Time Tracker
Team Member User Guide — USA

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Introduction

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

Note: If you’re an experienced Time Tracker user, don’t worry — you can still do all the tasks you’ve always done in the tool. Time Tracker’s look and feel now support both desktop and mobile users, but its basic functionality is the same.

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 1) 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

Use Time Tracker’s home page information and navigation features to help you use the tool. 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.

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.
  - 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**: 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. You can edit or cancel a request through this page.
  - **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.

• **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.
  - **Act as Another User:** Opens the *Act as Another User* page, where you 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, 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.
Timesheets

This information applies to: Nonexempt team members only.

In your current weekly timesheet, enter your time in and out for each day and record any last minute time off entries. At the end of the week, complete your timesheet for payroll processing.

You can use any of these methods to open your current timesheet:

- The Timesheets > Weekly Timesheet navigation option
- The home page My Weekly Timesheets link
- A link in a notification or email

Notes:

- In the Timesheet page, use the Week Ending drop-down calendar to open a different week’s timesheet. When you open the calendar, the currently displayed week is highlighted; navigate to and select any date in a highlighted week to change to that week’s timesheet.
- If a pop-up entry window opens when you select a timesheet option, enter and save or submit the required information in the window.
• Once you add information to the timesheet, a weekly summary appears at the bottom of the page.
• 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.
  - Time off availability and duration constraints may apply for specific roles and locations.
  - If Paid Sick Time applies to the location, see Appendices > Paid Sick Time for additional information.
• For information about timesheet messages and codes, see Appendices > Time Tracker Messages and Codes at the end of this guide.

Tracking Time Worked

Follow the instructions in this section to enter time in your timesheet.

Notes:

• When entering time, use the appropriate format for the location. Example: For the US, you can use either 12-hour clock time (with a for a.m. and p for p.m.) or military time.
• In the Timesheet page, select (expand) to add an entry row or (delete) to remove one.

To track time worked:

1. Open the timesheet.

   ![Timesheet Day Detail]

   Timesheet Day Detail

2. For the relevant day, enter the In 1 and Out 2 times.
   • Team members sign out for meal breaks but not for paid rest breaks.
   • Save and then select (expand) at the right of the timesheet row to make more than two time in and out entries for the day.
     - The Save button is available at both the top and bottom of the Timesheet page.
3. If you have an out-of-compliance meal or rest break, select Missed meal or rest break 3, and then select the reason for the missed break.
   • See Appendices > Time Tracker Messages and Codes > Missed Rest Break or Meal Period Codes for additional information.
4. Repeat steps 2-3 as necessary to enter time worked on additional days.
5. Save the timesheet.
6. To enter any time off that is not already in the timesheet, for the relevant day, select Time Off 4.

   ![Time Off Pop-up Window]

   Time Off Pop-up Window
a. In the pop-up window, select the **Time Off Type** and enter the **Duration** (a valid value in **HH:MM** format).

   - Paid Time Off
   - PTO- Unscheduled
   - Holiday
   - Floating Holiday
   - Personal Holiday

   **Note:** For religious observances, you can indicate the type.

   - Community Service Time
   - Jury Duty
   - Bereavement
   - Facility Option
   - Miscellaneous Absence

b. If necessary, select and record the duration for an additional time off type for the day.

c. Save the time off.

7. Repeat step 6 as necessary to enter time off for additional days.

8. **Save** the timesheet.

9. **Add** any required **Comments** for the timesheet.

   - Use the **Comments** link near the top of the timesheet to open the Comments popup, where you **Add** the comments. The popup also opens if you try to **Complete** without adding required comments.

   **Comments Popup**

   - Comments must contain at least 10 characters and can contain no more than 300.

10. **Save** the timesheet.
Completing and Submitting the Timesheet

To complete and submit the timesheet:

1. Open the timesheet if necessary.
2. Review any warnings and adjustments, if applicable.
   • Any warnings appear near the top of the page.
   • Select **View Adjustments** near the top of the page to see any adjustments applied.
3. Verify each day’s information and make any required corrections.
4. **Save** any changes.
5. **Complete** the timesheet.
   • To submit your timesheet for payroll processing, you must use the **Complete** button.
   • The **Complete** button is available at both the top and bottom of the **Timesheet** page.

