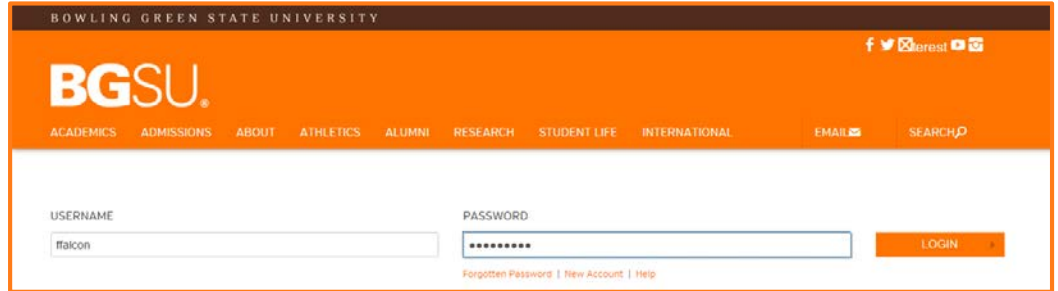




Step 2: Enter USERNAME and PASSWORD

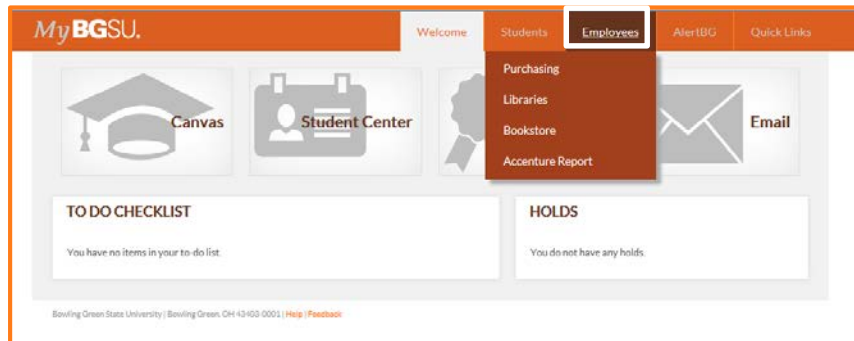
Note: These will be your BGSU network credentials.

Step 2a: Click Login



The screenshot shows the BGSU login page. At the top, it says "BOWLING GREEN STATE UNIVERSITY" and "BGSU". Below the logo is a navigation menu with links for ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENT LIFE, INTERNATIONAL, EMAIL, and SEARCH. The login form has two input fields: "USERNAME" with the text "ifalcon" and "PASSWORD" with masked characters. A "LOGIN" button is to the right. Below the form are links for "Forgotten Password", "New Account", and "Help".

Step 3: Click Employees



The screenshot shows the "MyBGSU" dashboard. The top navigation bar includes "Welcome", "Students", "Employees" (highlighted), "Alert/BC", and "Quick Links". Below the navigation bar are several tiles: "Canvas" (with a graduation cap icon), "Student Center" (with a person icon), "Purchasing" (with a shopping cart icon), "Libraries" (with a book icon), "Bookstore" (with a book icon), "Accenture Report" (with a document icon), and "Email" (with an envelope icon). Below these tiles are two sections: "TO DO CHECKLIST" and "HOLDS". Both sections indicate that there are no items in their respective lists. At the bottom, there is a footer with the text "Bowling Green State University | Bowling Green, OH 43403-0001 | Help | Feedback".

The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.

Step 5: Under Time and Labor Employee Section

Step 6: Click **Timesheet**

The screenshot displays the MyBGSU website interface. At the top, there is a navigation bar with the MyBGSU logo and tabs for Welcome, Students, Employees, AlertBG, and Quick. The main content area is divided into several sections:

- BGSU EMAIL**
- BURSAR BILL VIEW/PAY**
- BG1 CARD SERVICES**
- ADVISING**
 - Advisement
 - Student Degree Audit
 - Faculty Center
- PAYROLL INFORMATION**
 - View Paycheck
 - W-4 Tax Information
 - Direct Deposit
 - W-2/W-2c Consent
 - View W-2/W-2c Forms
- BENEFITS ENROLLMENT**
 - Family Status Changes/Life Event
 - Benefits Summary
 - Benefits Enrollment
- TIME AND LABOR EMPLOYEE** (highlighted with a red box)
 - My Student Timesheet (view only)
 - Timesheet** (highlighted with a red box and an arrow pointing to it)
 - Launch Pad
 - Web Clock
- TIME AND LABOR SUPERVISOR**
 - Approve My Monthly Reporters
 - Approve My Biweekly Reporters
 - Approve My Student Hourly Reporters
- MANAGER INFORMATION**
 - Manager Dashboard
 - Time and Labor Dashboard
 - Manage Delegation

On the right side of the page, there are sections for **TOOLS** (VIEW PAYCHECK, TIME & LABOR, UPDATE PERSONAL INFO, BENEFITS) and **IT SECURITY ACCESS FORMS** (Web Report Library, FM & Web Report Library Access Form, Control Digital Services).

