Web Time Entry

October 2007

(This page intentionally left blank)

TABLE OF CONTENTS

TIPS & REMINDERS

You cannot make any changes after submitting your timesheet or leave report. Contact your supervisor about changes to a submitted timesheet or leave report.

DO NOT USE the Back button or the Refresh button of your browser when in your timesheet or leave report.

Note the **DEADLINE** date. Your timesheet or leave report must be submitted and approved by this date.

If you work under more than one job, submit **SEPARATE** timesheets for each job.

Check with your supervisor before you enter **OVERTIME** hours.

MONTHLY EMPLOYEES:

Report **DAYS not HOURS** on your leave report. A half day is entered as .5 (allowed only on New Year's Day or Labor Day holiday).

SUBMIT your leave report whether or not you have taken time off.

Your timesheet lists only the earning types that apply to your job or position.

DO NOT enter 0 (zero) hours or days. Leave it **BLANK**.

Always **CHECK** your leave balances.

APPROVERS:

Let employee know if you returned timesheet or leave report for corrections.

Allow sufficient time for employee to make corrections before deadline.

Human Resources
(757) 352-4053

Payroll Office
(757) 352-4054

Help Desk
(757) 352-4076

(This page intentionally left blank)

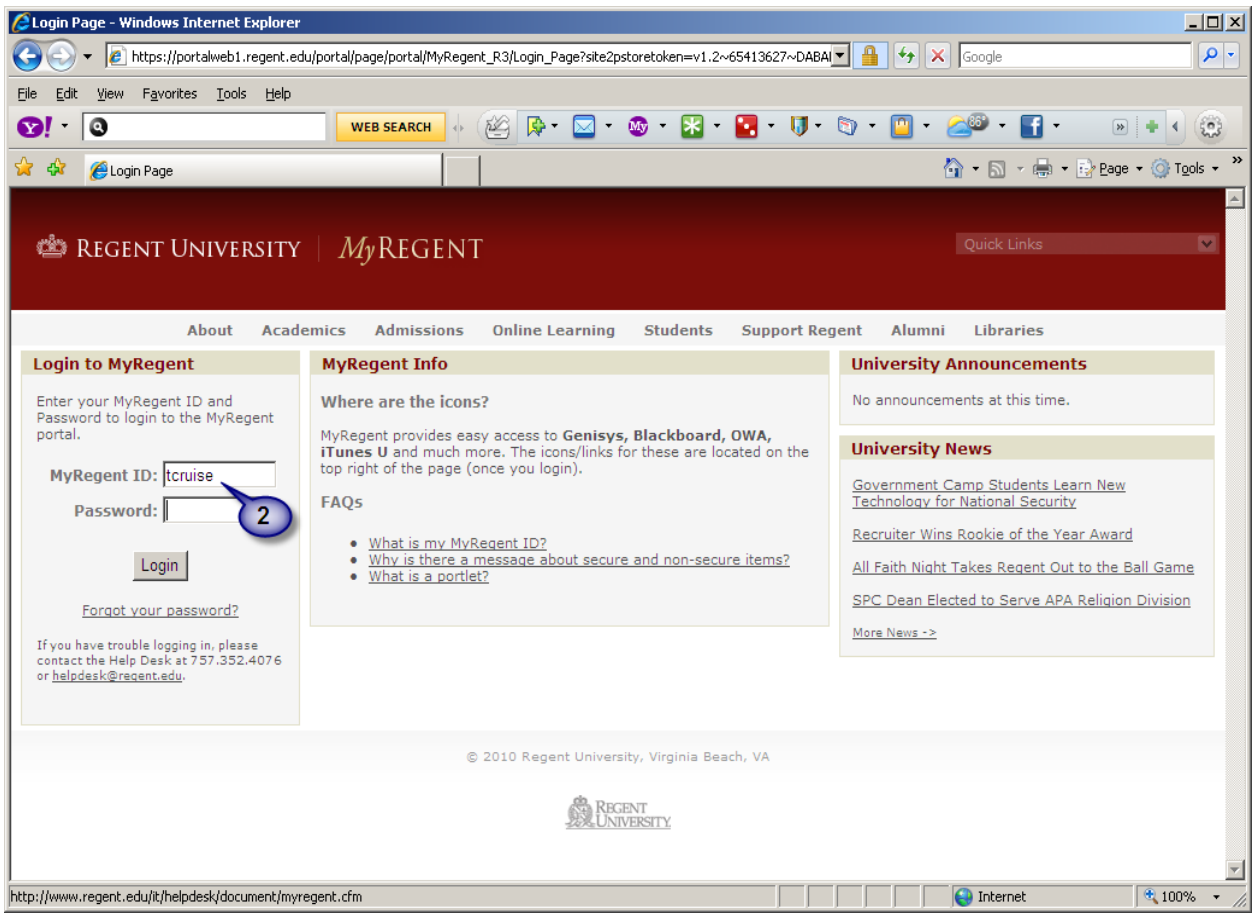
HOURLY EMPLOYEES

Hourly employees are non-exempt employees who are paid twice a month.

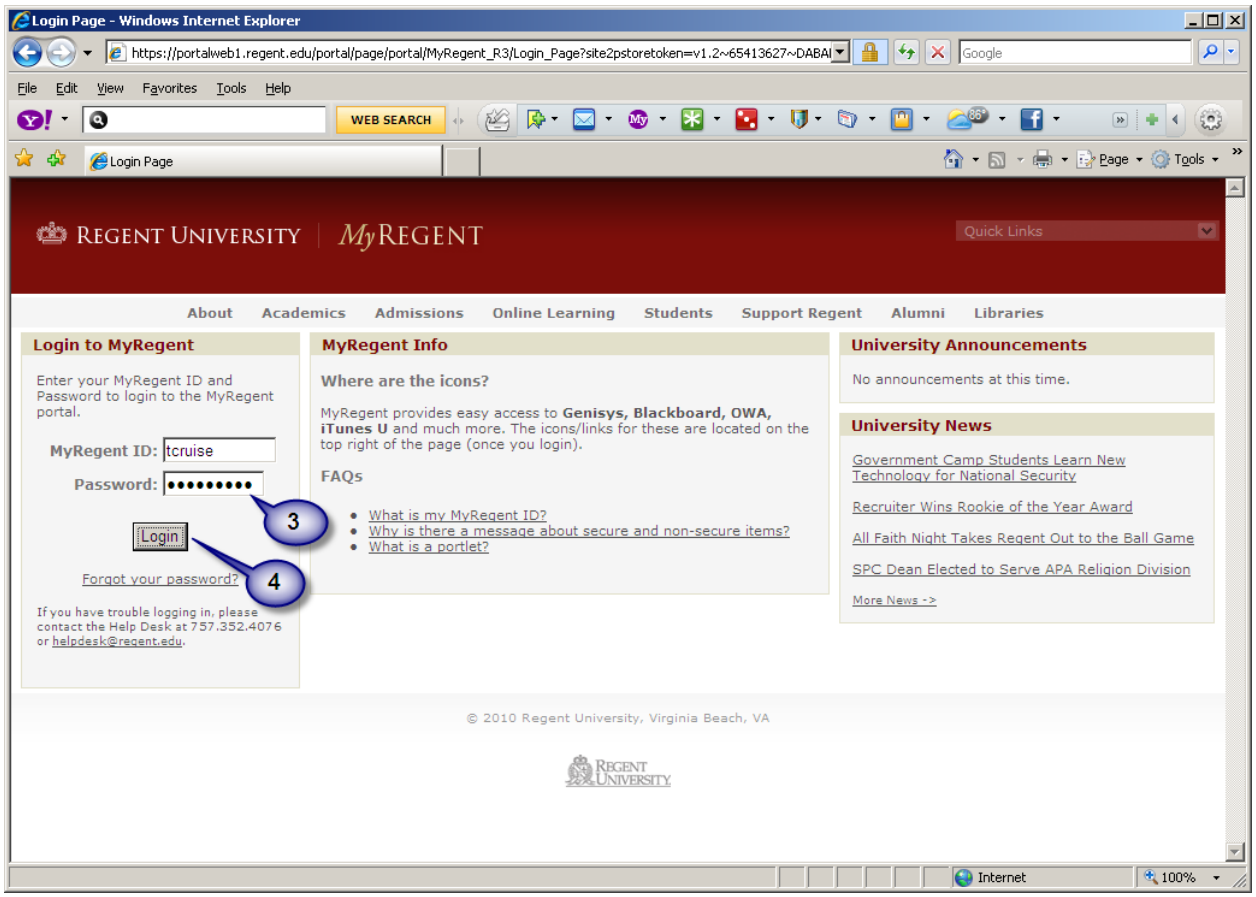
Using Web Time Entry via Genisys, hourly employees can start entering their hours as soon as the pay period is open.

Opening your Timesheet

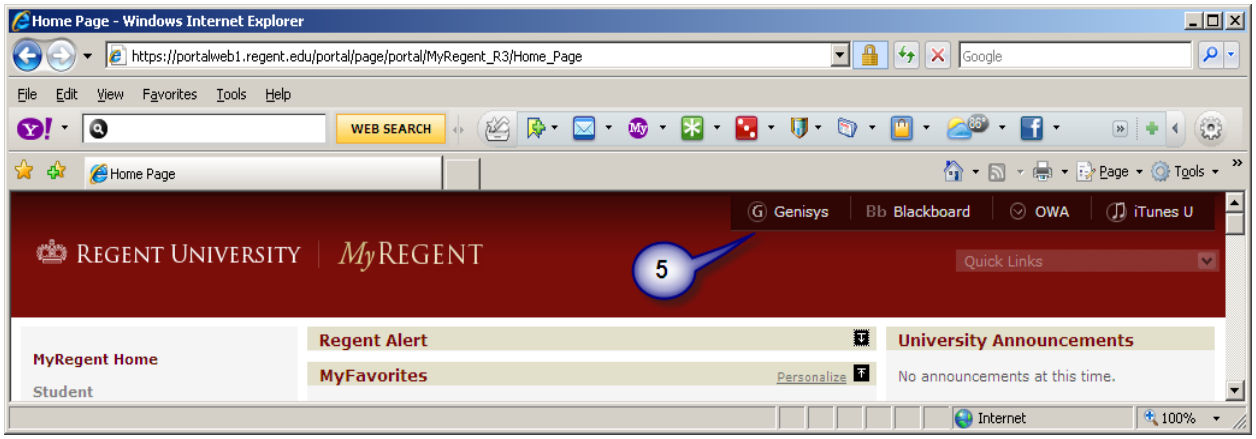
1. In your browser, type **my.regent.edu**.
2. In the **MyRegent ID** box, type your *MyRegent ID*. Your *MyRegent ID* is simply your email address without the "*@regent.edu*".



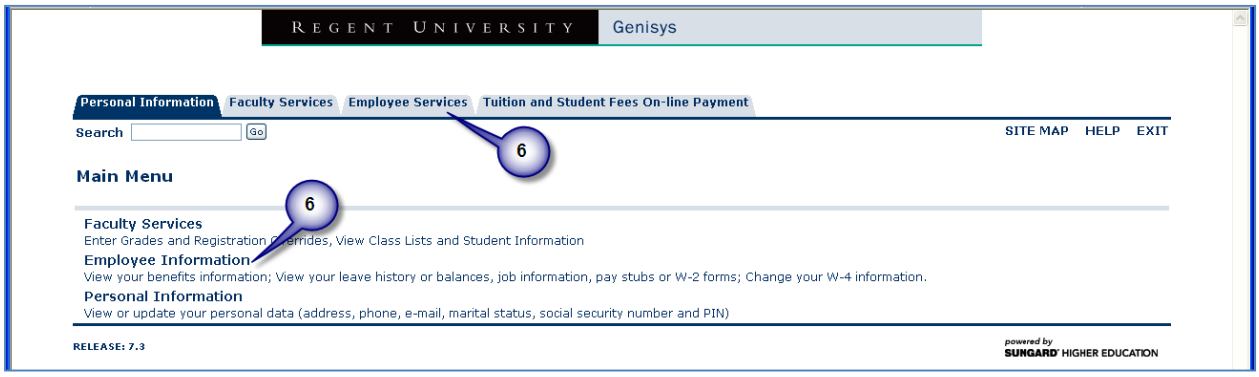
3. In the **Password** box, type your *password*. Your password is the same as your email password.



4. Click the **Login** button.
5. Click on **Genisys**.



6. Click the **Employee Services** tab or the **Employee Information** link.



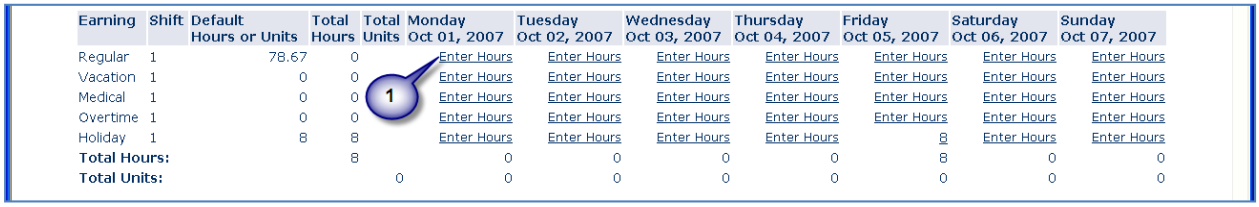
7. Click the **Time Sheet** link.

8. Click the **My Choice** radio button for the ***Title and Department*** you want to enter time for (most of us just have one).

9. From the **Pay Period and Status dropdown** box, select the ***current*** pay period.
10. Click the **Time Sheet** button.

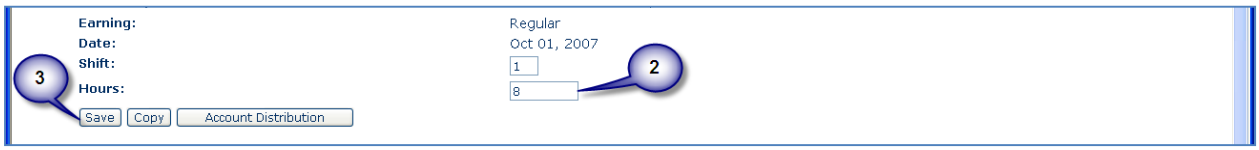
Entering Hours for One Day

1. Click the **Enter Hours** link under the date worked and in the row for the appropriate ***Earning*** type (Regular, Vacation, Medical, Overtime, and/or Holiday).



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0	0	0

2. In the **Hours** box, type the number of hours.



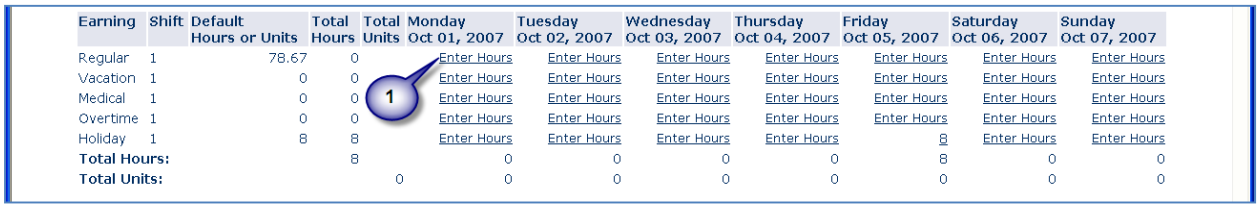
3. Click the **Save** button.

(This page intentionally left blank)

Entering Hours for a Pay Period

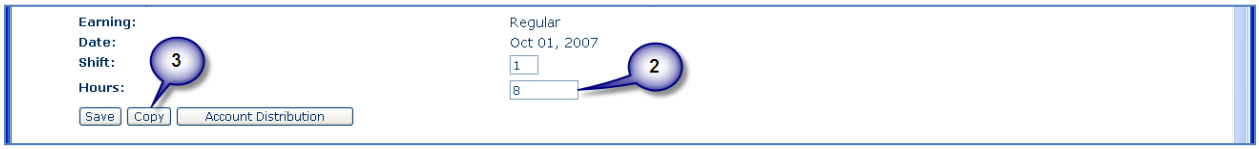
If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period.

1. Click the **Enter Hours** link under the date worked and in the row for the appropriate ***Earning*** type (Regular, Vacation, Medical, Overtime, and/or Holiday).

