

# Full Time Classified Time Reporter –Reporting Time

What do I do?

## PROCESS OVERVIEW

This document will take you through the process of entering time for a Full Time Classified 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. Review Scheduled Hours (If applicable Step 6a - Revise Scheduled Hours)
7. Select TRC (Time Reporting Code) **Classified Regular Earnings**
8. Click **Submit** (Move to Step 15)
9. If applicable, Change Scheduled hours
10. Select TRC – **Classified Regular Earnings**
11. **Insert a new row**
12. **Enter time taken** in the specified date field(s)
13. Select **TRC** (Time Reporting Code)
14. Click **Submit**
15. Click **OK** to Submit Confirmation
16. Review Reported Time Summary
17. Final Review and **Approval**

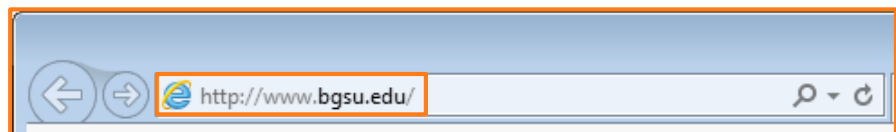
Where do I go?

MyBGSU > Employee Self-Service > Time and Labor Employee > Timesheet

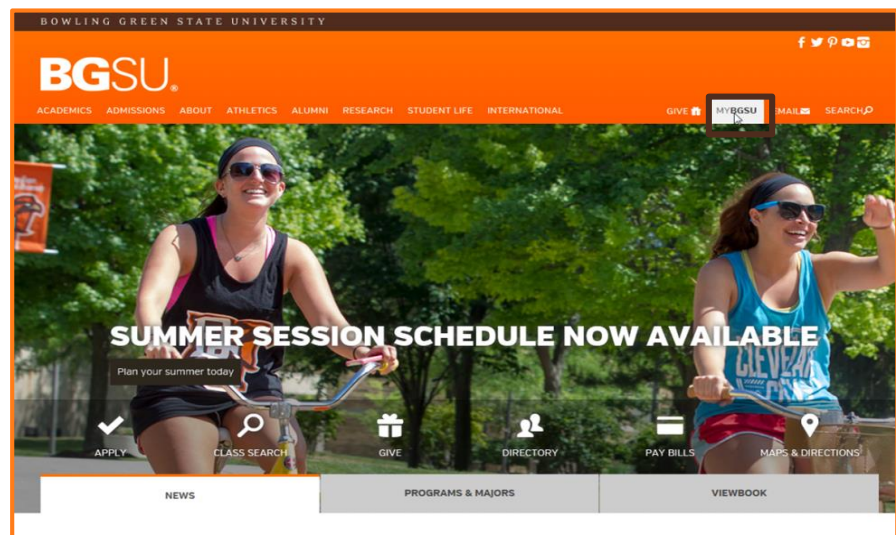
## SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.

*Note: Please use Internet Explorer*



**Step 1: Click MyBGSU**

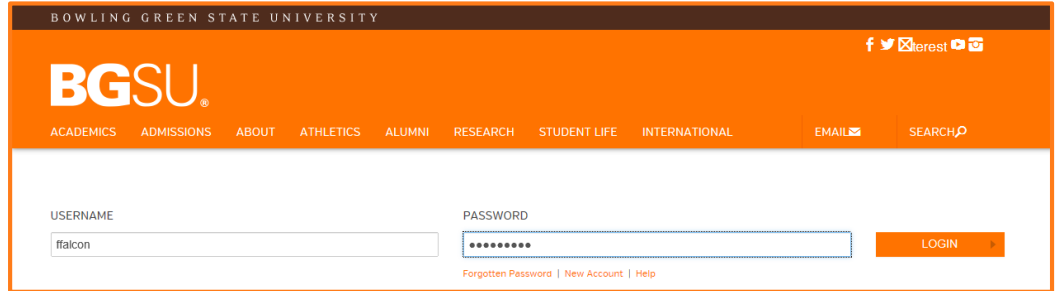


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**Step 2: Enter USERNAME and PASSWORD**

