

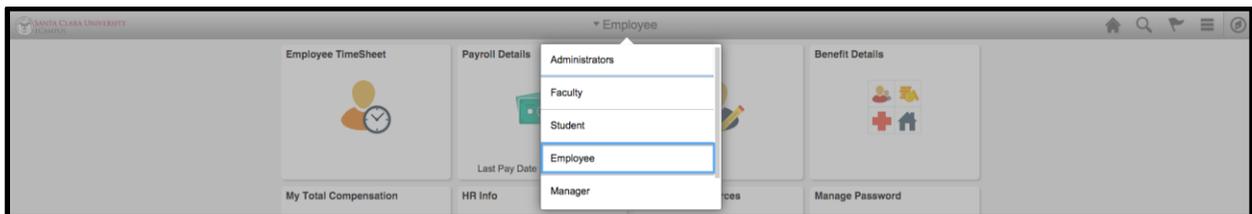
# Time Reporting Quick Reference For Exempt Employees August 2017

## Accessing the Time Reporting System

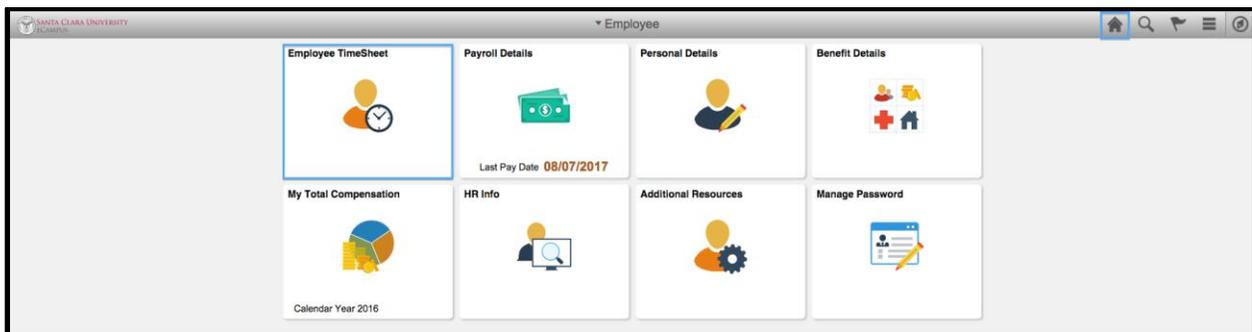
Navigate to the [ecampus login page](https://ecampus.scu.edu) (<https://ecampus.scu.edu>).

Log in to ecampus using your SCU User ID and Password. If you are a student, your User ID is “W” followed by the last 7 digits of your Student ID.

Depending on whether you are a faculty member, staff employee, or student, you will see a different menu title at the top of your screen. Within the drop-down menu, select “Employee” to access the “Employee” homepage.



The “Employee Timesheet” tile will appear at the top left of your screen. When you hover your cursor over some items, further descriptive information about that item will appear. To navigate back to the “Employee” homepage during your session, click the home icon, and then select “Employee” from the drop down menu again.



Or, click the back button in the top left corner to return to the previous page.



## Reporting Your Time

Click on “Employee Timesheet” on the “Employee” page. When you access the Timesheet page for the first time, or after deleting your Internet browser’s temporary files, it may take 1-2 minutes for the page to appear.

**Timesheet**

Bucky Bronco  
SCU Mascot

Employee ID [redacted]  
Empl Record 0  
Earliest Change Date 07/16/2015

Actions ▾

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 07/01/2015 [calendar icon] [refresh icon]

Reported Hours 24.00

From Wednesday 07/01/2015 to Wednesday 07/15/2015

Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Sun 7/5	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Total	Time Reporting Code
					8.00										8.00	02 Sick Leave - SCK
8.00	8.00														16.00	01 Vacation - VAC

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

Personalize | Find | 1-3 of 3

Date	Reported Status	Total	TRC	Description	Add Comments
07/01/2015	Submitted	8.00	VAC	Vacation	
07/02/2015	Submitted	8.00	VAC	Vacation	
07/06/2015	Submitted	8.00	SCK	Sick Leave	

01 Vacation - VAC  
02 Sick Leave - SCK  
03 Personal Time (Sick) - PTO  
04 Community Service Hours - COM  
05 Funeral Leave - FNL  
06 Jury Duty - JUR  
07 Military Leave - MIL  
08 Intermittent Leave Auth by HR - INTLV

Before entering any hours, make sure that you are looking at the correct job (if you have more than one active job) and at the correct pay period. You will see a column for each day in the pay period. To move from one pay period to another, use the “Previous Time Period” and “Next Time Period” links. You will be allowed to enter and adjust absence time reported for the current pay period, and for the most recent prior pay period. You can also enter planned vacation time for future pay periods.

