

Entering Retroactive 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 History, select Timesheet, select Period, click go, timesheet displays
- 4. Retroactive Timesheets will be available approximately 7 business days from the last Pay Period close

Necotime	Employee Tasks	Manager Tasks	Messages	Employee Setup	History
By HBS	Timesheet T	imesheet Group			
Period: 04/01/2020 - 04/30/2020) (History - Adjust	ments Allowed) MO 🗸	go		

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

5. Select CREATE ADJUSTMENTS

HISTORY					6		CREATE ADJUSTMENTS
ľ	listory Stat	us (Not Comple	ted, Not Appro	ved, Process	ed) [9	
	History	Pay Period Deta	ails 04/01/2020	- 04/30/2020	Hide		
	Date	Pay Codes No	Duration data available.	Message	Audit		

6. Adjustments Pay Period Details for selected pay period displays

7. Select Add Row

Adjustment Pay Per	Add Row						
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit			
No data available.							

8. In Row, use Calendar icon to select Date, select Pay Code, and enter Duration

History Statu	Select Pay Codes Vacation Sick Sick - Family	<u> </u>	ssed) 💼		
History P Date Adjustments S Adjustment P	Sick - Finamity Sick - Kincare Sick - Bereavement Leave Without Pay Monthly Admin COVID-19 Sick-FFRA ESL COVID19 FML-FFCRA EFML Paid COVID19 FML-FCRA EFML Paid COVID19 Administrative Leave Prof. Dev & Education Jury Duty FML - Sick FML - Vaccation FML - Sick FML - Vaccation	-	Hide Audit View ot Processed)		Add Row
Date (mm/dd/yyyy)	Curtailment Voting Leave	-	Duration	Message	Audit
04/13/2020	Select Pay Codes	~	8.00		View

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



10. If you wish to delete your entries, click Delete

Monthly/Exempt Retroactive Timesheet Entries



11. To add a range of dates, select Add Multiple Entries

Add Multiple Entries						
	Adjustment Pay Period Details 04/01/2020 - 04/30/2020					Add Row
	Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete
	04/13/2020	Sick 🗸	8.00		View	
		Press the button to th	e right to delete	all checked	l items	Delete

12. In row, use Calendar icon to select Date From and Date To, select Pay Code, enter Duration, click Add

Add Multiple Entries								
Date From (mm/dd/yyyy)	Date To (mm/dd/yyyy)	Pay Codes	Duration	Action				
04/20/2020	04/22/2020	Vacation 🗸	8.00	<u>Add</u>				

13. The rows are added

Adjustment Pay Period Details 04/01/2020 - 04/30/2020								
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete			
04/13/2020	Sick 🗸	8.00		<u>View</u>				
04/20/2020	Vacation	8.00		<u>View</u>				
04/21/2020	Vacation 🗸	8.00		<u>View</u>				
04/22/2020	Vacation	8.00		<u>View</u>				
Press the button to the right to delete all checked items								

14. If entries are correct, in upper right-hand corner of page, click Save



15. The entered Adjustments display the NET difference from the original Processed timesheet

History Status (Not Completed, Not Approved, Processed)								
		History	Pay Period Deta	ils 04/01/2020) - 04/30/2020	Hide		
		Date	Pay Codes	Duration	Message	Audit		
			No	data available.				
A	١dju	ustments	Status (Not Con	pleted, Not A	Approved, Not	Proces	sed)	
	-							
	Ac	ljustmen	t Timesheet Sum	mary 04/01/2	020 - 04/30/20	20 <u>Hi</u> d	de	
		Pay Codes Calculated NET						
	Si	Sick 8.00						
	Vacation 24.00					00 24.	.00	
	То	tals:			32.	00 32.	.00	

16. If entries are correct, click **Complete**

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
- Retroactive timesheets must be approved by your supervisor/manager to be processed
- If supervisor/manager makes edits to your timesheet, you will be notified by email