

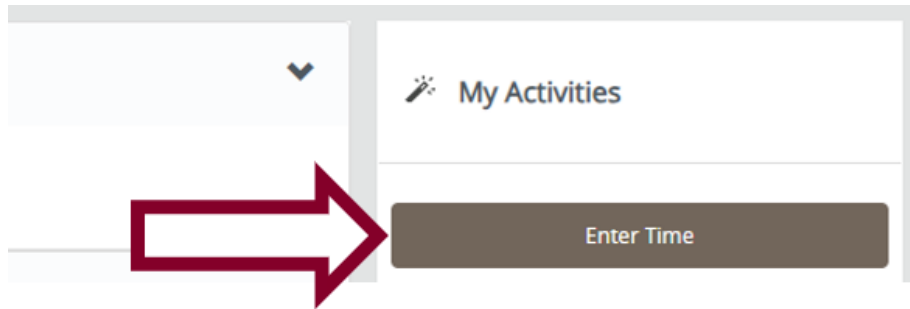
How to Submit Your Timesheet from Employee Self Service?

Contents

How to Navigate to Your Timesheet from Employee Dashboard?.....	1
How to Enter, Edit, Delete, and Copy an Earn Code?	3
How to Enter Comments on the Timesheet?	5
How to Preview and Submit and the Timesheet?	6
How to Recall the timesheet?.....	8
How to View Leave Balances?.....	9
Leave Balance Sick Leave Pay Timesheet Message	10
How to Recall the Timesheet?	11
How to Print Your Timesheet?	12
What Do Different Statuses Mean in the Timesheet?.....	13

How to Navigate to Your Timesheet from Employee Dashboard?

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



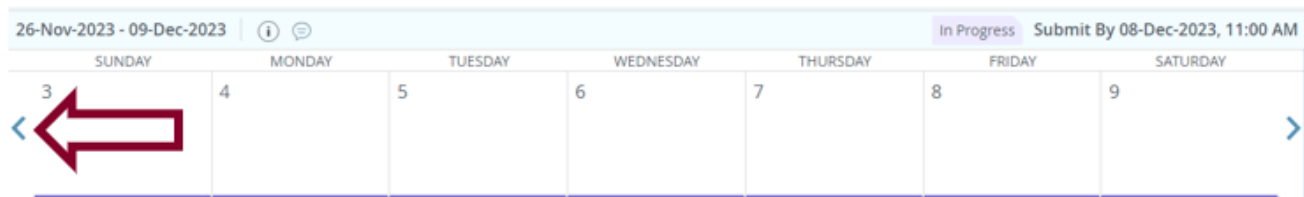
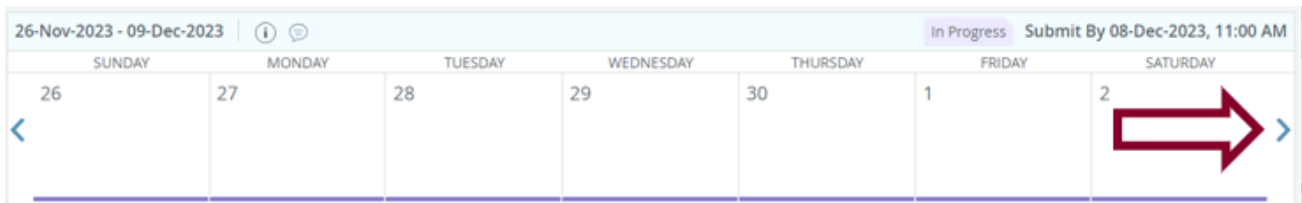
It will show your available timesheets sorted in descending order, which means, the most recent timesheet will be at the bottom.

