

Introduction to Time Reporting

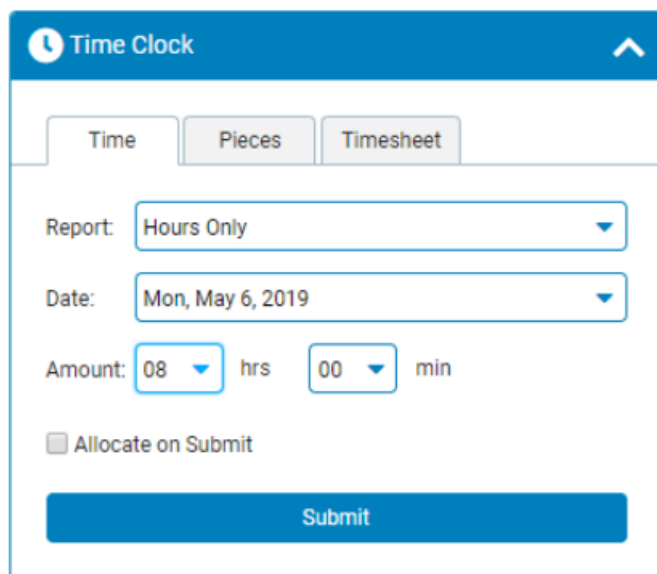
Through the ExponentHR time reporting system, you are able to record your hours worked for any particular day. This is either done through a series of clock in/out punches (for each shift worked during the day) or by entering a single “hours-only” entry with the total amount of time worked for the day.


In some instances when reporting your time worked, it may be necessary to indicate that all or a portion of your day was spent located at or working on something other than your standard/default settings. This allocation of time helps keep track of the number of hours spent at an alternate location, on a different project, or performing a different activity.

Allocations may be entered upon ending a shift or for any previously recorded time entries in the current time reporting period.

Reporting Time Using Time Clock Widget

Included on your personal dashboard is access to many of the user-features that employees typically access most frequently. This includes the Time Clock widget, which makes it quick and easy to report your hours worked and make any needed allocations of time.



Note: If not already displayed, the Time Clock widget may be added to your dashboard through the  [Configure Dashboard](#) option.

1. The **Date** field defaults to the current date but may be change to an alternate day if needed.
2. Confirm the time displayed is correct or enter the total amount of hours/minutes worked for the day.
3. Click the **Submit** button

If the option to allocate has been selected, you will be presented with the option to review and make any changes to how the hours are being allocated for the day.

Once done, your timesheet for the reporting period is updated to include the added time entry and will be reflected on the associated payroll cycle.

Reviewing/Reporting Time Using Time Reporting Page

In addition to the Time Clock widget, hours may be entered through your Time Reporting page. Here you are also able to review and make any changes to time already reported for the current period.

To access, simply select the time reporting option in the **Time and Pay** navigation bar section.

Recording Time to More Than One Activity / Project

1. On the Time Reporting page, click **Edit** next to the hours you want to split.
2. In the Cost Allocation table, click **Add Allocation**. The system will initially list your default allocation codes and the total hours worked.
3. To split the hours worked to multiple allocations, click **Add Allocation** again, make your selections in the Activity and/or Project drop-down boxes, and type the hours worked.
4. Click **Save** when complete.

Note: If the allocation is less than the total hours worked, the remaining hours will be automatically allocated to your default codes.

If you work a variety of activities and projects, you can set up the Cost Allocation section to automatically display when you clock out. On the Time Clock Reporting page, click **Additional Options** then select the **Allocate on Clock Out** check box.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.

