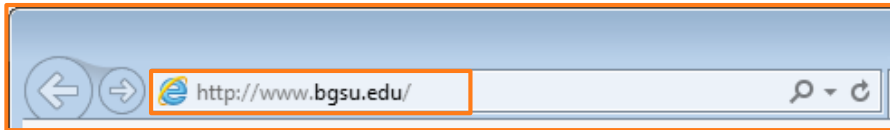
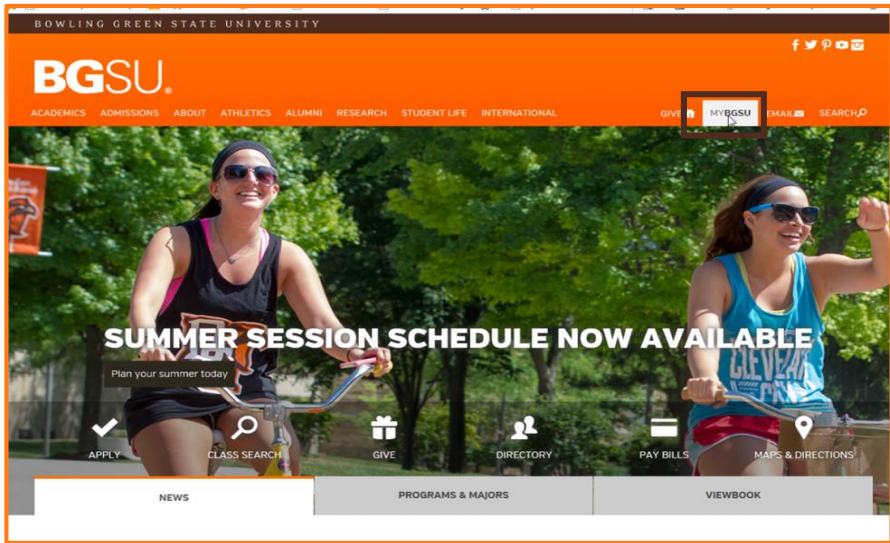
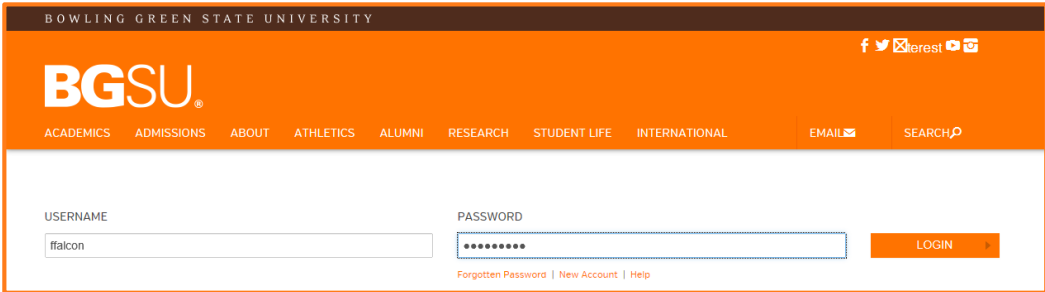
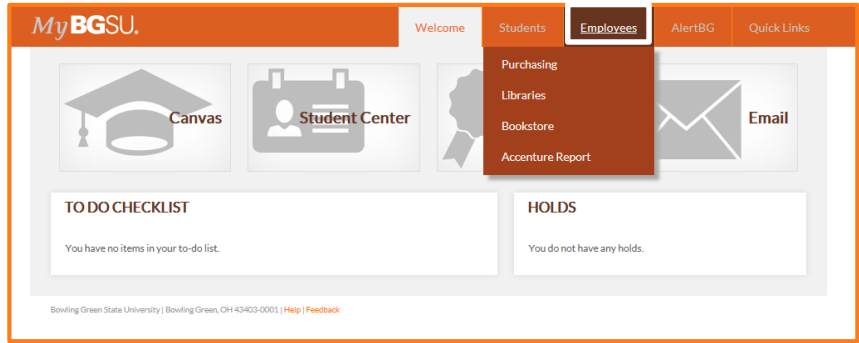


