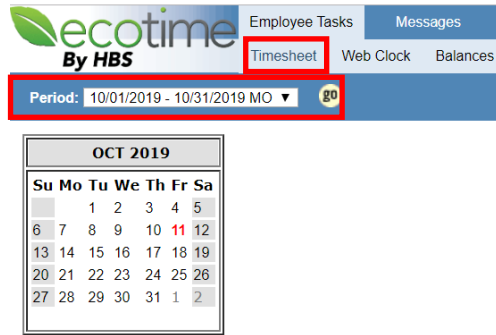


Entering Exceptions

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks**, select **Timesheet**, select **Period**, defaults to current pay period, click **go**, timesheet displays



4. To add single date, select **Add Row**

[Add Multiple Entries](#)

| Pay Period Details 10/01/2019 - 10/31/2019 | | | | | Add Row |
|--|-----------|----------|---------|-------|----------------|
| Date (mm/dd/yyyy) | Pay Codes | Duration | Message | Audit | |
| No data available. | | | | | |

5. Enter **Date**, select **Pay Code**, enter 8.00 in **Duration**, exempt Postdocs must enter 8 hour increments

| Pay Period Details 10/01/2019 - 10/31/2019 | | | | | Add Row |
|--|-----------|----------|---------|----------------------|----------------|
| Date (mm/dd/yyyy) | Pay Codes | Duration | Message | Audit | |
| 10/14/2019 | Vacation | 8.00 | | View | |

6. If you are on an approved Leave of Absence you may select the corresponding **Pay Code** type
7. In upper right hand corner of screen, click **Save**



8. When you are done entering your exception for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**



Adding Multiple Entries

- To add a range of dates, select **Add Multiple Entries**

[Add Multiple Entries](#)

| Pay Period Details 10/01/2019 - 10/31/2019 | | | | | Add Row |
|--|-----------|----------|---------|-------|---------|
| Date (mm/dd/yyyy) | Pay Codes | Duration | Message | Audit | |
| No data available. | | | | | |

- Enter **Date From**, **Date To**, **Pay Code**, and **Duration**, click **Add**

| Add Multiple Entries | | | | | Hide |
|------------------------|----------------------|-----------|----------|--------|------|
| Date From (mm/dd/yyyy) | Date To (mm/dd/yyyy) | Pay Codes | Duration | Action | |
| 10/15/2019 | 10/18/2019 | Vacation | 8.00 | Add | |

- Results of **Multiple Entries** displays

| Pay Period Details 10/01/2019 - 10/31/2019 | | | | | | Add Row |
|---|-----------|----------|---------|-------|--------------------------|---------|
| Date (mm/dd/yyyy) | Pay Codes | Duration | Message | Audit | Delete | |
| 10/15/2019 | Vacation | 8.00 | | View | <input type="checkbox"/> | |
| 10/16/2019 | Vacation | 8.00 | | View | <input type="checkbox"/> | |
| 10/17/2019 | Vacation | 8.00 | | View | <input type="checkbox"/> | |
| 10/18/2019 | Vacation | 8.00 | | View | <input type="checkbox"/> | |
| Press the button to the right to delete all checked items | | | | | | Delete |

- In upper right hand corner of screen, click **Save**
- When you are done entering your exception for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

Reminders

- Exempt employee Exceptions must be reported by Core Central Payroll processing deadlines
- Exempt and Non-exempt Postdocs: your award of 12 sick and 24 PTO days will be available, at the beginning of your 12-month appointment and renewed annually, for a 6 month appointment, you would receive 6 days of sick and 12 days of PTO
- When you click **Complete**, your supervisor/manager will be notified by email
- When your supervisor/manager **Approves** your timesheet, you will be notified by email
- If supervisor/manager makes edits to your timesheet, you will be notified by email
- 2 previous and 2 future pay period timesheets will be available