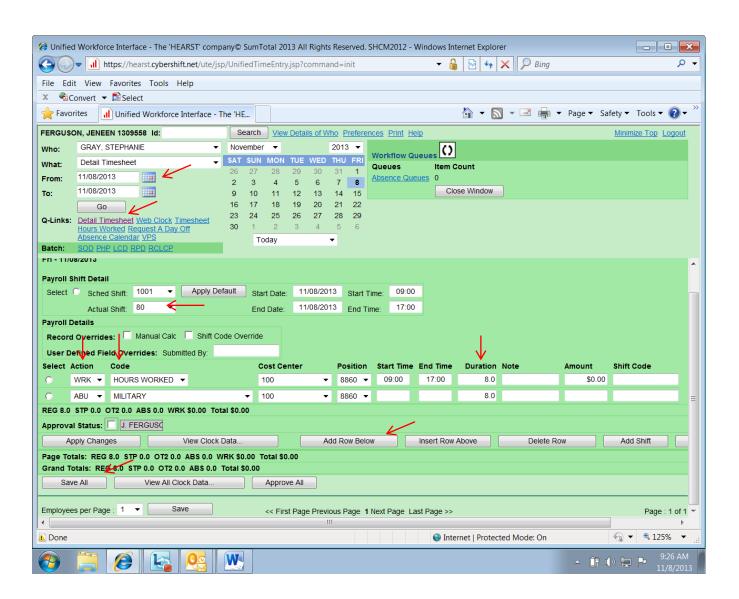
## For Non-Exempt Employees

- 1. Select the date.
- 2. Click "Detail Timesheet" from the Q-links.
- 3. Enter "80" in the Actual Shift line to modify the day.
- 4. Record hours worked in the first detail line as if the employee was present on that day.
- 5. Record a new detail line by clicking the Select radio button next to the "WRK" line and selecting the Add A Row button found at the bottom of the page.
- 6. Enter the action "ABU" in the action drop down and code "Military" in the new line. Make sure the unpaid duration is the same number of hours as the employee's regular hours worked in the line above.
- 7. Click "Save All" using the button below the details lines.



## For Exempt Employees

- 1. Select the date.
- 2. Click "Timesheet" from the Q-links.
- 3. Record a new detail line by clicking the Select radio button next to the "WRK" line and selecting the Add A Row button found at the bottom of the page.
- 4. Enter the action "ABU" in the action drop down and code "Military" in the new line. Make sure the unpaid duration is the same number of hours as the employee's regular hours worked in the line above.
- 5. Click "Save All" using the button below the details lines.

