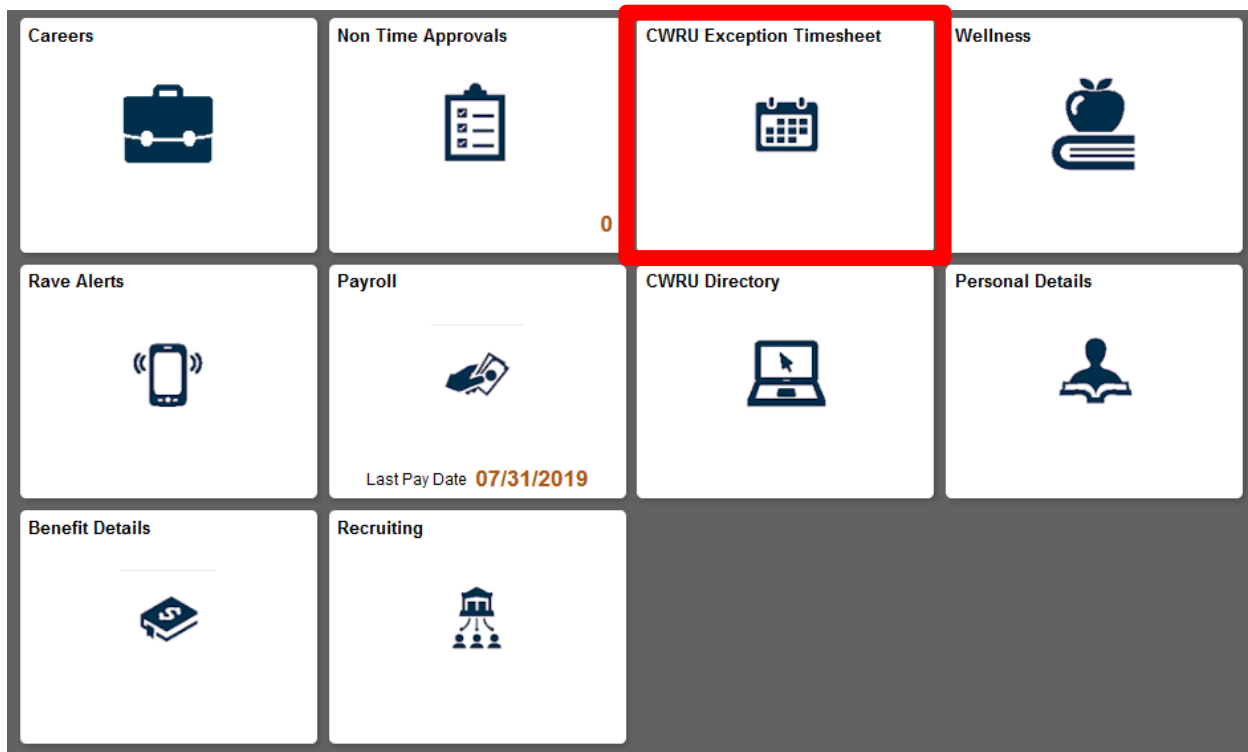## Case Exception Timesheet Exempt Staff for Hybrid Work Program

Procedure

Exempt (salary) employees can follow these directions to create timesheet entries in the Human Capital Management (HCM) system specifically related to the Staff Hybrid Work Program.

The 1st section of the document provides information for individuals that will be working remotely. The 2nd section provides details about individuals that have been granted flex days instead of working remotely.
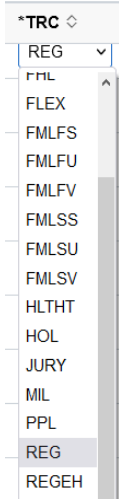
https://case.edu/hr/worklife/staff-hybrid-work-program

Step	Action – Entering Remote Work Days
1.	Select the **CWRU Exception Timesheet** tile.