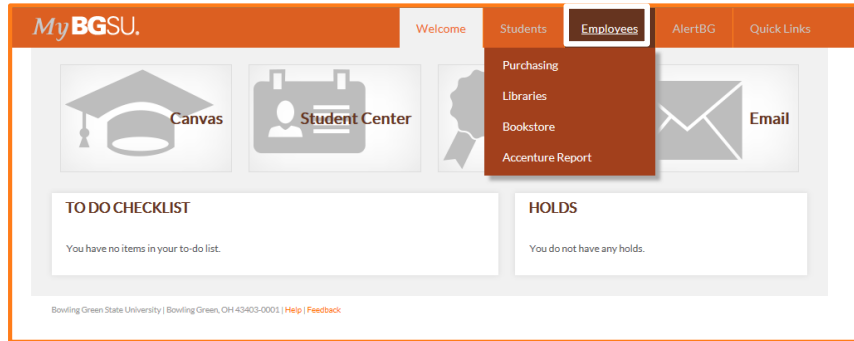
*Note: These will be your BGSU network credentials.*

**Step 2a: Click Login**



The screenshot shows the BGSU login page. At the top, it says "BOWLING GREEN STATE UNIVERSITY" and "BGSU". There are navigation links for ACADEMICS, ADMISSIONS, ABOUT, ATHLETICS, ALUMNI, RESEARCH, STUDENT LIFE, INTERNATIONAL, EMAIL, and SEARCH. Below these are two input fields: "USERNAME" with the value "ffalcon" and "PASSWORD" with a masked password "\*\*\*\*\*". A "LOGIN" button is to the right of the password field. Below the fields are links for "Forgotten Password", "New Account", and "Help".

**Step 3: Click Employees**



The screenshot shows the "MyBGSU" dashboard. The top navigation bar includes "Welcome", "Students", "Employees" (highlighted), "AlertBG", and "Quick Links". Below the navigation bar are several icons: "Canvas", "Student Center", "Purchasing", "Libraries", "Bookstore", "Accenture Report", and "Email". Below these icons are two sections: "TO DO CHECKLIST" and "HOLDS". The "TO DO CHECKLIST" section says "You have no items in your to-do list." and the "HOLDS" section says "You do not have any holds." At the bottom, there is a footer with "Bowling Green State University | Bowling Green, OH 43403-0001 | Help | Feedback".

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The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.

**Step 5:** Under Time and Labor Employee Section

**Step 6:** Click **Timesheet**

The screenshot displays the MyBGSU website interface. At the top, there is a navigation bar with the MyBGSU logo and tabs for Welcome, Students, Employees, AlertBG, and Quick. The main content area is divided into several sections:

- BGSU EMAIL**
- BURSAR BILL VIEW/PAY**
- BG1 CARD SERVICES**
- ADVISING**
  - Advisement
  - Student Degree Audit
  - Faculty Center
- PAYROLL INFORMATION**
  - View Paycheck
  - W-4 Tax Information
  - Direct Deposit
  - W-2/W-2c Consent
  - View W-2/W-2c Forms
- BENEFITS ENROLLMENT**
  - Family Status Changes/Life Event
  - Benefits Summary
  - Benefits Enrollment
- TIME AND LABOR EMPLOYEE**
  - My Student Timesheet (view only)
  - Timesheet** (highlighted with an orange box and an arrow pointing to it)
  - Launch Pad
  - Web Clock
- TIME AND LABOR SUPERVISOR**
  - Approve My Monthly Reporters
  - Approve My Biweekly Reporters
  - Approve My Student Hourly Reporters
- MANAGER INFORMATION**
  - Manager Dashboard
  - Time and Labor Dashboard
  - Manage Delegation

On the right side of the page, there are sections for **TOOLS** (VIEW PAYCHECK, TIME & LABOR, UPDATE PERSONAL INFO, BENEFITS) and **IT SECURITY ACCESS FORMS** (Web Report Library, FM8 Web Report Library Access Form, Contact Digital Services).

