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

Α.	Getting Started with Time and Leave Reporting	1
В.	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
Ε.	Entering Time and Leave Hours.	5
F.	Copying an Entry to Multiple Days	6
G.	Completing the Comments section	6
Н.	Preview the Form Before Submitting	7
١.	Print of Time Sheet from employee browser	7
J.	Sample of Non-Exempt Staff Employee	8
К.	Sample Preview of Non-exempt Staff:	9
L.	Sample Preview of Exempt Leave Report.	10

A. Getting Started with Time and Leave Reporting

My Employment Information													
Search	io	SITE MAP HELP											
Time Reporting Se	election	Your current Institution is TTU											
Q Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.													
Selection Criteria													
	My Choice												
Access my Time Sheet:	0												
Access my Leave Report:	0												
Access my Leave Request:	0												
Approve or Acknowledge Time	e: 💿												
Act as Proxy:	Self 🗸												
Act as Superuser:													
Select													
	Proxy. Set. Up												

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 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.



3 Guide to Entering Employee Time and Leave Hours

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 F	IIGHEF	REDUCATION				UNIFIE	DDIGITALCA	MPUS			
Personal Information Stud	ent and	d Financial Aid	mployee							SITE M	AP HELP EXIT
Time and Leave	Rep	porting								Your current I	institution is TTU
Select the link under a c	ate to	enter hours or da	ays. Sele	ect Ne	xt or Previous to	navigate throug	n the dates with	in the period.			
Time Sheet											
Title and Number:						Student	Assistant T	97219-00			
Department and Number						Student	Media D050	05			
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	l Tuesday 6 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	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal College WS-Hourly	1	C	0 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular SCWS Hourly	1	C) 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				_ 0) 0	0	0	0	0	0	0
Position Selection	Comm	Preview	Next]							
Submitted for Approval I	By:										
Approved By:											
Waiting for Approval Fro	m:										
RELEASE: 7.2.1.1										powered by	