6. In the confirmation pop-up window, select **OK** to certify that the timesheet information is correct.
   • The window closes, and you return to the timesheet. The timesheet’s status is now **Completed > Not Reviewed > Not Processed**.
     - **Completed** means you have submitted your hours for processing.
     - **Not Reviewed** means your manager has not yet reviewed the timesheet.
     - **Not Processed** means that the timesheet has not yet been sent for payroll processing.
7. Close the timesheet.
### Timesheet Archive

The *Timesheet Archive* page provides access to weekly timesheets for the past three years up through the current week. On this page, Time Tracker organizes date links to the timesheets by year and then by month and week, showing the status of each timesheet. You can access and review any available timesheet; however, you can correct or adjust timesheets completed during the past six weeks only.

![Timesheet Archive Page](image)

Use the **Timesheets > Timesheet Archive** navigation option to open the *Timesheet Archive* page.

To open a timesheet from the *Timesheet Archive* page:

1. If necessary, at the top of the *Timesheet Archive* page, select the year 1 of the timesheet.
   - Time Tracker displays the list of timesheets for that year.
2. In the list, locate the timesheet’s date link 2, and then use the link to open the timesheet.

### Adjusting or Correcting Timesheets

**Adjustments** are changes you make to processed timesheets you have completed in the past six weeks. **Corrections** are adjustments you make to timesheets in completed status that have not been processed for payroll yet.

- You can adjust a prior timesheet if you can access its link from the *My Weekly Timesheets* section of your home page. If you need to correct hours paid, make every effort to adjust the timesheet within the six-week adjustment period.
  - If you need to correct hours paid on an older timesheet, ask your manager to submit a Payroll Adjustments Request - Nonexempt form.
  - If you did not complete a timesheet for a week that has already been processed, you or your manager can complete it. If you complete the timesheet yourself, your manager will need to approve it.
- If you need to correct a timesheet in *Completed > Reviewed > Not Processed* status, ask your manager to reset the timesheet to *Completed > Not Reviewed > Not Processed* status so you can Uncomplete it and make the changes.
- Completed timesheets that have not yet been processed are locked when processing begins, and you cannot adjust them until they are unlocked after processing ends.
  - **Non-pay weeks:** Processing begins Monday evening (at approximately 8:00 p.m. Central Time) and ends Thursday evening (at approximately 11:00 p.m. Central Time).
  - **Pay weeks:** Processing begins Monday evening (at approximately 8:00 p.m. Central Time) and ends Tuesday afternoon (at approximately 3:00 p.m. Central Time).
• You are the only one who can adjust your completed timesheets. No one else can adjust them for you.
• Your manager needs to approve the adjusted timesheet to adjust your pay. Once the timesheet is processed, the adjustment is included in your next pay.
• For adjustments of 10 hours or more, your manager may request off-cycle payment through Staff Management.

What Happens During a Nonpay Week?

• Timesheets **completed by the deadline** are locked and processed on Monday evening.
  – These timesheets remain locked through Thursday’s processing.
• Timesheets **adjusted by the deadline** are locked and processed on Monday evening.
  – These timesheets remain locked through Thursday’s processing.
• Timesheets **completed after the deadline** are locked and processed on Thursday evening.
• All timesheets locked on Monday and Thursday are unlocked after Thursday’s processing.
• Timesheets **adjusted after the deadline** remain unlocked and unprocessed.
  – These timesheets are processed on the following Monday evening.

What Happens During a Pay Week?

• Timesheets **completed by the deadline** are locked and processed on Monday evening.
  – These timesheets remain locked through Tuesday’s processing.
• Timesheets **adjusted by the deadline** are locked and processed on Monday evening.
  – These timesheets remain locked through Tuesday’s processing.
• Timesheets **completed after the deadline** are locked and processed on Tuesday afternoon.
• Timesheets **adjusted after the deadline** are locked and processed on Tuesday afternoon.
• All timesheets locked on Monday and Tuesday are unlocked after Tuesday’s processing.

Indicators on the Timesheet

• If the **Uncomplete** or **Adjust** button is enabled on the timesheet, you can select the button to correct or adjust the timesheet.
• If the timesheet is locked during processing, the **Adjust** button will not appear, and you will see the following message: *Timesheet is currently locked and cannot be edited at this time*.
• If the timesheet is archived and is outside the six-week adjustment period, the **Adjust** button will be unavailable (grayed out), and you will see the following message: *Timesheet cannot be edited before the Hands Off Date or on locked days.*
Making Corrections

To correct a completed timesheet that hasn't been processed yet (timesheet is in Completed > Not Reviewed > Not Processed status):

1. Open the timesheet.
2. **Uncomplete** the timesheet.
   - For completed timesheets, the **Uncomplete** button is available at both the top and bottom of the Timesheet page.
   - Once you select **Uncomplete**, the button changes to **Complete**.
3. Make the required corrections in the timesheet.
4. **Save** the timesheet.
5. **Complete** the timesheet.
6. Certify that the timesheet is correct by selecting **OK**.

Making Adjustments

To adjust a completed processed timesheet (timesheet is in Completed > Not Reviewed > Processed or Completed > Reviewed > Processed status):

1. Open the timesheet.
2. **Adjust** the timesheet.
   - **For completed processed timesheets, the Adjust** button is available at both the top and bottom of the Timesheet page.
   - Use the **View Adjustments** link near the top of the timesheet to see the adjustments.
3. Make the required adjustments in the timesheet.
4. **Save** the timesheet.
5. **Complete** the timesheet.
6. Certify that the timesheet is correct by selecting **OK**.
Requests

In Time Tracker, you create and submit requests for non-working paid time off and paid time away, and to track off-site or other alternative work time (see Other Work Types under Appendices > Key Terms). You do so either through the New Request page or directly on your timesheet in accordance with the following constraints:

- **Exempt team members** use the New Request page to request time away or other work types for any past or future dates in the current calendar year (see Submitting Requests > New Request Page Method below).

- **Nonexempt team members** use the New Request page to request time away or other work types for the current date or future dates only (see Submitting Requests > New Request Page Method below). Nonexempts can submit a request for future time and must record retroactive time (up to six weeks later) by entering the request information directly into the relevant timesheet (see Submitting Requests > Timesheet Method below).
  - Time Tracker automatically enters nonexempt team member time scheduled through the New Request page into the timesheet.
  - Other work types cannot be entered directly into the timesheet.

- You are responsible for submitting your own requests.

- Your role and location determine your appropriate time types and formats (for example, hours:minutes).

- Other work types include Working Remotely, Business Travel, and Training. Check with your manager to confirm whether you need to submit requests to track that information.

- If Paid Sick Time applies to the location, see Appendices > Paid Sick Time for additional information.
Submitting Requests

New Request Page Method

- **Exempt team members:** Use this method to request time away or other work types for any date in the current calendar year (past or future).
- **Nonexempt team members:** Use this method to request time away or other work types for the current date or future dates only.

On the *New Request* page, you can submit a single request or multiple requests at the same time.

![New Request Page](image)

Use the **Requests > New Request** navigation option or the home page’s **New Request** button to open the *New Request* page.

**Notes:**

- If you create a single request that spans multiple days, Time Tracker logs a separate request for each day.
- Availability and duration constraints may apply for specific roles and locations.
To submit a time off, time away, or other work type request in the New Request page:

1. Open the New Request page.
2. In the Select Type list, select the type of time you’re requesting. Standard US time off and other work types are:
   - Paid Time Off
   - Holiday
   - Remaining Holidays
     
     **Note:** When you select Remaining holidays in the Select Type list, Time Tracker lists the dates of your remaining standard holidays for the year. To request one or more of these dates, enter the Duration per day for each and then Submit the request.
   - Floating Holiday
   - Personal Holiday
     
     **Note:** For religious observances, you can indicate the type.
   - Community Service Time
   - Jury Duty
   - Bereavement
   - Facility Option
   - Miscellaneous Absence
   - Working Remotely
   - Training
   - Business Travel
3. For a recurring request (multiple days for the same type), select Recurring, and then define the recurrence (every ... weeks).
4. Open the Start Date calendar, and then navigate to and select the start date.
   - Using the calendar can prevent confusion over date formats.
5. Open the End Date calendar, and then navigate to and select the end date.
   - Time Tracker automatically enters an end date, but you can change it.
6. Enter the Duration per day of the time you are requesting.
   - The duration is the amount of time you are requesting on each day.
7. As applicable, in the Day Selection section, select the days of the week to which the request applies.
   - When selecting days, remember that the first S stands for Sunday and the second one stands for Saturday.
8. To submit another request at the same time, select (expand) toward the right of the page, and then repeat steps 2 through 7.
9. In the Comments box, enter any required comments or supporting information for each request.
10. Review the information in each request.
    - A summary table appears near the bottom of the page.
11. Submit.
    - The Submit button is at the bottom of the page.
    - When you submit, each new pending request is added to the Team Calendar and the Request Summary.
Timesheet Method

Nonexempt team members only: Use this method to request time off for past or future dates.

