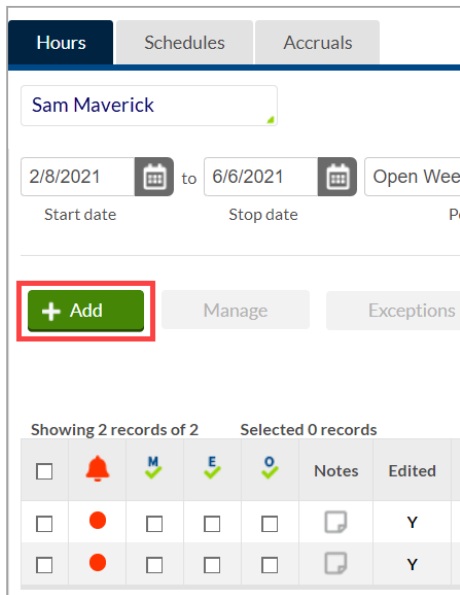


Add Hours for Exempt Employee Job Aid

The purpose of this job aid is to explain how to make a timesheet entry to add hours for exempt employees.

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the hours need to be entered.
2. Adjust the Start and Stop dates if necessary to find the date on which the hours need to be added.
3. Click on the green Add button.

Individual Hours Screen



Hours Schedules Accruals

Sam Maverick

2/8/2021 to 6/6/2021 Open Wee

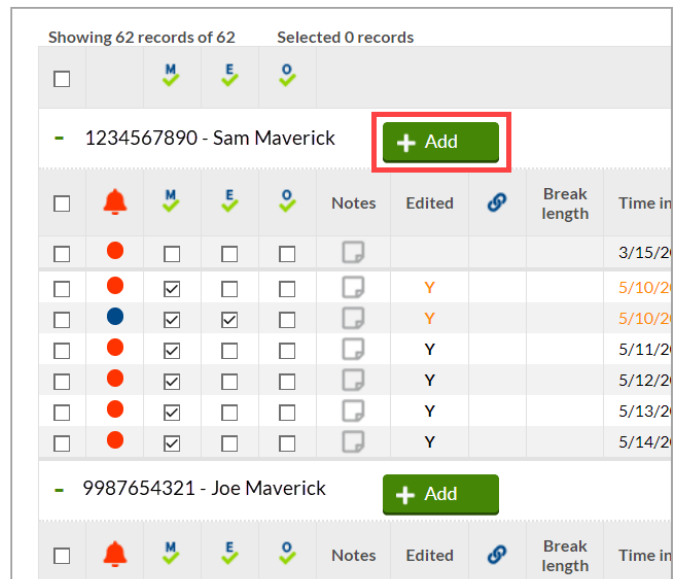
Start date Stop date Pe

+ Add Manage Exceptions

Showing 2 records of 2 Selected 0 records

<input type="checkbox"/>					Notes	Edited
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y

Group Hours Screen



Showing 62 records of 62 Selected 0 records

- 1234567890 - Sam Maverick **+ Add**

<input type="checkbox"/>					Notes	Edited		Break length	Time in
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					3/15/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/10/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y			5/10/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/11/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/12/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/13/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y			5/14/2

- 9987654321 - Joe Maverick **+ Add**

4. Click the checkbox for Timesheet entry. This will allow you to enter a quantity of hours rather than an in and out time.
 5. Enter the date and time in the fields for Time in.
 6. Enter the quantity of Hours to be added.
 7. Specify the position worked for this shift by clicking the Position drop-down and selecting the appropriate position.
 8. Enter a note for the added segment if in the Note field.
- Note:** Anytime a timekeeper adds time on an employee's behalf, a note should be entered.
9. If you are adding segments for multiple days in a row with the same quantity, you can change the number of days using the Days drop down menu.
 10. Click Save.

Add ?

Segment Length: 4:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 6/9/2021 07:00 PM

Hours: 4:00

Position: 1007022500 - Manager, Tec

Cost Code: << NONE >> Select

Rate: 10.00

Note: adding hours for event

Days: 1

Cancel Save

The hours will now appear as a row for the employee. The added hours will require an approval by the employee and manager.