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

SUNGARD SCT	HIGHER EDUCA	ATION			UNIFIED	DIGITALCAN	/IPUS			
Personal Information Stu	dent and Financ	cial Aid En	nployee							
Search	Go								SITE MA	P HELP EXIT
Time and Leave	Reporti	ng							Your current In	stitution is TTU
Select the link under a	date to enter h	nours or da	ys. Select	Next or Previous to	navigate through	the dates withir	n the period.			
Time Sheet										
Title and Number:					Student A	ssistant T9	7219-00			
Department and Numbe	r:				Student N	ledia D0500)5			
•					May 16 2		2000			
Time Sheet Period:					11dy 10, 2	008 to May 31	, 2008			
Time Sheet Period: Submit By Date:					Jun 03, 2	008 to May 31 008 by 06:00 F	., 2008 P.M.			
Fime Sheet Period: Submit By Date: Earning	Shift Defaul Hours	t 1 or Units F	iotal To Iours Un	tal Friday its May 16, 2008	Jun 03, 2 Saturday Si May 17, 2008 M	008 to May 31 008 by 06:00 F Inday M ay 18, 2008 M	., 2008 P.M. Monday 1 May 19, 2008 I	Fuesday May 20, 2008	Wednesday May 21, 2008	Fhursday May 22, 2008
Time Sheet Period: Submit By Date: Earning Hours Worked	Shift Defaul Hours	t 1 or Units F 0	Total To Hours Un 44	tal Friday its May 16, 2008 4	Jun 03, 2 Saturday Si May 17, 2008 M Enter Hours	008 to May 31 008 by 06:00 F Inday A ay 18, 2008 M Enter Hours	,, 2008 P.M. Monday May 19, 2008 I 4	Fuesday May 20, 2008 4	Wednesday May 21, 2008 May 21, 2008	Fhursday May 22, 2008 4
Fime Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourh	Shift Default Hours	t 1 or Units F 0 0	fotal To lours Un 44 3	tal Friday its May 16, 2008 4 3	Jun 03, 2 Jun 03, 2 Saturday Si May 17, 2008 M Enter Hours Enter Hours	DOB to May 31 DOB by 06:00 F Inday M ay 18, 2008 M Enter Hours Enter Hours	, 2008 P.M. Monday T May 19, 2008 I 4 Enter Hours	Fuesday May 20, 2008 4 Enter Hours	Wednesday May 21, 2008 M 4 Enter Hours	Fhursday May 22, 2008 4 Enter Hours
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourh Regular SCWS Hourhy	Shift Default Hours 1 y 1 1	t 1 or Units H 0 0	Total To lours Un 44 3 0	tal Friday its May 16, 2008 4 3 Enter Hours	Jun 03, 2 Jun 03, 2 Saturday S May 17, 2008 M Enter Hours Enter Hours Enter Hours	DOB to May 31 DOB by 06:00 F Inday N ay 18, 2008 C Enter Hours Enter Hours Enter Hours	, 2008 P.M. Monday May 19, 2008 4 Enter Hours Enter Hours	Fuesday May 20, 2008 4 Enter Hours Enter Hours	Wednesday May 21, 2008 4 Enter Hours Enter Hours	Thursday May 22, 2008 4 Enter Hours Enter Hours
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourly Regular SCWS Hourly Total Hours:	Shift Default Hours 1 y 1 1	t 1 or Units H 0 0	Total To Hours Un 44 3 0 47	tal Friday its May 16, 2008 4 3 Enter Hours 7	Saturday May 17, 2008 May 17, 2008 Enter Hours Enter Hours Enter Hours 0	008 to May 31 008 by 06:00 F Inday M ay 18, 2008 M Enter Hours Enter Hours Enter Hours 0	, 2008 P.M. Monday May 19, 2008 4 Enter Hours Enter Hours 4	Fuesday May 20, 2008 4 Enter Hours Enter Hours 4	Wednesday May 21, 2008 4 Enter Hours Enter Hours 4	Fhursday May 22, 2008 4 Enter Hours Enter Hours 4
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourh Regular SCWS Hourhy Total Hours: Total Hours:	Shift Default Hours 1 y 1 1	t 1 or Units H 0 0	Total To lours Un 44 3 0 47	tal Friday its May 16, 2008 4 3 Enter Hours 7 0 0	Saturday Si May 17, 2008 M Enter Hours Enter Hours Enter Hours 0 0	008 to May 31 008 by 06:00 F Inday N ay 18, 2008 F Enter Hours Enter Hours Enter Hours 0 0	, 2008 P.M. Monday May 19, 2008 4 Enter Hours Enter Hours 4 0	Fuesday May 20, 2008 4 Enter Hours Enter Hours 4 0	Wednesday May 21, 2008 4 Enter Hours Enter Hours 4 0	Thursday May 22, 2008 4 Enter Hours Enter Hours 4 0
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourh Regular SCWS Hourhy Total Hours: Total Hours: Total Units: Position Selection	Shift Default Hours 1 y 1 1 Comments	t 1 or Units F 0 0 0 0	Total To lours Un 44 3 0 47	tal Friday its May 16, 2008 4 3 Enter Hours 7 0 0 0 mit for Approval	Jun 03, 2 Saturday Si May 17, 2008 M Enter Hours Enter Hours Enter Hours 0 0 Restart Next	JOOS by 06:00 H JOOS by 06:00 H ay 18, 2008 H Enter Hours Enter Hours Enter Hours 0 0	, 2008 P.M. Monday Monday 4 Enter Hours Enter Hours 4 0	Fuesday May 20, 2008 4 Enter Hours Enter Hours 4 0	Wednesday May 21, 2008 F 4 Enter Hours Enter Hours 4 0	Thursday May 22, 2008 4 Enter Hours Enter Hours 4 0
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourly Regular SCWS Hourly Total Hours: Total Units: Position Selection Submitted for Approval	Shift Default Hours	t 1 or Units F 0 0 0 0	Total To iours Un 44 3 0 47 47	tal Friday its May 16, 2008 4 3 Enter Hours 7 0 0 mit for Approval	Jun 03, 2 Jun 03, 2 Saturday May 17, 2008 M Enter Hours Enter Hours Enter Hours 0 0 Restart Next	Joos by 06:00 f Jonday M ay 18, 2008 b Enter Hours Enter Hours Enter Hours 0 0	, 2008 P.M. Wonday T May 19, 2008 F 4 Enter Hours Enter Hours 4 0	Fuesday May 20, 2008 4 Enter Hours Enter Hours 4 0	Wednesday 1 May 21, 2008 4 4 Enter Hours Enter Hours 4 0	Thursday May 22, 2008 4 Enter Hours Enter Hours 4 0
Time Sheet Period: Submit By Date: Earning Hours Worked Federal College WS-Hourly Regular SCWS Hourly Total Hours: Total Units: Position Selection Submitted for Approval Approved By:	Shift Defaul Hours	t or Units F 0 0 0 0	Total To lours Un 44 3 0 47	tal Friday its May 16, 2008 4 3 Enter Hours 7 0 0 0 mit for Approval	Jun 03, 2 Jun 03, 2 Saturday May 17, 2008 M Enter Hours Enter Hours Enter Hours 0 0 Restart Next	Jobs by 06:00 f Jobs by 06:00 f ay 18, 2008 b Enter Hours Enter Hours Enter Hours 0 0	, 2008 P.M. Monday 1 May 19, 2008 4 4 Enter Hours Enter Hours 4 0	Tuesday May 20, 2008 4 Enter Hours Enter Hours 4 0	Wednesday T May 21, 2008 M 4 Enter Hours Enter Hours 4 0	Thursday May 22, 2008 4 Enter Hours Enter Hours 4 0

- 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.



