

# 2011 Exception Report for Exempt Employees

The Research Foundation of State University of New York  
University at Albany

**STOP!!** You are currently in a web page. Before using this file, please use the "Save As" function to place the file where you will use it each month. Now open your saved file (to enable macros, Office 2007 users will need to click "Options" in the Security Warning ribbon right above the body of the spreadsheet; Office 2003 version click "Enable Macros" in the choice box in the middle of the screen, then proceed). If you do not enable macros, the file will not work properly.

## INSTRUCTIONS FOR COMPLETING THE EXCEPTION REPORT

1. Complete all fields on the "2011 Exception Report Data" tab of this workbook.
2. Remember that you cannot carry over more than 40 days of Vacation Leave or more than 200 days of Sick Leave after 12/31 of any given year.
3. Click the save button after all information is complete on the 2011 Exception Report Data tab.
4. Starting with the January tab, complete the monthly timesheet by entering the following information:
  - Dates** – enter the date of when you used leave time
  - Amount** – enter the amount of time used in quarter day increments (.25, .5, .75, 1 day)
  - Holidays – Remember:** you MUST fill in the time you earned/used for all holidays, even though dates for holidays are already listed.
  - Note field** – is an optional field for you to use at your discretion.
5. After you record Dates and Amounts, the sheet will auto-calculate the time used and your balance at the end of the month.
6. Your balance at the end of the month will then transfer to the starting balance of the following month automatically.
7. Click the save button. **NOTE:** It is important to remember this step so that no changes are lost.

## INSTRUCTIONS FOR MAKING CHANGES (use Change Tab located at end, after the December tab)

**Changes Tabs** are used to record changes that may occur during the year.

### When to use the Changes Tabs:

Whenever information that is contained in the "2011 Exception Report Data" tab changes. You must effect the change by using a Changes Tab, otherwise the change will not carry through to subsequent months.

Changes requiring use of a Changes Tab are as follows: you have an anniversary date that increases your bi-weekly accrual rate; you reduce or increase the percentage of time (FTE) worked per week; you change departments; your supervisor changes; your name changes.

### How to use the Changes Tabs:

**IMPORTANT:** Before you enter any information in any of the Changes tabs you must save a back-up copy of your original timesheet workbook.

**First change** → Open “Changes1” tab (after “December” tab) and click the effective month button on the “Changes1” tab. Record your changes in the “Changes1” tab.

**Second change** → Open “Changes1” tab and click the effective month button on the “Changes1” tab. (“Changes2” tab will automatically create and move into the space just prior to the month where the change occurred.) Then record your changes in the “Changes2” tab.

**Third change** → Open “Changes2” tab and click the effective month button on the “Changes2” tab. (“Changes3” tab will automatically create and move into the space just prior to the month where the change occurred.) Then record your changes in the “Changes3” tab. And so on for as many changes as you have during the year. A change tab can be used to effect more than one change that occurs at the same time. However, you cannot use 2 change tabs in the same month. A subsequent change would require use of the next change tab in sequence.

**NOTE: DO NOT click and drag any tabs in this file as it will adversely affect the macros that make it work properly.**

### **Using Changes Tabs when changes become effective mid-month:**

1. If your change occurs mid month, click on the tab for the month that needs to be changed. Unprotect the sheet (Versions 2003 and earlier: click tools, protection, unprotect. Version 2007: click the Review tab in the tool bar and click Unprotect Sheet.) Manually enter the changes on the specific month tab. (NOTE: If you are unsure how to calculate your rate for a mid-month change you should contact Sponsored Funds Personnel for assistance.) **Be sure to re-protect the sheet** once all necessary changes have been entered. (Versions 2003 and earlier: click tools, protection, protect. Version 2007: click the Review tab in the tool bar and click Protect Sheet)

2. After you have protected the sheet, click on the appropriate Changes tab. (“Changes1” for the first change of the year or follow instructions of “How to use the Changes Tabs”)

EXAMPLE: if your accrual is changing mid-month for April because your anniversary date is April 15, you would make the manual changes on the April tab, reprotect the sheet, then open the appropriate Changes tab and click on May (where the change will occur for the first complete month), type in your changes then click out of the Change Tab. The workbook will automatically update the changes throughout the remainder of the year.

3. Enter all pertinent information in the Changes tab you have selected. On the right hand side of the change worksheet enter the reason for the change, if desired.

4. If your FTE% decreases to below 50%, you are no longer eligible to earn vacation or sick leave accruals and must enter 0.000 in the accrued per pay period boxes for vacation and sick on the appropriate change tab.

### **IMPORTANT TO REMEMBER:**

Once you select the month of change on the change tab you **cannot** undo the change. You will need to go to your saved copy and start over.

### **Using Change Tabs when changes become effective at the start of a month:**

1. Click on the appropriate Changes tab. Follow instructions of “How to use the Changes Tabs”.

2. Follow instructions 3-4 from above.

### **NEED ASSISTANCE?**

For technical assistance with this workbook contact Sponsored Funds Personnel at 437-4500.

Questions about Research Foundation leave policy or accrual rates should be directed to your supervisor or Sponsored Funds Personnel at 437-4500.