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 Piper line

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 Piper line 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.

If you have questions, please contact Wendy at x2558 or email wwendtvanguilder01@hamline.edu.