

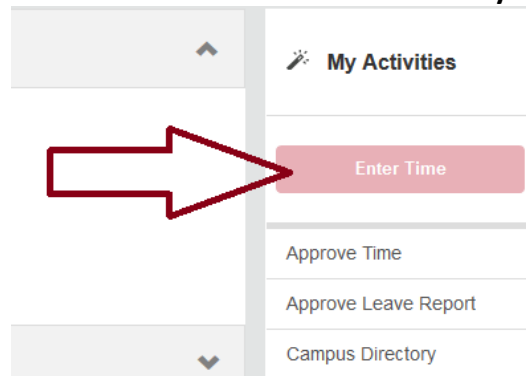
How to submit your timesheet from Employee Self Service?

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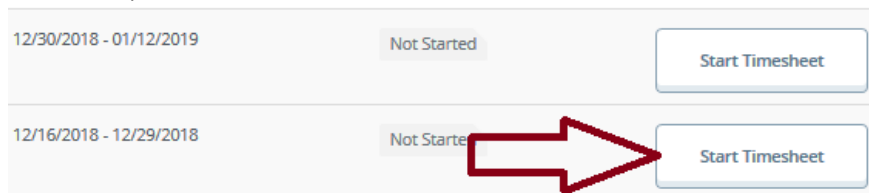
How to enter time from Employee Dashboard?

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.


The screenshot shows a calendar for the period 01/27/2019 - 02/09/2019. The status is 'In Progress' and the submission deadline is '02/08/2019, 11:00 AM'. The calendar grid shows days from Sunday to Saturday. Thursday, January 31st, is highlighted with a blue square. Below the calendar, there is a section titled 'Add Earn Code'. A dropdown menu is open, showing a list of earn codes: 'Select Earn Code', 'Vacation Leave Taken', 'Medical/Dental Appointments', 'Sick Leave Pay', 'Docked Pay (time off no pay)', 'Flex/Modified Hours', and 'Overtime Paid @ 1.5x - 18.5x'. The 'Medical/Dental Appointments' option is highlighted.


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

The screenshot shows the 'Add Earn Code' form. The 'Earn Code' dropdown is set to 'Medical/Dental Appointments'. The 'Hours' input field contains the number '2'. At the bottom of the form, there are three buttons: 'Exit Page', 'Cancel', and 'Save'. The 'Save' button is highlighted with a red box.

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.

- 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.

- 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.

Copy Time Entry ✕

Medical/Dental Appointments : 2.00 Hours (12/18/2018, TUESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays


☐ Include Sundays

Pay Period: 12/16/2018 - 12/29/2018 ?						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18 2.00 Hours	19	20	21	22
23	24	25	26	27	28	29

Cancel
Save

How to enter comments on the timesheet?

- To enter any comments, click on the **comments** button:

01/27/2019 - 02/09/2019 i 

In Progress Submit By 02/08/2019, 11:00 AM

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9

+ Add Earn Code

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

Comments ✕

Had to leave 2 hours early for a medical appointment.

1947 characters remaining

Cancel
Save

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.

01/27/2019 - 02/09/2019 | 2.00 Hours | In Progress | Submit By 02/08/2019, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31 2.00 Hours	1	2
3	4	5	6	7	8	9

[Add Earn Code](#)

Vacation Leave 2.00 Hours Taken

Total: 2.00 Hours | [Account Distribution](#)

[Exit Page](#) [Cancel](#) [Save](#) **[Preview](#)**

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

Preview [X]

Total Units: 0.00

Weekly Summary

Week	Total Hours
Week 1	2.00
Week 2	

Comment (Optional):

Had to leave 2 hours early for a medical appointment.

1947 characters remaining

[Cancel](#) **[Submit](#)**

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.

The screenshot shows the top of a timesheet for a user named 'Junior Programmer Analyst, 2020-2021, 2000, IT Enterprise Systems'. At the top right, there are two buttons: 'Restart Time' and 'Leave Balances'. The 'Restart Time' button is highlighted with a black rectangular box. Below the buttons, there is a date range '2/16/2018 - 12/29/2018', a status 'In Progress', and a 'Submit By 12/20/2018, 11:00 A' deadline. The main area is a calendar grid with days of the week as columns and dates as rows. The date 16 is highlighted in blue.

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.

This screenshot is similar to the previous one, showing the same user and timesheet interface. In this instance, the 'Leave Balances' button at the top right is highlighted with a black rectangular box. The rest of the interface, including the date range, status, deadline, and calendar grid, remains the same.

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.

The screenshot shows a submitted timesheet for the period '01/27/2019 - 02/09/2019' with a total of '2.00 Hours'. The status is 'Pending' and it was 'Submitted On 01/31/2019, 10:42 AM'. The calendar grid shows dates from 27 to 9, with the 31st of January highlighted in blue and labeled '2.00 Hours'. Below the calendar, there is a section for 'Vacation Leave' showing '2.00 Hours Taken'. At the bottom right, there are two buttons: 'Recall Timesheet' and 'Preview'. The 'Recall Timesheet' button is highlighted with a red rectangular box. There is also an 'Exit Page' link at the bottom left.

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.

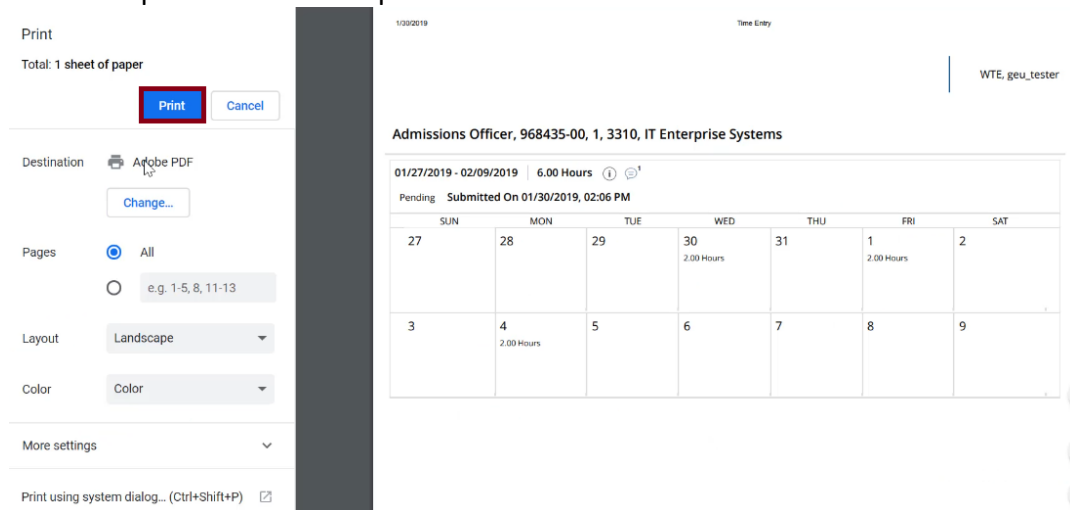
How to print your timesheet?

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:

