

FAQ: Exception Hourly Time Reporting

Q: How do I know if the interim employee in my department could be set up as exception hourly?

A: If the interim employee in your department works the **same hours and same days per week** (a fixed schedule) **every** week for their contract duration than they could be set up as exception hourly.

Q: How do I hire an interim employee as exception hourly?

A: When you create a job opening make a note in the additional comments section. Example below:

This Interim Employee should be hired as an exception hourly employee on a set schedule. Their set weekly schedule is:	
Days of the Week: <i>Monday- Friday</i>	
Scheduled hours per day: <i>7 hours per day</i>	
Total hours per week: <i>35 hours</i>	
Additional Comments	
Additional Comments	
1000 Characters Left	

Q: How do I get current employees set up as exception hourly?

A: Please contact your HR Advisor or FHS HR Consultant. They will provide with the spreadsheet template to complete to move over current interim employee to exception hourly.

Q: How do I report an absence (i.e. unpaid day)?

A: **Using Team Tile:** If an Interim employee on a generated fixed schedule calls in sick (or vacation) an “unpaid day” needs to be reported so the employee is not overpaid.

- Under the Mosaic home page drop down, select Manager Self Service
- Select the “team time” tile
- Request an Absence
 - Select an employee
 - Absence Name- Unpaid Time
 - Reason: Unpaid time
 - Enter Start & End Date
 - If Applicable: enter the partial days
 - Submit

A: **Using timesheet:** If an Interim employee on a generated fixed schedule calls in sick (or vacation) an “unpaid day” needs to be reported so the employee is not overpaid.

A: Via Employee Self Service:

- Login to Mosaic and navigate to the employee self service (ESS) homepage
- Click on the Time tile from the ESS homepage
- Click “Request Absence” for absence reporting
- For absences, simply select job (only applicable if user has more than one job). Select “Absence Name”, e.g. vacation.
 - Enter time period (if the absence is only for one day then the start day and end day will be the same)
 - If the absence is for a partial day, then click the partial day field and enter the applicable amount of hours
 - Submit request

Q: How do I report extra time worked?

A: Enter the **total** hours worked for the day. For example, if the employee worked 2 extra hours and their standard schedule is 7 hours per day, enter 9 hours on the timesheet for the applicable day.

Q: How do I view the run of hours’ report?

A: On the day of the time reporting deadline, navigate to the Payable time Run of Hours report

Human Resources→ *Manager Self Service*→ *Time Management*→ *View Time*→ *Payable time run of Hours*

- Search for your run control or Add a new Value
- Enter in the Pay period Start & End Date
- Enter in your Department ID (or a specific employee ID)
- Change the output format to XLS
- Click Run
- Press OK on the popup
- Click on Report Manager
- Navigate to the “administration tab”
- Retrieve your report when the status reads “posted”
- Validate the hours per employee on the report

Q: What if the employees fixed schedule is changing on an ongoing basis?

A: You should contact your HR Advisor or FHS HR Consultant to notify them of the change in hours (via a HR event form) so the adjustments can be in made to ensure accurate pay.

Q: How do I know when to stop entering time for an interim employee that is being moved to exception hourly?

A: Your HR Advisor or FHS HR Consultant will communicate back to you when the employee is set up as exception hourly to ensure accurate pay for the employee(s).