



Exception Timesheet Instructions

The purpose of this form:

For exception reporting for former Roll 1 employees, time capture administered by the Payroll Office. on a weekly basis.

A EMPLOYEE INFORMATION

Complete **ALL** of the following fields

| | |
|---------------------------------------|---|
| <u>Employee ID</u> | Enter the Employee 7-digit McMaster Employee ID number. |
| <u>Employee Name</u> | Enter your full Employee name as per MacViP record. |
| <u>Department</u> | Indicate the department that the Employee works for. |
| <u>Position Code</u> | Enter the Employee's position number or description located in the following path: Human Resources > Employment > Employee Position |
| <u>Department Contact Name</u> | Enter the department's contact name. |
| <u>Ext</u> | Enter the extension number that the contact can be reached. |
| <u>CAW/TMG/OTHER</u> | Indicate if which group the employee belongs to |
| <u>From Date and To Date</u> | Record the date for the week in which you are submitting your timesheet. <i>NOTE that each pay period begins on a Sunday and ends Saturday</i> |
| <u>Prior Period Adjustment</u> | Indicate if this timesheet is for prior period pay |

B ACCOUNT AND SCHEDULE INFORMATION

Complete **ALL** of the following fields. This section of the form is critical to ensuring accurate pay and an efficient time entry process.

| | |
|--------------------------------|---|
| <u>Pay Code</u> | Record the appropriate pay code that corresponds with the transaction description. |
| <u>Transaction Desc</u> | Select the appropriate transaction name for each day. You can use the same line if the transactions are all the same. <i>NOTE that you can view and use the legend as a guide</i> |
| <u>Days of the Week</u> | Indicate the number of hours the Employee worked for each specific day. |
| <u>Shift Code</u> | Indicate the shift code based on the table below, for that particular week (i.e. day, night, weekend). |
| <u>GL Acct</u> | Indicate the Override 10 digit General Ledger (GL) Account that is associated to the payment.. To be completed by the approver of the timesheet. |

C AUTHORIZATION

Ensure **ALL** applicable parties sign to authorize the hours made on this Employee Timesheet.

D NOTE

Ensure for **ALL** regular employees, submit a timesheet for adjusted time from the current schedule. Forward the timesheet to the Payroll Department by noon every Monday.