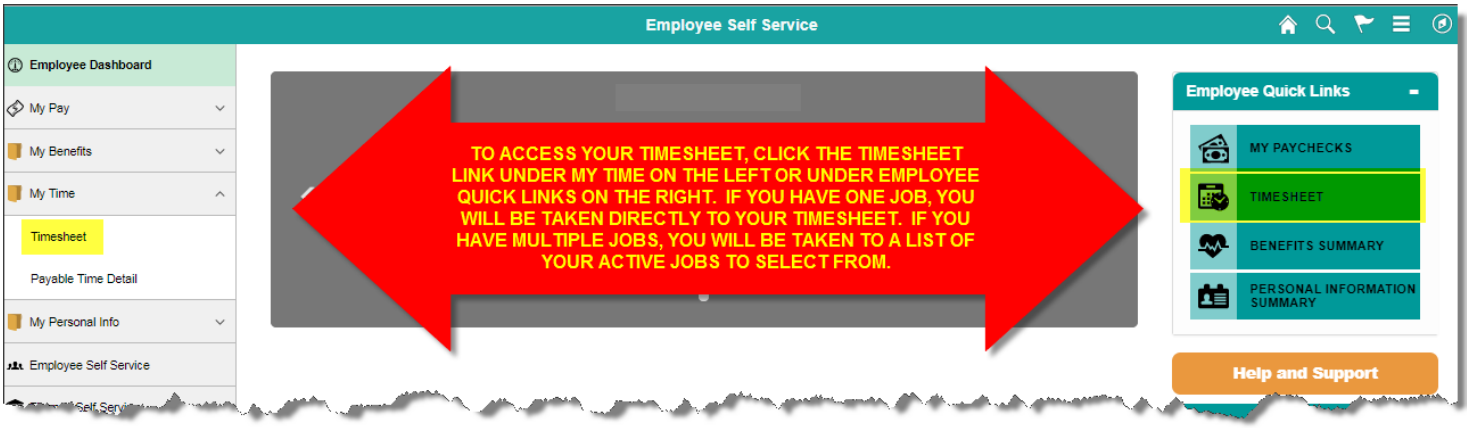
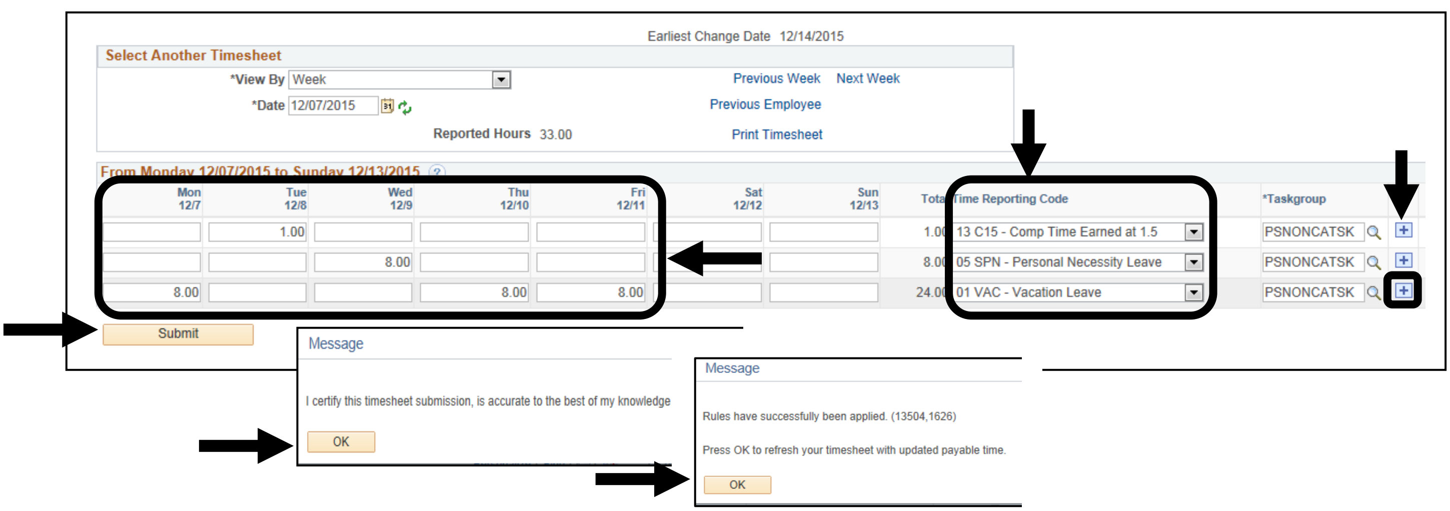
ACCESSING/COMPLETING A TIMESHEET

EXCEPTION TIME REPORTERS – CONTRACT EMPLOYEES



- 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