Employee Time Entry and Time Approval

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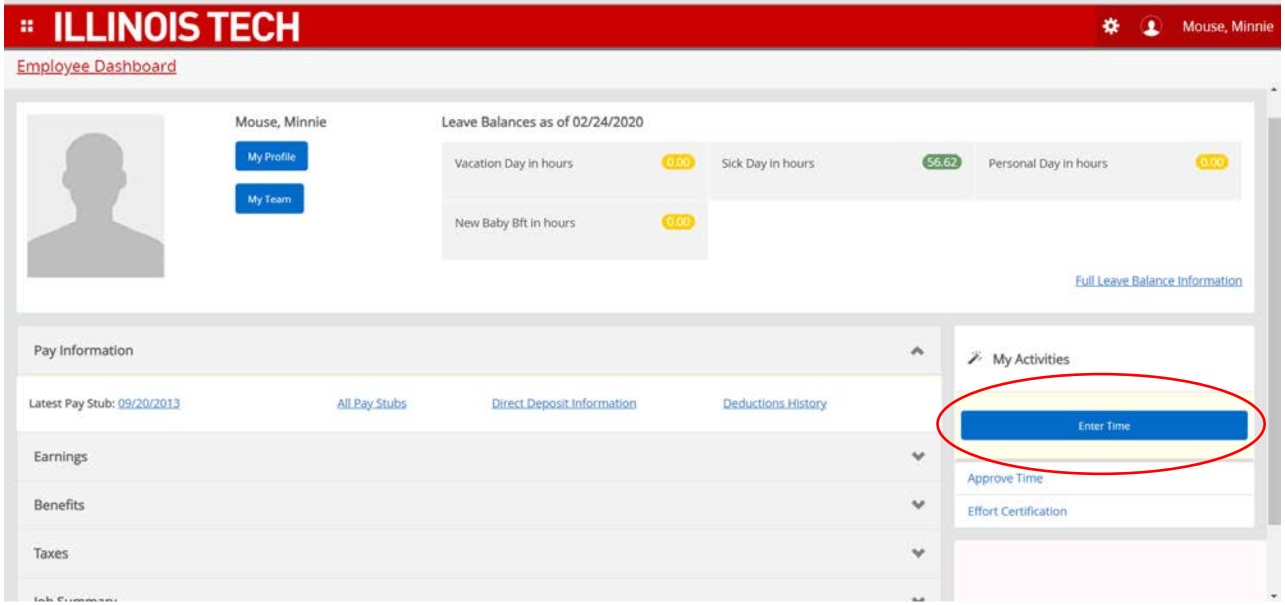
Employee Time Entry

Exempt Employees only need to submit **exceptions** to regular time (e.g., sick time, vacation time, etc.) in the “earn code” category. **Non-Exempt and Student Employees** will follow the instructions below to submit hourly time entry of all hours worked.

1. On the Employee Dashboard select Enter Time under the My Activities tab



Mouse, Minnie

Leave Balances as of 02/24/2020

Vacation Day in hours 0.00

Sick Day in hours 56.62

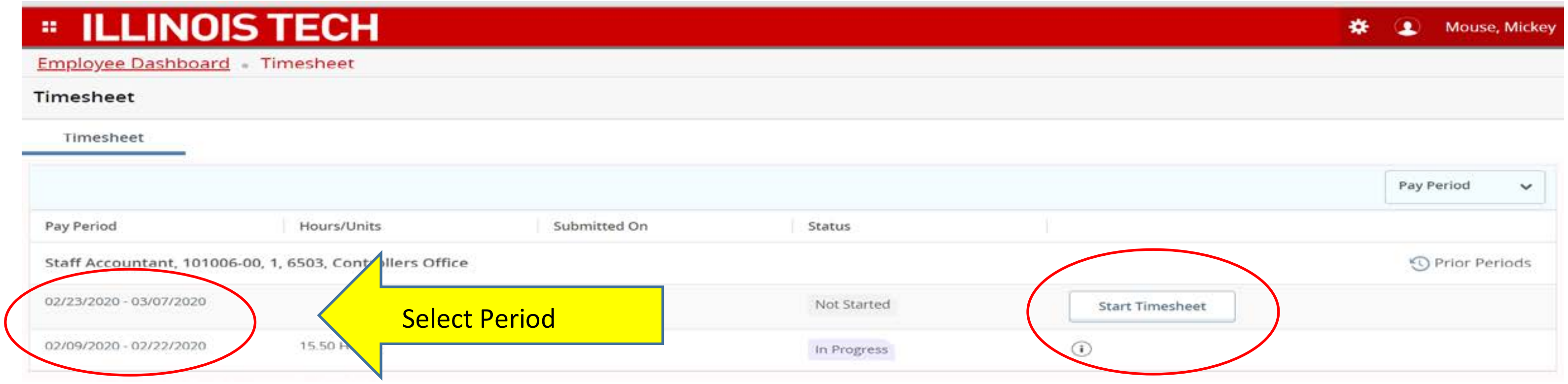
Personal Day in hours 0.00

New Baby Bft in hours 0.00

Latest Pay Stub: 09/20/2013

ILLINOIS TECH
Mouse, Minnie
Employee Dashboard
My Profile
My Team
Full Leave Balance Information
Pay Information
All Pay Stubs
Direct Deposit Information
Deductions History
Earnings
Benefits
Taxes
My Activities
Enter Time
Approve Time
Effort Certification

