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How to submit your timesheet from Employee Self Service?

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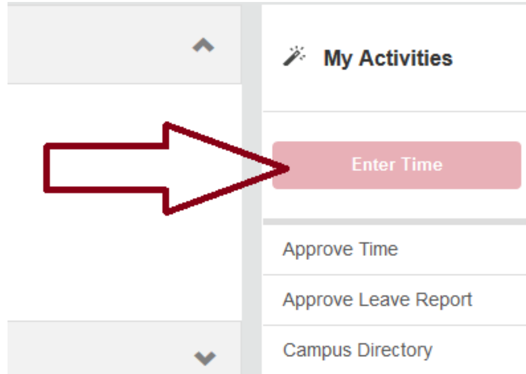
Created by: Ravnit Kaur (11-Dec-2018)
Last updated: Ravnit Kaur (31-Jan-2019)

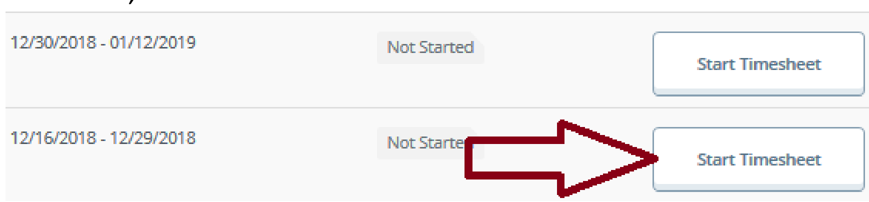
How to enter time from Employee Dashboard?

1. Open Employee Self Service and click on **Enter Time** under **My Activities**.



It will show your available timesheets sorted in descending order, which means, the most recent timesheet will be at the bottom.

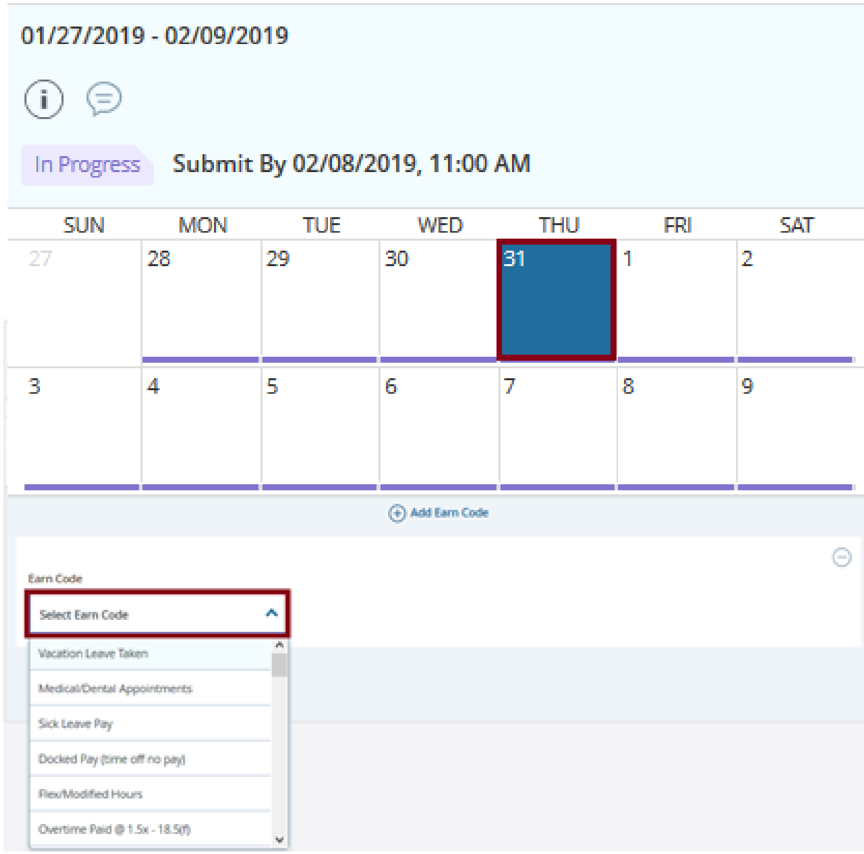
2. To start a timesheet, click on the **Start Timesheet** button.