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



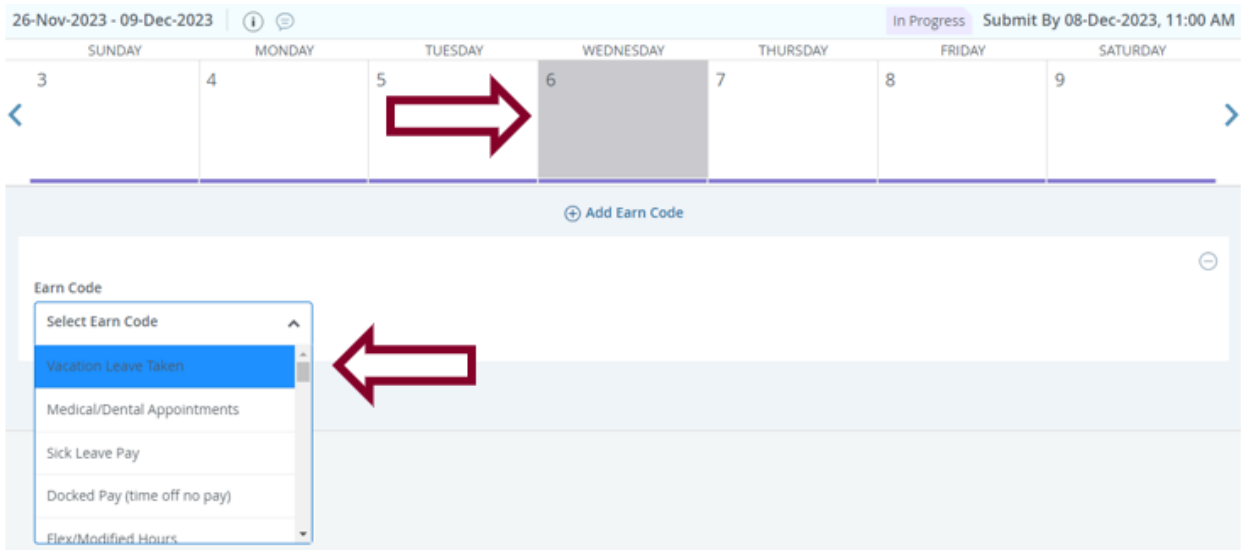
It will show one week in that pay-period at a time.

3. To Navigate between the different weeks within the pay-period, clickthrough on the [Blue](#) Navigation Tool



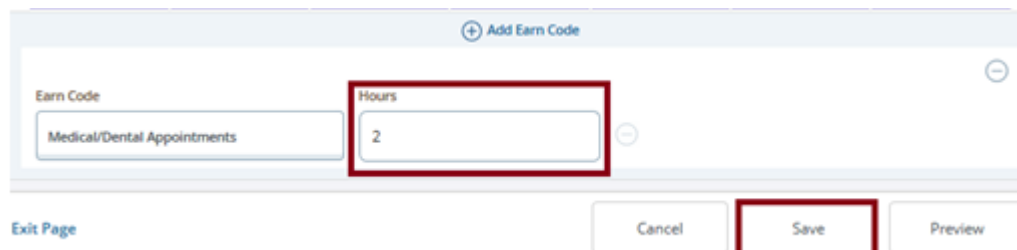
How to Enter, Edit, Delete, and Copy an Earn Code?

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





- You will know when a specific date is selected when the specific date box is grey
- Once the date is selected and grey, you can begin to navigate the list of earn codes
- Select the specific earn code you wish

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

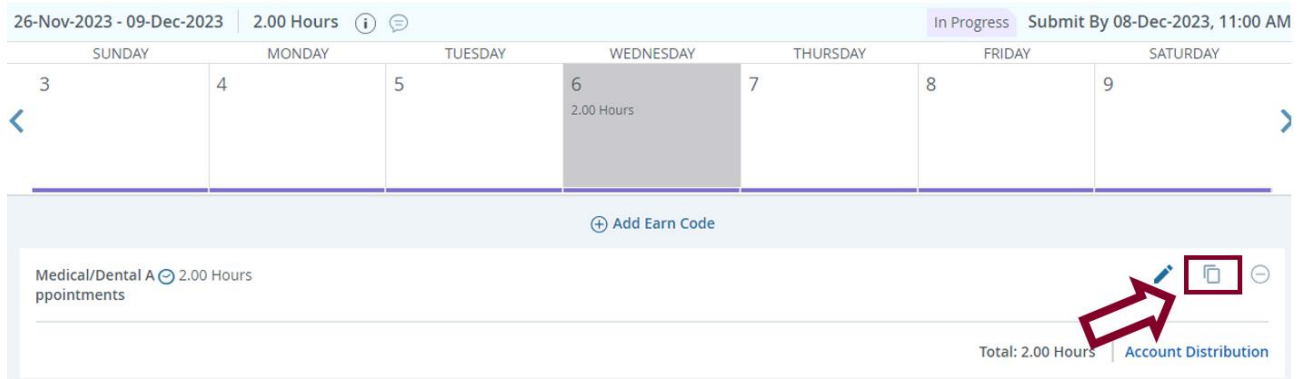


You will notice that the entered number of hours and the earn code are showing on that day.

- To add another earn code to the same day, click on the **+ Add Earn Code** button.
- 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.



