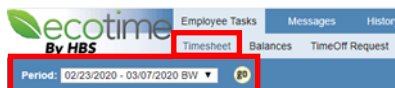


# Hourly/Non-Exempt Assigned Schedule Adjustments to Assigned Schedule

## Reviewing and Completing Hours Worked with Assigned Schedule

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**



4. Select **Timesheet**, select **Period**, defaults to current pay period, click **go**, timesheet displays

Timesheet Summary																	Hide
Hours	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 02/29	Week Total	Sun 03/01	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Week Total	Total
Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	80.00
Late Time	Select	Select	Select	Select	Select	Select	Select		Select	Select	Select	Select	Select	Select	Select		
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																	
Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00

5. Assigned Schedule **Hours Worked** display in both **Timesheet Summary** and **Paid Summary**
6. If the hours entered are correct, in upper right hand corner of screen, click **Complete**, and **OK**



## Edit a Day – Hours Worked Changed

1. In **Timesheet Summary**, select day of the week, e.g. **Friday 2/28**, selection will be highlighted
2. Enter edits to **Time In/Out**

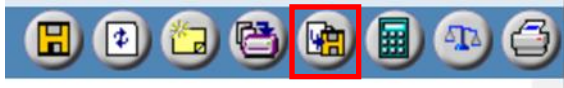
Worked Hours on Friday 02/28/20						
Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes		
Time In: 8:00 A.M. Time Out: 12:00 P.M.	<input type="checkbox"/>	4.00	0	<Select Appointment> <Select Pay Codes>		
Time In: 12:30 P.M. Time Out: 4:30 P.M.	<input type="checkbox"/>	4.00	0	<Select Appointment> Hours Worked		

- a. **Duration** display will change based on your entry
  - 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 or qualify for Shift Differential, your Payroll Profile will automatically calculate the **OT**, **Comp Time Premium** or **Straight** (needs to be added to your profile by Timekeeper or Supervisor) or **Shift Differential** owed to you, and will display on row in **Paid Summary**
  - d. **Meal Break** incorporated in **Time in/Out**
  - e. **Appointment** and **Hours Worked** stay the same
3. In upper right hand corner of screen, click **Save**



# Hourly/Non-Exempt Assigned Schedule Adjustments to Assigned Schedule

- Repeat steps #1-#3 for any edits of days in pay period
- When you are done entering your time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**



## Entering Exception Hours

- In **Timesheet Summary**, select day of the week, e.g. **Friday 2/28**, selection will be highlighted
- Scroll down to bottom of page

Worked Hours on Friday 02/28/20							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.	<input type="checkbox"/>	4.00	0	<Select Appointment> <Select Pay Codes>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Time In: 12:30 P.M. Time Out: 4:30 P.M.	<input type="checkbox"/>	4.00	0	<Select Appointment> <Select Pay Codes>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Time In: Time Out:	<input type="checkbox"/>	0	0	<Select Appointment> <Select Pay Codes>	<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	0	<Select Appointment> <Select Pay Codes>	<input type="checkbox"/>			
Time In: Time Out:	<input type="checkbox"/>	0	0	<Select Appointment> <Select Pay Codes>	<input type="checkbox"/>			
Total:		8.00						Press the button to the right to delete checked items
							Delete	

- Select **Delete** for **Hours Worked**, and click **Delete**
- Scroll to bottom of page
- In **Exception Hours** dialog box, in **Duration**, enter 8.00, select **Appointment** and **Pay Code – Sick** or **Vacation**

Please Enter Exception Hours Taken, If Any:

Exception Time Wednesday 02/26/20		
Duration	Appointment Pay Codes	Message
8.00	Title Code: 6943 - PAYROLL ANL 2; Dept: 000001 - BUSINESS AND FINANCIAL SERV.; Pay Rate: \$29.11 Sick	

- If you are on an approved Leave of Absence you may select the corresponding **Pay Code** type
- In upper right hand corner of screen, click **Save**
- When you are done entering your time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

## Reminders

- Deadline to **Save** and **Complete** timesheet is the **Saturday** at the end of the pay period
- 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
- As long as you enter and **Save** time, you will be paid for that time, **Paid Summary** displays what you will be paid
- As an hourly employee you may enter less than 8 hours of exception, e.g. you entered 4 **hours worked** and 4 hours **Exception**