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Welcome to the Time Tracker Manager User Guide. You’ll find information, instructions, and resources here to guide you through using Time Tracker to complete your time and attendance recording and approval tasks.

Note: If you manage team members in a different country or need more information about using a team member function, refer to the relevant Time Tracker manager or team member user guide at Time Tracker Resources.

In this guide:

- A This information applies to statement below the topic name or an applies to statement within a topic identifies information that is relevant for specific roles or locations only.
- Information that applies only to desktop (💻) or mobile (📱) users is marked.
- Text marked by a numbered circle icon (such as 📐) describes or relates to an item with the same marking in the related image.
- A link will take you directly to the topic information within this guide or in Teamworks.
Getting Started

Time Tracker's look and feel now support both desktop and mobile users. Throughout Time Tracker, select a button or link to go directly to the relevant page or access associated options.

**Tip:** Where available, use the expand (+ or ⬆️) or collapse (➖) icon to display or hide additional information or options.

**Time Tracker**

**Balance Summary**

2018 Paid Time Off
Allowance 224 hours
Remaining 192 hours

**Time Tracker Help Link**

**For help at any time:** Use the Help link at the top right of the Time Tracker window to open the Time Tracker Help window. As necessary, once the Help window opens, you can navigate to the relevant topic through the Help page or navigation links. The Help window also provides access to additional Time Tracker support resources including the HR Help Desk. **Tip:** Help is separate from the Time Tracker tool, and you cannot access Time Tracker directly from Help. If you close the Time Tracker window, you’ll need to reopen it.

- As you work in Time Tracker, you’ll find that you can access additional helpful information on some pages (for example, from the Balance Details page, you can open the About Balance Details window).
Desktop or Mobile Access?

Available Time Tracker options and functions are the same for desktop and mobile users; however, page and navigation displays and techniques are different.

Desktop Users

Desktop users will see standard desktop page and navigation displays (available options vary by role and location — see additional information below). Use desktop navigation techniques such as clicking, scrolling, and pressing the Tab key to move through Time Tracker and perform tasks.
Mobile Users

Mobile users will see streamlined page and navigation option displays (available options vary by role and location — see additional information below). Use mobile navigation, zooming, and selection techniques such as pinching, spreading, swiping, and tapping to move through Time Tracker, improve your display, and perform tasks.

Sample Mobile Home Page Display
Time Tracker Home Page

As shown under Desktop or Mobile Access? above, Time Tracker’s home page provides a snapshot of information relevant to you and gives you easy access to your common timekeeping and request tasks. The home page includes the following sections:

- **Help**: Opens the Help window.
- **Announcements**: Displays important messages.
  - This section appears only when there are announcements to display.
- **Balance Summary**: Shows your Paid Time Off (PTO), community service, holiday, and sick time (if relevant) allowances and available balances for the calendar year plus a color-coded chart representing your available balances.
  - Appropriate time off and time away types appear for your location and status.
  - The chart displays your available balance for one type of time off or time away at a time. Select a different type of time in the list to change the display.
  - At the bottom of the chart, the days or hours switch lets you display your available time by the number of standard days or hours.
  - The View Balance Details link opens the Balance Details page, in which you can see your detailed allowance, carryover, taken, scheduled, pending, available, and accrued balance information.
  - The New Request button opens a new request.
  - The Request Summary button opens the Request Summary page.
- **Actions Required**: Describes your outstanding action items and provides a link to each.
- **My Weekly Timesheets** (applies to nonexempt team members and managers only): Lets you quickly access your current, adjustable, and upcoming weeks’ timesheets by date.
  - Selecting the outlined green date across the top opens your current timesheet. From this page, you can enter your time in and time out and record any last-minute time off entries.
  - You can open a different timesheet by selecting its The week of date. Use the left and right arrows to access additional adjustable (up to 6 weeks in the past) and upcoming (up to 4 weeks in the future) timesheets.
  - For completed timesheets, the status appears below the date.
- **My Time Off Requests**: Displays color highlight marks on a calendar to indicate days when you have approved time off.
  - The left and right arrows provide access to additional months.
  - If you are acting as a delegate, you will only see information as yourself.
  - The Team Calendar button opens the full Team Calendar, where you can view more detailed information and take action on requests.
- **Who’s Out Today**: Lists team members using time off today, showing the amount of time away for each person.
  - The View list lets you change whose information appears.
Navigation Links

Time Tracker's standard navigation links are available to you throughout the system (available links vary by role and location — see additional information below).

Use the navigation icon ⌂ near the top left of the Time Tracker window to show or hide the following links:

- **Sign Off**: Exits Time Tracker.
- **Home**: Returns you to the Time Tracker home page.
- **Timesheets** (applies to nonexempt team members and nonexempt managers only): Provides access to a submenu with the following options:
  - **Weekly Timesheet**: Opens your current timesheet.
  - **Timesheet Archive**: Provides access to your past timesheets that are not listed on your home page.
- **Requests**: Provides access to a submenu with the following options:
  - **New Request**: Opens a new time off request, enabling you to request time off or time away and to track other work types.
  - **Request Summary**: Opens the Request Summary page, which displays a summary of your pending, scheduled, and taken requests for time off, time away, and other types of time. In addition to your own summary, you can display a summary for one of your direct reports.
  - **Balance Details**: Opens the Balance Details page, which displays your detailed time off and time away balance information.
- **Reports**: Opens a page providing access to your available Time Tracker reports, which vary by role and location.
- **My Team** (for managers only): Displays a submenu with the following options:
  - **Team Timesheets** (for managers of nonexempt team members only): Opens the Team Timesheets (formerly Manager Summary) page, which displays a summary of your team members’ timesheets. You complete timesheet reviews through this page.
  - **Team Balances**: Opens the Team Balances (formerly My Team’s Balances) page, which displays time off and time away balances for your team members.
  - **Assign Delegates**: Opens the Assign Delegates page, where you can assign delegates to complete Time Tracker manager tasks on your behalf and modify or cancel existing delegate assignments.
- **Tools**: Provides access to a submenu with the following options:
  - **Messages**: Opens the Messages page, which provides access to your Time Tracker alerts and messages.
  - **Outlook Request Settings**: Opens the Outlook Request Settings page, where you can set Time Tracker to automatically forward your approved requests to Outlook as meeting invitations.
  - **Options**: Opens the Options page, where you can set your Time Tracker preferences. You can also set whether or not you require a review of time off requests and, if applicable, other types of work requests. (This designation applies only to your direct reports.)
  - **Act as Another User**: Opens the Act as Another User page, where you can act on behalf of someone who has assigned you as a delegate or revert to yourself again if you’re acting as a delegate.
- **Team Calendar**: Opens the Team Calendar, where you can view approved and pending requests for yourself, your peers and manager, your expanded team (directs and 2 down), a team within your line of business, or a custom team. In addition, you can set up custom teams, and change or take action on requests. This page can be especially useful when you’re planning future time off requests.
Timesheet Management

This information applies to: Managers of nonexempt team members (US and Canada only).

Note: See Timesheets in the Team Member User Guide for information about using timesheets.

The Team Timesheets (formerly Manager Summary) page shows a selected week’s summarized timesheet information for your team members and enables you to access, review, approve, and complete your team members’ timesheets.

Team Timesheets

Select one or more team members for review

<table>
<thead>
<tr>
<th>Review</th>
<th>Team Member</th>
<th>Work</th>
<th>OT</th>
<th>PTO-Sched</th>
<th>PTO-Unsched</th>
<th>Misc</th>
<th>Hot</th>
<th>Hot Premium</th>
<th>Shift</th>
<th>Completed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Henri Matsu 000123456</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td></td>
<td>Al Weeve 000234567</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>✅</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

Team Timesheets Page

In the Team Timesheets page:

- By default, Time Tracker displays the current week’s timesheet information for all your team members.
  - If you manage team members in both the US and Canada, they appear on the same page.
  - Below the page name, redefine the Team Members and Week filters and then View to change the information displayed.
- Timesheet information for the selected team members and week appears in a table below the filters.
  - For each team member, work, overtime, time off, and other types of hours are shown by type. (Displayed types depend on the team member’s role and location.)
- Use a team member’s name link to open his or her timesheet.
  - Alternately, you can use links on Tracker Tracker’s home page or in notification emails to open and review individual timesheets.
- Once you open a timesheet, note and take necessary action on any warnings, and apply any applicable overrides or premiums (for example, a manager premium).
  - For information about timesheet messages and codes, see Appendices > Time Tracker Messages and Codes at the end of this guide.
  - Relevant timesheet action buttons and options (for example, the Contest and Premium Override buttons) become available based on the timesheet’s current age and status.
- Time Tracker lets you review or approve timesheets in Completed status only.
  - Instead of opening and marking each completed timesheet individually, you can mark all reviewed timesheets in the Team Timesheets page and then select the Reviewed button at the bottom of the page.
  - To reset a timesheet in Completed > Reviewed > Not Processed status to Completed > Not Reviewed > Not Processed status so the team member can make corrections to it, use the Reset button on the timesheet.
Monitoring Completion of Timesheets

Reviewing Timesheets

Note: See Timesheet Review in Teamworks for additional information about reviewing timesheets.

To review a team member’s completed timesheet:

1. As necessary, at the top of the Team Timesheets page, use the Team Members and Week filters to navigate to the week and timesheet, and then open the timesheet.
2. Review the timesheet, noting and taking necessary action on any warnings and applying any applicable overrides or premiums (see Applying a Manager Premium if Applicable below). See the following appendices for additional information:
   • Appendices > Time Tracker Messages and Codes
   • Appendices > Paid Sick Time (if applicable)
3. Once you complete your review, select Review.

4. As necessary, use the Team Timesheets link (near the top right of the Timesheet page) to return to the Team Timesheets page.
5. Repeat steps 1 – 4 for your remaining team members.

Applying a Manager Premium if Applicable

Caution:

- Manager Premiums can be applied for US nonexempt team members only.
- Manager Premiums are rarely applied. Before you proceed, confirm whether to do so with your line of business.

To apply a Manager Premium:

1. Open the timesheet if necessary.
2. In the Timesheet page, select Manager Premium.

Timesheet Manager Premium Link and Pop-up Window
• When applicable, this option is available to the manager reviewing a team member’s timesheet in Completed > Not Reviewed > Not Processed or Completed > Not Approved > Not Processed status.

3. In the pop-up window’s Work Date calendar, navigate to and select the day to which the premium applies.

4. Enter the Duration and select the Time Code.

   • Time Code options are Premium ½ of pay (50% pay increase for the duration) and Premium at regular pay (100% pay increase for the duration).

5. To remove an erroneously defined premium, select it in the Remove Premium list.

6. Submit your changes.

7. As necessary, repeat steps 2 through 6 to apply a premium for another day.

Completing and Submitting Timesheets for Nonexempt Team Members

As a rule, nonexempt team members are expected to complete their own timesheets. In case of a team member’s unexpected absence, however, you may need to complete his or her timesheet.

Notes:

• Time off availability and duration constraints may apply for specific roles and locations.
  - You can enter time off in the timesheet; however, other work types (Working Remotely, Training, Business Travel) need to be entered in the New Request page.
  - In the Timesheet window, select the button to add an entry row or (delete) to remove one.
  • If Paid Sick Time applies, see Appendices > Paid Sick Time for additional information.

To complete and submit a team member’s timesheet:

1. Open the timesheet.

2. To enter any time off that is not already in the timesheet:
   a. For the relevant day, select Time Off.
   b. In the pop-up window, select the Time Off type and enter the Duration in the valid format. Standard US time off types are:
      - Paid Time Off
      - PTO-Upscheduled
      - Holiday
      - Floating Holiday
      - Personal Holiday
      • Note: For religious observances, you can indicate the type.
      - Community Service Time
      - Jury Duty
      - Bereavement
      - Facility Option
      - Miscellaneous Absence
c. If necessary, select ⌁ and record the duration for an additional time off type.
d. Save the time off.

3. Repeat step 2 as necessary to enter time off for additional days.

4. As necessary, enter and Save the team member’s work hours and any applicable premiums or overrides on the appropriate days.

5. Complete the timesheet.
   • The Complete button is available at both the top and bottom of the Timesheet page.
   • Once you select Complete, you must Add a comment in the Comments pop-up window to continue. Make sure the comment contains at least 10 characters.

6. Select Complete again.

7. In the pop-up window, select OK to certify that the timesheet information is correct.
   • The timesheet is submitted for payroll processing, and because you (the manager) submitted the timesheet, its status is now both Completed and Reviewed.

8. Close the timesheet and as necessary, repeat steps 1-7 for additional team members.

**Approving Timesheet Adjustments**

**Actions Required**

- Team member Henri Matisse has an adjustment for his or her timesheet for the week of 04/15/2018 that is pending your approval. Go to the timesheet to review and approve the adjustment.

**Adjustment Approval Actions Required Notice**

You or your delegate must approve adjusted timesheets to adjust the team members’ pay.

- Team members can adjust timesheets they have submitted in the previous six weeks. To correct their hours paid on timesheets older than six weeks, submit a Payroll Adjustments Request - Nonexempt form.
- Only the team member can adjust his or her completed timesheet.
  - If the team member did not complete a timesheet for a week that has already been processed, you can complete the timesheet for processing as an adjusted timesheet.

