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Employee Time Entry - Hourly

Overview

This section will provide an understanding of Employee Self Service (ESS) Time Entry for Hourly employees. This includes a walkthrough of how to enter, review, and revise your time transactions.

Objectives

Upon completion of this section you will have a general understanding of:

- Entering your Hourly Time
- Entering your Time for Multiple Jobs
- Adding a Row to your Timesheet
- Modifying your Time Entered
- Deleting your Time Entered
- Adding Comments to Time Entered
- Viewing your Reported Time Status
- Viewing your Timesheet Summary
- Viewing your Leave and Banked Time Balances
- Viewing and Managing Exception Errors
- Viewing your Payable Time

Related Reference Material

All related reference material is stored on the Learning Reference Materials web page within the Human Resource Services website.

Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.
Employee Time Entry - Hourly

Time Entry is available to all Hourly employees and enables you to:

- Enter hours worked (Regular and Overtime)
- Enter hours for multiple jobs on campus (if applicable)
- Enter Statutory Holidays (if eligible)
- Review Leave and Banked Time Balances (if eligible)

Time Entry is a five step process as outlined below:

**Time Entry Process**

1. Open Timesheet
2. Choose dates time is to be entered
3. Enter Time
4. Select Time Reporting Code (TRC)
5. Review and then Submit

**Entering your Hourly Time**

As an Hourly employee, you must complete either a semi-monthly or monthly timesheet in order to be paid for hours worked. This Time is referred to as "Positive" time.

Employee Time Entry is available to all applicable staff. However, you should consult the Timekeeper or Supervisor within your Department/Faculty regarding the Time Entry business process.

You will have the ability to enter the following types of payable time:

- Regular Hours Worked
- Overtime Hours Worked (these hours are not automatically calculated by the system and must be entered according to the rules based on the NASA Collective Agreement.
- Statutory Holiday (if eligible)
  - Eligible & not Worked
  - Eligible & Worked
- Special and Illness Leave (if entitled - refer to the NASA Collective Agreement under: http://www.hrs.ualberta.ca/MyEmployment/Agreements.aspx (http://www.hrs.ualberta.ca/MyEmployment/Agreements.aspx))

It is imperative that if you are leaving a department (either resigning or transferring) that your time is entered and approved before your last day worked.

In this topic you will learn how to enter your hourly payable time.

---

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.
Procedure

Navigation Path: Sign In to Bear Tracks

1. Once you have signed in to Bear Tracks, Click the Employees link.

2. Click the Links to Employee Self Service link.

3. Click the Time and Leave Information link.
4. The **Time and Leave Information** link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

   Click the **Report Time** link.

   ![Report Time Link](Report Time)

5. **Step 1: Open Timesheet Page**

   Click the **Timesheet** link.

   ![Timesheet Link](Timesheet)

6. **Note:** You can also navigate to the **Timesheet** page directly within PeopleSoft HCM as shown in the Breadcrumbs.

   **Navigation Path:** **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

   ![Timesheet Page](Timesheet Page)

7. The **Timesheet** page automatically populates your employee information in the header section.
8. On the left hand side is your
   • **Employee Name** and
   • **Job Title**

9. The middle portion of the Timesheet header contains your
   • **Department Name**
   • **Department ID**
   • Who you **Report to** and
   • **Hourly Rate** of pay

10. On the far right of the header is your
    • **Employee ID** and
    • **Employee Record** Number

11. **Note**: The **Employee Record** number plays a part when you have multiple jobs.
    This is covered in more detail in the 'Entering Time for Multiple Jobs' topic.

12. The **Select Another Timesheet** area displays the current Calendar Pay Period.
    The information selected in this area affects what is displayed in the area underneath.

13. Time periods are as follows.
    • Semi-monthly: 1-15th and 16th to end of month
    • Monthly: 1st to end of the month
14. Click the down arrow next to the View By field.

![View By Field]

15. There are a few options provided within the *View By field. Each option will display the details area in different ways.

16. For example purposes, click the Week list item.

![Week List]

17. The *Date field automatically defaults to the current pay period begin date.

18. **Step 2: Choose the dates time is to be entered for**

In the *Date field, use the calendar icon to select the Pay Period begin date, as required.

![Calendar Icon]

19. Click the Refresh Timesheet button.

![Refresh Timesheet]

20. Clicking the refresh icon will automatically update the page layout and the dates shown.
21. **Step 3: Enter Time**

   Enter the number of hours worked in the appropriate date column.