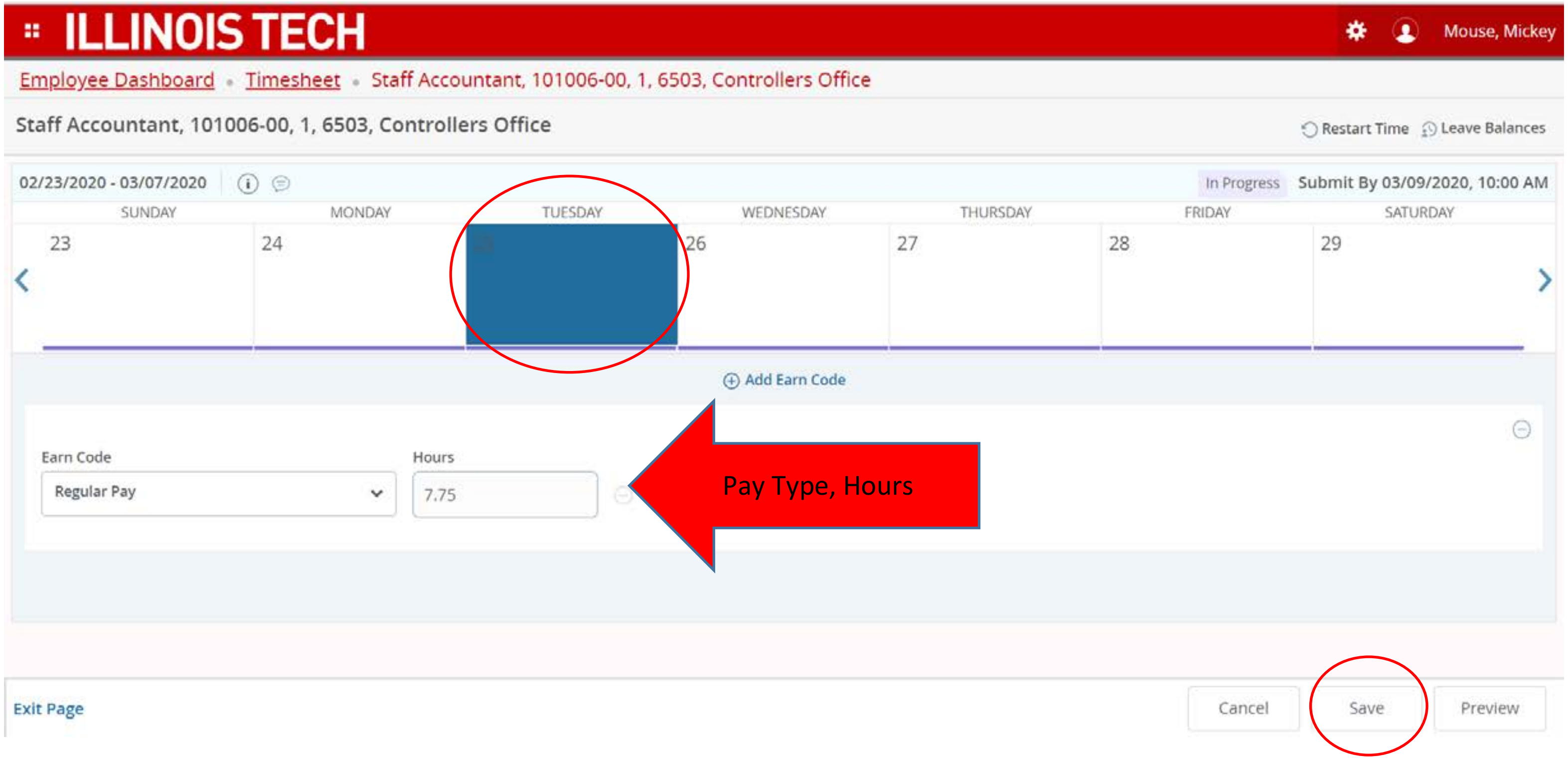
2. Select pay period.


ILLINOIS TECH
Mouse, Mickey
Employee Dashboard
Timesheet
Pay Period
Prior Periods
Start Timesheet
Select Period

Timesheet

Pay Period	Hours/Units	Submitted On	Status
Staff Accountant, 101006-00, 1, 6503, Controllers Office			
02/23/2020 - 03/07/2020			Not Started
02/09/2020 - 02/22/2020	15.50		In Progress

3. Select day of the week.
4. Select the earn code (regular pay, sick pay, vacation pay, etc.).
    a. **Exempt Employees**: only submit **exceptions** to regular time (e.g., sick time, vacation time, etc.)
5. Enter hours, as relevant to your employee type. (A normal workday is considered 7.75 hours.)
6. Press **Save**, located at the bottom of the page.


ILLINOIS TECH
Mouse, Mickey
Employee Dashboard
Timesheet
Staff Accountant, 101006-00, 1, 6503, Controllers Office
Restart Time
Leave Balances
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
23
24
26
27
28
29
Add Earn Code
Pay Type, Hours
Exit Page
Cancel
Save
Preview

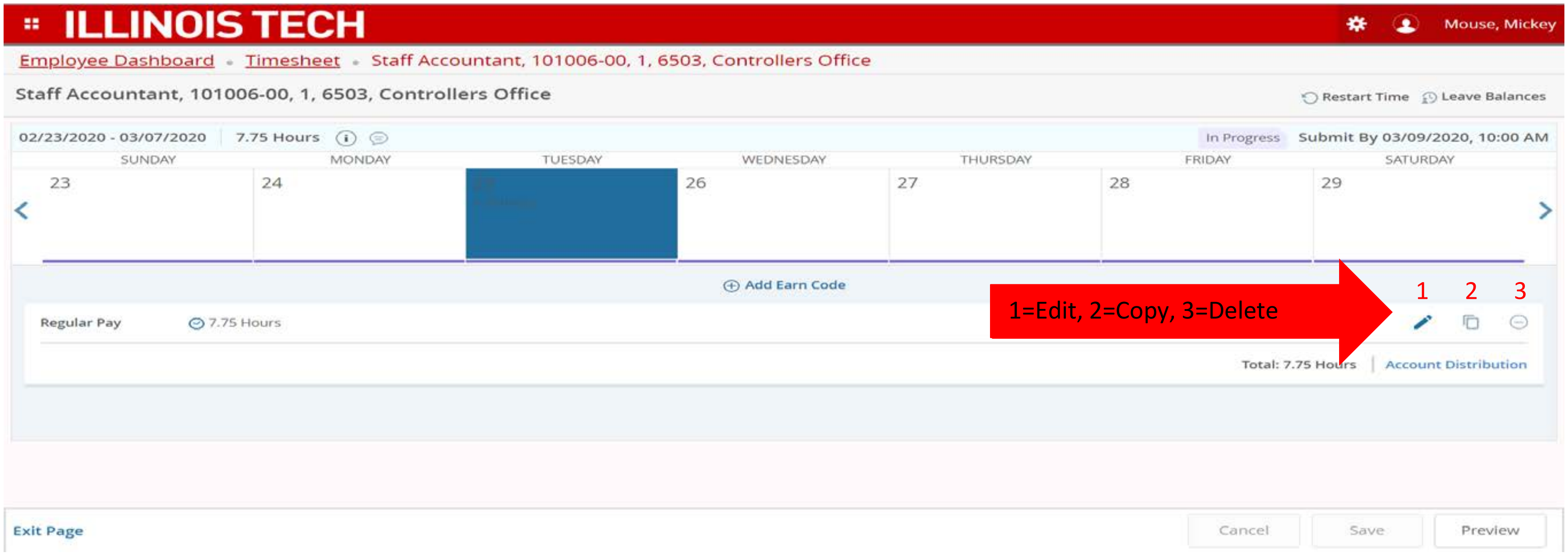
Staff Accountant, 101006-00, 1, 6503, Controllers Office

02/23/2020 - 03/07/2020 In Progress Submit By 03/09/2020, 10:00 AM

Earn Code: Regular Pay

Hours: 7.75

7. To enter time in the remaining days of the week, you can either enter each day the same way or you can use the copy icon in the middle of the page on the right side. If you choose to copy, a calendar of the pay period you are in will appear you can choose the days you wish to copy.



