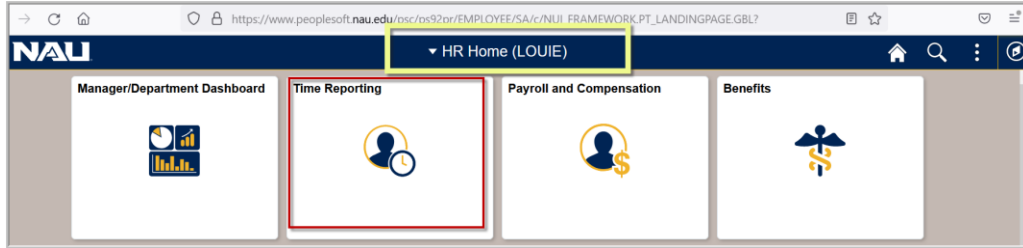


Benefit Eligible Exception Reporters (FLSA Exempt) How to use the Online Timesheet to Request Time Off

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

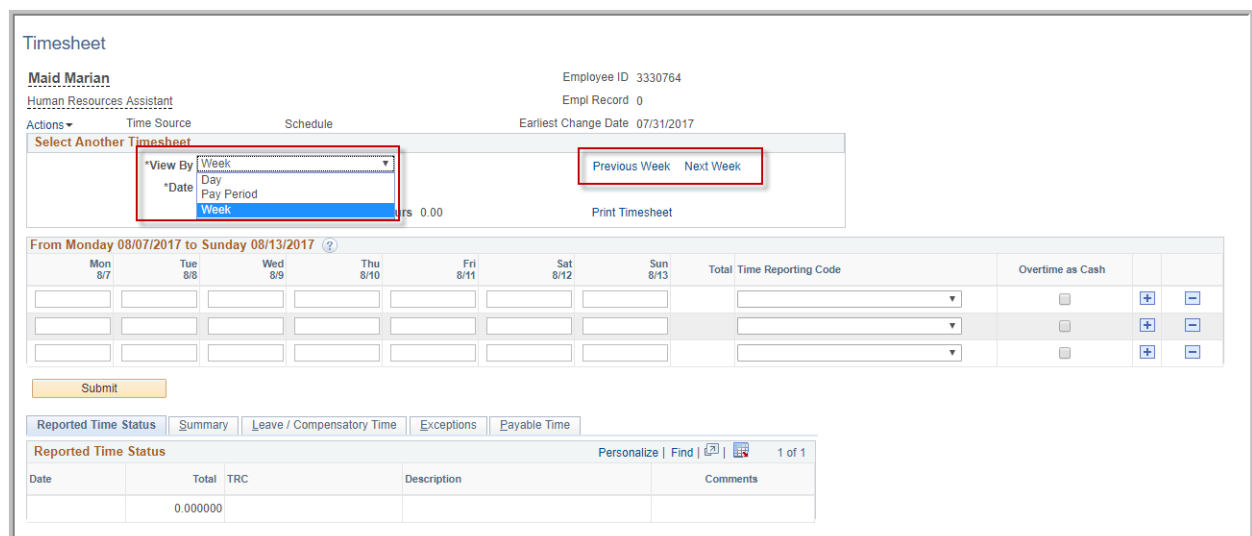


Select Timesheet



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



Select the Day, Week or Pay period option and record the requested type of leave and submit.

Timesheet

Briar Rose
Manager, HR

Employee ID 3329369
Empl Record 0
Earliest Change Date 07/31/2017

Actions

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
8	8							01 VAC - Vacation
		8	8					02 SCK - Sick

Submit

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

Date	Reported Status	Total	TRC	Description	Add Comments
08/07/2017	Needs Approval	8.00	VAC	Vacation	
08/08/2017	Needs Approval	8.00	VAC	Vacation	
08/09/2017	Needs Approval	8.00	SCK	Sick	
08/10/2017	Needs Approval	8.00	SCK	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

Select a future date refresh by hitting the green arrows (again you can view by future day, week or pay period)

Timesheet


Briar Rose
Manager, HR

Employee ID 3329369
Empl Record 0
Earliest Change Date 07/31/2017

Actions ▾

Select Another Timesheet

*View By Week ▾

*Date 10/23/2017 

Previous Week Next Week

Reported Hours 32.00

Print Timesheet

Enter and submit requested time off

Timesheet


Briar Rose
Manager, HR

Employee ID 3329369
Empl Record 0
Earliest Change Date 07/31/2017

Actions ▾

Select Another Timesheet

*View By Week ▾

*Date 10/23/2017 

Previous Week Next Week

Reported Hours 8.00

Print Timesheet

Reported time on or after 08/14/2017 is for a future period.

