

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). **You must enter your time on the calendar tab before reviewing and submitting your timesheet.** For help, refer to the Guide for My.Leave Entry of Worked Time for Leave for OT-Eligible and Hourly Employees.

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

LEAVE												^ * X
Calendar	At a Gl	ance 🔓 Time:	Sheet .	Approval D	esignates	Prefer	ences I	PPL	Emplid 21	19119	Go	?
Sally Te	est (21911	9-MON-OT El	ig) 🔻		Pop	ulate Tim		>>	annual	month	week	day
Balances	Act/P	roj Begin D	ate Prev.	Earni Beg l	al Prio	r Mth P A	djustments	Usable Bal	Not Taken	Taker	n End	Bal
					lanu	ami 0010						_
Su	n	Mon		Tue	Janu	Wed		Thr	Fri		Sat	
									New Year's	Day - 1		2
-	3		4		5		6	7		8		9
							-			45		- 10

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

ay Period Ending:	06/30/10 🔹					
The following item	s require action pr	ior to sul	omitting	time:		
Start	End	Hours	Status	Action Required	Description	Summary
05/06/10 3:00 PM	05/06/10 5:00 PM	2	Request	Change Action to Taken or Withdraw	0	Vacation Leave
Fix Actions (above) b	y double clicking the i	tem.				
Timesheet will disnl	ay when action items	are comple	te.			
The sheet will disp	ay mich action fields	ne compte				



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.

LEAVE					
Calendar	At a Gla	nce	Tin	ne Sh	eet
Pay Period	Ending:	06/3	0/10	•	
		06/3	0/10		
		05/3	31/10		
		04/3	0/10		

- 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).

2,2010 through 05,08,2010								
Week 2	Sunday	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday	Tota
	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 Sala	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

button.

Your approver will be notified by email that your timesheet is ready. Normally, the approver is your supervisor).

N RGS Regular Earnings S 144 1 Y VAC Vacation Leave 8 1 N HOL Holiday 16 1 Image: Second	N RGS Regular Earnings S 144 1 Y VAC Vacation Leave 8 1 N HOL Holiday 16 1 N HOL Holiday 16 1	Send To HRMS	Earnings Code	Description	Hours	Rate	Total
Y VAC Vacation Leave 8 1 N HOL Holiday 16 1 N HOL Holiday 16 1 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 overtime earned or taken as compensatory time was reported and approved by my supervisor. OVERTIME ELIGIBILITY: Any overtime or compensentory time worked MUST have supervisory approval in advance, and will be paid at the rate of one and one-helf time 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.	Y VAC Vacation Leave 8 1 N HOL Holiday 16 1 N HOL Holiday 16 1 Image: Comparison of the compari	Ν	RGS	Regular Earnings S	144	1	
N HOL Holiday 16 1 Image: Normal State Stat	N HOL Holiday 16 1 Image: Normal State Stat	Υ	VAC	Vacation Leave	8	1	
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- 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.