Entering Extra Time

My Info>Time & Attendance>Enter Absence

Absence Entry: Absence Information
Select your absence reason and dates and then click the Next button.

Choose the reason you are away:

Choose A Reason:
- Banked Time Taken
- Bereavement/Funeral
- Birth/Adoption
- Citizenship
- Course Exam - Job Specific
- Coverage For Onsite Meeting
- Emerg/Memor-All Cx Coll-Agree
- Extra Time Worked To Bank
- Extra Time Worked To Be Paid
- Family Critical (Med Reqd)
- Field Trip (Pd By Sch)
- Illness
- Jury Duty/Witness

Select Extra Time Worked to Bank or Extra Time Worked to be Paid.

Enter the date of your absence:

If you required to attend a training session that is outside both your start time and end time, you will need to make two entries.

Reminder! Extra time must be pre-approved by Administration.

Select the date of the extra time worked. You are not able to enter time on a date with a strikethrough.
This is your working schedule.

You will need to "uncheck" the boxes and "Add Schedule."

This will give you a new entry screen to enter the time worked outside of your normal workday.

In the drop down menu, the first option for both position and location are your assigned position/location.
Select position, location and enter start and end times for time worked. Leave the button to reset.

Add a new line to your schedule and then click the Accept Schedule button.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>St.Time</th>
<th>En.Time</th>
<th>AM</th>
<th>PM</th>
<th>Full</th>
<th>Reset</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-Sep-19</td>
<td>Tue</td>
<td>Coordinator - Human Resources</td>
<td>Central Office</td>
<td>16:30</td>
<td>17:00</td>
<td></td>
<td></td>
<td>○</td>
<td>•</td>
<td>0.0670</td>
</tr>
</tbody>
</table>

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Accept the schedule and you will get a review window. Click “Next.”

Absence Entry: Absence Schedule Details

Warning: You have entered a start date in the past. Because of this, you will NOT be able to request a replacing employee.

This is your working schedule during your absence. Click on the date link below to change schedule details. Click on the Add Schedule option to add additional information. Once your schedule details are correct, click the Next Button.

<table>
<thead>
<tr>
<th>Include</th>
<th>Date</th>
<th>Day</th>
<th>Position</th>
<th>Location</th>
<th>St.Time</th>
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Add Schedule: This allows you to be able to add a new position or location to your schedule.

* Note: Enter times using the 24 hour format, i.e. for 3:30 PM enter 15:30. Entering the colon character is not required.

Absence Entry: Replacement Details

Select Yes or No to each of these questions and then click the Next Button.

- Do you require someone to replace you? ○ Yes  ○ No
- Is he/she required to work the same schedule as you? ○ Yes  ○ No
- Do you want to request employee(s) to replace you? ○ Yes  ○ No

Next
You must enter a reason for the extra time worked.

Once you have submitted the extra time, it will be routed to your supervisor for approval and then to Payroll. Payroll will apply the appropriate overtime rules.