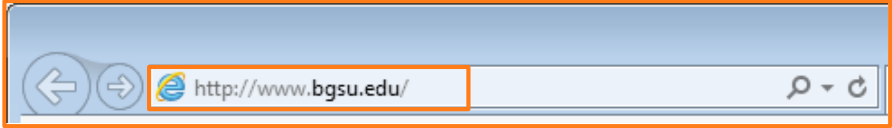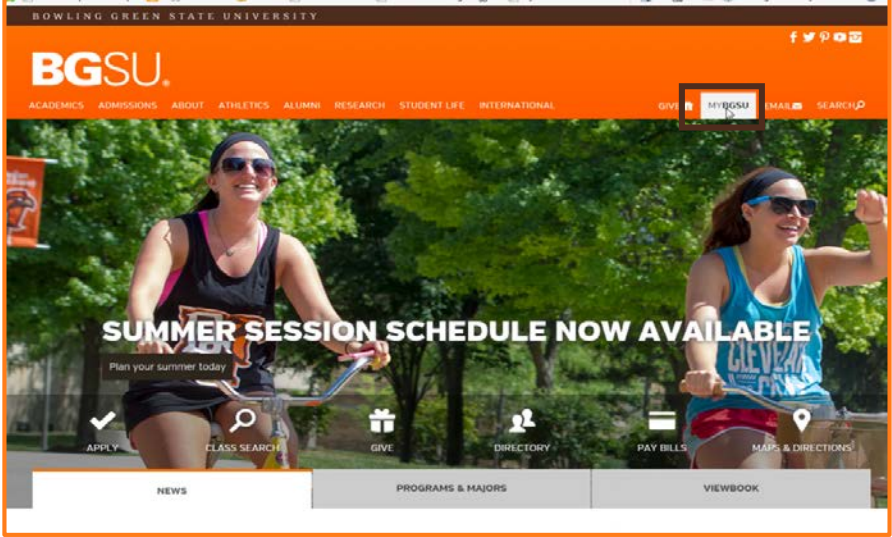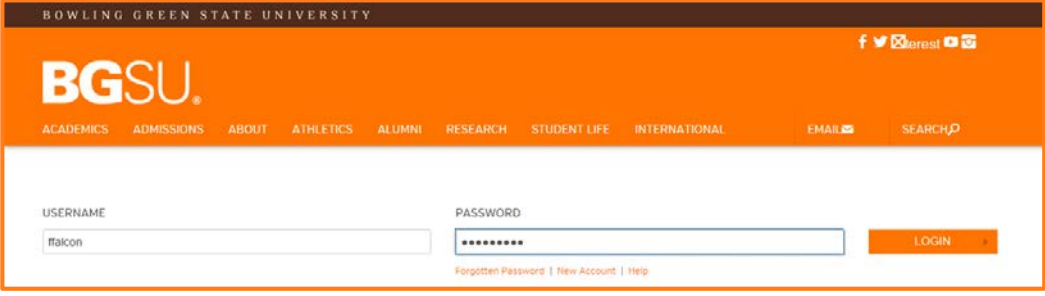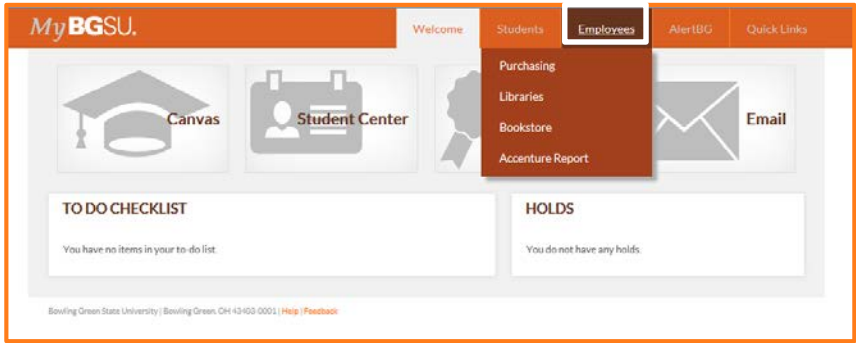|	
What do I do? **PROCESS OVERVIEW**	This document will take you through the process of entering time for a Part Time Classified employee who is submitting a timesheet for a specified time period. The process begins at the BGSU home page: 1. Click **MyBGSU** 2. **Log in** to MyBGSU 3. Click on **Employees** 4. Navigate to Time and Labor Employee 5. Click on **Timesheet** 6. **Enter Hours** and Days worked 7. Select TRC (Time Reporting Code) **Classified Regular Earnings** 8. Click **Submit** (Move to Step 13) 9. **Insert a new row** 10. **Enter time** taken in the specified date field(s) 11. Select TRC (**Time Reporting Code**) 12. Click **Submit** 13. Click **OK** to Submit Confirmation 14. Review Reported Time Summary 15. Final Review and **Approval**
Where do I go?	MyBGSU > Employee Self-Service > Time and Labor Employee > Timesheet
SECTION I **NAVIGATION** Begin the process at the bgsu.edu home page. *Note: Please use Internet Explorer*	
Step 1: Click **MyBGSU**	
Step 2: Enter **USERNAME** and **PASSWORD** *Note: These will be your BGSU network credentials.* **Step 2a:** Click **Login**	