**Note:** Other work types (Working Remotely, Training, Business Travel) can only be requested through the New Request page.

To submit a time off or time away request in the timesheet:

1. Open the timesheet for the relevant date.
2. If necessary, use the Uncomplete or Adjust button to change the timesheet’s status so you can edit it.
3. For the relevant day, select **Time Off**.

![Time Off Pop-up Window](image)

4. In the pop-up window, select the **Time Off Type** 1, enter the **Duration** 2 in the valid format, and then **Save** the time off to enter it in the timesheet. Standard US time off types are:
   - Paid Time Off
   - PTO-Unscheduled
   - Holiday
   - Floating Holiday
   - Personal Holiday
   **Note:** For religious observances, you can indicate the type.
   - Community Service Time
   - Jury Duty
   - Bereavement
   - Facility Option
   - Miscellaneous Absence
5. **Save** the timesheet.
6. As necessary to request time off for additional days, repeat steps 3-5.
7. If necessary, **Complete** the timesheet and certify that the timesheet is correct by selecting **OK**.
Request Summary

The Request Summary page displays your summarized time off and time away information for the selected year and gives you access to your pending, scheduled, and taken requests. Near the top of the page, select a different Year filter and then Submit to change the information displayed. Managers only: To view a team member’s summary instead of your own, select the team member in the Summary for drop-down list.

- A summary of current Available, Scheduled, Taken, and Pending Approval balances by type appears in the Balance Summary section. If a link is available, select it to access additional information about that type of time (for example, sick time).
- Individual requests appear in the Edit/Cancel Requests section below the summary. Select Views and then apply different Status or Types filter options to change the information displayed.
- Use a date link to open that request in the Request Details Update page, where you can change or cancel the request.
  - Exempt team members: You can use this page to change or cancel time off that is scheduled, is pending approval, or was not taken for the current year.
  - Nonexempt team members: You can use this page to change or cancel time off that is scheduled or pending approval.
- Edit or delete time off during the past six weeks that was recorded but not taken directly on the appropriate timesheet.
- At the top of the page, the New Request button opens the New Request page and the Team Calendar button opens the full Team Calendar.
- To open the Request Summary page, use the Requests > Request Summary navigation option.
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.

**Displayed balances include:**

- **Type:** The type of time displayed.
- **Estimated Allowance:** Your estimated allotment for the entire year.
- **Allowed Carryover Prior Year:** Your 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:** Your approved time off for the current year, for dates up to and including the current date.
- **Scheduled:** Your approved time off for the current year, for dates after the current date.
- **Pending Approval:** Your requested time off awaiting manager approval. This time is not reflected in either the Taken or Scheduled amount.
- **Available:** Your remaining balance for the current year, calculated as follows:
  \[(\text{Estimated Allowance} + \text{Allowed Carryover Prior Year} \div \text{Admin Adjustments}) - \text{Scheduled} - \text{Taken} - \text{Pending Approval} = \text{Available Balance}\]
- **Accrued:** Your 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 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 value of your PTO carryover up to and including today. Decreases as you use PTO 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 your lost 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.

* Use the † (expand) or ‐ (collapse) icon at the left of a row to display or hide additional information.

**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 your location), which itemizes your 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.)

To open the **Balance Details** page, you can use the **Requests > Balance Details** navigation option or the View Balance Details link on the home page.

### Adjusting, Correcting, or Canceling Requests

[Note: Other work type (Working Remotely, Training, Business Travel) requests can only be canceled through the Request Details Update page.]

Time Tracker lets you change the type and duration of an existing request in pending status. To change the date of a pending request or make a change to an approved request, you need to cancel or delete the request and then submit a new one with the updated information.

### Request Details Update Page Method

* **Exempt team members:** Use this method to edit or cancel a request for **any date in the current calendar year** (past or future).

* **Nonexempt team members:** Use this method to edit or cancel a request for a **future date only**.
  
  - To record or edit retroactive time (up to six weeks later), nonexempt team members need to enter the request information directly into the relevant timesheet (see Timesheet Method below).

To open a request in the **Request Details Update** page:

* Open the **Request Summary**, and then use the request’s date link in the summary.

  Or

* Open the **Team Calendar**, navigate to the request date in the calendar, and then use the request’s date link.

