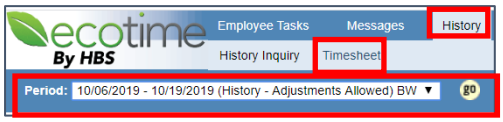
Hourly/Non-Exempt
Retroactive Timesheet Entries

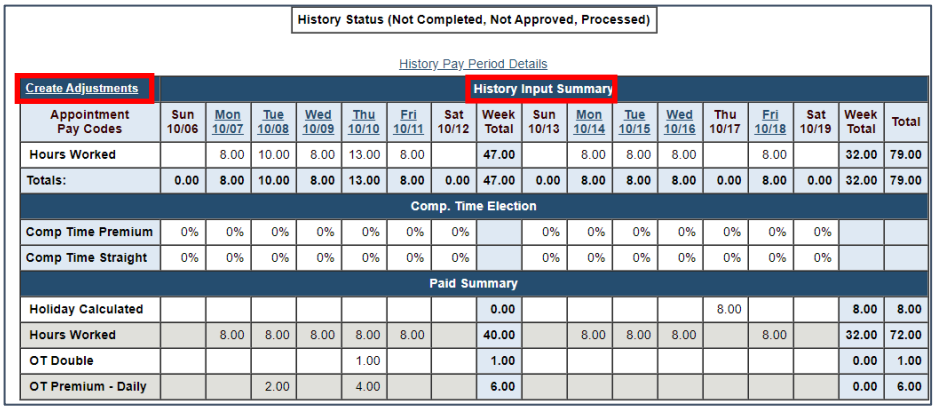
Entering Hours Worked

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Retroactive Timesheets will be available approximately 7 business days from the last Pay Period close
4. Select **History**, select **Timesheet**, select **Period**, click **go**, timesheet displays



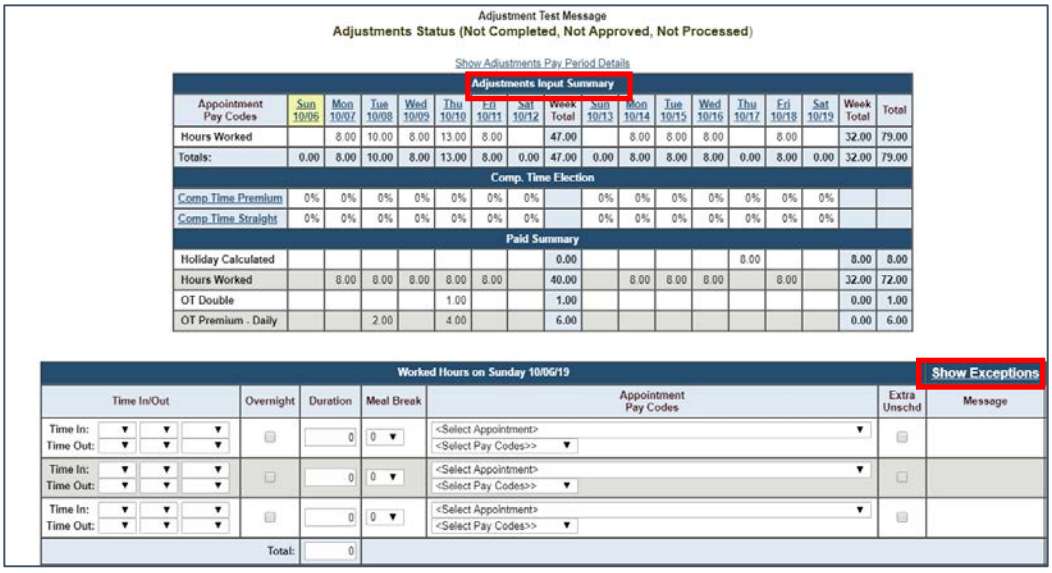
Note: Retroactive input is only allowed on timesheets that state **(History – Adjustments Allowed)**

5. In **History Input Summary**, click **Create Adjustments**



Appointment Pay Codes	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Hours Worked		8.00	10.00	8.00	13.00	8.00		47.00		8.00	8.00	8.00		8.00		32.00	79.00
Totals:	0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	79.00
Comp. Time Election																	
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00		8.00		32.00	72.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00