**Adjustments Under 10 Hours**

Approve all completed timesheets with adjustments of fewer than 10 hours in Time Tracker.

To approve an adjustment in Time Tracker:

1. Navigate to and open the adjusted timesheet.
2. Review the timesheet, viewing the adjustment, noting and taking necessary action on any warnings, and applying any required overrides or premiums.
3. Once you complete your review, select Approve (at the top of the Timesheet page).
   • The adjustment is approved, and the team member will be paid on the next pay cycle.
4. As necessary, select Team Timesheets to return to the Team Timesheets page.

**Adjustments of 10 or More Hours**

**Without an Off-Cycle Pay Request**

To approve the adjusted hours without requesting an off-cycle payment, follow the instructions in Adjustments Under 10 Hours above and approve the hours in Time Tracker. The team member will be paid on the next pay cycle.

**With an Off-Cycle Pay Request**

If the team member has 10 or more unpaid adjusted hours, you can approve an off-cycle payment in Staff Management. Off-cycle payments for the current pay period will be processed on payday.

• A delegate can help with this task only if he or she can act for you in Staff Management.
  – Approving an off-cycle payment in Staff Management automatically updates the timesheet status in Time Tracker to approved and processed.
• For more information about working in Staff Management, see Request Off-Cycle Pay in Manager Center.

To approve an off-cycle payment for adjustments of at least 10 hours:
1. From Teamworks, access Staff Management and sign on.
   • Your Staff Management Inbox displays.
2. In the Inbox, locate the team member’s adjustment, and then select its Off-Cycle Pay Request link.
   • The Off-Cycle Pay Request details display.
3. Select Approve for Off-Cycle Payment.
4. Select Continue to advance to the next screen.
5. Select Submit Request.
   • Once you submit the request, the team member will be paid according to the date shown on the page.
Request Management

Note: See Requests in the Team Member User Guide for information about using requests.

Approving or Rejecting Requests

When you open a team member’s pending request, Time Tracker lists his or her requests submitted at the same time in the Request Approval page, where you can review, approve, or reject each one.

Time Tracker provides multiple ways you can access team member requests for manual approval or rejection, for example through the home page’s Actions Required links, the Summary for option in the Requests > Request Summary page, the Team Calendar, or email links.

Notes:

- Use the appropriate ... all pending option to apply the action you select to all listed requests. You can use this option to approve or reject multi-day requests.
- You can set up automatic approval of your direct reports’ Time Off, Working Remotely, Business Travel, and Training requests by setting the relevant manager option for each type of request on the Options page. See Manager Tools > Manager Options for details.

To manually approve or reject team member requests:

1. Open and review the request.
2. To approve the request, in the Request Approval page’s Action drop-down list, select Approve.
   Or
   To reject (deny) the request, in the Request Approval page’s Action drop-down list, select Reject.
3. If you want to apply the action to all listed requests, select the appropriate ... all pending checkbox above the request.
4. Submit the change.
   - The Submit button is at the bottom of the Request Approval page.
Monitoring Team Member Balances

The Team Balances (formerly My Team’s Balances) page helps you monitor your team members’ time off balance information for the current calendar year.

In the Team Balances page:

- By default, the page lists all your team members. Use the + (expand) icon to the left of a team member’s name to view his or her Balance Details.
- In the Team Members field, enter a team member’s name or Employee ID, select the team member in the drop-down list, and then View to display only his or her Balance Details.
- For each team member, the estimated allowance; allowed carryover from the prior year; administrative adjustments; and taken, scheduled, pending approval, available, and accrued totals are shown by time off type. (Appropriate time off types appear based on the team member’s role and location.)

Use the My Team > Team Balances navigation option to open the Team Balances page.

Notes:

- See Time Off Balance Details below for descriptions of the balances displayed.
- The Team Calendar is another useful tool for monitoring individual time off requests. The calendar displays and lists your team's time off requests in a calendar format, which can help you ensure coverage.
- To display your own balance information, use the Requests > Balance Details navigation option or the View Balance Details link on the home page.
Time Off Balance Details

The Balance Details page shows your time off allowances and adjustments for the current year as well as your taken, scheduled, pending, available, and accrued time off balances by the type of time.

### Balance Details

<table>
<thead>
<tr>
<th>Type</th>
<th>Estimated Allowance</th>
<th>Allowed Carryover Prior Year</th>
<th>Admin Adjustments</th>
<th>Taken</th>
<th>Scheduled</th>
<th>Pending Approval</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Paid Time Off</td>
<td>224:00</td>
<td>40:00</td>
<td>0:00</td>
<td>40:00</td>
<td>0:00</td>
<td>10:00</td>
<td>200:00</td>
</tr>
<tr>
<td>2018 Paid Sick Time</td>
<td>68:00</td>
<td>NA</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>68:00</td>
</tr>
<tr>
<td>2018 Community Svc Time</td>
<td>16:00</td>
<td>NA</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>0:00</td>
<td>16:00</td>
</tr>
<tr>
<td>2018 Holiday Time</td>
<td>96:00</td>
<td>NA</td>
<td>0:00</td>
<td>16:00</td>
<td>0:00</td>
<td>0:00</td>
<td>80:00</td>
</tr>
</tbody>
</table>

Displayed balances include:

- **Type:** The type of time displayed.
- **Estimated Allowance:** The estimated allotment for the entire year.
- **Allowed Carryover Prior Year:** The initial carryover balance from the previous year.
  - This column heading may vary. See state-specific information in the PTO carryover section of the [Team Member Handbook](#).
- **Admin Adjustments:** Any administrative adjustments (for example, rounding up the balance to the nearest usable increment) applied to the total.
- **Taken:** Approved time off for the current year, for dates up to and including the current date.
- **Scheduled:** Approved time off for the current year, for dates after the current date.
- **Pending Approval:** Requested time off awaiting manager approval. This time is not reflected in either the Taken or Scheduled amount.
- **Available:** The remaining balance for the current year, calculated as follows:
  \[(\text{Estimated Allowance} + \text{Allowed Carryover Prior Year} +/- \text{Admin Adjustments}) - \text{Scheduled} - \text{Taken} - \text{Pending Approval} = \text{Available Balance}\]
- **Accrued:** The accrued time off for the current year to date, up to and including the current month. For team members in active working status, calculated as one-twelfth the Estimated Allowance on the first of each month. Does not impact the Available balance, as allotted Paid Time Off/PTO can be used before accrual. Not applicable for holiday or community time (or location equivalents).
- **Current Balance of Carryover** (where applicable): Reflects the current PTO carryover value up to and including today. Decreases as PTO is used during the current year. Displayed for information only — does not impact the Available balance. Not applicable for holiday or community time (or location equivalents).
- **Lost Carryover Days** (where applicable): The balance of lost Paid Time Off/PTO carryover days from the prior year (days that were not taken by the carryover deadline noted in the [Team Member Handbook](#)).
Location, role, and eligibility, along with any applicable legal and policy regulations, determine the time off types and amounts. 