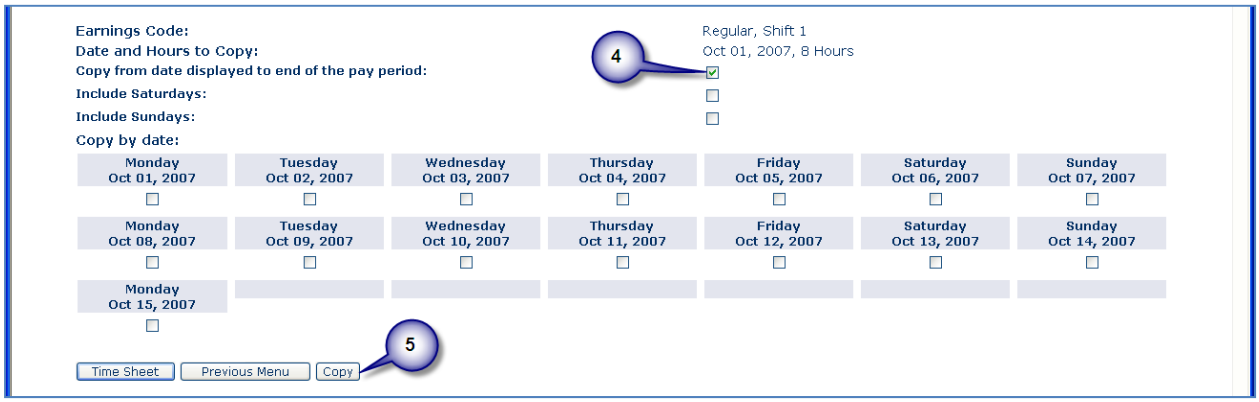


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0	0	0

2. In the **Hours** box, type the number of hours you worked each day this pay period.

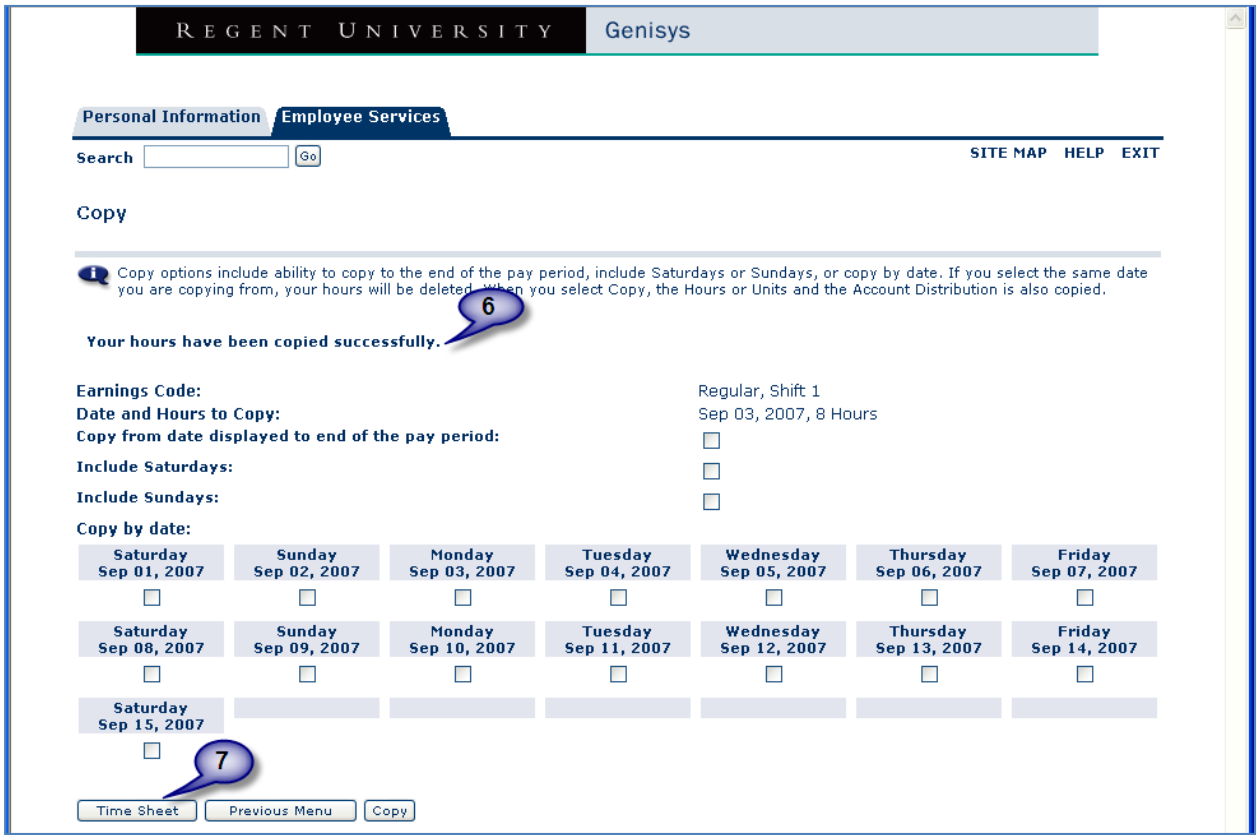


3. Click the Copy button.
4. Click in the "**Copy from date displayed to end of the pay period:**" checkbox.



5. Click the **Copy** button.

6. Look for the **verification message** that says the hours were successfully copied.

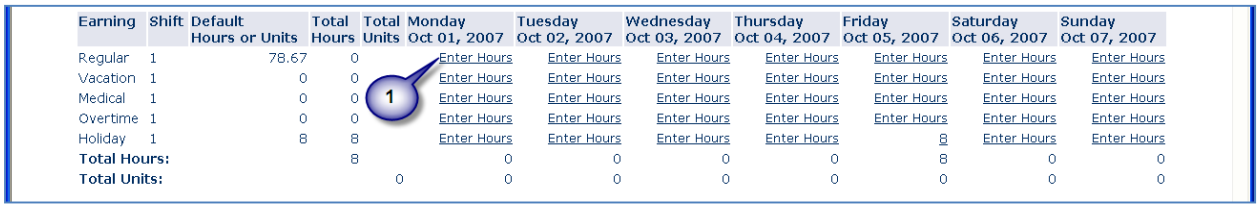


7. Click the **Time Sheet** button. The hours have now been copied for all days in the pay period.

Entering Hours for Specific Days

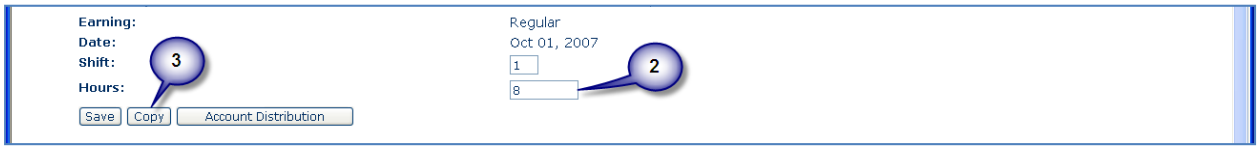
When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.

1. Click the **Enter Hours** link under the date worked and in the row for the appropriate ***Earning*** type (Regular, Vacation, Medical, Overtime, and/or Holiday).

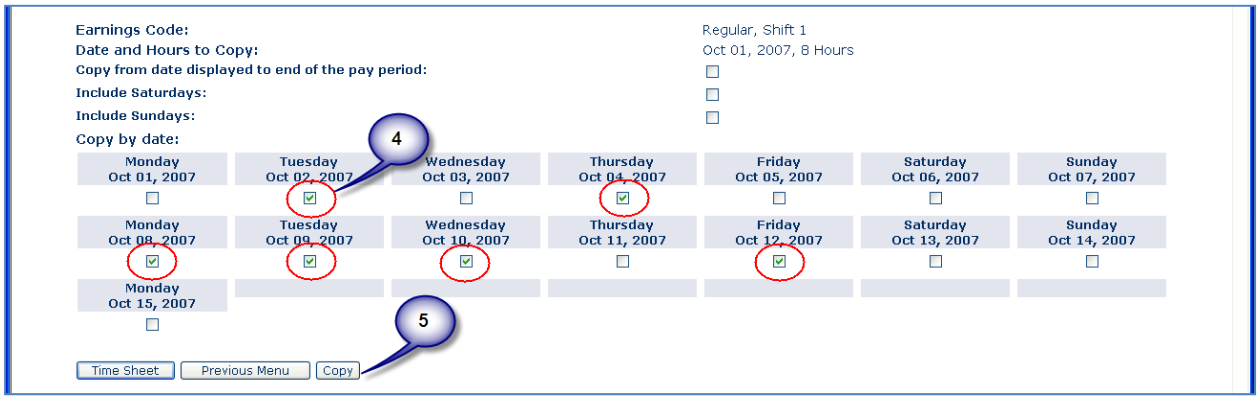


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1		0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1		8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			8		0	0	0	0	8	0	0
Total Units:				0	0	0	0	0	0	0	0

2. In the **Hours** box, type the number of hours you worked each day this pay period.

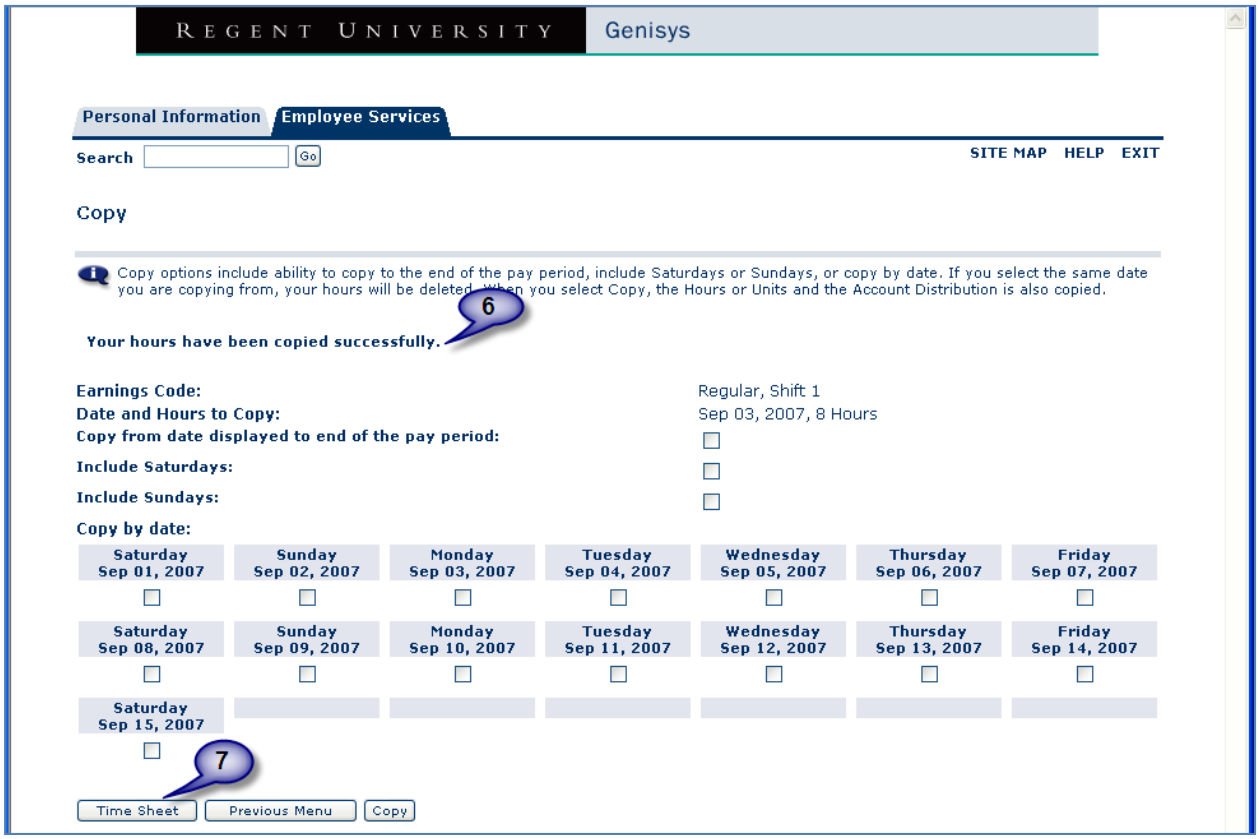


3. Click the Copy button.
4. Click the **checkbox** for each day you want these hours copied to.



5. Click the **Copy** button.

6. Look for the verification message that says the hours were successfully copied.

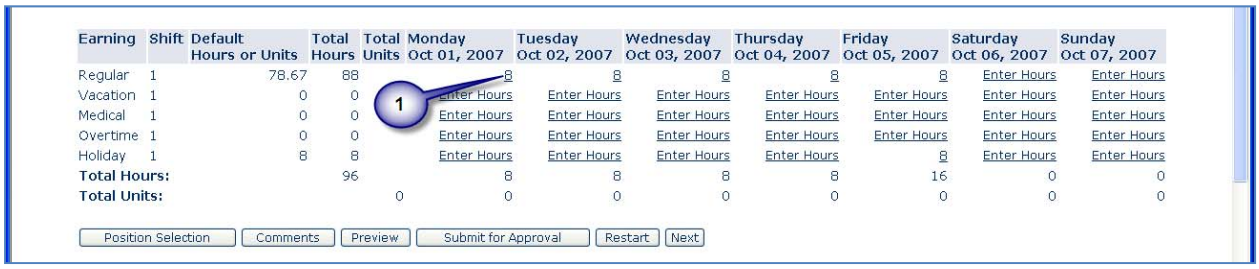


7. Click the **Time Sheet** button. The hours have now been copied for all days in the pay period. Look to see that the **hours** were copied to the **dates** you selected.

Adjusting/Correcting your Hours

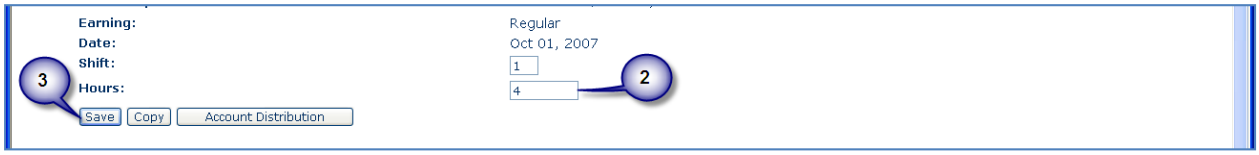
If ***INCORRECT*** hours have been entered into a ***CORRECT*** earning type:

1. On the timesheet, click the ***hours*** link for the date that needs to be changed.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	88		8	8	8	8	8	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			96		8	8	8	8	16	0	0
Total Units:				0	0	0	0	0	0	0	0

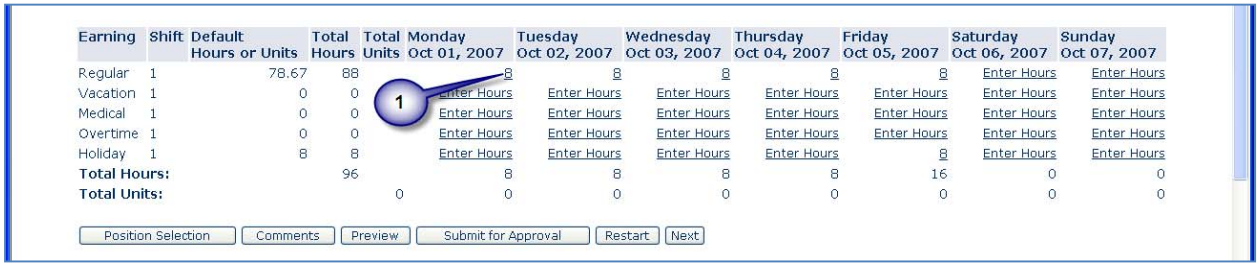
2. In the **Hours** box, type the correct number.



