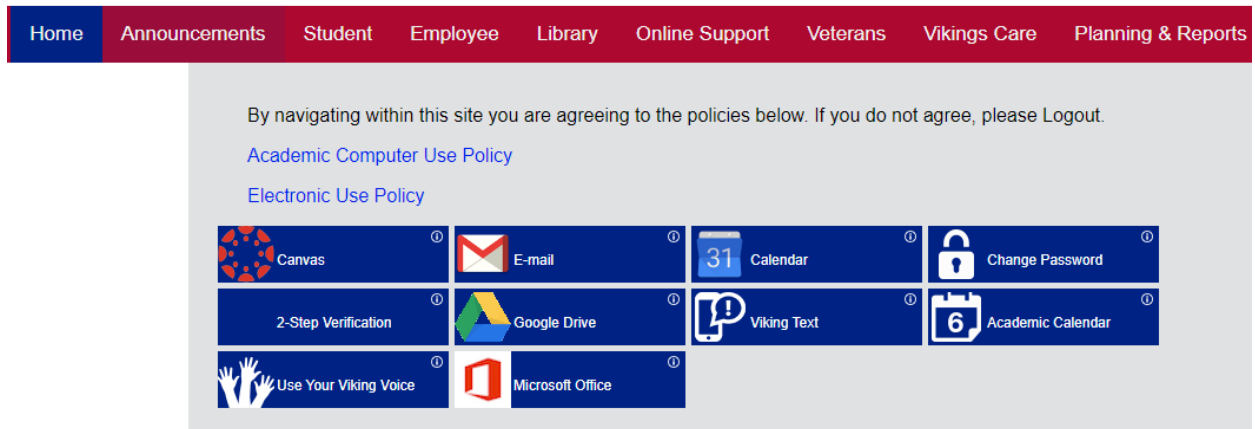
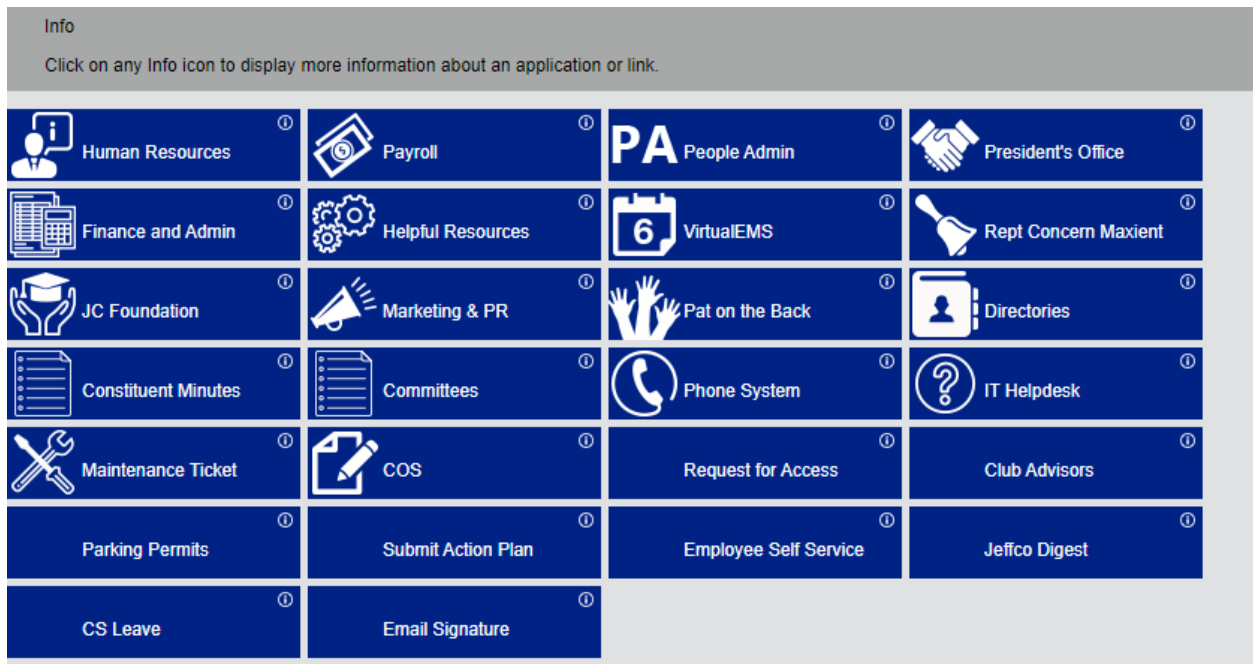