*Balance Details* is a view-only page — you cannot take action from it. You can, however, open:

- The *About Balance Details* window, which provides descriptions of the displayed balances.
- The *Paid Sick Time Details* window (if applicable for the location), which itemizes accrued, used, and available sick time. This window also provides access to the *About Paid Sick Time* window, which provides descriptions of the displayed balances. (See Appendices > Paid Sick Time for further information about Paid Sick Time.)

Use the *Requests > Balance Details* navigation option or the *View Balance Details* link on the home page to open the *Balance Details* page.

**Note:** To view a team member’s balance details, use the *My Team > Team Balances* navigation option.

### Submitting Time Off for Exempt Team Members

**This information applies to:** Managers of exempt team members.

Exempt team members should record their own time off. You should record time off on their behalf only if they are unable to do so themselves.

To submit a time off request for an exempt team member:

1. Open the *New Request* page.
   - You can use the *Requests > New Request* navigation option or the home *New Request* button to open the *New Request* page.

2. At the top of the page, in the *As of today for* drop-down list, select the team member you’re submitting the request for.

3. Complete the request as you do your own requests.
4. In the Comments box, add the reason you are entering the request for the team member.

5. Verify the entries and Submit the request.

When you submit, the new request is automatically approved, and its status changes to Taken or Scheduled as appropriate for the requested date. Time Tracker adds the request to the Team Calendar and the team member’s Request Summary.

**Canceling Time Off for Team Members**

Team members should cancel their own time off. You should cancel time off on their behalf only if they are unable to do so themselves.

**Notes:**

- You can cancel requests in Approved status.
  - Managers of exempt team members: You can cancel approved requests for future or past dates.
  - Managers of nonexempt team members: You can cancel approved requests for future dates only.
- When you open a team member’s approved request for cancelation, Time Tracker lists his or her requests that were submitted at the same time in the Request Approval page.

To cancel time off for a team member:

1. Open the team member’s approved time off request.
   - You can use the Team Calendar or the Summary for option in the Requests > Request Summary page to open the request.

   **Request Approval**

   ![Request Approval Page]

   **Request for Henri Matisse**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Type</th>
<th>Duration</th>
<th>Type Detail</th>
<th>Timestamp</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2018</td>
<td>Approved</td>
<td>Holiday</td>
<td>8hrs</td>
<td></td>
<td>12/08/2017 07:42:13</td>
<td>Submit</td>
</tr>
<tr>
<td>01/15/2018</td>
<td>Approved</td>
<td>Holiday</td>
<td>8hrs</td>
<td></td>
<td>12/08/2017 07:42:13</td>
<td>Submit</td>
</tr>
</tbody>
</table>

   **Request Approval Page**

2. In the Request Approval page’s Action drop-down list, select Cancel Approved.

3. Submit the change.
   - The request is canceled.
Manager Reports

Use the left navigation link to open the Reports page. From there, select the appropriate link to open the report.

**Notes:**

- Reports are not mobile optimal.
- Even if you are currently acting as a delegate for another user, you can only run reports as yourself.
- To perform another Time Tracker task after you open a report, use the Return to Reports link near the top of the report page.
- New reports may be added based on business needs.

Year at a Glance Report

The Year at a Glance report shows a high-level view of team member absences during a calendar year. Once you run the report, you can change its settings to show other information or group its details in a different way.

To run the Year at a Glance report:

1. Navigate to and select Reports > Year at a Glance.
2. If desired, select a different Year.
3. Select the Employee or Team whose information you want to review.
• You need to select at least one Employee or the Team to run the report (but not both).
  - You can select the All button in either the Employee or Team field, but not in both.
  - If you select All in the Employee field, you need to select a team.
  - As necessary, use the magnifying glass ⌬ to display the Employee or Team lookup list, Find and select the team members or team, and Save your selection.

4. In the Order By ż field, select the sort order (optional).

5. Select Go Ž.

   • The report opens below the parameters, showing the requested absence information in a calendar (days with team member absences are shaded) with Detail View Ž (which lists each absence individually) below.
     - To change the Detail View grouping, use the Day, Month, or Year button ➆.
     - You can print the report or copy and paste the information listed in the Detail View into a Microsoft Word or Excel document.
     - To view other information (for example, for a different year or team member), change the parameter settings at the top of the report and select Go.
     - Select Save Params ➇ to save your parameter settings.

**PTO Payout Report**

The PTO Payout Report shows a selected team member’s accrued and unused PTO (payout hours) on a specified date.

<table>
<thead>
<tr>
<th>PTO Payout Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee(s):</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>Full Name</th>
<th>Payout Hours</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000111111</td>
<td>Henri Matisse</td>
<td>42:40</td>
<td>04/02/2018</td>
</tr>
</tbody>
</table>

**Note:** Attach a copy of this report when submitting the payroll request for the team member’s PTO payout.

To run the PTO Payout Report:

1. Navigate to and select Reports > PTO Payout Report.
   - The report parameters page opens.

2. Select the Employee(s) ➊ whose information you need to review.
   - You need to select an Employee(s) value to run the report.
   - In the Employee(s) field, use the magnifying glass ⌬ to display the lookup list, and then Find and select the team member.

3. In the Date ➋ field, navigate to and select the date in the calendar.
   - The current date appears in the field, but you can change it.

4. Select Go ➌.
   - The report opens, showing the requested information in a table below the parameters.

5. To view information for another team member or a different date, Reset ➍ and then repeat steps 24.
Team Balance Report

The Team Balance Report, which runs automatically when you select it, shows detailed time off balance information for your team members in a predefined table.

- The report automatically includes your direct reports, and you can also select individual team members.
- The report automatically includes the current year. You can select the previous year.

Once you run the report, you can change the display to show different team member and year information.

To run the Team Balance Report:

1. Navigate to and select **Reports > Team Balance Report**.
   - The report opens, displaying time off balance information for the team.

2. To change the information displayed:
   - In the **Employee(s)** field, use the magnifying glass to display the lookup list, and then **Find**, select, and **Save** the team members or team.
   - Select the **Year**.

3. Select **Go**.
   - The report opens, showing the requested information in a table below the parameters.
     - **Show as PDF** to print the report.
     - **Open in Excel** to work with the report data.

4. To view information for other team members or a different year, **Reset** and then repeat steps 2 – 3.
Time Tracker Report

The Time Tracker Report (manager version) shows time worked and time off taken for the current and previous year. You can view information for individual team members or the whole team.

![Time Tracker Report (Manager Version)](image)

To run the Time Tracker Report:

1. Navigate to and select **Reports > Time Tracker Report**.
   - The report parameters page opens.

2. Select the **Employee(s)** or **Team** whose information you want to review.
   - You need to select at least one Employee or Team to run the report (but not both).
     - Use the magnifying glass to display the lookup list, **Find** and select the team members or team, and **Save** your selection.

3. Select the **Time Codes** you want to review.
   - In the **Time Codes** field, display the lookup list, **Find** and select the time codes, and then **Save** your selection.
     - Relevant time codes appear with descriptions.
     - You can select up to five time codes.

4. In the **Start Date** field, navigate to and select the start date in the calendar.
   - You need to select a Sunday Start Date to run the report.

5. In the **End Date** field, navigate to and select the end date in the calendar.
   - You need to select a Saturday End Date to run the report.

6. Select **Go**.
   - The report opens, showing the requested information in a table below the parameters.
     - **Show as PDF** to print the report.
     - **Open in Excel** to work with the report data.

7. To view different time worked or time off taken information, **Reset**, and then repeat steps 2 – 6.
Lost Carryover Report

The Lost Carryover Report automatically displays a predefined table showing each team member’s Employee ID, full name, and lost carryover amount as of the run date.

```
Lost Carryover Report
Manager: Henri Matisse
As Of Date: Tuesday, March 27, 3000

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>Full Name</th>
<th>Lost Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000011111</td>
<td>User Name 1</td>
<td>40:00</td>
</tr>
<tr>
<td>0000022222</td>
<td>User Name 2</td>
<td>0:00</td>
</tr>
<tr>
<td>0000033333</td>
<td>User Name 3</td>
<td>40:00</td>
</tr>
<tr>
<td>0000044444</td>
<td>User Name 4</td>
<td>40:00</td>
</tr>
<tr>
<td>0000055555</td>
<td>User Name 5</td>
<td>32:00</td>
</tr>
<tr>
<td>0000066666</td>
<td>User Name 6</td>
<td>0:00</td>
</tr>
<tr>
<td>0000077777</td>
<td>User Name 7</td>
<td>40:00</td>
</tr>
</tbody>
</table>
```

To run the report, navigate to and select Reports > Lost Carryover Report.

- The report opens, displaying lost carryover information for the team.
Delegate Assignments

In Time Tracker, you can set up delegates to support day-to-day activities on your behalf through the Assign Delegates page. After you assign a delegate, you can edit or delete the assignment.

Consider the following when assigning a delegate:

- Your manager cannot perform transactions for your team members on your behalf without first being assigned as a delegate.
- Delegate assignments are made separately in Time Tracker and Staff Management.
  - For your delegate to request an off-cycle pay adjustment or process a termination, he or she must also be assigned as a delegate in Staff Management.
- Delegates cannot access your records; they can only perform manager activities on your behalf.
- Delegates cannot perform manager activities on their own records.
- If the person you want to assign as your delegate is not your manager, peer, or direct report, you’ll need to manually enter his or her Employee ID.
- Delegate assignments are retained for historical purposes.

Use the My Team > Assign Delegates navigation option to open the Assign Delegates page.

Assigning a Delegate

To assign a delegate:

1. Open the Assign Delegates page.

   ![Assign Delegates Page]

   1. [Delegate] Enter the delegate’s user name or Employee ID.
      - You can enter either the delegate’s user name or Employee ID if he or she is your manager, peer, or direct report; otherwise, enter his or her Employee ID in the field.
      - Once you enter enough characters, Time Tracker automatically displays a drop-down list of matching users. Select the user in the list.

   2. [Start Date] 07/26/2016
   3. [End Date] 01/01/2018
   4. [Receive Outlook Email] Yes
   5. [Delegate Type] Manager
   6. [Assign Delegates Page]

2. At the top of the Assign Delegates page, in the Delegate field, enter the delegate’s user name or Employee ID.
3. Open the **Start Date** calendar, and then navigate to and select the start date.
   - For an indefinite assignment, keep the default setting.
   - Using the calendar can prevent confusion over date formats for different locations.

4. To assign an end date (optional), select **End Date**, and then use the calendar to navigate to and select the end date.
   - For an indefinite assignment, keep the default setting.

5. Under **Receive Outlook Email**, select **Yes** to have the delegate receive email notifications regarding your direct reports or **No** if you do not want the delegate to receive those notifications.
   - Select **Yes** only if you want your delegate to receive the same emails you receive as a manager.

6. **Assign** the delegate.
   - The delegate and his or her assignment details appear in the Delegates table at the bottom of the page.

**Editing a Delegate Assignment**

To edit a delegate assignment:

1. On the **Assign Delegates** page, in the **Delegates** table, select (edit) for the relevant delegate.
   - The **Edit Delegate** window opens.

   ![Edit Delegate Window](image)

2. In the **Edit Delegate** window, modify the delegate's **Start Date**, **End Date**, or **Receive Email** value.
   - Change the **Receive Email** value to either start or stop manager emails from being sent to your delegate.
   - You cannot change start or end dates to dates in the past.
   - To enter an end date if no end date is already defined, select **Set End Date**, and then use the end date calendar to navigate to and select the date.
   - To immediately end a delegate assignment, change the end date to the current date.

3. Repeat step 2 as needed to edit additional assignment information.

4. **Save** your changes.

**Deleting a Delegate Assignment**

To delete a delegate assignment:

1. On the **Assign Delegates** page, in the **Delegates** table, select (delete) for the delegate.
   - **Caution**: This deletes the delegate immediately.
Manager Tools

Note: See Team Member Tools in the Team Member User Guide for information about using the following tools:
- Messages
- Outlook Request Settings
- Act as Another User

Manager Options

As a manager, you can use the Options page's Manager Options to set tracking and approval options for your team members’ Time Off, Training, Remote Work, and Business Travel requests.

For each request type:
- If you select Off, requests of that type will not be tracked.
  - Tracking cannot be turned off for Time Off requests.
- If you select Manual Approve, you’ll be notified to approve your team members' requests.
- If you select Auto, requests for that type of time will be automatically approved.

You can also choose to receive emails when time off requests are automatically approved and to include your team in the Line-Of-Business lookup on the Team Calendar.

Notes:
- To have your time away data appear on other team members’ custom views, select Allow my time away data to be shared on custom team views under Team Member Options.
- Team members can record other work types using the New Request feature.
- Time off and other work type requests are listed on the Team Calendar.
Setting Manager Options

To set manager options:

1. Open the Options page.
   - Use the Tools > Options navigation option to open the page.

2. In the Manager Options section:
   - For Tracking Time Off requests, select Manual Approve or Auto.
   - For Tracking Training requests, select Off, Manual Approve, or Auto.
   - For requests to Work Remotely, select Off, Manual Approve, or Auto.
   - For Business Travel requests, select Off, Manual Approve, or Auto.
   - Select or deselect Receive emails for auto-approved Time Off requests?
     - This setting only applies to Time Off requests set to Auto.
   - Select or deselect Include team in Line-Of-Business lookup on Team Calendar?
     - By default, this option is selected.

