Business Process Steps for LTD Partial Exempt Time Entry

• **Benefits Leave Consultant**: Places the exempt employee on LTD-Partial leave of absence.

• **HR/Absence Coordinator**: Places the exempt employee in the LTD-Partial Custom Org.

• **Manager or HR/Absence Coordinator or Timekeeper**: Enters LTD Salaried Exempt time in the employee’s time entry calendar.
1) Search the employee’s name.
2) On the employee’s worker profile, select the Overview tab and then select Organizations. Confirm that the employee is a member of the LTD Partial Exempt custom organization.
Enter Time
1. Search for the employee using the search bar
2. Select Actions
3. Select Time and Leave
4. Select Enter Time

Enter Time for Worker
1. On the following screen, the date defaults to today’s date. Update if needed
2. Select OK
From the Enter Time Calendar

1a. Select the date in Visual 1. By doing this, Visual 2 appears - OR -

1b. Select the orange Enter Time button at the bottom of the screen > Enter Time. By doing this, Visual 3 appears

2. Enter the correct number of hours and select OK

3. Submit Time entered > Certify and Submit

Note: Time entered routes to manager for approval, if not submitted by manager or timekeeper. Time submitted by manager or timekeeper is automatically approved when submitted