

Classified Staff

If you're a Classified employee, when you filled out your paper time sheets in the past you entered the actual hours you worked each day. Now, you will not do this. The system knows how many hours you normally work, and assumes that you've worked these hours unless you report otherwise. Instead of reporting the hours you worked, you'll report if you have taken leave, or if you have had other exceptions (such as comp time or overtime) to your normal time. If you have just worked your regular hours for the pay period, you'll report "No Exceptions."

Now, let's look at how to actually fill in your time sheet. This is very simple if you have "No Exceptions" to report. Just open the correct time sheet for the pay period, go to the "No Exceptions" row, and click "Enter Hours" under any one day.

Search:  Go SITE MAP HELP

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Mar 08, 2009 to Mar 21, 2009  
**Submit By Date:** Mar 25, 2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Mar 08, 2009	Mar 09, 2009	Mar 10, 2009	Mar 11, 2009	Mar 12, 2009	Mar 13, 2009	Mar 14, 2009
No Exceptions	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Personal Information Employee

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the period.

**Time Sheet**  
**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** No Exceptions  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Save Copy

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
					Oct 23, 2008	Oct 24, 2008	Oct 25, 2008	Oct 26, 2008	Oct 27, 2008	Oct 28, 2008
No Exceptions	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the period.

**Time Sheet**  
**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** No Exceptions  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Save Copy

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
					Oct 23, 2008	Oct 24, 2008	Oct 25, 2008	Oct 26, 2008	Oct 27, 2008	Oct 28, 2008
No Exceptions	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Notice that the screen has changed slightly. You will see additional lines showing the earning type and date you selected, along with a box that you can click on to enter your hours.

## Filling Out My Time Sheet: Classified Staff

Personal Information Employee

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### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** No Exceptions  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Earning	Shift Default Hours or Units	Total Hours Units	Total Thursday Oct 23, 2008	Friday Oct 24, 2008	Saturday Oct 25, 2008	Sunday Oct 26, 2008	Monday Oct 27, 2008
No Exceptions	1	0	0	0	0	0	0
Sick Leave	1	0	0	0	0	0	0
Vacation Leave	1	0	0	0	0	0	0
Compensatory Time Taken	1	0	0	0	0	0	0
Extra Pay Straight	1	0	0	0	0	0	0
Overtime Paid 1.5	1	0	0	0	0	0	0
Compensatory Time Accrue 1.5	1	0	0	0	0	0	0
Holiday Wkd Accrue CompTime1.5	1	0	0	0	0	0	0
Holiday Worked Paid 1.5	1	0	0	0	0	0	0
Military Leave Taken	1	0	0	0	0	0	0
<b>Total Hours:</b>		0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0

Just type "1" in the hours field in one day of the pay period. Do not enter 1 (or any other amount) in every day of the pay period. Click save.

Earning	Shift Default Hours or Units	Total Hours Units	Total Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009
No Exceptions	1	0	1	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours
Holiday Wkd Accrue CompTime1.5	1	0	0	Enter Hours	Enter Hours
Holiday Worked Paid 1.5	1	0	0	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours
<b>Total Hours:</b>		0	0	0	0
<b>Total Units:</b>		0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
 RELEASE: 7.2.1.1

Check that the time has been recorded, then scroll down, and click the "Submit for Approval" button. Your job is done.

Earning	Shift Default Hours or Units	Total Hours Units	Total Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009
No Exceptions	1	0	0	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours
Holiday Wkd Accrue CompTime1.5	1	0	0	Enter Hours	Enter Hours
Holiday Worked Paid 1.5	1	0	0	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours
<b>Total Hours:</b>		0	0	0	0
<b>Total Units:</b>		0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
 RELEASE: 7.2.1.1

Recording the single hour of no exceptions certifies that you have not used any leave during the pay period nor worked additional hours that need to be recorded, and that a blank time sheet was not submitted by mistake. To report that you've just worked your regular hours for any pay period - no more, no less - all you do is enter "1" hour of "No Exceptions" under one day, click "Save," and then click "Submit for Approval."

However, if you have any entries to make on any other lines of your time sheet, you will not enter anything on the "No Exceptions" row. You will have either a "1" under one single day in the "No Exceptions" row, or you will have one or more entries in one or more of the rows below.

Earning	Shift Default Hours or Units	Total Hours Units	Total Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009
No Exceptions	1	0	0	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours
Holiday Wkd Accrue CompTime1.5	1	0	0	Enter Hours	Enter Hours
Holiday Worked Paid 1.5	1	0	0	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours
<b>Total Hours:</b>		0	0	0	0
<b>Total Units:</b>		0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**  
 RELEASE: 7.2.1.1

Take a moment to get familiar with the rest of the categories in the "Earning" column. If you have questions as to when to use which category, click on the "Earnings Categories" link on the left hand side of the screen to see a chart that provides full explanations. If you have further questions after reviewing the chart, contact your time approver.

You might notice that there is no category for holiday leave. That is because the system automatically tracks holidays and credits them properly. Unless you've worked on a holiday date, there is no need to enter anything at all.

## Filling Out My Time Sheet: Classified Staff

Earning	Shift Default	Total	Total Sunday	Monday	Tuesday
	Hours or Units	Hours Units	Mar 08, 2009	Mar 09, 2009	Mar 10, 2009
No Exceptions	1	0 0	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0 0	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Holiday Wkd Accrue CompTime1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Holiday Worked Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		0 0	0	0	0
<b>Total Units:</b>			0	0	0

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

Submitted for Approval By:  
Approved By:  
Waiting for Approval From:  
RELEASE: 7.2.1.1

Now, look at the top row of dates that go across the screen. You'll notice that we can only see one week. To get to the next week, we simply click the "Next" button at the bottom of the screen . . .

