

# Time and Leave Reporting User Guide for Full Time Employees

# Table of Contents

Introduction .....	3
Login and Home Page .....	3
Create, Edit and Submit Work Hours .....	4
To Enter Work Hours .....	5
Creating a Timesheet .....	7
Editing a Timesheet.....	8
Importing work hours onto a timesheet (for overtime-eligible employees only).....	8
Adding entries to a timesheet and editing existing entries .....	9
Editing and deleting timesheet entries.....	10
Adding, editing, and deleting timesheet remarks .....	10
Submitting a Timesheet .....	11
Deleting a Timesheet .....	11
Timesheet Status .....	11
Timesheet History .....	12
Leave Balance.....	13

## Introduction

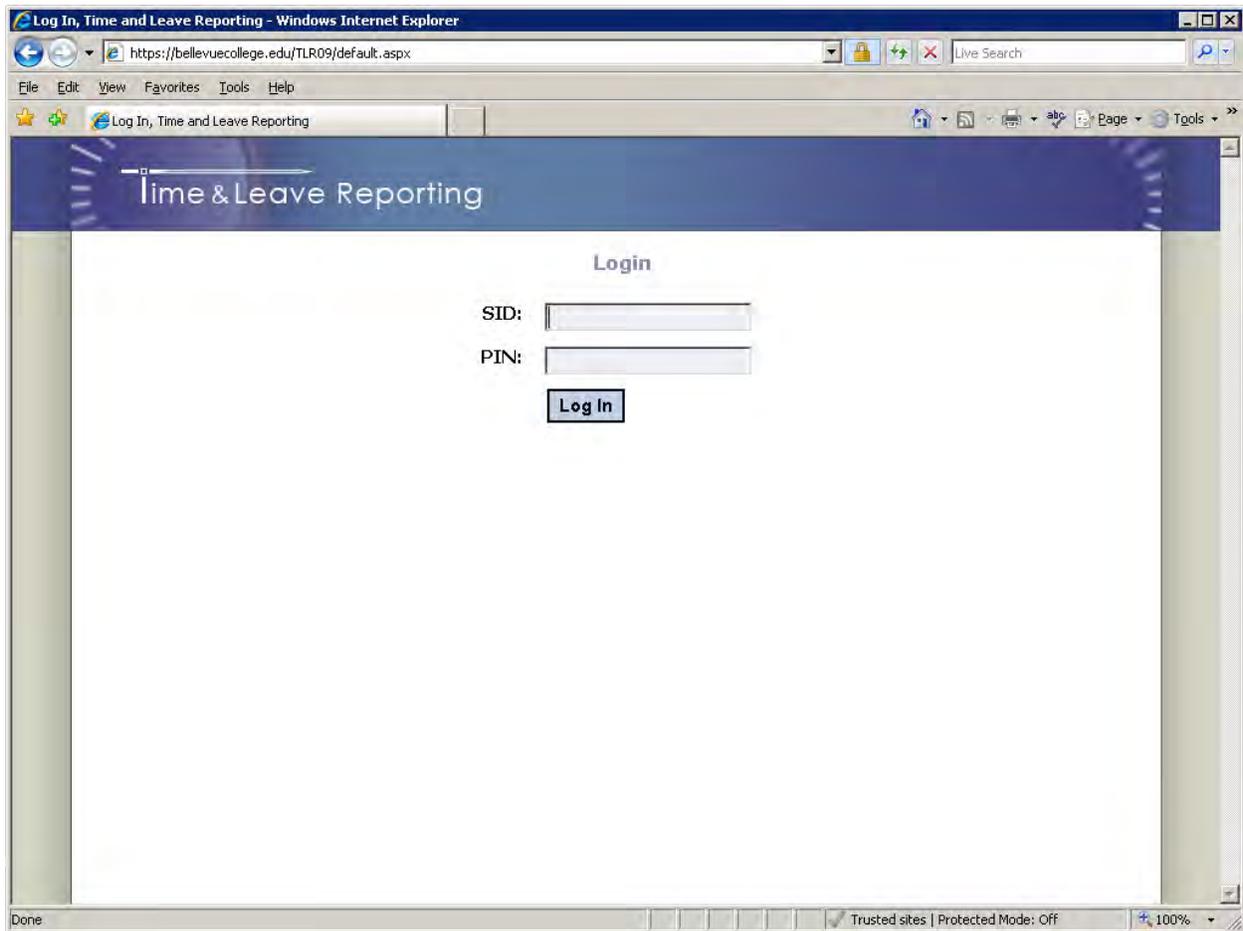
The Time and Leave Reporting (TLR) application is available to all full-time employees. TLR streamlines the process of reporting time, including the reporting of positive time (for overtime-eligible employees) and the approval process for exceptions to employees' work schedules.

