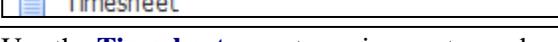


Reporting Time on Timesheet (Exceptions Only)

Step	Action
1.	Click in the User ID field. <input type="text"/>
2.	Enter the desired information into the User ID field. Enter a valid value e.g. " 122368 ".
3.	Click in the Password field. <input type="text"/>
4.	Enter the desired information into the Password field. Enter a valid value e.g. " abcd123\$ ".
5.	Click the Sign In button. 
6.	Click the Main Menu link. 
7.	Click the Self Service link. 
8.	Click the Time Reporting link. 
9.	Click the Report Time link. 
10.	Click the Timesheet link. 
11.	Use the Timesheet page to review, enter and update time.
12.	The View By field selection indicates the period that displays on the Timesheet . Click the View By list. 
13.	The default for this field is Week . Available values for the View By field are Day , Calendar Period , and Week .

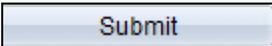


Step	Action
14.	<p>The Date field defaults to Sunday (first day of week) of the current week; however, this date may be changed.</p> <p>The Date field should be changed to reflect the beginning of the pay period being reported.</p>
15.	<p>Click the Refresh button to change the dates displayed on the Timesheet based on the date entered in the Date field.</p>
16.	<p>Use the <<Previous Week and Next Week>> links to view the previous or next time reporting periods.</p> <p>Note: Links will change based on the View By option that is selected.</p>
17.	<p>The Reported Hours field displays the number of hours reported for the specified period on the Timesheet.</p> <p>This field displays 0.00 until the time has been submitted.</p>
18.	<p>The Scheduled Hours field displays the number of hours based on the work schedule.</p> <p>If no schedule exists, Scheduled Hours displays 0.00.</p>
19.	<p>Use the Timesheet to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code (TRC).</p> <p>Exception Hourly employees with a Work Schedule only need to report exceptions to their schedule. If no exceptions to the Work Schedule exist, no time entry is required.</p> <p>Positive time reporters must enter all time worked on the Timesheet.</p>
20.	<p>Use TRCs to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid TRCs are selected.</p> <p>Note: If a non-existent TRC is entered directly in the field an error message displays.</p>
21.	<p>Enter Combination Code and/or edit ChartFields only if instructed by your Timekeeper.</p>
22.	<p>The Wilmington Wage Tax checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p>Note: If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.</p>
23.	<p>The Submit button saves the Reported Time for processing.</p>
24.	<p>Click the Reported Time Status section.</p> <p></p>
25.	<p>After clicking the Submit button, the Reported Time Status section will display the Reported Time by date with a status of Submitted.</p>
26.	<p>Click the Reported Time Summary section.</p> <p></p>

Step	Action
27.	<p>The Reported Time Summary section displays categories of Total REG and Total Overtime only when reported.</p> <p>Values are displayed in Total Reported Hours when Hours are reported on the Timesheet.</p> <p>Values are displayed in Total Scheduled Hours if the employee is assigned a Schedule.</p> <p>Values are displayed in Schedule Deviation when there is a difference between the Reported Hours and the Scheduled Hours.</p>
28.	<p>Click the scrollbar.</p> 
29.	<p>Click the Leave and Compensatory Time Balances section.</p> 
30.	<p>The Leave and Compensatory Time Balances section displays Sick, Vacation, and Comp Time Balances.</p> <p>The Balances section only displays balances for leave plans in which the employee is enrolled.</p>
31.	<p>Comp Time balances change after Time Administration runs and will be updated based on the View By date entered on the Timesheet. Comp Time balances may change by refreshing the View By date.</p>
32.	<p>Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the Timesheet, the scheduled time is paid.</p> <p>If there are no exceptions for the week, there is no need to enter any time.</p> <p>If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 7.5 hours and you worked 5 hours and took 2.5 hours of leave, you must also enter 2.5 hours of ALT and 5 hours of REG.</p> <p>Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.</p>
33.	<p>In this example, Alvin Thawley worked his normal scheduled hours (7.5 REG) with no exceptions.</p> <p>If there are no exceptions for the week, there is no need to enter any time.</p>
34.	<p>Click the Next Week link.</p> 



