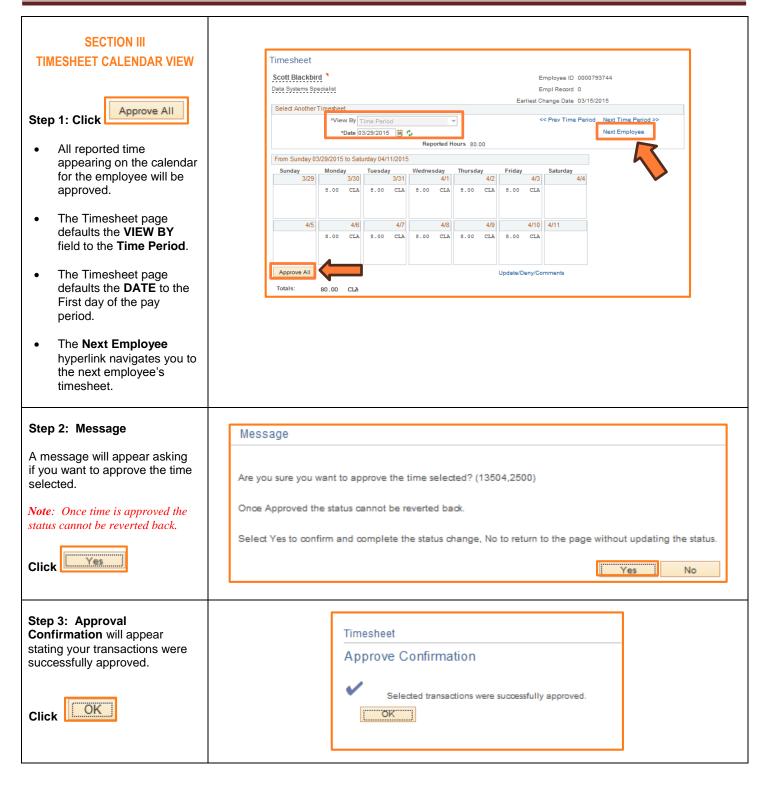
PROCESS OVERVIEW	 The purpose of this reference guide is to assist you as you perform the Time & Labor Supervisor and/or Time Administrator duties. This document is set up according to the steps a Supervisor/Time Administrator will complete in order to approve reported time. 1. Click MyBGSU 2. Enter Username and Password 3. Click on Employees 4. Navigate to Time and Labor Supervisor 5. Click on Approve My Monthly, Approve My Biweekly or Approve My Student Hourly Reporters 6. Timesheet Summary page will appear 7. Click on the Name of the Employee you wish to view reported hours on 8. (Optional) Add Comments 9. Select and Approve hours 10. Approve Confirmation 11. Proceed to next employee or you are finished approving time
Where do I go?	MyBGSU > Employee Self-Service > Time and Labor Supervisor > Approve My Biweekly Reporters
SECTION I NAVIGATION Begin the process at the bgsu.edu home page. Note: Please use Internet Explorer	P - C
Step 1: Click MyBGSU	<complex-block></complex-block>
Step 2: Enter USERNAME and PASSWORD Note: These will be your BGSU network credentials.	BOWLING GREEN STATE UNIVERSITY F¥⊠kerest®© ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL EMAILS SEARCH,0
Step 2a: Click Login	USERNAME PASSWORD Iffaicon LOGIN Forgotten Password New Account Help

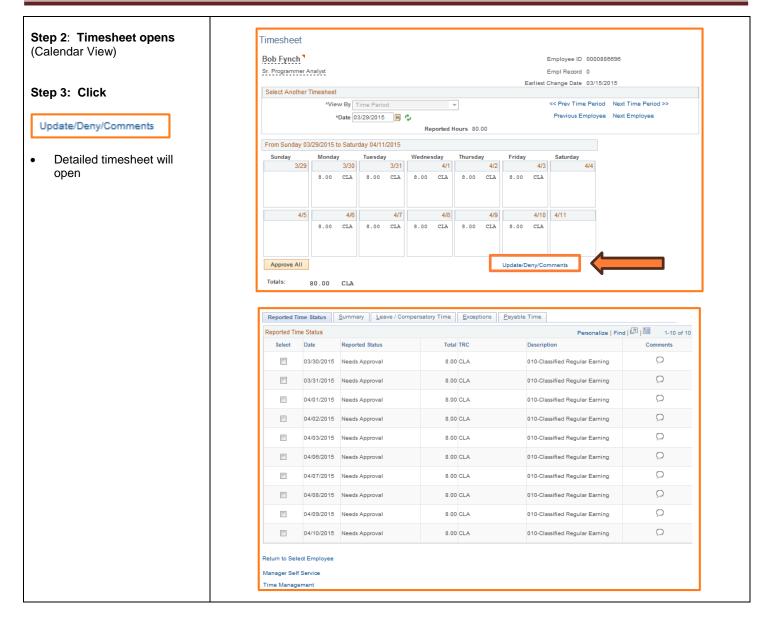
Step 3: Click Employees	MyBGSU. Welcome Students Employees AlertBG Quick Links
	Purchasing Ubraries Bookstore Accenture Report Final Fundation
