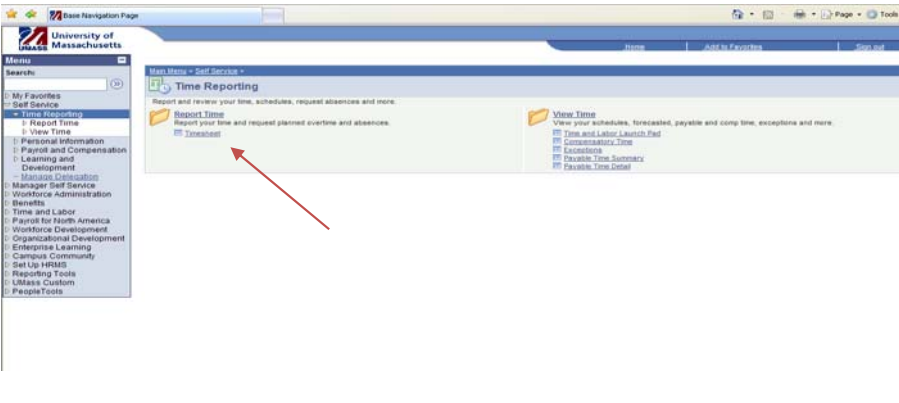
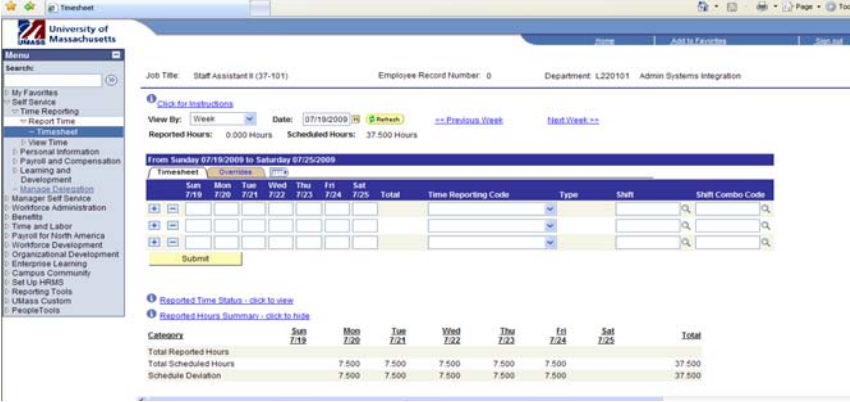


Step	Action
1.	<p>Logon to HR Direct Employee Self Service and Navigate to Time Reporting Link Click the <b>Timesheet Link</b>.</p> <p><a href="#">Timesheet</a></p> 
2.	
3.	Use the <b>Timesheet</b> page to report hours and time reporting codes for the current time period. The defaults for the <b>View By</b> field are set on the <b>User Preferences</b> page. Values are <b>Day, Week, or Time Period</b> .
4.	If you change the value in the <b>Date</b> field, click the <b>Refresh</b> button to update the page.
5.	Enter the desired number of hours into the day's field.

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6. Click the **Time Reporting Code** list.

7. If a single day has partial time entry, you will need to enter multiple rows – 1 for each Time Reporting Code – such that the total is equal to your scheduled hours for that day. You will need to enter the REGULAR hours for any day with a partial time entry.(See Example below)  
If you have NO Exceptions for any day – it will need to have REG hours entered.

From Sunday 07/26/2009 to Saturday 08/01/2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Staff Combo Code
7/26	7/27	7/28	7/29	7/30	7/31	8/1					
	3							VAC - Vacation Time			
	4.6	7.5	7.5	7.5	7.5			REG - Regular Pay SERS Elig			

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours

Submit

Reported Time Status - click to view  
Reported Hours Summary - click to hide

8. If you have no further entries, click the **Submit** button.

9. Click the **OK** button.

10. Notice that the Reported Hours Summary section has been updated.

11. If you want to add a Comment to time submitted, click on [Reported Time Status – click to view](#)

12. The submitted time and time reporting codes are displayed. You can enter comments by clicking on the comments icon.

Reported Hours: 37.500 Hours Scheduled Hours: 37.500 Hours

From Sunday 07/26/2009 to Saturday 08/01/2009

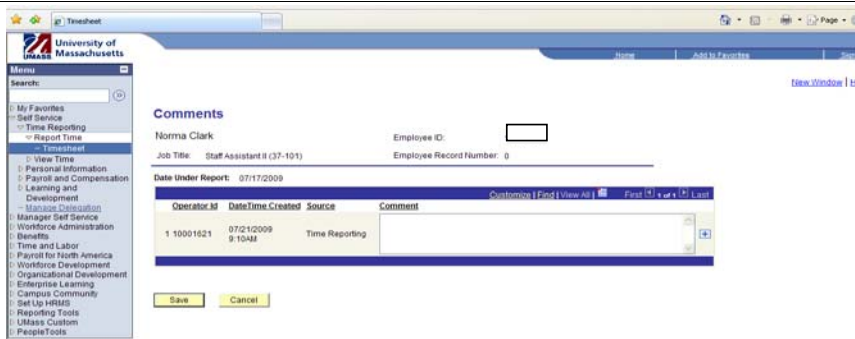
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift	Staff Combo Code
7/26	7/27	7/28	7/29	7/30	7/31	8/1					
	7.500	7.500	7.500	7.500	7.500		37.500	REG - Regular Pay SERS Elig	Hours		

Submit

Reported Time Status - click to hide

Date	Status	Total Time Reporting Code	Sched Hrs	Comments
07/27/2009	Submitted	7.500 REG	7.50	
07/28/2009	Submitted	7.500 REG	7.50	
07/29/2009	Submitted	7.500 REG	7.50	
07/30/2009	Submitted	7.500 REG	7.50	
07/31/2009	Submitted	7.500 REG	7.50	

13.



**Follow campus business rules for entering comments.**

14.

Click **SAVE** twice, you will be returned to Time Sheet Entry.

15.

If you want to confirm what time, including Compensatory Time is available to use, scroll to bottom of screen.



16.

Click on link - i.e. [Comp Time – H60DAYEXP](#) for more detail. You will see time available as well as Expiration Date



Congratulations, you have reported your time!

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