As an exempt employee, you only need to report your absences such as Sick, Vacation, Jury Duty, etc. You **do not** need to enter your regular worked time, or any holiday/university closure time. If you do not have any absences in a pay period, you do not need to report any time through the system.

Enter absence hours by the type of absence across the page, and indicate the type by selecting one of the available Time Reporting Codes. If you have more than one type of absence in a pay period, you will need to enter one row per type of absence.

If you require additional rows, click on the  icon on the far right side of the page to insert a new row.

Remember that each absence recorded should be at least one-half day, and that no more than eight hours should be reported on any given day (for all absences combined).

When you have entered everything that you need to enter within a session, click the “Submit” button. If you need to enter additional time later in the pay period, you will be able to add data later.

When you click “Submit”, you will be asked to certify that your entered time is accurate and true. Click "OK" to continue, and "OK" again to the message indicating that rules have been applied.

When rules are applied, the system processes your reported time in preparation for Payroll. Once it has been processed, you can optionally review the resulting "Payable" Time that is generated from your "Reported" time by clicking on the Payable Time tab. Payable time will include any holidays, as well as your entered absences; as an exempt employee, you will not see your "regular" hours under Payable Time.

**Timesheet**

Bucky Bronco  
SCU Mascot

Employee ID [redacted]  
Empl Record 0  
Earliest Change Date 07/16/2015

Actions ▾

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

\*Date: 07/01/2015 [calendar icon] [refresh icon]

Reported Hours 24.00

From Wednesday 07/01/2015 to Wednesday 07/15/2015

Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Sun 7/5	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Total	Time Reporting Code
					8.00										8.00	02 Sick Leave - SCK
8.00	8.00														16.00	01 Vacation - VAC

Submit

Reported Time Status | Leave / Compensatory Time | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status  
 By TRC, Status and Day  
 Show In Detail View Full Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
07/01/2015	VAC	Vacation	Hours	Needs Approval	8.00
07/02/2015	VAC	Vacation	Hours	Needs Approval	8.00
07/03/2015	HOL	Holiday	Hours	Estimated	8.00
07/06/2015	SCK	Sick Leave	Hours	Needs Approval	8.00

You can view any generated exceptions by clicking on the Exceptions tab.

From Wednesday 07/01/2015 to Wednesday 07/15/2015

Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Sun 7/5	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Total	Time Reporting Code
					8.00										8.00	02 Sick Leave - SCK
8.00	8.00														16.00	01 Vacation - VAC

Submit

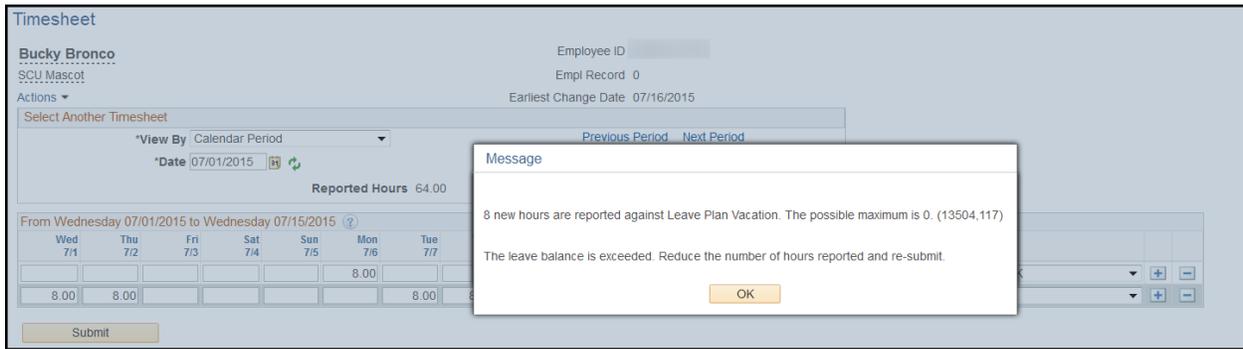
Reported Time Status | Leave / Compensatory Time | **Exceptions** | Payable Time