Features in TLR include: the ability to enter work schedules (for overtime-eligible employees only), leave taken, submit a timesheet, review past timesheets, and view leave balances.

## Login and Home Page

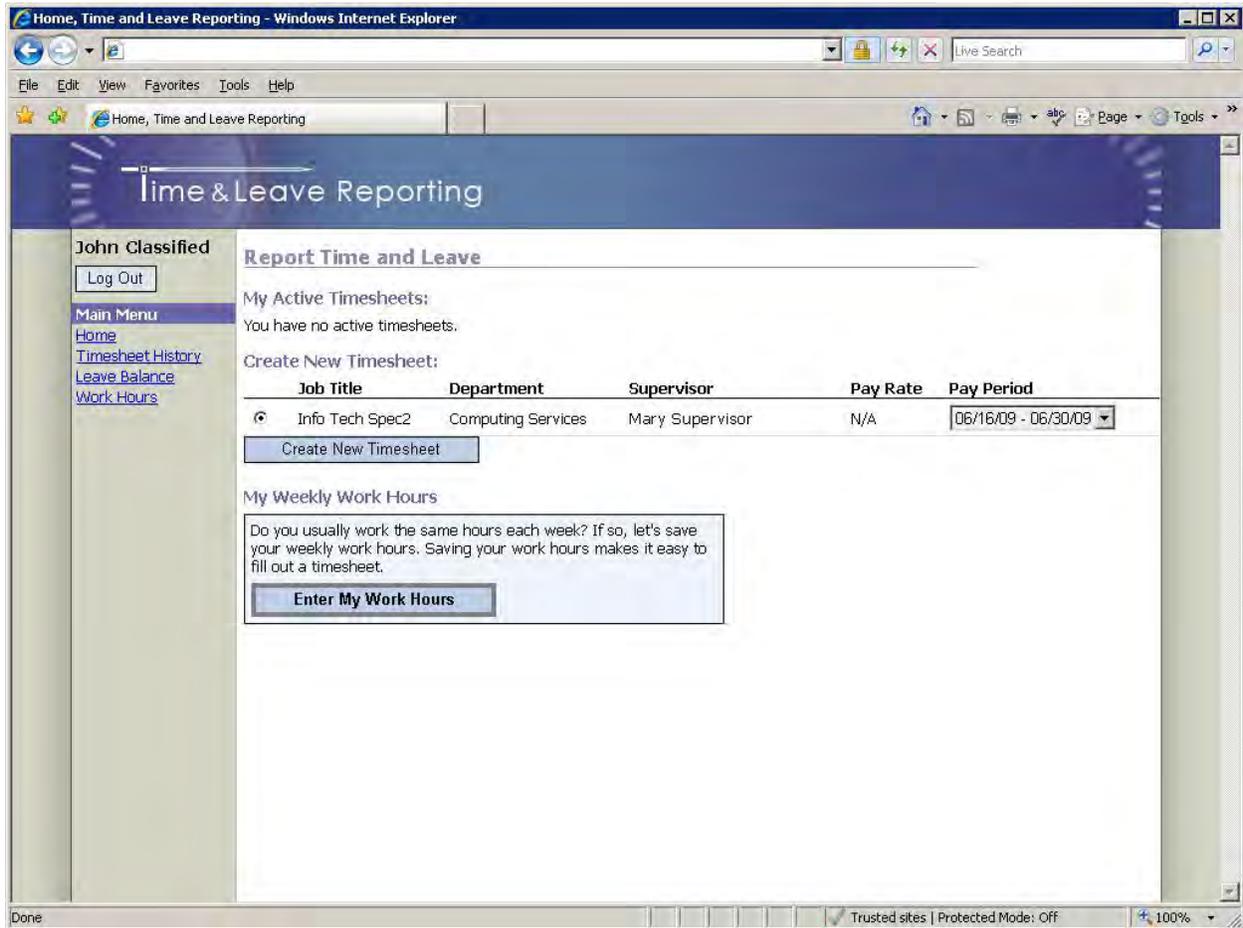
Logon credentials required for TLR are employee System Identifier (SID) and Personal Identification Number (PIN) (**Figure 1**). If assistance with credentials is required, please contact your Payroll Services department. Note, when entering a SID and PIN use digits (numbers) only.

