



Manage Time Certification: Full Time Exempt Faculty

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Manage Time Certification

This document provides full-time exempt “Faculty” employees with the process to manage time certification for hours worked and modify time reported.

At the beginning of the week, full-time exempt “Faculty” hours will auto-populate. These hours must be certified as worked, or adjusted to reflect time off and/or hours worked. Certification of time has no impact on the employee’s paycheck.

Each week, full-time exempt “Faculty” employees will receive an automated email reminder (MS Outlook) and a Workday Notification to certify hours worked.

- Submit Time Certification for Hours Worked
- [Adjust Hours to Include Paid Time Off](#)
- [Modify or Delete Previously Reported Time Worked](#)

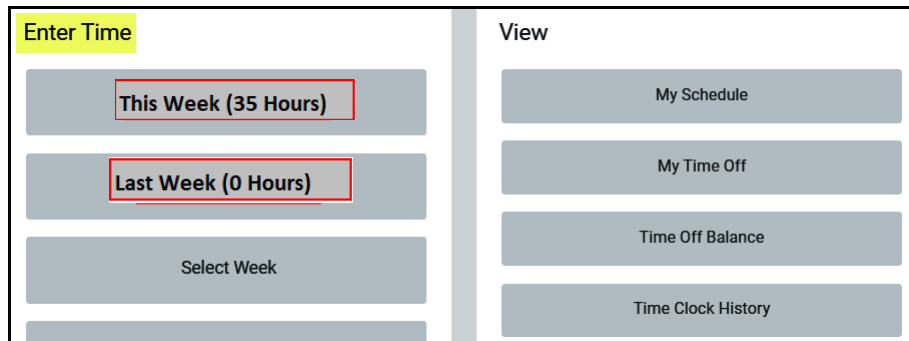
Submit Time Certification for Hours Worked



Time certification must be submitted by the close of business on Monday for the prior week.

To certify hours worked, perform the following steps:

1. From the HOME screen, click the **Time** app.



2. Under the ENTER TIME menu, click **This Week** or **Last Week** as appropriate.

The expected hours worked will display across the top of the calendar. The hours will only auto-populate if the cell is blank.

3. Review the auto-populated hours.
4. If all of the time populated is correct, click the **Review** button.

OR

If you need to enter worked hours for Saturday or Sunday, perform the following steps:

- A. Click inside the column for the day to be updated.
- B. In the HOURS field, enter the number of hours worked for the day, then click **OK**.



Zero (0) hours cannot be entered for a day. If you did not work that day, the auto-populated hours must be deleted by clicking in the **Hours Worked** block, and then clicking the **Delete** button.

5. Once all of the days and hours are correct for the week, click the **Review** button.

A summary and confirmation message are displayed: *I certify that these hours are a true and correct recording of my time.*

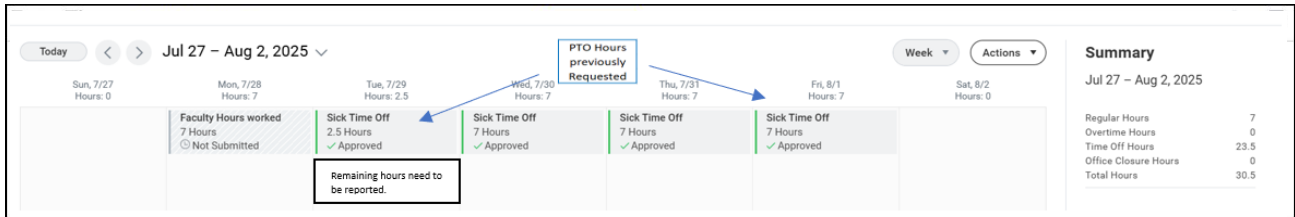
6. Review the information, then click **Submit** to certify your time.

