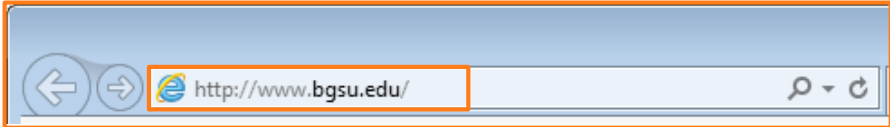
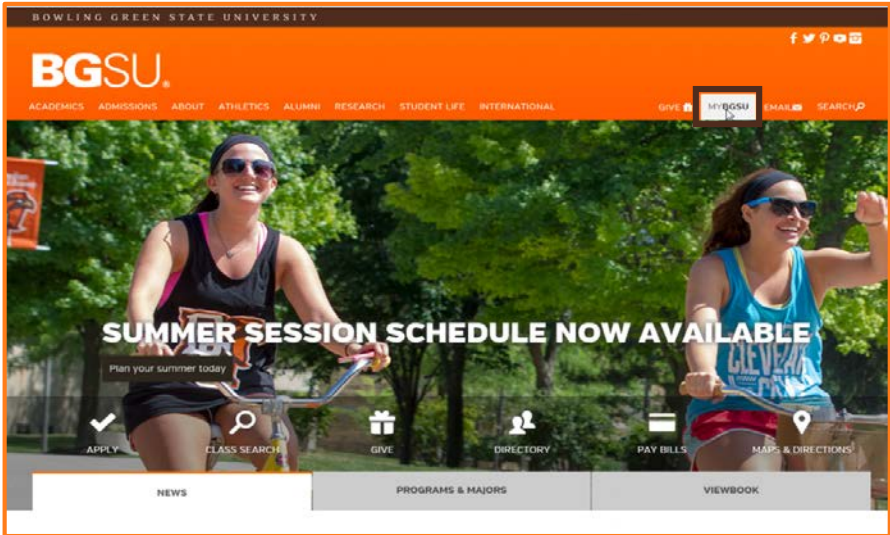
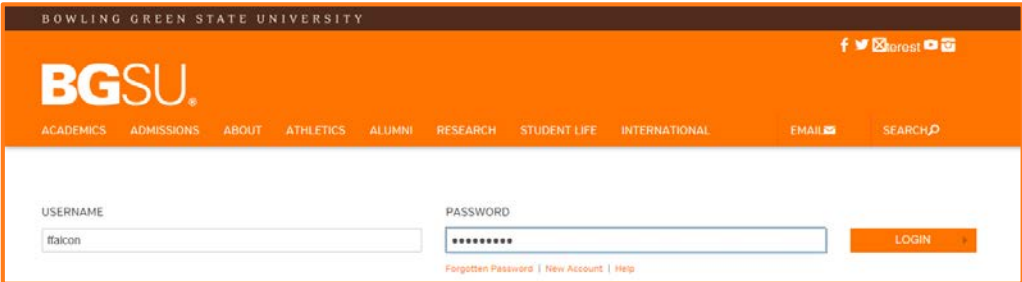
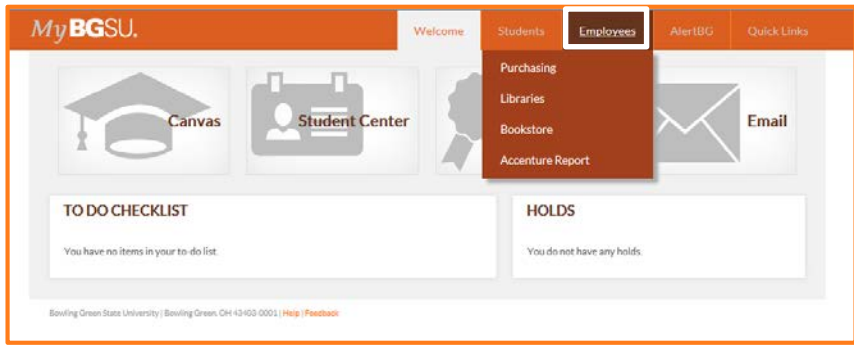


<p>What do I do?</p> <p>PROCESS OVERVIEW</p>	<p>This document will take you through the process of entering time for a Monthly Time Reporter No Time Taken employee who is submitting a timesheet for a specified time period. The process begins at the BGSU home page:</p> <ol style="list-style-type: none"> 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 Taken 7. Select TRC (Time Reporting Code) – NTT (No Time Taken) 8. Click Submit 9. Click OK to Submit Confirmation 10. Review Reported Time Summary 11. Final Review and Approval
<p>Where do I go?</p>	<p>MyBGSU > Employee Self-Service > Time and Labor Employee > Timesheet</p>
<p>SECTION I NAVIGATION</p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	

