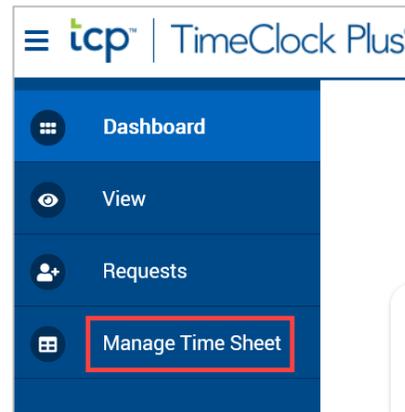


## Add Hours for Exempt Employee Job Aid

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.

MANAGE TIME SHEET

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

Reject Accept < Prev Next > 11/15/2021 📅

11/15 - 11/21		Regular	OT1	OT2	Comp Time							
		0:00	0:00	0:00	0:00							
Mon 11/15	0:00	Tue 11/16	0:00	Wed 11/17	0:00	Thu 11/18	0:00	Fri 11/19	0:00	Sat 11/20	0:00	Sun 11/21
	Add		Add		Add		Add		Add		Add	

**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”.

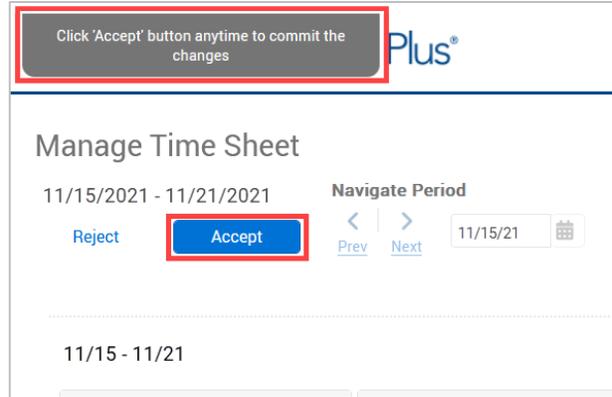
MANAGE TIME SHEET ?

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

Reject Accept < Prev Next > 11/15/2021 📅

11/15 - 11/21		Regular	OT1	OT2	Comp Time	Leave	Total		
		0:00	0:00	0:00	3:15	0:00	3:15		
Mon 11/15	3:15	Tue 11/16	0:00	Wed 11/17	0:00	Thu 11/18	0:00	Fri 11/19	0:00
	Approve		Add		Add		Add		Add
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Edit Clear Copy Notes</span> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-right: 10px;">05:00 PM</div> <div style="margin-right: 10px;">🕒</div> <div style="border: 1px solid red; padding: 2px;">3:15</div> </div> <div style="margin-top: 5px; font-size: 0.7em;">1001029400 - Business Support Analyst II</div> <div style="text-align: right; margin-top: 5px;">Add</div>									

- 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.



Click 'Accept' button anytime to commit the changes

Plus®

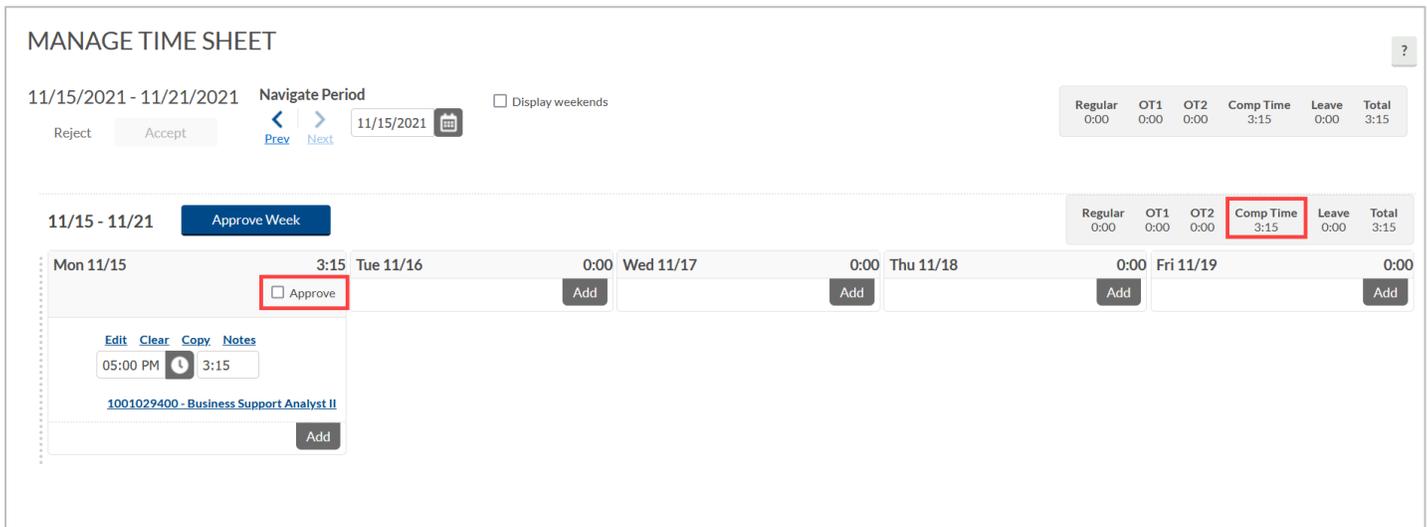
### Manage Time Sheet

11/15/2021 - 11/21/2021 **Navigate Period**

Reject **Accept** < > 11/15/21

11/15 - 11/21

- 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.