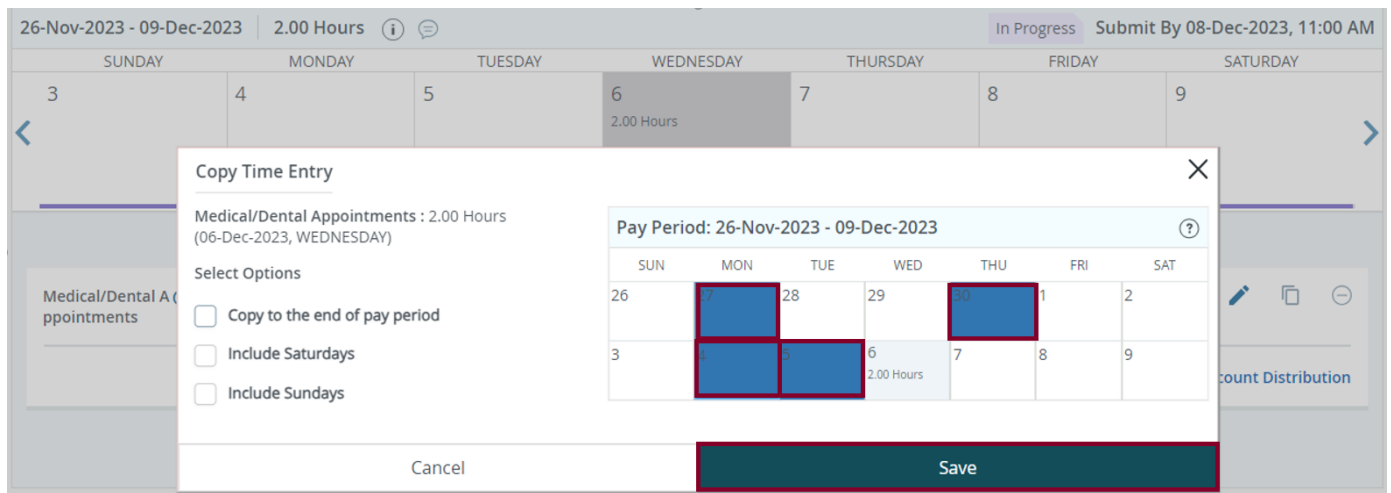
26-Nov-2023 - 09-Dec-2023 | 2.00 Hours | In Progress | Submit By 08-Dec-2023, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6 2.00 Hours	7	8	9

Medical/Dental A appointments 2.00 Hours

Total: 2.00 Hours | Account Distribution

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
(06-Dec-2023, WEDNESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

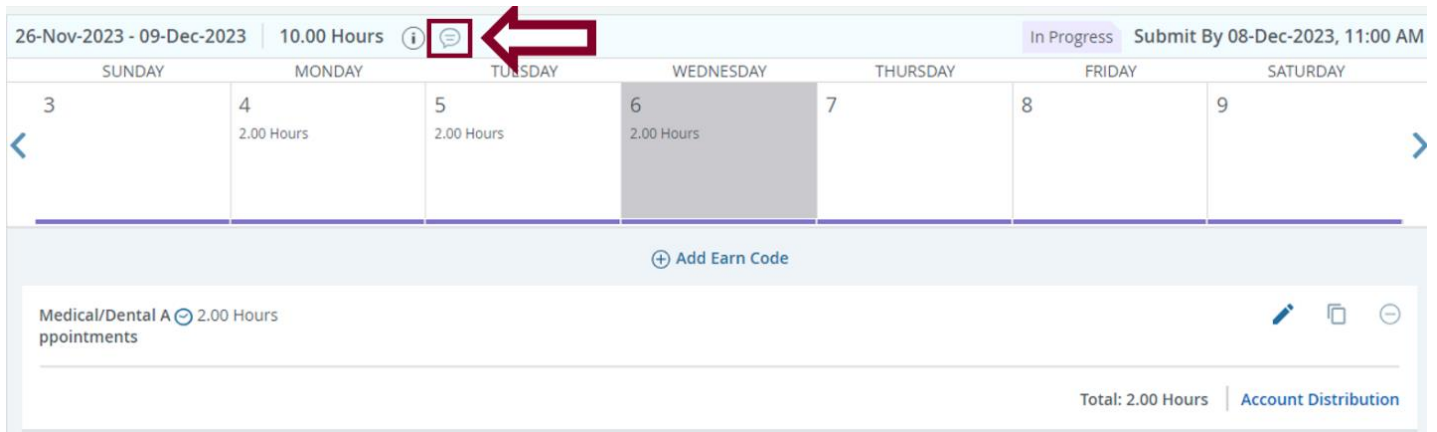
Pay Period: 26-Nov-2023 - 09-Dec-2023

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6 2.00 Hours	7	8	9

Cancel | Save

How to Enter Comments on the Timesheet?

