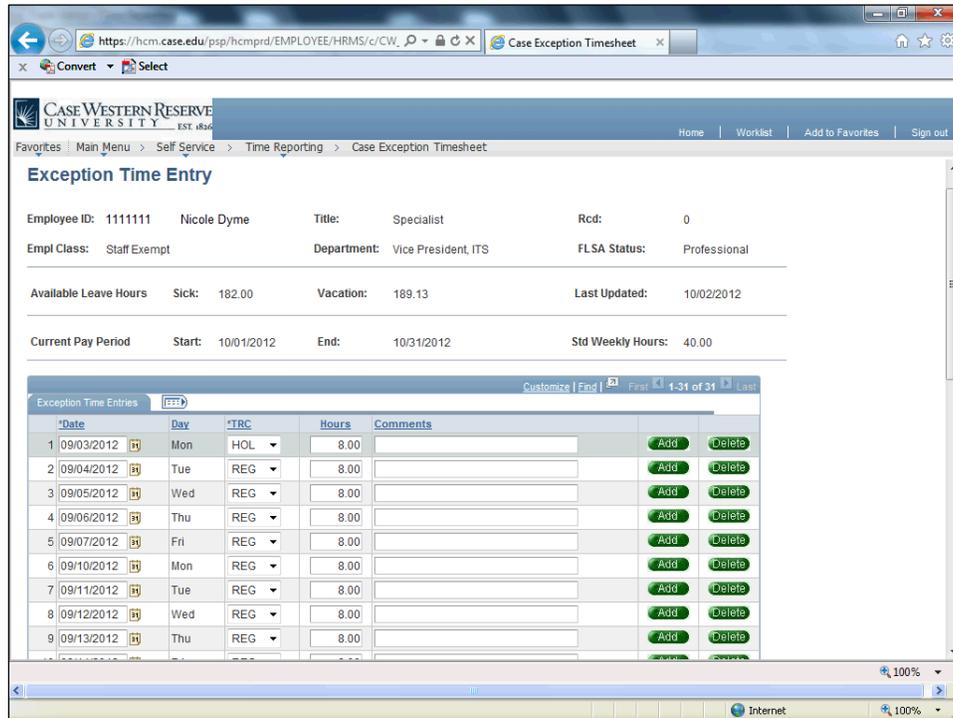
The screenshot shows a web browser window displaying the 'Case Exception Timesheet' page. The page header includes the Case Western Reserve University logo and navigation links. The main content area displays employee information for Nicole Dyme, including Employee ID (1111111), Title (Specialist), Department (Vice President, ITS), and FLSA Status (Professional). It also shows available leave hours (Sick: 182.00, Vacation: 189.13) and the current pay period (Start: 10/01/2012, End: 10/31/2012). Below this information is a table for recording time entries.

*Date	Day	*TRC	Hours	Comments
09/03/2012	Mon	HOL	8.00	
09/04/2012	Tue	REG	8.00	
09/05/2012	Wed	REG	8.00	
09/06/2012	Thu	REG	8.00	
09/07/2012	Fri	REG	8.00	
09/10/2012	Mon	REG	8.00	
09/11/2012	Tue	REG	8.00	
09/12/2012	Wed	REG	8.00	
09/13/2012	Thu	REG	8.00	

