RECORDING OVERTIME 9.2
QUICK REFERENCE GUIDE

Navigation

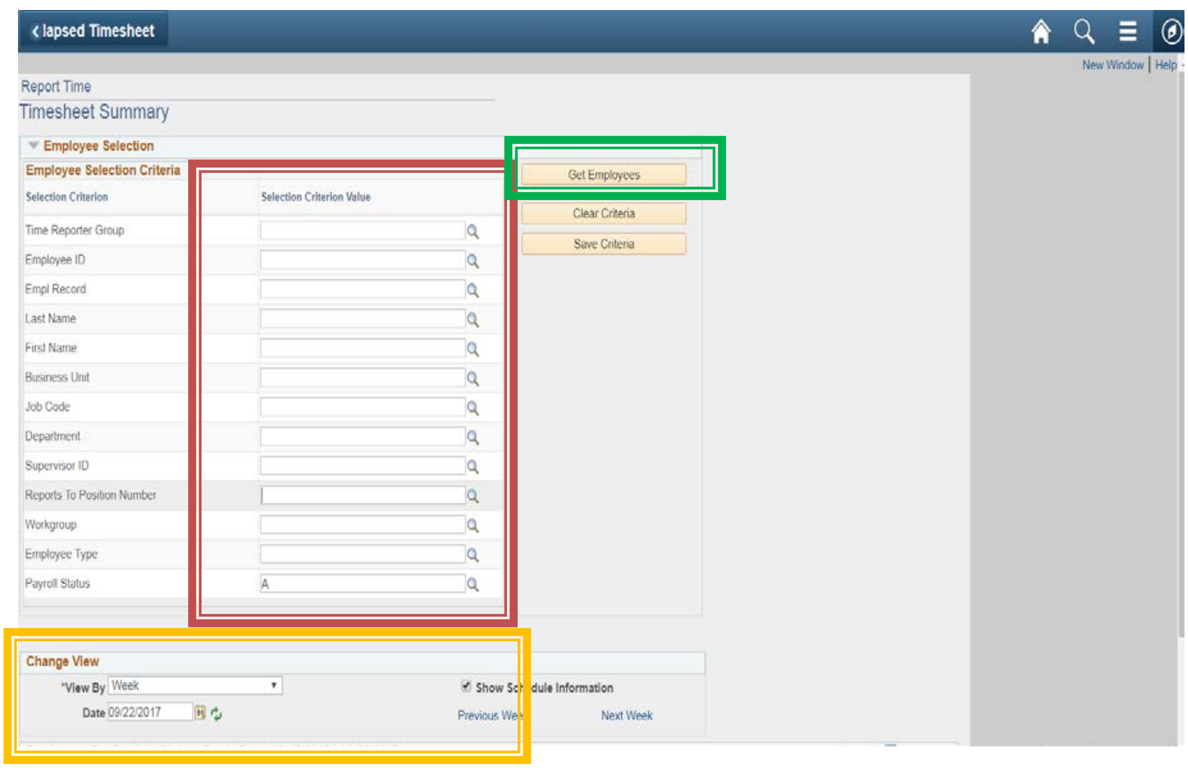
Navigation:

1. Click on the compass icon in the upper right corner of the page to display the NavBar.
2. Click or tap the Navigator button. This presents a menu list.

Select the menu item and drill down to Manager Self Service → Time Management→Report Time →Timesheet

Selecting Employees

Use the **Timesheet Summary** page to select a group of employees , or an individual employee, for time entry.



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1. **Enter Employee Selection Criteria:** Enter the criteria to select the employee(s) according to your campus business process.

   Example: **Employee ID** and **Payroll Status**

   Please note that it is a good idea to enter an A in payroll status so that you retrieve only active records, but understand that it will not pull up any records if the employee is on a paid leave.

2. **Select the Date:** Change the displayed dates using the icon. Once the date is set click the icon to refresh the page.