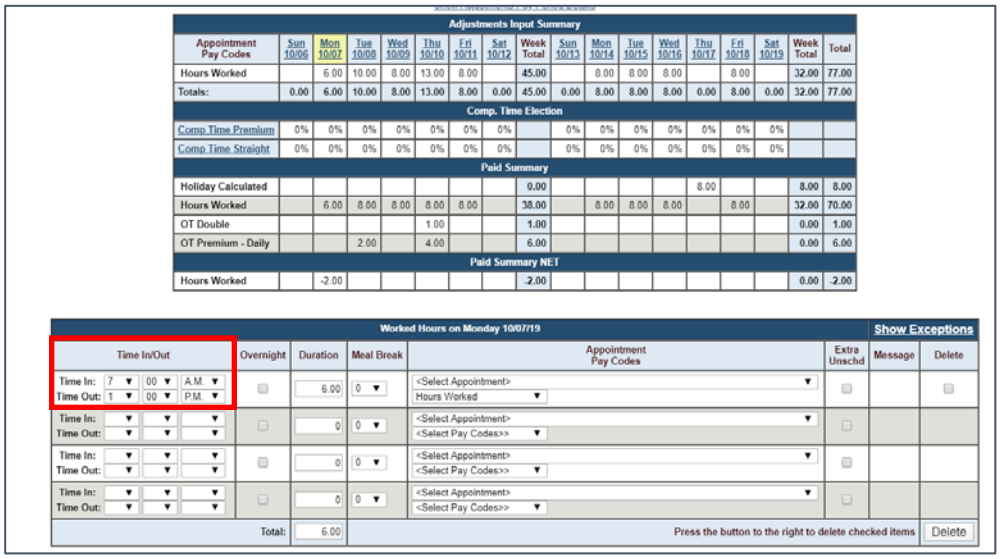
6. **Adjustments Status** displays, note: displays **Not Completed, Not Approved, Not Processed**



Appointment Pay Codes	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Hours Worked		8.00	10.00	8.00	13.00	8.00		47.00		8.00	8.00	8.00		8.00		32.00	79.00
Totals:	0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	79.00
Comp. Time Election																	
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00		8.00		32.00	72.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00

7. **Worked Hours** entry displays, click **Show Exceptions** if entering retroactive **Exceptions**
8. In **Adjustments Input Summary**, select day of the week for adjustment you are entering

9. In this example, for 10/7, we entered **Time In/Out**, e.g. **Time In:** 7:00 A.M. and **Time Out:** 1:00 P.M.



Adjustments Input Summary

Appointment Pay Codes	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Hours Worked		6.00	10.00	8.00	13.00	8.00		45.00		8.00	8.00	8.00		8.00		32.00	77.00
Totals:	0.00	6.00	10.00	8.00	13.00	8.00	0.00	45.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	77.00
Comp. Time Election																	
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		6.00	8.00	8.00	8.00	8.00		38.00		8.00	8.00	8.00		8.00		32.00	70.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00
Paid Summary NET																	
Hours Worked		-2.00						-2.00								0.00	-2.00

Worked Hours on Monday 10/07/19 — Show Exceptions

Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes	Extra Unschd	Message	Delete
Time In: 7 00 A.M. / Time Out: 1 00 P.M.		6.00	0	<Select Appointment> / Hours Worked			
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Total:		6.00		Press the button to the right to delete checked items			Delete

   a. If you have more than one job, select the **Appointment** that matches the hours you are reporting
   b. System only records in 15-minute increments, **e.g.** enter 8:00 for time up to 8:07, enter 8:15 for any time after 8:08
   c. If you enter more than 40 hours for the week or qualify for **Shift Differential**, your Payroll Profile will automatically calculate the **Shift Differential**, **OT**, or **Comp Time**. **Comp Time Election** needs to be added to your profile by Timekeeper or Supervisor. The **Paid Summary** will display all applicable **Hours Worked** and **Exception** rows. Comp Time earned will display in 1 row, whether you earned 1:1 or 1:1.5 and the calculation of hours is performed in the background.

10. In upper right-hand corner of page, click **Save**

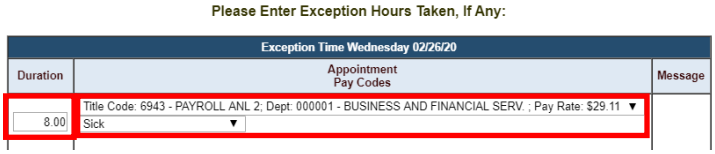
11. If entering an **Exception**, click on **Show Exceptions**
12. Before entering **Exception** hours, you first need to **Delete** the hours worked for that day

Worked Hours on [redacted] — Hide Exceptions

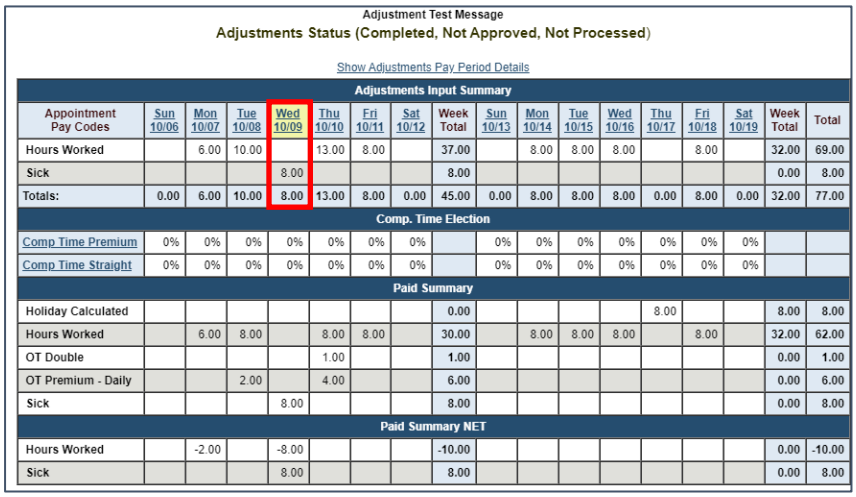
Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes	Extra Unschd	Message	Delete
Time In: 8 00 A.M. / Time Out: 12 00 P.M.		4.00	0	<Select Appointment> / <Select Pay Codes>>			☑
Time In: 12 30 P.M. / Time Out: 4 30 P.M.		4.00	0	<Select Appointment> / <Select Pay Codes>>			☑
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Time In: / Time Out:		0	0	<Select Appointment> / <Select Pay Codes>>			
Total:		8.00		Press the button to the right to delete checked items			Delete

13. In **Adjustment Input Summary**, select day of the week, e.g. 10/9, selection will be highlighted
14. Scroll down to bottom of page

15. In **Exception Hours** dialog box, in **Duration**, enter # of hours, select **Appointment** and **Pay Code**



   a. If you are on an approved Leave of Absence, you may select the corresponding **Pay Code** type
      If you have more than one job, select the **Appointment** that matches the exception you are reporting
16. In upper right-hand corner of page, click **Save**
17. In this example, for 10/9 we entered, 8 hours sick



Appointment Pay Codes	Sun 10/06	Mon 10/07	Tue 10/08	Wed 10/09	Thu 10/10	Fri 10/11	Sat 10/12	Week Total	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Sat 10/19	Week Total	Total
Hours Worked		6.00	10.00		13.00	8.00		37.00		8.00	8.00	8.00		8.00		32.00	69.00
Sick				8.00				8.00								0.00	8.00
Totals:	0.00	6.00	10.00	8.00	13.00	8.00	0.00	45.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	77.00
Comp. Time Election																	
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		6.00	8.00		8.00	8.00		30.00		8.00	8.00	8.00		8.00		32.00	62.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00
Sick				8.00				8.00								0.00	8.00
Paid Summary NET																	
Hours Worked		-2.00		-8.00				-10.00								0.00	-10.00
Sick				8.00				8.00								0.00	8.00

18. When you are done entering your adjustments for the pay period, in upper right-hand corner of page click **Save** and **Complete**
    It is required for you to click **Complete** and Supervisor to **Approve** for you to be paid!

19. In **Paid Summary NET**, the net changes display:
    a. Negative 2 hours worked for 10/7
    b. Negative 8 hours worked for 10/9
    c. Positive 8 hours sick for 10/9

Reminders

- You must click **Save** and **Complete**
- Notify your supervisor/manager that you have submitted a retroactive timesheet
- When your supervisor/manager **Approves** your timesheet, you will be notified by email
- Your retroactive timesheet must be **approved** by supervisor/manager for it to be processed
- If supervisor/manager makes edits to your timesheet, you will be notified by email