Web Time Sheet Entry
Definition of Non-Exempt and Exempt Employees

Non-Exempt Employee
Refers to any employee who is paid on an hourly basis. Non-exempt employees are required to record all of their hours worked and leave taken, if applicable, on their time sheet. A non-exempt web time sheet is available to employees in the following employment classes (ECLSs): CR, CT, NR, NT, NX, SN, and ST.

Exempt Employee
Refers to any employee who is paid on a salaried basis. Exempt employees are only required to submit a time sheet if they are reporting leave taken for the pay period, or if they are reporting a percent of effort redistribution only for the current pay period.***
The exempt time sheet is available to employees in the following employment classes (ECLSs): A9, AR, EX, F9, FR, FN, GN, GT, XR, XT, and XX.

***For Exempt (salaried) employees working on federal and/or state grants, an alternate reporting cycle and method are the official document of record for the purposes of Grant Effort Certification for the University of Alaska. For additional information, please refer to the Grants & Effort Certification section of the Web Time Sheet Entry (WTE) web page.