**Exception Reporting for Contract paid employees**

**(eg. Part time Support Staff, Partial Load and Part Time Faculty)**

Use the [*Exception Report*](http://fleming0.flemingc.on.ca/hod/Pages/Forms/Files/EmployeeExceptionReport.xls) to report worked hours which vary from your automatic paid contract. Examples include unpaid time (vacation), sick time, replacing with a different rate or department than the contract, payment for department/school meetings and time for mandatory employee training.

Complete the form completely including employee ID, name, hours, rate, codes as well as any relevant comments. Use a parenthesis, as shown below, to reverse hours set up through automatic payroll. Sign the form and submit to your supervisor or dean for signature and forward to payroll for processing.

Example of a Regular Part Time staff working App D Hours instead of regular hours:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MEETINGS** | **INVIGILATION** | **FAC REPLACEMENT HRS** | **SUP ADDITIONAL HRS** | **COORDINATOR-ADVISOR** | **OTHER-GIVE DETAILS** | **DATE WORKED DD/MM/YY** | **HOURS** | **LUMP SUM / HRLY RATE** | **ACCOUNT CODE** | **DEPARTMENT CODE** | **COURSE CODE** | **COMMENTS** |
|  |  |  |  |  |  | **14 05 10** | **35** | **23.03** | **51313** | **222001** |  | **Replacing J. Doe** |
|  |  |  |  |  |  | **14 05 10** | **(24)** | **19.62** | **51320** | **222001** |  | **Regular hours** |

Example of a Contract Faculty Reporting meeting hours:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MEETINGS** | **INVIGILATION** | **FAC REPLACEMENT HRS** | **SUP ADDITIONAL HRS** | **COORDINATOR-ADVISOR** | **OTHER-GIVE DETAILS** | **DATE WORKED DD/MM/YY** | **HOURS** | **LUMP SUM / HRLY RATE** | **ACCOUNT CODE** | **DEPARTMENT CODE** | **COURSE CODE** | **COMMENTS** |
| **X** |  |  |  |  |  | **01 03 10** | **1** | **23.00** | **51120** | **461000** |  | **School Meeting** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

Example of a Contract Faculty reporting unpaid vacation or time off from contract:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MEETINGS** | **INVIGILATION** | **FAC REPLACEMENT HRS** | **SUP ADDITIONAL HRS** | **COORDINATOR-ADVISOR** | **OTHER-GIVE DETAILS** | **DATE WORKED DD/MM/YY** | **HOURS** | **LUMP SUM / HRLY RATE** | **ACCOUNT CODE** | **DEPARTMENT CODE** | **COURSE CODE** | **COMMENTS** |
|  |  |  |  |  | **X** | **01 06 10** | **(3)** | **80.64** | **51130** | **871101** | **COM115** | **Unpaid Vacation** |
|  |  |  |  |  | **X** | **03 06 10** | **(3)** | **80.64** | **51130** | **871101** | **COM115** | **Unpaid Vacation** |