

# Exception Time Entry for Exempt Employees

Effective March 1, 2015



# What is Exception Time?

- Exception time is used by exempt employees who are not eligible for overtime. Employees do not enter hours worked, but must record any vacation, sick, jury, and military leave that is used.
- This does not affect anyone who completes a purple time sheet.

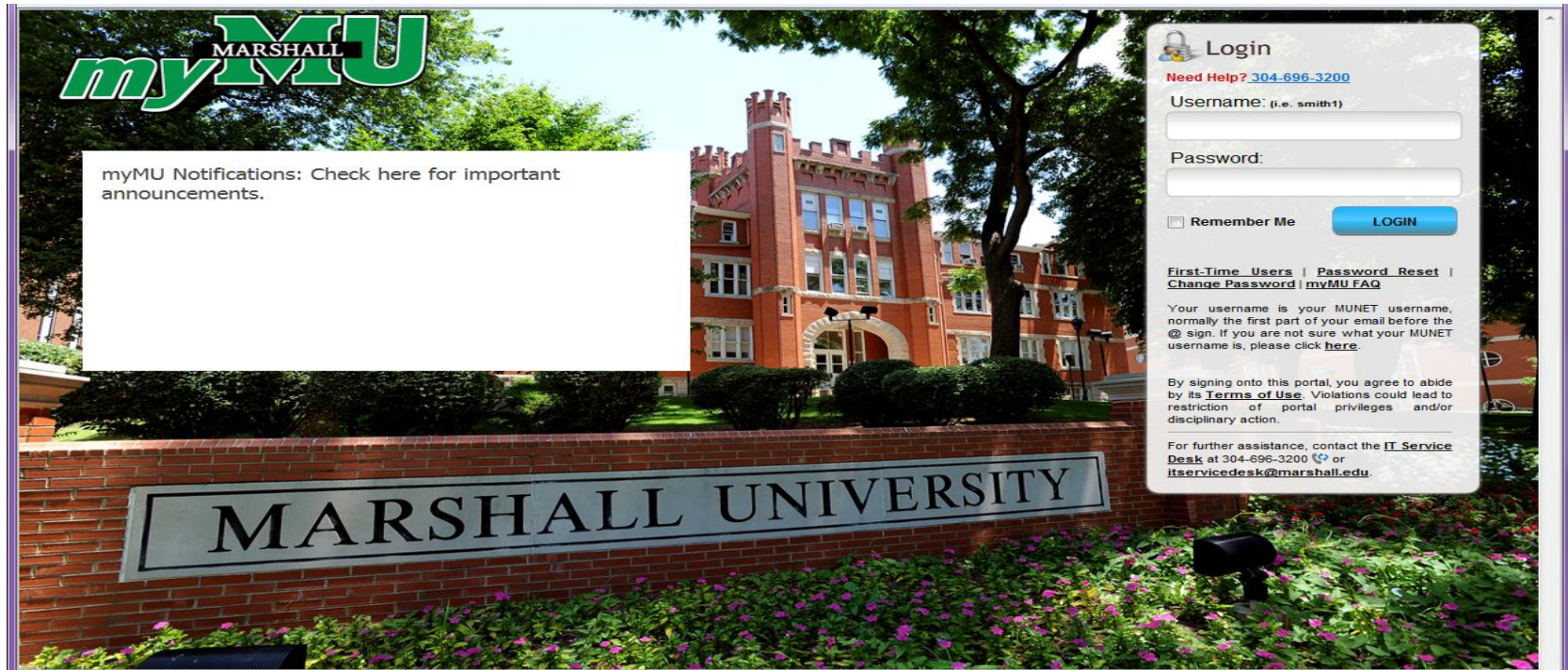
*Note: If no time is taken during a pay period, a time sheet with no hours entered must still be submitted.*

# Why are we changing the process?

- We are going to automate many of our paper processes to improve the process. This helps to avoid delays because “the paper didn’t make it to HR or Payroll by the deadline.”
- We plan to eventually automate the leave request process, too.

# How do I enter exception time?

- Log in to myMU



# Select Time Sheet

The screenshot shows a web browser window with the title "SunGard Higher Education - Microsoft Internet Explorer provided by Marshall University". The address bar shows a URL starting with "http://mymuweb.marshall.edu". The page features a green header with the "myMU" logo and the text "WE ARE... MARSHALL." followed by three small photos of students. Below the header, a welcome message reads "Welcome Mr. Robert Anthony Walker. You are currently logged in." To the right of the welcome message are icons for "My Account", "Current Layout", "Portal Admin", "My Alerts", "Change Pin", "Live Mail", "Calendar", "Groups", "Logout", and "Help". A navigation bar contains links for "myMU", "Tutorial", "Library", "Facebook", "Entertainment", "Testing", "MU LiveMail", "AlcoholInfo", "Faculty", "B.I.", "Employee", "Sample", and "AIS". The date "August 11, 2010" is displayed on the right. The main content area is divided into several sections: "Personal Information" with links to "Update Addresses and Phones", "Update E-mail Addresses", "Update Emergency Contacts", and "Change PIN"; "Time Reporting" with a "Time Sheet" section showing "Casual Hourly: 144300-01 - Finance Information Technology, 4800" and "Hourly - 16, Due Date: Aug 31, 2010"; "Time Approval"; "Personnel Action Notices"; "Employee Services"; "Banner Self-Service" with "My Banner" and "Banner Resources"; and "Electronic Notification of Deposit (eNOD)" with a "Click here to access your W-2 and electronic pay stubs" link. At the bottom, there is a footer with links for "MARSHALL HOME", "4 to 2 INDEX", "SEARCH", "CAMPUS DIRECTORY", "DIRECTIONS", "NEWS", "EVENTS", and "CONTACT MARSHALL". Copyright information for Marshall University and SunGard Higher Education is also present.

