

Quick Steps for Faculty

(9-, 10-, or 11-month faculty not accruing vacation)

Fill out a time sheet only when you take sick leave during a pay period in which you're on contract to work. If you don't take any sick leave, don't submit a time sheet.

If you take sick leave . . .

1. Open BengalWeb – <http://bengalweb.isu.edu>.
Click on the **Employees** tab.
2. Find the **Time Reporting** channel. Click on the time sheet for the correct pay period.
3. Locate the first day you took sick leave. Click **Enter Hours** under that day.
Note: To see the 2nd week of the pay period, click the **Next** button at the bottom of the screen.
4. A blank **Hours** field appears. Type in the hours of leave you took. Click **Save**.
5. **If you took leave on only one day:** Click **Submit for Approval** at the bottom of the screen. You're done.

If you took leave on more than one day: Enter your hours under all appropriate days, click **Save** after each entry, and then click **Submit for Approval**. You're done.

*Don't click **Submit for Approval** until you're completely done. Once you submit your time sheet, you can't make any changes.*

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu