WebAdvisor- General Instructions
Exempt Employees

• All exempt employees are responsible for maintaining their own exception time and are required to approve their timecard by 10:00 a.m. other Monday morning (the Monday of a pay week).
  
  o Exception time is time other than regular hours, i.e. vacation, professional development, jury duty, sick, etc.
  
  o It is recommended that you approve your timecard on the previous Friday whenever possible (if it’s not pay day, it’s approval day).
  
  o Make sure to click submit when changes are made to your time card.

• For exempt staff a full day of exception time is 7.25 hours. Be sure to remove the amount from the hours worked column to avoid duplicating hours for the day. Enter the 7.25 amount in the corresponding column for the time type which you are using. There are 3 columns: Vacation, Sick, and Other. Other also utilizes a drop down box to select the pay code you are using for anything other than sick or vacation.

• All holidays must be entered on the employee side, these will not auto-populate on your timecard. For any holiday which the University is closed, remove the 7.25 from the hours worked column, and instead enter it as Other and select “Holiday” from the drop down. For the discretionary days surrounding Thanksgiving, Christmas, and New Years, use the code “Discretionary” for those days.

• To record exception time for less than a full day, select a pay code and add the number of hours to the amount column, making sure to adjust the amount under “Hours Worked” the reflect the time you were working.
  
  o For example, you choose to take vacation time on Friday by leaving at noon. Adjust the “hours worked” to reflect the hours you were here. Add the number of hours taken in the appropriate column and select the proper pay code in “Other” if not using vacation or sick time.

• If you have exempt employees reporting to you, it is your responsibility to review their time cards for accuracy and errors once they have approved their time card. You are then required to approve the timecards of all your direct reports.

• If you require any assistance, or have any questions regarding WebAdvisor timecard maintenance, please contact the Payroll Office at ext. 2284, 1799, or 1762.

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