Step	Action
35.	<p>In this example, Alvin Thawley worked his normal hours (7.5 REG) with the exceptions of Tuesday, she took (7.5 ALT) and Thursday, she worked (5.5 REG) and took (2.0 SLT).</p> <p>Let's enter Alvin Thawley's time for the week of September 23rd. Click in the Hours field.</p> <input data-bbox="354 468 435 510" type="text"/>
36.	<p>Enter the desired information into the Hours field.</p> <p>Enter a valid value e.g. "7.50".</p>
37.	<p>Click in the TRC field.</p> <input data-bbox="354 667 462 709" type="text"/>
38.	<p>Enter the desired information into the TRC field.</p> <p>Enter a valid value e.g. "ALT".</p>
39.	<p>Click in the Hours field.</p> <input data-bbox="354 871 435 913" type="text"/>
40.	<p>Enter the desired information into the Hours field.</p> <p>Enter a valid value e.g. "2.0".</p>
41.	<p>Click in the TRC field.</p> <input data-bbox="354 1075 462 1117" type="text"/>
42.	<p>Enter the desired information into the TRC field.</p> <p>Enter a valid value e.g. "SLT".</p>
43.	<p>Click in the Hours field.</p> <input data-bbox="354 1278 435 1320" type="text"/>
44.	<p>Enter the desired information into the Hours field.</p> <p>Enter a valid value e.g. "5.5".</p>
45.	<p>Click in the TRC field.</p> <input data-bbox="354 1482 462 1524" type="text"/>
46.	<p>In this example, an invalid Time Reporting Code is being entered.</p> <p>Enter the desired information into the TRC field.</p> <p>Enter a valid value e.g. "RGG".</p>
47.	<p>Click the Submit button.</p> <input data-bbox="354 1749 628 1791" type="button" value="Submit"/>

Step	Action
48.	<p>An error message is generated if an invalid TRC is entered.</p> <p>Click the OK button.</p> 
49.	<p>RGG is an invalid Time Reporting Code. To correct the TRC, enter as much of the Time Reporting Code as you know, then use the Look up button.</p> <p>Enter the desired information for the highlighted TRC field.</p> <p>Enter a valid value e.g. "E".</p>
50.	<p>Click the Look up Time Reporting Code button.</p> 
51.	<p>Click the REG link.</p> 
52.	<p>For this example, 9/24 is a Holiday. Holidays are not considered exceptions, so the Holiday (9/24) will flow from Alvin Thawley's Holiday Schedule.</p>
53.	<p>Click the Submit button.</p> 
54.	<p>Click the OK button.</p> 
55.	<p>Notice the Reported Hours field now reflects the 15.00 hours just submitted.</p> <p>Note: The days not reported will be processed from the work schedule and holiday schedule when Time Administration runs.</p>
56.	<p>After submitting the Timesheet, the TRCs are reordered alphabetically.</p>
57.	<p>The Reported Time Status section is now populated.</p>
58.	<p>Click the scrollbar.</p>
59.	<p>The Reported Time Summary section displays details of the Total REG, Total Reported Hours, Total Scheduled Hours, and Schedule Deviation.</p> <p>Note: Total Reported Hours reflects the 15.00 hours submitted.</p>
60.	<p>Notice the Vacation balance value has updated to reflect the 7.50 hours of ALT submitted on the Timesheet.</p>
61.	<p>Notice the Sick balance value has updated to reflect the 2 hours of SLT submitted on the Timesheet.</p>



Step	Action
62.	Congratulations! You now know how to: <ul style="list-style-type: none">- Navigate to the Timesheet page- Enter time on the Timesheet- View Leave Balance information End of Procedure.