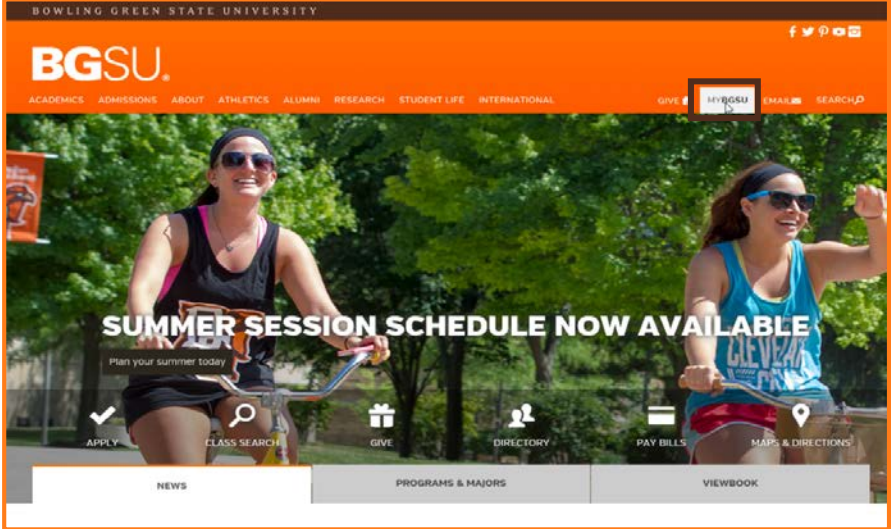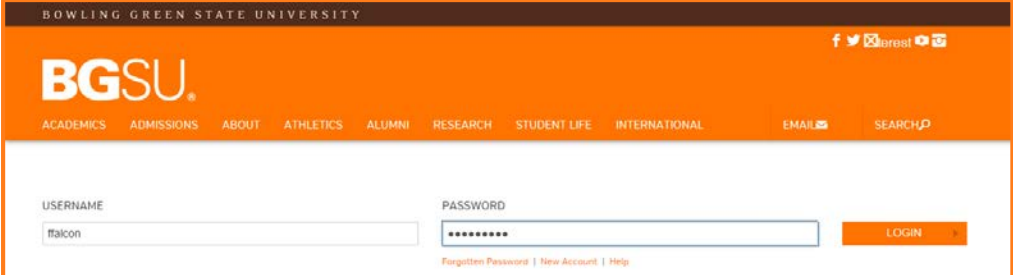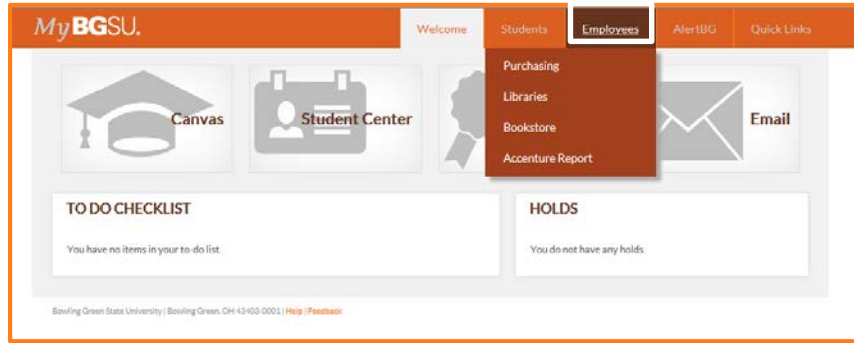| | |
|---|---|
| What do I do?<br><br>**PROCESS OVERVIEW** | This document will take you through the process of entering time for a Monthly Time Reporter employee who is submitting a timesheet for a specified time period. The process begins at the BGSU home page:<br><br>1. Click **MyBGSU**<br>2. **Log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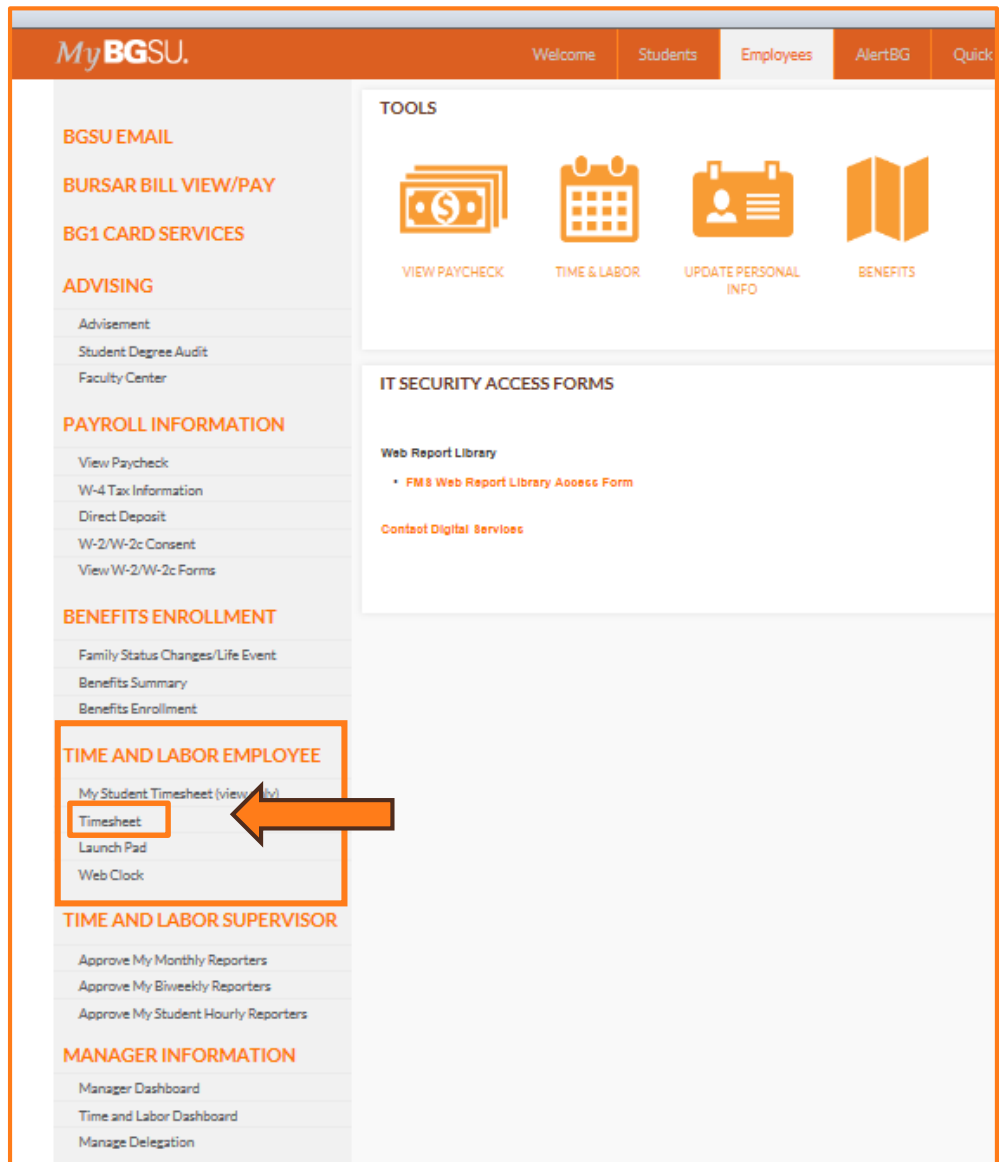
## SECTION II
## MONTHLY TIMESHEET