Part Time Classified Time Reporter – Reporting Time

<p>What do I do?</p> <p>PROCESS OVERVIEW</p>	<p>This document will take you through the process of entering time for a Part Time Classified 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"> 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 and Days worked 7. Select TRC (Time Reporting Code) Classified Regular Earnings 8. Click Submit (Move to Step 13) 9. Insert a new row 10. Enter time taken in the specified date field(s) 11. Select TRC (Time Reporting Code) 12. Click Submit 13. Click OK to Submit Confirmation 14. Review Reported Time Summary 15. Final Review and Approval
<p>Where do I go?</p>	<p>MyBGSU > Employee Self-Service > Time and Labor Employee > Timesheet</p>
<p>SECTION I NAVIGATION</p> <p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	

Part Time Classified Time Reporter – Reporting Time

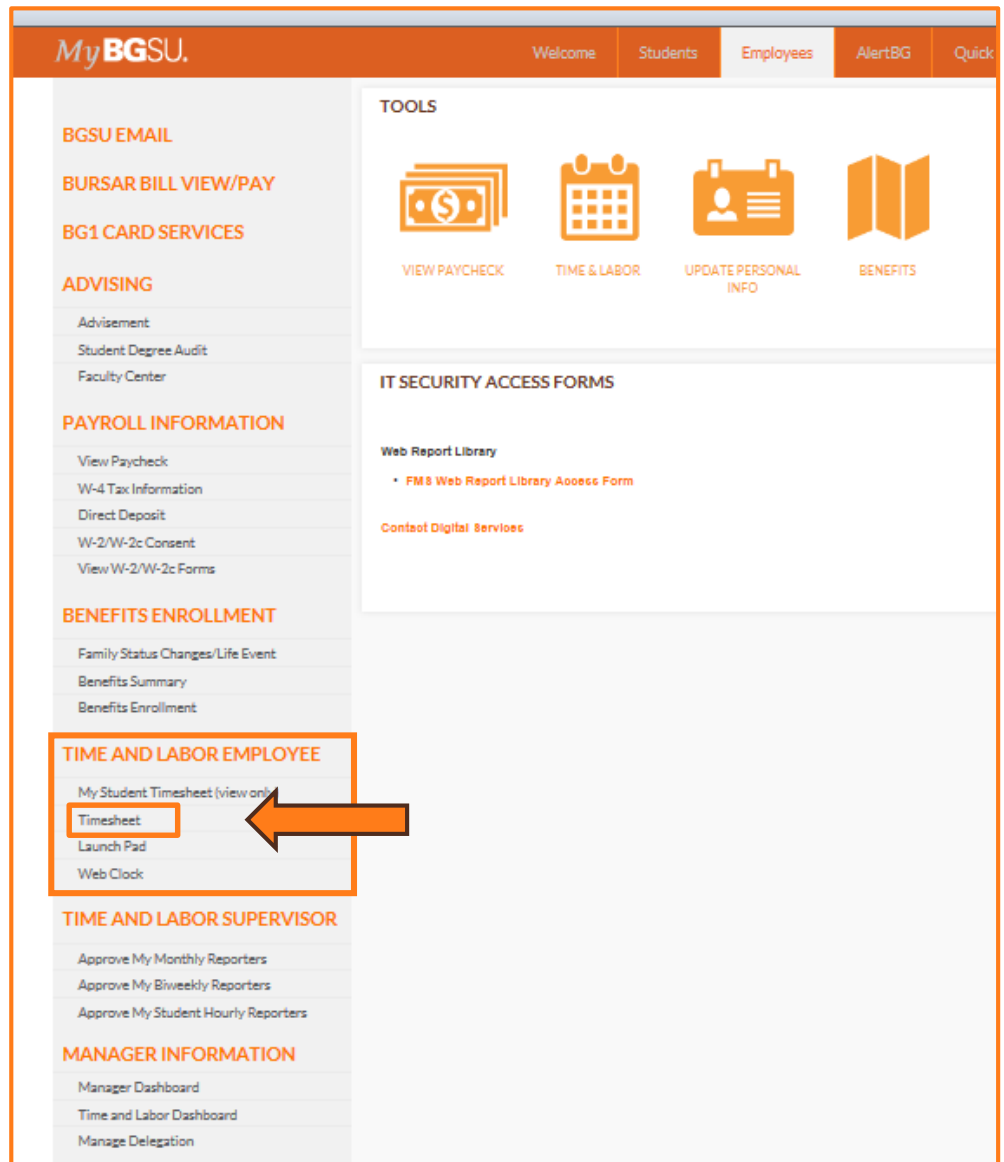
Step 3: Click **Employees**



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**



Part Time Classified Time Reporter – Reporting Time

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: Enter Hours Worked per day.

