Faculty Leave Reporting

What do I do?

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

Step 1: Click MyBGSU

Step 2: Enter USERNAME and PASSWORD

Note: These will be your BGSU network credentials.

Step 2a: Click Login
Faculty Leave Reporting

**Step 3:** Click **Employees**

![Image of MyBGSU interface with focus on Employees section]

**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.

Step 6: Enter Hours Taken

- Faculty reporting time off will place the number of hours taken in the corresponding date field.

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.

- The Vacation TRC will only be available to Faculty who accrue vacation time.

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.
**Step 9: Enter Hours Taken**

Faculty reporting time off will place the number of hours taken in the corresponding date field.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 20</td>
<td></td>
</tr>
<tr>
<td>Mon 21</td>
<td></td>
</tr>
<tr>
<td>Tue 22</td>
<td></td>
</tr>
<tr>
<td>Wed 23</td>
<td></td>
</tr>
<tr>
<td>Thu 24</td>
<td>4.00</td>
</tr>
<tr>
<td>Fri 25</td>
<td></td>
</tr>
<tr>
<td>Sat 26</td>
<td></td>
</tr>
<tr>
<td>Sun 27</td>
<td>8.00</td>
</tr>
</tbody>
</table>

**Step 10: Select TRC (Time Reporting code)**

Hours are reported according to a TRC (Time Reporting code)

- 010-No Time Taken - NTT
- 030-Sick Leave Taken - SCK
- 040-Vacation Leave Taken - VAC
- 070- Parental Leave - PRLV
- 090-Leave with out pay - LWP

**Step 11: Click Submit**

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

**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
SECTION III  
MONTHLY NO LEAVE USED

Step 13: 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 14: 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.

SECTION IV  
REPORTED TIME STATUS

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

Step 15: 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 V**

**SUBMITTED TIMESHEET**

Before you exit the Time and Labor Employee component review the timesheet one last time for any errors.

**Step 16: Final Review & Approval**

- The next step is for a Supervisor, Manager, Dean, Chair or Department Contact to approve your reported time.
- A Supervisor, Manager, Dean, Chair or Department Contact has the option to approve time on a weekly, biweekly, and monthly basis.