ACCESSING/COMPLETING A TIMESHEET
EXCEPTION TIME REPORTERS – CONTRACT EMPLOYEES

- Adjust or Delete
- Leave Not Taken or OT/Comp Hours Not Worked
- Enter Leave hours requested on the appropriate date, or
- Enter Overtime/Comp Time hours worked on the appropriate date (hours worked over normal scheduled hours only; do not calculate at OT rate)
- Select the appropriate Time Reporting Code (TRC) from the drop down (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- If reporting multiple TRCs, click the “+” button to add a row, enter hours and select TRC
- Click Submit button
- Click OK to electronically sign the timesheet
- Click OK to acknowledge rules applied and refresh timesheet

Adjust or Delete Leave Not Taken or OT/Comp Hours Not Worked
- Adjust leave taken or OT/Comp hours not worked on appropriate date OR delete entire row by clicking the “-“ button
- Click the Submit button to re-submit and update timesheet