Monthly Employee No Time Taken (NTT)

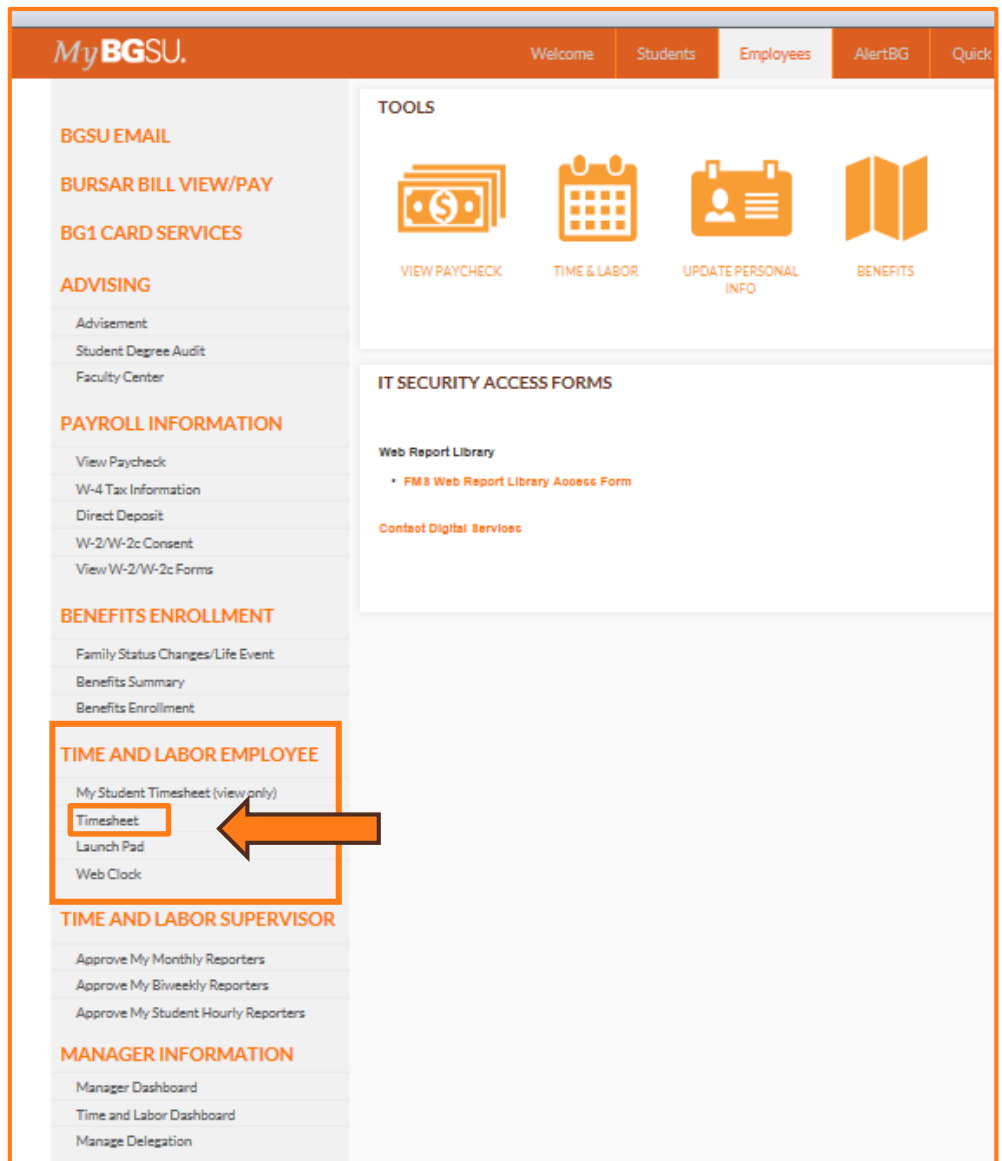|	
What do I do? **PROCESS OVERVIEW**	This document will take you through the process of entering time for a Monthly Time Reporter No Time Taken employee who is submitting a timesheet for a specified time period. The process begins at the BGSU home page: 1. Click **MyBGSU** 2. **Log in** to MyBGSU 3. Click on **Employees** 4. Navigate to Time and Labor Employee 5. Click on **Timesheet** 6. **Enter Hours** Taken 7. Select TRC (Time Reporting Code) – **NTT** (No Time Taken) 8. Click **Submit** 9. Click **OK** to Submit Confirmation 10. Review Reported Time Summary 11. 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** field 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			

Step 6: 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_DEFAUL

Step 7: 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.

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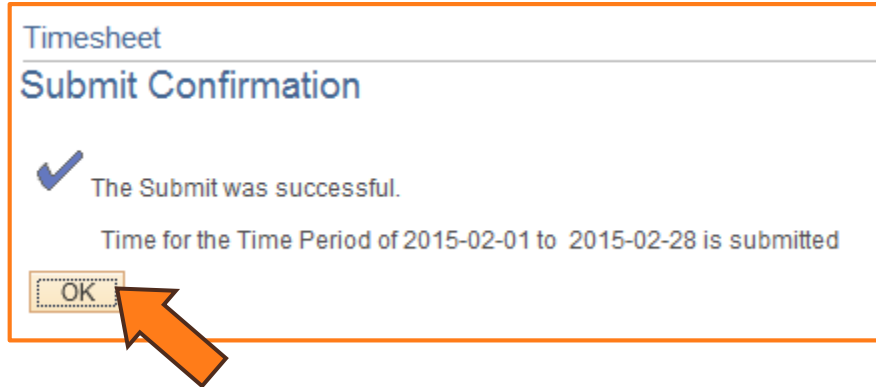
010-No Time Taken - NTT
020-Personal Leave Taken - PRL
030-Sick Leave Taken - SCK
040-Vacation Leave Taken - VAC
050-FMLA - Leave Without Pay - FLWP
060-FMLA Personal Leave Taken - FPRL
070-FMLA - Sick Leave usage - FSCK
080-FMLA Vacation Leave Taken - FVAC
090-Leave with out pay - LWP
100-Military Leave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

Step 8: Click **Submit**

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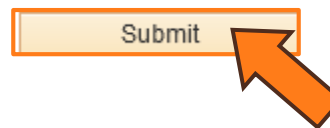
Submit

Step 9: 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

SECTION III
REPORTED TIME STATUS

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

Step 10: 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 of 1

Date	Reported Status	Total	TRC	Description	Comments
02/27/2015	Needs Approval	1.00	NTT	010-No Time 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.

Timesheet

Freddie Falcon
Director
Time Source

Time Source | Schedule Information

Select Another Timesheet

*View By Calendar Period ▾ | Previous Period Next Period
*Date 02/01/2015 📅 🔄
Scheduled Hours 0.00 | Reported Hours 0.00 | Print Timesheet

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