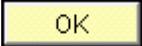


Report Time

Step	Action
1.	<p>As a regular (“benefit-eligible”) monthly staff employee, you must report your time off so that (1) SMU has an accurate record of your absences, and (2) the proper leave balances are maintained.</p> <p>All regular monthly staff employees (referred to as Monthly Time Reporters) will use the TIMEaccess module in Access.SMU (http://access.smu.edu/) to report their time off for each month.</p> <p>As a monthly time reporter, you will not use the timesheet to indicate which days you actually worked, only the days you did not work (except weekends and holidays).</p> <p>Note: If you do not take any time off during the month, you will still report your activity via TIMEaccess. See the last section of this document for instructions on how to report “No Leave Taken.”</p>
2.	<p>From Employee Self Service, click the Time Reporting link.</p> <p>Time Reporting</p>
3.	<p>Click the Report Time link.</p> <p>Report Time</p>
4.	<p>Click the Timesheet link.</p> <p>Timesheet</p>
5.	<p>The Timesheet will default to the current month. Click the Previous Time Period or Next Time Period links as needed.</p> <p><< Previous Time Period</p>
6.	<p>The Click for Instructions link displays timesheet instructions. Click on the same link to hide the instructions.</p>
7.	<p><u>Reporting Time Off:</u></p> <p>Select the appropriate code from the drop down list in the Time Reporting Code field located at the beginning of the row. You will record all hours for the same Time Reporting Code on the same row, keying the appropriate number of hours under each date.</p> <p>Select the appropriate Time Reporting Code.</p>
8.	<p>Enter the desired information into the Date field.</p>
9.	<p>Click the next Time Reporting Code list item.</p>
10.	<p>Enter the desired information into the Date field.</p>
11.	<p>Note: Rows can be added or deleted as necessary. Click the Delete button.</p> <p>-</p>
12.	<p>Click the Yes - Delete button.</p> <p>Yes - Delete</p>

Step	Action
13.	Once the appropriate time has been entered, click the Submit button. 
14.	Click the OK button. 
15.	A comment can be left for your Time Approver by clicking in the Comments: field. Note: Once comments are entered they <u>cannot</u> be edited or deleted. Your time supervisor and anyone who serves as their back up will be able to see comments. 
16.	Enter comments in the Comment field. Then, click the Save button. Note: You do not have the ability to approve your own time. 
17.	Click the OK button. 
18.	<p><u>Reporting No Leave Taken</u></p> <p>If you need to report that you did not take any time off in the month, do not leave your timesheet blank! You must verify that you did not take any time off.</p> <p>On any one day in the month, enter 0.00 hours and choose the “NLT No Leave Taken” code from the Time Reporting Code drop down list. Submit your entry.</p> <ul style="list-style-type: none"> •“No Leave Taken” refers to your activity for the entire month. •NLT cannot be reported in the same month as any other type of time off. Either you took time off during the month, or you didn't. •Pick any day in the month to record the 0.00 hours. •It is unnecessary to report NLT for each day in the month. •If you choose an SMU holiday date to report the 0.00 hours, a warning will pop up that you have made an entry on a holiday. This is acceptable for reporting NLT, although you may want to choose a different day to report the NLT.
19.	Select NLT - No Leave Taken - Monthly from the drop down list.
20.	Enter. " 0 " into the date field.
21.	Click the Submit button. 
22.	End of Procedure.