**Figure 1 - Login page**



After logging in, users will be taken to the Home page of the application (**Figure 2**).

Figure 2 – Home page



The Home page is where employees are able to create new timesheets and also see the list of their active timesheets (those that have not been processed by payroll).

Navigation menu options vary slightly depending on employee classification or work area. Classified employees, unlike other employee types, will have a Work Hours option in the navigation pane on the left.

## Create, Edit and Submit Work Hours

This feature is available only for overtime-eligible employees; Washington State requires a record of positive time. On the Home page (Figure 2), a section called "My Weekly Work Hours" is located toward the bottom of the screen. If an employee has not created a weekly work schedule previously, a button titled "Enter My Work Hours" will appear at the bottom of this section:

#### My Weekly Work Hours

Do you usually work the same hours each week? If so, let's save your weekly work hours. Saving your work hours makes it easy to fill out a timesheet.

[Enter My Work Hours](#)

Work hours need to be submitted in order to be finalized. Submitting work hours sends an e-mail message to the employee's primary supervisor letting them know what that work schedule is and then setting that work schedule's status to "Finalized". Until that happens, the work schedule will remain a "Draft" and the following message will be displayed on the Home page and on the Timesheet page:

#### My Weekly Work Hours

Your weekly work hours have not yet been submitted. Submitting your work hours will make it easier to fill out a timesheet. Would you like to pick up where you left off?

[Pick up where I left off](#)

If an employee has submitted their work hours, those hours will be displayed on the Home page along with an Edit Work Hours button:

