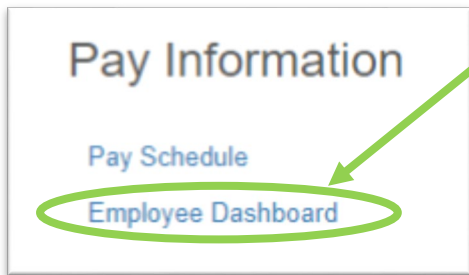

Bi-Weekly Time Reporting

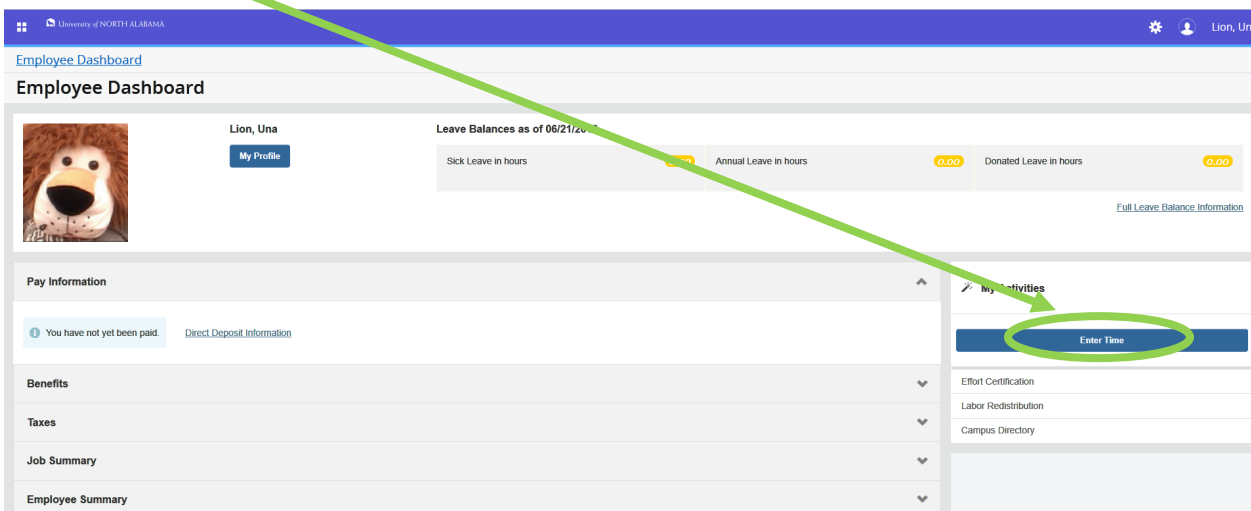
Login to Portal. Select the **Employee** menu



In the Pay Information block, Select **Employee Dashboard**.



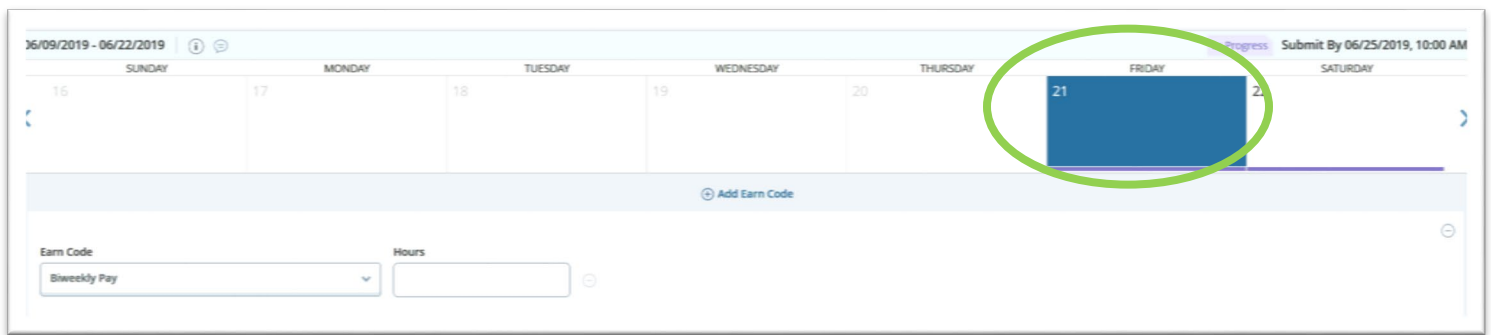
Select **Enter Time**.