The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to. Step 4 : Under Time and Labor Employee Supervisor Section	My BGSU. Welcome Students Employees AlertBG Quick Links BGSU EMAIL TOOLS BURSAR BILL VIEW/PAY Image: Comparison of the second
Step 5: Click • Approve My Biweekly Reporters	ADVISING Advisement Student Degree Audit Faculty Center IT SECURITY ACCESS FORMS
OR Click on Approve My Monthly Reporters 	PAYROLL INFORMATION View Paycheck W-4 Tax Information W-4 Tax Information
OR	Direct Deposit Contact Digital Services W-2/W-2c Consent View W-2/W-2c Forms
• Click on Approve My Student Hourly Reporters Note: ONLY Time and Labor Supervisors are able to approve time off-campus!	BENEFITS ENROLLMENT Family Status Changes/Life Event Benefits Summary Benefits Enrollment TIME AND LABOR EMPLOYEE My Student Timesheet (view only) Timesheet Launch Pad Web Clock TIME AND LABOR SUPERVISOR Approve My Monthly Reporters Approve My Bitweekly Reporters Approve My Bitweekly Reporters Approve My Student Hourly Reporters Approve My Student Hourly Reporters MANAGER INFORMATION Manager Dashboard Manage Delegation UPDATE PERSONAL

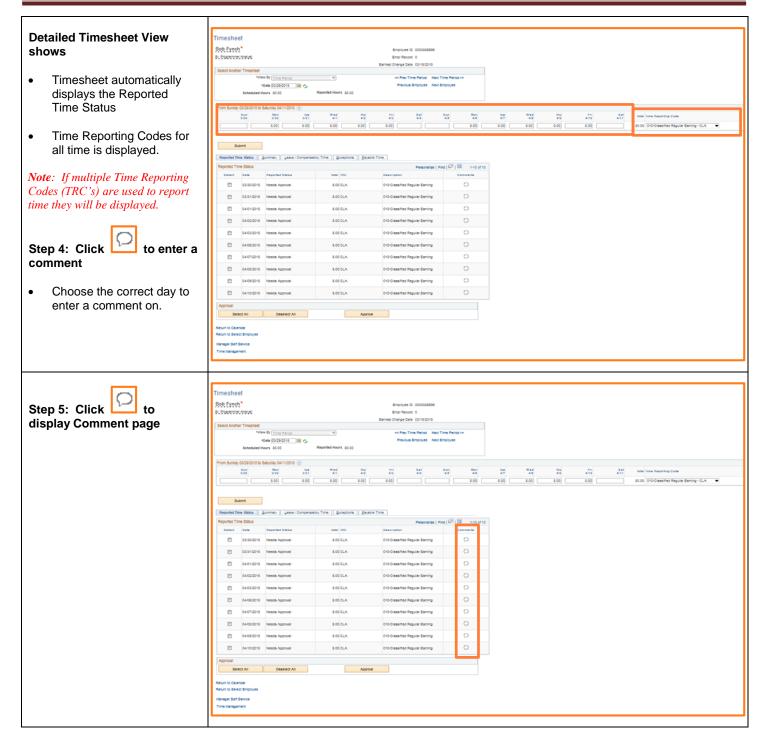
	Report Time									
SECTION II	- · · · · · · · · · · · · · · · · · · ·	Timesheet Summary								
TIMESHEET SUMMARY	Temployee Selection									
	Employee Selection Criteria Get Employees									
The Timesheet Summary page	Selection Criterion		Selection Criterion	Value			Get Employee	s		
allows for you to search for	Time Reporter Gro	auc	ITSB	ITSB						
employees as well as view all	Employee ID									
employees that have submitted	Empl Record				~					
time for approval.										
