

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.

Contents

A. Getting Started with Time and Leave Reporting.....	1
B. Choose the Time or Leave form.	2
C. Verify the Status of the Time or Leave Form.	3
D. Notes About the Form’s Columns and Rows:	4
E. Entering Time and Leave Hours.	5
F. Copying an Entry to Multiple Days.....	6
G. Completing the Comments section.....	6
H. Preview the Form Before Submitting.....	7
I. Print of Time Sheet from employee browser.....	7
J. Sample of Non-Exempt Staff Employee	8
K. Sample Preview of Non-exempt Staff:.....	9
L. Sample Preview of Exempt Leave Report.	10

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.

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 screenshot shows the SUNGARD Higher Education interface. At the top, there is a navigation bar with 'SUNGARD SCT HIGHER EDUCATION' and 'UNIFIEDDIGITALCAMPUS'. Below this is a menu with 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is present with a 'Go' button. The main heading is 'Time Sheet Selection' with a sub-heading 'Your current Institution is TTU'. A message states: 'Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.' Below this, there are two tabs: 'Title and Department' and 'My Choice Pay Period and Status'. Under 'Title and Department', there are two options: 'Student Assistant, T97219-00' and 'Student Media, D05005'. Under 'My Choice Pay Period and Status', there is a dropdown menu showing 'Apr 01, 2008 to Apr 15, 2008 In Progress'. A 'Time Sheet' button is located at the bottom left. The footer includes 'RELEASE: 7.0' and 'powered by SUNGARD HIGHER EDUCATION'.

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.

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.


SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS

[Personal Information](#)
[Student and Financial Aid](#)
[Employee](#)

[SITE MAP](#)
[HELP](#)
[EXIT](#)

Search

Time and Leave Reporting Your current Institution is TTU

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: Student Assistant -- T97219-00
Department and Number: Student Media -- D05005
Time Sheet Period: Apr 01, 2008 to Apr 15, 2008
Submit By Date: May 13, 2008 by 05:00 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Tuesday Apr 01, 2008	Wednesday Apr 02, 2008	Thursday Apr 03, 2008	Friday Apr 04, 2008	Saturday Apr 05, 2008	Sunday Apr 06, 2008	Monday Apr 07, 2008
Hours Worked	1	0	0	Enter Hours						
Federal College WS-Hourly	1	0	0	Enter Hours						
Regular SCWS-Hourly	1	0	0	Enter Hours						
Total Hours:		0		0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1
powered by
SUNGARD HIGHER EDUCATION

D. Notes About the Form's Columns and Rows:

SUNGARD SCT HIGHER EDUCATION UNIFIEDDIGITALCAMPUS

Personal Information Student and Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time and Leave Reporting Your current Institution is TTU

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: Student Assistant -- T97219-00
 Department and Number: Student Media -- D05005
 Time Sheet Period: May 16, 2008 to May 31, 2008
 Submit By Date: Jun 03, 2008 by 06:00 P.M.

Earning	Shift Default	Total	Total Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
	Hours or Units	Hours	Units	May 16, 2008	May 17, 2008	May 18, 2008	May 19, 2008	May 20, 2008	May 21, 2008	May 22, 2008
Hours Worked	1	0	44	4	Enter Hours	Enter Hours	4	4	4	4
Federal College WS-Hourly	1	0	3	3	Enter Hours					
Regular SCWS Hourly	1	0	0	Enter Hours						
Total Hours:		47		7	0	0	4	4	4	4
Total Units:			0	0	0	0	0	0	0	0

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

powered by
SUNGARD HIGHER EDUCATION

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.

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: Student Assistant -- T97219-00
Department and Number: Student Media -- D05005
Time Sheet Period: May 16, 2008 to May 31, 2008
Submit By Date: Jun 03, 2008 by 06:00 P.M.

Earning: Hours Worked
Date: May 16, 2008
Shift: 1
Hours: 3.75

Save Copy Account Distribution

Earning	Shift Default	Total	Total Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	Hours or Units	Hours Units	May 16, 2008	May 17, 2008	May 18, 2008	May 19, 2008	May 20, 2008	May 21, 2008	May 22, 2008
Hours Worked	1	0 0	Enter Hours						
Federal College WS-Hourly 1	1	0 0	Enter Hours						
Regular SCWS Hourly 1	1	0 0	Enter Hours						
Total Hours:		0 0	0	0	0	0	0	0	0
Total Units:		0 0	0	0	0	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

powered by
 SUNGARD HIGHER EDUCATION

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.

- 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.

SUNGARD SCT HIGHER EDUCATION **UNIFIEDDIGITALCAMPUS**

Personal Information Student and Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Your current Institution is TTU

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Hours Worked, Shift 1
Date and Hours to Copy: May 19, 2008, 2 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:

Copy by date:

Friday May 16, 2008	Saturday May 17, 2008	Sunday May 18, 2008	Monday May 19, 2008	Tuesday May 20, 2008	Wednesday May 21, 2008	Thursday May 22, 2008
<input type="checkbox"/>	<input type="checkbox"/>					
Friday May 23, 2008	Saturday May 24, 2008	Sunday May 25, 2008	Monday May 26, 2008	Tuesday May 27, 2008	Wednesday May 28, 2008	Thursday May 29, 2008
<input type="checkbox"/>	<input type="checkbox"/>					
Friday May 30, 2008	Saturday May 31, 2008					
<input type="checkbox"/>	<input type="checkbox"/>					

RELEASE: 7.2.1.1 powered by SUNGARD HIGHER EDUCATION

- G. Completing the Comments section.** If needed, you can add comments to your form, but consider the warning example in the comments window below.

SUNGARD SCT HIGHER EDUCATION **UNIFIEDDIGITALCAMPUS**

Personal Information Student and Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Your current Institution is TTU

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: May 22, 2008

Enter or Edit Comment: Be careful what you enter (jokes, snubs, criticisms)--the comments become permanent part of your employee records.

RELEASE: 7.2.1.1 powered by SUNGARD HIGHER EDUCATION

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.

SUNGARD SCT HIGHER EDUCATION **UNIFIEDDIGITALCAMPUS**

Personal Information Student and Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time Your current Institution is TTU

i Set your printer layout to Landscape before printing.

Student Assistant, T97219-00 Student Media, D05005

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	42		4			2	4	4	4	4			4	4	4	4		
Federal College WS-Hourly	1	3		3															
Total Hours:		45		7			2	4	4	4	4			4	4	4	4		
Total Units:			0																

Comments

Date	Made by	Comments
May 22, 2008 03:04 pm	You	Be careful what you enter (jokes, snubs, criticisms)--the comments become permanent part of your employee records.

RELEASE: 7.3 powered by SUNGARD HIGHER EDUCATION

I. **Print of Time Sheet from employee browser.**

SUNGARD SCT HIGHER EDUCATION **UNIFIEDDIGITALCAMPUS**

Personal Information Student and Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time Your current Institution is TTU

i Set your printer layout to Landscape before printing.

Student Assistant, T97219-00 Student Media, D05005

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	42		4			2	4	4	4	4			4	4	4	4		
Federal College WS-Hourly	1	3		3															
Total Hours:		45		7			2	4	4	4	4			4	4	4	4		
Total Units:			0																

Comments

Date	Made by	Comments
May 22, 2008 03:04 pm	You	Be careful what you enter (jokes, snubs, criticisms)--the comments become permanent part of your employee records.

RELEASE: 7.3

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.

SUNGARD SCT HIGHER EDUCATION
UNIFIEDDIGITALCAMPUS

Personal Information **Employee**
SEARCH
SITE MAP HELP EXIT

Your current Institution is TTU

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: Sr Office Assistant -- T98852-00

Department and Number: Student Media -- D05005

Time Sheet Period: May 16, 2008 to May 31, 2008

Submit By Date: Jun 03, 2008 by 06:00 P.M.

Earning: Vacation Pay

Date: May 23, 2008

Shift:

Hours:

Earning	Shift Default Hours or Units	Total Hours	Total Units	Friday May 23, 2008	Saturday May 24, 2008	Sunday May 25, 2008	Monday May 26, 2008	Tuesday May 27, 2008	Wednesday May 28, 2008	Thursday May 29, 2008
Hours Worked	1	0	64	Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	8
Vacation Pay	1	0	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
HSC HolidayComp	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	16	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	8	Enter Hours
Holiday	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Funeral	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parent Teacher Conference	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pool	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Exception	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Service Excellence Leave Award	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Emerg Leave	1	0	0	0	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Voting	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Firefighter EMS Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Red Cross Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Assistance Dog Training Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Organ Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Blood Donor Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bone Marrow Transplant Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			88	8	0	0	8	8	8	8
Total Units:			0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1
powered by
SUNGARD HIGHER EDUCATION

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

SUNGARD SCT HIGHER EDUCATION UNIFIED DIGITAL CAMPUS

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time Your current Institution is TTU

Set your printer layout to Landscape before printing.

Sr Office Assistant, T98852-00 Student Media, D05005

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	64		8			8		8	8				8	8				8
Vacation	1	8									8								
Sick Leave	1	16						8									8		
Total Hours:		88		8			8	8	8	8	8			8	8		8		8
Total Units:			0																

RELEASE: 7.3 powered by **SUNGARD** HIGHER EDUCATION

Print Preview: Print instructions do not work for monthly exempt leave reporting: Use **Landscape Letter** size paper to see the period.

SUNGARD SCT HIGHER EDUCATION UNIFIED DIGITAL CAMPUS

Personal Information **Employee**

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Summary of Reported Time Your current Institution is TTU

Set your printer layout to Landscape before printing.

Sr Office Assistant, T98852-00 Student Media, D05005

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Friday, May 16, 2008	Saturday, May 17, 2008	Sunday, May 18, 2008	Monday, May 19, 2008	Tuesday, May 20, 2008	Wednesday, May 21, 2008	Thursday, May 22, 2008	Friday, May 23, 2008	Saturday, May 24, 2008	Sunday, May 25, 2008	Monday, May 26, 2008	Tuesday, May 27, 2008	Wednesday, May 28, 2008	Thursday, May 29, 2008	Friday, May 30, 2008	Saturday, May 31, 2008
Hours Worked	1	64		8			8		8	8				8	8				8
Vacation	1	8									8								
Sick Leave	1	16						8									8		
Total Hours:		88		8			8	8	8	8	8			8	8		8		8
Total Units:			0																

RELEASE: 7.3