   For example purposes, enter "7" into the Mon 3/7 field.

22. Continue to enter your regular work hours for each day you worked in the corresponding column fields.

   Use the Tab key to go to the next column.

   Press [Tab].

23. **Note:** Do Not enter negative or zero values.

   Refer to the "Modifying Entered Time" topic for further details on how to correct time.

24. **Step 4: Select the Time Reporting Code (TRC)**

   Click the Time Reporting Code drop down button to activate the list.

25. **Time Reporting Codes** are the earning codes used to identify the type of time recorded. Such as regular hours, overtime, holiday pay, etc.

26. The drop down list will display the various codes available based on your employee type.
27. Select the Time Reporting Code applicable to the type of hours entered. For example purposes, click the **002 - Regular Salary with vacpay %** option.

28. **Note:** only one TRC can be selected per row.

29. Continue to enter hours related to a different TRC on the next row by clicking in the appropriate date column field. For example purposes, enter a valid value e.g. "1" into the **Mon 3/7** field.

30. In the **Time Reporting Code** field select the applicable TRC. For example purposes, click the **615 - Overtime @ 1.5x** list item.

31. **Note:** There are a number of TRC's you will not have access to enter. Those transactions will need to be entered by a Timekeeper, Supervisor or Human Resource Services personnel on your behalf.
32. **Step 5: Review and Submit**

When you have entered all your time and confirmed all entries, Click the **Submit** button.

33. **The Submit Confirmation** page will appear indicating your time was successfully submitted for approval.

34. Click the **OK** button.

35. Congratulations! You have completed the training on Entering Hourly Time.

**End of Procedure.**
Entering Your Time for Multiple Jobs

If you work multiple jobs on campus, you have the ability to enter your time for different jobs. When working at more than one job on campus, the hours combined for all jobs will factor into the total of your regular scheduled work day/week.

These hours will continue to be manually combined/reviewed to calculate total regular and overtime hours.

It is important to inform your departments of your other jobs on campus and if the hours you are scheduled to work are going to place you into an overtime situation.

In this topic you will learn how to navigate to the Timesheet page to enter time for multiple jobs.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.
Procedure

Navigation: **Sign In to Bear Tracks**

1. Once you have signed in to Bear Tracks, Click the **Employees** link.

   ![Employees Link](image)

2. Click the **Links to Employee Self Service** link.

   ![Links to Employee Self Service](image)

3. Click the **Time and Leave Information** link.

   ![Time and Leave Information](image)
4. Click the **Report Time** link.

5. Click the **Timesheet** link.

6. You can also navigate to the Timesheet page directly within PeopleSoft HCM.

   Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

7. The steps to enter time for multiple jobs follow the same steps as entering your time for a single job.

   The difference is in the page you see when you navigate to the Timesheet.

8. The **Report Time** pagelet appears when you have multiple jobs assigned to your Employee ID.

   The pagelet contains two tabs: **Time Summary** and **Select Job**
9. The **Time Summary** Tab provides the **Reports To** field which contains the name of the person you report to (Supervisor) for each job.

![Time Summary Tab](image)

10. The **Select Job** tab contains additional information related to the job such as Department and Department ID.

11. Click the **Show all columns** button to display fields for both tabs.

12. **Note:** Each job has a different **Empl Record**.

![Select Job Tab](image)

13. Click on the Job Title link to select the Job you would like to enter time for.

For example purposes, click the **Term Employment 03 (40)** link.

14. The Timesheet page will appear and you can continue to enter your time for the Job selected.
15. Review the information provided in the header area to confirm it is the job you would like to enter time for.

16. To enter time for another Job, click on the Previous Job or Next Job link.
17. **Note:** You must **Submit** your time for the current job before navigating to the next job to enter time.

If you forget to submit your time before moving to another job, a warning message will appear asking you to submit the existing time entered.

18. Congratulations! You have completed the training on Entering Time for Multiple Jobs.

   **End of Procedure.**

---

**Adding a Row to Your Timesheet**

The Timesheet page defaults to provide three rows to enter your time. However, you are not limited to these three rows. PeopleSoft provides you the ability to add additional rows on your Timesheet if you need to enter additional Time Report Codes (TRC) for one pay period.

In this topic you will learn how to add a row to your timesheet.