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## SECTION II

### BIWEEKLY TIMESHEET

1. The **Biweekly 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.
4. The **Scheduled Hours** field will list the normal scheduled hours to be worked in this pay period.

**Step 6:** Review Scheduled Hours to work per day.

- If hours and days are correct then proceed to Step 7.

Scheduled Hours are modified to Monday - Friday

### IF APPLICABLE

For Full-Time Biweekly time reporters that have scheduled hours on different dates, other than Monday – Friday, you will need to revise your timesheet to reflect the correct days worked.

**Step 6a:** Enter Scheduled Hours on new days.

- Move to Step 7

Scheduled Hours were modified to Sunday - Thursday

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**Step 7: Select TRC (Time Reporting Code) – Classified Regular Hours**

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-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
100-Leave No Pay - LWO
110-Call Back PayCall Back Pay - CBK
120-Call Back Comptime Earned - CBC
130-Call-In Pay - CIN
135-Call-In HOLCall-In HOLIDAY - CINH
140-Military Leave - MLP
150-Emergency Regular Hours - EMR
160-Emergency Overtime Pay - EME
170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

**Example:**  
Full Time 80 Hour Classified Regular Earnings – with no usage of leave or overtime.

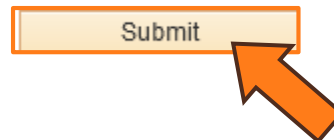
The TRC Code will be **010-Classified Regular Earnings-CLA**

Employee ID 0000578932									
Empl Record 0									
Earliest Change Date 10/01/2014									
Previous Period					Next Period				
Print Timesheet									
Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total Time Reporting Code
		8.00	8.0	8.00	8.00	8.00			010-Classified Regular Earning - CLA

At this point in the process, if you do not have additional time to report (such as vacation, sick, overtime, etc.), Submit your timesheet.

**Step: 8 Click Submit**

- Move to Step 15



# Full Time Classified Time Reporter –Reporting Time

## IF CHANGING HOURS

**Step 9:** Enter **Leave Hours Taken** (Vacation, Sick, Overtime, Comp Time, etc.)

- Biweekly staff reporting time off will place the number of hours taken in the corresponding date field.
- Note: For purposes of this reference the 8 has been changed to 7.50 to reflect the number of Classified Regular hours being reported.

From Sunday 02/15/2015 to Saturday 02/28/2015 ?

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21
8.00	8.00	8.00	8.00	7.5		

**Step 10:** Select TRC (Time Reporting Code) for Leave Hours Taken

- Hours are reported according to a TRC (Time Reporting Code).

Total Time Reporting Code
010-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
100-Leave No Pay - LWO
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160-Emergency Overtime Pay - EME
170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

**Step 11:** Click  to inset a new row on the Timesheet.



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

- To report time taken or an exception, a different TRC must be used for that time.

From Sunday 02/15/2015 to Saturday 02/28/2015 ?

Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28
8.00	8.00	8.00	8.00	7.5			8.00	8.00	8.00	8.00	8.00		

Time Reporting Code	*Taskgroup	Business Unit	Combination Code	ChartFields
010-Classified Regular Earning - CLA	BG_DEFAULT	BGSUN		ChartFields

# Full Time Classified Time Reporter –Reporting Time

## Step 12: Enter Time Reporting Hours

When reporting time other than regularly scheduled a new line must be added and a new Time Reporting Code needs to be used.

From Sunday 02/15/2015 to Saturday 02/28/2015									
Sun 2/15	Mon 2/16	Tue 2/17	Wed 2/18	Thu 2/19	Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24
8.00	8.00	8.00	8.00	7.50			8.00	8.00	
				.5					

## Step 13: Select TRC (Time Reporting code)

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

**Note:** For purposes of this reference, you are reporting vacation hours so you will select the TRC – **Vacation Leave Taken**.