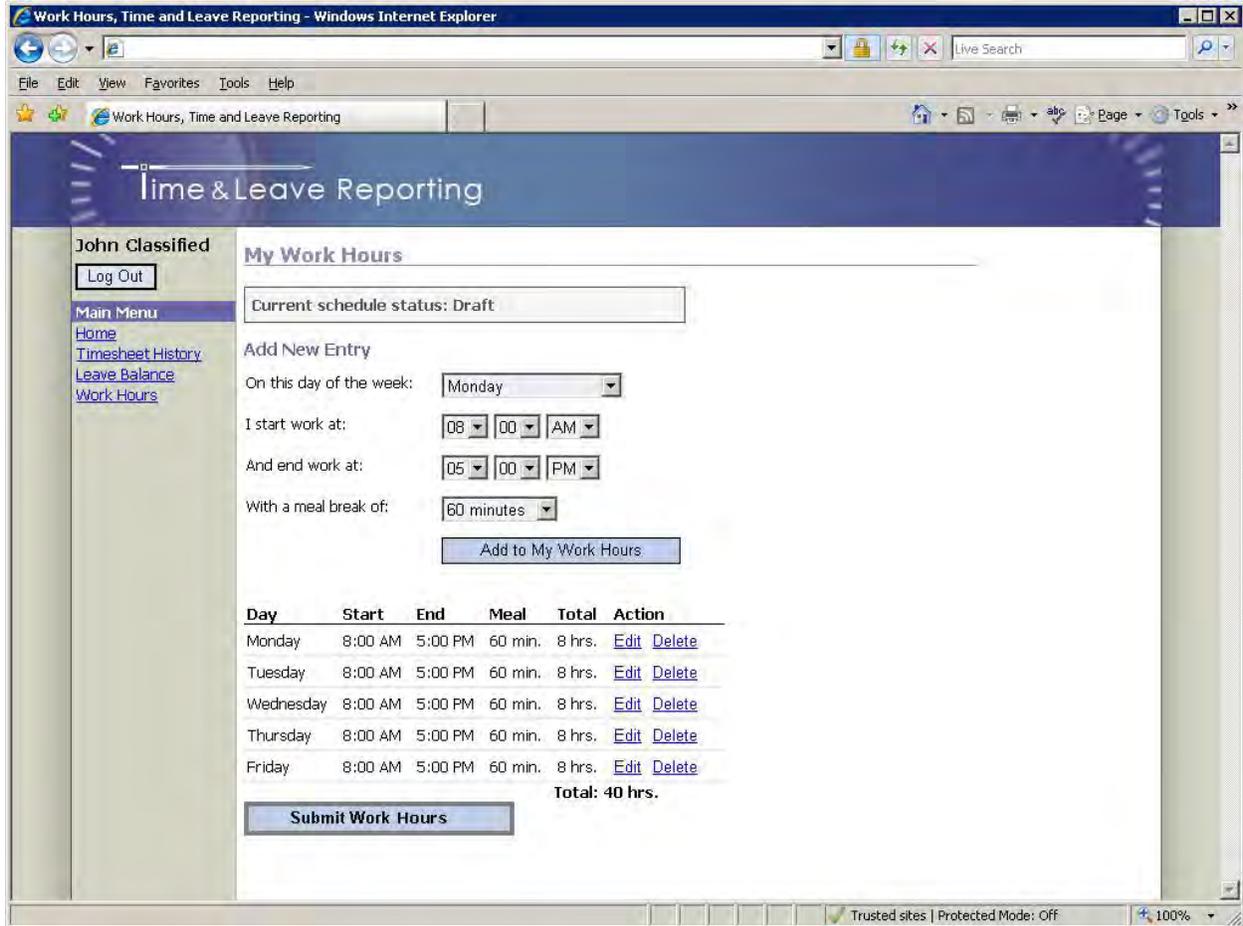
My Weekly Work Hours			
Day	Start	End	Break
Monday	8:00 AM	5:00 PM	60 min.
Tuesday	8:00 AM	5:00 PM	60 min.
Wednesday	8:00 AM	5:00 PM	60 min.
Thursday	8:00 AM	5:00 PM	60 min.
Friday	8:00 AM	5:00 PM	60 min.

[Edit Work Hours](#)

## To Enter Work Hours

Click on the "Work Hours" link in the navigation pane to go to the "My Work Hours" page.

Figure 3 - Work Hours



Select day of the week, start time, end time, and meal break and then click the “Add to My Work Hours” button to add that entry to your work hours. You can also edit or delete existing entries by clicking on the “Edit” or “Delete” links in the column titled “Action”.

**Note:**

1. Every time a change is made to the work hours, the employee must re-submit them by clicking the “Submit Work Hours” button or the Work Hours will remain in “Draft” form.
2. The total number of work hours cannot exceed 40.
3. The employee’s supervisor is notified via e-mail every time work hours are submitted.