SunGard Higher Education - Microsoft Internet Explorer provided by Marshall University

http://mymuweb.marshall.edu/Aug29359web04747-render.userLayoutRootNode.UPTUP\_remove\_targetmu14Qn64

SunGard Higher Education

**myMU** WE ARE... MARSHALL.

Welcome Mr. Robert Anthony Walker  
You are currently logged in.

My Account Current Layout Portal Admin

My Alerts Change Pin Live Mail Calendar Groups Logout Help

myMU Tutorial Library Facebook Entertainment Testing MU LiveMail AlcoholInfo Faculty B.I. **Employee** Sample AIS August 11, 2010

**Personal Information**

- Update Addresses and Phones
- Update E-mail Addresses
- Update Emergency Contacts
- Change PIN

**Time Reporting**

**Time Sheet**

Casual Hourly: 144300-01 - Finance Information Technology, 4800

Hourly - 16, Due Date: Aug 31, 2010

Hourly - 15, Due Date: Aug 16, 2010

**Time Approval**

**Personnel Action Notices**

**Employee Services**

**Banner Self-Service**

- My Banner
- Banner Resources

**Electronic Notification of Deposit (eNOD)**

**eNODS**

Click here to access your W-2 and electronic pay stubs

**My Reports**

**Campus Events**

MARSHALL HOME | 4 to 2 INDEX | SEARCH | CAMPUS DIRECTORY | DIRECTIONS | NEWS | EVENTS | CONTACT MARSHALL

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myMU

Internet 100%



# Select Day to Update

- Click on Enter Hours to enter amount of leave taken. Click on Save.

Personal Information
Faculty Services
Employee Self Service
Finance Self Service

Search
Go
SITE MAP
HELP
EXIT

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time transaction already exists.**

**Time Sheet**  
**Title and Number:**  
**Department and Number:**  
**Time Sheet Period:**  
**Submit By Date:**  
**Earning:**  
**Date:**  
**Shift:**  
**Hours:**

Dir,Accounts Payable & Payroll -- 000928-01  
Accounts Payable Office -- 4500  
Feb 15, 2015 to Feb 28, 2015  
Mar 02, 2015 by 11:59 AM  
Sick Pay  
Feb 16, 2015  
1

Save
Copy
Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 15, 2015	Monday Feb 16, 2015	Tuesday Feb 17, 2015	Wednesday Feb 18, 2015	Thursday Feb 19, 2015	Friday Feb 20, 2015	Saturday Feb 21, 2015
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

100%

# Important Note:

Your time sheet is a legal document.

It is the employee's responsibility to record your vacation, sick, jury duty, and military leave hours used no later than 11:59am on the first working day following the end of a pay period.

# Submit Time for Approval

- Once all hours of leave are entered, click on the Submit for Approval button.

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time transaction already exists.

### Time Sheet

**Title and Number:**

**Department and Number:**

**Time Sheet Period:**

**Submit By Date:**

**Earning:**

**Date:**

**Shift:**

**Hours:**

Dir,Accounts Payable & Payroll -- 000928-01

Accounts Payable Office -- 4500

Feb 15, 2015 to Feb 28, 2015

Mar 02, 2015 by 11:59 AM

Sick Pay

Feb 16, 2015

1

7.5

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Feb 15, 2015	Monday Feb 16, 2015	Tuesday Feb 17, 2015	Wednesday Feb 18, 2015	Thursday Feb 19, 2015	Friday Feb 20, 2015	Saturday Feb 21, 2015
Sick Pay	1	0	7.5		Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			7.5		0	7.5	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0



# Transaction Status Options

- **Not Started:** The time sheet has not been opened for the pay period.
- **In Progress:** The time sheet has been opened for the pay period.
- **Returned For Correction:** The time sheet has been returned to the employee for correction. The necessary corrections must be made and the time sheet must be resubmitted before the pay period deadline.
- **Pending:** The time sheet has been submitted for approval.
- **Approved:** The time sheet has been approved by the approver. Upon approval, time sheets will continue through the payroll process.
- **Completed:** The time sheet has been received and processed by the Payroll Office.