Staff Accountant, 101006-00, 1, 6503, Controllers Office

02/23/2020 - 03/07/2020 7.75 Hours

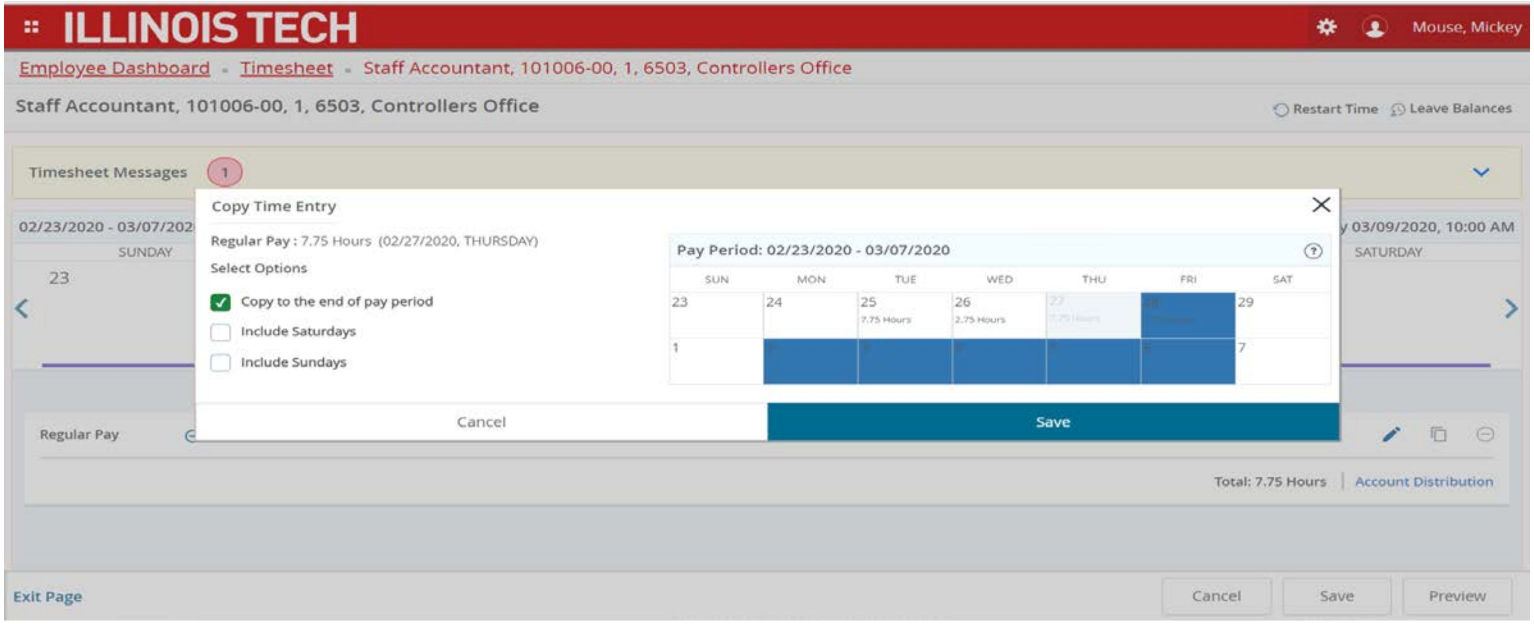
In Progress Submit By 03/09/2020, 10:00 AM

Regular Pay 7.75 Hours

Total: 7.75 Hours

ILLINOIS TECH
Mouse, Mickey
Employee Dashboard
Timesheet
Staff Accountant, 101006-00, 1, 6503, Controllers Office
Restart Time
Leave Balances
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
23
24
26
27
28
29
Add Earn Code
1=Edit, 2=Copy, 3=Delete
1
2
3
Account Distribution
Exit Page
Cancel
Save
Preview

Copying the same time across several days:


ILLINOIS TECH
Mouse, Mickey
Employee Dashboard
Timesheet
Restart Time
Leave Balances
Timesheet Messages
1
SUNDAY
SATURDAY
23
Cancel
Save
Account Distribution
Exit Page
Cancel
Save
Preview

Staff Accountant, 101006-00, 1, 6503, Controllers Office

02/23/2020 - 03/07/202

03/09/2020, 10:00 AM

Copy Time Entry

Regular Pay : 7.75 Hours (02/27/2020, THURSDAY)