Biweekly staff reporting time off will place the number of hours worked in the corresponding date field.

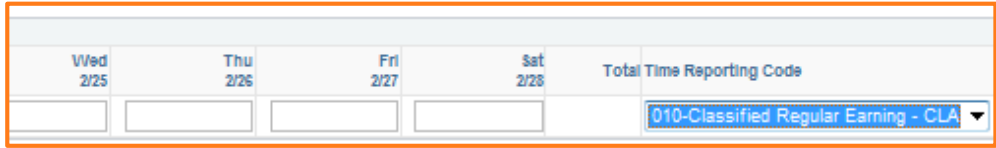
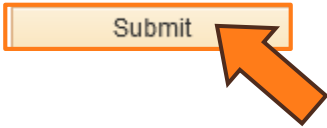

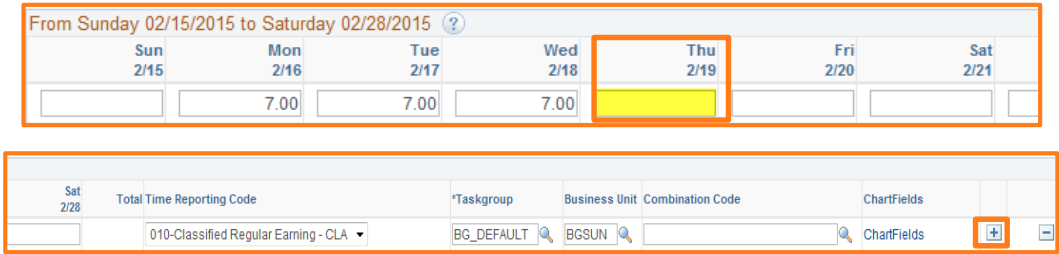
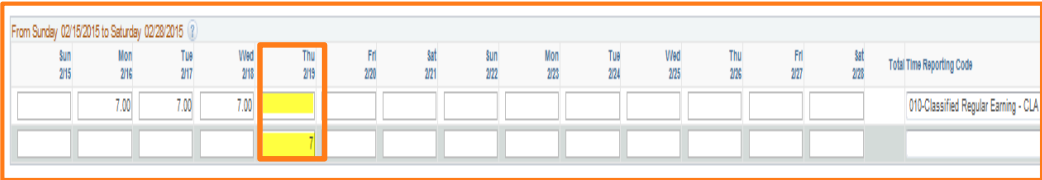
Step 7: Select TRC (Time Reporting Code) – Classified Regular Hours

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

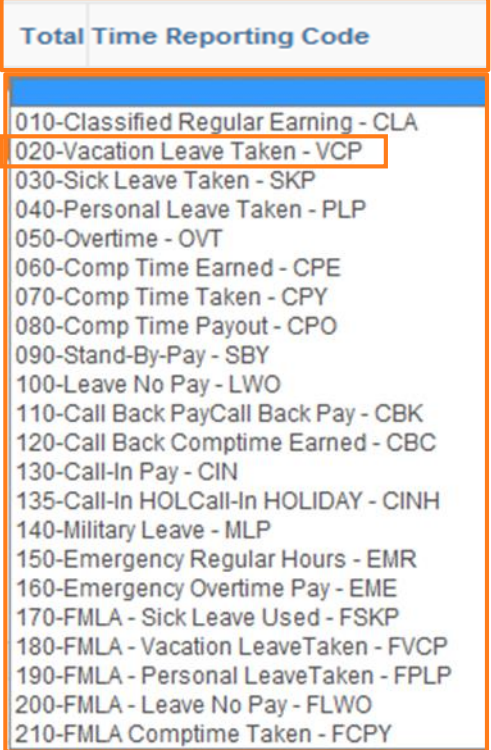
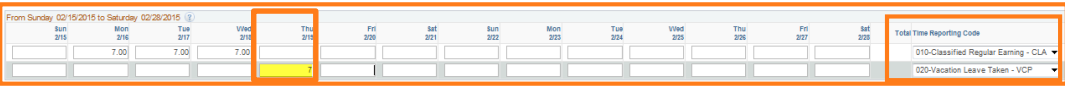
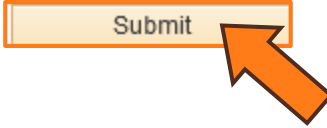
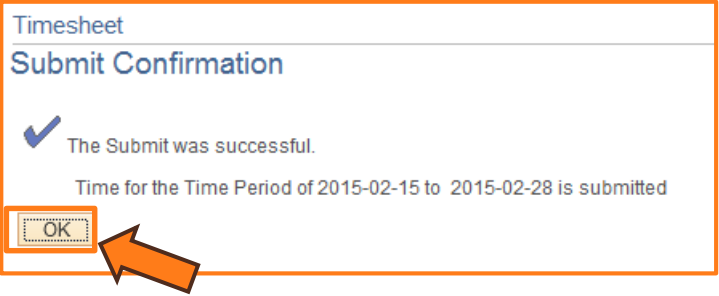
All reported hours need a TRC in order to process reported time for that specified time period.

