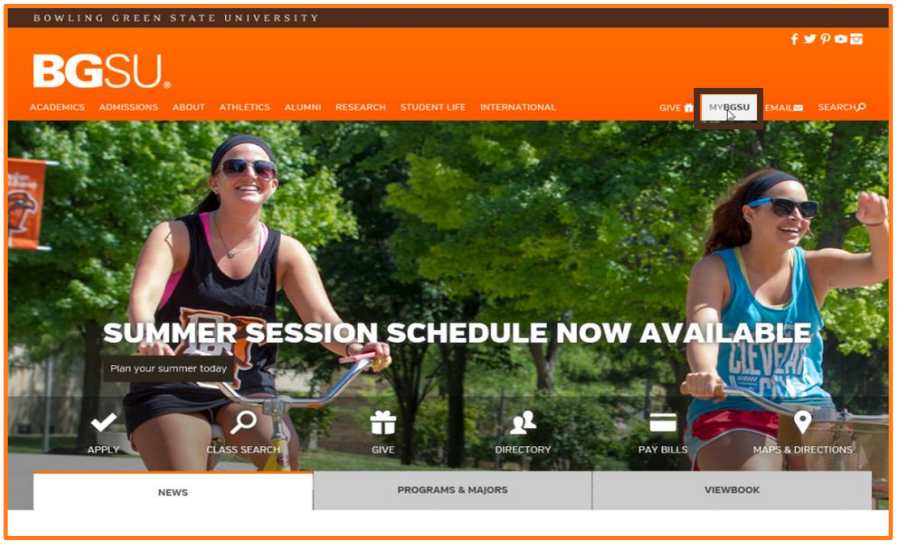
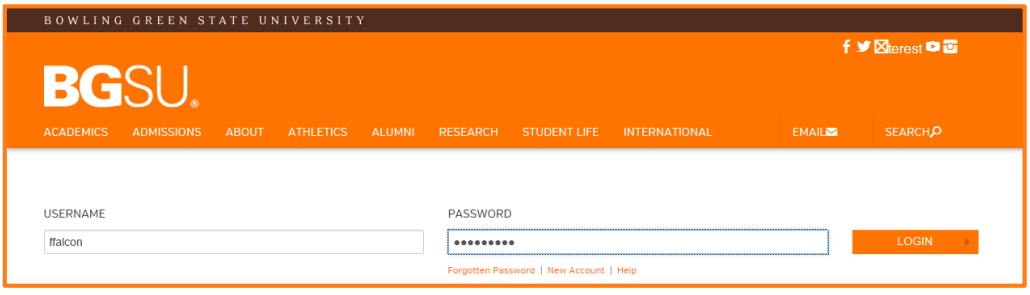
Monthly Employee No Time Taken (NTT)