### MANAGE TIME SHEET

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

Reject Accept < > 11/15/2021

Regular	OT1	OT2	Comp Time	Leave	Total
0:00	0:00	0:00	3:15	0:00	3:15

11/15 - 11/21 **Approve Week**

Regular	OT1	OT2	Comp Time	Leave	Total
0:00	0:00	0:00	3:15	0:00	3:15

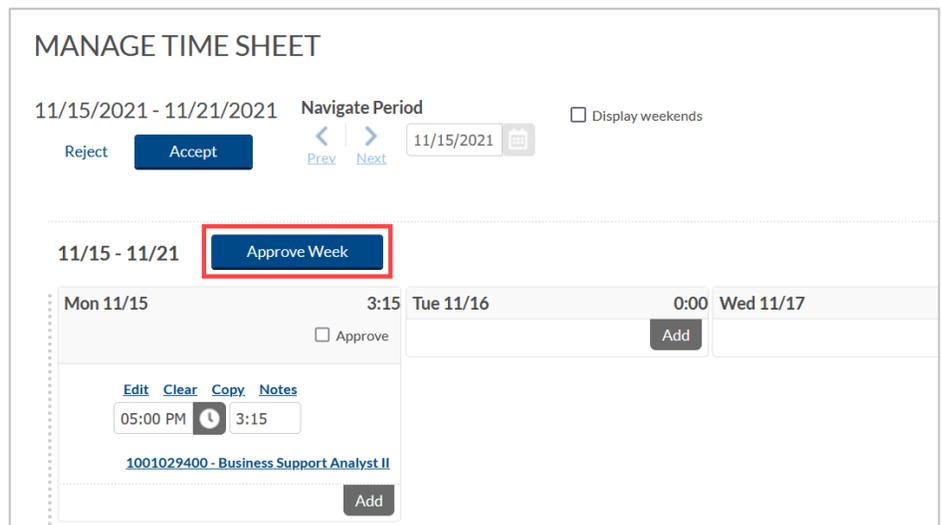
Mon 11/15 3:15  Approve Add Tue 11/16 0:00 Add Wed 11/17 0:00 Add Thu 11/18 0:00 Add Fri 11/19 0:00 Add

Edit Clear Copy Notes

05:00 PM 3:15

1001029400 - Business Support Analyst II Add

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



### MANAGE TIME SHEET

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

Reject Accept < > 11/15/2021

11/15 - 11/21 **Approve Week**

Mon 11/15 3:15  Approve Add Tue 11/16 0:00 Add Wed 11/17

Edit Clear Copy Notes

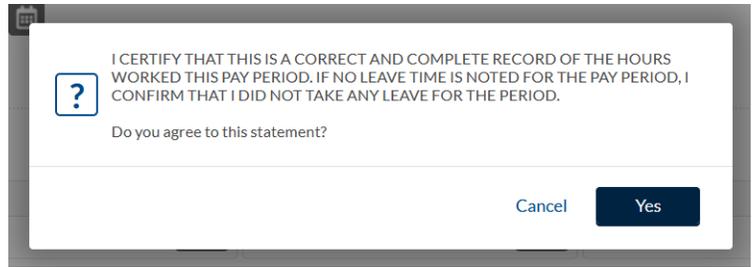
05:00 PM 3:15

1001029400 - Business Support Analyst II Add

## Add Hours for Exempt Employee Job Aid

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

Click the “Yes” button to continue.

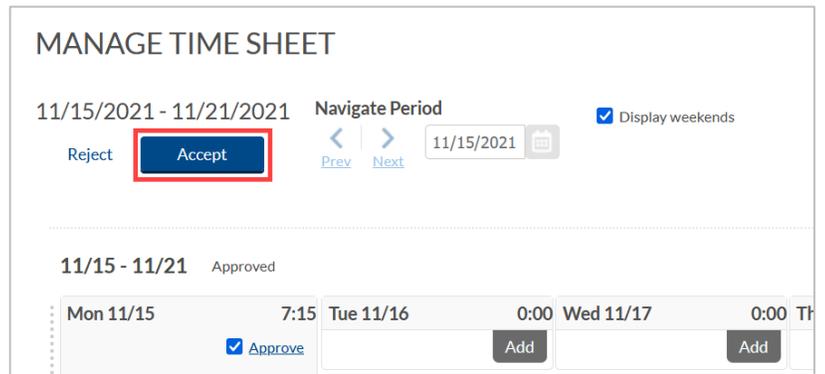


I CERTIFY THAT THIS IS A CORRECT AND COMPLETE RECORD OF THE HOURS WORKED THIS PAY PERIOD. IF NO LEAVE TIME IS NOTED FOR THE PAY PERIOD, I CONFIRM THAT I DID NOT TAKE ANY LEAVE FOR THE PERIOD.

Do you agree to this statement?

Cancel Yes

10. 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	