---

**To Begin the Online Tutorial:**

- Click the **Try it!** button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**
1. Within the **Timesheet** page, scroll to the far right of the page. Click the **Add a New Row** button.

2. Continue to add rows as needed.

3. Congratulations! You have completed the training on adding a row to your timesheet.

**End of Procedure.**
Modifying Time Entered

Time previously entered and submitted can be modified by Employees, Supervisors, Timekeepers, and Human Resource Services. The length of time someone can go back and change time is different for each group.

Employees are able to modify time transactions within **1 month** in the past from current date.

Timekeepers and Supervisors are able to modify time transactions, on behalf of an Employee, within **4 months** in the past from current date.

Human Resource Services is able to modify time transactions, on behalf of the Employee, **beyond 4 months** in the past from current date.

In this topic you will learn how to modify time that was previously entered.

---

Modifications to time entered prior to PeopleSoft HCM V 9.2 will need to be completed by a Timekeeper, Supervisor or Human Resource Services.

---

**To Begin the Online Tutorial:**

- Click the **Try it!** button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

1. Navigate to the **Timesheet** page and select the date for the Timesheet you would like to modify.
2. To **Remove** entered time, highlight the hours you would like to modify. For example purposes, highlight the hours in the **Wed 5/4** field.

3. Press **[Delete]**.

4. You may re-enter the correct hours or leave the field blank. The system will automatically generate the adjusting entries based on the changes you make.

5. **Note:** Do not enter negatives or zero values.

6. To add or change hours, click in the appropriate column field and enter the new hours.

   For example purposes, click in the **Thu** field.

7. For example purposes, enter "2" into the **Thu** field.
8. When adjustments are made, your timesheet should reflect the correct hours for that time period.

9. Once all modifications have been completed for the pay period displayed, Click the **Submit** button.

10. The **Submit Confirmation** page will appear indicating your time was successfully submitted for approval.

11. Click the **OK** button.
12. Congratulations! You have completed the training on modifying time entered.

End of Procedure.

Deleting Time Entered

Time previously entered and submitted can be deleted by Employees, Timekeepers, and Human Resources Services. The length of time someone can go back and delete time is different for each group.

Employees are able to delete time transactions within the past month of the current pay period.

Timekeepers and Supervisors are able to delete time transactions, on behalf of an Employee, within the past 4 months of the current pay period.

Human Resource Services is able to modify time transactions, on behalf of the Employee, beyond 4 months of the current pay period.

In this topic you will learn how to delete time previously entered.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

1. There are two ways to delete entered time.
   - Removing (blanking out) the hours in a field for a specific day
   - Deleting the entire row
2. To delete time for a specific day, highlight the hours in the field you would like to delete.

For example purposes, highlight the 2 hours in the Thu 5/5 field.

Press the left mouse button and drag the mouse to select the desired text.

On your keyboard, Press [Delete].

3. **Note:** Do Not enter a zero value.
4. To delete an entire row of entered time, scroll to the right of the page. Click on the '-' (minus) sign to delete the whole row. For example purposes, Click the **Delete row 2** button.

5. Click the **Yes - Delete** button.
6. You will need to resubmit your Time.

Click the **Submit** button.

7. Click the **OK** button.

8. **Note**: You can submit a timesheet with no hours after all rows have been deleted and all detail fields are blank.

However, you cannot submit a timesheet where the TRC is entered and there are no hours entered in the row.

9. Congratulations! You have completed the training on Deleting Time Entered.

**End of Procedure.**
Adding Comments to Time Entered

Once time has been submitted, comments can be added to the timesheet under the Reported Time Status tab.

In this topic you will learn how to add comments to time entered.

To Begin the Online Tutorial:

- Click the "Try It!" button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

1. After navigating to the Timesheet page click on the **Reported Time Status** tab located in the bottom area of the page.

   Further details pertaining to the information on the Reported Time Status tab is provided in the "Viewing Your Reported Time Status" topic.
2. Within the row for the day and time you want to add a comment for
   Click the Comments button.

3. Click in the Comment field.

4. Comments are applied to each day. If you have used more than one TRC code for
   that day, you will need to indicate which TRC code the comment is for.
   
   There is no limit to the number of comments that can be added to any single day.

5. For example purposes, enter "TRC 615 - OT for Project ABC" into
   the Comment field.
6. Save the entered comment.

   Click the OK button.