3. If necessary, in the Team Member Options section, select or deselect Allow my time away data to be shared on custom team views.

4. Save your settings.
## Appendices

### Key Terms

The following table describes terms you may come across while using Time Tracker.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued</td>
<td>Amount of the estimated annual allotment of PTO accrued to date. PTO accrues each month at a rate of one-twelfth the team member’s annual allowance. PTO can be used before it is accrued.</td>
</tr>
<tr>
<td>Act as Another User</td>
<td>Feature that allows delegates to assume the role of managers who have assigned them as delegates.</td>
</tr>
<tr>
<td>Adjustments</td>
<td>A feature used to make a change to a record that has already been processed (exported to payroll). Adjusted timesheets must be approved by the manager or delegate before they can be processed. Once adjusted timesheets are processed, adjustments are included in the next pay. For adjustments of 10 hours or more, managers may request off-cycle payment through Staff Management.</td>
</tr>
<tr>
<td>Admin View</td>
<td>Specialized view providing access to additional Time Tracker functionality. This view is available to Time Tracker administrators only.</td>
</tr>
</tbody>
</table>
| Available                     | Remaining time off balance (PTO, community service time, sick time, or holiday time) that is available to be scheduled, calculated as follows: 

\[
(\text{Estimated Allowance} + \text{Allowed Carryover} +/\text{- Admin Adjustments}) - \text{Scheduled} - \text{Taken} - \text{Pending Approval}
\]

<p>| Balance Override Form – Managers | Form used only during initial transition that enables managers to update PTO balances using information from the Balance Override Worksheet.                                                                 |
| Balances                        | Used to show balance information for PTO, community service time, and holiday time, based on a team member’s eligibility.                                                                                   |
| Bereavement                     | Bereavement time code. Time Tracker tracks the amount of time that has been used for the current year.                                                                                                      |
| Carryover                       | Paid Time Off that has been carried over from a prior year in accordance with the PTO carryover provision.                                                                                                |
| Collapse (–)                   | Icon used to hide expanded information or options.                                                                                                                                                         |
| Comments                        | Comments entered by a nonexempt team member or manager on the team member’s timesheet. Comments cannot be edited or deleted after they are saved.                                                             |
| Community Service Time          | Community service time code. For eligible team members, the balance for community service time decreases as time is scheduled.                                                                              |
| Complete                       | Nonexempt team members’ weekly timesheets include a Complete button, which they must select at the end of the work week for their timesheets to be processed and paid.                                          |
| Current Timesheet               | A nonexempt team member’s timesheet for the current week.                                                                                                                                                  |
| Expand (+ or 📌)               | Icon used to display additional information or options.                                                                                                                                                     |
| Half Times Premium             | Premium rate that can be applied by the manager to pay an additional amount equal to one half of a nonexempt team member’s hourly rate for a specified number of hours and minutes on a specific date. This feature is used in only some areas of Wells Fargo. |
| Jury Duty                      | Jury Duty time code. Time Tracker tracks the amount of time that has been used for the current year.                                                                                                         |
| Kincare (KIN)                  | Code used in California to identify a portion of a team member’s PTO that is protected under the state’s Kincare regulation. For eligible team members, the balance for Kincare decreases as time is scheduled.           |
| Messages                       | Option that enables users to view and delete system-generated messages.                                                                                                                                    |
| Miscellaneous                  | Miscellaneous paid absence code. Restricted for paid absences preapproved by managers for limited circumstances.                                                                                           |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Times Premium</td>
<td>Premium rate that can be applied by the manager to pay an additional amount equal to the nonexempt team member's hourly rate for a specified number of hours and minutes on a specific date. This feature is used in only some areas of Wells Fargo.</td>
</tr>
<tr>
<td>Other Work Types</td>
<td>Alternative paid work categories such as Working Remotely, Business Travel, or Training.</td>
</tr>
<tr>
<td>Overrides</td>
<td>Indicates information that has been manually entered onto the timesheet, including work time entries and time off.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Overtime represents the amount of time that will be paid at 1.5 times the team member's regular hourly rate.</td>
</tr>
<tr>
<td>Paid Sick Time</td>
<td>Paid sick time code. Paid Sick Time applies to specific locations only.</td>
</tr>
<tr>
<td>Paid Time Off (PTO)</td>
<td>Paid time off code. For eligible team members, the balance for paid time off decreases as time is scheduled. Note: Newly hired eligible team members must begin to accrue PTO before they can use it — if the PTO balance is grayed out, it is not available yet.</td>
</tr>
<tr>
<td>Pending</td>
<td>Time off that has been requested and is awaiting manager approval.</td>
</tr>
<tr>
<td>Premium</td>
<td>Identifies work time that will be paid above the team member's regular hourly rate, excluding overtime.</td>
</tr>
<tr>
<td>Regular</td>
<td>Appears in the weekly summary below the timesheet. It represents the amount of time (in decimals) that will be paid at the team member's regular hourly rate.</td>
</tr>
<tr>
<td>Rest Break Premium</td>
<td>Amount of time that will be paid at the team member's regular hourly rate for a missed meal or rest break in compliance with state regulations.</td>
</tr>
<tr>
<td>Save</td>
<td>Used to save timesheet entries. Users can save information as they add or update it before they complete their timesheets at the end of the week.</td>
</tr>
<tr>
<td>Scheduled</td>
<td>Time off that has been both requested and approved (or automatically processed) for future dates.</td>
</tr>
<tr>
<td>Shift Premium</td>
<td>Represents time eligible under the Shift Differential policy to be paid at a premium rate.</td>
</tr>
<tr>
<td>Shift Premium Overtime</td>
<td>Represents time eligible under the Shift Differential policy to be paid at a premium overtime rate.</td>
</tr>
<tr>
<td>Status</td>
<td>Timesheets include a status message at the top that indicates the activities performed by the team member, manager, and payroll system, respectively.</td>
</tr>
<tr>
<td>Taken</td>
<td>Time off that has been recorded for dates in the past.</td>
</tr>
<tr>
<td>Team Balances</td>
<td>Used by managers and delegates to view team members' balance information.</td>
</tr>
<tr>
<td>Time Off Manager AutoProcess</td>
<td>Feature that allows managers to either require or not require manager review of time off requests.</td>
</tr>
<tr>
<td>Time Off, Time Away</td>
<td>Collective terms to describe various types of paid time off, including PTO, community service time, holidays, jury duty, and bereavement.</td>
</tr>
<tr>
<td>Timesheet Archive</td>
<td>Section of the tool that enables nonexempt team members to view their historical timesheet information.</td>
</tr>
<tr>
<td>Uncomplete</td>
<td>Before their timesheets are exported to payroll, nonexempt team members can select Uncomplete to make corrections to them. After making corrections, team members must again select Complete for their timesheets to be processed.</td>
</tr>
<tr>
<td>Warnings</td>
<td>Messages indicating that information on the timesheet is outside of the standard process and may need additional review. Warning messages do not prevent timesheets from being processed.</td>
</tr>
<tr>
<td>Work</td>
<td>Represents the total hours worked, as recorded on the timesheet.</td>
</tr>
</tbody>
</table>
## Time Tracker Messages and Codes

