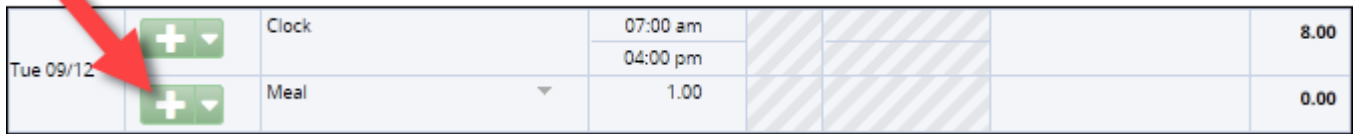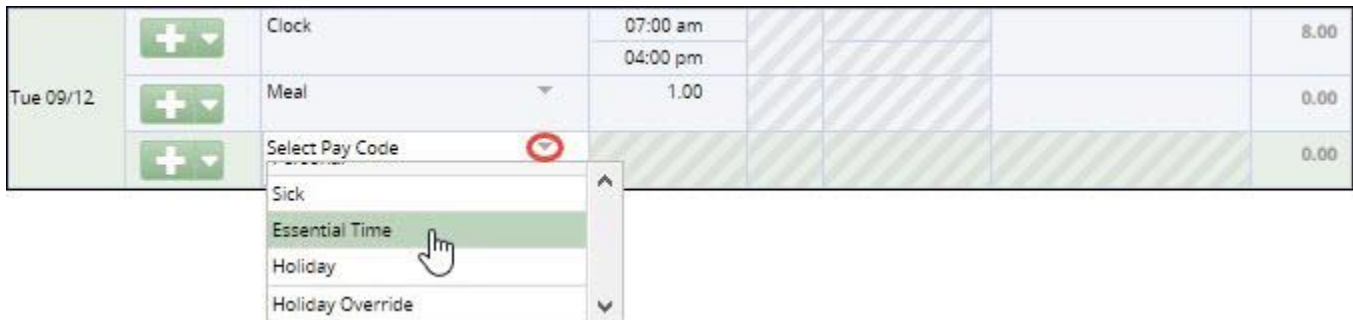# Recording Essential Time in EmpCenter – Employee

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1. After recording your hours for the day as normal (clocking, work in/out, regular hours), access your timesheet and add a row to the day you need to add Essential Time by clicking on the green plus sign ():

2. Select Essential Time from the Pay Code drop down list:
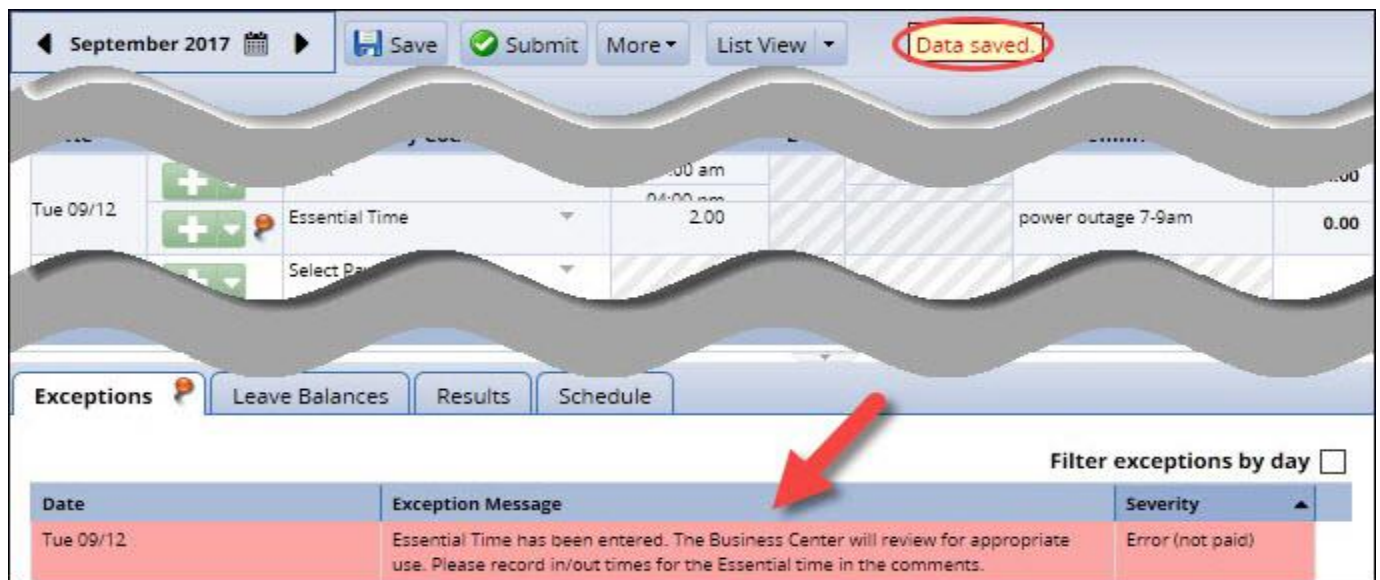
3. Enter the number of hours **worked** (only include worked time – do not include your meal break) during the closure and enter comments explaining the hours:


4. Save your timesheet:

Note: you will see a red-level exception. After you submit your timesheet for the pay period, your supervisor will review the hours for appropriateness and acknowledge the exception if the time is correct. If your supervisor determines that any of the hours are not eligible for Essential Time, they will reduce the hours as appropriate and explain the changes in the Comments column or Timesheet Comments.