   ![OK button]

7. **Note**: Always use the 'add a new comment' option. Once a comment is added it cannot be modified or removed.

8. Comment history cannot be altered or removed.

   Once you select OK to leave the page or select Apply for one or more entered comments, you will not be able to alter or remove those comments later.

   This control makes it possible for Comments to be used for internal auditing purposes.

9. Comments added to the timesheet can be viewed by your Supervisor during the approval process, and can be viewed by everyone with access to your timesheet, including Timekeepers and Human Resource Services.
10. Congratulations! You have completed training on Adding Comments to Time Entered.

End of Procedure.

Viewing Your Reported Time Status

Reported Time refers to time entered on the Timesheet page by an Employee, Timekeeper or Human Resource Services.

The status of the time submitted can be viewed under the Reported Time Status tab.

In this topic you will learn how to view your reported time status.

To Begin the Online Tutorial:

- Click the button located in the top left of the screen and follow the instructions provided.

Procedure

Navigation Path: Sign In to Bear Tracks
1. Once you have signed in to Bear Tracks, Click the **Employees** link.

2. Click the **Links to Employee Self Service** link.

3. Click the **Time and Leave Information** link.

4. The **Time and Leave Information** link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

   Click the **Report Time** link.

5. Click the **Timesheet** link.

6. **Note:** You can also navigate to the **Timesheet** page directly within PeopleSoft HCM as shown in the Breadcrumbs.

   **Navigation Path:** *Main Menu > Self Service > Time Reporting > Report Time > Timesheet*
7. After navigating to the **Timesheet** page click on the **Reported Time Status** tab located at the bottom of the page.

8. You can review the time you have submitted under this tab. The Reported Status will always show "Submitted."
9. This tab will also show comments and exceptions (if any).

10. Congratulations! You have completed the training on Viewing your reported time status.

    **End of Procedure.**

---

**Viewing Your Timesheet Summary**

A summary of your time submitted can be viewed within the Timesheet page under the Summary tab.

In this topic you will learn how to view your timesheet summary.

---

**To Begin the Online Tutorial:**

- Click the button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: **Sign In to Bear Tracks**
1. Once you have signed in to Bear Tracks, Click the Employees link.

   Employees

2. Click the Links to Employee Self Service link.

   Links to Employee Self Service

3. Click the Time and Leave Information link.

   Time and Leave Information

4. The Time and Leave Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the Time Reporting Page.

   Report Time

5. Click the Timesheet link.

   Timesheet

6. **Note**: You can also navigate to the Timesheet page directly within PeopleSoft HCM.

   Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**
7. After navigating to the Timesheet page Click the Summary tab.

Summary
8. The Summary tab is used to view your week-by-week summary of reported time.

   The hours are summarized by Time Reporting Codes such as Absences, Earnings, and Vacation.

9. Congratulations! You have completed the training on viewing your timesheet summary.

   **End of Procedure.**

---

### Viewing Leave and Banked Time Balances

Leave and compensatory time balances can be viewed within the Timesheet page at the summary balance level. A detailed page is available to view details of leave and banked time transaction history.

- Hourly employees are generally not entitled to vacation leave, so you may only see a blank page - this is normal.
- Salary employees can view vacation and banked time balance history before and after submitting time.
- Supervisors and Timekeepers have access to view all balances that you may not see on your own timesheet (e.g. Sick, Special Leaves).

In this topic you will learn how to view your leave and banked time balances.

---

**To Begin the Online Tutorial:**

- Click the button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

Navigation Path: Sign In to Bear Tracks
1. Once you have signed in to Bear Tracks, Click the **Employees** link.

2. Click the **Links to Employee Self Service** link.

3. Click the **Time and Leave Information** link.

4. The **Time and Leave Information** link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

Click the **View Time** link.
5. Click the **Leave & Banked Time** link.

6. **Note:** You can also navigate to the **Leave & Banked Time** page directly within PeopleSoft HCM.

   Navigation Path: Main Menu > Self Service > Time Reporting > View Time > Leave and Banked Time

7. **Note:** This page can also be accessed via the Timesheet from the Leave/Compensatory Time tab by clicking on the (magnifying glass).

   If the Leave/Compensatory Time tab is not displayed on the bottom of the timesheet it is because you are not enrolled in leave plans.