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



26-Nov-2023 - 09-Dec-2023 | 10.00 Hours | **Comments** | In Progress | Submit By 08-Dec-2023, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 2.00 Hours	5 2.00 Hours	6 2.00 Hours	7	8	9

+ Add Earn Code

Medical/Dental A 2.00 Hours
 ppointments

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

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

X

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.

26-Nov-2023 - 09-Dec-2023 | 10.00 Hours | In Progress | Submit By 08-Dec-2023, 11:00 AM


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 2.00 Hours	5 2.00 Hours	6 2.00 Hours	7	8	9

+ Add Earn Code

Medical/Dental A 2.00 Hours
ppointments

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.


Time Entry Detail			
Date	Earn Code	Shift	Total
27-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
30-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
04-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
05-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
06-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
MED, Medical/Dental Appointments	1	4.00	6.00	10.00 Hours
Total Hours		4.00	6.00	

Routing and Status	
Name	Action
	Originated On 06-Dec-2023, 10:43 AM by
	Submit By 08-Dec-2023, 11:00 AM
	In the Queue

Comment (Optional):
Add Comment

Return | **Submit**



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

Employee Dashboard • Timesheet • ✔ Timesheet successfully submitted.

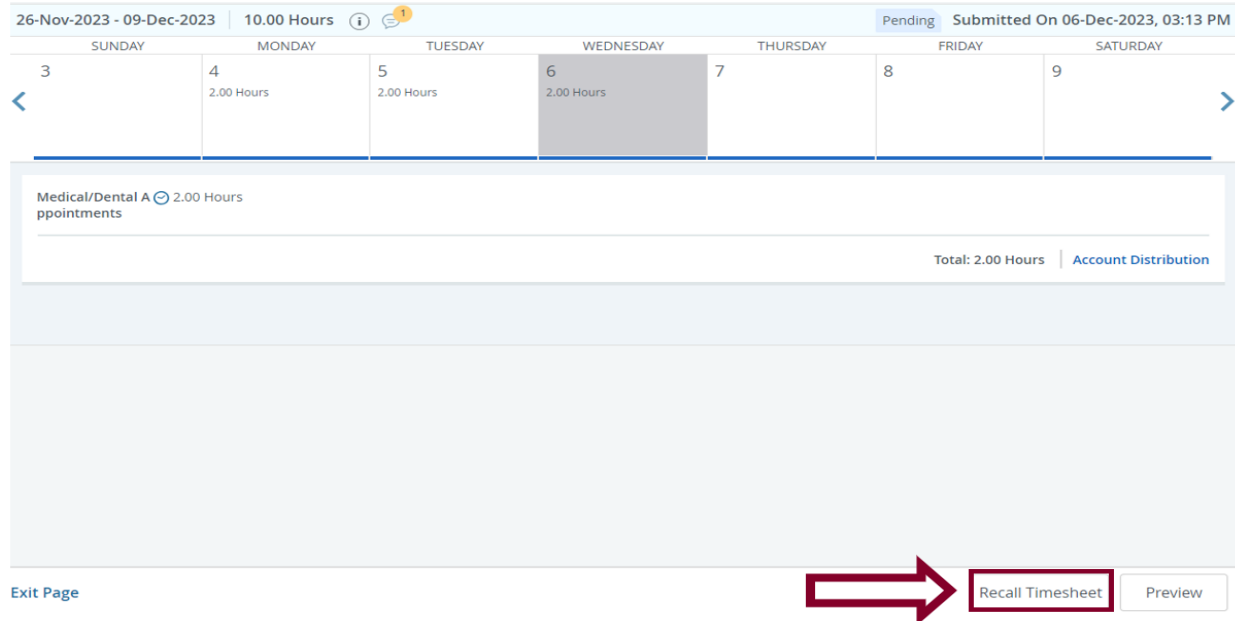
HRIS Specialist, 987085-00, 1, 2037, People Services 🖨️

Pay Period: 26-Nov-2023 - 09-Dec-2023 | 10.00 Hours | Pending Submitted On 06-Dec-2023, 02:43 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
27-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
30-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
04-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
05-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
06-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours

How to Recall the timesheet?

