**What do I do?**

**PROCESS OVERVIEW**

This document will take you through the process of entering time for a Monthly Time Reporter 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 Taken**
7. Select **TRC (Time Reporting Code)**
8. Insert a new row
9. **Enter time** taken in the specified date field(s)
10. Select **TRC (Time Reporting Code)**
11. Click **Submit**
12. Click **OK** to Submit Confirmation
13. Review Reported Time Summary
14. 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
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* 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.

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**Step 6: Enter Hours Taken**

- Faculty reporting time off will place the number of hours taken in the corresponding date field.

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**Step 7: Select TRC (Time Reporting Code)**

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.

- The Vacation TRC will only be available to Faculty who accrue vacation time.

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**Step 8: Click + to inset a new row on the Timesheet.**

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

To report additional time, using a different TRC must be used for that time.
**Step 9: Enter Hours Taken**

Faculty reporting time off will place the number of hours taken in the corresponding date field.

<table>
<thead>
<tr>
<th>Date</th>
<th>01/01/2015</th>
<th>01/02/2015</th>
<th>01/03/2015</th>
<th>01/04/2015</th>
<th>01/05/2015</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
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<td>Mon</td>
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</tr>
</tbody>
</table>

**Step 10: Select TRC (Time Reporting code)**

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

- 010-No Time Taken - NTT
- 030-Sick Leave Taken - SCK
- 040-Vacation Leave Taken - VAC
- 070- Parental Leave - PRLV
- 090-Leave with out pay - LWP

**Step 11: Click Submit**

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

**Step 12: 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 2015-02-01 to 2015-02-28 is submitted
SECTION III
MONTHLY NO LEAVE USED

Step 13: 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.

Step 14: 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.

SECTION IV
REPORTED TIME STATUS

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

Step 15: 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.
SECTION V
SUBMITTED TIMESHEET

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

**Step 16: Final Review & Approval**

- The next step is for a Supervisor, Manager, Dean, Chair or Department Contact to approve your reported time.
- A Supervisor, Manager, Dean, Chair or Department Contact has the option to approve time on a weekly, biweekly, and monthly basis.