MONTHLY TIME REPORTER – REPORTING TIME

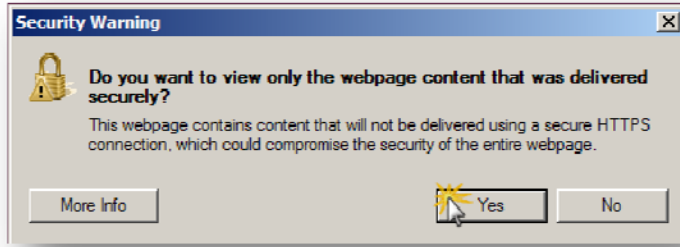|	
What do I do? **Process Overview**	This process document takes you through the process as an Administrative employee who is submitting a timesheet with vacation time to report, for a specified time period. The *process begins at the BGSU home page*: 1. **Click MyBGSU** 2. **Log in to MyBGSU** 3. **Click "yes" to the system message** 4. **Navigate to Employee Self Service section (left side of page)** 5. **Navigate to Time and Labor>Timesheet** 6. **Enter time taken in the specified date field(s)** 7. **Select TRC (Time Reporting Code)** 8. **Add a Row** 9. **Enter time taken in the specified date field(s)** 10. **Click Submit** 11. **Click OK to Submit Confirmation** 12. **Review Reported Time Summary** 13. **Final Review and Approval**
Where do I go?	**MyBGSU>Employee Self-Service>Time and Labor Employee>Timesheet**
Section 1 **Navigation** Begin the process at the bgsu.edu home page.	
Step 1: Click • **MyBGSU** From the BGSU home page, click MyBGSU.	
Step 2: Enter • **USERNAME** • **PASSWORD** Once you have entered MyBGSU you can view your Employee Self Service section.	

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Step 3: Click • **Yes** The System Warning message appears once you have entered your username and password. The message is explaining that there may be secured and unsecured items, such as pictures or advertisements, on the website you are trying to access. Answer "yes" to this system message.	
Step 4: Locate • **Employee Self-Service** Using the <u>left</u> navigation menu locate Employee Self Service section.	
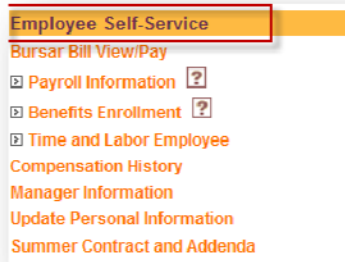
Step 5: Click
   • **Time and Labor Employee**
   • **Timesheet**
 	
The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.	
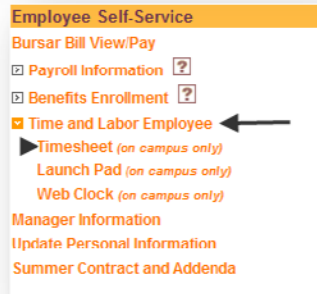
Section II **Monthly Timesheet** The Timesheet page defaults the "View By" field to Time Period and the "Date defaults to the first day of the pay period. The Time Period that is entered in the "Date" fields is displayed above the Timesheet input fields.	
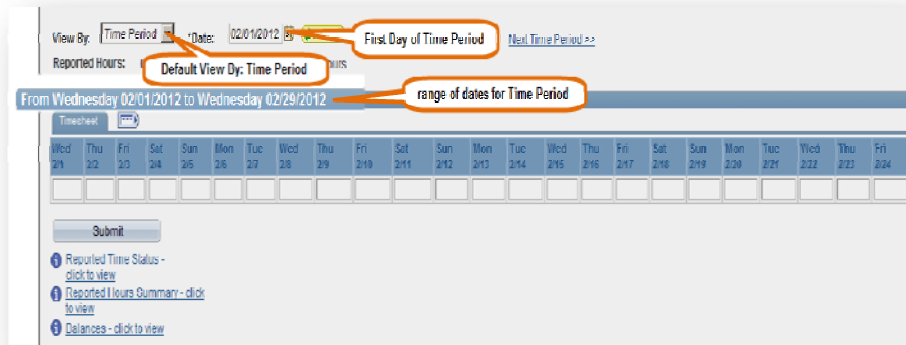
Step 6: Enter
- **Hours Taken**

Administrative staff reporting time off will place the number of hours taken in the corresponding date field.

Step 7: Select
- **TRC (Time Reporting Code)**

NOTE: Hours are reported according to a "TRC (Time Reporting Code)". Each row requires a different TRC.