8. Click the **Help** button.

   For an explanation on how Vacation/Leave Balances are reflected on this page.
9. The help message provides information as to why your vacation balance on this page is different than what is reported on your timesheet.

   **Why is my balance here different than on my Timesheet?**

   This page reflects hours that have been processed on previous pay cheques, where the Timesheet page will also include hours just recently entered but not yet processed through pay.

10. Congratulations! You have completed the training on viewing leave and banked time balances.

    **End of Procedure.**

### Viewing Your Payable Time

Time transactions which are validated by the system and ready for approval are called "Payable Time."

Payable Time can be viewed under the Payable Time tab after the time entered has gone through the Time Administration batch process.

The table below includes the statuses you may see within this tab.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needs Approval</td>
<td>Awaiting your Supervisor’s approval.</td>
</tr>
<tr>
<td>Approved</td>
<td>Time has been approved by your Supervisor.</td>
</tr>
<tr>
<td>Pushed Back</td>
<td>Time has been pushed back to you for corrections. You will receive an e-mail notification when your time has been pushed back.</td>
</tr>
<tr>
<td>Denied</td>
<td>Time has been 'Denied' by your Supervisor. In this case you will not be able to revise this time transaction. You would need to re-enter your time as required. You will receive an e-mail notification when your time has been denied. <strong>Supervisors and Timekeepers are advised NOT to use this function.</strong></td>
</tr>
<tr>
<td>Taken by</td>
<td>Time has been processed by Payroll.</td>
</tr>
</tbody>
</table>
Payroll

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>Payment has been generated</td>
</tr>
<tr>
<td>Closed</td>
<td>Time transactions do not require payment and all processes have been completed.</td>
</tr>
</tbody>
</table>

In this topic you will learn how to view your payable time.

---

**To Begin the Online Tutorial:**

- Click the **Try It!** button located in the top left of the screen and follow the instructions provided.

---

**Procedure**

**Navigation Path:** Sign In to Bear Tracks

1. Once you have signed in to Bear Tracks, Click the **Employees** link.

2. Click the **Links to Employee Self Service** link.

3. Click the **Time and Leave Information** link.

---

![Bear Tracks Navigation Path](image)
4. The Time and Leave Information link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

Click the **Report Time** link.

5. Click the **Timesheet** link.

6. **Note:** You can also navigate to the Timesheet page directly within PeopleSoft HCM.

Navigation Path: **Main Menu > Self Service > Time Reporting > Report Time > Timesheet**
7. Click the **Payable Time** tab at the bottom of the **Timesheet** page.

8. This tab has three viewing options:
   - By TRC and Status
   - By TRC, Status and Day
   - Show in Detail (default option)

9. **Note:** Time transactions with Exception Errors will not display under this tab.

10. The Payable Time tab automatically defaults to the **Show In Detail** view.

11. Click the **By TRC and Status** option.

12. This viewing option displays Payable Time by TRC and Status.
13. Click the **By TRC, Status and Day** option.
14. This viewing option displays Payable Time by TRC, Status and Date.

   This is the tab where you can review the status of your time to ensure your Approver has approved your time.

15. Congratulations! You have completed the training on viewing your payable time.

   End of Procedure.

Viewing and Managing Exception Errors

Exception Errors are generated after reported time is submitted and either incorrect information has been entered or the transaction does not comply with a defined rule.

There are two different types of exception errors:

- **High Exception Errors**

  The offending time transactions must be changed/fixed to clear out the exception in order for the employee to be paid. If these exceptions are not cleared up, the payable time for the entire day will not be processed and the employee will not get paid.

  The Employee, Supervisor, Timekeeper, and Human Resource Services can correct the time entries that caused these exception errors.

  For example:

  UAEX_001 – Override Rate not allowed for TRC 630

  This error indicates that an override rate for Shift Differential has been entered, which is not allowed.

- **Low Exception Errors**

  These errors do not impact payable time and the employee will still get paid; they represent warnings that can be allowed.

  Only Supervisors/Timekeepers/Human Resource Services can allow these on the exception page; if the warning will not be allowed then anyone can correct the time entries that caused the exception error.

  For example:

  UAEX_03G – Casual Illness >3 days (General Illness)
This error requires a Doctor’s note. The Time Approver can override and approve the transaction once receipt of a Doctor's note has been confirmed.

Since Exception Errors can impact an employee’s pay, it is highly recommended that all exceptions be reviewed and cleared prior to approving time and labor transactions.

