Hourly Employee Time Expectations and Corrections
Quick References

The Time Sheet Exceptions and Time Sheet Exceptions Within Date Range reports in EmpCenter provide a list of your employees who have red (non-paid) exceptions reporting on their time sheet(s). These errors need to be corrected before the time sheet is processed through time entry for proper time reporting and pay. The deadline for errors to be corrected on hourly employees’ time sheets is by 5pm on the 17th of each month. The AABC recommends you run this report to review time sheets for errors daily or weekly to correct any errors in a timely manner.

How to Run the Exception Report:
Log in to EmpCenter:
On the Supervisor Dashboard select “View Reports”

Select “Manager Reports”
Select “Exception Reports”
Select “Time Sheet Exceptions or Time Sheet Exceptions Within Date Range”

This report can be run either by pay period end or within a specified date range.

- If you run the Time Sheet Exceptions report, you must choose a valid pay period end date. This is either the last day of the month, or the 15th of a month for all hourly employees. If it is not one of these dates no results will be returned.

- If you run the Time Sheet Exceptions Within Date Range report, you can select any period of time.

AABC Payroll: December 30, 2013
Assignment Group List: Choose your list of employees.

Exception Codes:

- If you are running the report to “run now” you may select all of the exceptions codes by selecting the first code listed, then scrolling to the bottom of the list and while holding down the shift key select the last code listed.
- When using the schedule feature you cannot select all for the exception codes. You must only select those that fit the severity level you want returned. For hourly students and temps this would include:
  - Employee Not Active
  - Exceeds 24hrs Reported in a Day
  - Missing Swipe
  - More than 12hrs on a Day
  - Out time before In Time
  - Overlapping Punches
- To select these, hold the Control key (Ctrl) and select from the list of codes the 6 options listed above.

Lowest Severity Code to Report: Select “Error (not paid)”

Choose “Run Now”

- You can now schedule this report to be sent to your email address automatically with different frequency options. See the Report Guide in the Supervisor Training resource list on the MyTime training page (http://mytime.oregonstate.edu/empcenter-training/supervisor-training) or watch the short video on our website http://oregonstate.edu/fa/bc/aabc/video-training for directions regarding how to set a report to schedule.
Select your Delivery format

The macro we have provided (see Macro Installment Instructions and macro code documents [http://oregonstate.edu/fa/bc/aabc/timesheet-information](http://oregonstate.edu/fa/bc/aabc/timesheet-information)) for this report is designed to function with the CSV formatted version.

Choose “Run Now”

If you have chosen the CSV formatted version the report will open in Excel.

- When the results return it will have the included parameters which cause there to be both initial columns, as well as several at the end of the data, of information you will not need and will likely want removed.
  - The macro mentioned above removes this data as well as does other formatting to make the report more user-friendly.

- The output of this report will give you a list of the employees who have red level – not paid exceptions. The report gives you a message as to what the error is; Missing In or Out time, Employee is Inactive, or Overlapping In/Out times entered, and what date the error is occurring on. Please work with the employee or go to the time sheet yourself to correct errors as described below.

- If you ran the report version that uses just a period end date and the report is blank verify you used a true pay period end. If you did, than bravo, you must not have any red level – not paid, exceptions.

Correcting Red Level – not paid – Exceptions

Using “Work In/Out” Pay Code:
If an employee inputs time on their timesheet rather than using the Web Clock to clock in and out, they will use the pay code “Work In/Out” and enter their start and end work time (1). They must also record comments regarding why this method was used rather than the Web Clock (2).
- If an employee uses this input method they **MUST** use this method for their full shift completing both an in and an out time. They cannot enter a start time with this method then clock out using the Web Clock.
- If the employee records their in and out times using both the clock and the Work In/Out pay code for the same work shift, the time slices will compute as **not complete** and as missing the corresponding in or out time. This in turn gives you a **red level not paid error** until the time is completely entered.

### Correcting a Missing In or Out Time:

1. When the missing time error is due to the “Work In/Out” time input combined with a Web Clock time input, or if the employee accidentally clocked in twice rather than in and out, they will correct it by matching the times on one of the time slices recorded. This will make the total hours for that time slice equal zero.

![](image1.png)

- The time **Must NOT** be within the employee’s actual work time reported.
  - For example, if their actual work time is from 7:25am to 4:25pm, the time slice they enter with matching times can be at any time that is not between the actual shift; 7:25am and 4:25pm. It can be changed to 7:20am and 7:20am, or 4:30pm and 4:30pm.

2. If the time is simply missing an in or an out time the employee only needs to add the correct in or out time to the “clock” or “work In/Out” shift shown.

![](image2.png)

### Overlapping Time:

1. If an employee has time reported at the same time as the time receiving the exception message they will see the red level exception that they have overlapping time. This could be time reported on the same or on a different timesheet. The time reported incorrectly must be zeroed before the corrected time can be added, and the exception removed from the proper timesheet.
  - Use the same method described in “Correcting a missing in or out time” to zero the hours report the correct times using the “Work In/Out” pay code.

![](image3.png)
2. This exception can also happen when the employee tries to zero time but does not use a time that is outside of the reported shift worked. The time that is zeroed **Must Not** be during the reported worked hours.

- The zeroed time is showing at 10:33am but the shift was worked until 10:37am

**Inactive Employee:**
1. If the Exception Message indicates that the employee is inactive, they are either reporting time on a timesheet that is for a terminated job, assignment, or they are reporting time prior to the effective date of their job or assignment.

   - Verify that the employee was hired to begin work on the day they are reporting time.
   - Verify that the employee’s Assignment in Multiple Assignment starts on or before the date the employee began recording hours in EmpCenter.
   - Verify that the Assignment in Multiple Assignment has not been terminated.
     - When an assignment has been terminated it will take a full pay period for the timesheet to no longer be available in EmpCenter. This allows the employee and supervisor to finalize hours and submit and approve it to be paid.

**Correcting an Inactive Employee:**
1. Zero the hours as they are being reported incorrectly or on the wrong days as described above in “Correcting a Missing In or Out Time Reporting.”
2. Add the time to correct active timesheet as described above in “Using the Work In/Out Pay Code.”
3. Contact the AABC payroll team about correcting the effective date for the assignment. Call Ryan Sullivan at 737-6340 or Traci Yates at 737-2257 or email aabc.payroll@oregonstate.edu