Question	Answer
Entering and Submitting Time Off	
How do I access the online Exempt Time Off reporting tool?	Simply log in to C2HR and click on the **Exempt Time Off** button in the top navigation bar.
How should I enter my time on the report?	The standard hours/day number is the number of hours represented when time is taken off. To choose time off for a day, click on the drop-down menu for that day and choose the type of time off taken. Type of time off: - flexPTO - Vacation - Sick - Personal - Holiday - Jury Duty - Bereavement
Will my information be saved as it is entered?	No, you should always click the **Save** button after you enter your time off.
What do I do if I didn't take any time off during the month? Do I need to report anything?	Yes, simply check the box **I have no time off to report** and submit to your manager for approval. Remember, a holiday counts as time off.
What do you mean by the Preferred Approver?	This is the department-responsible person who approves your reports. The Preferred Approver can approve or reject your report. Each department may assign several approvers. You may also select another approver if your Preferred Approver is unavailable.
How do I assign a Preferred Approver?	To choose a Preferred Approver, click the drop-down arrow next to **Preferred Approver**, highlight the correct person and hit **enter**. Your Preferred Approver should display in the section.
Does the approval deadline mean I need to have all my time recorded and submitted to my Preferred Approver by that time?	No, the approval deadline means that your report MUST be submitted and APPROVED by your preferred approver or their designee by the date and time that is displayed. Each department may establish their own cutoff time for review and approval of reports. Ask your supervisor about the procedure for your department.
I did not submit my report by the due date. What should I do now?	You will have to submit those hours on the next month's report using the **Report Prior Time Off** checkbox.
My supervisor is out of the office and I have already submitted my Exempt Time Off report. What do I do?	Contact another Preferred Approver and ask them to approve your report.

Frequently Asked Questions

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Sometimes my department works on Labor Day and we take the holiday on a different day. How do I report that?	Using the Labor Day example, go to the Labor Day date on the calendar and select the "blank" option (top item in the drop-down menu). Then, for the day that you took as the Labor Day holiday, select **flexPTO** or **Holiday** (house staff only) from the drop-down menu for that date.
	If you take your holiday in a different month, use the **Report Prior Time Off** section and report the time off under **flexPTO** or **Holiday**.
Can someone else report my time for me?	Yes, a proxy or delegate can enter and submit your time off. You are still responsible for all time submitted.
Is it really necessary for me to submit an Exempt Time Off report if I have no time off to report?	Yes, you must complete an Exempt Time Off report each month. Simply click the checkbox next to **I have no time off to report** and submit your report.
I don't work the same number of hours each day of the week. How do I report my time?	The system is designed to report time based on a standard workday. Here are three scenarios to help you report your time off.

The system is designed to report time based on a standard workday. Here are three scenarios to help you report your time off.

1. **Employee A** works four 9-hour shifts and one 4-hour shift (40 hours per week). *The system will default to an 8-hour/day workday.*

2. **Employee B** works three 8-hour shifts and one 6-hour shift (30 hours per week). *The system will default to a 6-hour/day workday.*

3. **Employee C** works two 8-hour shifts and one 4-hour shift (20 hours per week). *The system will default to a 4-hour/day workday.*

Reporting is straightforward if the employee takes one or more days off during the month (flexPTO, sick, vacation, and/or personal) *for the same length workday* (either all days off were from a "long" or "short" workday.) The employee can update the standard hours per day for the month to correspond to the length of the workday taken. The employee can change their standard work day each month as needed.

If an employee needs to report both "long" and "short" days in the same month, they will need to set their standard hours to equal their "long" day and report the long days on the ETO calendar section and then report "short" days by checking the **Report Prior Time Off** checkbox. The employee should enter the number of hours from their "short" days and list the specific dates taken off during the month in the **Prior Time Off Comments** box.

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I think I successfully submitted my time off for the current month. However, I saw this message at the top of my screen: *You have not submitted/reported any leave for previous month(s)*. **What action do I need to take for the prior month?**	• This message displays if you didn't submit a report for the prior month. For example, if you did not report time off for January, you would receive this message when you logged in to submit your time off for February. You should use the **Report Prior Time Off** checkbox to report your time for January. • Employees who use the Exempt Time Off reporting tool for the first time also see this message. There is no action for these employees to take.
How will I know if my supervisor has approved my Exempt Time Off report?	Log in to C2HR to check the status of your Exempt Time Off report. Your status will display as **Approved** after your report has been approved or **Loaded** once the timesheet data has been loaded into the payroll system for processing.
I submitted my time off and then realized that I made a mistake. How can I correct it?	You can ask your approver to reject your time off report. This will allow you to make corrections and resubmit your time off for approval.
Reviewing and Approving Time Off Reports	
How do I access the work list to review and approve time reports?	Simply log in to C2HR. You will see your personal time off report. Click on the **View Worklist** button to access your work list.
Can any approver view any staff member's time off report?	Yes, if you have ETO Approver privileges within a home department you can see all time off reports for that home department. Note, however, that your work list will only show employees who have selected you as their Preferred Approver. To see a list of all employees who selected you as an approver, click on the VIEW ALL button.
Is there any way an Approved Exempt Time Off report can be rejected by a higher-level manager for correction and resubmission?	No, once the report is approved it cannot be changed. The system does not provide for this functionality.
A staff member reported a day as flexPTO that should have been reported as grandfathered sick time. Is there a way to change this after the report has been submitted?	If a report has been submitted, but not approved, the approver can reject the report. Then the employee can make changes and resubmit the report for approval.

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Once an exempt staff member records time off, will I receive an email to approve their time off?	No, the system will not send you an email. But you can log in to the Exempt Time Off reporting tool at any time to review or approve reports. If you have reports pending approval, you will receive two email reminders. The first email is sent on the 6th calendar day following the reporting month, to let you know that you have reports to review. The final email is sent at 9:00 a.m. on the 10th calendar day of the month if you still have reports to review.
Approval Roles and Access to Exempt Time Off Data	
How do we request Privilege Management additions/changes?	Privileges can be changed by individuals with Decentralized Administrator authority within your home department. If your area does not have this capability, complete the ETO Approver Access Request form on the Exempt Time Off website. Follow the instructions to send the request for processing.
I can't find the Exempt Time Off Approver and Exempt Time Off Delegate roles in Privilege Management. What's wrong?	Make sure that you are using the Home Department number (6 digits) and not a center number (10 digits) when you assign roles. For more information, see the Quick Reference Guide for Privilege Management Roles.
What is a delegate?	A delegate is a centrally assigned role within your home department who can report and submit time off on your behalf. This role gives departments the ability to report time off for employees who are on leave or out of the office.
What processes can an Exempt Time Off Delegate perform?	An Exempt Time Off Delegate can enter and submit time off on behalf of any individual in the home departments where they have Delegate authority.
Does a PAF Responsible Person have access to see Exempt Time Off activity?	No, a PAF Responsible Person can only view submitted reports if they are set up as an approver or delegate.
FMLA and Military Leave	
How do employees report military leave?	This tool does not accommodate reporting of military leave. Please refer to the Military Leave of Absence policy on the HR website for further information. Your department's HR Service Delivery Consultant can help determine how time off should be reported.
Do we still need to report FMLA time on the weekly utilization report?	Yes. While an employee can report FMLA time on the Exempt Time Off report, departments should still follow the current process for reporting FMLA time.

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If I am on intermittent leave (FMLA), do I still need to take action in the "Calendar" section of the report?	Yes, you should still complete the report to reflect the time off you used.
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