Select Options

☑ Copy to the end of pay period
☐ Include Saturdays
☐ Include Sundays

Pay Period: 02/23/2020 - 03/07/2020

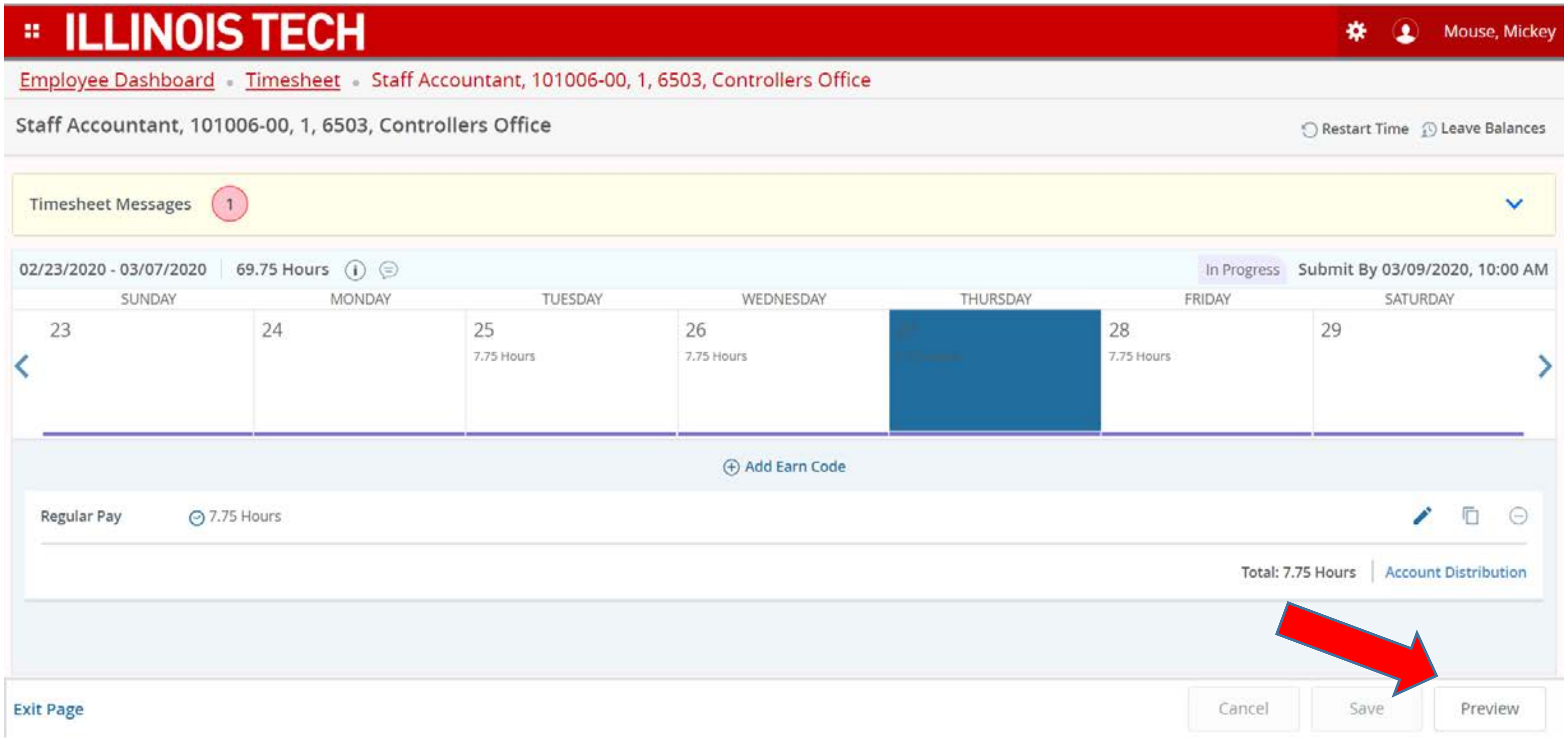
SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25 7.75 Hours	26 2.75 Hours	27 [illegible]	[illegible]	29
1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	7

Regular Pay

Total: 7.75 Hours

a. If you select the wrong earnings code you will need to delete the code first and then select the correct code. The “delete” icon is also located in the middle of the page on the right side.

8. Click “Save” after completing all entries.
9. Once the timesheet is complete, select “Preview” at the bottom of the page to see what you have entered before you the timesheet is submitted. You will be prompted to certify that the time entered is accurate.


ILLINOIS TECH
Mouse, Mickey
Employee Dashboard • Timesheet • Staff Accountant, 101006-00, 1, 6503, Controllers Office
Restart Time
Leave Balances
Add Earn Code
Account Distribution
Exit Page
Cancel
Save
Preview

Staff Accountant, 101006-00, 1, 6503, Controllers Office

Timesheet Messages (1)

