## Weekly Time & Attendance Report – Exception Reporting Employees

The “Weekly Time & Attendance Report – Exception Reporting Employees” is used to capture those hours that are worked outside the scope of exception time reporting employees default schedules and shifts. The form can be completed online and then printed out for the department head’s signature.

* Exception reporting employees (exception hourly employees) work a set number of hours during each pay period, and must only report exceptions to their regular work schedule. Exception reporting employees are also known as “salaried” employees.

Listed below are instructions for completing this form. Use the “Tab” key to move from field to field.

1. **Department Name:** Enter official department name.

1. **Department ID:** Enter department ID.
2. **Week Ending (Saturday):** Enter the Saturday of the week in which time is being reported.
3. **Employee ID:** Enter the employee’s 8-digit employee ID, not the employee’s social security number.
4. **Empl Rec #:** Enter the employee’s Empl Rec #. If employees hold more than one position or job, or work in multiple departments, they will have multiple Employment Record Numbers that correspond to each.
5. **Name:** Enter the employee’s last name, first name and middle initial.
6. **HR Account Code:** This field does not need to be filled in UNLESS you are charging overtime to a department other than your own, or if you are paying overtime to an employee from a different account within your department. If charging overtime to another department, and permission has been secured from that department, enter the applicable HR Account Code here.
7. **Time Reporting Code:** Enter appropriate Time Reporting Code, or TRC. Use the Time Reporting Code Appendix as a reference.
8. **Sun., Mon., Tues., Wed., Thurs., Fri., Sat.:** In the appropriate day, enter the applicable hours for any exceptions. Hours must be entered in decimals, not minutes.

**Contact Information:** Enter the Contact Person, Phone Number and E-mail address. This will give HR an individual to contact if there are questions concerning the time sheet.

1. **Contact Person:** Enter the contact person.
2. **Phone Number:** Enter the contact person’s phone number.
3. **E-mail:** Enter the contact person’s e-mail.

Once complete, have the department head sign and date the form, and deliver to the Human Resources. If exception time sheets are not dropped off by second Friday of the pay period, an employee’s pay for that week may be jeopardized.