

Monthly Time Reporter

Step	Action
1.	Click the Self Service link. 
2.	Click the Time Reporting link. 
3.	Click the Report Time link. 
4.	Click the Timesheet link. 
5.	To enlarge the display of the timesheet, click the minimize (-) button located on the top right of the menu. 
6.	The Click for Instructions link displays timesheet instructions. Click on the same link to hide the instructions.
7.	The timesheet displays the current month. You can use the Previous Time Period and Next Time Period links to toggle to different time periods. Note that the timesheet is laid out horizontally, with the days of the month running left to right.
8.	Reporting Time Off: Select the appropriate code from the drop down list in the Time Reporting Code "TRC" (time off code) field at the beginning of the row. You will record all hours for the same TRC on the same row, keying the appropriate number of hours under each date. Click the appropriate Time Reporting Code .
9.	Scroll to the right, to access the days on the timesheet at the end of the month.
10.	Enter the number of hours taken on a given day(s) in the field beneath that date(s).
11.	Scroll back to the left.
12.	Click the Submit button. 
13.	Note the confirmation page once you submit the hours. Click the OK button. 

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14.	<p>On your timesheet, the hours you submitted are in the Needs Approval status. You can add a comment by clicking on a Comments icon if needed.</p> <p>Note: You do not have the ability to approve your own time.</p>
15.	<p>To report a different type of time off on the same timesheet, you will add a row by scrolling to the right, then clicking the Add a New Row (+) button.</p> 
16.	<p>Scroll back to the left and select the appropriate TRC.</p> <p>Continue reporting the number of hours under each date when time off was taken, then click the Submit button.</p>
17.	<p>If needed, additional rows may be added to report different types of time off.</p> <p>Note: If you add a new row and report the same type of TRC as an existing row, your entries will be combined into one row once you submit the hours.</p>
18.	<p>If you add a row in error, you can either leave it blank or use the Delete a Row (-) at the end of the row to remove the row. When you exit your timesheet, the blank row will automatically disappear.</p> 
19.	<p>A confirmation page will appear, click the Yes - Delete button.</p> 
20.	<p>Reporting No Time Off</p> <p>If you need to report that you did <u>not</u> take any time off in the month, do not leave your timesheet blank! You must verify that you did <u>not</u> 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 TRC 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.
21.	<p>Select the NLT - No Leave Taken-Monthly list item from the Time Reporting Code drop down list.</p> 
22.	<p>Enter a valid value e.g. "0" on any one day in the month.</p>

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23.	Click the Submit button. 
24.	A confirmation displays, click the OK button. 
25.	If you report NLT and then realize that this is incorrect, you must delete the NLT row before you can report any other type of time off.
26.	After submitting the appropriate time off codes with the corresponding hours, you may exit the system. To exit, click Sign out . 
27.	End of Procedure.