



My.Leave Channel Step by Step Guide Create/Submit Timesheet for Overtime-Eligible or Hourly Employees

Overview: This guide provides instruction on creating and submitting timesheets for overtime-eligible and hourly employees (including students and hourly overtime-exempt employees).

Before entering data, you must have already set-up a regular work schedule under the Preferences tab. For additional information, please reference the Step by Step guide for Setting Your Preferences.

1. Once you are finished entering your time on the Calendar Tab in My.Leave, click the Timesheet tab.

The screenshot shows the 'LEAVE' application window. At the top, there are navigation tabs: 'Calendar', 'At a Glance', 'TimeSheet', 'Approval', 'Designates', 'Preferences', and 'PPL'. The 'TimeSheet' tab is selected, indicated by a red arrow. Below the tabs, there is a dropdown menu for the employee name 'Sally Test (219119-MON-OT Elig)' and buttons for 'Populate Time', '<<', and '>>'. There are also radio buttons for 'annual', 'month', 'week', and 'day'. Below this is a table with columns: Balances, Act/Proj, Begin Date, Prev. Earni..., Beg Bal, Prior Mth P..., Adjustments, Usable Bal, Not Taken, Taken, and End Bal. The main area is a calendar for January 2010. The calendar shows days from Sun to Sat. Friday, January 1st, is highlighted in yellow and labeled 'New Year's Day - 1'. The number '2' is in the Saturday cell. The numbers 3, 4, 5, 6, 7, 8, and 9 are in the cells for Sunday through Saturday respectively.

- If you have any pending requests, ex. vacation leave, these will need to be approved before reviewing and submitting your timesheet.

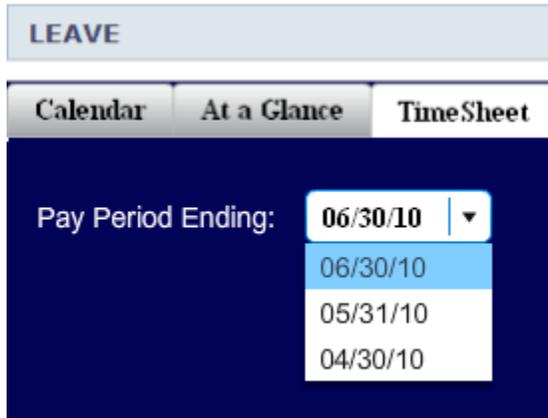
The screenshot shows the 'Pay Period Ending' dropdown set to '06/30/10'. Below it, a message states 'The following items require action prior to submitting time:'. Below this message is a table with columns: Start, End, Hours, Status, Action Required, Description, and Summary. The table contains one row: Start: 05/06/10 3:00 PM, End: 05/06/10 5:00 PM, Hours: 2, Status: Request, Action Required: Change Action to Taken or Withdraw, Description: 0, Summary: Vacation Leave.

Fix Actions (above) by double clicking the item.
Timesheet will display when action items are complete.



2. Review and Submit Timesheet

- Once all requests have been approved, you will select the Timesheet Tab and Pay Period Ending date listed at the top of the Timesheet tab.



- The current payroll period will display as the default. If needed, select a different pay period. If you are documenting a previous pay period, be sure to contact your Personnel Payroll Liaison (PPL) to ensure correct pay and leave accruals.
- Your timesheet will auto-create based on the time entered on your calendar.

3. Timesheet Created

- Timesheet shows all worked hours and exception time (leave, overtime, etc.).
- Review your reported time week-by-week to ensure accuracy.
- If a particular work day does not show the minimum expected total hours that corresponds to your HRMS appointment, the system will create Unpaid Hours (docked time).

Lori Krug (147011-MON-OT Elig) --- Time Worked from: 05-01-2010 through 05-31-2010