Step 8: Click
- **"+"**

To report additional time, using a different TRC, add a line to the Timesheet by clicking the "+" sign.
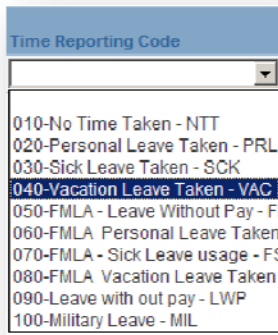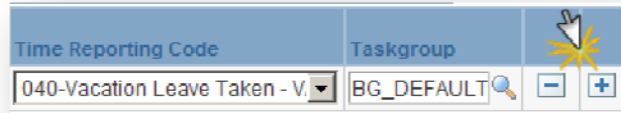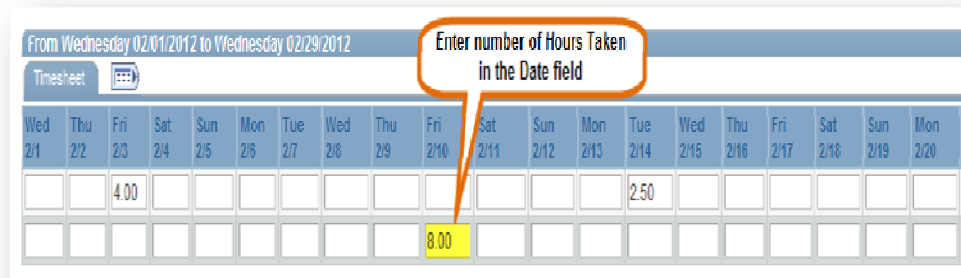

Step 9: Enter
- **Hours Taken**

Administrative staff reporting time off will place the number of hours taken in the corresponding date field.
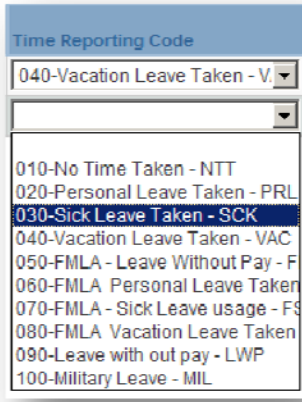
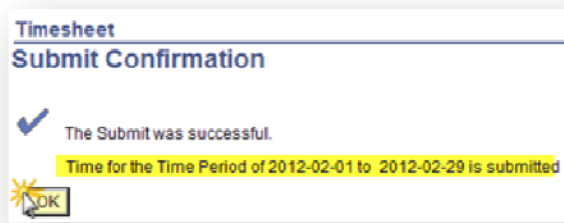|	
Step 10: Select • **TRC (Time Reporting Code)** Hours are reported according to a TRC (Time Reporting Code).	**Time Reporting Code** 040-Vacation Leave Taken - V. ▼ ▼ 010-No Time Taken - NTT 020-Personal Leave Taken - PRL 030-Sick Leave Taken - SCK 040-Vacation Leave Taken - VAC 050-FMLA - Leave Without Pay - F 060-FMLA Personal Leave Taken 070-FMLA - Sick Leave usage - FS 080-FMLA Vacation Leave Taken 090-Leave with out pay - LWP 100-Military Leave - MIL
Step 11: Click • **Submit** Once the time has been reported and the TRCs have been selected the data must be Submitted.	☀ Submit
Step 12: Click • **OK** A submit confirmation message will appear for you to "OK". Review the Time for the Time Period statement. Make sure that this is the correct time period for which you are reporting.	**Timesheet** **Submit Confirmation** ✔ The Submit was successful. Time for the Time Period of 2012-02-01 to 2012-02-29 is submitted ☀ OK
Section III **Reported Time Status** Once you have submitted and confirmed your timesheet the Reported Time Status section is visible on the timesheet. **Step 13: Review** The information in the reported time status section is the amount of time that needs approved for the time period. The status will remain at "Needs Approved" until a manager or supervisor approves the reported time.	ⓘ Reported Time Status - click to hide | Date	Status	Total	Time Reporting Code	Comments
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02/03/2012	Needs Approval	4.00	VAC	💬
02/10/2012	Needs Approval	8.00	SCK	💬
02/14/2012	Needs Approval	2.50	VAC	💬	
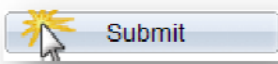
Section IV
Submitted Timesheet

Before you exit the Time and Labor Employee component review the timesheet one last time for any errors.

Step 14: Final Review & Approval

The next step is for a Supervisor, Manager, or Department Contact to approve your reported time. A Supervisor, Manager, or Department Contact has the option to approve time on a weekly, biweekly, and monthly basis.

| View By: | Time Period | *Date: 02/01/2012 | Refresh | << Previous Time Period | Next Time Period >> |

Reported Hours: 14.50 Hours   Scheduled Hours: 0.00 Hours

From Wednesday 02/01/2012 to Wednesday 02/29/2012

Timesheet

Wed 2/1	Thu 2/2	Fri 2/3	Sat 2/4	Sun 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Sat 2/11	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17	Sat 2/18	Sun 2/19	Mon 2/20
									8.00										
		4.00											2.50						

Submit

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Comments
02/03/2012	Needs Approval	4.00	VAC	
02/10/2012	Needs Approval	8.00	SCK	
02/14/2012	Needs Approval	2.50	VAC	

Reported Hours Summary - click to view

Balances - click to view

Revised 3/12/2012