Adjust Hours to Include Paid Time Off (PTO)

PTO submitted prior to work week

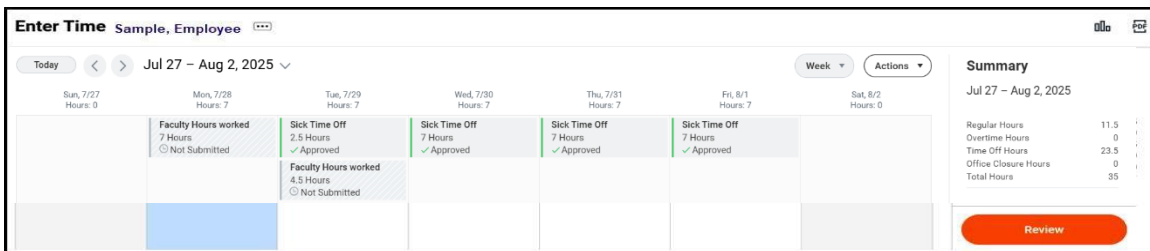
If PTO was submitted prior to the reporting work week, the hours will be reflected in the week's calendar. When PTO was not requested for an entire day, the remaining hours worked must be manually reported.

To adjust the hours of time worked, perform the following steps:



1. From the week's calendar, click in the column of the day to be updated.

2. In the HOURS field, enter the number of hours worked for the day, then click **OK**.



3. Once all of the days and hours are correct for the week, click the **Review** button.

A summary and confirmation message are displayed: *I certify that these hours are a true and correct recording of my time.*

I certify that these hours are a true and correct recording of my time.

Following date range will be submitted for approval.

July 27 – August 2, 2025 : 35 Hours

Total for July 27 – August 2, 2025

Regular Hours	11.5
Overtime Hours	0
Time Off Hours	23.5
Office Closure Hours	0
Total Hours	35

4. Review the information, then click **Submit** to certify your time.

PTO submitted during or after work week

If PTO was not submitted prior to the reporting work week, it can be requested from the ENTER TIME calendar for the week.

1. From the week's calendar, click the **Actions** button, then select **Request Time Off**.

Enter Time Sample, Employee

Today < > Aug 24 – 30, 2025

Week

Sun, 8/24	Mon, 8/25	Tue, 8/26	Wed, 8/27	Thu, 8/28	Fri, 8/29
Hours: 0	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted

Actions

- Auto-fill from Prior Week
- Clear
- Enter Time
- Request Time Off**
- Review Time by Week
- Run Calculations

2. Submit a request for time off for the appropriate day(s) and hour(s). See [Employee Time Off Requests Process](#).

Request Time Off Sample, Employee

Today < > September 2025

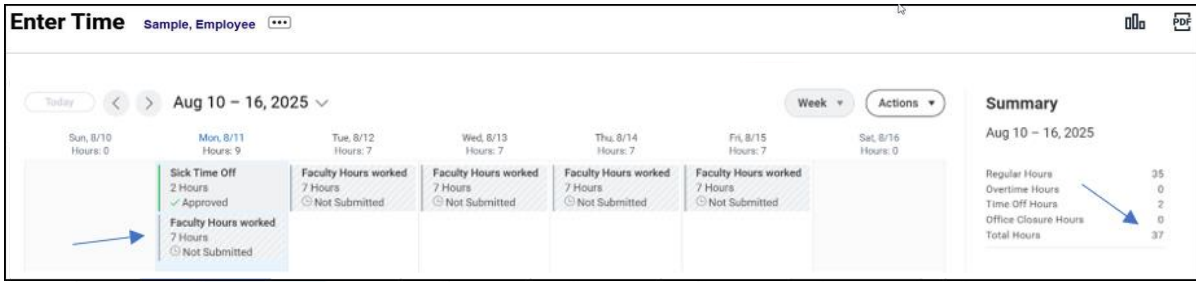
Balance as of 09/02/2025

Balance Per Plan

- Personal Time Off Plan: 28 Hours (Personal Time Off Charged to available sick)
- Sick: 197.5 Hours (Sick Time Off)
- Terminal Sick: 890 Hours (Terminal Sick Time Off)

