OPENING YOUR TIMESHEET

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. Click the Time Sheet link.
8. Click the My Choice radio button for the Title and Department you want to enter time for (most of you just have one).
9. From the Pay Period and Status dropdown box, select the current pay period.
10. Click the Time Sheet button.

ENTERING HOURS FOR ONE DAY

1. Click the Enter Hours link under the date worked and in the row for the appropriate Earning type (Regular, Holiday, Overtime, Medical, Vacation).
2. In the Hours box, type the number of hours you worked each day this pay period.

ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period.

1. Click the Enter Hours link under the date worked, and in the row for the appropriate Earning type (Regular, Holiday, Overtime, Medical, Vacation).
2. In the Hours box, type the number of hours you worked each day this pay period.
3. Click the Copy button.
4. Click in the "Copy from date displayed to end of the pay period" checkbox.
5. If your workweek includes Saturday or Sunday, click those checkboxes, too.
6. Click the Copy button.
7. Look for the verification message that says the hours were successfully copied.
8. Click the Timesheet button.

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the Enter Hours link under the date worked and in the row for the appropriate Earning type (Regular, Holiday, Overtime, Medical, Vacation).
2. In the Hours box, type the number of hours you worked each day this pay period.
3. Click the Copy button.
4. Click the checkbox for each day you want these hours copied to.
5. Click the Copy button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the Timesheet button.
8. Look to see that the hours were copied to the dates you selected.

LEAVING A COMMENT ON YOUR TIMESHEET

Sometimes there are special circumstances you’ll want your timesheet Approver to know about. You can leave a comment on your timesheet that the Approver will see when he or she opens it up for approval.

1. Click the Comments button at the bottom of the Timesheet page.
2. In the Comments box, type your message.
3. Click the Save button.
4. Click the Previous Menu button to return to your timesheet.

Note: Comments on your timesheet are only available to you in Preview mode. Your Approver will check for comments.

PRINTING YOUR TIMESHEET (optional)

1. Click the Preview button at the bottom of your timesheet.

Note: On most computers, the timesheet is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu (or similar commands in Firefox or other browsers).

2. Click File from the browser menu.
3. Click Print.
4. From the printer settings, select "Landscape" for Paper Layout.

Note: In your browser, click "Properties", then "Paper" to find the Landscape setting.

5. Click the OK button to save your paper layout setting.
6. Click the OK button to print your timesheet.

SUBMITTING YOUR TIMESHEET

When your timesheet is ready to submit for approval, it’s important for you to preview it first. Check your hours to make sure the days, numbers, and Earnings Codes are all correct. Then, submit as follows:

1. Click the Submit for Approval button at the bottom of your timesheet.

OPENING A TIMESHEET FOR ANOTHER JOB

Some employees have more than one job, or do work under more than one job or position title. If this is you, you’ll need to submit separate timesheets, one for each job or position.

1. Click the Position Selection at the bottom of your timesheet.
2. Click the radio button for the job or position you want to select.
3. From the Pay Period and Status dropdown box, select the current pay period.
4. Click the Timesheet button and complete the steps listed in the sections for entering hours worked.