To adjust, correct, or cancel a request in the **Request Details Update** page:

1. Open the relevant request in the **Request Details Update** page.
2. To cancel the request, select the Cancel checkbox next to the request.
   Or
   To change the type of a pending request, update the type from the Type list.
   Or
   To change the duration of a pending request, modify the Duration value.

3. In the Comments box, enter any required comments or supporting information for the request.

4. Submit the change.
   • The Submit button is at the bottom of the Request Details Update page.
   • When you submit, Time Tracker reflects the change in the Team Calendar and the Request Summary.

5. As necessary to replace a canceled request, create and submit a new one.

Timesheet Method

Nonexempt team members only: Use this method to adjust, correct, or cancel a request for the past six weeks or a future date.

Note: Other work type (Working Remotely, Training, Business Travel) requests can only be canceled through the New Request page.

To adjust, correct, or cancel a past or future request:

1. Open the timesheet containing the request.

2. As needed, select Uncomplete or Adjust to modify the timesheet.

3. To cancel the request, in the appropriate day, select (delete) for the request.
   Or
   To change the request type or duration:
   a. In the appropriate day, select (edit) for the request.
   b. In the Time Off pop-up window, select the relevant type from the Time Off Type list or modify the Duration value.
   c. Save the change to enter it in the timesheet.

4. Save the change to the timesheet.

5. As needed, Complete the timesheet.

6. As necessary to replace a canceled request, create and submit a new one.
Team Member 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.

Time Tracker Report

The Time Tracker report shows time worked and time off taken for the current and previous year.

To run the Time Tracker Report:

1. Navigate to the Reports page, and then select Time Tracker Report.
   - The report parameters page opens.
2. Select the Time Codes you want to review.
   - In the Time Codes field, use the magnifying glass to 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.
     - You need to select a Time Code to run the report.
3. 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.
4. 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.

5. 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.

6. To view different time worked or time off taken information, **Reset**, and then repeat steps 25.
Team Member Tools

Messages

On the Messages page, you can view a summary of your Time Tracker messages, open a message to review and act on it, and delete messages you no longer need.

In addition to enabling you to manage messages on the Messages page, Time Tracker keeps managers and team members informed of alerts, notifications, and system activities in many other ways (for example, through system messages, home page announcements and reminders, and Outlook email messages).

Use the Tools > Messages navigation option to open the Messages page, which lists the messages in your Inbox folder when you open the page.

- In the message list, select a message link to open the message and take action on it.
- To move messages you no longer need to the Deleted folder:
  - Desktop users: In the Inbox or Sent folder list, select the messages you want to delete, and then select Delete at the top right of the page.
  - Or
    In an open message, select Delete.
  - Mobile users: In the Inbox or Sent folder, swipe left on a listed or open message and then Delete.
- Select a different folder (Sent or Deleted) to display the messages in that folder.
- To permanently delete messages from the Deleted folder:
  - Desktop users: In the Deleted folder list, select the messages you want to delete, and then select Delete.
  - Or
    In an open message, select Delete.
  - Mobile users: In the Deleted folder, swipe left on a listed or open message and then Delete.
Outlook Request Settings

On the Outlook Request Settings page, you can set Time Tracker to automatically forward approved requests as meeting invitations to your Outlook inbox so you can accept them for posting on your Outlook calendar.

Use the Tools > Outlook Request Settings navigation option to open the Outlook Request Settings page.

How Does It Work?

- This feature starts working as soon as you set it; any approved request you enter after selecting it will automatically be sent to Outlook. The feature does not retroactively add dates you already requested.
- If you cancel a request in Time Tracker, the time off entry is not removed from your Outlook calendar automatically. You need to manually remove the time off entry from Outlook.
- Requests submitted through the New Request page are sent to Outlook; time off added directly to a timesheet is not.
- Time off requests of six or more hours will be considered an all-day event on your Outlook calendar.
- Time off requests of fewer than six hours will appear in Outlook with a default start time of 8:00 a.m., and time will be blocked off for the duration of your request. If you do not intend to start your time off at 8:00 a.m., you'll need to adjust the start and end times in Outlook.
- Individual calendar entries will be created for approved time off requests that span multiple days.
- If you submit multiple requests for the same day, each will appear in Outlook.