5 Guide to Entering Employee Time and Leave Hours

E. Entering Time and Leave Hours. Click on an Enter Hours link and the Entry box will appear.

SUNGARD SCT HIGHE	R EDUCATION			UNIFIE	DDIGITALCA	MPUS						
Personal Information Student an	d Financial Aid Em	ployee										
Search Go								SITE N	IAP HELP EXIT			
Time and Leave Rep	porting							Your current	Institution is TTU			
🗨 Select the link under a date to	o enter hours or day	s. Select Nex	t or Previous to	navigate throug	h the dates with	in the period.						
Time Sheet												
Title and Number: Department and Number: Time Sheet Period:				Student A Student M May 16, 2	Student Assistant T97219-00 Student Media D05005 May 16, 2008 to May 31, 2008							
Earning:			Hours Worked	3, 20	JUS DY U6:UU P.	м.						
Date:			May 16, 2008									
Shift:			1									
Hours:			3.75									
Save Copy Account Distr	ibution											
Earning Shift	Default T	otal Total F	riday S	aturday	Sunday	Monday	Tuesday	Wednesday	Thursday			
	Hours or Units H	ours Units M	lay 16, 2008 I	lay 17, 2008	May 18, 2008	May 19, 2008	May 20, 2008	May 21, 2008	May 22, 2008			
Hours Worked 1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Federal College WS-Hourly 1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Total Hourse	0	0			Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours			
Total Units:		0	0	0	0	0	0	0	0			
Total onits.		0	0	0	0	0	0	0	0			
Position Selection Com	nents Preview	Submit f	for Approval	Restart	xt							
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.
- WARNING: The employee MUST click Save each time new hours have been entered or edited. This saves the employee's entries, but does <u>not</u> 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.



Administration & Finance Information Systems Management 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.

	T HIGHER EDUCATION		UNIFIEDD	IGITALCAMPUS									
Personal Information Student and Financial Aid Employee Search Go SITE MAP HELP EXIT													
Copy Your current Institution is TTU													
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: Image: Comparison of the pay period:													
Include Saturdays:													
Include Sundays: Conv 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							
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												
Time Sheet Previo	ous Menu Copy												
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	
Personal Information Student and Financial Aid Employee Search 60	 SITE MAP HELP EXIT
Comments	Your current Institution is TTU
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.	
Save Previous Menu	
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 Go SITE MAP HELP EXIT													
Summary of Reported Time													
💽 Set your printer layout to Landscape before printing.													
Student Assistant, T97219-00		Student Media, D05005											
Time Sheet													
Earning Shift Total Total Friday , Saturday , Sunday , Monday , Tuesday , Wedn Code Hours Units May May 17, May 18, May 19, May 20, May 2 16, 2008 2008 2008 2008 2008 2008	esday, Thursday , Friday , Saturday , Sunday , Mon 1, May 22, May May 24, May 25, May 2008 23, 2008 2008 2008	day , Tuesday , Wednesday, Thursday , F 26, May 27, May 28, May 29, M 8 2008 2008 2008 3 2											
Hours 1 42 4 2 4 Worked	4 4 4	4 4 4 4											
Federal 1 3 3 College WS- Hourly													
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, critic Previous Menu	sms)the comments become permanent part of your e	imployee records.											
RELEASE: 7.3		powered by SUNGARD' HIGHER EDUCATION											

I. Print of Time Sheet from employee browser.

Search				Go												SITE	MAP	HELP EXIT
Summ	ary	′ of	Rep	oorteo	d Tim	e									Yo	our current	t Institu	ition is TTU
Q Set your printer layout to Landscape before printing.																		
																Studen	t Media	a, D05005
Student As	sista	nt, TS	7219	-00														
Time Sheet																		
Earning Shif f Code	Total Hour	Total s 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
iours 1 Vorked	4	2		4			2	4	4	4	4			4	4	4	4	4
Federal 1 College WS- Hourly		3		3														
otal Hours:	4	5		7			2	4	4	4	4			4	4	4	4	4
otal Units:		c																
Comments																		
Date			Ма	de by	Comment	s												
lay 22, 2008 03:	04 pm		You		Be careful wi	hat you ente	r (jokes, snu	bs, criticisms)th	e comments be	come perm	anent part of y	our employe	e records.					
Previous	Men																	
	em																	



