

Filling Out My Time Sheet: Non-Classified Staff & Faculty Earning Vacation



It's very simple to submit a time sheet if you have no leave to report.

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 within the period.

Time Sheet
Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
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	Total						
				Sunday Mar 08, 2009	Monday Mar 09, 2009	Tuesday Mar 10, 2009	Wednesday Mar 11, 2009	Thursday Mar 12, 2009	Friday Mar 13, 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

Just open the correct time sheet for the pay period, go to the "No Exceptions" row, and click "Enter Hours" under any one day.

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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 within the period.

Time Sheet
Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
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 20, 2008
Shift: 1
Hours: []

Save Copy

Earning Shift	Default Hours	Total Hours	Total Units	Total						
				Sunday Oct 20, 2008	Monday	Tuesday	Wednesday Oct 22,	Thursday	Friday	
No Exceptions	1	0	0	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.

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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 within the period.

Time Sheet
Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
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 20, 2008
Shift: 1
Hours: []

Save Copy

Earning Shift	Default Hours	Total Hours	Total Units	Total						
				Sunday Oct 20, 2008	Monday	Tuesday	Wednesday Oct 22,	Thursday	Friday	
No Exceptions	1	0	0	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 within the period.

Time Sheet

Title and Number: Coordinator -- 139400-00
Department and Number: ITS Customer Service 1 -- T202
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 20, 2008
Shift: 1
Hours:

Earning	Shift	Default Hours	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 2008
No Exceptions	1	0	1	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			1		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

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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.

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

Earning	Shift	Default Hours	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 2008
No Exceptions	1	0	1	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			1		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

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Recording the single hour of no exceptions certifies that you have not used any leave during the pay period, 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 and haven't taken any leave, 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	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 2008
No Exceptions	1	0	1	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			1		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

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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 time. That is because the system automatically tracks holidays and credits them properly. There is no need to enter anything at all on a holiday date when it falls within a pay period for which you're reporting time.

Earning	Shift	Default Hours	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 2008
No Exceptions	1	0	1	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			1		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

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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 . . .

Filling Out My Time Sheet: Non-Classified Staff & Faculty Earning Vacation

Number: Coordinator -- 139400-00
 Title and Number: ITS Customer Service 1 -- T202
 Period: Oct 19, 2008 to Nov 01, 2008
 Date: Nov 05, 2008 by 11:59 P.M.

Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours	Hours	Hours	Units	Oct 20, 2008	Oct 21, 2008	Oct 22, 2008	Oct 23, 2008	Oct 24, 2008	Oct 25, 2008	Oct 26, 2008
0	0			Enter Hours	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
0	0			Enter Hours	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

Selection Comments Preview Submit for Approval Restart Previous

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Hours	Hours	Units	Oct 19, 2008	Oct 20, 2008	Oct 21, 2008	Oct 22, 2008	Oct 23, 2008	Oct 24, 2008
No	1		0	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Exceptions										
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										
Military	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										
Taken										
Total Hours:			1		0	0	0	0	0	0
Total Units:					0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

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... and there we are, in the second week of the pay period.

And to get back we click the "Previous" button which has appeared.

To enter hours of leave taken, 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 Tuesday, October 21st. The first thing to do is click the enter hours link.

Time Sheet
 Title and Number: Coordinator -- 139400-00
 Department and Number: ITS Customer Service 1 -- T202
 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 21, 2008
 Shift: 1
 Hours:

Save Copy

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Hours	Hours	Units	Oct 19, 2008	Oct 20, 2008	Oct 21, 2008	Oct 22, 2008	Oct 23, 2008	Oct 24, 2008
No	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Exceptions										
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										

Time Sheet
 Title and Number: Coordinator -- 139400-00
 Department and Number: ITS Customer Service 1 -- T202
 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 21, 2008
 Shift: 1
 Hours:

Save Copy

Earning	Shift	Default	Total	Total	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Hours	Hours	Units	Oct 19, 2008	Oct 20, 2008	Oct 21, 2008	Oct 22, 2008	Oct 23, 2008	Oct 24, 2008
No	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Exceptions										
Sick	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										
Vacation	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave										

Confirm that 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 . . .

... (let's say 8), and click "Save."

Filling Out My Time Sheet: Non-Classified Staff & Faculty Earning Vacation

Earning Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 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	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Vacation 1 Leave	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
Total Hours:		8		0	0	8	0	0	0
Total Units:			0	0	0	0	0	0	0

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

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You can see that 8 of paid sick leave have been posted under October 21st. 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. Note that the Total Hours column displays a total of all exception hours you've recorded on your form.

Earning Shift	Default Hours or Units	Total Hours	Total Units	Sunday Oct 19, 2008	Monday Oct 20, 2008	Tuesday Oct 21, 2008	Wednesday Oct 22, 2008	Thursday Oct 23, 2008	Friday Oct 24, 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	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Vacation 1 Leave	1	0	8	8	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
Total Hours:		16		8	0	8	0	0	0
Total Units:			0	0	0	0	0	0	0

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

Submitted for Approval By:

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 note that when your time is recorded, it will be rounded to the nearest tenth of an hour. If you have taken 1 hour of leave, all you need to do is enter "1." If you have taken 1 and a half hours, enter "1.5." If you have taken 1 and a quarter hours, you can enter "1.25" or "1.3." If you enter "1.25," however, the system will round it for you to "1.3" 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 sheet and log out.