

Intersession Time Entry for Non-Exempt (weekly-paid) employees

This help guide has been created using an example of a weekly-paid employee's timesheet, who is scheduled to work a 40 hour work week – Monday through Friday. If you work 37.5 or 35 hours per week (or part-time with less hours), please follow the same guidelines tailored to your personal work schedule so that you are paid appropriately. Please do not enter any "hours worked" for days that you are not scheduled to work, unless you do in fact work during intersession time or BU Paid Holiday time (see below screenshots with instructions).

Below are screenshots of a how an employee's timesheet should look considering 2 different circumstances.

- 1. Employee does not work during the pay period of 12/25/17 12/31/17:
 - Select the "BU Paid Holiday" absence type for 12/25/17 and enter the total hours only no start and end times.
 - Select the "Intersession" absence type for 12/26/17 12 31/17 and enter the total hours only no start and end times.
 - Click on the save button, then click on the release directly button.

***Please note that Christmas Day has "planned working hours" set to zero. This is normal so that vacation or sick time cannot be requested on that day. Just pay attention to your **"actual" hours** column please. The "Planned" column will show your planned hours minus the planned hours for Christmas Day so do not worry about that column.

▼ Timesheet										
	🗲 Previous Period Next Period 🍺 Week from: 12/25/2017 🔯 Apply 📭 🖌 Worklist Work Schedule Favorites 🖌 Check Insert Row									
昆	Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	
								30	37.50	
	Û	MO, 12/25	BU Paid Holiday 🔷 👻			7.50		0	7.50	
	Û	TU, 12/26	Intersession 🔷 🔻			7.50		7.50	7.50	
	Û	WE, 12/27	Intersession 🔹			7.50		7.50	7.50	
	Û	TH, 12/28	Intersession 👻			7.50		7.50	7.50	
	Û	FR, 12/29	Intersession 👻			7.50		7.50	7.50	
	Û	SA, 12/30	-					0	0.00	
	Û	SU, 12/31	-					0	0.00	

2. Employee works on the holiday and/or during an intersession day:

- Enter your regular holiday and intersession hours as shown previously.
- If you work on the holiday, insert another row below the holiday hours if you are working and enter the total "hours worked." You will be paid overtime for those hours.
- If working during an intersession day, insert a row and select "hours worked –
 intersession" and enter the total hours. Be sure to enter "01" in the OT comp type
 column so that you earn "compensatory time" for those hours worked which you can
 use for time off for up to six months after the date they were earned.

•	Click on the save	button,	then click	on the r	release	directly	button.
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• 1	▼ Timesheet										
	🖌 Previous Period Next Period 🕨 Week from: 12/25/2017 🔯 Apply 🗅 🖌 Worklist Work Schedule Favorites 🖌 Check Insert Row										
昆	Delete	Date	Att./abs. type	Start time	End time	Hours	Name	Planned	Actual	Det. Shift Prem	OT comp. type
								30	52.50		
	1	MO, 12/25	BU Paid Holiday	•		7.50		0	15.00	<u>P</u>	
	Û		Hours Worked	▼ 08:30	12:00	3.50				<u> </u>	
	Û		Hours Worked	▼ 01:00	05:00	4				Ľ	
	Û	TU, 12/26	Intersession	•		7.50		7.50	7.50		
	Û	WE, 12/27	Intersession	•		7.50		7.50	15.00	<u> </u>	
	Û		Hours Worked - Intersess	▼ 08:30	12:00	3.50	Comp			C	01
	Û		Hours Worked - Intersess	▼ 01:00	05:00	4	Comp			C	01
	Û	TH, 12/28	Intersession	•		7.50		7.50	7.50	<u>P</u>	
	Û	FR, 12/29	Intersession	•		7.50		7.50	7.50	<u>P</u>	
	t t	TH, 12/28 FR, 12/29	Hours Worked - Intersess Intersession Intersession	 ✓ 01:00 ✓ ✓ 	05:00	4 7.50 7.50	Comp	7.50 7.50	7.50 7.50		01