- Employee Section	Last Name									
 Employee Section – Search different criteria to 	First Name									
find employees	Department			Q,						
ind employees	Supervisor ID				٩,	_				
Change View – Offers a	Reports To Positio	n Number			٩,					
View By – Default by		0								
Reporting Period.	Change View	Time Period	.							
Date field allows you to		04/08/2015				how Schedule		me Period >>		
choose time reporting	Dute		2			ev rime reno	u Next III	ne renou >>		
period			om 03/29/2015 - 04/11/2015	B				Personalize	Find 7 1-4 of 4	
 Previous and Next 	Time Summary	Demographics)	-						
period allow you to move between	Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours	
reporting periods	Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00	
 Direct Reports with 	Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00	
reported time waiting your	Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00	
approval	Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00	
	Manager Self Sen Time Managemen									
There are 2 ways you can view a										
timesheet.	Employees For D	avid Weimer, Totals F	rom 03/29/2015 - 04/11/2015					Personalize F	ind 🗇 1-4 of 4	
• View by the Colordor	Time Summary	Demographics)							
 View by the Calendar Or 	Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours	
View by Timesheet Details	Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00	
We will first address the Calendar	Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00	
View.	Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00	
	Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00	
 Click Employee Name The Employees timesheet will open. 	Manager Self S Time Managem									



Step 4: Reported Time	Reported Time Status Summary	eave / Compensatory Time	coeptions Payable Time	
Status	Reported Time Status		Personalize Find	1-10
You will be directed back to the	Date Reported Status	Total TRC	Description	Comment
Timesheet Summary. Here you will see that all Reported	03/30/20 5 Approved	8.00 CLA	010-Classified Regular Earning	Q
Status has changed to Approved	03/31/2015 Approved	8.00 CLA	010-Classified Regular Earning	0
	04/01/2015 Approved	8.00 CLA	010-Classified Regular Earning	0
Step 5: Click the hyperlink Return to Select Employee	04/02/2015 Approved	8.00 CLA	010-Classified Regular Earning	Q
Neturn to Gelect Employee	04/03/2015 Approved	8.00 CLA	010-Classified Regular Earning	Q
	04/08/2015 Approved	8.00 CLA	010-Classified Regular Earning	0
	04/07/2015 Approved	8.00 CLA	010-Classified Regular Earning	Q
	04/08/2015 Approved	8.00 CLA	010-Classified Regular Earning	0
	04/09/2015 Approved	8.00 CLA	010-Classified Regular Earning	0
	04/10/2015 Approved	8.00 CLA	010-Classified Regular Earning	Q
Step 6: You will be returned to the Timesheet Summary page	Report Time Time sheet Summary Temployee Selection Employee Selection Criteria			
 Approve the remaining 	Description	Time Reporter Group	Get Employees	
employees that have reported time	Time Reporter Group Employee ID		Clear Criteria	
	Employee ID Empl Record			
Note: The employee that has	Last Name		2	
Approved Hours will now be	First Name		Q.	
moved to the Approved Hours	Department		۹.	
