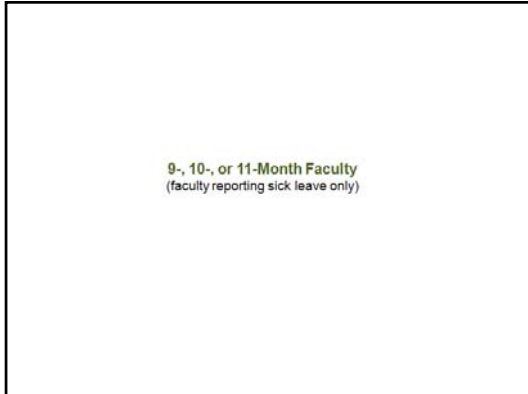


## Filling Out My Time Sheet: Faculty Not Earning Vacation Leave



Faculty not earning vacation leave only need to submit time sheets for pay periods in which they've taken sick leave. Time sheets are very simple to submit.

**Time and Leave Reporting**

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

**Time Sheet**

Title and Number: Instructor -- 754900-  
 Department and Number: Timesheet Test -- TTE  
 Time Sheet Period: Nov 02, 2008 to Nov  
 Submit By Date: Nov 19, 2008 by 11:5

Earning	Shift Default	Total	Total Sunday	Monday	Tuesday	Wednes
	Hours or	Hours	Units Nov 02,	Nov 03,	Nov 04,	Nov 05,
	Units	Units	2008	2008	2008	2008
Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Leave						
<b>Total Hours:</b>		0	0	0	0	0
<b>Total Units:</b>			0	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

Just open your time sheet and go to the "Sick Leave" row. Click "Enter Hours" under the first day you were sick.

**Time Sheet**

Title and Number: Instructor -- 754900-  
 Department and Number: Timesheet Test -- TTE  
 Time Sheet Period: Nov 02, 2008 to Nov  
 Submit By Date: Nov 19, 2008 by 11:5

Earning: Sick Leave  
 Date: Nov 03, 2008  
 Shift: 1  
 Hours:

Save | Copy

Earning	Shift Default	Total	Total Sunday	Monday	Tuesday	Wednes
	Hours or	Hours	Units Nov 02,	Nov 03,	Nov 04,	Nov 05,
	Units	Units	2008	2008	2008	2008
Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Leave						
<b>Total Hours:</b>		0	0	0	0	0
<b>Total Units:</b>			0	0	0	0

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

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

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.

**Time Sheet**

Title and Number: Instructor -- 754900-  
 Department and Number: Timesheet Test -- TTE  
 Time Sheet Period: Nov 02, 2008 to Nov  
 Submit By Date: Nov 19, 2008 by 11:5

Earning: Sick Leave  
 Date: Nov 03, 2008  
 Shift: 1  
 Hours:

Save | Copy

Earning	Shift Default	Total	Total Sunday	Monday	Tuesday	Wednes
	Hours or	Hours	Units Nov 02,	Nov 03,	Nov 04,	Nov 05,
	Units	Units	2008	2008	2008	2008
Sick	1	0	0	Enter Hours	Enter Hours	Enter Hours
Leave						
<b>Total Hours:</b>		0	0	0	0	0
<b>Total Units:</b>			0	0	0	0

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

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

In the hours field, type in the number of hours you were sick.

# Filling Out My Time Sheet: Faculty Not Earning Vacation Leave

**Time Sheet**  
**Title and Number:** Instructor -- 754900  
**Department and Number:** Timesheet Test -- TT  
**Time Sheet Period:** Nov 02, 2008 to Nov  
**Submit By Date:** Nov 19, 2008 by 11:5

**Earning:** Sick Leave  
**Date:** Nov 03, 2008  
**Shift:** 1  
**Hours:** 8

Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Nov 02, 2008	Monday Nov 03, 2008	Tuesday Nov 04, 2008	Wednesday Nov 05, 2008
Sick Leave	1	0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			0	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**

If you were only sick on one day, click "Save."

**Time Sheet**  
**Title and Number:** Instructor -- 754900-  
**Department and Number:** Timesheet Test -- TTE  
**Time Sheet Period:** Nov 02, 2008 to Nov  
**Submit By Date:** Nov 19, 2008 by 11:5

**Earning:** Sick Leave  
**Date:** Nov 03, 2008  
**Shift:** 1  
**Hours:** 8

Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Nov 02, 2008	Monday Nov 03, 2008	Tuesday Nov 04, 2008	Wednesday Nov 05, 2008
Sick Leave	1	0	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**

You can see that your hours have been posted under the correct date. Then click "Submit for Approval," and your job is done. If you were sick on more than one day, after clicking "Save," you can report hours for another day. Just click the "Enter Hours" link under the date you'd like to report, fill in the hours, and click "Save" again.

**Time Sheet**  
**Title and Number:** Instructor -- 754900-  
**Department and Number:** Timesheet Test -- TTE  
**Time Sheet Period:** Nov 02, 2008 to Nov  
**Submit By Date:** Nov 19, 2008 by 11:5

**Earning:** Sick Leave  
**Date:** Nov 03, 2008  
**Shift:** 1  
**Hours:** 8

Earning	Shift	Default Hours or Units	Total Hours	Total Sunday Units Nov 02, 2008	Monday Nov 03, 2008	Tuesday Nov 04, 2008	Wednesday Nov 05, 2008
Sick Leave	1	0	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			8	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**

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 . . .

**Time Sheet**  
**Title and Number:** Instructor -- 754900-00  
**Department and Number:** Timesheet Test -- TTEST  
**Time Sheet Period:** Nov 02, 2008 to Nov 15, 2008  
**Submit By Date:** Nov 19, 2008 by 11:59 P.M.

Default Hours Units	Total Hours Units Nov 09, 2008	Total Sunday Units Nov 10, 2008	Monday Nov 10, 2008	Tuesday Nov 11, 2008	Wednesday Nov 12, 2008	Thursday Nov 13, 2008	Friday Nov 14, 2008	Saturday Nov 15, 2008
0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
0	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
0	0	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
8	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**

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

## Filling Out My Time Sheet: Faculty Not Earning Vacation Leave

Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours	Hours	Units	Nov 02,	Nov 03,	Nov 04,	Nov 05,	Nov 06,	Nov 07,	Nov 08,
Units	Units	Units	2008	2008	2008	2008	2008	2008	2008
0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
0	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
8		8	0	0	0	0	0	0	0
0		0	0	0	0	0	0	0	0

Approval By: \_\_\_\_\_  
 Approval From: \_\_\_\_\_

[Back to Employees Tab](#)

**Personal Information** | **Employee**

Search

### Time and Leave Reporting

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

**Time Sheet**  
**Title and Number:** Instructor -- 754900-00  
**Department and Number:** Timesheet Test -- TTEST  
**Time Sheet Period:** Nov 02, 2008 to Nov 15, 2008  
**Submit By Date:** Nov 19, 2008 by 11:59 P.M.

**Earning:** Sick Leave  
**Date:** Nov 03, 2008  
**Shift:** 1  
**Hours:**

If you are reporting sick 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.