

Non-Exempt Employees Report Time

Non-Exempt Classified Staff are required to report hours worked in the current pay period.

You can report time for a week at a time.

You cannot report time for future pay periods.

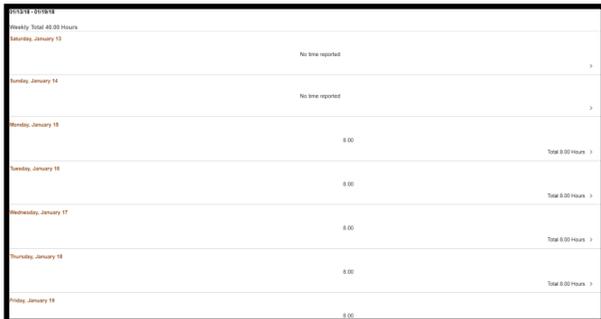
To report overtime/comp hours, please discuss with your Manager, and follow the instructions in the Comp and Overtime Training Guide.

Report Weekly Time

1. Log into [HCM](#) with your MEID and password.
2. Click the Time tile.
3. Click Weekly Time.
4. In the upper right corner, click the "Copy time from schedule" button.



- The week will auto-fill with your scheduled work hours for each day.



- The Time Reporting Code for each day will default to the "usual" code: Work Hours with/without OT - REGO.

5. In the top right, click Submit.
6. Click OK.
7. To report time for a different week in the current pay period, at the top, click the respective arrow, and repeat steps 4 - 6.

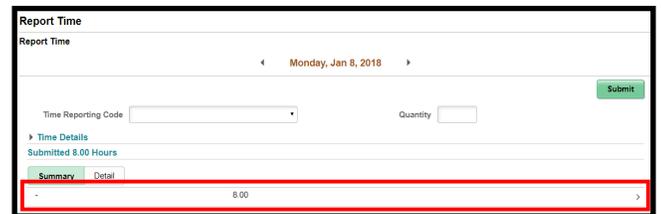


8. When finished, sign out.

Non-Exempt Employees Edit or Delete Reported Time

You can delete or edit your reported time for days in the current pay period as long as the employee deadline has not passed.

1. Log into [HCM](#) with your MEID and password.
2. Click the Time tile.
3. Click Weekly Time.
 - The current work week displays.
4. If the day for which you are editing hours is in a different week in the pay period, at the top, use the arrow buttons to advance forward or backward one week.
5. Click the day for which you are editing hours.
6. At the bottom, click the hours row.



7. To change the number of hours worked, in Quantity, enter the correct number of hours, and click Submit.
8. To delete an entire day of reported hours you did not work (including holidays, sick, or vacation days), at the bottom, click Delete.
9. To change the Time Reporting Code, click in Time Reporting Code, select a new code, and click Submit.
 - If reporting Comp Time, the Time Reporting Code must be the same for the entire week. You must edit all the days in the week to have the same code. Please discuss this with your Manager ahead of time.
10. To edit hours for another day in the pay period, in the upper left, click <Weekly Time and repeat the necessary steps.
11. When finished, sign out.