It will show two weeks in that pay-period.

How to enter, edit, delete, and copy an earn code?

1. To add an earn code to a day, click on that day and select an **Earn Code** from the list of earn codes.



2. Enter the required number of **hours** and click on the **Save** button.

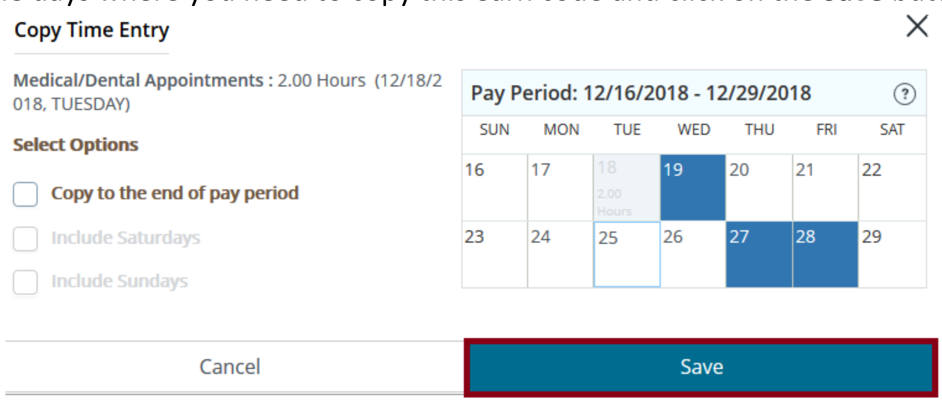
   You will notice that the entered number of hours and the earn code are showing on that day.

3. To add another earn code to the same day, click on the ⊕ Add Earn Code button.

4. To edit the entered number of hours for an earn code, click on the **edit** button and click on the **Save** button after editing.

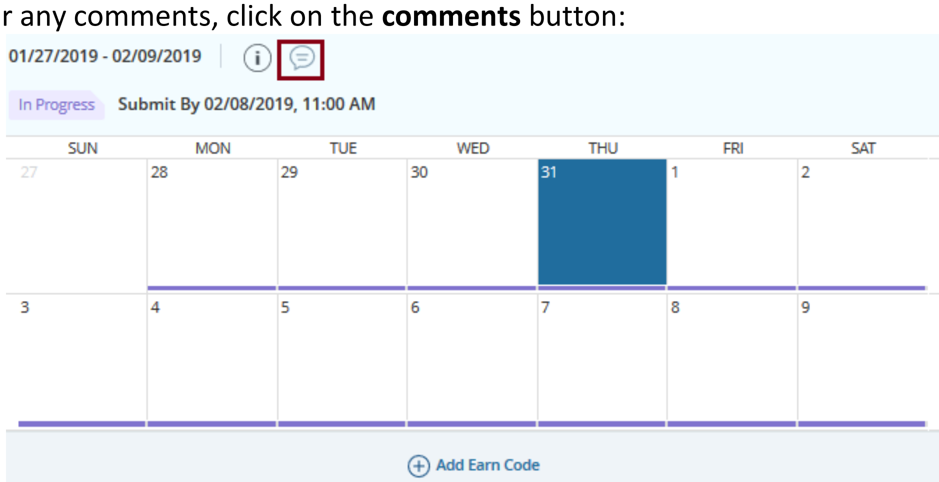
5. To delete an entered earn code, click on the **delete** button. It will prompt you if you want to delete the earning record. Click **Yes** and click on the **Save** button at the bottom.

6. To copy an entered earn code and hours to other days of the pay period, click on the **copy** button.
   Select the days where you need to copy this earn code and click on the **Save** button.

