

## No Time Taken for Exempt Employees

The HRAP policy definition for Exception Time Reporting states that “Exempt employees reporting process which requires an Exempt Employee to only report leave time used during a pay period (i.e., sick, vacation, jury duty, etc.). If the Exempt employee has no leave to report, the only action required is the employee and manager’s time sheet approval.”

Unlike ADP, PeopleSoft as delivered will not allow blank time sheet approval. The long-term solution for this requirement is to add a customization that will allow employees to submit a blank timesheet. The NTO (No Time Off) option is an interim solution until this customization can be developed and fully tested.

In order to minimize the impact to employees and practitioners, the interim agreement was that the least impactful option would be to update the benefited exempt employees’ user preferences, allowing them to select on the Time Pre-population Method “schedule.” The job aid below details how this preference is set. This will allow the assigned schedule to populate hours to the timesheet for the month. At monthly pay period end, exempt employees will need to access their timesheet, select the 00NTO time reporting code, and submit the timesheet.

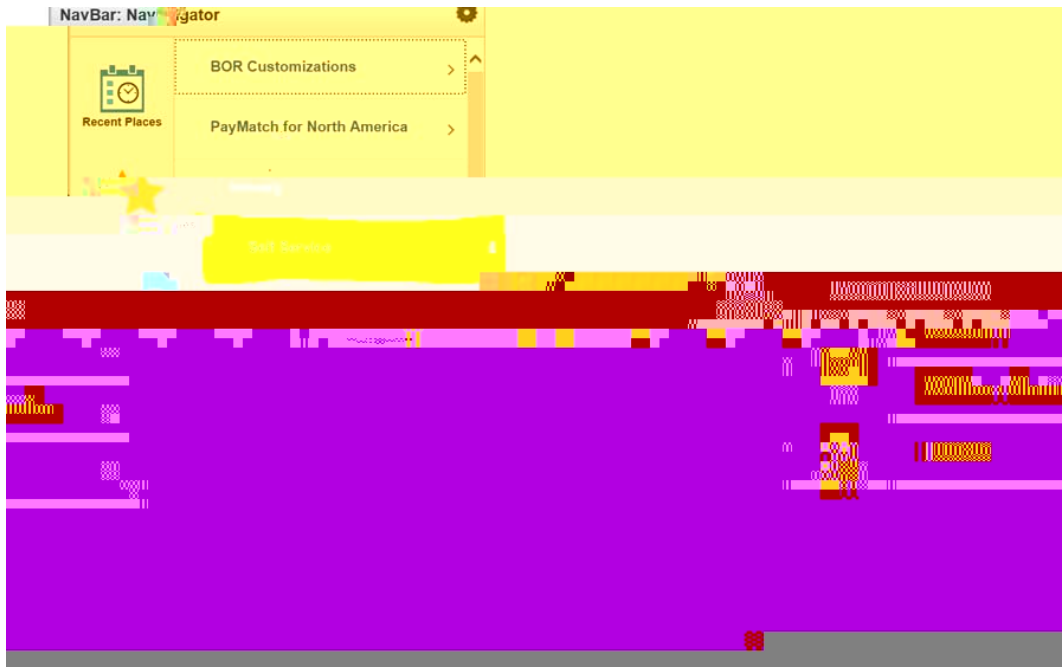
Using this method, monthly employees who do report time off hours may see both the NTO and the time off hours reported. Exceptions, however, will not be generated for this group of employees since 00NTO is not part of the value list for the exceptions rules processed by Time Admin.

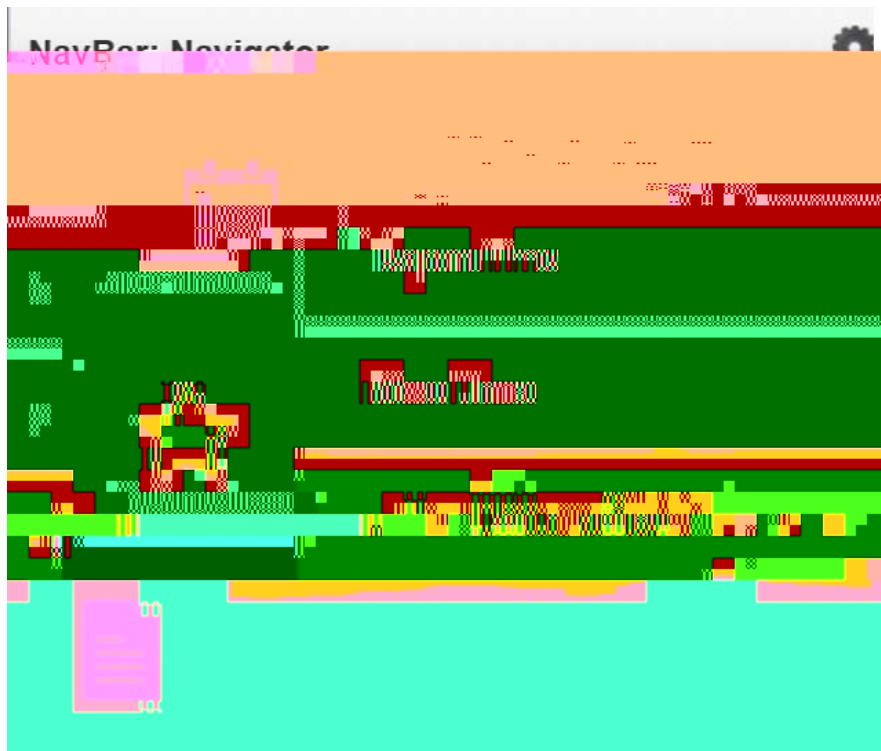
1. Log into PeopleSoft
2. Enter your User ID and Password

Follow the below Navigation:

- a. Navigator > Self Service > Time Reporting > User Preferences







3. Change the Time Prepopulation Method to SCHEDULE



4. Click Save
5. The employee's schedule will automatically populate on the timesheet.