1. To recall your timesheet, click on the **Recall Time** button.



The screenshot displays a timesheet interface for the period 26-Nov-2023 to 09-Dec-2023, totaling 10.00 hours. The status is 'Pending', submitted on 06-Dec-2023 at 03:13 PM. The timesheet shows 2.00 hours recorded on Monday, Tuesday, and Wednesday. A red arrow points to the 'Recall Timesheet' button at the bottom right of the interface.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4 2.00 Hours	5 2.00 Hours	6 2.00 Hours	7	8	9

Medical/Dental A 2.00 Hours
ppointments

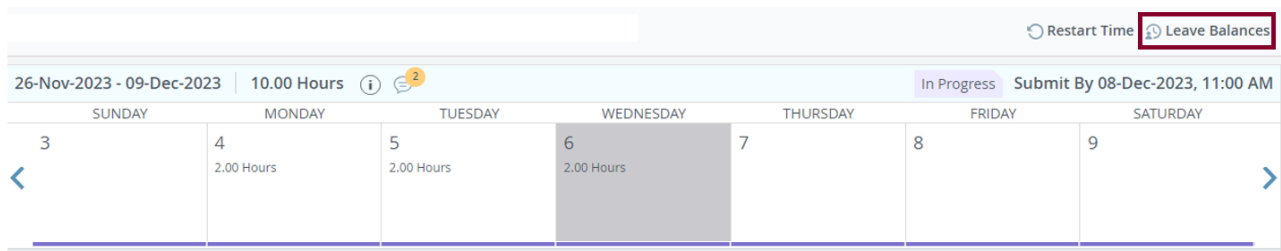
Total: 2.00 Hours | [Account Distribution](#)

[Exit Page](#) [Recall Timesheet](#) [Preview](#)

This move the timesheet from “Pending” to “In Progress,” which will enable you to make edits to your timesheet again.

How to View Leave Balances?

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



Employee Leave Balance ✕

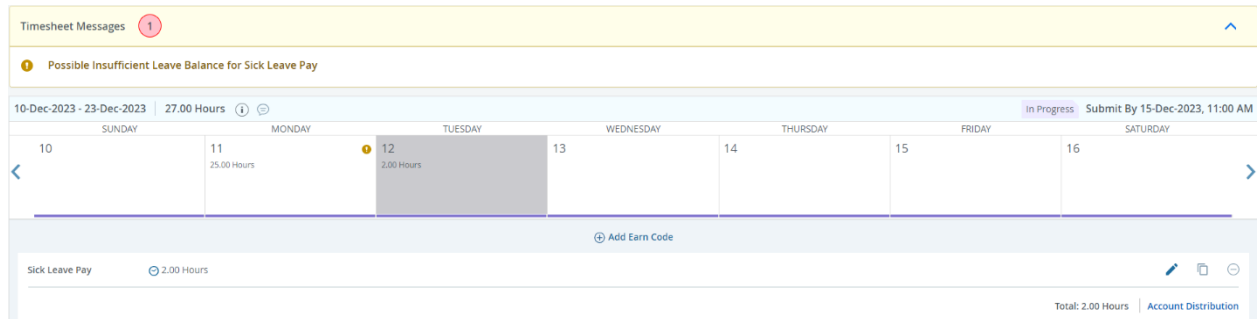
Leave Balances as of 06-Dec-2023

Vacation		Sick Leave	
Beginning Balance	00	Beginning Balance	0.00
Earned	.00	Earned	0.00
Taken	00	Taken	.00
Vacation in hours	0.00	Sick Leave in hours	0.00
OT Bank		Family Illness	
Beginning Balance	0.00	Beginning Balance	0.00
Earned	0.00	Earned	0.00
Taken	0.00	Taken	0.00
OT Bank in hours	0.00	Family Illness in hours	0.00

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

Leave Balance Sick Leave Pay Timesheet Message

1. When Applying the Sick Leave Pay Earn Code onto your timesheet, please be aware that an error message will pop-up as per the below:



The screenshot displays a 'Timesheet Messages' notification with a red circle containing the number '1'. The message reads: 'Possible Insufficient Leave Balance for Sick Leave Pay'. Below the message is a timesheet grid for the period '10-Dec-2023 - 23-Dec-2023' with a total of '27.00 Hours'. The grid shows days from Sunday to Saturday. On Tuesday, 12-Dec-2023, there is an entry for 'Sick Leave Pay' with a duration of '2.00 Hours'. At the bottom of the timesheet, there is a section for 'Sick Leave Pay' with a total of '2.00 Hours' and an 'Add Earn Code' button. A 'Total: 2.00 Hours' and 'Account Distribution' link are also visible.

