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)
	<ol> <li>Click Submit</li> <li>Click OK to Submit Confirmation</li> <li>Review Reported Time Summary</li> <li>Final Review and Approval</li> </ol>
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 <u>MyBGSU.</u>	My BGSD.
Step 2: Enter • USERNAME • PASSWORD Once you have entered MyBGSU you can view your Employee Self Service section.	

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.	Security Warning       Image: Security Warning         Do you want to view only the webpage content that was delivered securely?       This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.         More Info       Image: Yes       No
Step 4: Locate         • Employee Self-Service         Using the left navigation menu locate Employee Self Service section.	Employee Self-Service Bursar Bill View/Pay Payroll Information ? Benefits Enrollment ? Time and Labor Employee Compensation History Manager Information Update Personal Information Summer Contract and Addenda
<ul> <li>Step 5: Click <ul> <li>Time and Labor</li> <li>Employee</li> <li>Timesheet</li> </ul> </li> <li>The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.</li> </ul>	Employee Self-Service Bursar Bill View/Pay Payroll Information ? Benefits Enrollment ? Time and Labor Employee Timesheet (on campus only) Launch Pad (on campus only) Web Clock (on campus only) Web Clock (on campus only) Manager Information Update Personal Information Summer Contract and Addenda
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.	View By:       Time Period       Time Period       Next Time Period       Next Time Period         Reported Hours:       Default View Dy: Time Period       Time Period       Time Period       Time Period         From Viednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Wednesday 02/01/2012 to Wednesday 02/29/2012       range of dates for Time Period       Time Period       Time Period         Submit       range of dates for Time Period       range of dates for Time Period       Time Period         Bubble time Subsch       range of dates for Time Period       range of dates for Time Period       Time Period         Oble time Subsch       range of dates for Time Period       range of d

Step 6: Enter         • Hours Taken         Administrative staff reporting time off will place the number of hours taken in the corresponding date field.	From Wed     Enter number of Hours Taken in the Date field     2012       Wed     Thu     Fri     Sat     Sun     Mon     Tue     Wed     Thu     Fri     Sat     Sun     Mon       2/1     2/2     2/3     2/4     2/5     2/6     2/7     2/8     2/9     2/10     2/11     2/12     2/14     2/15     2/16     2/17     2/18     2/19     2/20       4     400     0     0     0     0     0     0     0     0     0
Step 7: Select • TRC (Time Reporting Code) NOTE: Hours are reported according to a "TRC (Time Reporting Code)". Each row requires a different TRC.	Time Reporting Code         010-No Time Taken - NTT         020-Personal Leave Taken - PRL         030-Sick Leave Taken - SCK         040-Yacation Leave Taken - VACI         050-FMLA - Leave Without Pay - F         060-FMLA - Sick Leave usage - FS         080-FMLA Vacation Leave Taken         090-Leave with out pay - LWP         100-Military Leave - MIL
Step 8: Click <ul> <li>"+"</li> </ul> To report additional time, using a different TRC, add a line to the Timesheet by clicking the "+" sign.	Time Reporting Code     Taskgroup       040-Vacation Leave Taken - V.     BG_DEFAULT
Step 9: Enter • Hours Taken Administrative staff reporting time off will place the number of hours taken in the corresponding date field.	From Wednesday 02/29/2012           Enter number of Hours Taken in the Date field           Timesteet         Enter number of Hours Taken in the Date field           Vied Thu         Fri         Sat         Sun         Mon           2/1         2/2         2/3         2/4         2/5         2/6         2/7         2/8         2/9         2/10         2/11         2/12         2/13         2/14         2/15         2/16         2/17         2/18         2/19         2/20           4.00         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0

<ul> <li>Step 10: Select <ul> <li>TRC (Time Reporting Code)</li> </ul> </li> <li>Hours are reported according to a TRC (Time Reporting Code).</li> </ul>		Time Repr           040-Vaca           010-No Ti           020-Persi           030-Sick           040-Vaca           050-FMLA           060-FMLA           070-FMLA           080-FMLA           090-Leave           100-Milita	me Taken - NTT me Taken - NTT mal Leave Taken - PRL eave Taken - PRL eave Taken - VAC - Leave Without Pay - F Personal Leave Taken - Sick Leave usage - FS Vacation Leave Taken e with out pay - LWP ny Leave - MIL		
Step 11: Click		<u> </u>	_		
• Submit					
Once the time has been reported and the TRCs have been selected the data must be Submitted.			Submit		
Step 12: Click					
• ОК	3	Timesheet			
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.	s (	The Submit Confirmat	ON ssful. od of 2012-02-01 to 2012-02-29 is sr	ibmitted	
Section III					
Reported Time Status					
Once you have submitted and	Reported 1 click to hid	<u>Fime Status -</u> <u>e</u>			
Reported Time Status section is	Date	<u>Status</u>	Total Time Reporting	Code Comments	
visible on the timesheet.	02/03/2012	Needs Approval	4.00 VAC	(ii)	
	02/10/2012	Needs Approval	8.00 SCK	Q	
Step 13: Review	02/14/2012	Needs Approval	2.50 VAC	Q	
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.					

Section IV Submitted Timesheet	View By: Time Period 💽 *Date: 02/01/2012 🗊 (\$ series) << Previous Time Period Next Time Period >> Reported Hours: 14.50 Hours Scheduled Hours: 0.00 Hours
Before you exit the Time and Labor Employee component review the	From Wednesday 02/01/2012 to Wednesday 02/29/2012
timesheet one last time for any errors.	Wed         Thu         Fri         Sat         Sun         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Mon         Z/20         Z/13         Z/14         Z/15         Z/16         Z/17         Z/18         Z/20         Z/20         Z/14         Z/15         Z/16         Z/17         Z/18         Z/20         Z/20         Z/20         Z/21         Z/21 <thz 21<="" th=""> <thz 21<="" th=""> <thz 21<="" th=""></thz></thz></thz>
Step 14: Final Review & Approval	
The next step is for a Supervisor, Manager, or Department Contact to	Reported Time Status - dick to hide
approve your reported time. A	Date         Status         Total Time Reporting Code         Comments           0202/2012         Needo Record         4.00 V/C         E
Supervisor, Manager, or	02/10/2012 Needs Approval 8.00 SCK
bepartment Contact has the option	02/14/2012 Needs Approval 2.50 VAC O
biweekly, and monthly basis.	Reported Hours Summary- click to view     Balances - click to view

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