What do I do?
Process Overview
This process document takes you through the process as an Administrative employee who is submitting a timesheet with no time to report for a specified time period. The process begins at the BGSU home page:

1. Click MyBGSU
2. Log in to MyBGSU
3. Navigate to Employee Self Service section (left side of page)
4. Navigate to Time and Labor>Timesheet
5. Click “yes” to system message
6. Enter a “1” in the last working business day for that time period
7. Select the TRC (Time Reporting Code)
8. Click Submit
9. Click OK to Submit Confirmation
10. Review Reported Time Summary
11. Final Review & Approval

Where do I go?
MyBGSU>Employee Self-Service>Time and Labor Employee>Timesheet

SECTION I
Navigation
Begin the process at the bgsu.edu homepage.

Step 1: Click
- MyBGSU
From the BGSU home page, select 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 unsecured 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 the Employee Self Service section.

**Step 5:** Click:  
- **Time and Labor Employee**  
- **Timesheet**  
Time Reporters can only report time when they are on campus.

**Section II**  
**Monthly Timesheet**

The 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 “Date” fields is displayed above the Timesheet input fields.

**Step 6:** Enter in the last business workday of that month:  
- **1**  
A value of 1 must be placed in the last working day or the month.
**Step 7: Select TRC**
- **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 a Time Reporting Code (TRC) will be No Time Taken – NTT.

**Step 8: Click**
- **Submit**

Once you review the time and have selected the correct TRC, submit your timesheet.

**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 needs approved for the time period. The status will remain at “Needs Approved” until a manager or supervisor approves your 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 11: 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.

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