column.	Supervisor ID		Q	
	Reports To Position Number		٩	
	Change View			
	*View By Time Period		Show Schedule Information	
	Date 04/08/2015 🕅 🍫		< Prev Time Period Next Time Period >>	
	Employees For David Weimer, Totals From 03/ Time Summary Demographics	29/2015 - 04/11/2015	Personalize Find	[月] 1-4 of 4
	Last Name First Name Job	Title Reported Hours to b Hours		Denied Hours
		a Systems 80.00 0.0	00 0.00 80.00	0.00
	Fynch Bob Sr. 1 Ana	Programmer 80.00 80.0	0.00	0.00
		Professional 48.00 48.0	00.00 0.00	0.00
	Martin Marty Sr. I Ana	Programmer 80.00 80.0	0.00 0.00	0.00
	Manager Self Service Time Management			

Report Time								
Timesheet Summary								
Employee Sele								
Employee Selection	n Criteria					Get Employee	is i	
Selection Criterion			alue			Clear Criteria		
Time Reporter Gro	pup	ITSB				orear ormerie		
Employee ID								
Empl Record								
Last Name								
First Name								
Department				~				
Supervisor ID								
Reports To Positio	n Number			٩				
Channe View								
-	Time Period	•		SI SI	how Schedule I	nformation		
Date	04/08/2015	¢		<< Pr	ev Time Period	Next Ti	ime Period >>	
							Personalize Fir	nd 🛛 1-4 of 4
Time Summary	Demographics							
Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours
Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00
Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00
Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
	Timesheet St Timesheet St Employee Selectic Selection Criterior Time Reporter On Employees ID Employees ID Employees ID Employees ID Reports To Positic Change View "View By Date Employees For Da Time Summary Last Name Bladbird Fyrich Lark	Timesheet Summary	Timesheet Summary Imployee Selection Employee Selection Criteria Employee ID Employee ID Employee ID Employee ID Expond Department Supervisor ID Reports To Position Number Change View "View By Time Period Oate 0408/2015 Employees For David Weimer, Totals From 03/29/2015 - 04/11/2015 Time Summary Penographics Eladblid Scott Data Systems Specialist Fynch Bob Sr. Programmer Analyst Lark Lisa NSL Professional	Timesheet Summary ▼ Employee Selection Employee Selection Criteria Employee ID Employee Sort David Weimer, Totals From 03/29/2015 - 04/11/2015 Time Summary Employees For David Weimer, Totals From 03/29/2015 - 04/11/2015 Time Summary Demographice Employees Sort David Weimer, Totals Systems Specialist 80.00 Endebid Scott Data Systems Specialis	Timesheet Summary Image Selection Selection Criteria Time Reporter Group ITSB Change View Change View View By Time Period Image View Image View Image View Image View Image View Image View Image View Image View Image View Image View Image View	Timesheet Summary Imployee Selection Employee Selection Criteria Image Record Employee ID Employee ID Employee ID Employee ID Employee To Position Number Questriment Supervisor ID Reports To Position Number View By Time Period View By Time Period View By Time Period View By Time Period Date 0408/2015 Employees For David Weiner, Totals From 03/29/2015 - 04/11/2015 Time Summary Demographice Employees Sort David Weiner, Totals Strom 03/29/2015 - 04/11/2015 Time Summary Deta Systems Specialist Blackbird Soott Data Systems Specialist Bob Sr. Programmer Analyst 80.00 80.00 Last Lisa NSL Profesional 48.00<	Timesheet Summary Imployee Selection Employee Selection Criteria Selection Criteria Selection Criteria Selection Criteria Selection Criterion Value Time Reporte Group Employee ID Employee To Position Number Supervisor ID Reports To Position Number View By Time Period Note Schedule Information Date 0408/2015 Time Summary Demographica Employees For David Weiner, Totals From 03/29/2015 - 04/11/2015 Time Summary Last Name Job Title Reports Reports Bliaddid Scott Data Systems Specialist Bliaddid Scott Data Systems Specialist	Timesheel Summary Image: Selection Criteria Employee Selection Criteria Time Reports Group ITSB Employee ID Employee ID Employee ID Employee ID Employee To Position Number Supervisor ID Reports To Position Number View BY "View BY Time Period View BY Time Period Solution Buscher Columnation Change View Stoppose Ser David Weiner, Totals From 03/29/2015 - 04/11/2015 Personalize Fittine Time Summary Benographice Blackbird Soott Data Systems Specialist 80.00 0.00 0.00 0.00





Step 5: Enter Comments								
	TR Comments	Help						
In the Comment box, enter	Comments	Trop						
comments related to time								
entered on a specific day.	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0							
Note: Each day has its own								
comment box.	Note							
You may choose to	Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.							
