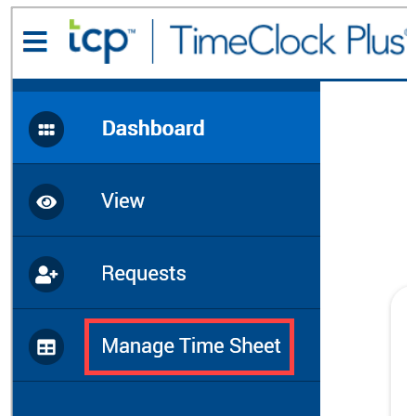


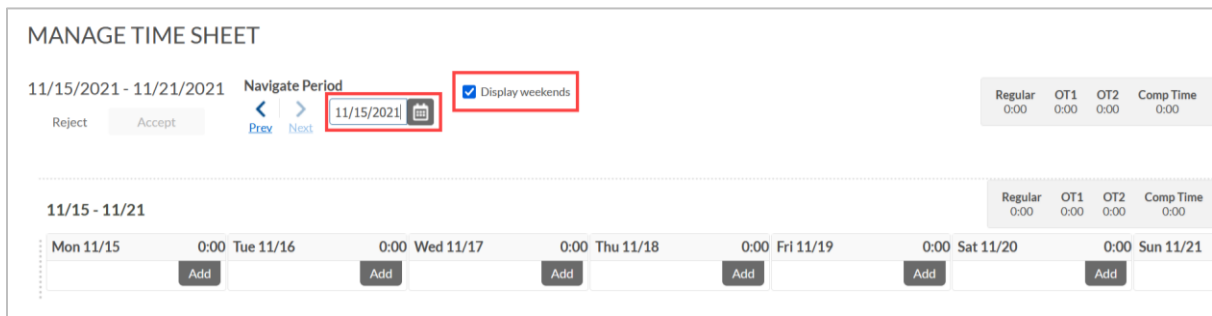
## Add Hours for Exempt Employee Job Aid

The purpose of this job aid is to explain how an exempt employee can add hours to generate Compensatory Time.