Setting the Outlook Request Option

To set the Outlook request option:

1. Open the Outlook Request Settings page.

   ![Outlook Request Settings Page](image)
2. Under **Send approved request to Outlook** 1, select **Yes** to email invitations to your Outlook inbox or **No** if you do not want to receive invitations in Outlook.

   - If you select **Yes**, the **Acknowledgement** pop-up window opens.

   ![Acknowledgement Pop-up Window](image)

   - **Important**: Read the page to make sure you understand how this feature works with your Outlook calendar.

   - Select **By checking the box, I have read the terms and conditions** 2. Once you check the box, the **Acknowledgement** popup closes, and you return to the **Outlook Request Settings** page.

3. In the **Outlook Request Settings** page, in the **Time zone** 3 list, if necessary, select your local time zone.

4. **Save** your settings.
Team Member Options

On the Options page, you can set your preferences for sharing your time away data in Time Tracker.

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

Setting Team Member Options

To set team member options:

1. Open the Options page.
   - Team Member Options appear toward the bottom of the page.

2. If necessary, in the Team Member Options section, select or deselect **Allow my time away data to be shared on custom team views**.
   - By default, individual team members’ calendar information is not shared on custom team views.

3. **Save** your setting.
Act as Another User

To perform tasks or provide approvals for another team member who has assigned you as a delegate, select him or her on the Act as Another User page.

- To perform manager functions, you should be familiar with the manager topics.
- Once you choose to act as another user, you can only perform most Time Tracker tasks as that person; however, even if you are currently acting as another user, you can only run reports as yourself.
  - Other limitations may apply. Before taking an action, verify whether you'll be performing it as yourself or as the other team member.

Use the Tools > Act as Another User navigation option to open the Act as Another User page.

Selecting a User to Act As

To select a user to act as:

1. Open the Act as Another User page.
2. In the Select another user or role drop-down list, select the user you want to act as.
   - The list includes Yourself (only if you’re already acting as another user) and any team members who have assigned you as a delegate.
3. Select Act as Selected User.
   - Once you select a user to act as, your acting as identity appears near the top of all Time Tracker pages, and you can only perform most tasks as that person.

Acting as Yourself Again

When you’re acting as another user, to act as yourself again, select Yourself in the Act as Another User page’s Select another user or role drop-down list.
Team Calendar

The Team Calendar displays your manager’s and teammates’ approved and pending time off and time away requests in a monthly format. Time Tracker lets you filter the display by month and year, status, and time off or time away type. If you are working with a unique group of individuals — either inside or outside your immediate reporting team — you can include them in a custom team and view their time off and time away as a group. You can also open and edit or cancel your requests from the Team Calendar.

- When you open the calendar, it shows the current month’s approved and pending time off and time away for your manager and fellow team members:
  - You can Apply different Status, Type, and View filters to display only what you need to see.
  - Status options are All, Approved, or Pending.
  - Type options are All Types, Time Off, or Other Work Types.
  - Team members: Team member View options are My Peers and Manager, Team within my LOB, or a defined custom team.
    - For future dates, you can see requests for yourself, your manager, and your peers.
    - For past dates, you can see only your own requests.
    - When acting as a delegate, you can only view the manager’s direct reports.
• **Managers:** Manager View options are My Peers and Manager, My Directs, My Directs and 2 Down, Team within my LOB, or a defined custom team.
  - To display information for a different month or year, use the month and year navigation icons or drop-down lists.

• You can open items that appear in blue to view or edit details.

- **Exempt Team Members:** You can cancel or edit requests through the calendar.

- **Nonexempt Team Members:** You can cancel requests and edit requests made on the New Request page through the calendar. If a request was entered directly on the timesheet, go to the timesheet to edit its Type or Duration.

- **Managers:** You can access your direct reports’ time off and time away requests for review, approval, or cancelation from the calendar.

• You can add individual members to Custom Teams and display their time away on the Team Calendar (see Creating a Custom Team below). Time Tracker gives you the option of sharing the custom Team Calendar view with the members of the team.

• You can print your scheduled time off and other work types (see Printing the Calendar below).

• For teams whose managers select the Time Tracker option to share team information within the line of business, a team member can select that specific line of business team to view time away on his or her calendar.

To open the Team Calendar, use the Team Calendar navigation option or the home page Team Calendar link.

### Creating a Custom Team

Use the Custom Teams feature to define a unique team in the Team Calendar so you can see the members’ time away information in a single view. You can create up to three custom teams. Once you create a custom team, you can select it by name as a View in the calendar.