Step 3: Click **Employees**	
The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to. **Step 4**: Under Time and Labor Employee Section **Step 5**: Click **Timesheet**	
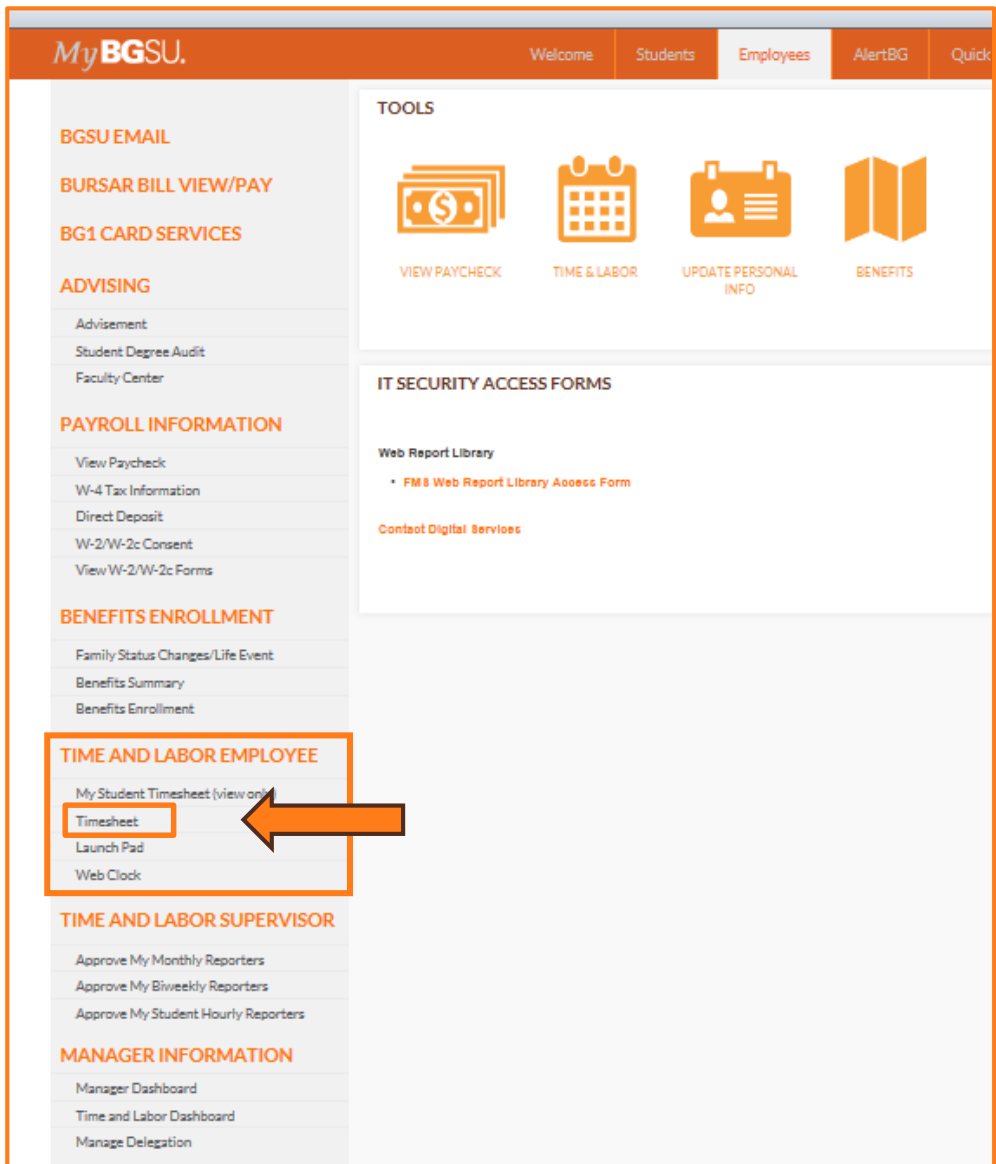
SECTION II
BIWEEKLY TIMESHEET

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
Secretary
Time Source   Schedule Information

Employee ID 0001292846
Empl Record 0
Earliest Change Date 10/01/2014

Select Another Timesheet

❶ *View By Calendar Period   Previous Period   Next Period

❷ *Date 02/15/2015

Scheduled Hours 0.00   Reported Hours 0.00   Print Timesheet

❸ 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

Step 6: Enter Hours Worked per day.

Biweekly staff reporting time off will place the number of hours worked in the corresponding date field.