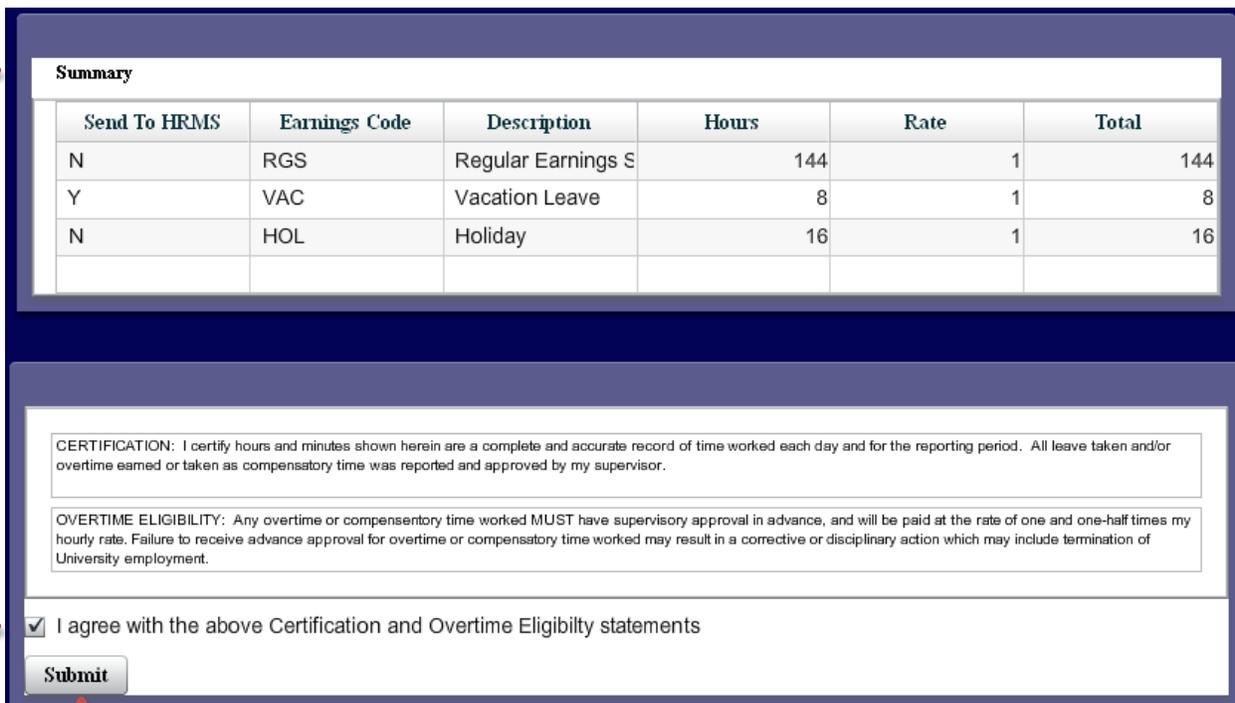
Not Submitted

05-02-2010 through 05-08-2010

Week 2	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday		Total
	05-02	05-03	05-04	05-05	05-06	05-07	05-08		
Time In		08:15	08:30	08:00	08:15	08:15			
Time Out		12:30	12:30	12:30	14:15	12:30			
Time In		13:00	13:00	13:00		13:00			
Time Out		17:15	16:00	16:30		17:15			
Holiday	0	0	0	0	0	0	0		0
Regular Earnings Sale	0	8.5	7	8	6	8.5	0		38
Vacation Leave	0	0	0	0	2	0	0		2
Total	0	8.5	7	8	8	8.5	0		40

4. Submit Timesheet for Approval

- At the bottom of your timesheet, a summary of all events will be documented. This is what will process in payroll. If you believe the summary is not correct, you will need to go back to the calendar and make your corrections. If you do agree the summary is correct, select the “I agree with the above Certification and Eligibility Statements” and click the **Submit** button.
- Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).



Summary

Send To HRMS	Earnings Code	Description	Hours	Rate	Total
N	RGS	Regular Earnings S	144	1	144
Y	VAC	Vacation Leave	8	1	8
N	HOL	Holiday	16	1	16

CERTIFICATION: I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor.

OVERTIME ELIGIBILITY: Any overtime or compensatory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-half times my hourly rate. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I agree with the above Certification and Overtime Eligibility statements

Submit

5. After submitting your Timesheet

- Until your department has loaded the data to HRMS, you may continue to update your calendar and timesheet. You can do this by selecting the cancel/ rebuild button at the bottom of your timesheet after it has been submitted.
- Once your department has loaded your data, any changes made to your timesheet will not be loaded to the payroll run. Always check with your Personnel Payroll Liaison (PPL) to ensure your correct information has been loaded.
- At this time, all past timesheets submitted can still be viewed. If you did not submit a timesheet for a certain pay period, you can still view the data populated on your calendar.