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.

**Timesheet**

**Freddie Falcon**
Director
Time Source                        Schedule Information
Select Another Timesheet

❶ \*View By  Calendar Period                    Previous Period   Next Period
❷ \*Date  02/01/2015

Scheduled Hours  0.00          Reported Hours  0.00          Print Timesheet

❸
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 |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

Submit

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

Reported Time Status                    Personalize | Find | | |  1 of 1

| Date | Total | TRC | Description | Comments |
|---|---|---|---|---|
| | 0.000000 | | | |

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**Step 6:  Enter Hours** Taken

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

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 | | | | | | 2.50 | |

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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.

**Total Time Reporting Code**

010-No Time Taken - NTT
020-Personal Leave Taken - PRL
030-Sick Leave Taken - SCK
040-Vacation Leave Taken - VAC
050-FMLA - Leave Without Pay - FLWP
060-FMLA Personal Leave Taken - FPRL
070-FMLA - Sick Leave usage - FSCK
080-FMLA Vacation Leave Taken - FVAC
090-Leave with out pay - LWP
100-Military Leave - MIL

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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.

| Total Time Reporting Code | | \*Taskgroup | | |
|---|---|---|---|---|
| 040-Vacation Leave Taken - VAC ▼ | | BG_DEFAULT 🔍 | [+] | [−] |

| | |
|---|---|
| **Step 9:** Enter Hours Taken<br><br>Administrative staff reporting time off will place the number of hours taken in the corresponding date field. | From Sunday 02/01/2015 to Saturday 02/28/2015 ⓘ<br><br>Sun 2/1  Mon 2/2  Tue 2/3  Wed 2/4  Thu 2/5  Fri 2/6 (4.00)  Sat 2/7  Sun 2/8  Mon 2/9 (8.00)  Tue 2/10 |
| **Step 10:** Select **TRC** (Time Reporting code)<br><br>Hours are reported according to a TRC (Time Reporting code) | **Total Time Reporting Code**<br><br>010-No Time Taken - NTT<br>020-Personal Leave Taken - PRL<br>030-Sick Leave Taken - SCK<br>040-Vacation Leave Taken - VAC<br>050-FMLA - Leave Without Pay - FLWP<br>060-FMLA Personal Leave Taken - FPRL<br>070-FMLA - Sick Leave usage - FSCK<br>080-FMLA Vacation Leave Taken - FVAC<br>090-Leave with out pay - LWP<br>100-Military Leave - MIL |
| **Step 11:** Click **Submit**<br><br>Once the time has been reported and the TRC's have been selected the data must be submitted. | Submit |
| **Step 12**: Click **OK**<br><br>• A Submit Confirmation message will appear for you to **OK**.<br><br>• Review the Time for the Time Period statement.<br><br>• Make sure that this is the correct time period for which you are reporting. | Timesheet<br>**Submit Confirmation**<br><br>✔ The Submit was successful.<br><br>Time for the Time Period of 2015-02-01 to 2015-02-28 is submitted<br><br>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 13**: 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 | 🗗 | 🖩     1-3 of 3

| 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 | 💬 |

## 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.