Total Time Reporting Code
010-Classified Regular Earning - CLA
020-Vacation Leave Taken - VCP
030-Sick Leave Taken - SKP
040-Personal Leave Taken - PLP
050-Overtime - OVT
060-Comp Time Earned - CPE
070-Comp Time Taken - CPY
080-Comp Time Payout - CPO
090-Stand-By-Pay - SBY
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170-FMLA - Sick Leave Used - FSKP
180-FMLA - Vacation LeaveTaken - FVCP
190-FMLA - Personal LeaveTaken - FPLP
200-FMLA - Leave No Pay - FLWO
210-FMLA Comptime Taken - FCPY

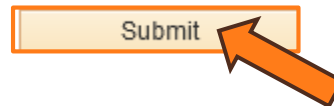
**Example:**  
Full Time 80 Hour Classified Regular Earnings with usage of leave.

The TRC Code will be **020-Vacation Leave Taken - VCP**

Change Date: 10/01/2014										
<a href="#">Previous Period</a>		<a href="#">Next Period</a>								<a href="#">Print Timesheet</a>
Fri 2/20	Sat 2/21	Sun 2/22	Mon 2/23	Tue 2/24	Wed 2/25	Thu 2/26	Fri 2/27	Sat 2/28	Total Time Reporting Code	
		8.00	8.00	8.00	8.00	8.00			80.00 010-Classified Regular Earning - CLA	
									020-Vacation Leave Taken - VCP	

## Step 14: Click Submit

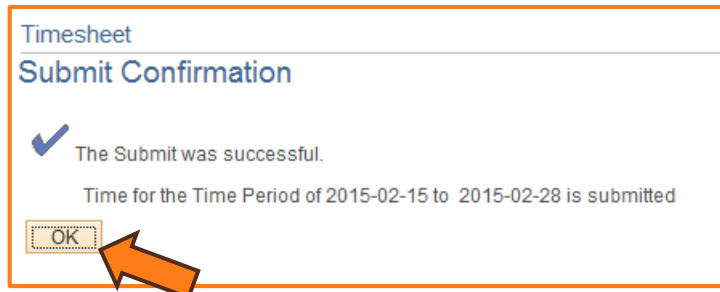
- Once the time has been reported and the TRC's have been selected the data must be submitted.



# Full Time Classified Time Reporter –Reporting Time

## Step 15: 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 16: 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
02/15/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/16/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.50 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	0.50 VCP	020-Vacation Leave Taken	
02/22/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/23/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/24/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/25/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/26/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	

## SECTION IV SUBMITTED TIMESHEET

Before you exit the Time and Labor Employee component review the timesheet one last time for any errors. Verify the hours that you entered, the TRC's that you selected, and the total hours being reported.

### Step 17: Final Review & Approval

- The next step is for a Supervisor, Manager, or Department Contact to approve your reported time.

Timesheet

Freddie Falcon Employee ID: 000078932  
 Shift: 010 - Classified Regular Earning Emp Record: 0  
 Time Source: Schedule Information: Earliest Change Date: 10/01/2014

\*View By: Calendar Period Previous Period Next Period  
 \*Date: 02/15/2015  
 Scheduled Hours: 80.00 Reported Hours: 80.00 Print Timesheet

From Sunday 02/15/2015 to Saturday 02/20/2015														Total Time Reporting Code
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2/15	2/16	2/17	2/18	2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	
8.00	8.00	8.00	8.00	7.50	0.50		8.00	8.00	8.00	8.00	8.00			79.50 010-Classified Regular Earning - CLA
														0.50 020-Vacation Leave Taken - VCP

Submit

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
02/15/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/16/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.50 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	0.50 VCP	020-Vacation Leave Taken	
02/22/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/23/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/24/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/25/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
02/26/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	