## Creating a Timesheet

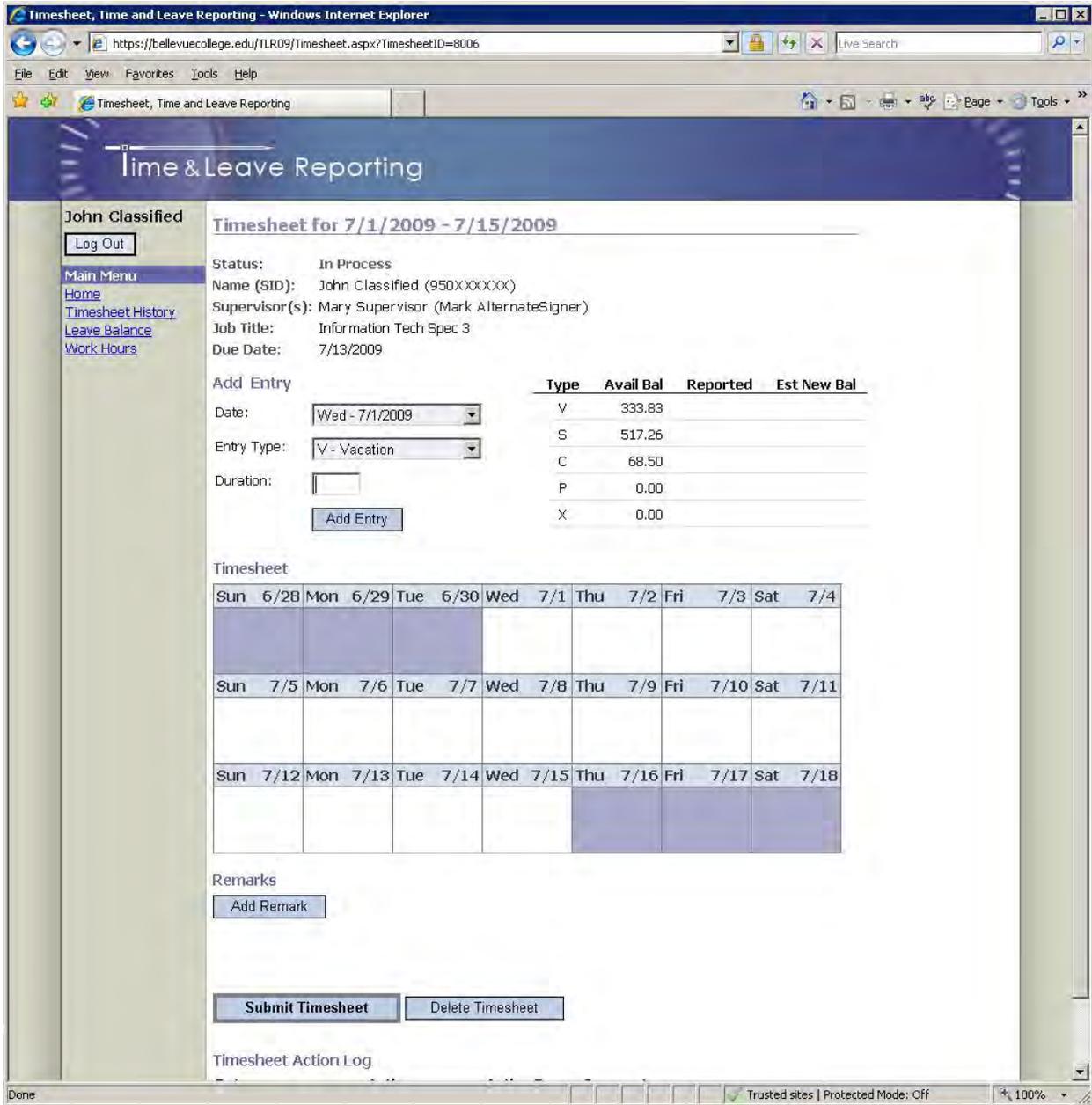
To create a timesheet, on the Home page (Refer to the “Create New Timesheet” section in **Figure 2**):

1. Select a job for which you are submitting a timesheet (if you have only one job in the list it will already be selected).
2. Select an appropriate pay period. You may choose a current, past, or future pay period.
3. Click the “Create Timesheet” button.

Once the “Create Timesheet” button is clicked you will be redirected to the timesheet page (**Figure 4**).

# Editing a Timesheet

Figure 4 – Timesheet Page



## Importing work hours onto a timesheet (for overtime-eligible employees only)

If your work hours have been submitted they can be imported onto a timesheet as positive time entries (shown as "W") by clicking the "Import My Work Hours" button:

## Timesheet for 6/16/2009 - 6/30/2009

### Import hours from your weekly work hours?

Would you like to import hours from your "weekly work hours" to your timesheet? Note: Importing work hours will delete all entries you've made so far.

Status: In Process

Name (SID): Dustin Thomas (950185144)

Supervisor(s): Agnes Figueroa-martinez (Teri Hull)

Job Title: Information Tech Spec 2

Due Date: 6/28/2009

### Add Time Entry

Date:

Entry Type:

Duration:

Type	Avail Bal	Reported	Est New Bal
V	88.00		
S	50.00		
P	8.00		
X	0.00		

You may also choose not to import work hours by clicking the "No Thanks" button (only this timesheet will be affected).

