

Non-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

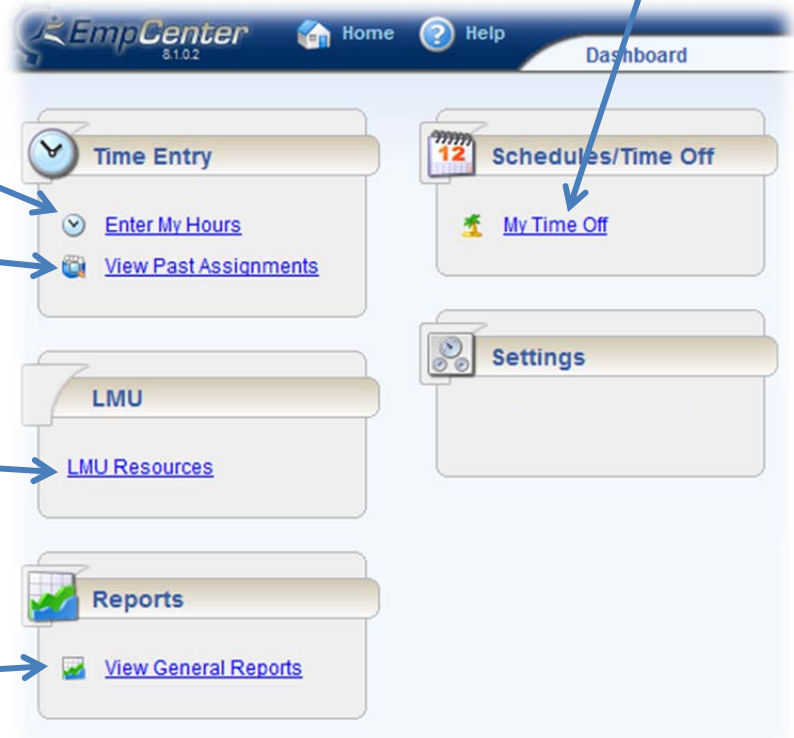
See previous pay periods or assignments

LMU Resources

Info, user manuals, etc.

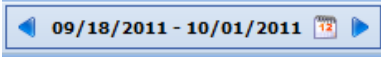

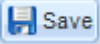
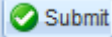

Reports


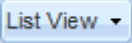
Run various reports, e.g. absences, accruals, comments, etc.



Buttons







Button	Button Name	Function
	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	Saves any changes you have made to your timesheet. Remember to click this button often.
	Submit	Submits your timesheet for approval.
	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.



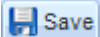
Button	Button Name	Function
	More	Click this button to access more options, such as Print, Print Preferences, Reload Data, and Timesheet Comments.
	View	Allows you to switch between List View and Table View.

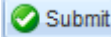
Time Entry

Time must be entered daily!

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	Nov 30, 2011	<input checked="" type="checkbox"/> Show All Weeks
27	28	29	30	1	2	3	4	5	6	7	8	9	10		
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**.
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 () 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;">Show Details >></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	Show Details >>		<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;">Show Details >></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	Show Details >>	
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Questions?

Ask a Super User!

myTime@lmu.edu

www.lmu.edu/mytime