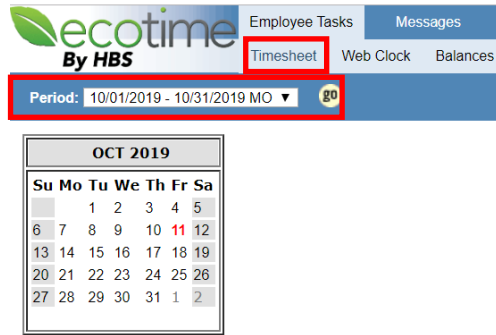## Entering Exceptions

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee** Tasks, select **Timesheet**, select **Period**, defaults to current pay period, click **go**, timesheet displays

4. To add single date, select **Add Row**

5. Enter **Date**, select **Pay Code**, enter 8.00 in **Duration**, exempt Postdocs must enter 8 hour increments

6. If you are on an approved Leave of Absence you may select the corresponding **Pay Code** type
7. In upper right hand corner of screen, click **Save**

8. When you are done entering your exception for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

Adding Multiple Entries

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

Add Multiple Entries

Pay Period Details 10/01/2019 - 10/31/2019				Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit
No data available.				

2. Enter **Date From**, **Date To**, **Pay Code**, and **Duration**, click **Add**

Add Multiple Entries				Hide
Date From (mm/dd/yyyy)	Date To (mm/dd/yyyy)	Pay Codes	Duration	Action
10/15/2019	10/18/2019	Vacation ▼	8.00	Add

3. Results of **Multiple Entries** displays

Pay Period Details 10/01/2019 - 10/31/2019						Add Row
Date (mm/dd/yyyy)		Pay Codes	Duration	Message	Audit	Delete
10/15/2019		Vacation ▼	8.00		View	☐
10/16/2019		Vacation ▼	8.00		View	☐
10/17/2019		Vacation ▼	8.00		View	☐
10/18/2019		Vacation ▼	8.00		View	☐
Press the button to the right to delete all checked items						Delete

4. In upper right hand corner of screen, click **Save**
5. When you are done entering your exception for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

Reminders

- Exempt employee Exceptions must be reported by Core Central Payroll processing deadlines
- Exempt and Non-exempt Postdocs: your award of 12 sick and 24 PTO days will be available, at the beginning of your 12-month appointment and renewed annually, for a 6 month appointment, you would receive 6 days of sick and 12 days of PTO
- 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