1. Navigate to the Manage Timesheet page:

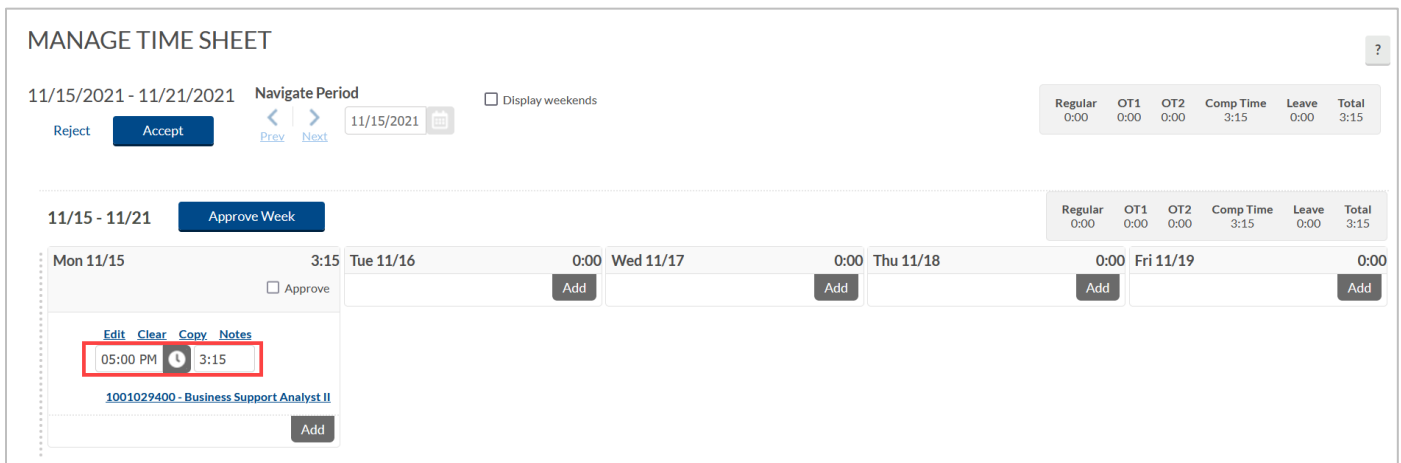


2. Confirm the date range for the time period. If necessary, click the “Display weekends” checkbox.

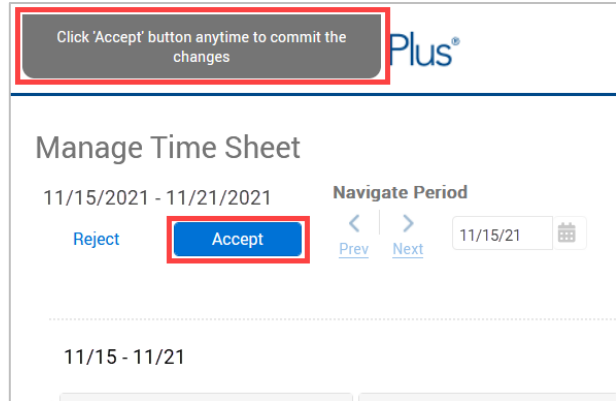


**Note:** The “Prev <” will move back one week and the “Next >” will move ahead one week.

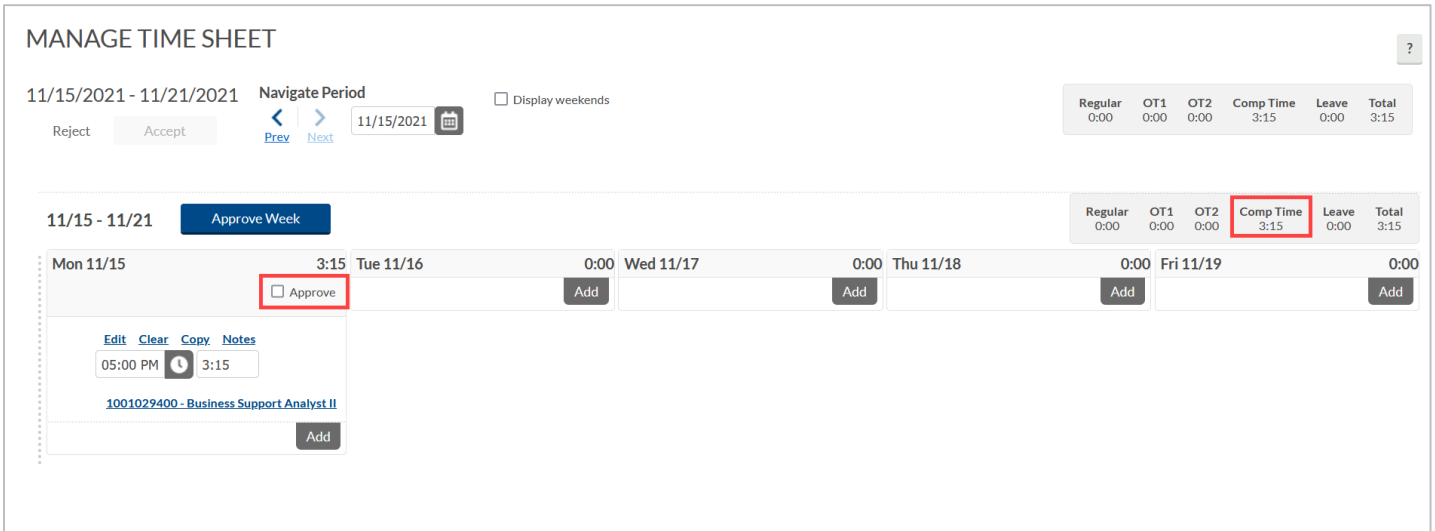
3. Click the “Add” button for the date on which the hours need to be entered.
4. Enter the start time for the hours.
5. Enter the quantity of Hours to be added. Enter that Hours as “Hours:Minutes”.