SECTION II
BIWEEKLY TIMESHEET

1. The **Biweekly Timesheet** page defaults the View By field. This field will be greyed out and you will not be able to change.
2. The **Date** defaults to the first day of the pay period.
3. The **Time Period** that you will be entering time for is displayed above the Timesheet input fields.
4. The **Scheduled Hours** field will list the normal scheduled hours to be worked in this pay period.

Timesheet

Freddie Falcon Employee ID 000578932
Golf Course Worker Empl Record 0

Time Source Schedule Information Earliest Change Date 10/01/2014

Select Another Timesheet

1 View By Calendar Period Previous Period Next Period
2 Date 02/16/2015
3 Scheduled Hours 80.00 Reported Hours 0.00 Print Timesheet

From Sunday 02/15/2015 to Saturday 02/28/2015

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00

Submit

Reported Time Status Summary Leave / Compensatory Time Payable Time

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Comments
	0.000000		

Self Service
Time Reporting

Step 6: Review Scheduled Hours to work per day.

- If hours and days are correct then proceed to Step 7.

From Sunday 02/15/2015 to Saturday 02/28/2015

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	

Scheduled Hours are modified to Monday - Friday

IF APPLICABLE

For Full-Time Biweekly time reporters that have scheduled hours on different dates, other than Monday – Friday, you will need to revise your timesheet to reflect the correct days worked.

Step 6a: Enter Scheduled Hours on new days.

- Move to Step 7

From Sunday 02/15/2015 to Saturday 02/28/2015

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
8.00		8.00	8.00	8.00			8.00	8.00	8.00	8.00			

Scheduled Hours were modified to Sunday - Thursday

Step 7: Select TRC (Time Reporting Code) – Classified Regular Hours

Hours are reported according to a TRC (Time Reporting Code).

All reported hours need a TRC in order to process reported time for that specified time period.

Total Time Reporting Code
010-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
100-Leave No Pay - LWO
110-Call Back PayCall Back Pay - CBK
120-Call Back Comptime Earned - CBC
130-Call-In Pay - CIN
135-Call-In HOLCall-In HOLIDAY - CINH
140-Military Leave - MLP
150-Emergency Regular Hours - EMR
160-Emergency Overtime Pay - EME
170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

Example:
Full Time 80 Hour Classified Regular Earnings – with no usage of leave or overtime.

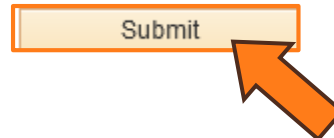
The TRC Code will be **010-Classified Regular Earnings-CLA**

Employee ID 0000578932									
Empl Record 0									
Earliest Change Date 10/01/2014									
Previous Period					Next Period				
Print Timesheet									
Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total Time Reporting Code
		8.00	8.0	8.00	8.00	8.00			010-Classified Regular Earning - CLA

At this point in the process, if you do not have additional time to report (such as vacation, sick, overtime, etc.), Submit your timesheet.

Step: 8 Click Submit

- Move to Step 15



IF CHANGING HOURS

Step 9: Enter **Leave Hours Taken** (Vacation, Sick, Overtime, Comp Time, etc.)

- Biweekly staff reporting time off will place the number of hours taken in the corresponding date field.
- Note: For purposes of this reference the 8 has been changed to 7.50 to reflect the number of Classified Regular hours being reported.

From Sunday 02/15/2015 to Saturday 02/28/2015							
Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	
8.00	8.00	8.00	8.00	7.5			

Step 10: Select TRC (Time Reporting Code) for Leave Hours Taken

- Hours are reported according to a TRC (Time Reporting Code).

Total Time Reporting Code
010-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
100-Leave No Pay - LWO
110-Call Back PayCall Back Pay - CBK
120-Call Back Comptime Earned - CBC
130-Call-In Pay - CIN
135-Call-In HOLCall-In HOLIDAY - CINH
140-Military Leave - MLP
150-Emergency Regular Hours - EMR
160-Emergency Overtime Pay - EME
170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

Step 11: Click  to inset a new row on the Timesheet.