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 H	IGHER EDUCA	ATION				UNIFIED	DIGITALCAN	IPUS			
Personal Information Emplo	oyee										
Search	Go									SITE M	AP HELP EXIT
Time and Leave	Reporti	ng	a Calaa	t Nevt er	Draviava to p	aviante through	the detec within	the period		Your current !	institution is TTU
Q Select the link under a da Time Sheet Title and Number: Department and Number: Time Sheet Period: Submit By Date: Earning: Date: Shift: Hours: Save Copy Account	Distribution	nours or day	s. Selec	t Next or	Vacation Pay May 23, 2008	Sr Office As Student Me May 16, 20 Jun 03, 20(the dates within ssistant T986 dia D05005 08 to May 31, 2 08 by 06:00 P.M	n the period. 352-00 1008 1.			
Earning	Shift Def Hou Uni	ault irs or ts	Total Hours	Total Fr Units M 20	riday ay 23, 008	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	(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		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	() 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		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 Service Excellence Leave Award	1	() 0) 0		Enter Hours Enter Hours	Enter Hours Enter Hours	Enter Hours Enter Hours	Enter Hours 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	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Voting	1	() 0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Foster Parent	1	0	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 Assistance Dog Training Leave	1 1	0) 0) 0		Enter Hours Enter Hours	Enter Hours Enter Hours	Enter Hours Enter Hours	Enter Hours 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		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			88	0	8	0	0	8	8	8	8
Total Units:				U	0	0	0	0	C	. 0	0
Position Selection	Comments	Preview	Su	bmit for A	Approval	Restart	evious Next				
Submitted for Approval B Approved By: Waiting for Approval Fror	y: n:										



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

	SU	NGAR	D SCT	HIGHER	EDUCATION				U	NIFIEDDI	GITALC	AMPUS						
Personal Information Employee Search Go														ELP EXIT	·			
Summary of Reported Time Your current Institution is TTU																		
👥 Set	your p	rinter	layout	to Lands	cape before	printing.												
Sr Office	Assis	tant, '	T9885	2-00											5	Student Media	a, D05005	
Time Sh	eet	- 1	T • • •	E. data a		a				-	F-14		C		T			
Code	Shirt	Hours	Units	May 16, 2008	May 17, 2008	May 18, 2008	Monday , May 19, 2008	May 20, 2008	May 21, 2008	, mursuay May 22, 2008	, Friday May 23, 2008	, Saturday May 24, 2008	May 25, 2008	May 26, 2008	, ruesday May 27, 2008	, weatlesday May 28, 2008	May 29, 2008	9, P 3 2
Hours	1	64		8			8		8	3	8			٤	3 8	В		8
Vacation Pay	1	8										8						
Sick Leave	1	16						8	3								8	
Total Ho	urs:	88		8			8	ı د	3 8	3	8	8		8	3 8	в	8	8
Total Uni	ts:		C															
Previo	us Me	nu																
FIEVIC	us me	ind																
RELEAS	: 7.3	3													po Si	wered by UNGARD' HIGHER	EDUCATION	

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

Search			(Go												SITE	E MAP I	HELP EXIT
Summ	Summary of Reported Time Your current Institution is TTU														tion is TTU			
🔍 Set yo	ur prin	ter layou	t to l	andscape	before	printing												
Sr Office A	Assista	int, T988	852-	00												Studen	t Media	, D05005
Time Sheet																		
Earning Shif Code	t Total Hours	Total Frie Units Ma 16, 200	day, y D8	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 1 Worked	64	1	8				8		8	8				8	8		8	8
Vacation 1 Pay	6	8								E								
Sick 1 Leave	16							8								8		
Total Hours: Total Units:	88	0	8				8	8	8	8 8				8	8	8	8	8
Previous	s Menu																	



10 Guide to Entering Employee Time and Leave Hours

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.

Search Go							CITE							
							SHE	MAP HELP EX.						
Time and Leave Repo	orting					Your current	Institution is TT							
Select the link under a date to e	nter hours or days	. Select Next or Pr	evious to navigat	e through the dat	es within the perio	d.								
Leave Report														
Title and Number:				Assistant Direct	or T95296-00									
Department and Number:				Student Media -	- D05005									
Leave Report Period:				May 01, 2008 to May 31, 2008										
Submit By Date:				Jun 15, 2008 by	06:00 P.M.									
Earning	Hours Units	May 01, 2008	-riday May 02, 2008	Saturday May 03, 2008	Sunday May 04, 2008	Monday May 05, 2008	Tuesday May 06, 2008	May 07, 2008						
Vacation Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou						
Sick Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hou						
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Print Preview: Use Landscape Legal paper to see the full 30 day period; it will not fit on Letter size.

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