Earning	Shift Default	Total	Total Thursday	Friday	Saturday
	Hours or Units	Hours Units	Oct 30, 2008	Oct 31, 2008	Nov 01, 2008
Leave	1	0 8	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Day Worked Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Day Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours
Time Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0 0	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8 0	0	0	0
<b>Total Units:</b>			0	0	0

Position Selection   Comments   Preview   **Submit for Approval**   Restart   Previous

Submitted for Approval By:

. . . and there we are, in the second week of the pay period. And to get back we click the "Previous" button that has appeared.

	or Units		Oct 23, 2008	Oct 24, 2008	Oct 25, 2008	Oct 26, 2008	Oct 27, 2008	Oct 28, 2008
No Exceptions	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		0 0	0	0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0

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

To enter hours, click the "Enter Hours" link that corresponds with the earnings type and date that you'd like to report. For example, let's say that you were sick on Friday, October 24th. The first thing to do is click the enter hours link.

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Search

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** Sick Leave  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Earning	Shift Default	Total	Total Thursday	Friday	Saturday	Sunday	Monday	Tuesday
	Hours or Units	Hours Units	Oct 23, 2008	Oct 24, 2008	Oct 25, 2008	Oct 26, 2008	Oct 27, 2008	Oct 28, 2008
No Exceptions	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Leave	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Compensatory Time Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Compensatory Time Accrue 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Holiday Worked Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave Taken	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Overtime Paid 1.5	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Extra Pay Straight	1	0 0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>		0 0	0	0	0	0	0	
<b>Total Units:</b>			0	0	0	0	0	

Confirm the earnings type and the date that you're going to report are correct, then type in the number of hours into the open field, and click save . . .

# Filling Out My Time Sheet: Classified Staff

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## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** Sick Leave  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Oct 23, 2008	Friday Oct 24, 2008	Saturday Oct 25, 2008	Sunday Oct 26, 2008	Monday Oct 27, 2008	Tuesday Oct 28, 2008
No Exceptions	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8		0	8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Oct 23, 2008	Friday Oct 24, 2008	Saturday Oct 25, 2008	Sunday Oct 26, 2008	Monday Oct 27, 2008	Tuesday Oct 28, 2008
No Exceptions	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8		0	8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

You can see that 8 hours of paid sick leave have been posted under Friday, October 24th. Note that the Total Hours column displays a total of all hours you've recorded on your form. It even totals leave taken and overtime worked together. It just counts hours recorded. This total has nothing to do with the total hours you've worked.

If you'd like to enter hours for another day, just click the "Enter Hours" link under the earnings type and date you'd like to report, fill in the hours, and click "Save" again.

Personal Information Employee

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## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** Sick Leave  
**Date:** Oct 24, 2008  
**Shift:** 1  
**Hours:**

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Oct 23, 2008	Friday Oct 24, 2008	Saturday Oct 25, 2008	Sunday Oct 26, 2008	Monday Oct 27, 2008	Tuesday Oct 28, 2008
No Exceptions	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8		0	8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

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## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

**Title and Number:** Financial Unit Supv -- 101300-00  
**Department and Number:** Test Approval Org -- TTEST  
**Time Sheet Period:** Oct 19, 2008 to Nov 01, 2008  
**Submit By Date:** Nov 05, 2008 by 11:59 P.M.

**Earning:** Vacation Leave  
**Date:** Oct 23, 2008  
**Shift:** 1  
**Hours:**

Earning	Shift Default Hours or Units	Total Hours	Total Units	Thursday Oct 23, 2008	Friday Oct 24, 2008	Saturday Oct 25, 2008	Sunday Oct 26, 2008	Monday Oct 27, 2008	Tuesday Oct 28, 2008
No Exceptions	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Accrue 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Worked 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Paid 1.5	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Extra Pay Straight	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		8		0	8	8	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0

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### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through period.

**Time Sheet**

<b>Title and Number:</b>	Financial Unit Supv -- 101300-00
<b>Department and Number:</b>	Test Approval Org -- TTEST
<b>Time Sheet Period:</b>	Oct 19, 2008 to Nov 01, 2008
<b>Submit By Date:</b>	Nov 05, 2008 by 11:59 P.M.
<b>Earning:</b>	Vacation Leave
<b>Date:</b>	Oct 23, 2008
<b>Shift:</b>	1
<b>Hours:</b>	<input type="text" value="8"/>

Save Copy

If you are reporting leave taken for just part of the pay period and you're not ready to submit your time sheet yet, just click on the "Back to Employees Tab" link in the upper left hand corner of the screen to return to BengalWeb. If you are ready to submit your time for approval, continue by following the simple procedure outlined in the "Submitting & Logging Out" section that comes next. But remember, if you are reporting any exceptions to your normal hours for the pay period, you'll have nothing in the "No Exceptions" row. It's either one or the other.

Also be aware that the combination of leave hours and hours worked in one week cannot exceed 40 hours. For example, you take 8 hours of sick leave on Tuesday, and then work 10 hours on Wednesday to catch up. At the end of the week, you have 34 hours worked and 8 hours sick. You need to reduce your sick hours by 2. The time sheet should show only 2 hours sick. If you have any further questions after completing this tutorial, talk to your supervisor, or give HR a call.

Also finally, note that when your time is recorded, it will be rounded to the nearest tenth of an hour. If you are reporting 3 and a half hours, enter "3.5." If you are reporting 3 and a quarter hours, you can enter "3.25" or "3.3." If you enter "3.25," however, the system will round it to for you to "3.3" after your time sheet has been passed on to payroll. If you'd like to see a chart that translates minutes into tenths of hours, click on the link at the left that says "Converting Minutes to Hours."

In the next section of this tutorial, we'll discuss how to submit your time and log out.