**Note:** Before you can view a team member’s information, he or she needs to set Time Tracker’s Allow my time away data to be shared on custom team views option to yes (see Team Member Tools > Team Member Options for instructions).

To create a custom team:

1. In the Team Calendar, select Custom Teams to open the Custom Teams window.

   **Mobile users:** In mobile view, the Custom Teams button looks like this: 📅

   ![Custom Teams Window]

   Custom Teams Window

2. In the Custom Teams window, Select Team to define Custom Team 1, Custom Team 2, or Custom Team 3, and then enter a Team Name (name is optional).

   - If you enter a team name, the new team will be added to the calendar by that name as a View; otherwise, it will be added to the calendar by its standard custom team name.
3. If desired, select **Allow custom team member to view team on calendar.**
   • If you select this option, the custom *Team Calendar* will be added as a selection to each member’s *Team Calendar View* drop-down list.

4. Under **Team members**, enter a team member’s user name or Employee ID.
   • You can enter either the team member’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.

5. Repeat step 4 to add other custom team members.
   • Select ![delete](icon) (delete) to delete a team member.

6. Close the window when you finish.
   • Time Tracker automatically saves your changes when you close.

### Printing the Calendar

Use the Team Calendar’s **Print** option print the current calendar view and type. You can define a timeframe and select whether to include approved holiday time, weekends, and icons in the print version.

![Team Calendar Print Options Window](image)

To print the *Team Calendar*:

1. Change the *Team Calendar’s* display to the desired **month** and **year**, and define the **Status**, **Type**, and **View** filters to display only what you need to see.

2. Once you are satisfied with the display, select **Print**.
   • **Mobile users:** In mobile view, the **Print** button looks like this: ![Print](icon)

3. In the *Team Calendar Print Options* window, verify the **Current view** and **Type selected**.
   • If you need to change the view and type before printing, close the window, redefine the filters in the calendar, and then select **Print** again.
4. Under **Select print option** ③, select **Monthly** or **Weekly**.
   - If you select **Weekly**, in the **Select week to print** ④ drop-down list, select the week.
5. If necessary, in **Choose paper size** ⑤, select the size.
6. Select any or all of the following additional options ⑥:
   - Hide list of team members with approved holiday time
   - Hide weekends
   - Print icons
7. **Generate Print Version** ⑦.
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.                                          |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kincare (KIN)</td>
<td>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.</td>
</tr>
<tr>
<td>Messages</td>
<td>Option that enables users to view and delete system-generated messages.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Miscellaneous paid absence code. Restricted for paid absences preapproved by managers for limited circumstances.</td>
</tr>
<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. <strong>Note:</strong> 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>
</tbody>
</table>
**Term** | **Description**
--- | ---
Warnings | 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.
Work | Represents the total hours worked, as recorded on the timesheet.

**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>Subject Line</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</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>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 a rest break is missed, 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>
<tr>
<td>MB006 (CA only)</td>
<td>I had no opportunity to take my compliant meal period(s). I understand that in California, compliant meal periods are:</td>
</tr>
<tr>
<td></td>
<td>• At least 30 minutes in length and uninterrupted;</td>
</tr>
<tr>
<td></td>
<td>• For the first meal period, it must begin no later than the end of my 5th hour of working time;</td>
</tr>
<tr>
<td></td>
<td>• 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;</td>
</tr>
<tr>
<td></td>
<td>• I understand that I cannot be encouraged to skip, delay, or shorten legally protected meal periods.</td>
</tr>
<tr>
<td>MB007 (CA only)</td>
<td>I was provided the opportunity to take my compliant meal period(s). I understand that in California, a compliant meal period is:</td>
</tr>
<tr>
<td></td>
<td>• At least 30 minutes in length and uninterrupted;</td>
</tr>
<tr>
<td></td>
<td>• For the first meal period, it must begin no later than the end of my 5th hour of working time;</td>
</tr>
<tr>
<td></td>
<td>• 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;</td>
</tr>
<tr>
<td></td>
<td>• I understand that I cannot be encouraged to skip, delay or shorten legally protected meal periods.</td>
</tr>
<tr>
<td>RB001</td>
<td>I was not given an opportunity to take my rest break.</td>
</tr>
<tr>
<td>RB002</td>
<td>I was given an opportunity to take my rest break, but I chose not to.</td>
</tr>
</tbody>
</table>
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 when you are ready to submit your timesheet for payroll processing.</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>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.