3. Click the **Save** button.

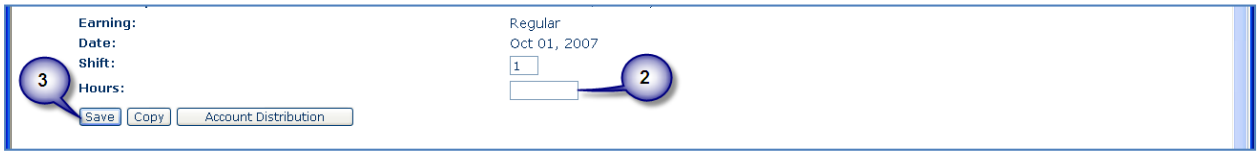
If ***CORRECT*** hours have been entered into an ***INCORRECT*** earning type:

1. Click the link for the hours that have been entered into the incorrect earning type.



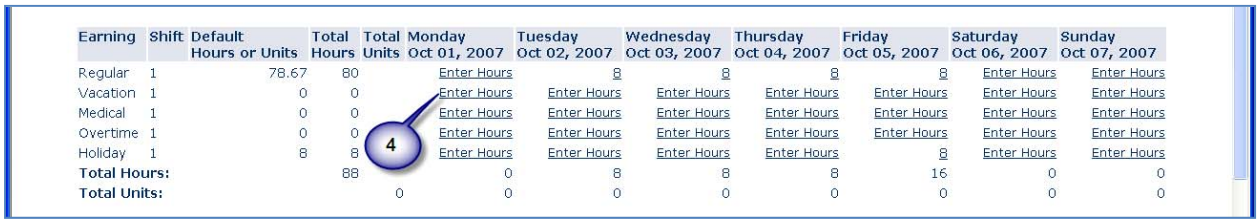
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	88		8	8	8	8	8	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			96		8	8	8	8	16	0	0
Total Units:				0	0	0	0	0	0	0	0

2. Delete the hours in the **Hours** entry field. **DO NOT** type **0** (zero) hours – **leave it BLANK.**



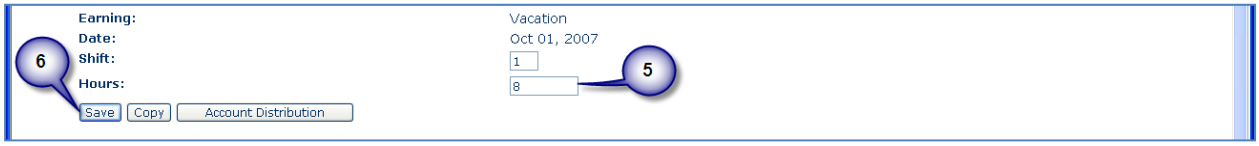
3. Click the **Save** button.

4. Click the link under the correct earning type.



Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Regular	1	78.67	80		Enter Hours	8	8	8	8	Enter Hours	Enter Hours
Vacation	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Total Hours:			88		0	8	8	8	16	0	0
Total Units:				0	0	0	0	0	0	0	0

5. Type the correct hours into the **Hours** entry field.

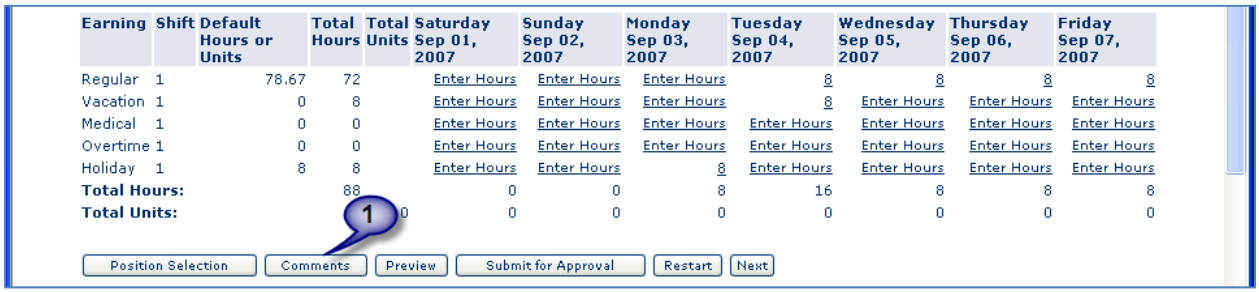


6. Click the **Save** button.

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. To leave a comment, perform the following:

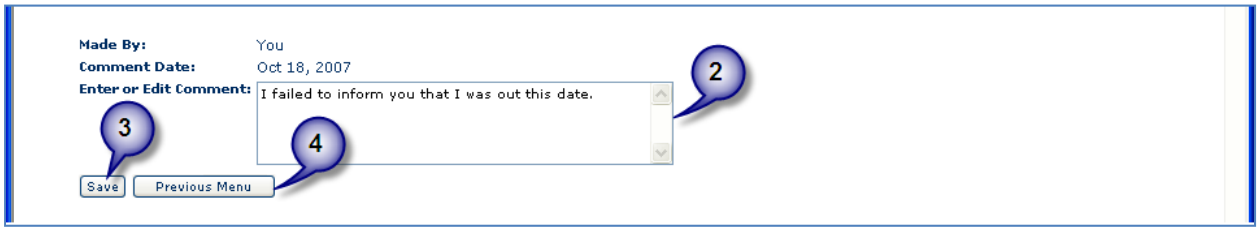
1. Click the **Comments** button near the bottom of the Timesheet page.



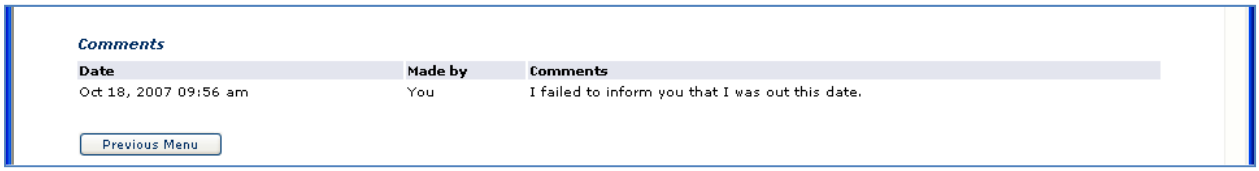
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Sep 01, 2007	Sunday Sep 02, 2007	Monday Sep 03, 2007	Tuesday Sep 04, 2007	Wednesday Sep 05, 2007	Thursday Sep 06, 2007	Friday Sep 07, 2007
Regular	1	78.67	72		Enter Hours	Enter Hours	Enter Hours	8	8	8	8
Vacation	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	8	8		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			88		0	0	8	16	8	8	8
Total Units:				0	0	0	0	0	0	0	0

2. In the **Comments** box, type your message.

Caution: The comments box does not have a spell checker. What you see is what you get.



3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet. Your comments you have entered and saved are visible to you in **Preview** mode.



(This page intentionally left blank)

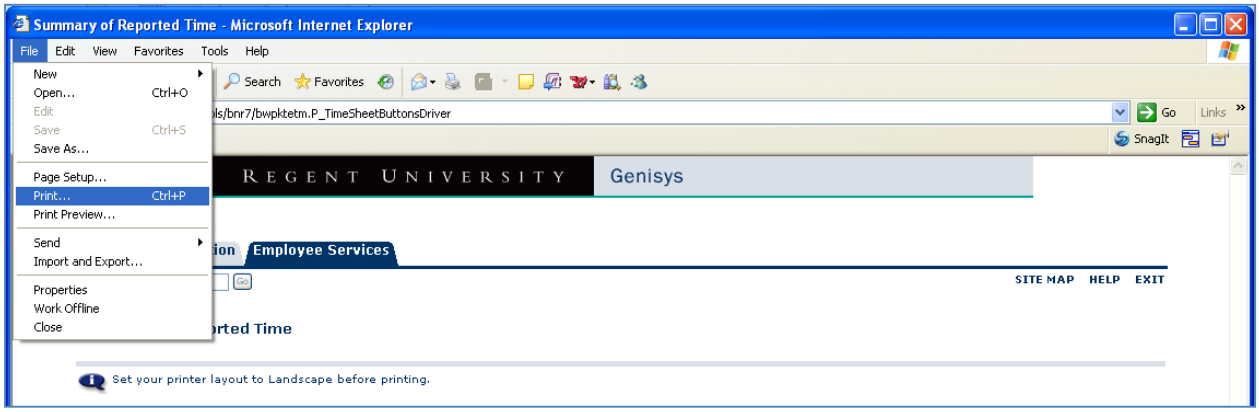
Printing your Timesheet (optional)

You may need to print a copy of your timesheet to give an approver, or maybe you just want to keep a paper copy for your record. To print your timesheet, perform the following:

1. Click the **Preview** button near the bottom of your Timesheet page.

Note: On most computers, the timesheet is too big to be viewed all at once. You can make the text size on your screen smaller by clicking "*View*" and "*Text Size*" from your browser menu. With smaller text, you can view the whole timesheet before printing. This is optional.

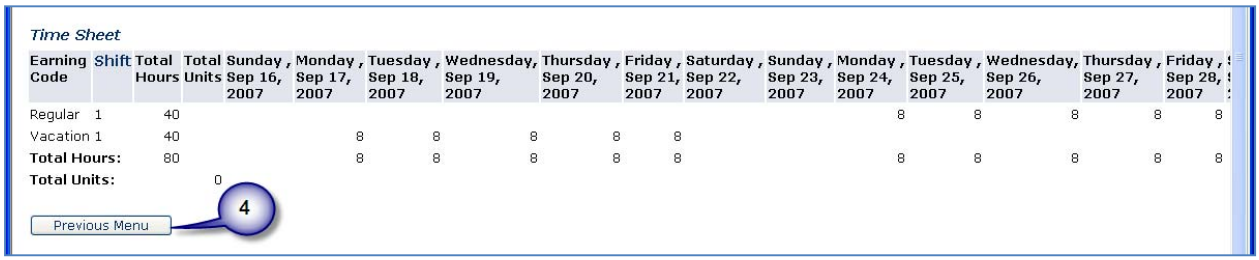
2. Click **File** from the browser menu.



3. Click **Print**.

Note: Set your printer layout to "**Landscape**" before printing.

4. Back in the *Timesheet* preview window, click the **Previous Menu** button.



Earning Code	Shift	Total Hours	Total Units	Sunday, Sep 16, 2007	Monday, Sep 17, 2007	Tuesday, Sep 18, 2007	Wednesday, Sep 19, 2007	Thursday, Sep 20, 2007	Friday, Sep 21, 2007	Saturday, Sep 22, 2007	Sunday, Sep 23, 2007	Monday, Sep 24, 2007	Tuesday, Sep 25, 2007	Wednesday, Sep 26, 2007	Thursday, Sep 27, 2007	Friday, Sep 28, 2007
Regular	1	40										8	8	8	8	8
Vacation	1	40			8	8	8	8	8							
Total Hours:		80			8	8	8	8	8			8	8	8	8	8
Total Units:			0													

(This page intentionally left blank)

Submitting your Timesheet for Approval

It's **important** that you review your timesheet before submitting it for approval. Check over your hours and make sure the days, hours, and earning types are all correct. After you've previewed your timesheet, submit it as follows:

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

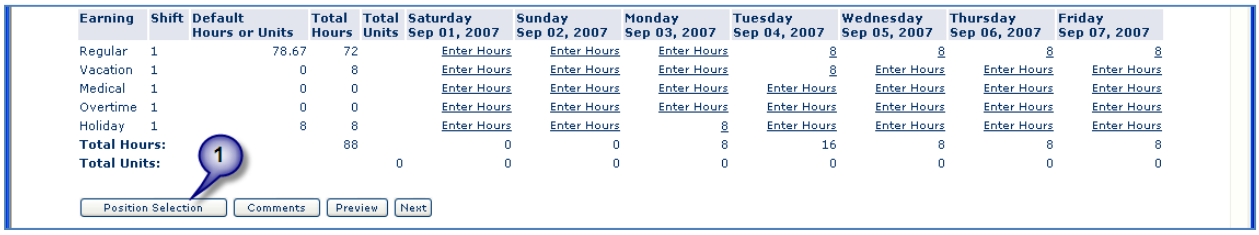
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 16, 2007	Wednesday Oct 17, 2007	Thursday Oct 18, 2007	Friday Oct 19, 2007	Saturday Oct 20, 2007	Sunday Oct 21, 2007	Monday Oct 22, 2007
Regular	1	96	88		8	8	8	Enter Hours	Enter Hours	Enter Hours	8
Vacation	1	0	8		Enter Hours	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Medical	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			96		8	8	8	8	0	0	8
Total Units:				0	0	0	0	0	0	0	0

(This page intentionally left blank)

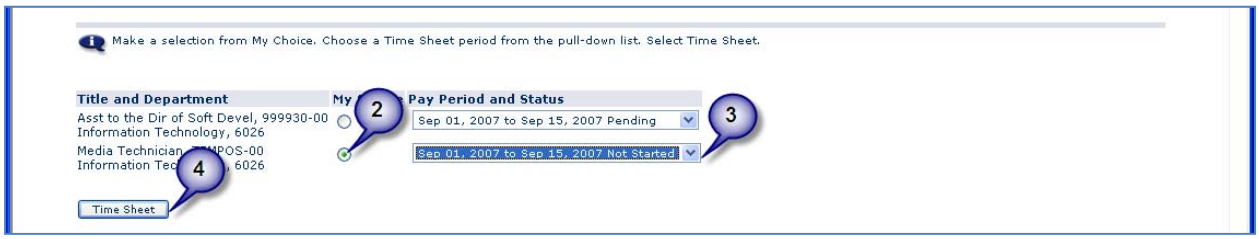
Opening a Timesheet for another Job

Some employees have more than one job at the university, 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. To open a second timesheet, perform the following:

1. Click the **Position Selection** button at the bottom of your **active** timesheet.



2. Click the **My Choice** radio button for the position you want to select.



3. From the **Pay Period and Status** dropdown box, select the *current* pay period.
4. Click the **Time Sheet** button and complete the steps for entering hours.

(This page intentionally left blank)

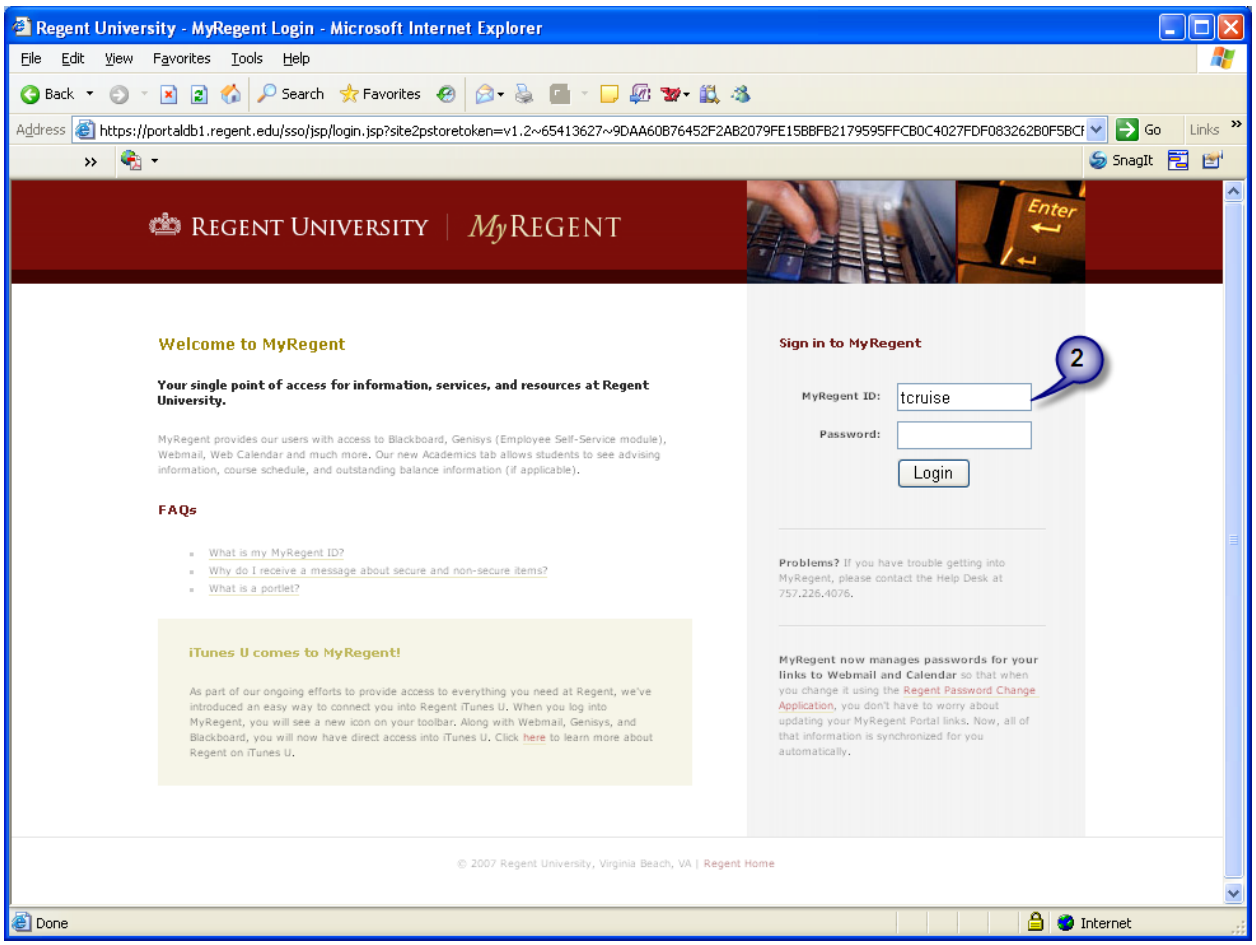
MONTHLY EMPLOYEES

Monthly employees are exempt employees who are paid once a month.