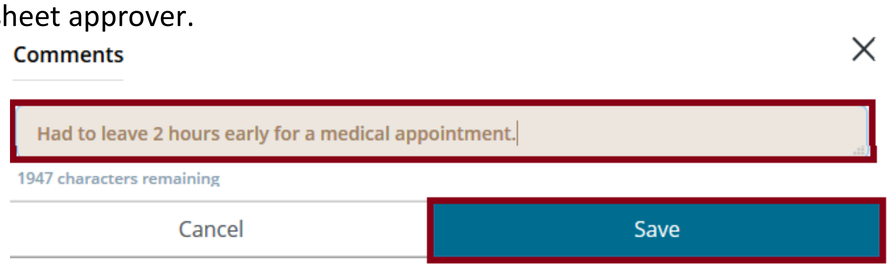


How to enter comments on the timesheet?

1. To enter any comments, click on the **comments** button:

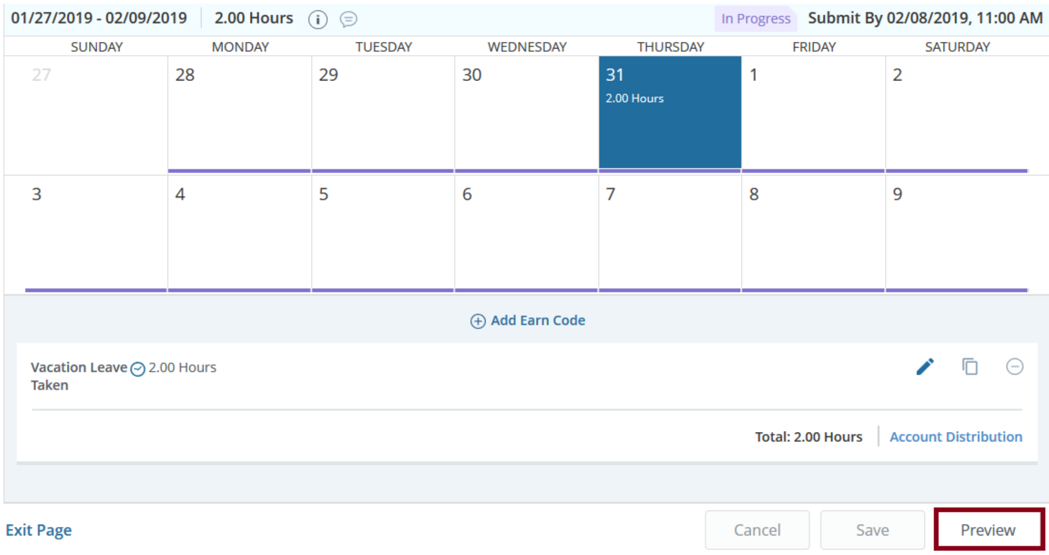


2. Type your comments and click on the **Save** button. These comments will be visible to the timesheet approver.

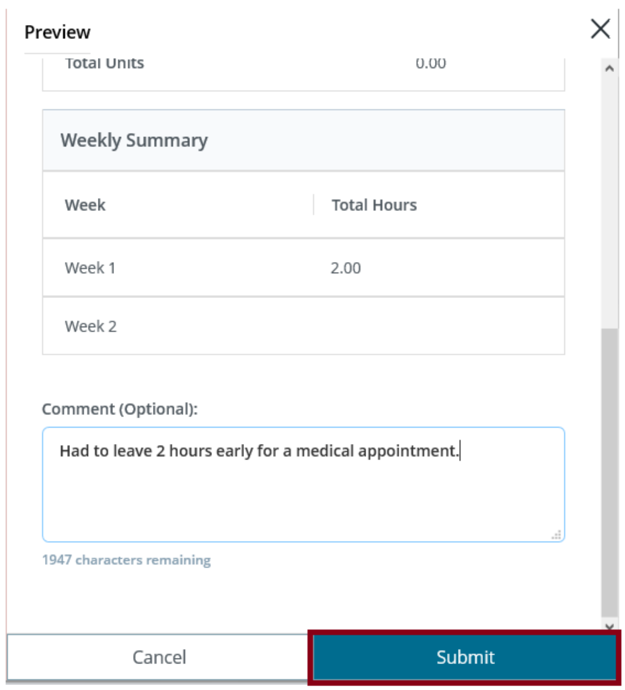


How to preview and submit and the timesheet?

