1. Log into the RECORD administrative exception time site on the bottom of the Administrative Exception Time RESOURCE page.

2. Click on the Self Service option. Enter your username and password that you use for your Bowdoin College email account. Click OK.
3. Click on Edit Timesheet.

4. Date selection screen. Under the Date Choices Column, click in the box to enter a checkmark for the week(s) you wish to report exception time. Dates that are displayed in red have already been locked and are not available for exception time entry. Please remember that even if you do not use any exception time at all for a specific week, you should still select that week and enter ZIP as the exception recording pay code for that week. After selecting the week(s), click on CONTINUE.
5. Your display will show the week(s) you selected in the previous screen. Begin entry in the week that is highlighted – in this example, Period: 06/16/2013. To record time in subsequent weeks, simply click on the line Period: mm/dd/yyyy to highlight that week. If you do not use any exception time at all for a specific week, select that week and enter ZIP. You do not need to record any hours with ZIP.

To record an instance of exception time, click on ADD in the bottom menu line.

6. When you click on ADD, you will see a drop down menu of different reasons or PAY CODES. The first pay code in the list is ZIP, indicating you did not use any exception time during your regular work week. All of the other codes reflect time you were AWAY from work except HOLS and SDOS:
   a. HOLS (Holiday Saved) should be used when you are required to work on an official College holiday and want to save the time in your VACATION bank.
   b. SDOS (Special Day Off Saved) should be used when you are required to work on a Special Day Off that the President has granted to all employees. You may use this code to save the time into your VACATION bank.

7. Please refer to the Administrative Staff TimePro® Pay Type Codes and Descriptions chart for full explanations of each exception time code. Please do not hesitate to contact Human Resources if you have additional questions.
8. In this example, no exception time was taken in any of the three weeks selected. The employee has ADDED the pay code ZIP in each of the weeks. No HOURS AWAY need to be typed in.

9. In this example, no exception time was used in the period ending 06/30/2013 and the pay code ZIP was ADDED. In period ending 07/07/13, one hour of SICK time was used for a medical appointment. The employee noted the reason for the exception time in the NOTES column to the right. In period ending 07/14/2013, this employee took vacation (8 hours each day) on Monday and Tuesday.

10. To change a record, place your cursor on the line to be changes and click on the EDIT command in the bottom menu. You can change the Pay Code Type, the day, the number of hours, or the notes. In this example, the employee has highlighted the time record for Tuesday, 07/09/2013, and then clicked on EDIT.
The number of VACATION hours has been changed from 8.0 to 4.0 and then the record has been SAVED.

11. You can also completely delete a record by having your cursor on the line to be deleted and then clicking on DELETE. The system will ask you to verify that you want to delete the line, click OK. When you have completely recorded all of your exception time, click on SAVE. If you have made an edit of some sort, you may want to REFRESH TOTALS to make sure the exception time is recorded accurately. INSERT adds a new line in the same week above a previously recorded entry.

12. The Accrual View shows your current time records as well as a small table reflecting your current SICK and VACATION balance (Earned) including the records you just entered that are awaiting (or pending) approval of your supervisor.

If you click on CHANGE PERIOD, you will be returned to the Date Selection screen where you select the weeks you want to be included in your time record (see #4 above). Once the Exception Reporting Due date has passed, the dates will be locked and you will no longer be able to record exception time for that period.
13. When you are completely done recording exception time, click on EXIT. When the Self-Service screen displays, be sure to click on LOGOUT.

14. Please refer to the TimePro® Schedule for Recording Administrative Staff Exception Time. All time must be recorded by 10:00 am on the Exception Reporting Due Date (right column). After 10:00 am on that date, the administrative employees’ ability to add, edit or delete exception time will be locked. Your manager will have a certain time window in which to approve your exception time (by 12:00 pm on the Exception Reporting Due Date) and then the record will be locked once again so that the exception time can be transmitted with the payroll. The locks insure that the most current SICK and VACATION usage, accruals and balances will be reflected on your earnings statement.

It is very easy to enter your exception time once you get into the habit of doing it on a regular basis. Please contact Cindy Bessmer (cbessmer@bowdoin.edu or x3911) if you have any questions.