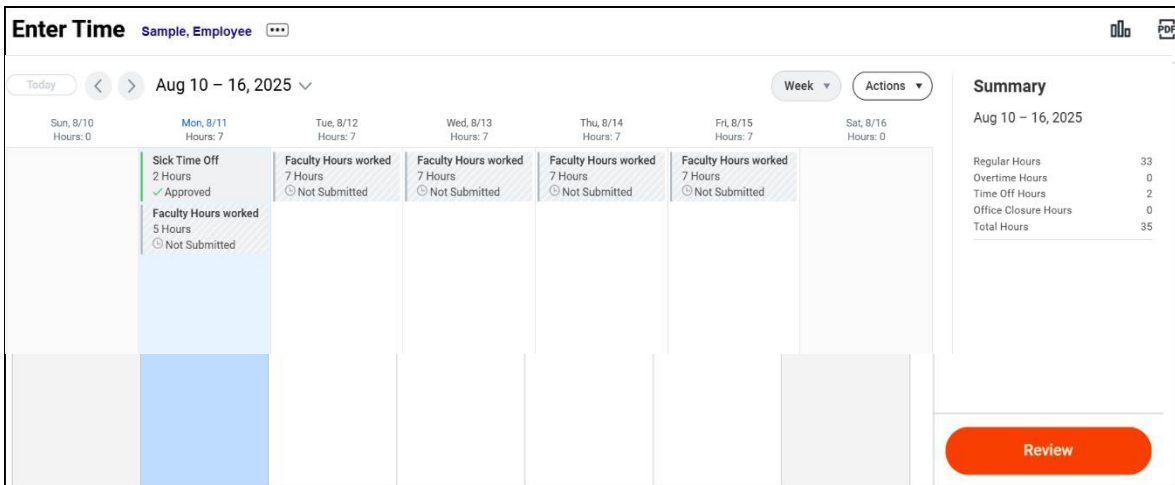
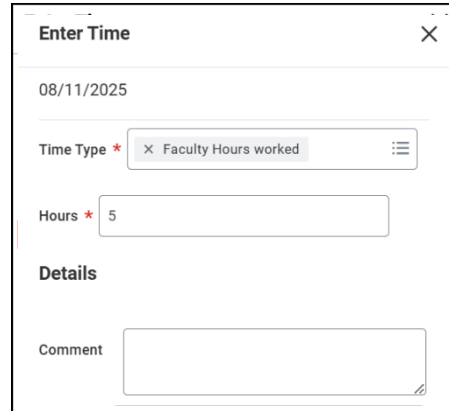
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Once PTO has been requested, the ENTER TIME calendar will display again.



3. Click in the HOURS WORKED area and in the HOURS field, modify the number of hours worked.

4. Click **OK**.



5. Click the **Review** button once all of the days and hours are correct for the week.

A summary and confirmation message are displayed: *I certify that these hours are a true and correct recording of my time.*

Submit Time ✕

I certify that these hours are a true and correct recording of my time.

Following date range will be submitted for approval.

August 10 – 16, 2025 : 35 Hours

Total for August 10 – 16, 2025

Regular Hours	33
Overtime Hours	0
Time Off Hours	2
Office Closure Hours	0

6. Review the information, then click **Submit** to certify your time.

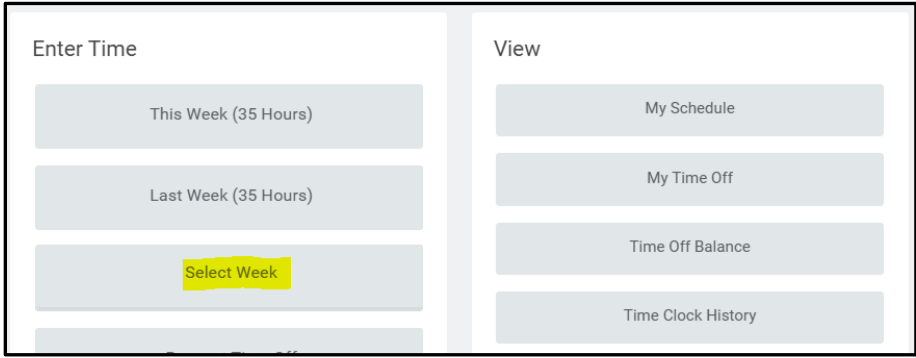
Modify or Delete Previously Reported Time Worked