1. Click on the **Preview** button at the bottom to view a summary of the entered earn codes, hours, and comments.



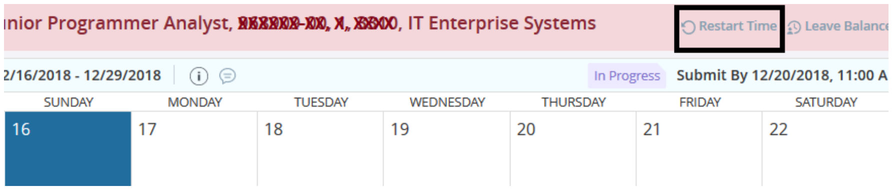
2. In the preview window, click on the **Submit** button to submit the timesheet for approval.



You will notice that the status of the timesheet has changed from "**In progress**" to "**Pending**".

How to restart the timesheet?

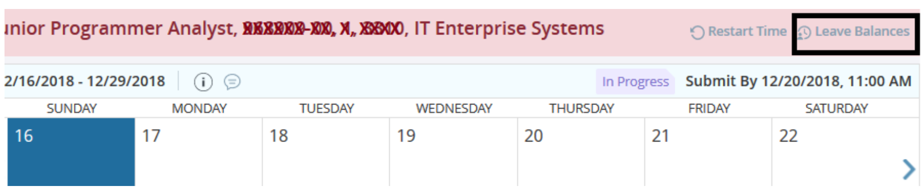
To restart your timesheet, click on the **Restart Time** button.



This will delete all the entered earn codes and comments and will restart the timesheet.

How to view leave balances?

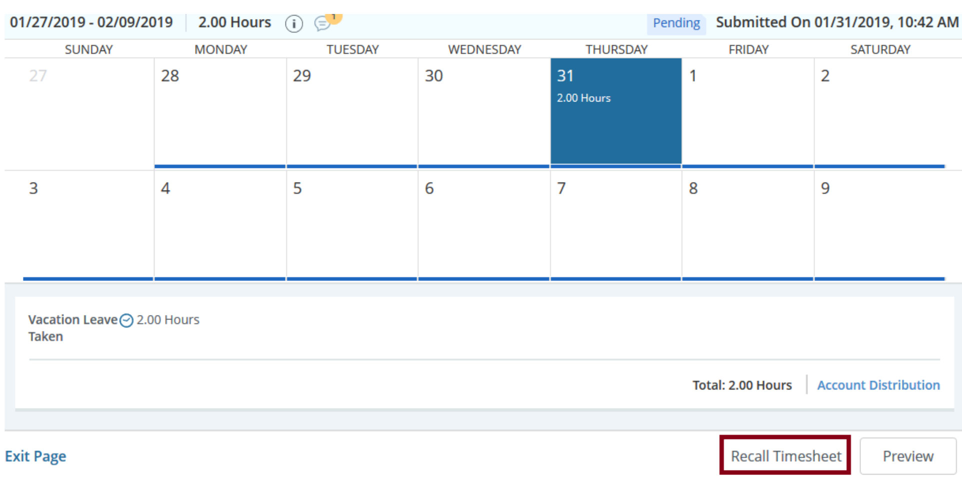
To view your leave balances, click on the **Leave Balances** button.



It will show you your leave balances vacation, sick leave, banked overtime, family illness, etc.

How to recall the timesheet?