Reporting Leave in ExponentHR

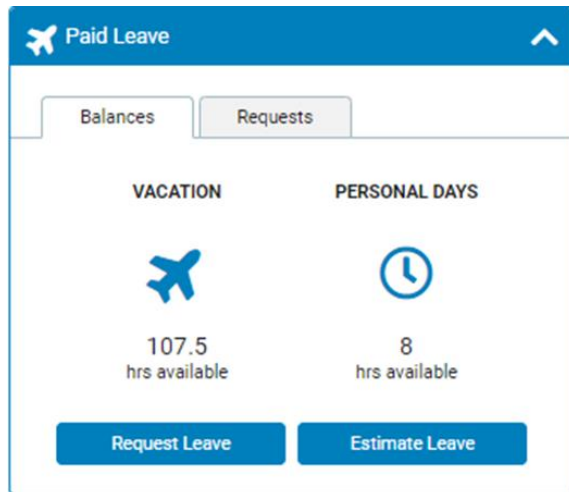
With one click using the Paid Leave Widget in ExponentHR, you can access information about your paid leave plan and request leave. After you submit the request, management can review the leave.

Leave Request Using the Widget

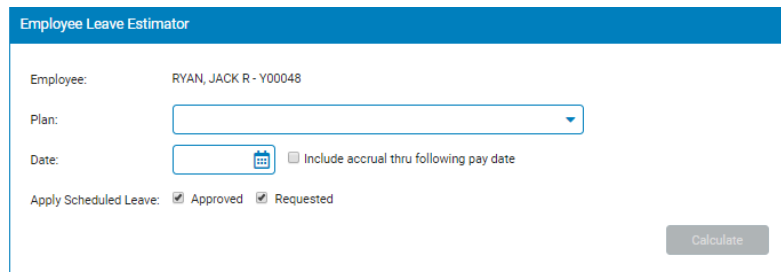
To view your paid leave balance or request leave, log into ExponentHR. If you elected to have the Paid Leave Widget on your dashboard, it will be on the first page.

Note: If not already displayed, the Paid Leave widget may be added to your dashboard through the [Configure Dashboard](#) option.

The Paid Leave Widget will display your paid leave plan balances.

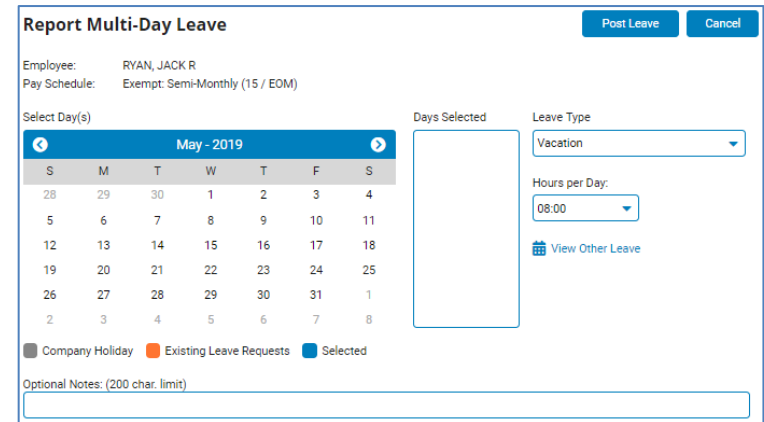


To estimate a balance in the future, click on the Estimate Leave button.



Select the plan and the date you want to estimate out to and click Calculate.

- To request Paid Leave, click the Request Leave button and it will take you to the Report Multi-Day Leave. Click the days you want to request, select the leave type, and hours per day before clicking Post Leave.



Note: To find out about your company's policy on requesting time off and reporting unscheduled leave, please speak to your supervisor.

Seeing the Status of Your Request

NAVIGATE: Paid Leave Widget > Request Tab

- To view the status of a leave request, click on the Request tab.
- Find the date you are looking for and look at the Status column to see.

Leave Request Using the Menu

NAVIGATE: Time and Pay > Report Time

- To request leave, select Leave, the Type you want to request, the Date and the Number of Hours and click Submit.
- If requesting multi-day leave, use the Options button to select Report Multi Day Leave.
- After you submit your paid leave request, you can use the Edit button next to the request to make any edits, enter any notes or delete the entry. A pop up will appear and once you are done making your changes, click Save.

Note: If a leave request has a corresponding note, a conversation bubble will be on the line.