### Note:

When importing work hours, any existing entries on a timesheet will be deleted.

## Adding entries to a timesheet and editing existing entries

To add a new entry to a timesheet:

1. Select the day from the "Date" dropdown list.
2. Select a type of entry from the "Entry Type" dropdown list ("V – Vacation", "S – Sick", etc.).
3. Enter the duration in the "Duration" text box.

**Add Entry**

Date:

Entry Type:

Duration:

### Note:

If you decided not to import your work schedule onto a timesheet you can still enter positive time by selecting "W – Positive Time" from the "Entry Type" dropdown list.

## Editing and deleting timesheet entries

To edit a timesheet entry:

1. Click on the entry in the calendar (ex: “S – 8”) you want to edit. Details of the entry will be displayed above the timesheet.
2. Update the information using the same interface described in the “Add Entry” section.
3. Click the “Update” button.

**Edit Time Entry**

Date:

Entry Type:

Duration:

Type	Avail Bal	Reported	Est New Bal
V	88.00		
S	50.00	8.00	42.00
W	0.00	80.00	0.00
P	8.00		
X	0.00		

**Timesheet**

Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
		S - 8 <small>Sick: 8</small>	W - 8	W - 8	W - 8	
Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27
	W - 8	W - 8	W - 8	W - 8	W - 8	
Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	W - 8	W - 8				

To delete a timesheet entry:

1. Click on the entry in the calendar you want to delete. Details of the entry will be displayed above the timesheet.
2. Click the “Delete” button.

## Adding, editing, and deleting timesheet remarks

The employee, supervisor and payroll personnel can add one or more remarks to timesheets.

To add a remark:

1. Click the “Add Remark” button (refer to **Figure 4**).
2. Enter remark text.
3. Click the “Save Remark” button.

Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	<a href="#">W - 8</a>	<a href="#">W - 8</a>				

Remarks

Remark Text:

The remark will be displayed directly below the timesheet:

Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4
	<a href="#">W - 8</a>	<a href="#">W - 8</a>				

Remarks

*I had a doctor appointment the morning of 6/16 and then went home sick for the rest of that day.* John Classified [Edit](#) [Delete](#)  
6/26/2009 3:14 PM

To edit a remark:

1. Click the “Edit” link next to the remark.
2. Make the necessary changes.
3. Click the “Save Remark” button.

To delete a remark:

1. Click the “Delete” link next to the remark.
2. Confirm the deletion by clicking “Ok” in the pop-up prompt.

## Submitting a Timesheet

When you complete your timesheet you can submit it to your supervisor for approval by clicking the “Submit Timesheet” button towards the bottom of the Timesheet page. Unless rejected back to the employee, once timesheets are submitted they cannot be modified or deleted.

