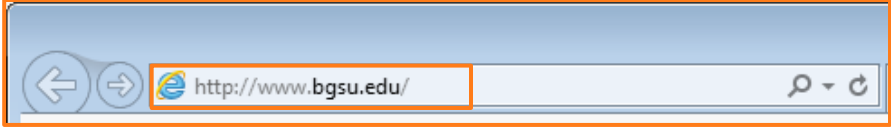
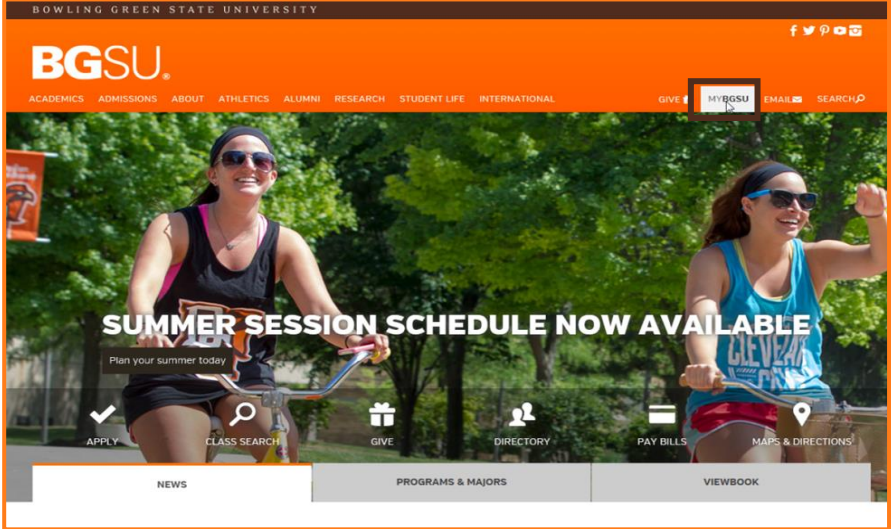
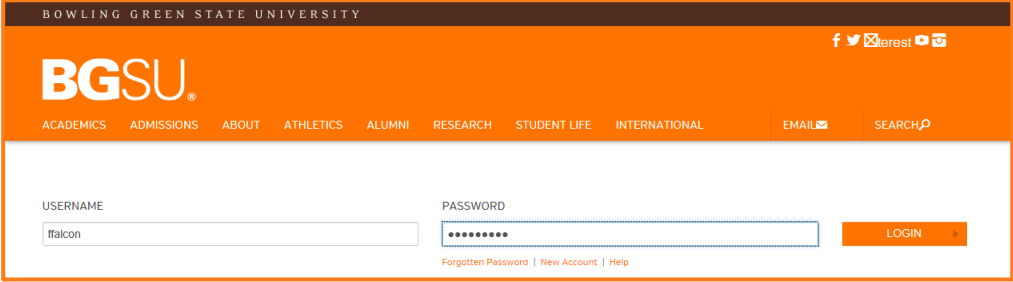
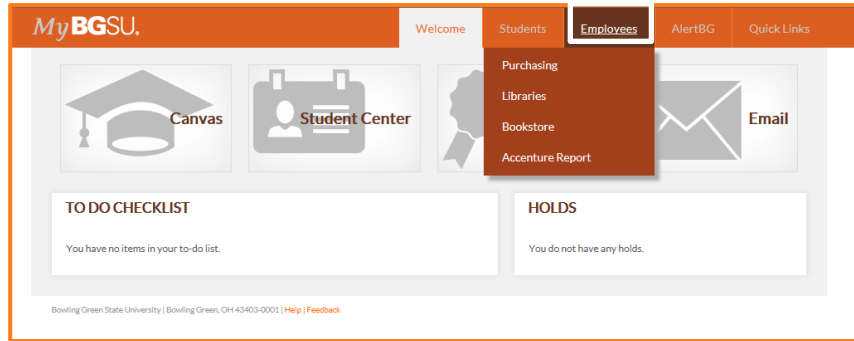


# Faculty Leave Reporting

<p>What do I do?</p> <p><b>PROCESS OVERVIEW</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Click <b>MyBGSU</b></li> <li>2. <b>Log in</b> to MyBGSU</li> <li>3. Click on <b>Employees</b></li> <li>4. Navigate to Time and Labor Employee</li> <li>5. Click on <b>Timesheet</b></li> <li>6. <b>Enter Hours</b> Taken</li> <li>7. Select <b>TRC</b> (Time Reporting Code)</li> <li>8. Insert a new row</li> <li>9. <b>Enter time</b> taken in the specified date field(s)</li> <li>10. Select <b>TRC</b> (Time Reporting Code)</li> <li>11. Click <b>Submit</b></li> <li>12. Click <b>OK</b> to Submit Confirmation</li> <li>13. Review Reported Time Summary</li> <li>14. Final Review and <b>Approval</b></li> </ol>
<p>Where do I go?</p>	<p>MyBGSU &gt; Employee Self-Service &gt; Time and Labor Employee &gt; Timesheet</p>
<p><b>SECTION I NAVIGATION</b></p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p><b>Step 1: Click MyBGSU</b></p>	
<p><b>Step 2: Enter USERNAME and PASSWORD</b></p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p><b>Step 2a: Click Login</b></p>	