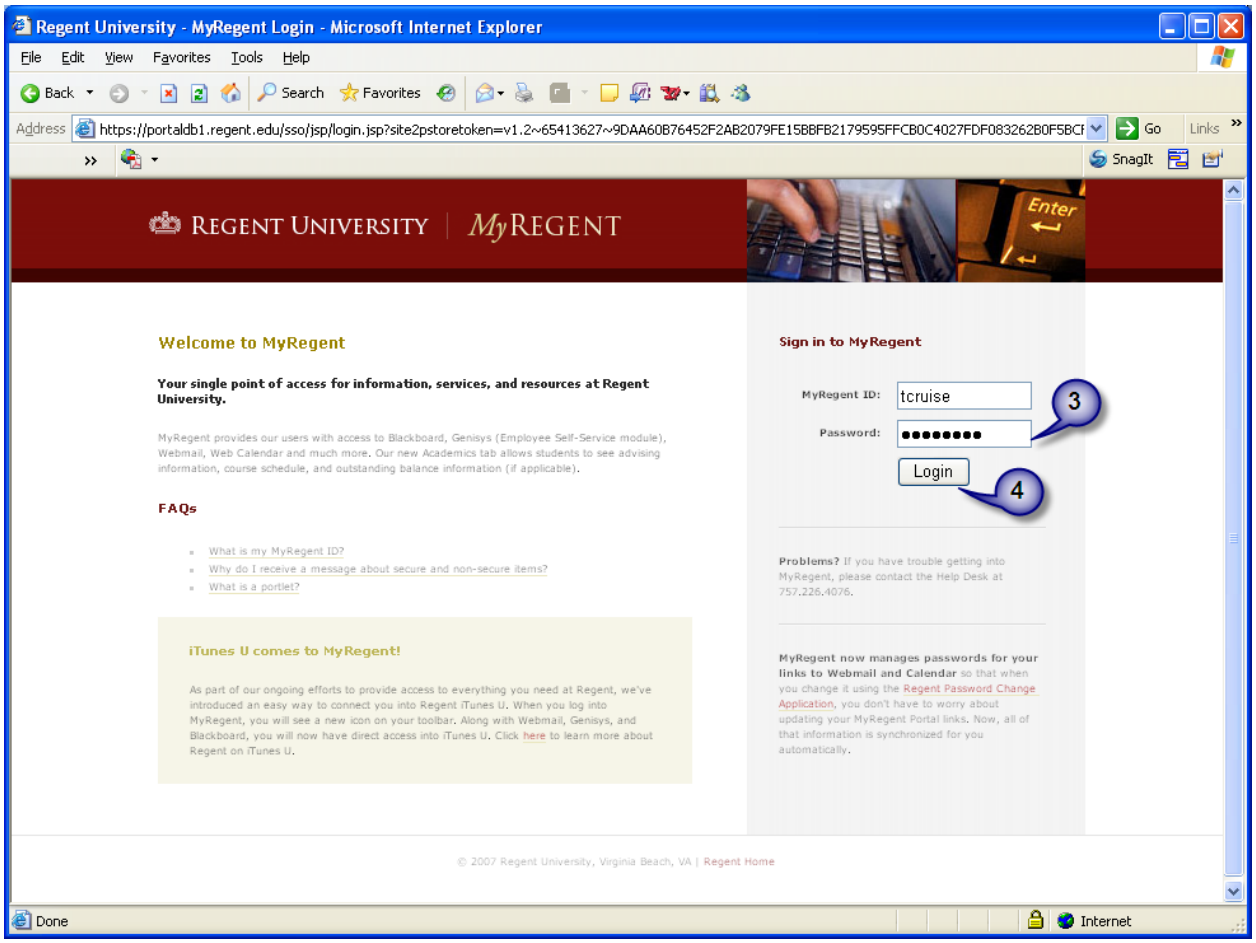
Using Web Time Entry via Genisys, employees can start entering their time taken away from work during an open leave period.

Opening your Leave Report

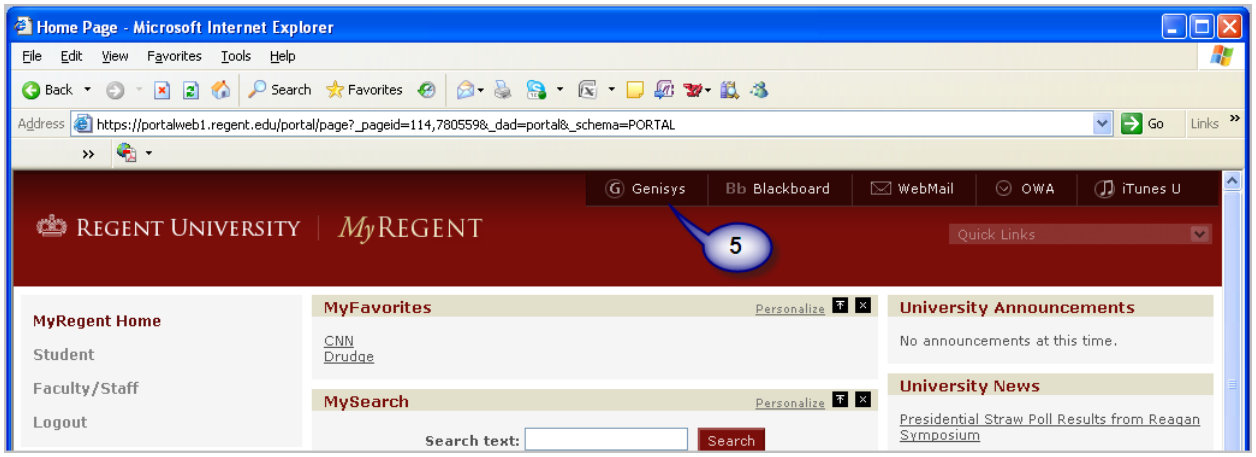
1. In your browser, type **my.regent.edu**.
2. In the **MyRegent ID** box, type your *MyRegent ID*. Your *MyRegent ID* is simply your email address without the "*@regent.edu*".



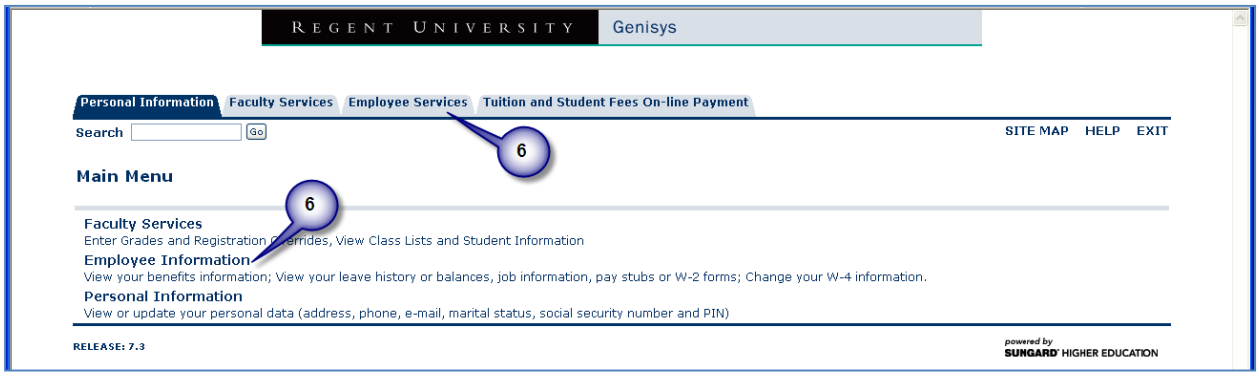
3. In the **Password** box, type your *password*. Your password is the same as your email password.



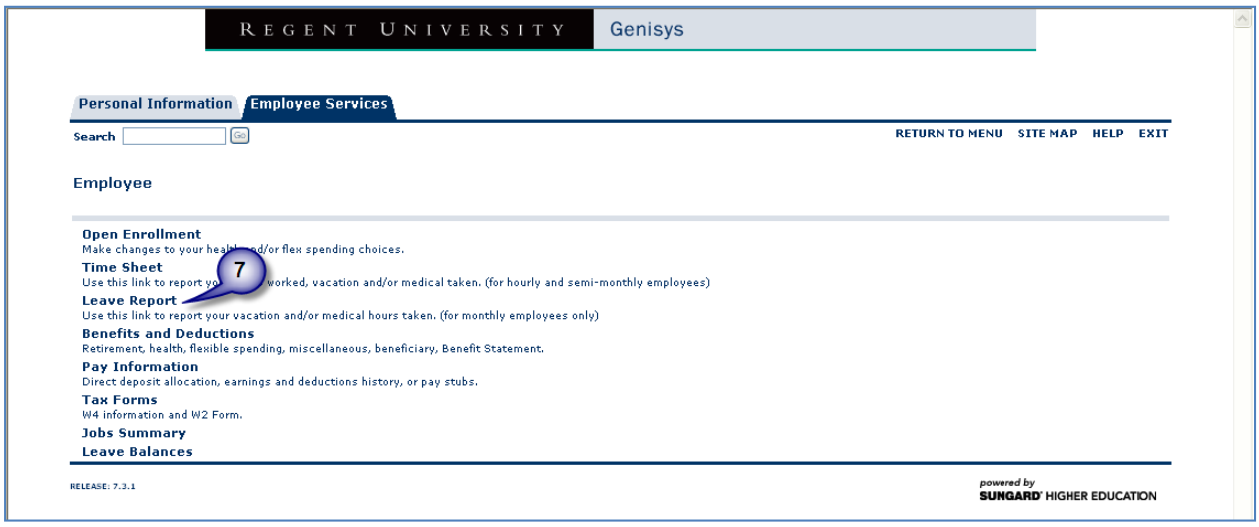
4. Click the **Login** button.
5. Click on **Genisys**.



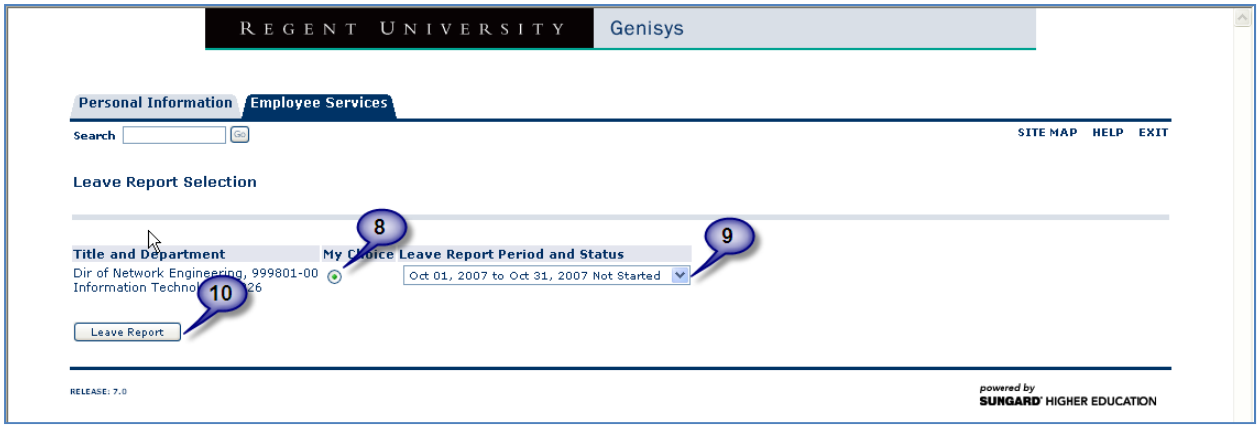
6. Click the **Employee Services** tab or the **Employee Information** link.



7. Click the **Leave Report** link.



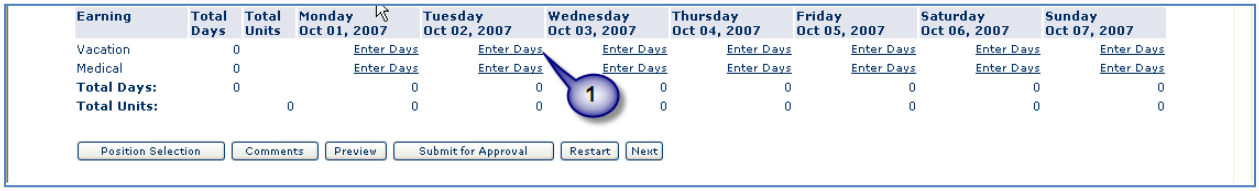
8. Click the **My Choice dot** for the ***Title and Department*** you want to enter time for (most of us just have one).



9. From the **Leave Report Period and Status dropdown** box, select the period you're reporting leave for.
10. Click the **Leave Report** button.

Entering Hours for One Day

1. Click the **Enter Days** link under the date you were away from work, and in the row for the appropriate ***Earning*** type (Vacation or Medical).



2. In the **Days** box, type 1 (or .5 for Labor Day or New Year's Day holiday).

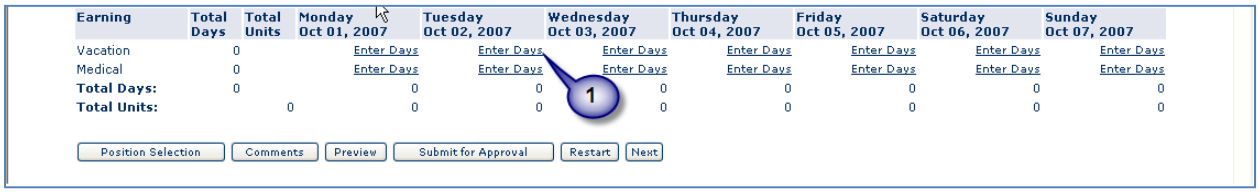
3. Click the **Save** button.

(This page intentionally left blank)

Entering Time Off for a Whole Month

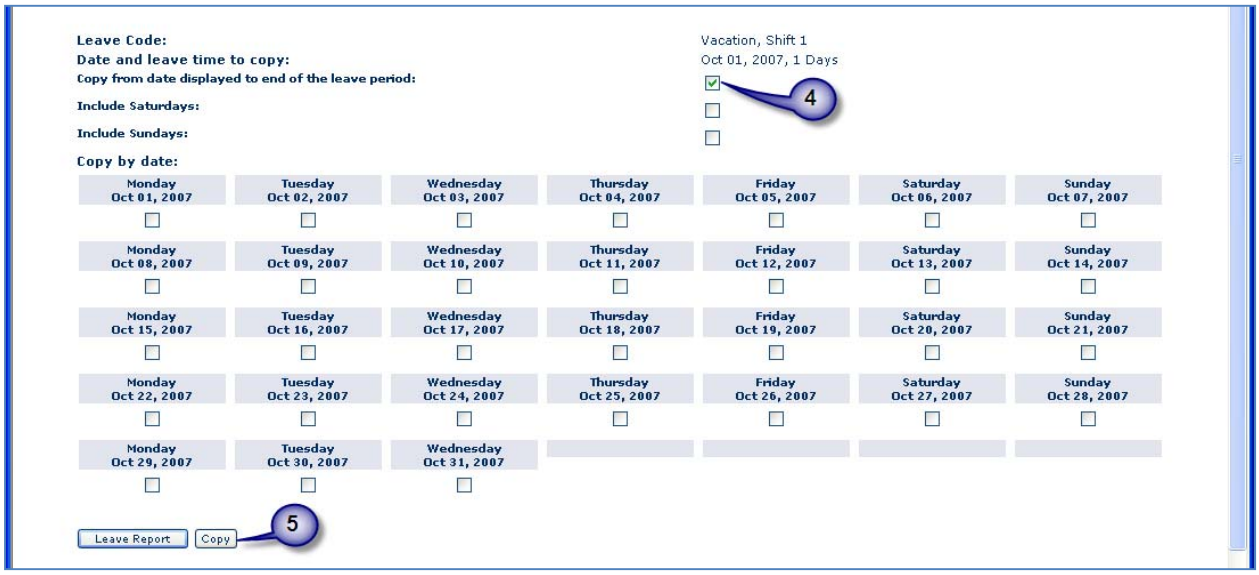
If you were away from work for the whole month, you can fill out the leave report by copying the day through to the end of the month.