Time Tracker keeps managers and team members informed of system activities in many ways. The following sections include in-system messages, most of which are also forwarded to the user’s email address.

**Reminder:** A delegate must choose to act as the manager before he or she can take action. If the request has been acted on, the delegate will no longer be able to view it in the manager’s view.

### Actions Required Messages

Time Tracker’s home page Actions Required section keeps you informed of activities requiring your attention. The following table shows examples of messages and required actions.

<table>
<thead>
<tr>
<th>Message</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team member (Name) has an adjustment for his or her timesheet for the week of MM/DD/YYYY that is pending your approval. Go to the timesheet to review and approve the adjustment.</td>
<td>Review and approve the adjustment. Timesheet adjustments cannot be processed until they are approved by the manager.</td>
</tr>
<tr>
<td>Team member (Name) has completed this week’s timesheet. Please go to the Team Timesheets page to review this record.</td>
<td>Review the team member’s timesheet, using the Timesheet link in the message or by accessing your Team Timesheets.</td>
</tr>
<tr>
<td>Team member (Name) needs to complete a timesheet for the week of MM/DD/YYYY. If the team member worked or used time off during this week, please have them complete their timesheet immediately.</td>
<td>Remind the team member to complete the timesheet immediately. Only in situations in which team members are unable to complete their own timesheets is a manager or delegate permitted to complete their timesheets on their behalf.</td>
</tr>
<tr>
<td>You have a request for time off from (Name) in your Inbox. Open the message to approve the request.</td>
<td>Review and either approve or reject the team member’s request for time off.</td>
</tr>
</tbody>
</table>

### System-Generated Messages

Time Tracker’s system-generated messages identify the sender as either Time Tracker Support or the team member to whom the message applies. The following table describes common system-generated messages.

<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted timesheets have been completed by [Employee ID]</td>
<td>A team member has completed an adjustment to his or her timesheet. Adjusted timesheets require manager approval before they can be processed.</td>
</tr>
<tr>
<td>Meal or rest break violations</td>
<td>This message alerts managers that a team member’s timesheet includes an out-of-compliance meal or rest break, where applicable.</td>
</tr>
<tr>
<td>One or more of your balances have been changed</td>
<td>This message alerts team members that a balance override has been submitted, thereby changing the team member’s balance for PTO, community service time, or holiday.</td>
</tr>
<tr>
<td>Request for time off from [Employee ID] (Name) on MM/DD/YYYY</td>
<td>This message contains information about a time off request that has been submitted for approval.</td>
</tr>
<tr>
<td>Request for time off has been processed</td>
<td>This message alerts managers and team members that their request for time off has been automatically processed.</td>
</tr>
<tr>
<td>Team members losing PTO/holiday eligibility</td>
<td>This message indicates that a change in the team member’s status has been recorded, which changes his or her eligibility for PTO or holiday time. Such a change may cause a negative PTO balance, which would need to be paid back, or an accrual greater than time used, which should be paid to the team member.</td>
</tr>
<tr>
<td>Subject Line</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Time Off Auto Approval Request Processed (Team Member ID-Name)</td>
<td>A request for time off has been automatically processed for the referenced team member.</td>
</tr>
<tr>
<td>Time Tracker has processed a canceled request for time off for [Employee ID] (Name)</td>
<td>A request to cancel previously approved time off has been processed for the referenced team member.</td>
</tr>
<tr>
<td>Timesheets have not been completed</td>
<td>This message indicates that timesheets have not been completed and that immediate action is necessary to ensure that the team member is paid on time.</td>
</tr>
<tr>
<td>Your Balance Override form has been processed successfully</td>
<td>This message alerts managers that the Balance Override Form – Managers (submitted during initial transition to the tool) has been processed successfully. The message includes the team member’s name and a link to the form that was submitted.</td>
</tr>
<tr>
<td>Your request for time off has been approved</td>
<td>This message alerts the team member that his or her request for time off has been approved.</td>
</tr>
<tr>
<td>Your request to cancel time off has been processed</td>
<td>This message alerts the team member that his or her request to cancel time off has been processed.</td>
</tr>
</tbody>
</table>

**Missed Rest Break or Meal Period Codes**

Team members in states that have meal period and rest break laws are required to provide a reason when a meal period is outside the compliance parameters of their state. The default setting for rest breaks is that the team member has taken the appropriate rest break each day. If this is incorrect, team members should indicate it on their timesheets and select the reason for the missed rest break.

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB001</td>
<td>I was not given an opportunity to take my meal period.</td>
</tr>
<tr>
<td>MB002</td>
<td>I was given the opportunity to take my meal, but I chose not to.</td>
</tr>
<tr>
<td>MB003</td>
<td>I took a meal period, but the time it was taken was not within guidelines.</td>
</tr>
<tr>
<td>MB004</td>
<td>Meal period was not scheduled.</td>
</tr>
</tbody>
</table>
| MB006 (CA only) | I had no opportunity to take my compliant meal period(s). I understand that in California, compliant meal periods are:  
  At least 30 minutes in length and uninterrupted;  
  • For the first meal period, it must begin no later than the end of my 5th hour of working time;  
  • A second meal period is provided for those who work more than 10 hours. This second meal period must begin sometime between the start of my 6th hour of work and the end of my 10th hour of work;  
  • I understand that I cannot be encouraged to skip, delay or shorten legally protected meal periods. |
| MB007 (CA only) | I was provided the opportunity to take my compliant meal period(s). I understand that in California, a compliant meal period is:  
  • At least 30 minutes in length and uninterrupted;  
  • For the first meal period, it must begin no later than the end of my 5th hour of working time;  
  • A second meal period is provided for those who work more than 10 hours. This second meal period must begin sometime between the start of my 6th hour of work and the end of my 10th hour of work;  
  • I understand that I cannot be encouraged to skip, delay or shorten legally protected meal periods. |
| RB001    | I was not given an opportunity to take my rest break. |
| RB002    | I was given an opportunity to take my rest break, but I chose not to. |
Timesheet Error and Warning Messages

This information applies to: Nonexempt team members in the US and their managers only.

Time Tracker provides messages in the timesheet to alert you to timesheet errors or potential errors and to warn you when certain conditions exist.

Errors

Error messages appear at the top of the timesheet, and shading marks each day with an error.

⚠️ Note: Time Tracker will not let you complete a timesheet until all errors are resolved.

The following table shows common error messages and how to resolve them.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>How to Resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Time In and Time Out are required.</td>
<td>Correct so that every time in entry has a corresponding time out entry.</td>
</tr>
<tr>
<td>Enter a Missed Meal Break Reason.</td>
<td>Select a reason for an out-of-compliance meal break to complete your timesheet.</td>
</tr>
<tr>
<td>First In must be on the timesheet date. Last Out must be within 24 hours.</td>
<td>Correct one or both entries.</td>
</tr>
<tr>
<td>Holiday and Community Service Time cannot occur on the same day.</td>
<td>Correct the type of time away entered.</td>
</tr>
<tr>
<td>Holiday and Paid Sick Time cannot occur on the same day.</td>
<td>Correct the type of time away entered.</td>
</tr>
<tr>
<td>Invalid time code entered.</td>
<td>Correct the time code.</td>
</tr>
<tr>
<td>Invalid work entry. You are an exempt employee on this date.</td>
<td>Record work time only on dates when your status is or was nonexempt.</td>
</tr>
<tr>
<td>The combined Time Away and Work hours cannot exceed standard hours for the day.</td>
<td>Correct so that the combined total of work time and time away does not exceed the standard number of work hours for the day. (To correct, delete or edit the time off entry for that day.)</td>
</tr>
<tr>
<td>The team member is inactive on this date.</td>
<td>Record time only on dates when the team member is or was in active status.</td>
</tr>
<tr>
<td>The Time Off request exceeds the available balance.</td>
<td>Time Tracker will not let you exceed your annual time off allowance. Either reduce the amount of requested time off on this request or cancel a future-dated request to restore your balance to cover this request.</td>
</tr>
<tr>
<td>The total Time Away hours cannot exceed 12 hours per day.</td>
<td>Correct the relevant time away requests so the total amount of time requested does not exceed 12 hours per day.</td>
</tr>
<tr>
<td>Work hours cannot be entered for a future week.</td>
<td>You cannot complete timesheets with work hours in advance. You will be able to complete the timesheet when the dates on the timesheet represent the current week.</td>
</tr>
<tr>
<td>Your entries for time in and time out cannot be the same.</td>
<td>Correct one or both entries.</td>
</tr>
<tr>
<td>Your request to use paid sick time was rejected because you have reached or exceeded the usage cap.</td>
<td>Time Tracker will not let you exceed your Paid Sick Time usage cap, stated as per your state/city law.</td>
</tr>
</tbody>
</table>
Warnings

Like error messages, warning messages appear at the top of the timesheet when certain conditions exist.

⚠️ **Note:** Time Tracker will let you complete a timesheet containing warning messages, so always verify that the condition is correct before you complete the timesheet.

The following table shows common warning messages and how to resolve them.

<table>
<thead>
<tr>
<th>Warning Message</th>
<th>How to Resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>An applied HR timesheet change may affect your pay. Click the Complete button</td>
<td>This message alerts you that your timesheet is being adjusted due to an HR change. Before completing the timesheet, make sure all time is still accurate.</td>
</tr>
<tr>
<td>when you are ready to submit your timesheet for payroll processing.</td>
<td></td>
</tr>
<tr>
<td>The selected holiday is not on Wells Fargo’s common holiday schedule.</td>
<td>Verify that the holiday is correct (either for the group or location, or as a floating holiday), and then select OK to record it.</td>
</tr>
<tr>
<td>Time worked is more than 12 hours in one day. (A typical work day is 8-10 hours.)</td>
<td>Verify that the AM and PM work entries are correct and that work hours for the day represent the actual time worked.</td>
</tr>
<tr>
<td>Time worked is more than 55 hours in one week. (A typical work week is 40 hours.)</td>
<td>For each day, verify that the AM and PM work entries and overtime are correct, and that work hours represent the actual time worked.</td>
</tr>
<tr>
<td>You entered Time Off on a day that is a corporate common holiday.</td>
<td>Verify that the requested time off is correct, and then select OK to record it.</td>
</tr>
<tr>
<td>You entered time on a day you have PTO or a holiday scheduled.</td>
<td>Verify the entries for the day and correct so that PTO or holiday plus work do not exceed 8 hours.</td>
</tr>
<tr>
<td>Your timesheet has been adjusted for Daylight Savings Time.</td>
<td>Before completing the timesheet, make sure all time is still accurate.</td>
</tr>
</tbody>
</table>

Paid Sick Time

**This information applies to:** Team members and managers in locations with Paid Sick Time.

Paid Sick Time is available in certain cities and states. Wells Fargo’s Paid Time Off (PTO) program satisfies the paid sick time accrual requirements of these ordinances; however, certain team members who are not eligible for PTO are also eligible for this type of time away.

- **PTO-eligible team members** (regular and part-time team members who receive base pay) may use PTO for purposes including those specified in the various paid sick leave laws. Because Wells Fargo provides a PTO policy, PTO-eligible team members do not receive Paid Sick Time in addition to the PTO they already receive. Unless instructed otherwise, however, these team members record time designated as Paid Sick Time separately in Time Tracker for tracking purposes.

- **PTO-ineligible team members** (flexible and fully commissioned team members) record their Paid Sick Time in Time Tracker as well.

Exempt and nonexempt team members follow standard processes to request Paid Sick Time for dates coming up or in the past.

- **Exempt team members** can use the New Request page to request Paid Sick Time for any date in the current calendar year (past or future).

- **Nonexempt team members** can use the New Request page to request Paid Sick Time for the current date or future dates only.
  - Time away or other work types scheduled using the New Request page are automatically populated to nonexempt team members’ timesheets.
  - Nonexempt team members record time off for past dates directly on their timesheets. They can enter retroactive Paid Sick Time up to six weeks later.
Note: If applicable, the Paid Sick Time balance is also shown on the Request Summary and Balance Details pages. If the balance is grayed out, it is unavailable for use — the team member must meet certain eligibility requirements before it becomes available. Selecting the **Paid Sick Time** link opens the Paid Sick Time Details window.

Note: Selecting the **About Paid Sick Time** link opens the About Paid Sick Time window.

Note: In Teamworks, see **Paid Time Off and Leaves** in the Pay & Benefits section for more information on Paid Sick Time.