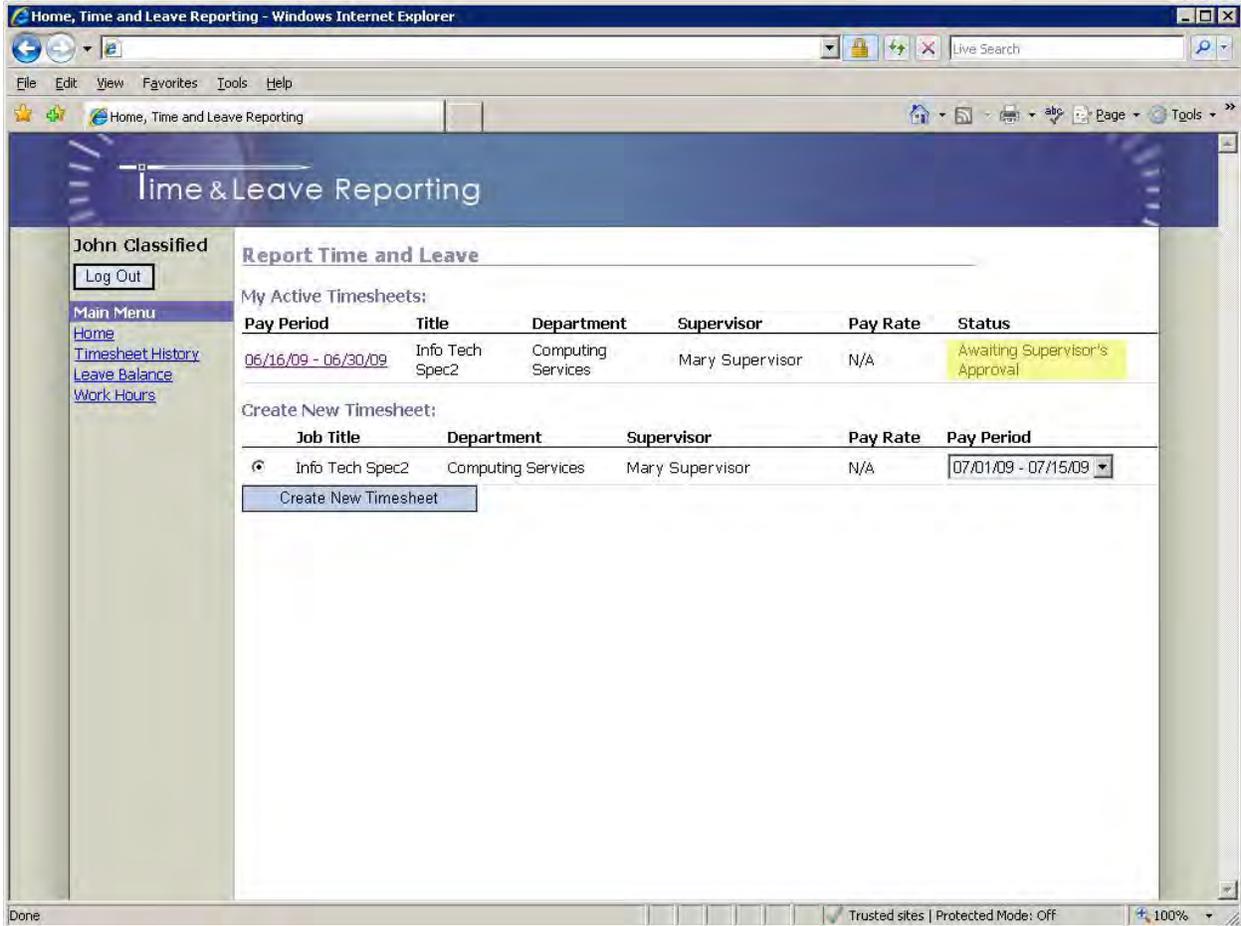
## Deleting a Timesheet

You can delete a timesheet that you have created by clicking the “Delete Timesheet” button towards the bottom of the timesheet page. Only timesheets with the status “In Process” can be deleted.

## Timesheet Status

The status of your active timesheet(s) can be viewed on the home page under the “My Active Timesheets” section (**Figure 5**). Timesheets are considered “Active” until processed by Payroll.