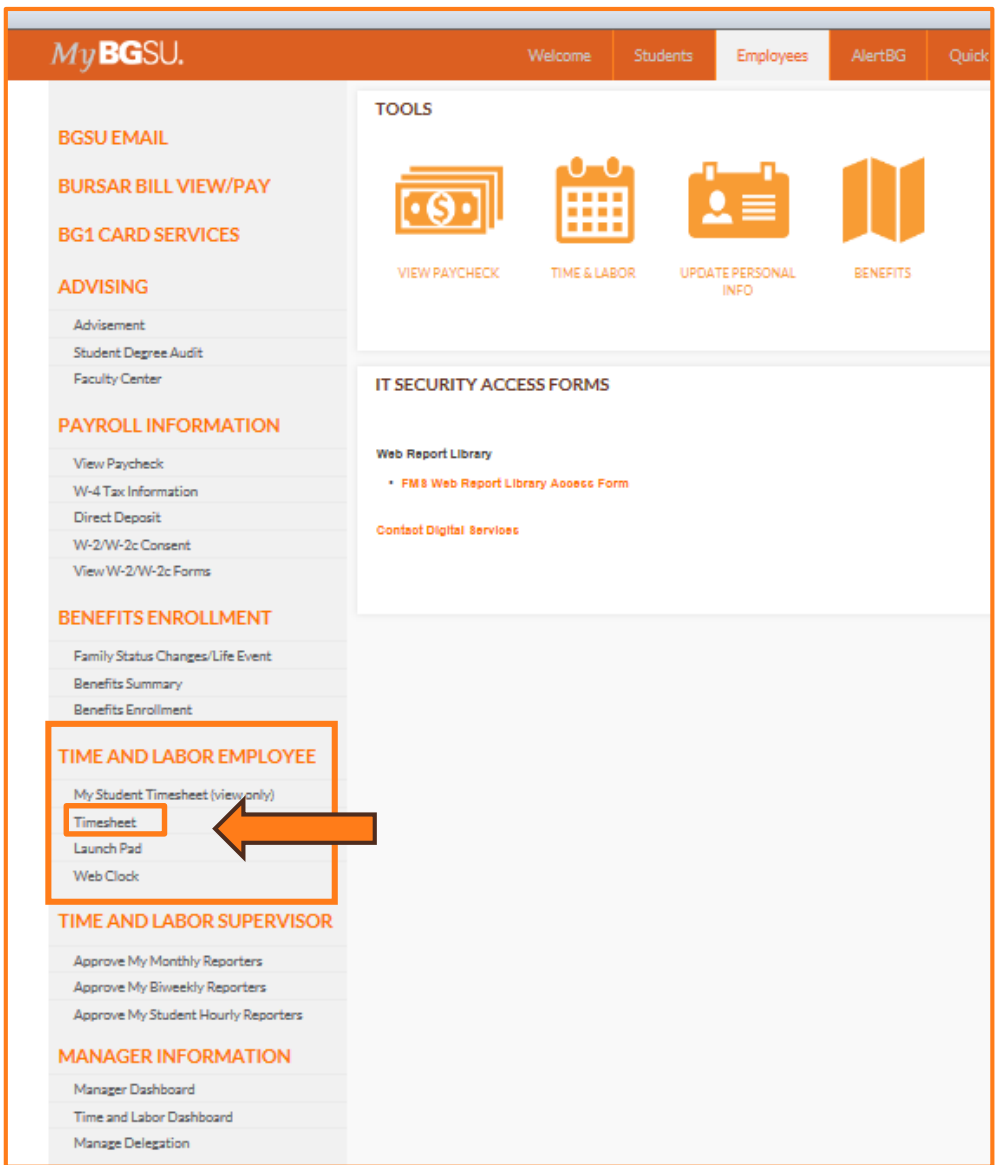
Step 3: Click Employees



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
MONTHLY TIMESHEET

1. The **Monthly Timesheet** page defaults the ***View By** field. This field will be greyed out and you will not be able to change.
2. The ***Date** field 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.

Step 6: Enter a 1 in the last business workday of that month.

- A value of **1** must be placed in the last working day of the month.

	Fri 2/27	Sat 2/28	Total Time Reporting Code	*Taskgroup
	1.00		1.00 010-No Time Taken - NTT	BG_DEFAULT

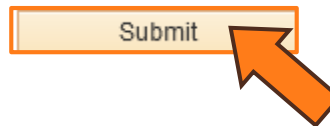
Step 7: Select TRC (Time Reporting Code) **NTT** – No Time Taken

The Time Reporting Code field must be populated.

In this example, there was no time taken for the reporting period so the Time Reporting Code (TRC) will be **NTT** - No Time Taken.

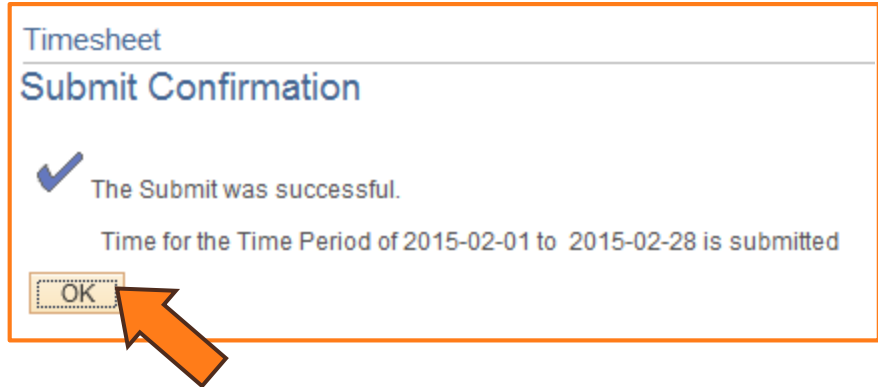
Step 8: Click **Submit**

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



Step 9: 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 10: 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.

Date	Reported Status	Total TRC	Description	Comments
02/27/2015	Needs Approval	1.00 NTT	010-No Time Taken	

**SECTION IV
SUBMITTED TIMESHEET**

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

Step 15: 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.

Fri 2/27	Sat 2/28	Total Time Reporting Code	Taskgroup
1.00	1.00	010-No Time Taken - NTT	BG_DEFAULT