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**	

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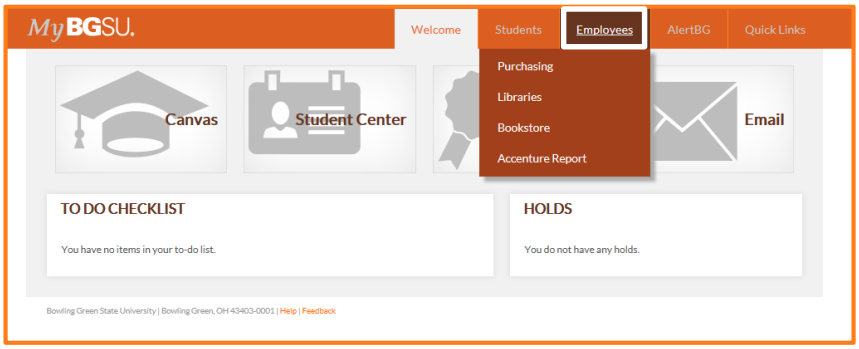
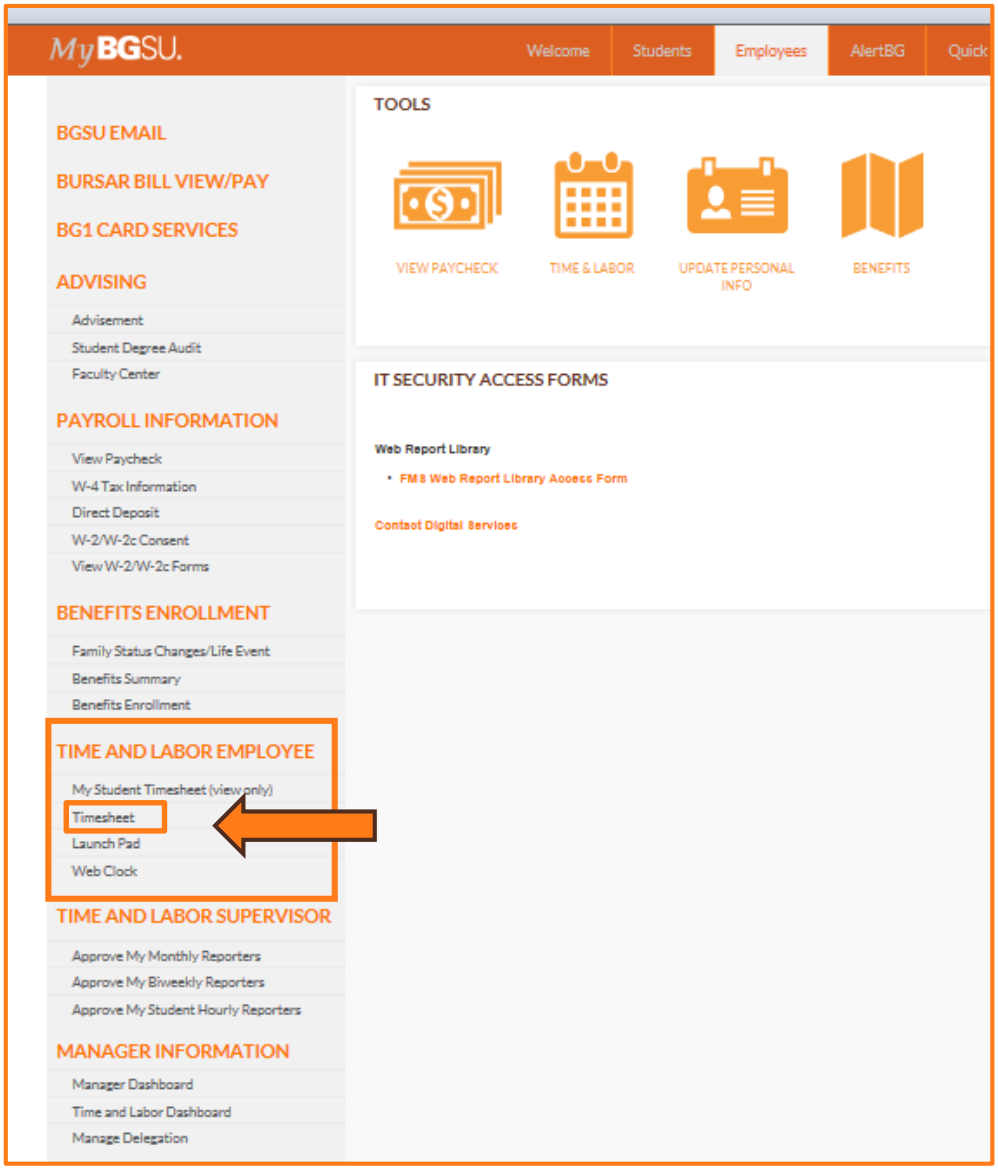
Step 3: Click **Employees**



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**



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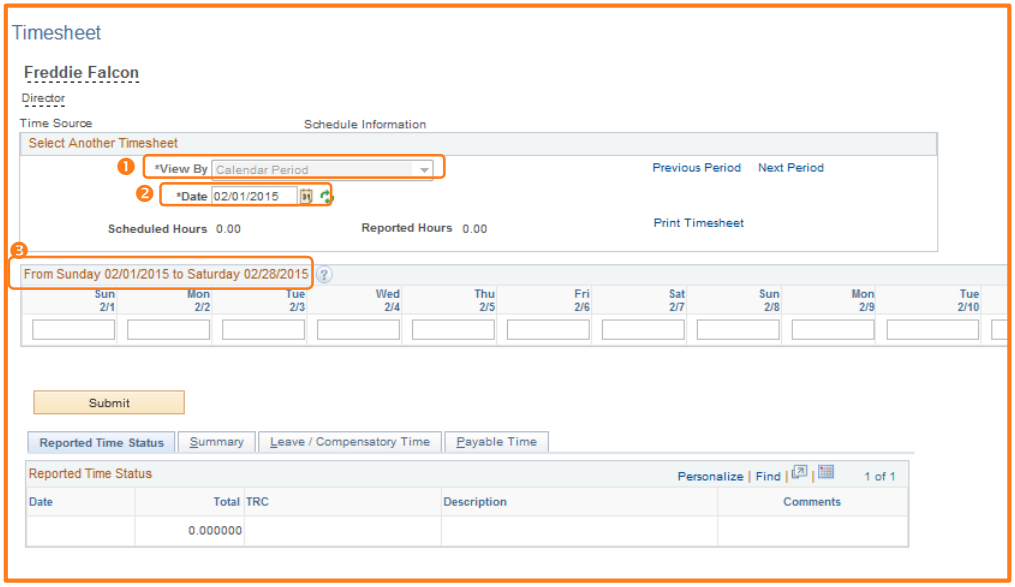
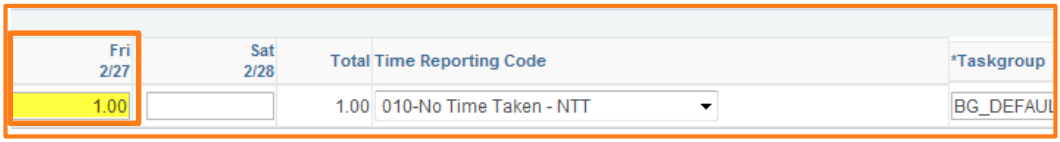
SECTION II
MONTHLY TIMESHEET

