



eTime Job Aid for Exempt Employees

Logging into Weichert eTime

1. Log on to the Employee Self Service (ESS) portal.
2. Navigate to the Time & Attendance tab.
3. Click on the Welcome page.
4. Click on the Enterprise eTime link.

Accessing Your Timecard

1. Go to "My Information."
2. Choose "My Timecard."

Entering in Paid Time Off

What you need to know:

- *Time off is entered into the Timecard by using "Pay Code."*
- *Only time-off, such as PTO, Jury Duty or Bereavement will be entered into the electronic timecard. There is no need to enter holiday time.*
 1. Choose a Pay Code from the drop-down menu.
 2. After choosing the Pay Code, click in the box for the day in which you want to apply that pay code (e.g., If you are want to indicate that you took a PTO day on Wednesday, April 25: choose PTO from the Pay Code menu, then click in the box for April 25).
 3. Enter in the number of hours.
 4. When you are finished entering in all applicable PTO, click "Save."

To enter in more than one type of Pay Code (e.g.; PTO, Jury Duty or Bereavement) within the same week, you must add a row for each type. Follow these steps:

1. Insert Row by clicking the plus icon.
2. Choose a Pay Code from the drop-down menu.
3. After choosing the Pay Code, click in the box for the day in which you want to apply that pay code (e.g., If you are want to indicate that you took a PTO day on Wednesday, April 25: choose PTO from the Pay Code menu, then click in the box for April 25).
4. Enter in the number of hours.
5. When you are finished entering in all applicable PTO, click "Save."

eTime Job Aid for Exempt Employees

How Do I Edit My Timecard?

What you need to know:

There are several ways to edit your time. Remember, you can only edit your time if you have not approved your timecard and/or the biweekly pay period has not passed. If you approved your timecard and need to make a change you can ask your manager to unapprove the timecard.

1. Click in the cell and delete the entry or retype over the entry.
2. You can delete a single row by clicking on the red box with the "X" next to the row.

Approving Your Own Timecard

1. Select the appropriate time period from the "Time Period" field.
2. Select Approve from the "Approvals" menu option.
3. Once your Timecard is approved, all edit buttons next to each row on the left will disappear, and you will not be able to make additional edits to your timecard for the given time period.

Removing Your Approval from Your Own Timecard

What you need to know:

Remember, you can only edit your time if you have not approved your timecard and/or the biweekly pay period has not passed. If you approved your timecard and need to make a change (before your Manager has approved your timecard), follow these steps:

1. Select the appropriate time period from the "Time Period" field.
2. Select "Remove Approval" from the "Approvals" menu option.
3. Once your approval is removed, all edit buttons next to each row on the left will reappear, and you will be able to make additional edits to your timecard for the given time period.

eTime Job Aid for Exempt Employees

Requesting PTO Using eTime

What you need to know:

- *If you are requesting PTO that is more than one week in length, you must submit a separate request for each week. When requesting PTO, make sure the days you are requesting off only account for actual working days. If your PTO request spans a weekend, a holiday or any other day that you do not regularly work, yet the PTO date has been requested and approved through the system, that time will be deducted from your account, even if you didn't work those days.*
- *If your hours worked fluctuate day-to-day, PTO requests must be submitted separately for each day. e.g.; if you work Monday 9-5:30, Tuesday 7:30-4, Wednesday 8:30 – 4 etc., each day requested for PTO must be submitted as a separate request.*
- *If a PTO request is not approved or rejected within 30 days, it will be erased by the system. Please follow up with your manager if you haven't received notification within 30 days.*

1. From the "My Information" tab click "My Actions."
2. Click "PTO Request."
3. Enter in your start date and end date for your PTO request.
4. Enter in a brief description or message in the "Message" field.
5. Enter in the start time of your PTO and the number of hours you work per day (e.g., 7.5 hours). Note: eTime has specific formatting for time that must be entered.

What you need to know:

- *You only need to enter an "a" or "p" to indicate AM or PM.*
- *If you do not enter "a" or "p" the system will automatically assume AM except for 12:00, which assumes PM.*
- *eTime will automatically format your time entry as follows:*

Entry	ETime Formatting
7	7:00 AM
730	7:30 AM
5p	5:00 PM
12	12:00 PM
1:00p	1:00 PM
430p	4:30 PM
1600	4:00 PM

6. Click "Save."

eTime Job Aid for Exempt Employees




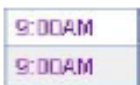
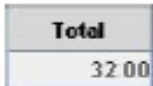





Canceling Your Request for PTO Using eTime

1. From the "My Information" tab click "My Actions."
2. Click "PTO Request Cancellation."
3. Enter in the start date and end date for the PTO request you want to cancel.
4. Click "Save and Close."

What are all of those Timecard indicators, icons, and colors

What you need to know:

The appearance of the timecard cells change to indicate a number of different conditions. You might not see these indicators if you use a browser other than Microsoft Internet Explorer. The table below provides a brief description of each indicator, color, and icon.

Indicator/Icon	Name/Description
	Missed Punch – A solid red cell indicates a missed punch. Place your mouse pointer on the cell for more information.
	Exception – A red outline on a cell indicates an exception (e.g., a late or early punch, or a long interval). Place your mouse pointer on the cell for more information.
	Excused Absence – A blue outline in a date cell indicates an excused absence.
	System Generated Entry – A transaction shown in purple indicates that the transaction contains data from schedule or from a punch device or was generated by the system.
	Non-editable – If a cell is white, you can edit the information in it. If the cell background is gray, you cannot edit this transaction.
	Unexcused Absence – A red border around a date cell indicates an unexcused absence day.
	Red Flag (Totals) – A red flag in the totals column indicates that edits have not been totaled and saved in the database.
	Save – The My Timecard text will appear in Gold text at the top of the screen to indicate that edits have not been saved in the database.
	Add Row – Click this icon to add a row on the timecard.
	Approve – Click this button to approve your timecard.