include your comments in the Approval	Comments related to time entered for 04/02/2015 Personalize Find View All 🔄 🔤 First 🕚 1 of 1 🛞 La	ist						
Comments may not be	User ID DateTime Created Source Approval Comment							
deleted	HKOWALS 04/08/2015 1:06PM Time Reporting							
	Add Comment							
	OK Cancel Apply							
Step 6: Click	TR Comments	×						
Add Comment	Comments	Help						
Add Comment		Help						
		Help						
to add multiple comment boxes	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0	Help						
	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note							
to add multiple comment boxes	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0							
to add multiple comment boxes	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later.	, you						
to add multiple comment boxes to a specific day.	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comments will not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All 🗐 🏼 First 🏵 1-2 of 2 🏵 L	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All 20 1000 First 1.2 of 2 1.	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All [2] Image: First (1-2 of 2 (1-2) for	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All 🗐 🎬 First 🏵 1-2 of 2 🏵 L User ID DateTime Created Source Include in Approval Comments Comment HKOWALS Duinents 1-20RU Time	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered commental vill not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All Image: Pirst Image: 1-2 of 2 Image: Description of the provent commental commenta	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All 🗐 🎬 First 🏵 1-2 of 2 🏵 L User ID DateTime Created Source Include in Approval Comments Comment HKOWALS Duinents 1-20RU Time	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment will not be able to alter or remove those comments later. Personalize Find View All I I I First I -2 of 2 I L Viser ID DateTime Created Source Include in Approval Comment HKOWALS 04/08/2015 1:20PM Time Reporting Comment	, you						
to add multiple comment boxes to a specific day. Step 7: Click OK	Bob Fynch Employee ID 0000886696 Sr. Programmer Analyst Employment Record 0 Note Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered commental vill not be able to alter or remove those comments later. Comments related to time entered for 04/01/2015 Personalize Find View All 🖉 🔤 First 🏵 1-2 of 2 🏵 L User ID DateTime Created Source Include in Approval HKOWALS 04/08/2015 1:20PM Time Reporting Comment	, you						

	1					
Step 8: : Click Select All	Reported Tin				Personalize Find	
in the Approval section	Select	Date	Reported Status	Total TRC	Description	Comments
		03/30/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	Q
A checkmark will appear next to all dates needing approval		03/31/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	Q
		04/01/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	0
<i>Note: The date you entered comments on will now show</i>		04/02/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	۲
writing in the cloud.		04/03/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	0
		04/06/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	9
		04/07/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	Q
		04/08/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	9
		04/09/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	Q
		04/10/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	Q
	Approval					
	Sele	ct All	Deselect All		Approve	
Stop 9: Click Approve						
Step 9: Click Approve	Reported T		Dependent Phylice		Personalize Find	
Step 9: Click Approve	Select	Date	Reported Status	Total TRC	Description	Comments
Step 9: Click	Select	Date 03/30/2015	Needs Approval	8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click Approve	Select	Date 03/30/2015 03/31/2015	Needs Approval	8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning 010-Classified Regular Earning	Comments
Step 9: Click	Select	Date 03/30/2015 03/31/2015	Needs Approval	8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click Approve	Select	Date 03/30/2015 03/31/2015 04/01/2015	Needs Approval	8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning 010-Classified Regular Earning	Comments
Step 9: Click	Select V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015	Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning 010-Classified Regular Earning 010-Classified Regular Earning	Comments
Step 9: Click	Select V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015	Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click	Select V V V V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/03/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click Approve	Select V V V V V V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/06/2015 04/07/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click Approve	Select V V V V V V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/06/2015 04/07/2015 04/08/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click	Select V V V V V V V V V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/03/2015 04/07/2015 04/07/2015 04/08/2015 04/08/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments
Step 9: Click	Select V V V V V V V V V V V V	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/03/2015 04/07/2015 04/07/2015 04/08/2015 04/08/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	 8.00 CLA 	Description 010-Classified Regular Earning	Comments へ へ へ へ へ へ へ へ へ へ へ へ へ
Step 9: Click	Select V V V V V V V V V Approval	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/03/2015 04/07/2015 04/07/2015 04/08/2015 04/08/2015	Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning	Comments へ へ へ へ へ へ へ へ へ へ へ へ へ
Step 9: Click	Select V V V V V V V V V Approval	Date 03/30/2015 03/31/2015 04/01/2015 04/02/2015 04/03/2015 04/06/2015 04/08/2015 04/08/2015 04/08/2015 04/08/2015 04/08/2015 04/08/2015 04/08/2015	Needs Approval	8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA 8.00 CLA	Description 010-Classified Regular Earning 010-Classified Regular Earning	Comments へ へ へ へ へ へ へ へ へ へ へ へ へ

 Step 10: Message Are you sure you want to approve the selected time? Once approved you cannot change the submission. Step 11: Click Yes 	Message Are you sure you want to approve the time selected? (13504,2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change, No to return to the page without updating the status. Yes
Step 12: Approval Confirmation stating your transactions were successfully approved Step 13: Click You have successfully approved a Timesheet with or without comments.	Timesheet Approve Confirmation Selected transactions were successfully approved.