1. Click the **Enter Days** link under the date you were away from work, and in the row for the appropriate ***Earning*** type (Vacation or Medical).



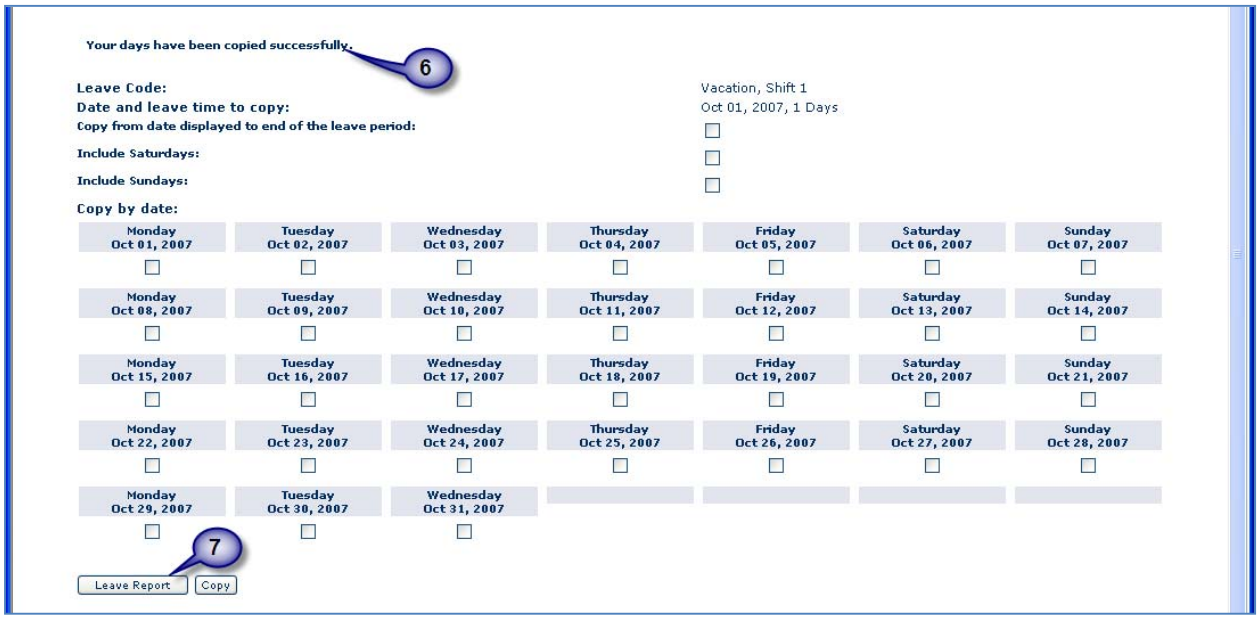
2. In the **Days** box, type 1 (or .5 for Labor Day or New Year's Day holiday).

3. Click the Copy button.
4. Click in the "**Copy from date displayed to end of the leave period:"** checkbox.



5. Click the **Copy** button.

6. Look for the **verification message** that says the days were successfully copied.

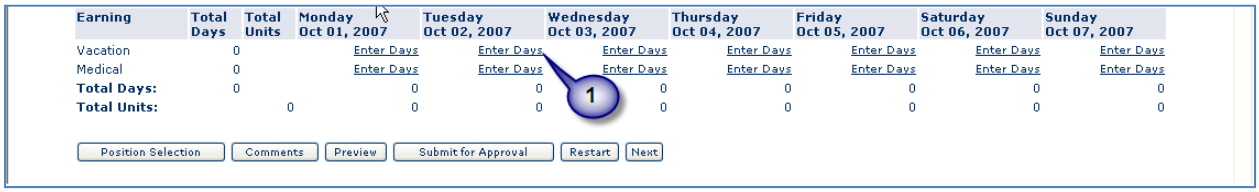


7. Click the **Leave Report** button. All the days in the leave period should now have been updated.

Entering Time Off for Specific Days

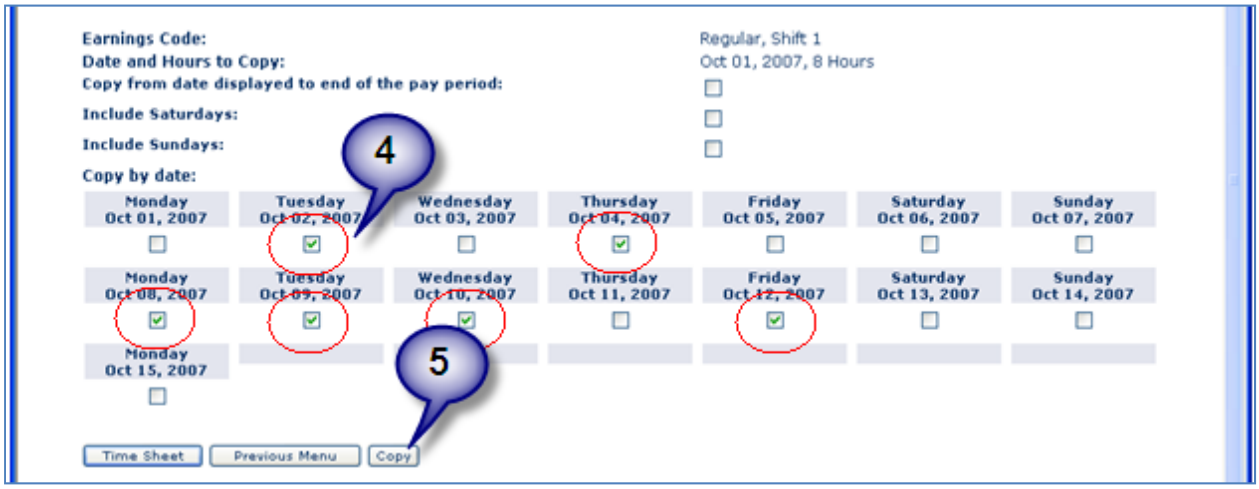
You can copy your time off entered for one day to one or more additional days in the leave period.

1. Click the **Enter Days** link under the date you were away from work, and in the row for the appropriate ***Earning*** type (Vacation or Medical).



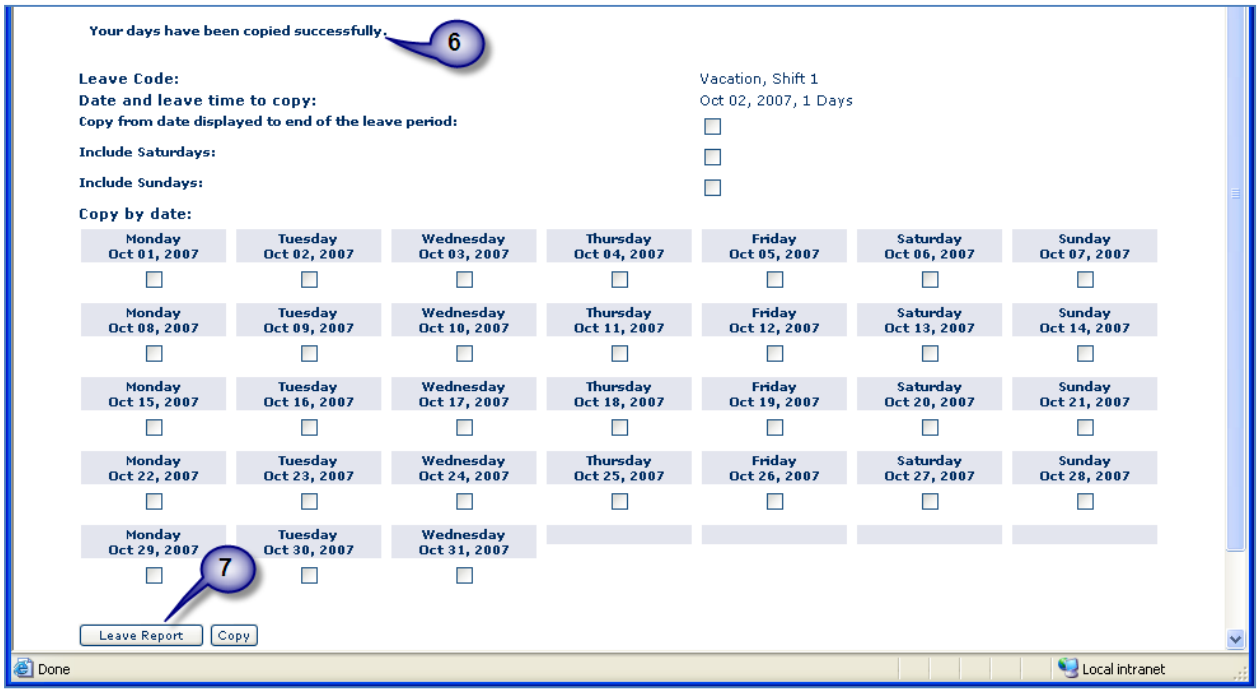
2. In the **Days** box, type 1 (or .5 for Labor Day or New Year's Day holiday).

3. Click the **Copy** button.
4. Click the **checkbox** for each day you were away from work.



5. Click the **Copy** button.

6. Look for the verification message that says the hours were successfully copied.

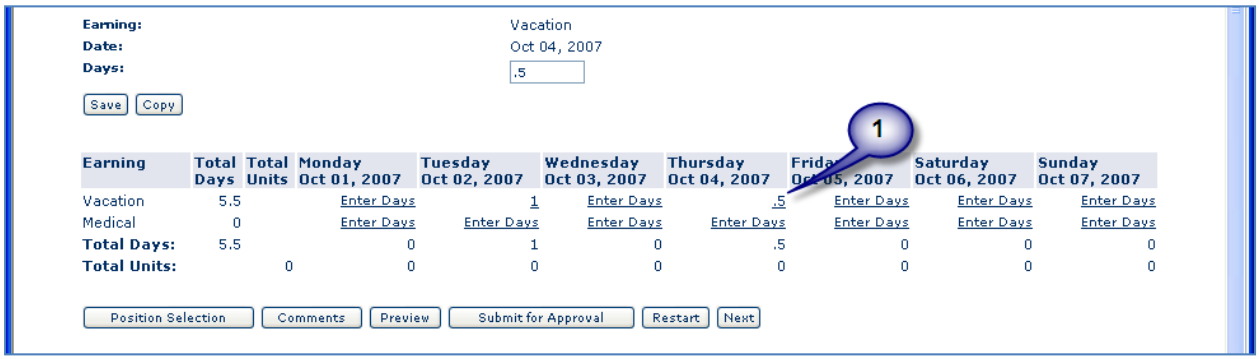


7. Click the **Leave Report** button. The hours have now been copied to specific days in the leave period. Look to see that they were copied to the **dates** you selected.

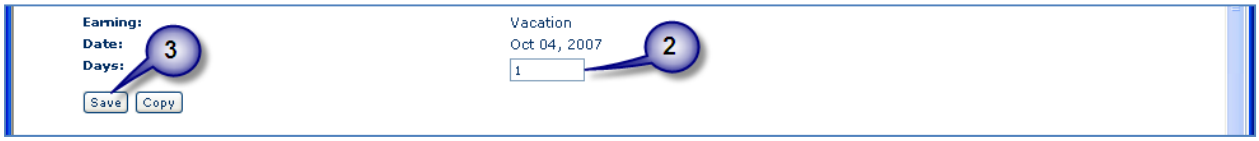
Adjusting/Correcting your Days

If time off has been entered incorrectly into a ***CORRECT*** earning type:

1. On the leave report, click the link for the date that needs to be changed.



2. In the **Days** box, type the correct number. **DO NOT** enter **0** (zero) days, **REMOVE entry** to indicate that no time was taken.

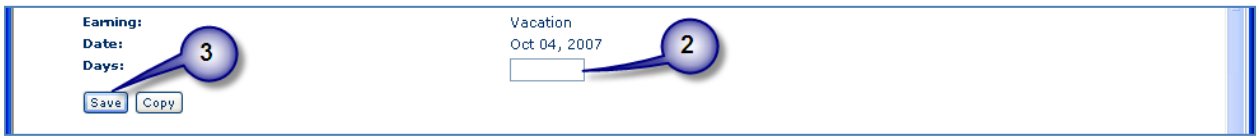


3. Click the **Save** button.

If time off has been entered into an ***INCORRECT*** earning type:

1. On the leave report, click the link for the the incorrect earning type.

2. Delete the entry in the **Days** field. **DO NOT** type **0** (zero) days – **leave it BLANK.**



3. Click the **Save** button.

4. Click the link under the correct earning type.

Earning	Total Days	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Vacation	5		Enter Days	1	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Medical	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	5		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

5. Type entry in the **Days** field.

6. Click the **Save** button.

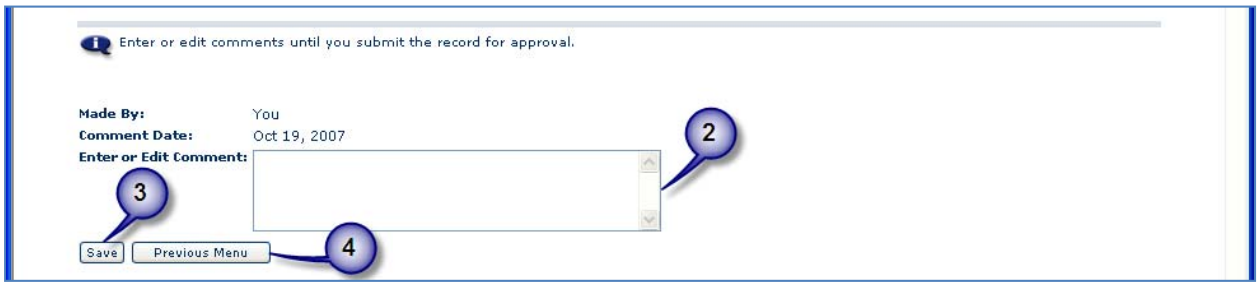
Leaving a Comment on your Leave Report

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. To leave a comment, perform the following:

1. Click the **Comments** button near the bottom of the Timesheet page.

2. In the **Comments** box, type your message.

Caution: The comments box does not have a spell checker. What you see is what you get.



3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet. Your comments you have entered and saved are visible to you in **Preview** mode.

(This page intentionally left blank)

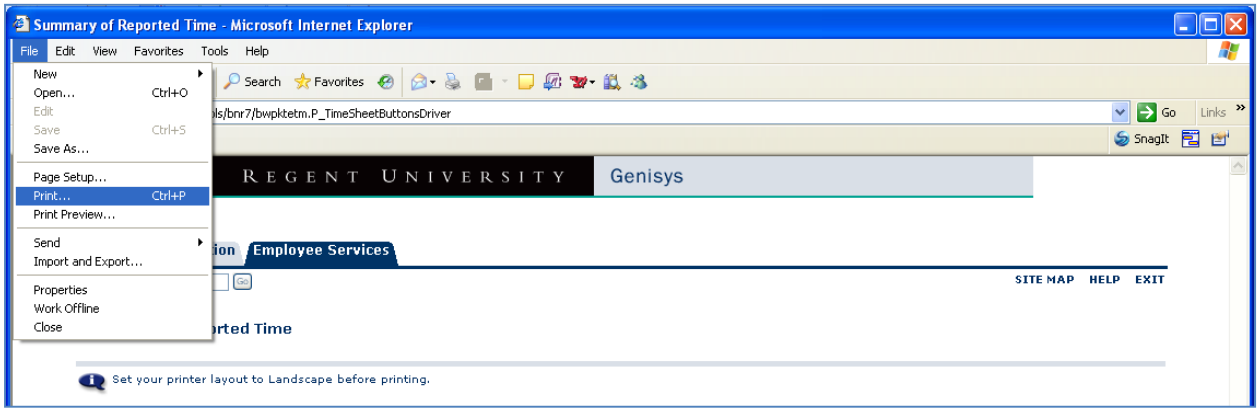
Printing your Leave Report (optional)

You may need to print a copy of your timesheet to give an approver, or maybe you just want to keep a paper copy for your record. To print your timesheet, perform the following:

1. Click the **Preview** button near the bottom of your Timesheet page.

Note: On most computers, the timesheet is too big to be viewed all at once. You can make the text size on your screen smaller by clicking "*View*" and "*Text Size*" from your browser menu. With smaller text, you can view the whole timesheet before printing. This is optional.