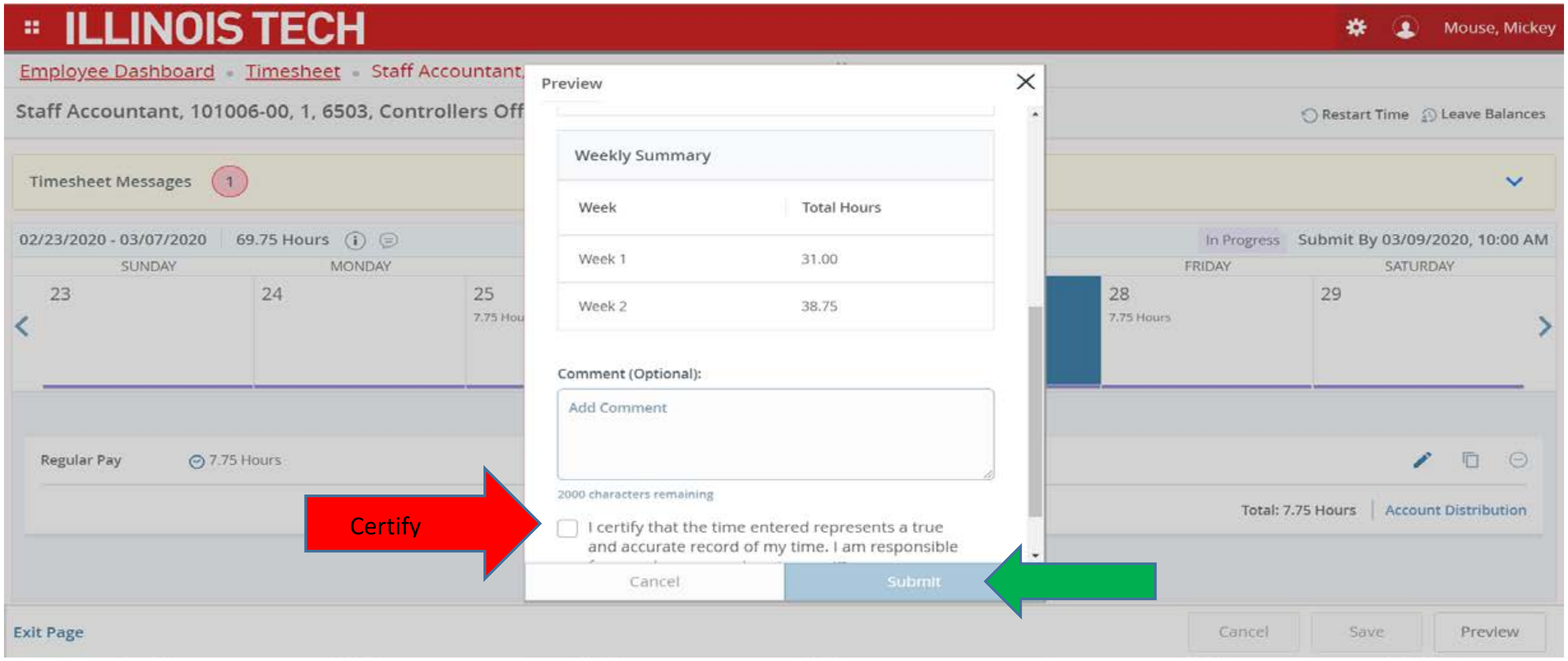
02/23/2020 - 03/07/2020 | 69.75 Hours | In Progress | Submit By 03/09/2020, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25 7.75 Hours	26 7.75 Hours		28 7.75 Hours	29

Regular Pay 7.75 Hours

Total: 7.75 Hours

10. Check the certify box (see image below) and then the submit button. If there is more than one approver, an approver selection box will appear where you can select the appropriate approver and then check the confirm box.


ILLINOIS TECH

Mouse, Mickey

Employee Dashboard • Timesheet • Staff Accountant,

Staff Accountant, 101006-00, 1, 6503, Controllers Off

Restart Time   Leave Balances

Timesheet Messages (1)

02/23/2020 - 03/07/2020   69.75 Hours

In Progress   Submit By 03/09/2020, 10:00 AM

SUNDAY 23   MONDAY 24   25 7.75 Hou   FRIDAY 28 7.75 Hours   SATURDAY 29

Regular Pay   7.75 Hours

Total: 7.75 Hours | Account Distribution

Preview

Weekly Summary

Week	Total Hours
Week 1	31.00
Week 2	38.75

Comment (Optional):

