



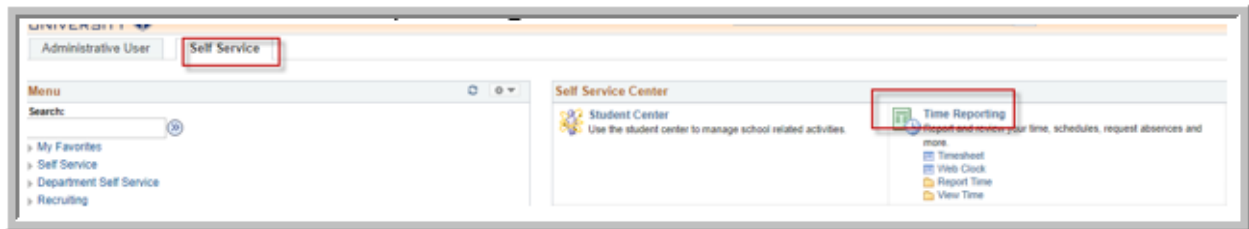
Positive Pay BE Employees (FLSA non-exempt) How to use the new Online Timesheet

Reporting Time

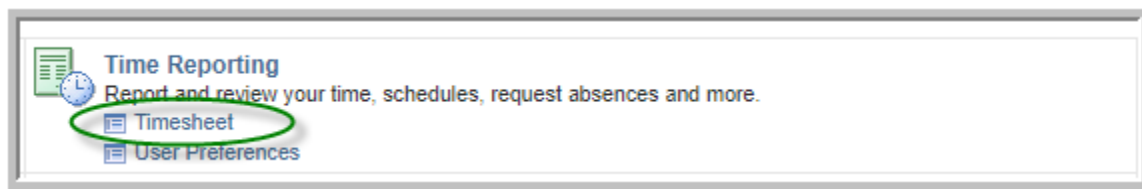
This online timesheet replaces the paper timesheet now being used by all FLSA non-exempt regular (BE) employees.

Log into LOUIE – Self-service and do the following steps

Select Time Reporting



Select Timesheet



Timesheet opens in the current week

You can use the drop down to view by pay period or click on Previous Week or Next Week hyperlinks to move backward or forward

Mon 8/7	Tue 8/8	Wed 8/9	Thu 8/10	Fri 8/11	Sat 8/12	Sun 8/13	Total Time Reporting Code	Overtime as Cash		
								<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
								<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
								<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Date	Total TRC	Description	Comments
	0.000000		

Once you submit you will be asked to acknowledge that the time reported is accurate and complies with University Policies – this is your electronic signature

Message

Timesheet Signature (24700,1)

I acknowledge that the reported time is accurate and complies with University policies.

OK

Once submitted you will see the hours that need approval in the “Reported Time Status” below the timesheet

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
08/07/2017	Needs Approval	8.00	REG	Regular	
08/08/2017	Needs Approval	8.00	REG	Regular	
08/09/2017	Needs Approval	8.00	REG	Regular	
08/10/2017	Needs Approval	8.00	VHR	Vacation	
08/11/2017	Needs Approval	8.00	SHR	Sick	

By clicking on the “Needs Approval” Hyperlink you can see who can approve your form – this will be your immediate supervisor and/or any proxy they have set up. Select “Return to Timesheet” to go back to your timesheet.

Timesheet

Approval Monitor

REG on 2017-08-07 Status: Pending

Approval Step

Pending

Red Ridinghood
Position Reports-To or Proxy

REG on 2017-08-08 Status: Pending

Approval Step

Pending

Red Ridinghood
Position Reports-To or Proxy

REG on 2017-08-09 Status: Pending

Approval Step

Pending

Red Ridinghood
Position Reports-To or Proxy

VHR on 2017-08-10 Status: Pending

Approval Step

Pending

Red Ridinghood
Position Reports-To or Proxy

SHR on 2017-08-11 Status: Pending

Approval Step

Pending

Red Ridinghood
Position Reports-To or Proxy

[Return to Timesheet](#)

Requesting Future Time off

This replaces the eROA

Select a future date refresh by hitting the green arrows (again you can view by future day, week or pay period – you can make changes or adjustments back 2 pay periods)

Timesheet

Maid Marian Employee ID 3330764
Human Resources Assistant Empl Record 0

Actions Time Source Schedule Earliest Change Date 07/31/2017

Select Another Timesheet

*View By Week

*Date 10/30/2017

Previous Week Next Week

Enter and submit requested time off (you can go back 2 pay periods if time was missed or needs to be adjusted)

Timesheet

Maid Marian Employee ID 3330764
Human Resources Assistant Empl Record 0

Actions Time Source Schedule Earliest Change Date 07/31/2017

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 10/30/2017

Reported Hours 40.00 Print Timesheet

From Monday 10/30/2017 to Sunday 11/05/2017

Mon 10/30	Tue 10/31	Wed 11/1	Thu 11/2	Fri 11/3	Sat 11/4	Sun 11/5	Total	Time Reporting Code	Overtime as Cash
8.00	8.00	8.00	8.00	8.00			40.00	02 VHR - Vacation	<input type="checkbox"/>

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Personalize Find 1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
10/30/2017	Needs Approval	8.00	VHR	Vacation	
10/31/2017	Needs Approval	8.00	VHR	Vacation	
11/01/2017	Needs Approval	8.00	VHR	Vacation	
11/02/2017	Needs Approval	8.00	VHR	Vacation	
11/03/2017	Needs Approval	8.00	VHR	Vacation	

Self Service
Time Reporting

You can also view your Leave Balances while in the timesheet- The “Recorded Balance” reflects time off requests that have not been previously processed.

Plan	Recorded Balance	View Detail
Sick	82.00	
Vacation	6.05	

To View your current available balance Click on the icon under the “View Detail” tab and a window will pop up displaying your current available balance. (Note the difference in the Recorded Balance above and the End Balance Below)

Plan	Recorded Balance	View Detail
Sick	82.00	
Vacation	6.05	

Sick Detail
 Briar Rose
 Manager, HR
 Employee ID 3329369
 Employment Record 0

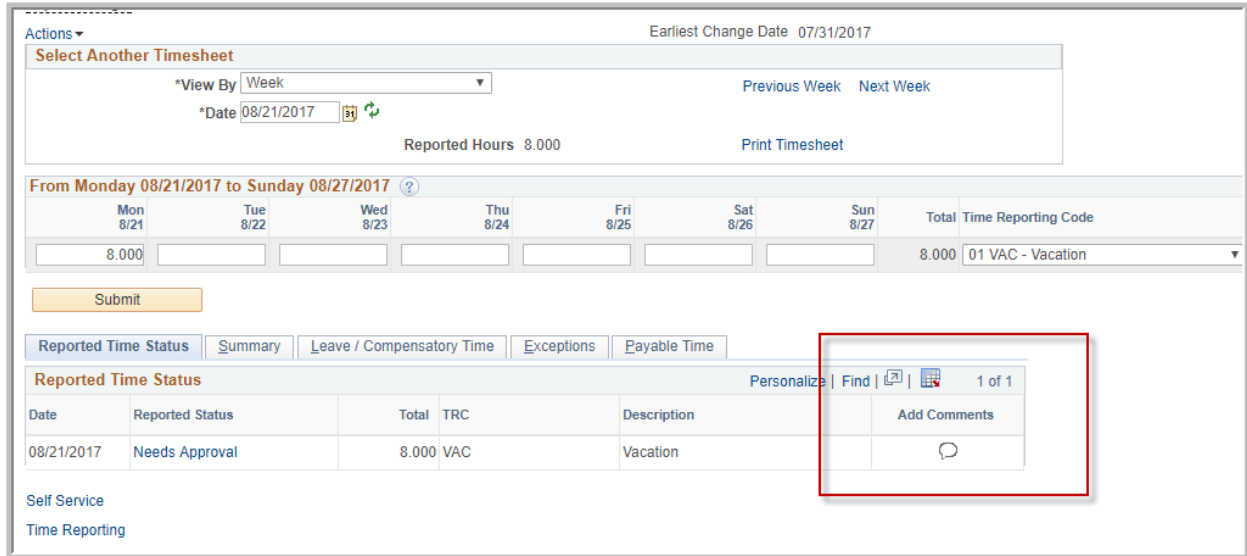
Displays the balance of Leave/Compensatory time for an employee as of the specified date. The Carry Over is the balance of Leave at the start of the calendar year. The End Balance is the Starting Balance for the accrual date plus the units earned minus units taken.

Plan	Plan Description	Unit Type	Carry Over	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
50	Sick	Hours	74.086136	74.086136	55.172400	31.250	98.009	07/16/2017

Adding Comments

After submitting a time off request you may add comments for your supervisor if you want or need to.

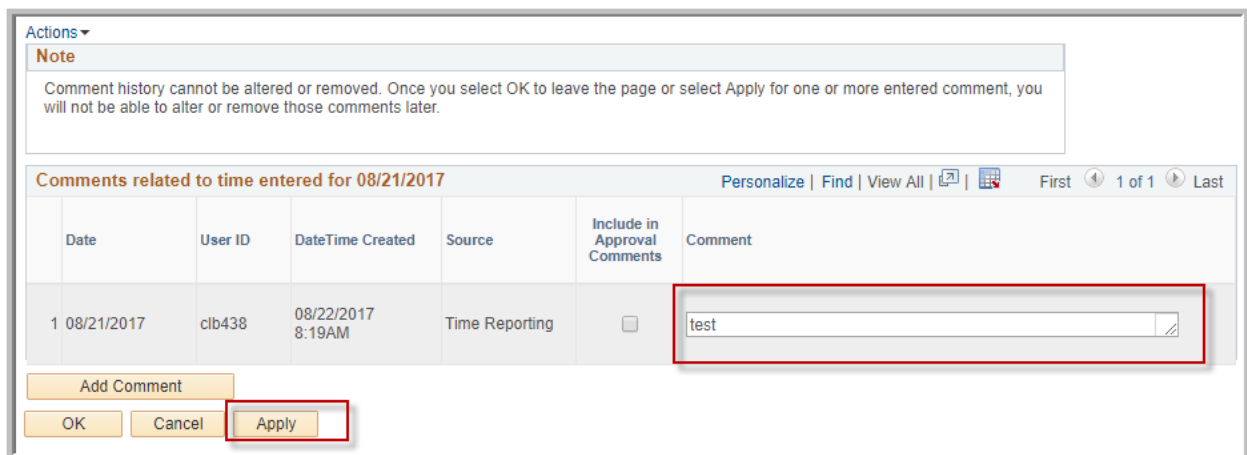
Click on the comment  box



The screenshot shows the 'Reported Time Status' section of a time reporting system. At the top, there are navigation options like 'Select Another Timesheet', 'View By' (set to 'Week'), and 'Date' (08/21/2017). Below this is a table for the week of 08/21/2017 to 08/27/2017, with a total of 8.000 hours reported. A 'Submit' button is visible. The 'Reported Time Status' table has columns for Date, Reported Status, Total, TRC, and Description. A row shows '08/21/2017' with 'Needs Approval' status, '8.000' total, 'VAC' TRC, and 'Vacation' description. A red box highlights the 'Add Comments' button and a comment icon in the table row.

Date	Reported Status	Total	TRC	Description
08/21/2017	Needs Approval	8.000	VAC	Vacation

Enter your comment and then select “Apply” or “OK”

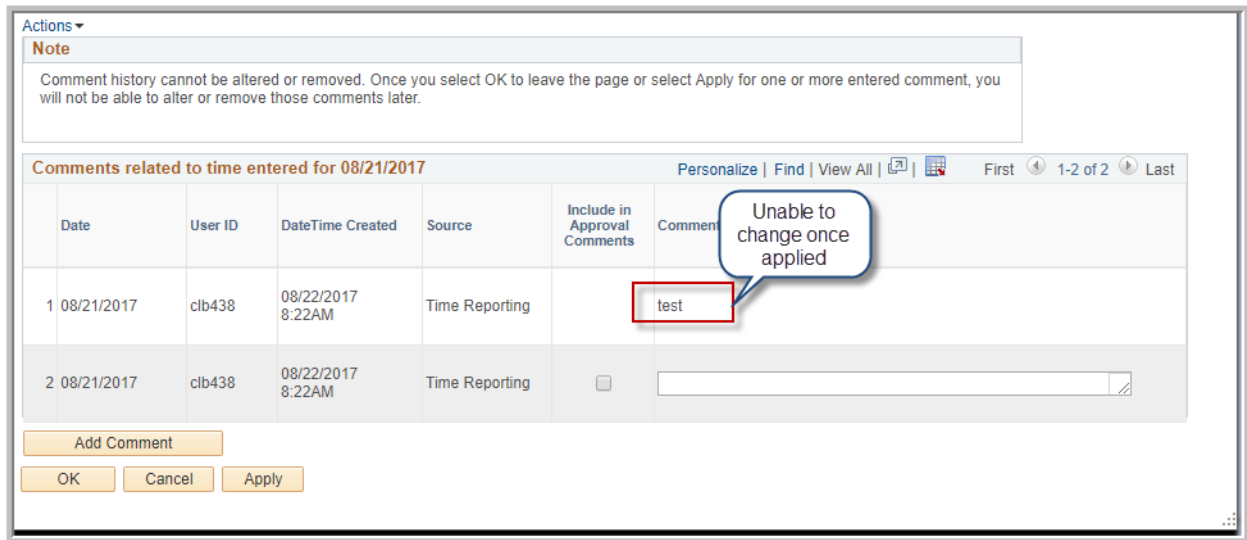


The screenshot shows the 'Add Comment' dialog box. It contains a 'Note' at the top stating that comment history cannot be altered. Below is a table of 'Comments related to time entered for 08/21/2017'. A red box highlights the text input field in the 'Comment' column, which contains the word 'test'. At the bottom, there are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply', with the 'Apply' button highlighted by a red box.

Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1 08/21/2017	clb438	08/22/2017 8:19AM	Time Reporting	<input type="checkbox"/>	test

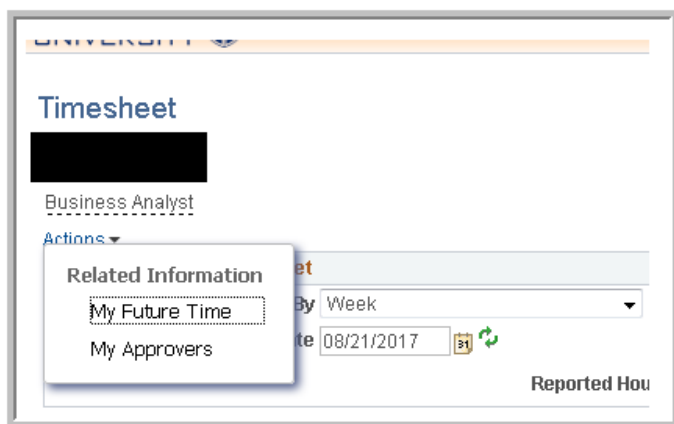
Selecting “Add Comment” opens up another window for making additional comments after you have applied the first comment.

Once a comment has been applied, as state in the “Note” section, the original comment cannot be deleted or altered as pictured below.



If you have not selected “Apply” or “Ok” you can hit cancel and it will not save your comment.

To view all future time off requests you can select “Actions” under the name and title and click on “My Future Time” to get a list time requested.



Additional FAQ’s and documentation can be found on the HR Website.

