TIPS & REMINDERS

- Timesheet policies and processes have not changed. They are the same as they were with paper timesheets.
- Note the deadline for approval online. You must approve all timesheets and/or leave reports by this date.
- You can not make changes to timesheets/leave reports after they’ve been approved.
- Return for Correction should only be used when sufficient time exists to meet the deadline.
- Inform employee if timesheet/leave report has been returned for correction.
- Just need help? For pay-related errors/questions, call the Business Office at (757) 352-4054. For other employee self-service errors/questions, call the Human Resources department at (757) 352-4031. For other hair-pulling computer problems, call the Help Desk: (757) 352-4076.

ACCESSING GENISYS

1. Type my.regent.edu into your web browser.
2. In the MyRegent ID box, type your MyRegent ID.
3. In the Password box, type your password.
4. Click the Login button.
5. Click on Genisys.
6. Click the Employee Services tab.
7. Follow instructions shown in this guide depending on what you want to accomplish.

OPENING YOUR TIMESHEET

1. Click the Time Sheet link from the Employee Services tab.
2. Click the My Choice radio button for Access My Time Sheet.
3. Click the Select button.
4. Refer to the Quick Reference Guide for Hourly (Non-Exempt, Paid Twice a Month) Employees to enter your hours.

OPENING YOUR LEAVE REPORT

1. Click the Leave Report link from the Employee Services tab.
2. Click the My Choice dot for Access My Leave Report.
3. Click the Select button.
4. Refer to the Quick Reference Guide for Monthly (Exempt) Employees to enter your time away from work.

REVIEWING & APPROVING AN EMPLOYEE'S TIMESHEET/LEAVE REPORT

1. Click the Time Sheet/Leave Report link from the Employee Services tab.
2. Click the My Choice radio button for Approve or Acknowledge Time.
   Note: If you’re acting on behalf of another Approver, select the appropriate choice from the As Act as Proxy dropdown box.
3. Click the Select button.
4. Click on the My Choice radio button for the department of the employee(s) you’re reviewing/approving timesheets/leave reports for.
5. From the Pay/Leave Period dropdown, select the current pay/leave period.
6. Click on the appropriate My Choice radio button if you’d like to change the sort order for employees you’re reviewing/approving time for.
7. Click on the Select button.
8. In the Other Information column, click on Comments link if it exists. Review comments.
9. In the Name and Position column with Pending status, click the employee’s name.
10. Review the submitted timesheet/leave report in detail. Be sure to scroll down to view all information.
11. Click the Approve button.
   Note: The page will refresh and display a message that the Timesheet/leave report was approved.
12. Click the Previous Menu button to return to the Department Summary page.

RETURNING A TIMESHEET/LEAVE REPORT FOR CORRECTIONS

If you find problems on a timesheet/leave report that the employee must correct, return the timesheet for correction as follows:
1. From the Employee Details page, click the Add Comment button.
2. Type a message to the employee explaining what corrections are needed for their timesheet/leave report to be approved.
3. Click the Save button.
4. Click the Previous Menu button to return to the timesheet.
5. Click the Return for Correction button.
6. Click the Previous Menu button to return to the Department Summary page.
7. Inform employee that timesheet/leave report needs to be corrected and resubmitted for approval.

OVERRIDING TIMESHEET/LEAVE REPORT ENTRIES

You may need to make a correction on an employee’s timesheet/leave report:
1. From the Employee Details page, click the Change Time Record/Change Leave Record link.
2. Click the link for the hours or entry to be changed.
3. Type the correct hours or entry.
4. Click the Save button.
5. Click the Comments button.
6. Type a message indicating the corrections you’ve made.
7. Click the Previous Menu button to return to the timesheet/leave report.
8. Click the Approve button.
   Note: The page will refresh and display a message that the timesheet was approved.
9. Click the Previous Menu button to return to the Department Summary page.

DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you’re not available.
1. On the Selection Criteria page, click the Proxy Setup link at the bottom of the page.
2. From the Name dropdown box, select the person you want designated as a proxy.
3. Click the dot under Add.
4. Click the Save button.