Guide to Entering Employee Time and Leave Hours

This guide is provided for reference by employees when entering Time or Leave. To begin, access Raiderlink > Payroll & Tax tab, select either “My Time Sheet” or “My Leave Report,” then continue at Step A below.

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A. Getting Started with Time and Leave Reporting

The instructions in this document apply to both the Time Sheet and the Leave Report. The only difference is that the Leave Report does not require work hours entry, and that row is not on the Leave Report. The word “Form” will be used to refer to both documents.

Click the My Choice radio button for your Time Sheet or your Leave Report and SELECT, go to step B.
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B. Choose the Time or Leave form.
The Title(s) and Department(s) for a student are listed. Select the title/department timesheet by clicking on the My Choice radial button, then select the Pay Period and Status from the drop down list.

The status of the time or leave form during entry and submission are as follows:

- **Not Started**: The employee has not opened the time sheet and made an entry
- **In Progress**: The employee has opened the time sheet and entered hours or leave time
- **Pending**: The employee has submitted the time sheet and it is waiting department approval
- **Returned for Correction**: The submitted time sheet was not approved and was returned to the employee for correction
- **Approved**: The department has approved the time sheet and forwarded it for payroll processing
- **Completed**: The time sheet has been processed and closed to further entry

Click **Time Sheet** to continue.
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C. Verify the Status of the Time or Leave Form.

Submit By Date: This is the date and time your department must forward your form to Payroll. Your approver will set an earlier time for you to submit your form for department approval.

Total Hours: This is the total work and leave hours entered on the form. You should verify it before submitting the form for approval.

Submitted, Approved, Waiting: At the bottom of the form, you will be able to see the progress of your form at the end of the period.

What if I forget to Submit? It is important that you keep your form up to date. If you have entered hours, your form can be pulled forward for approval and payroll processing. If you have no hours entered, your form cannot be pulled forward and you will be required to complete a manual form.

The Position Selection button will return you to step B.
D. Notes About the Form’s Columns and Rows:

1. The screen will present the first 7 days of the pay period, with correct day labels (Mon, Tues, etc) and calendar dates for each column. Using the NEXT button will present the next 7 days, appropriately labeled.

2. In the **Earning** column, a row is presented for all possible student earnings. Even if a student does not have college work study, the rows will appear. The rows that appear are defined by the Benefit Category assigned to the employee. In this example, the employee is a Student Assistant.

3. **Shift** is a column that does not apply to TTU.

4. **Default Hours or Units** is a column that does not apply to TTU.

5. **Total Hours column** will keep a running total of the hours entered on each row.

6. **Total Hours: row** will present a total for each column.

7. **Total Units: row** is a row that does not apply to TTU.

8. **WARNING**: An employee can enter in any row/column for the list of earnings, **even if they do not have that earning (i.e., even if this student did not have college work study)**. It is up to the Approver to catch entries that an employee should not be reporting.
E. Entering Time and Leave Hours. Click on an Enter Hours link and the Entry box will appear.

1. The Earning: line will show which row in the Earning column that was selected.
2. The Date: line will show the date column that was selected.
3. The Shift: line and entry box will default to 1. No entry is possible.
4. The Hours: line will allow entry of hours in the box. Hours must be reported in quarter hour increments (allowable entries are .00, .25, .50, and .75).
5. NOTE: The employee may edit an entry by clicking on the hours that have previously been entered.
6. Copy. After an employee has entered time in the entry box, the Copy button will allow the employee to copy those hours to other days. See step F.
7. WARNING: The employee MUST click Save each time new hours have been entered or edited. This saves the employee’s entries, but does not submit the hours for payment.
8. Position Selection. During daily entry of hours, use this button to return to the form selection, or close the browser tab to exit form entry.
9. Submit for Approval. At the end of the pay period, when the employee has completed all entries, then click Submit for Approval to turn in the electronic timesheet.
10. Restart. An employee may remove all entries and ‘restart’ the time sheet by clicking on the Restart button.
11. Comments. An employee may add comments to the time sheet. See step G for a warning!
12. Preview. The employee can preview the time sheet. See step H.
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F. Copying an Entry to Multiple Days. After the first entry on your time or leave form, you can check the appropriate boxes to copy that entry to additional days.

**Copy button.** Click this button to copy the checked boxes to the entries on your form.

**Time Sheet button.** Click this button to return to your form after copying the checked boxes.

G. Completing the Comments section. If needed, you can add comments to your form, but consider the warning example in the comments window below.
H. **Preview the Form Before Submitting.** The employee can print a copy of their timesheet! Note the instructions under the gold line. See Step I, below.

I. **Print of Time Sheet from employee browser.**
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J. **Sample of Non-Exempt Staff Employee**: Staff Employee Class. Note the list of eligible leaves. Instructions for steps C_H apply to this form. See steps L_M for samples of form preview.

![Time and Leave Reporting](image)

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Friday May 23, 2008</th>
<th>Saturday May 24, 2008</th>
<th>Sunday May 25, 2008</th>
<th>Monday May 26, 2008</th>
<th>Tuesday May 27, 2008</th>
<th>Wednesday May 28, 2008</th>
<th>Thursday May 29, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>1</td>
<td>0</td>
<td>64</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>B</td>
<td>B</td>
<td>Enter Hours</td>
<td>B</td>
</tr>
<tr>
<td>Vacation Pay</td>
<td>1</td>
<td>0</td>
<td>8</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>HSC Holiday Comp</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>B</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Holiday</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Emergency</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Funeral</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Parent Teacher Conference</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave Pool</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave Exception</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Service Excellence Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Emerg Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Voting</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Foster Parent</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Firefighter EHS Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Red Cross Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Assistance Dog Training Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Organ Donor Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Blood Donor Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Bone Marrow Transplant Leave</td>
<td>1</td>
<td>0</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

Total Hours: 66

Total Units: 8
K. **Sample Preview of Non-exempt Staff:** It only has rows with entries! See below for employee printed preview.

Print Preview: Print instructions do not work for monthly exempt leave reporting: Use Landscape Letter size paper to see the period.
L. Sample Preview of Exempt Leave Report. NOTE: There are no rows for time entry; just leave entry. Instructions on previous pages apply to this form. Leave Report Preview and printing (on legal) are also available.

Print Preview: Use Landscape Legal paper to see the full 30 day period; it will not fit on Letter size.