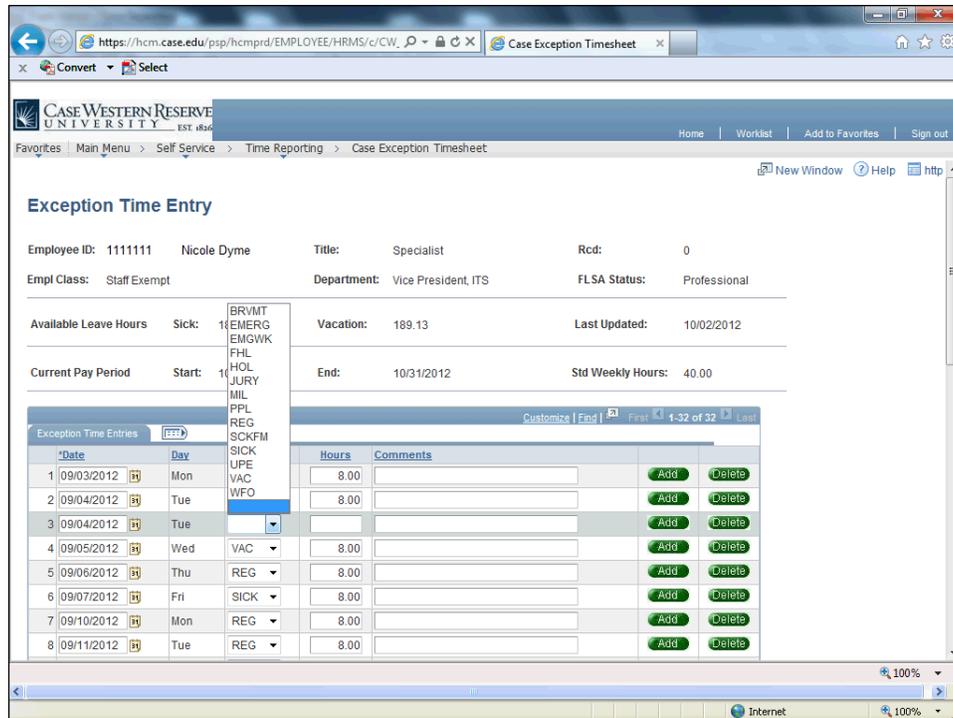
Step	Action
4.	<p>The Exception Time Entry page appears. Here you can record the time you work, the time you take off for vacation/illness and additional time logged under a variety of Time Reporting Codes (TRCs).</p> <p>The HCM system will auto-populate regular and holiday time entries for all full-time employees. Part-time employees must manually enter their hours each pay period.</p> <p>Employees need to enter and verify hours for each pay period and must have all time entered by the corresponding payroll cut-off date.</p> <p>The cut-off dates for submitting time sheets are listed here: http://www.case.edu/finadmin/controller/deadlines.html.</p>



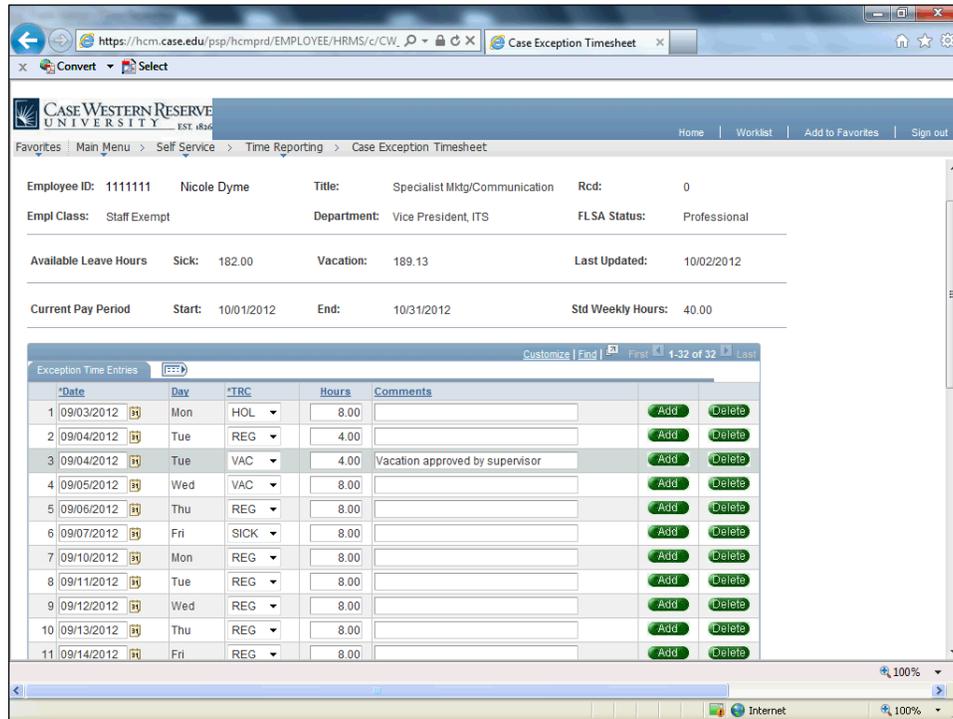
Step	Action
5.	<p>Each row on the timesheet represents one work day and the type of hours worked for that 8 hour period.</p> <p>Each day may have more than one row if multiple TRCs apply to the hours worked during that day.</p>



Step	Action
6.	Pre-populated time entries include the REG TRC for "Regular Time". 
7.	If you need to assign time to more than one TRC for a single day, you must add an additional row for each code. Click the Add button at the end of row to add a new row beneath it. 
8.	You can use the Delete button to remove any unused rows. 

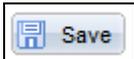


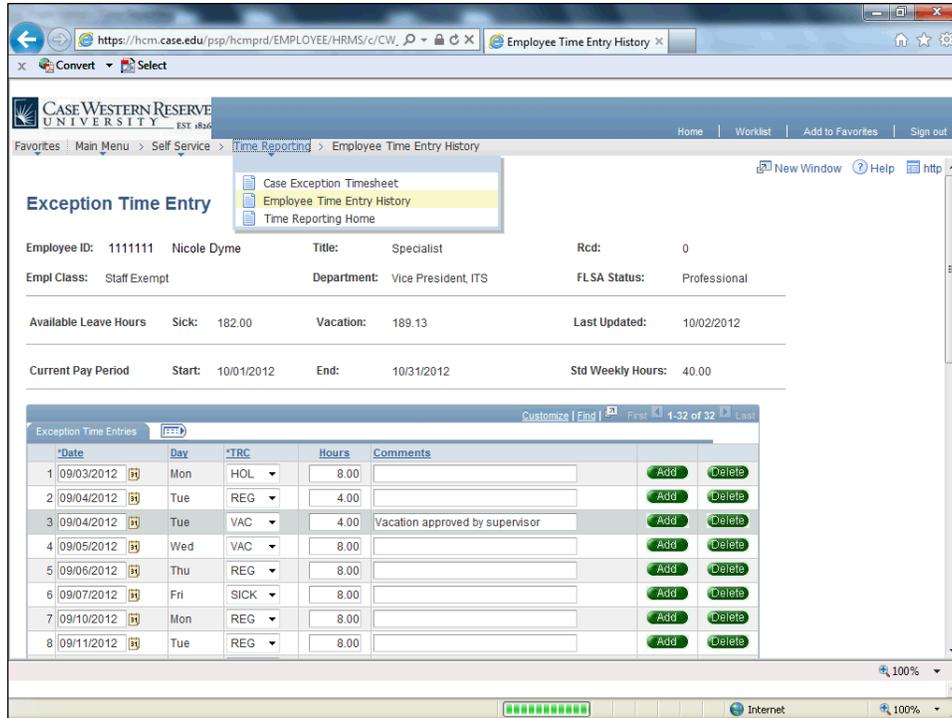
Step	Action
9.	<p>After the new row is created, select an entry from the TRC drop down list.</p>  <p>Note: The type of TRC available in the drop down list depends on the employment classification of the employee.</p> <p>Click here to see a defined list of current TRCs.</p>
10.	<p>Enter the number of hours to report under the selected TRC.</p> <p>Note: In this example, we split one day (9/4/2012) into 4.0 hours of Regular time and 4.0 hours of Vacation time.</p>

