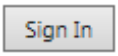
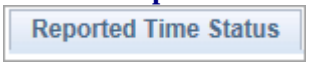
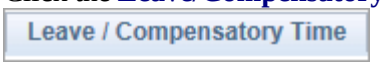
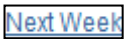
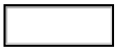
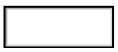
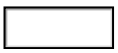
Reporting Time on Timesheet (Exceptions Only)

Step	Action
1.	Click the **User ID** field.
2.	Enter the employee ID into the **User ID** field. Enter a valid value, for example "**999999**".
3.	Click the **Password** field.
4.	Enter the desired information into the **Password** field. Enter a valid value, for example "**abcd123$**".
5.	Click the **Sign In** button. 
6.	Click the **Employee Self Service** link.
7.	Click the **Time Reporting** tile.
8.	Click the **Timesheet** menu item.
9.	Use the **Timesheet** page to review, enter and update time.
10.	The **View By** field selection indicates the period that displays on the **Timesheet**. Click the **View By** list.
11.	The default for this field is **Week**. Available values for the **View By** field are **Day**, **Calendar Period**, and **Week**.

Step	Action
12.	The **Date** field defaults to Sunday (first day of week) of the current week; however, this date may be changed. The **Date** field should be changed to reflect the beginning of the pay period being reported.
13.	Click the **Refresh** button to change the dates displayed on the **Timesheet** based on the date entered in the **Date** field.
14.	Use the **<<Previous Week** and **Next Week>>** links to view the previous or next time reporting periods. **Note:** Links will change based on the **View By** option that is selected.
15.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**. This field displays 0.00 until the time has been submitted.
16.	The **Scheduled Hours** field displays the number of hours based on the work schedule. If no schedule exists, **Scheduled Hours** displays 0.00.
17.	Use the **Timesheet** to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code **(TRC)**. 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. Positive time reporters must enter all time worked on the **Timesheet**.
18.	Use **TRCs** to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid **TRCs** are selected. **Note:** If a non-existent **TRC** is entered directly in the field an error message displays.
19.	Enter **Combination Code** and/or edit **ChartFields only** if instructed by your Timekeeper.
20.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **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.
21.	The **Submit** button saves the Reported Time for processing.
22.	Click the **Reported Time Status** tab. 
23.	After clicking the **Submit** button, the **Reported Time Status** section will display the Reported Time by date with a status of **Submitted.**

Step	Action
24.	Click the **Summary** tab.
25.	The **Reported Time Summary** section displays categories of Total REG and Total Overtime only when reported. Values are displayed in **Total Reported Hours** when Hours are reported on the Timesheet. Values are displayed in **Total Scheduled Hours** if the employee is assigned a Schedule. Values are displayed in **Schedule Deviation** when there is a difference between the **Reported Hours** and the **Scheduled Hours**.
26.	Click the **Leave/Compensatory Time** tab. 
27.	The **Leave and Compensatory Time Balances** section displays **Sick**, **Vacation**, and **Comp Time** Balances. The **Balances** section only displays balances for leave plans in which the employee is enrolled.
28.	**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.
29.	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. If there are no exceptions for the week, there is no need to enter any time. 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. Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.
30.	In this example, Alvin Thawley worked his normal scheduled hours (**7.5 REG**) with no exceptions. If there are no exceptions for the week, there is no need to enter any time.
31.	Click the **Next Week** link. 

Step	Action
32.	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**). Let's enter Alvin Thawley's time for the week of September 23rd. Click in the **Hours** field for Tuesday.
33.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.50**".
34.	Click in the **TRC** field. 
35.	Enter the desired information into the **TRC** field. Enter a valid value, for example "**ALT**".
36.	Click the **Add a new row** button.
37.	Click in the **Hours** field for Thursday.
38.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**2.0**".
39.	Click in the **TRC** field. 
40.	Enter the desired information into the **TRC** field. Enter a valid value, for example "**SLT**".
41.	Click the **Add a new row** button.
42.	Click in the **Hours** field for Thursday.
43.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**5.5**".
44.	Click in the **TRC** field. 
45.	In this example, an invalid **Time Reporting Code** is being entered. Enter the desired information into the **TRC** field. Enter a valid value, for example "**REG**".

Step	Action
46.	Click the **Submit** button.
47.	Click the **OK** button.
48.	Notice the **Reported Hours** field now reflects the **15.00** hours just submitted. **Note:** The days not reported will be processed from the work schedule and holiday schedule when Time Administration runs.
49.	After submitting the **Timesheet**, the TRCs are reordered alphabetically.
50.	The **Reported Time Status** section is now populated.
51.	Click the scrollbar.
52.	The **Reported Time Summary** section displays details of the **Total REG**, **Total Reported Hours**, **Total Scheduled Hours**, and **Schedule Deviation**. **Note: Total Reported Hours** reflects the 15.00 hours submitted.
53.	Notice the **Vacation** balance value has updated to reflect the 7.50 hours of ALT submitted on the Timesheet.
54.	Notice the **Sick** balance value has updated to reflect the 2 hours of SLT submitted on the Timesheet.
55.	Congratulations! You now know how to: - Navigate to the **Timesheet** page. - Enter time on the **Timesheet**. - View Leave Balance information. **End of Procedure.**