From Monday 10/23/2017 to Sunday 10/29/2017

Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27	Sat 10/28	Sun 10/29	Total	Time Reporting Code
8.00							8.00	01 VAC - Vacation

Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status



Date	Reported Status	Total	TRC	Description	Add Comments
10/23/2017	Needs Approval	8.00	VAC	Vacation	

Self Service
Time Reporting



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

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

Leave and Compensatory Time Balances

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	
Sick	82.00	
Vacation	6.05	

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

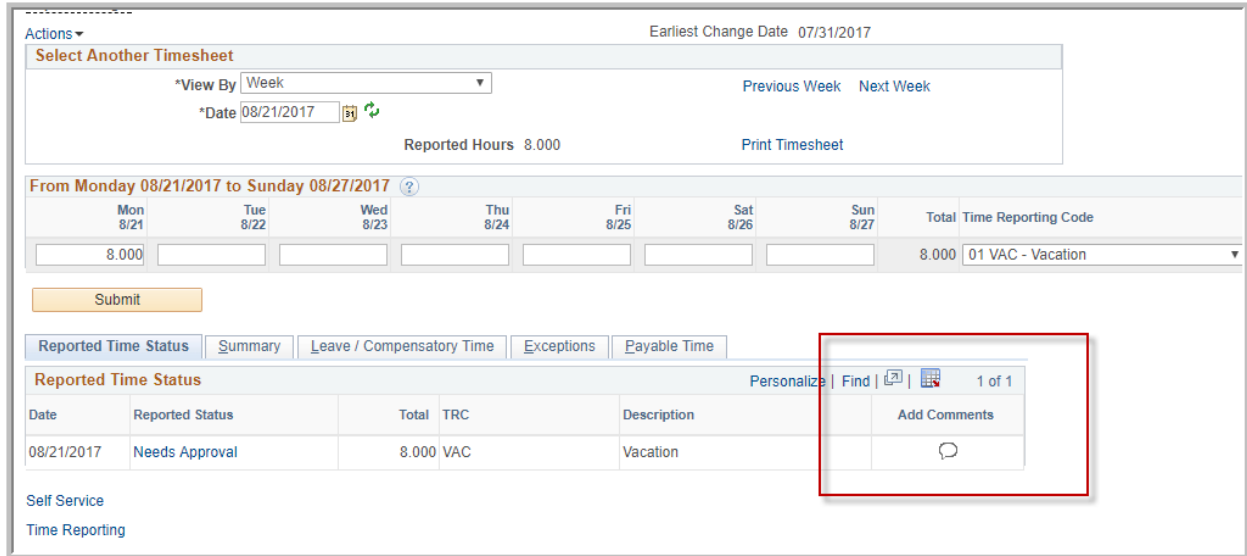
Displays the balance of Leave/Compensatory time for an employee as of the specified date. The Carry Over is the balance of Leave at the start of the calendar year. The End Balance is the Starting Balance for the accrual date plus the units earned minus units taken.