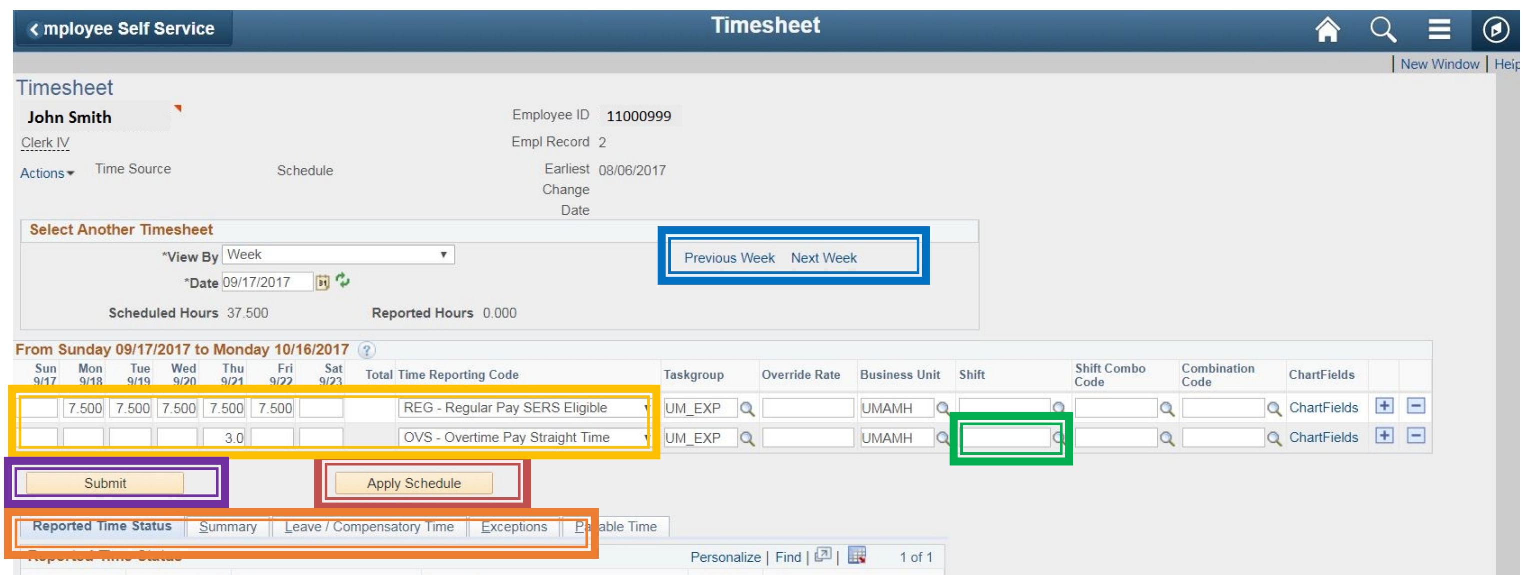
3. **Click Get Employees:** Click Get Employees to display the employee(s) matching your criteria at the bottom of the page.

4. **Click Last Name:** Click an entry in the **Last Name** column to access their timesheet.

Last Name	First Name	Employee ID
Smith	John	11000999

Recording Overtime

Use the **Timesheet** page to enter time, adjust reported time, or view time.



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1. **Enter Time:** To populate the grid with the employee's scheduled time, click Apply Schedule.

2. **Add Overtime** Use an additional row to add overtime and use the dropdown menu to select **OVS** as the **Time Reporting Code**. You can add or delete rows using the + and – signs to the right of the timesheet grid. If the overtime is on a regular scheduled work day the REG time must be reported as well. If you are entering a combo code in the combo code field to charge an account other than the employee's base account make sure you enter a row for each combo code.

3. **Enter Shift:** If the employee is eligible for a shift differential enter the appropriate shift in the **Shift** field . Refer to the lookup menu for shift id codes by clicking on the magnifying glass to retreive the values. You will need to click on the Look Up button to view the values. Click to select appropriate code. If this should be charged to an account other than the employee's base account please enter the combo code in Shift Combo Code field.

4. **Click Submit:** Click Submit to process the timesheet. Once submitted, a confirmation page will display stating your time has been successfully entered which will require you to click OK.

5. **Use the Tabs:** Use the tabs at the bottom of the page to review:
   - **Reported Time Status** – all times reported for the specified period.
   - **Summary** – Reported versus Scheduled hours.
   - **Leave / Compensatory Time** – available sick, vacation, and personal time remaining.

6. **Use Links:** Use the previous next week links at the top of the page to enter time for a different week. If you used a deptid or group to retrieve your employees on the search page and got a list of employees you can use the previous or next employee to toggle to a different employee's timesheet. If you retrieved a single employee and have completed the time submission you can click on the return to select employees link at the bottom to return to the search page.