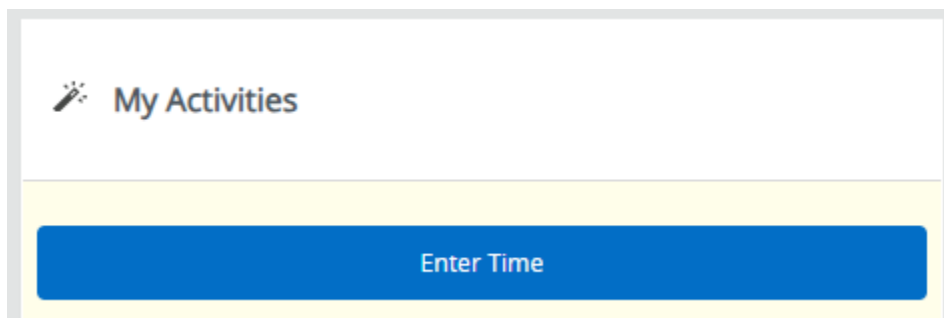
1.) Click on the “Employee” tab:



2.) Then “Employee Self Service”



3.) The Employee Dashboard will pull up. On the right hand side, click on “Enter Time” in the blue bar



4.) A calendar pulls up with the current pay period denoted by a purple bar across the days

Approvals **Timesheet** Leave Report

Aug 2023 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 9.00 Hours	31 9.00 Hours	1 9.00 Hours	2 9.00 Hours	3 9.00 Hours	4 4.00 Hours	5
6	7 9.00 Hours	8 9.00 Hours	9 9.00 Hours	10 9.00 Hours	11 4.00 Hours	12
13	14 8.00 Hours	15 8.00 Hours	16 8.00 Hours	17 8.00 Hours	18 8.00 Hours	19
20	21 8.00 Hours	22 8.00 Hours	23 8.00 Hours	24 8.00 Hours	25 8.00 Hours	26
27	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	31 8.00 Hours	1 8.00 Hours	2

5.) Click on the day you need to add hours to and the screen below will appear

08/16/2023 - 09/15/2023 | 176.00 Hours | In Progress | Submit By 09/18/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17 8.00 Hours	18 8.00 Hours	19

⊕ Add Earn Code

Earn Code

Select Earn Code

6.) You will click on the drop-down carrot to select the “Earn Code”. Note: different employee classes have different choices. Full time and Part time regular use “Regular Hours Worked” or the appropriate leave choice, Temporary employees use “Wages”, and Students use “Hourly”

Earn Code

Select Earn Code

- Regular Hours Worked
- Vacation
- Sick Leave
- Summer Schedule
- Personal

7.) A box will appear where the hours can be entered and then in the lower right hand part of the screen click "Save"

it Page

8.) Repeat these steps for all days hours need to be reported on in the pay period. Hours must be reported on the day they are worked.

9.) Once you are ready to submit your hours at the end of the pay period, click on "Preview" as shown in Step 7.

10.) A summary of your hours will show on this screen as well as the Submit By deadline

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4
RHW, Regular Hours Worked	1	21.25	39.50	40.00	32.00
SCK, Sick Leave	1	2.75			
PER, Personal	1		0.50		
HOL, Holiday Pay	1				8.00
Total Hours		24.00	40.00	40.00	40.00

Routing and Status	
Name	Action
	Originated On 08/17/2023, 08:15 AM
	Submit By 09/18/2023, 11:59 PM

11.) Scroll all the way down to the bottom of the page. If all hours are reported correctly, click on the box certifying the time entered and the “Submit” button on the lower right hand side will activate in blue and then click “Submit”. You may also add comments to this screen before submitting

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

TIPS:

1.) You can return to the weekly calendar view by clicking on “Return”

Return Submit

2.) You can add notes throughout the pay period by clicking on the speech bubble on the weekly calendar view. You just type the comment and then click “Save”

MONDAY TUESDAY WEDNESDAY

	29 8.00 Hours	30 8.00 Hours	
29 8.00 Hours	30 8.00 Hours	31 8.00 Hours	1 8.00 Hours

Comments

Add Comment

2000 characters remaining

Cancel Save

