EXEMPT STAFF EXCEPTION TIME ENTRY VIA THE WEB

Vacation, sick time, and floating holidays are all considered exception time for exempt employees. Designated Hamline Holidays, such as Christmas, Memorial Day, Martin Luther King Day, etc are also exception time and should be entered on your time sheet.

GETTING INTO YOUR TIME SHEET

Log into the secured area of Piperline

Choose "Employee Services"

Choose "Time Sheet"

Select "Access My Time Sheet" and Click on Select
(Not everyone will see this page. That is OK. You will be taken to the next screen.)

Make sure the correct pay period is showing in the box. If not, choose the correct dates from the drop down box.

Select "Time Sheet"

ENTERING YOUR EXCEPTION TIME

Look on the left side of your time sheet for the type of exception time you are reporting. They are listed under the Earnings column. Follow the row across to the appropriate date. Click on the link under the date.

Enter the appropriate hours for that day. Click on Save.

You may continue by choosing another day and/or another type of exception time. If you do not see the date you need, click on the "NEXT" button.

UNLESS YOU HAVE COMPLETED YOUR ENTRY FOR THE WHOLE MONTH, DO NOT SUBMIT YOUR TIMESHEET AT THIS TIME FOR APPROVAL! ONCE YOU SUBMIT YOUR TIMESHEET, YOU CANNOT ACCESS IT FOR THIS PERIOD AGAIN.

When you have completed this session, click on "EXIT" at the top of the page

During the month, continue to log into Piperline and access your time sheet to add additional exception time. **Please enter all your planned exception time through the end of the month even though you will be submitting your timesheet before the end of the month.**

SUBMITTING YOUR TIME SHEET

At the top of your timesheet, the Time Sheet Period and the Submit By Date will show. Be sure you submit and your supervisor approves your timesheet according to the Submit By Date. This date could vary each month depending on holidays, etc.

To submit your timesheet, go to your timesheet, make sure all taken and planned exception time is entered through the end of the month, then scroll down to the bottom of the timesheet and click on “Submit for Approval”.

A Certification page will appear asking for your Piperline PIN. Read the certification. Enter your PIN. This is your signature. Click on Submit.

You should now see a yellow triangle telling you that your timesheet has been successfully submitted. Scroll down to the bottom of your timesheet. You should see that you submitted your timesheet and who you submitted it to. Make sure it was submitted to your supervisor. If someone else’s name other than your supervisor shows up, call the payroll office right away.

OTHER THINGS TO KNOW

If you have any other exception time to report such as jury duty, funeral leave, etc enter it on a yellow Vacation and Sick Leave Report. Have your supervisor sign it and bring it to the HR/payroll office for manual entry.

If you submit your time sheet in error or too early and your supervisor hasn’t approved it yet, ask him or her to return the time sheet to you. You can then make changes and submit it again for approval.

If you took time off during the month that wasn’t reported on your timesheet and your timesheet has already been submitted and approved, enter these hours on the yellow Vacation and Sick Time Leave Report. Have your supervisor sign it and bring it to the HR/payroll office for manual entry.

If you do not submit your time sheet **or** your supervisor has not approved it by the Submit By date indicated at the top of your time sheet, your exception time will not be processed. You must then report the entire month of exception time on a yellow Vacation and Sick Time Leave Report. Have your supervisor sign it and bring it to the HR/payroll office for manual entry.

If you do not have any exception time to report during a month, you may still submit your time sheet to your supervisor. This will provide a record to your supervisor to certify that you did not have any exception time. This is up to your supervisor and is optional at this time.

A good suggestion is to confirm that your supervisor approved your time sheet before the Submit By deadline. Go into your time sheet and scroll to the bottom. It will be noted in the box if your time sheet has been approved. If not, you should contact your supervisor to remind them that they need to approve it before the deadline. Again, the approval deadline is the Submit By date indicated at the top of your time sheet.

There is no reason for your time sheet not to be submitted on time each month. You can access it from anywhere that you can log onto Piperline.

If you have questions, call Cindy, x2222 or Alba, x2929.