

**Exempt Time Entry Quick Guide**

**The Dashboard**

**My Time Off**

Request time off, see pending requests

**Enter My Hours**

View, enter, or update time sheet

**View Past Assignments**

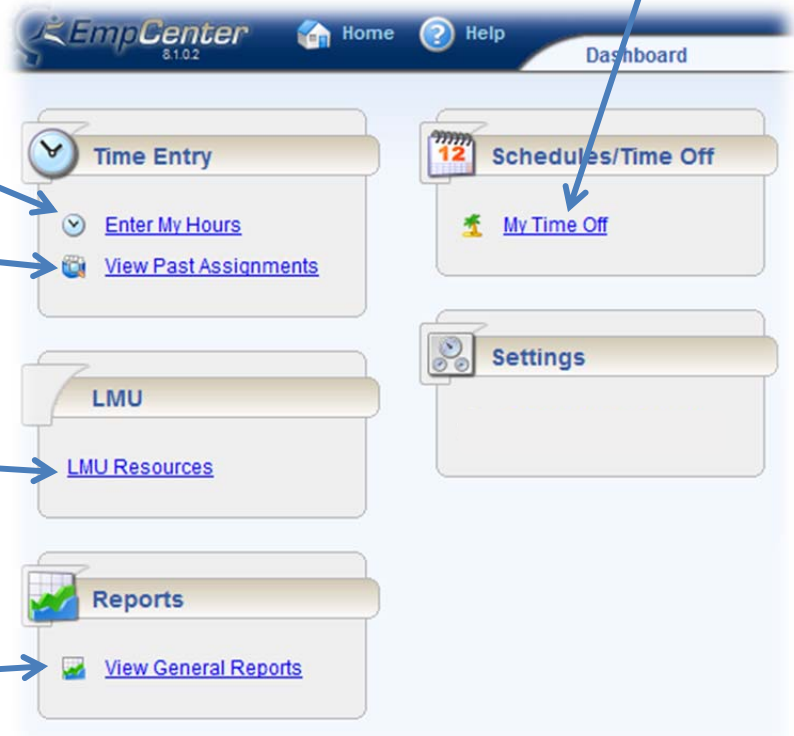
See previous pay periods or assignments

**LMU Resources**

Info, user manuals, etc.

**Reports**


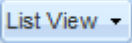
Run various reports, e.g. absences, accruals, comments, etc.



**Buttons**






Button	Button Name	Function
	<b>Pay Period</b>	Selects the pay period to view. Click on the calendar icon (  ) to access a pop-up calendar to select a pay period.
	<b>Save</b>	Saves any changes you have made to your timesheet. Remember to click this button often.
	<b>Submit</b>	Submits your timesheet for approval.
	<b>Recall</b>	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




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	<b>More</b>	made. Click this button to access more options, such as <b>Print, Print Preferences, Reload Data, and Timesheet Comments.</b>
	<b>View</b>	Allows you to switch between <b>List View</b> and <b>Table View.</b>


## Time Entry

The only time you enter hours is for Exceptions (e.g. Vacation, Sick, Jury Duty, etc.)

1. From the **Dashboard**, click **Enter My Hours**
2. Find the date to enter your time
3. Select a **Pay Code** (e.g. Vacation)

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Sep 18, 2011		<input checked="" type="checkbox"/> Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	29	30	1			
Date	Pay Code		Cost Code		Hours	Comments										
Sun 09/18		Vacation														
Mon 09/19		Vacation														
Tue 09/20		Vacation														

- 4.
5. Enter time (in hours, e.g. 7)
  - Click the green + button () to add rows (if applicable)
  - Click the dropdown arrow () to **Cut, Copy, or Paste** rows or **Change Work Date**
  - **Note:** Items in grey with no entry in the Hours section are inactive. You are *not* being charged vacation time, etc.
6. Click the **Save** button () to save any changes.

At the end of the pay period, click **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																								
<table border="1"> <thead> <tr> <th>Sick</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Initial Balance Sun 10/30</td> <td>3.538</td> </tr> <tr> <td>Accrued</td> <td>3.692</td> </tr> <tr> <td>Taken</td> <td>0.000</td> </tr> <tr> <td>Ending Balance Sat 11/12</td> <td>7.231</td> </tr> <tr> <td colspan="2" style="text-align: right;"><a href="#">Show Details &gt;&gt;</a></td> </tr> </tbody> </table>		Sick	Hours	Initial Balance Sun 10/30	3.538	Accrued	3.692	Taken	0.000	Ending Balance Sat 11/12	7.231	<a href="#">Show Details &gt;&gt;</a>		<table border="1"> <thead> <tr> <th>Vacation</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Initial Balance Sun 10/30</td> <td>6.423</td> </tr> <tr> <td>Accrued</td> <td>4.615</td> </tr> <tr> <td>Taken</td> <td>0.000</td> </tr> <tr> <td>Ending Balance Sat 11/12</td> <td>11.038</td> </tr> <tr> <td colspan="2" style="text-align: right;"><a href="#">Show Details &gt;&gt;</a></td> </tr> </tbody> </table>		Vacation	Hours	Initial Balance Sun 10/30	6.423	Accrued	4.615	Taken	0.000	Ending Balance Sat 11/12	11.038	<a href="#">Show Details &gt;&gt;</a>	
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## Questions?

Ask a Super User!

[myTime@lmu.edu](mailto:myTime@lmu.edu)

[www.lmu.edu/mytime](http://www.lmu.edu/mytime)