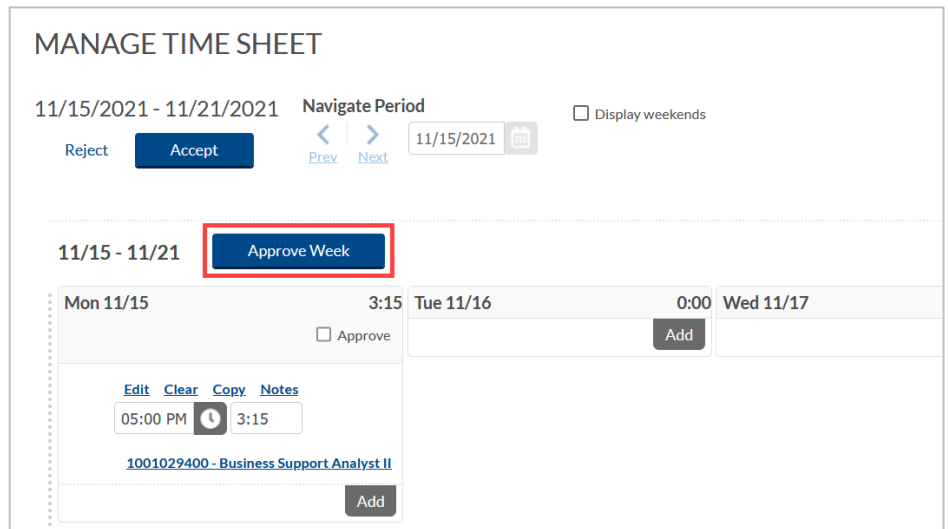
- Once Hours have entered, a pop-up window will populate at the top-right of the screen stating that the 'Accept' button should be used to "commit the changes". Click the "Accept" button to save the changes.



- The hours will now appear on the Timesheet and the Compensatory Hours will calculate.
- To approve the hours, click the "Approve" checkbox for the day.



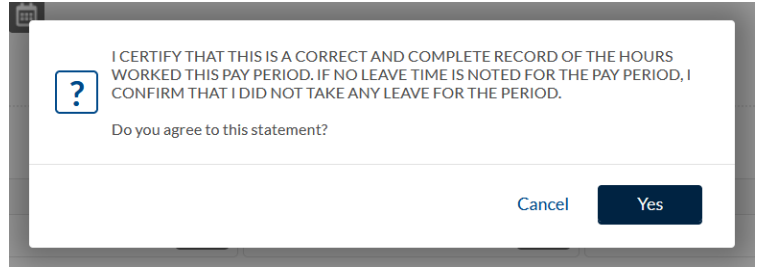
If there are multiple days with hours added, click the "Approve Week" button to approve multiple days.



## Add Hours for Exempt Employee Job Aid

- A message will populate asking you to certify the hours for the pay period is correct and complete.

Click the “Yes” button to continue.

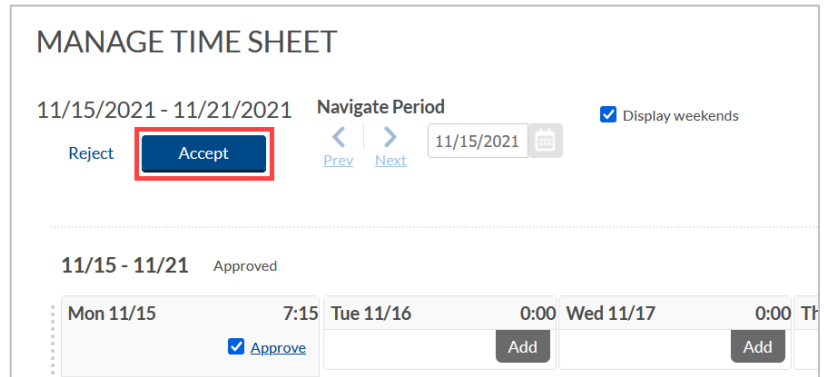


I CERTIFY THAT THIS IS A CORRECT AND COMPLETE RECORD OF THE HOURS WORKED THIS PAY PERIOD. IF NO LEAVE TIME IS NOTED FOR THE PAY PERIOD, I CONFIRM THAT I DID NOT TAKE ANY LEAVE FOR THE PERIOD.

Do you agree to this statement?

Cancel Yes

- Click the “Accept” button to save the approval.



MANAGE TIME SHEET

11/15/2021 - 11/21/2021 Navigate Period  Display weekends

Reject **Accept** Prev Next 11/15/2021

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11/15 - 11/21 Approved

Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18
7:15 <input checked="" type="checkbox"/> Approve	0:00 Add	0:00 Add	