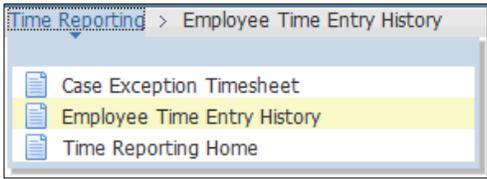


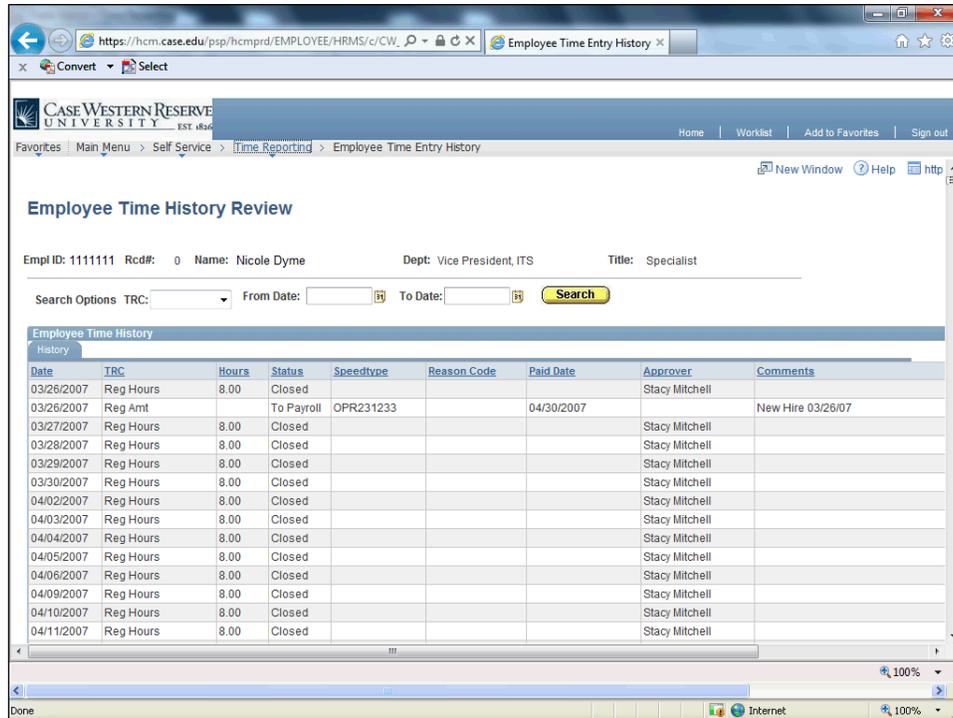
Employee ID: 1111111 Nicole Dyme Title: Specialist Mktg/Communication Rcd: 0
Empl Class: Staff Exempt Department: Vice President, ITS FLSA Status: Professional
Available Leave Hours Sick: 182.00 Vacation: 189.13 Last Updated: 10/02/2012
Current Pay Period Start: 10/01/2012 End: 10/31/2012 Std Weekly Hours: 40.00

*Date	Day	*TRC	Hours	Comments	Add	Delete
09/03/2012	Mon	HOL	8.00		Add	Delete
09/04/2012	Tue	REG	4.00		Add	Delete
09/04/2012	Tue	VAC	4.00	Vacation approved by supervisor	Add	Delete
09/05/2012	Wed	VAC	8.00		Add	Delete
09/06/2012	Thu	REG	8.00		Add	Delete
09/07/2012	Fri	SICK	8.00		Add	Delete
09/10/2012	Mon	REG	8.00		Add	Delete
09/11/2012	Tue	REG	8.00		Add	Delete
09/12/2012	Wed	REG	8.00		Add	Delete
09/13/2012	Thu	REG	8.00		Add	Delete
09/14/2012	Fri	REG	8.00		Add	Delete

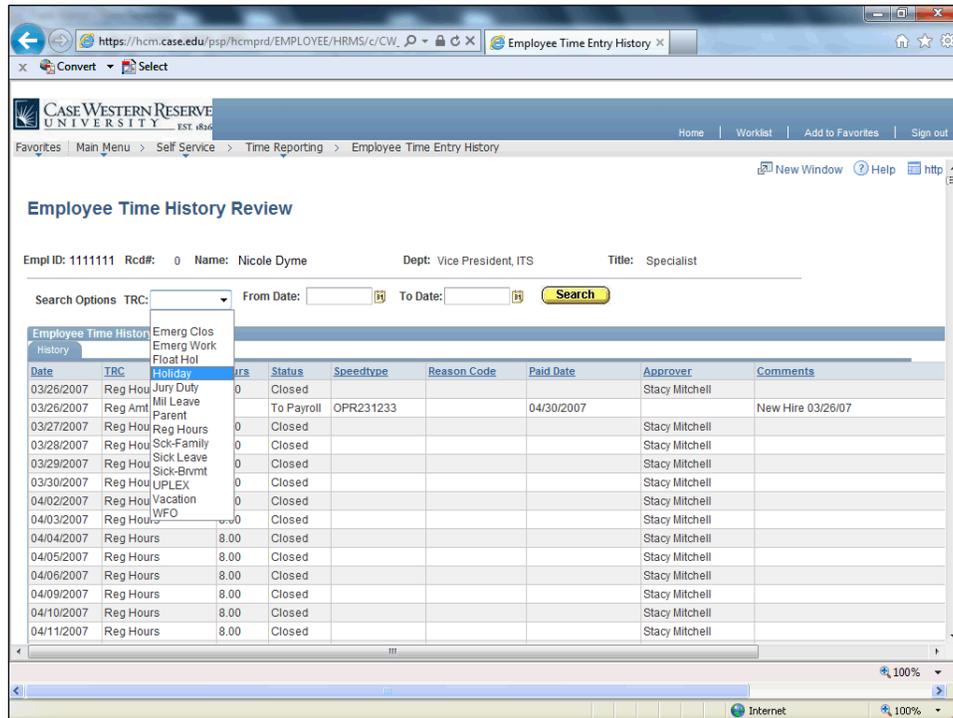
Step	Action
11.	<p>You can enter a note into the Comments field to explain the time entry if needed.</p> <p></p> <p>Note: Non-exempt employees have a Comments tab next to the Exception Time Entries tab which can be used for this purpose.</p>
12.	<p>Scroll to the bottom of the page and click the Save button when your time entries are complete.</p> <p></p>