(Found at the end of the time reporting row.)

- To report time taken or an exception, a different TRC must be used for that time.

From Sunday 02/15/2015 to Saturday 02/28/2015													
Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
8.00	8.00	8.00	8.00	7.5			8.00	8.00	8.00	8.00	8.00		

Time Reporting Code	*Taskgroup	Business Unit	Combination Code	ChartFields
010-Classified Regular Earning - CLA	BG_DEFAULT	BGSUN		ChartFields



Step 12: Enter Time Reporting Hours

When reporting time other than regularly scheduled a new line must be added and a new Time Reporting Code needs to be used.

From Sunday 02/15/2015 to Saturday 02/28/2015									
Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	
8.00	8.00	8.00	8.00	7.50			8.00	8.00	
				.5					

Step 13: Select TRC (Time Reporting code)

- Hours are reported according to a TRC (Time Reporting code)

Note: For purposes of this reference, you are reporting vacation hours so you will select the TRC – **Vacation Leave Taken**.

Total Time Reporting Code
010-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
100-Leave No Pay - LWO
110-Call Back PayCall Back Pay - CBK
120-Call Back Comptime Earned - CBC
130-Call-In Pay - CIN
135-Call-In HOLLCall-In HOLIDAY - CINH
140-Military Leave - MLP
150-Emergency Regular Hours - EMR
160-Emergency Overtime Pay - EME
170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

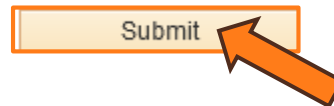
Example:
Full Time 80 Hour Classified Regular Earnings with usage of leave.

The TRC Code will be **020-Vacation Leave Taken - VCP**

Change Date 10/01/2014											
Previous Period		Next Period								Total Time Reporting Code	
Print Timesheet											
Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28			
		8.00	8.00	8.00	8.00	8.00			80.00_010-Classified Regular Earning - CLA		
									020-Vacation Leave Taken - VCP		

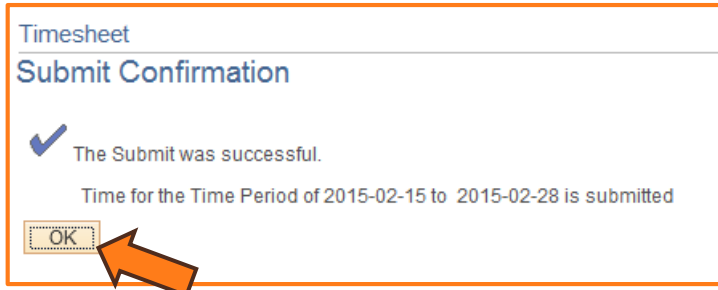
Step 14: Click Submit

- Once the time has been reported and the TRC's have been selected the data must be submitted.



Step 15: 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.



**SECTION III
REPORTED TIME STATUS**

Once you have submitted and confirmed your timesheet the Reported Time Status section is visible on the timesheet.

Step 16: Review

- The information in the reported time status section is the amount of time that has been approved and needs to be approved for the time period.
- The status will remain at Needs Approval until a manager or supervisor approves the reported time.

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
02/15/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/16/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.50 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	0.50 VCP	020-Vacation Leave Taken	
02/22/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/23/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/24/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/25/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/26/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	

**SECTION IV
SUBMITTED TIMESHEET**

Before you exit the Time and Labor Employee component review the timesheet one last time for any errors. Verify the hours that you entered, the TRC's that you selected, and the total hours being reported.

Step 17: Final Review & Approval

- The next step is for a Supervisor, Manager, or Department Contact to approve your reported time.

Timesheet

Freddie Falcon Employee ID: 00057882
 001 Course Worker Emp Record: 0
 Time Source: Schedule Information Earliest Change Date: 10/01/2014

*View By: Calendar Period Previous Period Next Period
 *Date: 02/15/2015
 Scheduled Hours: 80.00 Reported Hours: 80.00 Print Timesheet

From Sunday 02/15/2015 to Saturday 02/20/2015	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Time Reporting Code
	8.00	8.00	8.00	8.00	7.50	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	79.50 010-Classified Regular Earning - CLA
					0.50										0.50 020-Vacation Leave Taken - VCP

Submit

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
02/15/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/16/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.50 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	0.50 VCP	020-Vacation Leave Taken	
02/22/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/23/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/24/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/25/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/26/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	