Project View Time Card for Monthly Employee

The Project View timecard for Monthly Employees is to record Vacation or Sick time off. It records the total number of hours to be deducted from the accrual of the Exception Time Accrual buckets.

**Benefited Employees Only**

If you are a benefited employee, on the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.

The recording of the Exception Time to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

For example, you need to take 16 hours of Vacation leave but you only have 10 hours in your Vacation Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10.

You must still adhere to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. This policy can be viewed at this website. [http://www.usg.edu/regents/policymanual/800.phtml](http://www.usg.edu/regents/policymanual/800.phtml).

**Entering Exception Time in a Project View Timecard**

Click in the cell on the day where you need to record Exception Time. Type the number of hours to be recorded. To enter your Exception Time, follow these steps:
1. Click the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used.

2. The actual hours used will be entered on the day of the Exception Time.

3. If both types of Exception Time (vacation, sick) need to be recorded on the same week, insert a row by clicking the icon. A new row will appear below the Pay Code for the first Exception Time.

4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, sick) used.

5. On the new row of the Pay Code, enter in the day column the hours which were used for the Pay Code.

6. To remove a time amount for a Pay Code if placed in error, highlight the amount and press delete. The amount will be removed from the field.

7. Click ‘Save’. Notice that the TimeCard title is orange but once saved turns black.

**Adding Comments**

To add a comment to any cell, highlight the cell and click ‘Comments’ from the tool bar.
The Comments box will appear.

Click one of the Available Comments and click the ▶ to move the comment to the Selected Comments section. Click OK.
You will see ■ beside the cell where the Comment was added.