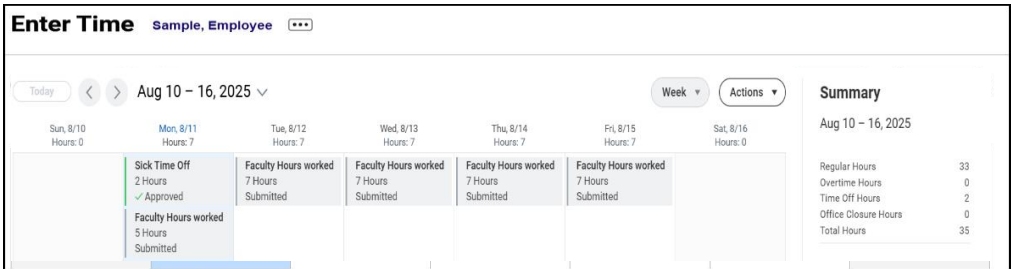
After your hours worked have been submitted/approved, you can modify or delete the time worked, but it will route back to the supervisor for approval again.

To modify previously reported time, perform the following steps:

1. From the HOME screen, click the **Time** app.



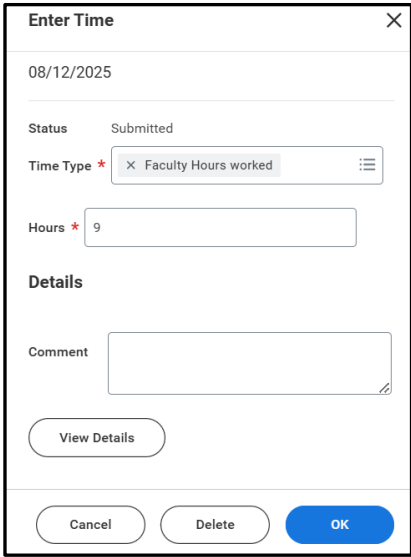
2. Under the ENTER TIME menu, click **Select Week**.
3. In the DATE field, enter a date that is within the week to be edited, then click **OK**.



4. Click in the HOURS WORKED area and modify the number of hours worked, or click **Delete** to delete the time entry. If you delete the time block, you may need to resubmit your time for approval.
5. Click **OK**.



Zero (0) hours cannot be entered for a day. If you did not work that day, the auto-populated hours must be deleted by clicking in the **Hours Worked** block, and then clicking the **Delete** button.



Enter Time Sample, Employee

Today < > Aug 10 – 16, 2025 Week Actions

Sun, 8/10	Mon, 8/11	Tue, 8/12	Wed, 8/13	Thu, 8/14	Fri, 8/15	Sat, 8/16
Hours: 0	Sick Time Off 2 Hours ✓ Approved Faculty Hours worked 5 Hours Submitted	Faculty Hours worked 9 Hours Not Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted	Faculty Hours worked 7 Hours Submitted

Summary
Aug 10 – 16, 2025

Regular Hours	35
Overtime Hours	0
Time Off Hours	2
Office Closure Hours	0
Total Hours	37

Review

6. Once all edits have been entered, click the **Review** button.

A summary and confirmation message are displayed: *I certify that these hours are a true and correct recording of my time.*

Submit Time

I certify that these hours are a true and correct recording of my time.

Following date range will be submitted for approval.

August 10 – 16, 2025 : 37 Hours

Total for August 10 – 16, 2025

Regular Hours	35
Overtime Hours	0
Time Off Hours	2
Office Closure Hours	0

Cancel Submit

7. Review the information, then click **Submit** to certify your time.



If you have any questions, contact your Manager, or Payroll at payroll@irsc.edu or ext. 7320.