Employee ID		Title	
Rcd			
Empl Class	**Staff Exempt**	Department	FLSA Status **Administrative**

Available Leave Hours

Sick	**426.50**	Vacation	**122.55**	Last Updated	**10/18/2021**

Current Pay Period

Start	**11/01/2021**	End	**11/30/2021**	Std Weekly Hours	**40.00**

14 row

Exception Time Entries

	*Date ◇		Day ◇	*TRC ◇	Hours ◇	Comments		
1	09/13/2021	🗓	Mon	REG ▾	8.00	💬	Add	Delete
2	09/14/2021	🗓	Tue	REG ▾	8.00	💬	Add	Delete
3	09/15/2021	🗓	Wed	REG ▾	8.00	💬	Add	Delete
4	09/16/2021	🗓	Thu	REG ▾	8.00	💬	Add	Delete
5	09/17/2021	🗓	Fri	REG ▾	8.00	💬	Add	Delete

Step	Action – **Entering Remote Work Days**
2.	The **Exception Time Entry** page appears. By default, each row on the timesheet represents one work day and the type of hours worked for that eight hour period. Time entry lines can be added or removed as needed to split daily hours into multiple categories, such as sick and vacation time, using the **Add** or **Delete** buttons. Add Delete
3.	Locate the **Date** that was worked remotely.
4.	Update **Time Reporting Code** (**TRC**) to the Remote Work Code **REGEH**.	*TRC ◇ REG ▾ FML FLEX FMLFS FMLFU FMLFV FMLSS FMLSU FMLSV HLTHT HOL JURY MIL PPL REG REGEH

Case Exception Timesheet Exempt Staff for Hybrid Work Program

Employee ID			Title	
Rcd				
Empl Class	Staff Exempt	Department	FLSA Status	Administrative

Available Leave Hours

Sick	426.50	Vacation	122.55	Last Updated	10/18/2021

Current Pay Period

Start	11/01/2021	End	11/30/2021	Std Weekly Hours	40.00

14 rows

Exception Time Entries

	*Date	Day	*TRC	Hours	Comments		
1	09/13/2021 📅	Mon	REGEH ⌄	8.00	💬	Add	Delete
2	09/14/2021 📅	Tue	REG ⌄	8.00	💬	Add	Delete
3	09/15/2021 📅	Wed	REG ⌄	8.00	💬	Add	Delete
4	09/16/2021 📅	Thu	REGEH ⌄	8.00	💬	Add	Delete
5	09/17/2021 📅	Fri	REG ⌄	8.00	💬	Add	Delete

Step	Action – Entering Flex Days
1.	Locate the **Date** that was taken for Flex.
2.	Update **Time Reporting Code** (**TRC**) to FLEX | 7	09/21/2021	📅	Tue	FLEX ⌄	8.00	
3.	FLEX can be used for a maximum of three total days (24 hours) for the fiscal year. The minimum transaction amount is a half a day (4 hours). 	7	09/21/2021	📅	Tue	FLEX ⌄	8.00
8	09/22/2021	📅	Wed	REG ⌄	4.00
9	09/22/2021	📅	Wed	FLEX ⌄	4.00	
4.	*FLEX time is not eligible if the user is participating in the Staff Hybrid Program. The following error message will be displayed.* FLEX not allowed due to remote work during fiscal year from 2021-07-01 thru 2022-06-30 (See Time History) The TRC of FLEX is not allowed if you have used REGWH, RGWHO, or REGEH during the fiscal year. OK
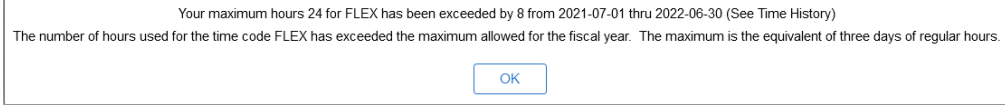
5.	If the equivalent of more than three days are taken then an error message is displayed
	Your maximum hours 24 for FLEX has been exceeded by 8 from 2021-07-01 thru 2022-06-30 (See Time History) The number of hours used for the time code FLEX has exceeded the maximum allowed for the fiscal year. The maximum is the equivalent of three days of regular hours. OK
	Users can view their **Time Entry History** from the **Employee Self Service** page.
	Time Entry History