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
	7	7	7	7				

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

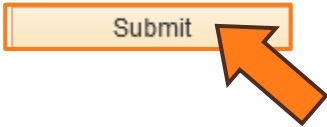|	
Example: Part Time Classified Regular Earnings – with no usage of leave or overtime. The TRC Code will be **010-Classified Regular Earnings-CLA**	<table><tr><th>Wed 2/25</th><th>Thu 2/26</th><th>Fri 2/27</th><th>Sat 2/28</th><th>Total</th><th>Time Reporting Code</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>010-Classified Regular Earning - CLA ▼</td></tr></table>
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 13	Submit
IF ADDING OTHER HOURS If you are reporting time other than our regularly worked hours, (e.g. vacation, sick, etc.) you must add a row to enter the time taken. **Step 9:** 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 ⓘ <table><tr><th>Sun 2/15</th><th>Mon 2/16</th><th>Tue 2/17</th><th>Wed 2/18</th><th>Thu 2/19</th><th>Fri 2/20</th><th>Sat 2/21</th></tr><tr><td></td><td>7.00</td><td>7.00</td><td>7.00</td><td></td><td></td><td></td></tr></table> <table><tr><th>Sat 2/28</th><th>Total</th><th>Time Reporting Code</th><th>*Taskgroup</th><th>Business Unit</th><th>Combination Code</th><th>ChartFields</th><th></th><th></th></tr><tr><td></td><td></td><td>010-Classified Regular Earning - CLA ▼</td><td>BG_DEFAULT</td><td>BGSUN</td><td></td><td>ChartFields</td><td>+</td><td>−</td></tr></table> Reporting 7 hours of time other than regularly scheduled hours.
Step 10: **Enter Time** Reporting Hours When reporting time other than regularly scheduled a new line must be added and a new (TRC) Time Reporting Code needs to be used.	From Sunday 02/15/2015 to Saturday 02/28/2015 ⓘ <table><tr><th>Sun 2/15</th><th>Mon 2/16</th><th>Tue 2/17</th><th>Wed 2/18</th><th>Thu 2/19</th><th>Fri 2/20</th><th>Sat 2/21</th><th>Sun 2/22</th><th>Mon 2/23</th><th>Tue 2/24</th><th>Wed 2/25</th><th>Thu 2/26</th><th>Fri 2/27</th><th>Sat 2/28</th><th>Total Time Reporting Code</th></tr><tr><td></td><td>7.00</td><td>7.00</td><td>7.00</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>010-Classified Regular Earning - CLA</td></tr><tr><td></td><td></td><td></td><td></td><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Enter hours taken in the new row.

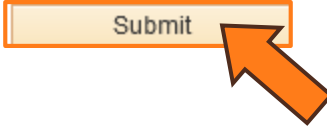|	
Step 11: Select **TRC** (Time Reporting code) Hours are reported according to a TRC (Time Reporting code) Note: For purposes of this reference, you are reporting **vacation hours** so you will select the TRC – **Vacation Leave Taken**.	**Total Time Reporting Code** 010-Classified Regular Earning - 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 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: Part Time Classified Regular Earnings with usage of leave. The TRC Code will be **020-Vacation Leave Taken - VCP**	
Step 12: Click **Submit** • Once the time has been reported and the TRC's have been selected the data must be submitted.	Submit
Step 13: 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 2015-02-15 to 2015-02-28 is submitted OK
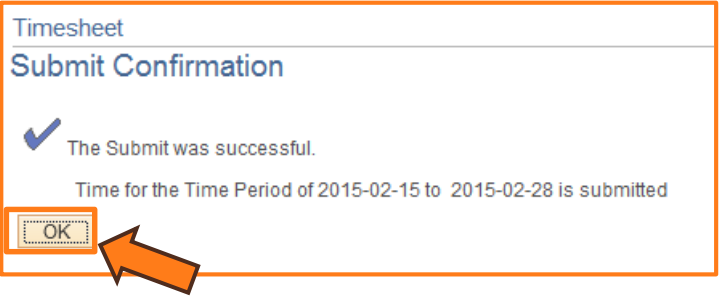
SECTION III

REPORTED TIME STATUS

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

Step 14: 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	Summary	Leave / Compensatory Time	Payable Time		
Reported Time Status				Personalize | Find |		1-4 o
Date	Reported Status	Total	TRC	Description	Comments
02/16/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/17/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/18/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/19/2015	Needs Approval	7.00	VCP	020-Vacation Leave Taken	🗩

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 15: Final Review & **Approval**

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

Timesheet

Freddie Falcon — Employee ID 0001292846
Secretary — Empl Record 0
Time Source — Schedule Information — Earliest Change Date 10/01/2014

Select Another Timesheet

*View By Calendar Period — Previous Period — Next Period
*Date 02/15/2015
Scheduled Hours 0.00 — Reported Hours 28.00 — 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	Sat 2/28	Total Time Reporting
		7.00	7.00	7.00											21.00 010-Classifie
					7.00										7.00 020-Vacation

Submit

Reported Time Status	Summary	Leave / Compensatory Time	Payable Time		
Reported Time Status			Personalize | Find |		1-4 of 4
Date	Reported Status	Total	TRC	Description	Comments
02/16/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/17/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/18/2015	Needs Approval	7.00	CLA	010-Classified Regular Earning	🗩
02/19/2015	Needs Approval	7.00	VCP	020-Vacation Leave Taken	🗩