Add Comment

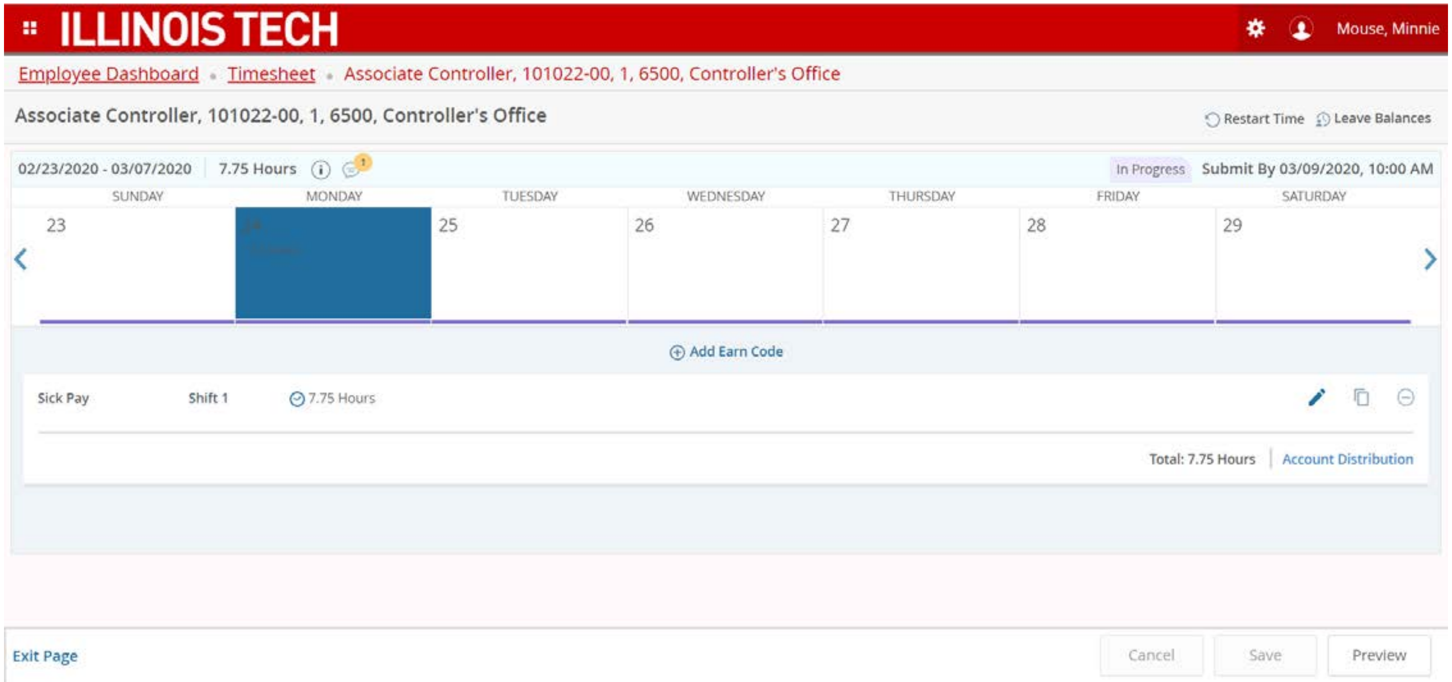
2000 characters remaining

☐ I certify that the time entered represents a true and accurate record of my time. I am responsible

Cancel   Submit

Certify

Exit Page   Cancel   Save   Preview


ILLINOIS TECH

Mouse, Minnie

Employee Dashboard • Timesheet • Associate Controller, 101022-00, 1, 6500, Controller's Office

Associate Controller, 101022-00, 1, 6500, Controller's Office

Restart Time   Leave Balances

02/23/2020 - 03/07/2020   7.75 Hours

In Progress   Submit By 03/09/2020, 10:00 AM

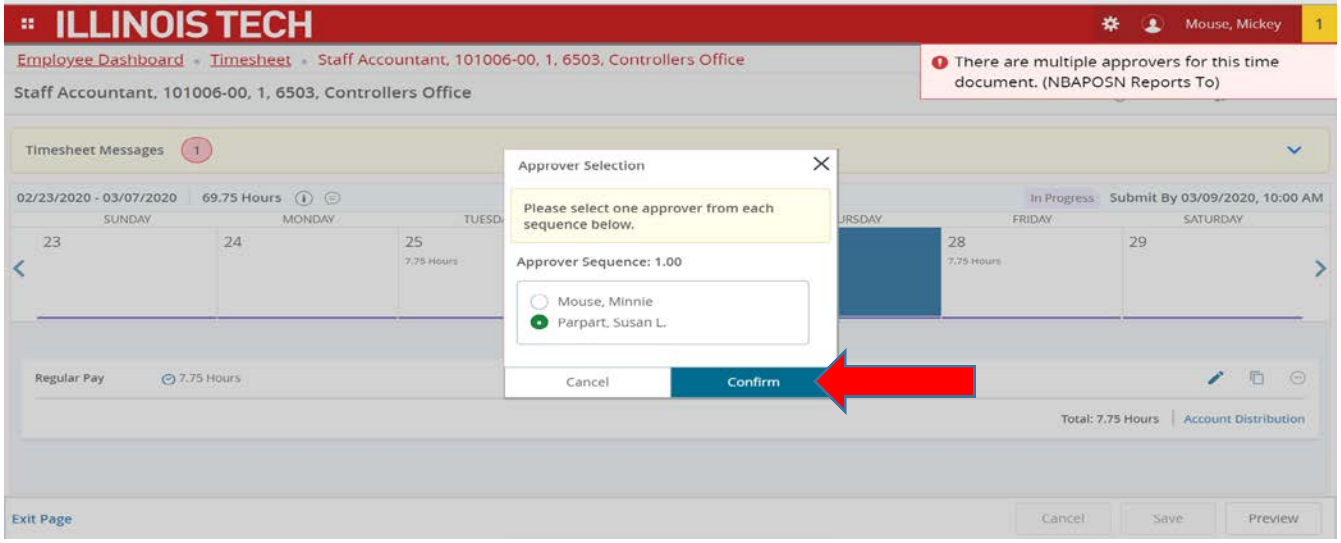
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	29

