### What do I do?

#### Process Overview

This process document takes you through the process as Full Time Classified 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 “yes” to the system message
4. Navigate to Employee Self Service section (left side of page)
5. Navigate to Time and Labor>Timesheet
6. Review Scheduled Hours (If applicable Step 6a - Revise Scheduled Hours)
7. Select TRC (Time Reporting Code)“Classified Regular Earnings”
8. Click Submit (Move to Step 15)
9. If applicable, Change Scheduled hours
10. Select TRC – “Classified Regular Earnings”
11. Add a row
12. Enter time taken in the specified date field(s)
13. Select TRC (Time Reporting Code)
14. Click Submit
15. Click OK to Submit Confirmation
16. Review Reported Time Summary
17. 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.

#### Step 1: Click
- **MyBGSU**

From the BGSU home page, click MyBGSU.

#### Step 2: Enter
- **USERNAME**
- **PASSWORD**

Once you have entered MyBGSU you can view your Employee Self Service section.
Step 3: Click
- Yes

The System Warning message appears once you have entered your username and password. The message is explaining that there may be secured and unsecure items, such as pictures or advertisements, on the website you are trying to access. Answer “yes” to this system message.

Step 4: Locate
- Employee Self-Service

Using the left navigation menu locate Employee Self Service section.

Step 5: Click
- Time and Labor Employee
- Timesheet

The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.

Section II
Biweekly Timesheet

The Biweekly Timesheet page defaults the “View By” field to Time Period and the “Date” defaults to the first day of the pay period.

The Time Period that is entered in the “View By Date” fields is displayed above the Timesheet input fields.
Step 6: Review
- Scheduled Hours
- Move to Step 7

Step 6a: Enter
- Scheduled Hours
- Move to Step 7

Step 7: Select
- TRC (Time Reporting Code) – Classified Regular Hours

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.

Example of Full Time 80 Hour Classified Regular Earnings – with no usage of leave or overtime.
At this point in the process, if you do not have additional time to report (such as vacation, sick, overtime, etc.), “Submit” your timesheet.

**Step 8**
- Submit
- Move to Step 14

**Step 9:** Change Hours — Enter
- Leave Hours Taken
- Vacation, Sick, Overtime, Comp Time, etc.

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

For purposes of this reference the “8” has been changed to “7.50” to reflect the number of Classified Regular hours being reported.

**Step 10:** Select
- TRC (Time Reporting Code)

Hours are reported according to a TRC (Time Reporting Code).

**Step 11:** Click
- “+”

To report time taken or an exception, a different TRC must be used. Add a line to the Timesheet by clicking the “+” sign.
Step 12: Enter
  • Time Reporting

When reporting time other than regularly scheduled a new line must be added and a new Time Reporting Code needs to be used.

Step 13: Select
  • TRC (Time Reporting code)

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

For purposes of this reference, you are reporting vacation hours so you will select the TRC – Vacation Leave Taken.

Example of Full Time 80 Hour Classified Regular Earnings – with usage of leave.

Step 14: Click
  • Submit

Once the time has been reported and the TRCs have been selected the data must be Submitted.
Step 15: 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 16: 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. Verify the hours that you entered, the TRC’s that you selected, and the total hours being reported.

Step 17: Final Review & Approval

The next step is for a Supervisor, Manager, or Department Contact to approve your reported time.

Revised 3/12/2012