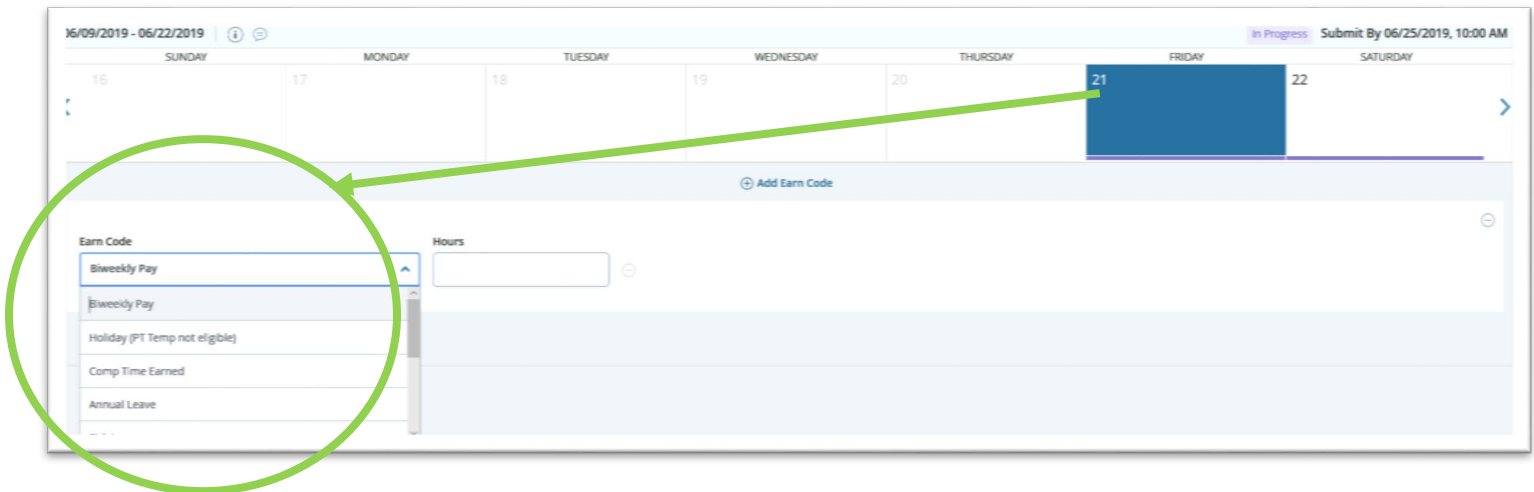
Select the appropriate pay period from the dropdown menu.



Select the appropriate day on the calendar for which to report time.



For the date selected on the calendar, select the appropriate **Earn Code (pay/leave type)** from the dropdown menu.



Enter the number of hours per day by Earn Code and click **SAVE**

The screenshot shows a calendar interface for the period 5/09/2019 - 06/22/2019. The calendar grid shows days from Sunday to Saturday. A blue bar is visible on Friday, June 21st. Below the calendar, there is a section for 'Earn Code' and 'Hours'. The 'Earn Code' is set to 'Biweekly Pay' and the 'Hours' field contains the number '8'. A green arrow points from the text above to the 'Hours' field. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Save' button is circled in red, with a red arrow pointing from the text 'click SAVE' above to it.

Hours entered and saved will display on calendar.

This screenshot shows the same calendar interface after the entry has been saved. The blue bar on Friday, June 21st, now contains the text '8.00 Hours'. A green circle highlights this entry. Below the calendar, the 'Hours' field now displays '8.00 Hours'. At the bottom right, there is a 'Total: 8.00 Hours' and a link for 'Account Distribution'.

To copy one day's entry to additional days, click on the **COPY** icon.

This screenshot shows the calendar interface with the '8.00 Hours' entry on Friday, June 21st. A green circle highlights the 'COPY' icon (represented by two overlapping document icons) located at the bottom right of the interface. A green arrow points from the text above to this icon.

This box will appear, and you can select to **copy to the end of the pay period**.

Copy Time Entry

Biweekly Pay : 8.00 Hours (06/21/2019, FRIDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 06/09/2019 - 06/22/2019

SUN	MON	TUE	WED	THU	FRI	SAT
9	10	11	12	13	14	15
16	17	18	19	20	21 8.00 Hours	22

Cancel Save

To enter time/leave for an additional day with a different pay/leave type, select the day on the calendar and then select the pay/leave type and enter hours. **Don't forget to SAVE!**

6/21/2019 - 06/22/2019 | 8.00 HOURS

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

16 17 18 19 20 21
8.00 Hours

22

Add Earn Code

Earn Code

- Biweekly Pay
- Biweekly Pay
- Holiday (PT Temp not eligible)
- Comp Time Earned
- Annual Leave

Hours

To report hours under a different pay/leave type for the same day, click **Add Earn Code**, and an additional dropdown box will appear.

