# E-time Reporting UAT Employees/Scenarios:

If you do not have a particular employee type you do not need to test it.

**Employee Types**

**Non-Exempt Employees:**

1. 37.5 1.0 FTE
2. 37.5 <1.0 FTE
3. 37.5 non-accruing (just holiday)
4. 37.5 eligible for Paid time off in lieu of wages
5. 40 1.0 FTE
6. 40 <1.0 FTE
7. 40 non-accruing (just holiday)

**Hourly Employees:**

1. 37.5 with work schedule on file (eligible for holiday)
2. 37.5 without schedule
3. 40 with work schedule on file (eligible for holiday)
4. 40 without schedule

**Exempt Employees**

1. 37.5 1.0 FTE
2. 37.5 <1.0 FTE
3. 37.5 non-accruing
4. 40 1.0 FTE
5. 40 <1.0 FTE
6. 40 non-accruing

**Scenarios**

You may need to go into the test instance as yourself and change some labor distribution information to be sure all scenarios are tested. You may also need to have some employees create timesheets that aren’t an exact match to their timesheet for that period in order to cover these scenarios.

**Non-exempt:**

1. Timesheet with accrual usages
2. Timesheet where accrual balances aren’t sufficient to cover absence (use non-work time)
3. Timesheet with OT
4. Timesheet with extra hours (i.e. >1.0 FTE but works more than established hours)
5. Timesheet where there are extra or OT hours and more than one labor schedule line during the payroll period
6. Timesheet where there are extra or OT hours and one labor schedule ends and another starts during the payroll period.
7. Timesheet where there are extra or OT hours and labor schedule does not equal 100% during the payroll period.
8. Timesheet where employee eligible for paid time off in lieu of wages has over 37.5 but under 40
9. Timesheet where employee eligible for paid time off in lieu of wages has over 40

**Hourly Employees:**

1. Timesheet with OT
2. Timesheet without OT
3. Timesheet with holiday usage
4. Timesheet where there is more than one labor schedule line during the payroll period
5. Timesheet where one labor schedule ends and another starts during the payroll period.
6. Timesheet where the labor schedule does not equal 100% during the payroll period.

**Exempt Employees**

1. Timesheet with accrual usages
2. Timesheet where accrual balances aren’t sufficient to cover absence (use non-work time)
3. Timesheet with no absences