

## General Information

Security access to Time and Labor will be granted through your BGSU network credentials.

Time and Labor assistance is available by contacting the Payroll Office at 419-372-2201 or by emailing:

[payroll@bgsu.edu](mailto:payroll@bgsu.edu)

**As always, check the BGSU Payroll website to ensure the most accurate information.**

[www.bgsu.edu/payroll/time-and-labor.html](http://www.bgsu.edu/payroll/time-and-labor.html)

### Payroll Office

322 Administration Building,  
Bowling Green, OH 43403

## Preparing for Success!

Employees can access additional training through the MyBGSU Portal or directly by the BGSU Training URL.

BGSU Employee Online Training Center can be accessed via:

<https://infopro.bgsu.edu/protected/public/classschedule.aspx>

sign-on with your BGSU network credentials

Course Name: **HCM 9.2 Upgrade Manager Self Service**

Send training inquiries to:

[tsc@bgsu.edu](mailto:tsc@bgsu.edu)

If signed into the BGSU Portal, please remember to sign out of all other environments i.e. FSS, CSS & HCM.

### Technology Support Center (TSC)

110 Hayes Hall | 419-372-0999

[www.bgsu.edu/tsc](http://www.bgsu.edu/tsc) | [tsc@bgsu.edu](mailto:tsc@bgsu.edu)

Monday - Friday

7:00am - Midnight

Saturday & Sunday

8:00am - 5:00pm



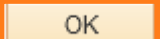
## Time and Labor Quick Reference Guide



**HCM 9.2 coming  
May 26th**

## Reporting Time

**Navigation:** MyBGSU> Employees  
> Time and Labor  
Employee>Time Sheet



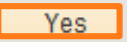
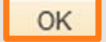
1. Enter Hours worked per day or leave taken
2. Select TRC (Time Recording Code) for hours being reported
3. If Adding Other Hours – Click  to insert a new row
4. Enter other hours
5. Select TRC for Other Hours
6. Click 
7. Click 

**Payroll Department Link**

<http://www.bgsu.edu/payroll.html>

## Approving Time

**Navigation:** MyBGSU> Employees  
> Time and Labor Supervisor>  
Select appropriate


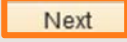
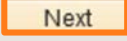


1. View direct reports
  - 1a. You may also select employees by using criteria in the “Employees Section”
2. Click on the Employee Name
3. Review the employees timesheet
4. Click  to approval all time OR click update/deny/comments link
5. Select Time needing Approval
6. Click 
7. Click  on the Message
8. Click  on the Timesheet Approve Confirmation

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## Delegating Duties

**Navigation:** MyBGSU> Employees  
> Manager Information>Manage  
Delegation

1. Click Create Delegation Request hyperlink
2. Enter in the Delegation Dates From and To
3. Click 
4. Select Transactions for the Delegate
5. Click 
6. Select Proxy (Delegate)
7. Click 
8. Delegation Detail summary page
9. Click 
10. Create Delegation Request page submit successful
11. Click 

**Payroll Department Link**

<http://www.bgsu.edu/payroll.html>