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

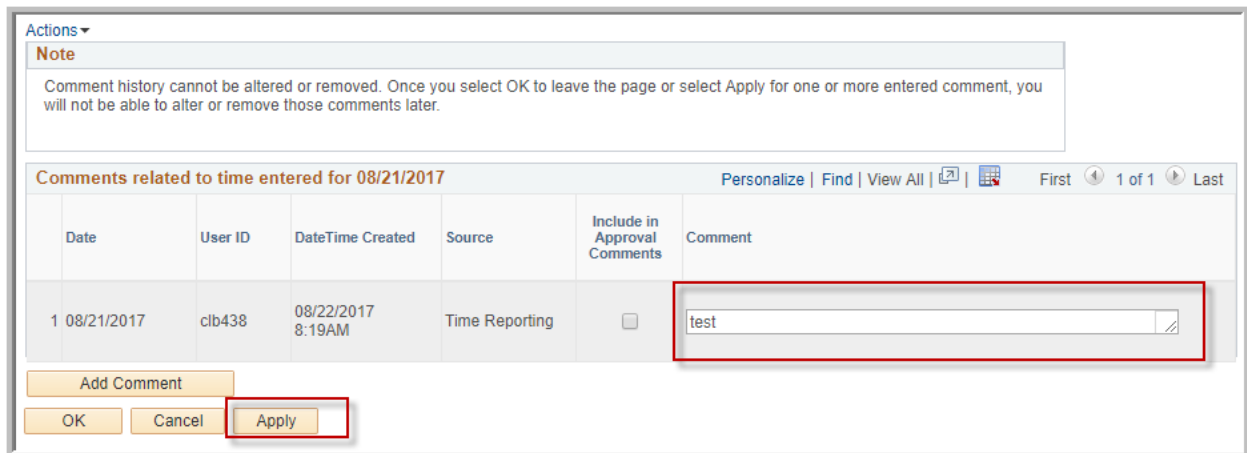


The screenshot shows the 'Reported Time Status' section of a time reporting system. At the top, there are navigation options like 'Previous Week' and 'Next Week', and a 'Print Timesheet' link. Below this is a table with columns for days of the week (Mon 8/21 to Sun 8/27) and a 'Total' column. The 'Total' column shows '8.000' and '01 VAC - Vacation'. A 'Submit' button is located below the table. Below the table, there are tabs for 'Reported Time Status', 'Summary', 'Leave / Compensatory Time', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a table with columns: Date, Reported Status, Total, TRC, and Description. The first row shows '08/21/2017', 'Needs Approval', '8.000', 'VAC', and 'Vacation'. A red box highlights the 'Add Comments' button and a comment icon in the 'Description' column.

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

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

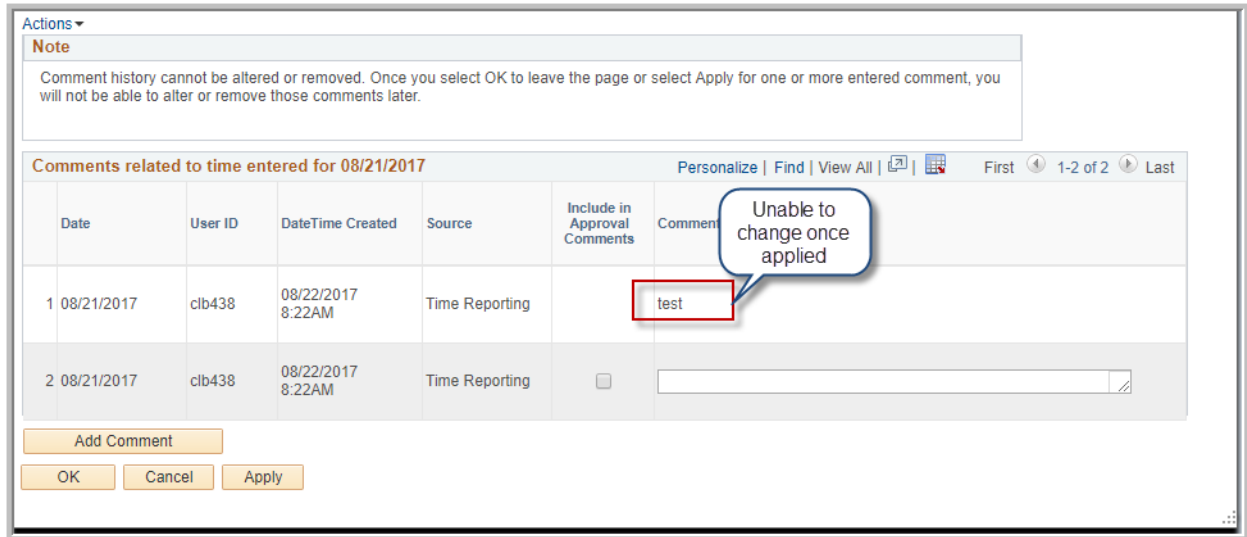
Enter your comment and then select “Apply” or “OK”



The screenshot shows the 'Comments related to time entered for 08/21/2017' section. At the top, there is a 'Note' box with the text: '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.' Below the note is a table with columns: Date, User ID, DateTime Created, Source, Include in Approval Comments, and Comment. The first row shows '1 08/21/2017', 'clb438', '08/22/2017 8:19AM', 'Time Reporting', and a checkbox. A red box highlights the 'Add Comment' button and the 'Apply' button.

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.

