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
Select Day to Update

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

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