# Faculty Leave Reporting

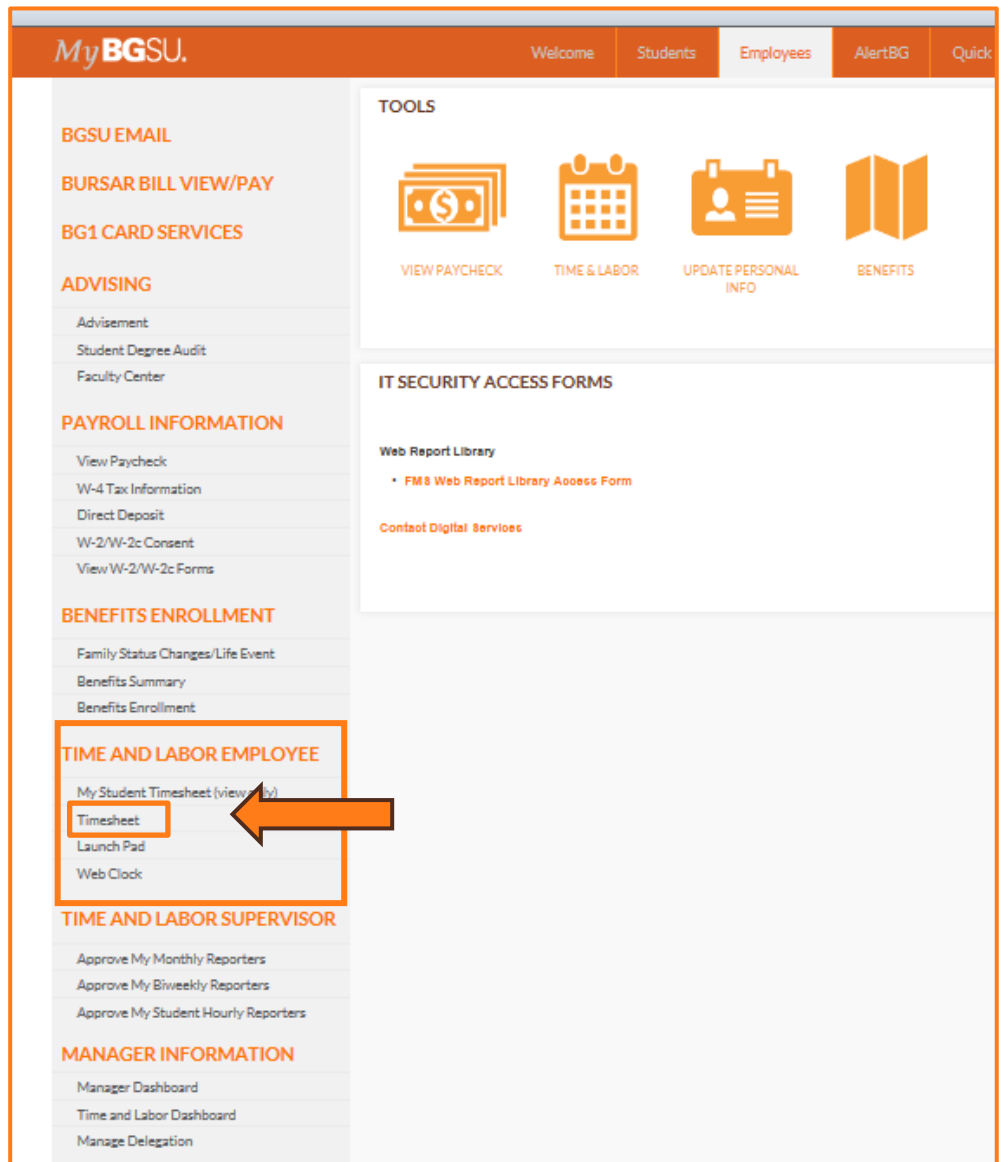
**Step 3: Click Employees**



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



# Faculty Leave Reporting

## 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.

### Step 6: Enter Hours Taken

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

### 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.

**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.

# Faculty Leave Reporting

## Step 9: Enter Hours Taken

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

Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Sun 2/8	Mon 2/9	Tue 2/10
					4.00			8.00	

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

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

**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.

Submit

## 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

OK

# Faculty Leave Reporting

## 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.

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

**Step 14:** Select TRC (TimeReporting 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.

**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

## 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.

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
02/06/2015	Needs Approval	4.00 VAC	040-Vacation Leave Taken	
02/09/2015	Needs Approval	8.00 SCK	030-Sick Leave Taken	
02/12/2015	Needs Approval	2.50 VAC	040-Vacation Leave Taken	

# Faculty Leave Reporting

## 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.

**Freddie Falcon** Employee ID 0001660586  
 Director Empl Record 0  
 Time Source Schedule Information Earliest Change Date 02/01/2015

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

\*Date: 02/01/2015 BY ↻

Scheduled Hours 0.00 Reported Hours 14.50 Print Timesheet

From Sunday 02/01/2015 to Saturday 02/28/2015

Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Sun 2/8	Mon 2/9	Tue 2/10	Wed 2/11	Thu 2/12	Fri 2/13
					4.00			8.00			2.50	
					4.00			8.00			2.50	

Reported Time Status | Summary | Leave / Compensatory Time | Payable Time

Date	Reported Status	Total TRC	Description	Comments
02/06/2015	Needs Approval	4.00	VAC	040-Vacation Leave Taken
02/09/2015	Needs Approval	8.00	SCK	030-Sick Leave Taken
02/12/2015	Needs Approval	2.50	VAC	040-Vacation Leave Taken