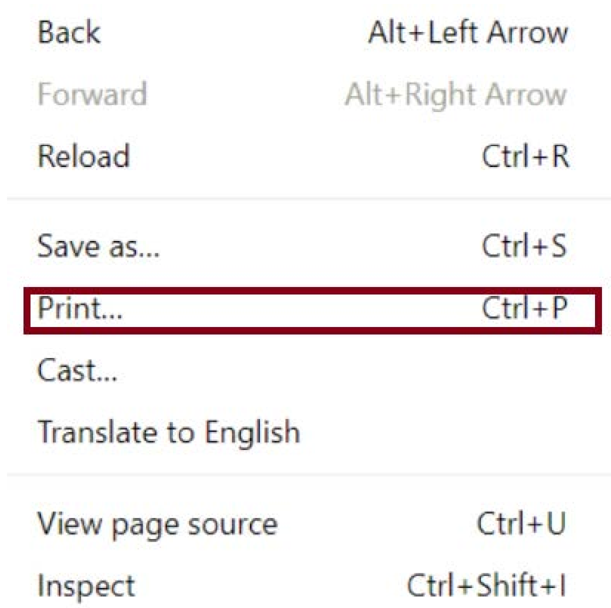
After submitting your timesheet, if you need to recall it, click on the **Recall Timesheet** button at the bottom.



Please note that you can recall your timesheet only if the approver has not approved it and if it is prior to the submission deadline.

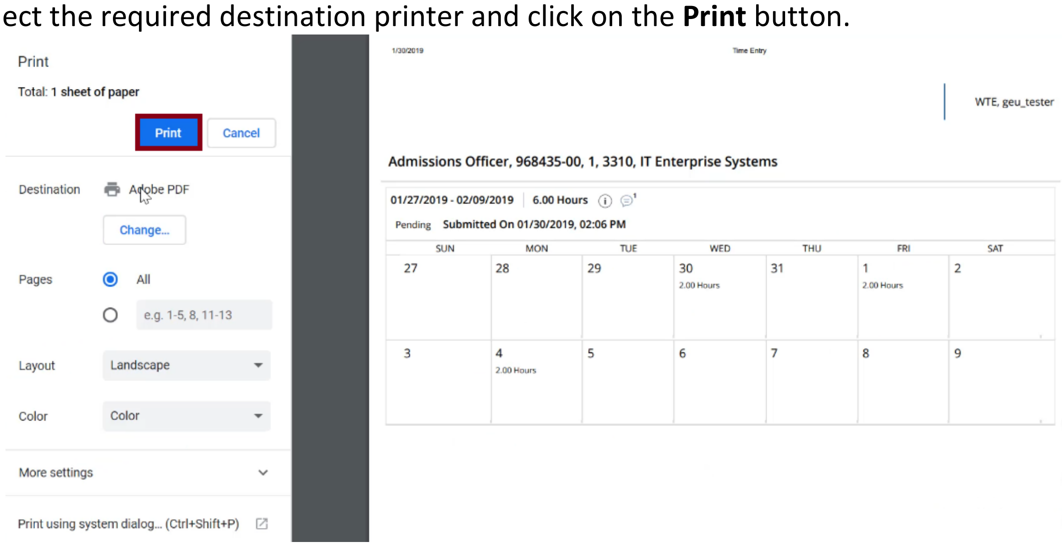
How to print your timesheet?

1. If you need to send a paper copy of your timesheet to payroll, you can print it by right clicking and then selecting the **Print** option.



   Alternatively, you can press **Ctrl + P** to print it.

2. Select the required destination printer and click on the **Print** button.



   Please note that the print out will *not* show your entered earn codes. So, please *write* your earn codes and mark any other required changes on the paper copy before sending it to payroll.
   Also, please write your employee ID below your name on the paper copy.

What do different statuses mean in the timesheet?

Timesheet's status changes from "Not Started" to "Completed" in the following manner: