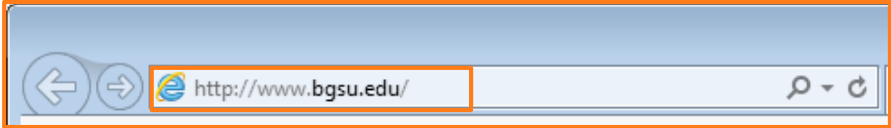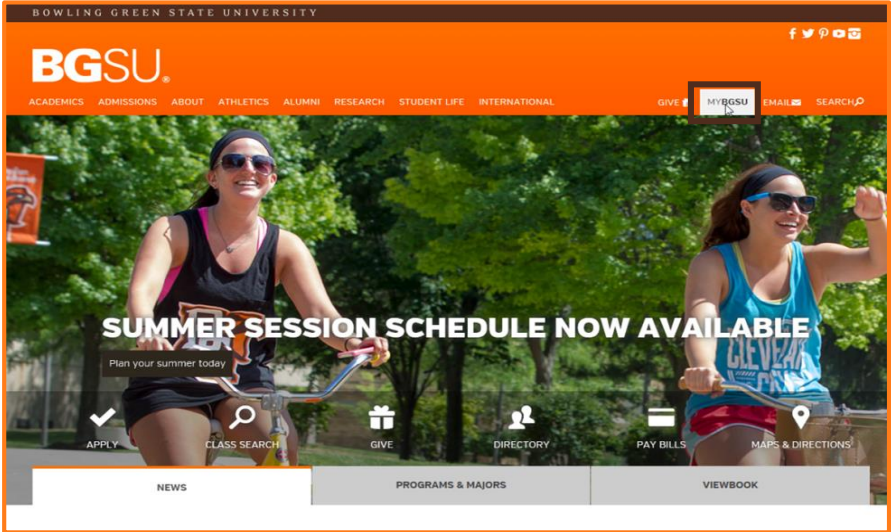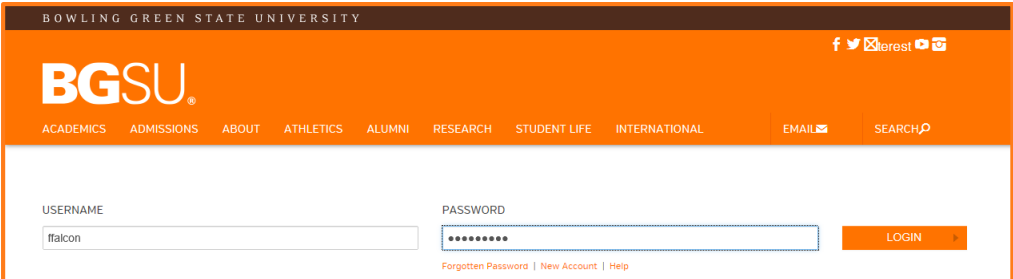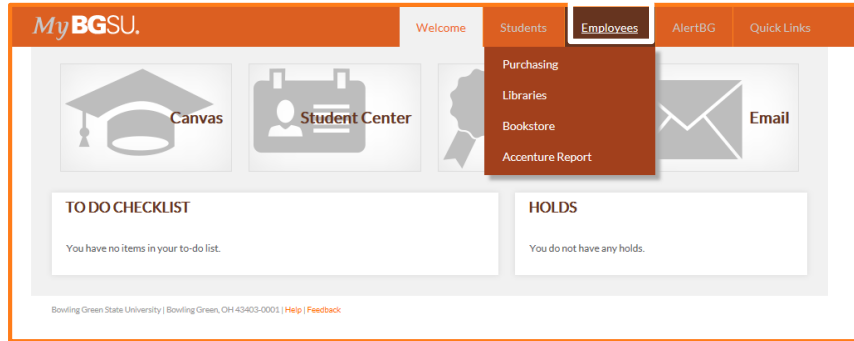# Monthly Time Reporter – Reporting Time

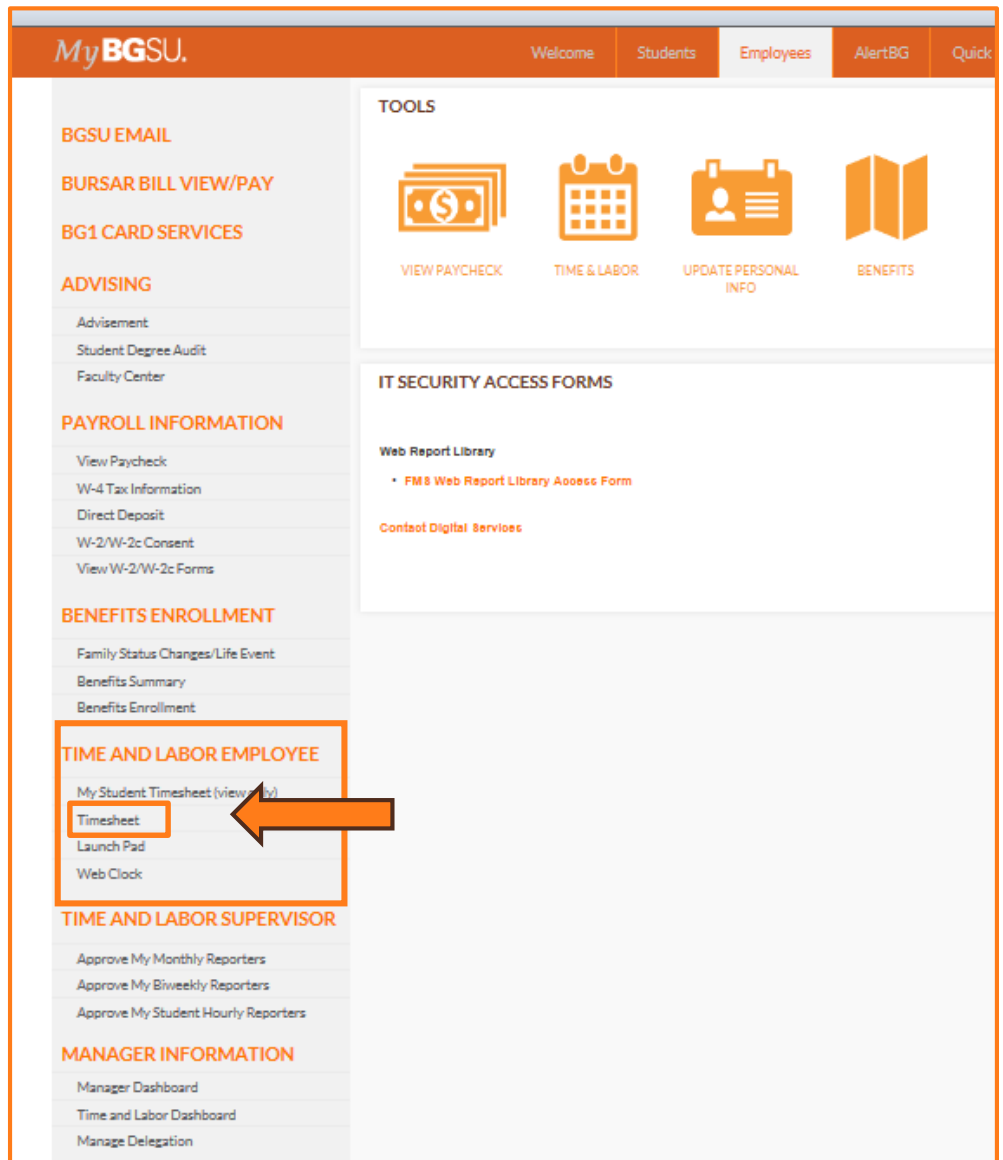|	
What do I do? **PROCESS OVERVIEW**	This document will take you through the process of entering time for a Monthly Time Reporter employee who is submitting a timesheet for a specified time period. The process begins at the BGSU home page: 1. Click **MyBGSU** 2. **Log in** to MyBGSU 3. Click on **Employees** 4. Navigate to Time and Labor Employee 5. Click on **Timesheet** 6. **Enter Hours** Taken 7. Select **TRC** (Time Reporting Code) 8. Insert a new row 9. **Enter time** taken in the specified date field(s) 10. Select **TRC** (Time Reporting Code) 11. Click **Submit** 12. Click **OK** to Submit Confirmation 13. Review Reported Time Summary 14. 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*	 http://www.bgsu.edu/
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** 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 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	

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

Step 8: Click ➕ to inset a new row on the Timesheet.

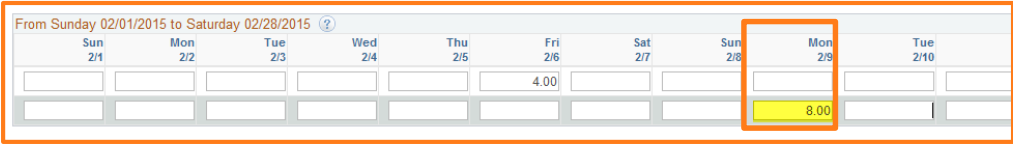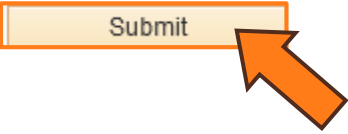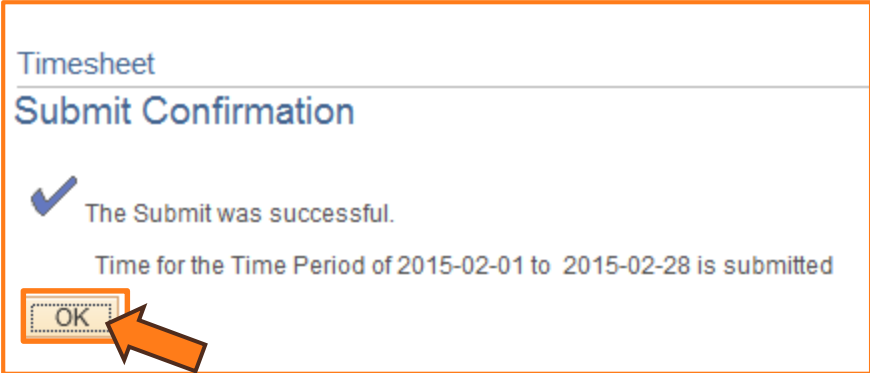(Found at the end of the time reporting row.)

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 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
					4.00				
								8.00		
Step 10: Select **TRC** (Time Reporting code) Hours are reported according to a TRC (Time Reporting code)	**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 11: Click **Submit** Once the time has been reported and the TRC's have been selected the data must be submitted.	Submit
Step 12: 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 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.

Freddie Falcon   Employee ID 0001660586
Director   Empl Record 0
Time Source   Schedule Information   Earliest Change Date 02/01/2015

Select Another Timesheet
*View By Calendar Period   ▼   Previous Period Next Period
*Date 02/01/2015 📅 ↻
Scheduled Hours 0.00   Reported Hours 14.50   Print Timesheet

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
									8.00				
						4.00						2.50	

Submit

| 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	💬