Below is a sample list of the most common Exception Errors that may occur.


**Note:** Comp Time refers to an employee’s overtime bank balance

<table>
<thead>
<tr>
<th>Exception ID</th>
<th>Description</th>
<th>Issue</th>
<th>Resolution</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLX00001</td>
<td>Invalid Comp Time</td>
<td>An invalid bank time transaction has been created; entries that result in a balance higher than the maximum allowed, or lower than minimum allowed (zero).</td>
<td>Change the time entry to correct the situation after reviewing the balance available.</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>TRC/Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TLX00010</td>
<td>Invalid Leave Time</td>
<td>Occurs when a leave absence is taken in excess of their available balance. The employee is not enrolled in the plan or the entry resulted in an invalid balance.</td>
<td>Confirm the current balance by referring to your balance on the timesheet page, any hours in excess of the balance would need to be changed to Vacation or</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>Taken</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Leave Without Pay.

If it is believed that there is an error with the bank time balance, you will need to contact your Supervisor to investigate.

<table>
<thead>
<tr>
<th>TRC</th>
<th>Description</th>
<th>Detailed Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAEX_03G</td>
<td>Casual Ill &gt; 3 Days (General Ill)</td>
<td>Occurs when Employees eligible for GI have entered more than 3 consecutive days of Casual Illness</td>
<td>L (allowable)</td>
</tr>
<tr>
<td>UAEX_03D</td>
<td>Casual Ill &gt; 3 Days (Doc Note)</td>
<td>For employees who have entered 3 or more consecutive days of Casual Illness (not eligible for GI)</td>
<td>L (allowable)</td>
</tr>
</tbody>
</table>

* TRC – Time Reporting Code is the code used when entering earnings or leave time.

In this topic you will learn how to view and correct exception errors, which is the first step in the Time Approval Process.

---

**To Begin the Online Tutorial:**

- Click the button located in the top left of the screen and follow the instructions provided.
Procedure

Navigation Path: **Sign In to Bear Tracks**

1. Once you have signed in to Bear Tracks, Click the **Employees** link.
2. Click the **Links to Employee Self Service** link.
3. Click the **Time and Leave Information** link.
4. The **Time and Leave Information** link in Bear Tracks will open PeopleSoft HCM and take you directly to the **Time Reporting** Page.

Click the **View Time** link.
5. Click the **Exceptions** link.  
   ![Exceptions](image)
   Review unresolved exceptions.

6. **Note:** The Filtering Options are not working at this time. The issue is expected to be resolved sometime in the future.

7. To review details of the exceptions
   Click the **Details** tab.
   ![Details](image)

8. Scroll to the right and
   Click the **Explanation** link.
   ![Explanation](image)
9. A more thorough description of the error is provided on the **Exception Explained** page.

Click the **Return** button to go back to the Exceptions page.

10. **Note:** You can also navigate to the Timesheet page directly within PeopleSoft HCM to review Error Exceptions.

**Navigation Path:** Main Menu > Self Service > Time Reporting > Report Time > Timesheet

11. After the Time Administration process has run to process the time you entered (daily at noon and night), you will need to review any exception errors generated.
12. Under the **Reported Time Status** tab is a column labeled **Exception**.

   The clock icon within this column indicates the row has exception errors to be addressed.

13. Exception errors only appear for the Pay Period you have the Timesheet open for.

   If you have entered time for a previous Pay Period, you will need to go back to that day by clicking on the **Previous Period** link and reviewing any exceptions shown.

14. To view the details of the exception error, click the **Exceptions** tab.

```
| Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time |
```

15. Click the **Explanation Column** link.
16. A more thorough description of the error is provided on the Exception Explained page.

   Click the Return button to go back to the Timesheet page.

17. Correct all exceptions on the Timesheet as required.

   In this example, you would change the TRC and resubmit.

18. To proceed with the Time Entry process, Click the Submit button.

19. Congratulations! You have completed the training on viewing and managing exception errors.

   End of Procedure.
Time Entry - Common Issues and Additional Information

The following is a list of some of the common Time Entry issues:

- Approver cannot approve a transaction
- Unable to Enter Time
- Partially Disabled (Grayed out) timesheet
- Invalid Values (red field)

The following is a list of some additional Information related to Time Entry:

- Prior Year Leave
- TRC 660 - Banked Time Premium
- Override Rates
- Delegation Administration