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.



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.



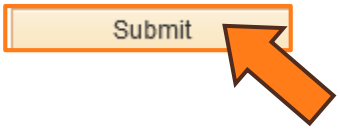
Step 7: Select TRC (Time Reporting Code) **NTT** – No Time Taken

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.

Step 8: Click **Submit**

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



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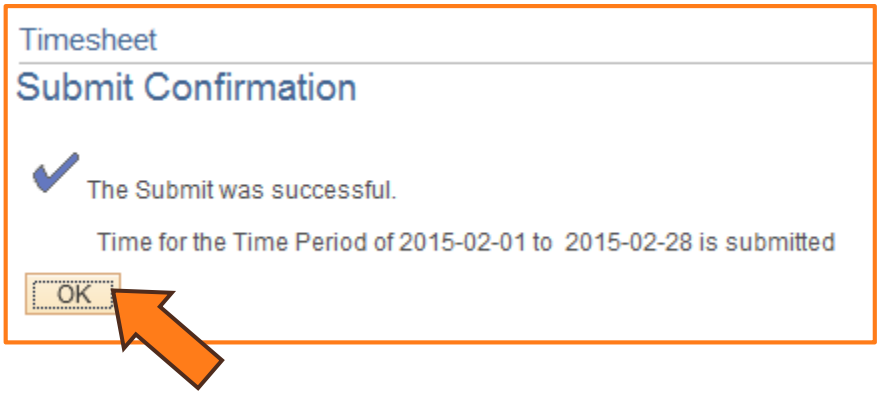
Step 9: Click **OK**

- 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.

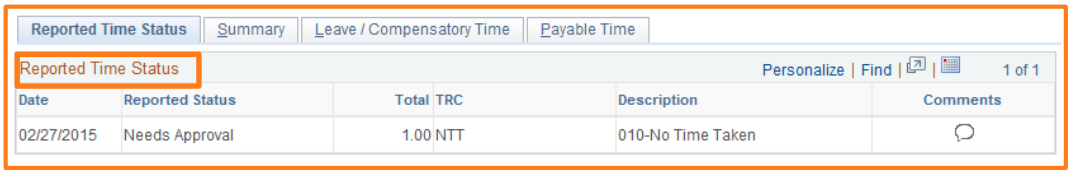


SECTION III
REPORTED TIME STATUS

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

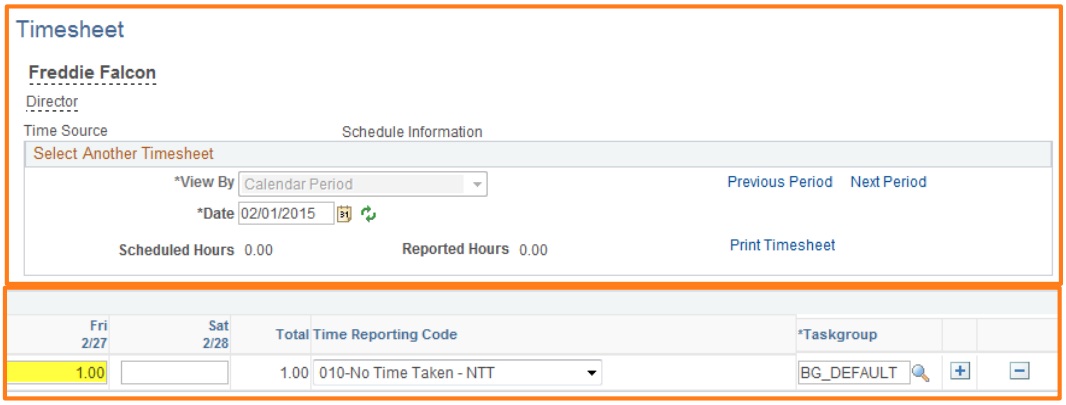
Step 10: Review

- 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.



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.