# To approve a time sheet

- Log in to myMU, click on Employee tab, and look in Time Approval channel. Click the appropriate pay period and approve as usual.

The screenshot displays the myMU Employee Document Library interface. On the left, a sidebar contains links for 'Update Addresses and Phones', 'View Email Accounts', 'Update Emergency Contacts', and 'Change PIN', along with a 'Refresh Data |' button. Below this is a 'Time Reporting' section with a 'Time Reporting' header, a message 'No Records Found at this time.', and another 'Refresh Data |' button. The 'Time Approval' section is expanded, showing a list of time sheets for two payroll offices. The first office, 1,4400, Payroll Office, has five entries with varying periods ending in February 2015 and January 2015. The second office, 1,4500, Accounts Payable Office, has five entries with periods ending in February 2015, January 2015, and December 2014. At the bottom of the sidebar are links for 'Update Approval Proxies' and 'Act as Superuser'. On the right, a search bar is present above a category list including 'Events', 'Housing', 'Items for sale', 'Lost & Found', 'Misc. /Others', 'Student jobs openings', and 'Used books exchange'. Below the categories, it says 'Showing 7 results.' and 'Employee Document Library Display'. A 'Folder' section shows 'Employee Documents' with 'Showing 1 result.' and a link to 'Access from my desktop.'. At the very bottom, an 'eSurvey' section is partially visible.

Update Addresses and Phones  
View Email Accounts  
Update Emergency Contacts  
Change PIN  
Refresh Data |

Time Reporting  
Time Reporting  
No Records Found at this time.  
Refresh Data |

Time Approval  
Time Approval  
1,4400 , Payroll Office  
Hourly - 5, Period Ending : Feb 28, 2015, Time Sheet  
Hourly - 4, Period Ending : Feb 14, 2015, Time Sheet  
Hourly - 3, Period Ending : Jan 31, 2015, Time Sheet  
Hourly - 1, Period Ending : Dec 31, 2014, Time Sheet  
Hourly - 24, Period Ending : Dec 16, 2014, Time Sheet  
1,4500 , Accounts Payable Office  
Hourly - 4, Period Ending : Feb 14, 2015, Time Sheet  
Hourly - 3, Period Ending : Jan 31, 2015, Time Sheet  
Hourly - 2, Period Ending : Jan 16, 2015, Time Sheet  
Hourly - 1, Period Ending : Dec 31, 2014, Time Sheet  
Hourly - 24, Period Ending : Dec 16, 2014, Time Sheet  
Update Approval Proxies Act as Superuser  
Refresh Data |

Search

Category  
Events  
Events  
Housing  
Housing/Roommates  
Items for sale  
Items for sale  
Lost & Found  
Lost & Found  
Misc. /Others  
Misc. /Others  
Student jobs openings  
Student jobs openings  
Used books exchange  
Used books exchange  
Showing 7 results.

Employee Document Library Display  
Folder  
Employee Documents  
Showing 1 result.  
Access from my desktop.

eSurvey

# Proxies for Approvals

- Many of you should already have proxies for approving hourly time sheets. If you do not, now is the time to get one.
- Just complete the Banner Time Sheet Routing Request Form found on the MU Payroll WTE site. You will receive an email when the set up is completed.

But I'm the leave coordinator....

...how will I know what's going on?

Leave coordinators will be given a special FYI status on the routing queues so they are aware of all leave going through the queues.

# Reminders:

- Do not approve your own time sheet.
- Do not use your browser's forward and back button. Use the navigation buttons inside myMU.
- Please follow the same deadlines that we currently use for hourly employees.
- There will be a period of time when we are not only using online exception time, but continuing to use the paper leave forms.

# Reminders continued:

- At this point, this process does not affect those who currently complete purple time sheets. Those employees will begin Web Time Entry at a later date.
- You must submit a time sheet for approval by the deadline even if you do not take any leave.
- Please be patient as we work through issues with routing queues. These are the same for hourly employees.

# When are the deadlines?

- The next deadline can be found at <http://www.marshall.edu/finance/payroll/web-time-entry/>
- Additional deadlines may be found at <http://www.marshall.edu/finance/payroll-calendar/#HR16>
- Deadlines for employees:
  - 11:59am on the first working day following the end of the pay period.
- Deadlines for approvals:
  - 5:00pm on the first working day following the end of the pay period.



Please contact us if you have  
additional questions.

Thank you for your patience and  
cooperation!

# Contact Information

## Human Resources – Room 207 Old Main

- Katherine Hetzer      [hetzer@marshall.edu](mailto:hetzer@marshall.edu)      304-696-2596
- Glenna Racer      [racerg@marshall.edu](mailto:racerg@marshall.edu)      304-696-6253
- Bruce Felder      [felder1@marshall.edu](mailto:felder1@marshall.edu)      304-696-3983

## Payroll – Room 203 Old Main

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- Shyla Abraham      [abrahams@marshall.edu](mailto:abrahams@marshall.edu)      304-696-2230