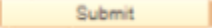Navigation: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Your timesheet defaults to the current time reporting period. Enter your worked time and/or leave requests and click [Submit] when completed.
Note: Approved time may be changed and re-submitted.
If a prior time sheet is grayed out, you are no longer permitted to change that timesheet. Contact HR, if you require a change to that reporting time period.

Select a future or past time reporting period by entering a different date and clicking on the green arrows to refresh.

Click on the Previous Period link to return to the previous time reporting period. Click on the Next Period link to go forward to the next reporting time period.

To add another row for the same day, to either record worked time and leave, or multiple times in and out, or multiple leave requests for a day. Click the plus sign on the far right of the page.

Reported Status indicates the approval status. Needs Approval has not been approved by your "Reports To" manager. Approved has been approved.

.Ensure you select the appropriate Time Reporting Code from the drop down list. List consists codes associated with worked and leave time. You must have a balance to request current and future leave.

Leave Requests require a leave reason. Click on the magnifying glass to select a leave reason.

These tabs are explained on the next page.

Enter the time you worked by entering the time you arrived at work, the time you went to lunch, the time you returned from lunch, and the time you left for the day. In/Out time is entered as hours and minutes. Hours are calculated for you and display to the right.
Examples:
8:25AM may be entered as 8.25a or 8:25a
4:50PM may be entered as 4.50p or 4:50p

Leave requests do not need to be entered as time in and out. Enter the hours requested to the quarter of an hour.
Examples:
4 hours is 4.00
4 hours and 15 minutes is entered as 4.25
4 hours and 30 minutes is entered as 4.50
4 hours and 45 minutes is entered as 4.75

To delete an extra row or a row you no longer need. Click the minus sign on the far right of the page.

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Reported Time Summary   Personalize | Find | 🗗 | 📊   1-4 of 4

Category	Total	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27
Total Reported Hours	39.75			8.00	8.00	7.91	7.83	8.00
No category Displayed	39.75			8.00	8.00	7.91	7.83	8.00
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-0.25					-0.08	-0.16	

The **Summary** tab shows time reported against time scheduled, including deviation to schedule by day and for the total time reporting period. Note: No Category Displayed – categories are currently not utilized, thus no categories appear.

The **Leave/Compensatory Time** tab displays your leave/comp balances, as of the end of the previous time reporting period. These balances are available for this current time period.
Note: Balances will not reflect future requests, or unapproved and/or unprocessed prior requests. However those items will be considered when you request additional leave, this prevents a negative balance.
Click on the icon, under "View Detail", to see what earnings and takes are included in the calculation of each of your leave/comp balances.

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Leave and Compensatory Time Balances (?)   Personalize | Find | 🗗 | 📊   1-4 of 4

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	40.00	0		📝
Comp Time	ESL	8.00	0		📝
Comp Time	FLSACOMP	7.63	0		📝
Comp Time	SICKLEAVE	40.00	0		📝

The **Exceptions** tab shows issues encountered during the running of the "Time Admin" process. This process applies rules to reported time, for example – to calculate FLSA. The process also applies approved leave/comp time earnings/takes to your leave/comp balances. Note: If there is an exception, no time associated with that day was processed to calculate FLSA or update leave/comp balances. HR or SAO will handle correcting exceptions.

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Exceptions (?)   Personalize | Find | 🗗 | 📊   1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

The **Payable Time** tab displays reported time processed through the "Time Admin" process. The Time Admin process runs nightly Sunday through Thursday (Sunday processes Friday, Saturday, and Sunday entries). The only exceptions are payroll confirm nights. Time Admin does not run on a payroll confirm night to prevent interference with payroll check and direct deposit processing. Payroll Confirm dates are listed on the HCM Home Page.
Remember: Time Admin can only process *approved* reported time and leave requests.

| Summary | Leave / Compensatory Time | Exceptions | Payable Time |

Payable Time Viewing Option
○ By TRC and Status
○ By TRC, Status and Day
● Show In Detail   View Full Detail

Payable Time (?)   Personalize | Find | 🗗 | 📊   1-4 of 4

Date	TRC	Description	TRC Type	Payable Status	Quantity
10/23/2017	MLTKN	Meal Period Taken	Hours	Closed	1.00
10/23/2017	REG	Regular Earnings	Hours	Closed	8.00
10/24/2017	ALX	Annual Leave Taken	Hours	Closed	4.00
10/24/2017	REG	Regular Earnings	Hours	Closed	3.75