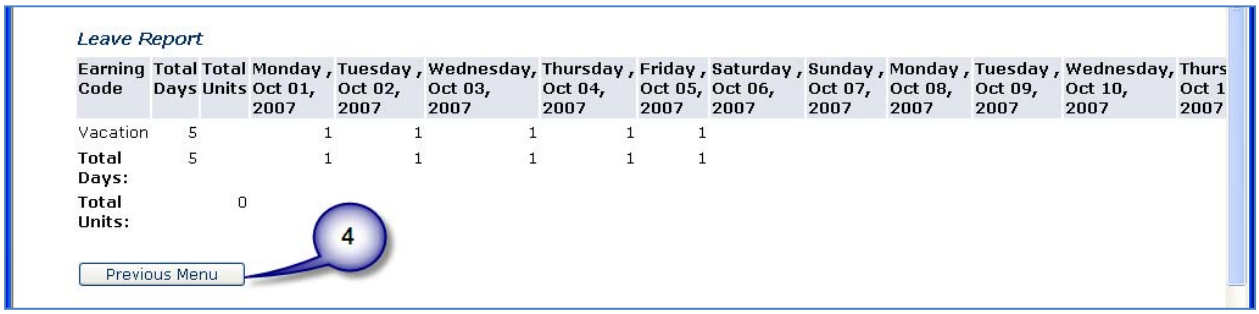
2. Click **File** from the browser menu.



3. Click **Print**.

Note: Set your printer layout to "**Landscape**" before printing.

4. Back in the *Leave Report* preview window, click the **Previous Menu** button.



(This page intentionally left blank)

Submitting your Leave Report for Approval

It's **important** that you review your timesheet before submitting it for approval. Check over your entries and make sure the days and earning types are all correct. After you've previewed your leave report, submit it as follows:

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

Earning	Total Days	Total Units	Monday Oct 01, 2007	Tuesday Oct 02, 2007	Wednesday Oct 03, 2007	Thursday Oct 04, 2007	Friday Oct 05, 2007	Saturday Oct 06, 2007	Sunday Oct 07, 2007
Vacation	4		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Medical	1		1	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	5		1	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

(This page intentionally left blank)

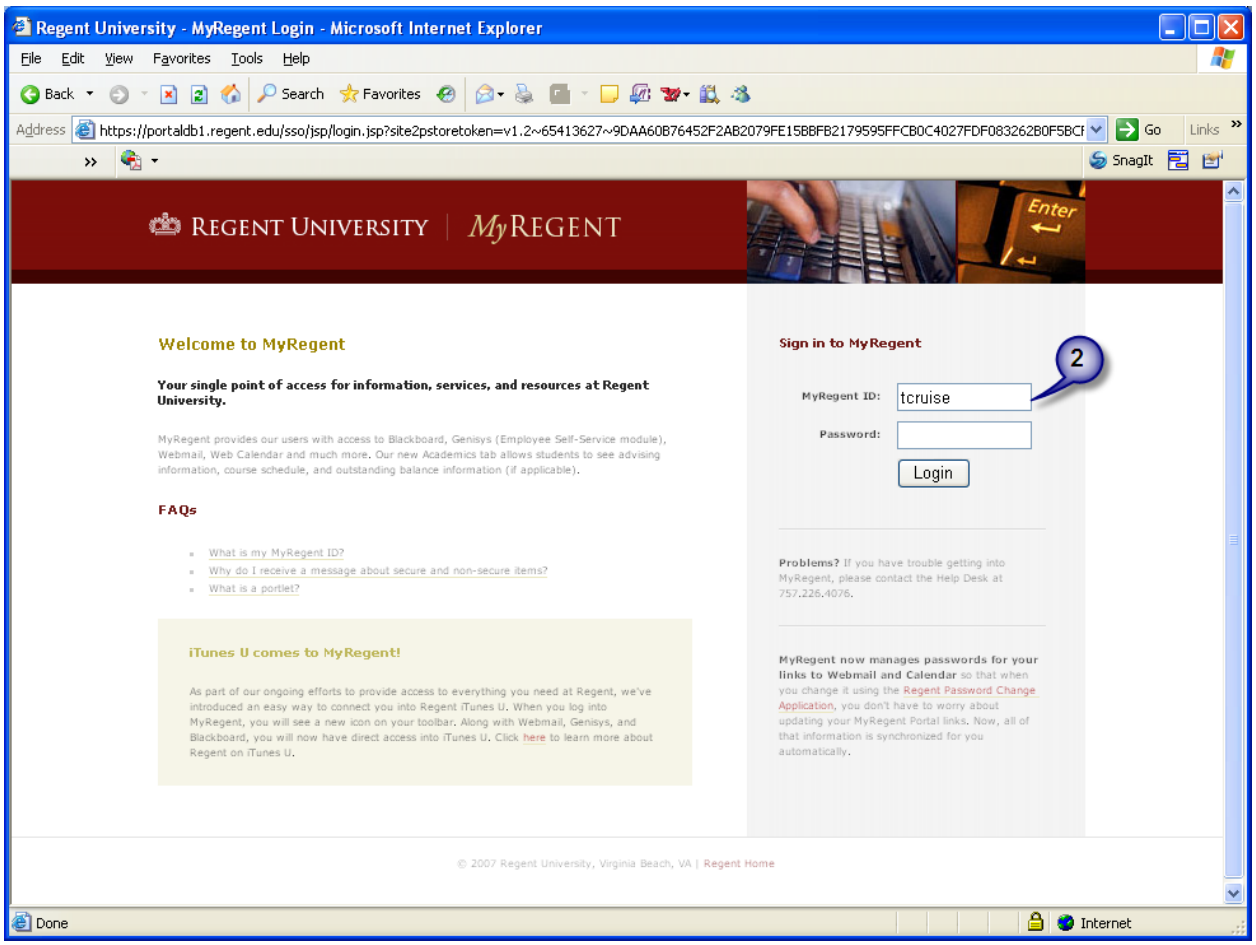
APPROVERS

Each employee on web time entry has a designated approver.

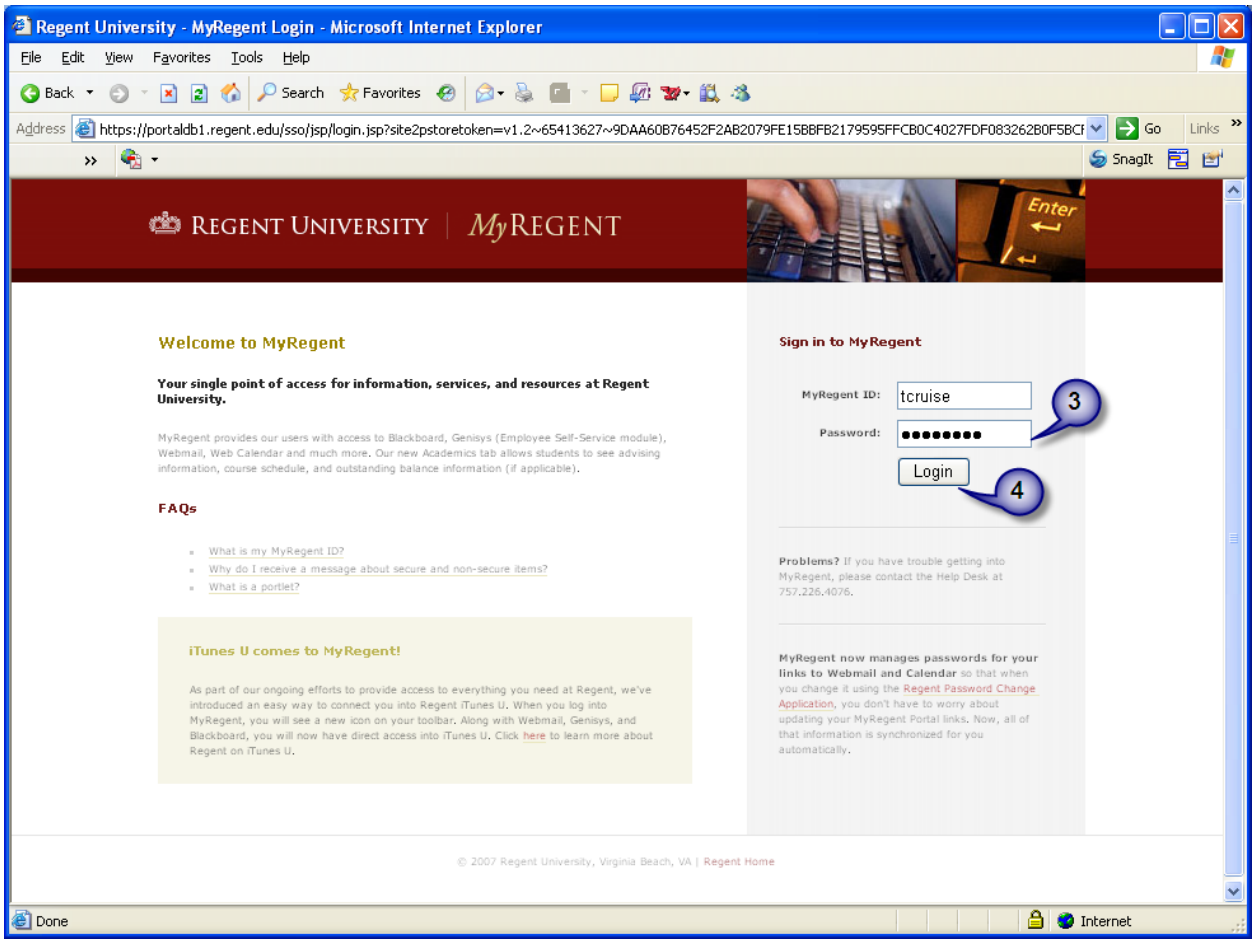
If you are a designated approver, not only must you submit your time but you must also review and approve timesheets and/or leave reports for employees whose designated approver is you.

Accessing your own Timesheet or Leave Report

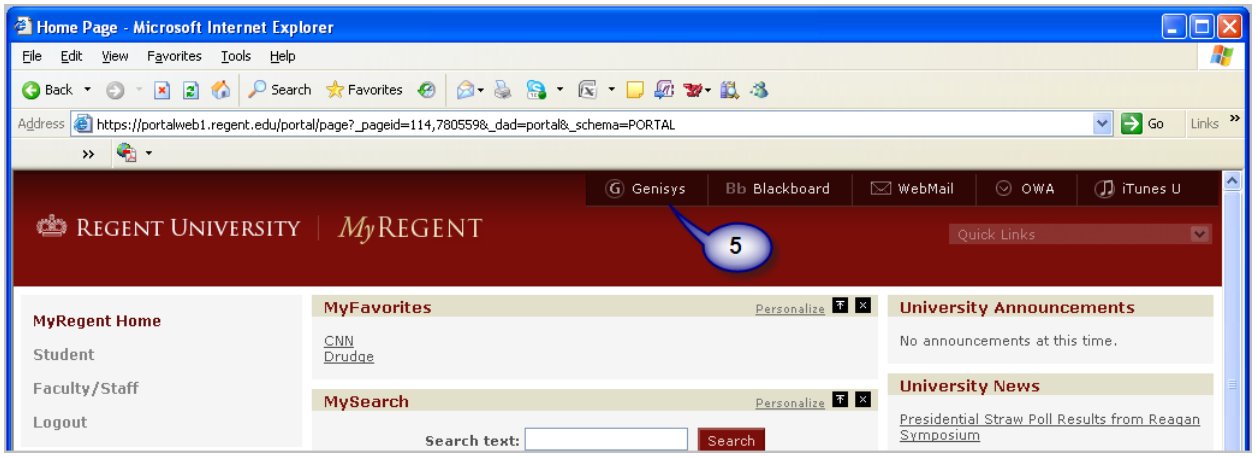
1. In your browser, type **my.regent.edu**.
2. In the **MyRegent ID** box, type your *MyRegent ID*. Your *MyRegent ID* is simply your email address without the "*@regent.edu*".



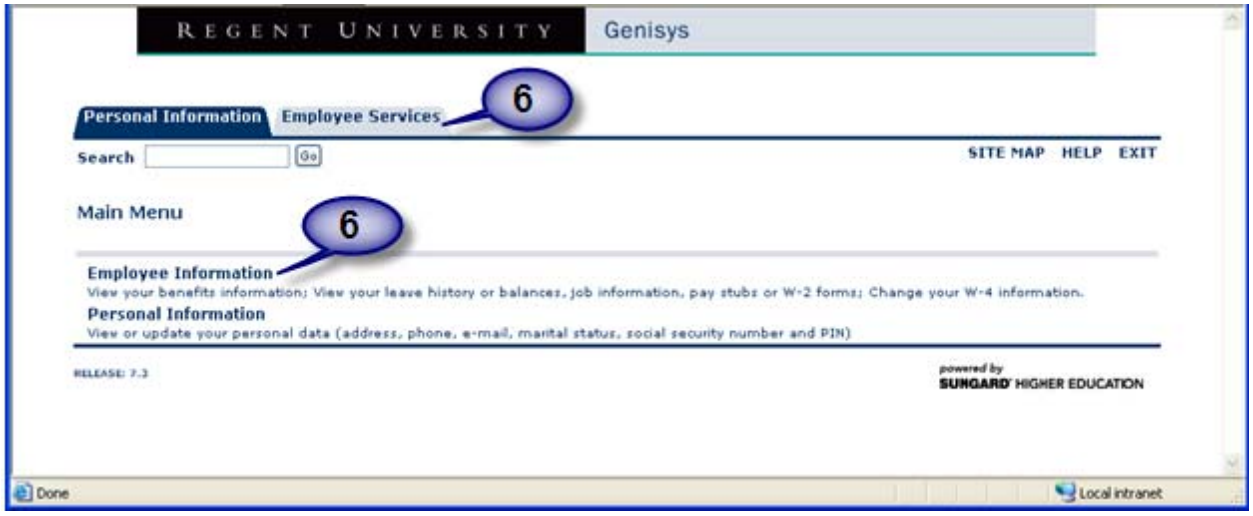
3. In the **Password** box, type your *password*. Your password is the same as your email password.



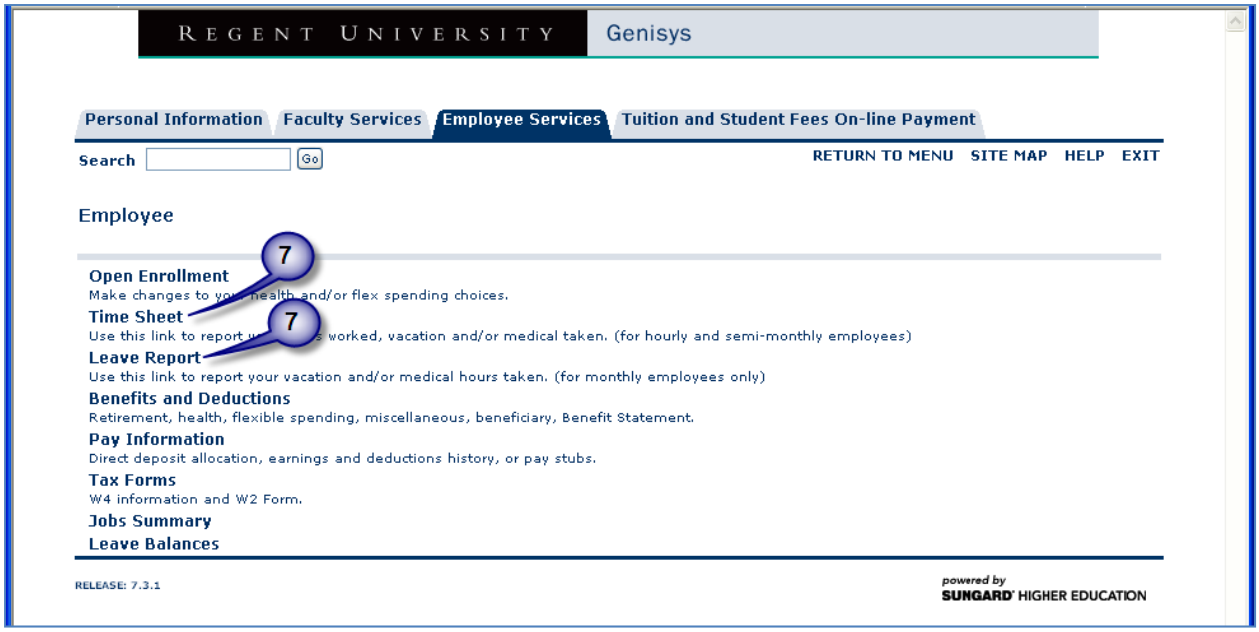
4. Click the **Login** button.
5. Click on **Genisys**.