Exceptions

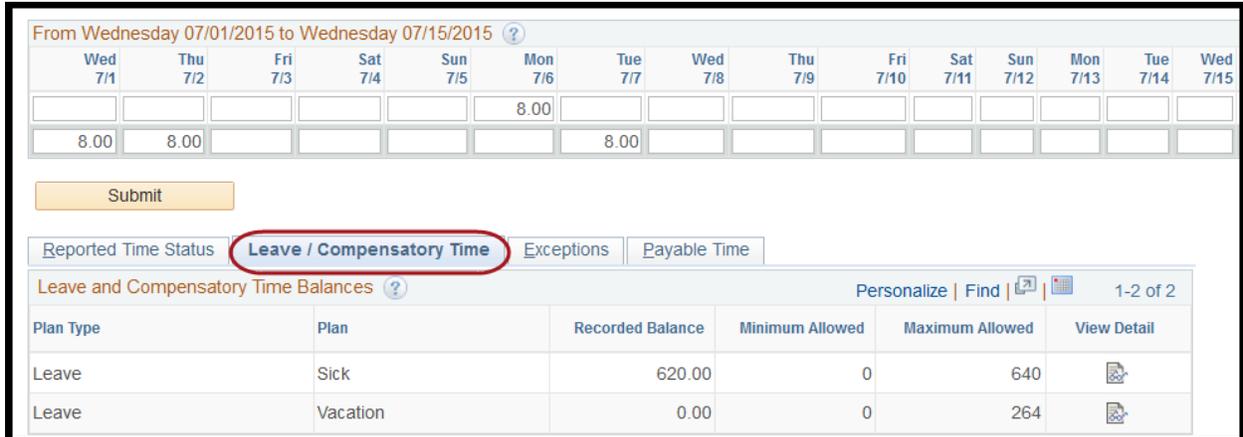
Date	Exception ID	Exception Source	Status	Exception Severity

If you need to make any changes to your recorded time in response to the certification message, or any generated exceptions, make your changes, then click “Submit” again.

If you have entered any vacation or sick time that exceeds your balance, an error message will be displayed. Click the “OK” button, adjust the hours you have recorded and click “Submit” again.

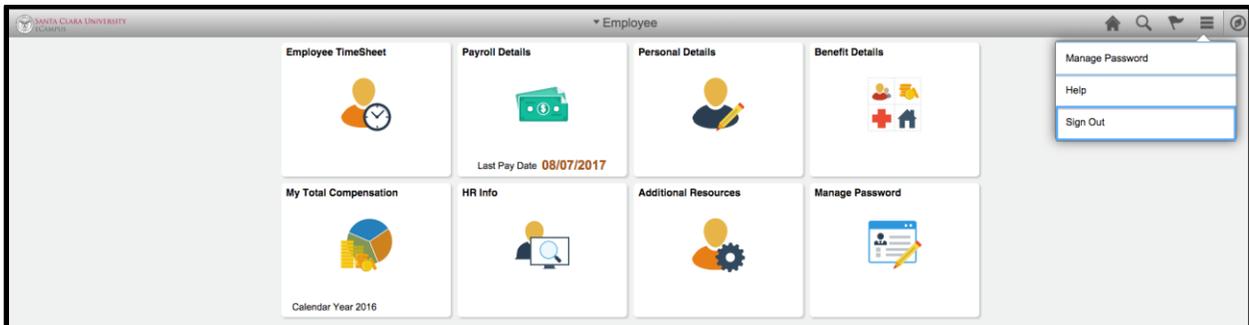


You can view your available balances on the Leave / Compensatory Time tab.



## Logging Out

When you have finished working with your Employee Timesheet, click the "Actions List" icon near the top right of the screen, then select "Sign Out" from the drop-down menu. The system will automatically sign you out after 20 minutes of no activity.



If you have any questions or problems reporting your time, please contact Michelle Brucal at (408) 554-6978 or Georgina Santiago at (408) 551-1860.

For more detailed information, please refer to the [Time Reporting User Guide](#).

If you have questions concerning the university's policies associated with work times or absence time and entitlement, please refer to the [Staff Policy Manual](#).