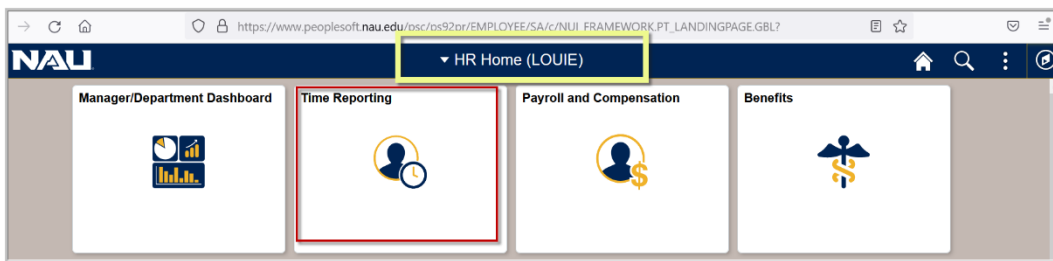


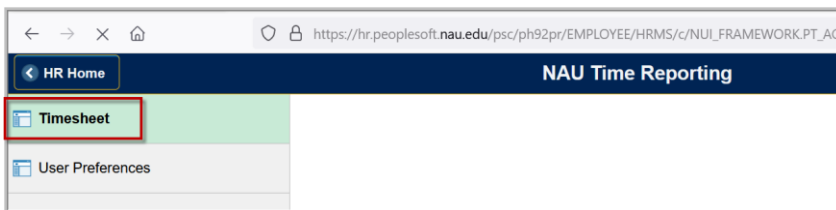


Positive Pay BE Employees (FLSA non-exempt) How to use the new Online Timesheet Reporting Time

Log into LOUIE – HR Home (LOUIE)
Select Time Reporting

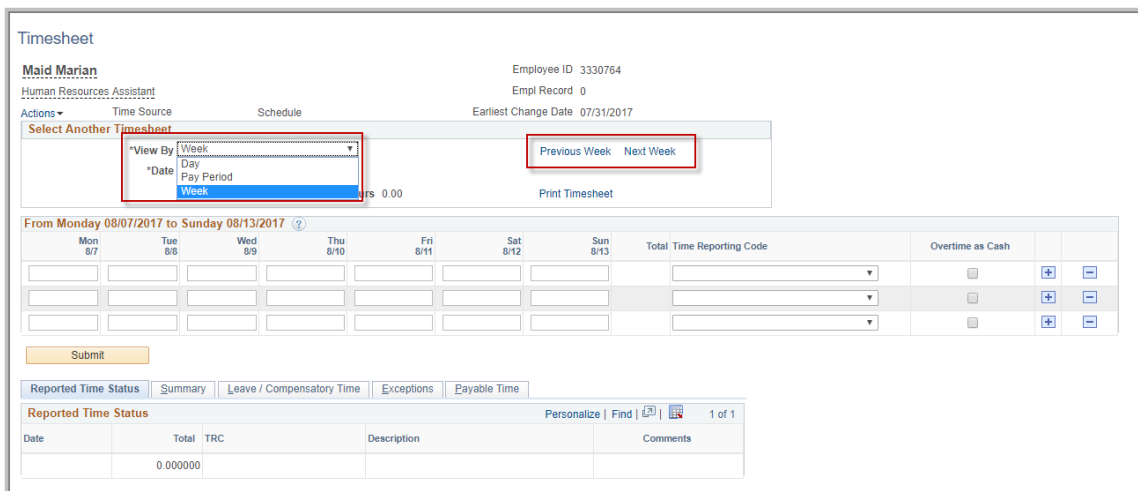


Select Timesheet



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



Enter daily hours worked and/or other time requested off and submit. A separate line needs to be used for each Time Reporting Code— this can be done daily.

****See requesting future time off at the end of this document this replaces the eROA.**

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 08/07/2017 Reported Hours 0.00 Print Timesheet

From Monday 08/07/2017 to Sunday 08/13/2017

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
8	8	8	8	8	8	8	48.00	01 REG - Regular	<input type="checkbox"/>
								02 VHR - Vacation	<input type="checkbox"/>
								03 SHR - Sick	<input type="checkbox"/>

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

Self Service

If you work Overtime (regular hours over 40) the system will automatically process the extra as comp time earned. Check the box “Overtime as Cash” to be Paid OT.

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 07/31/2017 Reported Hours 48.00 Print Timesheet

From Monday 07/31/2017 to Sunday 08/06/2017

Mon 7/31	Tue 8/1	Wed 8/2	Thu 8/3	Fri 8/4	Sat 8/5	Sun 8/6	Total	Time Reporting Code	Overtime as Cash
8.00	8.00	8.00	8.00	8.00	8.00	8.00	48.00	01 REG - Regular	<input checked="" type="checkbox"/>

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Summary Personalize Find 1-3 of 3

Category	Total	Mon 7/31	Tue 8/1	Wed 8/2	Thu 8/3	Fri 8/4	Sat 8/5	Sun 8/6
Regular	48.00	8.00	8.00	8.00	8.00	8.00	8.00	
Total Reported Hours	48.00	8.00	8.00	8.00	8.00	8.00	8.00	
Time with no Category								

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.

The screenshot displays the 'Approval Monitor' section of a 'Timesheet' application. It lists five pending approval items, each with a date and status of 'Pending'. Each item is associated with 'Red Ridinghood' as the 'Position Reports-To or Proxy'. A 'Return to Timesheet' button is located at the bottom of the list.

Date	Status	Approval Step
REG on 2017-08-07	Pending	Pending (Red Ridinghood)
REG on 2017-08-08	Pending	Pending (Red Ridinghood)
REG on 2017-08-09	Pending	Pending (Red Ridinghood)
VHR on 2017-08-10	Pending	Pending (Red Ridinghood)
SHR on 2017-08-11	Pending	Pending (Red Ridinghood)

[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
Human Resources Assistant

Employee ID 3330764
Empl Record 0
Earliest Change Date 07/31/2017

Actions ▾ Time Source Schedule

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
Human Resources Assistant

Employee ID 3330764
Empl Record 0
Earliest Change Date 07/31/2017

Actions ▾ Time Source Schedule

Select Another Timesheet

*View By Week

*Date 10/30/2017 

Previous Week Next Week

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

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

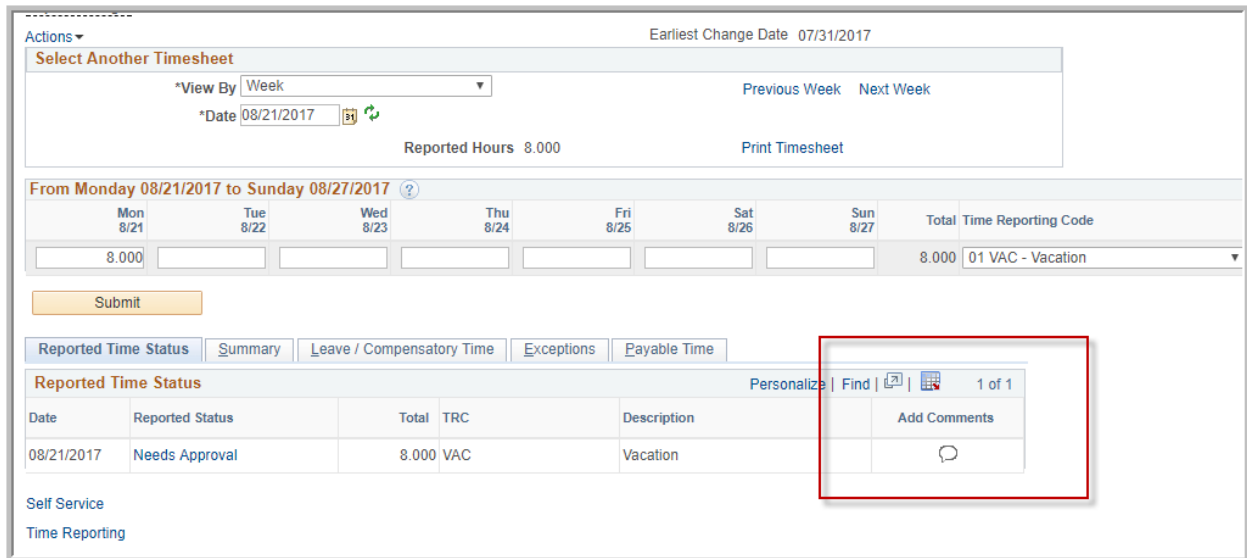
Displays the balance of Leave/Compensatory time for an employee as of the specified date. The Carry Over is the balance of Leave at the start of the calendar year. The End Balance is the Starting Balance for the accrual date plus the units earned minus units taken.

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



Actions ▾ Earliest Change Date 07/31/2017

Select Another Timesheet

*View By Previous Week Next Week

*Date

Reported Hours 8.000 Print Timesheet

From Monday 08/21/2017 to Sunday 08/27/2017

Mon 8/21	Tue 8/22	Wed 8/23	Thu 8/24	Fri 8/25	Sat 8/26	Sun 8/27	Total	Time Reporting Code
8.000							8.000	01 VAC - Vacation

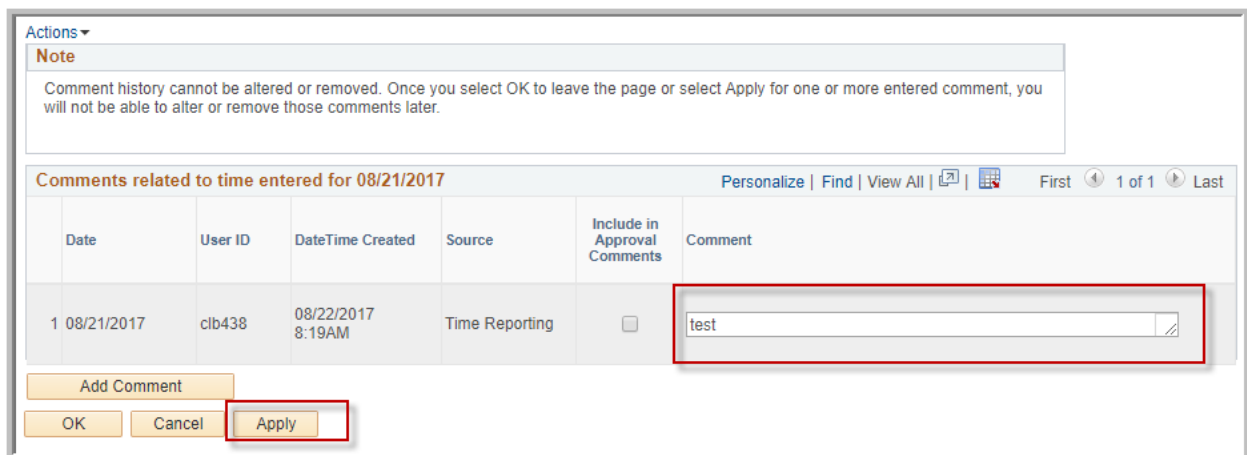
Reported Time Status | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#) | [Payable Time](#)

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

Date	Reported Status	Total	TRC	Description	
08/21/2017	Needs Approval	8.000	VAC	Vacation	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Add Comments <input type="button" value="💬"/></div>

Self Service
Time Reporting

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



Actions ▾

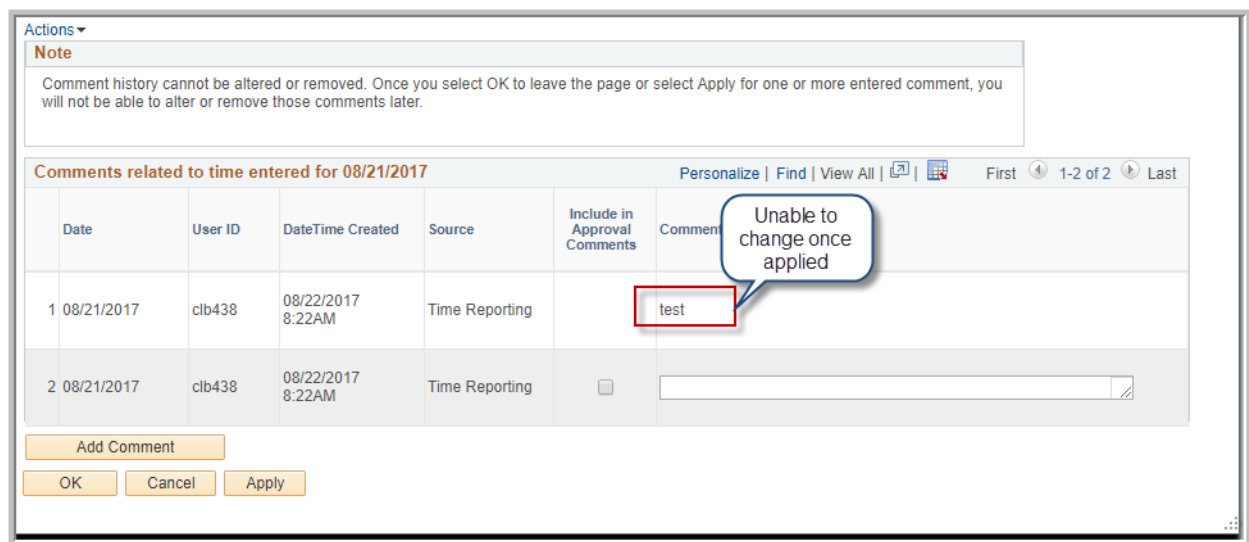
Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 08/21/2017 Personalize | Find | View All | | | First 1 of 1 Last

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"/>	<div style="border: 1px solid red; padding: 2px; display: inline-block;"><input type="text" value="test"/></div>

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.

Timesheet



Business Analyst

Actions

- Related Information
- My Future Time
- My Approvers

et

By Week

te 08/21/2017

Reported Hou