

## 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 [site](#).

The University of Akron  
Part-Time Exempt Daily Time Record

Use this form to record part-time exempt employee time worked for employees who cannot access EmpCenter. Once the employee is able to access EmpCenter, hours are to be entered on the appropriate timesheet. The employee and supervisor will verify the accuracy of the time by completing the submission and approval processes in EmpCenter.

**IMPORTANT:** When entering hours in EmpCenter, you must start with entering hours in the current week and then work retroactively back week by week.

Name:	EmpId:											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												

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.**