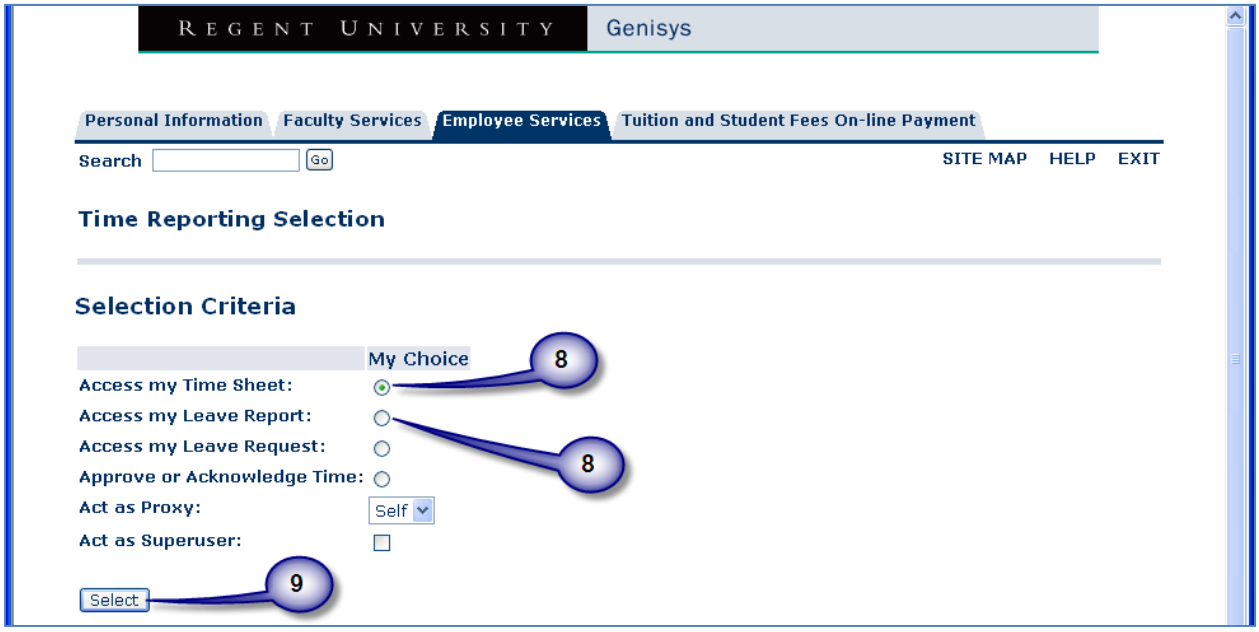
6. Click the **Employee Services** tab or the **Employee Information** link.



7. Click the **Time Sheet or Leave Report** link.



8. Click the **Access my Time Sheet** button if you are paid twice a month or **Access my Leave Report** button if you are paid once a month.



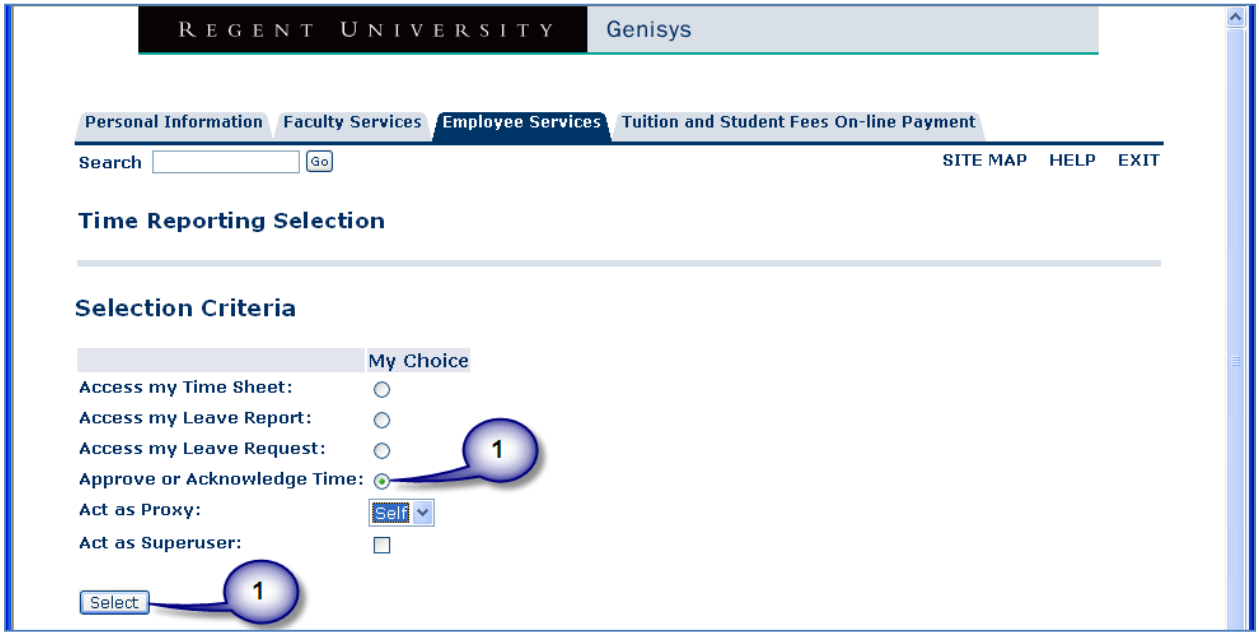
9. Click the **Select** button.

Timesheets

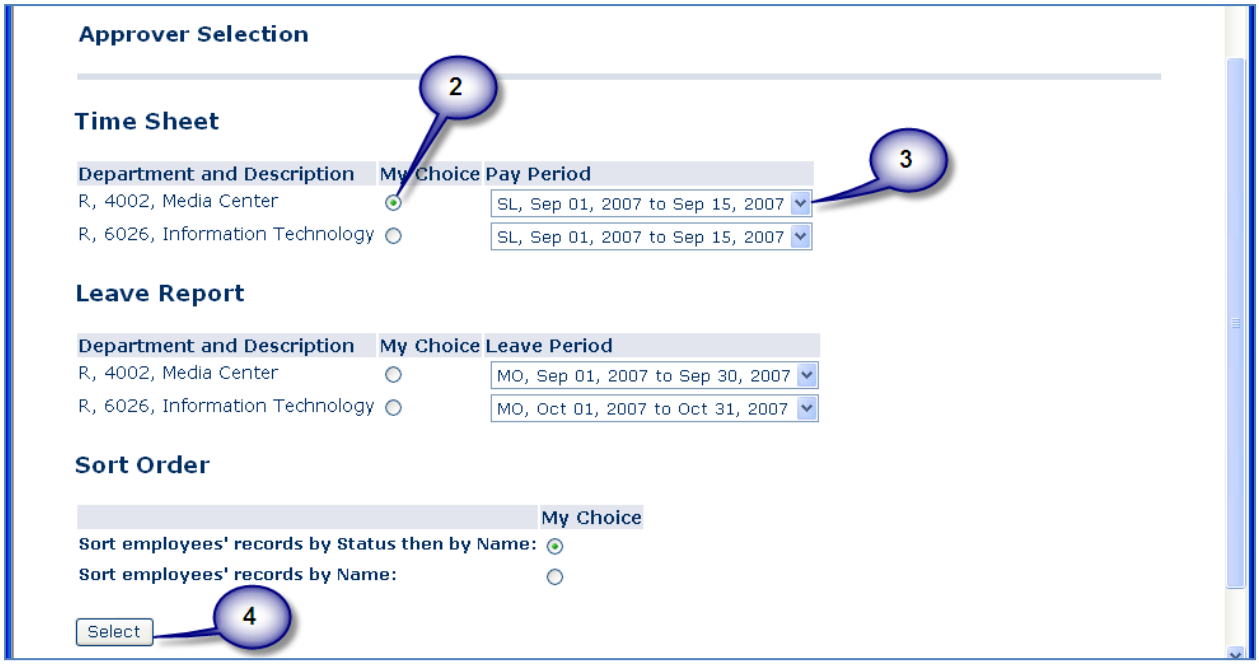
Approving/Reviewing Timesheets

An approver might be designated to approve timesheets for more than one department.

1. From the *Selection Criteria* page, click the **Approve or Acknowlege Time** button.



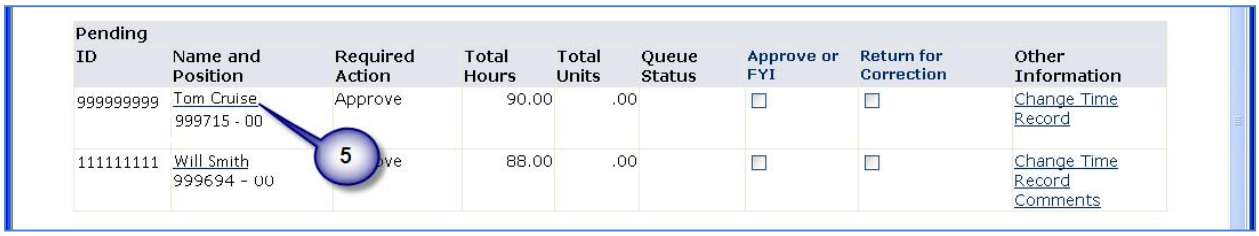
2. Click the **My Choice** radio button for the correct department you need to review/approve timesheets for.



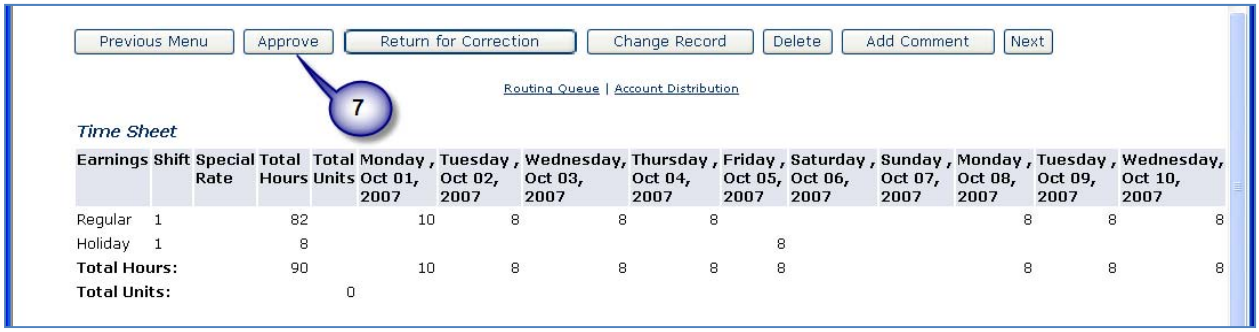
3. Select the *current* pay period for the correct payroll id from the **Pay Period** dropdown box.

   Note: The payroll id's are: *SL* – semi-monthly employees with partial/full benefits; *HO* – hourly employees paid twice a month, e.g., graduate assistants, temporary employees.

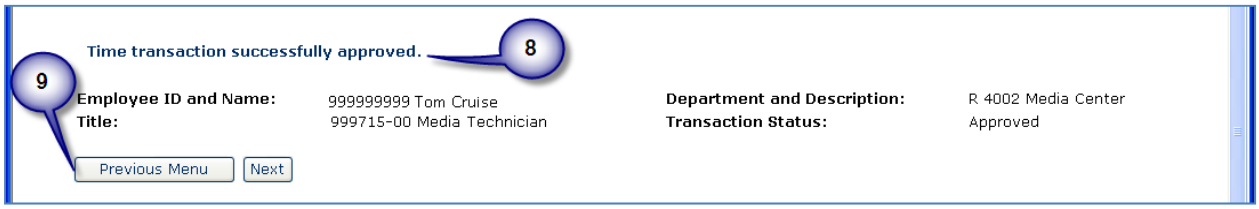
4. Click the **Select** button.
5. In the *Pending* section of the summary page, click the **employee's name** in the **Name and Position** column.



6. **Review** the submitted timesheet in detail. Be sure to scroll down to view all information.
7. Click the **Approve** button if hours entered are correct.



8. The page will refresh and display a message that says "**Time transactions successfully approved**".



9. Click the **Previous Menu** button.
10. Complete steps 4 thru 8 for each employee in the *current* department and pay period that you need to review and approve timesheets for.

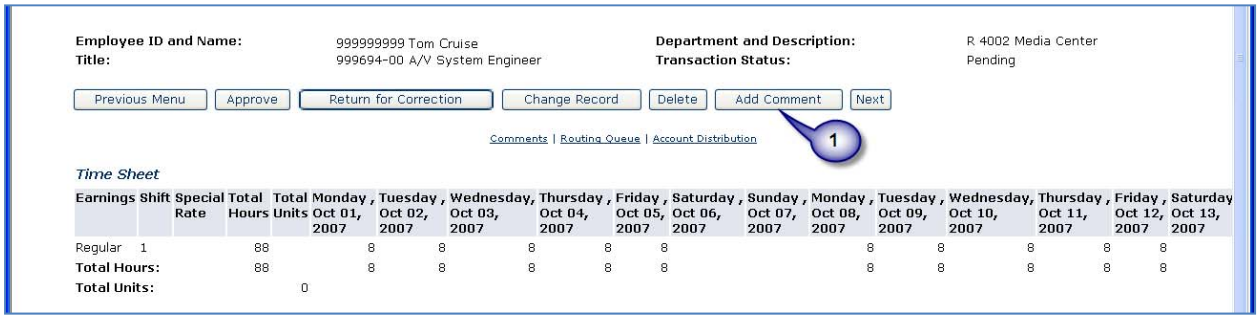
(This page intentionally left blank)

Returning a Timesheet for Corrections

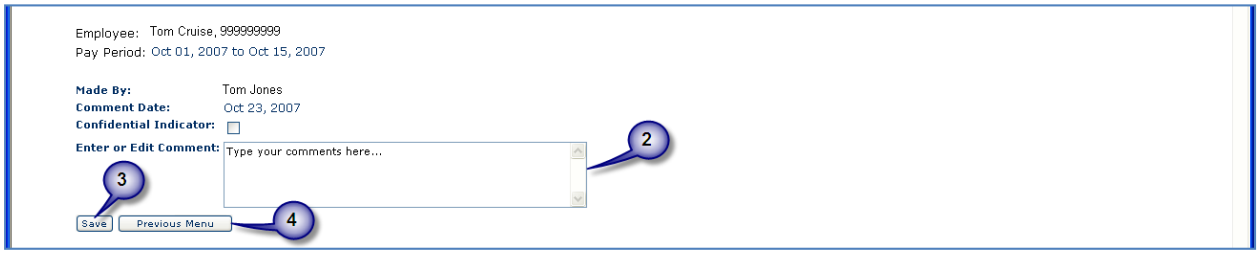
If time permits, the employee should correct errors on the timesheet. Make sure that there is enough time for the employee to make corrections and resubmit the timesheet before the approval deadline.

