Purpose: Time Entry Process for employees submitting Semi-Monthly (15 Day) Exception Only Time Sheet

Audience: All Salaried Exempt employees whose pay is based on Annual Salary

Note: This document assumes that you have successfully logged into Employee Self-Service.

To begin, click on “Create Timesheet” on the Left Side of the screen

Step 1: Choose the correct Time Period from the Period Drop Down.
- By default, the timesheet shows the current semi-monthly period’s timesheet page.
- The period always starts on 1st or 16th of the month.

Step 2: After choosing the correct period, select the type of absence from the Hours Type drop down as shown below. If there were no absences, simply click “Continue” and “Submit”.

**Step 3:** This is an exception only timesheet, entries are made for days not worked. You can report a full-day or half-day not worked under each date as shown below.

Note: The only valid entry is “1”. Do not enter the actual number of hours worked. If you used time (sick, vacation, personal, etc.) on a specific date, enter a “1”. If you did not use any time, make no entries for that date.

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**Step 4:** Press “Recalculate” to see the totals for each day as well as the pay period. “Recalculate” also opens another row should you need to enter another absence hours type. You can also add a row by using the button “Add Another Row”.

The screen below shows a second row added with a full-day of Sick time on Wed, Oct 23, 2013.

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**Step 5:** Once all entries are made, click “Continue” to review the page.

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**Step 6:** Once reviewed, click “Submit” to send your timesheet to your supervisor.

- You will see a confirmation screen which can be printed using “File > Print” from the top line menu.