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 Pay/Call Back Pay - CBK	
120-Call Back Comptime Earned - CBC	
130-Call-In Pay - CIN	
135-Call-In HOL/Call-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 Leave Taken - FVCP	
190-FMLA - Personal Leave Taken - FPLP	
200-FMLA - Leave No Pay - FLWO	
210-FMLA Comptime Taken - FCPY	

Part Time Classified Time Reporter – Reporting Time

<p>Example: Part Time Classified Regular Earnings – with no usage of leave or overtime.</p> <p>The TRC Code will be 010-Classified Regular Earnings-CLA</p>	
<p>At this point in the process, if you do not have additional time to report (such as vacation, sick, overtime, etc.), Submit your timesheet.</p> <p>Step: 8 Click Submit</p> <ul style="list-style-type: none"> • Move to Step 13 	
<p>IF ADDING OTHER HOURS</p> <p>If you are reporting time other than our regularly worked hours, (e.g. vacation, sick, etc.) you must add a row to enter the time taken.</p> <p>Step 9: Click  to inset a new row on the Timesheet.</p> <p>(Found at the end of the time reporting row.)</p> <p>To report time taken or an exception, a different TRC must be used for that time.</p>	 <p style="text-align: center;">Reporting 7 hours of time other than regularly scheduled hours.</p>
<p>Step 10: Enter Time Reporting Hours</p> <p>When reporting time other than regularly scheduled a new line must be added and a new (TRC) Time Reporting Code needs to be used.</p>	 <p style="text-align: center;">Enter hours taken in the new row.</p>

Part Time Classified Time Reporter – Reporting Time

<p>Step 11: Select TRC (Time Reporting code)</p> <p>Hours are reported according to a TRC (Time Reporting code)</p> <p>Note: For purposes of this reference, you are reporting vacation hours so you will select the TRC – Vacation Leave Taken.</p>	
<p>Example: Part Time Classified Regular Earnings with usage of leave.</p> <p>The TRC Code will be 020-Vacation Leave Taken - VCP</p>	
<p>Step 12: Click Submit</p> <ul style="list-style-type: none"> Once the time has been reported and the TRC's have been selected the data must be submitted. 	
<p>Step 13: Click OK</p> <ul style="list-style-type: none"> 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. 	

Part Time Classified Time Reporter – Reporting Time

SECTION III REPORTED TIME STATUS

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

Step 14: 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
02/16/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.00 VCP	020-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. Verify the hours that you entered, the TRC's that you selected, and the total hours being reported.

Step 15: Final Review & Approval

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

Timesheet

Freddie Falcon Employee ID: 0001262846
Secretary Empl Record: 0
Time Source: Schedule Information Earliest Change Date: 10/01/2014

Select Another Timesheet
*View By: Calendar Period Previous Period Next Period
*Date: 02/15/2015
Scheduled Hours: 0.00 Reported Hours: 28.00 Print Timesheet

From Sunday	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Time Reporting
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	
	7.00	7.00	7.00	7.00										21.00 010-Classified Regular Earning
				7.00										7.00 020-Vacation Leave Taken

Submit

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
02/15/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/17/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/18/2015	Needs Approval	7.00 CLA	010-Classified Regular Earning	
02/19/2015	Needs Approval	7.00 VCP	020-Vacation Leave Taken	