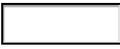
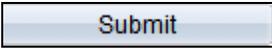
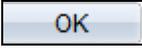


How to use and track Exempt Comp Time for employees who have earned comp time under FMCs while in an exempt position that are now a Non-Exempt Employee.

Step	Action
1.	Begin by navigating to the Timesheet page. Point to Self Service>Time Reporting>Report Time>Timesheet
2.	Use the Timesheet page to report time and task details for a day, week, or time period for either punch or elapsed time reporters.
3.	The defaults for the View By field are set on the User Preferences page. Values are Day, Week, or Time Period.
4.	If you change the value in the Date field, click the Refresh button to update the page.
5.	Click in the Mon 10/17 field. <input type="text"/>
6.	Enter the number of physically worked hours into the Mon 10/17 field.
7.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. <input type="text"/>
8.	Click in the Tue 10/18 field. <input type="text"/>
9.	Enter the number of physically worked hours into the Tue 10/18 field.
10.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. <input type="text"/>
11.	Click the Add a new row button. <input type="button" value="+"/>
12.	Click in the Wed 10/19 field. <input type="text"/>
13.	Enter the appropriate Leave Plan TRC into the Wed 10/19 field.
14.	Next, select a time reporting code for the hours entered. In this case, it would be Comp Taken – Exempt Hours Click the Time Reporting Code list. <input type="text"/>
15.	Click the Add a new row button. <input type="button" value="+"/>
16.	Click in the Thu 10/20 field. <input type="text"/>

Step	Action
17.	Enter the appropriate Leave Plan TRC into the Thu 10/20 field.
18.	Next, select a time reporting code for the hours entered. In this case, it would be Comp Taken – Exempt Hours Click the Time Reporting Code list. 
19.	Click in the Fri 11/18 field. 
20.	Enter the number of physically worked hours into the Fri 10/21 field.
21.	Next, select a time reporting code for the hours entered. In this case, it would be Hours Worked REG. Click the Time Reporting Code list. 
22.	Use the Save for Later button to partially enter a timesheet and to complete at a later date. For example, you can enter information on the page each day and submit at the end of the reporting period. When using this button a page appears, asking whether you would like to check for errors.
23.	Click the Submit button. 
24.	Click the OK button. 
25.	Notice that the Reported Hours field has been updated.
26.	The reported time is displayed in the Reported Time Status section.
27.	Click the Expand section button. 
28.	You can enter comments about the time entries if required. In this example, add a comment to explain the need for overtime. Click the Comments button. 
29.	Use the Comments page to enter comments for the reported time.
30.	Click in the Comment field.
31.	Enter the desired information into the Comment field. Enter a valid value e.g. " System down. Needed to manually work records ".
32.	Click the OK button. 
33.	Click the Vertical scrollbar.

Step	Action
34.	Click the Reported Time Summary link to obtain a summary of reported hours. Click the Expand section button. 
35.	Click the Vertical scrollbar.
36.	Click the Leave and Compensatory Time Balances link to display information, which can include sick or vacation balances. Click the Expand section button. 
37.	Click the Vertical scrollbar.
38.	From this page, you can navigate quickly to other time reporting and self services pages.
39.	You have successfully reported time using a timesheet. End of Procedure.

Instructions

View By: Reported Hours: 37.50 [Previous Week](#) [Next Week](#)
 Date:   Scheduled Hours: 37.50

Populate Time From:

From Sunday 10/16/2016 to Saturday 10/22/2016

Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Total Hours	Time Reporting Code
			7.50	7.50			15.00	Comp Taken - Exempt Hours
	7.50	7.50			7.50		22.50	Hours Worked - REG

 By submitting time you certify it is accurate and correct.

Reported Time Status

Date	Reported Status	Approval Monitor	Total TRC	Description	Sched Hrs	Comments
10/17/2016	Saved	Approval Monitor	7.50 REG	Hours Worked	7.50	
10/18/2016	Saved	Approval Monitor	7.50 REG	Hours Worked	7.50	
10/19/2016	Saved	Approval Monitor	7.50 CMTEX	Comp Taken - Exempt Hours	7.50	
10/20/2016	Saved	Approval Monitor	7.50 CMTEX	Comp Taken - Exempt Hours	7.50	
10/21/2016	Saved	Approval Monitor	7.50 REG	Hours Worked	7.50	

Reported Time Summary

Leave and Compensatory Time Balances As Of PPE: 2016-09-10 Accrual Dates - Vac: 1986-10-12 Bonus: 1986-10-12

Plan Type	Plan	Recorded Balance
Leave	Sick	147.25
Leave	Vacation	353.00
Leave	Personal	9.50
AComp Time	SOITP	0.00
AComp Time	00405CMP	0.00
AComp Time	SOI_CMPEX	44.00