

# Self Service Cheat Sheet

## Exception Time Reporter

An Exception Time Reporter is an employee that has a set schedule already entered in the system and the only time reported is time that is in addition to the regular hours worked or replacement of regular hours.

**Help Desk: 920-3409 (Yellowknife)  
866-475-8162 (toll free)  
[HRHelpdesk@gov.nt.ca](mailto:HRHelpdesk@gov.nt.ca)**

See the monthly calendar by clicking here

### Timesheet

Harry Potter      EmplID: 123456  
Job Title: Wizard Extrordinaire      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:       Date:        [<< Previous Time Period](#)      [Next Time Period >>](#)

Reported Hours: 0.0000 Hours      Scheduled Hours: 75.0000 Hours

Reported time on or after 18/08/2007 is for a future period.

From Saturday 01/09/2007 to Friday 09/14/2007

Timesheet      Overrides

Sat 1/9	Sun 2/9	Mon 3/9	Tue 4/9	Wed 5/9	Thu 6/9	Fri 7/9	Sat 8/9	Sun 9/9	Mon 10/9	Tue 11/9	Wed 12/9	Thu 13/9	Fri 14/9	Total	Time Reporting Code	Taskgroup	Business Unit
			7.5						4.0						REG - Regular 8U	DEFAULT	GR1BU
			2.5												OT1 - Overtime @ 1.5	DEFAULT	GR1BU
									3.5						SL1 - Sick Leave	DEFAULT	GR1BU

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.0000		

[Reported Hours Summary - click to view](#)  
[Balances - click to view](#)

Go To: [Self Service](#)  
[Time Reporting](#)

Enter your combo code here

Click here to move to the next time period

Choose the Correct Time Reporting Code

Click here to delete a row

Enter any exceptions to your time in addition to your regular hours

Do not change these codes

Click here to add another row

Always enter your REG time if adding exceptions to your day

All time and leave will appear here after you click submit. Check the status column to see if it has been approved.

Click here to check your leave balances