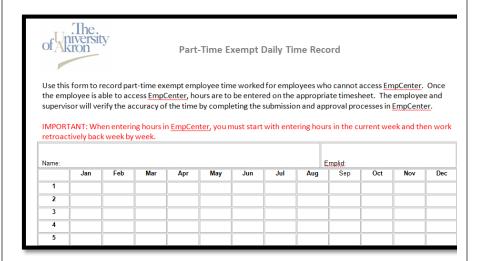
EmpCenter

MANUALLY ENTER TIME: PART TIME EXEMPT – PAGE 1

PART-TIME EXEMPT DAILY TIME RECORD

There may be times when an employee is unable to enter their time in EmpCenter. In situations such as this the employee should:

1. Obtain the "Part- Time Exempt Daily Time Record" from the Payroll web <u>site</u>.



2. Use the form to manually record time worked.

- 3. Once the employee is able to access EmpCenter, enter the hours into the timesheet.
 - a. Refer to the job aid "Enter Total Time Worked".
- 4. **NOTE:** When entering hours in EmpCenter, you must start with entering hours in the current week and then work retroactively back week by week.
 - a. For example, if you need to enter time for 2 weeks, such as the weeks of Nov 11 and Nov 18, enter the time for the week of Nov 18 *first*, and then enter the time for the week of Nov 11.
- 5. The employee must submit the time sheet for each week.
 - a. Refer to the job aid "Submit a Time sheet".
- 6. The Supervisor will approve the time sheet for each week.
 - a. Refer to the job aid "Approve a Time sheet".

The completed "Part-Time Exempt Daily Time Record" should be retained by the department for 30 days following the pay date in which the hours were paid.