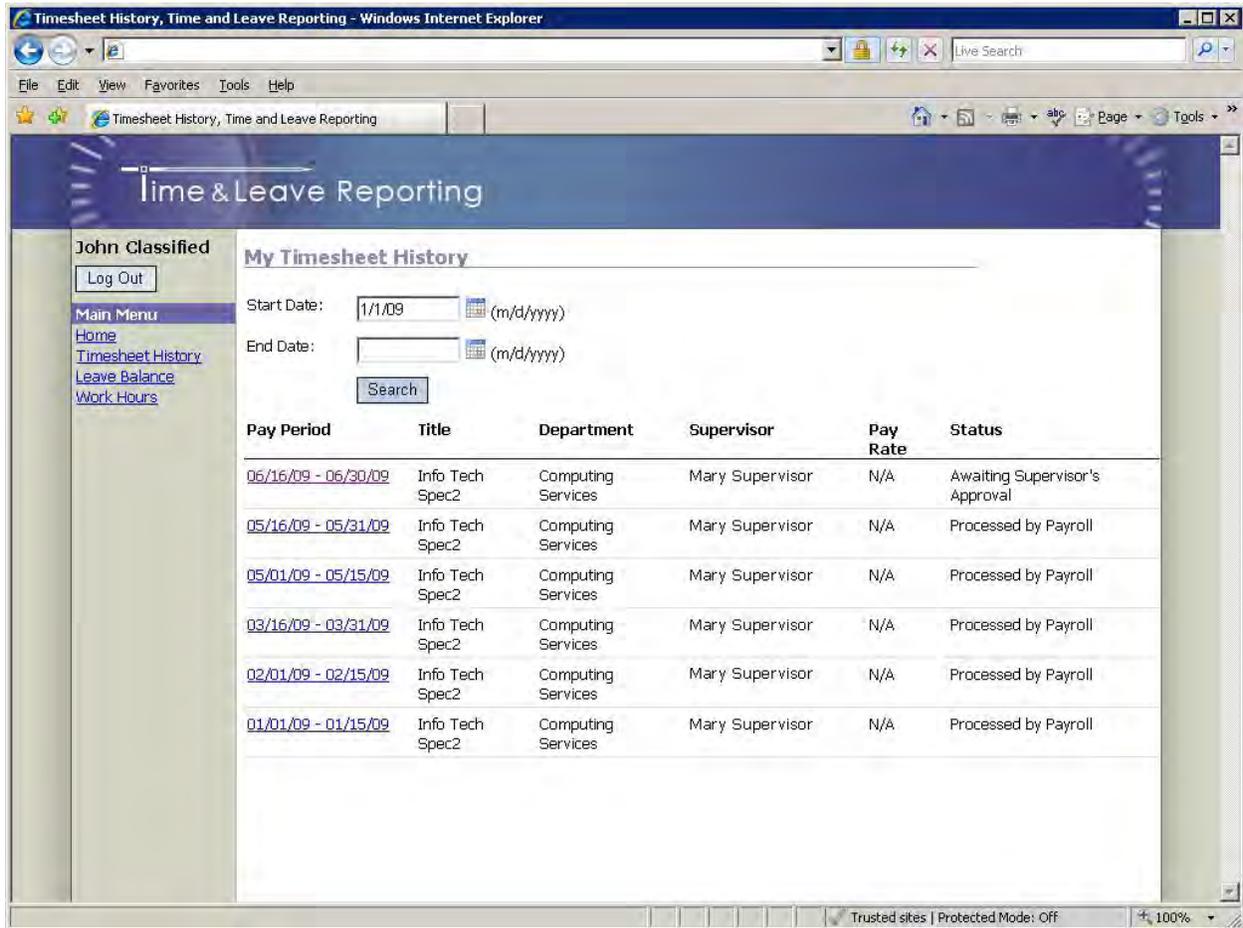
Figure 5 - Timesheet Status



## Timesheet History

The Timesheet History page allows all employees to search through previously created and submitted timesheets. To review timesheet history, click on the “Timesheet History” link in the navigation pane (Figure 6). By default, you will see the five latest timesheets; they can also be searched by start and end date. To specify dates for a search, type dates directly into the Start/End Date textboxes or click on the calendar icons to the right of the textboxes and select the appropriate dates. When finished entering dates, click on the “Search” button to run the search. Results will be displayed below the “Search” button.

Figure 6 - Timesheet History



## Leave Balance

Employees can view Leave Balance information by clicking on the “Leave Balance” link in the navigation pane. The Leave Balance page (**Figure 7**) is shown below.

Figure 7 - Leave Balance

The screenshot shows a web browser window titled "Leave Balance, Time and Leave Reporting - Windows Internet Explorer". The browser's address bar is empty, and the search bar contains "Live Search". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows various icons for navigation and search. The page content is displayed in a blue header with the text "Time & Leave Reporting". Below the header, the user's name "John Classified" is shown, along with a "Log Out" button. A "Main Menu" is visible on the left side, containing links for "Home", "Timesheet History", "Leave Balance", and "Work Hours". The main content area is titled "My Leave Balance" and contains a table with the following data:

Leave Type	Balance	Accrual Rate
(V) Vacation	88.00	8.00
(S) Sick	50.00	8.00
(C) Comp. time	0.00	1.50
(P) Personal holiday	8.00	8.00
(X) Personal Leave	0.00	8.00
(L) Leave Without Pay	0.00	0.00

The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

For further assistance, please consult the Payroll Office.