Add Earn Code

Sick Pay   Shift 1   7.75 Hours

Total: 7.75 Hours | Account Distribution

Exit Page   Cancel   Save   Preview


ILLINOIS TECH
Mouse, Mickey
1
Employee Dashboard
Timesheet
Staff Accountant, 101006-00, 1, 6503, Controllers Office
Timesheet Messages
1
SUNDAY
MONDAY
TUESD
URSDAY
FRIDAY
SATURDAY
23
24
25
7.75 Hours
28
7.75 Hours
29
Regular Pay
7.75 Hours
Total: 7.75 Hours
Account Distribution
Exit Page
Cancel
Save
Preview

Staff Accountant, 101006-00, 1, 6503, Controllers Office

There are multiple approvers for this time document. (NBAPOSN Reports To)

02/23/2020 - 03/07/2020 69.75 Hours

In Progress Submit By 03/09/2020, 10:00 AM

Approver Selection

Please select one approver from each sequence below.

Approver Sequence: 1.00

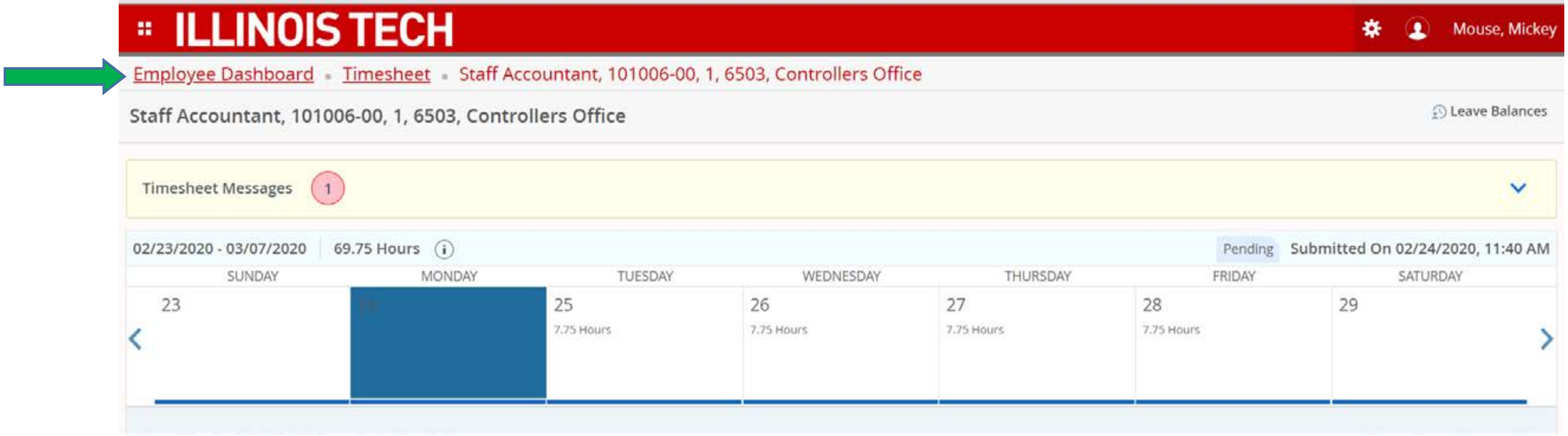
○ Mouse, Minnie

● Parpart, Susan L.

Cancel Confirm

a. The comment bubble at the top of the page next to Pay Period Dates is a computer generated message regarding your timesheet. To view the message, click on the bubble.

11. Once completed, return to Employee Dashboard to exit timesheet entry.


ILLINOIS TECH
Mouse, Mickey
Employee Dashboard
Timesheet
Staff Accountant, 101006-00, 1, 6503, Controllers Office
Leave Balances
Timesheet Messages
1
SUNDAY
MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
23
25
7.75 Hours
26
7.75 Hours
27
7.75 Hours
28
7.75 Hours
29

Staff Accountant, 101006-00, 1, 6503, Controllers Office

02/23/2020 - 03/07/2020 69.75 Hours

Pending Submitted On 02/24/2020, 11:40 AM