6/09/2019 - 06/22/2019 | 12.00 Hours

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

16 17 18 19 20 21
8.00 Hours

22
4.00 Hours

Add Earn Code

Biweekly Pay 4.00 Hours

Total: 4.00 Hours | Account Distribution

Submit By 06/25/2019, 10:00 AM

Earn Code

- Select Earn Code
- Biweekly Pay
- Holiday (PT Temp not eligible)
- Comp Time Earned
- Annual Leave

Enter the hours for the pay/leave type, and click **Save**.

The screenshot shows a timesheet interface for the period 06/09/2019 - 06/22/2019. The calendar shows 12.00 Hours for the period. Below the calendar is a summary table with the following entries:

Pay/Leave Type	Hours
Biweekly Pay	4.00 Hours
Annual Leave	4

The 'Annual Leave' entry is circled in green. At the bottom right, the 'Save' button is also circled in green.

The summary of pay/leave types and hours will appear at the bottom of the screen for each day selected.

The screenshot shows the same timesheet interface, but now the summary table at the bottom contains two entries:

Biweekly Pay	4.00 Hours
Annual Leave	4.00 Hours

The entire summary table is circled in green.

When you are ready to submit your completed timesheet, click **Preview**.

The screenshot shows the summary table from the previous step. At the bottom right, the 'Preview' button is circled in green.

A preview box will pop up with a summary of your timesheet. There is an optional comments section at the bottom. Once you are ready to submit, simply click the submit button at the bottom of the box.

Preview ✕

Conference Coordinator, NE9907-00, U, 30300, Human Resources

Pay Period: 06/09/2019 - 06/22/2019 | 16.00 Hours

Submit By: 06/25/2019, 10:00 AM

Earning Distribution

Earn Code	Shift	Total
Biweekly Pay	1	12.00
Annual Leave	1	4.00
Total Hours		16.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	

Week 2	16.00
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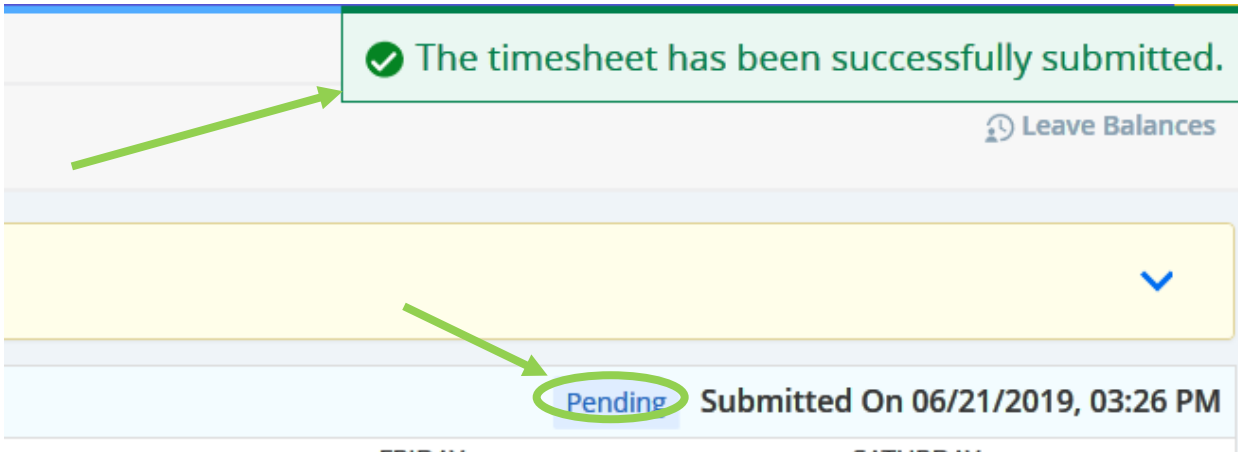
Comment (Optional):

Add Comment

2000 characters remaining

Cancel **Submit**

Once your timesheet is submitted, you will see a confirmation message at the top right of your screen. You will also see that the status of your timesheet has changed to Pending.



After you submit your timesheet and while it is still in a pending status, you may recall it by clicking the Recall Timesheet button at the bottom right of the screen.