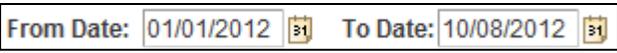


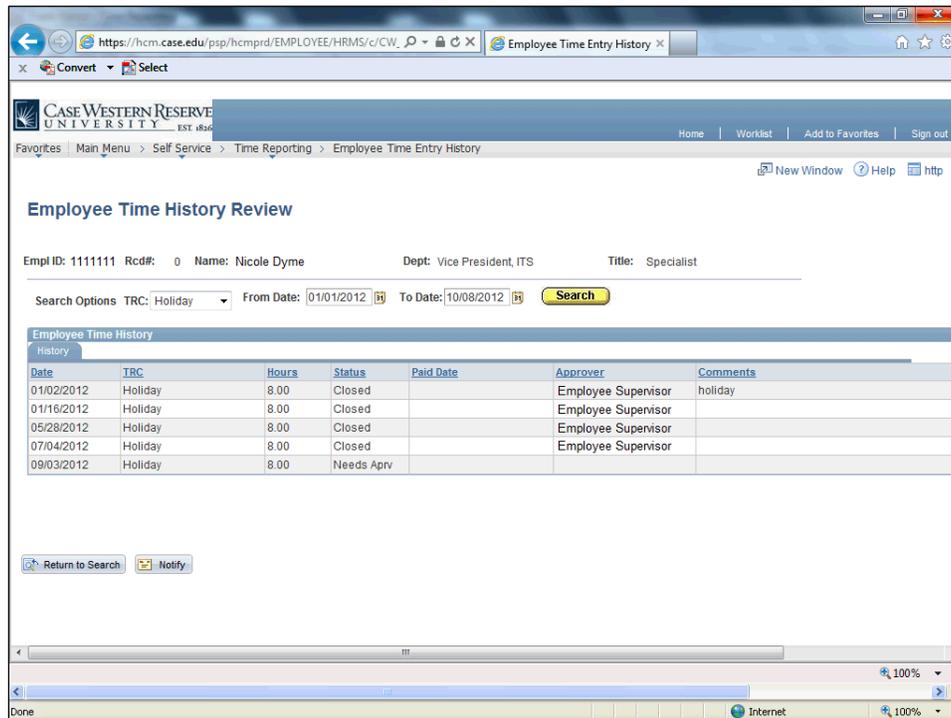
Step	Action
13.	<p>You can use the links at the top of the Exception Time Entry page to navigate to the Employee Time Entry History page.</p> 

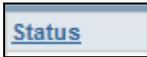
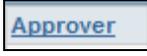


Step	Action
14.	<p>From the Employee Time History Review page, you can view your previously recorded and approved time entries.</p> <p>Employees can use the Search Options to determine how much time they have reported to individual TRCs.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Search Options</p> </div>



Step	Action
15.	For example: To determine much much Holiday time you have reported for a specific time frame, select the Holiday TRC from the drop down list. 
16.	You can enter the From and To dates manually or use the calendar icons to select the dates from the calendar pop-up menu. 
17.	Click the Search button. 



Step	Action
18.	The Status column shows whether or not the time entry has been approved. 
19.	The Approver column shows the name of the Supervisor that approved the employee's time entry. 
20.	Please remember to use the Sign out link when your session is finished. 
21.	End of Procedure.

Time Reporting Codes (TRC)

The table below provides a list of Time Reporting Codes applicable to the HCM 9.1 interface. The codes highlighted in green are typical for exempt and non-exempt staff.

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

Note: The table is continued 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
TRC	Description
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