

**Subject:** [Staffmemos] Correct Use of "No Exceptions" Line on Time Sheets

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**To:** facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

**CC:**

## Important Message: Please Review

We are still finding some incorrect entries on the "No Exceptions" line of electronic time sheets. Please look over the information below, and call Tigeri Training at x. 2554 or x. 2598 if you have any questions (or email [hulemarj@isu.edu](mailto:hulemarj@isu.edu)). If you are a Time Approver, please make sure to check your employees' submissions to verify that their time has been entered correctly. If you find errors on the "No Exceptions" line (or anywhere else), make the necessary corrections, document them, and let the employee know what was done wrong so that they can avoid making similar mistakes in the future.

### Correct Use of No Exceptions Line

It's easy! You should **NEVER** enter anything on the "No Exceptions" line (first line on the time sheet) except for a "1" under **only one day for the entire pay period**. There are no exceptions to that rule! Here's a little jingle that says it all:

Put one on one and none below,  
OR skip the first, then row by row.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 05, 2009	Monday Apr 06, 2009	Tuesday Apr 07, 2009
No Exceptions	1		0	1		1 Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours

Enter a "1" on the first line (just one!) and leave the other lines blank, or leave the first line blank and report exceptions on the rows below.

**Explanation:** In the new time sheet system, you are only reporting exceptions to your regularly scheduled hours. If you have "No Exceptions" to report, you enter a "1" on the "No Exceptions" line under any ONE day for the entire pay period. That's it! But if you have any exceptions to report (any kind of leave taken, or any comp or overtime taken or accrued), then you enter those exceptions on the appropriate lines and LEAVE THE NO EXCEPTIONS LINE BLANK. Putting the "1" on the "No Exceptions" line is like checking a box that says "I certify that I have no exception hours to report for this pay period."

Sincerely,

The Tigeri Project Team  
[www.isu.edu/tigeri](http://www.isu.edu/tigeri)

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Staffmemos mailing list

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