2. As all employees do not have a balance for Sick Leave, this will result in the error message populating:

Sick Leave	
Beginning Balance	0.00
Earned	0.00

3. The messaging can be disregarded as the earn code will still be applied to your timesheet.

How to Recall the Timesheet?

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

01/27/2019 - 02/09/2019 | 2.00 Hours | Pending | Submitted On 01/31/2019, 10:42 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

Vacation Leave Taken 2.00 Hours

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

[Exit Page](#) [Recall Timesheet](#) [Preview](#)

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.

Timesheet Detail Summary

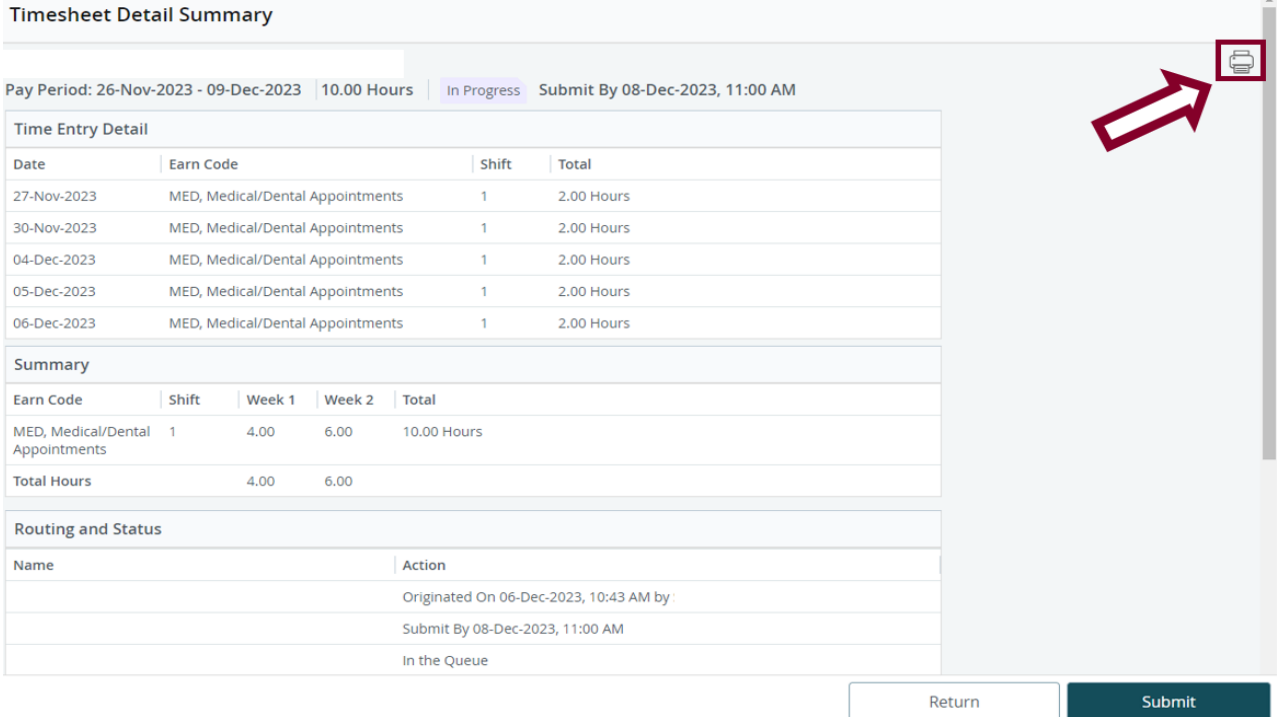
Pay Period: 26-Nov-2023 - 09-Dec-2023 | 10.00 Hours | In Progress | Submit By 08-Dec-2023, 11:00 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
27-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
30-Nov-2023	MED, Medical/Dental Appointments	1	2.00 Hours
04-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
05-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours
06-Dec-2023	MED, Medical/Dental Appointments	1	2.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
MED, Medical/Dental Appointments	1	4.00	6.00	10.00 Hours
Total Hours		4.00	6.00	

Routing and Status	
Name	Action
	Originated On 06-Dec-2023, 10:43 AM by:
	Submit By 08-Dec-2023, 11:00 AM
	In the Queue

Return Submit



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

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

Please ensure you 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:

