The Dashboard

My Time Off
Request time off, see pending requests

Enter My Hours
View, enter, or update time sheet
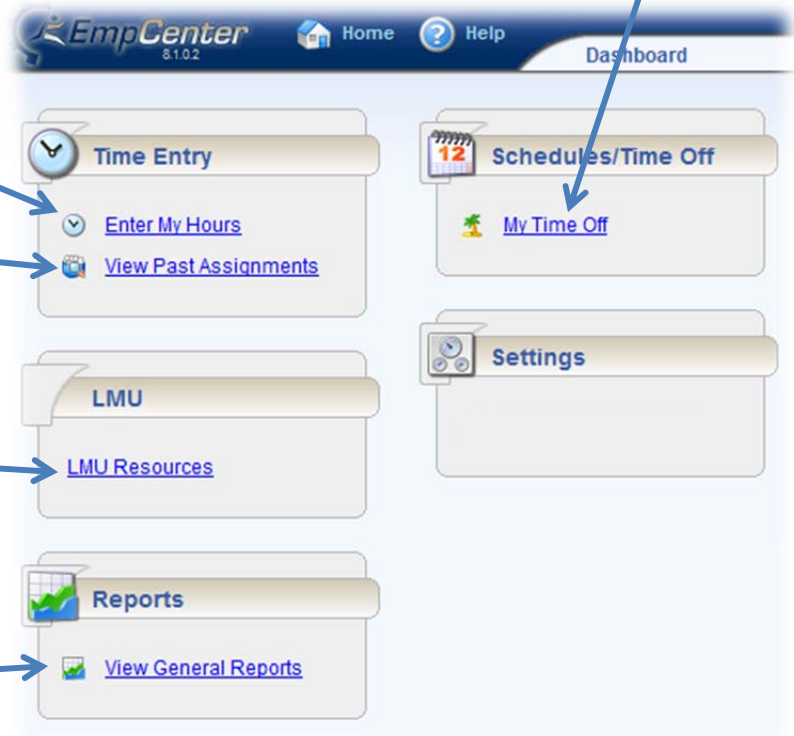
View Past Assignments
See previous pay periods or assignments
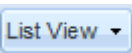
LMU Resources
Info, user manuals, etc.

Reports
Run various reports, e.g. absences, accruals, comments, etc.

Buttons

Button	Button Name	Function
09/18/2011 - 10/01/2011	**Pay Period**	Selects the pay period to view. Click on the calendar icon ( ) to access a pop-up calendar to select a pay period.
Save	**Save**	Saves any changes you have made to your timesheet. Remember to click this button often.
Submit	**Submit**	Submits your timesheet for approval.
Recall	**Recall**	This button appears after the timesheet has been submitted. If the timesheet has not yet been approved, clicking this button will recall the timesheet, allowing changes to be made.
More▾	**More**	Click this button to access more options, such as **Print, Print Preferences, Reload Data,** and **Timesheet Comments**.

| Button	Button Name	Function
List View ▾	View	Allows you to switch between **List View** and **Table View**.

Time Entry – Clock

1. Press the appropriate button to **Punch In, Punch Out**, etc.
2. Swipe the bar-code part of your badge.
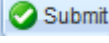3. Place your finger on the biometric scanner until it confirms an accurate read.

Time Entry – Clock Missed and Sick/Vacation

1. From the **Dashboard**, click **Enter My Hours**
2. Find the date to enter your time

S M T W T F S S M T W T F S							
27 28 29 30 1 2 3 4 5 6 7 8 9 10		Nov 30, 2011	☑ Show All Weeks				
Date	**Pay Code**	**Cost Code**	**Hours**	**In**	**Out**	**Comments**	**Total**
Sun 11/27 ➕ ▾	Worked ▾						
Mon 11/28 ➕ ▾	Worked ▾						
Tue 11/29 ➕ ▾	Worked ▾						
Wed 11/30 ➕ ▾	Worked ▾						

3. Select a **Pay Code**. (Worked, Clock Missed, Vacation, Sick, etc.)
4. Enter time worked – In, Out for Lunch, (*new row*) In from Lunch, Out
   - Format your hours as AM/PM, e.g. **7:00am**, **1:35pm**, etc.
     - If you have a shift that goes into the next day, enter your Out time with a plus (+) sign. E.g. **1:00am+**
   - Click the green + button (➕ ▾) to add rows
   - Click the dropdown arrow (▾) to **Cut, Copy,** or **Paste** rows or **Change Work Date**
5. Click the **Save** button (💾 Save) to save any changes.

At the <u>end of the pay period</u>, click **Submit** (✅ Submit) to have the timesheet sent to your supervisor.

Balances

To check balances, click on any of the four tabs below the timesheet:

Exceptions	Time off Balance	Results	Schedule

Sick	Hours
Initial Balance Sun 10/30	3.538
Accrued	3.692
Taken	0.000
Ending Balance Sat 11/12	7.231
	Show Details >>

Vacation	Hours
Initial Balance Sun 10/30	6.423
Accrued	4.615
Taken	0.000
Ending Balance Sat 11/12	11.038
	Show Details >>

Questions?

Ask a Super User!

myTime@lmu.edu

www.lmu.edu/mytime