You can return the timesheet to the employee for correction as follows:

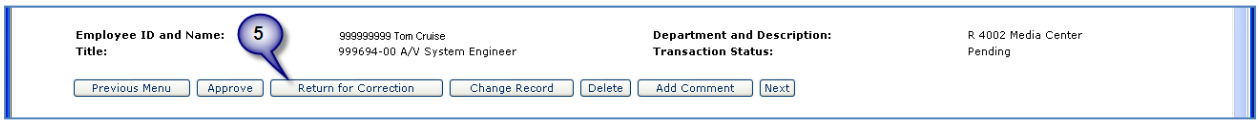
1. On the employee's timesheet, click the **Add Comment** button.



2. **Type** a message to the employee, explaining what corrections are needed for the timesheet 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. The message "**Time transaction successfully returned for correction**" will be displayed.

Note: You must notify the employee (either by email or phone call) that the timesheet has been returned for correction, and that it must be corrected, resubmitted and approved by the deadline date.

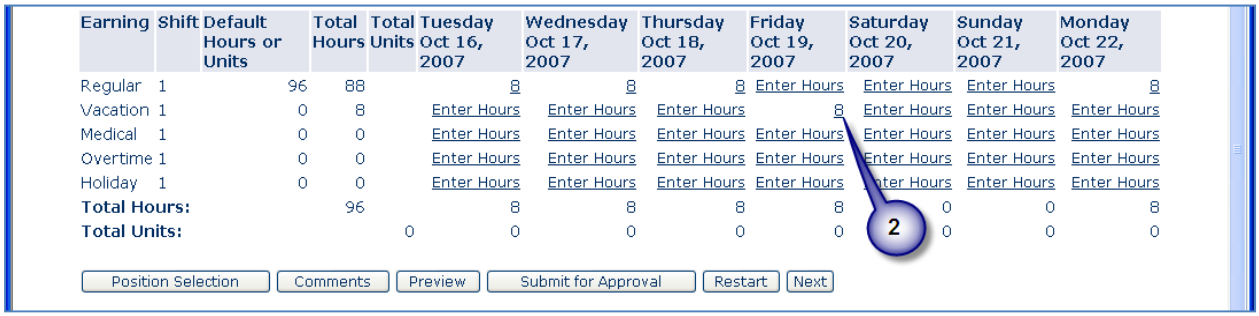
7. Click the **Previous Menu** button to return to the summary page.

Overriding Timesheet Entries

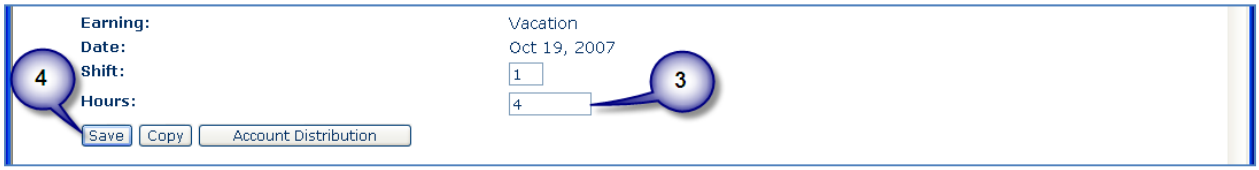
An approver can make changes/corrections to the employee's timesheet. However, you should only do this if there is not enough time left to return the timesheet to the employee for corrections then have it corrected, resubmitted and approved.

1. Click the **Change Time Record** link in the *Other Information* column.

2. Click the **link** for the hours that must be changed.



3. **Type** the correct hours in the **Hours** entry field.



4. Click the **Save** button.

   Note: You should add comments to indicate the corrections/changes you've made.

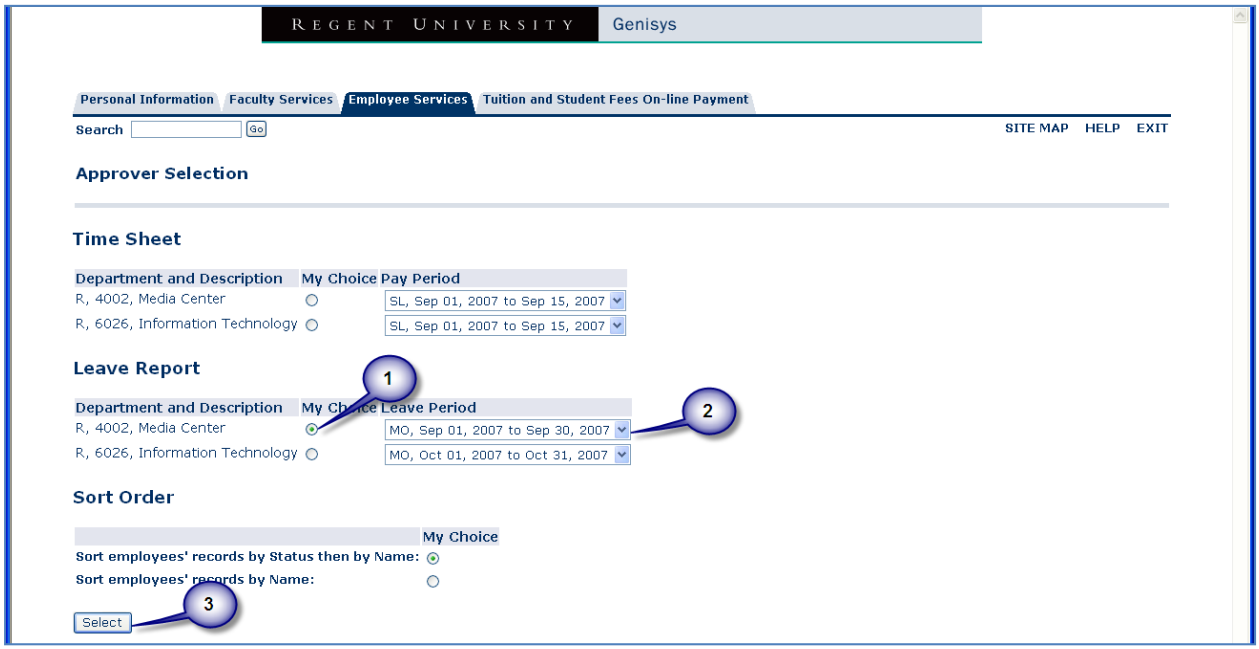
(This page intentionally left blank)

Leave Reports

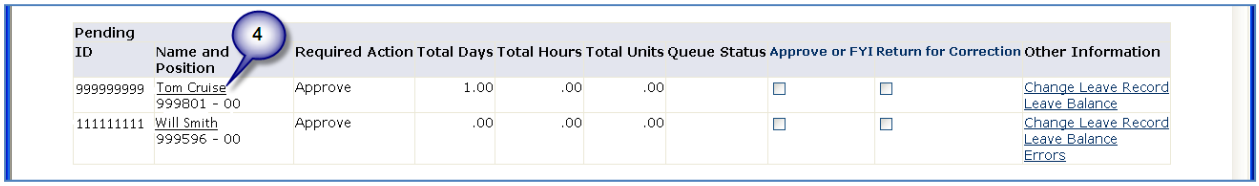
Approving/Reviewing Leave Reports

An approver might be designated to approve leave reports for more than one department.

1. Under the **Leave Report** section, click the **My Choice** radio button for the correct department you need to review/approve timesheets for.



2. Select the correct leave period from the **Leave Period** dropdown box.
3. Click the **Select** button.
4. In the *Pending* section of the summary page, click the **employee's name** in the **Name and Position** column.



5. **Review** the submitted leave report in detail. Be sure to scroll down to view all information.

6. Click the **Approve** button if hours entered are correct.

7. The page will refresh and display a message that says "**Time transactions successfully approved**".

8. Click the **Previous Menu** button.
9. Complete steps 4 thru 8 for each employee in the *current* department and leave period that you need to review and approve leave reports for.

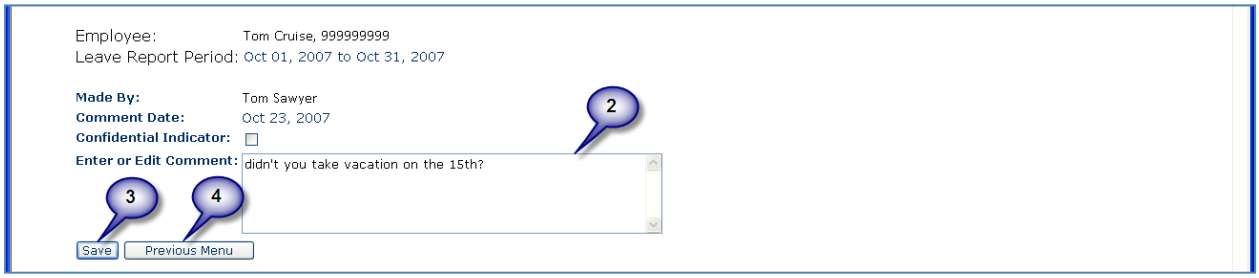
Returning a Leave Report for Corrections

If time permits, the employee should correct errors on the leave report. Make sure that there is enough time for the employee to make corrections and resubmit the leave report before the approval deadline.

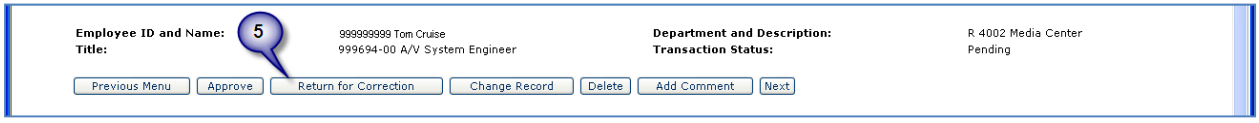
You can return the leave report to the employee for correction as follows:

1. On the employee's leave report, click the **Add Comment** button.

2. **Type** a message to the employee, explaining what corrections are needed for the 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. The message "**Time transaction successfully returned for correction**" will be displayed.

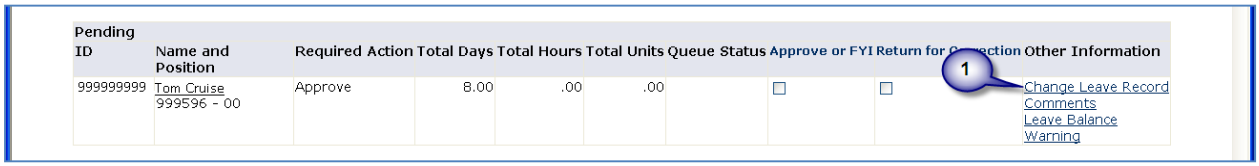
Note: You must notify the employee (either by email or phone call) that the leave report has been returned for correction, and that it must be corrected, resubmitted and approved by the deadline date.

7. Click the **Previous Menu** button to return to the summary page.

Overriding Leave Report Entries

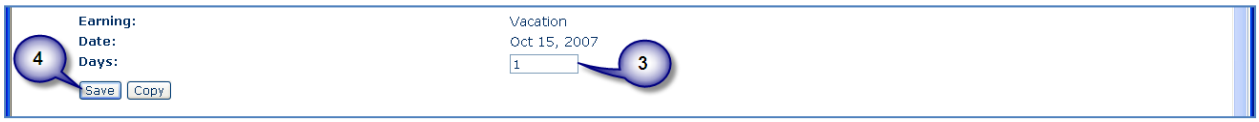
An approver can make changes/corrections to the employee's leave report. However, you should only do this if there is not enough time left to return the leave report to the employee for corrections then have it corrected, resubmitted and approved.

1. Click the **Change Leave Record** link in the *Other Information* column.



2. Click the **link** for the day that must be changed.

3. **Type** the 1 in the **Days** entry field (or .5 for Labor Day or New Year's Day).



4. Click the **Save** button.

   Note: You should add comments to indicate the corrections/changes you've made.

(This page intentionally left blank)

Designating a Proxy

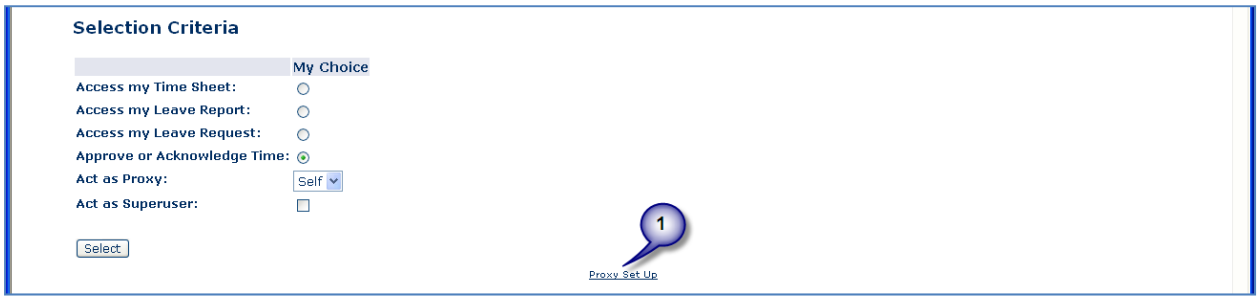
A proxy is another designated approver who can approve timesheets/leave reports for you if you're not available.

Only other designated approvers can be set up as proxies.

Only you can add your proxies.

To set up a proxy, do the following:

1. On the *Selection Criteria* page, click the **Proxy Setup** link at the bottom of the page.



2. From the *Name* dropdown box, click the name of the person you want designated as your proxy.

3. Click the **checkbox** under *Add*.
4. Click the **Save** button.
5. Click the **Time Reporting Selection** link to return to the *Selection Criteria* page.

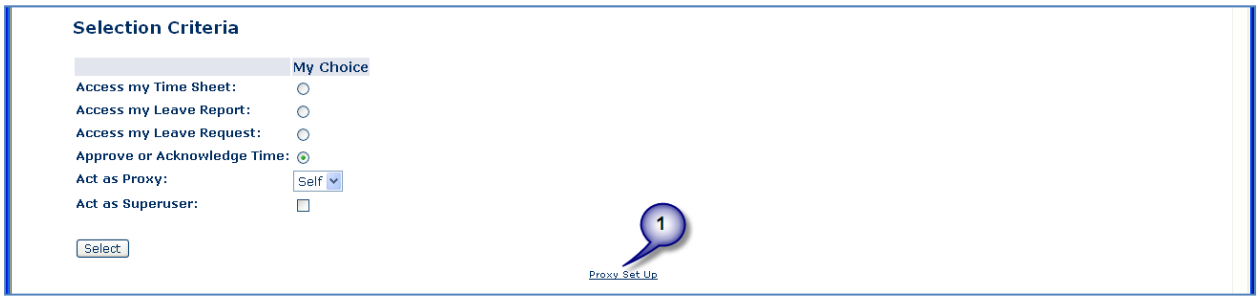
(This page intentionally left blank)

Removing a Proxy

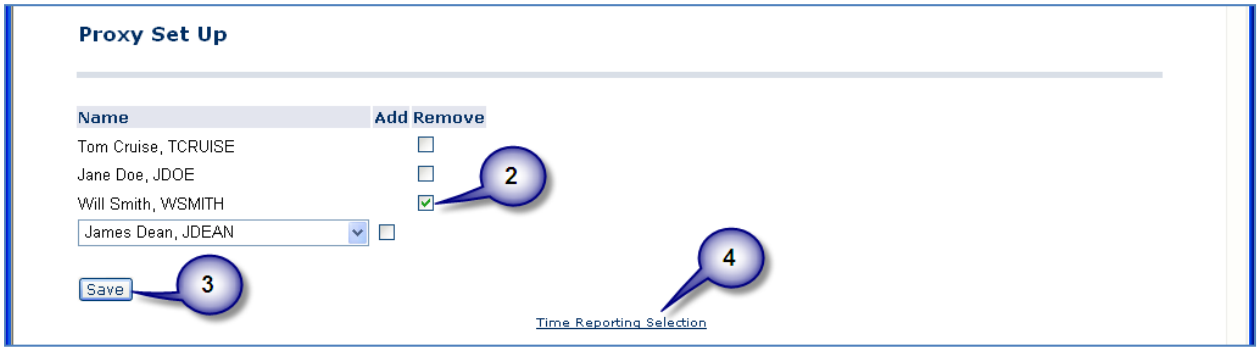
Only you can remove proxies that you've set up.

To remove a proxy, do the following:

1. On the *Selection Criteria* page, click the **Proxy Setup** link at the bottom of the page.



2. Click the **checkbox** under *Remove* by the *Name* of the proxy you want to remove.



3. Click the **Save** button.
4. Click the **Time Reporting Selection** link to return to the *Selection Criteria* page.